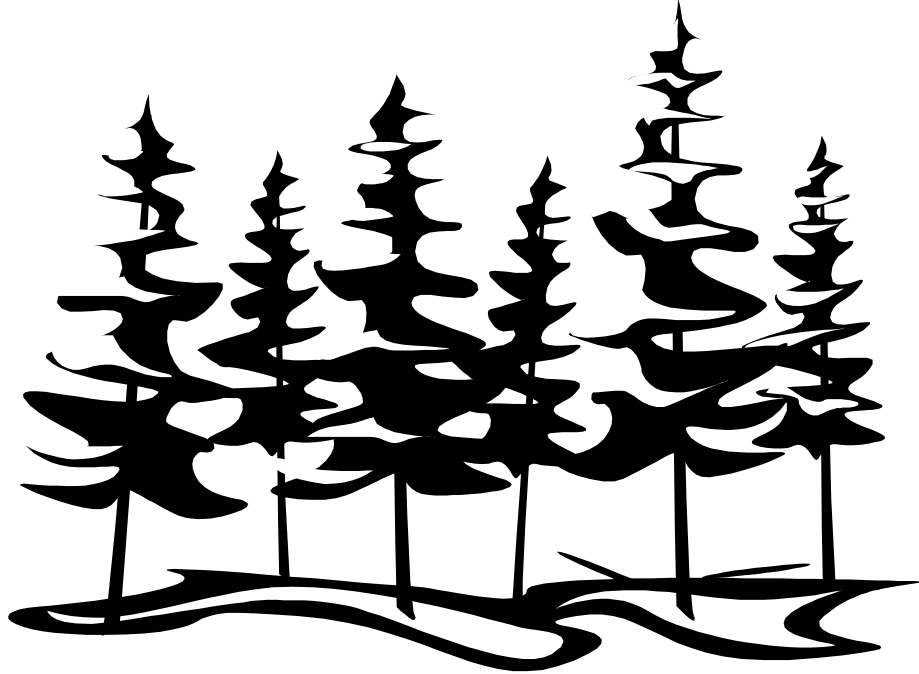


Kitsap County Parks Department



# Stewardship Handbook



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*

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# 1. Welcome to the Stewardship Program

The Kitsap County Parks Stewardship Program is dedicated to preserving, protecting, and restoring the natural and cultural resources within Kitsap County Parks for the present and future generations. Volunteers are encouraged to work as a team with the Kitsap County Parks Department staff in contributing to the quality of the parks and programs that serve the community.

The Park Stewardship Program is designed to enhance the objectives of Kitsap County and to promote a partnership between the County Parks Department and the community. A Park Stewardship Committee is a group of citizens interested in helping the County Parks Department develop and implement maintenance and management goals which are guided by plans, respective to the property. Volunteers work alongside park staff to accomplish these goals. Stewards are an integral part of the management and protection of the County's park lands. Kitsap County supports and appreciates the volunteer work that the community dedicated in enriching programs, promoting a positive environment, and enhancing community relations.

Formal Park Stewardship Committees are established for Anderson Landing, Banner Forest Heritage Park, Chico Salmon, Guillemot Cove, Hansville Greenway, Harper Park, Howe Farm, Illahee Preserve Heritage Park, Keyport Park Improvement Club, Newberry Hill Heritage Park, North Kitsap Heritage Park, Olympic View, Port Gamble Forest Heritage Park, Point No Point Docents, and South Kitsap Regional Park.

General information is provided to help you better understand the responsibilities and expectations of the position. This handbook provides information geared to safely protect you and the public, present administrative procedures, and outline volunteer standards and ethics. The Department's staff is always available to answer questions or clarify any handbook items or subjects.

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

Park Volunteer Coordinators

Jackson Lee: Central and South (360) 337-5372, [jlee@co.kitspa.wa.us](mailto:jlee@co.kitspa.wa.us)  
Rachael Fleck: North and Central (360) 337-5381, [rfleck@co.kitsap.wa.us](mailto:rfleck@co.kitsap.wa.us)

## 2. General Information

### 2.1. Contact Information

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

Jackson Lee, Park Volunteer Coordinator.....Office (360) 337-5372  
Cell Phone (360) 621-6759  
[jlee@co.kitsap.wa.us](mailto:jlee@co.kitsap.wa.us)

Rachael Fleck, Park Volunteer Coordinator.....Office (360) 337-5381  
Cell Phone (360) 204-2959  
[rfleck@co.kitsap.wa.us](mailto:rfleck@co.kitsap.wa.us)

Dori Leckner, Parks Resource Superintendent.....Office (360) 337-5362  
Cell Phone (360) 340-6655  
[dleckner@co.kitsap.wa.us](mailto: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 Jackson Lee, Rachael Fleck or Dori Leckner

### 2.2. Park Office Hours

Monday - Thursday	8:30am-5:00pm
Friday	8:30am-2:30pm
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

**Park hours are daylight hours (1 hour before sunrise and 1 hour after sunset). Certain “Lake” parks and facilities may be available seasonally.**

## **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**

DISTRICT 2 (South County) – **Charlotte Garrido**

DISTRICT 3 (Central County) – **Ed Wolfe**

## **2.4. Parks Advisory Board**

The Kitsap County Parks Advisory Board is comprised of nine appointed members, three from each 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 the Parks Department, concerning acquisition, development and administration of park facilities throughout the County. The Board works on special projects and policy development as needed. Board meetings are the third Wednesday, monthly, 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**

<b>North Kitsap District #1</b>	<b>Central Kitsap District #3</b>	<b>South Kitsap District #2</b>
Kathryn Thompson	Amy Lawrence	Larry Walker
vacant	Josh Hopp	Joanne Clark
Jenise Bauman	Jon Pearson	Emily Kleiner

## 2.5. Parks Staff

The Mission of the Kitsap County Parks Department 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 Director	Jim Dunwiddie
Parks Assistant Director	Travis Buell
Parks Resource Superintendent	Dori Leckner
Parks and Open Space Planner	Steven Starlund
Parks Community Forester	Arno Bergstrom
Park Volunteer Coordinator	Jackson Lee
Park Volunteer Coordinator	Rachael Fleck
Parks M&O Crew Supervisors	Brian Hauschel Joshua Palmer Dan Hall
Park M&O Workers	Griffin Bassen John Lester John Reyes John Weaver Aaron Bartleson James Alvarez Jeremy Collins Ann Jensen Jacob Anderson Ron Newman William Tucker Jason Adkins Rick Guillozet Sara McConnell Randy Twiss



## **3. History and Background of Kitsap County**

### **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 Administrator to care for those lands. During 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. These funds were used to acquire and develop parks at Horseshoe Lake, Wildcat Lake, Wick's Lake, Buck Lake and Point No Point.

In 1971 the Board of County Commissioners created the Parks Department having the responsibility of developing and maintaining 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 in addition to accepting surplus Navy lands.

In 1991, the Board of County Commissioners enacted a Conservation Futures Levy, leading to an aggressive program in acquiring valued open space and public park lands, such as Guillemot Cove. By 1994, the County park system consisted of 1,252 acres.

By 2000, the park system had grown to 2,094 acres. Following the County's 2000 Open Space Plan, which prioritized purchasing regional and waterfront park sites, an additional 3,500 acres had been acquired by 2006, increasing park inventory to almost 5,700 acres. Most of these acquisitions are concentrated in large "Heritage Parks;" sites North Kitsap Heritage Park, Illahee Forest Preserve Heritage Park, Coulter Creek Heritage Park, and Banner Forest Heritage Park).

In early 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 nearly-3,500 acres County Park. In 2019, WA State Parks and Recreation Commission approved the transfer of the 281-acre Square Lake State Park to Kitsap County. This transaction increased County Park inventory to 74 park sites and over 10,600 acres of public parkland.

## **4. Park Stewardship Program**

### **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 frequency dependent on the group's level of activity, with at least one annual meeting.

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 County Parks Department in December of each year. Annual Work Plans must be approved prior to commencing work on any project. If a project is not included in the initial Work Plan, the stewardship group must get prior permission from the Parks Department prior to beginning any planning or work.

### **4.2. Personal Protective Equipment**

In an effort to ensure safety, volunteers shall dress appropriately for the conditions and performance of their activities. This includes wearing gloves, long pants, and close toed shoes while performing stewardship activities within the parks. Additional PPE required when operating power equipment.

### **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 County parks without authorization from the Park Superintendent or designee. Volunteers, having the potential of operating a personal vehicle, will be required to provide a copy of vehicle insurance certificate. A placard will be issued, which must be displayed on the vehicle dashboard, whenever the vehicle 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**

Kitsap County’s expectations for volunteers:

- Volunteers must observe the same rules and policies as Kitsap County paid staff.
- Volunteers must be courteous to the public. If a situation develops for which you need assistance, please consult County staff.
- Volunteers are not 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.
- All tobacco products are prohibited in 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 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 co-workers or staff, the park superintendent 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.

## **4.5. Communication Policy**

- No members of a County Parks stewardship group may characterize themselves as representatives of the group's opinion or a representative of the Kitsap County Parks Department without the written consent of the Kitsap County Parks Director. Only those designated by the Parks Director are authorized to represent the County or Parks Department to the media or in other forms of external communication.
- The volunteer coordinator has the responsibility of maintaining communication between stewardship groups and the Parks Department.
- All questions/concerns/comments should be directly to the Volunteer Coordinator, to ensure effective communication with the Parks Department.

## **4.6. Typical Roles and Functions**

### *County Parks Department*

- Provide overall supervision and guidance to the stewardship group concerning its functions.
- The volunteer coordinator will support the maintenance function of the stewardship group by providing those tools, materials, and technical guidance in accomplishing trail maintenance and ecological restoration.
- Provide staff and resources to respond to emergencies, public safety concerns, or other stewardship needs that are beyond the capabilities 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 appropriate staff assistance, equipment, training, and other resources to assist stewards.
- Provide legal assistance and representation as may be appropriate to the stewardship roles.
- Assist with the processing of grant applications to support stated stewardship goals.

### *Stewardship Group*

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

- Organize work parties to carry out projects consistent with stewardship goals and Annual Work Plan.
- 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 County Parks or Kitsap County law enforcement as appropriate.

### ***Joint Functions***

- Recruit and organize volunteers.
- Identify and provide relevant training opportunities advancing the knowledge and understanding of the stewardship program.
- Site-planning elements and improvements
- Policy decisions on resource management and usage of the Park.

### ***Performance of Functions:***

***The stewardship group will perform its functions based on available volunteer and financial resources. County Parks' functionality is contingent on staffing and budgetary constraints.***

## **4.7. Resignation / Termination**

Any volunteer may resign by providing a written notice to the Volunteer Coordinator. Any such resignation shall take effect at the time specified or upon delivery.

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

## **4.8. Volunteer Agreement**

Volunteers must sign an agreement and waiver of liability. To protect yourself and the County, a signed agreement and waiver must be on file before you participate in any volunteer park activity.

## **4.9. Volunteer Insurance**

Volunteer 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 individual must be a member of an organization supporting a special event, having 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. Thank You!!!**

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

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

**February 4, 2020**

## **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. We encourage your ideas and suggestions about how we can create a safer environment for volunteers.*

### **5.1. Preventative Measures**

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.

### **5.2. 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.

### **5.3. Injury to the Public**

You may at some time 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.

### **5.4. 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.

## 5.5. 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.**

## **5.6. Chainsaw**

Only volunteers who have passed the Chainsaw Safety training course 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.

## **5.7. 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.

## **5.8 Sharps**

Sharps Defined as needles, syringes, scalpels, lancets, intravenous tubing with needles attached, razor blades, box cutters, knives, broken glass, and other sharp objects. The obvious risk of handling sharp objects is getting a cut or puncture wound. These can be serious enough by themselves however, a significant risk of infection by blood borne pathogens (bacteria and viruses) such as Tetanus or Hepatitis exist.

### **Sharps Standard Operating Procedures**

- Volunteers are not permitted to handle and dispose of sharps.
- In the event of encountering a sharp, volunteers are asked to document the location and immediately notify the parks volunteer department staff.
- The removal and disposal of sharps should only be done by authorized park staff.

### **Sharps Exposure Incident Procedure (If someone is punctured by a contaminated SHARP)**

- Wash the injury site with soap and water to prevent infection.
- Identify the sharp object, if it is a syringe, carefully collect it in a single needle container or sturdy container and bring it with you to the nearest medical facility.
- If exposure was to a nail, barbed wire, or other sharp metal object, consider the date of last tetanus immunization shot. If unknown or over ten years ago, advise injured person to seek medical attention.

- If object is made of wood or other material. Apply First Aid and monitor.
- Report the Incident to your Supervisor as soon as possible after exposure incident.
- Photograph the sharp object and complete an incident report as soon as possible after exposure.

## **5.9 Common Incidents to Report**

Please contact and defer decisions to park department staff on the following items, as these decisions are often referred to outside departments to be resolved. Volunteers should accurately document location before reporting.

- Homeless Encampments
- Illegal Dumping
- Abandoned vehicles

## **5.10 Fire Danger**

- Fire danger signs will be distributed to the stewardship groups via parks volunteer coordinators at the directive of parks department leadership.
- The period of time signs are posted depends on the fire danger levels as determined by Washington State Department of Natural Resources.

## **5.11 Stinging Nettles**

- Stinging nettle is an herbaceous plant and can grow up to 6ft tall.
- The toothed leaves are covered with numerous stinging trichomes (plant hairs).
- The plant hairs found on the leaves and stems have a bulbous tip that break off when brushed against, revealing needlelike tubes that can pierce the skin.
- The hairs can cause an itchy, burning rash in humans.
- Wash with soap and water to relieve the sting and remove the nettle hairs.
- Relieve the itching by applying a cold cloth or ice pack.

## **6. Forms**

**Volunteer Agreement and Release of Liability**

**Personal Equipment Use Permit**

**Volunteer Supervisor's Report of Accident**

**Trail request form**

**Safety Briefing Checklist**

# Kitsap County Parks

## 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 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 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:**

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\_\_\_\_\_  
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**

<b>ACTIVITY</b> <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 _____	<b>PART OF BODY INJURED</b> <input type="checkbox"/> RIGHT <input type="checkbox"/> LEFT <input type="checkbox"/> HEAD <input type="checkbox"/> EYE <input type="checkbox"/> NOSE <input type="checkbox"/> MOUTH <input type="checkbox"/> EAR <input type="checkbox"/> NECK <input type="checkbox"/> BACK <input type="checkbox"/> CHEST <input type="checkbox"/> SHOULDER <input type="checkbox"/> ARM <input type="checkbox"/> WRIST <input type="checkbox"/> HAND <input type="checkbox"/> THUMB  <input type="checkbox"/> FINGER <input type="checkbox"/> HIP <input type="checkbox"/> GROIN <input type="checkbox"/> BUTTOCKS <input type="checkbox"/> LEG <input type="checkbox"/> KNEE <input type="checkbox"/> ANKLE <input type="checkbox"/> FOOT <input type="checkbox"/> TOE <input type="checkbox"/> UPPER BODY <input type="checkbox"/> LOWER BODY <input type="checkbox"/> INTERNAL	<b>TYPE OF INJURY</b> <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 _____	<b>UNSAFE CONDITION</b> <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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<b>SEVERITY</b> <input type="checkbox"/> MEDICAL TREATMENT REQUIRED <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> NO TREATMENT  <b>ENVIRONMENTAL FACTORS</b> <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 _____	<b>UNSAFE ACTS - PRIMARY CAUSE (MARK ONLY ONE)</b> <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 _____	<b>UNSAFE ACTS - SECONDARY CAUSES</b> <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: _____ _____ _____ _____ _____ _____ <b>DID VOLUNTEER GO TO THE DOCTOR    YES <input type="checkbox"/> NO <input type="checkbox"/></b>
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INJURED VOLUNTEER'S SIGNATURE	SUPERVISOR SIGNATURE	DEPARTMENT HEAD SIGNATURE
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# KITSAP COUNTY PARKS & OPEN SPACE RECREATION TRAIL PROPOSAL PLANNING PROSPECTUS and CONSTRUCTION APPLICATION

**Park & Project Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Organization Requesting New or Improved Trails?** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Trail Purpose and Attraction:** (master plan, trail system connection, re-route for resource protection, destination, vistas, etc.) Example: Re- route Beaver Pond trail away from sensitive wetlands, decommission sensitive trail segment , rebuild bridge to meet standard for horse travel, use part of old trail to make a wildlife viewing access . Re- route will be approximately .15 mile, decommissioned trail length of similar distance maintaining 200 ft. as wildlife viewing section.

**Intended Trail User:** (hiking, ADA, dog-walk, mountain bike, equestrian, nature observation, other) Example: Main trail re-route will be a multi use, non-motorized trail serving horses, bicycling, and hiking connecting uplands trailhead to County Park. The Viewing trail will be limited to hiking only.

**Description of Landscape Conditions:** (slope, soils, vegetation type); trail map; length, stream crossings, nearby critical habitat, etc.) Example: Trail re-route will go through a mixed forest with alder, cedar and fir with minimal slope conditions. Soils are primarily course and fine grain type.

**Trail Tread Construction Requirements:** (clearing and grubbing requirements – height/ width, trail tread surfacing/ armor, drainage issues) Example: Trail width – tread 3 ft., brushing of 5 ft., and height to 12 ft. Tread will use existing mineral soils and armoring when necessary to allow for drainage. The trail does traverse a flat area some additional gravel and turnpiking may be necessary. Bridge to be built at 6 ft. width – see engineering drawings.

**Trail Facilities:** (way-finding signage, benches, bridges, turnpike, boardwalk, interpretive media, introductory kiosks, rule signage, etc.) Example: Kiosk at entrance with description of beaver pond, floral and fauna, a small gate at entrance to wildlife view area with sign no dogs, bikes, horses. Bench at viewing area

**Planning and Construction Cost Estimate:** (including: route clearing/tread preparation, facilities, materials, volunteer training/certification, staff time, trail facilities and materials) Example: Signage: \$3000. Bridge: \$12,500. Trail building: (600ft including 6 ft. of turnpiking) \$3240, 100 volunteer hours.

**Proposed Schedule:** (include approved designs, environmental review, and permits) Example: We request consult from fisheries, tribe for bridge construction. June 2017-- 3 phases, 1 weekend to grub trail, 2<sup>nd</sup> weekend to install any additional treading/armoring, signage and decommissioning old trail, 3<sup>rd</sup> weekend to install bridge.

**Kitsap County Parks Staff & Park Stewards Reviews:**

1. Environmental Concerns:
  
  
  
  
  
  
  
  
  
  
2. Public Access/Safety Issues:
  
  
  
  
  
  
  
  
  
  
3. Planning/Construction/Design Issues:
  
  
  
  
  
  
  
  
  
  
4. Maintenance/Signage Issues:
  
  
  
  
  
  
  
  
  
  
5. Permits Required: (WDFW HPA, DCD Building, DNR Forest Practices, etc.)
  
  
  
  
  
  
  
  
  
  
6. Other Comments/Instructions:

**Park Staff Reviews/Approval Initials:**

Planning \_\_\_\_ Forest Management \_\_\_\_ Maintenance/Operations \_\_\_\_ Stewardship \_\_\_\_

**Approval to Proceed:** \_\_\_\_\_ **[title]** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Kitsap County Parks Tailgate Safety Session and Tool Checklist

## Overview:

- Safety, Fun, Work
- Ensure all volunteers sign "Volunteer Agreement and Roster Sheet"
- Review project goals, specifications, and type of work
- Explain any project-specific hazards -Volunteers will not pick up Needles.

## Emergency Preparedness:

- Review cell phone coverage for emergency calls
- Identify location of the first aid kit
- Medical conditions (e.g. epi-pens, heart meds, inhalers, diabetes)

## Personal Protection Equipment:

- Sturdy shoes, gloves
- If appropriate: Hard hat, eye, ear, long sleeves, , long pants, chaps

## Tool and Safety Talk:

- Explain the correct use of each tool
- Explain proper lifting technique
- Carrying tools on the downhill side, sharp edges down, not over the shoulder
- Store tools on up-slope side of the trail
- Stay 10 feet from other volunteers with tools
- Ask permission to pass
- Keep track of each other
- Don't overwork, take breaks
- Sun protection/rain gear?

## Bathroom:

- Location of nearest bathroom
- If none available, Dig hole 6" deep at least 200' from water

Tools	Qty at Start of Project	Qty at End of Project
Weed Wrench		
Pointed Shovel		
Flat Shovel		
Pitch Fork		
McLeod		
Hand Clippers		
Regular Loppers		
Extend Loppers		
Ratcheting Loppers		
Pruning saw		
Folding saw		
Bow saw		
Adze Hoe		
Pick Mattock		
Pulaski		
Rock Rake		
Spring Rake		
Rock Bar		
Wheel Barrow		

Questions:

Safety Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_