

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

**Date:** 01/11/2021

**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 Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Gregory, Chief Smith, AC LaGrandeur, AC Abrigo, DAS Patti, DA Luther and Community Services Specialist Laboda   |               |                               |
| <u>Topic</u>  | <u>Action</u> | <u>Assigned/<br/>Deadline</u> |
| <b><u>Meeting Agenda:</u></b> The Board reviewed the meeting agenda. The agenda was approved as submitted. <b>Approved</b>  | *MSC          |                               |
| <b><u>Meeting Minutes:</u></b> A review of the meeting minutes from the December 14 <sup>th</sup> , 2020 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>   | *MSC          |                               |
| <b><u>Blanket Voucher Approval (BVA):</u></b> The following batches were presented for approval: <b>BVA No. 556517 for \$41,872.92, BVA No. 556633 for \$75,789.10, BVA No. 556635 for \$1,303.00, BVA No. 1 for \$159,720.70</b> Commissioner Stewart reviewed the BVA's with the Board. Some items reviewed included Sales and Service Generator testing done at three stations, two being \$1,942.00 and one being \$1,825.00. Matthews Electric Corporation for \$8,120.00 for the transformation from the high power user lights to the LED lights. This is paying from the 2020 budget for the work of 2020 and they are holding payment for the work being completed in 2021. Snap on Tools is now requiring that we show our individual sales person as the receiver of the funds from our vouchers on it instead of just Snap on Tools. Commissioner Stewart discussed the new BIAS system voucher process and how he enjoyed working with the new system. In regards to the January batch, he discussed our Kitsap 911 invoice has shown an increase for us for this year in the amount of \$376.00. Also discussed the annual payment for our two medic units being a large majority of our total for the batch. <b>Approved</b> | *MSC          |                               |
| <b><u>Payroll:</u></b> DAS Patti informed the Board that we will have Payroll available at the second meeting for review. Provided an update when it comes to BIAS and explained that we are in the final stages of putting together the payroll build in BIAS and we are currently testing the ACH's and building all accruals. DAS Patti thanked DA Luther for her role in the BIAS preparation. <b>Approved.</b>   |               |                               |
| <b><u>Resolutions:</u></b> The following Resolutions were presented for approval: <b>Approved</b> <ul style="list-style-type: none"> <li><b>Resolution 2021-01 – Salary &amp; Benefits Resolution</b></li> <li><b>Resolution 2021-02 – Appointment and or Election of Official Functions for North Kitsap Fire &amp; Rescue</b></li> </ul> <b><u>Chair</u></b> Patrick Pearson was nominated and seconded for Board Chair.<br><b><u>Vice Chair</u></b> Wilson Stewart was nominated and seconded for Vice Chair.  | *MSC          |                               |

01/11/21 - Regular Meeting

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

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

**Date:** 01/11/2021

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

**Place:** Virtual Meeting using Teams

|  |                                       |  |
|--|---------------------------------------|--|
| <p><b><u>Voucher Delegation of Signing Authority for interim voucher</u></b> Wilson Stewart was nominated and seconded for Voucher Delegation of Signing Authority for Interim Voucher Runs.</p> <p><b><u>Board for Volunteer Firefighter Representative</u></b> Stephen Neupert was nominated and seconded for Board for Volunteer firefighter representative</p> <p><b><u>Appointments:</u></b> All appointments were agreed upon.<br/> <i>Recording Secretary:</i> DA Luther<br/> <i>HIPAA Compliance Officer:</i> Secretary Todd<br/> <i>Records Request Custodian:</i> DAS Patti</p> <p><b><u>Committee Assignments:</u></b><br/>           Planning Committee: Patrick Pearson, Wilson Stewart, Stephen Neupert, John Huntington, Gillian Gregory<br/>           Finance Chair: John Huntington and Stephen Neupert<br/>           Labor Relations: Gillian Gregory and Wilson Stewart<br/>           Healthcare Committee: Gillian Gregory and John Huntington</p> <ul style="list-style-type: none"> <li>• <b>Resolution 2021-03 – Surplus Equipment Xerox Copier</b></li> <li>• <b>Resolution 2021-04 – Promotion of Buchanan, Hickey, Rahier, Cunningham and Clark</b></li> <li>• <b>Resolution 2021-05 – Promotion of Ardyll Abrigo AC</b></li> </ul> | <p><b>*MSC</b></p> <p><b>*MSC</b></p> |  |
| <p><b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.</p>  |                                       |  |
| <ul style="list-style-type: none"> <li>• <b>Chief Smith:</b> Reported that ending with 2020 we were in contract negotiations with our uniform and non-uniform personnel represented by the union, and we did not complete that negotiation and their contract is still outstanding and has not been settled. We are currently working on a settlement. There will be compensation adjustments that will be done through a resolution once the contract has been settled. They are currently working off an extension of the current contract.</li> <li>• <b>AC LaGrandeur:</b> Reported the call volume for December was 251 incidents. Of those, 66% were EMS, 34% were non-EMS. No structure fires in December. Total call volume for 2020 was 3,061 which is an approximate 10% drop from the previous year. We had 98 transports which does not include mutual aid agencies or airlifts. Our new officer positions are in place and the transition for each has gone smoothly. New hires Tucker, Ellingsen and Harris are all making progress in their pre-employment process. We are hopeful that they will</li> </ul>  |                                       |  |

01/11/21 - Regular Meeting

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

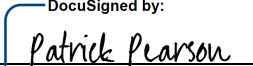
**NORTH KITSAP FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS**

**Date:** 01/11/2021

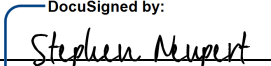
**Time:** 7:00 p.m.

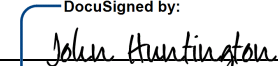
**Place:** Virtual Meeting using Teams

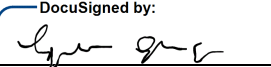
|   |             |  |
|---|-------------|--|
| <p>start as career on February 1<sup>st</sup>. Continuing to operate under county-wide incident action plan during the COVID-19 pandemic. COVID-19 vaccinations are taking place for our personnel and we currently have 68% of the department members in the process of getting their shots.</p> <ul style="list-style-type: none"> <li>• <b>AC Abrigo:</b> Reported that we are still waiting for the storm water department in order to move forward with Station 87 project. There will be resolutions coming forward in the next couple of months in regards to surplus equipment as there are old computers and equipment throughout the stations. New engine that we are to receive should be inspected by May.</li> </ul> |             |  |
| <b>Unfinished Business:</b> None  |             |  |
| <b>New Business:</b> None   |             |  |
| <b>Public Comment:</b> Chair Pearson called for public participation. There was none.   |             |  |
| <b>Good of the Order:</b> DAS Patti informed the Board that the State Audit is going wonderful and that we have received our entrance documents and we should be wrapped up with our audit by the end of January.   |             |  |
| There being no further business to conduct, <b>the meeting was adjourned at 7:58 p.m. Approved</b>  | <b>*MSC</b> |  |


DocuSigned by:  
  
Commissioner  
F58F99F8B9DB477...

DocuSigned by:  
  
Commissioner  
734A8D9FD83D480...

DocuSigned by:  
  
Commissioner  
F1A46C...

DocuSigned by:  
  
Commissioner  
EAA53A87301F4DE...

DocuSigned by:  
  
Commissioner  
E84B2...

DocuSigned by:  
  
Attest  
C0E988E2A9140B...

01/11/21 - Regular Meeting

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

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

**Date:** 01/11/2021

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

**Place:** Virtual Meeting using Teams

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**ACTION ITEMS**

Topic

Motion

|  |   |   |
|--|---|---|
| <b>Acceptance of the Agenda</b>  | Motion by Commissioner:<br>Huntington   | Motion to approve the agenda as presented.                              |
|  | 2 <sup>ND</sup> by Commissioner:<br>Gregory   |   |
|  | Carried/Vote  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| <b>Approval of the Minutes for 12/14/2020</b>  | Motion by Commissioner:<br>Stewart  | Motion to approve the minutes as presented.                             |
|  | 2 <sup>ND</sup> by Commissioner:<br>Huntington  |   |
|  | Carried/Vote  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| <b>Voucher Approval:</b><br>January - BVA No. 1 for \$159,720.70<br>December-<br>BVA No. 556517 for \$41,872.92<br>BVA No. 556633 for \$75,789.10<br>BVA No. 556635 for \$1,303.00 | Motion by Commissioner:<br>Stewart for both December and January                        | Moved to approve the BVA's as presented.                                |
|  | 2 <sup>ND</sup> by Commissioner:<br>Gregory for December and Huntington<br>for January. |   |
|  | Carried/Vote  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| <b>Resolution 2021-01:</b><br>Salary and Benefits  | Motion by Commissioner:<br>Huntington   | Motion to approve Res. 2021-01 as presented                             |

01/11/21 - Regular Meeting

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

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

**Date:** 01/11/2021

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

**Place:** Virtual Meeting using Teams

|   |  |   |
|---|--|---|
|   | 2 <sup>ND</sup> by Commissioner:<br>Gregory    |   |
|   | Carried/Vote                                   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| <b>Resolution 2021-02:</b> Appointment and or Election<br>of Official Functions           | Motion by Commissioner:<br>Stewart             | Moved to approve Res. 2021-02 as presented.                             |
|   | 2 <sup>ND</sup> by Commissioner:<br>Neupert    |   |
|   | Carried/Vote                                   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| <b>Resolution 2021-03:</b> Declaration of Surplus<br>Equipment Xerox Copier               | Motion by Commissioner:<br>Gregory             | Moved to approve Res. 2021-03 as presented.                             |
|   | 2 <sup>ND</sup> by Commissioner:<br>Huntington |   |
|   | Carried/Vote                                   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| <b>Resolution 2021-04:</b> Promotion of Buchanan,<br>Hickey, Rahier, Cunningham and Clark | Motion by Commissioner:<br>Gregory             | Moved to approve Res. 2021-04 as presented.                             |
|   | 2 <sup>ND</sup> by Commissioner:<br>Huntington |   |
|   | Carried/Vote                                   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| <b>Resolution 2021-05:</b> Promotion of Ardyll Abrigo AC                                  | Motion by Commissioner:<br>Huntington          | Moved to approve Res. 2021-05 as presented.                             |
|   | 2 <sup>ND</sup> by Commissioner:<br>Gregory    |   |
|   | Carried/Vote                                   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |

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

**Date:** 01/11/2021

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

**Place:** Virtual Meeting using Teams

|                        |   |   |
|------------------------|---|---|
| <b>Adjourn Meeting</b> | Motion by Commissioner:<br>Neupert          | Motion to adjourn the meeting at 7:36 p.m.                              |
|                        | 2 <sup>ND</sup> by Commissioner:<br>Gregory |   |
|                        | Carried/Vote                                | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |