



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
February 20, 2024
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/87315263749>

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
- i) None

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the January 16th Regular Meeting..... Pages 3-5
- b) Treasurer’s Report..... Pages 6-9
- c) Approve Finances..... Pages 10-16
- d) Financial Waiver None
- e) Resolution 1045 Quarterly EMS Write-Offs..... Page 17

5. PRESENTATIONS

- a) Mobile Integrated Health UpdateMoore/Killian/Haney
- b) 2023 Injury/Medical Leave ReportLynch

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 18-23

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 24-25
- b) Deputy Chiefs Report..... Pages 26-27
- c) Monthly Injury Report..... Page 28

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 2/2 Meeting..... Pages 29-30
- b) Finance Committee –..... None
- c) HR Committee –..... None

10. RESOLUTIONS:

- a) Resolution 1046 – Levy Lid Lift – April Ballot – Parkinson Pages 31-34

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

- a) Appoint For and Against Committees – Parkinson Page 35
- b) Station 124 Joint Facility Study – Parkinson..... Page 36
- c) Archival Records – Byerley Pages 37-40

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) Spring Series (Spokane 3/2 or Tulalip 3/23) – Byerley..... Page 41
- b) Lake Chelan Seminar (June 1st) – Byerley None
- c) PDC Reminder (April 15th) – Byerley None
- d) WFCA Annual Conference (Spokane 10/23-10/26) – Byerley None

14. EXECUTIVE SESSION: None

15. COMMISSIONER ACTION/DISCUSSION: None

16. ADJOURN

2024 EVENTS:

- February 22nd PC Commissioner Meeting (SS911 and Zoom)
- March 28th PC Commissioner Meeting (EPFR and Zoom)
- April 25th PC Commissioner Meeting (SS911 and Zoom)
- May 21st EPFR Board Workshop
- May 23rd PC Commissioner Meeting (CPFR and Zoom)
- June 27th PC Commissioner Meeting (SS911 and Zoom)
- July 25th PC Commissioner Meeting (6:00 pm - BBQ / Potluck)
- August 22nd PC Commissioner Meeting (SS911 and Zoom)
- September 26th PC Commissioner Meeting (TBD and Zoom)
- September 28th EPFR Annual Open House
- October 24th NO PC MEETING – STATE CONFERENCE
- November 21st PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5th NO PC MEETING – ANNUAL AWARDS BANQUET

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

January 16, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on January 16, 2024, in-person at Headquarters (18421 Veterans Memorial Dr E, Bonney Lake) 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, Mike Cathey (virtual), Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet (virtual), Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: District Secretary gave Commissioner Egan and Commissioner Kroum their oaths of office.

Elections:

Board Chair for 2024-2025:

Commissioner McElligott moved to nominate Jon Napier as Board Chair for 2024-2025. The motion was seconded by Commissioner Kroum. No other nominations were received for Board Chair, motion carried.

Vice Chair for 2024-2025:

Commissioner McElligott nominated Ed Egan as Vice Chair for 2024-2025. The motion was seconded by Commissioner Garling. No other nominations were received for Vice Chair, motion carried.

Board Committee Assignments for 2024-2025:

Finance: Jon Napier, Chair, Kevin Garling, Pat McElligott

Human Resources: Ed Egan, Chair, Pat McElligott, Randy Kroum

Planning: Cynthia Wernet, Chair, Mike Cathey, Randy Kroum

APPROVAL OF AGENDA:

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

Agenda Item 4 (Consent Agenda) add Payroll vouchers 240103001 - 240103015 in the amount of \$741,895.77 and electronic payroll in the amount of \$2,772,173.96. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the December 19th Regular meeting; treasurer's report; current expense vouchers 240101001-240101072 in the amount of \$662,134.32; 240103001-240103015 in the amount of \$741,895.77; electronic payroll in the amount of

\$2,772,173.96; and Capital expense vouchers 240102001 - 240102013 in the amount of \$1,238,837.47). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: Interior framing continues. Rough-in plumbing and electrical continue. Elevator installation begins next week. Roofing is progressing slowly due to the rainy weather, causing impacts to timeline. Windows and storefronts arriving this week for installation this month.

Station 112: Permitting in process.

Station 114: The weather is holding up roofing on station 114 as well. Interior framing is 90% complete, primarily soffits and blocking at this time. Right of way work is 50% complete. We are currently addressing elevation conflicts with natural gas and water lines.

Station 117: All footing work is complete. Foundation walls are now underway. The site is underwater at times slowing progress. Soils are holding up well to the wet conditions.

Station 118: Punch list items are being addressed as they arise. Final vehicle exhaust system installation begins third week of January.

Station 124: Waiting for cabinetry.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: the WSAO 2022 financial and accountability audit is complete and clean; Engine 124 was placed in service on January 3rd; New Engine 116 will be placed into service later in January; still awaiting final appraisal report for Windmill property; Milton Fire Station joint study meeting will be held with City on January 24th; Legislative Day is January 23rd, WFC primary goal is stable funding and revenue; reminder of Planning Committee meeting on February 2nd; and Chief gave a brief overview of discussions with SS911 regarding call processing delays and efforts to improve dispatch times.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt highlighted work by Dina Sutherland organizing and distributing toys to families in need.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS: None

RESOLUTIONS:

Resolution -Levy Lid Lift – April Ballot (1st reading): Chief Parkinson presented to the Board the first reading of a Resolution requesting the placement of a Regular Levy Lid Lift measure on the April 23rd 2024 ballot. This measure will ask the voters to lift the lid on the regular levy to reset the rate to \$1.50 per \$1,000 of assessed valuation in 2025. Commissioner Wernet requested to amend a spelling error in Section 3 on the fourth line changing "is" to "its". Commissioner Wernet made a motion to change

verbiage in first paragraph of explanatory statement to reflect a 13% increase since 2017. Motion was not seconded and failed. No action taken at this time, first reading.

NEW BUSINESS: None

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

PDC Reminder: District Secretary Corina Byerley reminded Board that PDC filing is due by April 15th.

Spring Series: Chair Napier expressed interest in virtually attending the Snure Seminar at the WFCAs Spring Series on March 23rd. Commissioner Kroum also expressed interest and will check schedule.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION:

Commissioner Egan thanked the chief and the Station 118 crew for their A+ incident response.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:43 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

December 2023

REVISED February 07, 2024

	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
0 Months Remaining =					0.00%
General Fund (Current Expense)					
Net Cash & Investments 12/31/2022			\$ 15,604,661	Budgeted	
Operating Revenues					
Property Tax - Current	87,599	35,193,147	35,588,266	395,119	1.1%
Property Tax - Prior Year/Delinquent	5,341	334,777	292,000	(42,777)	0.0%
Other Taxes	10	46,916	18,500	(28,416)	-153.6%
Regular EMS Transport	280,780	3,112,451	2,800,000	(312,451)	-11.2%
GEMT Transport	276,676	3,642,891	3,400,000	(242,891)	-7.1%
GEMT Reconciliation	-	654,229	654,228	(1)	0.0%
Intergovernmental	134,885	761,668	399,000	(362,668)	-90.9%
Tehaleh Mitigation	-	2,450	3,000	550	18.3%
Transfers in from Reserves/Capital	2,045,181	3,876,629	9,938,239	6,061,610	61.0%
Other Revenue	60,601	1,722,401	1,892,691	170,290	9.0%
Total Operating Revenues	2,891,073	49,347,559	54,985,924	5,638,365	10.3%

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

	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
Operating Expenses					
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)	202,901	2,821,729	2,931,818	110,089	3.8%
Operations (Fire, Training, Volunteers)	2,331,883	29,253,606	30,172,400	918,794	3.0%
EMS	214,447	2,740,001	3,056,911	316,910	10.4%
Prevention (Fire Prevention, Pub Ed)	110,857	1,343,793	1,320,488	(23,305)	-1.8%
Logistics (Logistics, Emerg. Mgmt, IT)	421,681	4,565,953	4,793,239	227,286	4.7%
Capital (Project Manager)	20,296	846,113	387,013	(459,100)	-118.6%
Reserve Purchases (Equipt., EMS, Facility)	55,205	2,974,542	9,551,226	6,576,684	68.9%
Transfers Out	1,685,700	5,243,339	5,220,593	(22,746)	-0.4%
Total Operating Expenses	5,042,971	49,789,077	57,433,688	7,644,611	13.3%
Payroll Clearing Accruals	(25,540)	(30,172)			
Operating Expenses Net of Accruals	5,017,431	49,758,905	57,433,688		
Ending Net Cash & Investments			\$ 15,193,316		

Reserve Fund					
Net Cash & Investments 12/31/2022			\$ 27,075,250	Budgeted	
	Other Revenues	Transfer In	Transfer Out	Balance as of 12/31/23	(Short)/Over
Reserve Balances					
General Reserve				3,690,080	175,636
Equipment Reserve		1,685,700	1,845,997	12,932,857	N/A
Facilities Reserve			109,415	1,100,066	300,066
Employee Compensation Reserve				905,478	105,478
Capital Facilities Phase 2				14,255,516	Balance
Sale of Tax Title Property					
Investment Interest	151,412				
Current Month Total	151,412	1,685,700	1,955,412		
Year to Date Total	\$ 1,620,743	\$ 5,220,593	\$ 3,455,531	\$ 32,883,998	



EAST PIERCE FIRE & RESCUE

December 2023

REVISED February 07, 2024

Capital (Construction) Fund UTGO Bonds 2018	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 15,999,374	Budgeted	
Revenues					
Investment Interest	-	436,537	453,800	17,263	3.8%
Transfer In - GF - Vendor Tax Refund	-	22,746	-	-	0.0%
Total Revenues	-	459,283	453,800	17,263	3.8%
Expenses					
Capital Expenditures/Expenses	-	61,105	-	(61,105)	0.0%
Capital Purchases-Station 111	-	9,526,517	8,400,000	(1,126,517)	0.0%
Capital Purchases-Station 112	-	189,236	100,000	(89,236)	0.0%
Capital Purchases-Station 114	23,525	3,540,249	2,600,000	(940,249)	0.0%
Capital Purchases-Station 117	-	1,080,952	500,000	(580,952)	0.0%
Capital Purchases-Station 118	(542)	1,578,456	1,600,000	21,544	0.0%
Capital Purchases-Station 124	-	104,619	90,000	(14,619)	0.0%
Transfer Out - GF - Cap Fac Mgr	89,769	421,098	387,013	(34,085)	-8.8%
Total Expenses	112,752	16,502,232	13,677,013	(2,825,219)	-20.7%
Ending Net Cash and Investments			\$ 2,776,161		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1038	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 40,482,068	Budgeted	
Revenues					
Investment Interest	192,692	2,093,210	1,524,018	(569,192)	0.0%
Total Revenues	192,692	2,093,210	1,524,018	(569,192)	
Expenses					
Capital Purchases	5,130	5,130	-	-	0.0%
Capital Purchases-Station 111	445,272	445,272			
Capital Purchases-Station 112	100,352	100,352			
Capital Purchases-Station 114	230,150	230,150			
Capital Purchases-Station 117	545,381	545,381			
Capital Purchases-Station 118	54,783	54,783			
Capital Purchases-Station 124	61	61			
Transfer Out - GF - Cap Fac Mgr	-	-	-	-	
Total Expenses	1,381,130	1,381,130	-	-	0.0%
Ending Net Cash and Investments			\$ 42,006,086		

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



EAST PIERCE FIRE & RESCUE

January 2024

for February 20, 2024 Meeting

	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
				11 Months Remaining =	91.67%

General Fund (Current Expense)

Net Cash & Investments 12/31/2023 **\$ 12,658,683** Budgeted

Operating Revenues					
	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Property Tax - Current	2,196	2,196	40,405,095	40,402,899	100.0%
Property Tax - Prior Year/Delinquent	80,359	80,359	-	(80,359)	0.0%
Other Taxes	-	-	18,500	18,500	100.0%
Regular EMS Transport	241,850	241,850	2,900,000	2,658,150	91.7%
GEMT Transport	220,017	220,017	2,112,000	1,891,983	89.6%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	3,967	3,967	201,375	197,408	98.0%
Tehaleh Mitigation	43,750	43,750	100,000	56,250	56.3%
Transfers in from Reserves/Capital	-	-	7,700,565	7,700,565	100.0%
Other Revenue	84,309	84,309	2,001,453	1,917,144	95.8%
Total Operating Revenues	676,449	676,449	55,838,988	55,162,539	98.8%

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

	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Operating Expenses					
Administration <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>	209,490	209,490	3,260,984	3,051,494	93.6%
Operations <i>(Fire, Training, Volunteers)</i>	2,917,506	2,917,506	33,360,160	30,442,654	91.3%
EMS	234,773	234,773	3,286,873	3,052,100	92.9%
Prevention <i>(Fire Prevention, Pub Ed)</i>	90,086	90,086	1,401,954	1,311,868	93.6%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	507,039	507,039	5,055,431	4,548,392	90.0%
Capital <i>(Project Manager)</i>	26,355	26,355	201,677	175,322	86.9%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	117,809	117,809	7,498,888	7,381,079	98.4%
Transfers Out	-	-	1,773,021	1,773,021	100.0%
Total Operating Expenses	4,103,059	4,103,059	55,838,988	51,735,929	92.7%
Payroll Clearing Accruals	47,929	47,929			
Operating Expenses Net of Accruals	4,150,987	4,150,987	55,838,988		
Ending Net Cash & Investments			\$ 9,184,144		

Reserve Fund

Net Cash & Investments 12/31/2023 **\$ 33,032,937** Budgeted

	Other Revenues	Transfer In	Transfer Out	Balance as of 01/31/24	(Short)/Over
Reserve Balances					
General Reserve				3,712,752	198,308
Equipment Reserve				13,008,432	N/A
Facilities Reserve				1,115,181	315,181
Employee Compensation Reserve				913,035	113,035
Capital Facilities Phase 2				14,285,746	Balance
Sale of Tax Title Property					
Investment Interest	151,148				
Current Month Total	151,148	-	-		
Year to Date Total	\$ 151,148	\$ -	\$ -	\$ 33,035,146	



EAST PIERCE FIRE & RESCUE

January 2024

for February 20, 2024 Meeting

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2023			\$ 42,618,324	Budgeted	
Revenues					
Investment Interest	186,089	186,089	2,100,000	1,913,911	0.0%
Total Revenues	186,089	186,089	2,100,000	1,913,911	
Expenses					
Capital Purchases	4,146	4,146	-	-	0.0%
Capital Purchases-Station 111	558,825	558,825	-	-	0.0%
Capital Purchases-Station 112	63,440	63,440	-	-	0.0%
Capital Purchases-Station 114	285,612	285,612	-	-	0.0%
Capital Purchases-Station 117	310,716	310,716	-	-	0.0%
Capital Purchases-Station 118	16,099	16,099	-	-	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	201,677	201,677	0.0%
Total Expenses	1,238,837	1,238,837	201,677	-	0.0%
Ending Net Cash and Investments			\$ 44,516,647		
** 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
2/15/24	731	IAFF - FIREPAC	\$726.00
2/15/24	732	LEOFF HEALTH & WELFARE TRUST	\$390,002.65
2/15/24	728	AFLAC	\$485.49
2/15/24	729	DIMARTINO ASSOCIATES (WSCFF)	\$20,351.69
2/15/24	737	WSCFF - FASTPAC	\$544.50
2/15/24	730	GET PROGRAM	\$781.00
2/15/24	734	WCIF-Life/Dental/EAP	\$1,611.65
2/15/24	733	TACOMA-PIERCE CO CHAPLAINCY	\$721.50
2/15/24	735	WCIF-Met Life / Accident	\$133.74
2/15/24	736	WCIF-Met Life / ID Theft	\$69.75
2/15/24	738	WSCFF-Medical Expense Reimbursement Plan	\$17,143.69
2/16/24	740	ABM JANITORIAL SERVICES	\$1,140.71
2/16/24	741	ADP SCREENING	\$52.23
2/16/24	743	ADYE-WHITISH LINDA	\$750.00
2/16/24	746	ART GAMBLIN MOTORS	\$1,387.41
2/16/24	747	BARNHART MD PS STEPHEN W	\$3,625.00
2/16/24	750	CARDINAL HEALTH 112, LLC	\$4,634.21
2/16/24	742	ADVANCE TRAVEL FUND	\$1,488.00
2/16/24	744	AIR EXCHANGE, INC.	\$4,807.21
2/16/24	749	BRAUN NORTHWEST, INC	\$19,562.30
2/16/24	751	CASCADE TRANING/HEALTHCARE SERVICES LLC	\$12,592.50
2/16/24	753	CINTAS CORPORATION # 461	\$12,763.23
2/16/24	739	A HUGE PRODUCTION	\$4,350.00
2/16/24	745	AMERICAN HEART ASSOCIATION	\$620.80
2/16/24	748	BOUND TREE MEDICAL LLC	\$1,536.42
2/16/24	752	CENTURYLINK (035B/376B/785B/786B/442B)	\$85.27
2/16/24	754	CODE MECHANICAL INC.	\$2,100.16
2/16/24	755	COMMERCIAL BRAKE & CLUTCH	\$2,885.50
2/16/24	766	GALLS, LLC	\$2,015.61
2/16/24	756	COSTCO MEMBERSHIP	\$180.00
2/16/24	757	D&D CONSTRUCTION INC.	\$40,106.16
2/16/24	758	EIDE BAILLY LLP	\$3,516.52
2/16/24	760	EMS TECHNOLOGY SOLUTIONS LLC	\$4,653.42
2/16/24	761	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$3,815.45
2/16/24	763	FIDELITY SOLUTIONS	\$317.55
2/16/24	764	FREIGHTLINER NORTHWEST	\$886.59
2/16/24	769	GRANT WRITING USA	\$495.00
2/16/24	771	HUGHES FIRE EQUIPMENT, INC.	\$15,201.93

2/16/24	772	I.A.A.I. - INTL ASSOC/ARSON INVESTIGATRS	\$45.00
2/16/24	759	EMS SURVEY TEAM	\$2,931.12
2/16/24	762	ESO SOLUTIONS	\$18,760.16
2/16/24	765	FUGATE FORD	\$3,314.87
2/16/24	767	GILBERT MATT	\$810.00
2/16/24	768	GOVERNMENT SOCIAL MEDIA LLC	\$859.00
2/16/24	775	L N CURTIS & SONS	\$4,607.51
2/16/24	776	LARSEN SIGN CO	\$788.32
2/16/24	778	LIFE ASSIST	\$31,534.37
2/16/24	781	LUND FAUCETT LLC	\$2,432.50
2/16/24	782	LYNCH TANYA	\$1,500.00
2/16/24	770	HANEY MELISSA	\$50.00
2/16/24	777	LES SCHWAB TIRE CENTERS	\$2,616.14
2/16/24	783	LYNN ERIC	\$541.32
2/16/24	785	MUNICIPAL EMERGENCY SERVICES	\$5,566.11
2/16/24	790	PC BUDGET & FINANCE DEPT	\$49,910.75
2/16/24	791	PC FIRE COMMISSIONERS ASSOC	\$1,080.00
2/16/24	792	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,183.88
2/16/24	793	PIERCE COUNTY FIRE CHIEFS ASSOCIATION	\$1,500.00
2/16/24	794	PIERCE COUNTY SEWER	\$86.37
2/16/24	800	RAYBELL PLUMBING	\$425.57
2/16/24	773	JAMES OIL CO. INC.	\$15,545.28
2/16/24	774	KENT D. BRUCE COMPANY	\$308.30
2/16/24	779	LIFE SCAN WELLNESS CENTERS	\$10,394.00
2/16/24	780	LINDE GAS & EQUIPMENT INC	\$1,720.48
2/16/24	784	MEDICAL DIRECT	\$2,440.35
2/16/24	787	ODP BUSINESS SOLUTIONS LLC	\$55.63
2/16/24	788	PACIFIC OFC AUTOMATION (OR)	\$1,463.61
2/16/24	789	PACIFIC OFFICE AUTOMATION	\$599.12
2/16/24	796	PUBLIC SAFETY PSYCHOLOGICAL SERVICES	\$2,310.00
2/16/24	799	QUINN ERIC T	\$400.00
2/16/24	786	NATIONAL TESTING NETWORK	\$7,585.00
2/16/24	795	PROXY NETWORKS	\$2,588.00
2/16/24	797	PUGET SOUND COLLECTIONS	\$309.57
2/16/24	798	PUGET SOUND ENERGY	\$7,765.45
2/16/24	802	RON & LEOS WELDING SERVICE	\$24,720.10
2/16/24	805	SEAWESTERN	\$19,847.52
2/16/24	806	SHI INTERNATIONAL CORP	\$82,747.48
2/16/24	808	SNIDER PETROLEUM	\$2,685.77
2/16/24	811	SUMMIT LAW GROUP PLLC	\$312.00
2/16/24	826	WA FINANCE OFFICERS ASSOCHN (WFOA)	\$75.00

2/16/24	801	RICE FERGUS MILLER ARCHITECTURE	\$1,320.00
2/16/24	803	RUCSHNER KIMBERLEE	\$55.14
2/16/24	804	SANDLIAN WILLIAM	\$611.11
2/16/24	807	SITECRAFTING, INC.	\$99.00
2/16/24	810	SUMMIT BACKFLOW SERVICES	\$110.00
2/16/24	813	SYSTEMS DESIGN WEST LLC	\$26,258.39
2/16/24	814	TACOMA DIESEL & EQUIPMENT	\$1,131.52
2/16/24	816	TELEFLEX LLC	\$4,294.66
2/16/24	817	TREASURY MANAGEMENT SVCS - US BANK	\$93.56
2/16/24	818	TROTTER & MORTON	\$1,425.69
2/16/24	809	STABENFELDT KEVIN	\$308.32
2/16/24	812	SUNSET FORD	\$1,031.02
2/16/24	815	TARGETSOLUTIONS LEARNING LLC	\$18,569.02
2/16/24	821	UNDERWATER SPORTS, INC	\$5,222.94
2/16/24	823	UW VALLEY MEDICAL CENTER	\$11,206.00
2/16/24	825	VFIS	\$2,261.00
2/16/24	827	WA STATE AUDITORS OFFICE	\$20,469.96
2/16/24	828	WCIF-Life/Dental/EAP	\$22,275.08
2/16/24	830	CITY OF TACOMA	\$99,347.00
2/16/24	831	ENVIROSAFE	\$36,585.05
2/16/24	819	TRUE NORTH EQUIPMENT	\$553.70
2/16/24	820	TRUTH FITNESS PROJECT LLC	\$1,423.50
2/16/24	822	US BANK	\$83,623.22
2/16/24	824	VALVOLINE LLC	\$679.24
2/16/24	832	JODY MILLER CONSTRUCTION	\$337,521.58
2/16/24	833	JONES & ROBERTS CO.	\$436,895.72
2/16/24	836	PERFORMANCE VALIDATION INC.	\$66.00
2/16/24	829	ANDY JOHNSON & CO. INC.	\$400,059.25
2/16/24	834	MOBILE MODULAR	\$1,115.00
2/16/24	837	PIERCE COUNTY SEWER	\$36.51
2/16/24	838	PUGET SOUND ENERGY	\$642.37
2/16/24	835	OTTO ROSENAU & ASSOCIATES, INC.	\$3,012.74
2/16/24	839	RICE FERGUS MILLER ARCHITECTURE	\$74,473.64
2/16/24	840	ROBERT HALF	\$9,720.00
2/16/24	841	TERRA ASSOCIATES, INC.	\$114.95
2/16/24	842	TRANSGROUP	\$352.50
Payment Count: 115		Total Amount:	<u>\$2,496,520.87</u>

Payment Count: 115
Payment Total: \$2,496,520.87

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

DRAFT

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 _____



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

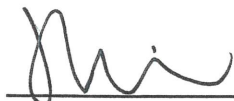
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
1/22/24	402	LABOR & INDUSTRIES	\$263,866.53
Payment Count: 1		Total Amount:	\$263,866.53

Payment Count: 1
Payment Total: \$263,866.53

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

1/23/24

Date



Authorized District Official Signature

1/23/24

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

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Authorization Recieved on _____

Batch Verified by _____

January 2024 Post-Meeting	
General Fund	
Payroll Transactions Revised	
trx# 333 DRS/LEOFF II voided	\$ 299,030.09
trx# 337 FIT Taxes voided	\$ 344,206.63
trx# 361 L&I voided	\$ 263,866.85
trx# 403 DRS/LEOFF II created	\$ 300,003.65
trx# 404 FIT Taxes created	\$ 344,480.48
trx# 402 L&I created	\$ 263,866.53
net payroll change	\$ 1,247.09
February 2024	
General Fund	
Total AP	\$ 664,006.90
AP Vouchers	
Vouchers # 240202001 - 240202090	\$ 664,006.90
Total Payroll	\$ 2,945,188.34
Payroll Vouchers	
Vouchers # 240201001 - 240201011	\$ 432,571.66
Electronic Payroll	\$ 2,512,616.68
Total Expenditures (AP + Payroll)	\$ 3,609,195.24
Total BIAS Expenditures (111 - 999)	\$ 3,593,818.44
Difference	\$ 15,376.80
sickleave buyback	\$ 9,346.00
insurance claim payout	\$ 3,018.05
CPR card reimb & cellphone buyback	\$ 3,012.75
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 240203001 - 240203014	\$ 1,399,942.31

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1045

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East Pierce Fire & Rescue that the following amounts, listed in table below, be written off in their entirety as recommended by the district's ambulance transport billing agency.

October-2023	\$ 97,311.23	EMS Levy Funds/COVID Waiver
November-2023	\$ 16,840.64	EMS Levy Funds/COVID Waiver
December-2023	\$ 80,171.37	EMS Levy Funds/COVID Waiver
Total	\$ 194,323.24	
October-2023	\$ 117.10	Financial Waiver
November-2023	\$ -	Financial Waiver
December-2023	\$ 124.80	Financial Waiver
Total	\$ 241.90	
TOTAL WRITE-OFFS	\$ 194,565.14	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on February 20, 2024, 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



To: **Board of Fire Commissioners**
From: **Phil Herrera, Project Manager**
Subject: **Bond Update – February 2024**

Station 118

- Punch list items are still being addressed as they arise.
- Final vehicle exhaust system installation is in process.

Station 111

- Interior framing is complete with backing and blocking added as needed.
- Rough-in plumbing and electrical HVAC continue.
- Admin section is dried-in, heaters are used to dry the space.
- Roofing continues to progress.
- Windows and storefronts arrived this week, installation now underway.

Station 114

- The weather is holding up roofing on station 114, The weather seal is keeping it 95% dry inside. The contractor is able to move forward with HVAC rough-in.
- Heaters in use to dry the area.
- Interior framing is complete, backing and blocking as needed.
- Exterior siding and CMU underway.

Station 117

- Footing and foundation walls completed.
- In slab plumbing and mechanical underway.
- Temporary power has been installed. The contractor has been running on a generator.

Station 112

- First round of CUP reviews has been received. No significant issues. No public comments were received that require mitigation.

February Station Photos Capital Bond

Station 111

Roof covering over admin section. Second photo is the second level firefighter area



Public plaza and entry underway



Station 111 continued



Windows delivery and installation.

Interior administrative area framed out and drying out.



Station 114

The building is dried-in. Heaters are drying the spaces.



Station 114 is under cover to allow the exterior vapor seal to cure and protect the CMU block installation.

Station 117



Foundation walls are completed. The transformer arrived from PSE, temporary power installation, the contractor has been using a generator up to this point.

Station 118



Vehicle exhaust system installation in progress.

Items	Estimate - July 2018	Actual - Jan 2024	Forecasted Expenditures
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,410,305	176,379
Station 111	21,186,196	14,609,977	12,142,303
Station 114	10,856,061	5,552,502	5,632,498
Station 117	10,096,203	1,593,923	10,996,397
Station 112	13,663,312	1,224,660	11,438,653
Station 124	0	1,380,922	
Station 116	0	990	
Project Manager/Admin Asst.	0	1,103,730	282,897
Misc	0	136,620	
Total	77,419,213	43,419,370	40,617,305

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(43,419,370)
Forecasted Expenditures	(40,617,305)
End Fund Balance	1,544,989

Arbitrage exposure @ 400K +/-



To: **Board of Fire Commissioners**
From: **Jon Parkinson, Fire Chief**
Subject: **Monthly Chief's Report – February 2024**

Levy

Planning for the April Levy continues to move along at a steady pace, with efforts set to ramp up in March. The levy will become very visible to the public in early March on social media, mailers, and various presentations.

In March (and April), the Board will be presented with another resolution to place the fire levy lid lift on the August ballot. This will ensure we have that election as an option should the lid lift fail in April.

WSAO – 2022 Audit

We completed our exit conference with the SAO for the accountability audit in late January. Once again, Michelle's team hit it out of the park with another clean audit year (both financial and accountability)!!!!!! Our audit history is showcased on social media video and will also appear in the next newsletter.

E124 – Station 124

Station 124 was placed in service on 2/7/24. I will cover the impacts we are seeing by having E124 in service at the board meeting. With the small data set we have available, we are already seeing response improvements in Edgewood and Milton. This is a big win for both communities.

Windmill Appraisal

We have received the appraisal of the windmill property. We have conveyed the information to the City of Edgewood and are awaiting a response.

Milton Fire Station – Joint Study

You will see an Agenda Summary request for \$37,500 to fund half of the study for a joint public safety building with the City of Milton. I will discuss this more during new business.

Committee Reminders

Planning Committee: Friday, March 1st @ 10 am

Other activities in the past month

- Pierce County Fire Training Consortium Administrative Board
- PC Fire Chief's Association
- PC Fire Chief's Executive Board
- Sumner Rotary
- Bonney Lake Chamber of Commerce
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- FME Chamber of Commerce
- SS911 PSCOC Committee
- Trilogy men's group presentation



To: **Board of Fire Commissioners**
From: **Kevin Stabenfeldt, Deputy Fire Chief**
Subject: **Monthly Deputy Chief's Report – Feb. 2024**

Operations

- Recruit Class 23A-1 Graduated 2/1/24, starting Post Academy 2/2/24
- Recruit Class 23B-2 Started EMT School, Graduation 3/15/24
- Recruit Class 24B-4 Paramedics started 2/1/24
- Recruit Class 2022-02 Off Probation 2/17/24
- B/C's conducting Tactical Practice Sessions in Prep for upcoming C/O Promotional Assessment
- ESZ/Station Order finalization
- AC Gilbert will be assisting with Promotional Assessment Center @ South Sound 911

Logistics

- Rescue / Pumper E116-Asset 235 has completed fabrication. We are now upfitting the unit with hose, equipment, and IT gear prior to placing it in service.
- Continue to collaborate with Project Manager Herrera on Station 124 retrofit and renovation.
- AC Sandlian attended FDSOA (Fire Department Safety Officers Association) Conference (January 14-17)
- Division Specialist Matt Lee and AC Sandlian attended Apparatus Maintenance and Industry update conference (Jan 17-20)
- Pre-Build completed on 3 New Medic units with anticipated delivery March 28th. We anticipate placing the units in service in April.

EMS

- Fourteen EPFR members completed Cadaver Lab/Airway Training course hosted by West Pierce Fire & Rescue.
- Completed (2) day Tempest Monitor User Group Training Course.
- Submitted final EPFR WACARES Data
 - 5/8 patients who experienced witnessed cardiac arrest in 2023 survived.
 - 62.5% survival rate for witnessed cardiac arrest (witnessed V-Fib)
- Completed firefighter nutrition / hydration training.

Fire Prevention/Public Education

- Dina Sutherland completed significant website updates with 2024 content.
- Established the 2024 publications schedule (newsletters, levy materials, annual report, postcards).
- The characterization team (Sutherland, Holt, Landefeld) attended Community Risk Reduction through Characterization conference in Bullhead City, AZ 1/22-26/2024.

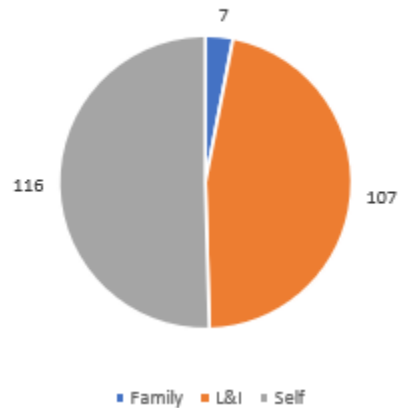
Other activities in the past month

- Response Workgroup (Central Pierce, Graham Fire, East Pierce Fire)
- LifeScan (March 2024)
- PCFTC Operations Advisory Team
- Promotional Workgroup
- PCFTC Academy Graduation
- Levy Committee
- Leadership 1 with Class 23-A1
- Assistance to Firefighters (AFG) Grant

Injury – Medical Leave Report – January 2024

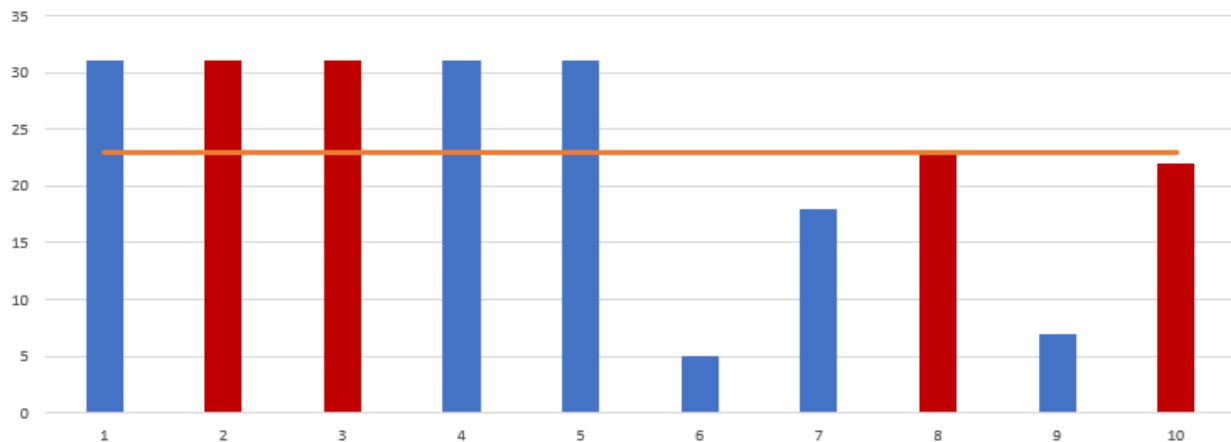
- In January, a total of 10 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 23 calendar days

Time Loss by Type (calendar days)



- 4 L&I claims for time-loss injuries have occurred in January (seen below in red).

Time Loss by Employee (calendar days)





Planning Committee Meeting Notes

February 2, 2024 @ 1000 hrs.

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

Staff: Chief Parkinson, AC Sandlian, PM Herrera

1. Station Construction Update was provided to the committee by project manager Phil Herrera discussing major threats to schedule, budget or scope. Highlights:
 - a. Station 118: Final punch list items are completing next week.
 - b. Station 111: Weather impacting schedule, completion slide to July.
 - c. Station 114: Potential change order to move site water valves and to relocate gas and water mains in conflict with storm water system.
 - d. Station 117: Weather slowing the work but still making good progress.
 - e. Station 112: Ready for building permit submission next week. This allows project to start before state energy code in effect (March) and allows a cost avoidance \$400K-\$700K, or 10-15% of the budget. Yet design cost estimate is over project budget and budget may need to be revised.
 - f. Station 124: Remodel construction is complete and Engine 124 moves in 2/7/24. Significant reduction to first unit on scene time for Edgewood/Milton area and fire district.
 - g. RFM architect has been asked to submit a detailed description to explain/justify their recent request for additional payment for services related to change orders and other project scope work. Phase 2 Projects
2. Phase 2 Projects
 - a. Facility evaluation of Stations 113 (Sumner) and 116 (Foothills) were conducted by architect RFM with scope to add sleep rooms, modify floor plans, and arrange apparatus bay layout. Projects, if funding becomes available, will include updating building drawings and bringing up to current codes for energy, seismic, mechanical, electrical etc.
 - b. Chief has met with City of Milton to discuss a joint facility. Talking with them about splitting a \$75K study to develop a plan. Then we will compare results to the existing costs and location.
3. Windmill Property
 - a. An appraisal for fair market value of the property with the windmill is completed. Next step is to review with City of Edgewood for their interest and timing.

4. Strategic Plan

- a. Chief presented a project outline, using BERK consultants to support development of a Strategic Plan. Existing plan is winding down. Chief is interested in starting the process in second quarter 2024 with goal to begin implementation in 2025. The Planning Committee is advising Chief Parkinson to proceed.

5. April Fire Levy

- a. The preparations for the upcoming levy vote are mostly complete. Public communications have been ongoing last year about fiscal responsibility and services provided. Beginning work to address the proposition in March, including community presentations, mailing, educating EPFR employees.

Next Meeting:

- Friday, March 1st @ 1000
- Friday, April 5th @ 1000



Board Meeting Agenda Item Summary

Meeting Date:	February 20, 2024
Title:	Resolution 1046 – Levy Lid Lift – April 23 rd Ballot – Second Reading

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to approve Resolution 1046, placing the fire levy lid lift on the April 2024 special election ballot.</i>
Presenter:	Chief Parkinson
Attachments:	Resolution 1046

Summary:
<p>The District must approve a resolution to place the levy lid lift on the ballot. This resolution requires two readings prior to approval and before submitting the request to King & Pierce County. Tonight is the second reading of the resolution.</p>

Fiscal Impact:	N/A
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1046

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF EAST PIERCE FIRE & RESCUE PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT A SPECIAL ELECTION ON APRIL 23, 2024 OF A PROPOSITION AUTHORIZING A LEVY OF A PROPERTY TAX NOT TO EXCEED \$1.50 PER \$1,000 OF TRUE AND ASSESSED VALUATION

WHEREAS, it is the judgment of the Board of Fire Commissioners of the District that it is essential for the protection of the health and life of the residents of the District that high quality fire and emergency medical services be provided by the District. Such services will necessitate the expenditure of revenues for operations, equipment, maintenance and personnel in excess of those which can be provided by the District's regular tax revenue levied at the current rate of \$1.09 per \$1,000 of assessed valuation of taxable property within the District; and

WHEREAS, RCW 84.55 places a 1% limitation on the increase of tax revenue collected by the District annually. Such 1% limitation on the increase would cause a loss of revenue to the District of \$10,096,472 in 2025. Such losses will necessitate reduction in services and increase response times as enumerated in the first recital above. This resolution and the resultant election would give the voters the opportunity to choose to continue services pursuant to the previously authorized levy rate approved by the voters, waiving the 1% limit of RCW 84.55 (commonly referred to as a "lid lift"); and

WHEREAS, the District has previously levied its regular property tax at the rate of \$1.50 per thousand of assessed valuation of taxable property, as approved by District voters. This rate has eroded as stated above in the first recital, due to the 1% limitation; and

WHEREAS, the Board of Fire Commissioners has determined that a 1% growth in revenue established by RCW 84.55.010 will not be sufficient to provide for the expected cost increases to maintaining District operations; and

WHEREAS, the Board of Fire Commissioners deems it necessary to restore its regular property tax rate to a rate not to exceed \$1.50 per thousand dollars of assessed valuation throughout the District and establish that the levy dollar amount collected in 2025 shall serve as the basis of calculating future levy increases.

NOW THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East Pierce Fire and Rescue as follows:

Section 1. In order to provide fire protection, prevention and emergency medical services of high quality in the District, it is necessary for the District to operate and maintain emergency fire and medical service vehicles and facilities and employ personnel to effectuate optimal services.

Section 2. In order to provide the revenue adequate to pay the increasing costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve

funds sufficient to assure the continuation of such services, the District shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010 and levy, beginning in 2024 for collection in 2025 pursuant to RCW 52.16.130, RCW 52.16.140 and RCW 52.16.160, a general tax on taxable property within the District at a rate not to exceed \$1.50 per \$1,000 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. In order to provide the revenue sufficient to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services beyond 2024, the District has determined that it must levy regular property taxes at its maximum rate of \$1.50 per \$1,000 of assessed valuation, in 2024, for collection in 2025. The funds raised under this levy shall not supplant existing funds used for the purposes described in Section 1. The dollar amount levied in 2024 and collected in 2025 shall serve as the District’s tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

There shall be submitted to the qualified electors of the District for their ratification or rejection, at the special election dated April 23, 2024, the question of whether or not the regular property tax levy of the District should be set for 2025 collection at \$1.50 per \$1,000.00 of true and assessed valuation, subject to otherwise applicable statutory limitations. The Board of Fire Commissioners hereby requests the auditors of Pierce County and King County, as ex-officio Supervisors of Elections, submit the following proposition at such election, in the form of a ballot title substantially as follows:

PROPOSITION NO. 1

Single-Year Levy Lid Lift

The Board of Fire Commissioners of East Pierce Fire & Rescue adopted Resolution No. 1046 concerning a proposition to finance maintenance, operations and facilities improvements. Shall the District be authorized to restore the District’s regular property tax rate to \$1.50 per thousand dollars of assessed valuation, exceeding the 1% limitation on annual increases in tax revenues for one year, with the levy dollar amount collected in 2025 to be used for computing the limitations for subsequent levies?

Should this Proposition be:

Approved _____

Rejected _____

Section 4. The locations of the polling places, if any, shall be as specified by the Manager of Records and Elections of Pierce County and King County, Washington, as ex officio County Supervisors of Elections for the District.

Section 5. A notice of election shall be published at least once, which publication shall take place not more than ten (10) days nor less than three (3) days prior to the date of said election. Said publication shall be in a newspaper of general circulation within the District.

Section 6. Approval of the proposition described in Section 3 above shall be construed and interpreted as qualified elector approval of a tax increase in compliance with RCW 84.55 as amended.

Section 7. With respect to this election, the District shall participate in the publication of information in the Local Voters' Pamphlet, including but not limited to an explanatory statement reviewed and approved by the District's attorney, a Statement For, and a Statement Against, pursuant to Chapter 29A.32 of the Revised Code of Washington.

Section 8. The Secretary to the Board of Fire Commissioners is hereby directed to deliver a certified copy of this resolution to the Manager of Records and Elections of Pierce County and King County, Washington, as ex officio County Supervisors of Elections for the District, no later than February 23, 2024.

ADOPTED by the Board of Fire Commissioners of East Pierce Fire & Rescue at a regular open public meeting of such Board on the 20th day of February, 2024, with 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



Meeting Date:	February 20, 2024
Title:	“For” and “Against” Committees

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<p>For Committee Motion: <i>I move to approve the appointment of said individual(s) to the “For” Committee in relation to the District’s Ballot measure for the April 23, 2024 election.</i></p> <p>Against Committee Motion: <i>I move to approve the appointment of said individual(s) to the “Against” Committee in relation to the District’s Ballot measure for the April 23, 2024 election.</i></p>
Presenter:	Chief Parkinson
Attachments:	None

Summary:
<p>The district advertised, on the district’s website, to the public the opening to participate on a “For” or “Against” committee. The district will be placing a ballot measure to the voters asking to lift the lid to the Regular Levy. Those interested in participating in the committee were asked to notify the District Secretary by February 14th. Appointments to the committees will be done by the Board at the February 20th meeting.</p> <p>Received notification of interest:</p> <p>“For” Committee Greg Reinke Kathy Hayden Christy Ferber</p> <p>“Against” Committee: None</p>

Fiscal Impact:	None
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Board Meeting Agenda Item Summary

Meeting Date:	February 20, 2024
Title:	Station 124 – Joint Facility Study with City of Milton

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve (Planning)
Recommended Action/Motion:	<i>Move to Approve the Milton Fire Station Joint Facility Study of \$37,500 funded from the Phase 2 Reserve.</i>
Presenter:	Chief Parkinson
Attachments:	None

Summary:
<p>EPFR and the City of Milton began discussions in 2023 regarding the future of Station 124 which is owned by the City of Milton and leased to EPFR. Both parties have expressed interest in exploring a joint public safety building project. It is estimated this project will cost \$75,000 to develop a project scope and develop a cost estimate. This will allow both parties to determine the cost v. benefit of the joint project. It is expected this work will be complete in late 2024. EPFR will be responsible for 50% of the project expense up to a maximum of \$37,500.</p>

Fiscal Impact:	N/A
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Board Meeting Agenda Item Summary

Meeting Date:	February 20, 2024
Title:	Archival Records

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to approve the transfer archival records as listed in transmittal to the Washington State Archives and authorize the Fire Chief to sign on behalf of the Board.</i>
Presenter:	District Secretary Corina Byerley
Attachments:	Archival Records Transmittal

Summary:
<p>Some documents created by public agencies are considered archival and must be retained permanently per the Washington State Retention Schedule. Per RCW 40.14.030 documents considered archival can be transferred to the Washington State Archives. The State Archives collects and preserves historical records of Washington state. Records designated as "archival" are transferred to the Archives when they are no longer needed on a regular basis by the government office in which they originate. The State Archive takes legal custody of transferred records and provides access for research and public disclosure.</p> <p>The District lacks adequate storage space and climate control to maintain these permanent records on site. The District has identified records, detailed in the attached transmittal, to be transferred to the archives. The records will remain accessible to the District by request to the State Archives.</p>

Fiscal Impact:	N/A
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ARCHIVES RECORDS TRANSMITTAL & BOX CONTENT LIST

<i>Archives Use Only</i>	<i>Rec'd By</i>	<i>Date</i>	<i>Total C.F.</i>	<i>Accession Number</i>
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Name of Agency East Pierce Fire & Rescue	Office / Sub-Division Records Management	Records Officer Tricia Brown
Records Officer Telephone Number 253-447-3524	Records Officer E-mail tbrown@eastpiercefirer.org	
Any Statutory Restrictions or Exemptions? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please list applicable RCW or rule that restricts access to files, or portions of files, in the table below</i>		

Location	Box/Vol#/ Reel#/ Barcode	Record Series / File Title	Dates	DAN
East Pierce Fire & Rescue 18421 Veterans Memorial Drive Bonney Lake, WA 98391		GS50-05A-16 Rev. 1 Resolutions Pierce County Fire District 1 Resolutions 1961-2008 Pierce County Fire District 8 Resolutions 1957-2010 Pierce County Fire District 20 Resolution 1964-2006 Pierce County Fire District 12 Resolution 1951-2006 Pierce County Fire District 24 Resolutions 1978-2000 Pierce County Fire District 24 Resolution Book 1970-1977 Pierce County Fire District 22 Resolutions Book 1963-2013 GS50-05A-13 Rev. 2 Meeting Minutes thru 2019 Pierce County Fire District 1 Mtg. Minutes 1941-2008 Pierce County Fire District 8 Mtg. Minutes 1947-1995 Pierce County Fire District 8 Mtg. Minutes 1996-2010 Pierce County Fire District 20 Mtg. Minutes 1961-2006 Pierce County Fire District 12 Mtg. Minutes 1968-2004 Pierce County Fire District 24 Mtg. Minutes 1977-1998 Pierce County Fire District 22 Mtg. Minutes 1966-2002 Pierce County Fire District 8 Mtg. Minutes / Record Books 1948-1974 (2 Books) GS50-03F-02 Rev. 8 Fiscal and Performance Audit Reports Pierce County Fire District 8 Audit Reports Inception to 1949, 1950-1951, 1966-1969, 1970-1971, 1972-1973, 1974-1975, 1976-1977, 1984-1986,		

Collective Bargaining Agreements
By and Between City of Sumner and IAFF Local 2877

January 1, 1998 through December 31, 2000
January 1, 2001 through December 31, 2003
January 1, 2004 through December 31, 2006

Between Pierce County Fire District No. 8 and IAFF
Local 726

July 1, 2000 through December 31, 2002
MOA April 3, 2001 Effective July 1, 2001
MOU December 29, 2003 Effective January 1, 2005
January 1, 2003 through December 31, 2005
January 1, 2006 through December 31, 2008

GS53-02-06 Rev. 1
Levy and Bond Planning – Successful

FPD No. 22 Limited Tax General Obligation Bonds 2001
Bond paid off in 2011

FPD No. 20 Limited Tax General Obligation Bond 2003

Charter, Jurisdiction and Mission

Pierce County Fire District 12
Annexation Petitions
1952-2000

GS50-16-09 Rev. 1 – Jurisdiction Boundary -Official
GS52-03A-05 Rev. 1 – Jurisdiction Boundary –
Development
GS50-18-38 Rev. 1 – Jurisdictional Reference – Maps,
Drawings, Photographs

GS50-01-24 Rev. 1
Policies and Procedures
Inception thru 2021

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TRANSFER OF CUSTODY AGREEMENT

Agency hereby transfers the authentic records listed above to the custody and jurisdiction of the Washington State Archives. Except as noted above, the records have been in Agency's custody for the duration of their existence and are not subject to statutory exemption or other restriction. Archives and Agency concur that any records subject to statutory exemption or other restriction have sufficient historical, legal and/or fiscal value to warrant making them publicly accessible after passage of the requisite period of time, per 40.14 RCW. The records will become and remain the property of the State of Washington and will be stored, referenced, managed and disposed of in accordance with applicable laws and regulations, the policies and procedures of the Division of Archives and Records Management, and the instructions of the State Archivist.

Signature of Agency Official

Date

Signature of Archivist

Date

Revised 11/15/2022



Classes in Spokane, Tulalip, and Chelan

Our March 23rd New Commissioner Training will be held at the Tulalip Resort Casino instead of in Suquamish, due to availability. Visit our webpage for class details and speaker bios.



Spokane - March 2nd



Tulalip - March 23rd

Includes Health Care Update before seminar!

New & Experienced Commissioner, Chief & Secretary Training

Attorney Brian Snure

This seminar meets the statutory Open Public Records and Open Public Meetings training requirements which are required every 4 years for elected officials. The class will provide the knowledge to address the challenges involved in governing, leading and operating fire districts and regional fire authorities. This full-day program is being held in both Spokane and Tulalip.

- Webinar option for both events!



Strategic Planning

Strategic planning is vital to the long term financial and operational success of your fire agency. class will integrate artificial intelligence (AI) issues, data management, response and service delivery, long term financing, and many other issues! Look for more details.

Chelan - June 1st

Includes Health Care Update before seminar!