

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

Date: 10/24/2022

Time: 7:00 p.m.

Place: Station 81 & Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:00 p.m.		
Present: Commissioner Pearson, Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Stewart, Chief Smith, AC LaGrandeur, AC Abrigo, DAS Patti, DA Luther, Community Services Specialist Laboda, BC Buchanan, LT Slye, FF Fergus, and Vol. Curley		
<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 amended. Approved	*MSC	
<u>Meeting Minutes:</u> A review of the meeting minutes from the October 10 th , 2022 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 #10.2 for \$283,629.73 , BVA Batch #10.3 for \$74,131.59 , and BVA Batch #10.4 for \$55,852.05 . Commissioner Stewart provided an overview of all the expenses. Approved	*MSC	
<u>Payroll:</u> DAS Patti presented the October payroll for \$579,976.88 to the board. Approved	*MSC	
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		
<u>Unfinished Business:</u> None		
<u>New Business:</u> 2020-2021 Audit: DAS Patti informed the board that we will begin our audit for fiscal years 2020 and 2021. This will be a larger audit due to the transition into Springbrook as well as it being a two-year audit. DAS Patti informed the board that the auditor assigned to us is Alex Wensil and the audit will be primarily done remotely. DAS Patti stated that we will need a board member to be our representative who will need to complete the risk assessment held by the auditor virtually which will last about 30 minutes. Commissioner Neupert volunteered for this duty. Due to the size of the audit, we have the opportunity to waive the entrance conference and instead receive the information via email. The board decided unanimously that they would like to waive the entrance conference.	*MSC	
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		

10/24/22 - Regular Meeting

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

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Good of the Order:

Commissioner Neupert informed the board that the save the dates for the upcoming annual holiday brunch were sent out on October 21st. Commissioner Stewart informed the board the event will be held on December 10th at the Clearwater Casino and that there will be a flyer going on soon. Commissioner Stewart stated he will work with DA Luther on the preparations leading up to the event.

Commissioner Pearson thanked PIO/CSS Laboda for her wonderful work on The Pulse and also wanted to thank anyone else who worked on it as well.

There being no further business to conduct, **the meeting was adjourned at 7:16 p.m. Approved**

***MSC**

DocuSigned by:
Patrick Pearson
Commissioner B9DB477...

DocuSigned by:
Wilson Stewart
Commissioner F34A8D9FD83D480...

DocuSigned by:
[Signature]
Commissioner D46B41CCDE84B2...

DocuSigned by:
Stephen Neupert
Commissioner 47BC764DF1A46C...

DocuSigned by:
John Huntington
Commissioner 1455A8701F4DE...

DocuSigned by:
Summer Luther
Attest 96DF35E9B2004C0...

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

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Gregory	Motion to approve the agenda as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Approval of the Minutes for 10/10/2022	Motion by Commissioner: Gregory	Motion to approve the minutes as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Voucher Approval: BVA Batch 10.2 \$283,629.73 BVA Batch 10.3 \$74,131.59 BVA Batch 10.4 \$55,852.05	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Payroll: \$579,976.88	Motion by Commissioner: Stewart	Moved to approve the Payroll as presented.
	2 ND by Commissioner: Gregory	
	Carried/Vote	

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Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:16 p.m.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: