

NORTH KITSAP FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS

**Date:** 8/13/2018

**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 Huntington, Commissioner Stewart, Commissioner Gregory, A/C Moran, B/C Steve Murray, Tom Curley, Michele Laboda

<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 submitted. <b>Approved</b>	*MSC	
The approval of <u>Minutes of the July 23, 2018 Regular Meeting</u> —was conducted. The Minutes were approved as presented. <b>Approved</b>	*MSC	
The <u>Blanket Voucher Approval Batch No. 514741 amended to be \$14,157.60; Batch No. 515717 in the amount of \$5,533.13; Batch No. 51518 in the amount of \$74,967.30</u> —were reviewed. <b>Approved</b>	*MSC	
<u>Resolution No. 2018-07 Step Increase for FF/EMT Kaleb Murray and Janelle Randles to 80% of Top Step Firefighter.</u> <b>Approved</b>	*MSC	
<u>Payroll for August, 2018 in the amount of \$494,383.55</u> —was reviewed. Chair Neupert circulated the document to the Board to review. <b>Approved</b>	*MSC	
<u>Public Participation</u> —Chair Neupert called for Public Participation. There was none.		
<u>Correspondence: (FYD)</u> —None		
<u>Chief's Report</u> — Chief Smith provided his report by email. <b>Copy Attached.</b>		
<ul style="list-style-type: none"> <li><u>July call volume</u>—A/C Moran delivered AC LaGrandeur' report. There were 265 response calls in July, 2018. 64% of those calls were EMS calls and 36% were Fire calls. There were no structure</li> </ul>		

08/13/18—Regular Meeting

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

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<p>fires, 4 brush fires all extinguished on first alarm.</p>		
<ul style="list-style-type: none"> <li>• <b>Operation Report:</b></li> <li>• <b>July call volume</b>—A/C Moran delivered AC LaGrandeur’ report. There were 265 response calls in July, 2018. 64% of those calls were EMS calls and 36% were Fire calls. There were no structure fires, 4 brush fires all extinguished on first alarm.</li> <li>• <b>Overtime</b>—July, 2018 OT hours were 1199. 625 were for Wildland deployments for which we will receive reimbursement. 525 hours were for Shift Coverage. We have wildland resources on fires in WA, OR, and CA. We responded Mutual Aid to both Jefferson and Mason County making our total deployment hours 1154.25.</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>Training:</b></li> <li>• <b>➤ Recruit Academy</b>—A/C Moran stated 6 recruits started today. They had a day of training in CPR, HAZ MAT, and intro to Target Solutions. They have been issued PPE, Uniforms and assigned to shift. They have been assigned 7 training objectives to have complete prior to starting their FF1 course online on September 1. When they start the course they will be rotating between Port Ludlow Fire, East Jefferson Fire, and here on Tuesday’s and Thursdays. Commissioner Pearson asked if this was a new approach to bring on the Intern’s and assign to shift right away prior to academy. AC Moran reported that it is a change in the process over the past five years for sure but we did do this format in the past. We were find that there was not much of an cost benefit with front loading the academy. We were finding that we would invest in the training and they would leave within weeks of completion. We are hopeful this renewed approach will give a greater benefit to both the recruit and the department</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Facilities</b>—A/C Moran reported we had one pump (of two) fail on the drill ground. The pumps are the original pumps that were installed with the construction of this facility (18 years old). Initially it was thought we could have the pump repaired for approximately \$7-8k. Unfortunately the pump and its parts are obsolete and unrepairable. In order to replace the much needed pump we have to</li> </ul>		

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<p>purchase a new pump that is going to cost \$20,644.00. We will likely be looking at the need to replace the remaining old pump in 2019 for yet another \$20k.</p> <ul style="list-style-type: none"> <li>• <b>Apparatus:</b> The two medic units on order are anticipated for delivery in late October. It was questioned if we have the power lifts in these units. AC Moran said we do. We have to make a decision if we will be purchasing the power gurney's sooner than later (ordering by October to secure a current price or if we postpone to see if we have a successful ballot measure we will experience a 3-5% price increase).</li> </ul>		<p>Put on next agenda for discussion</p>
<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>• <b>FF/PM position posting</b> Commissioner Pearson asked about the response for the FF/PM job posting. AA Moran reported that she is only certain about one application being received. AC Moran said he had an inquiry today. The response has been minimal.</li> <li>• <b>Resolution No. 2018-06 Maintenance and Operations Levy RCW 84.52.130 –</b></li> <li>• AC LaGrandeur delivered the Resolution on 8/3/2018, We have until tomorrow, August 14, to submit Committee Members for both "For" and "Against". We only received interest for the "For" Committee. On Friday August 10, we forwarded two members that expressed interest to allow the Kitsap County Elections Department ample time to secure their "Against" Committee. We may have a third member of interest to fill out the "For" committee which will be forwarded to the committee and the Elections department if secured. The Explanatory Statement is being drafted by Attorney Brian Snure. The explanatory statement is not as time sensitive as the committees. Once the staff has heard back from attorney Snure they will forward the approved statement to the BOC. The Board asked CSS Laboda if she has heard any feedback from the PULSE mailer. She said that she had a few said they'd received it and read it. Nothing scientific and no inquiries asking for further explanation or clarification. She has not heard anything from Poulsbo Fire in this regard either. Commissioner Neupert asked if the form provided in the PULSE was a fillable form online. CSS said it was not but that she could work on making that happen. Commissioner Neupert felt it could be beneficial for folks.</li> <li>• SAO Exit Interview is scheduled for Tuesday, August 21, 2018 @ 3p. AA Moran may have a schedule conflict (funeral) and if so will see if it is possible to reschedule. If it is not possible there should be ample representation present to hold the interview. AA Moran will notify the Board with</li> </ul>		<p>AA Moran Forward Explanatory Statement upon Completion.</p> <p>CSS Laboda to provide a draft list of public meeting date and locations within the next week</p> <p>AA Moran notify BOC of any schedule change of Exit Interview</p>

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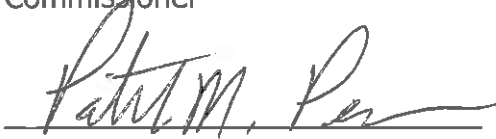
any changes.		
<p><b><u>New Business:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Bi North Meeting with Poulsbo Fire is set for the scheduled date of September 17, 2018, 7p Station 71.</b> Chief Gillard would like to propose the agenda to include the coordination of the current and future levies.</li> </ul>		Commissioner Neupert requested all Chiefs be in attendance.
<p><b><u>Public Participation</u></b>—Chair Neupert called for Public Participation. There was none.</p>		
There being no further business to conduct, the meeting was adjourned at <u>7:31</u> p.m. <b>Approved</b>	<b>*MSC</b>	



Commissioner



Commissioner



Commissioner



Commissioner



Commissioner



Attest

08/13/18—Regular Meeting

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

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**MOTION SHEET- 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** August 13, 2018 **Time:** 7:00 p.m.

**ACTION ITEMS**

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Gregory	Motion to approve the Agenda as submitted.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
Minutes 07/23/18 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 07/23/18 Regular Meeting as presented
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
	Motion by Commissioner: Pearson	Move to approve BVA No. 514741 - \$14,157.60 amended BVA No. 515717 - \$5,533.13 BVA No. 515718 - \$74,967.30
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
Resolution No. 2018-07 Step Increase to 80% of Top Step FF/EMT for Kaleb Murray and Janelle Randles	Motion by Commissioner: Gregory	Motion to approve Resolution 2018-07 Step Increase for Kaleb Murray and Janelle Randles to 80% of Top Step FF
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	

\* O = Opposed; A = Abstention

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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	
Payroll for July, 2018 in the amount of \$491,383.55	Motion by Commissioner: Stewart	Motion to approve the payroll for August, 2018 in the amount of \$491,383.55
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the Meeting at 7:31 p.m.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
	Motion by Commissioner:	
	2 <sup>ND</sup> by Commissioner:	
	Carried/Vote	
	Motion by Commissioner:	
	2 <sup>ND</sup> by Commissioner:	
	Carried/Vote	

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