

NORTH KITSAP FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS

Date: 11/26/18

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 Gregory, Commissioner Neupert, Commissioner Pearson, Commissioner Huntington, Chief Smith, A/C LaGrandeur, A/A Moran, Community Services Specialist Laboda

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <b>Acceptance of the Agenda</b> —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 made a motion to approve the Agenda as presented. <b>Approved</b>	<b>*MSC</b>	
<b>Call Public Budget Hearing to Order</b> —Chair Neupert called the <b>Public Budget Hearing to order at 7:01 p.m.</b> in accordance with RCW 84.55.120 – Budget Hearing to consider sources of the District.		
<b><u>Budget Hearing in Accordance with RCW 84.55.120; Resolution No. 2018-14 Certificate Summary Levy Request; Resolution No. 2018-11 Ordinance Resolution Fire; Resolution No. 2018-12 Ordinance Resolution EMS; Resolution 2018-13 Illustrative Purposes Only; Resolution No. 2018-13A Illustrative Purposed Only</u></b> —A/A Moran stated that the budget documents were emailed to the Board to review. A/A Moran asked the Board if they had any questions regarding the documents. Questions were asked by the Board. A/A Moran stated that each revenue source was considered. The following resolutions were reviewed and adopted. Resolution No. 2018-14 Certificate Summary Levy Request; Resolution No. 2018-11 Ordinance Resolution Fire; Resolution No. 2018-12 Ordinance Resolution EMS; Resolution 2018-13 Illustrative Purposed Only; Resolution No. 2018-13A Illustrative Purposes Only. A/A Moran stated that Resolutions No. 2018-13 & Resolution No. 13A is not necessary to approve; the resolutions are for illustrative purposes only. Commissioner Pearson made a motion to approve the resolutions as presented and Commissioner Huntington seconded the motion. Chair Neupert asked for a motion to approve the 2019 Revenue Budget. Commissioner Pearson made a motion to adopt the bottom line Revenue Budget of \$10,800,365 as presented and Commissioner Gregory seconded the motion. <b>Approved</b>	<b>*MSC</b>	

11/26/18—Regular Meeting

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

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<b><u>Adjourn Public Budget Hearing</u></b> —Chair Neupert called for a motion to adjourn the Public Budget Hearing of the 2019 Revenue Budget. Commissioner Pearson made a motion to adjourn the Public Budget Hearing and Commissioner Gregory seconded the motion. <b><u>The Public Budget Hearing was adjourned at 7:12 p.m.</u></b> Approved	*MSC	
<b><u>The Regular Meeting was reconvened at 7:14 p.m.</u></b>		
The <b><u>Approval of Minutes of the November 13, 2018 Regular Meeting</u></b> —was conducted. The Minutes were approved as presented. Approved	*MSC	
The <b><u>Blanket Voucher Approval Batch No. 503387 in the amount of \$9,621.20</u></b> —was conducted. Approved	*MSC	
<b><u>Resolutions</u></b> — <ul style="list-style-type: none"> <li>There was no additional resolutions.</li> </ul>		
<b><u>Correspondence: (FYD)</u></b> — <i>the documents were circulated among the BOC</i> <ul style="list-style-type: none"> <li><b><u>Letter from Snohomish County District #26</u></b>—Chair Neupert recommended to put the letter from Snohomish County District #26 in Chief Smith's personnel file. Chair Neupert stated that the letter was thanking Chief Smith for taking care of their firefighter needs due to a foot injury while fighting a fire.</li> </ul>	File letter in Chief Smith's personnel file	A/A Moran / ASAP
<ul style="list-style-type: none"> <li><b><u>Letter from WSRB</u></b>—Chief Smith stated that we finally reached a Class 4 effective March 1, 2019. A question was asked why the effective day is on March 1, 2019. Chief Smith stated that he will call WSRB to ask why the effective date is on March 1, 2019. Chief Smith stated that the administrative staff did a wonderful job in gathering all the information to send to WSRB which resulted in getting us a new rating.</li> </ul>	Call WSRB regarding effective date	Chief Smith/ASAP

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<ul style="list-style-type: none"> <li>• <b><u>Kitsap County Fire Commissioners &amp; Fire Chiefs Holiday Brunch</u></b>—Chair Neupert reminded the Board and staff of the Holiday Brunch coming up on Saturday, December 8, 2018 from 12:00 p.m. to 2:30 p.m. at the Suquamish Clearwater Casino Resort.</li> </ul>		
<p><b><u>Unfinished Business:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Public Disclosure Commission Complaint (PDC)</u></b>—Chair Neupert stated that he received a letter regarding the PDC complaint. Chair Neupert stated that the letter stated that there were <i>no findings</i> in regards to the PDC. Chief Smith will forward the letter to A/A Moran.</li> </ul>	Forward the PDC letter to A/A Moran	Chief Smith/ ASAP
<p><b><u>New Business:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Public Request</u></b>—Chief Smith stated that we received a public request requesting the Board of Commissioners to submit a biography of each member. Chief Smith distributed a draft copy of a document containing the biographies of the Commissioner. Community Services Specialist Laboda will be making a few changes. After the changes are made, A/A Moran will forward the document to the individual who made the public request.</li> </ul>	<p>Make changes on the biography document as needed</p> <p>Forward the biography document to the person who made the request</p>	<p>PIO Laboda / ASAP</p> <p>A/A Moran/ASAP</p>
<p><b><u>Public Participation</u></b>—Chair Neupert called for Public Participation. There was none.</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned at 7:37 p.m.</b> Approved</p>	*MSC	

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Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Attest

11/26/18—Regular Meeting

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**MOTION SHEET- 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

Date: November 26, 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 presented
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
Resolution No. 2018-11 Ordinance Resolution Fire Resolution No. 2018-12 Ordinance Resolution EMS Resolution No. 2018-14 Certificate Summary Levy Request	Motion by Commissioner: Pearson	Motion to approve the following resolutions: Resolution No. 2018-11 Ordinance Resolution Fire Resolution No. 2018-12 Ordinance Resolution EMS Resolution No. 2018-14 Certificate Summary Levy Request
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
2019 Revenue Budget	Motion by Commissioner: Pearson	Motion to adopt the bottom line 2019 Revenue Budget of 10,800,365
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
Adjourn Public Budget Hearing	Motion by Commissioner: Pearson	Motion to adjourn the Public Budget Hearing at 7:12 p.m.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	

\* O = Opposed; A = Abstention

11/26/18—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:** November 26, 2018    **Time:** 7:00 p.m.

**ACTION ITEMS**

Topic	Motion	
Minutes 11/13/18 Regular Meeting	Motion by Commissioner: Huntington	Motion to approve the Minutes of November 13, 2018 as presented
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 520456 - \$37,796.19	Motion by Commissioner: Pearson	Motion to approve: BVA No. 520456 in the amount of \$37,796.19
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjournment	Motion by Commissioner: Huntington	Motion to adjourn the Meeting at 7:37 p.m.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 <sup>ND</sup> by Commissioner:	
	Carried/Vote	
		Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention

11/26/18—Regular Meeting

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