

**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Date: 8/10/2020

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:00 p.m.		
Present: Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, AC LaGrandeur, AC Moran, DAS Patti, Community Services Specialist Laboda, AA Moran		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
<u>Meeting Agenda:</u> The Board reviewed the meeting agenda. The agenda was approved as submitted. Approved	*MSC	
<u>Meeting Minutes:</u> A review of the meeting minutes from the July 27, 2020 Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
<u>Blanket Voucher Approval (BVA):</u> The following batches were presented for approval: BVA No. 549682 for \$2,624.14 , BVA No. 549967 for \$516,068.00 , BVA No. 549969 for \$388.77 , BVA No. 549970 for \$7,035.36 , and BVA No. 550003 for \$70,271.60 . Commissioner Stewart reviewed the BVA's with the Board. Commissioner Neupert inquired if the District obtained a surety bond on the engine represented in BVA 549967. AC Moran reported we do have a surety bond. Approved	*MSC	
<u>Payroll:</u> DAS Patti presented August's Payroll Affidavit in the amount of \$561,957.05 , for Board review and approval. There was an increase in overtime on this payroll that will be addressed further by AC LaGrandeur during his Chief's Report. There was a brief discussion on the implementation of BIAS Payroll. Approved.	*MSC	
<u>Resolution's for Approval:</u> The following Resolutions were presented for approval. <ul style="list-style-type: none"> • Resolution 2020-18: Step Increase to 90% for Katie Patti, Dir. of Administrative Services • Resolution 2020-19: Step Increase to 70% Top Step FF for Michael Foreman • Resolution 2020-20: Hiring of Entry Level FF/EMT's McKenzie, Ramos, and Strausz 	*MSC	
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		

08/10/20 - Regular Meeting

*Motion Moved / Seconded / Carried (See attached Motion Sheet)

**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Date: 8/10/2020

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Chief's Reports:

- **Chief Smith:** He prepared and submitted his report to the Board via email. His report outlined the following topics with the Board.
 - Kitsap Co remains in Phase 2 of the Governor's Safe Start Plan and what that means for our District.
 - He shared an update he received from Robert Lacey with the Board.
 - Discussion is ongoing amongst the Fire Chief's with regards to a County wide Fire Service Training Division. There have been active discussions with the Ops Chiefs as well as the Tri-North Chief's.
 - He shared the work he has done as Interim Chief of East Jefferson Fire & Rescue has not created any impacts for our District.
 - Kudos to our two Paramedic students Janelle Randles and Kaleb Murray who recently graduated! They have returned to shift. A link was provided to watch a recording of their virtual graduation.
 - He shared that we are working to establish an agreement to move to BIAS. DAS Patti will provide an update and finally, AC Moran will update the Board on the progress made towards the Sta. 87 Project.

- **AC LaGrandeur:** He reported that our call volume for July was 294 incidents. Of these incidents, 68% were EMS related and 32% were non-EMS. He noted our call volume and transports have been increasing slightly. Overtime was up for the month. The hours can be attributed to the wildland deployment, up-staffing for the Fourth of July, Paramedic Coverage at Port Ludlow Fire which will be reimbursed thru our Inter-local Agreement for FF/PM coverage. He is happy to report the pre-employment process for our three new hires is almost complete. They will start as career employees on September 1st. Deadlines for members to submit letters of intent for the BC and LT test is due this Friday. To date, we have received eight letters for LT. and four for BC. He and DAS Patti have their next negotiations meeting tomorrow. As items are discussed they are shared with Chief Smith. The process is going great. We are still operating under a county-wide incident action plan during the COVID-19 Pandemic. Finally, he shared information about our two Paramedic Program Graduates and that they are working towards getting signed off to function as a paramedic in Kitsap Co.

- **AC Moran:** He reported the new engine was purchased to include the discount. We have also received our electrostatic sprayers which will aid in sanitizing our units. We hope to receive our UV boxes that will also aid in disinfecting things such as phones, tablets etc. We have received our demolition permit for Sta. 87. We anticipate the process to take place mid-September. Once we receive the engineered plans we will apply for the permit to begin building. We are working on emptying the building in advance of the demolition.

08/10/20 - Regular Meeting

*Motion Moved / Seconded / Carried (See attached Motion Sheet)


**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**


Date: 8/10/2020


Time: 7:00 p.m.

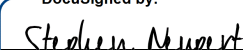
Place: Virtual Meeting using Teams

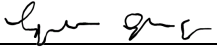
<u>Unfinished Business:</u> <ul style="list-style-type: none"> Financial and Payroll Software Purchase: DAS Patti reported that the Master Services Agreement was sent for legal review. From that review an addendum He prepared an addendum to add to the agreement. She shared the implementation timeline with the Board. She asked for Board Approval for direction to have Chief Smith sign the agreement with BIAS. Approved 	*MSC	
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		
<u>New Business:</u> There was no new business to discuss.		
<u>Good of the Order:</u> <ul style="list-style-type: none"> Commissioner Neupert reported the next Kitsap County Fire Commissioner meeting is scheduled for August 25th. It will likely be held via Zoom. Commissioner Neupert reported the Fire Commissioners are also seeking names of individuals to acknowledge at the brunch if it were to continue as scheduled. If anyone has a nomination to please let Commissioner Stewart or Neupert know. 		
There being no further business to conduct, the meeting was adjourned at 7:33 p.m. Approved	*MSC	

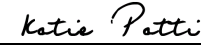
DocuSigned by:

 Commissioner

DocuSigned by:

 Commissioner

DocuSigned by:

 Commissioner

DocuSigned by:

 Commissioner

DocuSigned by:

 Commissioner

DocuSigned by:

 Attest

08/10/20 - Regular Meeting

*Motion Moved / Seconded / Carried (See attached Motion Sheet)

**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Date: 8/10/2020

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

ACTION ITEMS

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Gregory	Motion to approve the agenda as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 7/25/2020	Motion by Commissioner: Gregory	Motion to approve the minutes as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA No. 549682 for \$2,624.14 BVA No. 549967 for \$516,068.00 BVA No. 549969 for \$388.77 BVA No. 549970 for \$7,035.36 BVA No. 550003 for \$70,271.60	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll approval for July in the amount of \$561,957.05	Motion by Commissioner: Neupert	Moved to approve payroll as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

08/10/20 - Regular Meeting

*Motion Moved / Seconded / Carried (See attached Motion Sheet)

**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Date: 8/10/2020

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Resolution 2020-18: Step Increase to 90% for Katie Patti, Director of Admin Svcs.	Motion by Commissioner: Neupert	Motion to approve Resolution 2020-18 as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Resolution 2020-19: Step Increase to 70% of Top Step FF for Michael Foreman	Motion by Commissioner: Gregory	Motion to approve Resolution 2020-19 as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Resolution 2020-20: Hiring of Probationary FF's McKenzie, Ramos, Strausz	Motion by Commissioner: Gregory	Motion to approve Resolution 2020-20 as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Signing of Financial & Payroll Agreement with BIAS	Motion by Commissioner: Gregory	Motion to have Chief Smith sign the agreement as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:33 p.m.
	2 ND by Commissioner: Gregory	
	Carried/Vote	

08/10/20 - Regular Meeting

*Motion Moved / Seconded / Carried (See attached Motion Sheet)