

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

Date: 01/21/20

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 Stewart, Commissioner Huntington, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, B/C Mock, FF/PM Dukes, IFF Smallbeck and Carl Miller		
<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. Approved	*MSC	
<u>IT Security – Carl Miller</u> —Carl Miller reviewed the power point to the Board. Carl Miller stated that the threats to Network Infrastructure and Data are Denial of Service Attack, Theft of Internal Data, Hijacking of Servers and other Computers/Devices (Bots) and Ransomware. Carl Miller stated that Ransomware is the scariest. Carl Miller gave helpful tips for Protective Measures to help threats to the computers: Firewall, Date Backups and User Education etc. Questions were asked by the Board. Carl Miller stated that if we are interested in additional training for the staff which would take a half hour for each shift, to please let him know so he can schedule the training.		
<u>Resolution No. 2020-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue</u> —was reviewed. Chair Neupert stated that the first item to vote for is the Chair position. Commissioner Stewart moved to elect Commissioner Pearson for Chair. Chair Neupert asked for any further nominations. Chair Neupert called for the vote. Chair Neupert stated the next item to vote for is the Vice Chair. Commissioner Pearson moved to elect Commissioner Stewart for Vice Chair. Chair Neupert asked for any further nominations. Chair Neupert called for the vote. <u>Board Chair</u> for 2020 is Commissioner Pearson and <u>Vice Chair</u> is Commissioner Stewart. Chair Neupert stated that we need to elect a <u>Voucher delegation of Signing Authority for interim voucher runs</u> . Commissioner Pearson made a motion for Commissioner Stewart as a voucher delegate. Chair Neupert asked for any further nominations. Chair Neupert called for the vote. Chair Neupert stated that the next position to elect is the <u>Board for Volunteer Firefighter Representative</u> . Commissioner Pearson move to elect Commissioner Neupert for the Board for Volunteer Firefighter Representative. Chair Neupert asked for any further nominations Chair Neupert called for a vote. Chair	*MSC	

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<p>Neupert stated that the Recording Secretary is Rosemaria Ariwoola; HIPAA Compliance Officer is Kathy Todd and the Records Request Custodian is Katie Patti. Chair Neupert called for a voted to affirm the appointment of Rosemaria Ariwoola, Kathy Todd and Katie Patti. Commissioner Huntington made a motion to affirm the appointment. Chair Neupert called for a vote. Chair Neupert stated that the next item is to see who wants to serve in the following committees: <i>Finance Committee, Labor Relations Committee, Healthcare Committee and Planning Committee.</i> After discussion, the committees' members are as follows: Finance Committee: Commissioner Huntington and Commissioner Neupert; Labor Relations Committee: Commissioner Gregory and Commissioner Stewart; Healthcare Committee: Commissioner Huntington and Commissioner Stewart; Planning Committee: the Board of Commissioners. Chair Neupert called for a motion to approve Resolution No. 2019-02 Appointment and or Election of Official Functions for North Kitsap Fire & Rescue. Commissioner Pearson made a motion to approve Resolution No. 2019-02. Commissioner Huntington seconded the motion. Approved</p>		
<p>The approval of Minutes of the December 09, 2019 Regular Meeting—was conducted. The Minutes were approved as presented. Approved</p>	<p>*MSC</p>	
<p>The Blanket Voucher Approval Batch No. 539122 in the amount of \$19,779.65; BVA No. 539279 in the amount of \$6,510.00; BVA No. 540081 in the amount of \$167,885.90; BVA No. 540176 in the amount of \$925.82; BVA No. 540182 in the amount of \$5,661.84; Monthly Financial Report—was reviewed. Commissioner Neupert had a question regarding Voucher #1572719 to Santander Bank N.A. in the amount of \$89,012.59. A/C Moran stated that is a yearly annual payment for the new Aid Units. Approved</p>	<p>*MSC</p>	
<p>Resolution No. 2020-01 Salary/Benefit Resolution—was conducted. Commissioner Stewart made a motion to approve Resolution No. 2020-01 Salary/Benefit Resolution. Commissioner Huntington seconded the motion. Approved</p>	<p>*MSC</p>	
<p>Resolution No. 2020-03 Declaration of Surplus Equipment—was conducted.</p>	<p>*MSC</p>	
<p>Payroll for January, 2020 in the amount of \$513,682.66—was reviewed. Chair Pearson circulated the document to the BOC for review. Approved</p>	<p>*MSC</p>	

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<p><u>Public Participation</u>—Chair Pearson called for Public Participation. There was none.</p>		
<p><u>Correspondence: (FYI)</u>—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • <u>Kitsap County Fire Commissioners Association - 2020 Regular Meeting Schedule 4th Tuesday at 7:00 p.m.</u>—FYI 		
<p><u>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>2019 Annual Budget</u>—Chief Smith gave a brief report regarding the 2019 Year End Financial Report. Question were asked by the Board. Chief Smith stated that we did pretty well with the Revenue and Expense Budget. Chief Smith stated that Tim Holbrook, president of the Eglon Community Center called me to ask when the fire department is going to get our stuff out the building. Chief Smith stated that he had told the attorney previously that we would store our stuff there for a while. • <u>Revised Budget</u>—Chief Smith stated that the fire department will bring a revised budget to do extra work at Station 87 i.e. building shelves, etc. which will be coming out of the Capital Project line item. <p>➤ <u>Call Volume:</u></p> <ul style="list-style-type: none"> ▪ <u>Call Volume for December, 2019</u> - A/C LaGrandeur stated that we had 283 incidents calls in December, 2019: <ul style="list-style-type: none"> ➤ 66% of those calls were EMS calls and 34% were Non-EMS ➤ Two residential structure fires in December <ul style="list-style-type: none"> ▪ Both mutual aid responses with Poulsbo ▪ One is district, November 5th and 6th. Both residence s sustained minor damage ➤ There were no injuries to fire service personnel <p>➤ <u>Overtime:</u></p> <ul style="list-style-type: none"> ▪ <u>Overtime Report</u>—A/C LaGrandeur stated that the overtime/comp time hours in December, 2019 was 291 hours. 		

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<p>➤ District activity/projects:</p> <ul style="list-style-type: none"> ▪ A/C LaGrandeur stated that a conditional offer of employment was made today for a lateral firefighter position. The individual will start the pre-employment process tomorrow with anticipated start date in March, 2020. ▪ A/C LaGrandeur stated that he is bringing in a firefighter/paramedic candidate for a testing process in early February. <p>➤ Training/Facilities/Apparatus Report—A/C Moran stated that he did not have anything to report at this time.</p>		
<p>New Business:</p> <ul style="list-style-type: none"> • Administrative Contracts—was conducted. Chief Smith stated that the changes to the Non-Exempt Contract was a 3% raise; additional Floating Holiday and Bereavement Leave 40 hours. Chair Pearson asked for a motion to approve the Contract Addendum for Non-Exempt Employees. Commissioner Neupert made a motion to approve the Contract Addendum for Non-Exempt Employees. Commissioner Gregory seconded the motion. Chief Smith stated that the changes to the Exempt Contract was a pay increase which varied; sick leave buy back upon retirement and Bereavement Leave 40 hours. Pearson asked for a motion to approve the Contract Addendum for Exempt Employees. Commissioner Stewart made a motion to approve the Contract Addendum for Exempt Employees, Commissioner Huntington seconded the motion. 	*MSC	
<p>New Business:</p> <ul style="list-style-type: none"> • Annual Statement By Special Purpose District - 2020—Chair Pearson asked each commissioner to review the 2020 Annual Statement by Special Purpose District to make sure the information regarding their address and term expiration is correct. Commissioner Huntington made a motion to adopt the 2020 Annual statement by Special Purpose District and Commissioner Neupert seconded the motion. 	*MSC	
<ul style="list-style-type: none"> • 2020 – Jr. District Payroll and Accounts Payable Authorization Form— The 2020– Jr. District Payroll and Accounts Payable Authorization Form was reviewed and signed by each of the Commissioners. 		
<ul style="list-style-type: none"> • Property Certificates Local 123—was conducted 	*MSC	

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<p>Public Participation—Chair Pearson called for Public Participation. There was none.</p>		
<p>Good of the Order:</p> <ul style="list-style-type: none"> • A/A Moran’s Retirement coming up in May, 2020—Commissioner Neupert stated that A/A Moran Retirement is coming up in May, 2020. Commissioner Neupert asked if we are doing anything collaboration with Poulsbo Fire Department? Chief Smith stated that no decision has been made. • Commissioner Stewart—Commissioner Stewart stated that he will not be in attendance at the next Commissioner Meeting on January 27, 2020. 		
<p>There being no further business to conduct, the meeting was adjourned at 8:23 p.m. Approved</p>	*MSC	



Commissioner




Commissioner




Commissioner



Commissioner



Commissioner



Attest

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

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MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 21, 2020 **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 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution 2020-02 Appointment and/or Election of Official Functions for North Kitsap Fire & Rescue	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2020-02 Appointment and/or Official functions for North Kitsap fire & Rescue
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 12/09/19 Regular Meeting	Motion by Commissioner: Neupert	Motion to approve the Minutes of 12/09/19 as presented
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: "A" Stewart
BVA No. 539122 - \$ 19,779.65 BVA No. 539279 - \$ 6,510.00 BVA No. 540081 - \$167,855.90 BVA No. 540176 - \$ 925.82 BVA No. 540182 - \$ 5,661.84	Motion by Commissioner: Pearson	Moved to approve: BVA No. 539122 in the amount of \$ 19,779.65 BVA No. 539279 in the amount of \$ 6,510.00 BVA No. 540081 in the amount of \$167,855.90 BVA No. 540176 in the amount of \$ 925.82 BVA No. 540182 in the amount of # 5,661.84
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

01/21/20—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: January 21, 2020 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Resolution No. 2020-01 Salary and Benefits	Motion by Commissioner: Stewart	Motion to approve Resolution No. 2020-01 Salary and Benefits
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2020-03 Declaration of Surplus Equipment	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2020-03 Declaration of Surplus Equipment
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll for January, 2020 in the amount of \$513,682.66	Motion by Commissioner: Stewart	Motion to approve the payroll for January, 2020 in the amount of \$513,682.66
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Contract Addendum for Non-Exempt Employees	Motion by Commissioner: Neupert	Motion to approve the Contract Addendum for Non-Exempt Employees
	2 ND by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

01/21/20—Regular Meeting

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

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MOTION SHEET- 3 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: January 21, 2020 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Contract Addendum for Exempt Employees	Motion by Commissioner: Stewart	Motion to approve the Contract Addendum for Exempt Employees
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Annual Statement by Special Purpose District - 2020	Motion by Commissioner: Huntington	Motion to adept the Annual Sttement by Special Purpose District - 2020
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Property Certificates - Locas 123	Motion by Commissioner: Huntington	Motion to approve the Property Certificates as presented
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Stewart	Motion to adjourn the Meeting at 8:23 p.m.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention