

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

Date: 04/08/19

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, Commissioner Gregory, Commissioner Stewart, A/C LaGrandeur, A/C Moran. B/C Abrigo, FF/PM Dukes and Tom Curley

| <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 March 11, 2019 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved | *MSC | |
| The <u>Blanket Voucher Approval Batch No. 526220 in the amount of \$60,885.27; BVA No. 526835 in the amount of \$9,743.58; BVA No. 526892 in the amount of \$2,293.70; BVA No. 526903 in the amount of \$49,300.80; Monthly Financial Report</u> —was reviewed. Approved | *MSC | |
| <u>Resolutions</u> —There were no Resolutions to be approved. | | |
| <u>Payroll for April, 2019 in the amount of \$518,665.24</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> — <i>the documents were circulated among the BOC</i> <ul style="list-style-type: none"> • <u>Washington Fire Commissioners Association 2018 Annual Report</u>—Chair Neupert circulated the annual report among the Board of Commissioners. | | |

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| <p><u>Chiefs Reports—</u></p> <ul style="list-style-type: none"> • <u>Operation Report:</u> <p><i>March call volume</i>—A/C Lagrandeur stated that we had 244 response calls in March, 2019. A/C LaGrandeur stated 68% of those calls were EMS calls and 32% were Non-EMS calls.</p> <p><i>Residential Structure Fires</i>—A/C LaGrandeur stated that the crew responded to two structure fires in March, but both of the fires were in mutual aid districts.</p> | | |
| <p><i>Overtime Report</i>—A/C LaGrandeur stated that the overtime hours in March, 2019 was 393 hours and 7.5 hours of comp time earned.</p> <p>➤ A/C LaGrandeur stated that most of the overtime was for shift coverage. A/C LaGrandeur stated that we have had three personnel with long term injuries. Two of these situations are being resolved with retirements. The third has a projected return date of July.</p> <p>➤ A/C LaGrandeur stated that with new hires and more people recently being qualifies to working acting officer positions, we hope to see a reduction in overtime.</p> | | |
| <ul style="list-style-type: none"> • <u>Conditional Offers of Employment</u>—A/C LaGrandeur stated that conditional offers of employment were made to two of our intern firefighters: Charlie Hough and Russell Fergus. They are in the process of conducting their pre-employment medical exams and background checks. We anticipate a start date of May 1, 2019 for Charlie Hough and Russell Fergus. | | |
| <ul style="list-style-type: none"> • <u>Staff Training Ongoing:</u> A/C Moran stated that we are into the second quarter of 2019. <p><i>Emergency Vehicle Incident Prevention (EVIP)</i>—A/C Moran stated that all shifts have completed EVIP 3.0; the most current program of the Washington State Fire Chiefs.</p> | | |

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| <p><u>Resident Training</u>—A/C Moran stated that the Intern testing for 2019 has been completed. A/C Moran stated that 6 interns have been selected to participate in the 2019 Academy. A/C Moran stated that the interns will be starting on May 6, 2019 on days; Monday through Thursday from 07:00 to 16:00. A/C Moran stated that the interns will be scheduled to shift work starting on June 1, 2019.</p> <p><u>Recruit Academy</u>—A/C Moran stated that 2019 Intern Academy will actually start February, 2020. A/ C Moran stated that East Jefferson Fire & Rescue and Port Ludlow Fire & Rescue will be joining in the 2020 Academy.</p> | | |
| <p>• <u>Support Services:</u></p> <p><u>Facilities:</u> —A/C Moran stated that department should have a completed spec for the HVAC 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. A/C Moran stated that he hopes to have the Ad in the paper the first week of May.</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 stated that the new medic unit was ordered today, 4/8/19, with a delivery date sometime in October, 2019. A/C Moran stated that the remount was also ordered today, 4/8/19. A/C Moran stated that True North will be picking up the unit from NKF&R and deliver the unit to North Carolina. True North will also deliver the vehicle back to NKF&R between 90 to 120 days.</p> | | |
| <p><u>Unfinished Business:</u></p> <p>• <u>Succession Planning – Memo from Chief Smith</u>—Chair Neupert asked the Board of Commissioners if everyone received the Succession Planning memo from Chief Smith. The BOC responded “yes”. Chair Neupert suggested to collect questions for Chief Smith so that he will be able to respond by the next Commissioner Meeting on April 22, 2019. The Board asked the following questions for clarification:</p> | | |

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| <ul style="list-style-type: none"> ➤ The BOC requested a new organizational chart ➤ Clarification regarding a new firefighter position as a result of impact bargaining ➤ Clarification regarding Daytime Lieutenant vs. Training Lieutenant vs. Daytime Battalion Chief ➤ Question regarding Administrative Assistant position – more in depth clarification and discussion of hiring multiple people. | | |
| <p><u>New Business:</u> There was no New Business to discuss.</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 7:38 p.m. Approved</p> | *MSC | |
| <p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • <u>Bi-North Meeting at Poulsbo Fire Department</u>—Chair Neupert reminded the Board that the next Bi-North Meeting is at Poulsbo Fire Department at 7:00 p.m. • <u>Kitsap County Fire Commissioners Association Meeting</u>—Chair Neupert reminded the Board that the next Kitsap County Fire Commissioners Association Meeting will be held at North Kitsap Fire & Rescue at Station 81. Chair Neupert stated that everyone will meet at the dock in Kingston at 6:30 p.m. to have a tour of the new boat before the meeting. • <u>Good of the order</u>—Commissioner Gregory stated that she attend the Saturday seminar on March 2, 2019 at the Suquamish Clearwater Resort. Commissioner Gregory stated that the attorney suggested to have the Good of the order before the meeting is adjourned in case an item is discussed that needs to be included in the minutes. Chair Neupert asked Staff Assistant to make the change on the agenda | | |

04/08/19—Regular Meeting

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

NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

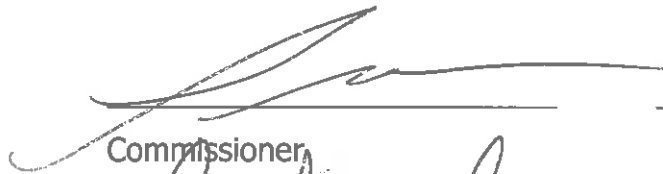
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moving forward.

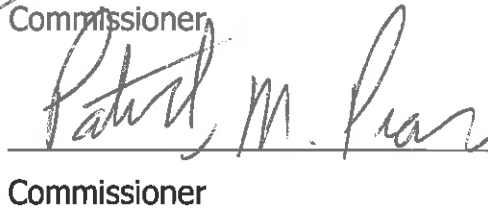
- **Paperless Magazines, Trade Journals, etc.**—Commissioner Gregory suggested that the department should try to use electronic version instead of using paper magazines or trade journals. In addition, Commissioner Gregory suggested maybe using thumb drives, materials on-line, etc. for training materials
- **PDC Filing**—Chair Neupert reminded to complete the PDC Filing by April 15, 2015.



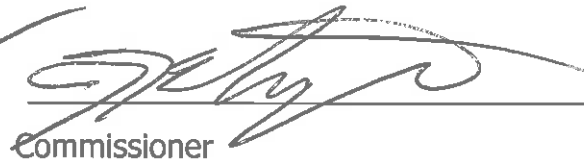
Commissioner



Commissioner



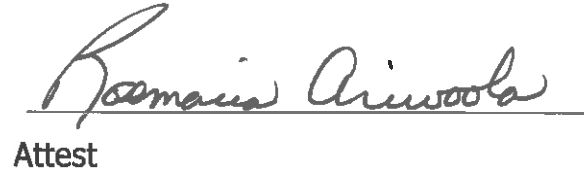
Commissioner



Commissioner



Commissioner



Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: April 08, 2019 Time: 7:00 p.m.

ACTION ITEMS

| Topic | Motion | |
|--|--|--|
| The Acceptance of the Agenda | Motion by Commissioner: Pearson | Moton to approve the Agenda as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | |
| Minutes 03/11/19 Regular Meeting | Motion by Commissioner: Pearson | Moved to approve the Minutes of 03/11/19 as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: "A" Stewart |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | |
| BVA No. 526220 - \$60,885.27 BVA No. 526835 - \$ 9,743.58 BVA No. 526892 - \$ 2,293.70 BVA No. 526903 - \$49,300.80 | Motion by Commissioner: Pearson | Moved to approve: BVA No. 526220 in the amount of \$60,885.27 BVA No. 526835 in the amount of \$ 9,743.58 BVA No. 526892 in the amount of \$ 2,293.70 BVA No. 526903 in the amount of \$49,300.80 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| | 2 ND by Commissioner: Stewart | |
| | Carried/Vote | |
| Payroll for April, 2019 in the amount of \$518,665.24 | Motion by Commissioner: Gregory | Motion to approve the payroll for April, 2019 in the amount of \$518,665.24 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | |

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

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ACTION ITEMS

| Topic | Motion | |
|-----------------|---|--|
| Adjourn Meeting | Motion by Commissioner: Gregory | Motion to adjourn meeting at 7:38 p.m. |
| | 2 ND by Commissioner: Stewart | |
| | Carried/Vote | |
| | Motion by Commissioner: | |
| | 2 ND by Commissioner: | |
| | Carried/Vote | |
| | Motion by Commissioner: | |
| | 2 ND by Commissioner: | |
| | Carried/Vote | |
| | Motion by Commissioner: | |
| | 2 ND by Commissioner: | |
| | Carried/Vote | |

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