

NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

Date: 01/09/17

Time: 7:15 p.m.

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

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

Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Espinosa, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, A/A Moran, Community Services Specialist Laboda, B/C Murray, Lieutenant Mock and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Vice Chair Neupert 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. Vice Chair Neupert requested to move the following item after the <u>Chief's Report</u> to allow time for Commissioner Gregory to arrive to the meeting: <u>Resolution No. 2017-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue</u> . The Agenda was approved as amended. Approved	*MSC	
The approval of <u>Minutes of the December 27, 2016 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
<u>Vouchers</u> —Staff Assistant Ariwoola stated that there are no BVA's at this time only the Monthly Financial Report which you received last week in an e-mail.		
<u>Resolution No. 2017-01 Salary/Benefit Resolution</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2017-03 Fee Schedule Resolution/Matrix Schedule</u> —was conducted. Approved	*MSC	
<u>Payroll for January, 2017 in the amount of \$446,861.79</u> —was reviewed. Vice Chair Neupert circulated the document to the BOC for review. Approved	*MSC	
<u>Public Participation</u> —Vice Chair Neupert called for Public Participation. There was none.		

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

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Correspondence: (FYI)—*the documents were circulated among the BOC*

There was no correspondence.

Chief's Report—

- **2016 Budget**—Chief Smith stated that he is pleased to announce that last year we were under in our Expense Budget; however, we were over in the Revenue Budget thus resulting that we didn't have to supplement our expense budget. Chief Smith gave credit to those in charge of the budget.
- **Incident Calls**—Chief Smith stated that we had 3,083 calls in 2016; slightly down from 2015. In addition, Chief Smith stated that we did about 5,415 actual apparatus responses.
- **Two New Engines**—Chief Smith stated that the two new engines are here and in the shop. A/C Moran stated that in bringing the engines home, the maintenance staff discovered a leak in the roof of both engines. A/C Moran stated that when they went to South Dakota last month to inspect the engines, True North & Spartan made a mistake on one of the engine and to rectify their mistake, they had installed a diamond plating on top of the roof of the engine as an upgrade for free which cost \$800.00. In addition, they install the diamond plate to the other engine so that both engines would match. A/C Moran stated that Robert Lacey had questions and concern of the new upgrade. A/C Moran stated that True North assured us that by installing the new diamond plating that wasn't going to cause a problem. In the meantime, the maintenance staff has removed the diamond plate from both engines and all the sealants from both engines. In addition, they would have to take the engines to the shop to get fixed. A/C Moran stated that he asked the maintenance staff to take pictures, video tape and keep track of everything they do to fix the leak. A/C Moran stated that it cost us time as well as additional money to have the leak repaired. A/C Moran stated that he has contacted True North & Spartan regarding the leak on the roof top. A/C Moran stated that the new engines will be out of service another day or two. Commissioner Neupert asked if True North & Spartan will extend the warranty because of their error. A/C Moran stated that he will ask True North and Spartan when he meets with them to discuss this issue. Discussion ensued.

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- **New Year's Eve & New Year's Day**—Chief Smith stated that our fire department dealt with a power outage in Kingston, Hansville area due to a car accident on clear creek road which affected the usage of land lines or cell phones for a period of time. Chief Smith stated that Cencom acted quickly as soon as they were notified of the situation. Chief Smith stated that eventually we were back in service. Cencom send us dispatchers to process calls at our site through 911. Chief Smith stated that Community Services Specialist Laboda and A/C LaGrandeur will be working with CenturyTel to develop an operational procedure how to deal with this type of situation in the future. Chief Smith stated that he has a meeting with Cencom on January 12 2016 to discuss this incident. Discussion ensued.

----- **Commissioner Gregory arrived at 7:37 p.m.**-----

- **Update on Washington Boulevard**—A/C LaGrandeur stated there are no recent changes as of right now. The county is still trying to figure out the best course of action. The county's goal is to permanently fix the problem. Meanwhile, the county did do a temporary fix. A/C LaGrandeur stated that as of now, we can drive our apparatus on Washington Boulevard as long as we don't park on that particular spot. A/C LaGrandeur stated that he went to take a look at the site after the temporary fix and the road is pretty rocky. A/C LaGrandeur stated that his guess is that this a temporary fix at least through the winter. The county does have a team working on it who comes and looks at the road daily. A/C LaGrandeur stated that hopefully the county will come up with a permanent fix in the spring.

- **Land that the County acquired**—Commissioner Pearson stated he read in the paper that the County has acquired more Pope Resources land. Commissioner Pearson asked if the land is in our district or Poulsbo. Who is has responsibility for that land. Chief Smith stated that he believes that land is part of Poulsbo. Chief Smith stated that he will take a look at the parcel and report back to the Board. Commissioner Neupert suggested for the fire department to consider in purchasing a gator. Discussion ensued.

Resolution No. 2017-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue— was reviewed. Vice Chair Neupert stated that the first item to vote for is the Chair position. Commissioner Pearson moved to elect Commissioner Gregory for Chair. Commissioner Stewart seconded the motion. Vice Chair Neupert called for the vote. Vice Chair Neupert stated the next item to vote for is the Vice Chair. Commissioner Pearson

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<p>moved to elect Commissioner Neupert for Vice Chair. Commissioner Stewart seconded the motion. Vice Chair Neupert called for the vote. Board Chair for 2017 is Commissioner Gregory and Vice Chair is Commissioner Neupert. Vice Chair Neupert stated that we need to elect a Voucher delegation of Signing Authority for interim voucher runs. Commissioner Stewart made a motion for Commissioner Pearson to review the vouchers. Commissioner Gregory seconded the motion. Vice Chair Neupert called for the vote. Vice Chair stated that the next position to elect is the Board for volunteer Firefighter Representative. Commissioner Gregory move to elect Commissioner Neupert for the Board for volunteer Firefighter Representative. Commissioner Pearson seconded the motion. Vice Chair Neupert called for a vote. Vice Chair Neupert stated that the Recording Secretary is Rosemaria Ariwoola; HIPAA Compliance Officer is Kathy Todd and the Records Request Custodian is Cindy Moran. Vice Chair Neupert stated that the next item is to see who wants to serve in the following committees: <i>Finance, Labor Relations, Healthcare and Planning</i>. After discussion, the committees' members are as follows: Commissioner Neupert, Finance Committee; Commissioner Espinosa and Commissioner Neupert; Labor Relations Committee; Commissioner Pearson and Commissioner Stewart; Healthcare Committee; Commissioner Espinosa and Commissioner Stewart; Planning Committee; the Board of Commissioners. Vice Chair Neupert called for a motion to approve Resolution No. 2017-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue. Commissioner Stewart made a motion to approve Resolution No. 2017-02. Commissioner Gregory seconded the motion. Approved</p>	<p>*MSC</p>	
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • Administrative Contracts—was conducted. A/A Moran stated that she corrected Rosemaria Ariwoola and Kathy Todd contract because she had transposed a number. Commissioner Pearson asked if the job description for the secretary and the Staff Assistant job descriptions are the same. A/A Moran stated that they are both equal although they have a different job description. In addition, they are crossed trained to do each other's job. A/A Moran stated that Kathy Todd benefit allocation amount is more than Rosemaria Ariwoola because Kathy Todd has been here longer. Approved 	<p>*MSC</p>	
<p>New Business:</p> <ul style="list-style-type: none"> • 2017 Annual Statement By Special Purpose District Statement—Vice Chair Neupert asked each commissioner to review the 2017 Annual Special Purpose Statement to make sure the information regarding their address and term expiration is correct. 		

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 9, 2017 **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: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 12/27/16 Regular Meeting	Motion by Commissioner: Stewart	Motion to approve the Minutes of 12/27/16 Regular meeting as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2017-01 Salary/Benefit Resolution	Motion by Commissioner: Stewart	Motion to adopt Resolution No. 2017-01 Salary/Benefit Resolution
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2017-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue	Motion by Commissioner: Stewart	Motion to approve Resolution No. 2017-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *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: January 09, 2017 **Time:** 7:15 p.m.
ACTION ITEMS

Topic	Motion	
Resolution No. 2017-03 Fee Schedule	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2017-03 Fee Schedule
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for January, 2017 in the amount of \$446,861.79	Motion by Commissioner: Pearson	Motion to approve the payroll for January, 2017 in the amount of \$446,861.79
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Administrative Contracts	Motion by Commissioner: Stewart	Motion to approve the contracts as amended by A/A Moran as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:17 p.m.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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