

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

Date: 09/12/16

Time: 7:15 p.m.

Place: 26642 Miller Bay Rd. NE, Kingston, WA

Meeting called to order by Chair Gregory at 7:15 p.m.

Present: Commissioner Gregory, Commissioner Pearson, Commissioner Neupert, Commissioner Espinosa, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Chair Gregory asked the BOC to look at the agenda to see if there are any additions or deletions on the agenda that needs to be made. The Agenda was approved as presented. Approved	*MSC	
The approval of <u>Minutes of the August 22, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 482243 in the amount of \$3,000.12; BVA No. 482865 in the amount of \$42,902.53; BVA No. 482887 in the amount of 9,781.78; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2016-14 Step Increase to 90% Top Step Firefighter/Paramedic Garren Dukes and Nicolas Johnson</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2016-15 Theron Rahier Step Increase to 80% Top Step Firefighter/Paramedic</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2016-16 - 2015-2017 Management Work MOU – Concluded B/C LeMay returned to Commissioned Battalion Chief Salary</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2016-18 Declaration of Surplus Equipment</u> —was conducted. A/C Moran stated that the thermal imaging cameras were purchased fourteen years ago. A/C Moran stated that the thermal imaging cameras will be	*MSC	

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

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<p>donated to Chelan District #3 Fire Department. Commissioner Neupert suggested to change the word “donate” to “transfer” on the Recommendation for Equipment Disposition form. Approved</p>		
<p><u>Payroll for September, 2016 in the amount of \$483,018.42</u>—was reviewed. Chair Gregory circulated the document to the Board to review. Approved</p>	<p>*MSC</p>	
<p><u>Public Participation</u>— Chair Gregory called for Public Participation. There was none.</p>		
<p><u>Correspondence: (FYI)</u>—</p> <ul style="list-style-type: none"> • <u>Snure Seminars 28th Annual Pre-Conference Laws Update Seminar, Wednesday, October 26, 2016 at 6:30 p.m. to 9:30 p.m.) at the Yakima Convention Center</u>—Chair Gregory circulated the document to the Board to review. 		
<p><u>Chief’s Report</u>—</p> <ul style="list-style-type: none"> • <u>Phase 1 Burn Ban</u>—Chief Smith stated that the Phase I Burn Ban remains in effect until the Fire Marshall returns back in his office. The Fire Marshall will return to his office sometime this week. 		
<ul style="list-style-type: none"> • <u>Community Events</u>— <ul style="list-style-type: none"> ➤ “After the Fire” Meeting: Chief Smith stated the B/C LeMay and Community Services Specialist Laboda organized an After the Fire Meeting at the Jefferson Beach Clubhouse on August 25, 2016. A/C LaGrandeur stated that he felt that the meeting was well received from the community members and they asked a lot of questions. ➤ NKF&R at Pie in the Park: Chief Smith stated that the Pie in the Park event went very well. 		
<ul style="list-style-type: none"> • <u>Rick Smith</u>—Chief Smith stated that Rick Smith past away. Discussion ensued. Chief Smith will notify the Board information regarding information pertaining to the funeral service. 		

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<ul style="list-style-type: none"> • <u>Wildland Deployments</u>—Chief Smith stated that department has participated in several deployments this year. Brush Truck 85 has participated in several fires requested by DNR. Medical 81a was deployed at the Suncrest Fire in Leavenworth and MSO Engle deployed at the Deep North Fire next to Northport. 		
<ul style="list-style-type: none"> • <u>Incidents</u>—Chief Smith stated that the incident call are down about 2% compared to last year. Chief Smith stated that the fire department responded to 2076 calls last year compared to 2112 call this year. 		
<ul style="list-style-type: none"> • <u>2016 Academy Update</u>—A/C Moran stated that September 12, 2016 was the official kick off. A/C Moran stated that there are ten recruits. A/C Moran stated that he held an Orientation Meeting on August 31, 2016. All recruits have been issued their PPE equipment. A/C Moran stated that the recruits have spent time on the first day to learn how to march. The classes are held on Monday thru Friday at 8:00 a.m. until 12:00 p.m. A/C Moran stated that after lunch each day the recruit spends time on the drill ground. A/C Moran stated that two of the recruits are currently staying at the place on Eglon and we might have two more recruits that are interested in staying there. A/C LaGrandeur stated will see if we can accommodate two more. A/C Moran stated that the live fire will be in Auburn on November 4, 2016. A/C Moran will keep the Board updated on how the academy is going. 		
<ul style="list-style-type: none"> • <u>Information</u>— <ul style="list-style-type: none"> ➤ <u>Resignation of Firefighter/Paramedic Andrea DeCaro</u>—Chief Smith stated that Firefighter/Paramedic DeCaro resigned his position. ➤ <u>Mediation Meeting for the Foster Case</u>—Chief Smith stated that the Mediation Meeting for the Foster Case has been scheduled tentatively for November 14, 2016 in Seattle. After discussion, it was decided that Chief Smith, A/A Moran and Commissioner Stewart will attend the meeting. ➤ <u>Rotsten News Article</u>—Chief Smith stated that most of you have already read the Rotsten news article. Chief Smith stated that there is a public records request. Chief Smith stated that he is consulting with an attorney to make sure that the public records request and the legal non-disclosure agreement are not in conflict and to find places where we can comply without violating the legal document. 		

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<p>➤ Bi-North BOC Meeting—Chief Smith stated that the Bi-North Meeting has been scheduled for October 3, 2016. Chief Smith stated that Chief Griffin is out of the country. Chief Smith asked Staff Assistant Ariwoola to put a notice on the door that the September 19, 2016 Bi-North Meeting has been postponed. In addition, to notify Lise Alkire regarding the rescheduling of the Bi-North Meeting</p>		
<p>• Two New Engines—Commissioner Neupert asked Chief Smith to provide to the Board the total cost of the two new engines at the next Commissioner Meeting on September 26, 2016</p>	Provide the total cost of the two new engines	A/C Smith / 09/26/16
<p>Unfinished Business:</p> <p>• Commissioner Retreat – when time, topics to discuss—Chair Gregory stated to the Board that she feels the need to plan a Board Retreat. Commissioner Pearson stated that he feels that the Board should have a retreat to be able to plan long term goals for the next five years. After discussion, below are the topics listed that the Board mentioned:</p> <ul style="list-style-type: none"> ➤ Buildings – status of the buildings, what’s next ➤ Vehicle Asset List ➤ Boat & Trailer ➤ Five year retirement plan ➤ Overview of the Paramedic Training Program ➤ Update on Training program ➤ M&O Levy – how many years do we have left <p>After discussion, the Board tentatively decided to have a Board Retreat on December 3, 2016 from 8:00 a.m. to 12:00 p.m. Chair Gregory asked the Board and staff to look at their schedule to see if December 3, 2016 will work for everyone.</p>		
<p>• Letter to County Commissioners – need signature—The BOC signed the letter. Commissioner Neupert requested to make additional copies and mail the letter to each of the county commissioner listed on the letter. Staff Assistant Ariwoola stated that she would mail the letters tomorrow.</p>		


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<p><u>New Business:</u></p> <ul style="list-style-type: none"> • There was none. 		
<p><u>Public Participation</u>—Chair Gregory called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 8:07 p.m. Approved</p>	*MSC	
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • 		



Commissioner



Commissioner




Commissioner



Commissioner



Commissioner



Attest

**NORTH KITSAP FIRE & RESCUE
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MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: September 12, 2016 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the Agenda as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 08/22/16 Regular Meeting	Motion by Commissioner: Espinosa	Motion to approve the Minutes of 08/22/16 Regular Meeting as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 482243 - \$ 3,000.12 BVA No. 482865 - \$42,902.53 BVA No. 482887 - \$ 9,781.78	Motion by Commissioner: Pearson	Moved to approve: BVA No. 482243 in the amount of \$ 3,000.12 BVA No. 482865 in the amount of \$42,902.53 BVA No. 482887 in the amount of \$ 9,781.78
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2016-14 Step Increase to 90% Top Step Firefighter/Paramedic Garren Dukes and Nicholas Johnson	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2016-14 Step Increase to 90% Top Step Firefighter/Paramedic Garren Dukes and Nicolas Johnson
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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

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MOTION SHEET- 2 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: September 12, 2016 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Resolution No. 2016-15 Theron Rahier Step Increase to 80% Top Step Firefighter/Paramedic	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2016-15 Theron Rahier Step Increase to 80% Top Step Firefighter/Paramedic
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2016-16 - 2015-2017 Management Work Concluded B/C Lemay returned to Commissioned Battalion Chief Salary	Motion by Commissioner: Neupert	Motion to approve Resolution No. 2016-16 - 2015-2017 Management Work MOU - Concluded B/C LeMay returned to Commissioned Battalion Chief Salary
	2 ND by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2016-18 Declaration of Surplus Equipment	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2016-18 Declaration of Surplus Equipment
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for September, 2016 in the amount of \$483,018.42	Motion by Commissioner: Pearson	Motion to approve the payroll for September, 2016 in the amount of \$483,018.42
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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MOTION SHEET- 3 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

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ACTION ITEMS

Topic	Motion	
Adjournment	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:07 p.m.
	2 ND by Commissioner: Espinosa	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention