



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
November 21, 2023
7:00 p.m.

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

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/85441469989>

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

1. CALL TO ORDER – 7:00 PM

2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME

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

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the October 17th Regular Meeting Pages 3-5
- b) Treasurer’s Report Pages 6-7
- c) Approve Finances Pages 8-13
- d) Resolution 1040 Quarterly EMS Write-Offs Page 14

5. PRESENTATIONS None

6. VISITORS Open to Public Comments

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

7. BOND-2018:

- a) Update - Herrera Pages 15-27

8. CHIEF’S REPORT

- a) Monthly Chiefs Report Pages 28-31
- b) Deputy Chiefs Report Pages 32-33
- c) Monthly Injury Report Page 34

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 11/3 Committee Meeting – Wernet Page 35
- b) Finance Committee – Notes from 11/6 Committee Meeting – Napier Page 36
- c) HR Committee – None

10. PUBLIC HEARING FOR 2023 REVENUE AND EXPENDITURES Pages 37-54
(Board Chair will allow for public comments – 3 minutes maximum)

- a) Chair Opens Public Hearing
- b) Revenues for 2024
- c) Expenditures for 2024
- d) Public Comments
- e) Chair Closes Public Hearing

11. RESOLUTIONS:

- a) Resolution 1034 – 2024 Budget – Hollon Pages 55-58
- b) Resolution 1035 – 2024 Regular Tax Levy – Hollon..... Pages 59-60
- c) Resolution 1036 – 2024 EMS Tax Levy – Hollon..... Pages 61-62
- d) Resolution 1037 – 2024 Excess Tax Levy – Hollon..... Pages 63-64
- e) Resolution 1038 – 2023 Budget Amendment – Hollon Pages 65-69
- f) Resolution 1039 – Transfer of Funds (Project Manager) – Hollon..... Pages 70-71

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

- a) Deputy Chief Contract – Parkinson..... Page 72
- b) South Prairie Contract – Parkinson Pages 73-78
- c) Windmill Property – Parkinson Page 79
- d) PCSORT/PCHIT – Parkinson Page 80

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

- a) None

14. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) PC Annual Awards Banquet..... Page 81

15. EXECUTIVE SESSION: Per RCW 42.30.110(1)(g) to review the performance of a public employee.

16. COMMISSIONER ACTION/DISCUSSION: None

17. ADJOURN

EVENTS:

- December 7, 2023..... PC Commissioners- No Meeting – Annual Awards

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

October 17, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 17, 2023, in-person and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier (virtual) called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Mike Cathey, Kevin Garling, Pat McElligott, Randy Kroum (virtual), 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, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, IT Manager Mike Blaylock (virtual)

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: 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 McElligott moved to approve the consent agenda (minutes from the September 19th Regular meeting; treasurer's report; current expense vouchers 231001001-231001079 in the amount of \$698,804.32; payroll vouchers 231003001-231003014 in the amount of \$735,343.90; electronic payroll in the amount of \$ 2,449,354.04; Capital expense vouchers 231002001-231002023 in the amount of \$1,329,847.39; post-meeting payroll transactions in the amount of \$-19.81; and financial waiver for transport account number 132790964 in the amount of \$117.10.). Motion seconded by Commissioner Cathey 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: The contractor will begin dry-in of the entire station this month. Road and sidewalk improvements along Main Street. We are working with PSE to move street lighting and landscape lighting for street trees. Installation of plumbing, electrical, and some mechanical has begun. The contractor put additional forces on the site this month as well as authorized overtime in an effort to make up some of the time lost by the long cure times of the retaining walls. Snow and ice seal is complete in the admin area.

Station 112: Conditional Use Permit is underway. Implementation of the new energy code has been pushed out to March. This has given us some breathing room. We are now planning to submit the building permit in mid to late November.

Station 114: The slabs were poured last week and into this week. Steel erection and wall framing underway. Framing should be complete by the end of October and roofing will begin. Work will begin in the right-of-way to make stormwater connections. Water connections to follow the stormwater.

Station 117: Excavation has begun. Last week over 2,000 yards of soil was removed. Excavation continues this week. Lots of community interaction as curious residents stop by site.

Station 118: Began responding from station 118 on October 12th. Big thanks to AC Sandlian and Logistics for their work preparing the station to open. Operating under a temporary certificate of occupancy. There are a couple items that will be finalized through this month into November. Final certificate of occupancy will be issued upon completion of structural upgrades and repairs are made to the canopy at the fitness room. The contractor is fixing the flagpole as it was constructed without the required steel in the base. There are still some outstanding punch list items that are being corrected. Theft has been a problem at this location. The entire project office trailer was stolen last month.

Station 124: Demo is underway for renovation. We are anticipating construction to start in the next couple of weeks. Targeting December for operations with crews.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: WSRB will begin re-rate process in mid-2024; Fire Station 118 was placed in service on October 12th; the annual Open House was held on Saturday, September 30th and was a huge success; reminder of Finance Committee meeting scheduled for Monday, November 13th; update on the 2024 Budget process; a Levy Committee update; Open House for Station 118 to be held on November 4th, EMS Survey company rate EPFR #1 compared to other like sized agencies; Chief will be meeting with the City of Edgewood to discuss windmill and property; and provided and update on the contract for services with the Town of South Prairie.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt highlighted that Community Paramedic Killion and Behavioral Health Specialist Haney provided fall prevention training to approximately 150 seniors.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee – Commissioner Wernet provided an overview of the Committee's walk-thru of Station 118 on October 6th. Some items noted included that the project was completed under budget, fast opening bay doors, and other neat features to improve response times and firefighter wellness. Commissioner Kroum noted that the dining table was constructed from repurposed wood from the old Station 118.

Finance Committee – Notes from the October 9th meeting were included in the agenda packet.

RESOLUTIONS:

Resolution 1032- Cancellation of Warrants: Finance Manager Michelle Hollon presented to the Board Resolution 1032 requesting the cancellation of warrants. Patrick Caviness was issued a check in the amount of \$46.04 for reimbursement was lost and not cashed. Kyle Mosher was issued a check in the amount of \$198.30 for training reimbursement but was lost and not cashed. A-Advanced Septic Services was issued a check in the amount of \$277.02, the check was returned to the District due to overpayment. National Association of Fire Investigators were issued a check in the amount of \$65.00, the check was

returned to the District due to overpayment. A warrant for the LTC tax was generated in error, the check was not mailed or cashed. Total amount requested to be cancelled is \$5092.49. Commissioner Garling moved to adopt Resolution 1032 cancelling warrant 1579358, 1695435, 1699362, 1702943 and 1707911 in the total amount of \$5092.49. The motion was seconded by Commissioner McElligott and carried.

Resolution 1033- Delegation of Contract Authority: Finance Manager Michelle Hollon presented to the Board Resolution 1033 requesting to delegate the authority to the Fire Chief to enter into and execute contracts for expenditures approved in the operating budget for the year not to exceed \$200,000 per contract and that the delegation of authority with a limit of \$200,000 be extended to contracts and/or expenditures for the 2018 voter-approved bond to keep projects on task and expend proceeds in the expected duration of time. Commissioner Cathey moved to adopt Resolution 1033 delegating authority for the Fire Chief to enter into and execute contracts for expenditures approved in the operating budget and expenditures associated with the 2018 Voter-approved Bond not to exceed \$200,000 per contract and/or expenditure. The motion was seconded by Commissioner McElligott and carried (Nay-Egan, Yay-Napier, Garling, Wernet, Cathey, Kroum, McElligott).

RECESS – A five-minute recess was taken at 8:15 p.m. The meeting reconvened at 8:20 p.m.

NEW BUSINESS:

2024 Budget (1st Reading): Chief Parkinson gave a presentation of the proposed 2024 Budget including an overview of revenues, expenses, equipment replacement reserve, facility maintenance reserve, and the 5-year forecast. No action was taken by Board, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Snure Seminar: District Secretary Corina Byerley provided information in the agenda packet regarding the Snure Seminar that will be held on October 25th at 6:30pm. Commissioner Wernet and Commissioner Napier will be attending.

WFCA Additional Banquet Tickets: District Secretary Corina Byerley provided information in the agenda packet regarding purchasing additional banquet tickets for spouses that are attending the WFCA conference in October.

Clothing: District Secretary Corina Byerley provided information regarding ordering logoed apparel.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 9:38 p.m. for 5 minutes.

Meeting reconvened at 9:43 p.m.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 9:44 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

October 2023

for November 21, 2023 Meeting

	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
				2 Months Remaining =	16.67%

General Fund (Current Expense)

Net Cash & Investments 12/31/2022			\$ 13,675,288	Budgeted	
Operating Revenues					
Property Tax - Current	13,372,908	32,927,587	35,580,911	2,653,324	7.5%
Property Tax - Prior Year/Delinquent	9,936	307,501	-	(307,501)	0.0%
Other Taxes	31	13,440	18,500	5,060	27.4%
Regular EMS Transport	290,142	2,534,658	2,800,000	265,342	9.5%
GEMT Transport	210,552	3,105,102	3,100,000	(5,102)	-0.2%
GEMT Reconciliation	-	654,229	600,000	(54,229)	-9.0%
Intergovernmental	4,913	585,401	201,375	(384,026)	-190.7%
Tehaleh Mitigation	-	2,450	100,000	97,550	97.6%
Transfers in from Reserves/Capital	-	1,733,893	5,573,342	3,839,449	68.9%
Other Revenue	49,817	1,076,525	1,529,770	453,245	29.6%
Total Operating Revenues	13,938,300	42,940,786	49,503,898	6,563,112	13.3%

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

	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Operating Expenses					
Administration <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>	189,150	2,362,188	2,901,818	539,630	18.6%
Operations <i>(Fire, Training, Volunteers)</i>	2,599,891	24,365,272	30,172,400	5,807,128	19.2%
EMS	248,375	2,266,394	3,056,911	790,517	25.9%
Prevention <i>(Fire Prevention, Pub Ed)</i>	129,438	1,135,041	1,320,488	185,447	14.0%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	426,963	3,875,895	4,793,239	917,344	19.1%
Capital <i>(Project Manager)</i>	36,846	793,191	189,716	(603,475)	-318.1%
Reserve Purchases <i>(Equipt., EMS, Facility)</i>	173,949	1,591,385	5,383,626	3,792,241	70.4%
Transfers Out	-	3,557,639	1,685,700	(1,871,939)	-111.0%
Total Operating Expenses	3,804,613	39,947,006	49,503,898	9,556,892	19.3%
Payroll Clearing Accruals	53,606	22,388			
Operating Expenses Net of Accruals	3,858,219	39,969,394			
Ending Net Cash & Investments			\$ 16,646,680		

Reserve Fund

Net Cash & Investments 12/31/2022			\$ 27,075,250	Budgeted	
Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 10/31/23	(Short)/Over
General Reserve				3,645,509	131,064
Equipment Reserve				12,944,583	N/A
Facilities Reserve				1,179,767	379,767
Employee Compensation Reserve				890,621	90,621
Capital Facilities Phase 2				14,196,087	Balance
Sale of Tax Title Property					
Investment Interest	151,242				
Current Month Total	151,242	-	-		
Year to Date Total	\$ 1,323,599	\$ 3,534,893	\$ 1,500,119	\$ 32,856,566	



EAST PIERCE FIRE & RESCUE

October 2023

for November 21, 2023 Meeting

Capital (Construction) Fund UTGO Bonds 2018	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 15,999,374	Budgeted	
Revenues					
Investment Interest	16,587	426,416	75,000	(351,416)	-468.6%
Transfer In - GF - Vendor Tax Refund	-	22,746	-	-	0.0%
Total Revenues	16,587	449,162	75,000	(351,416)	-468.6%
Expenses					
Capital Expenditures/Expenses	6,724	54,265	-	(54,265)	0.0%
Capital Purchases-Station 111	440,297	8,608,098	-	(8,608,098)	0.0%
Capital Purchases-Station 112	92,970	189,236	-	(189,236)	0.0%
Capital Purchases-Station 114	531,875	2,823,439	-	(2,823,439)	0.0%
Capital Purchases-Station 117	146,367	564,221	-	(564,221)	0.0%
Capital Purchases-Station 118	106,237	1,608,153	-	(1,608,153)	0.0%
Capital Purchases-Station 124	5,377	93,044	-	(93,044)	0.0%
Transfer Out - GF - Cap Fac Mgr	-	233,774	47,429	(186,345)	-392.9%
Total Expenses	1,329,847	14,174,230	47,429	(14,126,801)	-29785.2%
Ending Net Cash and Investments			\$ 2,274,306		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1000	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2022			\$ 40,482,068	Budgeted	
Revenues					
Investment Interest	192,066	1,716,185	1,365,000	(351,185)	0.0%
Total Revenues	192,066	1,716,185	1,365,000	(351,185)	
Expenses					
Capital Purchases	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	142,287	142,287	
Total Expenses	-	-	142,287	-	0.0%
Ending Net Cash and Investments			\$ 42,198,253		
** 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
11/16/23	4842	AIR EXCHANGE, INC.	\$19,858.53
11/16/23	4850	JONES & ROBERTS CO.	\$913,538.89
11/16/23	4852	LINDENMUTH DAVE	\$542.00
11/16/23	4854	MOBILE MODULAR	\$1,762.39
11/16/23	4856	OTTO ROSENAU & ASSOCIATES, INC.	\$7,514.48
11/16/23	4841	ACTION BUSINESS FURNITURE INC	\$8,604.32
11/16/23	4843	ANDY JOHNSON & CO. INC.	\$607,972.61
11/16/23	4844	CITY OF MILTON	\$798.30
11/16/23	4853	MFAC, LLC	\$5,504.40
11/16/23	4855	MT VIEW-EDGEWOOD WATER COMPANY	\$2,100.00
11/16/23	4859	PUGET SOUND ENERGY	\$72,854.57
11/16/23	4748	ABM JANITORIAL SERVICES	\$1,140.71
11/16/23	4845	CRESCENT MECHANICAL INC.	\$9,965.71
11/16/23	4846	DAVIS DOOR SERVICE, INC	\$5,052.49
11/16/23	4847	EDNETICS	\$3,828.48
11/16/23	4848	GRAINGER	\$1,681.32
11/16/23	4849	JODY MILLER CONSTRUCTION	\$510,404.25
11/16/23	4851	KD&S ENVIRONMENTAL	\$10,940.00
11/16/23	4861	ROBERT HALF	\$6,840.00
11/16/23	4747	410 RENTALS	\$634.90
11/16/23	4750	AIR EXCHANGE, INC.	\$342.19
11/16/23	4752	BALLOON SPECIALTIES	\$559.53
11/16/23	4756	CARDINAL HEALTH 112, LLC	\$4,749.53
11/16/23	4761	CITY OF BONNEY LAKE-REIMB UTILITIES	\$7,234.30
11/16/23	4762	CODE MECHANICAL INC.	\$551.87
11/16/23	4857	PERFORMANCE VALIDATION INC.	\$4,818.00
11/16/23	4858	PIERCE COUNTY SEWER	\$35.03
11/16/23	4860	RICE FERGUS MILLER ARCHITECTURE	\$15,615.83
11/16/23	4862	SANDIS SIGNS	\$831.44
11/16/23	4863	TERRA ASSOCIATES, INC.	\$753.30
11/16/23	4749	ADVANCE TRAVEL FUND	\$1,528.50
11/16/23	4751	ART GAMBLIN MOTORS	\$111.97
11/16/23	4754	BOUND TREE MEDICAL LLC	\$264.58
11/16/23	4755	CAMERON RENEE	\$18.19
11/16/23	4757	CENTRAL PIERCE FIRE & RESCUE	\$231,021.63
11/16/23	4753	BARNHART MD PS STEPHEN W	\$6,637.50
11/16/23	4771	FUGATE FORD	\$192.90
11/16/23	4773	GLITTERBUGGIE ENTERTAINMENT	\$350.00

11/16/23	4775	HANEY MELISSA	\$17.62
11/16/23	4776	HEALTH CARE PROVIDERS OF PIERCE COUNTY	\$100.00
11/16/23	4779	HUGHES FIRE EQUIPMENT, INC.	\$1,094,984.89
11/16/23	4758	CENTURYLINK (035B/376B/785B/786B/442B)	\$70.42
11/16/23	4759	CINTAS CORPORATION # 461	\$10,302.02
11/16/23	4760	CITY OF BONNEY LAKE-LEASE PMT.	\$64,873.45
11/16/23	4763	D&D CONSTRUCTION INC.	\$26,532.28
11/16/23	4764	DRAIN PRO, INC.	\$369.00
11/16/23	4766	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$740.22
11/16/23	4767	ESO SOLUTIONS	\$1,276.23
11/16/23	4768	FIDELITY SOLUTIONS	\$27,858.78
11/16/23	4765	EIGHT TWENTY EIGHT	\$5,000.00
11/16/23	4772	GALLS, LLC	\$25.01
11/16/23	4774	GT SIMULATORS	\$10,541.24
11/16/23	4769	FLOOD DARYL	\$190.97
11/16/23	4770	FREDS TOWING	\$2,611.20
11/16/23	4777	HEALTHCALL	\$6,800.00
11/16/23	4778	HUGHES FIRE EQUIPMENT, INC.	\$335.11
11/16/23	4780	HUGHES FIRE EQUIPMENT, INC.	\$12,840.09
11/16/23	4781	JAMES OIL CO. INC.	\$16,873.84
11/16/23	4782	KNOTTY TREE SERVICE	\$4,653.75
11/16/23	4783	L & L PRINTING INC	\$93.59
11/16/23	4785	LABRIOLA CRAIG	\$1,250.00
11/16/23	4786	LACHOWITZER JEFF	\$750.00
11/16/23	4790	LES SCHWAB TIRE CENTERS	\$4,350.29
11/16/23	4784	L N CURTIS & SONS	\$14,050.71
11/16/23	4787	LANDEFELD JIM	\$184.18
11/16/23	4788	LARSEN SIGN CO	\$291.77
11/16/23	4792	LINDE GAS & EQUIPMENT INC	\$1,310.54
11/16/23	4793	LUND FAUCETT	\$5,102.50
11/16/23	4789	LATHROP ADAM	\$500.00
11/16/23	4791	LIFE ASSIST	\$25,287.62
11/16/23	4794	LYNCH SCOT	\$84.00
11/16/23	4795	MARION WATER CO., INC.	\$105.98
11/16/23	4798	NATIONAL TESTING NETWORK	\$2,915.00
11/16/23	4803	PACIFIC BIOMEDICAL INC	\$2,213.44
11/16/23	4796	MEYERS KARI	\$113.31
11/16/23	4797	MUNICIPAL EMERGENCY SERVICES	\$26,080.21
11/16/23	4799	NGUYEN, MITCHELL	\$84.00
11/16/23	4801	ODP BUSINESS SOLUTIONS LLC	\$119.47
11/16/23	4802	OREILLY	\$30.65

11/16/23	4800	NORTHWEST SAFETY CLEAN	\$1,518.99
11/16/23	4807	PERFORMANCE SYSTEMS INTEGRATION LLC	\$1,233.10
11/16/23	4809	PIERCE COUNTY SEWER	\$72.22
11/16/23	4810	PRAY ALYSSA	\$738.14
11/16/23	4804	PACIFIC OFC AUTOMATION (OR)	\$1,587.14
11/16/23	4814	ROLFSNESS HEIDI	\$88.45
11/16/23	4816	RUCSHNER KIMBERLEE	\$95.50
11/16/23	4805	PACIFIC OFFICE AUTOMATION	\$599.12
11/16/23	4806	PC BUDGET & FINANCE DEPT	\$235.00
11/16/23	4808	PETTY CASH CUSTODIAN	\$2,307.00
11/16/23	4811	PUGET SOUND ENERGY	\$5,047.99
11/16/23	4812	QUADIENT	\$250.00
11/16/23	4813	QUINN ERIC	\$600.00
11/16/23	4815	RON & LEOS WELDING SERVICE	\$3,745.82
11/16/23	4817	RUSZALA ROB	\$750.00
11/16/23	4818	SEATTLE TACTICAL	\$871.20
11/16/23	4819	SEATTLE TIMES	\$13,009.38
11/16/23	4823	STERRENBURG TROY	\$528.10
11/16/23	4824	STRYKER SALES CORP.	\$10,269.40
11/16/23	4825	SUNSET FORD	\$358.96
11/16/23	4820	SEAWESTERN	\$103,851.62
11/16/23	4821	SITECRAFTING, INC.	\$99.00
11/16/23	4827	TARGETSOLUTIONS LEARNING LLC	\$295.05
11/16/23	4829	TELEFLEX LLC	\$3,971.44
11/16/23	4830	TREASURY MANAGEMENT SVCS - US BANK	\$95.82
11/16/23	4822	SNIDER PETROLEUM	\$5,524.93
11/16/23	4832	US BANK	\$59,810.01
11/16/23	4835	VALVOLINE LLC	\$102.36
11/16/23	4826	SYSTEMS DESIGN WEST LLC	\$24,313.26
11/16/23	4828	TAYLOR PATIENCE	\$825.00
11/16/23	4831	TROTTER & MORTON	\$1,425.69
11/16/23	4833	US TRANSMISSIONS INC.	\$300.74
11/16/23	4837	WASHINGTON AUTOMATED	\$324.30
11/16/23	4839	WILLIAMS OIL FILTER SERVICE	\$455.34
11/16/23	4834	UW VALLEY MEDICAL CENTER	\$538.75
11/16/23	4838	WCIF-Life/Dental/EAP	\$18,931.79
11/16/23	4840	WORLEY JOSEPH	\$24.00
11/16/23	5111	GET PROGRAM	\$781.00
11/16/23	5113	LEOFF HEALTH & WELFARE TRUST	\$374,853.27
11/16/23	5116	WCIF-Met Life	\$224.21

11/16/23	5118	WSCFF-Medical Expense Reimbursement Plan	\$16,000.00
11/16/23	4836	VIPER EMR	\$396.00
11/16/23	5112	IAFF - FIREPAC	\$741.00
11/16/23	5109	AFLAC	\$485.49
11/16/23	5110	DIMARTINO ASSOCIATES (WSCFF)	\$20,499.91
11/16/23	5114	TACOMA-PIERCE CO CHAPLAINCY	\$706.50
11/16/23	5115	WCIF-Life/Dental/EAP	\$932.33
11/16/23	5117	WSCFF - FASTPAC	\$559.50
Payment Count: 127			Total Amount: <u>\$4,520,041.84</u>

Payment Count: 127
Payment Total: \$4,520,041.84

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.

DocuSigned by:

11/16/2023
Authorized District Official Signature _____ Date _____


11/16/23
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: pcactspayable@piercecountywa.gov

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

October 2023 Post-Meeting	
General Fund	
Payroll Transactions Added	
trx# 4676 Snope, Jared J	\$ 1,499.98
trx# 4677 DRS/LEOFF II	\$ 232.28
trx# 4678 FIT Taxes	\$ 48.64
November 2023	
General Fund	
Total AP	\$ 1,892,442.29
AP Vouchers	
Vouchers # 231101001 - 231101094	\$ 1,892,442.29
Total Payroll	\$ 2,803,498.81
Payroll Vouchers	
Vouchers # 231103001 - 231103010	\$ 415,783.21
Electronic Payroll	\$ 2,387,715.60
Total Expenditures (AP + Payroll)	\$ 4,695,941.10
Total BIAS Expenditures (111 - 999)	\$ 4,691,021.02
Difference	\$ 4,920.08
sickleave buyback	\$ 4,278.00
Open House food reimbursement	\$ 629.08
travel expense reimbursement	\$ 13.00
Capital Fund 301 (UTGO 2018 Bonds)	
Total AP	
Vouchers # 231102001 - 231102023	\$ 2,211,816.34

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1040

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.

July-2023	\$ 28,307.56	EMS Levy Funds/COVID Waiver
August-2023	\$ 87,571.44	EMS Levy Funds/COVID Waiver
September-2023	\$ 17,648.27	EMS Levy Funds/COVID Waiver
Total	\$ 133,527.27	
July-2023	\$ 3,414.40	Financial Waiver
August-2023	\$ 795.75	Financial Waiver
September-2023	\$ 124.80	Financial Waiver
Total	\$ 4,334.95	
TOTAL WRITE-OFFS	\$ 137,862.22	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on November 21, 2023, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Mike Cathey

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

Attest: _____
District Secretary

November 2023 Capital Project Report

Station 118

- The station open house was a success. Estimate close to 100-150 people from the community attended.
- Working through the shakedown process. Lincoln construction has been responsive to our needs.
- Canopy repairs are complete.
- Still working through outstanding punch list items. Some is due to waiting on shipments.
- No further information from the police about the trailer theft. The bank indicated to them that they didn't have anything on camera.

Station 111

- The station is 90% dried in with snow and ice shield. Roofing to start next week whether permitting.
- Road and sidewalk improvements along Main Street continues.
- The emergency generator has been delivered and is set in place.
- Interior wall construction began this week in the administration area.
- Plumbing and mechanical equipment installation is slated to begin in December.
- Jones and Roberts continue to perform well.

Opportunities

The contractor is moving at a good pace. They have a strong workforce on site everyday.

Station 114

- Steel erection is complete.
- Framing has begun, showing good progress. Exterior walls complete with interior wall framing underway. Roof framing to begin in the next week.
- Work has begun on the right-of-way to make stormwater connections.
- Water connections to follow the stormwater.
- Andy Johnson is making good progress on this project.

Threats,

Discussing changes that the water department is requiring. This could cause a significant change order. Currently disputing this requirement.

Station 117

- Primary excavation is complete.
- Storm drainage has begun.
- Deep plumbing line installation underway this week.
- Footing forms are going in this week.
- The community continues to be excited to have us underway.
- Substantial completion: November 2024.
- Projected move-in and operations: January 2025
- Jodi Miller construction is performing very well. By all accounts we are in good hands for the construction of this station.

Threats

No significant threats currently

Station 112

- Still in Conditional Use Permit.
- Projected construction starts: May 2024. 13-month construction time.
- Projected move-in operations: June 2025

Station 124

- The renovation work has begun.
- Demolition work complete. Plumbing and electrical underway.
- Scheduled construction completion for late December, Crew operation by year end.

November 2023 Capital Project Photos

Station 118, Grand opening.



This 102-year-old gentleman was a firefighter here for the delivery of the engine behind him.



Station 111, Main entrance and building fronting Veterans Memorial Drive. Masonry installed around the facility.





View from the back looking towards Main Street



Ice and snow shield installed on the roof. This dries the building in prior to roofing.





Emergency generator set in the enclosure.



Station 114,

From Sumner Tapps. Firefighters' quarters and apparatus bays.



Operations support side.



This is the back side of the station.



Front of the station, West Tapps Dr.





Interior framing





Station 117.

View from the return entrance off of 181st.



Footing trenches, Hard to see but the footing forms are going in.





To: **Board of Fire Commissioners**
 From: **Jon Parkinson, Fire Chief**
 Subject: **Bond Financial Forecast – November 2023**

Bond Forecast through October 2023

Items	Estimate - July 2018	Actual - Oct 2023	Forecasted Expenditures
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,423,903	162,781
Station 111	21,186,196	13,132,734	13,619,546
Station 114	10,856,061	4,550,080	6,634,920
Station 117	10,096,203	766,477	11,823,843
Station 112	13,663,312	1,161,219	11,502,093
Station 124	0	1,369,347	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	916,406	470,221
Misc	0	125,634	0
Total	77,419,213	39,852,531	44,213,404

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(39,852,531)
Forecasted Expenditures	(44,213,404)
End Fund Balance	1,515,728

Arbitrage exposure @ 400K +/-



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

WSAO – 2022 Audit

We have begun the 2022 financial and accountability audit with the WSAO. We tentatively expect an exit conference in late December or January.

Fire Station 118 Open House

The Station 118 open house was held on Saturday, November 4th, from Noon to 3 pm. Approximately 100-150 community members attended. The event was a success, and we received a lot of positive feedback.

Station 124

The Station 124 remodel is underway. The contractor expects to complete the work by December 22nd. Due to the holidays, we will hold off on staffing the station until the first week of 2024.

WFC Legislative Agenda & Day on the Hill

I have attached the draft WFC Legislative Priorities for 2024. These are typically closely aligned with the Fire Commissioners' Legislative Priorities.

The WFC and WFCA "Day on the Hill" is being planned for Tuesday, January 23rd.

Levy Committee – Planning Update

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

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

The goal is to both maintain and improve service levels

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

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

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

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

Committee Reminders

Planning Committee: Friday, December 1st @ 10 am

Other activities in the past month

- The Big Give
- Station 118 Open House
- SBLSD Career Day Presentation
- Washington State Fire Commissioners Conference
- Pierce County Fire Training Consortium Administrative Board meetings
- Sumner Rotary meetings
- FME Chamber – CPR/AED Class
- Bonney Lake Chamber Collective
- Bonney Lake Public Safety Committee
- Sumner Public Safety Committee
- Pierce County Fire Chief's Association meeting
- SS911 Board of Directors meeting

Washington Fire Chiefs

2024 Legislative Agenda

- **Stable Funding & Revenue**
 - Seek legislation to exempt or at least mitigate the impacts of tax increment financing areas on fire districts and regional fire service authorities (RFAs).
 - Support efforts to modify the property tax growth limit to reflect population growth and inflation, with a cap of 3%.
 - Continue exploring opportunities for local levy reform and funding stability.
- **State Fire Marshal's Office**
 - Seek to implement the recommendations from the Fire Service Delivery Workgroup, including establishing the Fire Service Advisory Committee to evaluate, educate and advocate for fire service funding and policy needs with the SFMO, WSP, OFM and the Governor's office, and continuing to work toward the creation of an independent State Fire Marshal's Office.
 - Support efforts to increase funding to support Firefighter 1 and 2 Training, Hazardous Materials Training, Regional Direct Delivery Training, the Firefighter Apprenticeship Program, Firefighter Professional Development Certifications, and Firefighter Training Reimbursement.
 - Support efforts to fully staff and fully fund the All-Hazard Mobilization program to address growing workload management challenges and ensure prompt and full reimbursements for mobilization deployments.
- **Firefighter Health & Safety**
 - Support proposals that provide firefighters and paramedics with protection from obstruction and attack when performing official duties.
 - Continue supporting efforts to address first responder mental health needs.
 - Continue supporting data-driven expansion of presumptive disease coverage for firefighters and paramedics.
 - Support efforts to improve the safety of firefighting gear, including enhancing regulatory standards and promoting the use of PFAS-free turnout gear.
- **EMS, Mental & Behavioral Health, and Substance Abuse Response & Co-Response**
 - Support efforts to address hospital capacity and ER wait time issues.
 - Support proposals aiding co-responder programs, including training and integration with the 988 system and first response (CROA).
 - Continue supporting the GEMT program, focusing on protecting stable reimbursement rates.

- Support proposals providing funding and assistance for integrated response to individuals dealing with substance use disorder, including support for leave-behind Narcan and other prevention efforts.
 - Support efforts to reduce the reliance on emergency response to care facilities, including proper staffing and training for care facility employees.
 - Monitor efforts regarding balance billing to ensure fair payment and reimbursement for ground ambulance transport.
- **Wildland Fire**
 - Continue supporting the All-Hazard Mobilization program to ensure adequate staffing and funding.
 - Support full reimbursement to local departments for wildland and other mobilization deployments.
 - Support efforts to fully fund DNR’s forest health and wildfire resilience program established in HB 1168 (2021).
 - Support continuing efforts with DNR and the SFMO to improve and expedite the process for approval of aerial assets in early wildfire attack.
 - Continue to work with stakeholders to identify unprotected lands throughout the state, and to identify strategies for ensuring protection for rangelands and other vulnerable land.
- **Washington State Association of Fire Marshals**
 - Support efforts to enhance training on best practices for firefighter response to EV, Lithium-Ion battery, and other energy fires.
 - Support efforts to align smoke control installation, testing and enforcement with national codes and standards regarding the installation and ongoing operation of life safety systems known as “smoke control systems” in large buildings.
 - Support inclusion of fire and life safety measures in new housing options that address the housing crisis and housing shortages.
- **Volunteer Firefighters Issues**
 - Support efforts to incentive the recruitment and retention of volunteer firefighters.
- **Fire Service and Local Government Partners**
 - Support, as appropriate, proposals important to other fire service stakeholders and partners, including the Washington State Council of Firefighters, the Washington State Association of Fire Marshals, the Washington Fire Commissioners Association, the Washington Firefighters Association, the Department of Natural Resources, and the Washington State Fire Marshals Office.
 - Support, as appropriate, efforts of local government coalition partners on issues of mutual interest, including public records reform, property tax reform, infrastructure investment, public safety reform, and efforts to address homelessness.



To: **Board of Fire Commissioners**
From: **Kevin Stabenfeldt, Deputy Fire Chief**
Subject: **Monthly Deputy Chief's Report – Nov. 2023**

Operations

- Recruit Class 23A-1 completed Midterm term and Hazmat Operations Testing.
- Recruit Class 23B-2 in their first week of Hose.
- Completed an Emergency Access survey of the Mountain Bike Park in Tehaleh.
 - The developer should be signing the park over to the county soon.
- Leave selection completed using the 2024 Station assignments.
- Completed ESZ changes defining hydranted and non-hydranted response areas.
- Transitioned 118 crews from the Milton facilities to Station 118.

Logistics

- New BC111 and MSO118 placed in service.
- BC112 (old BC111) placed in service (will be utilized as a reserve BC and MSO response vehicle).
- Multiple staff vehicles redistributed secondary to vehicle replacement plan.
- Three new Ford chassis delivered to Braun NW which will be utilized for new medic units (tentative delivery April 2024).
- 14 recruits upfitted / outfitted for the PCFTC academy.

EMS

- Completed annual airway management training for paramedics (EMS OTEP).
- Placed 20 new CPR mannequins in service for community-based CPR/First Aid classes.
- Reinstated the EMS CQI Committee to assist with:
 - Review of EMS documentation
 - Conduct targeted research and develop key performance indicators (KPIs)
 - Evaluate new equipment and EMS programs/classes.
- Assisted with the interview/evaluation process for entry level firefighter/paramedics.

Fire Prevention/Public Education

- Finalizing the new contract with Pierce County Fire Marshals Office.
 - Existing contract is expiring. Basic renewal, no changes.
- Fire Inspectors and Blake Holt were able to attend the Fire Prevention Institute Conference as a group.
 - 5-day conference hosted by the Washington State association of Fire Marshals
- Taught Hands-Only CPR to 100+ attendees of the Tehaleh's Trilogy community.

- Facilitated marketing and scheduling for Session 4 of the Elder Care Series.
- Facilitated a safety presentation to 120+ JAM (Just Among Moms) attendees at Calvary Community Church.
- Confirmed 2024 dates for CPR/FA, Safe Sitter, Scout Night, and the Annual Open House.
- Submitted the Santa Run/Pancake Feed postcard mailer to the printer (scheduled to hit homes 11/22)
- Station 118 Grand Opening (invitation, marketing, day-of coordination details)

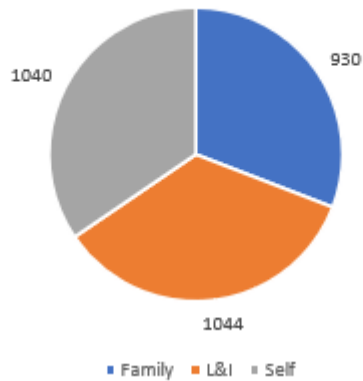
Other activities in the past month

- Intterra Sit Stat workgroup (operational data and analytics)
- Regional response plan workgroup (station orders, response packages)
- LifeScan 2024 workgroup (wellness physicals)
- PCFTC Operations Advisory Team (OAT) meetings (weekly)
- Station 118 Open House
- WA Fire Commissioners Conference
- Quarterly meeting with law enforcement, SS911, crisis responders, battalion chiefs, and MSOs to discuss and evaluate collaborative response to community members in crisis.
- 11 members from the East Pierce Peer Support Team attended a two-day regional mental health and wellness conference. The East Pierce Peer Support Team is lead by AC Jeff Moore.

Injury – Medical Leave Report – September 2023

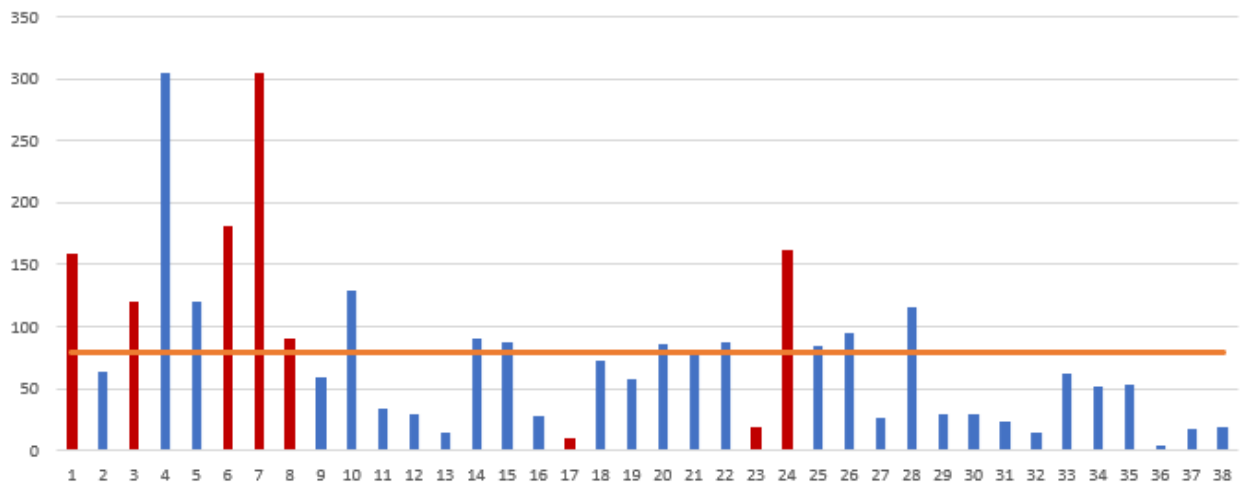
- As of October, we have a total of 38 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 79.32 calendar days

Time Loss by Type (calendar days)



- 8 L&I claims for time-loss have occurred in 2023 (seen below in red).
 - 2 of the 8 qualify for the Stay-at-Work program through L&I

Time Loss by Employee (calendar days)





Planning Committee Meeting Notes

November 3, 2023 @ 1000 hrs. (Virtual)

C. Wernet (Chair), R. Kroum

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

1. **Station Construction Update**- Project Manager Herrera reviewed the current status on six construction projects.
 - a. Station 118 in Edgewood is operational, and we have a temporary occupancy permit for 90 days in order to complete a few permit-related items (west-side exit canopy structural support revision, energy code ventilation testing). Open house will be Saturday 11/4 from 12:00 to 3:00 pm.
 - b. Station 111 in Bonney Lake substantial completion date has slid to June 2024 with move in by July 2024. Approximately \$150K expense has been avoided by negotiating with the city to improve only one corner of Veteran's Memorial intersection. Further negotiation with the city is anticipated on other concerns.
 - c. Station 114 in West Lake Tapps is on schedule and budge with some change orders, nothing major.
 - d. Station 117 in Tehaleh has run into a delay pending a County completing the planning review so that the contractor can restart construction.
 - e. Station 112 is proceeding under conditional use. Contractor bidding is expecting in April or May 2024.
 - f. Station 124 in Milton remodel demolition is completed. Now with the permit issued, finish work will commence and expected completion/move-in date is late December 2023.
2. **Windmill Property in Edgewood** - Planning Committee discussed concerns and options for sale of property based on a request from the City of Edgewood.
3. **South Prairie** - The fire/EMS contract that EPFR has with the town of South Prairie will expire at the end of 2023. Planning Committee had a discussion concerning ongoing negotiations with the town to revise the contract.

Next Meeting:

- Friday, December 1st @ 1000



EAST PIERCE FIRE & RESCUE

MINUTES

Finance Committee Meeting Monday, November 3, 2023 0900 hours

Attendees: Parkinson, Napier, Garling, McElligott, Hollon, Stabenfeldt, Sandlian

Guests: None

1. Final Draft Budget Review
 - a. The committee received a presentation from staff of the final draft of the 2024 budget. No major changes were made to the budget. Expenditures came down some due to medical insurance rates coming in lower than the budgeted. Interest earnings were also adjusted/increased, which allows for a 1-cent drop in the tax collection rate. The committee is supportive of the final draft as it aligns with prior discussions and goals and fits with the financial forecast plan leading up to the levy lid lift request in 2024. Staff will be making the same presentation to the full Board in November.
2. South Prairie Contract
 - a. The committee was briefed on the status of the South Prairie contract, which expires at the end of 2023. The Board will be updated on this contract in November.
3. Edgewood Windmill Property
 - a. The committee was briefed on the request from the City of Edgewood to purchase the windmill property owned by the District. Several options were discussed, and the fire chief will brief the Board in November regarding the next steps and options.

Final Draft Budget

2024



Where Compassion and Action Meet

November 21, 2023

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Background & Budget Goals

Staff developed the 2024 budget considering mission-specific goals set as recommendations of the fire chief and direction from the Board of Fire Commissioners. The overall goals of the budget are based on the following:

1. Hire additional personnel to staff peak activity medic units. Personnel will be hired in early 2024. Units will not be placed into service until mid-2024 and are subject to passage of the regular levy lid lift. These units are being added to address Station 112 reliability and Medic 111 utilization.
2. Promote an additional deputy chief in mid-2024. This position is subject to the passage of the regular levy lid lift. This position is being added to address workload capacity/complexity, succession, and resiliency in continuity of operations.
3. Fund equipment and vehicle purchases via reserves as outlined in the Equipment Replacement Reserve Policy.
4. Fund long-term facility maintenance and repair as outlined in the Facility Maintenance Reserve Policy.
5. Maintain/replenish reserves to targeted balances.
6. Maintain banked taxing capacity to the extent practicable
7. Advance strategic initiatives

The 2024 draft budget includes assumptions of the following:

1. L&I increase for firefighters and non-uniformed employees
2. LEOFF and PERS contribution rates

Key changes from the October draft:

- Operating expenditures decreased by\$78,310
 - The result of the medical rate decrease
- Tax revenue decreased by.....\$274,107
- Interest revenue increased by.....\$195,797
- Tax capacity (banked capacity) increased by.....\$78,310

Budget Summary

	2022	2023	2024	Increase/Decrease	
Beginning Fund Balance	\$8,875,000	\$10,982,639	\$12,034,606	\$1,051,967	9.58%
GL Revenues	\$41,077,326	\$43,930,557	\$48,138,423	\$4,207,866	9.58%
Transfers in from Reserve Fund	\$3,311,445	\$5,383,626	\$7,498,888	\$2,115,262	39.29%
Transfers in from Bond Fund	\$189,432	\$189,716	\$201,677	\$11,961	6.30%
General Operating Fund Expenditures	\$38,134,059	\$42,244,857	\$46,365,402	\$4,120,545	9.75%
Reserve Fund Expenditures	\$3,311,445	\$5,383,626	\$7,498,888	\$2,115,262	39.29%
Bond Fund Expenditures	\$189,432	\$189,716	\$201,677	\$11,961	6.30%
Budgeted Transfer to Reserves	\$1,584,175	\$1,685,700	\$1,773,021	\$87,321	5.18%
Total Operating Budget	\$43,219,111	\$49,503,899	\$55,838,988	\$6,335,089	12.80%
End Fund Balance	\$13,675,288	\$12,658,682	\$12,034,606	(\$624,076)	-4.93%

Projected FB Excess = \$624,076

Tax Revenues

Allowable Levy Rates

	2018	2019	2020	2021	2022	2023	2024
Regular	1.50	1.45218	1.42362	1.36062	1.27661	1.09415	1.093372
EMS	0.50	0.48415	0.4746	0.45370	.50	.43884	.43527
Total	2.00	1.93633	1.89822	1.81432	1.77661	1.53299	1.52864

2023 – Total effective tax rate is \$1.31914 + Bond \$0.18099 = \$1.50013

2024 – Projected tax rate is \$1.45868* + Bond \$0.18649 = \$1.64517

*Based on full entitlement of the Regular levy and banked capacity on the EMS levy

Assessed Value/1000

	2018	2019	2020	2021	2022	2023	2024
Reg	13,603,869	15,322,978	16,889,103	18,685,896	21,930,555	26,637,901	27,420,283
EMS	13,644,374	15,374,523	16,936,901	18,741,961	21,991,485	26,731,907	27,481,792
%	0	12.64%	10.22%	10.64%	17.36%	21.46%	2.94%

Tax Revenues w/ New Construction

	2018	2019	2020	2021	2022	2023	2024
Reg	20,405,804	22,266,245	24,291,592	25,673,162	28,020,153	29,210,400	30,012,237
EMS	6,822,188	7,443,576	8,120,906	8,586,177	10,995,743	11,741,898	11,968,932
Total	27,277,992	29,709,821	32,412,498	34,259,339	39,015,896	41,282,298	42,388,930

Example of impact on property owner (EMS, Regular, and Bond):

Tax Year	\$500k Home	\$750k Home	\$1M Home
2023	\$750	\$1,125	\$1,500
2024	\$820	\$1,230	\$1,640
Annual Increase	\$70	\$105	\$140
Monthly Increase	\$5.83	\$8.75	\$11.67

* Overall increase in property taxes is 9.33%

GL Revenues – Breakout

Revenue	2022 Actual	2023 Certified	2024 Budgeted
Property Tax (Pierce county and KC)	\$ 33,964,535	\$ 35,588,269	\$ 40,405,095
Regular Levy	\$ 25,306,842	\$ 28,874,422	\$ 29,503,545
Regular Levy - new construction			\$ 508,693
EMS Levy	\$ 8,428,858	\$ 6,310,123	\$ 9,873,426
EMS Levy - new construction			\$ 111,670
King County Property Taxes	\$ 328,835	\$ 403,724	\$ 407,761
Delinquent Taxes Collected	\$ 397,046		
Forest Harvest Excise tax (Local Entitl	\$ 19,337	\$ 18,500	\$ 18,500
Grants	\$ 175,213	\$ 1,460,070	\$ 1,735,956
GEMT Transport	\$ 2,919,481	\$ 3,100,000	\$ 2,112,000
Records Requests	\$ 2,310	\$ 2,100	\$ 2,100
Fire Prot & EMS Intergovernmental	\$ 122,931	\$ 124,000	\$ 124,000
Class Registrations	\$ 795	\$ 600	\$ 600
CPR/First Aid Registration	\$ -	\$ 12,000	\$ 12,000
Incident Locator Prog - Lake Tapps	\$ 23,899	\$ -	\$ -
Protective Inspection - Plan Review F	\$ 157,603	\$ 77,375	\$ 77,375
Ambulance Transport Fees	\$ 2,775,239	\$ 2,800,000	\$ 2,900,000
Investment Interest	\$ 8,611	\$ 20,000	\$ 215,797
Donations & Vol Mitigation Fees	\$ 118,220	\$ 100,000	\$ 100,000
Sale of Surplus/Scrap/Junk	\$ 13,287	\$ 5,000	\$ 5,000
Misc. Immaterial Items	\$ 26,383	\$ 20,000	\$ 20,000
Proceeds from Sale of Capital Assets	\$ 14,450	\$ 10,000	\$ 10,000
Insurance recovery-Capital Assest	\$ 96,018		
GEMT Reconcile	\$ 971,115	\$ 600,000	\$ 400,000
Lease payments for 4-Plex (Sta. 114)	\$ 4,400	\$ -	\$ -
Mobe Reimbursements	\$ 661,433		
Subtotal Revenue	\$ 42,472,306	\$ 43,937,914	\$ 48,138,423
Banked Capacity	4,613,621	5,674,012	1,788,040

All Revenues – Breakout

Description – Reserve Fund Xfer In	2023	2024
Equipment Reserve	5,383,626	7,183,438
Facility Reserve	0	40,450
Phase 2 Reserve	0	275,000
Subtotal	5,383,626	7,498,888

Description – Capital Fund Xfer In	2023	2024
PM Wages & Benefits	189,716	201,677

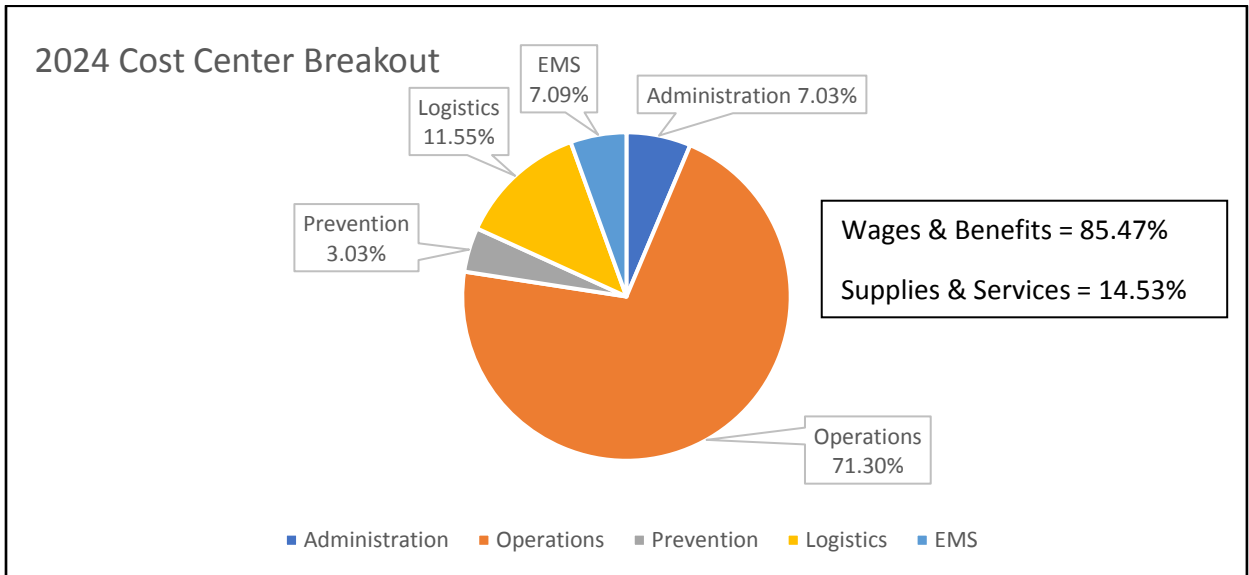
Description – All Sources	2023	2024
GL Revenue	43,937,914	48,138,423
Reserve Transfer In	5,383,626	7,498,888
Capital Fund Transfer In	189,716	201,677
Total Revenue	49,511,256	55,838,988

Expenditures

Operational expenses are broken down into four categories (operating expenses, budgeted transfers out, reserve expenditures, and bond expenditures), with the sum of these categories resulting in the total operating budget. A summary is shown below:

Category	2023	2024	\$ Change	% Change
Operating Expenses	\$42,244,857	\$46,365,402	\$4,120,545	9.75%
Budgeted Transfers	\$1,685,700	\$1,773,021	\$87,321	5.18%
Reserve Expenditures	\$5,383,626	\$7,498,888	\$2,115,262	39.29%
Bond Expenditures	\$189,716	\$201,677	\$11,961	6.30%
Total Operating Budget	\$49,503,899	\$55,838,988	\$6,335,089	12.80%

Cost Center Breakout



	2023	2024	Increase/Decrease	% Change
Administration	\$2,901,818	\$3,260,983	\$359,165	12.38%
Operations	\$29,879,401	\$33,057,662	\$3,178,261	10.64%
Prevention	\$1,322,988	\$1,404,455	\$81,467	6.16%
Logistics	\$5,083,739	\$5,355,430	\$271,691	5.34%
EMS	\$3,056,911	\$3,286,872	\$229,961	7.52%
Total	\$42,244,857	\$46,365,402	\$4,120,545	9.75%

Expense Drivers

%	Amount	Notes
4.41%	1,863,797	All existing employees' wages and benefits (includes attrition)
0.47%	199,050	Deputy Chief – new position
2.46%	1,039,812	8 entry level firefighter – new positions
2.41%	1,017,886	Increase in overtime, supplies, and services
9.75%	4,120,545	*Overall increase

*Does not include Project Manager or Budgeted Transfers to Reserves

FTE Breakout (budget authorized positions)

	2023 Approved	2024 Budget Change	2024 Total
Administration	12	+1	13
Operations	152	+8	160
Fire Prevention	5	0	5
EMS	9	0	9
Logistics	7	0	7
Total	185	+9	194

- Administration: adds one deputy chief
- Operations: adds eight new entry-level firefighters

Reserve Funds

Reserve Balances as of 11/11/23

Description	Amount
General Reserve	\$3,645,508
Equipment Reserve	\$12,944,582
Facilities Reserve	\$1,179,767
Employee Compensation Reserve	\$890,620
Phase 2 Reserve	\$14,196,087
Total	\$32,856,566

Equipment Replacement Reserve

Budgeted Transfers to the Equipment Reserve

	2023	2024	Increase/Decrease	
Budgeted Transfer to Equipment Reserves	\$1,685,700	\$1,713,021	\$27,321	1.62%

Budgeted transfers to the equipment reserve funding come from these sources:

- Tehaleh mitigation fees
- Wildland deployment equipment reimbursement
- Surplus sales revenue
- GEMT reconciliation
- General revenue (property tax)

Equipment Reserve Purchases

Description	Amount
2024 – Staff Vehicles	\$377,753
2024 – Zodiac Boat	\$40,000
2024 – SCBA Compressor	\$108,900
2024 – TIC’s	\$25,600
2023 - Fire Engines (2) from 2022	\$2,198,144
2023 – Fire Engines (2)	\$2,312,704
2023 – Stock Engine	\$1,093,987
2023 - PPV Fan (1)	\$5,150
2023 – Medic Units (3)	\$1,021,200
Total	\$7,183,438

All purchases are made through the operating fund via a “transfer-in” from the Equipment Reserve.

Equipment Reserve Purchases

Staff Vehicles (3) - These three units are the planned replacement of the vehicles in the fleet that have reached the end of their useful life.

Zodiac Boat – Planned replacement of our existing zodiac boat used for river rescues.

SCBA Compressors - Planned addition of one scba compressor for Station 117.

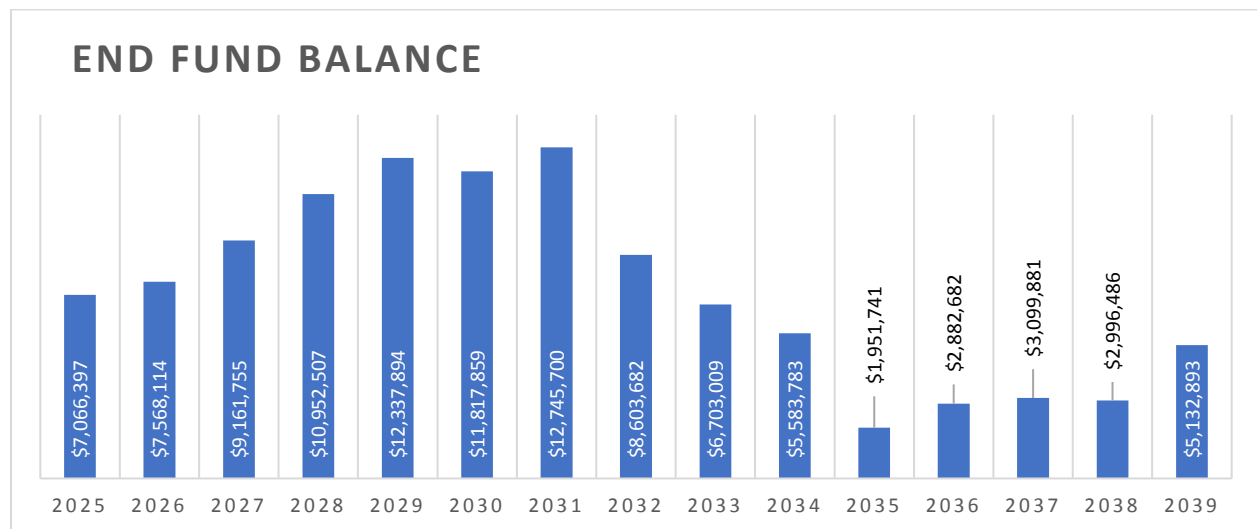
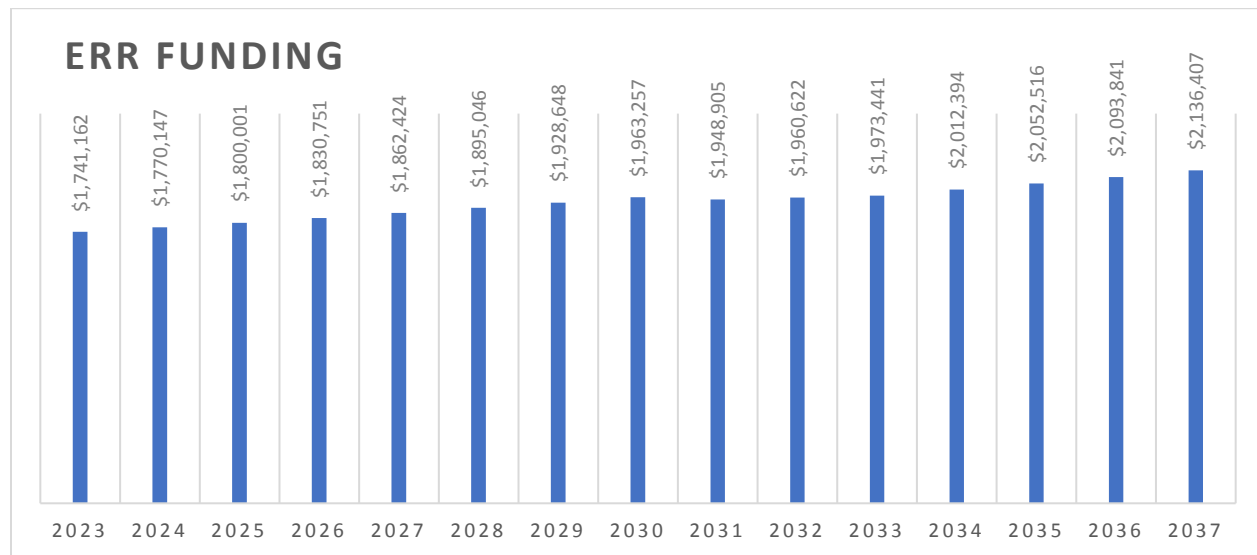
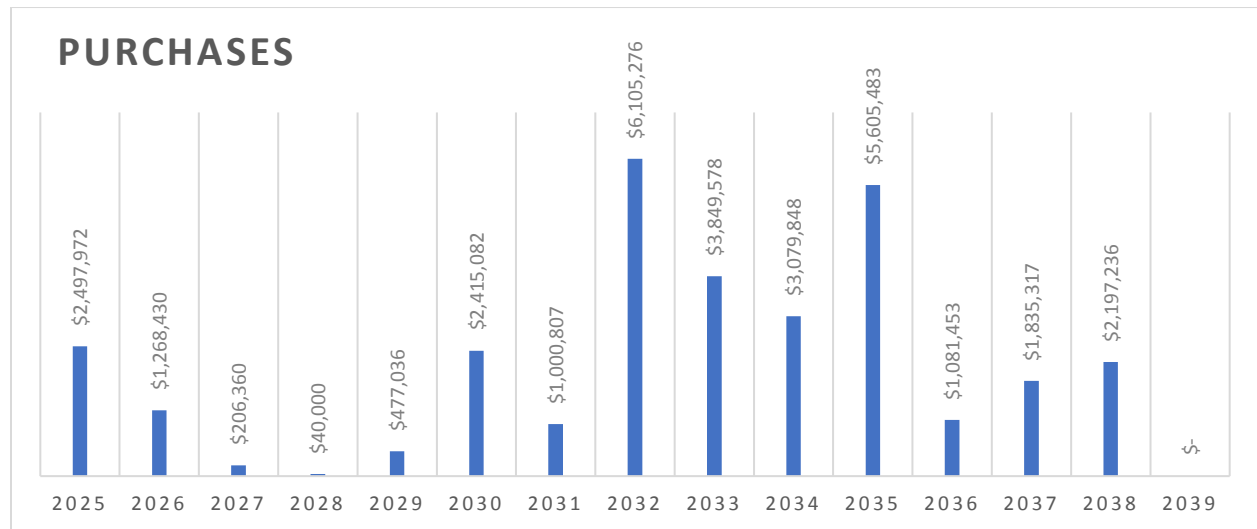
TICs – Planned replacement of several thermal imaging cameras.

Fire Engines (5) (reapproval from 2023) – Reapproval of five engines ordered in 2022 and 2023. One engine will likely arrive in late 2023. The remaining four engines are not expected until 2025 at the soonest.

PPV Fan (reapproval from 2023) – Reapproval of one Positive Pressure Fan, which was unavailable for purchase in 2023.

Medic Units (3) (reapproval from 2023) – Reapproval of three medic units ordered in 2023. These units are likely to be received in 2024.

Equipment Replacement Reserve Forecast



Facility Maintenance Reserve

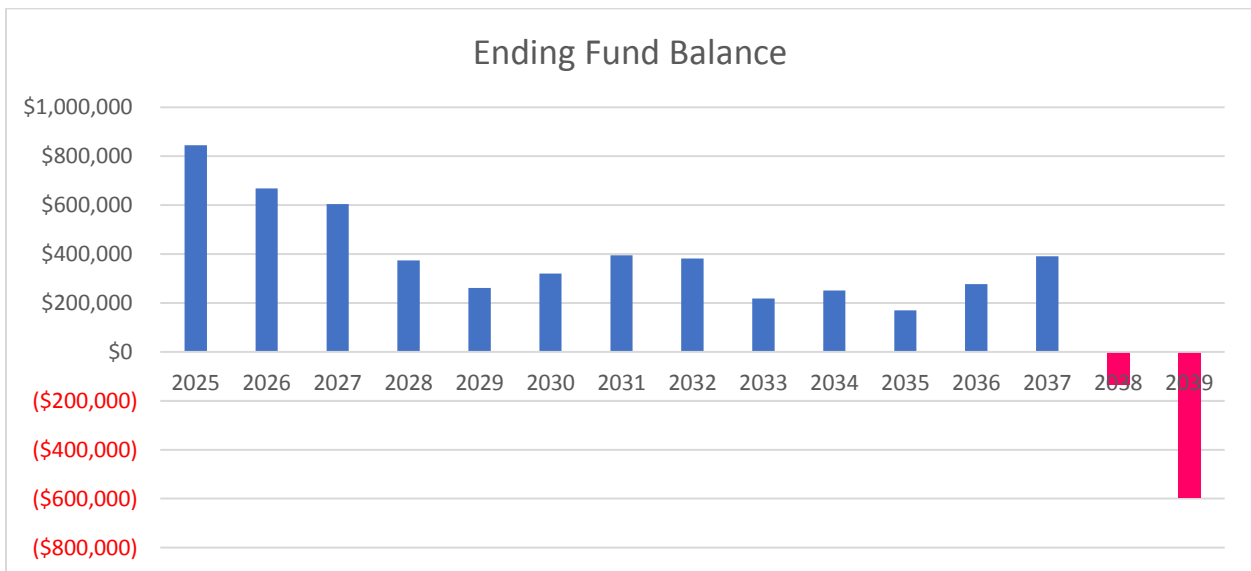
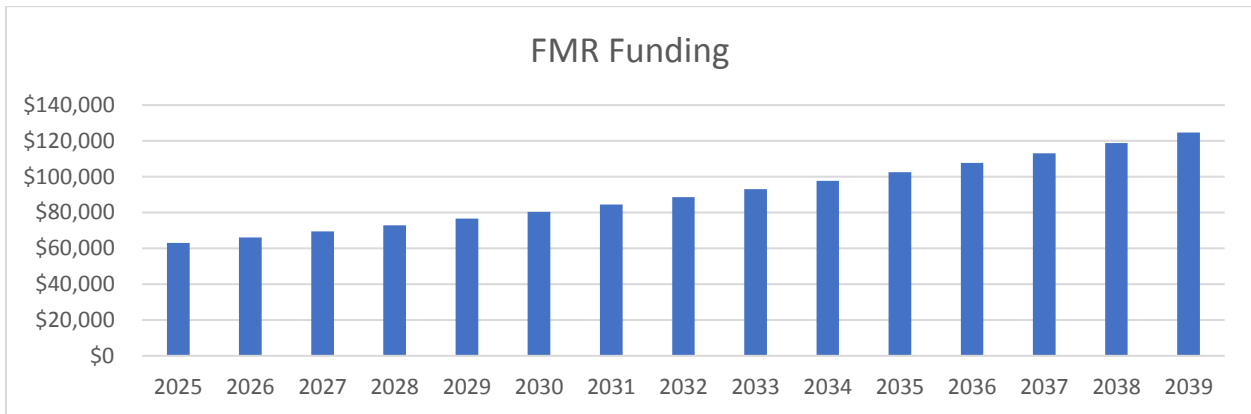
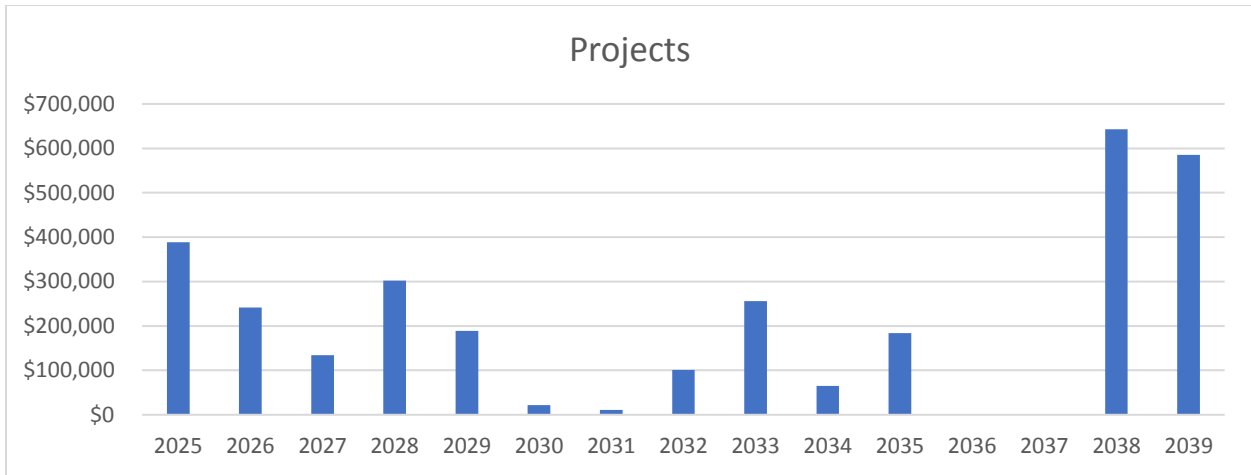
Budgeted Transfers to Facilities Reserve

	2023	2024	Increase/Decrease	
Budgeted Transfer to Reserves	\$0	\$60,000	N/A	N/A

Facility Reserve Purchases

Description	Amount
Station 113 – Generator	\$25,000
Station 116 – Furnace	\$15,450
Total	\$45,450

Facility Reserve Forecast



Phase 2 Reserve

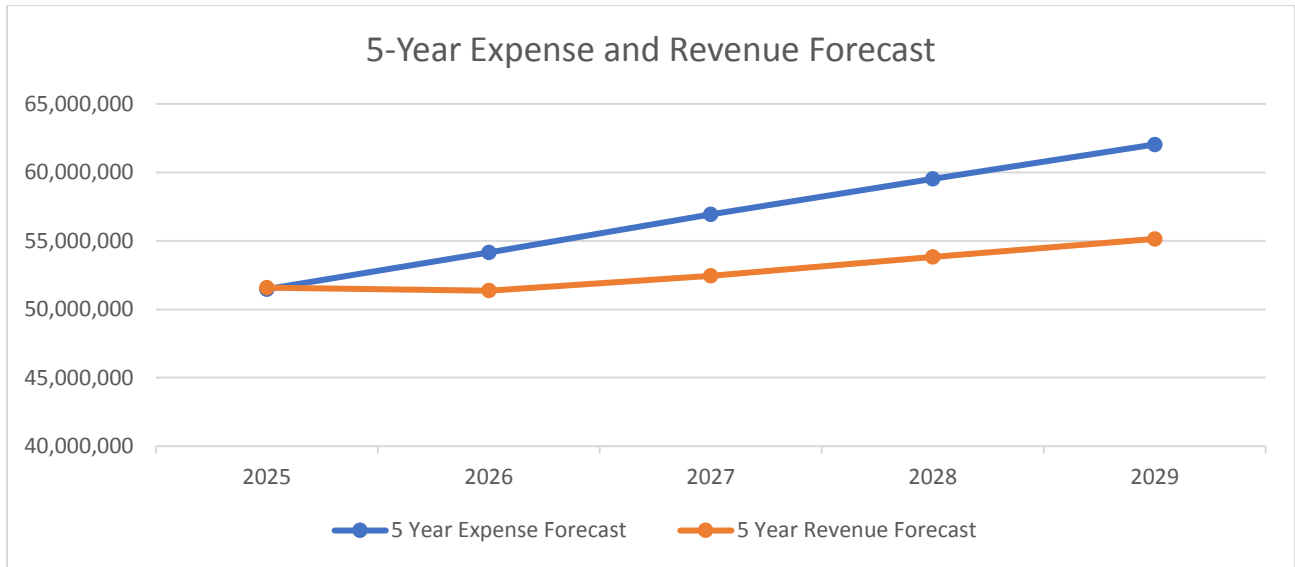
Phase 2 Reserve Purchases

Description	Amount
*Station 124 - Remodel	*\$275,000
Total	\$275,000

*There is no targeted balance for the Phase 2 Reserve.

*The Station 124 remodel project may be completed in 2023, though the final payments will likely occur in early 2024.

5-Year Revenue and Expense Forecast



- The graph above is based on the current levy revenues. A lid lift of the regular levy at any point in 2024 or 2025 will result in a balanced budget in the 5-year forecast.

	2025	2026	2027	2028	2029
5 Year Expense Forecast	51,471,432	54,158,156	56,938,029	59,521,559	62,038,846
Wages	33,000,948	34,716,944	36,512,363	38,093,957	39,541,556
Benefits	10,333,387	11,097,911	11,869,976	12,653,150	13,492,865
Supplies	1,950,695	2,009,056	2,069,167	2,131,081	2,194,830
Services	4,445,239	4,564,098	4,686,522	4,812,620	4,942,230
Transfer Out	1,741,162	1,770,147	1,800,001	1,830,751	1,867,366
5 Year Revenue Forecast	51,568,803	51,356,803	52,445,301	53,821,008	55,142,812

Projections are based on prior budget actuals, historical averages, existing CBAs, and current trends.

Wages and benefits forecast include yearly increases to COLA, medical/dental, L&I, DRS, PFML, and Medicare. No new positions are in the 5-year forecast.

The supplies and services forecast includes yearly increases to all lines by 3% year over year.

Revenues assume a continued positive trend in transport revenues, a decline in GEMT revenue, and a decline in new construction and assessed valuations. SAFER Grant revenue will be completed in early 2026.

Capital Fund (Bond) Expenditures

The capital fund is projected to be 88% spent by the end of 2024. Staff expects to have funds 100% spent by mid-2025. This projection assumes:

- Station 112 construction beginning in mid-2024

Fund Balance – October 2023*	\$44,347,550
Station 118 – 100% completion	(269,019.00)
Station 111 – 100% completion	(14,059,843.28)
Station 114 – 100% completion	(7,166,795.18)
Station 117 – 70% completion	(8,379,147.08)
Station 112 – 40% completion	(4,638,025.11)
Projected End Fund Balance – December 2024	\$9,834,720

*Includes YTD interest. All bond equipment purchases have been completed.

*Bond tax collection rate is forecasted to be \$0.18649 per thousand in 2024.



Board Meeting Agenda Item Summary

Meeting Date:	November 21, 2023
Title:	Resolution 1034 Regular Property Tax Levy

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1034 for the approval of the 2024 Budget for East Pierce Fire & Rescue.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1034

Summary:
This is a resolution to be passed by the governing board of the fire district approving the budget for fiscal year 2024.

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION #1034

(A Resolution Adopting the 2024 Budget)

WHEREAS, the Board of Commissioners of East Pierce Fire & Rescue has met and considered its budget for the calendar year 2024; and

WHEREAS, the Board of Commissioners has authorized the regular property, emergency services and bond tax levies for collection in 2024 by Resolutions 1035, 1036, 1037;

BE IT HEREBY RESOLVED, BY THE BOARD OF COMMISSIONERS OF EAST PIERCE FIRE & RESCUE AS FOLLOWS:

THAT, the 2024 Budget of East Pierce Fire & Rescue be adopted in the amounts of:

General Fund –	\$68,497,671 (<i>Including Beginning Fund Balance</i>)
Reserve Fund –	\$36,485,958
Debt Fund –	\$ 5,500,811
Capital Fund –	\$44,718,324

ADOPTED at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue, on November 21, 2023, the following Commissioners being present and voting:

_____ Chair Jon Napier	_____ Commissioner Mike Cathey
_____ Commissioner Randy Kroum	_____ Commissioner Pat McElligott
_____ Commissioner Kevin Garling	_____ Commissioner Ed Egan
_____ Commissioner Cynthia Wernet	

ATTEST:

Corina Byerley, District Secretary



EAST PIERCE FIRE & RESCUE

2024 Budget Resolution 1034

	Current Month	Year to Date	Budget per Resolution xxx	Remaining Amount	Remaining Percent
			12 Months Remaining =		100.0%
General Fund (Current Expense)					
Estimated Beginning Fund Balance			\$ 12,658,683		
Operating Revenues					
Property Tax - Current			40,405,095		
Property Tax - Prior Year/Delinquent			-		
Other Taxes			18,500		
Regular EMS Transport			2,900,000		
GEMT Transport			2,112,000		
GEMT Settlements			400,000		
Intergovernmental			201,375		
Tehaleh Mitigation			100,000		
Transfers in from Reserves/Capital			7,700,565		
Other Revenue			2,001,453		
Total Operating Revenues			55,838,988		
Reserved: Advance Travel & Petty Cash (Imprest Accounts) \$15,100 Not Included					
Revenues					
Operating Expenses					
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)			3,260,984		
Operations (Fire, Training, Volunteers)			33,360,160		
EMS			3,286,873		
Prevention (Fire Prevention, Pub Ed)			1,401,954		
Logistics (Logistics, Emerg. Mgmt, IT)			5,055,431		
Capital (Project Manager)			201,677		
Reserve Purchases (Equipt., EMS, Facility)			7,498,888		
Transfers Out			1,773,021		
Total Operating Expenses			55,838,988		
Payroll Clearing Accruals					
Operating Expenses Net of Accruals			55,838,988		
Ending Net Cash & Investments (Est.)			12,658,683		



EAST PIERCE FIRE & RESCUE

2024 Budget Resolution 1034

Reserve Fund	Current Month	Year to Date	Budget per Resolution xxx	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance			\$ 33,032,937		100.0%
Revenues					
Sale of Tax Title Property			-		
Investment Interest			1,680,000		
Transfers In			1,773,021		
Total Revenues			3,453,021		
Expenses					
Transfers Out			7,498,888		
Total Expenses			7,498,888		
Ending Net Cash and Investments			\$ 28,987,070		

Bond Fund	Current Month	Year to Date	Budget per Resolution xxx	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance			\$ 387,160		
Revenues					
Property Tax - Bond Levy - Current			5,113,651		
Property Tax - Bond Levy - Prior/Del.			-		
Total Revenues			5,113,651		
Expenses					
Debt Pmt - Principal			1,625,000		
Debt Pmt - Interest & Debt Service			3,316,703		
Total Expenses			4,941,703		
Ending Net Cash and Investments			\$ 559,108		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget per Resolution xxx	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance			\$ 42,618,324		
Revenues					
Investment Interest			2,100,000		
Total Revenues			2,100,000		
Capital Purchases-Station 111			-		
Capital Purchases-Station 112			-		
Capital Purchases-Station 114			-		
Capital Purchases-Station 117			-		
Capital Purchases-Station 118			-		
Capital Purchases-Station 124			-		
Transfer Out - GF - Cap Fac Mgr			201,677		
Total Expenses			201,677		
Ending Net Cash and Investments			\$ 44,516,647		



Board Meeting Agenda Item Summary

Meeting Date:	November 21, 2023
Title:	Resolution 1035 Regular Property Tax Levy

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1035 for the approval of the 2024 Regular Property Tax Levy for East Pierce Fire & Rescue.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1035

Summary:
This is a resolution to be passed by the governing board of the fire district requesting to collection the regular property tax levy.

Fiscal Impact:	
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EAST PIERCE FIRE RESCUE

RESOLUTION NO. 1035

WHEREAS, the **Board of Commissioners of East Pierce Fire & Rescue REGULAR** has met and considered its budget for the calendar year 2024; and

WHEREAS, the population of this district is more than 10,000; and now, therefore,

WHEREAS, the district's actual levy amount from the previous year was \$ 29,205,862.33 and,

BE IT RESOLVED by the **Board of Commissioners** of East Pierce Fire & Rescue that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year. The dollar amount of increase over the actual levy amount from the previous year shall be **\$ 266,021.67** which is a percentage increase of **0.911%** from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

PURSUANT to RCW 84.52.125 it is the intent of the fire district commissioners to protect the district's tax levy from prorationing under RCW 84.52.010(2), by imposing up to a total of twenty-five cents (\$0.25) per thousand dollars of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160, or either of them, outside of the five dollars and ninety cents per thousand dollars of valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(2)(e).

FURTHER, pursuant to RCW 84.55.092, it is the intent of the fire district commissioners to protect the fire district's future levy capacity. Therefore, in any year in which the district reduces the regular tax levy below the amount of levy to which the district is entitled by law, consistent with existing voter authorizations and the limitations of the state constitution and statutes, it is the district's intent to fully preserve future levy capacity as the aforesaid statute allows. The county assessor is therefore requested to set the regular property tax levy at the amount which would be allowed under RCW 84.55, as if the regular property tax for the district for taxes due in prior years (beginning with 1986) had been set for the full maximum amount authorized under the law.

Adopted this 21st day of November, 2023.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:
<http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.



Board Meeting Agenda Item Summary

Meeting Date:	November 21, 2023
Title:	Resolution 1036 2024 EMS Property Tax Levy

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1036 for the approval of the 2024 EMS Property Tax Levy for East Pierce Fire & Rescue.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1036

Summary:
This is a resolution to be passed by the governing board of the fire district requesting to collection the EMS property tax levy.

Fiscal Impact:	
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EAST PIERCE FIRE RESCUE

RESOLUTION NO. 1036

WHEREAS, the Board of Commissioners of East Pierce Fire & Rescue EMS has met and considered its budget for the calendar year 2024; and

WHEREAS, the population of this district is more than 10,000; and now, therefore,

WHEREAS, the district's actual levy amount from the previous year was \$ 6,382,405.61 and,

BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year. The dollar amount of increase over the actual levy amount from the previous year shall be \$ 3,602,690.39 which is a percentage increase of 56.4472% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

Adopted this 21st day of November, 2023.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

<http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>



Board Meeting Agenda Item Summary

Meeting Date:	November 21, 2023
Title:	Resolution 1037 2024 Excess Levy Tax

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1036 for the approval of the 2024 Excess Levy Tax for East Pierce Fire & Rescue.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1036

Summary:
This is a resolution to be passed by the governing board of the fire district requesting to collection the 2024 Excess Levy Tax. This is the collection for the UTGO Bonds.

Fiscal Impact:	
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EAST PIERCE FIRE RESCUE

RESOLUTION NO. 1037

WHEREAS, the **Board of Commissioners of East Pierce Fire & Rescue** has met and considered its budget for the calendar year 2024; and

WHEREAS, the population of this district is more than 10,000; and now, therefore,

WHEREAS, in the November 6, 2018 election, the District's voters approved an Unlimited Tax General Obligation Levy for bonds in an amount not to exceed \$80,000,000 total,

BE IT RESOLVED by the **Board of Commissioners** of East Pierce Fire & Rescue that this Unlimited Tax General Obligation levy is hereby authorized for the levy to be collected in the 2024 tax year

The levy for East Pierce Fire & Rescue Bond Issuance 2018 shall be collected at the amount required for principal and interest payable in 2024, \$5,113,651

Adopted this 21st day of November, 2023.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

<http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.



Board Meeting Agenda Item Summary

Meeting Date:	November 21, 2023
Title:	Resolution 1038 2023-Budget Amendment and Exhibit A

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1038 for the approval of the 2023 Budget Amendment for East Pierce Fire & Rescue.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1038 and exhibit A

Summary:
This is a resolution to be passed by the governing board of the fire district approving the amendment of the 2023 budget.

Fiscal Impact:	
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2023 Budget Amendment Overview

General Fund:

Revenue: Year to date revenues and projected revenues for the remainder of the year were reviewed and applied to the 2023 Budget Amendment accordingly. Increases are outlined on Exhibit A. Some of the highlighted increases were as follows:

- Property taxes (*due to certified numbers*)
- GEMT Transports
- Transfer-in Station 118 revenues (*close-out the account*)
- Transfer-in from Capital Fund for Project Manager’s increase in wages and expenditures
- Transfers-in from Reserve Fund for Capital Purchases
- Investment interest
- Mobilization Reimbursements

Revenue increased by \$7,411,399

Expenditures: Changes to the expense budget capture items approved by the board throughout 2023 but not captured within the approved budget.

The 2023 budget amendment expenditures are as follows:

Transfer of excess fund balance to Reserve Fund	\$3,534,893
Station 118 expenses to close out 118 account	\$ 485,909
Stock Engine	\$1,093,987
2 New Engines	\$2,312,704
Consultant Fees (Levrum, Clark/Nuber, Lund Fawcett)	\$ 30,000
Station 124 Renovation	\$ 275,000
Project Manager’s P-card Expenditures	\$ 190,000
Project Manager’s increase in wages	\$ 7,297

Expenditures increased by \$7,929,790

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1038

A RESOLUTION AMENDING THE 2023 BUDGET

WHEREAS, the Board of Commissioners did adopt the 2023 Budget by Resolution No. 1000 on November 15, 2022; and

WHEREAS, revenue adjustments are required; and

WHEREAS, the Board has revised the expenditure of funds; and

WHEREAS, these adjustments could not have been reasonably foreseen at the time of the filing of the 2023 Budget;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF EAST PIERCE FIRE & RESCUE THAT:

The 2023 Budget shall be amended as follows:

- General Fund 001 total budget of \$70,590,585, fund increased by \$7,411,399;
- Reserve Fund 101 total budget of \$33,758,200, fund increased by \$4,217,250;
- Debt Fund 201 total budget of \$5,391.451, no change;
- Capital Fund 301 total budget of \$58,459,260, fund increased by \$ 537,818.

ADOPTED at a regular meeting of the Board of Commissioners for East Pierce Fire & Rescue on the 21st day of November, 2023, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Mike Cathey

Commissioner Cynthia Wernet

Commissioner Ed Egan

Commissioner Kevin Garling

Commissioner Randy Kroum

ATTEST:

District Secretary



EAST PIERCE FIRE & RESCUE

2023 Budget Amendment

Resolution 1038

	Year to Date	Budget per Resolution 1000	Budget Amendment	Remaining Amount	Remaining Percent
				12 Months Remaining =	100.0%
General Fund (Current Expense)					
Estimated Beginning Fund Balance		\$ 13,675,288	\$ 15,604,661		
Operating Revenues					
Property Tax - Current		35,580,911	35,588,266		
Property Tax - Prior Year/Delinquent			292,000		
Other Taxes		18,500	18,500		
Regular EMS Transport		2,800,000	2,800,000		
GEMT Transport		3,100,000	3,400,000		
GEMT Settlements		600,000	654,228		
Intergovernmental		201,375	399,000		
Tehaleh Mitigation		100,000	3,000		
Transfers in from Reserves/Capital		5,573,342	9,938,239		
Other Revenue		1,529,770	1,892,691		
Total Operating Revenues		49,503,898	54,985,924		
Reserved: Advance Travel & Petty Cash (Imprest Accounts) \$15,100 Not Included					
Revenues					
Operating Expenses					
Administration <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>		2,901,818	2,931,818		
Operations <i>(Fire, Training, Volunteers)</i>		30,172,400	30,172,400		
EMS		3,056,911	3,056,911		
Prevention <i>(Fire Prevention, Pub Ed)</i>		1,320,488	1,320,488		
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>		4,793,239	4,793,239		
Capital <i>(Project Manager)</i>		189,716	387,013		
Reserve Purchases <i>(Equipt., EMS, Facility)</i>		5,383,626	9,551,226		
Transfers Out		1,685,700	5,220,593		
Total Operating Expenses		49,503,898	57,433,688		
Payroll Clearing Accruals					
Operating Expenses Net of Accruals		49,503,898	57,433,688		
Ending Net Cash & Investments (Est.)		13,675,288	13,156,897		
Reserve Fund					
				12 Months Remaining =	100.0%
Estimated Beginning Fund Balance		\$ 27,075,250	\$ 27,075,250		
Revenues					
Sale of Tax Title Property		-	-		
Investment Interest		780,000	1,462,357		
Transfers In		1,685,700	5,220,593		
Total Revenues		2,465,700	6,682,950		
Expenses					
Transfers Out		5,383,626	9,551,226		
Total Expenses		5,383,626	9,551,226		
Ending Net Cash and Investments		\$ 24,157,324	\$ 24,206,974		



EAST PIERCE FIRE & RESCUE

2023 Budget Amendment

Resolution 1038

Bond Fund	Year to Date	Budget per Resolution 1000	Budget Amendment	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance		\$ 523,534	\$ 523,534		
Revenues					
Property Tax - Bond Levy - Current		4,867,917	4,867,917		
Property Tax - Bond Levy - Prior/Del.		-	-		
Total Revenues		4,867,917	4,867,917		
Expenses					
Debt Pmt - Principal		785,000	785,000		
Debt Pmt - Interest & Debt Service		3,918,601	3,918,601		
Total Expenses		4,703,601	4,703,601		
Ending Net Cash and Investments		\$ 687,850	\$ 687,850		

Capital (Construction) Fund UTGO Bonds 2018	Year to Date	Budget per Resolution 1000	Budget Amendment	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance		\$ 15,999,374	\$ 15,999,374		
Revenues					
Investment Interest		75,000	453,800		
Transfer In - GF - Vendor Tax Refund		-	-		
Total Revenues		75,000	453,800		
Capital Purchases-Station 111			8,400,000		
Capital Purchases-Station 112			100,000		
Capital Purchases-Station 114			2,600,000		
Capital Purchases-Station 117			500,000		
Capital Purchases-Station 118			1,600,000		
Capital Purchases-Station 124			90,000		
Transfer Out - GF - Cap Fac Mgr		47,429	387,013		
Total Expenses		47,429	13,677,013		
Ending Net Cash and Investments		\$ 16,026,945	\$ 2,776,161		

Capital (Construction) Fund UTGO Bonds 2022	Year to Date	Budget per Resolution 1000	Budget Amendment	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance		\$ 40,482,068	\$ 40,482,068		
Revenues					
Investment Interest		1,365,000	1,524,018		
Total Revenues		1,365,000	1,524,018		
Expenses					
Capital Purchases		-	-		
Transfer Out - GF - Cap Fac Mgr					
Total Expenses		-	-		
Ending Net Cash and Investments		\$ 41,847,068	\$ 42,006,086		



Board Meeting Agenda Item Summary

Meeting Date:	November 21, 2023
Title:	Resolution 1039 – Transfer of Funds

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1039 to transfer funds from the Capital Fund to the General Fund in the amount of \$97,555.</i>
Presenter:	M. Hollon
Attachments:	Resolution 1039

Summary:
<p>The Capital Fund is the proceeds of the 2018 UTGO Bond, wages, benefits and charges accrued for the Project Manager are payable out of the 2018 UTGO proceeds that are associated with the Bond. A transfer of \$97,555 will be transferred from the Capital to the General for wages, benefits and expenditures from July 2023 – September 2023. Transfers will occur quarterly.</p>

Fiscal Impact:	None
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1039

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in amount of \$97,555 from the Capital Fund to the General Fund as approved expenses associated with the 2018 UTGO Bond for personnel cost for the Project Manager and accrued charges for services and equipment; and

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

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire and Rescue that Pierce County Budget and Finance is directed to transfer these funds November 22, 2023, as follows:

Capital Fund (687-022)	Transfer Out	\$97,555
General Fund (686-022)	Transfer In	\$97,555

PASSED AND APPROVED this 21st day of November 2023, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Mike Cathey

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

ATTEST:

District Secretary



Meeting Date:	November 21, 2023
Title:	Deputy Chief Contract

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to authorize the Board Chair to sign the employment agreement with Kevin Stabenfeldt for the position of deputy chief.</i>
Presenter:	Chief Parkinson
Attachments:	None

Summary:
<p>As previously discussed with the Board, it is my recommendation that Interim Deputy Chief Kevin Stabenfeldt be promoted to Deputy Chief and an employment agreement be executed. Chief Stabenfeldt's performance in the AC role and the Interim DC role has been outstanding; I have no doubt we can expect to see this performance level continue throughout his career. This action by the Board will authorize the Chair to execute an employment agreement with Chief Stabenfeldt effective 11/21/23 through 12/31/26.</p>

Fiscal Impact:	Accounted for in the 2023 and 2024 Budget
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Meeting Date:	November 21, 2023
Title:	South Prairie Contract

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to authorize the fire chief to sign the ILA for fire protection, emergency medical services, and use of fire station with the Town of South Prairie.</i>
Presenter:	Chief Parkinson
Attachments:	South Prairie ILA

Summary:
<p>After several months of negotiating, the Town has offered a proposal that I am recommending to the Board.</p> <p>The position of the District was that tax rates in the Town needed to mirror what District residents were paying. This is now captured in the contract and results in a revenue increase of roughly \$11,000 in 2024.</p> <p>The position of the Town was that our rent for the fire station had not been adjusted in the last two contracts. The rent paid by the District has increased by \$5,000 per year.</p> <p>This is a two-year contract with a one-year exit clause for either party.</p>

Fiscal Impact:	Increase in 2024 revenue and expenses
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INTERLOCAL AGREEMENT FOR FIRE PROTECTION, EMERGENCY MEDICAL SERVICES, AND USE OF FIRE STATION

This Interlocal Agreement (Agreement) is made and entered into this ____ day of _____, 2023, by and between the Town of South Prairie, a municipal corporation in Pierce County, Washington (Town), and East Pierce Fire and Rescue, a municipal corporation in Pierce County, Washington (District). The Town and District shall hereinafter also generically be referred to as "**Party**" or "**Parties**."

WHEREAS, the District provides fire suppression and emergency medical services for a portion of Pierce County, and pursuant to contract, has historically provided such services for the Town; and

WHEREAS, the Parties wish to continue their agreement for such services and recognize the consideration provided by and between the Parties; and

WHEREAS, the District's jurisdictional boundaries adjoin those of the Town and are contiguous; and

WHEREAS, the Parties have agreed upon certain terms and conditions under which the District shall be the sole provider of fire protection and emergency medical services (EMS) to the Town for the benefit of the Properties located within the corporate limits of the Town; and

WHEREAS, the Parties recognize the existence and effect of Town Resolution No. 236, an Interlocal Cooperation Agreement entered into by the Parties on October 15, 2003 for the provision of fire code inspection services and related services to be performed by the District within the corporate limits of the Town.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter provided and pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, and RCW 52.12.031, the Parties hereby recite, covenant, and agree as follows:

1. Term of Agreement. This Agreement shall commence on January 1, 2024 and continue until December 31, 2025, unless it is terminated or amended by the Parties as hereinafter provided.

2. Termination and Amendment. This Agreement may be terminated by either Party by providing 12 months' written notice in advance of the termination date. Any earlier purported termination shall be only for good cause and shall be subject to the alternative dispute provisions provided herein.

3. Duties and Responsibilities. During the term of this Agreement, the District shall provide fire suppression, fire protection, and emergency medical services within the corporate limits of the Town at the same level of service provided elsewhere in the District.

4. Inspection and Investigation Services. The Parties incorporate by reference Town Resolution No. 236 and the Parties' Interlocal Cooperation Agreement regarding the provision of fire code inspection and related services to the Town and attached as Exhibit A.

5. Payment for Services. For the services discussed in Paragraph 3, the Town agrees to provide the following consideration:

The Town shall pay for the services enumerated above in Sections 3 and 4 at the same tax rate paid by District citizens for emergency medical services and fire protection, based upon the current assessed valuation, as established by the Pierce County Assessor-Treasurer in the November prior to the contract year, of all real property within the Town. *By way of example only*, if, in 2023, the assessed valuation of all real property within the Town is established as \$60,000,000 in November 2023, the Town shall remit the contract amount of \$120,000 ($60,000,000/1000 \times 2.00$, the combined regular and EMS levies) to the District in the contract year of 2024. The contract amount shall be remitted to the District in two equal, annual installments, one due on May 31 and the other due on November 30.

6. Lease of Fire Station.

a. During the term of this Agreement, and all extensions hereto, the Town agrees to lease, in consideration of the foregoing, the South Prairie Fire Station to the District. The District shall pay to the Town annual rent in the amount of \$22,000 in two equal installments on January 1 and July 1, of each year this Agreement is in effect. Ownership of the South Prairie Fire station shall remain with the Town.

b. The District has inspected the South Prairie Fire Station and accepts the same in its present condition.

c. The District shall be responsible and liable for ninety (90) percent of the utility and service costs associated with the South Prairie Fire Station/Community Center (including but not limited to, water, sewer and electricity).

d. The District shall be responsible for maintaining the interior of the South Prairie Fire Station portion of the building and the South Prairie Fire Station's exterior grounds in a neat, clean, attractive, and sanitary condition. The District shall maintain the South Prairie Fire Station in good condition and shall perform light maintenance and repairs in accordance with all applicable codes, rules, and regulations.

e. The Town shall be responsible for maintaining the South Prairie Community Center and its respective grounds, and shall be responsible for major structural repairs to the South Prairie Fire Station/Community Center.

7. Antique Fire Engine. The Town's 1929 Howard Cooper Fire Engine and all associated equipment shall be used, maintained, operated by the District in accordance with all applicable laws, rules, and regulations and remain housed in the South Prairie Fire Station. Such use and operation shall be limited to displays, parades, and other public education events. The District is responsible for transporting the 1929 Howard Cooper to and from any event.

8. Insurance.

a. The District shall provide comprehensive liability coverage for all District personnel and District Equipment while responding to fire suppression and/or emergency medical service calls within the Town or District boundaries and the use of the Town's 1929 Howard Cooper. The District shall be named as an additional insured for the use of the of the Town's 1995 International Fire Engine (20-12).

b. The District and Town shall each provide insurance on all property to which title is retained.

9. Notices. All notices called for herein shall be placed in writing and directed to the other Party at the following addresses by certified mail, return receipt requested:

East Pierce Fire & Rescue
18421 Veterans Memorial Drive East, Suite F
Bonney Lake, Washington 98391

Town of South Prairie
P.O. Box 870
South Prairie, Washington 98385

10. Dispute Resolution.

a. **Pre-Mediation/Arbitration Attempt at Settlement.** Before proceeding to mediation or arbitration as set forth herein, an aggrieved party who believes the other is in breach of the terms of this agreement shall first notify the other party in writing of the exact nature of each alleged breach committed by that party. The party receiving notice shall then be provided fifteen (15) days, after receipt of the notice to cure the same or otherwise reach a written settlement agreement with the other party. If the alleged breach may not reasonably be cured with fifteen (15) days, the parties may extend that time period upon written agreement.

b. **Mediation.** If any dispute is not resolved pursuant to Subsection a. of Paragraph 12, the parties agree to first engage in non-binding mediation to facilitate settlement.

c. **Arbitration.** If mediation is unsuccessful, the Parties agree to submit such dispute(s) to binding arbitration through a dispute resolution service acceptable to both parties. The arbitration shall be commenced by delivery of a written demand for arbitration from one party to the other that includes a detailed statement of the basis of the dispute and the previous attempts to resolve the dispute in accordance with Subsections a. and b. of Paragraph 12. Within five (5) business days of the date of the delivery of such demand, each party shall designate a representative. Those two representatives shall attempt to agree on the selection of the arbitrator. If, within ten (10) business days of the designation of the two representatives (or the expiration of the time for designation of a representative, whichever occurs first), the two representatives have failed to reach agreement on the arbitrator, then either party may on five (5) business days' written notice to the other party, request the presiding department of the Pierce County Superior Court to designate the arbitrator. Each party shall bear its own costs and attorney fees in the event of mediation, arbitration, and/or application for appointment of an arbitrator by the Superior Court. The arbitrator's fees shall be borne equally by the Parties. The award rendered by the arbitrator

shall be filed in the Pierce County Superior Court with the resulting Judgment filed in accordance with the provisions of the Uniform Arbitration Act. The decision of the arbitrator, or any portion thereof, may be appealed by an aggrieved party pursuant to the provisions of the Uniform Arbitration Act.

11. Indemnification and Hold Harmless.

The District agrees to and shall hold harmless and indemnify the Town, its employees, agents, representative, volunteers, and council members, from and against all liability and damages, and claims of such liability and damages, arising out of or in connection with the District's performance of services, duties, obligations, and responsibilities called for in this Agreement.

a. The Town agrees to and shall hold harmless and indemnify the District, its employees, agents, representatives, volunteers and commissioners, from and against all liability and damages, and claims of such liability and damages, arising out of or in connection with the Town's performance of services, duties, obligations, and responsibilities called for in this Agreement.

12. Third Party Beneficiaries. This agreement is entered into for the benefit of the Parties to this Agreement only and shall confer no benefits, directly or implied, on any third persons.

13. Modification. No change, modifications, or amendment shall be valid unless made in writing, properly agreed to, and signed by both parties.

14. Interpretation. The Parties had the opportunity to seek legal advice throughout the preparation and negotiation of this Agreement. The Parties prepared this Agreement together and had the opportunity to propose changes to any and all portions of this Agreement. Accordingly, the Parties intend that this Agreement should be construed as jointly prepared and that any ambiguity should not be construed against either party.

15. Complete Agreement. This instrument constitutes the entire Agreement between the parties and shall supersede all prior Agreements, provided that this Agreement does not modify or affect in any way Town Resolution No. 236 and the Parties' Interlocal Cooperation Agreement regarding the provision of fire code inspection and related services to the Town and attached as Exhibit A and the previous agreement between the Parties relating to the addition to the Fire Station improvement financed by the District, for which the Town will continue to reimburse the District.

16. Severability. If any provisions of this Agreement or its application are held invalid, the remainder of the Agreement or the application of the remainder of the Agreement shall not be affected.

17. Successors and Assigns. If either party to this Agreement ceases to exist by reason of merger, dissolution, disincorporation, annexation, or any other such corporate change of form, and if there is a successor corporation or entity surviving the merger, dissolution, disincorporation, annexation, or otherwise to which the rights or duties of either contracting party are assignable, then the terms and provisions of this Interlocal Agreement are deemed to apply to that successor/assignee, so long as the applicable laws of the State of Washington allow

such successor/assignee to assume those duties and responsibilities.

THIS AGREEMENT IS HEREBY EXECUTED THIS _____ DAY OF _____, 2023

[Signatures]

DRAFT



Meeting Date:	November 21, 2023
Title:	Windmill Property

Recommendation from Staff:	Information Only
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>N/A</i>
Presenter:	Chief Parkinson
Attachments:	None

Summary:
<p>As previously discussed, the City of Edgewood has approached us regarding the desire to purchase the windmill property next to Station 118. I have had discussions with the Planning Committee and the Finance Committee. I will provide some additional information regarding the next steps and feedback from the district attorney. No formal action is required at this time.</p>

Fiscal Impact:	None
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Meeting Date:	November 21, 2023
Title:	PCSORT – PCHIT Update

Recommendation from Staff:	Information Only
Recommendation from Committee:	N/A
Recommended Action/Motion:	N/A
Presenter:	Chief Parkinson
Attachments:	None

Summary:
<p>As a follow-up to the special team's overview and discussion from September, I will be discussing changes to the PCSORT and PCHIT Interlocal agreements. The majority of the five partners have voted to dissolve the teams at the end of 2023. While I am not convinced this is the best approach, the District is at no risk and will receive its portion of team equipment over the next few months. Response capabilities are still being maintained by West Pierce, Central Pierce, East Pierce, and Graham via a mutual aid agreement. Gig Harbor is stepping out of Haz Mat.</p>

Fiscal Impact:	None
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SAVE THE DATE

The Pierce County Fire Chiefs
And
Fire Commissioners Associations
Annual Awards Banquet

Thursday, December 7, 2023

6:00 p.m. - "No Host" Cocktail Hour

7:00 p.m. - Program & Dinner Buffet

TACOMA COUNTRY & GOLF CLUB

13204 Country Club Drive SW

Lakewood, WA 98498

