

JANUARY 7, 2010

**JOINT CENTRAL KITSAP FIRE & RESCUE AND SILVERDALE WATER DISTRICT
COMMISSIONERS MEETING**

Call to Order:

A joint meeting of the Board of Commissioners of Central Kitsap Fire and Rescue (CKFR) and the Board of Silverdale Water District (SWD) was called to order by CKFR Commissioner Bob Muhleman at 9:02 AM (Admin Building). Each Board had a quorum present.

Introductions:

All attendees at the Board table introduced themselves, and acknowledged that the last joint meeting was held in September, 2007.

Oath of Office:

SWD Commissioner John Poppe administered the Oath of Office to newly elected SWD Commissioner Mike Sechrest for a term of six (6) years.

CKFR Commissioner Bob Muhleman announced that the CKFR Commissioners would dismiss following the joint Board items for discussion.

Items for Discussion:

Development of Master Plan, Development of Pad #3, Grounds Maintenance and Custodial Services, Maintenance Schedule, Billing/Accounting, Meeting Room and Kitchen Upgrades, Emergency Radio System, and Vehicle Maintenance/Repairs.

Development of Master Plan:

AC Roy Lusk discussed the need for a Master Plan that would include preparation for future expansions, the development of Pad #3, a building maintenance schedule, and any other short and long term goals. SWD Commissioner Marcus Hoffman suggested to "Think Big", when looking at the Master Plan.

Development of Pad #3:

Both Central Kitsap Fire & Rescue (CKFR) and Silverdale Water District (SWD) are in need of a storage facility for equipment, vehicles, and archived documents in the future. AC Roy Lusk reported that Map Ltd. has put together two (2) different designs for future planning of the building. Other possibilities for future expansion included: a pump test pit, and additional office space, which could include use by outside agencies such as the Sheriff's office. There is no funding available at this for the project.

CKFR Commissioner Mick McKinley expressed concern about the incorporation of Silverdale, and putting so many assets into a joint facility. SWD Commissioner Marcus Hoffman explained that this would actually protect the Water District from being assumed by the incorporated City of Silverdale.

AC Roy Lusk summarized the progress of the 911 Artifact Committee. The CKFR/SWD site is a potential location for the memorial. SWD Commissioner Hoffman commended AC Lusk for his efforts and progress on the memorial.

Grounds Maintenance and Custodial Services:

SWD Maintenance Manager Tim Knapp reported that SWD performs grounds maintenance for both CKFR and SWD. He said the basic needs are being met and things are working out over all, however, maintaining the carpets, particularly in the fire stations, is a challenge. Chief Ken Burdette added that the fire stations are challenging when it comes to custodial maintenance, as they are used hard, and manned 24/7, which helps explain the amount of wear and tear.

Secondly, Knapp reported that the grounds maintenance has evolved and gotten more in depth, including removing scotch broom and retention pond maintenance. CKFR Commissioner Ralph Rogers praised the grounds maintenance crew and added that the fire stations "look the best they have ever looked."

Maintenance Schedule:

SWD Maintenance Manager Tim Knapp is working on developing a 20 year maintenance schedule that will include such things as roof repairs, painting, and other long term maintenance and repairs. SWD Commissioner Hoffman asked if the cost sharing is working. AC Roy Lusk answered that it is working; formulas are in place to share and track building expenses, and need to be reviewed semi-annually. He added that CKFR would like to be able to access the software program SWD utilizes to manage the cost sharing. He would also like to see both Boards meet more frequently.

Billing/Accounting:

Both entities will be reviewing the cost sharing process some time in 2010.

In addition, AC Roy Lusk brought up the possibility of SWD utilizing CKFR's refueling stations.

Meeting Room and Kitchen Upgrades:

There are upgrades that need to be done to the meeting room and kitchen, and are in the evaluation process at this time. AC Roy Lusk is reviewing the current use of space, and future needs and he will include these items in the Master Plan. The upgrades that are being considered are the lighting and sound system in the large meeting room, and increasing the counter space and adding additional appliances in the kitchen. The HVAC system was also discussed, as it is extremely loud and disruptive when a meeting is taking place. Another consideration is making the facility ADA compliant.

AC Roy Lusk inquired about SWD's reclaimed water plans. SWD Commissioner Marcus Hoffman gave a basic overview of SWD's plans and discussed the importance of developing reclaimed water and how it can be used. SWD Maintenance Manager Tim Knapp added that using reclaimed water for fighting fires and irrigation would be a benefit to both entities. Lusk asked that CKFR be kept in the loop regarding this process.

Emergency Radio System:

AC Roy Lusk advised that CKFR has emergency radios that they would like to install at the Administration Building, in the Commissioner's Office off of the work room. The purpose of the radios would be to install an Emergency Command Center, whereby the radios would be used to communicate with other agencies in the event of a disaster. Lusk added that CKFR would like to move forward with this plan, if both Boards approve. Commissioner Hoffman asked that the request be put in writing and he will present it to the SWD Board for a vote at their January 21, 2010 meeting. SWD General Manager Morgan Johnson will inform CKFR of the outcome of the vote.

Vehicle Maintenance/Repairs:

AC Roy Lusk discussed the possibility of having CKFR maintain SWD vehicles some time in the future. He added that the two (2) entities already share a forklift and snorkel lift. He also mentioned that to save money for both entities, the CKFR Shop performs preventive maintenance and general maintenance of the generator.

Miscellaneous Discussion:

A discussion occurred as to who performs SWD fire hydrant maintenance, and the answer was that SWD performs their own exceptional hydrant maintenance.

SWD Commissioner Marcus Hoffman inquired about the potential impact to CKFR if the CKFR/Bremerton merger takes place. Chief Burdette answered that on a short term basis he does not see many changes. He added that, in the past, CKFR and Bremerton have worked well together.

The topic of residential sprinkler systems came up, and it was decided to add this important topic to the next joint Board meeting.

It was also brought up by both Boards many times during the meeting that the partnership between the two (2) organizations has worked out extremely well and been beneficial to both entities.

Topics for next joint meeting:

1. Reclaimed Water
2. Residential Sprinkler Systems

ATTENDANCE:

CKFR:
Commissioner Dave Fergus
Commissioner Mick McKinley
Commissioner Bob Muhleman
Commissioner Ralph Rogers
Fire Chief Ken Burdette
Assistant Chief Roy Lusk
Staff Assistant Karen Lunden

SWD:
Commissioner Marcus Hoffman
Commissioner John Poppe
Commissioner Mike Sechrest
General Manager Morgan Johnson
Operations Manager Skip Beahm
Maintenance Manager Tim Knapp
Fiscal Manager Jeannie Screws
Service Technician Thomas Hunter
Administrative Assistant Gina Herzog
Joint SWD/CKFR Attorney Richard Gross

Excused Absence: CKFR Commissioner Ken Erickson

Other Attendee: Henry Aus

ADJOURNED AT 11:04 AM.

SECRETARY OF THE DISTRICT

CHAIRMAN

Minutes are not official until approved by the Board