

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

**May 17, 2022**

Meetings have resumed to in-person with the option of attending virtually.

Please click the link below to join the webinar:

<https://webinar.ringcentral.com/j/1469967827>

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@eastpiercefir.org](mailto:mhollon@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) Commissioner Egan – 20 Years

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

- a) Approve Minutes of the April 19<sup>th</sup> Regular Meeting.....Pages 3-5
- b) Approve Minutes of the April 19<sup>th</sup> Special Meeting..... Page 6
- c) Treasurer’s Report .....Pages 7-8
- d) Approve Finances .....Pages 9-13
- e) Financial Waivers ..... None
- f) Resolution 982 – Quarterly Transport Write-Offs..... Page 14

**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@eastpiercefir.org](mailto:mhollon@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.

**6. RESOLUTIONS:**

- Resolution 981 - Bond– Parkinson.....Pages 15-37
- Recess-
- Resolution 983 – Transfer from capital fund to general fund– Hollon .....Pages 38-39
- Resolution 984 – Transfer from reserve fund to general fund– Hollon .....Pages 40-41

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

- a) Cultural Leadership & Equity Training (Information Only) – Mack ..... Page 42
- b) Standard of Cover (Information Only) – Mack ..... Page 43
- c) EMS Survey (Information Only) – Mack .....Pages 44-66

- 8. UNFINISHED BUSINESS (*Board Chair will allow for public comments via chat or email*)**  
a) Financial Management Policy (second reading) – Parkinson and Finance Committee..Pages 67-78

**9. COMMISSIONER TRAINING/EVENT REQUESTS:**

- a) Saturday Seminar – Chelan June 4th

**10. CHIEF’S REPORT**

- a) Monthly Chiefs Report .....Pages 79-80  
b) Monthly Stats .....Pages 81-91  
c) Monthly Injury Report ..... Page 92

**11. BOND-2018:**

- a) Update – Parkinson/Herrera.....Pages 93-99

**12. COMMISSIONER ACTION/DISCUSSION:.....None**

**13. ADJOURN**

**EVENTS:**

- May. 26<sup>th</sup> .....PC Commissioner Meeting
- Jun. 23<sup>rd</sup> .....PC Commissioner Meeting
- Jul. 28<sup>th</sup> .....PC Commissioner Meeting – Picnic
- Aug. 25<sup>th</sup> .....PC Commissioner Meeting
- Sep. 22<sup>nd</sup> .....PC Commissioner Meeting
- Oct. 27<sup>th</sup> ..... No PC Commissioner Meeting - State Conference
- Nov. 17<sup>th</sup> .....PC Commissioner Meeting
- Dec.4 ..... No PC Commissioner Meeting - Comm/Chiefs Annual Banquet

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

**April 19, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 19, 2022, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Edward Egan, Randy Kroum, Cynthia Wernet, Mike Cathey, Pat McElligott, Kevin Garling, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

**Audience:** Assistant Chief Jeff Moore, Jim Nelson, Noel Fitzgerald (via video link)

**Honors and Recognitions:** Chief Parkinson recognized Commissioner Mike Cathey for 25 years of service to the District and communities.

**Oath of Office:** None

**Approval of Agenda:** District Secretary Michelle Hollon requested to add payroll vouchers 220403001-220403013 in the amount of \$635,309.87 and electronic payroll in the amount of \$2,116,764.40 to the Consent Agenda. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Cathey and carried.

**Consent Agenda:** Commissioner Kroum moved to approve the consent agenda (minutes of the March 15<sup>th</sup> Regular meeting; minutes of the March 28<sup>th</sup> Special meeting; treasurer's report; current expense vouchers 220401001-220401089 in the amount of \$777,405.91; payroll vouchers 220403001-220403013 in the amount of \$635,309.87 and electronic payroll in the amount of \$2,116,764.40; Financial Waiver for transport account 132509832 in the amount of \$197.42). Motion seconded by Commissioner Egan and carried.

**VISITOR COMMENTS:** None

**RESOLUTIONS:**

**Resolution 980- Surplus Misc. Used Furniture:** Assistant Chief Moore presented to the Board Resolution 980 requesting the surplus of misc. used furniture that has been deemed out of compliance with safety standards due to age, wear, deterioration, or damage and is no longer of use to the District. Commissioner McElligott moved to approve Resolution 980 to authorize the surplus of misc. used furniture to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Kroum and carried.

**NEW BUSINESS:**

**Bond Presentation:** After the passage of the bond measure on the November 2018 ballot, the District sold half of the bonds (\$40 million) in December 2018. The District expects to completely expend the funds in 2022, which means the District will need to sell the remaining \$40 million in bonds to complete the capital facilities projects. Jim Nelson, D.A. Davidson presented several options to the Board regarding the timing of the sale and repayment schedule. Chair Napier reported that the Finance Committee has reviewed this proposal and recommends selling the second half of bonds in July with a repayment term of 16 years. Commissioner McElligott moved to direct the Fire Chief to proceed with the plan to sell the second round of bonds in July of 2022 with a 16-year repayment schedule. The motion was seconded by Commissioner Kroum and carried.

**Financial Management Policy (first reading):** Chief Parkinson and the Finance Committee presented to the Board the first reading of revisions made to the existing financial management policy at the recommendation of Jim Nelson (D.A. Davidson). The edits are of minor impact to the District, except for the beginning fund balance with an additional increase of 5%. The edits are recommended to place the District in the best position for a bond rating upgrade. The second reading of the financial management policy will take place at the May regular meeting. No action taken, information only.

**Firefighter Hiring:** Chief Parkinson presented to the Board a proposal to hire four additional firefighters to the three positions approved in the 2022 operating budget due to unexpected long-term injuries, retirements, and separations. The Finance Committee has reviewed this proposal as part of the 5-year budget forecast and long-range staffing plan and recommended Board approval. Commissioner Cathey moved to authorize the Fire Chief to hire a class of seven (7) firefighters for the fall 2022 fire academy. The motion was seconded by Commissioner McElligott and carried.

#### **UNFINISHED BUSINESS:**

**Volunteer Program Report:** Chief Parkinson and the HR Committee presented to the Board a proposal to terminate the volunteer program at the end of 2022. In March of 2021, the recommendation was made to discontinue (end) the volunteer firefighter/EMT program currently in place at EPFR. The Board deferred any action pending a one-year review of the program with a report to the Board in April 2022. After one year the program is down to five members, with such low numbers it is difficult to sustain the program. Commissioner Wernet reported that the HR Committee is in agreeance with the termination of the volunteer firefighter/EMT program at the end of 2022. Commissioner Wernet moved to terminate the volunteer firefighter program at the end of 2022 and direct the fire chief to develop a plan to assist current volunteer personnel to transition to other programs in the region and/or retirement. The motion was seconded by Commissioner Garling and carried.

**Billing Local Governments:** Chief Parkinson and the Finance Committee provided information to the Board regarding RCW 52.30.020 and the ability to bill local governments for services. The District is receiving payments from the state, county, and school districts for services. Cities, Sound Transit, etc. currently do not pay for services. The Finance Committee reviewed the information and Chair Napier reported that the committee does not recommend any formal action at this time. The committee recommends that the fire chief explore opportunities which may be available as Sound Transit begins its construction project in Sumner. No action taken, information only.

#### **COMMISSIONER TRAINING/EVENT REQUESTS:**

**Compliance Training:** District Secretary M. Hollon discussed with Board the required Open Public Meeting training every four years. Advised Board members due for this requirement to complete the Open Public Meeting training on the WFOA website and forward certificate to District Secretary.

**Special Meeting - Jurassic Parliament Training on May 17<sup>th</sup>:** Chairman Napier has arranged for training for the Board regarding efficient meetings and Robert's Rules. Dinner will be provided.

#### **CHIEF'S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: a report on a "code blue" event where a patient pointed a loaded weapon at EPFR personnel; community Easter Egg Hunts; Pierce County Council proclamation of May as "Wildfire Month; upcoming annual updates with the cities and town, Board welcome to attend; Behavior Health Specialist started on April 11<sup>th</sup>; Local 3520 leadership has changed, Tucker Walker is the new president; Telecommunicators week-chief officers visited SS911 to drop off some thank you gifts; Admin. Professionals day is coming up on 4/27/22; LifeScan completed EPFR physicals (170/180 spots filled); Regional Training Consortium-appear to have "buy in" from other local agencies, continuing discussion; and upcoming meetings.

**Monthly Stats:** Call volume and fire incidents that occurred in the month were provided in agenda packet.

**BOND-2018:**

**Project Manager:** Chief Parkinson gave an update on the Capital Facilities Plan.

**Station 111:** All engineering review correction have been submitted to the City and are in review. The City has denied our code interpretation request on traffic impact fees, bid documents are being prepared so they can be posted as soon as the building permit is approved.

**Station 112:** Submitted an offer on property. Awaiting response.

**Station 114:** In permitting with Pierce County and progressing on schedule, targeting to be out to bid in Aug.

**Station 117:** Site survey is complete. Site and Civil design continuing, on track to submit for design review in April, targeting early June for construction document submittal.

**Station 118:** Progress is falling behind due to steel material delays (supply chain and low output of non-common dimensions). Framing is as far as it can go without steel.

**Station 124:** Demolition in March.

**Station 116 Training Facility:** No changes.

**EXECUTIVE SESSION:** Chairman Napier called for an executive session per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 8:43 p.m. for 15 minutes.

Meeting reconvened at 8:58 p.m.

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

**COMMISSIONER ACTION/DISCUSSION:****ADJOURN**

There being no further business to come before the Board, Commissioner Kroum moved to adjourn the meeting. The motion was seconded by Commissioner Garling. Meeting was adjourned at 9:01 p.m.

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District Secretary Michelle Hollon

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Chairman Jon Napier/Vice-Chair Ed Egan

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Minutes taken by Corina Byerley,  
Executive Admin Assistant

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

**April 19, 2022**

A special meeting of the Board of Fire Commissioners of East Pierce Fire and Rescue held on April 19, 2022, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 5:00 p.m. Present by roll call were Commissioners Edward Egan, Randy Kroum, Cynthia Wernet, Mike Cathey, Pat McElligott, Kevin Garling, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Audience: Assistant Chief Kevin Stabenfeldt, Assistant Chief Jeff Moore Assistant Chief Russ McCallion

The purpose of the special meeting was to discuss the Strategic Plan and long-term financing for the District.

**Strategic Plan Overview:** Chief Parkinson gave a presentation regarding progress made to the Strategic Plan thus far and recommended staff initiatives for 2023. Information only, no action taken.

**Five-Year Financial Planning:** Chief Parkinson gave a presentation regarding the financial outlook of the District including five-year forecasting of staffing, revenue, and expenses. Minimum staffing needs will increase over the next three years to staff Station 117. Revenue projections included scenarios with and without levy lid lifts. Expense projections included scenarios for additional administrative positions in coming years. Based on forecasting it is recommended to run a single year levy lid lift and reset of the regular levy in 2023, and a single year levy lid lift and reset of the EMS levy in 2026. The Finance Committee supports the timeline recommendations presented. Information only, no action taken.

There being no further business to come before the Board. Commissioner Egan moved to adjourn the meeting. The motion was seconded by Commissioner Garling and carried. Meeting adjourned at 6:57 p.m.

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Chair Jon Napier

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Michelle Hollon, District Secretary

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Minutes taken by Corina Byerley,  
Executive Admin Assistant



# EAST PIERCE FIRE & RESCUE

April 2022

for May 17, 2022 Meeting

Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
8 Months Remaining =				66.67%

## General Fund (Current Expense)

Net Cash & Investments 12/31/2021			\$	13,467,783	Calculated Actual
Operating Revenues					
Property Tax - Current	13,798,632	15,602,787	34,849,926	19,247,139	55.2%
Property Tax - Prior Year/Delinquent	45,707	172,684	-	(172,684)	0.0%
Other Taxes	-	477	18,000	17,523	97.3%
Regular EMS Transport	216,297	951,050	2,800,000	1,848,950	66.0%
GEMT Transport	311,424	1,080,541	2,600,000	1,519,459	58.4%
GEMT Reconciliation	-	13,943	600,000	586,057	97.7%
Intergovernmental	217,192	381,537	146,000	(235,537)	-161.3%
Tehaleh Mitigation	-	107,800	100,000	(7,800)	-7.8%
Transfers in from Reserves/Capital	-	895,000	3,500,877	2,605,877	74.4%
Other Revenue	7,418	173,771	1,622,493	1,448,722	89.3%
Total Operating Revenues	14,596,669	19,379,588	46,237,296	26,857,708	58.1%

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

Operating Expenses	Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)	157,773	640,725	2,493,917	1,853,192	74.3%
<b>Operations</b> (Fire, Training, Volunteers)	2,279,991	8,897,293	26,916,214	18,018,921	66.9%
<b>EMS</b>	205,392	818,593	2,838,151	2,019,558	71.2%
<b>Prevention</b> (Fire Prevention, Pub Ed)	110,152	437,087	1,446,579	1,009,492	69.8%
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)	536,863	1,530,129	4,439,198	2,909,069	65.5%
<b>Capital</b> (Project Manager)	22,360	75,217	189,432	114,215	60.3%
<b>Reserve Purchases</b> (Equipmt., EMS, Facility)	95,458	907,880	3,311,445	2,403,565	72.6%
<b>Transfers Out</b>	4,592,783	4,848,257	1,584,175	(3,264,082)	-206.0%
<b>Total Operating Expenses</b>	<b>8,000,773</b>	<b>18,155,180</b>	<b>43,219,111</b>	<b>25,063,931</b>	<b>58.0%</b>
Payroll Clearing Accruals	38,874	24,850			
<b>Operating Expenses Net of Accruals</b>	<b>8,039,646</b>	<b>18,180,031</b>			
<b>Ending Net Cash &amp; Investments</b>			\$ 14,667,340		

## Reserve Fund

Net Cash & Investments 12/31/2021		\$ 23,880,422		Calculated Actual	
Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 04/30/22	(Short)/Over
General Reserve				3,072,712	2,712
Equipment Reserve				6,484,521	4,521
Facilities Reserve				1,001,809	1,809
Employee Compensation Reserve				801,641	1,641
Capital Facilities Phase 2		4,592,783		10,628,836	Balance
Station 118 Capital Reserve				485,909	Balance
Station 112/117 Reserve				607,991	Balance
EMS Equipment Reserve				4,618,994	Balance
Sale of Tax Title Property	-				
Investment Interest	8,250				
<b>Current Month Total</b>	<b>8,250</b>	-	-		
<b>Year to Date Total</b>	<b>\$ 16,409</b>	<b>\$ 4,700,583</b>	<b>\$ 895,000</b>	<b>\$ 27,702,414</b>	





# EAST PIERCE FIRE & RESCUE

April 2022

for May 17, 2022 Meeting

Capital (Construction) Fund	Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
<b>Net Cash &amp; Investments 12/31/2021</b>			\$ 26,937,552	Calculated Actual	
<b>Revenues</b>					
Investment Interest	8,295	17,247	24,000	6,753	28.1%
Transfer In - GF - Vendor Tax Refund	-	147,674	-	-	0.0%
<b>Total Revenues</b>	<b>8,295</b>	<b>164,921</b>	<b>24,000</b>	<b>6,753</b>	<b>28.1%</b>
<b>Expenses</b>					
Capital Purchases-Apparatus	-	123	-	(123)	0.0%
Capital Purchases-Station 111	31,122	154,860	-	(154,860)	0.0%
Capital Purchases-Station 112	-	4,273	-	(4,273)	0.0%
Capital Purchases-Station 114	64,723	241,256	-	(241,256)	0.0%
Capital Purchases-Station 117	13,532	27,381	-	(27,381)	0.0%
Capital Purchases-Station 118	599,156	2,372,122	-	(2,372,122)	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF -Cap Fac Mgr	-	-	189,432	189,432	100.0%
<b>Total Expenses</b>	<b>708,533</b>	<b>2,800,015</b>	<b>189,432</b>	<b>(2,610,583)</b>	<b>-1378.1%</b>
<b>Ending Net Cash and Investments</b>			\$ 24,302,458		





Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
5/12/22	1775	410 RENTALS	\$1,781.81
5/12/22	1776	ABM JANITORIAL SERVICES	\$1,140.71
5/12/22	1777	ADP SCREENING	\$45.82
5/12/22	1778	ADVANCE TRAVEL FUND	\$2,345.50
5/12/22	1781	ASSOC. OF WA. CITIES	\$500.00
5/12/22	1782	BARNHART MD PS STEPHEN W	\$3,037.50
5/12/22	1779	AMERICAN HEART ASSOCIATION	\$525.00
5/12/22	1780	ART GAMBLIN MOTORS	\$183.27
5/12/22	1783	BOUND TREE MEDICAL LLC	\$147.25
5/12/22	1784	BYLIN KYLE	\$188.98
5/12/22	1785	CARDINAL HEALTH 112, LLC	\$3,946.28
5/12/22	1786	CASCADE HEALTHCARE SERVICES LLC	\$2,450.00
5/12/22	1788	CHECK THE DOSE	\$2,791.89
5/12/22	1789	CINTAS CORPORATION # 461	\$7,440.25
5/12/22	1791	CITY OF BONNEY LAKE-REIMB UTILITIES	\$3,223.51
5/12/22	1793	DAVIS DOOR SERVICE, INC	\$312.66
5/12/22	1787	CENTURYLINK (035B/376B/785B/786B/442B)	\$78.99
5/12/22	1790	CITY OF BONNEY LAKE-LEASE PMT.	\$58,818.24
5/12/22	1792	CUMMINS NORTHWEST	\$1,196.05
5/12/22	1794	EPFR PETTY CASH CHECKING	\$80.00
5/12/22	1795	ESO SOLUTIONS	\$1,225.16
5/12/22	1797	FIRE TRAINING SOLUTIONS LLC	\$5,000.00
5/12/22	1798	FREDS TOWING	\$190.40
5/12/22	1796	FIRE PROTECTION INC.	\$1,367.02
5/12/22	1803	HUGHES FIRE EQUIPMENT, INC.	\$23,086.40
5/12/22	1808	KING COUNTY FINANCE	\$1,201.77
5/12/22	1809	L N CURTIS & SONS	\$4,417.40
5/12/22	1810	LARRY UPTON PHOTOWORKS	\$3,250.00
5/12/22	1813	LIFE ASSIST	\$26,859.46
5/12/22	1814	LINDE GAS & EQUIPMENT INC	\$1,009.82
5/12/22	1815	MARION WATER CO., INC.	\$105.98
5/12/22	1816	MOBILE HEALTH RESOURCES LLC	\$1,409.58
5/12/22	1820	OFFICE DEPOT/ACCT #28664540	\$124.84
5/12/22	1799	FREIGHTLINER NORTHWEST	\$2,178.98
5/12/22	1800	FUGATE FORD	\$1,921.81
5/12/22	1801	GALLS, LLC - DBA BLUMENTHAL	\$5,481.35
5/12/22	1802	HP INC	\$340.23
5/12/22	1804	JAMES OIL CO. INC.	\$19,147.95

5/12/22	1805	JULOTA	\$11,935.54
5/12/22	1806	KANTOLA PRODUCTIONS LP	\$3,554.25
5/12/22	1807	KENT D. BRUCE COMPANY	\$2,457.49
5/12/22	1811	LATHROP ADAM	\$50.44
5/12/22	1812	LES SCHWAB TIRE CENTERS	\$13,527.08
5/12/22	1817	MOUNTAIN MIST	\$949.52
5/12/22	1818	MUNICIPAL EMERGENCY SERVICES	\$77,448.96
5/12/22	1819	NICHOLSON AND ASSOCIATES INSURANCE, LLC	\$250.00
5/12/22	1822	PACIFIC OFFICE AUTOMATION	\$537.85
5/12/22	1824	PC BUDGET & FINANCE DEPT	\$13,349.00
5/12/22	1825	PIERCE COUNTY SEWER	\$39.18
5/12/22	1828	PUGET SOUND INSTRUMENT	\$15,753.11
5/12/22	1830	QUINN ERIC	\$2,029.00
5/12/22	1833	RPB SOLUTIONS INC	\$1,632.42
5/12/22	1834	SITECRAFTING, INC.	\$55.00
5/12/22	1821	PACIFIC OFC AUTOMATION (OR)	\$1,135.48
5/12/22	1823	PARKE JAMES	\$123.94
5/12/22	1826	PLANCICH CODY	\$515.30
5/12/22	1827	PUGET SOUND ENERGY	\$6,030.60
5/12/22	1829	QUADIENT	\$250.00
5/12/22	1831	RAINIER VALLEY BACKFLOW LLC	\$225.00
5/12/22	1832	READY REBOUND LLC	\$1,943.34
5/12/22	1835	SNIDER PETROLEUM	\$1,511.91
5/12/22	1836	SYSTEMS DESIGN WEST LLC	\$11,217.38
5/12/22	1837	TACOMA COMM. COLLEGE - CASHIERS OFFICE	\$3,735.69
5/12/22	1838	TREASURY MANAGEMENT SVCS - US BANK	\$120.93
5/12/22	1839	UNDERWATER SPORTS, INC	\$93.59
5/12/22	1841	US TRANSMISSIONS INC.	\$16,692.69
5/12/22	1842	UW VALLEY MEDICAL CENTER	\$2,390.00
5/12/22	1843	VALVOLINE LLC	\$616.76
5/12/22	1845	WCIF	\$19,488.85
5/12/22	1847	CHICAGO TITLE OF WASHINGTON	\$25,000.00
5/12/22	1848	COBALT STORAGE	\$775.00
5/12/22	1849	LINCOLN CONSTRUCTION INC	\$498,917.35
5/12/22	1850	MOBILE MODULAR	\$561.97
5/12/22	1840	US BANK	\$51,929.38
5/12/22	1844	W.F.C.A.	\$950.00
5/12/22	1846	WILLIAM E MUNSON CO	\$247,696.85
5/12/22	1851	NATIONAL CONSTRUCTION RENTALS	\$1,020.05
5/12/22	1852	PIERCE COUNTY SEWER	\$34.02
5/12/22	1853	RICE FERGUS MILLER ARCHITECTURE	\$133,763.95

5/12/22	1854	TRANSPOGROUP		\$4,002.50
Payment Count: 80			Total Amount:	<u>\$1,362,863.23</u>

Payment Count: 80  
Payment Total: \$1,362,863.23

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as decribed 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

<b>April 2022 Post-Meeting</b>	
<b>General Fund</b>	
Transfer Out to Reserve Fund per Resolution 975	\$ 4,592,783.00
Excess/carryover	
<b>Reserve Fund</b>	
Transfer In from General Fund per Resolution 975	\$ 4,592,783.00
Excess/carryover	
<b>May 2022</b>	
<b>General Fund</b>	
Total AP	\$ 698,788.39
AP Vouchers	
Vouchers # 220501001 - 220501072	\$ 698,788.39
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 22050x001 - 22050x0xx	\$ -
Electronic Payroll	\$ -
Total Expenditures ( AP + Payroll)	\$ 698,788.39
Total BIAS Expenditures (111 - 999)	\$ 698,862.10
Difference	\$ (73.71)
non-vouchered bank fee	\$ (73.71)
<b>Capital Fund</b>	
Total AP	
Vouchers # 220502001 - 220502008	\$ 664,074.84
<b>June 2022</b>	
Scheduled bond interest payment June 01	\$ 803,675.00

## EAST PIERCE FIRE AND RESCUE

### RESOLUTION NO. 982

#### 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.

January-2022	\$	76,494.60	EMS Levy Funds/COVID Waiver
February-2022	\$	56,361.46	EMS Levy Funds/COVID Waiver
March-2022	\$	89,077.80	EMS Levy Funds/COVID Waiver
<b>Total</b>	<b>\$</b>	<b>221,933.86</b>	
January-2022			Financial Waiver
February-2022			Financial Waiver
March-2022	\$	-	Financial Waiver
<b>Total</b>	<b>\$</b>	<b>-</b>	
<b>TOTAL WRITE-OFFS</b>	<b>\$</b>	<b>221,933.86</b>	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire and Rescue on May 17, 2022, the following commissioners being present and voting:

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Mike Cathey

\_\_\_\_\_  
Commissioner Cynthia Wernet

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Randy Kroum

Attest: \_\_\_\_\_  
District Secretary



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 17, 2022
<b>Title:</b>	Resolution 981 – Bond (Delegation Resolution)

<b>Recommendation from Staff:</b>	<b>Approve Resolution 981</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to adopt Resolution 981, authorizing the issuance, sale and delivery of the District's unlimited tax general obligation bonds to pay the costs of capital improvements approved by voters.</i>
<b>Presenter:</b>	<b>Chief Parkinson</b>
<b>Attachments:</b>	Resolution 981

### Summary:

Resolution No. 981 (a/k/a Delegation Resolution) authorizes the issuance, sale and delivery of the District's unlimited tax general obligation bonds to pay the costs of carrying out the capital improvements approved by the voters on November 6, 2018. This resolution also delegates the authority to the Fire Chief and Secretary of the District to approve bond maturity amounts, interest rates and other final terms and conditions of the bonds within certain limited parameters described in Exhibit A.

Adoption of Resolution No. 981 will provide flexibility to price the bonds at a future date (currently scheduled for July 13). Closing is scheduled for August 2.

<b>Fiscal Impact:</b>	None
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EAST PIERCE FIRE & RESCUE  
PIERCE AND KING COUNTIES, WASHINGTON

RESOLUTION NO. 981

A RESOLUTION of the Board of Fire Commissioners of East Pierce Fire & Rescue, Pierce and King Counties, Washington, relating to contracting indebtedness; providing for the issuance, fixing or setting parameters with respect to certain terms and covenants, and fixing the form of not to exceed \$40,000,000 aggregate principal amount unlimited tax general obligation bonds, in one or more series, authorized by the qualified voters of the District at a special election held therein pursuant to District Resolution No. 841; appointing the District's designated representative pursuant to RCW 39.46.040(2) to approve the final terms of the issuance, sale and delivery of the bonds; and providing for related matters.

ADOPTED: MAY 17, 2022

*This document prepared by:*

*FOSTER GARVEY P.C.  
1111 Third Avenue, Suite 3000  
Seattle, Washington 98101  
(206) 447-5339*

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EAST PIERCE FIRE & RESCUE  
PIERCE AND KING COUNTIES, WASHINGTON

RESOLUTION NO. 981

A RESOLUTION of the Board of Fire Commissioners of East Pierce Fire & Rescue, Pierce and King Counties, Washington, relating to contracting indebtedness; providing for the issuance, fixing or setting parameters with respect to certain terms and covenants, and fixing the form of not to exceed \$40,000,000 aggregate principal amount unlimited tax general obligation bonds, in one or more series, authorized by the qualified voters of the District at a special election held therein pursuant to District Resolution No. 841; appointing the District's designated representative pursuant to RCW 39.46.040(2) to approve the final terms of the issuance, sale and delivery of the bonds; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF EAST PIERCE FIRE & RESCUE, PIERCE AND KING COUNTIES, WASHINGTON, as follows:

Section 1.     Definitions. In addition to the words and terms defined elsewhere in this resolution, the following words and terms as used in this resolution have the following meanings, unless the context or use indicates another or different meaning or intent:

(a)     “2018 Bonds” means the East Pierce Fire & Rescue, Pierce and King Counties, Washington, Unlimited Tax General Obligation Bonds, 2018, dated December 28, 2018, issued pursuant to the Bond Authorization, 2018 Resolution and the 2018 Bond Purchase Agreement.

(b)     “2018 Bond Purchase Agreement” means the bond purchase agreement, dated December 18, 2018, between the District and D.A. Davidson & Co., setting forth certain terms and conditions of the issuance, sale and delivery of the 2018 Bonds.

(c)     “2018 Resolution” means Resolution No. 858, adopted by the Board on November 20, 2018, authorizing the issuance, sale and delivery of the 2018 Bonds.

(d)     “Aggregate Purchase Price” means, with respect to any Series of Bonds, the price to be paid by the Purchaser for the Bonds of that Series, calculated as the stated principal amount of that Series, plus original issue premium, if any, net of original issue discount, if any, and less underwriter's discount.

(e)     “Authorized Denomination” means \$5,000 or any integral multiple of \$5,000 within a maturity.

(f)     “Beneficial Owner” means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(g)     “Board” means the Board of Fire Commissioners of the District.

(h) “Bond Authorization” means the authorization to issue no more than \$80,000,000 principal amount of unlimited tax general obligation bonds for the purpose of paying costs of carrying out and accomplishing the Projects, pursuant to the Bond Election Resolution and the special election held within the District on November 6, 2018.

(i) “Bond Counsel” means the firm of Foster Garvey P.C., its successor or any other attorneys or firm of attorneys selected by the District with a nationally recognized standing as bond counsel in the field of municipal finance.

(j) “Bond Election Resolution” means Resolution No. 841, adopted by the Board on July 17, 2018, authorizing a proposition to be submitted to the qualified voters of the District for their approval or rejection at a special election held within the District on November 6, 2018, with respect to the Bond Authorization.

(k) “Bond Fund” means the East Pierce Fire & Rescue General Obligation Bond Fund, maintained in the office of the Treasurer pursuant to RCW 52.16.020.

(l) “Bond Purchase Agreement” means an offer to purchase any Series of Bonds, presented by the Purchaser and accepted by the Designated Representative, setting forth certain terms and conditions of the issuance, sale and delivery of such Bonds.

(m) “Bond Register” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(n) “Bond Registrar” means the fiscal agent of the State, as the same may be designated by the State from time to time, or any successor bond registrar selected by the Treasurer.

(o) “Bonds” means the unlimited tax general obligation bonds, issued in one or more Series, pursuant to and for the purposes provided in this resolution.

(p) “Chair” means the Chair of the Board (including the Vice Chair of the Board in case of the Chair’s absence or disability), or any presiding officer or titular head of the Board, or any successor to the functions of the Chair.

(q) “Code” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(r) “Designated Representative” means the officer(s) or employee(s) of the District appointed as such in Section 6 of this resolution, which officer(s) or employee(s) shall serve as the District’s designated representative to take all actions authorized in this resolution.

(s) “District” means East Pierce Fire & Rescue, Pierce and King Counties, Washington.

(t) “DTC” means The Depository Trust Company, New York, New York, or its nominee.

(u) “Final Terms” means the terms and conditions for the sale of a Series of Bonds set forth in the Bond Purchase Agreement for such Series of Bonds, including the principal amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights and prices for that Series of Bonds.

(v) “Fire Chief” means the Fire Chief of the District.

(w) “Government Obligations” means noncallable, nonprepayable direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America.

(x) “Issue Date” means, with respect to each Series of Bonds, the date of initial issuance and delivery of such Series of Bonds to the Purchaser in exchange for the purchase price of such Bonds.

(y) “Letter of Representations” means the Blanket Issuer Letter of Representations between the District and DTC, dated April 17, 2012, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(z) “MSRB” means the Municipal Securities Rulemaking Board.

(aa) “Net Premium” means, with respect to any Series of Bonds, that portion of original issue premium, if any, that is in excess of the sum of (i) original issue discount, if any, and (ii) the underwriter’s discount.

(bb) “Official Statement” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(cc) “Owner” means, without distinction, the Registered Owner and the Beneficial Owner.

(dd) “Project Fund” means that special fund of the District known as the 2018 Capital Fund, heretofore created and established by the 2018 Resolution to pay the costs of carrying out and accomplishing the Projects.

(ee) “Projects” shall have the meaning ascribed to such term in the Bond Election Resolution. Without limiting the foregoing, the term “Projects” includes, but is not limited to: (i) constructing 4 new fire stations to replace existing fire stations; (ii) acquiring land; (iii) constructing a new fire station in Tehaleh; (iv) acquiring firefighting and emergency medical service vehicles and equipment; (v) making other capital improvements; (vi) paying costs related to the issuance, sale and delivery of the Bonds; and (vii) paying incidental costs incurred in connection with carrying out and accomplishing the Projects pursuant to RCW 39.46.070.

(ff) “Purchaser” means D.A. Davidson & Co., and/or such other corporation, firm, association, partnership, trust, or other legal entity or group of entities selected by the Designated Representative to purchase any Series of Bonds.

(gg) “Rating Agency” means any nationally recognized rating agency then maintaining a rating on any Series of Bonds at the request of the District.

(hh) “RCW” means the Revised Code of Washington.

(ii) “Record Date” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 10(d) of this resolution.

(jj) “Registered Owner” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the District utilizes the book–entry only system for any Series of Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(kk) “Rule 15c2-12” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(ll) “SEC” means the United States Securities and Exchange Commission.

(mm) “Secretary” means the Secretary of the District, or other officer of the District who is the custodian of the records and proceedings of the Board, or any successor to the functions of the Secretary.

(nn) “Securities Depository” means DTC, any successor thereto, any substitute securities depository selected by the District that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(oo) “Series of Bonds” or “Series” means a series of Bonds issued pursuant to and for the purposes provided in this resolution.

(pp) “State” means the State of Washington.

(qq) “System of Registration” means the system of registration for the District’s bonds and other obligations set forth in the District’s Resolution No. 857.

(rr) “Term Bonds” means any Bonds designated as Term Bonds and subject to mandatory redemption in the years and amounts set forth in a Bond Purchase Agreement.

(ss) “Treasurer” means the Finance Director of Pierce County, Washington, as *ex officio* treasurer of the District, or any successor to the functions of the Treasurer.

(tt) “Undertaking” means the undertaking to provide continuing disclosure entered into pursuant to Section 17(c) of this resolution.

(uu) “UTGO Debt Service Account” means the account of that name heretofore created and established within the Bond Fund by 2018 Resolution (also known as 202 2018 Bond Fund) for the purpose of paying principal of and interest on the Bonds and all other general obligation bonds of the District that have been approved by the District’s voters (*i.e.*, the District’s voted general obligation bonds).

Section 2. Rules of Interpretation. In this resolution, unless the context or use otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein” and any similar terms, refer to this resolution as a whole and not to any particular section, paragraph, clause or subdivision of this resolution, and the term “heretofore” shall mean before, the date of this resolution;

(b) Words of the masculine gender shall mean and include correlative words of the feminine and neuter genders, and words importing the singular number shall mean and include the plural number and vice versa;

(c) The terms: (i) “includes” and “including” shall not be limiting; (ii) “or” shall not be exclusive; and (iii) “person” or “persons” shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) The cover page, the table of contents and any headings preceding the text of the several sections and paragraphs of this resolution, and any marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect; and

(e) All references herein to “sections,” “paragraphs,” “clauses” and other subdivisions are to the corresponding sections, paragraphs, clauses or subdivisions hereof.

Section 3. Findings and Determinations. The Board takes note of the following facts and makes the following findings and determinations:

(a) Pursuant to the Bond Election Resolution (which by this reference is incorporated herein), the Bond Authorization was approved by the requisite number of voters.

(b) Pursuant to the 2018 Resolution and 2018 Bond Purchase Agreement, the District issued, sold and delivered the 2018 Bonds, of which \$35,820,000 principal amount, plus \$4,180,000 of original issue premium deposited to the Project Fund, was allocable to the Bond Authorization, thereby leaving \$40,000,000 of the Bond Authorization unissued.

(c) Pursuant to the Bond Authorization, the District is authorized to issue and it has need for the proceeds of the Bonds authorized and described herein. It is in the best



interests of the District to issue, sell and deliver the Bonds, subject to the provisions of this resolution, for the purpose of paying costs of carrying out and accomplishing the Projects.

(d) The Board, pursuant to RCW 39.46.040(2), desires to delegate authority to the Fire Chief and Secretary, for a limited time, to accept the Final Terms of, and execute, one or more Bond Purchase Agreements, subject to the parameters for such Final Terms set forth in this resolution, and to take such other actions as are specifically authorized in this resolution.

Section 4. Authorization of Bonds Pursuant to Election. The District is hereby authorized to issue, sell and deliver one or more Series of Bonds (as determined by the Designated Representative pursuant to the parameters for the Final Terms set forth in Exhibit A, which is attached to this resolution and incorporated herein by this reference), pursuant to the Bond Election Resolution and the Bond Authorization, for the purpose of paying costs of carrying out and accomplishing the Projects.

Section 5. Description of Bonds. The Bonds shall be designated as the East Pierce Fire & Rescue, Pierce and King Counties, Washington, Unlimited Tax General Obligation Bonds, 2022 (unless otherwise designated pursuant to the parameters for the Final Terms set forth in Exhibit A). The Bonds shall be issued in one or more series in the aggregate principal amount of not to exceed \$40,000,000 as further set forth in the parameters for the Final Terms in Exhibit A; shall be in Authorized Denominations; and shall be numbered separately in the manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification. The Bonds of each Series shall be dated the Issue Date of such Series, shall bear interest from such Issue Date at the rates and shall mature in the years and principal amounts, including the designation of Term Bonds, if any, all as set forth in the Bond Purchase Agreement for such Series accepted by the Designated Representative pursuant to Section 6 of this resolution.

The average reasonably expected useful lives of the Projects exceeds the weighted average maturity of the Bonds. The cost of particular categories of the Project property having shorter reasonably expected useful lives is allocated to Bonds having correspondingly earlier maturity dates.

Section 6. Appointment of Designated Representative; Setting Parameters with Respect to the Final Terms; Approval of Bond Purchase Agreements; Expiration of Authority. It is anticipated that each Series of Bonds will be sold by negotiated sale to the Purchaser and that the Purchaser will present a Bond Purchase Agreement to the District offering to purchase each or multiple Series of Bonds. Pursuant to RCW 39.46.040(2), the Fire Chief and the Secretary each are appointed as the District's Designated Representative, and each of them acting alone, is authorized and directed on the District's behalf to accept the Final Terms of, and execute, one or more Bond Purchase Agreements, subject to the parameters for Final Terms set forth in Exhibit A, and to take such other actions as are specifically authorized to be taken by the Designated Representative in this resolution. The signature of one Designated Representative shall be sufficient to bind the District. Final Terms shall be confirmed in each Bond Purchase Agreement and/or separate certificate(s) approved and executed by the Designated Representative in connection with the issuance of each Series of Bonds. The authority granted to the Designated Representative by this Section 6, and the authority to issue any Series of Bonds pursuant to this resolution, shall expire on December 31, 2022 (but only with respect to any Series of Bonds not

issued by such date). The Issue Date of any Series of Bonds shall occur before December 31, 2022. Any Series of Bonds not issued by such date may be reauthorized by resolution of the Board, which resolution may be in the form of a new or amendatory resolution.

Section 7. Bond Registrar; Registration and Transfer of Bonds.

(a) Registration of Bonds. The Bonds of each Series shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register maintained for such Series.

(b) Bond Registrar; Duties. Pursuant to RCW 39.46.030(3)(b), the Treasurer has appointed the Bond Registrar. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of each Series of Bonds, which shall be open to inspection by the District at all times. The Bond Registrar is authorized, on behalf of the District, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this resolution, to serve as the District's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this resolution and the System of Registration. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) Bond Register; Transfer and Exchange. The Bond Register for each Series shall contain the name and mailing address of the Registered Owner of each Bond of such Series and the principal amount and number of each Bond held by such Registered Owner. Any Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds of the same Series in any Authorized Denomination of an equal aggregate principal amount and of the same interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) Securities Depository; Book-Entry Only Form. DTC is appointed as initial Securities Depository. Each Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the District; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the District, the District may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the District does not appoint a substitute Securities Depository, or (ii) the District terminates the services of the Securities Depository, the Bonds no longer shall

be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this resolution. Neither the District nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the District nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 8. Form and Execution of Bonds. The Bonds shall be prepared in a form consistent with the provisions of this resolution and State law and shall be signed by the Chair and the Secretary, either or both of whose signatures may be manual or in facsimile. The Bonds of each Series shall be printed at District expense and shall be delivered to the Purchaser in accordance with the Bond Purchase Agreement for such Series, together with the approving legal opinion of Bond Counsel regarding the Bonds of such Series.

No Bond shall be valid or obligatory for any purpose, or entitled to the benefits of this resolution, unless the Bond bears a certificate of authentication manually signed by the Bond Registrar stating: "This Bond is one of the fully registered East Pierce Fire & Rescue, Pierce and King Counties, Washington, Unlimited Tax General Obligation Bonds, 2022, described in the Bond Resolution." A minor deviation in the language of such certificate (including a deviation in the designation of the Bonds authorized by Exhibit A hereto) shall not void a certificate of authentication that otherwise is substantially in the form of the foregoing. The authorized signing of a certificate of authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose manual or facsimile signature appears on the Bonds ceases to be an officer of the District authorized to sign bonds before the Bonds bearing his or her manual or facsimile signature are authenticated or delivered by the Bond Registrar or issued by the District, those Bonds nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the District as though that individual had continued to be an officer of the District authorized to sign bonds. Any Bond also may be signed on behalf of the District by any individual who, on the actual date of signing of the Bond, is an officer of the District authorized to sign bonds, although he or she did not hold the required office on the Issue Date applicable to such Bond.

Section 9. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository are payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the District is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 10. Redemption Provisions and Purchase of Bonds.

(a) Optional Redemption. The Bonds may be subject to redemption at the option of the District on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A.

(b) Mandatory Redemption. Each Bond that is designated as a Term Bond in a Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A and if not previously redeemed under any optional redemption provisions or purchased and surrendered for cancellation under the provisions as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts set forth in such Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the District and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The District shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) Selection of Bonds for Redemption; Partial Redemption. If fewer than all of the outstanding Bonds are to be redeemed at the option of the District, the District shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds within a single maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) Notice of Redemption. Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Designated Representative shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) Rescission of Optional Redemption Notice. In the case of an optional redemption, the notice of redemption may state that the District retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the date fixed for redemption. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of redemption has been rescinded shall remain outstanding.

(f) Effect of Redemption. Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the UTGO Bond Debt Service Account or in a trust account established to refund or defease the Bond.

(g) Purchase of Bonds. The District reserves the right to purchase any or all of the Bonds offered to the District at any time at any price acceptable to the District plus accrued interest to the date of purchase.

Section 11. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity date or date fixed for redemption, the District shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity date or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the UTGO Debt Service Account, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 12. Pledge of Taxes. For as long as any of the Bonds are outstanding, the District irrevocably pledges to levy taxes annually without limitation as to rate or amount on all of the taxable property within the District in an amount sufficient, together with other money legally available and to be used therefor, to pay when due the principal of and interest on the Bonds, and the full faith, credit and resources of the District are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Section 13. Tax Covenants.

(a) Preservation of Tax Exemption for Interest on Bonds. The District covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the District treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The District also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) Post-Issuance Compliance. The Fire Chief is authorized and directed to adopt, amend and implement, on behalf of the District, written procedures to facilitate compliance by the District with the covenants in this Section 13 and the applicable requirements



of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal income tax purposes.

Section 14. Refunding or Defeasance of Bonds. The District may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the District sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this resolution and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the District may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the District in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this resolution for the redemption of Bonds.

Section 15. UTGO Debt Service Account and Deposit of Bond Proceeds.

(a) From the proceeds received from the sale of each Series of Bonds, the Treasurer is authorized and directed to deposit in the UTGO Debt Service Account that amount, if any, of Net Premium that the Designated Representative determines pursuant to Exhibit A of this resolution is to be deposited in the UTGO Debt Service Account (which Net Premium shall be used to pay interest on the Bonds of that Series on their earliest interest payment date or dates).

(b) The principal of and interest on the Bonds of each Series and on all other outstanding unlimited tax general obligation bonds of the District when due, shall be paid from the UTGO Debt Service Account. All taxes collected for and allocated to the payment of the principal of and interest on the Bonds shall be deposited in the UTGO Debt Service Account. Until needed to pay principal of and interest on the Bonds, the District may invest taxes collected for and allocated to the payment of the principal of and interest on the Bonds temporarily in any legal investment, and the investment earnings shall be retained in the UTGO Debt Service Account and be spent for the purposes of that fund.

Section 16. Project Fund; Deposit of Bond Proceeds and Reduction of Bond Authorization.

(a) The Treasurer is further authorized and directed to deposit in the Project Fund:

(i) Net Premium that the Designated Representative determines, pursuant to Exhibit A of this resolution, is to be used to pay costs of issuing, selling and delivering each Series of Bonds;

(ii) Net Premium that the Designated Representative determines, pursuant to Exhibit A of this resolution, is to be used to pay costs of the Projects other than the costs of issuing, selling and delivering each Series of Bonds; and

(iii) the principal proceeds received from the sale of each Series of Bonds.

(b) Principal proceeds and Net Premium, if any, deposited into the Project Fund from the sale of each Series of Bonds shall be used only for capital purposes that carry out and accomplish the Projects, as permitted by law, which shall not include the replacement of equipment. Until needed to pay costs of carrying out and accomplishing the Projects, the District may invest proceeds of each Series of Bonds temporarily in any legal investment, and the investment earnings shall be retained in the Project Fund and be spent to pay costs of carrying out and accomplishing the Projects, except that earnings subject to a federal tax or rebate requirement may be withdrawn from the Project Fund and used for those tax or rebate purposes.

(c) The \$40,000,000 of unissued Bond Authorization shall be reduced by the sum of: (i) the stated principal amount of each Series of Bonds issued under this resolution; and (ii) the amount, if any, of Net Premium deposited into the Project Fund pursuant to Section 16(a)(ii) of this resolution.

Section 17. Official Statement; Continuing Disclosure; and Disclosure Procedure.

(a) Preliminary Official Statement. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12 with respect to any preliminary Official Statement prepared in connection with the sale of each Series of Bonds, the Designated Representative, on the District's behalf, is authorized to: (i) review and "deem final" that preliminary Official Statement as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12; (ii) authorize the distribution by the Purchaser of the "deemed final" preliminary Official Statement to potential purchasers of the Bonds of such Series; and (iii) acknowledge in writing any action taken pursuant to clauses (i) and (ii) of this paragraph.

(b) Official Statement. The Designated Representative is hereby authorized to review and approve on behalf of the District a final Official Statement with respect to any Series of Bonds, substantially in the form of the "deemed final" preliminary Official Statement for that Series of Bonds and supplemented or amended as the Designated Representative determines necessary, desirable, or appropriate. The Designated Representative is authorized to execute each such final Official Statement and the District is authorized to deliver or cause to be delivered that final Official Statement to the Purchaser in the manner required by Rule 15c2-12, the MSRB and the applicable Bond Purchase Agreement.

(c) Undertaking to Provide Continuing Disclosure. If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to the Purchaser acting as a participating underwriter for a Series of Bonds, the Designated Representative is authorized to



execute a written undertaking to provide continuing disclosure for the benefit of holders of a Series of Bonds in substantially the form attached to this resolution as Exhibit B, which is incorporated herein by this reference.

(d) Disclosure Procedure. The Fire Chief is authorized and directed to adopt, amend and implement, on behalf of the District, written procedures to assist the District in its compliance with securities laws and promote best practices regarding disclosure.

Section 18. Supplemental and Amendatory Resolutions. The District may supplement or amend this resolution for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the District.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this resolution in a manner that does not materially adversely affect the interests of Owners.

Section 19. Execution; General Authorization and Ratification. This resolution may be executed by the Commissioners being present and voting in favor of the resolution, or only the Chair, and attested by the Secretary, in tangible medium, manual, facsimile or electronic form under any security procedure or platform, and notwithstanding any other District resolution, rule, policy or procedure, or in any other manner evidencing its adoption. The Designated Representative, the Chair, the Treasurer, other appropriate officers of the District and Bond Counsel are severally authorized and directed to take such actions and to create, accept, execute, send, use and rely upon such tangible medium, manual, facsimile or electronic documents, records and signatures under any security procedure or platform, and notwithstanding any other District resolution, rule, policy or procedure, as in their judgment may be necessary or desirable to carry out the terms of, and complete the transactions contemplated by, this resolution and the Bond Purchase Agreements (including everything necessary for the prompt delivery of each Series of Bonds to the Purchaser and for the proper application, use and investment of the proceeds of the sale of Bonds). All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

Section 20. Severability. The provisions of this resolution are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, holds any provision of this resolution to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this resolution in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 21.    Effective Date of Resolution.    This resolution takes effect from and after its adoption.

ADOPTED by the Board of Fire Commissioners of East Pierce Fire & Rescue, Pierce and King Counties, Washington, at a regular open public meeting held this 17<sup>th</sup> day of May, 2022.

EAST PIERCE FIRE & RESCUE  
PIERCE AND KING COUNTIES, WASHINGTON

\_\_\_\_\_  
Chair and Commissioner

\_\_\_\_\_  
Vice Chair and Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_  
MICHELLE HOLLON  
Secretary of the District

## EXHIBIT A

### Parameters for Final Terms

- (a) Principal Amount. The Bonds may be issued in one or more Series (as determined by the Designated Representative) and shall not exceed the aggregate principal amount of \$40,000,000.
- (b) Date or Dates. Each Series of Bonds shall be dated its Issue Date, which date shall occur before December 31, 2022.
- (c) Denominations; Series Designation. The Bonds shall be issued in Authorized Denominations. The designation of each Series of Bonds may include a series designation if multiple Series are issued or any other series designation, all as determined by the Designated Representative. Conforming changes shall be made in the certificate(s) of authentication authorized by Section 8 of this resolution.
- (d) Interest Rate(s). The Bonds of each Series shall bear interest at fixed rates *per annum* (computed on the basis of a 360-day year of twelve 30-day months) from the Issue Date for such Series or from the most recent interest payment date for which interest has been paid or duly provided for, whichever is later. The Designated Representative is authorized to select the rate or rates of interest for any Bond of any Series; provided that, no rate of interest for any Bond may exceed 5.50%, and the true interest cost (the “TIC”) for each Series of Bonds shall not exceed 5.50%.
- (e) Payment Dates. Interest on each Series of Bonds shall be payable semiannually (on each June 1 and December 1), commencing on the date selected by the Designated Representative that is no later than 12 months following the Issue Date of such Series of Bonds. Principal shall be payable on such date(s) and in such amount(s) as are selected by the Designated Representative; provided that, principal shall only be payable on June 1 and/or December 1 in any given year.
- (f) Final Maturity. The final maturity date of each Series of Bonds shall be a date within 20 years after the Issue Date of such Series.
- (g) Redemption Rights. The Designated Representative may approve in a Bond Purchase Agreement provisions for the optional and mandatory redemption of Bonds, subject to the following:
- (1) Optional Redemption. Any Bond may be designated as being (A) subject to redemption at the option of the District prior to its maturity date on the dates and at the prices set forth in a Bond Purchase Agreement; or (B) not subject to redemption prior to its maturity date. If a Bond is subject to optional redemption prior to its maturity, it must be subject to such redemption on one or more dates occurring not more than 10½ years after the Issue Date.
  - (2) Mandatory Redemption. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity on the dates and in the amounts set forth in a Bond Purchase Agreement.

- (h) Price. The Aggregate Purchase Price for each Series of Bonds shall not be less than 95% or more than 145% of the aggregate stated principal amount of such Series of Bonds.
- (i) Net Premium. The Designated Representative shall determine the amounts of Net Premium received from the Purchaser, if any, to be deposited into the Project Fund and the UTGO Debt Service Account pursuant to Sections 15 and 16 of this resolution; provided that, the Purchaser may retain its underwriter's discount and deduct other costs of issuing, selling and delivering that Series of Bonds from the price paid to the District for such Series of Bonds and pay such other costs of issuing, selling and delivering such Series of Bonds directly to the respective financing participant via wire transfer.
- (j) Other Terms and Conditions.
- (1) No Series of Bonds may be issued if it would cause the indebtedness of the District to exceed the District's legal debt capacity on the Issue Date.
  - (2) The Designated Representative, in consultation with the Purchaser, may determine that it is in the District's best interest to provide for bond insurance or other credit enhancement, and may accept, on behalf of the District, such additional terms, conditions, and covenants as may be required by the bond insurer, if consistent with the provisions of this resolution.
  - (3) The Designated Representative is authorized to take such additional action as may be necessary or convenient for the issuance of Bonds pursuant to the terms of this resolution.

*[ Remainder of page intentionally left blank ]*

## EXHIBIT B

### **Form of Undertaking To Provide Continuing Disclosure**

#### **East Pierce Fire & Rescue, Pierce and King Counties, Washington Unlimited Tax General Obligation Bonds, 2022**

East Pierce Fire & Rescue, Pierce and King Counties, Washington (the “District”), makes the following written Undertaking for the benefit of holders of the above-referenced bonds (the “Bonds”) issued pursuant to the District’s Resolution No. 981, adopted by the Board of Fire Commissioners of the District on May 17, 2022 (the “Bond Resolution”), for the sole purpose of assisting the Purchaser in meeting the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds. Capitalized terms used but not defined below shall have the meanings given in the Bond Resolution.

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The District undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

(i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b)(i) (“annual financial information”);

(ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the District, as such “Bankruptcy Events” are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (14) appointment of a successor or additional trustee or the change of name of a trustee, if material; (15) incurrence of a financial obligation of the District or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District or obligated person, any of which affect security

holders, if material; and (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the District or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (A) debt obligation; (B) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (C) guarantee of (A) or (B). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12; and

(iii) Timely notice of a failure by the District to provide the required annual financial information described in paragraph (b)(i) on or before the date specified in paragraph (b)(ii).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the District undertakes to provide in paragraph (a):

(i) Shall consist of (1) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State, such as the District, as such principles may be changed from time to time and as permitted by State law; (2) a statement of authorized, issued and outstanding general obligation debt of the District; (3) the assessed value of the property within the District subject to *ad valorem* taxation; and (4) *ad valorem* tax levy rates and amounts, and percentage of taxes collected;

(ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the District (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the District’s fiscal year ending December 31, 2022; and

(iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

If not submitted as part of the annual financial information described in paragraph (b)(i) above, the District will provide or cause to be provided to the MSRB audited financial statements, when and if available.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The District will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the District and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The District's obligations under this Undertaking shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Bonds. In addition, the District's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the District to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel or other counsel familiar with federal securities laws delivered to the District, and the District provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the District learns of any failure to comply with this Undertaking, the District will proceed with due diligence to cause such noncompliance to be corrected. No failure by the District or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond shall be to take action to compel the District or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The District's Finance Director, or such other District official who may in the future perform the duties of that office, is the individual designated to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

(i) Preparing and filing the annual financial information undertaken to be provided in paragraph (a)(i);

(ii) Determining whether any failure to provide the annual financial information undertaken to be provided in paragraph (a)(i) has occurred and providing any notice undertaken to be provided in paragraph (a)(iii);

(iii) Determining whether any event specified in items (1)-(16) of paragraph (a)(ii) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any notice undertaken to be provided in paragraph (a)(ii) of its occurrence;

(iv) Determining whether any person other than the District is an "obligated person" within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;

(v) Selecting, engaging and compensating designated agents and consultants, including but not limited to financial advisors and legal counsel, to assist and advise the District in carrying out this Undertaking; and

(vi) Effecting any necessary amendment of this Undertaking.



### CERTIFICATION

I, MICHELLE HOLLON, Secretary of East Pierce Fire & Rescue, Pierce and King Counties, Washington (the “District”), hereby certify as follows:

1. The foregoing Resolution No. 981 (the “Resolution”) is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Fire Commissioners of the District (the “Board”) held on May 17, 2022 (the “Meeting”), as that Resolution appears on the minute book of the District, and the Resolution is now in full force and effect;

2. Pursuant to various proclamations and orders issued by the Governor of the State of Washington, options were provided for the public to attend the Meeting remotely, including by telephonic access and, as available, internet access, which options provided the ability for all persons attending the Meeting remotely to hear each other at the same time; and

3. The Meeting was duly convened and held in all respects in accordance with law, the public was notified of the access options for remote attendance, a quorum of the members of the Board was present throughout the Meeting, and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of May, 2022.

EAST PIERCE FIRE & RESCUE  
PIERCE AND KING COUNTIES, WASHINGTON

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MICHELLE HOLLON  
Secretary of the District



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 17, 2022
<b>Title:</b>	<b>Resolution 983 – Transfer of Funds</b>

<b>Recommendation from Staff:</b>	
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to approve Resolution 983 to transfer funds from the Capital Fund to the General Fund in the amount of \$52,857.</i>
<b>Presenter:</b>	<b>Finance Manager M. Hollon</b>
<b>Attachments:</b>	Resolution 983

<b>Summary:</b>
<p>The Capital Fund is the proceeds of the 2018 UTGO Bond, wages, benefits and charges accrued for the Project Manager are payable out of the 2018 UTGO proceeds that are associated with the Bond. A transfer of \$52,857 will be transferred from the Capital to the General for wages, benefits and expenditures from Jan. 2022-Mar 2022. Transfers will occur quarterly.</p>

<b>Fiscal Impact:</b>	None
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**EAST PIERCE FIRE AND RESCUE**

**RESOLUTION NO. 983**

**A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS**

**WHEREAS**, the Board wishes to transfer funds in amount of \$52,857 from the Capital Fund to the General Fund as approved expenses associated with the 2018 UTGO Bond for personnel cost for the Project Manager and accrued charges for services and equipment; and

**WHEREAS**, funds will be transferred to the General Fund based on wages, benefits and purchase card charges for the Project Manager from January 2022 to March 2022; 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 May 18, 2022 as follows:

Capital Fund (687-022)	Transfer Out	\$52,857
General Fund (686-022)	Transfer In	\$52,857

**PASSED AND APPROVED** this 17<sup>th</sup> day of May, 2022, the following commissioners being present and voting:

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Mike Cathey

\_\_\_\_\_  
Commissioner Cynthia Wernet

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Randy Kroum

ATTEST:

\_\_\_\_\_  
District Secretary



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 17, 2022
<b>Title:</b>	Resolution 984 Transfer of funds from the Reserve to General

<b>Recommendation from Staff:</b>	Approve transfer for approved capital purchase
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to approve Resolution 984 to transfer funds from the Reserve Fund to the General Fund in the amount of \$260,000.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	Resolution 984

### Summary:

As part of the 2022 approved budget, the purchase of one 26' Packcat Fire Boat from Munson has been completed and funds in the amount of \$260,000 is requested to transfer from the Reserve Fund to the General Fund for payment.

<b>Fiscal Impact:</b>	Reduction of Reserve Fund.
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**EAST PIERCE FIRE AND RESCUE**

**RESOLUTION NO. 984**

**A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS**

**WHEREAS**, the Board wishes to transfer funds in the amount of \$260,000.00 from the Reserve Fund to the General Fund for the purchase of one 26' Packcat Fire Boat from Munson:  
and;

**WHEREAS**, the Board approved the capital purchase as part of the 2022 Budget;

**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 May 18, 2022 as follows:

**Transfer based on above request to transfer between funds will be:**

Reserve Fund (690-022)	Transfer Out	\$260,000.00
General Fund (686-022)	Transfer In	\$260,000.00

**PASSED AND APPROVED** this 17<sup>th</sup> day of May, 2022, the following commissioners being present and voting:

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Mike Cathey

\_\_\_\_\_  
Commissioner Cynthia Wernet

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Randy Kroum

ATTEST:

\_\_\_\_\_  
District Secretary



<b>Meeting Date:</b>	May 17 <sup>th</sup> , 2022
<b>Title:</b>	Cultural Leadership & Equity Training

<b>Recommendation from Staff:</b>	N/A
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	Information Only
<b>Presenter:</b>	DC Mack
<b>Attachments:</b>	None – Presentation provided at meeting

<b>Summary:</b>
<p>The EPFR Strategic Plan 2021-2025 identified several Goals, Strategies, and Objectives that pointed to organizational improvements needed in cultivating an internal and externally culturally inclusive organization. Over the past six months, we have started steps in developing external relationships and identifying organizational training needs in the diversity, equity, and inclusion arena.</p> <p>This update will be an information-only presentation of our current progress in achieving some strategic goals that have been identified. We have started by looking at potential barriers with entry-level testing, internal employee training, and finding strategic partners in our East Pierce community.</p>

<b>Fiscal Impact:</b>	No increase to current budget
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<b>Meeting Date:</b>	May 17 <sup>th</sup> , 2022
<b>Title:</b>	Standard of Coverage – Update

<b>Recommendation from Staff:</b>	N/A
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	Information Only
<b>Presenter:</b>	DC Mack
<b>Attachments:</b>	None – Presentation provided at meeting

<b>Summary:</b>
<p>The EPFR Strategic Plan 2021-2025 identified several Goals, Strategies, and Objectives that identified District needs in leveraging data and planning to enhance our response to fires and medical emergencies. Updating our Standard of Cover (SOC) will establish our current resource pool and identify response benchmarks that will provide a systemic view of our capabilities and develop key performance indicators that we will be able to measure through data collection.</p> <p>This presentation will update the commissioners on steps that have been taken in finding a vendor (Levrum) to begin working on our SOC. The goal will be to have a completed document finalized by the end of the year.</p>

<b>Fiscal Impact:</b>	No increase to the current budget
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<b>Meeting Date:</b>	May 17 <sup>th</sup> , 2022
<b>Title:</b>	EMS Survey

<b>Recommendation from Staff:</b>	N/A
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	Information Only
<b>Presenter:</b>	DC Mack
<b>Attachments:</b>	EMS Survey Team – Patient Experience Report

<b>Summary:</b>
<p>The EPFR Strategic Plan 2021-2025 identified several Goals, Strategies, and Objectives that pointed to constant organizational improvement based on customer feedback (learning from each incident). Beginning at the end of 2021, EPFR started to follow up on 100% of our EMS calls for service by mailing out a survey. These surveys are designed by a company called EMS Survey Team and poll our patients about how we are performing on EMS calls and using this data to compare us against other agencies.</p> <p>This report and presentation will review our organization's first-quarter information and identify how we can use the data.</p>

<b>Fiscal Impact:</b>	No increase to the current budget
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# East Pierce Fire & Rescue

Bonney Lake, WA

Client 4202



1515 Center Street

Lansing, MI 48096

(517) 318-3800

support@EMSSurveyTeam.com

www.EMSSurveyTeam.com

## Patient Experience Report

April 1, 2022 to April 30, 2022

Your Score

**96.52**

Your Patients in this Report

**98**

Total Patients in this Report

**5,890**

Total EMS Organizations

**193**





## Executive Summary

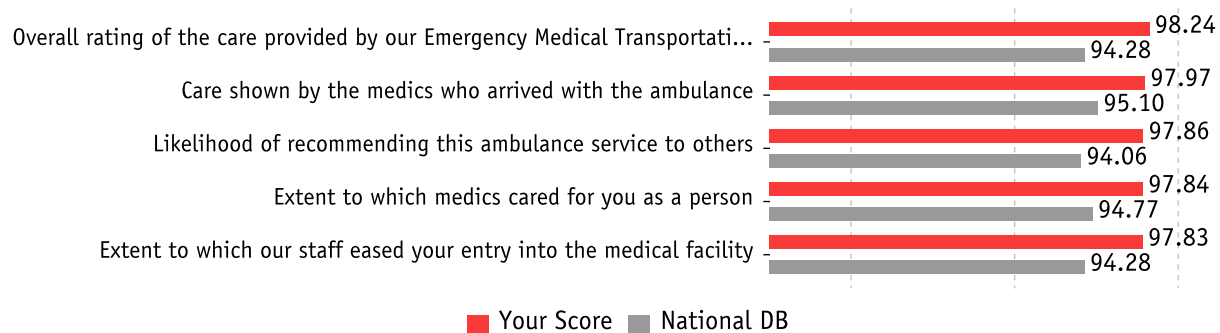
Your overall score for the time period selected is **96.52**. This is a difference of **0.54** from your previous period's score of **95.98**.

Your overall Top Box score, which represents the percentage of the highest possible rating Very Good, is **88.08%**.

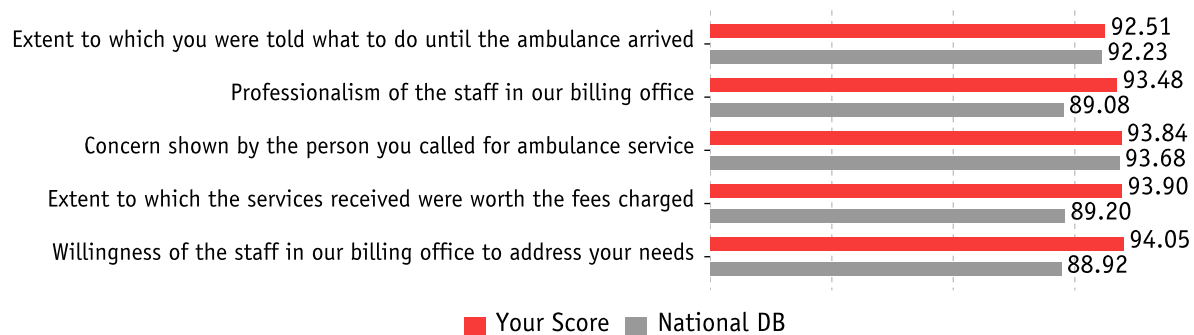
In addition, your rolling 12- month score of **95.51** is a difference of **2.79** from the national database score of **92.72**.

When compared to all organizations in the national database, your score of **95.51** is ranked **13th** and **2nd** for comparably sized organizations.

### 5 Highest Scores



### 5 Lowest Scores

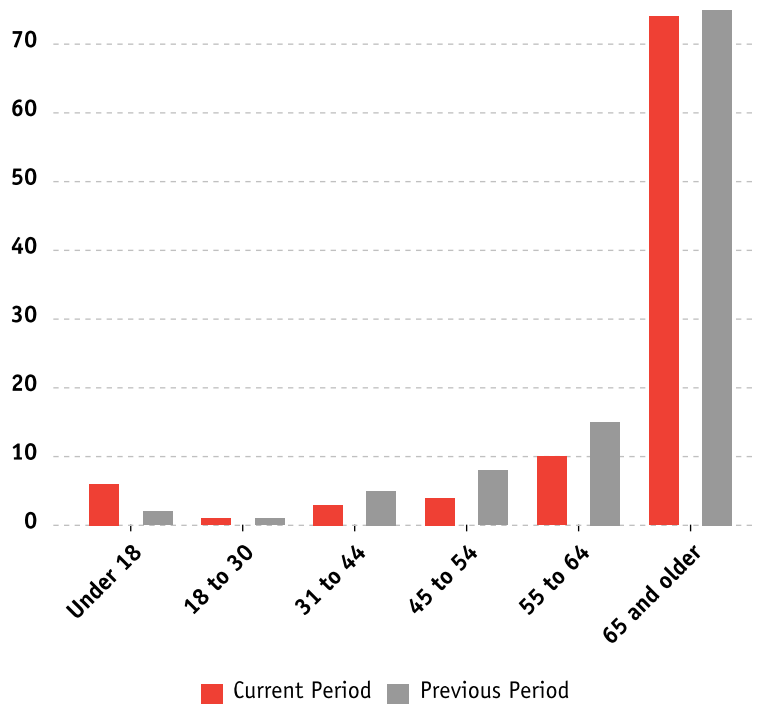




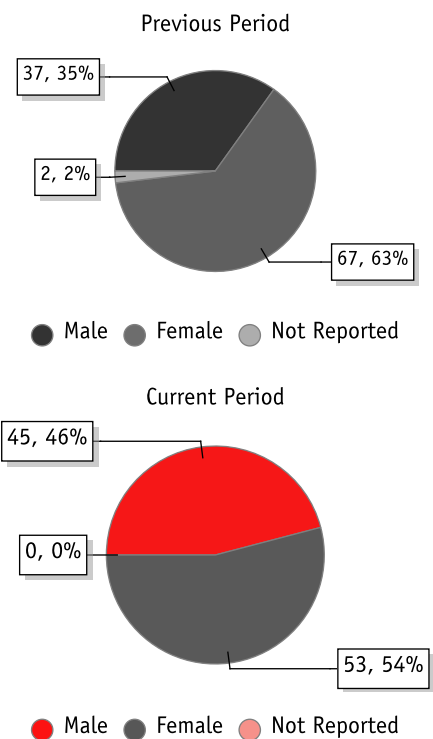
## Demographics — This report provides basic information about the patient's age and gender.

	Total	Previous Period			Not Reported	Total	Current Period			Not Reported
		Male	Female				Male	Female		
Under 18	2	1	1	0		6	3	3	0	
18 to 30	1	0	1	0		1	0	1	0	
31 to 44	5	2	3	0		3	0	3	0	
45 to 54	8	6	2	0		4	1	3	0	
55 to 64	15	7	8	0		10	7	3	0	
65 and older	75	21	52	2		74	34	40	0	
<b>Total</b>	<b>106</b>	<b>37</b>	<b>67</b>	<b>2</b>		<b>98</b>	<b>45</b>	<b>53</b>	<b>0</b>	

### Age Ranges



### Gender





### Dispatch Composite

This report shows mean scores for each Dispatch survey item and the overall composite score. The first column shows your organization score with the national database score below it. The second column is the difference between your score and the database mean.

Helpfulness of the person you called for ambulance service



Concern shown by the person you called for ambulance service



Extent to which you were told what to do until the ambulance arrived



### Overall Composite Score





### Ambulance Composite

This report shows mean scores for each Ambulance survey item and the overall composite score. The first column shows your organization score with the national database score below it. The second column is the difference between your score and the database mean.

Extent to which the ambulance arrived in a timely manner



Cleanliness of the ambulance



Comfort of the ride



Skill of the person driving the ambulance



### Overall Composite Score





### Medic Composite

This report shows mean scores for each Medic survey item and the overall composite score. The first column shows your organization score with the national database score below it. The second column is the difference between your score and the database mean.

Care shown by the medics who arrived with the ambulance



Degree to which the medics took your problem seriously



Degree to which the medics listened to you and/or your family



Skill of the medics



Extent to which the medics kept you informed about your treatment



Extent to which medics included you in the treatment decisions (if applicable)



Degree to which the medics relieved your pain or discomfort





### Medic Composite

This report shows mean scores for each Medic survey item and the overall composite score. The first column shows your organization score with the national database score below it. The second column is the difference between your score and the database mean.

Medics' concern for your privacy



Extent to which medics cared for you as a person



### Overall Composite Score





### Billing Office Staff Composite

This report shows mean scores for each Billing Office Staff survey item and the overall composite score. The first column shows your organization score with the national database score below it. The second column is the difference between your score and the database mean.

Professionalism of the staff in our billing office



Willingness of the staff in our billing office to address your needs



### Overall Composite Score







### Overall Experience Composite

This report shows mean scores for each Overall Experience survey item and the overall composite score. The first column shows your organization score with the national database score below it. The second column is the difference between your score and the database mean.

How well did our staff work together to care for you



Extent to which our staff eased your entry into the medical facility



Appropriateness of Emergency Medical Transportation treatment



Extent to which the services received were worth the fees charged



Overall rating of the care provided by our Emergency Medical Transportation service



Likelihood of recommending this ambulance service to others



### Overall Composite Score





### Question Analysis

This report shows your current score for the time period selected compared to the corresponding previous time period and the change between the two periods. The national DB score is included for reference

#### Dispatch Composite

	Current	Previous	(+/-)	National DB
Helpfulness of the person you called for ambulance service	94.61	94.95	-0.34	93.88
Concern shown by the person you called for ambulance service	93.84	94.47	-0.63	93.68
Extent to which you were told what to do until the ambulance arrived	92.51	92.86	-0.35	92.23

#### Ambulance Composite

	Current	Previous	(+/-)	National DB
Extent to which the ambulance arrived in a timely manner	96.59	93.48	3.11	92.85
Cleanliness of the ambulance	96.47	97.08	-0.61	95.23
Comfort of the ride	94.75	91.89	2.86	88.89
Skill of the person driving the ambulance	97.70	93.84	3.86	94.58

#### Medic Composite

	Current	Previous	(+/-)	National DB
Care shown by the medics who arrived with the ambulance	97.97	97.63	0.34	95.10
Degree to which the medics took your problem seriously	97.06	97.63	-0.57	94.95
Degree to which the medics listened to you and/or your family	97.62	96.32	1.30	94.45
Skill of the medics	97.62	98.64	-1.02	94.90
Extent to which the medics kept you informed about your treatment	97.19	96.91	0.28	93.24
Extent to which medics included you in the treatment decisions (if applicable)	97.73	96.80	0.93	93.06
Degree to which the medics relieved your pain or discomfort	94.52	94.48	0.04	91.21
Medics' concern for your privacy	97.70	96.70	1.00	93.97
Extent to which medics cared for you as a person	97.84	98.64	-0.80	94.77

#### Billing Office Staff Composite

	Current	Previous	(+/-)	National DB
Professionalism of the staff in our billing office	93.48	88.64	4.84	89.08
Willingness of the staff in our billing office to address your needs	94.05	89.71	4.34	88.92



## Question Analysis (Continued)

**Overall Experience Composite**

	Current	Previous	(+/-)	National DB
How well did our staff work together to care for you	97.73	97.53	0.20	94.14
Extent to which our staff eased your entry into the medical facility	97.83	95.89	1.94	94.28
Appropriateness of Emergency Medical Transportation treatment	97.06	98.03	-0.97	94.24
Extent to which the services received were worth the fees charged	93.90	96.09	-2.19	89.20
Overall rating of the care provided by our Emergency Medical Transportation	98.24	98.48	-0.24	94.28
Likelihood of recommending this ambulance service to others	97.86	97.89	-0.03	94.06



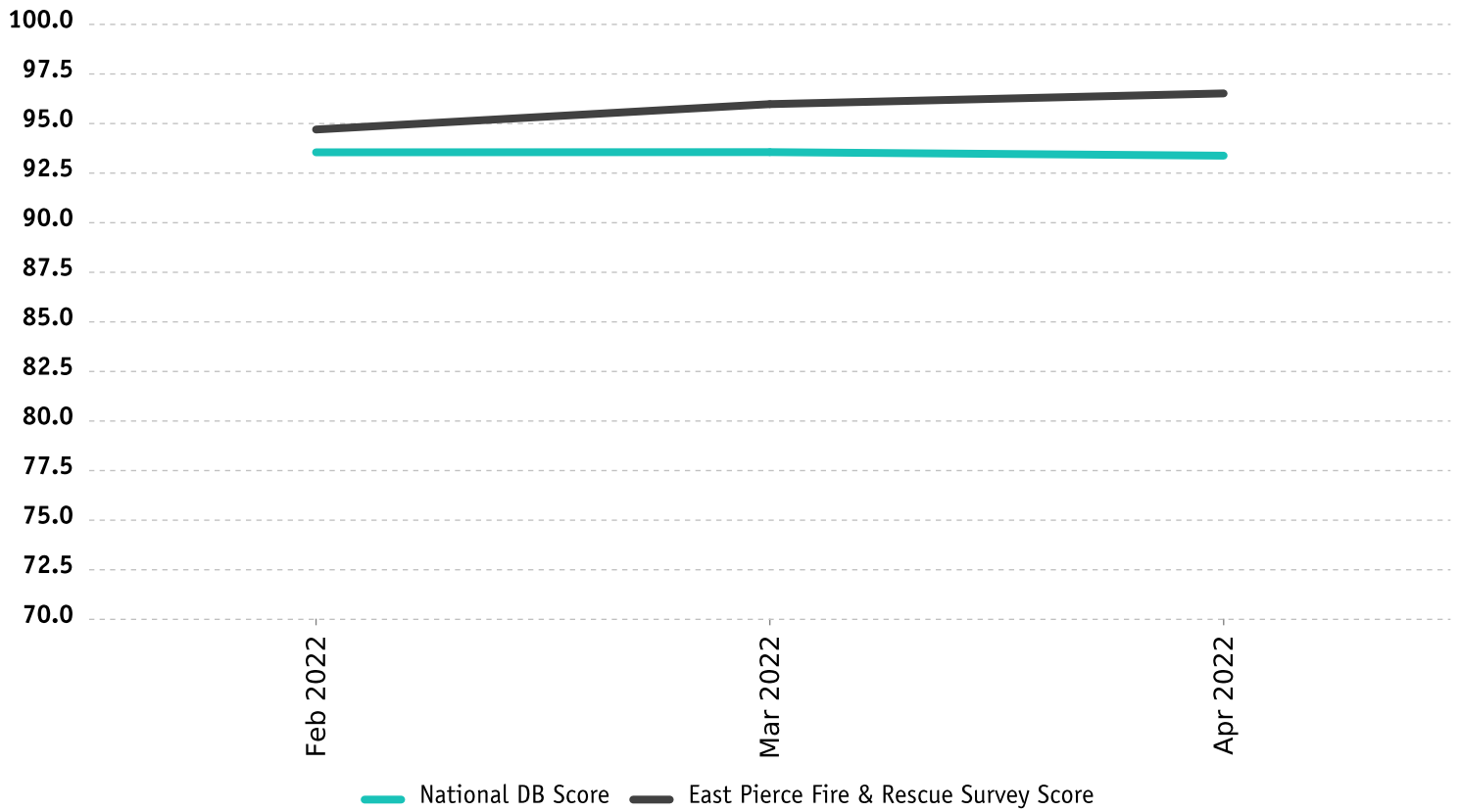
### Monthly Breakdown

This report provides individual item scores by month, your overall organization monthly score, and the number of survey respondents.

	Feb 2022	Mar 2022	Apr 2022
Helpfulness of the person you called for ambulance service	95.31	94.95	94.61
Concern shown by the person you called for ambulance service	92.95	94.47	93.84
Extent to which you were told what to do until the ambulance arrived	92.09	92.86	92.51
Extent to which the ambulance arrived in a timely manner	94.77	93.48	96.59
Cleanliness of the ambulance	96.84	97.08	96.47
Comfort of the ride	89.42	91.89	94.75
Skill of the person driving the ambulance	94.62	93.84	97.70
Care shown by the medics who arrived with the ambulance	94.77	97.63	97.97
Degree to which the medics took your problem seriously	97.09	97.63	97.06
Degree to which the medics listened to you and/or your family	94.78	96.32	97.62
Skill of the medics	97.35	98.64	97.62
Extent to which the medics kept you informed about your treatment	94.21	96.91	97.19
Extent to which medics included you in the treatment decisions (if	94.67	96.80	97.73
Degree to which the medics relieved your pain or discomfort	91.45	94.48	94.52
Medics' concern for your privacy	95.78	96.70	97.70
Extent to which medics cared for you as a person	96.13	98.64	97.84
Professionalism of the staff in our billing office	87.50	88.64	93.48
Willingness of the staff in our billing office to address your needs	88.79	89.71	94.05
How well did our staff work together to care for you	96.52	97.53	97.73
Extent to which our staff eased your entry into the medical facility	95.49	95.89	97.83
Appropriateness of Emergency Medical Transportation treatment	94.74	98.03	97.06
Extent to which the services received were worth the fees charged	93.75	96.09	93.90
Overall rating of the care provided by our Emergency Medical Transportation	97.44	98.48	98.24
Likelihood of recommending this ambulance service to others	97.08	97.89	97.86
Overall Score	94.70	95.98	96.52
Respondents	92	106	98



### Monthly Overall Survey Score





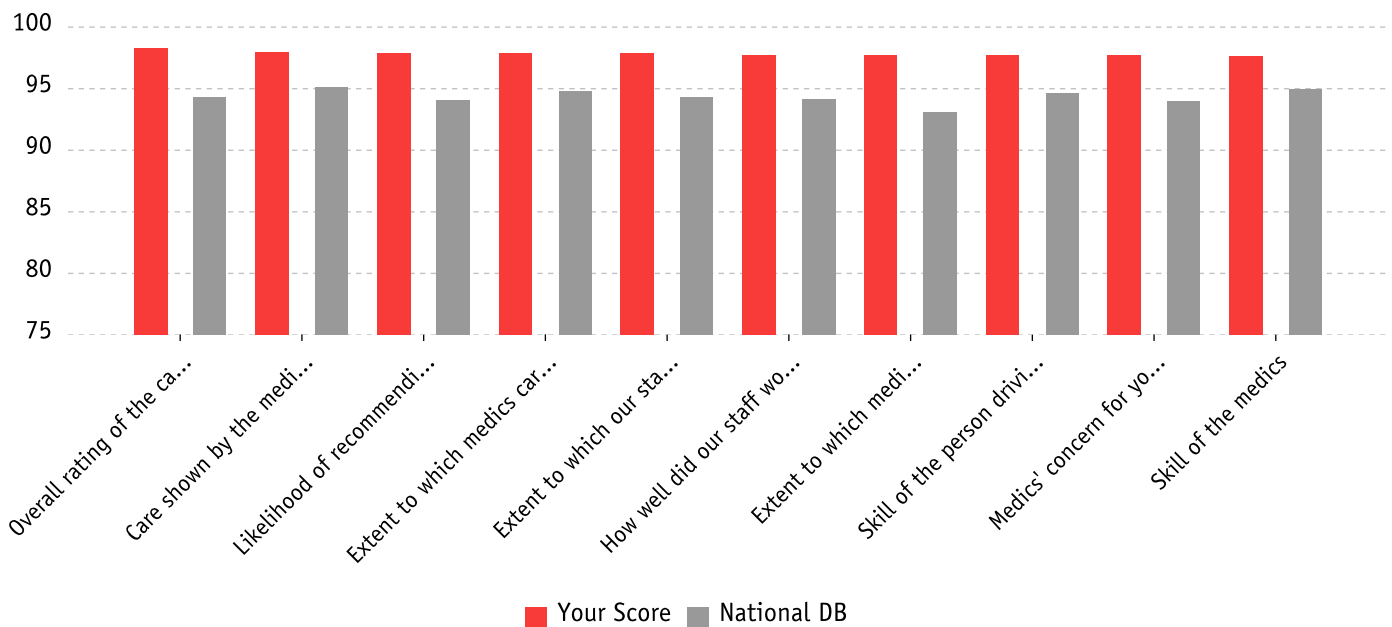
### Greatest Increase and Decrease in Scores by Question

<b>Increases</b>	<b>Current</b>	<b>Previous</b>	<b>(+/-)</b>	<b>National DB</b>
Professionalism of the staff in our billing office	93.48	88.64	4.84	89.08
Willingness of the staff in our billing office to address your needs	94.05	89.71	4.34	88.92
Skill of the person driving the ambulance	97.70	93.84	3.86	94.58
Extent to which the ambulance arrived in a timely manner	96.59	93.48	3.11	92.85
Comfort of the ride	94.75	91.89	2.86	88.89
Extent to which our staff eased your entry into the medical facility	97.83	95.89	1.94	94.28
Degree to which the medics listened to you and/or your family	97.62	96.32	1.30	94.45
Medics' concern for your privacy	97.70	96.70	0.99	93.97
Extent to which medics included you in the treatment decisions (if applicable)	97.73	96.80	0.92	93.06
Care shown by the medics who arrived with the ambulance	97.97	97.63	0.33	95.10
<b>Decreases</b>	<b>Current</b>	<b>Previous</b>	<b>(+/-)</b>	<b>National DB</b>
Extent to which the services received were worth the fees charged	93.90	96.09	-2.19	89.20
Skill of the medics	97.62	98.64	-1.02	94.90
Appropriateness of Emergency Medical Transportation treatment	97.06	98.03	-0.97	94.24
Extent to which medics cared for you as a person	97.84	98.64	-0.80	94.77
Concern shown by the person you called for ambulance service	93.84	94.47	-0.64	93.68
Cleanliness of the ambulance	96.47	97.08	-0.60	95.23
Degree to which the medics took your problem seriously	97.06	97.63	-0.57	94.95
Extent to which you were told what to do until the ambulance arrived	92.51	92.86	-0.34	92.23
Helpfulness of the person you called for ambulance service	94.61	94.95	-0.33	93.88
Overall rating of the care provided by our Emergency Medical Transportation service	98.24	98.48	-0.24	94.28



## Greatest Scores Above Benchmarks by Question

Highest Above Benchmark	Current	(+/-)	National DB
Overall rating of the care provided by our Emergency Medical Transportation service	98.24	3.96	94.28
Care shown by the medics who arrived with the ambulance	97.97	2.87	95.10
Likelihood of recommending this ambulance service to others	97.86	3.80	94.06
Extent to which medics cared for you as a person	97.84	3.07	94.77
Extent to which our staff eased your entry into the medical facility	97.83	3.55	94.28
How well did our staff work together to care for you	97.73	3.59	94.14
Extent to which medics included you in the treatment decisions (if applicable)	97.73	4.67	93.06
Skill of the person driving the ambulance	97.70	3.11	94.58
Medics' concern for your privacy	97.70	3.73	93.97
Skill of the medics	97.62	2.72	94.90





## Highest and Lowest Scores

Highest Scores	Current	Previous	(+/-)	National DB
Overall rating of the care provided by our Emergency Medical Transportation service	98.24	98.48	-0.24	94.28
Care shown by the medics who arrived with the ambulance	97.97	97.63	0.34	95.10
Likelihood of recommending this ambulance service to others	97.86	97.89	-0.03	94.06
Extent to which medics cared for you as a person	97.84	98.64	-0.80	94.77
Extent to which our staff eased your entry into the medical facility	97.83	95.89	1.94	94.28

Lowest Scores	Current	Previous	(+/-)	National DB
Extent to which you were told what to do until the ambulance arrived	92.51	92.86	-0.35	92.23
Professionalism of the staff in our billing office	93.48	88.64	4.84	89.08
Concern shown by the person you called for ambulance service	93.84	94.47	-0.63	93.68
Extent to which the services received were worth the fees charged	93.90	96.09	-2.19	89.20
Willingness of the staff in our billing office to address your needs	94.05	89.71	4.34	88.92





**Key Drivers** — This section shows the relative importance of each question to the respondents' overall satisfaction. The greater the coefficient number, the more important the issue is to your patients' overall satisfaction. The questions are arranged based on their weighted importance value.

Question	Your Score	Correlation Coefficient
Skill of the person driving the ambulance	97.70	.846639438
Extent to which medics cared for you as a person	97.84	.846170418
Skill of the medics	97.62	.834451982
Extent to which the services received were worth the fees charged	93.90	.833185284
Degree to which the medics took your problem seriously	97.06	.825615192
Comfort of the ride	94.75	.79556811
Appropriateness of Emergency Medical Transportation treatment	97.06	.795230418
Care shown by the medics who arrived with the ambulance	97.97	.78693611
Willingness of the staff in our billing office to address your needs	94.05	.763888725
Extent to which the medics kept you informed about your treatment	97.19	.762909507
Degree to which the medics listened to you and/or your family	97.62	.75550506
Extent to which medics included you in the treatment decisions (if applicable)	97.73	.753963593
Medics' concern for your privacy	97.70	.742973993
Degree to which the medics relieved your pain or discomfort	94.52	.739052484
Extent to which our staff eased your entry into the medical facility	97.83	.735459211
How well did our staff work together to care for you	97.73	.707332367
Professionalism of the staff in our billing office	93.48	.697996012
Cleanliness of the ambulance	96.47	.665827922
Concern shown by the person you called for ambulance service	93.84	.641409052
Extent to which the ambulance arrived in a timely manner	96.59	.637890346
Helpfulness of the person you called for ambulance service	94.61	.61447105
Extent to which you were told what to do until the ambulance arrived	92.51	.51072905



**Company Comparisons** — The following chart gives a comparison of the mean score for each question as scored by comparable companies. Your company is highlighted. There is also a green-shaded highlight of the highest score for each question. This will show how you compare to similar companies.

	Your Company	Comparison Companies					
		A	B	C	D	E	F
Helpfulness of the person you called for ambulance service	<b>94.61</b>	96.05	94.74	97.70	98.68	95.11	96.30
Concern shown by the person you called for ambulance service	<b>93.84</b>	95.31	88.89	96.33	97.06	95.74	93.52
Extent to which you were told what to do until the ambulance	<b>92.51</b>	94.44	92.65	96.92	97.06	94.72	91.35
Extent to which the ambulance arrived in a timely manner	<b>96.59</b>	92.78	93.75	96.30	96.43	95.16	91.67
Cleanliness of the ambulance	<b>96.47</b>	96.90	87.50	96.71	97.62	97.36	98.21
Comfort of the ride	<b>94.75</b>	90.66	87.50	94.33	87.50	91.30	91.96
Skill of the person driving the ambulance	<b>97.70</b>	94.85	90.63	96.62	96.43	96.74	97.12
Care shown by the medics who arrived with the ambulance	<b>97.97</b>	96.97	92.50	97.40	96.74	97.60	97.22
Degree to which the medics took your problem seriously	<b>97.06</b>	95.44	91.25	97.70	97.73	97.92	96.43
Degree to which the medics listened to you and/or your family	<b>97.62</b>	95.18	93.75	98.36	98.86	97.07	96.43
Skill of the medics	<b>97.62</b>	94.58	93.75	97.64	96.59	96.83	97.22
Extent to which the medics kept you informed about your	<b>97.19</b>	93.13	91.25	96.79	94.57	95.70	96.30
Extent to which medics included you in the treatment decisions (if	<b>97.73</b>	94.48	89.71	97.62	95.59	95.23	97.22
Degree to which the medics relieved your pain or discomfort	<b>94.52</b>	94.62	87.56	96.31	90.91	94.37	92.31
Medics' concern for your privacy	<b>97.70</b>	94.92	92.11	96.79	95.45	95.24	95.37
Extent to which medics cared for you as a person	<b>97.84</b>	95.84	92.50	97.54	95.65	96.81	98.21
Professionalism of the staff in our billing office	<b>93.48</b>	91.51	75.00	96.32	88.89	91.80	0
Willingness of the staff in our billing office to address your needs	<b>94.05</b>	90.74	71.43	96.09	86.11	92.08	0
How well did our staff work together to care for you	<b>97.73</b>	96.12	85.29	97.26	96.05	96.94	97.32
Extent to which our staff eased your entry into the medical facility	<b>97.83</b>	96.15	86.67	96.62	96.05	97.07	96.30
Appropriateness of Emergency Medical Transportation treatment	<b>97.06</b>	96.88	86.67	97.40	97.50	95.74	98.08
Extent to which the services received were worth the fees charged	<b>93.90</b>	93.33	78.64	92.00	87.56	91.89	93.27
Overall rating of the care provided by our Emergency Medical	<b>98.24</b>	96.57	88.33	95.72	95.45	96.64	98.15
Likelihood of recommending this ambulance service to others	<b>97.86</b>	96.53	89.71	96.96	96.43	96.30	0
<b>Overall score</b>	96.52	94.92	89.52	96.73	95.23	95.69	95.73



## Benchmark Comparison

	Your Company	Total DB	Similar Sized	Washington
Helpfulness of the person you called for ambulance service	94.61	93.88	94.79	95.06
Concern shown by the person you called for ambulance service	93.84	93.68	94.09	94.18
Extent to which you were told what to do until the ambulance	92.51	92.23	92.92	94.02
Extent to which the ambulance arrived in a timely manner	96.59	92.85	93.66	96.22
Cleanliness of the ambulance	96.47	95.23	95.77	97.09
Comfort of the ride	94.75	88.89	89.85	93.59
Skill of the person driving the ambulance	97.70	94.58	95.20	97.92
Care shown by the medics who arrived with the ambulance	97.97	95.10	95.90	96.81
Degree to which the medics took your problem seriously	97.06	94.95	95.51	96.21
Degree to which the medics listened to you and/or your family	97.62	94.45	95.44	96.05
Skill of the medics	97.62	94.90	95.67	96.02
Extent to which the medics kept you informed about your	97.19	93.24	94.06	96.48
Extent to which medics included you in the treatment decisions	97.73	93.06	93.91	96.64
Degree to which the medics relieved your pain or discomfort	94.52	91.21	91.97	93.44
Medics' concern for your privacy	97.70	93.97	94.52	96.50
Extent to which medics cared for you as a person	97.84	94.77	95.66	96.54
Professionalism of the staff in our billing office	93.48	89.08	89.25	96.00
Willingness of the staff in our billing office to address your	94.05	88.92	88.76	96.20
How well did our staff work together to care for you	97.73	94.14	94.86	96.50
Extent to which our staff eased your entry into the medical	97.83	94.28	94.63	96.54
Appropriateness of Emergency Medical Transportation treatment	97.06	94.24	94.77	95.62
Extent to which the services received were worth the fees	93.90	89.20	90.14	91.93
Overall rating of the care provided by our Emergency Medical	98.24	94.28	95.03	96.70
Likelihood of recommending this ambulance service to others	97.86	94.06	94.53	95.35
<b>Overall Score</b>	<b>96.52</b>	<b>93.13</b>	<b>93.79</b>	<b>95.73</b>



### Benchmark Comparison

This section of the report is based off your overall score for the YTD 12-month time period, compared to other benchmark compare groups. An aggregate rolling score is needed to provide stability to the overall score ranking for more meaningful comparisons to other benchmark groups. Each month, the last month in the 12 month period is dropped and the newest month is added. An organization must have a minimum of 100 surveys to be eligible for ranking.

	Your Company	Total DB	Similar Sized	Washington
Number of organizations in compare group		193	54	4
Minimum Score	75	1.00	1.00	19.37
Maximum Score	100	100	100	100
Mean Score	95.50	92.72	92.71	97.04
Your Percentile		86th	95th	N/A
Your Rank		13	2	N/A

**Minimum Score** - This is the lowest score in the benchmark group.

**Maximum Score** - This is the highest score in the benchmark group.

**Mean Score** - This is where your mean score ranks against others in the compare group.

**Your Percentile** - This is the percentage of scores that fall below your mean score.

**Your Rank** - This is where your mean score ranks against others in the compare group.



## Top Box Comparisons

The Top Box Analysis displays the number of responses for the entire survey by question and rating. The Top Box itself shows the percentage of "Very Good" responses, the highest rating, for each question. Next to the company rating is the entire EMS DB rating for those same questions.

	Very Poor	Poor	Fair	Good	Very Good	Company % Very Good	EMS DB % Very Good
<b>Overall Company Rating</b>	<b>4</b>	<b>4</b>	<b>15</b>	<b>184</b>	<b>1530</b>	<b>88.08%</b>	<b>78.69%</b>
<b>Dispatch</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>40</b>	<b>204</b>	<b>80.63%</b>	<b>78.61%</b>
Helpfulness of the person you called for ambulance service	1	0	1	13	73	82.95%	80.38%
Concern shown by the person you called for ambulance service	1	0	2	13	69	81.18%	79.34%
Extent to which you were told what to do until the ambulance arrived	1	0	3	14	62	77.50%	76.12%
<b>Ambulance</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>36</b>	<b>278</b>	<b>87.42%</b>	<b>77.45%</b>
Extent to which the ambulance arrived in a timely manner	0	0	1	10	77	87.50%	77.73%
Cleanliness of the ambulance	0	0	0	11	67	85.90%	82.82%
Comfort of the ride	1	0	1	10	64	84.21%	67.76%
Skill of the person driving the ambulance	0	0	1	5	70	92.11%	81.50%
<b>Medic</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>68</b>	<b>653</b>	<b>89.94%</b>	<b>81.61%</b>
Care shown by the medics who arrived with the ambulance	0	0	0	7	79	91.86%	84.86%
Degree to which the medics took your problem seriously	0	0	1	8	76	89.41%	84.79%
Degree to which the medics listened to you and/or your family	0	0	0	8	76	90.48%	83.23%
Skill of the medics	0	0	1	6	77	91.67%	83.91%
Extent to which the medics kept you informed about your treatment	0	0	0	9	71	88.75%	79.26%



Top Box Comparisons (Continued)

	Very Poor	Poor	Fair	Good	Very Good	Company % Very Good	EMS DB % Very Good
<b>Overall Company Rating</b>	<b>4</b>	<b>4</b>	<b>15</b>	<b>184</b>	<b>1530</b>	<b>88.08%</b>	<b>78.69%</b>
Extent to which medics included you in the treatment decisions (if applicable)	0	0	0	7	70	90.91%	79.20%
Degree to which the medics relieved your pain or discomfort	0	1	1	11	60	82.19%	74.80%
Medics' concern for your privacy	0	0	0	7	69	90.79%	80.28%
Extent to which medics cared for you as a person	0	0	1	5	75	92.59%	84.19%
<b>Billing Office Staff</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>33</b>	<b>75.00%</b>	<b>64.90%</b>
Professionalism of the staff in our billing office	0	0	0	6	17	73.91%	64.79%
Willingness of the staff in our billing office to address your needs	0	0	0	5	16	76.19%	65.00%
<b>Overall Experience</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>29</b>	<b>362</b>	<b>91.41%</b>	<b>79.76%</b>
How well did our staff work together to care for you	0	0	0	7	70	90.91%	81.23%
Extent to which our staff eased your entry into the medical facility	0	0	0	6	63	91.30%	81.24%
Appropriateness of Emergency Medical Transportation treatment	0	1	0	5	62	91.18%	81.42%
Extent to which the services received were worth the fees charged	0	1	1	5	34	82.93%	70.02%
Overall rating of the care provided by our Emergency Medical Transportation service	0	0	1	3	67	94.37%	82.20%
Likelihood of recommending this ambulance service to others	0	1	0	3	66	94.29%	82.44%



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 17, 2022
<b>Title:</b>	Financial Management Policy - Update

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	Approve – Finance Committee
<b>Recommended Action/Motion:</b>	<b>Move to approve the edits to the Financial Management Policy as presented.</b>
<b>Presenter:</b>	Chief Parkinson & Finance Committee
<b>Attachments:</b>	Financial Management Policy – Track Change

### Summary:

At the recommendation of Jim Nelson (D.A. Davidson), revisions were made to the existing financial management policy. The edits are of minor impact to the District, except for the beginning fund balance increase noted below. These edits are recommended to place the District in the best position for a bond rating upgrade (we are currently AA-).

The Finance Committee has reviewed these edits and recommends approval.

<b>Fiscal Impact:</b>	None in 2022. In 2023, the beginning fund balance target will increase by 5% (or \$1,929,778 based on the 2022 Operating Budget).
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# Financial Management

## 215.1 PURPOSE AND SCOPE

Supersedes policy 6000 Financial Management Adopted October 16, 2018

## 215.2 POLICY

The financial integrity of East Pierce Fire & Rescue (the "District") is of utmost importance. This policy serves as a central reference point and guiding principles for financial management and control.

Our financial goals seek to:

- (a) Ensure the financial integrity and sustainability of the District
- (b) Manage the financial assets in a sound and prudent manner
- (c) Improve financial information for decision makers at all levels
  - 1. Policy makers as they contemplate decisions that affect the municipality on a long-term basis
  - 2. Managers and staff as they implement policy on a day-to-day basis
- (d) Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- (e) Maintain a spirit of openness and transparency while being fully accountable to the public for the District's fiscal activities

## 215.3 GENERAL FINANCIAL POLICY

- (a) The Board of Fire Commissioners may adopt resolutions to set financial policies to assure the financial strength and accountability of the District.
- (b) The Fire Chief shall develop administrative directives and Standard Operating Guidelines for implementing the Board of Fire Commissioner's financial policies.
- (c) All Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
- (d) To attract and retain employees necessary for providing high quality services, the District shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
- (e) Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
- (f) Support, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
- (g) The District will strive to maintain fair and equitable relationships with its contractors and suppliers.



## Financial Management

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### 215.4 REVENUE POLICY

- Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
- All non-restricted revenues will be deposited into the General Fund and appropriated by the budget process.
- If revenues from "one-time" or limited duration sources are used to balance the annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the District's goal to not rely on these types of revenues to balance the operating budget.
- The District will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised, and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
- The District will follow an aggressive and professional policy of collecting revenues. [When necessary, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.]
- The District shall strive to maintain adequate fund balances (carry over & reserves) in order to provide sufficient cash flows to meet operating and capital expenses, while also providing for the financial ability to address economic downturn and system emergencies. Operating expenditures include salaries, benefits, supplies, professional services, intergovernmental and interfund expenses, capital outlays and transfers.

#### 215.4.1 FEES AND CHARGES

The District may use service users' charges in lieu of ad valorem (property) taxes and subsidies from other District funds, for services that can be identified and where costs are directly related to the level of service provided.

- (a) Other reimbursable work performed by the District (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
- (b) Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The District may maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees and charges will be reviewed every three years at a minimum.
- (c) The District will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
- (d) Certain fees, such as facility or real property rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

## *Financial Management*

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- (e) Charges, such as rental fees for the use of emergency vehicles will be based upon the fee schedule as established by the Washington Fire Chiefs Association.

### **215.4.2 GRANTS AND GIFTS**

- (a) Grant funding for programs or items which address the District's current priorities and policy objectives should be considered to leverage District funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
- (b) Before accepting any grant, the District shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
- (c) All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor.
- (d) All gifts and donations shall be managed and expended in accordance with the District's Donation Policy and the wishes and instructions of the donor.

### **215.5 FUND TYPES**

- (a) General Funds (General Fund 001)  
The General Fund is the primary operating account and is used for the payment of operating and maintenance expenses, including labor costs related to the day-to-day operation of the District.
- (b) Capital Project Funds (Reserve Fund 101, Debt Fund 201, Construction Fund 301)  
The Capital Funds are used for purchase or construction of capital projects and may be used for debt payments if approved by the Board.
- (c) Petty Cash (included in General Fund 001)  
The District's Petty Cash shall be managed per the Petty Cash Funds Policy

### **215.6 FISCAL MANAGEMENT POLICY**

- (a) The District will strive to adopt an annual General (Operating) Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
- (b) The District's goal shall be to establish and maintain a Carry Over Reserve of at least 25.0 percent of the Current Expense Fund and supported operating budgets, which is used as the beginning fund balance of the Operating Budget and continued to the following year as carryover.
- (c) Department Directors are responsible for managing their budgets within the total appropriation for their department.
- (d) The District will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The Board of Commissioners may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.

# East Pierce Fire & Rescue

## Policy Manual

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- (e) Long-term debt or bond financing shall not be used to finance current operating expenditures.
  - 1. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
- (f) Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The District will invest in technology and other efficiency tools to maximize productivity. The District will hire additional staff only after the need for such positions has been demonstrated and documented.
- (g) All compensation planning and collective bargaining will focus on the total costs of compensation (TCC) which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the District.
- (h) Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
- (i) Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
- (j) The District will make every effort to maximize any discounts offered by creditors/vendors.
- (k) Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
- (l) The District will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
- (m) The operating budget shall serve as the annual financial plan for the District. It will serve as the policy document of the District for implementing the Board of Commissioner's goals and objectives. The budget will provide the staff the resources necessary to accomplish District determined service levels.
- (n) The Fire Chief shall annually present a proposed operating budget to the Board of Commissioners on or before the October Regular Board meeting each year. [Said budget proposal will include a rolling 5-year revenue and expense forecast.](#) The Board of Commissioners must adopt by resolution a final balanced budget no later than November 25th of each year.

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- (o) Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the Board of Commissioners.
- (p) Budget control and accountability is maintained at the departmental level.
- (q) The Fire Chief has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the Board of Commissioners without a budget amendment. Amendments to the budget are approved by the Board of Commissioners.

### **215.7 CAPITAL MANAGEMENT POLICY**

Capital Asset Management is regulated in the Capital Asset Management Policy

### **215.8 CAPITAL FACILITIES PLAN (CFP)**

- (a) The District may develop a Capital Facilities Plan (CFP) which is consistent with the District Comprehensive Plan. The plan shall be developed for a period of 25 years, and reviewed every five (5) years for validity (checking to see if driving or causal factors have changed significantly).
- (b) The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the Board of Fire Commissioners. It may also include for consideration such other projects as requested by the Fire Chief or Board of Commissioners.
- (c) The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
- (d) The District will finance only those capital improvements that are consistent with the adopted CFP and District priorities. All capital improvement operating, and maintenance costs will be included in operating budget forecasts.
- (e) A status review of the CFP will be conducted annually, and a report will be presented by the Fire Chief or his/her designee, to the Board of Commissioners for the purpose of reporting on project status.

### **215.9 ACCOUNTING POLICIES**

- (a) The District uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
- (b) The District will maintain expenditure categories according to state statute and administrative regulation. The District will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
- (c) Monthly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

## Financial Management

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- (d) Monthly financial [and investment](#) updates will be presented to the Board of Commissioners.
- (e) Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
- (f) The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
- (g) The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor. The report will provide full disclosure of all financial activities and related matters.
- (h) Audits: An annual financial audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements. The accountability audit (i.e., accountability for public resources and compliance with state laws and regulations and its own policies and procedures) shall be performed every two years by the Washington State Auditor's Office.
- (i) The District's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources.

### 215.10 DEBT POLICIES

- (a) Purpose and Overview
  - 1. The Debt Policy for the District is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financing of the District. Adherence to the policy is essential to ensure that the District maintains a sound debt position and protects the credit quality of its obligations.
- (b) Capital Planning
  - 1. The District shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the District shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.
- (c) Legal Governing Principles

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1. In the issuance and management of debt, the District shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.
  2. State Statutes – The District may contract indebtedness as provided for by State law, subject to the statutory and constitutional limitations on indebtedness.
  3. Federal Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
  4. Local Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.
- (d) Roles & Responsibilities
1. The Board of Commissioners shall:
    - (a) Approve indebtedness;
    - (b) Approve appointment of the bond underwriter and bond counsel;
    - (c) Approve the Financial Policy, including the section on the Debt Policy;
    - (d) Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and
  2. The Fire Chief in consultation with the [Finance Manager/Finance Director] shall:
    - (a) Assume primary responsibility for debt management
    - (b) Provide for the issuance of debt at the lowest possible cost and risk;
    - (c) Determine the available debt capacity;
    - (d) Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
    - (e) Recommend to the Board of Commissioners the manner of sale of debt;
    - (f) Monitor opportunities to refund debt and recommend such refunding as appropriate.
    - (g) Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
    - (h) Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
    - (i) Provide for and participate in the preparation and review of offering documents;



# East Pierce Fire & Rescue

## Policy Manual

### Financial Management

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- (j) Comply with all terms, conditions and disclosure required by the legal documents governing the debt issued;
  - (k) Submit to the Board of Commissioners all recommendations to issue debt;
  - (l) Provide for the distribution of pertinent information to rating agencies;
  - (m) Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2-
  - (n) Apply and promote prudent fiscal practices.
- (e) **Ethical Standards Governing Conduct**  
The members of the District's staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17 and Ethics in Public Service, RCW 42.52.
- (f) **Types of Debt Instruments**  
The District may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of Board of Commissioners, the District is authorized to sell:
  - 1. **Unlimited Tax General Obligation Bonds (UTGO)**– The District shall use Unlimited Tax General Obligation Bonds (UTGO), also known as "Voted General Obligation Bonds" for the purpose of capital improvements, remodels, equipment purchases and property acquisition. Voted issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.
  - 2. **Limited Tax General Obligation Bonds – A Limited-Tax General Obligation debt (LTGO)**, also known as "Non-Voted General Obligation Debt", requires the District to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The District shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the District and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:
    - (a) District determines they can afford the payments;
    - (b) A project requires funding not available from alternative sources;
    - (c) Matching fund monies are available which may be lost if not applied for in a timely manner; or,
    - (d) Emergency conditions exist.
  - 3. **Special Assessment/Local Improvement District Bonds – The District shall use Special Assessment Bonds as permitted under State law for the purpose of assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the District. LID's are formed**

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by the Board of Commissioners after a majority of property owners agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.

4. Short Term Debt – The District shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The District may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund's current operations. All inter-fund loans will be subject to Board of Commissioner approval and will bear interest at prevailing rates.
5. Leases – The District is authorized to enter into capital leases under State law, subject to the approval of the Board of Commissioners.

(g) General Requirements

1. The District will not use long-term debt to pay for current operations. The use of bonds will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed; and the term of the debt will not exceed 20 years.
3. General obligation debt will not be used for self-supporting enterprise activity. The general policy of the District is to fund general-purpose public improvements and capital projects that cannot be financed from current revenues with voter-approved general obligation debt. Non-voter approved debt may be utilized when a new revenue source, or Levy lid lift revenue source can be identified to pay debt service expenses.
4. The general policy of the District is to establish debt repayment schedules that use level annual principal and interest payments.
5. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
6. The District will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the District lease- purchase equipment whose useful life is less than the term of the lease.
7. The District will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The District will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.



## Financial Management

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8. The District shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 5% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any refunding, unless otherwise justified.
9. With Board of Commissioner approval, interim financing of capital projects may be secured from the debt financing marketplace or from other funds through an inter-fund loan as appropriate in the circumstances.

### 215.11 COMMUNICATION POLICIES

- (a) It is the policy of the District to remain as transparent as possible.
- (b) The District shall manage relationships with the rating analysts assigned to the District's credit, using both informal and formal methods to disseminate information.
- (c) The District's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The Notes to the Financial Statements may be supplemented with additional documentation as required. Each year included in the Notes to the Financial Statements, the District will report its compliance with debt targets and the goals of the Debt Policies.
- (d) The District shall seek to maintain and improve its current bond rating.

### 215.12 COMPLIANCE POLICIES

- (a) Investment of Proceeds  
The District shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.
- (b) Legal Covenants  
The District shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.
- (c) Periodic Policy Review  
At a minimum, the [Financial Management policy](#), Debt Policy, and the District's Post Issuance Compliance Policy will be reviewed [annually and updated every few years](#) ~~and updated every five years.~~

### 215.13 INVESTMENT AND CASH MANAGEMENT POLICIES

Manage and invest the District's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.

- (a) Cash and Investment programs will be maintained in accordance with District regulations and will ensure that proper controls and safeguards are maintained. District

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funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

- (b) The District may develop and adopt an investment policy. Currently the Local Government Investment Pool (LGIP), which is an investment vehicle maintained by the State Treasurer's Office to help local governmental entities achieve higher rates of return by pooling local funds for economies of scale, is the only authorized investment vehicle available to the District.
- (c) The District will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
- (d) Monthly investment reports will be prepared and distributed to all departments and the Board of Commissioners showing cash position, and year-to-date budgeted and actual expenditures.
- (e) The District will conduct annual reviews of its internal controls and cash handling procedures
- (f) Internal controls will be tested on a quarterly basis at a minimum.

### **215.14 RESERVE POLICIES**

- (a) Reserve Fund
  - 1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the District.
  - 2. The District will include all fund balances in the annual budget.
  - 3. All expenditures and transfers drawn from the reserve account shall require a prior approving vote by Board of Commissioners
    - (a) The reserve is defined as a reserve for the purpose of providing carryover for the following year, providing cash flow for the first four months. This fund will be replenished so as to provide a 20 percent carryover annually.
    - (b) Annual contributions will be budgeted from the Current Expense Fund resources as available to establish and maintain the target reserve level.
- (b) Equipment Replacement Fund
  - 1. Sufficient reserves will be maintained to provide for the scheduled replacement of District vehicles and capital equipment at the end of their useful lives.
  - 2. Contributions will be made through annual budget process, transfer from the General Operating Fund, to provide for purchases in the next five years.

### **215.15 ADDITIONAL RESERVES**

Additional reserve accounts may be created by the Board of Commissioners to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.



To: **Board of Fire Commissioners**  
From: **Jon Parkinson, Fire Chief**  
Subject: **Monthly Chief's Report – May 2022**

### **City/Town Annual Updates**

I have completed presentations with all four city councils and provided them with an annual update of EPFR. I will be presenting to the Town of South Prairie on Tuesday, June 14 @ 7 pm.

- Monday, May 2 – the City of Sumner
- Tuesday, May 3 – the City of Bonney Lake
- Monday, May 9 – the City of Milton @
- Tuesday, May 10 - the City of Edgewood @
- **Tuesday, June 14 – Town of South Prairie @ 7 pm (space is limited)**

### **Annual Awards Ceremony**

Our first annual awards ceremony (since pre-recession years) was held on 5/7/22 at White River High School. The event captured retirements, promotions, awards, and commendations over the last two years. Over two hundred employees and family members were present. The event was a huge success, and the team has already begun planning for next year's event.

### **LAHAR Drill 4/29**

EPFR command staff assisted in the regional LAHAR drill on 4/29/22, which was the largest of its kind in U.S. history. The event went very well, and personnel assisted with staffing the Bonney Lake EOC, Sumner H.S. student evacuations, and the EPIC EOC in Puyallup.

### **Seattle UW Executive Leadership Program Graduation**

This weekend (5/14/22), three battalion chiefs are graduating the Seattle Fire Department Executive Leadership Academy. The program is affiliated with the UW Foster School of Business Center for Leadership and Strategic Thinking. Congratulations to BC Doyle, BC McGinnis, and BC Gilbert.

### **Class 2022-1 Graduation 5/27**

Three personnel will be graduating from the fire academy on Friday, May 27th. The recruits will start the post academy process next and deploy to the field in mid-July. The next class of seven personnel (class 2022-2) is expected to begin in late August/early September.

### **Bond Rating 6/9/22**

We have our bond rating call with S&P scheduled for June 9th. Finance Manager Hollon, Board Chair Napier, and I will all be part of the process.

### **Training Conference – State Fire Chief's Conference**

I will be attending the Washington State Fire Chief's Conference in Wenatchee on May 23rd-26th. DC Mack, AC Moore, and AC Stabenfeldt will also be attending.

### **Regional Training Consortium**

On May 12th, we held our third meeting to discuss the formation of a regional training consortium in Pierce County. This meeting involved operations chiefs, training personnel, and labor representatives. I am still very optimistic about this group executing a plan in the next few months with the intent to formalize the consortium in early 2023.

### **Cities/Town meetings:**

- Sumner Public Safety
- BL Public Safety

### **Other organizations meeting:**

- Sumner Rotary
- Bonney Lake – Tehaleh Rotary (new startup)
- Bonney Lake Chamber Collective
- Fife-Milton-Edgewood Kiwanis

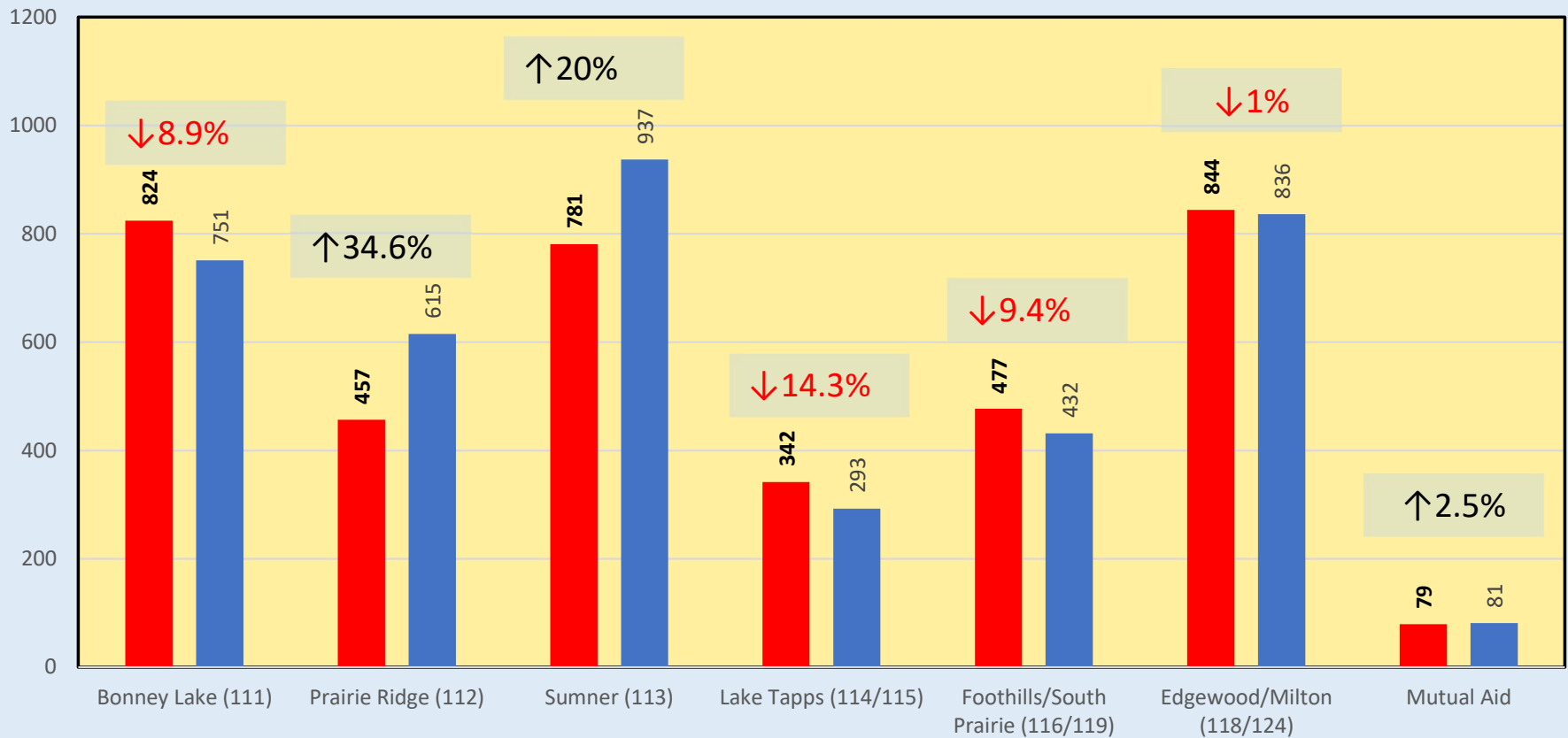


PHOTO: Courtesy of East Pierce Fire & Rescue

**This early Fire Engine is a 1963 Ford front mounted pump that carried a 1000 gallons, At times the firefighters would pump water directly from Lake Tapps to fight the fire**



## Incident Count by Station Area—YTD April 2022

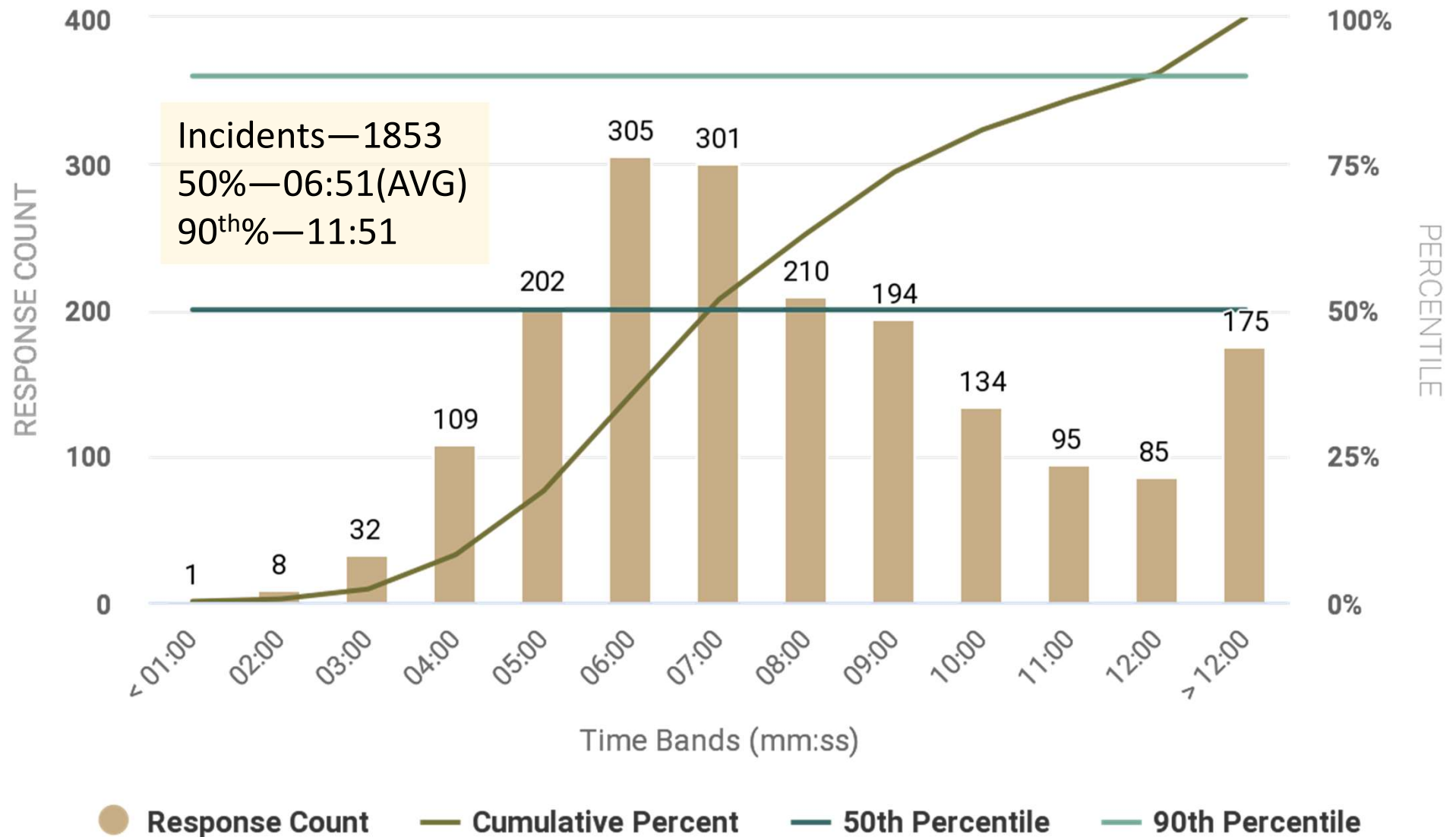


**Overall YTD Volume increased  
3.71%. For a total of 141 Incidents**

■ 2021 YTD ■ 2022 YTD TOTAL

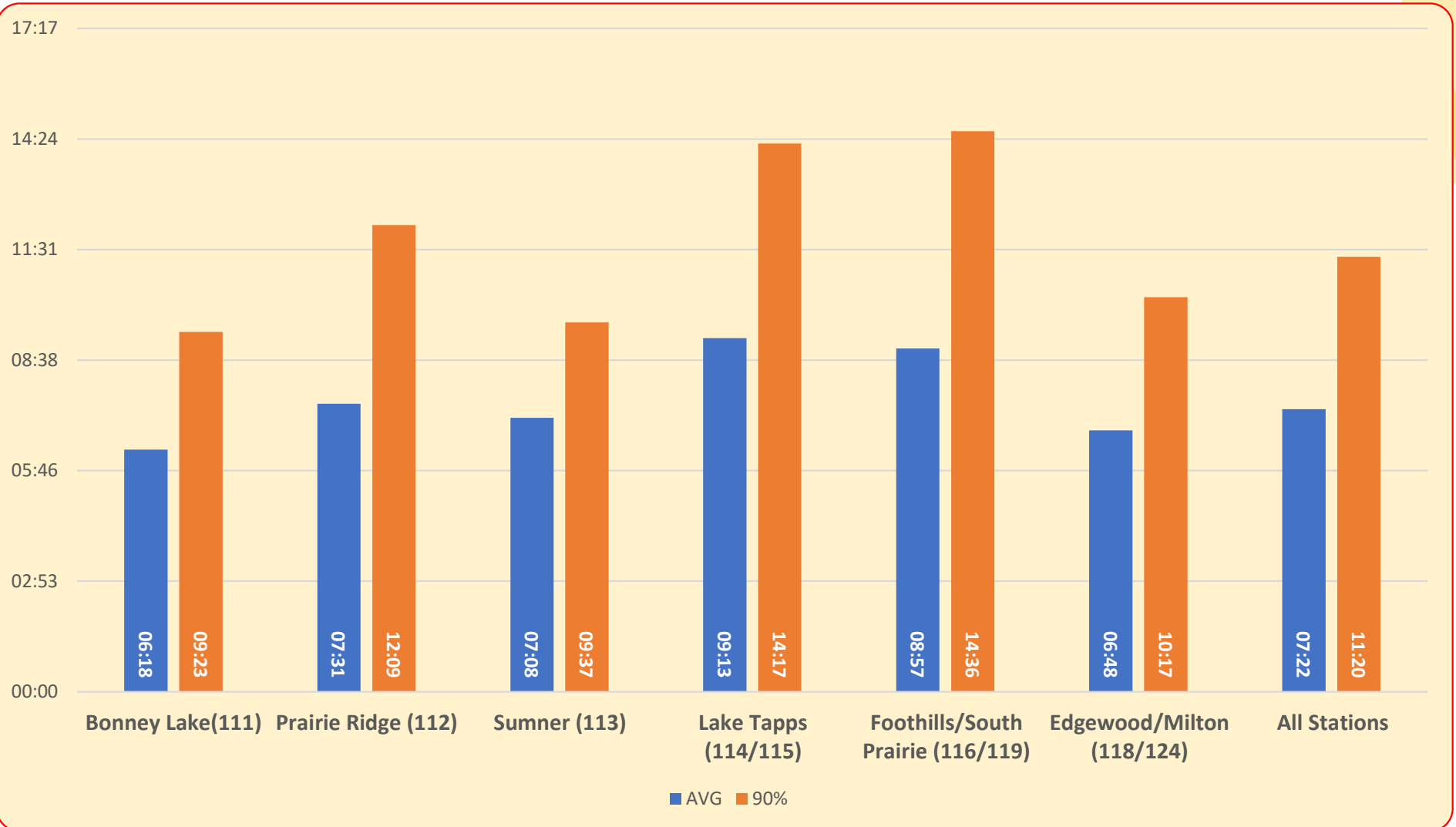
# Response Times all Units—YTD April 2022

## RESPONSE TIME (DISPATCH TO ARRIVAL)

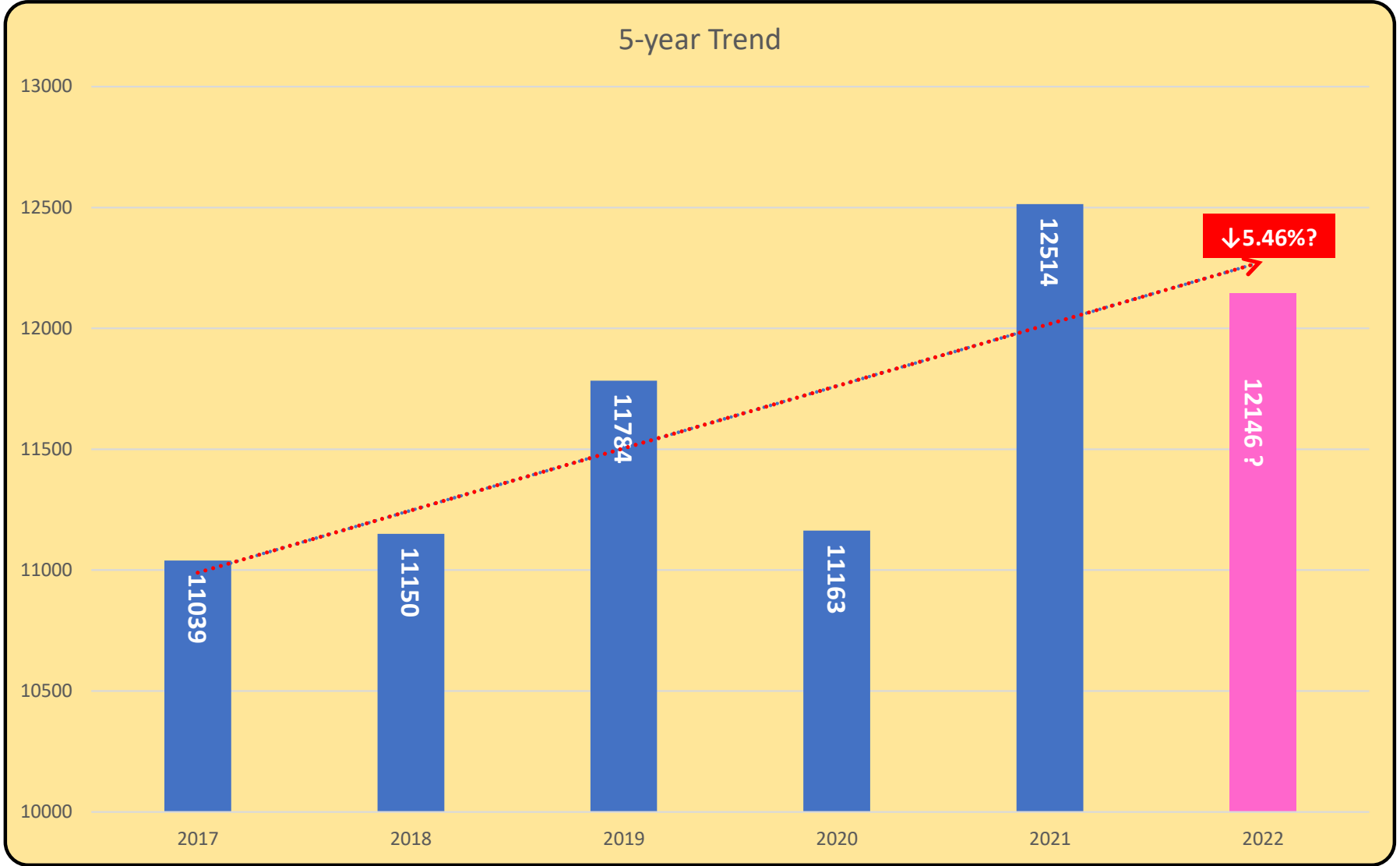


## Average Response Time by Response Area YTD

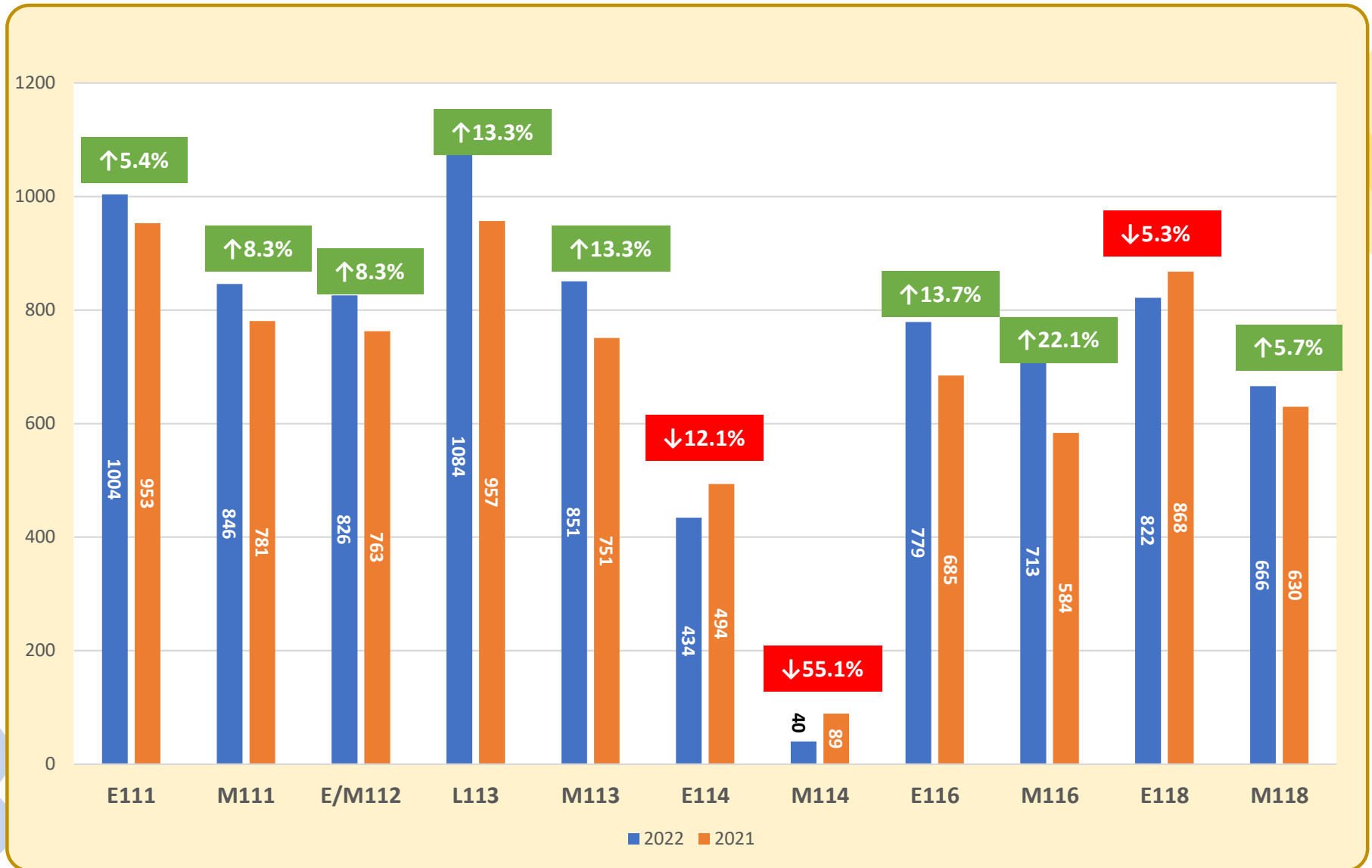
Measures time from dispatch to arrival of first unit. Priority responses only. The 90% shows time of arrival for 90% of the priority responses.





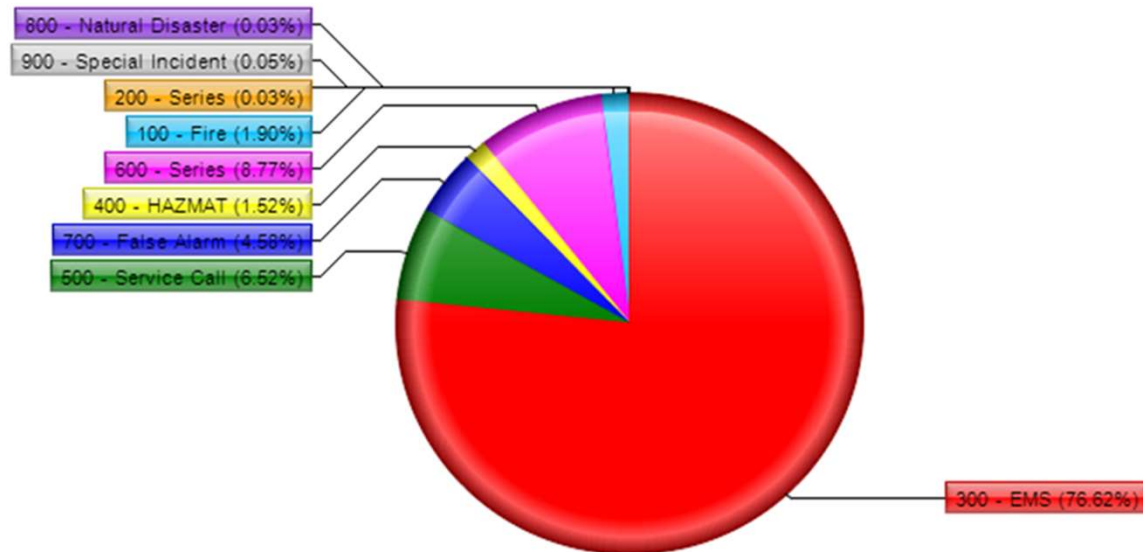


## Total Counts by Unit—YTD April 2022



## Incidents by Type—YTD thru April 2022

Incident Type Group	2022	Total
100 - Fire	75	1.9%
200 - Series	1	0.03%
300 - EMS	3031	76.62%
400 - HAZMAT	60	1.52%
500 - Service Call	258	6.7%
600 - Good intent—Includes wrong location, controlled burn, patient already transported...	347	6.52%
700 - False Alarm	181	4.56%
800 - Natural Disaster	1	0.03%
900 - Special Incident	2	0.05%
<b>Annual Total</b>	<b>3956</b>	



## Mutual Aid Given 4/1/2022—4/30/2022

Agency	Incident	Type	Date	Unit(s)	Transport
Central Pierce Fire Dept	EPF22003238	Unauth Burn	4/7/22	L113	No
Orting Fire Dept	EPF22003084	Fire	4/3/22	E116	No
Orting Fire Dept	EPF22003378	EMS	4/12/22	E116	No
Orting Fire Dept	EPF22003866	Comm Fire	4/27/22	BC111, L113, E114	No
Tacoma Fire Dept	EPF22003712	Pt. Assist	4/23/22	E118	No
Central Pierce Fire Dept	EPF22003691	EMS	4/22/22	M113	Yes
Central Pierce Fire Dept	EPF22003402	EMS	4/13/22	M113	Yes
Tacoma Fire Dept	EPF22003711	Moveup	4/23/22	E118	No
Central Pierce Fire Dept	EPF22003685	Wires Down	4/22/22	E111	No

# Mutual Aid Received

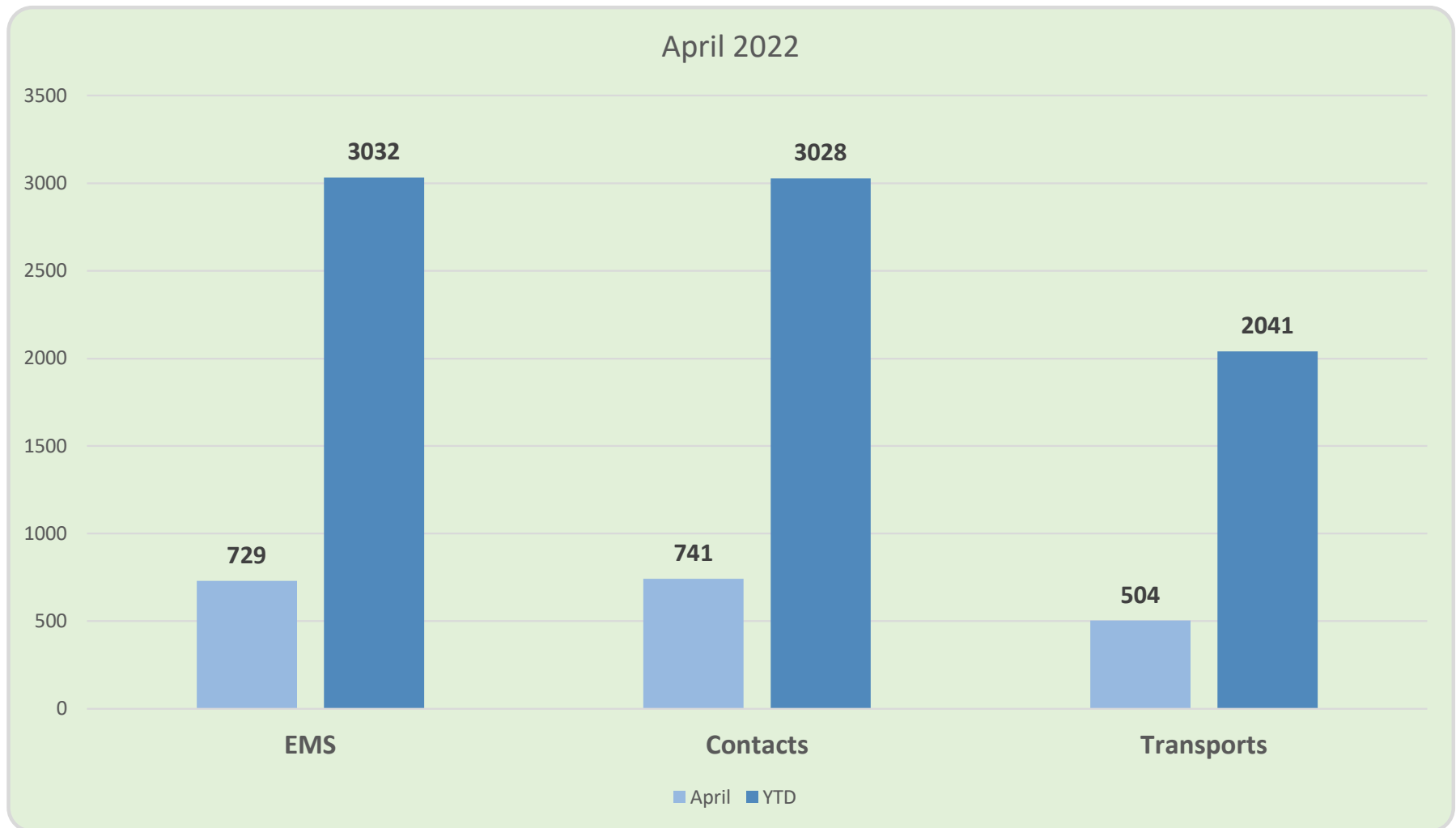
## 4/1/2022—4/30/2022

Agency	Incident	Type	Date	Unit(s)	Transport
AMR	EPF22003295	EMS	4/9/22	M35	No
Orting Fire Dept	EPF22003243	EMS	4/7/22	M40	No
Buckley Fire Dept	EPF22003246	Unauth Burn	4/7/22	M35	No
Central Pierce Fire Dept	EPF22003037	MVA	4/1/22	M72	No
Orting Fire Dept	EPF22003461	MVA	4/15/22	M40	Yes
Central Pierce Fire Dept	EPF22003811	MVA	4/26/22	E71	No
Carbonado Fire Dept	EPF22003074	EMS	4/3/22	AID39	No
Orting Fire Dept	EPF22003150	MVA	4/4/22	E40, CHF40, MSO40	No
Central Pierce Fire Dept	EPF22003181	EMS	4/5/22	M71	No
Buckley Fire Dept	EPF22003131	CPR	4/4/22	CHAP671	No
Central Pierce Fire Dept	EPF22003893	MVA	4/28/22	M71	Yes
Central Pierce Fire Dept	EPF22003906	EMS	4/29/22	M71	No
Orting Fire Dept	EPF22003241	Res. Fire	4/7/22	E34, E40, E71	No
Buckley Fire Dept	EPF22003495	EMS	4/16/22	M35	Yes
AMR	EPF22003183	EMS	4/5/22	M35	Yes
Buckley Fire Dept	EPF22003771	EMS	4/24/22	M35	Yes
Buckley Fire Dept	EPF22003558	EMS	4/18/22	M35	No
Central Pierce Fire Dept	EPF22003480	EMS	4/15/22	M71	Yes
Central Pierce Fire Dept	EPF22003617	EMS	4/20/22	M71	Yes
Buckley Fire Dept	EPF22003534	EMS	4/17/22	M35	Yes
Buckley Fire Dept	EPF22003621	EMS	4/20/22	M35	Yes
Central Pierce Fire Dept	EPF22003603	EMS	4/19/22	M71	Yes
AMR	EPF22003674	EMS	4/22/22	M35	No
Buckley Fire Dept	EPF22003757	EMS	4/24/22	M35	Yes

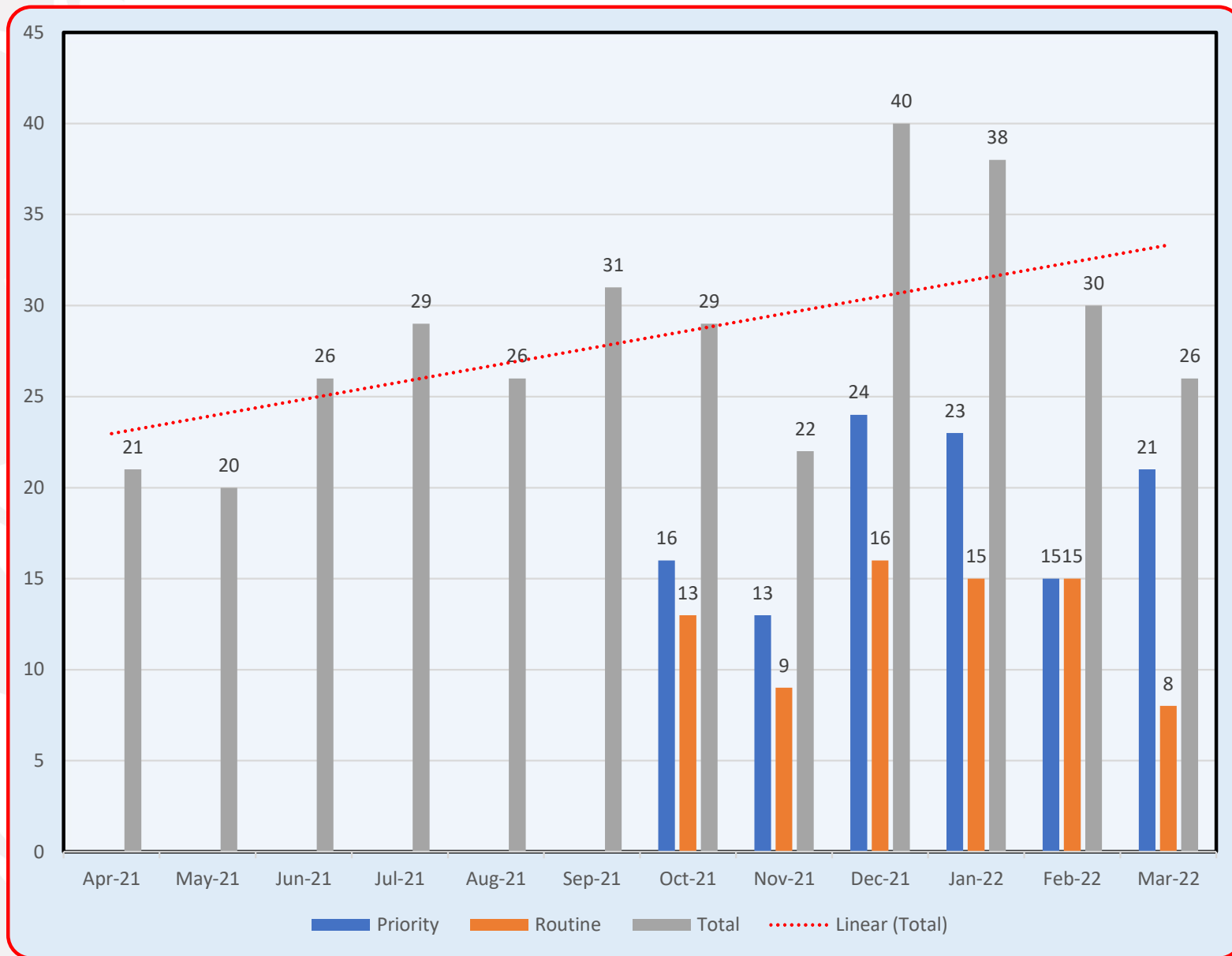
# Transports

EMS calls can include MVAs with no injuries, or incidents where no contact is made with an identified patient.

Patient contacts include every time an assessment is made on an identified patient.



# Tehaleh Responses April 2022

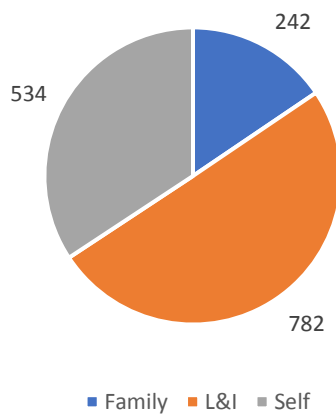


	Calls	Response Time
Total Calls	33	12:05
Priority	11	11:45
Non-Priority	22	12:12

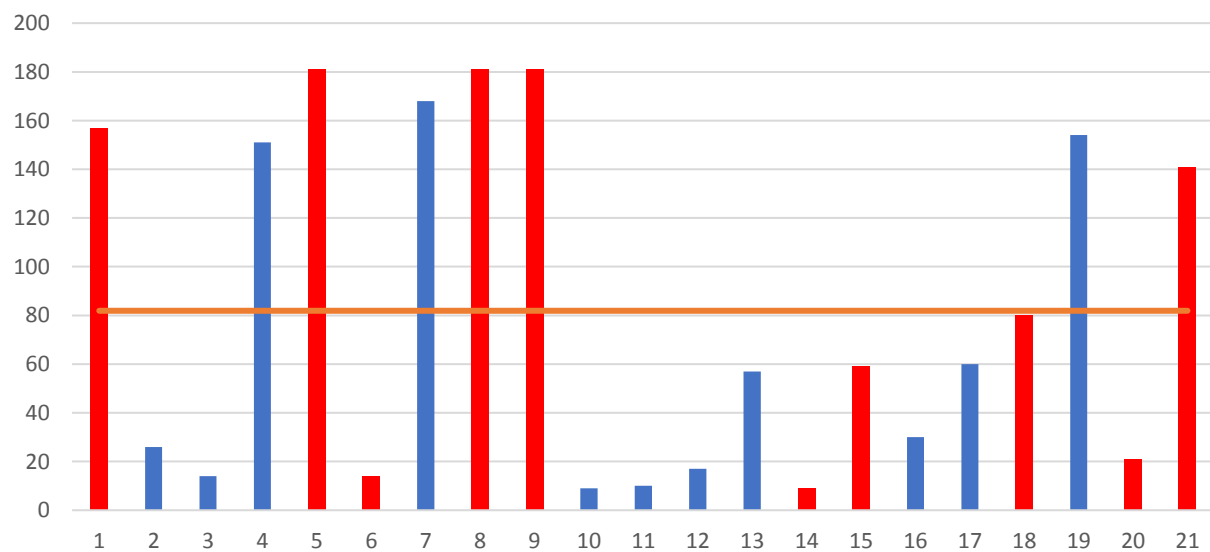
## Injury – Medical Leave Report – May 2022

- In 2022, a total of 21 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 81.9 calendar days
- 10 L&I claims for time-loss injuries have occurred in 2022 (seen below in red).
  - Several of these claims qualify for the Stay-at-Work program through L&I

Time Loss by Type (calendar days)



Time Loss by Employee (calendar days)







To: **Board of Fire Commissioners**  
From: **Phil Herrera, Project Manager**  
Subject: **Bond Update – May 2022**

#### **Station 118**

- We received much of the steel, but progress is still behind schedule due to material delays.
- With the recent steel deliveries, the framers are back at it and we should have the roof framing complete on the east side of the apparatus bay, Gridlines 1-5.
- All the steel except for the apparatus bay beams will be on site this month. Our delivery of apparatus bay beams is due in July.

#### **Station 111**

- We received the latest review comments from the city on May 11<sup>th</sup>. There are minor items to correct.
- The city has accepted our “appeal” of the code interpretation denial on Traffic Impact Fees. They sent us a letter indicating they have just hired a hearing examiner and we will be getting a hearing date notice soon.
- With the latest permit review in, we are setting May 26<sup>th</sup> for posting the bid notice and will close bidding on June 28<sup>th</sup>.

#### **Station 114**

- Land-use requirements are in permitting with Pierce County, progressing on schedule
- Plan set is 70% complete for building permit submittal.
- We are close to submitting our construction document set for Pierce County review in June. The County has been very good to work with to this point. They are still indicating a willingness to make our process go smoothly.

#### **Station 117**

- Site survey is complete.
- We have the initial site civil design and have asked to make a few changes. We will submit for design review as soon as we have this completed.
- We are still targeting June for civil review and construction document submittal in July.

**Station 112**

- We have a PSA on the property. Currently conducting our due diligence.

<b>All Projects</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
<b>Totals</b>	\$72,800,867	\$10,152,185	\$62,509,524

<b>Station 111</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
Architect/Engineer @ 14% of CC	\$ 1,729,000	\$ 1,515,566	\$ 213,434
Permitting @ 2% (no escalation)	\$ 247,094	\$ 87,833	\$ 159,261
Construction + Escalation +WSST	\$ 13,662,000	\$ -	\$ 13,662,000
Land Acquisition	\$ 2,500,000	\$ -	\$ 2,500,000
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 1,813,539	\$ 23,567	\$ 1,789,972
Project Contingency @ 5%	\$ 617,734	\$ -	\$ 617,734
Change Orders @ 5% of TCC	\$ 617,735	\$ -	\$ 617,735
<b>Overall Project</b>	<b>\$ 21,187,102</b>	<b>\$ 1,626,966</b>	<b>\$ 19,560,136</b>

<b>Station 112</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
Architect/Engineer @ 14% of CC	\$ 1,075,789	\$ 30,988	\$ 1,044,801
Permitting @ 2% (no escalation)	\$ 153,684	\$ -	\$ 153,684
Construction + Escalation +WSST	\$ 9,023,049	\$ -	\$ 9,023,049
Land Acquisition	\$ 1,500,000	\$ 3,704	\$ 1,496,296
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 1,142,369	\$ -	\$ 1,142,369
Project Contingency @ 5%	\$ 384,210	\$ -	\$ 384,210
Change Orders @ 5% of TCC	\$ 384,211	\$ -	\$ 384,211
<b>Overall Project</b>	<b>\$ 13,663,312</b>	<b>\$ 34,692</b>	<b>\$ 13,628,620</b>

<b>Station 114</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
Architect/Engineer @ 14% of CC	\$ 810,994	\$ 521,331	\$ 289,663
Permitting @ 2% (no escalation)	\$ 115,856	\$ 1,700	\$ 114,156
Construction + Escalation +WSST	\$ 6,972,899	\$ -	\$ 6,972,899
Land Acquisition	\$ 1,500,000	\$ 726,370	\$ 773,630
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 877,031	\$ 16,732	\$ 860,299
Project Contingency @ 5%	\$ 289,640	\$ -	\$ 289,640
Change Orders @ 5% of TCC	\$ 289,641	\$ -	\$ 289,641
<b>Overall Project</b>	<b>\$ 10,856,061</b>	<b>\$ 1,266,133</b>	<b>\$ 9,589,928</b>

<b>Station 117</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
Architect/Engineer @ 14% of CC	\$ 824,970	\$ 11,706	\$ 813,264
Permitting @ 2% (no escalation)	\$ 117,853	\$ -	\$ 117,853
Construction + Escalation +WSST	\$ 7,761,107	\$ -	\$ 7,761,107
Land Acquisition	\$ -	\$ -	\$ -
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 803,009	\$ 16,732	\$ 786,277
Project Contingency @ 5%	\$ 294,632	\$ -	\$ 294,632
Change Orders @ 5% of TCC	\$ 294,632	\$ -	\$ 294,632
<b>Overall Project</b>	<b>\$ 10,096,203</b>	<b>\$ 28,438</b>	<b>\$ 10,067,765</b>

<b>Station 118</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
Architect/Engineer @ 14% of CC	\$ 1,372,326	\$ 1,086,224	\$ 286,102
Permitting @ 2% (no escalation)	\$ 196,047	\$ 37,021	\$ 159,026
Construction + Escalation +WSST	\$ 11,166,706	\$ 4,398,589	\$ 6,768,117
Land Acquisition	\$ -	\$ -	\$ -
Relocation	\$ 500,000	\$ 371,228	\$ 128,772
EPFR Soft costs	\$ 1,502,129	\$ 26,156	\$ 1,475,973
Project Contingency @ 5%	\$ 561,883	\$ -	\$ 561,883
<i>Change Orders @ 5% Bid</i>	\$ 418,350	\$ 139,158	\$ 279,192
<b>Overall Project</b>	<b>\$ 15,717,441</b>	<b>\$ 5,919,218</b>	<b>\$ 9,659,065</b>

<b>Station 124</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
Architect/Engineer @ 14% of CC	\$ -	\$ -	\$ -
Permitting @ 2% (no escalation)	\$ -	\$ -	\$ -
Construction + Escalation +WSST	\$ -	\$ -	\$ -
Land Acquisition	\$ 1,275,748	\$ 1,275,748	\$ -
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ -	\$ -	\$ -
Project Contingency @ 5%			
Change Orders @ 5% of TCC	\$ -	\$ -	\$ -
<b>Overall Project</b>	<b>\$ 1,275,748</b>	<b>\$ 1,275,748</b>	<b>\$ -</b>

<b>Station 116</b>	<b>Budget</b>	<b>Expenses to Date</b>	<b>Remaining</b>
Architect/Engineer	\$ 5,000	\$ 990	\$ 4,010
<b>Overall Project</b>	<b>\$ 5,000</b>	<b>\$ 990</b>	<b>\$ 4,010</b>







We have steel columns and beams arriving on the jobsite and being erected.

The issues of supply chain have caused significant delay for some steel components. This month we began receiving the columns and beams that are between grids 1-5. This is the living and office area of the station



Grids 11-12 are the area on the west side of the apparatus bay that includes the fitness room, storage, and shop areas, as well as the decontamination room. The steel for this area will arrive this week.

The apparatus bay makes up grids 6-10. Unfortunately, under the current conditions, the steel for the beams in this area are only being produced once a year. That beam steel is set to ship out from the east coast at the end of June. The finished beams will arrive on site in the middle of July.