



CENTRAL KITSAP FIRE & RESCUE

AGENDA Board of Commissioners Regular Meeting April 11, 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:
 - Dick West Memorial – Thank you to staff, Local 2819 and KFFBF for supporting the West Family during this difficult time.

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 Meetings:
 - 3/14/2022
 - 3/21/2022 (Special Mtg.)
 - 3/28/2022
 - 3/31/2022 (Special Mtg.)
- B. Current Vouchers: Check No. 36514 - 36568 and EFT
- C. Calendar of Events for Fire Services
- D. Surplus List

4. DISCUSSION / ACTION ITEMS

- A. New Commissioner Selection Process – Attorney Bagwell
- B. RES 22-11: Assistant Chief Promotion (Putnam) – FC Oliver
 - ✓ **Action Requested to Approve**
- C. Board Policy Manual & Study Session Discussion – FC Oliver
- D. Mercury Associates Study Review – DC Sorenson
- E. Commissioner Reports
- F. Chief's Report
 - Strategic Planning Committee Meeting April 18th, 6PM – AC Christian
 - Updates on Stations 45 & 52 – AC Tague
 - CFSI Update – CBO Maule
 - Volunteer Program Update, Retirement Event Recap – AC Putnam
 - Social Media Update – PIO LiMarzi
- G. CKFR FF Association Report
- H. Local 2819 Report

5. CORRESPONDENCE

6. ADJOURN



March 14, 2022

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

1. ADMINISTRATIVE ITEMS

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

Chairman verified a quorum was present on the video call.

B. Additions or Deletions to the Agenda

- Chief Sorenson is filling in for Chief Oliver for today's meeting.

C. Announcements

- The deadline for applications for the Board of Commissioner vacancy is March 18th. Information is posted on the CKFR webpage.
- The Board of Commissioners will hold a special Board meeting on March 21st at 4:00 PM to review applications for the Commissioner vacancy.
- There will be a Citizens Advisory Committee meeting on March 16th at 6:00 PM at Station 41. A quorum of the Board will be in attendance; however, no final action will be taken by the Board.
- There will be an electronic town hall meeting on March 15th at 6:00 PM for the Lake Symington community regarding the fire station 57 build on Zoom and Facebook Live.

2. PUBLIC COMMENT RELATED TO CKFR

None.

3. CONSENT ITEMS

A. Minutes of BOC Meeting: 02/14/2022, 02/28/2022 and 03/07/2022 (Special Mtg.)

B. Vouchers: Check No. 36403 – 36461 and EFT

Current vouchers, dated March 14, 2022, in the total amount of \$622,017.30 were presented in accordance with RCW 52.16.050.

C. Calendar of Events for Fire Services

MOTION by Commissioner Erickson to accept the consent items, as presented.
SECOND by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting.

4. DISCUSSION / ACTION ITEMS

A. **Resolution 22-07: Hiring Authorization for 19 Firefighters – Chief Sorenson**

A resolution to hire nineteen firefighters, CKFR's largest class of firefighters to date.

***MOTION** by Commissioner Earle to adopt Resolution 22-07: Hiring Authorization for 19 Firefighters. **SECOND** by Commissioner Andrews. Motion **PASSED** unanimously by all Commissioners present and voting.*

B. **Commissioner Reports**

- **Commissioner Erickson:** Report on recent Chaplain calls.
- **Commissioner Andrews:** No report.
- **Commissioner Earle:** Report on the WFCOA Healthcare Committee; Commissioner Earle has interviewed for a Board position.
- **Commissioner Muhleman:** Met with Staff this morning on Dick West's memorial planning. More information to come.

C. **Chief's Report**

- **Commissioner Vacancy – HR Director Tobin:** CKFR posted the Commissioner vacancy announcement last week and applications are due March 18th at 4:30pm. Board members can pick up the screening documents from the Duty Chief or Station 51 that evening.
- **New Hires Update – DC Sorenson:** We are excited to have 19 new firefighters start today; commended the effort of HR, Captain Putnam and Staff. Of the 19, 17 will start Academy on Monday, and the 2 laterals will be transitioning to day shift. Onboarding took place at Station 56 today.
- **Capital Facilities Projects Update – Assistant Chief Tague:** AC Tague provided updates on the tree clearing at the Station 52 site, and status updates on Stations 45, 52 and 57, and the Admin building projects.
- **Legislation SB5565 – Finance Director Maule:** On March 3rd, Senate Bill 5565 passed unanimously in the House and has been forwarded to the Governor for signature. The law is estimated to become effective mid-late June. This was a collaborative effort between the WFCOA, WFC, Kitsap Fire Chiefs, Treasurer's office, and our partners in King and Pierce counties.

D. CKFR FF Association Report

Captain Quill reported on the recent FF Association Board election results and the station standbys.

- President – Brian Voss
- Vice President – Seth Sullivan
- Secretary – Shane Gonzalez
- Treasurer – Judy Henneman
- Financial Advisor – Ed Scholfield

Feb. 11, Station 53 Standby (1700 – 2130)

Shane Gonzalez, Valerie Quill and Brian Voss.

Feb. 25, Station 53 Standby (1700 – 2100)

Shane Gonzalez, Valerie Quill and Tony Stewart.

E. Local 2819 Report

Report provided by VP Dan King on:

- Condolences to the West family, their friends and colleagues;
- FF Semerenko’s family impacted by the war in Ukraine;
- Impact bargaining is wrapping up this week;
- Regarding Labor relations, L2819 will proceed to its second grievance arbitration;
- WA State Legislature passed a LEOFF 2 pension enhancement;

Chairman Muhleman recognized AVP Charlie Bratcher, L2819 and the Kitsap Firefighters Benevolent Fund involvement in the West Memorial.

5. CORRESPONDENCE

None.

ATTENDANCE:

Commissioner Bob Muhleman
Commissioner Ken Erickson
Commissioner Nate Andrews
Commissioner Guy Earle
Attorney Ken Bagwell
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

Captain Kara Putnam
LT Terry Fassett
PIO Ileana LiMarzi
MO Alex McCracken
Exec. Assistant Serena Prince (minutes)
VOL Captain Val Quill

OTHER ATTENDEES:

Dave Fergus and Virginia Kasper.

Next Regular Meeting to be held on Monday, March 28, 2022, 4:00 PM, held electronically on Microsoft Teams.

ADJOURNED AT 4:56 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman



March 21, 2022
SPECIAL MEETING

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

1. ADMINISTRATIVE ITEMS

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

Chairman verified a quorum was present, 3 in person and 1 remote.

B. Additions or Deletions to the Agenda

- None.

C. Announcements

- The Board will go into an executive session to evaluate the qualifications of candidates for elective office, pursuant to RCW 42.30.110(1)(h).

2. EXECUTIVE SESSION

At 4:03 PM, Chairman Muhleman called an executive session to evaluate the qualifications of candidates for elective office, pursuant to RCW 42.30.110(1)(h). The session would include the 4 Board members, Fire Chief John Oliver, Legal Counsel Ken Bagwell, HR Director Misty Tobin, and IT Manager Bob Morley. The session would last for 57 minutes, and end at 5:00 PM.

At 5:00 PM, the Board came out of executive session. Chairman Muhleman announced that the Board would extend the executive session from 5:00 PM for an additional 15 minutes, to end at 5:15 PM.

At 5:15 PM, the Board came out of executive session and resumed the public meeting.

MOTION by Commissioner Earle to interview the following candidates at a special Board meeting on March 29th, 4:00 PM at Station 41 for in person interviews: Jennifer Collins, Rod Elmore and Dave Fergus. **SECOND** by Commissioner Erickson.

Discussion: Candidates should direct any questions to the HR Director. Commissioner Andrews extended appreciation to all the candidates that applied for the position.

Motion **PASSED** unanimously by all Commissioners present and voting.

At the Board meeting on Monday, March 28th, the Board will hold another executive session to evaluate the qualifications of the candidates moving forward.

ATTENDANCE:

Commissioner Bob Muhleman
Commissioner Ken Erickson
Commissioner Nate Andrews (remote)
Commissioner Guy Earle
Attorney Ken Bagwell
Fire Chief John Oliver
HR Director Misty Tobin
IT Manager Bob Morley
EA Serena Prince (remote)

OTHER ATTENDEES:

Dave Fergus (remote)

Upcoming Meetings:

Study Session:

Monday, March 28, 2022, 4:00 PM, held electronically on Microsoft Teams.

Special Meeting:

Tuesday, March 29, 2022, 4:00 PM, held in person at Station 41 and electronically on Microsoft Teams.

ADJOURNED AT 5:18 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman



CENTRAL KITSAP FIRE & RESCUE

March 28, 2022

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

1. ADMINISTRATIVE ITEMS

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

Chairman verified a quorum was present on the video call.

B. Additions or Deletions to the Agenda

- None.

C. Announcements

- The CKFR Board of Commissioners will hold a special Board meeting on March 31st at 4:00 PM to interview candidates for the Commissioner Vacancy. The meeting will be held in person at Station 41, and remotely using Microsoft Teams.
- Assistant Chief Rick O'Rourke will be retiring on April 1st. An open-house BBQ will be held on April 1st from 11:00 AM – 1:00 PM at the CKFR Maintenance Shop.
- A memorial service for Commissioner Dick West will be held on April 2nd and 1:00 PM at the Crossroads Church.
- There is discussion with Staff to update the Board Policy Manual, proposing to replace study session meetings with regular meetings, due to an increase of BOC business. More to come on this.
- The Board will hold an executive session to evaluate the qualifications of candidates for elective office, pursuant to RCW 42.30.110(1)(h).

2. CONSENT ITEMS

A. Vouchers: Check No. 36462 – 36513

Current vouchers, dated March 28, 2022, in the total amount of \$159,094.17 were presented in accordance with RCW 52.16.050.

B. March Payroll: Check No. 102249 – 102257 and EFTs

February payroll was presented in the amount of \$1,829,206.81.

***MOTION** by Commissioner Erickson to accept the consent items, as presented.
SECOND by Commissioner Andrews. Motion **PASSED** unanimously by all
 Commissioners present and voting.*

3. DISCUSSION / ACTION ITEMS

A. Resolution 22-08: Hiring Authorization for Fleet Logistics Technician (Krenzer) – Chief Oliver

A resolution to hire Casey Krenzer as the district's new Fleet Logistics Tech. This position was included in the Mercury Study.

MOTION by Commissioner Erickson to approve Resolution 22-08. **SECONDED** by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting.

B. Resolution 22-09: Hiring Authorization for Mechanic (Bryant) – Chief Oliver

A resolution to hire Caleb Bryant as the district's new Mechanic. This position was also included in the Mercury Study.

MOTION by Commissioner Earle to approve Resolution 22-09. **SECONDED** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

C. Resolution 22-10: Apparatus Operator Eligibility Roster – Chief Oliver

This resolution validates the 4-part promotional exam put on by the district for the Apparatus Operator position.

MOTION by Commissioner Muhleman to approve Resolution 22-10. **SECONDED** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

D. Station 45 Approval to Bid (April 4th official bid date) – Assistant Chief Tague

A request to provide approval for the district to go out to bid on the new North Perry Community Fire Station (#45) project, located on Trenton Ave NE. Chief Tague provided an overview of the project specifications and schedule.

MOTION by Commissioner Andrews to go out to bid for Station 45. **SECONDED** by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting.

E. CKFR Organizational Chart (effective April 1st) – Chief Oliver

Chief Oliver presented updates to the district's organizational chart going in effect April 1st.

MOTION by Commissioner Earle to approve the revised Organizational Chart effective April 1st. **SECONDED** by Commissioner Muhleman. Motion **PASSED** unanimously by all Commissioners present and voting.

F. Management & Supervisory Employees Wage & Benefit Plan – Chief Oliver

Chief Oliver highlighted updates to the new Wage & Benefit plan.

MOTION by Commissioner Earle to accept the new Management & Supervisory Employees Wage & Benefit Plan, effective April 1, 2022. **SECONDED** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

G. Financial Report – Finance Director Maule

The full report is included in the Board packet. The fund balances now include balance designations due to GASB 54. Also included is an interim financial report for the Kitsap County Fire Training Consortium.

H. Overtime Report – Chief Sorenson

The full report is included in the Board packet. The overtime budget continues to be impacted by COVID-19.

4. EXECUTIVE SESSION

Chairman Muhleman called an executive session to evaluate the qualifications of candidates for elective office, pursuant to RCW 42.30.110(1)(h). The session will begin at 4:52 PM and last for 30 minutes, to end at 5:22 PM. The session will include the 4 Board members, Fire Chief Oliver, Attorney Bagwell, HR Director Tobin and HR Asst. Manager Luisi.

At 5:22 PM, the Board came out of executive session, and Chairman Muhleman announced that the Board would extend for an additional 10 minutes, from 5:23 PM to 5:33 PM.

The session closed at 5:33 PM and the Board resumed the public meeting.

The Board will conduct two interviews on March 31st, 4:00 PM at Station 41.

ATTENDANCE:

Commissioner Bob Muhleman	Finance Director Tim Maule
Commissioner Ken Erickson	HR Director Misty Tobin
Commissioner Nate Andrews	IT Manager Bob Morley
Commissioner Guy Earle	HR Asst. Manager Sam Luisi
Attorney Ken Bagwell	Exec. Assistant Serena Prince (minutes)
Fire Chief John Oliver	Facilities Lead Nathan Silves
Deputy Chief Jeff Sorenson	VOL Captain Val Quill
Assistant Chief Jay Christian	
Assistant Chief Mike Tague	

OTHER ATTENDEES:

None.

Upcoming Meetings:

A Special Meeting to be held on Thursday, March 31, 2022, 4:00 PM at Station 41 with a remote option on Microsoft Teams.

ADJOURNED AT 5:34 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman



CENTRAL KITSAP FIRE & RESCUE

March 31, 2022
SPECIAL MEETING

A Special Meeting of the Board of Commissioners of Central Kitsap Fire and Rescue (CKFR) was called to order by Chairman Muhleman at 4:02 PM, held in person at Station 41 and electronically on Microsoft Teams, with Chairman leading the Pledge of Allegiance.

1. ADMINISTRATIVE ITEMS

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

Chairman verified a quorum was present. All Commissioners were in attendance in person at Station 41.

B. Additions or Deletions to the Agenda

- None.

C. Announcements

- The agenda consists of interviews for the Fire Commissioner Position #3 vacancy.
- Following the interviews, an executive session will be held to evaluate the qualifications of candidates for elective office, pursuant to RCW 42.30.110(1)(h). The Board expects to take final action after the executive session.

2. DISCUSSION ITEMS

A. Interview Candidates for the Fire Commissioner Position #3 Vacancy

Chairman Muhleman announced that the first interview would begin at 4:10 PM.

Counsel Bagwell provided an overview of the Board's vacancy process for the candidates. He will provide an additional update at the April 11th Board meeting after a new commissioner is selected.

The Board conducted separate interviews for the two candidates during the open public meeting:

- Candidate #1, Jennifer Collins
- Candidate #2, Rod Elmore

3. EXECUTIVE SESSION

After the interviews, Chairman Muhleman called an executive session to evaluate the qualifications of candidates for elective office, pursuant to RCW 42.30.110(1)(h). The executive session will begin at 4:47 PM and last for 30 minutes, ending at 5:17 PM. The executive session will include the 4 Board members, Counsel Bagwell, HR Assistant Manager Samantha Luisi, and Executive Assistant Serena Prince.

At 5:17 PM, the executive session closed and the Board resumed the open public meeting.

4. ACTION ITEMS

MOTION by Commissioner Andrews to appoint Rod Elmore to Position #3, subject to a background check. **SECONDED** by Commissioner Erickson.

Discussion: The Board thanked all the applicants that applied for the position, and thanked Staff for their work on the vacancy process. Human Resources will be notifying the candidates after the meeting.

Motion **PASSED** unanimously by all Commissioners present and voting.

ATTENDANCE:

Commissioner Bob Muhleman	Assistant Chief Jay Christian
Commissioner Ken Erickson	Admin Assistant Medina Crawford
Commissioner Nate Andrews	FF Jamie Monroe
Commissioner Guy Earle	L2819 VP Dan King
Attorney Ken Bagwell	
Fire Chief John Oliver	
HR Asst. Manager Sam Luisi	
Exec. Assistant Serena Prince (minutes)	

OTHER ATTENDEES:

Jennifer Collins, Rod Elmore, Ste Elmore, Dave Fergus, and Alison Christman.

Next Regular Meeting to be held on Monday, April 11, 2022, 4:00 PM, held electronically on Microsoft Teams.

ADJOURNED AT 5:19 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman

CHECK REGISTER

3B

Central Kitsap Fire & Rescue

Time: 09:50:30 Date: 04/07/2022

04/01/2022 To: 04/30/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
936	04/11/2022	Claims	1	EFT	WA ST DEPT OF REVENUE	1,121.19	Written From Use Tax Report
937	04/11/2022	Claims	1	36514	ADVANCED DOOR SERVICE INC	6,186.40	New Bay Door; Repair Of Bay
938	04/11/2022	Claims	1	36515	AIR MANAGEMENT SOLUTIONS LLC	8,315.69	HVAC Repair
939	04/11/2022	Claims	1	36516	AIRGAS USA LLC	1,129.74	O2 Tank Refill
940	04/11/2022	Claims	1	36517	ALL BATTERY SALES & SERVICE	962.36	Batteries, Gloves
941	04/11/2022	Claims	1	36518	ALLIANCE 2020, INC	420.53	Employment Background Checks - Bryant, Krenzer, Long, Lyons, Mattox, Milovich
942	04/11/2022	Claims	1	36519	ARAMARK	122.94	Laundry Services - Shop
943	04/11/2022	Claims	1	36520	ASSOCIATED PETROLEUM PRODUCTS INC	7,629.37	Gas & Diesel Fuel; 55 Gallon DEF
944	04/11/2022	Claims	1	36521	LESLIE ALLAN BARNETT	465.00	Fire Officer 1 - Chamberlain
945	04/11/2022	Claims	1	36522	CASCADE NATURAL GAS CORP	5,984.69	Natural Gas
946	04/11/2022	Claims	1	36523	CENTRAL KITSAP FIRE & RESCUE	2,867.37	2022 Annual Tech Rescue Maintenance Fee; Reimbursement Of OT Costs
947	04/11/2022	Claims	1	36524	CENTURYLINK	267.94	Phone Service
948	04/11/2022	Claims	1	36525	DALTON MOTOR GRAPHICS	2,408.90	Graphics Package
949	04/11/2022	Claims	1	36526	IMPACT NORTHWEST	1,295.00	Rope Rescue Technician -
950	04/11/2022	Claims	1	36527	ERLAND POINT WATER COMPANY	237.58	Water And Street Lights
951	04/11/2022	Claims	1	36528	FERRELLGAS	86.11	Propane
952	04/11/2022	Claims	1	36529	GRAINGER	884.32	Kitchen Supplies; Books
953	04/11/2022	Claims	1	36530	WILLIAM K GREEN	84.36	Travel Expenses - Wildland Urban Interface Conference
954	04/11/2022	Claims	1	36531	HUGHES FIRE EQUIPMENT INC	3,840.25	Belt Serpentine Fan, Impel Step Light; Seatbelt Replacement; AC Parts
955	04/11/2022	Claims	1	36532	KITSAP 911 PUBLIC AUTHORITY	14,915.00	Cencom Services
956	04/11/2022	Claims	1	36533	KITSAP COUNTY EMS COUNCIL	360.00	EMS Evaluator's Course - Bitterman, Bratcher, Green, Rankin, T. Stanley, Quill
957	04/11/2022	Claims	1	36534	KITSAP COUNTY PUBLIC WORKS	1,492.68	Utilities - Sewer
958	04/11/2022	Claims	1	36535	KROESEN'S INC	4,623.59	Uniform Shirts, Pants, Pullovers, Embroidery
959	04/11/2022	Claims	1	36536	KUSSMAUL ELECTRONICS CO INC	329.07	Indicator Remote
960	04/11/2022	Claims	1	36537	LIFE ASSIST INC	9,315.67	Medical Supplies
961	04/11/2022	Claims	1	36538	LN CURTIS & SONS	1,119.35	Gloves
962	04/11/2022	Claims	1	36539	TIMOTHY S MAULE	189.60	Per Diem - Congressional Fire Services Institute
963	04/11/2022	Claims	1	36540	DONALD MAXWELL	380.00	Standards Of Cover - Strategic Plan Document Prep
964	04/11/2022	Claims	1	36541	ALEX S MCCRACKEN	249.60	Per Diem - ESO Wave Conference
965	04/11/2022	Claims	1	36542	MES - NORTHWEST	1,935.60	Uniform Shirts
966	04/11/2022	Claims	1	36543	VINCENT D MUSCOLO	249.60	Per Diem - ESO Wave Conference
967	04/11/2022	Claims	1	36544	NEXVORTEX, INC	736.99	Admin Phone Service - Account #639023785
968	04/11/2022	Claims	1	36545	NORTH PERRY AVENUE WATER DISTRICT	308.01	Water And Street Lights
969	04/11/2022	Claims	1	36546	OFFICE DEPOT	726.43	Office Supplies
970	04/11/2022	Claims	1	36547	PLATT	422.59	Horn Replacement; Ballast For Fuel Station; Bulb & Ballast Replacement; Wire Cutters; Fuel Station Lights
971	04/11/2022	Claims	1	36548	PUGET SOUND ENERGY	7,222.10	Electricity
972	04/11/2022	Claims	1	36549	RMUS LLC	1,380.00	Live Stream Module Renewal
973	04/11/2022	Claims	1	36550	SAM BROWN SHIELDS INC	231.00	Passports

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 09:50:30 Date: 04/07/2022

04/01/2022 To: 04/30/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
974	04/11/2022	Claims	1	36551	SCGI STUART CONSULTING GROUP	4,175.00	Professional Development Meetings
975	04/11/2022	Claims	1	36552	SEATTLE AUTOMOTIVE DISTRIBUTING INC	230.54	Spark Plugs; Water Pump; Coolant
976	04/11/2022	Claims	1	36553	SHI INTERNATIONAL CORP	12,925.66	Office 365 Licenses
977	04/11/2022	Claims	1	36554	SILVERDALE WATER DISTRICT	822.70	Water
978	04/11/2022	Claims	1	36555	STADRI INC	1,598.00	Embroidered Patches
979	04/11/2022	Claims	1	36556	SUNRISE PEST MANAGEMENT	1,912.98	Pest Control
980	04/11/2022	Claims	1	36557	SYSTEMS DESIGN WEST, LLC	7,887.74	February 2022 Transport Billing
981	04/11/2022	Claims	1	36558	THE HOME DEPOT PRO	515.77	Foam Wash
982	04/11/2022	Claims	1	36559	TITUS-WILL FORD	372.51	Front Pads & Rotors; Shock Absorber & Wheel Seal; Radiator Plugs
983	04/11/2022	Claims	1	36560	UNUM LIFE INSURANCE COMPANY OF AMERICA	726.46	LEOFF 1 Long Term Care Insurance
984	04/11/2022	Claims	1	36561	US BANK CORPORATE PAYMENT SYSTEM	36,139.25	March Statement
985	04/11/2022	Claims	1	36562	VALLEY FREIGHTLINER INC	2,039.47	Update CPC
986	04/11/2022	Claims	1	36563	VIKING FENCE COMPANY	20,989.04	Security Fence
987	04/11/2022	Claims	1	36564	WASHINGTON AUTOMATED, LLC	381.50	Extractor Service & Repair
988	04/11/2022	Claims	1	36565	WESTBAY AUTO PARTS	557.72	Auto Parts
989	04/11/2022	Claims	1	36566	ZOLL MEDICAL CORPORATION	2,430.87	Autopulse Life Band; Electrodes
994	04/11/2022	Claims	1	36567	PUGET SOUND ENERGY	53,561.56	Power Construction Contract; Relocation Of Power Poles; Electrical Construction
995	04/11/2022	Claims	1	36568	NORTH PERRY AVENUE WATER DISTRICT	888.48	Fire Flow Model
						229,936.54	
001 GENERAL FUND						229,936.54	
003 TECH RESCUE ILA						1,338.76	
004 KITSAP COUNTY JOINT TRAINING CONSORTIUM						5,070.74	
325 FACILITIES BOND PROJECT FUND						2,305.83	
						238,651.87	Claims: 238,651.87
						238,651.87	

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 09:50:30 Date: 04/07/2022

04/01/2022 To: 04/30/2022

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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

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: **ELMORE**

Wednesday	1	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	1	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Saturday	4	8:00 AM	WFCA Seminar at Campbell's Resort Chelan	Lake Chelan
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
<i>Monday</i>	<i>20</i>	<i>Holiday</i>	<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:

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: **ELMORE**

<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	



CENTRAL KITSAP

FIRE & RESCUE

To: Board of Commissioners
 From: Central Supply
 Date: April 11, 2022
 Re: Surplus List

Action Requested

Please review the following surplus request.

Items to Surplus	Estimated Value	Condition	Disposal Method
32-in RCA TV	\$0.00	Broken	Dispose
Small Chest Freezer	\$100.00	Poor	Sell/Auction
Self Power Honda Lawn Mower	\$1,300.00	Good	Sell/Auction
Stairmaster	\$500.00	Fair	Sell/Auction
Riding Lawn Mower	\$1,800.00	Poor	Sell/Auction

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.



CENTRAL KITSAP FIRE & RESCUE

April 7, 2022

Kitsap County Auditor
614 Division St. MS-31
Port Orchard, WA 98366

Auditor Andrews,

Enclosed is the original Oath of Office certificate for our new fire commissioner, Rod Elmore. Rod was sworn in on April 6th by Central Kitsap Fire & Rescue's Board Secretary/Attorney, Ken Bagwell. His first meeting with the CKFR Board of Commissioners will take place on April 11th.

Rod was appointed to fill the Position #3 vacancy left by the passing of Commissioner R. E. "Dick" West. He was selected from a pool of 6 candidates, following the process below.

- | | |
|--|--|
| February 28th
(Regular Meeting) | The Board announces the vacancy of Position #3 during their public meeting. |
| March 7th
(Special Meeting) | The Board adopts a selection process and timeline to fill the vacancy, and directs staff to post the announcement. |
| March 21st
(Special Meeting) | The Board reviews the qualifications of candidates during executive session, returns to open session and moves selected candidates forward to the interview process. |
| March 28th
(Regular Meeting) | The Board reviews the qualifications of candidates during executive session. |
| March 31st
(Special Meeting) | The Board interviews candidates during the public meeting, holds a final executive session to review qualifications, and returns to open session to appoint Rod Elmore to Position #3. |

Please reach out to my office at (360) 447-3569 or by email sprince@ckfr.org if you need more information.

Sincerely,

Serena Prince, Executive Assistant
Central Kitsap Fire and Rescue

Enclosures (1)

Oath of Office

State of Washington County of Kitsap

I, **Rod Elmore**, do solemnly swear that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of **Central Kitsap Fire and Rescue – Commissioner Position 1**; that I will support the Constitution and Laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.



Signature

Subscribed and sworn to before me this 6

Day of APRIL 20 22



Signature of official administering the oath

Secretary of CKFR BOC/Attorney
Title of official administering the oath



**RESOLUTION 22-11
Assistant Chief Promotion (Putnam)**

April 11, 2022

WHEREAS, Central Kitsap Fire and Rescue has held an internal interview process for the vacant Assistant Chief position,

THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Central Kitsap Fire and Rescue to formally approve the promotion of the following full-time employee, **effective April 1, 2022:**

1. Assistant Chief – Kara Putnam

Salary and benefits will be as outlined under the current Management and Supervisory Employee’s Wage and Benefit Plan with the District.

ADOPTED, this 11th day of April, 2022.

BOB MUHLEMAN, Chairman

GUY EARLE, Vice Chairman

NATE ANDREWS, Commissioner

KEN ERICKSON, Commissioner

ATTEST:

KENNETH BAGWELL, District Secretary

ROD ELMORE, Commissioner

Chapter 6 Board of Commissioners Meetings

The Board of Commissioner's collective policy, decision making, and regulatory-making powers occur at Board meetings. It is at such meetings that the Board conducts its business. The opportunity for District citizens to be heard, the availability of Board members to District citizens, and the openness of Board meetings all lend themselves to the essential democratic nature of local government.

6.01 Meeting Schedule

At their December meeting each year, the Board shall establish by Resolution the regular monthly meeting schedule for the succeeding year. Such schedule shall indicate the date, time, and location of the regular meetings, as well as known or anticipated study sessions and special meetings. All such meetings are open to the public.

Regular Board meetings are held the second Mondays of each month at 4:00 p.m. at the District's Administrative Building at 5300 NW Newberry Hill Road in Silverdale, Washington. Board study sessions, are part of the Board's regular meeting schedule, and are held the fourth Mondays of each month at 4:00 p.m.

Special meetings included on the annual, adopted Board meeting schedule will serve as proper public notice.

6.02 Special Meetings

Special meetings involve meetings that are other than regularly scheduled meetings where a quorum of the Board is present, including strategic planning sessions, Retreats, etc. All special meetings are open to the public.

Special meetings may be called by either the Board Chairman or at the request of any two (2) Board members. Notice of a special meeting will be made by the Fire Chief or his designee by delivering personally, by mail, by telephone, by e-mail, or by facsimile, written notice to each Board member, to all personnel (via District email only), and to the District's official newspaper of record at least 24 hours before the time of such meetings as specified in the notice. Notification given during a Board meeting, with all Board members and the public present, shall serve as proper public notice. If notification is not received by a Board member during a Board meeting, two methods of direct contact will be utilized with Board members. The notice shall specify the time and place of the special meeting and the business to be transacted. At special meetings, only those matters noted in the agenda may be acted upon. Each Commissioner shall keep the Fire Chief continuously updated on that Commissioner's mailing and e-mailing address, telephone and fax numbers.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

At all regular and special meetings, public comments are a separate agenda item and are invited at that time on the agenda. Public comment is appropriate on any matter within the jurisdiction of the Board of Commissioners. At the discretion of the Board, public comment will be limited to 5 minutes per individual. Time limit may be extended by a majority vote of the Board.

6.03 Study Sessions

The study session is the forum used by the Board to review forthcoming programs of the District, to receive progress reports on current issues, and/or to receive similar information from the Fire Chief and others. Discussions and conclusions held during a study session are usually of an informal nature and typically do not result in any final action being taken unless timely action is necessary or part of regular, routine business. All study sessions constitute meetings open to the public with minutes being generated.

No audience participation is allowed during the course of study sessions, unless permitted by the consent of a majority of the Board present. At the discretion of the Board, public comment may be received, but will normally be limited to no longer than five (5) minutes per individual. This time limit may be extended by a majority vote of the Board.

6.04 Meeting of the Board of Volunteer Firefighters

Meetings of the local Board of Volunteer Firefighters shall be held prior to or following the regular Board meetings whenever there is volunteer business to be conducted.

6.05 Placing Items on the Agenda

A. Agenda Planning

All matters to be presented to the Board of Commissioners at its regular meetings are reviewed and placed on the agenda by the Fire Chief in advance of the meeting. Additional agenda items may be added at the commencement of the Board meeting in the discretion of the Board Chairman.

B. Board of Commissioners

A Board member may request an item be considered for an upcoming agenda by making an oral request at a Board meeting or submitting a request to the Fire Chief. Based upon the nature of the request, the Fire Chief may in his discretion, submit the request to the Board before placing it on the agenda. The Board Chairman or a majority of the Board may direct the Fire Chief to formally add or remove an item from the agenda of an upcoming meeting or at the start of a meeting.

C. Members of the Public

A member of the public may request an item be placed on a future agenda while addressing the Board of Commissioners during a regular meeting and/or by submitting a request in writing to the Board of Commissioners, through the Fire Chief's office. In order to allow sufficient time for the Board to review, and for staff to research the matter, the request should be submitted at least ten (10) working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been placed on the agenda, the Fire Chief or his designee will notify the requester so he or she may plan to attend the meeting.

D. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items involve those matters immediately affecting the public health, safety, and welfare of the District. The reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

6.06 Executive Session

At the call of the Fire Chief, Board Chairman, or pursuant to a majority vote of the Board, the Board of Commissioners may recess to Executive Session to privately discuss and consider matters authorized under RCW 42.30.110.

Before convening in Executive Session, the presiding officer shall publicly announce the general purpose for excluding the public from the meeting place, the time when the Executive Session will be concluded, whether action is expected to be taken following the Executive Session, and will identify the participants in the Executive Session, which participants shall always involve all Board members. An Executive Session may go past the announced time for it to conclude, upon notice being provided to those waiting to re-enter the meeting of the new conclusion time; and or recessed to a stated later time by announcement of the presiding officer.

6.07 General Procedures

A. Signing of Documents

The Board of Commissioners as a quorum shall sign District Resolutions, contracts, and other documents that have been adopted by the Board and require an official signature, except when the Fire Chief, or a combination of other specifically identified District officials have been authorized by the Board to sign such documents.

B. Quorum

A majority of the Board shall constitute a quorum and is necessary for the transaction of District business. Presently, a quorum is present when three (3) Commissioners are in attendance,

C. Minutes

The Fire Chief or designee shall take minutes at all regular and special Board meetings. Such minutes shall be provided to Board members as part of their agenda packets and made available for public inspection prior to final adoption.

6.08 Open Meeting Law

A. Applicability

The open meeting law, Chapter 42.30 RCW, applies to the Board of Commissioners, all quasi-judicial bodies, and all standing, special or advisory boards, committees or subcommittees of, or appointed by, the Board of Commissioners.

B. Meetings

All meetings of the Board shall be open to the public, except concerning those matters as provided in RCW 42.30.110. A meeting takes place when a quorum (a majority of the total number of Board members) is present and information concerning District business is received, discussed, and/or acted upon.

C. Actions

All Board actions or decisions of every kind and nature shall be taken during public meetings. At a special meeting, action may be taken only on those items appearing on the posted agenda, except for emergency items as