



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
September 19, 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/82047549852>

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 August 15th Regular Meeting Pages 3-5
- b) Approve Minutes of the August 23rd Special Meeting Pages 6-7
- c) Treasurer’s Report..... Pages 8-9
- d) Approve Finances..... Pages 10-14
- e) Financial Waiver
 - i) Transport Account 132777744 in the amount of \$124.80 Page 15

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 16-20

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 21-23
- b) Q3 Strategic Plan - Parkinson..... Pages 24-42
- c) Q3 Standard of Cover - Stabenfeldt Pages 43-47
- d) Q3 Financial Assessment - Hollon..... Pages 48-50
- e) Semiannual Stats - Parkinson Pages 51-62
- f) Monthly Injury Report..... Page 63

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 9/8 Committee Meeting – Wernet Page 63
- b) Finance Committee – None
- c) HR Committee – None

10. RESOLUTIONS:

- a) Resolution 1028 – Transfer of Funds (Reserve to GL) – Hollon Pages 64-66
- b) Resolution 1029 – Transfer of Funds (GL to Capital) – Hollon..... Pages 67-68
- c) Resolution 1030 – Cancellation of Warrants – Hollon..... Pages 69-77
- d) Resolution 1031 – Sole Source (USDD) – Hollon/Herrera..... Pages 78-83

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

- a) Bond Expense Projection – Hollon/Parkinson Pages 84-85
- b) Special Teams Overview – Stabenfeldt..... None

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) Timecards – Byerley None
- b) Snure Seminar – Byerley..... Page 86
- c) WFCM Additional Banquet Tickets – Byerley..... Page 87
- d) Open House – Byerley Page 88

14. EXECUTIVE SESSION:..... None

15. COMMISSIONER ACTION/DISCUSSION: None

16. ADJOURN

EVENTS:

- 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**

August 15, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on August 15, 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, Pat McElligott, Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey, Chief Jon Parkinson, Deputy Chief Bill Mack, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused: None

AUDIENCE: Project Manager Phil Herrera, Attorney Joe Quinn

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 230803001-230803010 in the amount of \$390,046.23 and electronic payroll in the amount of \$ 2,422,050.51.
- Agenda Item 14 (Executive Session)- Move the 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 from Agenda Item 14 to Agenda Item 7.

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

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the July 18th Regular meeting; treasurer's report; current expense vouchers 230801001-230801068 in the amount of \$330,624.45; payroll vouchers 230803001-230803010 in the amount of \$390,046.23; electronic payroll in the amount of \$ 2,422,050.51; Capital expense vouchers 230802001-230802014 in the amount of \$1,954,080.65; post-meeting payroll transactions in the amount of \$921.19; financial waiver for transport account number 132700527 in the amount of \$795.75; and Resolution 1025 quarterly EMS write offs in the amount of \$216,444.41). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

EXECUTIVE SESSION:

Chair Napier called for an 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 at 7:04 p.m. for 10 minutes.

Executive session extended at 7:14 p.m. for 5 minutes.

Meeting reconvened at 7:19 p.m.

BOND-2018:

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

Station 111: Progress continues at a good pace. The project timeline has increased by two months due to curing time for retaining walls not included in the original construction schedule.

Station 112: No changes since last meeting. Continuing work on drawings and communicating with the County for conditional use permit. Pre-application meeting with Pierce County is scheduled for August 27th.

Station 114: The contractor is moving at a good pace. The underground sitework has been going well with no big surprises. There are some delays with a couple permits at Pierce County that could impact the schedule for storm and water connections.

Station 117: Project bid closed today. Reviewed bid tabulation. Jody Miller Construction is the apparent low bidder.

Station 118: General contractor has been notified of pending action if substantial completion is not delivered by September 1. Punch list and testing is underway. Furnishings are being delivered.

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: Station 118-concerns have been communicated with the contractor regarding construction delays; Station 124-remodel project is out for bid and closes on 8/28; Station 117-bid closed on 8/15 and an update was provided; Recruitment update-an unexpected employee resignation was received last month, but we were able to add the position to the fall academy bringing the total class size to 14, recruitment for 2024-1 is currently underway; command staff and several battalion chiefs will be attending the King County Fire Chiefs Leadership Conference Sept. 11-14; Levy Committee-Chief provided overview of workgroup activity and consultant recommendations; and 2024 Budget Process-staff is working on 2024 budget, discussed timeline for committee and Board review.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS: None

RESOLUTIONS:

Resolution 1026- Cancellations of Warrant: District Secretary Corina Byerley presented to the Board Resolution 1026 requesting the cancellation of a warrant. Cobalt Storage was issued a check in the amount of \$967.00 for storage services and was lost in the mail and not cashed. The total amount to be cancelled is \$967.00. Commissioner Egan moved to Resolution 1026 cancelling warrants 1690216 in the total amount of \$967.00. The motion was seconded by Commissioner McElligott and carried.

Resolution 1027- Transfer of funds (Project Manager): District Secretary Corina Byerley presented to the Board Resolution 1027 requesting the transfer of funds in the amount of \$90,860 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner McElligott moved to approve Resolution 1027 to transfer funds from the Capital Fund to the General fund in the amount of \$90,860. The motion was seconded by Commissioner Cathey and carried.

NEW BUSINESS: None

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS: None

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.110(1)(g) to review the performance of a public employee at 8:00 p.m. for 10 minutes.

Executive session extended at 8:10 p.m. for 5 minutes.

Meeting reconvened at 8:15 p.m.

COMMISSIONER ACTION/DISCUSSION:

Project Manager Performance Award: Upon reconvening the meeting from executive session, the following action was taken: Commissioner McElligott moved to give the Project Manager, Phil Herrera, a one time, lump sum, performance award in the amount of 5% of his annual salary as of September 1, 2023, to be issued with the next payroll cycle. A letter will accompany the performance award outlining accomplishments as a basis for the performance award. The motion was seconded by Commissioner Egan and carried.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan

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

August 23, 2023

A special meeting of the Board of Fire Commissioners of East Pierce Fire and Rescue held on August 23, 2023, 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 6:00 p.m. Present by roll call were Commissioners Cynthia Wernet, Mike Cathey, Pat McElligott, Kevin Garling, Ed Egan, Fire Chief Parkinson, Deputy Chief Kevin Stabenfeldt, District Secretary Corina Byerley, and Finance Manager Michelle Hollon.

Absent: Commissioner Randy Kroum

Audience: Phil Herrera and Attorney Eric Quinn

The purpose of the special meeting was to have a follow-up discussion on Station 118, to call for an Executive Session per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation, to award the bid for Station 117, and to call for an Executive Session per RCW 42.30.140 (4)(b) to plan or adopt the strategy or position to be taken by the governing body during professional negotiations.

EXECUTIVE SESSION: Chair Napier called for an 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 at 6:01 p.m. for 5 minutes.

Meeting reconvened at 6:06 p.m.

Awarding of Station 114 Bid: Chief Parkinson and Project Manager Phil Herrera presented to the Board a request to award the bid for the construction of station 117 to Jody Miller 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 117 on August 15, 2023. The district received nine qualified bids, Jody Miller Construction of Tacoma, WA was the qualified low bidder submitting a qualified bid proposal in the amount \$9,266,000 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 117 to Jody Miller Construction and to begin preparation of a contract for construction to be signed by the fire chief. Commissioner Egan moved to award the bid for Station 117 to Jody Miller Construction in the amount of \$9,266,000 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 McElligott and carried.

EXECUTIVE SESSION: Chair Napier called for an executive session Per RCW 42.30.140 (4)(b) to plan or adopt the strategy or position to be taken by the governing body during professional negotiations at 6:12 p.m. for 5 minutes.

Executive session extended at 6:17 p.m. for 3 minutes.

Meeting reconvened at 6:20 p.m.

COMMISSIONER ACTION/DISCUSSION: Upon reconvening the meeting from executive session, the following action was taken:

Rescind the performance award board action from the regular board meeting on 8/15/23: Commissioner McElligott moved to rescind the performance award board action from the regular board meeting on 8.15.23. The motion was seconded by Commissioner Wernet and carried.

Amend Project Manager's Contract: Commissioner Garling moved that Section 3.1.1 of the personal services contract of Phil Herrera be amended to permit a 11.5% pay raise effective September 1, 2023 to be effective through August 31, 2024. The motion was seconded by Commissioner McElligott and carried (Nay-Wernet; Yay-Napier, Garling, Egan, Cathey, McElligott).

There being no further business to come before the Board. Meeting adjourned at 6:23 p.m.

Chair Jon Napier

Corina Byerley, District Secretary



EAST PIERCE FIRE & RESCUE

August 2023

for September 19, 2023 Meeting

	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
4 Months Remaining =					33.33%

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	138,987	19,122,117	35,580,911	16,458,794	46.3%
Property Tax - Prior Year/Delinquent	13,583	282,960	-	(282,960)	0.0%
Other Taxes	270	13,409	18,500	5,091	27.5%
Regular EMS Transport	280,790	2,008,346	2,800,000	791,654	28.3%
GEMT Transport	226,240	2,484,875	3,100,000	615,125	19.8%
GEMT Reconciliation	-	654,229	600,000	(54,229)	-9.0%
Intergovernmental	255,758	553,908	201,375	(352,533)	-175.1%
Tehaleh Mitigation	-	2,450	100,000	97,550	97.6%
Transfers in from Reserves/Capital	90,860	719,683	5,573,342	4,853,659	87.1%
Other Revenue	160,118	994,467	1,529,770	535,303	35.0%
Total Operating Revenues	1,166,606	26,836,444	49,503,898	22,667,454	45.8%

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>	201,625	1,749,587	2,901,818	1,152,231	39.7%
Operations <i>(Fire, Training, Volunteers)</i>	2,314,906	19,372,979	30,172,400	10,799,421	35.8%
EMS	185,789	1,779,099	3,056,911	1,277,812	41.8%
Prevention <i>(Fire Prevention, Pub Ed)</i>	119,225	894,179	1,320,488	426,309	32.3%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	237,961	3,132,574	4,793,239	1,660,665	34.6%
Capital <i>(Project Manager)</i>	23,296	722,334	189,716	(532,618)	-280.7%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	22,940	1,353,726	5,383,626	4,029,900	74.9%
Transfers Out	-	3,534,893	1,685,700	(1,849,193)	-109.7%
Total Operating Expenses	3,105,744	32,539,372	49,503,898	16,964,526	34.3%
Payroll Clearing Accruals	(28,726)	(7,026)			
Operating Expenses Net of Accruals	3,077,018	32,532,346			
Ending Net Cash & Investments			\$ 7,979,386		

Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 08/31/23	(Short)/Over
General Reserve				3,600,799	86,354
Equipment Reserve				13,809,760	N/A
Facilities Reserve				1,149,960	349,960
Employee Compensation Reserve				875,717	75,717
Capital Facilities Phase 2				14,136,474	Balance
Sale of Tax Title Property					
Investment Interest	151,383				
Current Month Total	151,383	-	-		
Year to Date Total	\$ 1,025,533	\$ 3,534,893	\$ 485,909	\$ 33,572,710	



EAST PIERCE FIRE & RESCUE

August 2023

for September 19, 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	31,463	387,636	75,000	(312,636)	-416.8%
Total Revenues	31,463	387,636	75,000	(312,636)	-416.8%
Expenses					
Capital Expenditures/Expenses	5,814	39,258	-	(39,258)	0.0%
Capital Purchases-Station 111	1,083,229	7,303,571	-	(7,303,571)	0.0%
Capital Purchases-Station 112	18,205	64,481	-	(64,481)	0.0%
Capital Purchases-Station 114	675,126	1,798,500	-	(1,798,500)	0.0%
Capital Purchases-Station 117	63,835	392,939	-	(392,939)	0.0%
Capital Purchases-Station 118	102,437	1,442,934	-	(1,442,934)	0.0%
Capital Purchases-Station 124	5,434	78,790	-	(78,790)	0.0%
Transfer Out - GF - Cap Fac Mgr	90,860	233,774	47,429	(186,345)	-392.9%
Total Expenses	2,044,941	11,354,247	47,429	(11,306,818)	-23839.5%
Ending Net Cash and Investments			\$ 5,032,763		

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	184,957	1,341,000	1,365,000	24,000	0.0%
Total Revenues	184,957	1,341,000	1,365,000	24,000	
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			\$ 41,823,068		

**** Note: \$1,000,000 of Ending Net Cash reserved for IRS for arbitrage true-up ****



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
9/14/23	3973	DIMARTINO ASSOCIATES (WSCFF)	\$19,970.28
9/14/23	3974	EMPLOYMENT SECURITY-LTC	\$4,506.13
9/14/23	3976	IAFF - FIREPAC	\$741.00
9/14/23	3977	LEOFF HEALTH & WELFARE TRUST	\$378,532.11
9/14/23	3980	WCIF-Met Life	\$224.21
9/14/23	3972	AFLAC	\$485.49
9/14/23	3975	GET PROGRAM	\$781.00
9/14/23	3978	TACOMA-PIERCE CO CHAPLAINCY	\$706.50
9/14/23	3979	WCIF-Life/Dental/EAP	\$932.33
9/14/23	3981	WSCFF - FASTPAC	\$559.50
9/14/23	3986	AIR EXCHANGE, INC.	\$1,363.28
9/14/23	3987	ALERT-ALL CORP	\$2,033.13
9/14/23	3988	ART GAMBLIN MOTORS	\$173.74
9/14/23	3990	BOUND TREE MEDICAL LLC	\$1,053.98
9/14/23	4067	ANDY JOHNSON & CO. INC.	\$466,384.13
9/14/23	3982	WSCFF-Medical Expense Reimbursement Plan	\$15,400.00
9/14/23	3983	A HUGE PRODUCTION	\$3,050.00
9/14/23	3984	ABM JANITORIAL SERVICES	\$1,140.71
9/14/23	3985	ADVANCE TRAVEL FUND	\$4,214.54
9/14/23	3989	BARNHART MD PS STEPHEN W	\$4,950.00
9/14/23	4066	ALL CITY SAWING AND DRILLING LLC	\$3,659.37
9/14/23	4068	CITY OF MILTON	\$798.30
9/14/23	3993	CARDINAL HEALTH 112, LLC	\$3,700.24
9/14/23	3994	CDW GOVERNMENT	\$26,203.44
9/14/23	4071	JONES & ROBERTS CO.	\$736,104.01
9/14/23	3991	BRITE COMPUTERS	\$172.96
9/14/23	3992	CAMERON RENEE	\$74.97
9/14/23	4069	EDNETICS	\$12,134.45
9/14/23	4070	HONEY BUCKET	\$86.14
9/14/23	3995	CENTRAL PIERCE FIRE & RESCUE	\$456.44
9/14/23	4072	L & L PRINTING INC	\$53.90
9/14/23	3996	CENTURYLINK (035B/376B/785B/786B/442B)	\$77.33
9/14/23	4073	LINCOLN CONSTRUCTION INC	\$21,614.62
9/14/23	3997	CHILD SAFETY SOLUTIONS INC	\$945.00
9/14/23	3998	CINTAS CORPORATION # 461	\$9,818.62
9/14/23	4074	MITYLITE, INC.	\$6,464.30
9/14/23	4075	MOBILE MODULAR	\$1,053.66
9/14/23	4000	CODE MECHANICAL INC.	\$1,150.17

9/14/23	4076	ODP BUSINESS SOLUTIONS LLC	\$405.87
9/14/23	4001	CROA	\$60.00
9/14/23	4077	OTTO ROSENAU & ASSOCIATES, INC.	\$7,715.00
9/14/23	4002	DAILY JOURNAL OF COMMERCE	\$165.00
9/14/23	4003	DAVIS DOOR SERVICE, INC	\$2,617.95
9/14/23	4079	PERFORMANCE VALIDATION INC.	\$792.00
9/14/23	4004	DEDGE SETH	\$583.85
9/14/23	3999	CITY OF BONNEY LAKE-REIMB UTILITIES	\$8,369.20
9/14/23	4078	PERFORMANCE SYSTEMS INTEGRATION LLC	\$1,462.30
9/14/23	4005	DOYLE JUSTIN	\$727.81
9/14/23	4081	PUGET SOUND ENERGY	\$295.00
9/14/23	4082	RICE FERGUS MILLER ARCHITECTURE	\$104,080.39
9/14/23	4083	ROBERT HALF	\$7,823.25
9/14/23	4084	SEAWESTERN	\$94,122.07
9/14/23	4085	TERRA ASSOCIATES, INC.	\$423.20
9/14/23	4010	FUGATE FORD	\$217.92
9/14/23	4011	GALLS, LLC	\$757.35
9/14/23	4080	PIERCE COUNTY SEWER	\$35.03
9/14/23	4006	EIGHT TWENTY EIGHT	\$5,000.00
9/14/23	4007	FIDELITY SOLUTIONS	\$254.59
9/14/23	4008	FOREMOST PROMOTIONS	\$1,787.03
9/14/23	4009	FREIGHTLINER NORTHWEST	\$2,138.96
9/14/23	4086	TRANSPOGROUP	\$4,428.33
9/14/23	4087	WASHINGTON AUTOMATED	\$11,909.52
9/14/23	4012	GILBERT MATT	\$735.00
9/14/23	4014	HOLT BLAKE	\$22.28
9/14/23	4019	L N CURTIS & SONS	\$51,642.66
9/14/23	4088	WASTE XPRESS	\$8,290.68
9/14/23	4013	HANSEN CONNOR	\$594.31
9/14/23	4015	HOUSE ANDREW	\$146.48
9/14/23	4016	HUGHES FIRE EQUIPMENT, INC.	\$8,074.31
9/14/23	4017	JAMES OIL CO. INC.	\$22,113.22
9/14/23	4018	KOVACS GABOR	\$750.00
9/14/23	4021	LATHROP ADAM	\$378.82
9/14/23	4022	LES SCHWAB TIRE CENTERS	\$5,707.60
9/14/23	4023	LIFE ASSIST	\$22,949.10
9/14/23	4024	LINDE GAS & EQUIPMENT INC	\$1,176.13
9/14/23	4020	LARSEN SIGN CO	\$8,582.30
9/14/23	4025	LUND FAUCETT	\$2,800.00
9/14/23	4026	MCGINNIS MIKE	\$321.84
9/14/23	4030	NATIONAL TESTING NETWORK	\$6,790.00

9/14/23	4031	NORTHWEST SAFETY CLEAN	\$4,557.60
9/14/23	4032	NPR INC	\$747.00
9/14/23	4034	OREILLY	\$82.11
9/14/23	4037	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,938.22
9/14/23	4039	PUGET SOUND ENERGY	\$5,436.61
9/14/23	4040	QUADIENT LEASING USA, INC.	\$361.58
9/14/23	4027	MINUTEMAN PRESS PUYALLUP	\$43.55
9/14/23	4028	MOBILE HEALTH RESOURCES LLC	\$2,819.16
9/14/23	4029	MUNICIPAL EMERGENCY SERVICES	\$56,451.64
9/14/23	4033	ODP BUSINESS SOLUTIONS LLC	\$91.59
9/14/23	4035	PACIFIC OFFICE AUTOMATION	\$599.12
9/14/23	4036	PC BUDGET & FINANCE DEPT	\$35.00
9/14/23	4038	PIERCE COUNTY SEWER	\$72.22
9/14/23	4044	RON & LEOS WELDING SERVICE	\$11,313.02
9/14/23	4045	ROSE CITY LABEL	\$1,417.00
9/14/23	4046	RPB SOLUTIONS INC	\$2,277.34
9/14/23	4041	QUINN ERIC	\$600.00
9/14/23	4042	RAYBELL PLUMBING	\$1,099.13
9/14/23	4043	REHN AND ASSOCIATES	\$25.00
9/14/23	4050	STABENFELDT KEVIN	\$181.18
9/14/23	4052	SUMNER-BONNEY LAKE SCHOOL DISTRICT	\$450.00
9/14/23	4053	SUNSET FORD	\$401.19
9/14/23	4058	VALVOLINE LLC	\$567.59
9/14/23	4059	VFIS	\$254,833.00
9/14/23	4060	VINK	\$100.00
9/14/23	4064	WCIF-Life/Dental/EAP	\$21,873.45
9/14/23	4047	SEAWESTERN	\$14,053.51
9/14/23	4048	SITECRAFTING, INC.	\$99.00
9/14/23	4049	SNIDER PETROLEUM	\$4,360.46
9/14/23	4051	SUMMIT LAW GROUP PLLC	\$624.00
9/14/23	4054	SYSTEMS DESIGN WEST LLC	\$12,274.78
9/14/23	4055	TELEFLEX LLC	\$3,325.00
9/14/23	4056	TREASURY MANAGEMENT SVCS - US BANK	\$96.66
9/14/23	4057	US BANK	\$69,958.06
9/14/23	4061	W.F.C.A.	\$3,240.00
9/14/23	4062	WA CITIES INSURANCE AUTHORITY	\$60.00
9/14/23	4063	WASHINGTON STATE FAIR	\$660.00
9/14/23	4065	WEST PIERCE FIRE & RESCUE	\$400.00

Payment Count: 117

Total Amount:

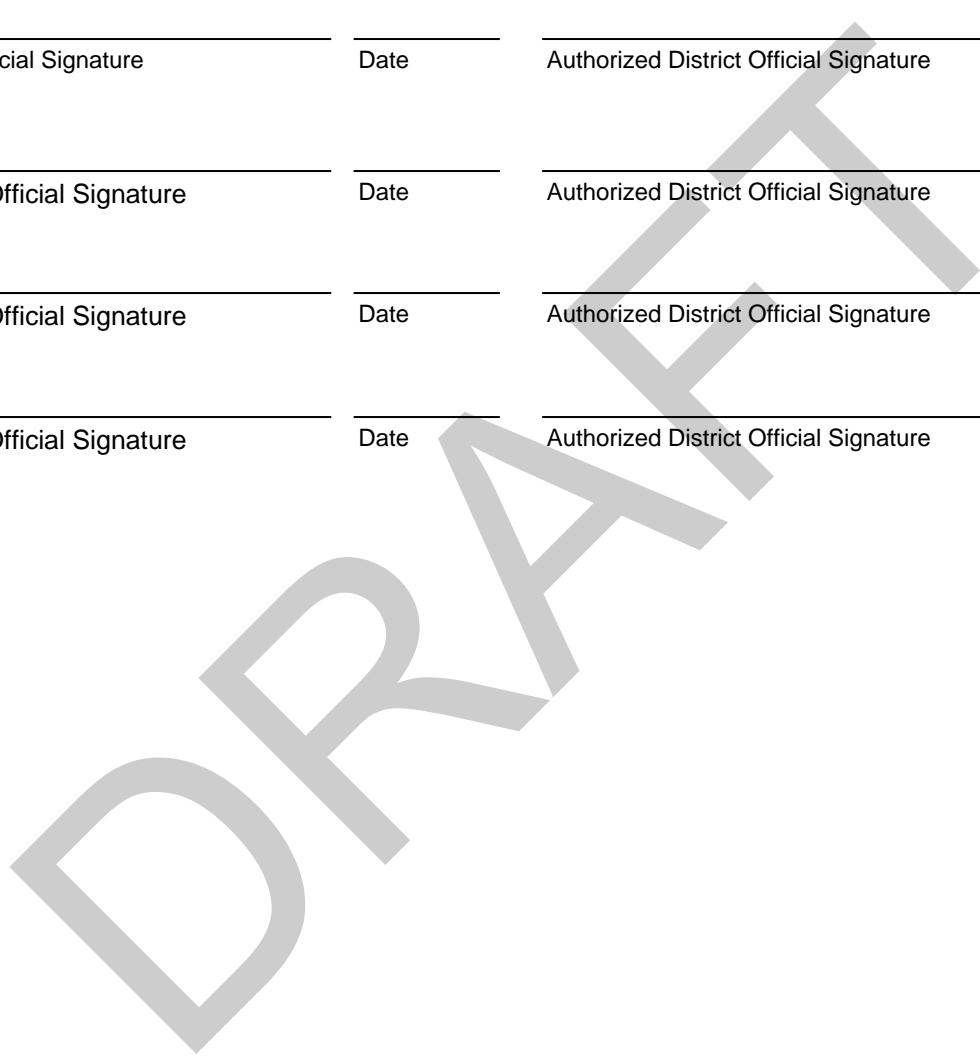
\$2,607,541.10

Payment Count: 117
Payment Total: \$2,607,541.10

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@piercecounywa.gov

PC Finance Department Use Only

Authorization Recieved on _____

Batch Verified by _____

August 2023 Post-Meeting	
General Fund	
Payroll Special Batch	
Payroll Transactions Revised August 16	
trx# 3616 DRS/LEOFF II voided	\$ 291,322.40
trx# 3620 FIT Taxes voided	\$ 335,779.49
trx# 3623 Local 3520 - 1.5% voided	\$ 26,933.81
trx# 3632 Voya - Deferred Comp voided	\$ 163,200.32
trx# 3647 DRS/LEOFF II created	\$ 291,404.97
trx# 3648 FIT Taxes created	\$ 335,920.18
trx# 3649 Local 3520 - 1.5% created	\$ 27,247.02
trx# 3650 Voya - Deferred Comp created	\$ 163,232.39
trx# 3563 Ricco, Jake - initial value	\$ 7,148.21
trx# 3563 Ricco, Jake - revised value	\$ 7,518.95
net payroll change	\$ 939.28
Transfer In from Capital Fund	
Project Manager 2023 Q2 Expenses	\$ 90,860.00
Capital Fund 301 (UTGO 2018 Bonds)	
Transfer Out to General Fund	\$ 90,860.00
Project Manager 2023 Q2 Expenses	
September 2023	
General Fund	
Total AP	\$ 694,567.03
AP Vouchers	
Vouchers # 230902001 - 230902083	\$ 694,567.03
Total Payroll	\$ 2,902,802.48
Payroll Vouchers	
Vouchers # 230901001 - 230901011	\$ 422,838.55
Electronic Payroll	\$ 2,479,963.93
Total Expenditures (AP + Payroll)	\$ 3,597,369.51
Total BIAS Expenditures (111 - 999)	\$ 3,573,113.51
Difference	\$ 24,256.00
sickleave buybacks	\$ 24,256.00
Capital Fund 301 (UTGO 2018 Bonds)	
Total AP	
Vouchers # 230903001 - 230903023	\$ 1,490,135.52



Board Meeting Agenda Item Summary

Meeting Date:	September 19, 2023
Title:	Approve Financial Assistance Program Waiver for Account 132777744

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	<i>Recommend that the Board approve inclusion of Account 132777744 into the Financial Assistance Program. Approve Waiving Co-Pay / Balance - Employee</i>
Presenter:	Consent Agenda
Attachments:	None

Summary:

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

Circumstances surrounding this incident:

Resolution 465 Waiver Authorization for District Employees and their immediate family:

Total Amount of Patient's Ambulance bill:	\$	1,248.00
Amount covered by private / government insurance programs:	\$	(1,123.20)
Patient' remaining balance (obligation) for this ambulance bill:	\$	124.80

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
N/A		

Recommendation based upon Financial Assistance Program formula:

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

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

3. **Policies/ Alternatives Considered:** None. See Above

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.
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Station 118

- Substantial completion: GC has been working diligently to respond to all final inspection comments. New comments with every re-inspection has made it a process of chasing a moving target.
- Punch list, testing: Underway, Punch list items are being fixed.
- We have been given permission by the city to begin setting up station furnishings.

Overall budget	\$15,717,331
To date expenditures	\$11,258,684
Original construction contract	\$8,951,486

Lincoln Construction has worked diligently these last few weeks to get to completion. We continue to work through inspection callouts.

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	\$11,828,207
Original construction contract	\$18,950,000

Opportunities

The contractor continues at a good pace. They are on pace to dry the building during 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	\$3,381,664
Original construction contract amount	\$7,463,744

Opportunities

All footings and foundations completed. Plumbing and electrical that goes under the slab complete in operations area. Ready to pour the slab next week. Work to prep for the slab also continues in that app bay and support areas.

Station 117

- Groundbreaking ceremony was a success. I estimate 100 people attended.
- Notice to proceed given.
- Contractor is mobilizing and starting site work this week.
- Substantial completion: November 2024.
- Projected move-in and operations: January 2025

Overall budget. \$12,590,320

To date expenditures \$595,195

Original construction contract amount - \$ 9,266,000

Threats

No significant threats currently

Station 112

- Document development Phase
- Conditional Use Permit,
- Submit for permitting: Oct 16th, 2023
- Projected construction starts: May 2024. 13-month construction time.
- Projected move-in operations: June 2025

Conditional Use Permit customer service meeting went well. The county will let us stack permit reviews to save us processing for the public review times and have just one hearing examiner review. They are also going to let us submit our building permit prior to receiving an approved CUP. We have now moved the building permit submittal up to Oct 16th.

Threats

1. We do are submitting the building permit documents at our own risk, if we don't get Conditional Use.
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

- Bid is complete. Low bid was \$238,120 from D&D Construction.
- Building permit submitted and awaiting the first review comments.
- Notice to proceed will be given for the first day the building is vacated by 118 crews.

September 2023 Station progress photos

Station 111



This is the second floor firefighter quarters area.



This is the sealcoat that goes over all exterior walls.



Admin area is topped out.



The apparatus bay slab and roof trusses. The roof sheeting will start this week.



Interior view of the admin area.



Station 118



Pretty much complete, working through final permit approvals.

Station 114

Operations area preparing for the slab.



Apparatus bay columns forming.



App bay and support area slab preparation



Station 117

Groundbreaking at 117



It's really great for the kids to participate.





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

Mack Retirement

We celebrated the career and retirement of Deputy Chief Bill Mack on 8/31. The event had a huge turnout, reflecting DC Mack's impact on the region.

OVFR

Effective 9/1, OVFR became part of Central Pierce Fire & Rescue operations and administration. We do not expect this to have any impact on EPFR other than what patch is on the shoulders of employees.

MSO Soft Seat

As of 9/12, we took the next step in dedicating the staffing of MSO 118. In the spring of 2023, we deployed the unit with the three newly promoted MSOs. From that point until 9/11, the unit was only staffed when these personnel were available – no overtime backfill occurred. The change now (soft seat) expands the unit staffing to add acting MSOs into the deployment scheme and backfill overtime as needed. The next step in staffing this unit will be to hard seat the position and make it part of daily minimum staffing. The difference between hard and soft seating is that we will not mandate overtime during the soft seat period as our acting pool is still small. As the acting pool grows, our ability to ensure 24/7/365 staffing of the unit becomes attainable.

Fire Stations

Station 124 (remodel)

The remodel project for Station 124 bid closed on 8/28. The low bidder was D&D Construction, with a bid of \$238,120.

Station 117

A groundbreaking ceremony occurred on 9/9/23, with roughly 150 citizens attending.

King County Leadership Conference

Command Staff and several battalion chiefs attended the King County Fire Chiefs Leadership Conference on September 11-14.

Committee Reminders

Finance Committee: Friday, October 9 @ 9 am

Upcoming Community Events

September 30: EPFR Open House

Levy Committee – Planning Update

The levy workgroup has met three times 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 one new fire station in late 2023, and will be opening an additional 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
- FME Chamber – EPFR safety class
- SS911 single radio system meeting
- EMS system meeting with PC Deputy Executive

Goal 1: Support the Wellbeing and Development of our Team	
Create transparent and equitable career paths, succession plans, opportunities for professional development and human resources functions.	
Establish career paths for uniformed and non-uniformed personnel.	Parkinson
Q1 2022: Work has begun to formalize career paths beyond the rank of BC. Non-Uniformed career paths have not yet been addressed.	
Q2 2022: Acting CO manual and Acting BC manual both under revision.	
Q3 2022: Succession and professional development set as PCFTC deliverable in 2023	
Q4 2022: Developing an acting officer workshop to develop interest for future company officers. MSO selection process finalized and utilized, developing process for acting MSO's.	
Q1 2023: MSO acting policy complete, future acting officer workshop conducted in Feb. and March, Non-uniformed staff meeting in Feb, all uniformed task books being revised.	
Q2 2023: Task book revisions are continuing. PCFTC working on delivery of common required promotional courses.	
Expand Succession Planning efforts	Parkinson
Q4 2021: To date, funding has been approved in the budget and a high level program document has been produced.	
Q1 2022: Work has begun to formalize career paths beyond the rank of BC. Non-Uniformed career paths have not yet been addressed.	
Q2 2022: Numerous employees are now accessing succession plan funding to attend King Co. Leadership programs, multi-year NFA courses, FRI annual conference, and WA State Fire Chiefs conference.	
Q3 2022: Lexipol draft policy created. Expected to publish in Q4 2022. Combines existing succession plan with policy language regarding funding usage.	
Q4 2022: Developing an acting officer workshop to develop interest for future company officers. MSO selection process finalized and utilized, developing process for acting MSO's.	
Q1 2023: Quarterly training components being delivered at quarterly officer meetings (budget, SOC, etc.)	
Q2 2023: All components of succession development planning have been complete. This will remain on ongoing objective for review and improvements.	

Expand formal and informal mentorship programs to identify and support individuals; professional motivations	Parkinson
Q2 2022: Numerous employees are now accessing succession plan funding to attend various training events (referenced above). Employees are partnered with command staff personnel to serve as mentors throughout their development.	
Q3 2022: Lexipol draft policy created. Expected to publish in Q4 2022. Combines existing succession plan with policy language regarding funding usage.	
Q4 2022: Succession policy sent to Labor for review.	
Q1 2023: Succession policy finalized and published, PCFTC in planning phase of an officer development academy to begin in 2024-25.	
Q2 2023: All formal components of succession development planning have been complete. This will remain on ongoing objective for review and improvements. Annual review of the employee survey assists in gauging the effectiveness of professional development opportunities.	
Continuously evaluate our promotional processes to minimize subjectivity, maximize professional and management skills.	Mack
Q4 2021: Revisions made to lieutenant, captain, and battalion chief promotional process in Spring of 2021. These changes will take effect for the testing process in Winter 2022.	
Q1 2022: Promotional process this month (March), with evaluation to occur in April for modifications.	
Q2 2022: Complete - Testing debrief complete and associated adjustments made to selection processes. This is an ongoing objective which will be revisited during each promotional process in the future.	
Support Team health and wellness.	
Develop a mental health support framework that includes proactive and reactive support for personnel and families.	Moore
Q4 2021: The creation of a peer support team was approved beginning in the 2020 operating budget. To date, training of team personnel and draft procedures have been created.	
Q2 2022: Peer support guideline manual complete, Team training regarding roles and responsibilities complete, FF marriage resiliency training scheduled for June, Interfacing with first responder mental wellness contractor regarding long-range support and services, SIGNAL app live for PST members to enhance communications.	
Q3 2022: Marriage resiliency class delivered in June 2022, Peer support training (scenario based) delivered and provider resource list established, PTSD class scheduled for all personnel in Oct. 2022	
Q4 2022: Quarterly peer support team meetings now occurring. Offered first meditation and yoga classes to personnel to gauge the level of interest from employees.	
Q1 2023: Expand peer support team to include non-uniformed members, PST attended: IAFF resiliency training, NW wellness training "PTSD Mayday", all peer support manuals published.	
Q2 2023: Expand peer support team by joining state and regional resource list. Offered care for aging parents class to personnel and community.	
Q3 2023: No further substantial action is planned for this objective. It will shift to an ongoing objective which will be continuously evaluated.	

Develop a physical health and fitness support framework	Moore
Q4 2021: Funding has historically been approved for pt equipment and for the peer fitness trainer program. The peer support team is now running this program in tandem to address both mental/emotional support as well as health and fitness. Lifescan physicals will also be available to all personnel in 2022.	
Q1 2022: Lifescan physicals scheduled for March/April. Peer Fitness Advisory Board established with quarterly meetings. Inventory assessment of PT equipment in facilities complete.	
Q2 2022: Consulting with vendor for ongoing functional movement testing and training (injury prevention), fitness manual in draft status, fitness class being trialed for all staff.	
Q3 2022: Peer fitness certifications completed for two additional personnel and SKFTC wellness program evaluated.	
Q4 2022: Offered first meditation and yoga classes to personnel to gauge the level of interest from employees. Zone 3 personnel assisting with new station fitness room design. Fitness manual draft being reviewed by Labor.	
Q1 2023: Fitness manual published, employee survey conducted to assess fitness wants and needs, ongoing quarterly training schedule developed and published. This objective is complete and is now moved into ongoing maintenance.	
Develop strategies to remove and manage the effects of sleep deprivation and workplace fatigue.	Moore
Q2 2022: Evaluating technology (wearable) for ongoing sleep/recovery/strain awareness.	
Q3 2022: Evaluation of health survey program for future implementation.	
Q4 2022: Fitness manual draft being reviewed by Labor. Includes best practices for sleep and recovery habits.	
Q1 2023: Fitness manual published which addresses best practices for sleep.	
Q2 2023: Several yoga and fitness classes are now being offered to improve overall wellness and sleep. IAFF training has also been delivered regarding best practices for sleep and recovery.	
Provide resources, care, and support for cancer prevention among personnel.	Moore
Q4 2021: Lifescan physicals will be available to all personnel in 2022.	
Q1 2022: Plymovent assessment complete, bunker gear evaluated (x2), PPE transport bags, hood exchange program in-place, PPE decon procedures updated, new extractors placed in 3 stations. Fleet updated to "clean cab/clean station" w/ warm water gross decon, and personal cleaning wipes, safe practices regarding cleanup after fires implemented (shower, hose loading, etc.)	
Q4 2022: Lifescan Physicals being now being scheduled for Winter/Spring of 2023.	
Q1 2023: Cancer prevention training (IAFF) provided to all personnel in January. Monitoring impacts of PFOS awareness.	
Q2 2023: Met with Galleri regarding GRAIL blood test for future employee access to cancer screening. PCFTC also working on 2024 initiatives for cancer and health screenings.	
Q3 2023: Grail bloodwork testing included in the 2024 budget request. PCFTC has lifescan scheduled for 2024.	

Continue to cultivate an inclusive, supportive, and accountable internal culture.

Regularly update foundational documents to ensure they reflect our desired culture and seek opportunities to link them to decision-making, accountability measures, and operations.

Parkinson

Q1 2022: Core document work completed to date: Strategic Plan, Capital Facilities Plan, and Annual Report. Work has begun on Standard of Cover, Facilities Maint. Plan, and updates to the Equipment Replacement Plan.

Q2 2022: Work continues on items Standard of Cover, Facilities Maint. Plan, and updates to the Equipment Replacement Plan.

Q3 2022: Standard of Cover draft expected in Oct/Nov 2022. Equipment replacement policy presented for adoption in Sept. 2022. Technology replacement evaluated by finance committee.

Q4 2022: Equipment Replacement Reserve policy adopted and published. SOC set for planning committee review of final draft. Will close the item in Q1 2023 when SOC finalized.

Q1 2023: Command Staff evaluated Mission/Vision/Values and will present recommendation at April Board workshop. Unit and Response benchmarks (SOC) presented to the Board for adoption in March.

Q2 2023: April Board workshop reviewed and recommended changes to M/V/V. Staff will work on update and messaging plan for rollout in 2024.

Q3 2023: Consulting expense for strategic plan and M/V/V overhaul included in 2024 budget request.

Maintain and improve onboarding processes and standards for new hires to ensure integration into EPFR culture and operations.

Mack

Q2 2022: Modifications to FF recruiting are currently in action for the current recruitment (removal of EMT requirement and revisions to selection process)

Q3 2022: Academy family orientation started for new employees (Aug. 2022). Marriage resiliency class delivered in June 2022. Family resiliency training scheduled for Oct. 2022.

Q4 2022: Working with PCFTC (Training Consortium) to determine how this will look/feel in the future as consortium recruit classes begin in 2023.

Q1 2023: The Academy Transition Team (ATT-PCFTC) is working through this for class 2023-2. PTSD/Resiliency class added to academy.

Q3 2023: No further substantial action is planned for this objective. It will shift to an ongoing objective which will be continuously evaluated.

Conduct annual surveys of personnel satisfaction and gather insights from exit interviews.	Parkinson/Lynch
Q4 2021: Beginning in 2022, all personnel who separate from the District will receive a fillable form to provide feedback and also have the opportunity to meet with the fire chief in person.	
Q1 2022: Process is being implemented now that forms and process are complete	
Q2 2022: Complete - 2022 Survey was completed in May, as well as the exit interview process. Once survey analysis is completed (by BERK Consulting), the data will be shared throughout the organization.	
Create a dynamic recruiting process that removes barriers to entry.	
Continuously evaluate our recruitment process to encourage applicants from a diverse range of backgrounds.	Mack
Q4 2021: Foundational work has begun by assessing our current practices as well as our current culture.	
Q1 2022: Working with school district (SBL) for recruitment opportunities in schools.	
Q2 2022: Current recruitment removed EMT requirement. Reviewing testing fee reduction/elimination options with HR committee this summer.	
Q3 2022: Evaluation of current firefighter recruitment process through the remainder of 2022. HR Committee evaluation of firefighter testing fee elimination for future recruitments.	
Q4 2022: Board approved 2023 budget - waiver of testing fee included, creating Pierce Co. HR workgroup to look at group recruiting options, attend King Co. diversity workshop at Renton VoTech in December.	
Q1 2023: Regional HR workgroup developing regional recruiting plan for class 2024-1. Equity Advisory Committee (EAC) created with assessments and training underway	
Q2 2023: Current recruitment underway has seen a substantial increase in the number of applicants. EFPR has also modified the pre-screen panel to accommodate more candidates.	
Q3 2023: Changes in recruiting practices have continued to produce positive results in quality candidates, diversity, and quantity. No further initiatives are planned for this objective. It will become an ongoing objective with ongoing evaluation for improvements.	
Continue to raise awareness of career opportunities in the fire service.	Parkinson/Lynch
Q1 2022: Working with school district (SBL) for recruitment opportunities in schools.	
Q2 2022: Began work with regional equity labs through Clover Park, Tacoma, Puyallup School Districts.	
Q4 2022: Creating Pierce Co. HR workgroup to look at group recruiting options, attend King Co. diversity workshop at Renton VoTech in December w/ goal to host in Pierce Co. in 2023.	
Q1 2023: Regional workshop still in planning phase, recruitment business cards ordered, recruitment video scheduled for shooting in May, website updates underway.	
Substantial completion is projected for 2023-2024	

Goal 2: Prepare for a growing population and increasing demand for services.

Develop a robust Community Risk Reduction program to prevent and prepare for emergencies.

Establish a program of annual fire and life safety inspections to increase building safety and reduce costs for businesses by improving the WSRB rating in urban and unincorporated areas throughout the District.

King

Q4 2021: With Board approval in 2021, the Fire Prevention Division began training on inspections and prefires.

Q1 2022: ILA's complete with all cities. Inspections and prefire work is in process

Q2 2022: Complete - Inspections are being completed in all cities (ILA's approved), prefires are in being updated via FDSU prefire response software. Annual report to Board to occur in July 22. This is an ongoing objective.

Grow EPFR's public education program, including going out into the community and sharing information via our website, social media, and PC-NET.

Gilbert/Sutherland

Q1 2022: Pub Ed Courses now being scheduled for 2022. Website re-design is in progress.

Q2 2022: Researching FDSU (First Due Size Up) Community Connect software to allow the public to input their own property specific information.

Q3 2022: New EPFR website live (Sept. 2022), Community Connect agreement signed with FDSU to allow public to add notes regarding their residence (launch in 2023). Instagram account launched in Sept. 2022.

Q4 2022: Fire extinguisher training now being offered. Characterization program being scheduled with schools.

Q1 2023: SBLSD Youth Forum, Developing crew training for Community Connect prior to public launch in late summer. Hands only CPR courses being delivered to community groups (Trilogy).

Q2 2023: Community Connect is now live. Staff is working through marketing campaign to push public awareness.

Support city, town, and county leadership in emergency preparedness efforts.	Gilbert
<p>Q4 2021: In 2021, emergency management duties were transferred from the logistics assistant chief to the prevention assistant chief. This has resulted in AC King regularly attending planning meetings in the region (Mt. Rainier, floods, winter storm, etc.).</p>	
<p>Q2 2022: Regularly attending EPIC (East Pierce Emergency Management Coalition) meetings, assisted Sumner and Bonney Lake in large scale LAHAR drill.</p>	
<p>Q3 2022: Wildland preparation projects complete in Bonney Lake and South Prairie + wildland fire awareness videos created for social media.</p>	
<p>Q4 2022: Pierce Co. Conservation District grant for neighborhood wildland preparation. Joined the Sumner-BL SD Safety Task Force.</p>	
<p>Q1 2023: Table top w/ JBLM for regional large incidents, MSO to CCTA event with Edgewood PD, Wildfire Ready Neighbors program launch April 1st, HWY 162 traffic mitigation meetings.</p>	
<p>Q2 2023: Working with City of Bonney Lake to develop CERT program and assist with instruction.</p>	
Grow the Community Resource Paramedic program to best serve the increasing number of low acuity calls.	McCallion
<p>Q4 2021: An additional FTE was approved in the 2022 operating budget. Recruitment process is expected to begin in early January.</p>	
<p>Q1 2022: Conditional offer has been extended. Anticipated start date in Mid-April 2022.</p>	
<p>Q2 2022: Complete - Employee onboarded in April 2022 and is now fully integrated/deployed into the EPFR EMS system. Ongoing review of program impacts will occur.</p>	

Leverage data and planning to enhance our response to fires and medical emergencies.	
Establish a framework for using Key Performance Indicators and data analytics to maintain a real-time understanding of operations and changing demand for services	Mack/Stabenfeldt
Q4 2021: Two items drive this project. Standard of cover (SOC) update and software deployment (Interra). SOC vendors are being evaluated currently. Interra software has been purchased and the interface work with SS911 is underway.	
Q1 2022: Selected Levrum Consulting for SOC and attending multiple trainings. Interra software is anticipated to be "live" in April 2022.	
Q2 2022: Data collection team is working through SOC data. Interra software is in its final stages of deployment for real-time analytics.	
Q3 2022: Data collection for SOC is complete. SOC rough draft being created.	
Q4 2022: SOC final draft ready for Planning Committee review. Board to review in January. Once complete, this objective will be done.	
Q1 2023: SOC benchmarks presented to the Board in March. This objective is complete and will now be ongoing via the SOC improvement objectives.	

<p>Establish and implement a sequence of planning efforts needed to support operations, including:</p> <ol style="list-style-type: none"> 1- Update EPFR Standard of Cover and establish intervals for ongoing updates. 2- Actively monitor key response metrics (dispatch call processing times, turnout times, travel times, unit reliability, etc.). 3- Create and actively update pre-incident plans for all commercial occupancies. 4- Develop metrics and triggers for staffing additional stations and units, including, including Station 124 (Milton) and Station 117 (Tehaleh), field based Medical Services Officers (MSO), and one or more additional medic unit. 5- Develop triggers for adjusting staffing based on dynamic changes in the service area such as weather or civil unrest. 6- Build skillset and capacity to implement data-informed deployment such as predictive modeling software (Code 3). 	<p>Parkinson, Mack, Stabenfeldt</p>
<p>Q4 2021: 1) Standard of cover (SOC) vendors are being evaluated currently. 2) Interra software has been purchased and the interface work with SS911 is underway. 3) In process with the fire prevention division. 4) Not started - Awaiting Interra deployment. 5) Triggers have been developed for hot weather to "upstaff" based on temperature and humidity. 6) Training has occurred on Code 3 software. We are still working with the vendor on modeling station and unit deployment.</p>	
<p>Q1 2022: 1) Selected Levrum Consulting for SOC and attending multiple trainings. 2) Interra software is in its final stages of deployment for real-time analytics. 3) Pre-fire updates are occurring now and a new agreement with FDSU software is in progress. 4) Not started - Awaiting Interra deployment and SOC completion. 5) No new progress. 6) Complete.</p>	
<p>Q2 2022: 1) Data collection team is working through SOC data. 2) Interra software is anticipated to be "live" in April 2022. 3) Pre-fire updates are occurring now and a new agreement with FDSU software. 4) Not started - Awaiting Interra deployment and SOC completion. 5) Draft policy language created 6) Complete.</p>	
<p>Q2 2022: 1) SOC data collection complete and draft in-progress 2) Interra software is live. 3) Pre-fire updates are occurring now and a new agreement with FDSU software. 4) Not started SOC completion. 5) Policy finalized 6) Complete.</p>	
<p>Q4 2022: SOC final draft is ready for Planning Committee review. Board to review in January. Once complete, this objective will be done.</p>	
<p>Q1 2023: SOC adopted and benchmarks presented to the Board in March. This objective is complete and will now be ongoing via the SOC improvement objectives.</p>	
<p>Evaluate and adjust the Volunteer Firefighter program as appropriate.</p>	<p>Parkinson</p>
<p>Q4 2021: This was tasked to the Fire Chief in April 2021 for report out in April 2022.</p>	
<p>Q2 2022: Report to Board complete in April 2022. Program to sunset at the end of 2022.</p>	

Establish systems and a culture of continuous improvement and customer satisfaction to learn from every call.	McCallion
Q4 2021: A vendor will begin follow-up on a 100% of EMS calls beginning in 2022. We expect to receive ongoing customer feedback in early 2022.	
Q1 2022: Survey is now live. No data received yet.	
Q2 2022: Survey results are now being received monthly (shared with Board in May 2022). Fire incidents of significance are reviewed as part of the daily shift briefings via MS-TEAMS.	
Ensure District facilities are well-located, efficient, and safe.	
Implement plans for developing a new station in Tehaleh and staffing the Milton station.	Parkinson
Q4 2021: Station 117 design work is underway. Station 124 land has been acquired. There is no funding for Station 124 construction currently.	
Q1 2022: SAFER Grant requested. Meeting with Finance Comm. in April 22 to discuss long range funding.	
Q2 2022: Tehaleh station planning is progressing. Awaiting answer on SAFER grant. No action on Station 124 as this is a capital facilities phase 2 project.	
Q3 2022: Tehaleh station planning is progressing. Awaiting answer on SAFER grant. 2023 draft budget adds personnel for Station 117. No action on Station 124 as this is a capital facilities phase 2 project.	
Q4 2022: 2023 Operating Budget addresses both St. 117 & St. 124 staffing. This objective is now complete.	
Update the Capital Facilities Plan and identify long-range facility needs, including improvements needed to existing stations.	Sandlian
Q1 2023: Planning Committee began discussion in March. The topic will be brought to the Board workshop in April for recommended next steps.	
Q2 2023: Board reviewed recommendation in April. Planning Committee working through early assessment steps, beginning with facility grading of Station 113 and Station 116.	
Q3 2023: Staff is working with RFM to conduct a facility grading assessment to prioritize future projects. Other Phase 1 projects are bumping this project lower in priority.	

<p>Establish funding for Phase 2 capital projects and ongoing maintenance of new buildings, including remodeling or expanding Station 113 (Sumner), new Station 124 (Milton), and Station 116 (Foothills), a training facility, and a fleet maintenance facility.</p>	<p>Parkinson</p>
<p>Q1 2023: Planning Committee began discussion in March. The topic will be brought to the Board workshop in April for recommended next steps. Recommend action will come from the Planning Committee as an updated Phase 2 assessment is established.</p>	
<p>Play a proactive and positive role in regional efforts to address the health and safety of the Pierce County community.</p>	
<p>Partner with cities and the County to ensure planned growth can be supported with effective and efficient fire and EMS services.</p>	<p>Parkinson</p>
<p>Q2 2022: SOC work will engage cities and the County regarding long term response needs in targeted areas of the District, and where future growth is expected (provided by cities and county).</p>	
<p>Q2 2022: Standing meetings are occurring with FM (AC King) and all cities.</p>	
<p>Q4 2022: SOC final draft is ready for Planning Committee review. Board to review in January. The SOC provides the framework for this objective. Once complete, this objective will be done.</p>	
<p>Q1 2023: SOC adopted and benchmarks presented to the Board in March. This objective is complete and will now be ongoing via the SOC improvement objectives.</p>	
<p>Engage regularly with neighboring jurisdictions to address issues of regional concern, including planning for growth, training, recruiting, information technology, and purchase of equipment.</p>	<p>Parkinson/Mack</p>
<p>Q4 2021: Active discussions are occurring regarding regional efforts with both I.T. and Training</p>	
<p>Q1 2022: Tour of SKCFTC occurred in March 2022. Joint recruit academy began in January 2022.</p>	
<p>Q2 2022: Training consortium planning is actively progressing. Regional wildland response planning and training has occurred throughout Q2. PCHIT and PCSORT evaluation is near completion and is expected to result in regional changes regarding haz-mat and special operations team managements, training, and response. Regional radio system discussions are actively occurring. Logistics chief's from metro agencies have begun regular meetings.</p>	
<p>Q3 2022: Training Consortium ILA is fully executed and implementation is progressing. PCSORT/PCHIT evaluation and recommendations draft created for regional review. DNR and Pierce Co. Conservation projects completed (social media videos and Firewise project).</p>	
<p>Q3 2022: Training Consortium chief selected. PCSORT/PCHIT modifications being planned for incorporation into the PCFTC. 2023 PCFTC Training calendar being created. PC HR Group evaluating joint recruitment opportunities.</p>	
<p>Q1 2023: PCSORT/PCHIT regional discussion is still advancing to move away from the current ILA format with the intent to roll services under the mutual aid agreement. Several agencies are evaluating Darkhorse Analytics as a collective initiative to standardize response data. HR Group continues work on joint recruiting options.</p>	
<p>Q2 2023: Several initiatives remain in various stages throughout the county, which include: peer support, logistics, FDSU, and PCFTC.</p>	

Goal 3: Cultivate strong relationships with the communities we serve.	
Strengthen our community presence.	
Collaborate with community partners to determine the most important local events for us to join within each community.	King/Sutherland
Q1 2022: Begun planning 2022 events with Community Partners.	
Q2 2022: Public Education team has been coordinating with the cities and HOA's for upcoming events throughout 2022.	
Q3 2022: Many events are now occurring within our communities: National Night Out, Milton Days, South Prairie Days, Bonney Lake Triathlon, Football game standby, school characterization, EPFR open house scheduled for Oct. 1st.	
Q4 2022: Pancake feed, Santa runs, and Santa parade re-introduced to the community (well attended). SBLSD safety task force member.	
Q1 2023: Complete. Staff has established (and re-established) connections throughout the service area and has regular communications with many groups to plan for future events. This will remain an ongoing objective.	
Host regular in-person and virtual open houses at fire stations within each community to offer opportunities for community members to meet EPFR personnel and Commissioners, provide feedback, learn practical skills, and become informed about issues related to EPFR.	King/Sutherland
Q4 2021: The framework for this is already established. COVID has sidelined many of these efforts.	
Q2 2022: EPFR Pub Ed activities have returned and are scheduled: CPR/First Aid, helmet & life jacket sales, smoke detector installation, fall open house, safe sitter classes.	
Q3 2022: EPFR open house scheduled for Oct. 1st.	
Q4 2022: No substantial change. Plans are beginning for an open house event at the new station 118 (and all new stations in the future).	
Q3 2023: No substantial change in this goal. 2023 events (open house and station opening) are being planned. Additional events will occur as we approach the 2024 levy in April 2024.	
Identify new opportunities to expand community engagement efforts.	King/Sutherland
Q2 2022: Public Education team has been coordinating with the cities and HOA's for upcoming events throughout 2022 (as well as planning for 2023 and later).	
Q3 2022: FDSU Community Connect agreement signed (launch in 2023), Wildfire preparedness efforts (Firewise and social media videos) complete, increased efforts to deliver "hands-only" CPR to the community. Instagram live.	
Q1 2023: EPFR is partnering with several agencies on the Wildfire Ready Neighbors program which rolls out in April. This objective will also be discussed in the April 2023 Board Workshop.	
Q2 2023: Characterization program has been deployed across all school districts for the first time since COVID.	

Communicate regularly with residents, workers, businessowners, and organizations.	
Continue to share information via our website, printed newsletter and email.	King/Sutherland
Q4 2021: Over the last six months we have placed a higher emphasis on social media outreach via Facebook and Twitter. The ability to do this has been due to the decrease in ability to deliver in-person public education.	
Q1 2022: 2021 Annual Report posted and Q1 newsletter mailed. Website overhaul has begun.	
Q2 2022: Website revisions should be live this summer. Q2 newsletter has been mailed. Fire Chief delivered annual update to city councils.	
Q3 2022: New website go-live in mid-Sept. 2022	
Q4 2022: 2022 Annual report draft in progress. The objective is complete.	
Increase regular and emergent communications on social media platforms, including Facebook, Twitter, Instagram, and Next-door.	King/Sutherland
Q1 2022: Over the last six months we have placed a higher emphasis on social media outreach via Facebook and Twitter.	
Q2 2022: Evaluating technology (Sharable App) to share social media posts across multiple sites.	
Q3 2022: FDSU Community Connect agreement signed (launch in 2023). Instagram account live Sept. 2022.	
Q1 2023: Staff is developing a training plan for operational personnel regarding FDSU Community Connect with the intent to push the app publicly in late summer 2023.	
Q2 2023: FDSU Community Connect is now live. Staff is developing a communications plan for the public.	
Use Pierce County Alert platform to develop a system to share emergent information by text message.	King/Sutherland
Q1 2022: In addition to PC Alert, Code Red software is being evaluated regionally as a more effective way to communicate with the community.	
Q2 2022: Working with SS911 and EPIC on utilization of Code Red software. Evaluating community connect software as part of FDSU app. This will allow homeowners to upload their own premise information into our system.	
Q3 2022: Code Red now live in most cities which will allow increased abilities to notify residents with urgent information.	
Q1 2023: Complete. Staff will continue to engage with emergency management teams in our cities and county to ensure we have the best understanding of how to connect with the community during emergencies.	

Serve all community members with compassion and appropriate cultural humility and competency.	
Track community demographics to understand changes in the community EPFR serves.	Stabenfeldt
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Substantial completion will occur in 2024-25. This will be an ongoing project.	
Develop and maintain relationships with trusted community liaisons and leaders of EPFR's member communities based on community demographics, and adjust outreach efforts based on their input to ensure messaging and activities reach all community members.	Stabenfeldt
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Substantial completion will occur in 2024-25. This will be an ongoing project.	
Evaluate the feasibility of creating a position for a dedicated community outreach specialist.	Parkinson
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Substantial completion will occur in 2024-25. This will be an ongoing project.	
Ensure messaging is inclusive and culturally relevant for EPFR's range of member communities.	Stabenfeldt
Notes: Not started. To be discussed at April 2023 Board Workshop.	
Substantial completion will occur in 2024-25. This will be an ongoing project.	

Continue to train personnel in trauma-informed care and cultural humility to ensure community members receive appropriate and effective care.	Parkinson/Lynch
Q1 2022: Engaged 828 consulting to conduct an internal inventory of awareness and culture.	
Q2 2022: Supervisor training (diversity and cultural humility) scheduled for Q4 2022. Evaluating contractor for delivery of PTSD training in Q3 2022.	
Q3 2022: Supervisor training (diversity and cultural humility) scheduled for Q4 2022. Course for delivery of PTSD training scheduled for Oct. 2022.	
Q4 2022: 2023 DEI Training scheduled for District personnel.	
Q1 2023: Equity Advisory Committee formed and training has started. Several PTSD resiliency courses are scheduled for this spring.	
Q2 2023: EAC (28 personnel) have begun trainings with 828 consulting.	
Q3 2023: Work continues with the EAC. Some lag has occurred as the project leadership has transferred from Mack to Lynch.	
Goal 4: Be a highly efficient organization	
Improve existing internal communications channels and develop new methods of sharing information.	
Improve effectiveness of top-down communication, including communicating the reasoning behind decision making, via the chain of command.	Parkinson/Mack
Q4 2021: Efforts throughout 2021 include quarterly in-person officer meetings and quarter videos sent to all personnel.	
Q1 2022: Started monthly chief video and daily shift Teams meetings.	
Q2 2022: Personnel were queried on effectiveness of organizational changes associated with this objective in the annual survey. Results will be available by Q3 2022.	
Q3 2022: Complete - Survey results show that all communications efforts have improved. Staff will continue current efforts and explore new opportunities as they come up. This will be an ongoing project.	

Encourage ongoing organizational learning and improvement by encouraging bottom-up questions and feedback.	Parkinson/Mack
Q4 2021: Active efforts noted above have resulted in increased two way communications - though no formal mechanism for bottom-up questions has been established yet.	
Q1 2022: Started monthly chief video	
Q2 2022: Added section into monthly video "ask the chief" which allows personnel throughout the organization to ask questions and receive a reply from the fire chief.	
Q3 2022: Complete - Survey results show that all communications efforts have improved. Staff will continue current efforts and explore new opportunities as they come up. Added Captains meetings quarterly in addition to company officer meetings. This will be an ongoing project.	
Adopt internal communications software to support file sharing, instant messaging, and team-based communications.	Parkinson/Blaylock
Q1 2022: Shift Teams meetings are now occurring daily	
Q2 2022: Personnel were queried on effectiveness of organizational changes associated with this objective in the annual survey. Results will be available by Q3 2022.	
Q3 2022: Complete - Survey results show that all communications efforts have improved. Staff will continue current efforts and explore new opportunities as they come up. This will be an ongoing project.	
Ensure internal policies and functions are effective in supporting the organization.	
Ensure internal processes are as effective and efficient as possible for both service-oriented and administrative personnel.	Parkinson/Mack
Q2 2022: Lexipol procedures manual (different than policy manual) content now being rolled out.	
Q4 2022: Clark Nuber Financial Operational Assessment scheduled for Q1 2023.	
Q1 2023: Clark Nuber Financial Operational Assessment is approximately 50% complete. Staff expects to report findings to the Board in May. An ongoing policy review plan is now implemented to review each policy annually.	
Q2 2023: Clark Nuber Financial Operational Assessment is complete. Staff to review with Finance Committee and Board in July 2023.	
Q3 2023: Clark Nuber Financial Operational Assessment and Board has accepted the report. Staff is now updating the Board with progress on the identified goal in Q3 2023.	

Determine long-term staffing needs needed to support the organization.	Parkinson
Q4 2021: Initial presentation was made to the Board in July 2021 outlining estimated staffing needs for the next 3-5 years. Work will begin soon on a five year expense budget which will incorporate staffing needs and the associated fiscal impact.	
Q1 2022: Further information will be presented to the finance committee and Board in April 2022 regarding long range budgeting and staffing.	
Q2 2022: Board workshop conducted to review 5 year staffing needs and associated expense and revenue budget forecasts.	
Q3 2022: Complete - Staffing needs being incorporated into the 2023 draft budget based on Board review. This will be an ongoing objective reviewed by the Board annually.	
Communicate the critical role of internal functions in EPFR's service delivery and acknowledge accomplishments of the administrative team.	Parkinson/Mack
Q3 2022: Monthly staff meetings have begun to encourage open dialogue with admin. team.	
Q4 2022: Non-uniformed wage adjustment complete. Family Day (PTSD) training offered to all personnel.	
Q1 2023: Complete. Several efforts have been implemented over the last couple of years around this topic. This will be an ongoing objective with adjustments made based on support staff input.	
Cultivate high morale and job satisfaction of non-uniformed staff by providing mentoring and opportunities for growth.	Parkinson/Mack
Q2 2022: Admin Professionals BBQ held in April, Logistics team BBQ held in May	
Q3 2022: Years of service challenge coins created and distributed.	
Q4 2022: Thanksgiving and Christmas (Holiday) luncheons held.	
Q1 2023: Complete. Several efforts have been implemented over the last couple of years around this topic. A meeting with all uniformed staff was held in February to discuss this topic and identify other strategies. This will be an ongoing objective with adjustments made based on support staff input.	

Steward District resources to best serve the community.	
Ensure our policies, processes, and culture support the efficient use of resources.	Parkinson
Q4 2021: In 2021 Lexipol (policy manual) went "live" and captured all existing policies, guidelines, and procedures into a common platform.	
Q2 2022: Lexipol procedures manual (different than policy manual) content now being rolled out.	
Q3 2022: SOC draft in process. This study will drive future operational decisions regarding staffing and deployment of District resources.	
Q4 2022: Clark Nuber Financial Operational Assessment scheduled for Q1 2023. SOC final draft ready for review.	
Q1 2023: Clark Nuber Financial Operational Assessment is approximately 50% complete. Staff expects to report findings to the Board in May. An ongoing policy review plan is now implemented to review each policy	
Q2 2023: Clark Nuber Financial Operational Assessment is complete. Staff to review with Finance Committee and Board in July 2023.	
Q3 2023: Clark Nuber Financial Operational Assessment and Board has accepted the report. Staff is now updating the Board with progress on the identified goal in Q3 2023.	
Explore regional opportunities as a method to reduce costs	Parkinson/Mack
Q4 2021: Q4-2021: Active discussions are occurring regarding regional efforts with both I.T. and Training	
Q1 2022: Regional recruit academy in Jan. 2022 and SKFTC tour complete in March 2022. Further discussions are currently occurring.	
Q2 2022: Regional fire training consortium discussion is active and expected to move forward throughout 2022. Discussions of logistics regional opportunities has begun as well.	
Q3 2022: Training Consortium ILA is fully executed and implementation is progressing. PCSORT/PCHIT evaluation and recommendations draft created for regional review. DNR and Pierce Co. Conservation projects completed (social media videos and Firewise projects). Wildland predeployment (Rogue 6) occurred throughout the summer 2022.	
Q4 2022: PCFTC still progressing. Regional HR group formed to review recruitment opportunities.	
Q2 2023: Discussions regarding inclusion of EMS training, ems records, and ems certification within the PCFTC is underway. Discussions regarding future of logistics is also occurring.	
Evaluate and update the Equipment Replacement Funding Plan and Replacement Schedule on an ongoing basis, including updates to staffing requirements.	Parkinson/Moore
Q4 2021: A draft replacement plan has been developed and is under review. We expect to present to the Board for adoption consideration in Q2 2022.	
Q2 2022: Presentation will occur in July with the Finance Comm. Followed by a presentation to the Board based on committee feedback.	
Q3 2022: Complete - Equipment replacement policy reviewed by finance committee and Board. Adoption in Sept. 2022. This will have ongoing review by the Board.	

Establish a Technology Replacement Schedule for operations hardware and software.	Parkinson/Blaylock
Q4 2021: A draft replacement plan has been developed and is under review. We expect to present to the Board for adoption consideration in Q2 2022.	
Q2 2022: Presentation will occur in July with the Finance Comm. Followed by a presentation to the Board based on committee feedback.	
Q3 2022: Complete - Technology replacement reviewed by finance committee and Board. No formal policy adopted. Review will occur by fire chief and I.T. manager annually with expenditures coming from the operating fund.	
Create a Facility Maintenance Plan that captures the full resources required to operate and maintain existing and future facilities.	Sandlian
Q4 2021: Staff has begun evaluating software options and consulting with regional partners.	
Q1 2022: District asset inventory is in process.	
Q2 2022: Facilities (and fleet) inventory software has been purchased (Operative IQ) and associated training has occurred.	
Q1 2023: A draft plan has been created by staff and will be present to the finance committee in May. The intent is for the Board to adopt the policy in 2023 for inclusion in the 2024 operating budget.	
Q2 2023: Policy draft has been reviewed with finance and planning committees. Board will review policy draft in June and finalize in July.	
Q3 2023: Policy has been approved by the Board, and will now be evaluated periodically by staff for any recommended updates.	
Evaluate options for long-term funding stabilization, including opportunities to generate non-tax revenues, to meet operational resource needs.	Parkinson
Q1 2022: Began discussion FBC, presentation to Finance Comm. in April 2022	
Q2 2022: Board workshop conducted to review 5 year staffing needs and associated expense and revenue budget forecasts. Discussion regarding funding options also occurred and the current direction is to run a single year lid lift of the regular levy in April of 2023 and a single year lid lift of the EMS levy in April of 2026.	
Q4 2022: 2023 Budget adopted, SAFER grant, Levy plan will be reviewed at April 2023 Board workshop.	
Q1 2023: Staff submitted for an AFG grant in early February.	
Q3 2023: Staff is evaluating AFG grant options for 2024.	

Improvement Goal 1

Establish and Adopt Service Level Benchmark (Goal) Objectives in alignment with EPFR's Mission, Vision, Core Values and Guiding Principles

EPFR should establish and adopt Performance Benchmarks in alignment with its Mission, Vision, Core Values and Guiding Principles. This goal reinforces EPFR's commitment to providing a consistently high level of service to community members in all areas of the District, regardless of the type of emergency. To achieve this, should establish and measure EPFR performance against benchmark objectives.

Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. The benchmarks will be reviewed by the Board annually (at a minimum).

Improvement Goal 2

Adopt a plan to maintain and improve response capabilities

This goal supports performance benchmarks by objectively and regularly measuring EPFR's performance. The following are recommended as EPFR's fire and life safety response performance goals for the District's urban and rural zones. These are not levels of service that must be achieved immediately but, instead, are targets for continued excellence. As one benchmark is achieved, or new technology and resources become available, then set a progressively higher benchmark.

Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. As part of the Board action, the 2022 EPFR performance was also provided for review. EPFR performance will be reviewed continuously by staff and by the Board annually (at a minimum).

Improvement Goal 2a

Improve Turnout Time

The single biggest performance time improvement the EPFR can make is to reduce turnout time. This is the time interval between when the crew is alerted of a call by South Sound 911 and when the crew begins responding. There are two primary causes of increased turnout time. One is station design where the apparatus is a distance away from the crew quarters. Large fire stations or those with multiple floors by their design, make it difficult to quickly exit the station. The second cause is behavioral mindsets where crews may move at a deliberate pace to get to the apparatus based on a perception of a lower acuity call. It is interesting to note the crew's turnout speed when they know the call is a structure fire with smoke showing and multiple calls versus a lower priority EMS call to a senior care facility the crew responds to frequently.

In Progress: Beginning 1/1/23 EPFR kicked off an initiative to reduce turnout times. This is being pushed at all levels of the organization. Performance reports are pushed to all personnel weekly for awareness. Q2 2023: Staff is testing data transfer delays which may exist in the SS911 & USDD systems. Testing has been completed at St. 111. Next, we will be assessing all stations to ensure no alerting delays are occurring. Q3 2023: Station evaluations (dispatch alerting) is complete. Staff was not able to identify any major issues/delays in the alerting system. We continue to produce and distribute reports on a weekly basis.

Improvement Goal 2b

Continue Reducing Call Processing Time

Call Processing has generally been improving except for the final three quarters of the study period, roughly consistent with the implementation of Priority Dispatch™ in the South Sound 911 dispatch center. In collaboration with South Sound 911, establish call processing benchmarks in alignment with NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems including calls answered and call processing performance objectives. The current baseline performance is higher than NFPA 1221. In reviewing Standards of Cover and other documentation from fire agencies in Pierce County who utilize South Sound 911, turnout time reduction has been highlighted in those reports. To the credit of EPFR, all Pierce County Fire agencies, and South Sound 911, improvements are to be commended. Leaders of South Sound 911 have also been an important stakeholder and their continued collaboration is encouraging. In addition to collaborating with South Sound 911, EPFR should continue its partnership with all Pierce County fire agencies for regional shared solutions. NFPA 1221 (2016 edition) specifies call processing performance objectives:

*90 percent of emergency alarm processing shall be completed in 64 seconds, and 95 percent of alarm processing shall be completed in 106 seconds.

*Emergency alarm processing for the following call types shall be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time:

It is recommended that units be dispatched to priority 0 and 1 calls prior to the completion of emergency medical dispatch (EMD) questioning and instructions. Once EMD is completed, units can be downgraded in their response if the call is not emergent. The goal would be to get units altered and initiate response as soon as safely possible.

In Progress: This has been adopted as a goal of the Pierce County Fire Chiefs Association for 2023. Chief Parkinson is assigned as the lead for this initiative to interface with SS911. The first step is gathering the data points in the call processing sequence for assessment (which is underway). Q2 2023: Data collection continues with SS911.

Improvement Goal 2c

Adopt Workload and Deployment Trigger Points to assess the need for additional Resource Staffing and Station Locations

As growth occurs in EPFR, particularly in the Tehaleh planned community, the EPFR should adopt a formal review process to assess the need to additional resources or fire station locations. Objective standards based upon adopted service level benchmark policies should be utilized. Three objective criteria should be prioritized:

- 1) Establish benchmarks for Unit Hour Utilization.
- 2) Establish travel time benchmarks to urban, suburban, and rural areas.
- 3) Establish unit reliability benchmarks.

Complete: See Goal #1 & Goal 2 notes.

Improvement Goal 2d

Implement a Risk-based Response to Target Hazards

It is recommended that EPFR use a risk assessment methodology and dispatch protocols to customize response to these locations. EPFR already objectively identifies target hazards and maintains a database of approximately 500 target hazards. Target hazards would be those with high life hazard, a significant impact either from economic loss, job loss or environmental impacts. Any target hazard incident that could harm the District and community for many years should be considered for an enhanced initial response. Sending an enhanced response to the first alarm places additional resources on-scene faster, allowing for more critical tasks to be accomplished sooner, bringing the incident under control and stopping the loss faster. Target hazards that exceed five miles of road coverage and are at the furthest edges of the road network should be prioritized.

In Progress: A complete overhaul of response packages, ESZ's, and station orders is underway. This project will trigger a review of target hazard deployment. This project will likely complete at the end of Q3 2023. Q2 2023: Work continues internally. This project is also being worked on with a number of Pierce Co. fire departments. Q3 2023: Evaluation of station orders and response packages is nearing completion. We continue to evaluate options to address target hazards within the district.

Improvement Goal 3

Enhance Utility of Strategic Decision Data

It is recommended that EPFR's senior command staff continue to enhance their demonstrated commitment to data-driven decision making, specifically regarding integration of key information sources; timely access to reliable, relevant growth planning information; and collaborative data initiatives with regional partners.

In Progress: We continue to attend training on this subject with the goal of improving our capacity in making data informed decisions. We are also collaborating with neighboring jurisdictions to explore other technologies available for data analysis and decision making (Dark Horse Analytics). Data Analyst Worley will be attending a two part series sponsored by the IAFC focusing on analysis driven decision making (FIRE DAWG-Fire Data Analysis Working Group). The group will meet during FRI in August and again at the Technology Summit International in December. Q3 2023: Agencies from Pierce County will be meeting with Intterra and Darkhorse this fall.

Improvement Goal 3a

Enhance Integration of Key Information Systems

The data systems that underly much of the work presented in this study are robust, highly capable and contain high quality data. However, access to some of this data, most notably that held by South Sound 911, is not under EPFR's control, but must be mediated through requests to external parties with separate policies, priorities, and workloads. This can result in delays, obstacles to obtaining necessary data, and the need to perform various mitigation procedures to address issues in data. It is recommended that EPFR's command staff negotiate data sharing arrangements with key data providers (South Sound 911, WSRB, ... others?) that allow (a) EPFR to be in control of its own data and retrieval/manipulation procedures, (b) multiple data related data streams (e.g., CAD and RMS) to be integrated and (c) EPFR to maintain a consistent, ongoing historical archive.

In Progress: See improvement Goal 3 (above). Part of the regional discussion involves "piggy-backing" onto work which is already underway by Central Pierce F&R to create a data warehouse as a single hub for all data feeds. Q2 2023: Work continues to expand our data analytics footprint by partnering with several other agencies. Q3 2023: See above. We continue to work with neighboring agencies and vendors in order to better understand and utilize data.

Improvement Goal 3b

Ensure Timely Access to Relevant, Reliable Growth Intelligence

Timely access to accurate intelligence on coming development and other changes that will affect service demand will continue to be critical to the planning processes described in this study and prescribed in Goal 2c. EPFR command staff should build and continually reinforce strong relationships with experts in the Pierce County Planning organization. The success of the future workload modeling portion of this study was due in large part to the assistance of Senior Planner Jessica Gwilt, who has since departed the Pierce County Planning organization. EPFR command staff should cultivate a similar relationship with Ms. Gwilt's successor (when appointed) and should confer quarterly with this expert to identify (a) changes in development pipeline since the last update, (b) noted differences between plans and actual development, (c) updated growth projections for population, employment, etc., by land use class, and (d) digital materials suitable for automated analysis that embody this information. Data derived from this ongoing relationship should be continually analyzed by methods analogous to those used in this study, to evaluate upcoming needs for deployment changes.

Not started: As we move through 2023, we will foster new and ongoing relationships in all cities and Pierce County to ensure we are aware of long term growth impacts related to the district. Q3 2023: We will continue to look for opportunities to form and strengthen relationships at the county.

Improvement Goal 3c

Explore Collaborative Data Initiatives

Organizations thrive through collaboration. EPFR is fortunate to have strong regional partners with unique capabilities, and strong inter-agency cooperation, specifically including the development of localized expertise consortia. EPFR should pursue this initiative specifically with regard to data, to allow shared access to key resources (e.g., South Sound 911 data), and collaborative planning efforts as appropriate.

In Progress: See notes in Goal 3 and 3a(above). Q3 2023: East Pierce has strengthened relationships with agencies throughout Pierce County specific to data and analytics. Operations personnel and data-analysts meet on a monthly basis to address collective challenges and opportunities.

Financial Assessment

Recommendation 1

Identify all key finance related tasks and create a procedural manual for each task.

Identify key finance related tasks and create procedures manual for each task by documenting how each task is performed. This will ensure the tasks are standardized and performed the same each time, reduce the risks of errors and fraud risks, retain knowledge within the Organization, and ensure proper processes are followed to adhere to federal and state regulations and other contract terms.

No start date of yet

Recommendation 2

Implement a Grant Management System

Implement a grant management system for recording and tracking grants to ensure completeness of grant information and supporting documents for compliance purpose.

Task assigned to Corina Byerley, District Secretary

Recommendation 3

Checklists

Create a financial close and review checklist to ensure the close is complete and to document the review process. Digitize documents by moving to an electric record keeping system to reduce the risks of paper-based records being lost, mishandled, or damaged.

In progress: Researching the guidelines and requirements of the District to convert records to electronic record keeping.

Recommendation 4

Time Entry

Shorten the length of time allowed for teime entry to be opened in the time entry system to reduce the risks of incorrect financial reporting and fraudulent time entries. All changes made after submission of timecards in the time entry ststem must be reviewed and approved by the payroll administrator.

In progress: A new time keeping system is being reviewed by the District. Currently we are looking into locking the staffing roster which will prevent any entries to be made after the cut-off date. All changes would only be made by the administrators of the program. All changes made after submission of timecards must be reviewed and approved by the Finance Manager then entered by the payroll administrator into the payroll system.

Recommendation 5

Annual Time Entry Training

Provide annual time entry training to all users of the time entry system.

In progress: Currently there is powerpoint presentations available in the training program, giving step by step instructions on how to enter time into Crewsense. Both myself and Ops are working together on updating to an annual training presentation with a Q&A session.

Recommendation 6

Reconcile Crewsense and Springbrook

Reconcile time entry between Crewsense (the time entry system) and Springbrook (the accounting software) on a monthly or quarterly basis to ensure the two systems agree with each other.

Complete: This is done on annual basis.

Recommendation 7

Update Policies

Recommended to keep policies updated on new procedures or changes to practices.

In progress: Currently working on updating EFT policies and drafting new policies for the operation of finance.

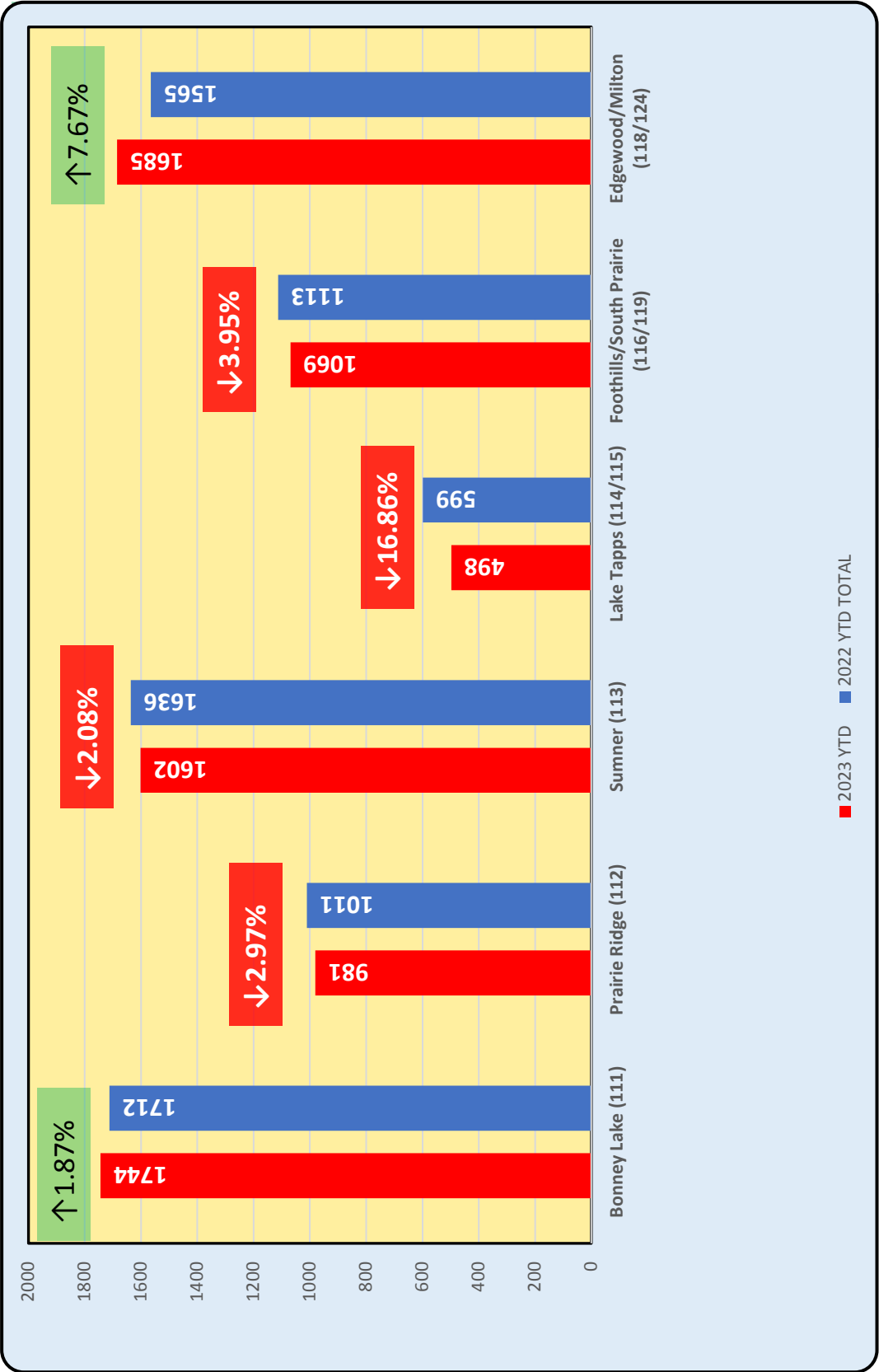
Goal 1

Electronic Payroll

Current process for processing of payroll is manual entry for all timecards into the payroll system done by one person. Electronic payroll will speed up the process by eliminating the manual entry process and reduce the margin of errors.

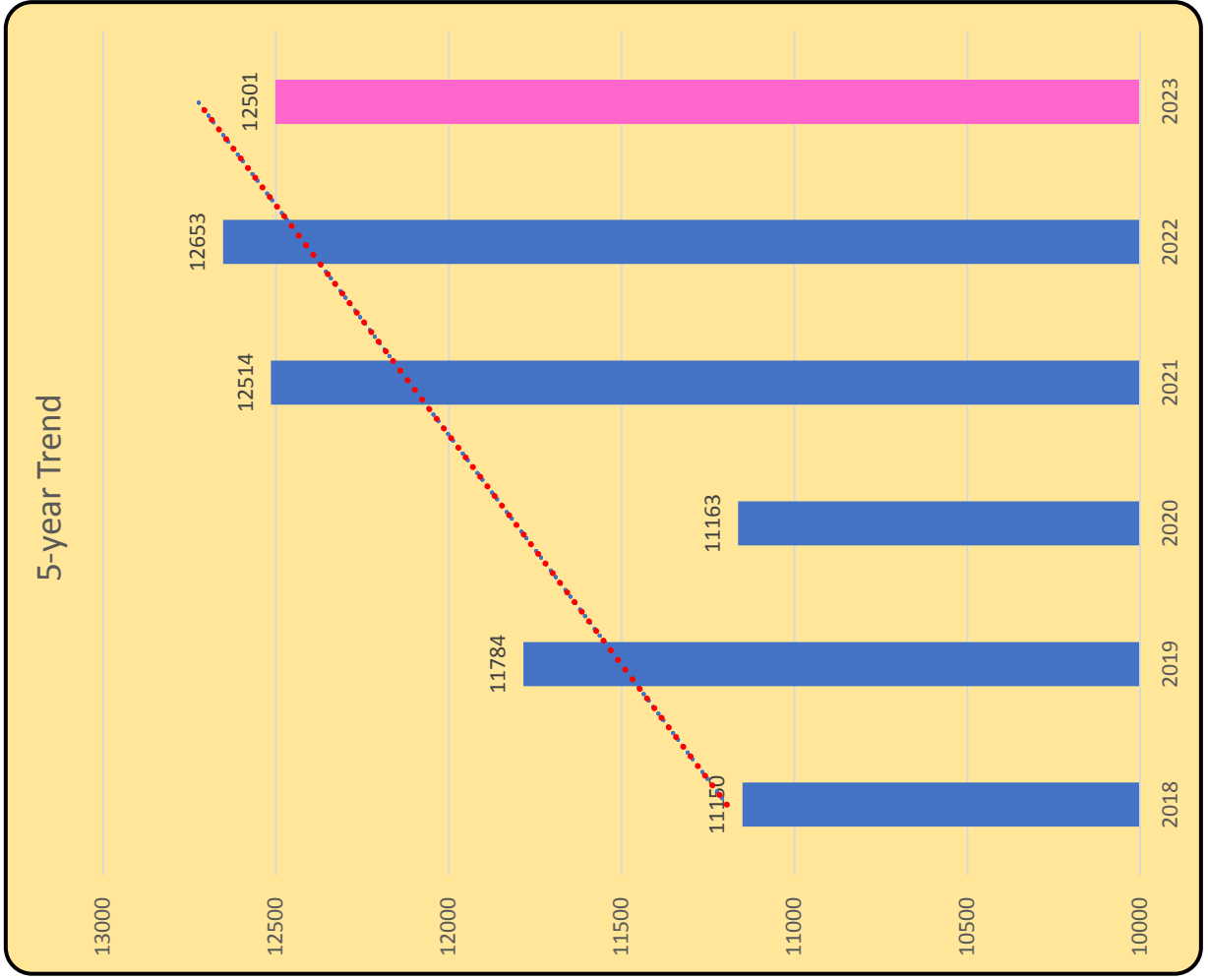
In progress: The District is currently reviewing a staffing/timecard program from FDSU which has the components which would meet requirements and allow the District to move to electronic payroll. The system is still in development with a projected beta release by November 2023. The District will be part of the beta testing and review.

Incident Count by Station Area—YTD thru August 2023
 96 fewer calls YTD than YTD 2022 a decrease of 2.44%



5-Year Trend

- Projected end of year total using MS Forecast based on month-to-month numbers starting 1/1/2019 thru 8/31/2023. Total is 12501± 688. Decrease of 1.20% from 2022.



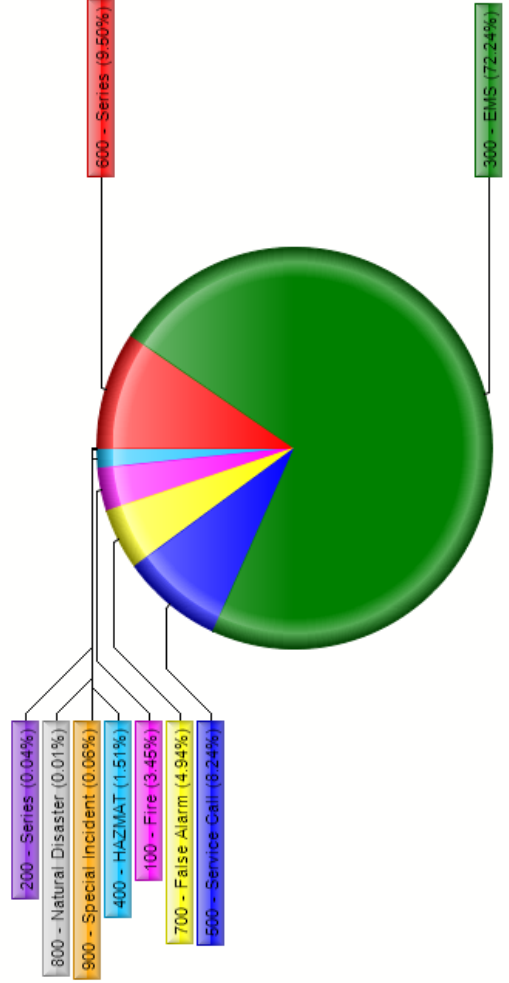
Total Counts by Unit—YTD Thru August 2023

Unit Count YTD



Incidents by Type—YTD thru August 2023

Incident Type Group	2023	Total
100 - Fire	288	3.45%
200 - Overpressure, Rupture, Explosion—No fire	3	0.04%
300 - EMS	6022	72.24%
400 - HAZMAT	126	1.51%
500 - Service Call	687	8.24%
600 - Good intent—Includes wrong location, controlled burn, patient already transported...	792	9.5%
700 - False Alarm	412	4.94%
800 - Natural Disaster	1	0.01%
900 - Special Incident	5	0.06%
Annual Total	8336	



- Tehaleh Responses
YTD 2022—301

- Tehaleh Responses YTD
2023—302

Tehaleh Responses YTD (8/31/2023)



EPFR Unit and Response Benchmarks

Adopted: 3/21/23

Turnout Times

Turnout times are measured from when a unit is alerted until the unit responds to the incident. The demands placed on the crews vary by the nature of the call necessitating various levels of protective equipment that needs to be donned. A structure fire requires the firefighters to put on full “bunker gear”, while responding to a simple aid call does not.

The East Pierce Fire & Rescue established benchmark for turnout time is:

- Two minutes (2:00) 90% of the time for all responses and all hours of the day.

Unit Reliability

Unit Reliability is a measure of how often a unit is available in its first due service area when an emergency incident occurs. Low reliability results in increased travel times as secondary units handle the incident, impacts on incidents outcomes (CPR, fires, etc.), and potential impacts on customer satisfaction and expectations.

The East Pierce Fire & Rescue established benchmark unit reliability (based on national standards) is:

- Units are no less than 80% reliable.

Unit Hour Utilization

Unit Hour Utilization is a measure of how much time a unit spends assigned to emergency incidents in a 24-hour period. This metric is measured from the time of unit notification (alert) until that unit is clear of the incident and available for another incident in its first due area. Increased utilization can result in increased employee fatigue, burnout, and turnover. High utilization can also result in decreased unit reliability and impact appropriate unit deployment.

The East Pierce Fire & Rescue established benchmark unit hour utilization (based on national standards) is:

- Units are no more than 30% utilized.



EPFR Unit and Response Benchmarks

Adopted: 3/21/23

Travel times

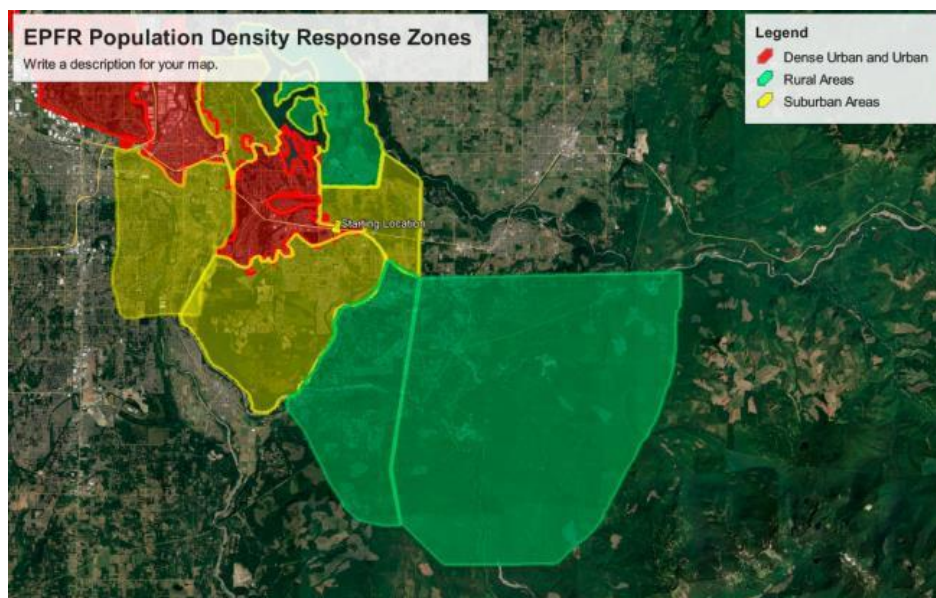
Travel times are broken down by population density areas. These areas are defined as Urban, Suburban, Rural and Wilderness areas.

Urban (red): Defined as the incorporated city areas of Bonney Lake, Edgewood, Milton and Sumner. NFPA 1710 defines these areas of having a population greater than 1,000 people per square mile.

Suburban (yellow): Defined as the areas south of the City of Sumner, the Ridge Communities, Tehaleh, the west side of Lake Tapps, and the 410 corridor east of Bonney lake to Mundy Loss Road. NFPA 1710 defines these areas of having a population between 500 and 1,000 people per square mile.

Rural (green): Defined as the east side of Lake Tapps, the Town of South Prairie south and east to the Towns of Wilkeson and Carbanado. NFPA 1710 defines these areas of having a population less than 500 people per square mile.

Wilderness: Defined as those areas south and east of the Towns of Wilkeson and Carbanado. NFPA 1710 defines these as an area in which development is essentially nonexistent except for roads, railroads, powerlines, and similar transportation facilities with structures widely scattered .



There are industry standard recommendations for targeted response times for those areas with the exception of Wilderness where the standard is “best effort” for response. EPFR establishes realistic response goals based on local distribution of assets as well as local topography, weather, and traffic patterns.



EPFR Unit and Response Benchmarks

Adopted: 3/21/23

Travel Time 1st Unit, Fire Incidents: This metric looks at the 90th percentile travel time for the first apparatus to arrive at a fire scene (NFIRS 100 series) for the four population-density areas. The travel time only includes priority or emergent responses (i.e. lights and sirens).

The East Pierce Fire & Rescue established benchmark for the travel time of the 1st unit to fire incidents is:

- **Urban:** 8 minutes 30 seconds
- **Suburban:** 10 minutes
- **Rural:** 15 minutes
- **Wilderness:** Best effort

Travel Time Effective Response Force (ERF), Fire Incidents: This metric looks at the 90th percentile travel time for the full ERF to arrive at a fire scene. The ERF was established and defined in EPFR Standard of Cover Document. The ERF means there are enough resources to fill all identified critical tasks necessary for mitigation of the incident. The risk-hazard of the incident drives what critical tasks get filled. As an example, a single-family residential structure fire is categorized as “low-risk” and requires a minimum of 16 personnel to accomplish the critical tasks for effective hazard mitigation. A commercial structure fire is considered “high-risk” and requires 27 personnel to accomplish the critical tasks. The travel time only includes priority or emergent responses (i.e. lights and sirens).

The East Pierce Fire & Rescue established benchmark for the travel time for an Effective Response Force is:

- **Urban:** 13 minutes 30 seconds
- **Suburban:** 15 minutes
- **Rural:** 20 minutes
- **Wilderness:** Best effort

Travel time for 1st unit arrival for any EMS call: This metric looks at the travel time for the first arriving unit, regardless of unit type, to an EMS call. Within EPFR this may be either an Advanced Life Support (ALS) unit with at least 1 certified paramedic, or Basic Life Support (BLS) with an EMT. All responding EPFR units have AED capabilities at a minimum. The travel time only includes priority or emergent responses (i.e. lights and sirens).

The East Pierce Fire & Rescue established benchmark for the travel time of the first unit arriving at any EMS call is:

- **Urban:** 8 minutes 30 seconds
- **Suburban:** 10 minutes
- **Rural:** 15 minutes
- **Wilderness:** Best effort



EPFR Unit and Response Benchmarks

Adopted: 3/21/23

Travel time first Medic unit: All EPFR medic units are staffed with a paramedic (ALS). The engines are either ALS or BLS and staffing varies from day-to-day depending on personnel assigned. Since all the medic units at EPFR are ALS, and we do not collect data for whether engines are staffed as ALS or BLS on any given day, the data reflected is based on arrival of the first medic unit to the scene. The travel time only includes priority or emergent responses (i.e. lights and sirens).

The East Pierce Fire & Rescue established benchmark for the travel time of the 1st arriving medic unit arrival is:

- **Urban:** 11 minutes
- **Suburban:** 13 minutes
- **Rural:** 15 minutes
- **Wilderness:** Best effort

Travel times for Special Operations responses: Other services provided by EPFR include Water Rescue, HazMat, Technical Rescue, and Wildland. Travel times for the first units to arrive to the special operations responses is not broken down by population density areas, as these incidents are not nearly as frequent. The travel time only includes priority or emergent responses (i.e. lights and sirens).

The East Pierce Fire & Rescue established benchmark for the travel time of the 1st unit to arrive at special operations incidents is:

- **HazMat:** 12 minutes
- **Water:** 12 minutes
- **Tech:** 12 minutes
- **Wildland:** 12 minutes

2023 Performance YTD thru 8/31/2023	Benchmark	90th%		Total Incidents	%Achieving
		2022	2023		
Turnout Times-90th percentile	2 Minutes	2:32	2:28	13156	75.50%
Travel Time 1st unit-Fire All					
Urban/Dense Urban	8:30	9:23	8:56	116	81.03%
Suburban	10:00	11:59	10:01	23	82.60%
Rural	15:00	14:10	12:13	8	93.30%
Wilderness	Best Effort	56:13	27:20	2	N/A
<p>NOTE: Travel Effective Response Force (ERF) looks at the total time from dispatch to arrival of the first unit to complete the full needed complement as defined in the SOC. E.g., a residential fire requires 16 personnel for the ERF. Time starts at dispatch and ends upon arrival of 16th person that meets the qualifications as outlined in SOC</p>					
Travel Time ERF -Fire All					
Urban/Dense Urban	13:30	19:17	18:54	21 of 27	28.50%
Suburban	15:00	16:13	11:08	1 of 2	87.90%
Rural	20:00	12:13	20:04	1	N/A
Wilderness	N/A	N/A	N/A	N/A	N/A
Travel Time 1st Unit-Amy EMS All					
Urban/Dense Urban	8:30	8:54	9:02	2674	85.31%
Suburban	10:00	11:44	10:03	190	87.90%
Rural	15:00	14:10	14:07	0:00	100%
Wilderness	Best Effort	0:29:09	0:28:33	2	N/A
Travel Time 1st Medic Unit-All					
Urban/Dense Urban	11:00	10:02	10:19	2491	91.20%
Suburban	13:00	12:29	10:44	149	94.63%
Rural	15:00	14:39	15:13	113	86.73%
Wilderness	Best Effort	27:11	40:09	1	N/A

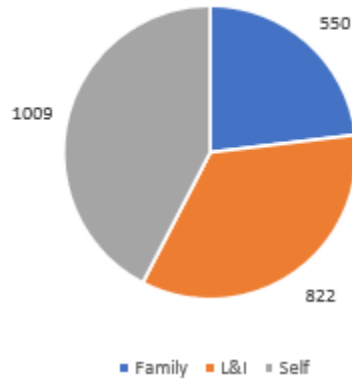
Unit Hour Utilization		
Unit	% Time Committed 2022	% Time Committed 2023
E111	14.97	15.58
E112	7.65	7.97
E114	7.59	7.38
E116	12.4	12.47
E118	13.1	13.76
L113	14.97	15.2
M111	28.78	28.34
M112	13.06	13.69
M113	24.99	23.54
M116	22.4	21.99
M118	21.91	21.91

Reliability YTD Thru 8/31/2023		
Station 1st Unit	2022	2023
111	80%	77%
112	68%	66%
113	81%	80%
114	79%	32%
116	84%	82%
118	87%	87%

Injury – Medical Leave Report – August 2023

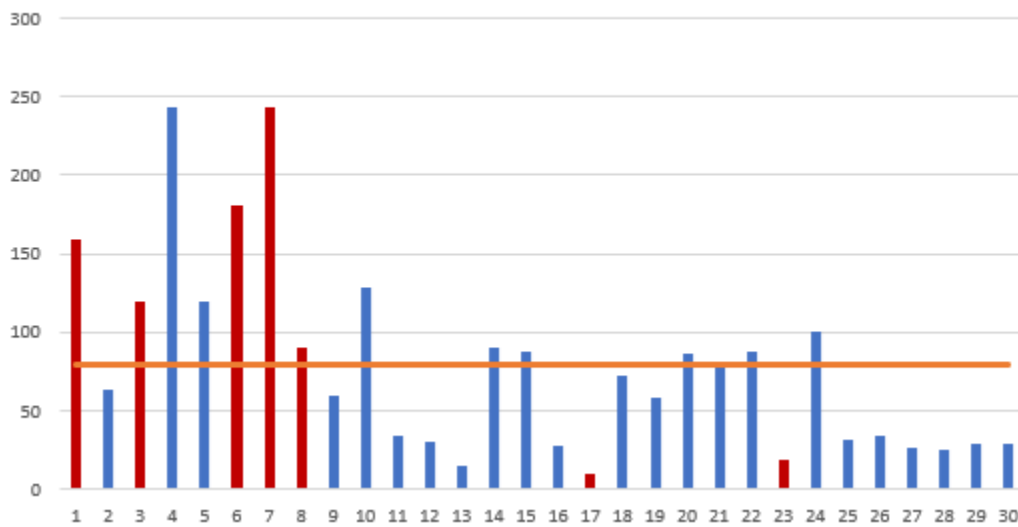
- As of August, we hold steady at a total of 30 employees having experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 79.37 calendar days

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)



Planning Committee Meeting Notes

September 8, 2023 @ 1000 hrs.

C. Wernet (Chair), M. Cathey (virtual), R. Kroum

Staff: Chief Parkinson, DC Stabenfeldt, AC Sandlian, P. Herrera

1. Call to Order – 1000 hrs.

2. Station Construction Update - For each of the station construction projects Phil Herrera provided the committee with an update on design/permitting/construction progress, cost projection vs. budget, substantial completion date and critical issues.

- a. The major topic discussed by the committee was the delay completing Station 118 in Edgewood due to a combination of permit inspection findings and other contractor items. Contractor activity has increased following EPFR letters. Site inspection is scheduled for 9/8, mechanical inspection on 9/11, and building inspection on 9/12. We will reassess on 9/13 before taking next steps regarding contractor performance. Occupancy is on hold until city approval.
- b. Forecasted dates for move in and operations of other stations include Station 111: June 2024; Station 114 June 2024; Station 117 January 2025; Station 112 June 2025 (assuming public comment and conditional use permit passes); and Station 124 remodel December 2023.
- c. Chief Parkinson shared a summary of the bond fund balance and estimates at completion. Together, the bond funded projects are under budget.

3. Phase 2 Projects – Chief Parkinson provided a brief update on each of the other projects. Facility reviews for stations 113 and 116, Vehicle maintenance program, and remodel of the Milton Fire Station are each pending response from others.

4. Levy Consultant Plan - Levy Consultant Plan – Chief Parkinson shared the work he has been completing with the help of our consultant. Chief has a month-by-month plan for activities, events, media and other communication. The consultant is helping EPFR use a consistent and impactful message about our fiscal responsibility for our existing types of public interaction. Regarding the future fire levy campaign, the committee favors simple public statements about the purpose and type of levy and is not recommending that the Board resolve to reduce EMS revenues coinciding with a fire levy as it may confuse voters.

5. Adjourn – 1200 hrs.

Next Meeting:

- Friday, October 6th @ 1000
- Friday, November 3rd @ 1000
- Friday, December 1st, @ 1000



Board Meeting Agenda Item Summary

Meeting Date:	September 19, 2023
Title:	Resolution 1028 Transfer of funds from the Reserve to General

Recommendation from Staff:	Approve transfer for approved capital purchase
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1028 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,014,210.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1028

Summary:
As part of the 2023 approved budget, the purchase of one new medic unit, the refurbish of two engines and the purchase of three staff vehicles have been completed and funds in the amount of \$1,014,210 is requested to transfer from the Reserve Fund to the General Fund for payment.

Fiscal Impact:	Reduction of Reserve Fund.
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1028

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in the amount of \$1,014,210 from the Reserve Fund to the General Fund for the purchase of one new medic unit, the refurbish of two engines and the purchase of three staff vehicles as part of the 2023 approved budget; and

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that Pierce County Budget and Finance is directed to transfer these funds September 20, 2023 as follows:

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

Reserve Fund (690-022)	Transfer Out	\$1,014,210
General Fund (686-022)	Transfer In	\$1,014,210

PASSED AND APPROVED this 19th day of September 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

Capital Purchases for 2022

Purchases included in Transfer 12/20/2022	Budgeted	Transferred	Completion
3 Medic Units	\$ 934,270	\$ 329,537	Partial
Mechanic Service Truck	\$ 261,425	\$ 485	Partial
Engine Refurb	\$ 300,000	\$ 121,761	Partial
Totals	\$ 1,495,695	\$ 451,783	

Capital Purchases for 2023

Purchases included in Transfer	Budgeted	Transferred	Completion	Expenditures 2023	Total Expenditures for Purchase	Over / Under Budget	Overage was applied to GL line item
3 Medic Units	\$ 934,270	\$ 604,733	Complete	\$ 609,110	\$ 938,647	\$ 4,377	Overage was applied to GL line item
Mechanic Service Truck	\$ 261,425	\$ 231,238	Complete	\$231,238	\$231,723	-\$29,703	
Engine Refurb	\$ 300,000	\$ 178,239	Complete	\$ 183,047	\$ 304,808	\$ 4,808	applied to GL line
Totals	\$ 1,495,695	\$ 1,014,210					

\$ 1,465,993



Board Meeting Agenda Item Summary

Meeting Date:	September 19, 2023
Title:	Resolution 1029 Transfer of funds from the General to Capital Fund

Recommendation from Staff:	Approve transfer from General to Capital Fund
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1029 to transfer funds from the General Fund to the Capital Fund in the amount of \$22,746.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1029

Summary:
Charges from PSE for equipment and services for the capital projects were estimated. Actual costs were much lower, PSE issued a refund check in the amount of \$22,746. Funds were originally charged to the Capital Fund and the refund must be applied back to the Capital Fund.

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1029

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in amount of \$22,746 from the General Fund to the Capital Fund due to a capital projects refund from PSE; and

WHEREAS, charges from PSE were an estimate and actual costs were much lower, PSE issued a refund check in the amount of \$22,746. Funds were originally charged to the Capital Fund and the refund must be applied back to the Capital Fund; 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 September 20, 2023, as follows:

General Fund (686-022)	Transfer Out	\$22,746
Capital Fund (687-022)	Transfer In	\$22,746

PASSED AND APPROVED this 19th day of September 2023, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Mike Cathey

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

ATTEST:

District Secretary



Board Meeting Agenda Item Summary

Meeting Date:	September 19, 2023
Title:	Resolution 1030 Cancel of Warrants

Recommendation from Staff:	Approve cancelling of warrant
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1030 cancelling warrant 1699398 and 1699421 in the total amount of \$56,472.60.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1030

Summary:
<p>IMS Alliance was issued a check in the amount of \$20.97 for services, they contacted the AC of Logistics and he paid them over the phone in error resulting in a duplicate payment. Municipal Emergency Services was issued a check in the amount of \$56,451.63 for equipment, it was realized the company had a new address after the check was mailed. Unsure of the status of the check it is declared lost in mail and not cashed. A new check will be re-issued. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.</p>

Fiscal Impact:	
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EAST PIERCE FIRE AND RESCUE

RESOLUTION #1030

(A resolution to cancel two warrants)

WHEREAS, East Pierce Fire and Rescue incurred expenses in the total amount of \$56,472.60 for equipment and services; and

WHEREAS, warrant #1699398 issued on July 13, 2023 in the amount of \$20.97 payable to IMS Alliance services was a duplicate payment, check was returned to the District and never cashed; and

WHEREAS, warrant #1699421 issued on July 13, 2023 in the amount of \$56,451.63 payable to Municipal Emergency Services for equipment was mailed to wrong address and considered lost in 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 #1699398 and warrant #1699421 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 September 19, 2023, the following commissioners being present and voting:

Chair

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

District Secretary

Michelle Hollon

From: William Sandlian
Sent: Friday, August 11, 2023 12:31 PM
To: Michelle Hollon
Subject: Re: Void Warrant Request

Received, they had my PCard on file, they said they forgot about it when they called me and they just charged it.

Thanks,
Bill

Sent from my iPhone

On Aug 11, 2023, at 11:57, Michelle Hollon <mhollon@eastpiercefir.org> wrote:

Bill,

Anytime you receive a notice, phone call, etc. regarding an unpaid invoice please reach out to finance to verify if it has been paid or not or is in the process of being paid before paying by p-card. This will eliminate the long process for us to cancel warrants.

Thank you.

<image001.png>

*"Where Compassion
and Action Meet"*

Michelle Hollon

Finance Manager

East Pierce Fire & Rescue

Phone: 253-447-3523

Mobile: 253-208-0743

Fax: 253-862-6933

18421 Veterans Memorial Dr E

Bonney Lake, WA 98391

www.eastpiercefir.org

<image002.png>

<image003.png>

<image004.png>

From: Carol Rodriguez <crodriguez@eastpiercefir.org>
Sent: Friday, August 11, 2023 11:44 AM
To: Michelle Hollon <mhollon@eastpiercefir.org>
Subject: Void Warrant Request

Michelle Hollon

From: Carol Rodriguez
Sent: Wednesday, August 30, 2023 3:04 PM
To: Michelle Hollon
Subject: Void Warrant Request
Attachments: MES Affidavit 083023 Completed.pdf

A warrant for MES has been lost in the mail and I'd like to have it voided, please. An affidavit is attached.

Here are the warrant details:

Payee – Municipal Emergency Services
Warrant – 1699421
Warrant Date – July 13, 2023
Warrant Amount - \$56,451.63

I'll ask the County to void it and put a new payable in for September if you approve.

Thanks,

Carol



*"Where Compassion
and Action Meet"*

Carol Rodriguez

Finance Administrator

East Pierce Fire & Rescue

Phone: 253-447-3536

18421 Veterans Memorial Dr. E

Bonney Lake, WA 98391

www.eastpiercefirerescue.org





(877) 637-3473

Invoice

Invoice # IN1898193
Date 06/29/2023
Terms Net 30
Due Date 07/29/2023
Customer # C38456
PO # PR#25093 - Scott mask/regs/amps
Sales Rep LeMay, Mark
Sales Order SO1674120

Bill To

crodriguez@eastpiercerefire.org
 East Pierce Fire & Rescue
 18421 Veterans Memorial Dr., Ste. F
 Bonney Lake WA 98391
 United States

Ship To

Dan Guenther
 East Pierce Fire & Rescue
 27723 Sumner Buckley Hwy.
 Buckley WA 98321
 United States

Item	Description	QTY	Units	Back Ordered	Unit Price	Amount
200077-50	REG ASY, 2013, QD	18		0	\$1,817.43	\$32,713.74
201215-04	AV-3000 HT (S), KVLR w/ R BRKT	4		0	\$378.53	\$1,514.12
201215-05	AV-3000 HT (M), KVLR w/ R BRKT	10		0	\$378.53	\$3,785.30
201215-06	AV-3000 HT (L), KVLR w/ R BRKT	4		0	\$378.53	\$1,514.12
201275-01	EPIC 3 Voice Amplifier (Individually Packaged)	18		0	\$661.12	\$11,900.16

Shipping will be added to the invoice.

Tracking #: 6129058074

Subtotal \$51,427.44
Shipping Cost \$0.00
Tax Total \$4,114.20
Total \$55,541.64
Amount Due \$55,541.64

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.
 Custom orders are not returnable.
 All payments must be clearly marked with the Customer and Invoice numbers. Payments not marked will be applied to the oldest invoice first.

PLEASE NOTE OUR REMITTANCE ADDRESS HAS CHANGED AND CHECKS WILL BE RETURNED IF NOT SENT TO THE ONE ON THE REMITTANCE SLIP.

Wire/ ACH:
 Routing#: 121000248
 Acct#: 2000030294606
 Bank Name: Wells Fargo Bank, N.A.

Wire/ ACH Remittance Advice: AR@MESFIRE.COM
 Please include Customer# and Invoice#

Please call us for invoice questions:
 1-877-MES-FIRE (1-877-637-3473)

Remittance Slip

Customer C38456 East Pierce Fire & Rescue
Invoice # IN1898193
Amount Due \$55,541.64
Amount Paid _____

Make Checks Payable To

MUNICIPAL EMERGENCY SERVICES, INC.
 PO BOX 856892
 MINNEAPOLIS, MN 55485-6892





(877) 637-3473

Invoice

Invoice # IN1895232
Date 06/23/2023
Terms Net 30
Due Date 07/23/2023
Customer # C38456
PO # 061423ML -18051 - Christopher Morton 13W
Sales Rep LeMay, Mark
Sales Order SO1739628

Bill To

crodriguez@eastpiercefir.org
 East Pierce Fire & Rescue
 18421 Veterans Memorial Dr., Ste. F
 Bonney Lake WA 98391
 United States

Ship To

Matt Lee
 East Pierce Fire & Rescue
 27723 Sumner Buckley Hwy.
 Buckley WA 98321
 United States

18051-13-EE	Modern Firefighter 8" Black NMT Christopher Morton	1	0	\$222.83	\$222.83
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Shipping will be added to the invoice.

Tracking #: 780281339416

Subtotal \$222.83
Shipping Cost \$0.00
Tax Total \$17.83
Total \$240.66
Amount Due \$240.66

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.
 Custom orders are not returnable.
 All payments must be clearly marked with the Customer and Invoice numbers. Payments not marked will be applied to the oldest invoice first.

Wire/ ACH:
 Routing#: 121000248
 Acct#: 2000030294606
 Bank Name: Wells Fargo Bank, N.A.

Wire/ ACH Remittance Advice: AR@MESFIRE.COM
 Please include Customer# and Invoice#

Please call us for invoice questions:
 1-877-MES-FIRE (1-877-637-3473)

Remittance Slip

Customer C38456 East Pierce Fire & Rescue
Invoice # IN1895232
Amount Due \$240.66
Amount Paid _____

Make Checks Payable To

MUNICIPAL EMERGENCY SERVICES, INC.
 PO BOX 856892
 MINNEAPOLIS, MN 55485-6892





(877) 637-3473

Invoice

Invoice # IN1895947
Date 06/26/2023
Terms Net 30
Due Date 07/26/2023
Customer # C38456
PO # Approved by Dan Guentner via email 6/12.
Sales Rep Gardner, Adam
Sales Order SO1734519

Bill To

crodriguez@eastpiercefirer.org
 East Pierce Fire & Rescue
 18421 Veterans Memorial Dr., Ste. F
 Bonney Lake WA 98391
 United States

Ship To

C38456 East Pierce Fire & Rescue
 18421 Veterans Memorial Dr., Ste. F
 Bonney Lake WA 98391
 United States

SCBA Repair	SCBA Repair	1	0	\$0.00	\$0.00
Scott Repair	Scott Repair SCOTT X380N 115S2022012091	1	0	\$367.71	\$367.71
Quote and repair damaged screen.					
East Pierce Fire and Rescue 18421 Veterans Memorial Dr., Ste. F Bonney Lake WA 98391					
Dan Guentner DGUENTHNER@eastpiercefirer.org 253-306-2394					
Replace damaged lens / window screen.					

J220647 SCOTT ISG TIC Repair

Subtotal \$367.71
Shipping Cost \$0.00
Tax Total \$34.56
Total \$402.27
Amount Due \$402.27

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.
 Custom orders are not returnable.
 All payments must be clearly marked with the Customer and Invoice numbers. Payments not marked will be applied to the oldest invoice first.

Wire/ ACH:
 Routing#: 121000248
 Acct#: 2000030294606
 Bank Name: Wells Fargo Bank, N.A.

Wire/ ACH Remittance Advice: AR@MESFIRE.COM
 Please include Customer# and Invoice#

Please call us for invoice questions:
 1-877-MES-FIRE (1-877-637-3473)

Remittance Slip

Customer C38456 East Pierce Fire & Rescue
Invoice # IN1895947
Amount Due \$402.27
Amount Paid _____

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IN1895947



(877) 637-3473

Invoice

Invoice # IN1902374
Date 07/11/2023
Terms Net 30
Due Date 08/10/2023
Customer # C38456
PO # 070523ML - 18051 - Hannah Weaver - 7D
Sales Rep LeMay, Mark
Sales Order SO1746857

Bill To

crodriguez@eastpiercefirerescue.org
 East Pierce Fire & Rescue
 18421 Veterans Memorial Dr., Ste. F
 Bonney Lake WA 98391
 United States

Ship To

Matt Lee
 East Pierce Fire & Rescue
 27723 Sumner Buckley Hwy.
 Buckley WA 98321
 United States

Item	Description	Qty	Unit	Base Ordered	Unit Price	Amount
18051-7-D	Modern Firefighter 8" Black NMT Hannah Weaver	1		0	\$222.83	\$222.83

Shipping will be added to the invoice.

Tracking #: 1Z9462980334605206

Subtotal \$222.83
Shipping Cost \$24.22
Tax Total \$20.01
Total \$267.06
Amount Due \$267.06

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.
 Custom orders are not returnable.
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Wire/ ACH:
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 1-877-MES-FIRE (1-877-637-3473)

Remittance Slip

Customer C38456 East Pierce Fire & Rescue
Invoice # IN1902374
Amount Due \$267.06
Amount Paid _____

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 PO BOX 856892
 MINNEAPOLIS, MN 55485-6892



IN1902374



Board Meeting Agenda Item Summary

Meeting Date:	September 19, 2023
Title:	Resolution 1031 – Sole Source declaration to US Digital Designs

Recommendation from Staff:	Approve
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1031 declaring US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System and waiving competitive bid requirements.</i>
Presenter:	Chief Parkinson/ Finance Manager M. Hollon
Attachments:	Resolution 1031, Attorney Opinion Letter

Summary:
<p>The District is seeking to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System from US Digital Designs for the new Station 111, 114 and 117. The system is quoted over the \$40,000 threshold by USDD and is the sole manufacturer of the system. This system is used by SS911, PSAP for Pierce County and will not utilize a different system, declaring USDD as sole source would serve the public interest. The District’s other fire stations utilize this system as well and purchasing a different system would result in incompatibility issues.</p> <p>The District’s Attorney, Eric Quinn has reviewed the request for sole source and has provided a letter of opinion.</p>

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1031

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF EAST PIERCE FIRE & RESCUE DECLARING THAT PURCHASE OF THE PHOENIX G2 SYSTEM FROM US DIGITAL DESIGNS, INC. IS A SOLE SOURCE PROCUREMENT AND WAIVING COMPETITIVE BIDDING.

WHEREAS, the Board of Commissioners has been advised that the Fire Chief has been provided with a formal legal opinion by legal counsel that radio dispatch equipment, specifically the Phoenix G2 System (the “System”), to be purchased directly from US Digital Designs, Inc. (“USDD”), the sole manufacturer of the System in the region, is clearly and legitimately limited to a single source of supply; and

WHEREAS, therefore competitive bidding is not required and is impractical.

NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1.

Pursuant to RCW 39.04.280 (1)(a), the District has specified the purchase of the System from USDD as being required due to the need for compatibility with existing systems in the fire stations owned and operated by the District, and therefore that this purchase is clearly and legitimately limited to a single source of supply.

Section 2.

The legal opinion on this sole source procurement shall be maintained on file and attached to this Resolution.

ADOPTED this 19th day of September, 2023.

FOR THE DISTRICT:

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST

APPROVED AS TO FORM

District Secretary

Eric T. Quinn, Attorney for the District

DRAFT

Eric T. Quinn, P.S.
PROFESSIONAL SERVICE CORPORATION
ATTORNEY AT LAW
7403 Lakewood Dr. W., Suite #11
Lakewood, WA 98499
253-590-6628
ericquinn@firehouselawyer2.com

*Joseph F. Quinn,
Of Counsel*

September 5, 2023
By Electronic Mail Only

East Pierce Fire and Rescue
Attn: Phil Herrera, Project Manager, Capital Facilities

Re: Purchase of radio dispatch equipment from US Digital Designs, Inc. without going out to competitive bid, for use at District Stations 111, 114 and 117

Dear Phil:

The purpose of this letter is to give you my recommendation as to whether the District may waive competitive bidding for the purchase of radio dispatch equipment from US Digital Designs (“USDD”) without going out to competitive bid. The District may waive competitive bidding in this case, by resolution. In full answer to this question, we shall (1) state the applicable law, (2) enumerate the relevant facts and (3) apply the law to the facts and provide a recommendation.

Applicable Law

A fire protection district may waive competitive bidding for purchases of equipment valued over \$40,000 when the equipment is “clearly and legitimately limited to a single source of supply.” See RCW 39.04.280 (1)(a). This is called the “sole source” exception. This exception may be invoked by resolution of the Board.

The leading case on the sole source exception is still *Smith v. City of Seattle*, 192 Wn. 64, 72 P.2d 588 (1937). In *Smith*, the specifications called for bids for “true Mazda lamps only,” which were obtainable from only one source. After reviewing two divergent lines of authority, emanating from the highest courts of various states, the *Smith* court adopted the “liberal rule” of interpreting the

sole source exception. The Court found that a *patented* item meets the definition of a “sole source” procurement.

But the Court went on to find that the restricted rule would limit municipal corporations to using the exception *only* for patented items. The Court said the public bidding statutes are designed to promote honesty and economy in the public interest, but not to deprive the public of procuring the “best article available.” Given the technological advancements of our time, it would be best, the Court said, to let municipalities have the privilege of using modern methods and improvements.

In AGO 61-62, No. 24, the Attorney General pointed out that the holding in *Seattle v. Smith* is broad enough to support specification of brand name when the public interest is served thereby. In this AG opinion, after noting that the weight of authority is in favor of the Washington view [citing 77 A.L.R. 702], the AG notes that the underlying purpose of the bid laws would be defeated if such limited specs were forbidden when it would clearly aid the public interest to allow such limited specs.

In a later AG letter opinion, AGLO 1971, No. 128, the attorney general referred to both the *Smith* case and the above AGO with approval, stating that specifying by brand name¹ was acceptable “if the officials submitting the call for bids have not drafted these specifications arbitrarily and capriciously, and are acting in good faith.” Consequently, not only may a municipality declare sole source based on a *patent*; it may also do so by brand name, especially after a rigorous evaluation process establishing its good-faith attempts to secure the best article.

Relevant Facts

The District seeks to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System (the “System”), from USDD, without going out to bid. Phil Herrera, District Project Manager (Herrera) provided the following background:

The District needs to purchase the System for the District’s Stations 111, 114 and 117. The System is quoted over \$40,000 dollars by USDD, the sole manufacturer of the System. The District is

¹ Take note that the current position of the Washington State Auditor is as follows: “If an item (even a specific name brand) is available from more than one vendor, it is not appropriate to declare the purchase sole source.” See <https://sao.wa.gov/name-brand-procurements-versus-sole-source-contracts/>

This is done without citation to *legal authority*, and neither of the above AG opinions have been questioned by a Washington Court or subsequent AG. BUT NOTE: This does not mean the District should forego engaging in a rigorous evaluation process, which it has done in this case. And of course, in this case, the item *is* available from only one source, as Lucira is the sole distributor of its tests.

currently using the System in all of its fire stations, The System is used by South Sound 911 (SS911), the PSAP for Pierce County. The System is supported by a USDD System and SS911 will not utilize a different system.

The District has previous satisfactory experience with the System and the customer service of USDD. If the District did not purchase and use the System, the District would not receive dispatch information from SS911. Herrera further indicated that the System is the best article available in the market at this time. Finally, USDD, as the sole manufacturer of the System, can offer the lowest price.

Application of the Law to the Facts and Recommendation

The District may declare USDD being the sole source of the System, and therefore waive competitive bidding, for the following reasons:

1. The System is the best article available according to Herrera, and the System is used in all of the District's fire stations, i.e. the purchase of a different system would result in incompatibility issues;
2. USDD is the sole manufacturer of the System and may offer the lowest price;
3. The District has previous satisfactory experience with the System, one of the factors enumerated in *Smith* as supporting a sole-source procurement;
4. SS911 will not provide dispatch information to the District in the event that the USDD System is not used by the District, meaning that declaring the USDD System by brand name would serve the public interest, and therefore this sole-source procurement is supported by AGO 61-62, cited above; and
5. The District seeks to declare sole source by brand name, in good faith, satisfying various Attorney General Opinions interpreting *Smith* which are cited above.

Based on the above facts, the System is “clearly and legitimately limited to a single source of supply”—USDD. Please inform me if you have any questions or concerns with respect to this opinion and please make reference to this opinion in the resolution declaring this sole-source purchase.

Very Truly Yours,



Eric T. Quinn



Board Meeting Agenda Item Summary

Meeting Date:	September 19, 2023
Title:	Bond Forecast

Recommendation from Staff:	Information Only
Recommendation from Committee:	N/A
Recommended Action/Motion:	N/A
Presenter:	Chief Parkinson
Attachments:	Bond Forecast

Summary:
<p>Staff has projected revenues and expenditures for the bond fund (attached). We expect the bond to have an end fund balance of \$1.5M when all fire station projects are complete. Aside from this projected ending fund balance, some arbitrage payments will likely be due because of the amount of interest the fund is currently earning. Our Arbitrage Attorney expects that amount to be around \$400K. But that amount could go up or down as we move forward. We don't expect to have any required payments immediately but will continue to update the Board as we move forward. Any arbitrage payments would come from the Bond fund, lowering our end-fund balance.</p>

Fiscal Impact:	N/A
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“WHERE COMPASSION AND ACTION MEET.”



Bond Forecast

Items	Estimate - July 2018	Actual - Aug 2023	Forecasted Expenditures
Engines (6) and Ladder (1)	\$5,900,000	\$6,405,741	Complete
Station 118	\$15,717,441	\$11,258,684	\$328,000
Station 111	\$21,186,196	\$11,828,207	\$14,924,073
Station 114	\$10,856,061	\$3,525,141	\$7,659,859
Station 117	\$10,096,203	\$595,195	\$11,995,125
Station 112	\$13,663,312	\$1,036,465	\$11,626,848
Station 124	\$0	\$1,355,093	\$0
Station 116	\$0	\$990	\$0
Project Manager/Admin Asst.	\$0	\$825,546	\$561,081
Misc	\$0	\$110,627	\$0
Total	\$77,419,213	\$36,941,688	\$47,094,986

Bond Total	80,000,000	
Interest YTD	3,381,664	
Interest Forecasted	2,200,000	
Expenditures to Date	(36,941,688)	
Forecasted Expenditures	(47,094,986)	
End Fund Balance	1,544,990	Arbitrage exposure @ 400K +/-



SNURE SEMINARS

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35TH ANNUAL PRE-CONFERENCE LAWS UPDATE SEMINAR

Wednesday, October 25, 2023 • 6:30 pm - 9:30 pm • Tulalip Resort

2023 Legislation, Recent Court Decisions, Regulatory Developments

~ Register online for in-person as well as Zoom Options ~

(Please note that this registration is separate from the WFC A Conference registration.)

Please join Attorney Brian Snure for the live presentation of the 35th annual WFC A pre-conference laws update seminar (a simulcast Zoom version is available for individuals that cannot attend in-person). Brian promises a fun and informative evening as he reviews new developments in State and Federal laws, regulations and court decisions that impact the operation of your Fire District or Regional Fire Authority. This year's topics include:

- Open Public Meeting Requirements and Strategies – Remote Meetings
- Volunteer Firefighters – FLSA Compliance Strategies – Pensions
- Commissioner Vacancy Procedures – Recall – Election Deadlines
- Bid Law Thresholds – Piggyback Bids – Public Works
- Employment Updates – Minimum Wage – Discrimination – Due Process
- Long Term Care Act – Paid Family Medical Leave
- Fair Labor Standards Act – Overtime Rules – Collective Bargaining
- Finances – Benefit Charges – Tax Levies – Tax Increment Financing
- Liability – Public Duty Doctrine – Immunity – Tort Claims
- Retirement Systems – LEOFF Eligibility and Benefits – PERS – BVFF
- Public Records – Medical Records – HIPAA Developments

➤ **Please Register Online at SNURELAW.COM**



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Item Options

Price: \$70.00

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27th Annual OPEN HOUSE



Saturday
September 30, 2023
1 - 4 p.m.



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18421 Veterans Memorial Dr E
Bonney Lake, WA

OPEN HOUSE HIGHLIGHTS

Airlift NW Eurocopter 135 Helicopter

Children's Fire Safety House

Wildland Team & DNR ■ Firefighter Pipes & Drums

"Jaws of Life" Demonstrations

Free Digital Ident-A-Kid Cards

Firefighter Challenge and Jr. Firefighter Challenge

Helmet Sales: Bike—\$8 Multi-Sport—\$11

Helmet wearer must be present for custom fit.

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Free Ice Cream, Cotton Candy & Popcorn

Flu Shots—\$32

Interactive Rope Rescue

Meet Sparky, Smokey Bear and McGruff the Crime Dog!

Life Jacket Sales—\$17 [Agenda Packet Page 88 of 88](#)

Jacket wearer must be present for custom fit.

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