

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

**Date:** 11/13/18

**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, A/C Moran, Community Services Specialist Laboda and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <b><u>Acceptance of the Agenda</u></b> —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. Chair Neupert requested to add the following item under New Business: <i>OESD Network Services Fall Review – November, 2018; and Verification of information on the Washington Fire Commissioners Association (WFCA) Fire Service Directory</i> . The agenda was approved as amended. <b>Approved</b>	<b>*MSC</b>	
The approval of <b><u>Minutes of the October 22, 2018 Regular Meeting</u></b> —was conducted. The Minutes were approval as presented. <b>Approved</b>	<b>*MSC</b>	
The <b><u>Blanket Voucher Approval Batch No. 519894 in the amount of \$105,336.93; BVA No. 519965 in the amount of \$3,981.33; BVA No. 519973 in the amount of 6,106.23; Monthly Financial Report</u></b> —was reviewed. <b>Approved</b>	<b>*MSC</b>	
<b><u>Payroll for November, 2018 in the amount of \$452,079.19</u></b> —was reviewed. Chair Neupert circulated the document to the Board to review. <b>Approved</b>	<b>*MSC</b>	
<b><u>Public Participation</u></b> —Chair Neupert called for Public Participation. There was none.		
<b><u>Chief's Report</u></b> — <ul style="list-style-type: none"> <li>• <b><u>Update on Chief Smith &amp; A/C LaGrandeur</u></b> —A/C Moran stated that Chief Smith along with five other members are in Southern California helping out with the fires. A/C Moran stated that Chief Smith is leading the teams. A/C Moran gave an update regarding the fires. A/C Moran stated that A/C LaGrandeur is in Maryland for an Executive Officer class for two weeks. A/C</li> </ul>		

11/13/18—Regular Meeting

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

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<p>Moran stated that the Executive Officer class will be on-going.</p>		
<ul style="list-style-type: none"> <li>• <b>October call volume</b>—A/C Moran stated that we had 262 response calls in October, 2018. A/C Moran stated 63% of those calls were EMS calls and 37% were Fire calls. A/C Moran stated that 2018 response calls through November 10, 2018 is 2,666 compares to same time frame of November 10, 2017 was 2621. A/C Moran stated calls are up approximately 1.7% over last year.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Operation Report:</b> <b>Overtime</b>—A/C Moran stated that the overtime hours (including comp time earned) for October, 2018 was 458 hours.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Operations items:</b>—A/C Moran stated that our promotional testing was completed on October 31, 2018. We had fourteen total candidates as follows: <ul style="list-style-type: none"> <li>➤ Six Lieutenants tested for Battalion Chief</li> <li>➤ Eight firefighters tested for Lieutenant</li> <li>➤ All candidates passed their exams and are eligible for promotion</li> <li>➤ There are no current openings, but the lists are good for two years and we may end up promoting from them depending on vacancies that end up being created</li> </ul> <p>Special thanks to those who helped with the process including:</p> <ul style="list-style-type: none"> <li>➤ A/C Moran, who obtained evaluators from other departments, and served as an evaluator himself</li> <li>➤ PIO Laboda, who secured the Village Green Community Center, the site we used to host the testing process, and providing us with an actress for our citizen interaction scenarios for both days</li> <li>➤ Several other NKFR personnel who assisted in various roles, including B/C Lemay, B/C Abrigo, B/C Murray, FF Randles, FF/PM Thompson, Lt. Peterson, Lt. Hickey and FF Murray</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>➤ Poulsbo Fire Department, Central Kitsap Fire and Rescue and Bainbridge Island Fire Department for providing evaluators</li> <li>➤ All of the support was greatly appreciated and the processes would not have been successful without it!</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Shift Training Ongoing</b>—A/C Moran stated that all three shifts will be participating in a walk-through of the new foot (Fast) ferry along with the surrounding facilities.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Emergency Vehicle Incident Prevention (EVIP)</b>—A/C Moran stated that the state chiefs have come out with the new EVIP 3.0. A/C Moran stated that each shift has a train the trainer on the new EVIP 3.0 program. A.C Moran stated that the new program is set in motion for the first part of next year.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>EMT Class</b>—A/C Moran stated that the EMT class is scheduled for February, 2019. A/C Moran stated that there are three students who will be taking the class.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Recruit Academy</b>—A/C Moran stated that the 2018-1 Recruit Academy will be going to North Bend Fire Training Academy on Thursday, November 15, 2018 and returning on Saturday, November 17, 2018 Live Fire, Search and Rescue. A/C Moran stated that on Saturday Flam Pads, IFSAC live fire check off. In addition, A/C Moran stated that Hazard Materials Awareness &amp; Hazard Material Operations (a week long class) will be taught by the State Instructor on December 2, 2018 through December 7, 2018 here at NKF&amp;R. A/C Moran stated that the IFSAC testing week will be on December 10, 2018.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Vehicle Maintenance</b>—A/C Moran stated that the two new Medic/Aid units have arrived and are going through their final check off by the shop. A/C Moran stated that both units had wiring issues that were fixed by the shop. A/C Moran stated that the hours will be reimbursed by Road Rescue. In addition, A/C Moran stated that we had issues with the Stryker gurneys. A/C Moran stated that the representative fixed the issues. A/C Moran stated that one of the aid units will be</li> </ul>		

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<p>in service on Monday, November 19, 2018 and the second aid unit will be in service by the end of the week.</p>		
<ul style="list-style-type: none"> <li>• <b>Graduation for Recruit Academy</b>—A/C Moran stated that the graduation for the recruit academy will be on December 15, 2018. A/C Moran stated that the recruits will be on shift starting on January 1, 2019.</li> </ul>		
<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Update on Budget Committee</b>—Commissioner Stewart stated that the Budget Committee met on November 9, 2018 in preparation of the expense budget, Chief Smith will be increasing the following line items: gasoline, propane and electricity due to high cost. Commissioner Stewart stated that the Budget Hearing will be held on November 26, 2018. The Budget Committee will meet again on December 21, 2018 to finalize the expense budget.</li> </ul>		
<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• <b>OESD Network Services Fall Review – November, 2018</b>—Chair Neupert circulated the OESD Network Services Fall Review – November, 2018 report for the Board to review.</li> <li>• <b>Verification of information on the WFCA Fire Service Directory</b>—Chair Neupert asked the Board of Commissioners to verify that their information listed on the Washington Fire Commissioners Association Fire Service Directory is accurate.</li> </ul>		
<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 7:31 p.m. <b>Approved</b></p>	<p><b>*MSC</b></p>	

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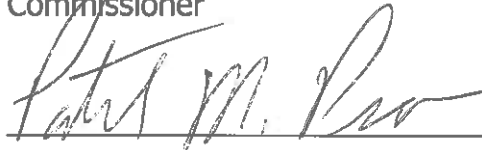
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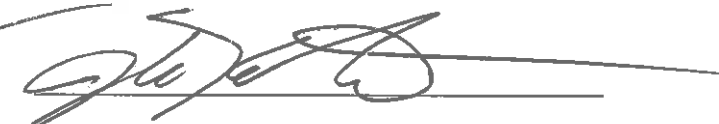
**Time:** 7:00 p.m.

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


  
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**MOTION SHEET- 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** November 13, 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 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 10/22/18 Regular Minutes	Motion by Commissioner: Huntington	Motion to approve the Minutes of 10/22/18 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. 519894 - \$105,336.93 BVA No. 519965 - \$ 3,981.33 BVA No. 519973 - \$ 6,106.23	Motion by Commissioner: Pearson	Motion to approve: BVA No. 519894 in the amount of \$105,336.93 BVA No. 519965 in the amount of \$ 3,981.33 BVA No. 519973 in the amount of \$ 6,106.23
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for November, 2018 in the amount of \$452,079.19	Motion by Commissioner: Pearson	Motion to approve the payroll for November, 2018 in the amount of \$452,079.19
	2 <sup>ND</sup> by Commissioner: Huntington	
	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**

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**ACTION ITEMS**

Topic	Motion		
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 7:31 p.m.	
	2 <sup>ND</sup> by Commissioner: Huntington		
	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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