

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

Date: 05/14/18

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 Gregory, Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, B/C Ardyll Abrigo, Lt. Alex 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 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 April 23, 2018 Regular Meeting and Minutes of the April 25, 2018 Special Meeting —was conducted. Commissioner Pearson made a motion to approve Minutes of April 23, 2018 Regular Meeting and the Minutes of the April 25, 2018 Special Meeting as presented. Commissioner Gregory seconded the motion. Approved	*MSC	
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Commissioner Raelene Rossart – Port Ludlow Fire & Rescue</u>—Commissioner Raelene Rossart addressed the Board to discuss the following topics: <ol style="list-style-type: none"> 1) Commissioner Raelene Rossart stated that she was grateful for the following items: vehicle maintenance agreement, Paramedic ILA & the Marine Program. 2) Commissioner Rossart offered North Kitsap Fire & Rescue a utility vehicle. Commissioner Rossart stated that if we are interest in the utility vehicle, she suggested for Chief Smith speak with Chief Martin so that an agreement can be established. 3) Commissioner Rossart stated that Port Ludlow Fire & Rescue is in need of managerial help. Commissioner Rossart stated that the fire department only has one Fire Chief, no Assistant Chief. Commissioner Rossart suggested for a group of individuals from North Kitsap Fire & 		

05/14/18—Regular Meeting

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

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<p>Rescue, Port Ludlow Fire & Rescue and East Jefferson Fire & Rescue meet together to discuss the needs of all three fire departments. Commissioner Rossart stated that she would be happy to host the meeting. Questions were asked by the Board. Chief Smith stated that all 3 Fire Chiefs met together informally to discuss the issues. Chief Smith suggested to have a few staff members from each department to meet first before involving the Commissioners. Discussion ensued. After discussion, it was decided that all Chief Martin, Chief Walkowski and Chief Smith meet together first before going any further.</p>		
<p>The <u>Blanket Voucher Approval Batch No. 511237 in the amount of \$5,324.15; BVA No. 511557 in the amount of \$43,734.48; BVA No. 511639 in the amount of \$1,090.00; Monthly Financial Report</u>—was reviewed. Approved</p>	*MSC	
<p><u>Resolution No. 2018-05 Establishing terms and Designee authorized to Sign Executing Documents for Lease Purchasing Agreement with Lease 2, Inc.</u>—A/C Moran reviewed the paperwork with the Commissioners. A/C Moran stated that he is waiting for the following two documents; (1) Attorney letter from Brian Snure which he is currently working on; (2) a letter from the Insurer, Brian Edgren. A/C Moran stated that on page 2 of the Lease – Purchase Agreement; paragraph #8, will be deleted per Brian Snure’s request which pertains to Maintenance; Modification; Taxes; Insurance and Other Charges. A/C Moran stated that Brian Snure has worked with this agency before for other fire departments and it hasn’t been a problem to delete that paragraph. A/C Moran stated that he spoke with Steve Johns this week; he said that the target date to receive the medic aid units will be on December, 2018. A/C Moran stated that he feels that we should receive the medic aid units by September 30, 2018. A/C Moran stated that the logistics of receiving the medic aid units has not been decided. Approved</p>	*MSC	
<p><u>Payroll for May, 2018 in the amount of \$464,946.29</u>—was reviewed. Chair Neupert circulated the document to the Board to review. Approved</p>	*MSC	
<p><u>Public Participation</u>—Chair Neupert called for Public Participation. There was none.</p>		

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<p>Correspondence: (FYI)—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • Letter from Commissioner Raelene Rossart from Port Ludlow Fire & Rescue—was discussed under New Business. 		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • April call volume—A/C Lagrandeur stated that we had 268 incidents calls in April, 2018 the same as March, 2018. A/C LaGrandeur stated 63% of those calls were EMS calls and 37% were Fire calls. 		
<ul style="list-style-type: none"> • Operation Report: Overtime—A/C LaGrandeur stated that the overtime hours in April, 2018 was 630.25 hours. A/C LaGrandeur stated that the majority of the overtime hours were due to shift coverage due to several people out injured at this time. A/C LaGrandeur stated that the maximum of 5 individuals at one point; now we have only 2 individuals out of service. 		
<ul style="list-style-type: none"> • District activity/projects: Conducted “After the Fire” meeting for the Washington Boulevard Structure Fire—A/ C LaGrandeur stated that the meeting was on April 30, 2018. A/C LaGrandeur stated that the meeting was received by the public and well attended. A/C LaGrandeur stated that it was a great opportunity to explain our response and address any questions for concerns form the public. 		
<ul style="list-style-type: none"> • West Kingston Road Project—A/C LaGrandeur stated that he attended a public meeting conducted by Kitsap County Public Works regarding the road project on Washington Blvd. A/C LaGrandeur stated that the citizens who attended seem to be happy with North Kitsap Fire and Rescue response on that road and the county expressed thanks for being there to answer questions and show our cooperation with their efforts. 		
<ul style="list-style-type: none"> • West Kingston Road Project—A/C LaGrandeur stated that the road project is complete and the road is open A/C LaGrandeur stated that there may be some single lane closures to complete minor work on the project, but the road will remain open for all traffic. 		

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<ul style="list-style-type: none"> • <u>Training Report:</u> <u>Shift Training Ongoing</u>—A/C Moran stated that we are into the 2nd quarter of using Target Solutions. A/C Moran stated that there has been a few hiccups, but all seems to be going well. A/C Moran stated that all fire departments are set up to use Target Solutions; however, Central Kitsap Fire & Rescue and South Kitsap Fire & Rescue are currently not using the program. <u>Emergency Vehicle Incident Prevention (EVIP)</u>—A/C Moran stated that the new volunteer members went through an EVIP class on May 12, 2018. <u>EMT Class</u>—A/C Moran stated that 6 students completed EMT class this month and will be taking their National Registry test soon. 		
<ul style="list-style-type: none"> • <u>Medical Director</u>—Chief Smith stated that the Medical Director has given his resignation notice. Chief Smith stated that the State will take a more active role in the hiring of the next Medical Director. Discussion ensued. 		
<p><u>Public Participation</u>—Chair Neupert called for Public Participation. There was none.</p>		
<p><u>Executive Session:</u></p> <ul style="list-style-type: none"> • <u>Executive Session – RCW 42.30.110 (g)—The Board convened into Executive Session (in compliance with RCW 42.30.110 (g))</u> To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied with the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;—The Board convened into an Executive Session at 7:55 p.m. for the duration of 30 minutes. There were no public present at the meeting and all employees, who attended the meeting, left the meeting with no intention of returning after the Executive Session. The Regular Meeting reconvened at 20:42 p.m. The Board announced <u>no action to be taken</u> as the result of the Executive 		

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Session. (Executive session attendees: Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart and Chief Smith). <i>RA. 9th</i>		
There being no further business to conduct, the meeting was adjourned at 8:45 p.m. Approved	*MSC	



Commissioner

Gillian Gregory

Commissioner



Commissioner

Pat M. Pearson

Commissioner

Commissioner

Roanina Ariwoda

Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: May 14, 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: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 04/23/18 Regular Meeting Minutes 04/25/18 Special Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 04/23/18 Regular Meeting and the Minutes of 04/25/18 Special Meeting as presented
	2 ND by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 511237 - \$ 5,324.15 BVA No. 511557 - \$43,734.48 BVA No. 511639 - \$ 1,090.00	Motion by Commissioner: Pearson	Moved to approve: BVA No. 511237 in the amount of \$ 5,324.15 BVA No. 511557 in the amount of \$43,734.48 BVA No. 511639 in the amount of \$ 1,090.00
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2018-05 Establishing Terms and Designee authorized to Sign Executing Documents for Lease Purchasing Agreement with Lease 2, Inc.	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2018-05 Establishing terms and Designee authorized to Sign Executing Documents for Lease Purchasing Agreement with Lease 2, Inc.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *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: May 14, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Payroll for May, 2018 in the amount of \$464,946.29	Motion by Commissioner: Pearson	Motion to approve the payroll for May, 2018 in the amount of \$464,946.29
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Stewart	Motion to adjourn the Meeting at 8:45 p.m.
	2 ND by Commissioner: Gregory	
	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:

* O = Opposed; A = Abstention

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