



# CENTRAL KITSAP FIRE & RESCUE

## AGENDA Board of Commissioners Regular Meeting May 9, 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](http://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

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- A. Call to Order/Establish Quorum/Pledge of Allegiance
- B. Additions or Deletions to the Agenda:
- C. Announcements:
  - An executive session will be held to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

### 2. PUBLIC COMMENT RELATED TO CKFR

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**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

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- A. Minutes of BOC Meetings: 04/11/2022 and 04/25/2022
- B. Current Vouchers:
  - Check No. 36632 – 36636
  - Check No. 36638 – 36673
  - Check No. 36675 – 36692 and EFT*(See Discussion Items 4B & 4C for requested action)*
- C. Calendar of Events for Fire Services

#### **4. DISCUSSION / ACTION ITEMS**

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- A. RES 22-12: Board of Commissioners Policy Manual – Counsel Bagwell  
✓ **Action Requested to Approve**
- B. Check No. 36637: Berschauer Group Pay Application #3 – CBO Maule  
✓ **Action Requested to Approve \$298,012.26 Payment**
- C. Check No. 36674: Silverdale Water District Pay Application #1 – CBO Maule  
✓ **Action Requested to Approve \$614,977.46 Payment**
- D. Purchase Authority Update – CBO Maule  
✓ **Action Requested to Approve**
- E. Intergovernmental Cooperative Purchasing Agreement with the University of Washington – CBO Maule  
✓ **Action Requested to Authorize the Fire Chief to Sign the Agreement**
- F. Emergency Declaration (Resolution 20-06) – FC Oliver
- G. Commissioner Reports
- H. Chief's Report
  - New Volunteers – LT Fassett
  - Kitsap Fire Academy Update – AC Putnam
  - Capital Projects Update – AC Tague
  - Wildland – Ready, Set, Go – FC Oliver
- I. CKFR FF Association Report
- J. Local 2819 Report

#### **5. EXECUTIVE SESSION**

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An executive session will be held to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

#### **6. CORRESPONDENCE**

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#### **7. ADJOURN**

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April 11, 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

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### 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

- Chief Oliver and Commissioner Muhleman thanked staff, Local 2819 and the Kitsap Firefighters Benevolent Fund for their support for Commissioner West's Memorial Service last weekend.

## 2. PUBLIC COMMENT RELATED TO CKFR

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None.

## 3. CONSENT ITEMS

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### A. Minutes of BOC Meeting:

- 03/14/2022
- 03/21/2022 (Special Mtg.)
- 03/28/2022
- 03/31/2022 (Special Mtg.)

### B. Vouchers: Check No. 36514 – 36568 and EFT

Current vouchers, dated April 11, 2022, in the total amount of \$238,651.87 were presented in accordance with RCW 52.16.050.

### C. Calendar of Events for Fire Services

### D. Surplus List

Discussion around the estimated value of surplus items.

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

## 4. DISCUSSION / ACTION ITEMS

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### A. New Commissioner Selection Process – Counsel Bagwell

Counsel Bagwell provided an overview of the Board's selection process to fill the Position #3 vacancy, created by Commissioner Dick West's passing and filled by Commissioner Rod Elmore.

**B. Resolution 22-11: Assistant Chief Promotion (Putnam) – FC Oliver**

A resolution to promote Kara Putnam to Assistant Chief. Kara is the first woman to be promoted to Chief Officer in the district.

***MOTION** by Commissioner Earle to adopt Resolution 22-11: Assistant Chief Promotion (Putnam) **SECOND** by Commissioner Elmore. Motion **PASSED** unanimously by all Commissioners present and voting.*

**C. Board Policy Manual & Study Session Discussion – FC Oliver**

A proposal to update the Board's policy manual and replace study sessions with regular Board meetings. Counsel Bagwell will update the policy manual to reflect the meeting changes and new OPMA guidance.

**D. Mercury Associates Study Review – DC Sorenson**

DC Sorenson provided the highlights of the Mercury study on our Fleet Division and detailed how the district is addressing their recommendations.

**E. Commissioner Reports**

- **Commissioner Andrews:** Thanked staff for their work on the West Memorial, and welcomed Commissioner Elmore.
- **Commissioner Earle:** Echoed Commissioner Andrews' comments and welcomed Commissioner Elmore and AC Putnam. The Kitsap Risk Management Group and Health & Safety Committee meetings have been rescheduled for this Wednesday, April 13<sup>th</sup>.
- **Commissioner Elmore:** Looks forward to being part of the CKFR team.
- **Commissioner Erickson:** Touched on Chief O'Rourke's retirement event, the West Memorial, and welcomed Commissioner Elmore.
- **Commissioner Muhleman:** Welcomed Commissioner Elmore, AC Putnam and recognized the district's leadership.

**F. Chief's Report**

- **Strategic Planning Process – AC Christian:** AC provided a progress update on the new strategic plan, the planning committee and the data/input collected so far. The committee's first meeting will take place on Monday, April 18<sup>th</sup> at 6:00 PM at Station 56.
- **\*Item Added\* FSEDI Update – AC Christian:** AC Christian was accepted by the Western Fire Chiefs into the Fire Service Executive Development Institute (FSEDI) and provided an update on his program in Baltimore last week.
- **Station 52 & 45 Updates – AC Tague:** AC Tague provided status updates on the Stations 52 and 45 projects. Station 45 has just gone out to bid, and photos were shared of the site work completed at Station 52. Discussion ensued on permitting challenges.

- **CFSI Symposium – CBO Maule:** CBO Maule attended the Congressional Fire Services Institute (CFSI) Symposium in Washington DC last week along with other WFC members and shared on his experience meeting with legislators.
- **Volunteer Retirement Ceremony – AC Putnam:** The Association recently sponsored a BBQ at Station 56 to recognize the retirements of CKFR Volunteers Ted Fry, Steve Atkinson, Carlos Suazo and Eric Haugen.
- **Social Media Update – PIO LiMarzi:** PIO LiMarzi attended the Government Social Media Conference in Dallas, TX last week and provided updates on the district's social media accounts. Reminder - Kids' Day is coming up on June 4<sup>th</sup>.

#### **G. CKFR FF Association Report**

Captain Quill reported on the March event coverage:

March 11: Station 42 Standby (4:00pm-11:00pm)

Tony Stewart, Shane Gonzalez, Valerie Quill and Seth Sullivan

March 12: Stair Climb Seattle – Bottle Refill Area Volunteer

Brian Voss

March 18: Station 42 Standby (2:00pm-8:30pm)

Tony Stewart, Shane Gonzalez, Valerie Quill and Seth Sullivan

March 22: Engine Shuttle for New Emblems (8:00am - 2:00pm)

Henry Henneman

March 25: Station 42 Standby (2:00pm-10:30pm)

Shane Gonzalez, Valerie Quill, David Brisbon and Seth Sullivan

March 26: Dog Show – Fairgrounds (8:00am-6:00pm)

Ed Scholfield, Valerie Quill and Tony Stewart

March 27: Dog Show – Fairgrounds (8:00am-6:00pm)

Ed Scholfield, Brian Voss and Shane Gonzalez

#### **H. Local 2819 Report**

VP Dan King provided a report:

- Welcomed Commissioner Elmore;
- Congratulated AC Putnam on her promotion;
- Continuing to work with the district on station security;
- Station 45 closure plan with the district and operations.

#### **5. CORRESPONDENCE**

None.

**ATTENDANCE:**

Commissioner Bob Muhleman  
Commissioner Ken Erickson  
Commissioner Nate Andrews  
Commissioner Guy Earle  
Commissioner Rod Elmore  
Attorney Ken Bagwell  
Fire Chief John Oliver  
Deputy Chief Jeff Sorenson  
Assistant Chief Jay Christian  
Assistant Chief Mike Tague  
Assistant Chief Kara Putnam

Chief Business Officer Tim Maule  
Chief Administrative Officer Misty Tobin  
IT Manager Bob Morley  
HR Manager Samantha Luisi  
Exec. Assistant Serena Prince (minutes)  
PIO Ileana LiMarzi  
Admin. Assistant Medina Crawford  
VOL Captain Val Quill  
L2819 VP Dan King

**OTHER ATTENDEES:**

None.

**UPCOMING MEETINGS:**

April 25, 2022      Board of Commissioners Study Session  
May 9, 2022        Board of Commissioners Regular Meeting

**ADJOURNED AT 5:36 PM.**

*Attested to:*

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**By Kenneth Bagwell,  
District Secretary**

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**Chairman**



April 25, 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

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

Chairman verified a quorum was present on the video call. Commissioner Andrews has an excused absence.

### B. Additions or Deletions to the Agenda

- None.

### C. Announcements

- None.

## 2. CONSENT ITEMS

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### A. Vouchers: Check No. 36569 – 36574, and 36576 – 36631

Current vouchers, dated April 25, 2022, in the total amount of \$234,105.72 were presented in accordance with RCW 52.16.050. The total with the Berschauer Group payment is \$492,566.52.

### B. April Payroll: Check No. 102258 – 102265 and EFTs

Payroll was presented in the amount of \$1,847,608.10.

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

## 3. DISCUSSION / ACTION ITEMS

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### A. Station 51 AIA Agreement with Rice Fergus Miller – FC Oliver

The AIA agreement is included in the Board packet. The agreement has been reviewed with Legal Counsel Graehm Wallace and Rice Fergus Miller. The total project budget is \$15,259,181. Aside from the project specifics including the building layout, square footage, construction schedule and project costs, the agreement is similar to the previous AIAs (St. 52, 45, 57 and 53).

**MOTION** by Commissioner Elmore to authorize the Fire Chief to sign the Station 51 AIA Agreement with Rice Fergus Miller. **SECONDED** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

**B. Check No. 36575: Berschauer Group Pay Application #2 – CBO Maule**

This payment to Berschauer Group exceeds our staff's purchasing authority and requires Board approval. In the next section, CBO Maule will present updates to the purchasing authority tree to better facilitate purchases for the bond program.

***MOTION** by Commissioner Earle to approve the \$258,460.80 payment to Berschauer Group, as presented. **SECONDED** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.*

**C. Purchase Authority Updates – CBO Maule**

Staff request to modify the purchase authority limits to accommodate larger payment applications for bond projects. Additionally, there are updates to address new position titles and inflation. Board action will be requested on May 9<sup>th</sup>. Discussion ensued on the process for handling cost overruns.

**D. BOC Policy Manual Updates – Counsel Bagwell**

Counsel Bagwell gave an overview of the proposed updates to the Board's policy manual. Updates incorporate the new OPMA guidance, the move to two regular Board meetings per month, and clean up some of the policy's language. The updated policy manual and resolution will be presented for approval at the next Board meeting, May 9<sup>th</sup>.

**E. Financial Report – CBO Maule**

The finance team is in the process of preparing the 2021 annual report; a draft will be ready for Board review in May. The quarterly financial report, including the bond expenditure report is included in the packet.

**F. Overtime Report – DC Sorenson**

The overtime report is included in the packet and is trending down. Our two lateral FTEs have been added to the staffing. The budget is expected to drop substantially towards the end of the year after our 16 return from Academy.

**ATTENDANCE:**

Commissioner Bob Muhleman	Chief Business Officer Tim Maule
Commissioner Guy Earle	IT Manager Bob Morley
Commissioner Ken Erickson	Exec. Assistant Serena Prince (minutes)
Commissioner Rod Elmore	PIO Ileana LiMarzi
Attorney Ken Bagwell	MO Alex McCracken
Fire Chief John Oliver	L2919 VP Dan King
Deputy Chief Jeff Sorenson	VOL Captain Val Quill
Assistant Chief Jay Christian	
Assistant Chief Mike Tague	

**OTHER ATTENDEES:**

None.



**UPCOMING MEETINGS:**

May 9, 2022      Board of Commissioners Regular Meeting  
May 23, 2020      Board of Commissioners Study Session

**ADJOURNED AT 4:34 PM.**

*Attested to:*

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**By Kenneth Bagwell,  
District Secretary**

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**Chairman**

## CHECK REGISTER

3B

Central Kitsap Fire &amp; Rescue

Time: 08:15:34 Date: 05/03/2022

05/09/2022 To: 05/09/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1297	05/09/2022	Claims	1	EFT	WA ST DEPT OF REVENUE	3,497.64	Written From Use Tax Report
1298	05/09/2022	Claims	1	36632	ADVANCED DOOR SERVICE INC	860.78	Bay Door Repair
1299	05/09/2022	Claims	1	36633	ALL BATTERY SALES & SERVICE	1,119.36	Wiper Blades And Batteries
1300	05/09/2022	Claims	1	36634	ARAMARK	82.87	Laundry Services - Shop
1301	05/09/2022	Claims	1	36635	ARBITRAGE COMPLIANCE SPECIALISTS, INC	850.00	2020 Capital Facilities Bond Interim Arbitrage Rebate Analysis
1302	05/09/2022	Claims	1	36636	BELFAIR HOSE & HYDRAULIC INC	91.10	O-Rings; Foam Pump Flush Hose
1303	05/09/2022	Claims	1	36637	BERSCHAUER GROUP INC	298,012.26	Sta 52 Pay Application #3
1304	05/09/2022	Claims	1	36638	CASCADE NATURAL GAS CORP	1,166.83	Natural Gas
1305	05/09/2022	Claims	1	36639	CENTRAL KITSAP FIRE & RESCUE	5,500.00	Trench Rescue Technician Course - Pennington, Bresnan, Chameralain, McCracken
1306	05/09/2022	Claims	1	36640	CENTURYLINK BUSINESS SERVICES	44.85	Admin Alarm Panel Service
1307	05/09/2022	Claims	1	36641	CENTURYLINK	535.27	Phone Service
1308	05/09/2022	Claims	1	36642	JASON M CHRISTIAN	88.50	Per Diem - WFC Annual Conference
1309	05/09/2022	Claims	1	36643	COMMERCIAL BRAKE & CLUTCH INC	387.73	Brake Pads
1310	05/09/2022	Claims	1	36644	JOSHUA P COOPER	197.50	Per Diem - ACR Base Camp
1311	05/09/2022	Claims	1	36645	EMPACT NORTHWEST	750.00	Rescue Systems 1 - Starkey
1312	05/09/2022	Claims	1	36646	GCR TIRES & SERVICE	1,038.17	Tires, Mount & Dismount
1313	05/09/2022	Claims	1	36647	JESSE C GRAHAM	197.50	Per Diem - ACR Base Camp
1314	05/09/2022	Claims	1	36648	HIS HANDS LAWN CARE & SERVICES INC	5,004.39	Lawn Care Contract
1315	05/09/2022	Claims	1	36649	HUGHES FIRE EQUIPMENT INC	523.53	Lift Bar Retractor Springs; Rubber Bumpers; Cap Chains
1316	05/09/2022	Claims	1	36650	KITSAP 911 PUBLIC AUTHORITY	14,915.00	Cencom Services
1317	05/09/2022	Claims	1	36651	KITSAP COUNTY EMS COUNCIL	5,452.00	EMT Class - Ayres, Dandridge, Danskin, Davies, Davies, Fenster, Harris, Juliano, LaFave, Ledbetter, Johnston, Natkha, Miller, Rollins, Toops, Webb
1318	05/09/2022	Claims	1	36652	KITSAP COUNTY PUBLIC WORKS	746.34	Utilities - Sewer
1319	05/09/2022	Claims	1	36653	KROESEN'S INC	404.56	Uniform Pullovers; Embroidery
1320	05/09/2022	Claims	1	36654	L&L EXCAVATION & LANDSCAPING, INC	600.00	Portable Toilets
1321	05/09/2022	Claims	1	36655	LAWSON PRODUCTS INC	174.42	Brass Bulkhead Adapters And Fasteners
1322	05/09/2022	Claims	1	36656	LEGACY TELECOMMUNICATIONS INC	654.00	Generator Load Bank Test
1323	05/09/2022	Claims	1	36657	LIFE ASSIST INC	1,046.08	Medical Supplies
1324	05/09/2022	Claims	1	36658	LN CURTIS & SONS	2,915.46	Drain Valve Kit; Boots
1325	05/09/2022	Claims	1	36659	NEW LINE SERVICES INC	2,688.50	Sta 56 Asphalt Patch
1326	05/09/2022	Claims	1	36660	NEXVORTEX, INC	706.85	Admin Phone Service - Account #639023785
1327	05/09/2022	Claims	1	36661	NORTH PERRY AVENUE WATER DISTRICT	83.72	Water And Street Lights
1328	05/09/2022	Claims	1	36662	OFFICE DEPOT	562.08	Office & Coffee Supplies
1329	05/09/2022	Claims	1	36663	OLYMPIC SPRINGS	78.00	Drinking Water
1330	05/09/2022	Claims	1	36664	PACIFIC OFFICE AUTOMATION	204.20	Copier Lease
1331	05/09/2022	Claims	1	36665	PACIFIC WELDING SUPPLIES INC	29.81	Argon/CO2 Tank Refill
1332	05/09/2022	Claims	1	36666	PLATT	287.08	Wire
1333	05/09/2022	Claims	1	36667	PUGET SOUND ENERGY	4,738.83	Electricity

# CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 08:15:34 Date: 05/03/2022

05/09/2022 To: 05/09/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1334	05/09/2022	Claims	1	36668	RICE FERGUS MILLER INC	112,233.50	Professional Services - Schematic Design, Design Development, Construction Documents, Procurement, Construction Administration
1335	05/09/2022	Claims	1	36669	SAM BROWN SHIELDS INC	112.50	Helmet Shields
1336	05/09/2022	Claims	1	36670	DANIEL SCHOLD	126.10	LEOFF 1 Medical Reimbursement
1337	05/09/2022	Claims	1	36671	SHANK, DEAN	221.10	LEOFF 1 Medical Reimbursement
1338	05/09/2022	Claims	1	36672	SHI INTERNATIONAL CORP	6,554.21	Adobe Acrobat Pro, Creative Cloud
1339	05/09/2022	Claims	1	36673	SILVERDALE WATER DISTRICT	946.05	Water
1340	05/09/2022	Claims	1	36674	SILVERDALE WATER DISTRICT	614,977.46	Admin Remodel; Shop Expansion
1341	05/09/2022	Claims	1	36675	SILVERDALE WATER DISTRICT	1,505.60	January 2022 Shared Costs
1342	05/09/2022	Claims	1	36676	SIX ROBBLEES' INC	109.47	Gator Caps, Patches
1343	05/09/2022	Claims	1	36677	ZACHARY C SMITH	197.50	Per Diem - ACR Base Camp
1344	05/09/2022	Claims	1	36678	STERICYCLE INC	318.68	Medical Waste
1345	05/09/2022	Claims	1	36679	SUMMIT LAW GROUP PLLC	2,399.00	Legal - General Labor
1346	05/09/2022	Claims	1	36680	SUNBELT RENTALS, INC	22.82	Fuel Charge For Forklift Rental
1347	05/09/2022	Claims	1	36681	SUNRISE PEST MANAGEMENT	956.49	Pest Control
1348	05/09/2022	Claims	1	36682	THE DOCTORS CLINIC	420.00	Physicals, Drug Screens - Bryant, Krenzer, Long, Mattox
1349	05/09/2022	Claims	1	36683	TITUS-WILL FORD	111.80	Exhaust Manifold Mounting Hardware
1350	05/09/2022	Claims	1	36684	TRI-TEK SYSTEMS	1,005.00	Alarm System Monitoring
1351	05/09/2022	Claims	1	36685	US BANK CORPORATE PAYMENT SYSTEM	17,983.98	April Statement
1352	05/09/2022	Claims	1	36686	WA ST FIREFIGHTERS TRAINING & EDUCATION	1,500.00	Auto Extrication Training - Lofgreen, Semerenko, Stack
1353	05/09/2022	Claims	1	36687	WASHINGTON AUTOMATED, LLC	919.12	Sta 41 Extractor Service
1354	05/09/2022	Claims	1	36688	WASHINGTON FIRE CHIEFS	375.00	Congressional Fire Institute Symposium - Maule
1355	05/09/2022	Claims	1	36689	WESTBAY AUTO PARTS	393.92	Auto Parts
1356	05/09/2022	Claims	1	36690	WESTCOAST FIRE & RESCUE	37.13	Window Punch
1357	05/09/2022	Claims	1	36691	WHISTLE WORKWEAR	451.21	Rain Gear And Work Boots - Bryant, Krenzer
1358	05/09/2022	Claims	1	36692	ZOLL MEDICAL CORPORATION	6,404.45	AccuVent Cable; Defib Pads; Impedance Threshold Device
						714,997.37	
						-565.85	
						455.19	
						411,630.59	
						<u>1,126,517.30</u>	
						Claims:	1,126,517.30

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 08:15:34 Date: 05/03/2022

05/09/2022 To: 05/09/2022

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

# May 2022

Payroll/Voucher Assignment: **MUHLEMAN**

Wednesday	4	9:00 AM	Chief's Meeting: <b>ERICKSON</b>	Chief's Office
Wednesday	4	1:00 PM	Chief's Meeting: <b>EARLE, ANDREWS</b>	MS Teams
Wednesday	4	3:30 PM	Chief's Meeting: <b>MUHLEMAN, ELMORE</b>	Chief's Office
Monday	9	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Wednesday	18	8:30 AM	Chief's Meeting: <b>ANDREWS</b>	Chief's Office
Wednesday	18	1:00 PM	Chief's Meeting: <b>EARLE, MUHLEMAN</b>	Chief's Office
Wednesday	18	3:30 PM	Chief's Meeting: <b>ELMORE, ERICKSON</b>	Chief's Office
Thursday	19	6:00 PM	KCFCA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
Monday	23	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
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: <b>EARLE</b>	
Wednesday	1	11:30 AM	Kitsap Health & Safety Officers Meeting: <b>EARLE</b>	
Saturday	4	8:00 AM	WFCA Seminar at Campbell's Resort Chelan	Lake Chelan
Saturday	4	10:00 AM	CKFR Kids' Day!	Fairgrounds
Wednesday	8	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	8	1:00 PM	Chief's Meeting: <b>EARLE</b> , [REDACTED]	Chief's Office
Wednesday	8	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	13	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Thursday	16	6:00 PM	KCFCFA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
<i>Monday</i>	<i>20</i>	<i>Holiday</i>	<i>Juneteenth observed on the 20<sup>th</sup> – 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: <b>EARLE</b> , [REDACTED]	Chief's Office
Wednesday	22	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	27	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Tuesday	28	7:00 PM	Kitsap Fire Commissioners Association Meeting	

**Notes:**

# July 2022

Payroll/Voucher Assignment: **ANDREWS**

Monday	4	Holiday	Independence Day, Fourth of July – Admin Office Closed	
Wednesday	8	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Thursday	9	12:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Thursday	9	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	11	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Saturday	16	5:00 PM	Kitsap Fire Commissioners Association Annual Picnic @ President Ellingson's Home	
Tuesday	19	11:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	20	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	20	11:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Thursday	21	6:00 PM	KCFCA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
Monday	25	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	

# August 2022

Payroll/Voucher Assignment: **EARLE**

Wednesday	3	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: <b>EARLE</b>	
Wednesday	3	11:30 AM	Kitsap Health & Safety Officers Meeting: <b>EARLE</b>	
Wednesday	3	11:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	3	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Thursday	4	1:00 PM	Chief's Meeting: <b>EARLE</b> , [REDACTED]	Chief's Office
Monday	8	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Wednesday	17	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	17	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	17	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Thursday	18	6:00 PM	KCFCA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
Monday	22	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Tuesday	23	7:00 PM	Kitsap Fire Commissioners Association Meeting	



# September 2022

Payroll/Voucher Assignment: **Erickson**

Wednesday	7	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	7	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	7	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
<i>Monday</i>	<i>5</i>	<i>Holiday</i>	<i>Labor Day – Admin Office Closed</i>	
Monday	12	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Thursday	15	6:00 PM	KCFCFA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
Wednesday	21	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	21	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	21	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	26	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Tuesday	27	7:00 PM	Kitsap Fire Commissioners Association Meeting	

# October 2022

Payroll/Voucher Assignment: **MUHLEMAN**

Tuesday	4	1:00 PM	Chief's Meeting: <b>EARLE</b> , [REDACTED]	Chief's Office
Wednesday	5	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: <b>EARLE</b>	
Wednesday	5	11:30 AM	Kitsap Health & Safety Officers Meeting: <b>EARLE</b>	
Wednesday	5	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	5	3:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	10	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Thursday	17	6:00 PM	KCFCFA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
Wednesday	19	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	19	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	19	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	24	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Tuesday	25	7:00 PM	Kitsap Fire Commissioners Association Meeting	

# November 2022

Payroll/Voucher Assignment: **ELMORE**

Wednesday	9	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	9	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	9	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
<i>Friday</i>	<i>11</i>	<i>Holiday</i>	<i>Veterans Day – Admin Office Closed</i>	
Monday	14	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Thursday	17	6:00 PM	KCFCFA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
Tuesday	22	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Tuesday	22	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Tuesday	22	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
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	<b>CKFR Board of Commissioners Meeting</b>	

# December 2022

Payroll/Voucher Assignment: **ANDREWS**

Tuesday	6	1:00 PM	Chief's Meeting: <b>EARLE</b> , [REDACTED]	Chief's Office
Wednesday	7	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: <b>EARLE</b>	
Wednesday	7	11:30 AM	Kitsap Health & Safety Officers Meeting: <b>EARLE</b>	
Wednesday	7	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	7	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Saturday	10	12:00 PM	Kitsap Fire Commissioners & Fire Chiefs Annual Holiday Brunch at Suquamish Clearwater Casino	
Monday	12	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	
Thursday	15	6:00 PM	KCFCA Executive Board Meeting: <b>MUHLEMAN</b>	CKFR
Wednesday	21	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	21	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	21	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
<i>Monday</i>	<i>26</i>	<i>Holiday</i>	<i>Christmas Day observed on the 26<sup>th</sup> – Admin Office Closed</i>	
Tuesday	27	4:00 PM	<b>CKFR Board of Commissioners Meeting</b>	



**RESOLUTION 22-12**  
**Board of Commissioners Policy Manual**  
**(Supersedes Resolution 17-11)**

May 9, 2022

**WHEREAS**, it is the desire of the Board of Commissioners to publish the applicable policies and procedures governing the Board of Commissioners, now

**THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Central Kitsap Fire and Rescue that, **effective May 9, 2022**, the policies and procedures identified in Appendix “A” of this Resolution should stand as the applicable rules and conduct of the Board of Commissioners.

**ADOPTED**, this 9<sup>th</sup> day of May, 2022.

\_\_\_\_\_  
BOB MUHLEMAN, Chairman

\_\_\_\_\_  
GUY EARLE, Vice Chairman

\_\_\_\_\_  
NATE ANDREWS, Commissioner

\_\_\_\_\_  
KEN ERICKSON, Commissioner

*ATTEST:*

\_\_\_\_\_  
KENNETH BAGWELL, District Secretary

\_\_\_\_\_  
ROD ELMORE, Commissioner



# Board of Commissioners Policy Manual

Central Kitsap Fire & Rescue



Adopted May 9, 2022

# Table of Contents

CHAPTER		PAGE #
	Foreword	3
<b>1</b>	<b>Introduction and Overview</b>	<b>4</b>
1.01	Purpose of the Policy Manual	4
1.02	Overview of Basic District Documents	4
	<i>A. District Resolutions and Standard Operating Procedures</i>	4
	<i>B. Board and Personnel Policy Manuals</i>	4
	<i>C. Mission Statement / District Goals / Annual Budget</i>	5
	<i>D. Financial Planning Model and Strategic Planning</i>	5
	<i>E. Union Contracts / Staff Benefit Plan and Employee Agreements</i>	5
<b>2</b>	<b>Board of Commissioners General Powers and Responsibilities</b>	<b>5</b>
2.01	Purpose of the Policy Manual	5
	<i>A. Board Non-Participation in Administration</i>	6
2.02	Role of Board Members	6
	<i>A. Summary of Board Duties and Responsibilities</i>	7
2.03	Organization of the Board	7
2.04	Absence of Board Members	8
2.05	Resignation of a Board Member	8
2.06	Appointment of Fire Chief / Management of District Personnel	8
<b>3</b>	<b>Financial Matters</b>	<b>8</b>
3.01	Board Compensation	8
	<i>A. Attending regular and special meetings of the Board</i>	8
	<i>B. Serving as a representative of the Board</i>	8
	<i>C. Attending pre-approved Board training and/or development activities</i>	9
	<i>D. Attending special Board-related activities approved by the Board</i>	9
	<i>E. Travel time when a separate day of travel is required because of location</i>	9
	<i>F. Any Commissioner may waive all or any portion of his/her compensation</i>	9
	<i>G. A Commissioner shall submit a monthly claim that verifies activities</i>	9
3.02	Financial Disclosure	10
3.03	Travel Policy	10
3.04	Washington State Public Records Act and Open Public Meetings Act	10
	<i>A. Communications – Generally</i>	10
	<i>B. Written Communications</i>	10
	<i>C. Electronic Communications</i>	10
<b>4</b>	<b>Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials</b>	<b>11</b>
4.01	Conflicts of Interest	11
	<i>A. Applicability</i>	12
	<i>B. Definition</i>	12
	<i>C. Examples of Acts not Constituting a Conflict of Interest</i>	12
	<i>D. Declaration of a Conflict</i>	13
	<i>E. District Legal Counsel Opinions</i>	13
	<i>F. Filing of Disclosures</i>	13
	<i>G. Prohibited Acts (RCW 42.23.070)</i>	14
4.02	Liability	14

# Table of Contents

CHAPTER		PAGE #
<b>5</b>	<b>Interaction with District Staff/Officials</b>	<b>15</b>
5.01	Overview	15
5.02	Fire Chief	15
5.03	Board of Commissioners Non-Interference	16
5.04	Board of Commissioners / Fire Chief Relationship	17
5.05	Board of Commissioners / District Legal Counsel	17
5.06	Roles and Information Flow	18
	A. <i>Board of Commissioners Role</i>	18
	B. <i>Access to Information</i>	18
	C. <i>Staff Roles</i>	19
	D. <i>Process for Handling Issues / Complaints</i>	19
5.07	Restrictions on Political Involvement of Staff	19
5.08	Board of Commissioner's Ability to take Political Positions	20
	A. <i>Board Positions on Political Issues</i>	20
	B. <i>Political Position of Individual Commissioner</i>	20
	C. <i>Explanation of Impact to District Ballot Measures</i>	20
5.09	Board of Commissioners Attendance Policy	20
<b>6</b>	<b>Board of Commissioners Meetings</b>	<b>21</b>
6.01	Meeting Schedule	21
6.02	Special Meetings	21
6.03	Meeting of the Board of Volunteer Firefighters	22
6.04	Placing Items on the Agenda	22
	A. <i>Agenda Planning</i>	22
	B. <i>Board of Commissioners</i>	22
	C. <i>Members of the Public</i>	23
	D. <i>Emergency Items</i>	23
6.05	Executive Session	23
6.06	General Procedures	23
	A. <i>Signing of Documents</i>	23
	B. <i>Quorum</i>	24
	C. <i>Minutes</i>	24
6.07	Open Public Meetings Act	24
	A. <i>Applicability</i>	24
	B. <i>Meetings</i>	24
	C. <i>Actions</i>	24



<p style="text-align: center;"><b>CENTRAL KITSAP FIRE AND RESCUE Board of Commissioner's Policy Manual</b></p>
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**Foreword**

In the course of serving as a public official for CENTRAL KITSAP FIRE AND RESCUE (also referred herein as "District"), there are a myriad of issues you will become involved with. This policy manual attempts to centralize information on common issues related to your role as a member of the Board of Commissioners.

The issues addressed in this manual are often complex and subjective. It is intended to be a guide and is not a substitute for Washington state statutes governing your conduct as commissioners and the counsel, guidance, and/or opinion of the District's legal counsel.

The District Board of Commissioners has formally adopted the policies in this referenced document on May 9<sup>th</sup>, 2022.

Provisions contained herein will be reviewed as needed. The Board, by majority vote, in its sole discretion, reserves the right to revise this policy manual at any time, without notice.

## **Chapter 1 Introduction and Overview**

As a Commissioner, you not only establish important and often critical policies for the District, you are also a board member of a public corporation having an annual operating budget. The scope of issues and problems you will deal with as a Commissioner will go beyond that which is reported publicly. Your service will likely have long term impact on the operations of the District. This document is intended to help you in understanding your role as a steward of the District and its resources.

### **1.01 Purpose of the Policy Manual**

CENTRAL KITSAP FIRE AND RESCUE has prepared this policy manual to assist the Board of Commissioners by documenting accepted practices and clarifying expectations. Administration of District affairs is greatly enhanced by agreement of the Commissioners and District management to be bound by these practices. While attempting not to be overly restrictive, procedures are established so expectations and practices may be clearly articulated to guide Commissioners in their actions.

### **1.02 Overview of Basic District Documents**

This policy manual provides a summary of important aspects of Board of Commissioner activities and conduct. However, it cannot incorporate all material and information necessary for undertaking the business of the District. Many other laws, plans, and documents exist which bind the Commissioners to certain courses of action and practices. The following is a summary of the most notable documents, which establish the Board of Commissioner's direction.

#### *A. District Resolutions and Standard Operating Procedures*

Pertinent District Resolutions and Standard Operating Procedures contain District policies and regulations adopted by Resolution.

#### *B. Board and Personnel Policy Manuals*

It is the policy of the District to uphold, promote, and demand, the highest ethical standards from all its elected and appointed officials. Accordingly, District Board members are expected to maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their District position or powers for personal gain.

### *C. Mission Statement / District Goals / Annual Budget*

The District's Mission Statement, Statement of District Goals, policy goals established by the Commissioners from time to time, and annual budget provide the primary road map for accomplishing the goals of the District. The budget document is the result of one of the most important processes the District undertakes. By adopting the annual budget, the District makes policy decisions, sets priorities, allocates resources, and provides the framework for District operations.

### *D. Financial Planning Model and Strategic Planning*

The financial planning model and strategic planning documents serve as a guide for determining priorities, planning, financing, and implementing capital projects, the purchase of equipment, and maintaining the District's real and personal property, which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of the District.

### *E. Union Contracts / Management and Supervisory Employees (Non-Union) Wage and Benefit Plan / Employee Agreements*

The Union contracts, Wage and Benefit Plan, and individual employee agreements in place set forth the employment terms between the District and its various employee groups. All Commissioners should become familiar with these documents.

## **Chapter 2**

### **Board of Commissioners General Powers and Responsibilities**

#### **2.01 Board of Commissioners**

Fundamentally, the powers of the Board of Commissioners are to be utilized for the good of the District's citizens; in accordance with law; in a professional and fiscally responsible manner; and in a manner which promotes the good reputation of the District in the Central Kitsap County community. Most notably, state law and in particular, Title 52 RCW, as well as District approved Resolutions, grant the powers and responsibilities of the Board.

The Board of Commissioners is the policy making body of the District and should avoid attempting to oversee the day-to-day operations of the District. The District's daily operations are to be managed by the Fire Chief and District employees according to their job responsibilities and according to District policy as set by the Board of Commissioners.

It is important to note that each Board member acts as a member of the Board of Commissioners at regularly scheduled meetings. No member has any

extraordinary powers beyond those of other members and no member has the ability to represent the District in any capacity except through the authorization received at duly scheduled Board meetings. Board members should refrain at all times from attempting to represent the District or make decisions on behalf of the District, except according to the specific authorization received from the collective Board at Board meetings.

In establishing policies, voting, and in other significant areas, all Board members are equal. It is also important to note that policy is established by at least a majority vote of the Board. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Board to a course of action. Members should respect adopted Board policy. In turn, it is staff's responsibility to ensure the policy of the Board is upheld and implemented

The actions of District management and employees to pursue the policy direction established by a majority of the Board do not reflect any bias against Board members who held a minority opinion on an issue.

#### *A. Board Non-Participation in Administration*

In order to uphold the integrity of the Board of Commissioners, and to provide proper checks and balances, members of the Board must refrain from becoming directly involved in the administrative affairs of the District. Because the Board is the policy making body and originator of District Resolutions, its involvement in the day to day operations of the District or the enforcement of Resolutions through actions other than legislative means would only serve to damage the credibility of the system.

Except for the purpose of inquiry, the Board and its members should deal with District operations solely through the Fire Chief or his designee, and should never give orders to any subordinate of the Fire Chief.

Subject to RCW 42.30.110 and the holding of executive sessions to discuss legally authorized subjects, the Board is not prohibited, while in open session, from fully and freely discussing with the Fire Chief and other District employees any and all matters pertaining to District operations.

## **2.02 Role of Board Members**

Members of the Board of Commissioners are collectively responsible, during open public meetings of the Board of Commissioners, for establishing policy, adopting an annual budget, and providing vision, direction, and goals to the Fire Chief. The following outline is a brief description of the various duties of Board members. This description is not intended to be comprehensive, but rather is an effort to summarize the primary responsibilities of the Board:

## *A. Summary of Board Duties and Responsibilities*

1. Establish Policy
  - a. Adopt goals and objectives
  - b. Establish priorities
  - c. Approve/amend the operating and capital budgets
  - d. Approve contracts
  - e. Adopt Resolutions
2. Supervise Appointed Officials
  - a. Appoint a Fire Chief
  - b. Evaluate performance of Fire Chief
3. Provide Public Leadership
  - a. Promote representative, responsible, and respectful governance
  - b. Mediate conflicting interests while seeking to build a consensus
  - c. Communicate the District's vision and goals to its citizens
  - d. Represent the District's interests at regional, county, state, and federal levels in a professional and respectful manner
  - e. Maintain a professional and clean appearance, and dress applicable to the occasion when representing the District
  - f. Listen to and attempt to understand views and opinions that conflict with those held by you
4. Decision-Making
  - a. Study problems and all pertinent view points
  - b. Review alternatives
  - c. Determine best course of public policy

### **2.03 Organization of the Board**

Each year at the first meeting in January, the Board shall select from its members, one member to serve as Chairman of the Board and one member to serve as Vice-Chairman of the Board.

The Chairman serves as the presiding officer and acts as chair at all meetings of the Board of Commissioners; and in his or her absence, the Vice-Chairman serves in this capacity. The Chairman of the Board may participate in all deliberations of the Board in the same manner as any other member and is expected to vote in all proceedings, unless a conflict of interest exists.

The Board will appoint the Secretary of the District per RCW 52.14.080. The District's legal counsel has customarily fulfilled this role.

## **2.04 Absence of Board Members**

If a Board member is unable to attend a Board meeting or is absent from the District for more than fifteen (15) days, he or she, if reasonably possible, should notify the Board Chairman (or Vice-Chair, if it is the Chairman who will be absent) or Fire Chief of such absence and the anticipated length of the absence.

## **2.05 Resignation of a Board Member**

If a Board member resigns from the Board of Commissioners before his or her term of office is up, a new Commissioner will be appointed by the remaining Board members to fill the vacated position, as provided by law. (Per RCW 42.12.070)

## **2.06 Appointment of Fire Chief / Management of District Personnel**

The Board of Commissioners is responsible for appointing one District position, which is the Fire Chief. The Fire Chief serves as such pursuant to the terms of his employment agreement with the District. The Fire Chief is responsible for managing all District personnel, career and volunteer, and for the day-to-day operations of the District.

## **Chapter 3 Financial Matters**

### **3.01 Board Compensation**

Board members are compensated per state law (RCW 52.14.010) for each day or portion thereof for time spent in actual attendance at official Board meetings or in performance of other services or duties on behalf of the District. Board compensation, by state law, is adjusted for inflation every five years by the Washington Office of Financial Management. The compensation that each Board Member is entitled to pursuant to RCW 52.14.010 shall be determined on an annual calendar year basis and is calculated based on when the compensation is earned, not paid.

A Commissioner is eligible to receive compensation for the following activities:

*A. Attending regular and special meetings of the Board.*

1. Attending agenda setting meetings

*B. Serving as a representative of the Board, including but not limited to, such activities as:*

1. Local, regional, state or national meetings related to fire district operations

2. Kitsap County Fire Commissioners meetings
3. Community development and/or betterment committees
4. Collective bargaining, etc.
5. Attendance at District sponsored events such as open houses, etc.

*C. Attending pre-approved Board training and/or development activities, including, but not limited to:*

1. Local, regional, state or national fire association conferences
2. In or out of district Board training, networking and best practices
3. In-service meeting

*D. Attending special Board-related activities when approved by the Board in advance.*

*E. Travel time when a separate day of travel is required because of the location and scheduling of the activity.*

*F. Any Commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office by a written waiver filed with the District.*

1. The waiver may be filed any time after the Commissioner's election and before the date on which the compensation would otherwise be paid.
2. The waiver shall specify the month(s) for which it is made.

*G. A Commissioner shall submit a monthly claim that verifies the nature and amount of the activities for which compensation is claimed.*

1. A Commissioner is only eligible to make one compensation claim for a given day.

Responsibility to submit for meeting compensation rests solely with each individual Commissioner. If a compensation request is received after the payroll cutoff, it will be included in the next month's payroll. Staff members are not expected to issue reminders.

### **3.02 Financial Disclosure**

Pursuant to Chapter 42.17 RCW, candidates for the office of Fire Commissioner, appointees to the Board, and standing Commissioners, are required to file a financial disclosure statement, from time to time, with the State Public Disclosure Commission, according to Washington law. The filing of such disclosure statements is the responsibility of each individual Commissioner and not the District.

### **3.03 Travel Policy**

Members of the Board of Commissioners are subject to the following travel-related policies: 1) Travel Policy SOP 3-02 and 2) Charge Card Policy SOP 3-01 (or their successors).

### **3.04 Washington State Public Records Act and Open Public Meetings Act**

To ensure business communications submitted to and by Board members comply with the State Public Records Act, RCW 42.56, and the State Open Public Meetings Act, RCW 42.30, the following is set forth:

#### *A. Communications – Generally*

All letters, memoranda, and interactive computer communications involving Board members, the subject of which relates to the conduct of the Board or the performance of any District function, with few exceptions as stated by the Public Records Act, are public records. Copies of such letters, memoranda, and interactive computer communication may not be provided to the public or news media without a requestor filing of a public records request with the District according to Resolution 13-07 (or its successor).

#### *B. Written Communications*

Written letters and memoranda received by the District, addressed to a Board member or the Board as a body, will be photocopied and provided to all Board members, and a copy kept according to the District's Records Retention Schedule.

#### *C. Electronic Communications*

Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, ordinarily do not constitute a public record. Users should delete these messages once their administrative purpose is served.



All other messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying. The District archives all email communications and are maintained according to the District's Records Retention Schedule.

E-mail communications intended for review by all five Board members, whether concurrently or serially, must be considered in light of the Open Public Meetings Act. If the intended purpose of the e-mail is to have a discussion that should be held at an open meeting, the electronic discussion should not occur.

E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" District business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

E-mail between Board members, and between Board members and staff, shall not be transmitted to the public or news media without the filing of a public records request with the District.

## **Chapter 4 Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials**

### **4.01 Conflicts of Interest**

The conflict of interest laws are some of the most complicated laws that apply to Commissioners. To understand their effect on a Commissioner's actions, it is suggested members discuss the law and potential conflicts with a private attorney or the District's legal counsel. It is imperative that Board members identify in advance what their conflicts are and may be.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other Board members and in the meeting minutes, the Board of Commissioners may approve the contract to which a Board member has a remote interest, absent participation in the voting by the Board member with the remote interest, but only if the Board member refrains from any attempt to influence other members to approve the contract.

### *A. Applicability*

All District officers, elected and appointed, are subject to the conflict of interest law in RCW 42.23. This includes Board members.

### *B. Definition*

*Remote Interests* are so minor that they do not constitute illegal conflicts of interest. Examples of remote interests, in most cases, are as follows:

1. A non-salaried officer or member of a nonprofit corporation who is a Commissioner when such corporation is doing business with or requesting money from the District. Therefore, being such an officer or member would not constitute a conflict.
2. The Commissioner is the landlord or tenant of a party contracting with the District. For instance, a Board member may lease office space to a party that has a private interest in a public matter without it resulting in a conflict of interest.
3. The Commissioner owns less than one percent of the shares of a corporation or a cooperative doing business with the District.
4. When the Commissioner is reimbursed only for actual and necessary expenses incurred in performance of official duties on behalf of the District.

### *C. Examples of Acts not Constituting a Conflict of Interest*

1. Receiving District services on the same terms and conditions as if not a District official. Thus, when a Board member who owns a business within the District votes for or against an increase in the District's general permit fees or user rates, a conflict would not exist because this action would apply to "all" businesses within the District's boundaries, and not just the Commissioner's business.
2. When a Commissioner is an officer or employee of another political subdivision or public agency ("third party entity"), he may vote as a District Commissioner regarding action concerning the third party entity, unless such action would confer a direct economic benefit or detriment upon the Commissioner. For example, a Commissioner who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary or benefit increase, upon the Commissioner.
3. If the Commissioner is a member of a trade, business, occupation, profession, or class of persons ("third party business") that conducts

business with the District, he/she may vote on transactions as a Commissioner with that third party business so long as he/she has no greater interest than the other members of the third party business. A class must consist of at least ten (10) members to qualify the interest as remote.

4. A District official may sell equipment, material, supplies, or services to the District only to the extent such sales are consistent with state law.

#### *D. Declaration of a Conflict*

When a substantial interest exists, the District official must:

1. Refrain from voting or in any way influencing a decision of the Board of Commissioners; and
2. Declare that a conflict of interest exists and make it known in the official records of the District.

Should a situation arise where a majority of Board members or a majority of a quorum of those present at a Board meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevent the Board of Commissioners from acting as required by law in its official capacity, such action shall be allowed if the members of the Board with the apparent conflicts of interest make them known. In such cases, the Board members should make publicly known why their action is in the best interest of the District.

#### *E. District Legal Counsel Opinions*

A Board member's request for an opinion from the District's legal counsel concerning a potential conflict of interest is confidential. However, formal final opinions from District counsel as to whether a conflict of interest may be present that prevents the Commissioner from acting on the matter as a Commissioner are a matter of public record and must be filed with the Fire Chief or his designee.

This filing requirement does not apply to verbal communications between Board members and the District's legal counsel. Board members may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

#### *F. Filing of Disclosures*

The Fire Chief or his designee should maintain a special file for all disclosures and legal opinions of conflicts of interest.

### *G. Prohibited Acts (RCW 42.23.070)*

1. No Board member may directly or indirectly use his or her position with the District to secure special privileges or exemptions for himself, herself, or others.
2. No Board member may, directly or indirectly, give, receive, or agree to receive any compensation, gift, reward, or gratuity from any source except the District, for any matter connected with or related to the Commissioner's services with the District, unless otherwise provided for by law.
3. No Board member may accept employment or engage in business or professional activity that he or she might reasonably expect would require or induce him or her by reason of his or her official position with the District to disclose confidential District information acquired by reason of his or her official position with the District.
4. No Board member may disclose confidential information gained by reason of the Board member's position with the District, nor may the Board member otherwise use such confidential District information for his or her personal gain or benefit.

Examples of Prohibited Acts range from receiving a gift of tickets to a sporting event, from an entity doing business with the District or seeking to do business with the District, to attending a dinner hosted by a private company. doing business with the District or seeking to do business with the District. In determining if the action is allowed, the Washington State Auditor's Office suggests asking, "Would I be receiving this gift if I were not a Commissioner or employee of the District" or "is this gift available to anyone who is not a Commissioner/employee or otherwise associated with the District". If the circumstances are such that the gift is offered because of Commissioner or employee status, it may create a conflict of interest.

## **4.02 Liability**

The District must always approach its responsibilities in a manner that reduces risk to all involved. Nevertheless, within public service, risk cannot be eliminated.

It is important to note that violations of certain laws and regulations by individual Board members may result in the member being personally liable for damages which would not be covered by the District's insurance. Examples may include intentional acts, discrimination, harassment, and/or fraud.

## **Chapter 5 Interaction with District Staff/Officials**

### **5.01 Overview**

The Board of Commissioner's policies are implemented by the Fire Chief through the District's dedicated and professional staff. Therefore, it is critical that the relationship between the Board of Commissioners and District employees and volunteers be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

### **5.02 Fire Chief**

The Board of Commissioner's role is to establish District policies, priorities, and approve the budget. The Board appoints a Fire Chief to implement those policies and undertake the administration of the organization.

The Fire Chief's responsibilities are set forth herein and shall also be restated in the Fire Chief's employment agreement with the District. The Fire Chief shall enforce the Board of Commissioner's Resolutions and regulations, direct the daily operations of the District, prepare and monitor the budget, and implement the policies and programs initiated by the Board of Commissioners. The Fire Chief is responsible to the Board of Commissioners, rather than to individual Board members, and directs and coordinates the various departments. The Fire Chief is responsible for appointing all department managers and authorizing the appointment of all other personnel positions. The Board of Commissioners authorizes positions through the budget process. Based upon that authorization, the Fire Chief makes the appointments.

The powers and duties of the Fire Chief include:

1. General supervision over the administrative affairs of the District;
2. Appoint and remove at any time any employee, volunteer, and/or subordinate in accordance with and subject to District policy, labor/employment agreements, and applicable State and Federal law;
3. Administer the Staff Benefit Plan, labor/employment agreements, the Volunteer Incentive Program, and provide recommendations to the Board;
4. Attend all meetings of the Board at which the Fire Chief's attendance may be required by that body;

5. See that all regulations and Resolutions are faithfully executed, subject to the authority granted by the Board of Commissioners in accordance with state law;
6. Recommend for adoption by the Board such measures as the Fire Chief may deem necessary or expedient;
7. Prepare and submit to the Board such reports as may be required by that body, or as deemed advisable to submit;
8. Keep the Board fully advised of the financial condition of the District and its future needs;
9. Prepare and submit to the Board a proposed budget for each fiscal year, and be responsible for its administration upon adoption;
10. Perform such other duties as the Board may determine by motion or Resolution in accordance with the employment agreement entered into with the Fire Chief;
11. Implement and administer the Board of Commissioner's adopted policies (as identified in Section 2.02- A1).

### **5.03 Board of Commissioners Non-interference**

The Board of Commissioners shall work through the Fire Chief when dealing with District operations of any kind or nature.

In no manner, either directly or indirectly, shall a Board member become involved in, or attempt to influence, personnel matters that are under the direction of the Fire Chief. Nor shall any Board members be involved in, or influence, the purchase of any District supplies except through Board action in open public meeting.

Except for the purposes of inquiry, the Board and its members will deal with the District's operations of every kind and nature solely through the Fire Chief, the acting Fire Chief, or the Fire Chief's designee, and shall not give orders to any subordinate of the Fire Chief. Subject to RCW 42.30.110 and the holding of executive sessions to discuss and review legally authorized matters, the Board is not prohibited, while in open session, from fully and freely discussing with the Fire Chief anything pertaining to appointments and removals of District employees, volunteers, and other District matters.

A Fire Commissioner serving on any District committees is acting as an individual member of that committee with the ability to vote or express an opinion that is the same as afforded to anyone else serving on the committee.

#### **5.04 Board of Commissioners / Fire Chief Relationship**

The employment relationship between the Board of Commissioners and Fire Chief honors the fact that the Fire Chief is the chief executive officer of the District. All dealings with the Fire Chief, whether in public or private, should respect the authority of the Fire Chief in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Fire Chief.

The Fire Chief respects and is sensitive to the policy responsibilities of the Board of Commissioners and acknowledges the Board of Commissioners holds the final responsibility for establishing the policy direction of the District.

The Board of Commissioners shall evaluate the Fire Chief on an annual basis, at a minimum, to ensure both the Board of Commissioners and Fire Chief are in agreement about performance and goals based upon mutual trust and common objectives. The Fire Chief's performance is evaluated in the following areas: leadership; teamwork; customer service; personal development and initiative; District finance management; supervision (developing direct reports); and progress toward organizational goals.

#### **5.05 Board of Commissioners / District Legal Counsel**

Pursuant to recommendation of the Fire Chief, the Board of Commissioners shall make provision for obtaining legal counsel for the District through a reasonable contractual arrangement for such professional services. The District legal counsel is a contract employee recommended by the Fire Chief; the Board of Commissioners confirms, amends, or rejects such contract. The District legal counsel is the legal advisor for the Board, the Fire Chief, and all District employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the District. The general legal responsibilities of the District legal counsel are to:

12. Provide legal assistance necessary for formulation and implementation of policies and projects;
13. Represent the District's interests, as determined by the Board of Commissioners, in litigation, administrative hearings, negotiations, and similar proceedings;

14. Prepare or approve as to form Resolutions, regulations, contracts, and other legal documents to best reflect and implement the purposes and intentions of the Board of Commissioners; and to
15. Keep the Board of Commissioners and staff apprised of court rulings and legislation affecting the legal interests of the District.

It is important to note the District legal counsel does not represent individual members of the Board or District employees/volunteers, but rather the Board of Commissioners and District as a whole.

Authority to seek legal counsel on behalf of the District shall be limited to the Chairman and Fire Chief. The Chairman or Fire Chief may extend such authorization to others on a case-by-case basis.

## **5.06 Roles and Information Flow**

### *A. Board of Commissioners Role*

The Board of Commissioners retains the authority to accept, reject, or amend District staff recommendations on all policy matters.

Members of the Board of Commissioners must avoid intrusion into those areas that are the responsibility of staff. Individual Commissioners may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Board of Commissioners as a whole. This is necessary to protect staff from undue influence and pressure from individual Board members, and to allow staff to execute priorities given by management and the Board as a whole without fear of reprisal.

If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Board to do so in open public meeting as a matter of Board policy.

### *B. Access to Information*

The Fire Chief is the information liaison between the Board and the District staff. Requests for information from Board members are to be directed to the Fire Chief and will be responded to in a timely manner as his workload permits. The information requested will be copied to all members of the Board so each member may be equally informed. The sharing of substantive



information affecting the District's interests with the Board of Commissioners is one of the Fire Chief's highest priorities.

There are limited circumstances when information may not be provided. For instance, the District is legally bound not to release certain confidential personnel information.

### *C. Staff Roles*

The Board recognizes the primary functions of staff are to execute Board policy under the direction of the Fire Chief and to provide information as requested by the Board. Staff is obligated to take guidance and direction only from the Fire Chief and/or their superior officers. This direction follows the policy guidance of the Board of Commissioners as a whole. Staff is directed to reject any attempts of individual Board members to unduly direct or otherwise pressure them into making, changing, or otherwise influencing their District duties.

### *D. Process for Handling of Issues / Complaints*

If any issues or complaints involving an individual member of the Board of Commissioners are brought to the attention of the Fire Chief, the Fire Chief will take these to the Chairman of the Board, who will further determine whether the subject matter can be resolved directly with the individual Board member or whether it warrants official involvement by the entire Board. If the situation involves the Chairman, the Fire Chief will bring the matter to the Vice Chairman.

## **5.07 Restrictions on Political Involvement of Staff**

Central Kitsap Fire and Rescue is a non-partisan local unit of state government. Its staff seeks to formulate recommendations in compliance with Board policy for the good of the District, not influenced by political factors. For this reason, it is important to understand the restrictions of political involvement of staff.

By working for the District, staff members do not surrender their right to be involved in political activities. Employees may publicly express their personal opinions; register to vote; sign nominating or recall petitions; and vote in any election. However, staff is prohibited from engaging in any political activity during working hours and/or on District property and/or from using District property to advance any political activity. (Per RCW 42.17A)

## **5.08 Board of Commissioner's Ability to take Political Positions**

### *A. Board Positions on Political Issues*

It is permissible for the Board of Commissioners, as a body, to take formal positions regarding political issues involving the District in open public meeting. Prior to doing so, however, the Board must:

1. Include in any required advance notice of the meeting, the ballot measure, or political position to be discussed.
2. Provide the public in attendance at such meetings with a reasonable opportunity to express their opposing views.
3. Ensure that District resources (equipment, funds, materials or facilities) are not used to support or oppose any ballot measures the Commission endorses or opposes.

### *B. Political Position of Individual Commissioner*

A Commissioner may make a statement supporting or opposing a ballot measure or political candidate in response to a specific inquiry from someone or at an open press conference. No public agency help, however, may be obtained in preparing the Commissioner for the encounter. A Commissioner placed in such a situation should also state that he or she is just expressing his/her views as an individual, and not those of the Commission, unless the Commission has formally adopted the position being advocated.

### *C. Explanation of Impact to District Ballot Measures*

The Board of Commissioners does have the right to explain the anticipated impact of a ballot measure on the operations of the District. The explanation, however, must be accurate, fair and objective.

## **5.09 Board of Commissioners Attendance Policy**

If a fire commissioner is absent from the district for three consecutive regularly scheduled meetings, unless by permission of the board, the office shall be declared vacant by the board of commissioners. However, such an action shall not be taken unless the commissioner is notified by mail after two consecutive unexcused absences that the position will be declared vacant if the commissioner is absent without being excused from the next regularly scheduled meeting. (Per RCW 52.14.050)

As a courtesy, any absent Board member who has called the Fire Chief's office or Commission Chair prior to the start of the meeting to advise of such absence will be deemed excused.

## **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 special meetings. All such meetings are open to the public.

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

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 a majority of the members of the Board. 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. Notice shall also be posted on the District's website 24 hours in advance of the meeting. Notice shall also be posted 24 hours in advance of the special meeting at the main entrance of the District's principal location and the meeting site if the meeting is not held at the District's principal locations. The notice shall specify the date, 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 where final action is taken, public comment shall be allowed and 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 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.

### **6.04 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.

## **6.05 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 only those matters authorized under RCW 42.30.110.

Before convening in Executive Session, the presiding officer shall publicly announce the specific 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 present at the meeting. 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.

Disclosure of confidential information from an Executive Session by any municipal officer violates RCW 42.23.070(4).

## **6.06 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.

**6.07 Open Public Meetings Act**

*A. Applicability*

The Open Public Meetings Act, 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 defined in Section 6.04.D. At regular meetings of the Board of Commissioners, the Board is free to take action on non-agenda items, subject to applicable statutory and District notice requirements for the subject matter being considered.

THIS POLICY MANUAL was duly enacted by the District's Board of Commissioners at their regularly scheduled meeting held on May 9<sup>th</sup>, 2022, per District Resolution 22-12.

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**Bob Muhleman**  
**Chairman & Commissioner**

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**Guy Earle**  
**Vice Chairman & Commissioner**

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**Nate Andrews**  
**Commissioner**

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**Kenneth Erickson**  
**Commissioner**

---

**Rod Elmore**  
**Commissioner**

---

**John Oliver**  
**Fire Chief**

**Attest:**

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**Kenneth Bagwell**  
**Secretary of the District**

TO OWNER:  
 Central Kitsap Fire & Rescue  
 5300 NW Newberry Hill Road, Suite 101  
 Silverdale, WA 98383  
 FROM CONTRACTOR:  
 Berschauer Group, Inc.  
 PO Box 11910  
 Olympia, WA 98508

PROJECT:  
 Central Kitsap Fire & Rescue - Station 52  
 5328 NW Anderson Hill Road  
 Silverdale, WA 98383  
 VIA ARCHITECT:  
 Rice Fergus Miller Inc  
 275 5th Street, Suite 100  
 Bremerton, WA 98337

APPLICATION NO.: 3  
 PERIOD TO: 4/20/2022  
 PROJECT NOS.: CKFR - 52  
 CONTRACT DATE: 2/14/2022

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1 ORIGINAL CONTRACT SUM .....	\$	<u>6,400,000.00</u>
2 Net change by Change Order .....	\$	<u>0.00</u>
3 CONTRACT SUM TO DATE (Line 1 +/- 2) .....	\$	<u>6,400,000.00</u>
4 TOTAL COMPLETED & STORED TO DATE .....	\$	<u>683,960.00</u>
(Column G on G703)		
Sales Tax @ 9.0% (9.2% as of April 1, 2022)		<u>62,102.21</u>
5 RETAINAGE:		
a. 0.0% of Completed Work	\$	<u>0.00</u>
(Columns D + E on G703)		
b. 0.0% of Stored Material	\$	<u>          </u>
(Column F on G703)		
Total Retainage (Line 5a + 5b or		
Total in Column I of G703) .....	\$	<u>0.00</u>
6 TOTAL EARNED LESS RETAINAGE .....	\$	<u>746,062.21</u>
(Line 4 less Line 5 Total)		
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate) .....	\$	<u>448,049.95</u>
8 CURRENT PAYMENT DUE .....	\$	<u>298,012.26</u>
9 BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	<u>6,216,808.42</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this Month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and now payments received from the Owner, and that current payment shown herein is now due

CONTRACTOR: Berschauer Group, Inc.  
 By: **Daryn Gilstrap**  
 Digitally signed by Daryn Gilstrap  
 DN: C=US,  
 E=daryn.gilstrap@berschauer.com,  
 O="Berschauer Group, Inc.", CN=Daryn Gilstrap  
 Date: 2022.04.21 11:18:52-07'00'  
 State of: Washington  
 County of: Thurston

Subscribed and sworn to before me this 21<sup>st</sup> day of April 2022

Notary Public: Ashley Berschauer  
 My Commission expires: 12-1-22



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 298,012.26

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Shannon D. Thompson Date: 4/26/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Shannon D. Thompson

4/28/22



**CONTINUATION SHEET**

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 2 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER : 3  
 APPLICATION DATE : 4/25/2022  
 PERIOD TO : 4/20/2022  
 ARCHITECT'S PROJECT NO. :

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD		%	(G / C)		
		\$6,400,000.00							
1	Performance & Payment Bonds /BR & Liability Insurance	\$173,935.00	\$ 173,935.00	\$ -		\$ 173,935.00	100%	\$ -	\$ -
2	Mobilization	\$65,000.00	\$ 32,500.00	\$ 32,500.00		\$ 65,000.00	100%	\$ -	\$ -
3	General Conditions	\$190,000.00	\$ 15,770.00	\$ 14,630.00		\$ 30,400.00	16%	\$ 159,600.00	\$ -
4	Concrete Reinforcement	\$75,000.00	\$ -	\$ 18,750.00		\$ 18,750.00	25%	\$ 56,250.00	\$ -
5	Cast-In-Place Concrete	\$245,000.00	\$ -	\$ -		\$ -	0%	\$ 245,000.00	\$ -
6	Polished Concrete Finishing	\$22,000.00	\$ -	\$ -		\$ -	0%	\$ 22,000.00	\$ -
7	Masonry	\$38,500.00	\$ -	\$ -		\$ -	0%	\$ 38,500.00	\$ -
8	Rough Carpentry	\$402,500.00	\$ -	\$ -		\$ -	0%	\$ 402,500.00	\$ -
9	Structural Steel	\$98,709.00	\$ -	\$ -		\$ -	0%	\$ 98,709.00	\$ -
10	Rough Framing Materials	\$145,000.00	\$ -	\$ -		\$ -	0%	\$ 145,000.00	\$ -
11	Shop Fabricated Wood Trusses	\$165,000.00	\$ -	\$ -		\$ -	0%	\$ 165,000.00	\$ -
12	Cabinets & Countertops	\$151,574.00	\$ -	\$ -		\$ -	0%	\$ 151,574.00	\$ -
13	Plastic Paneling	\$11,650.00	\$ -	\$ -		\$ -	0%	\$ 11,650.00	\$ -
14	Insulation	\$43,850.00	\$ -	\$ -		\$ -	0%	\$ 43,850.00	\$ -
15	Fiber Cement Siding & Soffit	\$344,516.00	\$ -	\$ -		\$ -	0%	\$ 344,516.00	\$ -
16	TPO Roofing	\$220,000.00	\$ -	\$ -		\$ -	0%	\$ 220,000.00	\$ -
17	Doors & Hardware	\$95,000.00	\$ -	\$ -		\$ -	0%	\$ 95,000.00	\$ -
18	Overhead Door	\$165,000.00	\$ -	\$ -		\$ -	0%	\$ 165,000.00	\$ -
19	Aluminum Framed Entrances & Storefronts	\$200,000.00	\$ -	\$ -		\$ -	0%	\$ 200,000.00	\$ -
20	Gypsum Board	\$138,000.00	\$ -	\$ -		\$ -	0%	\$ 138,000.00	\$ -
21	Flooring	\$51,265.00	\$ -	\$ -		\$ -	0%	\$ 51,265.00	\$ -
22	Acoustical Tile Ceilings	\$52,000.00	\$ -	\$ 2,600.00		\$ 2,600.00	5%	\$ 49,400.00	\$ -
23	Painting	\$42,500.00	\$ -	\$ -		\$ -	0%	\$ 42,500.00	\$ -
24	Signage	\$12,000.00	\$ -	\$ -		\$ -	0%	\$ 12,000.00	\$ -
25	Corner Guards	\$5,500.00	\$ -	\$ -		\$ -	0%	\$ 5,500.00	\$ -
26	Toilet & Bath Accessories	\$3,050.00	\$ -	\$ -		\$ -	0%	\$ 3,050.00	\$ -
27	Fire Protection Cabinets	\$6,365.00	\$ -	\$ -		\$ -	0%	\$ 6,365.00	\$ -
28	Ground Set Flagpole	\$10,104.00	\$ -	\$ -		\$ -	0%	\$ 10,104.00	\$ -
29	OFC1	\$4,750.00	\$ -	\$ -		\$ -	0%	\$ 4,750.00	\$ -
30	Pleated Window Shades	\$11,750.00	\$ -	\$ -		\$ -	0%	\$ 11,750.00	\$ -
31	Fire Protection	\$59,600.00	\$ -	\$ -		\$ -	0%	\$ 59,600.00	\$ -
	<b>Plumbing</b>								
32	Mobilization - Plumbing	\$6,000.00	\$ -	\$ -		\$ -	0%	\$ 6,000.00	\$ -
33	Submittals	\$4,000.00	\$ -	\$ 3,000.00		\$ 3,000.00	75%	\$ 1,000.00	\$ -
34	Waste/vent Materials	\$20,000.00	\$ -	\$ -		\$ -	0%	\$ 20,000.00	\$ -
35	Waste/vent Below Slab Installation	\$18,000.00	\$ -	\$ -		\$ -	0%	\$ 18,000.00	\$ -
36	Waste/vent Installation	\$15,000.00	\$ -	\$ -		\$ -	0%	\$ 15,000.00	\$ -
37	Domestic Water Material	\$34,632.00	\$ -	\$ -		\$ -	0%	\$ 34,632.00	\$ -
38	Domestic Water Installation	\$44,000.00	\$ -	\$ -		\$ -	0%	\$ 44,000.00	\$ -
39	Mechanical Room Material	\$16,000.00	\$ -	\$ -		\$ -	0%	\$ 16,000.00	\$ -
40	Mechanical Room Install	\$10,000.00	\$ -	\$ -		\$ -	0%	\$ 10,000.00	\$ -
41	Gas Piping Material	\$4,000.00	\$ -	\$ -		\$ -	0%	\$ 4,000.00	\$ -
42	Gas Piping Installation	\$9,000.00	\$ -	\$ -		\$ -	0%	\$ 9,000.00	\$ -
43	Condensate Materials	\$2,000.00	\$ -	\$ -		\$ -	0%	\$ 2,000.00	\$ -
44	Condensate Installation	\$8,000.00	\$ -	\$ -		\$ -	0%	\$ 8,000.00	\$ -
45	Plumbing Fixture Materials	\$35,000.00	\$ -	\$ -		\$ -	0%	\$ 35,000.00	\$ -
46	Plumbing Fixture Installation	\$15,000.00	\$ -	\$ -		\$ -	0%	\$ 15,000.00	\$ -
	<b>HVAC</b>								
47	Mobilization - HVAC	\$2,500.00	\$ -	\$ -		\$ -	0%	\$ 2,500.00	\$ -

**CONTINUATION SHEET**

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 2 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER : 3  
 APPLICATION DATE : 4/25/2022  
 PERIOD TO : 4/20/2022  
 ARCHITECT'S PROJECT NO. :

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD		% (G / C)			
48	Equipment	\$165,000.00	\$ -	\$ -		\$ -	0%	\$ 165,000.00	\$ -
49	Materials	\$65,000.00	\$ -	\$ -		\$ -	0%	\$ 65,000.00	\$ -
50	Install Labor	\$92,500.00	\$ -	\$ -		\$ -	0%	\$ 92,500.00	\$ -
51	TAB	\$7,500.00	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ -
52	Controls Material	\$7,500.00	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ -
53	Controls Labor	\$10,000.00	\$ -	\$ -		\$ -	0%	\$ 10,000.00	\$ -
54	Commissioning	\$7,500.00	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ -
55	Duct Insulation	\$7,500.00	\$ -	\$ -		\$ -	0%	\$ 7,500.00	\$ -
56	Close Out	\$2,500.00	\$ -	\$ -		\$ -	0%	\$ 2,500.00	\$ -
<b>Electrical</b>									
57	Mobilization - Electrical	\$25,000.00	\$ -	\$ -		\$ -	0%	\$ 25,000.00	\$ -
58	Submittals	\$10,000.00	\$ 2,000.00	\$ 3,600.00		\$ 5,600.00	56%	\$ 4,400.00	\$ -
59	Temp power	\$3,500.00	\$ -	\$ -		\$ -	0%	\$ 3,500.00	\$ -
60	Site Electrical	\$105,986.00	\$ -	\$ -		\$ -	0%	\$ 105,986.00	\$ -
61	Lighting Install	\$88,100.00	\$ -	\$ -		\$ -	0%	\$ 88,100.00	\$ -
62	Mechanical Branch and installation	\$36,875.00	\$ -	\$ -		\$ -	0%	\$ 36,875.00	\$ -
63	Gear Procurement	\$50,500.00	\$ -	\$ -		\$ -	0%	\$ 50,500.00	\$ -
64	Generator	\$160,700.00	\$ 52,900.00	\$ -		\$ 52,900.00	33%	\$107,800.00	\$ -
65	Branch Power	\$82,555.00	\$ -	\$ -		\$ -	0%	\$ 82,555.00	\$ -
66	Rough-in	\$80,000.00	\$ -	\$ -		\$ -	0%	\$ 80,000.00	\$ -
67	Feeder Labor and Materials	\$141,990.00	\$ -	\$ -		\$ -	0%	\$ 141,990.00	\$ -
68	Lighting & Controls Procurement	\$126,775.00	\$ -	\$ -		\$ -	0%	\$ 126,775.00	\$ -
69	Telecomm	\$112,000.00	\$ -	\$ -		\$ -	0%	\$ 112,000.00	\$ -
70	Access Control	\$30,719.00	\$ -	\$ -		\$ -	0%	\$ 30,719.00	\$ -
71	Fire Alarm	\$50,900.00	\$ -	\$ -		\$ -	0%	\$ 50,900.00	\$ -
72	Trim/Devices	\$29,400.00	\$ -	\$ -		\$ -	0%	\$ 29,400.00	\$ -
<b>Earthwork &amp; Utilities</b>									
73	Surveying	\$42,500.00	\$ 8,075.00	\$ 8,075.00		\$ 16,150.00	38%	\$ 26,350.00	\$ -
74	Mobilization - Civil	\$40,000.00	\$ 40,000.00	\$ -		\$ 40,000.00	100%	\$ -	\$ -
75	Erosion and Sediment Controls	\$48,500.00	\$ 36,375.00	\$ -		\$ 36,375.00	75%	\$ 12,125.00	\$ -
76	Demolition of structures	\$38,000.00	\$ -	\$ 28,500.00		\$ 28,500.00	75%	\$ 9,500.00	\$ -
77	Clearing & Grubbing	\$55,000.00	\$ 41,250.00	\$ 13,750.00		\$ 55,000.00	100%	\$ -	\$ -
78	Excavation & Fill	\$295,000.00	\$ -	\$ 147,500.00		\$ 147,500.00	50%	\$ 147,500.00	\$ -
79	Building Pad & Footings	\$72,500.00	\$ -	\$ -		\$ -	0%	\$ 72,500.00	\$ -
80	Water Utilities	\$125,000.00	\$ -	\$ -		\$ -	0%	\$ 125,000.00	\$ -
81	Sanitary Sewerage Utilities	\$85,000.00	\$ -	\$ -		\$ -	0%	\$ 85,000.00	\$ -
82	Storm Drainage Utilities	\$165,000.00	\$ 8,250.00	\$ -		\$ 8,250.00	5%	\$ 156,750.00	\$ -

**CONTINUATION SHEET**

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 2 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
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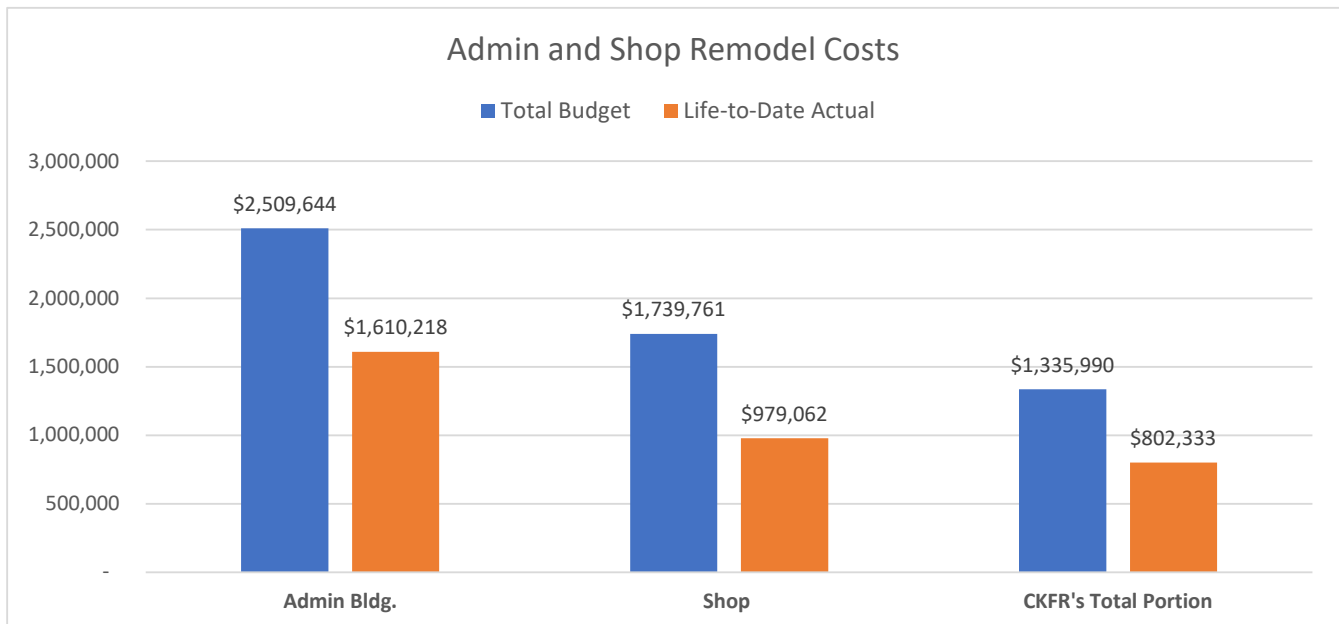
APPLICATION NUMBER : 3  
 APPLICATION DATE : 4/25/2022  
 PERIOD TO : 4/20/2022  
 ARCHITECT'S PROJECT NO. :

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G / C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD					
83	Paving & Concrete Prep	\$80,250.00	\$ -	\$ -		\$ -	0%	\$ 80,250.00	\$ -
84	Asphalt Paving	\$66,000.00	\$ -	\$ -		\$ -	0%	\$ 66,000.00	\$ -
85	Curbs, Gutters, Sidewalks	\$15,000.00	\$ -	\$ -		\$ -	0%	\$ 15,000.00	\$ -
86	Pavement Markings	\$2,800.00	\$ -	\$ -		\$ -	0%	\$ 2,800.00	\$ -
87	Chainlink Fences and Gates	\$76,200.00	\$ -	\$ -		\$ -	0%	\$ 76,200.00	\$ -
88	Landscaping	\$181,000.00	\$ -	\$ -		\$ -	0%	\$ 181,000.00	\$ -
89	Close Out	\$20,000.00	\$ -	\$ -		\$ -	0%	\$ 20,000.00	\$ -
<b>PROJECT SUBTOTAL</b>		<b>\$6,400,000.00</b>	<b>\$ 411,055.00</b>	<b>\$ 272,905</b>	<b>\$ -</b>	<b>\$ 683,960.00</b>	<b>10.69%</b>	<b>\$ 5,716,040.00</b>	<b>\$ -</b>
<b>CHANGE ORDERS</b>									
		\$ -	\$ -	\$ -		\$ -	0%	\$ -	\$ -
		\$ -	\$ -	\$ -		\$ -	0%	\$ -	\$ -
		\$ -	\$ -	\$ -		\$ -	0%	\$ -	\$ -
		\$ -	\$ -	\$ -		\$ -	0%	\$ -	\$ -
		\$ -	\$ -	\$ -		\$ -	0%	\$ -	\$ -
<b>CHANGE ORDER SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>
TOTAL		\$ 6,400,000.00	\$ 411,055.00	\$ 272,905.00	\$ -	\$ 683,960.00		\$ 5,716,040.00	\$ -
SALES TAX @ 9.0%		\$ 36,994.95	\$ 36,994.95			\$ 36,994.95		\$ -	\$ -
SALES TAX @ 9.2% (effective April 1, 2022)		\$ 525,875.68		\$ 25,107.26	\$ -	\$ 25,107.26		\$ 500,768.42	\$ -
TOTAL		\$ 6,962,870.63	\$ 448,049.95	\$ 298,012.26	\$ -	\$ 746,062.21		\$ 6,216,808.42	\$ -
LESS 0% RETENTION			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
<b>GRAND TOTALS</b>		<b>\$ 6,962,870.63</b>	<b>\$ 448,049.95</b>	<b>\$ 298,012.26</b>	<b>\$ -</b>	<b>\$ 746,062.21</b>	<b>10.71%</b>	<b>\$ 6,216,808.42</b>	<b>\$ -</b>

## Joint CKFR - SWD Administration Building Remodel and Shop Expansion Projects Summary of Costs Incurred Through March 31, 2022

Last Updated 5/03/2022

Joint Activity	CKFR Portion	SWD Portion	Life-To-Date		Remaining Budget (Deficit)	Budget Used
			Project Expenses	Total Project Budget		
<b>Admin Building Construction Costs</b>						
Interwest - Construction Costs	554,578	705,827	<b>1,260,405</b>	1,852,444	592,038	68.0%
HVAC	-	-	-	130,800	130,800	0.0%
Interior Furnishings	308	308	<b>615</b>	81,750	81,135	0.8%
Security and Access Control	3,213	49,299	<b>52,512</b>	98,000	45,488	53.6%
Architect Fees	134,333	134,333	<b>268,666</b>	314,050	45,384	85.5%
Permitting and Inspections	6,319	4,740	<b>11,058</b>	10,100	(958)	109.5%
SWD Labor & Misc. Charges	8,481	8,481	<b>16,961</b>	22,500	5,539	75.4%
<b>Subtotal Admin Building</b>	<b>707,231</b>	<b>902,987</b>	<b>1,610,218</b>	<b>2,509,644</b>	<b>899,426</b>	<b>64.2%</b>
<b>Shop Expansion Costs</b>						
Interwest - Construction Costs	67,931	686,854	<b>754,784</b>	1,408,573	653,788	53.6%
Outdoor Storage	-	-	-	70,850	70,850	0.0%
Architect Fees	14,884	150,496	<b>165,380</b>	193,600	28,220	85.4%
Audio Visual Services	11,340	11,340	<b>22,680</b>	22,680	-	100.0%
Permitting and Inspections	818	8,270	<b>9,088</b>	1,841	(7,247)	493.6%
Warehouse Rent	-	25,699	<b>25,699</b>	29,000	3,301	88.6%
SWD Labor & Misc. Charges	129	1,302	<b>1,430</b>	13,218	11,787	10.8%
<b>Subtotal Shop Expansion</b>	<b>95,102</b>	<b>883,961</b>	<b>979,062</b>	<b>1,739,761</b>	<b>760,699</b>	<b>56.3%</b>
<b>Total Costs</b>	<b>\$ 802,333</b>	<b>\$ 1,786,947</b>	<b>\$ 2,589,280</b>	<b>\$ 4,249,405</b>	<b>\$ 1,660,125</b>	<b>60.9%</b>





Central Kitsap Fire and Rescue  
5300 NW Newberry Hill Rd Ste 101  
Silverdale, WA 98383

## CLAIM VOUCHER

SILVERDALE WATER DISTRICT  
PO BOX 3751  
SEATTLE, WA 98124-3751

<b>Total</b>	<b>\$ 614,977.46</b>		
Memo:	Admin Remodel; Shop Expansion		
No:	00013887		
Vendor:	00001215		
Received:	04/27/2022	Due:	05/09/2022
By:	Heidi Robnett		

### Invoices

Invoice	Description	Amount	PO
36732	Admin Remodel	102,396.68	
36706	Shop Expansion	1,013.43	
36736	Shop Expansion	7,905.58	
36733	Admin Remodel	135,661.70	
AM1/31/2022	Admin Remodel	965.50	
36737	Shop Expansion	12,997.18	
36734	Admin Remodel	191,237.05	
AM2/28/2022	Admin Remodel	-10,908.14	
36738	Shop Expansion	25,642.67	
AM2/28/2022B	Shop Expansion	324.81	
36735	Admin Remodel	124,960.37	
36739	Shop Expansion	22,780.63	

### Payment Distribution

Account	Description	Job	Contract	Available	Amount	Use Tax
001 - 594 22 62 0102	Admin Remodel	STA50A		-516,174.07	544,313.16	No
001 - 594 22 62 0102	Shop Expansion	STA 50B		-586,838.37	70,664.30	No



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5300 NW Newberry Hill Rd Ste 100 Silverdale, WA 98383 (360) 447-3500 www.swd16.org info@swd16.org

DATE	INVOICE NO
3/31/2022	0036735

<b>BILL TO</b>
Admin Bldg Expansion Central Kitsap Fire & Rescue 5400 NW Newberry Hill Rd Ste 101 Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						0.00
<b>Administrative Building Expansion:</b>						
Administrative Building Expansion (L)	1.00	1,893.50	1,893.50	0.00	0.00	1,893.50
Administrative Building Expansion (M)	1.00	123,061.50	123,061.50	0.00	0.00	123,061.50
Administrative Building Expansion (M)	1.00	5.37	5.37	0.00	0.00	5.37
<b>INVOICE TOTAL:</b>			<b>124,960.37</b>	<b>0.00</b>	<b>0.00</b>	<b>124,960.37</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

DUE DATE	INVOICE NO
5/15/2022	0036735

Customer Name: Admin Bldg Expansion Central Kitsap Fire & Rescue  
Customer No: 024264  
Account No: 0000151 - Admin Bldg Expansion

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total: 124,960.37  
Discounts: 0.00  
Credit Applied: 0.00  
Ending Balance: 124,960.37

**INVOICE BALANCE: \$124,960.37**  
**AMOUNT PAID: \_\_\_\_\_**



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5300 NW Newberry Hill Rd Ste 100 Silverdale, WA 98383 (360) 447-3500 www.swd16.org info@swd16.org

DATE	INVOICE NO
12/31/2021	0036706

<b>BILL TO</b>
Maint Bldg Expansion Central Kitsap Fire & Rescue 5300 NW Newberry Hill Rd Silverdale, WA 98383

DUE DATE
2/25/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						0.00
Maintenance Building Expansion:						
Maintenance Building Expansion (E)	1.00	922.33	922.33	0.00	0.00	922.33
Maintenance Building Expansion (M)	1.00	91.10	91.10	0.00	0.00	91.10
<b>INVOICE TOTAL:</b>			<b>1,013.43</b>	<b>0.00</b>	<b>0.00</b>	<b>1,013.43</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

DUE DATE	INVOICE NO
2/25/2022	0036706

Customer Name: Maint Bldg Expansion Central Kitsap Fire & Rescue  
Customer No: 024287  
Account No: 0000152 - Maint Bldg Expansion

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total: 1,013.43  
Discounts: 0.00  
Credit Applied: 0.00  
Ending Balance: 1,013.43

**INVOICE BALANCE: \$1,013.43**  
**AMOUNT PAID: \_\_\_\_\_**



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5300 NW Newberry Hill Rd Ste 100 Silverdale, WA 98383 (360) 447-3500 www.swd16.org info@swd16.org

DATE	INVOICE NO
12/31/2021	0036732

<b>BILL TO</b>
Admin Bldg Expansion Central Kitsap Fire & Rescue 5400 NW Newberry Hill Rd Ste 101 Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						0.00
Administrative Building Expansion:						
Administrative Building Expansion (M)	1.00	102,396.68	102,396.68	0.00	0.00	102,396.68
		<b>INVOICE TOTAL:</b>	<b>102,396.68</b>	<b>0.00</b>	<b>0.00</b>	<b>102,396.68</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

DUE DATE	INVOICE NO
5/15/2022	0036732

Customer Name: Admin Bldg Expansion Central Kitsap Fire & Rescue  
Customer No: 024264  
Account No: 0000151 - Admin Bldg Expansion

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total:	102,396.68
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	102,396.68

**INVOICE BALANCE: \$102,396.68**  
**AMOUNT PAID: \_\_\_\_\_**





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5300 NW Newberry Hill Rd Ste 100 Silverdale, WA 98383 (360) 447-3500 www.swd16.org info@swd16.org

DATE	INVOICE NO
1/31/2022	0036733

<b>BILL TO</b>
Admin Bldg Expansion Central Kitsap Fire & Rescue 5400 NW Newberry Hill Rd Ste 101 Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
-------------	----------	----------------	--------	----------	--------	---------

PREVIOUS ACCOUNT BALANCE 0.00

Administrative Building Expansion:

Administrative Building Expansion (L)	1.00	1,300.39	1,300.39	0.00	0.00	1,300.39
Administrative Building Expansion (M)	1.00	134,157.23	134,157.23	0.00	0.00	134,157.23
Administrative Building Expansion (M)	1.00	204.08	204.08	0.00	0.00	204.08

**INVOICE TOTAL:            135,661.70            0.00            0.00            135,661.70**

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

DUE DATE	INVOICE NO
5/15/2022	0036733

Customer Name:            Admin Bldg Expansion Central Kitsap Fire & Rescue  
Customer No:                024264  
Account No:                 0000151 - Admin Bldg Expansion

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total:	135,661.70
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	135,661.70

**INVOICE BALANCE:            \$135,661.70**  
**AMOUNT PAID:                \_\_\_\_\_**



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5300 NW Newberry Hill Rd Ste 100 Silverdale, WA 98383 (360) 447-3500 www.swd16.org info@swd16.org

DATE	INVOICE NO
2/28/2022	0036734

<b>BILL TO</b>
Admin Bdlg Expansion Central Kitsap Fire & Rescue 5400 NW Newberry Hill Rd Ste 101 Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
-------------	----------	----------------	--------	----------	--------	---------

PREVIOUS ACCOUNT BALANCE 0.00

Administrative Building Expansion:

Administrative Building Expansion (E)	1.00	6,622.63	6,622.63	0.00	0.00	6,622.63
Administrative Building Expansion (L)	1.00	1,172.90	1,172.90	0.00	0.00	1,172.90
Administrative Building Expansion (M)	1.00	183,441.52	183,441.52	0.00	0.00	183,441.52

**INVOICE TOTAL:            191,237.05            0.00            0.00            191,237.05**

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

DUE DATE	INVOICE NO
5/15/2022	0036734

Customer Name: Admin Bdlg Expansion Central Kitsap Fire & Rescue  
Customer No: 024264  
Account No: 0000151 - Admin Bldg Expansion

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total:	191,237.05
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	191,237.05

**INVOICE BALANCE:            \$191,237.05**  
**AMOUNT PAID:            \_\_\_\_\_**



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5300 NW Newberry Hill Rd Ste 100 Silverdale, WA 98383 (360) 447-3500 www.swd16.org info@swd16.org

DATE	INVOICE NO
12/31/2021	0036736

<b>BILL TO</b>
Maint Bldg Expansion Central Kitsap Fire & Rescue 5300 NW Newberry Hill Rd Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						1,013.43
Maintenance Building Expansion:						
Maintenance Building Expansion (M)	1.00	7,874.98	7,874.98	0.00	0.00	7,874.98
Maintenance Building Expansion (M)	1.00	30.60	30.60	0.00	0.00	30.60
<b>INVOICE TOTAL:</b>			<b>7,905.58</b>	<b>0.00</b>	<b>0.00</b>	<b>7,905.58</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

Customer Name: Maint Bldg Expansion Central Kitsap Fire & Rescue  
Customer No: 024287  
Account No: 0000152 - Maint Bldg Expansion

DUE DATE	INVOICE NO
5/15/2022	0036736

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total: 7,905.58  
Discounts: 0.00  
Credit Applied: 0.00  
Ending Balance: 8,919.01

**INVOICE BALANCE: \$7,905.58**  
**AMOUNT PAID: \_\_\_\_\_**



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5300 NW Newberry Hill Rd Ste 100 Silverdale, WA 98383 (360) 447-3500 www.swd16.org info@swd16.org

DATE	INVOICE NO
1/31/2022	0036737

<b>BILL TO</b>
Maint Bldg Expansion Central Kitsap Fire & Rescue 5300 NW Newberry Hill Rd Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						1,013.43
Maintenance Building Expansion:						
Maintenance Building Expansion (M)	1.00	12,997.18	12,997.18	0.00	0.00	12,997.18
<b>INVOICE TOTAL:</b>			<b>12,997.18</b>	<b>0.00</b>	<b>0.00</b>	<b>12,997.18</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

DUE DATE	INVOICE NO
5/15/2022	0036737

Customer Name: Maint Bldg Expansion Central Kitsap Fire & Rescue  
Customer No: 024287  
Account No: 0000152 - Maint Bldg Expansion

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total: 12,997.18  
Discounts: 0.00  
Credit Applied: 0.00  
Ending Balance: 14,010.61

**INVOICE BALANCE: \$12,997.18**  
**AMOUNT PAID: \_\_\_\_\_**



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DATE	INVOICE NO
2/28/2022	0036738

<b>BILL TO</b>
Maint Bldg Expansion Central Kitsap Fire & Rescue 5300 NW Newberry Hill Rd Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						1,013.43
<b>Maintenance Building Expansion:</b>						
Maintenance Building Expansion (E)	1.00	1,077.03	1,077.03	0.00	0.00	1,077.03
Maintenance Building Expansion (M)	1.00	24,414.12	24,414.12	0.00	0.00	24,414.12
Maintenance Building Expansion (M)	1.00	151.52	151.52	0.00	0.00	151.52
<b>INVOICE TOTAL:</b>			<b>25,642.67</b>	<b>0.00</b>	<b>0.00</b>	<b>25,642.67</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

Customer Name: Maint Bldg Expansion Central Kitsap Fire & Rescue  
Customer No: 024287  
Account No: 0000152 - Maint Bldg Expansion

DUE DATE	INVOICE NO
5/15/2022	0036738

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total:	25,642.67
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	26,656.10

**INVOICE BALANCE: \$25,642.67**  
**AMOUNT PAID: \_\_\_\_\_**



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DATE	INVOICE NO
3/31/2022	0036739

<b>BILL TO</b>
Maint Bldg Expansion Central Kitsap Fire & Rescue 5300 NW Newberry Hill Rd Silverdale, WA 98383

DUE DATE
5/15/2022

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS ACCOUNT BALANCE						1,013.43
<b>Maintenance Building Expansion:</b>						
Maintenance Building Expansion (M)	1.00	22,319.49	22,319.49	0.00	0.00	22,319.49
Maintenance Building Expansion (M)	1.00	461.14	461.14	0.00	0.00	461.14
<b>INVOICE TOTAL:</b>			<b>22,780.63</b>	<b>0.00</b>	<b>0.00</b>	<b>22,780.63</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

Customer Name: Maint Bldg Expansion Central Kitsap Fire & Rescue  
Customer No: 024287  
Account No: 0000152 - Maint Bldg Expansion

DUE DATE	INVOICE NO
5/15/2022	0036739

**Please remit payment by the due date to:**

Silverdale Water District  
5300 NW Newberry Hill Road  
Suite 100  
Silverdale, WA 98383

Invoice Total:	22,780.63
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	23,794.06

**INVOICE BALANCE: \$22,780.63**  
**AMOUNT PAID: \_\_\_\_\_**



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### ADJUSTMENT MEMO

DATE
1/31/2022

<b>BILL TO</b>
Admin Bldg Expansion Central Kitsap Fire & Rescue 5400 NW Newberry Hill Rd Ste 101 Silverdale, WA 98383

DUE DATE

Updated January Adjustment

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT
PREVIOUS ACCOUNT BALANCE			554,255.80
Administrative Building Expansion (M)	0.00	965.50	965.50
Adjustment to:		0.00	
<b>\$965.50 formula Error</b>			
<b>ADJUSTMENT MEMO TOTAL:</b>			<b>965.50</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

Customer Name: Admin Bldg Expansion Central Kitsap Fire & Rescue  
 Customer No: 024264  
 Account No: 0000151 - Admin Bldg Expansion

Please remit payment by the due date to:

Silverdale Water District  
 5300 NW Newberry Hill Road  
 Suite 100  
 Silverdale, WA 98383

Beginning Balance: 554,255.80  
 Memo Total: 965.50  
 Ending Balance: 555,221.30

**ADJUSTMENT MEMO TOTAL: \$965.50**

**AMOUNT PAID: \_\_\_\_\_**



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### ADJUSTMENT MEMO

DATE
2/28/2022

<b>BILL TO</b>
Admin Bldg Expansion Central Kitsap Fire & Rescue 5400 NW Newberry Hill Rd Ste 101 Silverdale, WA 98383

DUE DATE

Updated February Adjustment

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT
PREVIOUS ACCOUNT BALANCE			555,221.30
Administrative Building Expansion (M) Adjustment to:	0.00	-10,908.14 0.00	-10,908.14
<b>ADJUSTMENT MEMO TOTAL:</b>			<b>-10,908.14</b>

\$613.25 formula error  
 (\$11,521.39) addition credit  
 for Structured Invoice  
 (\$10,908.14)

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (360) 447-3500

Customer Name: Admin Bldg Expansion Central Kitsap Fire & Rescue  
 Customer No: 024264  
 Account No: 0000151 - Admin Bldg Expansion

Please remit payment by the due date to:

Silverdale Water District  
 5300 NW Newberry Hill Road  
 Suite 100  
 Silverdale, WA 98383

Beginning Balance: 555,221.30  
 Memo Total: -10,908.14  
 Ending Balance: 544,313.16

**ADJUSTMENT MEMO TOTAL: \$-10,908.14**

**AMOUNT PAID: \_\_\_\_\_**



# Administrative Building Expansion - 2020

## SWD and CKFR Partnership

Description	Dec -2021	Jan -2022	Feb -2022	Mar -2022	Total	Budget	Percent
<b>Construction - Admin Bldg</b>							
Interwest Construction Inc.	\$ 213,504.34	\$ 279,727.34	\$ 377,872.54	\$ 245,542.50	\$ 1,116,646.72	\$ 1,639,000.00	68.13%
Change Order No. 1 - Beam Grid Line 5	\$ -	\$ -	\$ 16,939.32	\$ 311.45	\$ 17,250.77	\$ 17,250.77	100.00%
Change Order No. 2 - Additional Floor Outlets	\$ -	\$ -	\$ 6,710.32	\$ 484.56	\$ 7,194.88	\$ 7,194.88	100.00%
Change Order No. 3 - Weather Delay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Change Order No. 4 - Change in Footing Height and Width	\$ -	\$ -	\$ 4,989.32	\$ -	\$ 4,989.32	\$ 4,989.32	100.00%
Change Order No. 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Change Order No. 6 - Ceiling Tiles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,998.00	0.00%
Change Order No. 9 - French Drain	\$ -	\$ -	\$ -	\$ 10,253.45	\$ 10,253.45	\$ 10,253.45	100.00%
Change Order No. 10 - Pond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,803.05	0.00%
Sales Tax (9.2%)	\$ 19,215.39	\$ 25,175.46	\$ 36,586.04	\$ 23,093.28	\$ 104,070.16	\$ 152,954.05	68.04%
Retainage (5%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Total - Interwest Construction Inc. ( M )	\$ 232,719.73	\$ 304,902.80	\$ 443,097.54	\$ 279,685.24	\$ 1,260,405.30	\$ 1,852,443.52	68.04%
<b>Construction - HVAC</b>							
HVAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000.00	0.00%
Sales Tax (9.2%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,800.00	0.00%
Total - HVAC ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,800.00	0.00%
<b>Furnishing - Interior</b>							
Interior	\$ 615.00	\$ -	\$ -	\$ -	\$ 615.00	\$ 75,000.00	0.82%
Sales Tax (9.2%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,750.00	0.00%
Total - Interior ( M )	\$ 615.00	\$ -	\$ -	\$ -	\$ 615.00	\$ 81,750.00	0.75%
<b>Professional Services - Architect</b>							
Rice Fergus Miller							
Revalidation Phase Services	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00	\$ 12,500.00	100.00%
Design Phase	\$ -	\$ -	\$ -	\$ -	\$ 74,000.00	\$ 74,000.00	100.00%
Construction Documents	\$ -	\$ -	\$ -	\$ -	\$ 104,674.89	\$ 108,000.00	96.92%
Bid Phase	\$ 1,603.84	\$ -	\$ 725.76	\$ -	\$ 11,648.00	\$ 14,000.00	83.20%
Construction and Closeout	\$ 11,140.10	\$ -	\$ 12,519.50	\$ -	\$ 24,454.60	\$ 64,000.00	38.21%
Amendment 01 - Hazmat	\$ -	\$ -	\$ -	\$ -	\$ 3,610.00	\$ 3,610.00	100.00%
Amendment 02 - AV	\$ -	\$ -	\$ -	\$ -	\$ 35,840.00	\$ 35,840.00	100.00%
Reimbursable Expense - Printing	\$ -	\$ -	\$ -	\$ -	\$ 1,523.77	\$ 1,500.00	101.58%
Reimbursable Expense - Mileage	\$ -	\$ -	\$ -	\$ -	\$ 12.88	\$ 100.00	12.88%
Reimbursable Expense - Permit	\$ -	\$ -	\$ -	\$ -	\$ 401.41	\$ 500.00	80.28%
Total - Rice Fergus Miller ( E )	\$ 12,743.94	\$ -	\$ 13,245.26	\$ -	\$ 268,665.55	\$ 314,050.00	85.55%
<b>Security / Access Control</b>							
Structured Communcation Systems	\$ 52,512.12	\$ -	\$ 46,085.58	\$ -	\$ 98,597.70	\$ 53,000.00	186.02%
Varkada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	0.00%
Total - Security / Access Control ( M )	\$ 52,512.12	\$ -	\$ 46,085.58	\$ -	\$ 98,597.70	\$ 98,000.00	1.86
<b>Permitting / Inspections</b>							
Materials Testing & Consulting, Inc.	\$ -	\$ 1,931.00	\$ 1,226.50	\$ -	\$ 3,157.50	\$ 0	--
Water and Fire Flow Availability	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	100.00%
Kitsap County	\$ -	\$ 408.16	\$ -	\$ -	\$ 9,379.59	\$ 10,000.00	93.80%
Total - Permitting / Inspections ( M )	\$ -	\$ 2,339.16	\$ 1,226.50	\$ -	\$ 12,637.09	\$ 10,100.00	125.12%
<b>Silverdale Water District</b>							
Advertisement - DJC	\$ -	\$ -	\$ -	\$ -	\$ 421.40	\$ 500.00	84.28%
Material - SWD	\$ 1,169.61	\$ -	\$ -	\$ 10.73	\$ 1,433.76	\$ 500.00	286.75%
Total - Silverdale Water District ( M )	\$ 1,169.61	\$ -	\$ -	\$ 10.73	\$ 1,855.16	\$ 1,000.00	185.52%
<b>Labor</b>							
Labor - SWD	\$ 3,067.01	\$ 2,600.77	\$ 2,345.79	\$ 3,787.00	\$ 15,106.05	\$ 21,500.00	70.26%

**Administrative Building Expansion - 2020**  
**SWD and CKFR Partnership**

Description	Dec -2021	Jan - 2022	Feb - 2022	Mar - 2022	Total	Budget	Percent
Labor - CKFR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total - Labor ( L )</b>	<b>\$ 3,067.01</b>	<b>\$ 2,600.77</b>	<b>\$ 2,345.79</b>	<b>\$ 3,787.00</b>	<b>\$ 15,106.05</b>	<b>\$ 21,500.00</b>	<b>70.26%</b>
<b>Summary</b>							
Total - Interwest Construction Inc. ( M )	\$ 232,719.73	\$ 304,902.80	\$ 443,097.54	\$ 279,685.24	\$ 1,260,405.30	\$ 1,852,443.52	68.04%
Total - HVAC ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,800.00	0.00%
Total - Interior ( M )	\$ 615.00	\$ -	\$ -	\$ -	\$ 615.00	\$ 81,750.00	0.75%
Total - Rice Fergus Miller ( E )	\$ 12,743.94	\$ -	\$ 13,245.26	\$ -	\$ 268,665.55	\$ 314,050.00	85.55%
Total - Security / Access Control (M)	\$ 52,512.12	\$ -	\$ 46,085.58	\$ -	\$ 98,597.70	\$ 98,000.00	100.61%
Total - Permitting / Inspections ( M )	\$ -	\$ 2,339.16	\$ 1,226.50	\$ -	\$ 12,637.09	\$ 10,100.00	125.12%
Total - Silverdale Water District ( M )	\$ 1,169.61	\$ -	\$ -	\$ 10.73	\$ 1,855.16	\$ 1,000.00	185.52%
<b>Total - Labor ( L )</b>	<b>\$ 3,067.01</b>	<b>\$ 2,600.77</b>	<b>\$ 2,345.79</b>	<b>\$ 3,787.00</b>	<b>\$ 15,106.05</b>	<b>\$ 21,500.00</b>	<b>70.26%</b>
<b>Total Summary</b>	<b>\$ 302,827.41</b>	<b>\$ 309,842.73</b>	<b>\$ 506,000.67</b>	<b>\$ 283,482.97</b>	<b>\$ 1,657,881.85</b>	<b>\$ 2,509,643.52</b>	<b>66.06%</b>
<b>Summary - SWD</b>							
Total - Interwest Construction Inc. ( M )	\$ 130,323.05	\$ 170,745.57	\$ 248,134.62	\$ 156,623.73	\$ 705,826.97	\$ 1,037,368.57	68.04%
Total - HVAC ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,400.00	0.00%
Total - Interior ( M )	\$ 307.50	\$ -	\$ -	\$ -	\$ 307.50	\$ 40,875.00	0.75%
Total - Rice Fergus Miller ( E )	\$ 6,371.97	\$ -	\$ 6,622.63	\$ -	\$ 134,332.78	\$ 157,025.00	85.55%
Total - Structured / Verkada (M)	\$ 28,256.06	\$ -	\$ 23,042.79	\$ -	\$ 49,298.85	\$ 49,000.00	100.61%
Total - Permitting / Inspections ( M )	\$ -	\$ 1,169.58	\$ 613.25	\$ -	\$ 6,318.55	\$ 5,050.00	125.12%
Total - Silverdale Water District ( M )	\$ 584.81	\$ -	\$ -	\$ 5.37	\$ 927.58	\$ 500.00	185.52%
<b>Total - Labor ( L )</b>	<b>\$ 1,533.51</b>	<b>\$ 1,300.39</b>	<b>\$ 1,172.90</b>	<b>\$ 1,893.50</b>	<b>\$ 7,553.03</b>	<b>\$ 10,750.00</b>	<b>70.26%</b>
<b>Total Summary - SWD</b>	<b>\$ 165,376.89</b>	<b>\$ 173,215.53</b>	<b>\$ 279,586.18</b>	<b>\$ 158,522.60</b>	<b>\$ 904,565.24</b>	<b>\$ 1,365,968.37</b>	<b>66.22%</b>
<b>Summary - CKFR</b>							
Total - Interwest Construction Inc. ( M )	\$ 102,396.68	\$ 134,157.23	\$ 194,962.92	\$ 123,061.50	\$ 554,578.33	\$ 815,075.15	68.04%
Total - HVAC ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,400.00	0.00%
Total - Interior ( M )	\$ 307.50	\$ -	\$ -	\$ -	\$ 307.50	\$ 40,875.00	0.75%
Total - Rice Fergus Miller ( E )	\$ 6,371.97	\$ -	\$ 6,622.63	\$ -	\$ 134,332.78	\$ 157,025.00	85.55%
Total - Structured / Verkada (M)	\$ 28,256.06	\$ -	\$ (23,042.79)	\$ -	\$ 3,213.27	\$ 49,000.00	6.56%
Total - Permitting / Inspections ( M )	\$ -	\$ 1,169.58	\$ 613.25	\$ -	\$ 6,318.55	\$ 5,050.00	125.12%
Total - Silverdale Water District ( M )	\$ 584.81	\$ -	\$ -	\$ 5.37	\$ 927.58	\$ 500.00	185.52%
<b>Total - Labor ( L )</b>	<b>\$ 1,533.51</b>	<b>\$ 1,300.39</b>	<b>\$ 1,172.90</b>	<b>\$ 1,893.50</b>	<b>\$ 7,553.03</b>	<b>\$ 10,750.00</b>	<b>70.26%</b>
<b>Total Summary - CKFR</b>	<b>\$ 137,450.52</b>	<b>\$* 136,627.20</b>	<b>\$* 180,328.91</b>	<b>\$ 124,960.37</b>	<b>\$ 707,231.03</b>	<b>\$ 1,143,675.15</b>	<b>61.84%</b>
<b>Reimbursement</b>							
Central Kitsap Fire & Rescue	\$ 35,053.85	\$ -	\$ -	\$ -	\$ 162,917.90	\$ -	-
<b>Balance Due</b>	<b>\$ 102,396.67</b>	<b>\$ 239,023.87</b>	<b>\$ 419,352.78</b>	<b>\$ 544,313.15</b>	<b>\$ 544,313.15</b>	<b>\$ -</b>	<b>-</b>

\* Updated 04/25/2022

# Shop Building Expansion - 2020

## SWD and CKFR Partnership

Description	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	Total	Budget	Percent
<b>Construction - Shop Building</b>								
Interwest Construction Inc.	\$ 80,275.00	\$ 132,489.10	\$ 252,180.70	\$ 216,139.44	\$ -	\$ 681,084.24	\$ 1,225,000.00	55.60%
Change Order No. 1 - Change Joist to I Beam	\$ -	\$ -	\$ (3,609.00)	\$ -	\$ -	\$ (3,609.00)	\$ (3,609.00)	100.00%
Change Order No. 2 - Pavement	\$ -	\$ -	\$ -	\$ 2,968.87	\$ -	\$ 2,968.87	\$ 62,207.33	4.77%
Change Order No. 3 - Weather Delay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Change Order No. 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Change Order No. 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Change Order No. 6 - French Drain - 50/50	\$ -	\$ -	\$ -	\$ 8,409.45	\$ -	\$ 8,409.45	\$ 8,409.45	100.00%
Change Order No. 7 - Sheetrock	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.69	0.00%
Sales Tax (9%)	\$ 7,224.75	\$ 11,924.02	\$ 22,696.26	\$ 20,476.60	\$ -	\$ 61,996.82	\$ 116,304.16	53.31%
<b>Total - Interwest Construction Inc. ( M )</b>	<b>\$ 87,499.75</b>	<b>\$ 144,413.12</b>	<b>\$ 274,876.96</b>	<b>\$ 247,994.36</b>	<b>\$ -</b>	<b>\$ 750,850.38</b>	<b>\$ 1,408,572.63</b>	<b>53.31%</b>
<b>Construction - Outdoor Storage</b>								
Viking Fence Company Inc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000.00	0.00%
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,850.00	0.00%
<b>Total - Outdoor Storage ( M )</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,850.00</b>	<b>0.00%</b>
<b>Professional Services - Architect</b>								
Rice Fergus Miller								
Revalidation Phase Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	100.00%
Design Phase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000.00	\$ 49,000.00	100.00%
Construction Documents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,000.00	\$ 68,000.00	100.00%
Bid Phase	\$ 1,209.60	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	100.00%
Construction and Closeout	\$ 9,038.50	\$ -	\$ 11,967.05	\$ -	\$ -	\$ 21,250.55	\$ 49,000.00	43.37%
Amendment 01 - Survey	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,920.00	\$ 3,920.00	100.00%
Amendment 02 - Hazmat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,580.00	\$ 2,580.00	100.00%
Amendment 03 - AV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,680.00	\$ 22,680.00	100.00%
Reimbursable Expense - Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,129.84	\$ 1,500.00	75.32%
Reimbursable Expense - Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Reimbursable Expense - Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	0.00%
<b>Total - Rice Fergus Miller ( E )</b>	<b>\$ 10,248.10</b>	<b>\$ -</b>	<b>\$ 11,967.05</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,060.39</b>	<b>\$ 216,280.00</b>	<b>86.95%</b>
<b>Structured / Verkada</b>								
Security Cameras	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Access Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
<b>Total - Structured / Verkada ( M )</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Permitting / Inspections</b>								
Materials Testing & Consulting, Inc.	\$ 340.00	\$ -	\$ 1,683.50	\$ 5,123.75	\$ -	\$ 7,147.25	\$ 0	--
Water and Fire Flow Availability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	100.00%
Kitsap County	\$ 99.84	\$ -	\$ -	\$ -	\$ -	\$ 1,840.83	\$ 1,740.99	105.73%
<b>Total - Permitting ( M )</b>	<b>\$ 439.84</b>	<b>\$ -</b>	<b>\$ 1,683.50</b>	<b>\$ 5,123.75</b>	<b>\$ -</b>	<b>\$ 9,088.08</b>	<b>\$ 1,840.99</b>	<b>493.65%</b>
<b>Silverdale Water District</b>								
Advertisement - DJC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421.40	\$ 500.00	84.28%
Material - SWD	\$ 912.33	\$ -	\$ -	\$ -	\$ -	\$ 912.33	\$ 500.00	182.47%
<b>Total - Silverdale Water District ( M )</b>	<b>\$ 912.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,333.73</b>	<b>\$ 1,000.00</b>	<b>133.37%</b>
<b>Labor</b>								
Labor - SWD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.50	\$ 11,717.50	0.82%
Labor - CKFR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	0.00%
<b>Total - Labor ( L )</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96.50</b>	<b>\$ 12,217.50</b>	<b>0.79%</b>
<b>Warehouse Rent</b>								
Rent - 8349 Dickey Road #3	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 25,100.00	\$ 28,000.00	89.64%
Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 599.49	\$ 1,000.00	59.95%

# Shop Building Expansion - 2020

## SWD and CKFR Partnership

Description	Dec -2021	Jan - 2022	Feb - 2022	Mar - 2022	Apr - 2022	Total	Budget	Percent
Total - Warehouse Rent - SWD - 100%	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 25,699.49	\$ 29,000.00	88.62%
<b>Summary - Shop Building</b>								
Total - Interwest Construction Inc. ( M )	\$ 87,499.75	\$ 144,413.12	\$ 274,876.96	\$ 247,994.36	\$ -	\$ 754,784.19	\$ 1,408,572.63	53.59%
Total - Outdoor Storage ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,850.00	0.00%
Total - Rice Fergus Miller ( E )	\$ 10,248.10	\$ -	\$ 11,967.05	\$ -	\$ -	\$ 165,380.39	\$ 193,600.00	85.42%
Total - Audio Visual Services ( E )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,680.00	\$ 22,680.00	100.00%
Total - Structured / Verkada ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Total - Permitting ( M )	\$ 439.84	\$ -	\$ 1,683.50	\$ 5,123.75	\$ -	\$ 9,088.08	\$ 1,840.99	493.65%
Total - Silverdale Water District ( M )	\$ 912.33	\$ -	\$ -	\$ -	\$ -	\$ 1,333.73	\$ 1,000.00	133.37%
Total - Labor ( L )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.50	\$ 12,217.50	0.79%
Total - Warehouse Rent - SWD - 100%	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 25,699.49	\$ 29,000.00	88.62%
Total Summary	\$ 100,500.02	\$ 145,813.12	\$ 289,927.51	\$ 254,518.11	\$ -	\$ 979,062.38	\$ 1,698,543.62	57.64%
<b>Summary - SWD</b>								
Total - Interwest Construction Inc. ( M )	\$ 79,624.77	\$ 131,415.94	\$ 250,138.04	\$ 225,674.87	\$ -	\$ 686,853.61	\$ 1,281,801.10	53.59%
Total - Outdoor Storage ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,425.00	0.00%
Total - Rice Fergus Miller ( E )	\$ 9,325.77	\$ -	\$ 10,890.02	\$ -	\$ -	\$ 150,496.15	\$ 176,176.00	85.42%
Total - Audio Visual Services ( E )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,340.00	\$ 11,340.00	100.00%
Total - Structured / Verkada ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Total - Permitting ( M )	\$ 400.25	\$ -	\$ 1,531.99	\$ 4,662.61	\$ -	\$ 8,270.15	\$ 1,675.30	493.65%
Total - Silverdale Water District ( M )	\$ 830.22	\$ -	\$ -	\$ -	\$ -	\$ 1,213.69	\$ 910.00	133.37%
Total - Labor ( L )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87.82	\$ 11,117.93	0.79%
Total - Warehouse Rent - SWD - 100%	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 25,699.49	\$ 29,000.00	88.62%
Total Summary - SWD	\$ 91,581.02	\$ 132,815.94	\$ 263,960.04	\$ 231,737.48	\$ -	\$ 883,960.92	\$ 1,518,445.32	58.21%
<b>Summary - CKFR</b>								
Total - Interwest Construction Inc. ( M )	\$ 7,874.98	\$ 12,997.18	\$ 24,738.93	\$ 22,319.49	\$ -	\$ 67,930.58	\$ 126,771.54	53.59%
Total - Outdoor Storage ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,425.00	0.00%
Total - Rice Fergus Miller ( E )	\$ 922.33	\$ -	\$ 1,077.03	\$ -	\$ -	\$ 14,884.24	\$ 17,424.00	85.42%
Total - Audio Visual Services ( E )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,340.00	\$ 11,340.00	100.00%
Total - Structured / Verkada ( M )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Total - Permitting ( M )	\$ 39.59	\$ -	\$ 151.52	\$ 461.14	\$ -	\$ 817.93	\$ 165.69	493.65%
Total - Silverdale Water District ( M )	\$ 82.11	\$ -	\$ -	\$ -	\$ -	\$ 120.04	\$ 90.00	133.37%
Total - Labor ( L )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8.69	\$ 1,099.58	0.79%
Total - Warehouse Rent - SWD - 100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Total Summary - CKFR	\$ 8,919.01	\$ 12,997.18	\$ * 25,967.48	\$ 22,780.63	\$ -	\$ 95,101.48	\$ 192,315.80	49.45%
<b>Reimbursement</b>								
Central Kitsap Fire & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,437.18	\$ -	--
Balance Due	\$ 8,919.01	\$ 21,916.19	\$ 47,883.67	\$ 70,664.30	\$ 70,664.30	\$ 70,664.30	\$ -	--

\* updated 04/25/2022

DRAFT

11. ATTACHMENTS

11.1. **Purchase Authority - Budget and purchase authority is set by the Board of Commissioners and may be periodically updated. The most recent purchasing authority is as follows:**

11.1.1. **Purchasing Authority for Budgeted Expenditures**

Budgeted Expenditure Authority	Amount	Approval is Required By:
Fire Chief	As budgeted (Note 1, 2)	Board of Commissioners
Deputy Chief	<del>\$ 50,000</del> \$ 75,000	Fire Chief
Assistant Chief – Bond Projects	<del>\$ 250,000</del> All certified construction payment applications; Change orders up to 5%; <del>\$250,000 for all other budgeted expenditures</del> (Note 2)	Fire Chief and Board of Commissioners
Assistant Chief, CBO, CAO	\$ 50,000	Fire Chief
Assistant Chief, Director IT Department Managers, Division Chief, Battalion Chief	\$ 25,000	Fire Chief, Deputy Chief, Assistant Chief, CBO, or CAO
Daytime Officer, Training Officer, Medical Officer, Assistant Manager, Fleet Lead Supervisor, Facilities Lead, Logistics Technician, Purchasing Agent, Executive Assistant	<del>\$ 5,000</del> \$ 10,000 (Note 3)	Assistant Chief, Division Chief, Deputy Chief, Director CBO, or CAO
Logistics Technician	<del>\$ 7,500</del>	Supervisor or above
Project Managers	<del>\$ 2,500</del> \$ 5,000	Battalion Chief, Supervisor or above, Division Chief, Director

(1) The Fire Chief is authorized to approve routine operating expenditures as budgeted and necessary or more than the budgeted amount up to the discretionary authority. (2) Expenditures and new contracts over \$250,000 must be approved by the Board except for payment applications (draws) for AIA contracts and other construction project budgets previously approved by the Board of Commissioners. (3) The Purchasing Agent's limit excludes purchases approved by the Board and other staff at their authorized spending level.

11.1.2. **Purchasing Authority for Non-Budgeted Expenditures**

Non-Budgeted, Discretionary Spending Authority by Position	Amount	Approval is Required By:
Fire Chief or Fire Chief's Designee	<del>\$ 50,000</del> \$ 75,000	Board of Commissioners
Deputy Chief, Finance Director CBO	<del>\$ 40,000</del> \$ 15,000	Fire Chief or Designee
Assistant Chief, HR Director CAO, IT Department Managers, Division Chief, Battalion Chief (Note 4)	\$ 2,500	Fire Chief or Designee
Daytime Officer, Company Officer, Assistant Manager, Executive Assistant	\$ 1,000	Fire Chief, Deputy Chief or Designee

11.1.3. **Purchasing Authority for Non-Budgeted Expenditures While Under a Declared State of Emergency As adopted by the Board of Commissioners Pursuant to RCW 38.52.070(2).**

Non-Budgeted, Discretionary Spending Authority by Position	Emergency Declared <sup>4</sup>	Approval is Required By:
Fire Chief or Fire Chief's Designee	\$ 250,000	Board of Commissioners
Deputy Chief, Finance Director CBO	<del>\$ 50,000</del> \$75,000	Fire Chief or Designee
Assistant Chief, Division Director / CAO, Managers, Division Chief	\$ 25,000	Fire Chief or Designee
Battalion Chief (See Note 4)	\$ 25,000	Fire Chief or Designee
Daytime Officer, Company Officer, Assistant Manager	\$ 5,000	Fire Chief, Deputy Chief or Designee

(4). Higher amounts may be are authorized for action necessary for the immediate support of personnel or property.

**INTERGOVERNMENTAL COOPERATIVE PURCHASING  
A G R E E M E N T**

Pursuant to Chapter 39.34 of the Revised Code of Washington and to other applicable laws, Central Kitsap Fire and Rescue, Silverdale Washington, and the University of Washington, Seattle, Washington, hereby agree to cooperative governmental purchasing upon the following terms and conditions.

(1) This Agreement pertains to bids and contracts for supplies, material, equipment, or services that may be required from time to time by both parties.

(2) Each of the parties from time to time goes out to public bid and contracts to purchase supplies, material, equipment, and services. Each of the parties hereby agrees to extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier, or service provider.

(3) Each of the parties shall comply with all applicable laws and regulations governing its own purchases.

(4) Each of the parties shall contract directly with the bidder, contractor, vendor, supplier, or service provider, and pay directly in accordance with its own payment procedures for its own purchases. Each party will indemnify and hold the other party harmless from any liability arising out of its participation in this Agreement. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. The parties specifically agree that the provisions of the "Hold Harmless" section extend to any liability arising from party's purchase of goods or services from a third party selected pursuant to this Agreement. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

(5) Any purchase made pursuant to this Agreement is not a purchase from either of the parties. Title to all items purchased by any party to this Agreement shall remain in the name of such party. This Agreement shall create no obligation to either of the parties to purchase any particular good or service, nor create to either of the parties any assurance, warranty, or other obligation from the other party with respect to purchasing or supplying any good or service.

(6) No separate legal or administrative entity is intended to be created pursuant to this Agreement. No obligation, except as stated herein, shall be created between the parties or between the parties and any applicable bidder or contractor.

(7) The Purchasing Agent for Central Kitsap Fire & Rescue and the Procurement Manger for the University of Washington shall be representatives of the entities for carrying out the terms of this Agreement.

(8) This Agreement shall continue in force until canceled by either party, which cancellation may be effective upon receipt by one of the parties of the written notice of cancellation of the other party.

(9) This Agreement shall be posted on the UW's website and filed with the Kitsap County Auditor or, alternately, listed by subject on CKFR's website or other electronically retrievable public source.

Approved by:

Central Kitsap Fire & Rescue

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

University of Washington

By: DocuSigned by:  
*Claudia Christensen* \_\_\_\_\_

57AE04539A8F4E1...  
Title: Procurement Manager \_\_\_\_\_

Date: 5/4/2022 \_\_\_\_\_



**RESOLUTION 20-06**

**A Resolution Of The Board Of Commissioners Declaring an Emergency; Authorizing The Fire Chief To Take All Necessary Action To Ensure The Health And Safety Of Employees And The Public, Waiving Certain Contracting And Budget Requirements, Authorizing Staff To Implement Emergency Purchasing Requirements, And To Take Other Steps In Response To The Emergency.**

March 23, 2020

**WHEREAS**, the world is currently experiencing a novel coronavirus (“COVID-19”) outbreak; and

**WHEREAS**, COVID-19, a respiratory disease that can result in serious illness and death, is caused by a virus easily spread from person to person; and

**WHEREAS**, On January 31, 2020 the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) commencing January 27, 2020; and

**WHEREAS**, the Washington state Department of Health has confirmed the localized person-to-person spread of COVID-19 in Washington State, significantly increasing the risk of exposure and infection to Washington State residents and creating an extreme public health risk; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee proclaimed that a State of Emergency exists in all counties in Washington State, and directed state agencies and departments to use resources and to do everything reasonably possible to assist affected political subdivisions in an effort to respond to and recover from the outbreak;

**WHEREAS**, on March 9, 2020, Kitsap County Commissioners proclaimed an emergency within Kitsap County due to COVID-19; and

**WHEREAS**, the District’s employees are its most important asset and the District is not able to perform its essential public service without employees who are ready and available to perform their job duties;

**WHEREAS**, The Board has determined that it is necessary for the District to take action authorized under the State Law, including, but not limited to RCW 39.04.



**NOW, THEREFORE, BE IT HEREBY RESOLVED** that

**Section 1.** There is an emergency caused by COVID-19 in Central Kitsap.

**Section 2.** The Fire Chief is hereby authorized to take any appropriate and legal action to ensure health and safety of employees and the public including Level III action outlined in the District's Pandemic / Organizational State of Emergency Procedures.

**Section 3.** The Fire Chief is authorized to declare that an emergency exists as defined by RCW 39.04.280 (3), waive competitive bidding requirements, and award necessary contracts in order to purchase goods and services necessary to address the COVID-19 emergency.

**Section 4.** The Fire Chief may, within applicable legal requirements:

1. Require all employees to be sent home and not allowed to return to work until directed by the Fire Chief or his/her designee, except those employees necessary to maintain critical business functions of the District; and
2. Establish a limited duration supplemental leave program, over and above existing policies, to ensure employees and their families are cared for and that critical knowledge and skills are retained for the benefit of the District and the public.

**Section 5.** These powers will be exercised in light of the exigencies of the situation without regard to time-consuming procedures and formalities prescribed by State statutes and rules, or by District Policy (except for mandatory constitutional requirements).

**Section 6.** District staff are authorized under the direction of the Fire Chief to take whatever action is determined to be appropriate to respond to the emergency conditions.

**Section 7.** In the event it becomes necessary to protect the District from a disruption of a continuity of government, the Fire Chief shall be authorized to serve as a commissioner if an insufficient number of commissioners are available pursuant to RCW 42.14.

**Section 8.** The Fire Chief shall make provision to allow for Commissioners to attend meetings telephonically.

**Section 9.** The Board of Commissioners declare that the actions authorized by this Proclamation are necessary to avoid an imminent threat to the public health or safety, to prevent an imminent danger to public and private property, and these actions must be taken within an appropriate time to respond to the emergency.

Section 10. To the extent feasible, the Fire Chief will consult with and advise the Board Chair with respect to all actions taken under the authority of this Proclamation. Any contract entered into, all expenditures made and a report of action taken under the authority of this Proclamation will be presented to the Board of Commissioners at the earliest practical time for review and appropriate legislation.

Section 11. This Proclamation will take effect on signature from the Chairman, and will remain in effect until rescinded in writing by the Chairman or Fire Chief.

**BE IT FURTHER RESOLVED**, that the following limits for all non-budgeted expenditures and expenditures incurred while operating in a Declared Emergency are hereby adopted and will remain in effect until modified by the Board of Commissioners.

Non Budgeted, Discretionary Spending Authority by Position	Authorized Amount	Emergency Declared <sup>2</sup>	Approval is Required By:
Fire Chief or Fire Chief's Designee <sup>1</sup>	\$ 40,000	\$ 250,000	Board of Commissioners
Deputy Chief	\$ 10,000	\$ 50,000	Fire Chief or Designee
Assistant Chief, Division Director / Manager, Division Chief	\$ 5,000	\$ 25,000	Fire Chief or Designee
Battalion Chief <sup>1</sup>	\$ 2,500	\$ 25,000	Fire Chief or Designee
Daytime Officer, Company Officer, Assistant Manager	\$ 1,000	\$ 5,000	Fire Chief, Deputy Chief or Designee

1. Higher amounts may be authorized for action necessary for the immediate support of personnel or property.  
 2. As adopted by the Board of Commissioners pursuant to RCW 38.52.070(2).


**ADOPTED**, this 23rd day of March, 2020.

  
 \_\_\_\_\_  
 DICK WEST, Chairman

  
 \_\_\_\_\_  
 BOB MUHLEMAN, Vice Chairman

\_\_\_\_\_  
 NATE ANDREWS, Commissioner

  
 \_\_\_\_\_  
 KEN ERICKSON, Commissioner

ATTEST:  
  
 \_\_\_\_\_  
 KENNETH BAGWELL, District Secretary

  
 \_\_\_\_\_  
 GUY EARLE, Commissioner