

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

Date: 12/09/19

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 Huntington, Commissioner Gregory, Chief Smith, A/C LaGrandeur, Director Patti, Community Services Specialist Laboda, FF/EMT Alexander Cryder and Tanner 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. Staff Assistant Ariwoola requested to move the following item after the Approval of the Agenda: <u>Katie Patti and Commissioner Pearson Oath of Office</u> . In addition, add after Correspondence: <u>Chiefs Reports</u> The agenda was approved as amended. Approved	*MSC	
<u>Commissioner Pearson – Oath of Office</u> —was conducted.		
<u>Katie Patti – Oath of Office</u> —was conducted.		
The approval of <u>Minutes of the November 25, 2019 Regular Meeting</u> —was conducted. Staff Assistant Ariwoola stated that she did make a change to the minutes. The following change was made to the minutes: <u>Katie’s title from A/A Patti to Director Patti</u> . The Minutes were approval as amended Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 538262 in the amount of \$831.53; BVA No. 538267 in the amount of \$103,895.98; BVA No. 538437 in the amount of \$20,125.64; BVA No. 538505 in the amount of \$41,524.75; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2019-35 – 2020 Regularly Scheduled Meeting Dates</u> —was conducted. The Board decided to commence the meeting at 7:00 p.m. Approved	*MSC	

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<p><u>Resolution No. 2019-36 Appointing A District Secretary</u>— was conducted.</p>	<p>*MSC</p>	
<p><u>Payroll for December, 2019 in the amount of \$490,900.91</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>Correspondence</u>—Chair Neupert distributed to the Board the Kitsap County Fire Commissioners Association 2020 Regular Meeting Schedule the 4th Tuesday at 7:00 p.m.</p>		
<p><u>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>Eglon Station (old building)</u>—Chief Smith stated that the deed to the property had been filed and that the case is closed. Commissioner Pearson asked how much are we paying for rent. Chief Smith responded that we are renting for free. • <u>Meeting with MPD</u>—Chief Smith stated that there is a meeting scheduled tomorrow to discuss the pulmonary device with the Medical Program Director. Chair Neupert stated that he wants to make sure that Cencom uses the 2% for infrastructure only. • <u>Cencom</u>—Chair Neupert stated that he wants to make sure that Cencom uses the 2% for infrastructure only. • <u>Equipment</u>—Chief Smith stated that all equipment are here. • <u>Paramedic School</u>—A question was asked regarding how are the two students are doing in paramedic school. A/C LaGrandeur stated that the students are busy and doing great. • <u>Call Volume:</u> 		

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<p><i>November call volume</i>—A/C Lagrandeur stated that we had 253 response calls in November, 2019. A/C LaGrandeur stated 71% of those calls were EMS calls and 29% were Non-EMS calls.</p> <p><i>Residential Structure Fires</i>—A/C LaGrandeur stated that the crew responded to four structure fires in November, 2019.</p> <ul style="list-style-type: none"> ➤ Two mutual aid responses (one on Bainbridge Island and one in Poulsbo). ➤ Two in district, November 5th and November 6th. A/C LaGrandeur stated that both residences sustained minor damage: <ul style="list-style-type: none"> ∞ One cooking fire on November 6, 2019. Damage was limited to the stove top and items placed on top of it. ∞ There was no injuries to citizens or fire service personnel <p>A/C LaGrandeur stated that we're headed for a record year in terms of call volume. Through November, we're averaging 9.2 calls per day. If that keeps up in December, we'll hit 3,365 calls for the year. Last year's total was 3,157 and it looks very likely we will go past that even if it slows down this month.</p>		
<ul style="list-style-type: none"> • <u>Operations:</u> <i>Overtime Report</i>—A/C LaGrandeur stated that the overtime/comp time hours in November, 2019 were 932.5 hours which includes 390 hours for a wildland mobilization to California and 320 hours for mobilization backfill. The cost for these hours (710 total hours) will be reimbursed. 		
<ul style="list-style-type: none"> • <u>District activity/projects:</u>—A/C LaGrandeur stated that we extended conditional offers of employment to two lateral entry firefighters. They are Sam Berni and Harry Hause, both former NK&R intern firefighters. Their start date will be dependent upon their successful completion of the pre-employment process and their availability based on their current employment. We anticipate they will start in February, but will be flexible with them to help accommodate their transition. 		

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<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • There was no Unfinished Business to discuss. 		
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Katie Patti – Oath of Office</u>—was moved after the approval of the Agenda. 		
<ul style="list-style-type: none"> • <u>Commissioner Pearson – Oath of Office</u>— was moved after the approval of the Agenda. 		
<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>Holiday Brunch</u>—Chair Neupert stated that the Holiday Brunch will be this Saturday, December 14, 2019 at 12:00 p.m. • <u>Update Information on Former Commissioner Espinosa Memorial</u>—Community Services Specialist Laboda stated that the Suquamish Warriors is helping with the arrangements. Community Services Specialist stated that we are responsible to try to find bag pipes. The Memorial Service is on January 22, 2020 at 11:00 a.m. at the House of Awakened Culture. Chief Smith asked the Board if someone wants to speak at the Memorial Service. Chair Neupert stated that he will check with Commissioner Stewart to see if he wants to say a few words. • <u>Labor Management Meeting</u>—Chief Smith stated that he would like to set up a Labor Management Meeting. After discussion, it was decided on Monday, December 16, 2019 at 5:00 p.m. • <u>North Kitsap Fire & Rescue</u>—NKF&R Holiday Open House will be on December 16, 2019 at Station 81. 		

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<ul style="list-style-type: none"> • Tree Lighting—Commissioner Pearson stated that he attended the Tree lighting Ceremony. Commissioner Pearson stated that there was a great representation of North Kitsap Fire & Rescue. In addition, Commissioner Pearson stated that the crew was terrific; engaging with the children. • Commissioner Meeting on December 23, 2019—Chair Neupert stated that if nothing comes up before the next meeting , we will probably cancel the December 23, 2019 Commissioner Meeting. 		
<p>There being no further business to conduct, the meeting was adjourned at <u>7:37 p.m.</u> Approved</p>	<p>*MSC</p>	




 Commissioner

Commissioner



 Commissioner

Commissioner




 Commissioner

Commissioner



 Commissioner

Commissioner



 Attest

Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: December 09, 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 amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Minutes 11/25/19 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes as amended Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Gregory	
	Carried/Vote	
BVA No. 538262 - \$ 831.53 BVA No. 538267 - \$103,895.98 BVA No. 538437 - \$ 20,125.64 BVA No. 538505 - \$ 41,524.75	Motion by Commissioner: Pearson	Moved to approve: BVA No. 538262 in the amount of \$ 831.53 BVA No. 538267 in the amount of \$103,895.98 BVA No. 538437 in the amount of \$ 20,125.64 BVA No. 538505 in the amount of \$ 41,524.75 Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Resolution No. 2019-35 - 2020 Regularly Scheduled Meeting Dates	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2019-35 - 2020 Regularly Scheduled Meeting Dates Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	2 ND by Commissioner: Pearson	
	Carried/Vote	

* O = Opposed; A = Abstention

12/09/19—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: December 09, 2019 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
Resolution No. 2019-36 Appointing a District Secretary	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2019-36 Appointing a District Secretary
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for December, 2019 in the amount of \$490,900.91	Motion by Commissioner: Huntington	Moved to approve the payroll for Decemer, 2019 in the amount of \$490,900.91
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 7:37 p.m.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention