

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

Date: 09/14/15

Time: 7:15 p.m.

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

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

Present: Commissioner Neupert, Commissioner Gregory, Commissioner Pearson, Commissioner Espinosa, Chief Smith and Lieutenant Steve Murray

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Vice Chair Espinosa 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 August 24, 2015 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 466066 in the amount of \$97,654.14; BVA No. 466141 in the amount of \$12,905.85; BVA No. 466156 in the amount of \$1,400.00; Monthly Financial Report</u> —was conducted. Commissioner Neupert had a question regarding the bill for the hotel whether we will be reimbursed for the whole amount for the individuals that went to help fight the fires. Chief Smith stated that part of the hotel bill will be reimbursed by DNR and part of it won't be reimbursed. Chief Smith stated that he made a decision based on the condition of the hot weather and safety for the firefighters. Approved	*MSC	
<u>Payroll for September, 2015 in the amount of \$483,797.14</u> —was conducted. Vice Chair Espinosa circulated the document to the BOC to review. Approved	*MSC	

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<u>Public Participation</u> —Vice Chair Espinosa called for Public Participation. There was none.		
<u>Chief's Report</u> — <ul style="list-style-type: none">• <u>Recruit Academy</u>—Chief Smith stated that it is our second week of our Recruit Academy. Chief Smith stated that we currently have 14 recruits. Chief Smith stated that we currently have the following individuals working on days to assist with the recruit academy: B/C LaGrandeur, FF\PM Garren Dukes, who is on light duty and FF/EMT Alex Hickey. In addition, A/C Kier is assisting with the recruit academy as well. Chief Smith stated that retired Captain Schultz came in for the first day to teach the recruits how to march. Chief Smith stated that the academy is going good and encourages the Board to come by to watch the recruits in action.• <u>Web site</u>—Chief Smith stated that the web site is up and running; however, we had encountered a few problems along the way. Chief Smith stated that there is still a lot of work to be done.• <u>911 Breakfast</u>—Chief Smith stated that we had better attendance this year for the 911 Breakfast than any other year. Chief Smith stated that Clearwater Casino provided the food. Chief Smith stated that we raised about \$500.00.• <u>Annual Report</u>—Chief Smith stated that everyone is still working on the annual report and that we will have the annual report available to the Board by the first meeting in October.		

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<ul style="list-style-type: none">• <u>Common Interest Agreement Sharing Attorney Work Product and Privileged Information</u>—Chief Smith stated that this Common Interest Agreement is between Kitsap County and the Fire Districts. Chief Smith stated that North Kitsap Fire & Rescue, Bainbridge Island Fire Department and Poulsbo Fire Department all agree to have Brian Snure to represent them in dealing with Cencom. Chief Smith stated that this agreement affects the law enforcement and fire departments. Discussion ensued. The Board authorized Chief Smith to sign the agreement. Approved• <u>2014 Performance Measure Report</u>—Chief Smith explained and reviewed the 2014 Performance Measure Report with the Board. Questions were asked by the Board.• <u>Marine 81</u>—Chief Smith presented a slide show to the Board regarding the work that has been done on Marine 81.• <u>Apparatus Replacement</u>—Chief Smith stated that there has been a committee in place for the last four months to research apparatus replacement, prices, etc. Chief Smith stated that the committee recommendation is to purchase two in the amount of \$413,450 each. Chief Smith stated that the two new engines would be for Suquamish and Hansville. Chief Smith stated that it would take a year to construct. Chief Smith asked the Board to start think about replacing some of the old apparatus. Chief Smith proposed to the Board a five year finance plan at 1.236% which comes out to about \$93,279 every six months for five years which would still be paid out of our reserve line. Chief Smith stated that at the next meeting he would present to the	<p style="text-align: center;">*MSC</p> <p>Add to the Agenda for the Commissioner Meeting on September 28, 2015: Apparatus Replacement</p>	<p>Staff Assistant Ariwoola / 09/24/15</p>
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09/14/15—Regular Meeting

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

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<p>Board a detailed informational sheet for the Board to review. Vice Chair Espinosa asked Staff Assistant Ariwoola to add this item to the next Commissioner Meeting on September 28, 2015.</p> <ul style="list-style-type: none">• <u>Kingston Community Open House</u>—Chief Smith stated that the Kingston Community Open House is scheduled for September 29, 2015 from 7:00 p.m. to 9:00 p.m. Chief Smith stated that the event will be held at the Kingston Middle School and he hopes that the Commissioners will be able to attend.		
<p><u>Correspondence: (FYI)—the documents were circulated among the BOC</u></p> <ul style="list-style-type: none">• <u>Watch Out! Tips to Avoid Audit Findings & Hot Topics for Loss Prevention sponsored by Washington State Risk Management Group—</u>• <u>Snure Seminars – 27th Annual Pre-Conference Laws Update Seminar—</u>• <u>Successful Grant Writing Strategies for Your Fire District and Community; New 2015 Grant Writing Workshop sponsored by Washington State Risk Management Group—</u>		
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none">• <u>Eglon Station Disposition Status</u>—Chief Smith stated that the letter has been mailed to the Washington State Auditor’s Office; we are still waiting for a reply.		

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<ul style="list-style-type: none"> • <u>Assistant Chief Position</u>—Commissioner Pearson suggested to table this item until the next Commissioner meeting on September 28, 2015 so that Commissioner Stewart will be able to participate in the discussion. 	Add to the Agenda for the Commissioner Meeting on September 28, 2015: Assistant Chief Position	Staff Assistant Ariwoola / 09/24/15
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Memorandum of Agreement by and between North Kitsap Fire & Rescue and the Undersigned Parties Regarding Assistance to Firefighters Grant – (SCBA)</u>—was conducted. Chief Smith stated that NKF&R is the Lead Agency for the SCBA Grant. Chief Smith stated that the interlocal agreement is between the local agencies. Approved 	*MSC	
<p><u>Agenda Items for Planning: Next Commissioner Meeting on September 28, 2015:—</u></p> <ul style="list-style-type: none"> • <i>Donation Function on the Web Site</i> • <i>Discussion on the web site – posting of agenda and minutes</i> • <i>Assistant Chief Position</i> • <i>Apparatus Replacement</i> 		
<p><u>Public Participation</u>—Vice Chair Espinosa called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 9:05 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: September 14, 2015 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Pearson	Moved to approve the Agenda as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of Minutes of the August 24, 2015 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 08/24/15 Regular Meeting as presented
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 466066 - \$97,654.14 BVA No. 466141 - \$12,905.85 BVA No. 466156 - \$ 1,400.00 .	Motion by Commissioner: Pearson	Moved to approve: BVA No. 466066 in the amount of \$97,654.14 BVA No. 466141 in the amount of \$12,905.85 BVA No. 466156 in the amount of \$ 1,400.00
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for September, 2015 in the amount of \$483,797.14	Motion by Commissioner: Pearson	Moved to approve the payroll for September, 2015 in the amount of \$483,797.14
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

09/14/15—Regular Meeting

*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	
Common Interest Agreement	Motion by Commissioner: Pearson	Motion to approve the Common Interest Agreement
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Memorandum of Agreement by and between North Kitsap Fire & Rescue and the Undersigned Parties Regarding Assistance to Firefighters Grant	Motion by Commissioner: Neupert	Motion to approve Memorandum of Agreement by and between North Kitsap Fire & Rescue and the Undersigned Parties Regarding Assistance to Firefighters Grant
	2 ND by Commissioner: Pearson	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 9:05 p.m.
	2 ND by Commissioner: Gregory	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	

* O = Opposed; A = Abstention

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