



CENTRAL KITSAP FIRE & RESCUE

AGENDA

Board of Commissioners Regular Meeting August 8, 2022 – 4:00 PM – Electronic Meeting

Electronic Meeting Instructions for the Public

This Board meeting has a remote option.

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:
 - An executive session will be held to discuss current or potential litigation, pursuant to RCW 42.30.110(1)(i).

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: 07/11/2022 & 07/25/2022
- B. Current Vouchers: Check No. 37055 – 37091
- C. Calendar of Events for Fire Services

4. DISCUSSION / ACTION ITEMS

- A. Interlocal Agreement with SKFR on EMS Supplies Ordering – FC Christian
✓ **Action Requested to Approve**
- B. Commissioner Reports
- C. Chief's Report
 - Whaling Days & National Night Out Updates – PIO LiMarzi
 - Kitsap Fair IAP – LT Fassett
 - 2021 & 2022 Audit – CBO Maule
 - Capital Projects Update – AC Tague
 - Safety Stand Down – FC Christian
 - Strategic Planning Update – FC Christian

D. CKFR FF Association Report

E. Local 2819 Report

5. CORRESPONDENCE

6. EXECUTIVE SESSION

An executive session will be held to discuss current or potential litigation, pursuant to RCW 42.30.110(1)(i).

7. ADJOURN



July 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

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

- 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

None.

3. CONSENT ITEMS

A. Minutes of BOC Meetings: 06/13/2022 & 06/27/2022

B. Vouchers: Check No. 36943 – 37002 and EFT

Current vouchers, dated July 13, 2022, in the total amount of \$469,938.92 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 Earle. Motion **PASSED** unanimously by all
Commissioners present and voting.*

4. DISCUSSION / ACTION ITEMS

A. Medic Unit Purchase – DC Sorenson

The contract with Hughes Fire and Lifeline Ambulance has been signed, however, there may potentially be a price increase for a 2023 chassis that will require additional Board approval.

B. Capital Facilities Committee Executive Summary – FC Christian

Chief Christian provided an update from the committee's June 14th meeting. Staff request direction from the Board to establish best practices for contributing to a capital facilities reserve fund. CBO Maule shared guidance provided by Meng Analysis (Commissioning Consultant) for consideration. Discussion took place on the

purpose/scope of the capital facilities reserve funds and potential economic recession.

Following the discussion, the Board reached a consensus and directed staff to provide a proposal for the reserve fund at a future meeting.

C. Commissioner Reports

- **Commissioner Elmore:** No report; appreciates the work of our firefighters.
- **Commissioner Erickson:** No report; looking forward to the groundbreaking ceremony on Wednesday.
- **Commissioner Earle:** No report; echoed comments from the other commissioners.
- **Commissioner Andrews:** No report; echoed comments from the others. Thanked staff and volunteers for their hard work and looks forward to the Kitsap County Fair report soon.
- **Commissioner Muhleman:** No report; echoed comments from the others.

D. Chief's Report

- **4th of July Report – DC Sorenson:** DC Sorenson provided a report on Kitsap 911's calls over the Fourth of July weekend.
- **Fall Protection Update – DC Sorenson:** DC Sorenson provided a presentation on the new Gravitec fall protection system in the Shop.
- **Station 45 Groundbreaking Event, July 13th – AC Tague:** AC Tague shared event and carpooling details for the upcoming groundbreaking event at Station 45.
- **Strategic Planning Committee Meeting, July 18th – FC Christian:** Chief Christian provided a progress update from the committee. The committee will meet on July 18th to discuss "Organizational Development" and "Professional Development & Wellness" goals.
- **Water Safety Messages – FC Christian:** Chief Christian shared safety messages on water safety, the local life jacket loaner boards, and provided information on CKFR's rescue swimmer program and water rescue equipment.

E. Volunteer Association Report

Captain Quill provided the May event coverage report by email.

June 1: East Jefferson FD Training Center for Academy, Rehab Henry and Judy Henneman

June 2: East Jefferson FD Training Center for Academy, Rehab Henry and Judy Henneman

June 4: Kids' Day, Rehab (9:00am - 2:30pm)

Judy Henneman, Henry Henneman, Mackenna Long and Ed Scholfield

June 4: Kids' Day, CPR Booth (9:00am - 2:30pm)

Tony Stewart, Valerie Quill, Brian Voss, Seth Sullivan, Anthony (Tony) Lyons and Justin Mattox

June 4: Destruction Derby, Aid Crew (4:00pm - 9:00pm)

Tony Stewart, Valerie Quill, Brian Voss and Mackenna Long

June 9: BTC for Academy IFSTAC Testing, Rehab

Henry and Judy Henneman

June 10: BTC for Academy IFSTAC Testing, Rehab

Henry and Judy Henneman

June 18: Station 42 Standby, Aid Crew (11:30am - 5:00pm)

Tony Stewart and Valerie Quill

June 25: Jr. Rodeo, Aid Crew (9:00am - 3:00pm)

Brian Voss and Valerie Quill

June 25: Destruction Derby, Aid Crew (4:00pm - 9:00pm)

Shane Gonzalez, Brian Voss and Valerie Quill

June 26: Jr. Rodeo, Aid Crew (9:00am - 3:00pm)

Valerie Quill and David Brisbon

F. 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 Jason Christian
Deputy Chief Jeff Sorenson
Assistant Chief Mike Tague
Assistant Chief Kara Putnam

Chief Administrative Officer Misty Tobin
Chief Business Officer Tim Maule
HR Manager Samantha Luisi
IT Manager Bob Morley
Exec. Assistant Serena Prince (minutes)
VOL Valerie Quill

OTHER ATTENDEES:

Dave Fergus

UPCOMING MEETINGS:

July 25, 2022 Board of Commissioners Regular Meeting

August 8, 2022 Board of Commissioners Regular Meeting

ADJOURNED AT 5:20 PM.

Attested to:

**By Kenneth Bagwell,
District Secretary**

Chairman



July 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

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

- Add "Harlow Drive Response" to the Chief's Report.

C. Announcements

2. PUBLIC COMMENT RELATED TO CKFR

None.

3. CONSENT ITEMS

A. Vouchers: Check No. 37003 – 37054

Current vouchers, dated July 25, 2022, in the total amount of \$404,807.27 were presented in accordance with RCW 52.16.050.

A. July Payroll: Check No. 102282 – 102289 and EFTs

Payroll was presented in the total amount \$1,821,121.46.

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

4. DISCUSSION / ACTION ITEMS

A. Interlocal Agreement with SKFR on EMS Supplies Ordering – FC Christian

Chief Christian provided an overview of the proposed interlocal agreement with South Kitsap Fire & Rescue. This collaborative operation is for inventory/medical supplies purchasing and sharing a delivery driver between the two agencies. The final agreement will be presented for Board approval on August 8th.

B. Bunker Gear Purchase – DC Sorenson

Staff request Board approval not to exceed \$300,000 for purchasing bunker gear. Funds were committed to this purchase through Board Resolution No. 22-03. The district presently needs to purchase bunker gear due to hiring and ordering delays.

***MOTION** by Commissioner Muhleman to authorize the purchase of bunker gear as presented, and pending legal review as appropriate, using the Puget Sound Regional Fire Authority contract with SeaWestern, not to exceed \$300,000.00 without further Board approval. **SECOND** by Commissioner Elmore. Motion **PASSED** unanimously by all Commissioners present and voting.*

C. Overtime Report – DC Sorenson

Chief Sorenson covered the main impacts on overtime. The overtime trend is occurring regionally. We have added to our impacts with the Kitsap Fire Academy and EMT class.

D. 2023 Budget Status & Financial Report – CBO Maule

CBO provided a budget process overview and presented the financial report included in the packet. Discussion ensued on GEMT.

E. Commissioner Reports

- **Commissioner Andrews:** Acknowledged the staff involved in the Station 45 groundbreaking and strategic planning meetings.
- **Commissioner Earle:** No report.
- **Commissioner Elmore:** Thanked the support staff for their work.
- **Commissioner Erickson:** Requested an update on the Harlow Drive response over the weekend.
- **Commissioner Muhleman:** Looking forward to Whaling Days and the Kitsap County Fair updates. Requested updates on the Saint Michael Medical Center's wait times. Chief Faucett (SKFR) is working with hospital leadership on behalf of the Kitsap Fire Chief's Association.

F. Chief's Report

- **Harlow Drive Response – FC Christian:** Chief Christian provided an overview of the Harlow Drive incident over the weekend. The news story is available on KOMO News. The subject was apprehended by law enforcement and CKFR crews extinguished the house fire. Chief Christian and Commissioner Andrews recognized the Duty displayed by our crews during the troubling event. An After Action Review (AAR) process will be taking place soon and the peer support team has been already activated.
- **District Reopening Plan – FC Christian:** CKFR is coordinating efforts to reopen with Silverdale Water District and the Admin remodel contractor. Currently, King County is considering going back to masking due to COVID. The reopening date has been moved out to mid-September.
- **Strategic Planning Update – FC Christian:** Chief Christian provided an update on the committee's last meeting. The committee discussed a variety of goals under "Organizational Development." The next meeting is scheduled for August 1st at 4pm at Station 56.
- **988 Suicide and Crisis Lifeline – FC Christian:** The new 988 line will route callers to the National Suicide Prevention Lifeline, connecting people with mental health, substance abuse, and suicidal crisis issues with trained counselors.

- **Shop Lead Position – FC Christian:** This position is consistent with the Mercury study’s recommendation. The Shop Lead would direct the daily work and fill in during the fleet supervisor’s absence. We expect to have this process completed by the end of August.
- **New Hires Update – DC Sorenson:** Chief Sorenson provided an update on the EMT class and the upcoming schedule for our new hires. He recognized the staff that have stepped up to teach and train, and our new recruits who are doing a great job.

G. Volunteer Association Report

No report.

H. Local 2819 Report

No report.

5. CORRESPONDENCE

Included in the packet.

ATTENDANCE:

Commissioner Bob Muhleman	Chief Business Officer Tim Maule
Commissioner Guy Earle	Chief Administrative Officer Misty Tobin
Commissioner Ken Erickson	IT Manager Bob Morley
Commissioner Nate Andrews	Exec. Assistant Serena Prince (minutes)
Commissioner Rod Elmore	VOL Valerie Quill
Attorney Ken Bagwell	
Fire Chief Jay Christian	
Deputy Chief Jeff Sorenson	
Assistant Chief Mike Tague	

OTHER ATTENDEES:

None.

UPCOMING MEETINGS:

August 8, 2022 Board of Commissioners Regular Meeting
 August 22, 2022 Board of Commissioners Regular Meeting

ADJOURNED AT 5:06 PM.

Attested to:

**By Kenneth Bagwell,
 District Secretary**

Chairman

CHECK REGISTER

3B

Central Kitsap Fire & Rescue

Time: 14:04:04 Date: 08/02/2022

08/08/2022 To: 08/08/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2351	08/08/2022	Claims	1	37055	ADVANCED DOOR SERVICE INC	1,537.54	Bay Door Repair
2352	08/08/2022	Claims	1	37056	ALLIANT INSURANCE SERVICES, INC	4,795.55	Insurance For Drone
2353	08/08/2022	Claims	1	37057	ARAMARK	83.02	Laundry Services - Shop
2354	08/08/2022	Claims	1	37058	ASSOCIATED PETROLEUM PRODUCTS INC	10,146.45	Gas & Diesel Fuel
2355	08/08/2022	Claims	1	37059	BLUE SKY PRINTING LLC	85.51	Business Cards - Bryant, Eberle, Kamphaus, Krenzer, Maule
2356	08/08/2022	Claims	1	37060	BRIDGESTONE AMERICAS, INC	3,177.78	Tires; Mount & Dismount
2357	08/08/2022	Claims	1	37061	MAURICE WAYNE CANON	625.37	Pump Test Trailer Cover
2358	08/08/2022	Claims	1	37062	CENTURYLINK BUSINESS SERVICES	46.04	Admin Alarm Panel Service
2359	08/08/2022	Claims	1	37063	CENTURYLINK	150.52	Phone Service
2360	08/08/2022	Claims	1	37064	CENTURYLINK	1,754.65	Phone Service
2361	08/08/2022	Claims	1	37065	CHRISTENSEN INC GENERAL CONTRACTOR	258,230.92	Pay Application #1
2362	08/08/2022	Claims	1	37066	ECMS INC	11,667.28	Bunker Gear Repair/Alteration
2363	08/08/2022	Claims	1	37067	HOOD CANAL ENGRAVER, LLC	30.58	Plaques For Fuel Trailer
2364	08/08/2022	Claims	1	37068	HUGHES FIRE EQUIPMENT INC	414.35	Transducer
2365	08/08/2022	Claims	1	37069	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS	400.00	Technology Summit International - Morley
2366	08/08/2022	Claims	1	37070	KITSAP 911 PUBLIC AUTHORITY	14,915.00	Cencom Services
2367	08/08/2022	Claims	1	37071	KITSAP PUD #1	3,000.00	Tele-Contract Services
2368	08/08/2022	Claims	1	37072	KRONOS INCORPORATED	54.08	IVR Service
2369	08/08/2022	Claims	1	37073	LEADERSHIP KITSAP FOUNDATION	3,000.00	Leadership Kitsap Program -
2370	08/08/2022	Claims	1	37074	LIFE ASSIST INC	2,621.68	Medical Supplies; Fleet Management Annual License
2371	08/08/2022	Claims	1	37075	MHBP CLAIMS REFUND	167.36	Medic Transport Overpayment
2372	08/08/2022	Claims	1	37076	OFFICE DEPOT	156.48	Office Supplies & Coffee Supplies
2373	08/08/2022	Claims	1	37077	PACIFIC OFFICE AUTOMATION	441.61	Usage Charges; Copier Lease
2374	08/08/2022	Claims	1	37078	PAPE MACHINERY INC	213.48	Chainsaw Bars; Gator Fuel Filters
2375	08/08/2022	Claims	1	37079	PRESTIGE TRUCK ACCESSORIES, INC	92.89	Dump Trailer Warning Stickers
2376	08/08/2022	Claims	1	37080	RICE FERGUS MILLER INC	103,741.56	Professional Services - Schematic Design, Design Development, Construction Documents, Procurement, Construction Administration, Reimbursable Expenses
2377	08/08/2022	Claims	1	37081	SAFE LIFE DEFENSE, LLC	38,156.93	Tactical Enhanced Multi Threat Vests
2378	08/08/2022	Claims	1	37082	SILVERDALE WATER DISTRICT	4,563.32	May 2022 Shared Costs
2379	08/08/2022	Claims	1	37083	SUMMIT LAW GROUP PLLC	30,828.00	Legal - General Labor
2380	08/08/2022	Claims	1	37084	TACOMA SCREW PRODUCTS INC	32.31	Trailer Coupler Fasteners; Brass Pipe Fittings
2381	08/08/2022	Claims	1	37085	TELEFLEX, LLC	1,115.50	Needles
2382	08/08/2022	Claims	1	37086	UNIQUE EXPERIENCE	11,828.76	Belts, Hats, T-Shirts, Shorts
2383	08/08/2022	Claims	1	37087	US BANK CORPORATE PAYMENT SYSTEM	27,443.78	July Statement
2384	08/08/2022	Claims	1	37088	VERIZON WIRELESS	3,181.95	Cell Phones
2385	08/08/2022	Claims	1	37089	WA ST DEPT OF NATURAL RESOURCES	4,486.41	Helmets And Accessories, Hoses, Pulaski, Pick, Belt
2386	08/08/2022	Claims	1	37090	WASHINGTON FIRE COMMISSIONERS ASSOCIATIO	190.00	Spring Webinar Registratin - Elmore

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 14:04:04 Date: 08/02/2022

08/08/2022 To: 08/08/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2387	08/08/2022	Claims	1	37091	WESTBAY AUTO PARTS	397.52	Auto Parts
		001 GENERAL FUND				180,462.82	
		003 TECH RESCUE ILA				152.87	
		004 KITSAP COUNTY JOINT TRAINING CONSORTIUM				453.85	
		325 FACILITIES BOND PROJECT FUND				362,704.64	
						<u>543,774.18</u>	Claims: 543,774.18
		* Transaction Has Mixed Revenue And Expense Accounts				543,774.18	

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

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
Thursday	4	3:30 PM	Chief's Meeting: EARLE, ANDREWS	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: MUHLEMAN, [REDACTED]	Chief's Office
Wednesday	17	3:30 PM	Chief's Meeting: ELMORE, ERICKSON	Chief's Office
Friday	19	2:00 PM	Chief's Meeting: EARLE	Remote
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	Labor Day – Admin Office Closed	
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: 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	KCFCA 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:

**Interlocal Agreement
For the Collaborative Operations for Inventory and
Purchasing of Medical Supplies by and Between Central
Kitsap Fire and Rescue and South Kitsap Fire and Rescue**

This Agreement is entered into this ____ day of _____ 2022, between Central Kitsap Fire and Rescue (hereinafter called CKFR) and South Kitsap Fire and Rescue (hereinafter called the SKFR):

I. PURPOSE

This Interlocal Agreement is entered into between CKFR and SKFR to further implement those goals set forth in an MOU entered into by the fire districts in April of 2021 (attached as Exhibit 1). That MOU set forth both fire districts' desires to seek collaborative opportunities that would mutually benefit both districts. One of the goals established by that MOU was to consider and eventually implement a joint medical supplies program. Accordingly, this Interlocal Agreement establishes a framework that will enhance each district's ability to purchase, inventory, manage and distribute medical supplies. To this end, the legislative bodies of CKFR and SKFR authorize their respective departments to establish procedures that will render each other the maximum cooperation practical in the collaborative effort of providing for a centralized medical supply program.

It has been demonstrated that the functional collaboration of agencies like CKFR and SKFR by combining their resources results in financial efficiencies, increased effectiveness, and the reduction of duplication. The intent of this Agreement is to combine the unique strengths of both agencies in an effort to more effectively manage medical supplies and mutually benefit each of the agencies and the citizens they serve.

II. AUTHORITY

The parties enter into this Agreement pursuant to the authority vested in them under the following provisions of the law of the State of Washington: Chapters 39.34 and 52.12 of the Revised Code of Washington.

III. DURATION

The duration of this Agreement shall be for one year. However, the Agreement shall be automatically continued from year to year unless terminated as provided below.

IV. MODIFICATION, REVIEW AND TERMINATION

A. Modification/Review

This Agreement may be modified by mutual agreement of both parties hereto, and shall be reviewed no less than every year, with any modifications executed in the same manner as this Agreement.

B. Termination

Either party can terminate this Agreement by providing a letter of intent to terminate with not less than sixty-days (60) notice prior to the expiration of the current annual term. Said letter shall be sent to the Chief and governing body of the affected party.

V. MEDICAL SUPPLIES PROGRAM

A. Personnel

1. On the effective date of this Agreement, SKFR shall hire one full-time employee who shall be an employee of SKFR and SKFR will be fully responsible for that employee's wages and benefits. However, the SKFR employee will be dedicated to the Medical Supply Program as a delivery driver/courier for both agencies. This driver will deliver both medical and non-medical items throughout CKFR and SKFR.

2. The time allocated by the driver/courier between each agency will be equitably distributed and periodically evaluated as set forth in the Joint Procedures established pursuant to this Agreement.

3. The delivery driver/courier job description shall be established through a cooperative process between CKFR and SKFR.

B. Joint program

1. On the effective date of this Agreement CKFR shall take responsibility, at its own expense, for the logistical process of ordering medical supplies for both agencies. CKFR shall also maintain an inventory of available supplies and manage the inventory based on the needs of both agencies. SKFR shall be responsible for providing CKFR with its medical supplies needs as set forth in the Joint Procedures established pursuant to this Agreement.

C. Medical Supply Costs

1. Each Agency agrees to be responsible for the costs associated with its own medical supplies. SKFR agrees to compensate CKFR for the costs of medical supplies it orders including any prorated fuel, shipping, or other supplier surcharges. SKFR also agrees to reimburse CKFR annually for its portion of the cost of software licensing fees as appropriate. The method of ordering and paying for supplies and any related fees shall be set forth in the Joint Procedures established pursuant to this Agreement.

VI. JOINT PROCEDURES

The Fire Chiefs are authorized and directed to develop written Joint Operational procedures. These procedures may be amended from time to time by mutual written agreement of the Fire Chiefs.

The procedures shall include, but are not limited to:

1. Standardized practices for ordering, delivering, and managing the inventory of medical supplies for CKFR and SKFR.

Both parties recognize that standardization of purchasing, ordering, delivering and managing the inventory of medical supplies and procedures is critical to a centralized and more efficient medical supply program.

VII. COMPENSATION

Other than those responsibilities set forth in this Agreement there shall be no other direct compensation paid by the parties. The intent of this Agreement is to provide both districts with a cost neutral medical supplies program.

VIII. INSURANCE/HOLD HARMLESS

Each party to this Agreement shall each carry appropriate liability and property damage insurance to cover any loss occasioned by the negligent actions of the acting party in any capacity pursuant to this Agreement. Each party agrees to accept liability for any act, error or omission of its own employees of whatever kind and nature and from whatever cause, arising out of or connected with the performance of this Agreement, and to indemnify and hold the other party hereto and their employees harmless from any such liability, claim, or cause of action, including amounts arising out of the performance, by the party's employees, of this Agreement. All liability for salaries, wages, and other compensation of each party's employees shall be that of the respective employer.

IX. GOVERNING LAW AND VENUE

The laws-of the State of Washington govern this Agreement, and any actions brought hereunder shall be brought exclusively in the Superior Court for the State of Washington in Kitsap County.

X. FILING

As required by RCW 39.34.040, the Agreement shall be filed with the County Auditor or alternatively, listed on the district's website or other electronically retrievable public source.

Central Kitsap Fire and Rescue

South Kitsap Fire and Rescue

by: Chair Bob Muhleman

by: Chair Paul Golnik

by: Vice-Chair Guy Earle

by: Vice-Chair D.W. Dusty Wiley

by: Commissioner Nate Andrews

by: Commissioner Michael Eslava

by: Commissioner Kenneth Erickson

by: Commissioner Kyle Joyce

by: Commissioner Rod Elmore

by: Commissioner Gerald Preuss

Attested by: Attorney/Secretary Ken Bagwell