

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

Date: 01/14/19

Time: 7:00 p.m.

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

Neupert

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

Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, B/C Abrigo, Lieutenant Cooney, FF/PM Barnard and Tom Curley

| <u>Topic</u> | <u>Action</u> | <u>Assigned to/ Deadline</u> |
|--|---------------|----------------------------------|
| <p>The Acceptance of the Agenda—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</p> | *MSC | |
| <p>Resolution No. 2019-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue—was reviewed. Chair Neupert stated that the first item to vote for is the Chair position. Commissioner Pearson moved to elect Commissioner Neupert for Chair. Commissioner Stewart made a motion for the nominations to be closed. Chair Neupert called for the vote. Chair Neupert stated the next item to vote for is the Vice Chair. Chair Neupert moved to elect Commissioner Pearson for Vice Chair. Commissioner Stewart seconded the motion. Chair Neupert called for the vote. Board Chair for 2019 is Commissioner Neupert and Vice Chair is Commissioner Pearson. Chair Neupert stated that we need to elect a Voucher delegation of Signing Authority for interim voucher runs. Commissioner Stewart made a motion for Commissioner Pearson to review the vouchers. Commissioner Huntington seconded the motion. Chair Neupert called for the vote. Chair Neupert stated that the next position to elect is the Board for Volunteer Firefighter Representative. Commissioner Pearson move to elect Commissioner Stewart for the Board for Volunteer Firefighter Representative. Commissioner Huntington seconded the motion. Chair Neupert called for a vote. Chair Neupert stated that the Recording Secretary is Rosemaria Ariwoola; HIPAA Compliance Officer is Kathy Todd and the Records Request Custodian is Cindy Moran. Chair Neupert stated that the next item is to see who wants to serve in the following committees: <i>Finance Committee, Labor Relations Committee, Healthcare Committee and Planning Committee</i>. After discussion, the committees' members are as follows: Finance Committee: Commissioner Huntington and Commissioner Stewart; Labor Relations Committee: Commissioner Gregory and Commissioner Pearson; Healthcare Committee: Commissioner Huntington and Commissioner Stewart; Planning Committee: the Board of Commissioners. Chair Neupert called for a motion to approve Resolution No.</p> | *MSC | |

01/14/19—Regular Meeting

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

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

Date: 01/14/19

Time: 7:00 p.m.

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

| | | |
|--|--------------------|--|
| <p>2019-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue. Commissioner Stewart made a motion to approve Resolution No. 2019-02. Commissioner Huntington seconded the motion. Approved</p> | | |
| <p>The approval of Minutes of the December 10, 2018 Regular Meeting—was conducted. Staff Assistant Ariwoola stated that the follow change was made to the minutes regarding the Administrative Contracts to read as follows: Chief Smith stated that he would like to make an amendment to the Administrative Contract and increase the Administrative employees’ salary from 2% to 3% for the next year <i>instead of the next two remaining years.</i> The Minutes were approved as amended. Approved</p> | <p>*MSC</p> | |
| <p>The Blanket Voucher Approval Batch No. 521874 in the amount of \$28,509.05; BVA No. 522740 in the amount of \$90.98; BVA No. 522775 in the amount of \$89,012.59; BVA No. 522781 in the amount of \$10,741.36; BVA No. 522849 in the amount of \$57,027.76; Monthly Financial Report—was reviewed. Approved</p> | <p>*MSC</p> | |
| <p>Resolution No. 2019-01 Salary/Benefit Resolution—was conducted. Commissioner Pearson made a motion to approve Resolution No. 2019-01 Salary/Benefit Resolution and Commissioner Huntington seconded the motion. Approved</p> | <p>*MSC</p> | |
| <p>Amended Payroll for December, 2018 in the amount of \$467,383.40 instead of \$466,949.60—Staff Assistant Ariwoola stated that the payroll for December, 2018 was amended due to five hours of overtime for Steve Engle. Approved</p> | <p>*MSC</p> | |
| <p>Payroll for January, 2019 in the amount of \$453,392.06—was reviewed. Chair Neupert circulated the document to the BOC for review. Approved</p> | <p>*MSC</p> | |
| <p>Public Participation—Chair Neupert called for Public Participation. There was none.</p> | | |
| <p>Correspondence: (FYI)—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • 2019 Saturday Snure Seminars – January 26, 2019 at the Embassy Suites Hotel in Lynnwood, WA; February 09, 2019 at the Governor Hotel in Olympia, WA; February 23, 2019 at the Davenport Hotel in Spokane, WA—FYI | | |

01/14/19—Regular Meeting

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

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

Date: 01/14/19

Time: 7:00 p.m.

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

- **2019 Saturday Seminar Series – March 2, 2019 at the Clearwater Resort in Suquamish, WA; March 16, 2019 at the Historic Davenport Hotel in Spokane, WA; June 1, 2019 at the Campbell’s Resort in Chelan, WA**—FYI; Chair Neupert stated that he would like to attend the seminar in Chelan, WA.

Chief’s Report—

- **2019 Annual Budget**—Chief Smith gave a brief report regarding the 2018 year end and the 2019 Annual Budget. Chief Smith stated that we receive most of our revenue from ambulance and state mobilization. Chief Smith stated that we received a grant for radios. Question were asked by the Board. Chief Smith stated that he would like to set up a meeting with the Finance Committee. After discussion, the Finance Committee will meet on Friday, January 19· 2019 at 8:00 a.m. A question was asked regarding the Facilities Tool line Item. A/C Moran stated that he will look into and notify the Board of his findings.

- **Operation Report:**

Call Volume— A/C LaGrandeur stated that we had 319 incidents calls in December, 2018 and that 57% of those calls were EMS calls and 43% were Non-EMS.

A/C LaGrandeur stated that the total incidents call for 2018 was 3,150 incidents. In addition, A/C LaGrandeur stated that the call volume for 2017 was 3076; an increase of 74 incidents, approximately 2.4% over previous year.

Overtime—A/C LaGrandeur stated that the overtime hours in December, 2018 was 262.25 hours which includes 4 hours of comp time earned.

Vehicles—A/C LaGrandeur stated that three vehicles were delivered last week to Stokes Auction.

Status report on requested items—A/C LaGrandeur stated that there was a previous request for clarification on our process with Stokes Auction.

➤Mechanic Lacey stated that it works much like an auto dealership when you trade in a vehicle. Mechanic Lacey stated that Stokes Auction takes care of the title transfer after you sign it. Once the vehicle is sold, Stokes

01/14/19—Regular Meeting

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

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

Date: 01/14/19

Time: 7:00 p.m.

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

| | | |
|---|------|--|
| <p>Auction sends us a document stating what it is sold for and includes a check for that amount.</p> <p><u>District activity/projects</u>— ➤None for this meeting.</p> <ul style="list-style-type: none"> • <u>Training/Facilities/Apparatus Report</u>—A/C Moran stated that he did not have anything to report at this time. | | |
| <p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • <u>Administrative Contracts</u>—Chair Neupert distributed the Administrative Contracts for the Board to review. Commissioner Pearson made a motion to approve the Administrative Contracts as amended and Commissioner Huntington seconded the motion. | *MSC | |
| <p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Annual Statement By Special Purpose District Statement - 2019</u>—Chair Neupert asked each commissioner to review the 2019 Annual Special Purpose Statement to make sure the information regarding their address and term expiration is correct. Commissioner Pearson made a motion to adopt the 2019 Annual statement by Special Purpose District and Commissioner Stewart seconded the motion. | *MSC | |
| <ul style="list-style-type: none"> • <u>2019 – Jr. District Payroll and Accounts Payable Authorization Form</u>— The 2019 – Jr. District Payroll and Accounts Payable Authorization Form was reviewed and signed by each of the Commissioners and Chief Smith. Commissioner Pearson made a motion to approve the 2019 – Jr. District Payroll and Accounts Payable Authorization Form and Commissioner Gregory seconded the motion. | *MSC | |
| <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 7:47 p.m. Approved</p> | *MSC | |

NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

Date: 01/14/19

Time: 7:00 p.m.


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



Commissioner



Commissioner



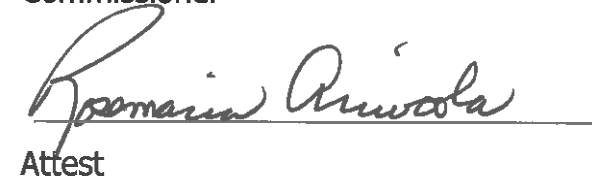
Commissioner



Commissioner



Commissioner



Attest

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

Date: 01/14/19

Time: 7:00 p.m.

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

MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 14, 2019 **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 |
| | 2 ND by Commissioner: Pearson | |
| | Carried/Vote | |
| | | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Resolution No. 2019-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue | Motion by Commissioner: Stewart | Motion to approve Resolution No. 2019-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | |
| | | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Minutes 12/10/18 Regular Meeting | Motion by Commissioner: Huntington | Motion to approve the Minutes of 12/10/18 as amended |
| | 2 ND by Commissioner: Pearson | |
| | Carried/Vote | |
| | | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: "A" Stewart |
| BVA No. 521874 - \$28,509.05 BVA No. 522740 - \$ 90.98 BVA No. 522775 - \$89,012.59 BVA No. 522781 - \$10,741.36 BVA No. 522849 - \$57,027.76 | Motion by Commissioner: Pearson | Motion to approve: BVA No. 521874 in the amount of \$28,509.05 BVA No. 522740 in the amount of \$ 90.98 BVA No. 522775 in the amount of \$89,012.59 BVA No. 522781 in the amount of \$10,741.36 BVA No. 522849 in the amount of \$57,027.76 |
| | 2 ND by Commissioner: Stewart | |
| | Carried/Vote | |
| | | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |

* O = Opposed; A = Abstention

01/14/19—Regular Meeting

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

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

Date: 01/14/19

Time: 7:00 p.m.

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

MOTION SHEET- 2 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 14, 2019 **Time:** 7:00 p.m.

ACTION ITEMS

| Topic | Motion | |
|--|--|--|
| Resolution No. 2019-01 Salary/Benefit Resolution | Motion by Commissioner: Pearson | Motion to approve Resolution No. 2019-01 Salary/Benefit Resolution |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Amended Payroll for December, 2018 in the amount of \$467,383.40 | Motion by Commissioner: Pearson | Motion to approve the amended payroll for December, 2018 in the amount of \$467.383.40 |
| | 2 ND by Commissioner: Gregory | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Payroll for January, 2019 in the amount of \$453,392.06 | Motion by Commissioner: Pearson | Motion to approve the payroll for January, 2019 in the amount of \$453,392.06 |
| | 2 ND by Commissioner: Gregory | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Administrative Contracts | Motion by Commissioner: Pearson | Motion to approve the Administrative Contracts as amended |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |

* O = Opposed; A = Abstention

01/14/19—Regular Meeting

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

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

Date: 01/14/19

Time: 7:00 p.m.

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

MOTION SHEET- 3 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 14, 2019 **Time:** 7:00 p.m.

ACTION ITEMS

| Topic | Motion | |
|---|---|---|
| Annual Statement by Special Purpose District - 2019 | Motion by Commissioner: Pearson | Motion to adopt the Annual Statement by Special Purpose District - 2019 |
| | 2 ND by Commissioner: Stewart | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| 2019 - Jr. District Payroll and Accounts Payable Authorization Form | Motion by Commissioner: Pearson | Motion to approve the 2019 - Jr. District Payroll and Accounts Payable Authorization Form |
| | 2 ND by Commissioner: Gregory | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Adjourn Meeting | Motion by Commissioner: Pearson | Motion to adjourn the Meeting at 7:47 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: |

* O = Opposed; A = Abstention

01/14/19—Regular Meeting

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