

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

Date: 03/08/2021

Time: 7:02 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:02 p.m.		
Present: 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/ Deadline</u>
<u>Meeting Agenda:</u> The Board reviewed the meeting agenda. The agenda was approved as presented. Approved	*MSC	
<u>Meeting Minutes:</u> A review of the meeting minutes from the February 22 nd , 2021 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 Batch #3.1 for \$44,970.63. Commissioner Stewart reviewed the BVA with the Board. Some items reviewed included in BVA Batch 3.1 the payment we make for the station 81 diesel refill was higher than normal. It was \$2,256.00 and the normal range is around \$600.00 per month, the rise was due to three past due payments from December, two past due payments from January and the two payments for February. Another item reviewed was the Kitsap Public Works – Storm water fee's for all of the stations, totaling \$1,725.00, which is an annual payment that we had paid 4 months ago for 2020 and this specific billing is for 2021. US Bank Card's total amount due was \$12,472.00, and out of that we will be getting \$4,800.00 back from East Jefferson. Commissioner Gregory inquired about that insurance payment as well as the conference fees on the US Bank Card detail. Commissioner Stewart explained the conference workshop was for a class for 7 for a trench rescue class. DAS Patti informed the board the insurance tax was miscoded and that it was a quarterly tax for labor from our maintenance shop. DAS Patti stated prior to BIAS the county took the amount out of our account, and due to us moving to BIAS we are now paying it via credit card. Commissioner Neupert had a question in regards to the TASC charge, DAS Patti informed the board that TASC is our flex spending account and this is the administrative fee that we are required to pay for these accounts. Approved	*MSC	
<u>Payroll:</u> DAS Patti presented payroll for the month of March in the amount of \$554,356.37. DAS Patti reviewed the payroll with the board drawing attention to a few items which included this being the last month of pay for Cindy Moran. DAS Patti also informed the board that our non-uniform contract is being settled and due to this we completed the retro pay for Robert Lacey, Daniel Fuller, Kevin Matthes and Aaron Sutherland which totaled	*MSC	

03/08/21 - Regular Meeting

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

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

Date: 03/08/2021

Time: 7:02 p.m.

Place: Virtual Meeting using Teams

\$2,590.72. We will be presenting a resolution to the board at our next meeting for the finalization of the non-union contract.		
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		
<p><u>Chief's Report:</u></p> <p>Chief Smith: Informed the board that he sent out a copy of the ILA for the County Attorney consortium for the boards review and that Brian Snure has reviewed the document and supports the document. Informed the board that all other agencies are in agreement with the ILA and that Poulsbo is still having further discussions on the matter. Informed the board that this will be on the agenda at the Tri-North meeting scheduled for the end of the month. Bainbridge Island would like to have a discussion in regards to having another member of the maintenance facilities over there and this will also be on the agenda at the Tri-North meeting at the end of the month.</p> <p>Chief LaGrandeur: Reported the call volume for February was 222 incidents. Of those, 70% were EMS, 30% were non-EMS and there was one structure fire which was a mutual aid to Bainbridge Island. We had 87 transports in February which does not include transports by mutual aid agencies or airlifts. Our overtime dropped down to a total of 391 hours which 60 hours will be reimbursed bringing the total overtime for NKFR to 331 hours. We continue to operation under a county-wide incident action plan during the COVID-19 pandemic. This is being updated monthly now and we continue to have success in both our response to possible cases and protecting our personnel from COVID-19. We've been participating in weekly COVID vaccination clinics at the old St. Michael's facility in Bremerton. Crews have been EMS standby for people receiving the vaccinations. All of the departments in the county have been assisting with this. In regards to the non-union contract we are implementing the items that have been agreed upon and will continue to work on those that have not been as of yet.</p> <p>Chief Abrigo: Reported that there has not been any changes in regards to the project at station 87 and that we are reaching our four week mark for Taylor construction to start working. Sent them an email last week and will be touching base with them by the end of this week. We are replacing the point to point exhaust system at station 81, 84, 85 and 89. Explained that we are currently have Plymovement and that we are reviewing a quote from Magnegrip. Informed the board there is no change in the new engines that we have. Informed the board that we originally budgeted \$20,000 to replace the current forklift that we have. Through research Pape machinery in fife found that someone at Port Townsend Mills is trying to get rid of one of their machines which will cost us \$21,250.00 after</p>		

03/08/21 - Regular Meeting

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

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

Date: 03/08/2021

Time: 7:02 p.m.

Place: Virtual Meeting using Teams

delivery. It will be re-certified, re-painted and it carries an extra 1000 pounds. We would be able to supplement the over budgeted amount with our budget in our shop tools.		
<p><u>Unfinished Business:</u></p> <p>Update on Wildland Reimbursement: DAS Patti informed the board that we have received approximately \$140,000 in reimbursements so far and that we are anticipating \$260,000.00 to come back to us still for reimbursement. Informed the board that DNR and State Patrol are back logged and we are hopeful we will see those funds for EMAC (Emergency Management Assistance Compact) and mobilization soon. Chief Smith stated that EMAC (Emergency Management Assistance Compact) has been running behind and are dealing with COVID as well as mobilization and DNR are also running behind but we should see those reimbursements before the fiscal year ends which is at the end of June.</p> <p>Update on COVID expense reimbursement: DAS Patti informed the board that since the pandemic started we were able to take advantage of a grant to get reimbursed for those expenses minus what we received already which was \$16,000. Our total costs for COVID expenses is \$38,368.81 which has been submitted to FEMA who will review our packet and will determine if we will get the reimbursement. We are currently working with someone in the state office to help report our expenses but there are a few items such as the carpet cleaning and the ambulance company we use, Systems Design, needed to charge a little extra to be able to collect on the COVID patients which was roughly \$1500.00 but those fees may or may not be reimbursed but we are pushing those through to get reimbursement. We can continue to request reimbursements in \$3000.00 batches after we receive the \$38,368.81 in reimbursements.</p> <p>Update on State Audit: DAS Patti informed the board that we are almost done with our audit and that we are waiting for the managers to review our information and once they do we will have it finished. We are hopeful that we will get an update with a date when the audit will be completed.</p>		
<p><u>New Business:</u> Chair Pearson informed the board that we will have a Tri-North Meeting on 03/29/2021 at 7:00pm. DAS Patti stated that Chief Teran at Bainbridge Island will be sending out the agenda as well as the meeting</p>		

03/08/21 - Regular Meeting

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

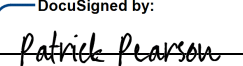
**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

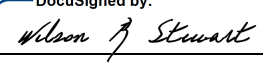
Date: 03/08/2021

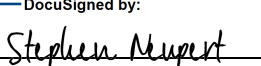
Time: 7:02 p.m.

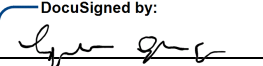
Place: Virtual Meeting using Teams

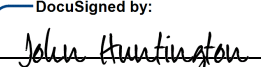
information. Commissioner Neupert asked if this will be an informational meeting or if there will be items that need to be approved. Chief Smith stated that he doesn't believe there will be any action items but there will be more information to come on the meeting.		
Public Comment: Chair Pearson called for public participation. There was none.		
Good of the Order: DA Luther informed the Board that she made the room reservations for the commissioners and those who will be attending the conference in October.		
There being no further business to conduct, the meeting was adjourned at 7:43 p.m. Approved	*MSC	

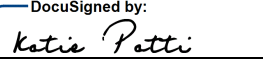
DocuSigned by:

Commissioner
C000E0CB9DB477...

DocuSigned by:

Commissioner
C0A8D9FD83D480...

DocuSigned by:

Commissioner
C0F1A46C...

DocuSigned by:

Commissioner
C0E83A43C6DE84B2...

DocuSigned by:

Commissioner
C0A69A7B01F4DE...

DocuSigned by:

Attest
C0E9888E2A9140B...

03/08/21 - Regular Meeting

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

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

Date: 03/08/2021

Time: 7:02 p.m.

Place: Virtual Meeting using Teams

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

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Stewart	Motion to approve the agenda as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 02/08/2021	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA No. 3.1 for \$81,052.48	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll: \$554,356.37	Motion by Commissioner: Neupert	Moved to approve payroll as presented.
	2 ND by Commissioner: Huntington	

03/08/21 - Regular Meeting

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

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

Date: 03/08/2021

Time: 7:02 p.m.

Place: Virtual Meeting using Teams

	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:43p.m
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: