

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

Date: 03/13/17

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 Neupert, Commissioner Pearson, Commissioner Gregory, Commissioner Espinosa, Commissioner Stewart, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, FF/PM Matt Thompson 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 February 27, 2017 Regular Meeting</u> —Chair Gregory stated that the Minutes for February 27, 2017 will be tabled until the next meeting on March 27, 2017.		
The <u>Blanket Voucher Approval Batch No. 491527 in the amount of \$9,391.79; BVA No. 491558 in the amount of \$42,614.63; Monthly Financial Report</u> —was reviewed. Commissioner Pearson stated that the carpets at all four stations were cleaned by Stanley Steemer Carpet Cleaner. Also, Commissioner Pearson stated that we have a brand new vendor Ray Poland & Sons out of Kennewick that are providing us with firefighting foam. A/C Moran stated that this foam is a very eco-friendly, biodegradable foam that meets all the requirements required by EPA. Approved	*MSC	
<u>Resolution No. 2017-06 Declaration of Surplus Equipment</u> —was conducted. Chair Gregory stated that the resolution is for Communication Equipment. Chair Gregory stated that we are declaring the equipment surplus. Approved	*MSC	
<u>Payroll for March, 2017 in the amount of \$421,962.55</u> —was reviewed. Chair Gregory circulated the document to the Board to review. Approved	*MSC	
<u>Public Participation</u> — Chair Gregory called for Public Participation. There was none.		

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<p>Correspondence: (FYI)—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • Retirement Party for State Fire Marshal Chuck Duffy—Chair Gregory stated that the Retirement Party for State Fire Marshal Chuck Duffy is on Thursday, April 27, 2017 at 3:00 p.m. at the General Administration Building Auditorium in Olympia, WA. • Washington Fire Commissioners Association Annual Report for 2016—Chair Gregory circulated the Washington Fire Commissioner Association Annual Report for 2016 for the Board to review. 		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • Fire Chief of Bremerton—Chief Smith stated that Bremerton Fire Department is on the final stage of hiring a Fire Chief. Chief Smith stated that there are four candidates moving to the final stage. Chief Smith stated that in the next couple of weeks the process should be completed. 		
<ul style="list-style-type: none"> • Cencom Governance—Chief Smith stated that the City of Bremerton and Kitsap County have not yet signed the agreement; however, they are in the process. Chief Smith stated that Kitsap County has decided to transfer the asset of the building to Kitsap 911. Discussion ensued. 		
<ul style="list-style-type: none"> • EMS Council—Chief Smith stated that the current employee that was working for EMS Council resigned towards the end of last year. Chief Smith stated that we are in the process of hiring to fill the position. Chief Smith stated that they are planning to move the office currently located at the Kitsap Readiness Center right next to Cencom to Silverdale at the Central Kitsap Fire Department. 		
<ul style="list-style-type: none"> • Eglon Station (old building)—Chief Smith stated that he has not heard yet from Brian Snure regarding the Eglon Station (old building). Chief Smith stated that he will contact Brian Snure to see if their lawyer has made any contact. 		
<ul style="list-style-type: none"> • Article in the Kitsap Herald on March 7, 2016 regarding the July 4, 2014 accident—Chief Smith gave an update regarding the article pertaining to the accident on July 4, 2014. 		

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<ul style="list-style-type: none"> • <u>Operation Report:</u> <u>Overtime</u>—A/C LaGrandeur stated that he did see a spike of overtime in January which was overtime hours in December, 2016 due to shift coverage and training. The overtime hours in December, 2016 was 548.75; overtime hours in January, 2017 were 228 and the overtime hours in February, 2017 were 165.5 hours. A/C LaGrandeur stated there will be OT occurring due to shift coverage and training. <u>February call volume</u>—A/C LaGrandeur stated that we had 229 response calls in February, 2017 and that 66% of those calls were EMS calls. 		
<ul style="list-style-type: none"> • <u>West Kingston Construction Project</u>—A/C LaGrandeur stated that the construction on West Kingston will start in April for about 8 months. A/C LaGrandeur stated that we are putting an operational plan in place. A/C LaGrandeur stated that it is going to put a direct impact on Station 85 response area. A/C LaGrandeur stated that Community Services Specialist Laboda will be working on a press release regarding the West Kingston Construction Project. A/C LaGrandeur stated that the duty crew will figure out the best route to take when transporting. Discussion ensued. 		
<ul style="list-style-type: none"> • <u>Training</u>—A/C Moran stated that overtime will continue to occur in Training for a couple of years due to getting our career staff up to a certain level. 		
<ul style="list-style-type: none"> • <u>Suquamish Shores</u>—A/C Moran stated that Tom Curley and he went to the Suquamish Tribal Council a couple of weeks ago regarding the Suquamish Shores (which the homes are going away over the next couple of years) to see if we can do some training in the homes before they demolish or move the homes. A/C Moran stated that there won't be burning. A/C Moran stated the Suquamish Tribal Council was very receptive. A/C Moran stated that they will also partner with Poulsbo Fire Department and Bainbridge Island Fire Department for them to do training at the Suquamish Shores, too. A/C Moran stated that the Suquamish Tribal Council will keep them in mind in the future. 		
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • There was no Unfinished Business to discuss. 		

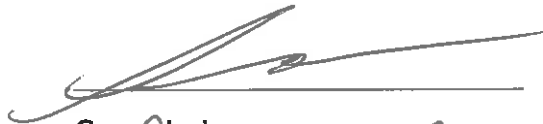
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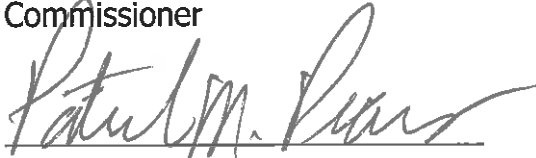
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Submission of 2016 Annual State Reporting</u>—Chair Gregory stated that the Washington State Auditor’s Annual Report filing was submitted by A/A Moran on March 8, 2017. 		
<p><u>Public Participation</u>—Chair Gregory called for Public Participation. There was none.</p>		
<p><u>Labor Management Committee</u>—Chief Smith requested for the commissioners on the Labor Management Committee to e-mail him the available dates that they are available to be able to schedule a Labor Management Committee Meeting.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:57 p.m. Approved</p>	*MSC	



Commissioner



Commissioner



Commissioner



Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: March 13, 2017 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Stewart	Motion to approve the Agenda as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
BVA No. 491527 - \$ 9,391.79 BVA No. 491558 - \$42,614.63	Motion by Commissioner: Pearson	Motion to approve: BVA No. 491527 in the amount of \$ 9,391.79 BVA No. 491558 in the amount of \$42,614.63
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Resolution No. 2017-06 Declaration of Surplus Equipment	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2017-06 Declaration of Surplus Equipment
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
Payroll for March, 2017 in the amount of \$421,962.55	Motion by Commissioner: Pearson	Motion to approve the payroll for March, 2017 in the amount of \$421,962.55
	2 ND by Commissioner: Neupert	
	Carried/Vote	

* O = Opposed; A = Abstention

03/13/17—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

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ACTION ITEMS

Topic	Motion	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 7:57 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:

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