

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

Date: 02/12/18

Time: 7:15 p.m.

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

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

Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Chief Smith, A/C LaGrandeur, Community Services Specialist Laboda, B/C Ardyl Abrigo, Lt. Alex Hickey, FF/PM Garren Dukes, Tom Curley and IFF Scott Bothe

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. 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. The agenda was approved as presented. Approved	*MSC	
The approval of <u>Minutes of the January 22, 2018 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 507136 in the amount of \$12,688.82; BVA No. 517196 in the amount of \$ 90,809.13; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2018-03 Declaration of Surplus Equipment</u> —was conducted. A/C LaGrandeur stated that the data cards were destroyed, data reset on phones whenever possible; however if the phone won't turn on or is locked then it is impossible to destroy the information. A/C LaGrandeur stated that the older phones may require computer chords and programs which we no longer have available; for example, old Nextel phones. If it's an Apple iPhone, it's wiped clean by Apple, who recycle the phones. A/C LaGrandeur stated that we are utilizing Best Buy's phone recycling program. Commissioner Huntington made a motion to approve Resolution No. 2018-03. Approved	*MSC	
<u>Payroll for February, 2018 in the amount of \$432,414.39</u> —was reviewed. Chair Neupert circulated the document to the Board to review. Approved	*MSC	
<u>Public Participation</u> —Chair Neupert called for Public Participation. There was none.		

02/12/18—Regular Meeting

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

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<p>Correspondence: (FYI)—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • There was no correspondence. 		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • GEMT Program—Chief Smith stated that we have been working on getting the data collected for the Ground Emergency Medical Transports (GEMT). Chief Smith stated that System Design is assisting us in collecting incident data. Chief Smith stated that we are working with a consultant to set up the program. Chief Smith stated that GEMT is a reimbursement based on a percentage or a flat fee. Chief Smith stated the deadline to have the information submitted is February 15, 2018. 		
<ul style="list-style-type: none"> • Union Contracts—Chief Smith stated that contract negotiations is still in process. Chief Smith stated that he hopes to have a contract by the next Commissioner Meeting. 		
<ul style="list-style-type: none"> • January call volume—A/C LaGrandeur stated that we had 278 response calls in January, 2018 and that 71% of those calls were EMS calls and 29% were Fire calls. 		
<ul style="list-style-type: none"> • Operation Report: Overtime—A/C LaGrandeur stated that the overtime hours in January, 2018 was 201.5 hours. 		
<ul style="list-style-type: none"> • Status of Ford Bronco—A/C LaGrandeur stated that the Ford Bronco is still in service and is used as a staff car for mechanics when traveling between North Kitsap Fire & Rescue and East Jefferson Fire & Rescue and other local places as needed. A/C LaGrandeur gave the following information regarding the status of the Ford Bronco: <ul style="list-style-type: none"> ➤ Rear main seal leaks, burns about a quart of oil between services, recent transmission overheat ➤ Mechanics feel comfortable with local transportation, but not for long distance travel or deployments ➤ Due to age and mechanical condition not worth putting money into the bronco ➤ Should be surplus when next major mechanical repair is needed ➤ Need to keep it now due to low number availability of staff vehicles 		

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<ul style="list-style-type: none"> • Crewsense Program—A/C LaGrandeur stated that the new staffing program called Crewsense Program is now being used for daily shift rosters and overtime callback. A/C LaGrandeur stated the Crewsense Program will be in full effect on Friday, February, 9, 2018. A/C LaGrandeur stated the Crewsense Program will be able to do the following tasks: <ul style="list-style-type: none"> ➤ Tracks employee overtime hours ➤ Assigns employees based on hours and availability once a callback request is sent out ➤ All done electronically through text message and email, although it does have the option to conduct phone calls if necessary ➤ Already used successfully for overtime callback on February 10, 2018 & February 11, 2018 		
<ul style="list-style-type: none"> • Tender 81—A/C LaGrandeur stated that Robert Lacey, Mechanic Supervisor, was driving the tender from Bainbridge Island Fire Department (BIFD). While driving the tender, Robert Lacey had to make a hard brake; then the engine went dead. Robert Lacey was able to work with a company in Seattle to resolve the problem so that it doesn't happen again. A/C LaGrandeur stated that both tenders will be in service by the end of the month if BIFD agrees to pay their portion of the cost. 		
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • Update on the Eglon Station (old building)—Chief Smith stated that he has no update to report at this time. Chief Smith stated that he will contact Keith Beebe regarding the Eglon Station. Chair Neupert suggested to convey an urgency to get the issue resolved. 	<p>Contact Keith Beebe regarding Eglon Station</p>	
<ul style="list-style-type: none"> • Update on Labor Management Committee—Chief Smith stated that he has no update to report at this time. 		
<ul style="list-style-type: none"> • Oath of Office for Commissioner Huntington & Commissioner Neupert—Chair Neupert stated that the Chair can't perform the Oath of office; therefore, they had to have the Oath of Office done by a notary. In this case, the Oath of office was done and A/A Moran notarized the documents. 	<p>E-mail the documents to Commissioner Huntington & Commissioner Neupert</p>	
<p>New Business:</p> <ul style="list-style-type: none"> • There was no New Business to discuss. 		


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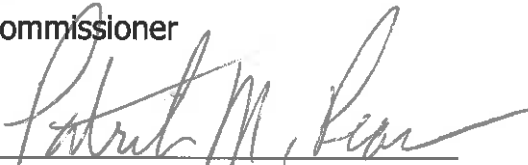
<u>Public Participation</u> —Chair Neupert called for Public Participation. There was none.		
There being no further business to conduct, the meeting was adjourned at 7:42 p.m. Approved	*MSC	



Commissioner



Commissioner



Commissioner



Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: February 12, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Stewart	Motion to approve the Agenda as presented
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Minutes 01/22/18 Regular Meeting	Motion by Commissioner: Stewart	Motion to approve the Minutes of 01/22/18 as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	
BVA No. 507136 - \$12,688.82 BVA No. 507196 - \$90,809.13	Motion by Commissioner: Pearson	Moved to approve: BVA No. 507136 in the amount of \$12,688.82 BVA No. 507196 in the amount of \$90,809.13
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Resolution No. 2018-03 Declaration of Surplus Equipment	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2018-03 Declaration of Surplus Equipment as presented
	2 ND by Commissioner: Stewart	
	Carried/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 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: February 12, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Payroll for February, 2018 in the amount of \$432,414.39	Motion by Commissioner: Pearson	Motion to approve the payroll for February, 2018 in the amount of 432,414.39
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 7:42 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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