

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

Date: 03/28/16

Time: 7:15 p.m.

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

Meeting called to order by Chair Gregory at 7:15 p.m.		
Present: Commissioner Neupert, Commissioner Pearson, Commissioner Espinosa, Commissioner Gregory, Chief Smith, Assistant Chief LaGrandeur, Community Services Specialist Laboda, Firefighter/Paramedic Matthew Thompson, Lieutenant Mike Mock, Tom Curley and Commissioner Stewart by video conferencing.		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Chair Gregory 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. Commissioner Neupert requested to add the following item under New Business: <i>Archiving Records</i> . The Agenda was approved as amended. Approved	*MSC	
<u>Call Public Hearing to Order</u> —Chair Gregory called the Public Hearing to order at 7:19 p.m.		
<u>Adopt Resolution No. 2016-04 – Authorizing the Transfer of any Interests and Liabilities to Cencom</u> —was conducted. Approved	*MSC	
<u>Adjourn Public Hearing</u> —Chair Gregory adjourned the Public Hearing at 7:21 p.m.		
<u>The Regular Meeting was reconvened at 7:22 p.m.</u>		
The approval of <u>Minutes of the March 14, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 475215 in the amount of \$36,238.27</u> —was reviewed. Approved	*MSC	
<u>Public Participation</u> —Chair Gregory called for Public Participation. There was none.		

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<p>Correspondence: (FYI)—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • Per Diem Rates – As of October 1, 2015—was circulated. 		
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • Board Policies Review, Revision and Discussion— was conducted. Chair Gregory asked the Board if everyone had a chance to review the policies that A/A Moran e-mailed to them on March 23, 2016. Chair Gregory reviewed each policy with the Board. The following policies were approved by the Board with the recommended changes: <i>Commissioner Compensation & Reimbursement Policy, Credit Card Use Policy,</i> and the <i>Small & Attractive Assets Policy.</i> Staff Assistant Ariwoola will notify A/A Moran of the changes that the Board identified on each of the policies. Approved 	*MSC	
<p>New Business:</p> <ul style="list-style-type: none"> • Archiving Records— Commissioner Neupert stated that he attended a conference in Ocean Shores last weekend. Commissioner Neupert stated that at the conference, the speaker talked about public records and recommended that the fire departments follow the state’s recommendation of archiving records to Washington State Archives. Discussion ensued. Chief Smith asked Staff Assistant Ariwoola to follow up with A/A Moran to see if we are currently archiving records to Washington State Archives. 		
<p>Public Participation—Chair Gregory called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:50 p.m. Approved</p>	*MSC	
<p>Good of the Order—</p> <ul style="list-style-type: none"> • 		

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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: March 28, 2016 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the Agenda as amended
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2016-04 Authorizing the Transfer of any Interests and Liabilities in the Assets of Cencom from North Kitsap Fire & Rescue to Kitsap County for the reorganization and re-establishment of Cencom as a separate legal entity	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2016-04 Authorizing the Transfer of any Interests and Liabilities in the Assets of Cencom from North Kitsap Fire & Rescue to Kitsap County for the reorganization and re-establishment of Cencom as a separate legal entity
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 03/14/16 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of March 14, 2016 as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 475215 - \$36,238.27	Motion by Commissioner: Pearson	Moved to approve: BVA No. 475215 in the amount of \$36,238.27
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

03/28/16—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: March 28, 2016 **Time:** 7:15 pm.

ACTION ITEMS

Topic	Motion	
100-00040P1 Commissioner Compensation & Reimbursement	Motion by Commissioner: Neupert	Motion to approve 100-00040P1 Commissioner Compensation & Reimbursement
	2 ND by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
600-00005P1 Credit Card Use	Motion by Commissioner: Pearson	Motion to approve 600-00005P1 Credit Card Use
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
600-00015P1 Small & Attractive Assets Policy	Motion by Commissioner: Pearson	Motion to approve 600-00015P1 Small & Attractive Assets Policy
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:50 p.m.
	2 ND by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

03/28/16—Regular Meeting

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