



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
July 16, 2024
7:00 p.m.

Meetings are conducted in-person with the option of attending virtually.
Meeting Location: 18421 Veterans Memorial Dr. E, Bonney Lake 98391

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/81865566812?pwd=Yo0EnoOGvUcUMts3qXYhPbdrSuKoeL.1>

Viewers may ask questions at the appropriate time via the chat option available within the application. Statements and or questions may also be emailed to cbyerley@eastpiercefirer.org.

1. CALL TO ORDER – 7:00 PM

2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME

- a) Roll Call/ Pledge of Allegiance
- b) Welcome the Public
- c) Honors and Recognition
 - i) Swearing in of Deputy Chief Matt Gilbert

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the June 18th Regular Meeting..... Pages 3-5
- b) Treasurer’s Report..... Pages 6-7
- c) Approve Finances..... Pages 8-15
- d) Financial Waiver None

5. PRESENTATIONS

- a) None

6. VISITORS Open to Public Comments

Any individual may request that the Board recognize them to give their comments on items not on the agenda. Please identify yourself and state your address for the record before commenting. Comments/Questions should be submitted via chat feature on webinar or emailed to the District Secretary at cbyerley@eastpiercefirer.org. Please submit copies of any reports, statements, etc. to the District Secretary for the Board via email or mail. The Board may not have the information at hand to address a subject or take action at this time.

7. BOND-2018:

- a) Update - Herrera Pages 16-24

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 25-27
- b) Deputy Chiefs Report..... Pages 28-29
- c) Monthly Injury Report..... Page 30

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – None
- b) Finance Committee – None
- c) HR Committee – None

10. RESOLUTIONS:

- a) Resolution 1055 - Transfer of Funds from Capital (Project Manager) – Hollon Pages 31-32
- b) Resolution 1056 – Surplus – Poe..... Pages 33-35

11. NEW BUSINESS (*Board Chair will allow for public comments via chat or email*)

- a) Pierce County Fire Protection Services Agreement – Parkinson Pages 36-42

12. UNFINISHED BUSINESS (*Board Chair will allow for public comments via chat or email*)

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) WFCA Annual Conference (Spokane 10/23-10/26) – Byerley None

14. EXECUTIVE SESSION: None

15. COMMISSIONER ACTION/DISCUSSION:

- a) None

16. ADJOURN

2024 EVENTS:

- July 25th PC Commissioner Meeting (6:00 pm - BBQ / Potluck)
- August 22nd PC Commissioner Meeting (SS911 and Zoom)
- September 26th PC Commissioner Meeting (TBD and Zoom)
- September 28th EPFR Annual Open House
- October 24th NO PC MEETING – STATE CONFERENCE
- November 21st PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5th NO PC MEETING – ANNUAL AWARDS BANQUET

**A REGULAR MEETING OF THE
BOARD OF FIRE COMMISSIONERS OF
EAST PIERCE FIRE & RESCUE**

June 18, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on June 18, 2024, in-person at Headquarters (18421 Veterans Memorial Dr E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Board Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, and Justin Evans. Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, and District Secretary Corina Byerley were also present.

Commissioners Excused: Commissioner Ed Egan

Commissioners Unexcused: None

AUDIENCE: Assistant Chief Matt Gilbert, Mike McGinnis, Jason Brooks, Mike Malland, Andrew House, Brian Koestler, Bryan, Corey Snope, Chad, Dalton Smith, Jason Russell, Jeff, Justin Edwards, Kim Ruschner, Patience Taylor, Jake Ricco, Station 124, Taylor Phillips, Alyssa Pray, Bo Monson, Troy Sterrenburg, Tim Haley, Matt Reinke, Rex Orcutt, Craig Ryan, Erich Ruff, Rich White, Brycen Giove, Jason Sanders, and Aubrey Schermerhorn.

HONORS AND RECOGNITIONS: None

OATH OF OFFICE:

District Secretary Corina Byerley gave Commissioner Justin Evans his Oath of Office.

APPROVAL OF AGENDA:

District Secretary Byerley requested to replace the grid in item 4d (Consent Agenda). Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Kroum moved to approve the consent agenda (minutes from the May 21st Special meeting; minutes from the May 21st Regular meeting; treasurer's report; current expense vouchers 240601001-240601067 in the amount of \$334,703.11; payroll vouchers 240602001-240602011 in the amount of \$455,188.89; electronic payroll in the amount of \$2,556,024.47; and Capital expense vouchers 240603001 - 240603012 in the amount of \$1,220,876.44). Motion seconded by Commissioner McElligott and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

Project Manager: Chief Parkinson gave an update on the Capital Facilities Plan included in packet.

Station 111: Admin paint still underway. Siding is still underway for the entire building, there is a lot of siding. Finish grade sitework continues, curbs and sidewalks are underway. Plaza concrete wall forms are getting close to complete, concrete placement over the next two weeks. Interior wall finishes continue. Trim and millwork is being delivered this week.

Station 112: Approval of the CUP is pending. I'm working with the county to get this out. It is now due. The bid is ready to go as soon as we get the latest site development permit review comments to capture any corrections or revisions.

Station 114: Sheetrock taping underway. Fire line permit finally issued, right-of-way permit from the county expected next week to start work. Details for the exterior CMU removal are in process.

Station 117: Framing complete on the west and underway on the east. The contractor is making good progress. Apparatus bay beams will be installed this week. Roof framing will begin this month. Water service main connection completed this week.

Station 118: Final occupancy permit items are complete, final now needs a reinspection; landscape plants need replacing. Fuel tank permit in process. This is awaiting a report before the city will issue. Mechanical and structural punch list items are complete. Contractor still has site visit work to do. Landscape plant replacement as well.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Annual updates with each city council are underway; update on the dissolution of the PCFTC, AC Gilbert gave overview of next steps; contract negotiations are underway; and two personnel have been deployed one to Chelan and one to Yakima.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt's report included: Operations-status of four current recruit groups, Galleri Cancer Screening event complete, and 2024 Wildland preseason meeting for Pierce County; Logistics-apparatus update including 3 replacement staff vehicles and new Medic 111 was placed in service, and the Station 113 AC system was repaired; EMS- BHS Haney prepared education for EPFR personnel regarding how childhood experience can impact development of PTSI/PTSD, CRP Killion completed fall prevention training at 6 assisted living centers, EMS/Finance competed both the WA GEMT and Medicare audits, new mentorship training manual implemented, and onboarding and training of new EMS specialist completed; Fire Prevention/Public Education-DFMs attended arson investigation course, Sutherland attended National Government Communications conference, Holt attended Fire and Life Safety conference, and community focused events, AC Sandlian and AC Moore attended Tehaleh HOA meeting with about 200 attendees, and AC Sandlian is attending community stakeholder meetings regarding battery resource facility in Sumner.

Q2 Strategic Plan: Chief Parkinson gave a brief overview of the Strategic Plan. Included in agenda packet.

Q2 Standard of Cover: Deputy Chief Stabenfeldt gave a brief overview of the Standard of Cover highlighting an improvement in overall turnout times of 3 seconds per call. Included in agenda packet.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee– Commissioner Wernet provided an overview of the Committee's meeting on 6/7. Notes from meeting included in agenda packet.

RESOLUTIONS:

Resolution 1054 – Surplus IT Equipment: Chief Parkinson presented to the Board Resolution 1054 requesting the surplus of miscellaneous IT equipment as listed in Exhibit A. Commissioner McElligott moved to approve Resolution 1054, the surplus of miscellaneous information systems equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:

Deputy Chief Contract: Chief Parkinson presented to the Board a request to a recommendation to promote Assistant Chief Matt Gilbert to Deputy Chief. Commissioner Garling moved to authorize the Board Chair to sign the employment agreement with Matt Gilbert for the position of deputy chief. The motion was seconded by Commissioner McElligott and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

WFCA Annual Conference: District Secretary Byerley provided information regarding the WFCA Annual Conference to be held in Spokane October 23-26.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.140 Collective Bargaining discussion at 7:44 p.m. for 20 minutes.

The Executive Session was extended at 8:05 p.m. for 10 minutes.

Meeting reconvened at 8:15 p.m.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 8:15 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

June 2024

for July 16, 2024 Meeting

	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
				6 Months Remaining =	50.00%

General Fund (Current Expense)

Net Cash & Investments 12/31/2023 \$ **12,658,683** Budgeted

Operating Revenues					
	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Property Tax - Current	180,343	21,355,066	40,405,095	19,050,029	47.1%
Property Tax - Prior Year/Delinquent	20,551	310,702	-	(310,702)	0.0%
Other Taxes	-	20,985	18,500	(2,485)	-13.4%
Regular EMS Transport	291,565	1,579,782	2,900,000	1,320,218	45.5%
GEMT Transport	292,251	1,524,075	2,112,000	587,925	27.8%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	8,988	146,058	201,375	55,317	27.5%
Tehaleh Mitigation	-	86,800	100,000	13,200	13.2%
Transfers in from Reserves/Capital	-	99,390	7,700,565	7,601,175	98.7%
Other Revenue	419,387	1,054,430	2,001,453	947,023	47.3%
Total Operating Revenues	1,213,085	26,177,287	55,838,988	29,661,701	53.1%

Reserved: Advance Travel & Petty Cash (Imprest Accounts) \$15,100 Not Included

	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Operating Expenses					
Administration <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>	191,562	1,415,559	3,260,984	1,845,425	56.6%
Operations <i>(Fire, Training, Volunteers)</i>	2,513,616	16,227,192	33,360,160	17,132,968	51.4%
EMS	213,975	1,465,185	3,286,873	1,821,688	55.4%
Prevention <i>(Fire Prevention, Pub Ed)</i>	118,075	598,160	1,401,954	803,794	57.3%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	292,952	2,648,569	5,055,431	2,406,862	47.6%
Capital <i>(Project Manager)</i>	28,956	175,351	201,677	26,326	13.1%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	1,589	1,094,332	7,498,888	6,404,556	85.4%
Transfers Out	-	2,071,581	1,773,021	(298,560)	-16.8%
Total Operating Expenses	3,360,726	25,695,929	55,838,988	30,143,059	54.0%
Payroll Clearing Accruals	(33,263)	(23,715)			
Operating Expenses Net of Accruals	3,327,462	25,672,214	55,838,988		
Ending Net Cash & Investments			\$ 13,163,756		

Reserve Fund

Net Cash & Investments 12/31/2023 \$ **33,032,937** Budgeted

	Other Revenues	Transfer In	Transfer Out	Balance as of 06/30/24	(Short)/Over
Reserve Balances					
General Reserve				4,498,091	47,106
Equipment Reserve				14,059,312	N/A
Facilities Reserve				1,190,940	390,940
Employee Compensation Reserve				950,915	150,915
Capital Facilities Phase 2				15,165,061	Balance
Sale of Tax Title Property					
Investment Interest	158,100				
Current Month Total	158,100	-	-		
Year to Date Total	\$ 908,740	\$ 2,071,581	\$ -	\$ 35,864,319	



EAST PIERCE FIRE & RESCUE

June 2024

for July 16, 2024 Meeting

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2023			\$ 42,618,324	Budgeted	
Revenues					
Investment Interest	144,383	992,344	2,100,000	1,107,656	0.0%
Total Revenues	144,383	992,344	2,100,000	1,107,656	
Expenses					
Capital Purchases	696	26,959	-	-	0.0%
Capital Purchases-Station 111	624,022	4,450,562	-	-	0.0%
Capital Purchases-Station 112	16,601	328,893	-	-	0.0%
Capital Purchases-Station 114	287,175	2,790,006	-	-	0.0%
Capital Purchases-Station 117	255,277	2,298,337	-	-	0.0%
Capital Purchases-Station 118	37,105	209,511	-	-	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	99,390	201,677	102,287	0.0%
Total Expenses	1,220,876	10,203,658	201,677	-	0.0%
Ending Net Cash and Investments			\$ 44,516,647		
** Note: \$1,000,000 of Ending Net Cash reserved for IRS for arbitrage true-up **					



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
7/11/24	2894	COMPLETE OFFICE FURNITURE	\$173,163.00
7/11/24	2892	AIR EXCHANGE, INC.	\$12,592.82
7/11/24	2901	TRANSGROUP	\$1,591.25
7/11/24	2903	AIR EXCHANGE, INC.	\$6,210.85
7/11/24	2912	CODE MECHANICAL INC.	\$1,835.90
7/11/24	2919	GRAIL LLC	\$42,185.00
7/11/24	2920	HUGHES FIRE EQUIPMENT, INC.	\$26,344.80
7/11/24	2921	JAMES OIL CO. INC.	\$14,070.59
7/11/24	2893	ANDY JOHNSON & CO. INC.	\$239,368.66
7/11/24	2896	JONES & ROBERTS CO.	\$797,034.82
7/11/24	2898	OTTO ROSENAU & ASSOCIATES, INC.	\$3,016.50
7/11/24	2899	PUGET SOUND ENERGY	\$2,476.14
7/11/24	2900	RICE FERGUS MILLER ARCHITECTURE	\$62,255.26
7/11/24	2902	WETHERHOLT AND ASSOCIATES INC.	\$982.50
7/11/24	2906	BERK CONSULTING	\$14,852.27
7/11/24	2907	BOUND TREE MEDICAL LLC	\$575.10
7/11/24	2895	JODY MILLER CONSTRUCTION	\$308,220.92
7/11/24	2897	MCCLATCHY COMPANY LLC	\$372.92
7/11/24	2904	ART GAMBLIN MOTORS	\$123.61
7/11/24	2905	BARNHART MD PS STEPHEN W	\$3,750.00
7/11/24	2913	CUMMINS NORTHWEST	\$174.69
7/11/24	2917	FUGATE FORD	\$1,465.98
7/11/24	2924	LES SCHWAB TIRE CENTERS	\$4,637.90
7/11/24	2930	MINUTEMAN PRESS PUYALLUP	\$748.24
7/11/24	2932	MUNICIPAL EMERGENCY SERVICES	\$2,828.76
7/11/24	2939	PC BUDGET & FINANCE DEPT	\$184,643.99
7/11/24	2908	BUD CLARY AUTO GROUP	\$164,287.80
7/11/24	2909	BYERLEY CORINA	\$4,316.17
7/11/24	2910	CARDINAL HEALTH 112, LLC	\$6,117.64
7/11/24	2911	CINTAS CORPORATION # 461	\$9,892.70
7/11/24	2914	D&D CONSTRUCTION INC.	\$12,137.00
7/11/24	2915	DAVIS DOOR SERVICE, INC	\$856.52
7/11/24	2916	FREDS TOWING	\$653.40
7/11/24	2918	GALLS, LLC	\$343.48
7/11/24	2923	LARSEN SIGN CO	\$71.57
7/11/24	2928	MEDICAL DIRECT	\$1,854.03
7/11/24	2922	L N CURTIS & SONS	\$18,547.47
7/11/24	2925	LIFE ASSIST	\$12,970.61

7/11/24	2926	LINDE GAS & EQUIPMENT INC	\$1,718.10
7/11/24	2927	MARION WATER CO., INC.	\$114.91
7/11/24	2931	MOTOROLA	\$28,608.43
7/11/24	2934	NEBRASKA SCIENTIFIC	\$410.80
7/11/24	2936	NORTHWEST SAFETY CLEAN	\$410.96
7/11/24	2940	PERFORMANCE SYSTEMS INTEGRATION LLC	\$908.05
7/11/24	2941	PIERCE COUNTY SEWER	\$87.43
7/11/24	2948	RPB SOLUTIONS INC	\$5,776.06
7/11/24	2929	MIKES SHOP	\$3,624.70
7/11/24	2933	NATIONAL TESTING NETWORK	\$155.00
7/11/24	2935	NORTH AMERICAN RESCUE LLC	\$186.80
7/11/24	2937	ODP BUSINESS SOLUTIONS LLC	\$196.79
7/11/24	2938	PACIFIC OFFICE AUTOMATION	\$599.12
7/11/24	2942	POE WILL	\$2,640.12
7/11/24	2946	RICE FERGUS MILLER ARCHITECTURE	\$275.00
7/11/24	2952	SIRENNET.COM	\$187.44
7/11/24	2958	SUNSET FORD	\$1,229.86
7/11/24	2960	SYSTEMS FOR PUBLIC SAFETY, INC.	\$918.67
7/11/24	2943	PUGET SOUND ENERGY	\$8,656.83
7/11/24	2944	QUINN ERIC T	\$400.00
7/11/24	2945	REHN AND ASSOCIATES	\$112.00
7/11/24	2947	RON & LEOS WELDING SERVICE	\$245.10
7/11/24	2949	RUCSHNER KIMBERLEE	\$95.94
7/11/24	2950	SEATTLE TIMES	\$14,947.62
7/11/24	2953	SITECRAFTING, INC.	\$99.00
7/11/24	2956	SOUTH SOUND 911	\$140,815.00
7/11/24	2959	SYSTEMS DESIGN WEST LLC	\$13,533.14
7/11/24	2963	TREASURY MANAGEMENT SVCS - US BANK	\$149.89
7/11/24	2951	SEAWESTERN	\$4,459.67
7/11/24	2954	SNIDER PETROLEUM	\$3,489.14
7/11/24	2955	SNOPE JARED	\$845.00
7/11/24	2957	SUMMIT LAW GROUP PLLC	\$656.00
7/11/24	2961	TELEFLEX LLC	\$2,660.00
7/11/24	2962	TOWN OF SOUTH PRAIRIE	\$22,165.15
7/11/24	2970	WCIF-Life/Dental/EAP	\$23,014.92
7/11/24	2964	UNDERWATER SPORTS, INC	\$189.54
7/11/24	2967	VALVOLINE LLC	\$422.44
7/11/24	2968	VFIS	\$679.00
7/11/24	2965	US BANK	\$88,874.35
7/11/24	2966	UW VALLEY MEDICAL CENTER	\$350.75
7/11/24	2969	WA STATE DEPT OF REVENUE (USE TAX)	\$5,324.78

7/11/24	3198	EMPLOYMENT SECURITY-PFML	\$53,733.89
7/11/24	3194	AFLAC	\$462.09
7/11/24	3195	DIMARTINO ASSOCIATES (WSCFF)	\$20,763.26
7/11/24	3196	EMPLOYMENT SECURITY DEPT.	\$25,404.43
7/11/24	3201	LABOR & INDUSTRIES	\$385,969.17
7/11/24	3197	EMPLOYMENT SECURITY-LTC	\$16,464.31
7/11/24	3204	WCIF-Life/Dental/EAP	\$1,167.44
7/11/24	3199	GET PROGRAM	\$524.00
7/11/24	3200	IAFF - FIREPAC	\$798.09
7/11/24	3206	WCIF-Met Life / ID Theft	\$69.75
7/11/24	3202	LEOFF HEALTH & WELFARE TRUST	\$397,249.28
7/11/24	3203	TACOMA-PIERCE CO CHAPLAINCY	\$801.50
7/11/24	3205	WCIF-Met Life / Accident	\$158.66
7/11/24	3207	WSCFF - FASTPAC	\$612.50
7/11/24	3208	WSCFF-Medical Expense Reimbursement Plan	\$33,491.58
Payment Count: 94		Total Amount:	<u>\$3,455,474.31</u>

Payment Count: 94
Payment Total: \$3,455,474.31

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

DRAFT

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: pcacctspayable@piercecountywa.gov

PC Finance Department Use Only
Authorization Recieved on _____
Batch Verified by _____

ACCOUNTS PAYABLE

EAST PIERCE FIRE & RESCUE

Time: 14:01:40 Date: 07/02/2024
Page: 1

As Of: 07/02/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
59839	06/04/2024	07/02/2024	672		
			ANDY JOHNSON & CO. INC.		
			Invoice		427,373.95
			15	427,373.95	PROGRESS BILLING 111 MAY ADDITIONAL

Report Total: 427,373.95

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the District and that I am authorized to authenticate and certify to said claim.

Fire Chief *Di* Date: 7/8/24

Auditing Officer/Finance Manager *Nichelle Holton* Date: 7/8/24



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

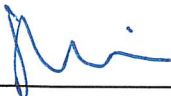
PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
7/2/24	2842	ANDY JOHNSON & CO. INC.	\$427,373.95
Payment Count: 1		Total Amount:	\$427,373.95

Payment Count: 1
Payment Total: \$427,373.95

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.



Authorized District Official Signature 7/8/24
Date



Authorized District Official Signature 7/8/24
Date

Authorized District Official Signature _____
Date

Authorized District Official Signature _____
Date

Authorized District Official Signature _____
Date

Authorized District Official Signature _____
Date

Authorized District Official Signature _____
Date

Authorized District Official Signature _____
Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: pcacctspayable@piercecountywa.gov

PC Finance Department Use Only
Authorization Recieved on _____
Batch Verified by _____

July 2024	
General Fund	
Total AP	\$ 916,729.57
AP Vouchers	
Vouchers # 240704001 - 240704068	\$ 916,729.57
Total Payroll	\$ 3,669,209.42
Payroll Vouchers	
Vouchers # 240705001 - 240705015	\$ 937,669.95
Electronic Payroll	\$ 2,731,539.47
Total Expenditures (AP + Payroll)	\$ 4,585,938.99
Total BIAS Expenditures (111 - 999)	\$ 4,569,967.62
Difference	\$ 15,971.37
sickleave buyback	\$ 15,465.80
reimbursements	\$ 505.57
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 240702001	\$ 427,373.95
special Andy Johnson trx # 2842	
Vouchers # 240703001 - 240703011	\$ 1,601,074.79



To: **Board of Fire Commissioners**
From: **Phil Herrera, Project Manager**
Subject: **Bond Update – July 2024**

Station 118

- Final occupancy permit items are complete, Final is partially complete, working with the city to resolve minor documentation inconsistencies.
- Fuel tank permit in process.
- We are working with the contractor to replace landscape plants.

Station 111

- Admin paint continues. There is a lot of different surfaces to paint.
- Acoustic ceilings and sound insulation install underway.
- Electrical and mechanical finishes underway.
- Siding is complete.
- Finish grade sitework continues, curbs and sidewalks are underway.
- Plaza concrete wall forms are getting close to complete, Concrete placement over the next two weeks.
- Trim and millwork starting in admin this month.

Station 114

- Sheetrock continues.
- PSE is working on rerouting the gas main for the utilities conflict in the right-of-way. The water main reroute will proceed upon gas line completion.
- Exterior CMU removal is finally scheduled to begin the week of July 22nd.

Station 117

- Rough framing is complete for 90% of the building.
- Roof covering is underway. The contractor is shooting to have the building 80% dried in by the end of the month.
- This general contractor is doing quality work and moving at a good pace. They are a little ahead of schedule at this time.

Station 112

- CUP is finally being scheduled for the public hearing.
- Building permit reviews have been addressed and are awaiting approval.
- The site drawings have been reviewed; final revisions are underway.
- Final adjustments and review of bid documents are underway. Package is targeted to be out for bid by the end of July.

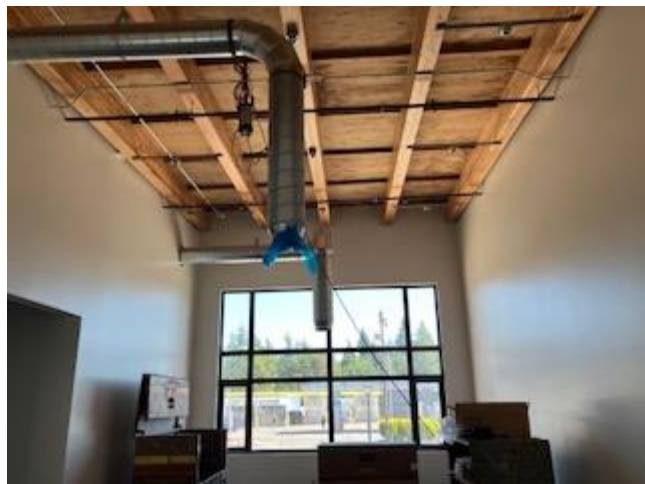
July 2024, Capital Bond Station Photos.

Station 111. Siding is complete.



Interior paint finishes are ongoing.





Station 114

The CMU is finally being scheduled for removal. Siders are back on the job this week.



Interior work is ongoing. The pace has been slow.





Mechanical equipment and components are almost completed. Lighting to start this week



Station 117

Rough framing of the entire building is nearly complete. Trusses are being placed with roof decking.





Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,603,717	(17,033)
Station 111	21,186,196	18,501,715	8,250,565
Station 114	10,856,061	8,056,896	3,128,104
Station 117	10,096,203	3,581,544	9,008,776
Station 112	13,663,312	1,490,112	11,173,201
Station 124	0	1,380,922	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,203,120	183,507
Misc	0	159,433	
Total	77,419,213	52,384,191	31,652,484

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(52,384,191)
Forecasted Expenditures	(31,652,484)
**End Fund Balance	1,544,989

**Arbitrage exposure
not included

* Estimate is based on the capital facilities study update which was completed in 2018. The estimate is not the actual budget for each project. The estimate was used to derive the total financial need for the 2018 bond request. All station projects underwent significant changes in the final design and engineering phase. For example, Station 118 and Station 117 were converted to single story stations. Station 111's building square footage was increased by nearly 5,000 sq. feet, and the project complexity was for more significant than estimated. All building designs were approved by the Board of Fire Commissioners Executive Design Committee, and all equipment purchases and construction contracts were/are approved by the Board of Fire Commissioners.



To: **Board of Fire Commissioners**
From: **Jon Parkinson, Fire Chief**
Subject: **Monthly Chief's Report – July 2024**

Fourth of July

We have not finalized our 4th of July stats, but our draft stats show those incidents included:

- 83 total incidents
 - 32 medical
 - 27 vegetation fires
 - 9 residential/commercial fires
 - No working fires
 - 3 water rescues
 - 2 vehicle collisions

Medic 1119 In Service

Medic 1119 was placed in service on July 1st. The unit is currently soft-seated (no mandatory overtime authorized) and will hard-seat (mandatory overtime authorized) after Labor Day. This is having an immediate impact on M111 unit-hour utilization and Station 112 reliability.

Org Chart

Attached to this report is the updated organizational chart.

Windmill Sale

The sale of the windmill property to the City of Edgewood is complete, and funds have been received.

AC Westland

Mike Westland was promoted to assistant chief on July 1st to backfill the vacancy created by the promotion of DC Gilbert. AC Westland has been with the district for over 25 years, bringing a vast skillset to the position. AC Westland will take over logistics, and AC Poe will be moved to operations.

City Council – Annual Updates

Four of the five council visits have been completed. Commissioners are always welcome to attend. The presentation lasts roughly 10 minutes.

June 3rd - Sumner City Council @ 6PM

June 10th – Milton City Council @ 7PM

June 11th – Bonney Lake City Council @ 6PM

July 9th – Edgewood City Council @ 7PM

August 13th – South Prairie Town Council @ 7PM

Committee Reminders

Planning Committee: Friday, July 19th @ 10 AM – Virtual Teams Meeting

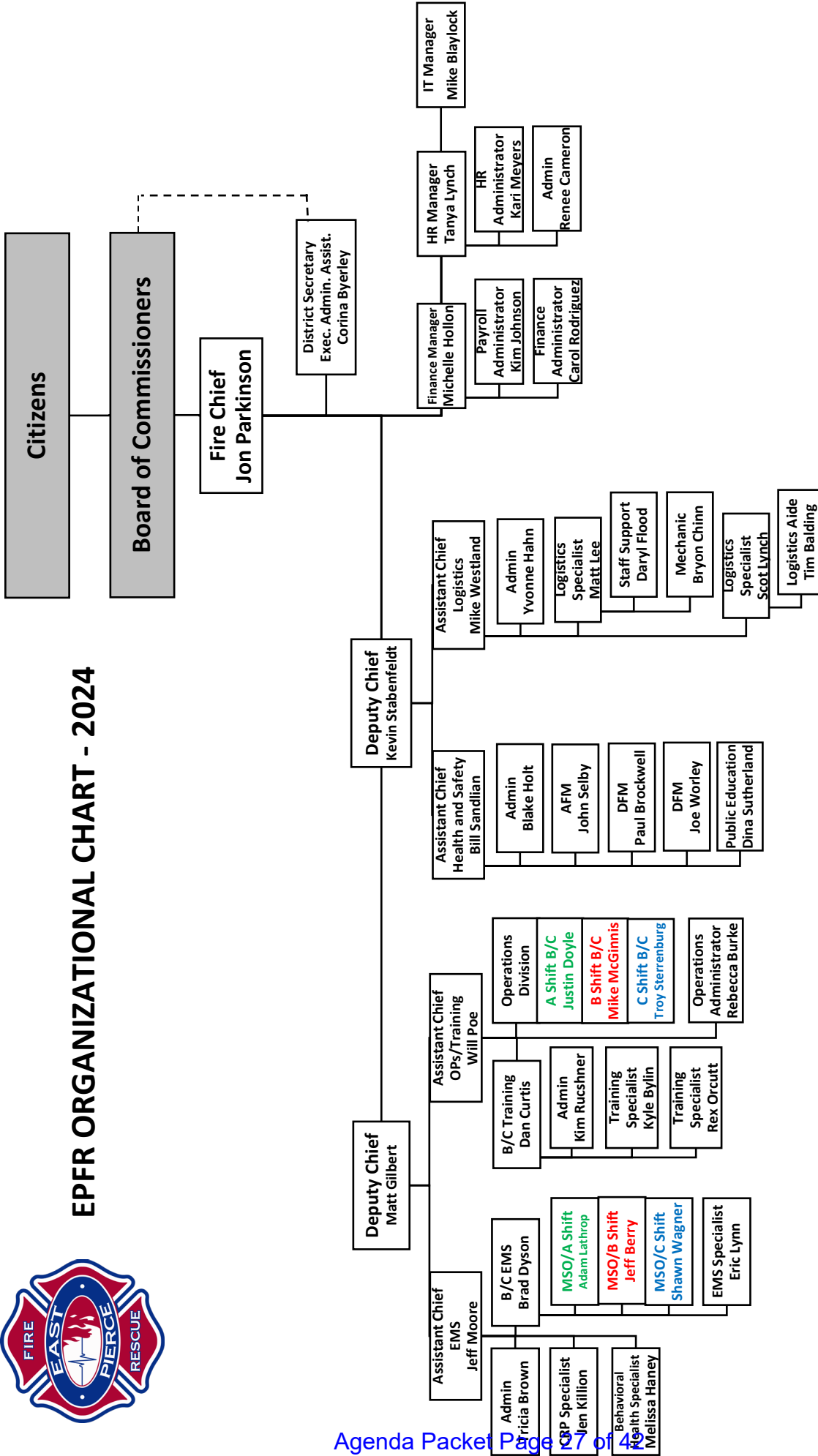
HR Committee – I need to create a meeting to review the non-uniformed wage study

Other activities in the past month

- Pierce County Fire Training Consortium Administrative Board
- Sumner Rotary
- Bonney Lake Chamber
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- FME Chamber of Commerce



EPFR ORGANIZATIONAL CHART - 2024



Effective: July 2024



To: **Board of Fire Commissioners**
From: **Kevin Stabenfeldt, Deputy Fire Chief**
Subject: **Monthly Deputy Chief's Report – July 2024**

Operations

- **Recruit Classes**
 - 2023-01 – Off Probation – Working to get signed off as Driver/Operators
 - PCFTC Class 23-A1 – 1st Quarter of Probation, working on getting checked off as part of a 2-person medic crew.
 - PCFTC Class 23-B2 – 1st Quarter of Probation, working on getting checked off as part of a 2-person medic crew.
 - PCFTC Class 24-B4 – Completed Mid-Terms
- Congratulations to Lt. Mike Malland and Lt. Seth Dedge on their recent promotions.
- Congratulations to FF/PM Cody Plancich and FF Mitchell Nguyen on their appointment to the EPFR Technical Rescue Team.
- Deployed single unit resources to support state mobilization requests throughout the state.

Logistics

- Completed repair/maintenance work on Ladder 113
- Completed trolley repairs and maintenance at Station 122 (EPFR boathouse)
- Welcomed AC Westland to the division. AC Westland will continue to transition roles/responsibilities with AC Poe when he returns from vacation later in the month.

EMS

- EMS Division began implementation of EMS check sheets which are benchmarking improvement tools to be used by providers for high acuity patients such as CVA / STEMI. These check sheets were developed by CQI team and Dr. Barnhart.
- Scenes of violence training and drill with DEM.
- Completed 2nd Quarter Paramedic Airway Course for Initial Provider.
- Peer Support Team Training July (Trauma-Informed Care) The Role of Trauma Theory in Enhancing PTSD Assessments. “Understanding and Support for Those Affected by Posttraumatic Stress.”
- Members of the Peer Support Team are working on developing a resource list for civilians exposed to traumatic/stressful events.

Fire Prevention/Public Education/PIO

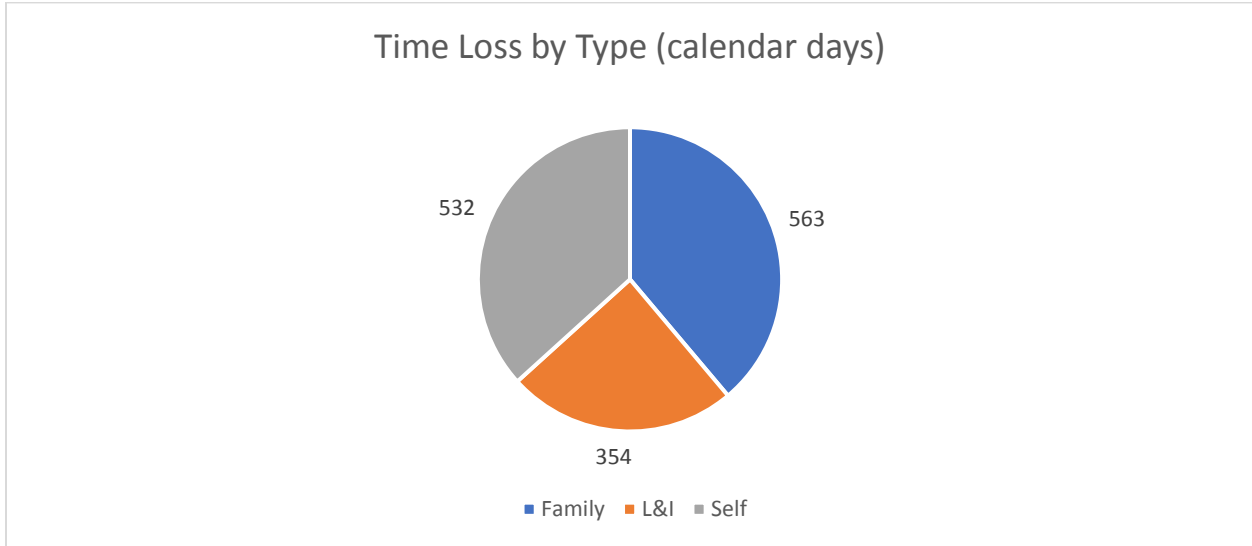
- Completed 70 Fire and Life Safety Inspections
- Implementation of First Due Size Up (FDSU) Inspection Program
- PIO Sutherland supported several significant incidents providing social media updates and making contact with the media.

Other activities in the past month

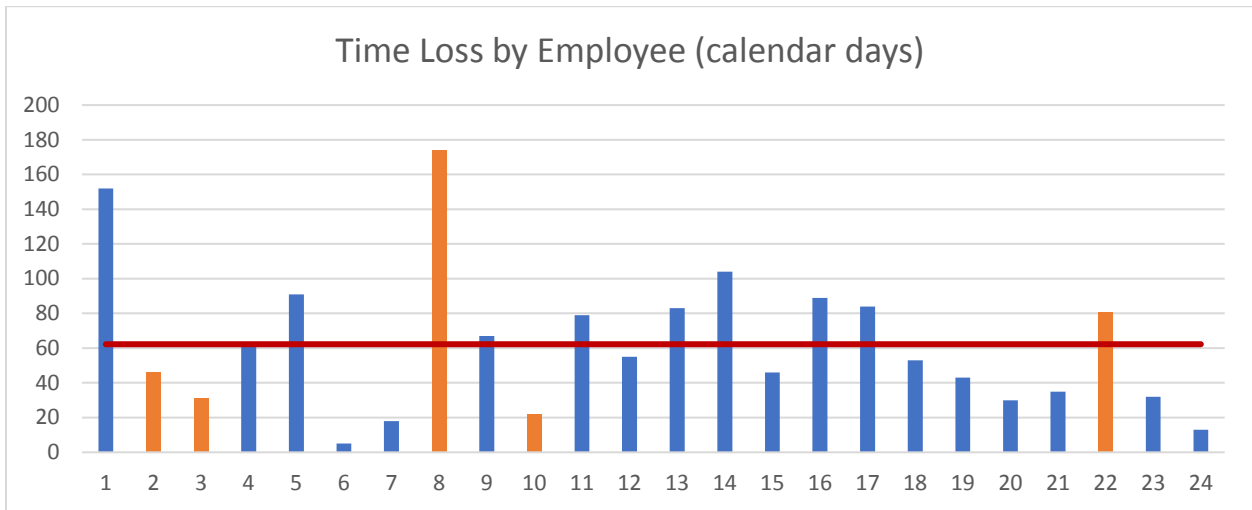
- Planning Committee Meeting
- Recruit FF Interviews
- Inclusionary Leadership Advisory Committee (ILAC) Quarterly Meeting
- EPFR Leadership Quarterly Meeting
- Strategic Advisory Committee Meeting
- Tehaleh Project Update Meeting

Injury – Medical Leave Report – June 2024

- To date, a total of 24 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 62.25 calendar days



- To date, there are 5 L&I claims for time-loss (seen below in orange).





Board Meeting Agenda Item Summary

Meeting Date:	July 16, 2024
Title:	Resolution 1055 – Transfer of Funds

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>I move to approve Resolution 1055 to transfer funds from the Capital Fund to the General Fund in the amount of \$75,962.</i>
Presenter:	M. Hollon
Attachments:	Resolution 1055

Summary:
<p>The Capital Fund is the proceeds of the 2018 UTGO Bond, wages, benefits and charges accrued for the Project Manager are payable out of the 2018 UTGO proceeds that are associated with the Bond. A transfer of \$75,962 will be transferred from the Capital to the General for wages, benefits and expenditures from April 2024 – June 2024. Transfers will occur quarterly.</p>

Fiscal Impact:	None
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1055

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in amount of \$75,962 from the Capital Fund to the General Fund as approved expenses associated with the 2018 UTGO Bond for personnel cost for the Project Manager and accrued charges for services and equipment; and

WHEREAS, funds will be transferred to the General Fund based on wages, benefits, and purchase card charges for the Project Manager from October 2023 to December 2023; and

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that Pierce County Budget and Finance is directed to transfer these funds July 17, 2024, as follows:

Capital Fund (687-022)	Transfer Out	\$75,962
General Fund (686-022)	Transfer In	\$75,962

PASSED AND APPROVED this 16th day of July 2024, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Justin Evans

Commissioner Randy Kroum

ATTEST:

District Secretary



Board Meeting Agenda Item Summary

Meeting Date:	July 16, 2024
Title:	Resolution 1056 – Surplus Vehicles and Misc. Equipment

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to approve Resolution 1056, the surplus of vehicles and miscellaneous equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief.</i>
Presenter:	Assistant Chief Poe
Attachments:	Resolution 1056 and Exhibit A

Summary:	
<p>Staff recommends the surplus of the items listed on attached (Exhibit A) list of vehicles (Asset numbers 105, 106, 409, 423, and 425) miscellaneous logistics equipment. The items we are requesting to surplus no longer are of use to us. Some items have been replaced or are damaged beyond cost of effective repair. The items no longer fit our needs and we recommend the miscellaneous items be disposed of, sold, or donated, at the discretion of the Fire Chief.</p>	

Fiscal Impact:	None
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1056

A Resolution to Surplus Vehicles and Misc. Equipment

WHEREAS, the miscellaneous vehicles and equipment listed on the attached Exhibit A, owned by East Pierce Fire & Rescue has been deemed past its useful life for meeting expiration date criteria, or damaged beyond cost effective to repair and is no longer of use to the District; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that miscellaneous vehicles and equipment as listed in Exhibit A is hereby declared surplus to the needs of the District and will be disposed of, donated, sold, or recycled at the discretion of the Fire Chief.

ADOPTED at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on July 16, 2024, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Randy Kroum

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Justin Evans

Commissioner Cynthia Wernet

ATTEST:

District Secretary

Type	Asset	Year	Make	Model	VIN/Serial	License	Miles/Hours	Notes
Staff Vehicle	105	2003	Ford	Expedition	1FMPU16L63LB15257	59686C	125,000	Bad transmission, must turn off overdrive to use
Staff Vehicle	106	2003	Ford	Expedition	1FMFU16L53LB71251	61716C	102,000	119 Storage lot out back
Medic Unit	409	2006	Ford	E450	1FDXE45P26DA19370	78910C	110,000	Powerload, runs good
Medic Unit	423	2017	Ford	E450	1FDXE4FS9HDC00214	B7211C	110,000	Bad rear end, fuel is wrong in vehicle gas was put in diesel, rechassis
Medic Unit	425	2017	Ford	E450	1FDXE4FS4HDC41186	B9577C	137,000	Rechassis box 15 years old, been used for parts
Generator	11251				7992289			Station 121 (in connex)
Generator	None found		Generac	M523480	2098252			Station 112 (removed from Wilkeson Station - 20 years old but was in working order)
Fill Station	11374		Mako	BAM06H-E3	5407H1069		322	Station 116 (entire system with cascade with bad motor - quote was 60k)
Fill Station	None found		Mako	SCFS2-4HP				Station 119 (Working order but no compressor or cascade)
Pump	None found		Hale	HP300	98B0621			Fire boat pump - pontoon boat



Board Meeting Agenda Item Summary

Meeting Date:	July 16, 2024
Title:	Interlocal Agreement with Pierce County for Fire Protection Services

Recommendation from Staff:	Approve Interlocal
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt the interlocal agreement between East Pierce Fire & Rescue and Pierce County for fire protection services for County-owned buildings, equipment and property within East Pierce's district.</i>
Presenter:	Chief Parkinson
Attachments:	Interlocal Agreement

Summary:
<p>This contract is reviewed and renewed annually based on adjustments to fees. East Pierce Fire & Rescue provides fire protection services to Pierce County owned buildings, equipment and property within the district by contract. Fees are based on number of calls to such property. Fees payable to East Pierce for the 2024 year have increased as follows:</p> <p style="text-align: center;">2023: \$7,316 2024: \$8,335</p>

Fiscal Impact:	
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CONTRACT FOR FIRE PROTECTION SERVICES

THIS CONTRACT is as of the 1st day of January 2024 by and between Pierce County, (hereinafter called the "County") and East Pierce Fire and Rescue hereinafter called the "District"].

WITNESSETH:

WHEREAS, the District provides fire protection services;

WHEREAS, RCW 52.30.020 directs the County to contract with the District for fire protection services;

WHEREAS, the County owns buildings that are located within or adjacent to the territorial limits of the District and are not leased to non tax-exempt persons or organizations.

NOW, IT IS MUTUALLY AGREED:

1. SERVICES

A. The District agrees to furnish fire protection and basic life support services to all improved County properties and the persons located on such properties within the District. Such fire and basic life support services shall be rendered on the same basis as such protection is rendered to other areas within the District.

B. In the event of simultaneous fire or medical aid call whereby facilities of the District are utilized beyond its ability to render equal protection, the officers and agents of the District shall have discretion as to which call shall be answered first. The District shall be the sole judge as to the most expeditious manner of handling and responding to emergency calls.

C. The District will furnish all personnel, equipment, and tools necessary to provide such fire protection and basic life support services.

2. TERM/PAYMENT

A. The term of this agreement shall commence on January 1, 2024 and continue through December 31, 2024 and shall be renewed year-to-year by addendum and adjustment to fees, unless sooner terminated by either party as provided in this Contract.

B. In consideration of the goods and services provided by the District under the terms and conditions of this Contract, each year the County shall pay the District a fee based upon the sum of the District's regular maintenance and operation levy rate plus the District's regular emergency medical services levy rate applied to the replacement value of improvements to properties as such values are reported and updated annually by Pierce County Risk Management Department on their "STATEMENT OF VALUES", OR, \$500.00 whichever is greater. In all cases, "STATEMENT OF VALUES" will be used in calculating the fee and fees will be rounded to the nearest whole dollar amount. In no instance is the County subject to the District's special and excess levy rates, bonds, or fire benefit charges.

C. Further, the County shall establish a \$12,500 resource pool, with a distribution to the District based upon the total number of emergency responses the District makes to improved County properties in the most recently completed calendar year relative to the total number of emergency responses made by all districts contracting with the County for fire protection services of improved County properties in the most recently completed calendar year. The total value of the resource pool is \$12,500 in 1993 and will be increased in each subsequent year by the same percentage increase as reported by the United States Bureau of Labor Statistics as the second half, Seattle area consumer price index for all urban consumers (CPI-U). Distribution of the pool will be adjusted each year to reflect the District's portion relative to the total number of emergency responses made by all districts contracting with the County for fire protection services of improved County properties.

D. Specific properties and fees are described in Schedule A attached hereto and made a part of this Contract. If there is an increase or decrease in the replacement value of improvements to properties upon which payment under this Contract is based, the County will adjust the fee annually and incorporate the change automatically into this Contract.

E. Payment shall be made on or after June 30th of the contract year.

F. Each of the parties shall, at all times, be solely responsible for the acts, or failure to act, of its personnel that occur or arise in any way out of the performance of this contract by its personnel only, and to save and hold the other party and its personnel and officials harmless from all costs, expenses, losses, and damage, including costs of defense, incurred as a result of any acts or omissions of the parties' personnel relating to the performance of this Contract.

G. This agreement may be terminated at any time by either party hereto after thirty (30) days written notice.

3. ENTIRE AGREEMENT

No other understandings, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any of the parties hereto.

4. FUTURE NON-ALLOCATION OF FUNDS

If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies. In consideration thereof, the District will not be obligated to provide services after the end of the current fiscal period, in the event that the County invokes the provision contained in this paragraph.

5. AMENDMENT

This contract and any alteration, amendment, modification, or waiver of any clause or condition thereof is subject to the written approval of the County Executive or the Executive's delegate, and shall not be binding upon the County until so approved, except as set forth in paragraph 2D. above.

IN WITNESS WHEREOF, the said District has executed this instrument and the said Pierce County has caused this instrument to be executed by its Executive the day and year first above written.

PIERCE COUNTY:

BOARD OF FIRE COMMISSIONERS:

Pierce County Executive

Chairperson

Risk Management Department

Fire Commissioner

Director, Finance Department

Fire Commissioner

Director, Facilities Management

Fire Commissioner

Fire Commissioner

Fire Commissioner

Fire Commissioner

Approved as to form:

Deputy Prosecuting Attorney

Schedule A

This is Schedule A to the contract agreement between Pierce County and East Pierce Fire and Rescue.

It is an extension of, the original contract number(s) as allowed by paragraph 2.D. of the same. This adjusts the contract payments per the agreed upon formula and extends the period of performance through midnight, December 31, 2024.

The County hereby agrees to pay the District the following sum per year, which shall commence at 12:00 midnight, December 31, 2023 and terminate at 12:00 midnight, December 31, 2024, as consideration for providing fire protection and basic life support services for the County-owned buildings, equipment, and other property described below:

East Pierce Fire and Rescue FPD # 22

Property Description including Parcel #	Fee Based on Formula paragraph 2B	Fee From Emergency Service Pool Distribution	Amount to be Paid	Company	Fund	Cost Center/Location/Program	Business Unit	Spend Category
East County Maintenance Facility 0519111045 0515111044 0519112005	\$ 4,405	\$ -	\$ 4,405	Planning and Public Works	150-00	Program: PW398 Cost Center: PW M&O Maintenance Activities	54350P0	50.000200
Sheriff Foothills Detachment 0519027043	\$ 625	\$ 879	\$ 1,504	Facilities Maintenance	503-00	Program: Facilities - Foothills Detachment Cost Center: Facilities Maintenance	51830P0	50.000200
North Lake Tapps Park 0520091001 0520102001	\$ 2,426	\$ -	\$ 2,426	Parks & Recreation	001-00	Cost Center: Parks Building Maintenance Location: North Lake Tapps Park	57680P0	50.000200
TOTALS	\$ 7,456	\$ 879	\$ 8,335					