



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
March 19, 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/89184261583?pwd=YG0DcZJpwkRaXE6EbJYEPxHrGBsIRN.1>

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 February 20th Regular Meeting Pages 3-5
- b) Treasurer’s Report..... Pages 6-7
- c) Approve Finances..... Pages 8-15
- d) Financial Waiver None

5. PRESENTATIONS

- a) Annual EMS Survey - Dyson None
- b) 2023 Fire Marshal Report Out – Gilbert None
- c) 2023 Financial Recap – Hollon Pages 16-17

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 18-25

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Page 26
- b) Deputy Chiefs Report..... Pages 27-28
- c) Monthly Injury Report..... Page 29
- d) Q1 Strategic Plan - Parkinson..... Pages 30-36

- e) Q1 Standard of Cover - Stabenfeldt Pages 37-42
- f) Q1 Financial Assessment - Hollon Pages 43-45

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 3/1 Meeting..... Page 46
- b) Finance Committee –..... None
- c) HR Committee –..... None

10. RESOLUTIONS:

- a) Resolution XXX – Levy Lid Lift – August Ballot (1st Reading) – Parkinson..... Pages 47-50

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

- a) Station 124 Acceptance – Hollon Page 51

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) Spring Series (Tulalip 3/23) – Byerley..... None
- 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: Per RCW 42.30.140 Collective Bargaining Agreement discussion

15. COMMISSIONER ACTION/DISCUSSION: None

16. ADJOURN

2024 EVENTS:

- 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**

February 20, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on February 20, 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. Vice Chair Ed Egan called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Kevin Garling, Pat McElligott, Randy Kroum (virtual), Cynthia Wernet (virtual), Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Napier and Commissioner Cathey
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Human Resources Manager Tanya Lynch, Community Paramedic Jen Killion, Behavioral Health Specialist Melissa Haney

HONORS AND RECOGNITIONS: None

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

Commissioner Garling moved to approve the consent agenda (minutes from the January 16th Regular meeting; revised December treasurer's report; January treasurer's report; current expense vouchers 240202001-240202090 in the amount of \$664,006.90; payroll vouchers 240201001-240202011 in the amount of \$432,571.66; electronic payroll in the amount of \$2,512,616.68; Capital expense vouchers 240203001 - 240203014 in the amount of \$1,399,942.31, and post-meeting payroll transactions in the amount of \$1,247.09). Motion seconded by Commissioner McElligott and carried.

GUEST SPEAKER PRESENTATION:

2023 Injury/Medical Leave: HR Manager Tanya Lynch and Assistant Chief Sandlian gave a brief presentation recapping medical injury trends at EPFR in 2023. They discussed the common types of injuries seen, what the process is when an injury occurs, average time loss for an injury, and what actions have been taken to reduce those injuries in the future. No action taken, information only.

Mobile Integrated Health: Firefighter/Community Paramedic Jen Killion and Behavioral Health Specialist Melissa Haney gave an update of the mobile integrated health program. Highlights included an analysis of assisted living facilities in the area regarding how they are utilizing district resources. CRP Killion has been working with local facilities to reduce falls and 911 usage. No action taken, information only.

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

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. Water onsite is slowing progress. Contractor working on water mitigation plan.

Station 118: Punch list items are being addressed as they arise. Final vehicle exhaust system installation is in process.

Station 124: Remodel is complete. Crews have moved in.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: levy planning update, the exit interview for the WSAO 2022 financial and accountability audit is complete and clean; Station 124 was placed in service on February 7th, already seeing response improvements; appraisal report for Windmill property has been received and forwarded to the City of Edgewood; Milton Fire Station joint study request to fund half of the study to be presented as action item later in meeting; Buckley Fire Department may be changing their ALS transport service, discussed possible options including private transport, City starting its own ALS transport, or contracting with EPFR; and the Pierce County Fire Chiefs are discussing radio user fees.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt's report included: Operations-updates on four recruit classes, tactical practice sessions for promotional assessments, station order finalization; Logistics-apparatus update, station 124 renovation contribution; EMS-cadaver lab airway training completed, completed data submittal to WACARES, highlighted work by Assistant Chief Moore in his efforts to improve cardiac care, firefighter nutrition/hydration training is complete; Fire Prevention/Public Education-significant website updates to include 2024 content are complete, and the 2024 publications schedule established.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee– Commissioner Wernet provided an overview of the Committee's meeting on 2/2 noting that Station 112 permits were approved ahead of new energy code requirements saving the community money. Notes from meeting included in agenda packet.

RESOLUTIONS:

Resolution 1046-Levy Lid Lift – April Ballot: Chief Parkinson presented to the Board Resolution 1046 requesting the placement of a Regular Levy Lid Lift measure on the April 23, 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 McElligott moved to approve Resolution 1046, placing the fire levy lid lift on the April 2024 special election ballot. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:

Appoint “For” and “Against” Committees: The district advertised on its website to the public the opening to participate on a “For” or “Against” committee in reference to the ballot measure being placed on the April 23, 2024 special election to lift the lid for Fire request. The district received one request naming three individuals for the “For” committee, Greg Reinke, Christy Ferber, and Kathy Hayden. No requests were received for the “Against” committee. After discussion the following motions were made: Commissioner McElligott moved to approve the appointment of said individuals to the “For” committee in relation to the District’s Ballot measure for the April 23, 2024 election. The motion was seconded by Commissioner Garling and carried. Commissioner Garling then moved 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. The motion was seconded by Commissioner McElligott and carried.

Station 124 Joint Facility Study: Chief Parkinson presented to the Board a request for funding up to a maximum of \$37,500 to conduct a joint facility study with the City of Milton. Both parties have expressed an interest in exploring a joint public safety building project. The estimated cost of the study to develop a project scope and cost estimate to determine cost vs. benefit is \$75,000. EPFR will be responsible for 50% of the project cost. Commissioner McElligott moved to approve the Milton Fire Station Joint Facility Study of \$37,500 funded from the Phase 2 Reserve. The motion was seconded by Commissioner Garling and carried.

Archival Records: District Secretary Corina Byerley requested the Board authorize moving records to the state archives per the detailed transmittal provided in the Board packet. Commissioner Garling moved to approve the transfer of archival records as listed in the transmittal to the Washington State Archives and authorize the Fire Chief to sign on behalf of the Board. The motion was seconded by Commissioner McElligott and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Spring Series: District Secretary Byerley provided information regarding the trainings offered on March 2nd and 23rd. No commissioners expressed interest in attending.

Lake Chelan Seminar: District Secretary Byerley provided information regarding the seminar to be held in Lake Chelan on June 1st. Commissioner McElligott expressed interest in attending.

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

WFCA Annual Conference: District Secretary Byerley provided information regarding the WFCA Annual Conference to be held in Spokane October 23-26. No commissioners expressed interest in attending.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION:

Commissioner Kroum noted that the construction on the Sound Transit parking garage in Sumner has started.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 8:26 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

February 2024

for March 19, 2024 Meeting

	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
10 Months Remaining =					83.33%

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	559,441	561,637	40,405,095	39,843,458	98.6%
Property Tax - Prior Year/Delinquent	39,189	119,548	-	(119,548)	0.0%
Other Taxes	281	281	18,500	18,219	98.5%
Regular EMS Transport	249,818	491,668	2,900,000	2,408,332	83.0%
GEMT Transport	254,571	474,588	2,112,000	1,637,412	77.5%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	27,291	31,258	201,375	170,117	84.5%
Tehaleh Mitigation	43,050	86,800	100,000	13,200	13.2%
Transfers in from Reserves/Capital	-	-	7,700,565	7,700,565	100.0%
Other Revenue	44,180	128,489	2,001,453	1,872,964	93.6%
Total Operating Revenues	1,217,820	1,894,268	55,838,988	53,944,720	96.6%

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>	303,049	512,539	3,260,984	2,748,445	84.3%
Operations <i>(Fire, Training, Volunteers)</i>	2,473,194	5,390,700	33,360,160	27,969,460	83.8%
EMS	256,782	491,555	3,286,873	2,795,318	85.0%
Prevention <i>(Fire Prevention, Pub Ed)</i>	85,516	175,603	1,401,954	1,226,351	87.5%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	441,236	948,275	5,055,431	4,107,156	81.2%
Capital <i>(Project Manager)</i>	18,402	44,757	201,677	156,920	77.8%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	41,450	159,259	7,498,888	7,339,629	97.9%
Transfers Out	-	-	1,773,021	1,773,021	100.0%
Total Operating Expenses	3,619,630	7,722,688	55,838,988	48,116,300	86.2%
Payroll Clearing Accruals	(31,519)	16,410			
Operating Expenses Net of Accruals	3,588,110	7,739,098	55,838,988		
Ending Net Cash & Investments			\$ 6,813,853		

Reserve Fund

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

	Other Revenues	Transfer In	Transfer Out	Balance as of 02/29/24	(Short)/Over
Reserve Balances					
General Reserve				3,734,043	219,599
Equipment Reserve				13,079,401	N/A
Facilities Reserve				1,129,375	329,375
Employee Compensation Reserve				920,132	120,132
Capital Facilities Phase 2				14,314,133	Balance
Sale of Tax Title Property					
Investment Interest	141,938				
Current Month Total	141,938	-	-		
Year to Date Total	\$ 293,086	\$ -	\$ -	\$ 33,177,084	



EAST PIERCE FIRE & RESCUE

February 2024

for March 19, 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	170,367	356,456	2,100,000	1,743,544	0.0%
Total Revenues	170,367	356,456	2,100,000	1,743,544	
Expenses					
Capital Purchases	9,720	13,866	-	-	0.0%
Capital Purchases-Station 111	440,276	999,101	-	-	0.0%
Capital Purchases-Station 112	47,375	110,816	-	-	0.0%
Capital Purchases-Station 114	413,111	698,722	-	-	0.0%
Capital Purchases-Station 117	452,002	762,718	-	-	0.0%
Capital Purchases-Station 118	37,458	53,556	-	-	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	201,677	201,677	0.0%
Total Expenses	1,399,942	2,638,780	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
3/13/24	1194	DIMARTINO ASSOCIATES (WSCFF)	\$20,115.62
3/13/24	1193	AFLAC	\$485.49
3/13/24	1195	GET PROGRAM	\$524.00
3/13/24	1198	TACOMA-PIERCE CO CHAPLAINCY	\$721.50
3/13/24	1199	WCIF-Life/Dental/EAP	\$1,238.89
3/13/24	1200	WCIF-Met Life / Accident	\$133.74
3/13/24	1196	IAFF - FIREPAC	\$726.00
3/13/24	1201	WCIF-Met Life / ID Theft	\$69.75
3/13/24	1197	LEOFF HEALTH & WELFARE TRUST	\$388,534.42
3/13/24	1202	WSCFF - FASTPAC	\$544.50
3/13/24	1203	WSCFF-Medical Expense Reimbursement Plan	\$20,825.94
3/13/24	1204	ABM JANITORIAL SERVICES	\$1,140.71
3/13/24	1206	ADVANCE TRAVEL FUND	\$359.66
3/13/24	1210	BIG LEAF NETWORKS	\$8,259.27
3/13/24	1213	CARDINAL HEALTH 112, LLC	\$5,207.08
3/13/24	1214	CASCADE TRAINING/HEALTHCARE SERVICES LLC	\$1,095.00
3/13/24	1215	CENTURYLINK (035B/376B/785B/786B/442B)	\$85.27
3/13/24	1218	CODE MECHANICAL INC.	\$3,015.09
3/13/24	1208	ASSOC. OF WA. CITIES	\$2,355.00
3/13/24	1211	BRAUN NORTHWEST, INC	\$2,286.59
3/13/24	1220	CRAWFORD RILEY	\$191.69
3/13/24	1221	CREW BOSS	\$1,118.85
3/13/24	1224	DOCUSIGN INC LOCKBOX	\$2,570.40
3/13/24	1230	FREIGHTLINER NORTHWEST	\$5,954.57
3/13/24	1231	GALLS, LLC	\$1,260.39
3/13/24	1281	GLEASON FLOOR COVERING	\$2,035.00
3/13/24	1282	JODY MILLER CONSTRUCTION	\$558,958.78
3/13/24	1205	ABS VALUATION	\$5,500.00
3/13/24	1207	AMERICAN HEART ASSOCIATION	\$336.00
3/13/24	1209	BARNHART MD PS STEPHEN W	\$7,625.00
3/13/24	1212	C.W. NIELSEN MFG CORP	\$1,811.54
3/13/24	1216	CINTAS CORPORATION # 461	\$7,877.62
3/13/24	1217	CITY OF BONNEY LAKE-REIMB UTILITIES	\$3,003.69
3/13/24	1219	COMMERCIAL BRAKE & CLUTCH	\$1,357.93
3/13/24	1222	DAVIS DOOR SERVICE, INC	\$900.56
3/13/24	1223	DIVE RESCUE INTERNATIONAL INC	\$933.70
3/13/24	1229	FREDS TOWING	\$870.40
3/13/24	1225	EIGHT TWENTY EIGHT	\$3,750.00

3/13/24	1226	EMS TECHNOLOGY SOLUTIONS LLC	\$142.22
3/13/24	1227	FAB SHOP LLC	\$26,200.56
3/13/24	1228	FIDELITY SOLUTIONS	\$4,931.30
3/13/24	1232	HERR CAYDEN	\$104.00
3/13/24	1279	AIR EXCHANGE, INC.	\$65,248.27
3/13/24	1283	JONES & ROBERTS CO.	\$768,363.40
3/13/24	1237	LIFE FITNESS	\$80.84
3/13/24	1238	LINDE GAS & EQUIPMENT INC	\$2,130.66
3/13/24	1241	MUNICIPAL EMERGENCY SERVICES	\$4,084.24
3/13/24	1233	HUGHES FIRE EQUIPMENT, INC.	\$19,403.92
3/13/24	1280	ANDY JOHNSON & CO. INC.	\$867,660.47
3/13/24	1234	JAMES OIL CO. INC.	\$14,086.03
3/13/24	1235	L N CURTIS & SONS	\$17,338.73
3/13/24	1240	MINUTEMAN PRESS PUYALLUP	\$597.61
3/13/24	1242	NORTHWEST SAFETY CLEAN	\$84.91
3/13/24	1245	PC BUDGET & FINANCE DEPT	\$1,150.00
3/13/24	1246	PCRCO, LLC (LANDFILL)	\$111.10
3/13/24	1293	ROBERT HALF	\$6,264.00
3/13/24	1248	PETEK & ASSOCIATES	\$770.00
3/13/24	1236	LIFE ASSIST	\$22,185.74
3/13/24	1284	LAKE TAPPS CONSTRUCTION LTD	\$919.12
3/13/24	1285	LAKE TAPPS CONSTRUCTION LTD	\$18,952.20
3/13/24	1239	LUND FAUCETT LLC	\$2,105.00
3/13/24	1286	LAKE TAPPS CONSTRUCTION LTD	\$21,260.68
3/13/24	1287	LAKE TAPPS CONSTRUCTION LTD	\$1,011.45
3/13/24	1243	ODP BUSINESS SOLUTIONS LLC	\$418.31
3/13/24	1290	PERFORMANCE VALIDATION INC.	\$158.40
3/13/24	1244	PACIFIC OFFICE AUTOMATION	\$599.12
3/13/24	1292	RICE FERGUS MILLER ARCHITECTURE	\$131,967.58
3/13/24	1288	MOBILE MODULAR	\$344.93
3/13/24	1289	OTTO ROSENAU & ASSOCIATES, INC.	\$12,011.12
3/13/24	1291	PUGET SOUND ENERGY	\$615.58
3/13/24	1247	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,311.16
3/13/24	1294	WETHERHOLT AND ASSOCIATES INC.	\$1,214.05
3/13/24	1249	PHILIPS MEDICAL SYSTEMS	\$25,123.68
3/13/24	1256	QUINN ERIC T	\$400.00
3/13/24	1257	RICE FERGUS MILLER ARCHITECTURE	\$1,320.00
3/13/24	1258	RICE FERGUS MILLER ARCHITECTURE	\$1,550.00
3/13/24	1264	SUMMIT LAW GROUP PLLC	\$1,558.00
3/13/24	1250	PIERCE COUNTY FINANCE	\$9,903.30
3/13/24	1251	PIERCE COUNTY FIRE CHIEFS ASSOCIATION	\$1,000.00

3/13/24	1252	PIERCE COUNTY SEWER	\$86.37
3/13/24	1253	PUBLIC SAFETY PSYCHOLOGICAL SERVICES	\$4,320.00
3/13/24	1254	PUGET SOUND ENERGY	\$12,605.83
3/13/24	1255	QUADIENT LEASING USA, INC.	\$361.58
3/13/24	1259	RON & LEOS WELDING SERVICE	\$10,740.21
3/13/24	1260	SEAWESTERN	\$10,314.74
3/13/24	1261	SHI INTERNATIONAL CORP	\$3,406.88
3/13/24	1263	SNIDER PETROLEUM	\$2,544.65
3/13/24	1262	SITECRAFTING, INC.	\$99.00
3/13/24	1265	SUNSET FORD	\$677.38
3/13/24	1270	ULINE, INC.	\$615.92
3/13/24	1274	VALVOLINE LLC	\$216.81
3/13/24	1266	SYSTEMS DESIGN WEST LLC	\$12,257.34
3/13/24	1267	SYSTEMS FOR PUBLIC SAFETY, INC.	\$332.37
3/13/24	1272	US BANK	\$111,180.94
3/13/24	1275	W.F.C.A.	\$275.00
3/13/24	1276	WCIF-Life/Dental/EAP	\$22,147.62
3/13/24	1277	WEST PIERCE FIRE & RESCUE	\$12,375.00
3/13/24	1278	ZUBER TANNER	\$150.00
3/13/24	1268	TREASURY MANAGEMENT SVCS - US BANK	\$111.05
3/13/24	1269	TRUE NORTH EQUIPMENT	\$1,716.66
3/13/24	1271	UNDERWATER SPORTS, INC	\$2,134.74
3/13/24	1273	UW VALLEY MEDICAL CENTER	\$1,922.50
Payment Count: 102			Total Amount: <u>\$3,330,053.91</u>

Payment Count: 102
Payment Total: \$3,330,053.91

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@piercecounitywa.gov

PC Finance Department Use Only
Authorization Recieved on _____
Batch Verified by _____

ACCOUNTS PAYABLE



EAST PIERCE FIRE & RESCUE

Time: 11:19:07 Date: 03/05/2024
Page: 1

As Of: 03/05/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
58617	03/05/2024	03/05/2024	546 MOBILE MODULAR	54,400.00	INSURANCE RECOVERY FOR STOLEN TRAILER
				Report Total:	54,400.00

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

Fire Chief  Date: 3-5-24
Auditing Officer/Finance Manager  Date: 3-5-24



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

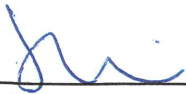

PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
3/5/24	931	MOBILE MODULAR	\$54,400.00
Payment Count: 1		Total Amount:	\$54,400.00

Payment Count: 1
Payment Total: \$54,400.00

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as 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	<u>3-5-24</u> _____ Date	 _____ Authorized District Official Signature	<u>3-5-24</u> _____ 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@piercecounitywa.gov

PC Finance Department Use Only
Authorization Recieved on _____
Batch Verified by _____

March 2024 Special Batch	
General Fund	
Special Batch March 05, 2024	
Voucher # 240301001	\$ 54,400.00
Mobile Modular insurance recovery stolen trailer 118	
March 2024	
General Fund	
Total AP	\$439,149.03
AP Vouchers	
Vouchers # 240303001 - 240303075	\$439,149.03
Total Payroll	\$ 3,059,355.32
Payroll Vouchers	
Vouchers # 240302001 - 240302011	\$ 433,919.85
Electronic Payroll	\$ 2,625,435.47
Total Expenditures (AP + Payroll - main batch only)	\$ 3,498,504.35
Total Expenditures (main batch + special batch)	\$ 3,552,904.35
Total BIAS Expenditures (111 - 999)	\$ 3,534,369.35
Difference	\$ 18,535.00
sickleave buyback	\$ 18,535.00
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 240304001 - 240304016	\$ 2,456,985.03



EAST PIERCE FIRE & RESCUE

2023 Financial Report

General Fund

	Budgeted	Amended Budget	Actual	Excess Fund Balance
Beginning Fund Balance	\$ 10,982,639.00	\$ 15,604,661.00	\$ 14,517,532.00	
General Operating Revenues	\$ 43,930,556.00	\$ 45,047,685.00	\$ 45,470,930.14	
Transfer-in from Reserves/Capital Revenue	\$ 5,573,342.00	\$ 9,938,239.00	\$ 3,876,629.00	
General Operating Expenditures	\$ (42,434,572.00)	\$ (42,661,869.00)	\$ (41,541,024.00)	
Transfer-out to Reserve	\$ (1,685,700.00)	\$ (5,220,593.00)	\$ (5,243,339.00)	
Reserve Expenditures	\$ (5,383,626.00)	\$ (9,551,226.00)	\$ (2,974,542.00)	
Ending Fund Balance 2023	\$ 10,982,639.00	\$ 13,156,897.00	\$ 14,106,187.00	
Beginning Fund Balance for 2024	\$ 12,034,606.00			\$ 2,071,581.00

The Excess Fund Balance will be transferred in May.

Collected Revenue (Property Taxes collection rate at 98.9%)

Actual General Operating Revenue exceeded the amended budgeted amount by \$423,245. There were revenue lines underbudget as well as overbudget. Listed below are some of revenue lines exceeding the amended budget amount:

Amounts shown are in excess of budgeted amount

GEMT Transports	\$ 242,891.00
Grants-Covid	\$ 279,612.32
Mobilization Reimbursements	\$ 123,534.00
Ambulance Transports	\$ 312,451.00
Investment Interest	\$ 64,128.00

Expenditures (86.6% Spent)

Cost Center	Budgeted	Amended Budget	Actual	Under/Over
Administration	\$2,901,818.00	\$2,931,818.00	\$2,821,729.00	\$110,089.00
Operations	\$30,172,400.00	\$30,172,400.00	\$29,253,606.00	\$918,794.00
EMS	\$3,056,911.00	\$3,056,911.00	\$2,740,001.00	\$316,910.00
Prevention	\$1,320,488.00	\$1,320,488.00	\$1,343,793.00	-\$23,305.00
Logistics	\$4,793,239.00	\$4,793,239.00	\$4,565,953.00	\$227,286.00
Capital	\$189,716.00	\$387,013.00	\$846,113.00	-\$459,100.00
Reserve Purchases	\$5,383,626.00	\$9,551,226.00	\$2,974,542.00	\$6,576,684.00
Transfers Out	\$1,685,700.00	\$5,220,593.00	\$5,243,339.00	-\$22,746.00
Total	\$49,503,898.00	\$57,433,688.00	\$49,789,076.00	\$7,644,612.00

General Fund Expenditures (blue highlight) underspent the budgeted amount by \$1,549,774.



EAST PIERCE FIRE & RESCUE

2023 Financial Report

Reserve Fund

Beginning Fund Balance	\$	29,498,193.00
Transfers In	\$	5,220,593.00
Transfers Out	\$	3,455,531.00
Other Revenues (Interest)	\$	1,620,742.69
Ending Fund Balance	\$	32,883,997.69

Capital Fund 2018

Beginning Fund Balance	\$	16,042,948.82
Other Revenue (Interest)	\$	436,536.79
Transfer In	\$	22,746.00
Transfers Out	\$	421,098.00
Expenditures	\$	16,081,133.61
Ending Fund Balance		0.00

Capital Fund 2022

Beginning Fund Balance	\$	40,522,238.92
Other Revenue (Interest)	\$	2,093,209.76
Expenditures	\$	1,381,129.55
Ending Fund Balance	\$	41,234,319.13



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

Station 118

- We passed some of our final inspections this week. Two more inspections to go for final occupancy. Those are being scheduled for next week.
- Still addressing punch list items.

Station 111

- The building is dried into all weather.
- Interior insulation and sheetrock are underway.
- Finish grade sitework continues.
- Preparing for first layer of asphalt, hopefully in April
- Work is progressing again with the roof being completed.

Station 114

- The roof is completed and the building is dried in.
- Seal coat of the building is under review. We have some deficiencies we are working through. This could have significant impacts to the general contractor and to the schedule.
- Interior framing is complete, insulation and sheetrock starting this week.
- Exterior siding and CMU are currently on hold pending seal coat review.
- Seal coat of the building is under review. We have some deficiencies we are working through. This could have significant impacts to the general contractor and to the schedule.

Station 117

- We had issues with water holding on the site and saturating the entire building area. This was due to the temporary stormwater pond design. We redesigned the pond to allow for more water to leave the site, this resulted in drying the saturated areas so we could proceed.
- In slab plumbing and mechanical underway are back underway with slabs expected in the next week.

Station 112

- All comments have been addressed and resubmitted after the first round of CUP reviews were received. The items were not significant and have been addressed.
- We are still awaiting the first round of site and building permit review comments.
- We did get all permits submitted under the old energy code.

March Station Photos Capital Bond

Station 111

Roof covering is watertight throughout the building. Window glazing is nearly complete so the station is sealed up from the elements.



Station 111 continued,
With the building closed in and dried out the insulation and sheetrock are underway.



Gabion retaining walls. Metal baskets filled with rock.



Station 114

The station is dried in. Interior mechanical, plumbing, and electrical continue. High sheetrock installation is beginning.

The vapor seal coat is under review. We have concern about the proper installation of this material, so we have instructed the contractor to halt work on the exterior cover as we are awaiting some third party test results. The photos here are taken after some repair has been completed in the areas in question. Note the dark blue areas.



Station 114 continued,



The photo above is an example of the concerns, note the lack of coating at the base of the wood. There are likely places behind the CMU that are similar to this.



Station 117



Foundation walls are completed. PSE installed the temporary power this week.

The water table was too high for the building elevation, so we made modifications to the site drainage this past week which helped drain the site. Much of the areas in these photos were under water a week ago.

Items	Estimate - July 2018	Actual - Feb 2024	Forecasted Expenditures
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,447,762	138,922
Station 111	21,186,196	15,050,254	11,702,026
Station 114	10,856,061	5,965,613	5,219,387
Station 117	10,096,203	2,045,925	10,544,395
Station 112	13,663,312	1,272,035	11,391,278
Station 124	0	1,380,922	
Station 116	0	990	
Project Manager/Admin Asst.	0	1,103,730	282,897
Misc	0	146,340	
Total	77,419,213	44,819,312	39,217,363

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(44,819,312)
Forecasted Expenditures	(39,217,363)
End Fund Balance	1,544,989

Arbitrage exposure @ 400K +/-



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

Levy

Messaging for the April Levy continues to move along at a steady pace, with efforts continuing throughout March. To date, the information has been received very positively by the community. Commissioners are welcome to attend any of the public events.

Station 124 Open House

A reminder that we have an open house at Station 124 on Saturday, March 23rd, from 11 am to 1 pm.

Committee Reminders

Planning Committee: Wednesday, March 27th @ 10 am

Recruit Graduations

Both of our fall classes of recruits have graduated and are in various stages of being deployed to shift.

Our winter class begins March 13th and will graduate as one class later this spring.

We will begin the recruiting process for our fall class later this spring.

Annual Awards Ceremony Reminder

A reminder that our annual awards ceremony is being held on Saturday, April 27th at White River High School from 3 pm to 5 pm.

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
- BLT Rotary presentation



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

Operations

- Conducted Lieutenant's Assessment Center
- Conducted Captain's Assessment Center
- Recruit Class 2022-02 Completed Probation, starting their Driver Training
- Recruit Class 23-A1 Finished Post-Academy, started on the line first week of March.
- Recruit Class 23-B2 Graduation from the Academy 3/15/24, Starts Post-Academy
- Recruit Class 24-B4 Started at EPFR on 3/13/24, starts the Academy 3/25/24.

Logistics

- Completed annual pumper services and testing on three engines.
- Completed preventative maintenance on four medic units.
- Station 113 and 116 Facility Grading work with RFM.
- Ladder (Reserve) repaired and UL Tested.
- Stock Engine / Rescue placed at 116 for final tool and equipment placement.
- Drivers training to occur for the next week prior to in service.

EMS

- Completed 1st Quarter EMS OTEP and IV Tylenol / finger thoracostomy training with Dr. Barnhart.
- Completed (2) days AHA CPR Instructor Training course for (16) EPFR employees.
- Completed (10) day EMS post academy with class 23-B2.
- Completed 1st Quarter 2024 EMS CQI meeting.
- Melissa Haney "Behavioral Health Specialist" completed (Adolescent Fire Starter Program) at National Fire Academy.
- Increased collaborative cardiac arrest survival efforts with Sumner PD adding an additional 5 Defib Tech AEDs to patrol cars.

Fire Prevention

- 4 Plan Reviews
- 4 Final Building Inspections
- 2 Sprinkler inspections
- 4 Contractor Meetings
- Weather related follow-up inspections- Broken Sprinkler pipes and alarms
- Follow-up on Commercial Fire Code issues- solar panel installs, FDC Siamese missing, and crew concerns and Pre-Fire plans.

Public Education/PIO

- Levy Education
- Employee Award Nominations
- Annual Report preparation
- Attended:
 - Mt. Rainier Public Education Workgroup
 - Mt. Rainier Community Education Workgroup
 - Mt. Rainier Alert/Notification Workgroup
 - Captain Jewitt and FF/PM Lucas retirement celebration
- Classes/education provided:
 - 118 Station Tour
 - First Due Size Up
 - CPR/First Aid
 - Stop the Bleed/CPR for BLHS JROTC

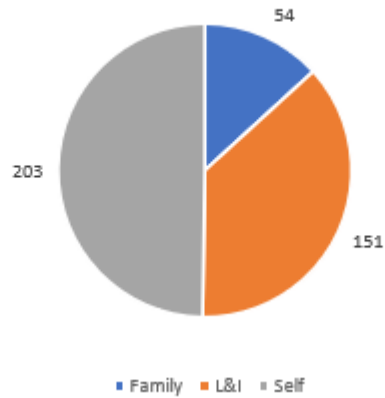
Other activities in the past month

- PCFTC OAT Meetings
- Planning Committee
- AFG Grant submission
- Lieutenant and Captain's assessment center
- Battalion Chief interviews
- Q1 Leadership meeting

Injury – Medical Leave Report – February 2024

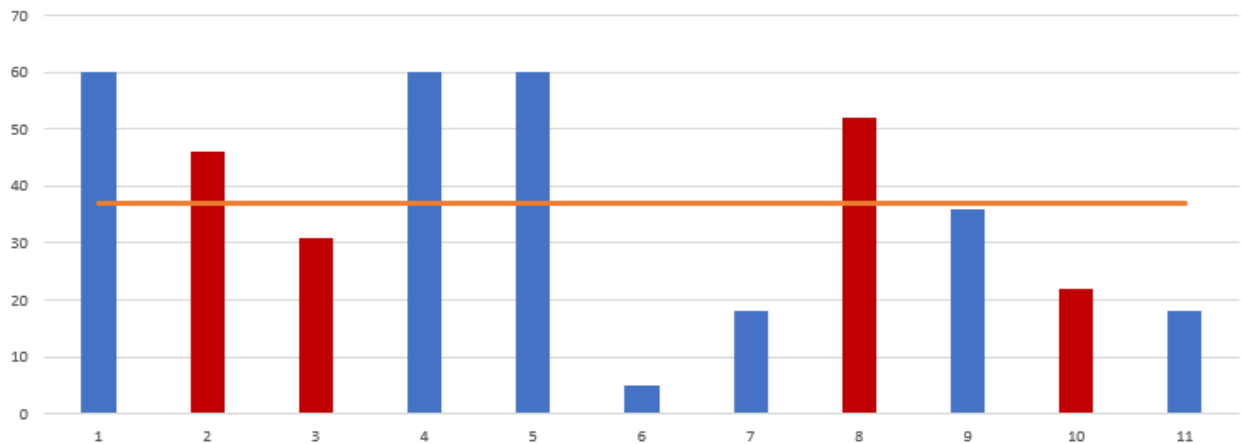
- To date, a total of 11 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 37.09 calendar days

Time Loss by Type (calendar days)



- To date, there are 4 L&I claims for time-loss (seen below in red).

Time Loss by Employee (calendar days)



Strategic Plan – 2021-2025

The following goals and objectives were established with the approval of the Strategic Plan in 2021.

Updates are provided to the Board of Fire Commissioners quarterly on progress towards these goals and objectives. In total, 60 objectives were identified in the plan. The objectives that were completed in prior quarters are not shown in this report due to the size of the report. Three color codes identify objectives that appear in this report:

- Green = complete
- Yellow = in-progress
- Red = not started/deferred

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.	
Q4 2023: Task book revisions remain the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 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.	
Q4 2023: This object will be complete in 2024 as the 2025+ strategic plan and M/V/V update is adopted.	

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.

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.

Q4 2023: The public rollout of Community Connect remain the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 2024.

Ensure District facilities are well-located, efficient, and safe.

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.

Q4 2023: We remain in a holding pattern on facility grading due to bandwidth with RFM. While other vendors could do this work, staff recommends staying with RFM due to the overlap with current and future projects. Staff expects to complete this work in the first half of 2024 and will likely recommend incorporating associated work plans into the next strategic plan.

Q1 2024: We have received a draft assessment of Station 116 and Station 113. Staff needs to have some follow up discussions with RFM before presenting to the Planning Committee.

<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>Q4 2023: The long term funding needs for projects will largely be driven by the update to the CFP as referenced above. Staff will likely recommend the Board consider adopting policy related the funding of Phase 2 projects. This may be incorporated into the next strategic plan.</p>	
<p>Play a proactive and positive role in regional efforts to address the health and safety of the Pierce County community.</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/Stabenfeldt</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>	
<p>Q4 2023: The most significant open item related to this objective is the dissolution of PCHIT & PCSORT. In the first half of 2024, our focus will ensure any equipment and response needs are addressed for East Pierce and the region.</p>	

Goal 3: Cultivate strong relationships with the communities we serve.

Strengthen our community presence.

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.

Gilbert/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.

Q4 2023: No substantial change in this goal. As we lead up to the April levy, we will be significantly changing our presence in the community through various approaches. Depending on the effectiveness of our outreach, this may lead to permanent changes (example - coffee shop talks, etc.).

Identify new opportunities to expand community engagement efforts.

Gilbert/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.

Q4 2023: No substantial change in this goal. As we lead up to the April levy, we will be significantly changing our presence in the community through various approaches. Depending on the effectiveness of our outreach, this may lead to permanent changes (example - coffee shop talks, etc.).

Communicate regularly with residents, workers, businessowners, and organizations.	
Increase regular and emergent communications on social media platforms, including Facebook, Twitter, Instagram, and Next-door.	Gilbert/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.	
Q4 2023: The public rollout of Community Connect remains the last key item to address for this objective. Due to staff capacity in the second half of 2023, this has been a low priority. Staff expects completion in the first half of 2024.	
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.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	
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.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	
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.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	

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.	
Q4 2023: Staff is unable to meaningfully address this objective in this planning cycle. We recommend the Board consider this objective in the next strategic plan.	
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.	
Q4 2023: The EAC has completed its trainings for 2023 and has another series of trainings scheduled for 2024. After that, the EAC will be responsible for internal training deliveries.	
Goal 4: Be a highly efficient organization	
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.	
Q4 2023: No substantial update. Staff recommends Board dialogue on this subject after the April 2024 levy.	

Standard of Cover Improvement Goals

As part of the 2023 Standard of Cover, several improvement goals were identified for staff to work towards. Those goals are color-coded as follows:

- Green = complete
- Yellow = in-progress
- Red = not started/deferred

Improvement Goal 1
Establish and Adopt Service Level Benchmark (Goal) Objectives in alignment with EPFR’s Mission, Vision, Core Values and Guiding Principles
<p>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.</p>
<p>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).</p>
Improvement Goal 2
Adopt a plan to maintain and improve response capabilities
<p>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.</p>
<p>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).</p>
Improvement Goal 2a
Improve Turnout Time
<p>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.</p>

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. Q4 2023: Continued emphasis on reducing turnout time. We will conduct an internal analysis at years end to evaluate our success. Q1 2024: Continued emphasis on reducing turnout time. We continue to provide uniformed members with YTD turnout times on a regular basis and have engaged in a dialogue with BCs on how to address challenges.

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 alerted 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. Q4: Regional Fire Chiefs continue to meet with representation from SS911 to evaluate areas of improvement. Q1 2024: Regional Fire Chief's are engaged in discussions with SS911 on how to improve call processing times.

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. Q4: Regional work continues to evaluate ESZs and response packages. ESZ has been created for Snag Island in order to create a response package that will allow for additional water tenders/fireboat due to water supply issues in the area. Tender modifiers are being added for rural ESZs to ensure tender response in areas that have limited water supply. Q1 2024: We continue to collaborate with regional partners on updating run cards (ESZs, station orders, response packages). Future action includes dialouge with SS911 on how to best implement the changes which will require significant work on their part.

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. Q4: Data Analyst Worely attended the TSI conference hosted by the IAFC (December). ILA completed with CPFR to utilize Darkhorse Analytics. 2024 Q1: Data/Analyst Worely attended the FIRE DAWG (Fire Data Analysis Working Group) pre conference class at the 2023 Technology Summit International this past December. EPFR also hosted an ESO Insights Workshop on February 29th which provided education on how to utilize their new data analytics module. This course was attended by several regional partners.

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. 2023 Q4: Access to Darkhorse Analytics now complete. 2024 Q1: We are evaluating the implementation of Darkhorse and providing feedback to staff to further enhance the product.

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. Q4: Staff continues to look for opportunities to access relevant and reliable growth intelligence. 2024 Q1: Jessica Gwilt has left her position with Pierce County Planning. EPFR will look to build a relationship with her successor.

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. Q4: Staff attended collaborative meetings with regional partners and vendor reps to explore opportunities to expand collaborative efforts relating to data and analytics. 2024 Q1: EPFR will continue to strengthen regional relationships and explore collaborative data efforts with regional partners in 2024.

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.
In progress: This task includes multiple personnel and will be an ongoing project.
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. Permanent records are being relocated to the State Archives.
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: The District has reviewed a new time keeping program and is awaiting its release. We have implemented new processes to prevent the potential risk of fraudulent entries.

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.

Complete: Policies have been updated.

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 in first half of 2024. The District will be part of the beta testing and review.



Planning Committee Meeting Notes

March 1, 2024 @ 1000 hrs.

C. Wernet (Chair), R. Kroum

Staff: Chief Parkinson, DC Stabenfeldt, AC Sandlian, PM Herrera

1. Station Construction Update: Project Manager Herrera provided an overview of status for each new construction project.
 - a. Station 111: Roofing and window installation is 90% complete and all operational areas are dried in. Concern about water seepage reoccurrence will require importing stable soils for backfill around a retaining wall.
 - b. Station 114: Roofing and dry-in is 80%. Stop work following a failed manufacturer’s inspection of vapor barrier application. Schedule impact for demo and repairs of areas affected will be up to 4 weeks.
 - c. Station 117: Site is ready for slab installation. Water retention/drainage facility is being reconfigured in order to resolve site water table that resulted from the county-required change in site elevation.
 - d. Station 112: Conditional use, site and building permits are in review.
 - e. Station 118: Major items are complete. Punch list of smaller items is to be completed within 2 weeks and then city can inspect for final occupancy.
2. Strategic Plan
 - a. Beginning in April, Berk Consultants will meet with the Planning Committee and start developing a framework for a perennial strategic plan and update process. Planning Committee is reviewing the current strategy and top-level goals to prepare for these upcoming discussions.
3. April Fire Levy
 - a. All levy preparation tasks are complete, and a schedule is finalized for department speaking events and district wide mailer/newsletter. Commissioners are invited to attend speaking events per email sent to Board members 2/28/24.
4. Station 111 construction site visit, led by Project Manager Herrera.

Next Meeting:

- Wednesday, March 27th @ 1000
- Friday, May 3rd @ 1000



Meeting Date:	March 19, 2024
Title:	Resolution – Levy Lid Lift – August 6 th Ballot – First Reading

Recommendation from Staff:	N/A
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>None – First Reading</i>
Presenter:	Chief Parkinson
Attachments:	Resolution

Summary:
<p>If the April 2024 levy request fails, this resolution allows the District to place the request on the August ballot. This resolution requires two readings prior to approval and before submitting the request to King & Pierce County. Tonight is the first reading, with the second reading occurring on April 16th at the Board of Fire Commissioners regular meeting.</p>

Fiscal Impact:	N/A
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EAST PIERCE FIRE & RESCUE
RESOLUTION NO. [REDACTED]

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 **AUGUST 6, 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 fire protection, prevention and emergency medical services of high quality in the District ~~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 August 6, 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. _____ 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 **May 3**, 2024.

Section 9. The Manager of Elections of Pierce County is hereby directed to withdraw this resolution and corresponding proposition from the August 2024 Primary ballot in the event that District Proposition 1, as proposed in the April 2024 special election, is certified as having successfully passed.

ADOPTED by the Board of Fire Commissioners of East Pierce Fire & Rescue at a regular open public meeting of such Board on the _____ day of _____, 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



Board Meeting Agenda Item Summary

Meeting Date:	March 19, 2024
Title:	Acceptance of Renovation of Station 124

Recommendation from Staff:	Project is complete, approve to accept
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to accept the completion of the renovation project of Station 124 by D&D Construction.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	

Summary:
The renovation project for Station 124 was awarded to D&D Construction on September 7, 2023. The project is complete and staff recommend the approval of acceptance. Board approved the project to a maximum of \$250,000 plus tax, funded by the Phase 2 Facilities Reserve. Bid award to D&D was in the amount of \$238,120.00 plus tax. The total project cost was \$267,025.73. A 5% retainage of the total was kept until releases are received by L&I, ESD and Dept. of Revenue per RCW60.28.051.

Fiscal Impact:	
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