

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

Date: 07/10/17

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 Gregory, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Espinosa, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda and Tom Curley		
<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. A/C LaGrandeur requested to add the following item under New Business: <u>Personnel issue regarding leave bank.</u> The agenda was approved as amended. Approved	*MSC	
The approval of <u>Minutes of the June 26, 2017 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 497130 in the amount of \$40,345.91; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2017-11 Declaration of Surplus Equipment</u> —was conducted. A/C Moran stated that the items listed on Resolution No. 2017-11 are Motorola phones, iphone4 & iphone5 due to the phones being outdate, no battery, water damage, etc. A/C Moran stated that the items will be taken to Best Buy in Silverdale to be recycled by Lt. Kris Osera. Approved	*MSC	
<u>Payroll for July, 2017 in the amount of \$440,429.03</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"> • There was no correspondence. 		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • Accident on July 4, 2014—A.C LaGrandeur reported that as of today, no update to report. 		
<ul style="list-style-type: none"> • Fire Marshal Letter—A/C Lagrandeur stated that Chief Smith sent a letter on Friday, July 7, 2017 to the Fire Marshal's office stating that North Kitsap Fire & Rescue will be terminating the Interlocal agreement in 180 days. 		
<ul style="list-style-type: none"> • Operation Report: Overtime—A/C LaGrandeur stated that the overtime hours in June, 2017 was 504.5 hours; however, 142 of those hours were for State Mobilization and 80 hours were for OT Mobilization. A/C LaGranduer stated that we will get a reimbursed a total of 222 hours for both items. In addition, we had a total of 282.5 hours of overtime due to staff on vacation leave, sick leave, etc. A/C LaGrandeur stated that this was definitely an increase compared to last month. 		
<ul style="list-style-type: none"> • June call volume—A/C LaGrandeur stated that we had 240 response calls in June, 2017 and that 60% of those calls were EMS calls and 39% were Fire calls. A/C LaGrandeur stated that the total incidents call for 2016 for the first six months were 1,526 compared to 1,439 in 2017 for the first six months. 		
<ul style="list-style-type: none"> • Wild Land State Mobilization—A/C LaGrandeur stated that we sent Brush 85 with three firefighters to two fires between June 27, 2017 and July 6, 2017. In addition, Alex Hickey was deployed as a Strike Team Leader. A/C LaGrandeur stated that it has been a busy and early wildland season and more activity expected. 		
<ul style="list-style-type: none"> • Intern Firefighter Bruce Symonds (IFF)—A/C LaGrandeur stated that IFF Bruce Symonds has left the program. IFF Bruce Symonds was hired by Port Angeles Fire Department. 		

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<ul style="list-style-type: none"> • Staff Training—A/C Moran stated that the 3rd quarter of training started in July, 2017. A/C Moran that training for this quarter will include vehicle extrication. 		
<ul style="list-style-type: none"> • 2017 Recruit Academy / EMT—A/C Moran stated that the 2017 Academy will be starting on September 11, 2017. A/C Moran stated that the academy was supposed to be a joint effort with East Jefferson Fire & Rescue, however, Chief Krysinski called a while back to notify him that they will no longer be participating in the academy because they will be going in a different direction. A/C Moran stated that while he was on vacation last week, he received a call from Chief Krysinski to see if they could still participate in the academy in September, 2017. A/C Moran stated that at this point, he doesn't know if he could make it happen. A/C Moran stated that he is looking at bringing in 10 individuals for the academy. A/C Moran stated that the testing for the academy will be held the weekend of August 4, 2017. 		
<ul style="list-style-type: none"> • Facilities—A/C Moran stated that the plan for facilities this summer is to reseal Station 85 parking lot. In addition, the retention ponds at Station 81 & 89 will be cleaned this summer, too. 		
<ul style="list-style-type: none"> • Surplus)—A/C Moran stated that the cellular phones that are out of service or out dated will be surplus. A/C Moran stated that no personal information was left on the phones. 		
<ul style="list-style-type: none"> • Vehicle Maintenance—A/C Moran stated that two new command vehicle are stripped which cost \$634.00. Chief Smith's vehicle is being stripped while he is on vacation. 		
<ul style="list-style-type: none"> • Action Communication—A/C Moran stated that Acton Communication is now doing the radio and antenna installs for North Kitsap Fire & Rescue vehicles. 		
<ul style="list-style-type: none"> • Engine #433 Pierce—A/C Moran stated that Engine #433 Pierce was picked up today and has left the fire department to its new home. 		
<ul style="list-style-type: none"> • Disaster for Preparedness Program—A/C LaGrandeur stated that we received a large storage container last week in preparation of the Disaster for Preparedness Program. A/C LaGrandeur stated that supplies will be 		

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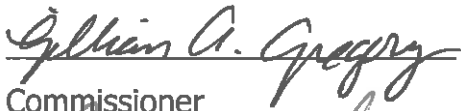
<p>coming in the next couple of weeks. A/C LaGrandeur gave credit to the staff for the the hard work that they did in putting the large storage container together.</p>		
<ul style="list-style-type: none"> • Fourth of July—A/C LaGrandeur stated that there was no activity due to fireworks on the Fourth of July. 		
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • There was no Unfinished Business to discuss. 		
<p>New Business:</p> <ul style="list-style-type: none"> • Personnel issue leaving leave bank—A/C LaGrandeur stated that there is another personnel requesting to develop a leave bank account due to a family medial situation. A/C LaGrandeur stated that a group of individuals met with this employee last Thursday to discuss his family situation. A/C LaGrandeur stated that he has enough leave through August. If he needs any more time past August, he would have to rely on the leave bank. A/C LaGrandeur stated that we had a similar situation back in February, 2014. Chair Gregory requested for the Labor Management Committee to meet and have a conversation regarding this issue. Chair Gregory suggested that the Labor Management Committee develop a policy to cover leave bank account request. In addition, Chair Gregory requested to ask A/A Moran to call other departments to see if they have a leave bank request policy or how they deal with this type of situation. 		
<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 8:02 p.m. Approved</p>	<p>*MSC</p>	

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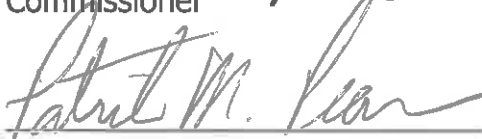
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Commissioner



Commissioner



Commissioner



Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: July 10, 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: Neupert	
	Carried/Vote	
Minutes 06/26/17 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 06/26/17 as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
BVA No. 497130 - \$40,345.91	Motion by Commissioner: Pearson	Moved to approve: BVA No. 497130 in the amount of \$40,345.91
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Resolution No. 2017-11 Declaration of Surplus Equipment	Motion by Commissioner: Stewart	Motion to approve Resolution No. 2017-11 Declaration of Surplus
	2 ND by Commissioner: Espinosa	
	Carried/Vote	

* O = Opposed; A = Abstention

07/10/17---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

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ACTION ITEMS

Topic	Motion	
Payroll for July, 2017 in the amount of \$440,429.03	Motion by Commissioner: Pearson	Motion to approve the payroll for July, 2017 in the amount of \$440,429.03
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 8:02 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:

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07/10/17—Regular Meeting

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