

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

Date: 08/10/15

Time: 7:15 p.m.

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

Meeting called to order by Chair Stewart at 7:15 p.m.

Present: Commissioner Neupert, Commissioner Stewart, Commissioner Gregory, Commissioner Pearson, Commissioner Espinosa, Chief Smith, Community Services Specialist Laboda, Lieutenant Steve Murray and FF/Paramedic Mathew Thompson

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Chair Stewart 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 July 27, 2015 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	

08/10/15—Regular Meeting

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

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<p>The <u>Blanket Voucher Approval Batch No. 464577 in the amount of \$9,928.04; BVA No. 464582 in the amount of \$50,811.17; Monthly Financial Report</u>—was conducted. Commissioner Pearson had a question on BVA No. 464582 regarding the expense to Northern Asphalt in the amount of \$6,379.06. Commissioner Pearson asked at which station was the asphalt removed and replaced. Chief Smith stated that he wasn't sure at which station; however, he would do some research and e-mail the Board with his findings. Approved</p>	<p>*MSC</p> <p>Research which station the asphalt was removed and replaced and send an e-mail to the Board</p>	<p>Chief Smith / ASAP</p>
<p><u>Payroll for August, 2015 in the amount of \$446,254.13</u>—was reviewed. Chair Stewart circulated the document to the BOC for review. Approved</p>	<p>*MSC</p>	
<p><u>Public Participation</u>—Chair Stewart called for Public Participation. There was none.</p>		

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Chief's Report—

- **Marine 81**—Chief Smith stated that he made an inspection visit to North River Boats to inspect the work that has been done so far on Marine 81. Chief Smith stated that it probably won't be 100% completed by the grant deadline. Chief Smith stated that we will be accepting the boat with a list of requirements that still need to be done on the boat by North River Boats.
- **Neat Avenue Fire**—Chief Smith distributed an Incident Report regarding the Neat Avenue Fire that occurred on August 8, 2015. Chief Smith stated that we will not be getting any reimbursement from DNR. Chief Smith stated that Lt. John Kleemann took the picture on the cover sheet with his drone. Chief Smith stated that we were pretty fortunate. Chief Smith stated that the crew were chasing burning complaints from the night before. Fortunately, we were able to track down the fire. Chief Smith stated that the estimated suppression cost that he distributed to the Board only pertained to our fire department. Discussion ensued. Chief Smith stated that he really appreciated the help from Mutual Aid.
- **Case- Order of Dismissal**—Commissioner Neupert had a question regarding the Dismissal case. Chief Smith stated that if any of the Commissioners has any questions regarding the dismissal case, to please contact

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Correspondence: (FYI)—*the documents were circulated among the BOC*

- **New WA First Responder Network Planned**—Chair Stewart stated that he received this e-mail regarding New WA First Responder Network Planned which will be held on August 14, 2015 at 9:00 a.m. until noon. The session is to help improve communication between federal, tribal, state and local public safety responders, a new nationwide 4G/LTE broadband data network called the “First Responder Network Authority (FirstNet) is being planned. In Washington, the effort is called Washington OneNet (WON). Chair Stewart asked if anyone is planning to attend the session. Chair Stewart stated that he might be able to attend. Chief Smith asked Chair Stewart to please forward the email to him so he look into it further to see if someone needs to attend.

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<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none">• <u>Eglon Station Disposition Status</u>— Chief Smith stated there is no update to report. Commissioner Neupert suggested for Chief Smith to send him a letter with a deadline and to request a copy of the letter that he will be sending to the state. <p>Chair Stewart requested Staff Assistant Ariwoola to add <u>Eglon Station Disposition Status</u> to the agenda on August 24, 2015.</p>	<p>Send a letter to Brian Shure regarding Eglon Station</p> <p>Add to the Agenda for the Commissioner Meeting on August 24, 2015: Update on the Eglon Station Disposition status</p>	<p>Chief Smith / ASAP</p> <p>Staff Assistant Ariwoola / 08/20/15</p>
<ul style="list-style-type: none">• <u>Cyber Insurance Update</u>—Chief Smith stated that there is no information to report. Chair Stewart requested Staff Assistant Ariwoola to add <u>Cyber Insurance Update</u> to the agenda on August 24, 2015.	<p>Add to the Agenda for the Commissioner Meeting on August 24, 2015: Cyber Insurance Update</p>	<p>Staff Assistant Ariwoola / 08/20/15</p>

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<ul style="list-style-type: none">• <u>Annual Report</u>—Community Services Specialist asked specifically what does the Board want for the Commissioner Meeting on August 24, 2015. Chair Stewart stated that he wanted to look at the Annual Report to select the minimum amount of information needed for the next Annual Report. Community Services Specialist Laboda stated that she will submit a proposal pertaining to the Annual Report for the Board to review at the next meeting on August 24, 2015. Community Services Specialist Laboda will e-mail Chair Stewart the proposal of the Annual Report prior to the meeting on August 24, 2015	E-mail a proposal for the Annual Report to Chair Stewart	Community Services Laboda / 08/20/15
<p><u>New Business:</u></p> <ul style="list-style-type: none">• <u>Policy regarding Uniform for Commissioners</u>—Chair Stewart stated that at the last meeting Commissioner Pearson asked if parts of the commissioner uniform are covered. Chair Stewart asked if there is a policy to cover parts of the uniform, i.e. shirt. After discussion, the Board all agreed that it is up to each Board member to pay for their own uniform.		

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<ul style="list-style-type: none">• <u>Fire Chief Job Description</u>—Chair Stewart asked if everyone had a chance to review the Fire Chief Job Description and asked if there are any changes that need to be made on the job description. After discussion, it was decided to continue using the Fire Chief Job description as is dated 11-22-2010.		
<p><u>Agenda Items for Planning: Next Commissioner Meeting on August 24, 2015:—</u></p> <ul style="list-style-type: none">• <i>Update on Annual Report</i>• <i>Eglon Station Disposition</i>• <i>Cyber Insurance Update</i>		
<p><u>Public Participation</u>—Chair Stewart called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 8:14 p.m. Approved</p>	*MSC	

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Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: August 10, 2015 **Time:** 7:15 pm.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the Agenda as presented
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y N *Vote:
Minutes 07/27/15 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 07/27/15 Regular Meeting as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y N *Vote:
BVA No. 464577 - \$ 9,928.04 BVA No. 464582 - \$50,811.17	Motion by Commissioner: Pearson	Moved to approve: BVA No. 464577 in the amount of \$ 9,928.04 BVA No. 464582 in the amount of \$50,811.17
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y N *Vote:

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Payroll for August, 2015 in the amount of \$446,254.13	Motion by Commissioner: Pearson	Motion to approve the payroll for August, 2015 in the amount of \$446,254.13
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y N *Vote:

* O = Opposed; A = Abstention

MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: August 10, 2015 **Time:** 7:15 p.m.

ACTION ITEMS

Topic

Motion

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Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:14 p.m.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y N *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y N *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y N *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y N *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y N *Vote:

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