



**EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS**  
**Regular Meeting Agenda**  
**May 16, 2023**  
**7:00 p.m.**

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

Please click the link below to join the webinar:  
<https://webinar.ringcentral.com/j/1483941061>

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

**1. CALL TO ORDER – 7:00 PM**

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

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

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

- a) Approve Minutes of the April 18<sup>th</sup> Special Meeting ..... Page 3
- b) Approve Minutes of the April 18<sup>th</sup> Regular Meeting ..... Pages 4-6
- c) Treasurer’s Report..... Pages 7-8
- d) Approve Finances..... Pages 9-13
- e) Financial Waiver
  - i) Transport Account 131418399 in the amount of \$312.17 ..... Page 14

**5. PRESENTATIONS..... None**

**6. VISITORS Open to Public Comments**

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

**7. BOND-2018:**

- a) Update - Herrera ..... Pages 15-21

**8. CHIEF’S REPORT**

- a) Monthly Chiefs Report..... Pages 22-23
- b) 2023 Organizational Chart ..... Page 24
- c) Monthly Injury Report..... Page 25

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

- a) Planning Committee – Wernet (Notes from 5/12 Meeting) ..... None
- b) Finance Committee – Napier (Notes from 5/15 Meeting)..... None
- c) HR Committee –Wernet (Notes from 5/2 Meeting)..... Page 26

**10. RESOLUTIONS:**

- a) Resolution 1021 – Transfer of Excess Funds– Hollon ..... Pages 27-28
- b) Resolution 1022 – Transfer of Funds (Reserve to GL)– Hollon ..... Pages 29-30
- c) Resolution 1023 – Cancellation of Warrant– Hollon ..... Pages 31-32

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

- a) Medical Insurance MOU – Parkinson ..... Pages 33-34
- b) Acceptance of Completed Construction for Station 124- Parkinson..... Page 35

**12. UNFINISHED BUSINESS (Board Chair will allow for public comments via chat or email)..... None**

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

- a) Election Filing Reminder – Byerley ..... None
- b) WFCA Spring Seminar in Chelan – Byerley ..... None

**14. EXECUTIVE SESSION:** Per RCW 42.30.11(1)(g) to review the performance of a public employee and per RCW 42.30.140 Collective Bargaining Agreement discussion.

**15. COMMISSIONER ACTION/DISCUSSION:**

- a) Chief’s Contract MOU ..... None

**16. ADJOURN**

**EVENTS:**

- May 25, 2023.....PC Commissioner Meeting
- June 22, 2023.....PC Commissioner Meeting
- July 27, 2023 ..... PC Commissioners- BBQ/Potluck
- August 24, 2023 .....PC Commissioner Meeting
- September 28, 2023.....PC Commissioner Meeting
- October 26, 2023 .....PC Commissioners- No Meeting – Annual Conference
- November 16, 2023 .....PC Commissioner Meeting
- December 7, 2023..... PC Commissioners- No Meeting – Annual Awards

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

**April 18, 2023**

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue held on April 18, 2023, 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 4:00 p.m. Present by roll call were Commissioners Cynthia Wernet, Mike Cathey, Pat McElligott, Kevin Garling, Edward Egan, Randy Kroum, Fire Chief Parkinson, Deputy Chief Mack, District Secretary Corina Byerley, and Finance Manager Michelle Hollon.

Audience: Assistant Chief Kevin Stabenfeldt, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, and Assistant Chief Matt Gilbert.

The purpose of the special meeting was to discuss the Standard of Cover, Strategic Plan, and long-term financial planning for the District.

Standard of Cover: Chief Parkinson gave a presentation reviewing benchmarks and trends from 2022 as well as identifying where deficiencies/challenges exist. Staff recommends adding two peak hour medic units in 2024 to reduce unit hour utilization. The Board supports moving forward with budget planning to implement recommendations. Information only, no action taken.

Strategic Plan Overview: Chief Parkinson gave a presentation regarding progress made to the Strategic Plan thus far and recommended staff initiatives for 2024. Discussion included a focus on non-started items, phase 2 capital projects, public outreach, and the District's mission, vision, and values. Information only, no action taken.

- Focus on non-started strategic plan items – The Board supports continued focus in development.
- Phase 2 capital projects – Board is in favor of moving recommendations to the planning committee for further discussion.
- Public Outreach – Board in favor of adding a public outreach position to the 2024 budget proposal. The proposal will go to the finance committee for further discussion. Board also requested further discussion on expected outcomes for the position.
- Mission, Vision, Values – The Board is in support of taking no action to update this item at this time.

Five-Year Financial Planning: Chief Parkinson gave a presentation regarding the financial outlook of the District including five-year forecasting of staffing, revenue, and expenses. Revenue projections included scenarios with and without levy lid lifts. Discussed future levy lid-lift timing. The Board supports engaging a consultant for planning. Considerations and contingency plan will be brought before the finance committee for further discussion. Information only, no action taken.

There being no further business to come before the Board. Meeting adjourned at 5:51 p.m.

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District Secretary Corina Byerley

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Chairman Jon Napier

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

**April 18, 2023**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 18, 2023, 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 6:00 p.m. Present by roll call were Commissioners Ed Egan, Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey (virtual), Pat McElligott, Deputy Chief Mack, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused:

**Audience:** Assistant Chief Sandlian

**Honors and Recognitions:** None

**Oath of Office:** None

**Approval of Agenda:**

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

**Consent Agenda:**

Commissioner Egan moved to approve the consent agenda (minutes of the March 21<sup>st</sup> Regular meeting; treasurer's report; current expense vouchers 230401001-230401087 in the amount of \$723,440.82; payroll vouchers 230403001-230403013 in the amount of \$748,768.86; and electronic payroll in the amount of \$2,494,721.00; Capital expense vouchers 230402001-230402016 in the amount of \$975,289.14; and special vouchers 2303054001-230304002 in the amount of \$156,907.43). Motion seconded by Commissioner Garling and carried.

**Guest Speaker Presentation:** None

**VISITOR COMMENTS:** None

**BOND-2018:**

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

**Station 111:** Footings and foundation work continues, upper apparatus bay completed. The elevator shaft and tall apparatus bay columns are the last of the foundation work. On-site plumbing and power underground installation continues.

**Station 112:** Civil/site design continues, building, structural, and mechanical documents are underway. Permit submittal target is aggressive in an attempt to beat the code changes in July.

**Station 114:** Contractor has begun mobilization. Abatement work has started. Prep for teardown.

**Station 117:** Customer service intake meeting completed. Confirmed that the building permit review will be fast tracked. Plumbing and mechanical documents will be completed and submitted this week.

**Station 118:** Final touches on exterior finishes, interior finishes, cabinets, doors, wall coverings, and ceilings install underway. Finish lighting, plumbing and low voltage installation. Landscape sprinkler installation.

**Station 124:** No changes.

**CHIEF’S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief’s monthly report with the Board. Included in agenda packet. Chief Parkinson’s report included: dates of upcoming annual updates with our cities; fall recruitment is underway and closes in early May; windmill property-City of Edgewood has engaged a structural engineer to assess condition of the windmill to help guide in decision making; upcoming committee reminders; both chief and Commissioner Wernet met virtually with Rep. Stokesbary as a continuation of Legislative day; Wildfire Ready Neighbors kicked off on April 1<sup>st</sup>; and the financial operational assessment with Clark Number is underway.

**Monthly Stats:** Call volume and fire incidents that occurred in the month were provided in agenda packet. Discussion included reducing monthly reports to semi-annual reports or when needed.

**COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Planning Committee:** Commissioner Wernet reported on the committees last meeting on 4/7. The committee meeting covered two topics. 1. A construction update by Project Manager Phil Herrera. 2. Discussion of Phase 2 facilities projects. The planning committee recommends the Board seek to have the scopes of work and cost estimates updated for Phase 2 facilities projects.

**Finance Committee:** Commissioner Napier reported on the committees last meeting on 4/10. The committee discussed four topics at their last meeting.

1. Equipment Reserve request -Due to current ordering delays on fleet, staff recommends ordering two additional engines now vs. 2026 as planned. The committee supports this request going to the April Board meeting.
2. SOC Benchmark Review and Recommendations- same discussion reviewed by the planning committee. Presentation to be given at the Board workshop in April.
3. 5-year revenue and expense forecast review – reviewed financial projections and options for running lid lifts. Presentation will be given at the Board workshop in April.

**HR Committee:** None

**RESOLUTIONS:**

**Resolution 1020- Transfer of Funds (Project Manager):** District Secretary Corina Byerley presented to the Board Resolution 1020 requesting to transfer funds in the amount of \$82,022 for wages, benefits, and expenditures for the project manager from Jan. 2023-Mar. 2023. Commissioner Egan moved to approve Resolution 1020 to transfer funds from the Capital Fund to the General Fund in the amount of \$82,022. The motion was seconded by Commissioner Garling and carried.

**NEW BUSINESS:**

**Equipment Replacement Request:** Chief Parkinson presented to the Board a request to order two new engines originally planned for 2026, this order is through a co-op purchasing agreement and has been reviewed by the attorney. Also an additional \$300,000 was requested for the expenditure account code for one of the current reserve engines. This request is due to production delays and the opening of stations 124 and 117. Commissioner McElligott moved to approve the purchase of two Pierce fire engines and refurbish one fire engine as presented. The motion was seconded by Commissioner Egan and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**Election File Dates Reminder:** District Secretary Corina Byerley reminded the Board that the open filing period for those Commissioners running for office this year is May 15-19. No action taken, information only.

**PCFCA DEI Presentation:** District Secretary Corina Byerley provided the Board with information regarding a DEI presentation on April 28th. Commissioners Egan expressed interest in attending. No action taken, information only.

**WFCA Spring Seminar in Chelan:** District Secretary Corina Byerley provided the Board with information regarding the WFCA Spring Seminar in Chelan on June 3<sup>rd</sup>. Commissioners McElligott, Cathey, and Napier expressed interest in attending. No action taken, information only.

**EXECUTIVE SESSION:** None

**COMMISSIONER ACTION/DISCUSSION:** Discussed dates and times for upcoming committee meetings.

Finance committee will meet on 5/15 at 9am  
Planning committee will meet on 5/12 at 10am  
HR committee will meet on 5/2 at 10am

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 6:24 p.m.

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District Secretary Corina Byerley

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Chairman Jon Napier/Vice-Chair Ed Egan



# EAST PIERCE FIRE & RESCUE

April 2023

for May 16, 2023 Meeting

Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
<b>8 Months Remaining =</b>				<b>66.67%</b>

## General Fund (Current Expense)

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

Operating Revenues					
	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Property Tax - Current	13,977,502	15,606,425	35,580,911	19,974,486	56.1%
Property Tax - Prior Year/Delinquent	49,154	187,492	-	(187,492)	0.0%
Other Taxes	44	267	18,500	18,233	98.6%
Regular EMS Transport	248,087	1,033,266	2,800,000	1,766,734	63.1%
GEMT Transport	209,908	1,365,726	3,100,000	1,734,274	55.9%
GEMT Reconciliation	-	-	600,000	600,000	100.0%
Intergovernmental	3,850	172,458	201,375	28,917	14.4%
Tehaleh Mitigation	-	1,050	100,000	98,950	99.0%
Transfers in from Reserves/Capital	82,022	628,823	5,573,342	4,944,519	88.7%
Other Revenue	40,200	455,918	1,529,770	1,073,852	70.2%
<b>Total Operating Revenues</b>	<b>14,610,766</b>	<b>19,451,425</b>	<b>49,503,898</b>	<b>30,052,473</b>	<b>60.7%</b>

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

Operating Expenses	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)	202,234	872,683	2,901,818	2,029,135	69.9%
<b>Operations</b> (Fire, Training, Volunteers)	2,640,124	9,970,773	30,172,400	20,201,627	67.0%
<b>EMS</b>	216,840	998,530	3,056,911	2,058,381	67.3%
<b>Prevention</b> (Fire Prevention, Pub Ed)	129,174	435,319	1,320,488	885,169	67.0%
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)	644,081	1,773,701	4,793,239	3,019,538	63.0%
<b>Capital</b> (Project Manager)	18,433	586,363	189,716	(396,647)	-209.1%
<b>Reserve Purchases</b> (Equipmt., EMS, Facility)	45,174	1,017,423	5,383,626	4,366,203	81.1%
<b>Transfers Out</b>	-	-	1,685,700	1,685,700	100.0%
<b>Total Operating Expenses</b>	<b>3,896,060</b>	<b>15,654,792</b>	<b>49,503,898</b>	<b>33,849,106</b>	<b>68.4%</b>
Payroll Clearing Accruals	48,649	26,024			
<b>Operating Expenses Net of Accruals</b>	<b>3,944,710</b>	<b>15,680,816</b>			
<b>Ending Net Cash &amp; Investments</b>			<b>\$ 17,445,897</b>		

## Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 04/30/23	(Short)/Over
General Reserve				3,208,586	(305,859)
Equipment Reserve				13,504,214	N/A
Facilities Reserve				1,092,391	292,391
Employee Compensation Reserve				846,933	46,933
Capital Facilities Phase 2				10,810,000	Balance
Sale of Tax Title Property					
Investment Interest	119,878				
<b>Current Month Total</b>	<b>119,878</b>		-		
<b>Year to Date Total</b>	<b>\$ 329,961</b>		<b>\$ 485,909</b>	<b>\$ 29,462,123</b>	





# EAST PIERCE FIRE & RESCUE

April 2023

for May 16, 2023 Meeting

Capital (Construction) Fund UTGO Bonds 2018	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
<b>Net Cash &amp; Investments 12/31/2022</b>			\$ 15,999,374	Budgeted	
<b>Revenues</b>					
Investment Interest	52,362	219,117	75,000	(144,117)	-192.2%
<b>Total Revenues</b>	<b>52,362</b>	<b>219,117</b>	<b>75,000</b>	<b>(144,117)</b>	<b>-192.2%</b>
<b>Expenses</b>					
Capital Expenditures/Expenses	6,510	11,405	-	(11,405)	0.0%
Capital Purchases-Station 111	663,327	3,312,696	-	(3,312,696)	0.0%
Capital Purchases-Station 112	-	25,893	-	(25,893)	0.0%
Capital Purchases-Station 114	14,242	97,136	-	(97,136)	0.0%
Capital Purchases-Station 117	68,601	128,954	-	(128,954)	0.0%
Capital Purchases-Station 118	212,704	630,694	-	(630,694)	0.0%
Capital Purchases-Station 124	8,994	8,994	-	(8,994)	0.0%
Transfer Out - GF - Cap Fac Mgr	82,022	142,914	47,429	(95,485)	-201.3%
<b>Total Expenses</b>	<b>1,056,400</b>	<b>4,358,685</b>	<b>47,429</b>	<b>(4,311,256)</b>	<b>-9089.9%</b>
<b>Ending Net Cash and Investments</b>			<b>\$ 11,859,806</b>		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
<b>Net Cash &amp; Investments 12/31/2022</b>			\$ 40,482,068	Budgeted	
<b>Revenues</b>					
Investment Interest	166,242	622,884	1,365,000	742,116	0.0%
<b>Total Revenues</b>	<b>166,242</b>	<b>622,884</b>	<b>1,365,000</b>	<b>742,116</b>	
<b>Expenses</b>					
Capital Purchases	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	142,287	142,287	
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>142,287</b>	<b>-</b>	<b>0.0%</b>
<b>Ending Net Cash and Investments</b>			<b>\$ 41,104,952</b>		





Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
5/11/23	1986	HONEY BUCKET	\$291.50
5/11/23	1987	JONES & ROBERTS CO.	\$660,944.72
5/11/23	1990	LINCOLN CONSTRUCTION INC	\$229,550.24
5/11/23	1983	ANDY JOHNSON & CO. INC.	\$152,195.85
5/11/23	1984	CITY OF MILTON	\$798.30
5/11/23	1988	KD&S ENVIRONMENTAL	\$61,110.84
5/11/23	1989	KD&S ENVIRONMENTAL	\$3,216.36
5/11/23	1991	MFAC, LLC	\$158.40
5/11/23		COBALT STORAGE	\$967.00
5/11/23	1992	MOBILE MODULAR	\$1,052.70
5/11/23	1996	RICE FERGUS MILLER ARCHITECTURE	\$155,994.55
5/11/23	1993	OTTO ROSENAU & ASSOCIATES, INC.	\$14,579.38
5/11/23	1994	PIERCE COUNTY SEWER	\$35.03
5/11/23	1995	PUGET SOUND ENERGY	\$1,224.46
5/11/23	1918	ADVANCE TRAVEL FUND	\$2,089.05
5/11/23	1919	AMERICAN HEART ASSOCIATION	\$1,122.00
5/11/23	1923	BTX CORP	\$254.96
5/11/23	1926	CENTURYLINK (035B/376B/785B/786B/442B)	\$76.75
5/11/23	1927	CINTAS CORPORATION # 461	\$7,060.35
5/11/23	1997	ROBERT HALF	\$6,498.00
5/11/23	1998	SANDIS SIGNS	\$892.70
5/11/23	1999	TERRA ASSOCIATES, INC.	\$190.00
5/11/23	2000	TRANSGROUP	\$1,632.50
5/11/23	1917	ABM JANITORIAL SERVICES	\$1,140.71
5/11/23	1920	BARNHART MD PS STEPHEN W	\$4,950.00
5/11/23	1921	BLAYLOCK MICHAEL	\$77.89
5/11/23	1922	BRAUN NORTHWEST, INC	\$3,230.49
5/11/23	1924	BURNS MARCUS	\$750.00
5/11/23	1925	CARDINAL HEALTH 112, LLC	\$3,908.01
5/11/23	1928	CITY OF BONNEY LAKE-LEASE PMT.	\$60,624.12
5/11/23	1929	CITY OF BONNEY LAKE-REIMB UTILITIES	\$3,993.37
5/11/23	1935	FIDELITY SOLUTIONS	\$1,678.49
5/11/23	1937	FIRE TRAINING SOLUTIONS LLC	\$2,025.00
5/11/23	1938	FREIGHTLINER NORTHWEST	\$44.62
5/11/23	1939	FUGATE FORD	\$3,881.36
5/11/23	1941	GIMMEE PROMOS LLC	\$984.50
5/11/23	1942	HUGHES FIRE EQUIPMENT, INC.	\$9,912.41
5/11/23	1945	L N CURTIS & SONS	\$3,041.64

5/11/23	1946	LARSEN SIGN CO	\$2,766.50
5/11/23	1930	CLARK NUBER	\$11,285.77
5/11/23	1931	CODE MECHANICAL INC.	\$827.26
5/11/23	1932	EIGHT TWENTY EIGHT	\$5,000.00
5/11/23	1933	EPFR PETTY CASH CHECKING	\$158.29
5/11/23	1934	ESO SOLUTIONS	\$4,364.05
5/11/23	1936	FIRE PROTECTION INC.	\$1,400.02
5/11/23	1940	GALLS, LLC	\$2,399.19
5/11/23	1943	JAMES OIL CO. INC.	\$14,792.42
5/11/23	1944	KENT D. BRUCE COMPANY	\$596.16
5/11/23	1949	LINDE GAS & EQUIPMENT INC	\$1,352.05
5/11/23	1947	LES SCHWAB TIRE CENTERS	\$5,127.05
5/11/23	1948	LIFE ASSIST	\$19,525.36
5/11/23	1950	MOSHER KYLE	\$551.70
5/11/23	1951	MUNICIPAL EMERGENCY SERVICES	\$2,691.67
5/11/23	1954	NORTHWEST SAFETY CLEAN	\$227.93
5/11/23	1955	ODP BUSINESS SOLUTIONS LLC	\$225.02
5/11/23	1958	PC BUDGET & FINANCE DEPT	\$2,580.00
5/11/23	1959	PIERCE COUNTY SEWER	\$72.22
5/11/23	1961	QUINN ERIC	\$600.00
5/11/23	1962	RUCSHNER KIMBERLEE	\$48.47
5/11/23	1952	NATIONAL TESTING NETWORK	\$3,960.00
5/11/23	1953	NEOGOV	\$14,576.57
5/11/23	1956	PACIFIC OFC AUTOMATION (OR)	\$1,841.59
5/11/23	1957	PACIFIC OFFICE AUTOMATION	\$598.61
5/11/23	1960	PUGET SOUND ENERGY	\$7,765.25
5/11/23	1963	SEAWESTERN	\$1,009.64
5/11/23	1965	SNIDER PETROLEUM	\$4,558.86
5/11/23	1967	STRYKER SALES CORP.	\$9,185.27
5/11/23	1968	SUNSET FORD	\$1,893.44
5/11/23	1969	TELEFLEX LLC	\$3,325.00
5/11/23	1964	SITECRAFTING, INC.	\$99.00
5/11/23	1966	SNOPE JARED	\$760.00
5/11/23	1970	TREASURY MANAGEMENT SVCS - US BANK	\$59.72
5/11/23	1972	US BANK	\$89,841.99
5/11/23	1974	VALVOLINE LLC	\$269.58
5/11/23	1976	VINK	\$200.00
5/11/23	1978	WA STATE DEPT OF HEALTH	\$260.00
5/11/23	1979	WASHINGTON AUDIOLOGY SERVICES INC	\$22.00
5/11/23	1981	WASHINGTON STATE FAIR	\$990.00
5/11/23	2208	DIMARTINO ASSOCIATES (WSCFF)	\$19,597.02

5/11/23	1971	TROTTER & MORTON	\$1,424.39
5/11/23	1973	UW VALLEY MEDICAL CENTER	\$984.00
5/11/23	1975	VFIS	\$271.00
5/11/23	1977	W.F.C.A.	\$990.00
5/11/23	1980	WASHINGTON AUTOMATED	\$328.20
5/11/23	1982	WCIF-Life/Dental/EAP	\$21,984.79
5/11/23	2207	AFLAC	\$485.49
5/11/23	2210	IAFF - FIREPAC	\$647.00
5/11/23	2211	LEOFF HEALTH & WELFARE TRUST	\$360,165.56
5/11/23	2215	WSCFF - FASTPAC	\$440.50
5/11/23	2209	GET PROGRAM	\$781.00
5/11/23	2212	TACOMA-PIERCE CO CHAPLAINCY	\$566.50
5/11/23	2213	WCIF-Life/Dental/EAP	\$944.08
5/11/23	2214	WCIF-Met Life	\$224.21
5/11/23	2216	WSCFF-Medical Expense Reimbursement Plan	\$15,000.00
Payment Count: 94		Total Amount:	<u>\$2,044,819.64</u>

Payment Count: 94  
Payment Total: \$2,044,819.64

**CERTIFICATION**

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

\_\_\_\_\_  
Authorized District Official Signature      Date

\_\_\_\_\_  
Authorized District Official Signature      Date

\_\_\_\_\_  
Authorized District Official Signature      Date

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Authorized District Official Signature      Date

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Authorized District Official Signature      Date

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Authorized District Official Signature      Date

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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 Received on \_\_\_\_\_

Batch Verified by \_\_\_\_\_

<b>April 2023 Post-Meeting</b>	
<b>General Fund</b>	
Payroll Transactions Posted 04/19/23	
trx# 1786 Lachowitz	\$ 2,046.41
trx# 1787 Lewis	\$ 1,427.38
trx # 1788 DRS/LEOFF II	\$ 563.40
trx # 1789 FIT Taxes	\$ 287.85
Transfer In from Capital Fund 301	\$ 82,022.00
Project Manager Expenditures Q1 - Resolution 1020	
<b>Capital Fund 301 (UTGO 2018 Bonds)</b>	
Transfer Out to General Fund	\$ 82,022.00
Project Manager Expenditures Q1 - Resolution 1020	
<b>May 2023</b>	
<b>General Fund</b>	
Total AP	\$ 354,635.75
AP Vouchers	
Vouchers # 230502001 - 230502066	\$ 354,635.75
Total Payroll	\$ 2,465,973.31
Payroll Vouchers	
Vouchers # 230503001 - 230503010	\$ 398,851.36
Electronic Payroll	\$ 2,067,121.95
Total Expenditures ( AP + Payroll)	\$ 2,820,609.06
Total BIAS Expenditures (111 - 999)	\$ 2,819,624.56
Difference	\$ (984.50)
restoral of cash for void warrant - Gimmee Promos LLC	\$ (984.50)
<b>Capital Fund 301 (UTGO 2018 Bonds)</b>	
Total AP	
Vouchers # 230501001 - 230501018	\$ 1,291,332.53





# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 16, 2023
<b>Title:</b>	Approve Financial Assistance Program Waiver for Account 131418399

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	Approve
<b>Recommended Action/Motion:</b>	<i>Recommend that the Board make a motion to approve inclusion of Account 131418399 into the Financial Assistance Program. Based upon this patient's individual / family income level, it is recommended that 50% of the patient's ambulance bill balance be waived.</i>
<b>Presenter:</b>	Consent Agenda
<b>Attachments:</b>	None

<b>Summary:</b>																	
<p>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.</p> <p><b>Circumstances surrounding this incident:</b>  <u>Based on patient's income, patient qualifies for a 100% reduction of balance remaining on transport bill.</u></p> <table> <tr> <td><b>Total Amount of Patient's Ambulance bill:</b></td> <td>\$</td> <td>1,307.40</td> </tr> <tr> <td><b>Amount covered by private / government insurance programs:</b></td> <td>\$</td> <td>(995.23)</td> </tr> <tr> <td><b>Patient' remaining balance (obligation) for this ambulance bill:</b></td> <td>\$</td> <td>312.17</td> </tr> </table> <table border="1"> <thead> <tr> <th>Family size (incl. patient)</th> <th>Est. Gross Family Income/ Yr</th> <th>EPFR Worksheet: % Reduction in Outstanding Balance.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$ 21,870 or Less</td> <td>100%</td> </tr> </tbody> </table> <p><b>Recommendation based upon Financial Assistance Program formula:</b>            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.</p> <p><b>3. Policies/ Alternatives Considered:</b> None. See Above</p>			<b>Total Amount of Patient's Ambulance bill:</b>	\$	1,307.40	<b>Amount covered by private / government insurance programs:</b>	\$	(995.23)	<b>Patient' remaining balance (obligation) for this ambulance bill:</b>	\$	312.17	Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.	1	\$ 21,870 or Less	100%
<b>Total Amount of Patient's Ambulance bill:</b>	\$	1,307.40															
<b>Amount covered by private / government insurance programs:</b>	\$	(995.23)															
<b>Patient' remaining balance (obligation) for this ambulance bill:</b>	\$	312.17															
Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.															
1	\$ 21,870 or Less	100%															

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

### **Station 118**

- Landscaping is proceeding
- Suspended ceilings, countertops, finishes install.
- Finish lighting, plumbing fixtures.

### **Station 111**

- Foundations nearly completed.
- Elevator shaft and tall apparatus bay columns completed this week.
- Underground utilities continue.
- Preparing to pour the slab on the admin section.

### **Station 114**

- Abatement work has started.
- Demolition began this week.
- Construction of the retaining wall will be next.

### **Station 117**

- Building permit is in review. We are expecting the first round of comments this month.
- Plumbing and mechanical documents are in review.

### **Station 112**

- Permit documents are being prepared from station 114 documents.
- Documents for “conditional use permit” application underway.
- Survey and legal description completed to facilitate land/building swap with the neighbor.



## April 2023 Capital Facility Plan Station Breakdown

All Projects	Budget	Expenses to Date	Remaining
<b>Totals</b>	\$ 73,435,786	\$ 21,859,868	\$ 51,575,918

Station 111	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 2,363,919	\$ 2,093,332	\$ 270,587
Permitting @ 2% (no escalation)	\$ 247,094	\$ 205,071	\$ 42,023
Construction + Escalation + WSST	\$ 13,662,000	\$ 5,097,272	\$ 8,564,728
Land Acquisition	\$ 2,500,000	\$ -	\$ 2,500,000
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 1,813,539	\$ 340,261	\$ 1,473,278
Project Contingency @ 5%	\$ 617,734	\$ -	\$ 617,734
Change Orders @ 5% of TCC	\$ 617,735	\$ 139,623	\$ 478,112
<b>Overall Project</b>	<b>\$ 21,822,021</b>	<b>\$ 7,875,559</b>	<b>\$ 13,946,462</b>

Station 112	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 1,075,789	\$ 36,676	\$ 1,039,113
Permitting @ 2% (no escalation)	\$ 153,684	\$ -	\$ 153,684
Construction + Escalation + WSST	\$ 9,023,049	\$ -	\$ 9,023,049
Land Acquisition	\$ 1,500,000	\$ 870,260	\$ 629,740
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 1,142,369	\$ 1,633	\$ 1,140,737
Project Contingency @ 5%	\$ 384,210	\$ -	\$ 384,210
Change Orders @ 5% of TCC	\$ 384,211	\$ -	\$ 384,211
<b>Overall Project</b>	<b>\$ 13,663,312</b>	<b>\$ 908,568</b>	<b>\$ 12,754,744</b>

Station 114	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 810,994	\$ 752,549	\$ 58,445
Permitting @ 2% (no escalation)	\$ 115,856	\$ 26,631	\$ 89,225
Construction + Escalation + WSST	\$ 6,972,899	\$ 152,196	\$ 6,820,703
Land Acquisition	\$ 1,500,000	\$ 726,370	\$ 773,630
Relocation	\$ -	\$ 5,141	\$ (5,141)
EPFR Soft costs	\$ 877,031	\$ 21,895	\$ 855,136
Project Contingency @ 5%	\$ 289,640	\$ -	\$ 289,640
Change Orders @ 5% of TCC	\$ 289,641	\$ -	\$ 289,641
<b>Overall Project</b>	<b>\$ 10,856,061</b>	<b>\$ 1,684,781</b>	<b>\$ 9,171,280</b>

Station 117	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 824,970	\$ 349,801	\$ 475,169
Permitting @ 2% (no escalation)	\$ 117,853	\$ 6,746	\$ 111,107
Construction + Escalation +WSST	\$ 7,761,107	\$ -	\$ 7,761,107
Land Acquisition	\$ -	\$ -	\$ -
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 803,009	\$ 17,736	\$ 785,273
Project Contingency @ 5%	\$ 294,632	\$ -	\$ 294,632
Change Orders @ 5% of TCC	\$ 294,632	\$ -	\$ 294,632
<b>Overall Project</b>	<b>\$ 10,096,203</b>	<b>\$ 374,283</b>	<b>\$ 9,721,920</b>

Station 118	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 1,372,326	\$ 1,242,395	\$ 129,931
Permitting @ 2% (no escalation)	\$ 196,047	\$ 38,680	\$ 157,367
Construction + Escalation +WSST	\$ 11,166,706	\$ 7,500,014	\$ 3,666,692
Land Acquisition	\$ -	\$ -	\$ -
Relocation	\$ 500,000	\$ 382,734	\$ 117,266
EPFR Soft costs	\$ 1,502,129	\$ 133,249	\$ 1,368,880
Project Contingency @ 5%	\$ 561,883	\$ 22,664	\$ 539,219
Change Orders @ 5% Bid	\$ 418,350	\$ 418,350	\$ -
<b>Overall Project</b>	<b>\$ 15,717,441</b>	<b>\$ 9,738,086</b>	<b>\$ 5,979,355</b>

Station 124	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ -	\$ 252	\$ (252)
Permitting @ 2% (no escalation)	\$ -	\$ 1,600	\$ (1,600)
Construction + Escalation +WSST	\$ -	\$ -	\$ -
Land Acquisition	\$ 1,275,748	\$ 1,275,748	\$ -
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ -	\$ -	\$ -
Project Contingency @ 5%			\$ -
Change Orders @ 5% Bid	\$ -	\$ -	\$ -
<b>Overall Project</b>	<b>\$ 1,275,748</b>	<b>\$ 1,277,600</b>	<b>\$ (1,852)</b>

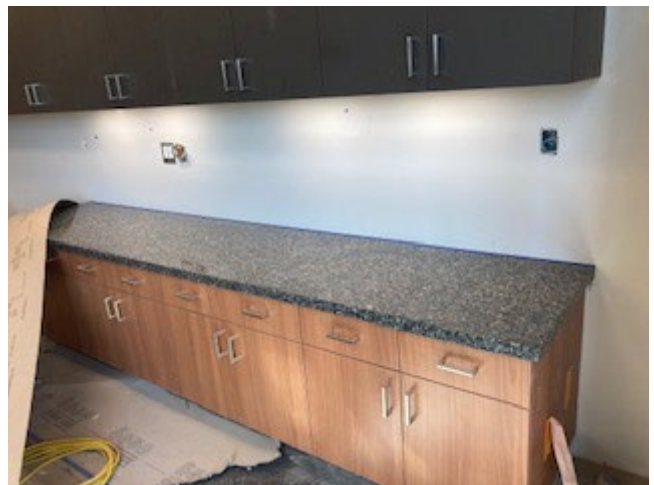
Station 116	Budget	Expenses to Date	Remaining
Architect/Engineer	\$ 5,000	\$ 990	\$ 4,010
<b>Overall Project</b>	<b>\$ 5,000</b>	<b>\$ 990</b>	<b>\$ 4,010</b>

# Station 118 May Photos

Landscaping



Interior finishes



Interior finishes continued





## May 2023 Station 111 Photos

Level 1 administration area.



Level 2, West wall of the fitness room and support areas. This is the west side of the apparatus bay.



Level 2, The last of the apparatus bay columns were poured this week.



Retaining wall footing for Level 1 parking area.



## May 2023 station 114 photos

Abatement and demolition.





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

### **City Council Presentations**

I have completed annual updates with our cities, as noted below:

- Edgewood – Tuesday, April 11<sup>th</sup> @ 7 pm
- Sumner – Monday, April 24<sup>th</sup> @ 6 pm
- Bonney Lake – Tuesday, May 2<sup>nd</sup> @ 6 pm
- Milton – Monday, May 8<sup>th</sup> @ 7 pm

The South Prairie report out will occur on Tuesday, June 13<sup>th</sup> @ 7 pm (Town Hall)

### **Recruitments underway**

The recruitment for our fall academy has started and closes in on May 19<sup>th</sup>. This class is expected to be as large as 13 personnel, including eight new positions and five vacancies.

We will also begin the recruitment process for our winter (2024) academy class 2024-1.

### **Milton Property**

Demolition is complete at the Milton property as of late April

### **Sound Transit – Sumner Project**

Staff met with Sound Transit on April 26<sup>th</sup> to review the scope of the parking garage project and to identify any potential impacts the project may have on Station 113 response.

### **Annual Employee Survey**

The annual employee survey is underway throughout the month of May. I expect to be able to share a final report with the Board in June or July.

### **South Prairie Contract**

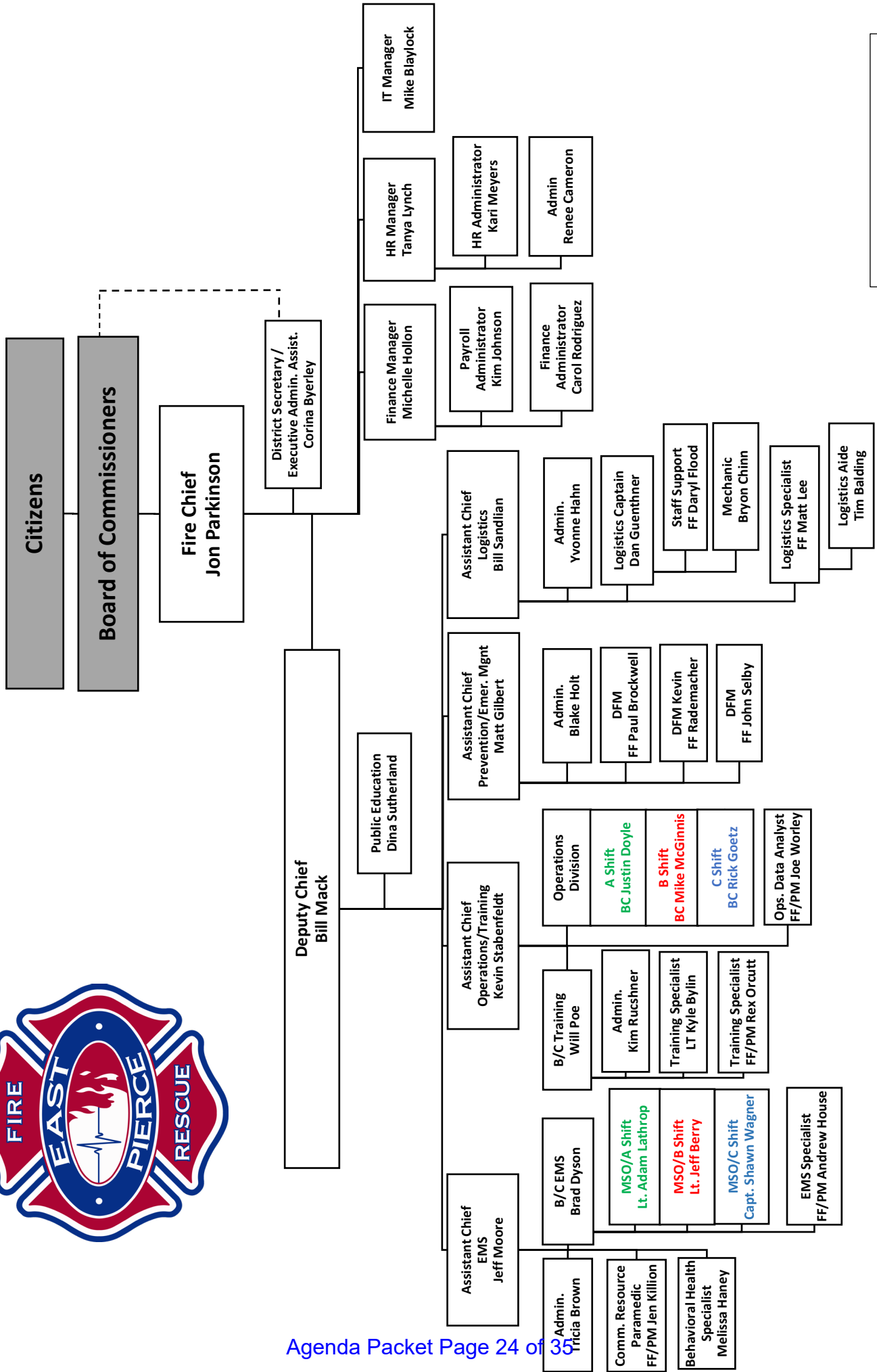
It has taken some time to get a meeting together with the Town of South Prairie. Our first meeting is scheduled for 5/11/23. I will provide further detail at the meeting.



## **Financial Operational Assessment**

We are nearly complete with the assessment. Once the report is complete, I will set up a meeting with the finance committee for review. From there, a final report/presentation will be given to the entire board.

# East Pierce Organizational Chart - 2023

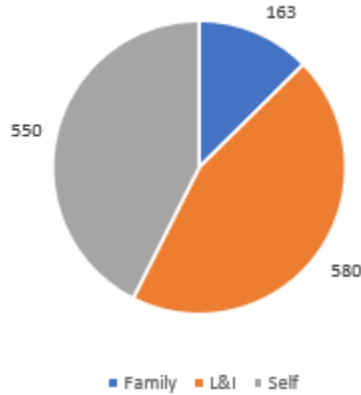


Effective: May 2023

## Injury – Medical Leave Report – April 2023

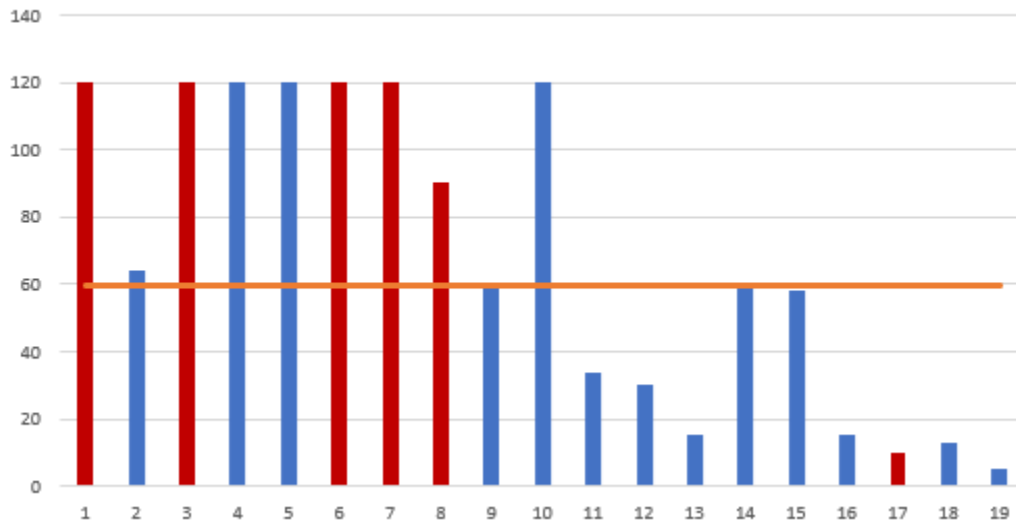
- As of April, a total of 19 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
  - The average time loss of these employees is estimated at 59.58 calendar days

Time Loss by Type (calendar days)



- 6 L&I claims for time-loss have occurred in 2023 (seen below in red).
  - 2 of the 5 qualify for the Stay-at-Work program through L&I

Time Loss by Employee (calendar days)



“WHERE COMPASSION AND ACTION MEET.”



### **HR Committee Meeting Minutes**

May 2, 2023 @ 1000 hrs.

C. Wernet (Chair), R. Kroum, P. McElligott

Staff: Chief Parkinson

- 1. Call to Order – 1000 hrs.**
- 2. Employee issue** briefed by the chief to the committee. No action required by the Board.
- 3. Draft Memorandum of Understanding (MOU) with L3520** shared with the committee regarding the insurance gap following the death of an active-duty employee. HR committee recommends Board supports this MOU with changes.
- 4. Fire Chief Annual Evaluation.**
  - a. Performance review discussion by committee, annual expectations and feedback provided to the Chief.
  - b. HR committee recommends to the Board to accept changes to the Chief's contract regarding: extension, modification of COLA language, and inclusion of Juneteenth holiday.
- 5. Adjourn – 1130 hrs.**

Next Meeting:

- TBD



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 16, 2023
<b>Title:</b>	Resolution 1021 Transfer of funds from the General to Reserve fund

<b>Recommendation from Staff:</b>	<b>Approve transfer of excess funds to the Reserve Fund</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to approve Resolution 1021 to transfer funds from the General Fund to the Reserve Fund in the amount of \$3,534,893.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	Resolution 1021

### Summary:

Excess funds above the budgeted beginning fund balance for the 2023 Budget year are \$3,534,893, a transfer in the amount of \$3,534,893 is requested by resolution to be transferred from the General Fund to the Reserve Fund. Transfer fund will be applied in the Reserve Fund as follows:

\$305,859 General Reserve (this transfer will bring this line item to budget goal)

\$17,699 Equipment Reserve

\$3,211,335 Capital Facilities Phase 2 Reserve

<b>Fiscal Impact:</b>	Reduce the General Fund and Increase the Reserve Fund
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**EAST PIERCE FIRE AND RESCUE**

**RESOLUTION NO. 1021**

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

**WHEREAS**, the Board wishes to transfer funds in the amount of \$3,534,893 from the General Fund to the Reserve Fund as the excess of funds to the budgeted beginning fund balance for the 2023 Budget; and

**NOW THEREFORE IT IS HEREBY RESOLVED** by the Board of Commissioners of East Pierce Fire and Rescue that Pierce County Budget and Finance is directed to transfer these funds May 17, 2023 as follows:

General Fund (686-022)	Transfer Out	\$3,534,893
Reserve Fund (690-022)	Transfer In	\$3,534,893

**PASSED AND APPROVED** this 16<sup>th</sup> day of May, 2023, the following commissioners being present and voting:

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

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

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

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

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

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

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

ATTEST:

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



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 16, 2023
<b>Title:</b>	Resolution 1022 Transfer of funds from the Reserve to General

<b>Recommendation from Staff:</b>	Approve transfer for approved purchases
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to approve Resolution 1022 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,017,423.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	Resolution 1022

<b>Summary:</b>
As part of the 2023 approved budget, the purchase of a new medic unit, 2 refurbished engines and 3 staff vehicle have been purchased, funds from the Reserve Fund are requested to be transferred to the General Fund for payments. Total amount requested to be transferred is \$1,017,423.

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

**RESOLUTION NO. 1022**

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

**WHEREAS**, the Board wishes to transfer funds in the amount of \$1,017,423 from the Reserve Fund to the General Fund for the purchase of one new medic unit, the refurbish of two engines and the purchase of three staff vehicles as part of the 2023 approved budget; and

**NOW THEREFORE IT IS HEREBY RESOLVED** by the Board of Commissioners of East Pierce Fire & Rescue that Pierce County Budget and Finance is directed to transfer these funds May 17, 2023 as follows:

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

Reserve Fund (690-022)	Transfer Out	\$1,017,423
General Fund (686-022)	Transfer In	\$1,017,423

**PASSED AND APPROVED** this 16<sup>th</sup> day of May 2023, the following commissioners being present and voting:

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

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

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

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

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

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

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

ATTEST:

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



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 16, 2023
<b>Title:</b>	Resolution 1023 Cancel of Warrants

<b>Recommendation from Staff:</b>	Approve cancelling of warrant
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to adopt Resolution 1023 cancelling warrant 1678150, 1682409 and 1682388 in the total amount of \$3,345.50.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	Resolution 1023

<b>Summary:</b>
<p>Gimmees was issued a check in the amount of \$984.50 for public education supplies but was lost in mail and not cashed. Cobalt Storage was issued a check in the amount of \$911.00 for storage services but was lost in mail and not cashed. ISFSI was issued a replacement check for a lost check but was found by the vendor and cash before the district was able to cancel the warrant, now the replacement check is being requested to be cancelled, check amount is \$1450.00. Total amount requested to be cancelled is \$3,345.50. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.</p>

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

**RESOLUTION #1023**

**(A resolution to cancel three warrants)**

**WHEREAS**, East Pierce Fire and Rescue incurred expenses in the total amount of \$3,345.50 for services and supplies; and

**WHEREAS**, warrant #1678150 issued on February 15, 2023 in the amount of \$984.50 payable to Gimmees for Public Education supplies was lost in the mail and never cashed; and

**WHEREAS**, warrant #1682409 issued on March 16, 2023 in the amount of \$1,450.00 payable to ISFSI as a replacement of original lost check but was found by vendor and cashed before cancelled by the District, now the replacement check is requested to be cancelled, check was never mailed or cashed; and

**WHEREAS**, warrant #1682388 issued on March 16, 2023 in the amount of \$911.00 payable to Cobalt Storage for storage services was lost in the mail and never cashed; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of East Pierce Fire and Rescue that the Pierce County Department of Budget & Finance be authorized and instructed to cancel warrant #1678150, #1682409 and #1682388 and transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn.

**ADOPTED** at a regular meeting of the Board of Commissioners on May 16, 2023, the following commissioners being present and voting:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

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



# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 16, 2023
<b>Title:</b>	Medical Insurance - MOU

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	Approve – HR Committee
<b>Recommended Action/Motion:</b>	<i>Move to approve the Medical Insurance MOU with IAFF Local 3520 as presented</i>
<b>Presenter:</b>	Chief Parkinson
<b>Attachments:</b>	Medical Insurance MOU

<b>Summary:</b>
<p>The attached Memorandum of Understanding (MOU) was created following impacts experience after the death of an EPFR active duty firefighter in the fall of 2022. As drafted, this MOU allows the District to continue insurance coverage payments to the family of the deceased (for a period not to exceed six months), until the family beings to receive DRS payments. There is no fiscal impact to the District in approving this MOU as any future impact would only be incurred with the death of an active duty employee.</p>

<b>Fiscal Impact:</b>	None
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MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
EAST PIERCE FIRE & RESCUE  
AND  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 3520

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This Memorandum of Understanding (MOU) sets forth a supplemental agreement between EAST PIERCE FIRE & RESCUE, a political subdivision of the State of Washington, hereinafter referred to as the "District", and the INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 3520, hereinafter referred to as the "Union."

WHEREAS, the District provides medical, dental, and vision insurance coverage for the members of the Union as part of their collective bargaining agreement; and

WHEREAS, this medical, dental, and vision insurance coverage extends to family members of said members in accordance with state and federal law; and

WHEREAS, in the event of the death of an active-duty member of the Union will cause these insurance coverages to terminate, which will result in the family of the deceased employee to obtain insurance on their own; and

WHEREAS, there may be delays caused by the Washington State Department of Retirement Systems (DRS) in processing pension payments for the family of the deceased member; and

WHEREAS, these delays by DRS may result in a lack of insurance coverage for the family of the deceased member; and

WHEREAS, both parties wish to ensure the family of the deceased member retains all insurance coverages until they begin receiving pension benefits from DRS;

NOW THEREFORE, the Parties agree as follows:

In the case of the death of active-duty Union member, and for a period not to exceed six months, the District shall continue to pay for medical, dental, and vision insurance coverage for the covered family members until the first month the family of the deceased member begins receiving pension benefits from DRS.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2023

IAFF LOCAL 3520

EAST PIERCE FIRE & RESCUE

\_\_\_\_\_  
Tucker Walker, President

\_\_\_\_\_  
Jon Napier, Board Chair



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	May 16, 2023
<b>Title:</b>	Acceptance of Demolition Project for Station 124

<b>Recommendation from Staff:</b>	<b>Project is complete, approve to accept</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to accept the completion of the demolition project with KD&amp;S Environmental for the property of the new Station 124.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	

<b>Summary:</b>
<p>The demolition project with KD&amp;S Environmental for the property of the new Station 124 has been completed. The project was declared an emergency in December of 2021 waiving competitive bidding but was delayed due to a required process of capping utilities by the County, not being able to find any contractors to complete the required capping requirement until this year. The work was completed in April of 2023. The total project cost was \$64,327.20. A 5% retainage of the total was kept until releases are received by L&amp;I, ESD and Dept. of Revenue per RCW60.28.051.</p>

<b>Fiscal Impact:</b>	
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