

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

**June 15, 2021**

You are invited to a RingCentral webinar.  
When: Jun 15, 2021 07:00 PM tz.US/Pacific  
Topic: June 2021 -Board of Fire Commissioners Meeting

Please click the link below to join the webinar:  
<https://webinar.ringcentral.com/j/1484114546>

After registering, you will receive a confirmation email containing information about joining the webinar.  
Viewers may ask questions at the appropriate time via the chat option available within the application.  
Statements and or questions may also be emailed to [mhollon@eastpiercefir.org](mailto:mhollon@eastpiercefir.org)

- 1. CALL TO ORDER – 7:00 PM**
- 2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME**
  - Roll Call/ Pledge of Allegiance
  - Welcome the Public
  - Honors and Recognitions:
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
  - a) Approve Minutes of the May 18<sup>th</sup> Regular Meeting
  - b) Treasurer's Report
  - c) Approve Finances

|  |                 |
|--|-----------------|
| <b>May 2021 Post-Meeting</b>                             |                 |
| <b>General Fund</b>                                      |                 |
| Transfer Out to Reserve Fund - Tehaleh Mitigation Fees   | \$ 73,500.00    |
| Transfer In from Capital Fund - Project Manager Expenses | \$ 67,827.00    |
| Reserve Fund   |                 |
| Transfer In from General Fund - Tehaleh Mitigation Fees  | \$ 73,500.00    |
| Capital Fund   |                 |
| Transfer Out to General Fund - Project Manager Expenses  | \$ 67,827.00    |
| <b>June 2021</b>   |                 |
| <b>General Fund</b>                                      |                 |
| Total AP   | \$ 357,151.20   |
| AP Vouchers  |                 |
| Vouchers # 210602001 - 210602065                         | \$ 357,151.20   |
| Total Payroll  | \$ 2,350,872.92 |
| Payroll Vouchers   |                 |
| Vouchers # 210601001 - 210601013                         | \$ 358,104.05   |
| Electronic Payroll                                       | \$ 1,992,768.87 |
| Total Expenditures ( AP + Payroll Above)                 | \$ 2,708,024.12 |
|  |                 |
| Total BIAS Expenditures (111 - 999)                      | \$ 2,701,194.86 |
|  |                 |
| Difference   | \$ 6,829.26     |
| vendor refunds & reimbursements                          | \$ 3,148.65     |
| sickleave buybacks                                       | \$ 2,720.43     |
| employee reimbursements                                  | \$ 960.18       |
|  |                 |
| <b>Capital Fund</b>                                      |                 |
| Total AP   |                 |
| AP Vouchers #210603001 - 210603012                       | \$ 212,385.67   |
|  |                 |
| <b>Bond Fund</b>   |                 |
| Scheduled Interest Payment June 01                       | \$ 810,925.00   |

**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@eastpiercefirer.org](mailto:mhollon@eastpiercefirer.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 945 – Surplus of Asset 512 – Moore  
Resolution 946 – Surplus of Misc. IT equip., PPE, Hose - Moore

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

- a) CRP Report Out - Killian
- b) Staff Levels - Parkinson
- c) Rental of 4-plex - Parkinson

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

- a) Policy 100 & 237 (2<sup>nd</sup> Reading) – Parkinson

**9. BOND-2018:**

- a) Update - Herrera

10. **COMMISSIONER TRAINING/EVENT REQUESTS:** None
11. **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**
  - a) Planning Committee
12. **CHIEF'S REPORT**
  - a) Monthly Chiefs Report
  - b) Monthly Stats
  - c) Divisional Updates
13. **EXECUTIVE SESSION:** Per RCW 42.30.140 Collective Bargaining Agreement discussion.
14. **COMMISSIONER ACTION/DISCUSSION:**
  - a) Chief Backer Retirement
15. **ADJOURN**

**EVENTS:**

|                              |                                   |                         |
|------------------------------|-----------------------------------|-------------------------|
| <b>Jun. 24<sup>th</sup></b>  | <b>PC Commissioner Meeting</b>    | <b>Virtual</b>          |
| <b>Jul. 22<sup>nd</sup></b>  | <b>PC Commissioner Meeting</b>    | <b>Picnic –</b>         |
| <b>Aug. 26<sup>th</sup></b>  | <b>PC Commissioner Meeting</b>    |                         |
| <b>Sept. 23<sup>rd</sup></b> | <b>PC Commissioner Meeting</b>    |                         |
| <b>Oct. 28<sup>th</sup></b>  | <b>No PC Commissioner Meeting</b> | <b>State Conference</b> |
| <b>Nov. 18<sup>th</sup></b>  | <b>PC Commissioner Meeting</b>    |                         |
| <b>Dec. 2<sup>nd</sup></b>   | <b>Comm/Chiefs Annual Banquet</b> |                         |

**A REGULAR MEETING OF THE  
BOARD OF COMMISSIONER OF  
EAST PIERCE FIRE AND RESCUE**

**May 18, 2021**

A regular meeting of the Board of Commissioners of East Pierce Fire and Rescue was held on May 18, 2021 via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chairman Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Mike Cathey, Kevin Garling, Randy Kroum, Ed Egan, Ex-Officio Kathy Hayden, Fire Chief Backer, Deputy Chief Parkinson and District Secretary Michelle Hollon.

Commissioner Pat McElligott was excused.

Chairman Napier welcomed those participating in the meeting via conference/video call.

**Audience:** B. Paradis, B. Mack, D. Johnson, J. Killion, K. Rademacher, K. Stabenfeldt, R. Cameron, R. Scholz, V. Proulx, W. Sandlian, B. Dyson, M. Lowery, M. Blaylock

**Honors and Recognitions:** Oath of Office

- District Secretary Michelle Hollon swore in appoint Commissioner C. Wernet into office. Congratulations!
- Chief Backer swore in new Fire Chief J. Parkinson into office. Congratulations!

Chairman Napier called for a 5 minute break at 7:09 p.m.

Meeting reconvened at 7:14 p.m.

**Approval of Agenda:**

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

**Consent Agenda. Motion:** Commissioner Egan moved to approve the Consent Agenda (minutes of the April 20<sup>th</sup> Regular meeting; Treasurer's Report; post-meeting voucher 210303066 in amount of \$2,500.00; current expense vouchers 210502001-210502074 in the amount of \$295,298.63; payroll vouchers 210505001-210505013 in the amount of \$357,466.53; electronic payroll in the amount of \$1,945,737.13; Capital expense vouchers 210501001 in the amount of \$22,436.00; Capital expense vouchers 210503001-210503013 in the amount of \$41,992.40; Capital expense voucher 210504001 in the amount of \$59,879.70). Motion seconded by Commissioner Cathey and carried.

**VISITOR COMMENTS:** None

**RESOLUTIONS:**

**Resolution 943 – Transfer of Funds:** District Secretary M. Hollon presented to the Board a request to transfer funds from the General Fund to the Reserve Fund in the amount of \$73,500 for funds received from NASH Cascadia Verde for mitigation fees for the Tehaleh projects, funds will be allocated for Station 112/117. And to transfer funds from the Capital Fund to the General Fund in the amount of \$67,827 to cover costs for the Project Manager's wages, benefits and expenditures payable from the UTGO Bond proceeds. This transfer is done quarterly. Commissioner Egan moved to approve Resolution 943 to transfer funds from the General Fund to the Reserve Fund in the amount of \$73,500 and from the Capital Fund to the General Fund in the amount of \$67,827. The motion was seconded by Commissioner Kroum and carried.



## **NEW BUSINESS:**

**Policy 100 & 237:** Per policy, changes to any Board policy requires two readings prior to any action. Chief Parkinson presented Policy 100 – Fire Service Authority and Policy 237 – Surplus Property and Equipment. Policies will be presented at the June 15, 2021 Board meeting. No actions taken.

**Fence Bid:** Assistant Chief Moore presented to the Board a budget request to purchase the installation of fencing for Stations 119, 113, 115 and 121 for security purposes. The fencing will create safe and more secure environments for our employees and district assets. Vendors from the Small Works Roster were reviewed and invited to submit a quote. Commissioner Cathey requested the quote to include black vinyl fencing. The Board would like to make a motion to approve the budget request of purchasing fencing, new quotes will need to be requested with updated information and the lowest bidder meeting the requirements will be awarded the project. Commissioner Egan moved to approve the purchase of the installation of security fencing not to exceed \$100,000 including tax and authorize the Fire Chief to sign the contract. The motion was seconded by Commissioner Cathey and carried.

**Pierce County Fire Protection Contract:** Chief Parkinson presented to the Board the annual interlocal agreement with Pierce County for Fire Protection Services. The contract is reviewed and renewed annually based on adjustments to fees. East Pierce Fire & Rescue and Pierce County for fire protection services for County-owned buildings, equipment and property within East Pierce's district. For 2021 the fees to collect will be \$10,204. Commissioner Egan moved to adopt the interlocal agreement between East Pierce Fire & Rescue and Pierce County for fire protection services for County-owned buildings, equipment and property with East Pierce's district. The motion was seconded by Commissioner Cathey and carried.

## **UNFINISHED BUSINESS:**

**Training Center:** Chief Parkinson presented an update on Training Center project discussion. The Planning Committee met, reviewed the plan and was supportive of the staff direction at that point. Work has continued with Rice Fergus Miller to formulate a scope of work, as well as continued discussions with WRSD. No action is being requested by the Board at this time.

**Life Safety Inspection Proposal:** Assistant Chief King presented to the Board a request to move forward in providing annual fire life safety inspections to improve public and firefighter safety. Annual fire and life safety inspections are a key component in the Fire Protection Class Rating. With the cities now conducting new construction work themselves, this provides an opportunity for East Pierce Fire & Rescue to begin the provision of the annual fire and life safety inspections which could improve insurance ratings for the cities in years to come. Commissioner Garling requested a report in January 2022 on the progress of the life and safety inspections. Commissioner Kroum moved to direct staff to work with the cities and town to provide annual fire life safety inspections to improve public and firefighter safety. The motion was seconded by Commissioner Wernet and carried.

**Authorization to hire Deputy Chief:** With the promotion of Chief Parkinson to Fire Chief, the position of Deputy Chief became vacant. The Board approved a recruitment process which was managed in house and utilized a variety of staff throughout the process to ensure the very best candidate was selected. Through the process Bill Mack was chosen due to his experience, skills, and abilities. Staff feels he would be a good fit for the organization. Commissioner Napier thanked all those who were involved with the selection process. Commissioner Wernet moved to authorize the Fire Chief to extend a conditional offer of employment to Bill Mack for the position of Deputy Chief and to authorize the Board Chair to sign the employment agreement on behalf of the District once all conditions are satisfied. The motion was seconded by Commissioner Cathey and carried.

## **BOND-2018:**

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

**Station 118:** The city is doing its last review of the building permit. Groundbreaking ceremony will be June 15<sup>th</sup> at 2:00 p.m.

**Station 111:** Permitting is moving well. All permits in are being reviewed and should be completed by the end of June. Go out to bid July 19 with a bid opening August 17.

**Station 112:** Met with County working through purchase on property. Should know more on cost around July. September to have design and building permit by July/August of 2022.

**Station 114:** Design work July 1, 2022

**Station 124:** no updates

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**COMMISSIONER CONFERENCE REPORTS/COMMITTEE REPORTS:**

**Planning Committee** – Met with Berk consulting, talked about goals of the district, technology, public information, inspection and diversity hiring. Mid-late summer, a draft will be brought back to committee.

**CHIEF'S REPORT**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet.

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

**Divisional Reports:** None

**COMMISSIONER ACTION/DISCUSSION:**

**EXECUTIVE SESSION:** Chairman Napier called for an executive session per RCW 42.30.140 Collective Bargaining Agreement Discussion at 9:07 for 10 minutes.

Meeting reconvened at 9:17 p.m. No actions were taken.

**ADJOURN**

There being no further business to come before the Board, Commissioner Garling moved to adjourn the meeting. The motion was seconded by Commissioner Egan. Meeting was adjourned at 9:21 P.M.

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District Secretary Michelle Hollon

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Chairman Jon Napier



# EAST PIERCE FIRE & RESCUE

May 2021

for June 15, 2021 Meeting



| Current Month | Year to Date | Budget Amendment 937 | Remaining Amount            | Remaining Percent |
|---------------|--------------|----------------------|-----------------------------|-------------------|
|               |              |                      | <b>8 Months Remaining =</b> | <b>76.9%</b>      |

## General Fund (Current Expense)

**Net Cash & Investments 12/31/2020** \$ **12,382,116**

### Revenues

|                                      |                  |                   |                   |                   |              |
|--------------------------------------|------------------|-------------------|-------------------|-------------------|--------------|
| Property Tax - Current               | 2,319,880        | 18,033,342        | 34,259,337        | 16,225,995        | 47.4%        |
| Property Tax - Prior Year/Delinquent | 33,938           | 280,898           | -                 | (280,898)         | 0.0%         |
| Other Taxes                          | 15,546           | 16,277            | 18,000            | 1,723             | 9.6%         |
| Grants & Intergovernmental           | -                | 384,382           | 160,000           | (224,382)         | -140.2%      |
| Transport                            | 450,256          | 3,060,382         | 5,800,000         | 2,739,618         | 47.2%        |
| Plan Review Fees                     | 23,948           | 44,655            | 108,000           | 63,345            | 58.7%        |
| Inspection Fees                      | -                | 5,638             | -                 | (5,638)           | 0.0%         |
| Other Charges for Services           | 35               | 24,646            | 44,450            | 19,804            | 44.6%        |
| Investment Interest                  | 336              | 2,839             | 48,000            | 45,161            | 94.1%        |
| Miscellaneous                        | 79,359           | 122,936           | 165,500           | 42,564            | 25.7%        |
| Insurance Recovery                   | -                | 40,618            | -                 | (40,618)          | 0.0%         |
| Transfers In                         | 67,827           | 67,827            | 619,425           | 551,598           | 89.1%        |
| <b>Total Revenues</b>                | <b>2,991,126</b> | <b>22,084,440</b> | <b>41,222,712</b> | <b>19,138,272</b> | <b>46.4%</b> |

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

### Expenses by Function

|  |                  |                   |                   |                   |              |
|--|------------------|-------------------|-------------------|-------------------|--------------|
| Commissioners                          | 2,779            | 21,780            | 72,450            | 50,670            | 69.9%        |
| Administration                         | 88,984           | 450,801           | 1,408,243         | 957,442           | 68.0%        |
| Finance-Elections, Leases, Transfers   | 120,718          | 4,095,302         | 7,391,418         | 3,296,116         | 44.6%        |
| Emergency Mgt/IT/Volunteers            | 74,388           | 514,816           | 1,226,932         | 712,116           | 58.0%        |
| Prevention                             | 101,177          | 548,416           | 1,475,822         | 927,406           | 62.8%        |
| Logistics                              | 202,351          | 1,355,843         | 3,393,621         | 2,037,778         | 60.0%        |
| Training                               | 110,228          | 591,684           | 2,284,366         | 1,692,682         | 74.1%        |
| Fire Operations                        | 1,806,272        | 9,899,675         | 25,156,216        | 15,256,541        | 60.6%        |
| EMS Operations                         | 126,884          | 708,437           | 1,976,335         | 1,267,898         | 64.2%        |
| Capital                                | 22,634           | 182,346           | 619,425           | 437,079           | 70.6%        |
| <b>Total Expenses</b>                  | <b>2,656,416</b> | <b>18,369,101</b> | <b>45,004,828</b> | <b>26,635,727</b> | <b>59.2%</b> |
| Payroll Clearing Accruals              | 16,338           | (16,406)          |                   |                   |              |
| <b>Expenses Net of Accruals</b>        | <b>2,640,078</b> | <b>18,385,507</b> |                   |                   |              |
| <b>Ending Net Cash and Investments</b> |                  | <b>16,081,049</b> | <b>8,600,000</b>  |                   |              |

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

Note: The Ending Net Cash & Investments in the "Year to Date" column uses the Calculated Beg. Net Cash & Investments

| Expenses by Type                | Current Month    | Year to Date      | Year to Date % of Total | Budget Amount     | Budget % of Total |
|---------------------------------|------------------|-------------------|-------------------------|-------------------|-------------------|
| Salaries & Wages                | 1,684,963        | 8,715,835         | 40.5%                   | 21,508,977        | 47.8%             |
| Overtime                        | 164,544          | 649,221           | 25.9%                   | 2,502,921         | 5.6%              |
| Benefits & Uniforms             | 461,016          | 3,131,794         | 38.9%                   | 8,059,762         | 17.9%             |
| Subtotal-Payroll & Benefits     | 2,310,523        | 12,496,850        | 39.0%                   | 32,071,660        | 71.3%             |
| Supplies                        | 136,858          | 701,622           | 39.0%                   | 1,800,990         | 4.0%              |
| Services                        | 135,534          | 1,230,155         | 30.8%                   | 3,989,385         | 8.9%              |
| Capital                         | -                | 74,882            | 12.1%                   | 619,425           | 1.4%              |
| Transfers Out                   | 73,500           | 3,865,591         | 59.3%                   | 6,523,368         | 14.5%             |
| <b>Total Expenses</b>           | <b>2,656,416</b> | <b>18,369,101</b> |                         | <b>45,004,828</b> | <b>100.0%</b>     |
| Payroll Clearing Accruals       | 16,338           | (16,406)          |                         |                   |                   |
| <b>Expenses Net of Accruals</b> | <b>2,640,078</b> | <b>18,385,507</b> |                         |                   |                   |





# EAST PIERCE FIRE & RESCUE

May 2021

for June 15, 2021 Meeting



|  | Current Month | Year to Date         | Budget Amendment 937 | Remaining Amount            | Remaining Percent |
|--|---------------|----------------------|----------------------|-----------------------------|-------------------|
|  |               |                      |                      | <b>8 Months Remaining =</b> | <b>76.9%</b>      |
| <b>Reserve Fund</b>                          |               |                      |                      |                             |                   |
| <b>Net Cash &amp; Investments 12/31/2020</b> |               |                      | <b>\$ 17,105,467</b> |                             |                   |
| <b>Revenues</b>                              |               |                      |                      |                             |                   |
| Sale of Tax Title Property                   | -             | 4                    | -                    | (4)                         | 0.0%              |
| Investment Interest                          | 1,310         | 8,082                | 36,000               | 27,918                      | 77.6%             |
| Transfer In Carryover                        | -             | 3,780,541            | 3,780,541            | -                           | 0.0%              |
| Transfer In Newland/Tehaleh 112/117          | 73,500        | 85,050               | 100,000              | 14,950                      | 15.0%             |
| Transfer In GEMT IGT Return                  | -             | -                    | 600,000              | 600,000                     | 100.0%            |
| Transfer In Capital Facilities               | -             | -                    | 2,042,827            | 2,042,827                   | 100.0%            |
| <b>Total Revenues</b>                        | <b>74,810</b> | <b>3,873,677</b>     | <b>6,559,368</b>     | <b>2,685,691</b>            | <b>40.9%</b>      |
| <b>Expenses</b>                              |               |                      |                      |                             |                   |
| Transfers Out                                | -             | -                    | 619,425              | 619,425                     | 100.0%            |
| <b>Total Expenses</b>                        | <b>-</b>      | <b>-</b>             | <b>619,425</b>       | <b>619,425</b>              | <b>0.0%</b>       |
| <b>Ending Net Cash and Investments</b>       |               | <b>\$ 20,979,144</b> | <b>\$ 23,045,410</b> |                             |                   |

| Reserve Balances              | 5/31/2021            | Policy Goal | (Short)/Over |
|-------------------------------|----------------------|-------------|--------------|
| General Reserve               | 3,055,817            | 3,070,000   | (14,183)     |
| Equipment Reserve             | 6,466,226            | 6,480,000   | (13,774)     |
| Facilities Reserve            | 1,014,689            | 1,000,000   | 14,689       |
| Employee Compensation Reserve | 800,220              | 800,000     | 220          |
| Capital Facilities Phase 2    | 4,149,721            | Balance     |              |
| Station 118 Capital Reserve   | 485,909              | Balance     |              |
| Station 112/117 Reserve       | 469,370              | Balance     |              |
| EMS Equipment Reserve         | 4,537,193            | Balance     |              |
| <b>Total</b>                  | <b>\$ 20,979,144</b> |             |              |

| Bond Fund (UTGO 2018)                        | Current Month  | Year to Date        | Budget Amendment 937 | Remaining Amount    | Remaining Percent |
|--|----------------|---------------------|----------------------|---------------------|-------------------|
| <b>Net Cash &amp; Investments 12/31/2020</b> |                |                     | <b>\$ 320,068</b>    |                     |                   |
| Property Tax - Bond Levy - Current           | 135,940        | 1,055,140           | 2,008,000            | 938,700             | 47.5%             |
| Property Tax - Bond Levy - Prior/Del.        | 1,658          | 14,160              | -                    | -                   | 0.0%              |
| <b>Total Revenues</b>                        | <b>137,599</b> | <b>1,069,300</b>    | <b>2,008,000</b>     | <b>938,700</b>      | <b>46.7%</b>      |
| <b>Expenses</b>                              |                |                     |                      |                     |                   |
| Debt Pmt - Principal - UTGO (2018)           | -              | -                   | 290,000              | 290,000             | 100.0%            |
| Debt Pmt - Debt Svc - UTGO (2018)            | -              | -                   | 1,622,150            | 1,622,150           | 100.0%            |
| <b>Total Expenses</b>                        | <b>-</b>       | <b>-</b>            | <b>1,912,150</b>     | <b>1,912,150</b>    | <b>100.00%</b>    |
| <b>Ending Net Cash and Investments</b>       |                | <b>\$ 1,389,368</b> | <b>\$ 415,918</b>    | <b>\$ 1,912,150</b> |                   |





# EAST PIERCE FIRE & RESCUE

May 2021

for June 15, 2021 Meeting



| Capital (Construction) Fund                  | Current Month  | Year to Date         | Budget Amendment 937 | Remaining Amount   | Remaining Percent |
|--|----------------|----------------------|----------------------|--------------------|-------------------|
| <b>Net Cash &amp; Investments 12/31/2020</b> |                |                      | <b>\$ 34,713,168</b> |                    |                   |
| Investment Interest                          | 2,003          | 15,230               | 84,000               | 68,770             | 81.9%             |
| <b>Total Revenues</b>                        | <b>2,003</b>   | <b>15,230</b>        | <b>84,000</b>        | <b>68,770</b>      | <b>81.9%</b>      |
| <b>Expenses</b>                              |                |                      |                      |                    |                   |
| Capital Purchases                            | 124,308        | 3,164,792            | 17,600               | (3,147,192)        | -17881.8%         |
| Transfer Out - GF -Cap Fac Mgr               | 67,827         | 67,827               | 175,397              | 107,570            | 61.3%             |
| <b>Total Expenses</b>                        | <b>192,135</b> | <b>3,232,619</b>     | <b>192,997</b>       | <b>(3,039,622)</b> | <b>-1575.0%</b>   |
| <b>Ending Net Cash and Investments</b>       |                | <b>\$ 31,495,779</b> | <b>\$ 34,604,171</b> |                    | <b>9.0%</b>       |



Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

**PAYMENT LISTING**

| <u>Trans Date</u> | <u>District Ref #</u> | <u>Payee Printed Name</u>                | <u>Amount</u> |
|-------------------|-----------------------|--|---------------|
| 6/10/21           | 2383                  | WCIF                                     | \$815.19      |
| 6/10/21           | 2385                  | WSCFF-Medical Expense Reimbursement Plan | \$14,000.00   |
| 6/10/21           | 2198                  | CAVINESS PATRICK A                       | \$64.46       |
| 6/10/21           | 2179                  | BABCOCK DOUGLAS B                        | \$2,290.44    |
| 6/10/21           | 2182                  | BELLACK KEVIN J                          | \$36.84       |
| 6/10/21           | 2281                  | NEVILL MARK A                            | \$299.32      |
| 6/10/21           | 2452                  | CITY OF MILTON                           | \$196.23      |
| 6/10/21           | 2451                  | AIR EXCHANGE, INC.                       | \$3,643.19    |
| 6/10/21           | 2455                  | EPFR PETTY CASH CHECKING                 | \$61.25       |
| 6/10/21           | 2453                  | COBALT STORAGE                           | \$349.00      |
| 6/10/21           | 2454                  | DESIGN SPACE MODULAR BLDGS PNW           | \$561.46      |
| 6/10/21           | 2457                  | MADSEN ELECTRIC                          | \$4,657.87    |
| 6/10/21           | 2458                  | MURREYS DISPOSAL CO, INC                 | \$185.23      |
| 6/10/21           | 2459                  | PIERCE COUNTY SEWER                      | \$22.28       |
| 6/10/21           | 2456                  | KANE ENVIRONMENTAL                       | \$9,617.37    |
| 6/10/21           | 2460                  | RICE FERGUS MILLER ARCHITECTURE          | \$190,163.07  |
| 6/10/21           | 2461                  | SPARTAN SERVICES INC.                    | \$1,664.87    |
| 6/10/21           | 2462                  | WASHINGTON AUTOMATED                     | \$1,263.85    |
| 6/10/21           | 2386                  | 410 RENTALS                              | \$801.64      |
| 6/10/21           | 2387                  | ABM JANITORIAL SERVICES                  | \$1,046.52    |
| 6/10/21           | 2388                  | ADVANCE TRAVEL FUND                      | \$475.00      |
| 6/10/21           | 2390                  | AMB TOOLS AND EQUIPMENT                  | \$7,312.17    |
| 6/10/21           | 2391                  | AT&T MOBILITY                            | \$43.72       |
| 6/10/21           | 2392                  | BARNHART MD PS STEPHEN W                 | \$4,950.00    |
| 6/10/21           | 2395                  | BOUND TREE MEDICAL LLC                   | \$1,416.89    |
| 6/10/21           | 2389                  | ADYE-WHITISH LINDA                       | \$150.00      |
| 6/10/21           | 2393                  | BERG CHAD                                | \$3,000.00    |
| 6/10/21           | 2394                  | BERK CONSULTING                          | \$12,366.16   |
| 6/10/21           | 2396                  | CARDINAL HEALTH 112, LLC                 | \$5,429.71    |
| 6/10/21           | 2397                  | CENTURYLINK (035B/376B/785B/786B/442B)   | \$77.87       |
| 6/10/21           | 2399                  | CITY OF BONNEY LAKE-LEASE PMT.           | \$55,297.72   |
| 6/10/21           | 2402                  | DAILY JOURNAL OF COMMERCE                | \$352.80      |
| 6/10/21           | 2404                  | DEPT OF NATURAL RESOURCES                | \$154.64      |
| 6/10/21           | 2398                  | CINTAS CORPORATION # 461                 | \$7,088.26    |
| 6/10/21           | 2400                  | CITY OF BONNEY LAKE-REIMB UTILITIES      | \$3,157.84    |
| 6/10/21           | 2401                  | CUMMINS NORTHWEST                        | \$2,948.85    |
| 6/10/21           | 2403                  | DAVIS DOOR SERVICE, INC                  | \$2,422.21    |
| 6/10/21           | 2405                  | DIVE RESCUE INTERNATIONAL INC            | \$105.90      |

|         |      |                                    |              |
|---------|------|------------------------------------|--------------|
| 6/10/21 | 2406 | EPFR PETTY CASH CHECKING           | \$565.79     |
| 6/10/21 | 2407 | FREIGHTLINER NORTHWEST             | \$1,564.36   |
| 6/10/21 | 2408 | GALLS, LLC - DBA BLUMENTHAL        | \$406.09     |
| 6/10/21 | 2409 | GENES TOWING, INC.                 | \$549.50     |
| 6/10/21 | 2412 | JAMES OIL CO. INC.                 | \$12,380.49  |
| 6/10/21 | 2413 | JULOTA                             | \$15,017.82  |
| 6/10/21 | 2416 | LES SCHWAB TIRE CENTERS            | \$7,018.45   |
| 6/10/21 | 2417 | LIFE ASSIST                        | \$14,727.57  |
| 6/10/21 | 2418 | MINUTEMAN PRESS PUYALLUP           | \$255.84     |
| 6/10/21 | 2419 | MOBILE MINI                        | \$299.10     |
| 6/10/21 | 2410 | HP INC                             | \$223.25     |
| 6/10/21 | 2411 | HUGHES FIRE EQUIPMENT, INC.        | \$41,327.02  |
| 6/10/21 | 2414 | L N CURTIS & SONS                  | \$6,931.40   |
| 6/10/21 | 2415 | LEANN EVANS DESIGNS                | \$1,292.50   |
| 6/10/21 | 2421 | MUNICIPAL EMERGENCY SERVICES       | \$5,376.52   |
| 6/10/21 | 2377 | AFLAC                              | \$1,024.47   |
| 6/10/21 | 2426 | PIERCE COUNTY SEWER                | \$31.98      |
| 6/10/21 | 2427 | PRAXAIR DISTRIBUTION, INC.-170     | \$805.66     |
| 6/10/21 | 2380 | IAFF - FIREPAC                     | \$786.26     |
| 6/10/21 | 2420 | MOUNTAIN MIST                      | \$663.03     |
| 6/10/21 | 2422 | NATIONAL HOSE TESTING SPECIALTIES  | \$15,483.75  |
| 6/10/21 | 2423 | NPR INC                            | \$188.75     |
| 6/10/21 | 2424 | OFFICE DEPOT/ACCT #28664540        | \$177.47     |
| 6/10/21 | 2425 | PACIFIC OFFICE AUTOMATION          | \$537.37     |
| 6/10/21 | 2378 | DIMARTINO ASSOCIATES (WSCFF)       | \$18,598.51  |
| 6/10/21 | 2379 | GET PROGRAM                        | \$1,024.00   |
| 6/10/21 | 2428 | PUGET SOUND ENERGY                 | \$4,819.27   |
| 6/10/21 | 2381 | LEOFF HEALTH & WELFARE TRUST       | \$318,134.72 |
| 6/10/21 | 2429 | PUGET SOUND INSTRUMENT             | \$1,881.71   |
| 6/10/21 | 2382 | TACOMA-PIERCE CO CHAPLAINCY        | \$551.50     |
| 6/10/21 | 2430 | QUADIENT LEASING USA, INC.         | \$360.92     |
| 6/10/21 | 2431 | QUINN AND QUINN PS                 | \$648.00     |
| 6/10/21 | 2435 | RWC GROUP                          | \$3,235.38   |
| 6/10/21 | 2440 | STANDARD INSURANCE COMPANY         | \$6,128.49   |
| 6/10/21 | 2441 | SUNSET FORD                        | \$3,015.76   |
| 6/10/21 | 2443 | TELEFLEX LLC                       | \$1,995.00   |
| 6/10/21 | 2444 | TREASURY MANAGEMENT SVCS - US BANK | \$124.95     |
| 6/10/21 | 2384 | WSCFF - FASTPAC                    | \$478.34     |
| 6/10/21 | 2432 | REBOUND                            | \$1,850.80   |
| 6/10/21 | 2433 | REHN AND ASSOCIATES                | \$25.00      |
| 6/10/21 | 2434 | RICE FERGUS MILLER ARCHITECTURE    | \$1,294.60   |


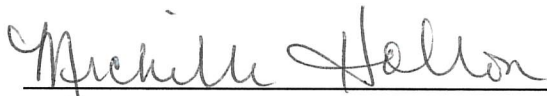
|                   |      |                        |                                   |
|-------------------|------|------------------------|-----------------------------------|
| 6/10/21           | 2436 | SEAWESTERN             | \$1,447.35                        |
| 6/10/21           | 2437 | SITECRAFTING, INC.     | \$55.00                           |
| 6/10/21           | 2438 | SMITH DALTON           | \$206.98                          |
| 6/10/21           | 2439 | SNIDER PETROLEUM       | \$3,164.75                        |
| 6/10/21           | 2442 | TAYLOR PATIENCE        | \$300.00                          |
| 6/10/21           | 2446 | UNDERWATER SPORTS, INC | \$2,081.05                        |
| 6/10/21           | 2449 | WCIF                   | \$17,963.31                       |
| 6/10/21           | 2450 | WEAVER HANNAH          | \$48.91                           |
| 6/10/21           | 2445 | ULINE, INC.            | \$87.29                           |
| 6/10/21           | 2447 | US BANK                | \$71,860.37                       |
| 6/10/21           | 2448 | US TRANSMISSIONS INC.  | \$134.70                          |
| Payment Count: 90 |      |                        | Total Amount: <u>\$927,640.92</u> |



Payment Count: 90  
Payment Total: \$927,640.92

**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.

|   |                                 |   |               |
|---|---------------------------------|---|---------------|
| <br>_____<br>Authorized District Official Signature | <u>6-10-21</u><br>_____<br>Date | _____<br>Authorized District Official Signature | _____<br>Date |
| <br>_____<br>Authorized District Official Signature | <u>6-10-21</u><br>_____<br>Date | _____<br>Authorized District Official Signature | _____<br>Date |
| _____<br>Authorized District Official Signature   | _____<br>Date                   | _____<br>Authorized District Official Signature | _____<br>Date |
| _____<br>Authorized District Official Signature   | _____<br>Date                   | _____<br>Authorized District Official Signature | _____<br>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 \_\_\_\_\_



# Board Meeting Agenda Item Summary

**Agenda Date:** June 15th, 2021  
**Item Title:** Resolution 945-Surplus 1992 Ford Econovan (asset # 512)  
**Presenter:** Assistant Chief Jeff Moore

1. **Recommended Action by Board:** I move to approve Resolution 945 to authorize the surplus of a 1992 Ford Econovan Asset #512.
2. **Summary:** Asset 512 Vin#(1FDKE30G9NHA11964) LIC # (50326C). Most recently has been in service at Station 115 as a department transit vehicle. At 29 years old this 14 passenger Econovan is the oldest used vehicle in our fleet and has exceeded its serviceable life as a department transit vehicle used for day to day operations. It has an odometer reading of approximately 271,649 miles and has been replaced with a new 14 passenger Shuttle Bus that better reflects the needs and safety of the organization. We will advertise this Econovan with Elhi's Auction House located at 9415 Pacific Avenue Tacoma and will sell to the highest bidder.
3. **Policies/ Alternatives Considered:** N/A
4. **Fiscal Impact:** No impact or cost.

## 1992 Ford Econovan



# EAST PIERCE FIRE AND RESCUE

## RESOLUTION NO. 945

### A Resolution to Surplus One 1992 Ford Econovan

**WHEREAS**, a 1992 Ford Econovan (Vin 1FDKE30G9NHA11964) Asset 512 owned by East Pierce Fire & Rescue has been used as a transport vehicle for the last several years and has exceeded its serviceable life and is no longer needed by the District; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of East Pierce Fire & Rescue that One 1992 Ford Econovan is hereby declared surplus to the needs of the District and will be sent to auction to be sold to the highest bidder.

**ADOPTED** at a regular meeting of the Board of Commissioners of East Pierce Fire and Rescue on June 15, 2021, 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



# Board Meeting Agenda Item Summary

**Agenda Date:** June 15th, 2020

**Item Title:** Resolution 946 - Surplus Miscellaneous Personal Protective Equipment/IT/ & Fire Hose

**Presenter:** Assistant Chief Jeff Moore

**1. Recommended Action by Board:**

*Move to approve Resolution 946, the surplus of miscellaneous information systems, personal protective equipment, and failed fire hose and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief.*

**2. Summary:**

Staff recommends the surplus of the items on the attached (Appendix A) list of miscellaneous information systems, Personal Protective Equipment, and fire hose. The items we are requesting to surplus no longer are of use to us. Some of the items are damaged beyond cost effective repair or placed out of service for meeting expiration date criteria. The items no longer fit our needs and we recommend the miscellaneous fire equipment be disposed of, sold, or donated, at the discretion of the Fire Chief.

**3. Policies/ Alternatives Considered:**

None

**4. Fiscal Impact:**

None



# EAST PIERCE FIRE AND RESCUE

## RESOLUTION NO. 946

### **A Resolution to Surplus: Misc. information systems, personal protective equipment and failed fire hose.**

**WHEREAS**, several misc. information systems, personal protective equipment and fire hose, as listed in Exhibit A, owned by East Pierce Fire & Rescue has been deemed damaged beyond cost effective to repair and is no longer use to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of East Pierce Fire & Rescue that several misc. information systems, personal protective equipment and fire hose as listed in Exhibit A; is hereby declared surplus to the needs of the District and will be sent to auction to be sold to the highest bidder.

**ADOPTED** at a regular meeting of the Board of Commissioners of East Pierce Fire and Rescue on June 15, 2021, 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

**Surplus items June 2021**

| Barcode | Type        | Brand      | Model          | Purch Date | Serial Number        | Disposition                       | Last Inv. |
|---------|-------------|------------|----------------|------------|----------------------|-----------------------------------|-----------|
| 12226   | tablet      | Getac      | F110 G3        | 12/1/2016  | RGA39F3665           | cracked case pulled HD/ batteries | 3/5/2021  |
| 10653   | monitor     | HP         | L1908wi        | 4/25/2009  | CNC907R1XP           | recycle - dead                    | 2/19/2021 |
| 10544   | monitor     | HP         | L2245wg        | 4/20/2009  | CNK9110M3W           | recycle - dead                    | 2/19/2021 |
| 10974   | monitor     | Viewsonic  | VA903b         | 1/1/2007   | QAU071712798         | recycle - dead                    | 2/18/2021 |
| 10636   | laptop      | Toshiba    | Tecra M5       | 1/31/2008  | 57041225H            | recycle - obsolete winXP small HD | 2/25/2021 |
| 10835   | projector   | Sanyo      | PCVL-XU48      | 1/31/2008  | G6109781             | recycle - obsolete - no HDMI      | 2/22/2021 |
| 10820   | projector   | Hitachi    | CP-X444        | 6/29/2007  | F6H008726            | recycle - obsolete - no HDMI      | 2/19/2021 |
| 12391   | Network     | Barracuda  | SSL VPN        | 4/11/2017  | BAR-VS-707349        | recycle - obsolete                | 3/4/2021  |
| 10847   | Server      | HP         | D2D2503i       | 10/7/2008  | 2UX84206WX           | recycle - obsolete                | 3/4/2021  |
| 10857   | Server      | Generic    | Generic        | 5/1/2006   | CS107953             | recycle - obsolete                | 3/4/2021  |
| 10999   | Server      | Barracuda  | Archiver 350   | 9/1/2012   | BAR-MA-364447        | recycle - obsolete                | 3/4/2021  |
| 12082   | Network     | Pepwave    | AP ONE 300M    | 4/1/2014   | 2831-049D-2D70       | recycle - obsolete no longer used | 3/5/2021  |
| 12083   | Network     | Pepwave    | AP ONE 300M    | 4/1/2014   | 2831-049F-2D52       | recycle - obsolete no longer used | 3/5/2021  |
| 12084   | Network     | Pepwave    | AP ONE 300M    | 4/1/2014   | 2830-F111-41AE       | recycle - obsolete no longer used | 3/5/2021  |
| 12085   | Network     | Pepwave    | AP ONE 300M    | 4/1/2014   | 2831-04A0-1EAE       | recycle - obsolete no longer used | 3/5/2021  |
| 10569   | printer     | HP         | CP1518ni       | 6/15/2009  | CNCC95M0B3           | recycle - paper jams              | 3/4/2021  |
| 12190   | printer     | Canon      | Pixma iP110    | 4/1/2016   | ADV82918             | recycle - obsolete no longer used | 2/22/2021 |
| 10886   | printer     | HP         | H470wbt        | 6/1/2010   | CN05H281MQ           | recycle - obsolete no longer used | 3/8/2021  |
| 10915   | printer     | HP         | H470wbt        | 5/20/2011  | CN0CO280CJ           | recycle - obsolete no longer used | 3/8/2021  |
| 10769   | ext storage | lomega     | eGo            | 12/7/2010  | H4AA460456           | recycle - controller failed       | 2/22/2021 |
| 10846   | server      | HP         | EH903A         | 1/15/2009  | USE844008M           | recycle - obsolete no longer used | 3/12/2021 |
| 12220   | tablet      | Getac      | F110 G3        | 12/1/2016  | RGA39F3670           | recycle - obsolete no longer used | 2/26/2021 |
| 12223   | tablet      | Getac      | F110 G3        | 12/1/2016  | RGA39F3669           | recycle - obsolete no longer used | 3/25/2021 |
| 12205   | Network     | Pepwave    | AP One AC mini | 8/1/2016   | 2932-B32C-0246       | recycle - obsolete no longer used | 3/24/2021 |
| 12344   | Network     | Pepwave    | AP One AC mini | 1/1/2018   | 2933-3D19-AE06       | recycle - obsolete no longer used | 3/24/2021 |
| 10645   | Network     | HP         | 2610-24        | 2/27/2009  | CN839ZQ6TN           | recycle - obsolete no longer used | 3/23/2021 |
| 10680   | Network     | HP         | 2610-24        | 2/27/2009  | CN928ZQ17B           | recycle - obsolete no longer used | 3/23/2021 |
| 10774   | Network     | HP         | 2610-24        | 2/27/2009  | CN027ZQ051           | recycle - obsolete no longer used | 3/24/2021 |
| 11291   | Camera      | Fuji       | FinePix S3100  | 7/7/2004   | 4CA67017             | recycle - obsolete no longer used | 2/22/2021 |
| 12116   | Network     | Pepwave    | AP One AC mini | 7/24/2015  | 2931-E0DF-9D4C       | recycle - obsolete no longer used | 4/28/2021 |
| 12208   | Network     | Pepwave    | AP One AC mini | 8/1/2016   | 2932-B64D-6154       | recycle - obsolete no longer used | 4/28/2021 |
| 12066   | Network     | Pepwave    | AP ONE 300M    | 2/1/2014   | 2830-FOF2-AE92       | recycle - obsolete no longer used | 2/22/2021 |
| 10772   | Network     | HP         | 2610-24        | 12/1/2010  | CN839ZQ5XW           | recycle - obsolete no longer used | 5/7/2021  |
| 10524   | Monitor     | Acer       | AL2216W        | 5/1/2008   | TLA10C041811161A2403 | Bad - black screen                | 5/10/2021 |
| 11570   | Amplifier   | TOA Corp   | A-906MK2       | 1/8/2001   | 73449916             | recycle - obsolete no longer used | 5/14/2021 |
| 10555   | Monitor     | HP         | L2245wg        | 2/17/2009  | CNK90413J8           | Bad - black screen                | 5/11/2021 |
| 10819   | Network     | HP         | 2610-24        | 2/27/2009  | CN839ZQ7WF           | recycle - obsolete no longer used | 5/14/2021 |
| 12121   | Network     | Pepwave    | AP One AC mini | 8/7/2015   | 2931-E10A-4115       | recycle - obsolete no longer used | 5/14/2021 |
| 12162   | Network     | Pepwave    | AP One AC mini | 3/1/2016   | 2932-B649-6110       | recycle - obsolete no longer used | 5/14/2021 |
| 12195   | Network     | Pepwave    | AP One AC mini | 3/1/2016   | 2932-B63B-1635       | recycle - obsolete no longer used | 5/14/2021 |
| 12120   | Network     | Pepwave    | AP One AC mini | 8/7/2015   | 2931-DFD7-A2C8       | recycle - obsolete no longer used | 5/21/2021 |
| 12213   | Network     | Pepwave    | AP One AC mini | 10/22/2018 | 2932-B437-14FB       | recycle - obsolete no longer used | 5/21/2021 |
| 10925   | Network     | HP         | 2610-24        | 6/20/2011  | CN116ZQ00T           | recycle - obsolete no longer used | 5/21/2021 |
| 12237   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC05B4E-3D16       | recycle - obsolete no longer used | 5/25/2021 |
| 12238   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC098C3-A292       | recycle - obsolete no longer used | 5/25/2021 |
| 12239   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC051B7-A341       | recycle - obsolete no longer used | 5/25/2021 |
| 12240   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC098C2-6253       | recycle - obsolete no longer used | 5/25/2021 |
| 12241   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC098DC-7691       | recycle - obsolete no longer used | 5/25/2021 |
| 12242   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC098CF-4553       | recycle - obsolete no longer used | 5/25/2021 |
| 12243   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC098D3-9290       | recycle - obsolete no longer used | 5/25/2021 |
| 12244   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC098D5-9010       | recycle - obsolete no longer used | 5/25/2021 |
| 12245   | Network     | Watchguard | Firebox T30    | 3/17/2017  | 70AC098C5-A012       | recycle - obsolete no longer used | 5/25/2021 |
| 12350   | Network     | Watchguard | Firebox T35    | 7/11/2018  | D02005B47-EEAE       | recycle - obsolete no longer used | 5/25/2021 |
| 10773   | Network     | HP         | 2610-24        | 12/1/2010  | CN028ZQ0T5           | recycle - obsolete no longer used | 5/25/2021 |
| 10850   | Server      | HP         | DL380          | 5/15/2008  | USE821N0CP           | recycle - no longer used          | 6/2/2021  |
| 10851   | Server      | HP         | DL380          | 5/15/2008  | USE821N0GV           | recycle - no longer used          | 6/2/2021  |
| 10852   | Server      | HP         | DL380          | 1/15/2010  | AUB913003V           | recycle - no longer used          | 6/2/2021  |
| 10853   | Server      | HP         | DL160          | 10/29/2008 | USE849N16Q           | recycle - no longer used          | 6/2/2021  |
| 10854   | Server      | HP         | DL160          | 5/7/2009   | USE916N0NH           | recycle - no longer used          | 6/2/2021  |
| 10855   | Server      | HP         | DL160          | 4/17/2009  | USE918N15C           | recycle - no longer used          | 6/2/2021  |
| 12080   | Network     | Pepwave    | AP ONE 300M    | 4/1/2014   | 2830-FOF3-AE83       | recycle - obsolete no longer used | 6/3/2021  |



# Board Meeting Agenda Item Summary

**Agenda Date:** June 15, 2021  
**Item Title:** Staff Levels  
**Presenter:** Chief Parkinson

## 1. Recommended Action by Board:

Advisory only – no action required.

## 2. Summary:

Effective July 1<sup>st</sup>, daily minimum shift staffing levels will be increasing from 25 to 27. This is a significant achievement as this will eliminate our final two engine companies which were staffed with two personnel. All engines (and ladder truck) will now be staffed with a minimum of three personnel, while the medic units will be staffed with two personnel, and the battalion chief remains staffed with one. The fiscal impacts of this change are already accounted for within the 2021 Operating Budget.

| Station               | Engine/Ladder | Medic Unit | BC |
|-----------------------|---------------|------------|----|
| 111 – Bonney Lake     | 3             | 2          | 1  |
| 112 – Prairie Ridge   | 3             | 0          | 0  |
| 113 – Sumner          | 3             | 2          | 0  |
| 114 – Lake Tapps      | 3             | 0          | 0  |
| 116 - Foothills       | 3             | 2          | 0  |
| 118 – Edgewood/Milton | 3             | 2          | 0  |
| Subtotal              | 18            | 8          | 1  |
| <b>Total</b>          |               | <b>27</b>  |    |

## 3. Policies/ Alternatives Considered:

None.

## 4. Fiscal Impact:

Fiscal impacts have been accounted for in the 2021 Operating Budget.



# Board Meeting Agenda Item Summary

**Agenda Date:** June 15, 2021  
**Item Title:** Rental of 4-plex Units  
**Presenter:** Chief Parkinson

## 1. Recommended Action by Board:

I move to approve the fire chief entering into a month-to-month rental agreement with IAFF Local 3520 as presented.

## 2. Summary:

With the 4-plex next to Station 114 now vacant, we are at a point where we are able to demolish the building to avoid any potential for “squatting” as well as avoid ongoing maintenance costs. Local 3520 has requested consideration for renting 2 of the units for business purposes. In discussions with the Local, the following items have been addressed:

- Rental of 2-units @ \$250 per unit/per month on a month-to-month basis
- Agreement can be terminated with 30-days notice by either party
- Local agrees to assume all utility and maintenance costs
- Local agrees to assume groundskeeping responsibilities

This allows the building to remain in place for the next 6 months (approximately) to be used for training, etc. This also ensures the building is regularly accessed and monitored for any unwanted activities. In evaluating the pro’s and con’s of this agreement, the benefits of having a tenant with no utility or maintenance costs, while also retaining the building for training purposes is an overall positive for the District.

## 3. Policies/ Alternatives Considered:

Do not rent to the Union and proceed with demolition when appropriate.

## 4. Fiscal Impact:

None.





# Board Meeting Agenda Item Summary

**Agenda Date:** June 15, 2021

**Item Title:** Policy revisions

**Presenter:** Chief Parkinson

## 1. Recommended Action by Board:

Move to approve the edits to policy 100 and policy 237 as presented.

## 2. Summary:

Per policy 101 "Policy Manual," changes to any Board policy require two readings prior to any action. The two attached policies (Fire Service Authority and Surplus Property and Equipment) were previously adopted in July 2020. During the ongoing policy cleanup project, staff reviewed other policy language which is recommended for inclusion within these two policies. In the attached policies, any language added is seen in blue and underlined. There is no recommendation to remove any language from these policies. These policies were presented at the May 2021 Board meeting for their first reading and are now presented for approval.

## 3. Policies/ Alternatives Considered:

Recommend further edits or do not adopt changes.

## 4. Fiscal Impact:

None.

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## Fire Service Authority

### 100.1 PURPOSE AND SCOPE

This policy describes the legal authority of East Pierce Fire & Rescue and the individual members.

### 100.2 POLICY

It is the policy of East Pierce Fire & Rescue to limit its members to only exercise the authority granted to them by law.

While East Pierce Fire & Rescue recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

### 100.3 ORGANIZATIONAL POWERS

This district is authorized to perform:

- (a) Fire prevention services.
- (b) Fire suppression services.
- (c) Fire cause and origin investigation as described in inter-local agreements.
- (d) Emergency Medical Services (EMS).
- (e) Respond to mitigate or control the following:
  1. Hazardous materials spills, leaks, or releases
  2. Man-made or natural disasters
  3. Technical rescue

### 100.4 FIREFIGHTER POWERS

Firefighters are members of this district and have the following authority:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires where applicable
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty services, including hazardous materials, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (f) Provide fire code enforcement inspection and plan review services per contractual or inter-local agreements.
- (g) Provide public education and fire prevention activities and services

# East Pierce Fire & Rescue

## Policy Manual

### *Fire Service Authority*

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#### **100.5 CONSTITUTIONAL REQUIREMENTS**

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States Constitution and State of Washington Constitution.

#### **100.6 ANNEXATION OF DISTRICT BY CITIES**

The 1990 Growth Management Act of the State of Washington requires counties, cities, and towns to establish urban growth boundaries and reduce urban sprawl. Portions of East Pierce Fire & Rescue ~~Pierce County Fire Protection District #22~~ are within the Pierce County Urban Growth Boundary. The Growth Management Act states that ultimately all urban level services, including fire protection, should be provided by city municipalities. Because of this, the District can anticipate annexations from the surrounding cities in the future.

Therefore, it is the policy of East Pierce Fire & Rescue ~~Pierce County Fire Protection District #22~~ to maintain a consistent level of fire protection and emergency medical service to the residents within these areas during the annexation process and reduce the impact on the remainder of the fire district by assessing the following elements when participating in any discussion about proposed annexations of the District.

- (a) Measure the current and future affects on the District's ability to maintain its fiscal integrity when a proposed annexation is completed.
- (b) Estimate the cost and ability of the District to provide services to the remainder of the District when a proposed annexation is completed.
- (c) Determine if the level of service being provided within the area of annexation will be impacted.
- (d) Consider all options for consolidation of services between the affected agencies that maintains the quality of service and is cost effective.
- (e) Appraise the affects of the integrity of the district personnel when a proposed annexation is complete.

## Surplus Property and Equipment

### 237.1 PURPOSE AND SCOPE

Supersedes policy 6300 Surplus Property and Equipment adopted March 21, 2005

### 237.2 POLICY

Fire District property and equipment must be determined to be surplus by the Fire Chief or designee. Items to be considered for surplus should be submitted in writing through the chain of command to the Fire Chief or designee, and submitted to the Board of Fire Commissioners for approval by resolution at an open public meeting.

A list of all items submitted for surplus will be formally brought before the Board of Fire Commissioners to be officially declared "surplus property" or "surplus equipment" by resolution.

All surplus items will be disposed of by one of the following methods:

- (a) Surplus property will be sold by public auction, sealed bid, negotiated sale, transfer to another government agency, lease or loan only.
- (b) Surplus property having no monetary value may be disposed of or recycled at the discretion of the Fire Chief.
- (c) Trade-ins of old equipment to upgrade equipment of the same or reasonable related kind are permitted when it is determined by the Board of Fire Commissioners to be in the best interest of the Fire District.





To: **Board of Fire Commissioners**  
From: **Jon Parkinson, Fire Chief**  
Subject: **Monthly Chief's Report – June 2021**

### **COVID-19**

Things continue to head a positive direction both internally and within the county. We expect to be able to return to in-person meetings by next month.

### **Incidents**

We have experienced a fairly busy incident load over the last few weeks. Of significance, we were involved with:

- Double homicide in Bonney Lake
- River rescue on the Carbon River
- Airlift(s) of two patients from the Evans Creek ORV
- Brush fire along 410 near the water tower

### **Contracts – Fence**

All City Fence was awarded the fencing contract (upgraded to black fencing). The overall cost increased to roughly \$85,000 from \$75,000.

### **Policing changes**

Staff has been working with all of our policing agencies (Bonney Lake, Sumner, Milton, and Pierce County) regarding changes in police protocols. Changes in State law have impacted both police and fire as it relates to drug usage and use of force. The long-term impacts are still unknown, but our units are already seeing significant changes in the field.

### **Final Offer**

Bill Mack completed his background process and has accepted a final offer of employment. His first day in the office will be July 5<sup>th</sup>.

### **Congressional Meeting**

EPFR hosted a large town hall/media event with Congresswomen Schrier and Strickland. The topic was wildland urban interface (WUI) and what homeowners can do to protect

themselves. The event was received very well in the community and has started additional conversations in the Tehaleh community.

### **Media Contacts**

We have had numerous press interviews over the last week which have largely been related to the Sumner Grade Fire, but also interest in proposition 1 & 2. Overall, the press attention has been positive and helps reinforce the importance of staffing levels.

### **Bond meeting**

We met with Jim Nelson and Jim McNeil regarding the status of our bond expenditures and advice regarding additional sales of the remain \$40 million in bonds. Jointly we agree that we will not need to sell bonds this fall and the likely timeframe will be December of 2022.

### **Budget Process**

Staff has begun the budget process for 2022. In the July Board meeting, I will discuss the budget initiatives staff will be working on and where we see the budget headed in the future. The finance committee will be briefed in late September (as we have in the past) with the Board receiving a review of the draft budget in October. As normal, final budget adoption will occur in November of this year.

### **HR Committee**

We recently had one of our administrative support staff retire and another one scheduled to retire later this summer. I will be asking to meet with the HR committee regarding best approaches to fill these positions for the future needs of EPFR.

### **Levy Videos**

We have engaged a production company to create professional quality educational videos for the levies. We expect the video to be ready for public release in early July just before ballots are sent out.

### **Fire Prevention**

We met with Sumner & Bonney Lake regarding ILA's for annual fire and life safety inspections. They both now have draft ILA's in hand, and we expect approval in July/August. We discussed options for continuing fire investigation services in both cities, but no clear direction has been reached at this point.



### **Collective Bargaining Agreements**

An update will be provided to the Board in executive session.

### **Bond Update**

**Facilities:** Project Manager Herrera will provide an update

**Apparatus:** Engines #3 & #4 are now at Hughes Fire Equipment and are expected to be in our possession by the time of the commissioner meeting.

### **Strategic Planning**

The strategic planning team met with BERK consulting on 5/26 to begin adding more framework to the plan. We are making good progress and remain on schedule.

### **Cities/Town**

5/19 City of Sumner Public Safety Committee

6/8 City of Bonney Lake Public Safety

### **Other Organizations**

Sumner Rotary via Zoom & Pierce County Fire Chiefs Association

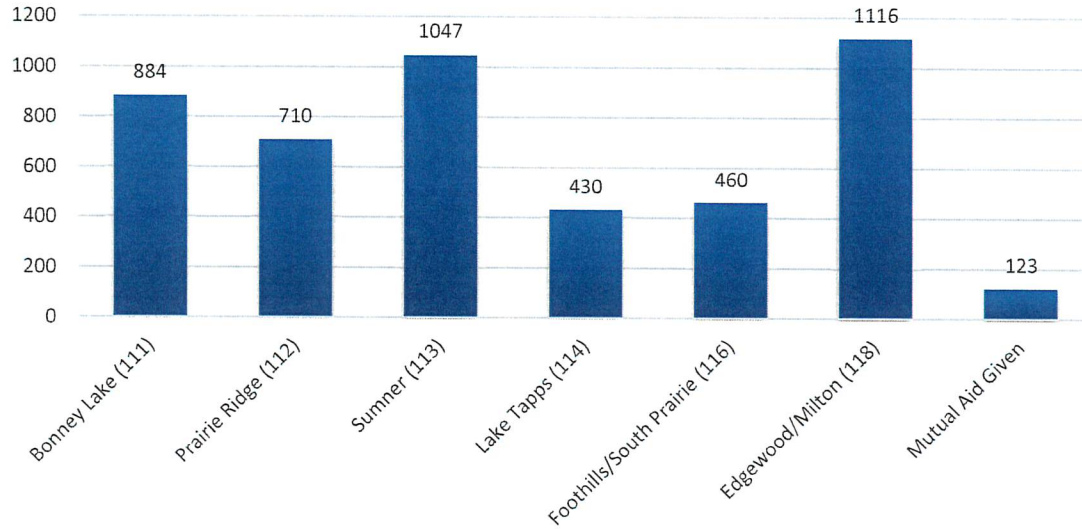
Newland Construction (Tehaleh) now called Brookfield Properties

# East Pierce Fire & Rescue Monthly Chief's Report



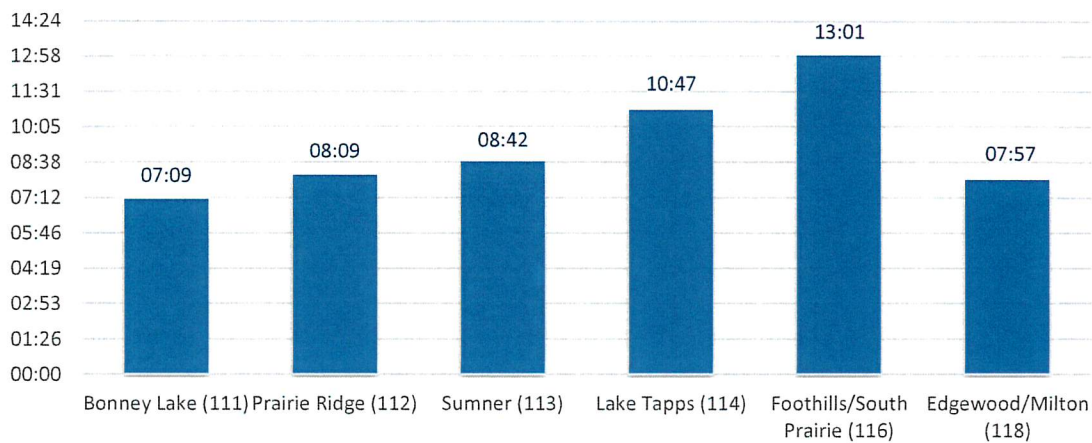
May 2021

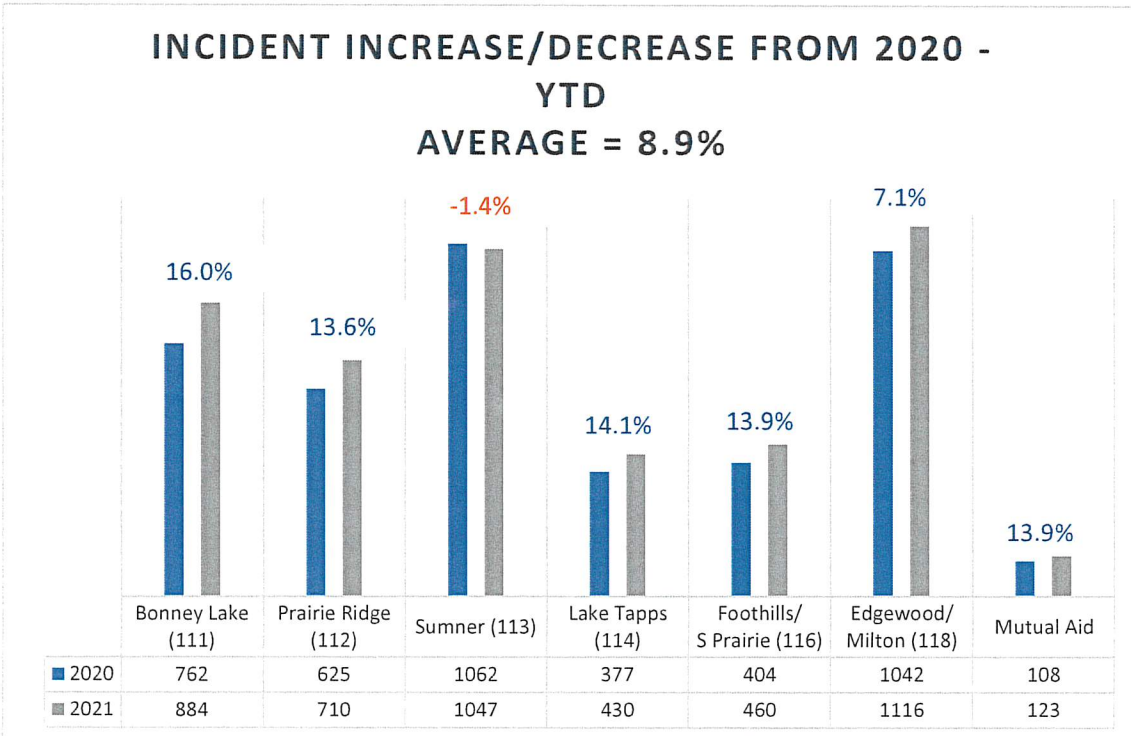
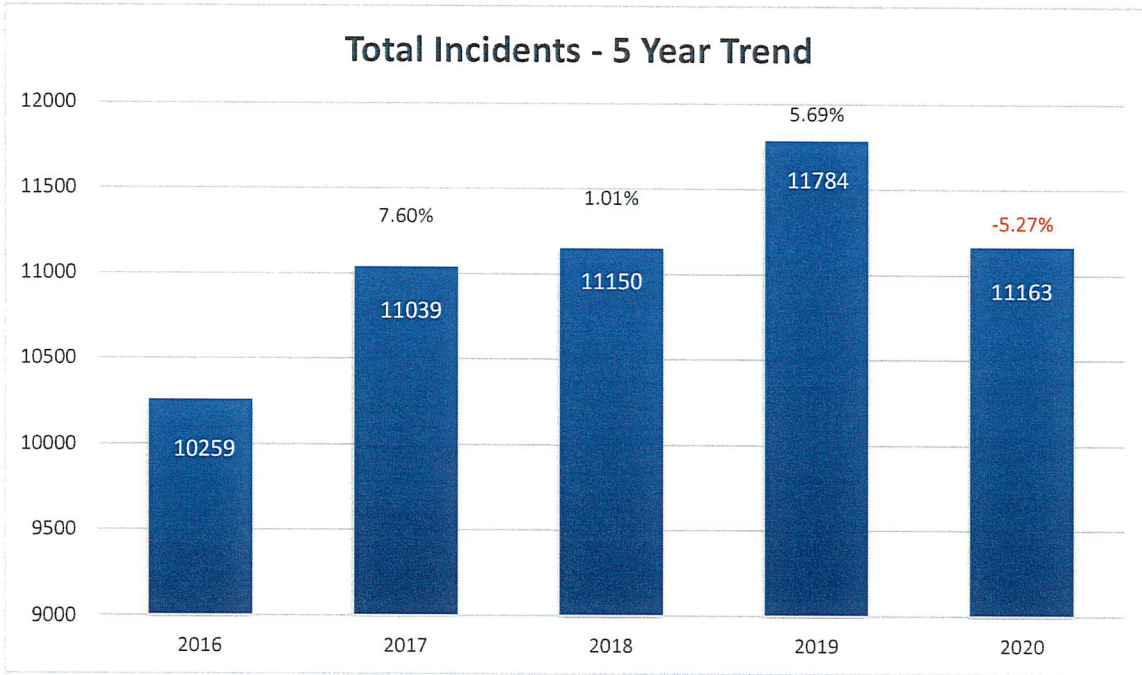
**Incidents by response area - YTD**  
**Total = 4770 incidents**



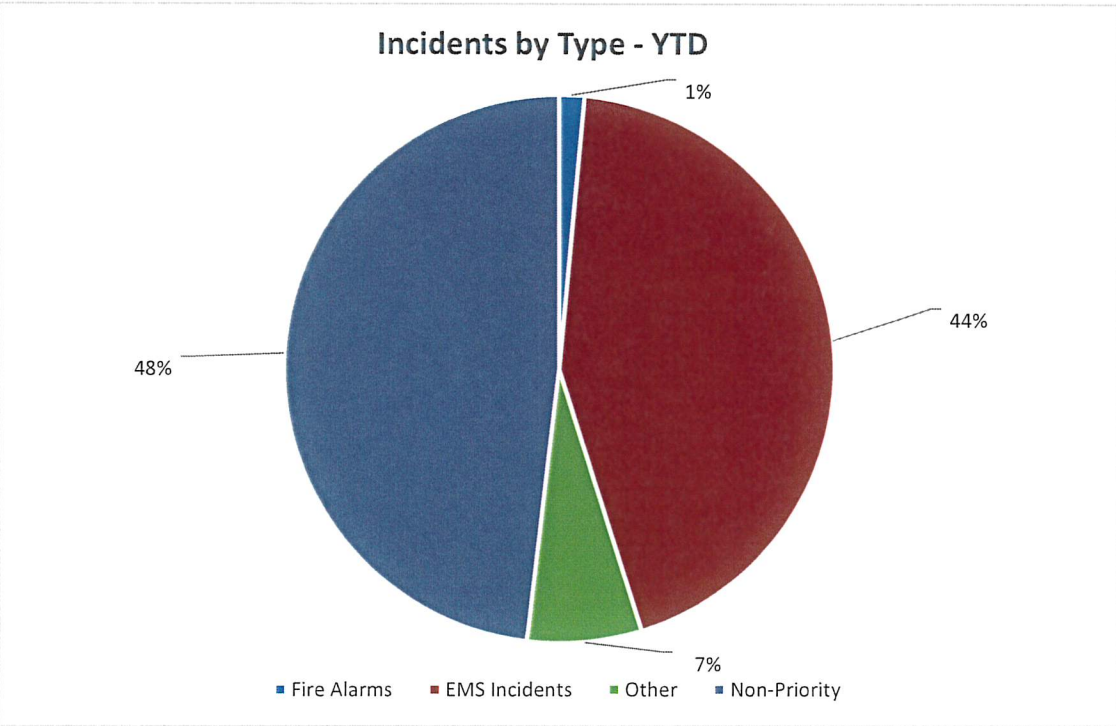
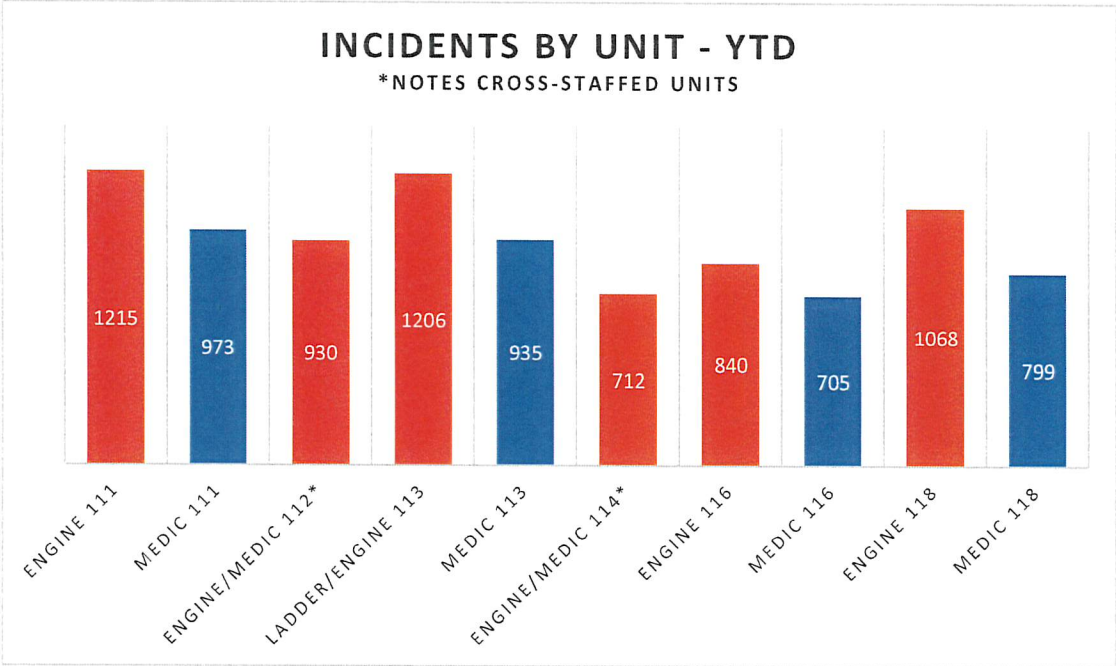
**Average Response Time by Response Area - YTD**  
**Measures time from dispatch to arrival of first unit**

**Average Response Time = 09:18**



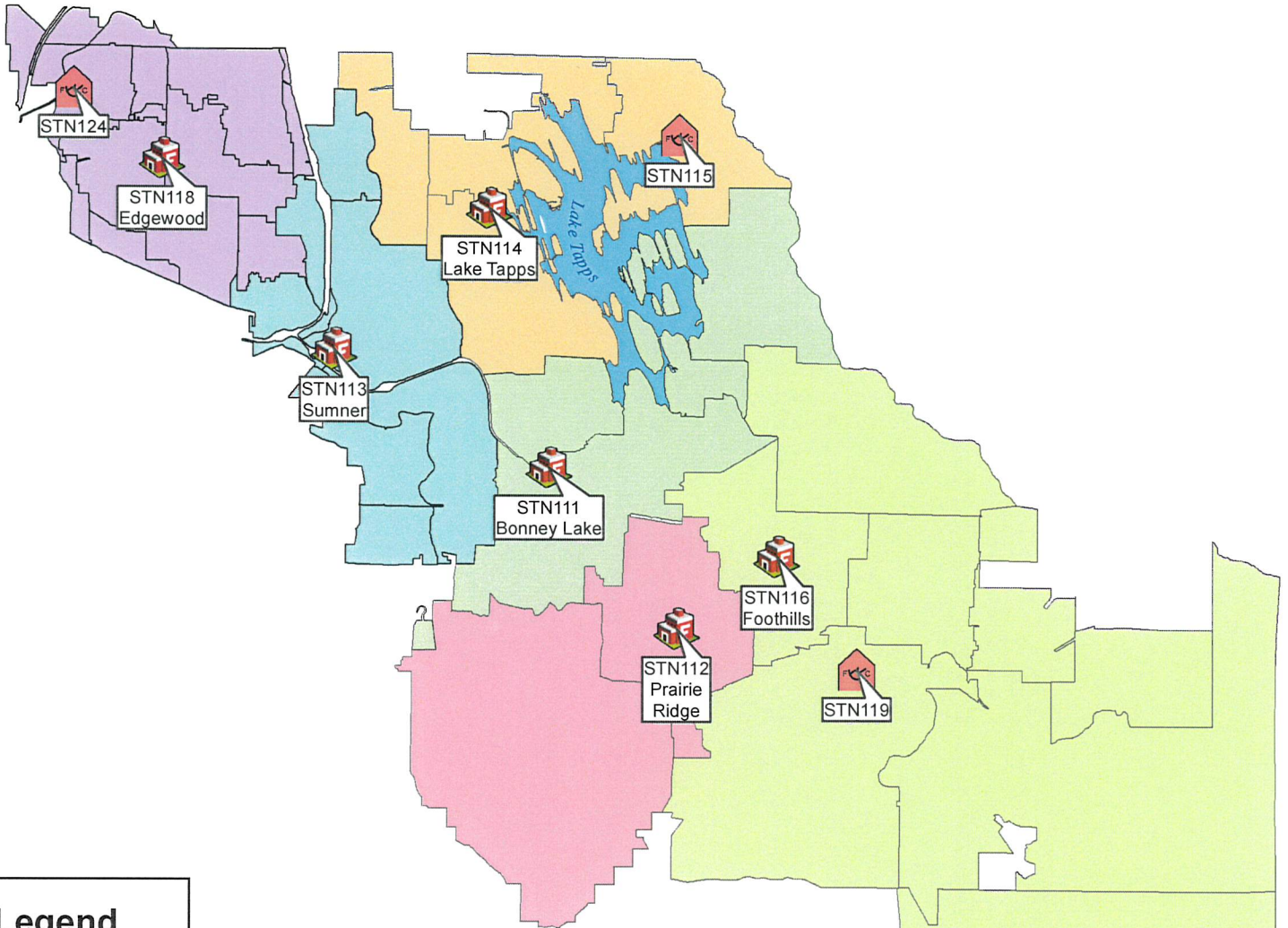
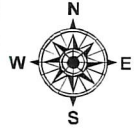








# 2019 East Pierce Fire & Rescue First Due Area









## Legend

### Stations

-  Full Time
-  Volunteer

### First Due

-  111
-  112
-  113
-  114 / 115
-  116 / 119
-  118 / 124



**Mutual Aid Given (*Units arrived to scene*)**  
**05/1/2021 to 05/31/2021**

| AGENCY                                  | CASE NO | CALL TYPE        | TRANSPORTS |
|---|---------|------------------|------------|
| <b>Central Pierce Fire &amp; Rescue</b> |         |                  |            |
|   | 4200    | OD               | YES        |
|   | 4394    | MVA              | NO         |
| <b>Orting Fire Dept.</b>                |         |                  |            |
|   | 3858    | SOB              | YES        |
|   | 3944    | RESIDENTIAL FIRE | NO         |
|   | 4054    | RESIDENTIAL FIRE | NO         |
|   | 4082    | MVA              | NO         |
|   | 4190    | HEADACHE         | YES        |
|   | 4299    | ABDOMINAL PAIN   | YES        |
|   | 4300    | MVA              | YES        |
|   | 4634    | SICK             | NO         |
| <b>VRFA</b>                             |         |                  |            |
|   | 3864    | CPR              | NO         |
| <b>Total Calls</b>                      |         |                  | <b>11</b>  |
| <b>Total Transports by East Pierce</b>  |         |                  | <b>5</b>   |

**Mutual Aid Received (*Units arrived to scene*)**  
**05/1/2021 to 05/31/2021**

| AGENCY                                  | CASE NO | CALL TYPE      | TRANSPORTS |
|---|---------|----------------|------------|
| <b>Central Pierce Fire &amp; Rescue</b> |         |                |            |
|   | 4195    | FALL           | YES        |
|   | 4578    | ABDOMINAL PAIN | NO         |
|   | 4614    | DIABETIC       | NO         |
| <b>Buckley Fire Dept.</b>               |         |                |            |
|   | 4009    | BACK PAIN      | YES        |
|   | 4026    | MVA            | NO         |
|   | 4047    | MVA            | NO         |
|   | 4080    | SOB            | NO         |
|   | 4141    | CPR            | NO         |
|   | 4192    | SICK           | NO         |
|   | 4238    | MVA            | NO         |
|   | 4277    | CPR            | NO         |
|   | 4525    | HEADACHE       | NO         |
|   | 4528    | TRAUMA         | NO         |
|   | 4781    | TRAUMA         | YES        |
| <b>Carbonado Fire Dept.</b>             |         |                |            |
|   | 3934    | FALL           | NO         |
|   | 4781    | TRAUMA         | NO         |
| <b>Orting Fire Dept.</b>                |         |                |            |
|   | 3976    | SICK           | NO         |
|   | 4636    | MVA            | NO         |

|   |      |                       |           |
|---|------|-----------------------|-----------|
|   | 4742 | WATER RESCUE          | NO        |
| <b>VRFA</b>                               |      |                       |           |
|   | 4335 | CPR                   | NO        |
|   | 4535 | COMMERCIAL FIRE ALARM | NO        |
| <b>Total Calls</b>                        |      |                       | <b>21</b> |
| <b>Total Transports by other agencies</b> |      |                       | <b>3</b>  |

Tehaleh Incidents for MAY 2021

| Date   | Incident Number | Type of Call | 1st arriving unit | Number of Incidents | Response time |
|--|-----------------|--------------|-------------------|---------------------|---------------|
| 5/4/2021   | 3926            | EMS          | M112              | 1                   | 0:06:35       |
| 5/5/2021   | 3972            | EMS          | E112              | 1                   | 0:09:36       |
| 5/7/2021   | 4035            | EMS          | M112              | 1                   | 0:09:15       |
| 5/8/2021   | 4053            | EMS          | M112              | 1                   | 0:11:49       |
| 5/12/2021  | 4180            | SERVICE CALL | E112              | 1                   | 0:11:11       |
| 5/12/2021  | 4191            | SERVICE CALL | E112              | 1                   | 0:21:48       |
| 5/12/2021  | 4201            | EMS          | E116              | 1                   | 0:14:06       |
| 5/13/2021  | 4222            | EMS          | M116              | 1                   | 0:12:42       |
| 5/13/2021  | 4249            | EMS          | E112              | 1                   | 0:09:55       |
| 5/14/2021  | 4283            | EMS          | E112              | 1                   | 0:07:11       |
| 5/15/2021  | 4303            | EMS          | M112              | 1                   | 0:08:45       |
| 5/16/2021  | 4338            | EMS          | M112              | 1                   | 0:09:26       |
| 5/18/2021  | 4388            | EMS          | M112              | 1                   | 0:06:44       |
| 5/18/2021  | 4391            | EMS          | M116              | 1                   | 0:13:02       |
| 5/19/2021  | 4437            | EMS          | E112              | 1                   | 0:10:18       |
| 5/22/2021  | 4518            | EMS          | M116              | 1                   | 0:11:17       |
| 5/23/2021  | 4559            | EMS          | E112              | 1                   | 0:11:34       |
| 5/27/2021  | 4670            | EMS          | M112              | 1                   | 0:13:29       |
| 5/27/2021  | 4681            | EMS          | E112              | 1                   | 0:09:01       |
| 5/29/2021  | 4739            | EMS          | M112              | 1                   | 0:12:30       |
| Total number of incidents and avg. response time |                 |              |                   | 20                  | 0:11:01       |

\*runcard 122

## Injury – Medical Leave Report (June 2021)

- In 2021, a total of 21 employees have experienced extended leave (greater than 3 consecutive shifts); this includes both L&I and Non-L&I leave.
  - The average time loss of these employees is estimated at 66.9 calendar days
- Seven L&I claims for time-loss injuries have occurred in 2021 (seen below in red).
  - Two of these claims qualify for the Stay-at-Work program through L&I

