

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

Date: 05/13/19

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 Gregory, Commissioner Stewart, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda and Tom Curley

<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 presented. Approved	*MSC	
The approval of <u>Minutes of the April 22, 2019 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 528245 in the amount of \$17,747.96; BVA No 528381 in the amount of \$8,174.58; BVA No. 528527 in the amount of \$71,356.36; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2019-06 Hiring of Entry Level Firefighters/EMT Russell Fergus and Charlie Hough</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2019-07 Waiving of Competitive Bidding Process per RCW 39.04.280(1)(b) New Freightliner 2019 M2-114SD 6 x 4 cab and chassis Water Tender and Equipment</u> —was conducted. A/C Moran explained the process of going through the process of making a purchase. Approved	*MSC	
<u>Resolution No. 2019-08 Chris Smith Education Incentive Pay increase 3% Associates Degree in Fire Command Administration</u> — was conducted. Approved	*MSC	

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

Date: 05/13/19

Time: 7:00 p.m.

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

<p><u>Payroll for May, 2019 in the amount of \$452,416.73</u>—was reviewed. Chair Neupert circulated the document to the Board to review. Approved</p>	<p>*MSC</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"> • <u>North Kitsap Fire & Rescue Fact Sheet</u>—Community Services Specialist Laboda distributed to the Board the updated North Kitsap Fire & Rescue Fact Sheet. Community Services Specialist Laboda stated that she will distributing the update NKF&R Fact Sheet to the staff and will be available for the citizens. 		
<p><u>Chiefs Reports</u>—</p> <ul style="list-style-type: none"> • <u>Operation Report:</u> <p style="margin-left: 40px;"><u>April call volume</u>—A/C Lagrandeur stated that we had 268 response calls in April, 2019. A/C LaGrandeur stated 65% of those calls were EMS calls and 35% were Non-EMS calls.</p> <p style="margin-left: 40px;"><u>Residential Structure Fires</u>—A/C LaGrandeur stated that the crew responded to one structure fire in April, but the fire was in Bainbridge Island Fire Department (a mutual aid district).</p>		
<p style="margin-left: 40px;"><u>Overtime Report</u>—A/C LaGrandeur stated that the overtime hours in April, 2019 was 289.5 hours which includes overtime and comp time earned. A/C LaGrandeur stated that the total hours of comp time earned was 6.5 hours.</p>		
<ul style="list-style-type: none"> • <u>Status report on requested items:</u> Nothing to report. 		
<ul style="list-style-type: none"> • <u>District activity/projects:</u> ➤ A/C LaGrandeur stated that the new career firefighters started on May 1, 2019. A/C 		

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

Date: 05/13/19

Time: 7:00 p.m.

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

LaGrandeur stated that FF/EMT Fergus is on A Shift and Charlie Hough is on C Shift.

➤ A/C LaGrandeur stated that the department will start work on the Closest Unite Dispatch which uses Automatic Vehicle Locators. This will allow Cencom to dispatch the closest available unit for high priority calls (i.e. CPR in progress). South Kitsap Fire & Rescue has been utilizing this for several months and Bainbridge Island Fire Department is going live with the Closest Unit Dispatch this week. A/C LaGrandeur stated that we are the next one is the process with the remainder of the county doing the same thing in the future months. A/C LaGrandeur stated that within the next year, the entire county should be operating this way.

➤ A/C LaGrandeur stated that Marine 81 participated the Kingston Cove Yacht Club opening day ceremonies on Saturday, May 11, 2019. A/C LaGrandeur stated it included an open house of Marine 81 while at the dock. In addition, Marine 81 lead the boat parade.

➤ A/C LaGrandeur stated that Kaleb Murray and Janelle Randles were accepted to Medic School. The two individuals will have interviews to meet the school administrators on July 2, 2019; They will attend an Anatomy and Physiology class starting on July 16, 2019; Formal training for medic school will start on September 25, 2019.

• **Staff Training Ongoing:**

Resident Training—A/C Moran stated that 5 interns started this week. A/C Moran stated that there schedule will be Monday through Thursday from 07:00 to 16:00 for the rest of this month. Starting on June 1, 2019, they will be scheduled on shift work. A/C Moran stated that 2019 Intern Academy will actually start on February, 2020.

Firefighter 2 Certification—A/C Moran stated that he sent ten career employees to firefighter 2 class. A.C Moran all of them passed. A/C Moran stated that only one individual in the fire department does not have the Firefighter 2 certificate.

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

Date: 05/13/19

Time: 7:00 p.m.

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

<ul style="list-style-type: none"> • <u>Support Services:</u> <p><u>Vehicle Maintenance:</u>—A/C Moran that the one Maintenance support F150 vehicle was delivered this week.</p> <p><u>Fire Service Mobilization and 911 bill:</u>—Chief Smith stated the Fire Service Mobilization and 911 Bill passed and approved state level. Chief Smith stated that we can collect county wide sales tax. Chief Smith stated that he is not sure how that will work, yet.</p> <p><u>Meeting with Poulsbo Fire Department:</u>—Chief Smith stated that he has another meeting scheduled with Chief Gillard to continue the conversation regarding collaboration.</p> <p><u>Pulse:</u>—Community Services Specialist Laboda stated that the Pulse went to press last week. The Pulse will be mailed next week.</p> 		
<p><u>Unfinished Business:</u> There was no Unfinished Business to discuss.</p>		
<p><u>New Business:</u> There was no New Business to discuss.</p>		
<p><u>Public Participation:</u>—Chair Neupert called for Public Participation. There was none.</p>		
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • <u>Candidate Filing Dates:</u>—Commissioner Pearson stated that this week is the last week for candidates to file. • <u>PDC Filing:</u>—Commissioner Neupert stated that April 15, 2019 is the last day to complete the PDC Filing. 		

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

Date: 05/13/19

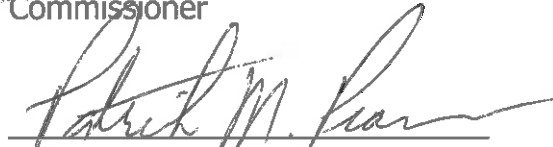
Time: 7:00 p.m.

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

- | | | |
|--|-------------|--|
| <ul style="list-style-type: none">• Bi-North Meeting at North Kitsap Fire & Rescue—Chair Neupert reminded the Board that the next Bi-North Meeting is at North Kitsap Fire & Rescue on June 17, 2019 at 7:00 p.m. | | |
| There being no further business to conduct, the meeting was adjourned at 7:38 p.m. Approved | *MSC | |



Commissioner


Commissioner


Commissioner


Commissioner


Commissioner


Attest

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

Date: 05/13/19

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: May 13, 2017 **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 04/22/19 Regular Meeting	Motion by Commissioner: Gregory	Motion to approve the Minutes as presented
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 528245 - \$17,747.96 BVA No. 528381 - \$ 8,174.58 BVA No. 528527 - \$71,356.36	Motion by Commissioner: Pearson	Moved to approve: BVA No. 528245 in the amount of \$17,747.96 BVA No. 528381 in the amount of \$ 8,174.58 BVA No. 528527 in the amount of \$71,356.36
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2019-06 Hiring of Entry Level Firefighters/EMT Russell Fergus and Charlie Hough	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2019-06 Hiring of Entry Level Firefighters/EMT Russell Fergus and Charlie Hough
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

05/13/19—Regular Meeting

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

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

Date: 05/13/19

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: May 13, 2019 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Resolution No. 2019-07 Waiving of Competitive Bidding Process per RCW 39.04.280(1)(b) New Freightliner 2019 M2-114SD 6 X 4 cab and chassis Water Tender and Equipment	Motion by Commissioner: Pearson	Resolution No. 2019-07 Waiving of Competitive Bidding Process per RCW 39.04.280(1)(b) New Freightliner 2019 M2-114SD 6 X 4 cab and chassis Water Tender and Equipment
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No.2019-08 Chris Smith Education Incentive Pay increase 3% Associates Degree in Fire Command Administration	Motion by Commissioner: Pearson	Resolution No.2019-08 Chris Smith Education Incentive Pay increase 3% Associates Degree in Fire Command Administration
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for May, 2019 in the amount of \$452,416.73	Motion by Commissioner: Pearson	Motion to approve the payroll for May, 2019 in the amount of \$452.416.73
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn meeting at 7:38 p.m.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

05/13/19—Regular Meeting

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