

**May 11, 2009**

A regular meeting of the Board of Commissioners of Central Kitsap Fire and Rescue was called to order by Chairman Muhleman at 3:02 PM (Admin Building), with Chairman leading the Pledge of Allegiance.

### **ADMINISTRATIVE ITEMS**

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Chairman verified a quorum was present.

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

Three (3) items will be added to the Executive Session:

1. Easement matter with potential litigation
2. Labor negotiations
3. Housing Authority litigation update

Discussion Item #D7 will be moved to Action Item #A5.

#### **Announcements:**

1. Executive Session to discuss purchase of real property.

Action Items #1 and #2, Oath of Office and Badge Pinning for Probationary Firefighters (Time Certain 3:05 PM)

### **CONSENT ITEMS**

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1. Minutes of BOC Meetings: Regular 4/11/09, and Board Study Session 5/06/09.
2. Calendar of Events for Fire Services
3. Vouchers No. 18826 through 18881 in the total amount of \$57,001.35, were presented in accordance with RCW 52.16.050. *(Copy of blanket voucher for the previous voucher run was also provided: 04/27/09 Vouchers No. 18780 through 18825 in the total amount of \$48,938.44.)*
4. May payroll for Central Kitsap Fire and Rescue in the amount of \$723,164.16.
5. List of Committees that Commissioners Serve On.
6. Deputy Chief Tom Huddleston's Retirement Notice.
7. Kitsap County Office Hours Change.

**MOTION** was made by Commissioner Fergus to approve the Consent Agenda. **SECOND** by Commissioner Rogers. Motion **PASSED** by all Commissioners present and voting.

## **DISCUSSION ITEMS**

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1. **Medic One Foundation presentation of stethoscopes to new medics and Medic One Update:** Chief West presented a Cardio 3 Stethoscope to Paramedic Thomas Sullivan, purchased by Medic One Foundation.

Chief West thanked the Board again for allowing payroll deductions to be made to Medic One Foundation. He also announced that Christine Cristoff, Branch Manager for Frontier Bank, has joined the Medic One Foundation Board. Board Member Ted Anderson created and donated a static display board that promotes Medic One Foundation and its mission. He displayed the board at the EMS Pancake Breakfast Saturday. The Foundation Board is currently working on the Strategic Plan, and members are working on a fundraising endeavor to provide the fire district with a CO-Oximeter, which is an instrument used to measure blood levels of carbon monoxide.

Commissioner Muhleman thanked Chief West, on behalf of the Board, for what the foundation does to benefit Central Kitsap Fire & Rescue. He thanked the foundation members for their time spent, and he also complimented the new static board and hand outs.

2. **Commissioner Reports:**

**Commissioner Fergus:** Commissioner Fergus reported on the RFA. He especially appreciated the discussion at the last study session. He felt it was an open, candid discussion. He is still optimistic that after a little retooling, the RFA may still become a reality in the future.

The budget is an ongoing concern, and the District is going to have some serious decisions to make in the future.

**Commissioner Muhleman:** Commissioner Muhleman announced that our next study session will be dedicated to discussing the budget and working on budget related policies.

He thanked everyone that helped out with the EMS Breakfast on Saturday, in particular PIO MacLennan for coordinating the successful event.

3. **Chief's Report:**

a. **Members off Probation:** Congratulations to Battalion Chief Law, Captain Goodwin, and Lieutenant O'Rourke on successfully completing the first year in their current positions.

b. **Memorial Update:** Assistant Chief Lusk reported that the Memorial Recognition Committee is continuing to meet, and moving forward with a process for identifying and adding names to the monument. He will keep the Board apprised of the progress.

c. **Contract with Puget Sound Public Employers Cancelled:** The District has cancelled the contract with Michael and Bette Meglemre, doing business as (DBA) Puget Sound Public Employers.

d. **2009 Budget Process:** The next Study Session, on May 18, will be dedicated to discussing the budget. Chief would like the Board to know that he has been working with the senior staff to encourage them to reevaluate their budget needs, and see what revisions may be possible. Some examples may be periodicals that are useful, but not necessary, and cutting back on travel.

- e. **RFA Meeting Cancelled:** The RFA Planning Committee meeting, scheduled for May 19, has been cancelled.
- f. **EMS Levy:** Chief completed the last of the EMS Levy talks to the Kariotis Mobile Home Park community last week. Election Day is Tuesday, May 19, 2009.
- g. **Study Session Date Changes:** The May 26 Study Session has been changed to Monday, May 18, and the June 22 Study Session has been changed to June 29.
- h. **Joint Management Group:** The storage building at the Readiness Center is now complete and starting to fill up.
- i. **Coroner's Office:** There will be a ribbon cutting ceremony in July at the new Coroner's Office, date to be determined (TBD). There has also been talk of a community open house, which would include a welcome home to the National Guard, date TBD.
- j. **Phone Switch:** The switch from Sprint/Nextel mobile phones to Verizon has been made.
- k. **Station Visits:** Chief has started station visits, and will be visiting all stations in the near future. He enjoys the visits and appreciates the questions, comments, and concerns from the crews.
- l. **Station Inspections:** Station inspections will begin on June 3.
- m. **EMS Pancake Breakfast:** Chief thanked everyone that helped with the EMS Pancake Breakfast that was held on Saturday, May 9, at Station 51. Special thanks go to PIO MacLennan, and BC Repar. He reported it was bigger and better this year, with close to 200 people stopping by, and the pancakes were terrific!
- n. **Kudos to Silverdale Water District:** Silverdale Water District won the Pacific Northwest American Water Works Association Award, which includes Washington, Oregon, and Idaho for "*The Best Drinking Water.*" They will continue on to the American Water Works Association National competition. Silverdale Water District's General Manager, Morgan Johnson, has invited the entire administration building to a barbecue in June to celebrate. Congratulations Silverdale Water District, for this prestigious award, and good luck in the next phase of the competition.

#### 4. **Monthly Status Update:**

- **Grants** – We are in the process of working on the Fire Act Grant, which is due May 20, and we will be submitting an application for rescue equipment.

#### 5. **CKFR Revenue & Expense Summary for the Month of March:**

ASM Carberry noted that the Revenue & Expense Summary for the month of March indicates that expenditures are on track, including several capital expenditures completed during the 1<sup>st</sup> quarter. First half property tax payments posted through April 30 are slightly ahead of last year at just over \$5M.

**6. Ford Class Action Settlement on 2003-2007 F and E series ambulances with the 6.0 liter diesel engine:**

AC Lusk reported that the District has one vehicle, Medic 56, affected by the law suit. We are part of the class action settlement; however, Medic 56 has not experienced any problems as identified in the suit. No action is needed at this time. AC Lusk will keep the Board apprised as we receive more information.

**7. Update on plan to modify the Nederman Exhaust Extraction Systems:** Moved to Action Item #A5.

**8. Inlet View Apartment Update:** As a result of the Bremerton Kona Village Fire of 1997, there were a number of changes made to county codes. The objective was to make apartment buildings safer. CKFR's Prevention Division has been working with ten apartment complexes in our district that have point deficiencies. DC Billick and KC Fire Marshall Dave Lynam will be working with these apartment complexes to help resolve these issues.

**9. Apparatus Update:**

AC Lovato gave the following update on surplus and new apparatus:

- ❖ Engine 45 Smeal has been sold to Mason County 4, and they have requested consideration to make a \$30,000.00 payment this year, and a \$25,000.00 payment next year, due to budget constraints. Chief recommends we accept this proposal.
- ❖ Engine 52 will be surplussed to the Readiness Center
- ❖ Engine 52A has been sold to a private citizen in Oregon
- ❖ Engine 54 and Engine 55 may be sold to a group that may be sending them to Mexico, and they are also looking at Engine 42A
- ❖ New Crimson Engines 52 and 54 are very close to being finished
- ❖ New Medic 51 is slated to go into service this week

**10. Puget Sound Clean Air Agency (PSCAA) Update:** PSCAA has approved a total land clearing burn ban, effective September 1, 2009. There will be no changes to residential burning.

**ACTION ITEMS (Action Items #1 and #2 were taken out of order at 3:05 PM)**

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**1. Adopt Resolution #09-06 Hiring Authorization for three (3) Lateral Firefighter Positions:**

**MOTION** by Commissioner Rogers to adopt Resolution 09-06, authorization to hire three (3) lateral Firefighter positions, Darrel Brimer, Jr., Jeffrey Rye, and Christopher Starkey, effective May 4, 2009, as presented. **SECOND** by Commissioner Fergus. Motion **PASSED** unanimously by all Commissioners present and voting.

**2. Administer Oath of Office and Badge Pinning:**

Commissioner Muhleman administered the Oath of Office and Chief Burdette performed the badge pinning for Probationary Firefighters Darrel Brimer, Jr., Jeffrey Rye, and Christopher Starkey.

**3. Renew Lease Agreement (Station 54-Hintzville) for 2009-2013:**

**MOTION** by Commissioner Fergus to authorize Chief Burdette to renew the Station 54 Lease Agreement with Marjorie Billick for the period March 1, 2009 through February 28, 2013, in the amounts of \$400.00 for 2009, \$450.00 for 2010, \$500.00 per year for 2011 thru 2013. **SECOND** by Commissioner Rogers. **DISCUSSION** The Board appreciates and thanks the Billick family for the low lease rates and their support of Central Kitsap Fire & Rescue. Motion **PASSED** unanimously by all Commissioners present and voting.

**4. Authorize Chair to Sign Frog Pond Water Line Easement Agreement:**

**MOTION** by Commissioner Rogers to authorize Chair to sign Frog Pond Water Line Easement Agreement. **SECOND** by Commissioner Fergus. **DISCUSSION** Commissioner Rogers asked the question if this design would affect the apron, and the answer was no. Attorney Gross will record this agreement and provide a copy to the District. Motion **PASSED** unanimously by all Commissioners present and voting.

**5. Approval for Exhaust Extraction Work:**

**MOTION** by Commissioner McKinley that the Board of Commissioners approve the total amount of exhaust work as presented, that CKFR continue to utilize Nederman as the standard for exhaust extraction, that CKFR continue to work with Benz Air Co., Inc. based on sole source provider status for Nederman within Washington State, that staff be authorized to use the \$19,123.00 budgeted for Station 65 and that \$74,500.00 needed to complete the proposed installation be taken from the \$403,601.00 set aside for the Station 56 sewer project approved within the 2009 budget.. **SECOND** by Commissioner Rogers. Motion **PASSED** unanimously by all Commissioners present and voting.

**GOOD OF THE ORDER (PUBLIC COMMENT)**

**ATTENDANCE:**

Commissioner Ken Erickson  
Commissioner Dave Fergus  
Commissioner Mick McKinley  
Commissioner Bob Muhleman  
Commissioner Ralph Rogers  
Attorney Richard Gross  
Fire Chief Ken Burdette  
AC Jay Lovato  
AC Roy Lusk  
Division Chief Paul Stewart  
BC Steve Hostetter  
BC Joe Repar  
PM Jeff Sorenson  
LT Rick O'Rourke  
Firefighter Charlie Bratcher  
Firefighter Steve Davison

Firefighter Marcus Oliver  
Firefighter Aaron Rankin  
PFF Darrel Brimer, Jr.  
PFF Kyle Good  
PFF Jeffrey Rye  
PFF Christopher Starkey  
PFF Thomas Sullivan  
Volunteer Karen Henneman  
Inspector Steve Jackson  
Facilities Patrick Busby  
PIO Theresa MacLennan  
HRM Susan Smith  
ASM Monika Carberry  
Staff Assistant Karen Lunden  
Staff Assistant Tammy Sargeant  
Staff Assistant Carol Westby

**Other Attendees:** John & Betsy Darnall, Jen Brimer, Jim & Debra Rye, and Chief Dick West

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Chairman called for a brief recess at 4:25 PM. Board went into Executive Session at 4:30 PM to discuss purchase of real property, easement matter with potential of litigation, labor negotiations, and update on Housing Authority litigation. Executive session was anticipated to last fifteen minutes. No actions were taken in Executive Session. Reconvened at 5:01 PM.

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A short discussion on EMS levy followed for four minutes.

NEXT BOARD STUDY SESSION TO BE HELD ON MONDAY, MAY 18, 2009, 4:00 PM, ADMIN BUILDING.

ADJOURNED AT 5:05 PM.

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SECRETARY OF THE DISTRICT

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CHAIRMAN

Minutes are not official until approved by the Board
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