

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

**Date:** 12/13/2021

**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, Commissioner Huntington, Chief Smith, AC LaGrandeur, AC Abrigo, DAS Patti, DA Luther, Community Services Specialist Laboda and Justin Slye.		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
<b><u>Meeting Agenda:</u></b> The Board reviewed the meeting agenda. The agenda was approved as presented. <b>Approved</b>	*MSC	
<b><u>Meeting Minutes:</u></b> A review of the meeting minutes from the November 22 <sup>nd</sup> , 2021 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	*MSC	
<b><u>Blanket Voucher Approval (BVA):</u></b> The following batch was presented for approval: <b>BVA Batch #12.1</b> for <b>\$86,823.35</b> Commissioner Stewart reviewed the BVA's with the board. A couple of items reviewed were the Sea Western Apparatus voucher for \$23,452.99 which was for the purchase/replacement of bunker gear pants/coats. Another item reviewed was the voucher for Laerdal Medical Corp which was for the Crash Kelly Manikin for \$10,745.65 which we received a grant for. The last voucher reviewed was for Albert Lee for a new range for Station 81. <b>Approved</b>	*MSC	
<b><u>Resolutions:</u></b> The following Resolutions were presented for approval: <b>Approved</b> <ul style="list-style-type: none"> <li>• <b>Resolution 2021-24 – Change of Assignment for Alex Hickey and Michael Mock</b></li> <li>• <b>Resolution 2021-25 – 2022 Regularly Scheduled Meeting Dates</b></li> </ul>	*MSC	
<b><u>Payroll:</u></b> DAS Patti presented the December Payroll for \$552,950.32 to the board. This payroll includes a final payout for Lt. Chris Smith for the benefits that were paid for a month in advanced. <b>Approved</b>	*MSC	
<b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.		
<b><u>Chief's Report:</u></b>  <b>Chief Smith:</b> Set a date with Commissioner Neupert and Commissioner Huntington to discuss the 2022 Expense Budget		

12/13/21 - Regular Meeting

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

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<p>which is set for Wednesday, December 15<sup>th</sup>. Chief Smith informed the board that East Jefferson Fire and Rescue has requested assistance from CSS Laboda. She will be assisting them with public information work related to their 150<sup>th</sup> Anniversary. They will reimburse us for the hours that she puts in which is roughly about 10 hours per month.</p> <p><b>Chief LaGrandeur:</b> Reported the call volume for November was 297 incidents. Of those, 63% were EMS, 37% were non-EMS. One structure fire in November on Burkes Lane which is being investigated as an arson and included a vehicle and small outbuilding. There was one exposure for one of our personnel who treated the arson suspect on scene and transported to St. Michael's Hospital. She was treated and released back to duty. We had 84 transports in November, which does not include transports by mutual aid agencies or airlifts. There was 737.75 hours of overtime/comp time earned in November. Lieutenant testing was completed and Firefighter Justin Slye is being promoted to Lieutenant effective January 1<sup>st</sup>, 2022. The pre-employment process for our new paramedic, David Lyons, is in progress. We should receive results from his evaluations in the next two weeks and we anticipate he will be able to start on January 1<sup>st</sup>, 2022. The fire academy is nearly complete and Graduation will be held this Saturday, December 18<sup>th</sup> at Village Green.</p> <p><b>Chief Abrigo:</b> Reported that the reroofing project was completed last week. They completed Stations 81, 85 and 89 within four days. Today they have completed the repaving at Station 81. The new engine's radios have arrived and will be installed tomorrow and the NKFR Logo has been completed. The anticipated start date for the engine to be in service is at the end of the month. Reported that he is spearheading a Grant for a new SCBA Compressor that CSS Laboda, AC LaGrandeur and DAS Patti have all assisted with getting complete before the due date next week.</p>		
<p><b><u>Unfinished Business:</u></b> None.</p>		
<p><b><u>New Business:</u></b></p> <p><b>Oath of Office – Commissioner Gregory &amp; Commissioner Stewart</b> – Commissioner Pearson congratulated both Commissioners on winning their elections. DAS Patti presented both Commissioner Gregory and Commissioner Stewart with their Oath of Office.</p>		
<p><b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.</p>		

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**Good of the Order:**

Commissioner Neupert thanked Chief Smith, DA Luther, DAS Patti and Secretary Kathy Todd for helping with the Kitsap County Fire Commissioners Association Holiday Brunch held on December 11<sup>th</sup>. DAS Patti wanted to thank DA Luther for all of her hard work with making sure the Holiday Brunch was a success.

Commissioner Pearson wanted to thank CSS Laboda for all of her work with finding the venues for “Santa” to visit. He also wanted to thank Battalion Chief Buchanan, Firefighter Cooper and Lt Johnson for participating in the 1<sup>st</sup> Santa reading event. He also wanted to thank CSS Laboda, Lt Upton and Firefighter Slye for doing a wonderful job with the Suquamish drive thru.

There being no further business to conduct, **the meeting was adjourned at 7:30 p.m. Approved**

**\*MSC**

DocuSigned by:

*Patrick Pearson*

Commissioner CB9DB477...

DocuSigned by:

*Stephen Neupert*

Commissioner F477097A4DF1A46C...

DocuSigned by:

*DA Luther*

Commissioner 96DE84B2...

DocuSigned by:

*Wilson J Stewart*

Commissioner F34A8D9FD83D480...

DocuSigned by:

*John Huntington*

Commissioner EAA53A87301F4DE...

DocuSigned by:

*Summer Luther*

Attest 96DF35E9B2004C0...

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**BOARD OF FIRE COMMISSIONERS MEETING  
ACTION ITEMS**

Topic	Motion	
<b>Approval of the agenda as presented</b>	Motion by Commissioner: Gregory	Motion to approve the agenda as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 11/22/2021</b>	Motion by Commissioner: Gregory	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Payroll: \$552,950.32</b>	Motion by Commissioner: Neupert	Motion to approve the payroll as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Voucher Approval:</b> BVA No. 12.1 for <b>\$86,823.35</b>	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2021-24 – Change of Assignment for Alex Hickey and Michael Mock</b>	Motion by Commissioner: Gregory	Moved to approve the Resolution 2021-24 as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	

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	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2021-25 – 2022 Regularly Scheduled Meeting Dates</b>	Motion by Commissioner: Gregory	Moved to approve the Resolution 2021-25 as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	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 7:30 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: