



CENTRAL KITSAP FIRE & RESCUE

AGENDA Board of Commissioners Regular Meeting February 14, 2022 – 4:00 PM – Electronic Meeting

Electronic Meeting Instructions for the Public

This Board meeting will be held electronically using Microsoft Teams.

Please visit our webpage for meeting access information:

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:
 - **Station 52 Groundbreaking Event:** A quorum of the Board of Commissioners will be attending the Groundbreaking Ceremony on February 16th at 10:00 AM in Olympic View. The public is invited to watch the virtual ceremony live on the CKFR Facebook.

2. PUBLIC COMMENT RELATED TO CKFR

See Electronic Meeting Instructions for the Public. 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. Minutes of BOC Meeting: 01/10/2022 and 01/24/2022
- B. Special Voucher: Check No. 36296 (Building permit fees)
- C. Current Vouchers: Check No. 36297 – 36362
- D. Calendar of Events for Fire Services
- E. Surplus List

4. DISCUSSION / ACTION ITEMS

- A. Olympic View Community Station (#52) Construction Contract – Chief Oliver
✓ **Action Requested to Award Contract to Lowest Bidder**
- B. Resolution 22-03: Commit \$300,000 in General Fund Balance for the Future Purchase of Bunker Gear – Finance Director Maule
✓ **Action Requested to Approve**

- C. Resolution 22-04: Commit \$479,590 in General Fund Balance for the Future Purchase of Cardiac Monitor/Defibrillators – Finance Director Maule
✓ **Action Requested to Approve**
- D. Resolution 22-05: Authorizing the Purchase and Installation of a Heavy Duty Apparatus Lift and Removal of Existing Lift Using NASPO Contract #05316, Estimated at \$324,000 – Finance Director Maule
✓ **Action Requested to Approve**
- E. Commissioner Reports
- F. Chief's Report
 - Legislative Update – Finance Director Maule
 - Standards of Cover – Assistant Chief Christian
 - Strategic Plan – Assistant Chief Christian
 - COVID-19 Update – Deputy Chief Sorenson
 - Station 45 Update – Assistant Chief Tague
 - Security Update – IT Manager Morley
- G. CKFR FF Association Report
- H. Local 2819 Report

5. CORRESPONDENCE

A.

6. ADJOURN



January 10, 2022

A Regular Meeting of the Board of Commissioners of Central Kitsap Fire and Rescue (CKFR) was called to order by Vice Chairman Muhleman at 4:00 PM, held electronically on Microsoft Teams, with Vice Chairman leading the Pledge of Allegiance.

1. ADMINISTRATIVE ITEMS

A. Call to Order/Establish Quorum/Pledge of Allegiance

Vice Chairman verified a quorum was present on the video call. Chairman West has an excused absence.

B. Additions or Deletions to the Agenda

- None.

C. Announcements

- Vice Chairman provided an update on Chairman West.

2. PUBLIC COMMENT RELATED TO CKFR

None.

3. CONSENT ITEMS

A. Minutes of BOC Meeting: 12/13/2021

B. Vouchers: Check No. 36180 - 36213

Last month's vouchers, dated December 22, 2021, in the total amount of \$202,167.10 were presented in accordance with RCW 52.16.050.

C. Vouchers: Check No. 36214 - 36241 and EFT

Current vouchers, dated January 10, 2022, in the total amount of \$951,677.71 were presented in accordance with RCW 52.16.050. This includes EFT for \$961.78.

D. December Payroll: Check No. 102224 – 102231 and EFTs

Last month's payroll was presented in the amount of \$1,589,649.48.

E. Calendar of Events for Fire Services

F. 2021 Resolutions

<p><i>MOTION by Commissioner Erickson to approve the consent items, as published. SECOND by Commissioner Andrews. Motion PASSED unanimously by all Commissioners present and voting.</i></p>

4. DISCUSSION / ACTION ITEMS

A. Resolution 22-01: Captain Promotion (Giannobile) – Chief Oliver

A resolution to promote Mark Giannobile to Captain, effective January 1, 2022.

MOTION by Commissioner Andrews to approve Resolution 22-01: Captain Promotion (Giannobile). **SECOND** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

B. Resolution 22-02: Lieutenant Promotions (Wright & Chamberlain) – Chief Oliver

A resolution to promote Jeff Wright and Eric Chamberlain to Lieutenant, effective January 1, 2022.

MOTION by Commissioner Erickson to approve Resolution 22-02: Lieutenant Promotions (Wright & Chamberlain). **SECOND** by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting.

C. Oath of Office & Badge Pinning for Newly Promoted *ANNOUNCEMENT ONLY*

Due to COVID-19, the presentations have been scheduled at the stations and will be streamed live on Facebook.

D. Fire Chief's Coin Presentation (Quill & Brisbon) – Chief Oliver

Chief Oliver recognized Volunteer Captains David Brisbon and Valerie Quill with Fire Chief's Coins for their assistance in responding to calls over the recent snow event. Brisbon and Quill ran 25 and 20 calls respectively, within the Seabeck area, which represented approximately 30% of all calls during that period within Divisions 55 and 56. Chief Oliver will present the coins in person at a later date.

E. 2022 BOC Voucher/Committee Assignments – Vice Chair Muhleman

Status quo on voucher review rotation and committee assignments until Chairman West returns. Vice Chairman provided an overview of the committees.

F. Overtime Report – Chief Sorenson

The full report is included in the packet. December overtime usage came in under budget, however, the budget for the year came in over \$367,000, due to the pandemic and long-term injuries and military deployments. COVID-19 omicron variant is expected to impact the upcoming OT reports.

G. Commissioner Reports

- **Commissioner Muhleman:** No report.
- **Commissioner Erickson:** Appreciates the assistance provided by our volunteers during the snow storm.
- **Commissioner Earle:** No report.
- **Commissioner Andrews:** No report, appreciative of the volunteers.
- **Commissioner West:** Excused absence.

H. Chief's Report

- **COVID 19 Update – Chief Oliver:** Discussion on COVID-19 Omicron is impacting our Suppression staff. Administration is considering moving Admin

Staff to telework in the near future. The CDC crisis levels. We are in the contingency phase. May declare a crisis phase. COVID-19 relief funds are still available.

- **Hiring Update – HR Director Tobin:** The interview and hiring process has been completed, and CKFR will be hiring a diverse pool of 17 candidates with 3 alternates. CKFR will be hosting its own Academy that is open to several other departments.
- **Snow Event Update – Chief Sorenson:** CKFR responded to 440 incidents during the week-long snow event – more than double from the last snow event. Chief Sorenson reported on several incidents that occurred. Job well done to all our crews – suppression, volunteers and facilities – for their hard work and for keeping the stations staffed and driveways plowed.
- **Treasurer Legislative Update – Finance Director Maule:** Chief Oliver and Director Maule will be testifying in favor of Senate Bill 5565 during a public hearing for the WA State Legislature’s Housing & Local Government Committee. This bill is sponsored by Senators Tim Sheldon and Christine Rolfes, and would allow fire districts in Washington State with a budget of over \$10M in revenue to act as their own treasurer.
- **Benefit Service Charge Update – Chief Christian:** Chief Christian provided a detailed overview of the benefit service charge, an alternative revenue method for fire districts authorized under RCW 52. The fire district is not currently pursuing a benefit service charge; this report is for research only. Based on the fire district’s population density, Chief Christian advised this funding method would not be a good fit for us at this time.
- **Admin Building Remodel Update –Chief Tague:** Chief Tague provided a presentation on the Administration Remodel Project with Silverdale Water District. The slides covered the project budget, bids, schedule, and progress photos.
- **North Perry Community Meeting, January 11th – Chief Oliver:** Tomorrow at 6:00 PM, CKFR will host a virtual community meeting on the new Station 45 on Facebook Live.
- **Station 52 Groundbreaking Ceremony, February 16th – Chief Oliver:** Save the date for the new Station 52 Groundbreaking Ceremony on February 16th at 10:00 AM.

I. CKFR FF Association Report

Volunteers helped with 3 Santa Runs and other activities.

Dec. 17, Santa Run

Henry Henneman (Santa), Judy Henneman and Joe Nededog.

Dec. 18, 10:00am, Kids Christmas Event, Outside Camp Union Saloon

Brian Voss, Valerie Quill and Hailie Matlock.

Dec.18, Santa Run

Henry Henneman (Santa), Judy Henneman and Joe Nededog.

Dec. 19, Santa Run

Henry Henneman (Santa), Judy Henneman and Joe Nededog.

J. Local 2819 Report

No report.

5. CORRESPONDENCE

None.

Vice Chairman noted that Bainbridge Fire Commissioner Yung Suk Cho has just resigned; BIFD will be looking to fill that seat.

ATTENDANCE:

Commissioner Bob Muhleman	LT Terry Fassett
Commissioner Ken Erickson	PIO Ileana LiMarzi
Commissioner Nate Andrews	FF Jamie Monroe
Commissioner Guy Earle	Exec. Assistant Serena Prince (minutes)
Attorney Ken Bagwell	VOL Captain Val Quill
Fire Chief John Oliver	VOL Captain Dave Brisbon
Deputy Chief Jeff Sorenson	
Assistant Chief Jay Christian	
Assistant Chief Rick O'Rourke	
Assistant Chief Mike Tague	
Finance Director Tim Maule	
HR Director Misty Tobin	
HR Asst. Manager Samantha Luisi	
IT Manager Bob Morley	

OTHER ATTENDEES:

Tina Brisbon, Dave Fergus

Next Regular Meeting to be held on Monday, January 24, 2021, 4:00 PM, held electronically on Microsoft Teams.

ADJOURNED AT 5:18 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman



January 24, 2022

A Study Session of the Board of Commissioners of Central Kitsap Fire and Rescue (CKFR) was called to order by Vice Chairman Muhleman at 4:00 PM, held electronically on Microsoft Teams, with Vice Chairman leading the Pledge of Allegiance.

1. ADMINISTRATIVE ITEMS

A. Call to Order/Establish Quorum/Pledge of Allegiance

Vice Chairman verified a quorum was present on the video call. Chairman West has an excused absence.

B. Additions or Deletions to the Agenda

- None.

C. Announcements

- None.

2. CONSENT ITEMS

A. Vouchers: Check No. 36242 - 36295

Current vouchers, dated January 24, 2022, in the total amount of \$466,676.46 were presented in accordance with RCW 52.16.050.

B. January Payroll: Check No. 102232 – 102239 and EFTs

Payroll was presented in the amount of \$1,548,146.32.

MOTION by Commissioner Erickson to accept the current vouchers and January payroll. **SECOND** by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting.

3. DISCUSSION / ACTION ITEMS

A. Emergency Declaration (Resolution 20-06) – Chief Oliver

Reminder that CKFR continues to operate under Resolution 20-06 due to the COVID-19 pandemic. This resolution authorizes emergency powers for the Fire Chief.

B. Emergency Staffing Interlocal Agreement – Chief Oliver

A request for the Board to ratify the emergency staffing interlocal agreement signed by Chief Oliver. This agreement would ensure that CKFR can meet its minimum standards of coverage during the COVID-19 pandemic. For clarification, Poulsbo Fire was added to the agreement signature page after the packet went out.

MOTION by Commissioner Earle to ratify the Kitsap County Fire Chief's Shared (Emergency) Staffing Interlocal Agreement. **SECOND** by Commissioner Muhleman. Motion **PASSED** unanimously by all Commissioners present and voting.

C. Resolution 22-03: Commit \$300,000 in General Fund Balance for the Future Purchase of Bunker Gear – Finance Director Maule

This draft resolution is up for discussion, to formally commit \$300,000 in fund balance for the future purchase of bunker gear. The bulk of our bunker gear will come out of NFPA compliance between 2023 and 2026 (deemed end of serviceable life). Discussion ensued on the bunker gear replacement schedule, gear inspections, repairs, cleaning and unused gear. This resolution will be presented for adoption on February 14th.

D. Resolution 22-04: Commit \$479,590 in General Fund Balance for the Future Purchase of Cardiac Monitor/Defibrillators – Finance Director Maule

Similarly, this draft resolution would utilize new accounting rules from GASB 54 to formally commit \$479,590 for the future purchase of heart monitors. Discussion ensued on the future needs for additional heart monitors, and the number of saves using these monitors. This resolution will be presented for adoption on February 14th.

E. 2022 BOC Voucher/Committee Assignments – Vice Chair Muhleman

Status quo, the Board will continue with the committee assignments outlined in the packet.

F. Financial Report (November 2021) – Finance Director Maule

The full report is included in the packet. Favorable general fund balance at roughly \$2.85M, with the main drivers being GEMT, mobilization reimbursements, fund transfers in, and positive variances in expenditures.

G. Overtime Report – Chief Christian

The full report is included in the packet. Overtime has been impacted by the snow event and with several employees in COVID-19 protocol.

ATTENDANCE:

Commissioner Bob Muhleman	LT Terry Fassett
Commissioner Ken Erickson	PIO Ileana LiMarzi
Commissioner Nate Andrews	Exec. Assistant Serena Prince (minutes)
Commissioner Guy Earle	VOL Captain Val Quill
Attorney Ken Bagwell	VOL Captain Dave Brisbon
Fire Chief John Oliver	
Deputy Chief Jeff Sorenson	
Assistant Chief Jay Christian	
Assistant Chief Mike Tague	
Finance Director Tim Maule	
HR Asst. Manager Samantha Luisi	
IT Manager Bob Morley	

OTHER ATTENDEES:

None.

Next Regular Meeting to be held on Monday, February 14, 2021, 4:00 PM, held electronically on Microsoft Teams.

ADJOURNED AT 4:37 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 08:06:29 Date: 02/02/2022

3B

02/02/2022 To: 02/02/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
280	02/02/2022	Claims	1	36296	KITSAP COUNTY DCD	14,358.50	Permit Fees
325 FACILITIES BOND PROJECT FUND						14,358.50	
						14,358.50	Claims: 14,358.50

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

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 07:54:56 Date: 02/10/2022

3C

02/14/2022 To: 02/14/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
292	02/14/2022	Claims	1	36297	ADVANCED DOOR SERVICE INC	626.75	Bay Door Repair
293	02/14/2022	Claims	1	36298	AIRGAS USA LLC	675.79	O2 Tank Refill
294	02/14/2022	Claims	1	36299	ALL BATTERY SALES & SERVICE	134.02	Battery
295	02/14/2022	Claims	1	36300	AMERICAN PAYROLL INSTITUTE, INC	275.00	Membership Renewal - Robnett
296	02/14/2022	Claims	1	36301	ARAMARK	124.94	Laundry Services - Shop
297	02/14/2022	Claims	1	36302	ASSOCIATED PETROLEUM PRODUCTS INC	13,844.12	Gas & Diesel Fuel
298	02/14/2022	Claims	1	36303	BELFAIR HOSE & HYDRAULIC INC	175.06	Water Pressure Line Replacement; Pressure Washer Station; Hose
299	02/14/2022	Claims	1	36304	BREM-AIR DISPOSAL INC	1,633.99	Garbage Service
300	02/14/2022	Claims	1	36305	CASCADE FIRE EQUIPMENT COMPANY	1,300.74	Boots
301	02/14/2022	Claims	1	36306	CASCADE NATURAL GAS CORP	5,007.13	Natural Gas
302	02/14/2022	Claims	1	36307	CENTURYLINK	88.18	Phone Service
303	02/14/2022	Claims	1	36308	CENTURYLINK	656.09	Phone Service
304	02/14/2022	Claims	1	36309	CINTAS FIRE PROTECTION	244.35	Extinguisher Inspections
305	02/14/2022	Claims	1	36310	E & F RECOVERY LLC	450.00	Archive Data Services
306	02/14/2022	Claims	1	36311	EMPACT NORTHWEST	5,795.00	Rescue Systems 1 - Espitia, Monroe, Patterson, S. Smith, Trumbull, Wright; Rope Rescue Tech - Hagen
307	02/14/2022	Claims	1	36312	ERLAND POINT WATER COMPANY	190.44	Water And Street Lights
308	02/14/2022	Claims	1	36313	GILCHRIST CHEVROLET INC	64.46	Connector Sensor
309	02/14/2022	Claims	1	36314	GRAINGER	114.16	Handicap Parking Signs
310	02/14/2022	Claims	1	36315	HIS HANDS LAWN CARE & SERVICES INC	10,336.94	Lawn Care Contract; Front Island Cleanup
311	02/14/2022	Claims	1	36316	HUGHES FIRE EQUIPMENT INC	1,933.00	Seat Belt; LED Step Lights; Fan Belt, Mac Valve
312	02/14/2022	Claims	1	36317	KENT D BRUCE CO LLC	397.35	Strobe Opticom For Command Car; TACTL5 Traffic Controller
313	02/14/2022	Claims	1	36318	KITSAP 911 PUBLIC AUTHORITY	14,915.00	Cencom Services
314	02/14/2022	Claims	1	36319	KITSAP COUNTY PUBLIC WORKS	747.90	Utilities - Sewer
315	02/14/2022	Claims	1	36320	KITSAP TIRE CENTER INC	914.64	Duratrack Tires
316	02/14/2022	Claims	1	36321	KRONOS INCORPORATED	12.76	IVR Service
317	02/14/2022	Claims	1	36322	LIFE ASSIST INC	7,005.25	Medical Supplies
318	02/14/2022	Claims	1	36323	LN CURTIS & SONS	507.83	Rechargeable Battery
319	02/14/2022	Claims	1	36324	MES - NORTHWEST	4,645.58	Wye Handle; Flashlight With Clip
320	02/14/2022	Claims	1	36325	NORTH PERRY AVENUE WATER DISTRICT	218.00	Water And Street Lights
321	02/14/2022	Claims	1	36326	NORTHSIDE METAL CARPORTS, LLC	28,410.85	Metal Carport For Draft Commander And Off Road Vehicle
322	02/14/2022	Claims	1	36327	NOVUS N/W AUTO GLASS	59.90	Windshield Repair
323	02/14/2022	Claims	1	36328	OFFICE DEPOT	588.29	Office Supplies
324	02/14/2022	Claims	1	36329	OLYMPIC SPRINGS	34.66	Drinking Water
325	02/14/2022	Claims	1	36330	PACIFIC OFFICE AUTOMATION	578.48	Copier Lease And Usage Charges
326	02/14/2022	Claims	1	36331	PACIFIC POWER GROUP LLC	503.80	Control Board For Generator
327	02/14/2022	Claims	1	36332	PERKINS COIE LLP	660.00	Bond Project Legal Counsel
328	02/14/2022	Claims	1	36333	PUGET SOUND ENERGY	5,105.07	Electricity
329	02/14/2022	Claims	1	36334	PUGET SOUND REGIONAL FIRE AUTHORITY	975.00	Rope Rescue Training - Bresnan
330	02/14/2022	Claims	1	36335	RIGHT! SYSTEMS INC	3,245.30	Barracuda Annual Renewal
331	02/14/2022	Claims	1	36336	ROTARY CLUB OF SILVERDALE	175.00	3rd Quarter Dues - Oliver

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 07:54:56 Date: 02/10/2022

02/14/2022 To: 02/14/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
332	02/14/2022	Claims	1	36337	RULES GUYS INC, THE	5,625.00	My Fire Rules Annual Maintenance (2020-2022); Move SQL Databases From EF Recovery To On Premise SQL & EPCR
333	02/14/2022	Claims	1	36338	SEA-WESTERN FIRE APPARATUS & EQUIPMENT	9,412.04	Bunker Gear; Quarterly Air Test Program
334	02/14/2022	Claims	1	36339	SHI INTERNATIONAL CORP	39,631.19	Fortinet Renewal; Falcon Firewall
335	02/14/2022	Claims	1	36340	SIDER & BYERS ASSOCIATES, INC	240.00	HVAC Upgrade
336	02/14/2022	Claims	1	36341	SILVERDALE CHAMBER OF COMMERCE	250.00	2022 Annual Membership Renewal
337	02/14/2022	Claims	1	36342	SILVERDALE PLUMBING & HEATING INC	2,478.66	Mop Sink Install
338	02/14/2022	Claims	1	36343	SILVERDALE WATER DISTRICT	36,597.57	Admin Remodel Phase 1
339	02/14/2022	Claims	1	36344	SIX ROBBLEES' INC	160.54	Hydraulic Fluid For Snow Plow
340	02/14/2022	Claims	1	36345	STERICYCLE INC	209.51	Medical Waste
341	02/14/2022	Claims	1	36346	STRUCTURED	110,406.10	Cameras & Licenses
342	02/14/2022	Claims	1	36347	SUMMIT LAW GROUP PLLC	1,018.00	Legal - General Labor
343	02/14/2022	Claims	1	36348	SUNRISE PEST MANAGEMENT	869.40	Pest Control
344	02/14/2022	Claims	1	36349	SYSTEMS DESIGN WEST, LLC	9,175.22	December 2021 Transport Billing
345	02/14/2022	Claims	1	36350	TAHPI	31,200.00	Annual Service Agreement
346	02/14/2022	Claims	1	36351	TARGET SOLUTIONS LEARNING LLC	3,671.55	Annual TSEVAL - Vector Evaluations
347	02/14/2022	Claims	1	36352	THE DOCTORS CLINIC	55.00	CDL Drug Screen - Busby
348	02/14/2022	Claims	1	36353	TITUS-WILL FORD	818.88	Cam Position Sensors; Ignition Coils
349	02/14/2022	Claims	1	36354	TRI-TEK SYSTEMS	1,005.00	Alarm System Monitoring
350	02/14/2022	Claims	1	36355	TSI INCORPORATED	5,099.50	Calibration Contract
351	02/14/2022	Claims	1	36356	ULINE, INC	192.38	Fuel Tank Delineator Post
352	02/14/2022	Claims	1	36357	US BANK CORPORATE PAYMENT SYSTEM	37,014.08	January Statement
353	02/14/2022	Claims	1	36358	VALLEY FREIGHTLINER INC	437.99	Oil Pressure Sensor, O-Rings, Valve Cover Gasket, Transmission Kits
354	02/14/2022	Claims	1	36359	WASHINGTON STATE TRANSIT INSURANCE POOL	15.30	Driver Record Monitoring
355	02/14/2022	Claims	1	36360	WEST MARINE PRO	34.87	Hinge
356	02/14/2022	Claims	1	36361	WESTBAY AUTO PARTS	1,149.30	Auto Parts
357	02/14/2022	Claims	1	36362	ZOLL MEDICAL CORPORATION	5,930.91	Defib Pads And Cable

001 GENERAL FUND	406,356.61	
004 KITSAP COUNTY JOINT TRAINING CONSORTIUM	9,052.20	
325 FACILITIES BOND PROJECT FUND	660.00	
	416,068.81	Claims: 416,068.81
* Transaction Has Mixed Revenue And Expense Accounts	416,068.81	

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 07:54:56 Date: 02/10/2022

02/14/2022 To: 02/14/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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

February 2022

Payroll/Voucher Assignment: **ANDREWS**

Wednesday	2	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	2	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Wednesday	9	1:00 PM	Chief's Meeting: EARLE	Chief's Office
Wednesday	9	3:30 PM	Chief's Meeting: ANDREWS	Chief's Office
Thursday	9	8:00 AM	Chief's Meeting: MUHLEMAN, ERICKSON	MS Teams - Virtual
Monday	14	4:00 PM	Board Meeting – Regular	
Wednesday	16	10:00 AM	Station 52 Groundbreaking Ceremony	Olympic View Site
Thursday	17	10:00 AM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
<i>Monday</i>	<i>21</i>	<i>Holiday</i>	<i>Presidents' Day – Admin Office Closed</i>	
Tuesday	22	7:00 PM	Kitsap Fire Commissioners Association Meeting	
Wednesday	23	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	23	2:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	23	3:30 PM	Chief's Meeting: ANDREWS, MUHLEMAN	Chief's Office
Monday	28	4:00 PM	Board Meeting – Study Session	

Notes:

March 2022

Payroll/Voucher Assignment: **EARLE**

Wednesday	9	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	9	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	9	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Saturday	12	TBD	Region 9 Workshop (Hybrid – in person at North Mason RFA and online on Zoom)	
Monday	14	4:00 PM	Board Meeting – Regular	
Thursday	17	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Tuesday	22	7:00 PM	Kitsap Fire Commissioners Association Meeting	
Wednesday	23	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	23	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	23	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	28	4:00 PM	Board Meeting – Study Session	

Notes:

April 2022

Payroll/Voucher Assignment: **ERICKSON**

Tuesday	5	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	6	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	6	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Wednesday	6	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	6	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	11	4:00 PM	Board Meeting – Regular	
Wednesday	20	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	20	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	20	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Thursday	21	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	25	4:00 PM	Board Meeting – Study Session	
Tuesday	26	7:00 PM	Kitsap Fire Commissioners Association Meeting	
Saturday	30	TBD	WFCA Spring Seminar Series - Suquamish	Clearwater Resort

Notes:

May 2022

Payroll/Voucher Assignment: **MUHLEMAN**

Wednesday	4	9:00 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	4	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	4	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	9	4:00 PM	Board Meeting – Regular	
Wednesday	18	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	18	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	18	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Thursday	19	6:00 PM	KCFCFA Executive Board Meeting: MUHLEMAN	CKFR
Monday	23	4:00 PM	Board Meeting – Study Session	
Tuesday	24	7:00 PM	Kitsap Fire Commissioners Association Meeting	
<i>Monday</i>	<i>30</i>	<i>Holiday</i>	<i>Memorial Day – Admin Office Closed</i>	

Notes:

June 2022

Payroll/Voucher Assignment: **WEST**

Wednesday	1	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	1	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Wednesday	8	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	8	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	8	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	13	4:00 PM	Board Meeting – Regular	
Thursday	16	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	20	Holiday	<i>Juneteenth observed on the 20th – Admin Office Closed</i>	
Wednesday	22	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	22	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	22	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	27	4:00 PM	Board Meeting – Study Session	
Tuesday	28	7:00 PM	Kitsap Fire Commissioners Association Meeting	

Notes:

- *WFCFA Seminar at Campbell's Resort in Chelan, WA – TBD*

July 2022Payroll/Voucher Assignment: **ANDREWS**

<i>Monday</i>	<i>4</i>	<i>Holiday</i>	<i>Independence Day, Fourth of July – Admin Office Closed</i>	
Monday	11	4:00 PM	Board Meeting – Regular	
Saturday	16	5:00 PM	Kitsap Fire Commissioners Association Annual Picnic @ President Ellingson’s Home	
Thursday	21	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	25	4:00 PM	Board Meeting – Study Session	

August 2022Payroll/Voucher Assignment: **EARLE**

Wednesday	3	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	3	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Monday	8	4:00 PM	Board Meeting – Regular	
Thursday	18	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	22	4:00 PM	Board Meeting – Study Session	
Tuesday	23	7:00 PM	Kitsap Fire Commissioners Association Meeting	

September 2022Payroll/Voucher Assignment: **Erickson**

<i>Monday</i>	<i>5</i>	<i>Holiday</i>	<i>Labor Day – Admin Office Closed</i>	
Monday	12	4:00 PM	Board Meeting – Regular	
Thursday	15	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	26	4:00 PM	Board Meeting – Study Session	
Tuesday	27	7:00 PM	Kitsap Fire Commissioners Association Meeting	

October 2022

Payroll/Voucher Assignment: **MUHLEMAN**

Wednesday	5	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	5	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Monday	10	4:00 PM	Board Meeting – Regular	
Thursday	17	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	24	4:00 PM	Board Meeting – Study Session	
Tuesday	25	7:00 PM	Kitsap Fire Commissioners Association Meeting	

November 2022

Payroll/Voucher Assignment: **WEST**

<i>Friday</i>	<i>11</i>	<i>Holiday</i>	<i>Veterans Day – Admin Office Closed</i>	
Monday	14	4:00 PM	Board Meeting – Regular	
Thursday	17	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Tuesday	22	7:00 PM	Kitsap Fire Commissioners Association Meeting	
<i>Thursday</i>	<i>24</i>	<i>Holiday</i>	<i>Thanksgiving Day – Admin Office Closed</i>	
<i>Friday</i>	<i>25</i>	<i>Holiday</i>	<i>Native American Heritage Day – Admin Office Closed</i>	
Monday	28	4:00 PM	Board Meeting – Study Session	

December 2022

Payroll/Voucher Assignment: **ANDREWS**

Wednesday	7	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	7	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Saturday	10	12:00 PM	Kitsap Fire Commissioners & Fire Chiefs Annual Holiday Brunch at Suquamish Clearwater Casino	
Monday	12	4:00 PM	Board Meeting – Regular	
Thursday	15	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
<i>Monday</i>	<i>26</i>	<i>Holiday</i>	<i>Christmas Day observed on the 26th – Admin Office Closed</i>	
Tuesday	27	4:00 PM	Board Meeting – Study Session	



To: Board of Commissioners
From: Central Supply
Date: February 14, 2022
Re: Surplus List

Action Requested

Please review the following surplus request.

Items to Surplus	Estimated Value	Condition	Disposal Method
Bosch Dishwasher (Station 41)	\$0.00	Broken	Dispose
Surface Pro3 Tablet	\$0.00	Broken	Dispose
iPhone 8's (Qty. 4)	\$0.00	Broken	Dispose
HP OfficeJet Printers (Qty. 2) <i>No longer needed, end of serviceable life</i>	\$25.00	Poor	Sell/Auction
Espon Powerlite 1940 Projector	\$0.00	Broken	Dispose
Rack Style UPS (Qty. 2)	\$0.00	Broken	Dispose
STIHL Back Blowers (Qty. 2)	\$0.00	Broken	Dispose

Background

CKFR continues to update and change out equipment as necessary. This is a normal, ongoing process that occurs throughout the year based on the district's inventory and needs.

Budget Implication

Once declared surplus by the Board, the items or equipment listed above will be put up for auction on the public surplus website, donated, or disposed of, based on Staff's recommended method of disposal. Any income realized from the sale will be put back into the district's general fund.

Policy Implication

Staff are following **Resolution 08-25 Disposal of District Surplus Property** and **SOP 3-04 Surplus of District Property** (formerly 2-06).

Recommendation

Staff recommend Board approval to surplus the items listed above.

LETTER OF TRANSMITTAL



P.O. Box 11910
Olympia, WA 98508

DATE	2/2/2022	JOB NO.	22100
ATTENTION	Anna Ma		
RE:	Central Kitsap Fire & Resuce Station 52		

TO Central Kitsap Fire & Rescue
Attn: Anna Ma
5300 NW Newberry Hill, Suite 101
Silverdale, WA 98383

WE ARE SENDING YOU :

- Attached Under separate cover via _____ the following item
- Shop Drawings Prints Plans Samples Specifications
- Copy of letter Change order _____

COPIES	DATE	NO.	DESCRIPTION
1	2/2/2022		Signed Contract - Orginial
1	2/2/2022		Letter of Bondability

THESE ARE TRANSMITTED as checked below:

- For approval Approved as submitted For approval and payment
- For your signature Approved as noted Resubmit _____ copies for approval
- As requested Returned for corrections Submit _____ copies for distribution
- For review & comment _____ Return _____ corrected prints
- FOR BIDS DUE PRINTS RETURNED AFTER LOAN TO US

REMARKS

COPY TO _____

SIGNED: _____

Mariah Bryant



AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the ____ day of _____ in the year Two Thousand Twenty-Two
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Central Kitsap Fire & Rescue
5300 Newberry Hill Road, Suite 101
Silverdale, Washington 98383

and the Contractor:
(Name, legal status, address and other information)

Berschauer Group, Inc.
344 Cleveland Avenue SE, Suite C
Olympia, Washington 98501

for the following Project:
(Name, location and detailed description)

Central Kitsap Fire & Rescue – Fire Station 52
5328 NW Anderson Hill Road
Silverdale, Washington 98383

The Architect:
(Name, legal status, address and other information)

Rice Fergus Miller, Inc.
275 5th Street, Suite 100
Bremerton, Washington 98337

The Owner and Contractor agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

~~EXHIBIT A — INSURANCE AND BONDS~~

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, revised Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the entire Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

~~The date of this Agreement.~~

A date set forth in a notice to proceed issued by the Owner. which is currently expected on or about February 22, 2022.

~~Established as follows:~~

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the ~~Work~~ Work as provided in the notice to proceed.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

[] — Not later than () calendar days from the date of commencement of the Work.

[] — By the following date: ~~X~~] By the following date: February 24, 2023.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work such as phases are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5. The Contractor shall achieve Final Completion within thirty calendar days after achieving Substantial Completion.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be (~~\$~~), Six Million Four Hundred Thousand Dollars (\$6,400,000.00), plus Washington State and local sales tax on the Contract Sum, subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
<u>N/A</u>	

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. *(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
<u>As allowed under the bidding documents or Contract Documents</u>		

§ 4.3 Allowances, if any, included in the Contract ~~Sum~~ Sum; these descriptions are summary in nature, and the scope of this work is further described in the Contract Documents: *(Identify each allowance.)*

Item	Price
<u>N/A</u>	

§ 4.4 Unit prices, if ~~any~~ any; these descriptions are summary in nature, and the scope of this work is further described in the Contract Documents: *(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
<u>N/A</u>		

§ 4.5 Liquidated damages, if any: *(Insert terms and conditions for liquidated damages, if any.)*

Any delay to this Project could have substantial impact upon and cause significant damages to the Owner. The Owner will assess, and the Contractor will be responsible for, liquidated damages in the amount of \$500.00 per day for each calendar day beyond the Contract Time that Substantial Completion is not timely achieved.

Init.

The Contractor and Owner agree that this liquidated damages amount is not a penalty and is a reasonable estimation of actual damages to the Owner, as of this date of Agreement, based on the inherent uncertainty and difficulty in calculating and quantifying damages caused by delays in the construction of public facilities.

§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

N/A

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

See the Contract Documents.

§ 5.1.3 ~~Provided that an Application for Payment is received by the Architect not later than the day of a month, the The Owner shall make payment of the amount certified to the Contractor not later than the day of the month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than () days after the Architect receives the Application for Payment, as provided in the Contract Documents.~~

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent approved schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of ~~the Work, the Work~~ and as specified in the Contract Documents. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect or Owner may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in writing and in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect ~~determines, determines and the Owner agrees,~~ in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Owner or Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Owner or Architect may withhold payment, or for which the Owner or Architect may nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and

Init.

.5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Statutory retainage of five percent (5%) shall be withheld from all payments, unless the Contractor submits and the Owner accepts a retainage bond pursuant to RCW 60.28.011(6).

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

N/A

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

Per statute and the Contract Documents.

§ 5.1.7.3 ~~Except as set forth in this Section 5.1.7.3, upon~~ Upon obtaining Substantial Completion of the Work, the Contractor may submit an Application for Payment ~~that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7, sufficient to increase the total payments to ninety-nine percent (99%) of the Contract Sum (see Section 9.2.5 of the A201 regarding the final one percent (1%) of the Contract Sum to be paid after Substantial Completion), less such amounts as the Architect shall determine for incomplete Work in excess of the amount allocated under Section 9.2.5 of the A201 and any other amounts as specified in the Contract Documents. The Application for Payment submitted at Substantial Completion shall not include retainage as follows: a request for payment of retainage.~~

(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior written approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, except for retainage, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued ~~by the Architect~~ by the Architect; and
- .3 Final Acceptance by the Owner's Board of Commissioners has occurred.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after ~~the issuance of the Architect's final Certificate for Payment, or as follows:~~ completion of all requirements for Final Acceptance listed in the A201-2017 General Conditions.

§ 5.2.3 Retainage shall be paid according to statute and the Contract Documents.

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

~~Payments due and unpaid under the Contract Documents shall bear interest at the Bank of America prime plus two percent per annum, unless a different rate is required by RCW 39.76.~~

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

~~The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)~~

There is no "Initial Decision Maker" for this Project.

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201-2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

Arbitration pursuant to Section 15.4 of AIA Document A201-2017

Litigation in a court of competent jurisdiction

Other (Specify)

Litigation in Superior Court in Kitsap County, Washington.

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in the County in which the Project is located in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201-2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

N/A

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's designated representative:

(Name, address, email address, and other information)

Mike Tague, Assistant Chief
Central Kitsap Fire & Rescue
5300 Newberry Hill Road, Suite 101

Silverdale, Washington 98383
(360) 447-3587
mtague@ckfr.org

§ 8.3 The Contractor's designated representative:
(Name, address, email address, and other information)

Regan Berschauer, President
Berschauer Group, Inc.
344 Cleveland Avenue SE, Suite C
Olympia, Washington 98501
(360) 539-7252
regan@berschauergruop.com

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in the A201 General Conditions and as described elsewhere in the Contract Documents. AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, ~~and elsewhere in is not used and is not a part of the Contract Documents.~~

§ 8.5.2 The Contractor shall provide bonds as set forth in ~~AIA Document A101™-2017 Exhibit A, the A201 General Conditions and elsewhere in the Contract Documents.~~

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise format may be given as set forth below:
(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

Per the Contract Documents.

§ 8.7 Other provisions:

N/A

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 ~~AIA Document A101™-2017, Exhibit A, Insurance and Bonds [Not used.]~~
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction as revised by the Owner. All references to the A201 or to the General Conditions are to the revised document.
- .4 ~~AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below: [Not used.]~~
(Insert the date of the E203-2013 incorporated into this Agreement.)

N/A

- .5 Drawings

Number	Title	Date
	See the Index of Drawings in the Project Manual	

.6 Specifications

Section	Title	Date	Pages
	<u>See the Table of Specifications in the Project Manual</u>		

.7 Addenda, if any:

Number	Date	Pages
<u>1</u>	<u>December 22, 2021</u>	<u>86</u>
<u>2</u>	<u>December 28, 2021</u>	<u>1</u>
<u>3</u>	<u>January 12, 2022</u>	<u>64</u>
<u>4</u>	<u>January 14, 2022</u>	<u>11</u>
<u>5</u>	<u>January 20, 2022</u>	<u>13</u>

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

~~_____ AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)~~

~~The Sustainability Plan~~ Supplementary and other Conditions of the Contract:

Title	Date	Pages
<u>Document</u>	<u>Title</u>	<u>Date</u> <u>Pages</u>
<u>See the Project Manual dated December 3, 2021</u>		

~~Supplementary and other Conditions of the Contract:~~

Document	Title	Date	Pages
----------	-------	------	-------

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor’s bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Department of Labor and Industries Prevailing Wage Rates.

This Agreement entered into as of the day and year first written above.

Init.

OWNER (Signature)

(Printed name and title)



CONTRACTOR (Signature)

MEGAN BENSCHAUER, PRESIDENT
(Printed name and title)

Init.

/

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Graehm Wallace, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 17:11:32 ET on 01/27/2022 under Order No. 1226258892 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ – 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

(Signed)

(Title)

(Dated)



ZURICH

Zurich Surety, Credit & Political Risk
800 Fifth Ave, Suite 3800
Seattle, WA. 98104
Phone: (206) 346-2614

February 1, 2022

Central Kitsap Fire and Rescue
5300 NW Newberry Hill Road,
Suite 101
Silverdale, WA 98383

**Re: Berschauer Group, Inc.
CKFR Station 52 \$6.4mil + Tax**

To Whom It May Concern:

Zurich American Insurance Company and/or its subsidiary, Fidelity and Deposit Company of Maryland, have provided surety credit to Berschauer Group, Inc. for single projects of \$ 35 million and an aggregate uncompleted backlog of \$ 50 million. Zurich/F&D is rated "A+" (Excellent) with a financial size category of XV (\$2 billion +) by AM Best and has a US Treasury Limit exceeding \$700 million.

We have every confidence that Berschauer Group, Inc. can complete this project of the size and nature of that presented here. If Berschauer Group, Inc. is awarded a contract for the referenced project and requests that we provide the necessary Performance and/or Payment Bonds, we will be prepared to execute the bonds upon execution of the contract, subject to our acceptable review of the contract terms and conditions, bond forms, appropriate contract funding and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between Berschauer Group, Inc. and ourselves, and we assume no liability to third parties or to you by the issuance of this letter.

We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Sincerely,

Michael R. Highsmith
Attorney-In-Fact
Zurich American Insurance Company
Fidelity and Deposit Company of Maryland

Agency Contact Information: Kaye Surety
1011 E. Main, Ste 301
Puyallup, WA 98372
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RESOLUTION 22-03

A Resolution to Formally Commit \$300,000 in General Fund Balance for the Future Purchase of Bunker Gear as Planned in the District’s 2022 Operating Budget

February 14, 2022

WHEREAS, Central Kitsap Fire and Rescue last purchased the majority of its structural firefighting protective ensembles (commonly known as bunker gear) primarily through a 2012 grant and bonds issued in 2015; and

WHEREAS, Bunker gear has a ten (10) year useful year lifespan according to NFPA 1851 guidelines and much of the District’s bunker gear is set to expire between 2023 and 2026; and

WHEREAS, the District wishes to establish a designated funding source in order to replace its expiring bunker gear and its 2022 Operating Budget allocated \$300,000 for the future replacement of bunker gear as a first step in this funding plan.

THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Central Kitsap Fire and Rescue does hereby formally commit \$300,000 of its general fund balance exclusively for the purchase of bunker gear.

BE IT FURTHER RESOLVED that for the purpose of internal financial reporting, these funds may be combined with other committed balances of the general fund and tracked separately from normal operating activity.

ADOPTED, this 14th day of February, 2022.

DICK WEST, Chairman

BOB MUHLEMAN, Vice Chairman

NATE ANDREWS, Commissioner

KEN ERICKSON, Commissioner

ATTEST:

KENNETH BAGWELL, District Secretary

GUY EARLE, Commissioner



RESOLUTION 22-04

A Resolution to Commit \$479,590 of the General Fund Balance for the Future Purchase of Cardiac Monitor/Defibrillators from Ground Emergency Medical Transport (GEMT) Revenue Received that was in Excess of the Amount Budgeted for 2021.

February 14, 2022

WHEREAS, Central Kitsap Fire and Rescue views advanced cardiac monitor/defibrillators as a critical tool for its EMS program to help improve patient outcomes during pre-hospital care; and

WHEREAS, in 2021 the district experienced a significant favorable variance in GEMT revenue received from the Washing State Health Care Authority (HCA) primarily from a SFY 2020 fee for service interim supplemental payment; and

WHEREAS, the District utilized the favorable variance in GEMT revenue to purchase six monitor/defibrillators in 2021 and now wishes to commit the estimated funding necessary to purchase and maintain cardiac monitor/defibrillators for an additional 10 years.

THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of Central Kitsap Fire and Rescue does hereby formally commit \$479,590 of its general fund balance exclusively for the future purchase of cardiac monitor/defibrillators.

BE IT FURTHER RESOLVED for the purpose of internal financial reporting, these funds may be combined with other committed balances of the general fund and tracked separately from normal operating activity.

ADOPTED, this 14th day of February, 2022.

DICK WEST, Chairman

BOB MUHLEMAN, Vice Chairman

NATE ANDREWS, Commissioner

KEN ERICKSON, Commissioner

ATTEST:

KENNETH BAGWELL, District Secretary

GUY EARLE, Commissioner



CENTRAL KITSAP FIRE & RESCUE

RESOLUTION 22-05

Authorizing the Purchase and Installation of a New Heavy Duty In-Ground Vehicle and Apparatus Lift and Removal of the Existing Lift Using NASPO Contract #05316 Through the Washington State Department of Enterprise Services (DES)

February 14, 2022

PREAMBLE: Central Kitsap Fire and Rescue (the “District”) has a need for a replacement in-ground heavy-duty vehicle and apparatus lift at our vehicle maintenance “shop” facility including removal of the existing lift and installation of the new one. The District’s current lift is over 20 years old and most parts for it are either obsolete or becoming obsolete. Ford-Smith, the vendor that supplied our existing lift, is also no longer in business, which makes repairing the District’s existing lift extremely difficult.

The District will be using Rotary Lift through NASPO Contract #05316 to make this purchase. The removal and installation will be done by Equipment Sales Company through Rotary Lift. Equipment Sales Company is the authorized installers for Rotary Lift in the Pacific Northwest.

The District allocated a total of \$324,000 from the General Fund for these costs in its 2022 adopted budget. The current project scope and estimated costs are provided as follows:

Scope of Work and Cost Estimate

Project	Est. Base Cost	Est. Tax	Est. Total
Lift MOD35M-18 including add-ons	\$183,648	\$16,528	\$200,176
Removal/Installation	\$101,630	\$9,147	\$110,777
Change Order Contingency	\$11,900	\$1,071	\$12,971
Estimated Total	\$297,178	\$26,746	\$323,924

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CENTRAL KITSAP FIRE AND RESCUE THAT BASED UPON THE FOREGOING, Central Kitsap Fire and Rescue authorizes the purchase of a new in-ground heavy duty vehicle and apparatus lift including removal of the existing lift and installation of the new one. The base amount is not to exceed \$297,180, excluding required sales tax, using the NASPO ValuePoint Contract #05316.

ADOPTED, this 14th day of February, 2022.

DICK WEST, Chairman

BOB MUHLEMAN, Vice Chairman

NATE ANDREWS, Commissioner

KEN ERICKSON, Commissioner

ATTEST:

KENNETH BAGWELL, District Secretary

GUY EARLE, Commissioner

Rotary Lift NASPO Equipment Quotation



Quote # : 202238

Date: 1/14/2022

Requested By: Joe Calkins

Quote Expires: 2/14/2022

Payment Terms: 1/2%-15th,NET 30

Warranty: 1yr Parts & 1 yr Labor

Prepared By: Christine Bilz

*If the completion of the installation is delayed more than one month due to governmental entity delays (i.e. electrical etc.), then Rotary can request partial payment for the portion of work completed (both equipment and installation)

Note: Quote for equipment and installation.

Project Name: Central Kitsap Fire & Rescue

Model No.	Description	Unit Price Ea.	Qty.	Extended Price
MOD35M-18	Modular Movable Jack Unit With 18' Track 70,000lb Capacity	\$ 60,065.95	2	\$ 120,131.90
MOD35S	Modular Stationary Jack Unit	\$ 36,199.70	1	\$ 36,199.70
MC335RC	For 3 Post Lift Config Separate Panel With VEC Equalized Control Panel Remote Mounted Wireless Remote FLEX Controls	\$ 18,345.56	1	\$ 18,345.56
AK-HTA105-3PK	Adapter Kit for Most Heavy Duty Truck Apps 32 Post Configuration	\$ 8,238.79	1	\$ 8,238.79
FD2438BK	Mobile Adapter Cart	\$ 731.79	1	\$ 731.79
XXX01CTT	Installation includes mechanical install with labor and travel to install new lift and remove existing HD inground lift	\$ 101,630.00	1	\$ 101,630.00
	*Extract oil from existing HD lift, cap off supply lines			
	*Remove lift component			
	*Slab cut approx 10' x 37' x 6" concrete, remove pit walls as needed			
	*Remove concrete and properly dispose			
	*Excavate for new lift and properly dispose of excavated spoils			
	*Rebar/concrete for lift floor (approx 35' x 5' x 16")			
	*Set lifts to grade and level/plumb			
	*Provide and install chase between lift and power unit			
	*Back fill with pea gravel			
	*Mount power unit to wall			

	*Pour back concrete to match existing floor/thickened slab around lift			
	*Provide and install air line between lift and controls			
	*Install lift components			
	*Provide hydraulic oil			
	*Provide operation training			
	*EXCLUSIONS:			
	*does not include permits/engineering if required, electrical hookup			
	DISCLAIMER:			
	*install price does not include any unforeseen conditions such as (contaminated soil, bed rock, any type of rock that would delay installation, high water conditions or any inground conditions, in-floor heat and utilities)			
	*does not include WA sales tax			
Freight	Pre Paid By Rotary			
				\$ 285,277.74

ADDITIONAL TERMS AND CONDITIONS: By submitting a purchase order to Vehicle Service Group, LLC. (VSG), customer accepts and agrees to these terms and conditions as additional terms to the existing agreement between the parties referenced on the face of this quotation (Existing Agreement), notwithstanding anything to the contrary contained therein. All additional or different terms and conditions contained in Customer's purchase order are hereby rejected. No additional or different terms or conditions, or any modifications, changes, or amendments to these terms of the existing agreement shall be binding on VSG, unless expressly accepted by VSG in writing.

DISCLAIMER: Notwithstanding anything to the contrary in the Existing Agreement, VSG shall not be liable for any loss, damage or additional costs arising from unforeseen conditions affecting installation, including but not limited to contaminated soil, bed rock, in-floor heating system, high water conditions, or any othertype of in-ground conditions. Customer acknowledges and agrees that Customer shall be responsible for any additional costs due to such conditions, in addition to the installation price set forth herein.

DELAY: Notwithstanding anything to the contrary in the Existing Agreement, if delivery of the equipment or completion of the work is delayed by more than thirty (30) days due to the acts or omission of Customer or any third party other than VSG or its sub-contractors, VSG may require Customer to render payment for equipment manufactured or delivered, and portions of the work completed, within thirty (30) days from the date of VSG's invoice, in the amounts set forth in such invoice.

*cancelled orders are subject to 20% restocking fee

Contract #: 05316
CAGE #: 7K311
Tax ID #: 90-0501347

Rotary Lift
2700 Lanier Dr.

DUNS #:

00-638-2634

Madison, IN 47250

Christine Bilz, Government Sales Leader

800.445.5438 x5655



Contract Summary

Vehicle Lifts and Garage Associated Equipment



Contract #: 05316

Replaces: [06405](#)

This contract is for vehicle lifts and related garage equipment for automobile, light and heavy duty trucks and transit. General product types included in this contract are: two-post lifts, four-post lifts, mobile column lifts, parallelogram lifts, scissor lifts, in-ground lifts and related garage equipment.

Vehicle lifts will be delivered to purchasers' installation location or installed at the option of the purchaser. This contract has the following benefits:

- Product selection: gives the purchaser an array of certified lifts from qualified manufacturers from which to select. This allows the purchaser the flexibility to select, for safety and production purposes, the most appropriate lift for their intended use.
- Best manufacturer price.
- Only certified product (lifts) will be offered and sold under this contract.
- Guaranteed parts availability for seven years after the installation date.
- Catalogs and list pricing available electronically.
- The option of having the vehicle lift installed.

The intent of this program is to maximize savings, reduce individual state administrative costs in purchasing, compile standard specifications to encourage market competition, product availability and expand contract coverage to as many of the NASPO ValuePoint states and potentially non-NASPO ValuePoint states, desiring contract participation.

Current Term Start Date: 02-10-2017

Award Date: 02-10-2017

Est. Annual Worth: \$12,282,616

Current Term Ends On: 02-10-2022

Final Term Ends On: 02-10-2022

Commodity Code(s): 02372, 075-69, 075-72, 075-78, 075-81, 075-83, 075-84, 075-85, 075-87, 075-89, 075-92, 075-94, 075-95, 075-96,

075-97, 075-01, 075-03, 075-08, 075-24, 075-25, 075-39, 075-41, 075-43, 075-44, 075-47, 075-54, 075-56, 075-63, 075-67

Diversity: 0% WBE 0% MBE

of Bids Received: 9

Contact Info:

Chad Irwin

☐ (360) 407-9368

☐ chad.irwin@des.wa.gov

Who Can Use This Contract?

Vendor	Vendor #	Authorized Fulfillment Partners	OMWBE	Veteran	Small Business
STERTIL-KONI	W6890				

M = OMWBE Certified Minority Owned | W = OMWBE Certified Women Owned | MW = OMWBE Certified Minority Women Owned | V = Certified Veteran Owned | S = Self Certified Small



= Veteran Owned



= Small Business

[NASPO ValuePoint](#)

The NASPO ValuePoint Cooperative Purchasing Organization (formerly WSCA-NASPO) creates multi-State contracts in order to achieve cost-effective and efficient acquisition of quality products and services. NASPO VP contracts maximize cost avoidance, reduce individual state administrative costs, and encourage market competition and product availability through standard specifications and consolidated requirements. NASPO VP contracts are available for use by public agencies when approved by the State Purchasing Director. [List of current NASPO ValuePoint contracts](#)

Didn't find what you were looking for?

The Contracts Resource Center is here to help.

- (360) 407-2210**
- contractingandpurchasing@des.wa.gov**
- [Find a Contracts Specialist](#)**



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