

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

Date: 10/14/19

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 Huntington, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, Dir. Admin Services Patti, Tom Curley, B/C Murray and on-duty personnel.

Excused: Commissioner Stewart

<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 review the agenda to see if there are any additions or deletions needed. The agenda was approved as presented. Approved	*MSC	
<p>EMS Demonstration - New Mannequins</p> <ul style="list-style-type: none"> • B/C Murray and members of A Shift presented a scenario of a child who was choking on a Lego using one of the new mannequins purchased via a Medic One Foundation Grant. 		
The approval of the <u>Minutes of the September 23, 2019 Regular Meeting</u> -was conducted. The Minutes were approved as presented. Approved	*MSC	
The <u>Blanket Voucher Approval (BVA) No. 535505 in the amount of \$1,468.70; BVA No. 535506 in the amount of \$15,023.39; BVA No. 534039 in the amount of \$225,376.07 was reviewed by the Board.</u> Commissioner Pearson remarked the \$116k represents the final HVAC payment. Commissioner Neupert had a question concerning BVA No. 535506's total shown on the spreadsheet attached to the Voucher Approval Sheet. Director Patti reviewed the vouchers and determined it was a typo. The amount shown on the Voucher Approval Sheet is in fact correct. Approved	*MSC	

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<p><u>Resolutions</u></p> <ul style="list-style-type: none"> • <u>Resolution No. 2019-23 Appointment of Katie Patti as Investment Officer</u> -was conducted. Approved 	*MSC	
<ul style="list-style-type: none"> • <u>Resolution No. 2019-24 Appointment of Agent to Receive Claims</u> - was conducted. Approved 	*MSC	
<ul style="list-style-type: none"> • <u>Resolution No. 2019-25 Adding a Signer on the Key Bank Accounts</u> -was conducted. Approved 	*MSC	
<p><u>Payroll for the month of October 2019 in the amount of \$462,322.35 and Holiday Pay in the amount of \$130,219.00</u> - was reviewed. Approved</p>	*MSC	
<p><u>Public Participation</u> - Chair Neupert called for public participation. There was none.</p>		
<p><u>Local 1-2-3 Program</u> – Director Patti presented several Property Certificates for the Boards Review.</p>		
<p><u>Correspondence:</u> (FYI) - Director Patti reported there was no correspondence.</p>		
<p><u>Chiefs Reports:</u></p> <p>Operations Report – A/C LaGrandeur</p> <p><u>Call Volume</u></p> <ul style="list-style-type: none"> • A/C LaGrandeur reported the call volume for September was 262 incidents. Of those, 67% were EMS and 33% were non-EMS. • Two residential structure fires in September. <ul style="list-style-type: none"> ○ September 5th, Norman Rd.: Small fire started by a lightning strike, minor damage. 		

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<ul style="list-style-type: none"> ○ September 7th, Soundview Blvd.: Detached garage, started by a generator being used during a power outage. <ul style="list-style-type: none"> ▪ NKFR member, Lt. Jack Meikle. No injuries to him or his family. ○ No injuries to citizens or NKFR personnel at either incident. ● Overall, call volume for 2019 vs. 2018 for first three quarters. <ul style="list-style-type: none"> ○ 2018 from January 1st to September 30th was 2,317 ○ 2019 from January 1st to September 30th was 2,547 ○ This represents an increase of approximately 10%. 		
<p><u>Overtime Report</u> - A/C LaGrandeur shared there was a total of 195 overtime/comp time earned hours for September.</p>		
<p><u>District Activity/Projects</u> -</p> <ul style="list-style-type: none"> ● A/C LaGrandeur reported we are getting ready to implement closest unit dispatch first thing Wednesday morning. We will be monitoring closely for any problems with the new system. ● Response time averages have gone down from one year ago. <ul style="list-style-type: none"> ○ So far this year, an average response time for all alarms is 06:45. ○ Down 22 seconds from last year, this was previously at 07:07. ○ County average is 06:52. ● Hiring/promotional ceremony took place last Friday. <ul style="list-style-type: none"> ○ He remarked it was a very nice ceremony with good participation by NKF&R members. 		
<p>Support Services Report: A/C Moran</p> <p><u>Vehicles</u> - A/C Moran provided an update on the status of the vehicles purchased thru the Local 123 Purchasing program.</p> <ul style="list-style-type: none"> ● Staff Vehicles: Two of the staff vehicles have arrived in Centralia, however, due to a seat recall; they will need to undergo testing before they will arrive. The third staff 		

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<p>vehicle was on a train headed to Centralia. Once it arrives, it too will likely need to go thru testing.</p> <ul style="list-style-type: none"> • Tender: The new tender has arrived and is getting graphics and equipment installed. All personnel will be required to attend training and sign off prior to being able to drive. • Medic Unit: A/C Moran along with Maintenance Supervisor Lacey traveled to Florida to inspect the medic unit at the factory. There were only minor items that needed attention but aside from that, everything looked great. We anticipate delivery soon. • Maintenance Truck: The Chevy truck is on order; however, it will not be available until 2020. <p>Mannequin Grant: A/C Moran commented on the inquiry of the cost of the mannequins made earlier in the meeting. The cost was \$5,400, and following reimbursement by the grant we received, our total cost will be \$1,500.</p> <p>Facilities -</p> <ul style="list-style-type: none"> • HVAC: A/C Moran reported the HVAC upgrade is complete at Station 81 with the exception of some final testing. Station 89 HVAC will wrap up tomorrow and Station 85 shortly thereafter. • Phone System: The new Voice over IP phones have been installed and are up and running. • Station 81 Doors: The new doors for 81 are at the paint shop. A/C Moran recommended they be painted maroon like the other doors. The Board was in favor of the color selection. 		
<p>Unfinished Business: There was no Unfinished Business to discuss.</p>		
<p>New Business: Station 81 Doors - The Board elected to leave the door color selection up to the staff. There was no further discussion.</p>		

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Public Participation—Chair Neupert called for Public Participation. There was none.

Good of the Order:

- Commissioner Neupert and Pearson remarked on the wonderful ceremony held for our new hires and promotions last Friday. He shared he has a box of clutches he will bring to have for future ceremonies.
- Community Service Specialist Laboda shared several items with the Board to include:
 - Open House at Station 81, Saturday, the 19th from 10am – 2pm. All are invited.
 - The Pulse newsletter will go out in the mail tomorrow.
 - Hansville Luncheon takes place on Wednesday at 12pm. Commissioners Neupert and Stewart will attend.
- Commissioner Neupert shared that he met an individual who owns an antique fire truck. He thought it would be nice to invite him in the Spring to come to Station 89 and display his truck to draw in the public.

There being no further business to conduct, the meeting was adjourned at **7:45 p.m.**

***MSC**

Approved

 _____ Commissioner	 _____ Commissioner
 _____ Commissioner	 _____ Commissioner
 _____ Commissioner	 _____ Attest

10/14/19—Regular Meeting

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

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MOTION SHEET- 1 of 2

ACTION ITEMS

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the Agenda as presented. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 nd by Commissioner: Huntington	
	Carried/Vote	
Minutes from 9/23/19 Regular Meeting	Motion by Commissioner: Huntington	Moved to approve the minutes of 9/23/2019 as presented. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 nd by Commissioner: Pearson	
	Carried/Vote	
BVA No. 535505 BVA No. 535654	Motion by Commissioner: Pearson	Moved to approve: BVA No. 535505 in the amount of \$1,468.70 BVA No. 535654 in the amount of \$225,376.07 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 nd by Commissioner: Neupert	
	Carried/Vote	
Resolution No. 2019-23 Appointment of Katie Patti as Investment Officer	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2019-23 as presented. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 nd by Commissioner: Gregory	
	Carried/Vote	

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 2

ACTION ITEMS

Topic	Motion	
Resolution No. 2019-24 Appointment of Agent to Receive Claims	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2019-24 as presented.
	2nd by Commissioner: Pearson	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2019-25 Adding Signer to Key Bank Accounts	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2019-25 as presented.
	2nd by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for the month of October 2019 in the amount of \$462,322.35 and Holiday Pay for \$130,219.00.	Motion by Commissioner: Pearson	Motion to approve the October 2019 Payroll and Holiday Pay as presented.
	2nd by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 535506	Motion by Commissioner: Gregory	Moved to approve: BVA No. 535506 for \$15,023.39 as presented and reviewed.
	2nd by Commissioner: Huntington	
	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.
	2nd by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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10/14/19—Regular Meeting

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