

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

Date: 12/11/17

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, Chief Smith, A/C LaGrandeur, A/C Moran, B/C Murray, Community Services Specialist Laboda, Tom Curley and John Huntington

<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 November 27, 2017 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval BVA No. 504035 in the amount of \$32,762.49; Batch No. 504067 in the amount of \$5,326.88; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2017-24 - 2018 Regularly Scheduled Meeting Dates</u> —was conducted. Chair Gregory stated that there was a suggestion to change the Commissioner Meeting time to 7:00 p.m. instead of 7:15 p.m. Chair Gregory stated that she would now be able to make it at 7:00 p.m. since she is taking that ferry anymore. After discussion, the Board decided to change the meeting time to 7:00 p.m. instead of 7:15 p.m. Approved	*MSC	
<u>Resolution No. 2017-25 A Resolution Regarding the Transfer of Funds to Kitsap County 911 by the Kitsap County Treasurer for Emergency Communications and Other Services</u> —was conducted.	*MSC	
<u>Payroll for December, 2017 in the amount of \$427,429.33</u> —was reviewed. Chair Gregory circulated the document to the Board to review. Approved	*MSC	

12/11/17—Regular Meeting

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

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<p><u>Public Participation</u>—Chair Gregory called for Public Participation. There was none.</p>		
<p><u>Correspondence: (FYI)</u>—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • <u>Kitsap County Fire Commissioners Association - 2018 Meeting Schedule Locations - 4th Tuesday - 7:00 p.m. (with the exception of the October 30 meeting)</u>—FYI 		
<p><u>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>Expense Budget for 2018</u>—Chief Smith stated that he is still working on the Expense budget. Chief Smith stated that he would like to set up a date to meet with the Budget Committee. The Budget Committee agreed to meet on Wednesday, December 13, 2017 in the afternoon. 		
<ul style="list-style-type: none"> • <u>Union Contracts</u>—Chief Smith stated that they are still working on union contracts. Chief Smith is hoping to get it resolve maybe by the end of the week. 		
<ul style="list-style-type: none"> • <u>Executive Session</u>— Chief Smith requested an Executive Session at the end of the meeting to discuss an issue regarding union contract negotiations. 		
<ul style="list-style-type: none"> • <u>Operation Report:</u> <u>November call volume</u>—A/C LaGrandeur stated that we had 270 response calls in November, 2017 and that 61% of those calls were EMS calls and 39% were fire calls. A/C LaGrandeur stated that so far we have a total of 2,517 calls to date. A/C LaGrandeur stated that the projected calls for 2017 is 3,082 based on current calls and projections based on last year's numbers. A/C LaGrandeur stated that we had 296 calls in December, 2016. 		
<ul style="list-style-type: none"> • <u>Overtime Report</u>—A/C LaGrandeur stated that the overtime hours in November, 2017 was 197.5 hours; a significant drop from October which was 551 calls. A/C LaGrandeur stated that the 197.5 hours doesn't include any hours for wildland deployments. 		

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<ul style="list-style-type: none"> • <u>Winter Weather Workshop</u>—A/C LaGrandeur stated that he attended a Winter Weather Workshop at DEM in November. A/C LaGrandeur stated the predictions for weather are similar to last year; heavy rain, possible snow and several wind events are predicted. 		
<ul style="list-style-type: none"> • <u>Communication using the Emergency Management Assistance Compact System (EMAC)</u>—Chief Smith stated that there is a problem with communication with California with using the EMAC system. Chief Smith stated that we were going to send two strike teams to California; however, they got cancelled. Discussion ensued. Chief Smith stated that we need to do something different in the future i.e. possibly changing the EMAC System. Chief Smith stated that he has a meeting in January, 2018 to discuss the gaps in the process of communications from state to state. 		
<ul style="list-style-type: none"> • <u>Recruit Academy/EMT</u>—A/C Moran stated that on November 6, 2017 and November 7, 2017 for Live Fire Training for the recruits. A/C Moran stated that the first day was spent introducing the recruits to live fire for their first time. A/C Moran stated that the second day was for live fire testing for IFSAC in the morning and the afternoon spent in search and rescue prop. A/C Moran stated that both days was a huge success with all 12 recruits passing the IFSAC live fire test. IFSAC written test was held here at NKFR on December 6, 2017/ A/C Moran stated that the results should be available by the end of December. IFSAC practical test is being held here at NKFR on December 14 which will be most of the day. A/C Moran stated that the academy graduation will be held on December 16, 2017 at NKFR at 2:00 p.m. 		
<ul style="list-style-type: none"> • <u>Shift Training Ongoing</u>—A/C Moran stated that all three shifts are currently receiving training on the new Target Solutions training program. The training will give each individual a working knowledge on the new system. A/C Moran stated that continued training on the Target Solution program will be required as we move forward next year. A/C Moran stated that Target Solution will replace ERS for all training records management system on January 1, 2018. A/C Moran stated that as this time Poulsbo and Bremerton have signed on. A/C Moran stated that Bainbridge Island Fire Department, 		

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<p>Central Kitsap Fire & Rescue, and South Kitsap Fire and Rescue have yet to sign up but agreed that they will come on board a few months later.</p>		
<ul style="list-style-type: none"> • Mechanic Sutherland—A/C Moran stated that Mechanic Sutherland’s surgery was a success. A/C Moran stated that his light duty restrictions were such that he will not be able to return until his restrictions are less restrictive. 		
<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"> • Changing Commissioner Meeting time to 7:00 p.m.—was discussed during the time of approving Resolution No. 2017-24 - 2018 Regularly Scheduled Meeting Dates 		
<ul style="list-style-type: none"> • Washington Fire Commissioners Association Health Care Program (WFCA) – (Documents to be signed)—was conducted. Chair Gregory stated the following documents needs to be signed due to changing health insurance from Aetna to Washington Fire Commissioner Association Health Care Program: <i>Certificate of Compliance; 2018 – Employer Application and Eligibility/ Contribution Form; WFCA Health Program Interlocal Agreement</i>. Commissioner Pearson made a motion to accept the Washington Fire Commissioner Association Medical Insurance for 2018. Commissioner Espinosa seconded the motion. Approved 	<p>*MSC</p>	
<p>Public Participation—Chair Gregory called for Public Participation. There was none.</p>		
<p>Executive Session – RCW 42.30.110 (f) —The Board convened into Executive Session (in compliance with RCW 42.30.110 (f))To receive and evaluate complaints or charges brought against a public officer of employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;</p>		

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(complaint of management of handling labor);—The Board convened into an Executive Session at 8:05 p.m. for the duration of 10 minutes. The Executive Session was extended for additional 5 minutes. The Regular Meeting reconvened at 8:20 p.m. The Board announced **no action to be taken** as the result of the Executive Session. (Executive session attendees: Commissioner Gregory, Commissioner Neupert, Commissioner Pearson, Commissioner Espinosa, Chief Smith, A/C LaGrandeur and John Huntington).

There being no further business to conduct, **the meeting was adjourned at 8:22 p.m. Approved**

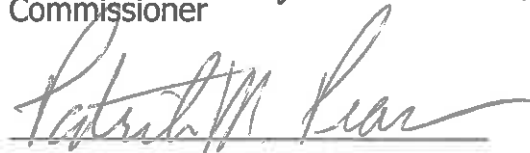
***MSC**



Commissioner



Commissioner




Commissioner

Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: December 11, 2017 **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: Neupert	
	Carried/Vote	
Minutes 11/27/17 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 11/27/17 Regular Meeting as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
BVA No. 504035 - \$32,762.49 BVA No. 504067 - \$ 5,326.88	Motion by Commissioner: Pearson	Moved to approve: BVA No. 504035 in the amount of \$32,72.49 BVA No. 504067 in the amount of \$ 5,326.88
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
Resolution No. 2017-24 - 2018 Regularly Scheduled Meeting Dates	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2017-24 - 2018 Regularly Scheduled Meeting Dates with the 7:00 p.m. start time
	2 ND by Commissioner: Espinosa	
	Carried/Vote	

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 2

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ACTION ITEMS

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Resolutuin No. 2017-25 - A Resolution Regarding the Transfer of Funds to Kitsap County 911 by the Kitsap County Treasurer for Emergency Communication and other Services	Motion by Commissioner: Espinosa	Motion to approve Resolution No. 2017-25 - A Resolution Regarding the Transfer of Funds to Kitsap County 911 by the Kitsap County Treasurer for Emergency Communication and other Services
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Payroll for December, 2017 in the amount of \$427,429.33	Motion by Commissioner: Neupert	Motion to approve the payroll for December, 2017 in the amount of \$427,429.33
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
Washington Fire Commissioners Association Health Care Program	Motion by Commissioner: Pearson	Motion to accept the Washington Fire Commissioner Association Medical Insurance for 2018
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the Meeting at 8:22 p.m.
	2 ND by Commissioner: Espinosa	
	Carried/Vote	

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