

**September 14, 2009**

A regular meeting of the Board of Commissioners of Central Kitsap Fire and Rescue was called to order by Chairman Muhleman at 3:04 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:**

The following discussion items were added to the agenda:

D12. No Secrets Labor Management Symposium Attendance

D13. NFPA article

#### **Announcements:**

1. Prior to Executive Session, Local Board for Volunteer Firefighters to meet.
2. Executive Session to discuss negotiations, personnel issue, and litigation.
3. Board retreat on October 2, 2009 – Executive Session to discuss Chief's performance.

### **CONSENT ITEMS**

1. Minutes of BOC Meetings: Regular 08/10/09, and Board Study Session 08/14/09.
2. Calendar of Events for Fire Services
3. Vouchers No.19292 through 19375, in the total amount of \$210,494.23, were presented in accordance with RCW 52.16.050. *(Copy of blanket voucher for the previous voucher run was also provided: 08/19/09/09 Vouchers No.19244 through 19291 in the total amount of \$37,630.96.)*
4. September payroll for Central Kitsap Fire and Rescue in the amount of \$710,232.00.
5. List of Committees that Commissioners Serve On.

**MOTION** was made by Commissioner McKinley to approve the Consent Agenda as presented. **SECOND** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

### **DISCUSSION ITEMS**

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1. **Commissioner Reports:**  
**Commissioner Rogers:** No report.

**Commissioner McKinley:** He reported that he attended the IAFC conference and the classes were excellent, and he expressed his appreciation to the District for sending him to the conference.

**Commissioner Erickson:** No report.

**Commissioner Fergus:** No report.

**Commissioner Muhleman:** No report.

2. **Chief's Report:**

- a. **EMS Council:** The EMS Council has been updating their policies, their budget was accepted, and he appreciates the great job Barb Lovato is doing.
- b. **Hybrid Vehicle:** We are getting 21-23 miles per gallon on the hybrid vehicle. In the near future, testing will be done on the Escapes and a comparison made with the hybrid vehicle. When completed, a report of the results will be presented to the Board.
- c. **2010 Budget:** The next update of the 2010 budget preparations will be at the October 12 Board meeting.
- d. **HealthCare Update:** The Healthcare Committee has been meeting on a regular basis, and the next meeting is September 16 at 8AM in Poulsbo. He urged Commissioner McKinley or Commissioner Muhleman to attend the meeting, as a lot of information will be presented. Self insurance and the interlocal agreement will be discussed.
- e. **RMG:** We have changed insurance vendors from ESIP to Canfield, effective September 1, 2009. The transition is going quite smoothly.
- f. **FRI:** Chief echoed Commissioner McKinley's comments on the IAFC conference, and learned that the bottom line is that most departments across the country are dependent on most of their revenue from property taxes, which causes fire departments 2-3 years to recover from a recession. He has some PowerPoint™ presentations from the conference he would like to share at a study session with the Board.

Chief attended his last meeting on the IAFC Communications Committee, as this was his last term on the committee, and he will be resigning from the NFPA 1221 committee as well.

- g. **MPR Usage Update:** An MPR usage meeting was recently held following the information provided by Attorney Gross. Documents are being reviewed, some will be revised, and Chief would like to address this issue at the next study session, in preparation for adoption at the October regular meeting. Commissioner Rogers suggested we share the final policy with other districts.
- h. **Burn Ban:** The Burn Ban was lifted Thursday, September 10, 2009.
- i. **911 Ceremony:** Chief attended a district 911 ceremony that took place at STA 51 on Friday, September 11, 2009. The public was invited to attend, and approximately 12 members from the community attended, along with several district personnel.

j. **911 Artifact:** AC Lusk was informed that the New York/New Jersey Port Authority will be releasing some steel artifacts from the 911 attack at the World Trade Center. He immediately drafted a letter on behalf of Central Kitsap Fire & Rescue to request a chunk of steel to make into a monument for public display at one of the District's locations. He will keep the Board informed about this opportunity.

3. **Monthly Status Update:**

- **Grants** – Prevention grants have been awarded, and we have not heard if we are a recipient yet. PIO MacLennan reported that we have approximately 300 address signs left.

4. **CKFR Revenue & Expense Summary for the Month of July:** ASM Carberry reported that the end of July represents about 58% of the year being completed, and revenue is at 54.5% and expenses are at 53.9%.

5. **Dominican Republic Trip:** BC Hostetter reported that he and 5 others from Central Kitsap Fire & Rescue are traveling to San Pedro in the Dominican Republic to donate some supplies and do some EMS education in October. He was pleased to inform the Board that Local 2819 donated \$4,000.00 for the trip. He met with Inventory/Supply Coordinator Miller at Central Supply to see if there were any surplus supplies the district might be able to donate. He provided a list of surplus supplies, and requested the district consider donating the supplies to be taken to San Pedro. (This will be addressed in Action Item A3.)

6. **Whaling Days Parade Award:** Chief shared a 3<sup>rd</sup> place award presented by Silverdale Dandy Lions for Central Kitsap Fire & Rescue vehicles that were in the parade. Chief and the Board also thanked those that volunteered and participated in the Whaling Days Parade.

7. **Financial Policy Draft:** ASM Carberry gave an update and review of the Board Financial Policy Draft #1-07.

Chief suggested the Board review the draft and send email comments to ASM Carberry, which will then be addressed at the Study Session on September 28, in preparation for adoption at the October regular Board meeting.

8. **Multi Purpose Room (MPR) Policy Update:** Covered in Chief's report, Item #2g.

9. **RFA Letter:** Chief advised that a letter will be sent tomorrow to Bremerton and South Kitsap Fire and Rescue from Central Kitsap Fire & Rescue (CKFR). The letter states that CKFR is withdrawing from the WSFR Fire Authority Planning Committee. All three agencies are sending letters to the other two to withdraw from the process tomorrow. This will end the fire authority. He said CKFR will continue to try to meet the original goals when we started this process with the City of Bremerton.

10. **Risk Management Group (RMG) – New Insurance Vendor:** Covered in Chief's report Item #2e. Commissioner McKinley suggested sending a thank you letter to Roger Neal (ESIP) for his hard work, attendance at meetings, and overall good customer service he provided the district.

11. **STA 42 Property Easement:** AC Lusk received a phone call from Jim Phelps, regarding Phelps property that is located just south of STA 42. He requested access off of Maple Lane on the southwest corner of the District's property. Phelps noted that there are

sensitive issues regarding wetlands that could keep him from gaining access to his property, but by gaining access through the STA 42 property, he could avoid crossing the wetlands. No decisions were made at this time.

12. **No Secrets Labor Conference:** Following a phone conversation with Mike Brown, Executive Director of Washington Fire Chiefs Association, Commissioner Rogers suggested the District send four (4) members to the No Secrets Labor Conference in October 2009. Brown indicated that this was going to be one of the best conferences yet, since the timely topics of budget cuts and taxation are going to be addressed, plus the conference is local (Tacoma), so no hotel expenses would be required. It was initially decided to cut the conference from the budget, however, upon hearing the topics and location of the conference, it was decided to send two (2) management and (2) labor members.
13. **NFPA Article:** Commissioner McKinley provided copies of an article entitled "*Washington State Builders: Do They Walk The Talk?*" regarding the NFPA's Fire Sprinkler Initiative. In the article, the Homebuilders Association of Kitsap County issues a battle cry to their members to contact the Washington State Building Code Council in order to convince them to remove the home fire sprinklers from the code. McKinley suggested the Board take a stand in support of residential sprinklers and draft a response. The Board decided to read the article and address the issue at the September study session.

## **ACTION ITEMS**

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1. **Motion to delay purchase of replacement Tender 53:**

Commissioner Muhleman reported that the delay of such a significant monetary purchase should be a Board decision.

**MOTION** by Commissioner Rogers to delay purchase of replacement Tender 53. **SECOND** by Commissioner Fergus. **DISCUSSION:** Cash flow is a problem at this time, thus the delay of the purchase seems to be the best alternative at this time. Motion **PASSED** unanimously by all Commissioners present and voting.

2. **Motion to declare hose surplus:**

AC Lovato reported that FF Henneman took an inventory of hose and determined thirteen (13) 2 ½" hose and eleven (11) 1 ½" hose should be deemed surplus due to the age of the hose and/or the hose is not standard size of hose the District carries on vehicles. The Readiness Center would like to have this hose to use for training purposes. Chief suggested that if we give the hose to the Readiness Center, that we include a letter stating the hose is "as is".

**MOTION** by Commissioner Rogers to surplus hose per list provided. **SECOND** by Commissioner Fergus. **DISCUSSION:** It was discussed that the District wants to be released of any liability and the hose is old and "as is." Motion **PASSED** unanimously by all Commissioners present and voting.

3. **Motion to surplus EMS supplies:**

**MOTION** by Commissioner McKinley to surplus EMS supplies, as presented. **SECOND** by Commissioner Rogers. Motion **PASSED** unanimously by all Commissioners present and voting.

**4. Motion to withdraw from WSFR & authorize Chief and Chair to sign letter:**

Commissioner Muhleman reviewed that Chief covered details in discussion item #9.

**MOTION** by Commissioner McKinley to withdraw from West Sound Fire and Rescue (WSFR), Regional Fire Authority and to authorize Chief to sign letter as presented.

**SECOND** by Commissioner Erickson. **DISCUSSION:** Commissioner McKinley advised that he would like to see Central Kitsap Fire & Rescue continue to have talks with Bremerton Fire. Motion **PASSED** unanimously by all Commissioners present and voting.

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

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- ASM Carberry informed the Board that the State Auditor will be visiting the District for two (2) weeks.
- PIO MacLennan reported that the Northwest Burn Foundation will be having their annual "Give Burns the Boot" fundraiser at the Fred Meyer store in East Bremerton on October 3. So far, Engine 42 will be participating in the event, and we are in the process of recruiting additional volunteers.

October 4 – 10 is Fire Prevention Week. The Open House/Chili Feed will take place at Station 51 on October 10 from 11AM – 2PM.

Lowe's is having a Safety Event at both the East Bremerton location and Silverdale location on September 26. Engine 42 will be displayed at the Silverdale location. An opportunity to make small wooden fire engines will be available for those that want to participate.

- IAFF L-2819 VP Davison thanked Commissioner Erickson for becoming a Chaplain for the District.

He also commented that he was able to take part in the budget process and felt it was a very good, positive, transparent, and collaborative process.

- Chief provided a letter from the City of Bremerton thanking Central Kitsap Fire & Rescue's members for their support and assistance with the fire at Arnold's Home Furnishings on July 27, 2009. This generated a discussion regarding the collaborative effort by all that assisted. IAFF L-2819 VP Davison thanked Commissioner McKinley for assisting him with access at the scene, to be able to check in with the members he represents. Commissioner McKinley reported that BC Law did an excellent job at the site. He added that Law had a tough job, and his communication was outstanding.

**ATTENDANCE:**

Commissioner Ken Erickson  
Commissioner Ralph Rogers  
Commissioner Bob Muhleman  
Commissioner Mick McKinley  
Commissioner Fergus  
Fire Chief Ken Burdette  
Assistant Chief Jay Lovato  
Assistant Chief Roy Lusk  
Division Chief Randy Billick  
Division Chief Paul Stewart

Firefighter Chris Bigelow  
Firefighter Charlie Bratcher  
Firefighter Dennis Elliott  
Firefighter Jason Reed  
Firefighter Owen Rhodes  
Firefighter Adam Smith  
Firefighter Lance Thornton  
Volunteer Karen Henneman  
Facilities Patrick Busby  
Inspector Steve Jackson

IAFF L-2819 VP Steve Davison  
Battalion Chief Steve Hostetter  
Battalion Chief Rob Law  
Paramedic Eric Keim  
Paramedic Vince Muscolo  
Probationary Paramedic Josh Cooper  
Lieutenant Darren Foust  
Lieutenant Rick O'Rourke  
Lieutenant Greg Platz

Inspector Roger Nordlander  
PIO Theresa MacLennan  
ASM Monika Carberry  
HRM Susan Smith  
Staff Assistant Karen Lunden  
Staff Assistant Amy Sanchez  
Staff Assistant Tammy Sargeant  
Staff Assistant Carol Westby

**Other Attendees:** Rachel Brant, CK Reporter

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**Chairman called for a brief recess at 4:45PM. Executive Session was anticipated to begin at 4:50PM and last approximately 30 minutes. Reconvened to open session at 6:10PM. No actions were taken in Executive Session.**

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**NEXT BOARD STUDY SESSION TO BE HELD ON MONDAY, SEPTEMBER 28, 2009, 4:00 PM, ADMIN BUILDING.**

**ADJOURNED AT 6:10PM.**

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**SECRETARY OF THE DISTRICT**

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**CHAIRMAN**

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