



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
September 17, 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/84207652409>

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) None

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the August 20th Regular Meeting Pages 3-6
- b) Treasurer’s Report..... Pages 7-8
- c) Approve Finances..... Pages 9-13
- d) Financial Waiver
 - i) Transport Account 132899219 in the amount of \$874.65 Page 14

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 15-19

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 20-21
- b) Deputy Chiefs Reports Pages 22-23
- c) Q3 Strategic Plan - Parkinson..... Pages 24-29
- d) Q3 Standard of Cover - Stabenfeldt Pages 30-35
- e) Q3 Financial Assessment - Hollon..... Pages 36-38

f) Monthly Injury Report..... Page 39

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

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

10. RESOLUTIONS:

- a) Resolution 1062 – Transfer of Funds (Windmill Proceeds) – Hollon..... Pages 40-41

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

- a) Station 112 Roof – Westland..... Pages 42-43

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) Commissioner Compensation – Byerley None

14. EXECUTIVE SESSION: None

15. COMMISSIONER ACTION/DISCUSSION:

- a) Commissioner Compensation – National Night Out

16. ADJOURN

2024 EVENTS:

- September 26thPC Commissioner Meeting (TBD and Zoom)
- September 28th EPFR Annual Open House
- October 24th NO PC MEETING – STATE CONFERENCE
- November 21stPC 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**

August 20, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on August 20, 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, and Justin Evans. Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley were also present.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Finance Manager Michelle Hollon, Assistant Chief Jeff Moore, Assistant Chief Will Poe, Project Manager Phil Herrera.

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Byerley requested to add an Executive session to Item 14 per RCW 42.30.140 Collective Bargaining Agreement discussion. District Secretary Byerley also noted typos on pages 34 and 46 of the agenda packet a correction to the address in the agenda summary description from 12218 to 12116. Commissioner Egan moved to approve the agenda as amended. The motion was seconded by Commissioner Wernet and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the July 16th Regular meeting; treasurer's report; current expense vouchers 240802001-240802062 in the amount of \$428,963.70; payroll vouchers 240804001-240804011 in the amount of \$442,626.21; electronic payroll in the amount of \$2,732,865.44; Capital expense vouchers 240803001 - 240803009 in the amount of \$1,662,272.87; post meeting payroll transactions with net payroll change of -\$1,817.01; special voucher 240706001 in the amount of \$15,165.00; Transport Waiver for account 132855695 in the amount of \$145.80; and Resolution 1057 EMS Write-Offs for 2nd Quarter 2024 in the amount of \$239,602.22). Motion seconded by Commissioner Egan 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 finishes are underway. Acoustic ceilings and sound insulation install underway. Finish grade sitework continues, curbs and sidewalks continue. Plaza concrete walls are completed. Rock

walls and slab work underway. Trim and millwork underway.

Station 112: CUP hearing completed, the report was received, and items are being addressed. We are waiting on the CUP to be issued to go out for bid. Building permit reviews have been addressed and are awaiting approval. The site drawings have been reviewed; final revisions are underway. There are some traffic impact challenges that are being addressed as well.

Station 114: Finish painting is complete. Polished floors have been completed. Trim and millwork to begin this month. PSE gas line is complete. Water main work is next this month. This will complete the conflicts we have been working through.

Station 117: Rough framing is complete. Roof covering is complete, the building is dried in. Electrical, plumbing, and mechanical rough-in is underway. The contractor continues to move at a fast pace. Substantial completion is looking like March of 2025.

Station 118: The general contractor is coming through this month taking care of the last punch list items. There are a number of items yet to repair or replace. Plus, a lot of landscape planting replacements. Fuel tank permit is being issued. Final inspection failed due to a roof ladder that is too short.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Overview of finalized 4th of July stats; Fairfax Bridge operational challenges, 13 recruits graduated the academy last week, and roof at Station 112 will cost more than original anticipated and will be brought back to the Board in September.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt and Deputy Chief Gilbert gave a brief overview of each division's accomplishments for the month. The report included: Operations-status of four current recruit groups, Chief Gilbert reported on the Fairfax Bridge limitations and possible emergency access detours, FRI training in Dallas, and FF Edwards was appointed to the Tech Team; EMS- EPFR awarded AFG grant to train 3 firefighter EMT's to firefighter paramedics, completed 2024 new instructor training, completed 3rd quarter EMS field scenario training, completed 3rd quarter Peer Support Team training, and the mobile integrated health team completed session 2 of Advanced Aging and Planning series; Logistics- AC Westland and AC Poe have completed transition, 2025 Logistics draft budget completed, completed install of HAAS alerting system to additional front-line apparatus, Fall recruit PPE fitting complete, and upfitting of staff vehicles continues; Fire Prevention/Public Education- 22 Fire and Life Safety inspections, 2 Public Education classes, 3 Pubic Education events, 6 smoke alarm installations, and 3 fire investigations, continued collaboration to implement First Due Size Up (FDSU), and National Night Out Events throughout district.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee –

HR Committee -

RESOLUTIONS:

Resolution 1058 – Transfer of Funds from Reserve to General: Finance Manager Hollon presented to the Board Resolution 1058 requesting the transfer of funds in the amount of \$1,110,229 from the Reserve Fund to the General fund to cover Capital purchases approved by the Board for FY2024. Commissioner McElligott moved to approve Resolution 1058 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,110,229. The motion was seconded by Commissioner Egan and carried.

Resolution 1059 – Station 112 House and Garage Surplus: Chief Parkinson presented to the Board Resolution 1059 requesting the surplus the real property (house and garage structures only) located at 20606 120th Street East, Bonney Lake. The structures must be removed to prepare the land for the construction of the new Station 112. Commissioner Evans moved to approve Resolution 1059, the surplus of the real property (house and garage structures only) located at 20606 120th Street East, Bonney Lake, WA. The District will purchase approximately 1504 square feet of real property located at 12116 207th Avenue East, Bonney Lake, WA for \$1 in addition to the surplus real property (house and garage structures only). The motion was seconded by Commissioner McElligott and carried.

Resolution 1060 – Surplus EMS Equipment: Assistant Chief Moore presented to the Board Resolution 1060 requesting the surplus of three Stryker gurneys and power load systems as listed in Appendix A. This equipment has been deemed past its useful life and no longer of use to the district. Commissioner Egan moved to approve Resolution 1060 the surplus of 3 Stryker Power Loads & 3 Power Pro XT Gurney’s to be sold at auction, donated, or recycled at the discretion of the Fire Chief. The motion was seconded by Commissioner Wernet and carried.

Resolution 1061 – Transfer of Funds from General to Capital: Finance Manager Hollon presented to the Board Resolution 1061 requesting the transfer of funds in the amount of \$6,536 from the General fund to the Capital fund. Charges from PSE for equipment and services for the capital projects were estimated. PSE issued a refund check in the amount of \$6,536. Funds must be applied back to the Capital fund. Commissioner Garling moved to approve Resolution 1061 to transfer funds from the General Fund to the Capital Fund in the amount of \$6,536. The motion was seconded by Commissioner Wernet and carried.

NEW BUSINESS:

Project Manager Contract: Chief Parkinson presented to the Board an MOU requesting to modify section 3.1.1 of the contract to extend the Project Manager’s contract through 12/31/25 and increase compensation beginning 1/1/25 by 3.8%. The HR Committee reviewed performance and supports the contract extension and compensation increase. Commissioner McElligott moved to authorize the Board Chair to sign the employment agreement extension with Phil Herrera for the position of Project Manager. The motion was seconded by Commissioner Garling and carried.

Mechanic: Chief Parkinson presented to the Board a request to hire a second mechanic in 2024. This position was originally intended to be filled in 2025 however increased repair times in outsourcing and an increase in repairs as the fleet ages out of warranty necessitate hiring sooner. The HR Committee reviewed the request and recommend approving this action. Commissioner Evans moved to authorize the fire chief to move forward with hiring a second mechanic in 2024. The motion was seconded by Commissioner Wernet and carried.

Heart Monitor Presentation: Assistant Chief Moore gave a presentation to the Board regarding the Tempus Heart Monitors purchased in 2022. Since receiving the monitors, the district has faced several challenges that have required “workarounds” to meet the needs of patients and EMS providers. AC Moore reviewed the history of the purchase, the operational challenges already addressed, and next steps with the vendor. The Board supports researching alternative heart monitors and returning to the Board with a recommendation for replacement. No action taken, information only.

Station 112 House Trade Agreement: Chief Parkinson presented to the Board a request to execute the purchase and sale agreement for the purchase of approximately 1504 square feet of property needed at the site of the new Station 112 in exchange for the surplus house and garage structure (Resolution 1059) and \$1. Commissioner Egan moved to authorize the Fire Chief to execute and sign the documents pertaining to the purchase and sale agreement for the house and garage located at 20606 120th Street East, Bonney Lake, WA. The District will purchase approximately 1504 square feet of real property located at 12116 207th Avenue East, Bonney Lake, WA for \$1 in addition to the surplus real property (house and garage structures only). 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. The following Commissioners will be attending: Garling.

Snure Seminar: District Secretary Byerley provide information regarding the Snure Seminar to be held in Spokane and Virtual on October 23rd from 6:30-9:30pm. The following Commissioners will be attending: Wernet (virtual), Evans (virtual), Garling (in-person).

BREAK: Chair Napier called for a 5-minute break at 8:35 p.m. The meeting reconvened at 8:40 p.m.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.140 Collective Bargaining discussion at 8:40 p.m. for 10 minutes.

Meeting reconvened at 8:50 p.m.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 8:51 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

August 2024

for September 17, 2024 Meeting

	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
				4 Months Remaining =	33.33%

General Fund (Current Expense)

Net Cash & Investments 12/31/2023			\$ 12,658,683	Budgeted	
Operating Revenues					
Property Tax - Current	162,752	21,654,837	40,405,095	18,750,258	46.4%
Property Tax - Prior Year/Delinquent	4,232	333,859	-	(333,859)	0.0%
Other Taxes	296	21,304	18,500	(2,804)	-15.2%
Regular EMS Transport	318,876	2,186,320	2,900,000	713,680	24.6%
GEMT Transport	400,471	2,192,630	2,112,000	(80,630)	-3.8%
GEMT Reconciliation	290	290	400,000	399,710	99.9%
Intergovernmental	3,006	154,286	201,375	47,089	23.4%
Tehaleh Mitigation	-	86,800	100,000	13,200	13.2%
Transfers in from Reserves/Capital	1,110,229	1,285,581	7,700,565	6,414,984	83.3%
Other Revenue	63,453	1,358,415	2,001,453	643,038	32.1%
Total Operating Revenues	2,063,605	29,274,322	55,838,988	26,564,666	47.6%

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>	221,813	2,064,661	3,260,984	1,196,323	36.7%
Operations <i>(Fire, Training, Volunteers)</i>	2,671,749	21,962,563	33,360,160	11,397,597	34.2%
EMS	228,003	1,913,459	3,286,873	1,373,414	41.8%
Prevention <i>(Fire Prevention, Pub Ed)</i>	101,805	811,058	1,401,954	590,896	42.1%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	319,776	3,425,832	5,055,431	1,629,599	32.2%
Capital <i>(Project Manager)</i>	51,903	253,037	201,677	(51,360)	-25.5%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	11,527	1,301,482	7,498,888	6,197,406	82.6%
Transfers Out	6,536	2,078,117	1,773,021	(305,096)	-17.2%
Total Operating Expenses	3,613,113	33,810,209	55,838,988	22,028,779	39.5%
Payroll Clearing Accruals	(33,666)	12,311			
Operating Expenses Net of Accruals	3,579,446	33,822,520	55,838,988		
Ending Net Cash & Investments			\$ 8,110,486		

Reserve Fund

Net Cash & Investments 12/31/2023			\$ 33,032,937	Budgeted	
	Other Revenues	Transfer In	Transfer Out	Balance as of 08/31/24	(Short)/Over
Reserve Balances					
General Reserve				4,547,271	96,286
Equipment Reserve			934,765	13,288,481	N/A
Facilities Reserve			9,879	1,213,848	413,848
Employee Compensation Reserve				967,308	167,308
Capital Facilities Phase 2			165,585	15,065,050	Balance
Sale of Tax Title Property					
Investment Interest	163,149				
Current Month Total	163,149	-	1,110,229		
Year to Date Total	\$ 1,236,609	\$ 2,071,581	\$ 1,110,229	\$ 35,081,958	



EAST PIERCE FIRE & RESCUE

August 2024

for September 17, 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	134,920	41,234,319	2,100,000	(39,134,319)	0.0%
Transfer In - Vendor Refund	6,536	6,536		-	0.0%
Total Revenues	141,456	41,240,855	2,100,000	(39,134,319)	
Expenses					
Capital Purchases	-	26,959	-	-	0.0%
Capital Purchases-Station 111	982,843	6,843,789	-	-	0.0%
Capital Purchases-Station 112	7,745	362,905	-	-	0.0%
Capital Purchases-Station 114	197,392	3,240,361	-	-	0.0%
Capital Purchases-Station 117	473,294	3,097,871	-	-	0.0%
Capital Purchases-Station 118	1,000	223,104	-	-	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	175,352	201,677	26,325	0.0%
Total Expenses	1,662,273	13,970,342	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
9/11/24	4042	DIMARTINO ASSOCIATES (WSCFF)	\$20,529.58
9/11/24	4043	GET PROGRAM	\$524.00
9/11/24	4045	LEOFF HEALTH & WELFARE TRUST	\$395,236.34
9/11/24	4047	WCIF-Life/Dental/EAP	\$1,167.44
9/11/24	4041	AFLAC	\$462.09
9/11/24	4046	TACOMA-PIERCE CO CHAPLAINCY	\$796.50
9/11/24	4049	WCIF-Met Life / ID Theft	\$69.75
9/11/24	4044	IAFF - FIREPAC	\$788.09
9/11/24	4048	WCIF-Met Life / Accident	\$158.66
9/11/24	4050	WSCFF - FASTPAC	\$602.50
9/11/24	4051	WSCFF-Medical Expense Reimbursement Plan	\$16,233.97
9/12/24	4102	BERRY JEFF	\$258.18
9/12/24	4104	CARDINAL HEALTH 112, LLC	\$1,747.43
9/12/24	4107	CITY OF BONNEY LAKE-REIMB UTILITIES	\$5,605.07
9/12/24	4113	EMS SURVEY TEAM	\$1,486.80
9/12/24	4101	BARNHART MD PS STEPHEN W	\$3,875.00
9/12/24	4105	CASCADE TOWING - BONNEY LAKE	\$238.00
9/12/24	4108	CITY OF MILTON	\$11,049.48
9/12/24	4111	DOYLE JUSTIN	\$466.20
9/12/24	4112	EIGHT TWENTY EIGHT	\$3,750.00
9/12/24	4100	ADVANCE TRAVEL FUND	\$4,131.62
9/12/24	4103	BURKE REBECCA	\$330.56
9/12/24	4106	CINTAS CORPORATION # 461	\$9,154.13
9/12/24	4109	CODE MECHANICAL INC.	\$2,111.38
9/12/24	4110	DAVIS DOOR SERVICE, INC	\$1,957.09
9/12/24	4115	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$1,900.49
9/12/24	4116	EPFR PETTY CASH CHECKING	\$641.63
9/12/24	4122	HONEYWELL INTL	\$22,354.66
9/12/24	4126	LARSEN SIGN CO	\$820.25
9/12/24	4133	MUNICIPAL EMERGENCY SERVICES	\$3,381.46
9/12/24	4135	NORTHWEST SAFETY CLEAN	\$145.36
9/12/24	4136	ODP BUSINESS SOLUTIONS LLC	\$27.96
9/12/24	4137	OREILLY	\$260.62
9/12/24	4114	EMS TECHNOLOGY SOLUTIONS LLC	\$2,370.97
9/12/24	4117	FIDELITY SOLUTIONS	\$651.53
9/12/24	4121	HAAS INC.	\$642.00
9/12/24	4124	JAMES OIL CO. INC.	\$17,479.30
9/12/24	4125	L N CURTIS & SONS	\$19,199.57

9/12/24	4127	LES SCHWAB TIRE CENTERS	\$151.41
9/12/24	4128	LIFE ASSIST	\$13,750.70
9/12/24	4129	LINDE GAS & EQUIPMENT INC	\$2,077.16
9/12/24	4130	MARION WATER CO., INC.	\$114.91
9/12/24	4132	MIKES SHOP	\$565.45
9/12/24	4118	FIRST LINE TECHNOLOGY	\$18,614.88
9/12/24	4119	FUGATE FORD	\$186.25
9/12/24	4120	GALLS, LLC	\$1,201.04
9/12/24	4123	HUGHES FIRE EQUIPMENT, INC.	\$415.97
9/12/24	4131	MERRY MAKERS	\$1,090.00
9/12/24	4138	OVERHEAD DOOR CO OF BELLINGHAM LLC	\$11,748.02
9/12/24	4139	PACIFIC OFFICE AUTOMATION	\$599.12
9/12/24	4140	PC BUDGET & FINANCE DEPT	\$7,117.37
9/12/24	4142	PIERCE COUNTY SEWER	\$95.10
9/12/24	4149	SHIELD ASSESSMENTS	\$385.00
9/12/24	4134	NATIONAL TESTING NETWORK	\$650.00
9/12/24	4144	QUADIENT LEASING USA, INC.	\$361.58
9/12/24	4145	QUINN ERIC T	\$400.00
9/12/24	4147	RON & LEOS WELDING SERVICE	\$3,027.42
9/12/24	4152	SNURE SEMINARS	\$450.00
9/12/24	4157	TREASURY MANAGEMENT SVCS - US BANK	\$111.31
9/12/24	4159	UNDERWATER SPORTS, INC	\$3,843.06
9/12/24	4164	W.F.C.A.	\$810.00
9/12/24	4172	RICE FERGUS MILLER ARCHITECTURE	\$147,410.56
9/12/24	4141	PERFORMANCE SYSTEMS INTEGRATION LLC	\$604.45
9/12/24	4143	PUGET SOUND ENERGY	\$10,925.79
9/12/24	4146	RICE FERGUS MILLER ARCHITECTURE	\$880.00
9/12/24	4148	SEAWESTERN	\$96,700.58
9/12/24	4153	SUMMIT LAW GROUP PLLC	\$164.00
9/12/24	4156	THE ARBITRAGE GROUP, INC.	\$1,000.00
9/12/24	4161	VALVOLINE LLC	\$600.12
9/12/24	4162	VFIS	\$309,104.00
9/12/24	4166	WCIF-Life/Dental/EAP	\$22,767.12
9/12/24	4168	JONES & ROBERTS CO.	\$653,357.34
9/12/24	4150	SITECRAFTING, INC.	\$99.00
9/12/24	4151	SNIDER PETROLEUM	\$1,449.47
9/12/24	4154	SUNSET FORD	\$944.41
9/12/24	4155	SYSTEMS DESIGN WEST LLC	\$79,120.78
9/12/24	4158	TRUTH FITNESS PROJECT LLC	\$2,562.30
9/12/24	4160	US BANK	\$75,026.42
9/12/24	4163	VIRTUOUS CLEAN NW, LLC	\$1,000.00

9/12/24	4165	WASHINGTON AUDIOLOGY SERVICES INC	\$110.00
9/12/24	4167	ANDY JOHNSON & CO. INC.	\$147,805.55
9/12/24	4169	OTTO ROSENAU & ASSOCIATES, INC.	\$2,421.80
9/12/24	4170	PERFORMANCE VALIDATION INC.	\$798.60
9/12/24	4171	PUGET SOUND ENERGY	\$7,822.26
9/12/24	4173	ULINE, INC.	\$289.69

Payment Count: 85

Total Amount:

\$2,183,335.65

Payment Count: 85
Payment Total: \$2,183,335.65

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 _____

September 2024	
General Fund	
Total AP	\$ 786,860.93
AP Vouchers	
Vouchers # 240902001 - 240902067	\$ 786,860.93
Total Payroll	\$ 3,232,971.49
Payroll Vouchers	
Vouchers # 240901001 - 240901011	\$ 436,568.92
Electronic Payroll	\$ 2,796,402.57
Total Expenditures (AP + Payroll)	\$ 4,019,832.42
Total BIAS Expenditures (111 - 999)	\$ 4,014,029.82
Difference	\$ 5,802.60
sickleave buyback	\$ 5,531.00
utility reimbursement	\$ 271.60
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 240903001 - 240903007	\$ 959,905.80



Board Meeting Agenda Item Summary

Meeting Date:	September 17, 2024
Title:	Approve Financial Assistance Program Waiver for Account 132899219

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	<i>Recommend that the Board approve inclusion of Account 132899219 into the Financial Assistance Program. Approve Waiving Balance</i>
Presenter:	Consent Agenda
Attachments:	None

Summary:		
<p>The Board approved implementation of a Financial Assistance Program for ambulance transport fees for patients with limited financial means. Modeled after similar programs used by local hospitals and other fire districts, the EPFR program utilizes a worksheet to take into account the patient's income and family size to reduce, or in some cases, completely waive ambulance transport charges.</p>		
Total Amount of Patient's Ambulance bill:	\$	1,564.80
Amount covered by private / government insurance programs:	\$	(690.00)
Patient' remaining balance (obligation) for this ambulance bill:	\$	874.65
Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
0	16,565.00	100%
<p>Recommendation based upon Financial Assistance Program formula: Recommend Board authorize 100% reduction of patient's outstanding balance due. As always, Systems Design, our billing service, will work out a payment plan with the patient if required.</p>		
<p>3. Policies/ Alternatives Considered: None. See Above</p>		

Fiscal Impact:	<p>Fiscal Impact: There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.</p>
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To: **Board of Fire Commissioners**
From: **Phil Herrera, Project Manager**
Subject: **Bond Update – September**

Station 118

- Repairs are in process this month.

Station 111

- Admin doors and storefront installation underway.
- Acoustic ceilings and sound insulation install underway.
- Finish grade sitework continues, curbs and sidewalks continue.
- Plaza gabion walls completed.
- Trim and millwork continue.

Station 114

- Trim and millwork underway.
- Water line relocation underway.
- Exterior CMU re-installation completed.
- Interior finishes underway.

Station 117

- Interior framing nearly complete.
- Finish roof covering is nearly complete.
- Electrical, plumbing, and mechanical rough-in is underway.
- Curbs and gutter installed this week. Asphalt this month.
- Contractor is ahead of schedule, on target for early completion in February 2025.

Station 112

- CUP approved with conditions. We are working through the requirements.
- Building permit reviews have been addressed and are awaiting approval.
- The site drawings have been reviewed; final revisions being updated to reflect the CUP requirements.

September 2024, Capital Bond Station Photos

Station 111

Interior doors and storefronts. Lighting fixtures.





Station 114

The CMU installation.



Station 117

Curb and gutters installation. Paving next week.



Interior framing nearly complete. Plumbing and electrical rough-in underway.



Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,617,265	(1,000)
Station 111	21,186,196	20,894,986	5,857,294
Station 114	10,856,061	8,507,252	2,677,748
Station 117	10,096,203	4,381,078	8,209,242
Station 112	13,663,312	1,524,125	11,139,189
Station 124	0	1,380,922	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,279,082	107,545
Misc	0	159,433	
Total	77,419,213	56,150,874	27,915,382

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(56,150,874)
Forecasted Expenditures	(27,915,382)
**End Fund Balance	1,515,408

**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 – September 2024**

Fall Recruit Class

Our fall recruit class started on 9/4 with a total of 8 personnel. This class fills all budget-authorized positions for 2024.

The next recruit class will capture 2025 retirees and is expected to start in December 2024. Starting this class in late 2024 allows us to overlap the EMT class with the fall recruit class. Since this requires onboarding additional personnel in 2024, I will likely seek Board approval to hire these personnel early during the budget adoption process in November.

SS911 Data Analyst

In 2025, SS911 will be adding a fire data analyst position. This is expected to aid the communications center in better understanding its current operational state and creating attainable goals to improve alarm processing times.

King County Fire Chief's Conference

I will be at the King County Fire Chief's conference the week of September 16. I will be traveling back for the board meeting on Tuesday.

County Executive Candidates

The PC Fire Chiefs Executive Board met with both PC Executive candidates to discuss the areas where we would like to see the next executive focus their attention: SS911 and the Department of Emergency Management.

Strategic Plan Update

The Planning Committee will provide an update this evening regarding the strategic plan update. I believe we are nearly wrapped up and expect that the board will be able to review the plan in October/November.

Quarterly Newsletter & EPFR Annual Open House

- Our quarterly newsletter will be hitting mailboxes around September 18
- The Annual EPFR Open House will be on Saturday, September 28, from 1 pm to 4 pm

Committee Reminders

Finance Committee: Thursday September 26 @ 0900 – 1st Draft Budget Review

Other activities in the past month

- Sumner Rotary
- 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 – Sept. 2024**

Logistics

- Staff vehicles started the upfit process at Systems for Public Safety (graphics, radios, lights, etc.)
- Garage door openers at 116 replaced (new safety systems and more reliable).
- Process has started to hire 2nd mechanic. Resumes reviewed 9/5 and testing will be 9/23. Goal is to start early October.
- Pierce County radio roaming pilot program ongoing, with good feedback so far.
- SCBA fill station ordered for Station 117.

Health and Safety

- Attended Pierce County all-hazard mitigation workgroup meetings.
- Attended Pierce County EOC meeting.
- AC Sandlian attended Fire Rescue International where he attended classes specific to community risk reduction and emergency management practices.
- The division completed/provided the following services in the month of August:
 - (4) CPR classes
 - (1) fire extinguisher class
 - (4) smoke alarm installs
 - (4) car seat installations/inspections
 - (22) fire/life-safety inspections
 - (2) re-inspections
 - (1) EPFR fire investigation
 - (1) PCFM fire investigation
 - (26) pre-fire plans
 - (8) plan reviews (Milton)

Other activities in the past month

- Inclusionary Leadership Advisory Committee Meeting
- EPFR Strategic Plan
- Pierce County Fire Training Consortium Appreciation Event
- Mechanic Hiring Process
- Lieutenant and Captain-Chief's Interviews
- Planning Committee Meeting
- Patriot's Day Ceremony-Bonney Lake Senior Center



To: **Board of Fire Commissioners**
From: **Matt Gilbert, Deputy Fire Chief**
Subject: **Monthly Deputy Chief's Report – Sept. 2024**

Operations

- M1119 hard seated effective September 3.
- Ad hoc Staffing Committee has been stood up and has completed 3 productive meetings. The committee is made up of representatives from each of the 3 shifts. The intent was to enhance communication up and down the chain as well as brainstorm staffing solutions for the future.

EMS

- EPFR submitted and were confirmed two positions for TFD program for upcoming paramedic class 2/2025. We have a third employee who is on the TFD waiting list and will be submitting to the TCC program early next year. (AFG Grant).
- Completed Forge B-4 EMS post Academy
- Completed Operative IQ RFID EMS Inventory project which is currently up and running on Medic units. (Monitors, Suction Units, Video Laryngoscopes)
- Completed session #3 in our Aging & Care Planning Series in collaboration with Pierce County Aging & Disability. "The topic is avoiding scams, fraud, & identity theft".
- Received 2023 GEMT Interim Settlement from Washington State Health Care Authority for fiscal year (SFY) 2023. \$439,080.52 is due to our organization.

Training

- Training division is housed back at EPFR.
- Recruit Class 24-B4 in post academy. They will go to the line the week of September 23.
- Recruit Class RK24 (Red Knights) started Pre-Academy September 4. Academy start date September 16.
- The training division has secured a house for training. The house will be available to crews for a short time prior to demolition.

Other activities in the past month

- EPFR Strategic Plan
- PC Fire Ops, SS911
- Fairfax Bridge public meeting

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.	
Q3 2024: Final drafts of task books are being reviewed by battalion chiefs and labor (two books are still in production). All task books are on track for completion in 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.

Q3 2024: Community Connect outreach and education plan is being finalized. Goal is to be live in October to align with burn permitting.

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>Goal 3: Cultivate strong relationships with the communities we serve.</p>	
<p>Strengthen our community presence.</p>	
<p>Identify new opportunities to expand community engagement efforts.</p>	<p>Gilbert/Sutherland</p>
<p>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).</p>	
<p>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.</p>	
<p>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.</p>	
<p>Q2 2023: Characterization program has been deployed across all school districts for the first time since COVID.</p>	
<p>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.).</p>	
<p>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.</p>	

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.	
Q3 2024: Community Connect outreach and education plan is being finalized. Goal is to be live in October to align with burn permitting.	
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. Q3 2024: We are currently in the process of evaluating our response data that is provided by Intterra so we can better understand any potential challenges. Crew continue to make efforts on reducing turnout times.

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 alerted 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. Q3 2024: SS911 is in the process of hiring a data-analyst. We are hopeful that the data produced by this new position will more accurately highlight opportunities for improvement (call processing, etc.).

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. Q3 2024: We are currently in the final stages of our WSRB rerate process. This will take into consideration the work that we have done to implement our fire and life safety inspection program which includes many of our identified target hazards. AC Sandlian is in the final stages of presenting a plan to the PC Fire Chiefs that would allow for the sharing of pre fire information amongst responders regardless of agency.

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. Q3 2024: We continue to look for opportunities to engage with the county regarding planning and growth. We have had the opportunity to meet with various builders and developers to gain and understanding of their efforts and determine the impact on our services.

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. Q3 2024: As noted earlier, SS911 is in the process of adding a data-analyst to their team. We will look to build a relationship with that position and utilize that resource as needed. Collaborative efforts regarding FDSU continue.

Financial Assessment

Recommendation 1

Identify all key finance related tasks and create a procedural manual for each task.

Identify key finance related tasks and create procedures manual for each task by documenting how each task is performed. This will ensure the tasks are standardized and performed the same each time, reduce the risks of errors and fraud risks, retain knowledge within the Organization, and ensure proper processes are followed to adhere to federal and state regulations and other contract terms.

In progress: This task includes multiple personnel and will be an ongoing project.

Recommendation 2

Implement a Grant Management System

Implement a grant management system for recording and tracking grants to ensure completeness of grant information and supporting documents for compliance purpose.

Task assigned to Corina Byerley, District Secretary

Recommendation 3

Checklists

Create a financial close and review checklist to ensure the close is complete and to document the review process. Digitize documents by moving to an electric record keeping system to reduce the risks of paper-based records being lost, mishandled, or damaged.

Complete: The District researched the process of converting records to electronic record keeping and is now making those changes. Permanent records were relocated to the State Archives.

Recommendation 4

Time Entry

Shorten the length of time allowed for teime entry to be opened in the time entry system to reduce the risks of incorrect financial reporting and fraudulent time entries. All changes made after submission of timecards in the time entry ststem must be reviewed and approved by the payroll administrator.

In progress: The District has reviewed a new time keeping program and is awaiting its release. We have implemented new processes to prevent the potential risk of fraudulent entries.

Recommendation 5

Annual Time Entry Training

Provide annual time entry training to all users of the time entry system.

In progress: Currently there is powerpoint presentations available in the training program, giving step by step instructions on how to enter time into Crewsense. Both myself and Ops are working together on updating to an annual training presentation with a Q&A session. With the hiring a new person for the Ops Admin position, this will

Recommendation 6

Reconcile Crewsense and Springbrook

Reconcile time entry between Crewsense (the time entry system) and Springbrook (the accounting software) on a monthly or quarterly basis to ensure the two systems agree with each other.

Complete: This is done on annual basis.

Recommendation 7

Update Policies

Recommended to keep policies updated on new procedures or changes to practices.

Complete: Policies have been updated.

Goal 1

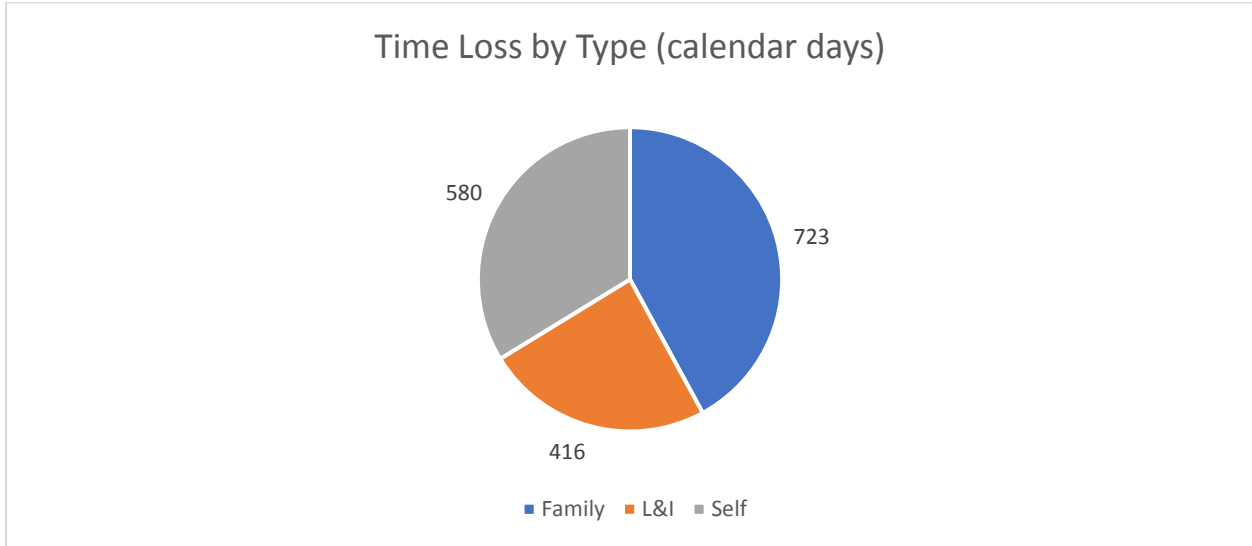
Electronic Payroll

Current process for processing of payroll is manual entry for all timecards into the payroll system done by one person. Electronic payroll will speed up the process by eliminating the manual entry process and reduce the margin of errors.

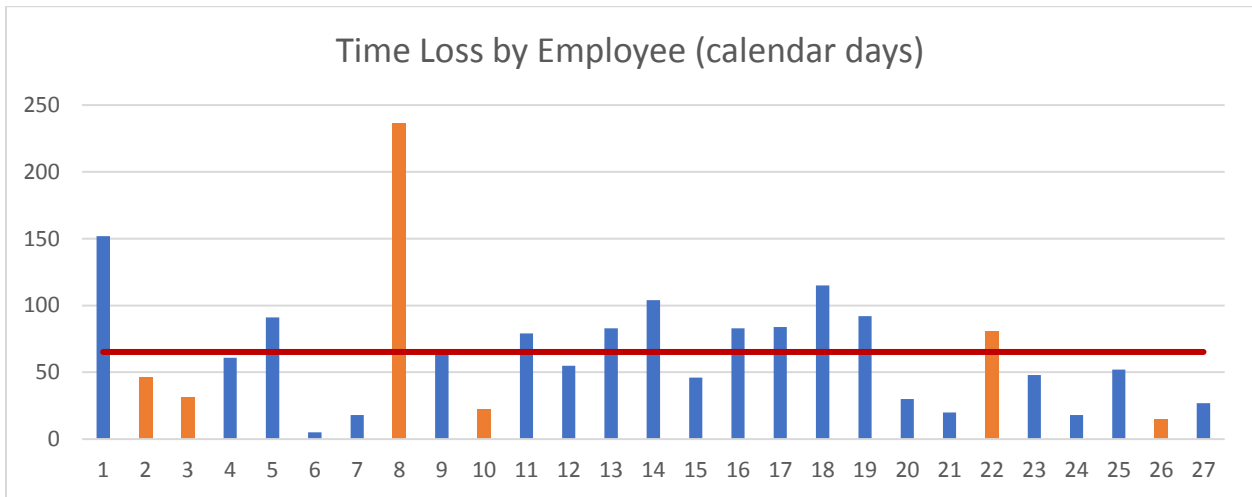
In progress: The District is currently reviewing a staffing/timecard program from FDSU which has the components which would meet requirements and allow the District to move to electronic payroll. The system is still in development with a projected beta release in first half of 2024. The District will be part of the beta testing and review. Still under review

Injury – Medical Leave Report – August 2024

- To date, a total of 27 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 65.22 calendar days



- To date, there are 6 L&I claims for time-loss (seen below in orange).





Board Meeting Agenda Item Summary

Meeting Date:	September 17, 2024
Title:	Resolution 1062 Transfer of funds from the General Fund to Reserve Fund

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>I move to approve Resolution 1062 to transfer funds from the General Fund to the Reserve Fund in the amount of \$167,813.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1062

Summary:
This transfer is to transfer proceeds from the sale of the windmill property located in Edgewood, WA. Staff is requesting to move the funds from the General Fund to the Reserve Fund in the amount of \$167,813.

Fiscal Impact:	None
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EAST PIERCE FIRE AND RESCUE

RESOLUTION NO. 1062

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in the amount of \$167,813 from the General Fund to the Reserve Fund, proceeds from the sale of the Windmill property located in Edgewood, WA.; and

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire and Rescue that Pierce County Budget and Finance is directed to transfer these funds September 18, 2024 as follows:

General Fund (686-022)	Transfer Out	\$167,813
Reserve Fund (690-022)	Transfer In	\$167,813

PASSED AND APPROVED this 17th day of September, 2024, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Justin Evans

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

ATTEST:

District Secretary



Board Meeting Agenda Item Summary

Meeting Date:	September 17, 2024
Title:	Station 112 Re-Roof

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to approve the Station 112 roofing project in the amount of \$123,279 with funding to come from the facility maintenance reserve.</i>
Presenter:	Parkinson
Attachments:	Bid from KBuilt LLC

Summary:
<p>The board had previously approved \$65,000 to have a new roof put on Station 112. The contractor who the bid the project, showed up and then declined to do the job. Logistics then started the process to get new bids.</p> <p>We received 4 bids from 3 companies. One bid was not prevailing wage and was disqualified. One bid did not include the full project costs and it was also disqualified. The other two bids were from the same company.</p> <p>We are recommending the attached bid for \$123,278.67. While the second bid is cheaper, it is a simple overlay and does not address any problems under the current leaky roof such as rotting wood, old vapor barrier etc. This bid is to tear off and completely re-do the roof the correct way.</p>

Fiscal Impact:	\$123,279 from the facility reserve fund.
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KBuilt LLC

617 S Knowles St
Buckley, WA 98321 US
+1 2533148602
chad@kbuiltnw.com



Estimate

ADDRESS	SHIP TO	ESTIMATE	1326
East Pierce Fire	East Pierce Fire	DATE	08/07/2024
18421 Veterans Memorial Dr	18421 Veterans Memorial Dr	EXPIRATION	08/30/2024
Bonney Lake, WA 98391	Bonney Lake, WA 98391	DATE	
United States	United States		

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Metal roofing	Nu Ray Series 1750 24 gauge- Remove existing roofing. Install 14” Metal with drip stop. Mechanically Fastened with screws and clips. Install Matching accessory flashings, Drip Edge, gable, and ridges. Install plumbing Vents. Prevailing wage job.	1	112,583.26	112,583.26T

Please make checks payable to:
KBuilt
PO Box 985 Buckley, WA 98321

SUBTOTAL	112,583.26
TAX	10,695.41
TOTAL	\$123,278.67

Accepted By

Accepted Date