

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

Date: 06/13/16

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, Community Services Specialist Laboda, B/C Murray 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 May 23, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 478684 in the amount of \$39,379.07; BVA No. 478741 in the amount of \$6,869.18; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2016-08 Declaration of Surplus Equipment</u> —was conducted. Approved		
<u>Payroll for June, 2016 in the amount of \$396,283.12</u> —was reviewed. Chair Gregory circulated the document to the Board to review. Approved	*MSC	
<u>Public Participation</u> — Chair Gregory 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>Washington Fire Commissioner Conference in Chelan on June 4, 2016</u>—Commissioner Stewart stated that he attended a conference in Chelan on June 4, 2016 regarding Hiring and Retention of Administrative Personnel and Updates from the State Auditor. Commissioner Stewart gave a few highlights of both sessions. Commissioner Stewart will give the information to A/A Moran to be logged into the Training book for anyone 		

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

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who would like to review the training materials.

Chief's Report—

- **AFG Grant**—Chief Smith stated that the district has received confirmation that the regional AFG grant has been awarded. The total grant award is approximately \$1,001,187; \$901,068.86 federal share and \$100,118.76 agency share. The AFG Grant will purchase new SCBA equipment for North Kitsap Fire & Rescue (NKFR). Chief Smith stated that NKFR portion of the grant is as follows:
Total Share: 289,850.58
10% Share from department: (28,985.06)
Grant Award Total: 260,865.52

- **Battalion Chief, Lieutenant and Firefighters Testing**—Chief Smith stated that the testing process for all positions is completed. Chief Smith stated that A/C LaGrandeur did an excellent job administering all three processes. Chief Smith stated that the next step is to complete the interview process and psych exam for both promotions and entry level positions and medical examinations for the firefighter positions. Chief Smith stated that the final results should be available by mid-July. Chief Smith stated that implementation of the positions will be August 1, 2016.

- **Marine 81 (old)**—Chief Smith stated that he has been in contact with Port Ludlow Fire & Rescue (PLFR) regarding the reassignment of Marine 81 (old). Chief Smith stated that there is a draft agreement that is under review by Brian Snure. Chief Smith stated that he would like to place the boat in Port Ludlow by mid-week. Chief Smith stated that Chief Martin will obtain final approval from the PLFR Board of Commissioners on Tuesday, June 14, 2016. Chief Smith stated PLFR will insure and maintain the vessel at their cost including moorage. Chief Smith stated that North Kitsap Fire & Rescue will maintain ownership; however, Chief Smith stated that he would like to propose for the Board to consider transferring ownership with certain requirements to PLFR sometime in 2017. Chief Smith stated that further information regarding the transfer of ownership will be presented to the Board of Commissioners in the future.

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<ul style="list-style-type: none"> • <u>Expenses</u>—Chief Smith stated that the first 5 months expenses are currently 4.77% under budget. • <u>Board Retreat scheduled on June 18, 2016</u>—Chief Smith stated that he would like to reschedule the Board Retreat that is scheduled on June 18, 2016 for some time in early September. Chief Smith stated that this will allow for all promotional positions to be in place and provide time for him to work with senior staff on long range goals to be implemented in a strategic plan update. The Board all agreed to cancel the Board Retreat for June 18, 2016. • <u>Eglon Station (old building)</u>—Chief Smith that he has no update from Brian Snure regarding the Eglon property (old). • <u>Alarm Activity</u>—Chief Smith stated that alarm activity are up this year by 12.18%. Chief Smith stated that we are up 150 calls more this year compared to last year. • <u>Dan Packer Fire Chief Award</u>—Chair Gregory congratulated Chief Smith for receiving the Dan Packer Fire Chief of the Year Award at the Washington Fire Chiefs convention in Spokane on May 25, 2016. Commissioner Gregory stated it was so well deserved. Everyone at the meeting stood up and gave Chief Smith a round of applause. 		
<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>Public Records</u>— was reviewed and approved an amended. The Board asked A/A Moran to change the word Guide to a Policy along with changing the number. ➤ <u>Public Records Request Procedure Form</u>—was reviewed and approved as amended with Brian Snure’s suggestions. The Board requested to add the following information suggested by Brian Snure on 6/2/16 to read as follows: 		

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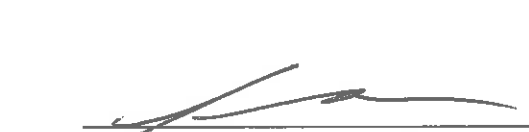
<p><i><u>I declare under penalty of perjury under the laws of the State of Washington that I do not intend to use any list of individuals that may be covered by this request for commercial purposes.</u></i></p> <p><i>Signature _____</i></p> <p>➤ Technology Resources and Records—was reviewed and approved as amended. The Board asked A/A Moran to change the word Guide to a Policy along with changing the number. In addition, Commissioner Stewart request to change the word <u>district</u> to <i>distract</i>.</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>There being no further business to conduct, the meeting was adjourned at 8:13 p.m. Approved</p>	*MSC	
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • <u>Bi-North Meeting</u>—The Bi-North Meeting Scheduled on June 20, 2016 has been cancelled • Wildfire Preparedness Seminars: Community Services Specialist Laboda stated that the Wildfire Preparedness Seminars will be held on the following places & dates: <ul style="list-style-type: none"> City Hall Chambers – June 13, 2016 at 7 p.m. House of Awakened Culture – June 14, 2016 at 7 p.m. Hansville Community Center – June 15, 2016 at 7 p.m. Keyport Fire Station – June 20, 2016 at 7 p.m. Village Green Community Center – June 21, 2016 at 7 p.m. Port Gamble Pavilion – June 22, 2016 at 7 p.m. 		

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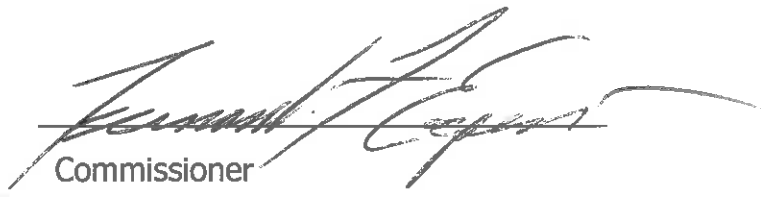
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Commissioner



Commissioner




Commissioner

Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: June 13, 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: Espinosa	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 05/23/16 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 05/23/16 Regular Meeting as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: "A" Gregory & Stewart
BVA No. 478684 - \$39,379.07 BVA No. 478711 - \$ 6,869.18	Motion by Commissioner: Neupert	Moved to approve: BVA No. 478684 in the amount of \$39,379.07 BVA No. 478711 in the amount of \$ 6,869.18
	2 ND by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2016-08 Declaration of Surplus of Equipment	Motion by Commissioner: Stewart	Motion to approve Resolution No. 2016-08 Declaration of Surplus Equipment
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *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 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: June 13, 2016 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Payroll for June, 2016 in the amount of \$396,283.12	Motion by Commissioner: Pearson	Motion to approve the payroll for June, 2016 in the amount of \$396,283.12
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Public Records	Motion by Commissioner: Stewart	Motion to approve the Public Records policy as amended
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
100-00050P! Procedure for Public Records Request	Motion by Commissioner: Stewart	Motion to approve the Procedure for Public Records Request policy as amended
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Technology Resources and Records	Motion by Commissioner: Pearson	Motion to approve the Technology Resources and Records policy as amended
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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MOTION SHEET- 3 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

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ACTION ITEMS

Topic	Motion		
Adjournment	Motion by Commissioner: Neupert	Motion to adjourn the Meeting at 8:13 p.m.	
	2 ND by Commissioner: Stewart		
	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:	

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