

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

Date: 09/11/17

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 Pearson, Commissioner Neupert, Commissioner Espinosa, Chief Smith, A/C LaGrandeur, A/C Moran, B/C Murray, 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. The agenda was approved as presented. Approved	*MSC	
The approval of <u>Minutes of the August 14, 2017 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 499309 in the amount of \$80,930.70; BVA No. 499981 in the amount of \$15,992.11; BVA No. 499993 in the amount of \$15,220.65; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2017-13 Step Increase to 100% Top Step Firefighter paramedic Garren Dukes and Nicholas Johnson</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2017-14 Theron Rahier Step Increase to 90% Top Step Firefighter/Paramedic</u> —was conducted. Approved	*MSC	
<u>Payroll for September, 2017 in the amount of \$484,319.33</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.		

09/11/17—Regular Meeting

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

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<p>Correspondence: (FYI)—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • Snure Seminar 29th Annual Pre-Conference Laws Update Seminar & Washington Fire Commissioners Association 2017 Conference, Thursday, October 26, 2017 to Saturday, October 28, 2017 at The Grand Hotel, Spokane, WA—A/A Moran asked who will be attending the <i>Snure Seminar 29th Annual Pre-Conference Laws Update Seminar & Washington Fire Commissioners Association 2017 Conference</i>. The following individuals will be attending: Commissioner Espinosa, Commissioner Neupert, Chief Smith, A/C LaGrandeur, A/C Moran and A/A Moran. 		
<p>Microsoft Surface Pro—A/A Moran requested for the Commissioner who needs Microsoft office install on their Surface Pro 4 to please leave them here so that IT can install Microsoft Office on Thursday</p>		
<p>Official Entrance Interview—A/A Moran stated that there was no official entrance with the State Auditor. The State Auditor (Renata) went over the information with Chief Smith and me.</p>		
<p>Exit Interview—A/A Moran stated that the Exit Interview has not been set yet; to be determined. The Exit Interview with include a Board of Commissioner representative. A/A Moran will notify the Board with the date</p>		
<p>Chief's Report—</p> <ul style="list-style-type: none"> • State Audit—Chief Smith stated that the state audit is underway. 		
<ul style="list-style-type: none"> • Critical Based Dispatch (CBD)—Chief Smith stated that there is a dispatch and transport problem. In addition, Chief Smith stated that there hasn't been a CBD review since six years ago. Chief Smith stated that the Operational Chiefs have asked for a review. 		

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<ul style="list-style-type: none"> • <u>Russel Steele – Port Madison Enterprises</u>—Chief Smith stated that Russel Steele from Port Madison Enterprises will be retiring. Chief Smith stated that he will need to meet with Russel Steele before he leaves so that he will be able to pass on information to his successor. 		
<ul style="list-style-type: none"> • <u>Labor Negotiations</u>—Chief Smith stated that labor negotiations are underway; so far we have had two meetings. 		
<ul style="list-style-type: none"> • <u>Department of Community Development (DCD)</u>—Chie Smith stated that the Fire Chiefs have a concern regarding inspection program from the Fire Marshal’s office. Chief Smith stated that funding needs to be at the county and that we need to work with the county government to make them better aware. 		
<ul style="list-style-type: none"> • <u>New Granddaughter</u>—Chief Smith proudly announced that he has a new granddaughter who was born on September 1, 2017. 		
<ul style="list-style-type: none"> • <u>United States</u>—Chief Smith stated that the United States is getting hit with hurricanes and disasters. 		
<ul style="list-style-type: none"> • <u>Oregon</u>—Chief Smith stated that Oregon is assisting with EMAC state to state. Oregon assisted with the following fires: North Peak, Jolly Mountain and Saw Mill. 		
<ul style="list-style-type: none"> • <u>MSO Engle</u>—Chief Smith stated that MSO Engle was sent to King County. 		
<ul style="list-style-type: none"> • <u>June call volume</u>—A/C LaGrandeur stated that we had 284 response calls in August, 2017 and that 63% of those calls were EMS calls and 37% were fire calls. A/C LaGrandeur stated that there was no major incidents for North Kitsap Fire & Rescue. 		

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<ul style="list-style-type: none"> • <u>Operation Report: (provided by A/C LaGrandeur)</u> <u>Overtime</u>—A/C LaGrandeur stated that the overtime hours in August, 2017 was 1,451 hours; however, 1,154.5 of those hours were for wildland fire deployments, for which we will receive reimbursement. Actual total of overtime hours paid for North Kitsap Fire & Rescue for shift staffing, meetings, etc. was 296.5 hours. 		
<ul style="list-style-type: none"> • <u>Wildland deployment</u>—A/C LaGrandeur stated that the wildland deployment activity was very high for August. Below are some of the highlights: <ul style="list-style-type: none"> ➤ Brush 85 responded to several incidents, including deployment in Oregon ➤ Tender 84 was sent to incidents ➤ Lt. Hickey deployed again as Strike Team Leader ➤ Currently the only personnel deployed is MSO Engle in King County for medical support 		
<ul style="list-style-type: none"> • <u>Disaster Readiness Update</u>—A/C LaGrandeur gave the following update: <ul style="list-style-type: none"> ➤ Storage containers placed at Station 81, 85 & 89 <ul style="list-style-type: none"> · Each of the three stations has a three day supply of food and water ➤ Currently working on bids for construction of storage shed at Station 84 <ul style="list-style-type: none"> · Unable to place a container behind the station, so one has to be built · Projected to be completed by the end of September 		
<ul style="list-style-type: none"> • <u>Recruit Academy/EMT</u>—A/C Moran stated that the testing for this year’s academy took place on August 5th and August 6th. North Kitsap Fire & Rescue selected 12 individuals. East Jefferson is participating in this year’s academy and they will be sending five students and one full-time instructor. A/C Moran stated the academy is set to start September 11th and run through December; Monday through Thursday from 7:00 a.m. to 5:00 p.m. 		
<ul style="list-style-type: none"> • <u>Station 87</u>—A/C Moran stated that three recruits will be staying at Station 87 during the academy from Sunday through Thursday. 		

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<ul style="list-style-type: none"> • Facilities—A/C Moran stated that retention ponds at Station 81 & Station 89 have completed on 8/25/17. 		
<ul style="list-style-type: none"> • Vehicle Maintenance—A/C Moran stated the remaining new engine went into service on August 3, 2017. 		
<ul style="list-style-type: none"> • MCT Radios—A/C Moran stated that using Action Communications was a good move both financially and timewise. A/C Moran stated no reflection on the individual who was previously doing it. A/C Moran stated that the individual did a good job. 		
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • Labor Management Update – Vacation Sharing Considerations—A/C LaGrandeur stated that the Labor Management Committee hasn't had a chance to meet. It was suggested to mimic the guidelines that we used in 2014 and work on a future. Labor Management Committee please talk about it in negotiations. 		
<p>New Business:</p> <ul style="list-style-type: none"> • There was no New Business to discuss. 		
<p>Public Participation—Chair Gregory called for Public Participation. There was none.</p>		
<p>Good of the Order:</p> <ul style="list-style-type: none"> • Kitsap County Fire Commissioner Association Meeting—Commissioner Neupert stated that the next Kitsap County Fire Commissioner Association Meeting is on September 26, 2017 at Poulsbo Fire Department at 7:00 p.m. at Station 71, 911 NE Liberty Bay Road in Poulsbo. 		
<p>There being no further business to conduct, the meeting was adjourned at 7:58 p.m. Approved</p>	<p>*MSC</p>	

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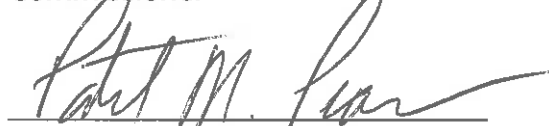
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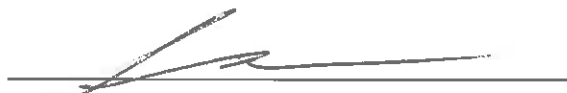
Commissioner



Commissioner



Commissioner



Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: September 11, 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 presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Minutes 08/14/17 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 8/14/17
	2 ND by Commissioner: Neupert	
	Carried/Vote	
BVA No. 499309 - \$80,930.70 BVA No. 499981 - \$15,992.11 BVA No. 499993 - \$15,220.65	Motion by Commissioner: Pearson	Moved to approve: BVA No. 499309 in the amount of \$80,930.70 BVA No. 499981 in the amount of \$15,992.11 BVA No. 499993 in the amount of \$15,220.65
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Resolution No. 2017-13 Step Increase to 100% Top Step Firefighter Paramedic Garren Dukes and Nicholas Johnson	Motion by Commissioner: Neupert	Motion to approve Resolution No. 2017-13 Step Increase to 100% Top Step Firefighter Paramedic Garren Dukes and Nicholas Johnson
	2 ND by Commissioner: Pearson	
	Carried/Vote	

* O = Opposed; A = Abstention

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ACTION ITEMS

Topic	Motion	
Resolution No. 2017-14 Theron Rahier Step Increase to 90% Top Step Firefighter/Paramedic	Motion by Commissioner: Neupert	Motion to approve Resolution No. 2017-14 Theron Rahier Step Increase to 90% Top Step Firefighter/Paramedic
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for September, 2017 in the amount of \$484,319.33	Motion by Commissioner: Pearson	Motion to approve the payroll for September, 2017 in the amount of \$484,319.33
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Espinosa	Motion to adjourn the Meeting at 7:58 p.m.
	2 ND by Commissioner: Neupert	
	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:

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