

March 23, 2009

A Board Study Session of the Board of Commissioners of Central Kitsap Fire and Rescue was called to order by Chairman Muhleman at 4:05 PM (Admin Building), with Chairman leading the Pledge of Allegiance.

#### **ADMINISTRATIVE ITEMS**

---

Chairman verified a quorum was present.

#### **Additions or Deletions to the Agenda:**

None.

#### **COMMISSIONER REPORTS:**

---

**Commissioner Rogers** gave a report on the Washington Fire Commissioners Association (WFCA) conference he attended at Ocean Shores over the weekend. The subject of the conference was titled ***Management VS. Governance: What Is The Role Of The Board Of Commissioners & Chief?*** He said it was a great conference, and he came away with a lot of helpful information and knowledge on tips how to run a fire department.

**Commissioner Fergus** echoed Commissioners Rogers comments on the conference, and added that the information given on governance and management ties in with Central Kitsap Fire & Rescue's long range planning and strategic thinking.

**Commissioner Muhleman** asked that the Board be informed when someone makes a public request for information from the District. Chief suggested this topic be put on a future board agenda.

A discussion followed regarding emails and legality, and how District emails can be subject to search and retention. Chief explained that if the Commissioners log on to the District mail server, their email is kept on the server, versus their personal home computers.

**Commissioner McKinley** passed out copies of the by laws for the Kitsap County EMS & Trauma Care Council.

#### **CHIEF'S REPORT:**

---

**Chief** reported that he did not attend the WFCA conference because he and AC Lovato were attending the ***You and ISO Seminar*** in Salem at the same time. They came away from the seminar with a better understanding of how the grading system works. They were hoping to find what the future impacts to WSRB will be, but only five minutes was spent on this topic at the end of the day. The bottom line is "how do you make your citizens safer?"

#### **DISCUSSION ITEMS**

---

1. **ESCi Operational Report Prioritization Discussion:** Copies of *Figure 89: Summary Table of Organizational Recommendations*, found on pages 157-158 of the ESCi Operational Report, dated February 2009, were handed out; as well as *Summary Table of Organizational Recommendations – By Time and Priority*. The staff made recommendations

for each objective identified by ESCi, in order of ongoing, short term, intermediate, and long term priorities.

Following discussion and review of the recommendations, it was requested by the Board to make sure we modify the wording on the handouts, so there is no confusion between what ESCi has recommended, and what was recommended by Central Kitsap Fire & Rescue staff.

Chief urged the Board to look at the operational needs of the District when reviewing the ESCi organizational recommendations. Commissioner Fergus suggested the Board help prioritize the recommendations, and give a vision and direction of where we want to be. It was decided to continue to work together on the document at future meetings.

Commissioner Rogers requested a list of gross pay for all employees for the year 2008, including overtime pay.

**ATTENDANCE:**

Commissioner Ken Erickson  
Commissioner Dave Fergus  
Commissioner Bob Muhleman  
Commissioner Ralph Rogers  
Commissioner Mick McKinley  
Fire Chief Ken Burdette  
AC Jay Lovato  
AC Roy Lusk

DC Randy Billick  
Facilities Patrick Busby  
PIO Theresa MacLennan  
ASM Monika Carberry  
Volunteer Rehab Karen Henneman  
SA Karen Lunden

**NEXT REGULAR MEETING TO BE HELD ON TUESDAY, APRIL 13, 2009, 3:00PM, ADMIN BUILDING.**

**ADJOURNED AT 6:52 PM.**

---

**SECRETARY OF THE DISTRICT**

---

**CHAIRMAN**

**Minutes are not official until approved by the Board**