

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

Date: 09/10/18

Time: 7:00 p.m.

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

Meeting called to order by Chair Neupert at 7:00 p.m.

Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, Tom Curley, B/C Ardyl Abrigo, Lt. Alex Abrigo, FF/PM Garren Dukes

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. 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. The agenda was approved as presented. Approved	*MSC	
The approval of <u>Minutes of the August 27, 2018 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 517031 in the amount of \$30,760.52; BVA No. 517106 in the amount of \$15,749.44</u> —was reviewed. Commissioner Huntington had a question regarding the payment on Voucher No. 1497865 for \$813.73 to North Kitsap Fire & Rescue – Petty Cash. Commissioner Huntington stated on the explanation sheet it states that it is to Reimburse Petty Cash – Fleet Maintenance. After discussion, it was decided that the staff would look into the voucher and notify the Board with an explanation. Approved	*MSC	
<u>Resolution No. 2018-09 North Kitsap Fire & Rescue Petty Cash Fund \$3400.00</u> —was conducted. Chair Neupert had a question regarding the purpose of the resolution. Chief Smith stated that A/A Moran stated that it was to establish the account balance of \$3,400.00. In addition, the Petty Cash account was transferred to Key Bank.	*MSC	
<u>Resolution No. 2018-08 Theron Rahier Step Increase to 100% Top Step Firefighter/Paramedic</u> —was conducted.	*MSC	

09/10/18—Regular Meeting

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

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<p><u>Payroll for September, 2018 in the amount of \$537,103.35</u>—was reviewed. Chair Neupert circulated the document to the Board to review. Approved</p>	<p>*MSC</p>	
<p><u>Public Participation</u>—Chair Neupert called for Public Participation. There was none.</p>		
<p><u>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>Portable Radios</u>—Chief Smith stated that last Friday we were awarded a grant for \$175,000 for portable radios. 		
<ul style="list-style-type: none"> • <u>GEMT Meeting</u>—Chief Smith stated that A/A Moran, A/C LaGrandeur and myself met with the folks from the GEMT staff yesterday. Chief Smith stated that we will be receiving a refund. In addition, we are getting ready for next year. 		
<ul style="list-style-type: none"> • <u>State Mobilization</u>—Chief Smith stated that we are getting ready to submit paperwork to DNR for State Mobilization. 		
<ul style="list-style-type: none"> • <u>911 Breakfast</u>—Chief Smith stated that the 911 Breakfast is scheduled for tomorrow from 7:00 a.m. to 10:00 a.m. 		
<ul style="list-style-type: none"> • <u>Public Meetings for Ballot Measures</u>—Chief Smith stated that Community Services Specialist Laboda has made a schedule of the Public Meetings that will be occurring in the next couple of weeks. Community Services Specialist Laboda stated the schedule is on-going as individuals confirm the meeting date. Chief Smith stated that if a commissioner wishes to attend, please notify Community Services Specialist Laboda. 		
<ul style="list-style-type: none"> • <u>Proposition 1: Questions and Answers</u>—Community Services Specialist distributed to the Board the following document: Preposition 1: Question and Answers informational sheet. 		

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<ul style="list-style-type: none"> • <u>Two New Medic/aid units</u>—Chief Smith stated that the two new medic aid are ready to be delivered or picked up in the next couple of weeks. A/C Moran stated that no discussion has been made yet whether we will have the units delivered or if we will send individuals to pick them up. A/C Moran stated that once the medic units are here, it will be at least two weeks before the units will be put in service. Chief Smith stated that we are waiting for the invoice so that we can pay the vendor. Once we receive the invoice, we will need to pay the vendor for the amount over the \$400,000 before Monday. Chief Smith stated that Commissioner Pearson will need to sign the voucher. 		
<ul style="list-style-type: none"> • <u>Bi-North Meeting</u>—Chief Smith stated the next Bi-North Meeting will be on September 17, 2018 at Poulsbo Fire Department. A question was asked about the Agenda. Chief Smith stated that Poulsbo Fire Department will be creating the agenda. Chair Neupert stated that it is basically sharing information on levies, bonds that each fire department will put on the ballot this year. Commissioner Stewart stated that he will not be able to attend the Bi-North Meeting. 		
<ul style="list-style-type: none"> • <u>August call volume</u>—A/C Lagrandeur stated that we had 307 response calls in August, 2018. A/C LaGrandeur stated 58% of those calls were EMS calls and 42% were Fire calls. 		
<ul style="list-style-type: none"> • <u>Residential Structure Fire</u>— A/C LaGrande3ur stated that the crew responded to four residential structure fire in August. A/C LaGrandeur stated that two of the fires were in mutual aid districts. <ul style="list-style-type: none"> ➤ August 5, 2018 on Whispering Cedar Ln. in Suquamish. No firefighter or citizen injuries, minor damage only to the residence. ➤ August 7, 2018 on Montera Loop in Kingston. No firefighter or civilian injures, minor damage to the residence. 		
<ul style="list-style-type: none"> • <u>Operation Report:</u> <ul style="list-style-type: none"> <u>Overtime</u>—A/C LaGrandeur stated that the overtime hours in August, 2018 was 1,727 hours. A/C LaGrandeur stated that the overtime was mostly due to wildland deployment and coverage hours. A/C LaGrandeur stated the total net hours not included in wildland was 378 hours. 		

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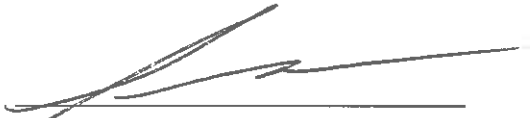
<ul style="list-style-type: none"> • <u>Status report on requested items</u>—None for this meeting. 		
<ul style="list-style-type: none"> • <u>District activity/projects</u>—A/C LaGrandeur stated that there is still continue work on wildland deployments in Washington and Oregon. Wildland season is winding down. A/C LaGrandeur stated that currently there is nobody from our department on deployment. 		
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • There was no Unfinished Business to discuss. 		
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Discussion on Succession pertaining to the Administrative Assistant Position</u>—Chair Neupert stated that A/A Moran will be retiring in the next couple of years. Chief Neupert stated that we need to start discussing a succession plan for the Administrative Assistant Position. Discussion ensued. After discussion, it was decided that the staff will present to the Board their ideas and thoughts that they have so far on October 22, 2018 Commissioner Meeting. 	<p>Add to the agenda on 10/22/18: Discussion about succession regarding A/A Moran's position</p>	<p>Staff Assistant Ariwoola / 10/17/18</p>
<p><u>Public Participation</u>—Chair Neupert called for Public Participation. There was none.</p>		
<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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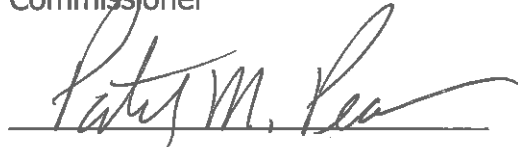
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Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: September 10, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Stewart	Motion to approve the Agenda as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Minutes 08/27/18 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 08/27/18 Regular Meeting as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
BVA No. 517031 - \$30,730.52 BVA No. 517106 - \$15,749.44	Motion by Commissioner: Pearson	Moved to approve: BVA No. 517031 in the amount of \$30,730.52 BVA No. 517106 in the amount of \$15,749.44 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Resolution No. 2018-08 Step Increase to 100% Top Step FF/PM Theron Rahier	Motion by Commissioner: Gregory	Motion to approve Resolution No. 2018-08 Step Increase to 100% Top Step FF/PM Theron Rahier Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Pearson	
	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: September 10, 2018 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Resolution No. 2018-09 North Kitap Fire & Rescue Petty Cash Fund - \$3,400.00	Motion by Commissioner: Stewart	Motion to approve Resolution No. 2018-09 North Kitsap Fire & Rescue Petty Cash Fund - \$3,400.00
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for September, 2018 in the amount of \$537,103.35	Motion by Commissioner: Huntington	Motion to approve the payroll for September, 2018 in the amount of \$537,103.35
	2 ND by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Huntington	Motion to adjourn the Meeting at 7:58 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:

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