

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

April 19, 2022

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

Please click the link below to join the webinar:

<https://webinar.ringcentral.com/j/1482958948>

Viewers may ask questions at the appropriate time via the chat option available within the application.

Statements and or questions may also be emailed to mhollon@eastpiercefire.org.

1. CALL TO ORDER – 7:00 PM

2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME

- a) Roll Call/ Pledge of Allegiance
- b) Welcome the Public
- c) Honors and Recognition:
 - i) Commissioner Cathey – 25 Years

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the March 15th Regular Meeting.....Pages 3-6
- b) Approve Minutes of the March 28th Special Meeting..... Page 7
- c) Treasurer’s ReportPages 8-9
- d) Approve FinancesPages 10-14
- e) Financial Waivers Pages 15-16

5. VISITORS Open to Public Comments

Any individual may request that the Board recognize them to give their comments on items not on the agenda. Please identify yourself and state your address for the record before commenting.

Comments/Questions should be submitted via chat feature on webinar or emailed to the District Secretary at mhollon@eastpiercefire.org. Please submit copies of any reports, statements, etc. to the District Secretary for the Board via email or mail. The Board may not have the information at hand to address a subject or take action at this time.

6. RESOLUTIONS:

Resolution 980 - Surplus 118 Used Furniture– Moore.....Pages 17-19

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

- a) Bond Presentation – Finance Committee and Jim Nelson.....Pages 20-39
- b) Financial Management Policy (first reading) – Parkinson and Finance Committee.....Pages 40-51
- c) Firefighter Hiring – Finance Committee..... Page 52

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

- a) Volunteer Program Report – Parkinson and HR Committee.....Pages 53-58
- b) Billing Local Governments – Parkinson and Finance Committee..... Page 59

9. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) Compliance Training – Hollon
- b) Jurassic Parliament Training on May 17th, 5-7 PM – Napier

10. CHIEF’S REPORT

- a) Monthly Chiefs ReportPages 60-63
- b) Monthly Stats.....Pages 64-75

11. BOND-2018:

- a) Update – Parkinson/Herrera.....Pages 76-82

12. EXECUTIVE SESSION: Per RCW 42.30.11(1)(g) to review the performance of a public employee.

13. COMMISSIONER ACTION/DISCUSSION:.....None

14. ADJOURN

EVENTS:

- Apr. 28th PC Commissioner Meeting - Virtual
- May. 26thPC Commissioner Meeting
- Jun. 23rdPC Commissioner Meeting
- Jul. 28th.....PC Commissioner Meeting – Picnic
- Aug. 25th.....PC Commissioner Meeting
- Sep. 22ndPC Commissioner Meeting
- Oct. 27th No PC Commissioner Meeting - State Conference
- Nov. 17thPC Commissioner Meeting
- Dec.4 No PC Commissioner Meeting - Comm/Chiefs Annual Banquet

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

March 15, 2022

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on March 15, 2022, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Randy Kroum, Cynthia Wernet, Mike Cathey, Pat McElligott, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Commissioners Edward Egan and Kevin Garling were excused.

Audience: Phil Herrera, Mike Blaylock, Assistant Chief Jeff Moore, Captain Bill Sandlian

Honors and Recognitions:

Oath of Office: None

Approval of Agenda:

Commissioner Kroum moved to approve the agenda. The motion was seconded by Commissioner Wernet and carried.

Consent Agenda: Commissioner Cathey moved to approve the consent agenda (minutes of the February 15th Regular meeting; treasurer's report; current expense vouchers 220302001-220302072 in the amount of \$1,217,298.93; payroll vouchers 220302073-220302082 in the amount of \$368,871.56; electronic payroll in the amount of \$2,081,734.13; capital expense vouchers 220301001-220301010 in the amount of \$970,511.81; Financial Waiver for transport account 132370214 in the amount of \$250.00; Financial Waiver for transport account 132441284 in the amount of \$430.19; Motion seconded by Commissioner McElligott and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

Resolution 975- Transfer of excess funds (beginning fund): Chief Parkinson presented to the Board Resolution 975 requesting the transfer of excess funds, above budgeted beginning fund balance for the 2022 Budget year, from the general fund to the reserve fund. Commissioner McElligott moved to adopt Resolution 975 to transfer funds from the general fund to the reserve fund in the amount of \$4,592,783. The motion was seconded by Commissioner Kroum and carried.

Resolution 976 – Transfer of mitigation fees: Chief Parkinson presented to the Board Resolution 976 requesting the transfer funds from the general fund to the reserve fund in the amount of \$787,200. Payment received from NASH Cascadia Verde, LLC for mitigation fees for the Tehaleh project in the amount of \$107,800. Funds will be transferred from general fund to the reserve fund and allocated for Station 112/117 reserve. Funding in the amount of \$895,000 for the purchase of defib units from Philips approved by the Board will be transferred from the reserve fund to the general fund. The final amount in transferring funds to and from both the general fund and reserve fund is \$787,200 from the reserve fund to the general fund. Line items in the reserve fund will be adjusted to reflect said allocations listed above. Commissioner McElligott moved to adopt Resolution 976 to transfer funds from the general fund to the reserve fund in the amount of \$787,200. The motion was seconded by Commissioner Kroum and carried.

Resolution 977- Sole Source Vendor – Philips: District Secretary M. Hollon presented to the Board Resolution 977 requesting the renewal of the declaration of sole source vendor for the Tempus Monitor/Defibrillator for the 2022 budget year. Per Auditor request, Sole Sources are only good in the budget year the sole source was declared. Upon review Philips remains the sole source manufacturer and distributor for the Tempus Monitor/Defibrillator. The District's attorney has reviewed the declaration and has advised that his letter of opinion still stands and is unchanged. Commissioner Kroum moved to adopt Resolution 977 declaring Philips as the sole source manufacturer and distributor for the Tempus Monitor/Defibrillator, waiving competitive bid requirements. The motion was seconded by Commissioner Wernet and carried.

Resolution 978- Surplus Engine and Trailer: Assistant Chief Moore presented to the Board Resolution 978 requesting the surplus of an engine (Asset 225, VIN # 4P1CD01H86A006130) and a trailer (Asset 530, VIN # 1MDGCTK161A182251). The engine has reached the end of its useful life as a dependable emergency response vehicle. The trailer is no longer in service as a water rescue boat trailer and is no longer of any value to the District. Commissioner Kroum moved to approve Resolution 978 to authorize the surplus of Asset 225 and Asset 530 as presented. The motion was seconded by Commissioner Cathey and carried.

Resolution 979- Surplus Equipment: Assistant Chief Moore presented to the Board Resolution 979 requesting the surplus of miscellaneous information systems and fit test equipment, per Appendix A, that is no longer of use or beyond cost effective repair. Commissioner Kroum moved to approve Resolution 979, the surplus of miscellaneous information systems and fit test equipment and to dispose of, donate, sell, or recycle at the discretion of the fire chief. The motion was seconded by Commissioner Wernet and carried.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Executive Design Committee: Commissioner Kroum reported on the meeting regarding the station 117 project. Due to growth in the Tehaleh community, the station 117 project has been moved up in the planned construction sequence. To save time and cost, the station 118 design will be modified and utilized for station 117.

Finance Committee: Commissioner Kroum reported on the meeting regarding potential changes to cost of adjusting the construction sequence and using the design for station 118 as a basis for the station 117 project. The cost to build station 118 as designed is more than what was projected for building station 117. Potentially there are cost savings from utilizing plans that have already been through the review process as well as money saved from land acquisition.

Both committees are in agreement with the current direction of the station 117 project. Additionally, both committees recognize the Phase 2 Capital Reserve is available at the discretion of the Board should the District exhaust all bond monies.

NEW BUSINESS:

2021 Annual injury Report Summary: Chief Parkinson reported on the extended injury medical leave used in 2021. The main causes of extended leave were broadly categorized into three categories: L&I, Self, and Family. On-duty injuries are where the District has the greatest ability to make operational and policy changes that reduce injuries. The safety committee reviews all on-duty injuries and makes recommendations to adjust operations and practices to reduce this type of injury in the future. Opportunities for employees to work light-duty assignments allows employees to come back to work faster. No action taken, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

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

Saturday Seminars: District Secretary M. Hollon provided information to the Board regarding upcoming Saturday seminars. Commissioners wishing to attend a seminar should email the District Secretary and specify hotel dates.

Special Meeting - Board Workshop on April 19th: Chief Parkinson will be presenting long range financial funding options for the Board's consideration. Dinner will be provided.

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

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson reported that we have begun scheduling public CPR classes and Easter Egg hunts are scheduled for Edgewood, Sumner, and South Prairie. Local Rotary and Chamber meetings are returning to in-person meetings. Several legislative actions occurring this session should help reengage police on some emergency scenes where they have been limited by prior legislation. The 2021 Annual Report is complete and distributed to the Commissioners at this meeting. Chief Parkinson reported on a volunteer retirement; an update on billing local governments; scheduled meetings with all four cities to provide them an annual update; and requested a meeting with the Finance and HR committees in the upcoming weeks.

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

Divisional Reports: None

BOND-2018:

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

Station 111: RFM has agreed to absorb additional engineering and architectural costs associated with the 13' ceiling height revision, awaiting interpretation from the City on traffic impact fees, 13' ceiling document revisions are being resubmitted this week.

Station 112: Potential station site appraisal in progress.

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

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

Station 118: Progressing on schedule, expect framing to be complete by the end of March, no substantial change orders this month.

Station 124: Demolition expected to be completed in March.

Station 116 Training Facility: No changes.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION:

PDC Reminder: Due Date for filing PDC is April 15.

ADJOURN

There being no further business to come before the Board, Commissioner McElligott moved to adjourn the meeting. The motion was seconded by Commissioner Kroum. Meeting was adjourned at 8:25 P.M.

District Secretary Michelle Hollon

Chairman Jon Napier/Vice-Chair Ed Egan

Minutes taken by Corina Byerley,
Executive Admin Assistant

DRAFT

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

March 28, 2022

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on March 28, 2022, via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. The meeting was called to order at 7:00 p.m. by Chair Jon Napier. Present were Commissioners Kevin Garling, Pat McElligott, Cynthia Wernet, Randy Kroum, Ed Egan, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin Asst. Corina Byerley, and District Secretary Michelle Hollon.

Also in attendance was Project Manager Phil Herrera.

The purpose of the special meeting was to hold an executive session per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Executive Session called by Chair Napier at 7:03 p.m. for 15 minutes.

Executive Session extended by Chair Napier at 7:18 p.m. for 5 minutes.

Meeting reconvened at 7:23 p.m.

Upon reconvening there were no actions were taken by the Board.

There being no further business to come before the Board. Commissioner McElligott moved to adjourn the meeting. The motion was seconded by Commissioner Kroum and carried. Meeting adjourned at 7:24 p.m.

Chair Jon Napier

Michelle Hollon, District Secretary

Minutes taken by Corina Byerley,
Executive Admin. Assistant



EAST PIERCE FIRE & RESCUE

March 2022

for April 19, 2022 Meeting

Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
9 Months Remaining =				75.00%

General Fund (Current Expense)

Net Cash & Investments 12/31/2021 \$ 13,467,783 Calculated Actual

Operating Revenues					
Property Tax - Current	1,329,861	1,804,155	34,849,926	33,045,771	94.8%
Property Tax - Prior Year/Delinquent	46,390	126,977	-	(126,977)	0.0%
Other Taxes	20	477	18,000	17,523	97.3%
Regular EMS Transport	248,123	734,753	2,800,000	2,065,247	73.8%
GEMT Transport	264,573	769,117	2,600,000	1,830,883	70.4%
GEMT Reconciliation	13,943	13,943	600,000	586,057	97.7%
Intergovernmental	84,107	164,345	146,000	(18,345)	-12.6%
Tehaleh Mitigation	-	107,800	100,000	(7,800)	-7.8%
Transfers in from Reserves/Capital	895,000	895,000	3,500,877	2,605,877	74.4%
Other Revenue	8,153	166,353	1,622,493	1,456,140	89.7%
Total Operating Revenues	2,890,169	4,782,919	46,237,296	41,454,377	89.7%

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

Operating Expenses	Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)	131,514	482,952	2,493,917	2,010,965	80.6%
Operations (Fire, Training, Volunteers)	2,085,708	6,617,302	26,916,214	20,298,912	75.4%
EMS	261,122	613,201	2,838,151	2,224,950	78.4%
Prevention (Fire Prevention, Pub Ed)	106,739	326,934	1,446,579	1,119,645	77.4%
Logistics (Logistics, Emerg. Mgmt, IT)	271,458	993,266	4,439,198	3,445,932	77.6%
Capital (Project Manager)	18,132	52,857	189,432	136,575	72.1%
Reserve Purchases (Equipmt., EMS, Facility)	801,240	812,422	3,311,445	2,499,023	75.5%
Transfers Out	107,800	255,474	1,584,175	1,328,701	83.9%
Total Operating Expenses	3,783,713	10,154,408	43,219,111	33,064,703	76.5%
Payroll Clearing Accruals	(20,053)	(14,023)			
Operating Expenses Net of Accruals	3,763,659	10,140,384			
Ending Net Cash & Investments			\$ 8,110,317		

Reserve Fund

Net Cash & Investments 12/31/2021 \$ 23,880,422 Calculated Actual

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 03/31/22	(Short)/Over
General Reserve				3,071,475	1,475
Equipment Reserve				6,482,459	2,459
Facilities Reserve				1,000,984	984
Employee Compensation Reserve				801,229	1,229
Capital Facilities Phase 2				6,034,403	Balance
Station 118 Capital Reserve				485,909	Balance
Station 112/117 Reserve		107,000		607,579	Balance
EMS Equipment Reserve			895,000	4,617,344	Balance
Sale of Tax Title Property	-				
Investment Interest	4,447				
Current Month Total	4,447	-	-		
Year to Date Total	\$ 8,159	\$ 107,000	\$ 895,000	\$ 23,101,381	



EAST PIERCE FIRE & RESCUE

March 2022

for April 19, 2022 Meeting

Capital (Construction) Fund	Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2021			\$ 26,937,552	Calculated Actual	
Revenues					
Investment Interest	4,828	8,952	24,000	15,048	62.7%
Transfer In - GF - Vendor Tax Refund	-	147,674	-	-	0.0%
Total Revenues	4,828	156,626	24,000	15,048	62.7%
Expenses					
Capital Purchases-Apparatus	-	123	-	(123)	0.0%
Capital Purchases-Station 111	121,460	123,738	-	(123,738)	0.0%
Capital Purchases-Station 112	4,273	4,273	-	(4,273)	0.0%
Capital Purchases-Station 114	101,079	176,533	-	(176,533)	0.0%
Capital Purchases-Station 117	8,211	13,849	-	(13,849)	0.0%
Capital Purchases-Station 118	735,488	1,772,966	-	(1,772,966)	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF -Cap Fac Mgr	-	-	189,432	189,432	100.0%
Total Expenses	970,512	2,091,482	189,432	(1,902,050)	-1004.1%
Ending Net Cash and Investments			\$ 25,002,696		



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
4/14/22		Technimount System LLC	\$3,530.00
4/14/22	1323	COBALT STORAGE	\$775.00
4/14/22	1324	EPFR PETTY CASH CHECKING	\$969.75
4/14/22	1325	LINCOLN CONSTRUCTION INC	\$496,752.04
4/14/22	1330	RICE FERGUS MILLER ARCHITECTURE	\$125,830.62
4/14/22	1326	MOBILE MODULAR	\$561.97
4/14/22	1327	OTTO ROSENAU & ASSOCIATES, INC.	\$3,407.89
4/14/22	1328	PIERCE COUNTY SEWER	\$56.21
4/14/22	1329	PUGET SOUND ENERGY	\$79,965.33
4/14/22	1331	TERRA ASSOCIATES, INC.	\$214.00
4/14/22	1332	ABM JANITORIAL SERVICES	\$1,140.71
4/14/22	1334	ADP SCREENING	\$74.61
4/14/22	1333	ACTION BUSINESS FURNITURE INC	\$6,046.54
4/14/22	1338	BARNHART MD PS STEPHEN W	\$4,275.00
4/14/22	1340	BYERLEY CORINA	\$1,500.00
4/14/22	1345	CHIPMAN JAMES	\$911.33
4/14/22	1335	ADVANCE TRAVEL FUND	\$464.00
4/14/22	1336	ADYE-WHITISH LINDA	\$975.00
4/14/22	1337	ASSOCN OF WASHINGTON CITIES	\$1,645.00
4/14/22	1339	BERK CONSULTING	\$337.50
4/14/22	1341	CARDINAL HEALTH 112, LLC	\$1,428.86
4/14/22	1342	CASCADE FIRE & SAFETY	\$1,820.98
4/14/22	1343	CASCADE HEALTHCARE SERVICES LLC	\$5,958.90
4/14/22	1344	CENTURYLINK (035B/376B/785B/786B/442B)	\$70.64
4/14/22	1346	CINTAS CORPORATION # 461	\$11,750.54
4/14/22	1347	CITY OF BONNEY LAKE-REIMB UTILITIES	\$6,733.16
4/14/22	1348	CITY OF PUYALLUP	\$25,732.50
4/14/22	1350	DAVIS DOOR SERVICE, INC	\$511.68
4/14/22	1351	DEDEGE SETH	\$395.00
4/14/22	1352	DEPT OF NATURAL RESOURCES	\$647.20
4/14/22	1353	DIVE RESCUE INTERNATIONAL INC	\$204.82
4/14/22	1358	FUGATE FORD	\$8,033.74
4/14/22	1359	GIOVE BRYCEN	\$750.00
4/14/22	1349	CITY OF TACOMA	\$27,000.00
4/14/22	1354	EIGHT TWENTY EIGHT	\$2,500.00
4/14/22	1355	EXPERT AIR CONTROL	\$1,263.48
4/14/22	1356	FIDELITY SOLUTIONS	\$1,974.67
4/14/22	1357	FREIGHTLINER NORTHWEST	\$25,761.12

4/14/22	1361	GRAHAM FIRE & RESCUE	\$6,120.00
4/14/22	1364	JAMES OIL CO. INC.	\$21,061.94
4/14/22	1360	GITTS SPRING CO	\$2,454.66
4/14/22	1362	HUGHES FIRE EQUIPMENT, INC.	\$57,405.43
4/14/22	1363	INTTERRA LLC	\$24,990.00
4/14/22	1366	L & L PRINTING INC	\$124.30
4/14/22	1368	LEVEL ONE SECURITY INC	\$163.95
4/14/22	1369	LIFE ASSIST	\$25,382.57
4/14/22	1370	LINDE GAS & EQUIPMENT INC	\$1,436.74
4/14/22	1372	MADSEN ELECTRIC	\$3,274.52
4/14/22	1373	MOAB TRAINING INTERNATIONAL	\$37,424.30
4/14/22	1377	MUNICIPAL EMERGENCY SERVICES	\$4,497.87
4/14/22	1365	KENT D. BRUCE COMPANY	\$285.27
4/14/22	1367	L N CURTIS & SONS	\$18,637.33
4/14/22	1371	LUCIRA	\$1,558.19
4/14/22	1374	MOBILE HEALTH RESOURCES LLC	\$1,409.58
4/14/22	1375	MOUNTAIN MIST	\$972.28
4/14/22	1376	MRSC ROSTERS	\$135.00
4/14/22	1378	NEOGOV	\$13,617.53
4/14/22	1379	NORTHWEST SAFETY CLEAN	\$1,971.94
4/14/22	1383	PACIFIC OFFICE AUTOMATION	\$537.85
4/14/22	1384	PC BUDGET & FINANCE DEPT	\$1,690.00
4/14/22	1380	OFFICE DEPOT/ACCT #28664540	\$209.96
4/14/22	1381	PACIFIC NORTHWEST FIRE TRAINING LLC	\$450.00
4/14/22	1382	PACIFIC OFC AUTOMATION (OR)	\$146.14
4/14/22	1388	PUGET SOUND ENERGY	\$7,630.65
4/14/22	1389	PUYALLUP/SUMNER CHAMBER OF COMMERCE	\$495.00
4/14/22	1390	QUINN ERIC	\$500.00
4/14/22	1391	READY REBOUND LLC	\$1,943.34
4/14/22	1394	SEATTLE TIMES	\$13,611.56
4/14/22	1400	SPARTAN SERVICES INC.	\$439.51
4/14/22	1402	STABENFELDT KEVIN	\$634.50
4/14/22	1385	PETTY CASH CUSTODIAN	\$6.04
4/14/22	1386	PHILIPS MEDICAL SYSTEMS	\$32,643.65
4/14/22	1387	PIERCE COUNTY SEWER	\$342.05
4/14/22	1392	REHN AND ASSOCIATES	\$50.00
4/14/22	1393	ROLFSNESS HEIDI	\$549.00
4/14/22	1395	SEAWESTERN	\$442.37
4/14/22	1396	SHI INTERNATIONAL CORP	\$42,531.22
4/14/22	1397	SITECRAFTING, INC.	\$10,955.00
4/14/22	1398	SNIDER PETROLEUM	\$2,549.94

4/14/22	1399	SOUTH SOUND 911	\$140,655.00
4/14/22	1401	SPRINGBROOK HOLDING CO LLC	\$7,681.44
4/14/22	1403	STERRENBURG TROY	\$1,250.00
4/14/22	1404	SUNSET FORD	\$67.77
4/14/22	1405	SYSTEMS DESIGN WEST LLC	\$22,439.90
4/14/22	1407	THOR JAMES	\$750.00
4/14/22	1408	TOWN OF SOUTH PRAIRIE	\$8,698.25
4/14/22	1411	UNDERWATER SPORTS, INC	\$1,643.68
4/14/22	1412	US BANK	\$67,131.70
4/14/22	1413	UW VALLEY MEDICAL CENTER	\$2,825.00
4/14/22	1414	VALVOLINE LLC	\$1,140.58
4/14/22	1409	TREASURY MANAGEMENT SVCS - US BANK	\$120.91
4/14/22	1410	TROTTER & MORTON	\$1,369.69
4/14/22	1415	VAN MAREN NICK	\$2,121.80
4/14/22	1418	WAPRO	\$25.00
4/14/22	1416	WA STATE CORRECTIONAL INDUSTRIES ACCTG	\$593.74
4/14/22	1417	WA STATE DEPT OF REVENUE (USE TAX)	\$7,535.78
4/14/22	1419	WASHINGTON AUDIOLOGY SERVICES INC	\$7,028.80
4/14/22	1420	WCIF	\$19,608.71
Payment Count: 98			Total Amount: <u>\$1,485,938.72</u>

Payment Count: 98
Payment Total: \$1,485,938.72

CERTIFICATION

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

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

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX:
253-798-6699

EMAIL:
PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only

Authorization Recieved on

Batch Verified by

March 2022 Post-Meeting	
General Fund	
Transfer Out to Reserve Fund per Resolution 976	\$ 107,800.00
Nash Cascadia Verde Mitigation Payments	
Transfer In from Reserve Fund per Resolution 976	\$ 895,000.00
Funding for Philips Tempus Systems	
(Net effect is Transfer In of \$787,200)	
Reserve Fund	
Transfer Out to General Fund per Resolution 976	\$ 895,000.00
Funding for Philips Tempus Systems	
Transfer In from General Fund per Resolution 976	\$ 107,800.00
Nash Cascadia Verde Mitigation Payments	
(Net effect is Transfer Out of \$787,200)	
April 2022	
General Fund	
Total AP	\$ 777,405.91
AP Vouchers	
Vouchers # 220401001 - 220401089	\$ 777,405.91
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 220403001 - 2204030xx	\$ -
Electronic Payroll	\$ -
Total Expenditures (AP + Payroll Above)	\$ 777,405.91
Total BIAS Expenditures (111 - 999)	\$ 726,370.08
Difference	\$ 51,035.83
sickleave buybacks	\$ 41,850.03
reimbursements	\$ 9,206.74
non-vouchered bank fee	\$ (20.94)
Capital Fund	
Total AP	
Vouchers # 220401001 - 220401009	\$ 708,532.81



Board Meeting Agenda Item Summary

Agenda Date: April 19, 2022
Item Title: Approve Waiving Co-Pay / Balance for Account # 132509832
Presenter: Consent Agenda

1. Recommended Action by Board:

It is recommended that the Board approve waiving the co-pay due for Account # 132509832 in the amount of \$197.42.

2. Summary:

The Board approved Resolution 465, implementation of a “waiver authorization” program for out-of-pocket ambulance transport fee expenses incurred by district employees and their immediate family members.

Circumstances surrounding this incident:

An employee was transported. Private insurance paid all but \$197.42.

3. Policies/ Alternatives Considered: None.

4. Fiscal Impact: There is minimal financial impact on EPFR.



Board Meeting Agenda Item Summary

- **Agenda Date:** April 19, 2022
- **Item Title:** Approve Financial Assistance Program Waiver for Account 132275478
- **Presenter:** Consent Agenda

1. Recommended Action by Board:

Recommend that Board make a motion to approve inclusion of Account 132275478 into the EPFR Financial Assistance Program.

- Based upon this patient's individual / family income level, it is recommended that 100% of the patient's ambulance bill balance be waived.

2. Summary:

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

Circumstances surrounding this incident:

Based on patient's income, patient qualifies for a 100% reduction of balance remaining on transport bill.

Total Amount of Patient's Ambulance bill:	\$ 1,182.00
Amount covered by private / government insurance programs:	\$ (932.00)
Patient' remaining balance (obligation) for this ambulance bill:	\$ 250.00

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Bill
1	\$19,320 – or less	100%

Recommendation based upon Financial Assistance Program formula:

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

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

3. Policies/ Alternatives Considered: None. See Above

4. Fiscal Impact:

There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.



Board Meeting Agenda Item Summary

Meeting Date:	April 19, 2022
Title:	Surplus Misc. Used Furniture

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to approve the surplus of miscellaneous used furniture, and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief.</i>
Presenter:	A/C Moore
Attachments:	Misc. Item Spreadsheet

Summary:

Staff recommends the surplus of the items listed below (miscellaneous used furniture) from old Station 118. The items we are requesting to surplus no longer are of any use to us and no longer fit our needs or are of any value to EPFR. We recommend the miscellaneous used furniture listed below be disposed of, sold, or donated, at the discretion of the Fire Chief.

Type	Purch Date	QTY	Disposition
Furniture	Unknown	8 -Wood Chairs	Old Furniture / No Value
Furniture	Unknown	10 -GRY / Blk Chairs	Old Furniture / No Value
Furniture	Unknown	5-Office chairs	Old Furniture / No Value
Furniture	Unknown	4-folding tables	Old Furniture / No Value
Furniture	Unknown	4-drawer file / cab	Old Furniture / No Value
Furniture	Unknown	1- Credenza desk	Old Furniture / No Value
Furniture	Unknown	2-48 inch RND/table	Old Furniture / No Value
Furniture	Unknown	1- 6ft Rectangle table	Old Furniture / No Value
Furniture	Unknown	1- Metal Cabinet	Old Furniture / No Value
Furniture	Unknown	1- metal shelving	Old Furniture / No Value

Fiscal Impact:	None
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EAST PIERCE FIRE AND RESCUE

RESOLUTION NO. 980

A Resolution to Surplus Misc. Used Furniture

WHEREAS, misc. used furniture, as listed in Exhibit A, owned by East Pierce Fire & Rescue has been deemed out of compliance with safety standards due to age, wear, deterioration, or damage: and is no longer of use to the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that misc. used furniture, as listed in Exhibit A; is hereby declared surplus to the needs of the District and will be disposed of, donate, sell, or recycle at the discretion of the Fire Chief.

ADOPTED at a regular meeting of the Board of Commissioners of East Pierce Fire and Rescue on April 19, 2022, 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

Type	Purch Date	QTY	Disposition	Station
Furniture	Unknown	8 -Wood Chairs	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	10 -GRY / Blk Chairs	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	5-Office chairs	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	4-folding tables	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	4-drawer file / cab	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	1- Credenza desk	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	2-48 inch RND/table	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	1- 6ft Rectangle table	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	1- Metal Cabinet	Old Furniture / No Value	Storage (Conex)
Furniture	Unknown	1- metal shelving	Old Furniture / No Value	Storage (Conex)



Board Meeting Agenda Item Summary

Meeting Date:	April 19, 2022
Title:	Bond Sale Presentation

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve – Finance Committee
Recommended Action/Motion:	<i>Move to direct the fire chief to proceed with the planning process to sell the second round of bonds in July of 2022 with a 16-year repayment schedule.</i>
Presenter:	Chief Parkinson & Finance Committee
Attachments:	Bond Presentation - Powerpoint – Jim Nelson

Summary:

After the passage of the bond measure on the November 2018 ballot, the District sold half of the bonds (\$40 million) in December 2018. We expect to completely expend these funds in 2022, which means we need to sell the remaining \$40 million in bonds to complete the capital facilities projects. Jim Nelson, D.A. Davidson, has presented several options to the Finance Committee in regards to the timing of the sale and repayment schedule.

The Finance Committee has reviewed this proposal and recommends selling the second half of bonds in July with a repayment term of 16 years. Timing the sale in July allows the District to capture historically low-interest rates. By reducing the repayment term to 16 years vs. 20 years, an estimated \$8.5 million will be saved in interest costs. A 16-year repayment term will also result in both rounds of bond sales being paid off simultaneously.

Fiscal Impact:	There is no budgetary impact to this decision. In 2023, voters will begin paying approximately 10 cents per thousand more than they are paying towards the bond in 2022. The combined total is estimated to be 20 cents per thousand.
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East Pierce Fire & Rescue

Bond Financing Discussion with Finance Committee

April 11, 2022 11:00 AM

Jim Nelson

Senior Vice President

Phone: (206) 389-4062

Cell: (206) 713-9354

Email: jnelson@dadco.com



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ASSUMPTIONS

- In the preparation of this information we based it on the following:
 - Our general underwriting experience with Washington State Fire Districts and Regional Fire Authorities
 - Factual information relevant to East Pierce Fire & Rescue debt issuance profile

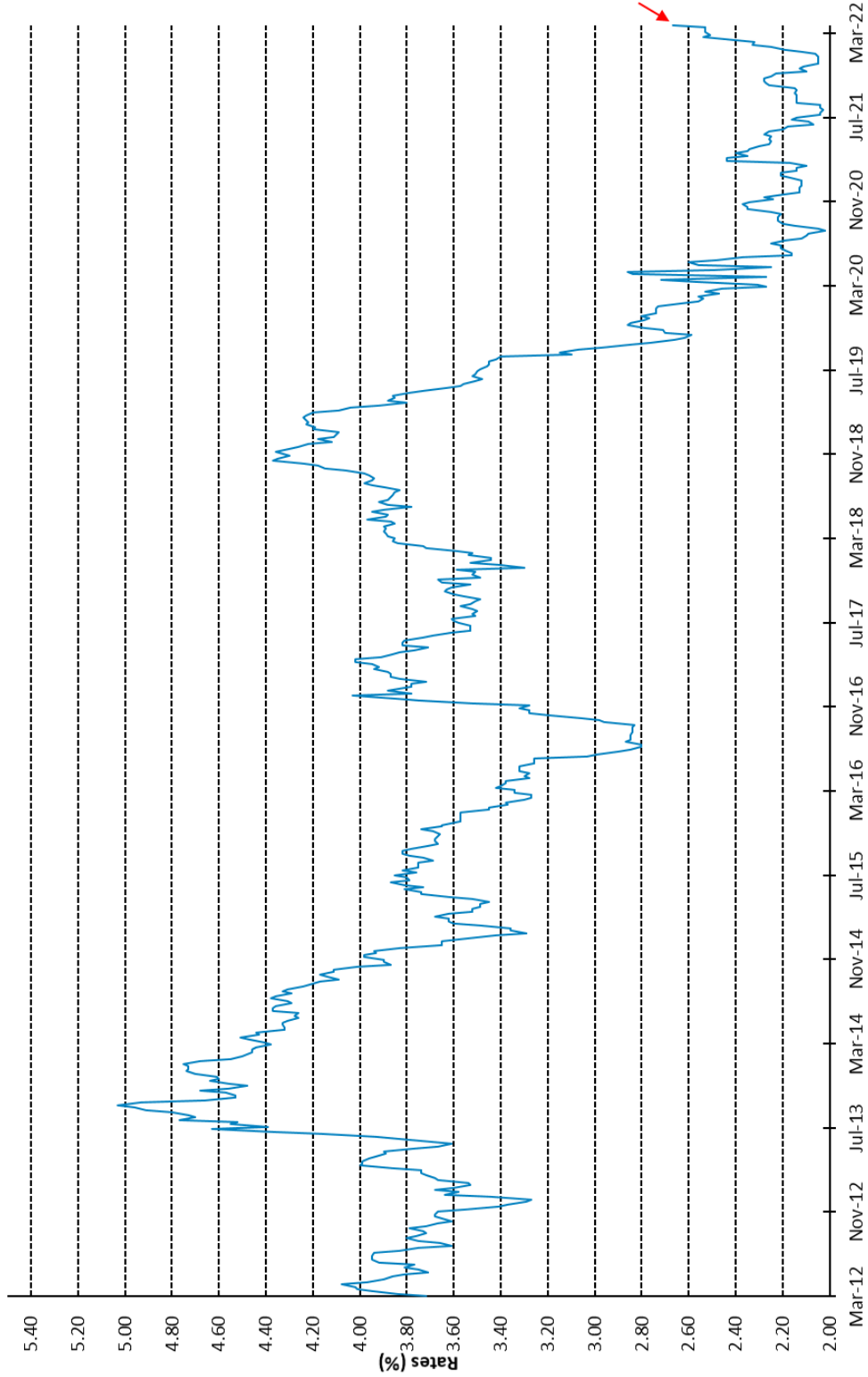
GOALS OF THE FINANCING

- ❖ Keep the combined bond levy rate (2018 Bond + 2022 Bond) below 25 cents per \$1,000 of Assessed Value.
- ❖ Receive \$40,000,000 into the Construction Fund.
- ❖ Pursue a possible rating upgrade.
- ❖ As a result of the District's growth in Assessed Value and a lower interest rate environment compared to 2018, possibly consider shortening the 2022 Bond by a few years to achieve a lower interest cost.

BOND MARKET INTEREST RATE TREND

Bond Buyer 20-Year General Obligation Index* (10 year history) *As of 3/25/2022*

Source: The Bond Buyer



*The "20-Bond G.O. Index" is comprised of 20 different issuers whose bonds have an average rating of AA/Aa2 that mature in the 20th year, non bank-qualified.

FINANCING OPTIONS TO CONSIDER:

Option 1. Page 5, 20 year financing, receive money on 12/1/2022
Estimated All-In True Interest Cost of **2.82%***
Estimated Bond Levy Rate of 16.3 cents per \$1,000 of AV
Estimated Total Debt Service \$58,262,550*

Compared to Option 1:

Option 2. Shorten by 1 year and receive money on 7/12/2022
Estimated All-In True Interest Cost of **2.70%***
Estimated Bond Levy Rate of 16.5 cents per \$1,000 of AV
Estimated Total Debt Service \$56,337,450*
Estimated Savings compared to Option 1 is: \$1,925,000*

Option 3. Shorten by 2 years and receive money on 7/12/2022
Estimated All-In True Interest Cost of **2.58%***
Estimated Bond Levy Rate of 17.2 cents per \$1,000 of AV
Estimated Total Debt Service \$54,197,066*
Estimated Savings compared to Option 1 is: \$4,065,000*

Option 4. Page 6. Shorten by 3 years and receive money on 7/12/2022
Estimated All-In True Interest Cost of **2.44%***
Estimated Bond Levy Rate of 19.1 cents per \$1,000 of AV
Estimated Total Debt Service \$52,388,391*
Estimated Savings compared to Option 1 is: \$5,874,000*

Option 5. Page 7. Shorten by 4 years and receive money on 7/12/2022, final maturity matches the 2018 Bond
Estimated All-In True Interest Cost of **2.28%***
Estimated Bond Levy Rate of 20 cents per \$1,000 of AV
Estimated Total Debt Service \$49,540,515*
Estimated Savings compared to Option 1 is: \$8,722,000*

**Preliminary and subject to change*

Benefits of pricing the Bonds sooner:
-lower interest rates by receiving funds in July 2022

-interest cost savings
-still below the 25 cent target communicated to the voters in 2018
-public relations benefit to communicate a shorter term for the second series of bonds

20 YEARS - ESTIMATED PAYMENTS

OPTION 1: 20 YEAR FINANCING, EST. LEVY RATE 16.3 CENTS

**Annual
AV Growth Rate**

Final Payments, as of 12/18/2018

Bonds issued 12/28/2018, AA-

Estimated Payments, as of 2/10/2022

Assume Bonds issued 12/1/2022

Assessed Value	Period Ending	Principal	Interest	Annual Payment	Period Ending	Principal (1)	Interest (1)	Annual Payment (1)	Estimated Combined Payment (1)	Estimated Tax Levy Rate (1)
45,202,416,844	6.00%	42/4/2019	4,543,746	4,683,746	42/4/2019	0	0	0	4,683,746	0.11
46,144,564,823	6.00%	42/4/2020	4,629,650	4,824,650	42/4/2020	0	0	0	4,824,650	0.11
48,621,453,426	6.00%	42/4/2021	4,624,850	4,944,850	42/4/2021	0	0	0	4,944,850	0.10
22,092,572,910	6.00%	12/1/2022	1,607,350	2,157,350	12/1/2022	0	0	0	2,157,350	0.10
23,418,127,285	6.00%	12/1/2023	1,579,850	2,284,850	12/1/2023	0	1,393,550	1,393,550	3,678,400	0.16
24,589,033,649	5.00%	12/1/2024	1,562,225	2,392,225	12/1/2024	0	1,393,550	1,393,550	3,785,775	0.15
25,818,485,331	5.00%	12/1/2025	1,541,475	2,521,475	12/1/2025	0	1,393,550	1,393,550	3,915,025	0.15
27,109,409,598	5.00%	12/1/2026	1,492,475	2,642,475	12/1/2026	60,000	1,393,550	1,453,550	4,096,025	0.15
28,464,880,078	5.00%	12/1/2027	1,460,850	2,775,850	12/1/2027	135,000	1,390,550	1,525,550	4,301,400	0.15
29,888,124,082	5.00%	12/1/2028	1,395,100	2,915,100	12/1/2028	215,000	1,383,800	1,598,800	4,513,900	0.15
31,083,649,045	4.00%	12/1/2029	1,319,100	3,034,100	12/1/2029	290,000	1,373,050	1,663,050	4,697,150	0.15
32,326,995,007	4.00%	12/1/2030	1,233,350	3,153,350	12/1/2030	375,000	1,358,550	1,733,550	4,886,900	0.15
33,620,074,807	4.00%	12/1/2031	1,137,350	3,282,350	12/1/2031	460,000	1,339,800	1,799,800	5,082,150	0.15
34,964,877,799	4.00%	12/1/2032	1,030,100	3,410,100	12/1/2032	555,000	1,316,800	1,871,800	5,281,900	0.15
36,363,472,911	4.00%	12/1/2033	911,100	3,546,100	12/1/2033	655,000	1,294,600	1,949,600	5,495,700	0.15
37,818,011,828	4.00%	12/1/2034	805,700	3,690,700	12/1/2034	755,000	1,268,400	2,023,400	5,714,100	0.15
39,330,732,301	4.00%	12/1/2035	690,300	3,835,300	12/1/2035	870,000	1,238,200	2,108,200	5,943,500	0.15
40,903,961,593	4.00%	12/1/2036	564,500	3,989,500	12/1/2036	985,000	1,203,400	2,188,400	6,177,900	0.15
42,540,120,056	4.00%	12/1/2037	393,250	4,148,250	12/1/2037	1,115,000	1,164,000	2,279,000	6,427,250	0.15
44,241,724,859	4.00%	12/1/2038	205,500	4,315,500	12/1/2038	1,250,000	1,119,400	2,369,400	6,684,900	0.15
46,011,393,853	4.00%	12/1/2039	0	0	12/1/2039	5,880,000	1,069,400	6,949,400	6,949,400	0.15
47,851,849,607	4.00%	12/1/2040	0	0	12/1/2040	6,395,000	834,200	7,229,200	7,229,200	0.15
49,765,923,591	4.00%	12/1/2041	0	0	12/1/2041	6,940,000	578,400	7,518,400	7,518,400	0.15
51,756,560,535	4.00%	12/1/2042	0	0	12/1/2042	7,520,000	300,800	7,820,800	7,820,800	0.15
Total			23,694,791	59,514,791	Total	34,455,000	23,807,550	58,262,550	117,777,341	

All-In True Interest Cost: 3.56%

Est. All-In True Interest Cost: 2.82%

(1) Preliminary and subject to change.

17 YEARS - ESTIMATED PAYMENTS

OPTION 4: 17 YEARS, TOTAL INTEREST COST SAVINGS IS \$5,874,000, LOWER ALL IN TIC BY 0.38%, EST LEVY RATE 19.1 CENTS

Final Payments, as of 12/18/2018

Bonds issued 12/28/2018, AA-

Estimated Payments, as of 2/10/2022

Assume Bonds issued 7/12/2022, SHORTEN TERM BY 3 YEARS

Assessed Value	Period Ending	Principal	Interest	Annual Payment	Period Ending	Principal (1)	Interest (1)	Annual Payment (1)	Estimated Combined Payment (1)	Estimated Tax Levy Rate (1)
46,202,416,844	6.00%	42/4/2019	4,513,746	1,683,746	42/4/2019	0	0	0	1,683,746	0.44
46,144,561,823	6.00%	42/4/2020	4,629,650	1,824,650	42/4/2020	0	0	0	1,824,650	0.44
46,621,463,426	6.00%	42/4/2021	4,624,850	1,941,850	42/4/2021	0	0	0	1,941,850	0.40
22,092,572,910	6.00%	12/1/2022	1,607,350	2,157,350	12/1/2022	0	0	0	2,157,350	0.10
23,418,127,285	6.00%	12/1/2023	1,579,850	2,284,850	12/1/2023	0	2,022,891	2,022,891	4,307,741	0.18
24,589,033,649	5.00%	12/1/2024	1,562,225	2,392,225	12/1/2024	580,000	1,459,400	2,039,400	4,431,625	0.18
25,818,485,331	5.00%	12/1/2025	1,541,475	2,521,475	12/1/2025	700,000	1,430,400	2,130,400	4,651,875	0.18
27,109,409,598	5.00%	12/1/2026	1,492,475	2,642,475	12/1/2026	845,000	1,395,400	2,240,400	4,882,875	0.18
28,464,880,078	5.00%	12/1/2027	1,460,850	2,775,850	12/1/2027	1,000,000	1,353,150	2,353,150	5,129,000	0.18
29,888,124,082	5.00%	12/1/2028	1,395,100	2,915,100	12/1/2028	1,170,000	1,303,150	2,473,150	5,388,250	0.18
31,083,649,045	4.00%	12/1/2029	1,319,100	3,034,100	12/1/2029	1,320,000	1,244,650	2,564,650	5,598,750	0.18
32,326,995,007	4.00%	12/1/2030	1,233,350	3,153,350	12/1/2030	1,495,000	1,178,650	2,673,650	5,827,000	0.18
33,620,074,807	4.00%	12/1/2031	1,137,350	3,282,350	12/1/2031	1,670,000	1,103,900	2,773,900	6,056,250	0.18
34,964,877,799	4.00%	12/1/2032	1,030,100	3,410,100	12/1/2032	1,870,000	1,020,400	2,890,400	6,300,500	0.18
36,363,472,911	4.00%	12/1/2033	911,100	3,546,100	12/1/2033	2,060,000	945,600	3,005,600	6,551,700	0.18
37,818,011,828	4.00%	12/1/2034	805,700	3,690,700	12/1/2034	2,260,000	863,200	3,123,200	6,813,900	0.18
39,330,732,301	4.00%	12/1/2035	690,300	3,835,300	12/1/2035	2,480,000	772,800	3,252,800	7,088,100	0.18
40,903,961,593	4.00%	12/1/2036	564,500	3,989,500	12/1/2036	2,710,000	673,600	3,383,600	7,373,100	0.18
42,540,120,056	4.00%	12/1/2037	393,250	4,148,250	12/1/2037	2,950,000	565,200	3,515,200	7,663,450	0.18
44,241,724,859	4.00%	12/1/2038	205,500	4,315,500	12/1/2038	3,210,000	447,200	3,657,200	7,972,700	0.18
46,011,393,853	4.00%	12/1/2039	0	0	12/1/2039	7,970,000	318,800	8,288,800	8,288,800	0.18
47,851,849,607	4.00%	12/1/2040	0	0	12/1/2040	0	0	0	0	0.00
49,765,923,591	4.00%	12/1/2041	0	0	12/1/2041	0	0	0	0	0.00
51,756,560,535	4.00%	12/1/2042	0	0	12/1/2042	0	0	0	0	0.00
Total			23,694,791	59,514,791	Total	34,290,000	18,098,391	52,388,391	111,903,182	

All-In True Interest Cost: **3.56%**

Est. All-In True Interest Cost: **2.44%**

(1) Preliminary and subject to change.

16 YEARS - ESTIMATED PAYMENTS

OPTION 4: 16 YEARS, TOTAL INTEREST COST SAVINGS IS \$8,722,000, LOWER ALL IN TIC BY 0.54%, EST LEVY RATE 20 CENTS

Final Payments, as of 12/18/2018

Bonds Issued 12/28/2018, AA-

Estimated Payments, as of 2/10/2022

Assume Bonds issued 7/12/2022, SHORTEN TERM BY 4 YEARS

Assessed Value	Period Ending	Principal	Interest	Annual Payment	Period Ending	Principal (1)	Interest (1)	Annual Payment (1)	Estimated Combined Payment (1)	Estimated Tax Levy Rate (1)
46,202,416,844	6.00%	470,000	1,543,746	1,683,746	42/4/2049	0	0	0	1,683,746	0.14
46,144,561,823	6.00%	495,000	1,629,650	1,824,650	42/4/2029	0	0	0	1,824,650	0.14
48,621,453,426	6.00%	290,000	1,624,850	1,914,850	42/4/2024	0	0	0	1,914,850	0.10
22,092,572,910	6.00%	550,000	1,607,350	2,157,350	12/1/2022	0	0	0	2,157,350	0.10
23,418,127,285	5.00%	705,000	1,579,850	2,284,850	12/1/2023	145,000	2,031,415	2,176,415	4,461,265	0.19
24,589,033,649	5.00%	830,000	1,562,225	2,392,225	12/1/2024	835,000	1,458,300	2,293,300	4,685,525	0.19
25,818,485,331	5.00%	980,000	1,541,475	2,521,475	12/1/2025	985,000	1,416,550	2,401,550	4,923,025	0.19
27,109,409,598	5.00%	1,150,000	1,492,475	2,642,475	12/1/2026	1,155,000	1,367,300	2,522,300	5,164,775	0.19
28,464,880,078	5.00%	1,315,000	1,460,850	2,775,850	12/1/2027	1,340,000	1,309,550	2,649,550	5,425,400	0.19
29,888,124,082	5.00%	1,520,000	1,395,100	2,915,100	12/1/2028	1,540,000	1,242,550	2,782,550	5,697,650	0.19
31,083,649,045	4.00%	1,715,000	1,319,100	3,034,100	12/1/2029	1,725,000	1,165,550	2,890,550	5,924,650	0.19
32,326,995,007	4.00%	1,920,000	1,233,350	3,153,350	12/1/2030	1,930,000	1,079,300	3,009,300	6,162,650	0.19
33,620,074,807	4.00%	2,145,000	1,137,350	3,282,350	12/1/2031	2,140,000	982,800	3,122,800	6,405,150	0.19
34,964,877,799	4.00%	2,380,000	1,030,100	3,410,100	12/1/2032	2,380,000	875,800	3,255,800	6,665,900	0.19
36,363,472,911	4.00%	2,635,000	911,100	3,546,100	12/1/2033	2,605,000	780,600	3,385,600	6,931,700	0.19
37,818,011,828	4.00%	2,885,000	805,700	3,690,700	12/1/2034	2,840,000	676,400	3,516,400	7,207,100	0.19
39,330,732,301	4.00%	3,145,000	690,300	3,835,300	12/1/2035	3,095,000	562,800	3,657,800	7,493,100	0.19
40,903,961,593	4.00%	3,425,000	564,500	3,989,500	12/1/2036	3,365,000	439,000	3,804,000	7,793,500	0.19
42,540,120,056	4.00%	3,755,000	393,250	4,148,250	12/1/2037	3,655,000	304,400	3,959,400	8,107,650	0.19
44,241,724,859	4.00%	4,110,000	205,500	4,315,500	12/1/2038	3,955,000	158,200	4,113,200	8,428,700	0.19
46,011,393,853	4.00%	0	0	0	12/1/2039	0	0	0	0	0.00
47,851,849,607	4.00%	0	0	0	12/1/2040	0	0	0	0	0.00
49,765,923,591	4.00%	0	0	0	12/1/2041	0	0	0	0	0.00
51,756,560,535	4.00%	0	0	0	12/1/2042	0	0	0	0	0.00
Total		35,820,000	23,694,791	59,514,791	Total	33,690,000	15,850,515	49,540,515	109,055,306	

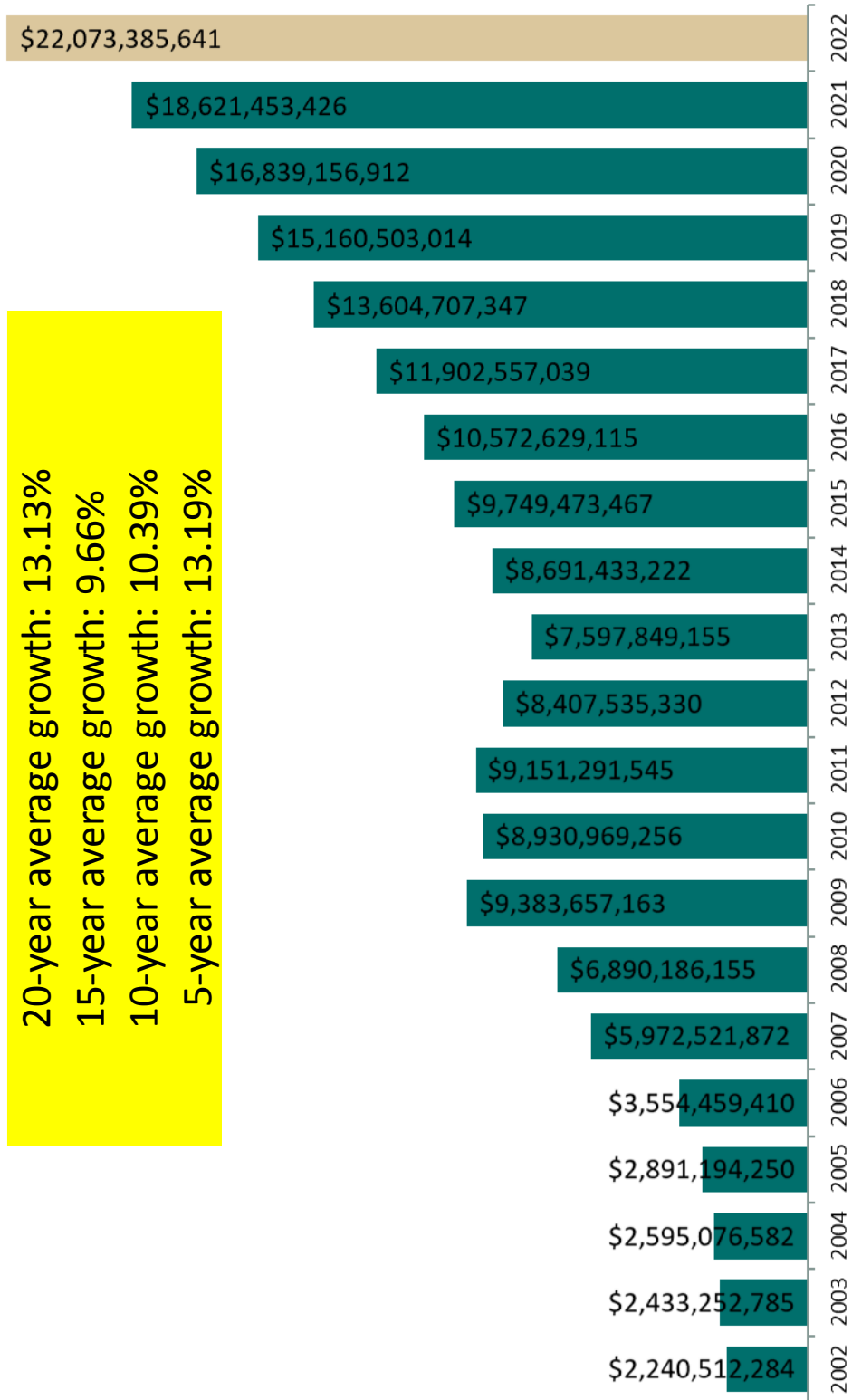
All-In True Interest Cost: **3.56%**

(1) Preliminary and subject to change.

Est. All-In True Interest Cost: **2.28%**

ASSESSED VALUE GROWTH

20-year average growth: 13.13%
 15-year average growth: 9.66%
 10-year average growth: 10.39%
 5-year average growth: 13.19%



Source: Pierce County Assessor.

EXAMPLE OF TIMELINE (RECEIVE \$ ON 12/1/2022)

(Commissioner Meetings on the 3rd Tuesday at 7:00 PM)

Target Date	Action
June 30	Send information request to the District.
August 1	District completes information request for the draft Preliminary Official Statement.
August 16	First reading of the draft Bond Resolution (with delegation parameters).
August 26	Distribute 1st draft of Preliminary Official Statement for review and comments.
September 7	Distribute 2nd draft of Preliminary Official Statement for review and comments.
September 20	Second reading and approval of the Bond Resolution (with delegation parameters).
September 20	Distribute draft Rating Presentation for review and comments.
September 23 & 27	Rating rehearsal (with staff) and rating presentation to S&P Global Ratings.
October 6	Receive rating grade for the District.
October 12	Release Preliminary Official Statement and begin marketing the bonds to investors.
November 3	Set the final interest rates based on comparable bond sales and spread to Municipal Market Data AAA Index.
November 16	Final bond number for 2023 Tax Collection Roll submitted to Pierce County (deadline is by Nov. 30).
December 1	Delivery Date for receiving bond proceeds for the project.

EXAMPLE OF TIMELINE (RECEIVE \$ ON 7/12/2022)

(Commissioner Meetings on the 3rd Tuesday at 7:00 PM)

Target Date	Action
April 1	Send information request to the District.
April 19	Commissioner's Meeting to discuss the Bond financing options. Discuss updated Financial Management Policy.
April 20	District completes information request for the draft Preliminary Official Statement.
May 4	Distribute 1st draft of Preliminary Official Statement for review and comments.
May 12	Distribute 2nd draft of Preliminary Official Statement for review and comments.
May 17	Commissioners approve the Bond Resolution (with delegation parameters). Approve updated Financial Management Policy.
May 19	Distribute draft Rating Presentation for review and comments.
May 24 & May 27	Rating rehearsal (with staff) and rating presentation to S&P Global Ratings.
June 7	Receive rating grade for the District.
June 8	Release Preliminary Official Statement and begin marketing the bonds to investors.
June 23	Set the final interest rates based on comparable bond sales and spread to Municipal Market Data AAA Index.
July 12	Delivery Date for receiving bond proceeds for the project.

DEBT CAPACITY

2022 Assessed Valuation ("AV") **\$22,149,551,593**

NON-VOTED DEBT CAPACITY CALCULATION

(Non-voted) Limited Tax General Obligation Debt Capacity (3/8th of 1% of AV)	\$83,060,818
Less: Outstanding Limited Tax General Obligation Debt (1)	\$0
Less: Future Non-voted Bonds (1)	\$0
Remaining Non-Voted General Obligation Debt Capacity	\$83,060,818

VOTED DEBT CAPACITY CALCULATION

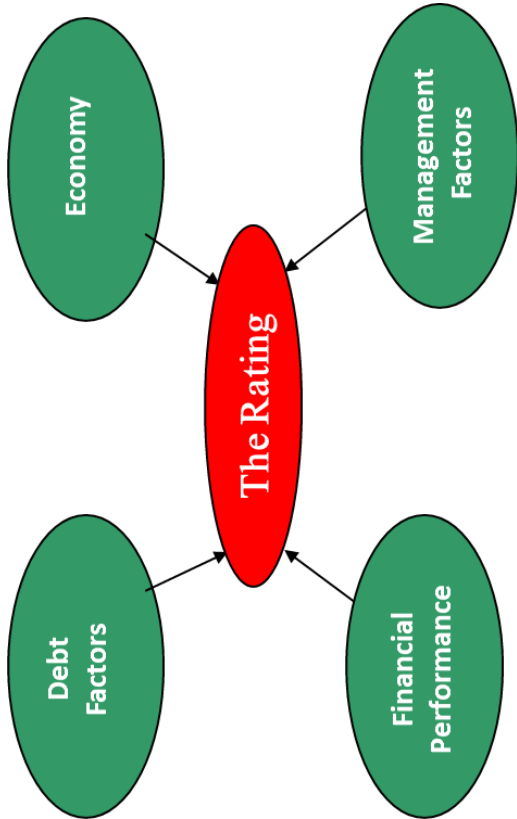
(Voted) Unlimited Tax General Obligation Debt Capacity (3/4th of 1% of AV)	\$166,121,637
Less: Any Non-voted debt (from above)	\$0
Less: Outstanding 2018 Voted Bonds (2)	(\$36,165,000)
Less: 2022 Voted Bonds (2)	(\$34,455,000)
Total Remaining General Obligation Debt Capacity	\$95,501,637

- (1) Paid from Regular Property Tax Collections out of the Current Expense Fund.
- (2) Paid from a special voter-approved "excess" levy for the life of the bond issue.

BOND RATING

A rating helps to achieve a lower interest cost.

A higher bond rating results in lower yields.



Source: D.A. Davidson & Co.

	S&P	Moody's
Highest/Best Quality	AAA	Aaa
High Investment Grade	AA+	Aa1
	AA	Aa2
	AA-	Aa3
Medium Investment Grade	A+	A1
	A	A2
	A-	A3
Low Investment Grade	BB+	Baa1
	BBB	Baa2
	BBB-	Baa3

Source: S&P Global Ratings and Moody's Investors Service

Examples of Ratings:

City of Bonney Lake	AA+
Sumner School District	AA-
Pierce County	AA
Central Pierce Fire & Rescue	AA
Central Whidbey Island F&R	AAA
Lacey Fire 3	A+
Thurston Cty Fire 12 (3/3/2022)	AA-



D A DAVIDSON

FINANCIAL MANAGEMENT POLICIES

A set of policies to:

- ❖ Promote financial integrity
- ❖ Assist elected officials and staff
- ❖ Provides continuity over time



Key strengths of the policy:

- Unrestricted Cash Goal
- Monthly Financial Reports
- Quarterly Budget Reports and Forecasting
- Equipment Replacement Plan
- Use of a Capital Facilities Plan

APPENDIX 1

OUR EXPERIENCE

1. Our bankers [serve the largest number of fire districts \(over 84\)](#) in Washington State.
2. Jim Nelson has [personally completed over 160 fire service financings](#).
3. Davidson was [ranked 1st in Washington State in 2013 thru 2021](#) (*based on the number of negotiated municipal transactions completed*). Source: Thomson Reuters
4. We are the [largest financial services company](#) headquartered in the Pacific Northwest, with \$174 million in net capital (as of 12/31/2021).
5. Our [local expertise](#), as a result of working with East Pierce Fire & Rescue, Central Pierce Fire & Rescue, West Pierce Fire & Rescue, Bonney Lake, Sumner, Edgewood, Puyallup, Orting Valley Fire & Rescue, Pierce County Fire District No. 16, South Pierce Fire & Rescue, Graham Fire & Rescue, Pierce County, DuPont, University Place, Fife, Tacoma, among many others.
6. We provide a [wide array of services](#) with our analytics, credit rating insight and expertise, and Washington bond pricing expertise.
7. Our [sales distribution network \(with 60 institutional salespeople and 400 retail salespeople\)](#) and [bond trader \(Mark Froio\)](#) work aggressively to achieve the lowest net borrowing cost for Washington municipalities.

WE SERVE THE LARGEST NUMBER OF FIRE DISTRICTS (84+)

Benton FD 1	King FD 44	Snohomish Regional Fire & Rescue
Benton FD 2	King FD 45	Snohomish FD 4
West Benton Fire Rescue RFA	King FD 47	Snohomish FD 17
Benton FD 4	King FD 50	Snohomish FD 19
Chelan FD 1	Renton RFA	Snohomish FD 21
Chelan FD 3	Valley RFA	Snohomish FD 26
Chelan FD 5	South Kitsap Fire & Rescue	Snohomish FD 22
Clallam FD 2	Kitsap FD 18	North County RFA
Clallam FD 3	Kittitas FD 2	Spokane FD 4
Clark FD 1	Klickitat FD 3	Spokane FD 8
Clark FD 6	Lewis FD 1	Spokane FD 10
East County Fire & Rescue	Lewis FD 6	Stevens FD 1
Clark-Cowlitz Fire Rescue	Mason FD 6	Thurston FD 1
Cowlitz FD 2	Mason FD 11	Lacey Fire District 3
Douglas FD 2	North Mason RFA	Thurston FD 5
Douglas FD 4	Okanogan FD 6	Thurston FD 6
Franklin FD 3	Okanogan FD 15	Thurston FD 7
Grant FD 3	West Pierce Fire & Rescue	Thurston FD 8
Grays Harbor FD 2	Central Pierce Fire & Rescue	Thurston FD 9
Island FD 1	Key Peninsula Fire	Thurston FD 11
South Whidbey Fire/EMS	South Pierce Fire & Rescue	South Thurston Fire & EMS
Central Whidbey Fire & Rescue	Orting Valley Fire & Rescue	Southeast Thurston RFA
King FD 2	Graham Fire & Rescue	West Thurston RFA
King FD 11	East Pierce Fire & Rescue	Whatcom FD 1
King FD 16	San Juan FD 2	Whatcom FD 3
King FD 20	San Juan FD 3	Whatcom FD 7
King FD 27	Skagit FD 6	Yakima FD 1
King FD 40	South County Fire RFA	Yakima FD 12

DAVIDSON'S PUBLIC FINANCE TEAM

Focuses on general municipal finance with fire districts, cities, counties, water & sewer districts, park districts, hospital districts, ports, as well as other special districts.

Jim and the Company has served as bond underwriter/placement agent to a large number of Washington fire districts and Pierce County municipalities, including Island County Fire District No. 3,

Island County Fire District No. 5, Lacey Fire District No. 3, Snohomish County Fire District No. 7, Central Pierce Fire & Rescue, East Pierce Fire & Rescue, King County Fire District No. 45, King County Fire District No. 16, East Pierce Fire & Rescue, Central Pierce Fire & Rescue, West Pierce Fire & Rescue, Kittitas Valley Fire & Rescue, Benton County Fire District No. 4, Grant County Fire District No. 3, Spokane County Fire District No. 4, Pierce County, Tacoma, Clark County Fire District No. 6, Clark-Cowlitz Fire Rescue, among many others.

Jim is very experienced in assisting Washington municipalities with structuring bond financings and rating presentations.

He has completed over 600 financings with a par amount greater than \$6.0 billion.

FINRA Series 50, Series 52 and Series 63 Licenses

B.A. from the University of Washington



JIM NELSON
SENIOR VICE PRESIDENT
(206) 389-4062

30 Years in Public Finance

Main Office: Seattle, WA

DAVIDSON'S PUBLIC FINANCE TEAM

Mark Froio (Senior Vice President) – Bond underwriter and Bond Trader. Extensive market knowledge and experience to achieve lower interest rates. (Mark has 37 years of experience.)

Maura Lentini (Senior Vice President) – former Moody's rating analyst, assists with rating agency presentations and rating strategies. (Maura has 21 years of experience.)

Crystal Vogl (Senior Vice President) – Disclosure Specialist reviewing Official Statements and assisting with Continuing Disclosure requirements and deadlines. (Crystal has 20 years of experience.)

Suzanne Eide (Senior Vice President) – Bond Structuring/Quantitative Specialist for voted bonds, non-voted bonds, refunding bonds, and assessment bonds. (Suzanne has 20 years of experience.)

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Required Disclosure Pursuant to MSRB Rule G-23: An underwriter's primary role will be to purchase as principal, or arrange for the placement of the securities in a commercial arm's length transaction with the issuer, and may have financial and other interests that differ from those of the issuer. In its capacity as underwriter and not as financial advisor, an underwriter may provide incidental financial advisory services at the issuer's request, including advice regarding the structure, timing, terms and other similar matters concerning the issuance. However, an underwriter does not assume any financial advisory or fiduciary responsibilities with respect to the issuer.



Board Meeting Agenda Item Summary

Meeting Date:	April 19, 2022
Title:	Financial Management Policy - Update

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve – Finance Committee
Recommended Action/Motion:	First Reading – Adoption of edits can occur in May
Presenter:	Chief Parkinson & Finance Committee
Attachments:	Financial Management Policy – Track Change

Summary:

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

The Finance Committee has reviewed these edits and recommends approval.

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

215.1 PURPOSE AND SCOPE

Supersedes policy 6000 Financial Management Adopted October 16, 2018

215.2 POLICY

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

Our financial goals seek to:

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

215.3 GENERAL FINANCIAL POLICY

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

Financial Management

215.4 REVENUE POLICY

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

215.4.1 FEES AND CHARGES

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

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

Financial Management

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

215.4.2 GRANTS AND GIFTS

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

215.5 FUND TYPES

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

215.6 FISCAL MANAGEMENT POLICY

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

East Pierce Fire & Rescue

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

Financial Management

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

215.7 CAPITAL MANAGEMENT POLICY

Capital Asset Management is regulated in the Capital Asset Management Policy

215.8 CAPITAL FACILITIES PLAN (CFP)

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

215.9 ACCOUNTING POLICIES

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

Financial Management

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

215.10 DEBT POLICIES

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

East Pierce Fire & Rescue

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Financial Management

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

East Pierce Fire & Rescue

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Financial Management

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

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Financial Management

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

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

(g) General Requirements

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

Financial Management

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

215.11 COMMUNICATION POLICIES

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

215.12 COMPLIANCE POLICIES

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

215.13 INVESTMENT AND CASH MANAGEMENT POLICIES

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

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

Financial Management

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

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

215.14 RESERVE POLICIES

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

215.15 ADDITIONAL RESERVES

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



Board Meeting Agenda Item Summary

Meeting Date:	April 19, 2022
Title:	Firefighter Hiring – Fall 2022

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve – Finance Committee
Recommended Action/Motion:	<i>Move to authorize the fire chief to hire a class of seven (7) firefighters for the fall 2022 fire academy.</i>
Presenter:	Chief Parkinson & Finance Committee
Attachments:	None

Summary:

In 2022, each shift is budgeted for 42 personnel. The 2022 operating budget approved hiring three additional personnel (over-hire) based on the declaration of three employees for retirement. Since the beginning of the year, we have had three additional personnel separate from the District, plus one long-term injury, which will be extended well into 2023 or later. With forecasted retirements in 2023 of an additional three personnel, we will likely become understaffed by seven personnel in early 2023, which will impact overtime and the ability to staff Station 117 when construction is completed. Additionally, if we are awarded a SAFER grant to hire 12 personnel, those employees would need to be hired in January 2023. We cannot hire both groups (7 and 12) at one time due to station and academy capacity limitations. The Finance Committee has reviewed this proposal as part of the 5-year budget forecast and long-range staffing plan. The Committee recommends Board approval.

Fiscal Impact:	A budget amendment may be presented later in 2022, depending on available budget capacity.
Salary Increase	\$509,551
Salary savings	\$-454,732
Academy expense	\$98,101
Uniforms items	\$69,545
Net budget increase	\$222,465



Board Meeting Agenda Item Summary

Meeting Date:	April 19, 2022
Title:	Future of the Volunteer Firefighter Program

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve – HR Committee
Recommended Action/Motion:	<i>Move to terminate the volunteer firefighter program at the end of 2022 and direct the fire chief to develop a plan to assist current volunteer personnel in transiting to other programs in the region and/or retirement.</i>
Presenter:	Chief Parkinson & HR Committee
Attachments:	None

Summary:

In March of 2021, the recommendation was made to discontinue (end) the volunteer firefighter/EMT program currently in place at EPFR. The Board deferred any action pending a one-year review of the program with a report to the Board in April of 2022.

Current program status:

The EPFR Volunteer program is currently down to 5 members (4 firefighters and 1 EMT). With this number of volunteer staff, the program is at a crossroads as there is no practical way to utilize this small of a volunteer force. A decision should be made to either increase the program's size or end the program at a date to be determined.

Impacts (emergency response, non-emergency activities):

EPFR volunteers serve the District in two primary methods: emergency and non-emergency activities. Emergency activities include responding to a station when an emergency incident is dispatched, and when appropriate resources arrive at the station, a volunteer emergency unit responds to the incident. The other common emergency activity occurs during general alarms (all employee recalls), where volunteers will staff an emergency unit when first out staffing is depleted due to emergency incidents. Non-emergency activities (public events) include the open house, Easter egg hunts, National Night Out, etc., where volunteer staffing is utilized at the event.

Note #1: Emergency response by volunteers has essentially become non-existent due to increased 24/7/365 staffing. Our closest staffed unit will likely have already arrived at the scene when an adequate volunteer contingent can muster a response.

Note #2: The utilization of general alarms in the District has largely become an unused practice. Where five years ago it may have happened every week, we see it used less than five times per year due to local and regional staffing improvements.

Note #3: Public event assistance from volunteers is still utilized, though as the overall staff count of EPFR has increased and the volunteer staff count has decreased, the reliance on volunteer personnel has likewise reduced.

Insurance ratings are the most significant impact some areas of the District can see if the volunteer program is no longer active. Washington Survey and Rating Bureau (WSRB) "certifies" volunteer fire stations with six volunteers assigned and history of documented emergency responses. If there are less than six responders at a station, WSRB will issue partial certification credit if the volunteer unit has a history of documented emergency responses.

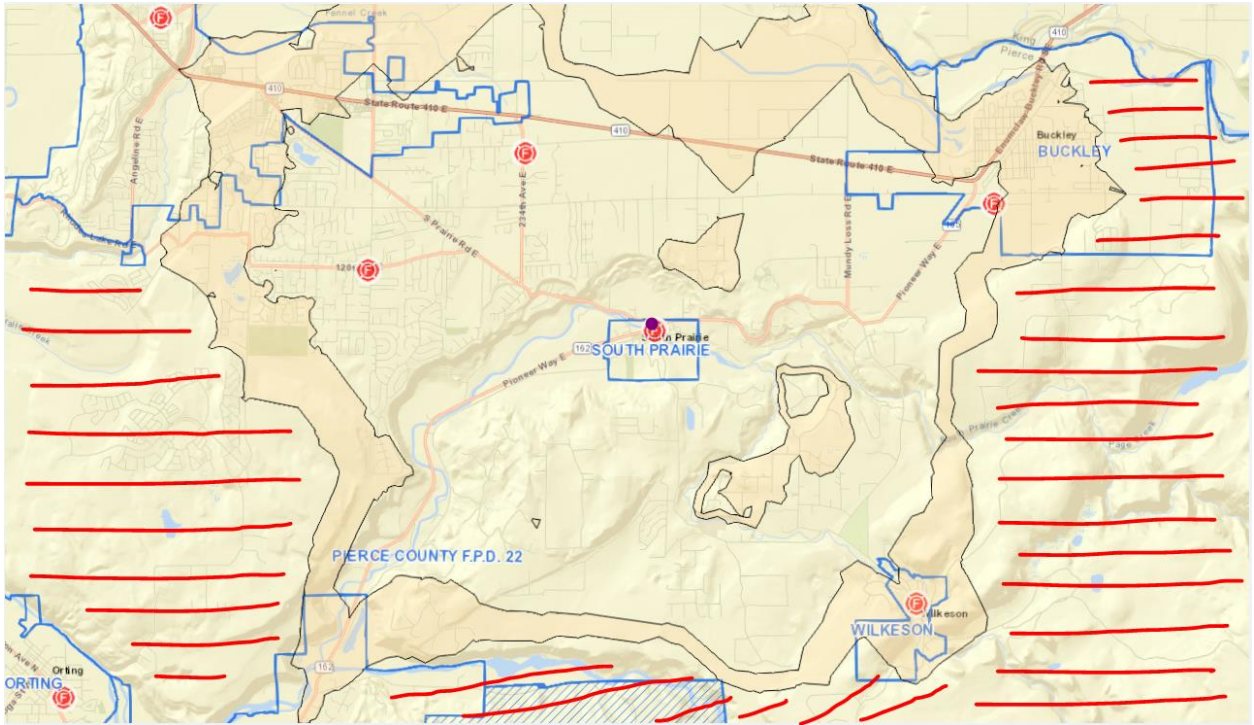
Note #4: Station 115 (East Lake Tapps) is an example of a station where two volunteers were assigned (before the last WSRB assessment in 2019). And while the volunteer staffing should have resulted in the partial certification of Station 115, the District could not demonstrate a history of the volunteers responding to emergency incidents. The station was decertified, which impacted Snag Island as there is no certified fire station within five road miles of the island. All other areas covered by Station 115 were not affected by the decertification as other certified stations (including mutual aid) covered the Station 115 response area.

Currently, EPFR has three stations that are considered "volunteer" stations:

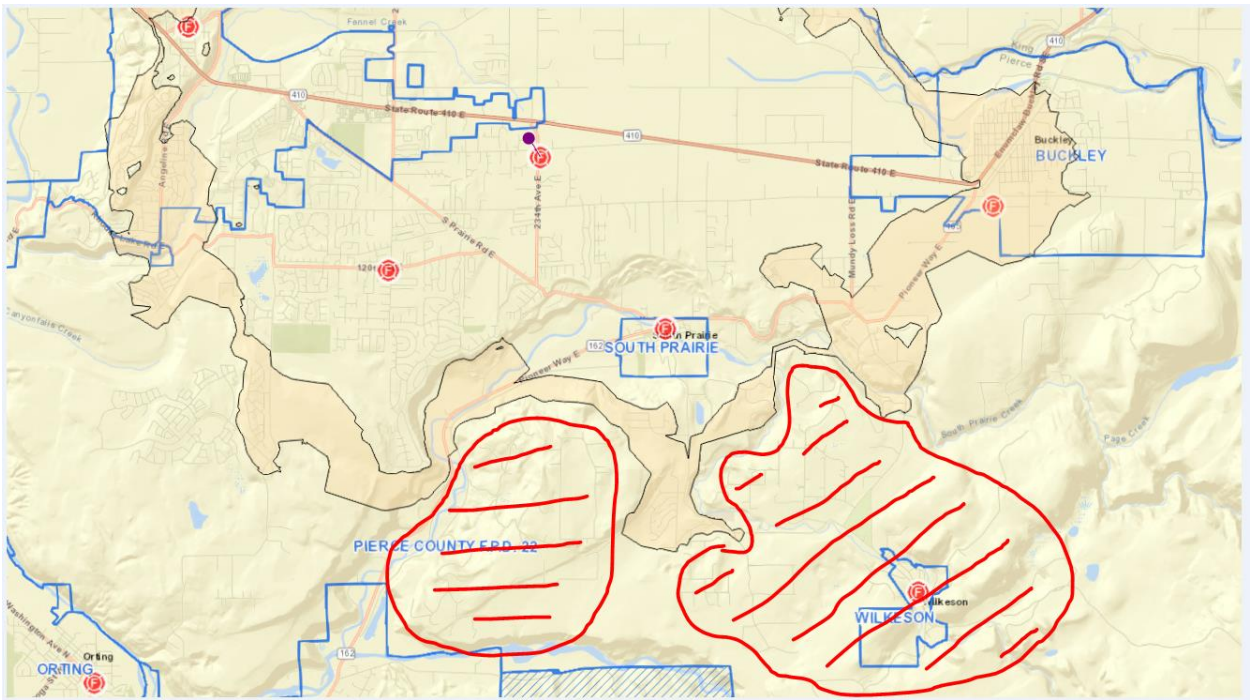
- Station 124 (Milton) is certified and staffed 24/7/365 due to Station 118 construction, but even without staffing, the Milton area receives its insurance coverage from Station 118 and mutual aid units from King County and Tacoma.
- Station 115 (East Lake Tapps) is currently decertified, as noted above. It currently houses our training staff offices and will be used as crew quarters during Station 114 construction.
- Station 119 (South Prairie) is currently certified and is used as our shop facility for vehicle maintenance.

Station 119: If the volunteer program is terminated or does not increase its personnel count, Station 119 will be decertified in 2025 (next WSRB re-rate). This appears to be the most impactful issue associated with the decision to terminate the volunteer program.

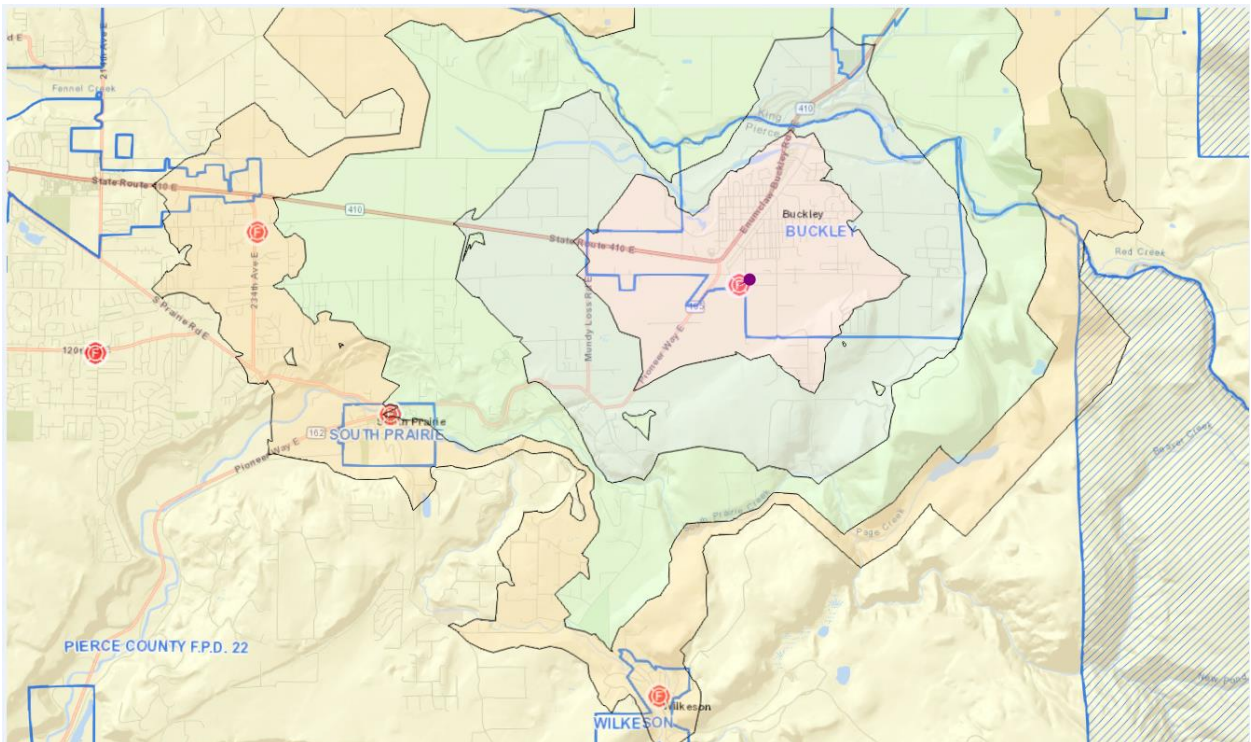
Current insurance coverage for the South Prairie area comes from Station 119 and can be seen in the map below, where Station 119 covers the west, south, and east, as seen in the image. The red hash lines indicate the limits of the 5-mile coverage allowed by WSRB.

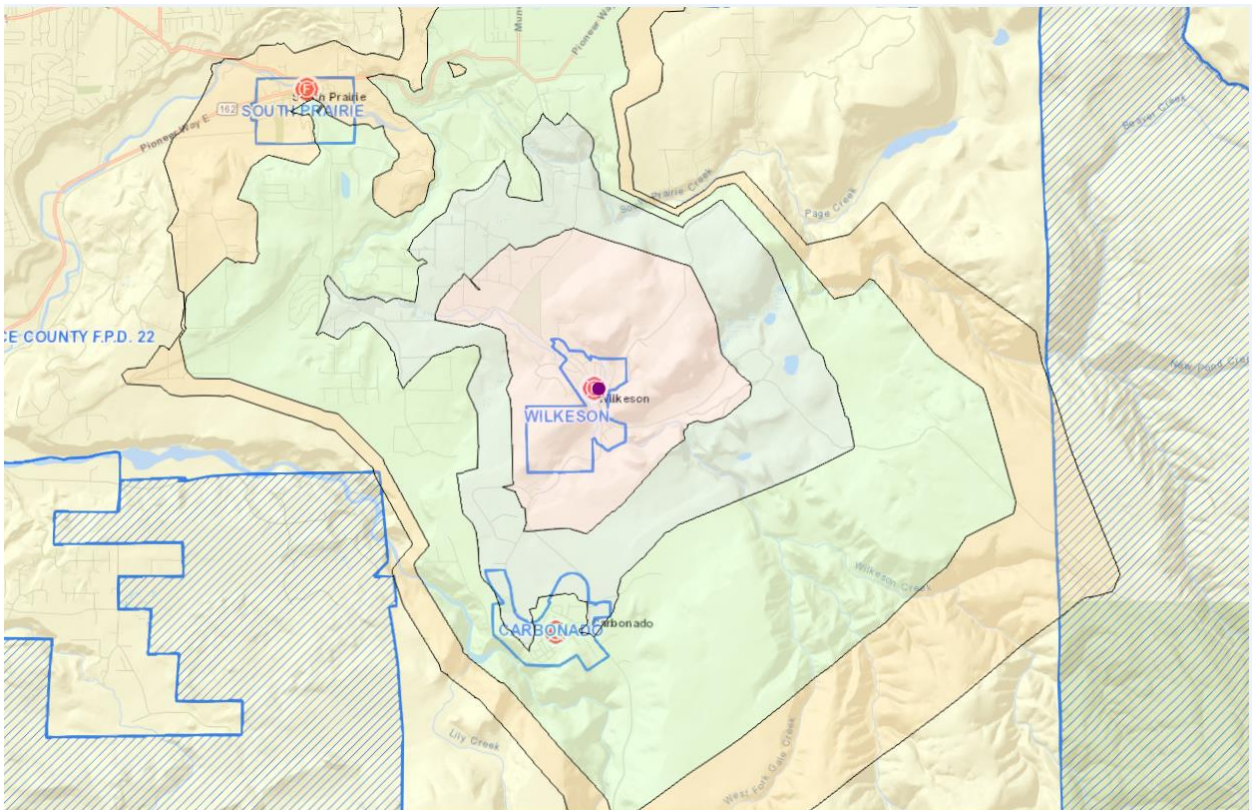


If decertified, the service area covered by Station 119 would receive East Pierce coverage from Station 116 (Foothills station). In the map below, the two areas circled to the south of South Prairie would be beyond the 5-mile coverage of Station 116. For insurance purposes, they could move from a protection class 7 or 8a (in the 5-mile circle w/o hydrants) to a protection class 9a (outside the 5-mile circle w/o hydrants).



Once mutual aid units are overlaid from Buckley and Wilkeson (seen in the maps below), those areas at risk of losing coverage receive a credit via mutual aid agreement.





Note #5: Staff must ensure that mutual agreements are in place by 2025 for WSRB credit, as this credit relies on certifications of mutual aid volunteer stations.

Recruitment options:

Our most recent experience with attempting to grow the volunteer program was in 2016, when we conducted a sizeable recruiting effort. We began the training process late that summer with 17 recruits. By the time we completed fire and EMS training, that group shrank to five (5). A few months later, we were down to two (2) recruits remaining in our program.

Reasons for the loss of recruits involved their personal lives for the most part. They ranged from changes in job assignments, relocation outside of the area, self-determined that they didn't like the type of work, could not fulfill the necessary time requirements, and several were hired as full-time firefighters at different times throughout the process. Since that time, we have not attempted recruitment due to that experience and poor cost-benefit ratio.

In speaking with departments such as Buckley and Browns Point, they report very high turnover in their volunteer ranks as many are hired full time within their first year or two of serving those communities. It must be noted that most of the volunteers in these two departments do not live locally. Technically, they are volunteers only if they do not exceed a certain number of hours served since they are reimbursed for their time. They volunteer to improve their chances of being hired full-time. Both have shared that they struggle to maintain staffing levels. As a result of the high number of volunteers hired by other departments, the constant turnover creates a high demand for training and supervision as experience levels remain low.

Fiscal Impact:

Elimination of the program does not reduce our current expenses a great deal as the program budget is relatively small. Expanding the program will require amendments to the 2022 operating budget or additions to the 2023 operating budget. Example impacts can be seen below:

Recruitment expense:

Staff analyzed the expense associated with conducting a 24-person volunteer recruitment. A recruitment of 24 is seen as an appropriate number for a meaningful impact on service delivery at both Station 115 and Station 119.

Description	Expense
Uniforms and Bunker Gear (PPE) x 24	\$124,440
EMT Academy – 15 weeks	\$80,750
Fire Academy – 22 weeks	\$109,150
Total startup expense	\$314,340

In addition to these expenses, there are ongoing costs associated with insurance (VFIS), volunteer performance stipends, and instructor overtime. Office staff time is also a consideration as there is limited bandwidth in finance and operations to absorb this large of a project one-time and the ongoing components.



Board Meeting Agenda Item Summary

Meeting Date:	April 19, 2022
Title:	Billing Local Governments

Recommendation from Staff:	No Action
Recommendation from Committee:	No Action – Finance Committee
Recommended Action/Motion:	Information Only
Presenter:	Chief Parkinson & Finance Committee
Attachments:	None

Summary:

The Finance Committee reviewed RCW 52.30.020 and the ability to bill local governments for services. Currently the District is receiving payments from the state, county, and school districts for services. Cities, Sound Transit, etc., currently do not pay for services. After consideration, the committee does not recommend any formal action at this time. It is recommended that the fire chief explore opportunities which may be available as Sound Transit begins its construction project in Sumner. First steps should include connecting with other fire departments who have existing partnerships/arrangements with Sound Transit.

Fiscal Impact:	None
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To: **Board of Fire Commissioners**
From: **Jon Parkinson, Fire Chief**
Subject: **Monthly Chief's Report – April 2022**

COVID-19

There is nothing to report for the first time in over two years! COVID impacts have not increased, and we continue to see improvement throughout the community and the region.

Code Blue event

In March, an East Pierce crew activated a "code blue" alert after an EMS patient pointed a loaded weapon at our personnel. A code blue is a term used to notify SS911 that we have personnel in danger and that immediate police support is needed. While our crews were able to subdue the patient and ultimately secure the firearm, this is an alert that is rarely used, and this event pointed out some flaws in the communications between fire, dispatch, and law enforcement. Since this event, we have held a debriefing event with SS911 and PCSD to break the event down and identify lessons learned, and we have changed our response protocols to incidents involving a history of violence, weapons, etc. We have continued regular in-person meetings with our police partners.

Community Events

Over the weekend of April 15, several Easter egg hunts are being held across the District. Both the Edgewood and Sumner events are coordinated through IAFF Local 3520, and the volunteer association is coordinating the South Prairie event. Start times for these events are:

- Sumner – 9 am
- Edgewood – 10 am
- South Prairie – 10 am

Pierce County Council

On Tuesday, April 26 @ 3 pm, Pierce County Councilman Dave Morell asked me to attend the council meeting to accept a resolution proclaiming the month of May as "Wildfire Awareness Month."

City/Town Annual Updates

I have scheduled time with all four city councils and the Town of South Prairie beginning in May to provide them with an annual update of EPFR. Members of the Board are welcome to attend. The presentation is typically 5 – 10 minutes.

- Monday, May 2 – the City of Sumner @ 6 pm
- Tuesday, May 3 – the City of Bonney Lake @ 6 pm
- Monday, May 9 – the City of Milton @ 7 pm
- Tuesday, May 10 - the City of Edgewood @ 7 pm
- Tuesday, June 14 – Town of South Prairie @ 7 pm (space is limited)

Behavioral Health Specialist

Melissa Haney started with East Pierce on Monday, April 11. Melissa most recently came to us from the Northwest Physicians Network, where she regularly assisted the District with case management activities related to the community paramedic program. Please stop by to welcome her to the team if you are at Station 111 (she is located in the same office as CRP Jen Killion).

Local 3520 Leadership

In the last month, Ben Paradis has stepped down as the President of Local 3520. Tucker Walker has taken over as the new president of the Local.

Telecommunicators week

4/10/2022 is the start of 911 telecommunicators appreciation week. Several chief officers traveled to SS911 to express our thanks and drop off some thank you gifts.

Admin professionals day

4/27/22 is admin professionals' day. We will be hosting a luncheon at Station 111 that day to thank our admin team.

Out of Town – Training events in May

I will be out of town May 4-6 at the Association of Washington Cities (AWC) labor relations conference in Yakima. Later in May (23-26), I will be attending the Washington State Fire Chief's conference in Wenatchee.

Lifescan

Lifescan wrapped up their onsite process with us on 4/8/22. We were able to utilize roughly 170 of the 180 available slots. I have heard nothing but good feedback from those who went through the process. DC Mack is now working through the process to bring them back onsite in 2023.

Regional Training Consortium

Discussion continues on this subject with several Pierce County fire departments. I am pleased to report there appears to be "buy-in" from all those involved. In May, we will hold a group meeting with the involved training divisions, labor leaders, and fire chiefs to discuss the consortium more in-depth.

May Board Meeting

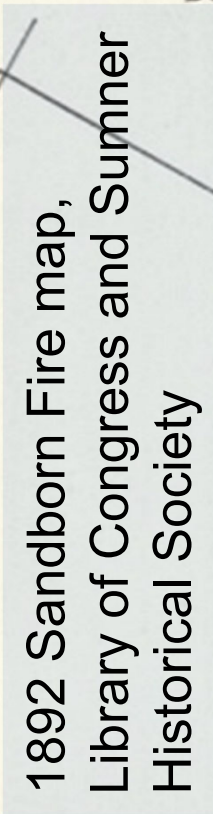
- Diversity, equity, and inclusion - progress
- EMS Customer Service survey
- Standard of Cover project overview

Cities/Town meetings:

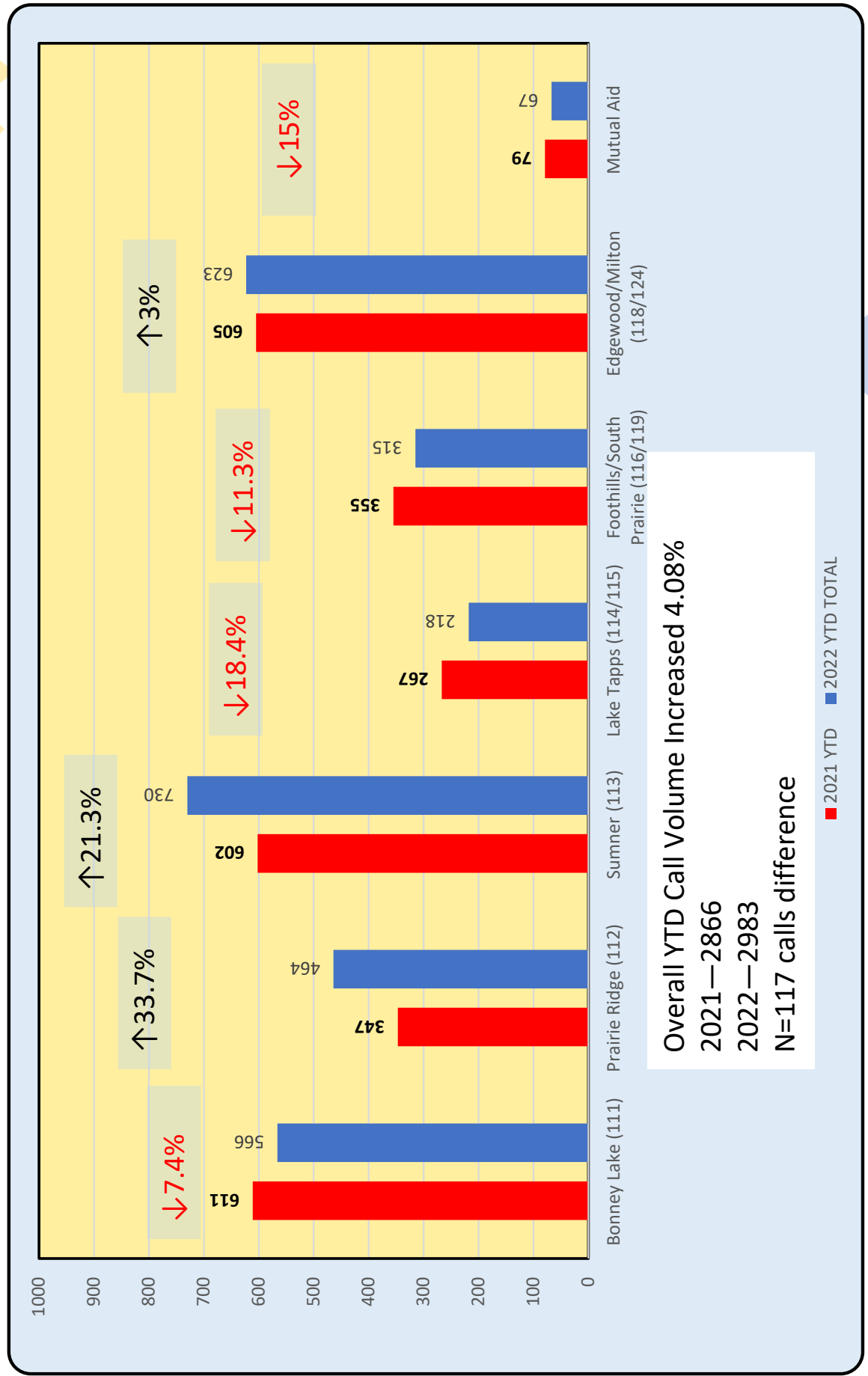
- Sumner Public Safety
- BL Public Safety

Other organizations meeting:

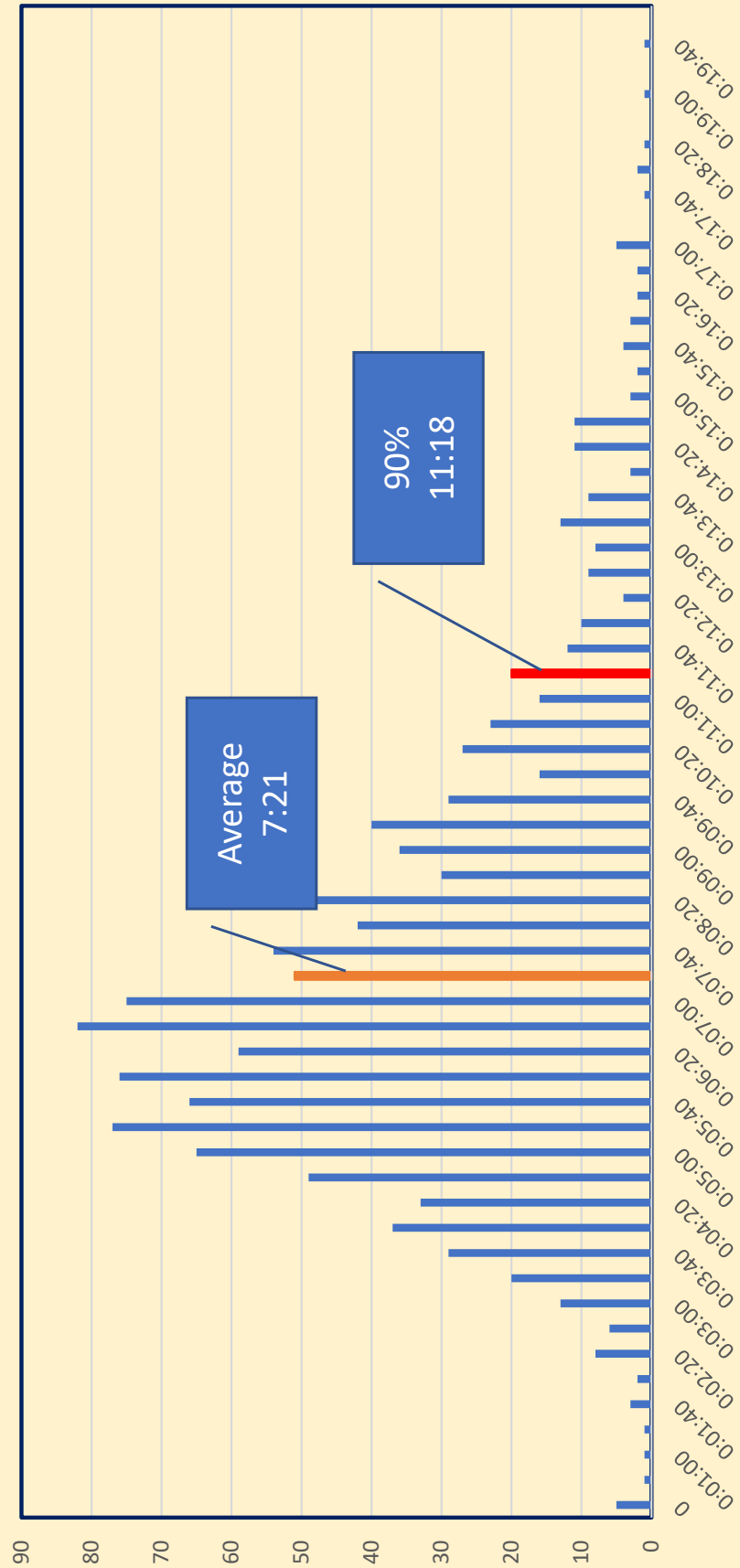
- Sumner Rotary
- Bonney Lake – Tehaleh Rotary (new startup)
- Bonney Lake Chamber Collective



Incident Count by Station Area—YTD March 2022

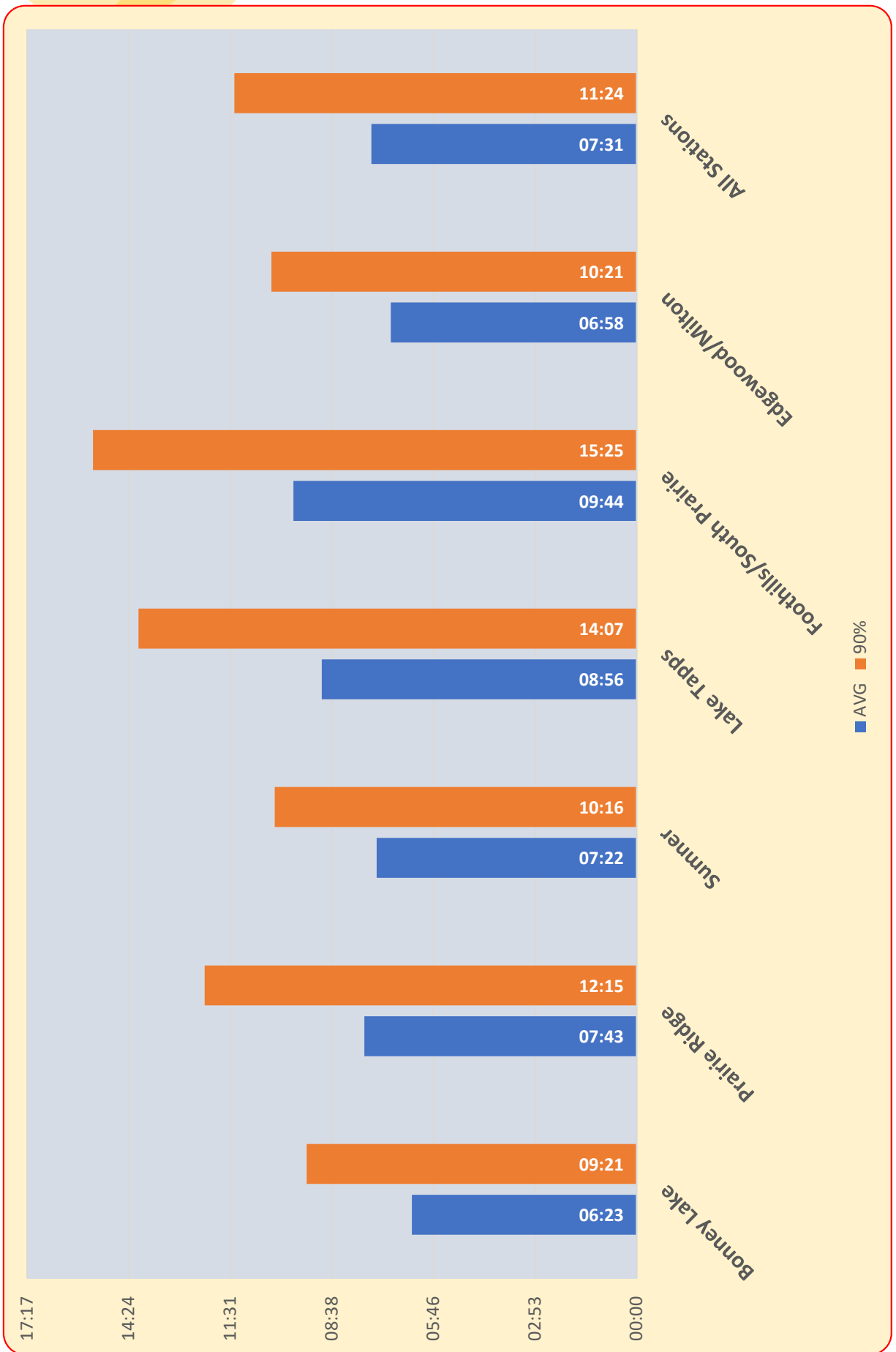


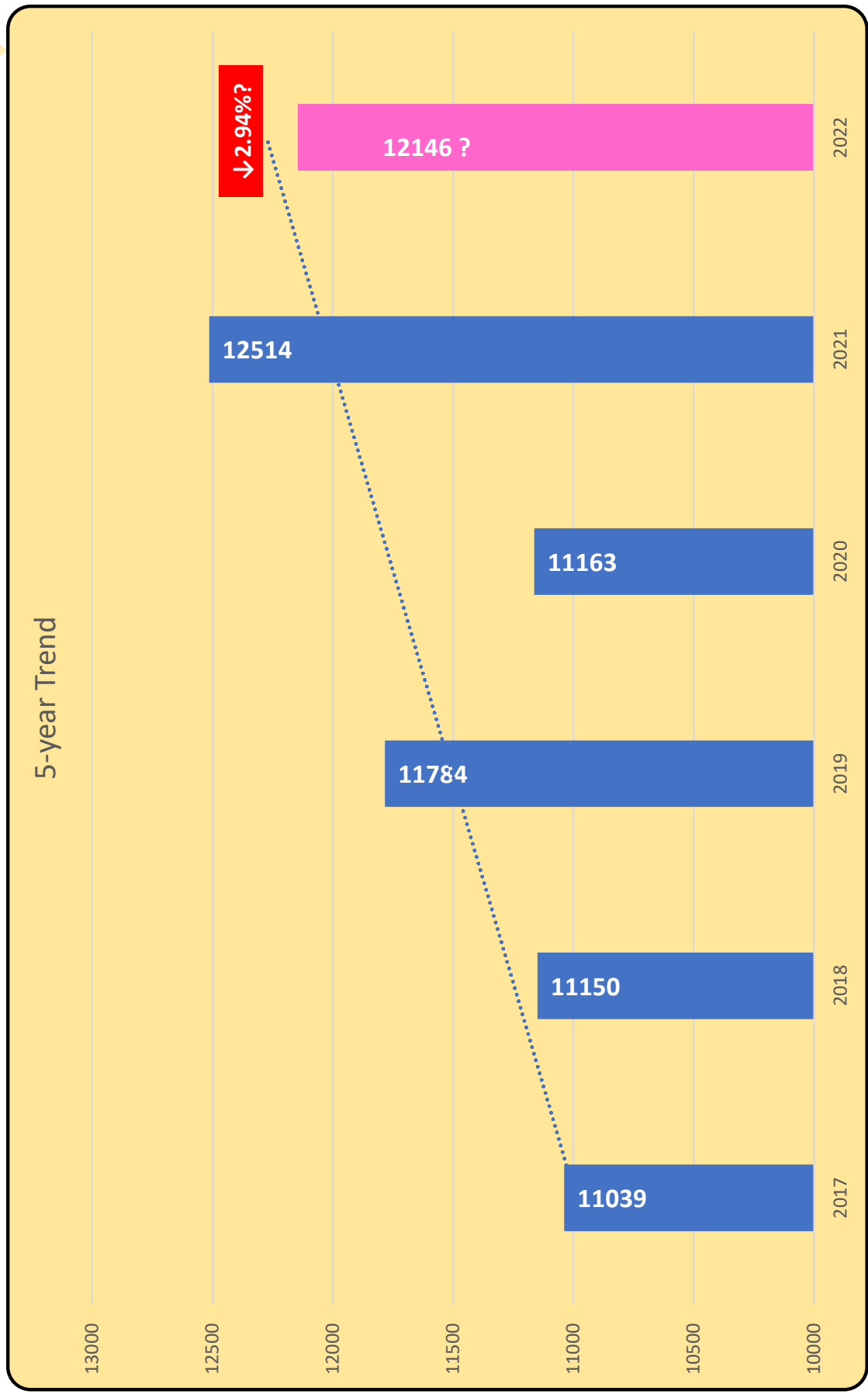
Response Times all Units—YTD March 2022



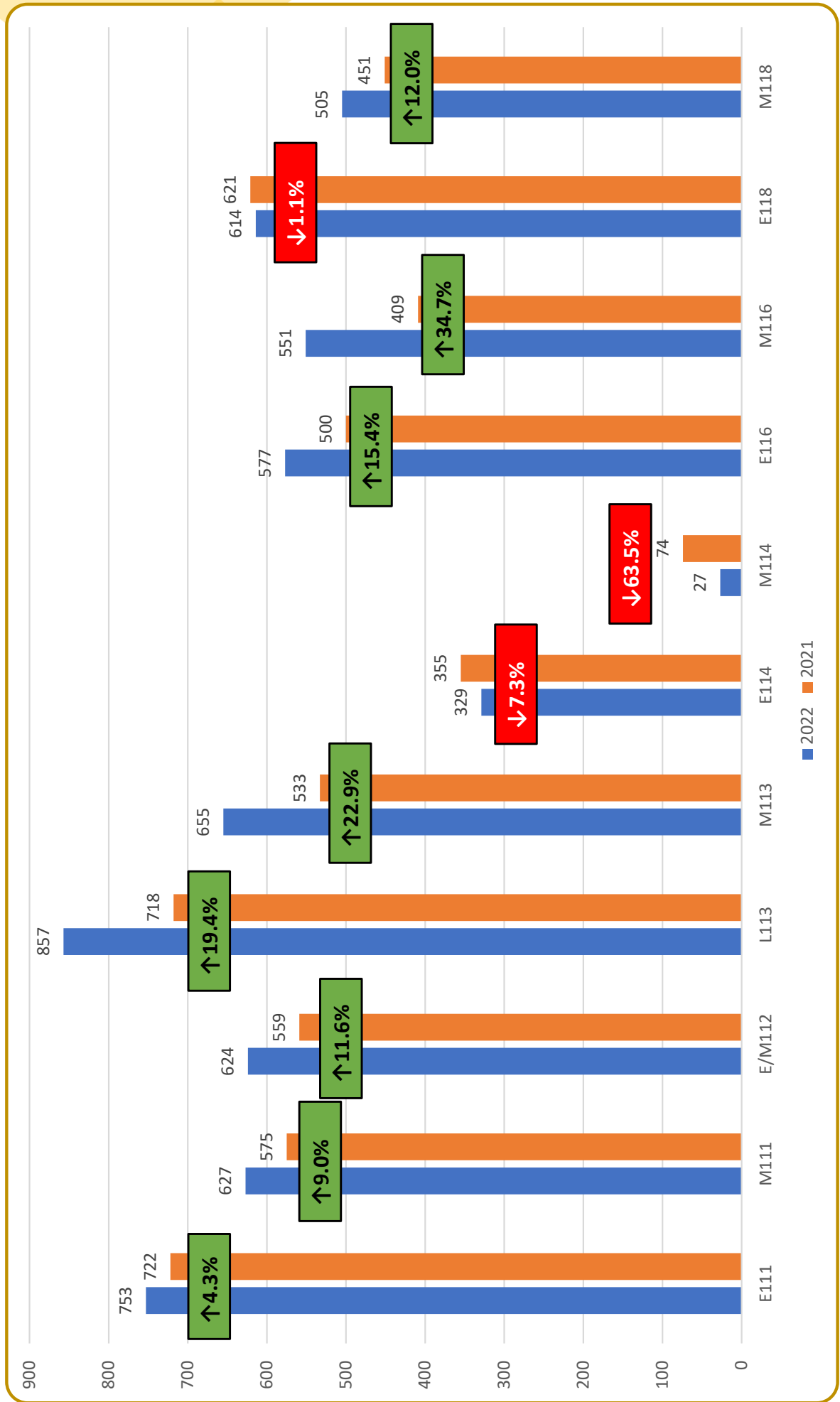
Average Response Time by Response Area YTD

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





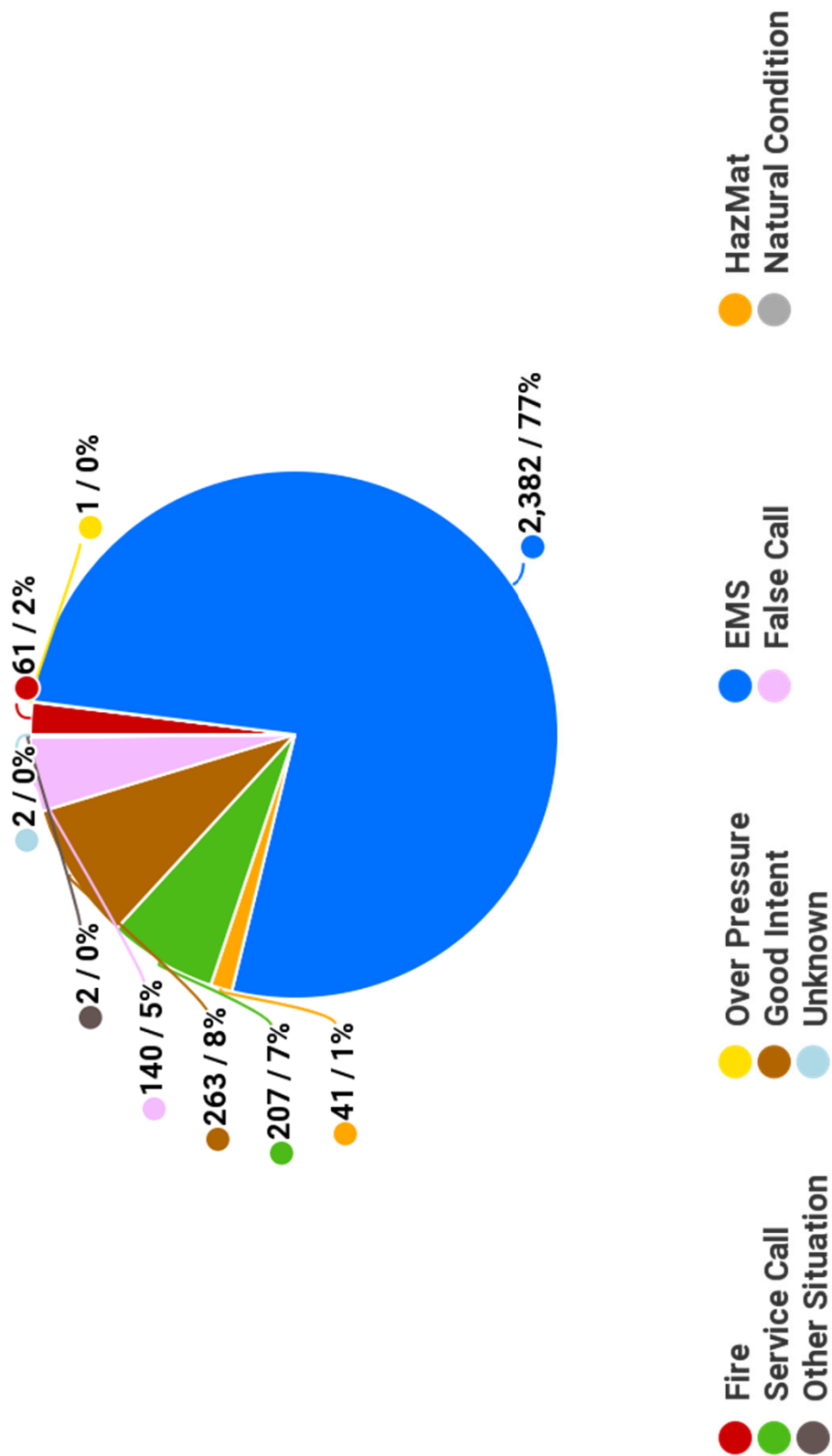
Total Counts by Unit—YTD March 2022



Incidents by Type—YTD thru March 2022

Incident Type Group	2022	Total
100 - Fire	55	1.8%
200 - Series	1	0.0%
300 - EMS	2301	76.9%
400 - HAZMAT	40	1.3%
500 - Service Call	201	6.7%
600 - Good intent—Includes wrong location, controlled burn, patient already transported...	255	8.5%
700 - False Alarm	136	4.5%
800 - Natural Disaster	1	0.0%
900 - Special Incident	1	0.0%
Annual Total	2991	

CLOSED AS



Mutual Aid Given

3/1/2022—3/31/2022

Agency	Incident	Type	Date	Unit	Transport
Tacoma Fire Dept	EPF22002877	600	3/28/2022	E118	Yes
Orting Fire Dept	EPF22002246	EMS	3/9/2022	L113	Yes
Orting Fire Dept	EPF22002161	EMS	3/6/2022	M116	Yes
Orting Fire Dept	EPF22002473	EMS	3/16/2022	M111	Yes
Orting Fire Dept	EPF22002329	MVA	3/11/2022	M111	No
Central Pierce Fire Dept	EPF22002700	MVA	3/22/2022	E71	Yes
Central Pierce Fire Dept	EPF22002222	EMS	3/8/2022	M113	Yes
Central Pierce Fire Dept	EPF22002451	MVA	3/15/2022	E71	No
Central Pierce Fire Dept	EPF22002393	MVA	3/14/2022	L113	No
Central Pierce Fire Dept	EPF22002388	EMS	3/13/2022	M118	No
Central Pierce Fire Dept	EPF22002058	MVA	3/2/2022	L113	Yes

Mutual Aid Received

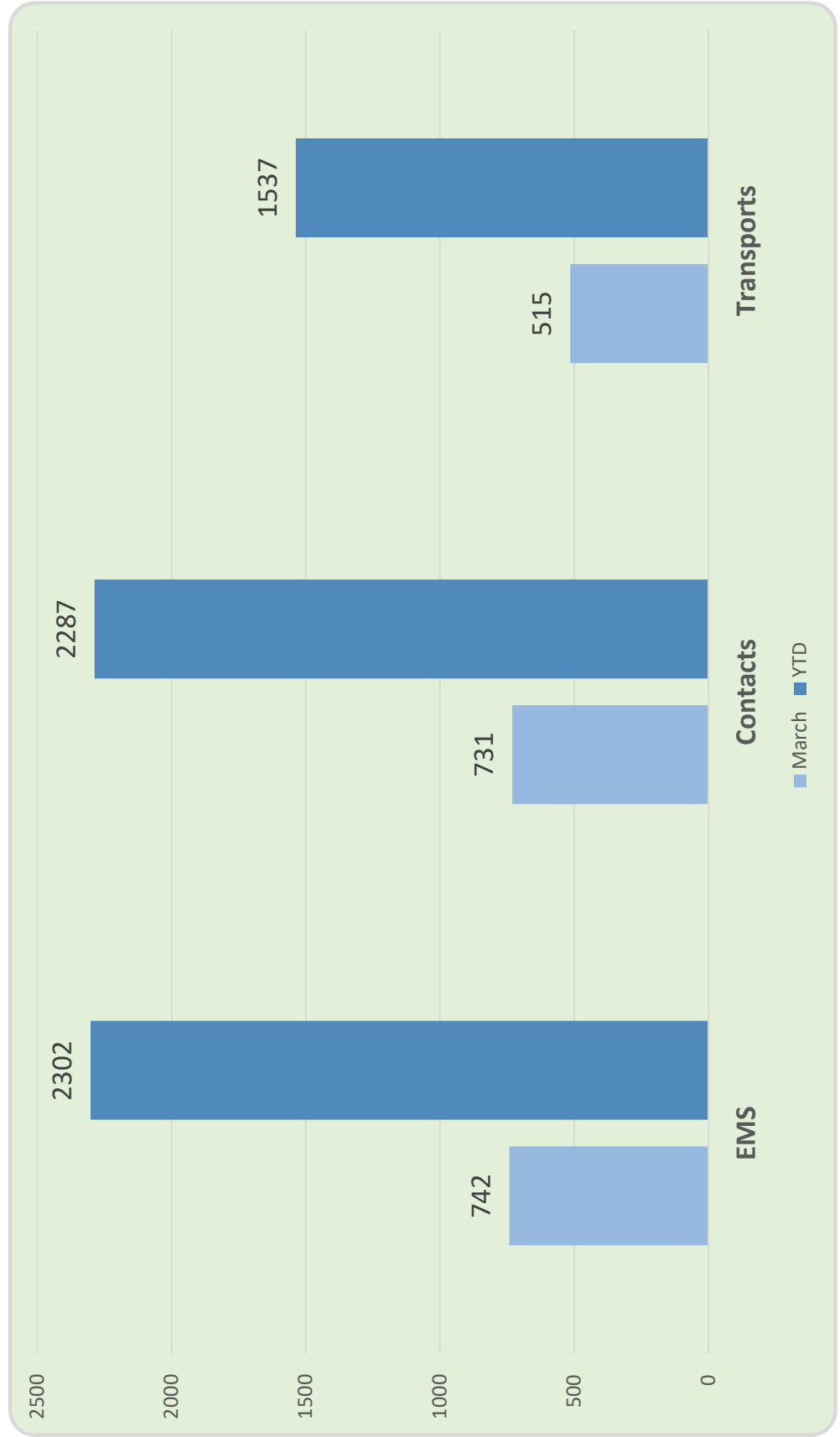
3/1/2022—3/31/2022

Agency	Incident	Type	Date	Unit	Transport
AMR	EPF22002997	EMS	3/31/2022	M35	Yes
Buckley Fire Dept	EPF22002024	EMS	3/1/2022	M35	Yes
Buckley Fire Dept	EPF22002891	EMS	3/28/2022	M35	Yes
Carbonado Fire Dept	EPF22002070	EMS	3/3/2022	AID39	No
Central Pierce Fire Dept	EPF22002913	EMS	3/29/2022	M71	No
Central Pierce Fire Dept	EPF22002686	EMS	3/22/2022	M71	No
Central Pierce Fire Dept	EPF22002416	MVA	3/14/2022	M71	No
Central Pierce Fire Dept	EPF22002515	Fire	3/17/2022	M113	N/A
Orting Fire Dept	EPF22002022	600	3/1/2022	L113	N/A
Orting Fire Dept	EPF22002586	MVA	3/19/2022	M116	No
Orting Fire Dept	EPF22002887	500	3/28/2022	BC40	No
Orting Fire Dept	EPF22002438	EMS	3/15/2022	M40	Yes

Transports

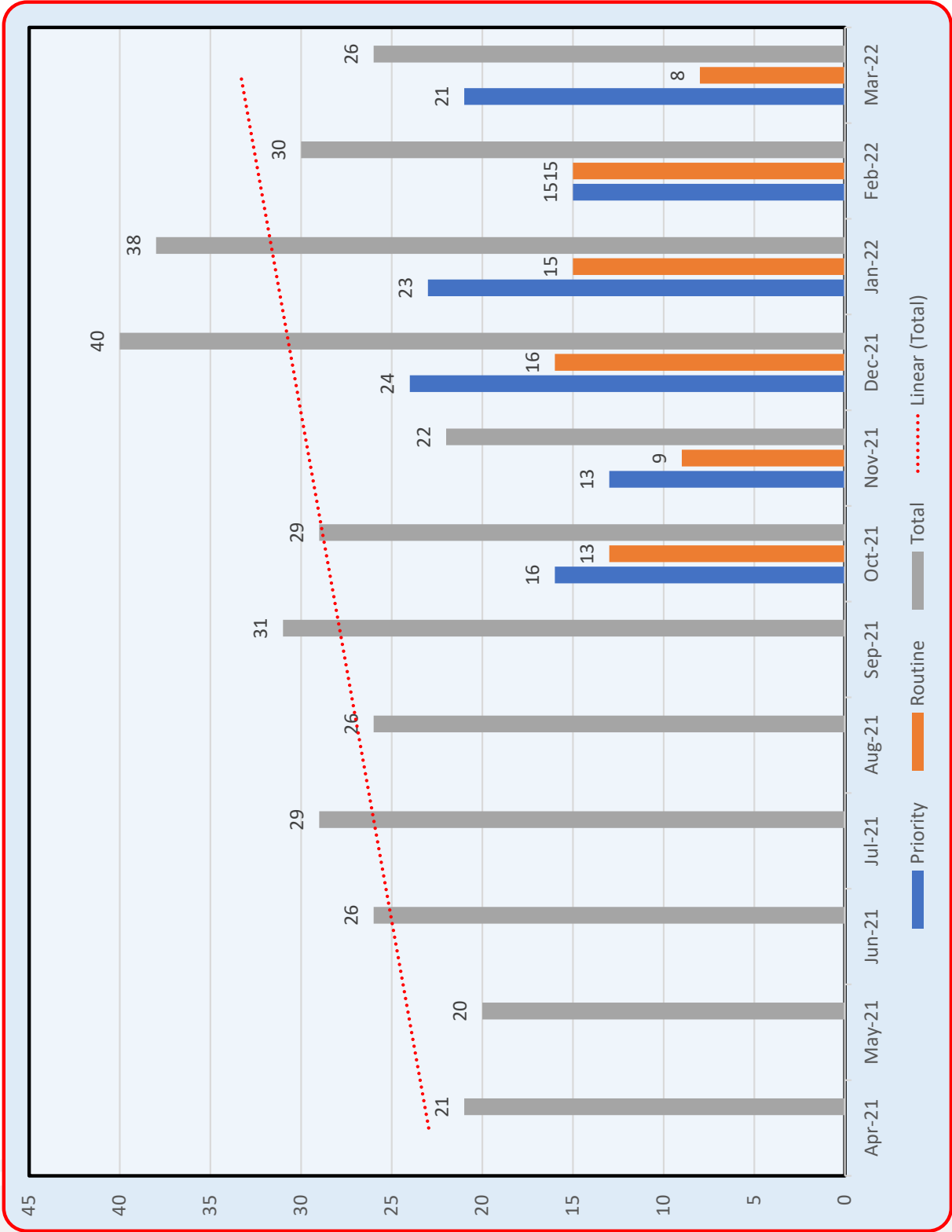
EMS calls can include MVAs with no injuries, or incidents where no contact is made with an identified patient.

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



Tehaleh Responses

March 2022

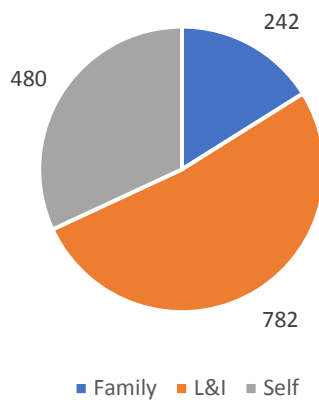


	Calls	Response Time
Total Calls	26	11:00
Priority	19	11:02
Non-Priority	7	10:57

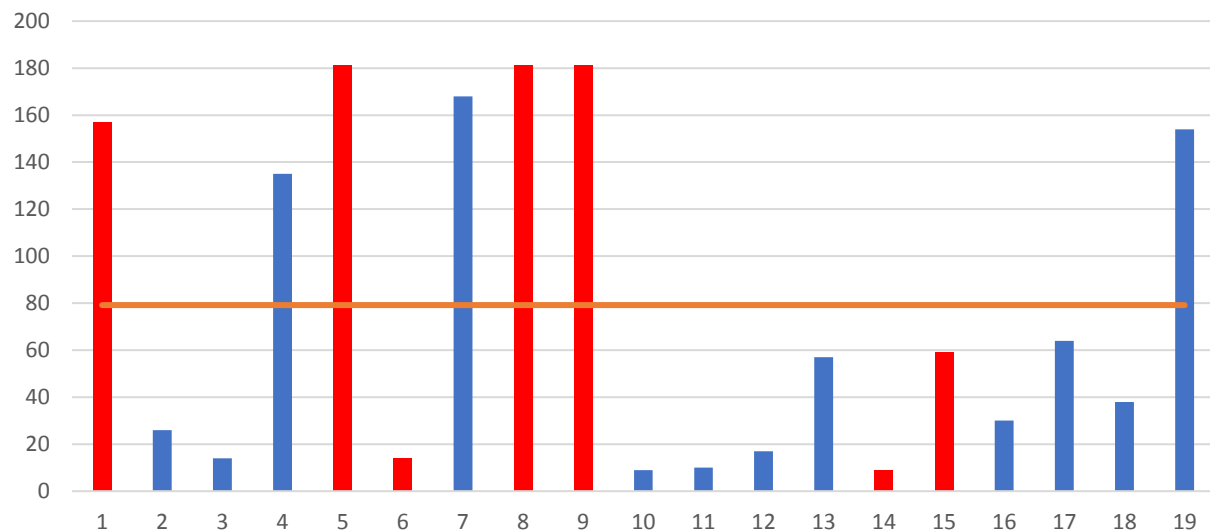
Injury – Medical Leave Report – April 2022

- In 2022, a total of 19 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 79.16 calendar days
- 7 L&I claims for time-loss injuries have occurred in 2022 (seen below in red).
 - 3 of these claims qualify for the Stay-at-Work program through L&I

Time Loss by Type (calendar days)



Time Loss by Employee (calendar days)





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

Station 118

- Progress is falling behind schedule due to steel materials delays.
- Framing is now as far as we can go without steel.
- Steel delays are a combination of supply chain issues and low output of non-common dimensions.

Station 111

- All engineering review corrections have been submitted to the city and are in review.
- The city has denied our code interpretation request from City on Traffic Impact Fees.
- Bid documents are being prepared so we can publish at the time we get an indication of building permit approval.

Station 114

- Land-use requirements are in permitting with Pierce County, progressing on schedule
- Plan set is 70% complete for building permit submittal.
- Targeting to be able to go out for bid in Aug.

Station 117

- Site survey is complete.
- Site civil design is continuing.
- On track to submit for initial design review in April.
- Targeting early June for Construction Document submittal.

Station 112

- We have submitted an offer on a property for the station. Awaiting response from the owners.

Station 124 (new property)

- Demolition in March

All Projects	Budget	Expenses to Date	Remaining
Totals	\$ 72,800,867	\$ 9,775,526	\$ 63,025,341

Station 111	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 1,729,000	\$ 1,515,566	\$ 213,434
Permitting @ 2% (no escalation)	\$ 247,094	\$ 87,833	\$ 159,261
Construction + Escalation +WSST	\$ 13,662,000	\$ -	\$ 13,662,000
Land Acquisition	\$ 2,500,000	\$ -	\$ 2,500,000
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 1,813,539	\$ 21,667	\$ 1,791,872
Project Contingency @ 5%	\$ 617,734	\$ -	\$ 617,734
Change Orders @ 5% of TCC	\$ 617,735	\$ -	\$ 617,735
Overall Project	\$ 21,187,102	\$ 1,625,066	\$ 19,562,036

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

Station 114	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 810,994	\$ 506,331	\$ 304,663
Permitting @ 2% (no escalation)	\$ 115,856	\$ 1,700	\$ 114,156
Construction + Escalation +WSST	\$ 6,972,899	\$ -	\$ 6,972,899
Land Acquisition	\$ 1,500,000	\$ 726,370	\$ 773,630
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 877,031	\$ 16,732	\$ 860,299
Project Contingency @ 5%	\$ 289,640	\$ -	\$ 289,640
Change Orders @ 5% of TCC	\$ 289,641	\$ -	\$ 289,641
Overall Project	\$ 10,856,061	\$ 1,251,133	\$ 9,604,928

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

Station 118	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 1,372,326	\$ 1,086,224	\$ 286,102
Permitting @ 2% (no escalation)	\$ 196,047	\$ 37,021	\$ 159,026
Construction + Escalation +WSST	\$ 11,166,706	\$ 3,899,672	\$ 7,267,034
Land Acquisition	\$ -	\$ -	\$ -
Relocation	\$ 500,000	\$ 371,228	\$ 128,772
EPFR Soft costs	\$ 1,502,129	\$ 26,156	\$ 1,475,973
Project Contingency @ 5%	\$ 561,883	\$ -	\$ 561,883
<i>Change Orders @ 5% Bid</i>	\$ 418,350	\$ 139,158	\$ 279,192
Overall Project	\$ 15,717,441	\$ 5,559,459	\$ 10,157,982

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

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



Pouring the 20-foot-tall pillars that frame the apparatus bay doors



The dumpster and generator enclosure



West side of the apparatus bay. This is where the fitness room, decontamination room, bunker storage room are located.



This photo gives the scale of the enclosure.