

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

**Date:** 9/14/2020

**Time:** 7:00 p.m.

**Place:** Virtual Meeting using Teams

<b>Meeting called to order by Chair Pearson at 7:00 p.m.</b>		
<b>Present:</b> Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, AC LaGrandeur, DAS Patti, Community Services Specialist Laboda		
<b><u>Topic</u></b>	<b><u>Action</u></b>	<b><u>Assigned / Deadline</u></b>
<b><u>Meeting Agenda:</u></b> The Board reviewed the meeting agenda. Commissioner Neupert requested to add the topic: Property for Sale under New Business. The agenda was approved as amended. <b>Approved</b>	<b>*MSC</b>	
<b><u>Meeting Minutes:</u></b> A review of the meeting minutes from the August 24, 2020 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	<b>*MSC</b>	
<b><u>Blanket Voucher Approval (BVA):</u></b> The following batches were presented for approval: <b>BVA No. 550840</b> for <b>\$83,685.19</b> , <b>BVA No. 551546</b> for <b>\$465.63</b> , <b>BVA No. 551548</b> for <b>\$7,010.23</b> , <b>BVA No. 551554</b> for <b>\$57,483.30</b> . Commissioner Stewart reviewed the BVA's with the Board. He shared these batches contain benefits from August, BIAS software payment, annual renewal for ESO. <b>Approved</b>	<b>*MSC</b>	
<b><u>Payroll:</u></b> DAS Patti presented September's Payroll Affidavit in the amount of <b>\$588,462.34</b> , for Board review and approval. <b>Approved.</b>	<b>*MSC</b>	
<b><u>Resolution's for Approval:</u></b> The following Resolutions were presented for approval. These Resolutions will allow our District to move forward with BIAS software. There was discussion on the language contained in several of the Resolutions that identifies the Board Financial Officer. The Board amended the Resolutions to remove the Board Financial Officer. Commissioner Stewart will continue to perform voucher auditing and his correct title will be added to Resolution 2020-27. <ul style="list-style-type: none"> <li>Resolution 2020-24: <b>Authorizing the District to Issue its Own Warrants</b></li> <li>Resolution 2020-25: <b>Authorization to Process Payroll</b></li> <li>Resolution 2020-26: <b>Wire Transfer Authority</b></li> <li>Resolution 2020-27: <b>Appointment of Auditing Officers</b></li> </ul>	<b>*MSC</b>	

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<b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.		
<b><u>Chief's Reports:</u></b> <ul style="list-style-type: none"> <li>• <b>Chief Smith:</b> He reported he is currently in Pierce County assisting with a wildland incident. He will be headed to OR next and only plans to be there for several days while he gets a peer situated.</li> <li>• <b>AC LaGrandeur:</b> He reported the call volume was 263 incidents for the month of August. There were no structure fires during the month. He remarked we are still down in call volume compared to where we were a year ago. Transports were down as well. Our OT for August was at a record high of 1,659.25 hours. The reason for these numbers are primarily due to wildland mobilization. We have resources in CA, OR and within WA. Our total liability was just over 400 hours. In other news, our three new firefighters began on September 1<sup>st</sup>. He and DAS Patti are still involved in contract negotiations for the Uniform and Non-Uniform groups. He spoke on the COVID-19 outbreak at St. Michaels. He also shared on August 28<sup>th</sup> we had an AVL success story where our crews were able to respond to a call in Central Kitsap's response area.</li> </ul>		
<b><u>Unfinished Business:</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul>		
<b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.		
<b><u>New Business:</u></b> <ul style="list-style-type: none"> <li>• <b>Update on Admin position</b> – DAS Patti reported her and Chief made the decision to move forward with the recruitment process to fill the position vacancy created with SA Ariwoola's retirement. We have advertised for a Division Assistant position. The position is posted on several social media sites and closes on September 17<sup>th</sup>. Candidates will be put through online testing and virtual interviews. We anticipate the start date would be November 1<sup>st</sup>.</li> <li>• <b>Property for Sale</b> – Chair Pearson shared information with the Board regarding a For Sale sign posted on the neighboring property to Station 81. The Board requested an update at a future meeting. AC LaGrandeur offered to follow up on this with AC Moran and will provide an update to the Board.</li> </ul>		<b>AC LaGrandeur discussion with AC Moran/TBD</b>

09/14/20 - Regular Meeting

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

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

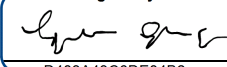
**Date:** 9/14/2020

**Time:** 7:00 p.m.

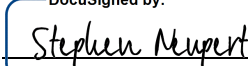
**Place:** Virtual Meeting using Teams

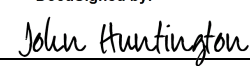
<p><b><u>Good of the Order:</u></b></p> <ul style="list-style-type: none"> <li>Commissioner Neupert requested a finance committee meeting together to look at next year's budget.</li> <li><b>Snure Seminar:</b> Commissioner Stewart reported we received notice of registration for the Snure Seminar being held virtually on October 21<sup>st</sup> from 6pm to 9pm. If Board members are interested in participating please contact DAS Patti.</li> <li>Commissioner Stewart thanked CSS Laboda and AC LaGrandeur for the 911 Ceremony.</li> </ul>		<p><b>Contact DAS Patti to register</b></p>
<p>There being no further business to conduct, <b>the meeting was adjourned at 7:50 p.m. Approved</b></p>	<p><b>*MSC</b></p>	

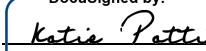
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
ACTION ITEMS**

Topic

Motion

<b>Acceptance of the Agenda</b>	Motion by Commissioner: Neupert	Motion to approve the agenda as amended.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 8/28/2020</b>	Motion by Commissioner: Stewart	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Voucher Approval:</b> BVA No. 550840 for \$83,685.19 BVA No. 551546 for \$465.63 BVA No. 551548 for \$7,010.23 BVA No. 551554 for \$57,483.30	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Payroll approval for September in the amount of \$588,462.34</b>	Motion by Commissioner: Huntington	Moved to approve payroll as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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<b>Resolution 2020-24: Authorizing the District to Issue its Own Warrants</b>	Motion by Commissioner: Huntington	Motion to approve Resolution 2020-24 as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
<b>Resolution 2020-25: Authorization to Process Payroll</b>	Motion by Commissioner: Stewart	Motion to approve Resolution 2020-25 as amended.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
<b>Resolution 2020-26: Wire Transfer Authority</b>	Motion by Commissioner: Huntington	Motion to approve Resolution 2020-26 as amended.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
<b>Resolution 2020-27: Appointment of Auditing Officers</b>	Motion by Commissioner: Neupert	Motion to approve Resolution 2020-27 as amended.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
<b>Adjourn Meeting</b>	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:50 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	