

NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

Date: 08/14/17
Time: 7:15 p.m.
Place: 26642 Miller Bay Rd. NE, Kingston, WA

Meeting called to order by Vice Chair Neupert at 7:15 p.m.

Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Espinosa, Chief Smith, Community Services Specialist Laboda and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Vice Chair Neupert 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. Vice Chair Neupert requested to add the following item under New Business: <u>Microsoft Surface Pro 4</u> . The agenda was approved as amended. Approved	*MSC	
The approval of <u>Minutes of the July 24, 2017 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 498553 in the amount of \$7,769.88; BVA No. 498727 in the amount of \$60,163.18; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2017-12 Step Increase for Kaleb Murray and Janelle Randles to 70% Top Step Firefighter</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2017-15 Ardyll Abrigo to Commissioned Battalion Chief 130%</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2017-16 Mark Cooney to Commissioned Lieutenant 115%</u> — was conducted. Approved	*MSC	
<u>Resolution No. 2017-17 Declaration of Equipment</u> — was conducted. Approved	*MSC	

08/14/17—Regular Meeting

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

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<p>Payroll for August, 2017 in the amount of \$475,200.59—was reviewed. Vice Chair Neupert circulated the document to the Board to review. Approved</p>	<p style="text-align: center;">*MSC</p>
<p>Public Participation—Vice Chair Neupert called for Public Participation. There was none.</p>	
<p>Correspondence: (FYD)—the documents were circulated among the BOC</p> <ul style="list-style-type: none"> • Washington Fire Commissioners Association 2017 Conference, Thursday, October 26, 2017 to Saturday, October 28, 2017 at The Grand Hotel, Spokane, WA— Vice Chair Neupert circulated the pamphlet regarding the Washington Fire Commissioners Association 2017 Annual Conference. The conference will be on October 26, 2017, October 27, 2017 & October 28, 2017 at The Grand Hotel in Spokane, WA. The following individuals expressed an interest to attend the conference: Commissioner Espinosa, Commissioner Neupert, Commissioner Stewart & Chief Smith. In addition, Chief Smith stated that probably A/C LaGrandeur & A/C Moran might go, too. Commissioner Neupert stated to the BOC that he will notify A/A Moran so that she can make the necessary arrangements. 	
<p>Chief's Report—</p> <ul style="list-style-type: none"> • GEMT Training—Chief Smith stated that GEMT training will be provided to staff in order to get reimbursed for Medicare patients. 	
<ul style="list-style-type: none"> • BIFD Ambulance Service—Chief Smith stated that BIFD Ambulance Service is going out of business; so they won't be around too much longer. Chief Smith stated that once A/C LaGrandeur returns to work, they will have a meeting with BIFD to discuss this issue further. Discussion ensued. Chief Smith stated that at this time both fire departments will be looking for a short term solution. 	
<ul style="list-style-type: none"> • A/C LaGrandeur—Chief Smith stated that A/C LaGrandeur had gallbladder surgery on August 2, 2017. He is currently out on medical leave and should return to work within the next couple of weeks. 	

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<ul style="list-style-type: none"> • Accident on July 4, 2014—Chief Smith stated that the 2014 law suit was settled and that the documents will be signed by all parties. 	
<ul style="list-style-type: none"> • June call volume—Chief Smith stated that we had 270 response calls in July, 2017 and that 57% of those calls were EMS calls and 43% were fire calls. Chief Smith stated that there was an increase in fire calls from last month. 	
<ul style="list-style-type: none"> • Operation Report: (provided by A/C LaGrandeur) Overtime—Chief Smith stated that the overtime hours in July, 2017 was 1,124.71 hours; however, 615 of those hours were for wildland fires, including deployment of NKFR personnel and required backfill. Chief Smith stated that total time spent on wildland fires were 811.71 which includes both regular and overtime hours credited to mobilization responses. 	
<ul style="list-style-type: none"> • Probationary period completed—Chief Smith stated that Firefighters/EMT Kaleb Murray and Janelle Randles successfully completed their probationary year at NKFR including final written and practical testing. 	
<ul style="list-style-type: none"> • Probationary period for Lieutenant completed—Chief Smith stated that Mark Cooney has completed his probation period as a Lieutenant. 	
<ul style="list-style-type: none"> • Probationary period for Battalion Chief completed—Chief Smith stated that Ardyl Abrigo has completed his probation period as Battalion Chief. 	
<ul style="list-style-type: none"> • Eclipse—Chief Smith stated that all groups will be getting ready in preparation of the eclipse coming up next week. 	
<ul style="list-style-type: none"> • Land Transfer to the County—Chief Smith stated that he will need to have a discussion and an agreement with the County regarding the land that was transferred to them. 	

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<ul style="list-style-type: none"> • <u>Firefighter/EMT</u>—Chief Smith stated that we are still short one Firefighter/EMT position. <p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • <u>Labor Management Update – Vacation Sharing Considerations</u>—Commissioner Pearson stated that the Labor Management Committee hasn't had a chance to meet. Commissioner Pearson requested to table this item until Labor Management Committee has time to review the policy and meet as a group. <p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Microsoft Surface Pro 4</u>—Vice Chair Neupert stated that we need to come up with a resolution on the Microsoft Pro 4 tablets and get them to work. Vice Chair Neupert stated that everyone is having problems with them. Vice Chair Neupert stated that he can't use the regular Outlook; he can only use the Outlook provided through the staff member portal. Commissioner Stewart stated that Microsoft office is not in his tablet; therefore, he can't use the word program. Chief Smith stated that he will talk to Carl Miller regarding these issues. 	
<p><u>Public Participation</u>—Vice Chair Neupert called for Public Participation. There was none.</p>	
<p>There being no further business to conduct, the meeting was adjourned at 8:16 p.m. Approved</p>	<p style="text-align: center;">*MSC</p>

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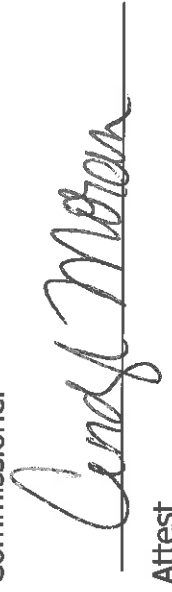

Commissioner


Commissioner


Commissioner


Commissioner


Commissioner


Commissioner

Attest

08/14/17—Regular Meeting

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MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: August 14, 2017 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	Motion by Commissioner:	Motion to approve the Agenda as amended
The Acceptance of the Agenda	Motion by Commissioner: Pearson		
	2 ND by Commissioner: Stewart		
	Carried/Note		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 07/24/17 Regular Meeting	Motion by Commissioner: Stewart		Motion to approve the Minutes of 07/24/17 as presented
	2 ND by Commissioner: Pearson		
	Carried/Note		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 498553 - \$ 7,769.88	Motion by Commissioner: Pearson		Moved to approve: BVA No. 498553 in the amount of \$ 7,769.88
BVA No. 498727 - \$60,163.18	2 ND by Commissioner: Espinosa		BVA No. 498727 in the amount of \$60,163.18
	Carried/Note		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2017-12 Step Increase for Kaleb Murray and Janelle Randles to 70% Top Step Increase	Motion by Commissioner: Pearson		Motion to approve Resolution No. 2017-12 Step Increase for Kaleb Murray and Janelle Randles to 70% Top Step Increase
	2 ND by Commissioner: Stewart		
	Carried/Note		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

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ACTION ITEMS

Topic	Motion	Motion by Commissioner:	*Vote:
Resolution No. 2017-15 Ardyl Abrigo to Commissioned Battalion Chief 130%	Motion by Commissioner: Pearson 2 ND by Commissioner: Stewart Carried/Note	Motion to approve Resolution No. 2017-15 Ardyl Abrigo to Commissioned Battalion Chief 130%	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2017-16 Mark Cooney to Commissioned Lieutenant 115%	Motion by Commissioner: Pearson 2 ND by Commissioner: Stewart Carried/Note	Motion to approve Resolution No. 2017-16 Mark Cooney to Commissioned Lieutenant 115%	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2017-17 Declaration of Surplus Equipment	Motion by Commissioner: Pearson 2 ND by Commissioner: Stewart Carried/Note	Motion to approve Resolution No. 2017-17 Declaration of Surplus Equipment	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for August, 2017 in the amount of \$475,200.59	Motion by Commissioner: Pearson 2 ND by Commissioner: Stewart Carried/Note	Motion to approve the payroll for August, 2017 in the amount of \$475,200.59	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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MOTION SHEET- 3 of 3

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ACTION ITEMS

Topic	Motion	Motion by Commissioner:	Motion to adjourn the Meeting at 8:16 p.m.
Adjourn Meeting		Motion by Commissioner: Stewart	
		2 ND by Commissioner: Espinosa	
		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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