

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

Date: 10/08/18

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, Community Services Specialist Laboda and B/C Murray

<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. Commissioner Pearson requested to add the following item under Unfinished Business: <i>Public Meetings for Ballot Measures</i> . The agenda was approved as amended. Approved	*MSC	
The approval of <u>Minutes of the September 24, 2018 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 518265 in the amount of \$62,412.62; BVA No. 518321 in the amount of \$1,526.46; BVA No. 518322 in the amount of 3,133.63; BVA No. 518335 in the amount of \$11,744.78; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Payroll for October, 2018 in the amount of \$457,200.90</u> —was reviewed. Chair Neupert circulated the document to the Board to review. Approved	*MSC	
<u>Holiday Payroll in the amount of \$110,954.92</u> — was reviewed. Chair Neupert circulated the document to the Board to review. Approved	*MSC	
<u>Public Participation</u> —Chair Neupert called for Public Participation. There was none.		
<u>Correspondence: (FYI)</u> —Community Services Specialist Laboda distributed the new edition of The Pulse to the Board.		

10/08/18—Regular Meeting

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

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Chief's Report—		
<ul style="list-style-type: none"> • Public Disclosure Commission Complaint (PDC)—Chief Smith stated that we received a PDC complaint. Apparently, a citizen made a request a while ago regarding an issue with The Pulse; however, the complaint went into the junk e-mail. Chief Smith stated that he will talk to IT to see how that happened. Chief Smith will problem solve with IT to assure that it doesn't happen again. Chief Smith stated that he will be talking to Brian Snure regarding the PDC complaint. Chief Smith stated that a hearing might be held in the future. 		
<ul style="list-style-type: none"> • Kitsap 911—Chief Smith stated that the County Fire Service is working with Kitsap 911 regarding the new Alerting System for all fire departments in Kitsap County. Chief Smith stated that it is an on-going process. Questions were asked by the Board. 		
<ul style="list-style-type: none"> • Martha Lund—Chief Smith stated a few staff members attended the funeral for Martha Lund on Saturday, October 6, 2018. Chief Smith stated that on behalf of the fire department, we presented to the family a flag and a shadow box. 		
<ul style="list-style-type: none"> • Letter from WSRB—Chief Smith that he received a letter from WSRB regarding removing tender credit for Station 85 and Station 89. Chief Smith stated that he sent WSRB a letter responding to their concern regarding tender credit. Questions were asked by the Board. 		
<ul style="list-style-type: none"> • Public Meetings for Ballot Measures—Chief Smith stated that Community Services Specialist Laboda has updated the schedule of the Public Meetings that will be occurring in the next several weeks. Chief Smith stated that the Commissioners are welcome to attend. Commissioner Pearson stated that the Board will discuss this topic under Unfinished Business. 		
<ul style="list-style-type: none"> • Two New Medic/aid units—Chief Smith stated that the two new medic units are ready to be picked up. A/C Moran, Robert Lacey and Chief Smith will be going to Hillsboro, Oregon to inspect and drive the new medic units back to the fire department. Chief Smith stated that once the medic units are here, it will be at least two weeks before the units will be put in service, probably by November 1, 2018. 		

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<ul style="list-style-type: none"> • September call volume—A/C Lagrandeur stated that we had 257 response calls in September, 2018. A/C LaGrandeur stated 61% of those calls were EMS calls and 39% were Fire calls. 		
<ul style="list-style-type: none"> • Residential Structure Fire— A/C LaGrandeur stated that the crew responded to two residential structure fires in September. A/C LaGrandeur stated that one of the fires was a mutual aid (Poulsbo). <ul style="list-style-type: none"> ➤ The fire in our district was a chicken coop fire. 		
<ul style="list-style-type: none"> • Operation Report: <ul style="list-style-type: none"> Overtime—A/C LaGrandeur stated that the overtime hours in September, 2018 was 403.5 hours. A/C LaGrandeur stated that 154 hours was due to sending three members to FEMA Training (Federal Emergency Management Agency). Training for mass casualty incidents with CBRNE events (chemical, biological, radiological, nuclear, and explosives). The three individuals who attended the FEMA Training were B/C Murray, B/C Abrigo and MSO Engle. 		
<ul style="list-style-type: none"> • Status report on requested items—None for this meeting. 		
<ul style="list-style-type: none"> • District activity/projects—A/C LaGrandeur stated that promotional testing will be taking place next week as follows: <ul style="list-style-type: none"> ➤ October 17, 2018: Battalion Chief testing ➤ October 18, 2018: Lieutenant testing 		
<p>Unfinished Business:</p> <ul style="list-style-type: none"> • Public Meetings for Ballot Measures—Commissioner Pearson stated that he asked Community Services Specialist Laboda for an updated Public Meetings for Ballot Measures. Commissioner Pearson asked the Board who is planning to attend the meetings. The Board reviewed the list. 		


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<u>New Business:</u> <ul style="list-style-type: none">There was no New Business to discuss.		
<u>Public Participation</u> —Chair Neupert called for Public Participation. There was none.		
There being no further business to conduct, the meeting was adjourned at 7:53 p.m. Approved	*MSC	


Commissioner


Commissioner


Commissioner


Commissioner


Commissioner


Attest

**NORTH KITSAP FIRE & RESCUE
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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: October 8, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the Agenda as amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Minutes 09/24/18 Regular Meeting	Motion by Commissioner: Huntington	Motion to approve the Minutes of 09/24/18 Regular Meeting as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
BVA No. 518265- \$62,412.62 BVA No. 518321 - \$ 1,526.46 BVA No. 518322 - \$ 3,133.63 BVA No. 518335 - \$11,744.78	Motion by Commissioner: Pearson	Motion to approve: BVA No. 518265 in the amount of \$62,412.62 BVA No. 518321 in the amount of \$1,526.46 BVA No. 518322 in the amount of \$3,133.63 BVA No. 518355 in the amount of \$11,744.78 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Payroll for October, 2018 in the amount of \$457,200.90	Motion by Commissioner: Pearson	Motion to approve the payroll for October, 2018 in the amount of \$457,200.90 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Huntington	
	Carried/Vote	

* O = Opposed; A = Abstention

10/08/18—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

Date: October 8, 2018 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Holiday Pay for October, 2018 in the amount of \$110,954.92	Motion by Commissioner: Pearson	Motion to approve Holiday Pay in the amount of \$110,954.92
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Stewart	Motion to adjourn the Meeting at 7:53 p.m.
	2 ND by Commissioner: Pearson	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	

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