

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

**Date:** 08/22/16

**Time:** 7:15 p.m.

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

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

**Present:** Commissioner Gregory, Commissioner Neupert, Commissioner Pearson, Commissioner Espinosa, Commissioner Stewart, Assistant Chief LaGrandeur, Assistant Chief Moran, Community Services Specialist Laboda, MSO Steve Engle, B/C Steve Murray, Lt. Alex Hickey, Lt. Mark Cooney, IFF Scott Bothe, Tom Curley and Guests

<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. Chair Gregory requested to add the following items: <u>Official Oath – Swearing in of Lieutenant Mark Cooney &amp; Amended Payroll in the amount of \$434,699.26 for the month of August, 2016</u> . After discussion, it was decided to move all the items under Unfinished Business to New Business. The Agenda was approved as amended. <b>Approved</b>	<b>*MSC</b>	
<u>Official Oath – Swearing in of Lieutenant Mark Cooney</u> —was conducted.		
The approval of <u>Minutes of the August 08, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. <b>Approved</b>	<b>*MSC</b>	
The <u>Blanket Voucher Approval Batch No. 481937 in the amount of \$22,099.52</u> —was reviewed. <b>Approved</b>	<b>*MSC</b>	
<u>Resolution No. 2016-13 Temporary Employment for DNR Dispatched PNW/NW Incident Management Team Member Jay Lovato</u> —was conducted. A/C LaGrandeur stated that Jay Lovato retired from CKF&R last year and is currently working on getting involved with DNR to become a Communications Team Leader for an Incident Management Team. A/C LaGrandeur stated in order to do so Jay Lovato needs to be affiliated with a fire department. A/C LaGrandeur stated that Jay Lovato contacted	<b>*MSC</b>	

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

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<p>Chief Smith to see if he could become affiliated with North Kitsap Fire &amp; Rescue (NKFR). Questions were asked by the Board of Commissioners. Commissioner Pearson asked how he will get paid. Chief LaGrandeur stated NKFR will pay him and the fire department will get reimbursed by DNR. Commissioner Stewart stated that the temporary employee won't be paid any benefits except for health insurance which is required. Commissioner Neupert asked if the temporary employee is LEOFF 1. A/C LaGrandeur responded that he believes that he is LEOFF 2, but will check with A/A Moran. Commissioner Neupert stated that there could be a potential problem if he is LEOFF 1. Commissioner Neupert made a motion to approve Resolution No. 2016-13 pending a verification that the temporary employee is not a LEOFF 1 employee.</p>		
<p><b><u>Amended Payroll in the amount of \$434,699.26 for the month of August, 2016</u></b>— was conducted. Chair Gregory asked Staff Assistant Ariwoola why the payroll was amended. Staff Assistant Ariwoola stated that the payroll was adjusted because Firefighter/Paramedic Andrea DeCaro left the fire department. Chair Gregory stated that the previous payroll that was approved on August 8, 2016 was \$435,182.37 and that the amended payroll is \$434,699.26. Commissioner Neupert asked if he was a full time employee. Commissioner Stewart stated that he was one our newest paramedics. Commissioner Neupert asked if NKFR had an agreement with him and is the fire department enforcing the contract. A/C LaGrandeur stated that he believes so. <b>Approved</b></p>	<p><b>*MSC</b></p>	
<p><b><u>Amend the Approved Agenda</u></b>— Commissioner Neupert requested to add the following item under New Business: <i>The Kitsap Sun – Newspaper item</i> to New Business. <b>Approved</b></p>	<p><b>*MSC</b></p>	
<p><b><u>Public Participation</u></b>—Chair Gregory called for Public Participation. There was none.</p>		

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<p><b><u>Correspondence: (FYI)</u></b>—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> <li>• <b><u>Thank You Card from A/A Moran and Family</u></b>—Chair Gregory circulated the Thank you Card received from A/A Moran among the Board of Commissioners.</li> <li>• <b><u>Snure Seminar prior to the WFCFA Conference in October, 2016</u></b>—Commissioner Stewart asked the Board of Commissioners who is planning to attend the Snure Seminar before the WFCFA Conference. Commissioner Neupert stated that Commissioner Espinosa and he registered for the Snure Seminar today. Chair Gregory suggested for Commissioner Stewart to call A/A Moran tomorrow to get registered for the Snure Seminar.</li> </ul>		
<p><b><u>Unfinished Business:</u></b></p> <ul style="list-style-type: none"> <li>• There was no Unfinished Business to discuss.</li> </ul>		
<p><b><u>New Business:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Follow up Letter to the County Commissioners</u></b>—Commissioner Neupert stated that the County Commissioners had never responded to the letter that was sent to them last year regarding fire inspections. Commissioner Stewart distributed the letter that was sent to the County Commissioners for the Board to review. Commissioner Neupert stated that we sent this letter last year and from what he understands a similar letter was sent by both of the other districts in the county. Commissioner Neupert stated that the only fire district that is not actively involved is Bainbridge Island Fire Department because there city and fire department is within the same city boundaries and it really doesn't pertain to them. In addition, Commissioner Neupert stated that it doesn't pertain to the City of Poulsbo and City of Port Orchard. Commissioner Neupert stated that he was upset that we never received an acknowledgement of the letter that we sent last year and feels that it is time that we should follow up with another letter. Commissioner Stewart stated that he drafted a letter to send to the County Commissioner upon the Board's approval. Commissioner Stewart distributed the</li> </ul>		

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<p>draft letter for the Board to review. Discussion ensued. Commissioner Neupert asked the BOC to take a few minutes to review the letter. In addition, Commissioner Neupert suggested to invite Commissioner Gelder at our next Bi-North Meeting to discuss this issue. After discussion, the Board approved the letter and suggested to have the letter put on letterhead and ready to be signed by the BOC at the next Commissioner Meeting on September 12, 2016 to be signed.</p>		
<ul style="list-style-type: none"> <li>• <b><u>Training Work MOU</u></b>—was conducted. Commissioner Stewart stated that at the Labor Management Meeting the Training Work MOU was discussed. Commissioner Stewart stated that the Management MOU expired July 1, 2016. A/C Moran stated that the Training Work MOU is in place because the union wants to retain the position that Captain Schultz did as a bargaining unit member and the work that goes with it. The question is what work went with Caption Schultz position. A/C Moran stated we are in the process of determining what work went with Captain Schultz’s position. A/C Moran stated that the MOU states that whatever the work that A/C Moran does won’t cross over to what Captain Schultz did and if it does as long as we have something in place by the end of December 31, 2017. Commissioner Stewart stated that the MOU needs to be approved tonight. <b>Approved</b></li> </ul>	<p><b>*MSC</b></p>	
<ul style="list-style-type: none"> <li>• <b><u>Commissioner Retreat while at annual WFCFA Conference</u></b>—Chair Gregory stated that she thought that this would be a great opportunity to have a Commissioner Retreat while attending the WFCFA Conference since everyone will be going; however, since Commissioner Pearson will not be attending the WFCFA Conference, scratch that idea. Gregory stated that the Board of Commissioners (BOC) needs to be thinking about dates, how, and what topics to discuss by the next Commissioner Meeting on September 12, 2016.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Kitsap Sun Newspaper item</u></b>—Commissioner Neupert asked the BOC if they saw the article in the Kitsap Sun regarding a former employee. Commissioner</li> </ul>		

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

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<p>Neupert stated that the Board needs to be aware of the article and decide whether we need to do anything. Commissioner Neupert stated that he understand that there has been a public records request. Community Services Specialist Laboda stated that Chief Smith is consulting with an attorney to make sure that the public records request and the legal non-disclosure agreement are not in conflict and to find places where we can comply without violating the legal document.</p>		
<p><b>Public Participation</b>—Chair Gregory called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned at 7:58 p.m.</b> <b>Approved</b></p>	<p><b>*MSC</b></p>	
<p><b>Good of the Order:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Commissioner Meeting on September 12, 2016 &amp; Bi-North Meeting on September 19, 2016</u></b>—Commissioner Stewart stated that he will not be able to attend the Commissioner Meeting on September 12, 2016 or the Bi-North Meeting that is scheduled on September 19, 2016. Commissioner Stewart stated that he will out of town.</li> <li>• <b><u>Kitsap County Fire Commissioner Association Meeting</u></b>—Commissioner Neupert reminded the Board of Commissioners that the next Kitsap County Fire Commissioner Association is scheduled on August 23, 2016 at Cencom in Bremerton.</li> </ul>		

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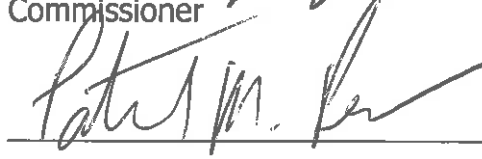
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Commissioner

  
Commissioner

  
Commissioner

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Commissioner

  
Commissioner

  
Attest

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**MOTION SHEET- 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** August 22, 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 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
Minutes 08/08/16 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 08/08/16 Regular Meeting as presented
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
BVA No. 481937 - \$22,099.52	Motion by Commissioner: Stewart	Moved to approve: BVA No. 481937 in the amount of \$22,099.52
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
Resolution No. 2016-13 Temporary Employment for DNR Dispatched PNW/NW Incident Management Team Member Jay Lovato	Motion by Commissioner: Neupert	Motion to approve Resolution No. 2016-13 Temporary Employment for DNR Dispatched PNW/NW Incident Management Team Member Jay Lovato pending a verification that the temporary employee is not a LEOFF 1 employee
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	

\* O = Opposed; A = Abstention

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

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**MOTION SHEET- 2 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** August 22, 2016    **Time:** 7:15 p.m.

**ACTION ITEMS**

Topic	Motion	
Amended Payroll in the amount of 434,699.26 for the month of April, 2016	Motion by Commissioner: Pearson	Motion to approve the amended payroll in the amount of \$434,699.26 for the month of August, 2016
	2 <sup>ND</sup> by Commissioner: Nuepert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Amend the Approved Agenda	Motion by Commissioner: Neupert	Motion to approve the amended Agenda
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Training Work MOU	Motion by Commissioner: Stewart	Motion to adopt the printed MOU as it has been presented
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjournment	Motion by Commissioner: Neupert	Motion to adjourn the Meeting at 7:58 p.m.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
		Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention

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