



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: December 27, 2021
Place: Virtual (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 Comment, 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 December 13, 2021

C. Pg 5 /Approval of:

Accounts Payable Warrants Numbered 56862 to 56884 totaling	\$	412,463.42
Accounts Payable Warrants Numbered 56885 to 56913 totaling	\$	3,248,776.70
GRAND TOTAL	\$	3,661,240.12

Pg 17 /For Informational Purposes Only - The following electronic payments totaling \$3,553,571.61 are included in Warrants noted above:

- Accounts Payable EFT numbered 12069 to 12110-\$393,175.55 (Included in A/P Warrant 56866)
- Accounts Payable EFT numbered 12111 to 12137-\$3,160,396.06 (Included in A/P Warrant 56889)

5. Unfinished Business (Second Reading and Final Action)

A. Pg 32 /Board of Commissioners, Meetings, Policies and Procedures – Chief Morrow

- Board Policy 303
- Policy Attachment 303.A – Fire Commissioners Policy Manual
- Resolution No. 21-04 Adopting Revised Policy 303



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

6. New Business (First Reading)

- A. **Pg 82** /Resolution No. 21-10 Year-End Budget Adjustment (Request to Waive Second Reading) - FD Robacker
- B. **Pg 94** /Resolution No. 21-11 Authorizing and Establishing Fees, Charges and Fines Effective January 1, 2022 (Request to Waive Second Reading) – FD Robacker

7. Considerations and Requests

- A. **Pg 100** /Interlocal Cooperative Purchasing Agreement – Chief Morrow
- B. **Pg 103** /Consulting Agreement – Chief Morrow
- C. **Pg 111** /2022 EMS Levy and Benefit Charge – Chief Morrow
- D. **Pg 112** /Firefighter Hiring Notification – HRD Washo
- E. **Pg 114** /2022 Salary Schedules – HRD Washo
- F. **Pg 118** /Journeyman Mechanic Eligibility List – HRD Washo
- G. **Pg 120** /Revised Policies 340, 341 and 345 Employee Common Benefits – HRD Washo

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

- A. Chief Morrow

9. Pg 144 /Correspondence

- A. Employee Commendations
- B. Outside Agency Commendations
 - i. Puyallup Police Department
 - ii. East Pierce Fire & Rescue

10. Commissioner Comments

11. Adjournment

DRAFT – Not Official Until Approved

CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS December 13, 2021

Chair Holm called the Regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order at 5:00 p.m. The meeting was held at 427 N. Meridian, Puyallup, WA, to accommodate the swearing in of Fire Chief Dustin Morrow. Due to current COVID regulations, the public was provided an opportunity to join by Zoom. Board members present in person or by video: Chair Holm, Commissioners Stringfellow, Coleman, Willis, and Eckroth, and Ex-Officio/Mayor Door.

PLEDGE OF ALLEGIANCE

Chair Holm led the flag salute.

APPROVAL OF AGENDA

Commissioner Stringfellow moved and Commissioner Willis seconded to approve the agenda as presented. **MOTION CARRIED.**

PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)

No public comment.

COMMISSIONER ECKROTH YEARS OF SERVICE RECOGNITION

Chair Holm presented a plaque to Commissioner Eckroth and thanked him for his 24 years of service to the district and citizens of Central Pierce Fire & Rescue.

CONSENT AGENDA (SINGLE MOTION)

A. Excused Absences:

B. Minutes: Regular Board Meeting of November 22, 2021

C. Approval of:

Accounts Payable Warrants Numbered 56787 to 56804 totaling	\$	168,973.01
Accounts Payable Warrants Numbered 56805 to 56829 totaling	\$	56,915.96
Accounts Payable Warrants Numbered 56830 to 56839 totaling	\$	5,360,612.27
Net Payroll Warrants Numbered 107576 to 107581 totaling	\$	41,544.76
Net Payroll Warrants Numbered 107582 to 107599 totaling	\$	101,734.57
Accounts Payable Warrants Numbered 56840 to 56840 totaling	\$	167.34
Net Payroll Warrants Numbered 107600 to 107600 totaling	\$	788.50
Accounts Payable Warrants Numbered 56841 to 56841 totaling	\$	29,640.98
Accounts Payable Warrants Numbered 56842 to 56862 totaling	\$	155,612.39
GRAND TOTAL	\$	5,915,989.78

Commissioner Stringfellow moved and Commissioner Eckroth seconded to approve the Consent Agenda with warrants totaling \$5,915,989.78. **MOTION CARRIED.**

PINNING CEREMONY – Fire Chief Dustin Morrow

Chair Holm introduced Chief Morrow. Chair Holm and Chief Morrow's family pinned his badge and collar brass. District Secretary Tanya Robacker administered the Oath of Office. Chief Morrow thanked the Board for the opportunity.

Chair Holm called for Commissioner comments.

Ex-Officio/Mayor Door welcomed Chief Morrow.

Commissioner Willis is happy to see Chief Morrow join the organization and confident that he can meet any challenges moving forward.

Commissioner Stringfellow also welcomed Chief Morrow. He congratulated Commissioner Eckroth on his years of service, and thanked him for bringing a different perspective to the Board.

Commissioner Holm thanked everyone involved in putting together tonight's event. Merry Christmas and Happy New Year!

ADJOURNMENT

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

The meeting adjourned at 5:22 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>
12/09/2021	<u>AP00056862 -AP00056884</u>	<u>\$412,463.42</u>
12/16/2021	<u>AP00056885 -AP00056913</u>	<u>\$3,248,776.70</u>
	Total	\$3,661,240.12

Dustin Morrow
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 00056862	BLAZSTIT	BLAZING STITCHES	12/09/21	262.31	MW	IS			
AP CHK 00056863	BUTL12200	BRANDON BUTLER	12/09/21	328.18	MW	IS			
AP CHK 00056864	BROOLUMB	Brookdale Lumber Inc	12/09/21	571.96	MW	IS			
AP CHK 00056865	CENEHARV	Cenex Harvest States Inc	12/09/21	1,803.46	MW	IS			
AP CHK 00056866	CPFR	Central Pierce Fire & Rescu	12/09/21	393,182.60	MW	IS			
AP CHK 00056867	CORESTEW	DAVID M. COREY PHD PC	12/09/21	420.00	MW	IS			
AP CHK 00056868	GALLS	Galls Incorporated	12/09/21	1,126.21	MW	IS			
AP CHK 00056869	GENETOWI	Gene's Towing Inc	12/09/21	990.00	MW	IS			
AP CHK 00056870	HARPHAYE	HARPER HAYES PLLC	12/09/21	1,001.00	MW	IS			
AP CHK 00056871	INSTSALE	Instrument Sales & Service	12/09/21	50.66	MW	IS			
AP CHK 00056872	KELLCONN	KELLEY IMAGING SYSTEMS INC	12/09/21	252.35	MW	IS			
AP CHK 00056873	LANDRECO	Land Recovery Inc	12/09/21	236.39	MW	IS			
AP CHK 00056874	MURRDISP	Murrey's Disposal	12/09/21	85.57	MW	IS			
AP CHK 00056875	NWDOOR	Northwest Door Inc Tacoma 0	12/09/21	7,087.29	MW	IS			
AP CHK 00056876	OREIAUTO	O'REILLY AUTO PARTS	12/09/21	109.93	MW	IS			
AP CHK 00056877	ONSPOFNO	ONSPOT OF NORTH AMERICA INC	12/09/21	387.93	MW	IS			
AP CHK 00056878	PSENERGY	Puget Sound Energy	12/09/21	1,154.62	MW	IS			
AP CHK 00056879	SSTIREPU	S&S TIRE SERVICE INC	12/09/21	813.94	MW	IS			
AP CHK 00056880	SIXROBBL	Six Robblees Inc	12/09/21	133.62	MW	IS			
AP CHK 00056881	HOMEPRO	THE HOME DEPOT PRO	12/09/21	1,518.07	MW	IS			
AP CHK 00056882	UNITPARC	United Parcel Service	12/09/21	14.89	MW	IS			
AP CHK 00056883	VANCAUTO	VC DETAILING OF SOUTH HILL	12/09/21	373.95	MW	IS			
AP CHK 00056884	WATECOMP	Waterous Company	12/09/21	558.49	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		412,463.42		Number of Checks Processed:			23
		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		412,463.42					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 12/09/2021

End Date: 12/09/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
BLAZING STITCHES (BLAZSTIT)					
	43673	10/26/2021	248.16	UNIFORM HATS	0012042254 52011
	43673	10/26/2021	14.15	SHIPPING & HANDLING / HATS	0012042254 52011
TOTAL FOR CHECK AP 00056862:			262.31		
BRANDON BUTLER (BUTL12200)					
	120821	12/08/2021	328.18	2021 BOOT REIMBURSEMENT	0012042254 52011
TOTAL FOR CHECK AP 00056863:			328.18		
BROOKDALE LUMBER INC (BROOLUMB)					
	432568	12/07/2021	571.96	TECH RESC 2X10-10 LVL	0013302685 53141
TOTAL FOR CHECK AP 00056864:			571.96		
CENEX HARVEST STATES INC (CENEHARV)					
	243850	11/18/2021	1,384.17	#124242 STN68 PROPANE	0016082250 54705
	243883	11/22/2021	419.29	#124242 72 PROPANE	0017022250 54705
TOTAL FOR CHECK AP 00056865:			1,803.46		
COREY & STEWART (CORESTEW)					
	4143	12/05/2021	420.00	Fire Chief Psych	0012032213 54191
TOTAL FOR CHECK AP 00056867:			420.00		
GALLS INCORPORATED (GALLS)					
	019826397	11/23/2021	281.58	BLUE NOMEX PANTS	0012042254 52011
	019826413	11/23/2021	703.84	ACADEMY UNI BOOTS	0012352240 52011
	019838387	11/24/2021	140.79	BLUE NOMEX PANTS	0012042254 52011
TOTAL FOR CHECK AP 00056868:			1,126.21		
GENE'S TOWING INC (GENETOWI)					
	496419	12/07/2021	412.50	M19-2 TOW FROM GS NOV10TH	0016502265 54191
	497315	12/06/2021	577.50	M19-2 HD TOW FROM GS - DEC06	0016502265 54191
TOTAL FOR CHECK AP 00056869:			990.00		
HARPER HAYES PLLC (HARPHAYE)					
	11215	11/30/2021	1,001.00	NOV STN72 INS COV'G CLAIMS	0012002210 54151
TOTAL FOR CHECK AP 00056870:			1,001.00		
INSTRUMENT SALES & SERVICE INC (INSTSALE)					
	4556595	12/03/2021	50.66	WATER VALVE - STOCK	0016502265 53143
TOTAL FOR CHECK AP 00056871:			50.66		
KELLEY IMAGING SYSTEMS INC (KELLCONN)					
	IN9446317	12/01/2021	252.35	Q1-22 TC COPIER/Q4 OVERAGES	0012002210 54813
TOTAL FOR CHECK AP 00056872:			252.35		
LAND RECOVERY (LANDRECO)					
	0102017611	12/07/2021	151.88	DEC7 TRNG DUMP FEE	0012352240 54741
	35893	11/30/2021	84.51	TRNG AUG DUMP FEE	0012302240 54741
TOTAL FOR CHECK AP 00056873:			236.39		
MURREY'S DISPOSAL (MURRDISP)					
	10217357	12/01/2021	85.57	NARCS/SHARPS DISPOSAL	1013402680 54742
TOTAL FOR CHECK AP 00056874:			85.57		
NORTHWEST DOOR INC TACOMA 09 (NWDOOR)					
	1432846	09/16/2021	2,285.58	STN68 BAY DOOR REPAIRS	0012042254 54801

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 12/09/2021

End Date: 12/09/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	1445130	10/29/2021	1,843.16	STN71 BAY DOOR REPAIRS	0012042254 54801
	1446531	11/04/2021	223.36	STN72 BAY DOOR REPAIRS	0012042254 54801
	1446859	11/05/2021	1,771.00	STN73 BAY DOOR REPAIRS	0012042254 54801
	1450393	11/19/2021	964.19	STN65 BAY DOOR REPAIRS	0012042254 54801
TOTAL FOR CHECK AP 00056875:			7,087.29		
O'REILLY AUTO PARTS (OREIAUTO)					
	3702104799	12/01/2021	10.82	M13-2, FUEL CAP	0016502265 53143
	3702104952	12/02/2021	8.90	M17-1 FUEL CAP	0016502265 53143
	3702104954	12/02/2021	53.39	FUEL CAPS STOCK (6)	0016502265 53143
	3702104960	12/02/2021	(10.82)	M13-2 FUEL CAP RETURN CREDIT	0016502265 53143
	3702105580	12/06/2021	58.64	SO16-1 BATTERY UILH	0016502265 53143
	3702105829	12/07/2021	(11.00)	BATTERY CORE CHARGE	0016502265 53143
TOTAL FOR CHECK AP 00056876:			109.93		
ONSPOT OF NORTH AMERICA INC (ONSPOFNO)					
	188790	11/15/2021	387.93	M17-3 CHAINWHEEL L/R	0016502265 53143
TOTAL FOR CHECK AP 00056877:			387.93		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	120221B	12/02/2021	7.05	NOV 2021 PAYTRACE FEES	0012012211 54191
	120921	12/09/2021	391,127.41	12/09/2021 AP EFTS	001 21110
	120921	12/09/2021	2,048.14	12/09/2021 AP EFTS	101 21110
TOTAL FOR CHECK AP 00056866:			393,182.60		
PUGET SOUND ENERGY (PSENERGY)					
	71-211119	11/19/2021	383.37	#200018917720 STN71 NAT GAS	0017012250 54701
	71-211119	11/19/2021	771.25	#200018917720 STN71 ELECTR	0017012250 54731
TOTAL FOR CHECK AP 00056878:			1,154.62		
S&S TIRE (SSTIREPU)					
	1125811	12/02/2021	43.76	M19-3 WINTER TIRE CHANGEOVER	0016502265 54820
	1125812	12/02/2021	43.76	M19-1 WINTER TIRE CHANGE	0016502265 54820
	1125834	12/02/2021	231.93	M13-2 WINTER TIRE CHANGE	0016502265 54820
	1125836	12/02/2021	43.76	M19-2 WINTER TIRE CHANGE	0016502265 54820
	1125849	12/03/2021	43.76	M19-4 WINTER TIRE CHANGE	0016502265 54820
	1125856	12/03/2021	87.52	RV17-1 WINTER TIRE CHANGE	0016502265 54820
	1125861	12/03/2021	87.52	SC19-2 WINTER TIRE CHANGE	0016502265 54820
	1125885	12/04/2021	231.93	M10-2 WINTER TIRE CHANGE	0016502265 54820
TOTAL FOR CHECK AP 00056879:			813.94		
SIX ROBBLEES INC (SIXROBBL)					
	2768697	12/06/2021	133.62	WHEEL STUDS FRONT (5)	0016502265 53143
TOTAL FOR CHECK AP 00056880:			133.62		
THE HOME DEPOT PRO (HOMEPRO)					
	656392024	12/03/2021	15.53	TOILET BOWL BRUSH (EACH)	0012052218 53198
	656392024	12/03/2021	13.11	HANDLE, 60" THREADED WOOD, 15/	0012052218 53198
	656392024	12/03/2021	59.40	TOILET BOWL CLEANER (EACH)	0012052218 53198
	656392024	12/03/2021	363.73	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	656392024	12/03/2021	105.25	WIPES,WYPALL (BOX)	0012052218 53198
	656392024	12/03/2021	16.24	SPONGE, EXTRA LARGE (EACH)	0012052218 53198

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 12/09/2021

End Date: 12/09/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	656392024	12/03/2021	391.07	LAUNDRY DETERGENT, 1GAL (EACH)	0012052218 53198
	656392024	12/03/2021	43.78	URINAL SCREEN (EACH)	0012052218 53198
	656392024	12/03/2021	163.68	PAPER TOWELS, KITCHEN WHITE, P	0012052218 53198
	656392024	12/03/2021	258.06	LINER, 40x46 (1.25MIL) (BOX)	0012052218 53198
	656392024	12/03/2021	88.22	ICE AWAY ICE MELTER, 50LB (BOX)	0012052218 53198
TOTAL FOR CHECK AP 00056881:			1,518.07		
UNITED PARCEL SERVICE (UNITPARC)					
	575731481	11/27/2021	14.89	FREIGHT TO SHIP EGO BLOWER	0012042254 54221
TOTAL FOR CHECK AP 00056882:			14.89		
VANCOUR'S AUTO DETAILING (VANCAUTO)					
	104653	12/01/2021	373.95	615, VEHICLE DETAIL	0016502265 54821
TOTAL FOR CHECK AP 00056883:			373.95		
WATEROUS COMPANY (WATECOMP)					
	P2R2143001	12/06/2021	558.49	OUTBOARD END MECH SEAL	0016502265 53143
TOTAL FOR CHECK AP 00056884:			558.49		
REPORT TOTAL:			412,463.42		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00056885	ACURSYST	ACURA SYSTEMS INTERNATIONAL	12/16/21	701.35	MW	IS	
AP CHK 00056886	AJAXTOOL	AJAX TOOL WORKS INC	12/16/21	44.86	MW	IS	
AP CHK 00056887	INTETELE	ALLSTREAM BUSINESS US INC	12/16/21	1,166.05	MW	IS	
AP CHK 00056888	BROOLUMB	Brookdale Lumber Inc	12/16/21	37.67	MW	IS	
AP CHK 00056889	CPFR	Central Pierce Fire & Rescu	12/16/21	3,160,396.06	MW	IS	
AP CHK 00056890	QWESINTE	CenturyLink	12/16/21	8,963.08	MW	IS	
AP CHK 00056891	COMCAST	COMCAST	12/16/21	20,511.02	MW	IS	
AP CHK 00056892	COMCAST	COMCAST	12/16/21	409.83	MW	IS	
AP CHK 00056893	DMRECYCL	D M Recycling Co Inc	12/16/21	471.63	MW	IS	
AP CHK 00056894	DEPTVETE	Department of Veterans Affa	12/16/21	132.00	MW	IS	
AP CHK 00056895	ELMHMUTU	Elmhurst Mutual Power & Lig	12/16/21	450.00	MW	IS	
AP CHK 00056896	EYECOFSO	EYECARE OF SOUTH HILL	12/16/21	120.00	MW	IS	
AP CHK 00056897	FRUIMUTU	Fruitland Mutual Water Comp	12/16/21	912.24	MW	IS	
AP CHK 00056898	GALLS	Galls Incorporated	12/16/21	38.28	MW	IS	
AP CHK 00056899	GORDAYLW	GORDON, AYLWORTH & TAMI	12/16/21	1,986.01	MW	IS	
AP CHK 00056900	MEDLINDU	MEDLINE INDUSTRIES	12/16/21	512.82	MW	IS	
AP CHK 00056901	MITECLOU	MITEL CLOUD SERVICES INC	12/16/21	8,869.29	MW	IS	
AP CHK 00056902	MURRDISP	Murrey's Disposal	12/16/21	192.40	MW	IS	
AP CHK 00056903	PARKLIGH	Parkland Light & Water Co.	12/16/21	1,719.16	MW	IS	
AP CHK 00056904	AMUN09040	Pete Amundsen	12/16/21	118.79	MW	IS	
AP CHK 00056905	PCREFUSE	Pierce County Refuse	12/16/21	1,171.20	MW	IS	
AP CHK 00056906	PCSEWER	Pierce County Sewer	12/16/21	880.35	MW	IS	
AP CHK 00056907	PSENERGY	Puget Sound Energy	12/16/21	1,974.04	MW	IS	
AP CHK 00056908	RICEFERG	Rice Fergus Miller Inc	12/16/21	32,705.42	MW	IS	
AP CHK 00056909	MCCLCOMP	SIJ HOLDINGS LLC	12/16/21	212.69	MW	IS	
AP CHK 00056910	SNURSEMI	SNURE LAW OFFICE PSC	12/16/21	250.00	MW	IS	
AP CHK 00056911	SUMMWATE	Summit Water Company	12/16/21	287.35	MW	IS	
AP CHK 00056912	VALLFOOD	VALLEY FOOD STORAGE	12/16/21	423.60	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00056913	VERIWIRE	Verizon Wireless	12/16/21	3,119.51	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	3,248,776.70	Number of Checks Processed:	29
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 3,248,776.70

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 12/16/2021

End Date: 12/16/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
ACURA SYSTEMS INTERNATIONAL (ACURSYST)					
	001663	12/09/2021	701.35	GH-F110-DESKTOP DOCKING STN	0012152215 53401
TOTAL FOR CHECK AP 00056885:			701.35		
AJAX TOOL WORKS INC (AJAXTOOL)					
	811933	11/30/2021	44.86	L71 kwik Cutter 1	0012042254 53501
TOTAL FOR CHECK AP 00056886:			44.86		
BROOKDALE LUMBER INC (BROOLUMB)					
	430055	06/10/2021	22.31	propane for forklift	0012302240 53141
	432236	11/15/2021	15.36	73 BBQ PROPANE	0017032250 53141
TOTAL FOR CHECK AP 00056888:			37.67		
COMCAST (COMCAST)					
	134278089	11/15/2021	14,040.02	CP COMM CONNECT NOV	0012102215 54202
	134278089	11/15/2021	2,843.38	GIG HARB COMM CONN NOV	0012152215 54202
	134278089	11/15/2021	3,627.62	GRAHAM COMM CONN NOV	0012152215 54202
TOTAL FOR CHECK AP 00056891:			20,511.02		
	111421	11/14/2021	409.83	NOV GRAHAM COMM CONNECT	0012152215 54202
TOTAL FOR CHECK AP 00056892:			409.83		
TOTAL FOR COMCAST:			20,920.85		
D M RECYCLING CO INC (DMRECYCL)					
	10211894	12/01/2021	73.00	#21116116470 STN69 REC	0016092250 54741
	10211894	12/01/2021	73.00	#21116116470 SHOP REC	0016502265 54741
	10212181	12/01/2021	72.00	#21116157279 TC REC	0016172250 54741
	10212183	12/01/2021	48.00	#21116157294 STN67 REC	0016072250 54741
	10212206	12/01/2021	146.77	#21116158282 STN71 REC	0017012250 54741
	10214322	12/01/2021	58.86	#2111321850828 STN72 REC	0017022250 54741
TOTAL FOR CHECK AP 00056893:			471.63		
DEPARTMENT OF VETERANS AFFAIRS (DEPTVETE)					
	052920-121021	12/10/2021	132.00	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00056894:			132.00		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	68-211208	12/08/2021	450.00	#63497 STN68 ELECTRIC	0016082250 54731
TOTAL FOR CHECK AP 00056895:			450.00		
EYECARE OF SOUTH HILL (EYECOFSO)					
	70510	10/21/2021	120.00	RX SAFETY GLASSES, J. SIMMONS	0012502210 52010
TOTAL FOR CHECK AP 00056896:			120.00		
FRUITLAND MUTUAL WATER COMPANY (FRUIMUTU)					
	66-211130	11/30/2021	331.13	#42720 STN66 WATER CHGS	0016062250 54711
	721-211130	11/30/2021	79.75	#41130 STN72 IRRIGATION CHG	0017022250 54711
	N72-211130	11/30/2021	501.36	#41122 N72 WATER CHGS	0017022250 54711
TOTAL FOR CHECK AP 00056897:			912.24		
GALLS INCORPORATED (GALLS)					
	018754968	07/06/2021	(20.32)	REFUND DUTY BELT	0012042254 52011
	019837716	11/23/2021	(2.42)	PRICE ADJUST	0012042254 53501
	019838504	11/24/2021	40.68	ACADEMY UNIFORM BELTS	0012352240 52011
	019927800	12/06/2021	20.34	ACADEMY UNIFORM BELTS	0012352240 52011

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
TOTAL FOR CHECK AP 00056898:			38.28			
GORDON, AYLWORTH & TAMI (GORDAYLW)						
	121621	12/16/2021	1,986.01	GARNISHMENT PAYOUT	001	23193
TOTAL FOR CHECK AP 00056899:			1,986.01			
INTEGRA TELECOM (INTETELE)						
	17829590	11/08/2021	546.03	#637153 NOV SVC CHGS	0012102215	54202
	17837620	11/11/2021	620.02	#727925 OCT SVC CHGS	0012102215	54202
TOTAL FOR CHECK AP 00056887:			1,166.05			
MEDLINE INDUSTRIES (MEDLINDU)						
	1976856115	12/03/2021	512.82	SODIUM CHLORIDE 0.9% 10ML FLUS	0012052218	53198
TOTAL FOR CHECK AP 00056900:			512.82			
MITEL CLOUD SERVICES INC (MITECLOU)						
	38318302	12/01/2021	3,437.90	CP DEC COMM CONNECT	0012102215	54202
	38318302	12/01/2021	3,138.77	GIG HARB DEC COMM CONN	0012152215	54202
	38318302	12/01/2021	689.06	KEY PEN DEC COMM CONN	0012152215	54202
	38318302	12/01/2021	1,603.56	GRAHAM DEC COMM CONN	0012152215	54202
TOTAL FOR CHECK AP 00056901:			8,869.29			
MURREY'S DISPOSAL (MURRDISP)						
	10216186	12/01/2021	6.23	#211111158740 TC GARB	0016172250	54741
	10217218	12/01/2021	186.17	#211111158741 STN67 GARB	0016072250	54741
TOTAL FOR CHECK AP 00056902:			192.40			
PARKLAND LIGHT & WATER CO. (PARKLIGH)						
	61E-211202	12/02/2021	1,494.32	#1408 STN61 ELECTRICITY	0016012250	54731
	61L-211202	12/02/2021	73.44	#40956 STN61 TRAFFIC LT	0016012250	54731
	61W-211202	12/02/2021	47.56	#1409 STN61 WATER CHGS	0016012250	54711
	61W-211202A	12/02/2021	103.84	#1407 STN61 WATER CHG	0016012250	54711
TOTAL FOR CHECK AP 00056903:			1,719.16			
PETE AMUNDSEN (AMUN09040)						
	120921A	12/09/2021	118.79	AMUNDSEN SAFETY BOOTS 2021	0016502265	52011
TOTAL FOR CHECK AP 00056904:			118.79			
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	121621	12/16/2021	87,963.81	12/06/2021 AP EFTS	001	21110
	121621	12/16/2021	3,069,993.82	12/16/2021 AP EFTS	015	21110
	121621	12/16/2021	2,438.43	12/16/2021	101	21110
TOTAL FOR CHECK AP 00056889:			3,160,396.06			
PIERCE COUNTY REFUSE (PCREFUSE)						
	14817917	12/01/2021	324.68	#218035266001 STN61 GARB	0016012250	54741
	14817918	12/01/2021	134.40	#218035275001 STN64 GARB	0016042250	54741
	14817920	12/01/2021	240.81	#218035292001 STN60 GARB	0016002250	54741
	14817921	12/01/2021	177.05	#218035301001 STN66 GARB	0016062250	54741
	14817922	12/01/2021	98.10	#218035314001 STN68 GARB	0016082250	54741
	14818823	12/01/2021	172.16	#2180588899 STN65 GARB	0016052250	54741
	14821435	12/01/2021	24.00	#218035301002 STN66 REC	0016062250	54741
TOTAL FOR CHECK AP 00056905:			1,171.20			

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PIERCE COUNTY SEWER (PCSEWER)					
	60-211201	12/01/2021	140.14	#1812114 STN60 SEWER CHG	0016002250 54721
	61-211201	12/01/2021	158.47	#85900 STN61 SEWER CHG	0016012250 54721
	62-211201	12/01/2021	21.04	#233439 STN62 SEWER CHG	0016022250 54721
	63-211201	12/01/2021	76.01	#1778561 STN63 SEWER CHG	0016032250 54721
	65-211201	12/01/2021	85.17	#1236121 STN65 SEWER CHGS	0016052250 54721
	67TC-211201	12/01/2021	79.24	#462454 STN67 SEWER CHGS	0016072250 54721
	67TC-211201	12/01/2021	79.23	#462454 TC SEWER CHGS	0016172250 54721
	68-211201	12/01/2021	114.65	#1061119 STN68 SEWER CHGS	0016082250 54721
	69SP-211201	12/01/2021	63.20	#535508 STN69 SEWER CHG	0016092250 54721
	69SP-211201	12/01/2021	63.20	#535508 SHOP SEWER CHGS	0016502265 54721
TOTAL FOR CHECK AP 00056906:			880.35		
PUGET SOUND ENERGY (PSENERGY)					
	63-211208	12/08/2021	334.54	#220012344424 STN63 NAT GAS	0016032250 54701
	65-211209	12/09/2021	714.44	#200012556508 STN65 NAT GAS	0016052250 54701
	66-211203	12/03/2021	229.27	#200013100744 STN66 NAT GAS	0016062250 54701
	67-211208	12/08/2021	393.92	#200005777707 STN67 NAT GAS	0016072250 54701
	TC-211208	12/08/2021	301.87	#200014257659 TC NAT GAS	0016172250 54701
TOTAL FOR CHECK AP 00056907:			1,974.04		
QWEST (QWESINTE)					
	250605661	11/08/2021	3,347.27	CP NOV COMM CONNECT	0012102215 54202
	250605661	11/08/2021	3,304.03	KEY PEN NOV COMM CONN	0012152215 54202
	250605661	11/08/2021	2,311.78	GIGHARB NOV COMM CONN	0012152215 54202
TOTAL FOR CHECK AP 00056890:			8,963.08		
RICE FERGUS MILLER (RICEFERG)					
	202008900004	11/05/2021	32,705.42	STN73 PRE DESIGN ARCH OCT	3017039422 56242
TOTAL FOR CHECK AP 00056908:			32,705.42		
SIJ HOLDINGS LLC (MCCLCOMP)					
	158890	11/03/2021	212.69	AD-PUBLIC HEARINGS	0012002210 54111
TOTAL FOR CHECK AP 00056909:			212.69		
SNURE SEMINARS (SNURSEMI)					
	120121	12/01/2021	250.00	NOV LEGAL FEES	0012002210 54151
TOTAL FOR CHECK AP 00056910:			250.00		
SUMMIT WATER COMPANY (SUMMWATE)					
	67-211210	12/10/2021	161.83	#1312200001 STN67 WATER CHGS	0016072250 54711
	67T-211210	12/10/2021	125.52	#1312250001 67T WATER CHGS	0016472250 54711
TOTAL FOR CHECK AP 00056911:			287.35		
VALLEY FOOD STORAGE (VALLFOOD)					
	D13411	02/22/2021	423.60	60 DP DEHYD FOOD	0016002250 53501
TOTAL FOR CHECK AP 00056912:			423.60		
VERIZON WIRELESS (VERIWIRE)					
	9891689337	10/28/2021	7.41	#94207692900001 OCT SVC CHG	0012102215 54202
	9893369494	11/21/2021	3,112.10	#74200269700002 NOV SVC CHG	0012102215 54202
TOTAL FOR CHECK AP 00056913:			3,119.51		

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REPORT TOTAL:			3,248,776.70		

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>
12/09/2021	EP00012069 -EP00012110	AP00056866	\$393,175.55
12/16/2021	EP00012111 -EP00012137	AP00056889	\$3,160,396.06
Total			\$3,553,571.61

Dustin Morrow
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 00012069	AMAZON	AMAZON CAPITAL SERVICES	12/09/21	1,284.39	MW	CX	
AP EFT 00012070	BATTEPLUS	Batteries Plus #245	12/09/21	23.67	MW	CX	
AP EFT 00012071	BESTBUY	BEST BUY GOV/ED BUSINESS AD	12/09/21	681.96	MW	CX	
AP EFT 00012072	BOUNTREE	Bound Tree Medical LLC	12/09/21	2,343.09	MW	CX	
AP EFT 00012073	CASCAFIRE	CASCADE FIRE & SAFETY	12/09/21	844.17	MW	CX	
AP EFT 00012074	CPFREFT	Central Pierce Fire & Rescu	12/09/21	76.59	MW	CX	
AP EFT 00012075	CHRIINC	CHRISTENSEN INC	12/09/21	18,453.89	MW	CX	
AP EFT 00012076	CITYTREA	CITY OF TACOMA	12/09/21	2,699.63	MW	CX	
AP EFT 00012077	DRMONIT	D&R MONITORING NETWORKS LLC	12/09/21	35.20	MW	CX	
AP EFT 00012078	EFRECOVE	EF RECOVERY	12/09/21	900.00	MW	CX	
AP EFT 00012079	VALLFREI	FREIGHTLINER NORTHWEST	12/09/21	2,118.76	MW	CX	
AP EFT 00012080	GRAIPART	Grainger Parts	12/09/21	2,787.40	MW	CX	
AP EFT 00012081	IMSALLI	JUSTICE FAMILY ENTERPRISES	12/09/21	122.65	MW	CX	
AP EFT 00012082	LNCURTIS	L.N. Curtis and Sons	12/09/21	2,875.44	MW	CX	
AP EFT 00012083	LIFEASSI	Life-Assist Inc	12/09/21	12,170.88	MW	CX	
AP EFT 00012084	LOWECOMP	Lowe's Companies	12/09/21	502.28	MW	CX	
AP EFT 00012085	MALLCOMP	Mallory Safety and Supply L	12/09/21	4,928.00	MW	CX	
AP EFT 00012086	MOBIGUAR	MOBILEGUARD INC	12/09/21	630.00	MW	CX	
AP EFT 00012087	NBFSPQ	NBFSPQ INC	12/09/21	363.00	MW	CX	
AP EFT 00012088	NWSAFECL	NW SAFETY CLEAN	12/09/21	261.69	MW	CX	
AP EFT 00012089	ONSPOFNO	ONSPOT OF NORTH AMERICA INC	12/09/21	104.77	MW	CX	
AP EFT 00012090	JOSEQUIN	Quinn & Quinn P.S.	12/09/21	1,000.00	MW	CX	
AP EFT 00012091	SEAWESTE	Sea-Western Inc	12/09/21	376.86	MW	CX	
AP EFT 00012092	SITECRAFT	SITECRAFTING INC	12/09/21	348.00	MW	CX	
AP EFT 00012093	SOUTSOUN	SOUTH SOUND 911	12/09/21	319,127.50	MW	CX	
AP EFT 00012094	STANPART	Standard Parts Corp	12/09/21	706.16	MW	CX	
AP EFT 00012095	STAPINC	STAPLES INC.	12/09/21	243.42	MW	CX	
AP EFT 00012096	SUMMLAW	SUMMIT LAW GROUP	12/09/21	2,813.50	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00012097	TACOSCRE	Tacoma Screw Products Inc	12/09/21	32.82	MW	CX	
AP EFT 00012098	TIMCOINC	TIMCO INC	12/09/21	351.92	MW	CX	
AP EFT 00012099	TWOBUSYTO	Two Busy to Cook Catering L	12/09/21	1,227.60	MW	CX	
AP EFT 00012100	UNIFIRST	UNIFIRST CORPORATION	12/09/21	126.12	MW	CX	
AP EFT 00012101	UNIQEXPE	Unique Experience	12/09/21	32.60	MW	CX	
AP EFT 00012102	USBANKBU	US Bank Business Card	12/09/21	2,601.08	MW	CX	
AP EFT 00012103	ZOHOCORP	ZOHO CORPORATION	12/09/21	5,544.00	MW	CX	
AP EFT 00012104	BATTSYST	BATTERY SYSTEMS OF WA	12/09/21	1,227.50	MW	CX	
AP EFT 00012105	CUMMNW	CUMMINS INC.	12/09/21	643.14	MW	CX	
AP EFT 00012106	EMERFIRE	EMERALD FIRE LLC	12/09/21	475.00	MW	CX	
AP EFT 00012107	LUEB03310	GLEN LUEBKE	12/09/21	445.50	MW	CX	
AP EFT 00012108	HARRJANI	HARRINGTON JANITORIAL	12/09/21	1,225.00	MW	CX	
AP EFT 00012109	WISE07120	Tracy Wiseman	12/09/21	81.76	MW	CX	
AP EFT 00012110	PACIPOWE	YACULTA COMPANIES INC	12/09/21	338.61	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	393,175.55	Number of EFTs Processed:	42
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 393,175.55

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AMAZON CAPITAL SERVICES (AMAZON)					
	113L936WGNJY	12/05/2021	50.45	LOG/TC PING EXT CORD	0012042254 53501
	13THJGC71XW	11/30/2021	130.35	DISH DETERGENT, FINISH (BOX)	0012052218 53198
	13THJGC71XW	11/30/2021	284.15	NUUN ACTIVE MIX (BOX/10)	0012052218 53198
	13THJGC71XW	11/30/2021	7.68	60A KENT MARKERS	0013002220 53101
	13THJGC71XW	11/30/2021	162.78	61BC SUP DESK	0013002220 53501
	16HVPQLR794L	12/02/2021	76.03	STN 73 DRYER DRUM GUIDE WHEELS	0012042254 53142
	1GQYMQP4KRL	12/02/2021	82.47	LOG The Anatomy of Peace (Seco	0012042254 53102
	1QRRCFXCXY6	12/02/2021	263.92	2022 academy pants	0012352240 52011
	1TRM643WKGG	11/24/2021	175.99	RHONE CHAIR SLEEKFORM Kneeling	0012032213 53501
	1XDTQPRTX1D	11/26/2021	50.57	DFM 2015 International Propert	0014002230 53102
TOTAL FOR CHECK AP 00012069:			1,284.39		
BATTERIES PLUS #245 (BATTEPLUS)					
	P46590460	12/06/2021	23.67	60 cr123a lithium battery	0012042254 53501
TOTAL FOR CHECK AP 00012070:			23.67		
BATTERY SYSTEMS OF WA (BATTSYST)					
	7182269	11/30/2021	1,227.50	BATTERIES ODESSEY (3) STOCK	0016502265 53143
TOTAL FOR CHECK AP 00012104:			1,227.50		
BEST BUY GOV/ED LLC (BESTBUY)					
	5696017	12/06/2021	417.98	61BC TV	0013002220 53501
	5696017	12/06/2021	164.99	61BC MOUNTING ARM	0013002220 53501
	5696017	12/06/2021	98.99	61BC GEEK SQUAD WARANTEE	0013002220 53501
TOTAL FOR CHECK AP 00012071:			681.96		
BOUND TREE PARR LLC (BOUNTREE)					
	64436382	12/02/2021	1,231.97	King Vision™ aBlade™ Video	1013402680 53501
	84282421	11/09/2021	294.95	QUELICIN 200MG 10ML VIAL / SUC	0012052218 53198
	84305776	11/30/2021	112.20	C4 Midazolam 5mg, 1ml Vial 10/	1013402680 53151
	84309677	12/02/2021	331.98	EMS 2051-05 C3 KETAMINE 100MG/	1013402680 53151
	84313173	12/06/2021	371.99	C4 DIAZEPAM 5MG/ML 2ML LUER LO	1013402680 53151
TOTAL FOR CHECK AP 00012072:			2,343.09		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	116802	12/06/2021	595.61	WIPER MOTOR KITS LH/RH STOCK	0016502265 53143
	14168532	11/23/2021	248.56	E18-5 WINDSHIELD WASHER RESERV	0016502265 53143
TOTAL FOR CHECK AP 00012073:			844.17		
CHRISTENSEN INC (CHRIINC)					
	0250200IN	11/22/2021	1,868.56	#0250200 NOV22 STN61 FUEL	0012042254 53201
	0251301IN	11/23/2021	1,256.51	#0251301 NOV23 STN69 FUEL	0012042254 53201
	0251304IN	11/23/2021	2,827.15	#0251304 NOV23 STN60 FUEL	0012042254 53201
	0251536IN	11/24/2021	654.64	#0251536 NOV24 STN71 FUEL	0012042254 53201
	0252596IN	11/23/2021	891.62	#0252596 NOV23 STN69 FUEL	0012042254 53201
	0252598IN	11/23/2021	1,059.23	#0252598 NOV23 STN60 FUEL	0012042254 53201
	0252877IN	11/30/2021	1,667.37	#0252877 NOV30 STN67 FUEL	0012042254 53201
	0252883IN	11/30/2021	1,597.98	#0252883 NOV30 STN64 FUEL	0012042254 53201
	0252888IN	11/30/2021	1,507.53	#0252888 NOV30 STN69 FUEL	0012042254 53201
	0252891IN	12/01/2021	3,064.86	#0252891 DEC1 STN72 FUEL	0012042254 53201

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	0252904IN	11/30/2021	2,058.44	#0252904 NOV30 STN61 FUEL	0012042254 53201
TOTAL FOR CHECK AP 00012075:			18,453.89		
CITY TREASURER (CITYTREA)					
	63-211124	11/24/2021	811.49	#100983903 STN63 ELECTRIC	0016032250 54731
	63-211124W	11/24/2021	85.27	#101079232 STN63 WATER CHG	0016032250 54711
	64-211129	11/29/2021	399.78	#100560576 STN64 ELECTRIC	0016042250 54731
	66-211115	11/15/2021	1,058.04	#100221552 STN66 ELECTR	0016062250 54731
	68-211122	11/22/2021	345.05	#100364328 STN68 WATER CHG	0016082250 54711
TOTAL FOR CHECK AP 00012076:			2,699.63		
CUMMINS NORTHWEST LLC (CUMMNW)					
	0130152	12/02/2021	59.10	M17-1 CUMMINS RED PAINT	0016502265 53143
	0130327	12/03/2021	584.04	SG05-1, DIAGNOSE VIBRATION	0016502265 54820
TOTAL FOR CHECK AP 00012105:			643.14		
D&R MONITORING NETWORKS (DRMONIT)					
	1804	11/23/2021	35.20	DEC ALARM MONITORING 2021	0016032250 54191
TOTAL FOR CHECK AP 00012077:			35.20		
EF RECOVERY (EFRECOVE)					
	0060034	08/31/2021	450.00	AUG ARCHIVE DATA Svcs	0013002220 54191
	0060547	11/30/2021	450.00	ARCHIVE DATA SVCS NOV	0013002220 54191
TOTAL FOR CHECK AP 00012078:			900.00		
EMERALD FIRE LLC (EMERFIRE)					
	1211746	10/27/2021	335.00	STN71 BACKFLOW OCT26	0017012250 54191
	1211747	10/27/2021	140.00	STN72 BACKFLOW OCT27	0017022250 54191
TOTAL FOR CHECK AP 00012106:			475.00		
GLEN LUEBKE (LUEB03310)					
	120821	12/08/2021	445.50	ME PREMIUM 12/01/21-02/28/22	0012032213 52009
TOTAL FOR CHECK AP 00012107:			445.50		
GRAINGER PARTS (GRAIPART)					
	9135979806	12/01/2021	2,787.40	P&E SMOKE DETECTOR	0014002230 53136
TOTAL FOR CHECK AP 00012080:			2,787.40		
HARRINGTON JANITORIAL (HARRJANI)					
	120121B	12/01/2021	350.00	SHOP DEC CLEANING	0016502265 54191
	120121C	12/01/2021	475.00	STN60 DEC CLEANING \$475/MON	0016002250 54191
	120121D	12/01/2021	400.00	STN66 DEC/2021	0016062250 54191
TOTAL FOR CHECK AP 00012108:			1,225.00		
IMS ALLIANCE (IMSALLI)					
	213209	12/03/2021	108.90	white PP tags	0012352240 52010
	213209	12/03/2021	13.75	frt	0012352240 52010
TOTAL FOR CHECK AP 00012081:			122.65		
JOSEPH F. QUINN PS (JOSEQUIN)					
	3212	11/30/2021	1,000.00	NOV Legal Fees	0012002210 54151
TOTAL FOR CHECK AP 00012090:			1,000.00		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV547801	11/30/2021	181.14	STOCK TIC BATTERY, GAUGE, ZAH5	0016502265 53143

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	INV548784	12/02/2021	2,246.75	STRUCTURAL GLOVES	0012502210 52010
	INV549062	12/03/2021	447.55	HURST DBL CHECK VALVE STOCK	0016502265 53143
TOTAL FOR CHECK AP 00012082:			2,875.44		
LIFE-ASSIST INC (LIFEASSI)					
	1155169	11/30/2021	70.55	DUP CHG / SEE CREDIT 1156421	1013402680 53501
	1155906	12/02/2021	115.20	SODIUM CHLORIDE 0.9% 10ML FLUS	0012052218 53198
	1155994	12/02/2021	271.25	SOLU-MEDROL 125MG 2ML SINGLE D	0012052218 53198
	1155994	12/02/2021	61.90	IPRATROPIUM BROMIDE 2.5ML	0012052218 53198
	1155994	12/02/2021	1,379.60	NALOXONE 2MG 2ML LUER JET	0012052218 53198
	1155994	12/02/2021	60.60	BURETROL SET (EACH)	0012052218 53198
	1155994	12/02/2021	1,360.00	EXTENSION SET REMOVE CLAVE 7"	0012052218 53198
	1155994	12/02/2021	16.44	ASPIRIN, CHEWABLE, 81MG	0012052218 53198
	1155994	12/02/2021	28.80	DEXTROSE 5% 100ML BAG	0012052218 53198
	1156027	12/02/2021	158.40	I-GEL/KING AIRWAY, 1.5 INFANT	0012052218 53198
	1156027	12/02/2021	567.07	BVM (BAG VALVE MASK), ADULT (E	0012052218 53198
	1156027	12/02/2021	21.45	DRESSING, MULTI-TRAUMA 12"x30"	0012052218 53198
	1156027	12/02/2021	76.43	BANDAGE, COBAN WRAP 2" (EACH)	0012052218 53198
	1156027	12/02/2021	1,675.30	MEGAMOVER TRANSPORT UNIT (EA)	0012052218 53198
	1156027	12/02/2021	103.95	COLLAR, EXTRICATION, ADJUSTABL	0012052218 53198
	1156027	12/02/2021	36.96	COLD PACK (EACH)	0012052218 53198
	1156027	12/02/2021	118.47	ELECTRODE, PHYSIO QUICK-COMBO,	0012052218 53198
	1156027	12/02/2021	1,518.00	ELECTRODES, BLUE SENSOR, ADULT	0012052218 53198
	1156027	12/02/2021	121.00	LANCET (EACH)	0012052218 53198
	1156027	12/02/2021	404.25	PRESSURE INFUSER BAG (EACH)	0012052218 53198
	1156027	12/02/2021	242.00	IV DRESSING, VENI-GARD, ADULT	0012052218 53198
	1156027	12/02/2021	7.48	URINAL, MALE, WITH LID (EACH)	0012052218 53198
	1156027	12/02/2021	26.93	PENLIGHT, DISPOSABLE WITH PUPI	0012052218 53198
	1156027	12/02/2021	1,650.00	SPO2 ADHESIVE SENSOR, NEO/ADLT	0012052218 53198
	1156027	12/02/2021	2,149.40	SMART CAPNOLINE, ADULT/INTERME	0012052218 53198
	1156421	12/03/2021	(70.55)	CREDIT DUP CHG INV 1155169	1013402680 53501
TOTAL FOR CHECK AP 00012083:			12,170.88		
LOWE'S COMPANIES (LOWECOMP)					
	57516	11/05/2021	4.09	SHOP TF BOX CUTTER	0016502265 53501
	74796	11/05/2021	195.36	WATER, FLAT CAPS (CASE/24)	0012052218 53198
	74796	11/05/2021	302.83	TARP, DISPOSABLE, 10'x12' (EAC	0012052218 53198
TOTAL FOR CHECK AP 00012084:			502.28		
MALLORY COMPANY (MALLCOMP)					
	5233241	11/30/2021	4,928.00	FOAM, FIREADE 2000, 5GAL	0012052218 53198
TOTAL FOR CHECK AP 00012085:			4,928.00		
MOBILEGUARD INC (MOBIGUAR)					
	INV00685594	11/30/2021	630.00	CPFR NOV Mobile Texts Archive	0012102215 54813
TOTAL FOR CHECK AP 00012086:			630.00		
NBFSPQ INC (NBFSPQ)					
	5300	11/29/2021	363.00	CERTS FOR FF1 & FF2 & HAZ MAT	0012352240 54922
TOTAL FOR CHECK AP 00012087:			363.00		

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NW SAFETY CLEAN (NWSAFECL)					
	2131218	12/06/2021	109.94	VANQUISH TURNOUT/PPE DISINFECT	0012052218 53198
	2131218	12/06/2021	151.75	SR71 TURNOUT / PPE CLEANER, GA	0012052218 53198
TOTAL FOR CHECK AP 00012088:			261.69		
ONSPOT OF NORTH AMERICA INC (ONSPOFNO)					
	187381	09/30/2021	104.77	M19-1 WHEEL ANGLE JOINT	0016502265 53143
TOTAL FOR CHECK AP 00012089:			104.77		
PACIFIC POWER PRODUCTS (PACIPOWE)					
	654973300	12/01/2021	338.61	FILTER KITS STOCK	0016502265 53143
TOTAL FOR CHECK AP 00012110:			338.61		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	43673	10/26/2021	24.82	UNIFORM HATS	0012042254 52011
	43673	10/26/2021	1.41	SHIPPING & HANDLING / HATS	0012042254 52011
	PC.203.211228.1	12/09/2021	26.50	World at Work Mmbrshp-Washo	0012032213 54901
	PC.650.211128.4	12/09/2021	17.16	PRESSURE GAUGE TOOL REPLACEMENT	0016502265 53501
	PC.650.211228.1	12/09/2021	6.70	ACCORDIAN BAFFLE 36X30	0016502265 53142
TOTAL FOR CHECK AP 00012074:			76.59		
SEA-WESTERN INC (SEAWESTE)					
	INV13677	12/03/2021	349.80	2022 rubber boots	0012352240 52010
	INV13677	12/03/2021	27.06	SHIPPING / BOOTS	0012352240 52010
TOTAL FOR CHECK AP 00012091:			376.86		
SITECRAFTING INC (SITECRAFT)					
	39239	12/01/2021	348.00	DEC service for website	0014002230 54191
TOTAL FOR CHECK AP 00012092:			348.00		
SOUTH SOUND 911 (SOUTSOUN)					
	00434	10/01/2021	319,127.50	SS911 Q4-21 Billing	0012402880 54181
TOTAL FOR CHECK AP 00012093:			319,127.50		
STANDARD PARTS CORP (STANPART)					
	074481	11/01/2021	184.67	STN 72 DIESEL EXHAUST FLUID	0012042254 53201
	075967	11/08/2021	206.09	STN61 DEF STOCK (15)	0012042254 53201
	078995	11/23/2021	(14.62)	RADIATOR CAP RETURNED	0016502265 53143
	080230	12/01/2021	206.09	STN67 DEF STOCK	0012042254 53201
	080416	12/01/2021	5.49	L12-1 FUEL LINE CLIPS	0016502265 53143
	080586	12/02/2021	118.44	FILTERS, REFLECTOR,S STOCK	0016502265 53143
TOTAL FOR CHECK AP 00012094:			706.16		
STAPLES, INC. (STAPINC)					
	3491481244	10/30/2021	(17.14)	RETURN INV 349053957 / P006197	0012052218 53198
	3493264873	11/20/2021	17.95	STAINLESS STEEL CLEANER (EACH)	0012052218 53198
	3493264873	11/20/2021	33.93	AEROSOL AIR FRESHENER (EACH)	0012052218 53198
	3493264873	11/20/2021	29.70	GLASS CLEANER, FOAMING (EACH)	0012052218 53198
	3493264873	11/20/2021	21.99	69 Dymo LetraTAG 2050826 Label	0016092250 53141
	3494725722	12/08/2021	17.89	LOG 1 SUB NOTEBOOK	0012042254 53101
	3494725722	12/08/2021	38.28	NOTE PAD, MEMO 3"x5" (EACH)	0012052218 53198
	3494725722	12/08/2021	4.75	GLUE STICK (EACH)	0012052218 53198
	3494725722	12/08/2021	39.20	NOTE PAD, JUNIOR SIZE (EACH)	0012052218 53198

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	3494725723	12/08/2021	56.87	NOTE PAD, LETTER SIZE (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00012095:			243.42		
SUMMIT LAW GROUP (SUMMLAW)					
	131572	11/23/2021	2,813.50	October Employment Legal	0012032213 54151
TOTAL FOR CHECK AP 00012096:			2,813.50		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10005837801	12/02/2021	32.82	HEX CAP SCRES 5/8"-11X8"	0016502265 53141
TOTAL FOR CHECK AP 00012097:			32.82		
TIMCO INC (TIMCOINC)					
	T040329	12/02/2021	351.92	PRESSURE WASHER HOSE	0016502265 53142
TOTAL FOR CHECK AP 00012098:			351.92		
TRACY WISEMAN (WISE07120)					
	120221A	12/02/2021	81.76	BRAUN NW TO PU REPAIRED MEDIC	0012042254 54331
TOTAL FOR CHECK AP 00012109:			81.76		
TWO BUSY TO COOK CATERING LLC (TWOBUSYTO)					
	2394	11/19/2021	990.00	PCSORT DRILL FOOD NOV17-19	0013302685 53171
	2405	11/22/2021	237.60	FOOD/ ACADEMY STAFF NOV22	0012352240 53171
TOTAL FOR CHECK AP 00012099:			1,227.60		
UNIFIRST CORPORATION (UNIFIRST)					
	3301808735	12/08/2021	126.12	DEC08 SHOP UNIFORMS/RUGS	0016502265 54931
TOTAL FOR CHECK AP 00012100:			126.12		
UNIQUE EXPERIENCE (UNIQEXPE)					
	22003	12/03/2021	32.60	embriodery q-zip KARNs	0012042254 52011
TOTAL FOR CHECK AP 00012101:			32.60		
US BANK BUSINESS CARD (USBANKBU)					
	PC.203.211228.1	12/09/2021	265.00	World at Work Mmbrshp-Washo	0012032213 54901
	PC.204.211228.1	12/09/2021	53.05	STATION 63 WASHER RELAY	0012042254 53142
	PC.204.211228.1	12/09/2021	92.32	STATION 60 CORD REELS FOR EDGE	0012042254 53146
	PC.204.211228.1	12/09/2021	32.98	STN 65 SHOWER HEAD	0012042254 53146
	PC.204.211228.1	12/09/2021	22.51	TC PHOTO CELL, 72 SCREWS	0012042254 53146
	PC.230.211228.1	12/09/2021	43.87	ADAPTER FOR COMPUTER	0012302240 53503
	PC.230.211228.1	12/09/2021	18.06	COOKIES FOR GRADUATION	0012352240 53171
	PC.650.211128.4	12/09/2021	879.00	MAGNETIC MICS (20) STOCK	0012402880 53142
	PC.650.211128.4	12/09/2021	36.40	SHOP TRUCK RUBBER HOSE	0016502265 53142
	PC.650.211128.4	12/09/2021	40.37	AXIAL FAX - STOCK	0016502265 53143
	PC.650.211128.4	12/09/2021	48.12	COMPARTMENT STRUTS (4)	0016502265 53143
	PC.650.211128.4	12/09/2021	70.76	GEN62 FUEL FILTER ELEMENT	0016502265 53143
	PC.650.211128.4	12/09/2021	348.69	ROTARY SWITCHES STOCK	0016502265 53143
	PC.650.211128.4	12/09/2021	260.47	E03-1 TRAFFIC CONES	0016502265 53143
	PC.650.211128.4	12/09/2021	171.62	PRESSURE GAUGE TOOL REPLACEMEN	0016502265 53501
	PC.650.211228.1	12/09/2021	67.00	ACCORDIAN BAFFLE 36X30	0016502265 53142
	PC.650.211228.1	12/09/2021	118.03	FIRE EXT. CABINET	0016502265 53143
	PC.650.211228.1	12/09/2021	32.83	JUNCTION BLOCK STUD 1/4"	0016502265 53143
TOTAL FOR CHECK AP 00012102:			2,601.08		
VALLEY FREIGHTLINER INC (VALLFREI)					

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	PC30147428401	10/29/2021	653.82	M13-1 MANIFOLD SWITCHES	0016502265 53143
	PC30147744901	11/19/2021	1,464.94	L12-1 AIR SUSPENSION SPRINGS	0016502265 53143
TOTAL FOR CHECK AP 00012079:			2,118.76		
ZOHO CORPORATION (ZOHOCORP)					
	2319061	11/26/2021	5,544.00	CPFR AMS LICENSE RENWELL	0012102215 54813
TOTAL FOR CHECK AP 00012103:			5,544.00		
REPORT TOTAL:			393,175.55		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00012111	AIRGAS	Airgas Nor Pac Inc	12/16/21	569.50	MW	CX	
AP EFT 00012112	AMAZON	AMAZON CAPITAL SERVICES	12/16/21	30.76	MW	CX	
AP EFT 00012113	BOUNTREE	Bound Tree Medical LLC	12/16/21	245.97	MW	CX	
AP EFT 00012114	BRAUNW	Braun Northwest Inc	12/16/21	797,935.82	MW	CX	
AP EFT 00012115	CASCAFIRE	CASCADE FIRE & SAFETY	12/16/21	2,272,058.00	MW	CX	
AP EFT 00012116	CATCENVI	CATCHALL ENVIRONMENTAL	12/16/21	82.05	MW	CX	
AP EFT 00012117	CHUCKALS	Chuckals Inc	12/16/21	528.00	MW	CX	
AP EFT 00012118	CITYPUYA	CITY OF PUYALLUP	12/16/21	1,766.34	MW	CX	
AP EFT 00012119	VALLFREI	FREIGHTLINER NORTHWEST	12/16/21	4,303.80	MW	CX	
AP EFT 00012120	NEXTGEN	JARED BUCKLEY	12/16/21	2,625.00	MW	CX	
AP EFT 00012121	LNCURTIS	L.N. Curtis and Sons	12/16/21	3,794.83	MW	CX	
AP EFT 00012122	LIFEASSI	Life-Assist Inc	12/16/21	2,466.70	MW	CX	
AP EFT 00012123	MALLCOMP	Mallory Safety and Supply L	12/16/21	682.28	MW	CX	
AP EFT 00012124	MESNORT	MES NORTHWEST	12/16/21	5,848.92	MW	CX	
AP EFT 00012125	NWCASCAD	NW Cascade Inc	12/16/21	232.00	MW	CX	
AP EFT 00012126	NWSAFECL	NW SAFETY CLEAN	12/16/21	2,252.29	MW	CX	
AP EFT 00012127	SEAWESTE	Sea-Western Inc	12/16/21	3,397.68	MW	CX	
AP EFT 00012128	SECUPACI	SECURE PACIFIC CORPORATION	12/16/21	378.57	MW	CX	
AP EFT 00012129	STAPINC	STAPLES INC.	12/16/21	516.75	MW	CX	
AP EFT 00012130	STRYMEDI	STRYKER SALES CORPORATION	12/16/21	782.00	MW	CX	
AP EFT 00012131	TACOSCRE	Tacoma Screw Products Inc	12/16/21	268.80	MW	CX	
AP EFT 00012132	UNIQEXPE	Unique Experience	12/16/21	65.60	MW	CX	
AP EFT 00012133	USBANKBU	US Bank Business Card	12/16/21	827.52	MW	CX	
AP EFT 00012134	CUMMNW	CUMMINS INC.	12/16/21	756.60	MW	CX	
AP EFT 00012135	HARRJANI	HARRINGTON JANITORIAL	12/16/21	300.00	MW	CX	
AP EFT 00012136	HRAVEBA	HRA VEBA TRUST	12/16/21	3,052.83	MW	CX	
AP EFT 00012137	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	12/16/21	54,627.45	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				3,160,396.06	Number of EFTs Processed:		27		
Total EPAYs				0.00	Number of EPAYs Processed:		0		
S U B T O T A L				3,160,396.06					

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AIRGAS NOR PAC INC (AIRGAS)					
	9119301338	12/01/2021	40.87	MEDICAL O2/ST71 NOV 2021	1013402680 53141
	9119345359	12/01/2021	40.87	MEDICAL O2/ST63 NOV 2021	1013402680 53141
	9119345360	12/01/2021	57.44	MEDICAL O2/ST61 NOV 2021	1013402680 53141
	9119586020	12/01/2021	41.19	MEDICAL O2/ST60 NOV 2021	1013402680 53141
	9119586021	12/01/2021	57.99	MEDICAL O2/ST67 NOV 2021	1013402680 53141
	9119640210	12/01/2021	57.99	MEDICAL O2/ST72 NOV 2021	1013402680 53141
	9119827779	12/01/2021	57.99	MEDICAL O2/ST65 NOV 2021	1013402680 53141
	9120066393	12/01/2021	57.99	MEDICAL O2/ST67 NOV 2021	1013402680 53141
	9120066394	12/01/2021	41.19	MEDICAL O2/ST60 NOV 2021	1013402680 53141
	9120066525	12/01/2021	57.99	MEDICAL O2/ST66 NOV 2021	1013402680 53141
	9120196490	12/01/2021	57.99	MEDICAL O2/ST71 NOV 2021	1013402680 53141
TOTAL FOR CHECK AP 00012111:			569.50		
AMAZON CAPITAL SERVICES (AMAZON)					
	1QYR1PPXHF	12/03/2021	30.76	STN 68 DRYER ROLLERS	0012042254 53142
TOTAL FOR CHECK AP 00012112:			30.76		
BOUND TREE PARR LLC (BOUNTREE)					
	84317053	12/08/2021	245.97	EMS C3 Ketamine 50mg/ml, 10ml	1013402680 53151
TOTAL FOR CHECK AP 00012113:			245.97		
BRAUN NORTHWEST INC (BRAUNW)					
	31869REVISED	12/13/2021	386,870.44	M21-1 BRAUN MEDIC BLD3295	0153409426 56401
	31869REVISED	12/13/2021	11,611.02	M21-1 BRAUN CHANGEORDER#1	0153409426 56401
	31869REVISED	12/13/2021	486.45	M21-1 BRAUN CHANGER ORDER #2	0153409426 56401
	31870REVISED	12/13/2021	386,870.44	M21-2 BRAUN MEDIC BLD3296	0153409426 56401
	31870REVISED	12/13/2021	11,611.02	M21-2 BRAUN CHANGEORDER#1	0153409426 56401
	31870REVISED	12/13/2021	486.45	M21-2 BRAN CHANGEORDER #2	0153409426 56401
TOTAL FOR CHECK AP 00012114:			797,935.82		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	1416737	11/15/2021	1,403,000.00	L23-1 KME AERIAL 11/24/21CONT	0153009422 56401
	1416737	11/15/2021	869,058.00	E23-1 KME PUMPER 11/24/21CONT	0153009422 56401
TOTAL FOR CHECK AP 00012115:			2,272,058.00		
CATCHALL ENVIRONMENTAL (CATCENVI)					
	181852	10/19/2021	82.05	CLEANING OF STORM SYSTEM	0016002250 54712
TOTAL FOR CHECK AP 00012116:			82.05		
CHUCKALS INC (CHUCKALS)					
	10682290	12/03/2021	317.90	TC Magnetic Whiteboard Easel	0012302240 53101
	10689540	12/13/2021	210.10	BOOKCASE 1 HON S30ABCS	0012042254 53501
TOTAL FOR CHECK AP 00012117:			528.00		
CITY OF PUYALLUP (CITYPUYA)					
	71-211203	12/03/2021	141.95	#050094001 STN71 WATER CHG	0017012250 54711
	71-211203	12/03/2021	617.21	#050094001 STN72 SEWER/STORM	0017012250 54721
	71-211203	12/03/2021	42.49	#050094001 STN71 LANDFILL	0017012250 54741
	71I-211203	12/03/2021	36.54	#050095001 STN71 IRRIGATION	0017012250 54711
	N72-211126	11/26/2021	885.66	#966308000 N72 SEWER/STORM	0017022250 54721
	N72-211126	11/26/2021	42.49	#966308000 N72 LANDFILL	0017022250 54741

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TOTAL FOR CHECK AP 00012118:			1,766.34		
CUMMINS NORTHWEST LLC (CUMMNW)					
	0130361	12/03/2021	756.60	M17-1 VGT ACTUATOR	0016502265 53143
TOTAL FOR CHECK AP 00012134:			756.60		
HARRINGTON JANITORIAL (HARRJANI)					
	120121A	12/01/2021	300.00	STN62 DEC CLEANING \$300/MON	0016022250 54191
TOTAL FOR CHECK AP 00012135:			300.00		
HRA VEBE TRUST (HRAVEBA)					
	121621	12/16/2021	3,052.83	DEC 2022 LEOFF2 VEBE CONTR	0012032213 52016
TOTAL FOR CHECK AP 00012136:			3,052.83		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV551033	12/10/2021	2,832.50	SPEC OPS BOOTS	0013302685 52010
	INV551033	12/10/2021	31.03	TRANSPORTATION / BOOTS	0013302685 52010
	INV551266	12/13/2021	919.36	EXTRICATION GLOVES	0012502210 52010
	INV551266	12/13/2021	11.94	TRANSPORTATION / GLOVES	0012502210 52010
TOTAL FOR CHECK AP 00012121:			3,794.83		
LIFE-ASSIST INC (LIFEASSI)					
	1156115	12/03/2021	200.40	ATROPINE IMG 10ML SYRINGE	0012052218 53198
	1156137	12/03/2021	276.43	ELECTRODE, PHYSIO QUICK-COMBO,	0012052218 53198
	1156137	12/03/2021	78.17	TOURNIQUET, LATEX FREE (ROLL/1	0012052218 53198
	1156698	12/06/2021	(183.15)	CREDIT P006393	0012052218 53198
	1157463	12/08/2021	840.96	nitro spray 60 dose	1013402680 53151
	1157713	12/08/2021	35.31	ENDO TUBE, UNCUFFED, 4.5MM (EA	0012052218 53198
	1157726	12/08/2021	991.10	FILTERLINE SET, ADULT/PEDI (EA	0012052218 53198
	1158054	12/09/2021	227.48	STETHOSCOPE, SPRAGUE, 22" (EAC	0012352240 53501
TOTAL FOR CHECK AP 00012122:			2,466.70		
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)					
	121621	12/16/2021	4,357.49	JAN 2022 LEOFF 1 MEDICAL PREM	0012032213 52009
	121621	12/16/2021	50,269.96	JAN 2022 LEOFF2 VEBE CONTR	0012032213 52016
TOTAL FOR CHECK AP 00012137:			54,627.45		
MALLORY COMPANY (MALLCOMP)					
	5238987	12/07/2021	682.28	SCBA MSA 290 MASK APR	0012502210 53147
TOTAL FOR CHECK AP 00012123:			682.28		
MES NORTHWEST (MESNORT)					
	IN1649141	11/29/2021	5,848.92	BLUE TEE SHIRTS	0012042254 52014
TOTAL FOR CHECK AP 00012124:			5,848.92		
NEXTGEN SKILLS (NEXTGEN)					
	INV1532	12/06/2021	2,625.00	Exec Coaching for IT Director	0012102215 54191
TOTAL FOR CHECK AP 00012120:			2,625.00		
NW CASCADE INC (NWCASCAD)					
	0552467091	11/29/2021	116.00	DEC TC SANICAN RENTAL	0012302240 54502
	0552467092	11/29/2021	116.00	DEC STN60 SANICAN RENTAL	0012302240 54502
TOTAL FOR CHECK AP 00012125:			232.00		
NW SAFETY CLEAN (NWSAFECL)					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 12/16/2021

End Date: 12/16/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	2131234	12/07/2021	69.08	C&R DUTY COATS	0012042254 52011
	2131234	12/07/2021	13.40	FRT DUTY COATS	0012042254 52011
	2131381	12/14/2021	258.28	CS C&R PPE 31862	0012502210 54814
	2131382	12/14/2021	1,517.51	TC C&R PPE 31823	0012502210 54814
	2131383	12/14/2021	55.00	CS C&R PPE 31809	0012502210 54814
	2131384	12/14/2021	339.02	CS C&R PPE 31764	0012502210 54814
TOTAL FOR CHECK AP 00012126:			2,252.29		
SEA-WESTERN INC (SEAWESTE)					
	INV13666	12/02/2021	196.46	2022 academy boots	0012352240 52010
	INV13774	12/09/2021	3,157.00	ACADEMEY WL SHIRTS	0012352240 52010
	INV13774	12/09/2021	44.22	SHIPPING / WL SHIRTS	0012352240 52010
TOTAL FOR CHECK AP 00012127:			3,397.68		
SECURE PACIFIC CORP (SECUPACI)					
	318222	12/01/2021	115.77	STN71 Q4-21 MONITORING	0017012250 54191
	318223	12/01/2021	77.18	STN60 DEC ALARM MONITORING	0016002250 54191
	318224	12/01/2021	185.62	STN72 MO. ALARM MONITORING	0017022250 54191
TOTAL FOR CHECK AP 00012128:			378.57		
STAPLES, INC. (STAPINC)					
	3492492238	11/11/2021	(49.20)	CRED RETN INV 3490539567	0012052218 53198
	3492492238	11/11/2021	(10.71)	CRED RETN INV 3490539567	0012052218 53198
	3492492240	11/11/2021	5.04	DUP CHG /SEE CREDIT 3492492239	0012352240 53101
	3492492242	11/11/2021	237.53	PAPER, 8.5"x11" WHITE (REAM)	0012052218 53198
	3494575090	12/04/2021	44.12	60a morrow PEN Pentel EnerGel	0012002210 53101
	3494575090	12/04/2021	44.12	60A MORROW PEN Pentel EnerGel	0012002210 53101
	3494575090	12/04/2021	8.26	60A MORROW JOURNALMoleskine Ca	0012002210 53101
	3494575090	12/04/2021	18.15	DRY ERASE BOARD CLEANER (EACH)	0012052218 53198
	3494575090	12/04/2021	37.42	ZIP LOCK BAGS, GALLON (BOX)	0012052218 53198
	3494575090	12/04/2021	131.83	HAND SANITIZER/MEDIC UNITS PUR	0012052218 53198
	3494793145	12/09/2021	50.19	HAIR & BODY SHAMPOO, 1000ML (E	0012052218 53198
TOTAL FOR CHECK AP 00012129:			516.75		
STRYKER MEDICAL (STRYMEDI)					
	3287859M	02/02/2021	110.50	CHARGE PAK FOR CR PLUS	1013402680 53501
	3359064M	04/12/2021	127.50	EMS LABOR-EMS Time entry, in h	1013402680 53142
	3446032M	07/06/2021	544.00	60 M60-Masimo Rainbow DCI (Sp	1013402680 53141
TOTAL FOR CHECK AP 00012130:			782.00		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10004712502	12/13/2021	7.25	DRILL BITS, PHILLIPS HEAD BITS	0016502265 53141
	10005760400	12/13/2021	232.95	GRINDER DISCS, TAPE, CABLE TIE	0016502265 53141
	10005760403	12/13/2021	28.60	METAL CUTTING DISCS	0016502265 53141
TOTAL FOR CHECK AP 00012131:			268.80		
UNIQUE EXPERIENCE (UNIQEXPE)					
	22002	12/03/2021	21.45	SEW ON TAGS	0012042254 52011
	22002	12/03/2021	37.95	VELCRO TAGS	0012042254 52011
	22002	12/03/2021	6.20	FREIGHT / NAME TAGS	0012042254 52011
TOTAL FOR CHECK AP 00012132:			65.60		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 12/16/2021

End Date: 12/16/2021

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
US BANK BUSINESS CARD (USBANKBU)					
	PC.200.211128.5	12/16/2021	19.66	Monthly Stamps.com Charge	0012002210 54221
	PC.204.211228.2	12/11/2021	10.86	MOTOR OIL FOR BLOWER	0012042254 53141
	PC.230.211228.2	12/16/2021	797.00	RIGGING LAB ACADEMY	0013302685 53130
TOTAL FOR CHECK AP 00012133:			827.52		
VALLEY FREIGHTLINER INC (VALLFRED)					
	PC30148143602	12/10/2021	89.34	WINDOW SWITCH, ROCKER, PS/RH	0016502265 53143
	PC30148526401	12/10/2021	4,214.46	M13-1 TURBOCHARGER WITH	0016502265 53143
TOTAL FOR CHECK AP 00012119:			4,303.80		
REPORT TOTAL:			3,160,396.06		



Board Meeting Agenda Item Summary

Agenda Date: December 27, 2021

Item Title: Board of Commissioners, Meetings, Policies and Procedures

Attachments: Policy 303, BOC Policy Manual, Resolution No. 21-04

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

☐ First reading

☒ Second reading

☐ Motion to approve

☐ For information only

☐ Other: _____

SUMMARY:

Motion: To approve Resolution No. 21-04 adopting revisions to Board Policy 303, rescinding all previous resolutions pertaining to Board Policies 302 and 303, and merging Policy 302 into Policy 303.

The following documents were provided to the Board at the November 22, 2021, meeting. There have been no changes since First Reading.

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. Thank you.

FINANCIAL IMPACT: n/a



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 303

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

EFFECTIVE DATE: December 27, 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.

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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*

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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.

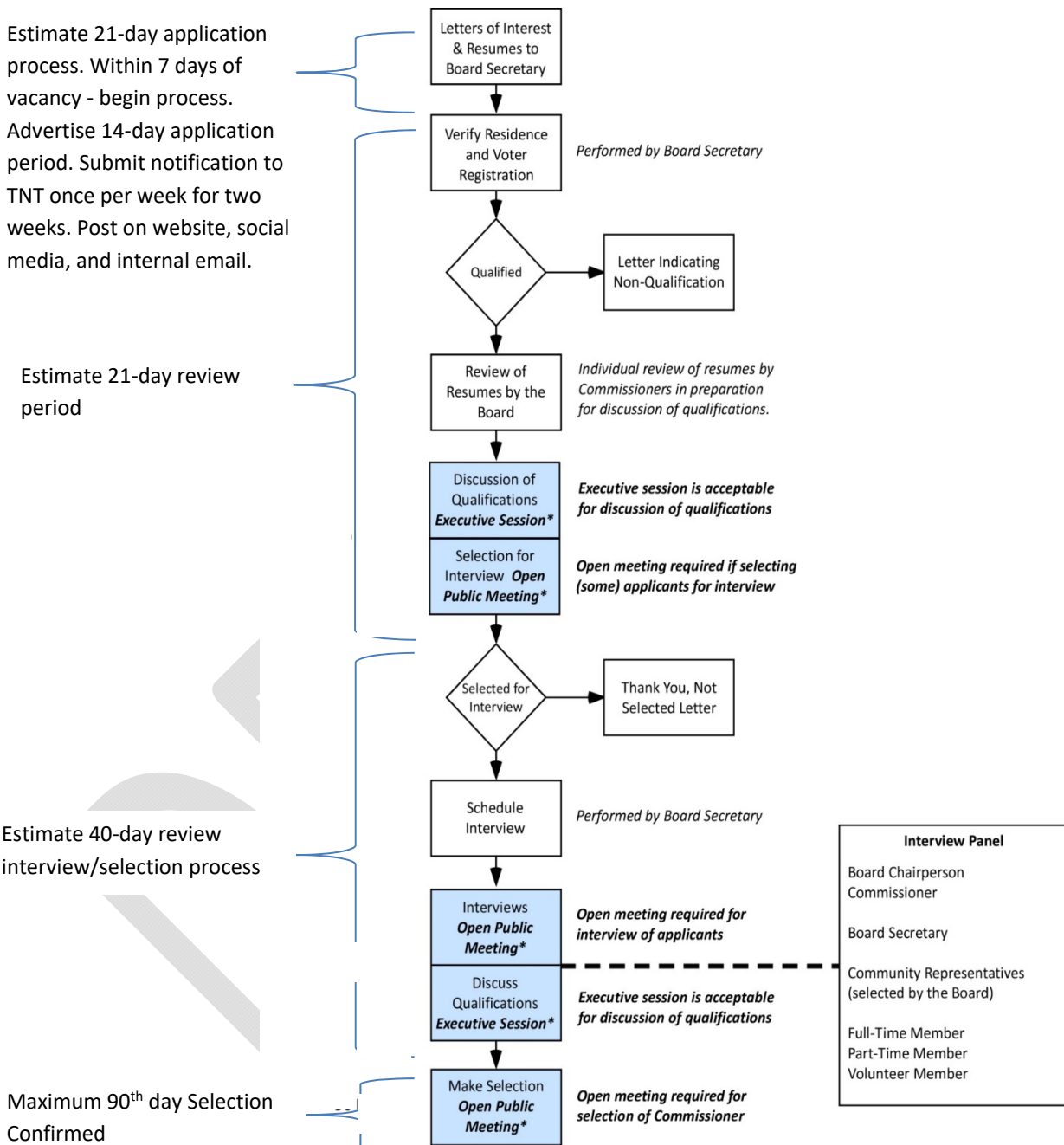
Surplus property that is no longer serviceable may be disposed of by District policy.

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 December 27, 2021, 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. 21-04.

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 December, 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: December 27, 2021

Item Title: Year-End Budget Amendment

Attachments: Resolution 21-10, Exhibit A

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.](#)

MOTION : Recommend Board waive 2nd reading.

To approve Resolution 21-10 amending and appropriating the 2021 Budget in the amount of \$16,030,937.

FINANCIAL IMPACT: This resolution reflects appropriation for Board approved purchases throughout the 2021 year, revenues not identified or quantified during the 2021 Budget development, and Division head adjustments created during the year.

The funds will be amended as follows:

Fund	Description	2021 Current Budget	2021 Amendment Res 21-10	2021 Amended Budget
001	General Fund	\$ 54,766,937	\$ 3,597,343	\$ 58,364,280
011	Reserve Fund	0	0	0
015	Equipt Replacement	2,335,537	7,318,418	9,653,955
050	Facilities	300,000	0	300,000
101	EMS Fund	16,622,093	0	16,622,093
102	GEMT Fund	7,127,623	5,115,176	12,242,799
201	Debt Fund	2,500,000	0	2,500,000
301	Capital Projects	9,080,000	0	9,080,000
630	HRA/Flex Trust	50,000	0	50,000
	TOTAL	\$ 92,782,190	\$ 16,030,937	\$ 108,813,127



Board Meeting Agenda Item Summary

GENERAL FUND SUMMARY BY DIVISION:

Fund	Division	Division Description	Amount	Budget Notes
001	100	Commissioners	\$ (99,653)	Decrease, Contingency for ERF Transfer
001	200	Administration	115,169	Increase, Laud Contract, Tuition, doublefill Chief
001	204	Logistics	45,100	Increase, Fuel, Hose, Charegepoint
001	205	Central Stores	16,000	Increase, Salaries & OT
001	215	IT - Outside Districts	(80,000)	Decrease, Outside District resale item reduction
001	230	Training	110,000	Increase, Salaries Benefits Adjust
001	250	Health & Safety	(21,425)	Decrease, H&S Reduction of surplus Sal/Ben/OT and supplies
001	300	Suppression	1,298,600	Increase, OT \$1.2M, Add Intterra Maintenance, Add Duty Chief Pay
001	310	Volunteers	(19,690)	Decrease, points surplus
001	320	Haz Mat	(20,000)	Decrease OT training
001	330	Tech Rescue	(20,000)	Decrease OT training
001	400	Prevention & Education	102,000	Increase, Sal/Ben/PIO Pay, K9 pay
001	650	Shop	(45,000)	Decrease, Sal/Ben, Supplies
001	-	-	2,203,242	Increase, ERF Transfer for Debt and Apparatus Approved 11/2021
General Fund Total			\$ 3,597,343	\$247k from Revenue, the Balance Appropriated from Beginning Fund Balance/Savings



Board Meeting Agenda Item Summary

EQUIPMENT REPLACEMENT FUND (ERF 015)

Fund	Division	Division Description	Amount	Expenditure Notes
015	201	Finance	\$ 3,013,104	Increase, Debt approved 11/2021
015	230	Training	\$ (62,000)	Reduce, Vehicle Unavailable in 2021
015	250	Health & Safety	22,460	Increase, PT equipment and hose washer price increase
015	300	Suppression	3,002,586	Increase, Apparatus purchase approved 11/2021 (Eng & Ladder)
015	340	EMS	1,522,268	Increase, Apparatus purchase approved 11/2021 (4 MU's)
015	650	Maint Shop	\$ (180,000)	Reduce, Vehicle Unavailable in 2021
ERF Fund Total			7,318,418	Appropriated from Beginning Fund Balance/Savings from GEMT & GF Transfers

GEMT FUND (102)

Fund	Division	Division Description	Amount	Expenditure Notes
102	340	EMS	\$ 5,115,176	Increase, Transfer for Debt and Apparatus Approved 11/2021
GEMT Fund Total			5,115,176	No budget impact

BOND PROJECT FUND (301)

Fund	Division	Division Description	Amount	Expenditure Notes
301	601	Station 61	\$ 118,624	Increase, Station Design
301	606	Station 66	(118,624)	Decrease, move to Stn 61
Bond Fund Total			-	No Budget Impact

Grand Total Budget Amendment	\$ 16,030,937	
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Board Meeting Agenda Item Summary

LINE ITEM DETAIL

Func	Division	Account	Account Name	Exp	Inc/(Dec)
001	100	54341	Airfare	347.00	Increase
		54981	Commissioner Contingency	(100,000.00)	Decrease
	100 Total			(99,653.00)	Decrease
	200	51101	Regular Time	25,000.00	Increase
		51141	Holiday Buy-Back	10,000.00	Increase
		51170	Longevity Pay	20,000.00	Increase
		52003	Medical/Dental	20,000.00	Increase
		54151	Legal Fees	12,000.00	Increase
		54901	Dues/Membership Fees	745.00	Increase
		54911	Contractual Services	27,000.00	Increase
		54915	Judgement/Settlements	3,424.00	Increase
		54925	College Tuition	10,000.00	Increase
		54961	B & O Tax	12,000.00	Increase
		54981	Commissioner Contingency	(25,000.00)	Decrease
	200 Total			115,169.00	Increase
	201	51199	Salaries-Budget Only	(22,000.00)	Decrease
		54191	Other Professional Services	20,000.00	Increase
		54911	Contractual Services	5,000.00	Increase
		54921	Registration	(3,000.00)	Decrease
	201 Total			0.00	Neutral
	203	51201	Div Staff Misc OT	(2,000.00)	Decrease
		53101	Office Supplies	100.00	Increase
		53131	Clothing	(2,500.00)	Decrease
		53141	Operating Supplies	150.00	Increase
		54111	Advertising	5,000.00	Increase
		54171	Medical Exams	(1,000.00)	Decrease
		54301	Per Diem	(1,250.00)	Decrease
		54311	Lodging	(500.00)	Decrease
		54331	Mileage	(500.00)	Decrease
		54911	Contractual Services	3,000.00	Increase
		54921	Registration	(500.00)	Decrease
	203 Total			0.00	Neutral
	204	52011	Uniforms	(15,000.00)	Decrease
		52014	Quartermaster	15,000.00	Increase
		53201	Fuel	30,000.00	Increase
		53504	Hose	4,100.00	Increase
		54813	Maintenance Agreements	11,000.00	Increase
	204 Total			45,100.00	Increase



Board Meeting Agenda Item Summary

Func	Division	Account	Account Name	Exp	Inc/(Dec)
	205	51101	Regular Time	15,000.00	Increase
		51201	Div Staff Misc OT	1,000.00	Increase
	205 Total			16,000.00	Increase
	210	51101	Regular Time	(19,455.00)	Decrease
		53501	Small Tools/Equipment	30,000.00	Increase
		56411	Equipment - Computer/Software	(10,545.00)	Decrease
	210 Total			0.00	Neutral
	215	53401	Resale Items incl/ Other Dist	(80,000.00)	Decrease
	215 Total			(80,000.00)	Decrease
	230	51101	Regular Time	80,000.00	Increase
		52003	Medical/Dental	30,000.00	Increase
	230 Total			110,000.00	Increase
	250	51141	Holiday Buy-Back	(4,782.00)	Decrease
		51142	Sick Leave Buy-Back	(5,000.00)	Decrease
		51201	Div Staff Misc OT	(20,000.00)	Decrease
		52010	Personal Protective Equipment	25,000.00	Increase
		53141	Operating Supplies	219.00	Increase
		53142	Equipment Repair Parts	(219.00)	Decrease
		53501	Small Tools/Equipment	(19,274.00)	Decrease
		54191	Other Professional Services	2,314.00	Increase
		54311	Lodging	317.00	Increase
		54331	Mileage	500.00	Increase
		54341	Airfare	(500.00)	Decrease
	250 Total			(21,425.00)	Decrease
	300	51201	Div Staff Misc OT	1,200,000.00	Increase
		53102	Books/Manuals	800.00	Increase
		53141	Operating Supplies	22,500.00	Increase
		53171	Food	6,000.00	Increase
		54502	Other Operating Rental	10,000.00	Increase
		54813	Maintenance Agreements	67,200.00	Increase
		54961	B & O Tax	100.00	Increase
		56411	Equipment - Computer/Software	(30,000.00)	Decrease
		51159	Duty Chief Pay	22,000.00	Increase
	300 Total			1,298,600.00	Increase



Board Meeting Agenda Item Summary

Func	Division	Account	Account Name	Exp	Inc/(Dec)
	310	51106	Points	(20,000.00)	Decrease
		52001	FICA/Medicare	250.00	Increase
		52005	L & I	50.00	Increase
		52019	WA Paid Family & Medical Leave	10.00	Increase
	310 Total			(19,690.00)	Decrease
	320	51201	Div Staff Misc OT	(20,000.00)	Decrease
	320 Total			(20,000.00)	Decrease
	330	51201	Div Staff Misc OT	(20,000.00)	Decrease
	330 Total			(20,000.00)	Decrease
	400	51101	Regular Time	40,000.00	Increase
		51141	Holiday Buy-Back	5,300.00	Increase
		51166	K9 Pay	5,000.00	Increase
		51167	Public Information Officer Pay	20,000.00	Increase
		52001	FICA/Medicare	3,000.00	Increase
		52002	Retirement	6,000.00	Increase
		52003	Medical/Dental	15,000.00	Increase
		52005	L & I	10,000.00	Increase
		52007	Deferred Compensation	4,000.00	Increase
		52019	WA Paid Family & Medical Leave	1,400.00	Increase
		52092	NLEC Retirement	200.00	Increase
		53101	Office Supplies	(675.00)	Decrease
		53102	Books/Manuals	675.00	Increase
		53134	Class Supplies/CPR	(5,500.00)	Decrease
		53138	Program Supplies/Education	(5,000.00)	Decrease
		54811	Equipment Repair/Maintenance	2,600.00	Increase
	400 Total			102,000.00	Increase
	650	51101	Regular Time	(35,000.00)	Decrease
		52003	Medical/Dental	(5,000.00)	Decrease
		53143	Vehicle Repair Parts	(5,000.00)	Decrease
	650 Total			(45,000.00)	Decrease
	702	54711	Water	1,500.00	Increase
		54721	Sewer	4,000.00	Increase
		54731	Electricity	5,000.00	Increase
		54741	Garbage	2,500.00	Increase
	702 Total			13,000.00	Increase
	001	59700	Operating Transfer Out	2,203,242.00	Increase
	001 Total			2,203,242.00	Increase
001 Total				3,597,343.00	Increase



Board Meeting Agenda Item Summary

Func	Division	Account	Account Name	Exp	Inc/(Dec)
015	015201	59122	Debt Service Repayment	2,910,648.00	Increase
		59222	Interest & Other Debt Svc Cost	102,456.00	Increase
		015201 Total		3,013,104.00	Increase
	015.300	53501	Small Tools/Equipment	(169,472.00)	Decrease
		56401	Equipment - Vehicles	3,172,058.00	Increase
		015.300 Total		3,002,586.00	Increase
	015.340	56401	Equipment - Vehicles	1,522,268.00	Increase
		015.340 Total		1,522,268.00	Increase
	015.650	56401	Equipment - Vehicles	(180,000.00)	Decrease
		015.650 Total		(180,000.00)	Decrease
	015.230	56401	Equipment - Vehicles	(62,000.00)	Decrease
		015.230 Total		(62,000.00)	Decrease
	015.250	53501	Small Tools/Equipment	(11,811.00)	Decrease
		56431	Equipment - Miscellaneous	34,271.00	Increase
		015.250 Total		22,460.00	Increase
015 Total				7,318,418.00	Increase



Board Meeting Agenda Item Summary

Func	Division	Account	Account Name	Exp	Inc/(Dec)
101	340	51157	SCBA Technician Pay	(2,508.00)	Decrease
		51201	Div Staff Misc OT	80,000.00	Increase
		52001	FICA/Medicare	40,000.00	Increase
		52002	Retirement	15,000.00	Increase
		52092	NLEC Retirement	8,000.00	Increase
		53132	Employee Recognition Supplies	100.00	Increase
		53141	Operating Supplies	35,000.00	Increase
		54171	Medical Exams	500.00	Increase
		54301	Per Diem	200.00	Increase
		54311	Lodging	850.00	Increase
		54742	Hazardous Waste Disposal	600.00	Increase
		54813	Maintenance Agreements	69,000.00	Increase
		54911	Contractual Services	(257,980.00)	Decrease
		54921	Registration	1,000.00	Increase
		51168	Aid Unit Pay	9,000.00	Increase
		51162	Gurney Repair Pay	5,000.00	Increase
		51156	Staffing Person Pay	(3,762.00)	Decrease
	340 Total			0.00	Neutral
101 Total				0.00	Neutral
102	102	59715	Transfer Out to ERF	5,115,176.00	Increase
	102 Total			5,115,176.00	Increase
102 Total				5,115,176.00	Increase
301	301.601	56242	Buildings - Architectural Svcs	118,624.00	Increase
	301.601 Total			118,624.00	Increase
	301.606	56242	Buildings - Architectural Svcs	(118,624.00)	Decrease
	301.606 Total			(118,624.00)	Decrease
301 Total				0.00	Decrease
Grand Total				16,030,937.00	Increase

CENTRAL PIERCE FIRE & RESCUE

RESOLUTION NO. 21-10

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, AMENDING THE 2021 BUDGET AS ADOPTED IN RESOLUTION NO. 20-13 BY INCREASING APPROPRIATIONS PER THE YEAR-END BUDGET AMENDMENT.

WHEREAS, Resolution No. 20-13 adopted the 2021 budget for Central Pierce Fire & Rescue,

WHEREAS, it is necessary to modify the District's budget to appropriate funds for contract obligations, transfers, and other budget adjustments that were not identifiable in 2020; and

WHEREAS, the Board of Commissioners for Central Pierce Fire & Rescue authorizes the acceptance, deposit, and appropriation of miscellaneous donations, contributions, and/or fees; and

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

Section 1

The budget for Central Pierce Fire & Rescue, for the fiscal year ending December 31, 2021, as adopted by Resolution No. 20-13, is hereby amended as set forth in Exhibit "A".

Section 2

The total revenue and expenditures of the District are hereby appropriated as follows:

Fund	Description	2021 Current Budget	2021 Amendment Res 21-10	2021 Amended Budget
001	General Fund	\$ 54,766,937	\$ 3,597,343	\$ 58,364,280
011	Reserve Fund	0	0	0
015	Equipt Replacement	2,335,537	7,318,418	9,653,955
050	Facilities	300,000	0	300,000
101	EMS Fund	16,622,093	0	16,622,093
102	GEMT Fund	7,127,623	5,115,176	12,242,799
201	Debt Fund	2,500,000	0	2,500,000
301	Capital Projects	9,080,000	0	9,080,000
630	HRA/Flex Trust	50,000	0	50,000
	TOTAL	\$ 92,782,190	\$ 16,030,937	\$ 108,813,127

ADOPTED by the Board of Fire Commissioners of Central Pierce Fire & Rescue, Pierce County, Washington, at a regular meeting held this _____ day of December, 2021, of which all commissioners were notified and _____ were present and voting.

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Bill Eckroth, Commissioner

ATTEST:

Tanya Robacker, District Secretary

**Central Pierce Fire & Rescue
2021 Budget Amendment Details**

**Exhibit A
Resolution 21-10**

GENERAL FUND (001)

Fund	Division	Division Description	Amount	Budget Notes
001	100	Commissioners	\$ (99,653)	Decrease, Contingency for ERF Transfer
001	200	Administration	115,169	Increase, Laud Contract, Tuition, doublefill Chief
001	204	Logistics	45,100	Increase, Fuel, Hose, Charegepoint
001	205	Central Stores	16,000	Increase, Salaries & OT
001	215	IT - Outside Districts	(80,000)	Decrease, Outside District resale item reduction
001	230	Training	110,000	Increase, Salaries Benefits Adjust
001	250	Health & Safety	(21,425)	Decrease, H&S Reduction of surplus Sal/Ben/OT and supplies
001	300	Suppression	1,298,600	Increase, OT \$1.2M, Add Intterra Maintenance, Add Duty Chief Pay
001	310	Volunteers	(19,690)	Decrease, points surplus
001	320	Haz Mat	(20,000)	Decrease OT training
001	330	Tech Rescue	(20,000)	Decrease OT training
001	400	Prevention & Education	102,000	Increase, Sal/Ben/PIO Pay, K9 pay
001	650	Shop	(45,000)	Decrease, Sal/Ben, Supplies
001	702	Station 72	13,000	Decrease, Move to IT for plotter computer
001	-	-	2,203,242	Increase, ERF Transfer for Debt and Apparatus Approved 11/2021
General Fund Total			\$ 3,597,343	\$247k from Revenue, the Balance Appropriated from Beginning Fund Balance/Savings

**Central Pierce Fire & Rescue
2021 Budget Amendment Details**

**Exhibit A
Resolution 21-10**

EQUIPMENT REPLACEMENT FUND (ERF 015)

Fund	Division	Division Description	Amount	Expenditure Notes
015	201	Finance	\$ 3,013,104	Increase, Debt approved 11/2021
015	230	Training	\$ (62,000)	Reduce, Vehicle Unavailable in 2021
015	250	Health & Safety	22,460	Increase, PT equipment and hose washer price increase
015	300	Suppression	3,002,586	Increase, Apparatus purchase approved 11/2021 (Eng & Ladder)
015	340	EMS	1,522,268	Increase, Apparatus purchase approved 11/2021 (4 MU's)
015	650	Maint Shop	\$ (180,000)	Reduce, Vehicle Unavailable in 2021
ERF Fund Total			7,318,418	Appropriated from Beginning Fund Balance/Savings from GEMT & GF Transfers

GEMT FUND (102)

Fund	Division	Division Description	Amount	Expenditure Notes
102	340	EMS	\$ 5,115,176	Increase, Transfer for Debt and Apparatus Approved 11/2021
GEMT Fund Total			5,115,176	No budget impact

BOND PROJECT FUND (301)

Fund	Division	Division Description	Amount	Expenditure Notes
301	601	Station 61	\$ 118,624	Increase, Station Design
301	606	Station 66	(118,624)	Decrease, move to Stn 61
Bond Fund Total			-	No Budget Impact

Grand Total Budget Amendment			\$ 16,030,937	
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Board Meeting Agenda Item Summary

Agenda Date: 12/27/2021

Item Title: Authorizing and establishing fees, charges and fines effective January 1, 2022.

Attachments: Resolution 21-11 Fees Charges & Fines

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.](#)

SUMMARY: Recommend Board waive 2nd reading.

Recommend Board review and approval of the 2022 Fee Schedule as outlined in Resolution 21-11.

The Fee schedule has been revised to include:

- GEMT Charges per Transport \$4395.
- Treat & Refer at \$700 per call.

CENTRAL PIERCE FIRE & RESCUE

RESOLUTION NO. 21-11

A RESOLUTION TO THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE ESTABLISHING FEES, CHARGES, AND FINES FOR CALENDAR YEAR 2022.

WHEREAS, the Board of Fire Commissioners finds it in the best interest of the District and its citizens to provide a single, efficient, and convenient listing of all fees, charges, and fines charged by the District; and

WHEREAS, such a listing will better facilitate the updating and uniform review of all such fees, charges, and fines on a periodic basis; and

WHEREAS, previous Resolutions provide for fees and charges that require review from time to time, are hereafter amended;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners for Central Pierce Fire & Rescue that the following fees, charges, and fines be established:

Transport Fees:	
ALS1 Transport	\$930.00
ALS2 Transport	\$1,033.00
BLS Transport	\$723.00
EKG 12 Lead (Cardiac Monitoring)	\$66.00
EtCO2	\$33.00
GEMT	\$4395.00
IV/IO Administration	\$66.00
Mileage Rate	\$20 per mile
O2 Administration	\$55.00
Spinal Immobilization	\$55.00
Pulse Oximeter	\$33.00
Treat & Refer	\$700.00
Medic Unit Standby Fees:	
Washington State: Spring & Fall Fair	Contract plus CPI
Special Events	\$65.00 per person per hour
Football Standby	\$65.00 per person per hour
Class Fees:	
CPR/First Aid Class	\$ 65.00
CPR/First Aid Class: Group Rate (up to 15 students at Station 71)	\$260.00
CPR only: Group Rate (up to 15 students at Station 71)	\$210.00
Safe Sitter Class	\$ 35.00
Safe Sitter Class: Group Rate (up to 24 students, off-site)	\$740.00

Rental Fees:				
Tower Rental Fee			See Training Tower Fees	
Resale Items:				
Bicycle Helmet			\$10.00 (includes tax)	
Multi-Sport Helmet			\$10.00 (includes tax)	
Operational Permit Fees:				
Haz Mat Storage & Handling				\$105.00 for Ranges 1 – 3
Liquids Gallons	Solids Pounds	Gases Cubic Feet	Range	\$140.00 for Range 4
55	499	199	1	\$175.00 for Range 5
500	1,000	1,999	2	\$210.00 for Range 6
946	2,000	3,600	3	\$245.00 for Range 7
1,836	3,000	6,800	4	\$280.00 for Range 8
4,500	4,000	16,400	5	\$315.00 for Range 9
15,180	5,000	35,600	6	\$350.00 for Range 10
65,581	10,000	54,800	7	Add \$35 for each additional range over
70,000	11,000	74,000	8	28. Contact Prevention Division for
75,000	12,000	80,000	9	details.
85,000	15,000	90,000	10	
150,000	17,000		11	
225,000	20,000		12	
300,000	25,000		13	
400,000	30,000		14	
500,000	40,000		15	
600,000	50,000		16	
700,000	60,000		17	
800,000	75,000		18	
900,000	90,000		19	
1,000,000	125,000		20	
1,500,000	150,000		21	
2,000,000			22	
2,500,000			23	
3,000,000			24	
3,500,000			25	
4,000,000			26	
4,500,000			27	
5,000,000			28	
Open Flame – Candles				\$100.00
Open Flame – Cooking				\$100.00
Public Assembly				\$100.00
Tents & Temp Structures				\$100.00
Temp Stands				\$100.00
Hot Works				\$100.00
Pyrotechnic Displays				\$100.00
Residential Underground Storage Tanks				\$100.00
High Piled Storage				\$100.00
Liquid Petroleum Gas - Propane				\$100.00
Misc Permits				\$100.00
Inspection Fee (includes gate with knox box/opticom)				\$80.00 for 1 st hour. \$40.00 per half-hour after first hour
Re-Inspection Fee (non-compliance or code violations)				\$80.00 for 1 st hour. \$40.00 per half-hour after first hour
Plan Review Fee				\$40.00 per half-hour
Christmas Tree Stand Inspection Fee				\$40.00 per half-hour

Late Fee for permits applied for less than 30 days from event:	\$100.00
NSF Fees:	
NSF Handling Fee	\$32.00 or the amount of the check, whichever is less
Shop Fees:	
Pump Test Fee	\$75.00 (includes tax)
Outside Service Work	\$115/hr labor plus tax and full cost of parts
Fuel Administration Fee	\$0.05/gal
Records Request Fees for Medical Records:	
Copying Charges	Medical records 10 or less pages: no charge Medical records more than 10 pages: \$1.00 per page for first 30 pages copied, and \$.75 per page thereafter
Clerical Fee	\$20.00 for each medical record(s) request that is greater than 10 pages
Requested Documents on CD	\$5.00 each
Public Records Request for Non-Medical Records	
First 10 pages or copies	No Charge
Each page after 10 pages or copies	\$.17 per page or copy (Color \$.26 per page)
Requested Documents on CD	\$5.00 each
Use of District Equipment Fees:	
Laser Color Printers	B/W \$.17 Color \$.26 per page
Laser B/W or Ink Jet	B/W \$.04 Color \$.13 per page
Copy Machine	B/W \$.17 Color \$.26 per page
Fax Machine Received	B/W \$.04 Color N/A per page
Fax Machine Sent	All Applicable Phone Charges
Plotter	Full color \$60 per copy (ANSI E) Full color \$100 per copy (60" x 48")
Training Tower Fees:	
Training Tower Rental	\$200.00 up to 4hrs, \$50/hr each hr after
Smoke Fluid	\$60/gallon
OSB Plywood	\$10/sheet
Replace Ventilation panels with OSB	\$50/panel
Note: Other Training Tower fees charged on as needed basis, Propane see above	

Other Fees:	
Fire Commissioner Compensation	\$128/day; \$12,288/yr max
Chargepoint (Electric Vehicle Charging)	\$0.50 per hour
Fire Watch	\$80.00 per person per hour
Runner Services	\$32 per day
Fire Protection Services	By inter-local agreement
Administrative Services	Actual Personnel Cost
Haz Mat Team Response	Actual Personnel & Supply Cost
Special Ops Team Response	Actual Personnel & Supply Cost
Non-Emergency Responses (include apparatus & 3 person crew)	\$300.00 per hour
(include apparatus & 2 person crew)	\$175.00 per hour
(include apparatus & 1 person crew)	\$120.00 per hour
Web Hosting (Chief/Comm Groups)	\$33.23/hr
Motor Vehicle Accident & Spill Fees:	
Minimum 1 hr Charge – Response includes:	\$ 350/ea
Engine - \$130	
3 person crew - \$170	
Priority - \$50	
Assistant Chief	\$ 110/hr regular, overtime Exempt
Battalion Chief	\$ 85/hr regular, \$120/hr overtime
Deputy Fire Marshal	\$ 80/hr regular, \$110/hr overtime
Captain Medic	\$ 80/hr regular, \$110/hr overtime
Captain	\$ 75/hr regular, \$100/hr overtime
Medical Services Officer (MSO)	\$ 75/hr regular, \$100/hr overtime
Lieutenant	\$ 70/hr regular, \$95/hr overtime
Firefighter Paramedic	\$ 65/hr regular, \$85/hr overtime
Firefighter	\$ 55/hr regular, \$75/hr overtime
Rescue/Engine/Ladder Driver	\$ 2/hr per driver
Medic Unit Driver	\$ 2/hr per driver
Engine – Type 1	\$ 130/hr
Ladder/Aerial	\$ 205/hr
Medic Unit on Scene (Non-Transport)	\$ 67/hr
Command Vehicle	\$ 50/hr
MSO Vehicle	\$ 50/hr
Police Report Gathering	\$ 20/ea
Battery Powered Tools	\$ 12/hr
Electrical Powered Tools	\$ 10/hr
Extrication Power Plant with Tools	\$ 10/hr
Pneumatic Tools	\$ 10/hr

Scene Lighting	\$ 5/hr
Absorbent Pads	\$ 2/ea
Absorbent Material	\$ 17.95/bag
Caution Tape	\$ 1/ft
De-icer	\$ 6/ea
Extrication Gloves	\$ 1/pr
Foam (Gallons)	\$ 17/gal
Foam (16oz Bottles)	\$ 4/ea
Fusees (Flares)	\$ 1/ea
Polypropylene Tarp	\$ 10/ea
Sawz All Blades	\$ 3/ea
Soft Foam Tarp	\$ 8/ea

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE ON THE _____ DAY OF _____, _____, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND _____ WERE PRESENT AND VOTING.

Matthew Holm, Commissioner

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bill Eckroth, Commissioner

Bob Willis, Commissioner

ATTEST:

Tanya Robacker, District Secretary



Board Meeting Agenda Item Summary

Agenda Date:	December 27, 2021
Item Title:	Interlocal Cooperative Purchase Agreement
Attachments:	Interlocal Cooperative Purchase Agreement
Submitted by:	Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To approve and authorize Chief Morrow to enter into the Interlocal Cooperative Purchase Agreement with West Pierce Fire & Rescue.

West Pierce Fire & Rescue has requested to enter into this agreement for purposes of purchasing reporting software (ESO). CPFR selected ESO as our reporting software through a Request for Proposal and bid process.

FINANCIAL IMPACT:

**PIERCE COUNTY FIRE DISTRICT 3
and
CENTRAL PIERCE FIRE AND RESCUE**

INTERLOCAL COOPERATIVE PURCHASE AGREEMENT

THIS AGREEMENT is made and entered into by and between Pierce County Fire District 3 (WPFR) and Central Pierce Fire & Rescue (CPFR), both are municipal corporations of the State of Washington.

It is the purpose of this Agreement to provide for the corporative purchase of materials, supplies and equipment by the parties to this Agreement when determined by the legislative body of participating party to be in the best interest of such party. This Agreement is entered into under authority of the Interlocal Cooperation Act, chapter 39.34 RCW.

It is agreed by the parties as follows:

1. Term. The term of this Agreement in respect to each party to this Agreement shall commence on the date of execution of the Agreement by that party and shall remain in effect until terminated by a party as provided in paragraph 6 of this Agreement.

2. Cooperative Purchase. Each party agrees to provide in bid proposals and specifications appropriate language to authorize and permit the other parties to the Agreement to purchase such materials, supplies and equipment under the terms and conditions of the purchase contract awarded by such party. Provided, however, the parties shall not be required to include such language when, in the sole discretion of the party going out to bid, the party determines that such language is not in the best interest of the party. The bid language to be included should be substantially as follows: “**Interlocal Bids.** Bids shall be subject to chapter 39.34 RCW, the Interlocal Cooperation Act, under which other governmental agencies may purchase through the bid proposal accepted.”

3. Discretion. The determination of whether or not any party to this Agreement shall purchase materials, supplies or equipment under the terms and conditions of any purchase contract available to, or entered into, by the other parties under a statutory bidding procedure shall be made by the legislative body of the party desiring to make such purchase.

4. Financial Responsibility. Each party shall remain financially responsible for payment of the purchase price of all materials, supplies and equipment purchased and received by such party under the terms of this Agreement.

5. Ownership. Title to all items purchased by any party to this Agreement shall remain in the name of such party.

6. Termination. Any party to this Agreement may terminate its participation in the Agreement by giving the other parties to the Agreement 30 day’s written notice of such intent to terminate.

7. Limitations. The parties shall not jointly acquire property or jointly budget funds under the authority of this Agreement.

8. Statutory Compliance. Each party agrees to comply with the statutory bidding requirements applicable to such party when acting under this Agreement.

9. Administration. No new or separate legal or administrative entity is created to administer the provisions of this agreement.

10. Right to Contract – Independent Action Preserved. Each party reserves the right to contract independently for the acquisition of goods and services without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.

11. Hold Harmless. Each party shall indemnify, defend and hold the other party harmless from any liability arising from any negligent or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this agreement.

IN WITNESS THEREOF, the parties acting in their official capacities have hereby executed this Agreement by affixing thereto the signatures of the proper officers, dated this _____ day of December, 2021.

FOR: WPFR

FOR CPFR:

Jim Sharp, Fire Chief

Dustin Morrow, Fire Chief

ATTEST:

ATTEST:

Koree Wick, District Secretary

Matt Holm, Chair of the Board



Board Meeting Agenda Item Summary

Agenda Date:	December 27, 2021
Item Title:	Consulting Agreement – Jared Buckley
Attachments:	Consulting Agreement
Submitted by:	Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To approve and authorize Chief Morrow to enter into the Consulting Agreement with Jared Buckley dated the 1st day of December, 2021.

The District has found great value in the executive leadership coaching provided by Jared Buckley. We are proposing to expand the use of his services to include follow-up coaching with those already through the program, additional individual coaching, in-person group sessions, and more.

I have worked with Staff to understand how to implement this agreement, including the financial adjustments that will need to be made in 2022 to accommodate the increased expense.

FINANCIAL IMPACT:

\$126,000 annually

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") dated this 1st day of December, 2021

BETWEEN:

Central Pierce Fire & Rescue of 17520 22nd Ave E, Tacoma, WA 98445
(the "Client")

- AND -

Jared Buckley of 13794 W. Waddell Rd Ste. 203-174, Surprise, AZ 85379
(the "Consultant").

BACKGROUND:

- A. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide consulting services to the Client.
- B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided

1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):
 - Coaching executive leadership which will include assessments, 360 surveys, coaching sessions virtually, coaching intensives in-person, and the design of improving and developing key emotional intelligence leadership skills.
 - i. The Executive Leaders Designated for 12-month Intensive Coaching Program are the following:
 1. Fire Chief
 2. Assistant Chief EMS

3. Assistant Chief Operations
 4. IT Director – In conjunction with the IT Consortium
 - ii. Additionally, continue coaching to previous Executive Leaders by acting as a retainer to the following individuals:
 1. Deputy Chief Administration
 2. Deputy Chief Operations
 3. Assistant Chief Logistics
 - iii. Lastly, include one-off coaching sessions for anyone in the organization as needed or requested by Client.
 - In-person visitations will include 1 full workweek every month where the Consultant will provide the Services described above.
2. The Services will also include other consulting tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client.
- Training and/or coaching executive leadership team through group/team sessions which would include, but not limited to, assessments personally and collectively, and leadership skill development.
 - Training shift personnel on key skills to improve overall well-being of the members as well as improve overall culture in the organization.

Term of Agreement.

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until December 31, 2022, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended with the written consent of the Parties.
4. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.

Performance

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars)

Compensation

7. The Consultant will charge the Client a monthly fee of **\$10,500.00** for the Services (the "Compensation"), travel expenses are included in the fees of Services.
- Trainings described in the Services, number two, will be additional charged the discounted rate of **\$2,500 per full-day** and **\$1,500 for half-day**.
 - Additionally, any in-person visitations outside of the 1 full workweek per month, the Consultant will charge **\$550 per night** for travel expenses.
 - Lastly, assessments taken outside of the 12-month Intensive Coaching Leaders, the Consultant will charge the Client **\$125 per assessment** and **\$350 for a team report**.
8. Monthly invoices will be submitted by the Consultant to the Client on the 15th of each month are due within 14 days of receipt.
9. In the event that this Agreement is terminated by the Client prior to completion of the Services but where the Services have been partially performed, the Consultant will be entitled to pro rata payment of the Compensation to the date of termination provided that there has been no breach of contract on the part of the Consultant.
10. The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Compensation.

Reimbursement of Expenses

11. The Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services.
12. All expenses must be pre-approved by the Client.

Confidentiality

13. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client

including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

14. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.
15. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

Ownership of Intellectual Property

16. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
17. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

Return of Property

18. Upon the expiry or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

Capacity/Independent Contractor

19. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation,

insurance premium, profit-sharing, pension or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Consultant under this Agreement.

Notice

20. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

a. Central Pierce Fire & Rescue

17520 22nd Ave E, Tacoma, WA 98445

b. Jared Buckley

13794 W. Waddell Rd Ste. 203-174, Surprise, AZ 85379

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

Indemnification

21. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

Modification of Agreement

22. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

23. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

24. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

Entire Agreement

25. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Enurement

26. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

Titles/Headings

27. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Gender

28. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

29. This Agreement will be governed by and construed in accordance with the laws of the State of Arizona.

Severability

30. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

31. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 1st day of December, 2021.

Central Pierce Fire & Rescue

Per: _____ (seal)
_____ (Client)



Jared Buckley (Consultant)



Board Meeting Agenda Item Summary

Agenda Date:	December 27, 2021
Item Title:	2022 EMS and Benefit Charge Ballot Measures
Attachments:	
Submitted by:	Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To place the EMS Levy renewal and Fire Benefit Charge renewal measures on the August 2022 ballot.

Staff recently met with Lund Faucett, the communications consultant authorized by the Board, to discuss current status and planning efforts needed for the upcoming EMS Levy renewal and Fire Benefit Charge renewal. After meeting, Staff now recommends the Board direct the EMS Levy and Fire Benefit Charge renewal measures be placed on the August 2022 ballot in lieu of the April 2022 ballot.

Several factors were considered when making this recommendation. The District has struggled with community engagement for the last 18 months due to COVID-19. This struggle has included direct engagement with HOA's, other recognized neighborhood groups and various civic organizations. It is essential that the District re-engage the community well in advance of these requests in August. It is Staff's belief that we can safely start engaging the community, while maintaining safe COVID-19 related protocols. An emphasis will be on in person interactions where allowed, all while using the Districts numerous other communication channels to share a professional, clear and concise informational message about the two measures.

FINANCIAL IMPACT:



Board Meeting Agenda Item Summary

Agenda Date:	December 27, 2021
Item Title:	Firefighter Hiring Notification
Attachments:	Academy 22-1 Hiring Notifications
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Attached please find the Hiring Notifications for Academy 22-1.

These documents memorialize the hire date and seniority rank of the new employees.

I will be at the meeting to answer any questions you may have.

FINANCIAL IMPACT:

None



FIREFIGHTER HIRING NOTIFICATION

Academy 22-1

After completion of a physical agility test, written test, pre-screening interview, oral board, suitability assessment profile, background investigation and Chief's interview, evaluation scores reflect the following standings:

Hire Date: January 4, 2022

Seniority Rank	Candidate
1	Hoge, Matthew
2	Sayler, Tanner
3	Howell, Brennan
4	Kaplan, Tyler
5	Schneegas, Sean
6	Benning, Tyler
7	Jones, William
8	Turney, Joshua
9	Young, Alex
10	Grauert, John

Dustin Morrow
Fire Chief



Board Meeting Agenda Item Summary

Agenda Date	December 27, 2021
Item Title:	Appendix A (2022 salary schedules) for Non-Represented and OPEIU
Attachments:	N/A
Submitted by	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To approve the 2022 Salary Schedules for the Non-Represented and OPEIU groups.

Attached are the 2022 Appendix A Salary Schedules for only the following groups, as we are currently in contract negotiations with all three other labor groups and the Fire Chief/Deputy Chief schedule is created based upon the Local 726 schedules.

- Non-Represented, Non-Uniformed, Exempt Personnel**
 - This salary schedules also creates the pay range for the new Human Resources Analyst that was approved in the 2022 budget
- Non-Represented, Non-Uniformed, Non-Exempt Personnel**
- OPEIU

These salary sheets are updated each year with salary increases and any negotiated changes in benefits.

FINANCIAL IMPACT:

Contractual impacts already settled and approved for these groups

**These Salary Schedules assume the approval of all proposed changes to revised policies 340 & 341.

Central Pierce Fire & Rescue
Non-Represented/Non-Uniformed/Exempt
Appendix A - 2022 Salary Schedule

3.3% Base Salary Increase

January 1, 2022 - December 31, 2022

Position		Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Finance Director	Step A	\$ 12,347	\$ 148,164	\$ 71.23
	Step B	\$ 12,965	\$ 155,580	\$ 74.80
	Step C	\$ 13,614	\$ 163,368	\$ 78.54
	Step D	\$ 14,295	\$ 171,540	\$ 82.47
	Step E	\$ 15,010	\$ 180,120	\$ 86.60
Human Resources Director	Step A	\$ 11,110	\$ 133,320	\$ 64.10
	Step B	\$ 11,666	\$ 139,992	\$ 67.30
	Step C	\$ 12,250	\$ 147,000	\$ 70.67
	Step D	\$ 12,863	\$ 154,356	\$ 74.21
	Step E	\$ 13,507	\$ 162,084	\$ 77.93
Information Technology Director	Step A	\$ 10,587	\$ 127,044	\$ 61.08
	Step B	\$ 11,117	\$ 133,404	\$ 64.14
	Step C	\$ 11,673	\$ 140,076	\$ 67.34
	Step D	\$ 12,257	\$ 147,084	\$ 70.71
	Step E	\$ 12,870	\$ 154,440	\$ 74.25
CARES Program Manager	Step A	\$ 9,569	\$ 114,828	\$ 55.21
	Step B	\$ 10,048	\$ 120,576	\$ 57.97
	Step C	\$ 10,551	\$ 126,612	\$ 60.87
	Step D	\$ 11,079	\$ 132,948	\$ 63.92
	Step E	\$ 11,633	\$ 139,596	\$ 67.11
Senior Human Resources Analyst	Step A	\$ 6,868	\$ 82,416	\$ 39.62
	Step B	\$ 7,212	\$ 86,544	\$ 41.61
	Step C	\$ 7,573	\$ 90,876	\$ 43.69
	Step D	\$ 7,952	\$ 95,424	\$ 45.88
	Step E	\$ 8,350	\$ 100,200	\$ 48.17
Human Resources Analyst	Step A	\$ 5,972	\$ 71,664	\$ 34.45
	Step B	\$ 6,271	\$ 75,252	\$ 36.18
	Step C	\$ 6,585	\$ 79,020	\$ 37.99
	Step D	\$ 6,915	\$ 82,980	\$ 39.89
	Step E	\$ 7,261	\$ 87,132	\$ 41.89

<u>Deferred Comp</u>	<u>Monthly</u>	<u>Annual</u>
No Match Required	\$ 250.00	\$ 3,000

<u>Longevity Schedule (monthly)</u>	Finance Dir (Step E)	HR Director (Step E)	IT Director (Step A)	CARES Manager (Step E)	Senior HR Analyst (Step E)	HR Analyst (Step A)
5 - 9 years @ 2% of current wage	\$ 301	\$ 271	\$ 212	\$ 233	\$ 167	\$ 120
10 - 14 years @ 4% of current wage	\$ 601	\$ 541	\$ 424	\$ 466	\$ 334	\$ 239
15 - 19 years @ 6% of current wage	\$ 901	\$ 811	\$ 636	\$ 698	\$ 501	\$ 359
20 - 24 years @ 8 % of current wage	\$ 1,201	\$ 1,081	\$ 847	\$ 931	\$ 668	\$ 478
25 - 29 years @11% of current wage	\$ 1,652	\$ 1,486	\$ 1,165	\$ 1,280	\$ 919	\$ 657
30+ years @ 13% of current wage	\$ 1,952	\$ 1,756	\$ 1,377	\$ 1,513	\$ 1,086	\$ 777

Hours worked per year 2,080
Holiday hours per year 112
Sick leave hours per month 10

VEBA contribution = \$4,000

<u>Medical Cap</u>	<u>Initials</u>	<u>Reviewed By</u>	<u>Date</u>
100% for 2022		Fire Chief	
		HR Director	
		Chairman/Board	

Central Pierce Fire & Rescue
Non-Represented/Non-Uniformed/Hourly
Appendix A - 2022 Salary Schedule

3.3% Base Salary Increase

January 1, 2022 through December 31, 2022

Position		Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Central Stores Manager	Step A	\$ 6,440	\$ 77,280	\$ 37.15
	Step B	\$ 6,634	\$ 79,608	\$ 38.27
	Step C	\$ 6,834	\$ 82,008	\$ 39.43
	Step D	\$ 7,040	\$ 84,480	\$ 40.62
	Step E	\$ 7,252	\$ 87,024	\$ 41.84
Runner (Part-Time) (Eligible for base salary only)	Step A	\$ 3,259	\$ 39,108	\$ 18.80
	Step B	\$ 3,357	\$ 40,284	\$ 19.37
	Step C	\$ 3,458	\$ 41,496	\$ 19.95
	Step D	\$ 3,562	\$ 42,744	\$ 20.55
	Step E	\$ 3,669	\$ 44,028	\$ 21.17
Main Runner/Purchasing Assist	Step A	\$ 3,353	\$ 40,236	\$ 19.34
	Step B	\$ 3,454	\$ 41,448	\$ 19.93
	Step C	\$ 3,558	\$ 42,696	\$ 20.53
	Step D	\$ 3,665	\$ 43,980	\$ 21.14
	Step E	\$ 3,775	\$ 45,300	\$ 21.78

Purchasing Manager Acting Pay - Main Runner Hourly
\$ 15.38

Deferred Comp
No Match required Monthly \$ 250.00 Annual \$ 3,000

<u>Longevity Schedule (Monthly)</u>	<u>CS Mgr (Step E)</u>	<u>Main Runner (Step E)</u>
5 - 9 years @ 2% of current wage	\$ 146	\$ 76
10 - 14 years @ 4% of current wage	\$ 291	\$ 151
15 - 19 years @ 6% of current wage	\$ 436	\$ 227
20 - 24 years @ 8% of current wage	\$ 581	\$ 302
25 - 29 years @ 11% of current wage	\$ 798	\$ 416
30+ years @ 13% of current wage	\$ 943	\$ 491

VEBA Contribtuion - \$4000

Hours worked per year 2,080
Holiday hours per year 112

Medical Cap
100% for 2022

<u>Initials</u>	<u>Reviewed By</u>	<u>Date</u>
_____	Fire Chief	_____
_____	HR Director	_____
_____	Chairman/Board	_____

Central Pierce Fire & Rescue
OPEIU Bargaining Unit
Appendix A - 2022 Salary Schedule

3.3% Base Salary Increase

Positions		Monthly Salary	Annual Salary	40/Hr Week Hrly Rate
5% Steps from Base Step				
<u>Accounting Clerk</u>	1-12 months	\$ 3,830	\$ 45,960	\$ 22.10
	13-24 months	\$ 4,022	\$ 48,264	\$ 23.20
	25 - 36 months	\$ 4,224	\$ 50,688	\$ 24.37
	37-48 months	\$ 4,436	\$ 53,232	\$ 25.59
	49-60+ months	\$ 4,658	\$ 55,896	\$ 26.87
<u>Support Specialist</u>	1-12 months	\$ 4,421	\$ 53,052	\$ 25.51
	13-24 months	\$ 4,643	\$ 55,716	\$ 26.79
	25 - 36 months	\$ 4,876	\$ 58,512	\$ 28.13
	37-48 months	\$ 5,120	\$ 61,440	\$ 29.54
	49-60+ months	\$ 5,376	\$ 64,512	\$ 31.02
<u>Executive Assistant</u>	1-12 months	\$ 5,721	\$ 68,652	\$ 33.01
	13-24 months	\$ 6,008	\$ 72,096	\$ 34.66
	25 - 36 months	\$ 6,309	\$ 75,708	\$ 36.40
	37-48 months	\$ 6,625	\$ 79,500	\$ 38.22
	49-60+ months	\$ 6,957	\$ 83,484	\$ 40.14
<u>Payroll Analyst</u>	1-12 months	\$ 5,261	\$ 63,132	\$ 30.35
	13-24 months	\$ 5,525	\$ 66,300	\$ 31.88
	25 - 36 months	\$ 5,802	\$ 69,624	\$ 33.47
	37-48 months	\$ 6,093	\$ 73,116	\$ 35.15
	49-60+ months	\$ 6,398	\$ 76,776	\$ 36.91
<u>Senior Accountant</u>	1-12 months	\$ 6,828	\$ 81,936	\$ 39.39
	13-24 months	\$ 7,170	\$ 86,040	\$ 41.37
2.1% Market Adjustment	25 - 36 months	\$ 7,529	\$ 90,348	\$ 43.44
	37-48 months	\$ 7,906	\$ 94,872	\$ 45.61
	49-60+ months	\$ 8,302	\$ 99,624	\$ 47.90
<u>Fire Services Data Analyst</u>	1-12 months	\$ 6,499	\$ 77,988	\$ 37.49
	13-24 months	\$ 6,824	\$ 81,888	\$ 39.37
2.3% Market Adjustment	25 - 36 months	\$ 7,166	\$ 85,992	\$ 41.34
	37-48 months	\$ 7,525	\$ 90,300	\$ 43.41
	49-60+ months	\$ 7,902	\$ 94,824	\$ 45.59

Annual Hours 2,080

Deferred Comp

No match required	\$150/month	\$1,800/annual
Match required	\$100/month	\$1,200/annual

Longevity Schedule

Completion of 5 years	2% of current salary
Completion of 10 years	4% of current salary
Completion of 15 years	6% of current salary
Completion of 20 years	8% of current salary
Completion of 25 years	10% of current salary
Completion of 30 years	12% of current salary

Medical Cap: \$2,084/mo January - March
HRA/VEBA: \$4600/annual

Initials	Reviewed By	Date
_____	Fire Chief	_____
_____	Shop Steward	_____
_____	HR Director	_____
_____	Chairman Brd	_____



Board Meeting Agenda Item Summary

Agenda Date: December 27, 2021

Item Title: Journeyman Mechanic Eligibility List

Attachments: Journeyman Mechanic Eligibility List

Submitted by: Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion to approve the Journeyman Mechanic Eligibility List effective through December 27, 2023.

Attached please find the Journeyman Mechanic Eligibility List for Board approval and acknowledgement by the Fire Chief. Thank you.

FINANCIAL IMPACT:

N/A



JOURNEYMAN MECHANIC ELIGIBILITY LIST

December 27, 2021

After completion of a written exam, skills assessment, oral board and Chief's interview, evaluation scores reflect the following standings:

Candidate
Githens, Mitchell
Dickson, Adam
Nylander, Keith

This eligibility list will be in effect through December 27, 2023.

Dustin Morrow
Fire Chief



Board Meeting Agenda Item Summary

Agenda Date	December 27, 2021
Item Title:	Revised Policies 340, 341 & 345
Attachments:	Redlined Policies 340, 341 & 345
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To approve the revised Policies 340 (FLSA Exempt, Non-Represented, Non-Uniformed Employees Common Benefits), 341 (FLSA Non-Exempt, Non-Represented, Non-Uniformed Employees Common Benefits) and 345 (FLSA Exempt, Non-Represented, Uniformed Employees Common Benefits)..

Please see the attached revised policies.

The summary of changes are as follows:

- Clarification on annual limits of vacation eligible to carryover
- Addition of the Juneteenth holiday
- Revision of payment occurrence for employees waiving medical coverage (from annual to monthly)

Chief Morrow and I will be at the meeting on December 27th to review the proposed changes and answer any questions you may have.

Thank you.

FINANCIAL IMPACT:

Budgeted into 2022 Budget



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 340

SUBJECT: FLSA Exempt, Non-Represented, Non-Uniformed Employees Common Benefits

EFFECTIVE DATE: January 1, ~~2021~~2022

OWNER: Human Resources

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS:

Form 340.A Buy-Out Election Results

INTENT:

This policy is intended to be a source of information and a general statement of the Employer's personnel policies and procedures applicable to Non-Uniformed Exempt Employees. It summarizes some of the standard benefits that Non-Uniformed Exempt Employees may receive and some of the duties and responsibilities expected by CPFR. If there is a special provision applicable to a particular benefit or program, it will be noted in the individual Personal Services Contract (employment agreement).

1.0 DEFINITIONS

- 1.1. **Accrual:** Accumulation of leave over time.
- 1.2. **HRA:** Health Reimbursement Arrangement is an IRS-approved, employer-funded, tax advantaged health benefit used to reimburse employees for out-of-pocket medical expenses.
- 1.3. **VEBA:** A Voluntary Employees' Beneficiary Association (VEBA) is a tax-exempt, irrevocable Trust under Section 501 (c)(9) of the Internal Revenue Code. This type of trust is used as a vehicle for employers to fund Health Reimbursement Accounts (HRA).
- 1.4. **Grievance:** An official statement of a complaint over something believed to be wrong or unfair.
- 1.5. **PERC:** The Public Employee Relations Commission (PERC) is the state agency with jurisdiction over public sector labor relations and collective bargaining, which assists parties in resolving labor-management disputes.

2.0 POLICIES

- 2.1 This FLSA Exempt, Non-Represented, Non-Uniformed Employees Policy ("Policy") covers the following CPFR positions: Finance Director, Human Resources Director, Senior Human Resources Analyst, Human Resources Analyst, Information

Technology Director and C.A.R.E.S. Manager. CPFR may in the future add additional positions that are subject to this Policy. Officers and employees covered by this Policy are collectively referenced as “Exempt Employees.”

Exempt Employees are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual’s employment agreement prevails over this Policy.

- 2.2 Benefits or programs in an individual’s employment agreement that will remain separate from this Policy and may be included in such an agreement are:

Agreement
Purpose and Intent
Duties
Term
Termination – Resignation
Salary – Including CPI
Miscellaneous

The above list is not exclusive and each agreement remains subject to the mutual agreement of both CPFR and an employee.

3.0 PROCEDURES

3.1 Hours of Work.

Exempt employees, by the nature of their work, and/or responsibilities, are exempt from state and federal wage and salary (e.g. overtime) rules. Employees are generally assigned to work a standard business week, forty (40) hours per week, Monday through Friday, 8:00 am to 5:00 pm, including a one (1) hour lunch period, but may work a flexible schedule with supervisor approval. It is recognized that exempt employees are required to spend additional time over and above their regular work week engaged in activities for CPFR.

3.2 Salary.

3.2.1 The salaries for employees are fixed in the individual employment agreements between an employee and CPFR. Such salary is within the discretion of the Board of Fire Commissioners.

2.2.1.1 Except as otherwise provided, the salary for exempt employees will generally be based on a salary schedule consisting of five (5) steps (A through E), with a fixed 5% differential between steps starting from the base step.

2.2.1.2 New employees will start at the “A” step in the schedule unless otherwise determined by the Chief and Board.

2.2.1.3 Each step is for a period of one (1) year, unless otherwise determined by the Chief and Board.

2.2.1.4 This salary step schedule will be identified in individual employment agreements as Appendix “A”.

3.2.2 Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget

process. A market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.

3.3 Vacation Accrual and Usage.

- 3.3.1 The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in 3.3.3. ~~Vacation accrued during the first year of employment may not be taken until completion of the first year unless special approval from the Fire Chief is obtained.~~

Years of Service	Annual Accrual	Months Covered	Monthly Accrual	Carry-Over Limit
1 year of service	80 hours	1-12 months	6.67 hours	260 hours
2 – 5 years	120 hours	13-60 months	10.00 hours	340 hours
6 – 10 years	160 hours	61-120 months	13.34 hours	420 hours
11 – 14 years	180 hours	121-168 months	15.00 hours	460 hours
15 – 19 years	200 hours	169-228 months	16.67 hours	500 hours
20 – 24 years	265 hours	229-288 months	22.09 hours	630 hours
25+ years	280 hours	289+ months	23.34 hours	660 hours

- 3.3.2 The Fire Chief and Board of Fire Commissioners may place a newly hired Exempt Employee anywhere on the vacation schedule as determined by their experience and qualifications.

- 3.3.3 In recognition of the extended hours of work that is required of exempt employees, an additional fifty (50) hours of leave will be credited to an employee's vacation accrual each January 1.

3.4 Sick leave Accrual and Usage.

- 3.4.1 Employees shall accrue sick leave hours at the rate of ten (10) hours for each full month of service. Maximum sick leave accrual bank is 1560 hours.
- 3.4.2 CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and will be treated as regular income (e.g. subject to income taxes). Upon retirement, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours.
- 3.4.3 CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to Policy 211 and 214 for specific information.

3.5 Holidays.

- 3.5.1 Employees shall be awarded 112 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to fifty six (56) hours each year, in lieu of holidays worked. This will be paid in November of each year.

3.5.2 The business offices of CPFR will be closed to the public on the following Washington State legal holidays:

New Year's Day	January 1
Martin Luther King Jr's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19th</u>
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day Following Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25

3.5.3 If the Washington State legal holiday falls on a Saturday, employees will normally be granted Friday off for the holiday. If the Washington State legal holiday falls on a Sunday, employees will normally be granted Monday off for the holiday.

3.6 **Bereavement Leave.**

3.6.1 In the event of a death in the immediate family of an employee, the employee shall be granted up to 24 hours off with pay. An additional 16 hours off with pay will be granted for out of state travel.

3.6.2 Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse.

3.7 **Longevity.**

3.7.1 CPFR pays additional compensation based on longevity, on a monthly basis according to the following schedule:

5 – 9 years (61 – 120 months) of employment =	2% of current salary
10 – 14 years (121 – 180 months) of employment =	4% of current salary
15 – 19 years (181 – 240 months) of employment =	6% of current salary
20 – 24 years (241 – 300 months) of employment =	8% of current salary
25 – 29 years (301 – 360 months) of employment =	11% of current salary
30+ years (361+ months) or employment =	13% of current salary

3.8 **Medical, Dental, Vision and Life Insurance Coverage.**

3.8.1 Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2021. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2021. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.

- 3.8.2 The amount the District will pay for benefits will be increased in 2022 and 2023 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.
 - 3.8.3 Employees may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$4,000 annually, ~~paid out as a lump sum on the paycheck paid in November, or~~ 1/12 monthly, as an additional benefit for the employee.
- 3.9 Health Reimbursement Account.**
- 3.9.1 CPFR contributes annually to a HRA/VEBA account in the amount of \$4,000 to help offset out of pocket costs to the employee due to enrollment in a high deductible medical/vision coverage plan. Funds will be frontloaded into the HRA on or before January 5 of each year. It is understood that at year end, any remaining funds will be rolled directly into a HRA/VEBA for the benefit of the employee.
 - 3.9.2 Employees covered under this policy will vote annually on how to distribute leave buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 340.A in the last quarter of the preceding year.
- 3.10 Retirement.**
- 3.10.1 Employees covered under this policy are enrolled in State of Washington Department of Retirement System Plans as appropriate, with employer/employee contributions.
- 3.11 Clothing Allowance.**
- 3.11.1 CPFR will provide two (2) shirts with the CPFR emblem when approved by the Deputy Chief on an as needed basis.
- 3.12 Wellness Program.**
- 3.12.1 Employees will be provided 30 minutes each work day for exercise fitness.
- 3.13 Professional Development.**
- 3.13.1 If approved, employees may attend schools, seminars, conferences, workshops, and CPFR shall pay reasonable expenses incurred in accordance with the general policy of CPFR regarding reimbursement of expenses.
- 3.14 Professional and Civic Club Memberships.**
- 3.14.1 The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the Board, the employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all

membership-related expenses including dues and assessments.

3.15 Grievance Procedures.

- 3.15.1 The purpose of this procedure is to provide an orderly method of resolving all disputes involving interpretation of this Policy or the employment agreement between CPFR and an employee. This procedure shall not be used to change, add to, delete provisions of an employment agreement, or in any other way modify this Policy. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of CPFR as a result of the filing of a grievance.
- 3.15.2 An employee's failure to use the procedure in a timely manner shall constitute a full and complete waiver of the grievance. CPFR's failure to comply with time limits shall not constitute a waiver of defenses or acceptance of the employee's grievance, but permits the employee to advance the grievance to the next step of the grievance process. Any time limits in this grievance procedure may, however, be extended for stated periods of time by the appropriate parties by mutual agreement in writing; and the parties may, by mutual agreement, waive any step or steps in an effort to expedite the matter.
- 3.15.3 STEP ONE. The aggrieved employee shall meet with his/her Supervisor within fourteen (14) calendar days of the knowledge of the alleged grievance, to attempt to resolve the difference at that level.
- 3.15.4 STEP TWO. In the event the grievance is not resolved at Step One the aggrieved party shall reduce the grievance to written form which shall include the following: (1) statement of the grievance and relevant facts; (2) specific provisions of the agreement violated, if any; (3) remedy sought. The grievance, in written form shall be filed with the Fire Chief, or the Fire Chief's designee within seven (7) calendar days after the Step One meeting with his/her supervisor. The Fire Chief, or the designee, shall conduct an investigation and shall notify the aggrieved employee in writing of the decision and the reasons therefore, within seven (7) calendar days after receipt of the written grievance.
- 3.15.5 STEP THREE. If the aggrieved employee is dissatisfied with the Step Two decision, the aggrieved employee may appeal to the Board of Commissioners. The request for review shall be filed in writing, with the CPFR District Secretary or in the absence of the CPFR District Secretary, with any member of the Board of Commissioners within seven (7) calendar days after completion of Step Two. The Board of Commissioners shall conduct an informal hearing within twenty-one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved employee.
- 3.15.6 STEP FOUR. In the event the grievance is not satisfactorily settled at Step Three, the aggrieved employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual

agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3-arbitrators submitted by each of the parties to the grievance.

- 3.15.7 The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
 - 3.15.8 Each party shall initially bear the cost of presenting his/her own case.
 - 3.15.9 The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
 - 3.15.10 If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.
- 3.16 **Indemnification.**
- 3.16.1 CPFR shall in all cases provide competent legal counsel of its choosing, to defend employees when the employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
 - 3.16.2 Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an employee for the following situations:
 - 3.16.2.1 In civil matters, where employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the employee shall not have acted in good faith and in the reasonable belief that the employee's action was in the best interest of CPFR.
 - 3.16.2.2 In criminal matters, where employee is the defendant or complaining party.
 - 3.16.3 Nothing in Section 3.16 shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in Section 3.16 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
 - 3.16.4 The rights provided for in Section 3.16 shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

4.0 REFERENCE

4.1 Appendix "A"



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 341

SUBJECT: Non-Exempt, Non-Represented, Non-Uniformed Employees Common Benefits

EFFECTIVE DATE: January 1, ~~2021~~2022

OWNER: Human Resources

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS:
N/A

INTENT:

This policy is intended to be a source of information and a general statement of the Employer's personnel policies and procedures applicable to Non-Exempt, Non-Represented, Non-Uniformed Employees. It summarizes some of the standard benefits that these employees may receive and some of the duties and responsibilities expected by CPFR. If there is a special provision applicable to a particular benefit or program, it will be noted in the individual Personal Services Contract (employment agreement).

1.0 DEFINITIONS

- 1.1. **Accrual:** Accumulation of leave over time.
- 1.2. **HRA:** Health Reimbursement Arrangement is an IRS-approved, employer-funded, tax advantaged health benefit used to reimburse employees for out-of-pocket medical expenses.
- 1.3. **VEBA:** A Voluntary Employees' Beneficiary Association (VEBA) is a tax-exempt, irrevocable Trust under Section 501 (c)(9) of the Internal Revenue Code. This type of trust is used as a vehicle for employers to fund Health Reimbursement Accounts (HRA).
- 1.4. **Grievance:** An official statement of a complaint over something believed to be wrong or unfair.
- 1.5. **PERC:** The Public Employee Relations Commission (PERC) is the state agency with jurisdiction over public sector labor relations and collective bargaining, which assists parties in resolving labor-management disputes.

2.0 POLICIES

- 2.1 This FLSA Non-Exempt, Non-Represented, Non-Uniformed Employees Policy ("Policy") covers the following CPFR positions: Central Stores Manager/Purchasing

Agent and Main Runner. CPFR may in the future add additional positions that are subject to this Policy.

Non-Exempt, Non-Represented, Non-Uniformed Employees are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual's employment agreement prevails over this Policy.

- 2.2 Benefits or programs in an individual's employment agreement that will remain separate from this Policy and may be included in such an agreement are:

Agreement
Purpose and Intent
Duties
Term
Termination – Resignation
Salary – Including CPI
Miscellaneous

The above list is not exclusive and each agreement remains subject to the mutual agreement of both CPFR and an employee.

3.0 PROCEDURES

3.1 Hours of Work.

Normal working hours will be forty (40) hours per week, Monday through Friday, from 8:00 am to 5:00 pm excluding an unpaid lunch period. With supervisor approval, this schedule may be adjusted to meet the needs of the District.

3.2 Compensatory Time/Overtime.

3.2.1 Hours worked above and beyond the normal scope of a work day in order to achieve the objectives of the District will be paid with compensatory time at 1.5 x hours worked, or overtime at 1.5 x hourly rate of the employee.

3.2.2 A comp time bank cap is set at 48 hours.

3.2.3 If compensatory time is elected, employees may elect to cash out compensatory time on a monthly basis. Any unused compensatory time will be cashed out annually by December 31.

3.2.4 Approval to work these hours must be approved by the Supervisor or the Fire Chief.

3.3 Salary.

2.3.1 The salaries for employees are fixed in the individual employment agreements between an employee and CPFR. Such salary is within the discretion of the Board of Commissioners.

2.3.2 The salary for employees covered under this policy will be based on a salary schedule consisting of five (5) steps (A through E), with a fixed 3% differential between steps.

2.3.3 New employees shall start at the "A" step in the schedule unless otherwise determined by the Chief and Board.

2.3.4 Each step is for a period of one (1) year, unless otherwise determined by the Chief and Board.

2.3.5 Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. A market wage survey may include smaller cities, regional fire authorities and Fire Districts with similar positions, responsibilities and workloads.

3.4 **Vacation Accrual and Usage.**

3.4.1 The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years accrual. ~~Vacation accrued during the first year of employment may not be taken until completion of the first year unless special approval from the Fire Chief is obtained.~~

Years of Service	Annual Accrual	Months Covered	Monthly Accrual	<u>Carry-Over Limit</u>
1 year of service	80 hours	1-12 months	6.67 hours	<u>160 hours</u>
2 – 5 years	120 hours	13-60 months	10.00 hours	<u>240 hours</u>
6 – 10 years	160 hours	61-120 months	13.34 hours	<u>320 hours</u>
11 – 14 years	180 hours	121-168 months	15.00 hours	<u>360 hours</u>
15 – 19 years	200 hours	169-228 months	16.67 hours	<u>400 hours</u>
20 – 24 years	265 hours	229-288 months	22.09 hours	<u>530 hours</u>
25+ years	280 hours	289+ months	23.34 hours	<u>560 hours</u>

3.4.2 The Fire Chief and Board of Fire Commissioners may place a newly hired employee anywhere on the vacation schedule as determined by their experience and qualifications.

3.5 **Sick leave Accrual and Usage.**

3.5.1 Employees shall accrue sick leave hours at the rate of ten (10) hours for each full month of service. Maximum sick leave accrual bank is 1,560 hours.

3.5.2 CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and will be treated as regular income (e.g. subject to income taxes). Upon retirement, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours.

3.5.3 CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to Policy 211 and 214 for specific information.

3.6 **Holidays.**

3.3.1 Employees shall be awarded 112 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to fifty-six (56) hours each year, in lieu of holidays worked. This will be paid in November of each year.

3.6.2 The business offices of CPFR will be closed to the public on the following

Washington State legal holidays:

New Years Day	January 1
Martin Luther King Jr's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
<u>Juneteenth</u>	<u>June 19th</u>
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day Following Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25

3.6.3 If the Washington State legal holiday falls on a Saturday, employees will normally be granted Friday off for the holiday. If the Washington State legal holiday falls on a Sunday, employees will normally be granted Monday off for the holiday.

3.7 **Bereavement Leave.**

3.7.1 In the event of a death in the immediate family of an employee, the employee shall be granted up to 24 work hours off with pay. An additional 16 hours off with pay will be granted for out of state travel.

3.7.2 Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse.

3.8 **Emergency Leave.**

3.8.1 In the event of an emergency in the immediate family of the employee that requires the presence of the employee, the employee shall be granted immediate leave with pay, with leave time being deducted from the employee's appropriate accrued leave.

3.8.1.1 The employee shall return to work within two hours or call the Supervisor to give an update on the situation.

3.8.1.2 "Emergency" is defined as an event sudden in onset and unexpected, and which demands immediate action by the employee.

3.9 **Longevity.**

3.9.1 CPFR pays additional compensation based on longevity, on a monthly basis according to the following schedule:

5 – 9 years (61 – 120 months) of employment =	2% of current salary
10 – 14 years (121 – 180 months) of employment =	4% of current salary
15 – 19 years (181 – 240 months) of employment =	6% of current salary
20 – 24 years (241 – 300 months) of employment =	8% of current salary
25 – 29 years (301 – 360 months) of employment =	11% of current salary

30+ years (361+ months) of employment = 13% of current salary

3.10 Medical, Dental, Vision and Life Insurance Coverage.

3.10.1 Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2021. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2021. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.

3.10.2 The amount the District will pay for benefits will be increased in 2022 and 2023 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.

3.10.3 Employees may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$4,000 annually, ~~paid out as a lump sum on the paycheck paid in November, or~~ 1/12 monthly, as an additional benefit for the employee.

3.11 Health Reimbursement Account.

3.11.1 CPFR contributes annually to a HRA/VEBA account in the amount of \$4,000 to help offset out of pocket costs to the employee due to enrollment in a high deductible medical/vision coverage plan. Funds will be frontloaded into the HRA on or before January 5 of each year. It is understood that at year end, any remaining funds will be rolled directly into a HRA/VEBA for the benefit of the employee.

3.12 Retirement.

3.12.1 Employees covered under this policy are enrolled in State of Washington Department of Retirement System Plans as appropriate, with employer/employee contributions

3.13 Clothing Allowance.

3.13.1 CPFR will provide two (2) shirts with the CPFR emblem when approved by the Deputy Chief on an as needed basis.

3.14 Wellness Program.

3.14.1 Employees will be provided 30 minutes each work day for exercise fitness.

3.15 Professional Development.

3.15.1 If approved, employees may attend schools, seminars, conferences, workshops, and CPFR shall pay reasonable expenses incurred in accordance with the general policy of CPFR regarding reimbursement of expenses.

3.16 Grievance Procedures.

3.16.1 The purpose of this procedure is to provide an orderly method of resolving

all disputes involving interpretation of this Policy or the employment agreement between CPFR and an employee. This procedure shall not be used to change, add to, or delete provisions of an employment agreement, or in any other way modify this Policy. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of CPFR as a result of the filing of a grievance.

- 3.16.2 An employee's failure to use the procedure in a timely manner shall constitute a full and complete waiver of the grievance. CPFR's failure to comply with time limits shall not constitute a waiver of defenses or acceptance of the employee's grievance, but permits the employee to advance the grievance to the next step of the grievance process. Any time limits in this grievance procedure may, however, be extended for stated periods of time by the appropriate parties by mutual agreement in writing; and the parties may, by mutual agreement, waive any step or steps in an effort to expedite the matter.
- 3.16.3 STEP ONE. The aggrieved employee shall meet with his/her Supervisor within fourteen (14) calendar days of the knowledge of the alleged grievance, to attempt to resolve the difference at that level.
- 3.16.4 STEP TWO. In the event the grievance is not resolved at Step One the aggrieved party shall reduce the grievance to written form which shall include the following: (1) statement of the grievance and relevant facts; (2) specific provisions of the agreement violated, if any; (3) remedy sought. The grievance, in written form shall be filed with the Fire Chief, or the Fire Chief's designee within seven (7) calendar days after the Step One meeting with his/her supervisor. The Fire Chief, or the designee, shall conduct an investigation and shall notify the aggrieved employee in writing of the decision and the reasons therefore, within seven (7) calendar days after receipt of the written grievance.
- 3.16.5 STEP THREE. If the aggrieved employee is dissatisfied with the Step Two decision, the aggrieved employee may appeal to the Board of Commissioners. The request for review shall be filed in writing, with the CPFR District Secretary or in the absence of the CPFR District Secretary, with any member of the Board of Commissioners within seven (7) calendar days after completion of Step Two. The Board of Commissioners shall conduct an informal hearing within twenty-one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved employee.
- 3.16.6 STEP FOUR. In the event the grievance is not satisfactorily settled at Step Three, the aggrieved employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3-arbitrators submitted by each of the parties to the grievance.

- 3.16.7 The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
 - 3.16.8 Each party shall initially bear the cost of presenting his/her own case.
 - 3.16.9 The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
 - 3.16.10 If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.
- 3.17 Indemnification.**
- 3.17.1 CPFR shall in all cases provide competent legal counsel of its choosing, to defend employees when the employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
 - 3.17.2 Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an employee for the following situations:
 - 3.17.2.1 In civil matters, where employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the employee shall not have acted in good faith and in the reasonable belief that the employee's action was in the best interest of CPFR.
 - 3.17.2.2 In criminal matters, where employee is the defendant or complaining party.
 - 3.17.2.3 Nothing in this Section 3.17 shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section 3.17 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
 - 3.17.3 The rights provided for in this Section 3.17 shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

4.0 REFERENCE

4.1 Appendix "A"



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 345

SUBJECT: Common Benefits for FLSA Exempt, Non-Represented, Uniformed Employees

EFFECTIVE DATE: January 1, ~~2021~~2022

OWNER: Human Resources

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS:

Form 345.A Buy-Out Election Results

INTENT:

This policy is intended to be a source of information and a general statement of the Employer's personnel policies and procedures applicable to Exempt Employees. It summarizes some of the standard benefits that Exempt Employees may receive and some of the duties and responsibilities expected by CPFR. If there is a special provision applicable to a particular benefit or program, it will be noted in the individual Personal Services Contract (employment agreement).

1.0 DEFINITIONS

- 1.1. **Accrual:** Accumulation of leave over time.
- 1.2. **HRA:** Health Reimbursement Arrangement is an IRS-approved, employer-funded, tax advantaged health benefit used to reimburse employees for out-of-pocket medical expenses.
- 1.3. **VEBA:** A Voluntary Employees' Beneficiary Association (VEBA) is a tax-exempt, irrevocable Trust under Section 501 (c)(9) of the Internal Revenue Code. This type of trust is used as a vehicle for employers to fund Health Reimbursement Accounts (HRA).
- 1.4. **Grievance:** An official statement of a complaint over something believed to be wrong or unfair.
- 1.5. **PERC:** The Public Employee Relations Commission (PERC) is the state agency with jurisdiction over public sector labor relations and collective bargaining, which assists parties in resolving labor-management disputes.

2.0 POLICIES

- 2.1. This FLSA Exempt, Non-Represented Employees Policy ("Policy") covers the following CPFR positions: Fire Chief and Deputy Fire Chiefs. CPFR may in the future add additional positions that are subject to this Policy. Officers and employees covered by this Policy are collectively referenced as "Exempt Employees."

- 2.2. Exempt Employees are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual's employment agreement prevails over this Policy.
- 2.3. Benefits or programs in an individual's employment agreement that will remain separate from this Policy and may be included in such an agreement are:

Agreement
Purpose and Intent
Duties
Term
Termination – Resignation
Salary – Including CPI
Miscellaneous

The above list is not exclusive and each agreement remains subject to the mutual agreement of both CPFR and an Exempt Employee.

3.0 PROCEDURES

3.1. Hours of Work

- 3.1.1. Exempt Employees, by the nature of their work, and/or responsibilities, are exempt from state and federal wage and salary (e.g. overtime) rules. Employees are generally assigned to work a standard business week, but may work a flexible schedule. It is recognized that Exempt Employees are required to spend additional time over and above their regular work week engaged in activities for CPFR.

3.2. Salary

- 3.2.1. The salaries for Exempt Employees are fixed in the individual employment agreements between an Exempt Employee and CPFR. Such salary is within the discretion of the Board of Fire Commissioners. This salary step schedule will be identified in individual employment agreements as Exhibit "A".
- 3.2.2. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. For Uniformed Exempt Employees, a market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.

3.3. Vacation Accrual and Usage

- 3.3.1. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in 3.3.3.~~Vacation accrued during the first year of employment may not be taken until completion of the first year unless special approval from the Fire Chief is obtained.~~

Years of Service	Annual Accrual	Months Covered	Monthly Accrual	Carry-Over Limit
1 year of service	80 hours	1-12 months	6.67 hours	260 hours
2 – 5 years	120 hours	13-60 months	10.00 hours	340 hours
6 – 10 years	160 hours	61-120 months	13.34 hours	420 hours
11 – 14 years	180 hours	121-168 months	15.00 hours	460 hours
15 – 19 years	200 hours	169-228 months	16.67 hours	500 hours
20 – 24 years	265 hours	229-288 months	22.09 hours	630 hours
25+ years	280 hours	289+ months	23.34 hours	660 hours

3.3.2. The Fire Chief and Board of Fire Commissioners may place a newly hired Exempt Employee anywhere on the vacation schedule as determined by their experience and qualifications.

3.3.3. In recognition of the extended hours of work that is required of Exempt Employees, an additional fifty (50) hours of leave will be credited to an employee's vacation accrual each January 1.

3.4. Sick leave Accrual and Usage

3.4.1. Exempt Employees shall accrue sick leave hours at the rate of ten (10) hours for each full month of service. Maximum sick leave accrual bank is 1,560 hours.

3.4.2. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and will be treated as regular income (e.g. subject to income taxes). Upon retirement, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours.

3.4.3. CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to Policy 211 and 214 for specific information.

3.5. Holidays

3.5.1. Exempt Employees shall be awarded 112 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to 112 hours each year, in lieu of holidays worked. This will be paid in November of each year.

3.5.2. The business offices of CPFR will be closed to the public on the following Washington State legal holidays:

New Years Day	January 1
Martin Luther King Jr's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19th</u>
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11

Thanksgiving Day	4 th Thursday in November
Day Following Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25

3.5.3. If the Washington State legal holiday falls on a Saturday, employees will normally be granted Friday off for the holiday. If the Washington State legal holiday falls on a Sunday, employees will normally be granted Monday off for the holiday.

3.5.4. It is understood that employees may choose to work on any holiday, with Chief approval.

3.6. **Bereavement Leave**

3.6.1. In the event of a death in the immediate family of an employee, the employee shall be granted up to 24 hours off with pay. An additional 16 hours off with pay will be granted for out of state travel.

3.6.2. Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse.

3.7. **Longevity**

3.7.1. CPFR pays additional compensation based on longevity, on a monthly basis according to the following schedule:

5– 9 years (61 – 120 months) of employment =	2% of current salary
10– 14 years (121 – 180 months) of employment =	4% of current salary
15 – 19 years (181 – 240 months) of employment =	6% of current salary
20 – 24 years (241 – 300 months) of employment =	8% of current salary
25 – 29 years (301 – 360 months) of employment =	11% of current salary
30+ years (361+ months) of employment =	13% of current salary

3.8. **Medical, Dental, Vision and Life Insurance Coverage**

3.8.1. Fire Chief - Full medical, vision and EAP insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2021. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2021. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.

3.8.1.1. The amount the District will pay for benefits will be increased in 2022 and 2023 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.

3.8.1.2. The Fire Chief may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR ~~contributes a lump sum of \$2,000 on the paycheck paid in November distributes an~~ additional amount of \$2,000 annually, paid out 1/12 monthly, as an additional benefit.

3.8.2. Deputy Fire Chief(s) – The same benefits provided to Uniformed 726 members shall be offered to the Deputy Chiefs.

3.8.2.1. The District will submit the contributions for these benefits pursuant to the “Deputy Chief Health and Welfare Benefits – Move to IAFF Local 726 Health and Welfare Trust” MOU

3.8.2.2. Increases for the 2022 plan year will follow the Agreement outlined in Section 2(A) of the “Healthcare Contract.”.

3.9. **Health Reimbursement Account**

3.9.1. Fire Chief –CPFR contributes annually to a HRA/VEBA account in the amount of \$4,000 to help offset out of pocket costs to the employee due to enrollment in a high deductible medical/vision coverage plan. Funds will be frontloaded into the HRA on or before January 5 of each year. At year end, any unused funds will remain in the HRA/VEBA for the benefit of the employee.

3.9.2. Deputy Fire Chief(s) – CPFR contributes annually to a HRA/VEBA account in the amount set in the “Healthcare Contract”

3.9.3. Employees covered under this policy will vote annually on how to distribute leave bank buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 345.A in the last quarter of the preceding year.

3.10. **Retirement**

3.10.1. Employees covered under this policy are enrolled in State of Washington Department of Retirement System Plans as appropriate, with employer/employee contributions.

3.11. **Clothing Allowance**

3.11.1. CPFR will provide one (1) Class A Fire District Uniform for use at special CPFR occasions. CPFR’s Quartermaster System will be available for other uniforms as needed.

3.12. **Wellness Program**

3.12.1. Employees will be provided 30 minutes each work day for exercise fitness.

3.13. **Professional Development**

3.13.1. If approved, Employees may attend schools, seminars, conferences, workshops, and CPFR shall pay reasonable expenses incurred in accordance with the general policy of CPFR regarding reimbursement of expenses.

3.14. **Professional and Civic Club Memberships**

3.14.1. The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of

the Board, the Employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all membership-related expenses including dues and assessments.

3.15. Grievance Procedures

- 3.15.1. The purpose of this procedure is to provide an orderly method of resolving all disputes involving interpretation of this Policy or the employment agreement between CPFR and an Exempt Employee. This procedure shall not be used to change, add to, or delete provisions of an employment agreement, or in any other way modify this Policy. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of CPFR as a result of the filing of a grievance.
- 3.15.2. An Employee's failure to use the procedure in a timely manner shall constitute a full and complete waiver of the grievance. CPFR's failure to comply with time limits shall not constitute a waiver of defenses or acceptance of the Employee's grievance, but permits the employee to advance the grievance to the next step of the grievance process. Any time limits in this grievance procedure may, however, be extended for stated periods of time by the appropriate parties by mutual agreement in writing; and the parties may, by mutual agreement, waive any step or steps in an effort to expedite the matter.
- 3.15.3. STEP ONE. The aggrieved Employee shall meet with his/her Supervisor within fourteen (14) calendar days of the knowledge of the alleged grievance, to attempt to resolve the difference at that level.
- 3.15.4. STEP TWO. In the event the grievance is not resolved at Step One the aggrieved party shall reduce the grievance to written form which shall include the following: (1) statement of the grievance and relevant facts; (2) specific provisions of the agreement violated, if any; (3) remedy sought. The grievance, in written form shall be filed with the Fire Chief, or the Fire Chief's designee within seven (7) calendar days after the Step One meeting with his/her supervisor. The Fire Chief, or the designee, shall conduct an investigation and shall notify the aggrieved Employee in writing of the decision and the reasons therefore, within seven (7) calendar days after receipt of the written grievance.
- 3.15.5. STEP THREE. If the aggrieved Employee is dissatisfied with the Step Two decision, the aggrieved Employee may appeal to the Board of Commissioners. The request for review shall be filed in writing, with the CPFR District Secretary or in the absence of the CPFR District Secretary, with any member of the Board of Commissioners within seven (7) calendar days after completion of Step Two. The Board of Commissioners shall conduct an informal hearing within twenty-one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of

Commissioners shall be transmitted, in writing, to the aggrieved Employee.

- 3.15.6. STEP FOUR. In the event the grievance is not satisfactorily settled at Step Three, the aggrieved Employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3- arbitrators submitted by each of the parties to the grievance.
- 3.15.7. The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
- 3.15.8. Each party shall initially bear the cost of presenting his/her own case.
- 3.15.9. The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- 3.15.10. If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.

3.16. Indemnification

- 3.16.1. CPFR shall in all cases provide competent legal counsel of its choosing, to defend Exempt Employees when the Employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of Employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless Exempt Employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an Exempt Employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
- 3.16.2. Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an Exempt Employee for the following situations:
 - 3.16.2.1 In civil matters, where Employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the Employee shall not have acted in good faith and in the reasonable belief that the Employee's action was in the best interest of CPFR.
 - 3.16.2.2 In criminal matters, where Employee is the defendant or complaining party.
- 3.16.3. Nothing in this Section 3.16 shall be construed to prohibit Employee from seeking additional legal counsel other than that provided by CPFR.

However, nothing in this Section 3.16 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.

- 3.16.4. The rights provided for in this Section 3.16 shall not be deemed exclusive of any other rights to which Employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.



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 17, 2021

Jordan Clark
[REDACTED]

Dear Jordan,

On behalf of Central Pierce Fire & Rescue and the citizens we serve; it is with great gratitude to write this letter of commendation that recognizes Jordan Clark for his exemplary performance on an EMS call that no doubt saved a woman's life. In the early morning hours of October 19th, 2021 Jordan worked as part of a team dispatched to a 57-year-old female in severe respiratory distress that was unconscious upon our arrival. He skillfully drew up IM Epi, Solumedrol, Duo-neb, mixed magnesium infusion, and set up for RSI all with minimal supervision. The great work that he did set the stage to resuscitate the patient prior to intubation and increased our teams efficiency. I am ecstatic to report that the patient walked out of the hospital four days later and is now home with her children.

Abraham Lincoln said it best "Next to creating a life, the finest thing a man can do is save one".

Sincerely,

A handwritten signature in black ink, appearing to read "S. Hudspeth".

Stephen Hudspeth, FF/Paramedic

CC: Personnel File
Board of Commissioners Packet



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November 17, 2021

Justin Nelson
[REDACTED]

Dear Justin,

On behalf of Central Pierce Fire & Rescue and the citizens we serve; it is with great gratitude to write this letter of commendation that recognizes Justin Nelson for his exemplary performance on an EMS call that no doubt saved a woman's life. In the early morning hours of October 19th, 2021 Justin worked as part of a team dispatched to a 57-year-old female in severe respiratory distress that was unconscious upon our arrival. He skillfully applied BVM ventilations in the home and continued after the patient was intubated. The great work that he did provided our care team enough time to resuscitate the patient prior to intubation. I am ecstatic to report that the patient walked out of the hospital four days later and is now home with her children.

Abraham Lincoln said it best "Next to creating a life, the finest thing a man can do is save one".

Sincerely,

A handwritten signature in black ink, appearing to be "SH", with a long, sweeping horizontal line extending to the right.

Stephen Hudspeth, FF/Paramedic

CC: Personnel File
Board of Commissioners Packet



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December 15, 2021

Bridgett Bone, Technical Support Specialist
[REDACTED]

Re: Virtual Private Network Implementation

Dear Bridgett,

Please accept this letter of recognition for your efforts and leadership with implementation of the Virtual Private Network (VPN) solution. At the end of August this year, software that had allowed the Information Technology Consortium agencies of Central Pierce Fire & Rescue, Graham Fire & Rescue, Key Peninsula Fire, and Gig Harbor Fire & Medic One the ability to work remotely went corrupt. The inability to work remotely negatively affected several divisions and administrative staff members as they attempted to complete time-sensitive work.

After collaboration and teamwork, a solution had been identified. Unprompted, you volunteered to organize, delegate, and initiate implementation planning for all 4 agencies. Your dedication to implement the solution in a timely manner shows your commitment to internal customer service and devotion to serve. Although you had circumstances outside of work that required great attention to detail, you did not miss a step in your planning and execution.

Your communication throughout the process has been thorough and detailed as you have updated the team and your supervisors on a regular basis. This is a great example of your leadership and professionalism. Please continue to support our team and our customers with your unique passion to serve as a Technical Support Specialist and informal leader on our team.

Thank you Bridgett for your dedication and commitment to compassionately serve.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennett Nielson", is written over a horizontal line.

Jennett Nielson
Interim Assistant Chief of I.T.

cc: Personnel File
Board of Commissioners Packet



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December 15, 2021

LT/PM Blue Best
[REDACTED]
[REDACTED]

Also sent to:

DFM Chris Lorenz

FF Wyatt Helley

PM Chad Bykerk

FF Dan Wilson

FF Merle Stephey

Dear Blue,

On behalf of Central Pierce Fire & Rescue, I want to commend you for your extraordinary care of the 51-year-old male cardiac arrest patient on November 10, 2021. On this day, 3 different agencies came together and performed flawlessly in an effort to save a gentleman that had gone into cardiac arrest from self-inflicted wrist lacerations.

Three officers from Puyallup PD, Jeff Bennett, Dave Temple and Mike Melzo, were the first to arrive on a call where the patient had cut his wrists and potentially still had a weapon. On arrival the officers found the patient just inside the front door, where he had collapsed with evidence of a significant amount of blood loss. The officers immediately applied bilateral tourniquets to the patients arms and began quality chest compressions.

E71 arrived on scene and upgraded the dispatch to a full code and then took over patient care. An i-gel was placed, IO access was obtained. The patient was found in a shockable rhythm and defibrillated multiple times. Deputy Fire Marshall/PM Chris Lorenz, who heard the upgraded dispatch to ALS and a full code, quickly responded to the scene to offer assistance, as he knew the additional crews were going to have an extended response time. East Pierce Fire & Rescue L113 arrived and seamlessly integrated into the scene by assisting with patient documentation and ongoing CPR efforts.

M729 arrived to take over care and transport of the patient. PM Bykerk quickly realized that this trauma code needed to be treated differently than the standard approach. Instead of transporting to the Trauma Hospital, PM Bykerk recognized this patient needed an immediate blood transfusion and the quickest way to get blood products was to transport the patient to Good Samaritan Hospital, just minutes away. The team worked together to get the patient packaged and began transport to Good Samaritan Hospital in just 7 minutes without sacrificing the quality of CPR. During transport the patient regained pulses and care was transferred to Good Samaritan staff and a blood transfusion was initiated.

The flawless coordination of care that took place among members of several different agencies is the reason this patient is on track to make a recovery. Your involvement as a team member on this unique call deserves to be acknowledged. Thank you for your commitment to the citizens of our community, your professionalism and sense of duty. Through your efforts you have given this gentleman the gift of a lifetime.

Sincerely,



Joe Bouchard, EMS Assistant Chief



Jesse Fox, EMS Captain

cc: Personnel File
Board of Commissioners Packet

Mission: Effectively Respond, Continuously Improve, Compassionately Serve



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December 15, 2021

Puyallup Police Department
ATTN: Officer Jeff Bennett
311 W. Pioneer Ave.
Puyallup, WA 98371

Also sent to:
Officer Dave Temple
Officer Mike Melzo

Dear Officer Bennett,

On behalf of Central Pierce Fire & Rescue, I want to commend you for your extraordinary care of the 51-year-old male cardiac arrest patient on November 10, 2021. On this day, 3 different agencies came together and performed flawlessly in an effort to save a gentleman that had gone into cardiac arrest from self-inflicted wrist lacerations.

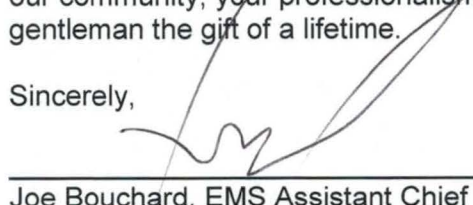
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Sincerely,


Joe Bouchard, EMS Assistant Chief


Jesse Fox, EMS Captain

cc: Board of Commissioners Packet

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December 15, 2021

East Pierce Fire & Rescue
ATTN: Fire Chief Parkinson
18421 Veterans Memorial Dr E
Bonney Lake, WA 98391

Dear Fire Chief Parkinson,

On behalf of Central Pierce Fire & Rescue, I want to commend your L113 crew for their extraordinary care of the 51-year-old male cardiac arrest patient on November 10, 2021. On this day, 3 different agencies came together and performed flawlessly in an effort to save a gentleman that had gone into cardiac arrest from self-inflicted wrist lacerations.

Three officers from Puyallup PD, Jeff Bennett, Dave Temple and Mike Melzo, were the first to arrive on a call where the patient had cut his wrists and potentially still had a weapon. On arrival the officers found the patient just inside the front door, where he had collapsed with evidence of a significant amount of blood loss. The officers immediately applied bilateral tourniquets to the patients arms and began quality chest compressions.

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Sincerely,


Joe Bouchard, EMS Assistant Chief


Jesse Fox, EMS Captain

cc: Board of Commissioners Packet

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