

Stewardship Committee Handbook



Kitsap County Parks and Recreation



614 Division St. MS-1
Port Orchard, WA 98366
Phone: (360) 337-5350
Website: www.kitsapgov.com/parks/

June 2017

The success of a society lies in the willingness of its citizens to give of themselves, to perform or give a service of their own free will. The only “gift” is a portion of thyself.

Ralph Waldo Emerson, poet and philosopher

TABLE OF CONTENTS

1. Welcome to Kitsap County Parks and Recreation Stewardship Program
2. General Information
 - 2.1. Contact Information
 - 2.2. Office Hours
 - 2.3. Board of County Commissioners
 - 2.4. Parks and Recreation Advisory Board
 - 2.5. Park Staff
3. History and Background
 - 3.1. Location and Access
 - 3.2. Geomorphology
 - 3.3. History and Development of Kitsap County
 - 3.4. History of the Parks Department
4. Park Stewardship Program Administration
 - 4.1. Starting Out
 - 4.2. Dress Code
 - 4.3. Restrictions on Work
 - 4.4. Volunteer Standards and Ethics
 - 4.5. Typical Roles and Functions
 - 4.6. Resignation/Termination
 - 4.7. Safety
 - 4.8. Volunteer Agreement
 - 4.9. Volunteer Insurance
 - 4.10. In Closing...

(Continued on other side)

5. Keeping Safety in Mind
 - 5.1. Injury to Volunteers
 - 5.2. Injury to the Public
 - 5.3. Yellow Jacket Wasps
 - 5.4. Hypothermia

6. Forms
 - 6.1. Volunteer Agreement
 - 6.2. Personal Equipment Use Permit
 - 6.3. Volunteer Accident Report

7. Addendums (Trail Plan, Weed Management Plan, etc.)

1. Welcome to the Stewardship Program

The Kitsap County Park Volunteer program is dedicated to preserving, protecting, and restoring the natural and cultural resources within Kitsap County Parks for current and future generations. Volunteers are encouraged to work as a team with the Kitsap County Parks and Recreation Department to contribute to the quality of the parks, facilities, and programs that serve our entire community.

The role of the Park Stewardship Program is to enhance the objectives of the Kitsap County Parks and Recreation Department and to promote a partnership between the County Parks Department and the community it serves. A Park Stewardship Committee is a group of citizens interested in helping the Kitsap County Parks and Recreation Department implement a Park Master Plan or Park Stewardship Plan for a park property. They typically work with little guidance from staff. They handle most of the park maintenance and park needs. Volunteer stewards are an integral part of the management and protection of the County's park lands. Kitsap County Parks Department believes that community volunteers help to enrich programs, promote a positive environment, and improve community relations.

Park Stewardship Committees currently exist for the Hansville Greenway, North Kitsap Heritage Park, Carpenter Lake, Silverdale Dog Park, Anderson Landing, Illahee Preserve, Nick's Lagoon, Guillemot Cove, Newberry Hill Heritage Park, Howe Farm Dog Park, Howe Farm, Harper Park, Banner Forest, and Bandix Dog Park.

This handbook covers general information you need to know. Subjects include your safety and the safety of the public, your responsibilities, administrative procedures, and volunteer standards and ethics. It is important that you read this handbook, as we expect you to follow the policies and procedures contained in it. Along with the handbook, staff members will provide guidance and answer any questions you may have.

We look forward to having you join our team. Thank you for volunteering to help us preserve, protect, and manage county park lands. If you have any further questions, please feel free to contact me.

Lori Raymaker
Park Stewardship Coordinator
(360) 337-5372
Lraymaker@co.kitsap.wa.us

2. General Information

2.1. Contact Information

Some names and phone numbers that might be useful to you:

Lori Raymaker, Park Stewardship Coordinator.....	Office (360) 337-5372 Cell Phone (360) 204-2959 Lraymaker@co.kitsap.wa.us
Dori Leckner.....	Office (360) 337-5362 Cell Phone (360) 340-6655 dleckner@co.kitsap.wa.us
Park Office.....	(360) 337-5350
Kitsap County Parks Website.....	http://www.kitsapgov.com/parks/
Kitsap1.....	(360) 337-5777 or (800) 825-4940
Emergencies.....	911
To report injuries.....	Contact Lori Raymaker or Dori Leckner

2.2. Park Office Hours

Monday - Friday	Hours vary with the season. Check webstie for current hours.
Saturday, Sunday, Holidays	Closed

The County observes the following holidays:

New Years Day	January 1
M. L. King Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday and Friday in November
Christmas Day	December 25

For all properties open to the public, operation hours are daylight hours (1 hour before sunrise and 1 hour after sunset). Lake parks and all Restrooms are closed from Oct 1 – March 31.

2.3 County Commissioners

Kitsap County government exists to protect and promote the safety, health and welfare of our citizens in an efficient, accessible and effective manner.

DISTRICT 1 (North County) – **Robert Gelder**
Term expires December 2020

DISTRICT 2 (South County) – **Charlotte Garrido**
Term expires December 2020

DISTRICT 3 (Central County) – **Ed Wolfe**
Term expires December 2017

2.4. Parks and Recreation Advisory Board

The Kitsap County Parks and Recreation Advisory Board is made up of nine members, three each from the three County Commissioner Districts. The Board functions as an interface between the community and the County. The Board provides advice to the Commissioners and the Director of Parks and Recreation concerning acquisition, development and administration of parks and recreation facilities throughout the County. The Board also works on special projects as they are brought forward for consideration. Board meetings are the third Wednesday of the month at 6:00 pm (time is subject to change, check website) and are open to the public. Meeting locations and agendas can be found on the website at <https://spf.kitsapgov.com/parks/Pages/PRAB.aspx>

Current Members

North Kitsap District #1	Central Kitsap District #3	South Kitsap District #2
Kathryn Thompson	Frank Stricklin	Ani Gatz
John Grinter	Elizabeth Grady	Joanne Clark
Tleena Ives	Jon Pearson	Larry Walker

2.5. Parks Staff

The Kitsap County Park staff is committed to providing quality-of-life enhancing opportunities through the management of natural areas and specialized facilities, fostering community stewardship, and offering an outstanding service-oriented environment.

Parks and Recreation Director:	Jim Dunwiddie
Parks Resource Superintendent	Dori Leckner
Parks and Open Space Planner	Steven Starlund
Park Project Coordinator	Ric Catron
Park Stewardship Coordinator	Lori Raymaker
Parks Maintenance Supervisors	Brian Hauschel Bret Steck
Park Maintenance Staff	Griffin Bassen John Lester John Reyes David Baber Bert Montgomery Dick Nelson Troy Chung-Hoon Joshua Palmer Don McKinney Jeremy Collins

3. History and Background of Kitsap County (From the 2012 Parks and Recreation Open Space Plan)

3.1. Location and Access

Kitsap County, 396 square miles in size, is situated on and constitutes the majority of the Kitsap Peninsula. To the east of the peninsula is Puget Sound, and beyond that, the Seattle - Everett - Tacoma Metropolitan area and the Cascade Mountains, which are accessible by five ferry routes and the Tacoma Narrows Bridge. To the north is Admiralty Inlet, the mouth of Puget Sound. To the west, the County borders Hood Canal. Beyond that are the Olympic Peninsula and the Olympic Mountains, which are accessible via the Hood Canal Bridge near Port Gamble in North Kitsap County, and State Highway 3, which connects to Highway 101 south of the County. State Hwy 3 is the only non-bridged road access to the Kitsap Peninsula. Bainbridge and Blake Islands are also included within the County. Bainbridge Island is connected by the Agate Pass Bridge and Blake Island, a State Park, is accessible only by boat.

3.2. Geomorphology

Ten thousand years ago all of the Puget Sound Basin, including Kitsap County, was covered by a continental glacier a mile high. That glaciation flattened the landscape of the County and deposited primarily tills (unsorted mixtures of clay silts, sand, gravel and larger rocks that were eroded by the glacier; carried in, on, and under the ice; and deposited as the ice melted) with pockets of better sorted silts, sands and gravels. These tills and pockets of soil are the foundation for the County's soils, and the reason for the number of wetlands in the County. The flattening effect of the glaciers created a relatively level landscape, with the rolling Gold (1,761' elevation) and Green (1639' elevation) Mountains as the highest points in the County. Along with this flattening effect, the land was also depressed by the weight of the ice. Since the ice melted, the "rebound" of the land, relative to sea level, has resulted in many of the county's streams being deeply incised, as the streams cut through the soils to reach sea level. The County contains no major rivers, a number of small lakes, and approximately 228 miles of saltwater shoreline. Another interesting note is that Kitsap County is located between the only two U.S. fjords outside of Alaska – Puget Sound and Hood Canal.

3.3. History and Development of Kitsap County

With the extensive shoreline on Puget Sound and limited access by land, access to Kitsap County as it was developing in its early history was via water. The "Mosquito Fleet" of small private boats which transported people and goods around Puget Sound from the 1850's through the 1930's had at least 24 docks to visit along the shoreline of Kitsap County. Subsequent development in the County has followed that pattern, with the cities and population concentrations in the County either on Puget Sound or emanating from those original Puget Sound settlements. Kitsap has historically been rural with 70% of county residents living in unincorporated areas. Development of the County has been

spurred over time by the second home market for Seattle/Tacoma residents; the U.S. Navy, with facilities throughout the County, most notably Puget Sound Naval Shipyard and the Naval Base at Bangor; as a retirement destination, and; as a bedroom community for the Seattle/Everett/Tacoma metropolitan area. The County, as the third smallest geographically and sixth largest in population, has the third highest population density of Washington's thirty-nine counties, with 607 people per square mile.

3.4 History of the Parks Department

Kitsap County had accumulated a few park sites by donation prior to 1960. That year the Board of County Commissioners appointed a three member Park Board and a Park and Recreation Administrator to care for those lands. In the mid-1960's, a bond issue was passed by the voters to generate funds which were leveraged with grants from the Washington State Interagency Committee for Outdoor Recreation to acquire and develop a number of waterfront parks at Horseshoe Lake, Wildcat Lake, Wick's Lake, Buck Lake and Point No Point. A Park Department was created by the Board of County Commissioners in 1971 to develop and maintain the growing park system. Salsbury Park, Gordon Field, Veteran's Memorial Park and Silverdale Waterfront Park were subsequently acquired and developed. Village Greens Golf Course and Anderson landing were purchased in the mid 1970's. Surplus Navy lands in the County were acquired over time. In 1991, the Board of County Commissioners enacted a Conservation Futures Levy and the County began an aggressive acquisition program, using the levy fund to purchase valued open space and park lands throughout the County. By 1994, the County park system consisted of 1,251.7 acres with just one conservation futures property (Guillemot Cove) having been acquired. By 2000, the park system had grown to 2,093.7 acres. The County's 2000 Open Space Plan prioritized purchasing regional and waterfront park sites, and over 3,500 acres of land had been acquired by the County by 2006. Most of that acreage was concentrated in large "Heritage Park" sites in North, Central and South Kitsap County (North Kitsap Heritage Park, Illahee Forest Preserve Heritage Park, Coulter Creek Heritage Park and Banner Forest). The remainder is waterfront property or important habitat lands purchased for preservation. February 12, 2014, Kitsap County purchased the first 535 acres of forestland in the Port Gamble area, later to be named the Port Gamble Heritage Forest. Subsequent purchases have continued to grow this park into the largest Kitsap County park property to date.

4. Park Stewardship Program Administration

4.1 Starting Out

Volunteers receive no compensation from Kitsap County for their volunteer activities and are classified as unpaid Kitsap County Park staff.

Park Stewardship programs are open to all who are interested in volunteering to work in the park. Each Stewardship group is responsible for setting up their own administration. Stewardship Groups should have regularly scheduled public meetings at least quarterly but may be more often depending on the group's level of activity. All Stewardship Group meetings are public meetings and must be held in a public location. Each group should elect a chairperson and secretary at the very least to help them facilitate and keep records of these meetings.

As an official Kitsap County stewardship group, your meetings are open to the public and your group must take notes or minutes to record what was discussed at the meeting. These notes will be made public. All Kitsap County Park Stewardship communication is subject to the Public Disclosure Act. Members of the group can have individual meetings to brainstorm thoughts, but all decisions for the group must be made at a public meeting.

Each stewardship group is responsible for submitting an Annual Work Plan to the Kitsap County Parks Department in December of each year. Annual Work Plans must be approved prior to volunteers commencing work on any projects. If a project does not appear on the Annual Work Plan, the stewardship group must get permission for the project from the Parks Department prior to beginning any work on or towards the project.

4.2. Dress Code

As representatives of the County, volunteers must present a professional image to the public. Volunteers shall dress appropriately for the conditions and performance of their activities.

4.3. Restrictions on Work

In order to protect volunteers from potential hazards, there are some restrictions placed on the types of activities you can do. These include:

- All volunteers must be registered as volunteers with Kitsap County Parks.
- Volunteers may not drive County vehicles unless given special authorization from the Park Superintendent.
- Motorized vehicles may not be operated within Kitsap County parks without authorization from the Park Superintendent or designee. Volunteers, having the potential of operating a personal vehicle, will be required to provide the Department a

copy of vehicle insurance certificate. A placard will be issued and must be displayed on the vehicle dashboard whenever it is being driven within the park. Driving is limited to established park and forest service roads. Vehicles shall not exceed 5mph. Drivers are required to stop to allow pedestrians/ bicycles to pass, and required to turn off the engine to allow equestrians to pass (do not overtake an equestrian unless the equestrian motions them to do so).

- Volunteers must have a Personal Equipment Use Permit on file with the Parks Department, in order to use personal heavy equipment.
- Volunteers must be current on their Chainsaw Safety training (must be renewed every 2 years) in order to use a chainsaw. Volunteers are not authorized to fell any tree over 6” in diameter during their approved volunteer duties.

4.4. Volunteer Standards and Ethics

Below are some of Kitsap County’s expectations for you while acting as a volunteer:

- Volunteers must be courteous to the public at all times. If a situation develops for which you need assistance, please consult County staff.
- Under no circumstances will a volunteer be permitted to use the services of any County office, facility, or employee for the procurement of anything for personal use, or be permitted to convert to their personal use any County owned material, equipment, or services. A volunteer may not use the County’s name to request and receive special discount privileges or special services from County suppliers of materials, equipment, or services, except as authorized by County policy. Personal use of County telephones and computers must be kept to a minimum and preferably for emergency use only.
- Smoking is prohibited in all County offices and buildings and in County vehicles.
- Some of you may have access to confidential information. This information must be kept confidential and may not be disclosed to anyone except County personnel. Volunteers are not entitled to use this information for any non-County purpose.
- A volunteer may not engage or participate in any religious, legal, or partisan activity to promote a particular candidate or one side of a political issue while on duty or representing the County.
- Volunteers may not be under the influence of drugs (unless prescribed by a physician) or alcohol while performing their duties with the County. Volunteers should not work while under the influence of any medication that impairs judgment or physical ability.
- Volunteers are expected to treat their co-workers with respect and courtesy at all times. If a conflict arises that cannot be resolved between fellow volunteers or County staff, the supervisor should be informed immediately.
- Volunteers must obey all land use regulations and codes, including dogs must be on leash. Copies will be available upon request.
- Volunteers cannot receive any gifts, monies, etc. for or towards compensation for their County volunteer services.
- Volunteers must observe the same rules and policies as Kitsap County paid staff.

4.5. Typical Roles and Functions

Kitsap County Parks Department

- Make available staff and resources to respond to emergencies, public safety concerns or other stewardship needs that are beyond the capabilities or resources of the stewardship group
- Include in Kitsap County's capital facilities plan funding for capital improvements, property acquisitions or major projects supporting the stewardship goals
- Provide staff assistance, equipment, training, and other resources to assist stewardship volunteers where appropriate
- Provide legal assistance and representation as may be appropriate to the stewardship roles
- Provide overall supervision of and guidance to the stewardship group concerning the functions allotted to it
- Assist and process grant applications identified as useful to and consistent with the stewardship goals

Stewardship Group

(The following functions are subject to Kitsap County Parks' oversight)

- Recruit and organize volunteers
- Seek corporate and individual donations and organize and assist in the identification of possible grant opportunities
- Organize work parties to carry out projects consistent with the stewardship goals and Annual Work Plan
- Provide opportunities for ADA accessibility to designated portions of the park if appropriate
- Manage usage of the trail system by people and pets
- Operate a volunteer "eyes and ears" program for monitoring visitor use and natural conditions. Report inappropriate visitor use and safety issues to Kitsap County Parks or Kitsap County law enforcement as appropriate

Joint Functions

- Property and easement acquisition
- Site-planning elements and capital improvements
- Policy decisions on resource management and usage of the Park
- Identifying and pursuing grants that may be advantageous to the Park

Performance of Functions:

The stewardship group will perform its functions as available volunteers and financial resources allow. Likewise, Kitsap County Parks' performance of its functions will be subject to staffing and budgetary constraints.

4.6. Resignation / Termination

A volunteer may resign from his/her volunteer position at any time and for any reason. Although prior notice is not required, it is appreciated. The volunteer should notify the Park Stewardship Coordinator as well as the volunteer's staff support person.

The County has the right to terminate its association with a volunteer at any time and for any reason, with or without notice.

4.7. Safety

The safety and health of staff and volunteers is important. If in your work you should encounter an unsafe situation or observe others working in an unsafe manner:

- If possible, resolve the situation.
- Report any ongoing safety problems to appropriate staff.

Chainsaw

Only volunteers who have passed the Chainsaw Safety training class are allowed to use a chainsaw on County Park property. Volunteers must use all Personal Protective Equipment required by Kitsap County and OSHA. Training must be renewed every two years.

Heavy Equipment (Mowers, tractors, backhoes, etc.)

In order to use personal heavy equipment on County Park property, volunteers must have a Personal Equipment Use Permit on file with Kitsap County Parks. Volunteers must also abide by all safety protocols set forth by Kitsap County and OSHA.

We encourage your ideas and suggestions about how we can create a safer environment for volunteers. (See Section 5 for more safety information.)

4.8. Volunteer Agreement

Volunteers will be asked to sign an agreement and waiver of liability. To protect yourself and the County, we must have your signed agreement and waiver on file before you participate in any volunteer activity for the County.

4.9. Volunteer Insurance

Volunteer activities, like those of paid staff activities, present a risk and liability exposure to both the volunteer and Kitsap County. Insurance coverage applies to all Registered County volunteers. Registered County volunteers must have a completed Volunteer Agreement on file or the volunteer must be a volunteer for a special event with documentation on a group activity log.

- **Accident Insurance:**

Excess (the amount not covered in the volunteer's own policy) accident medical coverage, up to \$25,000 of medical insurance coverage to volunteers that are injured while participating in county volunteer activities.

- **Personal liability insurance:**

All registered volunteers are covered collectively at a limit of \$1,000,000 per occurrence. Coverage provides protection for a personal injury or property damage liability claim arising out of the performance of the volunteers' duties.

4.10. In Closing

We appreciate your willingness to volunteer with the Kitsap County Parks Department. We hope you will enjoy your experience as a volunteer. Our staff is happy to help you. It is your commitment, and that of volunteers like you, that allows the County to most effectively serve the public's needs.

5. Keep Safety in Mind

Safety is a major concern for everyone involved in the program. For the safety of volunteers, as well as visitors, it is everyone's responsibility to act in a safe manner and to suggest improvements for safety of Authority facilities, activities, and programs.

5.1. Injury to Volunteers

As soon as possible after you sustain an injury, you must contact the County to inform a staff member of your injury. We will need to fill out a Volunteer Supervisor's Report of Accident Form. The Park Stewardship Coordinator or the Park Superintendent must sign this form and investigate the accident.

5.2. Injury to the Public

You may at sometime witness an injury to a member of the public. If the person needs emergency care or first aid, call 9-1-1. Emergency operators will immediately dispatch the appropriate emergency personnel. If you are trained in first aid, you may help the victim to the extent of your training, no more. If you are not trained, reassure the victim until the rescue personnel get there. Do not leave the victim unless you must do so to call for help. Return to the victim as soon as possible and wait for help to arrive. Due to the risk of contracting blood-borne pathogens during first aid treatment, the County does not require volunteers to administer first aid. Contact with blood and other body fluids can transmit diseases such as hepatitis and AIDS. The decision to administer first aid is at your discretion.

5.3. Yellow Jacket Wasps

Wasps are among the most beneficial insects around. They help control the population level of other insects by feeding on them. There are many different types of wasps. The yellow jacket wasp forms a paper nest in the ground, usually in the burrow of a small mammal. Wasps aggressively defend their nests and most people are stung when they disturb a nest. If you observe yellow jackets flying in a vertical pattern, it is likely that they are flying to and from their nests. They are most active in late summer and fall.

When wasps sting they do not leave behind a stinger or poison sac. According to the emergency protocols, wash the sting site with soap and water and ease the pain with a cold pack. If you know you are allergic to bees or wasps, have major swelling, or multiple stings, seek medical help immediately.

5.4. Hypothermia

Hypothermia is a potentially dangerous drop in body temperature, usually caused by prolonged exposure to cold temperatures. The risk of cold exposure increases as the winter months arrive. But if you're exposed to cold temperatures on a spring hike you can also be at risk of hypothermia.

Normal body temperature averages 98.6 degrees. With hypothermia, core temperature drops below 95 degrees. In severe hypothermia, core body temperature drops to 86 degrees or lower.

The most common cause of hypothermia is cold exposure. When the balance between the body's heat production and heat loss tips toward heat loss for a prolonged period, hypothermia can occur. Accidental hypothermia usually happens after cold temperature exposure without enough warm, dry clothing for protection.

Symptoms:

- Shivering, which may stop as hypothermia progresses (Shivering is actually a good sign that a person's heat regulation systems are still active.)
- Slow, shallow breathing
- Confusion and memory loss
- Drowsiness or exhaustion
- Slurred or mumbled speech
- Loss of coordination, fumbling hands, stumbling steps
- A slow, weak pulse
- In severe hypothermia, a person may be unconscious without signs of breathing or a pulse.

Treatment:

Hypothermia is a potentially life-threatening condition that needs emergency medical attention. If medical care isn't immediately available:

- Remove any wet clothes, hats, gloves, shoes, and socks.
- Protect the person against wind, drafts, and further heat loss with warm, dry clothes and blankets.
- Move gently to a warm, dry shelter as soon as possible.
- Begin rewarming the person with extra clothing. Use warm blankets.
- Take the person's temperature if a thermometer is available.
- Offer warm liquids, but avoid alcohol and caffeine, which speed up heat loss. Don't try to give fluids to an unconscious person.

If the hypothermic person is unconscious, or has no pulse or signs of breathing, call for emergency help right away. CPR (cardiopulmonary resuscitation) should be given immediately.

6. Forms

Volunteer Agreement and Release of Liability

Personal Equipment Use Permit

Volunteer Supervisor's Report of Accident

Kitsap County Parks and Recreation

VOLUNTEER REGISTRATION AND AGREEMENT

Volunteer Category:
(Please circle)

Stewardship Program
Docent

Adopt-A-Park
Special Project

Volunteer Name: _____

Address: _____

City: _____ Zip: _____

Email address: _____

Daytime Phone: (_____) _____ Nighttime Phone: (_____) _____

Emergency Contact Name: _____ Telephone: (_____) _____

I, _____, agree to serve as a volunteer of the Kitsap County Parks and Recreation Department, and possibly be transported to my work site in a County vehicle. I am 18 years of age or older. (Minors must have a parent or legal guardian complete and sign this Agreement). I hereby agree to the following:

A. COMPLIANCE WITH COUNTY RULES AND PROCEDURES

I agree as follows:

1. I will comply with the rules and regulations set forth by Kitsap County.
2. All work within Kitsap County Parks must be preapproved by Kitsap County.

VOLUNTEER'S RELEASE OF ALL LIABILITY

It is my desire and intention to perform voluntary services without compensation of any kind for the Kitsap County Parks and Recreation Department.

I am fully aware of the possible hazards of volunteering for the County and I am aware that in volunteering I may incur personal injury and/or property damage. I understand that my volunteer services may include a variety of physical hazards, including but not limited to, the use of tools, and extremely rugged, uneven and steep terrain.

I attest that I am physically fit, able, and qualified to participate in this volunteer activity. I am participating in these activities with knowledge of the risks involved and I hereby agree to accept any and all risks of injury or death.

I hereby release Kitsap County, its employees, officers, directors, and agents from any claims, lawsuits, or actions I, my heirs, or legal representatives may have for any personal injury and/or property damage I may incur as a result of my voluntary services except those damages caused by the sole negligence or willful misconduct of Kitsap County employees. I understand that, but for this release of any and all liability, the County would not accept my offer of volunteering service.

I HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT AND RELEASE OF LIABILITY.

This release of all liability is entered into this ___ day of _____, _____, at _____, WA.

Print Name: _____

Signature: _____

IF VOLUNTEER IS A MINOR, PLEASE COMPLETE SIDE TWO.

Name of Minor: _____

Name of Parent or Legal Guardian: _____

Address: _____

Telephone: _____

I HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT AND RELEASE OF LIABILITY.

Signature of Parent or Guardian

Personal Equipment Use Permit

This EQUIPMENT USE PERMIT (PERMIT) is made and entered into between KITSAP COUNTY, a municipal corporation, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter referred to as "COUNTY", and _____, hereinafter referred to as "PERMITTEE".

COUNTY does hereby grant to PERMITTEE, pursuant to the terms and conditions set forth herein, permission to use owned, rented, or leased equipment on COUNTY PROPERTIES OR BUSINESSES.

This Permit is granted upon the following terms and conditions:

1. **Term.** The Permit will become effective on _____ and terminate on _____. In no event will the Permit become effective unless and until it is approved and executed by the duly authorized representative of Kitsap County. The COUNTY may terminate this Permit at any time in the event of PERMITTEE's breach of any of the terms or conditions hereof.
2. **Assumption of Risk and Liability by PERMITTEE.**
 - a. PERMITTEE acknowledges that they are entering into this Permit with full knowledge of the state and condition of the COUNTY PROPERTIES, and accepts the COUNTY PROPERTIES "AS IS." PERMITTEE understands and agrees that the COUNTY would not have entered into this Permit without an express assumption of all risks by PERMITTEE.
 - b. The PERMITTEE shall hold harmless, indemnify and defend the COUNTY, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including, but not limited to, reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by, or arising out of, the performance of the services rendered under this PERMIT by the PERMITTEE and anyone for whose acts any of them may be liable. PROVIDED, HOWEVER, that the PERMITTEE 's obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the COUNTY, its officers, officials, employees or agents. PROVIDED FURTHER that in the event of the concurrent negligence of the parties, the PERMITTEE's obligations hereunder shall apply only to the percentage of fault attributable to the PERMITTEE, its' agents, other volunteers working with the PERMITTEE, or its' subcontractors. All volunteers working with the PERMITTEE are required to sign a VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY form with the COUNTY.

In any and all claims against the COUNTY, its officers, officials, employees and agents by any volunteer of the PERMITTEE, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the PERMITTEE or subcontractor under Workers Compensation acts, disability benefit acts, or other employee benefit acts, it being clearly agreed and understood by the parties hereto that the PERMITTEE expressly waives any immunity the PERMITTEE might have had under such laws. By executing the PERMIT, the PERMITTEE acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section shall be incorporated, as relevant, into any contract the PERMITTEE makes with any subcontractor or agent performing Work hereunder.

The PERMITTEE's obligations hereunder shall include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the PERMITTEE, the PERMITTEE's employees, agents or subcontractors.

3. **Safety Protocols.** The PERMITTEE is responsible for making sure that all owned, rented, or leased equipment meets local, state, and federal safety standards and is properly working per the manufacture's instructions. The PERMITTEE is not allowed to use any equipment that has been altered from the original manufactured settings.
 - a. The PERMITTEE is responsible for following Kitsap County safety protocol for each piece of equipment. (Attached is the required safety protocols.)
4. **Notification.** The PERMITTEE must have written permission from the COUNTY for any and all work on COUNTY PROPERTY. PERMITTEE is required to notify the COUNTY at least one week prior to conducting any and all work.

5. **Approved Equipment:**

Permittee (Date)

Kitsap County Park Representative (Date)

**KITSAP COUNTY
VOLUNTEER SUPERVISOR'S REPORT OF ACCIDENT**

PLEASE PRINT. IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS-ALL RESPONSES WILL BE KEPT CONFIDENTIAL

VOLUNTEER'S LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	SUPERVISOR	JOB TITLE
ADDRESS			PHONE NUMBER	HOW OFTEN DOES VOLUNTEER PERFORM THIS JOB? <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OCCASIONALLY	
PREVIOUS INJURY HISTORY			AGE	SEX	SOCIAL SEC. NO
TYPE OF WORK PERFORMED			WITNESSES TO ACCIDENT/INJURY		
DATE OF INJURY			TIME OF INJURY	LOCATION	

DESCRIBE ACCIDENT INCLUDING MACHINE, OBJECT OR SUBSTANCE INVOLVED, GIVE DETAILS

TO BE COMPLETED BY SUPERVISOR

ACTIVITY <input type="checkbox"/> PUSHING/PULLING <input type="checkbox"/> LIFTING <input type="checkbox"/> BENDING <input type="checkbox"/> REACHING/EXTENDING <input type="checkbox"/> PINCH POINT <input type="checkbox"/> STRUCK BY <input type="checkbox"/> STRUCK AGAINST <input type="checkbox"/> SPLASH <input type="checkbox"/> REPETITIVE MOTION <input type="checkbox"/> CLIMBING <input type="checkbox"/> RESCUE/INTERVENTION <input type="checkbox"/> WALKING <input type="checkbox"/> RUNNING <input type="checkbox"/> DRIVING <input type="checkbox"/> OTHER _____	PART OF BODY INJURED <input type="checkbox"/> RIGHT <input type="checkbox"/> LEFT <input type="checkbox"/> HEAD <input type="checkbox"/> FINGER <input type="checkbox"/> EYE <input type="checkbox"/> HIP <input type="checkbox"/> NOSE <input type="checkbox"/> GROIN <input type="checkbox"/> MOUTH <input type="checkbox"/> BUTTOCKS <input type="checkbox"/> EAR <input type="checkbox"/> LEG <input type="checkbox"/> NECK <input type="checkbox"/> KNEE <input type="checkbox"/> BACK <input type="checkbox"/> ANKLE <input type="checkbox"/> CHEST <input type="checkbox"/> FOOT <input type="checkbox"/> SHOULDER <input type="checkbox"/> TOE <input type="checkbox"/> ARM <input type="checkbox"/> UPPER BODY <input type="checkbox"/> WRIST <input type="checkbox"/> LOWER BODY <input type="checkbox"/> HAND <input type="checkbox"/> INTERNAL <input type="checkbox"/> THUMB	TYPE OF INJURY <input type="checkbox"/> CUT/ABRASION <input type="checkbox"/> SPRAIN/STRAIN <input type="checkbox"/> HERNIA <input type="checkbox"/> FRACTURE <input type="checkbox"/> AMPUTATION <input type="checkbox"/> BURN <input type="checkbox"/> IRRITATION <input type="checkbox"/> ASPHYXIATION <input type="checkbox"/> TENDINITIS <input type="checkbox"/> CONTUSION <input type="checkbox"/> POISONING <input type="checkbox"/> CUMULATIVE TRAUMA <input type="checkbox"/> OTHER _____	UNSAFE CONDITION <input type="checkbox"/> DEFECTIVE TOOLS, EQUIP, OR SUBSTANCE <input type="checkbox"/> UNSAFE DESIGN OR CONSTRUCTION <input type="checkbox"/> HAZARDS OF OUTSIDE WORK ENVIRONMENT <input type="checkbox"/> HAZARDOUS ARRANGEMENT OR PROCEDURE <input type="checkbox"/> ENVIRONMENTAL HAZARDS <input type="checkbox"/> PUBLIC HAZARDS <input type="checkbox"/> UNSAFE CLOTHING <input type="checkbox"/> CLIMATIC - WINDBLOWN OBJECTS <input type="checkbox"/> OTHER _____
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SEVERITY <input type="checkbox"/> MEDICAL TREATMENT REQUIRED <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> NO TREATMENT ENVIRONMENTAL FACTORS <input type="checkbox"/> CONGESTION <input type="checkbox"/> HOUSE KEEPING <input type="checkbox"/> STORAGE <input type="checkbox"/> WEATHER <input type="checkbox"/> UNEVEN GROUND <input type="checkbox"/> VENTILATION <input type="checkbox"/> OTHER _____	UNSAFE ACTS - PRIMARY CAUSE (MARK ONLY ONE) <input type="checkbox"/> OPERATING AT UNSAFE SPEED <input type="checkbox"/> IMPROPER PROCEDURES <input type="checkbox"/> IMPROPER TOOL USE <input type="checkbox"/> IMPROPER TOOL CONDITION <input type="checkbox"/> LACK OF EYE/FACE PROTECTION <input type="checkbox"/> LACK OF HEAD PROTECTION <input type="checkbox"/> LACK OF HAND/ARM PROTECTION <input type="checkbox"/> LACK OF HEARING PROTECTION <input type="checkbox"/> POSTURE/TECHNIQUE <input type="checkbox"/> MAKING SAFETY DEVICES INOPERATIVE <input type="checkbox"/> UNSAFE LOADING PLACEMENT <input type="checkbox"/> TAKING UNSAFE POSITION/LINE OF FIRE <input type="checkbox"/> DISTRACTING OR HORSEPLAY <input type="checkbox"/> DRIVING ERRORS <input type="checkbox"/> EYES NOT ON TASK <input type="checkbox"/> NO TRAINING <input type="checkbox"/> INADEQUATE TRAINING <input type="checkbox"/> NO BEHAVIORAL CAUSE <input type="checkbox"/> OTHER _____	UNSAFE ACTS - SECONDARY CAUSES <input type="checkbox"/> OPERATING AT UNSAFE SPEED <input type="checkbox"/> IMPROPER PROCEDURES <input type="checkbox"/> IMPROPER TOOL USE <input type="checkbox"/> IMPROPER TOOL CONDITION <input type="checkbox"/> LACK OF EYE/FACE PROTECTION <input type="checkbox"/> LACK OF HEAD PROTECTION <input type="checkbox"/> LACK OF HAND/ARM PROTECTION <input type="checkbox"/> LACK OF HEARING PROTECTION <input type="checkbox"/> POSTURE/TECHNIQUE <input type="checkbox"/> MAKING SAFETY DEVICES INOPERATIVE <input type="checkbox"/> UNSAFE LOADING PLACEMENT <input type="checkbox"/> TAKING UNSAFE POSITION/LINE OF FIRE <input type="checkbox"/> DISTRACTING OR HORSEPLAY <input type="checkbox"/> DRIVING ERRORS <input type="checkbox"/> EYES NOT ON TASK <input type="checkbox"/> NO TRAINING <input type="checkbox"/> INADEQUATE TRAINING <input type="checkbox"/> OTHER _____
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ADEQUATE TRAINING? YES <input type="checkbox"/> NO <input type="checkbox"/> WAS THE ACTIVITY A NORMAL PART OF THE JOB? YES <input type="checkbox"/> NO <input type="checkbox"/> WAS UNSAFE ACT COMMITTED? YES <input type="checkbox"/> NO <input type="checkbox"/> WERE CONDITIONS UNSAFE? YES <input type="checkbox"/> NO <input type="checkbox"/> PREVENTABLE? YES <input type="checkbox"/> NO <input type="checkbox"/>	SUPERVISOR'S COMMENTS: _____ _____ _____ _____ _____ DID VOLUNTEER GO TO THE DOCTOR YES <input type="checkbox"/> NO <input type="checkbox"/>
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INJURED VOLUNTEER'S SIGNATURE	SUPERVISOR SIGNATURE	DEPARTMENT HEAD SIGNATURE
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COMPLETE AND RETURN TO RISK MANAGEMENT, MS-13 Form V-17

7. Addendums