

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

**August 16, 2022**

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

Please click the link below to join the webinar:

<https://webinar.ringcentral.com/j/1476013713>

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

Statements and or questions may also be emailed to [mhollon@eastpiercefire.org](mailto:mhollon@eastpiercefire.org).

**1. CALL TO ORDER – 7:00 PM**

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

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

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

- a) Approve Minutes of the July 19<sup>th</sup> Regular Meeting.....Pages 3-6
- b) Treasurer’s Report .....Pages 7-8
- c) Approve Finances .....Pages 9-15
- d) Financial Waivers ..... None
- e) Resolution 991 Quarterly EMS Write-Offs ..... Page 16

**5. VISITORS Open to Public Comments**

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

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

**6. RESOLUTIONS:**

- a) Resolution 992 Surplus (Information Systems Equip and Hose)– Moore.....Pages 17-20
- b) Resolution 993 Surplus (Fire Boat) – Moore.....Pages 21-22
- c) Resolution 994 Cancelled Warrant - Hollon.....Pages 23-24

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

- a) Planning Committee – Notes from 7/21 Meeting ..... Page 25
- b) Finance Committee – Notes from 8/1 Meeting..... Page 26
- c) HR Committee – Notes from 8/1 Meeting.....Pages 27-28

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

- a) Project Manager Contract – Parkinson .....Pages 29-36
- b) Equipment Replacement Reserve Policy (1<sup>st</sup> Reading) – Parkinson.....Pages 37-40

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

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

- a) WFCA Annual Conference – Spokane, October 27-29 – Byerley .....None
- b) NAEFO Annual Conference – Las Vegas, September 19-20 – Byerley .....None

**11. CHIEF’S REPORT**

- a) Monthly Chiefs Report .....Pages 41-42
- b) Monthly Stats .....Pages 43-48
- c) Monthly Injury Report ..... Page 49

**12. BOND-2018:**

- a) Update – Parkinson/Herrera..... Page 50

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

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

**15. ADJOURN**

**EVENTS:**

- Aug. 25<sup>th</sup> .....PC Commissioner Meeting
- Sep. 22<sup>nd</sup> .....PC Commissioner Meeting
- Oct. 27<sup>th</sup> ..... No PC Commissioner Meeting - State Conference
- Nov. 17<sup>th</sup> .....PC Commissioner Meeting
- Dec.4 ..... No PC Commissioner Meeting - Comm/Chiefs Annual Banquet

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

**July 19, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on July 19, 2022, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Edward Egan, Randy Kroum, Cynthia Wernet, Pat McElligott, Kevin Garling, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Commissioners Excused: Mike Cathey

**Audience:** Phil Herrera, Assistant Chief Chuck King

**Honors and Recognitions:** None

**Oath of Office:** None

**Approval of Agenda:** District Secretary Michelle Hollon requested to add the following items to the agenda:

- Agenda Item 4 (Consent Agenda)- Payroll vouchers 220703001-220703012 in the amount of \$593,807.34 and electronic payroll in the amount of \$2,141,316.90.
- Agenda Item 6b (Resolutions)- Resolution 990 – Cancel of Warrant
- Agenda Item 8b (New Business)- Update: Final Version of the Training Consortium Interlocal Agreement
- Agenda Item 8c (New Business)- Awarding of bid for Station 111.

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

**Consent Agenda:** Commissioner Kroum moved to approve the consent agenda as amended (minutes of the June 21st Regular meeting; treasurer's report; current expense vouchers 220701001-220701064 in the amount of \$549,199.33; payroll vouchers 220703001-220703012 in the amount of \$593,807.34 and electronic payroll in the amount of \$2,141,316.90; and Capital expense vouchers 220702001-220702011 in the amount of \$530,904.53). Motion seconded by Commissioner McElligott and carried.

**VISITOR COMMENTS:** None

**RESOLUTIONS:**

**Resolution 989- Transfer of Funds:** Finance Manager Michelle Hollon presented to the Board Resolution 989 requesting the transfer of funds from the Capital Fund. 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 \$72,794 will be transferred from the Capital to the General Fund for wages, benefits, and expenditures from April 2022-June 2022. Commissioner McElligott moved to approve Resolution 989 to transfer funds from the Capital Fund to the General Fund in the amount of \$72,794. The motion was seconded by Commissioner Kroum and carried.

**Resolution 990- Cancel of Warrant:** Finance Manager Michelle Hollon requested the cancellation of a warrant. Mountain Mist was issued a check in the amount of \$836.37 for services but was lost in the mail and not cashed. The total amount requested to be cancelled is \$836.37. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body. Commissioner Kroum moved to adopt Resolution 990 cancelling warrant 1643739 in the total amount of \$836.37 payable to Mountain Mist. The motion was seconded by Commissioner Garling and carried.

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

Finance Committee: Reported regarding their meeting on July 5<sup>th</sup>. The committee discussed the Bond purchase (DA Davidson) and the Training Consortium ILA.

#### **NEW BUSINESS:**

**Interlocal Agreement with Pierce County for Fire Protection Services:** Chief Parkinson presented to the Board requesting to adopt the interlocal agreement with Pierce County. This contract is reviewed and renewed annually based on adjustments to fees. East Pierce Fire & Rescue provides fire protection services to Pierce County owned building, equipment, and property within the district by contract. Fees are based on number of calls to such property. Fees payable to East Pierce for the 2022 year have increased to 11,590. Commissioner Garling 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 within East Pierce's district. The motion was seconded by Commissioner Egan and carried.

**Pierce County Training Consortium (PCTC) ILA:** Chief Parkinson presented to the Board a proposed interlocal agreement. Several Pierce County fire departments began discussing forming a regional training consortium in the spring of 2022. Since then, numerous meetings have occurred, an ILA has been drafted, and a draft budget has been developed. There is a consensus amongst the five organizations (Graham, West Pierce, Orting, Central Pierce, and East Pierce) that we are ready to formalize the process by signing an ILA. Each fire chief is seeking the Board's authorization in July to sign the ILA. The Finance Committee reviewed this request and recommended for approval. Commissioner McElligott moved to authorize the fire chief to sign the training consortium ILA when finalized. The motion was seconded by Commissioner Garling and carried.

**Awarding of Station 111 Bid:** Chief Parkinson presented to the Board a request to award the bid for the construction of station 111 to Jones and Roberts Construction and to begin preparation of a contract for construction to be signed by the fire chief. The fire district closed bidding for the construction of station 111 on July 12, 2022. The district received five qualified bids, Jones and Roberts Construction of Olympia, WA was the qualified low bidder submitting a qualified bid proposal in the amount \$18,950,000 plus tax and a 10% contingency of bid amount. There are no irregularities in the bid submittal. Staff suggest to award the bid for the construction of station 111 to Jones and Roberts Construction and to begin preparation of a contract for construction to be signed by the fire chief. Commissioner McElligott moved to award the bid for Station 111 to Jones and Roberts in the amount of \$18,950,000 plus tax and a 10% contingency of bid amount and authorize the Fire Chief to sign the contract on behalf of the District. The motion was seconded by Commissioner Kroum and carried.

#### **UNFINISHED BUSINESS:**

**Fire and Life Safety Inspection Update (1 Year):** Assistant Chief King presented to the Board an update regarding the progress on the Fire Prevention Division's Fire and Life Safety Inspection Program authorized last year by the Board of Fire Commissioners. The goal of the program is to make facilities safer for the owners of buildings, the people occupying the buildings, and for firefighters responding to the buildings. The inspections ensure that facilities meet adopted codes and standards including but not limited to the testing of fire alarm systems, fire department access, and occupant exiting requirements. 495 inspections have been completed in 2022 by 4 fire marshals (1 retired in 2022). Assistant Chief King noted that 188 pre-fire plans have been built as the facilities have been inspected. Commissioner Napier thanked Assistant Chief King for the changes that have occurred. No action taken, information only.

**Board Meeting Policy Edits (second reading):** Chief Parkinson presented to the Board the second reading of revisions made to the existing policy 213 Duties of Individual Commissioners and policy 222 Meetings. The edits allow for virtual commissioner attendance to meetings up to three times per year and makes all meetings hybrid to allow virtual audience attendance. Commissioner Kroum moved to approve the edits to Policy 213 and 222 addressing virtual meetings and virtual attendance as presented. The motion was seconded by Commissioner Garling and carried.

#### **COMMISSIONER TRAINING/EVENT REQUESTS:**

**WFCA Annual Conference – Spokane, October 27-29:** Commissioner Wernet would like to attend. No action taken, information only.

**NAEFO Annual Conference – Las Vegas, September 19-20:** Commissioner Egan and Commissioner McElligott would like to attend. No action taken, information only.

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

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: an update on the new station 111; minor impacts from fireworks this year; Budget-first draft of the 2023 budget will be presented to the Board in October; update regarding ballistic gear surplus-obtaining quotes for destruction; Bonds were sold on July 13<sup>th</sup>; Regional Training Consortium-moving forward; and upcoming meetings. Upcoming committee meetings include Planning Committee on July 21<sup>st</sup> @ 1000, Finance Committee on August 1<sup>st</sup> @ 0900, and HR Committee on August 1<sup>st</sup> at 1100.

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

#### **BOND-2018:**

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

**Station 111:** Bid closed- 5 qualified bids received; apparent lowest bidder is Jones and Roberts. Civil and building permits are ready for issue. Targeting August 19<sup>th</sup> to complete execution of the contract and give a notice to proceed. The city of Bonney Lake has rescinded the \$119,000 Traffic Impact Fees.

**Station 112:** Feasibility due diligence is complete with no significant issues. Currently in escrow with closing scheduled for July 29<sup>th</sup>. Property owners have asked if they can have until August 1<sup>st</sup> to vacate. They will complete a "hold harmless" for the additional days.

**Station 114:** Land-use requirements are in permitting with Pierce County and progressing on schedule. Fire flow certificate and right of way access permit work.

**Station 117:** Site survey is complete. Adjusting the finish floor elevation to keep the ramp and entry sloped from being too steep while having enough fall for sewer. First customer service meet with the County to review checklist. The County indicated a strong desire for only one curb cut on Cascadia.

**Station 118:** Still experiencing delay due to steel order. Steel is at the fabricator; delivery is expected by the end of July. Electrical, plumbing, and mechanical equipment continue.

**Station 124:** No changes.

**Station 116 Training Facility:** No changes.

#### **COMMISSIONER ACTION/DISCUSSION:**

## **ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 9:25 p.m.

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District Secretary Michelle Hollon

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Chairman Jon Napier/Vice-Chair Ed Egan

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Minutes taken by Corina Byerley,  
Executive Admin Assistant

DRAFT



# EAST PIERCE FIRE & RESCUE

July 2022

for August 16, 2022 Meeting

Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
5 Months Remaining =				41.67%

## General Fund (Current Expense)

Net Cash & Investments 12/31/2021			\$	13,467,783	Calculated Actual	
Operating Revenues						
Property Tax - Current	125,483	19,027,118	34,849,926	15,822,808		45.4%
Property Tax - Prior Year/Delinquent	12,988	237,763	-	(237,763)		0.0%
Other Taxes	-	13,899	18,000	4,101		22.8%
Regular EMS Transport	241,975	1,668,741	2,800,000	1,131,259		40.4%
GEMT Transport	317,094	2,089,223	2,600,000	510,777		19.6%
GEMT Reconciliation	-	1,293,822	600,000	(693,822)		-115.6%
Intergovernmental	43,932	560,371	146,000	(414,371)		-283.8%
Tehaleh Mitigation	-	130,200	100,000	(30,200)		-30.2%
Transfers in from Reserves/Capital	72,794	1,278,651	3,500,877	2,222,226		63.5%
Other Revenue	28,436	245,392	1,622,493	1,377,101		84.9%
Total Operating Revenues	842,703	26,545,180	46,237,296	19,692,116		42.6%

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

Operating Expenses	Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)	178,894	1,181,084	2,493,917	1,312,833	52.6%
<b>Operations</b> (Fire, Training, Volunteers)	2,247,305	15,299,997	26,916,214	11,616,217	43.2%
<b>EMS</b>	187,550	1,384,079	2,838,151	1,454,072	51.2%
<b>Prevention</b> (Fire Prevention, Pub Ed)	102,042	736,108	1,446,579	710,471	49.1%
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)	403,978	2,574,589	4,439,198	1,864,609	42.0%
<b>Capital</b> (Project Manager)	25,057	150,707	189,432	38,725	20.4%
<b>Reserve Purchases</b> (Equipt., EMS, Facility)	78,416	1,302,591	3,311,445	2,008,854	60.7%
<b>Transfers Out</b>	-	4,848,257	1,584,175	(3,264,082)	-206.0%
<b>Total Operating Expenses</b>	<b>3,223,241</b>	<b>27,477,411</b>	<b>43,219,111</b>	<b>15,741,700</b>	<b>36.4%</b>
Payroll Clearing Accruals	39,109	24,843			
<b>Operating Expenses Net of Accruals</b>	<b>3,262,350</b>	<b>27,502,254</b>			
<b>Ending Net Cash &amp; Investments</b>			\$ 12,510,709		

## Reserve Fund

Net Cash & Investments 12/31/2021		\$ 23,880,422		Calculated Actual	
Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 07/31/22	(Short)/Over
General Reserve				3,084,183	14,183
Equipment Reserve				6,245,640	(234,360)
Facilities Reserve				1,009,456	9,456
Employee Compensation Reserve				805,465	5,465
Capital Facilities Phase 2				10,644,130	Balance
Station 118 Capital Reserve				485,909	Balance
Station 112/117 Reserve				611,815	Balance
EMS Equipment Reserve				4,634,288	Balance
Sale of Tax Title Property	1				
Investment Interest	37,480				
<b>Current Month Total</b>	<b>37,481</b>	-	-		
<b>Year to Date Total</b>	<b>\$ 92,883</b>	<b>\$ 4,700,583</b>	<b>\$ 1,153,000</b>	<b>\$ 27,520,888</b>	





# EAST PIERCE FIRE & RESCUE

July 2022

for August 16, 2022 Meeting

Capital (Construction) Fund	Current Month	Year to Date	Budget per Resolution 960	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2021			\$ 26,937,552	Calculated Actual	
<b>Revenues</b>					
Investment Interest	31,088	81,848	24,000	(57,848)	-241.0%
Transfer In - GF - Vendor Tax Refund	-	147,674	-	-	0.0%
<b>Total Revenues</b>	<b>31,088</b>	<b>229,522</b>	<b>24,000</b>	<b>(57,848)</b>	<b>-241.0%</b>
<b>Expenses</b>					
Capital Purchases-Apparatus	-	123	-	(123)	0.0%
Capital Purchases-Station 111	34,548	278,777	-	(278,777)	0.0%
Capital Purchases-Station 112	15,064	44,337	-	(44,337)	0.0%
Capital Purchases-Station 114	62,139	437,680	-	(437,680)	0.0%
Capital Purchases-Station 117	7,998	41,918	-	(41,918)	0.0%
Capital Purchases-Station 118	411,038	3,775,599	-	(3,775,599)	0.0%
Capital Purchases-Station 124	118	370	-	(370)	0.0%
Transfer Out - GF -Cap Fac Mgr	72,794	125,651	189,432	63,781	33.7%
<b>Total Expenses</b>	<b>603,699</b>	<b>4,704,454</b>	<b>189,432</b>	<b>(4,515,022)</b>	<b>-2383.5%</b>
<b>Ending Net Cash and Investments</b>			<b>\$ 22,462,620</b>		





Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
8/10/22	3136	ADVANCE TRAVEL FUND	\$435.00
8/10/22	3137	ALERT-ALL CORP	\$1,851.30
8/10/22	3134	ABM JANITORIAL SERVICES	\$1,140.71
8/10/22	3135	ACTIVE 911 INC	\$2,704.58
8/10/22	3138	ART GAMBLIN MOTORS	\$1,799.82
8/10/22	3140	BOUND TREE MEDICAL LLC	\$398.65
8/10/22	3141	BUNCE RENTAL - TACOMA	\$77.21
8/10/22	3142	CARDINAL HEALTH 112, LLC	\$3,435.88
8/10/22	3143	CENTURYLINK (035B/376B/785B/786B/442B)	\$74.84
8/10/22	3144	CINTAS CORPORATION # 461	\$7,392.74
8/10/22	3145	CITY OF BONNEY LAKE-REIMB UTILITIES	\$3,194.45
8/10/22	3147	CURTIS DAN	\$397.70
8/10/22	3151	DUO-SAFETY LADDER CORPORATION	\$71.60
8/10/22	3152	EPFR PETTY CASH CHECKING	\$1,222.00
8/10/22	3139	BARNHART MD PS STEPHEN W	\$3,375.00
8/10/22	3146	CUMMINS NORTHWEST	\$3,024.83
8/10/22	3148	DAVIS DOOR SERVICE, INC	\$1,608.69
8/10/22	3149	DEPT OF NATURAL RESOURCES	\$317.70
8/10/22	3150	DONN HICKLE CONSTRUCTION INC.	\$9,698.40
8/10/22	3153	ESO SOLUTIONS	\$1,225.16
8/10/22	3154	EXPERT AIR CONTROL	\$11,041.23
8/10/22	3156	FIRE PROTECTION INC.	\$2,129.12
8/10/22	3159	FUGATE FORD	\$10,630.72
8/10/22	3162	HUGHES FIRE EQUIPMENT, INC.	\$1,890.89
8/10/22	3155	FIDELITY SOLUTIONS	\$2,209.88
8/10/22	3157	FREDS TOWING	\$952.00
8/10/22	3158	FREIGHTLINER NORTHWEST	\$55,649.34
8/10/22	3160	GALLS, LLC - DBA BLUMENTHAL	\$2,440.42
8/10/22	3161	HANEY MELISSA	\$196.00
8/10/22	3164	KENT D. BRUCE COMPANY	\$1,525.48
8/10/22	3163	JAMES OIL CO. INC.	\$24,013.75
8/10/22	3165	L N CURTIS & SONS	\$9,198.70
8/10/22	3166	LAERDAL MEDICAL CORPORATION	\$83.10
8/10/22	3167	LATHROP ADAM	\$1,250.00
8/10/22	3168	LES SCHWAB TIRE CENTERS	\$8,547.22
8/10/22	3169	LIFE ASSIST	\$20,700.51
8/10/22	3170	LIFE SCAN WELLNESS CENTERS	\$9,775.00
8/10/22	3171	LINDE GAS & EQUIPMENT INC	\$1,155.54

8/10/22	3173	MOTOROLA	\$41,870.66
8/10/22	3175	NATIONAL TESTING NETWORK	\$3,395.00
8/10/22	3172	MOBILE HEALTH RESOURCES LLC	\$1,409.58
8/10/22	3174	MUSGROVE KAYLA	\$363.79
8/10/22	3176	ODP BUSINESS SOLUTIONS LLC	\$18.20
8/10/22	3177	PACIFIC OFC AUTOMATION (OR)	\$1,571.35
8/10/22	3179	PC BUDGET & FINANCE DEPT	\$120.00
8/10/22	3180	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,303.15
8/10/22	3182	PIERCE COUNTY SEWER	\$39.18
8/10/22	3183	PUGET SOUND ENERGY	\$82.33
8/10/22	3186	READY REBOUND LLC	\$1,943.34
8/10/22	3178	PACIFIC OFFICE AUTOMATION	\$537.89
8/10/22	3181	PHILIPS MEDICAL SYSTEMS	\$847.20
8/10/22	3184	QUADIENT	\$250.00
8/10/22	3185	QUINN ERIC	\$500.00
8/10/22	3190	SITECRAFTING, INC.	\$930.00
8/10/22	3192	SNIDER PETROLEUM	\$1,464.64
8/10/22	3196	TOWN OF SOUTH PRAIRIE	\$8,500.00
8/10/22	3197	TREASURY MANAGEMENT SVCS - US BANK	\$104.04
8/10/22	3200	US BANK	\$78,425.48
8/10/22	3201	US FIRE EQUIPMENT LLC	\$2,100.61
8/10/22	3187	REHN AND ASSOCIATES	\$25.00
8/10/22	3188	RPB SOLUTIONS INC	\$42,181.11
8/10/22	3189	SEAWESTERN	\$20,748.03
8/10/22	3191	SMITH DALTON	\$152.00
8/10/22	3193	SNOPE JARED	\$705.00
8/10/22	3194	STABENFELDT KEVIN	\$634.50
8/10/22	3195	SYSTEMS DESIGN WEST LLC	\$11,538.14
8/10/22	3198	TROTTER & MORTON	\$1,369.69
8/10/22	3199	ULINE, INC.	\$301.86
8/10/22	3203	VALVOLINE LLC	\$706.50
8/10/22	3202	UW VALLEY MEDICAL CENTER	\$75.00
8/10/22	3206	WCIF	\$19,249.13
8/10/22	3130	NATIONAL CONSTRUCTION RENTALS	\$413.40
8/10/22	3131	OTTO ROSENAU & ASSOCIATES, INC.	\$2,000.20
8/10/22	3133	RICE FERGUS MILLER ARCHITECTURE	\$173,138.63
8/10/22	3204	VINK	\$300.00
8/10/22	3205	WASHINGTON AUDIOLOGY SERVICES INC	\$100.00
8/10/22	3207	WEST MARINE PRO	\$248.49
8/10/22	3127	COBALT STORAGE	\$853.00
8/10/22	3128	LINCOLN CONSTRUCTION INC	\$485,251.81

8/10/22	3129	MOBILE MODULAR	\$561.97
8/10/22	3132	PIERCE COUNTY SEWER	\$34.02
Payment Count: 81			Total Amount: <u>\$1,114,199.08</u>

Payment Count: 81  
Payment Total: \$1,114,199.08

CERTIFICATION

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

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

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX:  
253-798-6699

EMAIL:  
PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only

Authorization Recieved on

Batch Verified by



Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
8/11/22	3404	DIMARTINO ASSOCIATES (WSCFF)	\$18,642.44
8/11/22	3405	GET PROGRAM	\$1,024.00
8/11/22	3406	IAFF - FIREPAC	\$732.00
8/11/22	3409	WCIF	\$876.79
8/11/22	3410	WSCFF - FASTPAC	\$453.00
8/11/22	3411	WSCFF-Medical Expense Reimbursement Plan	\$13,900.00
8/11/22	3403	AFLAC	\$1,015.76
8/11/22	3407	LEOFF HEALTH & WELFARE TRUST	\$330,546.51
8/11/22	3408	TACOMA-PIERCE CO CHAPLAINCY	\$611.50
Payment Count: 9		Total Amount:	\$367,802.00

Payment Count: 9  
Payment Total: \$367,802.00

CERTIFICATION

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

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

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX: 253-798-6699      EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only

Authorization Recieved on \_\_\_\_\_

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

<b>July 2022 Post-Meeting</b>	
<b>General Fund</b>	
Payroll Transaction #2995 Voided	
Employment Security - Unemployment - Wrong Period	\$ 1,012.68
Payroll Voucher # 220704001	
Employment Security- Unemployment - Q2	\$ 13,906.01
Transfer In from Capital Fund	\$ 72,794.00
Project Manager Expenditures Q2 - Resolution 989	
<b>Capital Fund</b>	
Transfer Out to General Fund	\$ 72,794.00
Project Manager Expenditures Q2 - Resolution 989	
<b>August 2022</b>	
<b>General Fund</b>	
Total AP	\$ 451,946.05
AP Vouchers	
Vouchers # 220803001 - 220803074	\$ 451,946.05
Total Payroll	\$ 2,393,716.61
Payroll Vouchers	
Vouchers # 220804001 - 220804009	\$ 367,802.00
Electronic Payroll	\$ 2,025,914.61
Total Expenditures ( AP + Payroll)	\$ 2,845,662.66
Total BIAS Expenditures (111 - 999)	\$ 2,822,523.12
Difference	\$ (23,139.54)
sickleave buybacks	\$ (22,338.60)
reimbursements (Lifescan)	\$ (575.00)
vendor refund	\$ (276.20)
non-vouchered bank fee	\$ 50.26
<b>Capital Fund</b>	
Total AP	
Voucher # 220801001	\$ 180,812.93
Special Batch - Permit Fees 111	
Vouchers # 220802001 - 220802007	\$ 662,253.03



## EAST PIERCE FIRE & RESCUE

### RESOLUTION NO. 991

#### 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-2022	\$	46,116.14	EMS Levy Funds/COVID Waiver
May-2022	\$	41,053.04	EMS Levy Funds/COVID Waiver
June-2022	\$	59,613.43	EMS Levy Funds/COVID Waiver
<b>Total</b>	<b>\$</b>	<b>146,782.61</b>	
April-2022	\$	447.42	Financial Waiver
May-2022			Financial Waiver
June-2022	\$	680.19	Financial Waiver
<b>Total</b>	<b>\$</b>	<b>1,127.61</b>	
<b>TOTAL WRITE-OFFS</b>	<b>\$</b>	<b>147,910.22</b>	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on August 16, 2022, the following commissioners being present and voting:

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

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

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

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

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

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

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

Attest: \_\_\_\_\_  
District Secretary



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Title:</b>	Surplus Miscellaneous IT Equipment & Fire Hose

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<b>I move to approve Resolution 992 approving the surplus of miscellaneous information systems equipment, and failed fire hose, and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief.</b>
<b>Presenter:</b>	AC Moore
<b>Attachments:</b>	Appendix A & B

<b>Summary:</b>
Staff recommends the surplus of the items on the attached (Appendix A) list of miscellaneous information systems, and (Appendix B) 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 IT equipment & Fire Hose be disposed of, sold, or donated, at the discretion of the Fire Chief.

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

## RESOLUTION NO. 992

### A Resolution to Surplus Misc. Information Systems Equipment and Hose

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

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

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

**ADOPTED** at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on August 16, 2022, the following commissioners being present and voting:

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

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

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

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

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

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

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

ATTEST:

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

Resolution 992- Appendix A

Barcode	Type	Manufacturer	Model	Serial Number	Age Years
10932	Computer	HP	6000 Pro	MXL1210G4P	11
10943	Computer	HP	6000 Pro	MXL1210G4M	11
12192	Computer	HP	EliteOne 800 G2	MXL6031Y59	6
12209	Computer	HP	EliteOne 800 G2	MXL6031Y41	6
12093	Computer	HP	ProOne 600 G1	MXL4212HVO	8
12096	Computer	HP	ProOne 600 G1	MXL4212HXN	8
12097	Computer	HP	ProOne 600 G1	MXL4212HRP	8
12098	Computer	HP	ProOne 600 G1	MXL4212HXR	8
12100	Computer	HP	ProOne 600 G1	MXL4212HXS	8
12101	Computer	HP	ProOne 600 G1	MXL4212HTP	8
12210	Computer	HP	ProOne 600 G1	MXL62216HL	8
12211	Computer	HP	ProOne 600 G1	MXL62216KA	8
12212	Computer	HP	ProOne 600 G1	MXL62216KL	8
12214	Computer	HP	ProOne 600 G1	MXL62216G3	8
12215	Computer	HP	ProOne 600 G1	MXL62216LX	8
12413	Computer	HP	ProOne 600 G1	MXL43620MZ	8
12420	Computer	HP	ProOne 600 G1	MXL43620VP	8
12423	Computer	HP	ProOne 600 G1	MXL43620QF	8
12424	Computer	HP	ProOne 600 G1	MXL43620NZ	8
12425	Computer	HP	ProOne 600 G1	MXL43620P5	8
12426	Computer	HP	ProOne 600 G1	MXL3512QK4	8
12427	Computer	HP	ProOne 600 G1	MXL43620RP	8
12429	Computer	HP	ProOne 600 G1	MXL43620Q5	8
12430	Computer	HP	ProOne 600 G1	MXL43620RR	8
10770	HD	iOmega	eGo	H5AA441371	12
10836	Laptop	HP	8540p	CND0350J1P	12
10890	Laptop	HP	8540p	CND1064Z8T	12
10891	Laptop	HP	8540p	CND1064YYJ	12
10579	Monitor	HP	L2245w	CNK8150Y7C	13
10553	Monitor	HP	L2245w	CNK8240TYJ	13
10553	Monitor	HP	L2245wg	CNK9110M3Y	13
12033	Network	PepWave	AP ONE 300M	2830-D3BA-C91F	9
12080	Network	PepWave	AP ONE 300M	2830-F0F3-AE83	9
12081	Network	PepWave	AP ONE 300M	2831-049C-2D61	9
12048	Network	PepWave	MAX BR1 LTE	2830-E21E-5253	8
12069	Network	PepWave	MAX BR1 LTE	2932-6EFA-022D	8
12070	Network	PepWave	MAX BR1 LTE	2931-F8C8-9433	8
12071	Network	PepWave	MAX BR1 LTE	2830-E1AF-EA4A	8
12072	Network	PepWave	MAX BR1 LTE	2830-E1A6-EAD3	8
12040	Network	PepWave	MAX BR1 LTE	2934-CE06-3B84	8
12044	Network	PepWave	MAX BR1 LTE	2932-6FAC-564F	8
12046	Network	PepWave	MAX BR1 LTE	2935-23CB-0B46	8
12132	Network	PepWave	MAX BR1 LTE	2932-91CA-CE2E	8
12266	Network	PepWave	MAX BR1 LTE	2935-61D4-58BE	8
10557	Printer	HP	P4014dn	JPDF003040	13
12128	Printer	Ricoh	SP C250sf	X105P400221	7
10877	Server	HP	ML310	USE949N3S9	13
12216	Tablet	Getac	F110 G3	RGA39F3668	6
12225	Tablet	Getac	F110 G3	RGA39F3667	6
12247	Tablet	Getac	F110 G3	RH603F0963	6
12265	Tablet	Getac	F110 G3	RH603F0964	6
12207	Tablet	HP	Elite x2 1012 G1	5CG6250DFV	6
12228	Tablet	HP	Elite x2 1012 G1	5CG64273SZ	6
12229	Tablet	HP	Elite x2 1012 G1	5CG617344B	6
12230	Tablet	HP	Elite x2 1012 G1	5CG642744K	6
12236	Tablet	HP	Elite x2 1012 G1	5CG64274MH	6

## Hose Surplus 2022 - Failed sections

Size	Serial #	Length
5"	04-01	100'
	04-23	100'
	04-28	100'
	04-02	100'
	02-008	100'
	01450	100'
	04-14	100'
	01894	100'
	99-07	25'
2.5"	01-18	50'
	02286	50'
	02-003	50'
	02-009	50'
	09-023	50'
1.75"	01-012	50'
	01-3	50'
	98-3	50'
	98-5	50'
	08-07	50'
	08-08	50'
	01-020	50'
	SF-01-09	50'
	21-028	50'
	02-009	50'
	02325	50'
	0301	50'
	0411	50'
	02-012	50'
1.5" W/L	21-002	100'
	FS01-001	100'
	FS05-35	100'
	05-014	100'
	05-05	100'
	98-0016	100'
1" W/L	15-19	100'
	FS-1	100'



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	<b>August 16, 2022</b>
<b>Title:</b>	Surplus 1989 Gregor Aluminum Fire Boat (asset #502)

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<b>I move to approve Resolution 993 to authorize the surplus of a 1989 Gregor Aluminum Fire Boat Asset #502</b>
<b>Presenter:</b>	AC Moore
<b>Attachments:</b>	None

### Summary:

Asset 502 Hull#(GBCP139DC989). Most recently has been in service at Station 122 for 33 years as a department Fire/Rescue boat. At 33 years this Fire Boat is the oldest Primary Response unit used in our fleet and has exceeded its serviceable life as a department fire boat used for day-to-day operations. It has approx. 2,244.9 hours on a 200 HP Yamaha Motor (Asset #10012) which will stay with boat at surplus. The current boat has been replaced with a new fire boat with Dual 150 HP Honda Motors that better reflects the needs and safety of the organization. We will advertise this fire boat with Elhi's Auction House located at 9415 Pacific Avenue Tacoma and will sell to the highest bidder.



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

## RESOLUTION NO. 993

### A Resolution to Surplus One 1989 Gregor Aluminum Fire Boat

**WHEREAS**, a 1989 Gregor Aluminum Fire Boat (Hull # GBCP139DC989) Asset 502 owned by East Pierce Fire & Rescue has been in service at Station 122 for 33 years as a department Fire/Rescue boat. This boat is the oldest primary response unit used in the fleet 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 1989 Gregor Aluminum Fire Boat 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 & Rescue on August 16, 2022, the following commissioners being present and voting:

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

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

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

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

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

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

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

ATTEST:

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





## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	August 16, 2022
<b>Title:</b>	Resolution 994 Cancel of Warrant – Dalton Smith

<b>Recommendation from Staff:</b>	Approve cancelling of warrant
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to adopt Resolution 994 cancelling warrant 1643759 in the total amount of \$152.00 payable to Dalton Smith.</i>
<b>Presenter:</b>	Finance Manager M. Hollon
<b>Attachments:</b>	Resolution 994

### Summary:

Dalton Smith was issued a check in the amount of \$152.00 for services but was lost and not cashed. Total amount requested to be cancelled is \$152.00. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.

### Fiscal Impact:

**EAST PIERCE FIRE & RESCUE**

**RESOLUTION #994**

**(A resolution to cancel one warrant)**

**WHEREAS**, East Pierce Fire & Rescue reimbursed an employee in the amount of \$152.00 for NREMT Written Exam expenses; and

**WHEREAS**, warrant #1643759 issued on June 15, 2022 in the amount of \$152.00 payable to Dalton Smith was lost 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 & Rescue that the Pierce County Department of Budget & Finance be authorized and instructed to cancel warrant #1643759 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 16, 2022, the following commissioners being present and voting:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

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



**Planning Committee Meeting Minutes**

July 21, 2022 @ 1000 hrs.

C. Wernet, R. Kroum, M. Cathey (Chair) *excused*

Staff: Chief Parkinson, DC Mack, AC Stabenfeldt, FFPM Worley

**1. Call to Order**

**2. Standard of Cover (Mack/Stabenfeldt)**

- a. The committee received an overview of the purpose and approach for the Standard of Cover (SOC) study currently being led by the deputy chief and the chief of operations with support from Levrum, a consultant group specializing in SOC, and their representative, Eric Nickel. FF/PM Joe Worley is conducting data collection and analysis and ongoing support. An internal stakeholder group, including the battalion chiefs, has been formed and will be providing feedback, operational experience, and input regarding critical tasks performed on scene, target hazards and baseline service delivery.
- b. Chief Nickel provided high level goals for the study and some of the benefits of creating and maintaining the SOC.
  - i. Establish and document historical performance.
  - ii. Identify community risks and target hazards. Conduct Risk Assessment, and apply hazards to model.
  - iii. Enable policy-makers to articulate objective, measurable, publicly adopted targets for service delivery.
  - iv. Transition to objective data-informed recommendations for staffing changes and resource needs.
  - v. Improve the efficiency in generating required metrics and reports (e.g. RCW 52.33 Service Delivery Objectives)
  - vi. Develop alternatives to address service gaps and unit reliability.
- c. The Board will receive a presentation about this study in October and a final report for this year will be provided in December. Ongoing data analysis and annual updates of the SOC will provide input to the EPFR strategic plan (1Quarter) and annual budget (3Quarter).

**3. Food Bank partnership opportunity (Mack)**

- a. The committee received an overview of a request from the Bonney Lake food bank to provide space at EPFR station(s) for grocery lockers. The committee does not recommend this project for consideration by the Board at this time.

**4. Adjourn – 1130 hrs.**



**Finance Committee Meeting Minutes**

August 1, 2022 @ 0900 hrs.

J. Napier (Chair), K. Garling, P. McElligott

Staff: Chief Parkinson, AC Stabenfeldt, AC Moore

**1. Call to Order - 0900**

**2. Equipment Replacement (Reserve) Fund**

The committee received a briefing from Chief Parkinson regarding the current status of equipment reserves and a recommended policy to provide additional clarity regarding the length of the forecast, funding, and specific equipment covered. Both equipment replacement and technology replacement are identified for evaluation in the strategic plan. The committee reviewed the draft policy and recommended approval by the Board. Currently, the committee does not recommend a formal policy addressing technology replacement as staff can accommodate this through the operating budget annually. The fire chief will prepare an agenda summary for the August meeting and review the draft policy with the Board at that time.

**3. State Auditors Office Alternatives**

The committee briefly discussed alternatives to the WA State Auditor. The fire chief will reach out to a private CPA firm and set a presentation with the finance committee for October or November.

**4. Adjourn @ 10 am**



**HR Committee Meeting Minutes**

August 1, 2022 @ 1100 hrs.

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

Staff: Chief Parkinson, AC Stabenfeldt

**1. Meeting called to order at 1100 hrs**

**2. FF Testing Options**

- a. In order to support EPFR’s strategic plan goal of “Creating a dynamic recruiting process that removes barriers to entry,” Chief Parkinson reviewed testing fee reduction/elimination options with the HR committee. Chief Parkinson shared the current arrangement for firefighter entry-level testing services. Currently, EPFR uses the National Testing Network (NTN) to provide candidates for review. In addition to the CPAT (Candidate Physical Ability Test) requirement for application, candidates also must pass the NTN administered standardized written test at a cost to each candidate of \$60. For this fee a candidate has a limited 6-month window to apply to job openings.
- b. This candidate fee may present a barrier to applying to an EPFR opening for otherwise qualified candidates.
- c. One option would be to follow the examples of King County, West Pierce and some large municipal departments that do not require fees by running their own internal testing process. However, EPFR does not have the resources to do this at this time.
- d. Therefore, the committee is recommending the operating budget for 2023 include funding to purchase external recruiting services (i.e. NTN) that will waive the fee for candidates. As an example, NTN can provide 500 candidate vouchers for approximately \$30,000. Chief Parkinson will include this in the 2023 draft budget for review by the finance committee and full Board later this fall.

**3. Wage Study for Non-uniformed Personnel**

- a. The committee received a briefing from Chief Parkinson on a study conducted by HR regarding wages for all non-uniformed staff, including three managers. This study is done every three years and includes other comparable fire departments for similar job descriptions of the EPFR staff. Based on the data for average wages of each position across the group of comparable departments and with adjustments for anticipated 2023 COLA and holidays, the Chief shared a proposal for wage adjustments.
- b. The committee supports the Chief’s analysis and recommends that the Board approves wage adjustments as part of the 2023 operating budget, as needed, and conducts a wage study again in 2024 in light of current economic instability. Chief Parkinson will include this in the 2023 draft budget for review by the finance committee and full Board later this fall.

**4. Construction Project Manager Contract**

- a. The committee was presented with a draft contract for September 1, 2022 through August 31, 2024 by Chief Parkinson for the Construction Project Manager. Two changes were made to the new contract, compared to the previous 2-year contract: increase in pay for

each of the two years to adjust for inflation and raising the cap for paid time off hours carried over year to year.

- b. The committee recommends Board approval of this contract. Chief Parkinson will prepare an agenda summary for the August Board meeting.

**5. Adjourn 1230 hrs.**



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	August 16, 2022
<b>Title:</b>	Project Manager Contract

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	Approve
<b>Recommended Action/Motion:</b>	<i>I move to approve the project manager employment agreement as presented and authorize the Chair to sign on behalf of the Board.</i>
<b>Presenter:</b>	Chief Parkinson
<b>Attachments:</b>	Project Manager Employment Agreement

<b>Summary:</b>
<p>Project Manager Phil Herrera was hired by the District in 2019 with a one-year personal services agreement. In 2020, the Board approved a new two-year agreement which expires at the end of August 2022. The fire chief has reviewed the performance of the project manager and is presenting a recommended agreement which will be effective 9/1/22 through 8/31/24.</p> <p>The agreement is same the same as in prior years with changes to salary and maximum leave carryover and cash out.</p> <p>The HR committee has received a briefing from the fire chief, and reviewed the proposed agreement, and recommends approval by the Board of Fire Commissioners.</p>

<b>Fiscal Impact:</b>	Funded via bond proceeds
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**PERSONAL SERVICES AGREEMENT  
BETWEEN  
EAST PIERCE FIRE AND RESCUE  
AND  
PROJECT MANAGER  
September 1, 2022 through August 31, 2024**

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EMPLOYMENT AGREEMENT  
BETWEEN  
EAST PIERCE FIRE AND RESCUE  
AND  
PROJECT MANAGER

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This agreement is entered into between East Pierce Fire and Rescue, hereinafter referred to as "the District," and PM NAME, hereinafter referred to as "the Project Manager". In consideration of the mutual covenants and promises contained herein, the District and the Project Manager agree as follows:

SECTION 1      EMPLOYMENT

- 1.1      The District hereby agrees to temporarily employ the Project Manager under the conditions set forth herein as an "At Will" temporary employee. The Project Manager shall be subject to the District's generally-applicable personnel policies, provided that in the event of any conflict between a policy and this Employment Agreement, the terms of this Employment Agreement shall prevail. The Project Manager hereby accepts such temporary employment, subject to the terms and provisions of this Employment Agreement.

SECTION 2      DUTIES

- 2.1      The Project Manager shall perform all duties as set forth in the position description attached hereto as Exhibit "A", and such other similar duties as may be assigned.
- 2.2      The Project Manager is designated as a FLSA Exempt employee and is permitted to design a full-time flexible work schedule, with supervisor approval, as may be warranted to accomplish the continuing objectives of the District.
- 2.3      The Project Manager is a temporary assignment created to assist in the management of the capital facilities projects.

SECTION 3      COMPENSATION

- 3.1      For all services rendered by the Project Manager under this Agreement, the District shall provide the following compensation:

- 3.1.1    An annual salary of **\$169,181** per year for the first year of this agreement, which equates to a monthly base salary of **\$14,099** from September 2022 through August 2023.

Annual salary for the second year of this agreement shall be **\$180,178** which equates to a monthly base salary of **\$15,014** from September 2023 through August 2024.

Salary is payable on the last working day of each month in which such services are performed, consistent with common payroll practices for the District.

- 
- 3.1.2 Nothing in this agreement shall prevent the Board of Fire Commissioners from providing additional merit increases.

#### SECTION 4 LEAVES

- 4.1 Personal Time Off (PTO): The Project Manager shall receive 200 hours of personal time off per contract year. Use of PTO time must be approved in advance by the Fire Chief or designee. Personal time is eligible to be cashed out upon separation from the District.
- 4.1.1 Personal Time Off (PTO) may carry over a maximum of 160 hours to the following year, not to exceed a maximum of 380 hours accrued.

- 4.2 Holidays – The Project Manager shall be entitled to eleven (11) paid holidays as listed below:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	One floating holiday
Labor Day	

- 4.2.1 Holidays that occur on a weekday shall normally be observed by a paid absence from work on that day. Holidays that occur on a Saturday shall normally be observed by a paid absence from work on the preceding Friday. Holidays that occur on a Sunday shall normally be observed by a paid absence on the following Monday. The Project Manager may, at his discretion, choose to deviate from this policy where the responsibilities of the position dictate a need to do so. The floating holiday may be scheduled at the Project Manager's discretion. Holiday time is not eligible to be cashed out.

#### SECTION 5 HEALTH AND WELFARE BENEFITS

- 5.1 Medical & Dental – The District shall provide coverage for the Project Manager and dependent family members under the medical and dental plans carried by the District.
- 5.2 HRA - The Fire District shall contribute \$600 for employee only or \$1200 for employee and spouse/dependents annually into an HRA VEBA account with Gallagher VEBA. In addition, the District and employee will pay a monthly contribution into the employee's VEBA account. Employer contributions shall be made in an amount equal to one percent (1.0%) of the employee's base monthly wage. Employee contributions shall be in an amount equal to one and a half percent (1.5%) of the employee's base monthly wage.

#### SECTION 6 CLOTHING AND EQUIPMENT

- 6.1 Uniform Allowance – The District shall cause to be furnished five (5) polo shirts, one (1) jacket and all required personal protective clothing (PPE) for use by the Project Manager.

- 
- 6.2 Vehicle Use – The District shall provide the Project Manager with a vehicle to be used compliant with State Law and District Policy. Or in lieu of a vehicle the District will reimburse the Project Manager for mileage based on the current IRS standard mileage rate.

## SECTION 7 TERMINATION BY DISTRICT WITH OR WITHOUT CAUSE

- 7.1 The District may terminate this contract and the Project Manager’s employment with or without cause and without advance notice. In the event of a termination by the District without “Cause,” as defined below, the Project Manager will be entitled to a lump sum payment equivalent to current monthly salary paid to date of termination, and reimbursement of unpaid out of pocket authorized expenses. “Cause” for discipline or termination includes but is not limited to:

- Incompetency, inefficiency or inattention to or dereliction of duty
- Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public or District employee, or any other act tending to bring reproach or discredit upon the District
- Use of alcoholic beverages or controlled substances while on duty, or to the extent that such use interferes with the efficiency or mental or physical appearance of the Project Manager, or which precludes the Project Manager from properly performing the assigned duties
- Conviction of a felony, or a misdemeanor involving moral turpitude
- Failure to perform the duties assigned to the position
- Any other act or failure to act which in the judgment of the District is sufficient to show the offender to be an unsuitable or unfit person to hold the temporary position of Project Manager

## SECTION 8 RESIGNATION

- 8.1 In the event that the Project Manager voluntarily resigns his position, the Project Manager shall give a minimum of three (3) months advance notice, in writing, unless the parties otherwise agree. Such resignation entitles the Project Manager to a lump sum payment equivalent to current monthly salary prorated to date of resignation, and reimbursement of unpaid out of pocket authorized expenses.

## SECTION 9 ARBITRATION

- 9.1 To the fullest extent permitted by law, any dispute, controversy, or claim arising out of or related in any way to the Project Manager’s employment by the District, or termination of employment, including but not limited to claims arising under or related to this Agreement or any breach of this Agreement, and any alleged violation of any federal, state, or local statute, regulation, common law, or public policy, shall be submitted to and decided by final binding arbitration. Notwithstanding anything to the contrary, this Agreement does not prevent the Project Manager from filing a charge with the Equal Employment Opportunity Commission, or any similar federal or state agency, or from pursuing claims of discrimination under state or federal law in a public forum. No arbitration may be brought regarding a claim after the statute of limitations governing that claim has expired.

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Unless the parties agree otherwise, the arbitration shall be administered by JAMS and held in Pierce County, Washington, before a single arbitrator, in accordance with the JAMS employment rules and procedures in effect at the time the arbitration is commenced, except as modified by this Agreement. Current JAMS rules are available online at <https://www.jamsadr.com/rules-employment>.

By entering into this Agreement, and subject to the exception for discrimination claim, the parties are waiving all rights to have their disputes heard or decided by a jury or in a court trial and the right to pursue any class or representative claims against each other in court, arbitration, or any other proceeding. The arbitrator shall have no jurisdiction or authority to compel any class or collective claim, or to consolidate different arbitration proceedings with or join any other party to an arbitration between the District and the Project Manager.

The District will pay for the arbitrator's fees and expenses, provided that each party shall bear its own attorney's fees and other expenses to the same extent as if the matter were being heard in court. In any dispute involving an alleged violation of one or more provisions of this Agreement, the substantially prevailing party shall be awarded reasonable attorneys' fees and costs, including on appeal. As to all other disputes arising from the Project Manager's employment, the arbitrator may award reasonable attorneys' fees and costs to the prevailing party in accordance with applicable law.

The arbitrator shall issue a written opinion stating the essential findings and conclusions on which the arbitrator's award is based.

Any arbitral award determination shall be final and binding upon the parties. Judgment on the arbitrator's award may be entered in any court of competent jurisdiction.

## SECTION 10 GENERAL PROVISIONS

- 10.1 This Employment Agreement constitutes the entire agreement between the District and the Project Manager, and both parties acknowledge there are no other agreements, oral or otherwise, that have not been fully set forth in the text of the Agreement.
- 10.2 The parties further agree that this Agreement shall not be amended or modified without the written concurrence of both.
- 10.3 If any provision of portion of this Agreement is held to be unconstitutional, invalid or unenforceable, either party shall have the right, at its option, to declare such provision(s) or portion(s) of the Agreement to be void. Thereafter the parties agree to enter into negotiations for the execution of new or revised provision(s) or portion(s) in order to bring the Agreement into conformance with law.
- 10.4 This agreement shall be governed by Washington law.

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SECTION 11 TERM OF AGREEMENT

- 11.1 This agreement shall be effective September 1, 2022 and shall be in full force and effect until August 31, 2024, unless sooner terminated pursuant to Sections 7 or 8 above. In the event this agreement terminates by expiration of its term, no severance shall be due.
- 11.2 The District may exercise the option to offer an extension to this agreement for the following year.

SIGNED this \_\_\_\_\_ day of August, 2022.

PROJECT MANAGER

FOR THE DISTRICT:

\_\_\_\_\_  
Phil Herrera

\_\_\_\_\_  
Jon Napier, Board Chairman





## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	August 16, 2022
<b>Title:</b>	Equipment Replacement Reserve Policy

<b>Recommendation from Staff:</b>	First Reading
<b>Recommendation from Committee:</b>	First Reading
<b>Recommended Action/Motion:</b>	<i>No Action – First Reading</i>
<b>Presenter:</b>	Chief Parkinson
<b>Attachments:</b>	Draft Policy – Equipment Replacement Reserve

### Summary:

The current policy regarding equipment replacement references ensuring adequate funding is reserved for equipment and capital purchases over the next 5 years. Two challenges exist with this language, the first being a clear understanding of what equipment is approved and/or is planned for, and the second being the life cycle of our equipment necessitates a longer forecast to ensure adequate funding exists in the long term.

The attached draft policy addresses these challenges by establishing a 15-year forecast with a defined equipment list. The policy allows staff to develop a long-range replacement schedule which includes inflation and forecasted contributions.

The fire chief will review this policy with the Board in August. The finance committee has reviewed this draft policy and recommends adoption by the Board of Fire Commissioners. Review of the equipment replacement reserve is identified in the strategic plan.

<b>Fiscal Impact:</b>	None
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## Equipment Replacement Reserve

### 238.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the District a tool for timely, efficient, coordinated replacement of equipment, and provide an annual and long-term budgeting tool for equipment replacement.

### 238.2 POLICY

- (a) Scope and Length of Budget Period
  - 1. The Equipment Replacement Reserve (ERR) budget shall be based on the fiscal year beginning January 1 through December 31, and revenue and expenditures for the fund shall be adopted annually as part of the operating budget.
- (b) Budget Process
  - 1. The fire chief shall annually prepare a budget showing all ERR expenses for the fiscal year and an updated revenue and expense forecast.
- (c) Budget Adoption:
  - 1. ERR expenditures shall be adopted by the Board annually as part of the regular budget adoption process.
- (d) Level of Control:
  - 1. The fire chief cannot spend more than the adopted budget per project, nor can the fire chief utilize the ERR for items not specifically identified in the Equipment Replacement List without Board approval.
    - (a) Project cost overruns may be funded through the operating budget at the fire chief's discretion.
- (e) Fund Balance:
  - 1. Upon project completion, any excess funds will remain in the ERF reserve.
- (f) Forecast:
  - 1. The fire chief shall maintain a rolling 15-year replacement forecast, and ensure the first 10 years are balanced.
- (g) Contributions:
  - 1. Contributions to the ERR reserve will occur through the adopted operating budget and are generally expected to increase year over year.
- (h) Schedule updates:
  - 1. The fire chief shall annually assess the replacement costs and service life of ERR items projected to need replacement within the next 15 years.
- (i) Inflation:

## *Equipment Replacement Reserve*

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1. Inflation on equipment shall be calculated at a rate of 3% per year and may be adjusted by the fire chief periodically based on market conditions and approved by the Board as part of the budget adoption process.
- (j) Revenue sources:
  1. The primary sources of ERR funding are:
    - (a) General operating revenues (property taxes, transport revenue, etc.)
    - (b) Wildland deployment equipment reimbursement
    - (c) GEMT reconciliation payments
    - (d) Mitigation fees (example: Tehaleh)
    - (e) Sale of surplus equipment

### **238.3 DEFINITIONS**

- (a) Equipment Replacement List:
  1. The Fire Chief shall maintain a list of equipment included in the ERR.
  2. The Fire Chief shall ensure the pricing, as well as the service life of equipment, is assessed annually.
  3. Changes to the Equipment Replacement List shall be recommended by the fire chief and implemented through the policy amendment and budget adoption process.

### **238.4 EQUIPMENT REPLACEMENT LIST**

- (a) The Equipment Replacement list contains items which generally:
  1. Have a replacement value of greater than \$10,000 and are mobile in nature (not fixed to a facility).
  2. Have a combined purchase price that will total more than \$10,000 (when the individual item value is less than \$10,000).
  3. Are replaced at a predictable interval other than annually.
- (b) Vehicles
  1. Fire Engine(s)
  2. Medic Unit(s)
  3. Ladder Truck(s)
  4. Tender(s)
  5. Rescue Unit
  6. Staff Vehicles
  7. Battalion Chief and MSO Unit(s)

# East Pierce Fire & Rescue

## Policy Manual

### *Equipment Replacement Reserve*

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8. Brush Truck
  9. Marine Unit(s)
  10. Courier Van
  11. ATV(s)
  12. Mechanic Truck
  13. Bus
  - (c) Equipment
    1. Gas Detector(s)
    2. SCBA(s)
    3. Defibrillator(s)
    4. SCBA Compressor(s)
    5. Thermal Imaging Camera(s)
    6. Ballistic Gear
    7. Extrication Equipment
    8. Positive pressure fans
    9. Portable and Mobile Radios
    10. Defib/Monitors
    11. Video Laryngoscopes
    12. Cot/Auto Load Systems
    13. Stair Chairs
  - (d) Items excluded
    1. Trailers or other special purpose equipment
    2. I.T. Equipment (computers, monitors, etc.)
    3. Facility Equipment (chairs, tables, beds, HVAC, water heaters, roofs)
- (a) Exception: SCBA Compressor(s)



To: **Board of Fire Commissioners**  
From: **Jon Parkinson, Fire Chief**  
Subject: **Monthly Chief's Report – August 2022**

### **Station 111**

A groundbreaking ceremony will be held on 8/22 @ 130 pm.

### **Training Consortium**

The Operations Advisory Team (OAT) has begun weekly meetings, and the Administrative Board will begin weekly meetings starting 8/31.

### **Recruit Badge Pinning**

Our newest firefighters from class 2022-1 were pinned on 7/22 @ Station 111. This ceremony was our first in-person badge pinning since pre-pandemic.

### **2023 Budget**

The staff has begun work on the 2023 operating budget. The Board will see the first draft in October and the final draft in November.

### **Fire Boat**

The new boat will be placed into service on Lake Tapps during the week of 8/15.

### **Burn Ban**

Pierce County burn ban went into effect on 8/5. We have seen an uptick in brush fires across the county and state.

### **South Prairie**

The annual update with the town council occurred on 8/9.

### **Safer Grant**

No new information at this time.

### **Ballistic gear surplus**

We are working through the process of obtaining quotes for the destruction of the ensembles. Once complete, I will update the Board with the final disposition.

### **Cities/Town meetings:**

- Sumner Public Safety
- BL Public Safety (Mack covered)

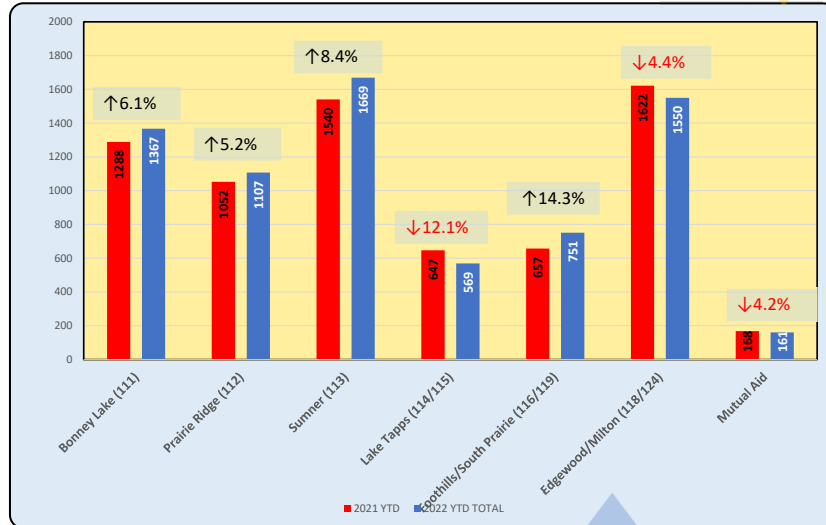
### **Organizations:**

- Sumner& BLT Rotary
- Bonney Lake Chamber Collective

### **Other**

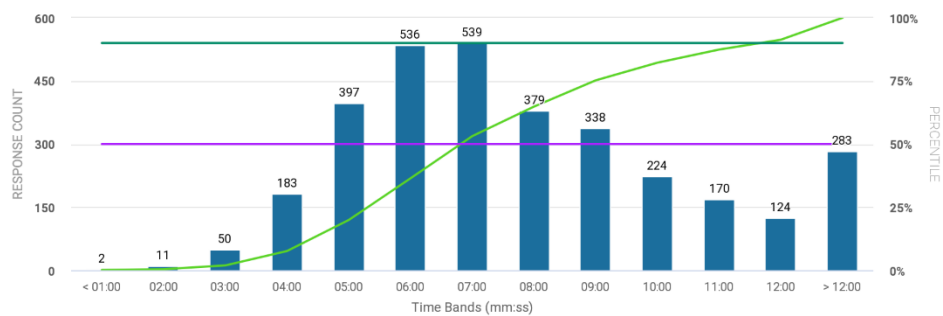
On 8/2, I assisted South King Fire & Rescue with their AC selection process

Incident Count by Station Area—YTD July 2022



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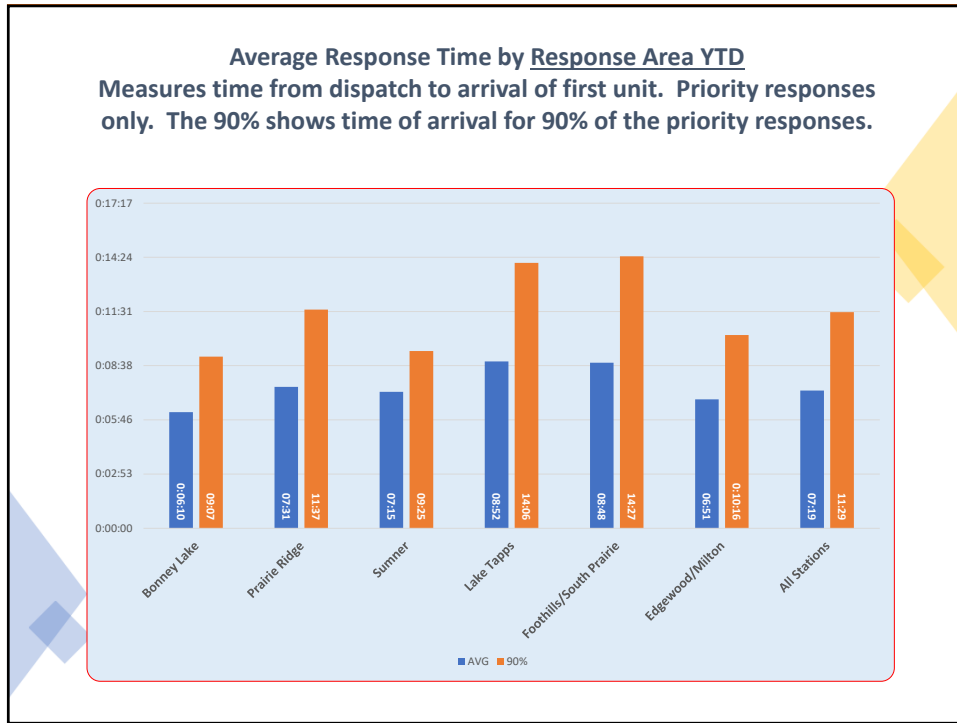
RESPONSE TIME (DISPATCH TO ARRIVAL)



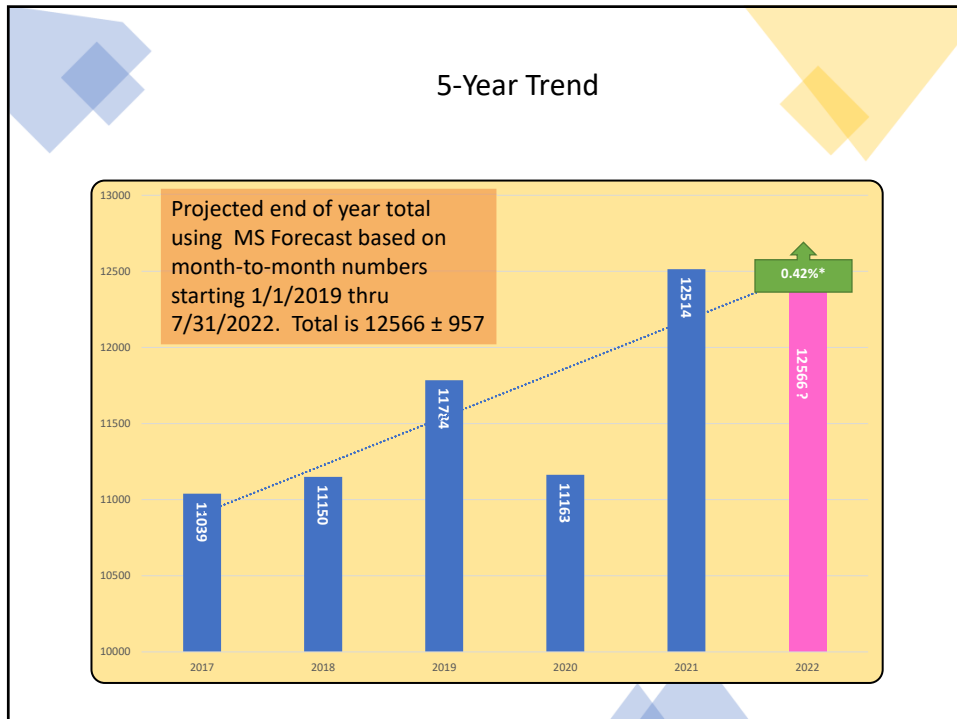
Response Times all  
Units (Priority  
Responses)—YTD  
July 2022

- Incidents—3239
- 50%—06:46(AVG)
- 90<sup>th</sup>—11:32

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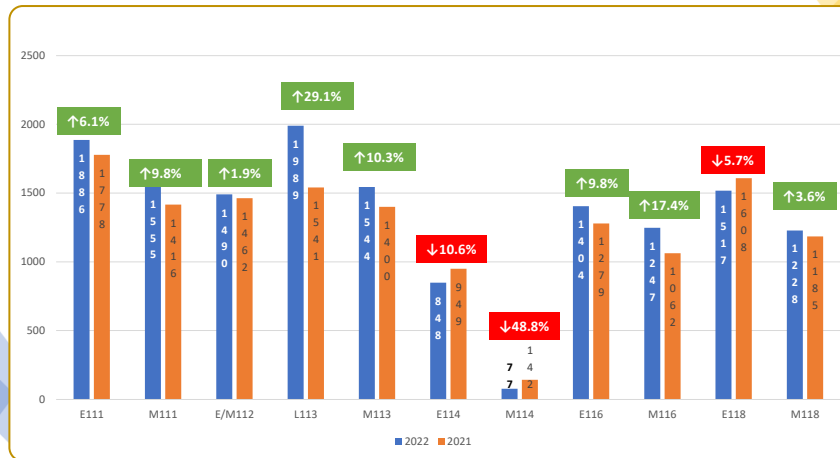
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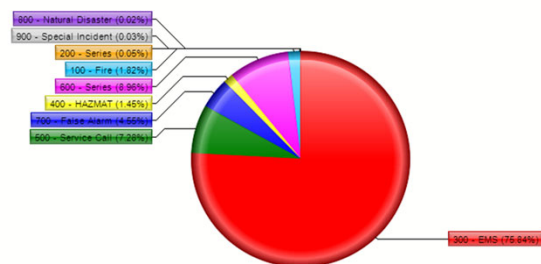
## Total Counts by Unit—YTD July 2022



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## Incidents by Type—YTD thru July 2022

Incident Type Group	2022	Total
100 - Fire	146	1.82%
200 - Overpressure, Rupture, Explosion—No fire	3	0.04%
300 - EMS	5441	75.4%
400 - HAZMAT	103	1.45%
500 - Service Call	514	7.12%
600 - Good intent—Includes wrong location, controlled burn, patient already transported...	660	9.15%
700 - False Alarm	345	4.78%
800 - Natural Disaster	1	0.01%
900 - Special Incident	3	0.03%
<b>Annual Total</b>	<b>7216</b>	



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**Mutual Aid Given**  
**7/1/2022—7/31/2022**

Incident	Aided Agency	Date	Type	Apparatus	Transport
EPF22006168	Buckley Fire Dept	7/2/2022	EMS	M116	Yes
EPF22006207	Central Pierce Fire De	7/3/2022	MVC	L113	N/A
EPF22006312	Central Pierce Fire De	7/6/2022	EMS	M113	No
EPF22006349	Central Pierce Fire De	7/7/2022	EMS	M113	Yes
EPF22006442	Buckley Fire Dept	7/10/2022	EMS	M116	Yes
EPF22006489	Buckley Fire Dept	7/11/2022	EMS	M112	Yes
EPF22006556	Central Pierce Fire De	7/13/2022	EMS	M111	Yes
EPF22006595	Central Pierce Fire De	7/14/2022	EMS	L113	N/A
EPF22006640	Buckley Fire Dept	7/15/2022	EMS	M116	No
EPF22006800	Buckley Fire Dept	7/20/2022	EMS	E116	No
EPF22006805	Orting Fire Dept	7/20/2022	EMS	L113	N/A
EPF22006807	Central Pierce Fire De	7/20/2022	Cardiac Arr	M113	No
EPF22006914	Central Pierce Fire De	7/23/2022	RES Fire	L113, E111	N/A
EPF22007003	Valley Regional Fire Au	7/26/2022	MVC	M118	No
EPF22007135	Central Pierce Fire De	7/29/2022	Fall	M118	Yes
EPF22007211	Central Pierce Fire De	7/31/2022	Comm Fire	L113	N/A
EPF22007233	Central Pierce Fire De	7/31/2022	Swift Water	E114	N/A

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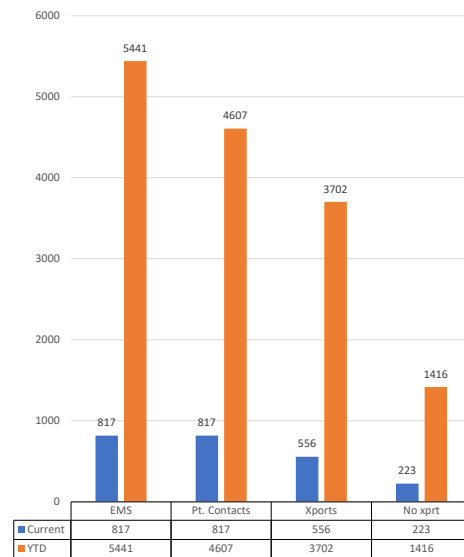
**Mutual Aid Received 07/01/2022—07/31/2022**

Incident	Date	Agency	Type	Apparatus	Transport
EPF22006110	7/1/2022	AMR	EMS	M35	Yes
EPF22006228	7/4/2022	AMR	EMS	M35	Yes
EPF22007174	7/30/2022	AMR	MVC	M35	Yes
EPF22007237	7/31/2022	AMR	EMS	M35	Yes
EPF22006525	7/12/2022	Buckley Fire Dept	VEH FIRE	BR34	N/A
EPF22006531	7/12/2022	Buckley Fire Dept	EMS	M35	Yes
EPF22006557	7/13/2022	Buckley Fire Dept	EMS	M35	No
EPF22006924	7/23/2022	Buckley Fire Dept	FALL	M35	No
EPF22006985	7/25/2022	Buckley Fire Dept	EMS	M35	No
EPF22007072	7/27/2022	Buckley Fire Dept	EMS	M35	No
EPF22006674	7/16/2022	Carbonado Fire Dept	MVC	AID39	No
EPF22006676	7/16/2022	Carbonado Fire Dept	MVC	E39, AID39	No
EPF22006981	7/25/2022	Carbonado Fire Dept	EMS	AID39	No
EPF22006200	7/3/2022	Central Pierce Fire Dept	MVC	E73	N/A
EPF22006248	7/4/2022	Central Pierce Fire Dept	RES FIRE	E71	N/A
EPF22006253	7/5/2022	Central Pierce Fire Dept	CO ALARM	E71	N/A
EPF22006313	7/6/2022	PCSO	Cardiac Arrest	557, 72, 317	No
EPF22006462	7/10/2022	Central Pierce Fire Dept	RES FIRE	E71	N/A
EPF22006483	7/11/2022	Central Pierce Fire Dept	FALL	M71	No
EPF22006524	7/12/2022	Central Pierce Fire Dept	MVC	M71	No
EPF22006590	7/14/2022	Central Pierce Fire Dept	VEH FIRE	E71, FM691	N/A
EPF22006718	7/17/2022	Buckley Fire Dept	Cardiac Arrest	CHF40, M35	Yes
EPF22006743	7/18/2022	Central Pierce Fire Dept	RES FIRE	E71	N/A
EPF22006817	7/20/2022	Central Pierce Fire Dept	EMS	M72	Yes
EPF22006986	7/25/2022	Central Pierce Fire Dept	Fall	M71	Yes
EPF22007029	7/26/2022	Central Pierce Fire Dept	RES FIRE	KCE333, KCL331, KCAID332, KCBC331	N/A
EPF22007032	7/26/2022	Central Pierce Fire Dept	Fall	E73	N/A
EPF22007171	7/30/2022	Central Pierce Fire Dept	EMS	M71	No
EPF22006417	7/9/2022	Orting Fire Dept	EMS	E40	No
EPF22006660	7/16/2022	Orting Fire Dept	EMS	M40	No
EPF22006865	7/21/2022	Valley Regional Fire Authority (VRFA)	COMM FIRE	E71, KCE333, KCE338	N/A
EPF22007170	7/30/2022	Valley Regional Fire Authority (VRFA)	COMM Fire	E71, KCE338	N/A
EPF22007195	7/30/2022	Valley Regional Fire Authority (VRFA)	EMS	M71	No

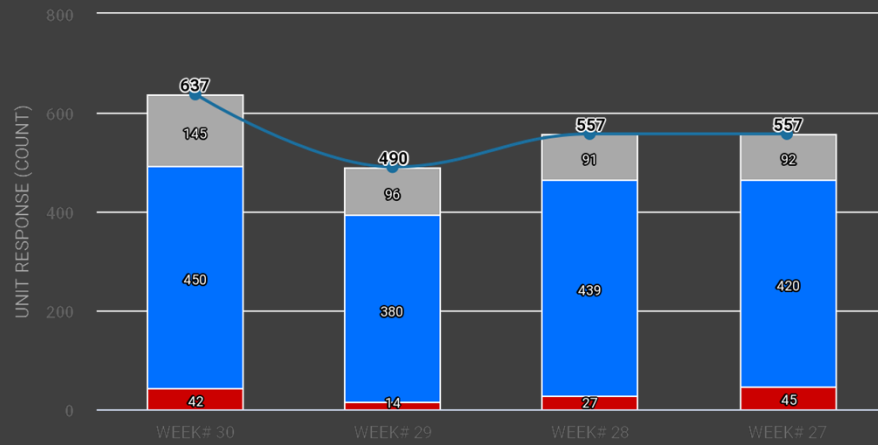
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## Transports July 2022

- EMS calls can include MVAs with no injuries, or incidents where no contact is made with an identified patient.
- Patient contacts include every time an assessment is made on an identified patient.

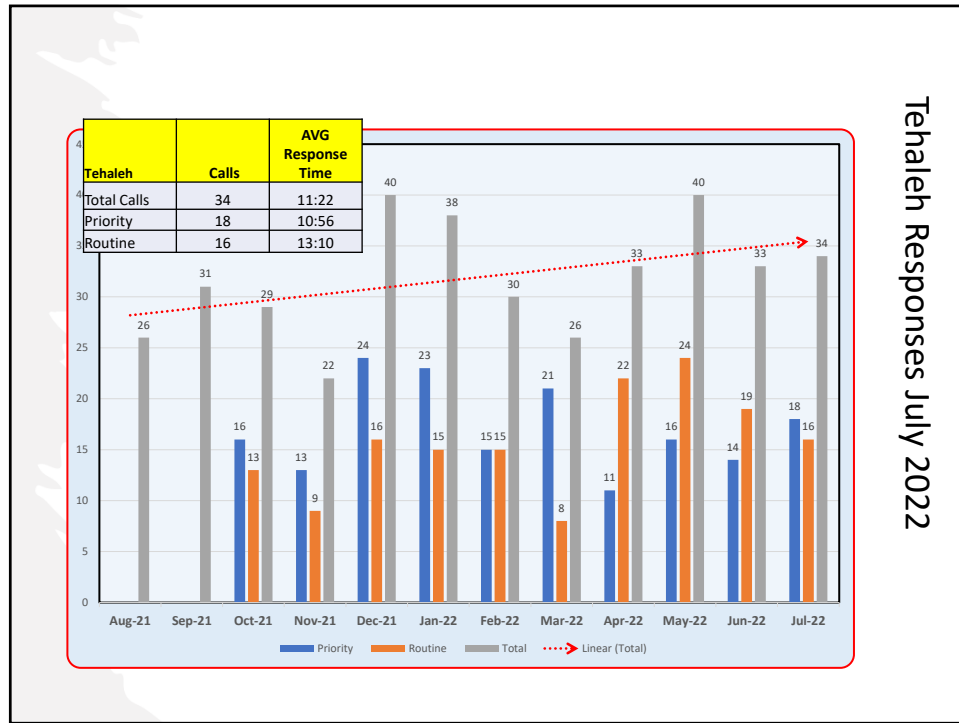


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- **The Weekly Unit Response Summary** is intended to provide a snapshot of unit activity for the last full week & compare it to the averages of the prior 3 weeks. The report is currently reporting Mon, Jul-25-2022 to Sun, Jul-31-2022 which is **Week# 30**.

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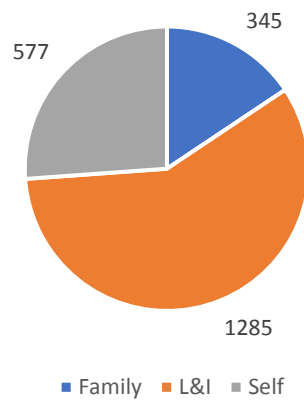


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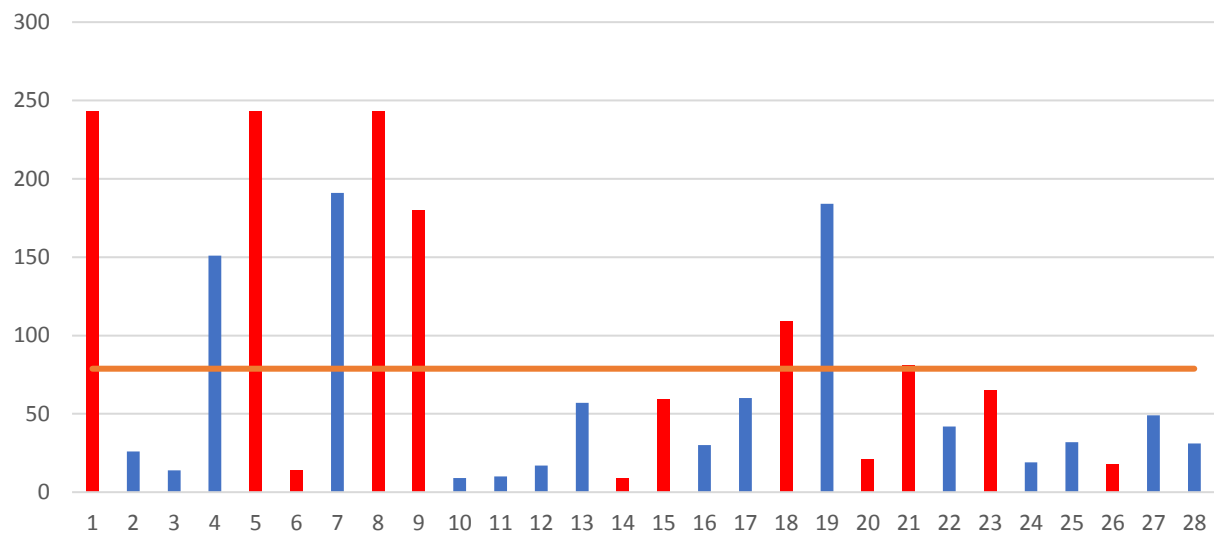
## Injury – Medical Leave Report – August 2022

- In 2022, a total of 28 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 78.82 calendar days
- 12 L&I claims for time-loss injuries have occurred in 2022 (seen below in red).
  - Several of these claims qualify for the Stay-at-Work program through L&I

Time Loss by Type (calendar days)



Time Loss by Employee (calendar days)





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

#### **Station 118**

- All steel beams arrived and are installed.
- Roof will now be finished, and the job will begin moving along.

#### **Station 111**

- Station 111 permitting is complete for site civil and building.
- The contractor will be under contract by August 19th with notice to proceed set for August 29th.
- Groundbreaking ceremony is August 22 at 1:30 at the new site.

#### **Station 114**

- Right-of-way permitting is still proceeding though review.

#### **Station 117**

- Land use review is still underway with us making revisions to answer their review comments.
- We will likely have to install an emergency traffic signal.
- We are close going before the Review board.

#### **Station 112**

- Sale is closed. The seller agent indicated that working with the fire department was the best-selling experience he can recall. The actual sellers were also very happy.
- We are getting the site surveyed and will be proceeding to surplus the house.