

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

Date: 02/24/20

Time: 7:00 p.m.

Place: 26642 Miller Bay Rd. NE, Kingston, WA

Meeting called to order by Chair Pearson at 7:00 p.m.

Present: Commissioner Neupert, Commissioner Pearson, Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda, Lt. Meikle, FF/PM Barnard and Tom Curley

<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The Acceptance of the Agenda —was conducted. Chair Pearson 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. Chief Smith requested to add the following item under New Business: Maintenance Facility Presentation . The agenda was approved as amended. Approved	*MSC	
The approval of Minutes of the February 10, 2020 Regular Meeting —was conducted. The Minutes were approved as presented. Approved	*MSC	
The Blanket Voucher Approval Batch No. 542312 in the amount of \$30,812.09 —was reviewed. Approved	*MSC	
Resolution No. 2020-05 Establish a Health Reimbursement Account (HRA) —was conducted.	*MSC	
Memorandum of Understanding Between North Kitsap Fire & Rescue and its Administrative Exempt Employees —was conducted. Approved	*MSC	
Resolution No. 2020-06 Hiring of Lateral Firefighter/EMT Hiring of Lateral Firefighter/EMT Hause Harrison —was conducted. Chief Smith stated that Harrison Hause will come to the meeting on March 09, 2020 to conduct the Oath of Office. Approved	*MSC Add to the agenda on 03/09/20: Swearing in for Harrison Hause at the next Commissioner Meeting	Staff Assistant Ariwoola / 03/5/20

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<p><u>Resolution No. 2020-07 Step Increase for Probationary Lieutenant Brandon Robichaux in the position of Commissioned Lt. 115%</u>—was conducted. Approved</p>	<p>*MSC</p>	
<p><u>Public Participation</u>—Chair Pearson called for Public Participation. There was none.</p>		
<p><u>Correspondence</u>—</p> <ul style="list-style-type: none"> • <u>Chelan Class and Hospitality Announcement; June 5, 2020 from 10:00 a.m. – 4:00 p.m. at the Lakeside Lodge Motel in Chelan, WA</u>—FYI 		
<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> <p><u>Maintenance Facility Presentation</u>—Presentation was made to the Board of Commissioners by Chief Smith and Chief Moran on the status of our current maintenance facility.</p> <p>The fire district has out grown the current maintenance facility due to the amount of work performed and the physical size of the facility, primarily the depth of the work bays.</p> <p>Chief Smith advised the status of the maintenance facility is a known issue and is reviewed by staff annually during the budget cycle. For example, cost estimates for expansion of the current facility were obtained in 2015 but were rejected by staff due to the amount of impingement on the training facility.</p> <p>Chief Smith stated although this project was not on the 2020 work plan, advised property of adequate size became available within the industrial park located off of Minder Rd. Preliminary property information was obtained from Sonny Woodward an agent for the listing broker John L Scott.</p>		

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<p>Chief Smith advised the board this project was not addressed in the 2020 capital expense budget and would like to request funding approval to conduct a feasibility study for the purpose of constructing a Fleet Maintenance Facility on the available property within the industrial park.</p> <p>After much discussion, staff was directed by the Board of Commissioners to look at additional properties near the intersection of Gunderson and Bond Rd, as well as the possibility of incorporating this project into the planned replacement of apparatus bays at Station 87 located on the corner of Eglon Rd and Hansville Rd.</p> <p>Chair Pearson asked Staff Assistant Ariwoola to place this topic on the agenda for the March 9th Board of Commissioners meeting, where Staff will provide an updated report.</p>	<p>Add to the agenda on 03/09/20: Maintenance Facility Presentation</p>	<p>Staff Assistant Ariwoola / 03/5/20</p>
<ul style="list-style-type: none"> • <u>Presentation from the Commissioners regarding their one goal for the year</u>—Chair Pearson recommended to table the Presentation from the Commissioner regarding their one goal for the year until the second meeting in March. Commissioner Huntington made a motion to approve the recommendation and Commissioner Stewart seconded the motion. 	<p>MSC Add to the agenda on 03/23/20: Presentation from the Commissioners regarding their one goal for the year</p>	<p>Staff Assistant Ariwoola / 03/19/20</p>
<p><u>Public Participation</u>—Chair Pearson called for Public Participation. There was none.</p>		
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • <u>Kitsap County Fire Commissioners Association on February 25, 2020 at 7:00 p.m. at North Kitsap Fire & Rescue – Station 81</u>—Chair Pearson reminded the Board of the Kitsap County Fire Commissioners Association meeting on February 25, 2020 at 7:00 p.m. at North Kitsap Fire & Rescue – Station 81. 		
<p>There being no further business to conduct, the meeting was adjourned at 8:23 p.m. Approved</p>	<p>*MSC</p>	

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Commissioner



Commissioner



Commissioner



Commissioner



Commissioner



Attest

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

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Place: 26642 Miller Bay Rd. NE, Kingston, WA

MOTION SHEET- 1 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: February 24, 2020 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Huntington	Motion to approve the Agenda as amended
	2 ND by Commissioner: Gregory	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 02/10/20 Regular Meeting	Motion by Commissioner: Neupert	Motion to approve the Minutes of 02/10/20 as presented
	2 ND by Commissioner: Stewart	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 542312 - \$30,812.09	Motion by Commissioner: Stewart	Moved to approve: BVA No. 542312 in the amount of \$30,812.09
	2 ND by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2020-05 Establish a Health Reimbursement Account (HRA)	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2020-05 Establish a Health Reimbursement Account (HRA)
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: February 24, 2020 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
MOU Between North Kitsap Fire & Rescue and its Administrative Exempt Employees	Motion by Commissioner: Stewart	Motion to approve the MOU Between North Kitsap Fire & Rescue and its Administrative Exempt Employees
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Resolution No. 2020-06 Hiring of Lateral Firefighter /EMT Hause, Harrison	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2020-06 Hiring of Lateral Firefighter/EMT Hause, Harrison
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Resolution No. 2020-07 Step Increase for Probationary Lieutenant (Lt.) Brandon Robichaux to the position of Commissioned Lt. 115%	Motion by Commissioner: Stewart	Motion to approve Resoluton No. 2020-07 Step Increase for Probationary Lieutenant (Lt.) Brandon Robichaux to the position of Comissioned Lt. 115%
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Presentatin from the Commissioners regarding their one goal for the year	Motion by Commissioner: Huntington	Motion to table the Presentation from the Commissioners regarding their one goal for the year until the second meeting in March. 2020
	2 ND by Commissioner: Stewart	
	Carried/Vote	

* O = Opposed; A = Abstention

02/24/20—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: February 24, 2020 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the Meeting at 8:23 p.m.
	2 ND by Commissioner: Stewart	
	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:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input 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:

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