

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

Date: 01/11/16

Time: 7:15 p.m.

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

Meeting called to order by Chair Stewart at 7:15 p.m.		
Present: Commissioner Neupert, Commissioner Pearson, Commissioner Gregory, Commissioner Espinosa, Commissioner Stewart, Chief Smith, Community Services Specialist Laboda, FF\Paramedic Matthew Thompson and Lieutenant Mike Mock		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Oath of Office</u> —was conducted. Chief Smith administered the Oath of office to Commissioner Gregory and Commissioner Stewart.		
The <u>Acceptance of the Agenda</u> —was conducted. Chair Stewart 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. Chair Stewart requested to move the following item after the <u>Agenda</u> has been approved: <u>Resolutions</u> . The Agenda was approved as amended. Approved	*MSC	
<u>Resolution No. 2016-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue</u> —was reviewed. Chair Stewart stated that the <u>Recording Secretary</u> is Rosemaria Ariwoola; <u>HIPAA Compliance Officer</u> is Kathy Todd and the <u>Records Request Custodian</u> is Cindy Moran. Chair Stewart the next item to vote for the Chair position. Commissioner Neupert stated that Vice Chair Espinosa is next in line for the Chair position. Commissioner Espinosa respectfully declined the Chair position. After discussion, Chair Stewart stated that the next person in line for the Chair position is Commissioner Gregory and the next Vice Chair would be Commissioner Neupert. Chair Stewart called for the vote. <u>Board Chair</u> for 2016 is Commissioner Gregory and <u>Vice Chair</u> is Commissioner Neupert. Chair Gregory stated that we need to elect a <u>Voucher delegation of Signing Authority for interim voucher runs</u> . Commissioner Neupert made a motion to have Commissioner Espinosa continue to review the vouchers. Commissioner Espinosa stated that he would like to continue reviewing the vouchers. Chair Gregory stated that the next item is to see who wants to serve in the following committees: Finance, Labor Relations, Healthcare and Planning. After discussion, the committees' members are as follows: <u>Finance Committee</u> : Commissioner Espinosa and Commissioner Neupert; <u>Labor Relations Committee</u> : Commissioner Pearson and Commissioner Stewart; <u>Healthcare Committee</u> : Commissioner Espinosa and Commissioner Stewart; <u>Planning Committee</u> : the Board of	*MSC E-mail Resolution No. 2016-02 to the Board	Staff Assistant / Ariwoola

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

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<p>Commissioners. Chair Gregory called for a motion to approve Resolution No. 2016-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue. Commissioner Pearson made a motion to approve Resolution No. 2016-02. Commissioner Stewart seconded the motion. Approved</p>		
<p><u>Resolution No. 2016-01 Salary/Benefit Resolution</u>—was reviewed. Chair Gregory reviewed Resolution No. 2016-01 to the Board of Commissioners. Approved</p>	<p>*MSC</p>	
<p>The approval of <u>Minutes of the December 28, 2015 Regular Meeting</u>—was conducted. The Minutes were approved as presented. Approved</p>	<p>*MSC</p>	
<p>The <u>Blanket Voucher Approval Batch No. 471478 in the amount of \$63,015.43; BVA No. 471526 in the amount of \$5,037.04</u>—was reviewed. Approved</p>	<p>*MSC</p>	
<p><u>Payroll for January, 2016 in the amount of \$401,007.59</u>—was reviewed. Chair Gregory circulated the document to the BOC for review. Approved</p>	<p>*MSC</p>	
<p><u>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>Medical Program Director (MPD) Position</u>—Chief Smith stated that the contract and agreement with the state for the role of the MPD has been finalized. Chief Smith stated the new MPD works for the Swedish system; he is looking forward to working with him. • <u>Marine 81</u>—Chief Smith stated that Marine 81 had its first fire response today. Chief Smith stated that Poulsbo Fire Department helped quite a bit; we were able to use their gator. Marine 81 worked out well. • <u>Local 123</u>—Chief Smith stated that Cindy and he has been working with the State in regards to Local 123 for the past several weeks. Chief Smith stated that we had a phone conference today with them today and the end result of the conference call was that Local 123 asked us to withdrawal our application. In lieu of withdrawing our application, we have put a hold on all major purchases until further notice. Chief Smith stated that he will submit to the Board the changes that will be made on the budget due to withdrawing our application with Local 123. 	<p>Present to the Board - changes to the budget</p>	<p>Chief Smith / 01/25/16</p>

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<ul style="list-style-type: none"> • Bank of America—Commissioner Pearson asked Chief Smith which bank we are going to be moving to due to the change with Bank of America. Chief Smith stated that he would talk to A/A Moran to see if she has heard anything about which bank we will be using. • Discovery Request—Chief Smith stated that all of the Discovery Request has been met. Chief Smith stated that all the information has been sent. 	<p>Talk to A/A Moran – BOA</p>	<p>Chief Smith / ASAP</p>		
<p><u>Resolution No. 2015-04 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue (Continued)</u> — was reviewed.</p>				
<p><u>Correspondence: (FYI)</u>—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • <u>2016 Timesheet calendars</u>—Chair Gregory distributed the 2016 timesheet calendars to the Commissioners. • <u>2016 Saturday Snure Seminars – February 27, 2016 – in Spokane, WA; March 19, 2016 –in Ocean Shores, WA; June 4, 2016 – Chelan, WA</u>—Commissioner Neupert stated that Commissioner Espinosa and he would like to go to the seminar in Chelan, WA on June 4, 2016. Commissioner Stewart and Commissioner Gregory expressed an interest to go to the seminar in Chelan, too. Chair Gregory stated to please notify Staff Assistant Ariwoola or A/A Moran on the seminar that you are planning to attend. 				
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • <u>Annual Report</u>—Commissioner Neupert asked regarding the status of the Annual Report. Community Services Specialist Laboda stated that the Annual Report is almost done and will be presented to the Board at the next Commissioner Meeting on January 25, 2016. 			<p>Add the following item to the agenda: <u>Annual Report</u></p>	<p>Staff Assistant / Ariwoola – 01/21/16</p>
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>2016 Annual Statement By Special Purpose District Statement</u>—Chair Gregory asked each commissioner to review the 2016 Annual Special Purpose Statement to make sure the information regarding their address and term expiration is correct. Chair Gregory publicly announced the adoption of the Annual Special Purpose District Statement. 				

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

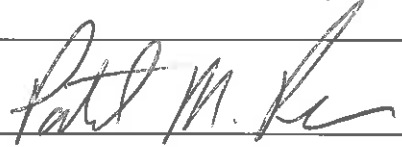
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<ul style="list-style-type: none"> • <u>Designation of Authorized Signature for Payroll</u>— The Payroll Authorization forms was reviewed and signed by each of the commissioners. 		
<ul style="list-style-type: none"> • <u>Designation of Authorized Signatures for Vouchers</u>—The Voucher Authorization forms was reviewed and signed by each of the commissioners. 		
<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 8:08 p.m. Approved</p>		<p style="text-align: center;">*MSC</p>



Commissioner




Commissioner



Commissioner

Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 11, 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 amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Resolution No. 2016-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2016-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Resolution No. 2016-01 Salary/Benefit Resolution	Motion by Commissioner: Pearson	Motion to adopt Resolution No. 2016-01 Salary Benefit Resolution Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Minutes 12/28/15 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 12/28/15 Regular Meeting as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/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 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

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ACTION ITEMS

Topic	Motion	
BVA No. 471478 - \$63,015.43 BVA No. 471526 - \$ 5,037.04	Motion by Commissioner: Pearson	Moved to approve: BVA No. 471478 in the amount of \$63,015.43 BVA No. 471526 in the amount of \$ 5,037.04
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for January, 2016 in the amount of \$401,007.59	Motion by Commissioner: Stewart	Motion to approve the payroll for January, 2016 in the amount of \$401,007.59
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:08 p.m.
	2 ND by Commissioner: Neupert	
	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:

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