

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

Date: 04/09/18

Time: 7:00 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 Steve Murray, FF/EMT Brandon Robichaux and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The Acceptance of the Agenda —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 amended. Approved	*MSC	
The approval of Minutes of the March 26, 2018 Regular Meeting —was conducted. The Minutes were approval as presented. Approved	*MSC	
The Blanket Voucher Approval Batch No. 509889 in the amount of \$21,855.43; BVA No. 509961 in the amount of \$ 63,857.68; Monthly Financial Report —was reviewed. Chair Neupert had a question on BVA No. 509889 (Bank of America) regarding a purchase to C&C Smart in the amount of 92.56 for plates & cups for the Maintenance Facilities. A/C LaGrandeur stated that he will research the purchase and have an answer for the Board. Approved	*MSC Research purchase to C&C Smart	A/C LaGrandeur/ASAP
Resolution —There were no resolution to approve.		
Payroll for April, 2018 in the amount of \$463,320.20 —was reviewed. Chair Neupert circulated the document to the Board to review. Approved	*MSC	
Public Participation —Chair Neupert called for Public Participation. There was none.		
Correspondence: (FYD) — <i>the documents were circulated among the BOC</i> <ul style="list-style-type: none"> • There was no correspondence. 		

04/09/18—Regular Meeting

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

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

Date: 04/09/18

Time: 7:00 p.m.

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

Chief's Report—		
<ul style="list-style-type: none"> • <u>Ground Emergency Medical Transports (GEMT) Documentation</u>—Chief Smith stated that we are still receiving GEMT Training regarding Medicaid. Chief Smith stated that we are still working on gathering information for 2016 & 2017 incidents calls. Chief Smith stated that System Design will be the agency that will submitting the billing; however, the first billing will be done by the consultant in conjunction with Systems Design. Questions were asked by the Board. 		
<ul style="list-style-type: none"> • <u>Public Meeting - After the Fire” meetings</u>—Chief Smith stated that another “After the Fire” meeting will be scheduled this month at the Kingston (Village Green) because it is a more convenient place for the citizens to come to the meeting. Chief Smith stated that Community Services Specialist Laboda did a great job in organizing the last two public meetings. 		
<ul style="list-style-type: none"> • <u>Update on the Eglon Station (old building)</u> — Chief Smith stated that he has no update to report at this time. Chief Smith stated that he needs direction from the Board to decide what step to take next. Discussion took place regarding Eglon Station (old building). After discussion, it was decided that Chief Smith & Chair Neupert would attend an Eglon Community Center Meeting. 	Contact Eglon Community Center to attend an meeting	Chief Smith / ASAP
<ul style="list-style-type: none"> • <u>March call volume</u>—A/C Lagrandeur stated that we had 268 response calls in March, 2018 up from 224 response calls that we had in February, 2018. A/C LaGrandeur stated 66% of those calls were EMS calls and 34% were Fire calls. 		
<ul style="list-style-type: none"> • <u>Operation Report:</u> <u>Overtime</u>—A/C LaGrandeur stated that the overtime hours in March, 2018 was 502.5 hours. A/C LaGrandeur stated that the majority of the overtime hours were due to shift coverage. A/C LaGrandeur stated that the overtime was down from February which was 546.75. 		

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

Date: 04/09/18

Time: 7:00 p.m.

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

- **Update on recent Fire Incidents**—A/C LaGrandeur stated that we had four fires in March, 2018: and reviewed the fire incidents as follows:

- **Fires on March 1, 2018:**

- Marine View Drive, fully involved and a total loss
- Ironwood Lane, small fire confined to one room
 - At the same time as the Marine View Drive fire, handled by mutual aid units responding from Poulsbo, Bainbridge Island and Puget Sound Federal Fire

- **Fire on March 4, 2018 Sandy Beach Ln.:**

- Nearly a complete loss

- **Fire on March 22, 2018 Little Boston Rd.:**

- Accidental start by someone using a weed burner caught siding and interior wood sheeting on fire. Contained to a small area, no significant structural damage.

- **Fire on March 30, 2018 Washington Blvd.:**

- Possibly started by oily rags being placed in a bag on the front porch

A/C LaGrandeur stated that all of these fires appear to be accidental and were investigated by the Kitsap County Fire Marshal's office. There were no civilian or fire service injuries at any of the fires.

A/C LaGrandeur stated that "After the Fire" meetings were conducted in Jefferson Beach and Kingston (Village Green). A/C LaGrandeur stated the meetings were well received by the public; small attendance in Jefferson Beach, but well attended in Kingston by several members of Sandy Beach. A/C LaGrandeur stated that it is a great opportunity to explain our response and address any questions or concerns from the public.

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

Date: 04/09/18

Time: 7:00 p.m.

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

<ul style="list-style-type: none"> • <u>Bainbridge Island Fire Department Tender (BIFD)</u>—A/C LaGrandeur stated that the repairs for BIFD Tender have been completed and that the unit is in service at Station 84. 		
<ul style="list-style-type: none"> • <u>District activity/projects</u>—A/C LaGrandeur reviewed the employment opportunities as follows: <ul style="list-style-type: none"> ➤ Conducting a testing process to hire one firefighter. A/C LaGrandeur stated that the deadline for submitting a letter of intent is April 16, 2018 and that the testing process will take place in June, 2018 with tentative start date for the new hire to begin on September 1 2018. ➤ A/C LaGrandeur stated that fire department will possibly be sending one student to paramedic school at UW/Harborview in September, 2018. A/C LaGrandeur stated that the deadline to submit the letter of intent was today. A/C LaGrandeur stated that we have to submit a letter of intent to the school by May 18, 2018 if we want to request a spot in the paramedic program. In addition, agencies outside of King County will be notified and awarded position (if accepted) beginning on May 25, 2018. 		
<ul style="list-style-type: none"> • <u>Chief's Evaluation</u>—Chair Neupert requested for Chief Smith to prepare a verbal report of significant goals that have been accomplished. 	Add to the agenda on 04/23/18: Chief's Evaluation Prepare a verbal repost	Staff Assistant Ariwoola/04/19/18 Chief Smith/04/23/18
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • <u>Draft Resolution – (Maintenance and Operations Levy)</u>—Chief Smith distributed a copy of the resolution that was drafted by Brian Snure. The Board took a few minutes to review the resolution. Chief Smith stated that once the shaded blank are finalized those blank lines will be filled out. Chief Smith stated the assessed values should be available in June, 2018. Questions were asked by the Board. Chief Smith will contact Brian Snure and ask him about adding “apparatus” in the ballot language. Discussion took place regarding the next step. After discussion, it was decided that Chief Smith will ask Robert Lacey to attend one of the Commissioner’s Meeting to give a presentation regarding the apparatus. 	Contact Brian Snure regarding ballot language	Chief Smith/ ASAP

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

Date: 04/09/18

Time: 7:00 p.m.

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

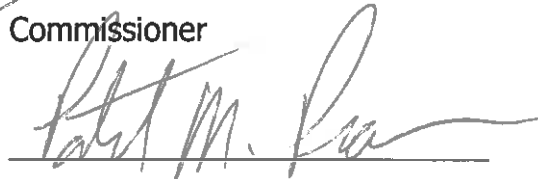
<u>New Business:</u> <ul style="list-style-type: none">• There was no New Business to discuss.		
<u>Public Participation</u> —Chair Neupert called for Public Participation. There was none.		
There being no further business to conduct, the meeting was adjourned at 8:22 p.m. Approved	*MSC	




Commissioner



Commissioner




Commissioner



Commissioner



Commissioner



Attest

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

Date: 04/09/18

Time: 7:00 p.m.

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

MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: April 9, 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 amended
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 03/26/18 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 03/26/18 as presented
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 509889 - \$21,855.43 BVA No. 509961 - \$63,857.68	Motion by Commissioner: Pearson	Moved to approve: BVA No. 509889 in the amount of \$21,855.43 BVA No. 509961 in the amount of \$63,857.68
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for April in the amount of \$463,320.20	Motion by Commissioner: Pearson	Motion to approve the payroll for April, 2018 in the amount of \$463,320.20
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

04/09/18—Regular Meeting

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

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

Date: 04/09/18

Time: 7:00 p.m.

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

MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: April 9, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:22 p.m.
	2 ND by Commissioner: Huntington	
	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:

* O = Opposed; A = Abstention

04/09/18—Regular Meeting

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