

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

Date: 3/09/2020

Time: 7:00 pm

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

Meeting called to order by Chair Pearson at 7:00 pm		
Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, Community Services Specialist Laboda		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. The Agenda was approved as presented. Approved	*MSC	
<u>Oath of Office</u> —was conducted. A/C LaGrandeur provided a background on the two new Lateral Firefighters who are being sworn in this evening; please welcome Justin Slye and Harrison Hause. Chair Pearson swore in Justin Slye and Harrison Hause		
The approval of <u>Minutes of the February 24, 2020 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
<u>Blanket Voucher Approval (BVA)</u> —the following batches were presented for approval: <u>BVA No. 542979 in the amount of \$34,747.35; BVA No. 542990 in the amount of \$1,738.98; BVA No. 542991 in the amount of \$5,169.34;</u> and Monthly Financial Reports: were reviewed. Approved	*MSC	
<u>Resolution No. 2020-08 – Hiring of Lateral Firefighter/EMT Slye, Justin</u> —was conducted. Commissioner Huntington made a motion to approve Resolution No. 2020-08 as presented. Commissioner Gregory seconded the motion. Approved	*MSC	
<u>Payroll for the month of March, 2020 in the amount of \$515,588.12</u> — was reviewed. The payroll affidavit and supporting materials was reviewed by members of the Board. Approved	*MSC	
<u>Public Comment</u> — Chair Pearson called for public participation. There was none.		

03/09/20—Regular Meeting

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

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<p><u>Correspondence: (FYI)</u></p> <ul style="list-style-type: none"> • No correspondence shared. 		
<p><u>Chief's Report -</u> Chief Smith reported over the past week, he has been at the Emergency Operations Center in Olympia with the Department of Health. Chief stated that data and guidelines are being sent to responders throughout the State.. Commissioner Gregory remarked that Chief brings a great deal of responsibility. PIO Laboda will also have an opportunity to attend. Chief Smith stated that we do have one confirmed case of COVID-19 in Kitsap County.</p> <p>AC LaGrandeur provided information on the following items:</p> <p><u>Call Volume:</u> A/C LaGrandeur stated that we had 256 incidents in February, 2020.</p> <p><u>Structure Fires:</u> A/C LaGrandeur stated that we had a few structure fires both in and out of the District. Washington Blvd. which was washed out and needed road repairs is close to being repaired. An engineer will certify the road to make sure that it is safe for our responders to travel. Chair Pearson reported that he and Commissioner Neupert attended the meeting held at Sta. 81 with members of the public. It was well attended and included individuals from the County and a geotech professional.</p> <p><u>COVID-19:</u> We have an operational directive with our first responders that is evolving as information is released. Our crews are taking proper precautions.</p> <p><u>Facilities:</u> A/C Moran provided an update on facilities: St. 84 bay doors are slated to be replaced. There is some electrical work that needs to take place before we can install the doors. We have selected a contractor to replace the countertops in the restroom and kitchen facilities, however, this project will not commence until this fall or early winter, We have purchased stoves for the stations, as we were able to save money doing so, in advance.</p> <p><u>St. 87:</u> Chief and A/C Moran will discuss later in the meeting. A/C Moran is working with a contractor to put together specs for a pole type building used to house apparatus. The contractor will attend a meeting at the county to ask questions regarding the building and proper process.</p>		

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<p>At the direction of the Board, A/C Moran distributed a plot map to the Board for review. The property includes useable land. We are exploring purchasing the property in conjunction with Poulsbo Fire. Chief Smith would like to enter into a conversation with the County to further explore this project. The water line has been extended allowing PUD's system to be looped and attached to this project. Chair Person asked when Chief Gillard will speak with his Board. We believe relatively soon. Our interest is in securing property. Commissioner Neupert asked about an appraisal at some point to move forward, He also inquired about partnering with agencies that we provide maintenance for. There was discussion on the potentials of this project and the benefit not only to our agency but to the county and Poulsbo. Chair Pearson asked what direction we go from here. Continue to move forward and obtain an appraisal and come comparable figures, Agreement to move forward and continue to keep in touch with the Poulsbo fire Department.</p> <p>Commissioner Huntington inquired if we have received enough medical supplies. We have ordered PPE and are going to use items for medical calls that have been flagged as "Respiratory Precautions" by CENCOM. Some supplies are being brought in by the strategic reserves on the Federal Side. Hospitals, EMS Providers are given priority to receive these reserves.</p>		
<p><u>New Business:</u></p> <ul style="list-style-type: none"> • <u>Update on Maintenance Facility</u>—Discussed during the Chiefs Report section. 		
<ul style="list-style-type: none"> • <u>Presentation from the Commissioners regarding their goal for the year (if time allows)</u>—Goals for the Commissioners are as follows: <ul style="list-style-type: none"> ➤ <u>Commissioner Huntington</u>: His goal is to focus on policy and procedure update, development and distribution. He has knowledge of Lexipol and is interested in the District adopting this software program. Commissioner Huntington stated that Lexipol will update policies when laws change which can be very beneficial. ➤ <u>Commissioner Gregory</u>: She has two goals she'd like the Board to pursue: (1) Once we are done with COVID-19, prepare for disaster preparedness for our team. See us take the next step in preparedness (2) Well-being of the firefighters and specifically fatigue. She reflected on the message take-a-ways from the commissioner's conference and would to fact find and think about what we can do. 		

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<p>➤ <u>Commissioner Stewart:</u> His goal includes having us go back five years and revisit the Suquamish tribe's long range plans to see what they are doing in and what their plans are. Working together to put the police and fire station together. Looking for options to remodel Sta. 84 to accommodate the growing community.</p> <p>➤ <u>Commissioner Neupert:</u> His goal is for our District to focus on joint efforts with Bainbridge Island Fire and Poulsbo Fire for administrative functions and maintenance. He believes the more we can do together would be advantageous to us all.</p> <p>➤ <u>Commissioner Pearson:</u> Same path that Commissioner Stewart is going down. What are we doing with St. 84? The district is doing a great job in preserving our identity there however, we need to look at what the future holds with regards to the large development planned. Some of the issues are finding property that isn't in trust land.</p> <p>➤ There was a discussion on developments we would like to see in the future.</p> <p>➤ Chair Pearson reported that he would like to address these goals in our second meetings of the month.</p>		
<ul style="list-style-type: none"> • <u>Property Certificates – Local 123</u>—was conducted. 		
<p><u>Public Comment</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>Chief's Evaluation</u>—Chief Evaluation will not occur until 2020. • <u>PDC Filing</u>—PDC filing is now on-line. 		
<p>There being no further business to conduct, the meeting was adjourned at 8:24 pm. Approved</p>	<p>*MSC</p>	

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DocuSigned by:

Patrick Pearson

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Commissioner

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[Signature]

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Commissioner

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John Huntington

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Commissioner

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Wilson J Stewart

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Commissioner

DocuSigned by:

Stephen Neupert

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Commissioner

DocuSigned by:

Katie Patti

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Attest

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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: March 09, 2020 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Neupert	Motion to Approve the Agenda as presented
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Minutes 02/24/20 Regular Meeting	Motion by Commissioner: Neupert	Motion to approve the Minutes of 02/24/20 as presented
	2 ND by Commissioner: Stewart	
	Carried/Vote	
BVA No. 542979 - \$34,747.35 BVA No. 542990 - \$ 1,738.98 BVA No. 542991 - \$ 5,169.34	Motion by Commissioner: Stewart	Motion to approve: BVA No. 542979 in the amount of \$34,747.35 BVA No. 542990 in the amount of \$ 1,738.98 BVA No. 542991 in the amount of \$ 5,169.24
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Resolution No. 2020-08 Hiring of Lateral Firefighter/EMT Slye, Justin	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2020-08 Hiring of Lateral Firefighter/EFT Sly, Justin
	2 ND by Commissioner: Gregory	
	Carried/Vote	

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: March 09, 2020 **Time:** 7:00 p.m.

ACTION ITEMS

Topic	Motion	
Payroll for March, 2020 in the amount of \$515,588.12 for the month of March, 2020	Motion by Commissioner: Neupert	Motion to approve the payroll for March, 2020 in the amount of \$515,588.12
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Adjournment	Motion by Commissioner: Huntington	Motion to adjourn the Meeting at *:24 p.m.
	2 ND by Commissioner:	
	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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