

**November 23, 2009**

A Study Session of the Board of Commissioners of Central Kitsap Fire and Rescue was called to order by Chairman Muhleman at 4:03 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:**

1. Several additions were made to the agenda.
2. There will be an Executive Session today to discuss negotiations and personnel issues. (Litigation was listed as an Executive Session item, but Commissioner Muhleman explained that the District Attorney must be present to discuss legal issues, so it was taken off of the agenda.)

### **DISCUSSION ITEMS**

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1. **Bremerton Letter:** Chief advised that Bremerton Fire will be conducting interviews with both Central Kitsap Fire & Rescue (CKFR) and South Kitsap Fire & Rescue (SKFR) regarding possible consolidation. He passed out a copy of the letter that was received from Bremerton Fire, which included a set of questions to be answered by the District. He would like to form a committee to address the questions presented. Bremerton Fire would like to meet with CKFR the third week in December. It was decided that the committee will meet on Monday, November 30, from 2-4, and a Special Board Study Session will follow at 4 PM. Commissioners Rogers and Fergus volunteered to be a part of the committee.

(The Dominican Republic Report and the SAFER Grant Discussion were taken out of order)

2. **Dominican Republic Report:** Battalion Chief Steve Hostetter and Firefighter Joel Stack gave a presentation and update of their Dominican Republic trip. The purpose of the trip was to provide EMS training and take donated supplies to the San Pedro Fire Department. Six CKFR members donated their own time to make the trip. Photographs were passed out to show the Board, which included photos of the t-shirts donated by Commissioner Rogers, and surplus items and equipment donated from CKFR Central Supply. The photos were then given to Commissioner Ralph Rogers, Inventory/Supply Coordinator Larry Miller, and the CKFR Administration Building. The trip was a success, and Battalion Chief Hostetter and Firefighter Stack thanked the District for their support.
3. **SAFER Grant:** Chief advised that the SAFER Grants are out, and there has been a significant change in how they are granted this year. In the past, you had 5 years of obligation and got \$110,000 maximum. With the new program you get full funding for 2 years, no limit on the salary, and then pay for the third year. The grant is due by December 16, 2009. Chief feels this is definitely worth looking into. He advised the Board that the staff will look into this, and possibly bring it before the Board at the December 14 meeting.

Division Chief Stewart added that Congress has appropriated 210 million dollars for SAFER Grants. The funds will be awarded by September 30, 2010. You must maintain the same staffing levels for the entire period. (You can add to staffing, but cannot lay anyone off).

The Board would like the staff to do research to see if this is something that would benefit the District, and if so to present a proposal to the Board.

4. **Systems Design:** Assistant Chief Lovato recently met with Systems Design and passed out a draft letter that pertained to "Deceased on Scene" incidents. The District is looking into billing non-transport patients insurance, if applicable.

In addition, Systems Design has sent a proposal to extend their professional services for an additional year, which would take the District through December 31, 2010. They have also developed a new web site custom designed specifically for our Department and District patients. The web site will provide information to the patient, enable them to download insurance forms, and will, if we choose, allow them to make payments online.

Chief advised that the information provided today to the Board is for their information at this time, and will be addressed again at the December Board meeting.

5. **Non-Transport Billing:** Non-transport billing is a philosophical change. The District will not bill the families of a deceased patient; however, if the patient has insurance, their insurance will be billed. Chief suggested this issue be brought to our Attorney, and then it will be brought back to the Board.
6. **9-11 Artifact Committee Update:** Assistant Chief (AC) Lusk gave a status update of the 9-11 Artifact Committee. He reported that the committee met on November 17, and he also gave a successful presentation to the CK Community Council on November 18. The committee is comprised of many valuable and talented members, and they are looking for someone in the military to be a part the committee. AC Lusk is the Chair of the Committee and Division Chief Randy Billick is the Co-Chair.

The committee has established a bank account, and web address [911ArtifactCommittee@ckfr.org](mailto:911ArtifactCommittee@ckfr.org). They are working on the monument design, and the Skill Center in Bremerton has offered to provide the welding for the monument. Possible locations for the monument are the Silverdale Community Center, and Silverdale Waterfront Park. They have also discussed sending someone to New York to choose the piece of steel.

7. **Station 42 Easement Update:** AC Lusk reported that when he addressed the Community Council regarding the 9-11 Artifact project, he took the opportunity to ask them if he could give a presentation to their group in the near future regarding the Station 42 easement road. He will be meeting with North Kitsap School Facilities in the next month to discuss the easement.

AC Lusk also provided updates on the following projects:

**Station 51 Monument:** He made a trip to Tacoma today to discuss the monument with the firm that made the initial monument. If we purchase their granite, the cost for the lettering is much reduced. He is checking into various options for purchasing the granite at this time.

The cost of lettering has been quoted at 27 cents to \$1.50 per letter. The committee is also determining whose names should be included on the monument.

**Station 56 Heating/Ventilation Units:** There are 5 units at Station 56, and 1 has failed. The secondary heat exchanger has failed and the unit needs to be replaced. AC Lusk proposes to replace it with a *Trane* brand unit, which is 95% efficient. Some duct work will need to be done, and the total cost for the unit is approximately \$8,700.00. He believes he has the funds in the budget, but this expense will dramatically reduce the carryover within his various line items. If he cannot find the funds, it will have to be taken out of the contingency fund. The Board approved AC Lusk to replace the unit.

8. **Snure Seminar Discussion:** A copy of the *Snure Seminar Review 2009*, which was provided at the Commissioner's Conference in October, was provided for the Board and Management Team to review. Commissioner Muhleman advised that three items caught his eye in the handout: insurance, forms, and navigable waters. He wants to be sure the District is in compliance in these areas. Chief reported that he and ASM Monika Carberry have discussed some of the items, and he will discuss the navigable waters section with the District insurance carrier.

The Commissioners would like to know the laws regarding District emails. Chief will follow up and report back to the Board.

9. **Joint SWD/CKFR Meeting:** Chief met with Silverdale Water Manager Morgan Johnson, and it was decided that a joint meeting will take place on January 7, at 9 AM. Some agenda items will include: Pad 3, microphone/sound system for the large meeting room, and lighting issues. Commissioner Muhleman would like a report so the Board will be knowledgeable on the process of how things are paid for in the building. Chief acknowledged that the monthly meetings have not been occurring on a regular basis, and an effort will be made to meet more regularly. There are several things that need to be taken care of at the building such as the moss cleaned off of the roof, and new lines painted on the road and parking lots.

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

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- Staff Assistant Karen Lunden reminded meeting attendees about the Kitsap County Fire Commissioners & Chiefs Holiday Brunch to be held on December 13. Please let her know if you will be attending. RSVP deadline is December 3, and cost is \$10.00 per person.
- Commissioner Rogers reported that he has a copy of Poulsbo Fire District's Ride-A-Long Policy. He noticed that on Poulsbo's policy, it was stated that no cameras were allowed by the person doing a ride-a-long. He asked if Central Kitsap Fire & Rescue has a Ride-A-Long Policy, and the answer was yes.
- Commissioner McKinley informed the Board of an article in today's Sun newspaper regarding our recently sold Station 43.
- He also reported that there will be a slight increase for Kitsap County Commissioners dues.
- AC Lusk informed the Board that former volunteer Clarence Radford passed away.

#### **ATTENDANCE:**

Commissioner Ken Erickson  
Commissioner Dave Fergus  
Commissioner Bob Muhleman  
Commissioner Ralph Rogers  
Commissioner Mick McKinley

L-2819 VP Steve Davison  
Battalion Chief Steve Hostetter  
Paramedic Eric Keim  
Firefighter Charlie Bratcher  
Firefighter Joel Stack

Fire Chief Ken Burdette  
Assistant Chief Roy Lusk  
Assistant Chief Jay Lovato  
Division Chief Paul Stewart

Facilities Patrick Busby  
HRM Susan Smith  
Staff Assistant Karen Lunden  
Staff Assistant Carol Westby

**Other Attendees:** None

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**Chairman called for a brief recess at 6:05 PM. Board went into Executive Session at 6:07 PM to receive a status update on negotiations, and discuss personnel issues. Executive session was anticipated to last approximately 30 minutes. Reconvened to open session at 7:35 PM. No actions were taken in Executive Session.**

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**NEXT SPECIAL STUDY SESSION TO BE HELD ON MONDAY, NOVEMBER 30, 2009, 4:00 PM, ADMIN BUILDING.**

**NEXT REGULAR MEETING TO BE HELD ON MONDAY, DECEMBER 14, 2009, 3:00 PM, ADMIN BUILDING.**

**ADJOURNED AT 7:35 PM.**

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**SECRETARY OF THE DISTRICT**

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**CHAIRMAN**

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