

December 14, 2009

A regular meeting of the Board of Commissioners of Central Kitsap Fire and Rescue was called to order by Chairman Muhleman at 3:01 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.

Announcements:

1. Executive Session to discuss negotiations, litigation, and personnel issue.
2. Local Board for Volunteer Firefighters to meet following the regular meeting.

Recognition of Central Kitsap Fire & Rescue Volunteer Firefighter, CMC Kevin Staub USN, Time Certain 3:05.

Commissioner Muhleman and Chief presented a certificate of appreciation to Volunteer Firefighter Kevin Staub for his outstanding leadership and contributions to Central Kitsap Fire & Rescue, and to honor him for his recent promotion to U. S. Navy's Command Master Chief, Expeditionary Strike Group 7. He is the senior officer overseeing all enlisted personnel serving aboard the 14 ship Expeditionary Strike Group. He will depart for Sasebo, Japan in early January 2010 for a two year assignment.

CONSENT ITEMS

1. Minutes of BOC Meetings: Regular 11/09/09, Board Study Session 11/23/09, and Special Board Study Session 11/30/09.
2. Calendar of Events for Fire Services.
3. Vouchers No. 19633 through 19703 in the total amount of \$182,445.81, and Vouchers No. 19704 through 19705 in the total amount of \$2,613.01 were presented in accordance with RCW 52.16.050. *(Copy of blanket voucher for the previous voucher run was also provided: 11/23/09 Vouchers No. 19584 through 19632 in the total amount of \$45,025.14).*
4. December payroll for Central Kitsap Fire and Rescue in the amount of \$706,896.55.
5. List of Committees that Commissioners Serve On.

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

DISCUSSION ITEMS

1. Commissioner Reports:

Commissioner McKinley discussed two articles that were in *Fire Chief* magazine. The articles were titled, "We Dance with the Devil", one firefighter's cancer chronicle, and "Unintended Consequences", one person's story that went through 911 and ended up very sick from the chemicals and poisons he was exposed to.

Bremerton had an apartment fire on Saturday, and he praised the work done by Central Kitsap Fire & Rescue, and in particular Volunteer Judy Henneman and the Rehab Unit. This proves how Bremerton Fire and Central Kitsap Fire & Rescue can work extremely well together.

Commissioner Fergus reported that the Chiefs and Commissioners Holiday Brunch that was held at Gold Mountain on December 13, was a fantastic event, and was very well done.

Commissioner Muhleman added that Patty Lent showed up at the Holiday Brunch just as everyone was leaving, and visited briefly with some of the attendees.

2. Chief's Report:

a. **Apparatus Update:** AC Lovato reported that the District has 2 pending offers on surplus apparatus. The offers are from the Dominican Republic and a private citizen from Cle Elum. There are three more surplus engines still available.

b. **Healthcare Update:** The committee is continuing to move forward with the 4 departments that are on the committee. There is a great partnership between Labor and Management on the committee.

c. **Memorial Wall:** AC Lusk reported that the committee met last week and is looking into pricing for having the monument moved from Station 51 to the Administration Building. The price quote for the granite and engraving is approximately \$1,500.00 from the firm that has done the existing engraving on the monument.

d. **Discussions with the KCSO, WSP, and STA 56 Lease:** The Kitsap County Sheriff's Office and Washington State Patrol have contacted the District requesting to use our Fire Stations to take breaks, eat lunch, get out of the cold, or whatever they need. We have agreed to this request.

In addition, ASM Carberry reported that the Sheriff's office contacted her and requested to cancel their lease at Station 56. They vacated in April and have paid through June. Since we did not know their intent to vacate until November, the question was brought up as to whether the Sheriff's Office should pay through the end of year, even though they vacated in April. An Action Item was added to today's agenda to address this issue.

e. **Bremerton Meeting:** Chief distributed a DRAFT of the "talking points" that will be presented to members of the Bremerton City Council, Bremerton Fire Department Chief, and Local 437 representatives on December 15, 2009, regarding consolidation of our two fire departments. Chief had requests from the press to share the draft, but he did not release the information. He felt it should be presented to Bremerton prior to releasing it to the press.

- f. **Benefit Service Charge:** Chief, AC Lovato, ASM Carberry, FF Bratcher, FF Smith, PIO MacLennan, IAFF L-2819 Davison, and VP IAFF L-437 Ashmore met with Chief Andren at Central Pierce to discuss how the Benefit Service Charge works. It was a good meeting; the group received valuable information, and is grateful for the resources Central Pierce offered to our District. A report from the meeting will be written for use for further discussion at an upcoming Board meeting.
- g. **Lakewood Police Memorial:** Chief reported that he and 12 other Central Kitsap Fire & Rescue (CKFR) members attended the Lakewood Police Memorial. CKFR left Silverdale at 6:15 AM with 4 engines, and ended at Lakewood in row 5 out of 17 rows. He found the memorial to be an extremely moving and amazing event.
- h. **Standard of Cover:** The Standard of Cover document is not done yet for this year.
- i. **Kitsap Risk Management Group:** The group met on December 9 with our new vendor, Shane Heston from Canfield & Associates. Canfield offers free training that will be worthwhile to the District. Canfield owns a Driving Training Simulator (DTS) that they loan out. It is designed to give a driving experience that is specific to not only the type of vehicle that your department drives, but to the specific environment that you deal with every day. They believe that educating members in areas of risk has proven to reduce and eliminate loss. Their presentations are informative, specific and will give attendees current tools to better perform their duties.

3. **Monthly Status Update:**

- Grants – DC Stewart has been working on the SAFER grant application.

He provided a PowerPoint™ presentation to the Board, with the following key points:

- Application period began November 16, 2009 and closes December 18, 2009.
- SAFER Grant summary: 100% Federal funding, salary, benefits, no overtime, no training costs, no equipment costs, no hiring costs, and no medical exam costs.
- Two (2) year period of performance (POP), and must remain employed four one (1) year after POP, and no personnel reduction allowed during POP.
- Firefighters must be hired after award date to be eligible for SAFER funding. Salary and benefits costs incurred during Recruitment Period are eligible for reimbursement. Total reimbursement cannot exceed Year 1 funds.
- Grantees not able to meet their obligations under the grant will be considered to be in default of the grant agreement, and may be required to return all Federal funds disbursed under the grant.

- 4. **CKFR Revenue & Expense Summary for the Month of October:** ASM Carberry reported that as of the end of October, revenue was at 88.6%, and expenses were at 75%.
- 5. **911 Artifact Update:** AC Lusk reported that 911 Artifact Committee member Commissioner Fergus has done a lot of work for the committee by designing the 911 monument and surroundings. He presented the drawings and explained the ideas and symbolism behind them. There are currently 15 members on the committee and the consensus of the members is to memorialize the people of 911 and their incredible and heroic stories. There has been a multitude of heartfelt thoughts and ideas which symbolize the events of that fateful day. While not finalized at this time, the ideas are flowing and the Pentagon shaped “Heroes

Plaza” is on it’s way to becoming a reality. The committee is accepting donations of any amount.

6. **Legislative Day-January 20, 2010:** The following Legislative Days are planned in Olympia: January 18, 2010 for Kitsap County, and January 20, 2010 for State Commissioners & Chiefs. Please let SA Lunden know if you are planning to attend.

ACTION ITEMS

1. Surplus 1990 Chevy Astro Van:

MOTION by Commissioner McKinley to declare the District’s 1990 Chevrolet Astro Van surplus for disposition and to authorize the Fire Chief or his designee to release the vehicle when timing is appropriate. **SECOND** by Commissioner Rogers. Motion **PASSED** unanimously by all Commissioners present and voting.

2. Adopt Resolution #09-13 Transfer of Funds to Cencom:

MOTION by Commissioner Rogers to adopt Resolution #09-13, that the Kitsap County Treasurer is instructed to transfer the sum of \$14,583.63 on the first day of each month during the year 2010 from Central Kitsap Fire & Rescue Expense Fund to the Kitsap County CenCom Operations Fund #1031, effective January 1, 2010. **SECOND** by Commissioner Fergus. Motion **PASSED** unanimously by all Commissioners present and voting.

3. Adopt Resolution #09-14 Board of Commissioners Meeting Schedule for 2010:

MOTION by Commissioner McKinley to adopt Resolution #09-14, adopting the dates, time and location of the Board meetings for the period of 01/11/10 through 12/27/10. **SECOND** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

4. Motion to Authorize Fire Chief to sign one (1) year contract extension with Systems Design Northwest, Inc.:

MOTION by Commissioner Fergus to sign the Professional Services Agreement with Systems Design for the year 2010. **SECOND** by Commissioner McKinley. Motion **PASSED** unanimously by all Commissioners present and voting.

5. Motion to authorize SAFER Grant Application:

MOTION by Commissioner Fergus to authorize the District to proceed with applying for the SAFER grant. **SECOND** by Commissioner McKinley. Motion **PASSED** unanimously by all Commissioners present and voting.

6. Motion to authorize Board Chair to sign Fire Chief’s contract:

MOTION by Commissioner McKinley to authorize the Board Chair to sign contract for two (2) years for Chief. **SECOND** by Commissioner Rogers. Motion **PASSED** unanimously by all Commissioners present and voting.

7. Motion to terminate Sheriff's Department Lease at Station 56:

MOTION by Commissioner Fergus to terminate the Kitsap County Sheriff's lease at Station 56, as of June 30, 2009. **SECOND** by Commissioner McKinley. Motion **PASSED** unanimously by all Commissioners present and voting.

GOOD OF THE ORDER (PUBLIC COMMENT)

- PIO MacLennan reported that the Kitsap County Department of Personnel and Human Services in partnership with Kitsap Community Resources, has asked Central Kitsap Fire & Rescue to sponsor one bedroom/bathroom for a new residential emergency shelter for homeless mothers and their children. The shelter is slated to open mid-December. Please see PIO MacLennan if you are interested in donating.
- ASM Carberry asked the Board if they were planning to have a Board Study Session on December 28, as there will be vouchers ready that need to be signed. Commissioner Muhleman advised that there will be a Board Study Session on December 28.

ATTENDANCE:

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

Captain Rob Law
Paramedic Jeff Wildes
Firefighter Charlie Bratcher
Volunteer Rehab Karen Henneman
Volunteer Firefighter Kevin Staub
Facilities Patrick Busby
PIO Theresa MacLennan
ASM Monika Carberry
HRM Susan Smith
Staff Assistant Karen Lunden
Staff Assistant Tammy Sargeant
Staff Assistant Carol Westby

Chairman called for a brief recess at 4:30 PM. Board went into Executive Session at 4:35 PM to discuss negotiations, litigation, and personnel issue. Executive session was anticipated to last 30 minutes. Reconvened to open session at 5:35 PM. No actions were taken in Executive Session.

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

ADJOURNED AT 5:35 PM.

SECRETARY OF THE DISTRICT

CHAIRMAN

Minutes are not official until approved by the Board