

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

Date: 11/12/19

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, Chief Smith, A/C LaGrandeur, A/C Moran and Community Services Specialist Laboda

| <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. Staff Assistant Ariwoola requested to move the following item under Resolution: <u>Declaration of Equipment</u> . The agenda was approved as amended. Approved | *MSC | |
| The approval of <u>Minutes of the October 28, 2019 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved | *MSC | |
| The <u>Blanket Voucher Approval Batch No. 536889 in the amount of \$40,922.08; BVA No. 536902 in the amount of \$5,616.08; BVA No. 536908 in the amount of \$2,870.94; BVA No. 537014 in the amount of \$115,844.07; Monthly Financial Report</u> —was reviewed. Approved | *MSC | |
| <u>Resolution No. 2019-27 Kevin Matthes Education Incentive Pay Increase 1.5% Fire Apparatus Technician Master Level 111</u> —was conducted. Approved | *MSC | |
| <u>Resolution No. 2019-28 Declaration of Surplus Equipment: 1985 Ford 8000, 2002 Ford Crown Vic, 1995 Ford Bronco & 2007 International 4400</u> —was conducted. A/C Moran stated that we have three vehicles that are ready to be surplus. Chair Neupert asked if all the vehicles will be going to Stokes Auction. A/C Moran stated that all the vehicles except for one because Chief Smith knows someone who may need the vehicle. Approved | *MSC | |

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| <p><u>Resolution No. 2019-29 Transfer of Monies and Closing of Obsolete Funds</u>—was conducted. Approved</p> | <p>*MSC</p> | |
| <p><u>Resolution No. 2019-30 Correction of Salary for Daniel Fuller</u>—was conducted.</p> | | |
| <p><u>Payroll for November, 2019 in the amount of \$452,324.15</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>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>Congratulation to Commissioner Pearson</u>—Chief Smith congratulated Commissioner Pearson and stated that we passed the EMS Levy. Community Services Specialist gave statistics on the previous and passed elections. • <u>MPD (Medical Program Director)</u>—Chief Smith stated that the Fire Chiefs are having on-going conversation regarding new protocols and equipment. Discussion ensued. • <u>Deployment in California</u>—Chief Smith stated that five of our career employees were deployed to go to California; however, on their way home, the group was deployed to a second fire. • <u>Call Volume:</u> <u>February call volume</u>—A/C Lagrandeur stated that we had 280 response calls in October, 2019. A/C LaGrandeur stated 63% of those calls were EMS calls and 37% were Non-EMS calls. <p><u>Residential Structure Fires</u>—A/C LaGrandeur stated that the crew responded to two structure fires in October, 2019.</p> | | |

11/12/19—Regular Meeting

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

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| <ul style="list-style-type: none"> ➤ One mutual aid with BIFD ➤ Second was a small fire in a home on Highway 104. There was minor damage and no injuries to firefighters or civilians. | | |
| <ul style="list-style-type: none"> • <u>Operation:</u> <u>Overtime Report</u>—A/C LaGrandeur stated that the overtime/comp time hours in October, 2019 were 723 hours which includes 219 hours for a wildland mobilization to California and 144 hours for mobilization backfill. The cost for these hours will be reimbursed. | | |
| <ul style="list-style-type: none"> • <u>District activity/projects:</u>—A/C LaGrandeur stated that we went live with the Closest Unit Dispatch on October 28, 2019. A/C LaGrandeur stated that we had several issues over the first few days, which were mostly attributed to how the run cards were set up. The issues have been resolved. We are still monitoring the calls and dispatches to catch problems. A/C LaGrandeur stated that overall the system is running the way it is supposed to. ➤ NKF&R & BIFD are the first two bordering districts in the county to utilize <i>AVL</i> (Automatic Vehicle Locater) <i>Closest Unit Dispatch</i>. So far, we are working together smoothly. Poulsbo Fire Department is the next district to implement. A/C LaGrandeur stated that we had five personnel deployed to California for the wildland fires taking place there. Lt. Alex Hickey served as the Strike Team Leader for the group that they were assigned to. In addition, we had four personnel on brush 85 as well. They included Lt. Chris Smith and firefighters Heath Clark, Dean Schuster and Alex Cryder. A/C LaGrandeur stated that they did an outstanding job and represented North Kitsap Fire & Rescue well. | | |
| <ul style="list-style-type: none"> • <u>Support Services:</u> <u>Facilities</u>—A/C Moran stated the Air Management is finishing up with HVAC at | | |

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|--|--|--|
| <p>Station 85.</p> <ul style="list-style-type: none"> • <u>Front Doors</u>—A/C Moran stated that the front doors is the next project that needs to be completed. A/C Moran stated that we will be going with metal doors. • <u>Apparatus</u>—A/C Moran stated that all apparatus have been purchased and delivered with the exceptions of the Maintenance Truck. A/C Moran stated that John from Trim-Line Design will be working on the lettering for the staff vehicles. | | |
| <ul style="list-style-type: none"> • <u>New Medic Unit</u>—A/C Moran stated that the new Medic Unit is here at Station 81 and that the old Medic Unit will be going to Station 85. | | |
| <p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • <u>2020 Budget Update</u>—Chief Smith stated that we would like to set up a Budget Meeting with the committee. After discussion, the Budget Committee will be meeting on Friday, November 15, 2019 at 8:00 a.m. In addition, Chief Smith would like to set a Labor Management Meeting this week if possible. After discussion, the meeting has been set for Thursday, November 14, 2019 at 4:30 p.m. | | |
| <ul style="list-style-type: none"> • <u>2020 Budget</u>—Chair Neupert requested Staff Assistant Ariwoola to add approval of the 2020 Budget at the meeting on November 25, 2019. | <p>Add to the Agenda for the next Commissioner Meeting on 11/25/19: 2020 Budget</p> | <p>Staff Assistant Ariwoola / 11/20/19</p> |
| <ul style="list-style-type: none"> • <u>Memo – Cyber Security</u>—The Board requested for Carl Miller to come to the second meeting on January 27, 2020 to discuss the following topic: Cyber Security. | <p>Add to the Agenda for the next Commissioner Meeting on 01/27//20: Cyber Security</p> <p>Arrange for Carl Miller to attend the meeting on January 27, 2020</p> | <p>Staff Assistant Ariwoola / 1/22/20</p> <p>Katie Pattie before 1/27/20</p> |

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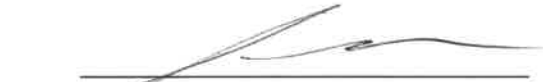
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|--|-------------|--|
| <p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Declaration of Surplus</u>—Moved to Resolutions. | | |
| <ul style="list-style-type: none"> • <u>Property Certificates</u>—was conducted. Approved | MSC | |
| <p><u>Public Participation</u>—Chair Neupert called for Public Participation. There was none.</p> | | |
| <p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • <u>Christmas tree</u>—Chair Neupert is trying to put together a Christmas tree for auction at the Village Green Community Center contest. Chair Neupert asked for volunteers to help decorate the wooden ornaments. • <u>Commissioners Meetings on November 25, 2019 & December 9, 2019</u>—Commissioner Stewart stated that he will be gone for the next two meetings because he will be out of town. • <u>Holiday Brunch</u>—The following Commissioners have stated that they will be attending the Holiday Brunch: Commissioner Gregory, Commissioner Neupert, Commissioner Pearson and Commissioner Stewart (2). | | |
| <p>There being no further business to conduct, the meeting was adjourned at <u>8:04 p.m.</u> Approved</p> | *MSC | |

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Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest

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MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 12, 2019 **Time:** 7:15 p.m.

ACTION ITEMS

| Topic | Motion | |
|---|--|--|
| The Acceptance of the Agenda | Motion by Commissioner: Stewart | Motion to approve the Agenda as amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | |
| Minutes 10/28/19 Regular Meeting | Motion by Commissioner: Pearson | Motion to approve the Minutes as presented Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| | 2 ND by Commissioner: Gregory | |
| | Carried/Vote | |
| BVA No. 536889 - \$ 40,922.08 BVA No. 536902 - \$ 5,616.08 BVA No. 536908 - \$ 2,870.94 BVA No. 537014 - \$115,844.07 BVA No. 537289 - \$ 40,922.08 | Motion by Commissioner: Pearson | Moved to approve: BVA No. 536889 in the amount of \$ 40,922.08 BVA No. 536902 in the amount of \$ 5,616.08 BVA No. 536908 in the amount of \$ 2,870.94 BVA No. 537014 in the amount of \$115,844.07 BVA No. 537289 in the amount of \$ 40,922.08 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | |
| Resolution No. 2019-27 Kevin Matthes Education Incentive Pay Increase 1.5% Fire Apparatus Technician Master Level 111 | Motion by Commissioner: Huntington | Motion to approve Resolution No. 2019-27 Kevin Matthes Education Incentive Pay Increase 1.5% Fire Apparatus Technician Master Level 111 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| | 2 ND by Commissioner: Stewart | |
| | Carried/Vote | |

* O = Opposed; A = Abstention

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

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MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS NOVEMBER MEETING

Date: November 12, 2019 **Time:** 7:15 p.m.

ACTION ITEMS

| Topic | Motion | |
|--|--|---|
| Resolution No. 2019-28 Declaration of Surplus Equipment: 1985 Ford 8000; 2002 Ford Crown Vic, 1995 Ford Bronco and 2007 International 4400 | Motion by Commissioner: Pearson | Moved to approve Resolution No. 2019-28 Declaration of Surplus Equipment: 1985 Ford 8000, 2002 Ford Crown Vic, 1995 Ford Bronco and 2007 International 4400 |
| | 2 ND by Commissioner: Huntington | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Resolution No. 2019-29 Transfer of Monies and closing of obsolete Funds | Motion by Commissioner: Stewart | Motion to approve Resolution No. 2019-29 Transfer of Monies and closing of obsolete Funds |
| | 2 ND by Commissioner: Pearson | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Resolution No. 2019-30 Correction of Salary for Daniel Fuller | Motion by Commissioner: Huntington | Moved to approve Resolution No. 2019-30 Correction of Salary for Daniel Fuller |
| | 2 ND by Commissioner: Stewart | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |
| Payroll for November, 2019 in the amount of \$452,324.15 | Motion by Commissioner: Gregory | Moved to approve the payroll for November, 2019 in the amount of \$452,324.15` |
| | 2 ND by Commissioner: Pearson | |
| | Carried/Vote | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: |

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MOTION SHEET- 3 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: November 12, 2019 **Time:** 7:00 P.M.

ACTION ITEMS

| Topic | Motion | |
|-------------------------------------|---|--|
| Property Certificates for Local 123 | Motion by Commissioner: Huntington | Motion to approve the Property Certificates for Local 123 as presented |
| | 2 ND by Commissioner: Stewart | |
| | Carried/Vote | |
| Adjourn Meeting | Motion by Commissioner: Pearson | Motion to adjourn meeting at 8:04 p.m. |
| | 2 ND by Commissioner: Gregory | |
| | 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)