

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

Date: 01/08/18

Time: 7:00 p.m.

Place: 26642 Miller Bay Rd. NE, Kingston, WA

Meeting called to order by Chair Gregory at 7:00 p.m.

Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, B/C Abrigo, Lieutenant Hickey, FF/PM Garren Dukes and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The Acceptance of the Agenda —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 amended. Approved	*MSC	
Resolution No. 2018-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue —was reviewed. Chair Gregory stated that the first item to vote for is the Chair position. Commissioner Stewart moved to elect Commissioner Neupert for Chair. Commissioner Pearson seconded the motion. Chair Gregory called for the vote. Chair Gregory stated the next item to vote for is the Vice Chair. Commissioner Neupert moved to elect Commissioner Pearson for Vice Chair. Commissioner Huntington seconded the motion. Chair Gregory called for the vote. Board Chair for 2018 is Commissioner Neupert and Vice Chair is Commissioner Pearson. Chair Gregory stated that we need to elect a Voucher delegation of Signing Authority for interim voucher runs . Commissioner Stewart made a motion for Commissioner Pearson to review the vouchers. Commissioner Neupert seconded the motion. Vice Chair Neupert called for the vote. Vice Chair stated that the next position to elect is the Board for Volunteer Firefighter Representative . Commissioner Neupert move to elect Commissioner Stewart for the Board for Volunteer Firefighter Representative. Commissioner Pearson seconded the motion. Chair Gregory called for a vote. Chair Gregory stated that the Recording Secretary is Rosemaria Ariwoola; HIPAA Compliance Officer is Kathy Todd and the Records Request Custodian is Cindy Moran. Chair Gregory stated that the next item is to see who wants to serve in the following committees: <i>Finance Committee, Labor Relations Committee, Healthcare Committee and Planning Committee</i> . After discussion, the committees' members are as follows: Finance Committee: Commissioner Huntington and Commissioner Stewart; Labor Relations Committee: Commissioner Gregory and Commissioner Pearson; Healthcare Committee: Commissioner Huntington and Commissioner Stewart;	*MSC	

01/08/18—Regular Meeting

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

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<p>Planning Committee: the Board of Commissioners. Chair Gregory called for a motion to approve Resolution No. 2018-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue. Commissioner Stewart made a motion to approve Resolution No. 2018-02. Commissioner Neupert seconded the motion. Approved</p>		
<p>The approval of Minutes of the December 26, 2017 Regular Meeting—was conducted. The Minutes were approved as presented. Approved</p>	*MSC	
<p>Vouchers—Staff Assistant Ariwoola stated that there are no Vouchers. The Monthly Financial Report will be sent to you at a later date.</p>		
<p>Resolution No. 2018-01 Salary/Benefit Resolution—was conducted. Approved</p>	*MSC	
<p>Payroll for January, 2018 in the amount of \$441,693.45—was reviewed. Chair Neupert circulated the document to the BOC for review. Approved</p>	*MSC	
<p>Public Participation—Chair Neupert called for Public Participation. There was none.</p>		
<p>Correspondence: (FYI)—<i>the documents were circulated among the BOC</i> There was no correspondence.</p>		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • Union Negotiations—Chief Smith stated that they are still in union negotiation regarding the contract. Chief Smith stated that negotiations are moving forward and that the bargaining unit has a meeting scheduled this week to vote on some of the issue. Chief Smith stated that he is hopeful that we will have an agreement by the end of the month. Chief Smith stated that the payroll that you just signed is not reflective of an increase for the bargaining unit. Chief Smith stated that once union negotiations are over, A/A Moran will complete another resolution showing the 2018 salaries for the bargaining units retroactive to January 1, 2018. 		

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| <ul style="list-style-type: none">• <u>Deploy Resources</u>— Chief Smith stated that he had a meeting with Emergency Management Department last week to discuss on how we can deploy resources outside the state more efficiently. Chief Smith stated that we have another meeting scheduled on January 25, 2017 to finalize the issue.
• <u>Reducing Dispatch Time</u>—Chief Smith stated that the Chiefs have a meeting this week along with the Operations Chief to discuss trying to reduce the time from dispatch to when the calls come in. Operations Chief have already made recommendations. Chief Smith stated that some changes have been implemented to reduce the time frame down. Chief Smith stated that something else that has been identified through the Criteria Base Dispatch group (which I represent the Chiefs) is on aid calls instead of going through the whole process, before we decide whether if it is a ALS or BLS call, is to immediately want to recognize that it is an aid call and immediately dispatch the closest BLS unit. If the calls need to be upgraded, they will go through the call process. Chief Smith stated this way we can get people in route and on the scene quicker.
• <u>Operation Report:</u><ul style="list-style-type: none">• <u>December call volume</u>— A/C LaGrandeur stated that we had 287 response calls in December, 2017 and that 69% of those calls were EMS calls and 31% were Fire calls. A/C LaGrandeur stated that the total incidents call for 2017 was 3076, 3 fewer than 2016 which was 3079 (63% EMS and 37% Fire).
• <u>Overtime</u>—A/C LaGrandeur stated that the overtime hours in December, 2017 was 420.75 hours
• <u>Issue with Simon Duplex Tenders</u>—A/C LaGrandeur stated that we own one tender, plus one tender is being borrowed from Bainbridge Island Fire Department.
• <u>New Staffing Program</u>—A/C LaGrandeur stated that we are currently conducting a trial period using a new staffing program. A/C LaGrandeur gave some highlights regarding the new staffing program:<ul style="list-style-type: none">> Can be used for daily staff roster> Biggest advantage is utilization for overtime and emergency callback<ul style="list-style-type: none">• System automatically tracks personnel hours, eliminating the need to calculate overtime hours before calling back personnel | | |
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- If utilized, we should see better efficiency in calling back personnel as well as avoiding potential breach of union contract.

- **Construction Project in Meeting Room**—A/C Chief Moran stated that construction work is being done in the meeting room. The plan is to build a wall, remove the door on the other side & install the door against the other wall facing the laundry room, and build a wall when the door is removed. Chair Neupert asked if we obtained a building permit. Discussion ensued. After discussion, A/C Moran stated that he will look into the issue of a building permit.

Unfinished Business:

- There was no Unfinished Business to discuss.

New Business:

- **2018 Annual Statement By Special Purpose District Statement**—Chair Neupert asked each commissioner to review the 2018 Annual Special Purpose Statement to make sure the information regarding their address and term expiration is correct.
- **2018 – Jr. District Payroll and Accounts Payable Authorization Form**— The 2018 – Jr. District Payroll and Accounts Payable Authorization Form was reviewed and signed by each of the commissioners.

Public Participation—Chair Neupert called for Public Participation. There was none.

There being no further business to conduct, **the meeting was adjourned at 7:36 p.m. Approved**

***MSC**

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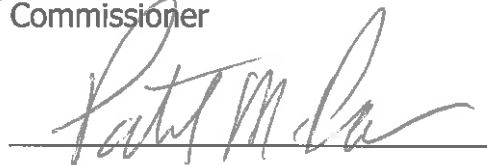
Place: 26642 Miller Bay Rd. NE, Kingston, WA




Commissioner




Commissioner




Commissioner



Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 8, 2018 **Time:** 7:00 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: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution 2018-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue	Motion by Commissioner: Stewart	Motion to approve Resolution No. 2018-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 12/26/17 Regular Meeting	Motion by Commissioner: Stewart	Motion to approve the Minutes of 12/26/17 as presented
	2 ND by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2018-01 Salary/Benefit Resolution	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2018-01 Salary/Benefit Resolution
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

01/08/18—Regular Meeting

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

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MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 8, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Payroll for January, 2018 in the amount of \$441,693.45	Motion by Commissioner: Pearson	Motion to approve the payroll for January, 2018 in the amount of \$441,693.45
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 7:36 p.m.
	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	

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01/08/18—Regular Meeting

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