

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

Date: 04/11/16

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 Gregory, Commissioner Espinosa, Commissioner Stewart, Chief Smith, Special Services Specialist Laboda, FF\Paramedic Matthew Thompson, Lt. Alex Hickey, Tom Curley and Lt. Mike Mock		
<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: <u>Alternative Fuel Exemption Resolution</u> . Commissioner Gregory requested to table the following item until the next Commissioner Meeting on April 25, 2016: <u>Policy Review/Revision/Adoption</u> . The Agenda was approved as amended. Approved	*MSC	
The approval of <u>Minutes of the March 28, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 475861 in the amount of \$20,550.24; BVA No. 475863 in the amount of \$52,078.03; Monthly Financial Report</u> —was reviewed. Commissioner Neupert had a question regarding an expense to Novastor in the amount of \$4,007.45 paid from the Travel 2 card. Chief Smith stated that the expense was for the server license. Chief Smith stated the A/A Moran does not have a Bank of America charge card so she uses the Travel 2 card. Approved	*MSC	
<u>Payroll for April, 2016 in the amount of \$416,215.27</u> —was reviewed. Chair Gregory circulated the document to the Board to review. 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"> • <u>Clallam County Fire District 3 – Seminar Series presented by Brian Snure</u>—FYI • <u>Issue of the Washington Fire Commissioners Association Annual Report for 2015</u>—FYI 		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • <u>Taiwanese Delegation Visit</u>—Chief Smith stated that there was a Delegation from Taiwan visiting our fire department today. Community Services Specialist Laboda stated that she was contacted a week ago that they wanted to visit our fire department. Community Services Specialist Laboda stated that C shift did a wonderful job for the group. The Taiwanese group demonstrated how they would handle a cardiac arrest. In return, we demonstrated how we would handle a cardiac arrest. • <u>2015 Performance Measure Report & 2015 Annual Report</u>—Chief Smith distributed the 2015 Annual Report and 2015 Performance Measure Report to the Board. Chief Smith briefly review highlights of both reports. Questions were asked by the Board. Chief Smith stated that there are some areas that we need to work on and improve on with regards to the Performance Measure Report. Discussion ensued. • <u>Tri-North Meeting on April 18, 2016</u>—Chief Smith reminded the Board that there is a Tri-North Meeting on Monday, April 18, 2016 at 7:00 p.m. at St. 81. Chief Smith will contact Brian Snure to see if he will be available to attend the meeting. 		
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • <u>Policy Review/Revision/Adoption</u>—was tabled until the next Commissioner Meeting on April 25, 2016. 		
<p>New Business:</p> <ul style="list-style-type: none"> • <u>Alternative Fuel Exemption Resolution</u>—Commissioner Neupert stated that effective June 1, 2018 we are required to satisfy one hundred percent of our fuel usage for operating publicly owned vessels from electricity or biofuel. Commissioner Neupert stated that we can exempt ourselves by approving a resolution to exempt ourselves from the electricity and biofuel usage requirement. Chair Gregory asked Staff Assistant Ariwoola to ask A/A Moran to draft a resolution by the next meeting on April 25, 2016. 		

04/11/16—Regular Meeting

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

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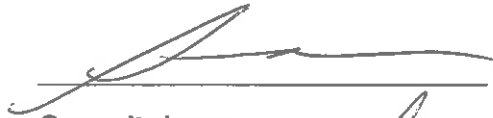
<p><u>Public Participation</u>—Chair Gregory called for Public Participation. There was none.</p>		
<p><u>Executive Session – RCW 42.30.110 (g) —The Board convened into Executive Session (in compliance with RCW 42.30.110 (g)</u> To evaluate the qualifications of an applicant for public employment or 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 8:00 p.m. for the duration of 40 minutes. The Executive Session was extended for additional 12 minutes The Regular Meeting reconvened at 8:52 p.m. The Board announced <u>no action to be taken</u> as the result of the Executive Session. (Executive session attendees: Commissioner Stewart, Commissioner Neupert, Commissioner Pearson, Commissioner Espinosa and Commissioner Gregory).</p>		
<p>There being no further business to conduct, the meeting was adjourned at 8:52 p.m. Approved</p>	<p>*MSC</p>	
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • <u>Reminder regarding the June Board Retreat</u>—June Board Retreat will be on June 18, 2016 from 8:00 a.m. to 12:00 p.m. • <u>Kitsap County Fire Commissioner’s Visit (KCFC)</u>—Kitsap County Fire Commissioners will be here next month on May 24. 2016 for a schedule KCFC Meeting and would like to see Marine 81. 		

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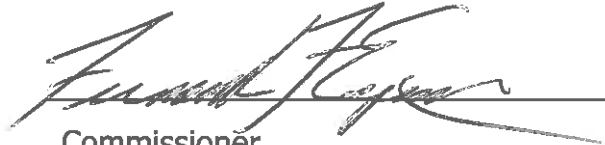
Date: 04/11/16

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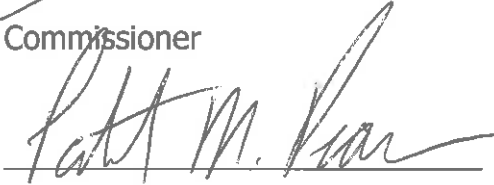
Place: 26642 Miller Bay Rd. NE, Kingston, WA



Commissioner



Commissioner



Commissioner

Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: April 11, 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:
Minutes 03/28/16 Regular Meeting	Motion by Commissioner: Stewart	Motion to approve the Minutes of 03/28/16 as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 475861 - \$20,550.24 BVA No. 475863 - \$52,078.03	Motion by Commissioner: Pearson	Moved to approve: BVA No. 475861 in the amount of \$20,550.24 BVA No. 475863 in the amount of \$52,078.03
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for April, 2016 in the amount of \$416,215.27	Motion by Commissioner: Pearson	Motion to approve the payroll for April, 2016 in the amount of \$416,215.27
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

04/11/16—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: April 11, 2016 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Adjournment	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:52 p.m.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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