

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

**Date:** 06/10/19

**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 Gregory, Commissioner Stewart, Commissioner Huntington, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, B/C Murray 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. <b>Approved</b>	<b>*MSC</b>	
The approval of <u>Minutes of the May 28, 2019 Regular Meeting</u> —was conducted. The Minutes were approval as presented. <b>Approved</b>	<b>*MSC</b>	
The <u>Blanket Voucher Approval Batch No. 529820 in the amount of \$31,076.28; BVA No 529836 in the amount of \$911.67; BVA No. 529837 in the amount of \$5,962.36; BVA No. 529875 in the amount of \$52,076.44; Monthly Financial Report</u> —was reviewed. <b>Approved</b>	<b>*MSC</b>	
<u>Resolutions</u> — <ul style="list-style-type: none"> <li>• There was no resolutions.</li> </ul>		
<u>Payroll for June, 2019 in the amount of \$470,914.12</u> —was reviewed. Chair Neupert circulated the document to the Board to review; however, no motion was made to approve the payroll. Staff Assistant Ariwoola will add the following item: <u>Payroll for June, 2019</u> , at the next meeting on July 22, 2019.	Add to the Agenda for the next Commissioner Meeting on 06/22//19: Payroll for June, 2019	Staff Assistant Ariwoola / 6/20/19
<u>Public Participation</u> —Chair Neupert called for Public Participation. There was none.		

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<p><b><u>Correspondence: (FYI)</u></b>—<i>the documents were— circulated among the BOC</i></p> <ul style="list-style-type: none"> <li>• <b><u>Letter from Medic One Foundation; Jan Sprake; Executive Director</u></b>—Chair Neupert circulated the letter to the Board. Chair Neupert congratulated A/C Moran for receiving a grant in the amount of \$3,922.50 for the purchase of a Mega Code Kid Manikin. A/C Moran that the credit goes to FF/PM Theron Rahier.</li> </ul>		
<p><b><u>Chiefs Reports</u></b>—</p> <ul style="list-style-type: none"> <li>• <b><u>Operation Report:</u></b></li> </ul> <p><b><u>May call volume</u></b>—A/C Lagrandeur stated that we had 283 response calls in May, 2019. A/C LaGrandeur stated 67% of those calls were EMS calls and 33% were Non-EMS calls.</p> <p><b><u>Residential Structure Fires</u></b>—A/C LaGrandeur stated that there were no structure fires in May including mutual aid.</p>		
<p><b><u>Overtime Report</u></b>—A/C LaGrandeur stated that the overtime hours in May, 2019 was 385 hours which includes overtime and comp time earned.</p>		
<ul style="list-style-type: none"> <li>• <b><u>Status report on requested items:</u></b> Nothing to report</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>District activity/projects:</u></b> Nothing to report</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>FF/EMT Williamson</u></b>—A/C LaGrandeur stated that FF/EMT Williamson is no longer with us, A/C LaGrandeur stated that he is taking a position in Whatcom County. A/C LaGrandeur wished him the best.</li> </ul>		

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• **Staff Training Ongoing:**

**Shift Training**—A/C Moran stated that staff training in on-going.

**Emergency Vehicle Incident Prevention (EVIP)**—A/C Moran stated that all shift personnel are up to date on EVIP 3.0.

**Resident Training**—A/C Moran stated that all five new Interns are now working shift work on their prospective shifts. A/C Moran stated that the resident in training will not be able to fight a structural fire.

**Recruit Academy**—A/C Moran stated that the 2019 Intern Academy will start on February, 2020.

• **Support Services:**

**Facilities:**—A/C Moran stated that we received two request for bid specs for the HVAC upgrade. A/C Moran stated that one contractor actually submitted a bid.

**Vehicle Maintenance**—A/C Moran stated that he picked up the F-150 support truck on June 3, 2019; however, we still need to put NKFR lettering on the vehicle. A/C Moran stated that the three staff vehicles have now been assigned VIN numbers. A/C Moran stated the expected delivery date is September, 2019. A/C Moran stated that the new medic/aid completion date is scheduled for the end of August. In addition, the re-mount aid unit is scheduled to be completed June 19, 2019. Robert Lacey and I will do inspection week of June 17, 2019. A/C Moran stated that the tender is scheduled to leave Sioux Falls, SD this week and arrive in Hillsboro, OR next week. A/C Moran stated that inspection will occur the last week of June with a delivery date of the second week in July.

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<ul style="list-style-type: none"> <li>• <b>Succession Planning</b>—Chief Smith stated that the fire department has received 20 applications for A/A Moran’s position. Chief Smith stated that A/A Moran is in the process of putting the applicants through different stages of testing. Chief Smith stated that A/A Moran is moving them along through the process.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Meeting with Poulsbo</b>—Chief Smith stated that A/A Moran and he had a meeting with Poulsbo Fire Department last week to discuss collaboration. Chief Smith stated that A/A Moran and Lise Alkire will get together to see if there are any projects that can be combined.</li> </ul>		
<p><b>Unfinished Business:</b> There was no Unfinished Business to discuss.</p>		
<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• <b>EMS Levy</b>—Chief Smith stated to the Board that we need to decide whether to proceed as we normally have with an EMS Levy using .50 or proceed with an EMS Levy with a CPI. Community Services Specialist Laboda gave EMS results using both methods from previous years. Discussion ensued. The Board proposed for Chief Smith to prepare a resolution with the language using an EMS Levy with CPI and present to the Board at the next meeting on July 08, 2019.</li> </ul>	<p>Add to the Agenda for the next Commissioner Meeting on 07/08//19:  EMS Resolution</p>	<p>Staff Assistant/Ariwoola / 07/03/19</p>
<ul style="list-style-type: none"> <li>• <b>2019 HVAC Upgrade Project – Bid Results and possible awarding of bid</b>—A/C Moran stated that we received one bid only. A/C Moran recommends that we accept the bid and move forward with the project. Questions were asked by the Board. Commissioner Pearson asked who submitted the bid. A/C Moran stated that the contract was from Air Management Solution. A/C Moran stated that he will sign the contract. A/C Moran stated he anticipates a September startup. Commissioner Huntington made a motion to accept the bid and Commissioner Stewart seconded the motion.</li> </ul>	<p><b>*MSC</b></p>	

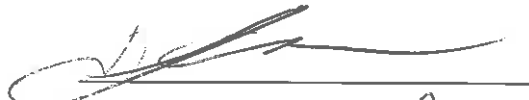
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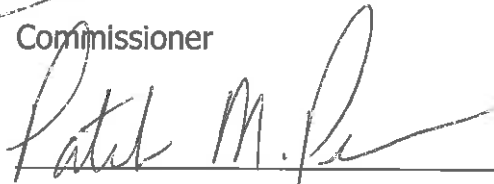
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<p><b>Public Participation</b>—Chair Neupert called for Public Participation. There was none.</p>		
<p><b>Good of the Order:</b></p> <ul style="list-style-type: none"> <li>• <b>Bi-North Meeting at North Kitsap Fire &amp; Rescue</b>—Chair Neupert reminded the Board that the next Bi-North Meeting is at North Kitsap Fire &amp; Rescue on June 17, 2019 at 7:00 p.m. Commissioner Stewart stated that he will not be able to attend the meeting because he will be out of town.</li> </ul>		
<p>There being no further business to conduct, the meeting was adjourned at 7:56 p.m. <b>Approved</b></p>	<p><b>*MSC</b></p>	


  
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**MOTION SHEET- 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** June 10, 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 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 05/28/19 Regular Meeting	Motion by Commissioner: Stewart	Motion to approve the Minutes as presented
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 529820 - \$31,076.28 BVA No. 529836 - \$ 911.67 BVA No. 529837 - \$ 5,962.36 BVA No. 529875 - \$52,076.44	Motion by Commissioner: Pearson	Moved to approve: BVA No. 529820 in the amount of \$31,076.28 BVA No. 529836 in the amount of \$ 911.67 BVA No. 529837 in the amount of \$ 5,962.36 BVA No. 529875 in the amount of \$52,076.44
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
2019 HVAC Upgrade Project	Motion by Commissioner: Huntington	Motion to accept the bid from Air Management Solution as submitted by A/C Moran
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention

06/10/19—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:** June 10, 2019    **Time:** 7:00 p.m.

**ACTION ITEMS**

Topic	Motion	
Adjourn Meeting	Motion by Commissioner: Stewart	Motion to adjourn meeting at 7:56 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
	Motion by Commissioner:	
	2 <sup>ND</sup> by Commissioner:	
	Carried/Vote	
	Motion by Commissioner:	
	2 <sup>ND</sup> by Commissioner:	
	Carried/Vote	
	Motion by Commissioner:	
	2 <sup>ND</sup> by Commissioner:	
	Carried/Vote	

\* O = Opposed; A = Abstention

06/10/19—Regular Meeting

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