



CENTRAL PIERCE FIRE & RESCUE

BOARD OF COMMISSIONERS MEETING AGENDA

REVISED

Date: November 28, 2022

Place: In-Person / Headquarters -17520 – 22nd Ave E., Tacoma, WA
Virtual / (Visit www.centralpiercefirerescue.org for instructions to join webinar)

Time: 5:00 p.m.

Citizens attending virtually that wish to address the Board during Public Comment use the “raise hand” feature on the webinar. Statements or comments for the record may be submitted to aparamapoonya@centralpiercefirerescue.org by 4:00pm meeting day.

1. Call to Order

A. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

A. Pg. 1: Agenda

4. Pg. 3: Preventing Harassment, Discrimination, and Retaliation Training

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

6. Consent Agenda (Single Motion)

A. Excused Absences:

B. **Pg. 4:** Minutes: Regular Board Meeting of November 14, 2022

C. **Pg. 9:** Approval of:

Accounts Payable Warrants Numbered 58116 to 58117 totaling:	\$	3,615.90
Accounts Payable Warrants Numbered 58118 to 58162 totaling:	\$	299,623.53
Accounts Payable Warrants Numbered 58163 to 58163 totaling:	\$	66,718.15
Accounts Payable Warrants Numbered 58164 to 58196 totaling:	\$	84,955.19
GRAND TOTAL	\$	454,912.77

Pg. 27: For Informational Purposes Only - The following electronic payments totaling \$273,302.82 are included in the Warrants noted above:

- Accounts Payable EFT numbered 13670 to 13725 - \$234,186.68 (Included in A/P Warrant 58124)
- Accounts Payable EFT numbered 13726 to 13760 - \$39,116.14 (Included in A/P Warrant 58167)

7. Unfinished Business (Second Reading and Final Action)

8. New Business (First Reading)

A. **Pg. 48:** Resolution 22-12 - Dissolving Petty Cash, Change, & Advanced Travel Funds – FD Robacker



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

- B. **Pg. 50:** Board Policy 3.18 Receipting and Depositing Incoming Funds – FD Robacker
- 9. **Considerations and Requests**
 - A. **Pg. 65:** 2022-2024 726 Non-Uniformed 2022-2024 Collective Bargaining Agreement – HRD Washo
 - B. **Pg. 100:** Appendix A/2023 Salary Schedules for all Personnel – HRD Washo
 - C. **Pg. 109:** IT Consortium Space – Flash Cube Lease Agreement – Chief Morrow
- 10. **Staff, Local, Firefighter's Association and Fire Chief Reports**
 - A. **Pg. 146:** Finance – FD Robacker
 - B. **Pg. 157:** Logistics – AC Stueve
 - C. **Pg. 158:** Prevention & Education – AC Berdan
 - D. **Pg. 160:** Health & Safety – AC McKenzie
 - E. **Pg. 161:** Fire Chief – Chief Morrow
- 11. **Correspondence**
 - A. **Pg. 162:** Employee Recognition
- 12. **Commissioner Comments**
- 13. **Adjournment**



Board Meeting Agenda Item Summary

Agenda Date November 28, 2022

Item Title: Preventing Harassment, Discrimination and Retaliation Training

Attachments:

Submitted by: Stephanie Glass for Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Kristin Anger with Summit Law to present "Preventing Harassment, Discrimination and Retaliation" training.

FINANCIAL IMPACT:

N/A

**CENTRAL PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
November 14, 2022**

Chair Holm called the Regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order at District Headquarters – 17520 22nd Ave E., Tacoma at 5:00 p.m. A remote attendance option was available to the public. Present were Chair Holm, Commissioners Stringfellow, Willis, Coleman, and Mitchell, Ex-Officio Door, Chief Morrow, Deputy Chief Stueve, FD Robacker, HRD Washo, Assistant Chiefs Kent, Bouchard, and Benning, L726 President Aaron James, L726 Vice President Mike Auvil, and Executive Assistant Paramapoonya, recorder.

PLEDGE OF ALLEGIANCE

AC Benning led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)

No public comment.

CONSENT AGENDA (SINGLE MOTION)

A. Excused Absences:

B. Minutes: Regular Board Meeting of September 26, 2022

C. Approval of:

Accounts Payable Warrants Numbered 57885 to 57885 totaling:	\$	(2,159.44)
Accounts Payable Warrants Numbered 58059 to 58059 totaling:	\$	1,093.19
Accounts Payable Warrants Numbered 58059 to 58059 totaling:	\$	(1,093.19)
Accounts Payable Warrants Numbered 58060 to 58060 totaling:	\$	1,093.19
Accounts Payable Warrants Numbered 58061 to 58077 totaling:	\$	14,878.90
Accounts Payable Warrants Numbered 58078 to 58085 totaling:	\$	651,893.74
Accounts Payable Warrants Numbered 58086 to 58094 totaling:	\$	4,967,928.44
Net Payroll Warrants Numbered 107675 to 107678 totaling:	\$	17,243.26
Net Payroll Warrants Numbered 107679 to 107687 totaling:	\$	17,366.16
Accounts Payable Warrants Numbered 58095 to 58095 totaling:	\$	8,150.72
Accounts Payable Warrants Numbered 58096 to 58115 totaling:	\$	134,976.45
GRAND TOTAL	\$	5,811,371.42

Commissioner Willis moved and Commissioner Stringfellow seconded to approve the Consent Agenda with warrants totaling \$5,811,371.42. **MOTION CARRIED.**

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

A. Board Policy 3.04 District Change Funds

Chief Morrow reviewed Board Policy 3.04 District Change Funds. Staff received input and made minor edits to the format and content of the policy. Commissioner Coleman moved and

Commissioner Mitchell seconded to approve the second reading of Board Policy 3.04 District Change Funds as presented by Staff. **MOTION CARRIED.**

B. 2023 Budget

i. Resolution No. 22-08 – Regular Levy

Commissioner Mitchell moved and Commissioner Coleman seconded to approve Resolution No. 22-08 – Regular Levy. **MOTION CARRIED.**

ii. Resolution No. 22-09 – EMS Levy

Commissioner Stringfellow moved and Commissioner Willis seconded to approve Resolution No. 22-09 – EMS Levy. **MOTION CARRIED.**

iii. Resolution No. 22-10 – Benefit Charge

Commissioner Coleman moved and Commissioner Mitchell seconded to approve Resolution No. 22-10 – Benefit Charge. **MOTION CARRIED.**

iv. Resolution No. 22-11 – Budget Adoption & Levy Certification

Commissioner Mitchell moved and Commissioner Coleman seconded to approve Resolution No. 22-11 – Budget Adoption & Levy Certification. **MOTION CARRIED.**

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

No New Business

CONSIDERATIONS AND REQUESTS

A. 2022 Appendix A Revision – Creation of Community Health Worker

HRD Washo explained the salary range created for the new CARES position, based on the market study completed. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the Community Health Worker Pay Range effective November 14, 2022. **MOTION CARRIED.**

B. 2022 Appendix A Revision – Creation of Help Desk Supervisor

HRD Washo reviewed the salary range created for the new Help Desk Supervisor position, based on the market study completed. Commissioner Willis moved and Commissioner Coleman seconded to approve the Help Desk Supervisor Pay Range effective November 14, 2022. **MOTION CARRIED.**

C. Retro-active increase for 2022 for OPEIU and Non-Represented, Non-Uniformed Personnel

HRD Washo discussed the goal of aligning all personnel to the same CPI measurement and retroactively applying these changes. Commissioner Willis moved and Commissioner Mitchell seconded to approve the Revised Appendix A Salary Schedules, retroactive to January 1,

2022, for OPEIU and Non-Represented, Non-Uniformed Personnel. **MOTION CARRIED.**

D. 2023-2025 OPEIU Collective Bargaining Agreement

HRD Washo presented the redlined version of the OPEIU 2023-2025 Collective Bargaining Agreement for Board approval. Commissioner Mitchell moved and Commissioner Willis seconded to approve the 2023-2025 OPEIU Collective Bargaining Agreement. **MOTION CARRIED.**

E. Request to Exceed 10 Retirees Under Resolution 13-01

HRD Washo explained the requests from 11 employees to retire in 2023 which exceeds the limit within Resolution 13-01. Commissioner Willis moved and Commissioner Mitchell seconded to approve a one-time exception to Resolution 13-01 and allow all eleven (11) employees requesting to retire in 2023 to receive the benefits outlined in the resolution. **MOTION CARRIED.**

F. Retiree Medical Benefit – Annis-Levings

HRD Washo reviewed the request for a second exception to Resolution 13-01 regarding DFM Brian Annis-Levings. Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve two exceptions to Resolution 13-01 and allow DFM Brian Annis-Levings to retire effective February 28, 2023, and receive the benefits afforded under the resolution. **MOTION CARRIED.**

G. Revisions to 2023 Non-Represented Non-Uniformed Wage Increase

HRD Washo discussed the need to revise all existing personal contracts for non-uniformed personnel in order to support the goal of aligning all personnel to the same CPI measurement. Commissioner Willis moved and Commissioner Mitchell seconded to approve the proposal to revise all existing personal service contracts for non-uniformed personnel regarding 2023 wages to reflect 100% of the change in the Seattle/Tacoma/Bellevue CPI-W for the twelve (12) month period measuring June 2021 to June 2022 (with a minimum of three percent (3%) and a maximum of six percent (6%) increase). **MOTION CARRIED.**

H. Partial Lease Termination – Old Station 72

Chief Morrow explained the Partial Lease Termination Agreement regarding the Shaw Road Fire Station and the City of Puyallup. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the Fire Chief to sign, notarize, and execute the Partial Lease Termination Agreement, returning the Shaw Road Fire Station to the City of Puyallup. **MOTION CARRIED.**

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

The following divisions provided a written report in the packet:

- A. Human Resources/HRD Washo: Lateral and Entry Level Recruitment is ongoing. Chiefs interviews are next week.
- B. Training/AC Benning: AC Benning provided an update on the current academy. Thank you to Lt. McAfee, Lt. Kamke, and Rebecca Burke who have gone above and beyond to help make this academy successful.
- C. Field Operations/AC Kent: AC Kent discussed the November 3rd rescue. Our personnel did an outstanding job.
- D. EMS/AC Bouchard: AC Bouchard reviewed the 2021 non-traumatic cardiac arrests, and provided a sample report from the modems that were approved. Commissioner Willis thanked AC Bouchard for sharing the display and the stats.
- E. DC Operations/DC Stueve: DC Stueve provided an update on the SOC report. Armory tours will be available to the Board.
- F. Fire Chief's Report/Chief Morrow: Chief Morrow reviewed the letter from EPFR who has interest in collaboration. Chief provided an update on the DC of Admin position as well.

CORRESPONDENCE

- A. Letter of Appreciation: Chair Holm enjoyed seeing the letter of appreciation from a citizen.
- B. Employee Recognition: Chair Holm is extremely proud of this organization.

COMMISSIONER COMMENTS

Chair Holm: I am very proud of our people.

Vice Chair Stringfellow: I am very proud of our organization. It would be nice to see some type of indicator on our peer support team members' uniforms so others are aware of who to turn to. Also, I would like those involved in the rescue to receive recognition.

Commissioner Willis: In regard to the rescue, I couldn't be more proud of this organization. To those who provided the rescue, you showed your determination and your willingness to not give up. Great job.

Commissioner Coleman: I want to thank everybody for their hard work.

Commissioner Mitchell: Tonight we discussed a lot of very important business and we have a lot of positives coming our way. Keep up the good work to all of our personnel. Great job to Chief Morrow as well.

Ex-Officio Door: I will be traveling on city business tomorrow.

ADJOURNMENTS

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

The meeting adjourned at 5:50 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD

TANYA ROBACKER
DISTRICT SECRETARY

ARIEL PARAMAPOONYA
RECORDER

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Warrant Approval

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

<u>Issue Date</u>	<u>Warrant Numbers</u>	<u>Amount</u>
11/10/2022	AP00058116 - AP00058117	\$3,615.90
11/10/2022	AP00058118 - AP00058162	\$299,623.53
11/16/2022	AP00058163 - AP00058163	\$66,718.15
11/17/2022	AP00058164 - AP00058196	\$84,955.19
Total		\$454,912.77

Dustin Morrow
Fire Chief

Matt Holm
Chair

Steve Stringfellow
Commissioner

Rich Coleman
Commissioner

Bob Willis
Commissioner

Dale Mitchell
Commissioner

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058116	CHICTITL	CHICAGO TITLE	11/10/22	3,000.00	MW	IS	
AP CHK 00058117	RICEFERG	Rice Fergus Miller Inc	11/10/22	615.90	MW	IS	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	3,615.90	Number of Checks Processed:	2
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

G R A N D T O T A L 3,615.90

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/01/2022

End Date: 11/15/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
CHICAGO TITLE (CHICTITL)					
	111022	11/10/2022	3,000.00	152ND ST PROP EXT FEE #4 NOV	3016069422 56101
TOTAL FOR CHECK AP 00058116:			3,000.00		
RICE FERGUS MILLER (RICEFERG)					
	202008911001	10/06/2022	615.90	SEP STN73 ENVIRO ASSESSMENT	3017039422 54911
TOTAL FOR CHECK AP 00058117:			615.90		
REPORT TOTAL:			3,615.90		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058118	BIGJOHNS	Big John's Trophies Inc	11/10/22	34.74	MW	IS	
AP CHK 00058119	BLAZSTIT	BLAZING STITCHES	11/10/22	714.99	MW	IS	
AP CHK 00058120	WATA03160	Brad Watamura	11/10/22	110.46	MW	IS	
AP CHK 00058121	CALD12300	Brian Caldier	11/10/22	4,675.00	MW	IS	
AP CHK 00058122	FERR08150	BRIAN FERRIER	11/10/22	164.90	MW	IS	
AP CHK 00058123	BROOLUMB	Brookdale Lumber Inc	11/10/22	12.93	MW	IS	
AP CHK 00058124	CPFR	Central Pierce Fire & Rescu	11/10/22	235,840.25	MW	IS	
AP CHK 00058125	CHEVPUYA	CHEVROLET OF PUYALLUP	11/10/22	569.46	MW	IS	
AP CHK 00058126	CHMESITK	CHMELIK SITKIN & DAVIS PS	11/10/22	90.00	MW	IS	
AP CHK 00058127	CITYTACO	City of Tacoma, City Treasu	11/10/22	3,441.90	MW	IS	
AP CHK 00058128	COMCAST	COMCAST	11/10/22	521.80	MW	IS	
AP CHK 00058129	COSTWHOL	COSTCO Wholesale	11/10/22	120.00	MW	IS	
AP CHK 00058130	DMRECYCL	D M Recycling Co Inc	11/10/22	132.00	MW	IS	
AP CHK 00058131	ELMHMUTU	Elmhurst Mutual Power & Lig	11/10/22	587.40	MW	IS	
AP CHK 00058132	FIREPOLI	FIRE & POLICE SELECTION INC	11/10/22	19,797.50	MW	IS	
AP CHK 00058133	GALLS	Galls Incorporated	11/10/22	1,212.37	MW	IS	
AP CHK 00058134	GENSCO	GENSCO	11/10/22	135.20	MW	IS	
AP CHK 00058135	HEALMANA	Healthcare Management	11/10/22	116.60	MW	IS	
AP CHK 00058136	SOBO06010	JAMES SOBOLE	11/10/22	836.97	MW	IS	
AP CHK 00058137	JULIDOOOR	JULIE DOOR	11/10/22	80.82	MW	IS	
AP CHK 00058138	NYLA01010	KEITH NYLANDER	11/10/22	183.72	MW	IS	
AP CHK 00058139	KENTDBRU	Kent D Bruce Company LLC	11/10/22	2,352.90	MW	IS	
AP CHK 00058140	BERD04150	KEVIN BERDAN	11/10/22	533.28	MW	IS	
AP CHK 00058141	VANN09230	KIRK VAN NATTA	11/10/22	23.75	MW	IS	
AP CHK 00058142	LIGHUNIF	LIGHTHOUSE UNIFORMS	11/10/22	910.53	MW	IS	
AP CHK 00058143	MELANBUI	MELANIE BUI	11/10/22	553.09	MW	IS	
AP CHK 00058144	MONAMEDI	MONARCH MEDIA LLC	11/10/22	2,700.00	MW	IS	
AP CHK 00058145	MURRDISP	Murrey's Disposal	11/10/22	85.57	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00058146	PERFWARE	NPW HILLSBORO	11/10/22	161.95	MW	IS	
AP CHK 00058147	PCBUDGET	PC Budget and Finance	11/10/22	5,171.40	MW	IS	
AP CHK 00058148	SCHAL1230	PETER SCHAEFER	11/10/22	98.00	MW	IS	
AP CHK 00058149	PREMERBC	PREMERA BLUE CROSS	11/10/22	1,361.00	MW	IS	
AP CHK 00058150	PSENERGY	Puget Sound Energy	11/10/22	459.18	MW	IS	
AP CHK 00058151	SSTIREPU	S&S TIRE SERVICE INC	11/10/22	10,863.11	MW	IS	
AP CHK 00058152	FIEL04230	SCOTT FIELDMAN	11/10/22	57.06	MW	IS	
AP CHK 00058153	ANDE04300	SEAN ANDERSON	11/10/22	120.00	MW	IS	
AP CHK 00058154	SNURSEMI	SNURE LAW OFFICE PSC	11/10/22	275.00	MW	IS	
AP CHK 00058155	HUDS04230	STEPHEN HUDSPETH	11/10/22	283.66	MW	IS	
AP CHK 00058156	HOMEPRO	THE HOME DEPOT PRO	11/10/22	2,316.31	MW	IS	
AP CHK 00058157	UNITPARC	United Parcel Service	11/10/22	13.78	MW	IS	
AP CHK 00058158	USAA9800	USAA CLAIMS PNC	11/10/22	985.00	MW	IS	
AP CHK 00058159	VANCAUTO	VC DETAILING OF SOUTH HILL	11/10/22	373.95	MW	IS	
AP CHK 00058160	WASHSTAT	Washington State Patrol	11/10/22	401.00	MW	IS	
AP CHK 00058161	WATECOMP	Waterous Company	11/10/22	133.90	MW	IS	
AP CHK 00058162	COUR08040	WES COURTNEY	11/10/22	11.10	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	299,623.53	Number of Checks Processed:	45
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 299,623.53

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

Start Date: 01/01/2022

End Date: 11/15/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
BIG JOHN'S TROPHIES INC (BIGJOHNS)					
	150004	10/20/2022	34.74	door name plates	0012042254 53101
TOTAL FOR CHECK AP 00058118:			34.74		
BLAZING STITCHES (BLAZSTIT)					
	45809	09/16/2022	701.28	BLACK SNAP BACK HAT	0012042254 52011
	46084	10/31/2022	13.71	SHIPPING / HATS	0012042254 52011
TOTAL FOR CHECK AP 00058119:			714.99		
BRAD WATAMURA (WATA03160)					
	20223588B	11/04/2022	8.74	PRINTING EXPO/LODGING DIFF	0012302240 54311
	20223588B	11/04/2022	101.72	PRINTING EXPO/GROUND TRANSPORT	0012302240 54331
TOTAL FOR CHECK AP 00058120:			110.46		
BRIAN CALDIER (CALD12300)					
	102822	10/28/2022	4,675.00	07/2022-12/2022 TUITION REIMB	0012002210 54925
TOTAL FOR CHECK AP 00058121:			4,675.00		
BRIAN FERRIER (FERR08150)					
	072322-102522	10/25/2022	164.90	LEVY/EE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058122:			164.90		
BROOKDALE LUMBER INC (BROOLUMB)					
	436893	10/26/2022	12.93	61 BBQ PROPANE	0016012250 53141
TOTAL FOR CHECK AP 00058123:			12.93		
CHEVROLET OF PUYALLUP (CHEVPUYA)					
	402469	10/21/2022	547.56	FM17-1,PM SERVICE, AC RENEW	0016502265 54820
	720871	10/28/2022	164.49	BATTERY STOCK (CORRECTED INV)	0016502265 53143
	720976	11/05/2022	164.49	STOCK BATTERY 88866212	0016502265 53143
	CM7208081	10/28/2022	(307.08)	REVERSE INV 720808 OVERCHARGED	0016502265 53143
TOTAL FOR CHECK AP 00058125:			569.46		
CHMELIK SITKIN & DAVIS (CHMESITK)					
	112803	09/30/2022	90.00	SEPT - ELK PLAIN CROSSING	0012002210 54151
TOTAL FOR CHECK AP 00058126:			90.00		
CITY OF TACOMA, CITY TREASURER (CITYTACO)					
	91105175R	08/17/2022	2,294.60	AUG TRENCH RESCUE TRNG (3)	0013302685 54922
	91105304R	08/18/2022	1,147.30	AUG TRENCH RESCUE TRNG (3)	0013302685 54922
TOTAL FOR CHECK AP 00058127:			3,441.90		
COMCAST (COMCAST)					
	101722	10/17/2022	521.80	#8498350232177247 ARM BLDG	0012102215 54202
TOTAL FOR CHECK AP 00058128:			521.80		
COSTCO WHOLESALE (COSTWHOL)					
	102622	10/26/2022	120.00	'22 MEMBER RENEWAL 2 CARDS	0012002210 54901
TOTAL FOR CHECK AP 00058129:			120.00		
D M RECYCLING CO INC (DMRECYCL)					
	10736849S111	09/01/2022	66.00	#2111321880674 LOG CTR REC AUG	0016162250 54741
	10810647S111	10/01/2022	66.00	#2111321880674 LOG CTR REC SEP	0016162250 54741
TOTAL FOR CHECK AP 00058130:			132.00		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					

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

Start Date: 01/01/2022

End Date: 11/15/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	65-221026	10/26/2022	587.40	#65031 STN65 ELECTRICITY	0016052250 54731
TOTAL FOR CHECK AP 00058131:			587.40		
FIRE & POLICE SELECTION INC (FIREPOLI)					
	20496	10/20/2022	6,500.00	2nd half of Apparatus Operator	0012032213 54191
	20521	11/01/2022	8,300.00	1st half of Lieutenant Job	0012032213 54191
	20536	11/03/2022	4,997.50	1st Half of Recruitment Websit	0012032213 54191
TOTAL FOR CHECK AP 00058132:			19,797.50		
GALLS INCORPORATED (GALLS)					
	021358391	06/08/2022	407.00	ACADEMY BOOTS DANNER Lookout	0012352240 52011
	021358391	06/08/2022	18.33	SHIPPING / BOOTS	0012352240 52011
	022382964	10/13/2022	109.97	LOG LawPro CAR SEAT ORGANIZER	0012042254 53501
	022418604	10/18/2022	558.80	nomex pants	0012042254 52011
	022418604	10/18/2022	17.60	SHIPPING / PANTS	0012042254 52011
	022502143	10/26/2022	100.67	CHAPLIAN SHIRTS	0012042254 52011
TOTAL FOR CHECK AP 00058133:			1,212.37		
GENSCO (GENSCO)					
	855209526	11/03/2022	135.20	64 FILTER MERV8 14x24	0016042250 53141
TOTAL FOR CHECK AP 00058134:			135.20		
HEALTHCARE MANAGEMENT (HEALMANA)					
	060822-102522	10/25/2022	116.60	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058135:			116.60		
JAMES SOBOLE (SOBO06010)					
	20223692	10/25/2022	184.00	NOV6/UKG ASPIRE/PD/LASVEGAS	0012302240 54301
	20223692	10/25/2022	652.97	NOV6/UKG/LODGING/LASVEGAS	0012302240 54311
TOTAL FOR CHECK AP 00058136:			836.97		
JULIE DOOR (JULIDOO)					
	20223183B	11/03/2022	80.82	WFCA CONF/LODGING DIFF	0011001100 54311
TOTAL FOR CHECK AP 00058137:			80.82		
KEITH NYLANDER (NYLA01010)					
	20223553B	11/04/2022	19.25	MECH ACAD/LODGING DIFF	0012302240 54311
	20223553B	11/04/2022	25.60	MECH ACAD/RENTAL CAR DIFF	0012302240 54331
	20223553B	11/04/2022	88.87	MECH ACAD/AIRPORT PARKING	0012302240 54331
	20223553B	11/04/2022	50.00	MECH ACAD/AIRFARE DIFF	0012302240 54341
TOTAL FOR CHECK AP 00058138:			183.72		
KENT D BRUCE COMPANY LLC (KENTDBRU)					
	12390	11/07/2022	292.68	UV19-1 CHEVY VAN SEAT COVERS	0012042254 53501
	12390	11/07/2022	686.74	SC22-5 SEAT COVERS	0152049422 56401
	12390	11/07/2022	686.74	SC22-6 SEAT COVERS	0152309422 56401
	12390	11/07/2022	686.74	SC22-2 SEAT COVERS	0154009422 56401
TOTAL FOR CHECK AP 00058139:			2,352.90		
KEVIN BERDAN (BERD04150)					
	20223190B	11/03/2022	533.28	WFCA CONF/LODGING DIFF	0012002210 54311
TOTAL FOR CHECK AP 00058140:			533.28		
KIRK VAN NATTA (VANN09230)					

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	093022	10/15/2022	23.75	MILEAGE REIMB SEP17-SEP30	0013102260 54331
TOTAL FOR CHECK AP 00058141:			23.75		
LIGHTHOUSE UNIFORMS (LIGHUNIF)					
	A309210	11/02/2022	910.53	CLASS UNIFORM CHAPLAIN	0012042254 52011
TOTAL FOR CHECK AP 00058142:			910.53		
MELANIE BUI (MELANBUI)					
	071822-102522	10/25/2022	553.09	REFUND LEVY PATIENT	101340 34260
TOTAL FOR CHECK AP 00058143:			553.09		
MONARCH MEDIA LLC (MONAMEDI)					
	1003	11/01/2022	378.00	MONARCH MEDIA LLC CONTRACT	0012302240 54911
	1004	11/01/2022	1,512.00	MONARCH MEDIA LLC CONTRACT	0012302240 54911
	1005	11/01/2022	270.00	MONARCH MEDIA LLC CONTRACT	0012302240 54911
	1006	11/01/2022	540.00	MONARCH MEDIA LLC CONTRACT	0012302240 54911
TOTAL FOR CHECK AP 00058144:			2,700.00		
MURREY'S DISPOSAL (MURRDISP)					
	10859857S111	11/01/2022	85.57	expired meds & waste disposal	1013402680 54742
TOTAL FOR CHECK AP 00058145:			85.57		
PC BUDGET AND FINANCE (PCBUDGET)					
	CI321708R	09/21/2022	5,171.40	HR CONSULT MEETINGS/TRNG	0012032213 54191
TOTAL FOR CHECK AP 00058147:			5,171.40		
PERFORMANCE WAREHOUSE (PERFWARE)					
	1801532369	09/08/2022	161.95	MEGUIARS DETAILER HYPER-WASH,	0012052218 53198
TOTAL FOR CHECK AP 00058146:			161.95		
PETER SCHAEFER (SCHA11230)					
	409747	11/02/2022	98.00	NREMT/TEST FEE	0012302240 54922
TOTAL FOR CHECK AP 00058148:			98.00		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	110222	11/02/2022	9.60	OCT 2022 PAYTRACE FEE	0012012211 54191
	111022	11/10/2022	2.93	NOVEMBER 2022 NLEC	0012302240 52092
	111022	11/10/2022	82.29	NOVEMBER 2022 NLEC	0014002230 52092
	111022	11/10/2022	1,558.75	NOVEMBER 2022 NLEC	1013402680 52092
	111022B	11/10/2022	218,603.83	11/10/2022 AP EFTS	001 21110
	111022B	11/10/2022	574.53	11/10/2022 AP EFTS	015 21110
	111022B	11/10/2022	15,008.32	11/10/2022 AP EFTS	101 21110
TOTAL FOR CHECK AP 00058124:			235,840.25		
PREMERA BLUE CROSS (PREMERBC)					
	030622-102522	10/25/2022	66.00	INSURANCE OVERPAID	101340 34260
	121321-102522	10/25/2022	1,295.00	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058149:			1,361.00		
PUGET SOUND ENERGY (PSENERGY)					
	72-221014	10/14/2022	152.82	#220024114682 STN72 NAT GAS	0017022250 54701
	72-221014	10/14/2022	306.36	#220024114682 STN72 ELECTRIC	0017022250 54731
TOTAL FOR CHECK AP 00058150:			459.18		
S&S TIRE (SSTIREPU)					

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	1136412	11/07/2022	199.35	683, LUBE, OIL, FILTER, & SAFE	0016502265 54820
	1136716	10/28/2022	21.88	SC18-2 TIRE REPAIR/REPLACE	0016502265 54820
	1136849	10/31/2022	265.43	FL88-1 TIRE REPAIR (ONSITE)	0016502265 54820
	1136977	11/09/2022	131.96	GM18-1, LAWN MOWER TIRES	0016502265 54820
	1137028	11/03/2022	196.88	PE35-1, TWO DRIVE TIRE REPAIR	0016502265 54820
	1137042	11/05/2022	214.21	652 STUDDERED TIRE INSTALL	0016502265 54820
	1137043	11/05/2022	122.53	RV17-1 STUDDERED TIRE INSTALL	0016502265 54820
	1137068	11/05/2022	122.53	660 STUDDERED TIRE INSTALL	0016502265 54820
	1137075	11/07/2022	2,080.41	M15-2 NEW STUDDERED TIRES	0016502265 54820
	1137089	11/05/2022	279.85	M13-1 STUDDERED TIRE INSTALL	0016502265 54820
	1137091	11/07/2022	2,053.85	M22-2 NEW STUDDERED TIRES	0016502265 54820
	1137107	11/05/2022	279.85	M15-1 STUDDERED TIRE INSTALL	0016502265 54820
	1137121	11/07/2022	1,942.57	M22-1 NEW STUDDERED TIRES	0016502265 54820
	1137142	11/07/2022	279.85	M13-2 STUDDERED TIRE INSTALL	0016502265 54820
	1137155	11/07/2022	65.64	M17-3 TIRE DISPOSAL FEE	0016502265 54820
	1137156	11/07/2022	2,063.70	M17-1 REPLACE WINTER TIRES	0016502265 54820
	1137170	11/07/2022	52.51	M19-2 STUDDERED TIRES INSTALL	0016502265 54820
	1137206	11/08/2022	52.51	M19-3 STUDDERED TIRES INSTALL	0016502265 54820
	1137233	11/08/2022	164.10	M19-5 STUDDERED TIRES	0016502265 54820
	1137234	11/08/2022	164.10	M19-6 STUDDERED TIRES INSTALL	0016502265 54820
	1137265	11/09/2022	109.40	622 STUDDERED TIRE INSTALL	0016502265 54820
TOTAL FOR CHECK AP 00058151:			10,863.11		
SCOTT FIELDMAN (FIEL04230)					
	20223731	10/28/2022	57.06	DEC2/FIREOFFICER/MILEAGE/UNION	0012302240 54331
TOTAL FOR CHECK AP 00058152:			57.06		
SEAN ANDERSON (ANDE04300)					
	102622A	10/26/2022	120.00	ANDERSON DOT PHYSICAL REIMB.	0016502265 54171
TOTAL FOR CHECK AP 00058153:			120.00		
SNURE SEMINARS (SNURSEMI)					
	110122	11/01/2022	275.00	OCTOBER LEGAL FEES	0012002210 54151
TOTAL FOR CHECK AP 00058154:			275.00		
STEPHEN HUDSPETH (HUDS04230)					
	20223759	10/28/2022	283.66	OCT24/RESUSCITATION/LODGE/SEA	0012302240 54311
TOTAL FOR CHECK AP 00058155:			283.66		
THE HOME DEPOT PRO (HOMEPRO)					
	715437984	11/02/2022	34.28	WD-40, 12OZ (EACH)	0012052218 53198
	715437984	11/02/2022	108.11	GLASS CLEANER, FOAMING (EACH)	0012052218 53198
	715437984	11/02/2022	39.11	AEROSOL AIR FRESHENER (EACH)	0012052218 53198
	715437984	11/02/2022	46.27	DUST MOP HEAD, 36"x5" (EACH)	0012052218 53198
	715437984	11/02/2022	472.69	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	715437984	11/02/2022	125.18	DIVERSEY SPITFIRE SC POWER CLE	0012052218 53198
	715437984	11/02/2022	178.60	TOILET TISSUE, 2 PLY JUMBO (RO	0012052218 53198
	715437984	11/02/2022	185.20	WIPES, WYPALL (BOX)	0012052218 53198
	715437984	11/02/2022	49.72	SPONGE, SCRUBBING (EACH)	0012052218 53198
	715437984	11/02/2022	90.46	DISH SOAP, 1GAL (EACH)	0012052218 53198

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	715437984	11/02/2022	197.07	PAPER TOWELS, KITCHEN WHITE, P	0012052218 53198
	715437984	11/02/2022	229.06	LINER, 40x46 (1.25MIL) (BOX)	0012052218 53198
	715437992	11/02/2022	560.56	ICE AWAY ICE MELTER, 50LB (BOX)	0012052218 53198
TOTAL FOR CHECK AP 00058156:			2,316.31		
UNITED PARCEL SERVICE (UNITPARC)					
	5Y5731442	10/29/2022	13.78	FRT TO SHIP POLO'S	0012042254 54221
TOTAL FOR CHECK AP 00058157:			13.78		
USAA CLAIMS PNC (USAA9800)					
	120421-102522	10/25/2022	985.00	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058158:			985.00		
VANCOUR'S AUTO DETAILING (VANCAUTO)					
	107687	10/12/2022	373.95	646 VEH DETAIL	0016502265 54821
TOTAL FOR CHECK AP 00058159:			373.95		
WASHINGTON STATE PATROL (WASHSTAT)					
	FT230068	10/24/2022	401.00	OCT24 RICHARDSON REG/FO1 TRNG	0012302240 54921
TOTAL FOR CHECK AP 00058160:			401.00		
WATEROUS COMPANY (WATECOMP)					
	P2S1327002	10/27/2022	133.90	6" SCREEN INTAKE STOCK	0016502265 53143
TOTAL FOR CHECK AP 00058161:			133.90		
WES COURTNEY (COUR08040)					
	20223514B	10/28/2022	11.10	FIRE PREV CONF/CHELAN/LODGING	0014002230 54311
TOTAL FOR CHECK AP 00058162:			11.10		
REPORT TOTAL:			299,623.53		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
AP CHK 00058163	CPFR	Central Pierce Fire & Rescu	11/16/22	66,718.15	MW	IS			

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	66,718.15	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 66,718.15

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	111522	11/15/2022	48,768.27	Q3 2022 PAID SICK LEAVE	001	23148
	111522	11/15/2022	17,949.88	Q3 2022 PAID SICK LEAVE	101	23148
TOTAL FOR CHECK AP 00058163:			66,718.15			
REPORT TOTAL:			66,718.15			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058164	LAMB04260	AARON LAMB	11/17/22	3,325.00	MW	IS	
AP CHK 00058165	BROOLUMB	Brookdale Lumber Inc	11/17/22	276.41	MW	IS	
AP CHK 00058166	CENEHARV	Cenex Harvest States Inc	11/17/22	4.43	MW	IS	
AP CHK 00058167	CPFR	Central Pierce Fire & Rescu	11/17/22	39,116.14	MW	IS	
AP CHK 00058168	QWEST	Century Link	11/17/22	184.49	MW	IS	
AP CHK 00058169	COMCAST	COMCAST	11/17/22	20,424.30	MW	IS	
AP CHK 00058170	CYNTMCCO	CYNTHIA MCCORMACK	11/17/22	106.39	MW	IS	
AP CHK 00058171	DMRECYCL	D M Recycling Co Inc	11/17/22	503.58	MW	IS	
AP CHK 00058172	DEPTVETE	Department of Veterans Affa	11/17/22	240.00	MW	IS	
AP CHK 00058173	FIRGMUTU	Firgrove Mutual Water Compa	11/17/22	160.30	MW	IS	
AP CHK 00058174	FRUIMUTU	Fruitland Mutual Water Comp	11/17/22	437.58	MW	IS	
AP CHK 00058175	GALLS	Galls Incorporated	11/17/22	312.12	MW	IS	
AP CHK 00058176	VAN11030	GARY VAN LANDINGHAM	11/17/22	86.88	MW	IS	
AP CHK 00058177	FRAN10200	JONATHAN FRANZ	11/17/22	68.06	MW	IS	
AP CHK 00058178	WEST11300	JULIE WESTFALL	11/17/22	57.50	MW	IS	
AP CHK 00058179	KFHPWAOP	KFHP OF WA OPTIONS INC	11/17/22	300.27	MW	IS	
AP CHK 00058180	THADMART	LAW OFFICE OF THADDEUS P. M	11/17/22	5.00	MW	IS	
AP CHK 00058181	LUCEHEAL	LUCENT HEALTH	11/17/22	382.77	MW	IS	
AP CHK 00058182	MCLEHARD	McLendon Hardware	11/17/22	581.04	MW	IS	
AP CHK 00058183	MURRDISP	Murrey's Disposal	11/17/22	1,128.42	MW	IS	
AP CHK 00058184	PERFWARE	NPW HILLSBORO	11/17/22	644.53	MW	IS	
AP CHK 00058185	PARKLIGH	Parkland Light & Water Co.	11/17/22	1,916.48	MW	IS	
AP CHK 00058186	PCREFUSE	Pierce County Refuse	11/17/22	1,735.99	MW	IS	
AP CHK 00058187	PCSEWER	Pierce County Sewer	11/17/22	915.35	MW	IS	
AP CHK 00058188	PRINSOLU	PRINT SOLUTIONS INC	11/17/22	247.50	MW	IS	
AP CHK 00058189	PSENERGY	Puget Sound Energy	11/17/22	61.86	MW	IS	
AP CHK 00058190	REGEBSID	Regence Blue Shield of Idah	11/17/22	137.73	MW	IS	
AP CHK 00058191	SSTIREPU	S&S TIRE SERVICE INC	11/17/22	2,411.15	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
AP CHK 00058192	UNHEPITT	United Health Care	11/17/22	1,159.20	MW	IS			
AP CHK 00058193	UNITHEAL	United Healthcare	11/17/22	753.30	MW	IS			
AP CHK 00058194	VERIWIRE	Verizon Wireless	11/17/22	6,834.92	MW	IS			
AP CHK 00058195	WATECOMP	Waterous Company	11/17/22	38.50	MW	IS			
AP CHK 00058196	COUR08040	WES COURTNEY	11/17/22	398.00	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	84,955.19	Number of Checks Processed:	33
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	84,955.19		

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AARON LAMB (LAMB04260)					
	111522	11/15/2022	3,325.00	05/01/22-09/09/22 TUITION RMB	0012002210 54925
TOTAL FOR CHECK AP 00058164:			3,325.00		
BROOKDALE LUMBER INC (BROOLUMB)					
	437075	11/14/2022	12.93	61 BBQ PROPANE	0016012250 53141
	437083	11/15/2022	151.56	TC ALLEN 2X10X16 BEAM	0012302240 53501
	437083	11/15/2022	99.28	TC ALLEN 2X8/10 JOIST HANGER	0012302240 53501
	437097	11/15/2022	12.64	PROPANE 69	0016092250 53141
TOTAL FOR CHECK AP 00058165:			276.41		
CENEX HARVEST STATES INC (CENEHARV)					
	YALIC3054	09/15/2022	1.10	#124242 Q3 STN68 TANK LEASE	0016082250 54502
	YALIC3055	09/15/2022	1.11	Q3 SHOP TANK RENTAL	0016502265 54502
	YALIC3056	09/15/2022	1.11	Q3 STN72 TANK RENTAL	0017022250 54502
	YALIC3057	09/15/2022	1.11	Q3 TC TANK RENTAL	0016172250 54502
TOTAL FOR CHECK AP 00058166:			4.43		
COMCAST (COMCAST)					
	157142435	10/15/2022	13,980.66	CP OCT COMM CONNECTION	0012102215 54202
	157142435	10/15/2022	2,831.36	GH OCT COMM CONNECTION	0012182215 54202
	157142435	10/15/2022	3,612.28	GFR OCT COMM CONNECTION	0012202215 54202
TOTAL FOR CHECK AP 00058169:			20,424.30		
CYNTHIA MCCORMACK (CYNTMCCO)					
	060221-103122	10/31/2022	106.39	PATIENT OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058170:			106.39		
D M RECYCLING CO INC (DMRECYCL)					
	10690405S111	08/01/2022	32.50	#2111321880674 LOG CTR REC JUL	0016162250 54741
	10854487S111	11/01/2022	82.50	#21116116470 STN69 REC	0016092250 54741
	10854487S111	11/01/2022	82.50	#21116116470 SHOP REC	0016502265 54741
	10854762S111	11/01/2022	87.00	#21116157279 TC REC	0016172250 54741
	10854787S111	11/01/2022	156.38	#21116158282 STN71 REC	0017012250 54741
	10856696S111	11/01/2022	62.70	#2111321850828 STN72 REC	0017022250 54741
TOTAL FOR CHECK AP 00058171:			503.58		
DEPARTMENT OF VETERANS AFFAIRS (DEPTVETE)					
	061122-103122	10/31/2022	240.00	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058172:			240.00		
FIRGROVE MUTUAL WATER COMPANY (FIRGMUTU)					
	69SP-221031	10/31/2022	80.15	#008511000 STN69 WATER CHGS	0016092250 54711
	69SP-221031	10/31/2022	80.15	#008511000 SHOP WATER CHG	0016502265 54711
TOTAL FOR CHECK AP 00058173:			160.30		
FRUITLAND MUTUAL WATER COMPANY (FRUIMUTU)					
	66-221031	10/31/2022	152.37	#42720 STM66 WATER CHG	0016062250 54711
	72-221031	10/31/2022	240.15	#41122 STN72 WATER CHG	0017022250 54711
	72I-221031	10/31/2022	45.06	#41130 STN72 IRRIGATION	0017022250 54711
TOTAL FOR CHECK AP 00058174:			437.58		
GALLS INCORPORATED (GALLS)					

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	022631933	11/09/2022	312.12	OPs messenger bags	0013002220 53501
TOTAL FOR CHECK AP 00058175:			312.12		
GARY VAN LANDINGHAM (VAN11030)					
	080122	07/31/2022	86.88	MILEAGE REIMB JUL1-JUL31	0013102260 54331
TOTAL FOR CHECK AP 00058176:			86.88		
JONATHAN FRANZ (FRAN10200)					
	110722A	11/07/2022	36.75	OCT FLU SHOTS DELIVERY	0012502210 54331
	110722B	11/07/2022	31.31	OCT/NOV FLU SHOT DELIVERY	0012502210 54331
TOTAL FOR CHECK AP 00058177:			68.06		
JULIE WESTFALL (WEST11300)					
	110722	11/07/2022	57.50	MILEAGE REIMB OCT1-16	0013102260 54331
TOTAL FOR CHECK AP 00058178:			57.50		
KFHP OF WA OPTIONS INC (KFHPWAOP)					
	032622-103122	10/31/2022	300.27	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058179:			300.27		
LAW OFFICE OF THADDEUS P. MART (THADMART)					
	111622	11/16/2022	5.00	DUP RECORD FEE/CK 2363 2352	001200 34181
TOTAL FOR CHECK AP 00058180:			5.00		
LUCENT HEALTH (LUCHEAL)					
	101421-103122	10/31/2022	382.77	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058181:			382.77		
MCLENDON HARDWARE (MCLEHARD)					
	3849555	11/15/2022	351.78	ACADEMY 1/2" X 10 REBAR	0012352240 53141
	3849555	11/15/2022	170.50	ACADEMY 2X2X8 BOARD	0012352240 53141
	3849555	11/15/2022	58.76	ACADEMY 1/2X48 DOWEL	0012352240 53141
TOTAL FOR CHECK AP 00058182:			581.04		
MURREY'S DISPOSAL (MURRDISP)					
	10858731S111	11/01/2022	6.23	#211111158740 TC GARB	0016172250 54741
	10858732S111	11/01/2022	173.72	#211111158760 69 GARB	0016092250 54741
	10858732S111	11/01/2022	173.71	#211111158760 SHOP GARB	0016502265 54741
	10859726S111	11/01/2022	184.91	#211111158741 STN67 GARB	0016072250 54741
	10859857S111	11/01/2022	85.57	#211111062040 STN60 GARB	0016002250 54741
	10905953S111	11/01/2022	504.28	#211147000358 STN71 REC	0017012250 54741
TOTAL FOR CHECK AP 00058183:			1,128.42		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	61E-221102	11/02/2022	1,003.17	#1408 STN61 ELECTRICITY	0016012250 54731
	61L-221102	11/02/2022	72.69	#40956 STN61 TRAFF LIGHT	0016012250 54731
	61W-221102	11/02/2022	49.48	#1409 STN61 WATER CHG	0016012250 54711
	61W-221102A	11/02/2022	106.38	#1407 STN61 WATER CHG	0016012250 54711
	62-221031	10/31/2022	145.98	#6751 STN62 WATER CHG	0016022250 54711
	65-221031	10/31/2022	218.45	#32512 STN65 WATER CHG	0016052250 54711
	65I-221031	10/31/2022	262.93	#35355 STN65 IRRIGATION	0016052250 54711
	65S-221031	10/31/2022	57.40	#44386 STN65 SPRINKLERS	0016052250 54711
TOTAL FOR CHECK AP 00058185:			1,916.48		

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

Start Date: 11/17/2022
End Date: 11/17/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
PERFORMANCE WAREHOUSE (PERFWARE)						
	1801536229	09/23/2022	91.17	MEGUIARS DETAILER HYPER-WASH,	0012052218	53198
	1801536229	09/23/2022	276.68	HYPER DRESSING TIRE SHINE 1GAL	0012052218	53198
	1801549221	09/27/2022	276.68	HYPER DRESSING TIRE SHINE 1GAL	0012052218	53198
TOTAL FOR CHECK AP 00058184:			644.53			
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	111722	11/17/2022	38,226.79	11/17/2022 AP EFTS	001	21110
	111722	11/17/2022	889.35	11/17/2022 AP EFTS	101	21110
TOTAL FOR CHECK AP 00058167:			39,116.14			
PIERCE COUNTY REFUSE (PCREFUSE)						
	16078553S180	11/01/2022	341.09	#218035266001 STN61 GARB	0016012250	54741
	16078554S180	11/01/2022	141.30	#218035275001 STN64 GARB	0016042250	54741
	16078556S180	11/01/2022	253.06	#218035292001 STN60 GARB	0016002250	54741
	16078557S180	11/01/2022	212.73	#218035301001 STN66 GARB	0016062250	54741
	16078557S180	11/01/2022	1.00	LATE FEE ON ACCT	0016062250	54914
	16078558S180	11/01/2022	8.70	#218035314001 STN68 GARB	0016082250	54741
	16079413S180	11/01/2022	180.95	#2180588899 STN65 GARB	0016052250	54741
	16080615S180	11/01/2022	103.12	#2180556556002 STN62 GARB	0016022250	54741
	16080730S180	11/01/2022	146.50	#21801047792001 STN63 GARB	0016032250	54741
	16080756S180	11/01/2022	107.32	#21801047792002 stn63 REC	0016032250	54741
	16080756S180	11/01/2022	1.00	LATE CHARGE ON ACCT	0016032250	54914
	16081792S180	11/01/2022	26.58	#218035275002 STN64 REC	0016042250	54741
	16081793S180	11/01/2022	26.58	#218035301002 STN66 REC	0016062250	54741
	16081794S180	11/01/2022	53.16	#218035314002 STN61 REC	0016012250	54741
	16081841S180	11/01/2022	79.74	#218035292004 STN60 GARB	0016002250	54741
	16081910S180	11/01/2022	53.16	#218035266002 STN68 REC	0016082250	54741
TOTAL FOR CHECK AP 00058186:			1,735.99			
PIERCE COUNTY SEWER (PCSEWER)						
	60-221101	11/01/2022	178.42	#1812114 STN60 SEWER CHGS	0016002250	54721
	61-221101	11/01/2022	144.29	#85900 STN61 SEWER CHG	0016012250	54721
	62-221101	11/01/2022	22.38	#233439 STN62 SEWER CHGS	0016022250	54721
	63-221101	11/01/2022	85.77	#1778561 STN63 SEWER CHGS	0016032250	54721
	65-221101	11/01/2022	95.52	#1236121 STN65 SEWER CHGS	0016052250	54721
	67TC-221101	11/01/2022	86.78	#462454 STN67 SEWER CHGS	0016072250	54721
	67TC-221101	11/01/2022	86.77	#462454 TC SEWER CHGS	0016172250	54721
	68-221101	11/01/2022	139.41	#1061119 STN68 SEWER CHGS	0016082250	54721
	69SP-221101	11/01/2022	38.01	#535508 STN69 SEWER CHGS	0016092250	54721
	69SP-221101	11/01/2022	38.00	#535508 SHOP SEWER CHGS	0016502265	54721
TOTAL FOR CHECK AP 00058187:			-915.35			
PRINT SOLUTIONS, INC (PRINSOLU)						
	109135	10/15/2022	192.50	window security envelopes	0012002210	54941
	109533	10/29/2022	55.00	EMS PROJECTS, CLINICAL CHECK O	1013402680	54941
TOTAL FOR CHECK AP 00058188:			247.50			
PUGET SOUND ENERGY (PSENERGY)						
	66-221102	11/02/2022	61.86	#200013100744 STN66 NAT GAS	0016062250	54701

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Start Date: 11/17/2022
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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
TOTAL FOR CHECK AP 00058189:			61.86		
QWEST COMMUNICATIONS COMPANY LL (QWEST)					
	102622	10/26/2022	184.49	#253Z260451282B OCT SVC CHG	0012102215 54202
TOTAL FOR CHECK AP 00058168:			184.49		
REGENCE BLUE SHIELD OF IDAHO (REGEBSID)					
	020322-103122	10/31/2022	74.36	INSURANCE OVERPAID	101340 34260
	060622-103122	10/31/2022	63.37	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058190:			137.73		
S&S TIRE (SSTIREPU)					
	1137306	11/14/2022	21.88	644, TIRE REPAIR	0016502265 54820
	1137308	11/10/2022	131.28	649 STUDED TIRE INSTALL	0016502265 54820
	1137443	11/14/2022	2,257.99	E18-3, DRIVE TIRES	0016502265 54820
TOTAL FOR CHECK AP 00058191:			2,411.15		
UNITED HEALTH PITTSBURGH (UNHEPITT)					
	050722-110222	11/02/2022	1,159.20	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058192:			1,159.20		
UNITED HEALTHCARE (UNITHEAL)					
	052122-110222	11/02/2022	753.30	INSURANCE OVERPAID	101340 34260
TOTAL FOR CHECK AP 00058193:			753.30		
VERIZON WIRELESS (VERIWIRE)					
	9918754503	10/21/2022	549.98	CP-IPHONE REPLACEMENT-BRIAN CA	0012102215 53501
	9918754503	10/21/2022	274.99	CP-IPHONE REPLACEMENT- JOSH FA	0012102215 53501
	9918754503	10/21/2022	3,280.20	#74200269700002 OCT SVC CHG	0012102215 54202
	9918754504	10/21/2022	757.93	#74200269700004 OCT SVC CHGS	0012102215 54202
	9918754505	10/21/2022	670.94	#74200269700005 OCT SVC CHG	0012102215 54202
	9918754506	10/21/2022	698.15	#74200269700006 OCT SVC CHGS	0012102215 54202
	9918754507	10/21/2022	593.05	#74200269700010 OCT SVC CHG	0012102215 54202
	9919326496	10/28/2022	9.68	#94207692900001 OCT SVC CHGS	0012102215 54202
TOTAL FOR CHECK AP 00058194:			6,834.92		
WATEROUS COMPANY (WATECOMP)					
	P2S1327001	10/27/2022	38.50	6" SUCTION SCREEN (2)	0016502265 53143
TOTAL FOR CHECK AP 00058195:			38.50		
WES COURTNEY (COUR08040)					
	20223397	10/31/2022	398.00	NOV13/FIREINVEST/PD/HUNSTVILLE	0014002230 54301
TOTAL FOR CHECK AP 00058196:			398.00		
REPORT TOTAL:			84,955.19		

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Electronic Payment Details

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

<u>Issue Date</u>	<u>EFT Numbers</u>	<u>EFT Transfer Warrant</u>	<u>Amount</u>
11/10/2022	EP00013670 -EP00013725	AP00058124	\$234,186.68
11/17/2022	EP00013726 -EP00013760	AP00058167	\$39,116.14
Total			\$273,302.82
<hr/>			
Dustin Morrow Fire Chief	<hr/>		
Matt Holm Chair	<hr/>		
Steve Stringfellow Commissioner	<hr/>		
Rich Coleman Commissioner	<hr/>		
Bob Willis Commissioner	<hr/>		
Dale Mitchell Commissioner	<hr/>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP EFT 00013670	AIRGAS	Airgas Nor Pac Inc	11/10/22	643.28	MW	CX	
AP EFT 00013671	AMAZON	AMAZON CAPITAL SERVICES	11/10/22	12,278.97	MW	CX	
AP EFT 00013672	AMBTOL	AMB TOOL	11/10/22	1,228.07	MW	CX	
AP EFT 00013673	AMERHOSE	AMERICAN HOSE & FITTINGS	11/10/22	116.30	MW	CX	
AP EFT 00013674	ARIHETRA	ARI PHOENIX INC	11/10/22	158.89	MW	CX	
AP EFT 00013675	BATTEPLUS	Batteries Plus #245	11/10/22	170.15	MW	CX	
AP EFT 00013676	BOUNTREE	Bound Tree Medical LLC	11/10/22	6,125.71	MW	CX	
AP EFT 00013677	CPFREFT	Central Pierce Fire & Rescu	11/10/22	608.11	MW	CX	
AP EFT 00013678	CHRIINC	CHRISTENSEN INC	11/10/22	28,677.82	MW	CX	
AP EFT 00013679	CITYTREA	CITY OF TACOMA	11/10/22	3,958.61	MW	CX	
AP EFT 00013680	COMMBRAK	Commercial Brake	11/10/22	839.13	MW	CX	
AP EFT 00013681	CRITCORP	CRITERIA CORP.	11/10/22	1,900.00	MW	CX	
AP EFT 00013682	EFRECOVE	EF RECOVERY	11/10/22	450.00	MW	CX	
AP EFT 00013683	ERICQUIN	ERIC QUINN	11/10/22	1,000.00	MW	CX	
AP EFT 00013684	VALLFREI	FREIGHTLINER NORTHWEST	11/10/22	3,693.50	MW	CX	
AP EFT 00013685	GOVEJOBS	GOVERNMENTJOBS.COM INC.	11/10/22	9,759.35	MW	CX	
AP EFT 00013686	INTEMETA	Interwest Metals Inc	11/10/22	14.06	MW	CX	
AP EFT 00013687	IMSALLI	JUSTICE FAMILY ENTERPRISES	11/10/22	74.36	MW	CX	
AP EFT 00013688	LNCURTIS	L.N. Curtis and Sons	11/10/22	4,825.08	MW	CX	
AP EFT 00013689	LIFEASSI	Life-Assist Inc	11/10/22	43,191.86	MW	CX	
AP EFT 00013690	LOWECOMP	Lowe's Companies	11/10/22	455.79	MW	CX	
AP EFT 00013691	MALLCOMP	Mallory Safety and Supply L	11/10/22	511.53	MW	CX	
AP EFT 00013692	WIREHELP	MARC SAXOWSKY	11/10/22	5,775.00	MW	CX	
AP EFT 00013693	MCLOEARD	McLoughlin & Eardley Co	11/10/22	230.98	MW	CX	
AP EFT 00013694	MESNORT	MES NORTHWEST	11/10/22	112.75	MW	CX	
AP EFT 00013695	MOBIGUAR	MOBILEGUARD INC	11/10/22	630.00	MW	CX	
AP EFT 00013696	MOUNMIST	Mountain Mist Water	11/10/22	223.75	MW	CX	
AP EFT 00013697	NATITEST	NATIONAL TESTING NETWORK IN	11/10/22	1,170.00	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00013698	NWCASCAD	NW Cascade Inc	11/10/22	580.00	MW	CX	
AP EFT 00013699	NWSAFECL	NW SAFETY CLEAN	11/10/22	460.02	MW	CX	
AP EFT 00013700	PHILBURG	PHILLIPS BURGESS PLLC	11/10/22	935.00	MW	CX	
AP EFT 00013701	PSINSTRU	Puget Sound Instrument Co	11/10/22	467.28	MW	CX	
AP EFT 00013702	RWCGROUP	RWC International Ltd	11/10/22	334.85	MW	CX	
AP EFT 00013703	SEAWESTE	Sea-Western Inc	11/10/22	236.50	MW	CX	
AP EFT 00013704	SITECRAFT	SITECRAFTING INC	11/10/22	348.00	MW	CX	
AP EFT 00013705	STANPART	Standard Parts Corp	11/10/22	6,516.18	MW	CX	
AP EFT 00013706	STAPINC	STAPLES INC.	11/10/22	2,333.63	MW	CX	
AP EFT 00013707	STRYMEDI	STRYKER SALES CORPORATION	11/10/22	331.57	MW	CX	
AP EFT 00013708	SUMNLAWN	SUMNER LAWN 'N SAW	11/10/22	357.94	MW	CX	
AP EFT 00013709	TACOSCRE	Tacoma Screw Products Inc	11/10/22	511.99	MW	CX	
AP EFT 00013710	TAHPIINC	TAHPI INC	11/10/22	2,176.76	MW	CX	
AP EFT 00013711	TECEQUIP	TEC EQUIPMENT INC	11/10/22	302.78	MW	CX	
AP EFT 00013712	TRSMECHA	TRS Mechanical Inc	11/10/22	3,943.54	MW	CX	
AP EFT 00013713	UNIFIRST	UNIFIRST CORPORATION	11/10/22	298.64	MW	CX	
AP EFT 00013714	USEANKBU	US Bank Business Card	11/10/22	15,319.00	MW	CX	
AP EFT 00013715	WRIGBROS	WRIGHT BROTHERS INVESTMENTS	11/10/22	1,606.07	MW	CX	
AP EFT 00013716	PATT10300	BROOKS PATTERSON	11/10/22	382.62	MW	CX	
AP EFT 00013717	THOM02240	COURTNEY THOMPSON	11/10/22	11.10	MW	CX	
AP EFT 00013718	CUMMNW	CUMMINS INC.	11/10/22	127.39	MW	CX	
AP EFT 00013719	HARRJANI	HARRINGTON JANITORIAL	11/10/22	1,225.00	MW	CX	
AP EFT 00013720	HRAVEBA	HRA VEBA TRUST	11/10/22	4,070.44	MW	CX	
AP EFT 00013721	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	11/10/22	56,967.95	MW	CX	
AP EFT 00013722	ROBE12070	Melinda Roberts	11/10/22	3,600.00	MW	CX	
AP EFT 00013723	NODA03310	SOLON NODAL	11/10/22	113.56	MW	CX	
AP EFT 00013724	STRI03310	STEVE STRINGFELLOW	11/10/22	80.82	MW	CX	
AP EFT 00013725	WASHAUDI	Washington Audiology Servic	11/10/22	1,725.00	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
S U B T O T A L S:									
Total Void Machine Written				0.00	Number of Checks Processed:		0		
Total Void Hand Written				0.00	Number of Checks Processed:		0		
Total Machine Written				0.00	Number of Checks Processed:		0		
Total Hand Written				0.00	Number of Checks Processed:		0		
Total Reversals				0.00	Number of Checks Processed:		0		
Total Cancelled				0.00	Number of Checks Processed:		0		
Total EFTs				234,186.68	Number of EFTs Processed:		56		
Total EPAYs				0.00	Number of EPAYs Processed:		0		
S U B T O T A L				234,186.68					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/01/2022

End Date: 11/15/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AIRGAS NOR PAC INC (AIRGAS)					
	9129626856	10/01/2022	69.32	MEDICAL O2 / ST66 SEPT 2022	1013402680 53141
	9129717950	10/01/2022	69.65	MEDICAL O2 / ST71 SEPT 2022	1013402680 53141
	9129717951	10/01/2022	49.50	MEDICAL O2 / ST61 SEPT 2022	1013402680 53141
	9129717952	10/01/2022	49.50	MEDICAL O2 / ST63 SEPT 2022	1013402680 53141
	9129919732	10/01/2022	69.27	MEDICAL O2 / ST60 SEPT 2022	1013402680 53141
	9129966866	10/01/2022	49.50	MEDICAL O2 / ST65 SEPT 2022	1013402680 53141
	9130062410	10/01/2022	49.50	MEDICAL O2 / ST66 SEPT 2022	1013402680 53141
	9130254977	10/01/2022	49.50	MEDICAL O2 / ST63 SEPT 2022	1013402680 53141
	9130400621	10/01/2022	48.90	MEDICAL O2 / ST60 SEPT 2022	1013402680 53141
	9130451530	10/01/2022	69.32	MEDICAL O2/ST67 SEPT 2022	1013402680 53141
	9130499390	10/01/2022	69.32	MEDICAL O2 / ST66 SEPT 2022	1013402680 53141
TOTAL FOR CHECK AP 00013670:			643.28		
AMAZON CAPITAL SERVICES (AMAZON)					
	14G7FN639WK4	10/05/2022	(384.99)	SC22-3 HITCH RETURNED INCORREC	0152049422 56401
	19MW7KCY9M4	11/05/2022	754.24	HAZMAT HEADGUARD Unisex's	0013202260 53501
	19MW7KCY9M4	11/05/2022	15.67	72 YOUNG WRENCH Crescent 8"	0017022250 53501
	19W46BR936TC	10/31/2022	(384.99)	SC22-4 HITCH RETURNED INCORREC	0153009422 56401
	1DKGRYC977JP	10/30/2022	15.39	ACADEMY Certificate Paper w	0012032213 53132
	1DKGRYC977JP	10/30/2022	16.49	ACADEMY Diploma Cover	0012032213 53132
	1DKGRYC977JP	10/30/2022	538.64	LOG Standard Rescue Throw rope	0012042254 53501
	1DKGRYC977JP	10/30/2022	11.48	C/S PHONES charger 20W 2-Pac	0012052218 53141
	1DKGRYC977JP	10/30/2022	13.52	73 AUVIL Stall Shower curtain	0017032250 53501
	1FMWGWQLDT	10/04/2022	239.43	LOG/71 EGO Power+ BATTERY 56-V	0012042254 53501
	1H93N1DHGQH	10/26/2022	342.00	ACADEMY ABC Hammers ABC10DB	0012352240 53501
	1NTDCDYCJQK	10/15/2022	4.39	60 FIN PILOT Dr. Grip Ballpoin	0012012211 53101
	1NTDCDYCJQK	10/15/2022	46.03	LOG Trade Quest Ledger Size	0012042254 53501
	1NTDCDYCJQK	10/15/2022	106.70	LOG TACTICAL NOTEBOOK COVERS.C	0012042254 53501
	1NTDCDYCJQK	10/15/2022	39.42	WASH MITT (EACH)	0012052218 53198
	1NTDCDYCJQK	10/15/2022	20.88	IT CPFR Fosmon 4K HDMI Cable 5	0012102215 53501
	1NTDCDYCJQK	10/15/2022	13.85	IT/69 Car Charger, 24W/4.8A US	0012102215 53501
	1NTDCDYCJQK	10/15/2022	92.37	67 Ariv Towels - Bath Towels S	0016072250 53501
	1NTDCDYCJQK	10/15/2022	196.89	72 Brother Genuine Super High	0017022250 53141
	1Q69MPQX6CC	11/04/2022	253.37	MEGUIARS DETAILER HYPER-WASH,	0012052218 53198
	1Q69MPQX6CC	11/04/2022	83.03	60 TONER Brother Genuine Stand	0016002250 53141
	1Q69MPQX6CC	11/04/2022	14.29	61 DUSTER Window Venetian	0016012250 53501
	1Q69MPQX6CC	11/04/2022	110.00	67 TONER Brother GenuineTN227M	0016072250 53141
	1Q69MPQX6CC	11/04/2022	376.19	67 TONER Brother GenuinTN227BK	0016072250 53141
	1Q69MPQX6CC	11/04/2022	104.50	72 TONER Brother Genuine High	0017022250 53141
	1Q69MPQX6CC	11/04/2022	69.71	EMS/WSI GUN CASE tough	1013402680 53141
	1Q69MPQX6CC	11/04/2022	9.34	SHIPPING / GUN CASES	1013402680 53141
	1Q7DHWLR6J49	10/26/2022	28.57	IT/M61 iPhone Car Charger, Ank	0012102215 53501
	1QNMVVLGFC	11/06/2022	10.99	CS Small Wire Toggle	0012052218 53501
	1QNMVVLGFC	11/06/2022	17.55	TC KAMKE Door Stopper	0012302240 53501
	1QNMVVLGFC	11/06/2022	1,116.49	HAZ MAT THERMONETER Fluke 5722	0013202260 53501
	1RNMH3DMWD	10/28/2022	10.63	71a Sharpie 37675Pp Permanent	0014002230 53101

Central Pierce Fire and Rescue
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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	IRNMH3DMWD	10/28/2022	15.39	60 SteadMax Rubber Toilet Plun	0016002250 53501
	1TPTRCF717CR	10/28/2022	29.59	60a calendar SwiftGlimpse 202	0013302685 53501
	1TPTRCF717CR	10/28/2022	136.30	60a Basics 3 Ring Binder	0013302685 53501
	1WQ7HV3GWC	11/01/2022	112.42	SC22-3 WHEELWELL GUARDS	0152049422 56401
	1WQ7HV3GWC	11/01/2022	112.42	SC22-5 WHEELWELL GUARDS	0152049422 56401
	1WQ7HV3GWC	11/01/2022	112.42	SC22-4 WHEELWELL GUARDS	0153009422 56401
	1XFWFFNKD3F	10/25/2022	76.96	67 Standard Rescue Throw ROPE	0012042254 53501
	1XFWFFNKD3F	10/25/2022	65.96	ACADEMY Notch Apron Style Chai	0012352240 53501
	1XFWFFNKD3F	10/25/2022	174.88	ACADEMY Notch Apron Style Chai	0012352240 53501
	1XFWFFNKD3F	10/25/2022	174.88	ACADEMY Notch Apron Style Chai	0012352240 53501
	1XFWFFNKD3F	10/25/2022	50.06	H 20.8L (5.49Gallon) BASKET	0012502210 53501
	1XFWFFNKD3F	10/25/2022	74.23	DP Cutlery Plastic	0013002220 53141
	1XFWFFNKD3F	10/25/2022	189.21	DP Dixie Basic 8.5"	0013002220 53141
	1XFWFFNKD3F	10/25/2022	1,838.77	DP Envelope Sleeping Bag - 3-4	0013002220 53501
	1XFWFFNKD3F	10/25/2022	3,386.47	DP Tough Outdoors Camp Cot [XL	0013002220 53501
	1XFWFFNKD3F	10/25/2022	22.00	67 TUMBLERS 32-ounce Plastic	0016072250 53501
	1XFWFFNKD3F	10/25/2022	82.51	69 Brita Redi-Twist Under Sink	0016092250 53141
	1XFWFFNKD3F	10/25/2022	637.98	SHOP TONER Brother TN436BK,	0016502265 53141
	1XFWFFNKD3F	10/25/2022	92.38	71 Ariv Towels - Bath Towels S	0017012250 53501
	1XFWFFNKD3F	10/25/2022	9.86	73 Soap Dish, Wall Mou	0017032250 53501
	1XFWFFNKD3F	10/25/2022	33.00	73 Kitchen Utensil Rack 2 Pack	0017032250 53501
	1YHLR344NYK	10/25/2022	724.37	INVERTER 806-1840 STOCK	0016502265 53143
	IYIN47RKQLJ6	10/27/2022	112.42	SC22-1 WHEELWELL GUARDS	0016502265 53143
	IYIN47RKQLJ6	10/27/2022	112.42	SC22-2 WHEELWELL GUARDS	0016502265 53143
TOTAL FOR CHECK AP 00013671:			12,278.97		
AMB TOOL (AMBT00L)					
	T331618	10/14/2022	807.07	WASTE HEATER MAINT -SHOP	0016502265 54811
	T331640	10/18/2022	(807.07)	CM REVERSE INV T331618	0016502265 54811
	T331641	10/18/2022	1,228.07	WASTE HTR MAINT (W/PREV WAGE)	0016502265 54811
TOTAL FOR CHECK AP 00013672:			1,228.07		
AMERICAN HOSE & FITTINGS (AMERHOSE)					
	8513107	10/28/2022	116.30	ELBOW HOSE STOCK PN 7994-0275	0016502265 53143
TOTAL FOR CHECK AP 00013673:			116.30		
ARI HETRA AUTOMOTIVE RESOURCES (ARIHETRA)					
	0080857IN	11/07/2022	158.89	ARI HETRA EMER STOP SWITCH	0016502265 53142
TOTAL FOR CHECK AP 00013674:			158.89		
BATTERIES PLUS #245 (BATTEPLUS)					
	P56400267	10/27/2022	170.15	SHOP AAA RECHARGEABLE	0016502265 53141
TOTAL FOR CHECK AP 00013675:			170.15		
BOUND TREE PARR LLC (BOUNTREE)					
	84713440	10/06/2022	2,819.80	EPINEPHRINE 1:10,000 1MG 10ML	0012052218 53198
	84738289	10/26/2022	2,309.97	EMS ECG Code Simulator, CS1201	1013402680 53501
	84739919	10/27/2022	995.94	EMS KETAMINE 100mg/ml 5ml vial	1013402680 53151
TOTAL FOR CHECK AP 00013676:			6,125.71		
BROOKS PATTERSON (PATT10300)					

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	110222	11/02/2022	382.62	JUL-OCT PM SCH EXPENSES	1013402680 54925
TOTAL FOR CHECK AP 00013716:			382.62		
CHRISTENSEN INC (CHRIINC)					
	0347729IN	08/30/2022	(321.56)	RETURNED PRODUCT CREDIT	0016502265 53143
	0366210IN	10/14/2022	2,591.03	#366210 OCT14 STN61 FUEL	0012042254 53201
	0367233IN	10/18/2022	3,467.70	#367233 OCT18 STN69 FUEL	0012042254 53201
	0367406IN	10/18/2022	2,987.84	#367406 OCT18 STN72 FUEL	0012042254 53201
	0368353IN	10/20/2022	2,148.16	#368353 OCT20 STN61 FUEL	0012042254 53201
	0368570IN	10/20/2022	3,899.30	#368570 OCT20 STN60 FUEL	0012042254 53201
	0368573IN	10/21/2022	1,265.12	#368573 OCT21 STN72 FUEL	0012042254 53201
	0368910IN	10/21/2022	1,731.21	#368910 OCT21 STN67 FUEL	0012042254 53201
	0369398IN	10/21/2022	771.63	#369398 OCT21 STN64 FUEL	0012042254 53201
	0371494IN	10/31/2022	3,518.99	#371494 OCT31 STN61 FUEL	0012042254 53201
	0371495IN	10/28/2022	1,516.92	#371495 OCT28 STN64 FUEL	0012042254 53201
	0371498IN	10/28/2022	5,101.48	#371498 OCT28 STN69 FUEL	0012042254 53201
TOTAL FOR CHECK AP 00013678:			28,677.82		
CITY TREASURER (CITYTREA)					
	60-221020	10/20/2022	1,722.41	#101016331 STN60 ELECTRICITY	0016002250 54731
	63-221026	10/26/2022	696.17	#100983903 STN63 ELECTRIC	0016032250 54731
	63-221026A	10/26/2022	186.05	#101079231 STN63 WATER CHGS	0016032250 54711
	63I-221026	10/26/2022	461.33	#101079233 STN63 IRRIG	0016032250 54711
	63L-221026	10/26/2022	34.78	#100227813 STN63 TRAFFIC LT	0016032250 54731
	64-221027	10/27/2022	368.09	#100560576 STN64 ELECTRIC	0016042250 54731
	68-221024	10/24/2022	489.78	#100364328 STN68 WATER CHG	0016082250 54711
TOTAL FOR CHECK AP 00013679:			3,958.61		
COMMERCIAL BRAKE (COMMBRAK)					
	144783	10/25/2022	29.00	TYP-24 K052488 (1)	0016502265 53143
	145367	11/02/2022	390.57	KIT2252H2CG PAD KIT	0016502265 53143
	145368	11/02/2022	419.56	BRAKE PARTS K052488/BRAKE PADS	0016502265 53143
TOTAL FOR CHECK AP 00013680:			839.13		
COURTNEY THOMPSON (THOM02240)					
	20223513B	10/28/2022	11.10	FIRE PREV CONF/CHELAN/LODGING	0014002230 54311
TOTAL FOR CHECK AP 00013717:			11.10		
CRITERIA CORP. (CRITCORP)					
	45621	11/02/2022	1,900.00	Annual Invoice for Skills Test	0012032213 54191
TOTAL FOR CHECK AP 00013681:			1,900.00		
CUMMINS NORTHWEST LLC (CUMMNW)					
	0164847	10/31/2022	85.34	FILTER LF16097 (1) STOCK	0016502265 53143
	0165142	11/03/2022	42.05	E18-8, GASKET & O-RING	0016502265 53143
TOTAL FOR CHECK AP 00013718:			127.39		
EF RECOVERY (EFRECOVE)					
	0062371	10/31/2022	450.00	SEP'22 ARCHIVE SERVICES	0013002220 54191
TOTAL FOR CHECK AP 00013682:			450.00		
ERIC QUINN (ERICQUIN)					
	1172	10/31/2022	1,000.00	OCT'22 LEGAL SERVICES CONTRACT	0012002210 54151

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TOTAL FOR CHECK AP 00013683:			1,000.00		
GOVERNMENTJOBS.COM INC. (GOVEJOBS)					
	INV30747	12/01/2022	9,759.35	CP-2023 ANNUAL NEOGOV SUBSCRIP	0012102215 54813
TOTAL FOR CHECK AP 00013685:			9,759.35		
HARRINGTON JANITORIAL (HARRJANI)					
	110122C	11/01/2022	475.00	NOV STN60 WEEKLY CLEANING	0016002250 54191
	110322B	11/01/2022	400.00	NOV STN66 WEEKLY CLEANING	0016162250 54191
	221101A	11/01/2022	350.00	NOV SHOP WEEKLY CLEANING	0016502265 54191
TOTAL FOR CHECK AP 00013719:			1,225.00		
HRA VEBE TRUST (HRAVEBA)					
	110922	11/09/2022	4,070.44	DEC 2022 LEOFF2 RETIREE VEBE	0012032213 52016
TOTAL FOR CHECK AP 00013720:			4,070.44		
IMS ALLIANCE (IMSALLI)					
	223113	10/31/2022	74.36	PASSPORTS AND HELMET SHILDS	0012502210 52010
TOTAL FOR CHECK AP 00013687:			74.36		
INTERWEST METALS INC (INTEMETA)					
	467795	11/08/2022	14.06	STEELE BAR SHOP SUPPLIES	0016502265 53141
TOTAL FOR CHECK AP 00013686:			14.06		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV626074	08/24/2022	506.00	GOGGLES Innerzone-2 Firefig	0012502210 52010
	INV628253	08/31/2022	614.51	BUNKER BOOTS	0012502210 52010
	INV629199	09/06/2022	1,346.92	RT14-02 ARM UPGRADE-BEING RETU	0016502265 53143
	INV645019	10/27/2022	372.90	black polo shirts	0012042254 52011
	INV645019	10/27/2022	13.32	TRANSPORTATION / SHIRTS	0012042254 52011
	INV645058	10/27/2022	79.32	HANDLE FOR WHEELCHOCK	0016502265 53143
	INV646559	10/31/2022	1,617.00	RT18-16 eDRAULIC RAM REPAIR	0016502265 54820
	INV646797	11/02/2022	275.11	RT15-04 COVER FOR SPREADER	0016502265 53143
TOTAL FOR CHECK AP 00013688:			4,825.08		
LIFE-ASSIST INC (LIFEASSI)					
	1259669	10/17/2022	121.00	EMS SODUM CHLORIDE SL1307	1013402680 53151
	1259695	10/17/2022	145.42	E22-1 Iron Duck TRAUMA PACK PL	0153009422 56401
	1259695	10/17/2022	145.42	E22-2 Iron Duck TRAUMA PACK P	0153009422 56401
	1259725	10/17/2022	85.42	BP UNIT, ADULT STANDARD (EACH)	0012052218 53198
	1259725	10/17/2022	133.56	academy ADTEMP Non-contact	0012352240 53501
	1259725	10/17/2022	133.56	ems tools ADTEMP Non-contact	1013402680 53501
	1261710	10/24/2022	1,934.00	GLUCAGEN IMG VIAL WITH DILUTEN	0012052218 53198
	1261710	10/24/2022	87.00	DIPHENHYDRAMINE/BENADRYL 50MG	0012052218 53198
	1261710	10/24/2022	97.40	OXYMETAZOLINE .05% 15ML SPRAY	0012052218 53198
	1261710	10/24/2022	100.10	LIDOCAINE JELLY 2% 5ML SYRINGE	0012052218 53198
	1261710	10/24/2022	2,069.40	NALOXONE 2MG 2ML LUER JET	0012052218 53198
	1261710	10/24/2022	309.00	ONDANSETRON VIAL, 4MG 2ML	0012052218 53198
	1261710	10/24/2022	3,110.00	EXTENSION SET REMOVE CLAVE 7"	0012052218 53198
	1261710	10/24/2022	123.12	SODIUM CHLORIDE, 500ML BOTTLE	0012052218 53198
	1261766	10/24/2022	49.28	NASOPHARYNGEAL AIRWAY, 32FR (E	0012052218 53198
	1261766	10/24/2022	4.40	BITE STICK (EACH)	0012052218 53198

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	1261766	10/24/2022	133.10	ET TUBE HOLDER, ADULT (EACH)	0012052218 53198
	1261766	10/24/2022	26.62	ET TUBE HOLDER, PEDIATRIC/CHIL	0012052218 53198
	1261766	10/24/2022	8.25	ENDO TUBE, UNCUFFED, 2.0MM (EA	0012052218 53198
	1261766	10/24/2022	144.32	ALCOHOL PREP PAD, LARGE (200/B	0012052218 53198
	1261766	10/24/2022	72.05	DRESSING, MULTI-TRAUMA 12"x30"	0012052218 53198
	1261766	10/24/2022	37.62	BANDAGE, TRIANGULAR 40"X40"X56	0012052218 53198
	1261766	10/24/2022	166.10	BANDAGE, KERLEX 4.5" (EACH)	0012052218 53198
	1261766	10/24/2022	68.20	BANDAGE, ELASTIC 6" ACE WRAP (0012052218 53198
	1261766	10/24/2022	229.28	BANDAGE, COBAN WRAP 2" (EACH)	0012052218 53198
	1261766	10/24/2022	15.40	BIO BAG 12"x15" SMALL 5/ROLL	0012052218 53198
	1261766	10/24/2022	81.18	GAUZE SPONGE, 2"x2" STERILE (B	0012052218 53198
	1261766	10/24/2022	3,350.60	MEGAMOVER TRANSPORT UNIT (EA)	0012052218 53198
	1261766	10/24/2022	311.85	COLLAR, EXTRICATION, ADJUSTABL	0012052218 53198
	1261766	10/24/2022	60.19	HOT PACK (EACH)	0012052218 53198
	1261766	10/24/2022	2,024.00	ELECTRODES, BLUE SENSOR, ADULT	0012052218 53198
	1261766	10/24/2022	165.00	GLOVES, NITRILE, MEDIUM (BOX)	0012052218 53198
	1261766	10/24/2022	165.00	GLOVES, NITRILE, X-LARGE (BOX)	0012052218 53198
	1261766	10/24/2022	1,207.14	BLOOD GLUCOSE TEST STRIPS (BOX	0012052218 53198
	1261766	10/24/2022	100.94	RAZOR, GALLANT PREPARATION (EA	0012052218 53198
	1261766	10/24/2022	521.40	PRESSURE INFUSER BAG (EACH)	0012052218 53198
	1261766	10/24/2022	732.60	MAD DEVICE W/O SYRINGE (EACH)	0012052218 53198
	1261766	10/24/2022	484.00	IV DRESSING, VENI-GARD, ADULT	0012052218 53198
	1261766	10/24/2022	31.35	INFECTIOUS CONTROL KIT/ISOLATI	0012052218 53198
	1261766	10/24/2022	36.17	ASPIRIN, CHEWABLE, 81MG	0012052218 53198
	1261766	10/24/2022	35.64	HYDROGEN PEROXIDE 3%, 16OZ BOT	0012052218 53198
	1261766	10/24/2022	409.86	GLUCOSE 15GM, TUBE (PASTE)	0012052218 53198
	1261766	10/24/2022	3.85	SUCTION CATHETER, 12FR (EACH)	0012052218 53198
	1261766	10/24/2022	177.41	SUCTION CANISTER, 1200CC (EACH	0012052218 53198
	1261766	10/24/2022	3.85	SUCTION CATHETER, 14FR (EACH)	0012052218 53198
	1261766	10/24/2022	178.20	MASK, NRB (NON-REBREATHER), A	0012052218 53198
	1261766	10/24/2022	102.30	NEBULIZER, MISTY MAX (EACH)	0012052218 53198
	1261766	10/24/2022	63.80	NASAL CANNULA, NON-FLARED, ADUL	0012052218 53198
	1261766	10/24/2022	839.52	EMESIS BAG, W/HOOK BIOHOOP (12	0012052218 53198
	1261766	10/24/2022	4,571.60	SMART CAPNOLINE, ADULT/INTERME	0012052218 53198
	1261766	10/24/2022	20.46	SPLINT, CARDBOARD 18" (EACH)	0012052218 53198
	1261766	10/24/2022	23.54	SPLINT, CARDBOARD 24" (EACH)	0012052218 53198
	1261766	10/24/2022	140.98	TAPE, CURASILK/CLOTH 2" (ROLL)	0012052218 53198
	1261766	10/24/2022	146.52	TAPE, TRANSPORE/CLEAR 1" (ROLL	0012052218 53198
	1261766	10/24/2022	455.18	TOURNIQUET, COMBAT APPLICATION	0012052218 53198
	1261766	10/24/2022	179.05	TOURNIQUET, LATEX FREE (ROLL/1	0012052218 53198
	1261766	10/24/2022	196.90	CHLORAPREP 1.5ML (EACH)	0012052218 53198
	1261812	10/25/2022	149.60	IV ADMIN SET, 10 DROP (EACH)	0012052218 53198
	1262320	10/26/2022	91.30	SUCTION TUBING, 3/16" (EACH)	0012052218 53198
	1262871	10/27/2022	73.15	INFECTIOUS CONTROL KIT/ISOLATI	0012052218 53198
	1263100	10/28/2022	53.90	LIDOCAINE JELLY 2% 5ML SYRINGE	0012052218 53198
	1263211	10/28/2022	19.80	SPLINT, CARDBOARD 12" (EACH)	0012052218 53198
	1264604	11/02/2022	141.77	GERMICIDAL SUPER SANI WIPES -	0012052218 53198

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	1264604	11/02/2022	43.30	BANDAGE, CONFORMING 4" STRETCH	0012052218 53198
	1264604	11/02/2022	1,043.90	ELECTRODE, PHYSIO QUICK-COMBO,	0012052218 53198
	1264604	11/02/2022	1,650.00	GLOVES, NITRILE, MEDIUM (BOX)	0012052218 53198
	1264604	11/02/2022	1,506.99	GLOVES, NITRILE, X-LARGE (BOX)	0012052218 53198
	1264604	11/02/2022	1,515.36	02 MAX BITRAC ED DISPOSABLE CP	0012052218 53198
	1264604	11/02/2022	231.00	BVM FILTER	0012052218 53198
	1264604	11/02/2022	1,684.98	rainbow pat cable	1013402680 53501
	1264604	11/02/2022	3,960.00	rainbow sensor	1013402680 53501
	1264604	11/02/2022	398.53	lp15 bp adult	1013402680 53501
	1264604	11/02/2022	474.43	lp15 bp lg adult	1013402680 53501
	1264638	11/02/2022	542.50	SOLU-MEDROL 125MG 2ML SINGLE D	0012052218 53198
	1264638	11/02/2022	46.00	SYRINGE, ICC TB W/25GA NEEDLE	0012052218 53198
	1264638	11/02/2022	86.00	IV CATHETER, 16GAx1.25", PROTE	0012052218 53198
	1264638	11/02/2022	1,032.00	IV CATHETER, 18GAx1.25", PROTE	0012052218 53198
	1264638	11/02/2022	1,032.00	IV CATHETER, 20GAx1.25", PROTE	0012052218 53198
	1264708	11/02/2022	534.75	ROCURIUM BROMIDE 100MG/10ML	0012052218 53198
	1264771	11/03/2022	511.50	GLOVES, NITRILE, X-LARGE (BOX)	0012052218 53198
TOTAL FOR CHECK AP 00013689:			43,191.86		
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)					
	110922	11/09/2022	4,357.49	DEC 2022 LEOFF1 RETIREE PREM.	0012032213 52009
	110922	11/09/2022	52,610.46	DEC 2022 LEOFF2 RETIREE VEBA	0012032213 52016
TOTAL FOR CHECK AP 00013721:			56,967.95		
LOWE'S COMPANIES (LOWECOMP)					
	79505	10/26/2022	208.12	WATER, FLAT CAPS (CASE/24)	0012052218 53198
	86256	11/02/2022	4.16	lag shield	0016012250 53141
	86256	11/02/2022	1.44	eye bolt	0016012250 53141
	86256	11/02/2022	33.95	61 cable	0016012250 53501
	93184	11/08/2022	208.12	WATER, FLAT CAPS (CASE/24)	0012052218 53198
TOTAL FOR CHECK AP 00013690:			455.79		
MALLORY COMPANY (MALLCOMP)					
	5479790	11/04/2022	511.53	HS PPE WL GLOVES	0012502210 52010
TOTAL FOR CHECK AP 00013691:			511.53		
MARC SAXOWSKY (WIREHELP)					
	1009	10/31/2022	2,100.00	MITEL PHONE CONSULTING SERVICE	0012102215 54191
	1010	10/31/2022	3,675.00	MITEL PHONE CONSULTING SERVICE	0012102215 54191
TOTAL FOR CHECK AP 00013692:			5,775.00		
MCLOUGHLIN & EARDLEY CO (MCLOEARD)					
	0264959	10/28/2022	230.98	SA315P SPEAKER (1) STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013693:			230.98		
MELINDA ROBERTS (ROBE12070)					
	202204	10/30/2022	3,600.00	09-10/2022 OS testing & PY con	0012012211 54191
TOTAL FOR CHECK AP 00013722:			3,600.00		
MES NORTHWEST (MESNORT)					
	IN1783472	10/28/2022	112.75	SUP/KENT UNIFORM FT32NV Med	0013002220 53501
TOTAL FOR CHECK AP 00013694:			112.75		

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MOBILEGUARD INC (MOBIGUAR)					
	INV57758	10/31/2022	630.00	OCT CP MOBILE TEXT ARCHIVE	0012102215 54191
TOTAL FOR CHECK AP 00013695:			630.00		
MOUNTAIN MIST WATER (MOUNMIST)					
	005064586	11/08/2022	223.75	WATER, FLAT CAPS (CASE/24)	0012052218 53198
TOTAL FOR CHECK AP 00013696:			223.75		
NATIONAL TESTING NETWORK INC (NATITEST)					
	11280	10/31/2022	585.00	HR Analyst Background Investig	0012032213 54191
	11280	10/31/2022	585.00	Lateral Firefighter Background	0012352240 54191
TOTAL FOR CHECK AP 00013697:			1,170.00		
NW CASCADE INC (NWCASCAD)					
	0553121822	10/31/2022	348.00	NOV'22 TC SANICAN RENTAL	0012302240 54502
	0553121823	10/31/2022	232.00	NOV'22 STN60 SANICAN RENTAL	0012302240 54502
TOTAL FOR CHECK AP 00013698:			580.00		
NW SAFETY CLEAN (NWSAFECL)					
	2233648	10/24/2022	198.55	CS CR PPE 36584	0012502210 52010
	2233785	11/08/2022	261.47	CS CR PPE 36670	0012502210 54814
TOTAL FOR CHECK AP 00013699:			460.02		
PHILLIPS BURGESS PLLC (PHILBURG)					
	2381	11/01/2022	722.50	OCT ENGAGEMENT & FEE AGREE	0012002210 54151
	2493	11/02/2022	212.50	OCT S HILL PROP/BENAROYA PROJ	0012002210 54151
TOTAL FOR CHECK AP 00013700:			935.00		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	45621	11/02/2022	190.00	Annual Invoice for Skills Test	0012032213 54191
	45809	09/16/2022	70.13	BLACK SNAP BACK HAT	0012042254 52011
	46084	10/31/2022	1.37	SHIPPING / HATS	0012042254 52011
	PC.340.221128.1	11/10/2022	168.70	EMS CONNECT SUBSCRIPTION	1013402680 54902
	PC.340.221128.1	11/10/2022	168.70	EMS CONNECT SUBSCRIPTION	1013402680 54902
	PC.650.221028.4	11/10/2022	2.71	FUSE PANEL STOCK	0016502265 53143
	PC.650.221028.4	11/10/2022	6.50	L21-2 WEIGHT CERT	0016502265 54820
TOTAL FOR CHECK AP 00013677:			608.11		
PUGET SOUND INSTRUMENT CO (PSINSTRU)					
	475594	10/24/2022	467.28	SC21-1 MOTOROLA INSTALLATION	0016502265 53143
TOTAL FOR CHECK AP 00013701:			467.28		
RWC GROUP (RWCGROUP)					
	XA10305688401	10/28/2022	334.85	PIN SLIDE KIT BRAKES, STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013702:			334.85		
SEA-WESTERN INC (SEAWESTE)					
	INV19412	10/28/2022	236.50	ACADEMY PPE WL SHIRTS	0012352240 52010
TOTAL FOR CHECK AP 00013703:			236.50		
SITECRAFTING INC (SITECRAFT)					
	40948	11/01/2022	348.00	NOV SERVICES	0014002230 54191
TOTAL FOR CHECK AP 00013704:			348.00		
SOLON NODAL (NODA03310)					

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	102622	10/26/2022	113.56	OCT18 PM SCH PATCHES/SCRUBS	1013402680 54925
TOTAL FOR CHECK AP 00013723:			113.56		
STANDARD PARTS CORP (STANPART)					
	140001	10/21/2022	(83.91)	BRAKE CORE CREDIT	0016502265 53143
	140469	10/25/2022	2,500.69	E18-2 BATTERIES ODXAGM31	0016502265 53143
	140528	10/25/2022	(178.20)	BATTERY CORE CREDIT	0016502265 53143
	140895	10/26/2022	25.29	FUEL FILTER STOCK	0016502265 53143
	141192	10/28/2022	17.59	STN67 DEF STOCK (1)	0012042254 53201
	142418	11/04/2022	173.61	WHEEL SEAL 47691	0016502265 53143
	142795	11/07/2022	1,760.09	BATTERIES, FILTERS, ETC STOCK	0016502265 53143
	143288	11/09/2022	2,125.13	E18-3 (4) BATTERIES/STOCK	0016502265 53143
	433058	10/31/2022	175.89	STN73 DEF STOCK (10) CASES	0012042254 53201
TOTAL FOR CHECK AP 00013705:			6,516.18		
STAPLES, INC. (STAPINC)					
	3521309833	10/25/2022	4.19	60A Pilot Dr. Grip Retractable	0012012211 53101
	3521309833	10/25/2022	33.64	OFFICE ENVELOPE	0012012211 53141
	3521309833	10/25/2022	77.79	TAPE, PACKING, 55YDS (ROLL)	0012052218 53198
	3521309833	10/25/2022	15.91	MARKER, SHARPIE SILVER PAIN PE	0012052218 53198
	3521309833	10/25/2022	17.53	MARKER, SHARPIE PERMANENT, FIN	0012052218 53198
	3521309833	10/25/2022	6.56	DRY ERASE ERASER (EACH)	0012052218 53198
	3521309833	10/25/2022	43.16	ZIP LOCK BAGS, GALLON (BOX)	0012052218 53198
	3521309833	10/25/2022	13.97	DRY ERASE MARKER, CHISLE TIP,	0012052218 53198
	3521309833	10/25/2022	10.99	DRY ERASE MARKER, CHISLE TIP,	0012052218 53198
	3521309833	10/25/2022	6.18	DRY ERASE MARKER, CHISLE TIP,	0012052218 53198
	3521309833	10/25/2022	14.85	DRY ERASE MARKER, CHISEL TIP,	0012052218 53198
	3521309834	10/25/2022	617.98	SOAP, ANTISEPTIC LOTION, 800ML	0012052218 53198
	3521309834	10/25/2022	16.43	DRY ERASE BOARD CLEANER (EACH)	0012052218 53198
	3521309834	10/25/2022	912.78	PAPER, 8.5"x11" WHITE (REAM)	0012052218 53198
	3522728017	11/08/2022	11.44	SPRAY HEAD TRIGGER, 32OZ (EACH)	0012052218 53198
	3522728017	11/08/2022	52.95	SPONGE, SCRUBBING (EACH)	0012052218 53198
	3522728017	11/08/2022	8.32	TAPE, INVISIBLE 3/4" REFILL (R	0012052218 53198
	3522728018	11/08/2022	8.51	BINDER CLIP, SMALL (BOX)	0012052218 53198
	3522728018	11/08/2022	16.70	BINDER CLIP, MEDIUM (BOX)	0012052218 53198
	3522728018	11/08/2022	2.64	RUBBER BANDS, SIZE 16, 1/4 LB	0012052218 53198
	3522728018	11/08/2022	7.08	BINDER CLIP, LARGE (BOX)	0012052218 53198
	3522728018	11/08/2022	89.76	TOILET BOWL CLEANER (EACH)	0012052218 53198
	3522728018	11/08/2022	29.59	PEN, BALLPOINT, BLUE (BX/12)	0012052218 53198
	3522728018	11/08/2022	1.97	PEN, BALLPOINT, RED (EACH)	0012052218 53198
	3522728018	11/08/2022	22.44	POST-IT NOTES, 3"x5" (PAD)	0012052218 53198
	3522728018	11/08/2022	29.26	PEN, BALLPOINT, BLACK (BX/12)	0012052218 53198
	3522728018	11/08/2022	208.56	POST-IT NOTES, 3x5 LINED (PAD)	0012052218 53198
	3522728018	11/08/2022	52.45	SIMPLE GREEN CONCENTRATE, 1GAL	0012052218 53198
TOTAL FOR CHECK AP 00013706:			2,333.63		
STEVE STRINGFELLOW (STRI03310)					
	20223184B	11/03/2022	80.82	WFCA CONF/LODGING DIFF	0011001100 54311
TOTAL FOR CHECK AP 00013724:			80.82		

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STRYKER MEDICAL (STRYMEDI)					
	3935932M	10/27/2022	26.44	GRIP ARM PL STOCK	0016502265 53143
	3942006M	11/01/2022	285.95	COIL HOUSING ASSY STOCK	0016502265 53143
	39434153M	10/26/2022	19.18	ARM COVER H/E STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013707:			331.57		
SUMNER LAWN 'N SAW (SUMNLAWN)					
	104651	10/24/2022	334.31	GENERATOR REPAIR.	0012042254 54811
	105287	11/08/2022	23.63	power tool parts	0012042254 53141
TOTAL FOR CHECK AP 00013708:			357.94		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10014011902	11/07/2022	3.92	RIVET NUTS	0016502265 53141
	10014315600	11/07/2022	66.83	PURPLE CLEAN (PT.2)	0016502265 53141
	10014921100	10/31/2022	242.19	SCREWS, RIVETS, NUTS, BRK CLEA	0016502265 53141
	10015025100	10/31/2022	20.20	PHILLIPS SCREWS M6 (100)	0016502265 53141
	10015075500	11/07/2022	133.65	PURPLE CLEAN DEGREASER INDUSTR	0016502265 53141
	10015115300	11/07/2022	45.20	AIR BRAKE FITTINS, RIVETS, ETC	0016502265 53141
TOTAL FOR CHECK AP 00013709:			511.99		
TAHPI INC (TAHPIINC)					
	2419	11/01/2022	2,176.76	NOV'22 REBOUND MO. CONTRACT	0012502210 54911
TOTAL FOR CHECK AP 00013710:			2,176.76		
TEC EQUIPMENT INC (TECEQUIP)					
	462084S	11/08/2022	302.78	E18-3 DOC/DPF CLEAN	0016502265 54820
TOTAL FOR CHECK AP 00013711:			302.78		
TRS MECHANICAL INC (TRSMECHA)					
	2864124805	09/19/2022	1,189.26	HVAC REPAIRS FOR 2022 (INCREAS	0012042254 54801
	2876124944	08/27/2022	2,754.28	HVAC REPAIRS FOR 2022	0012042254 54801
TOTAL FOR CHECK AP 00013712:			3,943.54		
UNIFIRST CORPORATION (UNIFIRST)					
	3301912780	11/02/2022	149.32	NOV02 SHOP UNIFORMS/RUGS	0016502265 54931
	3301914950	11/09/2022	149.32	NOV09 SHOP UNIFORMS/RUGS	0016502265 54931
TOTAL FOR CHECK AP 00013713:			298.64		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.221028.5	11/10/2022	29.99	TNT ADMIN SUBSCRIPTION	0012002210 54902
	PC.000.221028.5	11/10/2022	60.15	ZOOM ADMIN - OCT 2022	0012002210 54902
	PC.000.221028.5	11/10/2022	451.04	L.G. FAN MOTORS	0012042254 53146
	PC.000.221028.5	11/10/2022	57.00	Gas for SC18-1 for trip to FPI	0012042254 53201
	PC.000.221028.5	11/10/2022	63.00	Gas for SC18-1 for FPI Conf.	0012042254 53201
	PC.000.221028.5	11/10/2022	1,439.02	PUMP ACADEMY ADV ACCESS	0012302240 53102
	PC.000.221028.5	11/10/2022	56.46	SNACKS FOR NASH TRAINING	0012302240 53171
	PC.000.221028.5	11/10/2022	44.12	COFFEE FOR NASH	0012302240 53171
	PC.000.221028.5	11/10/2022	143.26	LUNCH FOR NASH	0012302240 53171
	PC.000.221028.5	11/10/2022	182.20	LUNCH FOR ADMIN BOARD MTG	0012302240 53171
	PC.000.221028.5	11/10/2022	167.98	LUNCH FOR ADMIN BOARD MTG	0012302240 53171
	PC.000.221028.5	11/10/2022	205.66	MCKENZIE LODGING DEPOSIT	0012302240 54311
	PC.000.221028.5	11/10/2022	267.21	SOBOLE AIRFARE	0012302240 54341

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	PC.000.221028.5	11/10/2022	385.00	BLUE CARD CURRIE	0012302240 54921
	PC.000.221028.5	11/10/2022	385.00	BLUE CARD DORMAIER	0012302240 54921
	PC.000.221028.5	11/10/2022	465.00	FOX FIRE OFFICER REG	0012302240 54921
	PC.000.221028.5	11/10/2022	27.50	Shirt Embroidery	0014002230 53501
	PC.000.221128.1	11/10/2022	533.28	WFCA CONF LODGING	0012002210 54311
	PC.000.221128.1	11/10/2022	39.42	Central Stores 66	0012042254 53146
	PC.000.221128.1	11/10/2022	57.41	STN 72 FAUCET BATTERIES.	0012042254 53146
	PC.000.221128.1	11/10/2022	354.95	LUNCH FOR NASH TRAINING	0012302240 53171
	PC.000.221128.1	11/10/2022	52.88	SNACKS FOR NASH TRAINING	0012302240 53171
	PC.000.221128.1	11/10/2022	517.76	LORENZ LODGING	0012302240 54311
	PC.000.221128.1	11/10/2022	465.00	FIELDMAN FIRE OFFICER REG	0012302240 54921
	PC.000.221128.1	11/10/2022	84.00	BENNING LIVE FIRE INSTRUCTOR	0012302240 54922
	PC.000.221128.1	11/10/2022	1,372.00	NREMT TEST VOUCHERS	0012302240 54922
	PC.000.221128.1	11/10/2022	476.59	Office Supplies for P&E	0014002230 53101
	PC.000.221128.1	11/10/2022	54.99	TOOLBOX FOR MAC - PER MORROW	0012002210 53141
	PC.200.221128.1	11/10/2022	185.25	Postage for Stamps.com	0012002210 54221
	PC.201.221128.1	11/10/2022	533.28	20223191 ROBACKER LODGING	0012012211 54311
	PC.203.221028.3	11/10/2022	60.29	Promo Ceremony Refresh	0012032213 53171
	PC.203.221128.1	11/10/2022	(250.00)	Promo Cere Deposit Return	0012032213 53132
	PC.203.221128.1	11/10/2022	163.99	Zoom Subscr OCT'22-OCT'23	0012032213 54902
	PC.203.221128.1	11/10/2022	327.98	HR Zoom Interview Accounts	0012032213 54902
	PC.230.221128.1	11/10/2022	173.76	2022-3185 WILLIS LODGING	0011001100 54311
	PC.230.221128.1	11/10/2022	533.28	2022-3186 COLEMAN LODGING	0011001100 54311
	PC.340.221128.1	11/10/2022	1,687.00	EMS CONNECT SUBSCRIPTION	1013402680 54902
	PC.340.221128.1	11/10/2022	1,687.00	EMS CONNECT SUBSCRIPTION	1013402680 54902
	PC.609.221028.1	11/10/2022	83.79	Fuel for SC20-2	0012042254 53201
	PC.609.221128.1	11/10/2022	50.18	Fuel for SC20-2	0012042254 53201
	PC.609.221128.1	11/10/2022	647.73	Hotel for AC Ops	0012302240 54311
	PC.609.221128.2	11/10/2022	164.97	Food for Chief Officers.	0012002210 53171
	PC.650.221028.4	11/10/2022	75.27	E18-2 FUEL	0012042254 53201
	PC.650.221028.4	11/10/2022	41.31	TONER SHOP PRINTER	0016502265 53101
	PC.650.221028.4	11/10/2022	31.35	FILTER, GENERATOR	0016502265 53143
	PC.650.221028.4	11/10/2022	27.12	FUSE PANEL STOCK	0016502265 53143
	PC.650.221028.4	11/10/2022	132.73	MOUNTING BAND STOCK	0016502265 53143
	PC.650.221028.4	11/10/2022	(244.57)	CREDIT FOR INCORRECT CHARGE	0016502265 54820
	PC.650.221028.4	11/10/2022	65.00	L21-2 WEIGHT CERT	0016502265 54820
	PC.650.221128.1	11/10/2022	13.65	M17-3 DOL REPORT OF SALE	0012042254 54912
	PC.650.221128.1	11/10/2022	189.23	O2 ADAPTERS/FITTINGS	0016502265 53141
	PC.650.221128.1	11/10/2022	143.05	COMPARTMENT STRUTS STOCK	0016502265 53143
	PC.650.221128.1	11/10/2022	74.80	AQUAPEL GLASS TREATMENT	0016502265 53143
	PC.650.221128.2	11/10/2022	283.69	SC22-6 FLOOR MATS	0152309422 56401
TOTAL FOR CHECK AP 00013714:			15,319.00		
VALLEY FREIGHTLINER INC (VALLFRED)					
	PC30157082601	10/27/2022	790.35	ROTORS, SEALS, GASKT,	0016502265 53143
	PC30157082602	10/28/2022	203.85	BRAKE ROTORS	0016502265 53143
	PC30157128301	10/28/2022	22.77	M19-1 AXLE NUT/STUD (RETURNED)	0016502265 53143

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	PC30157156501	10/31/2022	867.21	COOLANT C2826 + FILTERS	0016502265 53143
	PC30157192301	11/01/2022	6.69	M19-1 R WHEEL AXLE STUD	0016502265 53143
	PC30157193001	11/01/2022	3.52	M19-1 NUT HEX	0016502265 53143
	PC30157234501	11/03/2022	722.89	COOLANT	0016502265 53143
	PC30157267601	11/03/2022	36.33	M15-WTR TRANS TUBE AND SEAL	0016502265 53143
	PC30157303201	11/05/2022	(22.77)	AXLE STUD/NUT CREDIT	0016502265 53143
	PC30157322802	11/08/2022	980.69	BRAKE ROTORS TDA23123642015 ST	0016502265 53143
	PC30157322803	11/08/2022	81.97	HUB CAPS STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013684:			3,693.50		
WASHINGTON AUDIOLOGY SERVICE (WASHAUDI)					
	61083	10/31/2022	1,725.00	OCT HEARING EXAMS	0012502210 54191
TOTAL FOR CHECK AP 00013725:			1,725.00		
WRIGHT BROTHERS INVESTMENTS, I (WRIGBROS)					
	14135	10/20/2022	1,606.07	ABSORBANT (BAG)	0012052218 53198
TOTAL FOR CHECK AP 00013715:			1,606.07		
REPORT TOTAL:			234,186.68		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00013726	ACTIONWO	ACTIONWORKS	11/17/22	924.91	MW	CX	
AP EFT 00013727	AMAZON	AMAZON CAPITAL SERVICES	11/17/22	3,974.58	MW	CX	
AP EFT 00013728	BATTEPLUS	Batteries Plus #245	11/17/22	345.71	MW	CX	
AP EFT 00013729	BRANOPER	Branom Operating Company LL	11/17/22	209.35	MW	CX	
AP EFT 00013730	CHRIINC	CHRISTENSEN INC	11/17/22	9,324.63	MW	CX	
AP EFT 00013731	CITYPUYA	CITY OF PUYALLUP	11/17/22	370.41	MW	CX	
AP EFT 00013732	COMMBRAK	Commercial Brake	11/17/22	390.57	MW	CX	
AP EFT 00013733	EFAXCORP	EFAX CORPORATE	11/17/22	231.09	MW	CX	
AP EFT 00013734	FASTINDU	Fastenal Industrial & Const	11/17/22	464.64	MW	CX	
AP EFT 00013735	VALLFREI	FREIGHTLINER NORTHWEST	11/17/22	1,691.34	MW	CX	
AP EFT 00013736	IMSALLI	JUSTICE FAMILY ENTERPRISES	11/17/22	24.48	MW	CX	
AP EFT 00013737	LNCURTIS	L.N. Curtis and Sons	11/17/22	1,051.93	MW	CX	
AP EFT 00013738	LIFEASSI	Life-Assist Inc	11/17/22	1,936.00	MW	CX	
AP EFT 00013739	LOWECOMP	Lowe's Companies	11/17/22	123.26	MW	CX	
AP EFT 00013740	MASCEQUI	MASCOTT EQUIPMENT COMPANY	11/17/22	821.97	MW	CX	
AP EFT 00013741	MESNORT	MES NORTHWEST	11/17/22	41.34	MW	CX	
AP EFT 00013742	MOUNMIST	Mountain Mist Water	11/17/22	66.00	MW	CX	
AP EFT 00013743	NBFSPQ	NBFSPQ INC	11/17/22	2,600.00	MW	CX	
AP EFT 00013744	GENEFIRE	Pacific Northwest Emergency	11/17/22	219.52	MW	CX	
AP EFT 00013745	PLATELEC	Platt Electric Supply	11/17/22	220.55	MW	CX	
AP EFT 00013746	PSINSTRU	Puget Sound Instrument Co	11/17/22	259.12	MW	CX	
AP EFT 00013747	SEAWESTE	Sea-Western Inc	11/17/22	1,347.39	MW	CX	
AP EFT 00013748	STANPART	Standard Parts Corp	11/17/22	2,704.11	MW	CX	
AP EFT 00013749	SUMMLAW	SUMMIT LAW GROUP	11/17/22	32.00	MW	CX	
AP EFT 00013750	TRUENORT	TRUE NORTH EMERGENCY EQUIPM	11/17/22	53.60	MW	CX	
AP EFT 00013751	USBANKBU	US Bank Business Card	11/17/22	3,439.92	MW	CX	
AP EFT 00013752	ZOLLMEDI	ZOLL Medical Corp	11/17/22	889.35	MW	CX	
AP EFT 00013753	BATTSYST	BATTERY SYSTEMS OF WA	11/17/22	2,774.71	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
AP EFT 00013754	VAN11030	GARY VAN LANDINGHAM	11/17/22	12.50	MW	CX			
AP EFT 00013755	CLAI03210	JUSTIN CLAIBOURN	11/17/22	123.74	MW	CX			
AP EFT 00013756	VANN09230	KIRK VAN NATTA	11/17/22	66.88	MW	CX			
AP EFT 00013757	KOVA04030	LOGAN KOVASH	11/17/22	1,668.00	MW	CX			
AP EFT 00013758	NEWPIG	New Pig	11/17/22	505.04	MW	CX			
AP EFT 00013759	TCHO01310	NOAH TCHOBANOFF	11/17/22	173.12	MW	CX			
AP EFT 00013760	WISE07120	Tracy Wiseman	11/17/22	34.38	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	39,116.14	Number of EFTs Processed:	35
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 39,116.14

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ACTIONWORKS (ACTIONWO)					
	5744	11/16/2022	924.91	APPAREL IT 2022	0012032213 52011
TOTAL FOR CHECK AP 00013726:			924.91		
AMAZON CAPITAL SERVICES (AMAZON)					
	19GYQQLFTXC	11/11/2022	299.20	AQUAPEL GLASS TREATMENT (48)	0016502265 53143
	1F1VL4TTRJVK	11/11/2022	113.29	IT MONICA TONER Broth TN-315BK	0012102215 53101
	1F4D6LJPC3KC	11/13/2022	19.60	MENTHOLATUM OINTMENT (EACH)	0012052218 53198
	1F4D6LJPC3KC	11/13/2022	615.62	HAZ MAT HEADLAMP PIXA 3, Head	0013202260 53501
	1F4D6LJPC3KC	11/13/2022	39.58	68 CARDINAL BULB 13W GX24Q	0016082250 53141
	1F4D6LJPC3KC	11/13/2022	340.95	72 BC TONER Brother TN221BK	0017022250 53101
	1M9PDF3MGX	11/09/2022	244.17	P&E WOHRLE- Milwaukee's Genera	0014002230 53501
	1PT7DQ7Y1K93	11/07/2022	1,318.89	IT MONICA CISCO 9300-NM-8X.	0012102215 53501
	1R4KM31X7RC	11/08/2022	160.05	OPS TACTICAL NOTEBOOK COVERS.	0013002220 53501
	1X396H1XFTYT	11/08/2022	53.43	H&S HANGERS FOR BUNKER COATS	0012502210 52010
	1YML7FH46Q	11/12/2022	769.80	HM BACKPACK Military Tactica	0013202260 53501
TOTAL FOR CHECK AP 00013727:			3,974.58		
BATTERIES PLUS #245 (BATTEPLUS)					
	P57031868	11/16/2022	99.00	BATTERY 9 VOLT (EACH)	0012052218 53198
	P57031868	11/16/2022	38.02	BATTERY AA ALKALINE (EACH)	0012052218 53198
	P57031868	11/16/2022	186.91	BATTERY C ALKALINE (EACH)	0012052218 53198
	P57031868	11/16/2022	21.78	BATTERY CR2032 (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00013728:			345.71		
BATTERY SYSTEMS OF WA (BATTSYST)					
	28451109221616	11/10/2022	2,774.71	ODY BATTERIES AGM31 (6) STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013753:			2,774.71		
BRANOM OPERATING COMPANY LLC (BRANOPER)					
	INV202210173	10/14/2022	209.35	PUMP GAUGES RECALIBRATIONS	0016502265 54820
TOTAL FOR CHECK AP 00013729:			209.35		
CHRISTENSEN INC (CHRIINC)					
	0371490IN	11/01/2022	4,232.05	#371490 NOV1 STN60 FUEL	0012042254 53201
	0372557IN	11/01/2022	568.86	#372557 NOV1 STN64 FUEL	0012042254 53201
	0372558IN	11/01/2022	1,607.98	#372558 NOV1 STN67 FUEL	0012042254 53201
	0372560IN	11/01/2022	2,915.74	#372560 NOV1 STN72 FUEL	0012042254 53201
TOTAL FOR CHECK AP 00013730:			9,324.63		
CITY OF PUYALLUP (CITYPUYA)					
	72-221104	11/04/2022	62.77	#460195001 STN72 WATER CHG	0017022250 54711
	72-221104	11/04/2022	265.15	#460195001 STN72 SEWER/STORM	0017022250 54721
	72-221104	11/04/2022	42.49	#460195001 STN72 LANDFILL	0017022250 54741
TOTAL FOR CHECK AP 00013731:			370.41		
COMMERCIAL BRAKE (COMMBRAK)					
	145690	11/09/2022	390.57	BRK PAD KIT STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013732:			390.57		
EFAX CORPORATE (EFAXCORP)					
	4292628	10/31/2022	231.09	CP OCT'22 MO EFAX SVCS	0012102215 54813
TOTAL FOR CHECK AP 00013733:			231.09		

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WALA252918	09/13/2022	464.64	HS PPE Ripcord Retractors	0012502210 52010
TOTAL FOR CHECK AP 00013734:			464.64		
GARY VAN LANDINGHAM (VAN11030)					
	110222	11/02/2022	12.50	MILEAGE REIMB OCT 3 - 8	0013102260 54331
TOTAL FOR CHECK AP 00013754:			12.50		
GENERAL FIRE APPARATUS INC (GENEFIRE)					
	15679	11/07/2022	219.52	HS-PPE ROSENBAUER 157351 FACE	0012502210 52010
TOTAL FOR CHECK AP 00013744:			219.52		
IMS ALLIANCE (IMSALLI)					
	223234	11/10/2022	24.48	PP TAGS	0012502210 52010
TOTAL FOR CHECK AP 00013736:			24.48		
JUSTIN CLAIBOURN (CLAI03210)					
	103122A	10/31/2022	123.74	CLAIBOURN SAFETY BOOTS 2022	0016502265 52011
	103122A	10/31/2022	0.00	CLAIBOURN SAFETY BOOTS 2022	0016502265 52011
TOTAL FOR CHECK AP 00013755:			123.74		
KIRK VAN NATTA (VANN09230)					
	110222	11/02/2022	66.88	MILEAGE REIMB OCT16-23	0013102260 54331
TOTAL FOR CHECK AP 00013756:			66.88		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV641304	10/14/2022	994.40	UNIFORM POLO'S	0012042254 52011
	INV641304	10/14/2022	23.09	SHIPPING / SHIRTS	0012042254 52011
	INV646882	11/02/2022	21.12	E63 PLUG/DIKE	0012042254 53141
	INV646882	11/02/2022	13.32	TRANSPORTATION / PLUGS	0012042254 53141
TOTAL FOR CHECK AP 00013737:			1,051.93		
LIFE-ASSIST INC (LIFEASSI)					
	1264657	11/02/2022	1,936.00	EPINEPHRINE 1:10,000 IMG 10ML	0012052218 53198
TOTAL FOR CHECK AP 00013738:			1,936.00		
LOGAN KOVASH (KOVA04030)					
	111522	11/16/2022	1,668.00	06/21/22-09/02/22 TUITION RMB	0012002210 54925
TOTAL FOR CHECK AP 00013757:			1,668.00		
LOWE'S COMPANIES (LOWECOMP)					
	97307	11/14/2022	56.39	HM 4c trufuel gal	0013202260 53141
	97326	11/14/2022	66.87	61 SANTOS - PROPANE TANK	0016012250 53501
TOTAL FOR CHECK AP 00013739:			123.26		
MASCOTT EQUIPMENT COMPANY (MASCEQU)					
	512469	02/21/2022	(692.37)	INSTALL KITS RETURNED CM	0152049422 56431
	546506	05/10/2022	194.34	FUEL KEYS - 25 COUNT	0012042254 53201
	559191	10/26/2022	660.00	SC22-1, AIMS KIT	0016502265 53143
	559191	10/26/2022	660.00	SC22-2, AIMS KIT	0016502265 53143
TOTAL FOR CHECK AP 00013740:			821.97		
MES NORTHWEST (MESNORT)					
	IN1783480	10/28/2022	41.34	61 CSUTTER -3080-18-PL 18-in.	0016012250 53501
TOTAL FOR CHECK AP 00013741:			41.34		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/17/2022

End Date: 11/17/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
MOUNTAIN MIST WATER (MOUNMIST)					
	04773348	06/24/2022	66.00	REPAY CREDIT 04773348C	0012052218 53141
TOTAL FOR CHECK AP 00013742:			66.00		
NBFSPQ INC (NBFSPQ)					
	5545	07/17/2022	2,600.00	PRO BOARD SITE VISIT FEE	0012302240 54191
TOTAL FOR CHECK AP 00013743:			2,600.00		
NEW PIG (NEWPIG)					
	497588700	06/01/2022	(680.17)	SPILL KIT ITEMS RETURN CREDIT	0016502265 53141
	497616300	06/03/2022	680.17	ABSORB SOCKS/PILLOWS SHOP SUPP	0016502265 53141
	497616400	06/03/2022	(526.17)	(2) CASES PILLOWS RETURNED	0016502265 53141
	498440300	08/24/2022	586.23	ABSORB BATS MAT235	0016502265 53141
	498770000	09/23/2022	444.98	PIG WIPES WIP231 (3) CASES	0016502265 53141
TOTAL FOR CHECK AP 00013758:			505.04		
NOAH TCHOBANOFF (TCHO01310)					
	111422	11/14/2022	142.28	COSTCO/SILVERWARE/TUPPERWARE	0016052250 53141
	111422	11/14/2022	30.84	HOME DEPOT/12 GAL TOTE (2)	0016052250 53141
TOTAL FOR CHECK AP 00013759:			173.12		
PLATT ELECTRIC (PLATELEC)					
	3H08770	10/10/2022	166.43	68 LAMPS	0016082250 53141
	3K79059	11/10/2022	54.12	68 CARDINAL -F32T8ADV835 BULBS	0016082250 53141
TOTAL FOR CHECK AP 00013745:			220.55		
PUGET SOUND INSTRUMENT CO (PSINSTRU)					
	475637	10/31/2022	259.12	MOTOROLA CONNECTORS (6)	0016502265 53143
TOTAL FOR CHECK AP 00013746:			259.12		
SEA-WESTERN INC (SEAWESTE)					
	INV19698	11/11/2022	1,347.39	605128 haix duty boots	0012042254 52011
TOTAL FOR CHECK AP 00013747:			1,347.39		
STANDARD PARTS CORP (STANPART)					
	141193	10/28/2022	175.89	STN67 DEF STOCK (10 CASES)	0012042254 53201
	143191	11/09/2022	175.89	STN65 DEF STOCK	0012042254 53201
	143404	11/10/2022	351.78	STN61 DEF STOCK (20 CASES)	0012042254 53201
	143983	11/14/2022	2,000.55	AGM31 BATTERIES (4)	0016502265 53143
TOTAL FOR CHECK AP 00013748:			2,704.11		
SUMMIT LAW GROUP (SUMMLAW)					
	140790	10/17/2022	32.00	PERC UC Work	0012032213 54151
TOTAL FOR CHECK AP 00013749:			32.00		
TRACY WISEMAN (WISE07120)					
	111022A	11/10/2022	34.38	WISEMAN MILEAGE REIMB 11-10-22	0012042254 54331
TOTAL FOR CHECK AP 00013760:			34.38		
TRUE NORTH EMERGENCY EQUIPMENT (TRUENORT)					
	A12960	11/10/2022	53.60	STRUT COMP (2)	0016502265 53143
TOTAL FOR CHECK AP 00013750:			53.60		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.221028.6	11/17/2022	241.39	LUNCH FOR ADMIN BOARD MTG	0012302240 53171

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/17/2022

End Date: 11/17/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	PC.000.221028.6	11/17/2022	36.40	Calendly Account Fee	0012302240 54902
	PC.000.221028.6	11/17/2022	43.76	ZOOM SUBSCRIPTION	0012302240 54902
	PC.000.221028.6	11/17/2022	385.00	KREKLING BLUE CARD	0012302240 54921
	PC.000.221128.2	11/17/2022	13.18	LOGS BAY DOOR ANTENNA/ GLOVES	0012042254 53141
	PC.000.221128.2	11/17/2022	17.55	LOGS BAY DOOR ANTENNA/ GLOVES	0012042254 53146
	PC.000.221128.2	11/17/2022	316.30	LUNCH FOR NASH TRAINING	0012302240 53171
	PC.000.221128.2	11/17/2022	187.35	LUNCH FOR ADMIN BOARD MTG	0012302240 53171
	PC.000.221128.2	11/17/2022	10.00	CARTER HOSKINSON MTG REG	0012302240 54921
	PC.000.221128.2	11/17/2022	450.00	WOHRLE REGISTRATION	0012302240 54921
	PC.203.221128.2	11/17/2022	279.46	Job Analysis Lt	0012032213 53171
	PC.204.221028.2	11/17/2022	440.00	ff foil stickers	0014002230 53136
	PC.210.221028.2	11/17/2022	597.27	CP-DELL LAPTOP DOCKING STATION	0012102215 53501
	PC.210.221128.1	11/17/2022	32.80	TWO USB-C ADAPTER FOR TEST	0012102215 53501
	PC.230.221128.2	11/17/2022	200.78	LATERAL ORAL BOARD LUNCH 11.07	0012032213 53171
	PC.650.221128.3	11/17/2022	164.94	WIPER BLADES STOCK	0016502265 53143
	PC.650.221128.3	11/17/2022	23.74	RADIATOR CAPS STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013751:			3,439.92		
VALLEY FREIGHTLINER INC (VALLFRED)					
	PC30157083901	10/28/2022	499.10	GUIDE PIN KITS STOCK	0016502265 53143
	PC30157274801	11/08/2022	36.33	TRANS TUBE, SEAL FOR STOCK	0016502265 53143
	PC30157436001	11/11/2022	33.96	M19-2 AIR HORN SHIELD (1)	0016502265 53143
	PC30157514301	11/14/2022	327.75	E18-1 AIR BRAKE RELAY VALVE/AX	0016502265 53143
	SR30106354301	11/09/2022	794.20	E18-1, PAINT WHEELS	0016502265 54821
TOTAL FOR CHECK AP 00013735:			1,691.34		
ZOLL MEDICAL CORP (ZOLLMEDI)					
	3609024	11/11/2022	889.35	EMS AP BATTERY REPLACEMENT	1013402680 53501
TOTAL FOR CHECK AP 00013752:			889.35		
REPORT TOTAL:			39,116.14		



Board Meeting Agenda Item Summary

Agenda Date: November 28, 2022

Item Title: Dissolving Petty Cash, Change & Advanced Travel Funds

Attachments: Res 22-12 Dissolving Petty Cash, Change & Advanced Travel Funds

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

☒ First reading

☐ Second reading

☐ Motion to approve

☐ For information only

☐ Other: _____

SUMMARY: NO MOTION

The District is at a point where customers sign up for all District classes online and pay with credit cards, District p-cards are assigned and used broadly, and account payable check runs are now weekly on a consistent basis.

These practices have made the use of petty cash, advanced travel, and change funds antiquated and mostly unnecessary. The District will keep one \$100 change fund at headquarters, and the \$7,500 imprest fund for cash and miscellaneous/emergent expenditure needs.

The remaining two petty cash funds, two change funds, and the advanced travel fund are no longer used. It is my recommendation that these funds be dissolved and redeposited in the Districts main depository account as follows:

Account (s)	Amount
Petty Cash Funds	\$ 400.00
Change Funds	400.00
Advanced Travel Fund	10,500.00
Total to Main Depository	\$11,300.00

It is also recommended that Stephany Carter-Hoskinson be designated by the Board as Custodian for the remaining District change fund and Imprest Fund.

FINANCIAL IMPACT: \$11,300 Deposited and available to be used for other District purposes.

RESOLUTION NO. 22-12

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, DISSOLVING ALL PETTY CASH FUNDS, ONE (1) CHANGE FUND, AND THE ADVANCED TRAVEL FUND

WHEREAS, previous Board Resolutions set up petty cash, change and advanced travel funds; and

WHEREAS, the petty cash funds, one (1) change fund, and the advanced travel fund are no longer used; and

WHEREAS, the Finance Director recommends closing these funds and depositing the same into the District main depository account as follows:

Account (s)	Amount
Petty Cash Funds	\$ 400.00
Change Funds	400.00
Advanced Travel	10,500.00
Total to Main Depository	\$11,300.00

WHEREAS, Stephany Carter-Hoskinson has been selected to be Custodian for the remaining change fund of \$100 and the Imprest fund of \$7,500; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Central Pierce Fire & Rescue that Stephany Carter-Hoskinson is designated Custodian of both the District change and Imprest funds; and that all other change, petty cash, and advanced travel funds shall be closed, dissolved, and deposited into the District main depository account.

MOVED AND PASSED at a regular meeting of the Board of Fire Commissioners for Central Pierce Fire & Rescue on the ____ day of December, 2022, of which all commissioners were notified and ____ were present and voting.

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Dale Mitchell, Commissioner

ATTEST:

Tanya Robacker, District Secretary



Board Meeting Agenda Item Summary

Agenda Date: November 28, 2022

Item Title: Board Policy 3.18 – Receipting and Depositing Incoming Funds

Attachments: Board Policy 3.18

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Board Policy 3.18 – Receipting and Depositing Incoming Funds has been reviewed by Staff. The policy has been moved to the new format and updated.

The Policy is presented for first reading and comment.

FINANCIAL IMPACT: N/A

RECEIPTING INCOMING FUNDS

NUMBER..... 318
CATEGORY Administration
EFFECTIVE..... DATE: 10-15-04
Updated..... DATE: 09-08-08
AUTHOR Vicky Carlsen



REFERENCE

Washington State Auditor's Office Budgeting, Accounting and Reporting System (BARS)
Manual and Security Standards Council: Payment Card Industry Data Security Standard

SCOPE

All personnel

PURPOSE

To establish internal controls, safeguard District assets, and comply with state law regarding proper handling of incoming funds.

POLICY

1. Funds may only be received at one of the stations that have secretarial support or at the location of a District sponsored event where authorized employees are designated to collect incoming funds.
2. When funds are received over-the-counter at these Stations or at a District sponsored event, the following procedure will be utilized:

A District authorized receipt will be immediately written for all cash and checks received.

This receipt will be written by the individual assigned the receipt book or their designee.

There will be only one receipt book in use at any one time at any given station.

The receipt must be pre-numbered and imprinted with the District's name and when completed should contain the following information:

- Receipt date
- Name of payer (if check, name pre-printed on the check)
- Address of payer (if cash donation is received)
- Amount received
- Mode of payment (cash, check, credit card, other)

- Purpose of payment
- Signature of employee preparing receipt (at a minimum, initial of first name and full last name)

In addition to the above information, over-the-counter receipts issued for credit card payments should be accompanied by a credit card impression on the Bankcard Sales slip. Information captured on the Bankcard Sales slip should include the following:

- Impressed credit card information (Cardholder name, 16-digit account number, and expiration date)
- Billing address
- Zip code
- Date
- Quantity
- Description or purpose of payment
- Amount
- Total amount
- Verified cardholder's signature – verify with signature on the back of the card or if the signature is not legible, a valid source of identification i.e. driver's license.

The original cash receipt (white copy) and customer copy of bankcard sales slip, if applicable should be given to the person bringing in the money.

If a cash receipt needs to be voided, a reason for voiding it must be included on the receipt and the original and second copy forwarded to the Finance Division.

The second copy of the cash receipt (yellow) will be removed from the receipt book and immediately forwarded with the funds along with all applicable backup documentation (including both remaining copies of bankcard sales slip) to the Finance Division.

The third copy of the cash receipt (pink) will remain in the book until the whole book is exhausted. The book will then be forwarded to the Finance Division with all third copy receipts in the book. At that time, a new temporary receipt book will be issued to the station.

For internal control purposes, random audits of active receipt books may be conducted to ensure compliance with cash handling procedures and policies.

3. Credit card payments received via telephone should be recorded on the appropriate form that corresponds to the purpose of the payment. For example, a credit card payment received for a CPR class should be recorded on a CPR registration form. Document that the transaction information was collected via telephone and if there is not an applicable form, use a bankcard sales slip and complete the form as described above. Information received via the phone should include the following:
 - Cardholder name as it appears on the credit card

- 16-digit account number
 - Expiration date
 - Billing address
 - Zip Code
 - Amount
 - Signature of employee preparing receipt (at a minimum, initial of first name and full last name)
4. Funds received in the mail shall be forwarded directly to the Finance Division.
 5. All funds received by the Finance Division will be entered into the District's financial software system and deposited in the bank in a timely manner. Upon entry, the system generated receipt will be attached to the second copy of the over-the-counter receipt and applicable backup documentation.
 6. Any funds waiting to be receipted will be kept in a secure location where access is limited to a minimum number of personnel.
 7. Credit card information collected will be kept in a secure location where access is limited to a minimum number of personnel. It is the responsibility of each member collecting credit card transaction information to safeguard the information provided. Safeguarding activity includes ensuring that information is not saved in electronic format, non-essential card information is not collected from the customer (required information is listed above), personal notes taken during the transaction process are shredded and other similar and reasonable measures performed to diligently protect and limit access to credit card information in a timely manner.
 8. Any loss of funds shall be reported to the Chief Financial Officer immediately upon discovery.
 9. Any discrepancies noted during the reconciliation of the bank statement shall be immediately researched and resolved.

PROCEDURE

N/A

ATTACHMENTS

[Bankcard Sales Slip Example](#)

[Cash Receipt Example](#)

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.18

ORIGINATED: 10/15/2004
APPROVED:
EFFECTIVE: 12/27/28/2022

SUBJECT: RECEIPTING AND DEPOSITING INCOMING FUNDS

PURPOSE: To establish internal controls, safeguard District assets, and comply with state law regarding the proper handling of incoming funds.

AUTHORITY & RESPONSIBILITY:

The Board of Fire Commissioners and Executive Staff Members have the authority and responsibility to ensure all District Members are familiar with, and operate, within the parameters of this Board Policy.

POLICY:

I. Funds may only be received at one of the stations that have ~~secretarial-administrative~~ support or at the location of a District-sponsored event where authorized employees are designated to collect incoming funds.

II. Only Support Specialists and/or Finance employees may be designated to collect incoming and deposit incoming funds.

III. When funds are received over the counter at ~~these~~ Stations or at a District sponsored event, the following procedure will be utilized:

A. A District-authorized ~~temporary~~ receipt will be:

1. ~~Immediately~~ written for all cash and checks received.
2. This receipt will be System generated or written by the individual assigned to the receipt book or their designee, ~~and-~~
3. Only one ~~There will be only one~~ receipt book will be in use at any one time at any given station.

B. The receipt must be pre-numbered and imprinted with the District's name. The ~~and when~~ completed receipt ~~should~~ contain the following information:

1. Receipt date
2. Name of payer (if check, name pre-printed on the check)
3. Address of payer (if cash donation is received)
4. Amount received

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5. Mode of payment (cash, check, ~~credit card~~, ~~money order~~~~other~~)
6. Purpose of payment
7. Signature of employee preparing receipt (at a minimum, initial of first name and full last name).

~~In addition to the above information, over the counter and over the phone receipts issued for credit card payments should be accompanied by an electronic email receipt a credit card impression on the Bankcard Sales slip.~~

- C. ~~RETURN/REFUNDS~~ Refunds or returns shall be allowed with authorization from Assistant Chief or Division Director. Refunds for payments received by cash, check, money order or electronic payment will be paid thru the regular accounts payable process. For incoming funds received by card, refunds directly to the payment card are allowed.

- D. Information captured ~~on the for a b~~ Bankcard ~~sale Sales slip must should~~ include the following ~~as required by the credit card processing software~~. Card information shall be input directly into the card processing software and no separate note of card information, or physical impression, shall be made or physically stored:

- ~~1. Impressed credit card information (Cardholder name~~
- ~~2. 16-digit account number, three digit C V V (card verification value), and expiration date)~~
- ~~3. Billing address~~
- ~~4. Zip code~~
- ~~5. Date~~
- ~~6. Quantity~~
- ~~7. Description of purpose of payment and/or invoice number~~
- ~~8. Amount~~
- ~~9. Total amount~~
- ~~10. Verified cardholder's signature verify with the signature on the back of the card or if the signature is not legible, a valid source of identification i.e. driver's license~~
- ~~11. Email address~~

- ~~E. The original cash receipt (white copy) and customer copy of bankcard sales slip, if applicable should be given to the person bringing in the money payer.~~

~~E.~~

- ~~F.~~ If a cash receipt needs to be voided, a reason for voiding it must be included on the receipt, and the original and second copy forwarded to the Finance Division.

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Commented [SC1]: We don't verify identity when we take the credit card payment over the phone. Should this be removed?

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F.

- G. The second copy of the cash receipt (yellow) will be removed from the receipt book and immediately forwarded with the funds along with all applicable backup documentation (including both remaining copies of the bankcard sales slip) to the Finance Division.
- H. The third copy of the cash receipt (pink) will remain in the book until the whole book is exhausted. The book will then be forwarded to the Finance Division with all third-copy receipts in the book. At that time, a new temporary receipt book will be issued to the station.
- I. For internal control purposes, random audits of active receipt books may be conducted to ensure compliance with cash handling procedures and policies.

IV. When card payments are received over the phone or other method where direct face-to-face contact is not possible, the payment Credit card payments received via telephone should be recorded on the appropriate form that corresponds to the purpose of the payment in the credit card processing software in the same manner as described above in section III.E.

- Cardholder name
- 16 digit account number, three digit C V V (card verification value), and expiration date
- Billing address
- Zip code
- Date
- Quantity
- Description or purpose of payment
- Amount
- Total amount
- Valid source of identification i.e. driver's license
- Email address

III.

A. For example, a credit card payment received for a CPR class should be recorded on a CPR registration form. Document that the transaction information was collected via telephone and if there is not an applicable form, use a bankcard sales slip and complete the form as described above. Information received via the phone should include the following:

1. Cardholder name as it appears on the credit card
2. 16 digit account number
3. Expiration date

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4. Billing address
5. Zip Code
6. Amount
7. Signature of employee preparing receipt (at a minimum, initial of first name and full last name)

V. Funds received in the mail shall be handled in the following manner: ~~shall be:~~

A. Support Specialists covering the Front Desk shall open mail daily and record incoming funds.

B. ~~forwarded directly to the Finance Division~~ Checks shall be endorsed (remote capture auto endorses).

C. All Checks shall be recorded electronically in the Excel "Mail Check Log."
Include:

1. Date received
2. Name of payer as printed on check
3. Check number
4. Check amount
5. Notes as needed (errors on checks, returns, calls to payers, etc.)
6. Date given to Finance (if not deposited through remote capture by cashier/support specialist.)

D. Checks should be electronically deposited using a remote capture machine within one to two business days (follow Electronic Deposit requirements below).

E. Funds not immediately deposited by the front desk / Support Specialist should be dropped in the locked box in Finance for electronic deposit by the Finance Support Specialist or the Payroll Analyst after recording the date received on the "Mail Check Log" ~~them on the log.~~

1. Should the designated employees be unavailable to deposit funds, the Controller or Finance Director can back up this process.

VI. Electronic Deposit

A. Checks should be electronically deposited using a remote capture machine within one to two business days of receipt.

B. Deposit checks to a District account only.

C. After deposit - scan checks, remittance/backup and deposits to the appropriate electronic finance folder and interoffice checks to Finance.

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VII. Manual Deposit is acceptable if remote capture is unavailable for any reason.

A. Deposits must be made intact, meaning all payments received without substitution. This is evidenced by the composition of checks and cash listed on the deposit slip matched to the related receipt records.~~Detail process~~

~~IV-B.~~ Bank validated deposit slips should be acquired from the bank and forwarded to Finance for all manual deposits.-

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VIII. ~~All funds~~ All funds received will be deposited and entered by received by the the Finance Division personnel will be entered into the District's financial software system and a permanent finance-system-generated receipt will be issued.

A. A Finance ~~S~~support ~~S~~Specialist prepares entries and confirms backup for all deposit activity in the bank account, including the electronic payments that are received directly into the bank account without CPFR employee intervention. The Payroll Analyst backs up this process.

B. A second Finance ~~S~~support ~~S~~Specialist enters the receipts into the financial software system and generates a permanent receipt. The Purchasing Analyst backs up this process.

C. The Controller or Finance Director reviews entries and backup and posts the receipt transactions in the accounting system.

D. The Purchasing Analyst reconciles the monthly activity to the statement and bank validated deposit slips. The Payroll Analyst or a finance employee designated by the Finance Director may back up this process.

1. Any discrepancies noted during the bank statement reconciliation shall be immediately researched and resolved.

E. Any loss of funds shall be reported to the Finance Director immediately upon discovery and deposited in the bank promptly.

~~V.~~ Upon entry, the system-generated receipt will be attached to the second copy of the over the counter receipt and applicable backup documentation.

~~VI.~~

IX. Payments Received by Third Parties

A. All funds collected from third parties are to be deposited into a qualified public depository in accordance with RCW 39.58. Whenever feasible, vendors will settle funds directly into CPFR's Main Depository or approved bank account (RCW 39.58.080).

1. The receipting provider or payment facilitator should remit funds to the District within 24 hours of receiving them, unless the treasurer has granted an exception of up to five days according to state law

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(RCW 43.09.240), or if the vendor contract's primary purpose includes services in addition to receipting, such as a collection agency, funds will be remitted at least monthly; and

2. To the extent possible, vendors will remit payments electronically to the District rather than through mail.

X. Any new District accounts or receipting locations must be authorized by the Finance Director.

VII. Any funds waiting to be receipted will be kept in a secure location where access is limited to a minimum number of personnel.

VIII. Credit card information collected will be kept in a secure location where access is limited to a minimum number of personnel. It is the responsibility of each member collecting credit card transaction information to safeguard the information provided. Safeguarding activity includes ensuring that information is not saved in electronic format, non-essential card information is not collected from the customer (required information is listed above), personal notes taken during the transaction process are shredded and other similar and reasonable measures performed to diligently protect and limit access to credit card information promptly.

IX. Any loss of funds shall be reported to the Chief Financial Officer immediately upon discovery.

XI.

X. Any discrepancies noted during the bank statement reconciliation shall be immediately researched and resolved.

PROCEDURE: XXX

APPROVED:

MATT HOLM
BOARD CHAIR

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CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.18

ORIGINATED: 10/15/2004

APPROVED:

EFFECTIVE: 12/27/2022

SUBJECT: RECEIPTING AND DEPOSITING INCOMING FUNDS

PURPOSE: To establish internal controls, safeguard District assets, and comply with state law regarding the proper handling of incoming funds.

AUTHORITY & RESPONSIBILITY:

The Board of Fire Commissioners and Executive Staff Members have the authority and responsibility to ensure all District Members are familiar with, and operate, within the parameters of this Board Policy.

POLICY:

- I. Funds may only be received at one of the stations that have administrative support or at the location of a District-sponsored event where authorized employees are designated to collect incoming funds.
- II. Only Support Specialists and/or Finance employees may be designated to collect incoming and deposit incoming funds.
- III. When funds are received over the counter at Stations or at a District sponsored event, the following procedure will be utilized:
 - A. A District-authorized receipt will be:
 1. Immediately written for all cash and checks received.
 2. System generated or written by the individual assigned to the receipt book or their designee, and
 3. Only one receipt book will be in use at any one time at any given station.
 - B. The receipt must be pre-numbered and imprinted with the District's name. The completed receipt shall contain the following information:
 1. Receipt date
 2. Name of payer (if check, name pre-printed on the check)
 3. Address of payer (if cash donation is received)
 4. Amount received

5. Mode of payment (cash, check, , money order)
 6. Purpose of payment
 7. Signature of employee preparing receipt (at a minimum, initial of first name and full last name).
- C. Refunds or returns shall be allowed with authorization from Assistant Chief or Division Director. Refunds for payments received by cash, check, money order or electronic payment will be paid thru the regular accounts payable process. For incoming funds received by card, refunds directly to the payment card are allowed.
- D. Information captured for a bankcard sale must include the following as required by the credit card processing software. Card information shall be input directly into the card processing software and no separate note of card information, or physical impression, shall be made or physically stored:
1. Cardholder name
 2. 16-digit account number, three digit C V V (card verification value), and expiration date
 3. Billing address
 4. Zip code
 5. Description, purpose of payment and/or invoice number
 6. Total amount
 7. Valid source of identification i.e. driver's license
 8. Email address
- E. The original cash receipt (white copy) should be given to the payer.
- F. If a cash receipt needs to be voided, a reason for voiding it must be included on the receipt, and the original and second copy forwarded to the Finance Division.
- G. The second copy of the cash receipt (yellow) will be removed from the receipt book and immediately forwarded with the funds along with all applicable backup documentation (including both remaining copies of the bankcard sales slip) to the Finance Division.
- H. The third copy of the cash receipt (pink) will remain in the book until the whole book is exhausted. The book will then be forwarded to the Finance Division with all third-copy receipts in the book. At that time, a new temporary receipt book will be issued to the station.
- I. For internal control purposes, random audits of active receipt books may be conducted to ensure compliance with cash handling procedures and policies.

- IV. When card payments are received over the phone or other method where direct face-to-face contact is not possible, the payment should be recorded in the credit card processing software in the same manner as described above in section III.E.
- V. Funds received in the mail shall be handled in the following manner::
 - A. Support Specialists covering the Front Desk shall open mail daily and record incoming funds.
 - B. Checks shall be endorsed (remote capture auto endorses).
 - C. All Checks shall be recorded electronically in the Excel "Mail Check Log." Include:
 - 1. Date received
 - 2. Name of payer as printed on check
 - 3. Check number
 - 4. Check amount
 - 5. Notes as needed (errors on checks, returns, calls to payers, etc.)
 - 6. Date given to Finance (if not deposited through remote capture by cashier/support specialist.)
 - D. Checks should be electronically deposited using a remote capture machine within one to two business days (follow Electronic Deposit requirements below).
 - E. Funds not immediately deposited by the front desk / Support Specialist should be dropped in the locked box in Finance for electronic deposit by the Finance Support Specialist or the Payroll Analyst after recording the date received on the "Mail Check Log" .
 - 1. Should the designated employees be unavailable to deposit funds, the Controller or Finance Director can back up this process.
- VI. Electronic Deposit
 - A. Checks should be electronically deposited using a remote capture machine within one to two business days of receipt.
 - B. Deposit checks to a District account only.
 - C. After deposit - scan checks, remittance/backup and deposits to the appropriate electronic finance folder and interoffice checks to Finance.

- VII. Manual Deposit is acceptable if remote capture is unavailable for any reason.
 - A. Deposits must be made intact, meaning all payments received without substitution. This is evidenced by the composition of checks and cash listed on the deposit slip matched to the related receipt records.
 - B. Bank validated deposit slips should be acquired from the bank and forwarded to Finance for all manual deposits.

- VIII. All funds received will be deposited and entered by Finance Division personnel into the District's financial software system and a permanent finance-system-generated receipt will be issued.
 - A. A Finance Support Specialist prepares entries and confirms backup for all deposit activity in the bank account, including the electronic payments that are received directly into the bank account without CPFR employee intervention. The Payroll Analyst backs up this process.
 - B. A second Finance Support Specialist enters the receipts into the financial software system and generates a permanent receipt. The Purchasing Analyst backs up this process.
 - C. The Controller or Finance Director reviews entries and backup and posts the receipt transactions in the accounting system.
 - D. The Purchasing Analyst reconciles the monthly activity to the statement and bank validated deposit slips. The Payroll Analyst or a finance employee designated by the Finance Director may back up this process.
 - 1. Any discrepancies noted during the bank statement reconciliation shall be immediately researched and resolved.
 - E. Any loss of funds shall be reported to the Finance Director immediately upon discovery.

- IX. Payments Received by Third Parties
 - A. All funds collected from third parties are to be deposited into a qualified public depository in accordance with RCW 39.58. Whenever feasible, vendors will settle funds directly into CPFR's Main Depository or approved bank account (RCW 39.58.080).
 - 1. The receipting provider or payment facilitator should remit funds to the District within 24 hours of receiving them, unless the treasurer has granted an exception of up to five days according to state law (RCW 43.09.240), or if the vendor contract's primary purpose includes services in addition to receipting, such as a collection agency, funds will be remitted at least monthly; and

2. To the extent possible, vendors will remit payments electronically to the District rather than through mail.
- X. Any new District accounts or receipting locations must be authorized by the Finance Director.
 - XI. Any funds waiting to be receipted will be kept in a secure location where access is limited to a minimum number of personnel.

PROCEDURE: XXX

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date	November 28, 2022
Item Title:	Local 726 Non-Uniformed 2022-2024 Collective Bargaining Agreement
Attachments:	Redlined 2022-20204 Collective Bargaining Agreement, 2022 Appendix A
Submitted by:	HRD Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To approve the 2022-2024 Local 726 Non-Uniformed Collective Bargaining Agreement and associated Appendix "A" Salary Schedules for 2022.

Please see the attached redlined version of the Local 726 Non-Uniformed 2022-2024 Collective Bargaining Agreement for Board approval, as well as the 2022 Schedule A" (2022 salary schedule).

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

Thank you.

FINANCIAL IMPACT:

A budget amendment will be created for all non-budgeted items after Board approval.



Agreement

by and between

Central Pierce Fire & Rescue

and

IAFF Local #726

Non-Uniformed Bargaining Unit

January 1, ~~2019-2022~~ – December 31, ~~2021-2024~~

IAFF Local 726 - Non-Uniformed Unit ~~2019-2022~~ – ~~2021-2024~~ Agreement

Non-Uniformed Unit Contract, IAFF Local #726

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Non-Uniformed Bargaining Unit IAFF Local #726 Master Agreement

PREAMBLE

This Agreement is entered into by and between CENTRAL PIERCE FIRE & RESCUE, hereinafter referred to as the "District", and LOCAL NO. 726, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, hereinafter referred to as the "Union."

The purpose of this Agreement is to achieve and maintain harmonious relations between the District and Union employees, to provide equitable and peaceful adjustments of differences which may arise, and to establish proper standards of wages, hours and other conditions of employment.

The District and the Union agree that the provisions of this ~~agreement~~ Agreement shall be applied equally to all employees covered hereby without regard to age, sex, race, creed, religion, color, national origin, marital status, pregnancy, veteran status, the presence of any physical, mental or sensory disability, or perceived or actual sexual orientation, or any other criteria established by state or federal statutes, rules or regulations.

Whenever words denoting the masculine gender are used in this ~~agreement~~ Agreement, they are intended to apply equally to either gender.

ARTICLE 1 RECOGNITION

1.1 The District recognizes the Union as the exclusive bargaining agent for all full-time and regular part-time non-supervisory, non-uniformed employees performing public education or maintenance and repair within the information technology, prevention and education, vehicle (shop) and maintenance divisions, excluding uniformed employees, supervisory employees, confidential employees, and all other employees.

ARTICLE 2 UNION SECURITY/DISCRIMINATION

2.1 New Employee Orientation. The District shall provide a copy of this Agreement to each employee upon entering the bargaining unit. The District will provide a list to the Union via electronic mail of new employees. A representative of the Union will be permitted no less than thirty (30) minutes to meet with new employees during the first ninety (90) days of employment pursuant to RCW 41.56.037. No employee will be required to participate in that meeting.

~~2.12~~ Dues Processing. ~~The Union will notify the District of its initiation fees and dues. The Agency will deduct such initiation fees and Union dues from the wages of the employees who have authorized such deductions in writing, and forward them to the Union each month. The District agrees to deduct once each month, dues and assessments from the pay of those employees who have so authorized it and elected to be a member of the Union, and who voluntarily executes a wage assignment authorization form. When filed with the District, the authorization form will be honored in accordance with its terms unless an employee requests that the District stop deducting dues, in which case the employee shall inform the Union and the Union shall inform the District to stop deducting dues. Deductions will be transmitted to the Treasurer of the Union monthly. Upon issuance and transmission of payment to the Union, the District's responsibility shall cease with respect to deductions covered thereby. The Union and each employee authorizing the assignment of wages for payment of Union dues hereby undertake to indemnify and hold the District harmless from all claims, demands, suits or other forms of liability that may arise against the District for or on account of any deduction made from the wages of such employee.~~

~~2.2~~ Revocation. ~~An employee may revoke his or her authorization for payroll deduction of payments to the Union by written notice to the Union. The Union shall then forward the revocation to the District. Every effort will be made to end the deduction effective on the first payroll, but not later than the second payroll, after the District's receipt of the employee's written notice from the Union.~~

~~2.3~~ Indemnification. ~~The Union will indemnify the District against any and all liability which may arise by reason of the deduction by the District of money for Union membership dues from employee's wages in accordance with employee authorizations furnished to it by the Union.~~

~~2.43~~ The District agrees not to discriminate against any employee for, or because of, ~~his/her~~their membership in the Union. Such non-discrimination policy also applies to any activities conducted by a member of the Union on behalf of said Union.

ARTICLE 3 UNION BUSINESS

3.1 An employee may be granted time off, with pay, to attend seminars or conferences involving fire mechanic related union business, provided that the total scheduled time off for all such representatives shall not exceed twenty-four (24) hours per year collectively. Union leave shall be scheduled and approved the same as annual leave.

3.2 The District agrees to furnish and maintain a suitable board in a convenient place in the maintenance garage to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

3.3 Up to two (2) members of the Union's recognized negotiation team shall be granted release time from duty with pay to attend negotiation sessions between the District and Union. Released ~~mechanics-individuals~~ will return to duty upon completion of the negotiations.

3.4 In order to address issues of mutual concern between the District and Union, a committee shall be formed consisting of two (2) representatives of the ~~union~~Union and up to two (2)

representatives of management. The committee shall meet at least semi-annually or more frequently if mutually agreed for the purpose of seeking resolutions on issues of common concern. Meetings shall be no longer than one (1) hour unless extended by mutual agreement of the District and Union.

- 3.5 Up to one (1) member of the bargaining unit shall be allowed to attend the monthly Executive Board Meeting.
- 3.6 Employees participating in such meetings set forth in 3.3, 3.4 and 3.5 will be allowed to do so without loss of pay if scheduled during said employee's regularly scheduled work time. If meetings or activities go beyond the employee's regularly scheduled work time, then the employee shall be on their own time, not paid by the District.

ARTICLE 4 PREVAILING RIGHTS

- 4.1 All rights and privileges held by the employee at the present time which are not included in this Agreement, shall remain in force unchanged and unaffected in any manner.

ARTICLE 5 MANAGEMENT RIGHTS

- 5.1 Any and all rights concerned with the management and operation of the Fire District are exclusively that of the District unless otherwise provided by the terms of this Agreement. The District has the authority to adopt rules and regulations including but not limited to dress, appearance, and work performance for the operation of the Fire District and the conduct of its Employees; provided such rules are not in conflict with this Agreement or with applicable law. The District has the right to discipline, temporarily lay off, or discharge employees for just cause, to assign work and determine duties and performance standards of employees, to determine, establish and/or revise the number of personnel to be assigned to work at any time, and to perform all other functions not otherwise expressly limited by this Agreement. The District agrees that departmental rules and regulations which affect working conditions and performance shall be subject to the Grievance Procedure.

Except as specifically modified by or treated in this Agreement, all policies, matters, questions and terms affecting employees in their employment relations with the District shall be governed by such rules, administrative guidelines, policies, and procedures as the District, from time to time, may implement. The ~~employer-District~~ agrees that the ~~union-Union~~ will have an opportunity, prior to implementation, to provide comments and suggestions concerning the new departmental rules and regulations.

- 5.2 All rights and privileges held by the District at the present time, which are not included in this Agreement, shall remain in force unaffected in any matter.

ARTICLE 6 WAGES

6.1 Wages effective January 1, ~~2019~~2022, shall be increased by 45.8% and are represented in Appendix A.

6.2 Wages effective January 1, ~~2020~~2023 shall be increased by 46.75% and are represented in ~~Attachment~~ Appendix A

6.3 Wages effective January 1, ~~2021~~2024 shall be increased equal to 100% of the change in the Seattle/Tacoma/Bellevue CPI-W for the twelve (12) month period measuring June of 2022 to June of 2023 (with a minimum of three percent (3%) and a maximum of six percent (6%) increase as outlined below, and as represented in Attachment A:

Mechanics and Lead Mechanic	4%
Grounds and Facilities Maintenance	4%
Information Technology	1.9%*

~~*100% of the Seattle-Tacoma-Bellevue CPI-W, Semiannual 1st Half, 2019 to 2020, with a minimum of 1% and a maximum of 4%.~~

6.4 Special Certification Incentive Pay – Mechanics and Lead Mechanic – Upon the attainment of the following ASE/EVT certifications, employees will receive incentive pay as outlined below:

Fire Apparatus Tech 1 – ½% of base salary per month
Fire Apparatus Tech 2 – ½% of base salary per month
Fire Apparatus Tech 3 – ½% of base salary per month
Ambulance Tech 1 – ½% of base salary per month
Ambulance Tech 2 – ½% of base salary per month
Ambulance Tech 3 – ½% of base salary per month

Upon attainment of all six (6) certifications, employees will become entitled to receive a 4% overall certification incentive. Employees will be required to maintain the certifications to continue incentive pay.

If these certifications become a job requirement, the District and Union will determine an appropriate amount of time to obtain the certifications, the requirements will be added to the job description, and the incentive pay will be added to base salary.

The District and Union agree to meet and confer if a Level 4 is added to the Fire Apparatus Tech and Ambulance Tech certifications.

Prior to March 31, 2019, the District and Union agree to meet and negotiate appropriate certifications for Facility Maintenance employees. The total maximum benefit for the certifications shall not exceed four percent (4%) of base salary, per employee.

6.5 Longevity Pay – The District agrees to pay longevity to full-time and part-time employees on a monthly basis, according to the following schedule:

Completion of 5 years 2% of ~~Journeyman Mechanic~~employee's monthly base salary~~wage~~
(61-120 months, increase @ completion of the 60th month)

Completion of 10 years 4% of ~~Journeyman Mechanic employee's~~ monthly ~~wagebase~~
salary

(121-180 months, increase @ completion of the 120th month)

Completion of 15 years 6% of ~~Journeyman Mechanic employee's~~ monthly ~~wagebase~~
salary

(181-240 months, increase @ completion of the 180th month)

Completion of 20 years 8% of ~~Journeyman Mechanic employee's~~ monthly ~~wagebase~~
salary

(241-300 months, increase @ completion of the 240th month)

Completion of 25 years 10% of ~~Journeyman Mechanic employee's~~ monthly ~~wagebase~~
salary

(301-360 months, increase @ completion of the 300th month)

Completion of 30 years 12% of ~~Journeyman Mechanic employee's~~ monthly ~~wagebase~~
salary

(361+ months, increase @ completion of the 360th month)

- 6.6 Out of Classification Acting Pay - Shop When the lead mechanic position is absent for four (4) hours or more in a day, the District will fill the position from the established Lead Mechanic Eligibility List, or if no list exists or no one on the Eligibility List is on duty, then by seniority of qualified individuals. Acting pay shall be paid at the higher rate for any time worked, on an hour for hour basis.

6.7 Salary Step Plan

6.7.1 Salary Schedules

6.7.1.1 All positions shall recognize a three (3)-step salary schedule as outlined below:

Step A – New Hire/Probationary

Step B – 2nd Year

Step C – 3rd Year

Employees will move through the defined salary steps on an annual basis, based on their date of hire or rehire.

6.7.2 Newly Hired or Rehired Employees

Newly hired or rehired employees will begin at Step A of the pay range unless they qualify as a "lateral" candidate.

Candidates that have five (5) or more years of previous work experience in their respective fields shall be considered as lateral candidates and will be hired at Step B of the salary schedule within their job classification. Laterals shall advance to Step C after successfully completing their one (1) year probationary period. Date of hire will determine seniority and all accrual levels, i.e. vacation, longevity pay, etc.

6.7.3 Promoted Employees

At the time of promotion (defined as accepting a position in a higher pay range), employees will move to the first step in the range of the new class which results in an increase of at least 10%. Upon successful completion of a promotional trial service period, the employee's salary shall be increased to the next step of the new range and annually thereafter up to the top of the range. In no event shall a promoted employee's salary be less than the starting pay of the salary range for the new class, nor in excess of the highest step of the regular salary range for the new class.

6.7.4 Demoted Employees

Employees who voluntarily demote (defined as voluntarily applying for and accepting a position in a lower pay range) will be placed in the appropriate pay range for the new classification that results in the least amount of pay reduction, but not above the top of the new range. If an employee is not at the top step, their next step date will be one (1) year from the demotion date.

For example, an employee is currently at Step A and is eligible for Step B on November 15th but they voluntarily demote to a new position on August 1st. Their next step date will be reset to one (1) year later, August 1st, and each August 1st, thereafter until reaching the top step.

Employees who are involuntarily demoted as part of a reduction in force (i.e. layoffs) will be placed in the pay range for the new classification that is closest to their current rate of pay provided that if all pay steps in the demoted classification are lower than the demoted employee's current rate of pay, the demoted employee's pay shall be maintained (red-circled) until such time as the appropriate pay range encompasses their current rate of pay. Thereafter, they will be entitled to any wage increases as set forth in this Agreement.

6.8 Employees summoned for jury duty will be granted a sufficient leave of absence from employment.

6.9 An employee shall continue to receive normal wages for any period of required service as a witness in any judicial proceeding in which the employee is subpoenaed to appear as a result of, or related to, the performance of official duties with the District. All money received for witness fees, while on duty shall be surrendered to the District. Employees scheduled to work will report for work when less than a scheduled work shift is required by such duties. Employees shall receive overtime if subpoenaed off duty to appear for work related proceedings.

ARTICLE 7 WORK WEEK, HOURS OF WORK

7.1 Work Week. The work week is defined as the period between 12:01 a.m., Sunday through 12:00 midnight the following Saturday.

- 7.2 Normal working hours shall be forty (40) hours per week, from 8 a.m. to 5 p.m., Monday through Friday, with an hour unpaid lunch. Employees may work a flexible schedule upon mutual agreement of the employee and the District. Normal flexible hours may range from 6 a.m. to 6 p.m., Monday through Friday.

ARTICLE 8 RETIREMENT, DEFERRED COMPENSATION AND MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)

- 8.1 Retirement - All eligible employees and the District shall participate in the Washington Public Employees Retirement System (PERS) to the extent provided for by Washington State Law.
- 8.2 Deferred Compensation - The VOYA, Decision Point and Washington State Employees 457 Deferred Compensation Plans shall be made available to employees of the bargaining unit, with the option to participate. Employees shall be governed by the requirements of the plan.
- ~~8.2.1 The ICMA and Nationwide plans will cease effective December 31, 2020. Employees who have Deferred Compensation Plans in ICMA and/or Nationwide will have until December 31, 2020 to move their plans to the recognized providers.~~
- 8.3 The District shall contribute ~~\$300.00~~ four and one-half percent (4.5%) of the employee's base wage per month, or \$400, whichever is greater ~~per month~~, per employee to the deferred compensation plan for the term of this Agreement with no employee matching required.
- ~~8.4 Part-time employees shall receive the deferred compensation contribution as outlined in Article 8.3.~~
- 8.54 The District shall allow employees to contribute ~~an appropriate amount~~ at the agreed upon amount of the bargaining unit per month, to the Washington State Council of Firefighters Medical Expense Reimbursement Plan. The District shall facilitate employee deductions through payroll deduction. It is acknowledged that the District's role is administrative only. The plan requires participation by all bargaining unit members.

ARTICLE 9 OVERTIME/CALLBACK

- 9.1 If an employee is required to work outside regularly scheduled hours, they shall be compensated at one and one half (1.5) overtime pay. These overtime hours shall be paid in quarter (1/4) hour increments. ~~A comp time bank cap will be set at 48 hours. Employees may elect to cash out compensatory time on a monthly basis. Any unused compensatory time will be cashed out annually by December 31. For the monthly cash out, employees must notify Payroll by the published monthly payroll deadline.~~
- 9.2 Callback – Mechanics, Facilities and Grounds Maintenance
- 9.2.1 Employees called back to work after hours or on a day off shall be paid overtime and receive a minimum of three (3) hours for each respective call back.

9.2.2 Any employee called back to work while on a recognized holiday shall receive pay at two (2) times their hourly base rate.

9.3 Callback – Information Technology

9.3.1 On-Call Program – Information Technology will have coverage after hours by ways of an on-call program. All represented IT members shall be required to participate in the on-call program. The on-call program will consist of one (1) technician to be available by phone and the schedule will rotate on a weekly basis. On-call status is defined as when a member is required to be immediately available to be contacted by phone, and the District requires the member to be prepared to physically report immediately, if the need arises. On-call status will not be concurrent with work time.

9.3.1.1 In consideration of these duties, the District will pay a monthly premium to all IT members in the amount of \$125.00.

9.3.2 When there is a need for an on-call technician to respond by engaging with a user to troubleshoot an issue, the technician will be paid overtime wages (1.5 times) in fifteen (15) minute increments. Any time less than fifteen (15) minutes will be round up to the next fifteen (15) minutes (e.g. a twenty-two (22) minute engagement will be paid thirty (30) minutes of overtime).

9.3.3 When an employee is required to respond to a designated work location outside of their normally scheduled hours (e.g. reporting to a District location within the IT consortium to troubleshoot equipment), with supervisor approval, shall be paid overtime and receive a minimum of three (3) hours for each respective physical call back.

9.3.3.1 Any employee called back under this Article, while on a recognized holiday, shall receive pay at two (2) times their hourly base rate.

ARTICLE 10 TOOL ALLOWANCE

10.1 Employees in the Shop and Facility divisions are required to provide, at their own expense, a basic set of tools appropriate to perform the work required of their position. The employee shall submit and maintain on file, an updated inventory of all personal tools used on the job annually to the Assistant Chief of Logistics. Annually, a mutual date(s) will be set for a comprehensive tool inventory.

10.2 The District shall replace any tools which are lost because of fire or theft. The District will replace, upon redemption, with equal quality any tools broken in the course of maintaining department apparatus/equipment/facilities/grounds. Receipts for reimbursement of replacement tools shall be submitted to the Assistant Chief of Logistics for approval as needed. All tools purchased under this Agreement shall become property of the employee.

10.3 Each employee in the Shop and Facility divisions will be provided a yearly tool allowance in one (1) of the following amounts:

Full-time employees \$400.00

Part-time employees \$150.00

Allowance shall be paid in January of each year for current employees, and on the first paycheck for any new employee hired mid-year.

ARTICLE 11 UNIFORMS AND WORK BOOTS

- 11.1 **Shop Employees.** The District will provide required safety and protective equipment, appropriate coveralls and district t-shirts, sweatshirts and jackets as needed. The District shall also reimburse each employee up to \$350 annually for work boots. During the term of this Agreement, the Parties agree to work together to come up with options for apparel.
- 11.2 **Grounds/Facilities Employees.** The District will provide required safety and protective equipment, and district t-shirts, sweatshirts and jackets as needed. The District shall also reimburse each employee up to \$350 annually for work boots and coveralls. During the term of this Agreement, the Parties agree to work together to come up with options for apparel.
- 11.3 **Information Technology Employees.** ~~The District will provide two (2) shirts with the CPFR emblem upon hire, as available through Central Stores, and the District will replace worn shirts, as needed, through Central Stores.~~ Employees, on a voluntary basis, may wear articles embroidered with the Consortium's name and logo that are available through the District "store". The District agrees to pay for up to five (5) articles as well as one (1) jacket/rain jacket and sweatshirt upon hire, and up to two (2) additional articles per year. Jackets and sweatshirts will be replaced as needed.
- 11.4 **Prevention & Education Employees.** The District will provide five (5) polo shirts and five (5) pairs of black pants, as well as any articles needed to protect the employee in foul weather, to each employee upon hire, and will replace items as needed. These items will be procured through Central Stores.

ARTICLE 12 VACATION

- 12.1 The following vacation accrual schedule will be used to calculate hours earned and shall be awarded monthly:

	<u>Annually</u>		<u>Monthly</u>
1 year of service	80 hours	1 – 12 months	6.67 hours
Completion of 1 year (Increase at completion of 12th month)	120 hours	13 – 60 months	10 hours
Completion of 5 years (Increase at completion of 60th month)	160 hours	61 – 120 months	13.34 hours
Completion of 10 years (Increase at completion of 120th month)	180 hours	121 – 168 months	15 hours
Completion of 15 years (Increase at completion of 168th month)	200 hours	169 – 228 months	16.67 hours

Completion of 20 years 265 hours (Increase at completion of 228th month)	229 - 288 months	22.09 hours
Completion of 25 years 280 hours (Increase at completion of 288th month)	289 + months	23.34 hours

- 12.2 Employees may accumulate vacation time up to a maximum of two (2) year's accrual for forty (40) hour work-week employees. Unused vacation in excess of this amount shall be forfeited except in the extreme and/or unusual circumstances approved by the District (i.e. extended periods of disability leave or vacation scheduling difficulties).
- 12.3 Selection of vacation shall be on a seniority basis. After an employee's vacation has been approved, it can only be changed by mutual consent. Vacation requests must be approved by the District.
- 12.4 For ease of vacation calculation only (not affecting seniority) employees' vacation will be calculated by using a vacation anniversary date as follows:
- 12.4.1 Persons hired from day one (1) to day fifteen (15) of a month will be assigned a vacation anniversary date of day one (1) of the month hired.
- 12.4.2 Persons hired from day sixteen (16) to the last day of the month will be assigned a vacation anniversary date of day one (1) of the month following the month hired.

~~12.5 Part time employees will be granted a vacation allowance. This allowance will be based on four (4%) percent of the total hours worked in the preceding calendar year.~~

ARTICLE 13 HOLIDAYS

- 13.1 The business offices of the District will be closed to the public, and employees are not to report to work on the following Washington State legal holidays:

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

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

- 13.3 Employees shall be awarded ~~112~~one-hundred twenty (120) holiday hours on an annual basis, to include holidays used on the above dates plus any floating holiday hours.

13.3.1 For 2022, ~~E~~employees may elect to receive a cash payment of base pay at the straight time rate for up to fifty-six (56) hours in lieu of holidays worked.~~each year.~~

13.3.2 Beginning in 2023, employees may elect to receive a cash payment of base pay at the straight time rate for up to 120 hours in lieu of holidays worked. It is understood that selling back 120 hours of holiday time will require use of some other accrued leave when business offices are closed. However, it is understood that employees may choose to work Martin Luther King Jr.'s Birthday, President's Day, Juneteenth, Independence Day and the Friday following Thanksgiving, with supervisory approval.

- 13.4 Each employee shall elect prior to November 1st of the prior year on forms provided by the District, the required cash payment and/or time off. The cash payment shall be paid to each employee, having made such an election, on the last pay date in the month of November of the year earned. For the additional 8 hours in 2022, they will be paid out in November of 2022.

- 13.5 Holiday hours must be used or cashed out by December 31st of each year.

ARTICLE 14 BEREAVEMENT LEAVE

- 14.1 Bereavement Leave – In the event of a death in the immediate family of an employee, the employee shall be granted thirty (30) hours off with pay. An additional ten (10) hours may be used at the discretion of the Fire Chief or his designee.

Effective January 1, 2023, in the event of a death in the immediate family of an employee, the employee shall be granted forty (40) hours off with pay.

- 14.2 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. Also covered is the loss of a child in the event the employee would have qualified for prenatal or postnatal medical leave or family leave to bond with the child, for the seven (7) days following the loss of a child.

- 14.3 Additional leave for covered relationships, or non-covered relationships, will be allowed with the use of accrued vacation leave or holiday leave.

ARTICLE 15 EMERGENCY LEAVE

- 15.1 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, said leave being deducted from the employee's appropriate accrued leave (vacation ~~or~~ holiday ~~or comp~~ time bank) in the event the "emergency" does not qualify for sick leave.

- 15.2 The employee shall return to work within two (2) hours or call the supervisor within two (2) hours to give an update on the situation.
- 15.3 "Emergency" is defined as an event sudden in onset and unexpected, and which demands immediate action by the employee.

ARTICLE 16 SICK LEAVE/PAID FAMILY AND MEDICAL LEAVE PROGRAM

- 16.1 Full time employees assigned to a forty (40) hour week shall accrue paid sick leave at the rate of ten (10) hours for each full month of service up to a maximum accumulation of 1560 hours.

16.1.1 Effective January 1, 2023, paid sick leave accrual will increase to the rate of seventeen (17) hours for each full month of service.

- 16.2 In case of employees who are absent due to illness or injury for which they are receiving payment from State Industrial insurance, the District's obligation shall be limited to paying the difference between the employee's basic salary and the amount received from the State Fund. Sick leave shall be charged on a pro-rated basis in such cases until exhausted.

- 16.3 Sick leave shall be granted for the following reasons:

16.3.1 Personal illness or incapacity of the employee;

16.3.2 Health condition of the employee's child under the age of 18, which condition requires treatment or supervision. If an employee stays home to care for an ill child, that employee shall be required to return to work when spouse or other family member arrives home from work, and can assume care of the ill child.

When other family members normally responsible for child care are incapacitated, other child care arrangements will need to be made. Sick leave usage will be denied for child care purposes, when children are not ill.

16.3.3 The District complies with the Federal Family and Medical Leave Act of 1993, and all applicable state laws relating to family or medical leave.

16.3.4 Scheduled doctor's appointments, which due to circumstances cannot be scheduled while off duty.

- 16.4 When an employee utilizes sick leave, they must notify their Supervisor immediately. Failure to do so may result in a denial of sick leave compensation.

- 16.5 The District agrees to buy back sick leave hours in excess of the employees' maximum accrual at the rate of 25% of the employees' base pay. Sick leave buy back will be paid in November of each year and shall be paid accordingly:

One hundred percent (100%) shall be contributed into the members HRA account.

~~will be treated as regular income.~~ Upon severance of employment, the sick leave bank will be bought out at 25% of base salary for all accrued sick leave hours and shall be paid accordingly:-

Mandatory Accrued Sick Leave Contribution

Effective January 1, 2023, for every employee who is represented by Local 726 / Non-Uniformed Bargaining Unit, the District shall, upon the employee's separation from the District and on behalf of the employee, irrevocably contribute on a pre-tax basis to any one, or a combination of the three (3) options, as designated by the employee, an amount equal in value to 50% of the payments that would otherwise be paid to the employee for unused sick leave. The remaining 50% of the accrued sick leave payout entitled under the Agreement shall be paid directly to the employee upon separation.

Options –

- 1) The employee's HRA account.
- 2) The employee's MERP account
- 3) The employee's 457 Deferred Compensation plan

No Individual Employee Election. The employee shall not have the option to receive a payout in cash for the value of up to 50% the accrued sick leave contributed to any of the above options.

REMITTANCE OF CONTRIBUTIONS. The District shall remit the above accrued sick leave contributions directly to the designated plan(s) for the duration of the Agreement. Those contributions shall be remitted directly to the custodian of the selected plan option within 30 days of the date the payment would have been payable to the employee.

16.6 Sick leave shall not accrue during leaves of absence without pay, or layoffs.

16.7 On date of hire, employees shall have available to ~~him/her~~them forty (40) hours of sick leave. Monthly accrual will not begin until after employee has earned forty (40) hours of sick leave. If an employee terminates or is terminated before unearned sick leave hours are replaced, the unearned sick leave will be deducted from the final pay check.

16.8 ~~Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which begins January 1, 2020, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law and for the period ending December 31, 2020, will total four-tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State). Employees will pay through payroll deduction the full cost of the premiums associated with family leave benefits and forty five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. The District will pay the remaining premium amounts. Washington State Paid Family & Medical Leave - Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent~~

of this Agreement. Premiums for benefits are established by law and are split between the Employee and Employer. Employees will pay through payroll deduction the full cost of the premiums associated with family leave benefits as determined by the State pursuant to RCW 50A.10.030. The District will pay the remaining premium amounts, as determined by the State.

ARTICLE 17 LIGHT DUTY

- 17.1 Employees on temporary disability or extended sick leave may be assigned light duty. Light duty positions shall be considered temporary in nature, and shall have a maximum cap of six (6) months. The six (6) month period will be extended by up to an additional six (6) months if the treating physician provides a positive prognosis for return to full duty within that time period. Light duty shall not affect previously scheduled leave.
- 17.2 Employees must provide a physician's release to work light duty assignments. All light duty assignments shall be job related and of a constructive nature. Work hours shall be mutually agreed upon prior to commencement of assigned duties.

ARTICLE 18 MEDICAL

- 18.1 The Union and District have entered into a Memorandum of Understanding (dated ~~November December~~ 17, ~~2016~~2019) which covers healthcare benefits through December 21, 2022. While the financial obligations of the District and employee will be considered in the total cost of compensation affixed to this Agreement, the cost and other terms of Healthcare shall be negotiated pursuant to the MOU. ~~The parties agree to begin negotiating in May, 2019, for the terms and conditions of healthcare to be effective on January 1, 2020.~~

ARTICLE 19 WELLNESS

- 19.1 The District agrees to provide and maintain exercise equipment.
- 19.2 An employee will be allowed three (3) hours per week, no more than one (1) hour per day, for physical exercise. Exercise must be done at a District facility and the time of day must be approved by the employee's supervisor.

ARTICLE 20 EDUCATIONAL REIMBURSEMENT

- 20.1 Central Pierce Fire & Rescue agrees to supply the necessary books and tuition/registration fees up to the current credit rate for the University of Washington (undergraduate program) for job related courses, as approved by the District. Payment shall only be made upon successful completion of approved classes, with a passing grade.

ARTICLE 21

GRIEVANCE PROCEDURE

- 21.1 Grievances are defined as disputes between the Employee (or Union) and the District to the interpretation or application of specific term(s) of this Agreement, or those disputes over discipline resulting in written reprimands, suspensions, demotions or terminations. Grievances shall be settled according to the following procedure.
- 21.2 In the grievance procedure, the aggrieved employee shall have the right as guaranteed by RCW 41.56.080 to represent ~~him/herself~~themselves or to be represented by a Union representative. In addition, the Union has the right, in its own capacity, to act as an aggrieved party in the grievance procedure. In the event the aggrieved party is an individual employee, the grievance procedure shall begin with Step 1. In the event the aggrieved party is the Union, the grievance procedure shall begin with Step 2, provided the Union initiates such proceedings by filing a written grievance within twenty (20) calendar days of the knowledge of the alleged grievance.
- 21.3 Any grievance not brought or appealed by the aggrieved employee (or Union) within the prescribed time limits shall be considered resolved on the basis of the District's last response. A grievance not responded to by the District within the prescribed time limits shall permit the grievance to advance to the next step.
- 21.4 A grievance shall be submitted in writing and shall contain the following information:
- A. A statement of the grievance and the facts upon which it is based;
 - B. The date or dates of the alleged violation;
 - C. A statement of the specific provision(s) of the collective bargaining agreement alleged to have been violated;
 - D. The manner in which the provision is alleged to have been violated;
 - E. The specific remedy sought;
 - F. The signature of the aggrieved employee, or in the case of a ~~union~~Union grievance, signed by the steward of record.
- 21.5 A grievance shall be processed in the following manner, except that time limits may be extended or waived by written mutual agreement of both parties.

STEP ONE

The grievant shall present the grievance to the immediate supervisor within twenty (20) calendar days of knowledge of the occurrence of the event giving rise to the grievance. The grievant shall meet and discuss the grievance with the supervisor who shall respond in writing, affirming or denying the grievance within twenty (20) calendar days of the meeting with the grievant.

STEP TWO

If the grievance is not resolved at Step One, the grievant shall submit it, in writing to the Fire Chief of the District or his designee within twenty (20) calendar days of the supervisor's written response. The Fire Chief shall, upon receipt, date the written form submitted. Within twenty (20) calendar days, or on a mutually agreed upon date, following receipt of the written form, the

Fire Chief will schedule a meeting to discuss the issue(s). In attendance shall be one (1) person representing the Union, the grievant, the Fire Chief, and a person designated by the Fire Chief. Following discussion of the issue(s), the Fire Chief shall direct a written response to the grievant(s).

The Fire Chief shall respond in writing within twenty (20) calendar days from the mutually agreed upon date; provided, however, that if the Fire Chief is unavailable at the time the grievance is submitted to Step Two, the time limit for the Fire Chief's response shall be extended an additional twenty (20) calendar days.

STEP THREE

If the grievance is not resolved at Step Two, the grievant with the consent of the Union may, within twenty (20) calendar days from receipt of the response in Step Two, appeal the grievance to the Board of Commissioners by filing written notice with the District Secretary. The Board shall conduct a hearing and transmit its decision to the grievant and the Union within twenty (20) calendar days of the conclusion of the hearing.

STEP FOUR

If the grievance is not resolved to the satisfaction of the Union at Step Three, the Union may submit the matter to arbitration. Within twenty (20) calendar days of receipt of the Board's findings, the Union shall notify the Board in writing of its intent to arbitrate the issue. Within twenty (20) calendar days of the Union's request to arbitrate, a representative of the Union and of the District shall meet and attempt to agree on a neutral arbitrator. If unable to reach agreement, they shall request a list of seven (7) arbitrators from the Public Employment Relations Commission. Upon receipt of the list, the two (2) representatives shall meet within twenty (20) calendar days to alternately strike names until one (1) name remains. A coin toss shall determine who strikes first. This person shall serve as the sole arbitrator.

- 21.6 The arbitrator shall have no power or authority to add to, subtract from or in any manner modify the terms of this Agreement, nor to determine any issue other than that submitted. The decision of the arbitrator shall be in writing setting forth the arbitrators reasoning.
- 21.7 The arbitrator's decision should be issued to the parties within thirty (30) calendar days after the hearing.
- 21.8 Expenses and compensation for the arbitrators' service and the proceedings shall be shared equally between the parties; provided, however, each party shall be solely and completely responsible for all costs of preparing and presenting its own case. If either party desired a record of the proceeding, it shall solely bear the cost of such recording, unless both parties agree to share the record and equally share the cost.
- 21.9 If an employee is given a directive by a supervisor which the employee believes to be in conflict with any provisions of this Agreement, the employee shall comply with the directive at the time it is given, and thereafter exercise ~~his/her~~their right to grieve the matter. The employee's compliance with such directive will not prejudice the employee's complaint with such a grievance, and such compliance will not affect the resolution of the grievance.

ARTICLE 22 PART-TIME AND TEMPORARY EMPLOYEES

22.1 Part-time employees shall receive benefits under this Agreement as listed below:

- Hourly wage equal to qualifications (~~Step A/p~~Probationary, ~~Step B or C~~) or journeyman)
- A vacation allowance based on four (4%) percent of the total hours worked in the preceding calendar year, with a cap of 100 hours
- Longevity will be paid on a monthly basis, according to the schedule in Article 6.5
- Deferred compensation contribution as outlined in Article 8.3
- Tool allowances as outlined in Article 10.3
- No eligibility for holidays

22.2 Temporary Employees – The District and the Union shall mutually agree to the need for temporary employees, the process to secure them and their wages and benefits, prior to placement. Temporary employees are hired for a limited period not to exceed three (3) months, unless mutually agreed to extend.

ARTICLE 23 POSTING OF JOBS, PROBATIONARY PERIODS AND LEAD MECHANIC TESTING

23.1 Posting of Jobs. It is the desire and intent of the District to fill job vacancies with qualified applicants from within the District before hiring new employees, providing the employees who apply have the required qualifications for the particular job.

23.1.1 All positions within the bargaining unit with the exception of Lead Mechanic (see 23.3 for that process). Job postings for new, vacant or promotional opportunities ~~may (but are not required to) be posted on a simultaneous (internal/external) basis, based upon the following guidelines~~ will first be posted internally:

- When the District receives any number of shall first view internal applications applicants who meet the qualifications based on the job announcement, the District shall hold the testing and interview process for those internal applicants.
- Positions shall be filled through an impartial selection process, which could include, but not be limited to: online application; letter of interest; assessment of skills and abilities; seniority; and a scored interview.
- Any qualified internal candidate(s) who pass the Assessment Center process(es) will be afforded a Chief's Interview. If an internal applicant is not chosen after the Chief's Interview, they will be provided an opportunity to hear from the Chief why they were not chosen. The decision of the Chief is final and not subject to the grievance process.
- If the District determines that no internal candidates meet the qualifications as stated in the job posting, or any internal candidates accept a job offer, the District may consider the external applicants in the recruitment process.

23.1.2 If there are no internal qualified bargaining unit applicants, the District may consider external applicants in its selection process which will be conducted in accordance with 23.1.1 (b) above.~~Positions shall be filled through an impartial selection process, which could include, but not be limited to: online application; letter of interest; assessment of skills and abilities; review of past performance; seniority; and a scored interview.~~

23.1.3 The Fire Chief, at their sole discretion, may appoint any of the candidates who have successfully passed the selection process to the available position.

23.2 Probationary Periods.

23.2.1 New/Re Hires – A newly hired or rehired employee shall serve a one (1) year probationary period.

23.2.2 Promotions and Voluntary Demotions – Employees promoted or who voluntarily demote are subject to a one (1) year probationary period.

- a. During such time, the District may reduce a promoted employee to ~~his/her~~their previous position without recourse to the Grievance Procedure.

23.3 Lead Mechanic Testing/Eligibility List.

23.3.1 The District may create an internal Promotional Eligibility List for Lead Mechanic. The testing process may include

- a. Online Application
- b. Oral Board Panel – ~~30~~50% of final ranking
 - i. The panel shall be comprised of:
 1. The Assistant Chief – Logistics, or designed;
 2. One (1) Lead Mechanic, if not available then another management representative;
 3. Two (2) shop representatives;
 4. One (1) outside representative.
 - ~~i. 5. Any additional representatives will be only added by mutual agreement of both parties. one (1) District management representative, one (1) Union representative, one (1) Human Resources representative and one (1) outside representative. Any additional representatives will be only added by mutual agreement of both parties.~~
- c. Chief's Interview – ~~40~~50% of final ranking
- ~~d. Peer Review – 30% of final ranking~~

23.3.2 Candidates must achieve a minimum score of seventy (70%) percent in both interview processes. Candidates not achieving these minimums will not be placed on the Promotional List.

23.3.3 The Promotional Eligibility List shall remain in place for two (2) years, but may be extended or abolished sooner by mutual agreement of both parties.

- a. A candidate may decline a promotional opportunity without affecting their standing on the list.

ARTICLE 24 SENIORITY, LAYOFF, RECALL AND BUMPING

24.1 The District and the Union agree to maintain two (2) separate seniority lists. One (1) list will contain full-time employees, and one (1) list will contain part-time employees.

- Where two (2) or more employees are hired on the same date, seniority shall be determined as follows:
 - If employees are hired from the same testing process, the seniority will be determined by their final score; or
 - If hired from different testing processes, by the flip of a coin
- Employees on leave of absence for more than twelve (12) months shall not accumulate seniority during such absence.

24.2 In the case of personnel reduction, part-time employees shall be laid off before full-time employees.

If full-time employees are laid off, the employee with the least seniority shall be laid off first. No new employee shall be hired (in that classification) until the full-time employee has been given the opportunity to return to work. Seniority is not determined by rank.

24.3 Bumping - When an employee is identified for a layoff, they shall be permitted to move into a job or classification which they currently hold or has previously held, provided the employee meets the minimum qualifications for the job.

In doing so, they may “bump” the least senior employee in that job or classification within the bargaining unit. Bumping may only occur within the same bargaining unit.

An employee who bumps into a new position as an alternative to layoff and who fails to perform the functions of the new position during probation will be placed on the reinstatement list for the position that they were originally identified to be laid off from. Such employees will only be eligible for reinstatement to the position from which they would have originally been laid off from. Failure to pass probation for reasons other than performing the functions of the new position may result in termination in accordance with Article 26.

24.4 Recall – Employees who have been laid off, or transferred as an alternative to layoff, are eligible for reinstatement for a period of a maximum of thirty-six (36) months following the date of layoff or transfer.

- The names of persons laid off will be placed on a reinstatement list.
- When a vacancy occurs in the same job classification for which there exists a reinstatement list, the District will fill the vacancy using that list with the understanding that employees must meet the required minimum qualifications for the position to which they would be reinstated.
- If there is more than one (1) employee on the reinstatement list eligible for a vacancy in a particular job class, the District will use seniority in determining who shall be offered reinstatement.

24.5 Eligibility for reinstatement ends if:

- The employee refuses to accept an offer of reinstatement to a position in the same classification as that from which they were laid off; or
- The employee fails to respond to an offer of reinstatement within fourteen (14) calendar days following the date the offer is made; or
- The employee requests in writing to be removed from the reinstatement list; or
- The employee resigns or retires.

24.6 Employees on leave of absence or laid off for more than twenty-four (24) months will be subject to the same medical examination, background investigation and drug screening as a new hire employee.

ARTICLE 25 DRIVER'S LICENSES

25.1 Commercial Driver's License (Shop Personnel). The parties recognize that the Federal Highway Administration (FHWA) has established regulations for employees required to have a Commercial Driver's license (CDL).

All employees in applicable positions are expected to obtain and maintain a commercial driver's license with such endorsement as necessary to operate vehicles assigned to their work unit.

The District will provide:

25.1.1 Reimbursement for fees to maintain the license and endorsement(s), provided that is the employee incurs additional charges because ~~he or she~~they fails any part of the exam, those charges shall be the employee's responsibility.

25.1.2 The required medical/physical examination shall be paid for by the District when performed through a provider of the District's choice. The District agrees to pay for up to two (2) physicals within a two (2) year period.

25.1.2.1 An employee wishing to use ~~his or her~~their own physician when the District offers a paid examination with its contracted provider will be reimbursed for the examination, up to the amount paid under the District's contract with their current provider. This reimbursement applies strictly to out-of-pocket expenses and will require a receipt to be presented for reimbursement.

25.1.3 All employees required to maintain a Commercial Driver's License shall be subject to all rules and regulation issued by the federal government including requirements for drug testing.

25.2 All Personnel. For those employees who must drive vehicles to carry out their job as determined by the District, if any employee has his driver's license (or CDL for those employees

required to have a CDL) revoked or suspended for one hundred twenty (120) days or less, then the District will make a reasonable effort to reassign the employee to jobs not requiring driving. If such reassignment is not practical, the employee shall be suspended without pay. The employee may elect to take other appropriate available leave (accrued Vacation ~~or~~ ~~Holiday or Comp~~ time) in lieu of suspension without pay.

If the employee's driver's license (or CDL for those employees required to have a CDL) is revoked or suspended for more than one hundred twenty (120) days, then the District will attempt to make a reasonable effort to reassign the employee. In the event the District determines that no such reassignment will be made, the Union and the District will address these scenarios on a case-by-case basis.

If an employee has been discharged from employment with the District for the loss of their required driver's license and/or CDL and is actively appealing the basis for the loss through the justice system, the District will consider them eligible for reinstatement to their former position if their appeal is successful and their required driver's license and/or CDL is reinstated within one (1) year from the date of loss. An employee receiving reinstatement to their former position will return with the seniority and accrual rates that they had at the time they were discharged. Only employees who fit this specific criterion will be given this consideration. Any employee who is bumped due to an incumbent returning under these conditions will be laid off pursuant to Article 23.

- 25.3 If an employee in a job that requires a driver's license (or CDL for those employees required to have a CDL) has their license revoked or suspended for medical reasons, the District will make a reasonable effort to reassign the employee to duties which do not require a driver's license (or CDL for those employees required to have a CDL) and for which the employee is qualified. If the District is not able to find existing work to which the employee can be assigned, then the employee may be separated from employment in accordance with public laws, this contract and District policies.

ARTICLE 26 TERMINATION / RESIGNATION/LEAVE BUY-OUT

- 26.1 Should the Employee voluntarily resign employment, the employee shall give the District advance written notice of not less than fourteen (14) days. In the event of failure to comply with the notice provisions of this section, the resignation shall be deemed a quit, and employee shall forfeit all accrued leave. If an employee gives required notice and the District elects to have the employee leave prior to the fourteen (14) days, the employee shall be paid for the remainder of the fourteen (14) days and shall receive their accrued leave buy-outs.

- 26.2 Employees shall be paid for any unused accumulation of vacation, ~~comp time~~, sick leave and any unused accumulation of holiday hours on a pro-rated basis when they are permanently separated from employment, unless discharged for gross misconduct.

26.2.1 Gross misconduct is defined as deliberate acts of violence, financially defrauding the district, murder, sexual assault, embezzlement, under the influence of illegal drugs or alcohol at work or stealing from District employees.

ARTICLE 27 REQUESTING LEAVE (~~COMP OR~~ VACATION OR PERSONAL FLOATING HOLIDAYS)

27.1 Employees shall submit a written request for leave at least 24 hours in advance of requested time off. The District reserves the right to deny leave (~~comp~~, vacation or holiday) requests if such leave would interrupt services provided to staff or the public, or if submitted less than 24 hours in advance.

ARTICLE 28 WORK RESPONSIBILITY—~~SHOP~~

SHOP

28.1 The ~~union~~ Union is solely responsible for the maintenance, repair, equipping (where it requires the fastening to and/or modifying of the as built condition of the vehicle), modification and improvement to, and the scheduling for same of, all described District property below:

- All vehicles, self-propelled or not
- All equipment assigned to said vehicles excluding as listed in 28.2
- Stationary generators

28.2 The Union concedes the following to be work commonly performed by others with the possible exception of scheduling same:

- Warranty work
- Major body repair
- Large tire repair/replacement
- Saws
- Fire hose
- SCBA bottles/equipment
- Cots

28.3 No work as described in 28.1 shall be performed by anyone outside the Union without the Union's consent. Any suggestion for outsourcing work, regardless of origin (District or Union), shall be reviewed by the Union with consideration to all facets of safety and cost efficiency, tempered by: the fleet's operational status, current shop schedule, project(s) deadline(s), related tooling and expertise. These considerations will be outlined for presentation to the District as an explanation of the Union's decision (Mutually agreed upon procedure shall be established and adhered to).

28.4 Work as described in 28.1 may be outsourced regardless of Union consent if:

- In the event the Union refusal results in the endangerment of people/property due to an inability to field an emergency vehicle to a normally assigned station by mutual agreement. An example of this would be that no reserve apparatus of the type needed are available.

- In the event that a vehicle type has no like reserve, and the Union is capable of performing the required work to return said vehicle to service, outsource consideration is no longer valid.
- In the event the District deems that a piece of equipment needs to be outsourced, contrary to the Union's denial, a meeting between the District and Union shall be convened within ten (10) days to discuss the event. Should a mutual understanding not be accomplished, the Union shall utilize the appropriate process (grievance, Unfair Labor Practice, etc.) for resolution.

INFORMATION TECHNOLOGY

28.5 The Union is solely responsible for the maintenance, repair, modification, and improvement to, and the scheduling for same of, all described District property, data, and configurations below:

- All end-user computing devices.
- Network and server infrastructure including routers, switches, firewalls, wireless LAN, telecommunication systems, VPN, servers, digital storage, and data backups.
- Domain user accounts, permissions, application access, and supported software.

28.6 The Union concedes the following work commonly performed by others with the possible exception of scheduling same:

- ISP Carrier equipment work
- Cabling
- Professional services pertaining to initial configuration and deployment of new core infrastructure hardware or software
- Security cameras and physical access control devices
- Specialized vendor equipment such as fuel pumps, cardiac monitors, HVAC systems

28.7. No work described in 28.5 shall be performed by anyone outside the Union without the Union's consent. Any suggestion for outsourcing work, regardless of origin (District or Union), shall be reviewed by the Union with consideration to all facets of safety, impact to critical services, and cost efficiency, tempered by: IT infrastructure operational status, current IT schedule, project(s) deadline(s), related resources and expertise. These considerations will be outlined for presentation to the District as an explanation of the Union's decision (Mutually agreed upon procedure shall be established and adhered to).

28.8 Work as described in 28.5 may be outsourced regardless of Union consent if:

- In the event the Union refusal results in prolonged and severe impact on Tier 1 functionality. Tier 1 is defined as Critical 911 or Core Business Functionality that affects the entire user base.
 - Anything added into Tier 1 has to be mutually agreed upon
- In the event the Union is unable to perform the work due to lack of available resources or expertise and the need for the completion of the work is of a severe and urgent nature.

In the event the District deems that work needs to be outsourced, contrary to the Union's denial, a meeting between the District and Union shall be convened within ten (10) days to

discuss the event. Should a mutual understanding not be accomplished, the Union shall utilize the appropriate process (grievance, Unfair Labor Practice, etc.) for resolution.

ARTICLE 29 SUPPLEMENTAL AGREEMENT

- 29.1 This Agreement may be amended, provided both parties concur. Supplemental agreements may be completed through negotiations at any time during the life of this Agreement. Either party may notify the other party in writing of its desire to negotiate. Supplemental agreements thus completed will be signed by the responsible Union and District Officials.
- 29.2 The Union agrees that it will not condone or cause any slowdown or mass sick call during the term of this Agreement.

ARTICLE 30 SAVINGS CLAUSE

- 30.1 If any provision of this Agreement or the application of such provision should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article.

ARTICLE 31 TERM

- 31.1 This Agreement and all attachments hereto shall be in full force and effect from January 1, ~~2019~~ 2022 through December 31, ~~2021-2024~~ and shall continue in effect if renewed or extended by mutual agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate original this _____ day of ~~December, 2020~~.

Chairman, Board of Commissioners

Aaron James, Union President
IAFF Local 726

Commissioner

Commissioner

Commissioner

Commissioner

Reviewed and approved, as to form:

~~Daniel Olson~~ Dustin Morrow, Fire Chief

Tanya Robacker, Finance Director

Suzi E. Washo, Human Resources Director

Appendix A – Pay Ranges

2022 Salary Schedule adjusted by 5.8% effective 1-1-2022

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Shop Division			
Mechanic, Probationary	\$ 6,893	\$ 82,716	\$ 39.77
Mechanic, Journeyman	\$ 7,928	\$ 95,136	\$ 45.74
Mechanic, Lead	\$ 8,909	\$ 106,908	\$ 51.40
Mechanic, Part-time	\$ -	\$ -	\$ 45.74
Maintenance Division			
Facilities Lead			
Step A	\$ 7,248	\$ 86,976	\$ 41.82
Step B	\$ 7,466	\$ 89,592	\$ 43.07
Step C	\$ 7,690	\$ 92,280	\$ 44.37
Step D	\$ 7,921	\$ 95,052	\$ 45.70
Step E	\$ 8,159	\$ 97,908	\$ 47.07
Facilities Maintenance Technician			
Step A	\$ 6,679	\$ 80,148	\$ 38.53
Step B	\$ 6,880	\$ 82,560	\$ 39.69
Step C	\$ 7,087	\$ 85,044	\$ 40.89
Step D	\$ 7,300	\$ 87,600	\$ 42.12
Step E	\$ 7,519	\$ 90,228	\$ 43.38
Landscape & Maintenance Worker			
Step A	\$ 5,150	\$ 61,800	\$ 29.71
Step B	\$ 5,305	\$ 63,660	\$ 30.61
Step C	\$ 5,465	\$ 65,580	\$ 31.53
Step D	\$ 5,629	\$ 67,548	\$ 32.48
Step E	\$ 5,798	\$ 69,576	\$ 33.45

2022 Salary Schedule adjusted by 5.8% effective 1-1-2022

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Information Technology Division			
Network Systems Specialist			
Systems Administrator	Monthly	Annual	Hourly
Step A	\$ 6,968	\$ 83,616	\$ 40.20
Step B	\$ 7,317	\$ 87,804	\$ 42.21
Step C	\$ 7,683	\$ 92,196	\$ 44.33
Step D	\$ 8,068	\$ 96,816	\$ 46.55
Step E	\$ 8,472	\$ 101,664	\$ 48.88
IT Technician	Monthly	Annual	Hourly
Step A	\$ 6,162	\$ 73,944	\$ 35.55
Step B	\$ 6,347	\$ 76,164	\$ 36.62
Step C	\$ 6,538	\$ 78,456	\$ 37.72
Step D	\$ 6,735	\$ 80,820	\$ 38.86
Step E	\$ 6,938	\$ 83,256	\$ 40.03
Prevention & Education Division			
Public Educator			
	Monthly	Annual	Hourly
Step A	\$ 6,031	\$ 72,372	\$ 34.79
Step B	\$ 6,333	\$ 75,996	\$ 36.54
Step C	\$ 6,650	\$ 79,800	\$ 38.37
Step D	\$ 6,983	\$ 83,796	\$ 40.29
Step E	\$ 7,333	\$ 87,996	\$ 42.31

2023 Salary Schedule adjusted by 6.75% and moved to a 3-step plan effective 1-1-2023

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Shop Division			
Mechanic			
Step A	\$ 6,994	\$ 83,928	\$ 40.35
Step B	\$ 7,694	\$ 92,328	\$ 44.39
Step C	\$ 8,464	\$101,568	\$ 48.83
Lead Mechanic			
Step A	\$ 7,860	\$ 94,320	\$ 45.35
Step B	\$ 8,646	\$103,752	\$ 49.88
Step C	\$ 9,511	\$114,132	\$ 54.87
Part-Time Mechanic			
Step A			\$ 40.35
Step B			\$ 44.39
Step C			\$ 48.83
Maintenance Division			
Facilities Lead			
Step A	\$ 7,200	\$ 86,400	\$ 41.54
Step B	\$ 7,920	\$ 95,040	\$ 45.69
Step C	\$ 8,712	\$104,544	\$ 50.26
Facilities Maintenance Technician			
Step A	\$ 6,632	\$ 79,584	\$ 38.26
Step B	\$ 7,296	\$ 87,552	\$ 42.09
Step C	\$ 8,026	\$ 96,312	\$ 46.30
Landscape & Maintenance Worker			
Step A	\$ 5,114	\$ 61,368	\$ 29.50
Step B	\$ 5,626	\$ 67,512	\$ 32.46
Step C	\$ 6,189	\$ 74,268	\$ 35.71

2023 Salary Schedule adjusted by 6.75% and moved to a 3-step plan effective 1-1-2023

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Information Technology Division			
Network Systems Specialist			
Systems Administrator	Monthly	Annual	Hourly
Step A	\$ 7,473	\$ 89,676	\$ 43.11
Step B	\$ 8,221	\$ 98,652	\$ 47.43
Step C	\$ 9,044	\$ 108,528	\$ 52.18
IT Technician	Monthly	Annual	Hourly
Step A	\$ 6,120	\$ 73,440	\$ 35.31
Step B	\$ 6,732	\$ 80,784	\$ 38.84
Step C	\$ 7,406	\$ 88,872	\$ 42.73
Prevention & Education Division			
Public Educator			
	Monthly	Annual	Hourly
Step A	\$ 6,469	\$ 77,628	\$ 37.32
Step B	\$ 7,116	\$ 85,392	\$ 41.05
Step C	\$ 7,828	\$ 93,936	\$ 45.16

Information Technology Division - 2021			
Network Systems Specialist			
Systems Administrator			
	Monthly	Annual	Hourly
Step A	\$ 6,586	\$ 79,032	\$ 38.00
Step B	\$ 6,916	\$ 82,992	\$ 39.90
Step C	\$ 7,262	\$ 87,144	\$ 41.90
Step D	\$ 7,626	\$ 91,512	\$ 44.00
Step E	\$ 8,008	\$ 96,096	\$ 46.20

IT Technician		Monthly	Annual	Hourly
	Step A	\$ 5,824	\$ 69,888	\$ 33.60
	Step B	\$ 5,999	\$ 71,988	\$ 34.61
	Step C	\$ 6,179	\$ 74,148	\$ 35.65
	Step D	\$ 6,365	\$ 76,380	\$ 36.72
	Step E	\$ 6,556	\$ 78,672	\$ 37.82

Appendix B – Migration from 5-Step to 3-Step Salary Plan in 2023 Details

In order to facilitate the movement of all personnel from 5-step pay ranges to 3-step pay ranges, the Parties have agreed to the following implementation schedule:

Name	Classification	1-1-2022 Step	Mid-Year 2022 Change Date	Mid-Year 2022 Ste	1-1-2023 Step	Next Step Date	Mid-Year 2023 Step
ANDERSON, SEAN	Journeyman Mechanic	Only 1 Step			C		
BONE, BRIDGETT	IT Technician	D			C		
BUTLER, BRANDON	Facilities Lead	D			C		
CLAIBOURN, JUSTIN	Journeyman Mechanic	Only 1 Step			C		
DEYETTE, ZACKARY	IT Technician	A			B	5/16/2024	
DICKSON, ADAM	Probationary Mechanic	Only 1 Step			B	2/22/2023	C
GITHENS, MITCHELL	Probationary Mechanic	Only 1 Step			B	1/24/2023	C
KETTER, KYLE	Landscape & Maintenance Worker	D			C		
LE, ALEXANDER	IT Technician	E			C		
NYLANDER, KEITH	Probationary Mechanic	Only 1 Step			B	4/4/2023	C
PHA, URA	Network Systems Specialist	C			B	1/31/2024	
RAMIREZ-MONTALVO, JOSE LUIS	Facilities Maintenance Technician	A			B	6/6/2024	
RESECK, BRENDON	Lead Mechanic	Only 1 Step			C		
RISLEY, PATRICK	Part-Time Mechanic	Only 1 Step			C		
RUTHFORD, JEFFREY	Systems Administrator	D			B	1/24/2024	
SEABURG, COLTON	IT Technician	E			C		
SIMANJUNTAK, SAM	Systems Administrator	B	11/15/2022	C	B	11/15/2023	C
THOMPSON, COURTNEY	Public Educator	A			A	1/18/2023	B
WORKMAN, BRYAN	Journeyman Mechanic	Only 1 Step			C		

Central Pierce Fire & Rescue
Local 726 Non-Uniformed Bargaining Unit
Appendix A - 2022 Salary Schedule

January 1, 2022 through December 31, 2022

5.8% Base Increase

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
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Shop Division

Mechanic, Probationary	\$ 6,893	\$ 82,716	\$ 39.77
Mechanic, Journeyman	\$ 7,928	\$ 95,136	\$ 45.74
Mechanic, Lead	\$ 8,909	\$ 106,908	\$ 51.40
Mechanic, Part-time	\$ -	\$ -	\$ 45.74

Maintenance Division

Facilities Lead			
Step A	\$ 7,248	\$ 86,976	\$ 41.82
Step B	\$ 7,466	\$ 89,592	\$ 43.07
Step C	\$ 7,690	\$ 92,280	\$ 44.37
Step D	\$ 7,921	\$ 95,052	\$ 45.70
Step E	\$ 8,159	\$ 97,908	\$ 47.07

Facilities Maintenance Technician			
Step A	\$ 6,679	\$ 80,148	\$ 38.53
Step B	\$ 6,880	\$ 82,560	\$ 39.69
Step C	\$ 7,087	\$ 85,044	\$ 40.89
Step D	\$ 7,300	\$ 87,600	\$ 42.12
Step E	\$ 7,519	\$ 90,228	\$ 43.38

Landscape & Maintenance Worker			
Step A	\$ 5,150	\$ 61,800	\$ 29.71
Step B	\$ 5,305	\$ 63,660	\$ 30.61
Step C	\$ 5,465	\$ 65,580	\$ 31.53
Step D	\$ 5,629	\$ 67,548	\$ 32.48
Step E	\$ 5,798	\$ 69,576	\$ 33.45

Information Technology Division - 2021

Network Systems Specialist			
Systems Administrator			
	Monthly	Annual	Hourly
Step A	\$ 6,968	\$ 83,616	\$ 40.20
Step B	\$ 7,317	\$ 87,804	\$ 42.21
Step C	\$ 7,683	\$ 92,196	\$ 44.33
Step D	\$ 8,068	\$ 96,816	\$ 46.55
Step E	\$ 8,472	\$ 101,664	\$ 48.88

IT Technician			
	Monthly	Annual	Hourly
Step A	\$ 6,162	\$ 73,944	\$ 35.55
Step B	\$ 6,347	\$ 76,164	\$ 36.62
Step C	\$ 6,538	\$ 78,456	\$ 37.72
Step D	\$ 6,735	\$ 80,820	\$ 38.86
Step E	\$ 6,938	\$ 83,256	\$ 40.03

Prevention & Education Division

Public Educator			
	Monthly	Annual	Hourly
Step A	\$ 6,031	\$ 72,372	\$ 34.79
Step B	\$ 6,333	\$ 75,996	\$ 36.54
Step C	\$ 6,650	\$ 79,800	\$ 38.37
Step D	\$ 6,983	\$ 83,796	\$ 40.29
Step E	\$ 7,333	\$ 87,996	\$ 42.31

Deferred Comp

No match required

Monthly
4.5% of employee base wage, or \$400 - whichever is higher

Longevity Schedule**

5-9 years = 2% of current monthly wage
10-14 years = 4% of current monthly wage
15-19 years = 6% of current monthly wage
20-25 years = 8% of current monthly wage
25-29 years = 10% of current monthly wage
30+ years = 12% of current monthly wage

Tool Allowance^{###} - \$400/year for FT, \$150/year for PT

Work Boot Reimbursement^{###} - \$350/year

VEBA - \$184 per month, \$92 EE only

Medical Cap - 100% for 2022

Holiday Accrual - 120 hours annual

Sick Leave Accrual - 10 hours per month

On-Call Premium^{###} - \$125/week

^{##} Shop and Maintenance Divisions Only

^{##} Information Technology Division Only

Shop Division

Special Certification Incentive Pay		Journeyman	Lead
Fire Apparatus Tech 1 - 0.5% of monthly base salary*	\$ 40	\$ 45	
Fire Apparatus Tech 2 - 0.5% of monthly base salary*	\$ 40	\$ 45	
Fire Apparatus Tech 3 - 0.5% of monthly base salary*	\$ 40	\$ 45	
Ambulance Tech 1 - 0.5% of monthly base salary*	\$ 40	\$ 45	
Ambulance Tech 2 - 0.5% of monthly base salary*	\$ 40	\$ 45	
Ambulance Tech 3 - 0.5% of monthly base salary*	\$ 40	\$ 45	

	Journeyman	Lead
Upon attainment of all 6 certs, 4% overall certification paid monthly*	\$ 318	\$ 357

* % of Journeyman Mechanic base salary

	Hourly	OT
Acting Pay as Lead Mechanic	\$ 5.66	\$ 7.73

Initials	Reviewed By	Date
_____	Fire Chief	_____
_____	Union Pres	_____
_____	HR Director	_____
_____	Chairman Brd	_____



Board Meeting Agenda Item Summary

Agenda Date	November 28, 2022
Item Title:	Appendix A (2023 salary schedules) for all Personnel
Attachments:	2023 Appendix A's
Submitted by	HRD Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To approve the 2023 Salary Schedules for all Personnel.

Attached are the 2023 Appendix A Salary Schedules for all personnel as outlined below:

- 726 Firefighter's Unit
- 726 Chief's Bargaining Unit
- 726 Non-Uniformed Bargaining Unit
- OPEIU Bargaining Unit
- Non-Represented, Exempt, Uniformed**
- Non-Represented, Exempt, Non-Uniformed**
- Non-Represented, Non-Exempt, Non-Uniformed**

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

FINANCIAL IMPACT:

Any impacts not already budgeted will have a budget amendment completed in 2023.

**These Salary Schedules assume the approval of all proposed changes to revised policies 340, 341 & 345

Central Pierce Fire & Rescue
Fire Chief & Deputy Chief
Appendix A - 2023 Salary Schedule

6% Base Salary Increase

January 1, 2023 - December 31, 2023

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
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Fire Chief (9.5% above DC) One Step \$ 20,303 \$ 243,636 \$ 117.13

Deputy Chief (15% above AC) One Step \$ 18,541 \$ 222,492 \$ 106.97

Deferred Comp (no match req)

	<u>Monthly</u>	<u>Annual</u>
Fire Chief	\$ 350	\$ 4,200
Deputy Chief	\$ 421	\$ 5,052

	<u>Monthly</u>	<u>Annual</u>
Duty Chief (Deputy Chiefs) (1.5% of DC wage)	\$ 279	\$ 3,348

Longevity Schedule (monthly)

	Fire Chief	Deputy Chief
5 - 9 years @ 2% of current wage	\$ 407	\$ 371
10 - 14 years @ 4% of current wage	\$ 813	\$ 742
15 - 19 years @ 6% of current wage	\$ 1,219	\$ 1,113
20 - 24 years @ 8 % of current wage	\$ 1,625	\$ 1,484
25 - 29 years @11% of current wage	\$ 2,234	\$ 2,040
30+ years @ 13% of current wage	\$ 2,640	\$ 2,411

Hours worked per year	2,080
Holiday hours per year	120
Sick leave hours per month	17

HRA contribution = Fire Chief \$4,000

VEBA contribution = Deputy Chief \$184/mo; \$92 EE only

Medical Cap

100% for 2023

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

Central Pierce Fire & Rescue
Firefighters Bargaining Unit
Appendix A - 2023 Salary Schedule

January 1, 2023 - December 31, 2023

6% Base Salary Increase

Rank	Monthly Salary	Annual Salary	Shift Hourly	40 Hr/Wk Hourly
Firefighter, Probationary	\$ 6,810	\$ 81,720	\$ 31.77	\$ 39.29
Firefighter, 3rd Class	\$ 7,567	\$ 90,804	\$ 35.30	\$ 43.66
Firefighter, 2nd Class	\$ 8,403	\$ 100,836	\$ 39.21	\$ 48.48
Firefighter, 1st Class	\$ 9,339	\$ 112,068	\$ 43.57	\$ 53.88
Inspector (For Pre-LEOFF Retirement Calc Only=105% of FF 1st)	\$ 9,806	NA	NA	NA
Apparatus Operator (+ 6% of FF 1st Class)	\$ 9,900	\$ 118,800	\$ 46.19	\$ 57.12
Deputy Fire Marshal (+ 8.5% above AO)	\$ 10,742	\$ 128,904	NA	\$ 61.97
Lieutenant (Fire/MSO/Training + 8.5% of AO)	\$ 10,742	\$ 128,904	\$ 50.12	\$ 61.97
Captain (+ 12.5% of Lieutenant)	\$ 12,085	\$ 145,020	\$ 56.38	\$ 69.72

Deferred Comp

All ranks - no match required 4.5% of 1st Class FF \$ 421.00

Longevity Schedule

	Firefighter 3rd Class	Firefighter 2nd Class	Firefighter 1st Class	Apparatus Operator	Lieutenant/DFM	Captain
5 - 9 years @ 2% of monthly base salary	\$ 152	\$ 169	\$ 187	\$ 198	\$ 215	\$ 242
10 - 14 years @ 4% of monthly base salary	\$ 303	\$ 337	\$ 374	\$ 396	\$ 430	\$ 484
15 - 19 years @ 6% of monthly base salary	\$ 455	\$ 505	\$ 561	\$ 594	\$ 645	\$ 726
20 - 24 years @ 8 % of monthly base salary	\$ 606	\$ 673	\$ 748	\$ 792	\$ 860	\$ 967
25 - 29 years @ 11% of monthly base salary	\$ 833	\$ 925	\$ 1,028	\$ 1,089	\$ 1,182	\$ 1,330
30+ years @ 13% of monthly base salary	\$ 984	\$ 1,093	\$ 1,215	\$ 1,287	\$ 1,397	\$ 1,572

*Paramedic Pay - 12% above current salary level to FF 1st Class:

	Monthly	Annually
FF/PM Prob	\$ 818	\$ 9,816
FF/PM 3rd	\$ 909	\$ 10,908
FF/PM 2nd	\$ 1,009	\$ 12,108
FF/PM 1st	\$ 1,121	\$ 13,452
FF/PM LT	\$ 1,121	\$ 13,452
FF/PM Capt	\$ 1,121	\$ 13,452

*Non-shift/non-ems medics 2.5% premium.

	Monthly	Annually
Chainsaw Repair Tech Pay (2.5% of FF 1st)	\$ 234	\$ 2,808
Gurney Repair Tech Pay (2.5% of FF 1st)	\$ 234	\$ 2,808
Haz Mat Tech Pay (2.5% of FF 1st)**	\$ 234	\$ 2,808
Printing & Engraving Pay (2.5% of FF 1st)	\$ 234	\$ 2,808
SCBA Repair Tech (2.5% of FF 1st)	\$ 234	\$ 2,808
Shift Staffer Premium (2.5% of FF 1st)	\$ 234	\$ 2,808
Staffing Coordinator Pay (2.5% of FF 1st)	\$ 234	\$ 2,808
Tech Rescue Tech Pay (2.5% of FF 1st)**	\$ 234	\$ 2,808
Water Rescue Technician (2.5% of FF 1st)**	\$ 234	\$ 2,808
DFM Commission Specialty Pay (2.5% of DFM)	\$ 269	\$ 3,228
Acting AO (3% of FF 1st)	\$ 281	\$ 3,372
**When this team is staffed according to SOG 4.35, the pay will move to 3%	\$ 281	\$ 3,372

Hourly

OT

Acting Pay as Apparatus Operator (in addition to the 3% monthly on an hour-for-hour basis when in the seat)	\$	1.31	\$	1.97
Acting Pay as Lieutenant (from FF)	\$	6.55	\$	9.83
Acting Pay as Lieutenant (from AO)	\$	3.93	\$	5.90
Acting Pay as Battalion Chief from Captain	\$	8.94	\$	13.41

40 Hour/Week Personnel:

Hours worked per year	2,080
Holiday hours per year	120

24 Hour Shift Personnel:

Hours worked per week	49.33
Hours worked per year	2572
14.5 Kelly Shifts per year	348
Holiday hours per year	216

VEBA contribution = \$184 per month, \$92 EE only

Medical Cap

100% paid for 2023.

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

Central Pierce Fire & Rescue
 Chief's Bargaining Unit
 Appendix A - 2023 Salary Schedule
 January 1, 2023 - December 31, 2023

6% Base Salary Increase

Position	Monthly Salary	Annual Salary	Shift Hourly	40 Hr/Wk Hourly
Assistant Chief (15% above BC)	\$ 16,122	\$ 193,464	\$ 75.22	\$ 93.01
Battalion Chief (16% above Captain)	\$ 14,019	\$ 168,228	\$ 65.41	\$ 80.88

Deferred Comp

All ranks - no match required 4.5% of 1st Class FF \$ 421.00

Longevity Schedule

	Battalion Chief	Assistant Chief
5 - 9 years @ 2% of monthly base salary	\$ 281	\$ 323
10 - 14 years @ 4% of monthly base salary	\$ 561	\$ 645
15 - 19 years @ 6% of monthly base salary	\$ 842	\$ 968
20 - 24 years @ 8 % of monthly base salary	\$ 1,122	\$ 1,290
25 - 29 years @ 11% of monthly base salary	\$ 1,543	\$ 1,774
30+ years @ 13% of monthly base salary	\$ 1,823	\$ 2,096

	Monthly	Annual
Duty Chief (1.5% of AC wage)	\$ 242	\$ 2,904
Tech Rescue Program Manager Pay (2.5% of BC wage)	\$ 351	\$ 4,212
Haz Mat Program Manager Pay (2.5% of BC wage)	\$ 351	\$ 4,212

40 Hour/Week Personnel:

Hours worked per year 2,080
 Holiday hours per year 120

24 Hour Shift Personnel:

Hours worked per week 49.33
 Hours worked per year 2,572
 13.5 Kelly Shifts per year 348
 Holiday hours per year 216

Cross Shift Rover Scheduling

Cycles per year (average) 14.5
 For 6 Cycles* 8 - 24-hour shifts
 For 8.5 Cycles* 7 - 24-hour shifts

*In one of these cycles the CSRBC will elect to work one (1) twelve (12) hour shift in place of one (1) twenty-four (24) hour shift to reach the 107 shifts required

VEBA contribution = \$184 per month, \$92 EE only

Medical Cap

100% paid for 2023

Initials	Reviewed By	Date
_____	Fire Chief	_____
_____	Union Pres.	_____
_____	HR Director	_____
_____	Chairman/Board	_____

Central Pierce Fire & Rescue
OPEIU Bargaining Unit
Appendix A - 2023 Salary Schedule

6% Base Salary Increase

Positions		Monthly Salary	Annual Salary	40/Hr Week Hrly Rate
5% Steps from Base Step				
Accounting Clerk	1-12 months	\$ 4,178	\$ 50,136	\$ 24.10
	13-24 months	\$ 4,387	\$ 52,644	\$ 25.31
	25 - 36 months	\$ 4,607	\$ 55,284	\$ 26.58
	37-48 months	\$ 4,838	\$ 58,056	\$ 27.91
	49-60+ months	\$ 5,080	\$ 60,960	\$ 29.31
Support Specialist	1-12 months	\$ 4,967	\$ 59,604	\$ 28.66
	13-24 months	\$ 5,216	\$ 62,592	\$ 30.09
3% Market Adjustment	25 - 36 months	\$ 5,477	\$ 65,724	\$ 31.60
	37-48 months	\$ 5,751	\$ 69,012	\$ 33.18
	49-60+ months	\$ 6,039	\$ 72,468	\$ 34.84
Payroll Analyst	1-12 months	\$ 5,738	\$ 68,856	\$ 33.10
	13-24 months	\$ 6,025	\$ 72,300	\$ 34.76
	25 - 36 months	\$ 6,327	\$ 75,924	\$ 36.50
	37-48 months	\$ 6,644	\$ 79,728	\$ 38.33
	49-60+ months	\$ 6,977	\$ 83,724	\$ 40.25
Purchasing Analyst	1-12 months	\$ 6,402	\$ 76,824	\$ 36.93
	13-24 months	\$ 6,723	\$ 80,676	\$ 38.79
2% Market Adjustment	25 - 36 months	\$ 7,060	\$ 84,720	\$ 40.73
	37-48 months	\$ 7,413	\$ 88,956	\$ 42.77
	49-60+ months	\$ 7,784	\$ 93,408	\$ 44.91
Executive Assistant	1-12 months	\$ 6,490	\$ 77,880	\$ 37.44
	13-24 months	\$ 6,815	\$ 81,780	\$ 39.32
4% Market Adjustment	25 - 36 months	\$ 7,156	\$ 85,872	\$ 41.28
	37-48 months	\$ 7,514	\$ 90,168	\$ 43.35
	49-60+ months	\$ 7,890	\$ 94,680	\$ 45.52
Payroll Coordinator	1-12 months	\$ 7,356	\$ 88,272	\$ 42.44
	13-24 months	\$ 7,724	\$ 92,688	\$ 44.56
3% Market Adjustment	25 - 36 months	\$ 8,111	\$ 97,332	\$ 46.79
	37-48 months	\$ 8,517	\$ 102,204	\$ 49.14
	49-60+ months	\$ 8,943	\$ 107,316	\$ 51.59
Senior Accountant	1-12 months	\$ 7,448	\$ 89,376	\$ 42.97
	13-24 months	\$ 7,821	\$ 93,852	\$ 45.12
	25 - 36 months	\$ 8,213	\$ 98,556	\$ 47.38
	37-48 months	\$ 8,624	\$ 103,488	\$ 49.75
	49-60+ months	\$ 9,056	\$ 108,672	\$ 52.25
Operations Analyst	1-12 months	\$ 7,982	\$ 95,784	\$ 46.05
	13-24 months	\$ 8,382	\$ 100,584	\$ 48.36
	25 - 36 months	\$ 8,802	\$ 105,624	\$ 50.78
	37-48 months	\$ 9,243	\$ 110,916	\$ 53.33
	49-60+ months	\$ 9,706	\$ 116,472	\$ 56.00

Annual Hours 2,080

Deferred Comp

No match required \$400/month \$4,800/annual

Longevity Schedule

Completion of 5 years	2% of current salary	HRA/VEBA:	\$4000/annual
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

100% for 2023

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

Central Pierce Fire & Rescue
Non-Represented/Non-Uniformed/Exempt
Appendix A - 2023 Salary Schedule

6% Base Salary Increase

January 1, 2023 - December 31, 2023

Position		Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Finance Director	Step A	\$ 13,468	\$ 161,616	\$ 77.70
	Step B	\$ 14,142	\$ 169,704	\$ 81.59
	Step C	\$ 14,850	\$ 178,200	\$ 85.67
	Step D	\$ 15,593	\$ 187,116	\$ 89.96
	Step E	\$ 16,373	\$ 196,476	\$ 94.46
Human Resources Director	Step A	\$ 12,119	\$ 145,428	\$ 69.92
	Step B	\$ 12,725	\$ 152,700	\$ 73.41
	Step C	\$ 13,362	\$ 160,344	\$ 77.09
	Step D	\$ 14,031	\$ 168,372	\$ 80.95
	Step E	\$ 14,733	\$ 176,796	\$ 85.00
Information Technology Director	Step A	\$ 11,548	\$ 138,576	\$ 66.62
	Step B	\$ 12,126	\$ 145,512	\$ 69.96
	Step C	\$ 12,733	\$ 152,796	\$ 73.46
	Step D	\$ 13,370	\$ 160,440	\$ 77.13
	Step E	\$ 14,039	\$ 168,468	\$ 80.99
CARES Program Manager	Step A	\$ 10,438	\$ 125,256	\$ 60.22
	Step B	\$ 10,960	\$ 131,520	\$ 63.23
	Step C	\$ 11,508	\$ 138,096	\$ 66.39
	Step D	\$ 12,084	\$ 145,008	\$ 69.72
	Step E	\$ 12,689	\$ 152,268	\$ 73.21
Deputy Human Resources Director	Step A	\$ 10,123	\$ 121,476	\$ 58.40
	Step B	\$ 10,630	\$ 127,560	\$ 61.33
	Step C	\$ 11,162	\$ 133,944	\$ 64.40
	Step D	\$ 11,721	\$ 140,652	\$ 67.62
	Step E	\$ 12,308	\$ 147,696	\$ 71.01
Help Desk Supervisor	Step A	\$ 9,010	\$ 108,120	\$ 51.98
	Step B	\$ 9,461	\$ 113,532	\$ 54.58
	Step C	\$ 9,935	\$ 119,220	\$ 57.32
	Step D	\$ 10,432	\$ 125,184	\$ 60.18
	Step E	\$ 10,954	\$ 131,448	\$ 63.20
Controller	Step A	\$ 8,866	\$ 106,392	\$ 51.15
	Step B	\$ 9,310	\$ 111,720	\$ 53.71
	Step C	\$ 9,776	\$ 117,312	\$ 56.40
	Step D	\$ 10,265	\$ 123,180	\$ 59.22
	Step E	\$ 10,779	\$ 129,348	\$ 62.19
Crisis Intervention Coordinator	Step A	\$ 8,359	\$ 100,308	\$ 48.23
	Step B	\$ 8,777	\$ 105,324	\$ 50.64
	Step C	\$ 9,216	\$ 110,592	\$ 53.17
	Step D	\$ 9,677	\$ 116,124	\$ 55.83
	Step E	\$ 10,161	\$ 121,932	\$ 58.62

Central Pierce Fire & Rescue
Non-Represented/Non-Uniformed/Exempt
Appendix A - 2023 Salary Schedule

6% Base Salary Increase

January 1, 2023 - December 31, 2023

Position		Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Community Health Worker	Step A	\$ 7,738	\$ 92,856	\$ 44.64
	Step B	\$ 8,125	\$ 97,500	\$ 46.88
	Step C	\$ 8,532	\$ 102,384	\$ 49.22
	Step D	\$ 8,959	\$ 107,508	\$ 51.69
	Step E	\$ 9,407	\$ 112,884	\$ 54.27
Senior Human Resources Analyst	Step A	\$ 7,492	\$ 89,904	\$ 43.22
	Step B	\$ 7,867	\$ 94,404	\$ 45.39
	Step C	\$ 8,261	\$ 99,132	\$ 47.66
	Step D	\$ 8,675	\$ 104,100	\$ 50.05
	Step E	\$ 9,109	\$ 109,308	\$ 52.55
Human Resources Analyst	Step A	\$ 6,730	\$ 80,760	\$ 38.83
	Step B	\$ 7,067	\$ 84,804	\$ 40.77
	Step C	\$ 7,421	\$ 89,052	\$ 42.81
	Step D	\$ 7,793	\$ 93,516	\$ 44.96
	Step E	\$ 8,183	\$ 98,196	\$ 47.21

Deferred Comp

No Match Required

Monthly

4.5% or \$400/month, whichever is greater

Longevity Schedule (monthly)

5 - 9 years @ 2% of current wage
10 - 14 years @ 4% of current wage
15 - 19 years @ 6% of current wage
20 - 24 years @ 8 % of current wage
25 - 29 years @11% of current wage
30+ years @ 13% of current wage

Hours worked per year 2,080
Holiday hours per year 120
Sick leave hours per month 17

VEBA contribution = \$4,000

Medical Cap

100% for 2023

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

Central Pierce Fire & Rescue
Non-Represented/Non-Uniformed/Hourly
Appendix A - 2023 Salary Schedule

6% Base Salary Increase

January 1, 2023 through December 31, 2023

Position		Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Central Stores Manager	Step A	\$ 7,025	\$ 84,300	\$ 40.53
	Step B	\$ 7,236	\$ 86,832	\$ 41.75
	Step C	\$ 7,454	\$ 89,448	\$ 43.00
	Step D	\$ 7,678	\$ 92,136	\$ 44.30
	Step E	\$ 7,909	\$ 94,908	\$ 45.63
Main Runner/Purchasing Assist	Step A	\$ 3,657	\$ 43,884	\$ 21.10
	Step B	\$ 3,767	\$ 45,204	\$ 21.73
	Step C	\$ 3,881	\$ 46,572	\$ 22.39
	Step D	\$ 3,998	\$ 47,976	\$ 23.07
	Step E	\$ 4,118	\$ 49,416	\$ 23.76
Runner (Part-Time) (Eligible for base salary only) <i>Positions to be eliminated in 2023 once second Main Runner has been hired</i>	Step A	\$ 3,555	\$ 42,660	\$ 20.51
	Step B	\$ 3,662	\$ 43,944	\$ 21.13
	Step C	\$ 3,772	\$ 45,264	\$ 21.76
	Step D	\$ 3,886	\$ 46,632	\$ 22.42
	Step E	\$ 4,003	\$ 48,036	\$ 23.09

Purchasing Manager Acting Pay - Main Runner Hourly
\$ 16.77

Deferred Comp Monthly
No Match required 4.5% or \$400 /month, whichever is greater

Longevity Schedule (Monthly)
5 - 9 years @ 2% of current wage
10 - 14 years @ 4% of current wage
15 - 19 years @ 6% of current wage
20 - 24 years @ 8% of current wage
25 - 29 years @ 11% of current wage
30+ years @ 13% of current wage

VEBA Contribtuion - \$4000

Hours worked per year 2,080
Holiday hours per year 120
Sick leave hours per month 17

Medical Cap
100% for 2023

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



Board Meeting Agenda Item Summary

Agenda Date: November 28, 2022

Item Title: IT Consortium Space- Flash Cube Lease Agreement

Attachments: Lease Agreement and Riders

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

MOTION:

I move to approve the Fire Chief to sign and execute the lease agreement between Seattle Heavy Industries and the District in order to secure the necessary tenant space required by the IT Consortium."

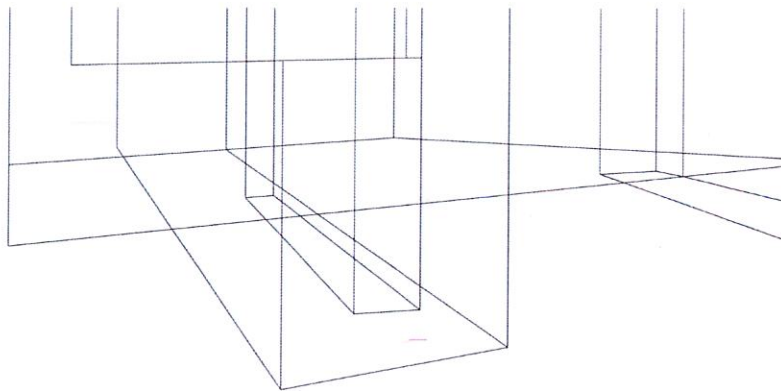
SUMMARY:

Consistent with the overall plan to remodel and reoccupy Station 62, Central Stores moved to the old station 66. The District is now ready to move the IT Consortium out of the old station 66 to a lease space so that the Logistics Center can operate as planned.

Working with Kidder Mathews, the District has secured an adequate lease space at the Flash Cube (Seattle Heavy Industries Building) in Puyallup. The negotiated lease will allow the District to house the IT Consortium for a period of sixty months, with an option to extend if needed.

FINANCIAL IMPACT:

Year one \$5,894.75 plus Triple Net per month. IT Lease expenses are a shared cost between the four IT Consortium agencies.



August 19, 2022

Mr. Rick Brown
Keller Williams Commercial
1011 East Main
Suite 208
Puyallup, WA 98372

RE: Offer to Lease
Central Pierce Fire and Rescue – I.T. Office
PEP Building (Blue Cube)

Dear Rick,

Pursuant to our recent conversations, I herewith tender for your consideration, an offer from Central Pierce Fire and Rescue to lease space in the PEP Building located in Puyallup, Washington. Their interest to lease is predicated upon the following being mutually agreed to:

- (1) Acceptable lease being executed.
- (2) The lease shall be for a term of Five (5) years (60 months) with Tenant's option to renew for Two (2) additional five (5) year terms.
- (3) The proposed space to be leased is located Suite 208 and the space consists of approximately 3,723 square feet.
- (4) Lease to commence the sooner of One Hundred & Twenty (120) Days following Landlord's notification to Tenant of substantial completion of Landlord provided improvements and Tenant's receipt of any required permits for approved Tennant Improvements or when tenant received the Certificate of Occupancy, occupies the space and begins operations.
- (5) Base Rent for years one through five of the original lease term shall be calculated as follows:

Year 1 \$18.00 per square foot / \$5,584.50 per month, plus triple net (est. \$10.10 psf)
Year 2-5 Base Rent shall increase by 2% annually, on the anniversary date

Rent in the Option periods will be negotiated six months prior to the expiration of the exiting term.

Landlord will provide a list of Triple Net Expenses to the Tenant for their review and approval, prior to lease execution.

- (6) In addition to the Base Rent, Tenant shall pay their proportional share of approved expenses, which shall be billed to the Tenant as additional rent.
- (7) Premises to be utilized for a full service I.T. Office for Central Pierce Fire & Rescue together with other Fire Districts as may be added from time to time.
- (8) Minimum rent for months one & two of the lease term shall be waived. Tenant agrees to pay all triple net charges for months one & two, as well as the balance of the lease term.
- (9) Landlord agrees to provide the leased premises in its Current As Is Condition together with all standard improvements including all utilities to the premises (all utility hook-up fees, capital connection fees and special assessments paid in advance by the Landlord), complete handicap approved Common Area restroom(s) in their current location, HVAC system (heating, ventilation and air conditioning) designed to accommodate Tenant's use, electrical service to the premises, suspended T-Bar ceiling system with lighting per local code, all furnishings removed and the space to be professionally cleaned by the Landlord, "after completion of Tenant's work"
- (10) In addition to the standard Landlord provided improvements, Landlord agrees to provide the Tenant with a Tenant Improvement Allowance of \$15.00 per square foot or \$55,845.00. Said allowance to be paid as a reimbursement to Tenant, for approved improvements to the space, within Fifteen (15) days following completion of the work, submittal of paid receipts and lien releases being submitted to the Landlord.
- (11) The Tenant will be allowed signage on any monument sign and on any interior signage available, at their option and their expense. The Landlord will provide power to the exterior locations for Tenant's signage. All signage will meet all applicable codes and Landlord's approval. All signage will be at the Tenant's cost.
- (12) Parking – Tenant to be granted 2-3 dedicated parking stalls in the rear of the building, near the loading dock area. Location to be mutually acceptable.
- (13) Representation - The listing broker/Lessor's agent is Rick Brown of KW Commercial. The broker who procured the Lessee ("selling agent"), is Jerome O'Leary of KIDDER MATHEWS, INC.

AGENCY DISCLOSURE: At the signing of this agreement the selling agent represented The Tenant. Each party signing this document confirms the prior oral *and/or* written disclosure of agency was provided to *him/her/them* in this transaction. (WAC 308-124D-040).

IF KIDDER MATHEWS, INC., represents both Lessor and Lessee, both parties have given and hereby confirm their consent to the same.

- (14) Upon Tenant's execution of the lease, Tenant will prepay the Third (3rd) months rent. The Tenant will not pay a security deposit.

- (15) The Law of Real Estate Brokerage Relationships has been in effect since January 1, 1997. This law clearly defines the duties of Licensees in various agency relationships. We have enclosed for your review, a pamphlet entitled The Law of Real Estate Agency describing your legal rights in dealing with a real estate broker or salesperson. Your signature below acknowledges receipt of an original copy of the above referenced pamphlet.



LawofRealEstateAg
ency.pdf

If this OFFER TO LEASE is not accepted by the Landlord on or before Ten (10) days following the date of the Tenant Signature, the offer shall terminate. Upon acceptance of the offer to lease, Landlord is to proceed with the preparation of a lease, it being expressly understood that this proposal is not binding on either of the parties and that the lease, when executed by the parties, shall contain their full agreement.

Should you have any questions regarding this proposal or the information contained herein, please do not hesitate to call me at our office at 253-722-1400 or directly at 253-779-9292.

We trust that you will find this proposal acceptable.

Best Regards,

Jerome O'Leary

Jerome O'Leary
Senior Vice President
Kidder Mathews

AGREED TO:

LANDLORD:

By: _____

Its: _____

Date: _____

TENANT:

Central Pierce Fire & Rescue

By: *Dal* _____

Its: _____

Date: *8/19/22* _____



Keller Williams Commercial
1011 E Main, Ste 420
Puyallup, WA 98372
Phone: 253-840-5574
Fax: 866-232-1602

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Form: MT_NNN
Multi-Tenant NNN Lease
Rev. 9/2020
Page 1 of 29

LEASE AGREEMENT
(Multi-Tenant - Triple Net (NNN) Lease)

THIS LEASE AGREEMENT (the "Lease") is entered into and effective as of this day of October, 20 22 between Seattle Heavy Industries, a(n) Washington Limited Liability Company ("Landlord"), and Central Pierce Fire and Rescue, a(n) Washington Fire Protection District ("Tenant"). Landlord and Tenant agree as follows:

1. LEASE SUMMARY.

- a. **Leased Premises.** The leased commercial real estate (the "Premises") i) consists of an agreed area of approximately 3,723 rentable square feet and is outlined on the floor plan attached as Exhibit A; ii) is located on the land legally described on attached Exhibit B; and iii) is commonly known as Suite 208 1011 E Main, Puyallup, WA 98372 (suite number and address). The Premises do not include, and Landlord reserves, the exterior walls and roof of the building in which the Premises are located (the "Building"), the land beneath the Building, the pipes and ducts, conduits, wires, fixtures, and equipment above the suspended ceiling; and the structural elements of the Building. The Building, the land upon which it is situated, all other improvements located on such land, and all Common Areas appurtenant to the Building are referred to as the "Property." The Building and all other buildings on the Property as of the date of this Lease contain an agreed total area of approximately 73,642 rentable square feet.
- b. **Lease Commencement Date.** The term of this Lease shall commence upon (check one):
☒ Substantial completion of (choose one) ☒ Landlord's Work, or ☐ Tenant's Work as further described in the attached Exhibit C ("Work Letter"), but in no event later than March 1st, 20 23
☐ , 20
(the "Commencement Date").
- c. **Lease Termination Date.** The term of this Lease shall terminate at midnight on the last day of the Sixtieth (60) full month following the Commencement Date or such earlier or later date as otherwise provided in this Lease (the "Termination Date"). Tenant shall have no right or option to extend this Lease, unless otherwise set forth in a rider attached to this Lease (e.g., Option to Extend Rider, CBA Form OR).
- d. **Base Rent.** The monthly base rent shall be (check one): ☐ \$, or ☒ according to the Rent Rider attached hereto ("Base Rent"). Rent shall be payable by wire transfer or at Landlord's address shown in Section 1(h) below, or such other place designated in writing by Landlord.
- e. **Prepaid Rent.** Upon execution of this Lease, Tenant shall deliver to Landlord the sum of \$ 5,894.75 as prepaid Rent, to be applied to Base Rent due for months Three (3) through Three (3) of the Lease.
- f. **Security Deposit.** Upon execution of this Lease, Tenant shall deliver to Landlord the sum of \$ 0.00 to be held as a security deposit pursuant to Section 5 below. The security deposit shall be in the form of (check one): ☐ cash, check or wire transfer, or ☐ letter of credit according to the Letter of Credit Rider (CBA Form LCR) attached hereto.
- g. **Permitted Use.** The Premises shall be used only for I.T Service and General Office space, subject to applicable zoning and other laws, and for no other purpose without the prior written consent of Landlord (the "Permitted Use").

h. Notice and Payment Addresses:

Landlord: Seattle Heavy Industries, LLC
c/o Keller Williams Commercial
1011 E Main St Suite 420, Puyallup, WA 98372
Email: leasing@kwpuallup.com



Keller Williams Commercial
1011 E Main, Ste 420
Puyallup, WA 98372
Phone: 253-840-5574
Fax: 866-232-1602

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Page 2 of 29

LEASE AGREEMENT
(Multi-Tenant - Triple Net (NNN) Lease)

Tenant: _____

Email: _____

- i. **Tenant's Pro Rata Share.** Landlord and Tenant agree that Tenant's "Pro Rata Share" is 5.06 %, based on the ratio of the rentable area of the Premises stated in Section 1.a to the rentable area of all buildings on the Property stated in Section 1.a. Tenant's Base Rent and Pro Rata Share shall be proportionally adjusted in the event of any adjustment to the Premises', Building's or Property's rentable floor area either by remeasurement, which measurement standard shall be selected by Landlord in its reasonable discretion, or by physical change thereto.

2. PREMISES.

- a. **Lease of Premises.** Landlord leases to Tenant, and Tenant leases from Landlord, the Premises upon the terms specified in this Lease.
- b. **Acceptance of Premises.** Except as specified elsewhere in this Lease, Landlord makes no representations or warranties to Tenant regarding the Premises, including the structural condition of the Premises or the condition of all mechanical, electrical, and other systems on the Premises. Except for any tenant improvements to be completed by Landlord as described in the Work Letter attached as Exhibit C ("Landlord's Work"), Tenant shall accept the Premises and its improvements in their respective AS-IS, WHERE-IS condition, and shall further be responsible for performing any work necessary to bring the Premises into a condition satisfactory to Tenant. By signing this Lease, Tenant acknowledges that it has had adequate opportunity to investigate the Premises; acknowledges responsibility for making any corrections, alterations and repairs to the Premises (other than Landlord's Work); and acknowledges that the time needed to complete any such items shall not delay the Commencement Date.
- c. **Tenant Improvements.** The Work Letter attached as Exhibit C sets forth all Landlord's Work, if any, and all tenant improvements to be completed by Tenant ("Tenant's Work"), if any, that will be performed on the Premises. Responsibility for design, payment and performance of all such work shall be as set forth in the Work Letter.

3. **TERM.** The term of this Lease shall commence on the Commencement Date, and shall end on the Termination Date, subject to any option to extend the term of this Lease set forth in a rider attached hereto (the "Term").

- a. **Early Possession.** Tenant shall have reasonable access to the Premises ~~during the~~ upon Substantial completion of Landlord's Work ~~days ((0) days if not filled in)~~ preceding the Commencement Date for the sole purpose of installing Tenant's furniture, telecommunications, fixtures, telephone systems and computer cabling and the performance of Tenant's Work, if any. Such access shall be fully coordinated with Landlord in advance and Tenant shall not interfere with Landlord's Work. All of the terms and conditions of this Lease, including Tenant's insurance and indemnification obligations, shall apply during such time, except for payment of Base Rent. If Landlord permits Tenant to possess or occupy the Premises prior to the Commencement Date specified in Section 1, then such early occupancy shall not advance the Commencement Date or the Termination Date set forth in Section 1.
- b. **Delayed Possession.** Landlord shall act diligently to make the Premises available to Tenant; provided, however, neither Landlord nor any agent or employee of Landlord shall be liable for any damage or loss due to Landlord's inability or failure to deliver possession of the Premises to Tenant as provided in this Lease. If possession is delayed, the Commencement Date set forth in Section 1 shall also be delayed. If Landlord does not deliver possession of the Premises to Tenant within _____ days ((60) days if not filled in) after the Commencement Date specified in Section 1 (check one): ☐ Tenant may elect to cancel this



Keller Williams Commercial
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Rev. 9/2020
Page 3 of 29

LEASE AGREEMENT
(Multi-Tenant - Triple Net (NNN) Lease)

Lease by giving written notice to Landlord no later than _____ days ((10) days if not filled in) after such time period ends, or ☐ then all Base Rent and Additional Rent shall be abated for each one (1) day after the Commencement Date during which possession of the Premises has not been delivered to Tenant. If Tenant gives such notice of cancellation, as Tenant's sole and exclusive remedy, the Lease shall be cancelled, all prepaid Rent and security deposits shall be refunded to Tenant, and neither Landlord nor Tenant shall have any further obligations to the other.

Notwithstanding anything in this Section 3(b) to the contrary, to the extent that any portions of the Landlord's Work or Tenant's Work have not been sufficiently completed in time for the Tenant to occupy or take possession of the Premises on the Commencement Date due to the failure of Tenant to fulfill any of its obligations under this Lease ("Tenant Delays"), the Term and Tenant's obligation to pay Base Rent and Additional Rent shall nevertheless commence on the Commencement Date set forth in Section 1, or upon the date that the Commencement Date would have occurred but for the Tenant Delays. The first "Lease Year" shall commence on the Commencement Date and shall end on the date which is twelve (12) months from the end of the month in which the Commencement Date occurs. Each successive Lease Year during the Term shall be twelve (12) months, commencing on the first day following the end of the preceding Lease Year.

4. RENT.

- a. **Payment of Rent.** Tenant shall pay Landlord without notice, demand, deduction or offset, in lawful money of the United States, the monthly Base Rent stated in Section 1 in advance on or before the first day of each month during the Term beginning on (check one): ☒ the Commencement Date, or ☐ _____ (if no date specified, then on the Commencement Date), and shall also pay any other additional payments, including Operating Costs, due to Landlord ("Additional Rent" and together with Base Rent, "Rent") when required under this Lease. Payments for any partial month during the Term shall be prorated. All payments due to Landlord under this Lease, including late fees and interest, shall also constitute Additional Rent, and upon Tenant's failure to pay any such costs, charges or expenses, Landlord shall have the same rights and remedies as otherwise provided in this Lease for the failure of Tenant to pay Rent.
- b. **Triple Net Lease.** This Lease is what is commonly called a "Net, Net, Net" or "triple-net" Lease, which means that Landlord shall receive all Base Rent free and clear of any and all other impositions, taxes, liens, charges or expenses of any nature whatsoever in connection with the ownership and operation of the Premises. In addition to Base Rent, Tenant shall pay to the parties respectively entitled thereto, or satisfy directly, all Additional Rent and other impositions, insurance premiums, repair and maintenance charges, and any other charges, costs, obligations, liabilities, requirements, and expenses, including without limitation the Operating Costs described in Section 8, which arise with regard to the Premises or may be contemplated under any other provision of the Lease during its term, except for costs and expenses expressly made the obligation of Landlord in this Lease.
- c. **Late Charges; Default Interest.** If any sums payable by Tenant to Landlord under this Lease are not received within five (5) business days after their due date, Tenant shall pay Landlord an amount equal to the greater of \$100 or 5% of the delinquent amount for the cost of collecting and handling such late payment in addition to the amount due and as Additional Rent. All delinquent sums payable by Tenant to Landlord and not paid within five (5) business days after their due date shall, at Landlord's option, bear interest at the rate of 15% per annum, or the highest rate of interest allowable by law, whichever is less (the "Default Rate"). Interest on all delinquent amounts shall be calculated from the original due date to the date of payment.
- d. **Less Than Full Payment.** Landlord's acceptance of less than the full amount of any payment due from Tenant shall not be deemed an accord and satisfaction or compromise of such payment unless Landlord specifically consents in writing to payment of such lesser sum as an accord and satisfaction or compromise of the amount which Landlord claims. Any portion that remains to be paid by Tenant shall be subject to the late charges and default interest provisions of this Section 4.



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5. **SECURITY DEPOSIT.** Upon execution of this Lease, Tenant shall deliver to Landlord the security deposit specified in Section 1 above. Landlord's obligations with respect to the security deposit are those of a debtor and not of a trustee, and Landlord may commingle the security deposit with its other funds. If Tenant defaults in the performance of any covenant or condition of this Lease, Landlord shall have the right, but not the obligation, to use or retain all or any portion of the security deposit for the payment of: (i) Base Rent, Additional Rent, or any other sum as to which Tenant is in default; or (ii) the amount Landlord spends or may become obligated to spend, or to compensate Landlord for any losses incurred by reason of Tenant's default. Tenant acknowledges, however, that the security deposit shall not be considered as a measure of Tenant's damages in case of default by Tenant, and any payment to Landlord from the security deposit shall not be construed as a payment of liquidated damages for Tenant's default. If at any time during the Term of the Lease the security deposit delivered by Tenant becomes insufficient to cover the amounts required under this Section 5, whether or not due to Landlord's application of all or a portion of the security deposit as contemplated by this Section, Tenant shall, within five (5) days after written demand therefor by Landlord, deposit with Landlord an amount sufficient to replenish the security deposit to the amount required in Section 1 above. If Tenant is not in default of any covenant or condition of this Lease at the end of the Term, Landlord shall return any unused portion of the security deposit without interest within 30 days after the surrender of the Premises by Tenant in the condition required by Section 13 of this Lease.
6. **USES.** The Premises shall be used only for the Permitted Use, and for no other business or purpose without the prior written consent of Landlord. Tenant shall not do or permit any act to be done on or around the Premises that violates any law, ordinance, governmental regulation or order or that will increase the existing rate of insurance on the Premises, the Building, or the Property, or cause the cancellation of any insurance on the Premises, the Building, or the Property. Tenant shall not commit or allow to be committed any waste upon the Premises, or any public or private nuisance. Tenant shall not do or permit anything to be done on the Premises, the Building, or the Property which will obstruct or interfere with the rights of other tenants or occupants of the Property, or their employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees or to injure or annoy such persons.
7. **COMPLIANCE WITH LAWS.** Landlord represents to Tenant that, as of the Commencement Date, to Landlord's actual knowledge, but without duty of investigation, and with the exception of any Tenant's Work, the Premises comply with all applicable laws, rules, regulations, and orders, including without limitation, the Americans With Disabilities Act, and Landlord shall be responsible to promptly cure at its sole cost any noncompliance which existed on the Commencement Date. Tenant shall be responsible for complying with all laws applicable to the Premises as a result of the Permitted Use, and Tenant shall be responsible for making any changes or alterations as may be required by law, rule, regulation, or order for the Permitted Use at its sole cost and expense. Otherwise, if changes or alterations are required by law, rule, regulation, or order unrelated to the Permitted Use, Landlord shall make such changes and alterations at its expense.
8. **OPERATING COSTS.**
- a. **Definition.** As used herein, "Operating Costs" shall mean all costs of operating, maintaining and repairing the Premises, the Building, and the Property, determined in accordance with generally accepted accounting principles, and including without limitation the following: all taxes and assessments (including, but not limited to, real and personal property taxes and assessments, local improvement district assessments and other special purpose assessments, and taxes on rent or gross receipts); insurance premiums paid by Landlord and (to the extent used) deductibles for insurance applicable to the Property; water, sewer and all other utility charges (other than utilities separately metered and paid directly by Tenant or other tenants); janitorial and all other cleaning services; refuse and trash removal; supplies, materials, tools, and equipment used in the operation, repair, and maintenance of the Property; refurbishing and repainting; carpet replacement; to the extent serving areas other than just the Premises, heating, ventilation and air conditioning ("HVAC") service, repair and replacement when necessary; elevator service and repair and replacement of elevators when necessary; pest control; lighting systems, fire detection and security services; landscape maintenance; management (fees and/or personnel costs);



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parking lot, road, sidewalk and driveway patching, resurfacing and maintenance; snow and ice removal; repair, maintenance, and, where reasonably required, replacement of signage; amortization of capital improvements as Landlord may in the future install to comply with governmental regulations and rules or undertaken in good faith with a reasonable expectation of reducing Operating Costs (the useful life of which shall be a reasonable period of time as determined by Landlord); costs of legal services (except those incurred directly relating to a particular occupant of the Building); and accounting services, labor, supplies, materials and tools. **Landlord and Tenant agree that if the Building is not 90% occupied during any calendar year (including the Base Year, if applicable); on a monthly average; then those portions of the Operating Costs that are driven by occupancy rates, as reasonably determined by Landlord, shall be increased to reflect the Operating Costs of the Building as though it were 90% occupied and Tenant's Pro Rata Share of Operating Costs shall be based upon Operating Costs as so adjusted.** Operating Costs shall not include: Landlord's income tax or general corporate overhead; depreciation or amortization on the Building or equipment therein; loan or ground lease payments; real estate broker's commissions; capital improvements to or major repairs of the Building shell (i.e., the Building structure, exterior walls, roof, and structural floors and foundations), except to the extent expressly permitted above; any costs regarding the operation, maintenance and repair of the Premises, the Building, or the Property paid directly by Tenant or other tenants in the Building or otherwise reimbursed to Landlord, or other cost for which another party is required to pay Landlord (except as part of operating cost recoveries under other tenant leases) so that Landlord shall not recover any item of cost more than once. If Tenant is renting a pad separate from any other structures on the Property for which Landlord separately furnishes the services described in this paragraph, then the term "Operating Costs" shall not include those costs of operating, repairing, and maintaining the enclosed mall which can be separately allocated to the tenants of the other structures. Operating Costs which cannot be separately allocated to the tenants of other structures may include but are not limited to: insurance premiums; taxes and assessments; management (fees and/or personnel costs); exterior lighting; parking lot, road, sidewalk and driveway patching, resurfacing and maintenance; snow and ice removal; and costs of legal services and accounting services.

- b. **Type of Payment.** As Additional Rent, Tenant shall pay to Landlord on the first day of each month with payment of Base Rent one-twelfth of Tenant's Pro Rata Share of Operating Costs, which amount is determined in the manner set forth in Section 8(c) below.
- c. **Method of Payment.** Tenant shall pay to Landlord Operating Costs pursuant to the following procedure:
- i. Landlord shall provide to Tenant, on or before the Commencement Date, a good faith estimate of annual Operating Costs for the calendar year in which the Commencement Date occurs. Landlord shall also provide to Tenant, as soon as possible following the first day of each succeeding calendar year, a good faith estimate of Tenant's annual Pro Rata Share of Operating Costs for the then-current year.
 - ii. Each estimate of Tenant's annual Pro Rata Share of Operating Costs determined by Landlord, as described above, shall be divided into 12 equal monthly installments. Tenant shall pay to Landlord such monthly installment of Operating Costs with each monthly payment of Base Rent. In the event the estimated amount of Tenant's Pro Rata Share of Operating Costs has not yet been determined for any calendar year, Tenant shall pay the monthly installment in the estimated amount determined for the preceding calendar year until the estimate for the current calendar year has been provided to Tenant. When the estimate for the current calendar year is received, Tenant shall then pay any shortfall or receive a credit for any surplus for the preceding months of the current calendar year and shall, thereafter, make the monthly installment payments in accordance with the current estimate.
 - iii. As soon as reasonably possible following the end of each calendar year during the Term, Landlord shall provide to Tenant a statement (the "Operating Costs Statement") setting forth the amount of Operating Costs actually incurred and the amount of Tenant's Pro Rata Share of Operating Costs actually payable by Tenant with respect to such calendar year. In the event the amount of Tenant's Pro Rata Share of Operating Costs exceeds the sum of the monthly installments actually paid by Tenant for such calendar year, Tenant shall pay to Landlord the difference within 30 days following



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receipt of the Operating Costs Statement. In the event the sum of the monthly installments actually paid by Tenant for such calendar year exceeds the amount of Tenant's Pro Rata Share of Operating Costs actually due and owing, the difference shall be applied as a credit to Tenant's future Pro Rata Share of Operating Costs payable by Tenant pursuant to this Section, or if the Term has expired, the excess shall be refunded to Tenant within 30 days after delivery of such Operating Costs Statement.

- iv. Should Tenant dispute any amount shown on the Operating Costs Statement, Tenant may audit Landlord's books and records for the calendar year covered by such Operating Costs Statement upon written notice to Landlord given within 90 days after Tenant's receipt of such Operating Costs Statement. If Tenant fails to provide notice of dispute within such 90-day period, the Operating Costs Statement shall be final and conclusive. Any audit conducted by Tenant shall be completed within 60 days after Tenant's request therefor. If Landlord concurs with the audit results, and (x) if the audit reveals that Tenant's Pro Rata Share of Operating Costs exceeds the sum of the monthly installments actually paid by Tenant for such calendar year, Tenant shall pay to Landlord the difference within 30 days following completion of the audit; or (y) if the audit reveals that the sum of the monthly installments actually paid by Tenant for such calendar year exceeds the amount of Tenant's Pro Rata Share of Operating Costs actually due and owing, the difference shall be applied as a credit to Tenant's future Pro Rata Share of Operating Costs payable by Tenant pursuant to this Section, or if the term has expired, the excess shall be refunded to Tenant within 30 days after completion of the audit. If Landlord does not concur with the results of Tenant's audit, the parties shall within twenty (20) days thereafter agree on a neutral auditor who shall complete an audit within thirty (30) days after selection, and the decision of the neutral auditor shall be binding on the parties. The parties shall share evenly in the costs of any such neutral auditor. Landlord and Tenant shall cooperate as may be reasonably necessary in order to facilitate the timely completion of any audit. Nothing in this Section shall in any manner modify Tenant's obligations to make payments as and when provided under this Lease.

9. **UTILITIES AND SERVICES.** Landlord shall provide the following services for the Premises (7) days per week, (24) hours per day, the cost of which shall be included in the Operating Costs to the extent not separately metered to and exclusively serving the Premises (with the costs of such separately metered services to be directly billed to and paid by Tenant): (check all that apply) ☒ water; ☒ electricity; ☒ sewer; ☒ trash and/or recycling removal; and ☒ HVAC from 7 a.m. to 7 p.m. Monday through Friday; 7 a.m. to 7 p.m. on Saturday; and 7 a.m. to 7 p.m. on Sunday; ☒ janitorial service in the Premises and Building 5 nights ((5) nights if not filled in) each week, exclusive of holidays. HVAC services will also be provided by Landlord to the Premises during additional hours on reasonable notice to Landlord, at Tenant's sole cost and expense, at an hourly rate reasonably established by Landlord from time to time and payable by Tenant, as and when billed, as Additional Rent. Notwithstanding the foregoing, if Tenant's use of the Premises incurs utility service charges which are above those usual and customary for the Permitted Use, Landlord reserves the right to require Tenant to pay a reasonable additional charge for such usage.

Tenant shall furnish all other utilities (including, but not limited to, telephone, internet, and cable service if available) and other services which Tenant requires with respect to the Premises, and shall pay, at Tenant's sole expense, the cost of all utilities separately metered to the Premises, and of all other utilities and other services which Tenant requires with respect to the Premises, except those to be provided by Landlord and included in Operating Expenses as described above. Landlord shall not be liable for any loss, injury or damage to person or property caused by or resulting from any variation, interruption, or failure of utilities due to any cause whatsoever, and Rent shall not abate as a result thereof.

10. **TAXES AND ASSESSMENTS.** Tenant shall pay all taxes, assessments, liens and license fees ("Taxes") levied, assessed or imposed by any authority having the direct or indirect power to tax or assess any such liens, related to or required by Tenant's use of the Premises as well as all Taxes on Tenant's personal property located on the Premises. Landlord shall pay all taxes and assessments with respect to the Property, all of which shall be included in Operating Costs and subject to partial reimbursement by Tenant as set forth in Section 8.



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11. COMMON AREAS.

- a. **Definition.** The term "Common Areas" means all areas, facilities and building systems that are provided and designated from time to time by Landlord for the general non-exclusive use and convenience of Tenant and other tenants of the Property and which are not leased or held for the exclusive use of a particular tenant. To the extent that such areas and facilities exist within the Property, Common Areas include hallways, entryways, stairs, elevators, driveways, walkways, terraces, docks, loading areas, restrooms, trash facilities, parking areas and garages, roadways, pedestrian sidewalks, landscaped areas, security areas, lobby or mall areas, common HVAC systems, common electrical service, equipment and facilities, and common mechanical systems, equipment and facilities. Tenant shall comply with, and shall use commercially reasonable efforts to cause its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees to comply with, reasonable rules and regulations concerning the use of the Common Areas adopted by Landlord from time to time, and shall not interfere with the use of Common Areas by others. Without advance notice to Tenant and without any liability to Tenant, Landlord may change the size, use, or nature of any Common Areas, erect improvements on the Common Areas or convert any portion of the Common Areas to the exclusive use of Landlord or selected tenants, so long as Tenant is not thereby deprived of the substantial benefit of the Premises. Landlord reserves the use of exterior walls and the roof of the Building and other improvements at the Property, and the right to install, maintain, use, repair and replace pipes, ducts, conduits, and wires leading through the Premises in areas which will not materially interfere with Tenant's use thereof.
- b. **Use of the Common Areas.** Tenant shall have the non-exclusive right, in common with such other tenants of the Property to whom Landlord has granted or may grant such rights, to use the Common Areas.
- c. **Maintenance of Common Areas.** Landlord shall maintain the Common Areas in good order, condition and repair. This maintenance cost shall be includable in Operating Costs pursuant to Section 8. In performing such maintenance, Landlord shall use commercially reasonable efforts to minimize interference with Tenant's use and enjoyment of the Premises.

12. **ALTERATIONS.** Tenant may make alterations, additions or improvements to the Premises (the "Alterations"), only with the prior written consent of Landlord, which consent, with respect to Alterations not affecting the structural components of the Premises or utility systems therein or for which the aggregate cost and expense does not exceed \$10,000, shall not be unreasonably withheld, conditioned, or delayed. Landlord shall have 30 days following Tenant's request for Landlord's consent to any Alterations to respond to such request, provided that Tenant's request includes the names of Tenant's contractors and reasonably detailed plans and specifications therefor. The term "Alterations" shall not include: (i) any of Tenant's Work approved by Landlord pursuant to Exhibit C, (ii) Tenant's Signage (as further provided in Section 15), or (iii) the installation of shelves, movable partitions, Tenant's equipment and trade fixtures that may be installed and removed without damaging existing improvements or the structural integrity of the Premises, the Building, or the Property. Tenant shall perform all work at Tenant's expense and in compliance with all applicable laws and shall complete all Alterations in accordance with plans and specifications approved by Landlord, using contractors approved by Landlord, and in a manner so as not to unreasonably interfere with other tenants. Tenant shall pay when due, or furnish a bond for payment of (as set forth in Section 20), all claims for labor or materials furnished to or for Tenant at, or for use in, the Premises, which claims are or may be secured by any mechanics' or materialmen's liens against the Premises or the Property or any interest therein. Except as otherwise provided in the Work Letter attached as Exhibit C with respect to Tenant's Work, any improvements installed as part of Tenant Work's or Alterations performed or caused to be performed by Tenant (check one): ☒ shall become the property of Landlord, or ☐ shall be removed by Tenant at its sole cost and expense upon the expiration or earlier termination of the Lease Term (unless Landlord conditioned its consent in writing upon Tenant leaving a specified Alteration at the Premises, in which case Tenant shall not remove such Alteration, and it shall become Landlord's property). Tenant shall immediately repair any damage to the Premises caused by removal of improvements performed as part of Tenant's Work and/or



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Alterations.

13. **REPAIRS AND MAINTENANCE; SURRENDER.** Tenant shall, at its sole cost and expense, maintain the entire Premises in good condition and promptly make all non-structural repairs and replacements necessary to keep the Premises safe and in good condition, including all HVAC components and other utilities and systems to the extent exclusively serving the Premises. Landlord shall maintain and repair the Building structure, foundation, subfloor, exterior walls, roof structure and surface, and HVAC components and other utilities and systems to the extent serving more than just the Premises, and the Common Areas, the costs of which shall be included as Operating Costs unless otherwise expressly excluded pursuant to Section 8(a). Tenant shall not damage any demising wall or disturb the structural integrity of the Premises, the Building, or the Property and shall promptly repair any damage or injury done to any such demising walls or structural elements caused by Tenant or its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees. Notwithstanding anything in this Section to the contrary, Tenant shall not be responsible for any repairs to the Premises made necessary by the negligence or willful misconduct of Landlord or its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees therein. If Tenant fails to perform Tenant's obligations under this Section, Landlord may at Landlord's option enter upon the Premises after 10 days' prior notice to Tenant and put the same in good order, condition and repair and the cost thereof, together with interest thereon at the Default Rate set forth in Section 4, shall be due and payable as Additional Rent to Landlord together with Tenant's next installment of Base Rent. Upon expiration or earlier termination of the Term, Tenant shall promptly and peacefully surrender the Premises to Landlord, together with all keys, in materially as good condition as when received by Tenant from Landlord or as thereafter improved (but subject to any obligations to remove any Tenant's Work and Alterations and/or restore the same as further provided in this Lease), reasonable wear and tear and insured casualty excepted.
14. **ACCESS AND RIGHT OF ENTRY.** After 24 hours' notice from Landlord (except in cases of emergency, when no notice shall be required), Tenant shall permit Landlord and its agents, employees and contractors to enter the Premises at all reasonable times to make repairs, inspections, alterations or improvements, provided that Landlord shall use reasonable efforts to minimize interference with Tenant's use and enjoyment of the Premises. This Section shall not impose any repair or other obligation upon Landlord not expressly stated elsewhere in this Lease. After reasonable notice to Tenant, Landlord shall have the right to enter the Premises for the purpose of (a) showing the Premises to prospective purchasers or lenders at any time, and to prospective tenants within 180 days prior to the expiration or sooner termination of the Term; and (b) posting "for lease" signs within 180 days prior to the expiration or sooner termination of the Term.
15. **SIGNAGE.** Tenant shall obtain Landlord's written consent as to size, location, materials, method of attachment, and appearance, before installing any signs upon the Premises. Tenant shall install and maintain any approved signage ("Signage") at Tenant's sole expense and in compliance with all applicable laws. Unless as otherwise provided in Exhibit C with respect to any of Tenant's Work, any Signage installed by Tenant shall be removed from the Premises, Building and Property at Tenant's expense upon the expiration or earlier termination of the Term. Tenant shall not damage or deface the Premises in installing or removing Signage and shall repair any injury or damage to the Premises caused by such installation or removal.
16. **DESTRUCTION OR CONDEMNATION.**
- a. **Damage and Repair.** If the Premises or the portion of the Building or the Property necessary for Tenant's occupancy are partially damaged by fire or other insured casualty but not rendered untenable, then Landlord shall diligently restore the Premises and the portion of the Property necessary for Tenant's occupancy to the extent required below and this Lease shall not terminate. Tenant may, however, terminate the Lease if Landlord is unable to restore the Premises within six (6) months of the casualty event by giving 20 days' written notice of termination.

The Premises or the portion of the Building or the Property necessary for Tenant's occupancy shall not be deemed untenable if 25% or less of each of those areas are damaged. If insurance proceeds are not



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available or are not sufficient to pay the entire cost of restoring the Premises, or if Landlord's lender does not permit all or any part of the insurance proceeds to be applied toward restoration, then Landlord may elect to terminate this Lease and keep the insurance proceeds, by notifying Tenant within 60 days of the date of such casualty.

If the Premises, the portion of the Building or the Property necessary for Tenant's occupancy, or 50% or more of the rentable area of the Property are entirely destroyed, or partially damaged and rendered untenantable, by fire or other casualty, Landlord may, at its option: (a) terminate this Lease as provided herein, or (b) restore the Premises and the portion of the Property necessary for Tenant's occupancy to their previous condition to the extent required below; provided, however, if such casualty event occurs during the last six (6) months of the Term (after considering any option to extend the term timely exercised by Tenant) then either Tenant or Landlord may elect to terminate the Lease. If, within 60 days after receipt by Landlord from Tenant of written notice that Tenant deems the Premises or the portion of the Property necessary for Tenant's occupancy untenantable, Landlord fails to notify Tenant of its election to restore those areas, or if Landlord is unable to restore those areas within six (6) months of the date of the casualty event, then Tenant may elect to terminate the Lease upon 20 days' notice to Landlord unless Landlord, within such 20 day period, notifies Tenant that it will in fact restore the Premises or actually completes such restoration work to the extent required below, as applicable.

If Landlord restores the Premises or the Property under this Section, Landlord shall proceed with reasonable diligence to complete the work, and Base Rent shall be abated in the same proportion as the untenantable portion of the Premises bears to the whole Premises, provided that there shall be a Base Rent abatement only if the damage or destruction of the Premises or the Property did not result from, or was not contributed to directly or indirectly by the act, fault or neglect of Tenant, or Tenant's employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees. No damages, compensation or claim shall be payable by Landlord for inconvenience, loss of business or annoyance directly, incidentally or consequentially arising from any repair or restoration of any portion of the Premises or the Property. Landlord shall have no obligation to carry insurance of any kind for the protection of Tenant; any Alterations or improvements paid for by Tenant; any of Tenant's Work identified in Exhibit C (regardless of who may have completed them); Signage; Tenant's furniture; or on any fixtures, equipment, improvements or appurtenances of Tenant under this Lease, and Landlord's restoration obligations hereunder shall not include any obligation to repair any damage thereto or replace the same.

- b. **Condemnation.** If the Premises, the portion of the Building or the Property necessary for Tenant's occupancy, or 50% or more of the rentable area of the Property are made untenantable by eminent domain, or conveyed under a threat of condemnation, this Lease shall terminate at the option of either Landlord or Tenant as of the earlier of the date title vests in the condemning authority or the condemning authority first has possession of the Premises or the portion of the Property taken by the condemning authority. All Rents and other payments shall be paid to that date.

If the condemning authority takes a portion of the Premises or of the Building or the Property necessary for Tenant's occupancy that does not render them untenantable, then this Lease shall continue in full force and effect and Rent shall be equitably reduced based on the proportion by which the floor area of any structures is reduced. The reduction in Rent shall be effective on the earlier of the date the condemning authority first has possession of such portion or title vests in the condemning authority. The Premises or the portion of the Building or the Property necessary for Tenant's occupancy shall not be deemed untenantable if 25% or less of each of those areas are condemned. Landlord shall be entitled to the entire award from the condemning authority attributable to the value of the Premises or the Building or the Property and Tenant shall make no claim for the value of its leasehold. Tenant shall be permitted to make a separate claim against the condemning authority for moving expenses, provided that in no event shall Tenant's claim reduce Landlord's award.

17. INSURANCE.



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- a. **Tenant's Liability Insurance.** During the Term, Tenant shall pay for and maintain commercial general liability insurance with broad form property damage and contractual liability endorsements. This policy shall (i) contain an endorsement identifying Landlord, its property manager (if any), and other parties designated by Landlord, as additional insureds using an endorsement form acceptable to Landlord, (ii) insure Tenant's activities and those of Tenant's employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees with respect to the Premises against loss, damage or liability for personal injury or bodily injury (including death) or loss or damage to property with a combined single limit of not less than \$2,000,000 per occurrence, and a deductible of not more than \$10,000, and (iii) contain a provision requiring the insurer to deliver or mail written notice of cancellation to the named insureds at least (45) days before the effective date of the cancellation. Tenant's insurance will be primary and noncontributory with any liability insurance carried by Landlord. ~~Landlord may also require Tenant to obtain and maintain at Tenant's sole cost business income coverage for at least six (6) months, business auto liability coverage, and, if applicable to Tenant's Permitted Use, liquor liability insurance and/or warehouseman's coverage.~~
- b. **Tenant's Property Insurance.** During the Term, Tenant shall pay for and maintain special form clauses of loss coverage property insurance (with coverage for earthquake if required by Landlord's lender and, if the Premises are situated in a flood plain, flood damage) for all of Tenant's personal property, fixtures and equipment, Tenant's Work, and Alterations, in the amount of their full replacement value, with a deductible of not more than \$10,000.
- c. **Miscellaneous.** Tenant's insurance required under this Section shall be with companies rated A-/VII or better in Best's Insurance Guide, and which are admitted in the State of Washington. No insurance policy shall be cancelled or reduced in coverage and each such policy shall provide that it is not subject to cancellation or a reduction in coverage except after 30 days prior written notice to Landlord. Tenant shall deliver to Landlord, prior to Tenant's first taking possession of or occupying the Premises, and from time to time thereafter, copies of the insurance policies or evidence of insurance and copies of endorsements required by this Section. In no event shall the limits of such policies be considered as limiting the liability of Tenant under this Lease. If Tenant fails to acquire or maintain any insurance or provide any policy or evidence of insurance required by this Section, and such failure continues for three (3) days after notice from Landlord, Landlord may, but shall not be required to, obtain such insurance for Landlord's benefit and Tenant shall reimburse Landlord for the costs of such insurance upon demand. Such amounts shall be Additional Rent payable by Tenant hereunder and in the event of non-payment thereof, Landlord shall have the same rights and remedies with respect to such non-payment as it has with respect to any other non-payment of Rent hereunder.
- d. **Landlord's Insurance.** Landlord shall carry special form clauses of loss coverage property insurance of the Building shell and core in the amount of their full replacement value, liability insurance with respect to the Common Areas, and such other insurance of such types and amounts as Landlord, in its discretion, shall deem reasonably appropriate. The cost of any such insurance shall be included in Operating Costs, and if such insurance is provided by a "blanket policy" insuring other parties or locations in addition to the Building, then only the portion of the premiums allocable to the Building and Property shall be included in Operating Costs.
- e. **Waiver of Subrogation.** Notwithstanding any other provision of this Lease to the contrary, Landlord and Tenant hereby release each other and any other tenant, their agents or employees, from responsibility for, and waive their entire claim of recovery for any loss or damage arising from any cause covered by insurance required to be carried or otherwise carried by each of them. Each party shall provide notice to the insurance carrier or carriers of this mutual waiver of subrogation, and shall cause its respective insurance carriers to waive all rights of subrogation against the other. This waiver shall not apply to the extent of the deductible amounts to any such policies or to the extent of liabilities exceeding the limits of such policies.



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- a. **Indemnification by Tenant.** Tenant shall defend, indemnify, and hold Landlord and its property manager (if any) harmless against all liabilities, damages, costs, and expenses, including attorneys' fees, for personal injury, bodily injury (including death) or property damage arising from any negligent or wrongful act or omission of Tenant or Tenant's employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees on or around the Premises or the Property, or arising from any breach of this Lease by Tenant. Tenant shall use legal counsel reasonably acceptable to Landlord in defense of any action within Tenant's defense obligation.
 - b. **Indemnification by Landlord.** Landlord shall defend, indemnify and hold Tenant harmless against all liabilities, damages, costs, and expenses, including attorneys' fees, for personal injury, bodily injury (including death) or property damage arising from any negligent or wrongful act or omission of Landlord or Landlord's employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees on or around the Premises or the Property, or arising from any breach of this Lease by Landlord. Landlord shall use legal counsel reasonably acceptable to Tenant in defense of any action within Landlord's defense obligation.
 - c. **Waiver of Immunity.** Landlord and Tenant each specifically and expressly waive any immunity that each may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Neither party's indemnity obligations under this Lease shall be limited by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under the Worker Compensation Acts, Disability Benefit Acts or other employee benefit acts.
 - d. **Exemption of Landlord from Liability.** ~~Except to the extent of claims arising out of Landlord's gross negligence or intentional misconduct, Landlord shall not be liable for injury to Tenant's business or assets or any loss of income therefrom or for damage to any property of Tenant or of its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees, or any other person in or about the Premises or the Property.~~
 - e. **Survival.** The provisions of this Section 18 shall survive expiration or termination of this Lease.
19. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign, sublet, mortgage, encumber or otherwise transfer any interest in this Lease (collectively referred to as a "Transfer") or any part of the Premises, without first obtaining Landlord's written consent, which shall not be unreasonably withheld, conditioned, or delayed. No Transfer shall relieve Tenant of any liability under this Lease notwithstanding Landlord's consent to such Transfer. Consent to any Transfer shall not operate as a waiver of the necessity for Landlord's consent to any subsequent Transfer. In connection with each request for consent to a Transfer, Tenant shall pay the reasonable cost of processing the same, including attorneys' fees, upon demand of Landlord, up to a maximum of \$1,250.
- Any transfer of this Lease by merger, consolidation, redemption or liquidation of Tenant, or any change in the ownership of, or power to vote, which singularly or collectively represents a majority of the beneficial interest in Tenant, shall constitute a Transfer under this Section.
- As a condition to Landlord's approval, if given, any potential assignee or sublessee otherwise approved by Landlord shall assume all obligations of Tenant under this Lease and shall be jointly and severally liable with Tenant and any guarantor for the payment of Rent and performance of all obligations of Tenant under this Lease. In connection with any Transfer, Tenant shall provide Landlord with copies of all assignments, subleases and assumption agreements and related documents.
20. **LIENS.** Tenant is not authorized to subject the Landlord's assets to any liens or claims of lien. Tenant shall keep the Property and Premises free from any liens created by or through Tenant. Tenant shall indemnify, defend, and hold Landlord and the Property and Premises harmless from liability for any such liens including, without limitation, liens arising from any of Tenant's Work or Alterations. If a lien is filed against the Premises



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by any person claiming by, through or under Tenant, Tenant shall have the right to contest the correctness or validity of the lien, provided, however, within 10 days after Landlord's demand, at Tenant's expense, Tenant shall either remove the lien, or shall procure and record a lien release bond issued by a surety satisfactory to Landlord in form and amount sufficient to satisfy statutory requirements for satisfaction and release of the subject lien(s) from the Premises and Property. Tenant shall indemnify Landlord, the Premises, and the Property from and against all liabilities, costs and expenses, including attorneys' fees, which Landlord could reasonably incur as a result of such lien.

21. **DEFAULT.** Each of the following events shall be an "Event of Default" by Tenant under this Lease:

- a. **Failure To Pay.** Failure by Tenant to pay any sum, including Rent, due under this Lease following five (5) days' notice from Landlord of the failure to pay.
- b. **Vacation/Abandonment.** Vacation by Tenant of the Premises (defined as an absence for at least 15 consecutive days without prior notice to Landlord), or abandonment by Tenant of the Premises (defined as an absence of five (5) days or more while Tenant is in breach of some other term of this Lease). Tenant's vacation or abandonment of the Premises shall not be subject to any notice or right to cure.
- c. **Insolvency.** Tenant's insolvency or bankruptcy (whether voluntary or involuntary); or appointment of a receiver, assignee or other liquidating officer for Tenant's business; provided, however, that in the event of any involuntary bankruptcy or other insolvency proceeding, the existence of such proceeding shall constitute an Event of Default only if such proceeding is not dismissed or vacated within 60 days after its institution or commencement.
- d. **Levy or Execution.** The taking of Tenant's interest in this Lease or the Premises, or any part thereof, by execution or other process of law directed against Tenant, or attachment of Tenant's interest in this Lease by any creditor of Tenant, if such attachment is not discharged within 15 days after being levied.
- e. **Other Non-Monetary Defaults.** The breach by Tenant of any agreement, term or covenant of this Lease other than one requiring the payment of money and not otherwise enumerated in this Section or elsewhere in this Lease, which breach continues for a period of 30 days after notice by Landlord to Tenant of the breach, provided that, if the nature of such default is such that it cannot be cured within such 30 day period, no Event of Default shall occur so long as Tenant commences such cure within 30 days of notice by Landlord and diligently pursues such cure to completion, but in no event longer than 60 days from the date of Landlord's notice.
- f. **Failure to Take Possession.** Failure by Tenant to take possession of the Premises on the Commencement Date following five (5) days' notice from Landlord of Tenant's failure to take possession.

Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within 30 days after notice by Tenant to Landlord, provided that, if the nature of such default is such that it cannot be cured within such 30 day period, Landlord shall not be in default if Landlord commences such cure within 30 days of notice by Tenant and diligently pursues such cure to completion. If Landlord fails to cure any such default within the allotted time, Tenant's sole remedy shall be to seek actual money damages (but not consequential or punitive damages) for loss arising from Landlord's failure to discharge its obligations under this Lease. Nothing herein contained shall relieve Landlord from its duty to perform any of its obligations to the standard prescribed in this Lease.

Any notice periods granted herein shall be deemed to run concurrently with and not in addition to any default notice periods required by law.

22. **REMEDIES.** Landlord shall have the following remedies upon an Event of Default. Landlord's rights and remedies under this Lease shall be cumulative and not exclusive.



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- a. **Termination of Lease.** Landlord may terminate Tenant's interest under the Lease, but no act by Landlord other than notice of termination from Landlord to Tenant shall terminate this Lease. The Lease shall terminate on the date specified in the notice of termination. Upon termination of this Lease, Tenant will remain liable to Landlord for damages in an amount equal to Rent and other sums that would have been owing by Tenant under this Lease for the balance of the Term, less the net proceeds, if any, of any reletting of the Premises by Landlord subsequent to the termination, after deducting all of Landlord's Reletting Expenses (as defined below). Landlord shall be entitled to either collect damages from Tenant monthly on the days on which rent or other amounts would have been payable under the Lease, or alternatively, Landlord may accelerate Tenant's obligations under the Lease and recover from Tenant: (i) unpaid rent which had been earned at the time of termination; (ii) the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of rent loss that Tenant proves could reasonably have been avoided; (iii) the amount by which the unpaid rent for the balance of the term of the Lease after the time of award exceeds the amount of rent loss that Tenant proves could reasonably be avoided (discounting such amount by the discount rate of the Federal Reserve Bank of San Francisco at the time of the award, plus 1%); and (iv) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under the Lease, or which in the ordinary course would be likely to result from the Event of Default, including without limitation Reletting Expenses described below.
- b. **Re-Entry and Reletting.** Landlord may continue this Lease in full force and effect, and without demand or notice, re-enter and take possession of the Premises or any part thereof, expel the Tenant from the Premises and anyone claiming through or under the Tenant, and remove the personal property of either. Landlord may relet the Premises, or any part of them, in Landlord's or Tenant's name for the account of Tenant, for such period of time and at such other terms and conditions as Landlord, in its discretion, may determine. Landlord may collect and receive the rents for the Premises. To the fullest extent permitted by law, the proceeds of any reletting shall be applied: first, to pay Landlord all Reletting Expenses (defined below); second, to pay any indebtedness of Tenant to Landlord other than rent; third, to the rent due and unpaid hereunder; and fourth, the residue, if any, shall be held by Landlord and applied in payment of other or future obligations of Tenant to Landlord as the same may become due and payable, and Tenant shall not be entitled to receive any portion of such revenue. Re-entry or taking possession of the Premises by Landlord under this Section shall not be construed as an election on Landlord's part to terminate this Lease, unless a notice of termination is given to Tenant. Landlord reserves the right following any re-entry or reletting, or both, under this Section to exercise its right to terminate the Lease. Tenant will pay Landlord Rent and other sums which would be payable under this Lease if repossession had not occurred, less the net proceeds, if any, after reletting the Premises and after deducting Landlord's Reletting Expenses. "Reletting Expenses" is defined to include all expenses incurred by Landlord in connection with reletting the Premises, including without limitation, all repossession costs, brokerage commissions and costs for securing new tenants, attorneys' fees, remodeling and repair costs, costs for removing persons or property, costs for storing Tenant's property and equipment, and costs of tenant improvements and rent concessions granted by Landlord to any new Tenant, prorated over the life of the new lease.
- c. **Waiver of Redemption Rights.** Tenant, for itself, and on behalf of any and all persons claiming through or under Tenant, including creditors of all kinds, hereby waives and surrenders all rights and privileges which they may have under any present or future law, to redeem the Premises or to have a continuance of this Lease for the Term, or any extension thereof.
- d. **Nonpayment of Additional Rent.** All costs which Tenant is obligated to pay to Landlord pursuant to this Lease shall in the event of nonpayment be treated as if they were payments of Rent, and Landlord shall have the same rights it has with respect to nonpayment of Rent.
- e. **Failure to Remove Property.** If Tenant fails to remove any of its property from the Premises at Landlord's request following an uncured Event of Default, Landlord may, at its option, remove and store the property at Tenant's expense and risk. If Tenant does not pay the storage cost within five (5) days of Landlord's request, Landlord may, at its option, have any or all of such property sold at public or private sale (and



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Landlord may become a purchaser at such sale), in such manner as Landlord deems proper, without notice to Tenant. Landlord shall apply the proceeds of such sale: (i) to the expense of such sale, including reasonable attorneys' fees actually incurred; (ii) to the payment of the costs or charges for storing such property; (iii) to the payment of any other sums of money which may then be or thereafter become due Landlord from Tenant under any of the terms hereof; and (iv) the balance, if any, to Tenant. Nothing in this Section shall limit Landlord's right to sell Tenant's personal property as permitted by law or to foreclose Landlord's lien for unpaid rent, if any.

23. **MORTGAGE SUBORDINATION AND ATTORNMENT.** This Lease shall automatically be subordinate to any mortgage or deed of trust created by Landlord which is now existing or hereafter placed upon the Premises including any advances, interest, modifications, renewals, replacements or extensions ("Landlord's Mortgage"). Tenant shall attorn to the holder of any Landlord's Mortgage or any party acquiring the Premises at any sale or other proceeding under any Landlord's Mortgage provided the acquiring party assumes the obligations of Landlord under this Lease. Tenant shall promptly and in no event later than 15 days after request execute, acknowledge and deliver documents which the holder of any Landlord's Mortgage may reasonably require as further evidence of this subordination and attornment. Notwithstanding the foregoing, Tenant's obligations under this Section to subordinate in the future are conditioned on the holder of each Landlord's Mortgage and each party acquiring the Premises at any sale or other proceeding under any such Landlord's Mortgage not disturbing Tenant's occupancy and other rights under this Lease, so long as no uncured Event of Default by Tenant exists.
24. **NON-WAIVER.** Landlord's waiver of any breach of any provision contained in this Lease shall not be deemed to be a waiver of the same provision for subsequent acts of Tenant. The acceptance by Landlord of Rent or other amounts due by Tenant hereunder shall not be deemed to be a waiver of any previous breach by Tenant.
25. **HOLDOVER.** If Tenant shall, without the written consent of Landlord, remain in possession of the Premises and fail to return them to Landlord after the expiration or termination of this Lease, the tenancy shall be a holdover tenancy at sufferance, which may be terminated according to Washington law. During such tenancy, Tenant agrees to pay to Landlord 150% of the rate of rental last payable under this Lease, unless a different rate is agreed upon by Landlord. All other terms of the Lease shall remain in effect other than any options to extend the Term. Tenant acknowledges and agrees that this Section does not grant any right to Tenant to holdover, and that Tenant may also be liable to Landlord for any and all damages or expenses which Landlord may have to incur as a result of Tenant's holdover.
26. **NOTICES.** All notices under this Lease shall be in writing and effective (i) when delivered in person or via overnight courier to the other party, or (ii) three (3) days after being sent by registered or certified mail to the other party at the address set forth in Section 1. The addresses for notices and payment of rent set forth in Section 1 may be modified by either party only by written notice delivered in conformance with this Section.
27. **COSTS AND ATTORNEYS' FEES.** If Tenant or Landlord engage the services of an attorney to collect monies due or to bring any action for any relief against the other, declaratory or otherwise, arising out of this Lease, including any suit by Landlord for the recovery of Rent or other payments, or possession of the Premises, the losing party shall pay the prevailing party a reasonable sum for attorneys' fees in such action, whether in mediation or arbitration, at trial, on appeal, or in any bankruptcy proceeding.
28. **ESTOPPEL CERTIFICATES.** Tenant shall, from time to time, upon written request of Landlord, execute, acknowledge and deliver to Landlord or its designee a written statement specifying the following, subject to any modifications necessary to make such statements true and complete: (i) the total rentable square footage of the Premises; (ii) the date the Term commenced and the date it expires; (iii) the amount of minimum monthly Rent and the date to which such Rent has been paid; (iv) that this Lease is in full force and effect and has not been assigned, modified, supplemented or amended in any way; (v) that this Lease represents the entire agreement between the parties; (vi) that all obligations under this Lease to be performed by either party have been satisfied; (vii) that there are no existing claims, defenses or offsets which the Tenant has



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against the enforcement of this Lease by Landlord; (viii) the amount of Rent, if any, that Tenant paid in advance; (ix) the amount of security that Tenant deposited with Landlord; (x) if Tenant has sublet all or a portion of the Premises or assigned its interest in the Lease and to whom; (xi) if Tenant has any option to extend the Term of the Lease or option to purchase the Premises; and (xii) such other factual matters concerning the Lease or the Premises as Landlord may reasonably request. Tenant acknowledges and agrees that any statement delivered pursuant to this Section may be relied upon by a prospective purchaser of Landlord's interest or assignee of any mortgage or new mortgagee of Landlord's interest in the Premises. If Tenant shall fail to respond within 10 days to Landlord's request for the statement required by this Section, Landlord may provide the statement and Tenant shall be deemed to have admitted the accuracy of the information provided by Landlord.

29. **TRANSFER OF LANDLORD'S INTEREST.** This Lease shall be assignable by Landlord without the consent of Tenant. In the event of any transfer or transfers of Landlord's interest in the Premises, other than a transfer for collateral purposes only, upon the assumption of this Lease by the transferee, Landlord shall be automatically relieved of obligations and liabilities accruing from and after the date of such transfer, including any liability for any retained security deposit or prepaid rent, for which the transferee shall be liable, and Tenant shall attorn to the transferee.
30. **LANDLORD'S LIABILITY.** Notwithstanding anything in this Lease to the contrary, covenants, undertakings and agreements herein made on the part of Landlord are made and intended not as personal covenants, undertakings and agreements for the purpose of binding Landlord personally or the assets of Landlord but are made and intended for the purpose of binding only the Landlord's interest in the Premises, as the same may from time to time be encumbered. In no event shall Landlord or its partners, shareholders, or members, as the case may be, ever be personally liable hereunder.
31. **RIGHT TO PERFORM.** If Tenant shall fail to timely pay any sum or perform any other act on its part to be performed hereunder, Landlord may make any such payment or perform any such other act on Tenant's behalf. Tenant shall, within 10 days of demand, reimburse Landlord for its expenses incurred in making such payment or performance. Landlord shall (in addition to any other right or remedy of Landlord provided by law) have the same rights and remedies in the event of the nonpayment of sums due under this Section as in the case of default by Tenant in the payment of Rent.
32. **HAZARDOUS MATERIAL.** As used herein, the term "Hazardous Material" means any hazardous, dangerous, toxic or harmful substance, material or waste including biomedical waste which is or becomes regulated by any local governmental authority, the State of Washington or the United States Government, due to its potential harm to the health, safety or welfare of humans or the environment. Landlord represents and warrants to Tenant that, to Landlord's actual knowledge without duty of investigation, there is no Hazardous Material on, in, or under the Premises as of the Commencement Date in excess of reportable quantities except as may otherwise have been disclosed to Tenant in writing before the execution of this Lease. If there is any Hazardous Material on, in, or under the Premises as of the Commencement Date which has been or thereafter becomes unlawfully released in excess of reportable quantities through no fault of Tenant, then Landlord shall indemnify, defend and hold Tenant harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses including without limitation sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees, incurred or suffered by Tenant either during or after the Term as the result of such contamination.

Tenant shall not cause or permit any Hazardous Material to be brought upon, kept, or used in or about, or disposed of on the Premises or the Property by Tenant, its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees, except with Landlord's prior consent (except in de minimis quantities typical of the Permitted Use, such as in office supplies and household cleansers) and then only upon strict compliance with all applicable federal, state and local laws, regulations, codes, ordinances, and product labels. If Tenant breaches the obligations stated in the preceding sentence, then Tenant shall indemnify, defend and hold Landlord harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses including, without limitation, diminution in the value of the



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Premises or the Property; damages for the loss or restriction on use of rentable or usable space or of any amenity of the Premises or the Property, or elsewhere; damages arising from any adverse impact on marketing of space at the Premises or the Property; and sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees incurred or suffered by Landlord either during or after the Term. These indemnifications by Landlord and Tenant include, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial, removal or restoration work, whether or not required by any federal, state or local governmental agency or political subdivision, because of Hazardous Material present in the Premises, or in soil or ground water on or under the Premises. Tenant shall immediately notify Landlord of any inquiry, investigation or notice that Tenant may receive from any third party regarding the actual or suspected presence of Hazardous Material on the Premises.

Without limiting the foregoing, if the presence of any Hazardous Material brought upon, kept or used in or about the Premises or the Property by Tenant, its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees, results in any unlawful release of any Hazardous Material on the Premises or the Property or any adjacent property, Tenant shall promptly take all actions, at its sole expense, as are necessary to return the Premises or the Property or such adjacent property to the condition existing prior to the release of any such Hazardous Material; provided that Landlord's approval of such actions shall first be obtained, which approval may be withheld at Landlord's sole discretion. The provisions of this Section shall survive expiration or earlier termination of this Lease.

33. **QUIET ENJOYMENT.** Provided Tenant pays Rent and performs all of its obligations in this Lease, Tenant's possession of the Premises will not be disturbed by Landlord or anyone claiming by, through or under Landlord.
34. **MERGER.** The voluntary or other surrender of this Lease by Tenant, or a mutual cancellation thereof, shall not work a merger and shall, at the option of Landlord, terminate all or any existing subtenancies or may, at the option of Landlord, operate as an assignment to Landlord of any or all of such subtenancies.
35. **GENERAL.**
- a. **Heirs and Assigns.** This Lease shall apply to and be binding upon Landlord and Tenant and their respective heirs, executors, administrators, successors and assigns.
 - b. **Brokers' Fees.** Tenant represents and warrants to Landlord that except for Tenant's Broker, if any, described or disclosed in Section 37 of this Lease, it has not engaged any broker, finder or other person who would be entitled to any commission or fees for the negotiation, execution or delivery of this Lease and shall indemnify and hold harmless Landlord against any loss, cost, liability or expense incurred by Landlord as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made by or on behalf of Tenant. Landlord represents and warrants to Tenant that except for Landlord's Broker, if any, described or disclosed in Section 37 of this Lease, it has not engaged any broker, finder or other person who would be entitled to any commission or fees for the negotiation, execution or delivery of this Lease and shall indemnify and hold harmless Tenant against any loss, cost, liability or expense incurred by Tenant as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made by or on behalf of Landlord.
 - c. **Entire Agreement.** This Lease contains all of the covenants and agreements between Landlord and Tenant relating to the Premises. No prior or contemporaneous agreements or understandings pertaining to the Lease shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or amended except in writing, signed by Landlord and Tenant.
 - d. **Severability.** Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision of this Lease.



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- e. **Force Majeure.** Time periods for either party's performance under any provisions of this Lease (excluding payment of Rent) shall be extended for periods of time during which the party's performance is prevented due to circumstances beyond such party's control, including without limitation, fires, floods, earthquakes, lockouts, strikes, embargoes, governmental regulations, acts of God, public enemy, war or other strife; provided in no event shall any of the foregoing events operate to extend the Term of this Lease.
- f. **Governing Law.** This Lease shall be governed by and construed in accordance with the laws of the State of Washington.
- g. **Memorandum of Lease.** Neither this Lease nor any memorandum or "short form" thereof shall be recorded without Landlord's prior consent.
- h. **Submission of Lease Form Not an Offer.** One party's submission of this Lease to the other for review shall not constitute an offer to lease the Premises. This Lease shall not become effective and binding upon Landlord and Tenant until it has been fully executed by both parties.
- i. **No Light, Air or View Easement.** Tenant has not been granted an easement or other right for light, air or view to or from the Premises. Any diminution or shutting off of light, air or view by any structure which may be erected on or adjacent to the Building shall in no way affect this Lease or the obligations of Tenant hereunder or impose any liability on Landlord.
- j. **Authority of Parties.** Each party to this Lease represents and warrants to the other that the person executing this Lease on behalf of such party has the authority to enter into this Lease on behalf of such party, that the execution and delivery of this Lease has been duly authorized, and that upon such execution and delivery, this Lease shall be binding upon and enforceable against such party.
- k. **Time.** "Day" as used herein means a calendar day and "business day" means any day on which commercial banks are generally open for business in the state where the Premises are situated. Any period of time which would otherwise end on a non-business day shall be extended to the next following business day. Time is of the essence of this Lease.
36. **EXHIBITS AND RIDERS.** The following exhibits and riders are made a part of this Lease, and the terms thereof shall control over any inconsistent provision in the sections of this Lease:

Exhibit A: Floor Plan Outline of the Premises
Exhibit B: Legal Description of the Property
Exhibit C: Work Letter

CHECK THE BOX FOR ANY OF THE FOLLOWING THAT WILL APPLY. CAPITALIZED TERMS USED IN THE RIDERS SHALL HAVE THE MEANING GIVEN TO THEM IN THE LEASE.

- ☒ Rent Rider
☐ Arbitration Rider
☐ Letter of Credit Rider
☐ Guaranty of Tenant's Lease Obligations Rider
☐ Parking Rider
☒ Option to Extend Rider
☐ Rules and Regulations

37. **AGENCY DISCLOSURE.** At the signing of this Lease, Landlord is represented by Rick Brown w/ Keller Williams Commercial (insert both the name of the Broker and the Firm as licensed) (the "Landlord's Broker"), and Tenant is represented by Jerome O'Leary w/ Kidder Mathews (insert both the name of the Broker and the Firm as licensed) (the "Tenant's Broker").



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 Puyallup, WA 98372
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This Agency Disclosure creates an agency relationship between Landlord, Landlord's Broker (if any such person is disclosed), and any managing brokers who supervise Landlord's Broker's performance (collectively the "Supervising Brokers"). In addition, this Agency Disclosure creates an agency relationship between Tenant, Tenant's Broker (if any such person is disclosed), and any managing brokers who supervise Tenant's Broker's performance (also collectively the "Supervising Brokers"). If Tenant's Broker and Landlord's Broker are different real estate licensees affiliated with the same Firm, then both Tenant and Landlord confirm their consent to that Firm and both Tenant's and Landlord's Supervising Brokers acting as dual agents. If Tenant's Broker and Landlord's Broker are the same real estate licensee who represents both parties, then both Landlord and Tenant acknowledge that the Broker, his or her Supervising Brokers, and his or her Firm are acting as dual agents and hereby consent to such dual agency. If Tenant's Broker, Landlord's Broker, their Supervising Brokers, or their Firm are dual agents, Landlord and Tenant consent to Tenant's Broker, Landlord's Broker and their Firm being compensated based on a percentage of the rent or as otherwise disclosed on the attached addendum. Neither Tenant's Broker, Landlord's Broker nor either of their Firms are receiving compensation from more than one party to this transaction unless otherwise disclosed on an attached addendum, in which case Landlord and Tenant consent to such compensation. Landlord and Tenant confirm receipt of the pamphlet entitled "The Law of Real Estate Agency."

38. **COMMISSION AGREEMENT.** If Landlord has not entered into a listing agreement (or other compensation agreement with Landlord's Broker), Landlord agrees to pay a commission to Landlord's Broker (as identified in the Agency Disclosure paragraph above) as follows:

- ☐ \$ _____
☐ _____ % of the gross rent payable pursuant to the Lease
☐ \$ _____ per square foot of the Premises
☒ Other per separate agreement

Landlord's Broker ☐ shall ☐ shall not (shall not if not filled in) be entitled to a commission upon the extension by Tenant of the Term pursuant to any right reserved to Tenant under the Lease calculated ☐ as provided above or ☐ as follows _____ (if no box is checked, as provided above). Landlord's Broker ☐ shall ☐ shall not (shall not if not filled in) be entitled to a commission upon any expansion of Premises pursuant to any right reserved to Tenant under the Lease, calculated ☐ as provided above or ☐ as follows _____ (if no box is checked, as provided above).

With respect to any commission earned upon execution of this Lease or pursuant to any expansion of the Premises, Landlord shall pay one-half upon execution of the Lease or any amendment/addenda thereto expanding the Premises, and one-half upon occupancy of the Premises by Tenant. With respect to any commission earned upon extension of the Term of this Lease, Landlord shall pay one-half upon execution of any amendment/addenda to the Lease extending the Term and one-half upon the commencement date of such extended term. Landlord's Broker shall pay to Tenant's Broker (as identified in the Agency Disclosure paragraph above) the amount stated in a separate agreement between them or, if there is no agreement, \$ _____ or _____ % (complete only one) of any commission paid to Landlord's Broker, within 5 days after receipt by Landlord's Broker.

If any other lease or sale is entered into between Landlord and Tenant pursuant to a right reserved to Tenant under the Lease, Landlord ☐ shall ☐ shall not (shall not if not filled in) pay an additional commission according to any commission agreement or, in the absence of one, according to the commission schedule of Landlord's Broker in effect as of the execution of this Lease. Landlord's successor shall be obligated to pay any unpaid commissions upon any transfer of this Lease and any such transfer shall not release the transferor from liability to pay such commissions.

39. **BROKER PROVISIONS.**

LANDLORD'S BROKER, TENANT'S BROKER AND THEIR FIRMS HAVE MADE NO REPRESENTATIONS OR WARRANTIES CONCERNING THE PREMISES; THE MEANING OF THE TERMS AND CONDITIONS



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OF THIS LEASE; LANDLORD'S OR TENANT'S FINANCIAL STANDING; ZONING; COMPLIANCE OF THE PREMISES WITH APPLICABLE LAWS; SERVICE OR CAPACITY OF UTILITIES; OPERATING COSTS; OR HAZARDOUS MATERIALS. LANDLORD AND TENANT ARE EACH ADVISED TO SEEK INDEPENDENT LEGAL ADVICE ON THESE AND OTHER MATTERS ARISING UNDER THIS LEASE.

IN WITNESS WHEREOF this Lease has been executed the date and year first above written.

LANDLORD:

TENANT:

LANDLORD:

TENANT:

BY:

BY:

ITS:

ITS:



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STATE OF WASHINGTON

COUNTY OF _____

This record was acknowledged before me on _____, 20 __, by _____ as
_____ of _____.

Notary Public for the State of Washington

My commission expires: _____

STATE OF WASHINGTON

COUNTY OF _____

This record was acknowledged before me on _____, 20 __, by _____ as
_____ of _____.

Notary Public for the State of Washington

My commission expires: _____



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STATE OF WASHINGTON

COUNTY OF _____

This record was acknowledged before me on _____, 20____, by _____ as
_____ of _____.

Notary Public for the State of Washington

My commission expires: _____

STATE OF WASHINGTON

COUNTY OF _____

This record was acknowledged before me on _____, 20____, by _____ as
_____ of _____.

Notary Public for the State of Washington

My commission expires: _____



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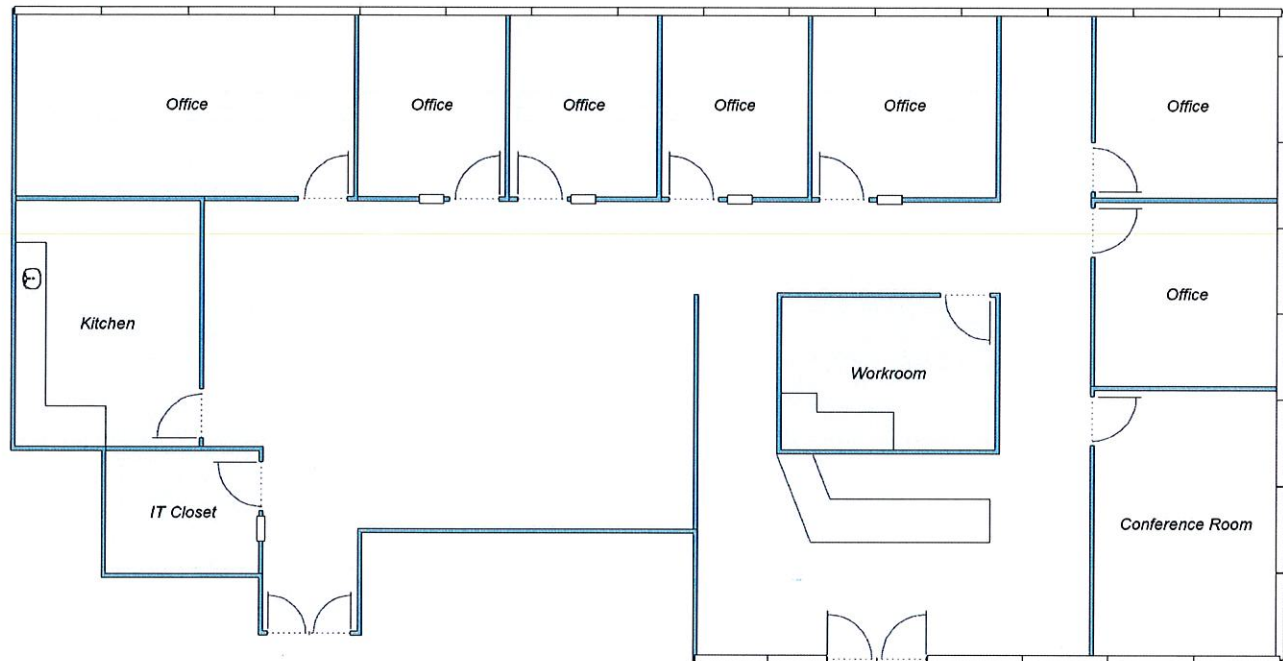


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EXHIBIT A

[Outline of the Premises]





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EXHIBIT B

[Legal Description of the Property]



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PARCEL A:
BLOCK 2, FRANK R. SPINNING'S
ACCORDING TO THE PLAT THERE
AUDITOR.
ALSO, BLOCK 1, FRANK R. SPINNI
ACCORDING TO THE PLAT THERE
AUDITOR.
EXCEPT THE WEST 55 FEET THER

BEING LOT 1 TO 4, PIERCE COUN
APRIL 3, 1980 IN VOLUME 41 OF SI

ALSO, THAT PORTION OF THE NC
WILLAMETTE MERIDIAN, IN PIEF
SPINNING'S FIRST ADDITION TO T
THEREOF RECORDED IN VOLUME
NORTHERLY EXTENSION OF THE
LINE OF SAID BLOCK 2, AND SOL
IMPROVEMENT RIGHT OF WAY.

EXCEPT FROM THE ABOVE DES
INSTRUMENT RECORDED UNDER

COMMENCING AT THE SOUTHWES
IN PIERCE COUNTY, WASHINGTON
80-153, 319.30 FEET TO THE TRU
WEST LINE 71.56 FEET TO THE N
THENCE NORTH 56°38'18" WEST
SPINNING'S FIRST ADDITION TO
EXTENDED NORTH 14.77 FEET, I
IMPROVEMENT, AS DELINEATED
417.13 FEET, MORE OR LESS, TO
ADDITION TO PUYALLUP; THENC
LESS, TO A POINT SITUATED 43
82°58'55" WEST 179.53 FEET TO
BEARS NORTH 58°43'52" WEST;
ANGLE OF 04°08'48" TO THE POIT
THENCE SOUTHWESTERLY ALON
POINT OF BEGINNING.

ALSO EXCEPT THAT PORTION O
DESCRIBED PROPERTY AND SOL
PUYALLUP, COUNTY OF PIERCE, S

PARCEL B:
ALL OF BLOCK 3, FRANK R. SPINN
ACCORDING TO THE PLAT THERE
ALSO THAT LOT OR PARCEL OF
TOWN OF PUYALLUP, PIERCE CO
THE PUYALLUP RIVER AND BETW
SITUATE IN THE CITY OF PUYALL



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EXHIBIT C

[Work Letter]

CHECK IF APPLICABLE:

1. ☒ Improvements to be Completed by Landlord

- A. Performance of Improvements. Subject to the terms and conditions of this Lease and any Improvement Allowance provided herein, Landlord's obligations to improve the Premises shall be limited to the work ("Landlord's Work") described below. All other work shall be performed by Tenant at its sole expense or, if performed by Landlord, shall be promptly reimbursed by Tenant. Landlord's Work shall be deemed to be "substantially complete" on the date that Landlord's notifies Tenant that Landlord's Work is complete, except for punch list items that do not impair the use or operations thereof, would not prevent Tenant from occupancy and/or performing Tenant's Work, and except for that portion of Landlord's Work, if any, which cannot be feasibly performed before Tenant completes Tenant's Work, fixturing, or decorating.

The work to be done by Landlord in satisfying its obligation to complete Landlord's Work under the Lease shall be limited to the following (check one):

☒ As identified below (check and describe all that apply);

- ☐ FLOOR: _____
- ☐ WALLS: _____
- ☐ CEILING: _____
- ☐ LIGHTING: _____
- ☐ WASHROOM(S): _____
- ☐ ELECTRICAL: _____
- ☐ HVAC: _____

☒ OTHER: As- Is condition. Removing all furnishings and having the suite professional cleaned after completion of tenant's work.

☐ As mutually agreed upon between Landlord and Tenant as follows:

- a. Within _____ days ((10) days if not filled in) after mutual acceptance of the Lease, Tenant shall prepare and submit for Landlord's review a preliminary sketch of the improvements to be performed by Landlord ("Preliminary Landlord Plan"). Landlord and Tenant shall cooperate in good faith to adopt a mutually acceptable Preliminary Landlord Plan.
- b. Upon Landlord's approval of the Preliminary Landlord Plan, Landlord shall promptly prepare (or cause to be prepared) construction documents (i.e., those plans used for submittal to the appropriate governmental bodies for all necessary permits and approvals for Landlord's Work, if any) for Tenant's review and approval, which approval shall not be unreasonably withheld, conditioned or delayed. The construction documents, once approved, shall then constitute "Landlord's Improvement Plans."
- c. Landlord shall submit the Landlord's Improvement Plans to the appropriate governmental body for plan checking and issuance of necessary permits and approvals, as applicable. Landlord and Tenant shall cooperate and use commercially reasonable efforts to cause to be made any changes in the Landlord's Improvement Plans necessary to obtain such permits and approvals; provided, however, any costs and expenses resulting from the foregoing changes to Landlord's Work that exceed the Improvement Allowance shall be borne at Tenant's sole cost and expense.



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- B. Defects in Landlord's Work. If Tenant fails to notify Landlord of any defects in the Landlord's Work within 30 days of delivery of possession of the Premises to Tenant, Tenant shall be deemed to have accepted the Premises in their then-existing condition. If Tenant discovers any major defects in the Landlord's Work during this 30-day period that would prevent Tenant from using the Premises for the Permitted Use, Tenant shall notify Landlord and the Commencement Date shall be delayed until after Landlord has notified Tenant that Landlord has corrected the major defects and Tenant has had five (5) days to inspect and approve the Premises. The Commencement Date shall not be delayed if Tenant's inspection reveals minor defects in the Landlord's Work that will not prevent Tenant from using the Premises for the Permitted Use. Tenant shall prepare a punch list of all minor defects in Landlord's Work and provide the punch list to Landlord, which Landlord shall promptly correct.

2. ☒ Improvements to be Completed by Tenant

- A. Performance of Improvements. Subject to the terms and conditions of the Lease and any Improvement Allowance provided herein, Tenant shall complete, at its sole cost and expense, the work identified in the Tenant Improvement Plans (as such term is defined below) adopted by Landlord and Tenant in accordance with the provisions below ("Tenant's Work"). Tenant's Work shall be performed lien free and in a workmanlike manner, without interference with other work, if any, being done in the Premises or Property, including any of Landlord's Work, and in compliance with all laws and reasonable rules promulgated from time to time by Landlord, its property manager, architect, and contractors.

The work to be done by Tenant in satisfying its obligation to complete Tenant's Work under the Lease shall be limited to the following (check one):

☐ As identified below (check and describe all that apply);

- ☐ FLOOR: _____
- ☐ WALLS: _____
- ☐ CEILING: _____
- ☐ LIGHTING: _____
- ☐ WASHROOM(S): _____
- ☐ ELECTRICAL: _____
- ☐ HVAC: _____
- ☐ OTHER: _____

☒ As mutually agreed upon between Landlord and Tenant as follows:

- a. Within 45 days ((10) days if not filled in) after mutual acceptance of the Lease, Tenant shall prepare and submit for Landlord's review a preliminary sketch of the Tenant Improvements ("Preliminary Tenant Plan"). Landlord and Tenant shall cooperate in good faith to adopt a mutually acceptable Preliminary Plan.
- b. Upon approval of the Preliminary Tenant Plan by Landlord, Tenant shall promptly prepare construction documents (i.e., those plans used for submittal to the appropriate governmental bodies for all necessary permits and approvals for the Tenant's Work, if any) for Landlord's review and approval. The construction documents, once approved, shall then constitute the "Tenant Improvements Plans."
- c. Upon approval by Landlord, Tenant shall submit the Tenant Improvements Plans to the appropriate governmental body for plan checking and issuance of necessary permits and approvals. Tenant, with Landlord's approval, shall cause to be made any changes in the Tenant Improvements Plans necessary to obtain such permits and approvals.



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- d. Landlord makes no warranty or representation of any type or nature with respect to the adequacy or sufficiency of the Tenant Improvements Plans for any purpose. Landlord makes no warranty or representation of any type or nature with respect to the quality, suitability, or ability of contractor or the quality of the work or materials supplied or performed with respect to the Tenant Improvements by contractor, the subcontractors, Tenant's agents, or any other person or entity.

- B. General Requirements. Tenant shall submit to Landlord, prior to the commencement of the construction of Tenant's Work, the following information for Landlord's review and approval (check all that apply):

☒ The names, contact names, addresses, and license numbers of all general contractors and subcontractors Tenant intends to use in the construction of Tenant's Work.

☒ A reasonably detailed schedule for Tenant's performance of Tenant's Work (including, without limitation, the date on which Tenant's Work will commence, the estimated date of completion of Tenant's Work, and the date on which Tenant expects to open for business in the Premises).

☒ Evidence of insurance as required in the Lease and any other insurance usual and customary for performance of Tenant's Work and requested by Landlord.

☒ Copies of all required governmental permits.

- C. Contractor Qualifications. All contractors and subcontractors to perform Tenant's Work shall be licensed contractors, capable of performing quality workmanship and working in harmony with Landlord's general contractor in the Building, if any. Upon notice from Landlord, Tenant shall stop using (or cause contractor or any subcontractor to stop using) any person or entity disturbing labor harmony with any work force or trade engaged in performing Tenant's Work or other work, labor, or services in or about the Building. All work shall be coordinated with any on-going construction work on the Building. Landlord shall have the right to disapprove, in Landlord's reasonable discretion, any contractor or subcontractor which Tenant desires to engage for Tenant's Work.

3. Improvement Allowance

Provided there is no uncured Event of Default by Tenant under the Lease, upon completion of Landlord's Work or Tenant's Work, as applicable, Landlord shall provide an allowance ("Improvement Allowance") toward the costs and expenses associated with improvements to the Premises in accordance with the following (check one):

☒ \$ 15.00 per rentable square foot of the Premises. The Improvement Allowance shall be used only for (choose one): ☐ Landlord's Work, or ☒ Tenant's Work, excepting _____. If costs associated with completing Tenant's Work exceed the Improvement Allowance, or if any costs of Tenant's Work are not to be paid out of the Improvement Allowance, then the excess or excluded amount shall be paid directly by Tenant.

ALLOWANCE SHALL BE PAID AS A REIMBURSEMENT TO THE TENANT WITHIN 15 DAYS AFTER COMPLETION OF THE WORK, SUBMITTAL OF PAID RECEIPTS, AND LIEN RELEASE SUBMITTAL.

☐ None; Tenant shall be obligated to pay all costs, expenses and fees associated with completing the Tenant's Work in accordance with the Tenant Improvement Plans.

☐ None; Landlord shall be obligated to pay all costs, expenses and fees associated with completing the Landlord's Work in accordance with the Landlord Improvement Plans, however, excepting any costs related to Tenants' furniture, cabling, fixtures and equipment, Signage, design services, and _____, and in no event in an amount exceeding \$ _____.

4. ☒ **Removal of Improvements/Surrender**. The following scope of Tenant's Work (check one):



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- ☒ shall become the property of Landlord
☐ shall be removed by Tenant at its sole cost and expense

upon the expiration or earlier termination of the Lease Term: ____ .



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 Option to Extend Rider
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OPTION TO EXTEND RIDER

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This Option to Extend Rider ("Rider") is made part of and incorporated by this reference into that certain Lease Agreement dated 19th of September, 20 22 ("Lease") between Seattle Heavy Industries, a(n) limited liability company ("Landlord") and Central Pierce Fire and Rescue, a(n) _____ ("Tenant"), as the same may be amended, concerning the leased commercial space commonly known as approximately 3,723 rentable square feet ("Premises"), which Premises are part of the real property located at 1011 E Main Suite 208, Puyallup, WA 98372 and commonly known as approximately 73,642 rentable square feet ("Property").

1. **Extension of Lease.** Provided Tenant is not in default of any provision of the Lease beyond the applicable cure period at the time that Tenant exercises the right to extend the term of the Lease or at the time an Extended Term defined below begins, Tenant shall have Two (2) (zero, if not completed) successive options to extend the term of the Lease for Five (5) years each (each, an "Extended Term"). The term of the Lease shall be extended for the length of the Extended Term on the same terms, conditions and covenants set forth in the Lease, except that (i) the amount of the Base Rent in effect during the Extended Term shall be adjusted as set forth below (provided, however, in no event shall the base rental rate due for an Extended Term be less than the base rental rate payable in the last full calendar month of the immediately-preceding term); (ii) any periods of free or abated rent periods, tenant improvement allowances or other concessions that may have been granted to Tenant at the beginning of the initial term hereof shall be of no further for or effect during any Extended Term; and (iii) after exercise of Tenant's final Extended Term option, there shall be no further term extension or renewal options.
2. **Notice.** To exercise its option to extend the term of the Lease, Tenant must deliver written notice of its election to extend the term of the Lease to Landlord not more than two hundred forty (240) days and not less than one hundred eighty (180) days prior to the expiration date of the then-current Lease term. Time is of the essence of this Rider.
3. **Monthly Rent.** Upon Tenant's exercise of an option to extend the term of the Lease, Landlord and Tenant shall make a good faith effort to determine and agree on the Base Rent for the Premises for the extended term of the Lease, which shall be the fair market rental rate thereof.
 - a. **Failure to Agree on Rent.** If Landlord and Tenant are unable to agree on the fair market rental rate for the Premises for the applicable Extended Term within thirty (30) days after Tenant delivers notice of its election to exercise its option to extend, the parties shall then have ten (10) days to mutually select or appoint one real estate appraiser to determine the fair market rental rate for the Premises. Each appraiser selected or appointed pursuant to this Rider shall have received an MAI designation from the Appraisal Institute with at least ten (10) years of experience appraising commercial properties in the commercial leasing market in which the Premises are located, or equivalent experience in the commercial leasing industry. The appraiser appointed shall determine the fair market rental rate for the Premises within twenty (20) days of appointment, which determination shall be final, conclusive, and binding upon both Landlord and Tenant, and Base Rent shall be adjusted accordingly for the extended term. The appraiser's fees and expenses shall be shared equally between the parties.
 - b. **Failure to Appoint One Appraiser.** If Landlord and Tenant cannot mutually agree upon an appraiser, then either party may give the other party written notice that it has selected and appointed an appraiser, complete with the name, address, and other identifying information about the appraiser. The party receiving such notice shall then have ten (10) days to select and appoint its own appraiser and respond by giving written notice to the other party, containing the name, address, and other identifying information about the appraiser. If, however, the responding party fails to select and appoint an appraiser and give notice to the other party within ten (10) days, the determination of the appraiser first appointed shall be final, conclusive and binding upon both parties, and the Base Rent shall be adjusted accordingly for the

INITIALS: LANDLORD _____ DATE _____ TENANT _____ DATE _____
 LANDLORD _____ DATE _____ TENANT _____ DATE _____



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applicable Extended Term. The appraiser's fees and expenses shall be shared equally between the parties.

- c. **Method of Determining Rent.** The appraisers appointed shall proceed to determine the fair market rental rate within twenty (20) days following their appointment. The conclusion of the appraisers shall be final, conclusive and binding upon both Landlord and Tenant. If the appraisers should fail to agree, but the difference in their conclusions as to fair market rental rate is ten percent (10%) or less of the lower of the two appraisals, then the fair market rental rate shall be deemed to be the average of the two rates, and Base Rent shall be adjusted accordingly for the applicable Extended Term. If the two appraisers should fail to agree on the fair market rental value, and the difference between the two appraisals exceeds ten percent (10%) of the lower of the two appraisals, then the two appraisers shall promptly appoint a third appraiser. If they fail to agree on a third appraiser within ten (10) days after their individual determination of the fair market rental rate, either party may apply to the courts for the county in which the Premises are located, requesting the appointment of the third appraiser. Once appointed, the third appraiser shall promptly determine the fair market rental rate for the Premises. The third appraiser shall then take the average of the two appraisals that are closest in value, which average rate shall be final, conclusive, and binding upon both Landlord and Tenant, and Base Rent shall be adjusted accordingly for the applicable Extended Term. Each party shall pay its own legal fees (if any) and the fees and expenses for its own appraiser. In the event a third appraiser must be appointed, his or her fees and expenses shall be borne equally by the parties.

4. **Conflicts.** In the event of any conflicts between the terms of this Option to Extend Rider and the terms of the Lease and/or any Rent Rider, the terms of this Option to Extend Rider shall control.

INITIALS: LANDLORD _____ DATE _____ TENANT _____ DATE _____
LANDLORD _____ DATE _____ TENANT _____ DATE _____



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RENT RIDER

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This Rent Rider ("Rider") is a part of and incorporated by this reference into that certain Lease Agreement dated of October , 20 22 ("Lease") between Seattle Heavy Industries , a(n) Washington limited liability company ("Landlord") and Central Pierce Fire and Rescue , a(n) Washington Fire Protection District ("Tenant"), as the same may be amended, concerning the commercial space commonly known as approximately 3,723 rentable square feet ("Premises"), which Premises are part of the real property located at 1011 E Main , Suite 208 , Puyallup , WA 98372 and commonly known as approximately 73,642 rentable square feet ("Property").

- ☒ **1. BASE MONTHLY RENT SCHEDULE.** Tenant shall pay to Landlord base monthly rent during the initial Lease Term according to the following schedule:

Lease Year (Stated in Years or Months)	Base Monthly Rent Amount
<u>Months 1-2</u>	<u>\$ 0.00 Plus Triple Net</u>
<u>Months 3-12</u>	<u>\$ 5,894.75 Plus Triple Net</u>
<u>Months 13-24</u>	<u>\$ 6,071.59 Plus Triple Net</u>
<u>Months 25-36</u>	<u>\$ 6,253.74 Plus Triple Net</u>
<u>Months 37-48</u>	<u>\$ 6,441.35 Plus Triple Net</u>
<u>Months 49-60</u>	<u>\$ 6,634.59 Plus Triple Net</u>

- ☐ **2. CONSUMER PRICE INDEX ADJUSTMENT ON BASE MONTHLY RENT.** The base monthly rent shall be increased on the first day of the second year of the Term, which shall occur on the first day of the calendar month after the calendar month in which the Commencement Date occurs and on the first day of each year of the Term thereafter (each, an "Adjustment Date") (but not during any extended or renewal term(s) unless specifically set forth elsewhere in the Lease or set forth in this Rent Rider below). The increase shall be determined in accordance with the increase in the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for All Urban Consumers (CPI-U): U.S. Cities Average, all items index (Reference Base 1982-84 equal 100)(the "Index"). The base monthly rent payable immediately prior to the applicable Adjustment Date shall be increased by the percentage that the Index published for the date nearest preceding the applicable Adjustment Date has increased over the Index published for the date nearest preceding the first day of the Lease Year from which the adjustment is being measured. Upon the calculation of each increase, Landlord shall notify Tenant of the new base monthly rent payable hereunder. Within twenty (20) days of the date of Landlord's notice, Tenant shall pay to Landlord the amount of any deficiency in base rent paid by Tenant for the period following the subject Adjustment Date, and shall thereafter pay the increased base rent until receiving the next notice of increase from Landlord. If the components of the Index are materially changed after the Commencement Date, or if the Index is discontinued during the Lease term, Landlord shall notify Tenant of a substitute published index which, in Landlord's reasonable discretion, approximates the Index, and shall use the substitute index to make subsequent adjustments in base monthly rent. In no event shall base monthly rent be decreased pursuant to this paragraph.

INITIALS: LANDLORD _____ DATE _____ TENANT _____ DATE _____
 LANDLORD _____ DATE _____ TENANT _____ DATE _____



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 Association
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Form: RR
 Rent Rider
 Rev. 9/2020
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RENT RIDER

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- ☐ **3. EXTENDED TERM BASE MONTHLY RENT SCHEDULE.** Tenant shall pay to Landlord base monthly rent during the Extended Term of the Lease commencing upon (check one): ☐ the date that is _____ months following the Commencement Date of the initial Term, or ☐ _____, 20____, as follows (choose one):

☐ As set forth in the Option to Extend Rider attached to the Lease

☐ **BASE MONTHLY RENT SCHEDULE.** Tenant shall pay to Landlord base monthly rent during the Extended Term of the Lease according to the following schedule:

Lease Year (Stated in Years or Months)	Base Monthly Rent Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

☐ **CONSUMER PRICE INDEX ADJUSTMENT ON EXTENDED TERM BASE MONTHLY RENT.** The base monthly rent shall be increased on the first day of the first year of the Extended Term of the Lease and on the first day of each year of the Extended Term of the Lease thereafter (each, an "Adjustment Date"). The increase shall be determined in accordance with the increase in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U): U.S. Cities Average, all items index (Reference Base 1982-84 equal 100) (the "Index"). The base monthly rent payable immediately prior to the applicable Adjustment Date shall be increased by the percentage that the Index published for the date nearest preceding the applicable Adjustment Date has increased over the Index published for the date nearest preceding the first day of the Lease Year from which the adjustment is being measured. Upon the calculation of each increase, Landlord shall notify Tenant of the new base monthly rent payable hereunder. Within twenty (20) days of the date of Landlord's notice, Tenant shall pay to Landlord the amount of any deficiency in base rent paid by Tenant for the period following the subject Adjustment Date, and shall thereafter pay the increased base rent until receiving the next notice of increase from Landlord. If the components of the Index are materially changed after the Commencement Date of the Extended Term, or if the Index is discontinued during the Extended Term, Landlord shall notify Tenant of a substitute published index which, in Landlord's reasonable discretion, approximates the Index, and shall use the substitute index to make subsequent adjustments in base monthly rent. In no event shall base monthly rent for the Extended Term be decreased pursuant to this paragraph.

INITIALS: LANDLORD _____ DATE _____ TENANT _____ DATE _____
 LANDLORD _____ DATE _____ TENANT _____ DATE _____



Board Meeting Agenda Item Summary

Agenda Date: November 28, 2022

Item Title: Finance Division Report

Attachments: Checkbook

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. October Checkbook:
 - a. Revenues ahead.
 - i. Another FEMA COVID payment rec'd in excess of \$1M.
 - b. Expenditures
 - i. Overages to be addressed at year end
 - ii. Expenditures as a whole are within authorized budget.

2022 REVENUE & EXPENDITURES SUMMARY (Operating Funds)

A. BEGINNING BALANCE	2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date TOTALs		A
Operating Reserve - August Approval to Appropriate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$0		
Carryforward from Prior Month (Jan is Min Cash Flow Reserve)	\$ 11,800,000	\$ 11,800,000	\$ 9,354,112	\$ 5,196,878	\$ 4,396,989	\$ 24,903,045	\$ 23,657,328	\$ 18,472,185	\$ 14,467,697	\$ 8,740,577	\$ 4,225,471	\$ -	\$ -	\$11,800,000		A
Total	11,800,000	11,800,000	9,354,112	5,196,878	4,396,989	24,903,045	23,657,328	18,472,185	14,467,697	8,740,577	4,225,471	-	-	11,800,000		A
B. REVENUE (+)	2022 Current BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 10/31/22	% Budget Received	B
Reg Levy	28,852,747	56,188	439,858	1,343,148	11,571,091	2,195,258	124,809	85,392	117,146	354,495	10,739,738	-	-	27,027,123	93.7%	B
EMS Levy	11,377,565	22,488	173,774	530,128	4,564,051	865,987	49,222	33,795	46,233	139,847	4,235,119	-	-	10,660,644	93.7%	B
EMS Levy Write Offs	(1,300,000)	(143,026)	(85,344)	(143,545)	(81,566)	(104,123)	(82,088)	(119,184)	(96,899)	(93,939)	(135,572)	-	-	(1,085,286)	83.5%	B
FBC	25,640,806	60,911	460,445	1,403,600	11,232,666	754,361	133,258	101,492	111,592	312,680	9,265,666	-	-	23,836,671	93.0%	B
Transports	4,200,000	373,732	361,235	419,914	309,003	469,374	418,856	413,232	360,629	386,102	428,708	-	-	3,940,785	93.8%	B
Transports Paid by Levy	1,300,000	143,026	85,344	143,545	81,566	104,123	82,088	119,184	96,898	93,939	135,572	-	-	1,085,285	83.5%	B
Licenses & Permits	25,500	1,100	13,730	6,170	2,075	775	1,000	1,500	695	300	400	-	-	27,745	108.8%	B
Other Charges for Goods & Svcs	1,820,060	160,396	102,928	161,601	61,761	89,707	153,616	63,424	86,000	136,429	169,743	-	-	1,185,605	65.1%	B
Grants (Intergovernmental)	18,128	529	4,381	2,628	738,055	10,621	1,404	1,561,500	5,440	781	1,027,791	-	-	3,353,129	18497%	B
Investment Interest	36,000	2,246	2,012	3,845	5,240	12,853	35,048	57,770	75,464	70,410	75,505	-	-	340,393	945.5%	B
Miscellaneous & Other Tax Revenue	19,600	1,469	1,969	4,469	705	-	1,111	-	17,694	1,513	1,596	-	-	30,525	155.7%	B
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	B
																B
Total Revenues	71,990,406	679,058	1,560,331	3,875,503	28,484,647	4,398,936	918,324	2,318,105	820,892	1,402,557	25,944,266	-	-	70,402,619	97.8%	B
C. EXPENDITURES (-)	2022 Current BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 10/31/22	% Budget Spent	C
Commissioners	57,086	10,614	3,316	3,204	3,391	4,528	1,988	5,218	3,736	6,541	9,786	-	-	52,322	91.7%	C
Commissioners' Contingency	166,500	-	-	-	-	-	-	-	-	-	-	-	-	-	33.4%	C
Admin & Internal Services	10,836,781	675,195	807,769	608,253	817,677	682,417	878,580	1,122,296	841,645	828,025	986,333	-	-	8,248,190	76.1%	C
Operations (Suppression, EMS)	51,600,977	4,960,759	4,269,023	3,450,438	4,548,411	3,974,204	4,338,028	4,350,165	4,720,235	4,021,548	4,586,359	-	-	43,219,170	83.8%	C
Overtime - ALL DIVISIONS	5,685,580	662,344	392,128	336,754	507,169	564,310	594,770	531,674	645,838	775,313	722,594	-	-	5,732,893	100.8%	C
Prevention & Education	1,594,374	141,618	116,082	94,865	125,921	259,670	132,781	140,577	150,007	142,824	126,773	-	-	1,431,118	89.8%	C
Fleet Maintenance	1,912,724	187,845	129,247	181,878	170,482	159,524	157,321	172,663	186,551	143,412	145,836	-	-	1,634,759	85.5%	C
Transfers to ERF & Facilities & ENC	3,649,813	-	-	-	1,805,540	-	-	-	-	-	-	-	-	1,805,540	49.5%	C
Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	C
																C
Total Expenditures	75,503,835	6,638,375	5,717,565	4,675,392	7,978,591	5,644,653	6,103,468	6,322,593	6,548,012	5,917,663	6,577,681	-	-	62,123,992	82.3%	C
D. TOTAL CHANGE BY MONTH [Revenue (-) Expenditure] Increase / (Decrease)	(3,513,429)	(5,959,317)	(4,157,234)	(799,889)	20,506,057	(1,245,717)	(5,185,144)	(4,004,488)	(5,727,120)	(4,515,106)	19,366,585	-	-	8,278,627		D
E. Ending Balance (A + D) as of 10/31/22	\$ 8,286,571	\$ 5,840,683	\$ 5,196,878	\$ 4,396,989	\$ 24,903,045	\$ 23,657,328	\$ 18,472,185	\$ 14,467,697	\$ 8,740,577	\$ 4,225,471	\$23,592,056	\$-	\$-	20,078,627		E
F. Planned Use of Savings	3,513,429	3,513,429												3,513,429		F
G. Carryforward (E + F)	11,800,000	9,354,112	5,196,878	4,396,989	24,903,045	23,657,328	18,472,185	14,467,697	8,740,577	4,225,471	23,592,056	-	-	23,592,056		G

Central Pierce Fire & Rescue

General Fund, EMS, and Reserve Funds as of

10/31/2022

Col A

Col B

Col C

Col D

Col E

Col F

SUMMARY OF CARRYFORWARD - 2022 REVENUE & EXPENDITURES - GENERAL AND EMS FUNDS

	Checkbook Gen Fund & EMS (001 & 101)	Gen Fund & EMS Reserves	Reserve Fund (011)	ERF (015)	Facilities (050)	TOTAL Gen Fund, EMS & Reserves
A. BEGINNING BALANCES						
1. Beginning Balance 1/1/2022	\$ -	\$ -	\$ -	\$ 4,609	\$ 205,518	\$ 210,127
2. Minimum Cash Flow (Working Capital Reserve)	11,800,000					11,800,000
3. 5% Operating Reserve (Revenue Stabilization)			3,609,960			3,609,960
4. Unreserved Carryforward		7,019,084				7,019,084
5. Total Beginning Balances	11,800,000	7,019,084	3,609,960	4,609	205,518	22,639,171
6. B. REVENUE (+)	70,402,619	-	32,669	1,007,975	805,540	72,248,803
7. C. EXPENDITURES (-)	62,123,992	-	-	\$ 662,495	\$ 863,553	63,650,040
8. D. NET CHANGE [Revenue (-) Expenditure] Increase / (Decrease)	8,278,627	-	32,669	345,480	(58,013)	8,598,763
9. E. Preliminary Ending Balance (A + D) as of 10/31/2022 (Unaudited and subject to change)	\$ 20,078,627	\$ 7,019,084	\$ 3,642,629	\$ 350,089	\$ 147,505	\$ 31,237,934

Fund Key:

10. Minimum Cash Flow - Working capital reserve that gets us from October tax payment through the April tax payment.
11. 5% Operating Reserve - Revenue stabilization/emergency reserve to fund expenditures during disasters, moved to 011 August 2020.
12. Unreserved Carryforward - Money in savings in the fund, available for use in the same manner as the fund it resides in.
13. Operating Funds (001 Gen Fund and 101 EMS Fund) - Available to cover all Salaries, Benefits, Supplies, Services, Capital and Debt.
14. Reserve Fund (011) - Revenue stabilization/emergency reserve to fund expenditures during disasters, 5 % + interest.
15. ERF / Reserve (015) - Reserved by Board Resolution to fund replacement costs for equipment and apparatus.
16. Facilities (050) - Reserved by Board Resolution to fund building maintenance and repairs.

Central Pierce Fire & Rescue

ALL Funds as of

10/31/2022

	Col A	Col B	Col C	Col D	Col E
	TOTAL Gen Fund, EMS & Reserves	GEMT (102)	Debt (201)	Capital Projects (301)	Year-To-Date TOTALS
<u>A. BEGINNING BALANCE</u>					
Beginning Balance 1/1/2022 (Carryforward)	\$ 22,639,171	\$ 9,170,221	\$ 491,174	\$ 16,390,186	\$ 48,690,752
1. Total Beginning Balances	22,639,171	9,170,221	491,174	16,390,186	48,690,752
<u>B. REVENUE (+)</u>	72,248,803	5,474,108	2,293,643	84,911	80,101,465
<u>C. EXPENDITURES (-)</u>	63,650,040	-	528,181	1,155,470	65,333,691
<u>D. NET CHANGE [Revenue (-) Expenditure]</u>					
4. Increase / (Decrease)	8,598,763	5,474,108	1,765,462	(1,070,559)	14,767,774
<u>E. Preliminary Ending Balance (A + D) as of 10/31/2022</u>					
5. (Unaudited and subject to change)	\$ 31,237,934	\$ 14,644,329	\$ 2,256,636	\$ 15,319,627	\$ 63,458,526

Fund Key:

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

FUND 301 CAPITAL PROJECTS

LIFE-TO-DATE SPENDING

updated thru

10/31/22

Div	DivTi Account2 Desc	2013 to 2020	2021 2021	2022 2022	Grand Total
200	Administration				
	53501 Small Tools/Equipment	1,615			1,615
	Sal & Benefits	658,060			658,060
	54151 Legal Fees	54,327			54,327
	54911 Contractual Services	252,693			252,693
200 Total		966,696			966,696
204	Logistics				
	56242 Buildings - Architectural Svcs			4,250	4,250
204 Total				4,250	4,250
205	Central Stores				
	53146 Building Repair Parts	(0)			(0)
	54191 Other Professional Services	8,971			8,971
	56431 Equipment - Miscellaneous	10,995		22,105	33,099
205 Total		19,966		22,105	42,070
230	Training				
	56242 Buildings - Architectural Svcs			300	300
230 Total				300	300
600	Station 60				
	53141 Operating Supplies	878			878
	53146 Building Repair Parts	280			280
	53501 Small Tools/Equipment	39,563			39,563
	54111 Advertising	746			746
	54191 Other Professional Services	44,365			44,365
	54502 Other Operating Rental	6,874			6,874
	54611 Insurance	18,500			18,500
	54911 Contractual Services	148,534			148,534
	56101 Land Acquisition	3,388			3,388
	56201 Capital - Buildings	10,177,326			10,177,326
	56210 Capital - Building Permits	92,080			92,080
	56241 Capital-Contstruction Contract	(3,765)			(3,765)
	56242 Buildings - Architectural Svcs	1,038,876			1,038,876
	56243 Buildings - Engineering Svcs	116,343			116,343
	56244 Buildings - Other Prof Svcs	35,234			35,234
	56431 Equipment - Miscellaneous	133,750			133,750
	56421 Equipment - Furniture	238,490			238,490
600 Total		12,091,462			12,091,462

11/23/2022

Prepared by: Tanya Robacker

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Bond COST_LTD.xlsx

			2013 to 2020	2021	2022	Grand Total
601	Station 61					
	54151	Legal Fees	2,499			2,499
	54911	Contractual Services	58,179			58,179
	56101	Land Acquisition	816,837			816,837
	56210	Capital - Building Permits	18,001			18,001
	56241	Capital-Contstruction Contract	1,875			1,875
	56242	Buildings - Architectural Svcs	187,906	34,033	77,080	299,018
	56243	Buildings - Engineering Svcs	9,861			9,861
	56431	Equipment - Miscellaneous	26,670			26,670
601 Total			1,121,827	34,033	77,080	1,232,939
602	Station 62					
	54801	Building Repair/Maintenance	4,891			4,891
	54911	Contractual Services	1,200		9,749	10,949
	56431	Equipment - Miscellaneous	9,762			9,762
602 Total			15,853		9,749	25,602
603	Station 63					
	53146	Building Repair Parts	713			713
	53501	Small Tools/Equipment	33,604			33,604
	54111	Advertising	751			751
	54151	Legal Fees	777			777
	54191	Other Professional Services	81,625			81,625
	54911	Contractual Services	40,148			40,148
	56101	Land Acquisition	466,669			466,669
	56201	Capital - Buildings	4,007,131			4,007,131
	56210	Capital - Building Permits	77,975			77,975
	56242	Buildings - Architectural Svcs	459,515			459,515
	56243	Buildings - Engineering Svcs	50,720			50,720
	56244	Buildings - Other Prof Svcs	28,870			28,870
	56431	Equipment - Miscellaneous	80,577			80,577
	56421	Equipment - Furniture	30,930			30,930
603 Total			5,360,004			5,360,004
604	Station 64					
	54191	Other Professional Services	1,208			1,208
	54801	Building Repair/Maintenance	65,422			65,422
	56431	Equipment - Miscellaneous	6,443			6,443
604 Total			73,072			73,072
605	Station 65					
	53502	Communication Equipment	5,747			5,747
	56201	Capital - Buildings	804			804
	56431	Equipment - Miscellaneous	11,558			11,558
605 Total			18,109			18,109

			2013 to 2020	2021	2022	Grand Total
606	Station 66					
	53146	Building Repair Parts	0			0
	53501	Small Tools/Equipment	0			0
	54151	Legal Fees	0			0
	54191	Other Professional Services	0			0
	54911	Contractual Services	0			0
	56101	Land Acquisition	(0)		36,500	36,500
	56210	Capital - Building Permits	0		1,400	1,400
	56242	Buildings - Architectural Svcs	(0)		40,307	40,307
	56243	Buildings - Engineering Svcs	(0)			(0)
	56431	Equipment - Miscellaneous	0			0
606 Total			(0)		78,207	78,207
607	Station 67					
	54911	Contractual Services	110,000			110,000
	56201	Capital - Buildings	804			804
	56242	Buildings - Architectural Svcs	17,272			17,272
	56243	Buildings - Engineering Svcs	1,554			1,554
	56431	Equipment - Miscellaneous	11,763			11,763
607 Total			141,392			141,392
617	Training Center (67)					
	56201	Capital - Buildings	17,970			17,970
	56431	Equipment - Miscellaneous	0			0
617 Total			17,970			17,970
608	Station 68					
	56201	Capital - Buildings	804			804
	56431	Equipment - Miscellaneous	13,041			13,041
608 Total			13,845			13,845
609	Station 69					
	54191	Other Professional Services	821			821
	54801	Building Repair/Maintenance	108,777			108,777
	56242	Buildings - Architectural Svcs	4,675			4,675
	56431	Equipment - Miscellaneous	11,114			11,114
609 Total			125,386			125,386
650	Maint. Shop					
	56431	Equipment - Miscellaneous	5,655			5,655
650 Total			5,655			5,655

			2013 to			Grand
			2020	2021	2022	Total
701	Station 71					
	53501	Small Tools/Equipment	993			993
	54191	Other Professional Services	2,535			2,535
	54502	Other Operating Rental	500			500
	54801	Building Repair/Maintenance	31,157			31,157
	54912	Fees/Permits	580			580
	56201	Capital - Buildings	19,815			19,815
	56210	Capital - Building Permits	1,190			1,190
	56241	Capital-Contstruction Contract	176,226			176,226
	56242	Buildings - Architectural Svcs	78,809			78,809
	56243	Buildings - Engineering Svcs	5,698			5,698
	56431	Equipment - Miscellaneous	14,679			14,679
701 Total			332,182			332,182
702	Station 72					
	53146	Building Repair Parts	376			376
	53501	Small Tools/Equipment	5,458			5,458
	54111	Advertising	483			483
	54151	Legal Fees	10,234			10,234
	54191	Other Professional Services	36,361			36,361
	54611	Insurance	8,000			8,000
	54911	Contractual Services	446,916			446,916
	56101	Land Acquisition	3,597,518			3,597,518
	56201	Capital - Buildings	145,752			145,752
	56210	Capital - Building Permits	315,515	(45,000)		270,515
	56241	Capital-Contstruction Contract	12,867,594			12,867,594
	56242	Buildings - Architectural Svcs	1,320,968			1,320,968
	56243	Buildings - Engineering Svcs	257,157			257,157
	56244	Buildings - Other Prof Svcs	30,189			30,189
	56431	Equipment - Miscellaneous	123,781			123,781
	56421	Equipment - Furniture	1,366			1,366
	54941	Printing & Binding	197			197
	54731	Electricity	552			552
702 Total			19,168,417	(45,000)		19,123,417
703	Station 73					
	53501	Small Tools/Equipment		6,349		6,349
	54191	Other Professional Services	15,636			15,636
	54911	Contractual Services	840			840
	54912	Fees/Permits	600			600
	56101	Land Acquisition			905,798	905,798
	56201	Capital - Buildings	80,579			80,579
	56242	Buildings - Architectural Svcs	4,493	72,818	57,983	135,294
	56431	Equipment - Miscellaneous	5,831			5,831
703 Total			107,979	79,167	963,781	1,150,927
Grand Total			39,579,817	68,200	1,155,470	40,803,486

11/23/2022

Prepared by: Tanya Robacker

4 of 4

Bond COST_LTD.xlsx

TAX & FBC COLLECTIONS MONTHLY

MONTH	COLLECTIONS					OUTSTANDING	
	REG LEVY	FBC	EMS LEVY	EXCESS LEVY	TOTAL-MONTH	Total Collected YTD	*TAXES LEVIED / OUTSTANDING
							68,281,003.00 2022 Budget
January	\$56,188.08	\$60,911.21	\$22,488.01	\$5,142.84	\$144,730.14	\$144,730.14	\$68,136,272.86
February	\$439,857.74	\$460,444.77	\$173,773.88	\$36,480.46	\$1,110,556.85	\$1,255,286.99	\$67,025,716.01
March	\$1,343,148.39	\$1,403,600.12	\$530,128.41	\$112,457.46	\$3,389,334.38	\$4,644,621.37	\$63,636,381.63
April	\$11,571,090.59	\$11,232,666.11	\$4,564,050.77	\$976,886.81	\$28,344,694.28	\$32,989,315.65	\$35,291,687.35
May	\$2,195,258.09	\$754,360.80	\$865,986.71	\$185,643.50	\$4,001,249.10	\$36,990,564.75	\$31,290,438.25
June	\$124,809.26	\$133,257.51	\$49,222.31	\$10,730.27	\$318,019.35	\$37,308,584.10	\$30,972,418.90
July	\$85,392.28	\$101,492.93	\$33,794.62	\$7,074.88	\$227,754.71	\$37,536,338.81	\$30,744,664.19
August	\$117,145.55	\$111,591.82	\$46,233.12	\$9,279.61	\$284,250.10	\$37,820,588.91	\$30,460,414.09
September	\$354,495.46	\$312,679.77	\$139,847.53	\$29,507.40	\$836,530.16	\$38,657,119.07	\$29,623,883.93
October	\$10,739,738.23	\$9,265,666.25	\$4,235,118.60	\$908,069.45	\$25,148,592.53	\$63,805,711.60	\$4,475,291.40 Amount to collect
November							
December							
Total Taxes YTD	\$27,027,123.67	\$23,836,671.29	\$10,660,643.96	\$2,281,272.68	\$63,805,711.60		

*includes \$0.83 (Regular), \$0.33 (EMS) and Benefit Assessment

CENTRAL PIERCE FIRE & RESCUE TRANSPORT COLLECTIONS

MONTH	TRANSPORT COLLECTIONS	GEMT COLLECTIONS	TOTAL MONTH	TOTAL COLLECTED YTD	TRANSPORT COLLECTIONS REMAINING
					4,200,000.00 2022 Budget
January	\$373,731.81	\$704,497.42	\$1,078,229.23	\$1,078,229.23	\$3,826,268.19
February	\$361,235.33	\$564,918.91	\$926,154.24	\$2,004,383.47	\$3,465,032.86
March	\$419,913.56	\$530,604.94	\$950,518.50	\$2,954,901.97	\$3,045,119.30
April	\$309,003.37	(\$216,788.60)	\$92,214.77	\$3,047,116.74	\$2,736,115.93
May	\$469,373.74	\$877,139.88	\$1,346,513.62	\$4,393,630.36	\$2,266,742.19
June	\$418,856.69	\$494,220.39	\$913,077.08	\$5,306,707.44	\$1,847,885.50
July	\$413,232.31	\$859,427.99	\$1,272,660.30	\$6,579,367.74	\$1,434,653.19
August	\$360,629.29	\$459,138.25	\$819,767.54	\$7,399,135.28	\$1,074,023.90
September	\$386,102.24	\$722,454.64	\$1,108,556.88	\$8,507,692.16	\$687,921.66
October	\$428,708.31	\$478,494.29	\$907,202.60	\$9,414,894.76	\$259,213.35 Amount to collect
November					
December					
Total YTD	\$3,940,786.65	\$5,474,108.11	\$9,414,894.76		



Board Meeting Agenda Item Summary

Agenda Date: November 28th, 2022

Item Title: Logistics Division Report

Attachments: N/A

Submitted by: AC Stueve

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. Facilities

- A. Central Stores was re-homed successfully. With this move, Station 66 has now officially become Central Pierce's Logistics Center. The Logistics Team did an outstanding job of pulling off this task without little service-level impact.

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: November 28, 2022

Item Title: Prevention & Education Division Report

Attachments: N/A

Submitted by: AC Berdan

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. DFM Brian Annis-Levings

- A. Brian Annis-Levings, who served as a Deputy Fire Marshal for five years, and had served the department for nearly 21 years, passed away on Nov. 20th at the age of 52 after an extended fight with throat/bone cancer. He leaves behind his wife and two daughters. Services are being planned, but no details have been solidified as of now. While his cancer was not considered presumptive, and his L&I claim was denied, the family will appeal the ruling once Brian has been laid to rest. We will continue to support his family in any way possible.

2. CPR/First Aid Classes

- A. CPR/First Aid Classes have returned, and the first class in early December is at capacity. This class will also serve to fulfill the last certification requirement for several new instructors within Central Pierce. We have now re-implemented all public classes that were mothballed during the pandemic, and we will be moving forward with additional engagement in the K-12 arena in 2023.



Board Meeting Agenda Item Summary

3. Fundamentals of Fire Investigation course

- A. DFM Wes Courtney attended a 40-hour Fundamentals of Fire Investigation course in Alabama in mid-November. The course was provided by the International Association of Arson Investigators, and will serve as a strong foundation for DFM Courtney in areas such as fire dynamics, fluid mechanics, fire patterns & effects, and the scientific method, amongst others.

4. Upcoming Events

- A. Upcoming major events include the Puyallup Santa Parade on Dec 3rd, and the CPFR Santa Parade through different neighborhoods in the district on December 10th. We also will be participating in "Holiday Magic at the Fair" with a decorated, antique fire engine.



Board Meeting Agenda Item Summary

Agenda Date: November 28, 2022

Item Title: Health & Safety Division Report

Attachments: N/A

Submitted by AC McKenzie

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. FIIRE Program

- A. CPFR Participation in year 2 of the FIIRE Program is completed.

2. OSHA Injuries

- A. 1 Sprain

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: November 28, 2022

Item Title: Fire Chief's Report

Attachments: None

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

BENAROYA PROPERTY:

The District has finalized the work letter details on the Benaroya Property. Interior work should start soon and the District is still expecting that the project will be completed, and the space ready to occupy, within the first quarter of 2023.

I would like the Board to consider a name for the new location, something different than "fire district headquarters." The two primary functions of the building are well aligned with "command"- our EOC functions and operational continuity 24/7, and our "business operations"- all functions of how we operate the business of the fire district. Staff will engage in a process to provide the Board with naming options that can be considered during one of the two December meetings.



Central Pierce Fire & Rescue

Pierce County Fire District No. 6

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

October 26, 2022

Rebecca,

It has been my privilege to work so closely with you to achieve Training's objectives these past months.

During that time, you have proven yourself an asset to our mission. I'll attempt here to list specific examples to reinforce your successes:

Commitment to excellence

- Your communications are consistently warm, concise and professional
- Your attention to detail, given a high operational tempo and the complexities of organizational change, is extraordinary

Respect

- You exercised tact in corresponding with regional partners and assisting with their needs
- Your courage and candor in highlighting my mistakes and in providing constructive feedback was an asset to our progress

Trust

- You took initiative and moved forward constructively even when parameters or objectives were foggy

Teamwork is part of our foundation in providing service to the community; you have exemplified the principles admirably. Thank you for your commitment.

Respectfully,

Eric Stueve
Deputy Chief – Operations
Central Pierce Fire & Rescue

c.c.: HR, BOC Packet