

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

Date: 03/11/19

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 Huntington, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, Brandon Robichaux, Tom Curley, Bev Stapf, Kevin Robichaux and members of the department

<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	
<u>Administer the Oath; – Swearing in of Lieutenant Brandon Robichaux</u> —was conducted.		
The approval of <u>Minutes of the February 25, 2019 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 525345 in the amount of \$12,306.16; BVA No. 525473 in the amount of \$1,320.95; BVA No. 525586 in the amount of \$30,391.00; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2019-04 Promotion of Brandon Robichaux to the position of Probationary Lieutenant 112%</u> —was conducted. Approved	*MSC	
<u>Resolution No. 2019-05 Salary and Benefit Adjustment to Steve Engle</u> —was conducted. Chair Neupert stated that the resolution is to correct the salary for MSO Steven Engle to accurate pay. Chair Neupert stated that his pay was incorrectly calculated off of the Acting Captain pay. Approved	*MSC	

03/11/19—Regular Meeting

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

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<p><u>Payroll for March, 2019 in the amount of \$461,992.28</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>Correspondence: (FYI)</u>—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • <u>WFCA Registration for Region 9 Spring Workshop April 13, 2019 at Poulsbo Fire Department at 911 N.E. Liberty Rd. in Poulsbo</u>—Chair Neupert stated that he would like to attend the Region 9 Spring Workshop and requested for A/A Moran to sign him up for the workshop. 	<p>Register Commissioner Neupert for the Region workshop</p>	<p>A/A Moran / ASAP</p>
<ul style="list-style-type: none"> • <u>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</u>—FYI 		
<p><u>Chief’s Report</u>—</p> <ul style="list-style-type: none"> • <u>Capital Plan for 2019</u>—Chief Smith stated the staff have been working on-going regarding the Capital Plan. 		
<ul style="list-style-type: none"> • <u>Succession Plan</u>— Chief Smith stated the staff have been working on-going regarding the Succession Plan. Chief Smith stated that A/A Moran is currently working on updating her job descriptions. Chief Smith stated that the plan is to post the job description for her position at the Post Daily Dispatch. Chief Smith stated that we will post to private sectors if we don’t get adequate applications, 		
<ul style="list-style-type: none"> • <u>Mark Romero Retirement date</u>—Chief Smith stated that Mark Romero will be retiring at the end of this month. Chief Smith stated that additional information on his retirement will be coming in the next couple of weeks. Chief Smith stated that we might be able to send one to two candidates to Medic school depending on openings. 		

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<ul style="list-style-type: none"> • <u>Call Volume:</u> <i>February call volume</i>—A/C Lagrandeur stated that we had 271 response calls in February, 2019. A/C LaGrandeur stated 56% of those calls were EMS calls and 44% were Non-EMS calls. A/C LaGrandeur stated that there was a change in normal percentages due to snow related events. <i>Residential Structure Fires</i>—A/C LaGrandeur stated that the crew responded to two structure fires in February. <ul style="list-style-type: none"> ➤ One with minor damage to a kitchen (Sister Sky Ln.) ➤ One attic fire, significant damage to the roof and attic of a mobile home, but the fire was contained to those areas. Great job by B Shift. 		
<ul style="list-style-type: none"> • <u>Operation:</u> <i>Overtime Report</i>—A/C LaGrandeur stated that the overtime hours in February, 2019 was 339.5 hours due to several injuries and sick leave which created vacancies throughout the month. 		
<ul style="list-style-type: none"> • <u>Status report on requested items:</u>— <ul style="list-style-type: none"> ➤ Nothing to report 		
<ul style="list-style-type: none"> • <u>District activity/projects:</u>—A/C LaGrandeur gave an update on the Firefighter testing process: <ul style="list-style-type: none"> ➤ Written test completed last week, A/C LaGrandeur stated that the results should be here this week. ➤ Oral board interviews scheduled for next Saturday, March 16, 2019 ➤ Chief’s interviews will be next week on March 20, 2019 ➤ We anticipate being able to make job offers by the end of the month with projected start date of May 1, 2019 pending the results of the background checks, medical and psychological evaluations. 		
<ul style="list-style-type: none"> • <u>Staff Training Ongoing:</u> <i>Emergency Vehicle Incident Prevention (EVIP)</i>—A/C Moran stated that shifts will have completed EVIP 3.0 by the end of the first quarter. Each shift has a train the trainer on EVIP. 		

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<p><u>Resident Training</u>—A/C Moran stated that the new Intern testing process will begin on April 6, 2019 & April 7, 2019. A/C Moran stated that we will be selecting six new Interns to be a part of the 2019 Academy. A/C Moran explained how the 2019 Intern Academy will be different this year. A/C Moran stated that the interns will get their EMT before the academy.</p>		
<ul style="list-style-type: none"> • <u>Support Services:</u> <p><u>Facilities:</u> —A/C Moran stated that department should have a completed spec for the IVAC systems at Station 81, 85 & 89 completed by the mid to end of April. A/C Moran stated that at that point we can then go out to bid.</p> <p><u>Vehicle Maintenance:</u>—A/C Moran that the department has ordered three new 2020 Explorer staff vehicles last week. In addition, one Maintenance support F150 vehicle. A/C Moran stated that the vehicles were purchased off the Enterprise Services Contract. A/C Moran and Robert Lacey sat down with the representative from True North to finalize the purchase of one new ambulance and the remount of the second ambulance. A/C Moran stated that two new modifications were made due to feedback from the staff from the previous purchase of the three ambulance. A/C Moran stated that the new ambulance will cost about \$10,000.00 more compared to last year. A/C Moran stated at this point the remount looks to save us in the neighborhood of \$35,000.00. There will be one more meeting with the representative from True North to go over the final details before we place the order.</p> 		
<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>Informal update on Succession Plan</u>—Chair Neupert requested an informal update regarding the Succession Plan. 	<p>Add to the Agenda for the next Commissioner Meeting on 03/25/19: Succession Plan</p>	<p>Staff Assistant Ariwoola / 3/21/19</p>

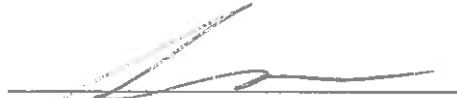
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Public Participation —Chair Neupert called for Public Participation. There was none.		
There being no further business to conduct, the meeting was adjourned at <u>7:28 p.m.</u> Approved	*MSC	



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: March 11, 2019 **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 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 02/25/19 Regular Meeting	Motion by Commissioner: Huntington	Moved to approve the Minutes of 02/25/19 as presented
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 525345 - \$12,306.16 BVA No. 525473 - \$ 1, 320.95 BVA No. 525586 - \$30,391.00	Motion by Commissioner: Pearson	Moved to approve: BVA No. 525345 in the amount of \$12,306.16 BVA No. 525473 in the amount of \$ 1,320.95 BVA No. 525586 in the amount of \$30,391.00
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2019-04 Promotion of Brandon Robichaux to the position of Probationary Lieutenant 112%	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2019-04 Promotion of Brandon Robichaux to the position of Probationary Lieutenant 112%
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: February 11, 2019 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Resolution No. 2019-05 Salary and Benefit Adjustment to Steve Engle	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2019-05 Salary and Benefit Adjustment to Steve Engle
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for March, 2019 in the amount of \$461,992.28	Motion by Commissioner: Pearson	Motion to approve the payroll for March, 2019 in the amount of \$461,992.28
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Huntington	Motion to adjourn meeting at 7:28 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:

* O = Opposed; A = Abstention

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