

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

Date: 09/28/15

Time: 7:15 p.m.

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

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Meeting called to order by Chair Stewart at 7:15 p.m. Present: Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, Commissioner Neupert, Commissioner Espinosa, Chief Smith, Community Services Specialist Laboda, Lieutenant Steve Murray, Tom Curley and Tom Twigg		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Chair Stewart asked the Board 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 <u>Approval of Minutes of the September 14, 2015 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 466795 in the amount of \$29,781.58</u> —was conducted. Approved	*MSC	
<u>Public Participation</u> —Chair Stewart called for Public Participation. There was none.		
<u>Correspondence: (FYI)</u> —Chair Stewart reviewed and circulated the documents among the BOC. <ul style="list-style-type: none">There was none		
<u>Unfinished Business:</u> <ul style="list-style-type: none"><u>Eglon Station (old)—Executive Session – RCW 42.30.110 (c)</u> -- To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public. The Board convened into an Executive Session at 7:30 p.m. for the duration of 12 minutes. The Regular Meeting reconvened at 7:42 p.m. The Board announced <u>action to be taken</u> as the result of the Executive Session. The	*MSC	

09/28/15—Regular Meeting

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

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<p>action that was taken was <u>to let Eglon Community Club seek judicial review and for Elgon Community Club to pay the court cost and NKF&R will pay Brian Snure to review to make sure that North Kitsap Fire and Rescue (NKF&R) interest is covered.</u> Commissioner Neupert made a motion and Commissioner Gregory seconded. (Executive session attendees: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Espinosa, Commissioner Gregory, Chief Smith, Community Services Specialist Laboda, Lt. Steve Murray, FF/PM Matt Thompson, Tom Curley and Staff Assistant Ariwoola). Approved</p>		
<ul style="list-style-type: none"> • <u>Assistant Chief Position</u>—After debate whether to go into an executive session to discuss the Assistant Chief Position, the Board decided to go into an Executive session. <u>Executive Session – RCW 42.30.110 (g)</u> —To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied with the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. The Board convened into an Executive Session at 7:54 p.m. for the duration of 10 minutes. The Executive Session was extended for additional 3 minutes. The Regular Meeting reconvened at 8:07 p.m. The Board announced <u>action to be taken</u> as the result of the Executive Session. The action that was taken was as follows: Chief Smith stated that he would asked the Board <u>to approve filling the Chief Operation’s position that is currently vacant, in December of this year, effective January 1, 2016.</u> Chair Stewart stated that he would make that into a motion and the he would look for a second. Commissioner Neupert seconded the motion. (Executive session attendees: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Espinosa, Commissioner Gregory and Chief Smith). Approved 	<p>*MSC</p>	
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Donation Function on the Web Site</u>—Community Services Specialist Laboda stated that they came up with another alternative solution and decided to add a page listing all the funds that an individual can make a donation to. 		

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<ul style="list-style-type: none"> • <u>Discussion on the web site – posting of agenda and minutes</u>—Chief Smith stated that the NKF&R is looking at changing the format of the agenda to simply list the topics without the dollar amounts; i.e. Vouchers, Payroll. Chief Smith stated that the dollar amounts would be reflected in the minutes. Chief Smith distributed an example of South Kitsap Fire & Rescue agenda. After discussion, the Board decided to start using the format like South Kitsap Fire & Rescue is currently using effective October 12, 2015. 		
<ul style="list-style-type: none"> • <u>Apparatus Replacement</u>—Chief Smith stated that he sent out an e-mail to the Board regarding information about the cost of purchasing two engines from True North Emergency Equipment. Chief Smith stated that our proposal is to purchase two new engines which would replace Station 84 and Station 89. Chief Smith stated that the Darley would be one of our reserve engines. Chief Smith stated that he would like to do a short term finance; five year loan at 1.36% interest. Commissioner Neupert would like to see the bottom line price with the equipment that is needed for each engine to be able to respond to calls. Chief Smith stated that the new engines comes with ladders, lights, etc. Chief Smith stated that at the next meeting he would provide the Board with a list of all the equipment needed and the cost for the two new engines. After discussion, Commissioner Pearson made a motion <u>to approve the purchase of the two new engines</u> and Commissioner Espinosa seconded the motion. Approved 	<p style="text-align: center;">*MSC</p> <p>List of all the equipment needed for the 2 new engines and cost</p>	<p>Chief Smith / 10/9/15</p>
<ul style="list-style-type: none"> • <u>Tender</u>—Chief Smith stated that Chief Teran contacted him to negotiate a price to purchase the tender that he has available. Chief Smith stated that after discussion with Chief Teran, the negotiate price was \$19,500. In addition, it would cost the fire department about \$4,000 of work that needs to be done to the tank. Chief Smith stated that the total cost would be \$23,500. The Board all agreed to go ahead and purchase the tender from BIFD. Commissioner Gregory made a motion <u>to authorize Chief Smith to talk with Bainbridge Island Fire Department about purchasing the tender on October 8, 2015.</u> Commissioner Pearson seconded. Approved 	<p style="text-align: center;">*MSC</p>	
<p><u>Public Participation</u>— Chair Stewart called for Public Participation. There was none.</p>		

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There being no further business to conduct, the meeting was adjourned at 8:33 p.m. Approved	*MSC	
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Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest

**NORTH KITSAP FIRE & RESCUE
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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: September 28, 2015 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the Agenda as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Minutes 09/14/15 Regular Meeting	Motion by Commissioner: Neupert	Motion to approve the Minutes of 09/14/15 Regular Meeting as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	
BVA No. 466795 - \$29,781.58	Motion by Commissioner: Neupert	Moved to approve: BVA No. 466795 in the amount of \$29,781.58
	2 ND by Commissioner: Pearsin	
	Carried/Vote	
Eglon Station (old)	Motion by Commissioner: Neupert	Motion to go with the option of having Eglon Community Club seek judicial review to reform the deed to incorporate the reversion to them and for Eglon Community Club to pay the court cost and NKF&R will pay Brian Snure to review to make sure that NKF&R interest is covered
	2 ND by Commissioner: Gregory	
	Carried/Vote	

* O = Opposed; A = Abstention

09/28/15—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

Date: September 28, 2015 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Assistant Chief Position	Motion by Commissioner: Stewart	Motion to approve filling the Chief Operation's position that is currently vacant, in December of this year, effective January 1, 22016
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Apparatus Replacement	Motion by Commissioner: Pearson	Motion to approve the purchase of two Combination Pumpers and Equipment at the price of \$413,450 each not including sales tax
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
Tender - Bainbridge Island Fire Department	Motion by Commissioner: Gregory	Motion to authorize Chief Smith to talk with Bainbridge Island Fire Department on October 8, 2015 about purchasing the tender
	2 ND by Commissioner: Pearsin	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the Meeting at 8:34 p.m.
	2 ND by Commissioner: Pearson	
	Carried/Vote	

* O = Opposed; A = Abstention

09/28/15—Regular Meeting

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