

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

**Date:** 07/09/18  
**Time:** 7:00 p.m.  
**Place:** 26642 Miller Bay Rd. NE, Kingston, WA

	<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
<p><b>Meeting called to order by Chair Neupert at 7:00 p.m.</b>  <b>Present:</b> Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, B/C Steve Murray, FF/EMT Brandon Robichaux and Tom Curley</p>	<p>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. Commissioner Gregory requested to add the following item under <u>New Business</u>: <u>Update on the Labor Management Committee Meeting</u>. In addition, Chair Neupert requested to add the following item under <u>New Business</u>: <u>Update regarding meeting with the auditor</u>. The agenda was approved as amended. <b>Approved</b></p>	<p><b>*MSC</b></p>	
<p>The approval of <u>Minutes of the June 25, 2018 Regular Meeting</u>—was conducted. The Minutes were approval as presented. <b>Approved</b></p>		<p><b>*MSC</b></p>	
<p>The <u>Blanket Voucher Approval Batch No. 514243 in the amount of \$6,436.43; BVA No. 514247 in the amount of \$50,562.81</u>—was reviewed. <b>Approved</b></p>		<p><b>*MSC</b></p>	
<p><u>Payroll for July, 2018 in the amount of \$450,353.74</u>—was reviewed. Chair Neupert circulated the document to the Board to review. <b>Approved</b></p>		<p><b>*MSC</b></p>	
<p><u>Public Participation</u>—Chair Neupert 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"> <li>• <u>Letter from Pete Hanson</u>—Chair Neupert stated that the Board received a letter from Pete Hanson regarding a lack of a detour road in the event of a major emergency blocking Hansville Road. Chair Neupert stated that we have previously received complaints about the same issue; however, there is nothing we can do except support the proposal when &amp; if submitted by Kitsap County.</li> </ul>			

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<u>Chief's Report</u> —		
<ul style="list-style-type: none"> <li>• <b>June call volume</b>—A/C LaGrandeur stated that we had 237 response calls in June, 2018. A/C LaGrandeur stated 58% of those calls were EMS calls and 42% were Fire calls.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Residential Structure Fires</b>— A/C LaGrandeur stated that the crew responded to five residential structure fires in June. A/ C LaGrandeur stated that two of the five fires were in our district and three fires were mutual aid districts. A/C LaGrandeur stated that the two fires in our district were located in the following areas: <ul style="list-style-type: none"> <li>➤ June 5, 2018 on Columbia St. in Suquamish. A/C LaGrandeur stated that there was no firefighter injuries; one citizen injury.</li> <li>➤ June 16, 2018 on Tuckerman Avenue in Kingston. A/C LaGrandeur stated that there was no firefighter or citizen injuries.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Operation Report:</b>  <b>Overtime</b>—A/C LaGrandeur stated that the overtime hours in June, 2018 was 383.25 hours. A/C LaGrandeur stated that the total hours includes hours for overtime and hours for comp time earned.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Status report on requested items</b>—None for this meeting.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>District activity/projects</b>— <ul style="list-style-type: none"> <li>➤ A/C LaGrandeur gave a report for the Fourth of July with the following highlights: <ul style="list-style-type: none"> <li>▪ Call volume was very low</li> <li>▪ 9 total calls; 8 medical and 1 citizen assist</li> <li>▪ No fire calls or firework related incidents</li> <li>▪ Weather was favorable for us; as well as the holiday being on Wednesday</li> <li>▪ Participated and/or assisted in several community events as follows: <ul style="list-style-type: none"> <li>▪ Parade</li> </ul> </li> </ul> </li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>▪ Loading and transporting fireworks to the barge for the show</li> <li>▪ Helped KCFMO by checking for required signage on the fireworks barge</li> <li>▪ Filled a dunk tank at village Green Park (with permission from PUD to us the water</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Placed an advertisement to hire a firefighter/ paramedic position A/C LaGrandeur stated that this is being done to fill a current vacancy and possibly establish an eligibility list for possible future hiring</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Training:</u></b></li> </ul>			
	<ul style="list-style-type: none"> <li>➤ <b><u>Shift Training Ongoing</u></b>—A/C Moran stated that the Target Solutions 3<sup>rd</sup> quarter, just got underway.</li> </ul>		
	<ul style="list-style-type: none"> <li>• ➤ <b><u>Emergency Vehicle Incident Prevention (EVIP)</u></b>—A/C Moran stated that the state had come out with EVIP 3.0; replacing 2.1. A/C Moran stated that EVIP 3.0 will be going into effect in 2019, with training for instructors starting sometime in September. A/C Moran stated that all current instructors will need to recertify.</li> </ul>		
	<ul style="list-style-type: none"> <li>• ➤ <b><u>Recruit Academy</u></b>—A/C Moran stated that plans for a 2018/2019 Recruit Academy are underway. A/C Moran stated that North Kitsap Fire &amp; Rescue, East Jefferson Fire &amp; Rescue and Port Ludlow Fire &amp; Rescue are looking at joining forces once again to put an academy on A/C Moran stated that each fire department will provide a Lieutenant to participate in the recruit academy. A/C Moran stated that testing is scheduled for July 21, 2018 &amp; July 22, 2018 to be held at North Kitsap Fire &amp; Rescue.</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b><u>Firefighter II</u></b>—A/C Moran stated that seven career personnel and two intern recruits have successfully completed the Firefighter II written/practical on June 23, 2018 &amp; June 24, 2018. A/C Moran stated that there are seven career employees left to take the class. A/C Moran stated that after the seven remaining career employees become Firefighter II, then all career employees will be Firefighter II.</li> </ul>		

07/09/18—Regular Meeting

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

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**Time:** 7:00 p.m.

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

<ul style="list-style-type: none"> <li>• <b>Facilities</b>—A/C Moran stated that the carpet at Station 81 (in the dayroom) will be replaces on July 11, 2018.</li> </ul>		
<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>• There was no Unfinished Business to discuss.</li> </ul>		
<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Resolution No. 2018-06 Maintenance and Operations Levy RCW 84.52.130</b>—Chief Smith distributed the following documents to the Board: M&amp;O Levy Budget and the Financial Projection Report. Chief Smith stated that we have been discussing the Maintenance &amp; Operation Levy (M&amp;O Levy) for the last couple of months. Chief Smith stated that A/C Moran and he reviewed the M&amp;O Levy budget today and made a couple of changes. Chief Smith reviewed the changes that were made with the Board. Chief Smith reviewed the documents that were distributed. Questions were asked by the Board. Discussion ensued. The Board all agreed with the numbers listed in the resolution; however, the Board asked Chief Smith to contact Brian Snure to work on re-wording Section 2 of the resolution. Chair Neupert asked to add Resolution No. 2018-06 to the agenda for the next Commissioner Meeting on July 23, 2018.</li> </ul>	<p>Contact Brian Snure regarding Resolution No. 2018-06</p> <p>Add to the agenda on 07/23/18: Resolution No. 2018-06 Maintenance and Operations Levy</p>	<p>Chief Smith / ASAP</p> <p>A/A Moran / 07/19/18</p>
<ul style="list-style-type: none"> <li>• <b>Update regarding meeting with the auditor</b>—Chair Neupert stated that he received a phone call from A/A Moran stating that the auditor would like to meet with him. Chair Neupert stated that he had a short interview with her.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Update on the Labor Committee Meeting</b>—Commissioner Gregory stated that the Labor Management Committee had a meeting on June 25, 2018. Commissioner Pearson gave an update regarding the items discussed during the meeting. Commissioner Pearson &amp; Commissioner Gregory stated that it was a good meeting.</li> </ul>		


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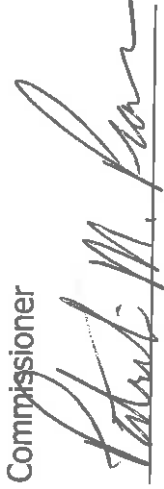
Place: 26642 Miller Bay Rd. NE, Kingston, WA


<p><b>Public Participation</b>—Chair Neupert called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, the meeting was adjourned at <b>8:12 p.m. Approved</b></p>	<p><b>*MSC</b></p>	

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

Attest

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**MOTION SHEET- 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** June 09, 2018 **Time:** 7:00 p.m.  
**ACTION ITEMS**

Topic	Motion	Motion by Commissioner:	Motion to approve the Agenda as amended
		Pearson	
		2 <sup>ND</sup> by Commissioner: Gregory	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 06/25/18 Regular Meeting		Motion by Commissioner: Pearson	Motion to approve the Minutes of 06/25/18 Regular Meeting as presented
		2 <sup>ND</sup> by Commissioner: Stewart	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 514243 - \$ 6,436.43 BVA No. 514247 - \$50,562.81		Motion by Commissioner: Pearson	Moved to approve: BVA No. 514243 in the amount of \$ 6,436.43 BVA No. 514247 in the amount of \$50,562.81
		2 <sup>ND</sup> by Commissioner: Stewart	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for July, 2018 in the amount of \$450,353.74		Motion by Commissioner: Stewart	Motion to approve the payroll for July, 2018 in the amount of \$450,353.74
		2 <sup>ND</sup> by Commissioner: Pearson	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention

07/09/18—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: June 09, 2018 Time: 7:00 p.m.  
ACTION ITEMS

Topic	Motion	Motion by Commissioner:	Motion to adjourn the Meeting at 8:12 p.m.
Adjourn Meeting		Motion by Commissioner: Gregory	
		2 <sup>ND</sup> by Commissioner: Pearson	
		Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
		Motion by Commissioner:	
		2 <sup>ND</sup> by Commissioner:	
		Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
		Motion by Commissioner:	
		2 <sup>ND</sup> by Commissioner:	
		Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
		Motion by Commissioner:	
		2 <sup>ND</sup> by Commissioner:	
		Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

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07/09/18—Regular Meeting  
\*Motion Moved / Seconded / Carried (See attached Motion Sheet)