EAST PIERCE FIRE & RESCUE BOARD OF FIRE COMMISSIONERS REGULAR MEETING

November 15, 2022

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

Please click the link below to join the webinar: https://webinar.ringcentral.com/j/1497688901

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

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 18th Regular Meeting	Pages 3-6
b)	Treasurer's Report	Pages 7-8
c)	Approve Finances	Pages 9-15
d)	Financial Waivers	-
	i) Transport Account 132574162 in the amount of \$132.50	Page 16
	ii) Transport Account 132483416 in the amount of \$222.35	Page 17
e)	Resolution 999 Quarterly EMS Write-Offs	Page 18

5. VISITORS: Open to Public Comments

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

6. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

a)	Planning Committee – Standard of Cover -Cathey	Pages 19-20
b)	Finance Committee – Budget - Napier	Page 21
c)	HR Committee –	None

- a) Chair Opens Public Hearing
- b) Revenues for 2023
- c) Expenditures for 2023
- d) Public Comments
- e) Chair Closes Public Hearing

8. RESOLUTIONS:
a) Resolution 1000 – 2023 Budget – Parkinson
b) Resolution 1001 – 2023 Regular Tax Levy – Hollon
c) Resolution 1002 – 2023 EMS Tax Levy – Hollon
d) Resolution 1003 – 2023 Excess Tax Levy – Hollon
e) Resolution 1004 – Sole Source (US Digital) – Parkinson
9. NEW BUSINESS (Board Chair will allow for public comments via chat or email):
a) None
10. UNFINISHED BUSINESS (Board Chair will allow for public comments via chat or email):
a) Station 118 Construction Contingency Authorization – Parkinson
11. COMMISSIONER TRAINING/EVENT REQUESTS:
a) PC Commissioners/Chiefs Annual Banquet – Byerley
a) 1°C Commissioners/Ciners Annual Banquet – Byerrey
12. CHIEF'S REPORT:
a) Monthly Chiefs Report
b) Monthly Stats Pages 56-61
c) Monthly Injury Report
o) Wilding Highly Report
13. BOND-2018:
a) Update – Parkinson/HerreraPages 63-71
14. EXECUTIVE SESSION: None
15. COMMISSIONER ACTION/DISCUSSION:
a) Commissioner Timecards - HollonNone
16. ADJOURN
EVENTS:
Nov. 17 th
• Dec.4

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

October 18, 2022

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 18, 2022, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Pat McElligott, Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Commissioners Excused: None

Audience: Phil Herrera, Assistant Chief Jeff Moore, Lance Schinkal, Assistant Chief Kevin Stabenfeldt

(virtual)

Honors and Recognitions: None

Oath of Office: None

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

• Agenda Item 6 (Resolutions) add Resolution 998 to appoint Clark Nuber, CPA as the District's firm for financial auditing

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

Consent Agenda:

Commissioner Egan moved to approve the consent agenda (minutes of the September 20th Regular meeting; treasurer's report; current expense vouchers 221002001-221002076 in the amount of \$495,665.88; payroll vouchers 221003001-221003012 in the amount of \$637,063.92 and electronic payroll in the amount of \$2,263,161.19; Capital expense vouchers 221001001-221001008 in the amount of \$1,223,550.29; and a restoral of funds [recovery from wire out September 16] in the amount of \$168,194.83). Motion seconded by Commissioner Cathey and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

Resolution 995- Transfer of Funds from Capital Fund to General Fund: Finance Manager Michelle Hollon presented to the Board Resolution 995 requesting the transfer of funds from the Capital Fund to the General Fund in the amount of \$80,486 to cover cost accrued from July 2022 – September 2022 for the Project Manager's wages, benefits and expenditures payable from the UTGO Bond proceeds. Commissioner Kroum moved to approve Resolution 995 to transfer funds from the Capital Fund to the General Fund in the amount of \$80,486. The motion was seconded by Commissioner Garling and carried.

Resolution 996- Reserve Fund Balances: Chief Parkinson presented to the Board Resolution 996 requesting to establish acceptable uses of reserve fund balances, desired reserve fund levels, and create methods for maintaining fund balances to match the Equipment Replacement Reserve policy. Commissioner McElligott moved to approve Resolution 996 to regarding targeted reserve balances as presented. The motion was seconded by Commissioner Kroum and carried.

Resolution 997- Transfer of Mitigation Fees, GEMT, Budgeted Reserve: Finance Manager Michelle Hollon presented to the Board Resolution 997 requesting the transfer of funds from the general fund to the reserve fund in the amount of \$2,264,097. Payment received from NASH Cascadia Verde, LLC for mitigation fees for the Tehaleh project in the amount of \$86,100, \$1,293,822 as a result of the GEMT program, and \$884,175 as the 2022 Budget transfer to reserve. Commissioner Kroum moved to adopt Resolution 997 to transfer funds from the general fund to the reserve fund in the amount of \$2,264,097. The motion was seconded by Commissioner Cathey and carried.

Resolution 998- Appoint CPA Firm: Chief Parkinson presented to the Board Resolution 998 requesting to appoint Clark Nuber, CPA as the District's firm for financial auditing. Due to delays in auditing through the State Auditor's Office and financial impacts the delay has had on the District, the District is seeking an alternative for annual financial auditing. The Finance Committee supports appointing Clark Nuber, CPA. Commissioner McElligott moved to approve Resolution 998 appointing Clark Nuber, CPA as the District's CPA firm for financial auditing. The motion was seconded by Commissioner Egan and carried.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: None

Finance Committee: Chairman Napier gave a brief overview of the minutes from the finance committee meeting on October 10th. The committee was briefed on recommendations from the HR committee regarding hiring for 2023 and wage increases as well as a review of staff recommended vehicle/apparatus purchases for 2023. The committee reviewed the 2023 draft budget presentation and supports the draft budget as presented. The committee also had a presentation from Clark Nuber, CPA regarding the district's financial auditing. The committee supports the fire chief entering into an agreement with Clark Nuber, CPA for annual financial audition as well as a financial operational assessment. The committee also discussed the windmill property at Station 118 and recommends holding the property and exploring options to move the windmill to City property.

HR Committee: None

NAEFO Conference: Commissioner Egan reported that the conference attendance was low (20-30 people) and most of the presentations were sales based. Commissioner McElligott was impressed with the presentation by NFA. Commissioner McElligott expressed that NAEFO should solicit stakeholders for future topics.

NEW BUSINESS:

2023 Draft Budget Review: Chief Parkinson presented to the Board an overview of the preliminary draft 2023 budget. Chief Parkinson outlined items such as equipment purchases, hiring personnel to staff Station 117 with SAFER grant funding and additional personnel to staff Station 124, hiring of HR Administrator, maintaining banked capacity, and maintaining/replenishing reserves to targeted balances. The finance committee reviewed this presentation and supports the draft budget as presented. No action was taken.

Authorization to purchase two engines: Chief Parkinson presented to the Board a request for authorization to purchase two fire engines. To avoid an increase in unit pricing at the end of October 2022, staff would like to order the apparatus, allocated in the 2023 budget, prior to the price increase. Commissioner Kroum moved to authorize the fire chief to purchase two fire engines, as presented, with funding approval to occur as part of the 2023 budget request. The motion was seconded by Commissioner Garling and carried.

Authorization to purchase three medic units: Chief Parkinson presented to the Board a request for authorization to purchase three medic units. Due to supply chain issues impacting the ability to secure medic unit chassis, there are limited opportunities to purchase new units. If the order is delayed until November, it will likely be the fall of 2023 before the chassis are again available for purchase.

Commissioner Garling moved to authorize the fire chief to purchase three medic units, as presented, with funding approval to occur as part of the 2023 budget request. The motion was seconded by Commissioner Egan and carried.

UNFINISHED BUSINESS:

Financial Management Policy (2nd Reading): Chief Parkinson presented to the Board the second reading of the Financial Management Policy. No changes have been made since the first reading Commissioner McElligott moved to approve the Financial Management Policy as presented. The motion was seconded by Commissioner Kroum and carried.

COMMISSIONER TRAINING/EVENT REQUESTS: None

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Chief Parkinson and Finance Manager M. Hollon provided an update regarding the wire fraud incident, a portion of the money has been recovered, the remaining amount will be recovered through the insurance claim process; SAFER grant has been awarded; the open house was on 10/1 from 1-4pm, the event was well attended by and estimated 2,000 to 3,0000 people; the PCFTC Administrative Board selected AC Ryan McGrady [West Pierce] to serve as the Consortium Training Chief; the finance committee will meet on November 7th at 10am to review the final draft of the 2023 operating budget; DC Mack coordinated East Pierce Fire efforts and volunteers to assist with the Nick Of Time Foundation medical screening on October 5th; and a letter was received from Central Pierce Fire regarding an interest in exploring options for the regionalization of Central Pierce, Graham, Orting, and East Pierce Fire.

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

BOND-2018:

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

Station 111: Grading of new site is about 70% complete. Storm water piping is underway and deep sewer lines are in progress. Deep footings forming for expected concrete next week.

Station 112: A site survey is in progress. Geotech to begin this month. Exploring options to trade existing buildings (house and garage) for a small portion of land instead of demolishing the buildings.

Station 114: Addressing County's comments for site development permit. Septic permit responses are submitted. Planning and code comment received and are being answered. The lot combination is underway.

Station 117: Traffic engineering consultant has submitted a report to the County. Sewer line extension is in review at the County. Commercial development and two driveway deviation permits have been submitted. Amendment for plat alteration regarding access off of 181st is underway.

Station 118: Roof covering is underway including an ice and snow covering, rigid foam insulation, and covered with insulation and sheetrock. Electrical, plumbing, and mechanical equipment continue progressing. Finish site grading is underway.

Station 124: No changes.

Station 116 Training Facility: No changes.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: None

District Secretary Michelle Hollon	Chairman Jon Napier/Vice-Chair Ed Egar
Minutes taken by Corina Byerley, Executive Admin Assistant	



EAST PIERCE FIRE & RESCUE

October 2022

for November 15, 2022 Meeting

	Current	Year to		Budget per	_	Remaining
	Month	Date	R	esolution 960	Amount	Percent
				2 Mo	nths Remaining =	16.67%
General Fund (Current Expense)						
Net Cash & Investments 12/31/2021			\$	13,467,783	Calculated Actual	
Operating Revenues						
Property Tax - Current	13,126,466	32,773,703		34,849,926	2,076,223	6.0%
Property Tax - Prior Year/Delinquent	9,719	261,054		-	(261,054)	0.0%
Other Taxes	-	14,186		18,000	3,814	21.2%
Regular EMS Transport	228,021	2,411,481		2,800,000	388,519	13.9%
GEMT Transport	244,981	2,970,758		2,600,000	(370,758)	-14.3%
GEMT Reconciliation	-	1,293,822		600,000	(693,822)	-115.6%
Intergovernmental	18,934	611,918		146,000	(465,918)	-319.1%
Tehaleh Mitigation	-	193,900		100,000	(93,900)	-93.9%
Transfers in from Reserves/Capital	80,846	1,359,137		3,500,877	2,141,740	61.2%
Other Revenue	23,487	321,193		1,622,493	1,301,300	80.2%
Total Operating Revenues	13,732,454	42,211,153		46,237,296	4,026,143	8.7%

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

	Current	Year to	Budget per	Remaining	Remaining
Operating Expenses	Month	Date	Resolution 960	Amount	Percent
Administration (Comm, Fire Chief, Deputy					
Chief, Finance, HR)	335,409	1,837,222	2,493,917	656,695	26.3%
Operations (Fire, Training, Volunteers)	434,345	3,695,101	26,916,214	23,221,113	86.3%
EMS	106,025	1,055,204	2,838,151	1,782,947	62.8%
Prevention (Fire Prevention, Pub Ed)	2,428,389	21,831,520	1,446,579	(20,384,941)	-1409.2%
Logistics (Logistics, Emerg. Mgmt, IT)	177,036	1,865,885	4,439,198	2,573,314	58.0%
Capital (Project Manager)	24,440	230,575	189,432	(41,143)	-21.7%
Reserve Purchases (Equipt., EMS, Facility)	3,379	1,399,546	3,311,445	1,911,899	57.7%
Transfers Out	2,264,097	7,112,354	1,584,175	(5,528,179)	-349.0%
Total Operating Expenses	5,773,119	39,027,406	43,219,111	4,191,705	9.7%
Payroll Clearing Accruals	38,425	26,064			
Operating Expenses Net of Accruals	5,811,544	39,053,469			
Ending Net Cash & Investments	•		\$ 16,625,467		

Reserve Fund					
Net Cash & Investments 12/31/2021			\$ 23,880,422	Calculated Actual	
Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 10/31/22	(Short)/Over
General Reserve				3,111,716	41,716
Equipment Reserve		2,264,098		8,555,625	2,075,625
Facilities Reserve				1,027,811	27,811
Employee Compensation Reserve				814,643	14,643
Capital Facilities Phase 2				10,680,841	Balance
Station 118 Capital Reserve				485,909	Balance
Station 112/117 Reserve				620,993	Balance
EMS Equipment Reserve				4,670,999	Balance
Sale of Tax Title Property					
Investment Interest	73,289				
Current Month Total	73,289	2,264,098	-		
Year to Date Total	\$ 276,436	\$ 6,964,680	\$ 1,153,000	\$ 29,968,538	



EAST PIERCE FIRE & RESCUE

October 2022

for November 15, 2022 Meeting

Capital (Construction) Fund UTGO Bonds 2018	Current Month	Year to Date			Remaining Percent
Net Cash & Investments 12/31/2021			\$ 26,937,552	Calculated Actual	
Revenues					
Investment Interest	50,582	214,519	24,000	(190,519)	-793.8%
Transfer In - GF - Vendor Tax Refund	-	147,674	•	-	0.0%
Total Revenues	50,582	362,193	24,000	(190,519)	-793.8%
Expenses					
Capital Purchases-Apparatus	-	123	-	(123)	0.0%
Capital Purchases-Station 111	728,836	1,334,335	-	(1,334,335)	0.0%
Capital Purchases-Station 112		930,325	-	(930,325)	0.0%
Capital Purchases-Station 114		505,011	-	(505,011)	0.0%
Capital Purchases-Station 117	21,920	86,847	-	(86,847)	0.0%
Capital Purchases-Station 118	472,794	5,259,438	-	(5,259,438)	0.0%
Capital Purchases-Station 124	-	370	-	(370)	0.0%
Transfer Out - GF - Cap Fac Mgr	80,486	206,137	189,432	(16,705)	-8.8%
Total Expenses	1,304,036	8,322,585	189,432	(8,133,153)	-4293.4%
Ending Net Cash and Investments			\$ 18,977,159		

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget per Resolution 960		Remaining Percent
Net Cash & Investments 12/31/2021			\$ -	Calculated Actual	
Revenues					
Investment Interest	100,410	259,758	•	(259,758)	0.0%
Transfer In - Bond Fund - UTGO 2022	-	40,029,750	•	-	0.0%
Total Revenues	100,410	40,289,508		(259,758)	
Expenses					
UTGO 2022 Issuance Costs	-	29,750	•	-	0.0%
Total Expenses	-	29,750	•	-	0.0%
Ending Net Cash and Investments			\$ 40,259,758		

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTIN	IG		
Trans Date	District Ref #	Payee Printed Name	Amount
11/10/22		Puget Sound Collections	\$349.11
11/10/22	4529	COBALT STORAGE	\$853.00
11/10/22	4530	EXPERT AIR CONTROL	\$664.86
11/10/22	4531	JONES & ROBERTS CO.	\$573,139.46
11/10/22	4535	PIERCE COUNTY SEWER	\$34.02
11/10/22	4536	PUGET SOUND ENERGY	\$577.00
11/10/22	4538	TRANSPOGROUP	\$6,610.00
11/10/22	4532	LINCOLN CONSTRUCTION INC	\$632,340.61
11/10/22	4533	MOBILE MODULAR	\$1,391.22
11/10/22	4534	OTTO ROSENAU & ASSOCIATES, INC.	\$2,137.75
11/10/22	4537	RICE FERGUS MILLER ARCHITECTURE	\$169,263.40
11/10/22	4460	ABM JANITORIAL SERVICES	\$1,140.71
11/10/22	4461	ADVANCE TRAVEL FUND	\$1,456.00
11/10/22	4462	ARBITRAGE GROUP, INC.	\$1,000.00
11/10/22	4463	BARNHART MD PS STEPHEN W	\$12,375.00
11/10/22	4466	BYFIELD SPENCER	\$395.00
11/10/22	4467	CARDINAL HEALTH 112, LLC	\$5,458.49
11/10/22	4468	CENTRAL PIERCE FIRE & RESCUE	\$35,000.00
11/10/22	4464	BOUND TREE MEDICAL LLC	\$461.00
11/10/22	4465	BURNS MARCUS	\$429.55
11/10/22	4469	CENTURYLINK (035B/376B/785B/786B/442B)	\$68.39
11/10/22	4470	CHILD SAFETY SOLUTIONS INC	\$885.00
11/10/22	4475	DAVIS DOOR SERVICE, INC	\$2,398.55
11/10/22	4478	EXPERT AIR CONTROL	\$2,077.11
11/10/22	4471	CHS	\$1.09
11/10/22	4472	CINTAS CORPORATION # 461	\$6,551.02
11/10/22	4473	CITY OF BONNEY LAKE-LEASE PMT.	\$61,574.10
11/10/22	4474	CITY OF BONNEY LAKE-REIMB UTILITIES	\$3,570.10
11/10/22	4476	EMS TECHNOLOGY SOLUTIONS LLC	\$41,229.00
11/10/22	4477	ESO SOLUTIONS	\$7,161.05
11/10/22	4479	FREDS TOWING	\$380.80
11/10/22	4480	FREEMAN JASON	\$500.00
11/10/22	4481	FREIGHTLINER NORTHWEST	\$915.50
11/10/22	4482	FUGATE FORD	\$9,124.85
11/10/22	4484	HANEY MELISSA	\$46.93
11/10/22	4483	GALLS, LLC - DBA BLUMENTHAL	\$8,777.78
11/10/22	4490	LIFE ASSIST	\$19,778.62
11/10/22	4491	LINDE GAS & EQUIPMENT INC	\$1,541.40

11/10/22	4492	MADSEN ELECTRIC	\$1,809.96
11/10/22	4485	HUGHES FIRE EQUIPMENT, INC.	\$4,298.38
11/10/22	4486	JAMES OIL CO. INC.	\$21,920.34
11/10/22	4487	KNOX COMPANY	\$1,238.41
11/10/22	4488	L N CURTIS & SONS	\$3,421.67
11/10/22	4489	LES SCHWAB TIRE CENTERS	\$1,701.71
11/10/22	4493	MOBILE HEALTH RESOURCES LLC	\$1,409.58
11/10/22	4494	MUNICIPAL EMERGENCY SERVICES	\$17,610.33
11/10/22	4495	NORTHWEST SAFETY CLEAN	\$79.75
11/10/22	4499	PACIFIC OFFICE AUTOMATION	\$537.89
11/10/22	4501	PENCE MIKE	\$607.99
11/10/22	4502	PHILIPS MEDICAL SYSTEMS	\$1,878.66
11/10/22	4496	ODP BUSINESS SOLUTIONS LLC	\$114.87
11/10/22	4497	OREILLY	\$190.70
11/10/22	4498	PACIFIC OFC AUTOMATION (OR)	\$1,358.86
11/10/22	4500	PC BUDGET & FINANCE DEPT	\$150.00
11/10/22	4503	PIERCE COUNTY SEWER	\$135.49
11/10/22	4505	PIERCE COUNTY SEWER	\$39.18
11/10/22	4510	RUCSHNER KIMBERLEE	\$64.69
11/10/22	4512	SICKLE'S EXCAVATING SERVICE	\$915.20
11/10/22	4513	SITECRAFTING, INC.	\$154.00
11/10/22	4504	PIERCE COUNTY SEWER	\$135.49
11/10/22	4507	PUGET SOUND ENERGY	\$4,078.50
11/10/22	4508	QUINN ERIC	\$500.00
11/10/22	4509	READY REBOUND LLC	\$1,943.34
11/10/22	4511	SEAWESTERN	\$7,913.27
11/10/22	4515	SNIDER PETROLEUM	\$2,738.74
11/10/22	4516	STRYKER SALES CORP.	\$76,514.75
11/10/22	4517	SYSTEMS DESIGN WEST LLC	\$11,281.60
11/10/22	4519	TREASURY MANAGEMENT SVCS - US BANK	\$106.78
11/10/22	4520	TROTTER & MORTON	\$1,369.69
11/10/22	4521	UNDERWATER SPORTS, INC	\$3,710.26
11/10/22	4522	US BANK	\$66,538.43
11/10/22	4514	SMITH DALTON	\$279.00
11/10/22	4518	SYSTEMS FOR PUBLIC SAFETY, INC.	\$610.25
11/10/22	4523	UW VALLEY MEDICAL CENTER	\$1,571.25
11/10/22	4528	WORLEY JOSEPH	\$138.72
11/10/22	4524	VALVOLINE LLC	\$318.86
11/10/22	4525	WA STATE AUDITORS OFFICE	\$1,428.03
11/10/22	4526	WAGNER SHAWN	\$1,899.41
11/10/22	4527	WCIF	\$19,848.43
Paymen	nt Count: 79	Total Amount:	\$1,874,219.93

Payment Total:	\$1,874,219.93			
CERTIFICATION				
I, the undersigned do	hereby certify under penalt and that the claim is a just, d	y of perjury, that the maue and unpaid obligation	aterials have been furnished, the services render on, and that I am authorized to authenticate and o	ed or labor performed certify to said claim.
Authorized District Of	fficial Signature	Date	Authorized District Official Signature	Date
Authorized District	Official Signature	Date	Authorized District Official Signature	Date
Authorized District	Official Signature	Date	Authorized District Official Signature	Date
Authorized District	Official Signature	Date	Authorized District Official Signature	Date
INSTRUCTIONS FO	OR USE:		PC Finance Department Use Only	
INSTRUCTIONS FO	R USE: smittal To Pierce County Fin	ance Department	PC Finance Department Use Only	
FAX: 253-798-6699	EMAIL: PCACCOUNTSPAYAB		Authorization Recieved on Batch Verified by	

Payment Count:

79



District Name:

East Pierce Fire & Rescue #22

PAYMENT LISTI	NG	Section 1. The section of the sectio		
Trans Date	District Ref #	Payee Printed Name		Amount
10/25/22	4402	VFIS		\$168,194.83
Payment C	ount: 1		Total Amount:	\$168,194.83

Payment	Count:
---------	--------

1

Payment Total:

\$168,194.83

(D.) 784		and a	(A)			M
a	RTI	30	7.	11	U	N

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

Authorized District Official Signature	0 -25-2 Z Date	Authorized District Official Signature	10/25/22 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

Submit signed Transmittal To Pierce County Finance Department

FAX:

FMAII:

253-798-6699

PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Or	
or mance Department Use Of	ııy
Authorization Recieved on	
Adinonization Recieved on	
Batch Verified by	
Daton verified by	

ACCOUNTS PAYABLE

EAST PIERCE FIRE & RESCUE

Pay # Received

As Of: 10/25/2022

10/25/2022 Time: 13:14:03 Date:

Page:

168,194.83 PORTFOLIO & AUTO INSURANCE RENEWALS Amount Memo 168,194.83 Report Total: Vendor 53721 10/25/2022 10/25/2022 6612 Date Due

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

Fire Chief

Auditing Officer/Finance Manager //

Date: 10/25/22

Agenda Packet Page 14 of 71

October 2022 Post-Meeting	
General Fund	
Voucher #221004001	\$ 168,194.83
Special Batch - VFIS - Insurance Renewal	
Transfers	
Transfer from General Fund to Reserve Fund	
Tehaleh mitigation fees	\$ 86,100.00
GEMT revenue	\$ 1,293,823.00
budgeted transfer 2022	\$ 884,175.00
Transfer from Capital Fund 301 to General Fund	
project manager Q3 expenses	\$ 80,486.00
November 2022	
General Fund	
Total AP	\$ 487,208.61
AP Vouchers	
Vouchers # 221101001 - 221101069	\$ 487,208.61
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 22110x001 - 22110x0xx	\$ -
Electronic Payroll	\$ -
Total Expenditures (AP + Payroll)	\$ 487,208.61
Total BIAS Expenditures (111 - 999)	\$ 487,229.55
Difference	\$ 20.94
non-vouchered bank fee	\$ 20.94
Capital Fund 301 (UTGO 2018 Bonds)	
Total AP	
Vouchers # 221102001 - 221102010	\$ 1,387,011.32



Board Meeting Agenda Item Summary

Meeting Date:	November 15, 2022
Title:	Approve Financial Assistance Program Waiver for Account 132574162

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	Recommend that the Board make a motion to approve inclusion of Account 132574162 into the Financial Assistance Program. Based upon this patient's individual / family income level, it is recommended that 50% of the patient's ambulance bill balance be waived.
Presenter:	Consent Agenda
Attachments:	None

Summary:

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

Circumstances surrounding this incident:

Based on patient's income, patient qualifies for a 50% reduction of balance remaining on transport bill.

Total Amount of Patient's Ambulance bill:	\$ 1,122.60
Amount covered by private / government insurance programs:	\$ (857.60)
Patient' remaining balance (obligation) for this ambulance bill:	\$ 265.00

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
1	\$ 27,181 - \$ 33,975	50%

Recommendation based upon Financial Assistance Program formula:

Recommend Board authorize 50% reduction of patient's outstanding balance due.

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

3. Policies/ Alternatives Considered: None. See Above

Fiscal	Fiscal Impact:
Impact:	There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.



Board Meeting Agenda Item Summary

Meeting Date:	November 15, 2022
Title:	Approve Financial Assistance Program Waiver for Account 132483416

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	Recommend that the Board make a motion to approve inclusion of Account 132483416 into the Financial Assistance Program. Based upon this patient's individual / family income level, it is recommended that 25% of the patient's ambulance bill balance be waived.
Presenter:	Consent Agenda
Attachments:	None

Summary:

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

Circumstances surrounding this incident:

Based on patient's income, patient qualifies for a 25% reduction of balance remaining on transport bill.

Total Amount of Patient's Ambulance bill:	\$ 1,164.40
Amount covered by private / government insurance programs:	\$ (275.00)
Patient' remaining balance (obligation) for this ambulance bill:	\$ 889.40

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
3	\$ 54,901 - \$ 65,880	25%

Recommendation based upon Financial Assistance Program formula:

Recommend Board authorize 25% reduction of patient's outstanding balance due.

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

3. Policies/ Alternatives Considered: None. See Above

Fiscal	Fiscal Impact:
Impact:	There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 999

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East Pierce Fire & Rescue that the following amounts, listed by individual account on Exhibit A, attached to and a part of this resolution, be written off in their entirety as recommended by the district's ambulance transport billing agency.

July-2022	\$ 129,173.31	EMS Levy Funds/COVID Waiver
August-2022	\$ 101,636.77	EMS Levy Funds/COVID Waiver
September-2022	\$ 104,813.57	EMS Levy Funds/COVID Waiver
Total	\$ 335,623.65	
July-2022	\$ -	Financial Waiver
August-2022	\$ -	Financial Waiver
September-2022	\$ 952.50	Financial Waiver
Total	\$ 952.50	
TOTAL WRITE-OFFS	\$ 336,576.15	

the following commissioners being present and vo	oting:
Chair Jon Napier	Commissioner Pat McElligott
Commissioner Mike Cathey	Commissioner Cynthia Wernet
Commissioner Kevin Garling	Commissioner Ed Egan
Commissioner Randy Kroum	
Attest:	

District Secretary

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on November 15, 2022,

Planning Committee Meeting Minutes

November 7, 2022 @ 1000 hrs.

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

Staff: Deputy Chief Mack, AC Stabenfeldt, FF Worley, Executive Admin. Asst. Corina Byerley Guest: Levrum Data Technologies (virtual) Eric Nickel, Carl Niedner, Doug Bailey

1. Call to Order

2. Introductions

3. Standard of Cover

a. Overview of timeline/history/goals

- i. Started project in Q2/2022
- ii. Planning Committee was given an overview 6/2022
- iii. On schedule to deliver draft in December

b. How it Meets Mission, Vision, and Values

- i. Data showing that EPFR is providing rapid response
- ii. Data that is comparable to other districts
- iii. Data to answer the question "Did we anticipate and meet the expectations of our communities?"

c. Connects to Strategic Plan

- i. Preparing EPFR for growing population
- ii. Updating Community Risk Assessment how EPFR deploys district resources
- iii. Response benchmarks
- iv. Make educated and supported decisions

d. Based on Center For Public Safety Excellence

- i. Report is objective and data driven
- ii. Includes hazard measurement of community wildfire, lahar, EMS, fire, etc.)
- iii. Nationally recognized performance standards
- iv. Identifies service gaps

e. EPFR Leadership Team

- i. Team includes the deputy chief, 2 assistant chiefs, data analyst, and representatives from each division/station (BCs, captains, and lieutenants)
- ii. Importance of internal stakeholder group involvement
 - 1. Mentorship
 - 2. Mission buy-in
 - 3. Career development

f. Risk Methodology

- i. Community Risk Assessment
 - 1. Target hazards from WSRB and company officers identified (company officers added approximately 100 additional known hazards to the list)

- ii. Risk by fire station zone
 - 1. Probability and consequences
- g. Data FF Worley described types of data used
 - i. Used global/general data for county as baseline
 - ii. FEMA risk scores were also used (include avalanche, volcano, tsunami, wind, wildfire, etc.)
 - iii. Target Hazard Coverage by closest station
 - 1. How many structures does a station respond to and what is the distance from the station (i.e., 113 responds to lots of structures close to the station while 116 responds to fewer structures but they are further away from the station)

h. Key Performance Indicators

- i. Data assessment
 - 1. Workload characteristics
 - a. Example: 30% UHU (unit hour utilization)
 - 2. Performance metrics
 - a. Example: Station Analysis 118/124
 - i. 3-year call volume studied
 - ii. Modeling predicts a 35% improvement in response time to some locations
 - 3. Growth and impact modeling
 - a. Example: Tehaleh Growth Impacts

i. Conclusion

- i. Final draft to be presented to the Board in December
- ii. Projected Board acceptance in January 2023
- iii. Consider accreditation with Center for Public Safety Excellence (approx. 2/3 complete)
- iv. Prioritize recommendations and projects to align with strategic plan

4. Committee Comments

- a. Committee members to identify concepts to add to final report and forward to DC Mack.
- b. Committee was impressed with the level of detail in the plan.
- 5. Adjourn 1145 hrs.

"WHERE COMPASSION AND ACTION MEET."



Finance Committee Meeting Minutes

November 7, 2022 @ 1000 hrs.

J. Napier (Chair), K. Garling, P McElligott
Staff: Chief Parkinson, M. Hollon

1. Call to Order @ 1005

2. Review the final draft of the 2023 Operating Budget

The committee reviewed and supported the final draft of the 2023 Operating Budget.

Since the October draft, and after adjusting for changes in DRS, L&I, medical, etc., the following budget impacts have occurred:

- Operating expenditures decreased by \$215,948 (0.57% decrease)
- Tax revenue decreased by \$215,948
 - October draft year-over-year property tax increase: 2.65% + bond
 - O November final draft year-over-year property tax increase: 2.10% + bond
- Tax capacity (banked capacity) increased by \$215,948

The committee also reviewed the 5-year revenue and expense forecast. With the SAFER grant award, the District remains solvent through 2025 and doesn't recommend a levy lid lift in 2023, as discussed in the Board workshop in April 2022. Without the SAFER grant, a levy issue in 2023 was needed to remain solvent in 2024; that is no longer the case. The committee recommends ongoing review and discussion regarding levy lid lift timing in future years.

3. South Prairie Contract

The committee discussed the existing contract for service between the District and South Praire. The current contract expires at the end of 2023 and requires a 12-month notification to modify. The fire chief expressed concerns over the current contract language as it allows the Town to pay a lower effective tax rate than District residents. The fire chief will notify the Town of the intent to modify contract language and work through changes in 2023. A final contract will come back to the Board in 2023 for approval.

4. Adjourn @ 1130

Final Draft Budget 2023



Where Compassion and Action Meet

November 15, 2022

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Background & Budget Goals

Staff developed the 2023 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 staffing in preparation for opening Station 117 (Tehaleh) 24/7/365
 - a. Requires hiring of 12 additional personnel
 - b. Accomplished via SAFER Grant
 - c. Increases minimum staffing level by 3 personnel daily once deployed
- 2. Hire additional personnel for staffing Station 124 (Milton) 24/7/365 in August 2023
 - a. Requires hiring 8 additional firefighters in Fall of 2023
 - b. Increases minimum staffing level by 3 personnel daily once deployed
- 3. Hire HR Administrator
- 4. Fund equipment and vehicle purchases via reserves
- 5. Maintain/replenish reserves to targeted balances
- 6. Maintain banked taxing capacity to the extent practicable
- 7. Advance strategic initiatives (recruitment changes, DEI initiatives, regional training consortium, etc.)

The 2023 draft budget includes assumptions of the following:

- 1. L&I increase of 12% for firefighters
- 2. L&I increase of 7% for non-uniformed employees
- 3. LEOFF increase of 0%
- 4. PERS increase of 5%

Key changes from October draft:

- Operating expenditures decreased by \$215,948 (0.57% decrease)
- Tax revenue decreased by \$215,948
 - October year over year property tax increase: 2.65%
 - November year over year property tax increase: 2.10%
- Tax capacity (banked capacity) increased by \$215,948

Budget Summary

	2020	2021	2022	2023	Increase/Decreas	
Beginning Fund Balance	\$8,600,000	\$12,382,116	\$8,875,000	\$10,982,639	\$2,107,639	23.75%
GL Revenues	\$38,898,948	\$40,603,287	\$41,077,326	\$43,930,557	\$2,853,231	6.95%
Transfers in from Reserve Fund	\$2,307,000	\$619,425	\$3,311,445	\$5,383,626	\$2,072,181	62.58%
Transfers in from Bond Fund	\$ 0	\$175,397	\$189,432	\$189,716	\$284	0.15%
General Operating Fund Expenditures	\$35,654,605	\$37,862,035	\$38,134,059	\$42,244,857	\$4,110,798	10.78%
Reserve Fund Expenditures	\$2,307,000	\$619,425	\$3,311,445	\$5,383,626	\$2,072,181	62.58%
Bond Fund Expenditures	\$0	\$175,397	\$189,432	\$189,716	\$284	0.15%
Budgeted Transfer to Reserves	\$5,384,345	\$6,523,368	\$1,584,175	\$1,685,700	\$101,525	6.41%
Total Operating Budget	\$43,345,950	\$45,180,225	\$43,219,111	\$49,503,899	\$6,284,788	14.54%
End Fund Balance	\$12,382,116	\$13,486,490	\$13,675,288	\$10,982,639		

Projected FB Excess \$2,692,649

Tax Revenues

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

2022 – Total effective tax rate is \$1.56883 + Bond

2023 – Forecasted total effective tax rate is \$1.31868* + Bond

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

Assessed Value/1000

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

Tax Revenues w/ New Construction

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

Example of impact on property owner:

Tax Year	Home Value	Tax rate	Annual Tax	Increase
2020	\$400,000	1.89822	\$759	N/A
2021	\$442,555	1.81432	\$803	\$44
2022	\$519,401	1.56883	\$815	\$12
2023	\$630,890	1.31868	\$832	\$17

* Overall increase in property taxes is 2.10% (not including the bond)

GL Revenues - Breakout

Revenue-External	20	021 Actual	20	22 Budgeted	20	23 Budgeted
Total Property Tax	\$	33,964,535	\$	34,549,926	\$	35,580,911
Regular Levy	\$	25,306,842	\$	22,443,209	\$	28,380,628
Regular Levy - new construction			\$	1,110,974	\$	829,772
EMS Levy	\$	8,428,858	\$	10,621,061	\$	5,650,825
EMS Levy - new construction			\$	374,682	\$	389,686
King County Property Taxes	\$	328,835			\$	330,000
Delinquent Taxes Collected	\$	397,046				
Forest Harvest Excise tax (Local Entitle & Other)	\$	19,337	\$	18,000	\$	18,500
Grants	\$	175,213	\$	200,000	\$	1,460,070
GEMT Transport	\$	2,919,481	\$	2,600,000	\$	3,100,000
Records Requests	\$	2,310	\$	2,100	\$	2,100
Fire Prot & EMS Intergovernmental	\$	122,931	\$	96,000	\$	124,000
Class Registrations	\$	795	\$	1,300	\$	600
CPR/First Aid Registration	\$	-	\$	5,000	\$	12,000
Incident Locator Prog - Lake Tapps	\$	23,899	\$	-	\$	-
Protective Inspection - Plan Review Fees	\$	157,603	\$	50,000	\$	77,375
Ambulance Transport Fees	\$	2,775,239	\$	2,800,000	\$	2,800,000
Investment Interest	\$	8,611	\$	20,000	\$	20,000
Donations & Vol Mitigation Fees	\$	118,220	\$	100,000	\$	100,000
Sale of Surplus/Scrap/Junk	\$	13,287	\$	4,000	\$	5,000
Misc. Immaterial Items	\$	26,383	\$	15,000	\$	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	\$	600,000
Lease payments for 4-Plex (Sta. 114)	\$	4,400	\$	6,000		
Mobe Reimbursements	\$	661,433				
Subtotal Revenue	\$	42,472,306	\$	41,077,326	\$	43,930,556
Banking Capacity-property tax			\$	4,613,621	\$	5,674,012

^{*}Year over year banked capacity increase = \$1,060,391

All Revenues - Breakout

Description – Reserve Fund Xfer In	2022	2023
Equipment Reserve	3,311,445	5,383,626
Total Revenue		

Description – Capital Fund Xfer In	2022	2023
PM Wages & Benefits	189,432	189,716
Total Revenue		

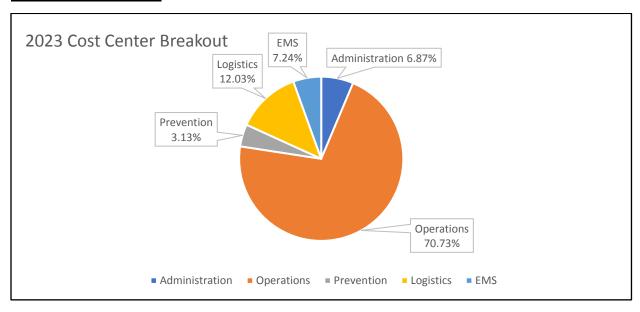
Description – All Sources	2022	2022
GL Revenue	41,077,326	43,930,556
Reserve Transfer In	3,311,445	5,383,626
Capital Fund Transfer In	189,432	189,716
Total Revenue	44,578,203	49,503,898

Expenditures

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

Category	2022	2023	\$ Change	% Change
Operating Expenses	\$38,134,059	\$42,244,857	\$4,110,799	10.78%
Budgeted Transfers	\$1,584,175	\$1,685,700	\$101,525	6.41%
Reserve Expenditures	\$3,311,445	\$5,383,626	\$2,072,181	62.58%
Bond Expenditures	\$189,432	\$189,716	\$284	0.15%
Total Operating Budget	\$43,219,111	\$49,503,899	\$6,284,788	14.54%

Cost Center Breakout



	2022	2023	Increase/Decrease	% Change
Administration	\$2,493,918	\$2,901,818	\$407,900	16.36%
Operations	\$26,590,764	\$29,879,401	\$3,288,637	12.37%
Prevention	\$1,455,778	\$1,322,988	\$132,790	-9.12%
Logistics	\$4,755,448	\$5,083,739	\$328,291	6.90%
EMS	\$2,838,150	\$3,056,911	\$218,761	7.71%
Total	\$38,134,059	\$42,244,857	\$4,110,799	10.78%

Expense Drivers

%	Amount	Notes
3.87%	\$1,473,924	12 New FF's (SAFER Grant) @ 11 months
1.33%	\$505,464	8 New FF's (St. 124) @ 5 months
0.35%	\$131,589	HR Adminstrator (New FTE)
4.48%	\$1,709,682	Existing FTE's Wages and Benefits (CBA + Non-uniformed wage adj)
0.76%	\$290,140	Increase in Overtime, Supplies, and Services
10.78%	\$4,110,799	*Overall Increase

^{**}Does not include Project Manager or Budgeted Transfer to Equipment Reserve

FTE Breakout (budget authorized positions)

	2022 Approved	2023 Budget Change	2023 Total
Administration	11	+1	12
Operations	130	+20	150
Fire Prevention	6	-1	5
EMS	9	0	9
Logistics	7	0	7
Total	163	+20	183

• Administration: adds one HR Administrator

• Operations: adds twenty new firefighters

• Fire Prevention: removes one Deputy Fire Marshall

Budgeted Transfers to Equipment Reserve

	2022	2023	Increase/De	crease
Budgeted Transfer to Reserves	\$1,584,175	\$1,685,700	101,525	6.41%

Budgeted transfers to the equipment reserve come from these sources:

- Tehaleh mitigation fees
- Wildland deployment equipment reimbursement
- Surplus sales revenue
 - 0 \$175,000
- GEMT reconciliation
 - o \$600,000
- General revenue (property tax)
 - o \$910,700

Reserve Purchases

Description	Amount
2022 - Shop Service Truck (1)	\$261,425
2022 - Reserve Engine Refurb (2)	\$300,000
2022 - Medic Units (3)	\$934,270
2023 - Fire Engines (2)	\$2,198,144
2023 – Staff Vehicles (3)	\$314,342
2023 - PPV Fan (1)	\$5,150
2023 - Extrication Equipment (1 set)	\$40,000
2023 – SCBA Compressor (2)	\$180,000
2023 – Medic Units (3)	\$974,295
2023 - Cots/Auto-Load (3)	\$176,000
Total	\$5,383,626

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

Equipment Reserve Purchases

Shop Service Truck (re-approval from 2022)

This purchase was initially approved for 2021. Due to supply chain impacts, the build has been delayed. Final delivery is expected in early-2023. As such, no expenditure was made in 2021 or 2022.

Equipment Reserve Purchases (continued)

Reserve Engine Refurb (2) (re-approval from 2022)

With all six new engines deployed, we are left with a reserve engine fleet that has significant maintenance needs. For 2022 staff recommended an expenditure of \$300,000 to complete partial refurbishment of our "best" two reserve engines to ensure fleet reliability for the next five years. Due to supply chain impacts, these refurb's have been delayed. Project completion is expected in 2023.

Medic Units (3) (re-approval from 2022)

As approved in the September 2022 Board of Fire Commissioners meeting, three medic units have been ordered to replace our three oldest re-chassis units. These units may be received in late 2022 or early 2023 at the latest.

Fire Engines (2)

These engines will deploy into Stations 117 and 124 when received. Due to manufacturing delays, these units will not likely arrive until mid-2024. This will ensure the District has a reliable primary reserve engine (2020 Pierce engine) and two older reserves (refurb engines noted above).

Staff Vehicles (3)

These three units are the planned replacement of the battalion chief unit, a staff vehicle for public education, and the MSO unit which was never ordered in 2022 due to chasis availability.

PPV Fan, Extrication Equipment

This equipment will be utilized to upfit the primary reserve engine (E1119) which ultimately will become E124 at the point that unit is placed in service.

SCBA Compressors

Planned replacement of two scba compressors for Stations 111 and 118.

Medic Units

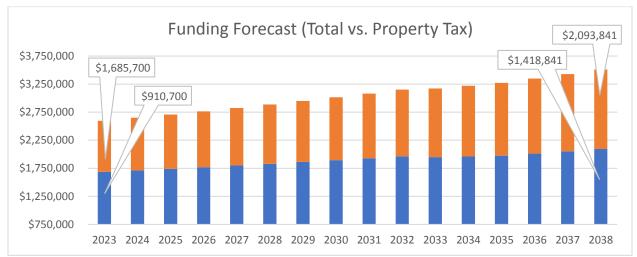
These medic units will be utilized to replace our three oldest re-chassis units. These units may be received in late 2023 or early 2024 depending on chasis availability.

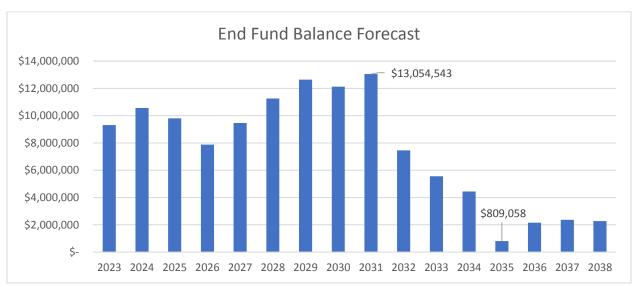
Cots/Auto-Loads

Replacement of the three oldest cot and auto-load systems.

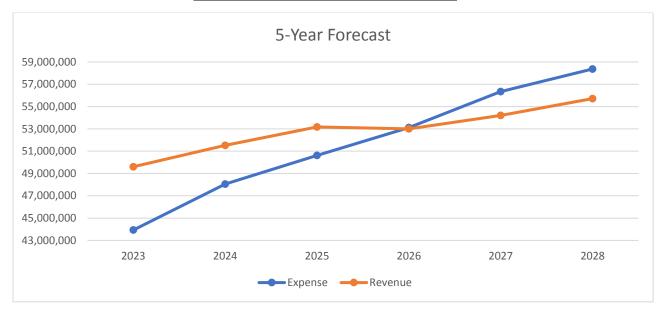
Equipment Replacement Reserve Forecast







5-Year Revenue and Expense Forecast



	2023	2024	2025	2026	2027	2028
Expense	43,930,556	48,056,700	50,617,989	53,122,323	56,348,564	58,370,014
Wages	27,623,002	30,539,284	32,118,959	33,606,055	35,683,508	36,514,655
Benefits	8,465,488	9,476,269	10,137,767	10,819,446	11,616,478	12,438,033
Supplies	1,838,695	1,930,415	2,026,668	2,127,734	2,233,853	2,345,278
Services	4,317,671	4,397,711	4,593,433	4,798,941	5,014,724	5,241,297
Equipment	1,685,700	1,713,021	1,741,162	1,770,147	1,800,001	1,830,751
Revenue	49,604,568	51,484,585	53,140,803	52,964,576	54,165,326	55,678,333
Capacity	5,674,012	3,427,885	2,522,814	-157,747	-2,183,238	-2,691,681

Projections are based on prior budget actuals, historical averages, existing CBA's, and current trends.

Wages and benefits forecast includes yearly increases to COLA, medical/dental, L&I, DRS, PFML, and Medicare. One new administrative FTE is projected in 2024. No other new positions are forecasted.

Supplies and services forecast includes yearly increases to all lines by 5% year over year.

Revenues assume a continued positive trend in transport revenues and a decline in new construction beginning in 2024. SAFER Grant revenue is complete in early in 2026.

Capital Fund (Bond) Expenditures

The capital fund is projected to be 83% spent by the end of 2023. Staff expects to have funds 100% spent by the of 2024. This projection assumes:

- Station 114 out to bid in November 2022
- Station 117 out to bid in February 2023
- Station 112 building permit completion in June 2023

Fund Balance – October 2022*	\$60,389,961
Station 118 – 100% completion	(\$5,212,780)
Station 111 – 80% completion	(\$23,853,478)
Station 114 – 80% completion	(\$8,252,715)
Station 117 – 70% completion	(\$7,517,025)
Station 112 – 25% completion	(\$2,120,000)
End Fund Balance – December 2023	\$13,433,963

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

^{*}Bond tax collection rate is forecasted to be \$0.19 per thousand in 2023



Meeting Date :	November 15, 2022
Title:	Resolution 1000 – Adopt 2023 Budget and Exhibit A

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	I move to adopt Resolution 1000 – adopting the 2023
	Budget and Exhibit A for East Pierce Fire & Rescue.
Presenter:	Parkinson
Attachments:	None

Summary:	
Budget and Exhibit A presented to the Board for the revenue and expenditures projected for	
2023.	

RESOLUTION #1000

(A Resolution Adopting the 2023 Budget)

WHEREAS, the Board of Commissioners of East Pierce Fire & Rescue has met and considered its budget for the calendar year 2023; and

WHEREAS, the Board of Commissioners has authorized the regular property and emergency services tax levies for collection in 2023 by Resolutions 1001, 1002, 1003;

T

THAT, the 2023 Bud	lget of East Pierce Fire a	& Rescue be adopted in the amounts of:
·	General Fund –	\$63,179,186 (Including Beginning Fund Balance)
	Reserve Fund –	
	Debt Fund –	\$ 5,391,451 \$57,021,442
	Capital Fund –	\$57,921,442
		rd of Commissioners of East Pierce Fire & Rescue, nissioners being present and voting:
Chair Jon Napier		Commissioner Mike Cathey
Commissioner Randy	Kroum	Commissioner Pat McElligott
Commissioner Kevin C	Garling	Commissioner Ed Egan
Commissioner Cynthia	ı Wernet	

ATTEST:

Michelle Hollon, District Secretary



2023 Budget Resolution 1000

	Current Month	Year to Date	Budget per Resolution 9xx	Remaining Amount	Remaining Percent
			12 Monti	hs Remaining =	100.0%
General Fund (Current Expense)					
Estimated Beginning Fund Balance		•	10,982,639		
Unencumbered Funds					
Operating Revenues		•	2,032,043		
Property Tax - Current			35,580,911		
Property Tax - Prior Year/Delinquent			-		
Other Taxes			18,500		
Regular EMS Transport			2,800,000		
GEMT Transport			3,100,000		
GEMT Settlements			600,000		
Intergovernmental			201,375		
Tehaleh Mitigation			100,000		
Transfers in from Reserves/Capital			5,573,342		
Other Revenue			1,529,770		
Total Operating Revenues			49,503,898		
Reserved: Advance Travel & Petty Cash (Imp	roet Accounts) \$15.1	00 Not Included			
Revenues	rest Accounts) \$15,1	oo Not included			
Revenues					
	Current	Year to	Budget per	Remaining	Remaining
Operating Expenses	Month	Date	Resolution 9xx	Amount	Percent
Administration (Comm, Fire Chief, Deputy					
Chief, Finance, HR)			2,901,818		
Operations (Fire, Training, Volunteers)			30,172,400		
EMS			3,056,911		
Prevention (Fire Prevention, Pub Ed)			1,320,488		
Logistics (Logistics, Emerg. Mgmt, IT)			4,793,239		
Capital (Project Manager)			189,716		
Reserve Purchases (Equipt., EMS, Facility)			5,383,626		
Transfers Out			1,685,700		
Total Operating Expenses			49,503,898		
Payroll Clearing Accruals			10,000,000		
Operating Expenses Net of Accruals			49,503,898		
Ending Net Cash & Investments (Est.)			13,675,288		
and the case a myselments (asi)			.0,0.0,200		
Reserve Fund	Current	Year to	Budget per	Remaining	Remaining
	Month	Date	Resolution 9xx	Amount	Percent
			12 Month	hs Remaining =	100.0%
Estimated Beginning Fund Balance		•		iis Keiliallillig =	100.0%
Revenues		<u> </u>	5 21,013,230		
Sale of Tax Title Property					
Investment Interest			780,000		
Transfers In			1,685,700		
Total Revenues					
Expenses			2,465,700		
Transfers Out			5,383,626		
Total Expenses			5,383,626		
Ending Net Cash and Investments					
Lituing Net Cash and Investments		-	24,131,324		



2023 Budget Resolution 1000

Bond Fund	Current	Year to	Budget per	Remaining	Remaining
	Month	Date	Resolution 9xx	Amount	Percent
Estimated Beginning Fund Balance			\$ 523,534		
Revenues					
Property Tax - Bond Levy - Current			4,867,917		
Property Tax - Bond Levy - Prior/Del.			-		
Total Revenues			4,867,917		
Expenses			1,007,011		
Debt Pmt - Principal			785,000		
Debt Pmt - Interest & Debt Service			3,918,601		
_					
Total Expenses			4,703,601		
Ending Net Cash and Investments			\$ 687,850		
Capital (Construction) Fund UTGO	Current	Year to	Budget per	Remaining	Remaining
Bonds 2018	Month	Date	Resolution 9xx	Amount	Percent
Estimated Beginning Fund Balance	MOHIH	Date	\$ 15,999,374	Amount	Percent
Revenues			Φ 10,999,374		
Investment Interest			75,000		
Transfer In - GF - Vendor Tax Refund			70,000		
Total Revenues			75,000		
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			47,429		
Total Expenses			47,429		
Ending Net Cash and Investments	•	•	\$ 16,026,945	•	
Capital (Construction) Fund UTGO	Current	Year to	Budget per	Remaining	Remaining
Bonds 2022	Month	Date	Resolution 9xx	Amount	Percent
Estimated Beginning Fund Balance	month	Dato	\$ 40,482,068	Amount	1 0100111
Revenues			10,102,000		
Investment Interest			1,365,000		
Total Revenues			1,365,000		
Expenses			,===,===		
Capital Purchases			-	I	
Transfer Out - GF - Cap Fac Mgr	1		142,287		
Total Expenses	1	İ	-		
Ending Net Cash and Investments	•	•	\$ 40,482,068	•	



Board Meeting Agenda Item Summary

Meeting Date :	November 15, 2022
Title:	Resolution 1001 Regular Property Tax Levy

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	I move to adopt Resolution 1001 for the approval of the 2023 Regular Property Tax Levy for East Pierce Fire & Rescue.
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1001

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:	

RESOLUTION NO. 1001

WHEREAS, the	Board o	of Commission	ners of I	East Piero	e Fire &	& Rescue	REGU	LAF	R has met	
and considered its	s budget i	for the calend	ar year			2023	; and			
WHEREAS, the	population	on of this dist	rict is mo	ore than 1	0,000; aı	nd now, t	herefore	,		
WHEREAS, the	district's	actual levy ar	nount fro	m the pre	vious ye	ar was		_\$_	23,911,727.07	and,
BE IT RESOLV that an increase in the levy to be coll the actual levy am increase of revenue resulting wind turbines, sol state-assessed property of the state of the state of the state of the state of valuation limits under RCW 84.52	the regulated in the regulated in the regulation of the regulation in the regulation	the 20 m the previous from the previous from the previous sas, and geoth y annexations 52.125 it is the under RCW 8 ms of assessed ther of them, oblished under	tax levy is 23 tax s year sharevious year, improve ermal fact that have e intent of 34.52.010 valuation outside of	s hereby a c year. all be ear. This rements to cilities, and e occurred f the fire of (2), by im n of the tar	The do \$ 4,4 increase property d any included and ref district composing to x levies dollars a	d for llar amou 04,760.73 is exclus y, newly corease in unds made ommission in to a to authorize and ninety	ant of ince 3 which sive of additionstruct the value de. oners to just all of two ed under a cents per second contract the cents per second contract the cents of the cents per second contract cents per second contract the cents of the cen	ereas n is a ddition ted e of prote enty- RCV er the	ect the district's -five cents W 52.16.140 ousand dollars	
FURTHER, purs fire district's futur levy below the am authorizations and preserve future le to set the regular pregular property to the full maximum	re levy canount of left the limit of left the limit over the left	pacity. There evy to which tations of the ty as the afore ax levy at the district for ta	fore, in a the district state consessaid state amount verses due in	ny year in et is entitle stitution a ute allows which woo n prior ye	which to the which the design the white which will be all to the white which which will be all the white which which will be all the white which which will be all the which will be all the which w	he districtly, consisters, it is the bunty assoluted unty	et reduce tent with he district essor is to ader RCV	s the exis et's ir there W 84	e regular tax sting voter ntent to fully efore requested 4.55, as if the	
Adopted this	15th	day of	No	vember, 2	2022.					

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 15, 2022
Title:	Resolution 1002 2023 EMS Property Tax Levy

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	I move to adopt Resolution 1002 for the approval of the 2023 EMS Property Tax Levy for East Pierce Fire & Rescue.
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1002

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:	

RESOLUTION NO. 1002

and considered its budget for the calendar year	st Pierce Fire & Rescue EMS has met 2023; and
WHEREAS, the population of this district is more	e than 10,000; and now, therefore,
WHEREAS, the district's actual levy amount from	the previous year was \$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
that an increase in the regular property tax levy is he levy to be collected in the	hereby authorized for year. The dollar amount of increase over l be which is a percentage r. This increase is exclusive of additional ments to property, newly constructed ities, and any increase in the value of
Adopted this 15th day of Nover	ember, 2022.

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:

 $\underline{http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.}$



Board Meeting Agenda Item Summary

Meeting Date :	November 15, 2022
Title:	Resolution 1003 2023 Excess Levy Tax

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	I move to adopt Resolution 1003 for the approval of the 2023 Excess Levy Tax for East Pierce Fire & Rescue.
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1003

Summary:
This is a resolution to be passed by the governing board of the fire district requesting to
collection the 2023 Excess Levy Tax. This is the collection for the UTGO Bonds.
· ·

Fiscal Impact:	

RESOLUTION NO. 1003

WHEREAS, the I							
and considered its l	oudget for the	calendar ye	ar	2023	; and		
WHEREAS, the po	opulation of th	is district is	more than	10,000; and nov	w, therefore,		
WHEREAS, in the General Obligation						nited Tax	
BE IT RESOLVE that this Unlimited I the levy to be collected.	Γax General O				e & Rescue		
The levy for East P at the amount requi							
Adopted this	15th day o	of	November,	2022.			
					:		
					-		

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:

 $\underline{http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.}$



Board Meeting Agenda Item Summary

Meeting Date: November 15, 2022

Title: Resolution 1004 – Sole Source declaration to US Digital Designs

Recommendation from Staff:	Approve
Recommendation from Committee:	
Recommended Action/Motion:	I move to adopt Resolution 1004 declaring US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System and waiving competitive bid requirements.
Presenter:	Chief Parkinson
Attachments:	Resolution 1004, Attorney Opinion Letter

Summary:

The District is seeking to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System from US Digital Designs for the new Station 118. The system is quoted over \$60,000 by USDD and is the sole manufacturer of the system. This system is used by SS911, PSAP for Pierce County and will not utitilize a different system, declaring USDD as sole source would serve the public interest. The District's other fire stations utilize this system as well and purchasing a different system would result in incompatibility issues.

The District's Attorney, Eric Quinn has reviewed the request for sole source and has provided a letter of opinion.

Fiscal Impact:	

RESOLUTION NO. 1004

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

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

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

NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1.

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

Section 2.

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

ADOPTED this 15 th day of November	, 2022.	
FOR THE DISTRICT:		
Chairman	Commissioner	
Commissioner	Commissioner	

Commissioner	Commissioner
Commissioner	
ATTEST	APPROVED AS TO FORM
District Secretary	Eric T. Quinn, Attorney for the District

Joseph F. Quinn, Of Counsel

Eric T. Quinn, P.S. PROFESSIONAL SERVICE CORPORATION ATTORNEY AT LAW

7403 Lakewood Dr. W., Suite #11 Lakewood, WA 98499 253-590-6628 ericquinn@firehouselawyer2.com

October 11, 2022

By Electronic Mail Only

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

Re: Purchase of radio dispatch equipment from US Digital Designs, Inc. without going out to competitive bid

Dear Phil:

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

Applicable Law

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

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

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

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

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

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

Relevant Facts

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

The District needs to purchase the System for the District's new station 118 build. The System is quoted over \$60,000 dollars by USDD, the sole manufacturer of the System. The District is

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

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

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

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

Application of the Law to the Facts and Recommendation

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

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

Based on the above facts, the System is "clearly and legitimately limited to a single source of supply"—USDD. Please see the attached resolution to effectuate this sole-source procurement. And please inform me if you have any questions or concerns with respect to this opinion.

Very Truly Yours,

Eric T. Quinn



Board Meeting Agenda Item Summary

Meeting Date :	November 15, 2022
Title:	Station 118 Construction Contingency Authorization for Lincoln Construction

Recommendation from Staff:	Approve
Recommendation from Committee:	
Recommended Action/Motion:	I move to approve increasing the contingency authorization limit to 10% of the original bid plus tax for Lincoln Construction for the build of Station 118.
Presenter:	Chief Parkinson
Attachments:	

Summary:

The Board approved a 5% contingency as part of the bid award package, awarded to Lincoln Construction for the build of Station 118. Due to inflation, costs for supplies have rapidly been increasing and change orders are very close to meeting the 5% limit. With the project still under construction, staff is recommending the Board increase the limit to 10%, the same as approved for Station 111.

The increase would be as follows:

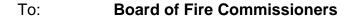
Current contingency limit: \$459,305 Current Change Orders: \$441,014

Additional 5%: 459,305

New contingency limit: \$918,610

Fiscal Impact:	





From: Jon Parkinson, Fire Chief

Subject: Monthly Chief's Report – November 2022

FF Jeff Conover Memorial

FF Jeff Conover's memorial was held on Friday, October 21st. The memorial team did an incredible job of planning and executing the event in a way that paid tribute to Jeff and accommodated the wishes of the family. The Conover family has repeatedly expressed its thanks to both the District and IAFF L3520 for their support over the last month.

Main Street Fire

On November 5th, a large fire broke out on Main Street in downtown Sumner. The event grew to three alarms and kept units busy for nearly 12 hours. The investigation determined the fire was caused by a warming fire being set on the exterior of the building. Sumner PD has interviewed a number of suspects and will be moving forward with charges. This fire resulted in a substantial financial impact on several downtown businesses and displaced at least one tenant of an adjacent building.

South Prairie Agreement

Our contract for services with the Town of South Prairie is due to auto-renew at the end of 2023 for another 5-year term. The existing contract has some issues in it, which allow the Town to pay a different rate (currently lower) than the rest of the District. I will communicate the intent of the District to modify the existing contract to ensure neither party is paying more or less than the other. I expect this will be resolved amicably, and a new contract will be presented to the Board later in 2023.

Fraud Update

As previously messaged, we have recovered \$168,194.83 of the 183,741.00 lost in the wire fraud. We have also received \$15,546.17 from our insurance broker, who agreed to cover the difference due to some of their failures in the incident. The WA SAO has also indicated they will not investigate the incident any further.

Audit Update (2020 & 2021)

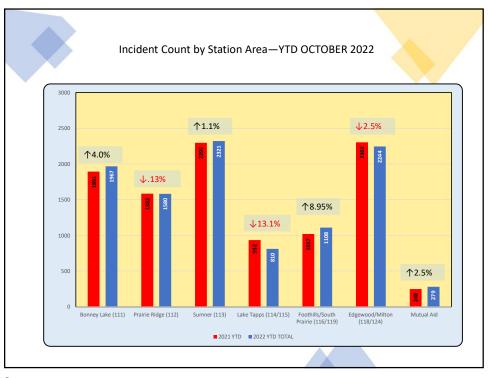
We have begun the process for both the accountability and financial audits. The accountability audit will be completed by the WA SAO, and the financial audit process has been started with Clark Number, CPA. We will continue to update the Board as we move through these processes.

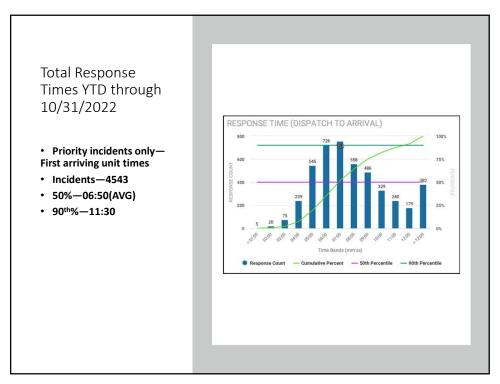
State of Emergency

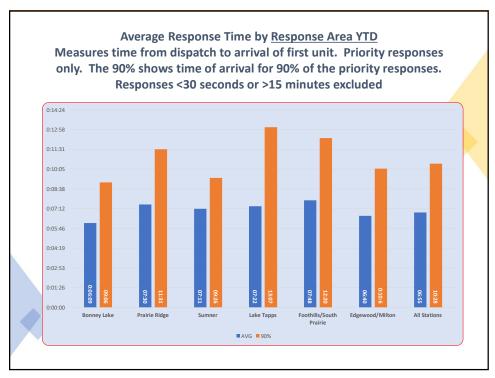
With the sunset of the state-wide emergency declared by Governor Jay Inslee due to Covid-19, the associated Resolution 902, which allowed the District to waive competitive bidding requirements for certain purchases, has now been sunset. No action is required by the Board as the resolution was tied to the WA State declaration.

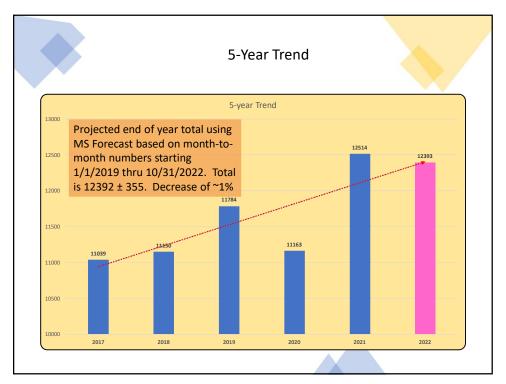
Community Organization Activity

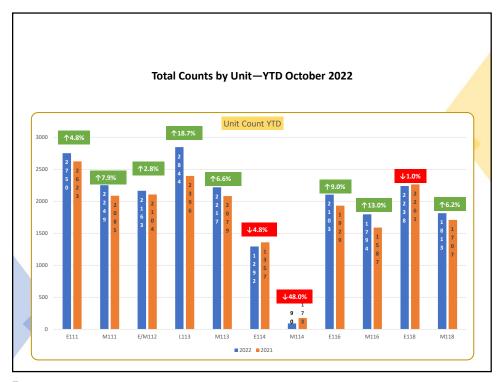
- Sumner Rotary
- BLT Rotary
- FME Chamber
- Chamber Collective (Bonney Lake)

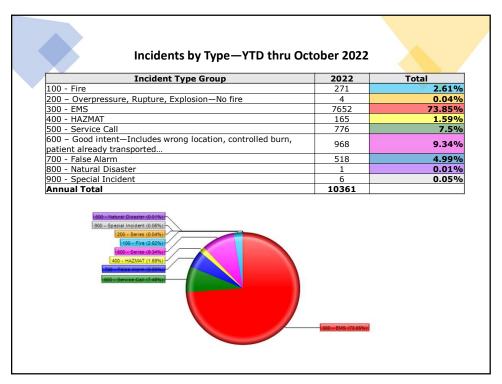






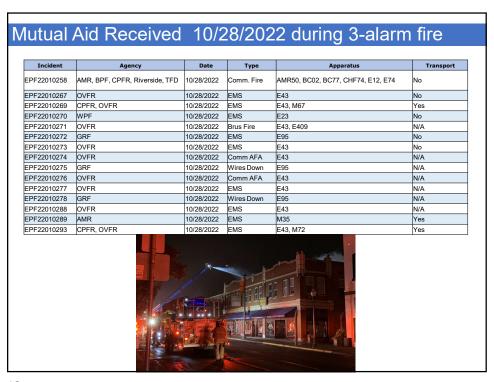




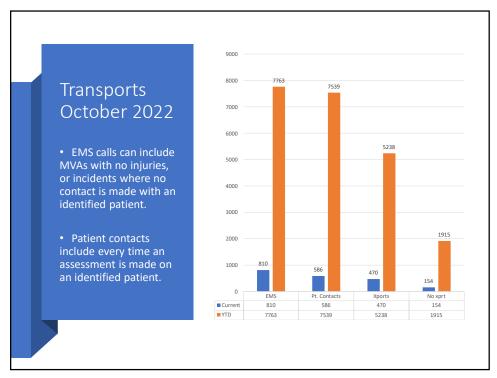


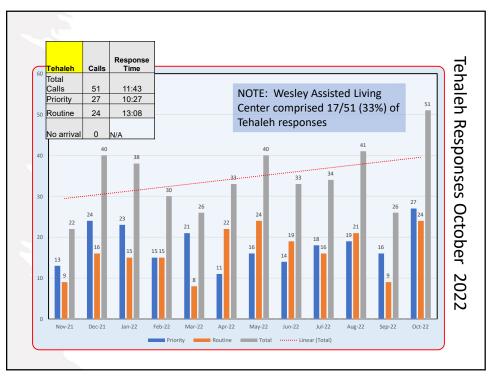
Mutual Aid Given 10/01/2022—10/31/2022												
Incident	Aided Agency	Date	Туре	Apparatus	Transport							
EPF22009458	BKFD	10/3/2022	EMS	M116	Yes							
EPF22009586	CPFR	10/7/2022	EMS	L113	N/A							
EPF22009621	CPFR	10/8/2022	EMS	M113	Yes							
EPF22009645	CPFR	10/9/2022	Brush Fire	M118	N/A							
EPF22009671	TFD	10/10/2022	MVA	E118	N/A							
EPF22009706	OVFR	10/11/2022	EMS	E111	N/A							
EPF22009840	Dupont Fire	10/15/2022	Brush Fire	BR116	N/A							
EPF22009823	Riverside	10/15/2022	EMS	E111	N/A							
EPF22009863	CPFR	10/16/2022	MVA	M113/L113	No							
EPF22009871	Gig Harbor Fire	10/16/2022	Brush Fire	BR116	N/A							
EPF22009894	BKFD	10/17/2022	EMS	M116	Yes							
EPF22009953	CPFR	10/19/2022	MVA	M113	Yes							
EPF22009958	CPFR	10/19/2022	EMS	M118	Yes							
EPF22010008	OVFR	10/20/2022	MVA	M111	No							
EPF22010007	OVFR	10/20/2022	MVA	M111	No							
EPF22010151	BKFD	10/24/2022	EMS	M111	Yes							
EPF22010193	CPFR	10/26/2022	EMS	M113	Yes							
EPF22010204	OVFR	10/26/2022	EMS	M111	Yes							
EPF22010230	BKFD	10/27/2022	EMS	M116	Yes							
EPF22010232	Riverside	10/27/2022	Res Fire	E118	N/A							

Incident	Agency	Date	Туре	Apparatus	Transport
EPF22010013	CPFR	10/21/2022	EMS	E71	No
EPF22010019	OVFR, CPFR	10/21/2022	Cardiac Arrest	BC40, E72	No
EPF22010020	CPFR	10/21/2022	Pt. Assist	E72	No
EPF22010021	CPFR	10/21/2022	EMS	E72, M68	Yes
EPF22010022	OVFR, CPFR	10/21/2022	EMS	E729, M40	Yes
EPF22010024	CPFR	10/21/2022	EMS	E72, M68	No
EPF22010026	CPFR	10/21/2022	EMS	M71	Yes
EPF22010027	OVFR, CPFR	10/21/2022	EMS	E729, M40	Yes
EPF22010028	GRF, BKFD, OVFR, CPFR	10/21/2022	Vapor Leak	BC40, E34, E729, E919	N/A
EPF22010029	BKFD	10/21/2022	Lockout	E34	N/A
EPF22010031	GRF, BKFD	10/21/2022	MVA	E34, E919, M35	No
EPF22010032	TFD, CPFR	10/21/2022	Trauma	E72, M07	Yes
EPF22010033	WPF, CPFR	10/21/2022	MVA	E23, M71	No
EPF22010034	OVFR, CPFR	10/21/2022	EMS	E71, M40	Yes
EPF22010035	BKFD, CPFR, GRF, OVFR	10/21/2022	Res. Fire	BC40, E34, E72, E729, E919, M409, M68	No
EPF22010038	CPFR, GFR, OVFR	10/21/2022	MVA/ Entrap	BC40, E729, M949	No
EPF22010039	CPFR	10/21/2022	EMS	E72, M68	Yes
EPF22010040	BKFD, OVFR	10/21/2022	EMS	E34, M40	
EPF22010043	CPFR, TFD	10/21/2022	EMS	E72, M07	
EPF22010044	BKFD, GRF	10/21/2022	EMS	E34, M949	
EPF22010046	CPFR, OVFR, TFD	10/21/2022	MVA/Entrap	BC40, L72, M07, M68	
EPF22010047	BKFD, GRF	10/21/2022	EMS	E34, M949	
EPF22010048	GRF. OVFR	10/21/2022	MVA	BC40, E919, M40	in



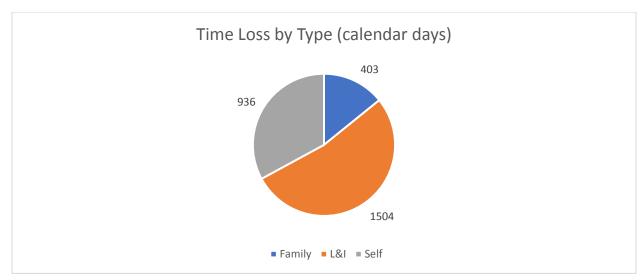
Incident	Agency	Date	Туре	Apparatus	Transport
EPF22009379	CPFR	10/1/2022	Comm. Fire	E71, L72, BC72	No
EPF22009445	BKFD	10/3/2022	EMS	M35	Yes
EPF22009471	BKFD	10/3/2022	EMS	M35	Yes
EPF22009504	Pierce County Inv	10/5/2022	Res. Fire	FM9906	N/A
EPF22009505	South King County	10/5/2022	EMS	KCE361	N/A
EPF22009589	BKFD	10/7/2022	MVA	M35	Yes
EPF22009594	AMR	10/7/2022	EMS	M35	Yes
EPF22009596	Res. Fire	10/7/2022	Res. Fire	BC72, E71, E71, E73, M71, M729	No
EPF22009639	AMR	10/9/2022	MVA	M35	Yes
EPF22009798	Enumclaw	10/14/2022	Brus Fire	KCTEN341	N/A
EPF22009820	BKFD	10/15/2022	EMS	M35	Yes
EPF22009836	AMR	10/15/2022	EMS	M35	Yes
EPF22009880	CPFR	10/16/2022	MVA	E71, M71	No
EPF22009942	AMR	10/18/2022	EMS	M35	Yes
EPF22009955	AMR	10/19/2022	EMS	M35	No
EPF22009957	AMR	10/19/2022	EMS	M35	Yes
EPF22010089	AMR	10/22/2022	MVA	M35	No
EPF22010104	OVFR	10/23/2022	Comm. Fire	E40	No
EPF22010142	AMR	10/24/2022	EMS	M35	Yes
EPF22010201	BKFD	10/25/2022	Trauma	M35	No
EPF22010214	AMR	10/26/2022	Cardiac Arrest	M35	No
EPF22010229	CPFR	10/27/2022	EMS	M71	No
EPF22010308	VRFA	10/29/2022	VEH Fire	KCE333	N/A
EPF22010378	VRFA	10/31/2022	EMS	KCE333	No
EPF22010398	Carbonado	10/31/2022	MVA	CHF34, E39	No

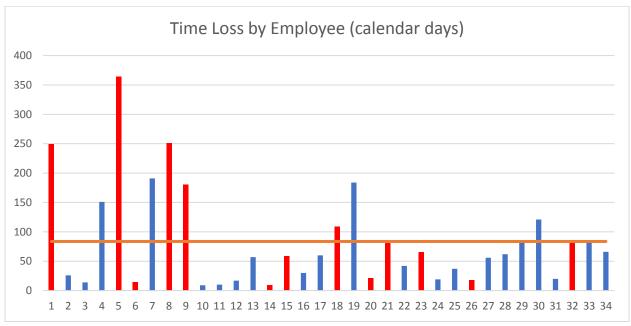




<u>Injury – Medical Leave Report – November 2022</u>

- In 2022, a total of 34 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - o The average time loss of these employees is estimated at 83.61 calendar days
- 13 L&I claims for time-loss injuries have occurred in 2022 (seen below in red).
 - Several of these claims qualify for the Stay-at-Work program through L&I







To: Board of Fire Commissioners

From: Phil Herrera, Project Manager

Subject: **Bond Update – November 2022**

Station 118

Roofing continues.

- Sheetrock continues in gridlines 1-5. Insulation in gridlines 11-12
- Electrical, Plumbing and Mechanical equipment continue.
- Site grading, curbs, and sidewalks. Preparing for asphalt.

Station 111

- Excavation continues.
- Storm water piping 70% complete.
- Deep sewer lines held off due to rain. No delay in schedule for this.
- Underground utilities work continues. Also slowed due to heavy rains.
- Deep footings poured. Building footings are being formed up. Steel and concrete next week.
- Jones and Roberts continue to perform well.

Station 114

- Site development final review corrections submitted. Permit expected to be approved this month.
- Septic permit approval pending.
- Lot combination continues.
- Planning and code comment corrections made and in review.
- Looking to go out to bid in the next two weeks.
- Target bid closing no later than January 12th.

Station 117

- County planning review continues, approval is pending.
- Sewer line extension in review by the county.
- Commercial development permit is in.
- Two driveway deviation permits are in. Awaiting approval.

• Awaiting planning approval and landscape design in preparation for Tehaleh design review.

Station 112

- Site survey in progress.
- Geotech to begin this month.
- Continuing to work with the neighbor and legal for house move instead of demolition.

All Projects	Budget	Ex	xpenses to Date	Remaining
Totals	\$ 73,435,786	\$	15,260,679	\$ 57,979,293

Station 111	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	2,363,919	1,983,207	380,712
Permitting @ 2% (no escalation)	247,094	199,535	47,559
Construction + Escalation +WSST	13,662,000	1,276,294	12,385,706
Land Acquisition	2,500,000	-	2,500,000
Relocation	-	-	-
EPFR Soft costs	1,813,539	30,364	1,783,175
Project Contingency @ 5%	617,734	-	617,734
Change Orders @ 5% of TCC	617,735	-	617,735
Overall Project	21,822,021	3,489,400	18,332,621

Station 112	Budget	ı	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 1,075,789	\$	33,373	\$ 1,042,416
Permitting @ 2% (no escalation)	\$ 153,684	\$	-	\$ 153,684
Construction + Escalation +WSST	\$ 9,023,049	\$	-	\$ 9,023,049
Land Acquisition	\$ 1,500,000	\$	870,260	\$ 629,740
Relocation	\$ -	\$	-	\$ -
EPFR Soft costs	\$ 1,142,369	\$	-	\$ 1,142,369
Project Contingency @ 5%	\$ 384,210	\$	-	\$ 384,210
Change Orders @ 5% of TCC	\$ 384,211	\$	-	\$ 384,211
Overall Project	\$ 13,663,312	\$	903,633	\$ 12,759,679

Station 114	Budget	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 810,994	\$ 703,774	\$ 107,220
Permitting @ 2% (no escalation)	\$ 115,856	\$ 26,631	\$ 89,225
Construction + Escalation +WSST	\$ 6,972,899	\$ -	\$ 6,972,899
Land Acquisition	\$ 1,500,000	\$ 726,370	\$ 773,630
Relocation	\$ -	\$ -	\$ -
EPFR Soft costs	\$ 877,031	\$ 17,350	\$ 859,681
Project Contingency @ 5%	\$ 289,640	\$ -	\$ 289,640
Change Orders @ 5% of TCC	\$ 289,641	\$ -	\$ 289,641
Overall Project	\$ 10,856,061	\$ 1,474,125	\$ 9,381,936

Station 117	Budget	E	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 824,970	\$	140,438	\$ 684,532
Permitting @ 2% (no escalation)	\$ 117,853	\$	6,746	\$ 111,107
Construction + Escalation +WSST	\$ 7,761,107	\$	-	\$ 7,761,107
Land Acquisition	\$ 1	\$	-	\$ -
Relocation	\$ 1	\$	-	\$ -
EPFR Soft costs	\$ 803,009	\$	16,732	\$ 786,277
Project Contingency @ 5%	\$ 294,632	\$	-	\$ 294,632
Change Orders @ 5% of TCC	\$ 294,632	\$	-	\$ 294,632
Overall Project	\$ 10,096,203	\$	163,916	\$ 9,932,287

Station 118	Budget	-	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 1,372,326	\$	1,241,665	\$ 130,661
Permitting @ 2% (no escalation)	\$ 196,047	\$	37,021	\$ 159,026
Construction + Escalation +WSST	\$ 11,166,706	\$	6,244,384	\$ 4,922,322
Land Acquisition	\$ 1	\$	-	\$ -
Relocation	\$ 500,000	\$	378,105	\$ 121,895
EPFR Soft costs	\$ 1,502,129	\$	49,840	\$ 1,452,289
Project Contingency @ 5%	\$ 561,883	\$	-	\$ 561,883
Change Orders @ 5% Bid	\$ 418,350	\$	195,814	\$ 222,536
Overall Project	\$ 15,717,441	\$	7,951,015	\$ 7,570,612

Station 124	Budget	E	Expenses to Date	Remaining
Architect/Engineer @ 14% of CC	\$ 1	\$	252	\$ (252)
Permitting @ 2% (no escalation)	\$ 1	\$	1,600	\$ (1,600)
Construction + Escalation +WSST	\$ 1	\$	1	\$ -
Land Acquisition	\$ 1,275,748	\$	1,275,748	\$ -
Relocation	\$ 1	\$	-	\$ -
EPFR Soft costs	\$ 1	\$	1	\$ -
Project Contingency @ 5%				\$ -
Change Orders @ 5% Bid	\$ 1	\$	1	\$ -
Overall Project	\$ 1,275,748	\$	1,277,600	\$ (1,852)

Station 116	Budget		Expenses to Date		Remaining	
Architect/Engineer	\$	5,000	\$	990	\$	4,010
Overall Project	\$	5,000	\$	990	\$	4,010





Foundation footing forms for the administration area.



Panoramic view of the entire excavation site.

Station 118 November 2022







Curbs and sidewalks, Grading for asphalt