



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
October 17, 2023
7:00 p.m.

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

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/84062214445>

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

1. CALL TO ORDER – 7:00 PM

2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME

- a) Roll Call/ Pledge of Allegiance
- b) Welcome the Public
- c) Honors and Recognition

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the September 19th Regular Meeting..... Pages 3-6
- b) Treasurer’s Report..... Pages 7-8
- c) Approve Finances..... Pages 9-13
- d) Financial Waiver
 - i) Transport Account 132790964 in the amount of \$117.10 Page 14

5. PRESENTATIONS..... None

6. VISITORS Open to Public Comments

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

7. BOND-2018:

- a) Update - Herrera Pages 15-17

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 18-22
- b) Deputy Chiefs Report..... Pages 23-24
- c) Monthly Injury Report..... Page 25

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 10/6 Committee Meeting – Wernet..... None
- b) Finance Committee – Notes from 10/9 Committee Meeting – Napier..... Page 26

c) HR Committee –..... None

10. RESOLUTIONS:

a) Resolution 1032 – Cancellation of Warrants – Hollon..... Pages 27-29

b) Resolution 1033 -- Delegation of Contract Authority – Hollon..... Pages 30-31

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

a) 2024 Budget (1st Reading) – Hollon/Parkinson..... Pages 32

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

a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

a) Snure Seminar – Byerley..... None

b) WFCA Conference

i) Additional Banquet Tickets – Byerley..... Page 33

ii) Travel Information– Byerley None

c) Clothing – Byerley None

14. EXECUTIVE SESSION: Per RCW 42.30.110(1)(g) to review the performance of a public employee.

15. COMMISSIONER ACTION/DISCUSSION: None

16. ADJOURN

EVENTS:

- October 26, 2023PC Commissioners- No Meeting – Annual Conference
- November 16, 2023PC Commissioner Meeting
- December 7, 2023..... PC Commissioners- No Meeting – Annual Awards

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

September 19, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on September 19, 2023, in-person and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Pat McElligott, Randy Kroum, Cynthia Wernet, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Kevin Garling
Commissioners Unexcused: Commissioner Mike Cathey

AUDIENCE: Michael Egan

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

Commissioner Egan moved to approve the agenda as presented. The motion was seconded by Commissioner Kroum and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the August 15th Regular meeting; minutes from the August 23rd Special meeting; treasurer's report; current expense vouchers 230902001-230902083 in the amount of \$694,567.03; payroll vouchers 230901001-230901011 in the amount of \$422,838.55; electronic payroll in the amount of \$ 2,479,963.93; Capital expense vouchers 230903001-230903023 in the amount of \$1,490,135.52; post-meeting payroll transactions in the amount of \$939.28; and financial waiver for transport account number 132777744 in the amount of \$124.80.). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: Progress continues at a good pace. On schedule to dry the building during October. Command Staff walked through last week and made some minor office wall adjustments. Attorney Quinn is writing a letter to the City regarding road improvement requirements.

Station 112: Conditional Use Permit customer service meeting went well. The county will let us stack permit reviews to save us processing for the public review times and have just one hearing examiner review. They are also going to let us submit our building permit prior to receiving an approved CUP. We have now moved the building permit submittal up to Oct 16th.

Station 114: All footings and foundations completed. Plumbing and electrical that goes under the slab complete in operations area. Ready to pour the slab next week. Work to prep for the slab also continues in that app bay and support areas.

Station 117: Groundbreaking ceremony was a success; approximately 150 people in attendance. Notice to proceed has been given. Contract is mobilizing to start work this week. The final building permit has not yet been issued.

Station 118: General contractor has been working diligently to respond to all final inspection comments; new comments with every re-inspection has made it a process of chasing a moving target. Punch list are being fixed and testing is underway. Furnishings are being installed. Goal is to open the station the week of October 9th.

Station 124: No changes.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Deputy Chief Mack's retirement; OVFR became part of CPFR effective 9/1; MSO soft seat deployed on 9/12; Fire station update: Station 124 remodel bid closed on 8/28, bid awarded, Station 117 groundbreaking ceremony was successful; King County Leadership Conference was attended by Command Staff and several battalion chiefs; Finance Committee will meet on 10/9; Open House is on 9/30; Levy committee update; updated timeline for 2024 Budget process; Beautify Bonney Lake-both Chief Parkinson and DC Stabenfeldt participated; SS911 single radio system- Chief will be speaking on behalf of the PC Fire Chief Association to the PC Council; and provided an update on concerns with the PC EMS office and system.

Q3 Strategic Plan Update: Update provided in agenda packet. Chief Parkinson answered some questions asked by the Board regarding blood testing and recruitment. Blood testing will be offered to personnel as part of as part of goal 1 to provide resources for cancer prevention/detection. Also, part of goal 1, to encourage applicants from a diverse range of backgrounds, Chief Parkinson reported that free testing and removing the EMT requirement for applicants has increased recruitment numbers significantly and increased diversity.

Q3 Standard of Cover Update: Update provided in agenda packet.

Q3 Financial Assessment Update: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS: None

RESOLUTIONS:

Resolution 1028- Transfer of funds (Reserve to GL): Finance Manager Michelle Hollon presented to the Board Resolution 1028 requesting the transfer of funds in the amount of \$ 1,014,210 from the Reserve Fund to the General fund to cover purchase of one new medic unit, the refurbish of two engines, and the purchase of three staff vehicles as part of the 2023 approved budget. Commissioner Kroum moved to approve Resolution 1028 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,014,210. The motion was seconded by Commissioner Egan and carried.

Resolution 1029- Transfer of funds (GL to Capital): Finance Manager Michelle Hollon presented to the Board Resolution 1029 requesting the transfer of funds in the amount of \$ 22,746 from the General Fund to the Capital fund to return funds that were charged to the Capital fund for charges to PSE for capital projects. The charges from PSE were estimated for equipment and services for capital projects. Actual costs were much lower, and PSE issued a refund check in the amount of \$22,746. Commissioner Egan moved to approve Resolution 1029 to transfer funds from the General Fund to the Capital Fund in the amount of \$22,746. The motion was seconded by Commissioner Kroum and carried.

Resolution 1030- Cancellations of Warrants: Finance Manager Michelle Hollon presented to the Board Resolution 1030 requesting the cancellation of warrants. IMS Alliance was issued a check in the amount of \$20.97 for services, they contacted the AC of Logistics, and he paid them over the phone in error resulting in a duplicate payment. Municipal Emergency Services was issued a check in the amount of \$56,451.63 for equipment, it was realized the company had a new address after the check was mailed. Unsure of the status of the check it is declared lost in mail and not cashed. The total amount to be cancelled is \$56,472.60. Commissioner McElligott moved to Resolution 1030 cancelling warrant 1699398 and 1699421 in the total amount of \$56,472.60. The motion was seconded by Commissioner Kroum and carried.

Resolution 1031- Sole Source (USDD): Chief Parkinson presented to the Board Resolution 1031 requesting to declare US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System. The District is seeking to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System from US Digital Designs for the new Station 111, 114 and 117. The system is quoted over the \$40,000 threshold by USDD and is the sole manufacturer of the system. This system is used by SS911, PSAP for Pierce County and will not utilize a different system, declaring USDD as sole source would serve the public interest. The District's other fire stations utilize this system as well and purchasing a different system would result in incompatibility issues. The District's Attorney, Eric Quinn has reviewed the request for sole source and has provided a letter of opinion. Commissioner Kroum moved to approve Resolution 1031 declaring US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System and waiving competitive bid requirements. The motion was seconded by Commissioner Egan and carried.

NEW BUSINESS:

Bond Expense Projection: Chief Parkinson provided information on projected revenues and expenditures for the bond fund. Information regarding projected ending fund balance and arbitrage expenses were also disclosed. No action was taken by Board, information only.

Special Teams Overview: Deputy Chief Kevin Stabenfeldt gave a presentation on the district's special operations teams. The overview included the leadership; types of teams including a brief summary of what they do, where they are assigned, number of members, and general response types; as well as some general challenges for the teams. No action was taken by Board, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Timecards: District Secretary Corina Byerley reminded Board to turn in pay requests for 2023 time by December 5th to be paid from the 2023 budget.

Snure Seminar: District Secretary Corina Byerley provided information in the agenda packet regarding the Snure Seminar that will be held on October 25th at 6:30pm. Commissioner Wernet will be attending in person, Commissioner Napier expressed interest in attending.

WFCA Additional Banquet Tickets: District Secretary Corina Byerley provided information in the agenda packet regarding purchasing additional banquet tickets for spouses that are attending the WFCA conference in October.

Open House: District Secretary Corina Byerley provided information in the agenda packet regarding the upcoming Open House on September 30th.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 9:09 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan

DRAFT



EAST PIERCE FIRE & RESCUE

September 2023

for October 17, 2023 Meeting

	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
				3 Months Remaining =	25.00%

General Fund (Current Expense)

Net Cash & Investments 12/31/2022 \$ **13,675,288** Budgeted

Operating Revenues

Property Tax - Current	432,562	19,554,679	35,580,911	16,026,232	45.0%
Property Tax - Prior Year/Delinquent	14,605	297,565	-	(297,565)	0.0%
Other Taxes	-	13,409	18,500	5,091	27.5%
Regular EMS Transport	236,170	2,244,516	2,800,000	555,484	19.8%
GEMT Transport	409,675	2,894,551	3,100,000	205,449	6.6%
GEMT Reconciliation	-	654,229	600,000	(54,229)	-9.0%
Intergovernmental	26,579	580,487	201,375	(379,112)	-188.3%
Tehaleh Mitigation	-	2,450	100,000	97,550	97.6%
Transfers in from Reserves/Capital	1,014,210	1,733,893	5,573,342	3,839,449	68.9%
Other Revenue	32,241	1,026,708	1,529,770	503,062	32.9%
Total Operating Revenues	2,166,042	29,002,486	49,503,898	20,501,412	41.4%

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

	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
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Administration <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>	423,451	2,173,038	2,901,818	728,780	25.1%
Operations <i>(Fire, Training, Volunteers)</i>	2,392,402	21,765,381	30,172,400	8,407,019	27.9%
EMS	238,920	2,018,019	3,056,911	1,038,892	34.0%
Prevention <i>(Fire Prevention, Pub Ed)</i>	111,425	1,005,603	1,320,488	314,885	23.8%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	316,358	3,448,932	4,793,239	1,344,307	28.0%
Capital <i>(Project Manager)</i>	34,010	756,345	189,716	(566,629)	-298.7%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	63,709	1,417,436	5,383,626	3,966,190	73.7%
Transfers Out	22,746	3,557,639	1,685,700	(1,871,939)	-111.0%
Total Operating Expenses	3,603,021	36,142,393	49,503,898	13,361,505	27.0%
Payroll Clearing Accruals	(24,192)	(31,218)			
Operating Expenses Net of Accruals	3,578,828	36,111,174			
Ending Net Cash & Investments			\$ 6,566,600		

Reserve Fund

Net Cash & Investments 12/31/2022 \$ **27,075,250** Budgeted

	Other Revenues	Transfer In	Transfer Out	Balance as of 09/30/23	(Short)/Over
Reserve Balances					
General Reserve				3,622,822	108,378
Equipment Reserve			1,014,210	12,868,962	N/A
Facilities Reserve				1,164,643	364,643
Employee Compensation Reserve				883,058	83,058
Capital Facilities Phase 2				14,165,839	Balance
Sale of Tax Title Property					
Investment Interest	146,824				
Current Month Total	146,824	-	-		
Year to Date Total	\$ 1,172,357	\$ 3,534,893	\$ 1,500,119	\$ 32,705,324	



EAST PIERCE FIRE & RESCUE

September 2023

for October 17, 2023 Meeting

Capital (Construction) Fund UTGO Bonds 2018	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 15,999,374	Budgeted	
Revenues					
Investment Interest	22,193	409,829	75,000	(334,829)	-446.4%
Transfer In - GF - Vendor Tax Refund	22,746	22,746	-	-	0.0%
Total Revenues	44,939	432,575	75,000	(334,829)	-446.4%
Expenses					
Capital Expenditures/Expenses	8,283	47,541	-	(47,541)	0.0%
Capital Purchases-Station 111	864,230	8,167,801	-	(8,167,801)	0.0%
Capital Purchases-Station 112	31,785	96,266	-	(96,266)	0.0%
Capital Purchases-Station 114	493,064	2,291,564	-	(2,291,564)	0.0%
Capital Purchases-Station 117	24,915	417,854	-	(417,854)	0.0%
Capital Purchases-Station 118	58,981	1,501,916	-	(1,501,916)	0.0%
Capital Purchases-Station 124	8,878	87,667	-	(87,667)	0.0%
Transfer Out - GF - Cap Fac Mgr	-	233,774	47,429	(186,345)	-392.9%
Total Expenses	1,490,136	12,844,383	47,429	(12,796,954)	-26981.3%
Ending Net Cash and Investments			\$ 3,587,566		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 40,482,068	Budgeted	
Revenues					
Investment Interest	183,019	1,524,019	1,365,000	(159,019)	0.0%
Total Revenues	183,019	1,524,019	1,365,000	(159,019)	
Expenses					
Capital Purchases	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	142,287	142,287	
Total Expenses	-	-	142,287	-	0.0%
Ending Net Cash and Investments			\$ 42,006,087		
** Note: \$1,000,000 of Ending Net Cash reserved for IRS for arbitrage true-up **					



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
10/12/23	4333	ALL CITY SAWING AND DRILLING LLC	\$3.33
10/12/23	4335	BUNCE RENTAL - TACOMA	\$68.94
10/12/23	4336	CITY OF MILTON	\$798.30
10/12/23	4339	JONES & ROBERTS CO.	\$489,059.45
10/12/23	4340	MCCLATCHY COMPANY LLC	\$707.00
10/12/23	4342	OTTO ROSENAU & ASSOCIATES, INC.	\$6,853.66
10/12/23	4343	PERFORMANCE SYSTEMS INTEGRATION LLC	\$665.18
10/12/23	4344	PIERCE COUNTY SEWER	\$35.03
10/12/23	4346	RICE FERGUS MILLER ARCHITECTURE	\$180,127.71
10/12/23	4334	ANDY JOHNSON & CO. INC.	\$511,760.73
10/12/23	4337	DRAIN PRO, INC.	\$250.00
10/12/23	4338	JODY MILLER CONSTRUCTION	\$118,070.29
10/12/23	4341	MOBILE MODULAR	\$344.93
10/12/23	4345	PUGET SOUND ENERGY	\$695.80
10/12/23	4347	ROBERT HALF	\$6,724.20
10/12/23	4348	TRANSPOGROUP	\$4,333.75
10/12/23	4349	US DIGITAL DESIGNS INC	\$8,569.09
10/12/23	4254	ABM JANITORIAL SERVICES	\$2,281.42
10/12/23	4255	ADVANCE TRAVEL FUND	\$1,403.76
10/12/23	4350	WA STATE DEPT OF ECOLOGY	\$780.00
10/12/23	4256	ARACRI ALESSANDRO	\$422.79
10/12/23	4257	BALLOON SPECIALTIES	\$559.53
10/12/23	4258	BARNHART MD PS STEPHEN W	\$7,875.00
10/12/23	4261	C.W. NIELSEN MFG CORP	\$2,000.38
10/12/23	4262	CARDINAL HEALTH 112, LLC	\$3,879.85
10/12/23	4265	CINTAS CORPORATION # 461	\$7,449.68
10/12/23	4266	CITY OF PUYALLUP	\$27,435.00
10/12/23	4268	DAVIS DOOR SERVICE, INC	\$371.43
10/12/23	4269	DEPT OF NATURAL RESOURCES	\$5,346.89
10/12/23	4259	BOUND TREE MEDICAL LLC	\$432.73
10/12/23	4260	BYERLEY CORINA	\$1,376.40
10/12/23	4263	CENTRAL PIERCE FIRE & RESCUE	\$174.60
10/12/23	4264	CHS	\$1.09
10/12/23	4267	CJ's DELI	\$86.18
10/12/23	4270	DEPT OF NATURAL RESOURCES	\$3,136.51
10/12/23	4271	EIGHT TWENTY EIGHT	\$5,000.00
10/12/23	4274	FREIGHTLINER NORTHWEST	\$309.93
10/12/23	4275	GALLS, LLC	\$1,097.82

10/12/23	4276	GILBERT MATT	\$845.00
10/12/23	4272	EMS SURVEY TEAM	\$1,409.58
10/12/23	4273	EMS TECHNOLOGY SOLUTIONS LLC	\$2,109.73
10/12/23	4277	HANEY MELISSA	\$1,311.59
10/12/23	4278	HERITAGE-CRYSTAL CLEAN LLC	\$1,194.58
10/12/23	4280	JAMES OIL CO. INC.	\$21,196.05
10/12/23	4283	L N CURTIS & SONS	\$2,576.50
10/12/23	4285	LEE MATT	\$1,197.21
10/12/23	4287	LEVEL ONE SECURITY INC	\$163.95
10/12/23	4288	LIFE ASSIST	\$28,648.13
10/12/23	4290	LUND FAUCETT	\$2,370.00
10/12/23	4279	HUGHES FIRE EQUIPMENT, INC.	\$3,042.77
10/12/23	4281	KENT D. BRUCE COMPANY	\$483.63
10/12/23	4282	KILLION JENNIFER	\$15.40
10/12/23	4284	LACHOWITZER JEFF	\$350.00
10/12/23	4286	LES SCHWAB TIRE CENTERS	\$2,760.70
10/12/23	4289	LINDE GAS & EQUIPMENT INC	\$1,341.09
10/12/23	4291	LUSTRE-CAL	\$910.00
10/12/23	4293	MCCLATCHY COMPANY LLC	\$334.18
10/12/23	4294	MOSHER KYLE	\$198.30
10/12/23	4297	MUNICIPAL EMERGENCY SERVICES	\$7,502.99
10/12/23	4292	LYNN ERIC	\$587.90
10/12/23	4295	MSDSOONLINE INC dba VELOCITYEHS	\$3,073.81
10/12/23	4296	MUELLER BRYAN	\$750.00
10/12/23	4298	NATIONAL TESTING NETWORK	\$275.00
10/12/23	4299	NFPA	\$175.00
10/12/23	4300	ODP BUSINESS SOLUTIONS LLC	\$140.97
10/12/23	4301	PACIFIC OFC AUTOMATION (OR)	\$148.28
10/12/23	4303	PC BUDGET & FINANCE DEPT	\$14,965.75
10/12/23	4304	PERFORMANCE SYSTEMS INTEGRATION LLC	\$1,258.35
10/12/23	4566	AFLAC	\$485.49
10/12/23	4567	DIMARTINO ASSOCIATES (WSCFF)	\$20,492.71
10/12/23	4302	PACIFIC OFFICE AUTOMATION	\$599.12
10/12/23	4305	PIERCE COUNTY SEWER	\$72.22
10/12/23	4306	PLANCICH CODY	\$875.00
10/12/23	4307	PUBLIC SAFETY PSYCHOLOGICAL SERVICES	\$6,300.00
10/12/23	4568	EMPLOYMENT SECURITY DEPT.	\$4,631.00
10/12/23	4308	PUGET SOUND ENERGY	\$7,145.07
10/12/23	4309	QUINN ERIC	\$600.00
10/12/23	4569	EMPLOYMENT SECURITY-LTC	\$13,363.61
10/12/23	4310	REHN AND ASSOCIATES	\$75.00

10/12/23	4571	GET PROGRAM	\$781.00
10/12/23	4311	RON & LEOS WELDING SERVICE	\$418.88
10/12/23	4573	LABOR & INDUSTRIES	\$253,245.82
10/12/23	4314	SEAWESTERN	\$7,829.33
10/12/23	4574	LEOFF HEALTH & WELFARE TRUST	\$374,135.12
10/12/23	4570	EMPLOYMENT SECURITY-PFML	\$49,045.61
10/12/23	4572	IAFF - FIREPAC	\$741.00
10/12/23	4312	RUFF ERICH	\$80.63
10/12/23	4313	SEATTLE TIMES	\$14,868.49
10/12/23	4315	SITECRAFTING, INC.	\$469.00
10/12/23	4578	WSCFF - FASTPAC	\$559.50
10/12/23	4575	TACOMA-PIERCE CO CHAPLAINCY	\$706.50
10/12/23	4316	SNIDER PETROLEUM	\$2,828.14
10/12/23	4576	WCIF-Life/Dental/EAP	\$932.33
10/12/23	4317	SNURE SEMINARS	\$350.00
10/12/23	4577	WCIF-Met Life	\$224.21
10/12/23	4318	SOUTH SOUND 911	\$140,655.00
10/12/23	4319	STRYKER SALES CORP.	\$184,805.34
10/12/23	4579	WSCFF-Medical Expense Reimbursement Plan	\$16,000.00
10/12/23	4321	SYSTEMS DESIGN WEST LLC	\$12,983.16
10/12/23	4322	TACOMA DIESEL & EQUIPMENT	\$743.17
10/12/23	4323	TACOMA DODGE	\$1,239.56
10/12/23	4325	TREASURY MANAGEMENT SVCS - US BANK	\$80.56
10/12/23	4320	SUNSET FORD	\$181.88
10/12/23	4324	TOWN OF SOUTH PRAIRIE	\$12,039.70
10/12/23	4326	UNDERWATER SPORTS, INC	\$1,871.70
10/12/23	4327	US BANK	\$90,008.32
10/12/23	4328	US DIGITAL DESIGNS INC	\$16,785.49
10/12/23	4329	VALVOLINE LLC	\$167.47
10/12/23	4330	WA STATE DEPT OF REVENUE (USE TAX)	\$857.52
Payment Count: 109			Total Amount: <u>\$2,742,098.47</u>

Payment Count: 109
Payment Total: \$2,742,098.47

CERTIFICATION

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

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

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

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

September 2023 Post-Meeting	
General Fund	
Payroll Transactions Revised	
trx# 3951 DRS/LEOFF II voided	\$ 295,960.02
trx# 3655 FIT Taxes voided	\$ 339,402.36
trx# 4176 DRS/LEOFF II created	\$ 295,949.44
trx# 4177 FIT Taxes created	\$ 339,393.13
net payroll change	\$ (19.81)
Transfer In from Reserve Fund	
Reserve-funded capital equipment purchases completed	\$ 1,014,210.00
Transfer Out to Capital Fund 301	
Vendor refund (PSE) receipted into General Fund	\$ 22,746.00
Reserve Fund	
Transfer Out to General Fund	
Reserve-funded capital equipment purchases completed	\$ 1,014,210.00
Capital Fund 301 (UTGO 2018 Bonds)	
Transfer In from General Fund	
Vendor refund (PSE) receipted into General Fund	\$ 22,746.00
October 2023	
General Fund	
Total AP	
	\$ 698,804.32
AP Vouchers	
Vouchers # 231001001 - 231001079	\$ 698,804.32
Total Payroll	
	\$ 3,184,697.94
Payroll Vouchers	
Vouchers # 231003001 - 231003014	\$ 735,343.90
Electronic Payroll	\$ 2,449,354.04
Total Expenditures (AP + Payroll)	
	\$ 3,883,502.26
Total BIAS Expenditures (111 - 999)	
	\$ 3,878,487.75
Difference	
	\$ 5,014.51
PCSORT reimbursement	\$ 4,336.66
vendor & jury duty reimbursements	\$ 479.55
restore cash lost warrant	\$ 198.30
Capital Fund 301 (UTGO 2018 Bonds)	
Total AP	
Vouchers # 231002001 - 231002023	\$ 1,329,847.39



Board Meeting Agenda Item Summary

Meeting Date:	October 17, 2023
Title:	Approve Financial Assistance Program Waiver for Account 132790964

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	<i>Recommend that the Board approve inclusion of Account 132790964 into the Financial Assistance Program. Approve Waiving Co-Pay / Balance - Employee</i>
Presenter:	Consent Agenda
Attachments:	None

Summary:

The Board approved implementation of a Financial Assistance Program for ambulance transport fees for patients with limited financial means. Modeled after similar programs used by local hospitals and other fire districts, the EPFR program utilizes a worksheet to take into account the patient's income and family size to reduce, or in some cases, completely waive ambulance transport charges.

Circumstances surrounding this incident:

Resolution 465 Waiver Authorization for District Employees and their immediate family:

Total Amount of Patient's Ambulance bill:	\$	1,171.00
Amount covered by private / government insurance programs:	\$	(1,053.90)
Patient' remaining balance (obligation) for this ambulance bill:	\$	117.10

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
N/A		

Recommendation based upon Financial Assistance Program formula:

Recommend Board authorize 100% reduction of patient's outstanding balance due.

As always, Systems Design, our billing service, will work out a payment plan with the patient if required.

3. **Policies/ Alternatives Considered:** None. See Above

Fiscal Impact:	Fiscal Impact: There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.
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To: **Board of Fire Commissioners**
From: **Phil Herrera, Project Manager**
Subject: **Bond Update – October 2023**

*No photos this month due to Station 118 move in process

Station 118

- Began responding from station 118 on October 12th.
- We are operating under a temporary certificate of occupancy. There are a couple items that will be finalized through this month into November. Final certificate of occupancy will be issued upon completion of structural upgrades and repairs are made to the canopy at the fitness room.
- There are still some outstanding punch list items that are being corrected.
- Theft has been a problem at this location. The entire project office trailer was stolen last month.

Station 111

- The contractor will begin dry-in of the entire station this month.
- Road and sidewalk improvements along Main Street. We are working with PSE to move street lighting and landscape lighting for street trees.
- Installation of plumbing, electrical, and some mechanical has begun.
- The contractor put additional forces on the site this month as well as authorized overtime in an effort to make up some of the time lost by the long cure times of the retaining walls.

Station 114

- The slabs were poured last week and into this week.
- Steel erection and wall framing beginning this week.
- Work will begin in the right-of-way to make stormwater connections.
- Water connections to follow the stormwater.

Station 117

- Excavation has begun. Last week over 2,000 yards of soil was removed. Excavation continues this week.

Station 112

- Conditional Use Permit is underway.
- Implementation of the new energy code has been pushed out to March. This has given us some breathing room. We are now planning to submit the building permit in mid to late November.

Station 124

- We are anticipating construction to start next couple of weeks.
- Targeting December for operations with crews.

Items	Estimate - July 2018	Actual - Aug 2023	Forecasted Expenditures
Engines (6) and Ladder (1)	\$ 5,900,000	\$ 6,405,741	Complete
Station 118	\$ 15,717,441	\$ 11,317,666	\$ 269,019
Station 111	\$ 21,186,196	\$ 12,692,437	\$ 14,059,843
Station 114	\$ 10,856,061	\$ 4,018,205	\$ 7,166,795
Station 117	\$ 10,096,203	\$ 620,109	\$ 11,970,210
Station 112	\$ 13,663,312	\$ 1,068,250	\$ 11,595,063
Station 124	\$ -	\$ 1,363,971	\$ -
Station 116	\$ -	\$ 990	\$ -
Project Manager/Admin Asst.	\$ -	\$ 916,406	\$ 470,221
Misc	\$ -	\$ 118,910	\$ -
Total	\$ 77,419,213	\$ 38,522,684	\$ 45,531,151

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(38,522,684)
Forecasted Expenditures	(45,531,151)
End Fund Balance	1,527,829

Arbitrage exposure @ 400K +/-



To: **Board of Fire Commissioners**
From: **Jon Parkinson, Fire Chief**
Subject: **Monthly Chief's Report – October 2023**

WSRB

WSRB has notified us that they will begin their re-rating process for the District (and all cities) in mid-2024. I expect that we will see scoring improvements throughout all service areas. If any changes in protection classes occur, the community won't see any impact until 2025.

Fire Station 118

Station 118 was placed into service on Thursday, October 12. This is a big win for the community, District, and employees. We plan to have an open house in early November....stay tuned for more details. If you would like a tour of the station, don't hesitate to get in touch with me.

Open House

The open house was held on Saturday, September 30. Just as we have seen in the past, the event was a huge success, and attendance was just as large as in prior years.

Committee Reminders

Finance Committee: Monday, November 13 @ 9 am

2024 Budget Process

Staff is now working on the 2024 budget. The next steps in the process for the Board will be:

- ~~Finance Committee reviews the first budget draft (early October)~~
 - ~~staff makes modifications~~
- ~~Board reviews the first budget draft with modifications (October 17)~~
 - ~~staff makes modifications~~
- Finance Committee reviews the second budget draft (early November)
 - staff makes modifications
- Board reviews the final budget draft (November 21)

Levy Committee – Planning Update

The levy workgroup has met four times since the July Board meeting to begin communication planning ahead of the April 2024 election.

Based on input from the group and Lund Faucett, the draft message of "why" East Pierce will be asking for a levy lid lift is based on these core concepts (which will be further refined as we move forward). The messaging revolves around a financial challenge and an operational challenge.

The goal is to both maintain and improve service levels

Since 2018, EPFR has consistently improved staffing levels across the entire District, added staffing to the one new fire station in late 2023, and will be opening an additional fire station in late 2024.

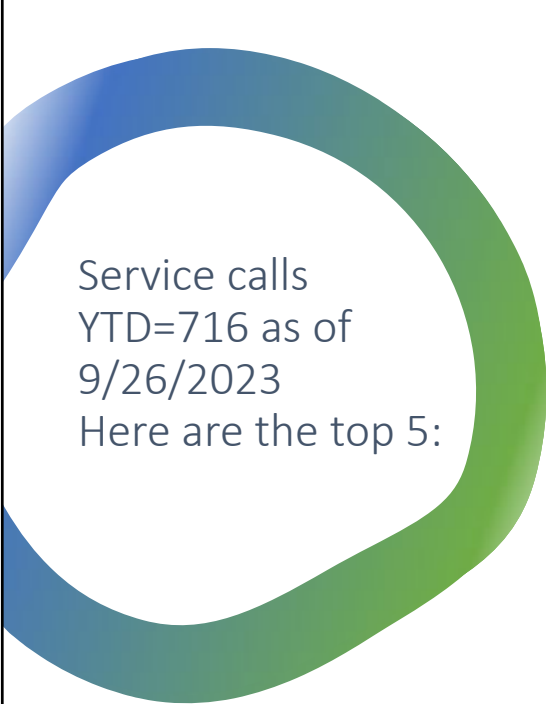
The regular levy lid lift is needed to **maintain** these service levels as we move forward to ensure safe staffing levels in every community.

The District is also facing service demand increases that are impacting our medic units, which can result in delayed medical treatment and transport to the emergency room.

The regular levy lid lift will allow the District to add two additional medic units in 2024, **improving** our EMS capabilities across all communities.

Other activities in the past month


- Pierce County Fire Training Consortium Administrative Board meetings
- Sumner Rotary meeting and District Presentation
- FME Chamber
- Bonney Lake Public Safety Committee
- Sumner Public Safety Committee
- Pierce County Fire Chief's Association meeting
- Single radio system presentation to County Council
- SS911 Board Meeting



Service calls
YTD=716 as of
9/26/2023
Here are the top 5:

- #1 (41%) Public Service—This has 6 sub-categories. Includes:
 - Assist Police or other governmental agency
 - Police matter.
 - Public Service—rather vague this excludes service to governmental agencies
 - Assist Invalid—By far the most common service call. Usually involves assisting someone back into bed or up off the floor who slipped from their chair. **NOTE: It is not uncommon for an assist to become a medical call upon assessment of the situation.**
 - Defective elevator, no occupants (rarely go on these)
 - Public service assistance, other.

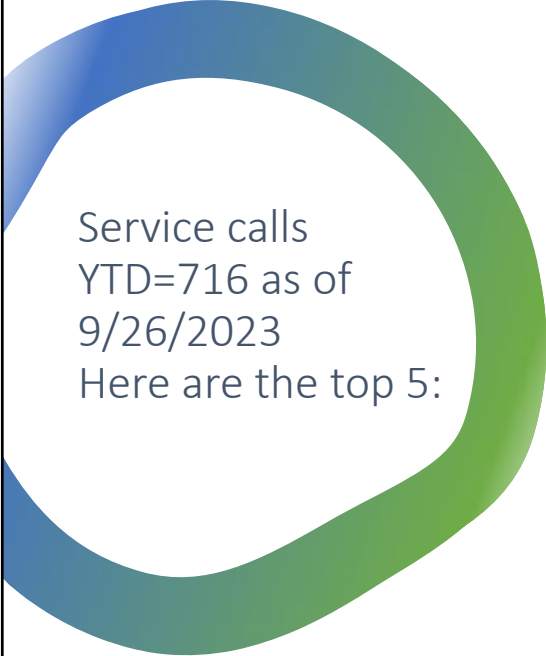
1



Service calls
YTD=716 as
of 9/26/2023
Here are the
top 5:

- #2 (22%) Person in distress. Includes:
 - Lock out of vehicle or home (most common in this category with about 150/year)
 - Ring or jewelry removal—Non EMS
 - Person in distress, other

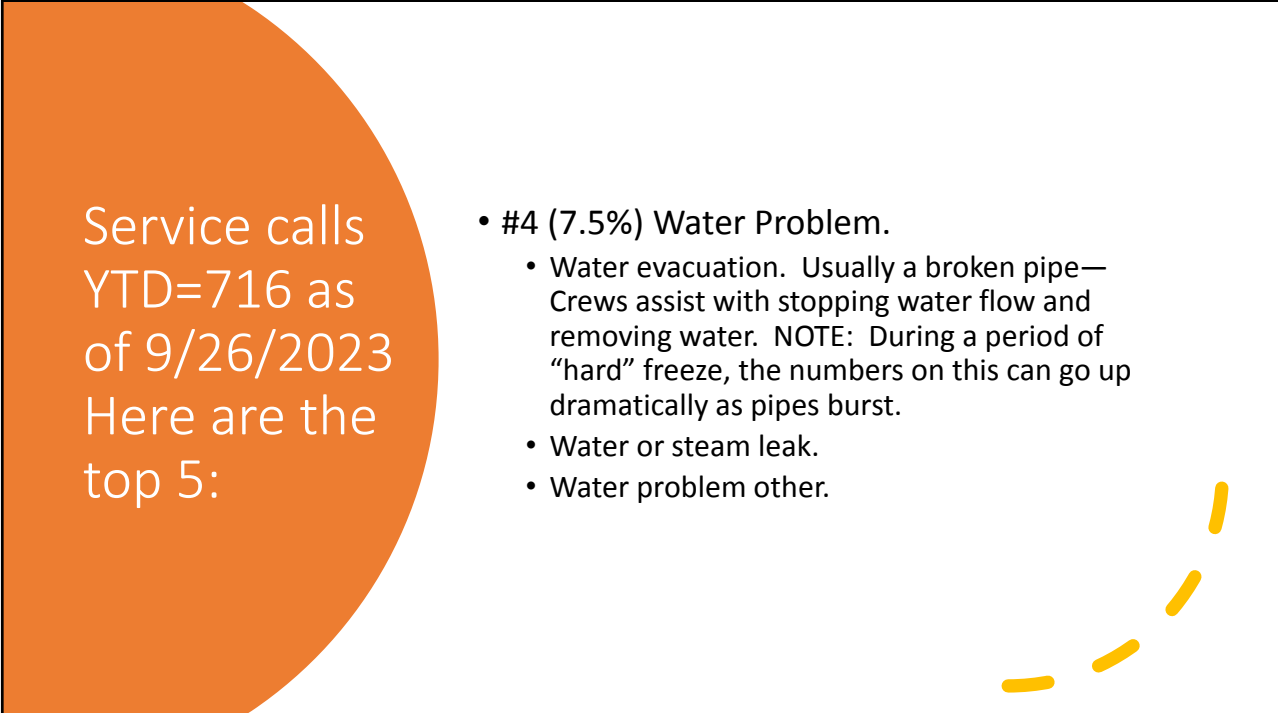
2



Service calls
YTD=716 as of
9/26/2023
Here are the top 5:

- #3 (17%) Unauthorized burning. 123 calls YTD.
 - Most often people burning yard debris or garbage.
 - If unattended, crews will often extinguish
 - If attended, crews advise what the rules are and recommend owner extinguish
 - Chronic offenders referred to DFMs and/or Puget Sound Clean Air Agency

3



Service calls
YTD=716 as
of 9/26/2023
Here are the
top 5:

- #4 (7.5%) Water Problem.
 - Water evacuation. Usually a broken pipe— Crews assist with stopping water flow and removing water. NOTE: During a period of “hard” freeze, the numbers on this can go up dramatically as pipes burst.
 - Water or steam leak.
 - Water problem other.

4



Service calls YTD=716 as of 9/26/2023

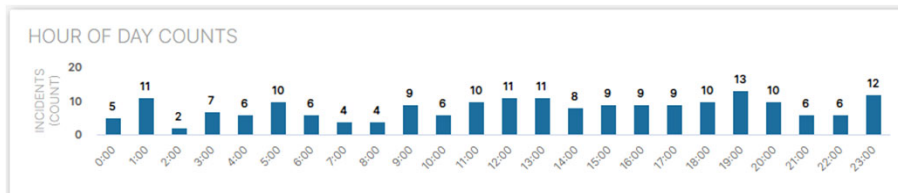
Here are the top 5:

- #5 (7.1%) Service call other.
 - Miscellaneous where none of the other codes really fit. Some examples:
 - Appliance making strange noises
 - Tree in a roadway
 - Strange smells

5

Are we going to commercial places more for lift assists?

- Looked at addresses with >3 or more responses.
 - Accounted for 19 unique addresses
 - Total was 75/194 (38.6%)
 - Commercial assisted living locations—25 incidents (12.9% of total)



6



To: **Board of Fire Commissioners**
From: **Kevin Stabenfeldt, Deputy Fire Chief**
Subject: **Monthly Deputy Chief's Report – Oct. 2023**

Operations

- Fourteen recruits have completed the EPFR pre academy process and have been assigned to the Pierce County Fire Training Consortium (PCFTC).
- The EPFR Hazmat Team hosted a three-day regional hazmat drill that was attended by several agencies from King and Pierce Counties.
- The EPFR Water Rescue Team conducted swift water rescue training along with members from Central Pierce Fire and Pierce County Sheriff's Office.
- The EPFR Technical Rescue Team completed their monthly drill focusing on trench rescue.
- EPFR responded to two working fires in September, one of which resulted in a fatality.
- Completed driver/operator training for two new ladder drivers.
- Attended fire ground operations training (FGOs) hosted by the PCFTC focusing on multi-family dwellings (apartment buildings).

Logistics

- Staff has spent a significant amount of time upfitting Station 118 with supplies and equipment.
- Completed final inspection of the stock rescue pumper at the Pierce Manufacturing Plant in Appleton, WI.
- Working on upfitting new response vehicles for the Medical Services Officer (MSO) and Battalion Chief.
- Completing the final work on a refurbished engine that will serve as a reliable and safe reserve unit for our crews.

EMS

- Completed MCI training for all uniformed personnel.
- Finance/EMS have completed and submitted data for two of three ongoing audits:
 - 2022- 2023 GEMT Data Submitted to Washington State Health Care Authority (Complete)
 - Submitted required 2022 EMS Data to Myers & Stauffer for GEMT process data audit. (Complete)
 - Currently working with finishing data for third Medicare CMS audit. (Ongoing)
- Provided fall prevention training to approximately 150 seniors.

Fire Prevention/Public Education

- Adopted a standardized pre fire plan format to align with fire departments/districts throughout Pierce County. Pre fire plans will be accessible (view only) to neighboring jurisdictions in the event of mutual aid via First Due Size Up (FDSU).
- The EPFR Open House was held on September 30th. We estimate that 2,000-3,000 community members attended the event. Special thanks to Dina Sutherland and Lt. Adam Lathrop for making the event a huge success.
- Completed the fall newsletter.
- Event/class planning for 2024:
 - CPR/FA Classes
 - Safe Sitter
 - Scout Night
 - Pub Ed for PCFTC recruit classes

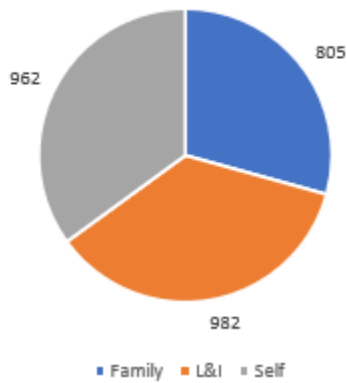
Other activities in the past month

- We continue to meet with regional agencies to evaluate standardization of response plans and station orders.
- Transitioned to Priority Dispatch (SS911)
- Assisted with coordinating shift balance prior to the 2024 leave selection process.
- Completed an update to our staffing policy to reflect current practices and to ensure operational efficiencies.
- Meet with Evergreen Bike Mountain Bike Alliance, Pierce County Parks to evaluate emergency access for the Trek Mountain Bike Park in Tehaleh.

Injury – Medical Leave Report – September 2023

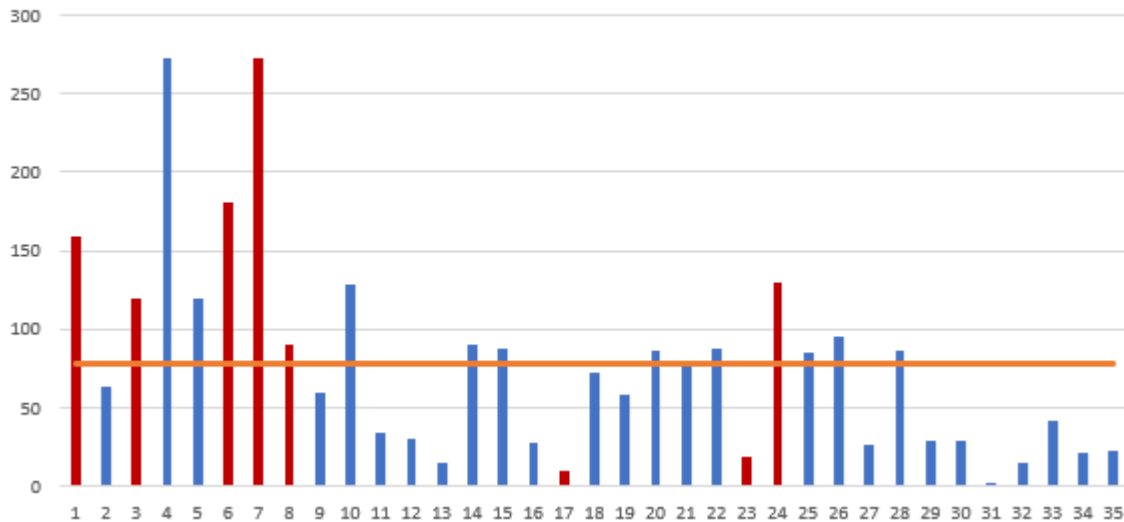
- As of September, we have a total of 35 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 78.54 calendar days

Time Loss by Type (calendar days)



- 8 L&I claims for time-loss have occurred in 2023 (seen below in red).
 - 2 of the 8 qualify for the Stay-at-Work program through L&I

Time Loss by Employee (calendar days)





EAST PIERCE FIRE & RESCUE

AGENDA

Finance Committee Meeting Monday, October 9, 2023 0900 hours

Attendees: Parkinson, Napier, Garling, McElligott, Hollon, Stabenfeldt, Sandlian, Moore, Gilbert

Guests: None

1. Preliminary Draft Budget Review
 - a. The committee received a presentation from staff for the 2024 draft budget. A review of the April Board Workshop and associated goals and an overview of the draft revenue and expense budget, including equipment and facility reserve expenditures. The committee is supportive of the draft at this time as it aligns with prior discussions and goals and fits with the financial forecast plan leading up to the levy lid lift request in 2024. Staff will be making the same presentation to the full board in October.
2. Resolution regarding purchasing authority and limits
 - a. Staff reviewed changes in RCW regarding increases in bid threshold and the current limits granted to the fire chief by Board policy. Finance Manager Hollon recommends increasing the threshold of what the fire chief can approve versus what purchases require Board approval to keep up with both changes in RCW and inflation impacts. This increase in approval authority would not violate bid law and is still limited to items that are approved within the budget. The committee is supportive of this request. Finance Manager Hollon will present a resolution to the Board in October for consideration.



Board Meeting Agenda Item Summary

Meeting Date:	October 17, 2023
Title:	Resolution 1032 Cancel of Warrants

Recommendation from Staff:	Approve cancelling of warrants
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1032 cancelling warrant 1579358, 1695435, 1699362, 1702943 and 1707911 in the total amount of \$5092.49</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1032

Summary:
<p>Patrick Caviness was issued a check in the amount of \$46.04 for reimbursement was lost and not cashed. Kyle Moster was issued a check in the amount of \$198.30 for training reimbursement but was lost and not cashed. A-Advanced Septic Services was issued a check in the amount of \$277.02, the check was returned to the District due to overpayment. National Association of Fire Investigators were issued a check in the amount of \$65.00, the check was returned to the District due to overpayment. A warrant for the LTC tax was generated in error, the check was not mailed or cashed. Total amount requested to be cancelled is \$5092.49. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.</p>

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION #1032
(A resolution to cancel four warrants)

WHEREAS, East Pierce Fire & Rescue incurred expenses in the total amount of \$5,092.49 for personnel and services; and

WHEREAS, warrant #1579358 issued on February 3, 2021 in the amount of \$46.04 payable to Patrick Caviness was a reimbursement, check is considered lost and never cashed; and

WHEREAS, warrant #1695435 issued on June 15, 2023 in the amount of \$198.30 payable to Kyle Mosher for reimbursement for training, check is lost and never cashed; and

WHEREAS, warrant #1699362 issued on July 13, 2023 in the amount of \$277.02 payable to A-Advanced Septic Services for services, the check was returned to District as an overpayment, check was never cashed; and

WHEREAS, warrant #1702943 issued on August 10, 2023 in the amount of \$65.00 payable to National Association of Fire Investigators for membership, the check was returned to District as an overpayment, check was never cashed; and

WHEREAS, warrant #1707911 issued on September 14, 2023 in the amount of \$4,506.13 payable to Employment Security for LTC Tax, the check was processed in error check was never mailed or cashed; and

WHEREAS, RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that the Pierce County Department of Budget & Finance be authorized and instructed to cancel warrant #1579358, 1695435, 1699362, 1702943 and 1707911 and transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn.

ADOPTED at a regular meeting of the Board of Commissioners on October 17, 2023, the following commissioners being present and voting:

Chair

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

District Secretary

DRAFT



Board Meeting Agenda Item Summary

Meeting Date:	October 17, 2023
Title:	Resolution 1033 – Delegation of Authority (supercedes 935)

Recommendation from Staff:	Approve
Recommendation from Committee:	Finance Committee Approved
Recommended Action/Motion:	<i>I move to adopt Resolution 1033 delegating authority for the Fire Chief to enter into and execute contracts for expenditures approved in the operating budget and expenditures associated with the 2018 Voter-approved Bond not to exceed \$200,000 per contract and/or expenditure.</i>
Presenter:	Michelle Hollon, Finance Manager
Attachments:	Resolution 1033

Summary:
<p>Resolution 935 was amended February 16, 2021 which increased the amount in which the Fire Chief was delegated authority to enter into and execute contracts for expenditures approved in the operating budget for the year not to exceed \$100,000. At that time the \$100,000 was a reasonable and conservative amount to delegate approval authority. As inflation and fees for service have increased it is feasible to increase the authority limit to \$200,000. There is also the need to have this delegation of authority with a limit of \$200,000 be extended to contracts and/o expenditures for the 2018 voter-approved bond to keep projects on task and expend proceeds in the expected duration of time. This will allow projects to continue in a timely manner and keep day to day operations running efficiently. The Finance Committee has reviewed this proposal and recommend being brought before the Board for action.</p>

Fiscal Impact:	None
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1033

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF EAST PIERCE FIRE & RESCUE, DELEGATING THE AUTHORITY TO THE FIRE CHIEF, TO EXECUTE CONTRACTS ON BEHALF OF THE DISTRICT, RELATING TO EXPENDITURES NOT EXCEEDING \$200,000.00, UPON CONDITION THAT SUCH EXPENDITURES ARE INCLUDED IN THE APPROVED OPERATING BUDGET FOR THE YEAR.

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

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

NOW THEREFORE IT IS HEREBY RESOLVED:

Section 1. The Board of Commissioners hereby delegates the authority to enter into, and execute, contracts for expenditures for the purchase of goods, services, equipment, materials and supplies, in amounts not exceeding \$200,000.00, to the Fire Chief. Such delegation is conditioned upon the expenditure being included in the approved operating budget for the year.

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

Section 3. This resolution supersedes resolution 935, delegation of authority to sign contracts.

PASSED AND APPROVED this 17th day of October 2023, by the Board of Fire Commissioners of East Pierce Fire & Rescue.

Chair

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST: _____
District Secretary



Board Meeting Agenda Item Summary

Meeting Date:	September 19, 2023
Title:	Preliminary 2024 Draft Budget

Recommendation from Staff:	Presentation Only
Recommendation from Committee:	N/A
Recommended Action/Motion:	N/A
Presenter:	Chief Parkinson
Attachments:	

Summary:	
<p>Following the April 2023 Board Workshop, staff has been developing the 2024 budget draft to align with the goals presented to the Board in alignment with the financial forecast and levy lid lift plan. The finance committee received a presentation on the budget draft in early October,</p> <p>The budget presentation to the Board in October will cover:</p>	
<u>Revenue</u>	
• Revenue available (all sources):	\$49,926,463
• Revenue needed:	\$48,216,733
• Projected banked capacity:	\$1,709,730
<u>Expense</u>	
• Budgeted expenditures:	\$48,216,733
• Total increase over 2023:	\$4,193,856 (9.93%)
○ Current employees:	\$1,958,925
○ New positions:	\$1,242,588
○ Supply, Service, and Overtime:	\$992,343
<u>Equipment & Facility</u>	
• Transfers out to reserves:	\$1,773,021
• Total expenditures from reserves:	\$592,703
<u>Projected Tax Rate</u>	
• Regular levy + EMS levy + Bond levy:	\$1.65 (2023 is \$1.50)
<u>5-Year Forecast</u>	
• Aligns with previous forecasts. The District remains solvent through 2025.	



Online Store: Meal Tickets - 2023 Annual Conference

[Additional Meal Ticket - Friday Banquet - Washington Fire Commissioners Association](#)



Additional Meal Ticket - Friday Banquet

Item Options

Price: \$70.00