

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

Date: 02/13/2023

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Gregory at 7:00 p.m.		
Present: Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, Commissioner Neupert, Commissioner Pearson, Chief LaGrandeur, AC Abrigo, AC Buchanan, DAS Patti, DA Luther, CSS Laboda, BC Murray, FF Fergus, and Vol. Curley.		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
Meeting Agenda: The Board reviewed the meeting agenda. The agenda was approved as presented. Approved	*MSC	
Meeting Minutes: A review of the meeting minutes from the January 23 rd , 2023 Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
Blanket Voucher Approval (BVA): The following batches were presented for approval: BVA Batch #1.5 for \$12,811.23 , BVA Batch #1.6 for \$2,919.81 , BVA Batch #2.1 for \$12,866.47 , and BVA Batch #2.4 for \$216,625.85 . Commissioner Stewart provided an overview of all the expenses. Approved	*MSC	
Resolutions: The following resolution was presented to the board for approval. Approved.		
<ul style="list-style-type: none"> • 2023-08 – Authorization Banking Administration Revision 02.13.23 	*MSC	
Payroll: DAS Patti presented the February Payroll for \$470,485.52 to the board. DAS Patti also presented the revised January Special Payroll Affidavit Revision in the amount of \$26,376.30 which was \$505.20 less than what was originally approved. Approved.	*MSC	
Public Comment: Chair Gregory called for public participation. There was none.		
Chief's Report:		
Chief LaGrandeur: He has a meeting with the Suquamish Tribe tomorrow to discuss the Suquamish fire station. There is a good possibility for a joint venture and he will provide an update at our next regular board meeting. He has a meeting scheduled with Chief Moravec at BIFD on Wednesday to start working on a new interlocal agreement for the joint facilities maintenance program not that Poulsbo has withdrawn from the agreement. There will be a labor management meeting on Wednesday, which is the first quarterly meeting with representatives from labor, administration, and the fire commissioners. Any issues that are being worked on will be discussed at the next regular		

02/13/23 - Regular Meeting

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

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<p>board meeting. He will be attending Legislative date for the fire service in Olympia this Friday, which will discuss House Bill 1134, which pertrains to Washington State’s 988 system, which is a resource for people who are experiencing a mental health crisis or are suicidal. Unfortunately, we received an email from FEMA that we are not eligible to receive reimbursement for the SCBA compressor purchase that was made last year due to having to purchase the compressor outside of the Period of Performance.</p> <p>Chief Buchanan: For the month of January, our fire department recorded the fastest response time in the county, with a time of 06:31, compared to our 2022 year average of 07:01. The call volume for January 2023 was 277 incidents. Of those, 71% were EMS, and 29% were non-EMS. There was one structure fire in January which occurred on Bainbridge Island, where our crews provided automatic aid. There were no injuries to occupants or fire service personnel. We had 98 transports in January, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in January was 233.50 hours. Chief Buchanan informed the board that Engine 85 was used in two funeral processions around the county and neighboring county as well as used to backfill a Clallam County #3 fire station. Our PIO spent one week in Sequim, helping with the funeral service for their line of duty death. Three out of the four new hires have completed the pre-employment process and are still on course for a March 1st start date. Three of the new members will need to atten the academy which starts on March 14th and one member will need to attend an EMT class which will be held in the summer months.</p> <p>Chief Abrigo: The training tower window update projected has been completed by Kitsap Metal Design LLC. The parking lot repainting project will take place this Spring or Summer when the weather allows. The 4x4 aid rig estimate price is \$275,385.00 plus tax and the estimated completetion/delivery will be in the middle of 2024.</p>		
<p><u>Unfinished Business:</u></p> <p>State Audit Update: The audit for 2020/2021 has been concluded and the exit conference will be held on February 24th at 11:00 am. Commissioner Stewart and Commissioner Neupert will be in attendance at the exit conference and there will be a report generated following the exit. We will hopefully be starting our audit towards the middle to end of the year for 2022 and hopefully we can stay on a consistant schedule with our audits moving forward.</p>		
<p><u>KCFCA Meeting Debrief:</u> Nothing new to report other than the meetings will still be held virtually. Commissioner Gregory requested to put on the next agenda a presentation by Chief LaGrandeur about the Readyness Center.</p>		

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

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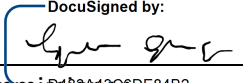
<p><u>New Business:</u></p> <p>Salary/Step Increase Resolutions: DAS Patti informed the board that we previously had to submit a signed resolution by the board to the Kitsap County Treasurers office in order to allow for a salary increase. Since we no longer need to do that as we no longer go through the county for our payroll, we would like to no longer complete resolutions for salary/step increase and instead we will mention any salary changes within the Chief Buchanans report and/or when we approve payroll. The board agreed unanimously that we no longer need to continue with completeing resolutions and an update in Chief Buchanans report is sufficient and/or an email letting the board know who has moved off of probation.</p>		
<p><u>Public Comment:</u> Chair Gregory called for public participation. There was none.</p>		
<p><u>Good of the Order:</u></p> <p>Commissioner Huntington will not be present at the February 27th, 2023 and the March 13th, 2023 meetings and has been excused by Chair Gregory.</p> <p>Commissioner Pearson wanted to thank the department and everyone involved with making Chief’s Retirement and the Change of Command ceremony as beautiful as it was. Commissioner Gregory thanked PIO/CSS Laboda for all of ther hard work on putting it together.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:52 p.m. Approved</p>	<p>*MSC</p>	

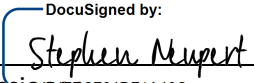
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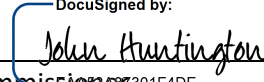
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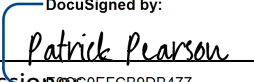
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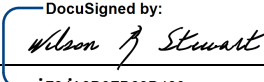
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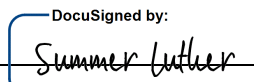
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
ACTION ITEMS**

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Huntington	Motion to approve the agenda as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Approval of the Minutes for 01/23/2023	Motion by Commissioner: Pearson	Motion to approve the minutes as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Voucher Approval: BVA Batch 1.5 for \$12,811.23 BVA Batch 1.6 for \$2,919.81 BVA Batch 2.1 for \$12,866.47 BVA Batch 2.4 for \$216,625.85	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Resolution: 2023-08 – Authorization Banking Administration Revision 02.13.23	Motion by Commissioner: Neupert	Motion to approve resolution 2023-08 as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	

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Payroll: \$470,485.52	Motion by Commissioner: Pearson	Motion to approve the payroll as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
January Special Payroll Affidavit Revision: \$26,376.30	Motion by Commissioner: Huntington	Motion to approve the January Special Payroll Affidavit Revision as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:52 p.m.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: