

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

Date: 11/09/15
Time: 7:15 p.m.
Place: 26642 Miller Bay Rd. NE, Kingston, WA

Meeting called to order by Vice Chair Espinosa at 7:15 p.m.					
	Topic	Action	Assigned to/ Deadline		
Present: Commissioner Pearson, Commissioner Gregory, Commissioner Neupert, Commissioner Espinosa, Commissioner Stewart, Chief Smith, Community Services Specialist Laboda, Lieutenant Steve Murray, Firefighter/Paramedic Matt Thompson and Tom Curley					
	The <u>Acceptance of the Agenda</u> —was conducted. Chair Stewart asked the Board to look at the agenda to see if there are any additions or deletions on the agenda that needs to be made. Commissioner Neupert added under New Business: <i>Letter to County Commissioners regarding fire inspections</i> . The Agenda was approved as amended. Approved	*MSC			
	The <u>Approval of Minutes of the October 26, 2015 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC			
	The <u>Blanket Voucher Approval Batch No. 468871 in the amount of \$49,442.70; 4688731 \$8,874.46; 468962 \$19,500.00</u> —was conducted. Approved	*MSC			
	<u>Resolution No. 2015-17 Increase to 70% Top Step Firefighter /Paramedic Theron Rahier; 2015-19 Increase to 70% Top Step Firefighter /Paramedic Andrea DeCaro; 2015-20 Educational Incentive Pay 2.5% Michele LaBoda</u> —was conducted. The Board gave Michele Laboda special recognition and applauded her for her attainment of her Bachelors of Arts Degree. Approved	*MSC			
	<u>Payroll for November, 2015 in the amount of \$410,535.86</u> —was conducted. Chair Stewart circulated the document to the BOC to review. S Approved	*MSC			
	<u>Monthly Financial Report</u> — was distributed.				

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Correspondence: (FYI)—

- State Auditor scheduled for next week—
- Commissioners Service Awards at the WFA Conference were acknowledged. Commissioners Neupert and Pearson 10 years, Commissioner Gregory and Stewart 20 year and Commissioner Espinosa 25 years.
- IT Work Reports —

Chief's Report:

- Medics Rahier and DeCaro fully checked off by the MPD and able to practice paramedicine in Kitsap County. This brings us to 7 Medics on shift.
- LifePaks in service. In cooperation with the Harrison Foundation and a donation of \$25,000.00 made by the Suquamish Tribe.
- 10 New Recruits successfully complete NKFR's Recruit Academy 2015-1. There was a graduation ceremony held on Saturday, November 7th to honor their success. It was a nice ceremony. Michele Laboda and crews did a great job putting things together. The group of graduates look like a quality bunch.
- Current MPD Dr. Davern resigned effective the end of December. Dr. Bennett (former MPD) will be serving as interim MPD until June when Dr. Ball is expected to take the position. The details of Dr. Ball's agreement are being worked out and we should know more by mid-November. Currently Dr. Ball is working at Madigan as an ER Physician. He will be retiring in May then he will be able to serve as our MPD if an agreement is met.
- CenCom change is moving slowly. Brian Snure is representing the Tri-North Districts – Bainbridge Island, Poulsbo and ourselves. Bainbridge has requested more cost analysis in respect to proposed changes. It is felt that there may not be a cost reduction but the value will be gained through added control to hiring tactics etc.
- New Fire Boat moored in Kingston Marina. Crews are currently training on the boat. The manufacturer was up last week and held training sessions with crews. In order to coordinate

11/09/15—Regular Meeting

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

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<p>the training schedule crews came in off shift to maximize time and minimize response impact. The new Fire Boat is on the bottom of the ramp on B dock. Our current M81 is in its normal location and in service for responses until our crews are prepared to operate the new vessel. Chief would like to hold a christening ceremony after the first of the year. We will need to pull the boat to service motors and make a couple of small changes the maintenance shop feels will be useful. We will use Kitsap Towing to haul the boat since we don't have a rig big enough to support the tongue weight. There was discussion about future vehicle purchase of a shop truck to analyze the cost effectiveness of outfitting for hauling the marine vessel. Chief Smith encouraged the board to check out the boat while we are in the training phase.</p>	
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • Annual Report—Michele LaBoda said we can deliver what is available at the next meeting of November 23rd. • Eglon Resident Quarter Update. There was discussion regarding the Little Boston Station 87 location to be used as Resident Quarters. It was agreed that it would be beneficial to make it a Resident Quarter. The Board asked that we revisit the SOP for living quarters, look into how this is viewed for taxation purposes, address how the accessibility will be handled. The Board confirmed that they approve the facility to be used for the purpose of housing Resident Interns. 	<p>AA Moran to see if BI has a policy for their living quarters. Look into the taxation and revisit our facility use policy.</p>
<p>New Business:</p> <ul style="list-style-type: none"> • Letter to County Fire Commissioners regarding Fire Inspections- In the County Fire Commissioners meeting the Fire Marshal reported that they have started doing inspections in CK and South. When asked if they would be doing the inspections in Poulsbo and North Kitsap his comment was no. Chief Smith noted that the Fire Marshals office did a risk assessment and derived that our area was of low risk and therefore not their priority. Our Board of Commissioners wanted to draft a letter to the current County Commissioners remind them that we took on inspections when the county was faced with financial and personnel challenges. We agreed to pick up the inspections on a temporary basis until they 	<p>Chief Smith to contact Brian Snure to see if he has a resolution for this purpose.</p>

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were able to stabilize and reestablish doing inspections in our area. It was not our intent to provide this service indefinitely. Commissioner Neupert is to draft a letter to send to the current County Commissioners.

- **FD Cares**—Commissioner Stewart discussed the FD Care Program as presented at the WFCA Conference. There was discussion on how the Affordable Care Act is effecting healthcare and how this program is designed to integrate with other agencies to address some of those changes. This type of system is proving to be useful in areas with high call volumes that have patients who have repeated transports. They are finding that field assessments done by EMS responders who provide referrals to other resources are reducing the need for repeated transports to hospitals (medication needed, food/diet, etc.). Our frequent users are usually “acute” and therefore short term. Chief Smith said that because of our call volume we would need to look at this on a county-wide approach and it would have to be approved by the MPD.

Chair Stewart thought we needed to pass a resolution to do non-emergent care regardless of where we are with this type of program. This way if we do put together a program our resolution is in place. Chief wasn't sure if that was necessary to have this type of resolution because we already do non-emergent response – our service levels are established by the Board of Commissioners. Chief was asked to contact Brian Snure to see if he had a template because Chair Stewart thought he may have referred to one at the conference. Chief also pointed out that this program does not have legislative funding. That is another aspect that would need to be explored. Right now if we did establish a program we would need to approach the agencies that would be benefiting from the service (hospitals) to see how they could defray our cost of providing this service. There is a meeting coming up that will be chaired by CK Fire where key folks in the community will come together to discuss this type of system. MSO Engle is encouraged to attend.

Public Participation—Chair Stewart called for Public Participation. There was none.

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Chair Stewart requested to be excused from the next two meetings. Approved	*MSC	
There being no further business to conduct, the meeting was adjourned at 8:52 p.m. Approved	*MSC	



Commissioner

Commissioner



Commissioner

Commissioner



Attest

Attest



Commissioner

Commissioner

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 9, 2015 **Time:** 7:15 p.m.
ACTION ITEMS

Topic	Motion	Motion by Commissioner:	Moved to approve the Agenda as amended
The Acceptance of the Agenda		Pearson	
		2 ND by Commissioner: Neupert	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of Minutes of the October 26, 2015 Regular Meeting		Motion by Commissioner: Pearson	Motion to approve the Minutes of 10/26/15 Regular Meeting as presented
		2 ND by Commissioner: Neupert	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 468871 - \$49,442.70; 468731 - \$8,877.46; 463962 - \$19,500.00		Motion by Commissioner: Neupert	Moved to Approve: BVA No. 468871 - \$49,442.70; 468731 - \$8,877.46; 468962 - \$19,500.00
		2 ND by Commissioner: Pearson	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2015-19 Educational Incentive for Michele LaBoda's Bachelor's of Arts Degree 2.5%		Motion by Commissioner: Pearson	Motion to Approve Resolution No. 2015-19 Educational Incentive for Michele LaBoda's Bachelor's of Arts Degree 2.5%
		2 ND by Commissioner: Gregory	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 9, 2015 **Time:** 7:15 p.m.
ACTION ITEMS

Topic	Motion	Motion by Commissioner:	Motion to Approve Resolution No. 2015-17 Increase to 70% Top Step Firefighter/Paramedic Theron Rahier
Resolution No. 2015-17 Increase to 70% Top Step Firefighter/Paramedic Theron Rahier	Motion by Commissioner: Pearson		Motion to Approve Resolution No. 2015-17 Increase to 70% Top Step Firefighter/Paramedic Theron Rahier
Resolution No. 2015-20 Increase to 70% Top Step Firefighter/Paramedic Andrea DeCaro	2 ND by Commissioner: Neupert		Resolution No. 2015-20 Increase to 70% Top Step Firefighter/Paramedic Andrea DeCaro
	Carried/Vote		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Excused Absence of Commissioner Stewart for the next two meetings	Motion by Commissioner: Neupert		Motion to Approve the absences of Chair Stewart from the next two Regular BOC meetings
	2 ND by Commissioner: Gregory		
	Carried/Vote		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Gregory		Motion to adjourn the meeting at 8:52 p.m.
	2 ND by Commissioner: Pearson		
	Carried/Vote		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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