

NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

Date: 05/09/16

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 Gregory, Commissioner Pearson, Commissioner Neupert, Commissioner Espinosa, Commissioner Stewart, Chief Smith, A/C LaGrandeur, Special Services Specialist Laboda, FF\Paramedic Matthew Thompson, Lt. Mike Mock, Tom Curley and Doug Fischer

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
<p>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. Commissioner Neupert requested to add the following item after the second Public Comments: <u>Executive Sessions</u>. The Agenda was approved as amended. Approved</p>	<p>*MSC</p>	
<p>The approval of <u>Minutes of the April 25, 2016 Regular Meeting</u>—was conducted. The Minutes were approved as presented. Approved</p>	<p>*MSC</p>	
<p>The <u>Blanket Voucher Approval Batch No. 477163 in the amount of \$36,077.04; BVA No. 477250 in the amount of \$9,252.26; Monthly Financial Report</u>—was reviewed. Approved</p>	<p>*MSC</p>	
<p><u>Resolution No. 2016-07 Amending 2016-01 Salary/Benefit Resolution</u>—was conducted. Chair Gregory stated that the benefit calculator that A/A Moran used was the wrong one; therefore, she has to adjust everyone's pay. The difference for the first four months of the year created a \$3,238.38 difference between the difference in the benefit allocation and the calculation of all regular overtime and FLSA overtime. The adjustment of pay has been made on May's payroll.</p>		
<p><u>Payroll for May, 2016 in the amount of \$412,137.08</u>—was reviewed. Chair Gregory circulated the document to the Board to review. Approved</p>	<p>*MSC</p>	

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<p>Public Participation— Chair Gregory called for Public Participation. There was none.</p>		
<p>Correspondence: (FYD)—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • Thank You Note – Congressman Derek Kilmer—Chair Gregory stated that she received a thank you note from Congressman Derek Kilmer. Chair Gregory read the thank you note to the Board. 		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • Thank You Notes – Congressman Derek Kilmer—Chief Smith stated that Community Services Specialist Laboda and he received a thank you note from Congressman Derek Kilmer. Chief Smith circulated the thank you notes to the Board. In addition, Chief Smith circulated the Kitsap Herald paper where there was an article regarding the Christening Ceremony. Chief Smith and the Board thanked Community Services Specialist Laboda for organizing the event together. • EMS Council—Chief Smith stated that a new MPD has been hired. Dr. Rogers currently lives in Bainbridge Island; he was employed at the Swedish hospital. In addition, Chief Smith stated that they also filled the Executive Administrative position who will assist Dr. Rogers. The Executive Administrative will work in the EMS office beginning June 1, 2016. These two positions are working towards the new the re-organization of Cencom. • IQS Training—Chief Smith stated that B/C Moran attended an IQS Training in April, 2016 regarding data entry for wild land red card certification. • Interlocal Agreement South Puget Sound Fire Coordinating Group—Chief Smith stated that the ILA is now in place which allows each fire department to complete the credential for their own staff • Kingston Advisory Meeting—Chief Smith stated that he attended a Kingston Advisory Meeting this month regarding the 4th of July. Chief Smith stated that the individuals have a concerns with fireworks. Chief Smith stated the sheriff will be meeting with a small group on Washington Boulevard regarding drugs. Chief Smith stated that the County Commissioners are looking at putting on an ordinance regarding fireworks. 		

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Commissioner Neupert stated that there is a one year wait before it goes into effect.

- **Road Closures**—Chief Smith stated that A/C LaGrandeur and he meet with Richard Dadisman from the Kitsap County; Department of Public Works regarding road closures in the Kingston area. Chief Smith stated that there will be a road closure on State Highway 104 and Bond Road for about two weeks. Chief Smith stated that the engine and ambulance may have to go around Port Gamble. Chief Smith stated that more information will be coming. The next road closure will be in 2017 for about 8 months. There will be no access on West Kingston Road.
- **MCT's**—Chief Smith stated that he is working with Richard Curtain regarding the cost of the MCT's. Chief Smith stated that he feels that we are still being overcharged.
- **Marine 81 (old)**—Chief Smith stated that he has a meeting with the Fire Chief of Port Ludlow this week regarding the re-assignment of Marine 81 (old) hopefully to be put out at Hood Canal. Chief Smith asked for the Board's approval. The Board approved.
- **Expenses**—Chief Smith stated that we are 10% below our expense budget.
- **Call Volumes**—Chief Smith stated that call volumes are up this year. We are over 100 calls to date compared to last year.
- **Firefighter, Lieutenant and Battalion Chief Testing**—A/C LaGrandeur stated that the testing procedure is in development as follows:
 - 1) Firefighter Testing will be on June 7, 2016 & June 8, 2016
Battalion Chief testing will be on May 30, 2016 & May 31, 2016
Lieutenant testing will be on June 1, 2016 & June 2, 2016

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<p>2) Oral Boards to be scheduled</p> <p>3) Interviews by the Chief</p> <p>B/C Sean Moran will tentatively be in his new position by July 1, 2016.</p>		
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> ➤ <u>Policy Review/Revision/Adoption</u>—was conducted. The following policies were discussed: ➤ <u>Commissioner Elected Positions</u>— was reviewed and approved an amended. ➤ <u>Legal Status and Operation</u>—was reviewed and approved an amended. ➤ <u>Board of Commissioners & Board Secretary Duties</u>—was reviewed and approved as amended. Commissioner Stewart re-worded the Sub Committee section on bullet #3. ➤ <u>Board of Commissioner Meetings</u>—was reviewed. The Board asked A/A Moran to change the word Guide to a Policy along with changing the number. In addition, correct the spelling of Quorum to <i>Quorum</i> and delete the following sentence: <i>The board shall also allow individuals to express and opinion prior to board action on agenda items.</i> Finally, list the RCW that applies to this policy. Chair Gregory requested to table this item until the next Commissioner Meeting on May 23, 2016. ➤ <u>Policies</u>—was reviewed and approved. The Board asked A/A Moran to change it to a Policy instead of a Guide along with changing the number. ➤ <u>Audit of Expenditures</u>—was reviewed and approved. The Board asked A/A to change it to a Policy instead of a Guide along with changing the number. 	<p>Add to the Agenda on May 23, 2016: <i>Board of Commissioner Meetings</i></p>	<p>Staff Assistant / Ariwoola</p>

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<p>➤ Organizational Affiliations & Memberships—was reviewed and approved. The Board asked for A/A Moran to check the formatting for the following bullet: <u>N.F.P.A</u></p>		
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • There was none. 		
<p><u>Public Participation</u>—Chair Gregory called for Public Participation. There was none.</p> <p><u>Executive Session – RCW 42.30.110 (g)</u> —<u>The Board convened into Executive Session (in compliance with RCW 42.30.110 (g))</u> To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied with the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;—<u>The Board convened into an Executive Session at 8:05 p.m. for the duration of 18 minutes.</u> The Regular Meeting reconvened at 8:23 p.m.; no action to be taken. <u>The Board took a recess for 2 minutes.</u> (Executive session attendees: Commissioner Stewart, Commissioner Neupert, Commissioner Pearson, Commissioner Espinosa and Commissioner Gregory).</p>		
<p><u>Executive Session – RCW 42.30.110 (g)</u> —<u>The Board convened into Executive Session (in compliance with RCW 42.30.110 (g))</u> To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied with the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;—<u>The Board reconvened into an Executive Session at 8:25 p.m. for the duration of 30 minutes.</u> The Regular Meeting reconvened at 8:55 p.m. The Board announced <u>no action to be taken</u> as the result of the Executive Session. (Executive session attendees: Commissioner Stewart, Commissioner Neupert, Commissioner Pearson, Commissioner Espinosa, Commissioner Gregory and Chief Smith).</p>		

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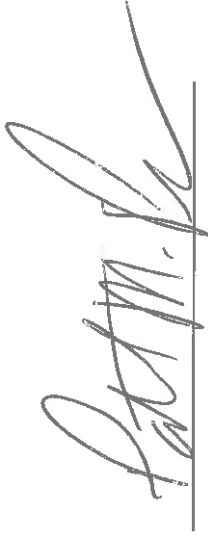
Date: 05/09/16

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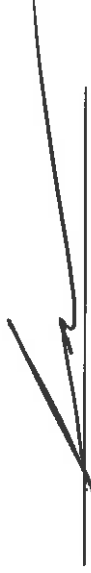
There being no further business to conduct, the meeting was adjourned at 8:57 p.m. Approved

*MSC



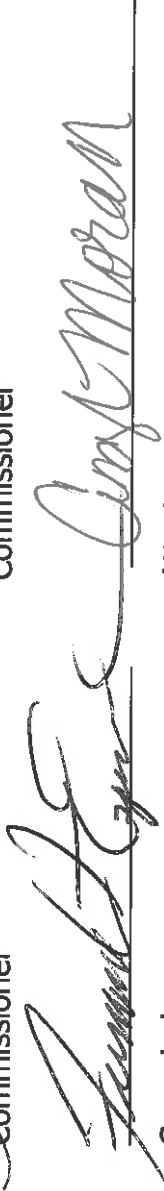
Commissioner

Commissioner



Commissioner

Commissioner



Commissioner

Attest

**NORTH KITSAP FIRE & RESCUE
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MOTION SHEET- 1 of 4

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: May 9, 2016 **Time:** 7:15 p.m.
ACTION ITEMS

Topic	Motion	Motion to approve the agenda as amended
The Acceptance of the Agenda	Motion by Commissioner: Pearson 2 ND by Commissioner: Stewart Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 04/25/16 Regular Meeting	Motion by Commissioner: Stewart 2 ND by Commissioner: Neupert Carried/Vote	Motion to approve the Minutes of 04/25/16 Regular Meeting as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 477163 - \$36,077.04	Motion by Commissioner: Pearson 2 ND by Commissioner: Neupert Carried/Vote	Moved to approve: BVA No. 477163 in the amount of \$36,077.04 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 477250 - \$9,252.26	Motion by Commissioner: Pearson 2 ND by Commissioner: Stewart Carried/Vote	Moved to approve: BVA No. 477250 in the amount of \$9,252.26 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 4

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: May 9, 2016 **Time:** 7:15 p.m.
ACTION ITEMS

Topic	Motion	Motion by Commissioner:	Motion to approve Resolution No. 2016-07a Amending 2016-01 Salary and Benefit Resolution as presented
Resolution No. 2016-07a Amending 2016-01 Salary and Benefit Resolution	Motion by Commissioner: Stewart	2 ND by Commissioner: Pearson	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for May, 2016 in the amount of \$412,137.08	Carried/Vote	Motion by Commissioner: Pearson	Motion to approve the payroll for May, 2016 in the amount of \$412,137.08
	2 ND by Commissioner: Neupert	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
100-00010P1 Commissioner Elected Positions	Motion by Commissioner: Stewart	Motion by Commissioner: Stewart	Motion to approve the Commissioner Elected Positions policy as amended
	2 ND by Commissioner: Pearson	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
100-00005P1 Legal Status and Operation	Motion by Commissioner: Pearson	Motion by Commissioner: Pearson	Motion to approve the Legal Status and Operation policy as amended
	2 ND by Commissioner: Stewart	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	Carried/Vote		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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MOTION SHEET- 3 of 4

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: May 9, 2016 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	Motion by Commissioner:	Motion to approve Board of Commissioners & Board Secretary Duties as amended
Board of Commissioners & Board Secretary Duties	Motion by Commissioner: Pearson 2 ND by Commissioner: Stewart Carried/Vote		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Policies	Motion by Commissioner: Stewart 2 ND by Commissioner: Pearson Carried/Vote		Motion to approve Policies as amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Audit of Expenditures	Motion by Commissioner: Pearson 2 ND by Commissioner: Neupert Carried/Vote		Motion to approve Audit of Expenditures as amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Organizational Affiliations & Memberships	Motion by Commissioner: Stewart 2 ND by Commissioner: Pearson Carried/Vote		Motion to approve Organizational Affiliations & Memberships as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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05/09/16—Regular Meeting

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

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MOTION SHEET - 4 of 4

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: May 9, 2016 **Time:** 7:15 p.m.
ACTION ITEMS

Topic	Motion	Motion to adjourn the Meeting as 8:57 p.m.
Adjournment	Motion by Commissioner: Stewart	
	2 ND by Commissioner: Pearson	
	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:

* O = Opposed; A = Abstention