

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

**Date:** 01/09/2023

**Time:** 7:00 p.m.

**Place:** Virtual Meeting using Teams

<p><b>Meeting called to order by Chair Pearson at 7:00 p.m.</b>  <b>Present:</b> Commissioner Pearson, Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, Commissioner Neupert, Chief Smith, AC LaGrandeur, AC Abrigo, AC Buchanan, DAS Patti, DA Luther, CSS Laboda, Vol. Curley, Assistant Chief Buchanan and family, Battalion Chief Upton and family, Lieutenant Trueblood and family, and members of the department.</p>		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
<p><b>Meeting Agenda:</b> The Board reviewed the meeting agenda. Commissioner Pearson added the Addendum to Agreement Between IAFF Local 2819 and NKFR Bargaining Unit to the agenda as well as moved the Oath of Office to the first item on the agenda. The agenda was approved as amended. <b>Approved</b></p>	*MSC	
<p><b>Oath of Office:</b> The swearing in of Assistant Chief Ryan Buchanan, introduced by AC LaGrandeur, Battalion Chief Dan Upton, introduced by AC Buchanan, and Lieutenant Scott Trueblood, introduced by BC Murray and was conducted by Commissioner Pearson.</p>		
<p><b>RESOLUTION 2023-01-</b> Appointment and or Election of Official Functions for North Kitsap Fire and Rescue. <b>Approved.</b></p> <ul style="list-style-type: none"> <li>• <b>Chair-</b> Gillian Gregory was nominated and seconded for Board Chair for 2023 &amp; 2024</li> <li>• <b>Vice-Chair-</b> John Huntington was nominated for seconded for Vice Chair for 2023 &amp; 2024</li> <li>• <b>Voucher Delegation of Signing Authority for Interim Voucher –</b> Wilson Stewart was nominated and seconded for Voucher Delegation of Signing Authority for Interim Voucher Runs. John Huntington will be the alternate in training.</li> <li>• <b>Board for Volunteer Firefighter Representative</b> Stephen Neupert was nominated and seconded for Board for Volunteer firefighter representative</li> </ul> <p><b>Appointments:</b> All appointments were agreed upon.  <i>Recording Secretary:</i> DA Luther  <i>HIPAA Compliance Officer:</i> Secretary Todd  <i>Records Request Custodian:</i> DAS Patti</p> <p><b>Committee Assignments:</b>            Planning Committee: Patrick Pearson, Wilson Stewart, Stephen Neupert, John Huntington, Gillian Gregory</p>	*MSC	

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

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<p>Finance Committee: John Huntington and Stephen Neupert          Labor Relations: Wilson Stewart and Patrick Pearson          Healthcare Committee: It was agreed upon by all board members to retire this committee.</p>		
<p><b>Meeting Minutes:</b> A review of the meeting minutes from the December 19<sup>th</sup>, 2022 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b></p>	*MSC	
<p><b>Addendum to Agreement:</b> The following Addendum to Agreement between IAFF Local 2819 and North Kitsap Fire and Rescue Bargaining Unit in regards to the 2023 Wages as outlined in Article 3.1 of the Collective Bargaining Agreement.</p>	*MSC	
<p><b>Resolutions:</b> The following resolutions were presented to the board for approval. <b>Approved.</b></p> <ul style="list-style-type: none"> <li>• 2023-02 – Step Increase to 70% for David Lyons</li> <li>• 2023-03 – Step Increase to Commissioned Lt. for Justin Slye</li> <li>• 2023-04 – Promotion of Lt. Dan Upton to Probationary Battalion Chief</li> <li>• 2023-05 – Promotion of FF Scott Trueblood to Probationary Lieutenant</li> <li>• 2023-06 – Promotion of BC Ryan Buchanan to Assistant Chief, Operations</li> <li>• 2023-07 – Salary &amp; Benefit Resolution</li> </ul>	*MSC	
<p><b>Public Comment:</b> Chair Gregory called for public participation. There was none.</p>		
<p><b>Chief's Report:</b></p> <p><b>Chief Smith:</b> Informed the board that he is still working on previous discussed items with no new updates to provide.</p> <p><b>Chief Buchanan:</b> The call volume for December 2022 was 330 incidents. Of those, 65% were EMS, and 35% were non-EMS. There was one structure fire in December. There were no injuries to occupants or fire service personnel. We had 104 transports in December, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in December was 225 hours. Chief Buchanan informed the board that promotions were made and personnel are in new positions as of January 1<sup>st</sup> which includes BC Dan Upton on B Shift, Lt. Scott Trueblood on A Shift and Lt. Justin Slye moving to B Shift. New hires are moving along with onboarding to include physicals and psych evaluations. We are hoping for these items to be completed by the end of January.</p>		

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<p><b>Chief Abrigo:</b> The window replacement project for the training tower is set to begin the 3<sup>rd</sup> week of January. We will continue in the Spring or Summer with the repainting of the parking lots of Stations 81/85/89 as well as the bays in front of the aprons at all of the stations. We are still waiting for the 4x4 aid roq price from True North and the estimated completion/delivery is set for mid-2024.</p>		
<p><b><u>Unfinished Business:</u></b></p> <p><b>State Audit Update:</b> DAS Patti informed the board that we are still working through our audit and hopefully will be done within the next month or two.</p>		
<p><b><u>New Business:</u> None</b></p>		
<p><b><u>Public Comment:</u></b> Chair Gregory called for public participation. There was none.</p>		
<p><b><u>EXECUTIVE SESSION:</u></b> Per RCW 42.30.110 (g).</p> <p><b>Called to Order by Commissioner Gregory at 8:05 pm</b></p> <p><b>Present:</b> Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, Commissioner Neupert, and Commissioner Pearson.</p> <p><b>Commissioner Gregory adjourned Executive Session at 8:13 pm and the following action was taken.</b> The board took action to create a sub-committee to discuss the current contracts for the current and upcoming Fire Chiefs which will consist of Commissioner Huntington, Commissioner Stewart, and DAS Patti.</p>	<p><b>*MSC</b></p>	
<p><b><u>Good of the Order:</u></b></p> <p>Commissioner Pearson informed the board that he had an incident at his house where the electric meter overheated and he wanted to thank the crew that was on site there, Lt. Cunningham, FF Ellingsen, and AC Buchanan for handling the situation so quickly. Commissioner Pearson also mentioned that the Santa readings went very well this year with 3 Facebook readings and many visited places. He mentioned that it was great for our</p>		

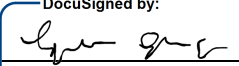
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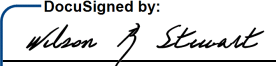
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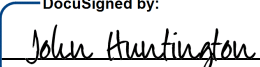
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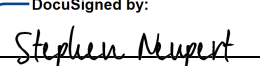
<p>community and for PR. Commissioner Gregory thanked Commissioner Pearson, the crews, and CSS Laboda for all they put into these events.</p> <p>Commissioner Pearson also wanted to thank everyone in the department including the Commissioners for their unwavering support throughout his time as Chair for the past three years.</p> <p>Commissioner Neupert mentioned that the audio while attending virtually seems to have a mic issue and that the volume on our end is low. DAS Patti informed the board that we will look into alternative mic options.</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned at 8:17 p.m. Approved</b></p>	<p><b>*MSC</b></p>	

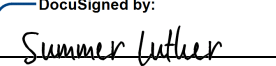
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**ACTION ITEMS**

Topic

Motion

<b>Acceptance of the Agenda</b>	Motion by Commissioner: Stewart	Motion to approve the agenda as amended.
	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 12/19/2022</b>	Motion by Commissioner: Stewart	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution:</b> 2023-01 - Appointment and or Election of Official Functions for North Kitsap Fire and Rescue	Motion by Commissioner: Pearson	Moved to approve resolution 2023-01 as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution:</b> 2023-02- Step Increase to 70% David Lyons	Motion by Commissioner: Pearson	Moved to approve resolution 2023-02 as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution:</b> 2023-03- Step Increase to Commissioned Lt. for Justin Slye	Motion by Commissioner: Pearson	Moved to approve resolution 2023-03 as presented.

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	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution:</b> 2023-04- Promotion of Lt. Upton to Battalion Chief	Motion by Commissioner: Huntington	Moved to approve resolution 2023-04 as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution:</b> 2023-05- Promotion of FF Trueblood to Probationary Lieutenant	Motion by Commissioner: Pearson	Moved to approve resolution 2023-05 as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution:</b> 2023-06- Promotion of BC Buchanan to Assistant Chief, Operations	Motion by Commissioner: Huntington	Moved to approve resolution 2023-06 as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution:</b> 2023-07- Salary & Benefits Resolution	Motion by Commissioner: Stewart	Moved to approve resolution 2023-07 as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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<b>Addendum to Agreement Between IAFF Local 2819 and North Kitsap Fire and Rescue Uniform Bargaining Unit</b>	Motion by Commissioner: Huntington	Moved to approve the Addendum to Agreement as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Executive Session Action Taken:</b> Creation of a sub-committee for Fire Chiefs Contracts.	Motion by Commissioner: Huntington	Moved to approve the action taken to create a sub-committee as presented
	2 <sup>ND</sup> by Commissioner: Pearson	
	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 8:17 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: