



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: November 22, 2021

Place: Zoom Webinar (Visit www.centralpiercefirerescue.org for instructions to join the webinar.)

Time: 5:00 p.m.

1. Call to Order

A. Roll Call

Citizens wishing to address the Board during Public Comments, please use the “raise hand” feature on the webinar and you will be called on at the appropriate time.

2. Approval of Agenda

A. Pg 1 /Agenda

3. Public Comment (for items not specifically listed on the Agenda)

You will be asked to identify yourself and state your address for the record. You will have three minutes to address the Board. (Please submit any reports, statements, etc. for the public record to dporter@centralpiercefirerescue.org by 4:00pm the day of the meeting.)

4. Consent Agenda (Single Motion)

A. Excused Absences:

B. Pg 3 /Minutes: Regular Board Meeting of November 8, 2021

C. Pg 7 /Approval of:

Accounts Payable Warrants Numbered 56740 to 56759 totaling	\$	184,268.92
Accounts Payable Warrants Numbered 56760 to 56760 totaling	\$	3,448,509.03
Accounts Payable Warrants Numbered 56761 to 56785 totaling	\$	50,080.03
Accounts Payable Warrants Numbered 56786 to 56786 totaling	\$	32,446.88
Accounts Payable Warrants Numbered 56258 to 56258 totaling	\$	(1,114.00)
Accounts Payable Warrants Numbered 56482 to 56482 totaling	\$	(236.09)
Accounts Payable Warrants Numbered 56488 to 56488 totaling	\$	(236.09)
GRAND TOTAL	\$	3,713,718.68

Pg 24 /For Informational Purposes Only - The following electronic payments totaling \$3,584,373.96 are included in Warrants noted above:

- Accounts Payable EFT numbered 11910 to 11942-\$103,418.05 (Included in A/P Warrant 56742)
- Accounts Payable EFT numbered 11943 to 11944-\$3,448,509.03 (Included in A/P Warrant 56760)
- Accounts Payable EFT numbered 11945 to 11970-\$32,446.88 (Included in A/P Warrant 56786)

5. Unfinished Business (Second Reading and Final Action)

A. Pg 41 /2022 Budget – FD Robacker

i. Resolution No. 21-05– Regular Levy



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

- ii. Resolution No. 21-06 – EMS Levy
- iii. Resolution No. 21-07 – Benefit Charge
- iv. Resolution No. 21-08 – Budget Adoption & Levy Certification

B. **Pg 49** /Resolution No. 21-09 Re-establishing Benefit Charge Policy and Procedures– Chief Olson

6. New Business (First Reading)

- A. **Pg 55** /Board of Commissioners, Meetings, Policies and Procedures – Chief Olson
- i. Board Policy 303
 - ii. Policy Attachment 303.A – Fire Commissioners Policy Manual
 - iii. Resolution No. 21-04 Adopting Revised Policy 303

7. Considerations and Requests

A. **Pg 105** /Quinn Professional Services Contract – Chief Olson

8. Staff, Local, Firefighter's Association and Fire Chief Reports

- A. **Pg 110** /Finance – FD Robacker
- i. October Investment Report
 - ii. 2019 Financial Audit
- B. **Pg 156** /IT – ITD Scott-Ralston
- C. **Pg 157** /Logistics – AC Stueve
- D. **Pg 158** /Health & Safety – AC McKenzie
- E. **Pg 160** /DC Administration/DC Karns
- F. **Pg 161** /Fire Chief – Chief Olson
- i. Citizen Inquiry

9. Correspondence

- A. **Pg 164** /Washington State Patrol
- B. **Pg 165** /Employee Letters of Appreciation

10. Commissioner Comments

11. Adjournment

DRAFT – Not Official Until Approved

CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS November 8, 2021

Chair Holm called the Regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order by Zoom webinar at 5:00 p.m. Present were Chair Holm, Commissioners Stringfellow, Coleman, Willis and Eckroth, Ex-Officio/Mayor Door, Chief Olson, Deputy Chiefs Karns and Stueve, FD Robacker, Assistant Chiefs Juarez, Stueve and Kent, and Executive Assistant Porter, recorder.

APPROVAL OF AGENDA

Chair Holm noted the Agenda was misdated as November 11th. He stated the need for an Executive Session under RCW 42.30.110(1)(g) to review the performance of a public employee. Commissioner Stringfellow moved and Commissioner Eckroth seconded to approve the agenda as amended. **MOTION CARRIED.**

PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)

No public comment.

CONSENT AGENDA (SINGLE MOTION)

A. Excused Absences:

B. Minutes: Special Board Meeting of October 18, 2021
Regular Board Meeting of October 25, 2021

C. Approval of:

Accounts Payable Warrants Numbered 56688 to 56688 totaling	\$	11,630.00
Accounts Payable Warrants Numbered 56689 to 56709 totaling	\$	688,340.29
Accounts Payable Warrants Numbered 56710 to 56719 totaling	\$	5,150,427.71
Accounts Payable Warrants Numbered 56720 to 56739 totaling	\$	143,839.84
Net Payroll Warrants Numbered 107564 to 107571 totaling	\$	54,574.16
Net Payroll Warrants Numbered 107572 to 107572 totaling	\$	324.95
Net Payroll Warrants Numbered 107573 to 107575 totaling	\$	71.93
GRAND TOTAL	\$	6,049,208.88

Commissioner Stringfellow moved and Commissioner Willis seconded to approve the Consent Agenda with warrants totaling \$6,049,208.88. **MOTION CARRIED.**

NEW FIRE CHIEF CONTRACT AUTHORIZATION

Chief Olson introduced Dustin Morrow, the Board's selection for the next Fire Chief. Morrow thanked the Board for the opportunity, and offered to answer any further questions. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the contract for Dustin Morrow to be appointed the Fire Chief of Central Pierce Fire & Rescue effective December 1, 2021. **MOTION CARRIED.**

2022 PRELIMINARY BUDGET – SECTION 4 REVIEW

Operations (Suppression & EMS), Specialty Teams, Academy, Training, GO Debt, Bond Projects and Financial Forecast.

Division heads presented their proposed budgets. FD Robacker reviewed the other components of the budget. Major changes from the previous budget cycle were discussed. Copies of the presentation slides were included in the Board packet.

PUBLIC HEARING ON 2022 ANNUAL BUDGET

Chair Holm announced the public hearing on the 2022 Annual Budget and opened the floor for public comment. The proposed 2022 Annual Budget is \$100,604,767, a 12.1% increase over 2021. The tax rate will be set at 101% for the Regular Tax Levy and 101% for the EMS Levy. Having received no comments, Chair Holm closed the public hearing.

PUBLIC HEARING ON 2022 BENEFIT CHARGE

Chair Holm announced the public hearing on the 2022 Benefit Charge and opened the floor for public comment. The proposed amount of revenue for collection in 2022 is \$25,899,804.00. This reflects a 5% increase over 2021. The cost factor will be adjusted accordingly. Having received no comments, Chair Holm closed the public hearing.

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

No unfinished business.

NEW BUSINESS (FIRST READING – FOR DISCUSSION AND REVIEW ONLY)

- A. 2022 Budget – FD Robacker
 - i. Resolution No. 21-05– Regular Levy
 - ii. Resolution No. 21-06 – EMS Levy
 - iii. Resolution No. 21-07 – Benefit Charge
 - iv. Resolution No. 21-08 – Budget Adoption & Levy Certification

First reading only of the standard resolutions required annually by Pierce County.

- B. Resolution No. 21-09 Re-establishing Benefit Charge Policy and Procedures

Attorney Eric Quinn previously brought this resolution forward upon recommendation to modernize and update the benefit charge process.

CONSIDERATIONS AND REQUESTS

- A. Board Meeting Options

The Board agreed in August to revisit the status of open public meetings in November. Chief Olson recommended continuing virtual meetings due to on-going COVID conditions. Commissioner Stringfellow moved and Commissioner Eckroth seconded to continue virtual meetings until at least the first meeting in January. **MOTION CARRIED.**

- B. Debt Pay-off Request

FD Robacker said that the Finance Committee’s recommendation is to pay off all remaining lease debt, with the money coming from the GEMT and General Funds. Commissioner Stringfellow moved and Commissioner Eckroth seconded to approve and

appropriate paying off all capital lease debt in the amount of \$3,448,509.03 from Division 201 in the ERF Fund, appropriating General Fund and GEMT transfers as needed. **MOTION CARRIED.**

C. Equipment Replacement Fund (ERF) Expenditures

The Finance Committee also recommends that certain apparatus be purchased in 2021 to capture pre-payment discounts. Commissioner Stringfellow moved and Commissioner Willis seconded to appropriate and authorize purchase/prepayment in the amount of \$3,794,326 from the ERF Fund for one aerial, one engine, and four medic units. **MOTION CARRIED.**

STAFF, LOCAL, FIREFIGHTERS' ASSOCIATION AND FIRE CHIEF REPORTS (For Information Only)

The following divisions provided a written report in the packet:

- A. Human Resources – HRD Washo. Chief Olson referred to her report and the tremendous amount of good work being done by the HR Division.
- B. Training – AC Juarez reported that CPFR was very well represented at the training academy in North Bend both by instructors and Recruit Class 21-1. A smaller than usual recruit graduation ceremony is scheduled for December 3rd at 3pm at the Union Hall. COVID protocols will be in place.
- C. Field Operations – AC Kent noted that operations is wrapping up 3rd quarter goals. A new KPI report has been created for the Battalion Chiefs.
- D. EMS – AC Bouchard.
- E. DC Operations – DC Stueve's group has landed on a special teams' assessment consultant. Chief Olson noted the incredible body of work that has been done on this project.
- F. Fire Chief – Chief Olson shared that it looks like a pathway has been found to solve the concern on the South Sound 911 1/10th of 1% sales tax issue. Staff met with the EMS Assessment group and they are putting together a report for the Board. There are some COVID exposures with our personnel that are being addressed. We are readdressing procedures, respiratory protection, and training.

CORRESPONDENCE

- A. Banner Donation
- B. Citizen Message of Appreciation

COMMISSIONER COMMENTS

Ex-Officio/Mayor Door is grateful to Chief Olson for his role in the South Sound 911

sales tax issue. The City of Puyallup has sold property near the Senior Center for condominium construction.

Commissioner Stringfellow acknowledged the great job everyone has done on the budget again this year.

Commissioner Willis thanked Chief Olson and Mayor Door for their work on the South Sound 911 finance issues.

Commissioner Coleman thanked everyone for their efforts and great work.

Commissioner Eckroth thanked Tanya for another great job on the annual budget. He also thanked Mayor Door and Chair Holm for their work with South Sound 911.

Commissioner Holm expressed his thanks to Mayor Door, Chair of South Sound 911 Policy Board, and Chief Olson for working behind the scenes to make the sales tax issue happen. He understands and appreciates all that HRD Washo juggles and the fantastic job done by Tanya.

EXECUTIVE SESSION

At 6:25 p.m., Commissioner Stringfellow moved and Commissioner Eckroth seconded to move into Executive Session for five minutes under RCW 42.30.110(1)(g) - to review the performance of a public employee. **MOTION CARRIED.**

At 6:30 p.m., Chair Holm extended the meeting for five minutes.

At 6:35 p.m., Commissioner Stringfellow moved and Commissioner Coleman seconded to return to Regular Session. **MOTION CARRIED.** No action was taken during Executive Session.

ADJOURNMENT

There being no further business, Commissioner Stringfellow moved and Commissioner Willis seconded to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 6:36 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD

TANYA ROBACKER
DISTRICT SECRETARY

DIANNE PORTER
RECORDER

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Warrant Approval

In accordance with RCW 42.24 the following warrants have been authenticated and certified by the District's Auditing Officer, that the claims are a just, due, and paid obligation against Central Pierce Fire & Rescue and are being presented to the Board of Fire Commissioners for Board approval.

<u>Issue Date</u>	<u>Warrant Numbers</u>	<u>Amount</u>
11/04/2021	AP00056740 -AP00056759	\$184,268.92
11/09/2021	AP00056760 -AP00056760	\$3,448,509.03
11/10/2021	AP00056761 -AP00056785	\$50,080.03
11/10/2021	AP00056786 -AP00056786	\$32,446.88
06/17/2021	AP00056258 -AP00056258	(\$1,114.00)
08/25/2021	AP00056482 -AP00056482	(\$236.09)
08/25/2021	AP00056488 -AP00056488	(\$236.09)
	Total	\$3,713,718.68

Dan Olson
Fire Chief

Matt Holm
Chair

Steve Stringfellow
Commissioner

Rich Coleman
Commissioner

Bob Willis
Commissioner

Bill Eckroth
Commissioner

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00056740	AUSTHARD	Austin Hardware & Supply In	11/04/21	80.33	MW	IS	
AP CHK 00056741	BIGJOHNS	Big John's Trophies Inc	11/04/21	10.15	MW	IS	
AP CHK 00056742	CPFR	Central Pierce Fire & Rescu	11/04/21	106,480.94	MW	IS	
AP CHK 00056743	CHMESITK	CHMELIK SITKIN & DAVIS PS	11/04/21	935.00	MW	IS	
AP CHK 00056744	GALLS	Galls Incorporated	11/04/21	281.58	MW	IS	
AP CHK 00056745	SIGNPLUS	GREAT NORTHERN EQUIPMENT	11/04/21	105.60	MW	IS	
AP CHK 00056746	KENNNOLL	KENNETH J. NOLL	11/04/21	924.40	MW	IS	
AP CHK 00056747	LIGHUNIF	LIGHTHOUSE UNIFORMS	11/04/21	73.92	MW	IS	
AP CHK 00056748	MCLEHARD	McLendon Hardware	11/04/21	4,642.15	MW	IS	
AP CHK 00056749	PIERCOLL	PIERCE COLLEGE	11/04/21	25,000.00	MW	IS	
AP CHK 00056750	PCREFUSE	Pierce County Refuse	11/04/21	815.77	MW	IS	
AP CHK 00056751	PMADIRECT	PMA DIRECT MARKETING LLC	11/04/21	17,680.00	MW	IS	
AP CHK 00056752	PRINSOLU	PRINT SOLUTIONS INC	11/04/21	258.50	MW	IS	
AP CHK 00056753	PSENERGY	Puget Sound Energy	11/04/21	4,823.67	MW	IS	
AP CHK 00056754	STEPFRIE	STEPHEN FRIEDRICK MD PS	11/04/21	2,901.00	MW	IS	
AP CHK 00056755	HOMEPRO	THE HOME DEPOT PRO	11/04/21	715.28	MW	IS	
AP CHK 00056756	ULIN	ULINE INC	11/04/21	214.06	MW	IS	
AP CHK 00056757	UMPQUA	UMPQUA BANK	11/04/21	278.38	MW	IS	
AP CHK 00056758	WASHWATE	WASHINGTON WATER SERVICE CO	11/04/21	236.19	MW	IS	
AP CHK 00056759	LINEGEAR	WORLDWIDE SALES	11/04/21	17,812.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
S U B T O T A L S:									
Total Void Machine Written				0.00	Number of Checks Processed:		0		
Total Void Hand Written				0.00	Number of Checks Processed:		0		
Total Machine Written				184,268.92	Number of Checks Processed:		20		
Total Hand Written				0.00	Number of Checks Processed:		0		
Total Reversals				0.00	Number of Checks Processed:		0		
Total Cancelled				0.00	Number of Checks Processed:		0		
Total EFTs				0.00	Number of EFTs Processed:		0		
Total EPAYs				0.00	Number of EPAYs Processed:		0		
S U B T O T A L				184,268.92					

**Central Pierce Fire and Rescue
Accounts Payable Warrant Approval**

Start Date: 11/04/2021

End Date: 11/04/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AUSTIN HARDWARE & SUPPLY INC (AUSTHARD)					
	1936384	10/27/2021	80.33	ACTUATOR, PWR LOCK KIT	0016502265 53143
TOTAL FOR CHECK AP 00056740:			80.33		
BIG JOHN'S TROPHIES INC (BIGJOHNS)					
	147672	10/21/2021	10.15	2x8 name plate	0012012211 53141
TOTAL FOR CHECK AP 00056741:			10.15		
CHMELIK SITKIN & DAVIS (CHMESITK)					
	106799	09/30/2021	797.50	SEPT LEGAL-S SUNRISE W MDNS	0012002210 54151
	106800	09/30/2021	137.50	SEPT LEGAL-STARKEL ESTS	0012002210 54151
TOTAL FOR CHECK AP 00056743:			935.00		
GALLS INCORPORATED (GALLS)					
	019620356	10/27/2021	281.58	UNIFORM PANTS HELLEY	0012042254 52011
TOTAL FOR CHECK AP 00056744:			281.58		
GREAT NORTHERN EQUIPMENT (SIGNPLUS)					
	SI225469	10/21/2021	105.60	H&S print shop, Orajel 3164	0012502210 53141
TOTAL FOR CHECK AP 00056745:			105.60		
KENNETH J. NOLL (KENNNOLL)					
	110221	11/02/2021	445.50	ME COVERAGE: 08/01/21-10/31/21	0012032213 52009
	110221	11/02/2021	445.50	ME COVERAGE: 11/01/21-01/31/22	0012032213 52009
	110221	11/02/2021	33.40	DENTAL CLM 202125532891300	0012032213 52009
TOTAL FOR CHECK AP 00056746:			924.40		
LIGHTHOUSE UNIFORMS (LIGHUNIF)					
	A303494	10/11/2021	73.92	OVERBY CLASS A ALTERATION	0012042254 52011
TOTAL FOR CHECK AP 00056747:			73.92		
MCLENDON HARDWARE (MCLEHARD)					
	09252021	09/25/2021	43.49	FINANCE CHG'S FOR AUG PYMTS	0012052218 54914
	J50590	08/03/2021	95.81	ACADEMY 1/2 REBAR	0012352240 53141
	J52837	08/30/2021	197.69	LOG PAS LOCKS	0012042254 53501
	J58061	08/10/2021	2,392.90	ACADEMEY OSB	0012352240 53141
	J71025	08/23/2021	44.71	ACADEMEY 2X4-10	0012352240 53141
	J71025	08/23/2021	1,867.55	ACADEMEY OSB	0012352240 53141
TOTAL FOR CHECK AP 00056748:			4,642.15		
PIERCE COLLEGE (PIERCOLL)					
	MSC0000006436	09/13/2021	25,000.00	EMT SCHOOL FOR CLASS 21-1	0012352240 54191
TOTAL FOR CHECK AP 00056749:			25,000.00		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	110321	11/03/2021	127.81	OCTOBER 2021 NLEC	0012302240 52092
	110321	11/03/2021	814.28	OCTOBER 2021 NLEC	0013002220 52092
	110321	11/03/2021	28.67	OCTOBER 2021 NLEC	0014002230 52092
	110321	11/03/2021	4.47	OCTOBER 2021 NLEC	0018192220 52092
	110321	11/03/2021	2,087.66	OCTOBER 2021 NLEC	1013402680 52092
	110421	11/04/2021	65,681.84	11/04/2021 AP EFTS	001 21110
	110421	11/04/2021	29,987.81	11/04/2021 AP EFTS	015 21110
	110421	11/04/2021	7,748.40	11/04/2021 AP EFTS	101 21110

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/04/2021
End Date: 11/04/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
TOTAL FOR CHECK AP 00056742:			106,480.94		
PIERCE COUNTY REFUSE (PCREFUSE)					
	14581442	10/01/2021	134.40	#218035275001 STN64 GARB	0016042250 54741
	14581444	10/01/2021	240.81	#218035292001 STN60 GARB	0016002250 54741
	14581445	10/01/2021	177.05	#218035301001 STN66 GARB	0016062250 54741
	14581446	10/01/2021	98.10	#218035314001 STN68 GARB	0016082250 54741
	14585029	10/01/2021	24.00	#218035275002 STN64 REC	0016042250 54741
	14585030	10/01/2021	24.00	#218035301002 STN66 REC	0016062250 54741
	14585031	10/01/2021	45.41	#218035314002 STN68 REC	0016082250 54741
	14585093	10/01/2021	72.00	#218035292004 stn60 REC	0016002250 54741
TOTAL FOR CHECK AP 00056750:			815.77		
PMA DIRECT MARKETING LLC (PMADIRECT)					
	N2258PA	09/16/2021	17,680.00	POSTAGE FOR RESPONDER	0014002230 54221
TOTAL FOR CHECK AP 00056751:			17,680.00		
PRINT SOLUTIONS, INC (PRINSOLU)					
	102043	11/04/2021	258.50	GREEN PPE TAGS	0012502210 52010
TOTAL FOR CHECK AP 00056752:			258.50		
PUGET SOUND ENERGY (PSENERGY)					
	64-211011	10/11/2021	78.89	#200022454991 STN64 NAT GAS	0016042250 54701
	69-211015	10/15/2021	995.78	#200012220444 STN69 ELECTR	0016092250 54731
	71-211021	10/21/2021	199.86	#200018917720 STN71 NAT GAS	0017012250 54701
	71-211021	10/21/2021	782.18	#200018917720 STN71 ELECTR	0017012250 54731
	72-211015	10/15/2021	2,022.16	#220019632912 STN72 ELECTR	0017022250 54731
	72-211018	10/18/2021	49.39	#200004724288 STN72 NAT GAS	0017022250 54701
	72-211018	10/18/2021	266.67	#200004724288 STN72 ELECTR	0017022250 54731
	SP-211015	10/15/2021	428.74	#200017634847 SHOP ELECTR	0016502265 54731
TOTAL FOR CHECK AP 00056753:			4,823.67		
STEPHEN FRIEDRICK MD (STEPFRIE)					
	110121	11/01/2021	2,901.00	NOV PHYSICIAN ADVISOR CONTRAC	1013402680 54144
TOTAL FOR CHECK AP 00056754:			2,901.00		
STERLING SAVINGS BANK (UMPQUA)					
	0921001248	10/14/2021	278.38	Q3-21 ACCOUNT ANALYSIS	0012012211 54191
TOTAL FOR CHECK AP 00056757:			278.38		
THE HOME DEPOT PRO (HOMEPRO)					
	644828014	10/04/2021	84.88	GLASS CLEANER, FOAMING (EACH)	0012052218 53198
	644828014	10/04/2021	27.23	TOILET BOWL CLEANER (EACH)	0012052218 53198
	644828014	10/04/2021	363.72	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	644828014	10/04/2021	143.62	DISINFECTANT SPRAY (EACH)	0012052218 53198
	644828014	10/04/2021	38.06	SPONGE, SCRUBBING (EACH)	0012052218 53198
	644828014	10/04/2021	70.97	DISH SOAP, 1GAL (EACH)	0012052218 53198
	647660729	10/18/2021	41.32	GLASS CLEANER, FOAMING (EACH)	0012052218 53198
	647934884	10/19/2021	(84.88)	CREDIT INV 644828014	0012052218 53198
	647934892	10/19/2021	30.36	GLASS CLEANER, FOAMING (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00056755:			715.28		
ULINE (ULIN)					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/04/2021

End Date: 11/04/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	140685639	11/01/2021	214.06	OIL ABSORBANT PADS, MEDIUM WEI	0012052218 53198
TOTAL FOR CHECK AP 00056756:			214.06		
WASHINGTON WATER SERVICE (WASHWATE)					
	64-211013	10/13/2021	236.19	#9532658329 STN64 WATER	0016042250 54711
TOTAL FOR CHECK AP 00056758:			236.19		
WORLDWIDE SALES (LINEGEAR)					
	38880	09/01/2021	17,812.00	Foam used by JBLM as Mutual Ai	0013002220 53141
TOTAL FOR CHECK AP 00056759:			17,812.00		
REPORT TOTAL:			184,268.92		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
AP CHK 00056760	CPFR	Central Pierce Fire & Rescu	11/09/21	3,448,509.03	MW	IS		

S U B T O T A L S:								
Total Void Machine Written			0.00	Number of Checks Processed:		0		
Total Void Hand Written			0.00	Number of Checks Processed:		0		
Total Machine Written			3,448,509.03	Number of Checks Processed:		1		
Total Hand Written			0.00	Number of Checks Processed:		0		
Total Reversals			0.00	Number of Checks Processed:		0		
Total Cancelled			0.00	Number of Checks Processed:		0		
Total EFTs			0.00	Number of EFTs Processed:		0		
Total EPAYs			0.00	Number of EPAYs Processed:		0		
S U B T O T A L			3,448,509.03					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/09/2021

End Date: 11/09/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	110921B	11/09/2021	3,448,509.03	11/09/2021 AP EFTS	015 21110
	TOTAL FOR CHECK AP 00056760:		3,448,509.03		
	REPORT TOTAL:		3,448,509.03		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
AP CHK 00056761	AWORKSAF	A WORKSAFE SERVICE	11/10/21	55.00	MW	IS		
AP CHK 00056762	INTETELE	ALLSTREAM BUSINESS US INC	11/10/21	1,151.97	MW	IS		
AP CHK 00056763	CPFR	Central Pierce Fire & Rescu	11/10/21	7.80	MW	IS		
AP CHK 00056764	QWEST	Century Link	11/10/21	174.01	MW	IS		
AP CHK 00056765	QWESINTE	CenturyLink	11/10/21	8,963.08	MW	IS		
AP CHK 00056766	CITYTACO	City of Tacoma, City Treasu	11/10/21	672.83	MW	IS		
AP CHK 00056767	COMCAST	COMCAST	11/10/21	20,511.02	MW	IS		
AP CHK 00056768	COMCAST	COMCAST	11/10/21	399.83	MW	IS		
AP CHK 00056769	COSTWHOL	COSTCO Wholesale	11/10/21	120.00	MW	IS		
AP CHK 00056770	ELMHMUTU	Elmhurst Mutual Power & Lig	11/10/21	629.83	MW	IS		
AP CHK 00056771	FIRGMUTU	Firgrove Mutual Water Compa	11/10/21	158.40	MW	IS		
AP CHK 00056772	FRUIMUTU	Fruitland Mutual Water Comp	11/10/21	431.17	MW	IS		
AP CHK 00056773	GALLS	Galls Incorporated	11/10/21	422.37	MW	IS		
AP CHK 00056774	GENSCO	GENSCO	11/10/21	148.22	MW	IS		
AP CHK 00056775	HARPHAYE	HARPER HAYES PLLC	11/10/21	3,543.50	MW	IS		
AP CHK 00056776	SOBO06010	JAMES SOBOLE	11/10/21	571.34	MW	IS		
AP CHK 00056777	BERD04150	KEVIN BERDAN	11/10/21	1,519.20	MW	IS		
AP CHK 00056778	PARKLIGH	Parkland Light & Water Co.	11/10/21	1,326.35	MW	IS		
AP CHK 00056779	STUE08090	Paul Stueve	11/10/21	105.49	MW	IS		
AP CHK 00056780	PCSEWER	Pierce County Sewer	11/10/21	972.70	MW	IS		
AP CHK 00056781	PRINSOLU	PRINT SOLUTIONS INC	11/10/21	31.90	MW	IS		
AP CHK 00056782	SNURSEMI	SNURE LAW OFFICE PSC	11/10/21	225.00	MW	IS		
AP CHK 00056783	SPANWATE	Spanaway Water Co	11/10/21	446.41	MW	IS		
AP CHK 00056784	UNITPARC	United Parcel Service	11/10/21	85.76	MW	IS		
AP CHK 00056785	VERIWIRE	Verizon Wireless	11/10/21	7,406.85	MW	IS		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
S U B T O T A L S:									
Total Void Machine Written				0.00		Number of Checks Processed:		0	
Total Void Hand Written				0.00		Number of Checks Processed:		0	
Total Machine Written				50,080.03		Number of Checks Processed:		25	
Total Hand Written				0.00		Number of Checks Processed:		0	
Total Reversals				0.00		Number of Checks Processed:		0	
Total Cancelled				0.00		Number of Checks Processed:		0	
Total EFTs				0.00		Number of EFTs Processed:		0	
Total EPAYs				0.00		Number of EPAYs Processed:		0	
S U B T O T A L				50,080.03					

**Central Pierce Fire and Rescue
Accounts Payable Warrant Approval**

Start Date: 11/10/2021
End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
A WORKSAFE SERVICE (AWORKSAF)					
	312314	10/29/2021	55.00	Drug Screen Pre-Employ Micah S	0012032213 54171
TOTAL FOR CHECK AP 00056761:			55.00		
CITY OF TACOMA, CITY TREASURER (CITYTACO)					
	91054736	11/01/2021	672.83	NOV TECH EXP REIMB/RSC	0012402880 54811
TOTAL FOR CHECK AP 00056766:			672.83		
COMCAST (COMCAST)					
	132112259	10/15/2021	14,040.02	CP OCT COMM CONNECT	0012102215 54202
	132112259	10/15/2021	2,843.38	GIGHARB OCT COMM CONN	0012152215 54202
	132112259	10/15/2021	3,627.62	GRAHAM OCT COMM CONN	0012152215 54202
TOTAL FOR CHECK AP 00056767:			20,511.02		
	101421	10/14/2021	399.83	GRAHAM OCT COMM CONNECT	0012152215 54202
TOTAL FOR CHECK AP 00056768:			399.83		
TOTAL FOR COMCAST:			20,910.85		
COSTCO WHOLESALE (COSTWHOL)					
	101921	10/19/2021	120.00	2021 MEMBER RENEWAL 2 CARDS	0012002210 54901
TOTAL FOR CHECK AP 00056769:			120.00		
ELMHURST MUTUAL POWER & LIGHT (ELMHUTU)					
	62-211013	10/13/2021	145.00	#5147 STN62 ELECTRICITY	0016022250 54731
	65-211027	10/27/2021	484.83	#65031 STN65 ELECTRICITY	0016052250 54731
TOTAL FOR CHECK AP 00056770:			629.83		
FIRGROVE MUTUAL WATER COMPANY (FIRGMUTU)					
	69SP-211031	10/31/2021	79.20	#008511000 STN69 WATER CHG	0016092250 54711
	69SP-211031	10/31/2021	79.20	#008511000 SHOP WATER CHG	0016502265 54711
TOTAL FOR CHECK AP 00056771:			158.40		
FRUITLAND MUTUAL WATER COMPANY (FRUMUTU)					
	66-211031	10/31/2021	180.49	#42720 STN66 WATER CHG	0016062250 54711
	N72-211031	10/31/2021	250.68	#41122 N72 WATER CHGS	0017022250 54711
TOTAL FOR CHECK AP 00056772:			431.17		
GALLS INCORPORATED (GALLS)					
	019675400	11/03/2021	422.37	2EA. BLU NOMEX PANTS 34X32	0012042254 52011
TOTAL FOR CHECK AP 00056773:			422.37		
GENSCO (GENSCO)					
	853245029	11/05/2021	148.22	68 filter GPF HP8 20 24 2 MERV	0016082250 53141
TOTAL FOR CHECK AP 00056774:			148.22		
HARPER HAYES PLLC (HARPHAYE)					
	11151	10/31/2021	3,543.50	2021 STN72 INS COV'G CLAIMS	0012002210 54151
TOTAL FOR CHECK AP 00056775:			3,543.50		
INTEGRA TELECOM (INTETELE)					
	17769088	10/08/2021	541.11	#637153 OCT SVC CHGS	0012102215 54202
	17771449	10/11/2021	610.86	#727925 SEP SVC CHGS	0012102215 54202
TOTAL FOR CHECK AP 00056762:			1,151.97		
JAMES SOBOLE (SOBO06010)					
	20213141	10/28/2021	54.00	11/14 UKG WRKS/PERDIEM LASVEGA	0012302240 54301

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/10/2021
End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	20213141	10/28/2021	517.34	11/14 UKG WRKS LODGING LAS	0012302240 54301
TOTAL FOR CHECK AP 00056776:			571.34		
KEVIN BERDAN (BERD04150)					
	20213046	11/01/2021	364.00	NOV14 FIRE INVEST/PERDIEM	0014002230 54301
	20213046	11/01/2021	650.88	11/14 FIRE INVEST.LODGING	0014002230 54311
	20213046	11/01/2021	504.32	11/14 FIRE INVEST CAR PLAIN CI	0014002230 54331
TOTAL FOR CHECK AP 00056777:			1,519.20		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	61E-211101	11/01/2021	1,065.35	#1408 STN61 ELECTRICITY	0016012250 54731
	61L-211101	11/01/2021	85.01	#40956 STN61 TRAFF LIGHT	0016012250 54731
	61W-211101	11/01/2021	57.56	#1409 STN61 WATER CHGS	0016012250 54711
	61W-211101A	11/01/2021	118.43	#1407 STN61 WATER CHGS	0016012250 54711
TOTAL FOR CHECK AP 00056778:			1,326.35		
PAUL STUEVE (STUE08090)					
	091321	09/23/2021	105.49	SEP13 MAZATLAN LUNCH TRNG	0012302240 53171
TOTAL FOR CHECK AP 00056779:			105.49		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	110921	11/09/2021	7.80	AUG 2021 PAYTRACE SVC FEE	0012012211 54191
TOTAL FOR CHECK AP 00056763:			7.80		
PIERCE COUNTY SEWER (PCSEWER)					
	60-211101	11/01/2021	140.14	#1812114 STN60 SEWER CHGS	0016002250 54721
	61-211101	11/01/2021	158.47	#85900 STN61 SEWER CHGS	0016012250 54721
	62-211101	11/01/2021	21.04	#233439 STN62 SEWER CHGS	0016022250 54721
	63-211101	11/01/2021	76.01	#1778561 STN63 SEWER CHGS	0016032250 54721
	65-211101	11/01/2021	85.17	#1236121 STN65 SEWER CHGS	0016052250 54721
	67TC-211101	11/01/2021	79.24	#462454 STN67 SEWER CHGS	0016072250 54721
	67TC-211101	11/01/2021	79.23	#462454 TC SEWER CHGS	0016172250 54721
	68-211001	10/01/2021	103.50	#1061119 STN68 SEP	0016082250 54721
	68-211101	11/01/2021	103.50	#1061119 STN68 SEWER CHG	0016082250 54721
	69SP-211101	11/01/2021	63.20	#535508 STN69 SEWER CHGS	0016092250 54721
	69SP-211101	11/01/2021	63.20	#535508 SHOP SEWER CHGS	0016502265 54721
TOTAL FOR CHECK AP 00056780:			972.70		
PRINT SOLUTIONS, INC (PRINSOLU)					
	101828	10/25/2021	31.90	ADMIN MORROW CARDS	0012002210 54941
TOTAL FOR CHECK AP 00056781:			31.90		
QWEST (QWESINTE)					
	246559059	10/08/2021	3,347.27	OCT COMM CONNECT CPFR	0012102215 54202
	246559059	10/08/2021	3,304.03	OCT KEY PEN COMM CONNECT	0012152215 54202
	246559059	10/08/2021	2,311.78	OCT GIG HARB COMM CONN	0012152215 54202
TOTAL FOR CHECK AP 00056765:			8,963.08		
QWEST COMMUNICATIONS COMPANY LL (QWEST)					
	102621	10/26/2021	174.01	#253Z260451282B OCT DIST PH	0012102215 54202
TOTAL FOR CHECK AP 00056764:			174.01		
SNURE SEMINARS (SNURSEMI)					
	110121	11/01/2021	225.00	OCT LEGAL	0012002210 54151

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/10/2021

End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
TOTAL FOR CHECK AP 00056782:			225.00		
SPANAWAY WATER CO (SPANWATE)					
	60-211012	10/12/2021	444.41	#37540 STN60 WATER CHGS	0016002250 54711
	60T-211012	10/12/2021	2.00	#82930 60TWR WATER CHG	0016402250 54711
TOTAL FOR CHECK AP 00056783:			446.41		
UNITED PARCEL SERVICE (UNITPARC)					
	5Y5731421	10/16/2021	10.97	FRT TO SHIP CLASS A COAT OVERB	0012042254 54221
	5Y5731421	10/16/2021	11.90	GTT OPTICOM SN7951KX2202 WARRA	0012042254 54221
	5Y5731421	10/16/2021	13.40	SHIP DEFECTIVE DEF HEADS WARRA	0012042254 54221
	5Y5731421	10/16/2021	14.08	SHIP DEFECTIVE DEF HEADS WARRA	0012042254 54221
	5Y5731441	10/30/2021	22.42	FREIGHT TO SHIP ENVELOPE P. ST	0012042254 54221
	5Y5731441	10/30/2021	12.99	FRT TO SHIP Q-ZIP	0012042254 54221
TOTAL FOR CHECK AP 00056784:			85.76		
VERIZON WIRELESS (VERIWIRE)					
	9891156161	10/21/2021	563.16	#74200269700001 OCT SVC CHG	0012102215 54202
	9891156162	10/21/2021	3,109.68	#74200269700002 OCT SVC CHG	0012102215 54202
	9891156163	10/21/2021	384.99	CP-CELL PHONE REPLACEMENT CHAR	0012102215 53501
	9891156163	10/21/2021	661.10	#74200269700004 OCT SVC CHG	0012102215 54202
	9891156164	10/21/2021	561.09	#74200269700005 OCT SVC	0012102215 54202
	9891156165	10/21/2021	491.69	#74200269700006 OCT SVC	0012102215 54202
	9891156166	10/21/2021	1,635.14	#74200269700010 OCT SVC CHG	0012102215 54202
TOTAL FOR CHECK AP 00056785:			7,406.85		
REPORT TOTAL:			50,080.03		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
AP CHK 00056786	CPFR	Central Pierce Fire & Rescu	11/10/21	32,446.88	MW	IS			

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	32,446.88	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

GRAND TOTAL 32,446.88

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/10/2021

End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	111021	11/10/2021	32,446.88	11/10/2021 AP EFTS	001 21110
TOTAL FOR CHECK AP 00056786:			32,446.88		
REPORT TOTAL:			32,446.88		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK 00056258	CIGNWEST	CIGNA/GREAT WEST HEALT	06/17/21	1,114.00	MW	RV		Reversed

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	1,114.00	Number of Checks Processed:	1
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

GRAND TOTAL 1,114.00

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK 00056482	ANDE08020	DARWIN ANDERSEN	08/25/21	236.09	MW	RV		Reversed
AP CHK 00056488	TOLE02180	Ethan Toler	08/25/21	236.09	MW	RV		Reversed

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	472.18	Number of Checks Processed:	2
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 472.18

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Electronic Payment Details

In accordance with RCW 42.24 the electronic payments detailed in the attachments have been authenticated and certified by the District's Auditing Officer, that the claims are a just, due, and paid obligation against Central Pierce Fire & Rescue. This is presented to the Board of Fire Commissioners for Board informational purposes only. Board authorization occurred with the approval of warrants noted below. Warrants issued transfer funds to the bank account in which the electronic payments are drawn.

<u>Issue Date</u>	<u>EFT Numbers</u>	<u>EFT Transfer Warrant</u>	<u>Amount</u>
11/04/2021	<u>EP00011910 -EP00011942</u>	AP00056742	<u>\$103,418.05</u>
11/09/2021	<u>EP00011943 -EP00011944</u>	AP00056760	<u>\$3,448,509.03</u>
11/10/2021	<u>EP00011945 -EP00011970</u>	AP00056786	<u>\$32,446.88</u>
Total			<u>\$3,584,373.96</u>

Dan Olson
Fire Chief

Matt Holm
Chair

Steve Stringfellow
Commissioner

Rich Coleman
Commissioner

Bob Willis
Commissioner

Bill Eckroth
Commissioner

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP EFT 00011910	AMAZON	AMAZON CAPITAL SERVICES	11/04/21	767.81	MW	CX	
AP EFT 00011911	BESTBUY	BEST BUY GOV/ED BUSINESS AD	11/04/21	758.93	MW	CX	
AP EFT 00011912	CASCAFIRE	CASCADE FIRE & SAFETY	11/04/21	209.48	MW	CX	
AP EFT 00011913	CASCFIRE	Cascade Fire Equipment Comp	11/04/21	609.40	MW	CX	
AP EFT 00011914	CPFREFT	Central Pierce Fire & Rescu	11/04/21	2,546.44	MW	CX	
AP EFT 00011915	CITYTREA	CITY OF TACOMA	11/04/21	2,140.54	MW	CX	
AP EFT 00011916	FASTINDU	Fastenal Industrial & Const	11/04/21	197.74	MW	CX	
AP EFT 00011917	VALLFREI	FREIGHTLINER NORTHWEST	11/04/21	552.73	MW	CX	
AP EFT 00011918	GRAIPART	Grainger Parts	11/04/21	423.94	MW	CX	
AP EFT 00011919	NEXTGEN	JARED BUCKLEY	11/04/21	4,500.00	MW	CX	
AP EFT 00011920	KRONOS	KRONOS INCORPORATED	11/04/21	263.34	MW	CX	
AP EFT 00011921	LNCURTIS	L.N. Curtis and Sons	11/04/21	1,794.49	MW	CX	
AP EFT 00011922	LIFEASSI	Life-Assist Inc	11/04/21	13,016.97	MW	CX	
AP EFT 00011923	LOWECOMP	Lowe's Companies	11/04/21	350.86	MW	CX	
AP EFT 00011924	MALLCOMP	Mallory Safety and Supply L	11/04/21	1,114.08	MW	CX	
AP EFT 00011925	MESNORT	MES NORTHWEST	11/04/21	16,229.76	MW	CX	
AP EFT 00011926	MICHCUST	MICHAEL'S CUSTOM UPHOLSTERY	11/04/21	72.53	MW	CX	
AP EFT 00011927	MOUNMIST	Mountain Mist Water	11/04/21	182.15	MW	CX	
AP EFT 00011928	MULTWORK	MULTICARE CENTERS OF	11/04/21	1,503.65	MW	CX	
AP EFT 00011929	PLATELEC	Platt Electric Supply	11/04/21	123.75	MW	CX	
AP EFT 00011930	ROGUFITN	ROGUE FITNESS	11/04/21	25,162.77	MW	CX	
AP EFT 00011931	STANPART	Standard Parts Corp	11/04/21	695.25	MW	CX	
AP EFT 00011932	STAPINC	STAPLES INC.	11/04/21	2,582.56	MW	CX	
AP EFT 00011933	SUMNLAWN	SUMNER LAWN 'N SAW	11/04/21	213.94	MW	CX	
AP EFT 00011934	TACOSCRE	Tacoma Screw Products Inc	11/04/21	198.02	MW	CX	
AP EFT 00011935	TERRSTAFF	Terra Services Inc	11/04/21	1,738.80	MW	CX	
AP EFT 00011936	UNIFIRST	UNIFIRST CORPORATION	11/04/21	134.81	MW	CX	
AP EFT 00011937	USBANKBU	US Bank Business Card	11/04/21	17,642.99	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00011938	WORXTIME	WORXTIME LLC	11/04/21	4,051.69	MW	CX	
AP EFT 00011939	CUMMNW	CUMMINS INC.	11/04/21	3,187.39	MW	CX	
AP EFT 00011940	BENNO9190	DALE BENNING	11/04/21	75.64	MW	CX	
AP EFT 00011941	FHGGRAPH	FHG GRAPHICS & DESIGN	11/04/21	330.00	MW	CX	
AP EFT 00011942	GARYHAUE	Gary Hauenstein	11/04/21	45.60	MW	CX	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	103,418.05	Number of EFTs Processed:	33
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 103,418.05

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/04/2021

End Date: 11/04/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AMAZON CAPITAL SERVICES (AMAZON)					
	1H9P6TLVHH37	09/09/2021	58.30	HAZMAT FILE BOX	0013202260 53501
	1JJ1K6FLJWDW	09/26/2021	32.33	68 PLATES Corelle Winter Frost	0016082250 53501
	1LW3GPM17VK	10/28/2021	69.63	DFM K9 Flex 2500 Soft Chews -	0014102230 53501
	1LW3GPM17VK	10/28/2021	63.49	DFM K9 Vetoquinol Triglyceride	0014102230 53501
	1LW3GPM17VK	10/28/2021	9.51	S&H / DOG SUPPLIES	0014102230 53501
	1LW3GPM17VK	10/28/2021	(14.51)	PROMOTION	0014102230 53501
	1QY1HMF4R4L	10/27/2021	61.59	63 Amazon Basics Side Press	0016032250 53501
	1QY1HMF4R4L	10/27/2021	15.28	72 WR Yecaye 125in Cord Hider,	0017022250 53501
	1QY1HMF4R4L	10/27/2021	17.37	72 WR D-Line 6ft Floor Cord Co	0017022250 53501
	1RPX3XFTF13R	10/21/2021	43.99	63 Weber 7642 Sp 210-310 Ignit	0016032250 53501
	1RPX3XFTF13R	10/21/2021	53.89	63 Cast Iron Grates 7527 65906	0016032250 53501
	1VRLWH6QFCX	10/21/2021	5.50	72 CR2016 3V Lithium	0017022250 53141
	1YP9T7DPQ3W6	10/10/2021	28.04	CS Clorox Automatic Toilet Bow	0012052218 53121
	1YP9T7DPQ3W6	10/10/2021	323.40	60 SHELVES edsal UR1848AZ-BLK	0016002250 53501
TOTAL FOR CHECK AP 00011910:			767.81		
BEST BUY GOV/ED LLC (BESTBUY)					
	5571621	10/28/2021	659.98	LOG Apple - 10.9-Inch iPad Air	0012042254 53501
	5571621	10/28/2021	98.95	LOG OtterBox - Defender Pro Se	0012042254 53501
TOTAL FOR CHECK AP 00011911:			758.93		
CASCADE FIRE & SAFETY (CASCFIRE)					
	141432	11/01/2021	209.48	ACTUATOR, LOCK KIT KME (2)	0016502265 53143
TOTAL FOR CHECK AP 00011912:			209.48		
CASCADE FIRE EQUIPMENT CORP (CASCFIRE)					
	119836	10/22/2021	609.40	duty boots	0012042254 52011
TOTAL FOR CHECK AP 00011913:			609.40		
CITY TREASURER (CITYTREA)					
	63-211026	10/26/2021	34.13	#100227813 STN63 ELECTRICITY	0016032250 54731
	63-211026A	10/26/2021	374.46	#101079231 STN63 WATER	0016032250 54711
	63-211026W	10/26/2021	85.27	#101079232 STN63 WATER	0016032250 54711
	63I-211026	10/26/2021	534.81	#101079233 STN63 IRRIGATION	0016032250 54711
	64-211027	10/27/2021	351.17	#100560576 STN64 ELECTRICITY	0016042250 54731
	N63-211026	10/26/2021	760.70	#100983903 STN63 ELECTRIC	0016032250 54731
TOTAL FOR CHECK AP 00011915:			2,140.54		
CUMMINS NORTHWEST LLC (CUMMNW)					
	0127133	11/01/2021	3,187.39	E18-4, DEF DOSER PUMP & DOSER	0016502265 54820
TOTAL FOR CHECK AP 00011939:			3,187.39		
DALE BENNING (BENN09190)					
	110221	11/02/2021	75.64	FUEL 846/MILEAGE 132823	0012042254 53201
TOTAL FOR CHECK AP 00011940:			75.64		
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WALA249126	10/29/2021	197.74	DIABLO Reciprocating Blade Car	0012042254 53141
TOTAL FOR CHECK AP 00011916:			197.74		
FHG GRAPHICS & DESIGN (FHGGGRAPH)					
	000392	10/27/2021	330.00	SCREENING TEE SHIRTS	0012042254 52014

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TOTAL FOR CHECK AP 00011941:			330.00		
GARY HAUSTEIN (GARYHAUE)					
	110221	11/02/2021	45.60	DENTAL CLM 202128032640200	0012032213 52009
TOTAL FOR CHECK AP 00011942:			45.60		
GRAINGER PARTS (GRAIPART)					
	9096411047	10/22/2021	423.94	2022 wntr scdy glasses	0012352240 52010
TOTAL FOR CHECK AP 00011918:			423.94		
KRONOS INCORPORATED (KRONOS)					
	11833471	10/28/2021	263.34	Kronos Service, Support an Con	0013002220 54191
TOTAL FOR CHECK AP 00011920:			263.34		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV538401	10/27/2021	428.50	DUTY BOOTS	0012042254 52011
	INV538914	10/28/2021	1,187.34	2022 ACADEMY GB-15563	0012352240 53501
	INV539887	10/29/2021	178.65	100 WATT SIREN PN Z8556082C	0016502265 53143
TOTAL FOR CHECK AP 00011921:			1,794.49		
LIFE-ASSIST INC (LIFEASSI)					
	1127634	08/23/2021	115.06	HALO CHEST SEAL (EACH)	0012052218 53198
	1136578	09/23/2021	1,995.84	BLOOD GLUCOSE TEST STRIPS (BOX	0012052218 53198
	1141202	10/12/2021	394.90	ELECTRODE, PHYSIO QUICK-COMBO,	0012052218 53198
	1141202	10/12/2021	91.08	RAZOR, GALLANT PREPARATION (EA	0012052218 53198
	1142142	10/13/2021	4.62	DUP CHG / SEE CREDIT 1144236	0012052218 53141
	1142403	10/14/2021	116.60	LIDOCAINE 2% 100MG 5ML SYRINGE	0012052218 53198
	1142403	10/14/2021	105.00	IV CATHETER, 24GAx.75", PROTEC	0012052218 53198
	1142403	10/14/2021	870.00	IV CATHETER, 18GAx1.25", PROTE	0012052218 53198
	1142403	10/14/2021	870.00	IV CATHETER, 20GAx1.25", PROTE	0012052218 53198
	1142493	10/14/2021	28.05	ADHESIVE BANDAGES, 1"x3", CLOT	0012052218 53198
	1142493	10/14/2021	52.80	GAUZE SPONGE, 2"x2" STERILE (B	0012052218 53198
	1142493	10/14/2021	19.25	GAUZE SPONGE, 4"x4" STERILE (B	0012052218 53198
	1142493	10/14/2021	1,675.30	MEGAMOVER TRANSPORT UNIT (EA)	0012052218 53198
	1142493	10/14/2021	103.95	COLLAR, EXTRICATION, ADJUSTABL	0012052218 53198
	1144236	10/21/2021	(4.62)	CREDIT DUP CHG - INV 1142142	0012052218 53141
	1144289	10/21/2021	379.72	ET TUBE INTRODUCER, 15FR (EACH	0012052218 53198
	1144289	10/21/2021	25.34	BANDAGE, CONFORMING 4" STRETCH	0012052218 53198
	1144289	10/21/2021	1,675.30	MEGAMOVER TRANSPORT UNIT (EA)	0012052218 53198
	1144289	10/21/2021	363.00	IV ADMIN SET, 10 DROP (EACH)	0012052218 53198
	1144289	10/21/2021	108.55	LARYNGO HANDLE, FIBEROPTIC, SM	0012052218 53198
	1144289	10/21/2021	121.44	GLUCOSE 15GM, TUBE (PASTE)	0012052218 53198
	1144289	10/21/2021	1,259.94	02 MAX BITRAC ED DISPOSABLE CP	0012052218 53198
	1144289	10/21/2021	78.41	SUCTION CANISTER, 1200CC (EACH	0012052218 53198
	1144289	10/21/2021	102.30	NEBULIZER, MISTY MAX (EACH)	0012052218 53198
	1144289	10/21/2021	212.30	BVM FILTER	0012052218 53198
	1144289	10/21/2021	68.33	BP UNIT, ADULT STANDARD (EACH)	0012052218 53198
	1144289	10/21/2021	1,980.00	Rainbow Sensor, Adult, DCI	1013402680 53501
	1144372	10/22/2021	8.25	ENDO TUBE, UNCUFFED, 2.0MM (EA	0012052218 53198
	1144373	10/22/2021	156.33	TOURNIQUET, LATEX FREE (ROLL/1	0012052218 53198

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	1144417	10/22/2021	13.31	ENDO TUBE, CUFFED, 7.0MM (EACH	0012052218 53198
	1144418	10/22/2021	26.62	ENDO TUBE, CUFFED, 7.0MM (EACH	0012052218 53198
TOTAL FOR CHECK AP 00011922:			13,016.97		
LOWE'S COMPANIES (LOWECOMP)					
	60521	11/02/2021	350.86	LOG Casoron 8-lb Pre-emergent	0012042254 53141
TOTAL FOR CHECK AP 00011923:			350.86		
MALLORY COMPANY (MALLCOMP)					
	5205612	10/19/2021	383.68	CONFIDENCE PLUS, 32OZ (EACH)	0012052218 53198
	5209513	10/27/2021	730.40	O2 sensors for the gas alert X	0012042254 53141
TOTAL FOR CHECK AP 00011924:			1,114.08		
MES NORTHWEST (MESNORT)					
	IN1630944	10/12/2021	1,650.00	TEE SHIRT	0012042254 52014
	IN1630947	10/12/2021	7,520.04	Q-MASTER TEE SHIRTS	0012042254 52014
	IN1632617	10/15/2021	1,119.52	L21-1 Cellar Nozzle Model #R	0153009422 56401
	IN1632617	10/15/2021	687.61	L21-1 Bresnan Distributor Nozz	0153009422 56401
	IN1632617	10/15/2021	605.39	L21-1 Applicator for	0153009422 56401
	IN1632617	10/15/2021	1,119.52	L21-2 Cellar Nozzle Model #R	0153009422 56401
	IN1632617	10/15/2021	687.61	L21-2 Bresnan Distributor Nozz	0153009422 56401
	IN1632617	10/15/2021	605.39	L21-2 Applicator for	0153009422 56401
	IN1632628	10/15/2021	1,933.25	JOB SHIRTS NAVY	0012042254 52011
	IN1632628	10/15/2021	74.43	SHIPPING / SHIRTS	0012042254 52011
	IN1634398	10/20/2021	209.00	COMISH Q-ZIPS	0011001100 53131
	IN1634398	10/20/2021	18.00	SHIPPING / SHIRTS	0011001100 53131
TOTAL FOR CHECK AP 00011925:			16,229.76		
MICHAEL'S CUSTOM UPHOLSTERY (MICHCUST)					
	157123	10/28/2021	72.53	BACKBOARD RETENTION STRAPS (6)	0016502265 54820
TOTAL FOR CHECK AP 00011926:			72.53		
MOUNTAIN MIST WATER (MOUNMIST)					
	004399939	10/26/2021	182.15	WATER, FLAT CAPS (CASE/24)	0012052218 53198
TOTAL FOR CHECK AP 00011927:			182.15		
MULTICARE HEALTH WORKS (MULTWORK)					
	149174	10/01/2021	1,252.85	Spec Ops Physical - Boyle	0013302685 54171
	149174	10/01/2021	250.80	PM School Immun. Brizendine	1013402680 54171
TOTAL FOR CHECK AP 00011928:			1,503.65		
NEXTGEN SKILLS (NEXTGEN)					
	INV1530	10/20/2021	4,000.00	Executive Coaching	0012032213 54191
	INV1530	10/20/2021	500.00	Retainer Fee	0012032213 54191
TOTAL FOR CHECK AP 00011919:			4,500.00		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	38880	09/01/2021	1,781.20	Foam used by JBLM as Mutual Ai	0013002220 53141
	PC.204.211028.4	11/04/2021	2.90	veil iphone 13 mini case	0012102215 53501
	PC.204.211128.1	11/04/2021	248.34	POWER BLOWER FOR SCAG MOWER	0012042254 53501
	PC.340.211028.1	11/04/2021	168.00	11/21 EMS CONNECT	1013402680 54902
	PC.340.211028.1	11/04/2021	159.60	10/21 EMS CONNECT INV5731	1013402680 54902
	PC.340.211028.1	11/04/2021	159.00	9/21 EMS CONNECT INV5598	1013402680 54902

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	PC.650.211028.4	11/04/2021	27.40	HYDRAULIC FITTINGS	0016502265 53143
TOTAL FOR CHECK AP 00011914:			2,546.44		
PLATT ELECTRIC (PLATELEC)					
	2D68123	10/20/2021	123.75	F17T8/ADV 841 LAMPS	0016012250 53141
TOTAL FOR CHECK AP 00011929:			123.75		
ROGUE FITNESS (ROGUFITN)					
	9536327	10/11/2021	3,288.99	ERF Rogue ECHO Bike v2.0 - 2 P	0152502210 53501
	9536327	10/11/2021	20,658.00	ERF Versa Climber SM (Variable	0152509422 56431
	9536327	10/11/2021	1,215.78	ERF FRT	0152509422 56431
TOTAL FOR CHECK AP 00011930:			25,162.77		
STANDARD PARTS CORP (STANPART)					
	072602	10/22/2021	601.92	M19-5 10W30 DIESEL GALLONS 12	0016502265 53181
	073882	10/28/2021	49.68	FLOOR DRY (4 BAGS)	0016502265 53141
	074395	11/01/2021	43.65	RV17-1 WIPER BLADE 6-024-PP	0016502265 53143
TOTAL FOR CHECK AP 00011931:			695.25		
STAPLES, INC. (STAPINC)					
	3490539566	10/22/2021	26.80	LAMINATING POUCHES, LETTER (PK	0012052218 53198
	3490539566	10/22/2021	138.53	TOILET TISSUE, 2 PLY JUMBO (RO	0012052218 53198
	3490539566	10/22/2021	377.46	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	3490539566	10/22/2021	252.58	LINER, 40x46 (1.25MIL) (BOX)	0012052218 53198
	3490539566	10/22/2021	41.78	SPONGE, SCRUBBING (EACH)	0012052218 53198
	3490539566	10/22/2021	33.79	CLEANSER, CREAM (EACH)	0012052218 53198
	3490539566	10/22/2021	995.94	SOAP, ANTISEPTIC LOTION, 800ML	0012052218 53198
	3490539566	10/22/2021	10.70	FILE FOLDER, LETTER, 1/3 CUT,	0012052218 53198
	3490539567	10/22/2021	33.00	TISSUEE, WHITE FACIAL (BOX)	0012052218 53198
	3490539567	10/22/2021	49.18	SIMPLE GREEN CONCENTRATE, 1GAL	0012052218 53198
	3490539567	10/22/2021	85.68	DISH SOAP, 1GAL (EACH)	0012052218 53198
	3490759943	10/24/2021	141.89	GERMICIDAL BLEACH SANI WIPES -	0012052218 53198
	3491036977	10/28/2021	17.14	DISH SOAP, 1GAL (EACH)	0012052218 53198
	3491107013	10/29/2021	60.32	C/S 2022 AT-A-GLANCE 36" x 24"	0012052218 53141
	3491107013	10/29/2021	109.99	63 toner	0016032250 53141
	3491481245	10/30/2021	9.38	60A Avery High Visibility Lase	0012302240 53101
	3491481246	10/30/2021	138.49	FLO-THRU VEHICLE BRUSH, GREEN	0012052218 53198
	3491870829	11/02/2021	10.71	FILE FOLDER, LETTER, 1/3 CUT,	0012052218 53198
	3491870829	11/02/2021	49.20	SIMPLE GREEN CONCENTRATE, 1GAL	0012052218 53198
TOTAL FOR CHECK AP 00011932:			2,582.56		
SUMNER LAWN 'N SAW (SUMNLAWN)					
	85085	11/03/2021	213.94	CHAINSAW MAINT. TANK HOUSING	0012042254 54811
TOTAL FOR CHECK AP 00011933:			213.94		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10004751700	11/01/2021	33.90	WEATHER PAK CONNECTORS	0016502265 53141
	10005319900	11/02/2021	164.12	ELECTRICAL TAPE, KRIMPA SEAL	0016502265 53141
TOTAL FOR CHECK AP 00011934:			198.02		
TERRA SERVICES INC (TERRSTAFF)					
	2125922	10/29/2021	1,738.80	Finance Temp wk ending oct24	0012012211 54191

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TOTAL FOR CHECK AP 00011935:			1,738.80		
UNIFIRST CORPORATION (UNIFIRST)					
	3301797669	11/03/2021	134.81	NOV03 SHOP UNIFORMS/RUGS	0016502265 54931
TOTAL FOR CHECK AP 00011936:			134.81		
US BANK BUSINESS CARD (USBANKBU)					
PC.000.211028.2	11/04/2021	55.60	Fuel- WA Sate Assoc of FM Conf	0012042254 53201	
PC.200.211028.1	11/04/2021	58.18	Fuel	0012042254 53201	
PC.200.211028.1	11/04/2021	58.86	Gas	0012042254 53201	
PC.200.211028.1	11/04/2021	60.15	ADMIN ZOOM-10/26-11/25	0012002210 54902	
PC.200.211128.1	11/04/2021	19.66	Monthly Charge for Stamps.com	0012002210 54221	
PC.201.210928.1	11/04/2021	30.00	GOOD2GO AUTO REPLENISH	0012152215 54331	
PC.203.211028.5	11/04/2021	155.95	Retire Service Award- Fisher	0012032213 53132	
PC.203.211028.5	11/04/2021	199.00	Sys Appl ZipRecruiter Ad	0012032213 54111	
PC.203.211028.5	11/04/2021	199.00	Network Admin ZipRecruiter Ad	0012032213 54111	
PC.203.211028.5	11/04/2021	225.00	Sys Appl Diversity Jobs Ad	0012032213 54111	
PC.203.211028.5	11/04/2021	225.00	Network Adminl ZipRecruiter Ad	0012032213 54111	
PC.203.211028.5	11/04/2021	225.00	Recruitment Ad-Diversity Jobs	0012032213 54111	
PC.203.211028.5	11/04/2021	20.00	Training Paid Fam Leave	0012032213 54921	
PC.203.211128.1	11/04/2021	102.00	PUB ED TESTING ASSESSOR LUNCH	0012032213 53171	
PC.203.211128.1	11/04/2021	163.99	HR Zoom Licenses	0012032213 54911	
PC.204.211028.4	11/04/2021	28.97	QUART OF EXTERIOR PAINT	0012042254 53141	
PC.204.211028.4	11/04/2021	445.10	REPAIR O/S SECTIONS HOSE	0012042254 54811	
PC.204.211028.4	11/04/2021	28.99	veil iphone 13 mini case	0012102215 53501	
PC.204.211128.1	11/04/2021	2,483.43	POWER BLOWER FOR SCAG MOWER	0012042254 53501	
PC.230.211028.4	11/04/2021	(189.10)	OLSON WFCA LODG 2021-2883	0012002210 54311	
PC.230.211028.4	11/04/2021	75.00	MCAFFEE IFSTA CHIEF 2021-3134	0012302240 53102	
PC.230.211028.4	11/04/2021	849.00	BECKER ESO WAVE REG 2021-3136	0012302240 54921	
PC.230.211028.4	11/04/2021	667.80	FOOD FOR ACDEMY & STAFF	0012352240 53171	
PC.230.211028.4	11/04/2021	2,688.00	HOTEL FOT STAFF AND RECRUITS	0012352240 54311	
PC.230.211028.4	11/04/2021	(100.00)	2021-3045 WOHRLE PARTIAL REFUN	0014002230 54921	
PC.230.211028.4	11/04/2021	165.00	MOAN ACLS RENEWAL 2021-3114	1013402680 54921	
PC.230.211128.1	11/04/2021	376.80	SOBOLE UKG WORKS AIR 2021-3141	0012302240 54341	
PC.230.211128.1	11/04/2021	1,825.00	SOBOLE UKG WORKS REG 2021-3141	0012302240 54921	
PC.300.210828.3	11/04/2021	43.94	FOOD REHAB	0013002220 53171	
PC.300.211128.1	11/04/2021	189.10	WFCA LODGING	0012002210 54311	
PC.340.211028.1	11/04/2021	1,680.00	11/21 EMS CONNECT	1013402680 54902	
PC.340.211028.1	11/04/2021	1,596.00	10/21 EMS CONNECT INV5731	1013402680 54902	
PC.340.211028.1	11/04/2021	1,590.00	9/21 EMS CONNECT INV5598	1013402680 54902	
PC.400.210928.3	11/04/2021	4.38	laminated sign for WSF fire st	0014002230 53139	
PC.400.210928.3	11/04/2021	34.87	WSF demonstrations	0014002230 53139	
PC.400.210928.3	11/04/2021	24.46	WSF supplies	0014002230 53139	
PC.400.210928.3	11/04/2021	0.99	monthly cloud fee	0014002230 53141	
PC.400.210928.3	11/04/2021	69.19	Cold Storage fire documents	0014002230 54941	
PC.400.210928.3	11/04/2021	60.36	fuel mi27738	0012042254 53201	
PC.400.210928.3	11/04/2021	33.57	fuel mi 27630	0012042254 53201	
PC.400.211028.2	11/04/2021	107.78	K9 food	0014102230 53141	

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	PC.400.211028.2	11/04/2021	0.99	cloud storage monthly	0014002230 53141
	PC.400.211028.2	11/04/2021	227.71	Facebook ads	0014002230 54111
	PC.400.211128.1	11/04/2021	107.78	K9 Food	0014102230 53141
	PC.650.211028.4	11/04/2021	(21.28)	FACEMASK RETURNED	0016502265 53141
	PC.650.211028.4	11/04/2021	9.88	CR2450 LITHIUM BATTERIES	0016502265 53141
	PC.650.211028.4	11/04/2021	98.99	TIRE PRESSURE MONITOR CAPS	0016502265 53141
	PC.650.211028.4	11/04/2021	66.58	STRUTS, SPRING STOCK	0016502265 53143
	PC.650.211028.4	11/04/2021	182.58	TIRE VALVE CAPS (12PKS)	0016502265 53143
	PC.650.211028.4	11/04/2021	274.00	HYDRAULIC FITTINGS	0016502265 53143
	PC.650.211028.4	11/04/2021	63.70	LIGHTS, GENERATOR	0016502265 53143
	PC.650.211128.1	11/04/2021	56.04	MULTIPURPOSE GREASE	0016502265 53181
TOTAL FOR CHECK AP 00011937:			17,642.99		
VALLEY FREIGHTLINER INC (VALLFREI)					
	PC30146366701	11/02/2021	96.75	UJOINT STOCK	0016502265 53143
	PC30147397201	10/27/2021	160.88	L12-1 DOC/DPF EXHAUST TEMP SEN	0016502265 53143
	PC30147402801	10/28/2021	29.86	M19-3 PWR WINDOW SWITCH	0016502265 53143
	PC30147402901	10/28/2021	81.70	M13-1 ENG RADIATOR FAN SWITCH	0016502265 53143
	PC30147499501	11/01/2021	30.49	AIR BRAKE FITTING 5/16" X 1/4"	0016502265 53143
	PC30147513901	11/02/2021	153.05	E18-7 CRANKCASE FILTER	0016502265 53143
TOTAL FOR CHECK AP 00011917:			552.73		
WORXTIME LLC (WORXTIME)					
4009	10/06/2021	4,051.69	AFFORDABLE CARE ACT REPORTING	0012032213	54191
TOTAL FOR CHECK AP 00011938:			4,051.69		
REPORT TOTAL:			103,418.05		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
AP EFT 00011943	CAPIONE	JAMSAB REALTY CORP	11/09/21	448,017.94	MW	CX		
AP EFT 00011944	SANTBANK	Santander Bank NA	11/09/21	3,000,491.09	MW	CX		

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	3,448,509.03	Number of EFTs Processed:	2
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 3,448,509.03

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JAMSAB REALTY CORP (CAPIONE)					
	102521	11/09/2021	432,907.32	LOAN 100877742 PAYOFF PRN Brau	0152012211 59122
	102521	11/09/2021	15,110.62	LOAN 100877742 PAYOFF INT Brau	0152012211 59222
TOTAL FOR CHECK AP 00011943:			448,017.94		
SANTANDER BANK NA (SANTBANK)					
	110321	11/09/2021	99,956.59	004-0002854-000 PAYOFF PRIN 15	0152012211 59122
	110321	11/09/2021	341,655.75	004-0003777-000 PAYOFF SCBA	0152012211 59122
	110321	11/09/2021	1,609,964.42	004-0004351-000 PAYOFF PRIN KM	0152012211 59122
	110321	11/09/2021	809,728.30	004-0004395-000 PAYOFF PRIN KM	0152012211 59122
	110321	11/09/2021	1,999.13	004-0002854-000 PAYOFF INT 15-	0152012211 59222
	110321	11/09/2021	8,541.39	004-0003777-000 PAYOFF SCBA	0152012211 59222
	110321	11/09/2021	88,632.86	004-0004351-000 PAYOFF INT KME	0152012211 59222
	110321	11/09/2021	40,012.65	004-0004395-000 PAYOFF INT KME	0152012211 59222
TOTAL FOR CHECK AP 00011944:			3,000,491.09		
REPORT TOTAL:			3,448,509.03		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00011945	AIREXCHA	Air Exchange Inc.	11/10/21	4,262.99	MW	CX	
AP EFT 00011946	AMAZON	AMAZON CAPITAL SERVICES	11/10/21	134.06	MW	CX	
AP EFT 00011947	CPFREFT	Central Pierce Fire & Rescu	11/10/21	13.47	MW	CX	
AP EFT 00011948	CHRIINC	CHRISTENSEN INC	11/10/21	5,212.97	MW	CX	
AP EFT 00011949	CHUCKALS	Chuckals Inc	11/10/21	399.99	MW	CX	
AP EFT 00011950	CITYPUYA	CITY OF PUYALLUP	11/10/21	1,883.58	MW	CX	
AP EFT 00011951	DRMONIT	D&R MONITORING NETWORKS LLC	11/10/21	35.20	MW	CX	
AP EFT 00011952	DELULLC	DELUX LLC	11/10/21	2,890.80	MW	CX	
AP EFT 00011953	EFRECOVE	EF RECOVERY	11/10/21	900.00	MW	CX	
AP EFT 00011954	FASTINDU	Fastenal Industrial & Const	11/10/21	148.30	MW	CX	
AP EFT 00011955	VALLFREI	FREIGHTLINER NORTHWEST	11/10/21	516.01	MW	CX	
AP EFT 00011956	LNCURTIS	L.N. Curtis and Sons	11/10/21	31.68	MW	CX	
AP EFT 00011957	MESNORT	MES NORTHWEST	11/10/21	169.21	MW	CX	
AP EFT 00011958	MICHCUST	MICHAEL'S CUSTOM UPHOLSTERY	11/10/21	279.17	MW	CX	
AP EFT 00011959	MOBIGUAR	MOBILEGUARD INC	11/10/21	630.00	MW	CX	
AP EFT 00011960	MSDSONLI	MSDSONLINE INC	11/10/21	2,186.91	MW	CX	
AP EFT 00011961	SECUPACI	SECURE PACIFIC CORPORATION	11/10/21	1,031.59	MW	CX	
AP EFT 00011962	STANPART	Standard Parts Corp	11/10/21	465.20	MW	CX	
AP EFT 00011963	STAPINC	STAPLES INC.	11/10/21	787.00	MW	CX	
AP EFT 00011964	STRYMEDI	STRYKER SALES CORPORATION	11/10/21	24.38	MW	CX	
AP EFT 00011965	TERRSTAFF	Terra Services Inc	11/10/21	1,738.80	MW	CX	
AP EFT 00011966	UNIFIRST	UNIFIRST CORPORATION	11/10/21	130.52	MW	CX	
AP EFT 00011967	USBANKBU	US Bank Business Card	11/10/21	467.58	MW	CX	
AP EFT 00011968	ZONES	ZONES LLC	11/10/21	5,461.50	MW	CX	
AP EFT 00011969	LUEB03310	GLEN LUEBKE	11/10/21	645.97	MW	CX	
AP EFT 00011970	JAYKAY	JAY KAY	11/10/21	2,000.00	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====									
S U B T O T A L S:									
Total Void Machine Written				0.00	Number of Checks Processed:		0		
Total Void Hand Written				0.00	Number of Checks Processed:		0		
Total Machine Written				0.00	Number of Checks Processed:		0		
Total Hand Written				0.00	Number of Checks Processed:		0		
Total Reversals				0.00	Number of Checks Processed:		0		
Total Cancelled				0.00	Number of Checks Processed:		0		
Total EFTs				32,446.88	Number of EFTs Processed:		26		
Total EPAYs				0.00	Number of EPAYs Processed:		0		
S U B T O T A L				32,446.88					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/10/2021

End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AIR EXCHANGE (AIREXCHA)					
	91605764	10/26/2021	2,251.77	PLYMO HOSE FOR REPAIRS	0012042254 53142
	91605853	10/31/2021	2,011.22	PLYMOVENT PARTS FOR MAGNETIC	0012042254 53142
TOTAL FOR CHECK AP 00011945:			4,262.99		
AMAZON CAPITAL SERVICES (AMAZON)					
	16H93MFPYMY	10/23/2021	15.33	CPFR/IT/61 OtterBox Defender	0012102215 53501
	1GPXPNR9V3F7	10/17/2021	35.19	ADMIN MENGE THUMB DRIVE MOSDAR0012002210	53501
	1MH7LN7TVPG	10/30/2021	41.79	TRAINING Large Dry Erase Wall	0012302240 53101
	1YNT43VJ7QF	11/01/2021	41.75	65 Total Solutions Total Green	0012502210 54814
TOTAL FOR CHECK AP 00011946:			134.06		
CHRISTENSEN INC (CHRIINC)					
	0242020IN	10/27/2021	1,766.80	#0242020 OCT27 STN69 FUEL	0012042254 53201
	0242024IN	10/29/2021	1,922.25	#0242024 OCT29 STN61 FUEL	0012042254 53201
	0243863IN	10/30/2021	1,523.92	#0243863 OCT30 STN67 FUEL	0012042254 53201
TOTAL FOR CHECK AP 00011948:			5,212.97		
CHUCKALS INC (CHUCKALS)					
	10610111	11/04/2021	399.99	SHOP OFFICE BOARD TABLE	0012042254 54811
TOTAL FOR CHECK AP 00011949:			399.99		
CITY OF PUYALLUP (CITYPUYA)					
	AR114421	10/27/2021	53.43	#AR00584 73 NAT GAS JUL	0017032250 54701
	AR114421	10/27/2021	53.22	#AR00584 73 NAT GAS AUG	0017032250 54701
	AR114421	10/27/2021	139.04	#ar00584 STN73 WATER Q3-21	0017032250 54711
	AR114421	10/27/2021	318.33	#AR00584 SEWER/STORM Q3	0017032250 54721
	AR114421	10/27/2021	672.50	#AR00584 73 ELECTR JUL	0017032250 54731
	AR114421	10/27/2021	636.44	#AR00584 73 ELECTR AUG	0017032250 54731
	AR114421	10/27/2021	10.62	#AR114421 LANDFILL Q3	0017032250 54741
TOTAL FOR CHECK AP 00011950:			1,883.58		
D&R MONITORING NETWORKS (DRMONIT)					
	1782	10/26/2021	35.20	NOV ALARM MONITORING 2021	0016032250 54191
TOTAL FOR CHECK AP 00011951:			35.20		
DELUX LLC (DELULLC)					
	1284	09/24/2021	963.60	EASY ASSIST STRAP (EACH)	0012052218 53198
	1287	10/19/2021	1,927.20	EASY ASSIST STRAP (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00011952:			2,890.80		
EF RECOVERY (EFRECOVE)					
	0059878	07/31/2021	450.00	JUL ARCHIVE SVC	0013002220 54191
	0060372	10/31/2021	450.00	10/21 ARCHIVE SVC	0013002220 54191
TOTAL FOR CHECK AP 00011953:			900.00		
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WALA248890	10/04/2021	148.30	ACADEMY DIABLO Reciprocating B	0012352240 53141
TOTAL FOR CHECK AP 00011954:			148.30		
GLEN LUEBKE (LUEB03310)					
	100121A	09/03/2021	33.99	MILEAGE REIMB SEP1-3	0013102260 54331
	100121B	09/09/2021	56.95	MILEAGE REIMB SEP3-9	0013102260 54331

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/10/2021
End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	100121C	10/01/2021	43.12	MILEAGE REIMB SEP9-14	0013102260 54331
	100121D	09/14/2021	33.19	MILEAGE REIMB SEP14-17	0013102260 54331
	100121E	09/23/2021	57.67	MILEAGE REIMB SEP17-23	0013102260 54331
	100121F	09/29/2021	54.98	MILEAGE REIMB SEP23-29	0013102260 54331
	100121G	09/30/2021	19.42	MILEAGE REIMB SEP29-30	0013102260 54331
	110121A	10/05/2021	62.32	MILEAGE REIMB OCT1-5	0013102260 54331
	110121B	10/08/2021	51.80	MILEAGE REIMB OCT5-8	0013102260 54331
	110121C	10/13/2021	44.95	MILEAGE REIMB OCT8-13	0013102260 54331
	110121D	10/18/2021	44.16	MILEAGE REIMB OCT 14-18	0013102260 54331
	110121E	10/21/2021	50.76	MILEAGE REIMB OCT 18-21	0013102260 54331
	110121F	10/28/2021	64.72	MILEAGE REIMB OCT 22-28	0013102260 54331
	110121G	10/29/2021	27.94	MILEAGE REIMB OCT 29 ONLY	0013102260 54331
TOTAL FOR CHECK AP 00011969:			645.97		
JAY KAY (JAYKAY)					
	101	10/31/2021	2,000.00	OCT CONSULTING	0012002210 54911
TOTAL FOR CHECK AP 00011970:			2,000.00		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV540611	11/03/2021	31.68	TFT NOZZLE REPAIR PARTS	0016502265 53143
TOTAL FOR CHECK AP 00011956:			31.68		
MES NORTHWEST (MESNORT)					
	IN1630465	10/08/2021	156.75	EMS PARA JOB SHIRT 1/4 ZIP -	0012042254 52011
	IN1630465	10/08/2021	12.46	SHIPPING / SHIRTS	0012042254 52011
TOTAL FOR CHECK AP 00011957:			169.21		
MICHAEL'S CUSTOM UPHOLSTERY (MICHCUST)					
	157137	11/09/2021	279.17	E15-1 CROSSLAY COVER	0016502265 54820
TOTAL FOR CHECK AP 00011958:			279.17		
MOBILEGUARD INC (MOBIGUAR)					
	INV00682668	10/31/2021	630.00	CPFR - Mobile Texts Archive	0012102215 54813
TOTAL FOR CHECK AP 00011959:			630.00		
MSDSOONLINE INC (MSDSOONLI)					
	246842	10/30/2021	2,186.91	MSDS SUBSCRIPTION	0012502210 54901
TOTAL FOR CHECK AP 00011960:			2,186.91		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	PC.650.211028.5	11/10/2021	13.47	HIGH TEMP SPLIT LOOP	0016502265 53141
TOTAL FOR CHECK AP 00011947:			13.47		
SECURE PACIFIC CORP (SECUPACI)					
	313162	10/01/2021	311.78	STN66 ALARM INSPECTION OCT	0016062250 54191
	313928	09/30/2021	236.51	STN72 SPRINKLER INSPECT REQ'D	0017022250 54191
	315715	11/01/2021	110.25	STN65 QTRLY ALARM MONITORING	0016052250 54191
	315716	11/01/2021	110.25	STN68 QTRLY ALARM MONITORING	0016082250 54191
	315717	11/01/2021	77.18	STN60 MO. ALARM MONITORING	0016002250 54191
	315718	11/01/2021	185.62	STN72 MO. ALARM MONITORING	0017022250 54191
TOTAL FOR CHECK AP 00011961:			1,031.59		
STANDARD PARTS CORP (STANPART)					
	072135	10/20/2021	6.58	FUSE 40 AMP NEW STOCK	0016502265 53143

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/10/2021
End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	072142	10/20/2021	7.78	CARABINERS FOR SHOP SUPPLY	0016502265 53141
	072143	10/20/2021	9.39	CARABINERS FOR SHOP SUPPLIES	0016502265 53141
	072165	10/20/2021	24.64	3AMP FUSES/2AMP FUSES SHP SUPP	0016502265 53141
	072255	10/20/2021	554.18	SG80-1 (2) PC1500/DT BATTERIES	0016502265 53143
	073796	10/28/2021	64.52	PAG46, WASHERS AC	0016502265 53141
	073796	10/28/2021	35.71	FILTERS, COOLANT	0016502265 53143
	073924	10/28/2021	(59.40)	BATTERY CORE CREDITS	0016502265 53143
	073924	10/28/2021	(118.80)	BATTERY CORE CREDITS	0016502265 53143
	073924	10/28/2021	(39.60)	CORE DEPOSIT	0016502265 53143
	073924	10/28/2021	(19.80)	CORE RETURN (ORIG INV069448)	0016502265 53143
TOTAL FOR CHECK AP 00011962:			465.20		
STAPLES, INC. (STAPINC)					
	3492093079	11/05/2021	68.64	PEN, BALLPOINT, BLACK (BX/12)	0012052218 53198
	3492093079	11/05/2021	2.68	PENCILS, #2 WOOD (BX/12)	0012052218 53198
	3492093079	11/05/2021	99.66	LABEL MAKER TAPE, BRT TC20, BK	0012052218 53198
	3492093079	11/05/2021	113.29	71 TONER	0017012250 53141
	3492353237	11/09/2021	(13.73)	CRED DUP CHG / INV #3492353238	0012052218 53101
	3492353239	11/09/2021	82.80	72BC Brother TN-221 Black Stan	0017022250 53101
	3492353239	11/09/2021	109.32	73 Brother TN-227 Cyan High Yi	0017032250 53141
	3492353239	11/09/2021	109.32	73 Brother TN-227 Magenta High	0017032250 53141
	3492353239	11/09/2021	215.02	73 Brother TN-227 Yellow High	0017032250 53141
TOTAL FOR CHECK AP 00011963:			787.00		
STRYKER MEDICAL (STRYMEDI)					
	3544950M	10/08/2021	24.38	STRYKER GRIP ARM PL	0016502265 53143
TOTAL FOR CHECK AP 00011964:			24.38		
TERRA SERVICES INC (TERRSTAFF)					
	2126606	11/05/2021	1,738.80	Finance Temp END OCT31	0012012211 54191
TOTAL FOR CHECK AP 00011965:			1,738.80		
UNIFIRST CORPORATION (UNIFIRST)					
	3301799855	11/10/2021	130.52	NOV09 SHOP UNIFORMS/RUGS	0016502265 54931
TOTAL FOR CHECK AP 00011966:			130.52		
US BANK BUSINESS CARD (USBANKBU)					
	PC.204.211028.5	11/10/2021	134.95	STN 63 SURFACE IGNITERS BAY HE	0012042254 53142
	PC.210.211028.3	11/10/2021	15.35	CP-CELL PHONE CASE FOR LINDA W	0012102215 53501
	PC.210.211128.1	11/10/2021	26.39	CP-CELL PHONE CASE FOR BRIDGET	0012102215 53501
	PC.650.211028.5	11/10/2021	134.65	HIGH TEMP SPLIT LOOP	0016502265 53141
	PC.650.211028.5	11/10/2021	156.24	M19-3 LEVITON POWER RECEPTACLE	0016502265 53143
TOTAL FOR CHECK AP 00011967:			467.58		
VALLEY FREIGHTLINER INC (VALLFREI)					
	PC30147743201	11/10/2021	516.01	M19-2, STARTER + STOCK	0016502265 53143
TOTAL FOR CHECK AP 00011955:			516.01		
ZONES LLC (ZONES)					
	K17401520104	10/22/2021	5,461.50	Surface Laptop 4 15in Black AM	0012102215 53501
TOTAL FOR CHECK AP 00011968:			5,461.50		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/10/2021

End Date: 11/10/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
REPORT TOTAL:			32,446.88		



Board Meeting Agenda Item Summary

Agenda Date:	November 22, 2021
Item Title:	2022 Budget and Property Tax Resolutions
Attachments:	Resolutions 21-05, 21-06, 21-07, 21-08
Submitted by:	Tanya Robacker

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☒ Second reading
- ☐ Motion to approve
- ☐ For information only
- ☐ Other: [Click here to enter text.](#)

MOTIONS (Four Motions Please): To approve and appropriate 2022 Budget, Levy, and FBC Resolutions as follows:

SUMMARY: Second Reading 2022 Levy, FBC and Budget Adoption:

1. 21-05 Regular Levy 101%
2. 21-06 EMS Levy 101%
3. 21-07 FBC
4. 21-08 Budget Adoption

Board Motions (Please do an individual motion for each):

1. **Resolution 21-05 establishing the regular levy** at a 1% increase over last year's levy. 2022 collection will be set at \$28,834,618.77.
2. **Resolution 21-06 establishing the EMS levy** at a 1% increase over last year's levy. 2022 collection will be set at \$11,370,414.97.
3. **Resolution 21-07 setting the FBC** at \$25,899,804 gross collections for 2022.
4. **Resolution 21-08 Adopting the 2022 District Budget at \$100,604,767**, appropriating budgets at the fund level and establishing a levy certification for Pierce County.

RESOLUTION NO. 21-05

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, REQUESTING 2022 (COLLECTION YEAR) HIGHEST LAWFUL LEVY FOR THE REGULAR PROPERTY TAX LEVY

WHEREAS, the Board of Commissioners for Central Pierce Fire & Rescue has properly given notice of the public hearing held November 8th, 2021 to consider the District's budget for the 2022 calendar year, pursuant to RCW 84.55.120; and,

WHEREAS, the Board of Commissioners for Central Pierce Fire & Rescue, after hearing and duly considering all relevant evidence and testimony presented, determined that Central Pierce Fire & Rescue requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District and in its best interest; and,

WHEREAS, the District's actual regular levy amount from the previous year was \$27,953,897.83; and,

WHEREAS, such amount represents the actual amount levied, including refunds; and,

WHEREAS, the District's aggregate assessed valuation has been preliminarily certified at \$34,689,803,120; and,

WHEREAS, 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); and,

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 or maximum amount authorized under the law; and

WHEREAS, the Board of Commissioners for Central Pierce Fire & Rescue attests that the District population is approximately 229,779;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners for Central Pierce Fire & Rescue that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$256,826.06 which is a percentage increase of 0.92% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED, at the Public Meeting of the Board of Fire Commissioners, this _____ day of November, 2021, by a majority of the members.

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Bill Eckroth, Commissioner

ATTEST:

Tanya Robacker, District Secretary

RESOLUTION NO. 21-06

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, REQUESTING HIGHEST LAWFUL LEVY FOR 2022 (COLLECTION YEAR) FOR THE EMS PROPERTY TAX LEVY

WHEREAS, the Board of Commissioners for Central Pierce Fire & Rescue has properly given notice of the public hearing held November 8th, 2021 to consider Central Pierce Fire & Rescue's budget for the 2022 calendar year, pursuant to RCW 84.55.120; and,

WHEREAS, the Board of Commissioners for Central Pierce Fire & Rescue, after hearing and duly considering all relevant evidence and testimony presented, determined that Central Pierce Fire & Rescue requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District and in its best interest; and,

WHEREAS, the District's actual EMS levy amount from the previous year was \$11,024,449.85; and,

WHEREAS, such amount represents the actual amount levied, including refunds; and,

WHEREAS, the Board of Commissioners for Central Pierce Fire & Rescue attests that the District population is approximately 229,779;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners for Central Pierce Fire & Rescue that an increase in the EMS property tax levy is hereby authorized for the levy to be collected in the 2022 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$99,676.53, which is a percentage increase of 0.905 % from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED, at the Public Meeting of the Board of Fire Commissioners, this _____ day of November 2021, by a majority of the members.

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Bill Eckroth, Commissioner

ATTEST:

Tanya Robacker, District Secretary

RESOLUTION NO. 21-07

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, IMPOSING A BENEFIT CHARGE ON IMPROVEMENTS TO REAL PROPERTY WITHIN THE DISTRICT FOR CALENDAR YEAR 2022

WHEREAS, the District is authorized by Chapter 52.18 RCW to establish, impose, and collect a benefit charge on improvements to real property located within the District, and,

WHEREAS, the voters of the District have authorized the District to impose a fire benefit charge; and,

WHEREAS, pursuant to RCW 52.18.060(2) a public hearing was held on November 8th, 2021 to review and establish the benefit charge to be imposed for calendar year 2022; and,

WHEREAS, the Board of Commissioners, having heard and considered the testimony at the public hearing, such testimony being supportive of the continuation of the Fire Benefit Charge, deem it in the best interests of the District to establish the Fire Benefit Charge for 2022;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners for Central Pierce Fire & Rescue that: The benefit charge to be collected in 2022 is hereby established in the total amount of \$25,899,804.

ADOPTED, at the Public Meeting of the Board of Fire Commissioners, this ____ day of November, 2021, by a majority of the members.

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Bill Eckroth, Commissioner

ATTEST:

Tanya Robacker, District Secretary

**CENTRAL PIERCE FIRE & RESCUE
RESOLUTION NO. 21-08**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CENTRAL PIERCE FIRE &
RESCUE AS FOLLOWS:**

1. That the County Assessor has notified the Commissioners of Central Pierce Fire & Rescue that the assessed valuation of real properties lying within the boundaries of said District for the calendar year 2022 is \$34,689,803,120.
2. That the fund summary below hereby is adopted as the budget of Central Pierce Fire & Rescue for the fiscal year 2022. Estimated resources for each separate fund for the year 2022 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2022:

Fund	Amount
General Fund (001)	\$ 56,364,785
EMS Special Revenue Fund (101)	19,097,922
Equipment Replacement (001-015)	4,989,362
Facilities Fund (001-050)	1,700,000
GEMT SRF (102)	7,587,535
GO Debt Fund (201)	2,435,163
Capital Projects Fund (301)	8,380,000
HRA/Flex (630)	<u>50,000</u>
Total	\$ 100,604,767

3. That the Honorable County Council of Pierce County, Washington, be and is hereby requested to make a levy for 2022 for said Central Pierce Fire & Rescue of \$68,540,001.
4. That the County Treasurer of Pierce County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 3 above in the amounts and funds specified below:
 - A. \$ 54,734,423 into the Current Expense Fund of said District
 - B. -0- into the Reserve Fund of said District
 - C. -0- into Registered Warrant Fund
 - D. 2,435,163 into the GO Bond Fund
 - E. 11,370,415 into the EMS Fund of said District
5. That one copy of this resolution be delivered to the County Council and Auditor of Pierce County, Washington.

Adopted at a meeting of the Board of Commissioners of Central Pierce Fire & Rescue, this 22ND day of November, 2021.

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Bill Eckroth, Commissioner

ATTEST: _____
Tanya Robacker, District Secretary

CENTRAL PIERCE FIRE & RESCUE
2022 LEVY CERTIFICATION

STATE OF WASHINGTON
COUNTY OF PIERCE

In accordance with RCW 84.52.020, I, Tanya Robacker, District Secretary for Central Pierce Fire & Rescue, do hereby certify to the Pierce County legislative authority that the Board of Fire Commissioners of said district requests that the following levy amounts be collected in 2022 as provided in the District's budget, which was adopted following a public hearing held on the 8th day of November, 2021:

A. CURRENT EXPENSE FUNDS:

1.	REGULAR LEVY	
a)	Regular Levy	\$ 28,806,911.65
b)	Plus Refunds- Regular Levy	\$ <u>27,707.12</u>
c)	Total Levy	\$ <u>28,834,618.77</u>
2.	EMERGENCY MEDICAL SERVICES	
a)	EMS Levy	\$ 11,359,249.05
b)	Plus Refunds-EMS	\$ <u>11,165.92</u>
c)	Total Levy	\$ <u>11,370,414.97</u>

B.	RESERVE FUND	\$ -0-
C.	REGISTERED WARRANT FUND	\$ -0-
D.	G.O. BOND FUND Excess Levy	\$ <u>2,435,163.00</u>
E.	FIRE BENEFIT CHARGE	\$ <u>25,899,804.00</u>
F.	TOTAL TAXES REQUIRED	\$ <u>68,540,000.74</u>

Given under my hand and the official seal of said District on this 22nd day of November, 2021.

District Secretary



Board Meeting Agenda Item Summary

Agenda Date:	November 22, 2021
Item Title:	Resolution No. 21-09 Re-establishing Benefit Charge Policy and Procedures
Attachments:	Resolution No. 21-09
Submitted by:	Chief Olson

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☒ Second reading
- ☐ Motion to approve
- ☐ For information only
- ☐ Other: _____

SUMMARY:

Motion: To approve Resolution No. 21-09.

The intent of this resolution is to modernize the policy and procedures of this critical area of revenue.

This draft resolution was previously introduced to the Board on May 24, 2021, by Attorney Eric Quinn with the understanding that it would be brought to the Board for approval during the budget process.

FINANCIAL IMPACT:

CENTRAL PIERCE FIRE & RESCUE

RESOLUTION NO. 21-09

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF CENTRAL PIERCE FIRE & RESCUE TO RE-ESTABLISH POLICY AND PROCEDURES FOR THE IMPOSITION OF BENEFIT CHARGES WITHIN THE BOUNDARIES OF CENTRAL PIERCE FIRE & RESCUE.

WHEREAS, Central Pierce Fire & Rescue, and the former Pierce County Fire Protection District No. 6, have imposed, with voter approval, a fire benefit charge for many years since the merger of Pierce County Fire Districts 6, 7 and 9 in the early 1990's; and

WHEREAS, the Board of Central Pierce Fire & Rescue has overseen a comprehensive review of the benefit charge program at Central Pierce Fire & Rescue during recent months, and the Board desires to re-state, revise and re-establish the policies and procedures applicable to the benefit charge program in this district;

NOW THEREFORE IT IS HEREBY RESOLVED BY THE BOARD OF CENTRAL PIERCE FIRE & RESCUE AS FOLLOWS:

Section 1. This resolution shall be the fundamental declaration of the policies and procedures of Central Pierce Fire & Rescue as to the benefit charge allowed for by Chapter 52.18 RCW. Policy No. 342, promulgated by the Fire Chief, as revised last on July 27, 2015, is hereby replaced and superseded by this resolution, which the Fire Chief and administrative staff have the full power to implement and apply, but not the power to alter.

Section 2. By this resolution, the benefit charge (or fire benefit charge) is hereby re-established and re-imposed throughout the district, subject to the annual resolution of the Board approving the individual benefit charges applicable to each and every covered property within the district.

Section 3. Basic Policy and Principles. The overriding policy of the Board of Commissioners, with respect to the benefit charges in the district, is that the benefit charges assessed will be fair, and fairly apportioned between and within all categories of property owners, so as to reflect, as nearly as practicable, the actual benefit afforded to each property by reason of the fire protection services provided by the district to the property owners. All statutorily-required exemptions and discounts will be included in this program (see below). Any property owner who demonstrates that the proposed benefit charge to be imposed on their property is excessive will be given a fair adjustment through the appeal or adjustment process.

Section 4. Process and Procedures.

- a. Categories of Real Property/Land Use: Each property subject to the benefit charge will be placed in an appropriate category due to their use of the land, which may include but are not limited to residential, commercial, and industrial categories.
- b. The Formula: Central Pierce will continue to use the formula that has been applied within the district for more than twenty (20) years as it has retained its validity. The goal of this formula is to reflect the benefit received by each property, by taking into account in the calculation of the charge the costs of fire suppression and costs related to dealing with any special hazards presented upon the property. The formula uses coefficients for each type of land use category. Square footage and fire flow are parameters used in the formula.
- c. Using data provided by the county annually, the district will prepare the proposed charges for review by the board and the property owners. A public hearing will then be held annually to review and prepare to impose the charges. Next, the board will adopt a resolution to establish or impose the annual charges, and will then provide that information to the county. Then the property owners will be notified of the benefit charges to be imposed on their respective properties. This information will be provided in the annual tax statement delivery to the property owner by Pierce County in the first quarter of each year. A review board will be convened for at least two weeks to review any complaints or appeals, and adjustments will be made as needed to ensure that the charges are fair, just and proportional to the benefit.
- d. In the calculations of applicable benefit charges, the District reserves the right to include known improvements to property data that are not identified by Pierce County, utilizing the District's own methodology. (Such methods would include but not be limited to use of GIS, visual inspection, owner verification, or other means.)
- e. The benefit charge shall be reasonably apportioned to the measurable benefit to the property, using the following Benefit Charge Equation:

$$\sqrt{\text{squarefeet} \times 18 \times [\text{use factor}] \times [\text{cost factor}]} = FBC$$

- "Square feet" is the total size of the structure(s) in square feet, including garages, carports and outbuildings.
- 18 is a coefficient value based on empirical tests by NFA and ISO.
- "Cost factor" is the factor used to estimate the current cost of fire suppression in any given structure based upon the revenue needs of the district to maintain or enhance the level of service.
- "Use factor" varies by property classification such as residential or commercial. Use factors for the various occupancies are:

Mobile home	.33
Residential (single-family residence, duplex, single-story triplex, single-story fourplex, townhouse, or condominium)	.44
Multi-story triplex or fourplex (based on average sq ft per unit)	.45
Apartment building (5 units or more, based on average sq ft per unit)	.45
Commercial (121 to 1,500 sq ft)	1.00
Commercial (1,501 to 3,000 sq ft)	1.55
Commercial (3,001 to 12,000 sq ft)	1.75
Commercial (12,001 to 40,000 sq ft)	2.00
Commercial (40,001 to 70,000 sq ft)	2.50
Commercial (70,001 to 100,000 sq ft)	3.50
Commercial (100,001 to 200,000 sq ft)	4.50
Commercial (200,001 to 300,000 sq ft)	5.00
Commercial (300,001 to 400,000 sq ft)	6.00
Commercial (more than 400,000 sq ft)	7.00

Section 5. Exemptions and Discounts.

- a. All statutorily required exemptions will be applied by the district, and other exemptions have been established by this board including:
 - The exemption of religious organizations' property except for business operations, profit-making enterprises, or activities not including use of a sanctuary or activities not including use of a sanctuary or related to kindergarten, primary, or secondary educational purposes or for institutions of higher education.
 - Property of housing authorities.
 - Property of nonprofit entities providing low-income housing.
 - Property of nonprofit homes for the aging.
 - Property of nonprofits providing housing to those with developmental disabilities.
 - Property of nonprofits providing emergency or transitional housing to domestic violence victims.
 - Property of the state housing finance commission.
 - Property of nonprofits operating sheltered workshops for disabled persons.
 - Property owned by any entity maintaining its own fire department, so long as the entity operates a fire protection system and training that has been accepted by a fire insurance underwriter that maintains a fire protection engineering and inspection service authorized by the state Insurance Commissioner to do business in this state.
- b. The district will provide the following discounts:
 - For functioning sprinkler systems in residential and/or commercial properties, a discount of 20% will be allowed.

- Senior/disability discounts will be applied at the same percentage as Pierce County provides to the taxpayer.
- Property owned by a Christmas tree grower, if the property has been approved as farm or agricultural land with standing crops, a discount will be allowed. The benefit charge will not exceed the amount of any tax reduction allowed for the property and may not exceed an amount equal to 50 cents per thousand of assessed valuation.

Section 6. Special Circumstances.

- Government entities may enter into a Fire Protection Contract in lieu of a benefit charge.
- Pierce County identifies garages and carports both by square footage and by number. When identified by number, the District shall assign the following square feet for purposes of calculating the applicable benefit charge:
 - Carport –200 sq. ft. per carport
 - Garage –250 sq. ft. per garage
- Low Income Co-Ops. The benefit charge will be calculated based on information provided by Pierce County Senior/Disabled Exemption division.
- Airplane hangars used for purposes of storing planes and aviation equipment shall be classified as residential. Airplane hangars used for purposes of operating a business shall be classified as commercial.
- Granges which are **not** used for substantial social, political or commercial activities shall be calculated at the residential rate.
- Property upon which the total square footage of all structures is less than 120 square feet shall not be required to pay a benefit charge.
- In the event that a property owner succeeds in appealing a particular benefit charge applicable to that property owner in three consecutive years, the District may automatically reduce the benefit charge as to the specific property, without the necessity of an appeal, after the District has, through its due diligence, established no change in the circumstances of the property.

Section 7. Matrix Establishing Responsibilities of the Board and the Fire Chief

In establishing and administering the benefit charge, the Board and the Fire Chief shall operate in the following manner:

Policy Establishment (Board)	Policy Implementation (Fire Chief)
Establishment of BC and annual resolution imposing the BC on each property	Administering collection of the BC through data production and application
Final approval of appeals of and adjustments to BC	Administering appeal and adjustment process
Adopting the formula for imposing the BC	Applying the formula to given properties and calculating the BC based on the applied formula
Establishing exemptions and discounts from BC	Applying exemptions and discounts established by the Board in collection of

	the BC
Approve Consultant's Contract for BC calculation process	Recommend Consultant's Contract for BC calculation process
Hold all required public hearings	Assisting in all required public hearings

ADOPTED BY THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, AT A REGULAR MEETING HELD ON THIS _____ DAY OF _____, 2021, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND _____ WERE PRESENT AND VOTING.

Matt Holm, Board Chair

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Bill Eckroth, Commissioner

ATTEST:

Tanya Robacker, District Secretary



Board Meeting Agenda Item Summary

Agenda Date:	November 22, 2021
Item Title:	Policy 303 – Board of Commissioners, Meetings, Policies and Procedures
Attachments:	Policy 303, BOC Policy Manual, Resolution No. 21-04
Submitted by:	Chief Olson

RECOMMENDED ACTION BY THE BOARD:

- ☒ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☐ For information only
- ☐ Other: _____

SUMMARY:

Attached please find the following documents for your review only at this time.

1. Policy 303 – Board of Commissioners, Meetings, Policies and Procedures
 - a. Incorporates Policy 303 revisions over the years through numerous policy updates and Board resolutions.
2. Policy Attachment 303.A Board of Fire Commissioners Policy Manual
 - a. The latest version of a Board manual appears to be from 2006.
3. Resolution No. 21-04 Adopting Revised Policy 303
 - a. Adopts revisions to current Policy 303.
 - b. Rescinds all previous resolutions pertaining to Board Policies 302 and 303
 - c. Merges Policy 302 – Compensation Reporting for Commissioners into Policy 303.

The goal is to have this policy in place by year-end in order to provide the manual to the incoming Fire Commissioner. Please bring forth any questions to Dianne Porter in the next two weeks so that a final draft with any recommendations can be brought back to the Board at the December 27th meeting. Thank you.

FINANCIAL IMPACT: n/a



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 303

SUBJECT: **BOARD OF COMMISSIONERS, MEETINGS, POLICIES AND PROCEDURES**

EFFECTIVE DATE: XXX, 2021

OWNER: Fire Chief

REAUTHORIZATION YEAR: 2024

FORMS AND ATTACHMENTS:

Attachment 303.A – Board of Fire Commissioners Policy Manual (2021)

INTENT:

To adopt policy and procedures for the Board of Commissioners, and meetings, proceedings and business conducted in accordance with the Washington State Open Meetings Act.

1.0 DEFINITIONS

2.0 POLICIES

2.1 Board Members

- 2.1.1 The Board shall consist of five members elected by registered voters of the fire district to at-large positions.
- 2.1.2 Before beginning the duties of office, each Fire Commissioner shall take the official oath of office as required by RCW 52.14.070, which oath shall be filed in the office of the Auditor of Pierce County.
- 2.1.3 The Board may include one or more ex-officio members who represent a city annexed in the fire district. Such member shall be appointed by the Mayor or City Council of their city and shall serve on the Board as a non-voting member. An ex-officio shall not receive compensation for services rendered, but shall receive reimbursement of expenses pursuant to RCW 52.14.010. Except for voting privileges, an ex-officio shall otherwise generally have the rights, and perform the duties of a fire commissioner.
- 2.1.4 In the event of a vacancy occurring in the office of Fire Commissioner, the vacancy shall be filled within 90 days as required by RCW 42.12.070.

2.2 Board Meetings

- 2.2.1 The Board shall meet regularly, at least once a month. The Board's regular meetings are scheduled on the second and fourth Monday of each month at District Headquarters (17520 22nd Avenue East, Tacoma, Washington). Meetings may be relocated to accommodate special needs or circumstances.
- 2.2.2 Regular Board meetings will begin at 5:00 p.m., and will adjourn no later than 9:00 p.m. To continue past this time of adjournment, a majority of the Board must concur.
- 2.2.3 In the event that a scheduled Board meeting falls on a legal holiday, the meeting shall be held at 5:00 p.m. on the first business day following the holiday, or on another day by a majority vote of the Board.
- 2.2.4 Special meetings of the Board may be called at any time under the provisions of RCW 42.30.030.
- 2.2.5 The Board may reschedule, relocate, or adjourn regular or special meetings as necessary for the proper transaction of business.
- 2.2.6 The Board Chair or designee may cancel regular or special meetings due to the lack of business, holidays, scheduling conflicts, or other reasons.
- 2.2.7 Board members may participate in meetings by voice/video attendance in accordance with Resolution No. 21-02 Authorizing Open Public Board Meetings to Include Remote Participation by One or More Commissioners.
- 2.2.8 A majority of Board members shall constitute a quorum for the transaction of business.
- 2.2.9 All meetings of the Board shall be conducted in accordance with RCW 42.30. The most current edition of ROBERTS RULES OF ORDER shall guide all Board of Commissioners meeting discussion.
- 2.2.10 All public meetings shall be open and public except when an Executive Session is declared consistent with the provisions of RCW 42.30.03.
- 2.2.11 The Recorder will keep an account of all proceedings of the Board in accordance with the statutory requirements. Proceedings will be entered into a minute book constituting the official record of the Board.
- 2.2.12 All records of the Board shall be open to inspection in accordance with the provisions of RCW 42.56.

3.0 PROCEDURES

3.1 Board Chair/Vice Chair

- 3.1.1 The Board shall elect a Chair and Vice Chair at the first meeting of each calendar year.
- 3.1.2 The positions of Chair and Vice Chair shall have no term limits.
- 3.1.3 The Presiding Officer at all meetings of the Board shall be the Chair, and in the absence of the Chair, the Vice Chair shall act in that capacity. If both the Chair and Vice Chair are absent, the Board members present shall elect one of their members to serve as Presiding Officer until the return of the Chair or Vice Chair.

- 3.1.4 Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including ROBERT'S RULES OF ORDER to the contrary, any member of the Board shall have the right and privilege to challenge any ruling of any kind made by the Presiding Officer at any Board meeting, in which case the approval or disapproval of the ruling of the Chair shall immediately and without debate or comment be put to a vote of the Board and the decision of the majority of the members of the Board then present, shall prevail.
- 3.1.5 Board members will inform the Chair, Fire Chief, or District Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will then show the Board member as having an excused absence or time of their arrival.
- 3.2 Board Meeting Staffing
 - 3.2.1 The Fire Chief shall attend all meetings of the Board unless excused by the Chair. The Fire Chief may make recommendations to the Board and shall have the right to take part in the discussions of the Board, but shall have no vote. When the Fire Chief has an excused absence, a Deputy Chief or designee shall be assigned by the Fire Chief to attend the meeting.
 - 3.2.2 The District Secretary shall attend all regular and special meetings of the Board and perform such duties as may be needed for the orderly conduct of the meeting unless excused by the Chair.
 - 3.2.3 The Recorder shall attend regular and special meetings of the Board and keep the official minutes.
- 3.3 Agenda
 - 3.3.1 The District Secretary or designee, in consultation with the Fire Chief, shall draft the agenda in a format approved by the Board.
 - 3.3.2 The Chief shall review the proposed agenda with the Chair prior to each meeting.
 - 3.3.3 The agenda shall be provided to the Board prior to 72 hours of the meeting.
- 3.4 Vote of the Board
 - 3.4.1 All votes of the Board will be done by voice vote unless two (2) or more Commissioners request a roll call vote.
 - 3.4.1.1 Roll call vote: A formal recording of each "yea" or "nay" vote of each individual Board member, as called by the Recorder, which vote shall be recorded on an individual basis in the official minutes of the Board, shall be conducted.
 - 3.4.2 Abstentions: It is the responsibility of each Board member to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a question of direct personal or pecuniary interest not common to the other Board members.
- 3.5 Comments, Concerns, and Testimony to the Board
 - 3.5.1 Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to provide their name and address for the record. All remarks will be addressed to the Board as a whole.

- Comments shall be limited to three (3) minutes per person unless waived by the Chair.
- 3.5.2 The Chair has the authority to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Board.
- 3.5.3 Citizens with complaints, concerns, or questions will be encouraged to refer the matter to the appropriate Division or to the Fire Chief for clarification or action. The matter may be scheduled for consideration at a future Board meeting with the concurrence of the Board.
- 3.6 Media Representation at Board Meetings - All public meetings of the Board of Commissioners and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services.
- 3.7 Suspension and Amendment of Rules - All Board of Commissioners meeting discussions shall be guided by the current version of ROBERTS RULES OF ORDER. Any provision of these rules not governed by State Law or Board Resolution may be temporarily suspended by a majority vote of the Board.
- 3.8 Confidentiality - Board members shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the Department's position is not compromised. Confidentiality also includes information provided to the Board members outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions as set forth in the Public Disclosures Act of the Revised Code of Washington (RCW).
- 3.9 Board Representation - If a Commissioner appears on behalf of the Department before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner will state the majority position of the Board, if known, on such an issue. Personal opinions and comments which differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position.
- 3.10 Board Advisory Committees
- 3.10.1 No committee board or commissioner shall have official status until such committee or an advisory committee has first been approved by the Board.
- 3.10.2 Every advisory body will have a specific statement of purpose and function, which will be re-examined periodically by the Board to determine its effectiveness. No board or committee shall have powers other than advisory to the Board or Fire Chief except as specified by RCW 52.
- 3.11 Compensation and Expenses
- 3.11.1 Compensation
- 3.11.1.1 Commissioners shall receive compensation for official district business as allowed under RCW 52.14.010. The Board defines "official district business" as:
- Attendance at official meetings of the Board

- Attendance at district Committee meetings by the Commissioner assigned to serve as the Board representative
 - Attendance at events, conferences or association meetings where the Commissioner has been assigned to represent the district by the Board Chair or designee
 - Attendance at Washington Fire Commissioners Association, National Association of Fire Officials, Commissioner Training Conferences and Seminars
 - Functioning in formal and informal meetings as the CPFR appointee to the Board of Directors for SS911
 - Other meetings and/or committees agreed to by a majority of the Board Members.
- 3.11.1.2 Activities deemed primarily as social events which do not require official Board representation shall not be considered compensable.
- 3.11.1.3 A Commissioner may waive all or any portion of their compensation by filing a written waiver with the District Secretary.
- 3.11.1.4 Each Commissioner is responsible for submitting a Commissioner Remuneration Form timely. Each form shall be approved by the District Secretary.
- 3.11.2 Expenses
- 3.11.2.1 Board members who incur authorized expenses while traveling on District business shall be reimbursed and/or receive advancement of allowable expenditures pursuant to Policy 306 – Advance Travel Payment and Reimbursement.
- 3.11.2.2 Commissioners are not eligible for full-time or part-time employment by the District while serving as a Commissioner. If a Commissioner chooses to accept either full-time or part-time employment by the District, the Commissioner must resign their position as Fire Commissioner effective no later than the first day of full-time or part-time employment.
- 3.12.2.3 Any full-time or part-time employee of the District must resign their position if they are elected Fire Commissioner of the District. Resignation must be effective prior to being sworn in as Fire Commissioner.

4.0 REFERENCE

- 4.1 Resolution No. 21-04 Board of Commissioners, Meetings, Policies and Procedures
- 4.2 Policy 205 – Reporting Improper Governmental Actions
- 4.3 Policy 306 – Advance Travel Payment and Reimbursement
- 4.4 Policy 324 – Public Access to District Records
- 4.5 Policy 603 – Operational Training

Board of Fire Commissioners POLICY MANUAL DRAFT



*Effectively respond, continuously
improve, compassionately serve*

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Forward

Serving as a Fire Commissioner for Central Pierce Fire & Rescue is a challenging, but rewarding responsibility. This Policy Manual centralizes information on common issues related to your role as a member of the Board of Commissioners. The issues addressed by Fire Commissioners are often complex and subjective. This Manual is intended to be a guide, but it is not a substitute for Washington state statutes and regulations governing your conduct as Board members, and the advice, guidance, and/or opinions of the District's legal counsel.

The decisions that the Fire District Executive Staff makes for operations of this District will be based on the policies determined by the Board. As such, this manual will be kept current as to revisions, additions and deletions. It will be available to the public and the staff at all times.

Flexibility in making policy changes means the Board is able to meet future needs and challenges. The Board reserves the right to amend, modify or eliminate any of these policies. This manual is subject to change and therefore not a complete statement of Board policies. It does not form a part of any employment contract or promise any specific treatment. It is simply a general summary of the Board's current policies. The Board reserves full discretionary authority to interpret and apply all District policies and reserves exclusive authority to determine how those policies and procedures will apply to specific issues and specific circumstances. The Board's determination on all such matters is final and binding.

This manual supersedes any other oral or written provisions, descriptions or understandings of the District's policies. Policies included in these manuals that are required by federal or state laws and regulations may be subject to change by those laws and regulations at any time.

The Board formally adopted the current revision of this Manual on the day of , 20XX, and the contents hereof will be reviewed as needed to ensure they remain relevant and in accordance with law. The Board, by majority vote, in its sole discretion, reserves the right to revise this Manual at any time, without notice.

Introduction and Overview

As a District Board member, you not only establish important and often critical policies for the District, you are also one of the stewards of the District's fiscal, material, and human resources. In many instances, the scope of District issues and problems you will deal with as a Board member will go beyond that which is reported publicly. Your service will likely have long term impact on the operations, morale, and culture of the District. As a result, this Manual is intended to help you understand your role as a steward of the District and its resources and provide you with appropriate guidance.

Purpose of the Policy Manual

The Executive Staff has prepared this Manual to assist its Commissioners by documenting accepted Board practices and clarifying those expectations each Board member should continually strive to attain. It is acknowledged that the successful administration of District affairs is greatly enhanced by agreement of the Board and the District's Executive Staff to be bound by the practices and policies identified herein. While attempting not to be overly restrictive, policies, procedures, and acceptable Board conduct are established and articulated herein to guide each Board member in representing and governing the District.

This Manual provides an overview of important Board policies. However, it cannot incorporate all material and information necessary for District operations. The District is bound by many laws, regulations, resolutions and other legal requirements. Because of this, each Board member should seek to become and remain educated to the greatest extent possible regarding the statutes, regulations, and other District policies that govern the conduct of Board members in order to provide the best and most ethical service to the District.

Overview of District Policy Documents

In addition to the Board of Fire Commissioners' Policy Manual, a number of other important documents are instrumental in communicating Board policy:

Central Pierce Fire & Rescue (CPFR) maintains several strategic level plans to guide its ongoing operations with a forward looking orientation.

Strategic Plan (CPFR, 2018): CPFR's Strategic Plan sets our organizational direction by establishing goals and identifies specific initiatives necessary to accomplish these goals and a means for measuring progress. This plan is a living document, intended to guide and support ongoing operations and is solidly integrated with the District's budgetary and operational business planning processes.

Long Term Financial Plan: Long term financial planning involves financial forecasting and strategizing how to meet both current and future needs of the community. It provides a financial forecast projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables.

Capital Facility Plan (CPFR, 2020): This plan establishes a long term, prioritized schedule of capital investments to ensure that the District has sufficient resources to fulfill its mission and that critical assets are repaired or replaced before they reach their end of useful life. The Capital Projects Plan provides a basis for development of the District's annual Capital Budget.

EMS Assessment Study (under development)

Annual Maintenance, Operations, & Capital Budgets: The annual budgets set the District's short term fiscal priorities and provides a sound framework for expenditures to support current operational and capital requirements.

Collective Bargaining Agreements and Employment Contracts: The collective bargaining agreements with International Association of Firefighters Local 726 and OPEIU 8, and personal services contracts define the terms of employment, salary, and benefits of employees and the Fire Chief.

Standard Operating Policies: Each of the District's policies contain a statement of Intent and Policy. These statements provide clear policy direction in support of procedural guidance outlined in the District's policies.

Board of Fire Commissioners Resolutions: Resolutions serve as a primary mechanism for the Board of Fire Commissioners to provide written documentation of major policy decisions.

Legal Qualifications, Powers, Duties, and Responsibilities

Legal Qualifications

The Board shall be composed of five (5) members elected by voting members of the District and in accordance with Revised Code of Washington (RCW) 52.14.010.

Candidates for the position of Fire Commissioner must reside within the boundaries of the District and be a registered voter. Employees of the District are not eligible to serve as members of the Board, EXCEPT in emergency conditions (see Resolution No. 20-04 Continuation of Government in the Event of an Emergency.) However, community service volunteer members may serve as a Fire Commissioner. Elections are nonpartisan and Commissioners serve for a term of six years.

The Board may include one or more ex-officio members who represent a city or cities annexed into the fire district. Such members shall be appointed by the Mayor or City Council of their city and shall serve on the Board as a non-voting representative of their city for so long as authorized to so serve. As an ex-officio member to the Board, said member shall receive reimbursement of training expenses but no compensation for services rendered, pursuant to RCW 52.14.010. Except for voting privileges, such member of the Board shall otherwise generally have the rights and perform the duties of a fire commissioner while serving as an ex-officio member of the Board.

Serving as Commissioner requires active participation in the management of District affairs. If a Commissioner is absent from two consecutive regularly scheduled meetings, unless excused by the Board, that Commissioner shall be notified by mail that if the Commissioner is absent from the next regularly scheduled meeting without being excused by the Board, his or her position will be declared vacant by the Board. If the Commissioner is absent without being excused by the Board from a third consecutive meeting, the position will be declared vacant as provided in RCW 52.050.

If a vacancy occurs on the Board due to resignation or other reason specified in RCW 42.12.010, the remaining Board members must fill the vacancy within 90 days specified by RCW 42.12.070. (see chart in Appendix A). The Board of Fire Commissioners shall advertise the vacancy for a period of 14 days, accepting applications from qualified individuals. The Board shall review the applications and follow guidelines as set forth in Appendix A.

Fire Commissioners are required to take an official oath (see Appendix B) as a condition of taking office. This oath must be signed and filed with the County Auditor.

Powers of the Board

The Board of Commissioners possess the power and authority as set forth in RCW 52 and other applicable provisions of the Revised Code of Washington. Each Commissioner is an elected representative of the residents of Central Pierce Fire &

Rescue and is entitled to vote on all matters coming before the Board. RCW 52.14.010 provides that the Board of Fire Commissioners of the Fire Protection District is the legislative body of the District.

Individual Commissioners do not have authority to manage or direct the affairs of the District. The Fire Chief serves as the Chief Executive Officer of the District and is responsible for managing the day-to-day activities of the District consistent with policy direction received from the Board of Fire Commissioners.

Commissioners are encouraged to become familiar with the District operations and to meet full-time, part-time, and volunteer members. However, individual Commissioners working in said capacity shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner or the Board as a whole shall bring such dissatisfaction to the attention of the Fire Chief.

Duties of the Board of Fire Commissioners

Central Pierce Fire & Rescue's five-member Board of Fire Commissioners is responsible for governing the operations of the District. The Board is generally responsible for the following:

- Election of a Chairperson and Vice Chairperson
- Determining levels of service and establishing goals
- Determining the type and level of funding, approval of budgets and tax levies
- Ensuring transparency in decision-making and the District's fiscal affairs
- Establishing policies and approving the purpose and scope of operational guidelines
- Employing and supervising the Fire Chief
- Providing guidance and direction to the District's strategic planning process
- Representing the District to the public

Duties of the Board Chair & Vice Chair

The Board shall elect a Chairperson and Vice Chairperson at the first regularly scheduled meeting of the year. The term of office for the Board Officers shall be one year from the first regularly scheduled meeting of the year until the first regularly scheduled meeting of the subsequent year. Said positions shall have no term limits.

The Board Chairperson shall fulfill the following duties:

- Preside at all meetings of the Board.

- Sign any documentation that requires an official signature on behalf of the Board.
- Represent the Board in deliberation with other Boards, Districts, or agencies unless another member has been appointed by a majority of the Board to do so.
- Appoint all committees, subject to approval of a majority of the Board; call special meetings and perform all other duties prescribed by law or set forth in the Board's policies and rules.

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

Responsibilities of Individual Commissioners

Board members of Central Pierce Fire & Rescue carry a great deal of responsibility in ensuring that the District serves the needs and maintains the confidence and trust of our community.

General Responsibilities

An individual Commissioner has no legal status to act for the Board outside of an official meeting. Individual Commissioners must refuse to make commitments on any matter that should properly come before the Board as a whole. Individual Commissioners have the following responsibilities:

- Attendance and active participation in regular and special meetings of the Board of Fire Commissioners.
- Awareness of legal requirements in areas ranging from budgeting and taxation to holding public meetings and elections.
- Responsibility to the people of the District for the quality of service and the competency of those persons providing that service.
- Represent all constituents and ensure that all of the District's decisions and transactions are made on a transparent, ethical, and above board basis.
- Act as a representative of the District with professional demeanor.
- Avoid individual action to direct District staff. The Board of Fire Commissioners governs the District through the Fire Chief.
- Maintain confidentiality of privileged or private District records and information.
- Keep the Fire Chief continuously updated on that Board member's mailing address, email address, and telephone number(s).

Financial Disclosure

Pursuant to RCW 42.17A, candidates for the office of District Board member, appointees to the Board, and standing Board members, are required to file a financial

disclosure statement, from time to time, with the State Public Disclosure Commission, according to Washington law. The timely filing of such disclosure statements is the responsibility of each individual Board member and not the District. Each Board member is encouraged to maintain an awareness of the provisions of RCW 42.17A entitled *Campaign Disclosure and Contribution*.

Responsibilities of the Board Secretary

The Board of Fire Commissioners shall appoint a Board Secretary as provided in RCW 52.14.080. The Secretary is an appointed public official, serves at the pleasure of the Board, and is required to take an official oath (see Appendix B) as a condition of taking office. The Board Secretary is responsible for the following:

- Preparing and maintaining minutes of board meetings.
- Assist in preparation, certification and filing of the District's budget.
- Prepare, approve and sign vouchers.
- Receive special meeting notice waivers.
- Manage annual financial reports and assist in compliance with audit requirements.
- Serve as confidential secretary to the Board of Fire Commissioners.
- Understand and comply with all ethics laws and rules.
- Perform other duties as assigned by Board of Fire Commissioners.
- Deal with correspondence of special interest to the Board consideration.
- Sign and seal official Board documents.
- Assist in the preparation of the Agenda.
- Maintain a calendar of the Board's unfinished business.
- Call to the attention of the Board legal requirements in those matters for which the District is responsible.
- Draft policy motions at the request of any Board member.
- Ensure that agenda items are delivered to each Board member in a timely manner prior to each meeting.
- Attend all Board meetings or designate an alternative.
- Make all physical arrangements for Board meetings.
- Prepare, check and distribute minutes in advance for approval at the next meeting.

- Declare a Board meeting cancelled for lack of a quorum.
- Maintain official records of policies of the Board.
- Accept Tort Claims on behalf of the District.

Applicability of Policies and Guidelines

The Board shall follow the policies of the District where they apply to Board Members and where it is not in conflict with applicable Titles of the Revised Code of Washington (RCW) and other provisions of the CPFR Board of Fire Commissioners Policy Manual.

Transparency & Accountability

As the Central Pierce Fire & Rescue (CPFR) Board of Fire Commissioners we believe that transparent and accountable government requires that the business of the District be open to effective public review.

Transparency: The District will conduct its business in an accessible, clear and visible manner and its activities shall be open to examination by its stakeholders.

Accountability: The District will demonstrate and take responsibility for its actions, decisions, and policies, and it is answerable to the public at large.

This includes access to information as well as knowledge of the ability to participate in public discussion. The District's web site was created to provide a one-stop, comprehensive site through which information about the business of the District could be located and navigated and to further our accountability to the citizens and taxpayers of CPFR. As such we support:

- Open and transparent decision-making consistent with both the letter and intent of the Washington Open Public Meetings Act and best practices in local government transparency
- Transaction of the business of the District in an ethical and accountable manner
- Management of the District's financial resources and physical infrastructure in an efficient and effective manner
- Providing timely and easily accessible information to our constituents, tax payers, and other members of our community or stakeholders
- Providing timely response to requests for public records consistent with the letter and intent of the Washington Open Public Records Act
- Diligent management of financial affairs in order to ensure the District's long term financial health and the provision of essential public services.

This Policy Manual, Board of Fire Commissioners Meeting Notices, Agendas, and Minutes shall be posted to the District web site to provide public access and transparency.

Public Meetings & Records

The State of Washington enacted the Public Records law and the Open Public Meeting Act to assure citizens of our state transparency and access to government.

The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. *It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly* [Emphasis Added]. The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created (RCW 42.30.010).

Central Pierce Fire & Rescue is committed to both the letter and the intent of public records and open public meeting laws with the intent of being transparent in the District's decision making and fiscal affairs.

Public Meetings

All meetings of the Board of Fire Commissioners shall be open and public and all persons shall be permitted to attend these meetings except when an Executive Session is declared consistent with the provisions of RCW 42.30.030.

Regular Meeting

The Board shall hold regular meetings on the second and fourth Mondays of each month at 5:00 pm at District Headquarters, 17520 – 22nd Ave E, Tacoma, WA 98445. Should a regular meeting date fall on a holiday, the meeting shall be held on the next business day as provided by RCW 42.30.70. In the event that a quorum will not be present for a regular meeting, the Board may schedule a special meeting to transact the business of the District.

Special Meeting

The Board reserves the right to call and hold additional meetings as shall be deemed necessary in accordance with the provisions of RCW 42.30.080. Actions taken during a special meeting must pertain to the subjects identified by the advertised agenda. Special meetings may be called by either the Board Chairperson or a majority of the Board members. Notice of a special meeting will be made by the Fire Chief or their designee by delivering personally, by mail, by telephone, or by e-mail, written notice to each Board member and to those media entities which have on file with the District a written request to be notified of special meetings, at least 24 hours before the time of such meetings specified in the notice.

Notice of special meetings must be posted at the main entrance to the District Headquarters located at 17520 – 22nd Ave E, Tacoma, WA 98445 and at the meeting location (if different than the District Headquarters). The notice shall specify the time and place of the special meeting and the specific business to be transacted. At special meetings, only those matters noted in the agenda may be acted upon. Notice shall be posted to the District website at least 24 hours before the time of such meeting.

Emergency Meetings

The Board may call emergency (special) meetings as deemed necessary in accordance with the provisions of RCW 42.30.070. The Board Chair, or in his/her absence, the Vice Chair may direct the Board Secretary to call an emergency meeting.

The notices requirements for special meetings may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

Meeting Procedures

Meetings of the CPFR Board will be conducted in an orderly and businesslike manner.

Preparation of the Agenda

Agendas for public meetings shall be prepared in the following manner.

- A Commissioner may request an item be considered for an upcoming Board meeting by making an oral request at a Board meeting or submitting a request to the Fire Chief. Based upon the nature of the request, the Fire Chief may, at his/her discretion, place the item on the agenda or submit the request to the Board before placing it on the agenda. The majority of the Board may direct the Fire Chief to formally include or exclude the item from the agenda of an upcoming meeting.
- A member of the public may request an item be placed on a future Board meeting agenda while addressing the Board during a regular Board meeting and/or by submitting a request in writing to the Board through the Fire Chief's office. If the issue is placed on the agenda, the Fire Chief will notify the requester so they may plan to attend the meeting.
- Requests or input for agenda items must be submitted to the Board Secretary no later than Tuesday prior to the Board meeting. The Board Secretary will work with the Fire Chief to develop the Draft Agenda.
- The Chief will contact the Chair to discuss the Draft Agenda by telephone, electronically, or in person (as preferred by the Chair) no later than five days prior

to the Board's regularly scheduled meeting (Wednesday, the week prior to the meeting).

- The Chair shall indicate approval or provide specified revisions to the agenda to the Board Secretary no later four days prior to the Board's regularly scheduled meeting (Thursday, the week prior to the meeting).
- The Board Secretary shall provide each member of the Board with the meeting agenda and detailed information relative to agenda items no later 72 hours prior to the day of the meeting.
- The agenda for a regular meeting of the Board may be amended to address issues related to the normal business of the district, but in order to allow Commissioners the opportunity to be fully prepared, additions should whenever possible be limited to urgent matters requiring immediate action by the Board.
- The agenda for special meetings of the Board may only be amended outside the stated purpose of the meeting to address emergency items that affect public health, safety, and welfare of the District. The reasons for adding an emergency item to the agenda shall be announced publically in the meeting and included in the meeting minutes.

Agenda Content

The Board Secretary in consultation with the Fire Chief shall draft the agenda after conferring with the Chair in general accordance with the order listed below:

1. Call the meeting to order
2. Pledge of allegiance
3. Excuse of absence (if necessary).
4. Additions, revisions, or consensus approval of the agenda
5. Citizen Comments (if any)
6. Consent Agenda
 - a. Approval of excused absences
 - b. Approval of the minutes of previous meeting
 - c. Approval of vouchers and payroll
7. Unfinished Business (Second Reading)
8. New Business (First Reading)
9. Considerations and Requests
10. Staff, Local Firefighter's Association

11. Correspondence
12. Commissioner Comments
13. Executive Session, if called for
14. Adjournment

The order of business may be suspended at any meeting by a majority vote of the Board.

Minutes

The Board Secretary or designee shall take minutes of all meetings of the Board of Fire Commissioners with the exception of executive sessions. Meeting minutes shall contain the following information:

- Members of the governing body present. If a member arrives late, this shall be noted in the minutes.
- Motions, proposals, resolutions, orders and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name, if not unanimous.
- The substance of any discussion on any matter.

Minutes of the preceding meeting shall be transmitted to the board along with the meeting agenda for the next regularly scheduled meeting. After approval of the minutes, they shall be maintained in both hard copy and electronic format, and posted on the District's website.

Personal Notes

The Board of Fire Commissioners may take personal notes during meetings. These notes are not considered public records if all of the following conditions are met:

- Are created solely for the government official's or employee's convenience or to refresh the official's or employee's memory;
- Are maintained in a way indicating a private purpose;
- Are not circulated or intended for distribution within agency channels;
- Are not under agency control; and
- Can be discarded at the writer's sole discretion.

Should there be any question regarding the inclusion of specific notes as public records, the Commissioner taking those notes should provide a copy of those notes to the Board Secretary for inclusion with the minutes of the meeting.

Attendance

Commissioners may ask to be excused for a subsequent meeting by advising the Board under Commissioner Comments, or by notifying the Chairperson, Board Secretary, or Fire Chief in advance. If the absent Commissioner is excused, it shall be noted in the minutes.

From time to time, a Commissioner may not be able to be physically present at a Board meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. In these cases, attendance by audio or videoconferencing is permitted. However, attendance by electronic means should be the exception and not the rule.

Voice and Video Conferencing

Commissioners may participate in regular or special meetings of the Board via voice or videoconferencing to the extent that the public can hear the member's input and the member can hear what is said at the meeting.

Participation in executive session via electronic means requires that the Commissioner can assure that he or she is in a secure location and is able to maintain confidentiality.

Quorum

Three members of the Board of Fire Commissioners will constitute a quorum for transaction of the Business of the District.

Voting

Votes will be recorded. Any member may request a vote be changed if such request is made prior to consideration of the next order of business. Members may abstain to the record, at the time of voting, a statement indicating the reason for the vote or the reason abstaining (e.g., conflict of interest).

Rules of Order

Meetings of the Board of Fire Commissioners follow specific rules of order that are supported by the following principles:

- Rules serve to establish a framework for orderly conduct of meetings
- Rules should be clear and user friendly to encourage participation of members of the Board and the public
- Rules should enforce the will of the majority while protecting the rights of the minority

The Board Chairperson should use the following general format for discussion of agenda items:

1. Announce the agenda item
2. Invite the appropriate individuals (e.g., Fire Chief, Board Secretary, other staff) to report on the item including recommendations
3. Ask if members of the Board have any technical questions for clarifications.
4. Invite a motion by a member of the Board on the agenda item
5. Determine if another member of the Board wishes to second the motion
6. If the motion is made and seconded, ensure that all members of the Board clearly understand the motion (e.g. the motion may be repeated by the Chair, the Board Secretary, or the member who made the motion)
7. Invite discussion of the motion by the Board
8. After discussion or if there is no discussion, take a vote by asking for “ayes” and “nays”. If a member chooses not to vote, they should indicate that they abstain.
9. Announce the result of the vote and announce what action the Board has taken (if any)

The current edition of *Robert’s Rules of Order* serves as a reference for the rules of order as used by CPFR’s Board of Fire Commissioners. Rules of order may be amended or the order of business suspended at any meeting by a majority vote of the Board.

Executive Sessions

An executive session is a portion of a meeting of the Board of Fire Commissioners that is closed, or limited to members of the Board and other people whose presence is necessary to conduct the business at hand. The Board’s use of an executive session is limited to a narrow set of specific circumstances. In order to qualify for an executive section its purpose must meet one of the following provisions of RCW 42.30.

- Consideration of site selection or the acquisition of real estate, or to set the minimum price at which real estate will be offered for sale by lease or purchase when public knowledge regarding such consideration would cause a likelihood of a price impact (RCW 42.30.110(1)(b) and RCW 42.30.110(1)(c)).
- Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs (RCW 42.30.110(1)(d)).

- Receipt and evaluation of complaints or charges brought against a public officer or employee (RCW 42.30.110(1)(f)).
- Evaluation of the qualification of an applicant for public employment or the review of a District employee's performance (RCW 42.30.110(1)(g)).
- Evaluation of candidate qualifications for appointment to a vacant seat on the Board of Fire Commissioners (RCW 42.30.110(1)(h)).
- To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110(1)(i)).
- Collective bargaining sessions with employee organizations or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, or reviewing the proposals made in the negotiations or proceedings while in progress." (RCW 42.30.140(4)(a)).

Note: This list provides a brief overview of the requirements for convening of an executive session and is not a replacement for a more detailed review of RCW 42.30 prior to determination that use of an executive session by the Board is appropriate.

Executive Sessions may be called by the Chair during an official meeting in accordance with the provisions of RCW 42.30. In convening an Executive Session, the Chairperson shall announce:

- That the Board is going into Executive Session
- The statutory reason for the Executive Session
- That the public is excluded and that they should leave the room
- The time that the Executive session will be concluded (and the public may reenter the room)
- If Board action is expected following the Executive Session

An Executive Session may be extended to a stated later time by announcement of the presiding officer or his/her designee to those waiting outside the meeting room to reenter at its conclusion. Under no circumstance shall the Board ever take any action during an executive session; Board action may only occur during its meetings open to the public.

No minutes shall be recorded in executive session.

Recess & Adjournment

The meeting will be adjourned or recessed at any time by a majority vote.

Open Public Meetings Act (OPMA) Training

In compliance with RCW 42.30.205 the District provides OPMA training for elected officials within 90 days of their taking office and for appointed officials (e.g. Fire Chief, Deputy Chief, Finance Officer, and Board Secretary) within 90 days of appointment. Refresher training is required by statute every four years.

Board Communications

To ensure business communications submitted to and by the Board of Fire Commissioners comply with the *State Public Disclosure Act*, RCW 42.17, and the *State Open Meetings Act*, RCW 42.30, the following is set forth:

All letters, memoranda, and interactive computer communications involving Board members, the subject of which relates to the conduct of the Board or the performance of any District function, with few exceptions as stated by the Public Disclosure Act, are public records and shall be managed in accordance with the general requirements of *CPFR Policy 324-Public Access to District Records*. Copies of such letters, memoranda, and interactive computer communication may not be provided to the public or news media without the requesting party first filing a public disclosure request with the District.

As specified in *CPFR Policy 324-Public Access to District Records*, requests for District records by the public should be directed to the District's Public Records Officer. Any individual or entity making a request to a Board member for District documents should be directed to contact the District's Public Records Officer for a public document request form (use of this form is not required, but recommended to ensure that the District understands the nature and scope of the request).

In addition, the following specific provisions apply to communications to, from, and between Board of Fire Commissioners.

Written Communications

Written letters and memoranda received by the District, addressed to a Board member or the Board as a body, will be copied to all Board members, and a copy kept according to the District's Records Retention Schedule.

Electronic Communications

Informal messages with no retention value that do not relate to District conduct or performance of any District function, such as meeting notices, reminders, telephone

messages and informal notes, ordinarily do not constitute a public record. Users should delete these messages once their administrative purpose is served.

All other messages that relate to the functional District responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying; users may print a copy of the record and file it with the Fire Chief or his designee for keeping according to the District's Records Retention Schedule as specified in *CPFR Policy 324 – Public Access to District Records* or forward such e-mail messages to the Fire Chief or his designee for printing and filing according to the District's Records Retention Schedule.

E-mail communications intended for review by all five Board members, or a majority of them, whether concurrently or serially, must be considered in light of the Open Public Meetings Act. If the intended purpose of the e-mail is to generate a discussion that should occur at an open meeting, the electronic discussion should not occur.

E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" District business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail communications involving the District's attorney that are legally protected should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

E-mail between Board members and between Board members and staff shall not be transmitted to the public or news media without the requesting entity or person first filing a public disclosure request with the District.

Policy Making

Public policy determines services and service delivery levels provided to the community. Policies are created to guide decision-making. Establishment of policy generally evolves from a deliberative process and takes the form of a governing principle, plan, or course of action.

Policy making is one of the most important responsibilities of the Board of Fire Commissioners.

Legislative bodies are most effective and are most successful when they focus on strategic activities that guide the future of their communities. Whether it is called goal setting, strategic planning or futures planning, the process of assessing need and establishing priorities is a necessary function of local government.

Key Policies

Key policy making priorities include the District's:

- **Comprehensive Planning:** *These plans include the District's Strategic Plan, Long Term Financial Plan, Capital Facility Plan, and EMS Assessment Study (under development). Each plan is adopted by the Board of Fire Commissioners.*
- **Capital and Operating Budgets:** Budget documents provide short term fiscal policy direction for District operations.
- **Collective Bargaining Agreement and Employment Contracts:** The collective bargaining agreements between International Association of Firefighters Local 726 and OPEIU 8, and personal services contract between employees and the District define the terms of employment, salary, and benefits of represented and non-represented employees.
- **Standard Operating Policies:** Each of the District's policies contains a statement of Intent and Policy. These statements provide clear policy direction in support of procedural guidance.
- **Board of Fire Commissioners Resolutions:** Resolutions serve as a primary mechanism for the Board of Fire Commissioners to provide written documentation of major policy decisions.

Staff Roles & Responsibilities

The Fire Chief and Deputy Chief do not make policy decisions. However, they have *strong influence* on the policy-making process and its resultant decisions. For example, they propose budgets; oversee studies and analyses carried out by staff, and make policy recommendations to the Board of Fire Commissioners.

Proposed new policies shall be reviewed by the Fire Chief and may be reviewed by the District's Attorney prior to submittal to the Board for consideration.

Policy Adoption & Interpretation

Policies adopted and recorded in the minutes of the Board shall be regarded as official. Any formal motion or action, which amends or supplements existing policy, shall be called to the Board's attention before a vote to adopt is taken.

In the event of disagreement over the application, extent or interpretation of a policy, the conflict will be decided by a majority of the Board.

If a policy is found to be in conflict with state or federal law or the rules and regulations of a higher authority, such policy is automatically null and void without Board action.

Ethics and Conflict of Interest

The citizens served by Central Pierce Fire & Rescue are entitled to have fair, ethical, and accountable governance that has earned the public's full confidence for integrity.

Ethical Principles

Central Pierce Fire & Rescue's values of Commitment to Excellence, Respect, Trust(worthiness), Integrity, Competence and Professionalism, Compassion and Selflessness, provide a solid foundation for ethical behavior of all members. In addition to these core values, the Board of Fire Commissioners upholds the following fundamental ethical principles:

- Following the highest standards of public service, the Board, officers, and members will act to promote the public good and preserve the public's trust.
- In order to sustain a culture of ethical integrity, the Board, officers and members will conduct themselves in a manner that demonstrates civility and respect for others.
- In recognition of the importance of stewardship, the Board, officers and members will allocate and use public funds, property, and other resources in a responsible manner that takes into consideration both present and future needs of the community.
- The Board, officers, and members will undertake their duties in a fair and impartial manner, avoiding both conflicts of interest and the appearance of conflict.

While avoidance of conflict of interest is a fundamental ethical principle adopted by the Board of Fire Commissioners, this issue is also a matter of law and one of the most complex legal issues faced by the Board.

Conflicts of Interest

Fire Commissioners, the Board Secretary, and all District employees, are subject to the RCW 42.23 *Code of Ethics for Municipal Officers - Contract Interests*. This section of the Board Policy Manual should not be considered as an overview of common issues related to conflicts of interest and is not a definitive legal reference. Commissioners should refer to the relevant sections of the RCW and consult with the District's attorney as necessary to ensure compliance with legal requirements.

General Considerations

Conflict of interest laws are complex, but in general a Board member should not:

- Act on any matter in which he or she (or his or her family members) would stand to gain financially

- Accept any gifts or gratuities from any source because of his or her position as a Fire Commissioner

It is also imperative that each Board member remember it is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where a conflict of interest exists. Violations of the conflict of interest laws may result in significant penalties, including criminal prosecution.

Specifically Prohibited Conflicts of Interest

Specific Acts Prohibited by Washington Law (RCW 42.23.070)

- No Board Member may directly or indirectly use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No Board Member may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from any source except the District, for a matter connected with or related to the Board member's services with the District unless otherwise provided for by law. The Washington State Auditor's Office suggests asking, "**Would I be receiving this gift if I were not a Commissioner or employee of the District**" or "is this gift available to anyone who is not a Commissioner/employee or otherwise associated with the District". If the circumstances are such that the gift is offered because of Commissioner or employee status, in all likelihood it may create conflict of interest.
- No Board member may accept employment or engage in business or professional activity that the Board member might reasonably expect would require or induce him to disclose confidential District information to such business or employment interests.
- No Board member may disclose confidential information gained by reason of his/her Board position to any person or entity, nor may the Board member otherwise use such information for his/her personal gain or benefit.

Remote Interest

In circumstances where only a "remote interest" exists, after disclosure of the interest to other Board members and in the meeting minutes, the Board may approve the action to which a Board member has a remote interest, absent participation in the voting by the Board member with the remote interest, but only if the Board member refrains from any attempt to influence other Board members to approve the action.

Remote interests are deemed to be so minor that they do not constitute illegal conflicts of interest. Examples of remote interests are as follows:

- A non-salaried officer or member of a nonprofit corporation doing business or requesting money from the District. Therefore, being such an officer or member would not constitute a conflict.
- The landlord or tenant of a contracting party. For instance, a Board member may lease office space to a party that has a private interest in a public matter concerning the District without it resulting in a conflict of interest.
- The owner of less than 1 percent of the shares of corporation or a cooperative doing business with the District.
- Being reimbursed only for actual and necessary expenses incurred in performance of official duties.

Declaration of a Conflict

When a substantial conflict of interest exists, the District official must:

1. Refrain from voting or in any way influencing a decision of the other Board members; and
2. Declare that a conflict of interest exists, explain why it is a conflict, and have it made known in the official records of the District.

Should a situation arise where a majority of Board members or a majority of a quorum of those present at a Board meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevents the Board from acting as required by law in its official capacity, such action shall be allowed if the Board members with the apparent conflicts of interest make them known. In any event, such Board members should always strive to act in such instances solely in the best interests of the District.

District Legal Counsel Opinions

To understand the conflict of interest laws' effect on a Board member's actions, Commissioners should discuss the law and potential conflicts with the District's legal counsel or a private attorney. It is imperative that Board members identify in advance what their potential conflicts of interest relating to the District are or may be.

A Board member's request for an opinion from the District's legal counsel concerning a conflict of interest or potential conflict of interest is confidential and protected by the "attorney/client privilege". However, formal final opinions sought by a District representative from its legal counsel are a matter of public record and must be filed with the Fire Chief or his designee.

This filing requirement does not apply to verbal communications between Board members and the District's legal counsel. In all instances, Board members may also

seek advice regarding a potential conflict of interest from a private attorney, at their own expense. In such cases, no disclosure of that contact is required.

Filing of Disclosures

The Fire Chief or his designee should maintain a special file for all disclosures and legal opinions of conflicts of interest.

Additional reference: *CPFR Policy 205 – Reporting Improper Governmental Actions*

DRAFT

Interaction with District Staff

Overview

Given the formal chain of command that is typical of a paramilitary organization such as a fire district, inherent tension may result from fully open communication between the Board and other district members (employees and volunteers). The Board desires to foster open communication while maintaining the District's chain of command in order to facilitate effective and efficient operations to serve the community.

Fire Chief

The Board's role is to establish policy and define the District's priorities. It is the Fire Chief's obligation to implement those policies and priorities and to manage district operations on a day-to-day basis.

The Fire Chief is appointed by the Board to serve as the Chief Executive Officer (CEO) of the District and implement the policies and priorities of the Board of Fire Commissioners. The Fire Chief is responsible to the Board as a whole, rather than to individual Board members. Duties of the Fire Chief are specified in the District's Classification Specification for the position of Fire Chief and include, but are not limited to:

- Day to day management of District operations
- Budgeting and fiscal management
- Selection, promotion, and overall supervision of District employees and volunteers
- Negotiation with labor organizations representing District employees

Board Non-interference

The Board shall work through the Fire Chief when dealing with District operations of any kind or nature.

Under no circumstances, either directly or indirectly, shall a Board member become involved in, or attempt to influence, personnel matters that are under the direction of the Fire Chief, nor shall the Board be involved in, or seek to influence, the purchase of any supplies except in accordance with District procurement procedures.

Except for purposes of inquiry, the Board and each of its members shall deal with the District's operations of every kind and nature solely through the Fire Chief, the acting Fire Chief, or the Fire Chief's designee, and shall not give orders or provide direction to any subordinate of the Fire Chief.

Board of Commissioners / Fire Chief Relationship

The employment relationship between the Board and Fire Chief honors and respects the fact that the Fire Chief is the Chief Executive Officer of the District. All dealings with the Fire Chief, whether in public or private, should respect the authority of the Fire Chief in administrative matters. Board disagreements with the Fire Chief should be expressed in terms of policy rather than operational direction. The Board shall evaluate the Fire Chief on an annual basis to ensure both the Board and Fire Chief are in agreement about his performance and goals based upon mutual trust and common objectives.

Board Role

The Board retains the authority to accept, reject, or amend the Fire Chief's or District staff's recommendations on matters related to policy.

Board members must avoid intrusion into those areas that are the responsibility of staff. Individual Board members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Board as a whole. This is necessary and crucial to protect staff from undue influence and pressure from individual Board members, and to allow staff to execute priorities provided by management and the Board as a whole without fear of reprisal.

If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that Board member must prevail upon the Board to do so in open public meeting as a matter of Board policy.

Access to Information

The Fire Chief is the information liaison between the Board and District staff. Requests for information from Board members shall be directed to the Fire Chief who shall make every reasonable attempt to respond to all such requests promptly. Information requested by one or more Board members will be copied to all Board members so each may be equally informed. Sharing of information with the Board, and its individual members, is one of the Fire Chief's highest priorities.

Staff Roles

The Board recognizes the primary functions of the Fire Chief and District staff is to execute Board policy and implement actions authorized by the Board and to keep the Board informed in a meaningful fashion of District operations and issues. Staff, however, is obligated to take guidance and direction only from the Fire Chief and/or their superior officers. This direction follows the policy guidance of the Board. Staff is directed to reject any attempts of individual Board members to unduly direct or otherwise pressure them into making, changing, or otherwise influence how they

perform their job tasks, and to bring knowledge of such wrongful pressure to the attention of the Fire Chief who shall then address such conduct with the Board member in question or Board as a whole.

District staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Board members, provided that, in the judgment of the Fire Chief, the request is not of a magnitude, either in terms of workload or policy, which would require that it should be more appropriately assigned to staff through direction of the full Board.

Restrictions on Political Involvement of Staff

District staff formulates recommendations in compliance with Board policy for the good of the District, and strives not to be influenced by political factors. For this reason, it is very important to understand the restrictions of the staff's political involvement.

It is acknowledged, however, that by working for the District, staff members do not surrender their right to be involved in political activities. Employees may publicly express their personal opinions; register to vote; sign nominating or recall petitions; and vote in elections; District staff, however, are prohibited from engaging in political activity: during working hours; on District property; or using district property to advance their political agenda.

Budget Administration

Purpose

The budget is the financial plan developed to carry out the programs supporting the District's goals and objectives.

Responsibilities

The Board of Fire Commissioners shall review the District's strategic goals and capital projects plan and provide fiscal policy direction to the Fire Chief before development of the District's annual operations and capital budgets.

The Chief and District staff will be responsible for preparing a draft preliminary budget for review by the Board. The draft preliminary budget shall be prepared and submitted to the Board at a scheduled meeting in October or November. The Board shall hold a public hearing to facilitate transparency related to District finances and fiscal decision making prior budget adoption. The Board shall adopt the District's operations and capital budgets at a regularly scheduled meeting in November. The Fire Chief or designee shall submit the approved budget to the County Auditor prior to November 30th of each year.

Spending Limitations

Chiefs and Division heads are authorized to approve expenditures, provided they are within their division's approved budget.

Amendments

The District shall maintain a balanced budget. The Fire Chief and/or Finance Director may submit proposed budget amendments for board approval mid-year and again at year-end. In the event of unanticipated expenditures, the Chief may request that the Board authorize expenditure from the Commissioner Contingency Fund as needed.

Commissioner Contingency Fund

The Board has established a Commissioner Contingency fund as part of the annual budget to assist with unplanned/unbudgeted/under funded projects. All requests for appropriation from this fund must be presented to and approved by the Board. Requests for appropriation should be the exception, not the norm.

Reports

The Fire Chief shall ensure that the Board receives a monthly financial report and shall respond to requests of the Board for detailed financial reports in a timely manner.

Benefit Charge

The Law (RCW 52.18)

Fire Protection Districts in the State of Washington are authorized by laws in the Revised Code of Washington (RCW), specifically RCW 52.

RCW 52.18 Benefit Charge details the method of implementing and administering the Benefit Charge once it is passed by Fire District voters. Once voters authorize the Benefit Charge, the normal tax collection authority provided in RCW 52.16 drops from \$1.50 per thousand to \$1.00 per thousand of assessed valuation.

The law allows the benefit charge to consist of up to 60% of the operating budget. Between 2018 – 2021, the benefit charge ranged from 34% to 37% of the District's annual operating budget. The law also identifies authorized exemptions of the benefit charge.

Initial Benefit Charge – Six-year term that requires super majority approval.

Continued Imposition – May be brought to voters as 6-year or 10-year renewal by majority vote, or as permanent benefit charge that requires super majority approval.

Any interruption in the continuance of a benefit charge requires super majority approval.

The annual BC collection amount must be established each year for the following year by Resolution of the Board of Commissioners prior to November 30th.

RCW 52.18 – 2017 Updates (Section 5) - Changes to exemptions will need to be addressed at successful reauthorization for 2023.

History

The District residents voted in 1990 on a plan to reduce the District's dependence on uncertain property tax revenues in exchange for a Benefit Charge. The vote was affirmative and a Benefit Charge was routinely implemented for the calendar years of 1991 to present. The voters re-authorized an extension of the Benefit Charges in 1996, 2001, 2006, 2011, and 2016. The current BC requires reauthorization at six years in 2022, but can be brought to the voters early. If approved by the voters early than six years, the term resets to the timeframe approved in that ballot measure.

The Benefit Charge is a voter approved funding source which pays for day-to-day operations of the fire district such as salaries, equipment, fuel and utilities. The BC supplements the regular Fire Levy which was established back in the 1930's.

This is not a per-call charge and it is not based on assessed value of property. It is based on the combined square footage of improvements and property classification by the county.

The District reestablished the Benefit Charge Program in 2021 by Resolution No. 21-04.

Collection

The benefit charge is collected as part of, and along with, regular property taxes via tax statements issued by Pierce County Assessor-Treasurer. It is noted on the tax statement in a separate category and usually labeled as “(Fire) Benefit Charge”. Collection is managed by Pierce County but the right to determine the amounts falls with the district. In almost all circumstances, any deviations from the determined amounts must be authorized by the district.

Data Management

The District contracts annually with Interface Systems LLC to provide data from the Pierce County Assessor-Treasurers Office. The Executive Assistant is responsible for managing the program in-house.

Compensation & Benefits

Reimbursement for Expenses

Commissioners shall be compensated for expenses incurred while working or attending meetings for the District. The following rules shall be applied:

Expenses for such activities will be reimbursed in accordance with *CPFR Policy 306 – Advanced Travel Payment and Reimbursement*.

- Members are to report to the Board on their attendance at meetings for which reimbursement is received.

Compensation for Services Performed

Per RCW 52.14.010, a member of the Board shall receive compensation for each day or portion thereof for services performed as a member of the governing body.

Approval for services performed shall meet the following criteria:

- Attendance at official meetings of the Board
- Attendance at district Committee meetings by the Commissioner assigned to serve as the Board representative
- Attendance at events, conferences or association meetings where the Commissioner has been assigned to represent the district by the Board Chair or designee
- Attendance at Washington Fire Commissioners Association, National Association of Fire Officials, Commissioner Training Conferences and Seminars
- Functioning in formal and informal meetings as the CPFR appointee to the Board of Directors for SS911,
- Other meetings and/or committees agreed to by a majority of the Board Members.
- Request for compensation of services performed shall include the date the service was performed, and the purpose of the service.
- All requests shall be signed by the member requesting compensation and included in the monthly register of paid bills.

Educational Goal

It is the intentions of the Board to keep members informed of all pertinent information relative to the fire service and changes in fire district laws. As such Commissioners are encouraged to be active participants in the Washington Fire Commissioners Association and attend training programs related to fire district issues. The Board may direct the Secretary to prepare Training and Travel Requests as necessary for Commissioner's participation in training activity as specified in *CPFR Policy 603 - Operational Training*.

Travel

Board members shall be reimbursed for travel expenses to activities that are of direct benefit to the District that have been approved by the Board consistent with *CPFR Policy 306 – Advanced Travel Payment and Reimbursement*.

Uniform Issue/Clothing Allowance

Each Board Member shall receive an annual clothing allowance for District logo wear as approved through the annual budget.

Insurance

The Commissioners shall be included as named insured's on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with separate legal counsel and indemnification subject to the following conditions:

- The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
- The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner.

Liability

The District and its representatives must always approach its/their responsibilities in a thoughtful and professional manner that is mindful of the consequences of any intended action and which seeks to reduce risk to all involved.

Personal Liability

It is important to note that violations of certain laws and regulations by individual Board members may result in the member being personally liable for damages which are not covered by the District's insurance. Examples include acts deemed "intentional" such as discrimination, harassment, assault, and/or fraud.

One of the best ways for a Board member to avoid such liability is to always act in a manner which: is respectful to others; which is non-discriminatory and treats all according to the same standards; and which is in accordance with District policy.

Liability Protection Procedure

The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner under the District policy.

- The matter shall be referred to the District's attorney for investigation and review.
- The District's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.
- The District's attorney shall report to the Board of Commissioners in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.

The Board of Commissioners shall make the final determination based on the report and investigation of the attorney.

Legal Counsel

Advice of Counsel

The Board can obtain legal counsel for legal advice when needed.

Authorization to Seek Counsel

Board Members, Fire Chief and the Board Secretary are authorized to seek legal counsel for District issues. Within budgetary limits, the Fire Chief is authorized to seek legal counsel for routine district legal matters such as review of guidelines or procedures, labor relations, and other personnel issues.

The Fire Chief shall make a recommendation to the Board regarding selection of the District's general legal counsel and specialized legal services.

The District's general legal counsel is the legal advisor to the Board, the Fire Chief, and all District employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the District. The general legal responsibilities of the District legal counsel are to:

- Provide legal assistance necessary for formulation and implementation of policies and projects;
- Represent the District's interests, as determined by the Board, in litigation, administrative hearings, negotiations, and similar proceedings;
- Prepare or approve as to form resolutions, regulations, contracts, and other legal documents to best reflect and implement the purposes and intentions of the Board.

The District may use alternate legal counsel related to labor relations or other specialized areas of the law as necessary.

Inventory & Surplus Property

Inventory

The District shall maintain a formalized program of accountability and controls over all inventories of furniture, fixtures and equipment. The purpose of the inventory is to ensure effective and efficient management of the District's physical resources.

Surplus Property

As necessary, the Fire Chief shall make recommendation to the Board of Fire Commissioners when property in inventory is no longer needed by the District or is no longer serviceable. Based on this recommendation, the Board may declare the property surplus.

Surplus property shall be disposed of according to RCW 39.33.010 and/or District policy. Surplus items may not be purchased by Commissioners, Fire Chief, or member administering the sale to avoid conflict of interest.

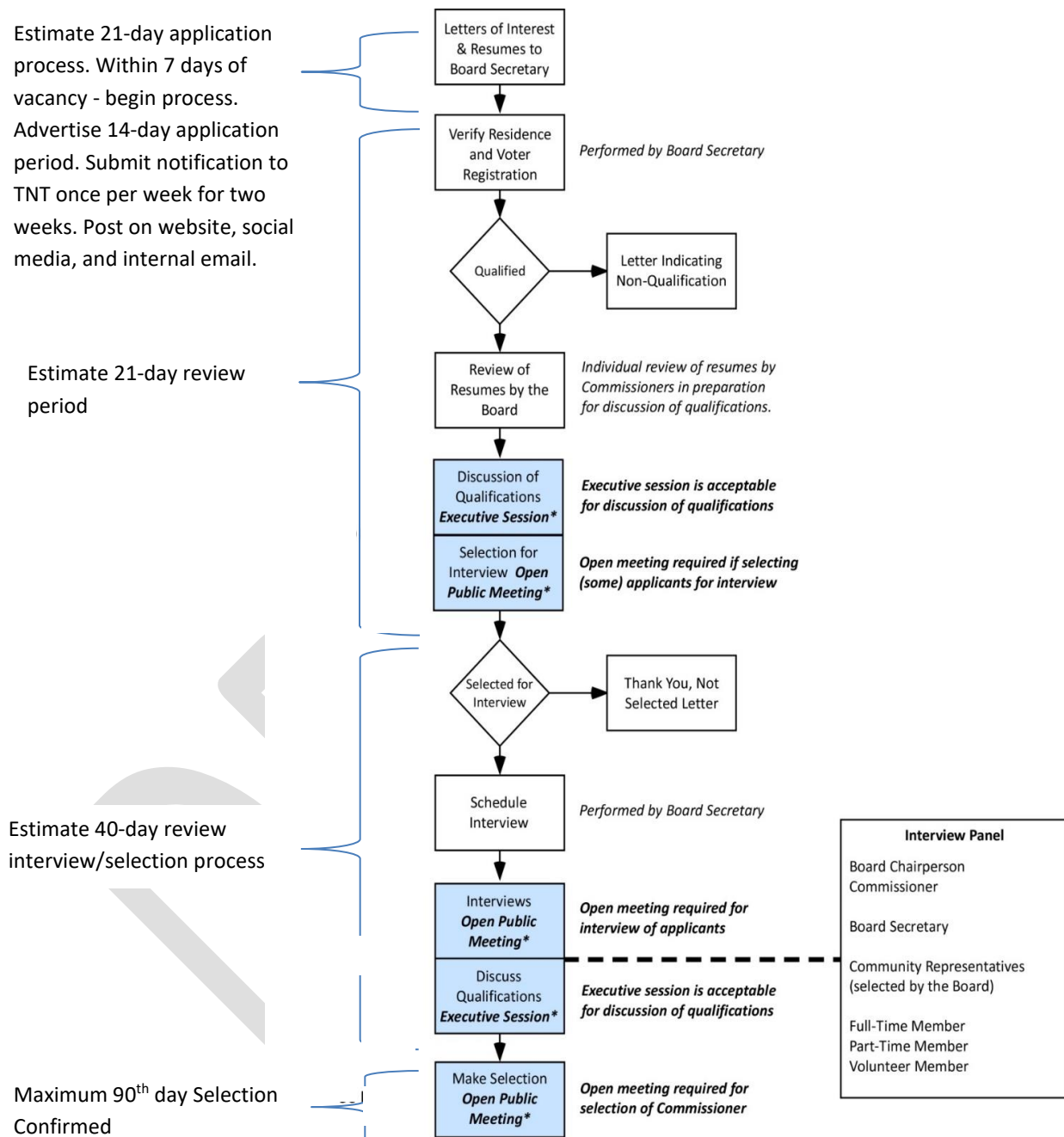
Surplus property that is no longer serviceable may be disposed of by District policy.

New Board Member Orientation

The Board of Fire Commissioners, Secretary to the Board, and Fire Chief shall assist each new member-elect to understand the Board's functions, policies and procedures before taking office. The following methods shall be employed:

- The member-elect shall be invited to attend and participate in meetings prior to being sworn in.
- The Chief shall provide material pertinent to meetings and be responsive to questions regarding said material.
- The member-elect shall be invited to meet with the Fire Chief and other administrative personnel to discuss services each performs for the Board.
- The Chief will give each member-elect copies of the Board Policy Manual, District Standard Operating Guidelines, and a copy of the laws relating to fire protection districts.

Appendix A-Commissioner Selection & Appointment Process



* RCW 42.30.110, 1, (h): To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public

Appendix B-Oath of Office

Fire Commissioner

I, _____do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of Fire Commissioner of Central Pierce Fire & Rescue; that I will support the Constitution and laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

District Secretary

I, _____do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of District Secretary of Central Pierce Fire & Rescue; that I will support the Constitution and laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

CENTRAL PIERCE FIRE & RESCUE

RESOLUTION NO. 21-04

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON:

1. Adopting revisions to Board Policy 303-Board of Commissioners, Meetings, Policies and Procedures.
2. Rescinding all previous resolutions pertaining to Board Policies 302 and 303.
3. Merging Policy 302-Compensation Reporting for Commissioners into Policy 303.

WHEREAS, the Fire Commissioners for Central Pierce Fire & Rescue deem it necessary to revise Board policies from time to time; and

WHEREAS, Board Policy 303 has been revised over the years through numerous Board resolutions and policy updates; and

WHEREAS, the Board desires to bring clarity to Board Policy 303 by adopting a revised policy to include a Board of Fire Commissioners Policy Manual; and

WHEREAS, the Board desires to incorporate Board Policy 302-Compensation Reporting for Commissioners Policy into Policy 303; and

WHEREAS, the Board desires that this resolution supersede all previous resolutions pertaining to Policies 302 and 303 including but not limited to Resolutions Nos. 97-007, 97-009, 03-07, 03-08, 06-10, 07-06, 08-05, 08-07, 09-04, 10-03, 13-09, 19-06 and 19-17;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners for Central Pierce Fire & Rescue that:

Section 1: Board Policy 303-Board of Commissioners, Meetings, Policies and Procedures dated _____ is hereby adopted.

Section 2: Future modifications to Board Policy 303 may be authorized by vote of the Board without requiring revisions to Resolution No. XX-XX.

Section 3: Previous resolutions pertaining to Board Policies 302 and 303 including but not limited to Resolution Nos. 97-007, 97-009, 03-07, 03-08, 06-10, 07-06, 08-05, 08-07, 09-04, 10-03, 13-09, 19-06 and 19-17 are hereby rescinded.

Section 4: Board Policy 302-Compensation Reporting for Commissioners Policy is hereby rescinded.

ADOPTED BY THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL
PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, AT A REGULAR
MEETING HELD THIS _____ DAY OF _____, 2021, OF WHICH ALL
COMMISSIONERS WERE NOTIFIED AND ____ WERE PRESENT AND VOTING.

Matthew Holm, Commissioner

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Bill Eckroth, Commissioner

ATTEST:

Tanya Robacker, District Secretary



Board Meeting Agenda Item Summary

Agenda Date: November 22, 2021

Item Title: Quinn Legal Services 2022

Attachments: Contract

Submitted by: Chief Olson

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☐ Second reading
- ☒ Motion to approve
- ☐ For information only
- ☐ Other: _____

SUMMARY:

Motion: To approve the 2022 Professional Services Contract for Legal Services with Eric Quinn.

Joe Quinn is planning to “slow down next year” and prefers that the annual professional services contract be entered into with Eric Quinn. The only change to the contract is the addition of paragraph no. 17. There are no monetary changes from the 2021 contract.

FINANCIAL IMPACT:

Budgeted in 2022

PROFESSIONAL SERVICES CONTRACT FOR LEGAL SERVICES

THIS AGREEMENT is made by and between Central Pierce Fire and Rescue (hereinafter referred to as “District”) and the law office of Eric T. Quinn, P.S., to become effective on the 1st day of January, 2022.

WHEREAS, the elected officials, executive and administrative staff of the District believe that it is in the best interest of the residents of the District to retain through a professional services contract qualified and experienced legal counsel with expertise in the areas of municipal law, employment law, discrimination, labor law, and related areas of the law, and who is qualified to meet the needs of the District; and

WHEREAS, the Attorney is willing to reserve sufficient attorney hours devoted exclusively to the District in return for a fixed monthly legal fee payable to the Attorney by the District; and

NOW, THEREFORE, it is hereby agreed between the parties hereto:

1. **Purpose of Agreement.** The purpose of this Professional Services Contract for Legal Services is to provide cost effective, efficient, experienced and professional legal services in an ethical manner to the District.

2. **Complete Agreement.** The Professional Services Contract for Legal Services shall be regarded as the entire expression of the parties' rights and obligations and shall constitute the complete agreement between the District and the Attorney. There are no other written or oral agreements between the parties.

3. **Independent Contractor.** The Attorney shall not be an employee of the District, but rather an independent contractor. As such, the Attorney shall be responsible for his own income tax withholding, and to pay his own FICA, state excise taxes, and all other required taxes and licenses, as well as fees payable by an employer in the State of Washington, with respect to secretarial or other staff expenses. The Attorney shall certify in writing to the District at least annually that all appropriate taxes and license fees have been paid. At the same time, the Attorney will certify his continuing good standing and completion of educational requirements with the Washington State Bar Association. The Attorney's signature upon this agreement shall constitute certification as to these two certification requirements.

4. **Scope of Legal Services.** The Attorney shall provide legal advice and counsel to the District. The Attorney shall draft contracts, represent the District in court and at administrative hearings when feasible, shall prepare opinion letters and resolutions, shall perform education and training upon request, shall facilitate retreats, shall review any and all contracts, deeds, easements, policies, standard operating procedures and similar documents submitted by the designated

representative of the District, shall advise and participate in personnel and employment decisions, and shall attend, only upon request, the meetings of the governing body, together with any and all other meetings, upon request. Except when client confidentiality requires otherwise, the Attorney may share all such work products with other fire department clients. In the event that due to extreme work load, or a need for specialized legal expertise or other similar reasons the Attorney believes a backup attorney or additional personnel are required to provide supplemental legal services, the Attorney will advise the District. Supplemental legal services may include paralegal services, research assistance, or special litigation attorneys. In the event that outside attorneys are used to provide these supplemental legal services, the Attorney shall require from such providers of supplemental legal services periodic briefings and reports as to the progress of the litigation or other project for which the supplemental legal services are required. The Attorney shall thereafter report to the District with respect to such supplemental legal services.

5. **Professional Hours.** The Attorney agrees to provide the foregoing scope of services by reserving to the District sufficient professional hours per month. "Professional Hours" are defined as the hours, and/or portions thereof, shown on the Attorney's timesheet for any month, or portion thereof, which are chargeable to the District. The Attorney shall record all hours devoted to performing any of the items included in the foregoing scope of services. Such Professional Hours shall be provided by the Attorney in consideration for monthly payment of the Fixed Fee set forth in this Agreement. In the event that the number of Professional Hours in any month exceeds the contracted amount, the excess Professional Hours shall be chargeable to the District at and \$220.00 per hour for the services of Eric T. Quinn and \$250.00 per hour for the services of Joseph F. Quinn, serving as an of-counsel attorney. Both of these hourly rates are lower than their usual and customary hourly rates, in consideration for this Professional Services Contract.

5A. **Carryover - Unused Dollars.** If the Professional Hours worked, multiplied by the respective hourly rates of the respective attorneys, would result in a total monthly fee less than the Fixed Fee agreed upon in paragraph 6 of the Contract, then the amount due shall be adjusted to be the Fixed Fee in this Contract. The amount of such adjustment shall be "unused dollars." It is hereby agreed that the Attorney will carry over such unused dollars to the next month, and to succeeding months if still unused, but not beyond the end of the contract term, unless the client renews the contract for an additional term. Unused and carryover dollars will be applied first to each invoice when preparing invoices in the succeeding month or months until all carryover or unused dollars are used up.

6. **Fixed Fee.** During the term of this contract, the District shall pay the Attorney the sum of \$1,000.00 per month (the "Fixed Fee").

7. **Term of Agreement.** This agreement shall commence on January 1, 2022 following and expire on December 31, 2022. The Agreement shall be reviewed in the last quarter of such year and may be renewed or renegotiated. Neither party to this Agreement is obligated to renew the contract, in the event that the parties are unable to agree on renegotiated terms.

8. **Time Records.** Attorney agrees to maintain detailed time records showing all chargeable Professional Hours expended pursuant to this Professional Services Contract, to the

tenth of an hour, itemized by client and matter. Attorney will provide such time records, or an itemized summary thereof, monthly, to the District, showing the Professional Hours attributable to the District.

9. **Attorney to Provide.** The Attorney shall provide his own office furniture, library, computer and printer, including software, all insurance and fringe benefits, including pension, other equipment and supplies, the Attorney's telephone lines and equipment, and membership dues in organizations, including but not limited to, the Washington State Bar Association.

10. **Good Standing.** The Attorney agrees that he must remain in good standing with the Washington State Bar Association, including but not limited to, paying annual dues and participating in continuing legal education. Attorney also agrees to participate in other education and training specific to municipal law and fire departments. The Attorney will maintain familiarity with the substantive law regarding fire protection districts, regional fire authorities and fire departments, including for example attendance at state (or county) conferences of the Washington State Fire Commissioners and Fire Chiefs, as the Attorney shall decide.

11. **Professional Relationship - Attorney and Client.** It is understood and agreed that the Attorney shall maintain a professional, fiduciary relationship with the District.

12. **Client Confidentiality.** The Attorney will adhere to the Rules of Professional Conduct (RPCs) regarding confidentiality of client information, as in the normal course.

13. **Conflicts of Interest.** The Attorney shall be responsible for identifying any conflict of interest or potential therefor, and shall advise the client(s) involved in accordance with the RPCs. The engagement of other attorney services due to an actual or potential conflict shall not affect the Professional Hours, the monthly Fixed Fee, or the Professional Services Contract in any way, subject to the limitations set forth in paragraph 16 below.

14. **Client Costs.** The Attorney may advance costs or expenses on behalf of a client, recording the name of the particular client for record keeping purposes. Such costs advanced by the Attorney shall be reimbursed as set forth above and shall not be part of the Fixed Fee. The Attorney does not charge clients for copying costs, travel expenses such as tolls or ferry charges, and long distance telephone charges. However, out of pocket expenses such as those for filing fees and court reporters' fees are subject to this paragraph.

15. **Trust Account.** Attorney will maintain such appropriate trust accounts as are necessary under the RPCs. Any and all client funds in trust will be identified as to the particular client.

16. **Disputes/Arbitration.** Any and all disputes between the Attorney and the District shall be submitted to mediation and/or arbitration. If the parties do not agree to mediate their dispute, the dispute shall be arbitrated and the arbitrator's decision shall be conclusive and binding upon the parties. The District and Attorney will select a mutually agreed arbitrator, to provide mediation or arbitration service.

17. **Reducing Carryover Dollars.** The Attorney shall consult the District in the event that carryover dollars reach the amount of \$3,000.00. The purpose of the consultation shall be to discuss methods by which carryover dollars may be reduced. The parties agree that in the event that carryover dollars have reached \$3,000.00 in December 2022, the Attorney shall conduct either an annual policy audit for the District and/or conduct in-person training for members of the District, until such time as the carryover balance is reduced to at most \$1,000.00.

CENTRAL PIERCE FIRE AND RESCUE

Authorized Officer

Eric T. Quinn, P.S.

Eric T. Quinn, President



Board Meeting Agenda Item Summary

Agenda Date: November 22, 2021

Item Title: Finance Staff Report

Attachments: 10/2021 Investment Report, 2019 Financial Audit

Submitted by: Tanya Robacker

RECOMMENDED ACTION BY THE BOARD:

☐ First reading

☐ Second reading

☐ Motion to approve

☒ For information only

☐ Other: _____

SUMMARY:

1. October Checkbook –
 - a. Operating Revenue & Expenditures
 - i. Revenue and expenditures (other than overtime) are within expected limits.
 - b. Overtime is still increasing and exceeds anticipated.
 - i. OT is at 96.9% which is about \$800k over budget.
 - ii. Next Steps unchanged:
 1. A Year end OT adjustment is likely if these OT increases continue.
 2. It appears the rest of the operating budget is sufficiently under that this adjustment can be absorbed in the other divisions.
2. AUDITS
 - a. 2019 Financial audit is complete.
 - b. Final 2019 financial audit is attached.
 - c. 2020 Financial and single audits have started, entrance conference is scheduled for 15:30, on 12/9/2021.
 - i. Please contact Dianne Porter if you would like to attend.
 - d. 2019/2020 Combined accountability audit also underway.



Board Meeting Agenda Item Summary

3. POSITIONS

- a. Procurement & Grant Coordinator
 - i. Approved in mid-year amendment
 - ii. Job description needs another revision for clarity between bargaining units
- b. Support Specialist – Payroll backup
 - i. Job description unchanged, working on posting.

4. BUDGET

- a. 2022 Budget will be submitted to the County this week after BOC approval (proposed 11/22/21).
- b. 2021 Year-end budget amendment – will ask for waiver of 2 readings to free up the 12/13/21 BOC meeting.

2021 REVENUE & EXPENDITURES SUMMARY (Operating Funds)

A. BEGINNING BALANCE	2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date TOTALs		A
Carryforward from Prior Month (Jan is Min Cash Flow Reserve)	\$ 11,100,000	\$11,100,000	\$8,302,112	\$4,336,746	\$ 3,405,379	\$22,370,303	\$22,060,143	\$17,823,186	\$13,223,758	\$8,514,733	\$ 4,392,338	\$ -	\$ -	\$11,100,000		A
Total	11,100,000	11,100,000	8,302,112	4,336,746	3,405,379	22,370,303	22,060,143	17,823,186	13,223,758	8,514,733	4,392,338	-	-	11,100,000		A
B. REVENUE (+)	2021 Current BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 10/31/2021	% Budget Received	B
Reg Levy	27,958,362	41,128	485,385	1,241,468	11,300,532	1,894,282	143,596	93,108	162,088	392,091	10,077,520	-	-	25,831,198	92.4%	B
EMS Levy	11,026,214	17,292	191,718	490,689	4,459,312	747,973	57,126	37,077	64,192	154,918	3,975,124	-	-	10,195,421	92.5%	B
EMS Levy Write Offs	(1,200,000)	(56,963)	(47,404)	(72,287)	(52,244)	(210,269)	(64,363)	(87,464)	(245,645)	(162,049)	(125,984)	-	-	(1,124,672)	93.7%	B
FBC	23,982,865	36,595	442,904	1,140,800	9,491,277	1,774,778	157,255	109,377	143,204	330,593	8,418,841	-	-	22,045,624	91.9%	B
Transports	4,029,900	249,403	180,010	359,915	460,131	280,727	419,615	507,220	453,360	459,872	445,081	-	-	3,815,334	94.7%	B
Transports Paid by Levy	1,200,000	56,963	47,404	72,287	52,244	210,269	64,363	87,464	245,645	162,049	125,984	-	-	1,124,672	93.7%	B
Licenses & Permits	36,000	100	200	11,125	1,550	3,585	5,000	1,390	2,565	500	300	-	-	26,315	73.1%	B
Other Charges for Goods & Svcs	1,342,053	254,370	130,117	106,211	122,120	71,953	69,756	214,865	69,930	71,429	105,802	-	-	1,216,553	90.6%	B
Grants (Intergovernmental)	89,000	-	43,541	-	50,166	999	6,192	141,462	41,680	4,981	1,891	-	-	290,912	326.9%	B
Investment Interest	45,000	3,398	2,543	1,904	1,456	1,688	2,414	5,927	2,381	2,227	2,161	-	-	26,099	58.0%	B
Miscellaneous & Other Tax Revenue	16,100	1,441	4,516	2,689	1,426	1,426	1,426	1,430	1,469	1,469	1,469	-	-	18,761	116.5%	B
Other Sources	36,000	-	-	9,598	-	-	-	44,619	18,628	14	-	-	-	72,859	202.4%	B
																B
Total Revenues	68,561,494	603,727	1,480,934	3,364,399	25,887,970	4,777,411	862,380	1,156,475	959,497	1,418,094	23,028,189	-	-	63,539,076	92.7%	B
C. EXPENDITURES (-)	2021 Current BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 10/31/2021	% Budget Spent	C
Commissioners	57,041	9,301	2,781	2,460	4,222	2,946	3,006	2,781	2,004	5,997	6,007	-	-	41,505	72.8%	C
Commissioners' Contingency	142,000	-	-	-	-	-	-	-	-	-	-	-	-	-	43.2%	C
Admin & Internal Services	8,618,207	628,885	722,841	528,631	561,735	709,003	560,049	621,748	683,863	594,509	666,211	-	-	6,277,475	72.8%	C
Operations (Suppression, EMS)	48,822,248	4,834,330	4,102,494	3,156,433	4,355,637	3,683,693	3,744,382	4,232,367	3,988,159	3,840,332	4,097,616	-	-	40,035,443	82.0%	C
Overtime - ALL DIVISIONS	5,976,226	468,571	359,917	422,388	519,311	438,224	544,526	665,631	748,014	851,043	775,071	-	-	5,792,696	96.9%	C
Prevention & Education	1,257,449	123,948	90,653	68,740	110,698	106,488	123,970	101,934	108,848	105,673	103,879	-	-	1,044,831	83.1%	C
Fleet Maintenance	1,841,651	164,116	167,614	117,114	148,443	147,217	123,404	131,442	137,634	142,935	138,526	-	-	1,418,445	77.0%	C
Transfers to ERF & Facilities	4,674,208	-	-	-	1,223,000	-	-	-	-	-	-	-	-	1,223,000	26.2%	C
Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	C
																C
Total Expenditures	71,389,030	6,229,151	5,446,300	4,295,766	6,923,046	5,087,571	5,099,337	5,755,903	5,668,522	5,540,489	5,787,310	-	-	55,833,395	78.2%	C
D. TOTAL CHANGE BY MONTH [Revenue (-) Expenditure] Increase / (Decrease)																D
	(2,827,536)	(5,625,424)	(3,965,366)	(931,367)	18,964,924	(310,160)	(4,236,957)	(4,599,428)	(4,709,025)	(4,122,395)	17,240,879	-	-	7,705,681		
E. Ending Balance (A + D) as of 10/31/2021	\$ 8,272,464	\$ 5,474,576	\$ 4,336,746	\$ 3,405,379	\$ 22,370,303	\$ 22,060,143	\$ 17,823,186	\$ 13,223,758	\$ 8,514,733	\$ 4,392,338	\$ 21,633,217	\$ -	\$ -	18,805,681		E
F. Planned Use of Savings	2,827,536	2,827,536												2,827,536		F
G. Carryforward (E + F)	11,100,000	8,302,112	4,336,746	3,405,379	22,370,303	22,060,143	17,823,186	13,223,758	8,514,733	4,392,338	21,633,217	-	-	21,633,217		G

Central Pierce Fire & Rescue

General Fund, EMS, and Reserve Funds as of

10/31/2021

PRELIMINARY BEGINNING BALANCES- 2020 YEAR END NOT CLOSED

Col A

Col B

Col C

Col D

Col E

Col F

SUMMARY OF CARRYFORWARD - 2021 REVENUE & EXPENDITURES - GENERAL AND EMS FUNDS

	Checkbook Gen Fund & EMS (001 & 101)	Gen Fund & EMS Reserves	Reserve Fund (011)	ERF (015)	Facilities (050)	TOTAL Gen Fund, EMS & Reserves
A. BEGINNING BALANCES						
1. Beginning Balance 1/1/2021	\$ -	\$ -	\$ -	\$ 1,601,716	\$ 276,512	\$ 1,878,228
2. Minimum Cash Flow (Working Capital Reserve)	11,100,000					11,100,000
3. 5% Operating Reserve (Revenue Stabilization)			3,263,868			3,263,868
4. Unreserved Carryforward		5,695,729				5,695,729
5. Total Beginning Balances	11,100,000	5,695,729	3,263,868	1,601,716	276,512	21,937,825
6. B. REVENUE (+)	63,539,076	-	2,901	1,089,243	200,000	64,831,220
7. C. EXPENDITURES (-)	55,833,395	-	-	\$ 2,144,040	\$ 231,036	58,208,471
D. NET CHANGE [Revenue (-) Expenditure]						
8. Increase / (Decrease)	7,705,681	-	2,901	(1,054,797)	(31,036)	6,622,749
E. Preliminary Ending Balance (A + D) as of 10/31/2021						
9. (Unaudited and subject to change)	\$ 18,805,681	\$ 5,695,729	\$ 3,266,769	\$ 546,919	\$ 245,476	\$ 28,560,573

Fund Key:

- Minimum Cash Flow - Working capital reserve that gets us from October tax payment through the April tax payment.
- 5% Operating Reserve - Revenue stabilization/emergency reserve to fund expenditures during disasters, moved to 011 August 2020.
- Unreserved Carryforward - Money in savings in the fund, available for use in the same manner as the fund it resides in.
- Operating Funds (001 Gen Fund and 101 EMS Fund) - Available to cover all Salaries, Benefits, Supplies, Services, Capital and Debt.
- Reserve Fund (011) - Revenue stabilization/emergency reserve to fund expenditures during disasters, 5 % + interest.
- ERF / Reserve (015) - Reserved by Board Resolution to fund replacement costs for equipment and apparatus.
- Facilities (050) - Reserved by Board Resolution to fund building maintenance and repairs.

Central Pierce Fire & Rescue

ALL Funds as of

10/31/2021

	Col A	Col B	Col C	Col D	Col E
	TOTAL Gen Fund, EMS & Reserves	GEMT (102)	Debt (201)	Capital Projects (301)	Year-To-Date TOTALS
<u>A. BEGINNING BALANCE</u>					
Beginning Balance 1/1/2021 (Carryforward)	\$ 21,937,825	\$ 9,641,834	\$ 428,432	\$ 12,031,776	\$ 44,039,867
1. Total Beginning Balances	21,937,825	9,641,834	428,432	12,031,776	44,039,867
<u>B. REVENUE (+)</u>	64,831,220	8,792,729	2,311,791	8,216	75,943,956
<u>C. EXPENDITURES (-)</u>	58,208,471	-	547,956	(10,930)	58,745,497
<u>D. NET CHANGE [Revenue (-) Expenditure]</u>					
4. Increase / (Decrease)	6,622,749	8,792,729	1,763,835	19,146	17,198,459
E. Preliminary Ending Balance (A + D) as of 10/31/2021					
5. (Unaudited and subject to change)	\$ 28,560,573	\$ 18,434,563	\$ 2,192,267	\$ 12,050,922	\$ 61,238,325

Fund Key:

6. GEMT Fund (102) - Reserved revenue from medicaid transports, restricted to use for EMS operating, capital, and facility costs
7. Debt Fund (201) - Reserved revenue source from the Excess Levy, restricted to use for GO Bond Debt repayment only
8. Capital Project Fund (301) - Reserved revenue from the GO Bonds, restricted to use for capital facilities, furnishings, and potentially apparatus.

FUND 301 CAPITAL PROJECTS
LIFE-TO-DATE SPENDING
 updated thru **10/31/21**

Div	DivTi Account2 Desc	2013	2014	2015	2016	2017	2018	2019	2020	2021	Grand Total
200	Administration										
	53501 Small Tools/Equipment				1,615						1,615
	Sal & Benefits		56,368	219,744	262,889	119,060					658,060
	54151 Legal Fees	20,500	11,957	1,870	20,000						54,327
	54911 Contractual Services	78,483	90,681		83,530						252,693
200 Total		98,983	159,006	221,614	368,034	119,060					966,696
205	Central Stores										
	53146 Building Repair Parts			(0)							(0)
	54191 Other Professional Services				8,971						8,971
	56431 Equipment - Miscellaneous			0	10,995						10,995
205 Total				(0)	19,966						19,966
600	Station 60										
	53141 Operating Supplies			856	22						878
	53146 Building Repair Parts				280						280
	53501 Small Tools/Equipment				6,690	31,910	963				39,563
	54111 Advertising				511	235					746
	54191 Other Professional Services			14,677	14,293	7,007	8,387				44,365
	54502 Other Operating Rental			164	2,865	1,647	2,198				6,874
	54611 Insurance			5,500	13,000						18,500
	54911 Contractual Services			13,821	22,605	82,514	27,060	2,534			148,534
	56101 Land Acquisition			3,388							3,388
	56201 Capital - Buildings				3,333,847	6,614,127	215,623	13,730			10,177,326
	56210 Capital - Building Permits		4,407	45,302	76,960	12,913	2,018		(49,520)		92,080
	56241 Capital-Contstruction Contract						(3,765)				(3,765)
	56242 Buildings - Architectural Svcs	52,354		537,546	260,381	177,178	11,417				1,038,876
	56243 Buildings - Engineering Svcs	13,924		45,444	34,638	20,018	2,318				116,343
	56244 Buildings - Other Prof Svcs			35,234							35,234
	56431 Equipment - Miscellaneous			0	85,389	48,601	1,255		(1,495)		133,750
	56421 Equipment - Furniture					233,320	2,193	2,977			238,490
600 Total			70,685	701,932	3,851,481	7,229,470	269,667	19,241	(51,015)		12,091,462

Div	DivTi	Account2	Desc	2013	2014	2015	2016	2017	2018	2019	2020	2021	Grand Total
601	Station 61												
		54151	Legal Fees					2,499					2,499
		54911	Contractual Services			22,102	25,351	9,186	1,540				58,179
		56101	Land Acquisition			13,279	2,462	801,096					816,837
		56210	Capital - Building Permits			4,651		13,350					18,001
		56241	Capital-Contstruction Contract							1,875			1,875
		56242	Buildings - Architectural Svcs		870	7,838	115,181	57,090	6,927			4,392	192,297
		56243	Buildings - Engineering Svcs					9,861					9,861
		56431	Equipment - Miscellaneous				26,670						26,670
601 Total					870	47,870	169,664	893,082	8,467	1,875		4,392	1,126,219
602	Station 62												
		54801	Building Repair/Maintenance				4,891						4,891
		54911	Contractual Services				1,200						1,200
		56431	Equipment - Miscellaneous			0	9,762						9,762
602 Total						0	15,853						15,853
603	Station 63												
		53146	Building Repair Parts			713							713
		53501	Small Tools/Equipment				30,153	3,451					33,604
		54111	Advertising			751							751
		54151	Legal Fees			777							777
		54191	Other Professional Services		46,636	8,434	18,121	7,433	1,000				81,625
		54911	Contractual Services			13,224	23,571	3,353					40,148
		56101	Land Acquisition		449,334	14,801	2,535						466,669
		56201	Capital - Buildings			109	3,261,493	647,316	98,213				4,007,131
		56210	Capital - Building Permits		290	79,265	5,746	(5,693)		(1,633)			77,975
		56242	Buildings - Architectural Svcs		8,483	251,374	150,545	40,721	8,392				459,515
		56243	Buildings - Engineering Svcs			27,839	22,098	783					50,720
		56244	Buildings - Other Prof Svcs			28,870							28,870
		56431	Equipment - Miscellaneous			0	10,866	3,944	59,637	6,131			80,577
		56421	Equipment - Furniture					30,930					30,930
603 Total					504,742	426,156	3,525,128	732,237	167,242	4,498			5,360,004
604	Station 64												
		54191	Other Professional Services			821	388						1,208
		54801	Building Repair/Maintenance						65,422				65,422
		56431	Equipment - Miscellaneous			0	6,443						6,443
604 Total						821	6,830		65,422				73,072

Div	DivTi Account2	Desc	2013	2014	2015	2016	2017	2018	2019	2020	2021	Grand Total
605	Station 65											
	53502	Communication Equipment			5,747							5,747
	56201	Capital - Buildings		804								804
	56431	Equipment - Miscellaneous			0	11,558						11,558
605 Total				804	5,747	11,558						18,109
606	Station 66											
	53146	Building Repair Parts			0							0
	53501	Small Tools/Equipment			0							0
	54151	Legal Fees			0							0
	54191	Other Professional Services			0	0	0					0
	54911	Contractual Services			0		0					0
	56101	Land Acquisition		25,000	(25,000)							(0)
	56210	Capital - Building Permits			0							0
	56242	Buildings - Architectural Svcs		11,036	(11,036)							0
	56243	Buildings - Engineering Svcs		10,613	(10,613)							(0)
	56431	Equipment - Miscellaneous				0						0
606 Total				46,649	(46,649)	0	0					(0)
607	Station 67											
	54911	Contractual Services			18,333		36,667	18,333	18,333	18,333		110,000
	56201	Capital - Buildings		804								804
	56242	Buildings - Architectural Svcs		7,846	9,426							17,272
	56243	Buildings - Engineering Svcs			1,554							1,554
	56431	Equipment - Miscellaneous			0	11,763						11,763
607 Total				8,650	29,313	11,763	36,667	18,333	18,333	18,333		141,392
617	Training Center (67)											
	56201	Capital - Buildings		804	17,166	0						17,970
	56431	Equipment - Miscellaneous			0	0						0
617 Total				804	17,166	0						17,970
608	Station 68											
	56201	Capital - Buildings		804								804
	56431	Equipment - Miscellaneous			0	13,041						13,041
608 Total				804	0	13,041						13,845
609	Station 69											
	54191	Other Professional Services			821							821
	54801	Building Repair/Maintenance		44,714					64,063			108,777
	56242	Buildings - Architectural Svcs		4,675								4,675
	56431	Equipment - Miscellaneous			0	11,114						11,114
609 Total				49,389	821	11,114			64,063			125,386

Div	DivTi	Account2	Desc	2013	2014	2015	2016	2017	2018	2019	2020	2021	Grand Total
650		Maint. Shop											
		56431	Equipment - Miscellaneous			0	5,655						5,655
650 Total						0	5,655						5,655
701		Station 71											
		53501	Small Tools/Equipment				993						993
		54191	Other Professional Services			547	1,988						2,535
		54502	Other Operating Rental				500						500
		54801	Building Repair/Maintenance				31,157						31,157
		54912	Fees/Permits			580							580
		56201	Capital - Buildings		17,937		1,877						19,815
		56210	Capital - Building Permits			1,190							1,190
		56241	Capital-Contstruction Contract				138,073		38,152				176,226
		56242	Buildings - Architectural Svcs		5,080	16,135	51,506	3,963	2,125				78,809
		56243	Buildings - Engineering Svcs			4,956	743						5,698
		56431	Equipment - Miscellaneous			0	14,679						14,679
701 Total					23,017	23,408	241,517	3,963	40,277				332,182
702		Station 72											
		53146	Building Repair Parts			376							376
		53501	Small Tools/Equipment			91				3,026	2,341		5,458
		54111	Advertising						483				483
		54151	Legal Fees			10,234							10,234
		54191	Other Professional Services			9,736	1,850	5,360	19,415				36,361
		54611	Insurance						8,000				8,000
		54911	Contractual Services			15,736	3,386	24,547	134,663	211,598	56,986		446,916
		56101	Land Acquisition			3,580,444			2,605	14,470	0		3,597,518
		56201	Capital - Buildings							88,168	57,584		145,752
		56210	Capital - Building Permits			260	24,205	26,520	214,807		49,723	(45,000)	270,515
		56241	Capital-Contstruction Contract						3,307,062	8,438,997	1,121,536		12,867,594
		56242	Buildings - Architectural Svcs		2,055	80,465	346,712	273,299	277,621	189,739	151,077		1,320,968
		56243	Buildings - Engineering Svcs			10,613	39,378	40,720	84,876	28,536	53,034		257,157
		56244	Buildings - Other Prof Svcs				7,500			21,150	1,539		30,189
		56431	Equipment - Miscellaneous				40,500				83,281		123,781
		56421	Equipment - Furniture							1,366			1,366
		54941	Printing & Binding					197					197
		54731	Electricity							552			552
702 Total					2,055	3,707,954	463,531	370,642	4,049,533	8,997,603	1,577,100	(45,000)	19,123,417

Div	DivTi	Account2	Desc	2013	2014	2015	2016	2017	2018	2019	2020	2021	Grand Total
703		Station 73											
		53501	Small Tools/Equipment									6,349	6,349
		54191	Other Professional Services		2,800			12,836					15,636
		54911	Contractual Services			840							840
		54912	Fees/Permits		600								600
		56201	Capital - Buildings								80,579		80,579
		56242	Buildings - Architectural Svcs			4,243	250					23,329	27,822
		56431	Equipment - Miscellaneous				5,831						5,831
703 Total					3,400	5,083	6,081	12,836			80,579	29,678	137,657
Grand Total				98,983	870,875	5,141,235	8,721,217	9,397,956	4,618,940	9,105,613	1,624,998	(10,930)	39,568,887

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

Type	Acct	Desc	Vendor	Memo	2020 Total	2021	01	02	03	04	05	06	07	08	09	10	Grand Total
Exp	51101	Regular Time	MCKE09220	MCKENZIE, RADCLIFFE L TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,735.64	0.00	0.00	0.00	0.00	1,735.64
		Regular Time Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,735.64	0.00	0.00	0.00	0.00	1,735.64
	51101 Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,735.64	0.00	0.00	0.00	0.00	1,735.64
	51102	Part Time	GARD11050	GARDEN, WAYNE J TOT.	17,167.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,167.73
		Part Time Total			17,167.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,167.73
	51102 Total				17,167.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,167.73
	51201	Overtime	ANDE03230	ANDERSON, DENNIS M TOT.	0.00	0.00	147.83	665.22	739.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,552.19
			ARON10160	ARONOW, CHRISTIAN A TOT.	0.00	166.95	169.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	336.22
			AUVI112010	AUVIL, MICHAEL E TOT.	0.00	0.00	0.00	678.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	678.20
			BACA02140	BACA, JOHN TOT.	0.00	0.00	0.00	0.00	0.00	0.00	121.37	0.00	0.00	0.00	242.35	0.00	363.72
			BAKE11280	BAKER, WILLIAM D TOT.	137.36	140.37	0.00	0.00	0.00	0.00	0.00	0.00	681.38	0.00	0.00	136.91	1,096.02
			BEAL12070	BEAL, MARC J TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	963.27	0.00	0.00	144.69	0.00	1,107.96
			BELL06020	BELLERIVE, ROGER M TOT.	0.00	123.56	0.00	122.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245.87
			BENN09240	BENNING, DAVID M TOT.	0.00	137.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.44
			BERD04150	BERDAN, KEVIN M TOT.	588.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	588.30
			BERD11180	BERDAN, SCOTT R TOT.	0.00	142.99	141.73	978.78	814.95	2,957.87	3,587.85	5,674.06	1,969.48	1,650.73	0.00	0.00	17,918.44
			BEST07180	BEST, BLUE J TOT.	0.00	153.03	153.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	306.06
			BRAG02260	BRAGG, DAVID B TOT.	0.00	0.00	0.00	121.06	120.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241.89
			BRIZ10180	BRIZENDINE, JACK R TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.11	0.00	116.11
			BRON03130	BRONOSKE, MATTHEW J TOT.	0.00	0.00	0.00	141.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.89
			BROW03260	BROWN, TYLER T TOT.	0.00	299.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	299.78
			BROW04180	BROWN, MICHAEL J TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.01	0.00	725.53	0.00	0.00	751.54
			BROW04280	BROWN, JASON K TOT.	124.85	130.40	0.00	0.00	723.85	0.00	0.00	0.00	0.00	679.79	886.26	0.00	2,545.15
			BURK07120	BURKE, RYAN K TOT.	0.00	254.56	0.00	1,627.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,882.35
			BYKE03270	BYKERK, CHAD TOT.	0.00	0.00	0.00	0.00	0.00	0.00	1,225.33	4,333.37	0.00	0.00	0.00	0.00	5,558.70
			CABL02060	CABLE, MICHAEL A TOT.	0.00	0.00	96.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.10
			CABL08140	CABLE, JEFFREY P TOT.	270.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	270.87
			CARD12140	CARDINAL, WILLIAM T TOT.	0.00	292.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	292.90
			CASE09220	CASE, STEVEN J TOT.	122.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.01
			CHRI04250	CHRISTIANSON, BRYAN D TOT.	0.00	0.00	612.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	612.98
			CLAR10100	CLARK, JORDAN P TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	597.89	0.00	0.00	0.00	597.89
			CLAY08290	CLAYTON, MARK E TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	682.19	0.00	0.00	0.00	0.00	682.19
			COKL05160	COKL, ERICK M TOT.	0.00	329.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(164.84)	164.84
			COUR06190	COURTNEY, LUKE P TOT.	0.00	0.00	0.00	0.00	749.76	0.00	0.00	0.00	0.00	737.83	0.00	0.00	1,487.59
			COUR08040	COURTNEY, WESLEY P TOT.	3,536.39	262.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.63	3,900.88
			CRAF04130	CRAFT JR, RICHARD TOT.	0.00	0.00	0.00	118.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.66
			CRAI04100	CRAIG, CHRISTOPHER T TOT.	0.00	0.00	123.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.94
			CURR11200	CURRIE, MATTHEW A TOT.	147.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	792.04	0.00	0.00	939.55
			CUTH08310	CUTHBERT, SHAUN D TOT.	0.00	117.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.79	0.00	233.18
			DEMO01160	DEMOTT, JASON R TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238.14	0.00	238.14
			DEVE02150	DEVEGLIO, PAUL M TOT.	1,359.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,359.30
			DEVI06170	DEVINE, JEFFREY A TOT.	0.00	236.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	236.68
			DORM03250	DORMAIER, MARIAH L TOT.	0.00	0.00	0.00	0.00	0.00	667.74	0.00	667.68	0.00	0.00	0.00	0.00	1,335.42
			DULA04240	DULAS, ANTHONY P TOT.	1,714.81	138.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,853.40
			EDWA05020	EDWARDS, WAYNE R TOT.	0.00	0.00	0.00	1,363.41	0.00	1,107.79	1,297.20	0.00	648.60	0.00	0.00	0.00	4,417.00
			ELFE05240	ELFERT, BENJAMIN J TOT.	0.00	249.12	0.00	0.00	701.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	950.75
			ESTE10290	ESTES, BRIAN D TOT.	0.00	0.00	278.32	0.00	2,156.98	1,426.39	0.00	0.00	0.00	0.00	0.00	0.00	3,861.69
			FARR03180	FARRIS, JOSHUA L TOT.	0.00	139.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.74	279.48
			FERR08150	FERRIER, BRIAN S TOT.	269.92	359.27	1,002.26	2,004.53	0.00	175.75	0.00	0.00	0.00	0.00	0.00	0.00	3,811.73
			FIEL04230	FIELDMAN, SCOTT J TOT.	0.00	0.00	0.00	0.00	119.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.07
			FOLD12030	FOLDEN, JORDAN TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.64	124.83	254.47
			FORD03060	FORD, CHRISTOPHER A TOT.	0.00	0.00	84.19	90.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	174.93

11/17/2021

Prepared by: Tanya Robacker

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

Exp	51201	Overtime	FRAN10200	FRANZ, JONATHON G TOT.	2020 Total	2021										Grand Total
			GACI11090	GACIOCH, STANLEY J TOT.	184.69	303.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	303.50
			GAGE01050	GAGE, JUSTIN M TOT.	0.00	0.00	0.00	0.00	0.00	0.00	123.05	0.00	0.00	0.00	0.00	123.05
			GARN03200	GARNER, JOHN TOT.	0.00	0.00	136.24	132.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	268.76
			GEOR11060	GEORGE, JAMAL A TOT.	0.00	0.00	0.00	0.00	0.00	0.00	890.39	0.00	0.00	0.00	0.00	890.39
			GILK10180	GILKEY, MALAC S TOT.	0.00	123.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.04
			GOUG05180	GOUGH, JAMES L TOT.	0.00	140.09	140.09	1,272.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,552.67
			GRAB05020	GRABINSKI, BRENT E TOT.	0.00	125.85	125.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	251.07
			GREE04260	GREEN, SAMUEL L TOT.	0.00	0.00	0.00	0.00	0.00	0.00	641.13	0.00	0.00	0.00	0.00	641.13
			GREE06100	GREEN, DONALD L TOT.	0.00	0.00	0.00	120.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.75
			GROA07250	GROAT, RANDAL C TOT.	153.55	156.48	0.00	0.00	0.00	880.20	0.00	0.00	0.00	0.00	0.00	1,190.23
			GUND02110	GUNDERMANN, BLADE T TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.11	116.18	232.29
			HACK05250	HACKETT, BRIAN D TOT.	0.00	118.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.99
			HALL12280	HALL, CORBIN M TOT.	0.00	0.00	0.00	0.00	0.00	873.71	0.00	0.00	0.00	0.00	0.00	873.71
			HAMM01040	HAMMOND, STEVEN D TOT.	344.22	145.40	1,702.67	0.00	0.00	0.00	717.96	0.00	0.00	835.64	0.00	3,745.89
			HARR03040	HARRUFF, PAUL W TOT.	0.00	0.00	0.00	135.12	135.12	0.00	0.00	0.00	0.00	0.00	0.00	270.24
			HARR09170	HARRIS, VICTOR J TOT.	3,626.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,626.65
			HELL02230	HELLEY, WYATT K TOT.	0.00	0.00	0.00	0.00	946.26	0.00	0.00	0.00	0.00	0.00	0.00	946.26
			HODG05220	HODGES, DONALD L TOT.	872.51	141.57	143.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,157.14
			HOG07200	HOGUE, STEPHEN N TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.90	131.90
			HOLL03120	HOLLAND, FLINT R TOT.	0.00	118.43	0.00	118.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	236.86
			HOLL07020	HOLLSTROM, SCOTT J TOT.	0.00	0.00	0.00	0.00	628.84	0.00	0.00	0.00	0.00	0.00	0.00	628.84
			HOLM03060	HOLM, ALEXANDER J TOT.	0.00	0.00	274.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	274.97
			HOPE07010	HOPE, DENNIS H TOT.	0.00	130.73	0.00	130.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	261.46
			HOWE11090	HOWELL, JASON D TOT.	1,030.41	116.78	0.00	0.00	0.00	743.00	0.00	0.00	0.00	0.00	0.00	1,890.19
			HRIV04120	HRIVNAK, EDMOND J TOT.	0.00	134.64	129.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	263.93
			HUCK06270	HUCKE, KEVIN C TOT.	0.00	138.43	139.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	277.52
			HUDS04230	HUDSPETH, STEPHEN TOT.	0.00	135.38	136.71	0.00	1,345.42	0.00	0.00	0.00	0.00	902.52	0.00	2,520.03
			HUDS09150	HUDSON, KYLER TOT.	0.00	0.00	0.00	739.50	602.17	0.00	857.34	0.00	898.70	133.82	0.00	3,231.53
			HUNT04150	HUNT, MATTHEW D.L. TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.36	0.00	0.00	0.00	260.36
			HYAT03230	HYATT, DIANE M TOT.	137.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.47
			INGL04090	INGLIN, DUANE M TOT.	305.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.53
			IRWI12310	IRWIN, SEAN S TOT.	0.00	144.12	148.12	0.00	294.96	0.00	0.00	0.00	0.00	0.00	0.00	587.20
			JACK04070	JACKSON, ADAM D TOT.	0.00	374.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.44	567.17
			JACK04190	JACKSON, AMY B TOT.	23.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.78
			JAME08270	JAMES, AARON J TOT.	135.85	139.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	274.92
			JAUR05250	JAURIGUE, RICKY TOT.	0.00	0.00	1,361.92	0.00	697.09	0.00	0.00	0.00	665.50	0.00	0.00	2,724.51
			JETT10170	JETTER, MEGAN J TOT.	0.00	94.30	94.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188.60
			JOHN05180	JOHNSON, MICHAEL L TOT.	0.00	0.00	245.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245.45
			JOHN07230	JOHNSTON, BRICE A TOT.	0.00	169.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.27
			JOHN10210	JOHNSTON, CHESTER L TOT.	0.00	0.00	212.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.88
			JONE10310	JONES, JACK E TOT.	0.00	144.93	144.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.86
			JUAR03120	JUAREZ, WOODY W TOT.	2,354.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,354.92
			KAMK10180	KAMKE, DAVID N TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.84	0.00	0.00	0.00	136.84
			KAVA12210	KAVANAUGH, JAMIE K TOT.	0.00	0.00	461.88	479.03	0.00	499.57	548.38	0.00	627.14	118.67	116.75	2,851.42
			KLUB04030	KLUBE, TAMRA A TOT.	0.00	252.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	252.48
			KOND11050	KONDRA, MICHAEL L TOT.	504.47	195.84	0.00	195.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	896.15
			KOUS12290	KOUCSETIS, STELIOS TOT.	0.00	105.80	108.37	438.59	0.00	1,100.13	0.00	0.00	0.00	0.00	0.00	1,752.89
			KREK10100	KREKLING, JEFFREY S TOT.	0.00	0.00	307.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	307.05
			KUEH10230	KUEHLTHAU, ERIC J TOT.	1,657.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,657.53
			KUZA10160	KUZARO, CORY R TOT.	0.00	0.00	134.54	134.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	269.08
			LAMB04260	LAMB, AARON R TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,195.87	143.06	142.43	1,481.36
			LAMB10110	LAMBERT, LOGAN C TOT.	0.00	0.00	212.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.90

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

Exp	51201	Overtime	LANG11270	LANG, TODD G TOT.	2020 Total	2021										Grand Total
			LARS08040	LARSEN, ROMAN A TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	283.48	0.00	0.00	0.00	283.48
			LARS08040	LARSEN, ROMAN A TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.13	135.49	271.62
			LAW504090	LAWSON, DENNIS J TOT.	380.20	195.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	576.04
			LEE11100	LEE, JEREMY TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	823.61	0.00	0.00	823.61
			LEVE10200	LEVENSELLER, BRIAN P TOT.	0.00	238.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238.58
			LONG05260	LONG, THOMAS P TOT.	0.00	143.00	141.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284.09
			LUCE06290	LUCEY, MICHAEL TOT.	0.00	233.49	0.00	0.00	0.00	0.00	0.00	0.00	615.86	0.00	0.00	849.35
			LUKE08170	LUKE, JOSHUA A TOT.	0.00	131.81	0.00	126.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	257.89
			MADI02210	MADISON, DANIKA B TOT.	0.00	0.00	0.00	126.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.23
			MADI02270	MADISON, RYAN E TOT.	0.00	0.00	121.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.68
			MANG11020	MANGAN, JEREMY W TOT.	0.00	196.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.63
			MARQ11140	MARQUARDT, PATRICK D TOT.	0.00	125.54	124.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.46
			MART05180	MARTINAZZI, REBECCA A TOT.	0.00	235.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	235.58
			MART09130	MARTIN, KYLE D TOT.	0.00	124.94	1,040.36	0.00	0.00	1,524.08	0.00	0.00	0.00	0.00	0.00	2,689.38
			MART12050	MARTINSON, RODNEY L TOT.	0.00	0.00	0.00	133.96	131.71	0.00	0.00	0.00	0.00	0.00	0.00	265.67
			MCAD06090	MCADAMS, JAMES B TOT.	305.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.53
			MCAF01180	MCAFFEE, ANDREW B TOT.	0.00	173.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173.68
			MCCU01270	MCCUTCHEON, KEVIN J TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.39	0.00	141.39
			MCDO03170	MCDONALD, MICHAEL TOT.	0.00	0.00	238.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238.60
			MCDO08100	MCDOWELL, MATTHEW TOT.	0.00	0.00	0.00	0.00	370.85	0.00	0.00	0.00	0.00	0.00	0.00	370.85
			MCFA07170	MCFADDEN, JOEL S TOT.	0.00	0.00	820.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	820.62
			MCGA08140	MCGAVRAN, DONAL R TOT.	0.00	0.00	0.00	419.07	1,040.01	0.00	0.00	0.00	0.00	0.00	96.11	1,555.19
			MCGR11300	MCGRATH, ROSS M TOT.	0.00	246.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	246.07
			MCIN02010	MCINTYRE, KEVIN J TOT.	0.00	0.00	159.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.38
			MCKI02200	MCKINNON, JACOB TOT.	525.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.47
			MCKI09240	MCKINNON, ROGER W TOT.	0.00	401.95	0.00	0.00	0.00	908.65	0.00	0.00	0.00	0.00	0.00	1,310.60
			MCNE09230	MCNEALLEY, ERIC J TOT.	0.00	0.00	150.71	150.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	301.42
			MOAN12210	MOAN, ANDREW V TOT.	0.00	0.00	0.00	0.00	0.00	0.00	279.74	0.00	0.00	0.00	0.00	279.74
			MOE04030	MOE, ANDREW A TOT.	0.00	0.00	0.00	284.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284.12
			MOOR09280	MOOR, ZACHARY D TOT.	0.00	0.00	0.00	0.00	0.00	1,015.90	0.00	0.00	0.00	0.00	0.00	1,015.90
			MUNR10020	MUNRO, SCOTT G TOT.	425.26	145.31	2,730.93	5,149.40	2,520.81	4,704.87	2,948.16	2,179.86	973.51	0.00	0.00	21,778.11
			MURP09030	MURPHY, PHILIP R TOT.	0.00	0.00	0.00	0.00	0.00	551.04	0.00	0.00	0.00	0.00	0.00	551.04
			N/A..N/A	OT TO COVID JL	4,756.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,756.03
			N/A..N/A	COVID Hourly to Academy Hourly	(105.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(105.00)
			NAUB09110	NAUBERT, FRANK C TOT.	0.00	291.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	291.02
			NELS02190	NELSON, JUSTIN TOT.	0.00	119.94	0.00	1,096.78	889.04	1,109.52	0.00	0.00	0.00	0.00	0.00	3,215.28
			NIEL03170	NIELSON, JENNETT S TOT.	0.00	153.08	153.08	0.00	880.23	0.00	0.00	0.00	0.00	0.00	0.00	1,186.39
			NODA03310	NODAL, SOLOM TOT.	0.00	120.56	120.59	553.06	703.02	0.00	0.00	0.00	0.00	0.00	0.00	1,497.23
			NOLL08130	NOLL, TODD M TOT.	335.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	279.49	0.00	0.00	615.22
			NORD03280	NORDLUND, MARK S TOT.	824.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	824.62
			OHIR07230	OHIRA, JOEY Y TOT.	0.00	0.00	130.35	131.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	261.81
			ORSE08240	ORSETH, RYAN TOT.	115.83	121.21	0.00	0.00	0.00	551.40	0.00	0.00	0.00	0.00	0.00	788.44
			OSBO09030	OSBORNE, DANIEL J TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	270.33	0.00	0.00	270.33
			OTOO08280	O'TOOLE, JUSTIN TOT.	0.00	306.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	306.17
			PARM05240	PARMELEE, JAMES LOGAN TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.99	120.99	241.98
			PATT10300	PATTERSON, BROOKS R TOT.	0.00	0.00	735.85	0.00	0.00	0.00	0.00	1,241.71	0.00	0.00	0.00	1,977.56
			PFEI11100	PFEIFFER, MATTHEW E TOT.	0.00	98.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.64
			PHAN08260	PHAN, BRYAN C TOT.	0.00	0.00	0.00	0.00	608.42	0.00	0.00	0.00	0.00	0.00	0.00	608.42
			PHIL02180	PHILIPP, BRAXTON M TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	557.96	0.00	0.00	0.00	557.96
			POWE03090	POWER, JEFFREY J TOT.	305.53	191.59	191.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191.59	880.30
			PUGH03310	PUGH, JEFFREY S TOT.	0.00	145.51	0.00	145.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	291.02
			REDF09140	REDFIELD, LARRY D TOT.	0.00	0.00	923.72	1,328.17	1,020.02	1,612.09	1,479.06	0.00	741.19	0.00	0.00	7,104.25
			REIN08050	REINKE, CHRISTIAN D TOT.	0.00	106.37	105.81	0.00	0.00	630.64	0.00	0.00	0.00	0.00	0.00	842.82

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

Exp	51201	Overtime	RENN06010	RENNER, MATTHEW S TOT.	2020 Total	2021										Grand Total
			RICH10210	RICHMOND, CHRISTOPHER L TOT.	0.00	84.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.19
			RIOU07180	RIOUX, TIMOTHY J TOT.	0.00	209.07	0.00	0.00	529.06	0.00	0.00	0.00	0.00	0.00	0.00	738.13
			RIVE04040	RIVERA, AARON J TOT.	0.00	0.00	137.42	0.00	0.00	0.00	689.04	1,384.47	0.00	0.00	0.00	2,210.93
			ROSE10280	ROSEN LUND, ADAM G TOT.	0.00	0.00	0.00	0.00	0.00	103.16	0.00	0.00	509.43	96.75	96.11	805.45
			SALA11060	SALAHUDDIN, AISHA TOT.	0.00	175.06	0.00	175.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.12
			SANT01190	SANTOS, MATTHEW D TOT.	0.00	0.00	0.00	685.72	1,416.97	1,197.84	0.00	0.00	0.00	0.00	0.00	3,300.53
			SCHM04170	SCHMIDT, MARK A TOT.	0.00	0.00	273.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	273.68
			SEBE08210	SEBERSON, PETER S TOT.	0.00	124.95	125.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.54
			SEVE05200	SEVERE, LETANIA P TOT.	0.00	0.00	0.00	0.00	0.00	0.00	1,518.71	0.00	0.00	0.00	0.00	1,518.71
			SHEP11240	SHEPARD, BENJAMIN T TOT.	0.00	116.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.75
			SIMM08080	SIMMONS, JASON D TOT.	0.00	142.64	0.00	0.00	0.00	0.00	141.03	0.00	0.00	0.00	0.00	283.67
			SMIT03150	SMITH, KYLE L TOT.	993.34	0.00	0.00	1,154.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,147.86
			SMIT06250	SMITH, ROBERT S TOT.	0.00	0.00	123.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.30
			SNYD01270	SNYDER, RYAN C TOT.	0.00	137.44	137.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	274.88
			SNYD02280	SNYDER, JOSEPH S TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.02	0.00	0.00	122.02
			SOBO06010	SOBOLE, JAMES A TOT.	0.00	106.11	106.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.56
			SOEL07150	SOELLING, JOHN E TOT.	498.68	292.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	791.55
			SOKO06070	SOKOLOV, OLEG V TOT.	0.00	0.00	119.95	0.00	121.23	0.00	0.00	0.00	0.00	0.00	0.00	241.18
			STAN05260	STANLEY, EVAN TOT.	0.00	0.00	0.00	0.00	0.00	720.82	386.06	710.09	0.00	0.00	0.00	1,816.97
			STED11150	STEDMAN, ANTHONY J TOT.	1,606.00	0.00	281.36	0.00	638.75	672.50	0.00	0.00	0.00	0.00	0.00	3,198.61
			STEP02160	STEPHEY, MERLE M TOT.	0.00	142.89	142.89	0.00	0.00	0.00	0.00	910.35	0.00	0.00	0.00	1,196.13
			STOL07110	STOLTENBERG, KIM M TOT.	0.00	0.00	0.00	0.00	0.00	246.10	0.00	0.00	0.00	0.00	0.00	246.10
			TAFF08080	TAFFIN DE GIVENCHY, ADRIOT.	0.00	272.36	0.00	964.66	2,277.22	2,076.70	1,378.08	714.74	0.00	0.00	0.00	7,683.76
			TAYL07290	TAYLOR, ROBERT T TOT.	0.00	0.00	0.00	0.00	607.44	0.00	0.00	0.00	0.00	0.00	0.00	607.44
			TAYL12310	TAYLOR, DAVID S TOT.	1,609.94	139.09	0.00	0.00	0.00	2,472.88	1,174.16	(5.04)	0.00	0.00	0.00	5,391.03
			TENN03070	TENNISON, JOSEPH C TOT.	0.00	0.00	0.00	0.00	0.00	1,353.98	0.00	0.00	0.00	0.00	0.00	1,353.98
			TEYS04230	TEYSSEDE, FABIEAN A TOT.	1,684.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	281.66	1,966.31
			THOM05100	THOMPSON, MARVIN K TOT.	0.00	0.00	0.00	0.00	0.00	0.00	708.37	0.00	0.00	0.00	0.00	708.37
			THOM06230	THOMAS, BYRON K TOT.	0.00	126.00	126.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	252.00
			THOM06260	THOMPSON, BENJAMIN A TOT.	1,352.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,352.12
			THOM11090	THOMPSON, REED TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.67	118.67
			TISS01300	TISSUE, DANA R TOT.	0.00	248.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	248.21
			TOVA09280	TOVAR, FRANCISCO L TOT.	0.00	317.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	317.63
			VAND10060	VANDERSTAAY, KORY TOT.	0.00	0.00	0.00	1,095.95	1,171.58	0.00	635.03	0.00	635.03	0.00	0.00	3,537.59
			VERE10310	VERELLEN, DAVID W TOT.	0.00	0.00	0.00	361.60	0.00	453.47	0.00	0.00	0.00	0.00	0.00	815.07
			VINI08310	VINING, KELLY J TOT.	0.00	0.00	307.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	307.22
			VLAS12220	VLASENKO, MIKHAIL G TOT.	137.32	0.00	0.00	0.00	0.00	0.00	0.00	732.64	0.00	0.00	0.00	869.96
			WADD09200	WADDELL, AARON G TOT.	0.00	0.00	0.00	0.00	0.00	512.63	0.00	0.00	0.00	0.00	0.00	512.63
			WAGN12250	WAGNER, SETH J TOT.	0.00	0.00	0.00	0.00	0.00	1,459.36	0.00	0.00	0.00	0.00	0.00	1,459.36
			WALT03310	WALTERS, QUAID P TOT.	0.00	140.11	0.00	0.00	0.00	0.00	0.00	923.00	0.00	0.00	0.00	1,063.11
			WATA03160	WATAMURA, BRADLEY T TOT.	0.00	104.53	0.00	0.00	0.00	0.00	0.00	612.66	1,354.89	0.00	0.00	2,072.08
			WEAV10030	WEAVER, THERAN C TOT.	0.00	0.00	0.00	148.22	149.50	150.78	0.00	0.00	0.00	0.00	0.00	448.50
			WEND07300	WENDT, FRED W TOT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282.81
			WHIT07260	WHITE, NATHAN A TOT.	0.00	282.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282.78
			WILL02260	WILLIAMS, RONALD D TOT.	615.50	0.00	236.04	0.00	0.00	0.00	734.19	0.00	0.00	0.00	0.00	1,585.73
			WILL04150	WILLIAMSON, TROY D TOT.	0.00	0.00	0.00	1,605.42	834.86	0.00	2,145.08	1,430.05	718.22	0.00	0.00	6,733.63
			WILL05290	WILLADSON, KEVIN J TOT.	1,677.11	0.00	282.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,960.05
			WILS09050	WILSON, DANIEL O TOT.	1,344.37	0.00	0.00	0.00	0.00	0.00	0.00	714.74	0.00	0.00	0.00	2,059.11
			WOOD07110	WOOD, JACQUELYN N TOT.	0.00	119.93	0.00	117.09	0.00	0.00	0.00	0.00	800.62	0.00	0.00	1,037.64
			YARB12160	YARBROUGH, KYLE W TOT.	151.29	0.00	0.00	0.00	1.92	0.00	0.00	0.00	0.00	0.00	0.00	153.21
					0.00	0.00	242.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.13
		Overtime Total			39,142.42	14,770.12	19,699.70	27,071.94	24,768.71	34,023.72	24,867.52	24,999.47	18,724.15	8,707.11	2,078.59	238,853.45
	51201 Total				39,142.42	14,770.12	19,699.70	27,071.94	24,768.71	34,023.72	24,867.52	24,999.47	18,724.15	8,707.11	2,078.59	238,853.45

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

Exp					2020 Total	2021										Grand Total
52001	FICA/Medicare	N/A..N/A	EMS		69.22	6.47	0.00	0.00	0.00	0.00	0.00	0.00	269.55	113.22	0.00	458.46
		N/A..N/A	Fire Suppression		1,742.94	204.98	288.30	393.77	362.09	502.60	367.94	369.99	1.97	13.06	30.15	4,277.79
	FICA/Medicare Total				1,812.16	211.45	288.30	393.77	362.09	502.60	367.94	369.99	271.52	126.28	30.15	4,736.25
52001 Total					1,812.16	211.45	288.30	393.77	362.09	502.60	367.94	369.99	271.52	126.28	30.15	4,736.25
52002	Retirement	N/A..N/A	EMS		264.70	24.29	0.00	0.00	0.00	0.00	0.00	0.00	1,008.89	423.00	0.00	1,720.88
		N/A..N/A	Fire Suppression		1,646.77	785.76	1,088.87	1,494.70	1,364.66	1,893.53	1,385.88	1,383.38	7.42	48.95	113.39	11,213.31
	Retirement Total				1,911.47	810.05	1,088.87	1,494.70	1,364.66	1,893.53	1,385.88	1,383.38	1,016.31	471.95	113.39	12,934.19
52002 Total					1,911.47	810.05	1,088.87	1,494.70	1,364.66	1,893.53	1,385.88	1,383.38	1,016.31	471.95	113.39	12,934.19
52003	Medical/Dental	N/A..N/A	EMS		5.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50
		N/A..N/A	Fire Suppression		41.67	16.42	17.83	0.00	0.31	0.00	0.00	0.00	0.00	0.00	17.33	93.56
	Medical/Dental Total				47.17	16.42	17.83	0.00	0.31	0.00	0.00	0.00	0.00	0.00	17.33	99.06
52003 Total					47.17	16.42	17.83	0.00	0.31	0.00	0.00	0.00	0.00	0.00	17.33	99.06
52005	L & I	N/A..N/A	Fire Suppression		3.39	2.47	2.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.97	10.50
	L & I Total				3.39	2.47	2.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.97	10.50
52005 Total					3.39	2.47	2.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.97	10.50
52010	Personal Protecti	AMAZON	AMAZON CAPITAL GOGGLES Sells		140.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140.13
		AMAZON	AMAZON CAPITAL GOGGLES		623.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	623.50
		AMAZON	AMAZON CAPITAL GOGGLES SolidWo		483.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	483.35
		AMAZON	AMAZON CAPITAL Safety Goggles		1,757.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,757.90
		GRAIPART	Grainger Parts 49YV88 Safety G		0.00	6,475.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,475.31
		LIFEASSI	Life-Assist Inc H&S surgical f		0.00	0.00	0.00	1,802.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,802.36
		LIFEASSI	Life-Assist Inc SURGICAL MASKS		0.00	0.00	0.00	0.00	7,209.44	0.00	0.00	0.00	0.00	0.00	0.00	7,209.44
		MALLCOMP	Mallory Company NECK Gaiter		395.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	395.64
		MALLCOMP	Mallory Company CREDIT MASKS P		(5,308.78)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,308.78)
		MALLCOMP	Mallory Company MASK LARGE		1,886.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,886.49
		MALLCOMP	Mallory Company MSA RESPIRATOR		6,859.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,859.96
		MALLCOMP	Mallory Safety HS BAXN SAFE		0.00	0.00	0.00	0.00	1,088.01	0.00	0.00	0.00	0.00	0.00	0.00	1,088.01
		MALLCOMP	Mallory Company ADVANTAGE 3200		17,835.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,835.90
		MALLCOMP	Mallory Company SPECTACLE KITS		5,093.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,093.87
		MALLCOMP	Mallory Company RESPIRATOR 320		2,400.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.99
		MALLCOMP	Mallory Company MASK MEDIUM, A		22,466.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,466.37
		MALLCOMP	Mallory Company MASK Full Face		4,287.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,287.47
		MALLCOMP	Mallory Company FACE mask		6,516.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,516.96
		MALLCOMP	Mallory Company PPE GOGGLES		494.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	494.55
		MALLCOMP	Mallory Company goggles		98.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.91
		MALLCOMP	Mallory Safety H&S MASK MSA 29		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,962.51	11,962.51
		MALLCOMP	Mallory Safety H&S MSA 290 MAS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.88	358.88
		MALLCOMP	Mallory Safety H&S P100 W/ SPL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140.09	140.09
		MALLCOMP	Mallory Safety H&S P100 SPLASH		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,339.02	9,339.02
		MEDLINDU	MEDLINE INDUSTR LAB COAT, XXL		3,897.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,897.05
		N/A..N/A	JUL 2020 EYECOFSD/MSA LENSES		747.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	747.32
		EYECOFSD	EYECARE OF SOUT lenses for MSA		30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
	Personal Protective Equipment Total				70,707.58	6,475.31	0.00	1,802.36	8,297.45	0.00	0.00	0.00	0.00	0.00	21,800.50	109,083.20
52010 Total					70,707.58	6,475.31	0.00	1,802.36	8,297.45	0.00	0.00	0.00	0.00	0.00	21,800.50	109,083.20
52019	WA Paid Family &	N/A..N/A	EMS		5.76	0.63	0.00	0.00	0.00	0.00	0.00	0.00	24.40	8.95	0.00	39.74
		N/A..N/A	Fire Suppression		69.34	20.95	29.14	40.08	36.59	50.80	37.14	37.40	0.20	1.32	2.72	325.68
	WA Paid Family & Medical Leave Total				75.10	21.58	29.14	40.08	36.59	50.80	37.14	37.40	24.60	10.27	2.72	365.42
52019 Total					75.10	21.58	29.14	40.08	36.59	50.80	37.14	37.40	24.60	10.27	2.72	365.42
53101	Office Supplies	000005	AMZN MKTP US*MN PRINTER FOR TE		54.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.94
		000249	OFFICE DEPOT #3 FLOOR MAT, INK		38.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.45
		N/A..N/A	JUL 2020/STAPINC/3444246752		(25.32)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(25.32)
		N/A..N/A	JUL 2020/DIV 650 COST NOT ELIG		(93.39)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(93.39)
		STAPINC	STAPLES INC. ADDRESS LABELS 71		25.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.32

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

Exp					2020 Total	2021										Grand Total
	53101	Office Supplies Total			(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
	53101	Total			(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
	53141	Operating Supplies	000005	AMZN MKTP US*MN HEPA FILTERS	68.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.26
			AMAZON	AMAZON CAPITAL S/H FOR DUST MA	5.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50
			AMAZON	AMAZON CAPITAL TOOTHPASTE	8.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.70
			AMAZON	AMAZON CAPITAL 50 surgical mas	181.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.35
			AMAZON	AMAZON CAPITAL DUST MASK 50/BX	1,581.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,581.90
			AMAZON	AMAZON CAPITAL WASHCLOTHS	40.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.92
			AMAZON	AMAZON CAPITAL BATH TOWELS	247.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	247.28
			AMAZON	AMAZON CAPITAL PILLOWS	224.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	224.20
			AMAZON	AMAZON CAPITAL SHEETS	355.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355.80
			AMAZON	AMAZON CAPITAL Liquid Handsoap	65.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.74
			AMAZON	AMAZON CAPITAL BODY WASH	56.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.38
			AMAZON	AMAZON CAPITAL Deodorant	13.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.12
			AMAZON	AMAZON CAPITAL TOOTHBRUSHES	4.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.87
			CPFREFT	Central Pierce 6 MIL REUSABLE	1,088.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,088.75
			CPFREFT	Central Pierce 6 mil gowns	435.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.50
			FASTINDU	Fastenal Indust ALCOHOL WIPES	615.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	615.44
			FASTINDU	Fastenal Indust respirator wip	461.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	461.58
			GALLS	Galls Incorpora IC1034 30 HAND	5,244.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,244.54
			GRAIPART	Grainger Parts GOWNS, DISPOSAB	12,213.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,213.63
			MEDLINDU	MEDLINE INDUSTR FRT MASKS	18.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.63
			MEDLINDU	MEDLINE INDUSTR BV FILTERS	111.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.13
			MEDLINDU	MEDLINE INDUSTR masks surgical	496.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.36
			N/A..N/A	JUL 2020 MULTI	(1,768.75)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,768.75)
			N/A..N/A	JUL 2020 GRAIPART/9512843393	(11,476.04)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(11,476.04)
			N/A..N/A	JUL 2020 MEDLINDU/1908436090	(514.99)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(514.99)
			N/A..N/A	JUL 2020 MULT COVID SUPPLIES	(24,174.99)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(24,174.99)
			ULIN	ULINE INC HS LABELS, WHITE	0.00	0.00	0.00	0.00	44.18	0.00	0.00	0.00	0.00	0.00	0.00	44.18
			000286	UNION JACK 6 MIL REUSABLE GOWN	10,997.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,997.50
			000286	UNION JACK 6 mil gowns	4,399.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,399.00
			CHUCKALS	Chuckals Inc purell wipes	215.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215.03
		Operating Supplies Total			1,216.34	0.00	0.00	0.00	44.18	0.00	0.00	0.00	0.00	0.00	0.00	1,260.52
	53141	Total			1,216.34	0.00	0.00	0.00	44.18	0.00	0.00	0.00	0.00	0.00	0.00	1,260.52
	53142	Equipment Repair	000005	AMZN MKTP US*MN HEPA FILTERS	54.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.94
		Equipment Repair Parts Total			54.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.94
	53142	Total			54.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.94
	53143	Vehicle Repair Pa	000011	LOWES #02734* GORILLA TAPE	65.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.85
		Vehicle Repair Parts Total			65.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.85
	53143	Total			65.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.85
	53151	Medications	BOUNTREE	Bound Tree Medi VALVED HOLDING	179.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.14
			BOUNTREE	Bound Tree Medi 58-98510 INHA	89.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.57
			BOUNTREE	Bound Tree Medi 11469 INHALER	2,969.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,969.70
		Medications Total			3,238.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,238.41
	53151	Total			3,238.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,238.41
	53171	Food	000100	COSTCO WHSE #06 FOOD ITEMS FOR	564.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	564.83
		Food Total			564.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	564.83
	53171	Total			564.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	564.83
	53198	Inventory	AIRGAS	Airgas Nor Pac CARTRIDGE, P100	2,763.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,763.11
			AMAZON	AMAZON CAPITAL COVERALLS, TYVE	2,196.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,196.00
			BOUNTREE	Bound Tree Medi HAND SANITIZER	1.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.41
			BOUNTREE	Bound Tree Medi GLOVES, NITRIL	16,558.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,558.65
			BOUNTREE	Bound Tree Medi GERMICIDAL SUP	1,153.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,153.68

11/17/2021

Prepared by: Tanya Robacker

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

				2020 Total	2021										Grand Total
Exp	53198	Inventory	FASTINDU	Fastenal Indust CARTRIDGE, P10	2,156.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,156.23
			FASTINDU	Fastenal Indust COVERALLS, TYV	72,257.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,257.88
			FASTINDU	Fastenal Indust SHOE/BOOT COVE	1,318.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,318.80
			FASTINDU	Fastenal Indust MASK, N95 PART	36,926.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,926.40
			GALLS	Galls Incorpora HAND SANITIZER	3,656.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,656.26
			GRAIPART	Grainger Parts GOWNS, DISPOSAB	2,750.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,750.31
			GRAIPART	Grainger Parts CARTRIDGE, P100	1,601.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,601.25
			LIFEASSI	Life-Assist Inc GLOVES, NITRIL	5,372.46	0.00	0.00	0.00	10,330.60	0.00	0.00	4,070.27	3,168.00	0.00	22,941.33
			LIFEASSI	Life-Assist Inc GOWNS, DISPOSA	8,901.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,901.90
			LIFEASSI	Life-Assist Inc 02 MAX BITRAC	3,494.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,494.82
			LIFEASSI	Life-Assist Inc GERMICIDAL SUP	427.29	708.20	0.00	141.64	0.00	0.00	0.00	0.00	0.00	0.00	1,277.13
			LOWECOMP	Lowe's Companie DISINFECTANT S	152.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.95
			MALLCOMP	Mallory Company GOWNS, DISPOSA	824.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	824.25
			MALLCOMP	Mallory Company CARTRIDGE, P10	4,961.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,961.22
			MEDLINDU	MEDLINE INDUSTR BVM FILTER DYN	185.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	185.71
			MEDLINDU	MEDLINE INDUSTR GOWNS, DISPOSA	4,909.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,909.78
			MESNORT	MES NORTHWEST MASK, surgical/d	6,082.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,082.70
			N/A..N/A	JUL 2020/MESNORT/IN1453055	4.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.39
			N/A..N/A	JUL 2020 GRAIPART/9512843393	11,476.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,476.04
			N/A..N/A	JUL 2020 MEDLINDU/1908436090	514.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	514.99
			N/A..N/A	JUL 2020 MULT COVID SUPPLIES	24,174.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,174.99
			N/A..N/A	JUL 2020 AMAZON/1QVHL3KDYXNK	181.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.35
			N/A..N/A	JUL 2020 AMAZON/1QVHL3KDN3FP	1,587.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,587.40
			CHUCKALS	Chuckals Inc GERMICIDAL SUPER	333.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.13
			CHUCKALS	Chuckals Inc HAND SANITIZER/PE	1,086.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,086.37
			CHUCKALS	Chuckals Inc MASK, CONE STYLE	7,556.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,556.72
		Inventory Total			225,568.44	708.20	0.00	141.64	10,330.60	0.00	0.00	4,070.27	3,168.00	0.00	243,987.15
	53198 Total				225,568.44	708.20	0.00	141.64	10,330.60	0.00	0.00	4,070.27	3,168.00	0.00	243,987.15
	53501	Small Tools/Equip	000004	AMAZON.COM*M62U TABLETS FOR CO	1,846.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,846.28
			000005	AMZN MKTP US*MN AIR PURIFIER	241.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241.77
			000025	THE HOME DEPOT ELECTRICAL CORD	1,084.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,084.77
			000025	THE HOME DEPOT POTABLE WATER S	180.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.02
			000044	MCLENDONS HA- P PLUG END FOR P	16.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.47
			000044	MCLENDONS HA- P RV PLUG ENDS F	92.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.28
			000259	BULLETPROOF HIT NECK GAITER	4,794.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,794.00
			AIRGAS	Airgas Nor Pac MSA ADVANTAGE 2	1,194.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,194.17
			AIRGAS	Airgas Nor Pac SHIPPING & HAND	104.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.20
			AIRGAS	Airgas Nor Pac MSA RESPIRATORS	379.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	379.59
			AMAZON	AMAZON CAPITAL PHONE RECORDER	142.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.84
			AMAZON	AMAZON CAPITAL LANDLINE PHONE	349.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	349.48
			AMAZON	AMAZON CAPITAL Wireless Headse	148.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.32
			AMAZON	AMAZON CAPITAL Safety Goggles	2,109.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,109.50
			CPFREFT	Central Pierce NECK GAITER	474.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	474.61
			CPFREFT	Central Pierce lenses for MSA	108.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.90
			CPFREFT	Central Pierce HAND HELD SPRAY	1,697.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,697.53
			FASTINDU	Fastenal Indust Large Respirat	196.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.72
			FASTINDU	Fastenal Indust 1013188 Med LS	1,147.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,147.36
			FASTINDU	Fastenal Indust Small Respirat	22.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.38
			FASTINDU	Fastenal Indust Med Respirator	363.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	363.33
			FASTINDU	Fastenal Indust P100 Air filte	431.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	431.24
			GUEN06130	Mark Guenthner STN60 COMBO GAT	17.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.54
			LOWECOMP	Lowe's Companie CHAIR FOR TRAI	125.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.15
			LOWECOMP	Lowe's Companie 32 GAL GARBAGE	112.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.63

11/17/2021

Prepared by: Tanya Robacker

2020-21 COVID EXPENSES

LIFE-TO-DATE THRU 10/31/2021

01 02 03 04 05 06 07 08 09 10

Exp				2020 Total	2021											Grand Total
53501	Small Tools/Equip	MALLCOMP	Mallory Company 7 medium (P/N	1,714.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,714.99
		MALLCOMP	Mallory Safety scba Medium adv	0.00	0.00	0.00	1,879.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,879.29
		MCLEHARD	McLendon Hardwa RV PLUG END FO	61.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.19
		N/A..N/A	JUL 2020 AIRGAS/9100002550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		N/A..N/A	MAR 2020 INVB11471366 SHIINTER	(2,550.03)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,550.03)
		N/A..N/A	JUL 2020 EYECOFSD/63905/63914/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		N/A..N/A	AUG 2020 CHUCKALS 10303530 JL	9,427.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,427.61
		N/A..N/A	JUL 2020 EYECOFSD/MSA LENSES	(747.32)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(747.32)
		N/A..N/A	JUL 2020/DIV 210 COST NOT ELIG	(63,421.12)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(63,421.12)
		N/A..N/A	JUL 2020/DIV 300 COST NOT ELIG	(148.32)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(148.32)
		SHIINTER	SHI INTERNATION Surface Pro 7	13,143.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,143.99
		SHIINTER	SHI INTERNATION EXTENDED SVC P	1,559.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,559.81
		SHIINTER	SHI INTERNATION SURFACE PRO PL	7,886.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,886.36
		SHIINTER	SHI INTERNATION 10 monitors fo	2,913.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,913.89
		SHIINTER	SHI INTERNATION 7 SURFACE COVE	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00
		SHIINTER	SHI INTERNATION Microsoft SURF	3,764.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,764.28
		SHIINTER	SHI INTERNATION USB EXTENDERS(71.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.44
		STRUCOMM	STRUCTURED COMM Covid-19 order	33,935.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,935.10
		ULIN	ULINE INC MILK JUGS FOR SANITI	125.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.93
		ULIN	ULINE INC CREDIT SHIPPING P002	(15.33)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(15.33)
		USBANKBU	US Bank Busines RV CONNECTION	23.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.93
		BLACKBOX	BLACK BOX NETWO STN72 EMERG TR	2,274.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,274.93
		BLACKBOX	BLACK BOX NETWO USB Cables run	348.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	348.04
		BLACKBOX	BLACK BOX NETWO 6 CABLE RUNS S	1,155.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,155.91
		EYECOFSD	EYECARE OF SOUT lenses for MSA	1,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,180.00
		FEDERESO	Federal Resourc HAND HELD SPRA	17,146.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,146.80
		Small Tools/Equipment Total		48,083.16	0.00	0.00	1,879.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,962.45
53501 Total				48,083.16	0.00	0.00	1,879.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,962.45
54191	Other Profession	000276	VIMEO.COM VIMEO -- 12 MONTH SU	840.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.73
	Other Professional Services Total			840.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.73
54191 Total				840.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.73
54311	Lodging	000004	AMAZON.COM*M62U P. STUEVE OCT1	306.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	306.70
		000373	BEST WESTERN WE STUEVE PAUL LO	786.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	786.69
	Lodging Total			1,093.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,093.39
54311 Total				1,093.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,093.39
54902	Subscriptions	000304	CLEARTRIAGE MON ClearTriage Su	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00
	Subscriptions Total			225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00
54902 Total				225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00
54911	Contractual Serv	N/A..N/A	Fire Suppression	0.00	0.08	0.05	0.00	0.41	0.47	0.25	0.00	0.00	0.00	0.00	0.00	1.26
	Contractual Services Total			0.00	0.08	0.05	0.00	0.41	0.47	0.25	0.00	0.00	0.00	0.00	0.00	1.26
54911 Total				0.00	0.08	0.05	0.00	0.41	0.47	0.25	0.00	0.00	0.00	0.00	0.00	1.26
Exp Total				411,818.11	23,015.68	21,126.56	32,823.78	45,205.00	36,471.12	28,394.37	30,860.51	23,204.58	9,315.61	24,044.65	686,279.97	
Grand Total				411,818.11	23,015.68	21,126.56	32,823.78	45,205.00	36,471.12	28,394.37	30,860.51	23,204.58	9,315.61	24,044.65	686,279.97	

2021 Board Discretionary Fund Activity

Beginning Balance:	250,000.00		
Request for Funds:	Approved:	Amount:	Rejected
Replace Damaged SCBA's	2/22/2021	23,000.00	
Moss Adams Consulting for GEMT	3/22/2021	20,000.00	
Website Upgrades	4/26/2021	30,000.00	
Facilities Review Contract	6/14/2021	35,000.00	
Total Requests to date:		<u>(108,000.00)</u>	
Remaining Funds Available as of:	10/31/2021	142,000.00	

TAX & FBC COLLECTIONS MONTHLY

MONTH	COLLECTIONS					OUTSTANDING	
	REG LEVY	FBC	EMS LEVY	EXCESS LEVY	TOTAL-MONTH	Total Collected YTD	*TAXES LEVIED / OUTSTANDING
							65,467,441.00 2021 Budget
January	\$41,127.80	\$36,595.34	\$17,292.10	\$3,966.68	\$98,981.92	\$98,981.92	\$65,368,459.08
February	\$485,385.08	\$442,904.14	\$191,718.01	\$42,479.34	\$1,162,486.57	\$1,162,486.57	\$64,205,972.51
March	\$1,241,468.42	\$1,140,800.29	\$490,689.14	\$109,530.19	\$2,982,488.04	\$2,982,488.04	\$61,223,484.47
April	\$11,300,531.77	\$9,491,277.47	\$4,459,312.23	\$1,011,219.99	\$26,262,341.46	\$26,262,341.46	\$34,961,143.01
May	\$1,894,282.39	\$1,774,777.69	\$747,973.09	\$170,071.95	\$4,587,105.12	\$4,587,105.12	\$30,374,037.89
June	\$143,595.61	\$157,254.92	\$57,126.23	\$12,636.38	\$370,613.14	\$370,613.14	\$30,003,424.75
July	\$93,107.61	\$109,376.60	\$37,077.27	\$8,137.93	\$247,699.41	\$247,699.41	\$29,755,725.34
August	\$162,087.88	\$143,204.37	\$64,191.81	\$14,055.56	\$383,539.62	\$383,539.62	\$29,372,185.72
September	\$392,090.84	\$330,593.29	\$154,918.03	\$35,015.98	\$912,618.14	\$912,618.14	\$28,459,567.58
October	\$10,077,519.92	\$8,418,840.72	\$3,975,123.63	\$903,788.79	\$23,375,273.06	\$23,375,273.06	\$5,084,294.52 Amount to collect
November							
December							
Total Taxes YTD	\$25,831,197.32	\$22,045,624.83	\$10,195,421.54	\$2,310,902.79	\$60,383,146.48		

*includes \$0.94 (Regular), \$0.37 (EMS) and Benefit Assessment

CENTRAL PIERCE FIRE & RESCUE TRANSPORT COLLECTIONS

MONTH	TRANSPORT COLLECTIONS	GEMT COLLECTIONS	Total Collected YTD	TRANSPORT COLLECTIONS REMAINING
				4,029,900.00 2021 Budget
January	\$249,403.26	\$311,721.78	\$561,125.04	\$3,780,496.74
February	\$180,010.41	\$221,924.64	\$401,935.05	\$3,600,486.33
March	\$359,915.15	\$688,623.47	\$1,048,538.62	\$3,240,571.18
April	\$460,130.67	\$3,494,850.98	\$3,954,981.65	\$2,780,440.51
May	\$280,726.65	\$259,641.46	\$540,368.11	\$2,499,713.86
June	\$419,615.05	\$859,556.89	\$1,279,171.94	\$2,080,098.81
July	\$507,219.77	\$951,095.37	\$1,458,315.14	\$1,572,879.04
August	\$453,360.31	\$755,936.80	\$1,209,297.11	\$1,119,518.73
September	\$459,871.91	\$521,505.55	\$981,377.46	\$659,646.82
October	\$445,081.53	\$727,543.65	\$1,172,625.18	\$214,565.29 Amount to collect
November				
December				
Total YTD	\$3,815,334.71	\$8,792,400.59	\$12,607,735.30	



Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report

Central Pierce Fire & Rescue

For the period January 1, 2019 through December 31, 2019

Published November 15, 2021

Report No. 1029357



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**Office of the Washington State Auditor
Pat McCarthy**

November 15, 2021

Board of Commissioners
Central Pierce Fire & Rescue
Spanaway, Washington

Report on Financial Statements

Please find attached our report on Central Pierce Fire & Rescue's financial statements.

We are issuing this report in order to provide information on the District's financial condition.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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Central Pierce Fire & Rescue

Mailing Address: P.O. Box 940, Spanaway, WA 98387
17520 – 22nd Ave. E., Tacoma, WA 98445
(253) 538-6400 (253) 276-6770 Fax
www.centralpiercefirerescue.org

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Central Pierce Fire & Rescue

January 1, 2019 through December 31, 2019

This schedule presents the status of findings reported in prior audit periods.

Audit Period: 01/01/2018-12/31/2018	Report Ref. No.: 1024747	Finding Ref. No.: 2018-001	CFDA Number(s): 97.044
Federal Program Name and Granting Agency: Assistance to Firefighters Grant; Federal Emergency Management Agency, Department of Homeland Security		Pass-Through Agency Name: Pierce County Fire Protection District No. 3	
Finding Caption: The District did not have adequate internal controls in place to ensure compliance with federal suspension and debarment and procurement requirements.			
Background: <u>Suspension and debarment:</u> Federal requirements prohibit grant recipients from contracting with parties suspended or debarred from doing business with the federal government. To comply with this requirement, the District must verify that contractors receiving \$25,000 or more in federal funds have not been suspended or debarred or otherwise excluded. This verification may be accomplished by obtaining a written certification from the contractor or inserting a clause in the contract in which the contractor states it is not suspended or debarred. Alternatively, the District may review the federal Excluded Parties List System (EPLS) issued by the U.S. General Service Administration. The District must meet this requirement before entering into the contract and maintain documentation to demonstrate compliance. The District’s internal controls were not effective to ensure it complied with federal suspension and debarment requirements for all contracts of \$25,000 or more. The District did not obtain a written certification, insert a clause into a contract, or review EPLS to verify one contractor was not suspended or debarred from participating in federal programs. The District paid this contractor \$734,507 during fiscal year 2018. We consider this control deficiency to be material weakness.			

Procurement standards of conduct requirements:

The District had an established policy that addressed state and local procurement requirements but did not include applicable federal requirements.

Federal grant regulations also require recipients to maintain written standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award or administration of contracts procured with federal funds. The District did not have a written standards of conduct procedure governing the actions of employees engaged in the selection, award or administration of federal contracts, as required.

Status of Corrective Action: (check one)

☒ Fully
Corrected

☐ Partially
Corrected

☐ Not Corrected

☐ Finding is considered no
longer valid

Corrective Action Taken:

Recognizing the importance of internal controls for procurement, especially where federal funds are used, the District developed a false claims act policy and procedure. This policy, among other things, requires a process that identifies employees, contractors, vendors and providers are not debarred or excluded from participating in federal programs. The policy also provides a written standard of conduct for employees engaged in the selection, award, or administration of contracts procured with federal funds.

INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Central Pierce Fire & Rescue January 1, 2019 through December 31, 2019

Board of Commissioners
Central Pierce Fire & Rescue
Spanaway, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Central Pierce Fire & Rescue, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated October 12, 2021.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

As discussed in Note 9 to the 2019 financial statements, the full extent of the COVID-19 pandemic's direct or indirect financial impact on the fire district is unknown. Management's plans in response to this matter are also described in Note 9.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's

internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However,

this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

October 12, 2021

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

Central Pierce Fire & Rescue January 1, 2019 through December 31, 2019

Board of Commissioners
Central Pierce Fire & Rescue
Spanaway, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Central Pierce Fire & Rescue, for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's financial statements, as listed on page 12.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of

expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, Central Pierce Fire & Rescue has prepared these financial statements to meet the financial reporting requirements of state law using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of Central Pierce Fire & Rescue, and its changes in cash and investments, for the year ended December 31, 2019, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the District used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Central Pierce Fire & Rescue, as of December 31, 2019, or the changes in financial position or cash flows thereof for the year then ended, due to the significance of the matter discussed in the above "Basis for Adverse Opinion on U.S. GAAP" paragraph.

Matters of Emphasis

As discussed in Note 9 to the 2019 financial statements, the full extent of the COVID-19 pandemic's direct or indirect financial impact on the District is unknown. Management's plans in response to this matter are also described in Note 9. Our opinion is not modified with respect to this matter.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. This schedule is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated October 12, 2021 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Pat McCarthy, State Auditor

Olympia, WA

October 12, 2021

FINANCIAL SECTION

Central Pierce Fire & Rescue January 1, 2019 through December 31, 2019

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2019
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2019
Notes to Financial Statements – 2019

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2019

Central Pierce Fire & Rescue
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		Total for All Funds (Memo Only)	001 General Fund	101 EMS Administration
Beginning Cash and Investments				
30810	Reserved	22,505,525	1,881,949.00	5,563,013
30880	Unreserved	14,280,485	14,280,485.00	-
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	32,585,944	20,811,367	9,275,576
320	Licenses and Permits	37,420	37,420	-
330	Intergovernmental Revenues	16,133,100	692,227	1,266
340	Charges for Goods and Services	27,433,473	21,680,310	5,753,163
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	831,892	544,582	1,469
Total Revenues:		77,021,829	43,765,906	15,031,474
Expenditures				
510	General Government	-	-	-
520	Public Safety	58,370,033	43,503,232	14,566,694
Total Expenditures:		58,370,033	43,503,232	14,566,694
Excess (Deficiency) Revenues over Expenditures:		18,651,796	262,674	464,780
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	15,580,025	7,617,303	-
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 382, 395, 398	Other Resources	87,118	87,118	-
Total Other Increases in Fund Resources:		15,667,143	7,704,421	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	14,970,717	6,165,211	-
591-593, 599	Debt Service	4,028,068	1,585,355	-
597	Transfers-Out	15,580,025	1,900,000	2,434,775
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581, 582	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		34,578,810	9,650,566	2,434,775
Increase (Decrease) in Cash and Investments:		(259,871)	(1,683,471)	(1,969,995)
Ending Cash and Investments				
5081000	Reserved	23,546,991	1,499,811	3,593,019
5088000	Unreserved	12,979,153	12,979,153	-
Total Ending Cash and Investments		36,526,144	14,478,964	3,593,019

The accompanying notes are an integral part of this statement.

102 GEMT Administration	201 GO Debt Fund Administration	301 Facility Capital Fund
-	286,759	14,773,804
-	-	-
-	-	-
-	2,499,001	-
-	-	-
15,439,512	95	-
-	-	-
-	-	-
-	21,971	263,870
15,439,512	2,521,067	263,870
-	-	-
-	-	300,107
-	-	300,107
15,439,512	2,521,067	(36,237)
-	-	-
2,434,775	-	5,527,947
-	-	-
-	-	-
-	-	-
2,434,775	-	5,527,947
-	-	8,805,506
-	2,442,713	-
11,245,250	-	-
-	-	-
-	-	-
-	-	-
11,245,250	2,442,713	8,805,506
6,629,037	78,354	(3,313,796)
6,629,038	365,113	11,460,010
-	-	-
6,629,038	365,113	11,460,010

The accompanying notes are an integral part of this statement.

Central Pierce Fire & Rescue
Fiduciary Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		<u>Custodial</u>
308	Beginning Cash and Investments	2,580
388 & 588	Net Adjustments	-
310-390	Additions	28,900
510-590	Deductions	<u>30,067</u>
	Net Increase (Decrease) in Cash and Investments:	(1,167)
508	Ending Cash and Investments	1,413

The accompanying notes are an integral part of this statement.

Central Pierce Fire & Rescue
Notes to the Financial Statements
For the year ended 12/31/2019

Note 1 - Summary of Significant Accounting Policies

Central Pierce was incorporated in February 1996 as a result of a merger between Fire Districts No. 6, No. 7, and No. 9. City of Puyallup annexed into the District January 2009, and Pierce County Fire District No. 11 merged into the District in September 2009.

The District operates under the laws of the state of Washington applicable to a Fire District. The District is a special purpose local government and provides 24-hour emergency medical and fire suppression protection to approximately 220,600 citizens in the Parkland, Spanaway, Midland, Summit, Frederickson, and South Hill areas of Pierce County as well as the City of Puyallup.

The District reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the District also recognizes expenditures paid during thirty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 3, *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 1 year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 720 hours and is 100% payable upon separation or retirement. Sick leave may be accumulated up to 2000 hours. Upon separation or retirement unused sick leave is payable to the employee at 25% for unused sick leave. Payments are recognized as expenditures when paid.

F. Long-Term Debt

See Note 5, *Debt Service Requirements*.

G. Reserved Portion of Ending Cash and Investments

Beginning and ending cash and investments is reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by resolution of the Board of Fire Commissioners.

When expenditures that meet restrictions are incurred, the District intends to use reserved resources first before using unreserved amounts.

Reservations of ending cash and investments consist of \$23,712,055.

Note 2 – Budget Compliance

A. Budgets

The District adopts annual appropriated budgets for six (6) funds. These budgets are appropriated at the fund level, and the budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end, except for capital outlays, which are carried forward from year to year until expended or the purpose of the appropriation has been accomplished or abandoned.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund/Department	Final Appropriated Amount	Actual Expenditures	Variance
General Fund	\$ 55,617,411	\$ 53,153,796	\$ 2,463,615
EMS Fund	17,163,999	17,001,468	162,531
GEMT Fund	13,680,025	11,245,250	2,434,775
Debt Fund	2,500,000	2,442,713	57,287
Capital Projects Fund	16,261,714	9,105,613	7,156,101
HRA/Flex	35,000	30,067	4,933
	\$ 105,258,149	\$ 92,978,907	\$ 12,279,242

Budgeted amounts are authorized to be transferred between line items within divisions; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be formally approved via budget amendment resolution by the District's Board of Fire Commissioners.

Note 3 – Deposits and Investments

It is the District's policy to invest all temporary cash surpluses. The interest on these investments credits the General Fund except where pro-rated to the debt services and capital projects funds.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation and the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the District or its agent in the government's name.

Investments are reported at original cost. Investments by type at December 31, 2019 are as follows:

	District Owned Investments	Investments held by Pierce County as an Agent of the District	Total
LGIP	-	30,229,375	30,229,375
US Government Securities	-	-	-
Other:	-	-	-
Total	-	30,229,375	30,229,375

Note 4 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the District. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The District's regular levy for the year 2019 was \$0.84 per \$1,000 on an assessed valuation of \$24,665,409,771 for a total regular levy of \$20,801,271.

The District's EMS levy for the year 2019 was \$0.42 per \$1,000 on an assessed valuation of \$24,665,409,453 for a total EMS levy of \$10,426,055.

The District's Excess levy for the year 2019 was \$0.10 per \$1,000 on an assessed valuation of \$24,439,332,202 for a total Excess levy of \$2,500,000.

Note 5 – Long-Term Debt

Debt Service

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the District and summarizes the District's debt transactions for year ended December 31, 2019.

The debt service requirements for general obligation bonds and capital leases are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	2,644,282	1,383,186	4,027,468
2020	3,030,752	1,337,468	4,368,220
2021	2,772,587	1,233,401	4,005,988
2022	2,774,855	1,149,202	3,924,057
2023	2,305,746	1,065,917	3,371,663
2024-2028	8,935,568	4,118,326	13,053,894
2029-2033	9,955,000	2,217,050	12,172,050
2034-2038	4,590,000	277,200	4,867,200
TOTALS	<u>\$ 37,008,790</u>	<u>\$ 12,781,750</u>	<u>\$ 49,790,540</u>

Note 6 – Other Post-Employment Benefits (OPEB Plans)

During the year ended 2019 the Fire District adopted guidance for the presentation and disclosure of postemployment benefits other than pensions, as required by the BARS manual. This requirement resulted in the addition of a postemployment benefit liability reported on the Schedule of Liabilities.

OPEB

The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by the District as required by RCW 41.26. The plan pays for 100% of eligible retirees' healthcare costs on a pay-as-you-go basis. As of December 31, 2019, the plan had 11 members, all retirees. For the year ended December 31, 2019, the District paid \$132,946 in benefits.

The District also has a commitment to pay for other post-employment benefits (OPEB) for employees that belong to LEOFF 2 (medical premiums/VEBA) per resolution no. 13-01 of the Board of Fire Commissioners. The District pays qualified members a monthly benefit toward retiree medical, which is capped at a 7.5% increase annually, and ceases at the age of 65. As of December 31, 2019 the plan had 40 LEOFF 2 retired/qualified members and 262 active employees. The District paid plan benefits of \$407,305 in 2019. The present value of OPEB liability as of December 31, 2019 is \$12,894,139.

Note 7 – Pension Plans

A. State Sponsored Pension Plans

Substantially all district full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans:

Public Employees' Retirement System (PERS)
Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF)

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2019, the District's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, and net pension assets, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 126,234	0.017605 %	\$ 676,975
PERS 2/3	185,670	0.022733 %	220,815
LEOFF 1	0	0.036686 %	(725,140)
LEOFF 2	\$ 1,766,677	0.958214 %	(22,198,877)

LEOFF Plan 1

The District participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

LEOFF Plan 2

The District also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

Note 8 – Risk Management

The District purchases property and liability insurance on an annual basis effective October 1st of each year.

Property insurance consists of guaranteed replacement cost, special risk coverage including earthquake and flood on all real and personal property including portable firefighting equipment. There is a \$10,000 single occurrence deductible per loss. However, the deductible for earthquake and flood is \$1,000 per occurrence.

Physical damage coverage for fleet equipment differs for vehicles classed as either emergency service apparatus or those classed as private passenger type vehicles. Emergency service vehicles are covered on an agreed amount basis per the schedule in the insurance contract with a \$5,000 deductible. Private passenger type vehicles are covered on an actual cash value basis with a \$2,000 collision and a \$2,000 comprehensive deductible. Vehicle liability (\$1,000,000 combined single limit) includes liability coverage for all vehicles including non-owned and hired autos.

Portable equipment is covered with a \$5,000 deductible and guaranteed replacement cost. Earthquake and flood coverage provides a per occurrence and annual aggregate at each location of \$1,000,000, with an excess coverage endorsement of \$10,000,000 of Earthquake coverage to be utilized for all locations.

Employee dishonesty coverage is \$1,000,000 with no deductible. Liability coverage includes general liability, medical malpractice, personal injury and completed operations. Coverage also provides Directors and Officers liability and Employment Practices Liability coverage. The basic limits for all the above described liability coverage is \$1,000,000 per occurrence and \$10,000,000 Aggregate. The District purchases a \$10,000,000 Occurrence/\$20,000,000 Aggregate Umbrella liability policy which covers and adds to the \$1,000,000 basic liability coverage above. There are no liability deductibles and all defense costs, if any, are in addition to the policy limits.

Settlements have not exceeded coverages for each of the past three fiscal years.

The District is self-insured for unemployment benefits, and Washington State bills us on a reimbursement basis. The District is pay as you go as there is no material liability for this benefit as so few employees draw unemployment.

Note 9 - Other Disclosures

Contingencies and Litigations.

The District received a tort claim requesting \$250,000 for medical mismanagement by a District employee in 2019. This claim is not yet resolved, but management believes it is probable that the District will have to make a payment. In the opinion of management, reserves are sufficient to pay this pending claim.

Coronavirus (COVID-19)

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and universities, cancelling public events, prohibiting public and private gatherings, and requiring people to stay home unless they are leaving for an essential function.

The District has incurred approximately \$213,004 in expense through April 30, 2020. We anticipate FEMA reimbursement on a majority of these costs, however have no guess as to when the

reimbursement will be received, the length of time these measures will be in place, and the full extent of the financial impact on the District at this time.

Name Change

Pierce County Fire Protection District No 6 was legally renamed Central Pierce Fire & Rescue. The District Board of Fire Commissioners (resolution 18-09) and Pierce County Council (R2018-152) approved the change in 2018, with subsequent IRS approval in 2019.

Central Pierce Fire & Rescue
Schedule of Liabilities
For the Year Ended December 31, 2019

<u>ID. No.</u>	<u>Description</u>	<u>Due Date</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
General Obligation Debt/Liabilities						
251.12	GO Bonds - voted	12/1/2033	29,310,000	-	1,245,000	28,065,000
Total General Obligation Debt/Liabilities:			29,310,000	-	1,245,000	28,065,000
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		7,643,598	931,219	380,103	8,194,714
263.52	Capital Lease		6,467,059	1,255,411	1,399,282	6,323,188
264.30	Net Pension Liability		1,093,026	-	195,237	897,789
264.40	OPEB Liability		12,278,510	1,155,880	540,251	12,894,139
Total Revenue and Other (non G.O.) Debt/Liabilities:			27,482,193	3,342,510	2,514,873	28,309,830
Total Liabilities:			56,792,193	3,342,510	3,759,873	56,374,830

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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- Search BARS manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



Board Meeting Agenda Item Summary

Agenda Date: November 22nd, 2021

Item Title: Information Technology Division Report

Attachments: N/A

Submitted by: I.T. Director Scott-Ralston

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☒ For information only
- ☐ Other: _____

SUMMARY:

1. IT Key Performance Indicators

- a. Resolved 308 Consortium-Wide Trouble Tickets and Requests
- b. Resolved 387 Consortium-Wide Helpdesk Calls
- c. 0 COVID-19 Consortium-Wide Tickets
- d. 35 On-Station Support Visits
- e. Tier 1 Application Availability: 84.02%
- f. Network Availability: 100.00%
- g. 888 Active User Accounts

2. Projects Completed

- a. Gig Harbor email outage after-incident report and remediation.
- b. Chief's interviews and selection of Network Administrator and System Administrator candidates.

3. Major Projects Underway

- a. Continued UcaaS implementation (Mitel Phones)
- b. Planning for the Consortium-wide O365 - Exchange Upgrade
- c. Develop Gig Harbor SharePoint Migration Plan
- d. Identify Network and Application Monitoring/Security software
- e. Continue working with Graham to recover Comcast over payment
- f. Continued Network Administrator and System Administrator position placement
- g. Virtual Private Network (VPN) deployment



Board Meeting Agenda Item Summary

Agenda Date: November 22nd, 2021

Item Title: Logistics Update

Attachments:

Submitted by: AC Stueve

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☒ For information only
- ☐ Other: _____

SUMMARY:

- Apparatus – E69(E21-1) placed in-service. Shortly, E68(E21-3), will be placed in-service. Lastly, E63(E21-2), should be placed in-service by end of November. KME Aerials are being UL tested secondary to different issues, but then will be turned over to Operations/Training for in-service training.
- Apparatus – KME has begun cab production on E22-1/E22-2. Pictures have been sent over to CPFR of the formed cabs. We can reasonably expect to perform a mid-point inspection somewhere near mid-December.
- Apparatus – Finance Committee/BOC approved apparatus from November 8th BOC Meeting has been ordered. Early indications suggest a long delay in Freightliner Chassis with a 10-12 month build & delivery.
- Fleet – New 601(SC21-1) arrived on November 15th and will begin up-fitting process for Chief Morrow. Manufacturing delays in emergency lights are expected and were ordered weeks ago.



Board Meeting Agenda Item Summary

Agenda Date: 11/22/21

Item Title: Health & Safety Div. Report

Attachments: OSHA Recordable Incidents 10/1/2021 – 10/31/2021

Submitted by: AC McKenzie

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☒ For information only
- ☐ Other: _____

SUMMARY:

1. COVID outbreak Station 61
2. COVID Booster now available
3. Working on First Qtr. FIIRE Program Objective APP, Safety Committee
Completed Safety Committee risk management training
Reviewing and updating CPFR Accident Prevention Program
CPFR Vulnerability Assessment Through Fallen Firefighter Foundation is ongoing
4. **5 OSHA injury to report 1 medical 4 Musculoskeletal injuries**

FINANCIAL IMPACT: N/A

OSHA RECORDABLE INCIDENTS 10/01/2021-10/31/2021

Date of Incident	Location	Days Away	Days with Job Restrictions	Description	OSHA Classification
10/1/2021	Station 63	19		FF experienced chest pains while on-duty.	Illness
10/4/2021	Training Ctr		16	Recruit was loading hose on engine bulk bed, felt sudden pain in back.	Injury
10/8/2021	Training Ctr		Unknown - On light duty	Recruit was walking backward with nozzle, hose was pulled quickly, Recruit tripped and fell backward breaking tailbone.	Injury
10/31/2021	Station 72	Unknown - Off		After pulling pre-connect, FF turned around to clear the bed of hose, twisted ankle. Ankle sprained.	Injury



Board Meeting Agenda Item Summary

Agenda Date: November 22, 2021

Item Title: DC Admin

Attachments:

Submitted by: Russ Karns, Deputy Chief

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☒ For information only
- ☐ Other: _____

SUMMARY:

Reviewed 19 pre-employment backgrounds and suitability exams for entry level FF. Conducted 10 Chief interviews for those that passed previous steps. All 10 moved on in process.

Conducted Chiefs interview for public educator position.

We had another pre design meeting with RFM for Station 73 on Monday the 8th. We will have a station design and cost presentation in the near future.

A Covid 19 breakout at station 61 resulted in lots of research, coordination and work over the week of November 7th. A big thank you to Jackie for all her help and organization.

Initial steps are taking place in the evaluation of proposed Station 66 location



Board Meeting Agenda Item Summary

Agenda Date: November 22, 2021

Item Title: Fire Chief's Report

Attachments:

Submitted by: Chief Olson

RECOMMENDED ACTION BY THE BOARD:

☐ First reading

☐ Second reading

☐ Motion to approve

☒ For information only

☐ Other: _____

SUMMARY:

Effectively Respond, Continuously Improve, Compassionately Serve

Board of Fire Commissioners:

- 1. FBC Modernization Project:** The resolution before you today is one of the significant steps on modernizing the FBC. The final product is a detailed procedures manual that reflects the process Dianne goes through in order to evaluate the base data and assure appropriate use of the FBC annually. This process is completed over various periods and is extremely analytical and process oriented.
- 2. Fire Chief Selection and On-Boarding:** I am working with Chief Morrow on most items impacting 2022 to assure continuity. We are also developing a plan for an orderly transfer. I will also be available to assist the BOC and Chief Morrow at any time once I have left. Working with him, I don't think he will have many questions after the debriefing.
- 3. EMS Study:** We received the GIS portion of the report. We are still waiting for the final. Once we have received and reviewed the report, we will make it available for review, schedule a BOC strategic review, and begin meetings with our responders to hear their perspective prior to developing recommendations and proposed action plan.
- 4. 2022 Budget:** We are at the 5th budget meeting with only the second reading of all of the resolutions that must be passed and transferred to the county in order to assure revenue for 2022.



Board Meeting Agenda Item Summary

5. **Local 726 Contract Negotiations:** We are now taking the time to understand each other's proposals and have assigned a subcommittee to work on the details of some scheduling and staffing proposals.
6. **2022 Academy:** Because Bates has lost many instructors they had to cancel their academy placing many of our fire district friends in a lurch. As a result, Chief Juarez has agreed to take on 16 external recruits along with our 11. These employees are coming from Orting, Gig Harbor, and East Pierce Fire & Rescue. We are hoping to fill this gap for now so our neighboring partners can meet their service level needs.
7. **COVID-19:**
 - a. Emergency Declaration- No changes from previous meeting. The authority has not been exercised during the previous two-week period. I will continue to report any uses of the declarations authority.
 - b. We are seeing a significant uptick in community COVID infections coming into our stations with our employees. I have instituted a safety stand down and requiring the reinstituting and training of the 2020 procedures for a two-week period. We will review the two week progress this week and make minor corrections. There seems to be some concern globally and nationally of another surge this winter. I am hoping this strong step assures compliance as infected employees report to work asymptomatic.

FINANCIAL IMPACT:

Chief Olson,

11/15/21

Thank you for your reply to my inquiries. I truly appreciate that it was both prompt and thorough. You addressed each of the issues that I raised. I feel that I was heard and my concerns respected. Consequently, I do not feel entitled to more of your valuable time and attention. So, consider what follows as bonus material. I do not expect you to engage with me in a discussion. Just letting you know how some of your constituents feel.

My first reaction to your letter: it sounds like you are lawyered up and your backside is covered. That is a good thing. It does not guarantee that your decisions were indeed best for all concerned, but they will probably work for you. At least for a while. If the Pierce County Health Department joins King County in requiring public employees who are in contact with patients to be vaccinated, how will your decisions hold up?

I believe that unvaccinated people pose a threat to the rest of us. Of course, vaccines aren't a guarantee, but they tip the odds in our favor. Such an easy, inexpensive and safe procedure should be an expectation of any good neighbor or coworker, not to mention a public servant with a badge. So, it is alarming that over 20% of your work force doesn't feel that way. Refusing to be vaccinated is tantamount to driving drunk. You may get away with it for a time or two. God forbid that it be proclaimed as a threat to the public with an expectation of compliance; somebody telling me what to do.

I believe that you and I and the public in general are being played by those who claim to have deeply held religious convictions about being vaccinated. Most if not all of them are laughing up their sleeves over how easy it was to keep a straight face for a just long enough to make their statement about something that has nothing to do with religion. The number of religionists who state publicly that the COVID vaccine is sacrilege is infinitesimal. So, it is a statistical miracle that such a revival has occurred just in your work group.

I also believe that people who refuse one order, whether it be from the President, the Governor, or you will find a pretext to refuse another. Which of your next orders might it be? Are the people who were unhappy about the vaccine mandate happy now? Or are they now feeling put upon about something else, like mask requirements or testing?

You and your teams have been fortunate to escape any active cases of the virus. That is in part due, of course, to the precautions you have taken. Well done! I have seen suggestions that some masks filter inhalation and not exhalation. So, when my day comes to make a 911 call, I hope my responders are vaccinated.

Well, I feel better. Thanks for letting me vent. Good luck to you and your coworkers as we move into the next stages of this pandemic experience. The scientific and political aspects of this issue have shifted just since I first wrote to you and they will continue to do so.

Sincerely,

David Erickson

JAY INSLEE
Governor



NOV 08 2021

JOHN R. BATISTE
Chief

STATE OF WASHINGTON
WASHINGTON STATE PATROL

Washington State Patrol Headquarters • PO Box 42600 • Olympia WA 98504-2600 • www.wsp.wa.gov

November 4, 2021

Chief Dan Olson
Central Pierce Fire & Rescue
P.O. Box 940
Spanaway WA 98387

Dear Chief Olson:

On behalf of the Washington State Patrol, thank you for your support following the tragic death of Detective Eric T. Gunderson. As you can imagine, this has been a terrible time for Detective Gunderson's family, friends, and members of our agency.

It is difficult to express our gratitude. We appreciate your tradition of honoring our fallen by providing the ladder truck and garrison flag as well as the review of the safety and medical plan for the IAP. It is because of your continued support that we can stand proud and protect the safety of the citizens we serve.

Knowing how much you care helps to make our healing process easier. Thank you so very much for your assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "J R Batiste".

CHIEF JOHN R. BATISTE

JRB:rh



Central Pierce Fire & Rescue

Mailing Address: P.O. Box 940, Spanaway, WA 98387
17520 – 22nd Ave E, Tacoma, WA 98445
(253) 538-6400 (253) 276-6770 Fax
www.centralpiercefirerescue.org

November 4, 2021

Dear Kyler, (Firefighter Kyler Hudson)

The purpose of this letter is to formally commend you for your actions regarding a motorcycle accident on Meridian. On April 6th, 2021, you responded to a call for a motorcycle rider on the roadway with CPR in progress. You and your crew arrived to find the patient unconscious, apneic, but with a pulse.

Due to your coordinated and professional efforts, this patient has successfully recovered from his injuries.

Lt Michael Auvil noted specifically regarding the call that you performed exceptionally well in coordinating patient care in a chaotic environment and the critical nature of the patient.

I have spoken with the patient and his family, and he is extremely grateful for the efforts of you and your crew. They believe that without question that your efforts saved his life.

On behalf of a grateful department, I extend our appreciation for your efforts that day and all of your preparation and training to prepare you for a moment when decisions and actions have literal life or death ramifications.

I encourage you to continue these professional development efforts and share this knowledge, skills, and abilities with many young aspiring firefighters and paramedics entering our workforce.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Rosenlund", with a long horizontal line extending to the right.

Adam Rosenlund
Battalion Chief

Cc: Personnel File
Commissioner Packet



Central Pierce Fire & Rescue

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November 4, 2021

Also sent to:
Firefighter Blade Gundermann
Firefighter Aaron Waddell
Firefighter Francisco Tovar

Dear Michael, (Lt. Michael Auvil)

The purpose of this letter is to formally commend you for your actions regarding a motorcycle accident on Meridian. On April 6th, 2021, you responded to a call for a motorcycle rider on the roadway with CPR in progress. You and your crew arrived to find the patient unconscious, apneic, but with a pulse.

Due to your coordinated and professional efforts, this patient has successfully recovered from his injuries.

Reports from the scene describe a coordinated team effort that capitalized on the talents of all team members.

I have spoken with the patient and his family, and he is extremely grateful for the efforts of you and your crew. They believe that without question that your efforts saved his life.

On behalf of a grateful department, I extend our appreciation for your efforts that day and all of your preparation and training to prepare you for a moment when decisions and actions have literal life or death ramifications.

I encourage you to continue these professional development efforts and share this knowledge, skills, and abilities with many young aspiring firefighters entering our workforce.

Sincerely,

A handwritten signature in blue ink, appearing to read "AR", followed by a long horizontal line.

Adam Rosenlund
Battalion Chief

Cc: Personnel File
Commissioner Packet



Central Pierce Fire & Rescue

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November 10, 2021

Lt. Jason Simmons
[REDACTED]

Also sent to:

FF LeTania Severe	PM/FF Roman Larsen
Capt. Justin O'Toole	FF Christian Reinke
FF Jhauvon Harrison	FF Nick Rozell
FF Christopher Ford	BC Adam Rosenlund
LT Jeff Krekling	


Dear Jason,

I wanted to formally commend you for your actions and professionalism, along with the other members who responded, for your response during a cardiac arrest on the morning of October 14, 2021.

Crews were toned to a 69-year old male in cardiac arrest. You arrived at the scene, assessed the situation and performed highly effective CPR. This is not an uncommon EMS call for us, but what took place next was. As the patient was being loaded into M65, the gurney had a failure that made it unable to load in the medic unit. The call was quickly made, with little hesitation, to call for a second medic unit as soon as the first loading attempt did not work. All of you worked together, outside in the rain for the next 10 minutes while we waited for the second medic unit. The plan for the patient was changed on the fly with quick thinking, calm demeanor, and clear communication. At no time was patient care compromised as it continued seamlessly, with a level of calmness and professionalism that exemplifies the values CPFR holds dear.

This is a true example of "adapt and overcome" and carrying out the mission of Central Pierce Fire & Rescue!

Sincerely,


Logan Kovash, Captain

CC: Personnel File
Board of Commissioners Packet