

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

Date: 02/08/16

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 Neupert, Commissioner Pearson, Commissioner Gregory, Commissioner Espinosa, Commissioner Stewart, Chief Smith, Assistant Chief LaGrandeur, FF\Paramedic Matthew 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 January 25, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 473019 in the amount of \$18,711.99; BVA No. 473022 in the amount of \$27,044.14; Monthly Financial Report</u> —was reviewed. Commissioner Neupert had a question regarding the payment on Voucher No. 1364781 for \$5,652.40 to Blast Worx. Chief Smith stated that the expense for work done on the tender that we got from Bainbridge Island Fire Department. In addition, Commissioner Neupert had another question regarding the payment on Voucher No. 1364804 for \$2,537.06 to Scorpion Iron Works. Chief Smith stated that the expense was for the welding for the tender, too. Chief Smith stated a few items needed to be repaired on the tender. Approved	*MSC	
<u>Payroll for February, 2016 in the amount of \$407,870.95</u> —was reviewed. Chair Gregory circulated the document to the BOC for review. Approved	*MSC	
<u>Correspondence: (FYI)</u> — <i>the documents were circulated among the BOC</i> <u>US Department of Commerce Economics & Statistics Administration US Census Bureau</u> —Chair Gregory stated that she received a letter from U.S. Department of Commerce Economics & Statistics Administration U.S. Census Bureau. Chair Gregory stated that U.S. Census Bureau will be conducting the 2016 Government Units Survey (Form		

02/08/16—Regular Meeting

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

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GUS-1) in preparation for the 2017 Census of Governments. Chief Smith asked Staff Assistant Ariwoola to give a copy of the letter to A/C LaGrandeur so that he can look into the matter to see what needs to be done.

Chief's Report—

- **New Organizational Structure**—Chief Smith distributed to the Board of Commissioners a copy of the new organizational chart in color. Chief Smith stated that he printed the new organizational chart in color for the Board to review in a different format. Chief Smith stated that there are 80 individuals in the fire department which includes the volunteers.
- **Bills in Olympia**—Chief Smith stated that he will be meeting with the State Chiefs and State Commissioners etc. tomorrow regarding the Bills that are currently in the legislative office to see which ones the group will support and would like to see the legislature pass in the house; i.e. DNR; wildfire, strike fire, etc. Chief Smith stated that the two key ones for us is training which is a large component that provides training to the Washington Fire Service and the grant for equipment - on the prevention side that supports our Ready, Set, Go.
- **Annual Report**—Chief Smith stated that the hard copies of the 2013/2014 Annual Report should be delivered later this week. Community Services Specialist Laboda will put the Annual Report in each of your mailbox. In addition, copies of the annual report will be distributed to senior staff, to each of the fire stations and to each of our two libraries.
- **Christening for Marine 81**—Chief Smith stated that the christening/welcoming of Marine 81 will be on March 12, 2016. Chief Smith asked to Board to please mark their calendar and stated that additional information will be announced, i.e. time, etc.
- **Volume calls**—Chief Smith stated that last year was our highest call volume; however, this year we have a drop on our call volume.

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<ul style="list-style-type: none"> • Chief's Report—Chief Smith stated that he is working with Chair Gregory on a format for the Chief's Report. Chair Gregory asked for the Board to review the email to see if there is any other item they would like to add to the list. Chief Smith stated that he is planning on reporting on the major items from the Annual Report monthly in writing so that they have a cumulative data by the end of the year in order to complete the Annual Report. Discussion ensued regarding the Chief's Report. After discussion, Chief Smith will determine if an items needs to be reported under New Business, for example, overtime is extremely high. 		
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • There was no Unfinished Business to discuss. 		
<p>New Business:</p> <ul style="list-style-type: none"> • Acting Officer Memorandum of Understanding (MOU)—was conducted. Chief Smith stated that the Acting Officer MOU is a renewal which we already have in place. Approved 	*MSC	
<ul style="list-style-type: none"> • Management Work Memorandum of Understanding (MOU)—was conducted. Chief Smith stated that the Management Work MOU is a renewal and that the MOU is scheduled to end in June, 2016. Approved 	*MSC	
<p>Public Participation—Chair Gregory called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:38 p.m. Approved</p>	*MSC	
<p>Good of the Order:</p> <ul style="list-style-type: none"> • Commissioner Meeting on February 22, 2016—Commissioner Stewart stated that he will not be able to attend the next commissioner meeting on February 22, 2016; he will be out of town. 		

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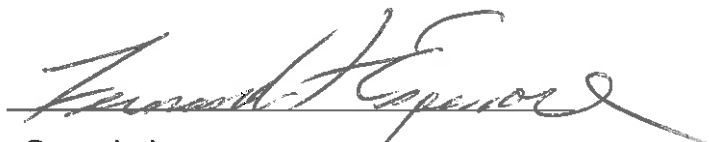
Date: 02/08/16

Time: 7:15 p.m.

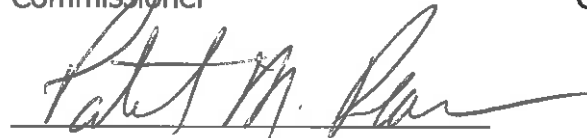
Place: 26642 Miller Bay Rd. NE, Kingston, WA



Commissioner




Commissioner



Commissioner



Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: February 8, 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 presented
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Minutes 01/25/16 Regular Meeting	Motion by Commissioner: Stewart	Motion to approve the Minutes of 01/25/16 as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	
BVA No. 473019 - \$18,711.99 BVA No. 473022 - \$27,044.14	Motion by Commissioner: Pearson	Moved to approve: BVA No. 473019 in the amount of \$18,711.99 BVA No. 473022 in the amount of \$27,044.14
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Payroll for February, 2016 in the amount of \$407,870.95	Motion by Commissioner: Pearson	Motion to approve the payroll for February, 2016 in the amount of \$407,870.95
	2 ND by Commissioner: Neupert	
	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

Date: February 8, 2016 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Acting Officer Memorandum of Understanding	Motion by Commissioner: Pearson	Motion to approve Acting Officer Memorandum of Understanding
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Management Work Memorandum of Understanding	Motion by Commissioner: Pearson	Motion to approve Management Work Memorandum of Understanding
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the Meeting at 7:38 p.m.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	

* O = Opposed; A = Abstention

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