

**EAST PIERCE FIRE AND RESCUE
BOARD OF COMMISSIONERS
REGULAR MEETING VIA WEBINAR**

February 16, 2021

You are invited to a RingCentral webinar.
When: Feb 16, 2021 07:00 PM tz.US/Pacific
Topic: February EPFR Board Meeting

Register in advance for this webinar:
https://webinar.ringcentral.com/webinar/register/WN_U3ROqV77Sje9jJDeMzdFHA

After registering, you will receive a confirmation email containing information about joining the webinar. 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 mhollon@eastpiercefire.org

1. **CALL TO ORDER – 7:00 PM**
2. **ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME**
 - Roll Call/ Pledge of Allegiance
 - Welcome the Public
 - Honors and Recognitions:
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - a) Approve Minutes of the January 19th Regular Meeting
 - b) Approve Minutes of the February 4th Special Meeting
 - c) Treasurer’s Report
 - d) Approve Finances
 - e) Resolution 932- Quarterly Transport Write-off’s for 2020 4th Quarter
 - f) Financial Waiver for transport account 132242006 in the amount of \$187.50

January 2021 Post-Meeting	
General Fund	
Payroll Voucher Addition	\$ 334,977.29
Transaction 322	
Voucher # 210103008 LEOFF Health & Welfare Trust	\$ 334,977.29
health insurance premiums	
February 2021	
General Fund	
Total AP	\$ 421,620.33
AP Vouchers	
Vouchers # 210202001 - 210202063	\$ 421,620.33
Total Payroll	\$ 2,331,041.99
Payroll Vouchers	
Vouchers # 210203001-210203012	\$ 360,553.32
Electronic Payroll	\$ 1,970,488.67
Total Expenditures (AP + Payroll Above)	\$ 2,752,662.32
Total BIAS Expenditures (111 - 999)	\$ 2,745,156.92
Difference	\$ 7,505.40
sickleave buyback	\$ 7,505.40
Capital Fund	
Total AP	\$ 936,810.10
AP Vouchers	
Vouchers # 210201001-210201006	\$ 936,810.10

5. 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 mhollon@eastpiercefirer.org. Please submit copies of any reports, statements, etc. to the District Secretary for the Board via email or mail. The Board may not have the information at hand to address a subject or take action at this time.

6. RESOLUTIONS:

Resolution 933-Transfer of Funds – Backer
Resolution 935-Delegation of Authority – Backer
Resolution 936-Surplus of vehicles, equipment – Moore

7. NEW BUSINESS (*Board Chair will allow for public comments via chat or email*)- **NONE**

- a) MOU for Deputy Chief – Backer
- b) Fire Boat & Mechanic Truck Purchase – Moore
- c) Year-End Financial Report - Hollon

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

- a) City ILA-Fire Prevention Fees & Services – Backer
- b) Deputy Chief Recruitment – Parkinson
- c) Training Center – Parkinson
- d) Strategic Plan - Parkinson

9. BOND-2018:

- a) Update - Herrera

10. COMMISSIONER TRAINING/EVENT REQUESTS:

11. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

12. CHIEF’S REPORT

- a) Monthly Chiefs Report
- b) Monthly Stats
- c) Divisional Updates

13. COMMISSIONER ACTION/DISCUSSION:

- a) Board Member Resignation - Backer

14. EXECUTIVE SESSION:

15. ADJOURN

EVENTS:

Feb. 25th	PC Commissioner Meeting	Virtual
Mar. 25th	PC Commissioner Meeting	
Apr. 22nd	PC Commissioner Meeting	

May 27th	PC Commissioner Meeting	
Jun. 24th	PC Commissioner Meeting	
Jul. 22nd	PC Commissioner Meeting	Picnic –
Aug. 26th	PC Commissioner Meeting	
Sept. 23rd	PC Commissioner Meeting	
Oct. 28th	No PC Commissioner Meeting	State Conference
Nov. 18th	PC Commissioner Meeting	
Dec. 2nd	Comm/Chiefs Annual Banquet	

**A REGULAR MEETING OF THE
BOARD OF COMMISSIONER OF
EAST PIERCE FIRE AND RESCUE**

January 19, 2021

A regular meeting of the Board of Commissioners of East Pierce Fire and Rescue was held on January 19, 2021 via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chairman Dale Mitchell called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Pat McElligott, Randy Kroum, Ed Egan, Ex-Officio Kathy Hayden, Fire Chief Backer, Deputy Chief Parkinson and District Secretary Michelle Hollon.

Commissioner Kevin Garling and Commissioner Mike Cathey were excused.

Chairman Mitchell welcomed those participating in the meeting via conference/video call.

Audience: None

Honors and Recognitions: None

Approval of Agenda:

District Secretary, Michelle Hollon requested to add Payroll vouchers 210103001-210103016 in the amount of \$645,518.37 and Electronic payroll in the amount of \$2,177,557.90 to the Consent Agenda. Commissioner Kroum moved to approve the agenda with said changes. The motion was seconded by Commissioner Napier and carried.

Consent Agenda. Motion: Commissioner Kroum moved to approve the Consent Agenda (minutes of the December 15th Regular meeting; Treasurer's Report; post-meeting Electronic payroll adjustments in the amount of \$25,119.32; 13th month vouchers 201205001-201205042 in the amount of \$192,562.92; 13th month Capital vouchers 201206001-201206002 in the amount of \$888,604.33; current expense vouchers 21010100010-210101063 in the amount of \$370,985.46; payroll vouchers 210103001-210103016 in the amount of \$645,518.37; electronic payroll in the amount of \$2,177,557.90; Capital expense vouchers 210102001-210102004 in the amount of \$830,396.06). Motion seconded by Commissioner Napier and carried.

VISITOR COMMENTS: None

RESOLUTIONS: None

NEW BUSINESS:

Deputy Chief Recruitment: Deputy Chief Parkinson discussed the recruitment of the Deputy Chief position when vacant in May of 2021. An external search was suggested for mid-February through a recruitment agency. Projected hire in June or July of 2021. The Board members stated they do not want to rush the process. More to follow.

Strategic Plan Consultant: As part of the 2021 Operating Budget process and approval, the creation of a strategic plan was identified as a goal. Staff received proposals from 2 companies (ESCI and Berk). Staff recommends Berk based on meeting the intent of staff. After review of proposal the following motion was made: Commissioner Egan moved to approve the selection of BERK Consulting for the creation of a strategic plan and authorize the Fire Chief to enter into an agreement with BERK Consulting for these services. The motion was seconded by Commissioner Napier and carried.

Levy Lift and Renewal: Chief Backer advised the Board that 2021 is the last year of the 10-year EMS Levy. The EMS Levy needs to be presented to the voters for renewal, so that it may be collected in 2022.

If not renewed the District will lose 25% of its total tax collection capability. Lifting the regular levy lid and EMS levy will allow for a schedule to seek lifts for both levies, reducing the number of times the District brings tax measures to the voters. These levies are Operational and separate from the voter approved Bond. Upon further discussion the following motion was made: Commissioner Kroum moved to direct staff to make all preparations to place ballot measures on the August 2, 2021 Primary Election to renew the EMS Levy and to Reset the Regular Levy. The motion was seconded by Commissioner Napier and carried.

Board Vacancy: Commissioner Mitchell has announced to the Board that he is moving out of the District boundaries and will be submitting a letter of resignation to the Board at the February regular meeting. Chief Backer advised the Board, the resignation letter and a replacement schedule will be brought to the Board at the February meeting for approval.

UNFINISHED BUSINESS:

2020 Audit: District Secretary, Michelle Hollon gave the Board a report of the 2020 Audit. The audit was completed in December 2020 for the 2019 Fiscal Year. The audit had no issues and is considered a clean audit. The Audit Report will be posted on the Washington State Auditors website.

BOND-2018:

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

Station 118: SEPA/Design approved. Site permit in review. Anticipating building permit first week of April.

Station 111: SEPA and Design review are in process. Design review commission comments are due back on February 8th. Awaiting preliminary findings for SEPA and Design review prior to final completion of site and building permit documents.

Station 112: Waiting for Right of Entry so we can survey plat for county to surplus.

Station 114: One tenant is left in the 4 plex on the land the district purchased. Test-fit design concepts indicate that we can fit the station on the two lots verses the original plan for 3 lots. To accomplish this we are going with a two story design.

Discussed reducing the app bays from three drive-thru to two and a half with two being drive-thru and on back-in bay. The 3 bay version puts the building right up against the hillside, Reducing by a half bay allows for a small buffer between the building and the hillside. We are still working on the concept.

Station 124: Request for bids for the remodel of station have been posted.

COMMISSIONER TRAINING/EVENT REQUESTS:

Chelan Conference: Discussed Chelan conference scheduled in June. Conference and hotel rooms are still booked at this time.

COMMISSIONER CONFERENCE REPORTS/COMMITTEE REPORTS:

CHIEF'S REPORT

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet.

Monthly Stats: Call volume and fire incidents that occurred in the month were reviewed.

Divisional Reports: None

COMMISSIONER ACTION/DISCUSSION: None

Reminder: PDC's

EXECUTIVE SESSION: Cancelled

ADJOURN

There being no further business to come before the Board, Commissioner Egan moved to adjourn the meeting. The motion was seconded by Commissioner McElligott. Meeting was adjourned at 8:52 P.M.

District Secretary Michelle Hollon

Chairman Dale Mitchell

DRAFT

**A SPECIAL MEETING OF THE
BOARD OF THE BOARD OF COMMISSIONERS OF
EAST PIERCE FIRE AND RESCUE**

February 4, 2021

A special meeting of the Board of Commissioners of East Pierce Fire and Rescue was virtually February 4, 2021. The meeting was called to order at 3:00 p.m. by Chair Dale Mitchell. Present were Commissioners Kevin Garling, Ed Egan, Mike Cathey, Randy Kroum, Pat McElligott, Fire Chief Backer, Deputy Chief Parkinson and District Secretary Michelle Hollon.

The purpose of the special meeting was to review staff recommendations and award bid for the remodel for Station 124.

Four bids were received:

Lake Tapps Construction Unlimited	\$79,469
Westmark Construction	\$85,623
Regency N. W.	\$92,900
CFC Construction	\$93,200

Project Manager Phil Hererra performed background checks and contacted references. Recommended Lake Tapps Construction Unlimited.

Commissioner Kroum moved to award the bid to Lake Tapps Construction Unlimited in the amount of \$79,469 plus tax with the contingency to substitute the next lowest bidder, in the event a reasonable contract is not attainable with Lake Tapps Construction Unlimited. The motion was seconded by Commissioner McElligott and carried.

There being no further business to come before the Board. Commissioner Garling moved to adjourn the meeting. The motion was seconded by Commissioner Kroum and carried. Meeting adjourned at 3:11 p.m.

Chair Dale Mitchell

Michelle Hollon, District Secretary



EAST PIERCE FIRE & RESCUE

January 2021

for February 16, 2021 Meeting



Current Month	Year to Date	Budget Resolution 925	Remaining Amount	Remaining Percent
			13 Months Remaining =	100.0%

General Fund (Current Expense)

Net Cash & Investments 12/31/2020		\$ 8,600,000	Budgeted
		\$ 12,382,116	Calculated Actual (est)

Revenues					
Property Tax - Current	1,048	1,048	34,236,702	34,147,920	99.7%
Property Tax - Prior Year/Delinquent	87,734	87,734			
Other Taxes	-	-	18,000	18,000	100.0%
Grants & Intergovernmental	188,308	188,308	105,000	(83,308)	-79.3%
Transport	376,077	376,077	5,800,000	5,423,923	93.5%
Plan Review Fees	2,548	2,548	150,000	147,452	98.3%
Inspection Fees	3,393	3,393	-	(3,393)	0.0%
Other Charges for Services	272	272	19,450	19,178	98.6%
Investment Interest	1,192	1,192	48,000	46,808	97.5%
Miscellaneous	950	950	165,500	164,550	99.4%
Insurance Recovery	-	-	-	-	0.0%
Transfers In	-	-	619,425	619,425	100.0%
Total Revenues	661,522	661,522	41,162,077	40,500,555	98.4%

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

Expenses by Function					
Commissioners	10,204	10,204	72,450	62,247	85.9%
Administration	104,344	104,344	1,401,343	1,296,999	92.6%
Finance-Elections, Leases, Transfers	44,191	44,191	3,581,149	3,536,958	98.8%
Emergency Mgt/IT/Volunteers	102,740	102,740	1,176,932	1,074,192	91.3%
Prevention	134,358	134,358	1,631,772	1,497,414	91.8%
Logistics	295,971	295,971	3,262,089	2,966,118	90.9%
Training	110,283	110,283	2,284,366	2,174,083	95.2%
Fire Operations	2,213,838	2,213,838	25,156,216	22,942,378	91.2%
EMS Operations	126,438	126,438	1,976,335	1,849,897	93.6%
Capital	16,871	16,871	619,425	602,554	97.3%
Total Expenses	3,159,235	3,159,235	41,162,077	38,002,842	92.3%
Payroll Clearing Accruals	(33,274)	(33,274)			
Expenses Net of Accruals	3,192,510	3,192,510			
Ending Net Cash and Investments		9,851,128	8,600,000		

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

Note: The Ending Net Cash & Investments in the "Year to Date" column uses the Calculated Beg. Net Cash & Investments

Expenses by Type	Current Month	Year to Date	Year to Date % of Total	Budget Amount	Budget % of Total
Salaries & Wages	1,817,458	1,817,458	8.4%	21,640,333	52.6%
Overtime	74,845	74,845	3.0%	2,502,921	6.1%
Benefits & Uniforms	918,787	918,787	11.3%	8,109,356	19.7%
Subtotal-Payroll & Benefits	2,811,090	2,811,090	8.7%	32,252,610	78.4%
Supplies	52,724	52,724	3.3%	1,620,558	3.9%
Services	295,421	295,421	7.4%	3,981,585	9.7%
Capital	-	-	0.0%	619,425	1.5%
Transfers Out	-	-	0.0%	2,687,899	6.5%
Total Expenses	3,159,235	3,159,235		41,162,077	100.0%
Payroll Clearing Accruals	(33,274)	(33,274)			
Expenses Net of Accruals	3,192,510	3,192,510			



EAST PIERCE FIRE & RESCUE

January 2021

for February 16, 2021 Meeting



	Current Month	Year to Date	Budget Resolution 925	Remaining Amount	Remaining Percent
				13 Months Remaining =	100.0%

Reserve Fund

Net Cash & Investments 12/31/2020			\$ 17,105,235	Budgeted	
			\$ 17,105,467	Calculated Actual (est)	
Revenues					
Investment Interest	1,973	1,973	36,000	34,027	94.5%
Transfer In Carryover	-	-	1,987,899	1,987,899	100.0%
Transfer In Newland/Tehaleh 112/117	-	-	100,000	100,000	0.0%
Transfer In GEMT IGT Return	-	-	600,000	600,000	0.0%
Total Revenues	1,973	1,973	2,723,899	2,721,926	99.9%
Expenses					
Transfer Out	-	-	619,425	619,425	100.0%
Total Expenses	-	-	619,425	619,425	0.0%
Ending Net Cash and Investments		\$ 17,107,440	\$ 19,209,709		

Reserve Balances	1/31/2021	Policy Goal	(Short)/Over
General Reserve	3,055,158	3,070,000	(14,842)
Equipment Reserve	6,463,528	6,480,000	(16,472)
Facilities Reserve	1,014,250	1,000,000	14,250
Employee Compensation Reserve	800,000	800,000	-
Capital Facilities Phase 2	368,301	Balance	
Station 118 Capital Reserve	485,789	Balance	
Station 112/117 Reserve	384,100	Balance	
EMS Equipment Reserve	4,536,314	Balance	
Total	\$ 17,107,440		

Bond Fund (UTGO 2018)	Current Month	Year to Date	Budget Resolution 925	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2020			\$ 204,923	Budgeted	
			\$ 320,068	Calculated Actual (est)	
Property Tax - Bond Levy - Current	62	62	2,008,000	2,003,103	100.0%
Property Tax - Bond Levy - Prior/Del.	4,835	4,835			
Total Revenues	4,897	4,897	2,008,000	2,003,103	99.8%
Expenses					
Debt Pmt - Principal - UTGO (2018)			290,000	290,000	100.0%
Debt Pmt - Debt Svc - UTGO (2018)			1,622,150	1,622,150	100.0%
Total Expenses	-	-	1,912,150	1,912,150	100.00%
Ending Net Cash and Investments		\$ 324,965	\$ 300,773	\$ 1,912,150	



EAST PIERCE FIRE & RESCUE

January 2021

for February 16, 2021 Meeting



Capital (Construction) Fund	Current Month	Year to Date	Budget Resolution 925	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2020			\$ 35,848,763	Budgeted	
			\$ 34,713,168	Calculated Actual (est)	
Investment Interest	4,031	4,031	84,000	79,969	95.2%
Total Revenues	4,031	4,031	84,000	79,969	95.2%
Expenses					
Capital Purchases	830,396	830,396	17,600	(812,796)	-4618.2%
Transfer Out - GF -Cap Fac Mgr	-	-	175,397	175,397	100.0%
Total Expenses	830,396	830,396	192,997	(637,399)	-330.3%
Ending Net Cash and Investments		\$ 33,886,803	\$ 35,739,766		5.2%



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
2/10/21	399	A-ADVANCED SEPTIC SERVICES INC.	\$4,871.56
2/10/21	401	ACROSS THE STREET PRODUCTIONS	\$1,600.00
2/10/21	402	BARNHART MD PS STEPHEN W	\$7,875.00
2/10/21	400	ABM JANITORIAL SERVICES	\$1,046.52
2/10/21	404	CARDINAL HEALTH 112, LLC	\$2,806.76
2/10/21	405	CENTURYLINK (035B/376B/785B/786B/442B)	\$86.28
2/10/21	403	BOUND TREE MEDICAL LLC	\$13,106.81
2/10/21	406	CHAMBER COLLECTIVE	\$510.00
2/10/21	407	CHS	\$450.79
2/10/21	410	CITY OF BUCKLEY FIRE DEPT	\$3,000.00
2/10/21	411	CITY OF EDGEWOOD	\$4,200.00
2/10/21	413	EPFR PETTY CASH CHECKING	\$769.34
2/10/21	415	EXPERT AIR CONTROL	\$420.43
2/10/21	417	FREDS TOWING	\$326.10
2/10/21	418	FREIGHTLINER NORTHWEST	\$1,666.73
2/10/21	419	GALLS, LLC - DBA BLUMENTHAL	\$195.43
2/10/21	408	CINTAS CORPORATION # 461	\$6,440.35
2/10/21	409	CITY OF BONNEY LAKE-REIMB UTILITIES	\$2,996.70
2/10/21	412	DAVIS DOOR SERVICE, INC	\$5,319.02
2/10/21	414	ESO SOLUTIONS	\$7,160.14
2/10/21	416	FIRE PROTECTION INC.	\$749.59
2/10/21	420	GIG HARBOR FIRE & MEDIC ONE	\$1,000.00
2/10/21	421	HP INC	\$17,276.46
2/10/21	422	HUGHES FIRE EQUIPMENT, INC.	\$43,898.34
2/10/21	427	LES SCHWAB TIRE CENTERS	\$4,157.16
2/10/21	429	MADSEN ELECTRIC	\$3,736.04
2/10/21	423	INDUSTRIAL SCIENTIFIC CORP.	\$2,347.89
2/10/21	424	JAMES OIL CO. INC.	\$7,975.20
2/10/21	425	L N CURTIS & SONS	\$9,702.63
2/10/21	426	LARSEN SIGN CO	\$1,370.45
2/10/21	428	LIFE ASSIST	\$746.58
2/10/21	430	MOUNTAIN MIST	\$773.68
2/10/21	431	OFFICE DEPOT/ACCT #28664540	\$395.60
2/10/21	432	PACIFIC OFC AUTOMATION (OR)	\$1,453.18
2/10/21	434	PACIFIC OFFICE AUTOMATION	\$368.12
2/10/21	435	PC BUDGET & FINANCE DEPT	\$120.00
2/10/21	433	PACIFIC OFFICE AUTOMATION	\$169.25
2/10/21	436	PIERCE COUNTY SEWER	\$31.98

2/10/21	437	PLATT ELECTRIC SUPPLY	\$193.96
2/10/21	438	PRAXAIR DISTRIBUTION, INC.-170	\$925.09
2/10/21	439	PUGET SOUND ENERGY	\$8,663.56
2/10/21	440	PUGET SOUND INSTRUMENT	\$215.26
2/10/21	441	QUILL CORPORATION	\$18.99
2/10/21	443	REBOUND	\$1,850.80
2/10/21	444	ROOF MEDIC	\$965.71
2/10/21	445	SEAWESTERN	\$20,188.00
2/10/21	442	QUINN AND QUINN PS	\$874.00
2/10/21	448	STREAMLINE AUTOMATION LLC	\$189.72
2/10/21	450	SUNSET FORD	\$2,939.62
2/10/21	451	SYSTEMS DESIGN WEST LLC	\$9,659.95
2/10/21	452	SYSTEMS FOR PUBLIC SAFETY, INC.	\$70,116.60
2/10/21	456	TROTTER & MORTON	\$2,173.04
2/10/21	461	WCIF	\$18,414.35
2/10/21	393	CITY OF MILTON	\$225.48
2/10/21	394	COBALT STORAGE	\$174.50
2/10/21	396	PIERCE COUNTY SEWER	\$22.28
2/10/21	446	SITECRAFTING, INC.	\$110.00
2/10/21	447	SNIDER PETROLEUM	\$2,793.40
2/10/21	449	SUNSET CHEVROLET INC	\$56.78
2/10/21	453	TELEFLEX LLC	\$4,655.00
2/10/21	454	TOWN OF SOUTH PRAIRIE	\$8,500.00
2/10/21	455	TREASURY MANAGEMENT SVCS - US BANK	\$114.98
2/10/21	457	US BANK	\$96,499.32
2/10/21	458	UW VALLEY MEDICAL CENTER	\$1,761.52
2/10/21	459	VFIS	\$8,089.00
2/10/21	460	WA STATE AUDITORS OFFICE	\$531.57
2/10/21	395	HUGHES FIRE EQUIPMENT, INC.	\$750,760.00
2/10/21	397	RICE FERGUS MILLER ARCHITECTURE	\$184,665.34
2/10/21	398	WELSH COMMISSIONING GROUP INC.	\$962.50
2/11/21	663	AFLAC	\$1,024.47
2/11/21	664	DIMARTINO ASSOCIATES (WSCFF)	\$17,791.94
2/11/21	665	GET PROGRAM	\$1,024.00
2/11/21	667	LEOFF HEALTH & WELFARE TRUST	\$320,546.62
2/11/21	668	TACOMA-PIERCE CO CHAPLAINCY	\$511.50
2/11/21	670	WSCFF - FASTPAC	\$478.34
2/11/21	671	WSCFF-Medical Expense Reimbursement Plan	\$14,200.00
2/11/21	468	BABCOCK DOUGLAS B	\$2,885.38
2/11/21	486	CAVINESS PATRICK A	\$36.84
2/11/21	666	IAFF - FIREPAC	\$791.26

2/11/21	669	WCIF	\$963.65
2/11/21	569	NEVILL MARK A	\$299.32
Payment Count: 81			Total Amount: <u>\$1,718,983.75</u>

Payment Count: 81
Payment Total: \$1,718,983.75

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: PCACCOUNTSPAYABLE@co.pierce.wa.us

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

EAST PIERCE FIRE AND RESCUE

RESOLUTION NO. 932

A RESOLUTION AUTHORIZING SPECIFIC AMBULANCE TRANSPORT ACCOUNTS TO BE WRITTEN OFF IN THEIR ENTIRETY.

WHEREAS, the Board of Commissioners East Pierce Fire and Rescue did authorize a schedule of fees for the provision of ambulance services, including transport to local hospitals, to be charged within this jurisdiction, by Resolution 323 on October, 19, 1999; and

WHEREAS, the Board of Commissioners hereby has determined that it is necessary to write off particular Advanced Life Support (ALS) Transport Accounts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East Pierce Fire and Rescue that the following amounts, listed by individual account on Exhibit A, attached to and a part of this resolution, be written off in their entirety as recommended by the district's ambulance transport billing agency.

October-2020	\$	38,852.02	EMS Levy Funds/COVID Waiver
November-2020	\$	41,365.90	EMS Levy Funds
December-2020	\$	63,319.72	EMS Levy Funds/COVID Waiver
Total	\$	143,537.64	
October-2020	\$	1,162.64	Financial Waiver
November-2020			Financial Waiver
December-2020	\$	1,518.00	Financial Waiver
Total	\$	2,680.64	
TOTAL WRITE-OFFS	\$	146,218.28	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire and Rescue on February 16, 2021, the following commissioners being present and voting:

Chair Dale Mitchell

Commissioner Pat McElligott

Commissioner Mike Cathey

Commissioner Jon Napier

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

Attest: _____
District Secretary



Board Meeting Agenda Item Summary

- **Agenda Date:** February 16, 2021
- **Item Title:** Approve Financial Assistance Program Waiver for Account 132242006
- **Presenter:** Consent Agenda

1. Recommended Action by Board:

Recommend that Board make a motion to approve inclusion of Account 132242006 into the EPFR Financial Assistance Program.

- Based upon this patient’s individual / family income level, it is recommended that 75% of the patient’s ambulance bill balance be waived.

2. Summary:

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.

Circumstances surrounding this incident:

Based on patient’s income, patient qualifies for a 75% reduction of balance remaining on transport bill.

Total Amount of Patient’s Ambulance bill:	\$ 1,487.80
Amount covered by private / government insurance programs:	\$ (1,237.80)
Patient’ remaining balance (obligation) for this ambulance bill:	\$ 250.00

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Bill
1	\$19,141-\$25,520	75%

Recommendation based upon Financial Assistance Program formula:

- Recommend Board authorize 75% 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.

3. Policies/ Alternatives Considered: None. See Above

4. 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.



Board Meeting Agenda Item Summary

Agenda Date: February 16, 2021
Item Title: Resolution 933 – Transfer of Funds
Presenter: Chief Backer

1. **Recommended Action by Board:** *I move to approve Resolution 933 to transfer funds from the General Fund to the Reserve Fund in amount of \$11,550.*
2. **Summary:** Payment received from NASH Cascadia Verde, LLC for mitigation fees for the Tehaleh project funds will be transferred from General Fund to the Reserve Fund and allocated for Station 112/117 reserve.
3. **Policies/ Alternatives Considered:**
4. **Fiscal Impact:**

EAST PIERCE FIRE AND RESCUE

RESOLUTION NO. 933

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in the amount of \$11,550.00 from the General Fund to the Reserve Fund as payment received from NASH Cascadia Verde, LLC (Tehaleh) for mitigation fees; 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 February 17, 2021 as follows:

General Fund (686-022)	Transfer Out	\$11,550
Reserve Fund (690-022)	Transfer In	\$11,550

PASSED AND APPROVED this 16th day of February, 2021, the following commissioners being present and voting:

Chair Dale Mitchell

Commissioner Pat McElligott

Commissioner Mike Cathey

Commissioner Jon Napier

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

ATTEST:

District Secretary



Board Meeting Agenda Item Summary

Agenda Date: February 16, 2021
Item Title: Resolution 935-Delegation of Authority (supercedes 832)
Presenter: Chief Backer

1. **Recommended Action by Board:** *I move to adopt Resolution 935-Delegating authority for the Fire Chief to enter into and execute contracts for expenditures approved in the operating budget for the year not to exceed \$100,000.*
2. **Summary:** Resolution 832 was amended December 19, 2017 which increased the amount in which the Fire Chief was delegated authority to enter into and execute contracts for expenditures approved in the operating budget for the year not to exceed \$50,000. At that time the \$50,000 was a reasonable and conservative amount to delegate approval authority. As inflation and fees for service have increased it is feasible to increase the authority limit to \$100,000. This will cover a lot of the day to day operations in which are under contract.
3. **Policies/ Alternatives Considered:** Do not approve and leave authority amounts at \$50,000
4. **Fiscal Impact:** None

EAST PIERCE FIRE AND RESCUE

RESOLUTION NO. 935

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF EAST PIERCE FIRE AND RESCUE, DELEGATING THE AUTHORITY TO THE FIRE CHIEF, TO EXECUTE CONTRACTS ON BEHALF OF THE DISTRICT, RELATING TO EXPENDITURES NOT EXCEEDING \$100,000.00, UPON CONDITION THAT SUCH EXPENDITURES ARE INCLUDED IN THE APPROVED OPERATING BUDGET FOR THE YEAR.

WHEREAS the Board of Commissioners desires to delegate some of its authority to execute contracts on behalf of the Fire District to the Fire Chief, upon certain conditions and with certain safeguards; and

WHEREAS this Resolution only applies to contracts for purchasing goods, services, equipment, supplies, and other necessary purchases included in the approved operating budget for the year, consistent with all existing statutes and laws that may also apply;

NOW THEREFORE IT IS HEREBY RESOLVED:

Section 1. The Board of Commissioners hereby delegates the authority to enter into, and execute, contracts for expenditures for the purchase of goods, services, equipment, materials and supplies, in amounts not exceeding \$100,000.00, to the Fire Chief. Such delegation is conditioned upon the expenditure being included in the approved operating budget for the year.

Section 2. Such delegated power shall be exercised consistently with all applicable statutes and laws, including but not limited to the public bid laws, insofar as they may apply.

Section 3. This resolution supersedes resolution 832, delegation of authority to sign contracts.

PASSED AND APPROVED this 16th day of February 2021, by the Board of Fire Commissioners of East Pierce Fire and Rescue.

Chair

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST: _____
District Secretary



Board Meeting Agenda Item Summary

Agenda Date: February 16th, 2020

Item Title: Resolution 936-Surplus Miscellaneous IT Equipment & SCBA fill station; Surplus Asset # 104, 109 & 122; Surplus 2003 Spartan Metro Star- H&W Fire Engine

Presenter: Assistant Chief Jeff Moore

1. Recommended Action by Board: I move to approve Resolution 936 the surplus of (1) SCBA Fill Station & miscellaneous IT equipment; Asset 104- one 1997 Ford Explorer; Asset 109-one 1999 Ford Expedition and Asset 122- one 2001 Ford Expedition; One 2003 Spartan Metro Star- H&W Fire Engine, Asset #211 and authorize the sale, disposal, donation or recycle at the discretion of the Fire Chief.

2. Summary:

Staff recommends that we surplus the items on the attached (Appendix A). The items we are requesting to surplus no longer are of use to us. Some of the items are damaged beyond cost effective repair, old technology or placed out of service for meeting expiration date criteria / no longer used. The SCBA fill station on (Appendix A) was the original fill station utilized for low pressure bottles at station 113 prior to SCBA fill station upgrades to accommodate new Scott SCBA bottles. This fill station is 19 years old and does not have a compressor and would require complete upfitting of this unit to complement high pressure SCBA bottles that would not be cost effective. Staff recommend the miscellaneous IT equipment and SCBA fill station be advertised and sold to highest bidder at Ehli Auction house at 9415 Pacific Avenue Tacoma, or donated / disposed of, at the discretion of the Fire Chief.

Asset # 104 (1997) Ford Explorer with 166, 981 miles, Asset # 109 (1999) Ford Expedition with 103,500 miles, and Asset # 122 (2001) Ford Expedition with 144,215 miles. All vehicles run poorly and no longer have value to the fire district. Currently these vehicles are no longer being used in any capacity (staff or response) and have been replaced with newer models. They serve no useful purpose to East Pierce Fire & Rescue. We will advertise these staff vehicles with Elhi's Auction House located at 9415 Pacific Avenue Tacoma and will sell to the highest bidder.

Asset 211 is a 2003 Spartan Metro Star H&W, Vin# (4S7CT54953C043244) License plate # (61714C). Asset 211 most recently has been in service at Station 119 (South Prairie). At 18 years old this engine is one of the oldest pieces of apparatus in our fleet and has exceeded its serviceable life as a primary response volunteer emergency vehicle. It has an odometer reading of approximately 48,791 miles and will be replaced with a newer engine from our current fleet that better reflects the standardization of the current fleet. We will advertise these engines with Elhi's Auction House located at 9415 Pacific

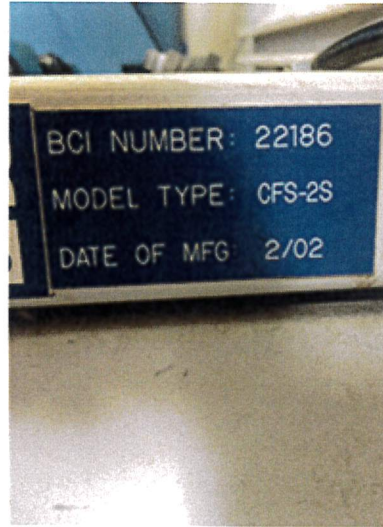
Avenue Tacoma and will sell to the highest bidder.

3. Policies/ Alternatives Considered:

None

4. Fiscal Impact:

None



Asset #122



Asset #109



Asset #104



2003 Metro Star H & W



EAST PIERCE FIRE AND RESCUE

RESOLUTION NO. 936

A Resolution to Surplus: (1) SCBA Fill Station & miscellaneous IT equipment; Asset 104-one 1997 Ford Explorer; Asset 109-one 1999 Ford Expedition and Asset 122- one 2001 Ford Expedition; One 2003 Spartan Metro Star- H&W Fire Engine, Asset #211

WHEREAS, one SCBA Fill Station & Misc IT Equipment, as Exhibit A owned by East Pierce Fire & Rescue has been deemed damaged beyond cost effective to repair and is no longer use to the District; and

WHEREAS, one 1997 Ford Explorer, Asset 104; one 1999 Ford Expedition, Asset 109; one 2001 Ford Expedition, Asset 122 and one 2003 Spartan Metro Star-H&W Fire Engine, Asset 211 are owned by East Pierce Fire & Rescue and have exceeded their serviceable life and/or run poorly and are no long use to the District,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that One SCBA Fill Station and Misc. IT Equipment, Exhibit A; One 1997 Ford Explorer; One 1999 Ford Expedition; One 2001 Ford Expedition and One 2003 Spartan Metro Star-H&W Fire Engine is hereby declared surplus to the needs of the District and will be sent to auction to be sold to the highest bidder.

ADOPTED at a regular meeting of the Board of Commissioners of East Pierce Fire and Rescue on February 16th, 2021, the following commissioners being present and voting:

Chair Dale Mitchell

Commissioner Pat McElligott

Commissioner Randy Kroum

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Mike Cathey

Commissioner Jon Napier

ATTEST:

District Secretary

Surplus items February 2021

Barcode	Type	Brand	Model	Purch Date	Serial Number	Disposition
12221	tablet	Getac	F110 G3	12/1/2016	RGA39F3663	Dim display and other problems
12218	tablet	Getac	F110 G3	12/1/2016	RGA39F3662	cracked case and loose parts inside
12138	tablet	Getac	F110 G2	7/30/2015	RF639F0980	recycle - Broken, just parts
10504	tablet	Motion	FS	10/25/2009	9AJ6AG000066	Recycle - Obsolete
10513	tablet	Motion	FS	10/8/2008	8AJ2AG000006	Recycle - Obsolete
10948	tablet	Motion	CL900	8/3/2011	3456600	Recycle - Obsolete
12127	printer	Ricoh	SP C250sf	11/16/2015	X105P400202	recycle - will not feed paper
11213	Plotter	HP	DesignJet 5500ps	4/15/2007	SG6ACC4019	recycle or trade-in - too expensive to fix
10561	monitor	HP	L2245wg	8/25/2009	CNK9200RN3	recycle - Bad - displays for 2 sec.
#11209	SCART III	Bauer	CFS-2S	2/1/2002	BCI Number: 22186	Sell at Elhi Auction highest Bidder

Station	Location	Status	Last Inv.
113	Hanson Office	Storage	1/21/2021
113	Hanson Office	Storage	1/21/2021
113	Hanson Office	Storage	1/21/2021
113	Hanson Office	Storage	2/8/2021
116	R116-419	Deployed	2/8/2021
113	Hanson Office	Storage	2/8/2021
113	Hanson Office	Storage	12/10/2020
113	Hanson Office	Storage	2/8/2021
113	Hanson Office	Storage	2/8/2021
119	Bay	Storage	N/A

**East Pierce Fire & Rescue
Fire Boat & Mechanic Truck purchase Report
For East Pierce Fire and Rescue 2021**

February 16th, 2021

In November 2020, the EPFR Board of Fire Commissioners approved the purchase of a fire boat and mechanic truck to replace older versions of our current fleet.

- The fire boat has been purchased through Munson Boats & GSA contract # GS07F0442M and will be built to requested EPFR specifications (Mun 26-8 Fire Boat) at a total GSA price of \$247,026.88 dollars to include tax and licensing.
- The mechanic truck Freightliner M2106 chase has been purchased through Washington State Contract Segment A & B + Morgan Van Body (Box) & RC Custom Van Body (Interior upfitting) at a total price of \$226,053.96.

Both purchases are within the approved budget amount.

General Specifications Boat:

1. Hull Length: 26 feet
2. Beam: 8 feet 6 inches
3. Person and Cargo Capacity: 2400 lbs.
4. Propulsion: Twin 150hp Yamaha Four Stroke Outboard Motors
5. Fuel Capacity: 80 gallons (Dual 40-gallon tanks)





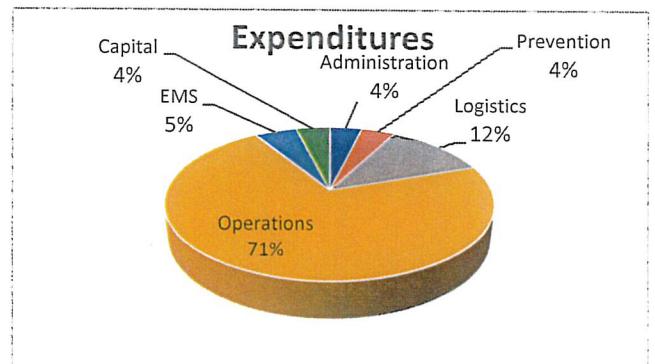
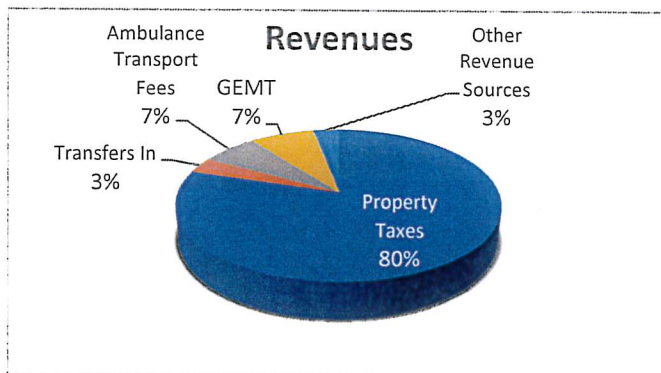
Board Meeting Agenda Item Summary

Agenda Date: February 16, 2021
Item Title: 2020 Year End Report
Presenter: Michelle Hollon

1. Recommended Action by Board:
None-Informational Only
2. Discussion

General Fund

	Budgeted	Actual
Revenues	\$40,553,588	\$40,718,367
Expenditures	\$43,380,140	\$39,762,802
Ending Fund Balance	\$8,600,000	\$12,382,116



The District experienced new challenges and changes as a result of COVID-19 which shifted the district's spending per budget. The COVID-19 pandemic had a financial impact on the District resulting in an increase of expenditures in the amount of \$249,869.34. The District received federal funding in 2020 as part of the CARES ACT in the amount of \$61,230.63. The District is currently working on seeking reimbursement for COVID-19 related expenditures through federal funded grants. The reimbursement period will be open till September 2023.

GEMT payments received in 2020 were in the amount of \$3,018,089:

2018 Settlement	\$29,066.17
2019 Interim Settlement	\$580,960.11
Monthly GEMT portion transports	\$2,408,062.72

Ambulance fees collected in 2020 were in the amount of \$2,679,813.

In 2020 the District's UTGO Bond collection was in the amount of \$1,905,730 based on \$0.11 per 1,000 of assessed value.

The increase in the 2020 Ending Fund Balance will be addressed in the 2021 Budget Amendment in March, transferring additional funds to Reserve per the District's Finance Policy.



Board Meeting Agenda Item Summary

Agenda Date: February 16, 2021

Item Title: City ILA – Fire Prevention Fees & Services

Presenter: Chief Bud Backer

1. Recommended Action by Board:

None at this time. – General Discussion

2. Summary:

At the Board's direction, we have been working to update or initiate Inter Local Agreements (ILA) with our partner cities regarding work performed by the district in fire prevention activities. The work was being done primarily in new construction plan review and inspections.

Of primary concern was that EPFR was doing work for the cities well below our cost of providing the service. RCW 43.09.210 (3) states that services provided by one agency to another shall be "paid for at its true and full value".

During the process of negotiating an updated fee structure, it became apparent to all parties that cities could provide the service at a lower cost and maintain control of service delivery. While I believe that the perspective of code enforcement officials having or currently working in the fire service provides a unique and valuable perspective, it was hard to argue the cost.

Currently the district provides service to the City of Milton under an ILA signed in January 2018. The district also provides service to the City of Edgewood under a legacy agreement with Fire District 8.

Staff will provide multiple options for consideration as to the future mission and staffing of the Fire Prevention Division.

However, staff feels that maintaining the current staffing of the Fire Prevention will allow for the District to provide annual fire safety inspections in businesses and public facilities within the cities we serve, while updating pre-fire plans as well. Staff believes the public and firefighter safety benefit in doing these inspections greatly justifies the cost. While the inspections will be conducted within the cities, the benefit is for all citizens of the district, as they shop and work in many of those locations. A secondary benefit would be the possibility of an improved insurance (WSRB) rating after having five years of experience. This would ultimately result in a maintained cost, with reduced revenues, however we believe it is justified.

Currently we are working with Sumner to update the current ILA to remove items that are no longer necessary.

3. Policies/ Alternatives Considered:

1. Continue service to Milton under current agreement (expires 1/1/2023). Or request to renegotiate the current Post Annexation Agreement, removing the provision of fire prevention and investigation services.
2. Continue service to Edgewood, negotiate updated ILA. Or serve notice to terminate legacy agreement as a methodology to negotiate, if desired, a new ILA.
3. Revise mission of Fire Prevention from New Construction to Annual Fire Safety Inspections.
4. Do not fill budgeted vacant position resulting in Division cost reduction.
5. Reduce Division due to resulting decrease in workload, shifting employees to other Divisions.

Staff believes that Options 1 – 4 to be implemented together under a single plan would provide for a positive impact on public and firefighter safety.

4. Fiscal Impact:

Revenue Reduction: Loss of annual permit fees received from City of Sumner. Approximately \$80,000 per year. Estimate a \$40,000 reduction in 2021 budgeted revenues.

Expense Reduction: Not filling additional Deputy Fire Marshal as planned. Reduces expense approximately \$180,000 (2021 dollars) for TCC of FTE.

Net impact: \$100,000 savings ongoing.

Fees received in 2020. Note that a portion were for work performed in 2019. No fees are received from Bonney Lake.

Date	Amount	Remark
7/24/2020	\$ 2,458.54	Edgewood Plan Review Fees 2020 Q2
5/7/2020	\$ 9,026.81	Edgewood Plan Reviews Q1
1/17/2020	\$ 584.81	Edgewood Q4 2019 Plan Review Fees
10/16/2020	\$ 1,515.56	Plan Review Fees Edgewood Q3
	\$ 13,585.72	
11/13/2020	\$ 4,702.03	Milton Plan Review Fees
1/30/2020	\$ 52,057.16	Milton Plan Review Fees 2019 Q1, Q2, Q3
7/24/2020	\$ 1,930.02	Milton Plan Review Fees 2019 Q4
8/14/2020	\$ 5,569.19	Milton plan review fees Q2 revised
5/15/2020	\$ 44,701.54	Milton Plan Reviews (No Timeframe Referenced)
	\$ 108,959.94	
1/23/2020	\$ 33,802.05	Sumner 2019 Q4 Plan Reviews
12/30/2020	\$ 6,763.28	Sumner Plan Review Fees 2020 Q3
10/9/2020	\$ 42,861.92	Sumner Plan Review Fees Q1 + Q2
	\$ 83,427.25	



CITY OF
SUMNER
WASHINGTON

1104 MAPLE STREET, SUMNER WA 98390

Via USPS and email to bbacker@eastpiercefir.org

Pierce County Fire Protection
District No. 22 (East Pierce Fire and Rescue)
Attn: Chief Backer
18421 Veterans Memorial Drive East
Bonney Lake, WA 98391

January 28, 2021

Chief Backer:

Since 2009, the City of Sumner and East Pierce Fire and Rescue (EPFR) have enjoyed a mutually beneficial, and effective working partnership. As part of the Interlocal Agreement between the parties, EPFR has been required to provide the City with several services, including plan review. The City and EPFR have been working closely for over a year to improve plan review time, and there have been improvements.

Unfortunately, the recent request to increase associated fees to EPFR for plan review and associated services has caused us to reexamine our business practices. After taking some time to consider how best to address this issue, the City believes it is in its best interest to bring fire plan review services in house, and no longer utilize EPFR's plan review services.

This letter serves as the City's required minimum 90 day notice, pursuant to Section VI of the 2009 ILA, of the intent to re-open the ILA for purposes of removing plan review services (ILA Section III(A)(1) bullet point 3), and all associated fees, from the services provided by EPFR to the City. The City is committed to a smooth transition of services, and as such desires to negotiate a transition plan and date that is mutually beneficial, including any other necessary and relevant changes to our Interlocal Agreement.

We sincerely hope that removal of this service will help alleviate the financial impact of plan review services experienced by EPFR. I appreciate your understanding of the City's position on this matter. Please do not hesitate to contact me, or City Administrator Jason Wilson, with any questions.

Sincerely,

DocuSigned by

85C9B3CF5A4B48F
William L. Pugh
Mayor
253-299-5790

DocuSigned by

80070000F096A7
Jason Wilson
City Administrator
253-299-5501



P.O. BOX 7380 • Bonney Lake, WA 98391
(253) 862-8602

February 1, 2021

East Pierce Fire and Rescue
Attn: Chief Bud Backer
18421 Veterans Memorial Drive East
Bonney Lake, WA 98391

Chief Backer,

The City of Bonney Lake appreciates the fire plan review services provided by East Pierce Fire and Rescue (EPFR). However with the recent evaluation completed by EPFR of the required fee to be paid by the City to continue receiving these services, Bonney Lake has had to review whether continuing to use EPFR for provision of fire plan review services was practicable.

Unfortunately, our review has determined that it is not. Because of that, the City of Bonney Lake has decided to bring fire plan review services in house.

This letter serves as the City's official notice that this change in needed services from EPFR will be occurring. The City would like to request that EPFR continue to partner with the City in the provision of these services until July 1, 2021. This will give time for the City to determine the best strategy for staffing this internal position and insure that continuing development meets the appropriate fire-related code requirements.

The City is grateful for EPFR's contributions to the City and hopes that this change will help relieve the financial impact of providing these services to the City. Please feel free to reach out to either City Administrator John Vodopich or myself if you have any questions.

Sincerely,

DocuSigned by

Neil Johnson, Jr.

208837802981400

Neil Johnson, Jr.
Mayor - City of Bonney Lake

DocuSigned by

John Vodopich

60105024004000

John Vodopich
City Administrator - City of Bonney Lake



Board Meeting Agenda Item Summary

Agenda Date: February 16, 2021
Item Title: Deputy Chief Recruitment
Presenter: Deputy Chief Parkinson

1. **Recommended Action by Board:** I move to authorize the fire chief to proceed with the deputy chief recruitment process as presented.
2. **Summary:** In January, staff presented the need to begin the recruitment process for the position of deputy chief which will be needed after the retirement of Fire Chief Backer.

Attached you will find:

- The deputy chief recruitment announcement (to be published regionally)
- An outline of the selection process

This process will be managed “in-house” and utilize a variety of staff throughout the process to ensure the very best candidate is selected.

3. **Policies/ Alternatives Considered:**
 - a. Delay deputy chief recruitment
4. **Fiscal Impact:** None.



EAST PIERCE FIRE & RESCUE

Is seeking an experienced fire service leader
for the position of

DEPUTY CHIEF

\$182,688—\$200,952 per year DOE

Plus a generous benefits package

To be considered in the first candidate review,
applications must be received by

MARCH 24, 2021

Apply online at

<https://www.governmentjobs.com/careers/eastpiercefir>



The Area

EAST PIERCE FIRE & RESCUE (EPFR) is located in the Pacific NW and serves one of the most beautiful areas in the country. With a popular recreational lake and close proximity to the mountains, Puget Sound, Seattle and Tacoma, the area provides a variety of recreational activities.

If you love the outdoors, you will find easy access to trails for biking and hiking, ski resorts, lakes and rivers for fishing and boating. Being close to major metropolitan areas also provides ample shopping, dining and entertainment opportunities including professional sports.

Even with continued growth, our area has maintained its small town feel, with friendly people and a sense of community.

The salary and benefits provide a reasonable cost of living in the area with the approximate median home sale price in Pierce County being about \$400,000. Furthermore, there are excellent school districts in the area.

The Fire District

EPFR was founded on a strong commitment to customer service. The department's *Mission, Vision and Values* guide the actions of the department and its employees. Exceptional customer service and a concern for the employees and their families have become hallmarks of our culture.

EPFR was created when the City of Bonney Lake Fire Department, Pierce County Fire District 22/Lake Tapps Fire and Pierce County Fire District 24 merged in 2000 with the goal of providing a seamless response to emergency situations.

Since then, the following mergers or annexations into EPFR have occurred:

- 2006: Pierce County Fire District 12 and South Prairie/Fire District 20
- 2008: Sumner/Fire District 1
- 2010: Edgewood/Fire District 8
- 2013: Milton Fire Department

Today, East Pierce serves a population of approximately 97,000 residents living in and around Bonney Lake, Sumner, Lake Tapps, the Ridge Communities, South Prairie, Tehaleh, Edgewood and Milton. With an annual operating budget of over \$40,000,000 the district covers approximately 153 square miles and protects residents from 6 staffed stations plus a facility on Lake Tapps for the marine rescue unit.

Citizens of EPFR recently approved an \$80,000,000 bond which is being used to improve our facilities and purchase new apparatus.

An independently-elected board of commissioners govern the agency.

About Us

EPFR is led by a Fire Chief, Deputy Chief and 4 Assistant Chiefs. In June of this year, Deputy Chief Jon Parkinson will promote to Fire Chief, as current Chief Bud Backer begins his well-deserved retirement. Additionally, the community is supported by 143 Firefighters at various ranks, all of whom are certified as either emergency medical technicians (EMTs) or paramedics, and 15 administrative personnel.



Ideal Candidate

The ideal Deputy Chief has a deep-seated belief in teamwork and the ability to build strong relationships both within and outside the organization. This requires the Deputy Chief to be a dynamic thinker who focuses on strategic goals and outcomes. Strong communication skills and flexibility coupled with a commitment to professionalism and continuous development are key to this leadership position. To meet these expectations, the ideal candidate should possess the following attributes:

- Expertise in organizational development/design and change management
- A solution-oriented and proactive approach
- Ability to develop networks and build alliances and to collaborate across boundaries to build strategic relationships and achieve common goals
- Problem solving and consensus building skills in a team environment

- The ability to develop and maintain cooperative and effective working relationships with staff, elected officials, other districts and the community
- Principles and practices of general business management, including fiscal and budget management
- Knowledge of and experience with the collective bargaining process and labor negotiations with the ability to foster and maintain positive labor-management relationships

The Position

As a member of the command team, the Deputy Chief serves as the supervisor over the four uniformed divisions with EPFR (Operations, EMS, Fire Prevention, and Logistics).

- Operations Division (133 personnel)
 - Supervises three shift Battalion Chiefs who oversee 120 uniformed personnel
 - Supervises the Training Battalion Chief who oversees the Training staff
 - Supervises special operations teams: water rescue, technical rescue, wildland, and hazardous materials
- Emergency Medical Services Division (6 personnel)
 - Supervises the EMS battalion chief who oversees the EMS staff
- Fire Prevention Division (7 personnel)
 - Supervises the Deputy Fire Marshals, Public Educator, and division staff
- Logistics Division (7 personnel)
 - Supervises fleet and facility procurement and maintenance
 - Responsible for Emergency Management

As part of the supervision of these divisions, the deputy chief is required to have a strong understanding of:

- Labor relations
- Personnel management
- Budget management

Education & Experience

Qualified candidates will have a Bachelor's Degree in Fire Science, Public Administration or related field, with a minimum of ten plus years of progressively responsible management and supervisory experience in a municipal fire department with at least 5 years in a command position.

For full qualifications, responsibilities, and KSAs, please refer to the job description.



Compensation and Benefits

Salary Range:
\$182,688-\$200,952, DOQ

Benefits Include:

- Medical, Dental & Vision Insurance
- Washington State Department of Retirement Systems (LEOFF)
- HRA VEBA
- 6% contribution to choice of deferred compensation plan (VOYA or Washington State DCP)
- Disability Insurance
- Life Insurance
- Vacation Leave
- Personal Time Off
- Sick Leave
- Paid Holidays

To Apply & Key Dates

Qualified candidates are encouraged to apply at

www.governmentjobs.com/careers/eastpiercefir

- ⇒ First consideration given to applicants received by **March 24, 2021** (position is open until filled).
- ⇒ Virtual screening interviews with selected candidates are scheduled for **April 15, 2021**
- ⇒ Final candidates will be invited to attend in-person interviews on **April 29, 2021**
- ⇒ Anticipated Start Date is **July 1, 2021**

Supplemental Questions

You will be asked to upload your responses to the following three supplemental questions with your application packet:

1. Describe your experience managing divisions.
2. Summarize your involvement working with labor unions.
3. Explain your participation in managing programs or projects.

Direct Questions To:

Tanya Lynch, HR Manager
Direct Line: 253-447-3521
Main Line: 253-863-1800
Email: tlynch@eastpiercefir.org

18421 Veterans Memorial DR E
Bonney Lake, WA 98391
www.eastpiercefir.org

Step 1
Packet/Resume Review

Step 2
Pre-Screen (Zoom) Interview

Step 3a
Panel Interview

Step 3b
Chief Interview

Step 4
Board of Fire Commissioners
Interview



To: **Board of Fire Commissioners**
From: **Chief Bud Backer**
Subject: **Monthly Chief's Report – February 16, 2021**



I. District Projects:

Agreements / Contracts Executed

1. Authorized purchase of replacement rescue boat, as budget in the approved 2021 budget. Purchase a 26' aluminum hulled boat from Munson Boats of Burlington, WA. \$247,026.88 including tax. This purchases if via a group purchases, reviewed and approved by our attorney.
2. Authorized purchase of mechanics truck via State Bid.
3. Signed a Right Entry Agreement with Pierce County that will allow us to access and survey the area we would like to purchase for the new Station 112 location. This work must be done, so that the land we wish to purchase can be subdivided from the main parcel, and surplused by the County for sale.

COVID-19

The pandemic continues to impact us as our members potentially contract the virus through community spread. We are well situated with PPE, with over 27,000 N95 masks and 8,000 gowns, thanks to our EMS Division for keeping us well equipped.

We have a small number of members off work due to potential exposures. We have also obtained from the County Health Department testing kits, which will speed up our ability to obtain testing results in as little as 48 hours.

Vaccinations: So far, we've had a disappointing turn out. Of our 119-line members, only 53 have started the process, receiving their first vaccine (44%). This is a trend amongst other departments as well. I have heard of a few that have had much higher success, but they can't say why. We do believe that we have additional members that will obtain a vaccine once they are past the 90 day window after testing positive.

New Firefighters

Class 2021-01:

The class continues to progress well at the Bates Fire Academy.

Capital Facilities (Bond)

Ladder Truck: training has begun on the new truck.

We are close to signing another Right of Entry Agreement that will allow our surveyors to enter the land we are working with the county on for the new Station 112.

Mid payment was just authorized for the second set of fire engines (engines 3 & 4).

II. Cities/Town.

Met with Mayor Caldwell, Clerk Berry and Councilmember Wigton of South Prairie to discuss the pros and cons of the Town annexing into the District. We had our attorneys participate to ensure correct information was provided on ballots and taxing. They were going to share the discussion with the Town Council.

Inter-Local Agreements (ILA) with the cities – Fire Prevention

See Agenda Summary regarding Fire Prevention Fees. The cities of Sumner and Bonney Lake will be taking on the fire code work as of July 1 this year. This will eliminate the need for an ILA with Bonney Lake, and will allow for a much smaller ILA with Sumner.

Plans must also be made for the provision of fire investigations if the size of the Fire Prevention Bureau is reduced.

Zoom meeting with Sumner and Bonney Lake on February 10th, regarding the future provision of Fire Investigations within the cities.

III. Other Organizations

- Sumner Rotary via Zoom
- Washington Fire Chiefs Legislative Committee on 1/27 and 2/9.
- Pierce County Fire Chiefs 2/4.

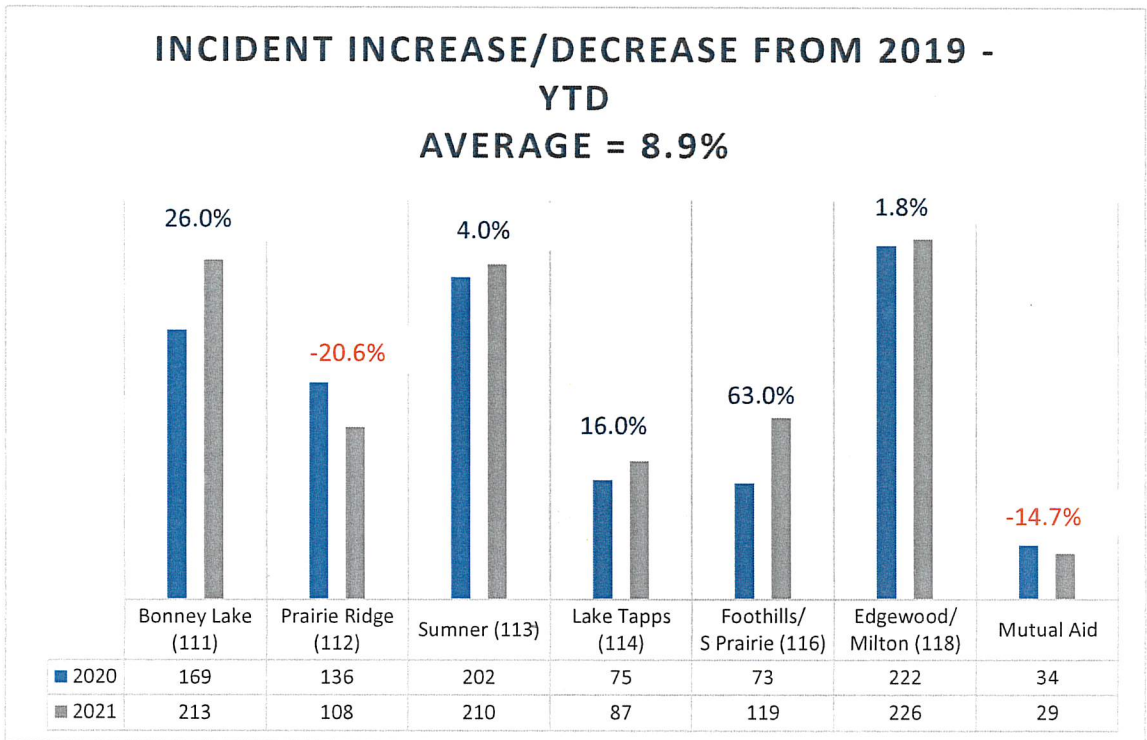
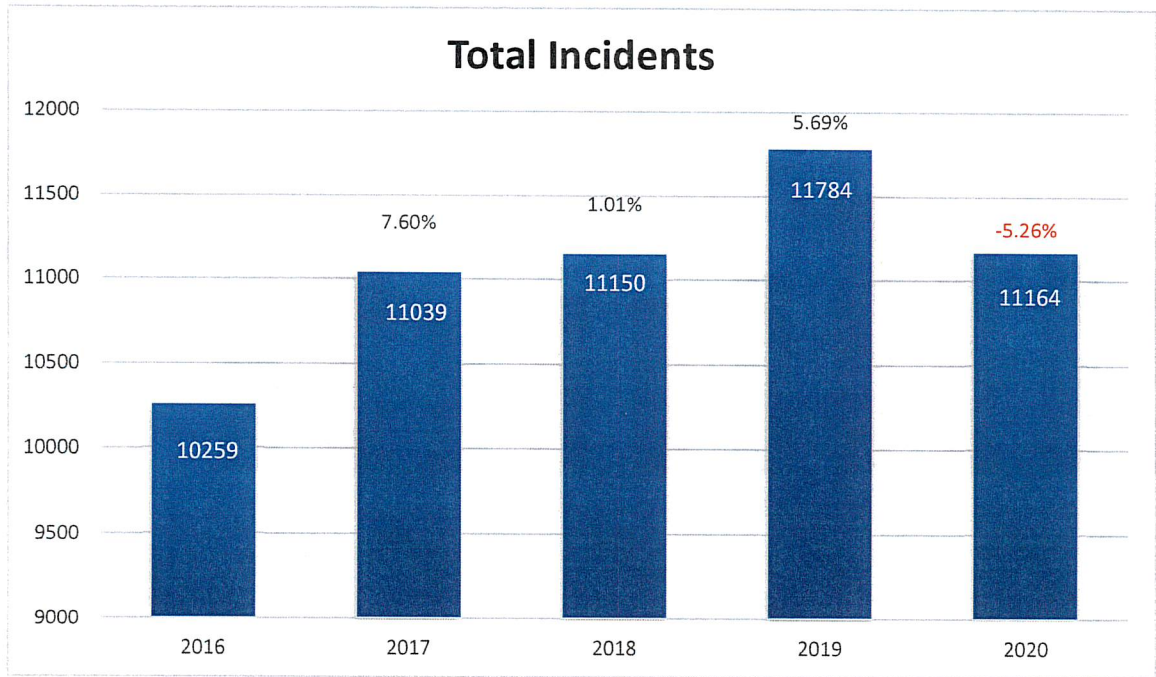
On January 22, I testified in support of HB 1168, the DNR bill via a virtual hearing. I was limited to only 1 minute, so it was short and sweet.

February 11 met with Seattle Times Editorial Board regarding HB 1168 and local impacts of wildfire.

East Pierce Fire & Rescue Monthly Chief's Report

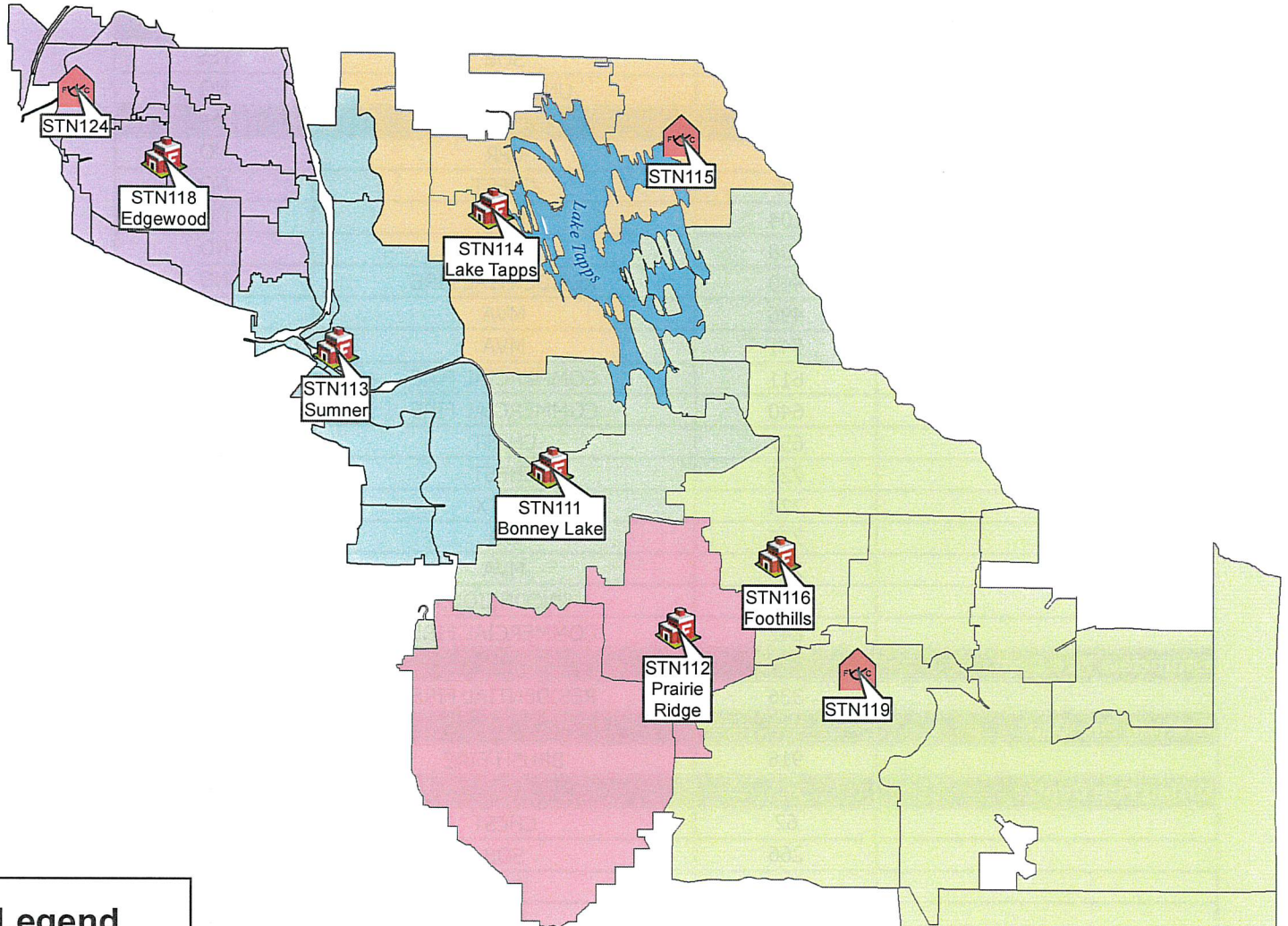
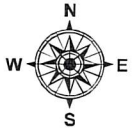


January 2021





2019 East Pierce Fire & Rescue First Due Area



Legend

Stations

- Full Time
- Volunteer

First Due

- 111
- 112
- 113
- 114 / 115
- 116 / 119
- 118 / 124

Mutual Aid Received (*Units arrived to scene*)
1/1/2021 to 1/31/2021

AGENCY	CASE NO	CALL TYPE	TRANSPORTS
Central Pierce Fire & Rescue			
	114	FALL	NO
	115	FALL	NO
	341	CVA	YES
	407	SOB	YES
	510	RESIDENTIAL FIRE	NO
	578	SICK	NO
	503	SICK	NO
	629	DIABETIC	NO
	765	UNCONSCIOUS	NO
	769	CHEST	NO
	73	FALL	NO
	984	COMMERCIAL FIRE	NO
	937	BRUSH FIRE	NO
	261	CHEST	YES
Carbonado Fire Dept.			
	218	BACK PAIN	NO
	318	UNCONSCIOUS	NO
Buckley Fire Dept.			
	169	RESIDENTIAL FIRE	NO
	881	CVA	NO
	362	SOB	YES
	479	CHEST	YES
	606	ABDOMINAL PAIN	NO
	812	SICK	NO
	318	UNCONSCIOUS	NO
ENUMCLAW			
	169	RESIDENTIAL FIRE	NO
Orting Fire Dept.			
	502	INJURY	YES
	313	SOB	YES
	701	RESIDENTIAL FIRE	NO
	702	VEHICLE LOCKOUT	NO
South King Fire			
	73	FALL	NO
	409	BURN INVESTIGATION	NO
	510	RESIDENTIAL FIRE	NO
	984	COMMERCIAL FIRE	NO
	909	SICK	NO
	536	FALL	NO
	937	BRUSH FIRE	NO

Tehaleh Incidents for JANUARY 2021

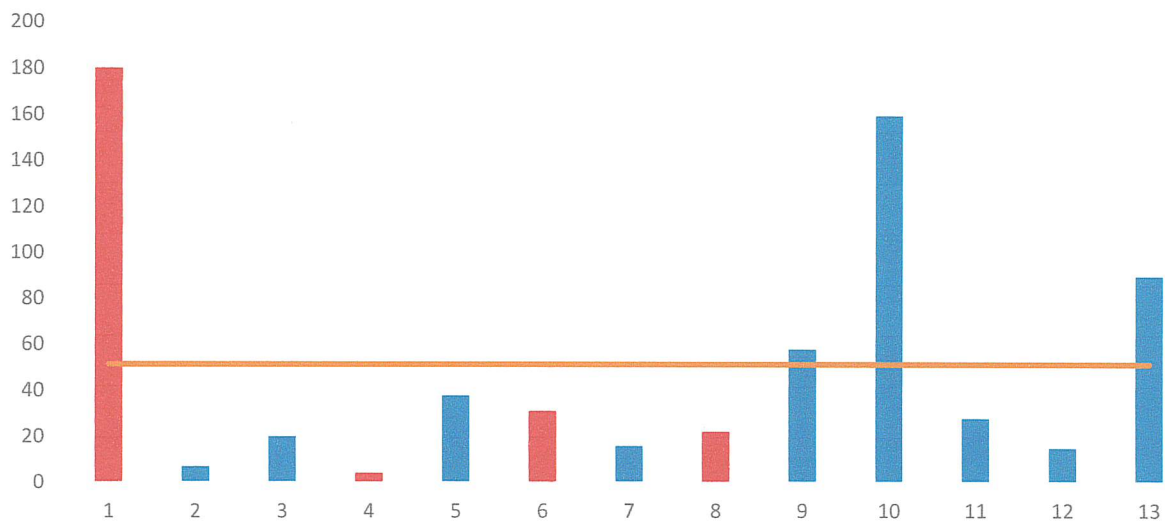
Date	Incident Number	Type of Call	1st arriving unit	Number of Incidents	Response time
01/03/21	67	EMS	E112	1	0:07:43
01/04/21	102	EMS	E112	1	0:07:07
01/10/21	263	EMS	E116	1	0:17:07
01/13/21	423	EMS	M116	1	0:14:55
01/14/21	453	Gas Leak	E116	1	0:21:00
01/14/21	476	EMS	M112	1	0:11:02
01/14/21	481	EMS	E116	1	0:16:55
01/15/21	516	EMS	E112	1	0:17:48
01/18/21	600	EMS	M112	1	0:07:17
01/19/21	619	Other	E112	1	0:14:20
01/20/21	662	Smoke	E112	1	0:17:05
01/21/21	703	EMS	E112	1	0:11:25
01/22/21	714	EMS	M112	1	0:07:13
01/23/21	760	EMS	M112	1	0:10:15
01/24/21	774	EMS	E112	1	0:14:12
Total number of incidents and avg. response time				15	0:13:02

*runcard 122

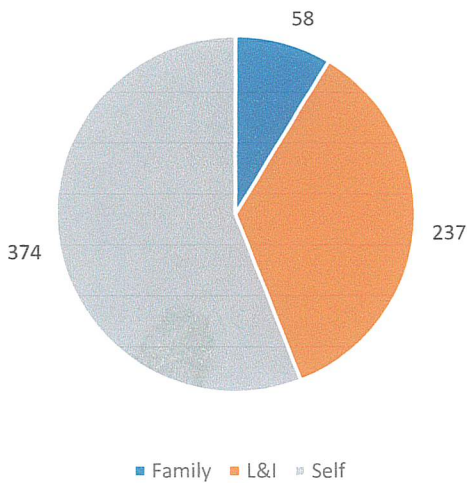
Injury – Medical Leave Report (February 2021)

- In 2021, a total of 13 employees have experienced extended leave (greater than 3 consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 51.46 calendar days
- 4 L&I claims for time-loss injuries have occurred in 2020 (seen below in red).
 - 1 of these claims qualify for the Stay-at-Work program through L&I

Time Loss by Employee (calendar days)



Time Loss by Type (calendar days)





Board Meeting Agenda Item Summary

Agenda Date: February 16, 2021
Item Title: Commissioner Resignation
Presenter: Bud Backer

1. **Recommended Action by Board:** *I move to approve the Letter of Resignation received from Dale Mitchell effective February 28, 2021.*
2. **Summary:**
3. **Policies/ Alternatives Considered:**
4. **Fiscal Impact:**

Commissioner Vacancy

February 28, 2021	Commissioner Dale Mitchell Resignation Date
February 16, 2021	Board announces and accepts resignation
February 28, 2021	Article and Legal Notice due by 5:00 p.m. to run March 1 The News Tribune
March 1, 2021	Article and Notices are advertised Post article to website
March 1- March 15, 2021	Commissioner application open, closes 3:00 p.m. on March 15, 2021
TBD	Applications given to HR Committee
April 20, 2021	Executive Session Committee makes recommendation and Board reviews applications and make an appointment
April 21, 2021	Candidates notified, schedule for new Board member to meet with Chief Backer and Michelle
May 18, 2021	Oath of Office