



**EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS**  
**Regular Meeting Agenda**  
**December 19, 2023**  
**7:00 p.m.**

Meetings are conducted in-person with the option of attending virtually.  
Meeting Location: 10105 24<sup>th</sup> Street East, Edgewood 98371

Please click the link below to join the webinar:  
<https://us06web.zoom.us/j/82757112799>

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](mailto:cbyerley@eastpiercefir.org).

**1. CALL TO ORDER – 7:00 PM**

**2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME**

- a) Roll Call/ Pledge of Allegiance
- b) Welcome the Public
- c) Honors and Recognition
  - i) Swearing in of Deputy Chief Kevin Stabenfeldt – Parkinson

Break for 15 minutes

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

- a) Approve Minutes of the November 21<sup>st</sup> Regular Meeting ..... Pages 3-6
- b) Treasurer’s Report..... Pages 7-8
- c) Approve Finances..... Pages 9-13
- d) Financial Waiver ..... None

**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](mailto: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 14-21

**8. CHIEF’S REPORT**

- a) Monthly Chiefs Report..... Pages 22-23
- b) Deputy Chiefs Report..... Pages 24-25
- c) Q4 Strategic Plan - Parkinson..... Pages 26-36
- d) Q4 Standard of Cover - Stabenfeldt ..... Pages 37-42
- e) Q4 Financial Assessment - Hollon ..... Pages 43-45

f) Monthly Injury Report..... Page 46

**9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

- a) Planning Committee – Notes from 12/1 Committee Meeting – Wernet ..... Page 47
- b) Finance Committee –..... None
- c) HR Committee –..... None

**10. RESOLUTIONS:**

- a) Resolution 1041 – Transfer of Funds to Reserve – Hollon ..... Pages 48-49
- b) Resolution 1042 – Transfer of Funds to GL – Hollon..... Pages 50-53
- c) Resolution 1043 – Transfer of Funds (Project Manager) – Hollon ..... Pages 54-55
- d) Resolution 1044 – Surplus – Parkinson..... Pages 56-62

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

- a) Vehicle Maintenance – Sandlian ..... Pages 63-73
- b) Legal Services Contract – Parkinson..... Pages 74-80

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

- a) None

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

- a) Legislative Day (January 23<sup>rd</sup>) ..... Page 81
- b) 2024 EPFR Meeting Schedule – Byerley ..... Page 82
- c) 2024 Pierce County Commissioners Schedule ..... Page 83

**14. EXECUTIVE SESSION:** ..... None

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

**16. ADJOURN**

**2024 EVENTS:**

- January 16<sup>th</sup> ..... EPFR Regular Board Meeting
- January 25<sup>th</sup> ..... PC Commissioner Meeting (Graham and Zoom)
- February 22<sup>nd</sup> ..... PC Commissioner Meeting (SS911 and Zoom)
- March 28<sup>th</sup> ..... PC Commissioner Meeting (EPFR and Zoom)
- April 25<sup>th</sup> ..... PC Commissioner Meeting (SS911 and Zoom)
- May 23<sup>rd</sup> ..... PC Commissioner Meeting (CPFR and Zoom)
- June 27<sup>th</sup> ..... PC Commissioner Meeting (SS911 and Zoom)
- July 25<sup>th</sup> ..... PC Commissioner Meeting (6:00 pm - BBQ / Potluck)
- August 22<sup>nd</sup> ..... PC Commissioner Meeting (SS911 and Zoom)
- September 26<sup>th</sup> ..... PC Commissioner Meeting (TBD and Zoom)
- September 28<sup>th</sup> ..... EPFR Annual Open House
- October 24<sup>th</sup> ..... NO PC MEETING – STATE CONFERENCE
- November 21<sup>st</sup> ..... PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5<sup>th</sup> ..... NO PC MEETING – ANNUAL AWARDS BANQUET

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

**November 21, 2023**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on November 21, 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, Mike Cathey (virtual), Pat McElligott, Randy Kroum, Cynthia Wernet, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Kevin Garling  
Commissioners Unexcused: None

**AUDIENCE:** Project Manager Phil Herrera, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, FF Matt Reinke, FFPM Patience Taylor

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** None

**APPROVAL OF AGENDA:**

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

**CONSENT AGENDA:**

Commissioner Egan moved to approve the consent agenda (minutes from the October 17<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 231101001-231101094 in the amount of \$1,892,442.29; payroll vouchers 231103001-231103010 in the amount of \$415,783.21; electronic payroll in the amount of \$ 2,387,715.60; Capital expense vouchers 231102001-231102023 in the amount of \$2,211,816.34; post-meeting payroll transactions in the amount of \$1,780.90; and Resolution 1040 Quarterly EMS Write-offs.). Motion seconded by Commissioner Wernet and carried.

**GUEST SPEAKER PRESENTATION:** None

**VISITOR COMMENTS:** None

**BOND-2018:**

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

**Station 111:** The station is 90% dried in with snow and ice shield. Roofing to start next week whether permitting. Road and sidewalk improvements along Main Street continues. The emergency generator has been delivered and is set in place. Interior wall construction began this week in the administration area. Plumbing and mechanical equipment installation is slated to begin in December. No ground water problems, mitigation worked well. Jones and Roberts continue to perform well.

**Station 112:** Still in Conditional Use Permit. Projected construction starts: May 2024. 13-month construction time. Projected move-in operations: June 2025.

**Station 114:** Steel erection is complete. Framing has begun, showing good progress. Exterior walls complete with interior wall framing underway. Roof framing to begin in the next week. Should be dried in by the end of the year. Work has begun on the right-of-way to make stormwater connections. Water connections to follow the stormwater. Andy Johnson is making good progress on this project.

**Station 117:** Primary excavation is complete. Storm drainage has begun. Deep plumbing line installation underway this week. Footing forms are going in this week. The community continues to be excited to have us underway. Substantial completion: November 2024. Projected move-in and operations: January 2025. Jodi Miller construction is performing very well. By all accounts we are in good hands for the construction of this station.

**Station 118:** The station open house was a success. Estimate close to 100-150 people from the community attended. Working through the shakedown process. Lincoln construction has been responsive to our needs. Canopy repairs are complete. Still working through outstanding punch list items. Some is due to waiting on shipments. No further information from the police about the trailer theft. The bank indicated to them that they didn't have anything on camera.

**Station 124:** The renovation work has begun. Demolition work complete. Plumbing and electrical underway. Scheduled construction completion for late December, Crew operation by year end.

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

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: the WSAO 2022 financial and accountability audit is underway; the open house for Station 118 was held on 11/4 and was a success with about 150 community members in attendance; Station 124 remodel is underway and is expected to be completed in December; WFC Legislative is Tuesday, January 23<sup>rd</sup>, legislative priorities were included in packet; the levy workgroup continues to meet and refine messaging; Chief clarified some rumors regarding the PCFCA meeting minutes; and Chief reminded Board of some upcoming events including the Pancake Feed and Santa Runs.

**Monthly Deputy Chiefs Report:** Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt highlighted work on regional response plans as well as a quarterly meeting between fire, law enforcement, SS911, and crisis responders to evaluate collaborative response to community members in crisis. Commissioner Wernet commented on the value of the joint meetings. Commissioner Kroum inquired about the impact of response changes due to the Sound Transit garage under construction near Station 113.

**Monthly Injury Report:** Update provided in agenda packet.

#### **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Planning Committee** – Commissioner Wernet provided an overview of the Committee's meeting on 11/3.

**Finance Committee** – Commissioner Napier provided an overview of the Committee's meeting on 11/6 packet.

#### **PUBLIC HEARING FOR 2024 REVENUE AND EXPENDITURES:**

**Opening of Hearing:** Chair Jon Napier opened the public hearing at 7:28 p.m.

**Revenues and Expenditures for 2024:** Chief Parkinson gave a presentation, included in packet, on the final draft of the 2024 Budget. Revenues to be collected are budgeted at \$48,138,423, plus \$7,498,888 transferred in from the reserve and \$201,677 transferred in from the bond fund, with an estimated fund ending balance of \$12,034,606. The District will be collecting 1.093372 per \$1,000 for the Regular Levy and .43527 per \$1,000 for the EMS Levy. Expenditures are budgeted at \$55,838,988. Chief Parkinson

reviewed the 2024 Budget goals and highlights which include equipment purchases, hiring personnel to staff peak activity units, promote additional deputy chief in mid-2024, maintaining banked capacity, and maintaining/replenishing reserves to targeted balances. The finance committee reviewed this presentation and supports the budget as presented. Chief Parkinson also reviewed a 5-year projection report which included property tax revenue, other revenue, expenditures, transfers to reserve accounts and capital purchases.

**Public comments:** None

**Closing of Hearing:** Chair Jon Napier closed the public hearing at 8:10 p.m.

#### **RESOLUTIONS:**

**Resolution 1034 -2024 Budget and Exhibit A:** Commissioner Egan moved to adopt Resolution 1034 for the approval of the 2024 Budget for East Pierce Fire & Rescue. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1035-2024 Regular Tax Levy:** Commissioner McElligott moved to adopt Resolution 1035 for the approval of the 2024 Regular Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner Egan and carried.

**Resolution 1036- 2024 EMS Property Tax Levy:** Commissioner Kroum moved to adopt Resolution 1036 for the approval of the 2024 EMS Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

**Resolution 1037- Excess Levy Tax Collection:** Commissioner Egan moved to adopt Resolution 1037 authorizing the tax collection UTGO bonds for 2024. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1038- 2023 Budget Amendment and Exhibit A:** Finance Manager Michelle Hollon presented to the Board Resolution 1038 requesting an amendment to the 2023 Budget as described in Exhibit A. Commissioner Egan moved to adopt Resolution 1038 for the approval of the 2023 Budget Amendment for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

**Resolution 1039- Transfer of Funds (Project Manager):** Finance Manager Michelle Hollon presented to the Board Resolution 1039 requesting the transfer of funds in the amount of \$97,555 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner Kroum moved to approve Resolution 1039 to transfer funds from the Capital Fund to the General fund in the amount of \$97,555. The motion was seconded by Commissioner McElligott and carried.

#### **NEW BUSINESS:**

**Deputy Chief Contract:** Chief Parkinson recommended to the Board that Interim Deputy Chief Kevin Stabenfeldt be promoted to Deputy Chief, and an employment agreement be executed. Commissioner McElligott moved to authorize the Board Chair to sign the employment agreement with Kevin Stabenfeldt for the position of deputy chief. The motion was seconded by Commissioner Wernet and carried.

**South Prairie Contract:** Chief Parkinson presented to the Board a proposed contract with the Town of South Prairie. The contract language was modified to mirror what District residents are paying and a rent increase for the fire station. Commissioner Wernet moved to authorize the fire chief to sign the ILA for fire protection, emergency medical services, and use of fire station with the Town of South Prairie. The motion was seconded by Commissioner McElligott and carried.

**Windmill Property:** Chief Parkinson updated the Board on the City of Edgewood's desire to purchase the windmill property next to Station 118. Chief Parkinson will initiate an appraisal of the property. No action was taken by Board, information only.

**PCSORT/PCHIT:** Chief Parkinson updated the Board on the dissolution of both PCSORT and PCHIT at the end of 2023. Response capabilities will be maintained through District special teams and mutual aid agreements with surrounding agencies. No action was taken by Board, information only.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**Pierce County Annual Awards Banquet:** District Secretary Corina Byerley provided information in the agenda packet regarding the upcoming awards banquet that will be held on December 7<sup>th</sup> at 6:00pm. Commissioner Wernet will be attending.

**EXECUTIVE SESSION:** None

**COMMISSIONER ACTION/DISCUSSION:**

**Station 118 Dedication:** Commissioner Egan was contacted by Commissioner Mitchell regarding the Station 118 dedication. A ceremony and plaque presentation will occur at the Pierce County Fire Commissioners meeting at Station 118 in March.

**Federal Way Safety Committee:** Commissioner Kroum will forward information to DC Stabenfeldt regarding participation in the Federal Way Safety Committee.

**ADJOURN**

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

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District Secretary Corina Byerley

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Chairman Jon Napier/Vice-Chair Ed Egan



# EAST PIERCE FIRE & RESCUE

November 2023

for December 19, 2023 Meeting

Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
			<b>1 Months Remaining =</b>	<b>8.33%</b>

## General Fund (Current Expense)

Net Cash & Investments 12/31/2022 \$ 15,604,661 Budgeted

Operating Revenues					
	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
Property Tax - Current	2,177,961	35,105,548	35,588,266	482,718	1.4%
Property Tax - Prior Year/Delinquent	21,935	323,510	292,000	(31,510)	0.0%
Other Taxes	33,466	52,832	18,500	(34,332)	-185.6%
Regular EMS Transport	297,013	2,831,671	2,800,000	(31,671)	-1.1%
GEMT Transport	261,112	3,366,214	3,400,000	33,786	1.0%
GEMT Reconciliation	-	654,229	654,228	(1)	0.0%
Intergovernmental	41,383	626,784	399,000	(227,784)	-57.1%
Tehaleh Mitigation	-	2,450	3,000	550	18.3%
Transfers in from Reserves/Capital	97,555	1,831,448	9,938,239	8,106,791	81.6%
Other Revenue	585,276	1,661,801	1,892,691	230,890	12.2%
<b>Total Operating Revenues</b>	<b>3,515,701</b>	<b>46,456,486</b>	<b>54,985,924</b>	<b>8,529,438</b>	<b>15.5%</b>

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

Operating Expenses	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)	256,639	2,618,827	2,931,818	312,991	10.7%
<b>Operations</b> (Fire, Training, Volunteers)	2,556,450	26,921,723	30,172,400	3,250,677	10.8%
<b>EMS</b>	259,160	2,525,554	3,056,911	531,357	17.4%
<b>Prevention</b> (Fire Prevention, Pub Ed)	97,895	1,232,937	1,320,488	87,551	6.6%
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)	268,378	4,144,272	4,793,239	648,967	13.5%
<b>Capital</b> (Project Manager)	32,626	825,817	387,013	(438,804)	-113.4%
<b>Reserve Purchases</b> (Equipmt., EMS, Facility)	1,327,952	2,919,337	9,551,226	6,631,889	69.4%
<b>Transfers Out</b>	-	3,557,639	5,220,593	1,662,954	31.9%
<b>Total Operating Expenses</b>	<b>4,799,100</b>	<b>44,746,106</b>	<b>57,433,688</b>	<b>12,687,582</b>	<b>22.1%</b>
Payroll Clearing Accruals	(27,020)	(4,632)			
<b>Operating Expenses Net of Accruals</b>	<b>4,772,080</b>	<b>44,741,474</b>	<b>57,433,688</b>		
<b>Ending Net Cash &amp; Investments</b>			<b>\$ 13,156,897</b>		

## Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 11/30/23	(Short)/Over
General Reserve				3,667,368	152,924
Equipment Reserve				13,017,449	N/A
Facilities Reserve				1,194,340	394,340
Employee Compensation Reserve				897,907	97,907
Capital Facilities Phase 2				14,225,234	Balance
Sale of Tax Title Property					
Investment Interest	145,732				
<b>Current Month Total</b>	<b>145,732</b>	-	-		
<b>Year to Date Total</b>	<b>\$ 1,469,331</b>	<b>\$ 3,534,893</b>	<b>\$ 1,500,119</b>	<b>\$ 33,002,298</b>	



# EAST PIERCE FIRE & RESCUE

**November 2023**

**for December 19, 2023 Meeting**

Capital (Construction) Fund UTGO Bonds 2018	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
<b>Net Cash &amp; Investments 12/31/2022</b>			<b>\$ 15,999,374</b>	Budgeted	
<b>Revenues</b>					
Investment Interest	10,121	436,537	453,800	17,263	3.8%
Transfer In - GF - Vendor Tax Refund	-	22,746	-	-	0.0%
<b>Total Revenues</b>	<b>10,121</b>	<b>459,283</b>	<b>453,800</b>	<b>17,263</b>	<b>3.8%</b>
<b>Expenses</b>					
Capital Expenditures/Expenses	6,840	61,105	-	(61,105)	0.0%
Capital Purchases-Station 111	918,419	9,526,517	8,400,000	(1,126,517)	0.0%
Capital Purchases-Station 112	-	189,236	100,000	(89,236)	0.0%
Capital Purchases-Station 114	693,285	3,516,724	2,600,000	(916,724)	0.0%
Capital Purchases-Station 117	516,730	1,080,952	500,000	(580,952)	0.0%
Capital Purchases-Station 118	(29,155)	1,578,998	1,600,000	21,002	0.0%
Capital Purchases-Station 124	11,575	104,619	90,000	(14,619)	0.0%
Transfer Out - GF - Cap Fac Mgr	97,555	331,329	387,013	55,684	14.4%
<b>Total Expenses</b>	<b>2,215,249</b>	<b>16,389,480</b>	<b>13,677,013</b>	<b>(2,712,467)</b>	<b>-19.8%</b>
<b>Ending Net Cash and Investments</b>			<b>\$ 2,776,161</b>		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
<b>Net Cash &amp; Investments 12/31/2022</b>			<b>\$ 40,482,068</b>	Budgeted	
<b>Revenues</b>					
Investment Interest	184,433	1,900,518	1,524,018	(376,500)	0.0%
<b>Total Revenues</b>	<b>184,433</b>	<b>1,900,518</b>	<b>1,524,018</b>	<b>(376,500)</b>	
<b>Expenses</b>					
Capital Purchases	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	-	-	
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Ending Net Cash and Investments</b>			<b>\$ 42,006,086</b>		
<b>** Note: \$1,000,000 of Ending Net Cash reserved for IRS for arbitrage true-up **</b>					





Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
12/14/23	5309	ABM JANITORIAL SERVICES	\$1,140.71
12/14/23	5317	CITY OF BONNEY LAKE-REIMB UTILITIES	\$3,592.18
12/14/23	5320	D&D CONSTRUCTION INC.	\$77,988.82
12/14/23	5307	A HUGE PRODUCTION	\$4,350.00
12/14/23	5310	ADVANCE TRAVEL FUND	\$291.25
12/14/23	5312	BARNHART MD PS STEPHEN W	\$11,925.00
12/14/23	5315	CENTURYLINK (035B/376B/785B/786B/442B)	\$79.35
12/14/23	5319	CODE MECHANICAL INC.	\$5,513.38
12/14/23	5321	DIVE RESCUE INTERNATIONAL INC	\$914.24
12/14/23	5324	FIDELITY SOLUTIONS	\$542.03
12/14/23	5285	ANDY JOHNSON & CO. INC.	\$112,752.06
12/14/23	5308	A-ADVANCED SEPTIC SERVICES INC.	\$1,998.60
12/14/23	5311	AMERICAN HEART ASSOCIATION	\$316.00
12/14/23	5313	CAMERON RENEE	\$24.10
12/14/23	5314	CARDINAL HEALTH 112, LLC	\$2,218.22
12/14/23	5316	CINTAS CORPORATION # 461	\$8,929.61
12/14/23	5318	CITY OF TACOMA	\$27,000.00
12/14/23	5322	EMS SURVEY TEAM	\$1,465.56
12/14/23	5323	ESO SOLUTIONS	\$7,823.78
12/14/23	5326	GILBERT MATT	\$845.00
12/14/23	5328	GRAHAM FIRE & RESCUE	\$6,120.00
12/14/23	5331	JAMES OIL CO. INC.	\$17,515.19
12/14/23	5325	FUGATE FORD	\$2,667.87
12/14/23	5327	GMI	\$234.47
12/14/23	5329	HANEY MELISSA	\$88.45
12/14/23	5333	KAHNE ENTERPRISES LLC	\$1,642.49
12/14/23	5335	L N CURTIS & SONS	\$13,131.67
12/14/23	5338	LIFE ASSIST	\$17,978.33
12/14/23	5330	HUGHES FIRE EQUIPMENT, INC.	\$683.37
12/14/23	5332	JULOTA	\$549.83
12/14/23	5334	KIEL MECHANICAL	\$954.02
12/14/23	5342	MADSEN ELECTRIC	\$1,642.04
12/14/23	5336	LARSEN SIGN CO	\$126.62
12/14/23	5337	LES SCHWAB TIRE CENTERS	\$9,641.28
12/14/23	5341	LUND FAUCETT	\$3,380.00
12/14/23	5345	MUNICIPAL EMERGENCY SERVICES	\$13,890.85
12/14/23	5339	LIGHTHOUSE UNIFORMS INC	\$6,129.11
12/14/23	5340	LINDE GAS & EQUIPMENT INC	\$1,656.51

12/14/23	5348	NATIONAL TESTING NETWORK	\$3,415.00
12/14/23	5349	NGUYEN, MITCHELL	\$450.00
12/14/23	5350	NORTH AMERICAN RESCUE LLC	\$1,149.08
12/14/23	5353	ODP BUSINESS SOLUTIONS LLC	\$229.04
12/14/23	5343	MAXWELL MAPPING CO	\$120.00
12/14/23	5344	MCCLATCHY COMPANY LLC	\$113.38
12/14/23	5346	MUNICIPAL EMERGENCY SERVICES	\$14,273.87
12/14/23	5347	MUNICIPAL EMERGENCY SERVICES	\$8,419.36
12/14/23	5354	OREILLY	\$174.71
12/14/23	5351	NORTHWEST SAFETY CLEAN	\$515.08
12/14/23	5352	NPR INC	\$1,090.00
12/14/23	5355	PACIFIC BIOMEDICAL INC	\$28.67
12/14/23	5356	PACIFIC OFFICE AUTOMATION	\$599.12
12/14/23	5358	PERFORMANCE SYSTEMS INTEGRATION LLC	\$604.45
12/14/23	5359	PIERCE COUNTY SEWER	\$72.22
12/14/23	5360	PLATEAU GARAGE DOORS LLC	\$838.86
12/14/23	5357	PALENSKY JEFF	\$88.45
12/14/23	5361	PUGET SOUND ENERGY	\$4,556.50
12/14/23	5365	RICE FERGUS MILLER ARCHITECTURE	\$2,865.36
12/14/23	5362	QUADIENT LEASING USA, INC.	\$361.58
12/14/23	5363	QUINN ERIC	\$600.00
12/14/23	5364	RAYBELL PLUMBING	\$412.50
12/14/23	5366	SEATTLE TIMES	\$13,880.57
12/14/23	5367	SEAWESTERN	\$129,080.05
12/14/23	5369	SNIDER PETROLEUM	\$2,978.75
12/14/23	5371	SPRINGBROOK HOLDING CO LLC	\$825.00
12/14/23	5368	SITECRAFTING, INC.	\$99.00
12/14/23	5370	SNOPE COREY	\$212.90
12/14/23	5373	SYSTEMS DESIGN WEST LLC	\$12,039.70
12/14/23	5374	THE ARBITRAGE GROUP, INC.	\$1,000.00
12/14/23	5372	SUNSET FORD	\$2,574.36
12/14/23	5379	VFIS	\$2,059.00
12/14/23	5380	WA STATE DEPT OF REVENUE (USE TAX)	\$592.25
12/14/23	5382	WASHINGTON AUDIOLOGY SERVICES INC	\$22.00
12/14/23	5288	CITY OF MILTON	\$798.30
12/14/23	5289	JODY MILLER CONSTRUCTION	\$471,419.22
12/14/23	5293	MOBILE MODULAR	\$344.93
12/14/23	5375	TREASURY MANAGEMENT SVCS - US BANK	\$104.10
12/14/23	5376	ULINE, INC.	\$1,183.74
12/14/23	5381	WAPRO	\$25.00
12/14/23	5286	ANDY JOHNSON & CO. INC.	\$125,643.67

12/14/23	5287	CITY OF MILTON	\$61.20
12/14/23	5295	OTTO ROSENAU & ASSOCIATES, INC.	\$7,929.48
12/14/23	5300	RICE FERGUS MILLER ARCHITECTURE	\$136,025.67
12/14/23	5305	TERRA ASSOCIATES, INC.	\$1,661.00
12/14/23	5306	TRANSGROGROUP	\$975.00
12/14/23	5377	US BANK	\$57,141.93
12/14/23	5378	VALVOLINE LLC	\$204.72
12/14/23	5383	WCIF-Life/Dental/EAP	\$22,514.24
12/14/23	5384	WILLIAMS OIL FILTER SERVICE	\$227.45
12/14/23	5385	WORLEY JOSEPH	\$828.55
12/14/23	5290	JONES & ROBERTS CO.	\$429,459.64
12/14/23	5291	LINCOLN CONSTRUCTION INC	\$16,900.09
12/14/23	5292	MFAC, LLC	\$961.24
12/14/23	5296	PERFORMANCE VALIDATION INC.	\$402.60
12/14/23	5297	PIERCE COUNTY SEWER	\$35.03
12/14/23	5303	SECOMA FENCE	\$13,180.90
12/14/23	5304	SOUND ELECTRONICS	\$12,496.30
12/14/23	5294	MOBILE MODULAR	\$770.07
12/14/23	5298	PUGET SOUND ENERGY	\$59,736.18
12/14/23	5299	RAWSON STEPHEN	\$7,832.00
12/14/23	5301	ROBERT HALF	\$5,130.00
12/14/23	5302	SANDIS SIGNS	\$140.03
12/14/23	5604	DIMARTINO ASSOCIATES (WSCFF)	\$20,069.61
12/14/23	5603	AFLAC	\$485.49
12/14/23	5605	GET PROGRAM	\$781.00
12/14/23	5608	TACOMA-PIERCE CO CHAPLAINCY	\$731.50
12/14/23	5609	WCIF-Life/Dental/EAP	\$932.33
12/14/23	5611	WSCFF - FASTPAC	\$559.50
12/14/23	5606	IAFF - FIREPAC	\$741.00
12/14/23	5607	LEOFF HEALTH & WELFARE TRUST	\$391,704.26
12/14/23	5610	WCIF-Met Life	\$224.21
12/14/23	5612	WSCFF-Medical Expense Reimbursement Plan	\$16,000.00
Payment Count: 111			Total Amount: <u>\$2,380,443.98</u>

Payment Count: 111  
Payment Total: \$2,380,443.98

**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 \_\_\_\_\_

<b>December 2023</b>	
<b>General Fund</b>	
Total AP	\$ 543,560.47
AP Vouchers	
Vouchers # 231203001 - 231203079	\$ 543,560.47
Total Payroll	\$ 2,788,336.74
Payroll Vouchers	
Vouchers # 231204001 - 231204010	\$ 432,228.90
Electronic Payroll	\$ 2,356,107.84
Total Expenditures ( AP + Payroll)	\$ 3,331,897.21
Total BIAS Expenditures (111 - 999)	\$ 3,331,342.21
Difference	\$ 555.00
jury duty reimbursement	\$ 10.00
vendor refund	\$ 295.00
vendor reimbursement	\$ 250.00
<b>Capital Funds 301 &amp; 302</b>	
Total AP	\$ 1,404,654.61
Capital Fund 301 (UTGO 2018 Bonds)	
Total AP	
Voucher # 231201001	\$ 112,752.06



To: **Board of Fire Commissioners**  
From: **Phil Herrera, Project Manager**  
Subject: **Bond Update – December 2023**

### **Station 118**

- Station is operational. Crews settling in.
- Minor break-in items are being taken care of by the contractor.
- Fuel island permit awaiting issue.
- Awaiting the final report from commissioning to submit for final CO. Major contractor work is completed.

### **Station 111**

- Roof framing is nearly complete except some eave overhangs.
- Roofing will begin this month.
- Interior wall framing in the admin area is at 50%, completion by year end.
- Second floor interior framing is underway, January completion.
- Electrical and Mechanical rough-in is underway in the admin area.
- Window install to begin this month.
- A new updated schedule from the contractor is due next week.

### **Station 114**

- Exterior framing is nearly complete and interior framing is underway.
- The apparatus bay roof framing to begin this week.
- Storm system tie-in is underway, there will be some disruption to traffic patterns during this work.
- Currently looking at May/June completion.

### **Station 117**

- Foundation footing work has begun with the first 100 yards of concrete poured last week. Additional footings along with foundation walls is underway this week.
- The heavy rain last week required extra effort by the contractor to control runoff from the site.
- Construction vehicle parking may become an issue for this site. We are exploring ways to resolve some concerns by the county.

**Station 112**

- Conditional use permit is still in process. Site permit and building permit documents are underway. We will submit these to run concurrent with the CUP process.

**Station 124**

- Demolition work is complete.
- Interior rough-in of plumbing and electrical work is complete.
- Interior framing is complete.
- Sheetrock wall covering of some walls underway.

# December 2023, Capital Bond Station Photos.

## Station 111



Building date monument.

One of two locations the water line enters the site.





## Station 111 continued

Roof insulation stocked for roofing as weather permits.



1<sup>st</sup> floor interior framing of admin area.



**Station 114** Living quarters and support areas are structurally framed including the roof framing.



The apparatus bay roof framing will begin next week.



Stormwater work underway in the street.



Interior wall framing in the living quarters area's.



# Station 117

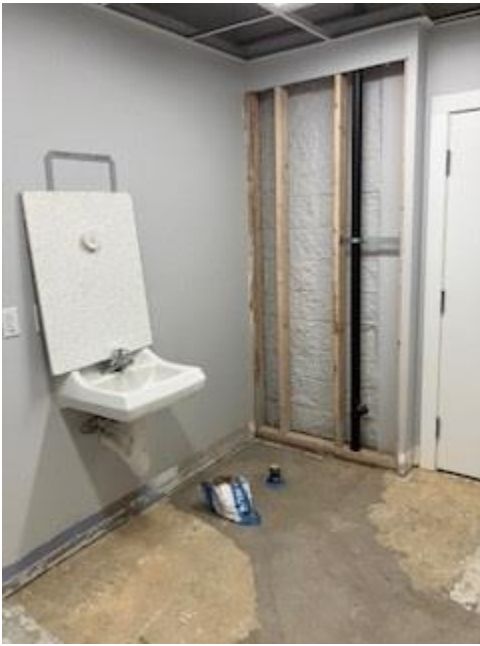
Footings and foundation work



Storm water retention pond and overflow berm.



**Station 124** Two new shower stalls. Janitors sink. Kitchen remodel.



Items	Estimate - July 2018	Actual - Nov 2023	Forecasted Expenditures
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,394,748	191,936
Station 111	21,186,196	14,051,153	12,701,127
Station 114	10,856,061	5,243,365	5,941,635
Station 117	10,096,203	1,283,207	11,307,113
Station 112	13,663,312	1,161,219	11,502,093
Station 124	0	1,380,922	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,013,961	372,666
Misc	0	132,474	0
Total	77,419,213	42,067,780	42,016,570

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(42,067,780)
Forecasted Expenditures	(42,016,570)
<b>End Fund Balance</b>	<b>1,497,313</b>

Arbitrage exposure @ 400K +/-



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

### **WSAO – 2022 Audit**

We have begun the 2022 financial and accountability audit with the WSAO. We tentatively expect an exit conference in January.

### **FF-EMT Interviews**

Interviews are underway throughout December for our winter recruit class.

### **WFC Legislative Agenda & Day on the Hill**

The WFC and WFCA "Day on the Hill" is Tuesday, January 23<sup>rd</sup>.

### **Levy Committee – Planning Update**

The levy workgroup has met five 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.

## **Committee Reminders**

Planning Committee: Friday 5<sup>th</sup>, January @ 10 am

## **Other activities in the past month**

- Pierce County Fire Training Consortium Administrative Board meetings
- Sumner Rotary meetings
- Bonney Lake Public Safety Committee
- Sumner Public Safety Committee
- Pierce County Fire Chief's Association meeting



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

### Operations

- Probationary Class 23-01
  - Moving into 4<sup>th</sup> quarter getting ready to start ladder rotations and driver/operator training.
- Recruit Class 23A-1
  - 2 weeks into EMT school
  - Graduation date set for February 1, 2024
- Recruit Class 23B-1
  - Completed Mid-Terms
  - In Hazmat training this week
- DOE Grant submitted for Hazmat equipment.
  - This was a large accomplishment by a few of our members due to the very tight application timeline.
  - Thanks to Adam Lathrop and Corina Byerly for making this happen.
- Taking delivery of the Hazmat truck and trailer from Gig Harbor this week.
- Appointed a new Assistant Team Lead for Tech Team – Jeff Hanes
- A/C Gilbert accepted a position on the JROTC advisory committee for new programs starting at Sumner and Bonney Lake High School.
  - The mission of this program is to prepare High School students for careers in public service, not just military service. This is a great opportunity to join with a local program that parallels our interest in the community.

### Logistics

- Delivery of new Engine/Rescue (inspection/upfitting in progress)
- Fleet Maintenance Summary *draft* completed/presented to Planning Committee
- Completed annual engine/ladder Inspections and maintenance to include pump testing.

### EMS

- Pierce County Aging and Disability Resources has honored East Pierce Fire and Rescue with a recognition award. The award will be presented to Melissa, Jen, & Dina at the ADR Annual Appreciation Luncheon on Wednesday, December 13, 2023. The group will be recognized for their service to the community and for partnering with Pierce County Aging and Disability.



- EMS Division successfully completed evaluations of new EMT's and one paramedic for two person EMS sign off.
- Assisted with the prescreen/evaluation process for entry level firefighter process.
- EMS logistics support completed for Pierce County Fire Training Consortium.
- Participated in Mary Bridge Pediatric EMS physician led training (December 5<sup>th</sup>).
- Organized & participated in Santa Runs at assisted living centers (Mill Ridge, Stone Creek, Cedar Ridge Tehaleh, & Stafford Suites).

### **Fire Prevention/Public Education**

- Participated on the instructor cohort to teach the Community Risk Reduction chapter to PCFTC recruit class.
- Helped facilitate the last session of the Elder Care Series.
- Taught fire extinguisher training at Dillanos Coffee Roasters and Mt. View Community Center.
- Taught AED training to the Sumner-Bonney Lake School District office staff.
- Confirmed 2024 class and event dates (CPR/FA, Safe Sitter, Scout Night, Annual Open House, etc.) and posted to website.

### **Other activities in the past month**

- Planning Committee
- Staff Off Site Meeting (2024 Planning)
- Coats for Kids
- EPFR Santa Run
- EPFR Q4 Leadership Meeting
- PCFTC Operations Advisory Team (OAT) meetings (weekly)

“WHERE COMPASSION AND ACTION MEET.”



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EAST PIERCE FIRE & RESCUE | 18421 VETERANS MEMORIAL DR. E. | BONNEY LAKE, WA 98391  
PHONE: 253-863-1800 | FAX: 253-863-1848 | WWW.EASTPIERCEFIRE.ORG

## Strategic Plan – 2021-2025

The following goals and objectives were established with the approval of the Strategic Plan in 2021.

Updates are provided to the Board of Fire Commissioners quarterly on progress towards these goals and objectives. In total, there were 60 objectives identified in the plan. Those objectives that have been completed in prior quarters are not shown in this report due to the size of the report. Objectives that appear in this report are identified by three color codes:

- Green = complete
- Yellow = in-progress
- Red = not started/deffered

<b>Goal 1: Support the Wellbeing and Development of our Team</b>	
<b>Create transparent and equitable career paths, succession plans, opportunities for professional development and human resources functions.</b>	
<b>Establish career paths for uniformed and non-uniformed personnel.</b>	<b>Parkinson</b>
Q1 2022: Work has begun to formalize career paths beyond the rank of BC. Non-Uniformed career paths have not yet been addressed.	
Q2 2022: Acting CO manual and Acting BC manual both under revision.	
Q3 2022: Succession and professional development set as PCFTC deliverable in 2023	
Q4 2022: Developing an acting officer workshop to develop interest for future company officers. MSO selection process finalized and utilized, developing process for acting MSO's.	
Q1 2023: MSO acting policy complete, future acting officer workshop conducted in Feb. and March, Non-uniformed staff meeting in Feb, all uniformed task books being revised.	
Q2 2023: Task book revisions are continuing. PCFTC working on delivery of common required promotional courses.	
Q4 2023: Task book revisions remain the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 2024.	
<b>Support Team health and wellness.</b>	
<b>Develop strategies to remove and manage the effects of sleep deprivation and workplace fatigue.</b>	<b>Moore</b>
Q2 2022: Evaluating technology (wearable) for ongoing sleep/recovery/strain awareness.	
Q3 2022: Evaluation of health survey program for future implementation.	
Q4 2022: Fitness manual draft being reviewed by Labor. Includes best practices for sleep and recovery habits.	
Q1 2023: Fitness manual published which addresses best practices for sleep.	
Q2 2023: Several yoga and fitness classes are now being offered to improve overall wellness and sleep. IAFF training has also been delivered regarding best practices for sleep and recovery.	
Q4 2023: Complete. No additional initiatives related to this objective are planned for this planning cycle. This is an ongoing initiative with ongoing education and awareness for personnel.	

<b>Provide resources, care, and support for cancer prevention among personnel.</b>	<b>Moore</b>
Q4 2021: Lifescan physicals will be available to all personnel in 2022.	
Q1 2022: Plymovent assessment complete, bunker gear evaluated (x2), PPE transport bags, hood exchange program in-place, PPE decon procedures updated, new extractors placed in 3 stations. Fleet updated to "clean cab/clean station" w/ warm water gross decon, and personal cleaning wipes, safe practices regarding cleanup after fires implemented (shower, hose loading, etc.).	
Q4 2022: Lifescan Physicals being now being scheduled for Winter/Spring of 2023.	
Q1 2023: Cancer prevention training (IAFF) provided to all personnel in January. Monitoring impacts of PFOS awareness.	
Q2 2023: Met with Galleri regarding GRAIL blood test for future employee access to cancer screening. PCFTC also working on 2024 initiatives for cancer and health screenings.	
Q3 2023: Grail bloodwork testing included in the 2024 budget request. PCFTC has lifescan scheduled for 2024.	
Q4 2023: Complete. No additional initiatives related to this objective are planned for this planning cycle. This is an ongoing initiative with ongoing education and awareness for personnel. This will include the rollout of Grail Blood Testing, and the ongoing evaluation of PPE and uniforms for alternatives.	
<b>Continue to cultivate an inclusive, supportive, and accountable internal culture.</b>	
<b>Regularly update foundational documents to ensure they reflect our desired culture and seek opportunities to link them to decision-making, accountability measures, and operations.</b>	<b>Parkinson</b>
Q1 2022: Core document work completed to date: Strategic Plan, Capital Facilities Plan, and Annual Report. Work has begun on Standard of Cover, Facilities Maint. Plan, and updates to the Equipment Replacement Plan.	
Q2 2022: Work continues on items Standard of Cover, Facilities Maint. Plan, and updates to the Equipment Replacement Plan.	
Q3 2022: Standard of Cover draft expected in Oct/Nov 2022. Equipment replacement policy presented for adoption in Sept. 2022. Technology replacement evaluated by finance committee.	
Q4 2022: Equipment Replacement Reserve policy adopted and published. SOC set for planning committee review of final draft. Will close the item in Q1 2023 when SOC finalized.	
Q1 2023: Command Staff evaluated Mission/Vision/Values and will present recommendation at April Board workshop. Unit and Response benchmarks (SOC) presented to the Board for adoption in March.	
Q2 2023: April Board workshop reviewed and recommended changes to M/V/V. Staff will work on update and messaging plan for rollout in 2024.	
Q3 2023: Consulting expense for strategic plan and M/V/V overhaul included in 2024 budget request.	
Q4 2023: This object will be complete in 2024 as the 2025+ strategic plan and M/V/V update is adopted.	

<b>Create a dynamic recruiting process that removes barriers to entry.</b>	
<b>Continue to raise awareness of career opportunities in the fire service.</b>	<b>Parkinson/Lynch</b>
Q1 2022: Working with school district (SBL) for recruitment opportunities in schools.	
Q2 2022: Began work with regional equity labs through Clover Park, Tacoma, Puyallup School Districts.	
Q4 2022: Creating Pierce Co. HR workgroup to look at group recruiting options, attend King Co. diversity workshop at Renton VoTech in December w/ goal to host in Pierce Co. in 2023.	
Q1 2023: Regional workshop still in planning phase, recruitment business cards ordered, recruitment video scheduled for shooting in May, website updates underway.	
Q4 2023: Complete. No additional initiatives related to this objective are planned for this planning cycle. This is an ongoing initiative with HR and the ILAC being the leads for driving new approaches.	
<b>Goal 2: Prepare for a growing population and increasing demand for services.</b>	
<b>Develop a robust Community Risk Reduction program to prevent and prepare for emergencies.</b>	
<b>Grow EPFR's public education program, including going out into the community and sharing information via our website, social media, and PC-NET.</b>	<b>Gilbert/Sutherland</b>
Q1 2022: Pub Ed Courses now being scheduled for 2022. Website re-design is in progress.	
Q2 2022: Researching FDSU (First Due Size Up) Community Connect software to allow the public to input their own property specific information.	
Q3 2022: New EPFR website live (Sept. 2022), Community Connect agreement signed with FDSU to allow public to add notes regarding their residence (launch in 2023). Instagram account launched in Sept. 2022.	
Q4 2022: Fire extinguisher training now being offered. Characterization program being scheduled with schools.	
Q1 2023: SBLSD Youth Forum, Developing crew training for Community Connect prior to public launch in late summer. Hands only CPR courses being delivered to community groups (Trilogy).	
Q2 2023: Community Connect is now live. Staff is working through marketing campaign to push public awareness.	
Q4 2023: The public rollout of Community Connect remain the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 2024.	

<b>Support city, town, and county leadership in emergency preparedness efforts.</b>	<b>Gilbert</b>
Q4 2021: In 2021, emergency management duties were transferred from the logistics assistant chief to the prevention assistant chief. This has resulted in AC King regularly attending planning meetings in the region (Mt. Rainier, floods, winter storm, etc.).	
Q2 2022: Regularly attending EPIC (East Pierce Emergency Management Coalition) meetings, assisted Sumner and Bonney Lake in large scale LAHAR drill.	
Q3 2022: Wildland preparation projects complete in Bonney Lake and South Prairie + wildland fire awareness videos created for social media.	
Q4 2022: Pierce Co. Conservation District grant for neighborhood wildland preparation. Joined the Sumner-BL SD Safety Task Force.	
Q1 2023: Table top w/ JBLM for regional large incidents, MSO to CCTA event with Edgewood PD, Wildfire Ready Neighbors program launch April 1st, HWY 162 traffic mitigation meetings.	
Q2 2023: Working with City of Bonney Lake to develop CERT program and assist with instruction.	
Q4 2023: Complete. No additional initiatives related to this objective are planned for this planning cycle. This is an ongoing initiative and staff will continue outreach and communications with our community and regional partners.	
<b>Ensure District facilities are well-located, efficient, and safe.</b>	
<b>Update the Capital Facilities Plan and identify long-range facility needs, including improvements needed to existing stations.</b>	<b>Sandlian</b>
Q1 2023: Planning Committee began discussion in March. The topic will be brought to the Board workshop in April for recommended next steps.	
Q2 2023: Board reviewed recommendation in April. Planning Committee working through early assessment steps, beginning with facility grading of Station 113 and Station 116.	
Q3 2023: Staff is working with RFM to conduct a facility grading assessment to prioritize future projects. Other Phase 1 projects are bumping this project lower in priority.	
Q4 2023: We remain in a holding pattern on facility grading due to bandwidth with RFM. While other vendors could do this work, staff recommends staying with RFM due to the overlap with current and future projects. Staff expects to complete this work in the first half of 2024 and will likely recommend incorporating associated work plans into the next strategic plan.	

<p><b>Establish funding for Phase 2 capital projects and ongoing maintenance of new buildings, including remodeling or expanding Station 113 (Sumner), new Station 124 (Milton), and Station 116 (Foothills), a training facility, and a fleet maintenance facility.</b></p>	<p><b>Parkinson</b></p>
<p>Q1 2023: Planning Committee began discussion in March. The topic will be brought to the Board workshop in April for recommended next steps. Recommend action will come from the Planning Committee as an updated Phase 2 assessment is established.</p>	
<p>Q4 2023: The long term funding needs for projects will largely be driven by the update to the CFP as referenced above. Staff will likely recommend the Board consider adopting policy related the funding of Phase 2 projects. This may be incorporated into the next strategic plan.</p>	
<p><b>Play a proactive and positive role in regional efforts to address the health and safety of the Pierce County community.</b></p>	
<p><b>Engage regularly with neighboring jurisdictions to address issues of regional concern, including planning for growth, training, recruiting, information technology, and purchase of equipment.</b></p>	<p><b>Parkinson/Stabenfeldt</b></p>
<p>Q4 2021: Active discussions are occurring regarding regional efforts with both I.T. and Training</p>	
<p>Q1 2022: Tour of SKCFTC occurred in March 2022. Joint recruit academy began in January 2022.</p>	
<p>Q2 2022: Training consortium planning is actively progressing. Regional wildland response planning and training has occurred throughout Q2. PCHIT and PCSORT evaluation is near completion and is expected to result in regional changes regarding haz-mat and special operations team managements, training, and response. Regional radio system discussions are actively occurring. Logistics chief's from metro agencies have begun regular meetings.</p>	
<p>Q3 2022: Training Consortium ILA is fully executed and implementation is progressing. PCSORT/PCHIT evaluation and recommendations draft created for regional review. DNR and Pierce Co. Conservation projects completed (social media videos and Firewise project).</p>	
<p>Q3 2022: Training Consortium chief selected. PCSORT/PCHIT modifications being planned for incorporation into the PCFTC. 2023 PCFTC Training calendar being created. PC HR Group evaluating joint recruitment opportunities.</p>	
<p>Q1 2023: PCSORT/PCHIT regional discussion is still advancing to move away from the current ILA format with the intent to roll services under the mutual aid agreement. Several agencies are evaluating Darkhorse Analytics as a collective initiative to standardize response data. HR Group continues work on joint recruiting options.</p>	
<p>Q2 2023: Several initiatives remain in various stages throughout the county, which include: peer support, logistics, FDSU, and PCFTC.</p>	
<p>Q4 2023: The most significant open item related to this objective is the dissolution of PCHIT &amp; PCSORT. In the first half of 2024, our focus will ensure any equipment and response needs are addressed for East Pierce and the region.</p>	

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

**Strengthen our community presence.**

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

**Gilbert/Sutherland**

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

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

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

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

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

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

**Identify new opportunities to expand community engagement efforts.**

**Gilbert/Sutherland**

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

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

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

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

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



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

<b>Ensure messaging is inclusive and culturally relevant for EPFR's range of member communities.</b>	<b>Stabenfeldt</b>
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	
<b>Continue to train personnel in trauma-informed care and cultural humility to ensure community members receive appropriate and effective care.</b>	<b>Parkinson/Lynch</b>
Q1 2022: Engaged 828 consulting to conduct an internal inventory of awareness and culture.	
Q2 2022: Supervisor training (diversity and cultural humility) scheduled for Q4 2022. Evaluating contractor for delivery of PTSD training in Q3 2022.	
Q3 2022: Supervisor training (diversity and cultural humility) scheduled for Q4 2022. Course for delivery of PTSD training scheduled for Oct. 2022.	
Q4 2022: 2023 DEI Training scheduled for District personnel.	
Q1 2023: Equity Advisory Committee formed and training has started. Several PTSD resiliency courses are scheduled for this spring.	
Q2 2023: EAC (28 personnel) have begun trainings with 828 consulting.	
Q3 2023: Work continues with the EAC. Some lag has occurred as the project leadership has transferred from Mack to Lynch.	
Q4 2023: The EAC has completed its trainings for 2023 and has another series of trainings scheduled for 2024. After that, the EAC will be responsible for internal training deliveries.	

<b>Goal 4: Be a highly efficient organization</b>	
<b>Ensure internal policies and functions are effective in supporting the organization.</b>	
<b>Ensure internal processes are as effective and efficient as possible for both service-oriented and administrative personnel.</b>	<b>Parkinson/Stabenfeldt</b>
Q2 2022: Lexipol procedures manual (different than policy manual) content now being rolled out.	
Q4 2022: Clark Nuber Financial Operational Assessment scheduled for Q1 2023.	
Q1 2023: Clark Nuber Financial Operational Assessment is approximately 50% complete. Staff expects to report findings to the Board in May. An ongoing policy review plan is now implemented to review each policy annually.	
Q2 2023: Clark Nuber Financial Operational Assessment is complete. Staff to review with Finance Committee and Board in July 2023.	
Q3 2023: Clark Nuber Financial Operational Assessment and Board has accepted the report. Staff is now updating the Board with progress on the identified goal in Q3 2023.	
Q4 2023: Complete. No new initiatives are planned for this objective during this planning cycle. This objective is ongoing and staff continuously reviews internal process for changes.	
<b>Steward District resources to best serve the community.</b>	
<b>Ensure our policies, processes, and culture support the efficient use of resources.</b>	<b>Parkinson</b>
Q4 2021: In 2021 Lexipol (policy manual) went "live" and captured all existing policies, guidelines, and procedures into a common platform.	
Q2 2022: Lexipol procedures manual (different than policy manual) content now being rolled out.	
Q3 2022: SOC draft in process. This study will drive future operational decisions regarding staffing and deployment of District resources.	
Q4 2022: Clark Nuber Financial Operational Assessment scheduled for Q1 2023. SOC final draft ready for review.	
Q1 2023: Clark Nuber Financial Operational Assessment is approximately 50% complete. Staff expects to report findings to the Board in May. An ongoing policy review plan is now implemented to review each policy annually.	
Q2 2023: Clark Nuber Financial Operational Assessment is complete. Staff to review with Finance Committee and Board in July 2023.	
Q3 2023: Clark Nuber Financial Operational Assessment and Board has accepted the report. Staff is now updating the Board with progress on the identified goal in Q3 2023.	
Q4 2023: Complete. No new initiatives are planned for this objective during this planning cycle. This objective is ongoing and staff continuously reviews internal process and policies for changes.	

<b>Explore regional opportunities as a method to reduce costs</b>	<b>Parkinson/Stabenfeldt</b>
Q4 2021: Q4-2021: Active discussions are occurring regarding regional efforts with both I.T. and Training	
Q1 2022: Regional recruit academy in Jan. 2022 and SKFTC tour complete in March 2022. Further discussions are currently occurring.	
Q2 2022: Regional fire training consortium discussion is active and expected to move forward throughout 2022. Discussions of logistics regional opportunities has begun as well.	
Q3 2022: Training Consortium ILA is fully executed and implementation is progressing. PCSORT/PCHIT evaluation and recommendations draft created for regional review. DNR and Pierce Co. Conservation projects completed (social media videos and Firewise projects). Wildland predeployment (Rogue 6) occurred throughout the summer 2022.	
Q4 2022: PCFTC still progressing. Regional HR group formed to review recruitment opportunities.	
Q2 2023: Discussions regarding inclusion of EMS training, ems records, and ems certification within the PCFTC is underway. Discussions regarding future of logistics is also occurring.	
Q4 2023: Complete. No new initiatives are planned for this objective during this planning cycle. This objective is ongoing and staff continuously reviews regional opportunities for operational or financial benefit.	
<b>Evaluate options for long-term funding stabilization, including opportunities to generate non-tax revenues, to meet operational resource needs.</b>	<b>Parkinson</b>
Q1 2022: Began discussion FBC, presentation to Finance Comm. in April 2022	
Q2 2022: Board workshop conducted to review 5 year staffing needs and associated expense and revenue budget forecasts. Discussion regarding funding options also occurred and the current direction is to run a single year lid lift of the regular levy in April of 2023 and a single year lid lift of the EMS levy in April of 2026.	
Q4 2022: 2023 Budget adopted, SAFER grant, Levy plan will be reviewed at April 2023 Board workshop.	
Q1 2023: Staff submitted for an AFG grant in early February.	
Q3 2023: Staff is evaluating AFG grant options for 2024.	
Q4 2023: No substantial update. Staff recommends Board dialogue on this subject after the April 2024 levy.	

“WHERE COMPASSION AND ACTION MEET.”



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## Standard of Cover - Improvement Goals

The following goals were established with the acceptance of the Standard of Cover – Community Risk Assessment in early 2023. Updates are provided to the Board of Fire Commissioners quarterly on progress towards these goals.

**Improvement Goal 1**

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

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

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

**Improvement Goal 2**

**Adopt a plan to maintain and improve response capabilities**

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

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

**Improvement Goal 2a**

**Improve Turnout Time**

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

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

**Improvement Goal 2b**

**Continue Reducing Call Processing Time**

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

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

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

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

In Progress: This has been adopted as a goal of the Pierce County Fire Chiefs Association for 2023. Chief Parkinson is assigned as the lead for this initiative to interface with SS911. The first step is gathering the data points in the call processing sequence for assessment (which is underway). Q2 2023: Data collection continues with SS911. Q4: Regional Fire Chiefs continue to meet with representation from SS911 to evaluate areas of improvement.

**Improvement Goal 2c**

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

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

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

Complete: See Goal #1 & Goal 2 notes.

**Improvement Goal 2d**

**Implement a Risk-based Response to Target Hazards**

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

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

In Progress: A complete overhaul of response packages, ESZ's, and station orders is underway. This project will trigger a review of target hazard deployment. This project will likely complete at the end of Q3 2023. Q2 2023: Work continues internally. This project is also being worked on with a number of Pierce Co. fire departments. Q3 2023: Evaluation of station orders and response packages is nearing completion. We continue to evaluate options to address target hazards within the district. Q4: Regional work continues to evaluate ESZs and response packages. ESZ has been created for Snag Island in order to create a response package that will allow for additional water tenders/fireboat due to water supply issues in the area. Tender modifiers are being added for rural ESZs to ensure tender response in areas that have limited water supply.



**Improvement Goal 3**

**Enhance Utility of Strategic Decision Data**

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

In Progress: We continue to attend training on this subject with the goal of improving our capacity in making data informed decisions. We are also collaborating with neighboring jurisdictions to explore other technologies available for data analysis and decision making (Dark Horse Analytics). Data Analyst Worley will be attending a two part series sponsored by the IAFC focusing on analysis driven decision making (FIRE DAWG-Fire Data Analysis Working Group). The group will meet during FRI in August and again at the Technology Summit International in December. Q3 2023: Agencies from Pierce County will be meeting with Intterra and Darkhorse this fall. Q4: Data Analyst Worely attended the TSI conference hosted by the IAFC (December). ILA completed with CPFR to utilize Darkhorse Analytics.

**Improvement Goal 3a**

**Enhance Integration of Key Information Systems**

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

In Progress: See improvement Goal 3 (above). Part of the regional discussion involves "piggy-backing" onto work which is already underway by Central Pierce F&R to create a data warehouse as a single hub for all data feeds. Q2 2023: Work continues to expand our data analytics footprint by partnering with several other agencies. Q3 2023: See above. We continue to work with neighboring agencies and vendors in order to better understand and utilize data. Q4: ILA completed with CPFR (Darkhorse Analytics).

**Improvement Goal 3b**

**Ensure Timely Access to Relevant, Reliable Growth Intelligence**

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

Not started: As we move through 2023, we will foster new and ongoing relationships in all cities and Pierce County to ensure we are aware of long term growth impacts related to the district. Q3 2023: We will continue to look for opportunities to form and strengthen relationships at the county. Q4: Staff continues to look for opportunities to access relevant and reliable growth intelligence.

**Improvement Goal 3c**

**Explore Collaborative Data Initiatives**

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

In Progress: See notes in Goal 3 and 3a(above). Q3 2023: East Pierce has strengthened relationships with agencies throughout Pierce County specific to data and analytics. Operations personnel and data-analysts meet on a monthly basis to address collective challenges and opportunities. Q4: Staff attended collaborative meetings with regional partners and vendor reps to explore opportunities to expand collaborative efforts relating to data and analytics.

**Recommendation 1**

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

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

No start date of yet

**Recommendation 2**

**Implement a Grant Management System**

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

Task assigned to Corina Byerley, District Secretary

**Recommendation 3**

**Checklists**

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

In progress: Researching the guidelines and requirements of the District to convert records to electronic record keeping.

**Recommendation 4**

**Time Entry**

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

In progress: A new time keeping system is being reviewed by the District. Currently we are looking into locking the staffing roster which will prevent any entries to be made after the cut-off date. All changes would only be made by the administrators of the program. All changes made after submission of timecards must be reviewed and approved by the Finance Manager then entered by the payroll administrator into the payroll system.

**Recommendation 5**

**Annual Time Entry Training**

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

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

**Recommendation 6**

**Reconcile Crewsense and Springbrook**

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

Complete: This is done on annual basis.

**Recommendation 7**

**Update Policies**

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

Complete: Policies have been updated.

**Goal 1**

**Electronic Payroll**

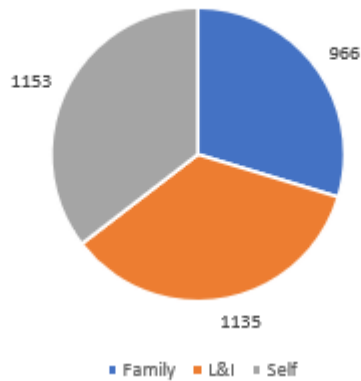
Current process for processing of payroll is manual entry for all timecards into the payroll system done by one person. Electronic payroll will speed up the process by eliminating the manual entry process and reduce the margin of errors.

In progress: The District is currently reviewing a staffing/timecard program from FDSU which has the components which would meet requirements and allow the District to move to electronic payroll. The system is still in development with a projected beta release by November 2023. The District will be part of the beta testing and review.

## Injury – Medical Leave Report – November 2023

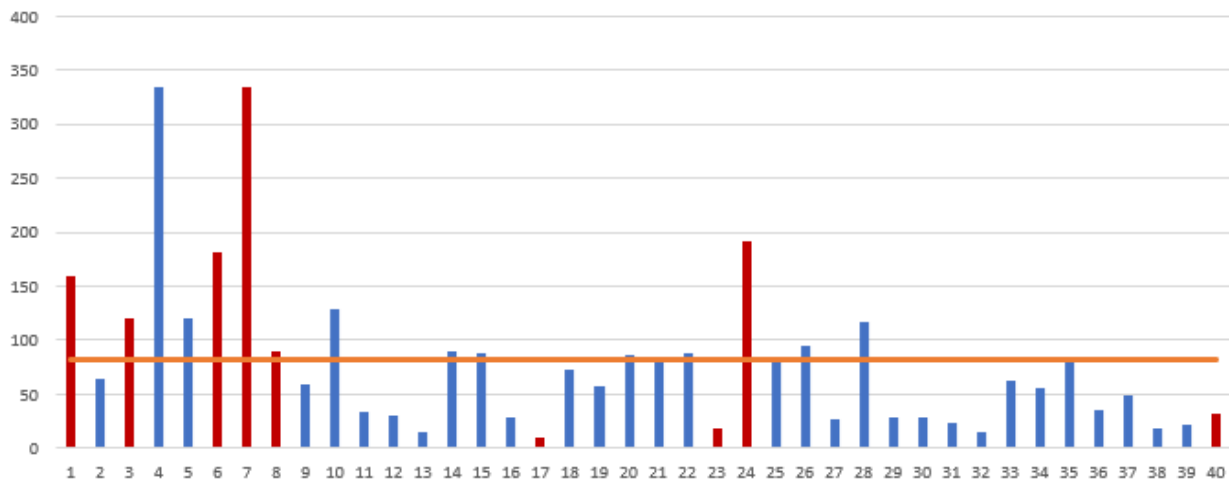
- As of November, we have a total of 40 employees who have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
  - The average time loss of these employees is estimated at 81.35 calendar days

Time Loss by Type (calendar days)



- 9 L&I claims for time-loss have occurred in 2023 (seen below in red).
  - 2 of the 9 qualify for the Stay-at-Work program through L&I

Time Loss by Employee (calendar days)





### Planning Committee Meeting Notes

December 1, 2023 @ 1000 hrs.

C. Wernet (Chair), R. Kroum, M. Cathey (virtual)

Staff: Chief Parkinson, DC Stabenfeldt, AC Sandlian, PM Herrera

1. Station Construction Update was provided to the committee by project manager Phil Herrera.
  - a. Station 118 is occupied, permanent occupancy approval estimated January after a few key items are completed.
  - b. Station 111 construction is ongoing. Building is dried in and roof installation is pending a break in weather. Change orders are anticipated, including one as a result of locating unmapped and non-operational City street lighting and tree irrigation.
  - c. Station 114 construction is progressing toward an April completion date. City has changed the location of the water valve resulting in a substantial cost and so we are voicing concerns with the City and hoping to come to a better approach.
  - d. Station 112 project is targeting building permit submittal in January.
  - e. Station 117 is undergoing site grading and concrete footings. An issue concerning construction personnel parking on the street has been raised and Phil is working with the general to resolve.
  - f. Station 124 remodel is in the renovation phase. Move-in still set for December 23<sup>rd</sup>.
2. Phase 2 Projects
  - a. AC Sandlian presented a study on our Vehicle Maintenance workload, staffing and various alternatives to in-house maintenance program. There are few partnership opportunities with other neighboring fire agencies due to limited capacity, both labor and facility space. The study estimates cost savings by hiring a second FTE emergency vehicle technician and pulling back a significant amount of work that is currently outsourced to Hughes Fire Equipment and other shops.
3. Planning in 2024
  - a. The committee discussed a variety of work that could be done by the Board and/or in committee during the upcoming year to help with strategic planning.
    - i. Create a financial policy for selection, prioritization and approval of any potential phase 2 facilities projects.
    - ii. Develop a framework for an updated/rolling Strategic Plan prior to the upcoming April 2024 workshop.
    - iii. Assess the work statement and staffing of the community resource paramedic program.

#### Next Meeting:

- Friday, January 5<sup>th</sup> @ 1000



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	December 19, 2023
<b>Title:</b>	Resolution 1041 Transfer of funds from the General to Reserve Fund

<b>Recommendation from Staff:</b>	
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to approve Resolution 1041 to transfer funds from the General Fund to the Reserve Fund in the amount of \$1,685,700.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	Resolution 1041

<b>Summary:</b>
Per the approved 2023 budget.

<b>Fiscal Impact:</b>	
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**EAST PIERCE FIRE AND RESCUE**

**RESOLUTION NO. 1041**

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

**WHEREAS**, the Board wishes to transfer funds in the amount of \$1,685,700 from the General Fund to the Reserve Fund as the scheduled transfer per the Equipment and Facility policy as approved in the 2023 budget; 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 December 20, 2023 as follows:

General Fund (686-022)	Transfer Out	\$1,685,700
Reserve Fund (690-022)	Transfer In	\$1,685,700

**PASSED AND APPROVED** this 19<sup>th</sup> day of December, 2023, 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>	December 19, 2023
<b>Title:</b>	Resolution 1042 Transfer of funds from the Reserve to General Fund

<b>Recommendation from Staff:</b>	
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to approve Resolution 1042 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,955,412.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	Resolution 1042

<b>Summary:</b>
This transfer is the remaining balance that is to be transferred to the General Fund to cover the expenditures for Capital Purchases approved by the Board for FY2023.

<b>Fiscal Impact:</b>	
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**EAST PIERCE FIRE & RESCUE**

**RESOLUTION NO. 1042**

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

**WHEREAS**, the Board wishes to transfer funds in the amount of \$1,955,412 from the Reserve Fund to the General Fund for the expenditures of Capital Purchases accruing in the FY2023 Budget; and

**NOW THEREFORE IT IS HEREBY RESOLVED** by the Board of Commissioners of East Pierce Fire & Rescue that Pierce County Budget and Finance is directed to transfer these funds December 20, 2023 as follows:

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

Reserve Fund (690-022)	Transfer Out	\$1,955,412
General Fund (686-022)	Transfer In	\$1,955,412

**PASSED AND APPROVED** this 19<sup>th</sup> day of December 2023, 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

**Capital Purchases for 2022**

Purchases included in Transfer 12/20/2022	Budgeted	Transferred	Completion
3 Medic Units	\$ 934,270	\$ 329,537	Partial
Mechanic Service Truck	\$ 261,425	\$ 485	Partial
Engine Refurb	\$ 300,000	\$ 121,761	Partial
<b>Totals</b>	<b>\$ 1,495,695</b>	<b>\$ 451,783</b>	

**Capital Purchases for 2023**

Purchases included in Transfer	Budgeted	Transferred	Completion	Expenditures 2023	Total Expenditures for Purchase	Over / Under Budget
3 Medic Units	\$ 934,270	\$ 604,733	Complete	\$ 609,110	\$ 938,647	\$ (4,377)
Mechanic Service Truck	\$ 261,425	\$ 231,238	Complete	\$ 231,238	\$ 231,723	\$ 29,703
Engine Refurb	\$ 300,000	\$ 178,239	Complete	\$ 183,047	\$ 304,808	\$ (4,808)
<b>Totals</b>	<b>\$ 1,495,695</b>	<b>\$ 1,014,210</b>				

\$ 1,465,993

Staff Vehicles	\$ 314,342	\$ 314,342	Complete	\$ 314,842	\$ 340,133	\$ (25,791)
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Extrication Equipment	\$ 40,000	\$ 40,000	Complete	\$ 42,385	\$ 42,385	\$ (2,385)	Overage was applied to GL line item
Powerload System and Cots	\$ 176,000	\$ 176,000	Complete	\$ 194,477	\$ 194,477	\$ (18,477)	Overage was applied to GL line item
SCBA Compressors	\$ 180,000	\$ 180,000	Complete	\$ 188,200	\$ 188,200	\$ (8,201)	Overage was applied to GL line item
Stock Engine	\$ 1,093,987	\$ 1,093,987	Complete	\$ 1,095,320	\$ 1,095,320	\$ (1,333)	Overage was applied to GL line item
3 Medic Units	\$ 1,021,200	41,668	Partial/Carry over to 2024	\$ 41,668	\$ 41,668		
Station 124 Renovation	\$ 275,000	109,415	Partial/Carry over to 2024	\$ 109,415	\$ 109,415		
	<b>\$ 3,100,529</b>	<b>\$1,955,412</b>					



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	December 19, 2023
<b>Title:</b>	<b>Resolution 1043 – 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 1043 to transfer funds from the Capital Fund to the General Fund in the amount of \$89,769.</i>
<b>Presenter:</b>	<b>M. Hollon</b>
<b>Attachments:</b>	Resolution 1043

<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 \$89,769 will be transferred from the Capital to the General for wages, benefits and expenditures from October 2023 – December 2023. Transfers will occur quarterly.</p>

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

**RESOLUTION NO. 1043**

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

**WHEREAS**, the Board wishes to transfer funds in amount of \$89,769 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 October 2023 to December 2023; 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 December 20, 2023, as follows:

Capital Fund (687-022)	Transfer Out	\$89,769
General Fund (686-022)	Transfer In	\$89,769

**PASSED AND APPROVED** this 19<sup>th</sup> day of December 2023, 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>	December 19, 2023
<b>Title:</b>	Logistics, EMS, IT 2023 Surplus Items

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<i>Move to approve Resolution 1044, the surplus of miscellaneous information systems, EMS division, and Logistics division equipment and to dispose of, donate, sell or recycle at the discretion of the Fire Chief.</i>
<b>Presenter:</b>	AC Sandlian
<b>Attachments:</b>	Resolution 1044 with Appendix: A, B, and C

<b>Summary:</b>
<p>Staff recommends the surplus of the items listed on attached (Appendix A, B, and C) of miscellaneous items from IT, EMS, and Logistics Divisions. The items we are requesting to surplus no longer are of use to us. Some items have been replaced or are damaged beyond cost of effective repair or place out of service for meeting expiration date criterias. The items no longer fit our needs and we recommend the miscellaneous items be disposed of, sold, or donated, at the discretion of the Fire Chief.</p>

<b>Fiscal Impact:</b>	None
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# EAST PIERCE FIRE & RESCUE

## RESOLUTION NO. 1044

### A Resolution to Surplus Misc. EMS, Logistics, and IT Equipment

**WHEREAS**, the miscellaneous PPE and equipment listed on the attached Appendix A, owned by East Pierce Fire & Rescue has been deemed past its useful life for meeting expiration date criteria, or damaged beyond cost effective to repair and is no longer of use to the District; and

**WHEREAS**, misc. information systems equipment, as listed in Appendix B, owned by East Pierce Fire & Rescue has been deemed damaged beyond cost effective to repair and is no longer of use to the District; and

**WHEREAS**, misc. EMS equipment, as listed in Appendix C, owned by East Pierce Fire & Rescue has been deemed past its useful life for meeting expiration date criteria, or damaged beyond cost effective to repair and is no longer of use to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of East Pierce Fire & Rescue that miscellaneous PPE and equipment as listed in Appendix A, miscellaneous information systems equipment as listed in Appendix B, and miscellaneous EMS equipment as listed in Appendix C; is hereby declared surplus to the needs of the District and will be disposed of, donated, sold, or recycled at the discretion of the Fire Chief.

**ADOPTED** at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on December 19, 2023, the following commissioners being present and voting:

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

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

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

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

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

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

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

ATTEST:

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

10/4/2023 - 2:17 PM

## Supply Room: z2023Q2/Q3-Surplus

Part Description	Part Number	Quantity On Hand
1 3/4 Structural Hose	H-0402	1
Bunker Boots	05328437	1
Bunker Boots	20142741001150	1
Bunker Boots	20232181051466	1
Bunker Boots	20265390901140/1234	1
Bunker Boots	HP310821259	1
Bunker Boots	HP310987148	1
Bunker Boots	HP311026321	1
Bunker Boots	HP311034811	1
Bunker Jacket	03050356	1
Bunker Jacket	0909001170	1
Bunker Jacket	1007007112	1
Bunker Jacket	1104005406	1
Bunker Jacket	1111007061	1
Bunker Jacket	29042201	1
Bunker Pants	0005959962	1
Bunker Pants	03040128	1
Bunker Pants	1008007263	1
Bunker Pants	29042601	1
Bunker Pants	30743102	1
Radio - Motorola APX 7000XE	562CND0040	1
Radio - Motorola APX 7000XE	562CND0041	1
Radio - Motorola APX 7000XE	562CND0042	1
Radio - Motorola APX 7000XE	562CND0043	1
Radio - Motorola APX 7000XE	562CND0044	1
Radio - Motorola APX 7000XE	562CND0045	1
Radio - Motorola APX 7000XE	562CND0046	1
Radio - Motorola APX 7000XE	562CND0047	1
Radio - Motorola APX 7000XE	562CND0048	1
Structural Helmet	01073	1
Structural Helmet	10257	1
Structural Helmet	10273	1
Structural Helmet	10275	1
Structural Helmet	10296	1
Structural Helmet	10297	1
Structural Helmet	EPFR0000493	1
Structural Helmet	EPFR000497	1
Structural Helmet	EPFR000558	1
Structural Helmet	EPFR000647	1
Structural Helmet	EPFR000648	1
Structural Helmet	EPFR000666	1
Structural Helmet	EPFR000668	1
Structural Helmet	EPFR000669	1
Structural Helmet	EPFR000677	1

Structural Helmet	EPFR000683	1
Structural Helmet	EPFR000710	1
Structural Helmet	EPFR000719	1
Structural Helmet	EPFR000720	1
Structural Helmet	EPFR000725	1
Structural Helmet	EPFR000726	1
Structural Helmet	EPFR000734	1
Structural Helmet	EPFR000736	1
Structural Helmet	EPFR000756	1
Structural Helmet	EPFR000758	1
Structural Helmet	EPFR000777	1
Structural Helmet	EPFR000801	1
Structural Helmet	EPFR000805	1
Structural Helmet	EPFR000810	1
Structural Helmet	EPFR000818	1
Structural Helmet	EPFR000822	1
Structural Helmet	EPFR000823	1
Structural Helmet	EPFR000824	1
Structural Helmet	EPFR000833	1
Structural Helmet	EPFR000858	1
Structural Helmet	EPFR000860	1
Structural Helmet	EPFR000861	1
Structural Helmet	EPFR000873	1
Structural Helmet	EPFR000876	1
Structural Helmet	EPFR000882	1
Structural Helmet	EPFR000884	1
Structural Helmet	EPFR000896	1
Structural Helmet	EPFR000906	1
Structural Helmet	EPFR000924	1
Structural Helmet	EPFR000929	1
Structural Helmet	EPFR000947	1
Structural Helmet	EPFR000953	1
Structural Helmet	EPFR000958	1
Structural Helmet	EPFR000978	1
Structural Helmet	EPFR000986	1
Wildland Hose - 100' - 1"	FS21 - 014	1
Wildland Hose - 100' - 1"	FS21-008	1
Wildland Hose - 100' - 1"	FS21-010	1
Structural Hose - 50' - 5"	EP21-53	1
Structural hose - 50' - 13/4"	01-024m	1
Structural hose - 50' - 13/4"	0430	1
Structural hose - 50' - 13/4"	02335	1
Structural hose - 50' - 13/4"	09-004-M	1
Structural hose - 50' - 13/4"	02-041	1
Structural hose - 50' - 13/4"	0409	1
Structural hose - 25' - 5"	02218	1
Structural hose - 50- 21/2"	09-030	1
Structural hose - 50- 21/2"	11-022	1





Resolution 1044 Appendix C

Surplus EMS Items	Serial Number	Brand	Model	Asset #
AutoPulse	10961	Zoll		100
AutoPulse	10911	Zoll		100
AutoPulse	10913	Zoll		100
Suction Unit	7811	Sscor, INC	2100A	N/A
EMS Gurney	20639226	Stryker	6082 MX-PRO-R3	11328
EMS Gurney	40139727	Stryker	6082 MX-PRO-R3	11206, 1707
EMS Gurney	40139726	Stryker	6082 MX-PRO-R3	1698
CPAP Machine	343-13854	CPAP OS	1900-001	
CPAP Machine	343-13457	CPAP OS	1900-001	
CPAP Machine	343-6886	CPAP OS	1900-001	1600
CPAP Machine	343-6820	CPAP OS	1900-001	1601
CPAP Machine	343-12732	CPAP OS	1900-001	
CPAP Machine	343-6885	CPAP OS	1900-001	1599
CPAP Machine	343-6890	CPAP OS	1900-001	1603
CPAP Machine	343-6822	CPAP OS	1900-001	1598
CPAP Machine	343-6904	CPAP OS	1900-001	1604
CPAP Machine	343-13521	CPAP OS	1900-001	
CPAP Machine	343-6903	CPAP OS	1900-001	1605
CPAP Machine	343-6887	CPAP OS	1900-001	1602
CPAP Machine		CPAP OS	1900-001	
CPAP Machine		CPAP OS	1900-001	
CPAP Machine		CPAP OS	1900-001	
CPAP Machine		CPAP OS	1900-001	
CPAP Machine		CPAP OS	1900-001	
CPAP Machine		CPAP OS	1900-001	
Gurney Bracket	N/A	Technimount	Bracket Pro Serie 76	
Stair Chair	021039767	Stryker		
Stair Chair	040139570	Stryker		
Stair Chair	040339725	Stryker		
Stair Chair	040339726	Stryker		
Stair Chair	040339727	Stryker		
Stair Chair	070140285	Stryker		
Stair Chair	071040138	Stryker		
Stair Chair	100141122	Stryker		



# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	December 19, 2023
<b>Title:</b>	Vehicle Maintenance Assessment and Recommendations

<b>Recommendation from Staff:</b>	N/A – Information Only
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<i>None</i>
<b>Presenter:</b>	Chief Parkinson
<b>Attachments:</b>	Vehicle Maintenance Assessment

<b>Summary:</b>
<p>Earlier in 2023, staff was tasked with evaluating the components of the EPFR vehicle maintenance program. The program was assessed by evaluating the workload, workforce, and workplace. The Planning Committee received an overview of the report in early December. The Board will receive the same report and recommendations at the December meeting.</p> <p>Recommendations in the report do not require immediate action and are designed for decision-making in future budgets.</p>

<b>Fiscal Impact:</b>	N/A
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**East Pierce Fire & Rescue**

**Fleet / Vehicle Maintenance Program**

**2023 / 2024**





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## Overview

East Pierce Fire & Rescue, (EPFR), proudly serves the citizens living in the area of approximately 153 square miles serving the cities of Milton, Edgewood, Sumner, Bonney Lake, communities of Lake Tapps, Tehaleh, Town of South Prairie, and unincorporated Pierce County communities throughout East Pierce County. East Pierce Fire & Rescue has approximately 185 uniformed employees who respond to over 12,500 calls for service annually from 6 staffed fire stations.

The East Pierce Fire & Rescue Logistics Division supports three core areas of service:

- supply ordering and distribution
- facility maintenance
- vehicle/equipment maintenance

The current EPFR Logistics Division staffing can be seen in Table 1 below:

**Table 1: Logistics Division Staffing**

<b>Title</b>	<b>Count</b>
Assistant Chief	1
Division Specialist	2
*EVT Mechanic	1
Logistics Support FF	1
Logistics Aid	1
Administrative Support	1
Total	7

**\*Emergency Vehicle Technician (EVT)** certification. Per NFPA 1701- (Standard for Emergency Vehicle Technician professional qualifications) the mechanic who performs repairs and maintenance in compliance with NFPA 1901- (Standard for Automotive Fire Apparatus) and 1911- (Standard for Inspection, Maintenance, testing of Fire Apparatus) must be EVT certified and trained.

The current EPFR fleet inventory can be seen in table 2 below: *\*minus Boat/Trailer.*

**Table 2: Fleet Inventory**

<b>Unit Type</b>	<b>Count</b>
Fire Engines	14
Ladder Trucks	2
Medic Units	10
Tender	1
Brush Trucks	3
BC/MSO Units	3
Staff Support Vehicles	25
Total	58

### **Current state**

EPFR fleet maintenance is managed by a Division Specialist who oversees the apparatus fleet and is supported by a Logistics Support Specialist (uniformed firefighter) and one EVT Mechanic. The mechanic is based out of Station 119 located in South Prairie. The EPFR mechanic performs regular maintenance to the fleet including oil changes, filter servicing, minor to moderate repairs and upfitting of the engine, ladder, medic unit, and staff vehicles.

East Pierce Fire & Rescue recently deployed a mobile mechanic truck. This increased efficiency by allowing the mechanic to perform mobile repairs and servicing at the location of the vehicles in their home stations versus shuttling vehicles to Station 119. Mobile services are scheduled and coordinated in conjunction with pre-designated out of service times (training events) to minimize out of service times overall.

Fleet management operation is comprised of three essential elements: the Workload; the Workforce; and the Workplace.

### **Workload**

Workload can be described as “the measured accumulation of duties and responsibilities for the fleet management operation”. When properly measured and expressed, it is very useful for meaningful decision making. “Vehicle Statistical Referencing System (VSRS)” allows us to calculate a fleet’s maintenance burden. It can measure workload for every vehicle and piece of equipment in the fleet.

In the VSRS, each asset is assigned a Vehicle Equivalency Unit (VEU). The basis for this system is a passenger sedan/SUV, given a VEU value of 1.0. The measured accumulation of the associated duties and responsibilities (brake jobs, tire rotations, oil changes, inspections, etc.) determine the associated maintenance burden for each asset classification for a year. VEU assignments can vary greatly from vehicle class to vehicle class, however the workload can be accurately and usefully measured.

Below is a chart for EPFR apparatus and required VEU's.

EPFR VEU Calculator 2024				
	VEU Value	# of Units	Total VEU's	
Staff- SUV	1	16	16	Total Units
Staff - Truck	3.3	9	29.7	60
Medic/Aid - Light	4.1	7	28.7	Total VEUs Light
Medic/Aid - Heavy	4.3	3	12.9	74.4
Rescue / Brush	6.3	4	25.2	Total VEUs Heavy
Front line Engine	15.6	6	93.6	257.2
Reserve Engine	10.4	8	83.2	Total VEUs Overall
Aerial truck	15.6	2	31.2	331.6
Tender	8.5	1	8.5	Total Labor Hours
Trailer	0.5	3	1.5	4145
Misc. / Boat	1.1	1	1.1	
Station Generator	2	0	0	

The existing fleet for East Pierce Fire & Rescue is requiring 331.6 VEUs or 4145 hours for maintenance and repairs.

*One VEU is equal to 10–15 labor hours, with technicians being assigned 100–120 VEUs.*

With East Pierce Fire & Rescue staffing 2 additional stations with engines (124,117) and 2 peak activity medic units, the VEU hours increase by 2026.

EPFR VEU Calculator 2026				
	VEU Value	# of Units	Total VEU's	
Staff- SUV	1	16	16	Total Units
Staff- Truck	3.3	9	29.7	62
Medic/Aid - Light	4.1	7	28.7	Total VEUs Light
Medic/Aide - Heavy	4.3	5	21.5	74.4
Rescue/Brush	6.3	4	25.2	Total VEUs Heavy
Front Line Engine	15.6	8	124.8	276.2
Reserve Engine	10.4	6	62.4	Total VEUs Overall
Aerial Truck	15.6	2	31.2	350.6
Tender	8.5	1	8.5	Total Labor Hours
Trailer	0.5	3	1.5	4382.5
Misc. / Boat	1.1	1	1.1	
Station Generator	2	0	0	

\*Additional Engines 124, 117 and 2 Peak Activity medic units

## Workforce

The Workforce is the human capital – the people charged with managing and maintaining the fleet. The number of personnel should be directly related to the workload. The workforce must grow or shrink in response to changes in the Workload (i.e., fleet size and composition) or the mission (i.e., taking on additional responsibilities).

EPFR is dependent on our current mechanic to service and maintain a fleet of 58+ vehicles. The direct labor calculations based on contract and average hours are as follows for single mechanic annually. Annual work hours seen below is 1,602.

<b>Direct Labor Calculation</b>	52 Wks X 40 Hrs	
Employee Available	2080	Hours Left
Earned Leave	316	1764
Training	40	1724
Meal Breaks	70	1654
Admin Duties / Planning	52	1602
Hours of direct labor left		<b>1602</b>
Percentage of direct time-		77%

## Workplace

The Workplace are the facilities where the work is accomplished. This includes work areas such as the shop, shop support areas (parts storage, tool equipment, break areas, bulk fluid distribution systems), offices, parking and vehicle storage.

EPFR currently leases Station 119 from the Town of South Prairie. The fleet services running out of Station 119 has challenges in space and functionality, however, it is meeting current fleet service's needs and can do so for the near future. Limited physical space for repairs and maintenance can restrict the number of apparatus' that can be serviced simultaneously, leading to delays.

Having a kitchen, restroom facilities and a shower works well for break times and staff's needs. With time and more organization of the space, the station could be more efficient with some minor transformations as time and work capacity allows.

## **Strength and Weaknesses of Current State**

### **Strengths-**

East Pierce Fire & Rescue has a dedicated facility to perform fleet maintenance with the primary goal of maximizing the safe operational life of each vehicle while minimizing downtime and operating costs. With the dedicated space, it allows for apparatus to be placed out of service for the duration of the service or repairs with measures in place for security such as cameras, locked 8-foot fence, and coded entry doors. The current facility also has space available for maintaining an organized and well-stocked inventory of parts to reduce downtime.

EPFR currently employs an EVT certified mechanic and supported with specialists and support position that allows quality control of the work, the schedule and prioritization of the repairs and maintenance.

### **Weaknesses-**

Single Point Failure: Relying on single mechanic or key personnel makes the division vulnerable to disruptions if that individual is unavailable due to illness, vacation, or other reasons. Current labor hours available with one mechanic is 1,602 covering only 39% of the fleet labor hour demand of 4,145 hours (Workforce / Workload charts pg. 5-6). The growth of our first out fleet is increasing as the demand for services rises. The planned opening of Station 124 and Station 117 with engine companies and adding two (2) peak activity units, will be a 33% increase in first-out apparatus to maintain. The fleet has grown beyond current available labor hours of one mechanic to perform maintenance and repairs.

When work is outsourced, logistics staff are required to shuttle the apparatus to and from the vendor. Shuttling apparatus requires two staff members, takes on average two hours to complete, and can be disruptive to internal workflow. Additionally, this adds hours, miles, and associated fuel costs.

Limited height in bays for lifting apparatus. Currently no mounted lifts for apparatus. Mechanic utilizes portable lifts in conjunction with bottle jacks and stands for suspension, brake jobs, and tire replacement.

## **Alternatives**

The East Pierce Fire & Rescue Logistics Division has evaluated various options for our fleet maintenance program to include the following.

Options considered for outsourcing all or most of the repairs and maintenance of our fleet by contracting the work to another fire services shop such as Central Pierce Fire, King County Fire Zone 3 fire garage, South King County Fire, West Pierce Fire or private industry partners like Hughes Fire located in Tacoma.

### **Central Pierce Fire & Rescue**

Central Pierce Fire currently has a maintenance facility in South Hill/Graham area and employs 5 mechanics with a shop supervisor to maintain their fleet 21 Engines, 3 Ladder Trucks, 20 Medic Units, 4 Brush trucks, 3 Tenders and 45 staff/command vehicles. After some discussion, the minimum needed to take on a fleet of our size would require them to expand their existing facility, hire 2-3 additional mechanics plus a liaison to schedule and monitor our fleet for hours and miles to properly schedule them for routine/scheduled maintenance. This does not include any emergency repairs or after-hours repairs if a breakdown occurs on an emergency scene. These additional employees and expanded services would have to be negotiated and paid for at the expense of EPFR.

### **King County Zone 3 Fire Garage**

King County Zone 3 Fire Garage has 6 facilities that serve 13 agencies internally and contracted services and at capacity for the workload they currently have. The Zone 3 garage is staffed currently as follows:

- Deputy Chief
- Admin Supervisor
- Mechanic Supervisor
- Fleet Manager
- 21 Mechanics
- 2 Aerial specialists
- 2 Parts Specialists
- Parts Assistant
- Small Equipment technician

King County Zone 3 does not have the capacity to take on additional workload or workspace to accommodate additional apparatus. Future impacts to the organizations would have to be consulted as this would be an increase of approximately 23% to their work capacity.

### **West Pierce Fire & Rescue**

The West Pierce Fire discussion shop is small, and they are already overwhelmed with their own current fleet of 14 Engines, 2 Ladder Trucks, 11 Medic Units, 1 Brush truck, and 49 staff/command vehicles with 3 mechanics. The conversation of joint services or their capability of accommodating our fleet was short as they said they just do not have the space or capabilities nor the interest in taking on the work.

### **South King Fire & Rescue**

South King Fire and Rescue shop has a fleet maintenance facility just north of the Pierce/King County line that has the current capabilities of 5 bays and currently employ 4 mechanics and a shop supervisor/coordinator. The shop supervisor reports to the Logistics Assistant Chief, who also shares a logistics support person that can also shuttle vehicles and pickup parts for the shop.

The conversation and breakdown of their capabilities to assume the fleet repairs and maintenance of EPFR's fleet is as follows. Minimum of 2 additional mechanics, expansion or relocation of the services shop to include 40% more capacity of lifts, storage and parking spaces. South King Fire also has a Pierce fleet like EPFR so similar parts storage would be a benefit in this case. However, the future of the current shop is currently uncertain relating to a future plan that is being evaluated for the expansion of Sound Transit through the area and their shop is in the identified expansion zone for the project which would include the imminent domain capture of the property. This would cause a relocation of the shop and services.

### **Private Outsourcing**

#### Engine / Ladder Fleet-

Private outsourcing to a company like Hughes fire (Engine and Ladder fleet only) is an option. Speaking with Hughes Fire, they are currently near capacity with space and availability. Dependent on workflow, wait times on being able to get repairs completed could be weeks out from being able to schedule. Labor rates in the industry for EVT diesel mechanics are currently \$160-225 an hr. Standard labor rate hours are per job quoted for service provided instead of hours worked.

#### Medic Unit Fleet-

Medic unit repairs and service that would have to be outsourced to local dealerships (Motor) or Braun NW in Chehalis (unit box work).

#### Staff Vehicle Fleet-

Staff vehicle repairs and maintenance would be outsourced to local dealerships based on manufacturer.

Private outsourcing with average labor rates \$192.50 at 4145 hours (fleet VEU's X's 12.5) equals \$797,912.50.

### **Strengths / Weaknesses of Outsourcing**

Outsourcing the workload of repairs and maintenance to another fire department or private vendor (Hughes) would save the mechanic employee and facility costs for operating the fleet maintenance program but at the risk of losing quality control, scheduling, prioritizing our fleet, and efficiencies of being able to do repairs and maintenance in-house limiting out of service times.

When work is outsourced, a reserve apparatus temporarily replaces it while it is out of service. During this time, the reserve is operating in front-line capacity which is only designed to be short-term. Outsourced work is undependable and varies based on the current workload of the vendor leading to longer out of service times for our fleet.

Fleet division specialist and specialist position would still be necessary for managing and coordinating the fleet service schedules, shuttling of apparatus to and from service shops. Shuttling of apparatus takes minimum of two people for shuttling the fleet in order to drop-off



apparatus and retrieve personnel adding labor hours/costs, miles/hours on the vehicles, and associated fuel costs.

## **Recommendations**

### **Recommendation #1**

Fleet maintenance should continue to be core service managed by EPFR. It is recommended that EPFR maintain an in-house fleet maintenance program that allows EPFR to tailor service levels to meet the specific needs of our fleet including scheduling, quality control / direct oversight, while enhancing fleet availability, internal customer service, and contributing to improved operational efficiency with less out of service times.

### **Recommendation #2**

Consider hiring a second EVT mechanic based on hours calculated in VEU's of current fleet and direct labor hours of the current mechanic. Having a second mechanic would allow for further implementation of a proactive approach to maintenance including focusing on preventative measures to reduce the likelihood of major breakdowns. One mechanic primarily focused on preventative maintenance like oil changes, filter changes, scheduled tire rotations. The second having a focus of minor to moderate repairs (i.e... alternator replacement, wiring, upfitting, transmission servicing, brakes, etc....) while regularly assessing the age and condition of the fleet for future readiness and out of service times. Financial justification will be covered in the Board presentation.

### **Recommendation #3**

If recommendations 1 and 2 are accepted, recommendation 3 to follow would be a long-term study for future facility needs/considerations to accommodate future fleet maintenance growing needs.

### **Summary**

A well-executed Fleet Maintenance Program, a core service in the Logistics Division, can result in increased vehicle reliability, reduced operating costs, and improved overall fleet performance. Regular evaluations and adjustments based on performance metrics will contribute to ongoing success. With the increased workload, an additional mechanic can provide expanded service capabilities which may bring additional expertise in specific areas, enabling EPFR to take on a broader range of repairs and maintenance and handle fluctuations in workload while eliminating the outsourcing of work. Having the second mechanic would also provide 5 day a week and rotating weekend/after-hour coverage, managing the fleet more efficiently and maintaining consistent levels of service.



# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	December 19, 2023
<b>Title:</b>	Attorney Eric Quinn's 2024 Contract

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	None
<b>Recommended Action/Motion:</b>	<i>I move to approve Attorney Eric Quinn's 2024 contract for legal services and authorize the Fire Chief to sign the contract on behalf of the District.</i>
<b>Presenter:</b>	Chief Parkinson
<b>Attachments:</b>	Contract

<b>Summary:</b>
<p>Attorney Eric Quinn submitted a contract for legal services. Monthly fee for services will decrease from \$600.00 to \$400.00 per month due to the district's carryover dollars as use of legal services has decreased.</p>

<b>Fiscal Impact:</b>	None
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## PROFESSIONAL SERVICES CONTRACT FOR LEGAL SERVICES

**THIS AGREEMENT** is made by and between East Pierce Fire and Rescue (hereinafter referred to as “District”) and the law office of Eric T. Quinn, P.S., to become effective on the 1st day of January, 2024.

**WHEREAS**, the elected officials, executive and administrative staff of the District believe that it is in the best interest of the residents of the District to retain through a professional services contract qualified and experienced legal counsel with expertise in the areas of municipal law, employment law, discrimination, labor law, and related areas of the law, and who is qualified to meet the needs of the District; and

**WHEREAS**, the Attorney is willing to reserve sufficient attorney hours devoted exclusively to the District in return for a fixed monthly legal fee payable to the Attorney by the District; and

**NOW, THEREFORE**, it is hereby agreed between the parties hereto:

1. **Purpose of Agreement.** The purpose of this Professional Services Contract for Legal Services is to provide cost effective, efficient, experienced, and professional legal services in an ethical manner to the District.

2. **Complete Agreement.** The Professional Services Contract for Legal Services shall be regarded as the entire expression of the parties' rights and obligations and shall constitute the complete agreement between the District and the Attorney. There are no other written or oral agreements between the parties.

3. **Independent Contractor.** The Attorney shall not be an employee of the District, but rather an independent contractor. As such, the Attorney shall be responsible for his own income tax withholding, and to pay his own FICA, state excise taxes, and all other required taxes and licenses, as well as fees payable by an employer in the State of Washington, with respect to secretarial or other staff expenses. The Attorney shall certify in writing to the District, at least annually, that all appropriate taxes and license fees have been paid. At the same time, the Attorney will certify his continuing good standing and completion of educational requirements with the Washington State Bar Association. The Attorney’s signature upon this agreement shall constitute certification as to these two certification requirements.

4. **Scope of Legal Services.** The Attorney shall provide legal advice and counsel to the District. The Attorney shall draft contracts, represent the District in court and at administrative hearings when feasible, shall prepare opinion letters and resolutions, shall perform education and training upon request, shall facilitate retreats, shall review any and all contracts, deeds, easements, policies, standard operating procedures, and similar documents submitted by the designated representative of the District, shall advise and participate in personnel and employment decisions, and shall attend, only upon request, the meetings of the governing body, together with any and all

other meetings, upon request. Except when client confidentiality requires otherwise, the Attorney may share all such work products with other fire department clients. In the event that due to extreme workload, or a need for specialized legal expertise or other similar reasons the Attorney believes a backup attorney or additional personnel are required to provide supplemental legal services, the Attorney will advise the District. Supplemental legal services may include paralegal services, research assistance, or special litigation attorneys. In the event that outside attorneys are used to provide these supplemental legal services, the Attorney shall require from such providers of supplemental legal services periodic briefings and reports as to the progress of the litigation or other project for which the supplemental legal services are required. The Attorney shall thereafter report to the District with respect to such supplemental legal services.

5. **Professional Hours.** The Attorney agrees to provide the foregoing scope of services by reserving to the District sufficient professional hours per month. "Professional Hours" are defined as the hours, and/or portions thereof, shown on the Attorney's timesheet for any month, or portion thereof, which are chargeable to the District. The Attorney shall record all hours devoted to performing any of the items included in the foregoing scope of services. Such Professional Hours shall be provided by the Attorney in consideration for monthly payment of the Fixed Fee set forth in this Agreement. In the event that the number of Professional Hours in any month exceeds the contracted amount, the excess Professional Hours shall be chargeable to the District at \$250.00 per hour for the services of Eric T. Quinn and \$300.00 per hour for the services of Joseph F. Quinn, serving as an of-counsel attorney. Both of these hourly rates are lower than their usual and customary hourly rates, in consideration for this Professional Services Contract.

5A. **Carryover - Unused Dollars.** If the Professional Hours worked, multiplied by the respective hourly rates of the respective attorneys, would result in a total monthly fee less than the Fixed Fee agreed upon in paragraph 6 of the Contract, then the amount due shall be adjusted to be the Fixed Fee in this Contract. The amount of such adjustment shall be "unused dollars." It is hereby agreed that the Attorney will carry over such unused dollars to the next month, and to succeeding months if still unused, but not beyond the end of the contract term, unless the client renews the contract for an additional term. Unused and carryover dollars will be applied first to each invoice when preparing invoices in the succeeding month or months until all carryover or unused dollars are used up.

6. **Fixed Fee.** During the term of this contract, the District shall pay the Attorney the sum of **\$400.00** per month (the "Fixed Fee").

7. **Term of Agreement.** This agreement shall commence on January 1, 2024 and expire on December 31, 2024. The Agreement shall be reviewed in the last quarter of such year and may be renewed or renegotiated. Neither party to this Agreement is obligated to renew the contract, in the event that the parties are unable to agree on renegotiated terms.

8. **Time Records.** Attorney agrees to maintain detailed time records showing all chargeable Professional Hours expended pursuant to this Professional Services Contract, to the tenth of an hour, itemized by client and matter. Attorney will provide such time records, or an itemized summary thereof, monthly, to the District, showing the Professional Hours attributable to the District.

9. **Attorney to Provide.** The Attorney shall provide his own office furniture, library, computer, and printer, including software, all insurance and fringe benefits, including pension, other equipment and supplies, the Attorney's telephone lines and equipment, and membership dues in organizations, including but not limited to, the Washington State Bar Association.

10. **Good Standing.** The Attorney agrees that he must remain in good standing with the Washington State Bar Association, including but not limited to, paying annual dues and participating in continuing legal education. Attorney also agrees to participate in other education and training specific to municipal law and fire departments. The Attorney will maintain familiarity with the substantive law regarding fire protection Districts, regional fire authorities and fire departments, including for example attendance at state (or county) conferences of the Washington State Fire Commissioners and Fire Chiefs, as the Attorney shall decide.

11. **Professional Relationship - Attorney and Client.** It is understood and agreed that the Attorney shall maintain a professional, fiduciary relationship with the District.

12. **Client Confidentiality.** The Attorney will adhere to the Rules of Professional Conduct (RPCs) regarding confidentiality of client information, as in the normal course.

13. **Conflicts of Interest.** The Attorney shall be responsible for identifying any conflict of interest, or potential therefore, and shall advise the client(s) involved in accordance with the RPCs. The engagement of other attorney services due to an actual or potential conflict shall not affect the Professional Hours, the monthly Fixed Fee, nor the Professional Services Contract in any way, subject to the limitations set forth in paragraph 16 below.

14. **Client Costs.** The Attorney may advance costs or expenses on behalf of a client, recording the name of the particular client for record keeping purposes. Such costs advanced by the Attorney shall be reimbursed as set forth above and shall not be part of the Fixed Fee. The Attorney does not charge clients for copying costs, travel expenses such as tolls or ferry charges, and long-distance telephone charges. However, out of pocket expenses such as those for filing fees and court reporters' fees are subject to this paragraph.

15. **Trust Account.** Attorney will maintain such appropriate trust accounts as are necessary under the RPCs. Any and all client funds in trust will be identified as to the particular client.

16. **Disputes/Arbitration.** Any and all disputes between the Attorney and the District shall be submitted to mediation and/or arbitration. If the parties do not agree to mediate their dispute, the dispute shall be arbitrated and the arbitrator's decision shall be conclusive and binding upon the parties. The District and Attorney will select a mutually agreed arbitrator, to provide mediation or arbitration service.

17. **Reducing Carryover Dollars.** The Attorney shall consult the District in the event that carryover dollars reach the amount of **\$2,000.00 or more**. The purpose of the consultation shall be to discuss methods by which carryover dollars may be reduced. The parties agree that in the event that carryover dollars have reached \$2,000.00 or more in October 2024, the Attorney shall conduct

either an annual policy audit for the District and/or conduct in-person training for members of the District or other services as designated by the District Fire Chief, until such time as the carryover balance is reduced to at most **\$1,000.00**.

**EAST PIERCE FIRE AND RESCUE**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Authorized Officer

**Eric T. Quinn, P.S.**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Eric T. Quinn, President

DRAFT

Eric T. Quinn, P.S.  
PROFESSIONAL SERVICE CORPORATION  
ATTORNEY AT LAW  
7403 Lakewood Dr. W., Suite #11  
Lakewood, WA 98499  
253-590-6628  
ericquinn@firehouselawyer2.com

*Of Counsel:  
Joseph F. Quinn*

East Pierce Fire and Rescue  
Board of Commissioners  
And Chief Jon Parkinson

November 10, 2023

Re: Legal Services Contract for 2024  
Annual Statistics and Recommendation

Dear Commissioners and Chief Parkinson:

During 2023 your district contracted with Eric T. Quinn, P.S. for legal services as counsel to the district. Your district has a contract, effective through December 31, 2023. As the calendar year draws to a close, I am as usual reviewing the status of performance of our Legal Services Contracts through October, with close attention to the number of hours (as translated into dollars per month) used monthly for the first ten months of the year. In that regard, I reviewed the ten months experience (January-October) so far this year and found your district used an average of approximately \$514.00 monthly of our two lawyers' professional time.

In 2023, my understanding is that Eric Quinn's time will be charged at the rate of \$250 and Joe's hourly rate will be \$300.

In 2023, you contracted for \$600 worth of our services per month. You have now accrued \$1,395.00 in carryover dollars. This suggests the monthly contract amount is too high, so we propose to reduce that monthly contract amount for your district, in order to reduce or eliminate

Eric T. Quinn, P.S.

November 2023

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those carryover dollars. We recommend a contract amount of \$400.00, but of course the decision rests with you.

Based on experience, I would recommend that your district execute a contract with Eric T. Quinn, P.S. for 2024 and that the monthly contract amount be set at \$400.00.

Please let us know of any other changes you would like in the contract. We are attaching a proposed contract consistent with our recommendation, but feel free to propose a different monthly amount.

Very Truly Yours,

Joseph F. Quinn and Eric T. Quinn



# 2024 Fire Commissioners & Chiefs Legislative Day

**Start Date:** 1/23/2024 8:00 AM PST

**End Date:** 1/23/2024 10:00 AM PST

**Venue Name:** Helen Sommers Building: Conference Room

**Location:**

106 11th Avenue SW

Olympia, WA United States 98504

**Organization Name:** Washington Fire Chiefs & Washington Fire Commissioners Association

**Contact:**

Elisa Grabner

Email: [events@washingtonfirechiefs.org](mailto:events@washingtonfirechiefs.org)

Phone: (360) 352-0161

**PRESENTED BY:** WFC & WFCFA

**LOCATION:** Helen Sommers Building: Conference Room - Olympia, WA

**DATE:** 1/23/2024

**EVENT FEE:** \$40.00

**This annual event, which includes a continental breakfast, workshop, and time to meet with your legislators, provides an excellent opportunity for members to discuss issues with their legislators that directly impact the fire service.**

-Registration/Breakfast: 8am-9am

-Workshop: 9am-10am

-After 10am: Meet with legislators

# 2024

## Schedule of East Pierce Meetings

January 16	In-person	7:00 p.m.
February 20	In-person	7:00 p.m.
March 19	In-person	7:00 p.m.
April 16	In-person	7:00 p.m.
May 21	In-person	7:00 p.m.
June 18	In-person	7:00 p.m.
July 16	In-person	7:00 p.m.
August 20	In-person	7:00 p.m.
September 17	In-person	7:00 p.m.
October 15	In-person	7:00 p.m.
November 19	In-person	7:00 p.m.
December 17	In-person	7:00 p.m.

# Pierce County Fire Commissioners Association

## 2024 Meeting Schedule:

January 25, 2024 – 7:00 pm – Graham Fire & Rescue and Zoom

February 22, 2024 – 7:00 pm – SS911 and Zoom

**March 28, 2024 – 7:00 pm – EPFR and Zoom**

April 25, 2024 – 7:00 pm – SS911 and Zoom

May 23, 2024 – 7:00 pm – CPFR and Zoom

June 27, 2024 – 7:00 pm – SS911 and Zoom

July 25, 2024 – 6:00 pm - BBQ / Potluck –

August 22, 2024 – 7:00 pm – SS911 and Zoom

September 26, 2024 – 7:00 pm -

October 24, 2024 - NO MEETING – STATE CONFERENCE

November 21, 2024 – 7:00 pm - (3rd Thursday due to 4th Thursday being Thanksgiving)

December 5, 2024 – NO MEETING – ANNUAL AWARDS BANQUET