

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

Date: 11/13/17

Time: 7:15 p.m.

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

Meeting called to order by Vice Chair Neupert at 7:15 p.m.		
Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Espinosa, Chief Smith, A/C LaGrandeur, B/C Murray, Community Services Specialist Laboda, Tom Curley and John Huntington		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Vice Chair Neupert 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. Vice Chair Neupert requested to add the following item under New Business: <u>OESD Network Services Fall Review – November, 2017</u> . The agenda was approved as amended. Approved	*MSC	
The approval of <u>Minutes of the October 23, 2017 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 502419 in the amount of \$2,609.97; BVA No. 502905 in the amount of \$15,021.65 ; BVA No. 502911 in the amount of \$ 74,913.63; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Payroll for November, 2017 in the amount of \$479,395.41</u> —was reviewed. Vice Chair Neupert circulated the document to the Board to review. Approved	*MSC	
<u>Public Participation</u> —Vice Chair Neupert called for Public Participation. There was none.		
<u>Correspondence: (FYI)</u> — <i>the documents were circulated among the BOC</i> <ul style="list-style-type: none"> • <u>Thank you card received from the Denson Family</u>—Vice Chair Neupert read the thank you card that we received from the Denson Family. 		

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

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<ul style="list-style-type: none"> • <u>King County Fire Commissioner Association Saturday Seminar Fire Commissioner 101</u>— Vice Chair Neupert stated that there will be a <i>King County Fire Commissioner Association Saturday Seminar Fire Commissioner 101</i> on Saturday, February 3, 2018 from 9:00 a.m. to 3:30 p.m. at the Shoreline Fire Department Station 71. John Huntington stated that he is signed up for the class. 		
<ul style="list-style-type: none"> • <u>King County Fire Commissioner Association Mentor Program</u>—Vice Chair Neupert stated that King County Fire Commissioners Association is hosting a two year program for new Commissioners. 		
<ul style="list-style-type: none"> • <u>Kitsap County Fire Commissioners & Fire Chiefs Holiday Brunch; Saturday, December 9, 2017 from 12:00 p.m. to 2:30 p.m. at the Suquamish Clearwater Casino Resort Chief Kitsap Hall</u>—Vice Chair Neupert stated that the Kitsap County Fire Commissioners & Fire Chiefs Holiday Brunch is on Saturday, December 9, 2017 from 12:00 p.m. to 2:30 p.m. at the Suquamish Clearwater Casino Resort in the Chief Kitsap Hall. Vice Commissioner Neupert requested for Staff Assistant Ariwoola to sign up him and Commissioner Espinosa for the holiday brunch on December 9, 2017. 		
<p><u>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>October call volume</u>—A/C LaGrandeur stated that we had 26 response calls in October, 2017 and that 60% of those calls were EMS calls and 40% were fire calls. A/C LaGrandeur stated there was a structure fire on November 2, 2017 at Point No Point Rd. A/C LaGrandeur stated that C Shift had a very good response; one civilian injury and none to fire service personnel. 		
<ul style="list-style-type: none"> • <u>Operation Report: (provided by A/C LaGrandeur)</u> <u>Overtime</u>—A/C LaGrandeur stated that the overtime hours in October, 2017 was 1,121 hours; however, 670 of those hours were for wildland fire deployments, for which we will receive reimbursement. Actual total of overtime hours paid for North Kitsap Fire & Rescue for shift staffing, meetings, etc. was 551 hours. 		

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<u>District Activity/Projects:</u>		
<ul style="list-style-type: none"> • <u>Wildland Deployment</u>— A/C LaGrandeur stated that the wildland deployment included a deployment to California. A/C LaGrandeur stated that an engine with four personnel were sent to help in California. 		
<ul style="list-style-type: none"> • <u>Disaster Readiness Update</u>—A/C LaGrandeur gave the following update: <ul style="list-style-type: none"> ➢ Construction on Station 84’s storage shed is complete ➢ Thanks to B/C Abrigo and Lt. Cooney on C Shift, who were given this project and a deadline by December 1, 2017 to have the storage facilities in place with food and water stocked in every container at each station. A/C LaGrandeur stated that the deadline has been met and that the initial phase of the project was completed ahead of schedule. 		
<ul style="list-style-type: none"> • <u>West Kingston Road Project Update</u>—A/C LaGrandeur stated that there was rumored that the West Kingston Road Project was going to be several months behind, which we were told was not true; however, it has now been confirmed through the county that it is now scheduled to be completed in May, 2018. 		
<ul style="list-style-type: none"> • <u>Tender from BIFD now in our possession</u>—A/C LaGrandeur stated that the tender has not gone in service yet due to needing a vehicle inspection and possible repairs. A/C LaGrandeur stated that as soon as Maintenance completes the inspection, the tender will be stocked with our equipment and put into service at Station 84. 		
<ul style="list-style-type: none"> • <u>Training</u>—A/C LaGrandeur stated that Live Fire Training took place for B Shift in October at the Washington State Fire Training in North Bend. In addition, Live Fire Training took place last week for our recruit academy in North Bend. A/C LaGrandeur stated that all of our recruits passed their IFSAC Firefighter One practical testing for Live Fire. 		

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<ul style="list-style-type: none"> • <u>Uniform & Non-uniform Contracts</u>—Chief Smith stated that efforts have been made on working on the uniform & non-uniform contracts. Chief Smith stated that he will be presenting the contract at the Union Meeting this week. 		
<ul style="list-style-type: none"> • <u>Technical Rescue Mutual Aid Interlocal Agreement</u>—Chief Smith stated that the Interlocal Agreement (ILA) was reviewed by Brian Snure. Chief Smith stated that Brian Snure made two changes and forwarded the changes to Central Kitsap Fire & Rescue. Chief Smith stated that the two changes does not affect the outcome of the ILA. In addition, Chief Smith stated that he had already forwarded the newer version to the Board. Commissioner Pearson made a motion to approve the ILA. Approved 	*MSC	
<u>Unfinished Business:</u>		
<ul style="list-style-type: none"> • <u>Technical Rescue Mutual Aid Interlocal Agreement</u>—was discussed during the Chief’s Report. 		
<ul style="list-style-type: none"> • <u>Update on tender from Bainbridge Island Fire Department</u>—was discussed during the Chief’s Report. 		
<ul style="list-style-type: none"> • <u>Eglon Station (old building)</u>—Vice Chair Neupert requested for Chief Smith to contact Brian Snure asking him to contact the attorney for the Eglon Station (old building) to resolve this issue by a specific date. Vice Chair Neupert stated that this issue has been unresolved for too long. 	Contact Brian Snure regarding the Eglon Station (old building)	Chief Smith / ASAP
<u>New Business:</u>		
<ul style="list-style-type: none"> • <u>Discussion Regarding a Staff Retreat</u>—Vice Chair Neupert stated that he feels that a staff retreat in not needed. Vice Chair Neupert stated that the second meeting of each month was for discussing items as needed. Discussion ensued. Chief Smith suggested during the second meeting in January to use that time to inform John Huntington on what’s going on with the fire department. In addition, Chief Smith suggested that we need to have a discussion in January to 	E-mail Board information regarding M&O Levy to include capital projects	Chief Smith / ASAP

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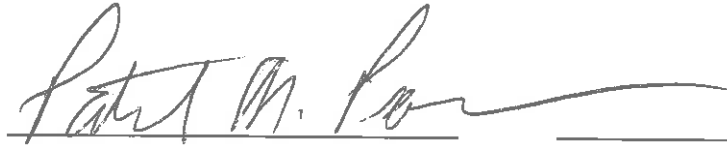
<p>decide when to run an M&O Levy. Chief Smith stated that he will e-mail the Board information regarding the M&O Levy to include capital projects for next year in preparation for the second meeting in January. Commissioner Pearson requested information on maintenance for the stations. Discussion took place regarding the tax issue for the schools. Vice Chair Neupert stated that the County Assessor will try to meet with the Commissioners before the end of the year.</p>		
<ul style="list-style-type: none"> • OESD Network Services Fall Review – November, 2017— Vice Chair Neupert circulated the OESD Network Services Fall Review – November, 2017 report for the Board to review. Chief Smith stated that Carl Miller is wanting to purchase a new email system and do away with the server. Chief Smith stated that Carl Miller will be getting an estimate on how much the new email system will cost. In addition, Chief Smith stated that Poulsbo Fire Department is planning to go the same route. 		
<p>Public Participation—Vice Chair Neupert called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 8:03 p.m. Approved</p>	<p>*MSC</p>	

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Commissioner

Commissioner



Commissioner

Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 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 amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Pearson	
	Carried/Vote	
Minutes 10/23/17 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 10/23/17 Regular Meeting as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
BVA No. 502419 - \$ 2,609.97 BVA No. 502905 - \$15,021.65 BVA No. 502911 - \$74,913.63	Motion by Commissioner: Pearson	Moved to approve: BVA No. 502419 in the amount of \$ 2,609.97 BVA No. 502905 in the amount of \$15,021.65 BVA No. 502911 in the amount of \$74,913.63 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Payroll for November, 2017 in the amount of \$479,395.41	Motion by Commissioner: Pearson	Motion to approve the payroll for November, 2017 in the amount of \$479,395.41 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Neupert	
	Carried/Vote	

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 2

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ACTION ITEMS

Topic	Motion	
Technical Rescue Mutual Aid Interlocal Agreement	Motion by Commissioner: Pearson	Motion to approve Technical Rescue Mutual Aid Interlocal Agreement
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:03 p.m.
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	

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