

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

**Date:** 09/09/19

**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 Moran, Community Services Specialist Laboda, Lt. Barnard, FF/EMT Cryder, Tom Curley and IFF Stracener

<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>	*MSC	
The approval of <u>Minutes of the August 12, 2019 Regular Meeting</u> —was conducted. The Minutes were approved as presented. <b>Approved</b>	*MSC	
The <u>Blanket Voucher Approval Batch No. 533153 in the amount of \$350,072.60; BVA No 533469 in the amount of \$44,893.30; BVA No. 534039 in the amount of \$172,148.53; BVA No. 534064 in the amount of \$995.45; BVA No. 534065 in the amount of \$6,424.10; BVA No. 534173 in the amount of \$219,245.23; Monthly Financial Report</u> —was reviewed. Chair Neupert asked if the following expenses of \$219,245.23 & \$350,072.60 were for the new tender and the new ambulance. A/C Moran responded “yes”. A question was asked about the laptop that was purchased. A/C Moran stated that one of the employee’s car was broken into and the individual’s laptop was taken. A question was asked why a claim wasn’t submitted to the insurance. A/C Moran said that he didn’t have an answer, but he will follow up with A/A Moran. A/C Moran stated that we will be looking into purchasing outdoor cameras. Chair Neupert suggested getting the cameras with the capability of taking pictures. <b>Approved</b>	*MSC	
<u>Resolutions</u> — <ul style="list-style-type: none"> <li>• <u>Resolution No. 2019-20 Hiring of Entry Level Firefighter/EMT Foreman, Michael</u>—was conducted.</li> </ul>	*MSC	

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<ul style="list-style-type: none"> <li>• <b><u>Resolution No. 2019-21 Promotion of Craig Barnard to the position of Probationary Lieutenant 112%</u></b>—was conducted.</li> </ul>	*MSC	
<ul style="list-style-type: none"> <li>• <b><u>Resolution No. 2019-22 Hiring of Katie Patti to the position of Director of Administrative Services</u></b>—was conducted</li> </ul>	*MSC	
<p><b><u>Payroll for September, 2019 in the amount of \$519,782.70</u></b>—was reviewed.</p>	*MSC	
<p><b><u>Public Participation</u></b>—Chair Neupert called for Public Participation. There was none.</p>		
<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 Brian Snure’s recommendation to the Local 123 program</u></b>—FYI</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Snure Seminars 31<sup>st</sup> Annual Pre-Conference Laws Update Seminar; Wednesday, October 23, 2019 (6:30 p.m. – 9:30 p.m.) at the Tulip Resort</u></b>—FYI</li> </ul>		
<p><b><u>Chiefs Reports</u></b>—</p> <ul style="list-style-type: none"> <li>• <b><u>Katie Patti, new Director of Administrative Services</u></b>—Chief Smith stated that we are very pleased that Katie will be joining the family.</li> <li>• <b><u>Dismissal of Eglon Property</u></b>—Chief Smith stated the case was going to be dismissed at the court, however the lawyer of Eglon property changed the name of the building. Chief Smith stated the case is open again because there was some type of response. Commissioner Gregory suggested for Brian Snure to contact the lawyer of Eglon property and give a 30 day notice.</li> <li>• <b><u>Para Medics</u></b>—Chief Smith stated that Kaleb Murray and Janelle Randles will be going to Para Medic school. Chief and will they will be starting next week.</li> </ul>		

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| <ul style="list-style-type: none"><li>• <b><u>Seattle Fire Department Officers' Academy:</u></b> Chief Smith stated that Duty Chief Abrigo and Battalion Chief Mock have been selected into the Seattle Fire Department Executive Leadership Academy. Chief Smith stated that it is a two year program. Chief Smith stated that it is a great opportunity.</li><br/><li>• <b><u>Operation Report:</u></b><ul style="list-style-type: none"><li>➤ <b><u>August call volume</u></b>—Chief Smith stated that we had 306 response calls in August 2019. A/C LaGrandeur stated 60% of those calls were EMS calls and 40% were Non-EMS calls.</li><br/><li>➤ <b><u>Residential Structure Fires</u></b>—Chief Smith stated that fire activity was up in August. We had a total of nine fire responses, but one of those was a single personnel assigned to a wildland deployment in Eastern Washington:<ul style="list-style-type: none"><li>➤ Five brush/natural vegetation Fires. Chief Smith stated that one fire that was on Jefferson Point Rd. was caused by a citizen burning illegally, catching the hillside leading to several houses on fire. Chief Smith stated that the responding crews were able to contain it before it reaches any structures.</li><li>➤ Other fires included vehicles, outside equipment, and mobile property (no structure fires).</li><li>➤ All fires, aside from the Jefferson Point Rd. incident were handled by first alarm assignments.</li><li>➤ There were no injuries to civilians for fire department personnel at any of the incidents.</li></ul></li></ul></li></ul> |  |  |
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| <ul style="list-style-type: none"><li>➤ <b><u>Overtime Report</u></b>—Chief Smith stated that the overtime hours in August, 2019 was 593.75 hours:<ul style="list-style-type: none"><li>➤ A total of 372 hours was due to wildland deployments, for which NKFR will be reimbursed for the cost of the overtime.</li><li>➤ The total overtime excluding wildland hours was 221.75</li></ul></li></ul> |  |  |
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<ul style="list-style-type: none"> <li>• <b><u>Personnel:</u></b> <ul style="list-style-type: none"> <li>➤ Chief Smith stated we recently completed the pre-employment process for one firefighter, Michael Foreman. He was successful and in now a career member at NKF&amp;R. Commissioner Pearson asked if we are fully capacity in staffing. Chief Smith responded that we have currently have 33 on the line. A question was asked if we will be hiring staff for two individuals who will be going to para medic school. Chief Smith stated he is not sure what A/C LaGrandeur is planning to do.</li>   <li>➤ Chief Smith stated that Craig Barnard started his new position as a recently promoted Lieutenant. He is now assigned to B Shift, filling the vacancy left by Lt. Todd Bailey departure.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>District activity/projects:</u></b> Nothing to report at this meeting.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Training:</u></b> <ul style="list-style-type: none"> <li>➤ <b><u>Shift Training <i>On-going</i></u></b>—A/C Moran stated that third quarter ends September 30, 2019 and fourth start beginning of October.</li>   <li>➤ <b><u>Emergency Vehicle Incident Prevention (EVIP)</u></b>—A/C Moran stated that all departments have been issued an EVIP 3.0 card that shows what apparatus they are checked off to drive.</li>   <li>➤ <b><u>EMT Class</u></b>—A/C Moran stated that two students started class on September 4 2019 and the class runs through December.</li> </ul> </li>   <li><b><u>Resident Training</u></b>—Nothing to report at this meeting.</li>   <li><b><u>Recruit Academy</u></b>—A/C Moran stated that the 2019 Interns will start their academics February 1, 2020. The academy (drill ground) starts March 1, 2019 from Monday through Thursday from 07:00 to 17:00. A/C Moran stated the academy is scheduled to run through May15, 2019. In addition, the last two weeks of May is planned for Firefighter II. The academy will again be held</li> </ul>		

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<p>with East Jefferson Fire &amp; Rescue, Port Ludlow Fire &amp; Rescue and possibly Bainbridge Island Fire Department.</p>		
<p>• <b><u>Support Services:</u></b></p> <p>➤ <b><u>Facilities:</u></b>—A/C Moran stated that the HVAC upgrade project at Station 81 is set to be completed with the installation by the end of this week. Once this is complete there will be some balancing of the system which will get the system to its optimal running condition. A/C Moran stated that the crew who did the work on Station 81 HVAC system will be moving to Station 89 to begin the upgrade there. The final project will be completed when the HVAC is installed at Station 85. A/C Moran stated that HVAC is doing a fantastic job.</p> <p>➤ <b><u>Vehicle Maintenance</u></b>—A/C Moran stated that the new Tender arrived the third week of August, bus was sent back to Marysville (True North) to have some additional work done. A/C Moran stated that top half of cab is painted, Opticom mounted, back up camera installed and Tire pressure system installed.</p> <p>The three new staff vehicles (Explores) which were ordered in March, 2019 have been built, two have actually have been shipped and should be available for pick up the last week of September, 2019. A/C Moran stated that the third vehicle, although it has been built, did not make the railcar with the other two vehicles. The third vehicle should be available the first week of October, 2019.</p> <p>The new Medic unit, which is being built in Florida, will be completed by early next week, A/C Moran that the vehicle would have been completed this week; however hurricane Dorian messed the schedule. A/C Moran stated that Robert and I will be doing an inspection back at the plant the first week of October. Once we sign off on the vehicle, we should see delivery very soon after that inspection. A/C Moran stated that all the vehicles purchased this year will meet our priority list that was generated for this year.</p> <p>➤ <b><u>Phones</u></b>—A/C Moran stated that we will be replacing our current phone in October, 2019. A/C Moran stated that On It Networks will be installing the new phones.</p> <p>➤ <b><u>Outside Doors</u></b>—A/C Moran stated that the six outside doors will be replaced by Daniel Fuller. A/C Moran stated that we are waiting for the doors to arrive which should be in the next couple</p>		

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of months.		
<p><b><u>Unfinished Business:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>EMS Levy Update</u></b>—Commissioner Stewart stated that on behalf of The Committee For Proposition 1, the Statement For the proposition was accepted by the Elections Office. There was no Statement Against the proposition submitted to the Elections Office. Community Services Specialist Laboda stated that the county has accepted the result. In addition, Community Services Specialist Laboda stated that the Open House is listed on the Pulse and the Flash. Services Specialist Laboda stated that The Pulse will be going out next week. In addition, the September 11 Breakfast is on Wednesday of this week.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Recognition Ceremony</u></b>—Community Services Specialist Laboda stated that the Welcoming and Promotions Ceremony will be held on October 11, 2019 (Friday evening) at 7:00 p.m.</li> </ul>		
<p><b><u>New Business:</u></b> There was no New Business to discuss.</p>		
<p><b><u>Public Participation</u></b>—Chair Neupert called for Public Participation. There was none.</p>		
<p><b><u>Good of the Order:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Snure Conference and WFCA Conference</u></b>—Chair Neupert asked who was planning to attend the Snure Conference and the WFCA Conference. Commissioner Pearson stated that he will not be attending. Commissioner Gregory stated that she will notify A/A Moran tomorrow if she is planning to attend.</li> <li>• <b><u>Bi-North Meeting at North Kitsap Fire &amp; Rescue</u></b>—Staff Assistant Ariwoola asked the Board if there was going to be a Bi-North Meeting next Monday on 9/16/19 at Poulsbo Fire Department at St. 71 at 7:00 p.m. Chief Smith stated that he has a meeting with the Chiefs this week and he will check with Chief Gillard.</li> </ul>		

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There being no further business to conduct, the meeting was adjourned at 7:41 p.m. Approved

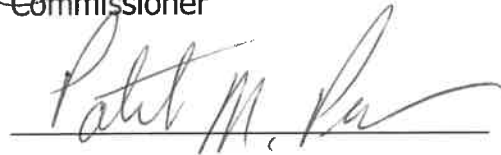
\*MSC



Commissioner




Commissioner



Commissioner



Commissioner



Commissioner



Attest

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**MOTION SHEET- 1 of 2**

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**Date:** September 9, 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 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 08/12/19 Regular Meeting	Motion by Commissioner: Pearson	Moved to approve the Minutes of 08/12/19 as presented
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 533153 - \$350,072.60 BVA No. 533469 - \$ 44,893.30 BVA No. 534039 - \$172,148.53 BVA No. 534064 - \$ 995.45 BVA No. 534065 - \$ 6,424.10 BVA No. 534173 - \$219,245.23	Motion by Commissioner: Person	Moved to approve: BVA No. 533153 in the amount of \$350,072.60 BVA No. 533469 in the amount of \$ 44,893.30 BVA No. 534039 in the amount of \$172,148.53 BVA No. 534064 in the amount of \$ 995.45 BVA No. 534065 in the amount of \$ 6,424.10 BVA No. 534173 in the amount of \$219,245.23
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2019-20 Hiring of Entry Level Firefighter/EMT Foreman, Michael	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2019-20 Hiring of Entry Level Firefighter/EMT Foreman, Michael
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention

09/09/19—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:** September 9, 2019    **Time:** 7:00 p.m.

**ACTION ITEMS**

Topic	Motion	
Resolution No. 2019-21 Promotion of Craig Barnard to the position of Probationary Lieutenant 112%	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2019-21 Promotion of Craig Barnard to the position of Probationary Lieutenant 112%
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2019-22 Hiring of Katti Patti to the position of Director of Administrative Services	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2019-22 Hiring of Katti Patti to the position of Director of Administrative Services
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for September, 2019 in the amount of \$519,782.70	Motion by Commissioner: Gregory	Motion to approve the payroll of September, 2019 in the amount of \$519,782.70
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn meeting at 7:41 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention

09/09/19—Regular Meeting

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