

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

**Date:** 08/12/19

**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 Huntington, Commissioner Stewart, Chief Smith, A/C Moran, FF/PM Dukes and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <b>Acceptance of the Agenda</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. The agenda was approved as presented. <b>Approved</b>	<b>*MSC</b>	
The approval of <b>Minutes of the July 22, 2019 Regular Meeting</b> —was conducted. The Minutes were approved as presented. <b>Approved</b>	<b>*MSC</b>	
The <b>Blanket Voucher Approval Batch No. 532751 in the amount of \$138,577.54; BVA No 532691 in the amount of \$3,760.06; BVA No. 532687 in the amount of \$3,883.82</b> Red's Electric was for the second pump on the drill ground. The first pump was replaced last year. AA Moran explained the fee paid to Systems Design was for GEMT cost reporting services provided by PCG. Systems Design had entered into a contract with PCG on behalf of all their customers. The fee was for FY 2016 at 15% of the collection and FY2017 which was the flat fee because it was less than 15% of collections. <b>Approved</b> <b>Monthly Financial Report</b> —was distributed.	<b>*MSC</b>	
<b>Resolutions</b> — <ul style="list-style-type: none"> <li>• 2019-15 Hiring of Entry Level Firefighter/EMT Brown, Cooper and Cryder. <b>Approved</b></li> <li>• 2019-16 Step Increase for Firefighter/EMT Murray, K., and Randles 90% Top Step. <b>Approved</b></li> <li>• 2017-17 Surplus Equipment Ferno Gurney's. <b>Approved</b></li> <li>• 2019-18 Waiving of Competitive Bidding Process for Stryker Gurneys</li> <li>• 2019-19 Waiving of Competitive Bidding Process for Road Rescue Remount</li> </ul>	<b>*MSC</b> <b>*MSC</b> <b>*MSC</b> <b>*MSC</b> <b>*MSC</b>	

08/12/19—Regular Meeting

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<p><b>Payroll for August, 2019 in the amount of \$489,928.69</b>—was reviewed. Chair Neupert circulated the document to the Board for review. Following the approval of Resolutions the payroll was signed. <b>Approved</b></p>	<p><b>*MSC</b></p>	
<p><b>Public Participation</b>—Chair Neupert called for Public Participation. There was none.</p>		
<p><b>Correspondence: (FYI)</b>—<i>There was none.</i></p>		
<p><b>Chiefs Reports</b>—</p> <ul style="list-style-type: none"> <li>• <b>GEMT Training</b> -Chief Smith attended the training and gave a brief overview of the inner workings of the program and endorsed staying with PCG for preparing the Cost Report that we submit to the Health Care Authority. He reported that the payment that we had to make for the FY2017 settlement was indeed a one time occurrence and was necessary because there is a FEMA law that requires the State to pay their share before they will release federal funds. In this program we represent that state share. This GEMT program is for all Medicaid patients that participate in Medicaid or Managed Care. The federal government pays different cost share depending on what kind of coverage the individuals have.</li> <li>• <b>Pulse Newsletter</b> - We received Brian Snure’s opinion on our draft Pulse. We need to make some changes that will be done when Michele returns.</li> <li>• <b>Hiring of Director of Administrative Services</b> – We have conducted the background and reference checks for Katie Patti. We are very pleased with the outcome of the inquiries and will offer her the position effective September 1, 2019. AA Moran was most impressed with her references from Mason County who couldn’t say enough positive things about her personality and work product.</li> <li>• <b>Chief met with Chief Gillard</b> – They decided that they both felt it would be beneficial to engage their Bargaining Units to discuss the feasibilities of cooperative operations. They would like to start the dialog and get some details that they can contemplate. Our BOC was in agreement for these discussions to commence.</li> </ul>		

08/12/19—Regular Meeting

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• **Operation Report – given by AC Moran on behalf of AC LaGrandeur**

**July call volume**—A/C Moran stated that we had 339 response calls in July, 2019. A/C Moran stated 62% of those calls were EMS calls and 38% were Non-EMS calls.

**Residential Structure Fires**—There was one structure fire in July on Neat Avenue - It started outside and extended to a small area of the house. No injuries of civilians or firefighters.

**Brush Fires** – There were three brush fires all were small in size and extinguished by first alarm units.

**Overtime Report**—A/C LaGrandeur stated that the overtime hours in June was 690 hours. 120 hours of this was for backfill for deployments which we will be reimbursed.

**Personnel** –

- All pre-employment processes were conducted successfully and we hired three new entry level Firefighter/EMT's Corey Brown, Jack Cooper and Alexander Cryder.
- A conditional offer of employment has been extended to Michael Foreman. His pre-employment process will be conducted in August and if successful he will start September 1, 2019.
- Lt. Todd Bailey has submitted his letter of resignation. Todd accepted a position with South County Fire in Snohomish County. Todd will work his last shift on August 16<sup>th</sup>. We wish him all the best in his new district. He will be sorely missed.
- Firefighter/Paramedic Craig Barnard will be promoted to Lieutenant effective September 1, 2019.

The Board asked if they had met any of the new hires. Chief said that we will be doing all installations at once. Likely at the Village Green to accommodate the families of the new hires and promoted individuals. There was discussion about the oath. Commissioner Neupert noted that he doesn't think it is necessary for promoted officers to take the same oath they took when they were hired. Chief Smith said that usually promotions have a different oath. It was decided to discuss this with

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Michele to make sure there wasn't anything being overlooked and possibly implement a different oath for those being promoted and/or discontinue them taking the same oath.

**District activity/projects:**

- First wildland deployment of the summer is complete. Brush 85 was deployed with 3 personnel and Lt. Hickey as Strike Team Leader. They spent two weeks in eastern Washington and returned on August 8.

• **Training & Support Services**

- We received the new Water Tender but had to turn it back for additional work that they overlooked. We expect to get it back in the next couple weeks. The work is being done in Marysville. They had some painting to do and installation of the Opticom.
- The remounted ambulance has been stripped and lettered. MSO Engle has been on deployment so on his return he will be outfitting the rig for in servicing.
- Columbia Ford said the three staff vehicles will go on the assembly line August 19 and should be available September 19.
- The HVAC project is to commence starting August 19. They will be starting at Station 81 and then will do Stations 85 and 89 thereafter.
- The Voice Over IP project is coming together. Four systems/vendors were reviewed. The decision was made to go with On It Networks for the phones and SkyTalk for the cloud system that accompanies the hardware. We are projecting October for the change over to the new phone system.
- A large dumpster for cleaning-up has been delivered and filled.
- Tom Curly announced that we have a new Tender Operator Kelly Zenz who joined the corp. He has experience that he gained in Wisconsin. Tom feels he is a great asset. It was questioned what station he would respond to. AC Moran and Tom acknowledged the closest station to his home is Station 81.

**Unfinished Business:**

- **EMS Levy**—Chief Smith reported that our revised Ballot Language has been approved. Brian challenged some of the Prosecuting Attorney's recommendations revising our original submittal and the Prosecuting Attorney accepted Brian's revised proposal. The Ballot Title will read as

08/12/19—Regular Meeting

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follows:

North Kitsap Fire & Rescue  
Proposition No. 1  
Emergency Medical Services Property Tax Levy

The Board of Fire Commissioners of North Kitsap Fire & Rescue adopted Resolution No. 2019-13 concerning a property tax levy to fund emergency medical services. Will North Kitsap Fire & Rescue be authorized to continue funding emergency medical services for its citizens by continuing a regular property tax levy of \$0.50 or less per \$1,000.00 of assessed valuation for each of six consecutive years, with collection starting in 2020?

Yes [ ]

No [ ]

- **Local Voter’s Pamphlet For and Against Committees** – Commissioner Stewart will be serving as Chair on the “For” Committee. There are three people on the committee – Will Stewart, Sonny Woodward, and Jane Mack. AA Moran will be sending in the form tomorrow to Kitsap County Elections to meet the August 13, 2019 deadline. To date we have not received any “Against” committee participants. This means Kitsap County Elections will try and get participants for that purpose.
- **Director of Administrative Services** – Covered under the Chiefs report.
- **Local Program Financing Contract and Documents** – The Financing Contract was distributed prior to the meeting. The Board reviewed all the documents. The Property Certificates for items we purchased for this program requesting reimbursement were reviewed and signed. **Approved**

**\*MSC**

**New Business:**

- **Labor Management Meeting**—Commissioner Gregory reported the LM committee met on July 29. 3 items were addressed:
  - Paramedic Training MOU. The old MOU was discussed and the new MOU is mostly the same. The one change applied to vacation. Members will be paid out for the hours they

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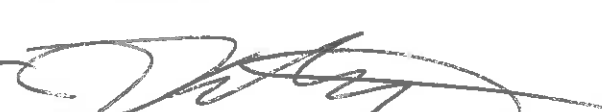

<p>are unable to use while at school so they don't have leave balances they are unable to take off in time.</p> <ul style="list-style-type: none"> <li>○ Hiring back - out of class – This was discussed primarily due to the upcoming promotion of Craig Barnard (FF/PM to LT). The discussion/proposed MOU was to allow call back FF/PM to FF/PM then LT/PM then MSO/PM then force hire. Currently, it is FF/PM to FF/PM then MSO/PM then force hire. The complexity was for a LT/PM working on shift as PM when outranking Acting Lt. – This proposal was voted down by the BU so it is not a point of further discussion at this time.</li> <li>○ IAFF Contract wage only opener for 2020.</li> </ul> <p>Commissioner Gregory asked if there were any questions. There were none.</p> <ul style="list-style-type: none"> <li>● <b>MOU 19-02 Paramedic Training;</b> As discussed in the Labor Management report the MOU for Paramedic Training was drafted. It has since been ratified by the Bargaining Unit and is ready for Board Approval. <b>Approved</b></li> <li>● <b>Eglon Community – Fire Station</b> - Brian Snure was notified that the suit filed 3 years ago was going to be dismissed. We have 30 days to notify the court or the suit will be dropped. Chief requested direction from the BOC on how to proceed. The Board feels that we did all we could as an agency to accommodate this process. It was agreed that any action should be taken by the Eglon Community whose attorney should also have been notified by the Kitsap County courts of this deadline for action. The Board's directive to Chief was no action is to be taken by NKFR.</li> </ul>	<p><b>*MSC</b></p>	
<p><b>Public Participation</b>—Chair Neupert called for Public Participation. There was none.</p>		
<p><b>Good of the Order:</b></p> <ul style="list-style-type: none"> <li>● <b>Kitsap County Fire Commissioner Meeting</b>— Next meeting will be at Bangor on 8/27/2019. Watch for communication for arrangements to get on base for this meeting.</li> </ul>		
<p>There being no further business to conduct, the meeting was adjourned at 8:09 p.m. <b>Approved</b></p>	<p><b>*MSC</b></p>	

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Commissioner  
Commissioner  
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Commissioner  
Attest

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**MOTION SHEET- 1 of 3**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** August 12, 2019    **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 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
Minutes 07/22/19 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes as presented
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
BVA No. 532751- \$138,577.54 BVA No. 532691- \$3,760.06 BVA No. 532687 -\$3,883.82	Motion by Commissioner: Pearson	Moved to approve BVA No. 532751- \$138,577.54 BVA No. 532691- \$3,760.06 BVA No. 532687 -\$3,883.82
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
Payroll in the amount of \$489,928.69	Motion by Commissioner: Huntington	Motion to approve payroll for \$489,928.69
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	

\* O = Opposed; A = Abstention

08/12/19—Regular Meeting

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**MOTION SHEET- 2 of 3**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** August 12, 2019    **Time:** 7:00 p.m.

**ACTION ITEMS**

Topic	Motion	
Resolution 2019-15 Hiring Entry Level FF/EMT Brown, Cooper, Cryder	Motion by Commissioner: Pearson	Resolution 2019-15 Hiring Entry Level FF/EMT Brown, Cooper, Cryder was approved
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution 2019-16 Step Increase to 90% Top Step FF/EMT for Murray, K, Randles	Motion by Commissioner: Huntington	Resolution 2019-16 Step Increase to 90% Top Step FF/EMT for Murray, K, Randles.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2019-17 Declaration of Surplus Gurneys (Ferno) for scrap and transfer to other agency based on condition	Motion by Commissioner: Pearson	Resolution No. 2019-17 Declaration of Surplus Gurneys (Ferno) for scrap and transfer to other agency (based on condition).
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2019-18 Waiving of Competitive Bidding Process for Stryker Gurney's	Motion by Commissioner: Pearson	Resolution No. 2019-18 Waiving of Competitive Bidding Process for Stryker Gurney's.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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**MOTION SHEET- 3 of 3**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** August 12, 2019 **Time:** 7:00 p.m.

**ACTION ITEMS**

Topic	Motion	
Resolution 2019-19 Waiving of Competitive Bidding Process for Road Rescue Remount Ambulance	Motion by Commissioner: Stewart	Resolution 2019-19 Waiving of Competitive Bidding Process for Road Rescue Remount Ambulance was approved.
	Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
MOU 19-02 Paramedic Training	Motion by Commissioner: Gregory	MOU 19-02 Paramedic Training was approved.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
The Local Program Financing Contract/Documents.	Motion by Commissioner: Pearson	The Local Program Financing Contract/Documents were approved
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjournment was called at 8:09p	Motion by Commissioner: Huntington	Adjournment was called at 8:09p
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

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08/12/19—Regular Meeting

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