

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

Date: 10/09/2023

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 Buchanan, AC Abrigo, DAS Patti, DA Luther, PIO/CSS Laboda, BC Hickey, FF Fergus, Vol. Hansen, 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 September 11 th , 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 #9.2 for \$265,349.04 , BVA Batch #9.3 for \$83,006.40 , BVA Batch #9.4 for \$36,621.94 , and BVA Batch #10.1 for \$150,571.62 . Commissioner Stewart provided an overview of all the expenses. Approved	*MSC	
Payroll: DAS Patti presented the October Payroll for \$658,079.59 to the board. Approved.	*MSC	
Public Comment: Chair Gregory called for public participation. There was none.		
Chief's Report:		
<p>Chief LaGrandeur: Provided an update regarding contract negotiations in that they are in the process of working on contract language to be sent out to the Union for voting. This will be for both the uniformed and non-uniformed bargaining units. Budget preparations are still ongoing. Had the first meeting with the finance committee and presented a preliminary budget. We are close to presenting both the revenue and expense budgets to the board.</p> <p>Chief Buchanan: The call volume for September 2023 was 302 incidents. Of those, 64% were EMS, and 36% were non-EMS. There was one structure fire in September. We had 117 transports in September, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in September was 1,328.5 hours. Of those hours, 292 of them are reimbursable due to Wildland deployments. Bainbridge Island medic overtime was a total of 23.5 hours for September. Our two new hires have completed five weeks at the county fire academy and are doing well academically and with their practical applications. They are on track to graduate from the academy on December 15th. We completed a lieutenant promotional process in September, of which we had 11 members</p>		

10/09/23 - Regular Meeting

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

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<p>participate in this two-day process, and they all performed very well. We currently have PIO Laboda out on a wildland deployment, but with our change in weather, we are anticipating this being their last deployment of the year.</p> <p>Chief Abrigo: The capital project for painting the interior of Stations 81, 85, and 89 is still underway. We have completed the exterior painting of Station 87. We are currently still in phase 1 of the carport project. The garden shed has been completed at Station 81. We are currently still waiting on parts for the new BC rig, which is the mid/center console. The MCT project is still in progress as well.</p>		
<p><u>Old Business:</u></p> <p>Ambulance Transport Fees: Chief LaGrandeur presented a new proposal to the board with hopes of passing the resolution at our next board meeting. The new proposal includes an updated analysis of costs as well as reducing the proposal to an increase over three years.</p>		
<p><u>New Business:</u></p> <p>2022 Financial & Accountability Audit – Commissioner Liaison Selection: DAS Patti informed the board that we are on an annual audit schedule and we have begun our 2022 audit. We will be having the same auditor as last year, which we are pleased with. We will need a board member to act as a representative for the audit. Both Commissioner Neupert and Commissioner Pearson have agreed to be the board liaison for the audit.</p> <p>Marine Unit Purchase Proposal from EJFR: Chief LaGrandeur reported that after an appraisal was done of Marine 7 (\$65,000.00), and with the improvements that will be needed to the unit (\$55,284.17), their board proposed to purchase the unit for \$10,000.00. The board recommended that Chief LaGranduer handle the negotiations and make the best choice for the department and has their support in doing so. A resolution will be presented to the board.</p> <p>New Engine Purchase Proposal: Chief LaGrandeur informed the board that he had discussed the proposal with the finance committee regarding the purchase of a new engine. We received quotes to purchase an engine from True North. There are two options that we can go with, which were discussed by Chief LaGrandeur. We want to get the contract signed to be able to purchase the unit while it is available. The longer we wait the more we risk the engine</p>		

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<p>not being available and we will then have to purchase a more expensive unit. The board agreed to the new engine purchase. A resolution will be presented to the board.</p> <p>Part-time Training Consortium Employee: Chief LaGrandeur informed the board that the Kitsap County Fire Training Consortium has expressed the need and desire to hire a part-time office employee next year. They anticipate 20 hours a week, with the idea of seeing if anything beyond a part-time employee is needed. The office staff at NKF&R are not union-represented positions, and with that setup, it fits best for NKF&R to employ the part-time employee at the consortium. Since the consortium is an independent entity and everyone who works there is an employee of another Fire Department. The funding is already in the consortium budget without it having to be an additional expense for any of the departments for next year. The details can be worked out depending on our board's decision regarding moving forward. The board agreed unanimously to move forward with discovery.</p>		
<p>Resolutions: The following resolutions were presented to the board for approval. Approved.</p> <ul style="list-style-type: none"> • 2023-14 - Declaration of Surplus Equipment • 2023-15 - Bond Fund Transfer • 2023-16 - Purchase Cooperative Spartan Services Pumper Apparatus & Equipment. Attachments A & B 	*MSC	
<p>Committee Reports:</p> <p>Labor Management Committee: Commissioner Pearson stated that he met with Chief LaGrandeur and they discussed not having a labor-management committee because the Commissioners do not negotiate with the local union. Chief LaGrandeur stated that after discussions with the labor representatives, they would like to have the labor committee language removed from the contract and that they will continue to provide updated labor management reports to the board throughout the process. There will still be a labor-management clause in the contract but they will eliminate the committee/meeting requirements. The board unanimously agreed to make this change.</p> <p>Budget Committee: Commissioner Neupert stated that we covered the discussions regarding the engine purchase. Chief LaGrandeur stated that they are currently working towards completing the expense and revenue budget which will allow them to have a budget proposal to the board soon.</p>		

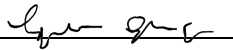
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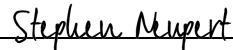
Date: 10/09/2023


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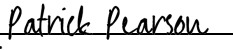
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Public Comment: Chair Gregory called for public participation. There was none.		
Good of the Order: Nothing to report at this time.		
There being no further business to conduct, the meeting was adjourned at 7:54 p.m. Approved	*MSC	

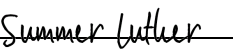
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
ACTION ITEMS**

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Neupert	Motion to approve the agenda as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 09/11/2023	Motion by Commissioner: Pearson	Motion to approve the minutes as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA Batch 9.2 for \$265,349.04 BVA Batch 9.3 for \$83,006.40 BVA Batch 9.4 for \$36,621.94	Motion by Commissioner: Huntington	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA Batch 10.1 for \$150,571.62	Motion by Commissioner: Stewart	Moved to approve the BVA as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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Payroll: \$536,305.01	Motion by Commissioner: Pearson	Motion to approve the payroll as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolutions: 2023-15 - Bond Fund Transfer 2023-16 - Purchase Cooperative Spartan Services Pumper Apparatus & Equipment. Attachments A & B	Motion by Commissioner: Neupert	Motion to approve the resolutions as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution: 2023-14 - Declaration of Surplus Equipment	Motion by Commissioner: Pearson	Motion to approve the resolutions as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:54 p.m.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: