

MEMORANDUM OF UNDERSTANDING

Central Kitsap Fire and Rescue AND South Kitsap Fire and Rescue

I. STATEMENT OF PURPOSE

This Memorandum of Understanding (MOU) is entered into, by and between Central Kitsap Fire and Rescue ("CKFR") and South Kitsap Fire and Rescue ("SKFR"), to explore collaborative opportunities that would mutually benefit both fire districts and ensure that citizens of Kitsap County receive high quality Fire and Emergency Medical Services (EMS) response.

Through collaboration, CKFR and SKFR desire to find efficiencies, reduce duplications in services, and enhance existing services. Based on the criteria, several program areas have been identified in Section III. Program areas will be evaluated based on feasibility, estimated costs, policy implications, and operational advantages.

II. BACKGROUND

CKFR and SKFR are two of the largest fire districts in Kitsap County. Both agencies are similar in size, culture, and operational models. Additionally, both agencies already work together through mutual aid and training programs. Central and South Kitsap areas are experiencing growth and require increased demands for service from both agencies.

About Central Kitsap Fire and Rescue

CKFR is a combination fire district providing Fire and EMS response to the central portion of Kitsap County. The fire district serves an area of approximately 115 square miles of land and 72,000 citizens. CKFR currently operates out of 10 fire stations and maintains a career staff of 117 employees and a volunteer program.

About South Kitsap Fire and Rescue

SKFR is a combination fire district providing Fire and EMS response to the southern portion of Kitsap County. The fire district serves an area of approximately 117 square miles of land and 77,000 citizens. SKFR currently operates out of 12 fire stations and maintains a career staff of 106 employees and a volunteer program.

In late 2020, Fire Chief Oliver and Fire Chief Faucett jointly issued a letter to the respective Board Chairs requesting to authorize staff to explore a list of potentially collaborative program areas. By the end of 2020, both Boards had appointed members to sit on a CKFR/SKFR Joint Committee to oversee staff work and provide direction. Through several meetings with

Operations Chief Officers and Labor Representatives, the Fire Chiefs have narrowed the original list of opportunities which are identified in Section III.

III. PROGRAM AREAS

July 5, 2021 Implementation

CKFR and SKFR personnel listed below are assigned to complete staff reports for the following program areas, using the schedule outlined in Section IV:

- 1. **Chaplain Programs**
SKFR (Lead Agency): Matt Million, Colleen Simpson
CKFR: Rick O'Rourke, Joe Schweiger

- 2. **Rehab/Air Support Volunteers**
SKFR (Lead Agency): Jon Gudmundsen, Joe Guseman
CKFR: JD Tollefson, Dave Stebor

- 3. **Inventory and Purchasing of Medical Supplies**
CKFR (Lead Agency): Eric Chamberlain, Trevor Stanley
SKFR: Matt Million, Brian Dyste

- 4. **Peer Support Teams**
CKFR (Lead Agency): Justin Brown, Jeff Sorenson
SKFR: Jon Gudmundsen, April Ramirez

- 5. **Emergency Coverage**
CKFR (Lead Agency): Jeff Sorenson, Rick O'Rourke
SKFR: Jon Gudmundsen, Josh Hurguy

Future Ventures

As the initial 5 staff reports come to fruition, then the agencies may pursue the following opportunities:

- 1. Joint Position-Specific Development Classes CKFR – Lead
- 2. After-Hours Chief Officer Coverage (IMT, Procedures, Policy) SKFR – Lead
- 3. Inventory and Purchasing (Fire Supplies)
- 4. Apparatus Specifications (Medics, Brush, Command) SKFR – Lead
- 5. Fire Training Academy (2022 Volunteer, Career Strategic Plan)
- 6. Combine Training Divisions CKFR – Lead
- 7. Training Move-ups CKFR – Lead
- 8. Wellness and Fitness Ventures and Purchases SKFR – Lead
- 9. PIO & Public Education
- 10. Information Technology Services (Strategic, Future Vision)
- 11. Firefighter/Paramedic Recruitment (HR)

- 12. Ambulance Billing
- 13. Fleet Services
- 14. Facility Services
- 15. Human Resources

IV. TIMELINE

Outlined below is the timeline of work that has already been completed, and the anticipated work going forward:

<i>October 2020</i>	Letter from joint Fire Chiefs to respective Board Chairs
<i>November 2020</i>	Discussions at respective Board of Commissioner (BOC) meetings
<i>January 25, 2021</i>	Fire Chiefs met with Operations
<i>February 4, 2021</i>	BOC Assigned Committees and met with Fire Chiefs
<i>February 23, 2021</i>	Fire Chiefs met with Labor Executives
<i>March 16, 2021</i>	Fire Chiefs met with Operations, Labor Executives and Labor Teams
<i>March 22, 2021</i>	MOU introduced during CKFR BOC meeting
<i>March 25, 2021</i>	MOU introduced during SKFR BOC meeting
<i>April 6, 2021</i>	Fire Chiefs meet with BOC assigned committees
<i>April 8, 2021</i>	SKFR BOC authorizes Chief Faucett to sign MOU
<i>April 12, 2021</i>	CKFR BOC authorizes Chief Oliver to sign MOU
<i>April 19, 2021</i>	Staff reports are due to Operations Divisions for review
<i>(TBD) Week of April 26</i>	Staff report review period (Operations)
<i>(TBD)</i>	Fire Chiefs meet with BOC assigned committee somewhere between these two meetings
<i>May 10, 2021</i>	Fire Chiefs meet with Operations
<i>May 24, 2021</i>	Staff reports, Executive summary presentation to CKFR BOC
<i>June 2021 (TBD)</i>	Joint CKFR/SKFR Board meeting
<i>July 5, 2021</i>	Implementation date for the Top 5 program areas

V. UNDERSTANDINGS

As the parties' desire to expand opportunities for a mutually beneficial partnership, this MOU sets forth preliminary understandings for staff reports to be completed in these areas.

The parties hereby agree that they share the following understandings and commit to using their best efforts to work collaboratively to fulfill these understandings. This MOU and future actions under it are subject to review and approval by each entity's Board of Fire Commissioners. A future Memorandum of Agreement (MOA) or similar agreement(s) between the parties will provide additional details and commitments regarding shared operations.

VI. DURATION/TERMINATION

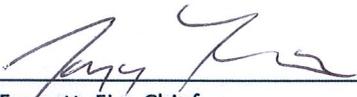
Each party shall have the right to terminate the MOU by giving 90-days written notice to the other party.



John Oliver, Fire Chief
Central Kitsap Fire and Rescue

4-13-21

Date



Jeff Faucett, Fire Chief
South Kitsap Fire and Rescue

4/15/21

Date