

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

**Date:** 06/14/2021

**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 Pearson, Commissioner Stewart, Commissioner Neupert, Commissioner Gregory, Chief Smith, AC LaGrandeur, AC Abrigo, DAS Patti, DA Luther and Community Services Specialist Laboda <b>Excused:</b> Commissioner Huntington		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
<b>Meeting Agenda:</b> The Board reviewed the meeting agenda. Commissioner Pearson requested the resolution title to be added to the agenda. Also requested that an update to in person meetings be added to unfinished business. The agenda was approved as amended. <b>Approved</b>	*MSC	
<b>Meeting Minutes:</b> A review of the meeting minutes from the May 24 <sup>th</sup> , 2021 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	*MSC	
<b>Blanket Voucher Approval (BVA):</b> The following batch was presented for approval: <b>BVA Batch #6.1</b> for <b>\$59,729.85</b> and <b>BVA Batch #6.2</b> for <b>\$52,510.00</b> . Commissioner Stewart reviewed the BVA's with the Board. Some items reviewed included in Batch #6.1, there was about \$10,500.00 due to the deployments which covered living and food expenses. For EHL there was an invoice for \$4,308.00 for the cyber liability renewal insurance and then for Summit Law Group an invoice in the amount of \$5,165.00 for mediation attorney fees. For Batch 6.2 there was a quarterly insurance premium in the amount of \$31,508.00. <b>Approved</b>	*MSC	
<b>Uniform and Non-Uniform Contracts:</b> The 2021-2023 Uniform and Non-Uniform contracts were presented to the board for approval: Commissioner Pearson informed the board that a summary of changes to the Collective Bargaining Agreements for 2021-2023 were submitted for review and asked the board if there are any questions in regards to those changes. Commissioner Stewart wanted to check to make sure that the 2021 wages will be based on the August report from 2020. Chief Smith confirmed this to be accurate. Commissioner Neupert wanted to verify the paramedic working as an officer at 17% above their rate. Chief Smith informed the board that it is 17% above firefighter. Commissioner Neupert also wanted to verify if we fill vacancy in a 60 day period or if the change meant 60 people. Chief Smith informed the board that it is a 60 day period. <b>Approved</b>	*MSC	

06/14/21 - Regular Meeting

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

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<p><b><u>Resolutions:</u></b> The following Resolution was presented for approval: <b>Approved</b></p> <ul style="list-style-type: none"> <li><b>Resolution 2021-11 – Salary and Benefits with 2021 rates</b></li> </ul>	<b>*MSC</b>	
<p><b><u>Payroll:</u></b> DAS Patti Presented payroll for the month of June in the amount of <b>\$709,307.25</b>. DAS Patti wanted to thank DA Luther on her hard work breaking down the retro pay. DAS Patti explained payroll is high this month due to retro which was just over \$70,000. This also includes the two retiree's Steve Engle and Ken LeMay's retro pay for their pay as well as their HRA's. We had overtime due to the COVID Vaccination Clinic which will be reimbursed. DAS Patti informed the board we will have some pay increases coming up in August.</p>	<b>*MSC</b>	
<p><b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.</p>		
<p><b><u>Chiefs Reports:</u></b></p> <p><b>Chief Smith:</b> Informed the board that the Fire Chiefs in the County are in discussion and trying to learn about the impacts that are being created by the legislature with Law Enforcement and how they are going to impact the Fire Service. Over the last few months they have been in discussion with the police chiefs in regards to their response and our response to welfare checks and other calls where it may not be obvious there has been a crime or even a patient there but has traditionally been responded to by law enforcement and fire service. In regards to policing, Law Enforcement is taking another look at if they will respond to those types of calls. In the event they don't go and we do, we would not have that protection but we have an obligation to go as we have a duty to respond and a duty to act so we are working through some of those issues. There are discussions with Steve Wright in regards to what the Fire Service might bring forth to the next legislature to address some of these issues. There will be further meetings with the Police Chiefs in regards to these issues. Chief Smith informed the board that we are looking at July to be able to meet in person with the boards. He informed the board that the Fire Chiefs are wanting to do this unified and they still have not decided when they will open the stations but that he will provide an update at the next board meeting on this.</p> <p><b>Chief LaGrandeur:</b> Reported the call volume for May was 274 incidents. Of those, 71% were EMS, 29% were non-EMS. There were three structure fires which two were mutual aid responses to Poulsbo and one in the district with had minor damage due to a cooking fire. There were no injuries to our personnel or any of the occupants. We had 100 transports in May which does not include transports by mutual aid agencies or airlifts. This is the highest since</p>		

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<p>July of 2020 (105). First quarter call volume for 2020 was 1,027 and first quarter call volume for 2021 was 934 (approximately 9% fewer calls compared to 2020). We had a total of 1,189.50 hours of overtime/comp time earned in May of which 666 will be reimbursed as 38 hours were from coverage at Port Ludlow Fire and Rescue, 20 hours were for the vaccination clinic support and 608 hours were from the WA State Mobilization (deployment and shift coverage). We are continuing to operate 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 have been participating in COVID vaccination clinics at SMMC, Bremerton and Olympic College, Poulsbo. There are no further vaccination clinics planned at this time.</p> <p><b>Chief Abrigo:</b> Informed the board that we are finishing up spring cleaning at the stations making sure the brush is cleared up and they are each presentable which includes beauty bark that will be placed at all the stations in the garden beds. We have completed building the storage unit at Station 87, the electrician has finished and all of our permits and inspections have been approved with conditions met. The next step will be the installation of the HVAC system. There was an issue we ran into with the driveway due to the new dirt being put in and compacted but the rain we received over the weekend made a set back and once it has dried out a little bit they will compact it again and hopefully by the end of the week this will be completed and we will be ready for move in. The point to point exhaust system has been completed at all the stations and rigs. Looking at getting roof replacement bids for Stations 81, 85 and 89. The fork lift is on its way so we should receive that by the end of this week.</p>		
<p><b><u>Unfinished Business:</u></b></p> <p><b>Return to in person meeting:</b> This was addressed to the board in Chief Smith's report.</p>		
<p><b><u>New Business:</u></b></p> <p><b>2020 Annual Report Submittal</b> – DAS Patti informed the board that the 2020 Annual Report was submitted. There weren't too many additional items added, but they did have an expansion on the COVID pandemic and then financial notes to see what our position is and if it will cause any issues with our district. Informed the board they can review our information on the State Auditors website and can compare to other districts.</p>		

06/14/21 - Regular Meeting

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

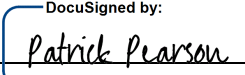
**NORTH KITSAP FIRE & RESCUE  
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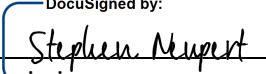
**Time:** 7:00 p.m.

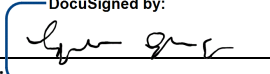
**Place:** Virtual Meeting using Teams

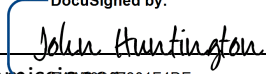
<b>Public Comment:</b> Chair Pearson called for public participation. There was none.		
<p><b>Good of the Order:</b></p> <p>Commissioner Neupert informed the board that the invitations for the July 17<sup>th</sup> picnic went into the mail around the 1<sup>st</sup> of this month and as of right now it is still a go.</p> <p>Commissioner Stewart wanted to know if the board could get an overview of the budget over the first 6 months this year at the next meeting. DAS Patti informed the board that with our new accounting software BIAS we have been getting everything in order and will have those reports ready for the next meeting.</p>		
There being no further business to conduct, <b>the meeting was adjourned at 7:41 p.m. Approved</b>	<b>*MSC</b>	

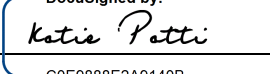
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
ACTION ITEMS**

06/14/21 - Regular Meeting

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

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Topic	Motion	
<b>Acceptance of the Agenda as amended</b>	Motion by Commissioner: Neupert	Motion to approve the agenda as amended.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
<b>Approval of the Minutes for 05/24/2021</b>	Motion by Commissioner: Gregory	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
<b>Voucher Approval:</b> BVA No. 6.1 for <b>\$59,729.85</b> BVA No. 6.2 for <b>\$52,510.00</b>	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
<b>Uniform and Non-Uniform Contracts</b>	Motion by Commissioner: Gregory	Motion to approve the Uniform and Non-Uniform contracts as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
<b>Resolution:</b> 2021-11 – Salary & Benefits with 2021 Rates	Motion by Commissioner: Stewart	Moved to approve Resolution 2021-11 as presented.

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	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Payroll:</b> \$709,307.25	Motion by Commissioner: Neupert	Moved to approve the payroll as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Adjourn Meeting</b>	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:41 p.m.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: