

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

**Date:** 10/10/16

**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 Newport, Commissioner Espinosa, Commissioner Stewart, Chief Smith, A/C LaGrandeur, B/C Murray, FF/PM Matt Thompson, Community Services Specialist Laboda and Tom Curley

| <u>Topic</u>   | <u>Action</u> | <u>Assigned to/<br/>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. Commissioner Pearson requested to add the following item under <u>New Business: Article in Kitsap Sun regarding Eglon Fire Station</u> . The Agenda was approved as amended. <b>Approved</b> | <b>*MSC</b>   |                                  |
| The approval of <u>Minutes of the September 26, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. <b>Approved</b>   | <b>*MSC</b>   |                                  |
| The <u>Blanket Voucher Approval Batch No. 484206 in the amount of \$5,602.22; BVA No. 484224 in the amount of \$51,127.46; Monthly Financial Report</u> —was reviewed. <b>Approved</b>   | <b>*MSC</b>   |                                  |
| <u>Resolution No. 2016-17 Step Increase to 100% Top Step Firefighter/Paramedic Craig L. Barnard</u> —was conducted. <b>Approved</b>  | <b>*MSC</b>   |                                  |
| <u>Payroll for October, 2016 in the amount of \$427,123.78</u> —was reviewed. Chair Gregory circulated the document to the Board to review. <b>Approved</b>  | <b>*MSC</b>   |                                  |
| <u>Holiday Payroll in the amount of \$90,432.64</u> —was conducted. Chair Gregory circulated the document to the BOC to review. <b>Approved</b>  | <b>*MSC</b>   |                                  |
| <u>Public Participation</u> —Chair Gregory called for Public Participation. There was none.  |               |                                  |

10/10/16—Regular Meeting

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

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**Correspondence: (FYD)—**

- There was none.

**Chief's Report—**

- **Chief's Report**—Chief Smith stated that he does not have a Chief Report for the Board tonight. Chief Smith stated that he has been dedicating all his time working on the budget. Chief Smith stated that he is getting ready for the budget committee and the end of the year presentation for the 2017 Budget.

- **Incident Reporting System**—A/C LaGrandeur stated that the fire department is going to begin using a new Incident Reporting System designed by ESO beginning the first of the year. The ESO Incident Reporting System will allow us to go paperless and the information will go directly to the billing department. A/C LaGrandeur stated that other fire departments are using ESO as well. A/C LaGrandeur stated that ESO will be here three days in December to train all staff on the new incident reporting system. In addition, NKFF&R will still be using Emergency Reporting system.

- **Recruit Academy**—A/C LaGrandeur stated that we are five weeks into the academy. Commissioner Pearson asked if a date had been set for the graduation. A/C LaGrandeur stated that no date has been set yet for the graduation.

**Unfinished Business:**

- **Prioritize agenda items for Commissioner Retreat in December, 2016**—was conducted. Chair Gregory asked each of the commissioners to give their top 3 choices off the agenda items for the Commissioner Retreat. After tallying each of the Commissioners choices, Chair Gregory reported the results as follows:
  - 1) Funding – M&O Levy, Bond, etc.
  - 2) Buildings – status of the buildings, what's next
  - 3) Vehicle Asset List (Inventory List) - predictions for the future
  - 4) Suquamish Tribe – partnership & what are the future opportunities for the next 5 years
  - 5) Staffing Plan

Chair Gregory asked everyone to mark their calendar for the Commissioner Retreat on December 17, 2016 from 8:00 a.m. to 12:00 p.m.

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**New Business:**

**Article in Kitsap Sun regarding the Eglon Station**—Commissioner Pearson stated that the article in the Kitsap Sun regarding the Eglon Station didn't portray the district in good light. The article stated that the Eglon Community Association had to go to court to get the building back. Chief Smith stated both the fire district and the Eglon Community Association agree that the Eglon Station property was donated to former Kitsap County Fire District 14 for the sole purpose to be used as a fire station. Both parties also agree (although not properly recorded on the deed) the fire district was to return the property back to the Eglon Community if or when the fire district no longer utilized the property for this purpose. These known facts have resulted in the matter to come before the courts to resolve. Unfortunately the reporter writing the article did not articulate the common interest in resolving the issue by both the district and the Eglon Community Association.

After much discussion, the board stated that they would support Chief Smith on his decision to communicate with the Kitsap Sun reporter in regards to the published article.

**Public Participation**—Chair Gregory called for Public Participation. There was none.

There being no further business to conduct, **the meeting was adjourned at 7:57 p.m. Approved**

**Good of the Order:**

- **Vehicle**—Commissioner Neupert requested for a vehicle on October 26, 2016 for the WFCOA Conference.

|  |             |  |
|--|-------------|--|
|  |             |  |
|  | <b>*MSC</b> |  |
| <ul style="list-style-type: none"> <li>• <b><u>Vehicle</u></b>—Commissioner Neupert requested for a vehicle on October 26, 2016 for the WFCOA Conference.</li> </ul> |             |  |

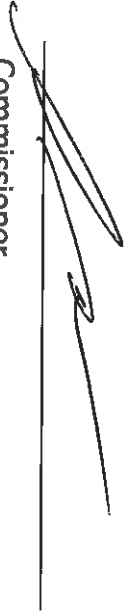
NORTH KITSAP FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS


Date: 10/10/16


Time: 7:15 p.m.

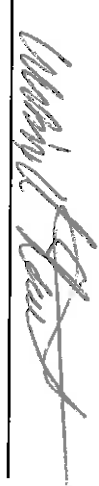
Place: 26642 Miller Bay Rd. NE, Kingston, WA

  
Commissioner

  
Commissioner

  
Commissioner

  
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Commissioner

  
Attest

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**MOTION SHEET - 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** October 10, 2016    **Time:** 7:15 p.m.  
**ACTION ITEMS**

| Topic  | Motion                                      |  |
|--|---|--|
| The Acceptance of the Agenda   | Motion by Commissioner:<br>Stewart          | Moved to approve the Agenda as amended   |
|  | 2 <sup>ND</sup> by Commissioner:<br>Pearson |  |
|  | Carried/Vote                                | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:  |
| Minutes 09/26/16 Regular Meeting   | Motion by Commissioner:<br>Pearson          | Motion to approve the Minutes of 09/26/16 Regular Meeting as presented   |
|  | 2 <sup>ND</sup> by Commissioner:<br>Neupert |  |
|  | Carried/Vote                                | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:  |
| BVA No. 484206 - \$ 5,602.22   | Motion by Commissioner:<br>Pearson          | Moved to approve:<br>BVA No. 484206 in the amount of \$ 5,602.22   |
| BVA No. 484224 - \$51,127.46   | 2 <sup>ND</sup> by Commissioner:<br>Stewart | BVA No. 484224 in the amount of \$51,127.46  |
|  | Carried/Vote                                | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:  |
| Resolution No. 2016-17 - Step Increase to 100% Top Step Firefighter/Paramedic Craig L. Barnard | Motion by Commissioner:<br>Pearson          | Motion to approve Resolution No. 2016-17 Step Increase to 100% Top Step Firefighter/Paramedic Craig L. Barnard |
|  | 2 <sup>ND</sup> by Commissioner:<br>Neupert |  |
|  | Carried/Vote                                | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:  |

\* O = Opposed; A = Abstention

10/10/16—Regular Meeting  
 \*Motion Moved / Seconded / Carried (See attached Motion Sheet)

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**MOTION SHEET - 2 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** October 13, 2016    **Time:** 7:15 p.m.  
**ACTION ITEMS**

| Topic   | Motion  | Action  |
|---|---|---|
| Payroll for October, 2016 in the amount of \$427,123.78 | Motion by Commissioner: Pearson<br>2 <sup>ND</sup> by Commissioner: Stewart | Motion to approve the payroll for October, 2016 in the amount of \$427,123.78 |
|   | Carried/Vote  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:       |
| Holiday Pay in the amount of \$90,432.64                | Motion by Commissioner: Pearson<br>2 <sup>ND</sup> by Commissioner: Stewart | Motion to approve Holiday Pay in the amount of \$90,432.64                    |
|   | Carried/Vote  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:       |
| Adjourn Meeting   | Motion by Commissioner: Pearson<br>2 <sup>ND</sup> by Commissioner: Neupert | Motion to adjourn the meeting at 7:57 p.m.                                    |
|   | Carried/Vote  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:       |
|   | Motion by Commissioner:   |   |
|   | 2 <sup>ND</sup> by Commissioner:  |   |
|   | Carried/Vote  | Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:                  |
|   | Motion by Commissioner:   |   |
|   | 2 <sup>ND</sup> by Commissioner:  |   |
|   | Carried/Vote  | Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:                  |

\* O = Opposed; A = Abstention

10/10/16—Regular Meeting  
 \*Motion Moved / Seconded / Carried (See attached Motion Sheet)