



AGENDA

Board of Commissioners Regular Meeting September 23, 2024 – 4:00 PM – Administration Building

Attendance Options: The Central Kitsap Fire & Rescue Board of Commissioners is conducting a hybrid meeting. The public is invited to view and/or participate in the meeting using the following options:

- **In person** at the Administration Building, located at 5300 NW Newberry Rd, Silverdale, WA 98383
- **Remotely by phone or via Microsoft Teams.** Remote meeting access is posted on www.ckfr.org.

All matters listed in the Consent Agenda have been distributed to each member of the Board of Commissioners for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

1. ADMINISTRATIVE ITEMS

- A. Call to Order / Establish Quorum / Pledge of Allegiance
- B. Additions or Deletions to the Agenda:
- C. Announcements:

2. PUBLIC COMMENT RELATED TO CKFR

The Board of Commissioners welcomes public comment during regular meetings. Persons may speak for up to three (3) minutes by first stating their name and address.

3. CONSENT ITEMS

- A. Current Vouchers, totaling \$1,030,962.68
 - ✓ Check No. 40237 – 40289
- B. September Payroll, totaling \$2,216,053.40
 - ✓ UKG payroll funding
 - ✓ Check No. 102486 – 102492 and EFTs

4. DISCUSSION / ACTION ITEMS

- A. Olympic College Clinical Affiliation Agreement- FC Christian
 - ✓ **Action Requested ~ Approve Fire Chief to Sign**
- B. BOC Resolution 24-05 and Travel Policy - CBO Maule
 - ✓ **Action Requested Approve**
- C. Financial Report and 2025 Budget Update – CBO Maule
- D. Capital Projects Update – AC Tague
- E. Commissioner Reports

F. Chief's Report

1. Jeff Denton- WA State Fire Mechanic of the Year Award 2024
2. Station 57 Open House Update
3. New Hires Updates (SW, HR, MO, FF's)
4. Retiree Financial Fitness Class (King/Hostetter)
5. 9/11 Community Meeting

G. CKFR FF Association Report

H. Local 2819 Report

5. CORRESPONDENCE

6. ADJOURN

CLINICAL AFFILIATION AGREEMENT

This Agreement is made and entered into between:

Olympic College ("College"), located at
1600 Chester Ave.
Bremerton, Washington, 98337

and

Training Site: Central Kitsap Fire & Rescue
Located at: 5300 Newberry Hill Rd #101
Silverdale WA 98383

The purpose of this Agreement is for Training Site, which is committed to training health care professionals, to provide desirable clinical learning experiences and facilities for College's students enrolled in a Healthcare Program.

In consideration of the mutual covenants and agreements contained herein, College and Training Site agree as follows:

I. GENERAL PROVISIONS

A. College and Training Site agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, College may develop letter agreements with Training Site to formalize operational details of the clinical education program. These details include, but are not limited to, the following:

- * Beginning dates and length of experience (to be mutually agreed upon at least one month before the beginning of the clinical education program);
- * Number of students eligible to participate in the clinical education program;
- * Specific days, hours and locations for the clinical education program;
- * Specific learning objectives and performance expectations for students;
- * Specific allocation of responsibilities for the faculty Liaison, clinical education Supervisor, and Preceptors, if any, referenced elsewhere in this Agreement;
- * Deadlines and format for student progress reports and evaluation forms.

Any such letter agreements will be considered to be attachments to this Agreement, will be binding when signed by authorized representatives of each party, and may be modified by subsequent written agreements signed by authorized representatives of each party. Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order: (1) this Agreement; (2) attachments to this Agreement in reverse chronological order.

B. College and Training Site will jointly plan the clinical education program and jointly evaluate students. Exchange of information will be maintained by on-site visits when practical and by letter or telephone in other instances.

C. College and Training Site will instruct their respective faculty, staff, and students participating in the clinical education program, to maintain confidentiality of student and patient information as required by law and by the policies and procedures of College and Training Site.

D. There will be no payment of charges or fees between College and Training Site.

E. There will be no unlawful discrimination against any student covered under this Agreement because of race, creed, color, religion, national origin, age, handicap, status as a Vietnam era or disabled veteran, gender identity or expression, sex, or sexual orientation. The College and Training site will maintain policies prohibiting discrimination, sexual harassment, and workplace violence in conformity with state and federal law. Training Site will immediately report prohibited conduct involving College's students to the College's Faculty Liaison; and Training Site will take all necessary steps to end such behavior.

II. COLLEGE'S RESPONSIBILITIES

A. College will provide information to Training Site concerning its curriculum and the professional and academic credentials of its faculty for the students at Training Site. College will designate an appropriately qualified and credentialed faculty member to coordinate and act as the Liaison with Training Site. College will be responsible for instruction and administration of the students' academic education program. College will notify Training Site in writing of any change or proposed change of its Liaison. College will have the final responsibility for grading students.

B. College's faculty will meet with the Training Site clinical education Supervisor and Preceptors, if any, at the beginning and end of the clinical education program to discuss and evaluate the program. These meetings will take place in person if practicable, otherwise by telephone/Zoom conference. College is responsible for arranging and planning the meetings.

C. College will provide the names and information pertaining to relevant education and training for all students enrolled in the clinical education program at least four weeks before the beginning date of the clinical education program. College is responsible for supplying any additional information required by Training Site as set forth in this Agreement, prior to the arrival of students. College will notify Training Site in writing of any change or proposed change in a student's status.

D. College will ensure completion of all recommended immunizations and tuberculosis screening in accordance with CDC guidelines for health care personnel and as requested by training site upon program entry and again each time standards are changed or updated. School will provide documentation regarding students' compliance, vaccinations, and/or immunity status to Training Site upon request.

E. College will assign to Training Site only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum and who have evidence of completion of a CPR course based on American Heart Association or American Red Cross guidelines and

related to the age group(s) with whom they will be working.

F. College will perform a Washington State Patrol (WATCH) record check and request a national criminal background check through a third-party vendor pursuant to RCW 43.43.834 and RCW 43.43.838 upon admission to the Nursing Program and annually thereafter. Training Site understands and agrees that any information forwarded to it by the College has been procured through this process. College does not certify the veracity of the records provided, and the provision of this background check does not relieve Training Site of its legal obligations. College maintains authorization to release these records on file for each student.

G. College will comply with and ensure to the extent possible that students comply with the policies and procedures established by Training Site. College will notify each student of his/her status and responsibilities pursuant to this Agreement.

H. College will encourage each student participating in the clinical education program to acquire comprehensive health and accident insurance that will provide continuous coverage of such student during his or her participation in the education program. College will inform students that they are responsible for their own health needs, health care costs, and health insurance coverage.

I. For all times Nursing Assistant (NA) students are on site for a traditional clinical rotation, the College will have an approved Nursing Assistant Program instructor on site at the clinical agency, to teach, supervise, and evaluate these students.

J. In accordance with the commission procedure under WAC 246-841, employed Nursing Assistant-Registered (NAR) students in the NA Program may be approved on a case-by-case basis for clinical hours' credit for employment experience completed under the supervision of a licensed nurse at their facility of employment. The College will verify students' employment experience meets hours' requirements and all other qualifying standards included in WAC 246-841-490.

III. TRAINING SITE'S RESPONSIBILITIES

A. Training Site will provide students with a desirable clinical education experience within the scope of health care services provided by Training Site.

B. Training Site will designate in writing Preceptors, if any, to be responsible for the clinical education program, and will designate in writing one person as the clinical education supervisor, who will maintain contact with the College-designated Liaison to ensure mutual participation in and review of the clinical education program and student progress.

C. Training sites will designate a licensed nurse to supervise employed NAR students as described in II.J. The supervising nurse must be present throughout the NAR clinical work experience and verify competency for tasks assigned.

D. The Training Site shall provide students access to available information or sources of information that will further their education while they are assigned to the Training Site

Training Site will make available to student's basic supplies and equipment necessary for care of patients/clients and the clinical education program. Within the limitation of facilities, Training Site will make available office and conference space for students and, if applicable, College faculty.

Training Site will submit required reports on each student's performance and attendance and will provide an evaluation to College on forms provided by College.

E. Training Site retains full responsibility for the care of patients/clients, and will maintain the quality of patient care without relying on the students' clinical training activities for staffing purposes.

F. The Training Site, in its sole discretion, may immediately limit or withdraw the use of its facilities by an individual student if that particular student endangers any client or disrupts Training Site operations. Training Site agrees to immediately notify College of the reasons for withdrawal, in writing if requested, and to use reasonable efforts to reach agreement with College on terms under which Training Site would permit use of its facilities by that student under this Agreement to resume.

G. The College will require each student referred to the Training Site to complete a training in universal precautions and transmissions of blood borne pathogens. Training Site will provide personal protection equipment that is appropriate for the tasks assigned to School's students.

H. Central Kitsap Fire & Rescue agrees to host no more than one student each week two academic quarters each year.

IV. STUDENTS' STATUS AND RESPONSIBILITIES

Students will have the status of learners and will not replace Training Site personnel. Any service rendered by students is incidental to the educational purpose of the clinical education program.

A. Students are required to adhere to the standards, policies, and regulations of Training Site during their clinical education program.

B. Students will wear appropriate attire and name tags and will conform to the standards and practices established by College during their clinical education program at Training Site.

C. Students assigned to Training Site will be and will remain students of College, and will in no sense be considered employees of Training Site. Training Site does not and will not

assume any liability under any law relating to Worker's Compensation on account of any College student's performing, receiving training, or traveling pursuant to this Agreement. Students will not be entitled to any monetary or other remuneration for services performed by them at Training Site, nor will Training Site otherwise have any monetary obligation to College or its students by virtue of this Agreement.

V. LIABILITY COVERAGE PROVISIONS

A. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement

B. College is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (Chapter 4.92 RCW). Claims against College and its employees, officers, and agents in the performance of their duties under this Agreement will be paid from the tort claims liability account as provided in Chapter 4.92 RCW.

C. In order to be accepted at the Training Site, students will be required to have medical malpractice and general liability coverage, through the student medical malpractice and general liability policies offered by the State of Washington, Office of Financial Management, Risk Management division while working in the Training Site.

D. Training Site maintains professional liability insurance coverage with agency on the final page of this agreement.

Upon request, both parties will provide proof of coverage upon execution of this Agreement. College and Training Site agree to notify the other party in the case of material modification or cancellation of coverage, and to provide subsequent proof of coverage thereafter.

VI. TERM

A. This Agreement is effective from the date of execution and will continue thereafter from year to year. This agreement will be reviewed no later than five years from its effective date, or earlier at the request of either party. College and Training Site will jointly plan student placement in advance of each year's beginning, taking into account the needs of the College for clinical placement, maximum number of students for whom Training Site can provide a desirable clinical education experience, and the needs of other disciplines or Colleges requesting clinical placements.

B. This agreement may be canceled by written notice 30 days prior to termination; however, such termination shall not become effective for the students scheduled at CKFR within the current academic quarter then enrolled in the clinical education program if such termination prevents completion of their requirements for completion of the clinical

education program.

VII. PROVISIONS REGARDING BLOOD-BORNE PATHOGENS

A. College certifies that it has trained each student it sends to Training Site in universal precautions and transmission of blood-borne pathogens, and that it will send to Training Site only students who have been trained in and have practiced using universal precautions. College has recommended the Hepatitis B (HBV) screening to all clinical education program students before assignment to Training Site. Students may waive the HBV series but are required to have a TB screening and be up to date on all other immunizations. Training Site will provide personal protection equipment that is appropriate for the tasks assigned to College's students.

B. In the event a student sustains a needle-stick injury or other substantial exposure to bodily fluids of another or other potentially infectious material while participating in the clinical education program at Training Site, Training Site agrees to provide the following services:

- Being seen by Training Site's employee health service and/or emergency department as soon as possible after the injury, if available;
- Emergency medical care following the injury, where available;
- Initiation of HBV, Hepatitis C (HCV) and HIV protocol;
- HIV counseling and appropriate testing.

C. The student will be responsible for the costs of any and all care, testing, counseling, and obtaining necessary follow-up care.

D. The source patient's HBV, HCV and HIV status will be determined by Training Site in the usual manner to the extent possible.

VIII. MISCELLANEOUS PROVISIONS

A. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein.

B. Amendment. This Agreement may be modified only by a subsequent written Agreement executed by the parties.

C. Governing Law. The parties' rights or obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be governed by, the laws of the State of Washington.

D. Survival. College and Training Site expressly intend and agree that the liability coverage provisions of this Agreement will survive the termination of this Agreement for any reason.

E. Severability. If any provision of this Agreement, or of any other agreement, document or writing pursuant to or in connection with this Agreement, shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will be ineffective to that extent only, without in any way affecting the remaining parts or provisions of said agreement.

F. Waiver. Neither the waiver by any of the parties hereto of a breach of or a default under any of the provisions of this Agreement, nor the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder.

G. Inspection. Training Site will permit, on reasonable notice and request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of the college.

H. HIPAA. College voluntarily provides students with training on the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Training Site will provide additional training on Training Site's specific HIPAA policies and procedures. College will direct its students and faculty to comply with the policies and procedures of Training Site. No protected healthcare information (PHI) is anticipated to be exchanged between Training Site and College. Solely for the purpose of defining students' role in relation to the use and disclosure of Training Site's PHI, students acting pursuant to this Agreement are defined as members of Training Site's workforce. However, College's students and faculty shall not be considered to be employees of Training Site.

I. FERPA. The Parties acknowledge that certain information about students is contained in records maintained by School and that this information is confidential by reason of School policy and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232(g) and applicable state law. In the event that Training Site has access to a student's records, Training Site shall keep confidential and shall not disclose any student records unless disclosure is (i) authorized by the school or student in writing; (ii) required by law or a court of competent jurisdiction; or (iii) permitted by this Agreement.

J. Third-Party Rights. This Agreement is entered into for the exclusive benefit of the undersigned parties and is not intended to create any rights, powers or interests in any third party.

K. Execution and Approval. The parties warrant that the officers/individuals signing below have been duly authorized to act for and on behalf of the Party for the purpose of executing this Agreement. The parties may also include the signatures of individuals who are responsible for the education program.

CHECK REGISTER

3A

Central Kitsap Fire & Rescue

Time: 17:08:26 Date: 09/18/2024

09/23/2024 To: 09/23/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2407	09/23/2024	Claims	1	40237	AIRGAS USA LLC	448.35	Oxygen Bottle Rental
2408	09/23/2024	Claims	1	40238	ALL BATTERY SALES & SERVICE	43.13	Windshield Wipers
2409	09/23/2024	Claims	1	40239	ALLIANCE 2020, INC	142.99	Employee Background Checks
2410	09/23/2024	Claims	1	40240	ASSOCIATED PETROLEUM PRODUCTS INC	4,748.90	Gasoline And Diesel Fuel
2411	09/23/2024	Claims	1	40241	LESLIE ALLAN BARNETT	975.00	Fire Officer 1 & 2 - Dalle
2412	09/23/2024	Claims	1	40242	CENTURYLINK	170.90	Phone Services
2413	09/23/2024	Claims	1	40243	CENTURYLINK	1,195.74	Phone Services
2414	09/23/2024	Claims	1	40244	CHRISTENSEN INC GENERAL CONTRACTOR	54,093.17	Sta 45 Pay Application #22
2415	09/23/2024	Claims	1	40245	CLARK CONSTRUCTION, INC.	869,205.58	Pay Application #11
2416	09/23/2024	Claims	1	40246	COMMERCIAL BRAKE & CLUTCH INC	107.45	Brake Parts
2417	09/23/2024	Claims	1	40247	MOLLY BREYSSE COX	2,730.00	Team Building Workshop
2418	09/23/2024	Claims	1	40248	DATA DRIVEN SAFETY, LLC	129.80	Driver Record Monitoring
2419	09/23/2024	Claims	1	40249	DON SMALL & SONS OIL DIST CO	764.52	Engine Oil
2420	09/23/2024	Claims	1	40250	ERLAND POINT WATER COMPANY	1,595.50	Water And Street Lights
2421	09/23/2024	Claims	1	40251	ESO SOLUTIONS, INC	11,331.48	EPCR Software
2422	09/23/2024	Claims	1	40252	FIRST CHOICE HEALTH NETWORK	38.68	EAP Services
2423	09/23/2024	Claims	1	40253	FITNESS INSTALLERS & TECHNICIANS INC	1,253.07	Wellness Equipment Maintenance
2424	09/23/2024	Claims	1	40254	COURTNEY K FLYNN	182.90	Per Diem For CISM/GRIN Class - Peer Support
2425	09/23/2024	Claims	1	40255	HD SUPPLY	182.80	Hand Sanitizer
2426	09/23/2024	Claims	1	40256	HUGHES FIRE EQUIPMENT INC	73.14	Door Handle Springs
2427	09/23/2024	Claims	1	40257	AMY S JULIANO	296.00	Per Diem Women In Fire Conference - Juliano
2428	09/23/2024	Claims	1	40258	KITSAP COUNTY PUBLIC WORKS	1,088.07	Water Utility Service
2429	09/23/2024	Claims	1	40259	KITSAP PUD #1	4,224.41	Water Utility Services
2430	09/23/2024	Claims	1	40260	KITSAP RECOVERY CENTER	9,015.10	CKCARES SUD Services - OHC Grant
2431	09/23/2024	Claims	1	40261	KUSSMAUL ELECTRONICS CO INC	1,213.63	Battery Chargers
2432	09/23/2024	Claims	1	40262	LIFE ASSIST INC	4,471.89	Medical Supplies
2433	09/23/2024	Claims	1	40263	MATERIALS TESTING & CONSULTING, INC	2,915.02	Materials Testing And Inspections
2434	09/23/2024	Claims	1	40264	MCKESSON MEDICAL-SURGICAL, INC.	194.82	Medical Supplies
2435	09/23/2024	Claims	1	40265	NEXUS BEC, INC	5,875.00	Sta 51 Building Envelope Consulting
2436	09/23/2024	Claims	1	40266	NORTH KITSAP FIRE & RESCUE	10,291.32	Q1 Misc Reimbursement - KCFTC
2437	09/23/2024	Claims	1	40267	NORTH PERRY AVENUE WATER DISTRICT	1,604.61	Water And Street Lights
2438	09/23/2024	Claims	1	40268	O.D. SNIDER & SON INC.	44.94	KFTC Fuel
2439	09/23/2024	Claims	1	40269	OFFICE DEPOT	510.22	Office And Coffee Supplies
2440	09/23/2024	Claims	1	40270	PACIFIC MOBILE STRUCTURES, INC.	1,559.66	Sta 42 Dorm Trailer Lease
2441	09/23/2024	Claims	1	40271	PACIFIC OFFICE AUTOMATION	204.21	Copier Short Term Lease
2442	09/23/2024	Claims	1	40272	POULSBO MOBILE DETAILING	1,552.06	Staff Car Detailing/Cleaning
2443	09/23/2024	Claims	1	40273	PUGET SOUND ENERGY	3,990.48	Electricity
2444	09/23/2024	Claims	1	40274	ROTARY CLUB OF SILVERDALE	175.00	1st Quarter Dues - Christian
2445	09/23/2024	Claims	1	40275	DANIEL SCHOLD	146.70	LEOFF 1 Reimbursement
2446	09/23/2024	Claims	1	40276	SHANK, DEAN	227.10	LEOFF 1 Reimbursement
2447	09/23/2024	Claims	1	40277	SILVERDALE WATER DISTRICT	6,869.02	April 2024 Shared Costs
2448	09/23/2024	Claims	1	40278	SUNRISE PEST MANAGEMENT	635.42	Pest Management
2449	09/23/2024	Claims	1	40279	SYSTEMS DESIGN WEST, LLC	11,153.97	July 2024 Transport Billing
2450	09/23/2024	Claims	1	40280	TELEFLEX, LLC	1,115.50	Needles

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 17:08:26 Date: 09/18/2024

09/23/2024 To: 09/23/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2451	09/23/2024	Claims	1	40281	TITUS-WILL FORD	202.00	Drag Link For S1703
2452	09/23/2024	Claims	1	40282	TRUSTEED PLANS SERVICE CORPORATION	2,215.40	9286 - October 2024 Retiree Medical
2453	09/23/2024	Claims	1	40283	VERATHON INC.	4,980.51	Glidescope Supplies
2454	09/23/2024	Claims	1	40284	WA ST DEPT OF RETIREMENT (EFT)	22.82	Interest On Invoice #1616898 - PO #10234
2455	09/23/2024	Claims	1	40285	WAVE BROADBAND	1,469.05	High Speed Internet
2456	09/23/2024	Claims	1	40286	WESTBAY AUTO PARTS	27.33	Auto Parts
2457	09/23/2024	Claims	1	40287	YOUNG MENS CHRISTIAN ASSOCIATION	1,003.00	Rescue Swimmer Member Dues
2458	09/23/2024	Claims	1	40288	ZOLL MEDICAL CORPORATION	705.32	Medical Supplies
2459	09/23/2024	Claims	1	40289	CAROLYN WIXSON	1,550.00	Monthly Rent - October 2024
						82,697.99	
						13,066.26	
						935,198.43	
						1,030,962.68	Claims: 1,030,962.68

We, the undersigned of Central Kitsap Fire and Rescue, do hereby certify that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation. We certify and that the claims are just, due and unpaid obligation against the District and that the checks noted above are approved for payment.

Chairman

Commissioner

Vice Chairman

Commissioner

Commissioner

Fire Chief

Auditing Officer



CENTRAL KITSAP FIRE & RESCUE

RESOLUTION 24-05

A Resolution Rescinding Resolution 15-20 and SOP 3-02 and Adopting a New Board Policy on Training and Travel Expense Reimbursements

September 23, 2024

WHEREAS, the Central Kitsap Fire and Rescue Board of Commissioners adopted Resolution 15-20 to establish a process, through Standard Operating Procedure (SOP) 3-02, for the timely disbursement and/or reimbursement of funds associated with district sponsored training and travel; and

WHEREAS, Resolution 15-20 also established a formula for per diem allowances for use by district staff while attending district sponsored training; and

WHEREAS, the district has identified the need to significantly update the criteria for training and travel reimbursements and to maintain all relevant guidance in one Board level policy.

NOW, THEREFORE, BE IT RESOLVED by the Board that Resolution 15-20 is hereby rescinded.

BE IT FURTHER RESOLVED that the Board hereby adopts the Travel and Expense Reimbursement Policy as attached hereto. The Board may, at its discretion, adopt future updates to the Travel and Expense Reimbursement Policy without amending this Resolution.

ADOPTED, this 23rd day of September 2024.

BOB MUHLEMAN, Chairman

GUY EARLE, Vice Chairman

NATE ANDREWS, Commissioner

KEN ERICKSON, Commissioner

ATTEST:

KENNETH BAGWELL, District Secretary

ROD ELMORE, Commissioner

Travel and Expense Reimbursement Policy

Division: BUSINESS SERVICES

Scope: ALL PERSONNEL

Revised: N/A

Next Review: 09/2026

CKFR Board Policy

1.0 INTRODUCTION

1.1. Scope and Purpose

Employees, elected officials, and volunteers of Central Kitsap Fire and Rescue incur business and travel-related expenses in their official capacity working on behalf of the District.

The purpose of this Policy is to establish standardized travel procedures and related expense reimbursements for members traveling on District-related business and/or training.

1.2. Program Application

This Policy applies to all CKFR employees including volunteers and Commissioners. Where it is not provided for otherwise (e.g., Wildland Mobilizations), adherence to this policy is implied for all programs and interlocal agreements for which the District is formally designated as management, administrative and/or fiscal agent.

CKFR employees temporarily assigned to other programs, which are not managed by the District, should adhere to the travel policies set forth in those respective programs (e.g., Kitsap County Fire Training Consortium). However, employees must still adhere to this policy for all CKFR related training and travel.

1.3. Policy Contents

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1.4. **Definitions**

Authorized Expense – A reasonable expense approved by the District for payment, which may include travel expenses.

Claim – A reimbursement request for travel or related expense submitted by a District member. Claims must contain a signed certification as required by the SAO BARS manual.

Employee – All CKFR paid staff and management. The Board of Commissioners and volunteers are included in this definition unless otherwise noted.

Incidental Expense – An authorized reasonable expense such as gratuity provided to porters, baggage carriers, and hotel staff per the maximum rate identified by the General Service Administration (GSA).

District Directed Training – Training related directly to an employee’s job duties and required by District management.

Management – Assistant Managers, Managers, Directors and exempt Chief Officers of the District.

Non-District Directed Training – Training related to an employee’s job duties either directly or indirectly, but not considered mandatory by District management.

Out-of-Town Travel – Instances where it is necessary for the employee to stop for substantial sleep or rest to properly perform their duties while traveling to perform District business.

Per Diem – An allowance or payment made for each day of authorized travel as determined by the U.S. General Service Administration (GSA).

Reasonable Expense – Expenses serving a fundamental purpose of the District and determined by the Board, Fire Chief and management to be a legitimate use of public resources.

Tippling / Gratuity – An eligible expense for reimbursement and should not exceed 20%. The maximum allowable gratuity does not limit how much the employee may tip, but rather limits how much of the tip may be reimbursed using public funds. Tips at common carrier terminals and hotels for handling employee luggage and personal effects are included in Per Diem and not reimbursable.



Training Chief – CKFR staff designated to coordinate District training programs and activities.

Travel Expense – Authorized amounts paid by the District for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging, and related items.

Travel Status – Period when employees are approved to be temporarily away from their assigned duty stations to conduct District related business.

2.0 AUTHORIZED EXPENSES

2.1. Authorized Travel Related Expenses

Only reasonable travel-related expenses and reimbursement requests will be authorized by the District. These costs may include but are not limited to transportation, lodging, meals, tuition, registration costs, tolls, and parking fees.

Communication equipment for conducting agency business such as cell phones, tablets, and laptops may be checked out from the District's IT department. Reasonable fees incurred while traveling to use these devices (e.g. hotel Wi-Fi and internet) are reimbursable if approved by the employee's respective supervisor or manager.

2.2. Authorized Non-Travel Related Expenses

Annual dues for professional or civic organizations that directly relate to the employee's job and benefit the agency may be authorized by the Fire Chief or designee during the annual budget process.

The Fire Chief or Board of Commissioners may authorize moving and/or interview expenses for certain high-level or hard-to-fill positions on a case-by-case basis.

The Fire Chief may authorize reimbursement or payment of reasonable lodging expenses for non-employees assisting the District with interviews or conducting agency training. These payments are expected to be rare and infrequent.

Payments for meals and light refreshments are authorized per Resolution 20-02 or subsequent Board directive.

Meals purchased for groups must not exceed the maximum individual meal rate as provided by the GSA (calculated as the total amount for the meal divided by the total individual meals purchased including tip).

2.3. Non-Authorized Expenses

The following costs are not authorized for payment or reimbursement by the District:

- Fines (e.g. parking), moving violations (e.g. traffic tickets), and other penalties incurred;
- Alcoholic beverages;
- Non-essential costs such as premium television channels, room upgrades, and long-distance phone calls, and personal insurance costs;



- Expenses incurred by a spouse, domestic partner, family member, or other person not authorized under the District’s policies;
- Theft or loss of personal items while traveling.

3.0 TRAVEL AND EXPENSE REIMBURSEMENT PROCEDURES

3.1. Travel Arrangements

Designated CKFR administrative staff will make all travel arrangements including registrations, lodging, air, and ground transportation as applicable.

Employees should not make travel arrangements individually except for circumstances such as scheduling an airport shuttle or transportation to and from designated training events (e.g. shuttle from the hotel to the training site).

The District will only consider personal preferences in travel accommodation when there is no resulting cost increase to the agency.

3.2. Required Documentation

Employees requesting training and related travel must submit the appropriate service request through the Training Division portal on SharePoint, or other means as provided by the Training Chief.

Claims for travel, tuition and other expense reimbursements should be made using Form TC-50 (Travel/Expense Voucher) or subsequent form. The form should be itemized with adequate detail and signed by the employee and supervisor.

Employees must attach receipts, payment authorizations, course detail, grades and other information as appropriate to the form to justify the expense.

Employees must complete Form 1019, *Statement in Lieu of Receipt*, for any lost receipts, and the employee’s supervisor must sign the form.

Reimbursement claims submitted without receipts and other required supporting documentation are ineligible for payment.

3.3. Travel Request Process

To the extent possible, employees should submit training and travel requests to the designated administrative staff or Training Chief through SharePoint, or successive training software, six weeks prior to the planned event.

Attendees must communicate any deviations from this timeline as soon as possible to the Training Chief or designated administration staff.

3.4. Advance Travel Payments

Except for rare occasions as approved by the Fire Chief, and as referenced in Section 5.1, the District will generally not issue advance travel funds to employees for expenditures such as lodging, transportation costs, registration fees, etcetera.



Employees may seek reimbursement for authorized travel expenses, or request to check out a designated District travel purchase card for circumstances where employee travel costs cannot be paid in advance by the Training Chief or designated administrative staff.

Employees checking out District purchasing cards must adhere to the District's Purchasing Procedures SOP and remit the required documentation as specified in Section 3.2 of this Policy.

3.5. **Wildland Mobilizations**

Travel and expense reimbursement procedures for wildland mobilizations may differ from those outlined in this Policy. Please refer to the District's Mobilization SOP for specific guidance.

4.0 TRANSPORTATION

4.1. **Air Travel**

Air travel may be authorized for distances of 350 miles or greater from the main administration building to the travel destination or as approved by the Fire Chief. All air travel arrangements will be secured and paid for by the assigned CKFR support staff and must be approved in advance by the Fire Chief or the Fire Chief's Designee.

Decisions regarding choice of airline are based upon the lowest fares. Air travel will be economy class accommodation and/or the lowest airfare possible within a window of the hours planned for departure and arrival. Consideration may be made for direct flights where there is not a significant cost increase.

Assigned support staff should receive reservations and ticket requests as far in advance as possible to obtain the best flight schedules at the lowest fare.

The total roundtrip airfare costs include air ticket, one (1) checked bag, mileage to/from the airport, parking and transportation to/from airport to training site. Costs for additional checked bags are the responsibility of the traveler.

4.1.1. **Alternatives to Air Travel**

An employee may choose to use ground transportation in lieu of air travel provided the mileage charged to the District does not exceed the total round trip air costs to the same destination. The Training Chief or other designated staff will determine the most economical means for the District.

4.1.2. **Weekend Travel**

Travel extensions over a Friday or Saturday night is authorized if there are airline or other discounts, which in total significantly exceeds the incremental hotel, car rental and meal expenses as determined by the Training Chief or designated administrative staff.



4.2. **Ground Transportation**

4.2.1. District Vehicles

Employees should use District vehicles for travel whenever possible and for authorized travel for distances of less than 350 miles from the main administration building to the travel destination unless otherwise approved by the Fire Chief.

Third party occupants, as defined in RCW 4.92.180, are strongly discouraged in District-owned staff vehicles during travel for education and conference attendance. Third party occupants in District owned vehicles, for non-emergency travel, must be approved by the Fire Chief.

Fuel costs may be reimbursed to the traveler or charged to a District purchase card. All receipts should be remitted per Section 3.2.

District vehicles are to be used for District business use only. Business not directly related to the District, out-of-the-way trips and consumption of alcoholic beverages within eight (8) hours prior to driving, are strictly prohibited.

4.2.2. Car Rentals

Car rentals will require *pre-approval* from a Director, or Assistant Chief and above and should only be used when a more economical and practical means of travel is not available.

Car rental should be reasonable and the appropriate size for business purposes and travel/transportation requirements.

Employees renting cars on District business should decline the Collision Damage Waiver (CDW) insurance and the personal accident insurance coverage. In the event an employee is involved in an accident, the District would pay the insurance deductible and the District policy covers the personal accident insurance.

If travel plans change, notify the Training Chief or the designated support staff immediately. If the change occurs outside of normal working hours and a rental car needs to be cancelled, please call the car rental agency to cancel the reservation.

All rental documentation and receipts must be retained and submitted to the training officer or designated administrative staff as outlined in Section 3.2.

4.2.3. Hotel Shuttles, Airporters and Taxicabs

Airport or hotel shuttles or taxicabs are to be used in lieu of rental cars when traveling between airports and hotels.

Employees should choose the method at the least cost to the District. For instance, an employee should select a free hotel shuttle if available instead of paying a taxicab for the same trip.



Reimbursements for taxicab and other shuttle expenses may be denied or billed back to the employee if it is determined a free or lower cost method was available.

If using a local shuttle to the airport (e.g. the Airporter to SeaTac), the travelers will make their own reservations for pick-up and delivery. Or, airport shuttle costs may be reimbursed, after the travel, by completing a Form TC-50 Travel Expense Voucher.

If sharing transportation expenses where a receipt may not be available, note the amount, and a Form 1019 Statement in Lieu of Receipt can be completed for the expenditure.

4.2.4. Transportation Network / Ride-Sharing Companies (e.g. Uber, Lyft, Turo)

Employees may use ride-sharing companies such as Uber and Lyft in lieu of taxicabs when they are the option of least cost for the District.

Employees may not link District purchasing cards to personal ride sharing company applications or accounts. Instead, employees should seek reimbursement for these expenses as outlined in Section 3.

Gratuity, when not already included in the cost of the ride or service, should not exceed 20% of the base fare.

4.2.5. Personal Vehicles

The District encourages the use of a District vehicle, if available, when members are traveling on District business. However, with prior approval, from a Director or Assistant Chief or above, an individual may use their personal vehicle for business purposes.

4.2.5.1. Mileage

Mileage is generally not authorized for reimbursement when a District vehicle is available. However, the Fire Chief or Fire Chief's designee may approve mileage reimbursements for personal vehicles when requested on a case-by-case basis.

Miles traveled will be reimbursed by the District at the current IRS mileage rate, but mileage reimbursement should not exceed the total round-trip coach airfare cost.

Mileage allowance may be provided in advance, based upon mileage between CKFR Administration Building or home residence and destination of travel, whichever is shorter.

The number of miles round trip will be derived through a map website such as Google Maps.

4.2.5.2. Liability Coverage

Employees or officials driving their own vehicles while traveling within the scope of business for the District would be covered by worker's compensation for bodily injury to the employee/official.



Damage to the employee or official's personal vehicle while traveling within the scope of business for the District would be covered by the employee/official's own insurance as primary coverage.

Injuries to other persons or damage to others' vehicles due to negligence of the employee would be treated for insurance purposes in most case with the employee/official's insurance as primary coverage and the District's insurance as excess coverage with the potential in some circumstances to drop down as primary coverage.

The duty to defend the member if the member were sued would typically belong to the appropriate insurance carrier as described above.

4.2.5.3. Coverage for Volunteers and Commissioners

Volunteers and Commissioners are generally covered by the District's general liability policy for bodily injury or property damage caused to third parties arising out of their activities in the course of District-sponsored volunteer work.

Although the District does not provide health insurance to volunteers, the District's general liability coverage may respond to situations where the volunteer is injured in the course of volunteer work where the District was negligent.

4.2.6. Parking

Employees should choose parking locations that provide adequate security and be of least cost to the District. Generally, avoid parking in higher cost locations (e.g. the airport lot) when adjacent parking facilities are available at lower rates. Questions on appropriate parking locations may be directed to the Training Chief or designated support staff.

5.0 MEALS AND LODGING

5.1. **Meals and Per Diem**

Employees with approved travel requests submitted within the six-to-eight-week timeframe, as described in the previous section, are eligible to receive per diem while on travel status prior to departure. Per diem funds may be issued after the travel is completed if internal timelines for disbursement are not met.

Payments issued to travelers must be returned to the District within five business days if the cause for travel was canceled or significantly modified after the per diem was issued.

Per diem amounts will follow the U.S. General Services Administration (GSA) for the locality to which the employee is traveling to, and meal rates and travel days will be apportioned accordingly.



Alternatively, employees may elect the District to reimburse actual, eligible travel costs incurred while in travel status. Employees electing this option should coordinate with designated Finance staff and must retain remit receipts for all eligible expenses.

The District will not reimburse actual expenses or provide per diem for meals in an amount greater than those provided in the most current GSA schedule.

5.2. **Lodging**

Designated CKFR support staff will make all hotel and lodging reservations, unless otherwise authorized. Employees are expected to stay at the site of the conference/classes or at a hotel with the same or reasonable rates.

If travel plans change or you are unable to travel, notify the designated support staff as soon as possible.

If the traveler is unable to reach or notify the designated support staff, during normal working hours the traveler should call to cancel all reservations, including the hotel, airline to cancel the flight (if applicable), airport shuttle, and the training class or conference registration if possible. All funds issued in advance are to be returned to the District within five business days.

5.2.1. Traditional Lodging (e.g. Hotel/Motel)

The daily cost of lodging includes only the single occupancy room rate and applicable taxes, surcharges, and fees. The difference between a single room rate and an upgraded room will not be paid by the District and is the responsibility of the traveler.

If payment for the accommodations have not been either arranged on a purchase order or previously paid, a District purchasing card may be used upon checkout. Personal expenses charged to a room are to be paid by the traveler and not be charged on the District purchasing card.

Room accommodations will be furnished beginning the night before an event/ conference/class, unless the event site can be reached by traveling between 7AM -1PM on the day of the scheduled event/conference/class, and then ending the last day of the event.

Exceptions for an additional night's lodging may be authorized due to situations such as:

- Flight schedules
- Events/conference/classes ending after 4:00 PM and over 100 miles from home
- Events/conference/classes ending after 7:00 PM
- Traveling during severe, inclement weather, snowstorm, or icy road conditions where it is unsafe to drive
- Other rare and infrequent circumstances as authorized by the Training Chief or Fire Chief.



A hotel folio or receipt is required, regardless of whether the room is charged or has been paid for by other means.

5.2.2. Non-Traditional and Peer-to-Peer Lodging (e.g. Airbnb, VRBO)

Privately-owned home sharing services, such as Airbnb, are not consistently regulated for safety, background checks, insurance, etcetera in the same way that traditional services are regulated.

Because of these concerns, the District discourages the use of these services and encourages use of more traditional accommodations such as hotels or motels. However, if traditional lodging options are not reasonably available, home sharing services may be authorized by the Fire Chief.

If the Fire Chief approves non-traditional lodging in situations where traditional lodging is available, the District will reimburse the member the lesser of the cost of the lodging or the maximum destination lodging rate as published by the GSA.

5.3. **Traveling With Family**

Occasionally, a spouse or other family member may accompany a traveling employee for personal reasons. In such cases, the District will not pay or reimburse more than if the employee had traveled alone and will not pay for expenses generated by the spouse's absence from home.

Airfare paid by the District will cover the employee only. The District is not obligated in any way to make special arrangements to add a spouse or family member to flight or travel itineraries.

Lodging will be at the single occupancy rate and must be supported by a receipt. If applicable, expenses for meals must reflect the cost of the employee's meals only. The employee is responsible for any difference between the single occupancy rate and any additional charges because of accompanied travel.

5.4. **One-Day Travel**

Single day travel is ineligible for meal reimbursement. If round trip travel is only for one day, mileage, parking and other eligible costs are to be paid in accordance with Section 4.2.5 of this Policy.

Attendees of a firefighting recruit training academy may be reimbursed for their cost of ferry as authorized by the Training Chief.

6.0 COMPENSATION AND NON-DISTRICT DIRECTED TRAINING REIMBURSEMENT

6.1. **Compensation for District Directed Out of Town Travel**

Nonexempt, non-uniformed, and daytime suppression employees traveling out-of-town on authorized District-directed training will be paid for all travel time (such as time spent driving to the destination, waiting at airports, in flight, or traveling from the airport to the hotel), even if the employee is not actively



working during those hours or such travel takes place outside of the employee's normal work hours.

All employees traveling for authorized, District directed training will be compensated per the negotiated contract and related policies pursuant to their respective collective bargaining agreement, or other employee contract.

Volunteers will be compensated in accordance with the most current version of their point system schema. Commissioners are eligible for daily compensation for each full or partial day they are on District authorized travel pursuant to RCW 52.14.010.

Travel time, conference hours and itineraries will be utilized to assure accuracy of all timesheets for the purpose of calculating time working and any overtime eligibility.

6.2. **Non-District Directed Training and Travel Reimbursement.**

The District will reimburse for non-District directed and self-initiated classes pursuant to the respective Collective Bargaining Agreements. All training and reimbursement requests for non-District directed training should follow the procedures outlined in Section 3.2 of this Policy.

7.0 POLICY SUPERCEEDS PREVIOUS VERSIONS

This Policy replaces and supersedes SOP 3-02 – Travel and Board Resolution 15-20 Allocation of Per Diem Reimbursements.

8.0 REFERENCES

1. MRSC – Travel and Expense Reimbursement Policies
2. RCW 52.14.010 – Reimbursements of Commissioners
3. RCW 42.24.120 – Advance Travel
4. WA SAO BARS Manual – Chapter 3.8.2, Employee Travel
5. Board Resolution 20-02 (or subsequent authorization) – The Provision of Food and/or Light Refreshments at District Meetings
6. U.S. General Services Administration (GSA) per diem rates
7. SOP 6-17 – Wildland Mobilizations
8. SOP 03-03 – Purchasing Procedures
9. Form TC-50 (or subsequent) Travel and Expense Reimbursement
10. Form 1019 – Statement in Lieu of Receipt





CENTRAL KITSAP FIRE & RESCUE

INTERIM FINANCIAL REPORT FOR THE SEVEN MONTHS ENDING JULY 31, 2024

Report on Budget Variances and Financial Position

The district ended July with a net favorable general fund budget variance of \$1,128,438. Higher than expected operating revenue and lower than expected operating costs contributed to the bulk of the favorable variance. The favorable variance decreased by \$193,278 compared with the previous month.

ENDING FUND BALANCES

Fund Name	Balance Designation	Balance		
		July 2024	July 2023	Variance
	Assigned &			
General Operating	Unassigned	\$ 15,307,663	\$ 13,854,660	\$ 1,453,004
General Operating	Committed	479,590	479,590	-
Liability Reserve	Assigned	4,179,532	4,043,524	136,008
Joint Training Consortium	Restricted	363,539	470,266	(106,727)
Debt Service, Bond	Restricted	1,278,622	960,211	318,411
Capital, Bond Projects	Restricted	21,075,338	11,538,208	9,537,130
Capital, Fire Mitigation	Restricted	-	424,182	(424,182)
Capital, Facilities	Committed	5,271,096	4,891,138	379,958
Capital, Apparatus & Equip.	Committed	3,245,740	2,848,924	396,816
Total Balance of All Funds		\$ 51,201,120	\$ 39,510,703	\$ 11,690,417

GENERAL FUND BUDGET VARIANCES

Revenues and Transfers In

Total revenues during the period were \$740,569 or 4.3% higher than expected driven mainly by favorable variances in interest revenue (\$181,695) and ambulance transport fees (\$283,874). The district saw additional favorable variances in tax receipts (\$239,530) and CARES grant revenue (\$51,921).

GEMT receipts during the period were unfavorably under budget by \$244,501 or 30%. However, the district has been notified by the HCA that it should be receiving an SFY 2023 settle-up payment of more than \$800,000 in the coming months. Service revenue from other fire districts is under budget by \$39,032 or 78% due to ending the joint supply ordering program with SKFR in March.

The district also received \$100,000 from Kitsap 911 on behalf of other participating county fire districts for the first year of Darkhorse implementation and subscription fees which were not budgeted. CKFR is serving as a fiscal agent for this multi-agency effort and there is a related expense.



CENTRAL KITSAP

FIRE & RESCUE

Non-operating revenues continue to show a favorable variance primarily from employees for time-loss payments received from Labor & Industries for work related injuries. These reimbursements are \$74,672 or 249% over budgeted expectations.

Expenditures and Transfers Out

Combined operating and non-operating costs were favorably under budget by \$387,869 or 2.2%. The variance is primarily from lower-than-expected operating costs, in staffing, operating supplies, and contingency, partially offset by higher-than-expected capital costs.

Operating Expenses

Operating expenses were favorably under budget by \$1,159,197 or 6.5% through July. Operating supply costs were under budget by \$272,330 or 34.1% primarily because of the timing of the purchase of new bunker and response gear (\$98,281), lower medical supply costs (\$50,788), and lower fleet maintenance parts and tires (\$39,866). The district will roll over nearly \$81,000 of the favorable variance in bunker gear to 2025 to be used for new recruits.

Training costs are under budget by \$122,820 or 36% primarily from lower-than-expected recruit academy (\$20,000) and training costs for operations (\$36,085), administration (\$20,845) and tuition reimbursement (\$12,854). Net salary and benefits costs are favorably under budget by \$353,735 or 2.4% primarily from unfilled positions. Total L&I costs are unfavorably over budget by \$77,976 or 19%.

General Fund Capital Costs and Fund Transfers Out

The total unfavorable variance for non-operating costs for the year was \$771,327. The bulk of this variance was related to payment for the shop lift (\$311,034), timing differences in the purchase for IT related upgrades (\$50,376), and the new medic unit and upfitting which was budgeted to come from the capital apparatus fund (\$368,452). The district will evaluate the need to transfer funds at year end.

ANNUAL FINANCIAL AND ACCOUNTABILITY AUDIT

The annual audit is currently underway and will be conducted by the same SAO auditor we have had for the previous two years. Their team is in the planning phase and expects the audit to be completed by the end of October.

2025 BUDGET PROCESS

The 2025 budget process is on schedule and has the following planned action:

- October 8 – Staff to present the draft 2025 budget to the Finance Committee and Labor
- October 14 – Staff to present the draft 2025 budget to the full Board of Commissioners
- October 28 – The Board to hold a public hearing on revenue pursuant to RCW 84.55.120 (staff presenting).
- November 11 – The Board to adopt Levy Resolutions and Budget Certification
- December 9 – The Board to adopt the final 2025 budget.

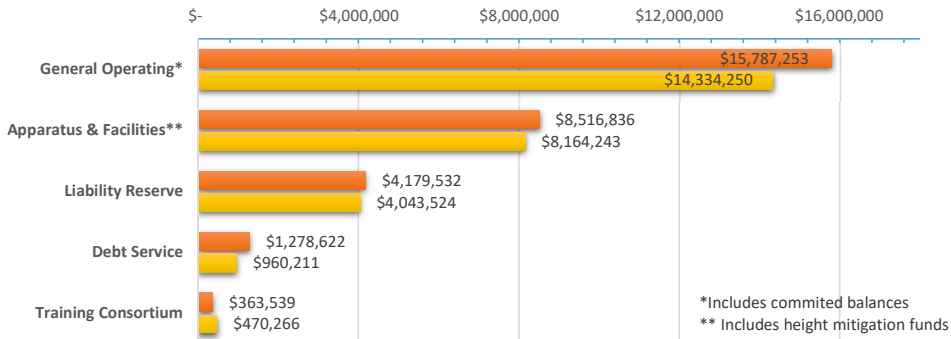
CENTRAL KITSAP FIRE & RESCUE
Statement of Fund Resources and Uses Arising From Cash Transactions
For The Seven Months Ending July 31, 2024

	Adopted Budget	Year-to-Date Adjusted Budget	Year-to-Date Actual	YTD Budget \$ Variance	YTD Budget % Variance	Utilization Jul=58.3%	MTD Actual
GENERAL FUND - 001							
Revenue and Other Increases							
Operating Revenues							
Taxes	\$ 26,954,590	\$ 14,393,589	\$ 14,633,119	\$ 239,530	1.7%	54.3%	\$ 90,363
Intergovernmental Revenues	2,201,875	1,277,643	1,092,300	(185,342)	-14.5%	49.6%	143,035
Charges for Goods and Services	2,368,625	1,347,994	1,696,177	348,184	25.8%	71.6%	199,553
Interest and Other Earnings	331,520	163,963	408,777	244,814	149.3%	123.3%	59,273
Subtotal Operating Revenues	<u>31,856,610</u>	<u>17,183,188</u>	<u>17,830,373</u>	<u>647,186</u>	<u>3.8%</u>	<u>56.0%</u>	<u>492,224</u>
Non-Operating Revenues							
Asset Sale Proceeds & Recoveries	10,000	5,000	14,042	9,042	180.8%	140.4%	-
Fund Transfers In	221,255	129,065	138,735	9,669	7.5%	62.7%	19,165
Non-Asset Related Recoveries	60,000	30,000	104,672	74,672	248.9%	174.5%	5,799
Subtotal Non-Operating Revenue	<u>291,255</u>	<u>164,065</u>	<u>257,449</u>	<u>93,383</u>	<u>56.9%</u>	<u>88.4%</u>	<u>24,964</u>
Total Revenues and Other Increases	<u>32,147,865</u>	<u>17,347,253</u>	<u>18,087,822</u>	<u>740,569</u>	<u>4.3%</u>	<u>56.3%</u>	<u>517,188</u>
Expenditures and Other Decreases							
Operating Expenditures							
Salaries and Wages	19,983,610	11,534,932	11,016,853	(518,078)	-4.5%	55.1%	1,509,741
Personnel Benefits	5,701,175	3,251,969	3,416,312	164,344	5.1%	59.9%	453,345
Subtotal Salaries and Benefits	<u>25,684,785</u>	<u>14,786,900</u>	<u>14,433,166</u>	<u>(353,735)</u>	<u>-2.4%</u>	<u>56.2%</u>	<u>1,963,087</u>
Office and Operating Supplies	1,360,185	799,072	526,742	(272,330)	-34.1%	38.7%	27,905
Fuel Consumed	274,475	160,277	131,660	(28,617)	-17.9%	48.0%	17,877
Small Tools and Minor Equipment	91,520	50,967	26,951	(24,016)	-47.1%	29.4%	4,778
Training and Travel	482,460	341,214	218,394	(122,820)	-36.0%	45.3%	7,140
Professional Services	1,098,820	594,927	505,025	(89,902)	-15.1%	46.0%	57,520
Communications	131,825	76,898	96,492	19,594	25.5%	73.2%	6,569
Taxes, Operating Rentals and Leases	6,500	4,021	-	(4,021)	-100.0%	0.0%	-
Insurance	268,410	5,530	23,055	17,525	316.9%	8.6%	48
Utility Services	249,950	172,532	145,682	(26,850)	-15.6%	58.3%	22,756
Repairs and Maintenance	898,235	527,441	549,569	22,128	4.2%	61.2%	124,785
Other Services and Contingency	550,270	326,954	30,799	(296,154)	-90.6%	5.6%	9,772
Subtotal Operating Expenses	<u>31,097,435</u>	<u>17,846,733</u>	<u>16,687,536</u>	<u>(1,159,197)</u>	<u>-6.5%</u>	<u>53.7%</u>	<u>2,242,237</u>
Non-Operating Expenditures							
Capital Expenditures	299,480	149,740	921,067	771,327	515.1%	307.6%	338,486
Fund Transfers Out	750,950	-	-	-	-	0.0%	-
Subtotal Non-Operating Expenditures	<u>1,050,430</u>	<u>149,740</u>	<u>921,067</u>	<u>771,327</u>	<u>515.1%</u>	<u>87.7%</u>	<u>338,486</u>
Total Expenditures and Other Decreases	<u>32,147,865</u>	<u>17,996,473</u>	<u>17,608,603</u>	<u>(387,869)</u>	<u>-2.2%</u>	<u>54.8%</u>	<u>2,580,723</u>
Surplus (Deficit) From Operating Activity	759,175	(663,545)	1,142,837	1,806,382	-272.2%		(1,750,012)
Net Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ (649,220)</u>	<u>\$ 479,218</u>	<u>\$ 1,128,438</u>	<u>-173.8%</u>		<u>\$ (2,063,535)</u>
General Fund Balance							
Beginning General Fund Balance	15,141,325	15,141,325	15,308,035	166,710	1.1%		
Net YTD Increase (Decrease)	-	(649,220)	479,218	1,128,438	-173.8%		
Less: Fund Commitments	(479,590)	(479,590)	(479,590)	-	0.0%		
Ending Uncommitted Fund Balance	<u>\$14,661,735</u>	<u>\$14,012,515</u>	<u>\$ 15,307,663</u>	<u>\$ 1,295,148</u>	<u>9.2%</u>		

CKFR Financial Snapshot: July 31, 2024

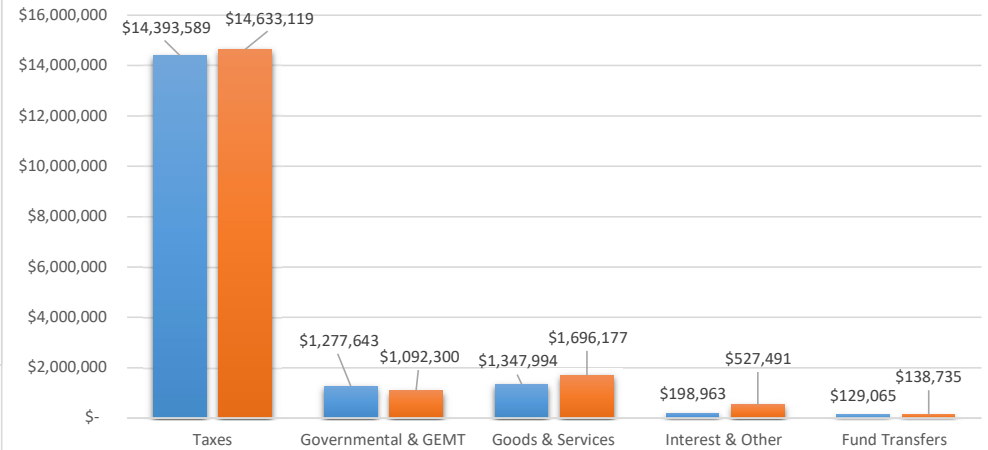
Fund Balances

July 2024 July 2023



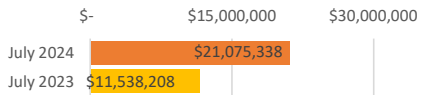
General Fund Revenues and Other Increases

YTD Budget YTD Actual



Capital Facilities Bond

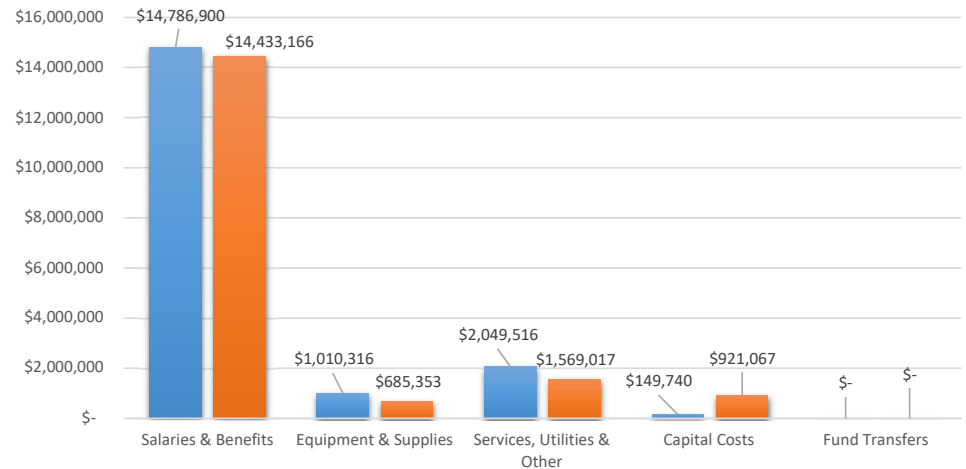
Facilities Bond Project



Fund Balance	\$ 21,075,338
2024 Expenditures	\$ 13,743,197
Total Expenditures*	\$ 39,227,876
Gross Spend Down*	67.29%
* Total both Issuances	

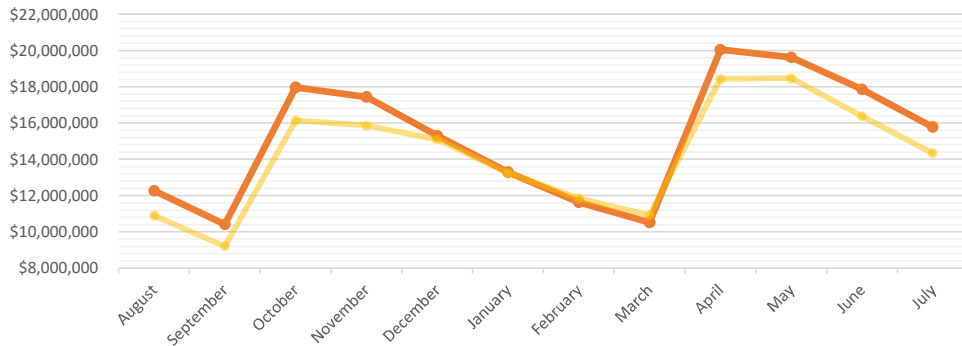
General Fund Expenditures and Other Decreases

YTD Budget YTD Actual



General Fund Twelve Month Balance Trends

Current Year Prior Year



2024 BUDGET POSITION

Central Kitsap Fire & Rescue

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001 GENERAL FUND

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	15,141,325.00	15,308,034.58	(166,709.58)	101.1%
310 Taxes	14,393,589.00	14,633,118.95	(239,529.95)	101.7%
330 Intergovernmental Revenues	1,277,642.65	1,092,300.46	185,342.19	85.5%
340 Charges For Goods & Services	1,347,993.50	1,696,177.04	(348,183.54)	125.8%
360 Interest & Other Earnings	163,962.50	408,200.76	(244,238.26)	249.0%
390 Other Financing Sources	5,000.00	14,042.00	(9,042.00)	280.8%
397 Interfund Transfers	129,065.40	138,734.50	(9,669.10)	107.5%
398 Insurance Recoveries	30,000.00	104,672.00	(74,672.00)	348.9%
Fund Revenues:	32,488,578.05	33,395,280.29	(906,702.24)	102.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
010 Admin Salaries	1,800,426.45	1,789,441.90	10,984.55	99.4%
020 Admin Benefits	493,161.75	502,677.16	(9,515.41)	101.9%
030 Admin Supplies	42,756.65	26,612.84	16,143.81	62.2%
040 Admin Professional Services	827,861.30	486,885.70	340,975.60	58.8%
210 Operations Salaries	9,045,997.15	8,641,147.41	404,849.74	95.5%
220 Operations Benefits	2,506,800.85	2,511,052.87	(4,252.02)	100.2%
230 Operations Supplies	695,564.13	473,531.65	222,032.48	68.1%
240 Operations Services	299,105.05	314,715.67	(15,610.62)	105.2%
310 Fire Prevention Salaries	58,925.40	57,731.78	1,193.62	98.0%
320 Fire Prevention Benefits	19,382.10	19,709.73	(327.63)	101.7%
330 Fire Prevention Supplies	17,600.00	16,664.05	935.95	94.7%
340 Fire Prevention Services	5,410.00	3,286.14	2,123.86	60.7%
440 Training Services-External	20,000.00	0.00	20,000.00	0.0%
451 Training Salaries	181,504.15	155,298.95	26,205.20	85.6%
452 Training Benefits	53,528.00	51,048.64	2,479.36	95.4%
453 Training Supplies	14,541.65	2,405.87	12,135.78	16.5%
454 Training Services- Internal	321,214.25	218,394.40	102,819.85	68.0%
510 Facilities Salaries	125,722.90	87,963.17	37,759.73	70.0%
520 Facilities Benefits	63,448.75	40,665.54	22,783.21	64.1%
530 Facilities Supplies	83,995.05	58,251.83	25,743.22	69.4%
540 Facilities Services	433,584.05	339,679.75	93,904.30	78.3%
610 Vehicle Maintenance Salaries	322,355.85	285,270.25	37,085.60	88.5%
620 Vehicle Maintenance Benefits	115,647.10	119,213.16	(3,566.06)	103.1%
630 Vehicle Maintenance Supplies	155,858.35	107,887.04	47,971.31	69.2%
640 Vehicle Maintenance Services	71,583.45	14,810.38	56,773.07	20.7%
740 Ambulance Billing Services	70,758.35	71,918.88	(1,160.53)	101.6%
522 Fire Control	17,846,732.73	16,396,264.76	1,450,467.97	91.9%
580 Non Expenditures	0.00	171,946.28	(171,946.28)	0.0%
591 Debt Service - Principal Repayment	0.00	118,749.50	(118,749.50)	0.0%
594 Capital Expenditures	149,740.00	921,067.23	(771,327.23)	615.1%
Fund Expenditures:	17,996,472.73	17,608,027.77	388,444.96	97.8%
Fund Excess/(Deficit):	14,492,105.32	15,787,252.52		

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002 RESERVE-GENERAL LIABILITY FUND

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	4,157,900.00	4,093,307.12	64,592.88	98.4%
360 Interest & Other Earnings	33,979.00	87,432.26	(53,453.26)	257.3%
Fund Revenues:	4,191,879.00	4,180,739.38	11,139.62	99.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	3,637.10	1,207.23	2,429.87	33.2%
Fund Expenditures:	3,637.10	1,207.23	2,429.87	33.2%
Fund Excess/(Deficit):	4,188,241.90	4,179,532.15		

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004 KITSAP COUNTY JOINT TRAINING CONSORT

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	334,180.00	324,053.83	10,126.17	97.0%
340 Charges For Goods & Services	327,855.00	389,809.00	(61,954.00)	118.9%
Fund Revenues:	662,035.00	713,862.83	(51,827.83)	107.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	182,582.05	209,927.01	(27,344.96)	115.0%
594 Capital Expenditures	10,000.00	140,397.25	(130,397.25)	1404.0%
Fund Expenditures:	192,582.05	350,324.26	(157,742.21)	181.9%
Fund Excess/(Deficit):	469,452.95	363,538.57		

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202 FACILITIES BOND DEBT SERVICE

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	63,250.00	565,853.06	(502,603.06)	894.6%
310 Taxes	1,871,265.00	1,880,472.42	(9,207.42)	100.5%
330 Intergovernmental Revenues	1,150.00	1,421.19	(271.19)	123.6%
360 Interest & Other Earnings	11,148.00	18,969.52	(7,821.52)	170.2%
Fund Revenues:	1,946,813.00	2,466,716.19	(519,903.19)	126.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	667.00	256.94	410.06	38.5%
592 Debt Service - Interest Costs	1,077,545.00	1,187,837.50	(110,292.50)	110.2%
Fund Expenditures:	1,078,212.00	1,188,094.44	(109,882.44)	110.2%
Fund Excess/(Deficit):	868,601.00	1,278,621.75		

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305 CAPITAL- APPARATUS/EQUIPMENT FUND		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,142,680.00	3,179,003.88	(36,323.88)	101.2%
360 Interest & Other Earnings	47,359.00	67,671.66	(20,312.66)	142.9%
Fund Revenues:	3,190,039.00	3,246,675.54	(56,636.54)	101.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	1,550.55	935.45	615.10	60.3%
594 Capital Expenditures	411,500.00	0.00	411,500.00	0.0%
Fund Expenditures:	413,050.55	935.45	412,115.10	0.2%
Fund Excess/(Deficit):	2,776,988.45	3,245,740.09		

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310 CAPITAL- FACILITIES FUND		Months: 01 To: 07			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	5,154,638.00	5,162,644.97	(8,006.97)	100.2%	
360 Interest & Other Earnings	63,722.00	109,970.28	(46,248.28)	172.6%	
Fund Revenues:	5,218,360.00	5,272,615.25	(54,255.25)	101.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control	1,718.00	1,519.17	198.83	88.4%	
594 Capital Expenditures	225,000.00	0.00	225,000.00	0.0%	
Fund Expenditures:	226,718.00	1,519.17	225,198.83	0.7%	
Fund Excess/(Deficit):	4,991,642.00	5,271,096.08			

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315 CAPITAL-FIRE MITIGATION AGREEMENT FUN

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	515.95	(515.95)	0.0%
360 Interest & Other Earnings	0.00	116.80	(116.80)	0.0%
Fund Revenues:	0.00	632.75	(632.75)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	0.00	0.02	(0.02)	0.0%
597 Interfund Transfers	0.00	632.73	(632.73)	0.0%
Fund Expenditures:	0.00	632.75	(632.75)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2024 BUDGET POSITION

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325 FACILITIES BOND PROJECT FUND

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	34,281,785.00	34,247,010.15	34,774.85	99.9%
360 Interest & Other Earnings	382,375.00	571,525.09	(189,150.09)	149.5%
Fund Revenues:	34,664,160.00	34,818,535.24	(154,375.24)	100.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
040 Admin Professional Services	8,756.00	7,984.30	771.70	91.2%
522 Fire Control	8,756.00	7,984.30	771.70	91.2%
591 Debt Service - Principal Repayment	500.00	13,209.66	(12,709.66)	2641.9%
594 Capital Expenditures	9,557,984.00	13,583,901.06	(4,025,917.06)	142.1%
597 Interfund Transfers	129,065.40	138,101.77	(9,036.37)	107.0%
Fund Expenditures:	9,696,305.40	13,743,196.79	(4,046,891.39)	141.7%
Fund Excess/(Deficit):	24,967,854.60	21,075,338.45		