



AGENDA

Board of Commissioners Study Session

June 25, 2018 – 4:00 PM – Administration Building

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:
 - The Kitsap County Fire Commissioners and Fire Chiefs Annual Picnic will be held on July 14, 2018 at 5:00 PM in Poulsbo.
 - An Executive Session will be held at the end of the open session to discuss the acquisition of real estate, pursuant to RCW 42.30.110(1)(b).

2. CONSENT ITEMS

- A. Vouchers: Current
- B. Payroll: June

3. DISCUSSION ITEMS

- A. Resolution 18-10 Sole Source Purchase of Draft Commander – Chief Oliver
 - ✓ Action Requested to Approve
- B. Consideration of November Ballot Measure "Pro" Committee – Chair West
 - ✓ Action Requested to Appoint Committee Members
- C. Staffing & Overtime Report – Chief Oliver
- D. Financial Report – Tim Maule
- E. GEMT Reserves – Chief Weninger
- F. Update on Fleet Manager – Chief Weninger
- G. Update on Organizational Goals – Chief Weninger
- H. Fire Chief Evaluation Process – Chair West

4. EXECUTIVE SESSION

An Executive Session will be held to consider the acquisition of real estate, pursuant to RCW 42.30.110(1)(b).

5. ADJOURN

CHECK REGISTER

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Central Kitsap Fire & Rescue
MCAG #: 1162

06/25/2018 To: 06/25/2018

Time: 13:49:12 Date: 06/20/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2052	06/25/2018	Claims	1	31488	ADVANCED DOOR SERVICE INC	220.73	Shop Door Repair
2053	06/25/2018	Claims	1	31489	AETNA	73.92	Medic Transport Overpayment
2054	06/25/2018	Claims	1	31490	AIRGAS USA LLC	418.64	O2 Tank Refill
2055	06/25/2018	Claims	1	31491	ARAMARK	145.41	Laundry Services - Shop
2056	06/25/2018	Claims	1	31492	ASSOCIATED PETROLEUM PRODUCTS INC	11,708.43	Gas & Diesel Fuel
2057	06/25/2018	Claims	1	31493	BEAHM, STEVEN D	392.40	Backflow Assembly Test
2058	06/25/2018	Claims	1	31494	BIRD ELECTRIC CORPORATION	8,848.62	New Fire Alarm Panel
2059	06/25/2018	Claims	1	31495	BLANCHARD ELECTRIC & FLEET SUPPLY	46.43	Switches For MCT Installs
2060	06/25/2018	Claims	1	31496	ELLIOTT D BRESNAN	607.50	Tuition Reimbursement
2061	06/25/2018	Claims	1	31497	CASCADE NATURAL GAS CORP	10.00	Natural Gas
2062	06/25/2018	Claims	1	31498	CENTURYLINK BUSINESS SERVICES	40.78	Admin Alarm Panel Service
2063	06/25/2018	Claims	1	31499	CENTURYLINK	116.05	Phone Service
2064	06/25/2018	Claims	1	31500	CENTURYLINK	1,555.33	Phone Service & T1 Lines
2065	06/25/2018	Claims	1	31501	CINTAS FIRE PROTECTION	991.37	Extinguisher Inspections
2066	06/25/2018	Claims	1	31502	COMMERCIAL BRAKE & CLUTCH INC	299.26	Valves
2067	06/25/2018	Claims	1	31503	BRIAN E DANSKIN	47.25	Reimbursement For Vehicle Registration
2068	06/25/2018	Claims	1	31504	STEVEN W DAVISON	71.34	Reimbursement For Lunch & Coffee For Evaluators.
2069	06/25/2018	Claims	1	31505	DAVID GEORGE DREXLER	76.00	Oil Disposal
2070	06/25/2018	Claims	1	31506	E & F RECOVERY LLC	6,256.00	June 2018 EPCR
2071	06/25/2018	Claims	1	31507	ECMS INC	401.85	Bunker Gear Repair
2072	06/25/2018	Claims	1	31508	FIRST CHOICE HEALTH NETWORK	99.90	EAP Services
2073	06/25/2018	Claims	1	31509	GCR TIRES & SERVICE	2,662.73	Tires
2074	06/25/2018	Claims	1	31510	HEALTHFORCE PARTNERS INC	150.00	Exposure Consulting
2075	06/25/2018	Claims	1	31511	GUEST HOUSEN	1,807.06	Kids Day Booth Setup
2076	06/25/2018	Claims	1	31512	HUGHES FIRE EQUIPMENT INC	157.63	Parts For L51
2077	06/25/2018	Claims	1	31513	KELLEY IMAGING SYSTEMS	312.10	Admin B/W Copier
2078	06/25/2018	Claims	1	31514	KING COUNTY FIRE TRAINING OFFICERS' ASSN	200.00	R. Smith - Shaping The Future NFA Course
2079	06/25/2018	Claims	1	31515	KITSAP COUNTY AUDITOR	80.00	Covenant For Unprotected Parcels
2080	06/25/2018	Claims	1	31516	KITSAP COUNTY PUBLIC WORKS	779.81	Utilities - Sewer
2081	06/25/2018	Claims	1	31517	KITSAP PUD #1	2,374.01	Tele-Contract Services
2082	06/25/2018	Claims	1	31518	LARSCO INC	242.88	Miscellaneous Electrical
2083	06/25/2018	Claims	1	31519	LAW OFFICE OF KENNETH W. BAGWELL, INC.,	1,775.00	General Counsel
2084	06/25/2018	Claims	1	31520	LEVEL 3 COMMUNICATIONS LLC	866.77	Admin Phone Service
2085	06/25/2018	Claims	1	31521	LIFE ASSIST INC	6,887.52	Medical Supplies
2086	06/25/2018	Claims	1	31522	LN CURTIS & SONS	2,321.12	Flash Hoods, Hooks, Pro-Bar, Name Plates, Bunker Gear
2087	06/25/2018	Claims	1	31523	MEDICAL CONSULTING ASSOCIATES, PLLC	2,257.00	VFF Physicals
2088	06/25/2018	Claims	1	31524	MES - NORTHWEST	10,315.51	Bunker Gear
2089	06/25/2018	Claims	1	31525	NAGARA	19.00	T. Kamphaus - Records Training
2090	06/25/2018	Claims	1	31526	NETWORK SERVICES COMPANY	923.94	Soft Pull Towels And Cleaner
2091	06/25/2018	Claims	1	31527	NORTH PERRY AVENUE WATER DISTRICT	76.67	Sta 45 Water And Street Lights

CHECK REGISTER

Central Kitsap Fire & Rescue
MCAG #: 1162

06/25/2018 To: 06/25/2018

Time: 13:49:12 Date: 06/20/2018
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2092	06/25/2018	Claims	1	31528	OFFICE DEPOT	467.79	Office Supplies
2093	06/25/2018	Claims	1	31529	OLYMPIC SPRINGS	69.33	Sta 45 Drinking Water
2094	06/25/2018	Claims	1	31530	PACIFIC WELDING SUPPLIES INC	263.15	Project Supplies
2095	06/25/2018	Claims	1	31531	PARTSMASTER	438.31	Miscellaneous Consumable Items
2096	06/25/2018	Claims	1	31532	PREMERA BLUE CROSS	84.59	Medic Transport Overpayment
2097	06/25/2018	Claims	1	31533	PUGET SOUND ENERGY	2,854.99	Electricity
2098	06/25/2018	Claims	1	31534	JEFFREY D RYE	514.60	Tuition Reimbursement
2099	06/25/2018	Claims	1	31535	SAM BROWN SHIELDS INC	145.60	Helmet Shields
2100	06/25/2018	Claims	1	31536	SILVERDALE WATER DISTRICT	666.14	Water
2101	06/25/2018	Claims	1	31537	STERICYCLE	110.82	Medical Waste
2102	06/25/2018	Claims	1	31538	SUNRISE PEST MANAGEMENT	1,130.59	Pest Control
2103	06/25/2018	Claims	1	31539	TACOMA SCREW PRODUCTS INC	159.67	Saw & Drills
2104	06/25/2018	Claims	1	31540	MICHELLE TOMLINSON	144.96	Medic Transport Overpayment
2105	06/25/2018	Claims	1	31541	TOSHIBA FINANCIAL SERVICES	251.10	Admin Color Copier
2106	06/25/2018	Claims	1	31542	TRUSTEED PLANS SERVICE CORPORATION	2,845.14	July 2018 Retiree Medical
2107	06/25/2018	Claims	1	31543	UNUM LIFE INSURANCE COMPANY OF AMERICA	532.37	LEOFF 1 Long Term Care Insurance
2108	06/25/2018	Claims	1	31544	VERIZON WIRELESS	4,728.58	Cell Phones
2109	06/25/2018	Claims	1	31545	WAVE BROADBAND	876.95	High Speed Internet
2110	06/25/2018	Claims	1	31546	WEST PIERCE FIRE & RESCUE	9,066.75	Recruit Academy Fees
2111	06/25/2018	Claims	1	31547	ZOLL MEDICAL CORPORATION	171.61	Zoll Paper

001 GENERAL FUND

92,159.00

* Transaction Has Mixed Revenue And Expense Accounts

92,159.00

Claims: 92,159.00

We, the undersigned of Central Kitsap Fire and Rescue, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the checks noted above are approved for payment.

Chairman		Commissioner
Vice Chairman		Commissioner
Commissioner		Fire Chief
		Finance Director or HR Manager



June 25, 2018

RESOLUTION 18-10

**Award Purchase of Draft Commander 3000 to Sole Source Supplier
(Weis Fire & Safety Equipment Co.)**

PREAMBLE: Central Kitsap Fire & Rescue (CKFR) does not currently own a functional, mobile fire pump test pit for its own use and is currently utilizing a pump test pit that is off-site and requires additional travel time and leaves CKFR personnel without the use of the District's maintenance facilities and tools.

Weis Fire & Safety Equipment Co. is the manufacturer and sole source for the Draft Commander 3000 A/T Mobile Pump Lab (US Patent #7,827,860) and has the exclusive license of the 860 patent and the Draft Commander trademark. This product is believed to be the only product of its kind on the market today. This purchase would allow the District to station the Draft Commander at the District's maintenance shop facility and other locations as deemed necessary.

NOW, THEREFORE, based upon the foregoing, it is hereby resolved as follows:

1. For reasons stated above, the District hereby waives the formal bid law requirements in awarding the contract hereinbefore outlined, pursuant to the provisions of RCW 39.04.280, which allows formal bid law requirements to be waived where the requested equipment are limited to a legitimate sole source supplier. The District finds the pricing from Weis Fire & Safety Equipment Co. to be reasonable; and
2. The Fire Chief, or his designee, is hereby authorized and empowered, on behalf of the District, to purchase the referenced equipment in the total sum including sales tax, shipping, and licensing, not to exceed \$110,000.00 (including sales tax), which has been determined to be a reasonable sum, and to enter into all required negotiations and documentation of every kind and nature for this purchase with Weis Fire & Safety Equipment Co.

The foregoing Resolution was duly and regularly entered into at the District's Board Meeting held on the 25th day of June, 2018.

DICK WEST
Chairman & Commissioner

BOB MUHLEMAN
Vice Chairman & Commissioner

NATE ANDREWS
Commissioner

KEN ERICKSON
Commissioner

Attested to:

KENNETH BAGWELL
District Secretary

GUY EARLE
Commissioner



Weis Fire & Safety Equipment Co., Inc.

111 E. Pacific * P.O. Box 3467 * Salina, Kansas 67402-3467
785-825-9527 * 1-888-689-9347 * 785-825-9538 Fax

www.draftcommander.com

"It's a Weis Choice"



QUOTE FOR

The Draft Commander 3000® Mobile Fire Pump Testing & Training Model Number DC1911-3000 AT/AL/MC

Date: June 20, 2018

Proposal For: Central Kitsap Fire & Rescue

Attn: Brian Danskin

Address: 5300 NW Newberry Hill Road – Suite 101

City, State: Silverdale, WA 98383

Business Phone: 360-447-3614

Email: bdanskin@ckfr.org

We are pleased to submit a quote on our US Patent Draft Commander 3000® Mobile Fire Pump Testing & Training unit, model number DC1911-3000 AT/AL/MC, as per specifications for the sum of \$84,900.00 FOB Salina, Kansas. Suggested Regular Price is \$89,900.00 FOB Salina, Kansas.

Draft Commander 3000® Mobile Fire Pump Testing & Training Unit

<u>LIST PRICE</u>	<u>SALE PRICE</u>
\$89,900.00	\$84,900.00

Optional Equipment (not included in above price)

	<u>List Price</u>	<u>Sale Price</u>
➤ Draft Commander Mini Monitor Station for test (2) 1500 GPM trucks simultaneously	\$1,724.00	\$1,465.00
➤ Draft Commander Training Kit for Training Firefighters & Fire Pump Engineers	\$4,013.00	\$3,411.00
➤ Mounted Spare Tire with Custom Cover	\$808.00	\$687.00
➤ Draft Commander 3000 Full Size Custom Cover	\$1,885.00	\$1,602.00
➤ 6"- 30° Elbow used to relieve strain from fire hose and couplings and to provide better water flow	\$427.00	\$359.00

Delivery, Training, and On-Site Inspection

- Customer Pick-Up and One day on-site Training at our Salina, Kansas facility No Charge
- On-Site Inspection, Training, and Delivery to your location in Silverdale, Washington \$7,800.00
- Delivery is estimated to be 45-60 days from receipt of signed order

Payment Terms

50% down payment due within 15 days from date of signed quote and/or receipt of purchase order. Remaining balance due to be paid upon delivery/pick-up of the Draft Commander 3000®. If unable to make 50% down payment, a waiver fee of \$2,122.50 will be added to total cost of the Draft Commander 3000®. Please mark your preferred payment option.

_____ 50% down payment _____ Please add \$2,122.50 waiver fee

Terms:

Net due upon delivery/pick-up of the Draft Commander 3000®.

Prices are valid for 45 days

Gary L. Weis

Gary L. Weis
CEO of WFE/Fire Pump Maintenance &
Service Testing Consultant
Weis Fire & Safety Equipment Co., Inc.
gary.w@weisfiresafety.com

Accepted by: _____

Signed By: _____

Title: _____

Date: _____

Tax is not included in this price quote.

Purchaser will be responsible for paying any and all applicable sales tax to federal, state and/or local agencies.



To: Board of Commissioners
From: Scott Weninger, Fire Chief
Date: June 25, 2018
Re: "Pro" Committee Appointment for November Election

Action Requested

Appoint a maximum of three "pro" committee members who are registered voters in the Central Kitsap Fire District to craft a "pro" argument message for the voters pamphlet. The voters pamphlet will be mailed out to all households eighteen (18) days prior to the November 2018 General Election.

Background

Central Kitsap Fire & Rescue plans to put a measure on the ballot in November asking voters to restore the District's regular fire tax levy to \$1.50/\$1,000 AV.

***Per Kitsap County Auditor's Office Campaign Guidelines** – The legislative authority of a district that submits a ballot measure must appoint committees to draft arguments "for" and "against" the measure. Committees are limited to three members and shall appoint a chairperson as the primary point of contact.

If the district is unable to appoint a committee, they must notify the Auditor's Office in writing. [RCW 29A.32.280]

2018 General Election Submission Deadlines	
Election Date	November 6
Committee Appointment	August 7
Pro/Con Argument	August 13
Rebuttal	August 20

Recommendation

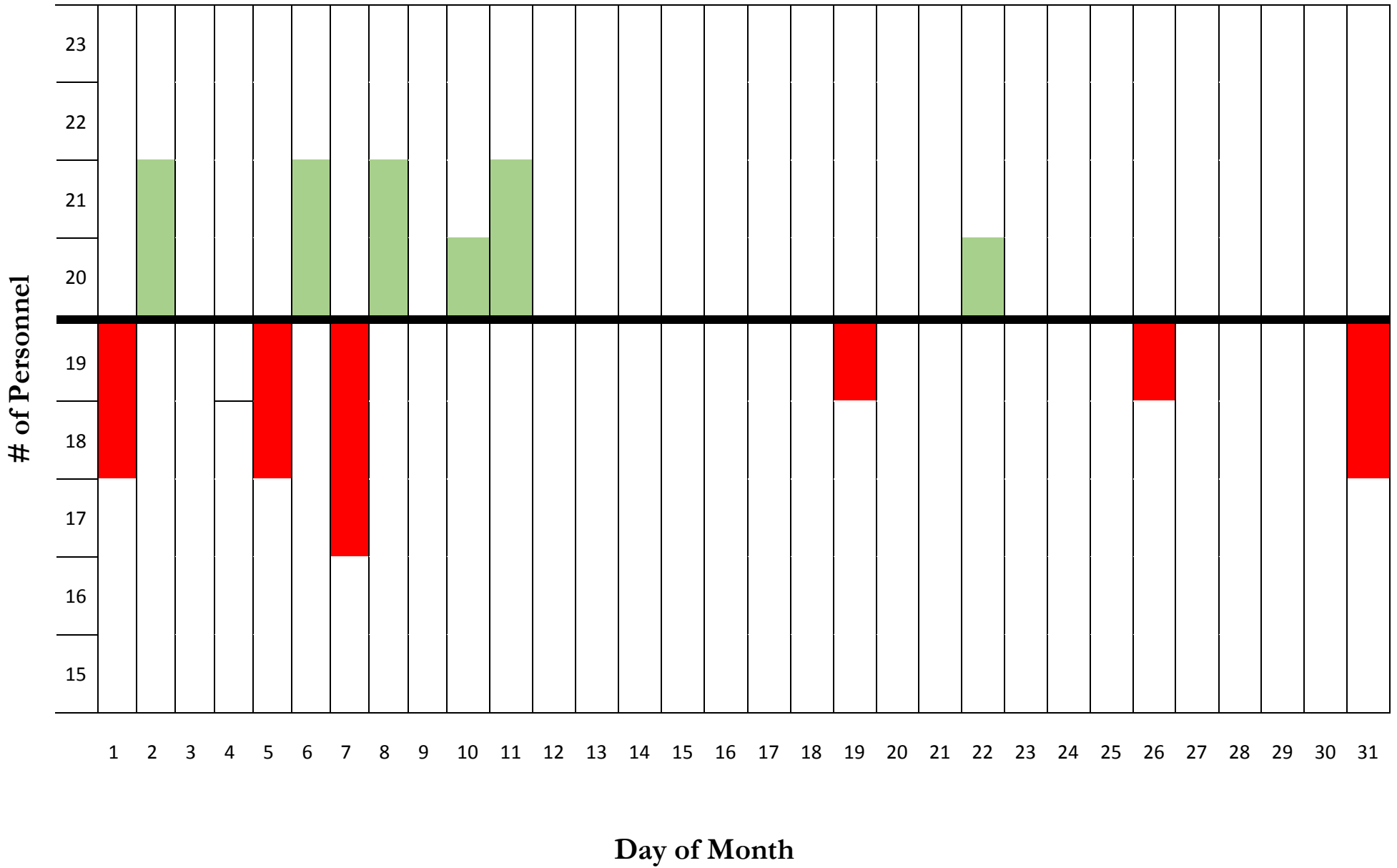
At this time, the recommendation is for the Board to discuss and appoint a maximum of three registered voters in the Fire District to serve on the "pro" committee.

Potential Action

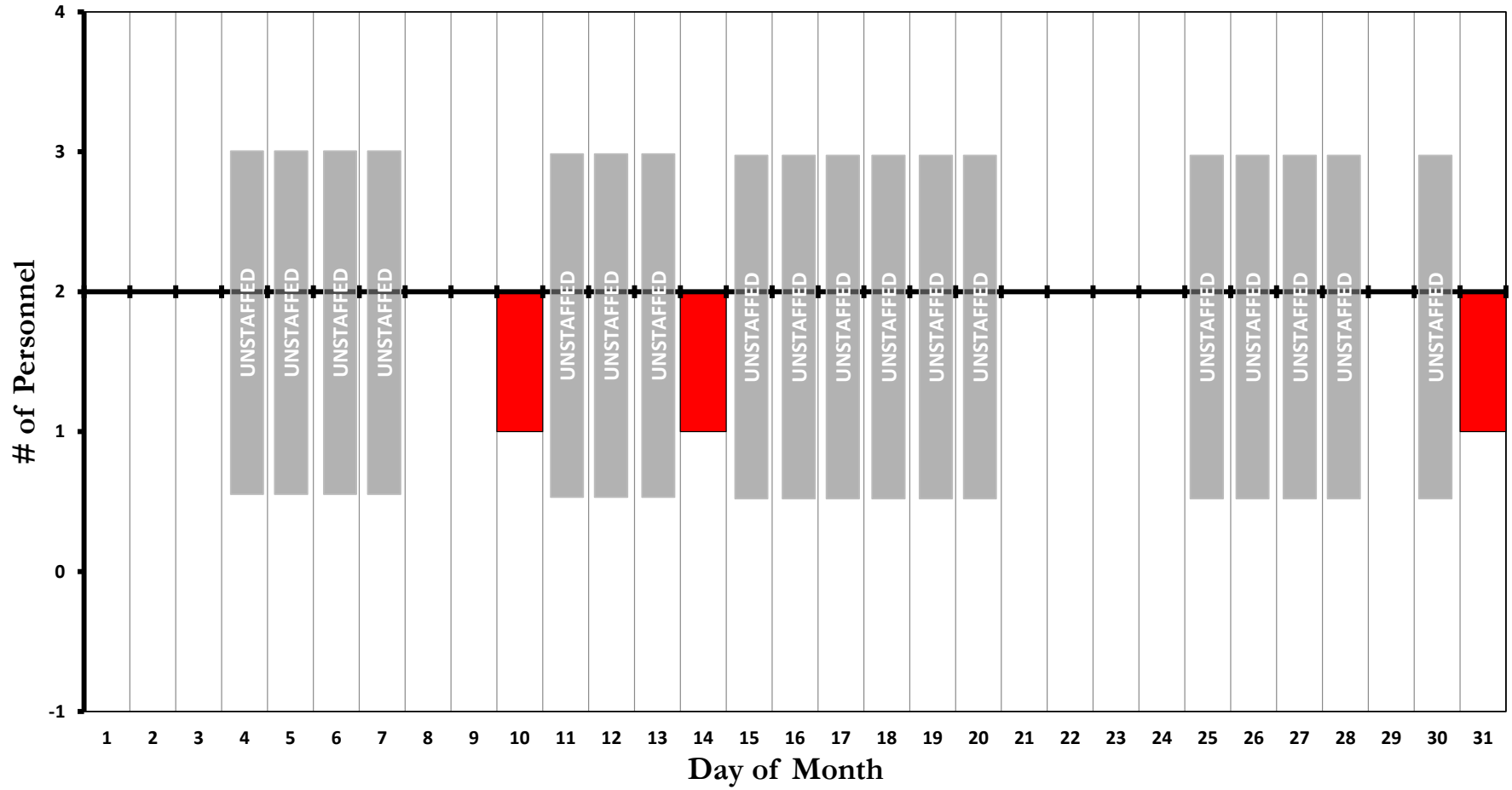
Motion to appoint a maximum of three members to the committee that will create an argument "for" Central Kitsap Fire & Rescue's November ballot measure.

Staffing Levels – May 2018 – Central Kitsap Fire and Rescue

3C.1

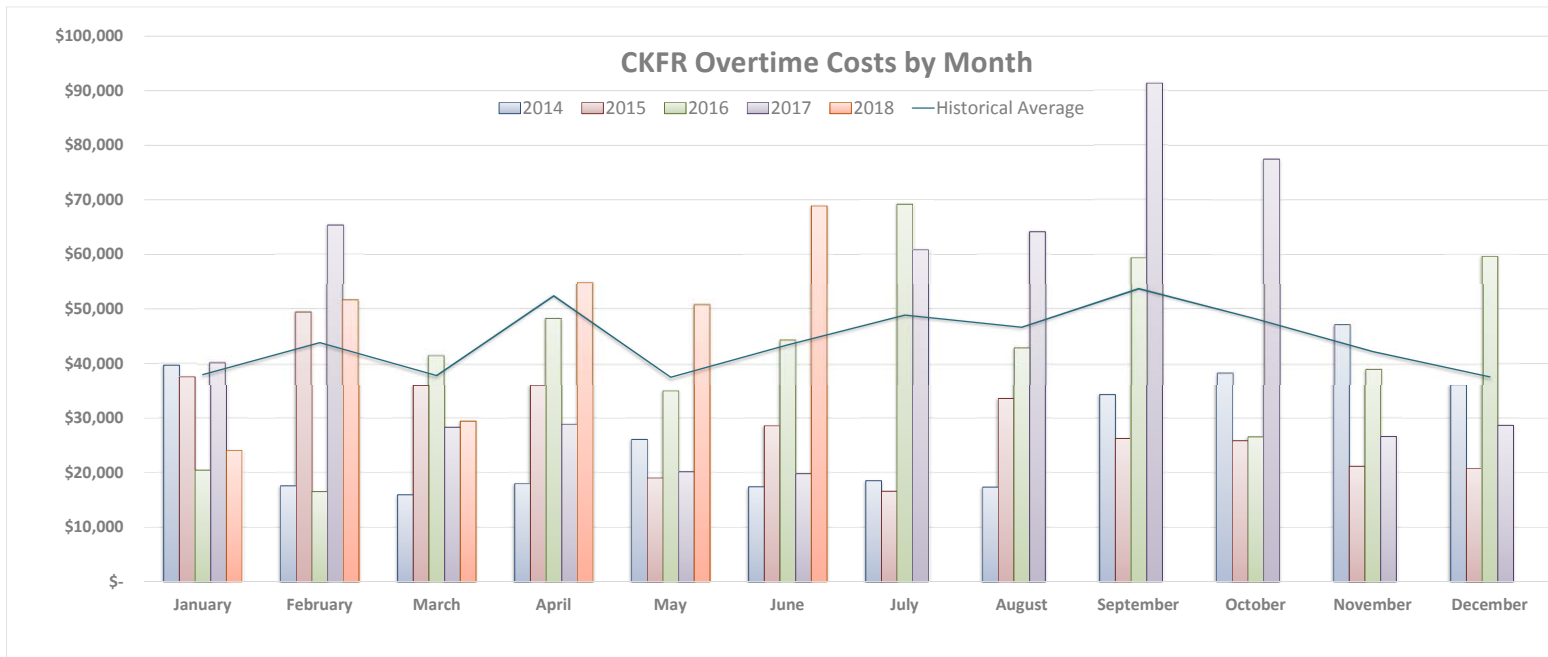


TDU Staffing May 2018 - Central Kitsap Fire & Rescue



CENTRAL KITSAP FIRE & RESCUE Overtime Costs by Month

Month	2013	% Spent	2014	% Spent	2015	% Spent	2016	% Spent	2017	% Spent	2018	% Spent	Utilization
January	\$ 65,710	9.26%	\$ 39,684	10.21%	\$ 37,563	9.26%	\$ 20,458	4.26%	\$ 40,283	8.06%	\$ 24,071	4.72%	8.33%
February	62,499	18.07%	17,587	14.73%	49,399	21.45%	16,530	9.12%	65,381	21.13%	51,577	14.83%	16.67%
March	75,712	28.74%	15,948	18.84%	36,014	30.33%	41,543	16.34%	28,300	26.79%	29,443	20.60%	25.00%
April	128,775	46.89%	17,962	23.46%	35,964	39.20%	48,246	26.38%	28,870	32.57%	54,788	31.34%	33.33%
May	73,900	57.31%	26,078	30.17%	19,021	43.89%	34,970	33.66%	20,178	36.60%	50,719	41.28%	41.67%
June	81,719	68.83%	17,410	34.65%	28,579	50.93%	44,322	42.89%	19,808	40.56%	68,868	54.78%	50.00%
July	79,183	79.99%	18,507	39.41%	16,580	55.02%	69,194	57.29%	60,841	52.73%		54.78%	58.33%
August	75,372	90.61%	17,347	43.87%	33,589	63.31%	42,938	66.22%	64,142	65.56%		54.78%	66.67%
September	57,230	98.68%	34,311	52.70%	26,271	69.79%	59,367	78.58%	91,399	83.84%		54.78%	75.00%
October	72,581	108.91%	38,399	62.58%	25,870	76.17%	26,559	84.11%	77,465	99.33%		54.78%	83.33%
November	77,176	119.79%	47,094	74.69%	21,175	81.39%	39,064	92.24%	26,620	104.66%		54.78%	91.67%
December	42,659	125.80%	36,100	83.98%	20,772	86.51%	59,602	104.64%	28,669	110.39%		54.78%	100.00%
Total	\$ 892,515	125.80%	\$ 326,428	83.98%	\$ 350,798	86.51%	\$ 502,793	104.64%	\$ 551,956	110.39%	\$ 279,466	54.78%	



Budget Remaining	\$ 230,719
Current Month Breakdown	
OT Bike Team	\$ -
OT CPR	181
OT Callback	12,220
OT Community Event	-
OT Computer Tech	506
OT Day Rate	1,354
OT Holdover	824
OT Instructor	2,233
OT Meeting	2,106
OT Military Leave	-
OT Misc	2,953
OT Off Shift Response	-
OT PM CE	2,882
OT Peer Review	-
OT SL Vacancy	24,080
Overtime Training	13,910
OT WOOC	5,619
OT Union Leave	-
Total	\$ 68,868

CENTRAL KITSAP FIRE & RESCUE

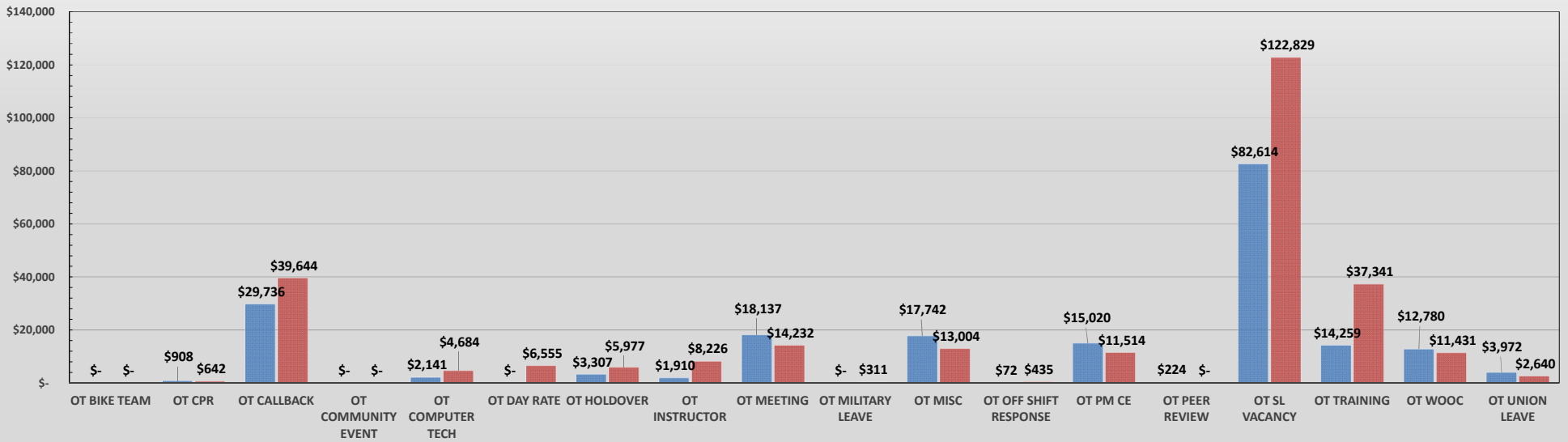
Overtime Costs by Month

2018 Categorial Overtime Detail By Month

Category	January	February	March	April	May	June	July	August	September	October	November	December	Total
OT Bike Team	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OT CPR	100	-	181	181	-	181							642
OT Callback	4,476	7,962	2,313	7,849	4,824	12,220							39,644
OT Community Event	-	-	-	-	-	-							-
OT Computer Tech	291	978	678	345	1,886	506							4,684
OT Day Rate		738	534	3,541	388	1,354							6,555
OT Holdover	1,933	1,389	339	731	761	824							5,977
OT Instructor	-	791	1,836	788	2,578	2,233							8,226
OT Meeting	521	4,367	3,746	2,857	636	2,106							14,232
OT Military Leave	131	-	-	181	-	-							311
OT Misc	710	-	78	8,956	306	2,953							13,004
OT Off Shift Response	-	435	-	-	-	-							435
OT PM CE	171	-	70	4,635	3,757	2,882							11,514
OT Peer Review	-	-	-	-	-	-							-
OT SL Vacancy	11,339	27,011	18,055	9,502	32,843	24,080							122,829
OT Training	575	7,906	1,615	11,442	1,892	13,910							37,341
OT WOOC	3,824	-	-	1,637	351	5,619							11,431
OT Union Leave	-	-	-	2,143	497	-							2,640
Total	\$ 24,071	\$ 51,577	\$ 29,443	\$ 54,788	\$ 50,719	\$ 68,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,466

Overtime Costs by Category

■ 2017 YTD ■ 2018 YTD





FINANCIAL REPORT FOR THE FIVE MONTHS ENDING MAY 31, 2018

Finance & Records Staff Activities

- Prepared and submitted the 2017 Annual Report to the SAO
- Began research and training for supporting role in the implementation of Operative IQ
- Successfully transitioned Accounts Payable (A/P) and payroll into one position
- Completed updates for the Cash Receipting and Vehicle Purchase & Title SOPs
- Began full records inventory of the admin building file room
- Attended WFCA Training in Chelan
- Began initial work for the 2019 budget season which officially begins in June
- Continued work to switch to electronic ACH payments for all payroll vendors

Report on Financial Position

As of May 31, 2018 total revenues exceeded expenditures by nearly \$1.42 million which was \$236,400 or 14.3% under budget for the period. Much of this unfavorable variance will be offset by planned fund transfers from the capital fund which will occur later in the year.

A comparison between the Agency's current and prior year fund balances is provided below. The current year balance totaled nearly \$19.68 million or \$2.64 million less than the prior year. The primary reason for the decrease is spending down the bulk of the bond project fund.

ENDING FUND BALANCES	May 2018	May 2017	Variance
General Fund	\$ 9,991,618	\$ 10,824,444	\$ (832,826)
Reserve Fund - General Liability	2,812,070	2,393,588	418,482
Debt Service Fund - Bond	1,036,304	1,005,396	30,908
Capital Fund - Bond Projects	619,631	3,279,764	(2,660,133)
Capital Fund - Facilities	3,732,087	3,518,077	214,010
Capital Fund - Apparatus & Equipment	1,400,666	1,275,017	125,649
Capital Fund - Fire Mitigation	-	25,540	(25,540)
Technical Rescue ILA	88,663	-	88,663
Total Balance of All Funds	\$ 19,681,039	\$ 22,321,826	\$ (2,640,787)



GENERAL FUND BUDGET VARIANCES

Operating Activity

Combined operating revenues exceeded budget expectations by \$202,800 or 2.1% primarily from higher than expected ambulance transport and other service revenue (\$99,800) and intergovernmental revenue (\$69,700).

The favorable tax revenue variance from the preceding months has leveled off as expected; however, intergovernmental and ambulance transport revenue will most likely remain higher than originally budgeted.

Total operating expenditures were under budget by nearly \$283,900 or 3.7%. Lower than expected legal costs and contingency fund usage are driving the favorable variances in professional services and contingency of \$67,600 and \$148,300 respectively. Combined salary and benefit costs are tracking close to budget year-to-date.

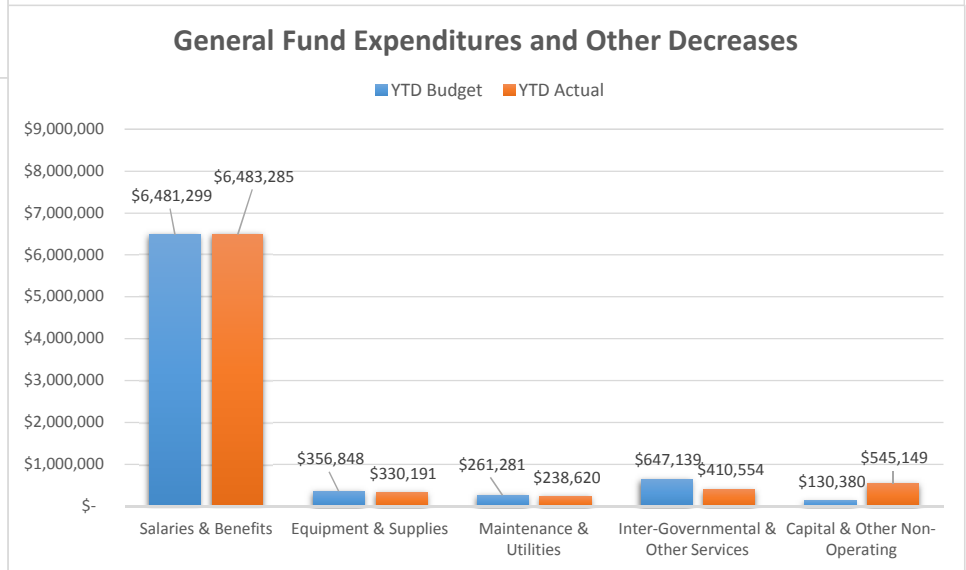
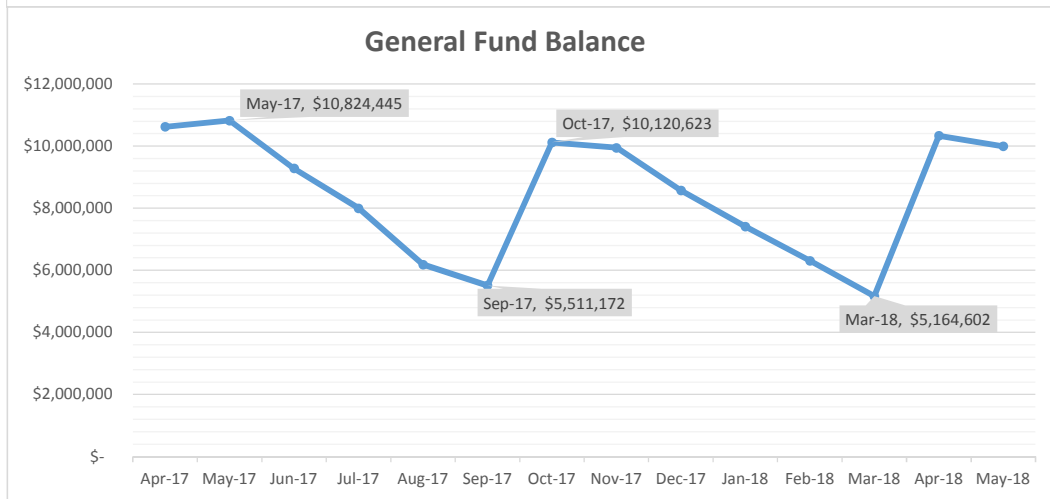
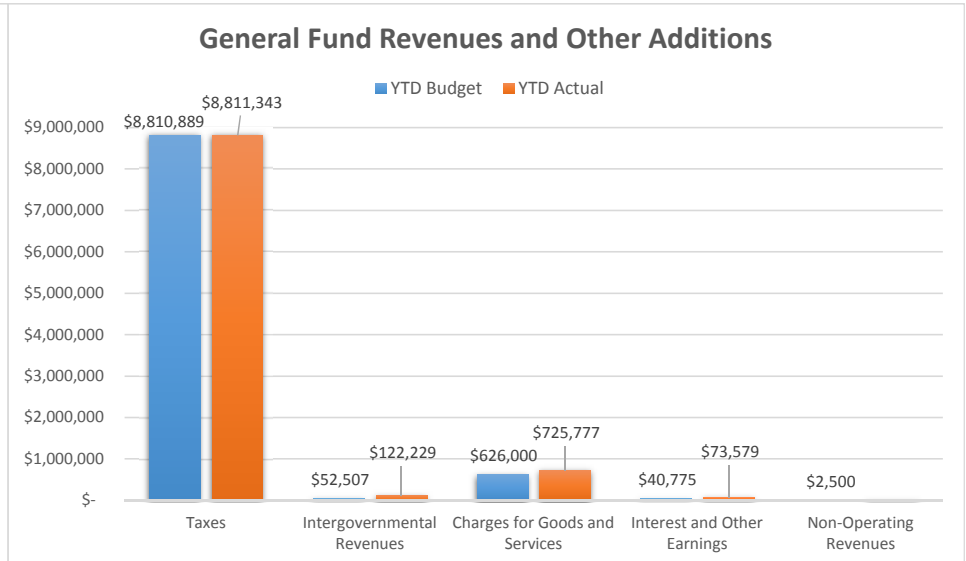
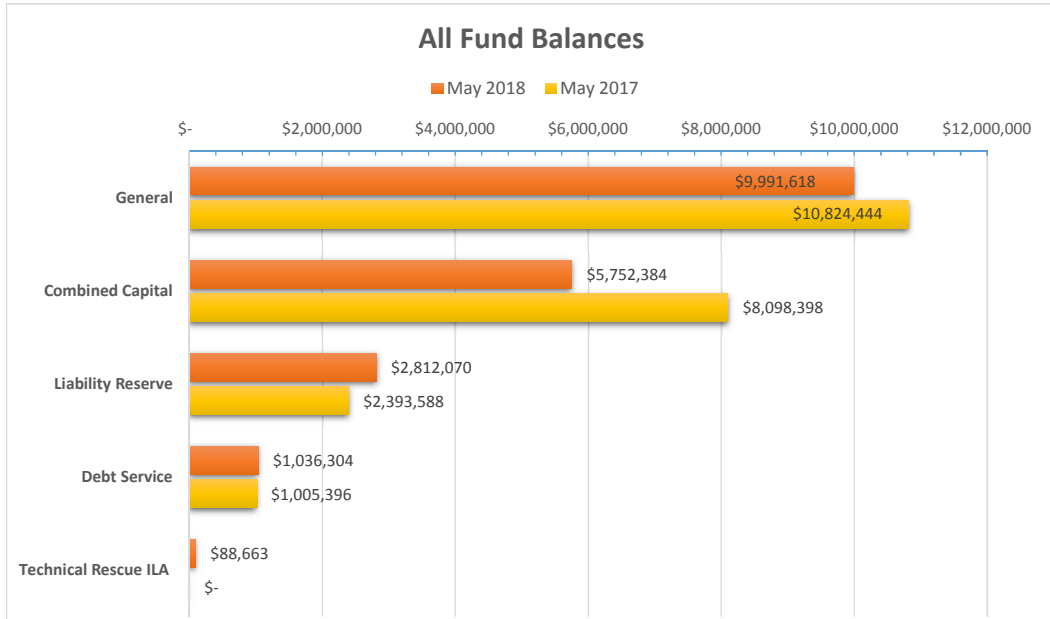
Non-Operating Activity

Non-operational activity – consisting primarily of capital expenditures and fund transfers – reflects an unfavorable variance of \$723,100. The variance in capital costs includes \$240,100 for new vehicles, servers and station upgrades that will be reimbursed from the capital fund in subsequent months. The remaining variance primarily consists of the \$385,000 fund transfer out to the liability reserve as previously discussed.

CENTRAL KITSAP FIRE & RESCUE
Statement of Fund Resources and Uses Arising From Cash Transactions
For The Five Months Ending May 31, 2018

	Total Budget	YTD Budget	YTD Actual	YTD Variance Over (Under)	Utilization 5 Mo = 41.7%
GENERAL FUND - 001					
Operating Revenue					
Taxes	\$ 16,736,220	\$ 8,810,889	\$ 8,811,343	\$ 454	52.6%
Intergovernmental Revenues	86,580	52,507	122,229	69,722	141.2%
Charges for Goods and Services	1,497,300	626,000	725,777	99,777	48.5%
Interest and Other Earnings	106,290	40,775	73,579	32,804	69.2%
Total Operating Revenues	18,426,390	9,530,171	9,732,928	202,757	52.8%
Operating Expenditures					
Salaries and Wages	12,393,460	4,987,076	5,002,085	15,009	40.4%
Personnel Benefits	3,781,735	1,494,223	1,481,200	(13,023)	39.2%
Subtotal Salaries and Benefits	16,175,195	6,481,299	6,483,285	1,986	40.1%
Office and Operating Supplies	741,225	289,008	258,740	(30,268)	34.9%
Fuel Consumed	135,600	56,500	59,351	2,851	43.8%
Small Tools and Minor Equipment	28,810	11,340	12,100	760	42.0%
Training and Travel	297,515	114,050	75,614	(38,436)	25.4%
Professional Services	578,005	271,880	204,293	(67,587)	35.3%
Communication	90,320	37,635	36,269	(1,366)	40.2%
Taxes, Operating Rentals and Leases	14,775	6,860	5,595	(1,265)	37.9%
Insurance	90,145	850	1,959	1,109	2.2%
Utility Services	165,600	84,219	72,609	(11,610)	43.8%
Repairs and Maintenance	349,530	139,427	129,742	(9,685)	37.1%
Other Fees and Contingency	375,795	163,805	15,461	(148,344)	4.1%
Elections and Kitsap 911 Contract	250,265	89,694	107,632	17,938	43.0%
Total Operating Expenses	19,292,780	7,746,567	7,462,650	(283,917)	38.7%
Net Operating Revenues (Expenditures)	(866,390)	1,783,604	2,270,278	486,674	-262.0%
Non-Operating Revenues (Expenditures)					
Sales and Leasehold Tax - Net	-	-	(477)	(477)	
Proceeds From the Sale of Assets	10,000	2,500	3,310	810	33.1%
Interfund Transfers	9,000	-	(309,156)	(309,156)	-3435.1%
Insurance Recoveries	5,000	-	-	-	
Capital Expenditures	(280,890)	(130,380)	(544,672)	(414,292)	193.9%
Total Non-Operating Revenues (Expenditures)	(256,890)	(127,880)	(850,995)	(723,115)	331.3%
Net Increase (Decrease) In Cash and Investments	(1,123,280)	1,655,724	1,419,283	\$ (236,441)	
Beginning Cash and Investment Balance	1,123,280	1,123,280	8,572,335		
Total Ending Cash and Investments	\$ -	\$ 2,779,004	\$ 9,991,618		

CKFR Financial Snapshot - May 31, 2018



2018 BUDGET POSITION

Central Kitsap Fire & Rescue
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001 GENERAL FUND

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	1,123,280.00	0.00	8,572,335.12	(7,449,055.12)	763.2%
310 Taxes	8,810,889.00	1,151,870.93	8,811,342.94	(453.94)	100.0%
330 Intergovernmental Revenues	52,507.00	19,542.24	122,229.10	(69,722.10)	232.8%
340 Charges For Goods & Services	626,000.00	132,175.17	725,777.43	(99,777.43)	115.9%
360 Interest & Other Earnings	40,775.00	22,025.07	73,579.43	(32,804.43)	180.5%
380 Non Revenues	960.00	0.00	0.00	960.00	0.0%
390 Other Financing Sources	2,500.00	205.00	3,310.08	(810.08)	132.4%
397 Interfund Transfers	0.00	0.00	75,874.28	(75,874.28)	0.0%
398 Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	10,656,911.00	1,325,818.41	18,384,448.38	(7,727,537.38)	172.5%
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Expenditures	Amt Budgeted	May	YTD	Remaining	
010 Admin Salaries	777,838.00	151,807.31	799,220.30	(21,382.30)	102.7%
020 Admin Benefits	282,978.00	54,589.82	268,675.35	14,302.65	94.9%
030 Admin Supplies	8,080.00	3,414.59	8,919.96	(839.96)	110.4%
040 Admin Professional Services	394,715.00	39,416.66	166,316.40	228,398.60	42.1%
050 Admin Intergovernmental	0.00	0.00	0.00	0.00	0.0%
210 Operations Salaries	3,860,618.00	778,445.35	3,831,381.56	29,236.44	99.2%
220 Operations Benefits	1,080,616.00	196,692.44	1,080,886.00	(270.00)	100.0%
230 Operations Supplies	207,105.00	38,561.42	188,377.66	18,727.34	91.0%
240 Operations Services	97,840.00	7,609.27	83,961.15	13,878.85	85.8%
250 Operations Intergovernmental	89,694.00	35,877.32	107,631.96	(17,937.96)	120.0%
310 Fire Prevention Salaries	33,479.00	6,693.63	34,406.71	(927.71)	102.8%
320 Fire Prevention Benefits	8,189.00	1,652.49	8,472.87	(283.87)	103.5%
330 Fire Prevention Supplies	7,330.00	745.00	8,572.99	(1,242.99)	117.0%
340 Fire Prevention Services	2,470.00	282.00	409.00	2,061.00	16.6%
440 Training Services-External	11,500.00	0.00	15,066.75	(3,566.75)	131.0%
451 Training Salaries	111,341.00	21,569.56	108,156.66	3,184.34	97.1%
452 Training Benefits	29,571.00	5,416.61	29,406.67	164.33	99.4%
453 Training Supplies	8,997.00	80.28	3,318.81	5,678.19	36.9%
454 Training Services- Internal	104,550.00	10,412.24	60,547.27	44,002.73	57.9%
510 Facilities Salaries	69,422.00	13,872.67	82,399.12	(12,977.12)	118.7%
520 Facilities Benefits	31,849.00	5,482.30	31,701.07	147.93	99.5%
530 Facilities Supplies	71,711.00	16,776.06	44,158.76	27,552.24	61.6%
540 Facilities Services	167,020.00	37,197.43	164,343.39	2,676.61	98.4%
610 Vehicle Maintenance Salaries	134,378.00	27,943.20	146,520.58	(12,142.58)	109.0%
620 Vehicle Maintenance Benefits	61,020.00	11,569.51	62,056.92	(1,036.92)	101.7%
630 Vehicle Maintenance Supplies	53,625.00	21,553.90	76,844.76	(23,219.76)	143.3%
640 Vehicle Maintenance Services	5,216.00	2,364.59	16,312.60	(11,096.60)	312.7%
740 Ambulance Billing Services	35,415.00	6,976.50	34,585.88	829.12	97.7%

522 Fire Control	7,746,567.00	1,497,002.15	7,462,651.15	283,915.85	96.3%
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580 Non Expenditures	960.00	0.00	477.00	483.00	49.7%
594 Capital Expenditures	130,380.00	174,367.66	544,672.08	(414,292.08)	417.8%
597 Interfund Transfers	0.00	0.00	385,030.00	(385,030.00)	0.0%

Fund Expenditures:	7,877,907.00	1,671,369.81	8,392,830.23	(514,923.23)	106.5%
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Fund Excess/(Deficit):	2,779,004.00	(345,551.40)	9,991,618.15		
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2018 BUDGET POSITION

Central Kitsap Fire & Rescue
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002 RESERVE-GENERAL LIABILITY FUND

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	2,409,594.74	(2,409,594.74)	0.0%
360 Interest & Other Earnings	0.00	4,475.20	17,445.43	(17,445.43)	0.0%
397 Interfund Transfers	0.00	0.00	385,030.00	(385,030.00)	0.0%
Fund Revenues:	0.00	4,475.20	2,812,070.17	(2,812,070.17)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
597 Interfund Transfers	219,000.00	0.00	0.00	219,000.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	219,000.00	0.00	0.00	219,000.00	0.0%
Fund Excess/(Deficit):	(219,000.00)	4,475.20	2,812,070.17		

2018 BUDGET POSITION

Central Kitsap Fire & Rescue
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201 BOND FUND- DEBT SERVICE

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	265,299.77	(265,299.77)	0.0%
310 Taxes	0.00	99,085.48	759,345.21	(759,345.21)	0.0%
330 Intergovernmental Revenues	0.00	0.00	8,479.74	(8,479.74)	0.0%
360 Interest & Other Earnings	0.00	1,525.24	3,179.31	(3,179.31)	0.0%
Fund Revenues:	0.00	100,610.72	1,036,304.03	(1,036,304.03)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
591 Debt Service - Principal Repayment	0.00	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	100,610.72	1,036,304.03		

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305 CAPITAL- APPARATUS/EQUIPMENT FUND

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	1,391,320.26	(1,391,320.26)	0.0%
360 Interest & Other Earnings	13,200.00	2,229.06	9,345.49	3,854.51	70.8%
397 Interfund Transfers	210,000.00	0.00	0.00	210,000.00	0.0%
Fund Revenues:	223,200.00	2,229.06	1,400,665.75	(1,177,465.75)	627.5%
Expenditures	Amt Budgeted	May	YTD	Remaining	
597 Interfund Transfers	100,000.00	0.00	0.00	100,000.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	100,000.00	0.00	0.00	100,000.00	0.0%
Fund Excess/(Deficit):	123,200.00	2,229.06	1,400,665.75		

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310 CAPITAL- FACILITIES FUND

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	3,613,424.86	(3,613,424.86)	0.0%
360 Interest & Other Earnings	36,000.00	5,907.44	24,521.48	11,478.52	68.1%
390 Other Financing Sources	225,935.00	18,828.03	94,140.15	131,794.85	41.7%
Fund Revenues:	261,935.00	24,735.47	3,732,086.49	(3,470,151.49)	*****%
Expenditures	Amt Budgeted	May	YTD	Remaining	
597 Interfund Transfers	1,862,200.00	0.00	0.00	1,862,200.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,862,200.00	0.00	0.00	1,862,200.00	0.0%
Fund Excess/(Deficit):	(1,600,265.00)	24,735.47	3,732,086.49		

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315 CAPITAL-FIRE MITIGATION AGREEME

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	75,854.02	(75,854.02)	0.0%
360 Interest & Other Earnings	0.00	0.00	20.26	(20.26)	0.0%
Fund Revenues:	0.00	0.00	75,874.28	(75,874.28)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
597 Interfund Transfers	0.00	0.00	75,874.28	(75,874.28)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	75,874.28	(75,874.28)	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

2018 BUDGET POSITION

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320 CAPITAL PROJECTS FUND- BOND

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	3,197,584.65	(3,197,584.65)	0.0%
340 Charges For Goods & Services	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	10,200.00	986.08	4,849.11	5,350.89	47.5%
Fund Revenues:	10,200.00	986.08	3,202,433.76	(3,192,233.76)	*****%
Expenditures	Amt Budgeted	May	YTD	Remaining	
592 Debt Service - Interest Costs	0.00	0.00	170.00	(170.00)	0.0%
594 Capital Expenditures	70,545.00	0.00	2,582,632.41	(2,512,087.41)	*****%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	70,545.00	0.00	2,582,802.41	(2,512,257.41)	*****%
Fund Excess/(Deficit):	(60,345.00)	986.08	619,631.35		

2018 BUDGET POSITION

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630 TECH RESCUE ILA

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	63,922.26	(63,922.26)	0.0%
380 Non Revenues	0.00	5,000.00	27,700.00	(27,700.00)	0.0%
Fund Revenues:	0.00	5,000.00	91,622.26	(91,622.26)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
580 Non Expenditures	0.00	1,450.00	2,959.40	(2,959.40)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	1,450.00	2,959.40	(2,959.40)	0.0%
Fund Excess/(Deficit):	0.00	3,550.00	88,662.86		

CKFR Organizational Goals August 1, 2017 – August 1, 2018

Fire Chief

Position CKFR with a sustainable financial future and share this vision during 'State of District' presentations in early 2018

During fall 2017, facilitate Economic Summit meetings to identify funding for 2020 and beyond

Review the adopted CKFR Strategic Plan during 2018

Pursue collaborative opportunities with other Kitsap County fire agencies

Focus on succession planning activities with Staff

Resolve vendor relationships and determine future direction of JMG/Readiness Center

Finance

Adopt 2018 budget – Provide BOC high-level forecast of revenue and expenditures for 2019

Update existing Finance SOPs including Travel, Charity Care and Capital Assets

Procure and implement software solution to update the purchase order process

Adopt a new budget document format to assist decision making of District services and capital assets

Explore acceptance of electronic payments and credit cards

Evaluate the cost benefit and feasibility of implementing a remote check deposit system

Plan for GEMT reimbursement implementation to enhance EMS transport revenue

Human Resources

Update all position descriptions

Complete internal staff function audit and reassign workflow to improve efficiency

Provide annual performance evaluations for all employees & volunteers

Negotiate successor CBA with non-uniform employees

Conduct exit interviews for all members leaving CKFR

Create and implement personnel action form that tracks changes in pay and benefits for placement into employees' files

Select and Implement HR software to increase efficiencies

Continue recruiting and hiring top talent for administrative and suppression vacancies

Operations

Produce a comprehensive Marketing/Branding Plan by August 1, 2018

Complete all Apparatus Bond purchases

Update runs cards for all Emergency Response Zones

Implement Performance Benchmarks for Fire Ground Operations

Implement Mobil CAD and AVL in all response Apparatus

Restructure Burn Permit Application and Enforcement process

Complete County Tech Rescue ILA Project

EMS

Provide annual HIPAA and high performance CPR training for all members

Develop methods to share EPCR Data with County EMS to facilitate standardized reporting

Ensure recertification documentation for all EMT's and Paramedics in July 2018

Safety

Enhance our employee health and wellness program

Conduct appropriate annual ergonomics and lifting technique training for all members

Focus the role of the safety committee to investigate injuries and strategies to reduce on-the-job injuries

Develop and implement a Rehab SOP and improve Rehab response capabilities

Training

Ensure all members meet and document minimum WAC annual training requirements

Collaborate to provide regional ICS and accountability training

Provide career path opportunities for future leaders including outside training

Conduct annual safe driving training for all members

- Organize quarterly MCO drills with mutual aid partners
- Obtain the use of one acquired structure for training annually
- Conduct annual promotion processes to establish adequate lists

Facilities

- Secure land for future fire station locations
- Develop a capital facilities improvement plan including new construction of facilities
- Develop plans to relocate facility maintenance and central supply to Admin campus
- Research mobile options to provide a pump test pit at Admin campus to increase efficiency

Fleet

- Develop fleet maintenance performance goals and SOP's
- Implement new fleet RMS software to increase recordkeeping, communication and inventory controls
- Maintain an updated 10-year capital apparatus plan

Volunteers/Grants

- Revise volunteer and resident program recruitment, retention, and performance requirements
- Evaluate Chaplain Program and recruit additional Chaplains
- Revise/re-write/review all Volunteer SOP's
- Rewrite the current volunteer entry process including on-boarding checklist

Central Supply

- Plan and implement an inventory control system for capital assets
- Provide outside evaluation of current purchasing and delivery processes to increase efficiency
- Consider establishing a central purchasing agent

Public Education

- Assemble a District Style Guide with standardized logo and brand specifications
- Continue annual Citizen's Advisory Committee meetings

Continue public education in District schools and public involvement in community events

Expand participation in our Kid's Day community safety event

Improve disaster preparedness on the CKFR website

Information Technology/Records

Maintain network data reliability and improve disaster recovery plan

Increase employee efficiency through software implementations across all divisions

Develop ITS hardware/software replacement schedule to ensure sustainability of network

Upgrade and replace District server and storage hardware

Upgrade Office applications across all District computers

Continue rolling migration of computer desktop replacements

Implement single sign on to reduce password complexities

Improve use and functionality of CKFR SharePoint or replacement software

Improve IT relationships between local fire agencies, find common areas to collaborate

Health and Wellness

Implement a comprehensive cancer prevention program

Conduct annual wellness physicals for all line Staff

Implement a comprehensive infectious disease prevention program

Conduct planning for next flu pandemic