



AGENDA Board of Commissioners Regular Meeting July 11, 2022 – 4:00 PM – Electronic Meeting

Electronic Meeting Instructions for the Public

This Board meeting is being held remotely on Microsoft Teams.

Please visit our webpage for meeting access information:

www.ckfr.org

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

1. ADMINISTRATIVE ITEMS

- A. Call to Order/Establish Quorum/Pledge of Allegiance
- B. Additions or Deletions to the Agenda:
- C. Announcements:
 - A quorum of the Board of Commissioners will be attending the North Perry Community Station (#45) Groundbreaking Ceremony on July 13th, 10:00 a.m. at the Trenton Ave site.

2. PUBLIC COMMENT RELATED TO CKFR

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

3. CONSENT ITEMS

- A. Minutes of BOC Meetings: 06/13/2022 & 06/27/2022
- B. Current Vouchers: Check No. 36943 – 37002 and EFT
- C. Calendar of Events for Fire Services
- D. Surplus List

4. DISCUSSION / ACTION ITEMS

- A. Medic Unit Purchase – DC Sorenson
- B. Capital Facilities Committee Executive Summary – FC Christian
- C. Commissioner Reports
- D. Chief's Report
 - 4th of July Report – DC Sorenson
 - Fall Protection Update – DC Sorenson
 - Station 45 Groundbreaking Event, July 13th – AC Tague
 - Strategic Planning Committee Meeting, July 18th – FC Christian
 - Wildfire & Water Safety Messages – FC Christian

- E. CKFR FF Association Report
- F. Local 2819 Report

5. CORRESPONDENCE

6. ADJOURN



CENTRAL KITSAP FIRE & RESCUE

June 13, 2022

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

1. ADMINISTRATIVE ITEMS

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

Chairman verified a quorum was present on the video call.

B. Additions or Deletions to the Agenda

- None.

C. Announcements

- The Kitsap Fire Academy Graduation will be held on June 15th, 1:00 PM at the Naval Undersea Museum Auditorium. A quorum of the Board will be in attendance and no final action will be taken.
- The Transfer of Command Ceremony will be held on June 28th, 2:00 PM at Station 51. A quorum of the Board will be in attendance and no final action will be taken.

2. PUBLIC COMMENT RELATED TO CKFR

None.

3. CONSENT ITEMS

A. Minutes of BOC Meetings: 05/09/2022 & 05/23/2022

B. Vouchers:

- **Check No. 36756 (Station 57 permit fees)**
A voucher, dated May 25, 2022, in the total amount of \$22,125.45 was presented in accordance with RCW 52.16.050.
- **Check No. 36757 – 36824 and EFT**
Current vouchers, dated June 13, 2022, in the total amount of \$1,104,669.18 were presented in accordance with RCW 52.16.050.

C. Calendar of Events for Fire Services

D. Surplus List

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

4. DISCUSSION / ACTION ITEMS

A. Resolution 22-13: Fire Chief Promotion (Christian) – Chair Muhleman

A resolution to promote AC Jason Christian to Fire Chief.

MOTION by Commissioner Erickson to approve Resolution 22-13: Fire Chief Promotion (Christian), as presented. **SECONDED** by Commissioner Elmore. Motion **PASSED** unanimously by all Commissioners present and voting.

Commissioner Andrews and Elmore provided comments on the Fire Chief transition.

B. Resolution 22-14: Authorize the Establishment of Construction Retainage Escrow Accounts as Necessary for Current and Future Public Improvement Projects – CBO Maule

A resolution to establish construction escrow accounts for retainage authorized under RCW 60.28.011(4)(c). This request came from the Station 45 Contractor. The resolution has been reviewed by Kitsap County, Counsel Bagwell, and the account will be set up with Key Bank.

MOTION by Commissioner Earle to approve Resolution 22-14: Authorize the Establishment of Construction Retainage Escrow Accounts as Necessary for Current and Future Public Improvement Projects, as presented. **SECONDED** by Commissioner Elmore. Motion **PASSED** unanimously by all Commissioners present and voting.

C. Resolution 22-14: Authorize the Surplus and Disposition of Certain Assets Related to Project Demolition, Including Non-Real Property with Minimis Value, as Demolition Waste – CBO Maule

A resolution authorizing the surplus of assets related to station and project demolition, including non-real property of de minimis value.

MOTION by Commissioner Andrews to approve Resolution 22-15: Authorize the Surplus and Disposition of Certain Assets Related to Project Demolition, Including Non-Real Property with De Minimis Value, as Demolition Waste, as presented. **SECONDED** by Commissioner Erickson. Motion **PASSED** unanimously by all Commissioners present and voting.

D. Commissioner Reports

- **Commissioner Andrews:** Thanked CKFR for participating in the Olympic High School drive-thru graduation. Hopes to be able to attend Kids' Day in the future, and glad to hear the event went well. Congratulated AC Putnam; thanked Chief Oliver for his time as Fire Chief.
- **Commissioner Earle:** Provided a report from Kitsap Risk Management Group and the Health & Safety Committee. The report covered insurance carrier and market updates, PTSD workers comp claims, firefighter suicide prevention, and cancer risk in the fire service. Jeff Griffin recently hosted a meeting for the local Fire Chief and their successors.
- **Commissioner Elmore:** Heard great feedback on Kids' Day. Congratulated Chief Christian and Chief Oliver. Provided comments on AC Putnam's article in the Kitsap Sun.
- **Commissioner Erickson:** Shared on his experience at the WFCA Chelan Conference.

- **Commissioner Muhleman:** Echoed comments from the other Commissioners on Kids' Day, the WFCM Chelan Conference, and kudos to the Chiefs.

E. Chief's Report

Chief Christian opened up with comments on becoming Fire Chief, recognizing Chief Oliver's and staff's accomplishments.

- **Kids' Day Update – PIO LiMarzi:** Kids' Day had an estimated 3,000 people in attendance this year. CKFR fitted 550 bike helmets and raffled off 6 bikes. The event featured live fire demos (NRNW) and car extrication demos (CKFR), CKFR volunteers staffed the CPR booth, the WA State Fire Marshal's brought their fire sprinkler trailer, Airlift NW had their helicopter, and our mutual aid partners provided tours. PIO thanked staff and their families for helping make the event a success.
- **AC Putnam Badge Pinning Update – AC Christian:** On June 7th at the Admin Building, AC Kara Putnam took her oath of office and had her badge pinned with family in attendance.
- **Strategic Planning Update – AC Christian:** On June 6th, the strategic planning committee met at Station 56 to review CKFR's overarching goals and narrow the focus of "Service Delivery" and "Community Engagement." The next meeting in July will focus on "Organizational Development" and "Professional Development and Wellness." Chief Christian gave an overview of the key performance indicators from the last meeting.
- **Kitsap Fire Academy Graduation, June 15th – AC Putnam:** AC Putnam thanked everyone for the kind words and support on her promotion. The Kitsap Fire Academy graduation is coming up on Wednesday, June 15th. AC Putnam provided a brief update on the recruits.
- **Station 45 Update – DC Sorenson:** On Monday, June 6th, Station 45 closed for construction and the crew was moved to Station 64. CKFR is working closely with our partners in Bremerton on the response during construction.
- **EMS Supplies Ordering Update – AC Christian:** After much staff work with SKFR and Operative IQ, we were able to complete our first joint EMS supplies order with SKFR on June 6th, supplying Medic 8.

F. Volunteer Association Report

Captain Quill provided the May event coverage report by email.

May 6: Station 42 Standby (2:00 PM - 9:00 PM)

Tony Stewart and Valerie Quill

May 14: Rehab @ Tractor & Tikes (9:00 AM - 4:30 PM)

Judy Henneman and Henry Henneman

May 21: Destruction Derby Aid Crew (4:00 PM – 9:30 PM)

Ed Scholfield, Brian Voss, Seth Sullivan and Tony Lyons

May 23: Rehab @ Academy (9:00 AM - 5:00 PM)

Henry Henneman

May 24: Rehab @ Academy (9:00 AM - 5:00 PM)

Henry Henneman

May 26: Rehab @ Academy (9:00 AM - 5:00 PM)

Henry Henneman and Judy Henneman

May 27: Station 42 Standby (2:00 PM - 9:00 PM)

Seth Sullivan, Valerie Quill and Shane Gonzalez

G. Local 2819 Report

No report.

5. CORRESPONDENCE

None.

ATTENDANCE:

Commissioner Bob Muhleman
Commissioner Guy Earle
Commissioner Ken Erickson
Commissioner Nate Andrews
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
HR Manager Samantha Luisi
IT Manager Bob Morley
Exec. Assistant Serena Prince (minutes)
PIO Ileana LiMarzi

OTHER ATTENDEES:

None.

UPCOMING MEETINGS:

June 27, 2022 Board of Commissioners Regular Meeting
July 11, 2022 Board of Commissioners Regular Meeting

ADJOURNED AT 5:06 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman



June 27, 2022

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

1. ADMINISTRATIVE ITEMS

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

Chairman verified a quorum was present on the video call.

B. Additions or Deletions to the Agenda

- AC Putnam will be covering DC Sorenson's reports today.
- Add Board action to Item 4A – Medic Unit Purchase

C. Announcements

- Reminder: The Transfer of Command Ceremony will be held on June 28th, 2:00 PM at Station 51. A quorum of the Board will be in attendance and no final action will be taken. There is a Zoom link available on the CKFR website.

2. PUBLIC COMMENT RELATED TO CKFR

None.

3. CONSENT ITEMS

A. Minutes of BOC Meetings: 05/09/2022 & 05/23/2022

B. Vouchers:

- Check No. 36825 (Station 57 binding water letter fee)
A voucher, dated June 14, 2022, in the total amount of \$63,900.00 was presented in accordance with RCW 52.16.050.
- Check No. 36826 – 36893 and EFT (printing error)
Current vouchers, dated June 13, 2022, in the total amount of \$1,104,669.18 were presented in accordance with RCW 52.16.050. CBO Maule provided an update on the printer issue.
- Check No. 36894 – 36942
Current vouchers, dated June 27, 2022, in the total amount of \$355,831.11 were presented in accordance with RCW 52.16.050. Agenda error - there were no electronic fund transfers in this check run.

C. June Payroll: Check No. 102274 – 102281 and EFTs

Payroll was presented in the total amount \$2,038,244.73.

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

4. DISCUSSION / ACTION ITEMS

A. Medic Unit Purchase – AC Putnam

A request to approve the purchase agreement for a Lifeline ambulance through Hughes Fire Equipment for \$312,650.00, including contingency and sales tax. The Stryker Powerload gurney will be purchased separately. There is a cost difference \$3,500 if the purchase waits until July 8th deadline, which is prior to the next Board meeting. MO McCracken provided an overview of the Stryker Powerload unit benefits.

MOTION by Commissioner Muhleman to approve the purchase of a Lifeline Medic Unit for \$312,650.00. **SECOND** by Commissioner Earle. Motion **PASSED** unanimously by all Commissioners present and voting.

B. District Reopening Plan – AC Christian

CKFR staff are putting a plan together to reopen stations and the administration building to the public in coordination with Silverdale Water District and other fire agencies. Staff will have a recommendation in the coming weeks.

C. Financial Report – CBO Maule

CBO Maule presented the financial report included in the packet and an update on the 2023 budget process.

D. Overtime Report – AC Putnam

The overtime report is included in the packet; overtime usage is expected to begin trending favorably now that the Kitsap Fire Academy concluded, and new hires will count as staffing in early September.

E. Commissioner Reports

- **Commissioner Muhleman:** Reminder about the KCFCA Annual Picnic. RSVP by Friday to SKFR. Commissioners, Chiefs, Staff and spouses are invited to attend.
- **Commissioner Erickson:** Report on the increased call volume over the weekend's heat wave.
- **Commissioner Elmore:** No report.
- **Commissioner Earle:** No report.
- **Commissioner Andrews:** Appreciates the efforts in keeping the public informed on safety around the heat waves and wildfires.

F. Chief's Report

- **EMT Class Update – MO McCracken:** Report on the 15 probationary firefighters attending our first in-house EMT class, instructed by PM Doug Bekenyi.
- **Joint EMS Supplies Ordering Update – MO McCracken:** Report on the joint ordering of EMS supplies with SKFR Medic 8 over the last month. In

August, we plan to begin ordering for Medic 31 and Medic 16, and SKFR is planning to staff a Driver for deliveries.

- **Station 45 Groundbreaking Ceremony, July 13th – AC Tague:** Planning is underway for the Station 45 Groundbreaking, 10:00 AM on July 13th at the Sta. 45 site. CKFR shuttle parking will be available at the field behind the Sylvan Way library. Commissioner Earle will speak at the ceremony on behalf of the Board.
- **4th of July Plans – AC Christian:** We will be sure to make notifications/preparations for wildfire interface.

G. Volunteer Association Report

No report.

H. Local 2819 Report

No report.

Commissioner Muhleman provided a reminder about the Transfer of Command Ceremony, 2:00 PM at Station 51.

5. CORRESPONDENCE

None.

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 Nate Andrews	MO Alex McCracken
Commissioner Rod Elmore	PIO Ileana LiMarzi
Attorney Ken Bagwell	LT Steve Davison
Fire Chief John Oliver	OPS CO Terry Fassett
Assistant Chief Jay Christian	Admin Assistant Medina Crawford
Assistant Chief Mike Tague	
Assistant Chief Kara Putnam	

OTHER ATTENDEES:

None.

UPCOMING MEETINGS:

July 11, 2022	Board of Commissioners Regular Meeting
July 25, 2022	Board of Commissioners Regular Meeting

ADJOURNED AT 4:46 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman

CHECK REGISTER

3B

Central Kitsap Fire & Rescue

Time: 12:11:07 Date: 07/06/2022

07/11/2022 To: 07/11/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2018	07/11/2022	Claims	1	EFT	WA ST DEPT OF REVENUE	495.64	Written From Use Tax Report
2019	07/11/2022	Claims	1	36943	ALL BATTERY SALES & SERVICE	299.10	Batteries
2020	07/11/2022	Claims	1	36944	ARAMARK	137.00	Laundry Services - Shop
2021	07/11/2022	Claims	1	36945	ASSOCIATED PETROLEUM PRODUCTS INC	25,159.29	Gas & Diesel Fuel; 55 Gallon DEF
2022	07/11/2022	Claims	1	36946	BAGWELL & HARVEY, PLLC	5,706.50	General Counsel; Compensation Study; Building Use Agreement
2023	07/11/2022	Claims	1	36947	BARKER CREEK CONSULTING LLC	26,835.00	Project Management Consulting
2024	07/11/2022	Claims	1	36948	BELFAIR HOSE & HYDRAULIC INC	469.46	Ladder Rack Hydraulic Cylinder Repair, Water Hose For Wash Bay
2025	07/11/2022	Claims	1	36949	BERSCHAUER GROUP INC	194,496.74	Pay Application #5
2026	07/11/2022	Claims	1	36950	BLUE SKY PRINTING LLC	34.62	Business Cards - Elmore
2027	07/11/2022	Claims	1	36951	THOMAS BOSCH	128.20	Medic Transport Overpayment
2028	07/11/2022	Claims	1	36952	BOUND TREE MEDICAL LLC	116.99	Medical Supplies
2029	07/11/2022	Claims	1	36953	BRIDGESTONE AMERICAS, INC	6,565.44	Tires; On Site Tire Mounting
2030	07/11/2022	Claims	1	36954	CENTURYLINK	267.70	Phone Service
2031	07/11/2022	Claims	1	36955	NORMAN CLARE	103.00	Medic Transport Overpayment
2032	07/11/2022	Claims	1	36956	COLONIAL PENN LIFE	263.02	Medic Transport Overpayment
2033	07/11/2022	Claims	1	36957	DELL MARKETING LP	1,126.91	Detachable Keyboard For Tablet
2034	07/11/2022	Claims	1	36958	DIVERSIFIED ADJUSTMENT SERVICE INC	115.36	Medic Transport Overpayment
2035	07/11/2022	Claims	1	36959	BRIAN DORR	200.00	Medic Transport Overpayment
2036	07/11/2022	Claims	1	36960	EAST JEFFERSON FIRE RESCUE	9,100.00	Live Fire Training
2037	07/11/2022	Claims	1	36961	GEHA	795.92	Medic Transport Overpayment
2038	07/11/2022	Claims	1	36962	GRAINGER	109.21	Trailer Coupler
2039	07/11/2022	Claims	1	36963	DIANNA GRAY	25.00	Medic Transport Overpayment
2040	07/11/2022	Claims	1	36964	HANSON SIGN CO INC	14,126.45	Custom Station Signs
2041	07/11/2022	Claims	1	36965	HUGHES FIRE EQUIPMENT INC	1,322.85	Rung Grips; Stainless Wear Covers; License Plate LED Lights; Speedo & Alternator Belt
2042	07/11/2022	Claims	1	36966	KENT D BRUCE CO LLC	291.26	Aerial Floodlight Handle; Ion Light
2043	07/11/2022	Claims	1	36967	KITSAP 911 PUBLIC AUTHORITY	14,915.00	Cencom Services
2044	07/11/2022	Claims	1	36968	KITSAP PUD #1	3,000.00	Tele-Contract Services
2045	07/11/2022	Claims	1	36969	KROESEN'S INC	448.05	Uniform Shirts W/ Embroidery
2046	07/11/2022	Claims	1	36970	KRONOS INCORPORATED	19.56	IVR Service
2047	07/11/2022	Claims	1	36971	LAB ONE INC	481.50	Oil Sample Kits And Postage
2048	07/11/2022	Claims	1	36972	LIFE ASSIST INC	10,360.31	Medical Supplies; Fleet Management Licenses
2049	07/11/2022	Claims	1	36973	LN CURTIS & SONS	7,242.38	Paratech Repair; Wildland Jackets
2050	07/11/2022	Claims	1	36974	ARLENE MALONE	317.78	Medic Transport Overpayment
2051	07/11/2022	Claims	1	36975	MES - NORTHWEST	2,806.99	Boots; Anti-Exposure Work Suit
2052	07/11/2022	Claims	1	36976	NATIONAL ASSOCIATION OF LETTER CARRIERS	112.39	Medic Transport Overpayment
2053	07/11/2022	Claims	1	36977	NEXVORTEX, INC	697.97	Admin Phone Service - Account # 639023785
2054	07/11/2022	Claims	1	36978	NOVUS N/W AUTO GLASS	70.93	Windshield Repair
2055	07/11/2022	Claims	1	36979	OFFICE DEPOT	2,026.27	Office Supplies & Coffee Supplies
2056	07/11/2022	Claims	1	36980	PACIFIC OFFICE AUTOMATION	1,111.70	Monthly Maintenance; Service; Usage Charges
2057	07/11/2022	Claims	1	36981	AETNA PAYMENT RESOLUTION SERVICES	28.00	Medic Transport Overpayment
2058	07/11/2022	Claims	1	36982	PBS ENGINEERING AND ENVIRONMENTAL INC.	7,509.05	Hazardous Materials Consulting Services
2059	07/11/2022	Claims	1	36983	PLATT	52.24	Electrical Parts For Fuel Trailer
2060	07/11/2022	Claims	1	36984	PUGET SOUND ENERGY	7,360.39	Electricity
2061	07/11/2022	Claims	1	36985	SEATTLE AUTOMOTIVE DISTRIBUTING INC	76.99	Blower Motor And Resistor

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 12:11:07 Date: 07/06/2022

07/11/2022 To: 07/11/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2062	07/11/2022	Claims	1	36986	SHANK, DEAN	221.10	LEOFF 1 Medical Reimbursement
2063	07/11/2022	Claims	1	36987	SILVERDALE WATER DISTRICT	6,038.61	April 2022 Shared Costs
2064	07/11/2022	Claims	1	36988	SIX ROBBLEES' INC	395.37	Hub Covers; Trailer Coupler
2065	07/11/2022	Claims	1	36989	SOUTH KITSAP FIRE & RESCUE	57,275.52	Reimbursement For KCFTC; FlexBooker; Challenge Coins
2066	07/11/2022	Claims	1	36990	SUMMIT LAW GROUP PLLC	1,415.00	Legal - General Labor
2067	07/11/2022	Claims	1	36991	KELLY SYHRE	41.20	Medic Transport Overpayment
2068	07/11/2022	Claims	1	36992	SYSTEMS DESIGN WEST, LLC	10,132.48	May 2022 Transport Billing
2069	07/11/2022	Claims	1	36993	THE DOCTORS CLINIC	55.00	Drug Screen - Elmore
2070	07/11/2022	Claims	1	36994	THE HOME DEPOT PRO	82.86	Wildland Chainsaw Chain
2071	07/11/2022	Claims	1	36995	TRI-TEK SYSTEMS	2,935.40	Fire Alarm System Repair; Annual Fire Alarm Testing
2072	07/11/2022	Claims	1	36996	TRICARE FOR LIFE	85.46	Medic Transport Overpayment
2073	07/11/2022	Claims	1	36997	TRUE NORTH EMERGENCY EQUIPMENT	72.42	Drain Seal Kit
2074	07/11/2022	Claims	1	36998	UNIQUE EXPERIENCE	723.68	T-Shirts; Vests
2075	07/11/2022	Claims	1	36999	US BANK CORPORATE PAYMENT SYSTEM	38,424.25	June Statement
2076	07/11/2022	Claims	1	37000	VIKING FENCE COMPANY	3,407.04	Fencing Install And Repair
2077	07/11/2022	Claims	1	37001	WASHINGTON FINANCE OFFICERS ASSOCIATION	1,300.00	Conference - Kamphaus, Robnett, Sanchez
2078	07/11/2022	Claims	1	37002	WESTBAY AUTO PARTS	405.37	Auto Parts
						180,962.16	
						59,752.31	
						229,224.45	
						469,938.92	Claims:
						469,938.92	469,938.92

001 GENERAL FUND

004 KITSAP COUNTY JOINT TRAINING CONSORTIUM

325 FACILITIES BOND PROJECT FUND

* Transaction Has Mixed Revenue And Expense Accounts

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

July 2022

Payroll/Voucher Assignment: **ANDREWS**

Monday	4	Holiday	Independence Day, Fourth of July – Admin Office Closed	
Wednesday	6	3:30 PM	Chief's Meeting: MUHLEMAN, ERICKSON	Chief's Office
Thursday	7	12:00 PM	Chief's Meeting: ANDREWS, EARLE	Chief's Office
Thursday	7	3:30 PM	Chief's Meeting: ELMORE, [REDACTED]	Chief's Office
Monday	11	4:00 PM	CKFR Board of Commissioners Meeting	
Saturday	16	5:00 PM	Kitsap Fire Commissioners Association Annual Picnic @ President Ellingson's Home	
Tuesday	19	11:30 AM	Chief's Meeting: ANDREWS, MUHLEMAN	Chief's Office
Wednesday	20	11:30 AM	Chief's Meeting: EARLE, ERICKSON	Chief's Office
Wednesday	20	3:30 PM	Chief's Meeting: ELMORE, [REDACTED]	Chief's Office
Thursday	21	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Monday	25	4:00 PM	CKFR Board of Commissioners Meeting	

Notes:

August 2022

Payroll/Voucher Assignment: **EARLE**

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

Notes:

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

Notes:

October 2022

Payroll/Voucher Assignment: **MUHLEMAN**

Tuesday	4	1:00 PM	Chief's Meeting: EARLE, [REDACTED]	Chief's Office
Wednesday	5	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	5	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Wednesday	5	1:00 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	5	3:00 PM	Chief's Meeting: MUHLEMAN, [REDACTED]	Chief's Office
Monday	10	4:00 PM	CKFR Board of Commissioners Meeting	
Thursday	17	6:00 PM	KCFCFA Executive Board Meeting: MUHLEMAN	CKFR
Wednesday	19	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	19	1:00 PM	Chief's Meeting: EARLE, MUHLEMAN	Chief's Office
Wednesday	19	3:30 PM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Monday	24	4:00 PM	CKFR Board of Commissioners Meeting	
Tuesday	25	7:00 PM	Kitsap Fire Commissioners Association Meeting	
Wednesday	26	6:30 PM	Pre-Conference Snure Seminar at the WFCFA Annual Conference	Spokane
Thursday	27-29	All Day	WFCFA Annual Conference at the Davenport Grand Hotel	Spokane

Notes:

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: EARLE , [REDACTED]	Chief's Office
Wednesday	9	3:30 PM	Chief's Meeting: MUHLEMAN , [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	CKFR Board of Commissioners Meeting	
Thursday	17	6:00 PM	KCFCFA Executive Board Meeting: MUHLEMAN	CKFR
Tuesday	22	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Tuesday	22	1:00 PM	Chief's Meeting: EARLE, MUHLEMAN	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	CKFR Board of Commissioners Meeting	

Notes:

December 2022

Payroll/Voucher Assignment: **ANDREWS**

Tuesday	6	1:00 PM	Chief's Meeting: EARLE , [REDACTED]	Chief's Office
Wednesday	7	9:00 AM	Kitsap Risk Management Group (KRMG) Meeting: EARLE	
Wednesday	7	11:30 AM	Kitsap Health & Safety Officers Meeting: EARLE	
Wednesday	7	1:00 PM	Chief's Meeting: MUHLEMAN , [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	CKFR Board of Commissioners Meeting	
Thursday	15	6:00 PM	KCFCA Executive Board Meeting: MUHLEMAN	CKFR
Wednesday	21	8:30 AM	Chief's Meeting: [REDACTED], [REDACTED]	Chief's Office
Wednesday	21	1:00 PM	Chief's Meeting: EARLE, MUHLEMAN	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 26th – Admin Office Closed</i>	
Tuesday	27	4:00 PM	CKFR Board of Commissioners Meeting	

Notes:



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

Action Requested

Please review the following surplus request.

Items to Surplus	Estimated Value	Condition	Disposal Method
Qty. 77 Used Tires <i>Manufacturers: Goodyear, Bridgestone, Firestone, Continental</i>	<u>\$1,815.00 Total</u> <i>See attachment for breakdown</i>	Out of date or soon to be/ Too worn to be in service	Sell/Auction

Background

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

Budget Implication

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

Policy Implication

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

Recommendation

Staff recommend Board approval to surplus the items listed above.

SURPLUS ACTION REQUEST

Date of request 7/5/2022

Name of person submitting request Casey Krenzer

Description of item to be declared surplus 77 used tires

Make/ Manufacturer: Goodyear, Bridgestone, Firestone, Continental

Model #: See below

Serial #: N/A

Reason for surplus

Tires are out-of-date, soon to be out-of-date, or too worn to be in service.
Qty (4) Goodyear G182 RSD 12R22.5, Qty (2) Bridgestone M860A 315/80R22.5,
Qty (8) Firestone FD663 11R22.5, Qty (16) Goodyear Wrangler Duratrac Studed LT225/75R16,
Qty (19) Bridgestone M729 245/70R19.5, Qty (8) Bridgestone M729 285/70R19.5,
Qty (8) Continental ContiTrac LT275/65R18, Qty (4) Bridgestone Duravis M700HD LT265/75R16,
Qty (2) Bridgestone R227 285/70R19.5, Qty (6) Firestone F690 Plus 225/70R19.5

Estimated sale value of item \$ 1815

Routing:

 7/5/22
Station Captain / Division Head Signature Date of Signature
When completed/signed- forward form to Support Services for processing

 7/5/22
Division Chief- Support Services Signature Date of Signature

Check if applicable (✓):

Surplus for scrap or Surplus for disposal

Central Supply Signature Date of Signature

Tag# _____

Set	Make/Model	Size	Tire 1 Tread (32nds), Date Code (wkylr)	Tire 2 Tread (32nds), Date Code (wkylr)	Tire 3 Tread (32nds), Date Code (wkylr)	Tire 4 Tread (32nds), Date Code (wkylr)	Tire 5 Tread (32nds), Date Code (wkylr)	Tire 6 Tread (32nds), Date Code (wkylr)	Avg Tread Depth (32nds)	Price/Tire (\$)	Price/Set (\$)
1	Goodyear G182 RSD	12R22.5	5/32, 0918	4/32, 1018	12/32, 0719	4/32, 2018			4	\$ 50	\$ 200
2	Bridgestone M860A	315/80R22.5	20/32, 4413	22/32, 4413					21	\$ 50	\$ 100
3	Firestone FD 663 14PR	11R22.5	18/32, 3615	19/32, 3615	15/32, 3615	16/32, 3615			17	\$ 50	\$ 200
4	Firestone FD 663 14PR & 16PR	11R22.5	20/32, 1819, 16PR	19/32, 1719, 16PR	17/32, 3615, 14PR	16/32, 3615, 14PR			18	\$ 50	\$ 200
5	Goodyear Wrangler Duratrac Studded	LT225/75R16	10/32, 4414	12/32, 4414	11/32, 2515	10/32, 4414			11	\$ 10	\$ 40
6	Goodyear Wrangler Duratrac Studded	LT225/75R16	11/32, 4414	10/32, 4414	10/32, 4414	11/32, 4914			11	\$ 10	\$ 40
7	Goodyear Wrangler Duratrac Studded	LT225/75R16	9/32, 4414	7/32, 4914	10/32, 4414	10/32, 4414			9	\$ 10	\$ 40
8	Goodyear Wrangler Duratrac Studded	LT225/75R16	11/32, 4414	8/32, 4914	10/32, 4414	10/32, 4414			10	\$ 10	\$ 40
9	Bridgestone M729	245/70R19.5	7/32, 5115	5/32, 5115	6/32, 5115				6	\$ 25	\$ 75
10	Bridgestone M729	245/70R19.5	9/32, 1115	9/32, 5115	9/32, 1115	8/32, 1115			9	\$ 25	\$ 100
11	Bridgestone M729	245/70R19.5	9/32, 1115	10/32, 5115	9/32, 5115	9/32, 4315			9	\$ 25	\$ 100
12	Bridgestone M729	285/70R19.5	17/32, 3915	17/32, 0815	17/32, 0815	14/32, 0316			16	\$ 25	\$ 150
13	Continental ContiTrac	LT275/65R18	7/32, 2017	10/32, 2017	7/32, 2017	8/32, 2017			8	\$ 10	\$ 40
14	Continental ContiTrac	LT275/65R18	7/32, 1918	8/32, 1918	8/32, 1918	7/32, 1918			8	\$ 10	\$ 40
15	Bridgestone M729	245/70R19.5	16/32, 5115	15/32, 5115	16/32, 5115	15/32, 5115			16	\$ 25	\$ 100
16	Bridgestone M729	245/70R19.5	9/32, 4715	9/32, 4715	9/32, 4715	9/32, 4715			9	\$ 25	\$ 100
17	Bridgestone M729	285/70R19.5	15/32, 0316	16/32, 4015	17/32, 3915	17/32, 3915			16	\$ 25	\$ 100
18	Bridgestone Duravis M700HD	LT265/75R16	10/32, 4810	10/32, 5010	10/32, 5010	10/32, 5010			10	\$ 10	\$ 40
19	Bridgestone R227	285/70R19.5	14/32, 4517	13/32, 4517					14	\$ 25	\$ 50
20	Firestone F690 Plus	225/70R19.5	14/32, 3915	15/32, 3015	15/32, 1615	15/32, 3915	15/32, 3015	17/32, 0919	15	\$ 10	\$ 60
Total										\$ 1,815	



To: Board of Commissioners
From: Facilities Committee
Date: July 11th, 2022
Re: Executive Summary from the June 14th Capital Facilities Meeting

Executive Summary

Projected AV – The Assessor’s office recently released 2023 AV projections for CKFR at \$14.46 billion, or a 17.6% increase over 2022 which could equal a maximum of \$2.23 million in additional revenues compared with 2022. The levy rate would decrease from the current \$1.39 to \$1.31 assuming the district took all available tax revenues.

Capital Facilities Fund – The balance of the district’s capital facilities fund as of June 30, 2022 is \$4,777,500.

Establishment of a Replacement Reserve – The district worked with Meng Associates to determine a best practice for establishing and maintaining a capital facilities replacement reserve. It was determined that the ideal reserve would be about 20% of building replacement costs (currently estimated at approximately \$11 million) and annual contributions would need to be as high as \$577 thousand per year until that level is reached. The balance of the current capital facilities fund could be committed toward the new capital replacement reserve, and all capital repairs and replacements would be allocated from that reserve to better segregate maintenance and capital costs.

Future Projects for Consideration – Central Kitsap Fire & Rescue is in the early stages of exploring several opportunities that would benefit the district’s operations and response. These projects would be funded out of the district’s capital facilities fund.

1. Phase 2 of the joint Administration Building Expansion with Silverdale Water District.
2. Construction of a joint Warehouse Facility on Pad 3 with Silverdale Water District and potentially other agencies.
3. Securing property for future fire stations in Central Valley and other areas based on growth demand.

The Facilities Committee considers the Phase 2 Admin Expansion as the highest priority project, based on the district’s present need for additional office space and for the expanded IT room. The district is working with Silverdale Water District to obtain a cost estimate for Phase 2.

Recommendation

No action is requested by the Board at this time.