

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

Date: 04/26/2021

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:00 p.m.		
Present: Commissioner Pearson, Commissioner Stewart, Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, 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 April 12 th , 2021 Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
<u>Blanket Voucher Approval (BVA):</u> The following batch was presented for approval: BVA Batch #4.2 for \$31,861.93. Commissioner Stewart reviewed the BVA with the Board. Some items reviewed included in BVA Batch 4.2 was the Aqua Tech Marine Services for the amount \$4,721.14 which was for the annual inspection services for the two outboard motors for Marine 81. Another item reviewed was the Right Systems invoice for \$4,879.79 which was for our 3 year service agreement for our Fortigates and the services needed to make them work. Next item reviewed was the invoice for True North Equipment in the amount of \$4,415.40 which \$4,075.19 was for East Jefferson vehicle 232 and \$340.21 was for East Jefferson vehicle 575, both of which we will receive reimbursement for from East Jefferson. The last item reviewed was the State Auditors invoice for \$1,244.10 which will not be our last invoice for them. Commissioner Neupert inquired about the Les Schwab Tires invoice in the amount of \$359.67 for the removal of snow tires and wanted to know if there were other services provided during the visit. AC Abrigo stated that we have Les Schwab come to the station to remove all the snow tires at one time instead of going one by one. Commissioner Neupert mentioned the Freightliner Northwest invoice on the report which was reflecting an input error. Approved	*MSC	
<u>Resolutions:</u> The following Resolution was presented for approval: Approved		
<ul style="list-style-type: none"> Resolution 2021-09 – Step Increase to 80% Top Step Firefighter for Charlie Hough and Russell Fergus 	*MSC	
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		

04/26/21 - Regular Meeting

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

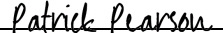



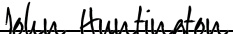

**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Date: 04/26/2021

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

<p><u>Unfinished Business:</u></p> <p>State Audit Exit Conference: DAS Patti informed the board the audit is now over and that it was a swift exit conference. Briefly went over with the board that we had completed an Accountability Audit for years 2018 and 2019 as well as a Financial Statement Audit for years 2018 and 2019. For the accountability audit the state auditor reviewed our accounts payable with regards to credit cards, accounts receivables regarding billing and collections for our ambulance services, procurement, purchasing exemptions for Stryker gurneys and road rescue remount that we did sole source purchasing for, compliance of portable radio purchase agreement which was a grant, and then they reviewed our self-insurance for unemployment. Everything went wonderful for those portions of the audit. For the Financial Statement Audit we were advised that the amount we reported as reserved should have been classified as unreserved and we were able to go in and fix this. Moving forward the operating funds for the beginning of the year will be marked as unreserved. The Auditors office was pleased with our financials overall and that everything was accounted for and that we are doing a great job.</p>	*MSC	
<p><u>New Business:</u> None</p>		
<p><u>Public Comment:</u> Chair Pearson called for public participation. There was none.</p>		
<p><u>Good of the Order:</u></p> <p>Commissioner Pearson confirmed that they have a county commissioners meeting on 04/27/2021. Commissioner Neupert had asked if everyone received the link for the meeting which they did. Commissioner Pearson stated that we are coming up on May and that we have two positions for the Board of Commissioners open and to be sure to get their names in if they are interested by going to the Kitsap County Elections website.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:36 p.m. Approved</p>	*MSC	

<p>DocuSigned by:  _____ Commissioner FCB9DB477...</p> <p>DocuSigned by:  _____ Commissioner 4DF1A46C...</p> <p>DocuSigned by:  _____ Commissioner 6DE84B2...</p>	<p>DocuSigned by:  _____ Commissioner 734A8D9FD83D480...</p> <p>DocuSigned by:  _____ Commissioner 4AA53A87301F4DE...</p> <p>DocuSigned by:  _____ Attest C0E9888E2A9140B...</p>
--	---

04/26/21 - Regular Meeting

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

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

Date: 04/26/2021

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: Neupert	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 04/12/2021	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA No. 4.2 for \$31,861.93	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:
Resolution 2021-09 Step Increase to 80% Top Step Firefighter for Charlie Hough and Russell Fergus.	Motion by Commissioner: Stewart	Moved to approve the Resolution 2021-09 as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

04/26/21 - Regular Meeting

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

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

Date: 04/26/2021

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:26 p.m.
	2 ND by Commissioner: Huntington	