



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
June 18, 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/81791113698?pwd=9L7bYjcHH40dyfpe2hXDGfHzfiSl7k.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@eastpiercefir.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) Oath of Office – Justin Evans

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the May 21st Special Meeting..... Pages 3-4
- b) Approve Minutes of the May 21st Regular Meeting..... Pages 5-8
- c) Treasurer’s Report..... Pages 9-10
- d) Approve Finances..... Pages 10-15
- e) 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@eastpiercefir.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 16-23

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Page 24
- b) Deputy Chiefs Report..... Pages 25-26
- c) Monthly Injury Report..... Page 27
- d) Q2 Strategic Plan - Parkinson..... Pages 28-33

e) Q2 Standard of Cover - Stabenfeldt Pages 34-38

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 6/7 Meeting..... Page 39
- b) Finance Committee –..... None
- c) HR Committee –..... None

10. RESOLUTIONS:

- a) Resolution 1054 - Surplus IT Equipment – Parkinson Pages 40-43

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

- a) Deputy Chief Contract – Parkinson..... Page 44

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: Per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or review the performance of a public employee and per RCW 42.30.140 Collective Bargaining Agreement discussion.

15. COMMISSIONER ACTION/DISCUSSION:

- a) None

16. ADJOURN

2024 EVENTS:

- June 27th..... PC Commissioner Meeting (SS911 and Zoom)
- 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 SPECIAL MEETING OF THE
BOARD OF FIRE COMMISSIONERS OF
EAST PIERCE FIRE & RESCUE**

May 21, 2024

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue held on May 21, 2024, in-person and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 5:00 p.m. Present by roll call were Commissioners Cynthia Wernet, Pat McElligott, Kevin Garling, Edward Egan, Randy Kroum, Fire Chief Parkinson, Deputy Chief Stabenfeldt, District Secretary Corina Byerley, and Finance Manager Michelle Hollon.

Audience: Assistant Chief Will Poe, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, Taylor Phillips, Chad, Patience Taylor, Mark Creley, and Brycen Giove.

The purpose of the special meeting was to discuss the April levy recap, future levy timeline recommendations, staffing forecast, 2023 review, Strategic Plan, and long-term financial planning.

Chief Parkinson introduced Command Staff to the Board with a brief description of areas of responsibilities.

April Levy Recap and Future Levy Timeline Recommendations: Chief Parkinson gave a presentation reviewing April 2024 Levy results and discussing the strengths and challenges encountered during the process. A proposed timeline for future levies was presented including discussion of factors that may alter timeline. Information only, no action taken.

Long-Term Financial Planning: Chief Parkinson gave a presentation regarding the financial outlook of the District including five-year forecasting of revenue and expenses. Variables to revenue projections include assessed valuation and changes in GEMT reimbursement. Variables to projected expenses include changes to the Collective Bargaining Agreement and fluctuations in the CPI affecting COLA. Phase 2 facilities expense forecast was reviewed. Financial policy was discussed in regard to banked capacity vs. full collection of revenues and effects on Phase 2 facility funding and the balance of the 2018 UTGO Bond. Board discussed bank capacity and savings to citizens. The Board gave direction to collect at full capacity in the future and apply funds to reduce the UTGO bond interest, plan for facility maintenance, and prepare for Phase 2 facilities projects. Information only, no action taken.

Break: At 5:51 p.m. a five-minute break was taken.

Staffing Forecast: Chief Parkinson gave a presentation of future staffing needs including a 10-year retirement forecast. Positions projected to be added in 2025 Budget request include a mechanic, IT support position, and a communications manager. Positions projected for the 2026 Budget request include additional firefighter staffing to offset overtime expense. Information only, no action taken.

2023 Review: Chief Parkinson gave a presentation recapping 2023 response volume including a detail by incident type. Response metrics were also reviewed with details of response times, reliability, unit hour utilization, and number of responses by each unit were included. Information only, no action taken.

Strategic Plan: Chief Parkinson provided information on the Strategic Plan update for 2024. Discussion included a focus on creating new goals and updating the District's mission, vision, and values. The

Planning Committee and Board will be included in the strategic planning process. Information only, no action taken.

There being no further business to come before the Board. Meeting adjourned at 6:39 p.m.

Chair Jon Napier

Corina Byerley, District Secretary

DRAFT

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

May 21, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on May 21, 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 Ed Egan, Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Bill Sandlian, Assistant Chief Jeff Moore, Assistant Chief Matt Gilbert, Assistant Chief Will Poe, Greg Reinke, Victor Proulx, Justin Evans, Burl Eddy, Chad, Matt Reinke, Mike Gladstone, Brycen Giove, Mark Creley Jacob Poisson, Troy Sterrenburg, Jeff Collins, Anthony Thielen, Connor Hansen, Cody Plancich, Jason Freeman, and Patience Taylor.

HONORS AND RECOGNITIONS: None

APPROVAL OF AGENDA:

District Secretary Byerley requested to remove the recommended motion from item 10 (Public Hearing); for item 11b (Resolutions) replace the agenda summary describing the distribution of funds for Resolution 1052; and add Resolution 1053 to 11c section 11 (Resolutions). Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the April 16th Regular meeting; treasurer's report; current expense vouchers 240502001-240502088 in the amount of \$1,380,754.83 and special voucher 240501001 in the amount of \$15,165.00; payroll vouchers 240504001-240504011 in the amount of \$477,014.978; electronic payroll in the amount of \$2,689,085.11; Capital expense vouchers 240503001 - 240503011 in the amount of \$1,783,708.54; Resolution 1050 Quarterly EMS write-offs in the amount of \$176,547.26 and post-meeting payroll transaction in the amount of \$664.15). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

Project Manager: Project Manager Phil Herrera gave an update on the Capital Facilities Plan included in packet.

Station 111: Admin area paint underway. Siding underway for the entire building. Finish grade sitework continues. Paved area preparation this week. Plaza concrete walls are underway this week through the rest of the month. Gabion walls complete this week.

Station 112: Still awaiting approval of the CUP. The county has another month to process. We are still preparing to go out for bid by the end of May. Looking to having the bid close by June 27th.

Station 114: Sheetrock taping underway. Fire line permit issued on Friday. Exterior CMU removal underway.

Station 117: Framing is well underway. Water service work begins on May 28th. This will close 181st for two to three days.

Station 118: Final occupancy permit items are complete, final inspection on May 23. Fuel tank permit in process. Still addressing punch list items.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: EPFR is updating our All-Hazard Mitigation Plan at the county level in cooperation with Pierce County DEM; the Data Analyst position vacated by promotion has been reconfigured to include administrative duties and retitled "Operations Administrator", the position has been filled by Rebecca Burke who will start on 5/20; contract negotiations are underway, the Board will be updated monthly in executive session as bargaining progresses; and the WSRB was onsite on 5/13 as part of the rating process update that occurs every 5 years, the process should be complete in 2-3 months.

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, promotions of BC Troy Sterrenburg and HazMat Assistant Team Lead FF/PM Gabor, and retirement of BC Rick Goetz; Logistics-apparatus update including upfitting 3 new medic units and completion of hose, appliance, and ladder testing; EMS- overview of EMS training, highlighted installation of Operative IQ RFID system installed on 9 medic units; Fire Prevention/Public Education-77 business inspections, 34 smoke alarm installations, and a 170+ attendees at annual Scout Night event.

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 5/3. Notes from meeting included in agenda packet.

HR Committee- Commissioner Egan provided a brief overview of the Committee's meeting on 5/6. Notes from meeting included in agenda packet.

PUBLIC HEARING FOR SALE OF WINDMILL PROPERTY:

Opening of Hearing: Chair Jon Napier opened the public hearing at 7:23 p.m.

Sale of the Windmill Property: At the April 16, 2024 regular Board meeting, the Board surplused the real property located at 10105 24th St E, Edgewood (parcel number 0420091157), where the Edgewood Nyholm historical windmill is located, to be sold to the City of Edgewood at the appraised value of \$172,000. Chair Napier called for any comments from the public regarding the sale of the property.

Public comments: None

Closing of Hearing: Chair Jon Napier closed the public hearing at 7:24 p.m.

RESOLUTIONS:

Resolution 1051 -Cancellation of Warrant: Finance Manager Michelle Hollon presented to the Board Resolution 1051 requesting the cancellation of a warrant. Cintas was issued a check in the amount of \$7,877.62 for uniform rental and janitorial supplies, check was lost and not cashed. Total amount requested to be cancelled is \$7,877.62. Commissioner McElligott moved to adopt Resolution 1051 cancelling warrant 1733445 in the total amount of \$7,877.62. The motion was seconded by Commissioner Garling and carried.

Resolution 1052- Transfer of Excess Funds: Finance Manager Hollon presented to the Board Resolution 1052 requesting the transfer of funds in the amount of \$2,071,581 from the General fund to the Reserve fund. Excess funds above the budgeted beginning fund balance for the 2024 Budget year are \$2,071,581 will be applied to the Reserve fund as follows: \$671,700 General Reserve (this transfer will bring this line item to 2024 budget goal); \$672,084 Equipment Reserve (includes GEMT Reconcile, Mitigations, Wildland Equipment Reimbursement, and surplus sales); and \$727,797 Capital Facilities Phase 2 Reserve. Commissioner Kroum moved to approve Resolution 1052 to transfer funds from the General Fund to the Reserve Fund in the amount of \$2,071,581. The motion was seconded by Commissioner Egan and carried.

Resolution 1053- Sale of Windmill Property: Chief Parkinson presented to the Board Resolution 1053 requesting the authorization to sell the surplus real property located at 10105 24th St E, Edgewood (parcel number 0420091157), where the Edgewood Nyholm historical windmill is located, to the City of Edgewood at the appraised value of \$172,000. Commissioner Egan moved to approve Resolution 1053 to authorize the sale of the real property located at 10105 24th Street East, Edgewood, WA, parcel number 0420091157 to be sold to the City of Edgewood for \$172,000 and authorize the Fire Chief to execute and sign all documents related to the sale. The motion was seconded by Commissioner McElligott and carried.

NEW BUSINESS:

Station 112 Roof: Chief Parkinson presented to the Board a request to replace the roof of Station 112. Numerous patches/fixes/repairs have been made to the roof of the station, but those repairs are failing and the ability to continue "repairing repairs" is not advised. Staff recommends the roof be replaced. The most recent estimate, put the expenditure between \$60k - \$65k. This is not budgeted in 2024. Commissioner McElligott moved to authorize replacement of the Station 112 roof with funding to come from the Facility Maintenance Reserve not exceeding \$65,000. The motion was seconded by Commissioner Garling and carried.

UNFINISHED BUSINESS:

Board Vacancy: Per RCW 42.12.080 the Board interviewed candidates to fill the Board vacancy created by the passing of Commissioner Cathey. Candidates were given five minutes to address the Board and answer questions in an open public meeting. Each candidate provided an overview of their qualifications. The candidates spoke in the following order: Mark Creley, Burl Eddy, Justin Evans, Victor Proulx, and then Greg Reinke.

BREAK: A five-minute break was taken at 8:01 p.m.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office discussion at 8:07 p.m. for 30 minutes.

The executive session was extended at 8:37 for an additional 10 minutes.

The executive session was extended at 8:47 for an additional 13 minutes.

Meeting reconvened at 9:00 p.m.

Upon reconvening, Commissioner Egan moved to appoint Justin Evans to fill the vacant board position until the next election in which the position can be voted on by the public. Commissioner McElligott seconded the motion. Votes were as follows - Yea: McElligott, Garling Napier, Egan Nay: Kroum Abstain: Wernet
Motion passed via majority vote.

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. Commissioners McElligott, Wernet, and Garling expressed interest in attending.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 9:05 p.m. for 10 minutes.

Meeting reconvened at 9:15 p.m.

COMMISSIONER ACTION/DISCUSSION: None

Chief's Contract MOU: Upon reconvening the meeting from executive session, the following action was taken: Commissioner Kroum moved to approve the Memorandum of Understanding as presented as modification to the Fire Chief's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. The motion was seconded by Commissioner Egan and carried.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 9:22 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

May 2024

for June 18, 2024 Meeting

	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
				7 Months Remaining =	58.33%

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	2,882,716	21,174,722	40,405,095	19,230,373	47.6%
Property Tax - Prior Year/Delinquent	35,365	290,151	-	(290,151)	0.0%
Other Taxes	20,649	20,984	18,500	(2,484)	-13.4%
Regular EMS Transport	291,732	1,288,216	2,900,000	1,611,784	55.6%
GEMT Transport	265,890	1,231,824	2,112,000	880,176	41.7%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	69,812	137,071	201,375	64,304	31.9%
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	31,275	635,043	2,001,453	1,366,410	68.3%
Total Operating Revenues	3,597,440	24,964,201	55,838,988	30,874,787	55.3%

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>	209,214	1,222,534	3,260,984	2,038,450	62.5%
Operations <i>(Fire, Training, Volunteers)</i>	2,697,500	13,715,039	33,360,160	19,645,121	58.9%
EMS	266,188	1,251,210	3,286,873	2,035,663	61.9%
Prevention <i>(Fire Prevention, Pub Ed)</i>	99,954	480,084	1,401,954	921,870	65.8%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	370,314	2,355,617	5,055,431	2,699,814	53.4%
Capital <i>(Project Manager)</i>	20,427	146,395	201,677	55,282	27.4%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	928,201	1,092,743	7,498,888	6,406,146	85.4%
Transfers Out	2,071,581	2,071,581	1,773,021	(298,560)	-16.8%
Total Operating Expenses	6,663,378	22,335,203	55,838,988	33,503,785	60.0%
Payroll Clearing Accruals	(35,026)	9,549			
Operating Expenses Net of Accruals	6,628,352	22,344,752	55,838,988		
Ending Net Cash & Investments			\$ 15,278,133		

Reserve Fund

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

	Other Revenues	Transfer In	Transfer Out	Balance as of 05/31/24	(Short)/Over
Reserve Balances					
General Reserve		671,700		4,474,376	23,391
Equipment Reserve		672,084		13,980,261	N/A
Facilities Reserve				1,175,130	375,130
Employee Compensation Reserve				943,010	143,010
Capital Facilities Phase 2		727,797		15,133,441	Balance
Sale of Tax Title Property					
Investment Interest	155,944				
Current Month Total	155,944	2,071,581	-		
Year to Date Total	\$ 750,640	\$ 2,071,581	\$ -	\$ 35,706,219	



EAST PIERCE FIRE & RESCUE

May 2024

for June 18, 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	156,524	847,962	2,100,000	1,252,038	0.0%
Total Revenues	156,524	847,962	2,100,000	1,252,038	
Expenses					
Capital Purchases	3,350	26,263	-	-	0.0%
Capital Purchases-Station 111	993,349	3,826,540	-	-	0.0%
Capital Purchases-Station 112	57,855	312,292	-	-	0.0%
Capital Purchases-Station 114	292,044	2,502,831	-	-	0.0%
Capital Purchases-Station 117	436,952	2,043,060	-	-	0.0%
Capital Purchases-Station 118	158	172,406	-	-	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	99,390	201,677	102,287	0.0%
Total Expenses	1,783,709	8,982,782	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
6/11/24	2383	ADVANCE TRAVEL FUND	\$1,730.56
6/11/24	2385	BOUND TREE MEDICAL LLC	\$64.70
6/11/24	2386	CARDINAL HEALTH 112, LLC	\$4,872.50
6/11/24	2382	ADP SCREENING	\$52.23
6/11/24	2384	BARNHART MD PS STEPHEN W	\$9,375.00
6/11/24	2389	CHS	\$609.68
6/11/24	2381	ABM JANITORIAL SERVICES	\$1,140.71
6/11/24	2390	CINTAS CORPORATION # 461	\$11,101.43
6/11/24	2391	CODE MECHANICAL INC.	\$4,299.77
6/11/24	2395	DEDEGE SETH	\$34.00
6/11/24	2396	EIGHT TWENTY EIGHT	\$5,062.50
6/11/24	2400	EPFR PETTY CASH CHECKING	\$816.60
6/11/24	2401	FIFE MILTON EDGEWOOD CHAMBER OF COMMERCE	\$300.00
6/11/24	2387	CDW GOVERNMENT	\$288.20
6/11/24	2388	CENTURYLINK	\$84.91
6/11/24	2393	CUTTERS SUPPLY, INC.	\$533.54
6/11/24	2397	EMS SURVEY TEAM	\$1,486.80
6/11/24	2398	EMS TECHNOLOGY SOLUTIONS LLC	\$1,945.80
6/11/24	2404	G&N SEPTIC TANK SERVICE LLC	\$312.08
6/11/24	2410	JAMES OIL CO. INC.	\$16,032.74
6/11/24	2414	LARSEN SIGN CO	\$660.60
6/11/24	2417	LIFE SCAN WELLNESS CENTERS	\$20,872.00
6/11/24	2418	LINDE GAS & EQUIPMENT INC	\$1,732.97
6/11/24	2392	CREW BOSS	\$8,013.58
6/11/24	2394	DAVIS DOOR SERVICE, INC	\$545.47
6/11/24	2399	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$805.67
6/11/24	2402	FREIGHTLINER NORTHWEST	\$4,035.85
6/11/24	2405	GALLS, LLC	\$77.12
6/11/24	2406	GILBERT MATT	\$810.00
6/11/24	2411	KENT D. BRUCE COMPANY	\$756.15
6/11/24	2413	L N CURTIS & SONS	\$1,334.03
6/11/24	2422	MIKES SHOP	\$1,489.37
6/11/24	2423	MONSON BO	\$575.00
6/11/24	2403	FUGATE FORD	\$467.60
6/11/24	2407	HEALTHCARE ACTUARIES	\$5,000.00
6/11/24	2408	HUGHES FIRE EQUIPMENT, INC.	\$15,184.61
6/11/24	2409	IAFC MEMBERSHIP	\$97.50
6/11/24	2412	L & L PRINTING INC	\$53.95

6/11/24	2415	LES SCHWAB TIRE CENTERS	\$4,230.01
6/11/24	2416	LIFE ASSIST	\$32,523.43
6/11/24	2419	LOCALITY MEDIA INC	\$35,389.26
6/11/24	2420	LYNCH TANYA	\$1,500.00
6/11/24	2426	NORTHWEST SAFETY CLEAN	\$30.66
6/11/24	2421	MCCLATCHY COMPANY LLC	\$196.18
6/11/24	2424	MUNICIPAL EMERGENCY SERVICES	\$4,724.12
6/11/24	2427	ODP BUSINESS SOLUTIONS LLC	\$86.31
6/11/24	2428	OREILLY	\$146.01
6/11/24	2429	PACIFIC OFFICE AUTOMATION	\$599.12
6/11/24	2430	PLATT ELECTRIC SUPPLY	\$966.66
6/11/24	2432	QUADIENT LEASING USA, INC.	\$361.58
6/11/24	2433	QUADIENT	\$250.00
6/11/24	2438	SNIDER PETROLEUM	\$3,511.77
6/11/24	2442	TREASURY MANAGEMENT SVCS - US BANK	\$94.38
6/11/24	2425	NORTH AMERICAN RESCUE LLC	\$260.16
6/11/24	2434	QUINN ERIC T	\$400.00
6/11/24	2435	REHN AND ASSOCIATES	\$28.00
6/11/24	2443	UNDERWATER SPORTS, INC	\$1,013.77
6/11/24	2445	VALVOLINE LLC	\$320.10
6/11/24	2431	PUGET SOUND ENERGY	\$5,570.85
6/11/24	2436	SEAWESTERN	\$21,777.82
6/11/24	2437	SITECRAFTING, INC.	\$99.00
6/11/24	2439	SUMMIT LAW GROUP PLLC	\$369.00
6/11/24	2440	SUNSET CHEVROLET INC	\$89.74
6/11/24	2441	TONYS ROOFCARE INC	\$3,148.13
6/11/24	2444	US BANK	\$68,862.31
6/11/24	2446	VFIS	\$1,989.00
6/11/24	2447	WCIF-Life/Dental/EAP	\$23,510.52
6/12/24	2680	AFLAC	\$462.09
6/12/24	2683	IAFF - FIREPAC	\$798.09
6/12/24	2689	WSCFF - FASTPAC	\$612.50
6/12/24	2695	NATIONAL CONSTRUCTION RENTALS	\$1,257.50
6/12/24	2698	RICE FERGUS MILLER ARCHITECTURE	\$68,127.70
6/12/24	2681	DIMARTINO ASSOCIATES (WSCFF)	\$21,283.04
6/12/24	2686	WCIF-Life/Dental/EAP	\$1,240.54
6/12/24	2687	WCIF-Met Life / Accident	\$158.66
6/12/24	2682	GET PROGRAM	\$524.00
6/12/24	2684	LEOFF HEALTH & WELFARE TRUST	\$412,638.72
6/12/24	2685	TACOMA-PIERCE CO CHAPLAINCY	\$801.50
6/12/24	2688	WCIF-Met Life / ID Theft	\$69.75

6/12/24	2690	WSCFF-Medical Expense Reimbursement Plan	\$16,600.00
6/12/24	2691	AIR EXCHANGE, INC.	\$36,000.00
6/12/24	2694	JONES & ROBERTS CO.	\$601,014.62
6/12/24	2696	OTTO ROSENAU & ASSOCIATES, INC.	\$6,887.70
6/12/24	2700	SOUND ELECTRONICS	\$29,946.29
6/12/24	2692	ANDY JOHNSON & CO. INC.	\$242,744.12
6/12/24	2693	JODY MILLER CONSTRUCTION	\$231,929.40
6/12/24	2697	PUGET SOUND ENERGY	\$668.11
6/12/24	2699	ROBERT HALF	\$696.00
6/12/24	2702	WETHERHOLT AND ASSOCIATES INC.	\$120.00
6/12/24	2701	TRANSGROUP	\$1,485.00

Payment Count: 90

Total Amount:

\$2,010,768.44

Payment Count: 90
Payment Total: \$2,010,768.44

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

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 _____

June 2024	
General Fund	
Total AP	\$334,703.11
AP Vouchers	
Vouchers # 240601001 - 240601067	\$334,703.11
Total Payroll	\$ 2,676,135.89
Payroll Vouchers	
Vouchers # 240602001 - 240602011	\$ 455,188.89
Electronic Payroll	\$ 2,220,947.00
Total Expenditures (AP + Payroll)	\$ 3,010,839.00
Total BIAS Expenditures (111 - 999)	\$ 2,996,315.78
Difference	\$ 14,523.22
sickleave buyback	\$ 13,883.68
reimbursements	\$ 639.54
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 240603001 - 240603012	\$ 1,220,876.44



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

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.

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 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 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.

June 2024, Capital Bond Station Photos.

Station 111

Installation of exterior surfaces continues. Outdoor plaza construction.



Interior paint finishes are ongoing.



Station 114

Additional work was required to the weather barrier after moisture was discovered inside the building. With the issue resolved siding has been installed.



Storefronts installation.



Asphalt preparation.



Station 117

East and west side of the apparatus bay framing.



Station 117, Water main connection completed this week.



Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,566,612	20,072
Station 111	21,186,196	17,877,693	8,874,587
Station 114	10,856,061	7,769,721	3,415,279
Station 117	10,096,203	3,326,267	9,264,053
Station 112	13,663,312	1,473,511	11,189,802
Station 124	0	1,380,922	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,203,120	183,507
Misc	0	158,737	
Total	77,419,213	51,163,314	32,873,361

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(51,163,314)
Forecasted Expenditures	(32,873,361)
**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 – June 2024**

City Council – Annual Updates

Three of the five council visits have been completed. Two remain with Edgewood and South Prairie. 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

Fire Training Consortium

As communicated earlier this month, the fire chiefs of the PCFTC mutually agreed to dissolve the training consortium as it was seen as the best path forward for all organizations at this point. Ultimately, there were individual business needs that created challenges in advancing the needs of the consortium. AC Gilbert will briefly overview our next steps at the Board meeting. I am confident we will not lose any ground on our training needs, and thanks to the relationships built over the last two years, many of the positive outcomes realized through the PCFTC will continue.

Contract Negotiations

Three bargaining sessions have occurred to date. I will update the Board in executive session this month.

Committee Reminders

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

Other activities in the past month

- Pierce County Fire Training Consortium Administrative Board
- PC Fire Chief's Association & PC Fire Chief's Executive Board
- Sumner Rotary
- Bonney Lake Chamber
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- FME Chamber of Commerce



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

Operations

- Recruit Classes:
 - 2023-01 – Off Probation – Working to get signed off as Driver/Operators
 - 23-A1 – 1st Quarter of Probation, working on getting checked off as part of a 2-person medic crew
 - 23-B2 – 1st Quarter of Probation, working on getting checked off as part of a 2-person medic crew
 - 24-B4 – Finished EMT school. 3 weeks into fire portion of the academy.
- Galleri Cancer Screening Blood Draw Event Completed.
- 2024 Wildland Preseason Meeting with all of Pierce County

Logistics

- Completed AC system repairs at Station 113
- Received three replacement staff vehicles.
- Placed new Medic 111 in service.

EMS

- Behavioral Health Specialist Melissa Haney prepared education & questionnaire to EPFR personnel on how adverse childhood experiences can impact your risk to developing PTSI/PTSD.
- Community Resource Paramedic LT/Jen Killion completed fall prevention training for staff & residents at 6 of our largest assisted living centers.
- EMS/Finance Division completed and submitted two audits:
 - Washington State GEMT (audit)
 - Medicare Audit to CMS
- Implemented East Pierce Fire & Rescue (new paramedic) mentorship training manual (designed for current EPFR employees returning PM school).
- Onboarding & training completed with new EMS Specialist Eric Lynn.

Fire Prevention/Public Education/PIO

- AFM Selby, DFM Worley, and DFM Brockwell attended an Arson Investigation course in Leavenworth.
- Dina Sutherland attended the National Government Communications Conference.
- Blake Holt attended a Fire and Life Safety conference in Texas.
- Community focused events/services

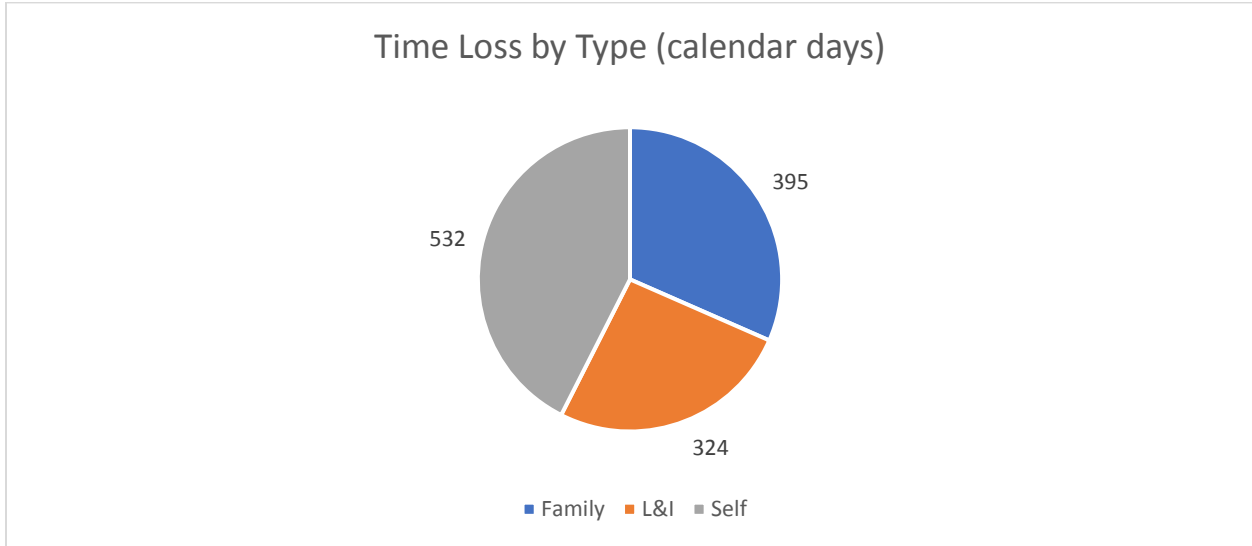
- Assisted with two days of CPR and Stop the Bleed training with the Sumner HS JROTC Program.
- Completed 28 fire and life safety inspections
- Conducted 3 fire origin/cause investigations
- Completed installment of six smoke alarms
- Attended PC WRN Meeting (Sutherland)
- Evacuation Level Workgroup (Sutherland)
- EPFR Summer Newsletter (Sutherland)
- Completed hands only CPR instruction to 80 Tehaleh/Trilogy residents and staff.

Other activities in the past month

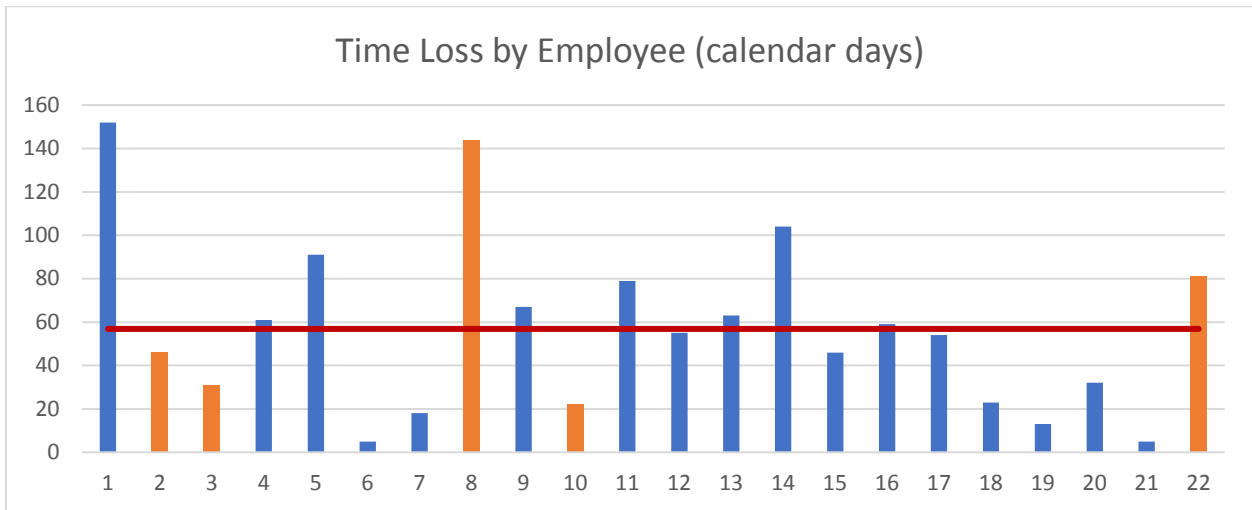
- Strategic Planning meetings with BERK
- Attended two days of training on advanced disciplinary issues with AC Moore and HRM Lynch.
- Attended Planning Committee Meeting which included work on our Strategic Plan revision with BERK.
- Attended the annual Tehaleh HOA meeting on June 10th along with AC Sandlian and AC Moore.
- Conducted entry level interviews for our fall recruit class.

Injury – Medical Leave Report – May 2024

- To date, a total of 22 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 56.86 calendar days



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



Goal 1: Support the Wellbeing and Development of our Team	
Create transparent and equitable career paths, succession plans, opportunities for professional development and human resources functions.	
Establish career paths for uniformed and non-uniformed personnel.	Parkinson
Q1 2022: Work has begun to formalize career paths beyond the rank of BC. Non-Uniformed career paths have not yet been addressed.	
Q2 2022: Acting CO manual and Acting BC manual both under revision.	
Q3 2022: Succession and professional development set as PCFTC deliverable in 2023	
Q4 2022: Developing an acting officer workshop to develop interest for future company officers. MSO selection process finalized and utilized, developing process for acting MSO's.	
Q1 2023: MSO acting policy complete, future acting officer workshop conducted in Feb. and March, Non-uniformed staff meeting in Feb, all uniformed task books being revised.	
Q2 2023: Task book revisions are continuing. PCFTC working on delivery of common required promotional courses.	
Q4 2023: Task book revisions remain the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 2024.	
Continue to cultivate an inclusive, supportive, and accountable internal culture.	
Regularly update foundational documents to ensure they reflect our desired culture and seek opportunities to link them to decision-making, accountability measures, and operations.	Parkinson
Q1 2022: Core document work completed to date: Strategic Plan, Capital Facilities Plan, and Annual Report. Work has begun on Standard of Cover, Facilities Maint. Plan, and updates to the Equipment Replacement Plan.	
Q2 2022: Work continues on items Standard of Cover, Facilities Maint. Plan, and updates to the Equipment Replacement Plan.	
Q3 2022: Standard of Cover draft expected in Oct/Nov 2022. Equipment replacement policy presented for adoption in Sept. 2022. Technology replacement evaluated by finance committee.	
Q4 2022: Equipment Replacement Reserve policy adopted and published. SOC set for planning committee review of final draft. Will close the item in Q1 2023 when SOC finalized.	
Q1 2023: Command Staff evaluated Mission/Vision/Values and will present recommendation at April Board workshop. Unit and Response benchmarks (SOC) presented to the Board for adoption in March.	
Q2 2023: April Board workshop reviewed and recommended changes to M/V/V. Staff will work on update and messaging plan for rollout in 2024.	
Q3 2023: Consulting expense for strategic plan and M/V/V overhaul included in 2024 budget request.	
Q4 2023: This object will be complete in 2024 as the 2025+ strategic plan and M/V/V update is adopted.	
Q2 2024: Strategic Plan update and M/V/V update process is underway and expected to be completed in Fall of 2024.	

Goal 2: Prepare for a growing population and increasing demand for services.

Develop a robust Community Risk Reduction program to prevent and prepare for emergencies.

Grow EPFR's public education program, including going out into the community and sharing information via our website, social media, and PC-NET.

Gilbert/Sutherland

Q1 2022: Pub Ed Courses now being scheduled for 2022. Website re-design is in progress.

Q2 2022: Researching FDSU (First Due Size Up) Community Connect software to allow the public to input their own property specific information.

Q3 2022: New EPFR website live (Sept. 2022), Community Connect agreement signed with FDSU to allow public to add notes regarding their residence (launch in 2023). Instagram account launched in Sept. 2022.

Q4 2022: Fire extinguisher training now being offered. Characterization program being scheduled with schools.

Q1 2023: SBLSD Youth Forum, Developing crew training for Community Connect prior to public launch in late summer. Hands only CPR courses being delivered to community groups (Trilogy).

Q2 2023: Community Connect is now live. Staff is working through marketing campaign to push public awareness.

Q4 2023: The public rollout of Community Connect remain the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 2024.

Ensure District facilities are well-located, efficient, and safe.

Update the Capital Facilities Plan and identify long-range facility needs, including improvements needed to existing stations.

Sandlian

Q1 2023: Planning Committee began discussion in March. The topic will be brought to the Board workshop in April for recommended next steps.

Q2 2023: Board reviewed recommendation in April. Planning Committee working through early assessment steps, beginning with facility grading of Station 113 and Station 116.

Q3 2023: Staff is working with RFM to conduct a facility grading assessment to prioritize future projects. Other Phase 1 projects are bumping this project lower in priority.

Q4 2023: We remain in a holding pattern on facility grading due to bandwidth with RFM. While other vendors could do this work, staff recommends staying with RFM due to the overlap with current and future projects. Staff expects to complete this work in the first half of 2024 and will likely recommend incorporating associated work plans into the next strategic plan.

Q1 2024: We have received a draft assessment of Station 116 and Station 113. Staff needs to have some follow up discussions with RFM before presenting to the Planning Committee.

Q2 2024: ILA with Milton for joint facility project is signed and the process kicks off in mid-June 2024.

<p>Establish funding for Phase 2 capital projects and ongoing maintenance of new buildings, including remodeling or expanding Station 113 (Sumner), new Station 124 (Milton), and Station 116 (Foothills), a training facility, and a fleet maintenance facility.</p>	<p>Parkinson</p>
<p>Q1 2023: Planning Committee began discussion in March. The topic will be brought to the Board workshop in April for recommended next steps. Recommend action will come from the Planning Committee as an updated Phase 2 assessment is established.</p>	
<p>Q4 2023: The long term funding needs for projects will largely be driven by the update to the CFP as referenced above. Staff will likely recommend the Board consider adopting policy related the funding of Phase 2 projects. This may be incorporated into the next strategic plan.</p>	
<p>Q2 2024: A long term funding plan to address Phase 2 projects and a bond early pay down plan was presented to the Board in May. Staff will present a draft policy to the finance committee in Q3 2024.</p>	
<p>Play a proactive and positive role in regional efforts to address the health and safety of the Pierce County community.</p>	
<p>Engage regularly with neighboring jurisdictions to address issues of regional concern, including planning for growth, training, recruiting, information technology, and purchase of equipment.</p>	<p>Parkinson/Stabenfeldt</p>
<p>Q4 2021: Active discussions are occurring regarding regional efforts with both I.T. and Training</p>	
<p>Q1 2022: Tour of SKCFTC occurred in March 2022. Joint recruit academy began in January 2022.</p>	
<p>Q2 2022: Training consortium planning is actively progressing. Regional wildland response planning and training has occurred throughout Q2. PCHIT and PCSORT evaluation is near completion and is expected to result in regional changes regarding haz-mat and special operations team managements, training, and response. Regional radio system discussions are actively occurring. Logistics chief's from metro agencies have begun regular meetings.</p>	
<p>Q3 2022: Training Consortium ILA is fully executed and implementation is progressing. PCSORT/PCHIT evaluation and recommendations draft created for regional review. DNR and Pierce Co. Conservation projects completed (social media videos and Firewise project).</p>	
<p>Q3 2022: Training Consortium chief selected. PCSORT/PCHIT modifications being planned for incorporation into the PCFTC. 2023 PCFTC Training calendar being created. PC HR Group evaluating joint recruitment opportunities.</p>	
<p>Q1 2023: PCSORT/PCHIT regional discussion is still advancing to move away from the current ILA format with the intent to roll services under the mutual aid agreement. Several agencies are evaluating Darkhorse Analytics as a collective initiative to standardize response data. HR Group continues work on joint recruiting options.</p>	
<p>Q2 2023: Several initiatives remain in various stages throughout the county, which include: peer support, logistics, FDSU, and PCFTC.</p>	
<p>Q4 2023: The most significant open item related to this objective is the dissolution of PCHIT & PCSORT. In the first half of 2024, our focus will ensure any equipment and response needs are addressed for East Pierce and the region.</p>	
<p>Q2 2024: There are no additional planned efforts for this objective. Several relationships have been established with neighboring jurisdiction which will continue to receive attention. This is viewed as on ongoing objective.</p>	

Goal 3: Cultivate strong relationships with the communities we serve.

Strengthen our community presence.

Host regular in-person and virtual open houses at fire stations within each community to offer opportunities for community members to meet EPFR personnel and Commissioners, provide feedback, learn practical skills, and become informed about issues related to EPFR.

Gilbert/Sutherland

Q4 2021: The framework for this is already established. COVID has sidelined many of these efforts.

Q2 2022: EPFR Pub Ed activities have returned and are scheduled: CPR/First Aid, helmet & life jacket sales, smoke detector installation, fall open house, safe sitter classes.

Q3 2022: EPFR open house scheduled for Oct. 1st.

Q4 2022: No substantial change. Plans are beginning for an open house event at the new station 118 (and all new stations in the future).

Q3 2023: No substantial change in this goal. 2023 events (open house and station opening) are being planned. Additional events will occur as we approach the 2024 levy in April 2024.

Q4 2023: No substantial change in this goal. As we lead up to the April levy, we will be significantly changing our presence in the community through various approaches. Depending on the effectiveness of our outreach, this may lead to permanent changes (example - coffee shop talks, etc.).

Q2 2024: There are no additional planned efforts for this objective. Several efforts over the last couple of years have significantly improved our connection to the community. This is viewed as an ongoing objective which will continue to be a focus in the future.

Identify new opportunities to expand community engagement efforts.

Gilbert/Sutherland

Q2 2022: Public Education team has been coordinating with the cities and HOA's for upcoming events throughout 2022 (as well as planning for 2023 and later).

Q3 2022: FDSU Community Connect agreement signed (launch in 2023), Wildfire preparedness efforts (Firewise and social media videos) complete, increased efforts to deliver "hands-only" CPR to the community. Instagram live.

Q1 2023: EPFR is partnering with several agencies on the Wildfire Ready Neighbors program which rolls out in April. This objective will also be discussed in the April 2023 Board Workshop.

Q2 2023: Characterization program has been deployed across all school districts for the first time since COVID.

Q4 2023: No substantial change in this goal. As we lead up to the April levy, we will be significantly changing our presence in the community through various approaches. Depending on the effectiveness of our outreach, this may lead to permanent changes (example - coffee shop talks, etc.).

Q2 2024: Staff discussed a 2025 budget request regarding a new position focused on strategic communications. This request will go through the regular budget request process via the finance committee and Board in the Fall of 2024.

Communicate regularly with residents, workers, businessowners, and organizations.	
Increase regular and emergent communications on social media platforms, including Facebook, Twitter, Instagram, and Next-door.	Gilbert/Sutherland
Q1 2022: Over the last six months we have placed a higher emphasis on social media outreach via Facebook and Twitter.	
Q2 2022: Evaluating technology (Sharable App) to share social media posts across multiple sites.	
Q3 2022: FDSU Community Connect agreement signed (launch in 2023). Instagram account live Sept. 2022.	
Q1 2023: Staff is developing a training plan for operational personnel regarding FDSU Community Connect with the intent to push the app publicly in late summer 2023.	
Q2 2023: FDSU Community Connect is now live. Staff is developing a communications plan for the public.	
Q4 2023: The public rollout of Community Connect remains the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 2024.	
Serve all community members with compassion and appropriate cultural humility and competency.	
Track community demographics to understand changes in the community EPFR serves.	Stabenfeldt
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	
Develop and maintain relationships with trusted community liaisons and leaders of EPFR's member communities based on community demographics, and adjust outreach efforts based on their input to ensure messaging and activities reach all community members.	Stabenfeldt
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	
Evaluate the feasibility of creating a position for a dedicated community outreach specialist.	Parkinson
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	

Ensure messaging is inclusive and culturally relevant for EPFR's range of member communities.	Stabenfeldt
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	
Continue to train personnel in trauma-informed care and cultural humility to ensure community members receive appropriate and effective care.	Parkinson/Lynch
Q1 2022: Engaged 828 consulting to conduct an internal inventory of awareness and culture.	
Q2 2022: Supervisor training (diversity and cultural humility) scheduled for Q4 2022. Evaluating contractor for delivery of PTSD training in Q3 2022.	
Q3 2022: Supervisor training (diversity and cultural humility) scheduled for Q4 2022. Course for delivery of PTSD training scheduled for Oct. 2022.	
Q4 2022: 2023 DEI Training scheduled for District personnel.	
Q1 2023: Equity Advisory Committee formed and training has started. Several PTSD resiliency courses are scheduled for this spring.	
Q2 2023: EAC (28 personnel) have begun trainings with 828 consulting.	
Q3 2023: Work continues with the EAC. Some lag has occurred as the project leadership has transferred from Mack to Lynch.	
Q4 2023: The EAC has completed its trainings for 2023 and has another series of trainings scheduled for 2024. After that, the EAC will be responsible for internal training deliveries.	
Goal 4: Be a highly efficient organization	
Evaluate options for long-term funding stabilization, including opportunities to generate non-tax revenues, to meet operational resource needs.	Parkinson
Q1 2022: Began discussion FBC, presentation to Finance Comm. in April 2022	
Q2 2022: Board workshop conducted to review 5 year staffing needs and associated expense and revenue budget forecasts. Discussion regarding funding options also occurred and the current direction is to run a single year lid lift of the regular levy in April of 2023 and a single year lid lift of the EMS levy in April of 2026.	
Q4 2022: 2023 Budget adopted, SAFER grant, Levy plan will be reviewed at April 2023 Board workshop.	
Q1 2023: Staff submitted for an AFG grant in early February.	
Q3 2023: Staff is evaluating AFG grant options for 2024.	
Q4 2023: No substantial update. Staff recommends Board dialogue on this subject after the April 2024 levy.	
Q2 2024: A long term funding plan to address Phase 2 projects and a bond early pay down plan was presented to the Board in May. Additionally, staff presented a recommended levy cycle and financial forecast to the Board at this same meeting.	

Improvement Goal 1

Establish and Adopt Service Level Benchmark (Goal) Objectives in alignment with EPFR's Mission, Vision, Core Values and Guiding Principles

EPFR should establish and adopt Performance Benchmarks in alignment with its Mission, Vision, Core Values and Guiding Principles. This goal reinforces EPFR's commitment to providing a consistently high level of service to community members in all areas of the District, regardless of the type of emergency. To achieve this, should establish and measure EPFR performance against benchmark objectives.

Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. The benchmarks will be reviewed by the Board annually (at a minimum).

Improvement Goal 2

Adopt a plan to maintain and improve response capabilities

This goal supports performance benchmarks by objectively and regularly measuring EPFR's performance. The following are recommended as EPFR's fire and life safety response performance goals for the District's urban and rural zones. These are not levels of service that must be achieved immediately but, instead, are targets for continued excellence. As one benchmark is achieved, or new technology and resources become available, then set a progressively higher benchmark.

Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. As part of the Board action, the 2022 EPFR performance was also provided for review. EPFR performance will be reviewed continuously by staff and by the Board annually (at a minimum).

Improvement Goal 2a

Improve Turnout Time

The single biggest performance time improvement the EPFR can make is to reduce turnout time. This is the time interval between when the crew is alerted of a call by South Sound 911 and when the crew begins responding. There are two primary causes of increased turnout time. One is station design where the apparatus is a distance away from the crew quarters. Large fire stations or those with multiple floors by their design, make it difficult to quickly exit the station. The second cause is behavioral mindsets where crews may move at a deliberate pace to get to the apparatus based on a perception of a lower acuity call. It is interesting to note the crew's turnout speed when they know the call is a structure fire with smoke showing and multiple calls versus a lower priority EMS call to a senior care facility the crew responds to frequently.

In Progress: Beginning 1/1/23 EPFR kicked off an initiative to reduce turnout times. This is being pushed at all levels of the organization. Performance reports are pushed to all personnel weekly for awareness. Q2 2023: Staff is testing data transfer delays which may exist in the SS911 & USDD systems. Testing has been completed at St. 111. Next, we will be assessing all stations to ensure no alerting delays are occurring. Q3 2023: Station evaluations (dispatch alerting) is complete. Staff was not able to identify any major issues/delays in the alerting system. We continue to produce and distribute reports on a weekly basis. Q4 2023: Continued emphasis on reducing turnout time. We will conduct an internal analysis at years end to evaluate our success. Q1 2024: Continued emphasis on reducing turnout time. We continue to provide uniformed members with YTD turnout times on a regular basis and have engaged in a dialogue with BCs on how to address challenges. Q2 2024: District emphasis on the importance of turnout time continues. We continue to see improvements in this area.

Improvement Goal 2b

Continue Reducing Call Processing Time

Call Processing has generally been improving except for the final three quarters of the study period, roughly consistent with the implementation of Priority Dispatch™ in the South Sound 911 dispatch center. In collaboration with South Sound 911, establish call processing benchmarks in alignment with NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems including calls answered and call processing performance objectives. The current baseline performance is higher than NFPA 1221. In reviewing Standards of Cover and other documentation from fire agencies in Pierce County who utilize South Sound 911, turnout time reduction has been highlighted in those reports. To the credit of EPFR, all Pierce County Fire agencies, and South Sound 911, improvements are to be commended. Leaders of South Sound 911 have also been an important stakeholder and their continued collaboration is encouraging. In addition to collaborating with South Sound 911, EPFR should continue its partnership with all Pierce County fire agencies for regional shared solutions. NFPA 1221 (2016 edition) specifies call processing performance objectives:

*90 percent of emergency alarm processing shall be completed in 64 seconds, and 95 percent of alarm processing shall be completed in 106 seconds.

*Emergency alarm processing for the following call types shall be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time:

It is recommended that units be dispatched to priority 0 and 1 calls prior to the completion of emergency medical dispatch (EMD) questioning and instructions. Once EMD is completed, units can be downgraded in their response if the call is not emergent. The goal would be to get units altered and initiate response as soon as safely possible.

In Progress: This has been adopted as a goal of the Pierce County Fire Chiefs Association for 2023. Chief Parkinson is assigned as the lead for this initiative to interface with SS911. The first step is gathering the data points in the call processing sequence for assessment (which is underway). Q2 2023: Data collection continues with SS911. Q4: Regional Fire Chiefs continue to meet with representation from SS911 to evaluate areas of improvement. Q1 2024: Regional Fire Chief's are engaged in discussions with SS911 on how to improve call processing times. Q2 2024: Regional Fire Chiefs have identified this as a collective priority for 2024.

Improvement Goal 2c

Adopt Workload and Deployment Trigger Points to assess the need for additional Resource Staffing and Station Locations

As growth occurs in EPFR, particularly in the Tehaleh planned community, the EPFR should adopt a formal review process to assess the need to additional resources or fire station locations. Objective standards based upon adopted service level benchmark policies should be utilized. Three objective criteria should be prioritized:

- 1) Establish benchmarks for Unit Hour Utilization.
- 2) Establish travel time benchmarks to urban, suburban, and rural areas.
- 3) Establish unit reliability benchmarks.

Complete: See Goal #1 & Goal 2 notes.

Improvement Goal 2d

Implement a Risk-based Response to Target Hazards

It is recommended that EPFR use a risk assessment methodology and dispatch protocols to customize response to these locations. EPFR already objectively identifies target hazards and maintains a database of approximately 500 target hazards. Target hazards would be those with high life hazard, a significant impact either from economic loss, job loss or environmental impacts. Any target hazard incident that could harm the District and community for many years should be considered for an enhanced initial response.

Sending an enhanced response to the first alarm places additional resources on-scene faster, allowing for more critical tasks to be accomplished sooner, bringing the incident under control and stopping the loss faster. Target hazards that exceed five miles of road coverage and are at the furthest edges of the road network should be prioritized.

In Progress: A complete overhaul of response packages, ESZ's, and station orders is underway. This project will trigger a review of target hazard deployment. This project will likely complete at the end of Q3 2023. Q2 2023: Work continues internally. This project is also being worked on with a number of Pierce Co. fire departments. Q3 2023: Evaluation of station orders and response packages is nearing completion. We continue to evaluate options to address target hazards within the district. Q4: Regional work continues to evaluate ESZs and response packages. ESZ has been created for Snag Island in order to create a response package that will allow for additional water tenders/fireboat due to water supply issues in the area. Tender modifiers are being added for rural ESZs to ensure tender response in areas that have limited water supply. Q1 2024: We continue to collaborate with regional partners on updating run cards (ESZs, station orders, response packages). Future action includes dialogue with SS911 on how to best implement the changes which will require significant work on their part. Q2 2024: PC OPS Chiefs have been working collectively with SS911 on the impacts of the Priority Dispatch system and how to best utilize the system collectively. AC Gilbert is engaged with neighboring agencies as well as SS911 on how to best implement recommended operational changes. AC Sandlian will be furthering our regional efforts to utilize FDSU for pre fire plan information sharing amongst our partner agencies.

Improvement Goal 3

Enhance Utility of Strategic Decision Data

It is recommended that EPFR's senior command staff continue to enhance their demonstrated commitment to data-driven decision making, specifically regarding integration of key information sources; timely access to reliable, relevant growth planning information; and collaborative data initiatives with regional partners.

In Progress: We continue to attend training on this subject with the goal of improving our capacity in making data informed decisions. We are also collaborating with neighboring jurisdictions to explore other technologies available for data analysis and decision making (Dark Horse Analytics). Data Analyst Worley will be attending a two part series sponsored by the IAFC focusing on analysis driven decision making (FIRE DAWG-Fire Data Analysis Working Group). The group will meet during FRI in August and again at the Technology Summit International in December. Q3 2023: Agencies from Pierce County will be meeting with Intterra and Darkhorse this fall. Q4: Data Analyst Worely attended the TSI conference hosted by the IAFC (December). ILA completed with CPFR to utilize Darkhorse Analytics. 2024 Q1: Data/Analyst Worely attended the FIRE DAWG (Fire Data Analysis Working Group) pre conference class at the 2023 Technology Summit International this past December. EPFR also hosted an ESO Insights Workshop on February 29th which provided education on how to utilize their new data analytics module. This course was attended by several regional partners. Q2 2024: Joe Worley has transitioned to the Prevention Division. We have welcomed Rebecca Burke as our Operations Administrator who will now be responsible for providing response data as needed. Rebecca has already demonstrated a high level of competency in this role. We are considering this improvement goal complete.

Improvement Goal 3a

Enhance Integration of Key Information Systems

The data systems that underly much of the work presented in this study are robust, highly capable and contain high quality data. However, access to some of this data, most notably that held by South Sound 911, is not under EPFR's control, but must be mediated through requests to external parties with separate policies, priorities, and workloads. This can result in delays, obstacles to obtaining necessary data, and the need to perform various mitigation procedures to address issues in data. It is recommended that EPFR's command staff negotiate data sharing arrangements with key data providers (South Sound 911, WSRB, ... others?) that allow (a) EPFR to be in control of its own data and retrieval/manipulation procedures, (b) multiple data related data streams (e.g., CAD and RMS) to be integrated and (c) EPFR to maintain a consistent, ongoing historical archive.

In Progress: See improvement Goal 3 (above). Part of the regional discussion involves "piggy-backing" onto work which is already underway by Central Pierce F&R to create a data warehouse as a single hub for all data feeds. Q2 2023: Work continues to expand our data analytics footprint by partnering with several other agencies. Q3 2023: See above. We continue to work with neighboring agencies and vendors in order to better understand and utilize data. Q4: ILA completed with CPFR (Darkhorse Analytics). 2024 Q2: We continue to utilize both Intterra and Darkhorse to analyze data, evaluate deployment options, and create operational reports. We will continue to evaluate both programs moving forward. We are considering this goal complete.

Improvement Goal 3b

Ensure Timely Access to Relevant, Reliable Growth Intelligence

Timely access to accurate intelligence on coming development and other changes that will affect service demand will continue to be critical to the planning processes described in this study and prescribed in Goal 2c. EPFR command staff should build and continually reinforce strong relationships with experts in the Pierce County Planning organization. The success of the future workload modeling portion of this study was due in large part to the assistance of Senior Planner Jessica Gwilt, who has since departed the Pierce County Planning organization. EPFR command staff should cultivate a similar relationship with Ms. Gwilt's successor (when appointed) and should confer quarterly with this expert to identify (a) changes in development pipeline since the last update, (b) noted differences between plans and actual development, (c) updated growth projections for population, employment, etc., by land use class, and (d) digital materials suitable for automated analysis that embody this information. Data derived from this ongoing relationship should be continually analyzed by methods analogous to those used in this study, to evaluate upcoming needs for deployment changes.

Not started: As we move through 2023, we will foster new and ongoing relationships in all cities and Pierce County to ensure we are aware of long term growth impacts related to the district. Q3 2023: We will continue to look for opportunities to form and strengthen relationships at the county. Q4: Staff continues to look for opportunities to access relevant and reliable growth intelligence. 2024 Q1: Jessica Gwilt has left her position with Pierce County Planning. EPFR will look to build a relationship with her successor. Q2 2024: We anticipate exploring a renewed relationship with PC Planning as part of the division of responsibilities between the DC of Administration and DC of Operations.

Improvement Goal 3c

Explore Collaborative Data Initiatives

Organizations thrive through collaboration. EPFR is fortunate to have strong regional partners with unique capabilities, and strong inter-agency cooperation, specifically including the development of localized expertise consortia. EPFR should pursue this initiative specifically with regard to data, to allow shared access to key resources (e.g., South Sound 911 data), and collaborative planning efforts as appropriate.

In Progress: See notes in Goal 3 and 3a(above). Q3 2023: East Pierce has strengthened relationships with agencies throughout Pierce County specific to data and analytics. Operations personnel and data-analysts meet on a monthly basis to address collective challenges and opportunities. Q4: Staff attended collaborative meetings with regional partners and vendor reps to explore opportunities to expand collaborative efforts relating to data and analytics. 2024 Q1: EPFR will continue to strengthen regional relationships and explore collaborative data efforts with regional partners in 2024. Q2 2024: We continue to work with regional partners on exploring collective data initiatives. AC Sandlian is working with regional partners on the implementation of FDSU.



Planning Committee Meeting Notes

June 7, 2024 @ 1000 hrs.

C. Wernet (Chair), R. Kroum, J. Napier

Staff: Chief Parkinson, DC Stabenfeldt, AC Sandlian, AC Moore, AC Poe, AC Gilbert

Guests: BERK

1. Strategic Plan

- a. BERK reported out to the committee and command staff on the core themes and statements that will become the new Vision, Mission, and high-level Goals. Together, the group prepared this information for the staff strategic advisory group who will refine and give context and details to the strategic plan over the course of the next couple of months.
- b. Core themes include: trusted pillar; safe and resilient community; service with compassion and action.
- c. The new goal statements are similar to what is in the current strategic plan with some adjustments to emphasize sustainability.

2. Station Construction Update

- a. Jones and Roberts Co. has requested additional payment due to unforeseen conditions (site ground water) on the station 111 project that resulted in a schedule extension and related overhead expenses in 2023 and 2024. The planning committee recommended that our project manager negotiate with the contractor for a partial payment of what is requested and also to make some of the payment contingent on completion of the project by the new extended date in September.
- b. The planning committee had an initial discussion about hiring an assistant project engineer/manager as a result of a recommendation by the HR committee. Further discussion will take place at the next planning committee meeting July 19th.

3. Phase 2 Projects

- a. Facility Grading - No Update
- b. Vehicle maintenance - Facility No Update
- c. Milton Fire Station - Scope reviewed by Milton. Awaiting City Approval.

4. Windmill Property

- a. Purchase and Sale agreement signed and in City of Edgewood's hands. Edgewood plans to complete the sale and approve payment at the next city council meeting June 11th.

5. RFM Fee Increase Request

- a. Status – No new update as of 6/3/24

Next Meeting:

- Friday, July 19th @ 1000 (Virtual)



Board Meeting Agenda Item Summary

Meeting Date:	June 18, 2024
Title:	Resolution 1054 – Surplus Misc. IT Equipment

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move 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.</i>
Presenter:	Chief Parkinson
Attachments:	Resolution 1054 and Exhibit A

Summary:
<p>Staff recommends the surplus of the items listed on attached (Appendix A) list of miscellaneous information systems 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. 1054

A Resolution to Surplus Misc. IT Equipment

WHEREAS, misc. information systems equipment, as listed in Appendix A, owned by East Pierce Fire & Rescue has been deemed 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 information systems equipment as listed in Appendix 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 June 18, 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

Resolution 1054 - Exhibit A

Barcode	Serial	Make	Model	Description	Age / Years
12340	64167F323B52	Polycom	VVX411	Desk Phone	6
12306	64167F323BEC	Polycom	VVX411	Desk Phone	6
12331	64167F32340E	Polycom	VVX411	Desk Phone	6
12326	64167F323AD2	Polycom	VVX411	Desk Phone	6
12313	64167F32373F	Polycom	VVX411	Desk Phone	6
12338	64167F31DD57	Polycom	VVX411	Desk Phone	6
12330	64167F323B57	Polycom	VVX411	Desk Phone	6
12357	64167F331EBD	Polycom	VVX411	Desk Phone	6
12332	64167F323BFE	Polycom	VVX411	Desk Phone	6
12337	64167F31E59C	Polycom	VVX411	Desk Phone	6
12315	64167F323B10	Polycom	VVX411	Desk Phone	6
12327	64167F323A2C	Polycom	VVX411	Desk Phone	6
12275	64167F31E694	Polycom	VVX411	Desk Phone	6
12278	64167F31DE13	Polycom	VVX411	Desk Phone	6
12329	64167F25A4AE	Polycom	VVX411	Desk Phone	6
12308	64167F323BFD	Polycom	VVX411	Desk Phone	6
12316	64167F323B06	Polycom	VVX411	Desk Phone	6
12336	64167F31F5D9	Polycom	VVX411	Desk Phone	6
12419	64167F33149E	Polycom	VVX411	Desk Phone	6
12284	64167F31E867	Polycom	VVX411	Desk Phone	6
12307	64167F323628	Polycom	VVX411	Desk Phone	6
12305	64167F3239E3	Polycom	VVX411	Desk Phone	6
12481	64167F332197	Polycom	VVX411	Desk Phone	6
12325	64167F31DF3F	Polycom	VVX411	Desk Phone	6
12333	64167F322D84	Polycom	VVX411	Desk Phone	6
12274	64167F323D80	Polycom	VVX411	Desk Phone	6
12290	64167F31FCD0	Polycom	VVX411	Desk Phone	6
12320	64167F259B6A	Polycom	VVX411	Desk Phone	6
12328	64167F3236BB	Polycom	VVX411	Desk Phone	6
12314	64167F323D97	Polycom	VVX411	Desk Phone	6
12294	64167F323252	Polycom	VVX411	Desk Phone	6
12296	64167F31ECCF	Polycom	VVX411	Desk Phone	6
12334	64167F31ECD9	Polycom	VVX411	Desk Phone	6
12273	64167F32382D	Polycom	VVX411	Desk Phone	6
12279	64167F31EC88	Polycom	VVX411	Desk Phone	6
12868	64167F66D6BB	Polycom	VVX411	Desk Phone	6
12341	AR1816471A44	Polycom	VVX Expansion	Keypad	6
12342	AR181645188B	Polycom	VVX Expansion	Keypad	6
10845	SG702SU01V	HP	Procurve 5406	Net Switch	17
12248	80DF050E4F746	Watchguard	M300	Firewall	7
12530	VNB3J39106	HP	LJ Pro M15	Printer	4
12270	3CQ72319HP	HP	V273a	Monitor	6
10567	CMK9200R41	HP	L2245wg	Monitor	14
10811	CNK917006G	HP	L2245wg	Monitor	14
10844	HB29500037	Raritan	IP116	KVM Switch	14

Resolution 1054 - Exhibit A

Barcode	Serial	Make	Model	Description	Age / Years
12063	C07M3B99FF54	Apple	TV	Streaming	10
12349	5CG6381SD0	HP	Elite x2 1012	Tablet	6
12207	5CG6250DFV	HP	Elite x2 1012	Tablet	8
12228	5CG64273SZ	HP	Elite x2 1012	Tablet	8
12229	5CG617344B	HP	Elite x2 1012	Tablet	8
12369	MXL81810FN	HP	ProOne 600 G3	Computer	6
12354	MXL81810FK	HP	ProOne 600 G3	Computer	6
12368	MXL81810FS	HP	ProOne 600 G3	Computer	6
12355	MXL81810FL	HP	ProOne 600 G3	Computer	6
12598	RL903F0971	Getac	F110 G5	Tablet	4
12227	RGA39F3672	Getac	F110 G3	Tablet	8
12217	RGA39F3661	Getac	F110 G3	Tablet	8
12219	RGA39F3664	Getac	F110 G3	Tablet	8
12609	RLB03F1198	Getac	F110 G5	Tablet	4
12649	RM303F0027	Getac	F110 G5	Tablet	4
12124	RF639F1020	Getac	F110 G2	Tablet	9
12131	RF639F1024	Getac	F110 G2	Tablet	9
12610	RLB03F1195	Getac	F110 G5	Tablet	4
12224	RGA39F3666	Getac	F110 G3	Tablet	8
12384	2M242100XL	HP	DL380p	Server	10
12385	2M242100XM	HP	DL380p	Server	10
12386	MXQ40401XB	HP	StoreVirtual 4130	Server	10
12387	MXQ40401XC	HP	StoreVirtual 4130	Server	10
12383	16C0MRN550800	Synology	815+	Server	7
12382	1590MRN842100	Synology	815+	Server	7
10865	OS0938160203	APC	SUA3000R2	UPS	14
10866	OS0938160201	APC	SUA3000R2	UPS	14
12140	RF639F1018	Getac	F110 G2	Tablet	9
12137	RF639F1009	Getac	F110 G2	Tablet	9
12388	RJ903F0347	Getac	F110 G3	Tablet	6
12123	RF639F1017	Getac	F110 G2	Tablet	9
12143	RF639F1002	Getac	F110 G2	Tablet	9
12144	RF639F1007	Getac	F110 G2	Tablet	9
12142	RF639F0996	Getac	F110 G2	Tablet	9
12145	RF639F1021	Getac	F110 G2	Tablet	9
12139	RF639F1005	Getac	F110 G2	Tablet	9



Board Meeting Agenda Item Summary

Meeting Date:	June 18, 2024
Title:	Deputy Chief Contract

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to authorize the Board Chair to sign the employment agreement with Matt Gilbert for the position of deputy chief.</i>
Presenter:	Chief Parkinson
Attachments:	None

Summary:
<p>It is my recommendation that Assistant Chief Matt Gilbert be promoted to Deputy Chief and an employment agreement be executed. Chief Gilbert's performance in the AC role has been outstanding; I have no doubt we can expect to see this performance level continue throughout his career. This action by the Board will authorize the Chair to execute an employment agreement with Chief Gilbert effective 7/1/24 through 6/30/27.</p>

Fiscal Impact:	Included in the 2024 Budget
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