



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
August 15, 2023
7:00 p.m.

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

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/83135290184>

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

1. CALL TO ORDER – 7:00 PM

2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME

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

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the July 18th Regular Meeting Pages 3-5
- b) Treasurer’s Report..... Pages 6-7
- c) Approve Finances..... Pages 8-12
- d) Financial Waiver
 - i) Transport Account 132700527 in the amount of \$795.75 Page 13
- e) Resolution 1025 Quarterly EMS Write-Offs..... Page 14

5. PRESENTATIONS..... None

6. VISITORS Open to Public Comments

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

7. BOND-2018:

- a) Update - Herrera Pages 15-23

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 24-26
- b) Monthly Injury Report..... Page 27

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – None
- b) Finance Committee – None

c) HR Committee –..... None

10. RESOLUTIONS:

a) Resolution 1026 – Cancellation of Warrant – Hollon Pages 28-29

b) Resolution 1027 - Transfer of Funds (Project Manager) – Hollon Pages 30-31

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

a) None

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

a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS: None

14. EXECUTIVE SESSION: Per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency and per RCW 42.30.110(1)(g) to review the performance of a public employee.

15. COMMISSIONER ACTION/DISCUSSION: None

16. ADJOURN

EVENTS:

- August 24, 2023PC Commissioner Meeting
- September 28, 2023PC Commissioner Meeting
- October 26, 2023PC Commissioners- No Meeting – Annual Conference
- November 16, 2023PC Commissioner Meeting
- December 7, 2023..... PC Commissioners- No Meeting – Annual Awards

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

July 18, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on July 18, 2023, in-person and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: Pat McElligott

Audience: Project Manager Phil Herrera, IT Manager Mike Blaylock (virtual), Mitch Hansen (virtual) and Grace Chu (virtual) from Clark Nuber.

Honors and Recognitions: None

Oath of Office: None

Approval of Agenda:

District Secretary Corina Byerley requested to amend the agenda as follows:

- Agenda Item 4 (Consent Agenda)- add payroll vouchers 230703001-230703013 in the amount of \$733,102.93 and electronic payroll in the amount of \$ 2,310,434.45.
- Agenda Item 14 (Executive Session)- add an executive session per RCW 42.30.110 (1)(f) to receive and evaluate charges brought against a public employee.

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

Consent Agenda:

Commissioner Wernet moved to approve the consent agenda (minutes from the June 20th Regular meeting; treasurer's report; current expense vouchers 230701001-230701077 in the amount of \$802,458.54; payroll vouchers 230703001-230703013 in the amount of \$733,102.93; and electronic payroll in the amount of \$2,310,434.45; Capital expense vouchers 230702001-230702016 in the amount of \$2,269,364.08; post-meeting expense voucher 230604001; and post-meeting payroll transactions in the amount of \$305,344.09). Motion seconded by Commissioner Kroum and carried.

Guest Speaker Presentation:

Clark Nuber Financial Assessment: Mitch Hansen and Grace Chu from Clark Nuber presented to the Board an overview of the operational financial assessment. The overview included the scope of the project, deliverables, and key recommendations. The presentation concluded indicating that proper policies and controls are in place, but some areas could benefit from tightening controls and streamlining existing processes. Chief Parkinson added that the next steps include reviewing the recommendations, prioritizing, and creating a timeline for proposed changes. No action taken by Board.

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: Progress is being made. The contractor is keeping the job moving and avoiding vendor delays. Water mitigation efforts are working.

Station 112: Drawings are in development using station 114 drawings with modifications. County has requested additional information for conditional use permit, but the process is moving along.

Station 114: Project is moving along. Working with County to tie-in storm grids. Footings and groundings going in this week.

Station 117: Project has gone out to bid. Five contractors attended the optional walk-thru.

Station 118: Cleaning crews began this week. Punch list and testing to begin soon. Substantial completion is expected by the end of July. Asphalt is in place and curing.

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: a report on 4th of July incidents; the District AV will see a decrease of -1.1% in 2024 keeping levy rates from eroding any further in 2024; June CPI data released on July 12 came in at 4.6%; Station 117 went out to bid on July 7th and closes on August 15th; update on 2023 medic units, we may be able to secure three Ford chassis; and staff is now working on the 2024 budget, Finance Committee to review first draft in early October, Board to review October 17th, Finance Committee to review 2nd draft early November, then Board reviews final budget November 21st. Chief Parkinson also reported that the cities of Sumner and Bonney Lake are reviewing language that would allow for emergency firework bans; the Mayor of Milton notified the district that the city is favorable to discussion regarding a possible joint project for station 124; and conditional employment offers have been extended for thirteen firefighter positions.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet reported on the committee's last meeting on 7/7 and requested a report in September regarding the status of the budgets for the new stations.

Finance Committee: Commissioner Napier referenced the committee meeting notes and reported that there was no additional information to provide from the committee's last meeting on 7/10.

RESOLUTIONS: None

NEW BUSINESS:

Levy Consultant Recommendation: Chief Parkinson presented to the Board a recommendation to utilize Lund Faucett for levy education consulting. The planning committee supports the recommendation. Commissioner Egan moved to authorize the fire chief to enter into an agreement with Lund Faucett for levy education consulting. Motion seconded by Commissioner Kroum and carried.

UNFINISHED BUSINESS:

Facility Reserve Policy (2nd Reading): Chief Parkinson presented to the Board the second reading of a new policy to capture the full resources required to operate and maintain existing and future facilities. Commissioner Garling moved to approve the facilities reserve policy as presented. Motion seconded by Commissioner Kroum and carried.

COMMISSIONER TRAINING/EVENT REQUESTS:

PCFCA Picnic: District Secretary Corina Byerley provided information to the Board for the PCFCA Picnic to be held at Orting Park on July 27th at 6pm. No action taken, information only.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.110 (1)(f) to receive and evaluate charges brought against a public employee at 8:13 p.m. for 5 minutes.

Meeting reconvened at 8:18 p.m.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:18 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan

DRAFT



EAST PIERCE FIRE & RESCUE

July 2023

for August 15, 2023 Meeting

	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
				5 Months Remaining =	41.67%

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	62,946	18,983,129	35,580,911	16,597,782	46.6%
Property Tax - Prior Year/Delinquent	7,836	269,377	-	(269,377)	0.0%
Other Taxes	21	13,139	18,500	5,361	29.0%
Regular EMS Transport	206,888	1,727,557	2,800,000	1,072,443	38.3%
GEMT Transport	258,040	2,258,635	3,100,000	841,365	27.1%
GEMT Reconciliation	-	654,229	600,000	(54,229)	-9.0%
Intergovernmental	17,535	297,471	201,375	(96,096)	-47.7%
Tehaleh Mitigation	-	2,450	100,000	97,550	97.6%
Transfers in from Reserves/Capital	-	628,823	5,573,342	4,944,519	88.7%
Other Revenue	72,475	834,349	1,529,770	695,421	45.5%
Total Operating Revenues	625,741	25,669,157	49,503,898	23,834,741	48.1%

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

	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Operating Expenses					
Administration <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>	225,377	1,547,962	2,901,818	1,353,856	46.7%
Operations <i>(Fire, Training, Volunteers)</i>	2,459,800	17,058,073	30,172,400	13,114,327	43.5%
EMS	211,354	1,593,310	3,056,911	1,463,602	47.9%
Prevention <i>(Fire Prevention, Pub Ed)</i>	108,708	774,953	1,320,488	545,535	41.3%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	515,015	2,894,613	4,793,239	1,898,626	39.6%
Capital <i>(Project Manager)</i>	40,248	699,038	189,716	(509,322)	-268.5%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	228,867	1,330,786	5,383,626	4,052,840	75.3%
Transfers Out	-	3,534,893	1,685,700	(1,849,193)	-109.7%
Total Operating Expenses	3,789,368	29,433,628	49,503,898	20,070,270	40.5%
Payroll Clearing Accruals	47,116	21,700			
Operating Expenses Net of Accruals	3,836,484	29,455,328			
Ending Net Cash & Investments			\$ 9,889,117		

Reserve Fund

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

	Other Revenues	Transfer In	Transfer Out	Balance as of 07/31/23	(Short)/Over
Reserve Balances					
General Reserve				3,578,091	63,647
Equipment Reserve				13,734,068	N/A
Facilities Reserve				1,134,822	334,822
Employee Compensation Reserve				868,148	68,148
Capital Facilities Phase 2				14,106,198	Balance
Sale of Tax Title Property					
Investment Interest	147,849				
Current Month Total	147,849	-	-		
Year to Date Total	\$ 726,301	\$ 3,534,893	\$ 485,909	\$ 33,421,327	



EAST PIERCE FIRE & RESCUE

July 2023

for August 15, 2023 Meeting

Capital (Construction) Fund UTGO Bonds 2018	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 15,999,374	Budgeted	
Revenues					
Investment Interest	40,692	356,173	75,000	(281,173)	-374.9%
Total Revenues	40,692	356,173	75,000	(281,173)	-374.9%
Expenses					
Capital Expenditures/Expenses	6,800	33,444	-	(33,444)	0.0%
Capital Purchases-Station 111	1,476,021	6,220,342	-	(6,220,342)	0.0%
Capital Purchases-Station 112	15,875	46,276	-	(46,276)	0.0%
Capital Purchases-Station 114	552,900	1,123,374	-	(1,123,374)	0.0%
Capital Purchases-Station 117	24,418	329,104	-	(329,104)	0.0%
Capital Purchases-Station 118	193,350	1,340,497	-	(1,340,497)	0.0%
Capital Purchases-Station 124	-	73,356	-	(73,356)	0.0%
Transfer Out - GF - Cap Fac Mgr	-	142,914	47,429	(95,485)	-201.3%
Total Expenses	2,269,364	9,309,307	47,429	(9,261,878)	-19527.9%
Ending Net Cash and Investments			\$ 7,046,241		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 40,482,068	Budgeted	
Revenues					
Investment Interest	181,210	1,156,043	1,365,000	208,957	0.0%
Total Revenues	181,210	1,156,043	1,365,000	208,957	
Expenses					
Capital Purchases	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	142,287	142,287	
Total Expenses	-	-	142,287	-	0.0%
Ending Net Cash and Investments			\$ 41,638,111		



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
8/10/23	3360	CITY OF MILTON	\$798.30
8/10/23	3362	HONEY BUCKET	\$301.50
8/10/23	3363	JONES & ROBERTS CO.	\$1,059,194.92
8/10/23	3366	MOBILE MODULAR	\$1,660.63
8/10/23	3367	OTTO ROSENAU & ASSOCIATES, INC.	\$9,951.17
8/10/23	3368	PERFORMANCE VALIDATION INC.	\$1,353.00
8/10/23	3369	PIERCE COUNTY SEWER	\$35.03
8/10/23	3370	RICE FERGUS MILLER ARCHITECTURE	\$115,257.26
8/10/23	3359	ANDY JOHNSON & CO. INC.	\$658,803.81
8/10/23	3361	DAILY JOURNAL OF COMMERCE	\$244.75
8/10/23	3364	LINCOLN CONSTRUCTION INC	\$97,925.00
8/10/23	3365	MOBILE MODULAR	\$708.73
8/10/23	3372	TERRA ASSOCIATES, INC.	\$2,032.55
8/10/23	3291	A HUGE PRODUCTION	\$3,825.00
8/10/23	3293	BARNHART MD PS STEPHEN W	\$4,612.50
8/10/23	3371	ROBERT HALF	\$5,814.00
8/10/23	3292	ADVANCE TRAVEL FUND	\$2,309.00
8/10/23	3295	CANOPY WEST	\$17,259.00
8/10/23	3304	DAVIS DOOR SERVICE, INC	\$3,229.85
8/10/23	3306	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$980.39
8/10/23	3314	HANEY MELISSA	\$109.20
8/10/23	3318	JULOTA	\$6,591.90
8/10/23	3319	KORUM	\$250.56
8/10/23	3320	L N CURTIS & SONS	\$15,801.71
8/10/23	3323	LIFE ASSIST	\$18,991.87
8/10/23	3294	BOUND TREE MEDICAL LLC	\$752.13
8/10/23	3296	CARDINAL HEALTH 112, LLC	\$2,806.04
8/10/23	3297	CENTRAL PIERCE FIRE & RESCUE	\$653.50
8/10/23	3298	CENTRAL PIERCE FIRE & RESCUE	\$345.00
8/10/23	3299	CENTURYLINK (035B/376B/785B/786B/442B)	\$82.72
8/10/23	3300	CHECK THE DOSE	\$2,246.94
8/10/23	3301	CINTAS CORPORATION # 461	\$7,712.44
8/10/23	3302	CITY OF BONNEY LAKE-REIMB UTILITIES	\$3,879.78
8/10/23	3303	CLARK NUBER	\$4,166.23
8/10/23	3305	EIGHT TWENTY EIGHT	\$5,000.00
8/10/23	3307	EPFR PETTY CASH CHECKING	\$140.00
8/10/23	3308	ESO SOLUTIONS	\$446.40
8/10/23	3309	FIDELITY SOLUTIONS	\$254.59

8/10/23	3310	FIRE PROTECTION INC.	\$1,461.30
8/10/23	3311	FUGATE FORD	\$749.90
8/10/23	3312	GALLS, LLC	\$421.12
8/10/23	3313	GAUMARD	\$5,291.05
8/10/23	3315	HERITAGE-CRYSTAL CLEAN LLC	\$551.30
8/10/23	3316	HUGHES FIRE EQUIPMENT, INC.	\$3,121.05
8/10/23	3317	JAMES OIL CO. INC.	\$18,084.61
8/10/23	3321	LARSEN SIGN CO	\$15,034.16
8/10/23	3322	LES SCHWAB TIRE CENTERS	\$6,417.07
8/10/23	3325	LOCALITY MEDIA INC	\$24,122.70
8/10/23	3326	LUND FAUCETT	\$2,530.00
8/10/23	3327	LYNCH TANYA	\$1,500.00
8/10/23	3329	MOUNTAIN WEST WILDFIRE LLC	\$1,300.00
8/10/23	3330	MUNICIPAL EMERGENCY SERVICES	\$7,011.18
8/10/23	3331	NATIONAL TESTING NETWORK	\$1,547.50
8/10/23	3333	NORTHWEST SAFETY CLEAN	\$1,292.69
8/10/23	3336	PACIFIC OFFICE AUTOMATION	\$599.12
8/10/23	3324	LINDE GAS & EQUIPMENT INC	\$1,379.64
8/10/23	3328	MARION WATER CO., INC.	\$105.98
8/10/23	3332	NATL ASSOC OF FIRE INVESTIGATORS	\$65.00
8/10/23	3334	ODP BUSINESS SOLUTIONS LLC	\$168.70
8/10/23	3335	PACIFIC OFC AUTOMATION (OR)	\$1,278.34
8/10/23	3341	QUADIENT	\$250.00
8/10/23	3342	QUINN ERIC	\$600.00
8/10/23	3344	REHN AND ASSOCIATES	\$25.00
8/10/23	3348	SITECRAFTING, INC.	\$99.00
8/10/23	3350	SYSTEMS DESIGN WEST LLC	\$12,071.82
8/10/23	3337	PC BUDGET & FINANCE DEPT	\$5,829.25
8/10/23	3338	PIERCE COUNTY SEWER	\$72.22
8/10/23	3339	PLANCICH CODY	\$150.00
8/10/23	3340	PUGET SOUND ENERGY	\$3,812.05
8/10/23	3343	RAYBELL PLUMBING	\$350.00
8/10/23	3345	SCHERMERHORN AUBREY	\$438.22
8/10/23	3346	SCHINKAL LANCE	\$265.39
8/10/23	3347	SEAWESTERN	\$6,969.03
8/10/23	3349	SNIDER PETROLEUM	\$6,440.18
8/10/23	3351	TARGETSOLUTIONS LEARNING LLC	\$8,040.59
8/10/23	3352	TREASURY MANAGEMENT SVCS - US BANK	\$83.18
8/10/23	3353	TROTTER & MORTON	\$1,425.69
8/10/23	3354	UNDERWATER SPORTS, INC	\$72.61
8/10/23	3356	VALVOLINE LLC	\$739.72

8/10/23	3357	WCIF-Life/Dental/EAP	\$20,208.01
8/10/23	3358	WORLEY JOSEPH	\$583.53
8/10/23	3355	US BANK	\$65,619.80
Payment Count: 82			Total Amount: <u>\$2,284,705.10</u>

Payment Count: 82
Payment Total: \$2,284,705.10

CERTIFICATION

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

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

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX: 253-798-6699 EMAIL: pcacctspayable@piercecountywa.gov

PC Finance Department Use Only

Authorization Recieved on _____

Batch Verified by _____

July 2023 Post-Meeting	
General Fund	
Payroll Special Batch	
Payroll Transaction Posted July 31	
trx# 3270	\$ 921.19
Garling, Kevin	
August 2023	
General Fund	
Total AP	\$ 330,624.45
AP Vouchers	
Vouchers # 230801001 - 230801068	\$ 330,624.45
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 23080x001 - 23080x0xx	\$ -
Electronic Payroll	\$ -
Total Expenditures (AP + Payroll)	\$ 330,624.45
Total BIAS Expenditures (111 - 999)	\$ 330,624.45
Capital Fund 301 (UTGO 2018 Bonds)	
Total AP	
Vouchers # 230802001 - 230802014	\$ 1,954,080.65



Board Meeting Agenda Item Summary

Meeting Date:	August 15, 2023
Title:	Approve Financial Assistance Program Waiver for Account 132700527

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	<i>Recommend that the Board approve inclusion of Account 132700527 into the Financial Assistance Program. Based upon this patient's individual / family income level, it is recommended that patient's ambulance bill balance be waived in the amount of \$795.75</i>
Presenter:	Consent Agenda
Attachments:	None

Summary:																
<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>Circumstances surrounding this incident: <u>Transport lacks demographic information / unable to obtain.</u></p> <table> <tr> <td>Total Amount of Patient's Ambulance bill:</td> <td>\$</td> <td>1,061.00</td> </tr> <tr> <td>Amount covered by private / government insurance programs:</td> <td>\$</td> <td>(.00)</td> </tr> <tr> <td>Patient' remaining balance (obligation) for this ambulance bill:</td> <td>\$</td> <td>1,061.00</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>\$21,871 – 29,160</td> <td>75%</td> </tr> </tbody> </table> <p>Recommendation based upon Financial Assistance Program formula: Recommend Board authorize 75% reduction of patient's outstanding balance due.</p> <p>As always, Systems Design, our billing service, will work out a payment plan with the patient if required.</p> <p>3. Policies/ Alternatives Considered: None. See Above</p>		Total Amount of Patient's Ambulance bill:	\$	1,061.00	Amount covered by private / government insurance programs:	\$	(.00)	Patient' remaining balance (obligation) for this ambulance bill:	\$	1,061.00	Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.	1	\$21,871 – 29,160	75%
Total Amount of Patient's Ambulance bill:	\$	1,061.00														
Amount covered by private / government insurance programs:	\$	(.00)														
Patient' remaining balance (obligation) for this ambulance bill:	\$	1,061.00														
Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.														
1	\$21,871 – 29,160	75%														

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

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1025

A RESOLUTION AUTHORIZING SPECIFIC AMBULANCE TRANSPORT ACCOUNTS TO BE WRITTEN OFF IN THEIR ENTIRETY.

WHEREAS, the Board of Commissioners East Pierce Fire & Rescue did authorize a schedule of fees for the provision of ambulance services, including transport to local hospitals, to be charged within this jurisdiction, by Resolution 323 on October 19, 1999; and

WHEREAS, the Board of Commissioners hereby has determined that it is necessary to write off particular Advanced Life Support (ALS) Transport Accounts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East Pierce Fire & Rescue that the following amounts, listed by individual account on Exhibit A, attached to and a part of this resolution, be written off in their entirety as recommended by the district’s ambulance transport billing agency.

April-2023	\$ 79,817.13	EMS Levy Funds/COVID Waiver
May-2023	\$ 64,214.48	EMS Levy Funds/COVID Waiver
June-2023	\$ 72,100.63	EMS Levy Funds/COVID Waiver
Total	\$ 216,132.24	
April-2023	\$ -	Financial Waiver
May-2023	\$ 312.17	Financial Waiver
June-2023	\$ -	Financial Waiver
Total	\$ 312.17	
TOTAL WRITE-OFFS	\$ 216,444.41	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on August 15, 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

Station 118

- Substantial completion: GC has been notified of pending action if substantial completion is not delivered by September 1
- Punch list, testing: Underway, Punch list items are being fixed.
- Furnishings move-in: delivery of station furnishings has begun.
- Operations are now targeted late September.

Overall budget	\$15,717,331
To date expenditures	\$11,720,153
Original construction contract	\$8,951,486
Change orders to date	\$500,250
Construction expenditure to date is	\$9,607,184
*Total expenditure includes	\$882,282 in sales tax.

Threats

Lincoln Construction has struggled with timelines. We issued a notice of intent to levy liquidated and or consequential damages for delays of substantial completion past August 31st.

Station 111

- 18-month construction time
- Substantial completion: May 1, 2024.
- Projected move-in and operations: June 15, 2024

Overall budget	\$21,186,198
To date expenditures	\$10,840,692
Original construction contract	\$18,950,000
Change orders to date	\$235,600
Construction expenditure to date is	\$9,064,622
*Total expenditure includes	\$779,745 in sales tax.

Threats

The contractor continues at a good pace. The project timeline has changed, adding two months. This because some of the primary concrete retaining walls required 30 days to cure before they could be backfilled. The cure times were not included in the original construction schedule we gave the contractor. The actual delay due to this is closer to 80 days however, the contractor is adding crews to try and make up time and keep the delay to just 60 days.

The ground water threat has reduced significantly. There is no current issue, however we are leaving this in the threat column until we are clear of issues into October.

Station 114

- 13-month construction time
- Substantial completion: April 24, 2024
- Projected move-in and operations: June 17, 2024

Overall budget	\$10,856,061
To date expenditures	\$2,891,207
Original construction contract amount	\$7,463,744
Change orders to date -	\$38,940
Construction expenditure to date is	\$842,056
*Total expenditure includes	\$59,710 in sales tax

Opportunities

The contractor is moving at a good pace. The underground sitework has been going well with no big surprises.

Threats

We have some delays in getting a couple permits that could impact the contractor getting the storm and water connections completed on schedule.

Station 117

- Currently in permitting
- Currently “Out to bid” - closes August 15, 2023
- Target construction start: September 2023
- Substantial completion: November 2024.
- Projected move-in and operations: January 2025

Overall budget.	\$13,663,312
To date expenditures	\$580,193
Original construction contract amount -	\$ N/A

Threats

No significant threats currently

Station 112

- Document development Phase
- Conditional Use Permit, up to 6-month process. Pressing for a 4-month process.
- Submit for permitting: Nov 13th, 2023
- Projected construction starts: May 2024. 13-month construction time.
- Projected move-in operations: June 2025

There are no real changes from last month. We are still working through the conditional use process. We have been scheduled for a pre application meeting on August 27th.

Threats

1. We are required to go through the county Conditional Use Permit process. This can take up to 6 months, The county won't let us submit for permitting until we complete that process. We will be pushing the county to move quickly with the hope of finishing the CUP by the end of September. This would allow us to get submitted prior to the Energy code changes.
2. The new energy code adaption has been pushed to October 26th. This gives us a chance to get the permit started prior to adoption.

Station 124

- Remodel project is out to bid. Bid closes August 28th.
- Building permit submitted.
- Targeting September for notice to proceed.

August Capital Projects Photos Station 118



The first engine in the station.



August 2023 Capital Project Photos Station 111

Steel beams delivered and placed on time.



Framing the administration wing from Veterans Memorial Drive.



Roof deck Framing of the administration wing. Taken from the 2nd floor operations area.



The 2nd floor operations area with the slab cured and ready for framing this week.



August Capital Projects Photos Station 114

Footings and forms in the apparatus bays.



Foundation forming in the living quarters.





Septic tanks, the drain field is on the hillside. This is a pumped system.





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

Fire Stations

Station 118

We have communicated our concern to the contractor regarding construction delays. This will be discussed in further detail in executive session.

Station 124 (remodel)

The remodel project for Station 124 is out to bid and closes on 8/28

Station 117

The bid for Station 117 closes on August 15. We will provide an update regarding the bids received at the meeting on 8/15.

Recruitment Update

We had one more last-minute resignation from a current employee relocating out of state in the last month. We were able to add the position to the fall academy, bringing our total class size to 14. Eight of these positions are new (budget approved), and six are being filled due to attrition.

The recruitment for class 2024-1 is currently underway. Final offers of employment for this group are subject to 2024 budget approval.

King County Leadership Conference

Command Staff and several battalion chiefs will be attending the King County Fire Chiefs Leadership Conference from September 11-14.

Committee Reminders

Planning Committee: Friday, September 8 @ 10 am

Levy Committee – Planning Update

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

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

The goal is to both maintain and improve service levels

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

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

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

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

2024 Budget Process

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

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

Other activities in the past month

- Pierce County Fire Training Consortium Administrative Board meetings
- Sumner Rotary meetings
- SS911 Budget Planning

Upcoming Community Events

August 19: South Prairie Days

August 19: Milton Days

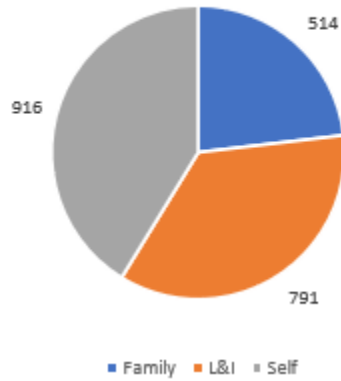
August 26: Bonney Lake Days

September 30: EPFR Open House

Injury – Medical Leave Report – July 2023

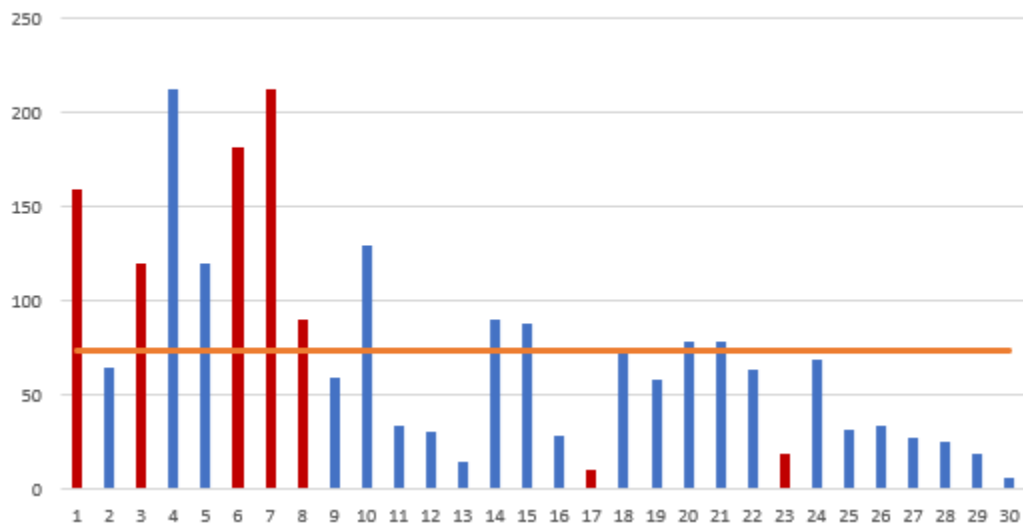
- As of July, a total of 30 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 74.03 calendar days

Time Loss by Type (calendar days)



- 7 L&I claims for time-loss have occurred in 2023 (seen below in red).
 - 2 of the 7 qualify for the Stay-at-Work program through L&I

Time Loss by Employee (calendar days)





Board Meeting Agenda Item Summary

Meeting Date:	August 15, 2023
Title:	Resolution 1026 Cancel of Warrants

Recommendation from Staff:	Approve cancelling of warrant
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1026 cancelling warrant 1690216 in the total amount of \$967.00</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1026

Summary:
Cobalt Storage was issued a check in the amount of \$967.00 for storage services but was lost in mail and not cashed. Total amount requested to be cancelled is \$967.00. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.

Fiscal Impact:	
-----------------------	--

EAST PIERCE FIRE AND RESCUE

RESOLUTION #1026

(A resolution to cancel warrant)

WHEREAS, East Pierce Fire and Rescue incurred expenses in the total amount of \$967.00 for services; and

WHEREAS, warrant #1690216 issued on May 11, 2023 in the amount of \$967.00 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 #1690216 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 August 15, 2023, the following commissioners being present and voting:

_____	_____
Chair	Commissioner
_____	_____
Commissioner	Commissioner
_____	_____
Commissioner	Commissioner

Commissioner	

ATTEST:

District Secretary



Board Meeting Agenda Item Summary

Meeting Date:	August 15, 2023
Title:	Resolution 1027 – Transfer of Funds

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1027 to transfer funds from the Capital Fund to the General Fund in the amount of \$90,860.</i>
Presenter:	M. Hollon
Attachments:	Resolution 1027

Summary:
<p>The Capital Fund is the proceeds of the 2018 UTGO Bond, wages, benefits and charges accrued for the Project Manager are payable out of the 2018 UTGO proceeds that are associated with the Bond. A transfer of \$90,860 will be transferred from the Capital to the General for wages, benefits and expenditures from April 2023 – June 2023. Transfers will occur quarterly.</p>

Fiscal Impact:	None
-----------------------	------

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1027

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in amount of \$90,860 from the Capital Fund to the General Fund as approved expenses associated with the 2018 UTGO Bond for personnel cost for the Project Manager and accrued charges for services and equipment; and

WHEREAS, funds will be transferred to the General Fund based on wages, benefits, and purchase card charges for the Project Manager from April 2023 to June 2023; and

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire and Rescue that Pierce County Budget and Finance is directed to transfer these funds August 16, 2023, as follows:

Capital Fund (687-022)	Transfer Out	\$90,860
General Fund (686-022)	Transfer In	\$90,860

PASSED AND APPROVED this 15th day of August 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