

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

Date: 05/10/2021

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:00 p.m.		
Present: Commissioner 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>
Meeting Agenda: The Board reviewed the meeting agenda. Commissioner Pearson brought to attention that we will be having Chiefs Reports on this agenda. The agenda was approved as amended. Approved	*MSC	
Meeting Minutes: A review of the meeting minutes from the April 26 th , 2021 Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
Blanket Voucher Approval (BVA): The following batch was presented for approval: BVA Batch #4.3 for \$175,838.34, Batch #4.4 for \$184,603.83, Batch #4.5 for \$104,011.40, Batch #5.1 for \$17,586.40 and Batch #5.2 for \$85,454.02. Commissioner Stewart reviewed the BVA's with the Board. Some items reviewed included in BVA Batch 4.4 it was about \$64k higher due to the HRA pay out for Cindy and Sean Moran. BVA Batch 4.5 included our 50% down payment for Sound Building that was agreed to be paid on upon 50% completion for Station 87. BVA Batch 5.1 was another HRA payout for Steve Engle. BVA Batch 5.2 included an invoice for APP which was \$2,979.00 which included a purchase for bulk engine oil. Bank of America charge for \$2,130.00 which was for a field service repair on Engine 81. The Dukes Construction invoice for \$15,342.00 was for the ground work for Station 87. MIDCO Materials \$25,942.00 for a used Forklift which will be discussed by AC Abrigo in his report. The Summit Law Group invoice for \$6,597.00 covered attorney fees for January through April 2021. US Bank charges of \$1,529.00 was for training and \$773.00 for mobilization to eastern Washington to provide COVID Vaccinations. Approved	*MSC	
Resolutions: The following Resolution was presented for approval: Approved		
<ul style="list-style-type: none"> Resolution 2021-10 – Removing Cynthia Moran from Key Bank Accounts. 	*MSC	
Payroll: DAS Patti Presented payroll for the month of April in the amount of \$583,818.95 . Explained that we had high overtime this payroll due to the mobilization which consisted of 319 hours to Eastern Washington and shift coverage for that as well as coverage at PLFR which consisted of 69 hours. Both of which we will get reimbursed for.	*MSC	

05/10/21 - Regular Meeting

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

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Public Comment: Chair Pearson called for public participation. There was none.		
<p><u>Chiefs Reports:</u></p> <p>Chief Smith: Reported that the Kitsap 911 develop measure the boards have decided to put that onto the ballot and that there will be presentations that will be coming out over the next few months to the public to educate them on the measure which is the 2nd 1/10th 1% to help pay for infrastructure and a replacement of the radio systems. Informed the board in regards to mediation, the Bargaining Unit had a meeting last Friday and they met with leadership & the Union to finalize the contract outside of mediation. He informed the board that we will be putting the changes within the contract, reviewed by the bargaining unit and then it will be brought to the board at our next Board of Commissioners meeting. Chief reported that he has been working with East Jefferson and Port Ludlow to help facilitate the cooperative agreement and met with them last week. The agreement will be going to their Board and then there will be a joint meeting with PLFR and East Jefferson to move forward with the cooperative agreement. Commissioner Pearson had asked if this will be a merger or just a cooperative agreement and Chief Smith stated that for right now it will be an Administrative Agreement with the total outcome to be a merger at some point in the future.</p> <p>Chief LaGrandeur: Reported the call volume for April was 267 incidents. Of those, 61% were EMS, 39% were non-EMS. There was one structure fire which was a mutual aid response to Poulsbo. We had 82 transports in April which does not include transports by mutual aid agencies or airlifts. We had a total of 1,274.50 hours of overtime in April which 69 hours were from FF/PM coverage at PLFR and will be reimbursed and 319 hours were from WA State Mobilization which covered both deployment and shift coverage and this will also be reimbursed. We continue to operate under a county-wide incident action plan during the COVID-19 pandemic. We have been participating in weekly COVID vaccination clinics at St. Michaels Medical Center in Bremerton and at Olympic College in Poulsbo. Crews have been EMS standby for people receiving the vaccinations. We have also been involved with WA State Mobilizations for vaccination clinics in Yakima and Pacific County. In Yakima, PIO Laboda worked in a Joint Information Center and Division Chief Hickey served as a safety officer. We have also had two firefighters work in different roles in Yakima and Pacific County.</p> <p>Chief Abrigo: Provided an update on Station 87 and informed the board that Sound Building has completed the building and we are currently waiting on Dukes construction to finish grading. Once Dukes construction has</p>		

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

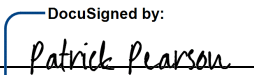
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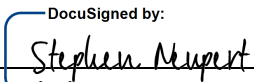
Time: 7:00 p.m.

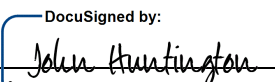
Place: Virtual Meeting using Teams

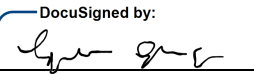
completed the grading then Sound Building will continue working which will include with finishing the cement and the doors. Provided an update in regards to the point to point exhaust system replacement and that it will begin on Friday, May 14 th at Stations 81, 84, 85 and 89 as the materials arrived last Friday and this project should be done by the end of the weekend. Robert Lacey has returned to work full time and is doing great. Lastly, the Forklift (MIDCO Materials) has shipped.		
Unfinished Business: None		
New Business: None		
Public Comment: Chair Pearson called for public participation. There was none.		
Good of the Order: Commissioner Stewart informed the board that there will be an upcoming Webinar for the Washington Fire Commissioners Association on May 12 th which covers the roles of the PIO's within the Fire Service. Commissioner Neupert informed the board that the end of the month Fire Commissioners Meeting will be on the 25 th of May online. He also informed the board that on July 17 th the picnic for the Fire Commissioners is still set to take place in person as it is being held outside.		
There being no further business to conduct, the meeting was adjourned at 7:26 p.m. Approved	*MSC	

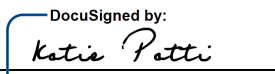
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*Motion Moved / Seconded / Carried (See attached Motion Sheet)

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

Topic

Motion

Acceptance of the Agenda as Amended	Motion by Commissioner: Neupert	Motion to approve the agenda as amended.
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Approval of the Minutes for 04/26/2021	Motion by Commissioner: Gregory	Motion to approve the minutes as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Voucher Approval: BVA No. 4.3 for \$175,838.34 BVA No. 4.4 for \$184,603.83 BVA No. 4.5 for \$104,011.40 BVA No. 5.1 for \$17,586.40 BVA No. 5.2 for \$85,454.02	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Resolution: 2021-10 – Removing Cynthia Moran from Key Bank Accounts.	Motion by Commissioner: Neupert	Moved to approve Resolution 2021-10 as presented.
	2 ND by Commissioner: Stewart	

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	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll: \$583,818.95	Motion by Commissioner: Neupert	Moved to approve the payroll as presented.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Huntington	Motion to adjourn the meeting at 7:26p.m.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: