

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

Date: 11/23/15

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.		
Present: Commissioner Pearson, Commissioner Gregory, Commissioner Neupert, Commissioner Espinosa, Commissioner Stewart (via teleconference), Chief Smith, BC LaGrandeur, Community Services Specialist Laboda, Lieutenant Steve Murray, Firefighter/Paramedic Matt Thompson and Tom Curley. (Those present for the swearing in ceremony were Linda and Craig Bothe, Lt. Osera, FF Hickey, RF Gelderman, RF LaPoint, RF Bothe and RF Abe Meyer)		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
Swearing in of RF's Scott Bothe and Abe Meyer. Vice-Chair Espinosa administered the oath.		
The Acceptance of the Agenda —was conducted. Vice Chair Espinosa called for acceptance of the agenda. The Agenda was approved as submitted. Approved	*MSC	
Regular Meeting Recessed		
Budget Hearing Called to Order at 7:20 p		
Budget Hearing to consider all sources of revenue for the district was conducted. Levy request documents and revenue sources were considered. The Budget Resolutions were reviewed. 2015-14;2015-15;2015-15a; 2015-16; 2015-18 Approved The Revenue Budget was approved in the amount of \$9,859,112.00 (includes anticipated BFB). Approved	*MSC	
Vice-Chair called for public input. There was none.	*MSC	
Budget Hearing Adjourned 7:34p. Approved	*MSC	
Regular Meeting Reconvenes 7:34p		
The Approval of Minutes of the November 9, 2015 Regular Meeting —was conducted. The Minutes were approved as presented. Approved	*MSC	

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<p>The <u>Blanket Voucher Approval Batch No. 469366 in the amount of \$30,226.68; 469411 \$661,600.00</u>—was conducted. Approved</p>	*MSC	
<p><u>Resolution No. 2015-21 Transferring of Funds from Capital Projects 90880 to General Fund 90874 for interim payment on new chassis – Bond proceeds to replenish fund upon issuance in March 2016</u>—was conducted. Approved</p>	*MSC	
<p><u>Payroll for November, 2015 in the amount of \$50,000.00</u>—was conducted. Vice-Chair Espinosa circulated the document to the BOC to review. Approved</p>	*MSC	
<p><u>Correspondence: (FYI)—</u></p> <ul style="list-style-type: none"> • <u>Kitsap County Auditor’s Office</u> — Correspondence stated the 2016 election deadlines • <u>WFOA Roster</u> – Each Board member reviewed for accuracy for the 2016 directory. 		
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • <u>Brian Snure’s response regarding the need to adopt a resolution for non-emergent services.</u> Brian did not feel it was necessary to adopt a non-emergent services resolution. He said that we already have the authority by statute. • <u>Letter to County Fire Commissioners regarding Fire Inspections-</u> A letter to the current County Commissioners was signed. This is to remind them that we took on inspections for the county on a temporary basis until they were able to stabilize and reestablish doing inspections in our area. It was not our intent to provide this service indefinitely. Approved • <u>Update on Apparatus Purchase</u> – The two chassis payment was vouchered for processing. The target delivery date is anticipated to be this time next year. The Board of Commissioners questioned how the boat training was going. Chief said it is still in progress. • <u>Annual Report</u> - The Annual Report is not ready for distribution. Chief Smith said that he would like to postpone until after the first of the year. We are still compiling information form the different divisions and it 	*MSC	



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<p>is for the duration of 2013 and 2014. He said that once this is complete that he is confident that the 2015 report can be generated in the first quarter of 2015.</p>		
<p><u>New Business:</u> There was none</p>		
<p><u>Public Participation—</u> Vice-Chair Espinosa called for Public Participation. TO Curley asked about the Old Eglon Station. Chief said there is no update. It was left to the attorney representing the Eglon Community to address with the court.</p>		
<p>PROMOTION CEREMONIES ON DECEMBER 7TH, STATION 81, 6p</p>		
<p>There being no further business to conduct, the meeting was adjourned at 8:10 p.m. Approved</p>	<p>*MSC</p>	


 Commissioner
 
 Commissioner


 Commissioner
 
 Commissioner


 Commissioner
 
 Attest

11/23/15—Regular Meeting

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

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MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 23, 2015 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Pearson	Moved to Approve the Agenda as submitted
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Motion to approve the following Budget Resolutions: 2015-14,2015-15; 2015-15a; 2015-16; 2015-18 for the levying of taxes in 2016 was conducted	Motion by Commissioner: Pearson	Moved to Approve 2015-14 Fire Ord. Res; 2015-18 EMS Ord Res; 2015-15 Levy Limit Factor Res; 2015-15a Substantial Need Res; 2015-16 Levy Request to Treasurer's Office
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Motion to adopt the Revenue Budget of the District for 2016	Motion by Commissioner: Pearson	Moved to approve the bottom line revenue budget of the district in the amount of \$9,859,112.00 (which includes the estimated operational carry over)
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Motion to adjourn the Budget Hearing	Motion by Commissioner: Gregory	Motion to adjourn the Budget Hearing at 7:34p
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

11/23/15—Regular Meeting

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

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MOTION SHEET- 2 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 23, 2015 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Motion to Approve the Minutes of the November 9, 2015 Regular Meeting	Motion by Commissioner: Neupert	Motion to approve the November 9, 2015 as submitted. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Motion to approve BVA No. 469366 in the amount of \$30,226.68 and BVA No. 469411 in the amount \$661,600.00	Motion by Commissioner: Pearson	Motion to approve BVA No. 469366 in the amount of \$30,226.68 and BVA No. 469411 in the amount \$661,600.00 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Motion to approve Resolution 2015-21 Transferring funds from the Capital Improvement Fund to the General Fund	Motion by Commissioner: Neupert	Motion to adopt Resolution 2015-21 to transfer the funds to pay for the two chassis in the amount of \$661,600 from the Capital Improvement Fund to the General Fund until we get the Local Purchasing Program Bond Proceeds in March 2016 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Payroll in the amount of \$50,000.00	Motion by Commissioner: Neupert	Motion to approve payroll in the amount of \$50,000.00 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Pearson	
	Carried/Vote	

* O = Opposed; A = Abstention

11/23/15—Regular Meeting

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

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MOTION SHEET- 3 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 23, 2015 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Letter to Kitsap County Commissioners regarding Fire Inspections in our district	Motion by Commissioner: Pearson	Motion to approve the letter to the Kitsap County BOC reminding them that our agreement to provide fire inspections for the county was a temporary arrangement
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Motion to adjourn	Motion by Commissioner: Pearson	Motion to adjourn 8:10p
	2 ND by Commissioner: Stewart	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	

* O = Opposed; A = Abstention

11/23/15—Regular Meeting

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