



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: December 12, 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. Public Comment (for items not specifically listed on the Agenda)

5. Consent Agenda (Single Motion)

A. Excused Absences:

B. **Pg. 3:** Minutes: Regular Board Meeting of November 28, 2022

C. **Pg. 6:** Approval of:

Accounts Payable Warrants Numbered 58197 to 58205 totaling:	\$	32,485.78
Net Payroll Warrants Numbered 107693 to 107697 totaling:	\$	28,217.23
Net Payroll Warrants Numbered 107698 to 107714 totaling:	\$	81,614.06
Accounts Payable Warrants Numbered 58206 to 58214 totaling:	\$	5,868,455.14
GRAND TOTAL	\$	6,010,772.21

Pg. 15: For Informational Purposes Only - The following electronic payments totaling \$4,039,950.22 are included in Warrants noted above:

- Accounts Payable EFT numbered 13761 to 13771 - \$25,598.00 (Included in A/P Warrant 58197)
- Employee EFT Contributions/Deductions including all taxes & retirement numbered 57391 to 57719 - \$3,132,358.63 (Included in A/P Warrant 58209)
- Accounts Payable EFT numbered 13772 to 13777 - \$881,993.59 (Included in A/P Warrant 58207)

6. Unfinished Business (Second Reading and Final Action)

A. **Pg. 34:** Resolution 22-12 Dissolving Petty Cash, Change, & Advanced Travel Funds – FD Robacker



CENTRAL PIERCE FIRE & RESCUE

BOARD OF COMMISSIONERS MEETING AGENDA

- B. **Pg. 37:** Board Policy 3.18 Receipting and Depositing Incoming Funds – FD Robacker
- 7. **New Business (First Reading)**
 - A. **Pg. 52:** Board Policy 3.40 FLSA Exempt, Non-Represented, Non-Uniformed Employees Common Benefits – HRD Washo
 - B. **Pg. 80:** Board Policy 3.41 Non-Exempt, Non-Represented, Non-Uniformed Employees Common Benefits – HRD Washo
 - C. **Pg. 108:** Board Policy 3.45 Common Benefits for FLSA Exempt, Non-Represented, Uniformed Employees – HRD Washo
- 8. **Considerations and Requests**
 - A. **Pg. 135:** Appendix A for 726 Non-Uniformed – HRD Washo
 - B. **Pg. 138:** Tele-handler Purchase – AC Benning
 - C. **Pg. 139:** Station Prioritization Discussion – Chief Morrow
 - D. **Pg. 151:** OVFR EMS Transport System Reciprocity MOU – Chief Morrow
- 9. **Staff, Local, Firefighter's Association and Fire Chief Reports**
 - A. **Pg. 153:** Human Resources – HRD Washo
 - B. **Pg. 155:** Training – AC Benning
 - C. **Pg. 156:** Field Operations – AC Kent
 - D. **Pg. 157:** EMS – AC Bouchard
 - E. **Pg. 158:** DC Operations – DC Stueve
 - F. **Pg. 159:** DC Admin – DC VanKeulen
 - G. **Pg. 160:** Fire Chief's Report – Chief Morrow
- 10. **Correspondence**
 - A. **Pg. 161:** EPFR Letter
- 11. **Commissioner Comments**
- 12. **Adjournment**

**CENTRAL PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
November 28, 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 Chiefs Stueve and VanKeulen, Assistant Chiefs Stueve, Berdan, and McKenzie, FD Robacker, HRD Washo, L726 President James, and Executive Assistant Paramapoonya, recorder.

PLEDGE OF ALLEGIANCE

Chair Holm led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Mitchell moved and Commissioner Coleman seconded to approve the agenda. **MOTION CARRIED.**

PREVENTING HARASSMENT, DISCRIMINATION, AND RETALIATION TRAINING

Harassment Training was postponed.

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 November 28, 2022

C. 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

Commissioner Stringfellow moved and Commissioner Willis seconded to approve the Consent Agenda with warrants totaling \$454,912.77. **MOTION CARRIED.**

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

No Unfinished Business.

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

A. Resolution 22-12 – Dissolving Petty Cash, Change, & Advanced Travel Funds

FD Robacker discussed Resolution 22-12 - Dissolving Petty Cash, Change, & Advanced Travel Funds. A revised copy was made in correction.

B. Board Policy 3.18 – Receipting and Depositing Incoming Funds

FD Robacker reviewed Board Policy 3.18 Receipting and Depositing Incoming Funds. All feedback and/or comments from the Board over the next two weeks will be included in revisions.

CONSIDERATIONS AND REQUESTS

A. 2022-2024 726 Non-Uniformed 2022-2024 Collective Bargaining Agreement

HRD Washo reviewed the 2022-2024 726 Non-Uniformed 2022-2024 Collective Bargaining Agreement. Commissioner Coleman moved and Commissioner Willis seconded to approve the 2022 – 2024 Local 726 Non-Uniformed Collective Bargaining Agreement and associated Appendix “A” Salary Schedules for 2022. **MOTION CARRIED.**

B. Appendix A - 2023 Salary Schedules for all

HRD Washo discussed the finalized 2023 Appendix A Salary Schedules for all personnel. Commissioner Willis moved and Commissioner Mitchell seconded to approve the 2023 Appendix A Salary Schedules for all personnel. **MOTION CARRIED.**

C. IT Consortium Space – Flash Cube Lease Agreement

Chief Morrow presented the Flash Cube Lease Agreement before the Board. This will provide stability for the IT Consortium. Commissioner Coleman moved and Commissioner Mitchell seconded 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. **MOTION CARRIED.**

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

The following divisions provided a written report in the packet:

- A. Finance/FD Robacker: FD Robacker reviewed the Finance Division Report, including the October checkbook.
- B. Logistics/AC Stueve: Central Stores has officially transitioned, and Station 66 is now the Logistics Center for CPFR. Great job to the entire Logistics Team.
- C. Prevention & Education/AC Berdan: AC Berdan provided the Board with a Division update. DFM Brian Annis-Levings passed away last week. He will be greatly missed, and it is a huge loss for the Division and District.
- D. Health & Safety/AC McKenzie: AC McKenzie reviewed the Health & Safety Division Report, along with OSHA injuries reported.

- E. Fire Chief's Report/Chief Morrow: Chief Morrow provided an update on the Benaroya property.

Deputy Chief Brent VanKeulen: I am so happy to be here, and I'm very excited about where we are headed together.

CORRESPONDENCE

- A. Employee Recognition: Chair Holm enjoyed reading about the great work of our personnel.

COMMISSIONER COMMENTS

Chair Holm: Thank you again for joining CPFR's team, Deputy Chief VanKeulen.

Vice Chair Stringfellow: Nothing to add. All is good.

Commissioner Willis: Welcome, Brent!

Commissioner Coleman: Welcome aboard, DC VanKeulen.

Commissioner Mitchell: I would like to compliment Chief Morrow for choosing Brent VanKeulen as an addition to our team. Great choice, Chief! Welcome!

Ex-Officio Door: Nothing to add.

ADJOURNMENT

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

The meeting adjourned at 5:29 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>
11/23/2022	AP00058197 - AP00058205	\$32,485.78
11/28/2022	PY00107693 - PY00107697	\$28,217.23
11/28/2022	PY00107698 - PY00107714	\$81,614.06
11/28/2022	AP00058206 - AP00058214	\$5,868,455.14
Total		\$6,010,772.21

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 00058197	CPFR	Central Pierce Fire & Rescu	11/22/22	25,598.00	MW	IS	
AP CHK 00058198	RICH10210	CHRISTOPHER RICHMOND	11/22/22	303.75	MW	IS	
AP CHK 00058199	COMCAST	COMCAST	11/22/22	12.90	MW	IS	
AP CHK 00058200	CONNBUSI	Connell's Business System	11/22/22	230.05	MW	IS	
AP CHK 00058201	GALLS	Galls Incorporated	11/22/22	434.23	MW	IS	
AP CHK 00058202	PUBSAFE	PUBLIC SAFETY SELECTION PC	11/22/22	1,500.00	MW	IS	
AP CHK 00058203	STEPFRIE	STEPHEN FRIEDRICK MD PS	11/22/22	3,497.00	MW	IS	
AP CHK 00058204	ULIN	ULINE INC	11/22/22	138.57	MW	IS	
AP CHK 00058205	VERIWIRE	Verizon Wireless	11/22/22	771.28	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	32,485.78	Number of Checks Processed:	9
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	32,485.78		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/22/2022

End Date: 11/22/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
CHRISTOPHER RICHMOND (RICH10210)					
	101822	10/24/2022	303.75	MILEAGE REIMB SEP20-OCT18	0012502210 54331
TOTAL FOR CHECK AP 00058198:			303.75		
COMCAST (COMCAST)					
	111422	11/14/2022	12.90	8498350176294891 GFR NOV 2022	0012202215 54202
TOTAL FOR CHECK AP 00058199:			12.90		
CONNELL'S BUSINESS SYSTEM (CONNBUSI)					
	59171	11/10/2022	230.05	replace drum repair BC61 print	0012102215 54811
TOTAL FOR CHECK AP 00058200:			230.05		
GALLS INCORPORATED (GALLS)					
	022713118	11/17/2022	139.70	NOMEX PANTS - 1EA BLUE 31X32	0012042254 52011
	022736840	11/18/2022	294.53	OPS MESSENGER BAGS	0013002220 53501
TOTAL FOR CHECK AP 00058201:			434.23		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	112322	11/23/2022	18,880.42	11/23/2022 AP EFTS	001 21110
	112322	11/23/2022	6,120.93	11/23/2022 AP EFTS	050 21110
	112322	11/23/2022	596.65	11/23/2022 AP EFTS	101 21110
TOTAL FOR CHECK AP 00058197:			25,598.00		
PUBLIC SAFETY SELECTION PC (PUBSAFE)					
	2792	10/31/2022	1,500.00	Lateral Suitability Assessment	0012352240 54191
TOTAL FOR CHECK AP 00058202:			1,500.00		
STEPHEN FRIEDRICK MD (STEPFRIE)					
	110122	11/01/2022	3,497.00	NOV'22 PHYSICIAN ADVISOR CONTR	1013402680 54144
TOTAL FOR CHECK AP 00058203:			3,497.00		
ULINE (ULIN)					
	156580715	11/17/2022	69.29	L61 & L72 NOLL S-20633GR	0012042254 53501
	156580715	11/17/2022	34.64	E22-1 NOLL -S-20633GR	0153009422 56401
	156580715	11/17/2022	34.64	E22-2 NOLL - S-20633GR	0153009422 56401
TOTAL FOR CHECK AP 00058204:			138.57		
VERIZON WIRELESS (VERIWIRE)					
	9918754502	10/31/2022	771.28	#74200269700001 OCT SVC CHG	0012102215 54202
TOTAL FOR CHECK AP 00058205:			771.28		
REPORT TOTAL:			32,485.78		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
PY CHK 00107693	COLE09210	COLEMAN, RICHARD A	11/30/22	934.48	MW	IS	PA	
PY CHK 00107694	ENGE02010	ENGEL, CHRISTOPHER G	11/30/22	6,702.56	MW	IS	PA	
PY CHK 00107695	GARD11050	GARDEN, WAYNE J	11/30/22	671.69	MW	IS	PA	
PY CHK 00107696	REDF09140	REDFIELD, LARRY D	11/30/22	5,553.97	MW	IS	PA	
PY CHK 00107697	THOM10050	THOMPSON, WILLIAM M	11/30/22	14,354.53	MW	IS	PA	

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	28,217.23	Number of Checks Processed:	5
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 28,217.23

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
PY CHK 00107698	BENN08280	BENNING, TYLER I.	11/30/22	4,778.42	MW	IS	PA	
PY CHK 00107699	DEMO01160	DEMOTT, JASON R	11/30/22	7,438.91	MW	IS	PA	
PY CHK 00107700	HARR05210	HARRISON, JHAUVON	11/30/22	1,487.78	MW	IS	PA	
PY CHK 00107701	HUDS04230	HUDSPETH, STEPHEN	11/30/22	4,193.17	MW	IS	PA	
PY CHK 00107702	IRWI12310	IRWIN, SEAN S	11/30/22	5,866.24	MW	IS	PA	
PY CHK 00107703	KOND11050	KONDRA, MICHAEL L	11/30/22	14,420.11	MW	IS	PA	
PY CHK 00107704	KREK10100	KREKLING, JEFFREY S	11/30/22	2,652.30	MW	IS	PA	
PY CHK 00107705	KUZA10160	KUZARO, CORY R	11/30/22	8,513.37	MW	IS	PA	
PY CHK 00107706	MCAF01180	MCAFEE, ANDREW B	11/30/22	727.88	MW	IS	PA	
PY CHK 00107707	OSBO09030	OSBORNE, DANIEL J	11/30/22	2,975.56	MW	IS	PA	
PY CHK 00107708	PFEI11100	PFEIFFER, MATTHEW E	11/30/22	6,634.02	MW	IS	PA	
PY CHK 00107709	ROBA06140	ROBACKER, TANYA L	11/30/22	3,572.48	MW	IS	PA	
PY CHK 00107710	SAYL10200	SAYLER, TANNER	11/30/22	4,778.42	MW	IS	PA	
PY CHK 00107711	SHAW12280	SHAW, DARRIN J	11/30/22	2,491.71	MW	IS	PA	
PY CHK 00107712	TISS01300	TISSUE, DANA R	11/30/22	3,087.59	MW	IS	PA	
PY CHK 00107713	WASH11090	WASHO, SUSAN E	11/30/22	3,217.68	MW	IS	PA	
PY CHK 00107714	YOUN05220	YOUNG, ALEX	11/30/22	4,778.42	MW	IS	PA	

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	81,614.06	Number of Checks Processed:	17
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 81,614.06

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058206	CALISTAT	CALIFORNIA STATE DISBURSEME	11/28/22	1,202.00	MW	IS	
AP CHK 00058207	CPFR	Central Pierce Fire & Rescu	11/28/22	881,993.59	MW	IS	
AP CHK 00058208	VOID.CONTINU	Void - Continued Stub	11/28/22	0.00	VM	VD	Void
AP CHK 00058209	CPFR	Central Pierce Fire & Rescu	11/28/22	4,975,984.48	MW	IS	
AP CHK 00058210	GET	Guaranteed Education Tuitio	11/28/22	796.00	MW	IS	
AP CHK 00058211	OPEIU	Office & Professional Emplo	11/28/22	1,468.94	MW	IS	
AP CHK 00058212	TACOPCCH	Tacoma Pierce County Chapla	11/28/22	3,851.00	MW	IS	
AP CHK 00058213	UNITWAY	United Way	11/28/22	15.00	MW	IS	
AP CHK 00058214	BENESOLU	WCIF	11/28/22	3,144.13	MW	IS	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	1
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	5,868,455.14	Number of Checks Processed:	8
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 5,868,455.14

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/28/2022
End Date: 11/28/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
CALIFORNIA STATE DISBURSEMENT (CALISTAT)						
	2607/2201011	11/28/2022	1,202.00	NOVEMBER PAYROLL	001	23191
TOTAL FOR CHECK AP 00058206:			1,202.00			
GUARANTEED EDUCATION TUITION (GET)						
	2840/2201011	11/28/2022	426.74	NOVEMBER PAYROLL	001	23189
	2840/2201011	11/28/2022	369.26	NOVEMBER PAYROLL	101	23189
TOTAL FOR CHECK AP 00058210:			796.00			
OFFICE & PROFESSIONAL EMPLOYEE (OPEIU)						
	2302/2201011	11/28/2022	1,468.94	NOVEMBER PAYROLL	001	23162
TOTAL FOR CHECK AP 00058211:			1,468.94			
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	112822	11/28/2022	650,944.58	NOVEMBER PY VENDOR EFTS	001	21110
	112822	11/28/2022	231,049.01	NOVEMBER PY VENDOR EFTS	101	21110
TOTAL FOR CHECK AP 00058207:			881,993.59			
	1002/2201011	11/28/2022	666.93	NOVEMBER PAYROLL	001	23151
	1003/2201011	11/28/2022	54,529.53	NOVEMBER PAYROLL	001	23151
	1003/2201011	11/28/2022	15,643.26	NOVEMBER PAYROLL	101	23151
	1003/2201111	11/28/2022	299.49	NOVEMBER BUYBACK	101	23151
	1003/2201111	11/28/2022	992.10	NOVEMBER BUYBACK	001	23151
	1101/2201011	11/28/2022	45,679.93	NOVEMBER PAYROLL	101	23153
	1101/2201011	11/28/2022	152,443.67	NOVEMBER PAYROLL	001	23153
	1101/2201111	11/28/2022	216.56	NOVEMBER BUYBACK	001	23153
	1110/2201011	11/28/2022	28,315.97	NOVEMBER PAYROLL	001	23154
	1110/2201011	11/28/2022	1,293.45	NOVEMBER PAYROLL	101	23154
	1110/2201111	11/28/2022	985.05	NOVEMBER BUYBACK	001	23154
	1111/2201011	11/28/2022	829.32	NOVEMBER PAYROLL	101	23154
	1111/2201011	11/28/2022	5,706.78	NOVEMBER PAYROLL	001	23154
	1201/2201011	11/28/2022	4,759.05	NOVEMBER PAYROLL	001	23153
	1201/2201011	11/28/2022	1,213.82	NOVEMBER PAYROLL	101	23153
	1201/2201111	11/28/2022	42.08	NOVEMBER BUYBACK	001	23153
	1450/2201011	11/28/2022	250.00	NOVEMBER PAYROLL	101	23170
	1450/2201011	11/28/2022	6,050.00	NOVEMBER PAYROLL	001	23170
	1453/2201011	11/28/2022	246.00	NOVEMBER PAYROLL	001	23170
	1453/2201011	11/28/2022	354.00	NOVEMBER PAYROLL	101	23170
	1454/2201011	11/28/2022	9,528.00	NOVEMBER PAYROLL	101	23170
	1454/2201011	11/28/2022	22,232.00	NOVEMBER PAYROLL	001	23170
	1459/2201011	11/28/2022	2,382.00	NOVEMBER PAYROLL	001	23176
	1462/2201011	11/28/2022	1,900.00	NOVEMBER PAYROLL	001	23176
	1462/2201011	11/28/2022	250.00	NOVEMBER PAYROLL	101	23176
	1463/2201011	11/28/2022	2,900.00	NOVEMBER PAYROLL	001	23177
	1464/2201011	11/28/2022	58,312.00	NOVEMBER PAYROLL	001	23177
	1464/2201011	11/28/2022	20,247.00	NOVEMBER PAYROLL	101	23177
	1465/2201011	11/28/2022	99.00	NOVEMBER PAYROLL	101	23177
	1465/2201011	11/28/2022	125.00	NOVEMBER PAYROLL	001	23177
	2001/2201011	11/28/2022	525,223.96	NOVEMBER PAYROLL	001	23150
	2001/2201011	11/28/2022	154,994.83	NOVEMBER PAYROLL	101	23150

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/28/2022

End Date: 11/28/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	2001/2201111	11/28/2022	19,067.84	NOVEMBER BUYBACK	001	23150
	2001/2201111	11/28/2022	4,544.01	NOVEMBER BUYBACK	101	23150
	2002/2201011	11/28/2022	666.93	NOVEMBER PAYROLL	001	23151
	2003/2201011	11/28/2022	57,980.30	NOVEMBER PAYROLL	001	23151
	2003/2201011	11/28/2022	16,405.26	NOVEMBER PAYROLL	101	23151
	2003/2201111	11/28/2022	299.49	NOVEMBER BUYBACK	101	23151
	2003/2201111	11/28/2022	992.10	NOVEMBER BUYBACK	001	23151
	2101/2201011	11/28/2022	73,519.16	NOVEMBER PAYROLL	101	23153
	2101/2201011	11/28/2022	245,347.65	NOVEMBER PAYROLL	001	23153
	2101/2201111	11/28/2022	348.54	NOVEMBER BUYBACK	001	23153
	2110/2201011	11/28/2022	17,332.96	NOVEMBER PAYROLL	001	23154
	2110/2201011	11/28/2022	791.76	NOVEMBER PAYROLL	101	23154
	2110/2201111	11/28/2022	602.97	NOVEMBER BUYBACK	001	23154
	2111/2201011	11/28/2022	598.65	NOVEMBER PAYROLL	101	23154
	2111/2201011	11/28/2022	4,005.74	NOVEMBER PAYROLL	001	23154
	2201/2201011	11/28/2022	7,658.87	NOVEMBER PAYROLL	001	23153
	2201/2201011	11/28/2022	1,953.37	NOVEMBER PAYROLL	101	23153
	2201/2201111	11/28/2022	67.72	NOVEMBER BUYBACK	001	23153
	2408/2201011	11/28/2022	157.30	NOVEMBER PAYROLL	001	23158
	2413/2201011	11/28/2022	69.29	NOVEMBER PAYROLL	001	23158
	2414/2201011	11/28/2022	55.30	NOVEMBER PAYROLL	001	23158
	2415/2201011	11/28/2022	31.20	NOVEMBER PAYROLL	001	23158
	2416/2201011	11/28/2022	42.80	NOVEMBER PAYROLL	001	23158
	2417/2201011	11/28/2022	44.46	NOVEMBER PAYROLL	001	23158
	2450/2201011	11/28/2022	40,069.95	NOVEMBER PAYROLL	001	23170
	2450/2201011	11/28/2022	21,106.00	NOVEMBER PAYROLL	101	23170
	2455/2201011	11/28/2022	709.21	NOVEMBER PAYROLL	101	23172
	2455/2201011	11/28/2022	2,431.79	NOVEMBER PAYROLL	001	23172
	2459/2201011	11/28/2022	2,596.83	NOVEMBER PAYROLL	001	23176
	2459/2201011	11/28/2022	2,000.00	NOVEMBER PAYROLL	101	23176
	2463/2201011	11/28/2022	68,234.66	NOVEMBER PAYROLL	001	23177
	2463/2201011	11/28/2022	36,506.63	NOVEMBER PAYROLL	101	23177
	2464/2201011	11/28/2022	46,953.13	NOVEMBER PAYROLL	001	23172
	2464/2201011	11/28/2022	12,578.23	NOVEMBER PAYROLL	101	23172
	2600/2201011	11/28/2022	1,057.70	NOVEMBER PAYROLL	101	23191
	2600/2201011	11/28/2022	1,594.05	NOVEMBER PAYROLL	101	23191
	2600/2201011	11/28/2022	49.18	NOVEMBER PAYROLL	101	23191
	2600/2201011	11/28/2022	1,135.71	NOVEMBER PAYROLL	101	23191
	2600/2201011	11/28/2022	1,986.05	NOVEMBER PAYROLL	101	23191
	2600/2201011	11/28/2022	52.05	NOVEMBER PAYROLL	001	23191
	2600/2201011	11/28/2022	33.71	NOVEMBER PAYROLL	001	23191
	2600/2201011	11/28/2022	1,305.48	NOVEMBER PAYROLL	001	23191
	2600/2201011	11/28/2022	839.82	NOVEMBER PAYROLL	001	23191
	2600/2201011	11/28/2022	462.38	NOVEMBER PAYROLL	001	23191
	2600/2201011	11/28/2022	122.73	NOVEMBER PAYROLL	001	23191
	2600/2201011	11/28/2022	413.95	NOVEMBER PAYROLL	001	23191
	2805/2201011	11/28/2022	500.01	NOVEMBER PAYROLL	001	23174

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/28/2022

End Date: 11/28/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	2814/2201011	11/28/2022	1,090.03	NOVEMBER PAYROLL	001	23174
	2814/2201011	11/28/2022	320.37	NOVEMBER PAYROLL	101	23174
	2816/2201011	11/28/2022	7,030.57	NOVEMBER PAYROLL	001	23178
	2816/2201011	11/28/2022	4,670.64	NOVEMBER PAYROLL	101	23178
	2817/2201011	11/28/2022	2,614.60	NOVEMBER PAYROLL	101	23178
	2817/2201011	11/28/2022	2,869.65	NOVEMBER PAYROLL	001	23178
	2818/2201011	11/28/2022	566.71	NOVEMBER PAYROLL	001	23178
	2818/2201011	11/28/2022	411.08	NOVEMBER PAYROLL	101	23178
	2901/2201011	11/28/2022	173,516.65	NOVEMBER PAYROLL	101	23199
	2901/2201011	11/28/2022	735,774.09	NOVEMBER PAYROLL	001	23199
	2902/2201011	11/28/2022	989,950.27	NOVEMBER PAYROLL	001	23199
	2902/2201011	11/28/2022	165,791.13	NOVEMBER PAYROLL	101	23199
	2903/2201011	11/28/2022	132,491.92	NOVEMBER PAYROLL	101	23199
	2903/2201011	11/28/2022	339,146.26	NOVEMBER PAYROLL	001	23199
	2904/2201011	11/28/2022	208,143.56	NOVEMBER PAYROLL	001	23199
	2904/2201011	11/28/2022	107,091.70	NOVEMBER PAYROLL	101	23199
	2905/2201011	11/28/2022	54,630.19	NOVEMBER PAYROLL	101	23199
	2905/2201011	11/28/2022	168,136.68	NOVEMBER PAYROLL	001	23199
	2906/2201011	11/28/2022	45,076.64	NOVEMBER PAYROLL	001	23199
	2906/2201011	11/28/2022	22,628.04	NOVEMBER PAYROLL	101	23199
TOTAL FOR CHECK AP 00058209:			<u>4,975,984.48</u>			
TOTAL FOR PIERCE COUNTY FIRE			<u>5,857,978.07</u>			
TACOMA PIERCE COUNTY CHAPLAINC (TACOPCCH)						
	2806/2201011	11/28/2022	2,827.81	NOVEMBER PAYROLL	001	23187
	2806/2201011	11/28/2022	1,023.19	NOVEMBER PAYROLL	101	23187
TOTAL FOR CHECK AP 00058212:			<u>3,851.00</u>			
UNITED WAY (UNITWAY)						
	2801/2201011	11/28/2022	10.47	NOVEMBER PAYROLL	001	23186
	2801/2201011	11/28/2022	4.53	NOVEMBER PAYROLL	101	23186
TOTAL FOR CHECK AP 00058213:			<u>15.00</u>			
WCIF (BENESOLU)						
	1460/2201011	11/28/2022	2,581.46	NOVEMBER PAYROLL	001	23157
	1460/2201011	11/28/2022	236.20	NOVEMBER PAYROLL	101	23157
	1500/2201011	11/28/2022	13.49	NOVEMBER PAYROLL	101	23157
	1500/2201011	11/28/2022	12.76	NOVEMBER PAYROLL	001	23157
	2710/2201011	11/28/2022	164.70	NOVEMBER PAYROLL	001	23155
	2712/2201011	11/28/2022	117.92	NOVEMBER PAYROLL	001	23155
	2712/2201011	11/28/2022	10.72	NOVEMBER PAYROLL	101	23155
	2715/2201011	11/28/2022	6.88	NOVEMBER PAYROLL	001	23155
TOTAL FOR CHECK AP 00058214:			<u>3,144.13</u>			
REPORT TOTAL:			<u>5,868,455.14</u>			

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>
11/23/2022	EP00013761 -EP00013771	AP00058197	\$25,598.00
11/28/2022	EF00057391 -EF00057719	AP00058209	\$3,132,358.63
11/28/2022	EP00013772 -EP00013777	AP00058207	\$881,993.59
Total			\$4,039,950.22
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 EFT 00013761	AIRGAS	Airgas Nor Pac Inc	11/22/22	596.65	MW	CX	
AP EFT 00013762	AMAZON	AMAZON CAPITAL SERVICES	11/22/22	364.42	MW	CX	
AP EFT 00013763	CATCENVI	CATCHALL ENVIRONMENTAL	11/22/22	6,120.93	MW	CX	
AP EFT 00013764	CPFREFT	Central Pierce Fire & Rescu	11/22/22	2,970.51	MW	CX	
AP EFT 00013765	GRIMCO	GRIMCO INC	11/22/22	137.58	MW	CX	
AP EFT 00013766	INSIPUBL	INSIGHT PUBLIC SECTOR, INC	11/22/22	427.76	MW	CX	
AP EFT 00013767	MITECLOU	MITEL CLOUD SERVICES INC	11/22/22	10,290.15	MW	CX	
AP EFT 00013768	STATAUDI	State Auditor's Office	11/22/22	4,017.06	MW	CX	
AP EFT 00013769	USBANKBU	US Bank Business Card	11/22/22	54.40	MW	CX	
AP EFT 00013770	MCAF01180	ANDY MCAFEE	11/22/22	615.38	MW	CX	
AP EFT 00013771	TCHO01310	NOAH TCHOBANOFF	11/22/22	3.16	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	25,598.00	Number of EFTs Processed:	11
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	25,598.00		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/22/2022

End Date: 11/22/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AIRGAS NOR PAC INC (AIRGAS)					
	9130703910	11/01/2022	48.84	MEDICAL O2 / ST71 OCT 2022	1013402680 53141
	9130795373	11/01/2022	48.84	MEDICAL O2 / ST61 OCT 2022	1013402680 53141
	9130795374	11/01/2022	48.84	MEDICAL O2 / ST63 OCT 2022	1013402680 53141
	9130889958	11/01/2022	68.62	MEDICAL O2 / ST60 OCT 2022	1013402680 53141
	9131031749	11/01/2022	68.99	MEDICAL O2 / ST66 OCT 2022	1013402680 53141
	9131216684	11/01/2022	50.49	MEDICAL O2 / ST63 OCT 2022	1013402680 53141
	9131216775	11/01/2022	70.64	MEDICAL O2 / ST61 OCT 2022	1013402680 53141
	9131361139	11/01/2022	70.26	MEDICAL O2 / ST60 OCT 2022	1013402680 53141
	9131458085	11/01/2022	70.64	MEDICAL O2 / ST67 OCT 2022	1013402680 53141
	9131505808	11/01/2022	50.49	MEDICAL O2 / ST66 OCT 2022	1013402680 53141
TOTAL FOR CHECK AP 00013761:			596.65		
AMAZON CAPITAL SERVICES (AMAZON)					
	1374197KVJVN	11/20/2022	54.85	61 M JOHNSON FILTER Woder	0016012250 53141
	1374197KVJVN	11/20/2022	103.90	63 CARRIGAN FILTER GE RPWFE	0016032250 53101
	1374197KVJVN	11/20/2022	116.59	72 YOUNG TONER Brother TN336M	0017022250 53101
	1374197KVJVN	11/20/2022	89.08	72 BC POWER TONER Brother Gen	0017022250 53101
TOTAL FOR CHECK AP 00013762:			364.42		
ANDY MCAFEE (MCAF01180)					
	111722	11/17/2022	61.77	SUBWAY/INSTRUCTOR FOOD	0012352240 53171
	111722	11/17/2022	553.61	EZ CATER/INSTRUCTOR FOOD	0012352240 53171
TOTAL FOR CHECK AP 00013770:			615.38		
CATCHALL ENVIRONMENTAL (CATCENVI)					
	185299	10/31/2022	6,120.93	60 PC STORM WATER CLEANING	0506002250 54801
TOTAL FOR CHECK AP 00013763:			6,120.93		
GRIMCO INC (GRIMCO)					
	2956466601	11/04/2022	137.58	LOG/WSI Orafol – Price per r	0012042254 53141
TOTAL FOR CHECK AP 00013765:			137.58		
INSIGHT PUBLIC SECTOR, INC (INSIPUBL)					
	1100996136	10/28/2022	427.76	CP-Office 365 LIC UPGRADE-TARA	0012102215 54813
TOTAL FOR CHECK AP 00013766:			427.76		
MITEL CLOUD SERVICES INC (MITECLOU)					
	41661468	11/01/2022	4,009.69	CP-NOV COMM CONNECTION	0012102215 54202
	41661468	11/01/2022	3,416.06	GH-NOV COMM CONNECTION	0012182215 54202
	41661468	11/01/2022	2,003.90	GFR-NOV COMM CONNECTION	0012202215 54202
	41661468	11/01/2022	860.50	KP-NOV COMM CONNECTION	0012222215 54202
TOTAL FOR CHECK AP 00013767:			10,290.15		
NOAH TCHOBANOFF (TCHO01310)					
	8053336	11/05/2022	3.16	HOME DEPOT/WALL EZ ANCHOR LITE	0016052250 53141
TOTAL FOR CHECK AP 00013771:			3.16		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	112322	11/23/2022	2,970.51	OCT 2022 DEP OF REV/EXCISE	0012002210 54961
TOTAL FOR CHECK AP 00013764:			2,970.51		
STATE AUDITOR'S OFFICE (STATAUDI)					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/22/2022

End Date: 11/22/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	L151088	11/10/2022	4,017.06	2020 STATE AUDIT-OCT'22	0012012211 54101
TOTAL FOR CHECK AP 00013768:			4,017.06		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.221028.7	11/23/2022	70.89	Gas- travel to Chelan	0012042254 53201
	PC.210.221128.2	11/21/2022	(16.49)	CP-CELL PHONE CASE FOR TARA	0012102215 53501
TOTAL FOR CHECK AP 00013769:			54.40		
REPORT TOTAL:			25,598.00		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
EF CHK 00057391	AMPE01210	AMPE, MICHAEL G	11/30/22	1,502.75	MW	IS	PA
EF CHK 00057392	ANDE08020	ANDERSEN, DARWIN A	11/30/22	14,822.79	MW	IS	PA
EF CHK 00057393	ANDE03230	ANDERSON, DENNIS M	11/30/22	12,898.62	MW	IS	PA
EF CHK 00057394	ANDE04300	ANDERSON, SEAN M	11/30/22	6,341.18	MW	IS	PA
EF CHK 00057395	ANNI10280	ANNIS-LEVINGS, ESTATE OF BR	11/30/22	4,729.49	MW	IS	PA
EF CHK 00057396	ARON10160	ARONOW, CHRISTIAN A	11/30/22	8,964.74	MW	IS	PA
EF CHK 00057397	AUSE05040	AUSENHUS, LUKE	11/30/22	4,812.12	MW	IS	PA
EF CHK 00057398	AUVI12010	AUVIL, MICHAEL E	11/30/22	11,182.35	MW	IS	PA
EF CHK 00057399	BACA02140	BACA, JOHN	11/30/22	5,046.56	MW	IS	PA
EF CHK 00057400	BAKE11280	BAKER, WILLIAM D	11/30/22	8,593.26	MW	IS	PA
EF CHK 00057401	BART02050	BARTROFF, KALE B	11/30/22	7,597.50	MW	IS	PA
EF CHK 00057402	BAUG09050	BAUGH, RYAN S	11/30/22	6,026.21	MW	IS	PA
EF CHK 00057403	BEAL12070	BEAL, MARC J	11/30/22	15,059.81	MW	IS	PA
EF CHK 00057404	BEAU03040	BEAUCHAMP, JOHN ROBERT	11/30/22	7,217.94	MW	IS	PA
EF CHK 00057405	BEAU05190	BEAUSOLEIL, KEVIN	11/30/22	5,984.97	MW	IS	PA
EF CHK 00057406	BEEN06250	BEENE, DYLAN C	11/30/22	16,228.00	MW	IS	PA
EF CHK 00057407	BELL06020	BELLERIVE, ROGER M	11/30/22	7,559.35	MW	IS	PA
EF CHK 00057408	BENN09190	BENNING, DALE R	11/30/22	15,617.59	MW	IS	PA
EF CHK 00057409	BENN09240	BENNING, DAVID M	11/30/22	4,035.03	MW	IS	PA
EF CHK 00057410	BENN08280	BENNING, TYLER I.	11/30/22	4,087.07	MW	IS	PA
EF CHK 00057411	BERD04150	BERDAN, KEVIN M	11/30/22	16,644.61	MW	IS	PA
EF CHK 00057412	BERD11180	BERDAN, SCOTT R	11/30/22	17,860.89	MW	IS	PA
EF CHK 00057413	BERN05110	BERNSON, JAMES	11/30/22	12,188.21	MW	IS	PA
EF CHK 00057414	BEST07180	BEST, BLUE J	11/30/22	10,777.47	MW	IS	PA
EF CHK 00057415	BISH08130	BISHOP, KYLEE C	11/30/22	6,650.61	MW	IS	PA
EF CHK 00057416	BOE06260	BOE, DAVID G	11/30/22	19,538.43	MW	IS	PA
EF CHK 00057417	BONE11020	BONE, BRIDGETT C	11/30/22	6,816.25	MW	IS	PA
EF CHK 00057418	BOUC09170	BOUCHARD, JOSEPH R	11/30/22	17,700.97	MW	IS	PA

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
EF CHK 00057419	BOYL01120	BOYLE, TREVOR D	11/30/22	15,832.74	MW	IS	PA
EF CHK 00057420	BRAG02260	BRAGG, DAVID B	11/30/22	5,743.96	MW	IS	PA
EF CHK 00057421	BRIZ10180	BRIZENDINE, JACK R	11/30/22	8,691.75	MW	IS	PA
EF CHK 00057422	BRON03130	BRONOSKE, MATTHEW J	11/30/22	9,277.78	MW	IS	PA
EF CHK 00057423	BROW04280	BROWN, JASON K	11/30/22	9,796.62	MW	IS	PA
EF CHK 00057424	BROW08210	BROWN, JONATHAN	11/30/22	5,236.12	MW	IS	PA
EF CHK 00057425	BROW11160	BROWN, LANE	11/30/22	5,227.14	MW	IS	PA
EF CHK 00057426	BROW04160	BROWN, MICHAEL J	11/30/22	12,207.50	MW	IS	PA
EF CHK 00057427	BROW03260	BROWN, TYLER T	11/30/22	11,285.12	MW	IS	PA
EF CHK 00057428	BRUN10060	BRUNTON, CHAD	11/30/22	6,027.81	MW	IS	PA
EF CHK 00057429	BRYA08020	BRYAN, QUENTIN L	11/30/22	10,470.78	MW	IS	PA
EF CHK 00057430	BURK08220	BURKE, REBECCA L	11/30/22	4,076.51	MW	IS	PA
EF CHK 00057431	BURK07120	BURKE, RYAN K	11/30/22	14,616.97	MW	IS	PA
EF CHK 00057432	BUTL12200	BUTLER, BRANDON J	11/30/22	6,423.38	MW	IS	PA
EF CHK 00057433	BYKE03270	BYKERK, CHAD	11/30/22	9,872.87	MW	IS	PA
EF CHK 00057434	CABL08140	CABLE, JEFFREY P	11/30/22	21,447.90	MW	IS	PA
EF CHK 00057435	CABL02060	CABLE, MICHAEL A	11/30/22	8,364.87	MW	IS	PA
EF CHK 00057436	CALD12300	CALDIER, BRIAN L	11/30/22	14,615.03	MW	IS	PA
EF CHK 00057437	CARD12140	CARDINAL, WILLIAM T	11/30/22	11,502.79	MW	IS	PA
EF CHK 00057438	CARR10110	CARRIGAN, CHRISTOPHER M	11/30/22	13,446.30	MW	IS	PA
EF CHK 00057439	CART07070	CARTER-HOSKINSON, STEPHANY	11/30/22	10,014.56	MW	IS	PA
EF CHK 00057440	CERR03070	CERRILLO, MASON	11/30/22	6,564.65	MW	IS	PA
EF CHK 00057441	CHRI04250	CHRISTIANSON, BRYAN D	11/30/22	9,076.53	MW	IS	PA
EF CHK 00057442	CLAI03210	CLAIBOURN, JUSTIN M	11/30/22	6,570.57	MW	IS	PA
EF CHK 00057443	CLAR10100	CLARK, JORDAN P	11/30/22	5,693.50	MW	IS	PA
EF CHK 00057444	CLAY08290	CLAYTON, MARK E	11/30/22	7,164.38	MW	IS	PA
EF CHK 00057445	COBU10210	COBUN, JACOB C	11/30/22	6,210.30	MW	IS	PA
EF CHK 00057446	COKL05160	COKL, ERICK M	11/30/22	14,383.02	MW	IS	PA

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00057447	COTT10310	COTTER, KENDALL J	11/30/22	5,804.91	MW	IS	PA
EF CHK 00057448	COUR06190	COURTNEY, LUKE P	11/30/22	16,556.87	MW	IS	PA
EF CHK 00057449	COUR08040	COURTNEY, WESLEY P	11/30/22	9,876.92	MW	IS	PA
EF CHK 00057450	COX09010	COX, LAUREN	11/30/22	4,744.64	MW	IS	PA
EF CHK 00057451	CRAF04130	CRAFT JR, RICHARD	11/30/22	8,249.89	MW	IS	PA
EF CHK 00057452	CRAI04100	CRAIG, CHRISTOPHER T	11/30/22	7,828.55	MW	IS	PA
EF CHK 00057453	CURN11150	CURNUTT, DANIEL G	11/30/22	20,730.36	MW	IS	PA
EF CHK 00057454	CURR11200	CURRIE, MATTHEW A	11/30/22	13,996.24	MW	IS	PA
EF CHK 00057455	CUTH08310	CUTHBERT, SHAUN D	11/30/22	8,365.55	MW	IS	PA
EF CHK 00057456	DEMO01160	DEMOTT, JASON R	11/30/22	6,898.14	MW	IS	PA
EF CHK 00057457	DEVE02150	DEVEGLIO, PAUL M	11/30/22	9,757.47	MW	IS	PA
EF CHK 00057458	DEVI06170	DEVINE, JEFFREY A	11/30/22	9,304.62	MW	IS	PA
EF CHK 00057459	DEYE11050	DEYETTE, ZACKARY H	11/30/22	4,895.64	MW	IS	PA
EF CHK 00057460	DICK02040	DICKSON, ADAM C	11/30/22	6,672.46	MW	IS	PA
EF CHK 00057461	DORM03250	DORMAIER, MARIAH L	11/30/22	9,359.96	MW	IS	PA
EF CHK 00057462	DORS10070	DORSEY, JAMES P	11/30/22	5,577.65	MW	IS	PA
EF CHK 00057463	DULA04240	DULAS, ANTHONY P	11/30/22	11,006.23	MW	IS	PA
EF CHK 00057464	DURA01060	DURANT, ERICK J	11/30/22	7,418.32	MW	IS	PA
EF CHK 00057465	DYER08200	DYER, RICHARD C	11/30/22	13,216.99	MW	IS	PA
EF CHK 00057466	EDWA05020	EDWARDS, WAYNE R	11/30/22	14,111.89	MW	IS	PA
EF CHK 00057467	ELFE05240	ELFERT, BENJAMIN J	11/30/22	13,168.56	MW	IS	PA
EF CHK 00057468	ERIC06010	ERICKSON, TARA	11/30/22	6,247.36	MW	IS	PA
EF CHK 00057469	ERNS02240	ERNST, SUZANNE M	11/30/22	4,731.25	MW	IS	PA
EF CHK 00057470	ESCO07090	ESCOBEDO, RAY C	11/30/22	19,996.00	MW	IS	PA
EF CHK 00057471	ESTE10290	ESTES, BRIAN D	11/30/22	15,817.21	MW	IS	PA
EF CHK 00057472	FALL06200	FALLSTEAD, BAILEY	11/30/22	6,663.09	MW	IS	PA
EF CHK 00057473	FARI10080	FARIAS, JUSTEN	11/30/22	16,961.75	MW	IS	PA
EF CHK 00057474	FARR03180	FARRIS, JOSHUA L	11/30/22	13,163.74	MW	IS	PA

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
EF CHK 00057475	FERR08150	FERRIER, BRIAN S	11/30/22	26,649.94	MW	IS	PA
EF CHK 00057476	FIEL04230	FIELDMAN, SCOTT J	11/30/22	10,809.01	MW	IS	PA
EF CHK 00057477	FOLD12030	FOLDEN, JORDAN	11/30/22	15,503.47	MW	IS	PA
EF CHK 00057478	FORD03060	FORD, CHRISTOPHER A	11/30/22	4,984.27	MW	IS	PA
EF CHK 00057479	FOX05220	FOX, JESSE C	11/30/22	11,781.63	MW	IS	PA
EF CHK 00057480	FOX07170	FOX, MELISSA R	11/30/22	4,733.22	MW	IS	PA
EF CHK 00057481	FRAN10200	FRANZ, JONATHON G	11/30/22	10,080.27	MW	IS	PA
EF CHK 00057482	GACI11090	GACIOCH, STANLEY J	11/30/22	17,789.75	MW	IS	PA
EF CHK 00057483	GAFF03230	GAFFIN, DEVIN	11/30/22	4,928.14	MW	IS	PA
EF CHK 00057484	GAGE01050	GAGE, JUSTIN M	11/30/22	5,783.66	MW	IS	PA
EF CHK 00057485	GAHM03150	GAHMS, J. JOSEF	11/30/22	7,091.58	MW	IS	PA
EF CHK 00057486	GARN03200	GARNER, JOHN	11/30/22	7,955.40	MW	IS	PA
EF CHK 00057487	GEOR11060	GEORGE, JAMAL A	11/30/22	9,478.58	MW	IS	PA
EF CHK 00057488	GILK10180	GILKEY, MALAC S	11/30/22	6,853.01	MW	IS	PA
EF CHK 00057489	GILL05280	GILLESPIE, JOSEPH	11/30/22	5,149.14	MW	IS	PA
EF CHK 00057490	GIRT07050	GIRT, JAMES A	11/30/22	24,614.29	MW	IS	PA
EF CHK 00057491	GITH05170	GITHENS, MITCHELL R	11/30/22	4,658.66	MW	IS	PA
EF CHK 00057492	GLAS04300	GLASS, STEPHANIE L	11/30/22	6,393.23	MW	IS	PA
EF CHK 00057493	GONZ06220	GONZALEZ, SAMUEL	11/30/22	6,804.88	MW	IS	PA
EF CHK 00057494	GOUG05180	GOUGH, JAMES L	11/30/22	7,860.22	MW	IS	PA
EF CHK 00057495	GRAB05020	GRABINSKI, BRENT E	11/30/22	10,353.38	MW	IS	PA
EF CHK 00057496	GRAU06270	GRAUERT, JOHN H.	11/30/22	9,226.21	MW	IS	PA
EF CHK 00057497	GRAY05050	GRAYBEAL, COLIN	11/30/22	5,648.36	MW	IS	PA
EF CHK 00057498	GREE06100	GREEN, DONALD L	11/30/22	14,616.50	MW	IS	PA
EF CHK 00057499	GREE04260	GREEN, SAMUEL L	11/30/22	7,399.09	MW	IS	PA
EF CHK 00057500	GROA07250	GROAT, RANDAL C	11/30/22	19,051.64	MW	IS	PA
EF CHK 00057501	GUND02110	GUNDERMANN, BLADE T	11/30/22	8,427.05	MW	IS	PA
EF CHK 00057502	HACK05250	HACKETT, BRIAN D	11/30/22	15,123.49	MW	IS	PA

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00057503	HALL12280	HALL, CORBIN M	11/30/22	11,761.22	MW	IS	PA	
EF CHK 00057504	HAMM01040	HAMMOND, STEVEN D	11/30/22	15,163.74	MW	IS	PA	
EF CHK 00057505	HARR05210	HARRISON, JHAUVON	11/30/22	6,452.90	MW	IS	PA	
EF CHK 00057506	HARR03040	HARRUFF, PAUL W	11/30/22	6,523.08	MW	IS	PA	
EF CHK 00057507	HELL02230	HELLEY, WYATT K	11/30/22	9,317.03	MW	IS	PA	
EF CHK 00057508	HEPL10280	HEPLER, NICHOLAS	11/30/22	5,508.72	MW	IS	PA	
EF CHK 00057509	HERT10180	HERTEL, JOSEPH	11/30/22	6,357.27	MW	IS	PA	
EF CHK 00057510	HIEB04100	HIEB, RICHARD J	11/30/22	1,058.75	MW	IS	PA	
EF CHK 00057511	HOAR09280	HOAR, FRANKIE	11/30/22	5,076.80	MW	IS	PA	
EF CHK 00057512	HODG05220	HODGES, DONALD L	11/30/22	8,786.55	MW	IS	PA	
EF CHK 00057513	HOG07200	HOGUE, STEPHEN N	11/30/22	15,612.85	MW	IS	PA	
EF CHK 00057514	HOLL03120	HOLLAND, FLINT R	11/30/22	5,655.98	MW	IS	PA	
EF CHK 00057515	HOLL07020	HOLLSTROM, SCOTT J	11/30/22	13,648.90	MW	IS	PA	
EF CHK 00057516	HOLM03060	HOLM, ALEXANDER J	11/30/22	9,790.57	MW	IS	PA	
EF CHK 00057517	HOPE07010	HOPE, DENNIS H	11/30/22	6,757.27	MW	IS	PA	
EF CHK 00057518	HOWE12160	HOWELL, BRENNAN	11/30/22	9,182.72	MW	IS	PA	
EF CHK 00057519	HOWE11090	HOWELL, JASON D	11/30/22	14,324.87	MW	IS	PA	
EF CHK 00057520	HUCK06270	HUCKE, KEVIN C	11/30/22	9,856.67	MW	IS	PA	
EF CHK 00057521	HUDS09150	HUDSON, KYLER	11/30/22	7,535.27	MW	IS	PA	
EF CHK 00057522	HUDS04230	HUDSPETH, STEPHEN	11/30/22	10,358.32	MW	IS	PA	
EF CHK 00057523	HUNT04150	HUNT, MATTHEW D.L.	11/30/22	9,883.86	MW	IS	PA	
EF CHK 00057524	HYAT03230	HYATT, DIANE M	11/30/22	5,461.90	MW	IS	PA	
EF CHK 00057525	IRWI12310	IRWIN, SEAN S	11/30/22	11,157.04	MW	IS	PA	
EF CHK 00057526	JACK04070	JACKSON, ADAM D	11/30/22	14,396.69	MW	IS	PA	
EF CHK 00057527	JACK04190	JACKSON, AMY B	11/30/22	5,767.60	MW	IS	PA	
EF CHK 00057528	JAME08270	JAMES, AARON J	11/30/22	9,429.63	MW	IS	PA	
EF CHK 00057529	JAUR05250	JAURIGUE, RICKY	11/30/22	7,854.29	MW	IS	PA	
EF CHK 00057530	JETT10170	JETTER, MEGAN J	11/30/22	9,779.40	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00057531	JOHN05180	JOHNSON, MICHAEL L	11/30/22	11,354.51	MW	IS	PA	
EF CHK 00057532	JOHN07230	JOHNSTON, BRICE A	11/30/22	9,483.49	MW	IS	PA	
EF CHK 00057533	JOHN10210	JOHNSTON, CHESTER L	11/30/22	6,529.73	MW	IS	PA	
EF CHK 00057534	KAMK01270	KAMKE, ALLAN R	11/30/22	20,250.52	MW	IS	PA	
EF CHK 00057535	KAMK10180	KAMKE, DAVID N	11/30/22	18,018.88	MW	IS	PA	
EF CHK 00057536	KAPL10260	KAPLAN, TYLER JOEL	11/30/22	10,459.86	MW	IS	PA	
EF CHK 00057537	KARN11170	KARNS, RUSSELL C	11/30/22	23,300.25	MW	IS	PA	
EF CHK 00057538	KAVA12210	KAVANAUGH, JAMIE K	11/30/22	5,845.58	MW	IS	PA	
EF CHK 00057539	KEMP01170	KEMP, AARON C	11/30/22	17,374.05	MW	IS	PA	
EF CHK 00057540	KENT02060	KENT, RONALD E	11/30/22	22,061.51	MW	IS	PA	
EF CHK 00057541	KETT03030	KETTER, KYLE J	11/30/22	4,283.38	MW	IS	PA	
EF CHK 00057542	KLEM02060	KLEMM, KELLY L	11/30/22	6,124.69	MW	IS	PA	
EF CHK 00057543	KLUB04030	KLUBE, TAMRA A	11/30/22	5,332.46	MW	IS	PA	
EF CHK 00057544	KNIG03100	KNIGHTON JR, RONNIE B	11/30/22	9,599.78	MW	IS	PA	
EF CHK 00057545	KOND01160	KONDRA, JOSHUA	11/30/22	4,892.80	MW	IS	PA	
EF CHK 00057546	KOND11050	KONDRA, MICHAEL L	11/30/22	11,821.47	MW	IS	PA	
EF CHK 00057547	KOUS12290	KOUsETTIS, STELIOS	11/30/22	8,842.14	MW	IS	PA	
EF CHK 00057548	KOVA04180	KOVASH, LOGAN T	11/30/22	10,282.01	MW	IS	PA	
EF CHK 00057549	KREK10100	KREKLING, JEFFREY S	11/30/22	12,600.27	MW	IS	PA	
EF CHK 00057550	KUEH10230	KUEHLTHAU, ERIC J	11/30/22	8,366.89	MW	IS	PA	
EF CHK 00057551	KUFF12140	KUFFLER, RYAN	11/30/22	6,077.97	MW	IS	PA	
EF CHK 00057552	KUZA10160	KUZARO, CORY R	11/30/22	12,516.50	MW	IS	PA	
EF CHK 00057553	LAMB04260	LAMB, AARON R	11/30/22	10,782.36	MW	IS	PA	
EF CHK 00057554	LAMB10110	LAMBERT, LOGAN C	11/30/22	12,823.51	MW	IS	PA	
EF CHK 00057555	LAMI12270	LAMIE, ROBERT D	11/30/22	5,478.97	MW	IS	PA	
EF CHK 00057556	LANG03290	LANGLOW, CREIGHTON	11/30/22	4,926.32	MW	IS	PA	
EF CHK 00057557	LARS08040	LARSEN, ROMAN A	11/30/22	7,428.84	MW	IS	PA	
EF CHK 00057558	LE06020	LE, ALEXANDER C	11/30/22	5,711.84	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00057559	LEE11100	LEE, JEREMY	11/30/22	6,343.73	MW	IS	PA	
EF CHK 00057560	LESS08200	LESSER, MONICA	11/30/22	3,986.80	MW	IS	PA	
EF CHK 00057561	LEVE10200	LEVENSELLER, BRIAN P	11/30/22	9,384.95	MW	IS	PA	
EF CHK 00057562	LIPK07300	LIPKE, JONATHAN	11/30/22	8,242.44	MW	IS	PA	
EF CHK 00057563	LONG05260	LONG III, THOMAS P	11/30/22	7,398.13	MW	IS	PA	
EF CHK 00057564	LORE03080	LORENZ, ROBERT C	11/30/22	16,493.34	MW	IS	PA	
EF CHK 00057565	LUCA09190	LUCAS, DAVID M	11/30/22	12,027.22	MW	IS	PA	
EF CHK 00057566	LUCE06290	LUCEY, MICHAEL	11/30/22	13,869.26	MW	IS	PA	
EF CHK 00057567	LUKE08170	LUKE, JOSHUA A	11/30/22	13,924.89	MW	IS	PA	
EF CHK 00057568	MADI02210	MADISON, DANIKA B	11/30/22	7,158.47	MW	IS	PA	
EF CHK 00057569	MADI02270	MADISON, RYAN E	11/30/22	5,424.23	MW	IS	PA	
EF CHK 00057570	MANG11020	MANGAN, JEREMY W	11/30/22	8,447.70	MW	IS	PA	
EF CHK 00057571	MARQ11140	MARQUARDT, PATRICK D	11/30/22	6,908.05	MW	IS	PA	
EF CHK 00057572	MART09130	MARTIN, KYLE D	11/30/22	7,261.14	MW	IS	PA	
EF CHK 00057573	MART05180	MARTINAZZI, REBECCA A	11/30/22	5,998.26	MW	IS	PA	
EF CHK 00057574	MART01240	MARTINSON, BRETT R	11/30/22	12,226.12	MW	IS	PA	
EF CHK 00057575	MART12050	MARTINSON, RODNEY L	11/30/22	12,126.53	MW	IS	PA	
EF CHK 00057576	MARZ11020	MARZOLF, ZACHARY	11/30/22	9,917.29	MW	IS	PA	
EF CHK 00057577	MCAF01180	MCAFEE, ANDREW B	11/30/22	9,345.82	MW	IS	PA	
EF CHK 00057578	MCCA01050	MCCABE, C ADAM	11/30/22	9,853.58	MW	IS	PA	
EF CHK 00057579	MCCO09160	MCCORMICK, CYDNI A	11/30/22	6,881.63	MW	IS	PA	
EF CHK 00057580	MCCU01270	MCCUTCHEON, KEVIN J	11/30/22	23,336.42	MW	IS	PA	
EF CHK 00057581	MCDO03170	MCDONALD, MICHAEL	11/30/22	9,146.64	MW	IS	PA	
EF CHK 00057582	MCDO08100	MCDOWELL, MATTHEW	11/30/22	19,284.77	MW	IS	PA	
EF CHK 00057583	MCFA07170	MCFADDEN, JOEL S	11/30/22	7,948.41	MW	IS	PA	
EF CHK 00057584	MCGA08140	MCGAVRAN, DONAL R	11/30/22	6,572.06	MW	IS	PA	
EF CHK 00057585	MCGR11300	MCGRATH, ROSS M	11/30/22	8,817.26	MW	IS	PA	
EF CHK 00057586	MCKE09220	MCKENZIE, RADCLIFFE L	11/30/22	17,396.23	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
EF CHK 00057587	MCKI02200	MCKINNON, JACOB	11/30/22	7,862.58	MW	IS	PA
EF CHK 00057588	MCNE09230	MCNEALLEY, ERIC J	11/30/22	8,523.07	MW	IS	PA
EF CHK 00057589	MERR05270	MERRIMAN, PATRICK A	11/30/22	7,722.13	MW	IS	PA
EF CHK 00057590	MICH04170	MICHEL, MAURICE	11/30/22	5,646.47	MW	IS	PA
EF CHK 00057591	MITC10150	MITCHELL, DALE T.	11/30/22	939.48	MW	IS	PA
EF CHK 00057592	MOAN12210	MOAN, ANDREW V	11/30/22	9,750.66	MW	IS	PA
EF CHK 00057593	MOE04030	MOE, ANDREW A	11/30/22	9,184.00	MW	IS	PA
EF CHK 00057594	MOOR09280	MOOR, ZACHARY D	11/30/22	4,924.52	MW	IS	PA
EF CHK 00057595	MORR06170	MORROW, DUSTIN E	11/30/22	11,834.86	MW	IS	PA
EF CHK 00057596	MOSL04100	MOSLEY, JACKSON	11/30/22	7,004.74	MW	IS	PA
EF CHK 00057597	MUNR10020	MUNRO, SCOTT G	11/30/22	11,293.98	MW	IS	PA
EF CHK 00057598	MURP09030	MURPHY, PHILIP R	11/30/22	6,794.65	MW	IS	PA
EF CHK 00057599	NAUB09110	NAUBERT, FRANK C	11/30/22	18,655.83	MW	IS	PA
EF CHK 00057600	NELS02190	NELSON, JUSTIN	11/30/22	10,566.71	MW	IS	PA
EF CHK 00057601	NODA03310	NODAL, SOLON	11/30/22	7,190.68	MW	IS	PA
EF CHK 00057602	NOLL08130	NOLL, TODD M	11/30/22	20,354.06	MW	IS	PA
EF CHK 00057603	NYLA01010	NYLANDER, KEITH	11/30/22	4,929.59	MW	IS	PA
EF CHK 00057604	OTOO08280	O'TOOLE, JUSTIN	11/30/22	9,019.83	MW	IS	PA
EF CHK 00057605	OHIR07230	OHIRA, JOEY Y	11/30/22	12,093.24	MW	IS	PA
EF CHK 00057606	OLDE01030	OLDEN, CARA	11/30/22	5,921.09	MW	IS	PA
EF CHK 00057607	ORSE08240	ORSETH, RYAN	11/30/22	9,904.86	MW	IS	PA
EF CHK 00057608	OSBO09030	OSBORNE, DANIEL J	11/30/22	7,141.71	MW	IS	PA
EF CHK 00057609	OTTO05240	OTTO, JOSEPH	11/30/22	7,250.51	MW	IS	PA
EF CHK 00057610	PACK03110	PACKER, JESSICA	11/30/22	4,836.43	MW	IS	PA
EF CHK 00057611	PARA08030	PARAMAPOONYA, ARIEL M	11/30/22	4,574.18	MW	IS	PA
EF CHK 00057612	PARM05240	PARMELEE, JAMES LOGAN	11/30/22	7,902.18	MW	IS	PA
EF CHK 00057613	PATT10300	PATTERSON, BROOKS R	11/30/22	7,148.62	MW	IS	PA
EF CHK 00057614	PFEI11100	PFEIFFER, MATTHEW E	11/30/22	8,275.03	MW	IS	PA

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00057615	PHA02210	PHA, URA	11/30/22	5,561.92	MW	IS	PA	
EF CHK 00057616	PHAN08260	PHAN, BRYAN C	11/30/22	6,267.53	MW	IS	PA	
EF CHK 00057617	PILC08200	PILCHER, CHERYL L	11/30/22	5,104.24	MW	IS	PA	
EF CHK 00057618	POE11200	POE, THOMAS	11/30/22	14,790.04	MW	IS	PA	
EF CHK 00057619	POWE03090	POWER, JEFFREY J	11/30/22	17,109.33	MW	IS	PA	
EF CHK 00057620	PUGH03310	PUGH, JEFFREY S	11/30/22	8,369.72	MW	IS	PA	
EF CHK 00057621	RAGS12050	RAGSDALE, DAVID W	11/30/22	5,632.58	MW	IS	PA	
EF CHK 00057622	RAMI10200	RAMIREZ-MONTALVO, JOSE LUIS	11/30/22	5,077.31	MW	IS	PA	
EF CHK 00057623	REIN08050	REINKE, CHRISTIAN D	11/30/22	4,570.98	MW	IS	PA	
EF CHK 00057624	REND12090	REND, JASON A	11/30/22	8,266.18	MW	IS	PA	
EF CHK 00057625	RENN06010	RENNER, MATTHEW S	11/30/22	6,078.28	MW	IS	PA	
EF CHK 00057626	RESE12020	RESECK, BRENDON	11/30/22	9,230.02	MW	IS	PA	
EF CHK 00057627	RESO01310	RESOP, JESSICA	11/30/22	5,842.45	MW	IS	PA	
EF CHK 00057628	RHON02100	RHONE, SHELLEY L	11/30/22	7,934.22	MW	IS	PA	
EF CHK 00057629	RICE08300	RICE, ANTHONY	11/30/22	5,124.82	MW	IS	PA	
EF CHK 00057630	RICH06060	RICHARDSON JR, ROBERT A	11/30/22	5,657.80	MW	IS	PA	
EF CHK 00057631	RICH10210	RICHMOND, CHRISTOPHER L	11/30/22	14,381.33	MW	IS	PA	
EF CHK 00057632	RIDD08300	RIDDELL, CHRISTIAN	11/30/22	6,387.36	MW	IS	PA	
EF CHK 00057633	RIOU07180	RIOUX, TIMOTHY J	11/30/22	16,393.11	MW	IS	PA	
EF CHK 00057634	RISL10040	RISLEY, PATRICK T	11/30/22	1,599.24	MW	IS	PA	
EF CHK 00057635	RIVE04040	RIVERA, AARON J	11/30/22	8,926.85	MW	IS	PA	
EF CHK 00057636	ROBA06140	ROBACKER, TANYA L	11/30/22	9,460.87	MW	IS	PA	
EF CHK 00057637	ROSE10070	ROSELLE, BRENT W	11/30/22	11,059.28	MW	IS	PA	
EF CHK 00057638	ROSE10280	ROSENLUND, ADAM G	11/30/22	15,993.55	MW	IS	PA	
EF CHK 00057639	ROSS01150	ROSS, DENISE M	11/30/22	5,755.56	MW	IS	PA	
EF CHK 00057640	ROZE05100	ROZELL, NICHOLAS D	11/30/22	5,491.09	MW	IS	PA	
EF CHK 00057641	RUTH02190	RUTHFORD, JEFFREY C	11/30/22	5,496.33	MW	IS	PA	
EF CHK 00057642	SABI08020	SABIN, JEREMY L	11/30/22	7,484.68	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00057643	SALA11060	SALAHUDDIN, AISHA	11/30/22	8,892.30	MW	IS	PA	
EF CHK 00057644	SANT01190	SANTOS, MATTHEW D	11/30/22	14,343.71	MW	IS	PA	
EF CHK 00057645	SAYL10200	SAYLER, TANNER	11/30/22	4,241.80	MW	IS	PA	
EF CHK 00057646	SCHA11230	SCHAEFER, PETER	11/30/22	5,079.14	MW	IS	PA	
EF CHK 00057647	SCHL02140	SCHLIESMAN, NADIA	11/30/22	5,561.14	MW	IS	PA	
EF CHK 00057648	SCHM04170	SCHMIDT, MARK A	11/30/22	12,548.79	MW	IS	PA	
EF CHK 00057649	SCHN02280	SCHNEEGAS, SEAN	11/30/22	10,389.58	MW	IS	PA	
EF CHK 00057650	SCOT04050	SCOTT-RALSTON, MICAH	11/30/22	9,459.38	MW	IS	PA	
EF CHK 00057651	SEAB05020	SEABURG, COLTON	11/30/22	4,987.77	MW	IS	PA	
EF CHK 00057652	SEBE08210	SEBERSON, PETER S	11/30/22	6,092.71	MW	IS	PA	
EF CHK 00057653	SEVE05200	SEVERE, LETANIA P	11/30/22	5,437.01	MW	IS	PA	
EF CHK 00057654	SHAW12280	SHAW, DARRIN J	11/30/22	8,364.58	MW	IS	PA	
EF CHK 00057655	SHEP11240	SHEPARD, BENJAMIN T	11/30/22	2,041.25	MW	IS	PA	
EF CHK 00057656	SILV11090	SILVER-COLSON, EMILY	11/30/22	5,183.14	MW	IS	PA	
EF CHK 00057657	SIMA07140	SIMANJUNTAK, SAM	11/30/22	7,971.21	MW	IS	PA	
EF CHK 00057658	SIMM08080	SIMMONS, JASON D	11/30/22	17,929.73	MW	IS	PA	
EF CHK 00057659	SMIT06270	SMITH, DEREK L	11/30/22	6,855.12	MW	IS	PA	
EF CHK 00057660	SMIT04160	SMITH, KYLE EDWARD	11/30/22	7,849.79	MW	IS	PA	
EF CHK 00057661	SMIT03150	SMITH, KYLE L	11/30/22	7,597.29	MW	IS	PA	
EF CHK 00057662	SMIT06250	SMITH, ROBERT S	11/30/22	20,636.69	MW	IS	PA	
EF CHK 00057663	SNYD02280	SNYDER, JOSEPH S	11/30/22	7,618.91	MW	IS	PA	
EF CHK 00057664	SNYD01270	SNYDER, RYAN C	11/30/22	5,393.17	MW	IS	PA	
EF CHK 00057665	SOBO06010	SOBOLE, JAMES A	11/30/22	22,543.52	MW	IS	PA	
EF CHK 00057666	SOEL07150	SOELLING, JOHN E	11/30/22	9,505.86	MW	IS	PA	
EF CHK 00057667	SOKO06070	SOKOLOV, OLEG V	11/30/22	23,693.21	MW	IS	PA	
EF CHK 00057668	SONN03260	SONNEMAN, ROBERT	11/30/22	6,201.22	MW	IS	PA	
EF CHK 00057669	SOWA03310	SOWARDS, EVAN	11/30/22	5,344.14	MW	IS	PA	
EF CHK 00057670	STAN05260	STANLEY, EVAN	11/30/22	16,371.45	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00057671	STED11150	STEDMAN, ANTHONY J	11/30/22	8,951.23	MW	IS	PA	
EF CHK 00057672	STEP08140	STEPHENS, DANIEL L	11/30/22	6,830.81	MW	IS	PA	
EF CHK 00057673	STEP02160	STEPHEY, MERLE M	11/30/22	5,795.72	MW	IS	PA	
EF CHK 00057674	STOL07110	STOLTENBERG, KIM M	11/30/22	12,525.84	MW	IS	PA	
EF CHK 00057675	STRI03310	STRINGFELLOW, STEVE G	11/30/22	939.48	MW	IS	PA	
EF CHK 00057676	STRO06150	STROJAN, FREDERICK	11/30/22	5,310.80	MW	IS	PA	
EF CHK 00057677	STUE06060	STUEVE, ERIC J	11/30/22	18,696.62	MW	IS	PA	
EF CHK 00057678	STUE08090	STUEVE, PAUL A	11/30/22	21,494.20	MW	IS	PA	
EF CHK 00057679	TAYL12310	TAYLOR, DAVID S	11/30/22	13,848.52	MW	IS	PA	
EF CHK 00057680	TAYL05140	TAYLOR, MATTHEW	11/30/22	5,358.14	MW	IS	PA	
EF CHK 00057681	TAYL07290	TAYLOR, ROBERT T	11/30/22	9,617.73	MW	IS	PA	
EF CHK 00057682	TAYL05150	TAYLOR, RYAN J	11/30/22	8,433.92	MW	IS	PA	
EF CHK 00057683	TCHO01310	TCHOBANOFF, NOAH C	11/30/22	11,425.47	MW	IS	PA	
EF CHK 00057684	TENN03070	TENNISON, JOSEPH C	11/30/22	10,748.68	MW	IS	PA	
EF CHK 00057685	TEYS04230	TEYSSSEDRE, FABIEN A	11/30/22	13,042.75	MW	IS	PA	
EF CHK 00057686	THOM06260	THOMPSON, BENJAMIN A	11/30/22	11,990.02	MW	IS	PA	
EF CHK 00057687	THOM02240	THOMPSON, COURTNEY B	11/30/22	4,242.65	MW	IS	PA	
EF CHK 00057688	THOM11090	THOMPSON, REED	11/30/22	15,646.09	MW	IS	PA	
EF CHK 00057689	TISS01300	TISSUE, DANA R	11/30/22	972.66	MW	IS	PA	
EF CHK 00057690	TOFT06180	TOFT, JEREMY H	11/30/22	9,406.89	MW	IS	PA	
EF CHK 00057691	TOLE02180	TOLER, ETHAN E	11/30/22	12,948.08	MW	IS	PA	
EF CHK 00057692	TOVA09280	TOVAR, FRANCISCO L	11/30/22	8,266.72	MW	IS	PA	
EF CHK 00057693	VAND10060	VANDERSTAAY, KORY	11/30/22	5,765.22	MW	IS	PA	
EF CHK 00057694	VERE10310	VERELLEN, DAVID W	11/30/22	15,208.42	MW	IS	PA	
EF CHK 00057695	VINI08310	VINING, KELLY J	11/30/22	10,456.68	MW	IS	PA	
EF CHK 00057696	VLAS12220	VLASENKO, MIKHAIL G	11/30/22	7,724.71	MW	IS	PA	
EF CHK 00057697	WADD09200	WADDELL, AARON G	11/30/22	8,541.58	MW	IS	PA	
EF CHK 00057698	WAGN12250	WAGNER, SETH J	11/30/22	7,132.77	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00057699	WALT03310	WALTERS, QUAID P	11/30/22	5,917.82	MW	IS	PA	
EF CHK 00057700	WASH11090	WASHO, SUSAN E	11/30/22	10,960.66	MW	IS	PA	
EF CHK 00057701	WATA03160	WATAMURA, BRADLEY T	11/30/22	10,568.12	MW	IS	PA	
EF CHK 00057702	WEHM06180	WEHMHOFER, NICHOLAS	11/30/22	4,867.07	MW	IS	PA	
EF CHK 00057703	WEID09060	WEIDMAN, RYAN	11/30/22	4,831.97	MW	IS	PA	
EF CHK 00057704	WEND07300	WENDT, FRED W	11/30/22	8,734.47	MW	IS	PA	
EF CHK 00057705	WHIT07260	WHITE, NATHAN A	11/30/22	10,954.01	MW	IS	PA	
EF CHK 00057706	WILL05290	WILLADSON, KEVIN J	11/30/22	7,834.17	MW	IS	PA	
EF CHK 00057707	WILL01190	WILLIAMS, KEVIN	11/30/22	14,660.63	MW	IS	PA	
EF CHK 00057708	WILL11250	WILLIAMS, OLIVER	11/30/22	7,061.34	MW	IS	PA	
EF CHK 00057709	WILL02260	WILLIAMS, RONALD D	11/30/22	17,563.68	MW	IS	PA	
EF CHK 00057710	WILL04150	WILLIAMSON, TROY D	11/30/22	11,511.28	MW	IS	PA	
EF CHK 00057711	WILL03290	WILLIS, ROBERT C	11/30/22	454.80	MW	IS	PA	
EF CHK 00057712	WILS09050	WILSON, DANIEL O	11/30/22	7,001.77	MW	IS	PA	
EF CHK 00057713	WISE07120	WISEMAN, TRACY L	11/30/22	6,971.91	MW	IS	PA	
EF CHK 00057714	WOHR08050	WOHRLE, PETER J	11/30/22	9,743.35	MW	IS	PA	
EF CHK 00057715	WOOD07110	WOOD, JACQUELYN N	11/30/22	5,497.58	MW	IS	PA	
EF CHK 00057716	WORK11050	WORKMAN, BRYAN K	11/30/22	6,583.09	MW	IS	PA	
EF CHK 00057717	WORK10250	WORKMAN, LINDA S	11/30/22	5,179.41	MW	IS	PA	
EF CHK 00057718	YARB12160	YARBROUGH, KYLE W	11/30/22	7,663.02	MW	IS	PA	
EF CHK 00057719	YOUN05220	YOUNG, ALEX	11/30/22	4,101.72	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
		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		3,132,358.63		Number of Checks Processed:		329	
		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		3,132,358.63					

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00013772	COFFFUND	CP Coffee Fund	11/28/22	2,032.00	MW	CX	
AP EFT 00013773	FLOWFUND	Flower Fund	11/28/22	120.00	MW	CX	
AP EFT 00013774	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	11/28/22	711,158.56	MW	CX	
AP EFT 00013775	NWFFT	NORTHWEST FIREFIGHTERS TRUS	11/28/22	28,995.57	MW	CX	
AP EFT 00013776	PCPROFFF	PC Professional Firefighter	11/28/22	138,587.46	MW	CX	
AP EFT 00013777	CPFRFLEX	CPFR HRA/FSA/S125 Account	11/28/22	1,100.00	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	881,993.59	Number of EFTs Processed:	6
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	881,993.59		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 11/28/2022

End Date: 11/28/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
COFFEE FUND (COFFFUND)						
	2800/2201011	11/28/2022	1,587.12	NOVEMBER PAYROLL	001	23184
	2800/2201011	11/28/2022	444.88	NOVEMBER PAYROLL	101	23184
TOTAL FOR CHECK AP 00013772:			2,032.00			
CPFR HRA/FSA/S125 ACCOUNT (CPFRFLEX)						
	2453/2201011	11/28/2022	556.92	NOVEMBER PAYROLL	001	23197
	2453/2201011	11/28/2022	543.08	NOVEMBER PAYROLL	101	23197
TOTAL FOR CHECK AP 00013777:			1,100.00			
FLOWER FUND (FLOWFUND)						
	2802/2201011	11/28/2022	113.98	NOVEMBER PAYROLL	001	23184
	2802/2201011	11/28/2022	6.02	NOVEMBER PAYROLL	101	23184
TOTAL FOR CHECK AP 00013773:			120.00			
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)						
	1400/2201011	11/28/2022	515,928.15	NOVEMBER PAYROLL	001	23157
	1400/2201011	11/28/2022	193,346.63	NOVEMBER PAYROLL	101	23157
	1711/2201011	11/28/2022	96.48	NOVEMBER PAYROLL	001	23155
	2716/2201011	11/28/2022	1,063.72	NOVEMBER PAYROLL	001	23155
	2716/2201011	11/28/2022	504.93	NOVEMBER PAYROLL	101	23155
	2717/2201011	11/28/2022	37.65	NOVEMBER PAYROLL	101	23155
	2717/2201011	11/28/2022	181.00	NOVEMBER PAYROLL	001	23155
TOTAL FOR CHECK AP 00013774:			711,158.56			
NORTHWEST FIREFIGHTERS TRUST (NWFFT)						
	1401/2201011	11/28/2022	26,327.72	NOVEMBER PAYROLL	001	23157
	1401/2201011	11/28/2022	2,540.23	NOVEMBER PAYROLL	101	23157
	2410/2201011	11/28/2022	127.62	NOVEMBER PAYROLL	001	23157
TOTAL FOR CHECK AP 00013775:			28,995.57			
PC PROFESSIONAL FIREFIGHTERS L (PCPROFF)						
	2300/2201011	11/28/2022	70,018.45	NOVEMBER PAYROLL	001	23160
	2300/2201011	11/28/2022	23,786.47	NOVEMBER PAYROLL	101	23160
	2303/2201011	11/28/2022	282.54	NOVEMBER PAYROLL	001	23160
	2440/2201011	11/28/2022	34,660.88	NOVEMBER PAYROLL	001	23160
	2440/2201011	11/28/2022	9,839.12	NOVEMBER PAYROLL	101	23160
TOTAL FOR CHECK AP 00013776:			138,587.46			
REPORT TOTAL:			881,993.59			



Board Meeting Agenda Item Summary

Agenda Date: December 12, 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: _____

SUGGESTED MOTION:

"To approve Resolution 22-12 Dissolving Petty Cash, Change, and Advanced Travel Funds, redeposit these funds into the District's main depository account, and designate Stephany Carter-Hoskinson as Custodian for the remaining District change fund and Imprest Fund."

SUMMARY:

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 District's main depository account as follows:

Account (s)	Amount
Petty Cash Funds	\$ 400.00
Change Funds	400.00



Board Meeting Agenda Item Summary

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: December 12, 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: _____

SUGGESTED MOTION:

"I move to approve the second reading of Board Policy 3.18 – Receipting and Depositing Incoming Funds as presented by Staff."

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-~~
- ~~A.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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input directly into the card processing software and no
separate note of card information, or physical impression,
shall be made or physically stored"

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CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.18

ORIGINATED: 10/15/2004
APPROVED: 12/12/2022
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	December 12, 2022
Item Title:	Revised Policy 340 – Exempt/Non-Rep/Non-Uniformed Common Benefits
Attachments:	Revised Policy 340 – Exempt/Non-Rep/Non-Uniformed Common Benefits
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

This policy is presented for first reading and comment.

Please see the attached revised policy.

The summary of changes are as follows:

- Modifications for hires after 11.1.2022 regarding which positions will serve under Personal Service Contracts
- Adjustments to sick leave accrual*
- Adjustments to holiday hours*
- Adjustments to bereavement leave*
- Adjustments to deferred compensation*
- Adjustments to clothing allowance*

*all of these changes are consistent with recently settled collective bargaining agreements

Chief Morrow and I will be at the meeting on December 12th to review the proposed changes and answer any questions you may have.

Thank you.

FINANCIAL IMPACT:



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 340

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

EFFECTIVE DATE: January 1, 2022

OWNER: Human Resources

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS:

Form 340.A Buy-Out Election Results

INTENT:

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

1.0 DEFINITIONS

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

2.0 POLICIES

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

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

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

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

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

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

3.0 PROCEDURES

3.1 Hours of Work.

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

3.2 Salary.

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

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

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

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

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

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

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

3.3 **Vacation Accrual and Usage.**

3.3.1 The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in 3.3.3,

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

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

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

3.4 **Sick leave Accrual and Usage.**

3.4.1 Employees shall accrue sick leave hours at the rate of ten (10) hours for each full month of service. Maximum sick leave accrual bank is 1560 hours.

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

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

3.5 **Holidays.**

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

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

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

- 3.5.3 If the Washington State legal holiday falls on a Saturday, employees will normally be granted Friday off for the holiday. If the Washington State legal holiday falls on a Sunday, employees will normally be granted Monday off for the holiday.
- 3.6 **Bereavement Leave.**
- 3.6.1 In the event of a death in the immediate family of an employee, the employee shall be granted up to 24 hours off with pay. An additional 16 hours off with pay will be granted for out of state travel.
- 3.6.2 Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse.
- 3.7 **Longevity.**
- 3.7.1 CPFR pays additional compensation based on longevity, on a monthly basis according to the following schedule:
- 5–9 years (61–120 months) of employment = 2% of current salary
10–14 years (121–180 months) of employment = 4% of current salary
15–19 years (181–240 months) of employment = 6% of current salary
20–24 years (241–300 months) of employment = 8% of current salary
25–29 years (301–360 months) of employment = 11% of current salary
30+ years (361+ months) or employment = 13% of current salary
- 3.8 **Medical, Dental, Vision and Life Insurance Coverage.**
- 3.8.1 Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2021. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2021. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.
- 3.8.2 The amount the District will pay for benefits will be increased in 2022 and 2023 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the

employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.

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

3.9 **Health Reimbursement Account.**

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

3.9.2 Employees covered under this policy will vote annually on how to distribute leave buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 340.A in the last quarter of the preceding year.

3.10 **Retirement.**

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

3.11 **Clothing Allowance.**

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

3.12 **Wellness Program.**

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

3.13 **Professional Development.**

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

3.14 **Professional and Civic Club Memberships.**

3.14.1 The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the Board, the employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all membership-related expenses including dues and assessments.

3.15 **Grievance Procedures.**

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

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

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

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

4.0 REFERENCE

4.1 Appendix "A"

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.40

ORIGINATED: January 1, 2023

APPROVED:

EFFECTIVE:

SUBJECT: FLSA EXEMPT, NON-REPRESENTED, NON-UNIFORMED EMPLOYEES COMMON BENEFITS

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

AUTHORITY & RESPONSIBILITY: ~~XXX~~

The Fire Chief and Human Resources Director have the authority and responsibility to ensure the components of this Board Policy are carried out as outlined.

I. DEFINITIONS

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

POLICY:

I. This FLSA Exempt, Non-Represented, Non-Uniformed Employees Policy ("Policy") covers the following CPFR positions:

- a. Finance Director*
- b. Controller*
- c. Human Resources Director*
- d. ~~Senior Human Resources Analyst~~ Deputy Human Resources Director*
- e. Human Resources Analyst
- f. Information Technology Director* and
- g. C.A.R.E.S. Manager
- h. Community Health Worker
- i. Crisis Intervention Coordinator
- j. Help Desk Supervisor

CPFR may in the future add additional positions that are subject to this Policy. Officers and employees covered by this Policy are collectively referenced as "Exempt Employees."

~~All Exempt Employees~~ hired prior to November 1, 2022 are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual's employment agreement prevails over this Policy.

Beginning November 1, 2022, only the positions noted with an * above will be subject to individual employment agreements. All of other positions will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG's.

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

- A. Agreement
- B. Purpose and Intent
- C. Duties
- D. Term
- E. Termination – Resignation
- F. Salary – Including CPI
- G. Miscellaneous
- H. The above list is not exclusive and each agreement remains subject to the mutual agreement of both CPFR and an employee.

~~H.I.~~ III. Exempt, Non-Represented, Non-Uniformed Employees hired after November 1, 2022 will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG's.

PROCEDURE:

I. HOURS OF WORK

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

II. SALARY

- A. The salaries for employees are ~~fixed in the individual employment agreements between an employee and CPFR. Such salary is within the discretion of~~set annually by the Board of Fire Commissioners.
 - 1. Except as otherwise provided, the salary for exempt employees will generally be based on a salary schedule consisting of five (5) steps (A through E), with a fixed 5% differential between steps starting from the base step.
 - 2. New employees will start at the "A" step in the schedule unless otherwise determined by the Fire Chief ~~and Board~~.
 - 3. Each step is for a period of one (1) year, unless otherwise determined by the Fire Chief ~~and Board~~.
 - 4. This salary step schedule will be identified in individual employment agreements as Appendix "A".
- B. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. A market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.

III. VACATION ACCRUAL AND USAGE

- A. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in (C).

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

- B. The Fire Chief ~~and Board of Fire Commissioners~~ may place a newly hired Exempt Employee anywhere on the vacation schedule as determined by their experience and qualifications.
- C. In recognition of the extended hours of work that is required of exempt employees, an additional fifty (50) hours of leave will be credited to an employee's vacation accrual each January 1.

IV. SICK LEAVE ACCRUAL AND USAGE

- A. Employees shall accrue sick leave hours at the rate of ~~ten-seventeen~~ (1017) hours for each full month of service. Maximum sick leave accrual bank is 1560 hours.
- B. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and ~~will be treated as regular income (e.g. subject to income taxes).~~ shall be paid accordingly:
 - 1. One hundred percent (100%) shall be contributed into the members HRA account.
- C. Upon ~~retirement~~ voluntary separation, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours ~~and shall be paid accordingly:-~~

1. Mandatory Accrued Sick Leave Contribution

Upon the employee's voluntary 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 two (2) 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 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.

B.

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

V. HOLIDAYS

A. Employees shall be awarded ~~112-120~~ holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to ~~fifty-six (56)~~120 hours each year, in lieu of holidays worked. This will be paid in November of each year.

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

New Year's Day	January 1 st
Martin Luther King Jr's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September

Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day Following Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25 th

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

VI. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 24-40 hours off with pay. ~~An additional 16 hours off with pay will be granted for out of state travel.~~
- B. 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 days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2021-2023. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2021-2023. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.

- B. The amount the District will pay for benefits will be increased in ~~2022-2024~~ and ~~2023-2025~~ by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.
- C. Employees may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$4,000 annually, paid out 1/12 monthly, as an additional benefit for the employee.

IX. HEALTH REIMBURSEMENT ACCOUNT

- A. CPFR contributes annually to a HRA/VEBA account in the amount of \$4,000 to help offset out of pocket costs to the employee due to enrollment in a high deductible medical/vision coverage plan. Funds will be frontloaded into the HRA on or before January 5 of each year. It is understood that at year end, any remaining funds will be rolled directly into a HRA/VEBA for the benefit of the employee.
- B. Employees covered under this policy will vote annually on how to distribute leave buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 340.A in the last quarter of the preceding year.

X. DEFERRED COMPENSATION

- A. The District shall contribute four and one-half percent (4.5%) of the employee's base wage per month, or Four Hundred Dollars (\$400), whichever is greater, per employee, to the deferred compensation plan with no employees matching required.

~~XI.~~ RETIREMENT

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

~~XI.~~XII. CLOTHING ALLOWANCE

- A. Upon hire, CPFR will provide five (5) ~~two (2) shirts with the CPFR emblem~~ articles from the company "store" and an additional two (2) items per year.

~~when approved by the Deputy Chief on an as needed basis. Employees who are provided uniforms through the District are not eligible for this provision.~~

~~XII.~~XIII. WELLNESS PROGRAM

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

~~XIII.~~XIV. PROFESSIONAL DEVELOPMENT

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

~~XIV.~~XV. PROFESSIONAL AND CIVIC CLUB MEMEBERSHIPS

- A. The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the Board, the employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all membership-related expenses including dues and assessments.

~~XV.~~XVI. GRIEVANCE PROCEDURES

- A. The purpose of this procedure is to provide an orderly method of resolving all disputes involving interpretation of this Policy or the employment agreement between CPFR and an employee. This procedure shall not be used to change, add to, delete provisions of an employment agreement, or in any other way modify this Policy. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of CPFR as a result of the filing of a grievance.
- B. An employee's failure to use the procedure in a timely manner shall constitute a full and complete waiver of the grievance. CPFR's failure to comply with time limits shall not constitute a waiver of defenses or acceptance of the employee's grievance, but permits the employee to advance the grievance to the next step of the grievance process. Any time limits in this grievance procedure may, however, be extended for stated periods of time by the appropriate parties by mutual agreement in writing; and the parties may, by mutual agreement, waive any step or steps in an effort to expedite the matter.
- C. STEP ONE. The aggrieved employee shall meet with his/her Supervisor within fourteen (14) calendar days of the knowledge of the alleged grievance, to attempt to resolve the difference at that level.

- D. STEP TWO. In the event the grievance is not resolved at Step One the aggrieved party shall reduce the grievance to written form which shall include the following: (1) statement of the grievance and relevant facts; (2) specific provisions of the agreement violated, if any; (3) remedy sought. The grievance, in written form shall be filed with the Fire Chief, or the Fire Chief's designee within seven (7) calendar days after the Step One meeting with his/her supervisor. The Fire Chief, or the designee, shall conduct an investigation and shall notify the aggrieved employee in writing of the decision and the reasons therefore, within seven (7) calendar days after receipt of the written grievance.
- E. STEP THREE. If the aggrieved employee is dissatisfied with the Step Two decision, the aggrieved employee may appeal to the Board of Commissioners. The request for review shall be filed in writing, with the CPFR District Secretary or in the absence of the CPFR District Secretary, with any member of the Board of Commissioners within seven (7) calendar days after completion of Step Two. The Board of Commissioners shall conduct an informal hearing within twenty-one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved employee.
- F. STEP FOUR. In the event the grievance is not satisfactorily settled at Step Three, the aggrieved employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3-arbitrators submitted by each of the parties to the grievance.
- G. The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
- H. Each party shall initially bear the cost of presenting his/her own case.
- I. The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- J. If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.

~~XVI.~~XVII. INDEMNIFICATION

- A. CPFR shall in all cases provide competent legal counsel of its choosing, to defend employees when the employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
- B. Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an employee for the following situations:
 - 1. In civil matters, where employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the employee shall not have acted in good faith and in the reasonable belief that the employee's action was in the best interest of CPFR.
 - 2. In criminal matters, where employee is the defendant or complaining party.
- C. Nothing in Section 3.16 shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in Section 3.16 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- D. The rights provided for in Section 3.16 shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.40

ORIGINATED: January 1, 2023

APPROVED:

EFFECTIVE:

SUBJECT: FLSA EXEMPT, NON-REPRESENTED, NON-UNIFORMED EMPLOYEES COMMON BENEFITS

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

AUTHORITY & RESPONSIBILITY:

The Fire Chief and Human Resources Director have the authority and responsibility to ensure the components of this Board Policy are carried out as outlined.

I. DEFINITIONS

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

POLICY:

- I. This FLSA Exempt, Non-Represented, Non-Uniformed Employees Policy (“Policy”) covers the following CPFR positions:
 - a. Finance Director*
 - b. Controller*
 - c. Human Resources Director*
 - d. Deputy Human Resources Director*
 - e. Human Resources Analyst
 - f. Information Technology Director*
 - g. C.A.R.E.S. Manager
 - h. Community Health Worker
 - i. Crisis Intervention Coordinator
 - j. Help Desk Supervisor

CPFR may in the future add additional positions that are subject to this Policy. Officers and employees covered by this Policy are collectively referenced as “Exempt Employees.”

All exempt Employees hired prior to November 1, 2022 are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual’s employment agreement prevails over this Policy.

Beginning November 1, 2022, only the positions noted with an * above will be subject to individual employment agreements. All of other positions will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG’s.

- II. Benefits or programs in an individual’s employment agreement that will remain separate from this Policy and may be included in such an agreement are:
 - A. Agreement
 - B. Purpose and Intent
 - C. Duties
 - D. Term
 - E. Termination – Resignation
 - F. Salary – Including CPI
 - G. Miscellaneous
 - H. The above list is not exclusive and each agreement remains subject to the mutual agreement of both CPFR and an employee.

- I. III. Exempt, Non-Represented, Non-Uniformed Employees hired after November 1, 2022 will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG’s.

PROCEDURE:

I. HOURS OF WORK

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

II. SALARY

- A. The salaries for employees are set annually by the Board of Fire Commissioners.
 - 1. Except as otherwise provided, the salary for exempt employees will generally be based on a salary schedule consisting of five (5) steps (A through E), with a fixed 5% differential between steps starting from the base step.
 - 2. New employees will start at the “A” step in the schedule unless otherwise determined by the Fire Chief.
 - 3. Each step is for a period of one (1) year, unless otherwise determined by the Fire Chief.
 - 4. This salary step schedule will be identified in individual employment agreements as Appendix “A”.
- B. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. A market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.

III. VACATION ACCRUAL AND USAGE

- A. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in (C).

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

- B. The Fire Chief may place a newly hired Exempt Employee anywhere on the vacation schedule as determined by their experience and qualifications.
- C. In recognition of the extended hours of work that is required of exempt employees, an additional fifty (50) hours of leave will be credited to an employee's vacation accrual each January 1.

IV. SICK LEAVE ACCRUAL AND USAGE

- A. Employees shall accrue sick leave hours at the rate of seventeen (17) hours for each full month of service. Maximum sick leave accrual bank is 1560 hours.
- B. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and shall be paid accordingly:
 - 1. One hundred percent (100%) shall be contributed into the members HRA account.
- C. Upon voluntary separation, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours and shall be paid accordingly:

1. **Mandatory Accrued Sick Leave Contribution**

Upon the employee's voluntary 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 two (2) 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 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.

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

V. HOLIDAYS

- A. Employees shall be awarded 120 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to 120 hours each year, in lieu of holidays worked. This will be paid in November of each year.
- B. The business offices of CPFR will be closed to the public on the following Washington State legal holidays:

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

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

VI. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 hours off with pay.
- B. 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 days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2023. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2023. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.
- B. The amount the District will pay for benefits will be increased in 2024 and 2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.

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

IX. HEALTH REIMBURSEMENT ACCOUNT

- A. CPFR contributes annually to a HRA/VEBA account in the amount of \$4,000 to help offset out of pocket costs to the employee due to enrollment in a high deductible medical/vision coverage plan. Funds will be frontloaded into the HRA on or before January 5 of each year. It is understood that at year end, any remaining funds will be rolled directly into a HRA/VEBA for the benefit of the employee.
- B. Employees covered under this policy will vote annually on how to distribute leave buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 340.A in the last quarter of the preceding year.

X. DEFERRED COMPENSATION

- A. The District shall contribute four and one-half percent (4.5%) of the employee's base wage per month, or Four Hundred Dollars (\$400), whichever is greater, per employee, to the deferred compensation plan with no employees matching required.

XI. RETIREMENT

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

XII. CLOTHING ALLOWANCE

- A. Upon hire, CPFR will provide five (5) articles from the company "store" and an additional two (2) items per year. Employees who are provided uniforms through the District are not eligible for this provision.

XIII. WELLNESS PROGRAM

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

XIV. PROFESSIONAL DEVELOPMENT

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

XV. PROFESSIONAL AND CIVIC CLUB MEMEBERSHIPS

- A. The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the Board, the employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all membership-related expenses including dues and assessments.

XVI. GRIEVANCE PROCEDURES

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

supervisor. The Fire Chief, or the designee, shall conduct an investigation and shall notify the aggrieved employee in writing of the decision and the reasons therefore, within seven (7) calendar days after receipt of the written grievance.

- E. STEP THREE. If the aggrieved employee is dissatisfied with the Step Two decision, the aggrieved employee may appeal to the Board of Commissioners. The request for review shall be filed in writing, with the CPFR District Secretary or in the absence of the CPFR District Secretary, with any member of the Board of Commissioners within seven (7) calendar days after completion of Step Two. The Board of Commissioners shall conduct an informal hearing within twenty-one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved employee.
- F. STEP FOUR. In the event the grievance is not satisfactorily settled at Step Three, the aggrieved employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3-arbitrators submitted by each of the parties to the grievance.
- G. The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
- H. Each party shall initially bear the cost of presenting his/her own case.
- I. The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- J. If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.

XVII. INDEMNIFICATION

- A. CPFR shall in all cases provide competent legal counsel of its choosing, to defend employees when the employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and

shall indemnify and hold harmless employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.

- B. Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an employee for the following situations:
 - 1. In civil matters, where employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the employee shall not have acted in good faith and in the reasonable belief that the employee's action was in the best interest of CPFR.
 - 2. In criminal matters, where employee is the defendant or complaining party.
- C. Nothing in Section 3.16 shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in Section 3.16 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- D. The rights provided for in Section 3.16 shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date	December 12, 2022
Item Title:	Revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
Attachments:	Revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

This policy is presented for first reading and comment.

Please see the attached revised policy.

The summary of changes are as follows:

- Modifications for hires after 11.1.2022 regarding which positions will serve under Personal Service Contracts
- Removal of compensatory time*
- Adjustments to sick leave accrual*
- Adjustments to holiday hours*
- Adjustments to bereavement leave*
- Adjustments to deferred compensation*
- Adjustments to clothing allowance*

*all of these changes are consistent with recently settled collective bargaining agreements

Chief Morrow and I will be at the meeting on December 12th to review the proposed changes and answer any questions you may have.

Thank you.

FINANCIAL IMPACT:



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 341

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

EFFECTIVE DATE: January 1, 2022

OWNER: Human Resources

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS:
N/A

INTENT:

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

1.0 DEFINITIONS

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

2.0 POLICIES

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

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

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

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

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

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

3.0 PROCEDURES

3.1 Hours of Work.

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

3.2 Compensatory Time/Overtime.

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

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

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

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

3.3 Salary.

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

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

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

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

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

3.4 Vacation Accrual and Usage.

- 3.4.1 The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years accrual.

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

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

3.5 Sick leave Accrual and Usage.

- 3.5.1 Employees shall accrue sick leave hours at the rate of ten (10) hours for each full month of service. Maximum sick leave accrual bank is 1,560 hours.
- 3.5.2 CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and will be treated as regular income (e.g. subject to income taxes). Upon retirement, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours.
- 3.5.3 CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to Policy 211 and 214 for specific information.

3.6 Holidays.

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

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

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

3.7 **Bereavement Leave.**

- 3.7.1 In the event of a death in the immediate family of an employee, the employee shall be granted up to 24 work hours off with pay. An additional 16 hours off with pay will be granted for out of state travel.
- 3.7.2 Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse.

3.8 **Emergency Leave.**

- 3.8.1 In the event of an emergency in the immediate family of the employee that requires the presence of the employee, the employee shall be granted immediate leave with pay, with leave time being deducted from the employee's appropriate accrued leave.
- 3.8.1.1 The employee shall return to work within two hours or call the Supervisor to give an update on the situation.
- 3.8.1.2 "Emergency" is defined as an event sudden in onset and unexpected, and which demands immediate action by the employee.

3.9 **Longevity.**

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

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

3.10 Medical, Dental, Vision and Life Insurance Coverage.

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

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

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

3.11 Health Reimbursement Account.

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

3.12 Retirement.

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

3.13 Clothing Allowance.

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

3.14 Wellness Program.

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

3.15 Professional Development.

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

3.16 Grievance Procedures.

3.16.1 The purpose of this procedure is to provide an orderly method of resolving all disputes involving interpretation of this Policy or the employment agreement between CPFR and an employee. This procedure shall not be used to change, add to, or delete provisions of an employment agreement, or in any other way

modify this Policy. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of CPFR as a result of the filing of a grievance.

- 3.16.2 An employee's failure to use the procedure in a timely manner shall constitute a full and complete waiver of the grievance. CPFR's failure to comply with time limits shall not constitute a waiver of defenses or acceptance of the employee's grievance, but permits the employee to advance the grievance to the next step of the grievance process. Any time limits in this grievance procedure may, however, be extended for stated periods of time by the appropriate parties by mutual agreement in writing; and the parties may, by mutual agreement, waive any step or steps in an effort to expedite the matter.
- 3.16.3 STEP ONE. The aggrieved employee shall meet with his/her Supervisor within fourteen (14) calendar days of the knowledge of the alleged grievance, to attempt to resolve the difference at that level.
- 3.16.4 STEP TWO. In the event the grievance is not resolved at Step One the aggrieved party shall reduce the grievance to written form which shall include the following: (1) statement of the grievance and relevant facts; (2) specific provisions of the agreement violated, if any; (3) remedy sought. The grievance, in written form shall be filed with the Fire Chief, or the Fire Chief's designee within seven (7) calendar days after the Step One meeting with his/her supervisor. The Fire Chief, or the designee, shall conduct an investigation and shall notify the aggrieved employee in writing of the decision and the reasons therefore, within seven (7) calendar days after receipt of the written grievance.
- 3.16.5 STEP THREE. If the aggrieved employee is dissatisfied with the Step Two decision, the aggrieved employee may appeal to the Board of Commissioners. The request for review shall be filed in writing, with the CPFR District Secretary or in the absence of the CPFR District Secretary, with any member of the Board of Commissioners within seven (7) calendar days after completion of Step Two. The Board of Commissioners shall conduct an informal hearing within twenty-one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved employee.
- 3.16.6 STEP FOUR. In the event the grievance is not satisfactorily settled at Step Three, the aggrieved employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3-arbitrators submitted by each of the parties to the grievance.
- 3.16.7 The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and

- application of the express terms of such an Agreement and this policy.
- 3.16.8 Each party shall initially bear the cost of presenting his/her own case.
- 3.16.9 The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- 3.16.10 If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.
- 3.17 Indemnification.**
- 3.17.1 CPFR shall in all cases provide competent legal counsel of its choosing, to defend employees when the employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
- 3.17.2 Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an employee for the following situations:
- 3.17.2.1 In civil matters, where employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the employee shall not have acted in good faith and in the reasonable belief that the employee's action was in the best interest of CPFR.
- 3.17.2.2 In criminal matters, where employee is the defendant or complaining party.
- 3.17.2.3 Nothing in this Section 3.17 shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section 3.17 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- 3.17.3 The rights provided for in this Section 3.17 shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

4.0 REFERENCE

4.1 Appendix "A"

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.41

ORIGINATED: January 1, 2023

APPROVED:

EFFECTIVE:

SUBJECT: NON-EXEMPT, NON-REPRESENTED, NON-UNIFORMED EMPLOYEE COMMON BENEFITS

PURPOSE: This policy is intended to be a source of information and a general statement of the Employer's personnel policies and procedures applicable to Non-Exempt, Non-Represented, Non-Uniformed Employees.

It summarizes some of the standard benefits that these employees may receive and some of the duties and responsibilities expected by CPFR. If there is a special provision applicable to a particular benefit or program, it will be noted in the individual Personal Services Contract (employment agreement).

I. DEFINITIONS

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

AUTHORITY & RESPONSIBILITY: ~~XXX~~

The Fire Chief and Human Resources Director have the authority and responsibility to ensure the components of this SOG are carried out as outlined.

POLICY: This FLSA Non-Exempt, Non-Represented, Non-Uniformed Employees Policy ("Policy") covers the following CPFR positions: Central Stores Manager/Purchasing Agent and Main Runner. CPFR may in the future add additional positions that are subject to this Policy.

Non-Exempt, Non-Represented, Non-Uniformed Employees hired prior to November 1, 2022- are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual's employment agreement prevails over this Policy.

- II. Benefits or programs in an individual's employment agreement that will remain separate from this Policy and may be included in such an agreement are:
- A. Agreement
 - B. Purpose and Intent
 - C. Duties
 - D. Term
 - E. Termination – Resignation
 - F. Salary – Including CPI
 - G. Miscellaneous

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

III. Non-Exempt, Non-Represented, Non-Uniformed Employees hired after November 1, 2022 will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG's.

PROCEDURE:

I. HOURS OF WORK

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

II. ~~COMPENSATORY TIME/OVERTIME~~

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

~~B. A comp time bank cap is set at 48 hours.~~

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

~~D.B.~~ Approval to work ~~these hours~~overtime must be approved by the Supervisor or the Fire Chief.

III. SALARY

- A. The salaries for employees are ~~fixed in the individual employment agreements between an employee and CPF~~ set annually by the ~~R.~~ Such salary is within the ~~discretion of the~~ Board of Commissioners.
- B. The salary for employees covered under this policy will be based on a salary schedule consisting of five (5) steps (A through E), with a fixed 3% differential between steps.
- C. New employees shall start at the "A" step in the schedule unless otherwise determined by the Fire Chief ~~and Board~~.
- D. Each step is for a period of one (1) year, unless otherwise determined by the Fire Chief ~~and Board~~.
- E. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. A market wage survey may include smaller cities, regional fire authorities and Fire Districts with similar positions, responsibilities and workloads.

IV. VACATION ACCRUAL AND USAGE

- A. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years accrual.

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

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

V. SICK LEAVE ACCRUAL AND USAGE

- A. Employees shall accrue sick leave hours at the rate of ~~ten-seventeen~~ (1017) hours for each full month of service. Maximum sick leave accrual bank is 1,560 hours.

- B. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and ~~will be treated as regular income (e.g. subject to income taxes)~~ shall be paid accordingly:-

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

- C. Upon ~~retirement~~ voluntary separation, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours and shall be paid accordingly:-

1. Mandatory Accrued Sick Leave Contribution

Upon the employee's voluntary 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 two (2) 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 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.

- B. **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.

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

VI. HOLIDAYS

A. Employees shall be awarded 112-120 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to fifty-six (56) 120 hours each year, in lieu of holidays worked. This will be paid in November of each year.

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

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

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

VII. BEREAVEMENT LEAVE

A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 24-40 work hours off with pay. An additional 16 hours off with pay will be granted for out of state travel.

B. 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 days following the loss of a child.

B-C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VIII. EMERGENCY LEAVE

- A. In the event of an emergency in the immediate family of the employee that requires the presence of the employee, the employee shall be granted immediate leave with pay, with leave time being deducted from the employee's appropriate accrued leave.
 - 1. The employee shall return to work within two hours or call the Supervisor to give an update on the situation.
 - 2. "Emergency" is defined as an event sudden in onset and unexpected, and which demands immediate action by the employee.

IX. LONGEVITY

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

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

X. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2021-2023. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2021-2023. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.
- B. The amount the District will pay for benefits will be increased in 2022-2024 and 2023-2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the

employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.

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

XI. HEALTH REIMBURSEMENT ACCOUNT

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

XII. DEFERRED COMPENSATION

- A. The District shall contribute four and one-half percent (4.5%) of the employee's base wage per month, or Four Hundred Dollars (\$400), whichever is greater, per employee, to the deferred compensation plan with no employees matching required.

~~XII.~~XIII. RETIREMENT

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

~~XIII.~~XIV. CLOTHING ALLOWANCE

- A. CPFR will provide two (2) shirts with the CPFR emblem when approved by the Deputy Chief on an as needed basis. Employees are eligible to receive one article from the company "store" each year.

~~XIV.~~XV. WELLNESS PROGRAM

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

~~XV.~~XVI. PROFESSIONAL DEVELOPMENT

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

~~XVI.~~XVII. GRIEVANCE PROCEDURES

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

one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved employee.

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

4.11. INDEMNIFICATION

- A. CPFR shall in all cases provide competent legal counsel of its choosing, to defend employees when the employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
- B. Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an employee for the following situations:
 - 1. In civil matters, where employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding

that the employee shall not have acted in good faith and in the reasonable belief that the employee's action was in the best interest of CPFR.

2. In criminal matters, where employee is the defendant or complaining party.
 3. Nothing in this Section 3.17 shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section 3.17 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- C. The rights provided for in this Section 3.17 shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.41

ORIGINATED: January 1, 2023

APPROVED:

EFFECTIVE:

SUBJECT: NON-EXEMPT, NON-REPRESENTED, NON-UNIFORMED EMPLOYEE COMMON BENEFITS

PURPOSE: This policy is intended to be a source of information and a general statement of the Employer's personnel policies and procedures applicable to Non-Exempt, Non-Represented, Non-Uniformed Employees.

It summarizes some of the standard benefits that these employees may receive and some of the duties and responsibilities expected by CPFR. If there is a special provision applicable to a particular benefit or program, it will be noted in the individual Personal Services Contract (employment agreement).

I. DEFINITIONS

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

AUTHORITY & RESPONSIBILITY:

The Fire Chief and Human Resources Director have the authority and responsibility to ensure the components of this SOG are carried out as outlined.

POLICY: This FLSA Non-Exempt, Non-Represented, Non-Uniformed Employees Policy ("Policy") covers the following CPFR positions: Central Stores Manager/Purchasing Agent and Main Runner. CPFR may in the future add additional positions that are subject to this Policy.

Non-Exempt, Non-Represented, Non-Uniformed Employees hired prior to November 1, 2022 are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual's employment agreement prevails over this Policy.

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

- A. Agreement
- B. Purpose and Intent
- C. Duties
- D. Term
- E. Termination – Resignation
- F. Salary – Including CPI
- G. Miscellaneous

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

III. Non-Exempt, Non-Represented, Non-Uniformed Employees hired after November 1, 2022 will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG's.

PROCEDURE:

I. HOURS OF WORK

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

II. OVERTIME

- A. Hours worked above and beyond the normal scope of a work day in order to achieve the objectives of the District will be paid overtime at 1.5 x hourly rate of the employee.

- B. Approval to work overtime must be approved by the Supervisor or the Fire Chief.

III. SALARY

- A. The salaries for employees are set annually by the Board of Commissioners.
- B. The salary for employees covered under this policy will be based on a salary schedule consisting of five (5) steps (A through E), with a fixed 3% differential between steps.
- C. New employees shall start at the “A” step in the schedule unless otherwise determined by the Fire Chief.
- D. Each step is for a period of one (1) year, unless otherwise determined by the Fire Chief.
- E. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. A market wage survey may include smaller cities, regional fire authorities and Fire Districts with similar positions, responsibilities and workloads.

IV. VACATION ACCRUAL AND USAGE

- A. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years accrual.

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

- B. The Fire Chief may place a newly hired employee anywhere on the vacation schedule as determined by their experience and qualifications.

V. SICK LEAVE ACCRUAK AND USAGE

- A. Employees shall accrue sick leave hours at the rate of seventeen (17) hours for each full month of service. Maximum sick leave accrual bank is 1,560 hours.
- B. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and shall be paid accordingly:
 - 1. One hundred percent (100%) shall be contributed into the members HRA account.
- C. Upon voluntary separation, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours and shall be paid accordingly:

1. **Mandatory Accrued Sick Leave Contribution**

Upon the employee's voluntary 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 two (2) 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 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.

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

VI. HOLIDAYS

- A. Employees shall be awarded 120 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to 120 hours each year, in lieu of holidays worked. This will be paid in November of each year.
- B. The business offices of CPFR will be closed to the public on the following Washington State legal holidays:

New Year's Day	January 1 st
Martin Luther King Jr's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
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Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day Following Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25 th

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

VII. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 work hours off with pay.
- B. 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 days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VIII. EMERGENCY LEAVE

- A. In the event of an emergency in the immediate family of the employee that requires the presence of the employee, the employee shall be granted immediate leave with pay, with leave time being deducted from the employee's appropriate accrued leave.
 1. The employee shall return to work within two hours or call the Supervisor to give an update on the situation.
 2. "Emergency" is defined as an event sudden in onset and unexpected, and which demands immediate action by the employee.

IX. LONGEVITY

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

5–9 years	(61 – 120 months) of employment	= 2% of current salary
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30+ years	(361+ months) of employment	= 13% of current salary

X. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2023. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2023. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.
- B. The amount the District will pay for benefits will be increased in 2024 and 2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.
- C. Employees may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$4,000 annually, paid out 1/12 monthly, as an additional benefit for the employee.

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

XII. DEFERRED COMPENSATION

- A. The District shall contribute four and one-half percent (4.5%) of the employee's base wage per month, or Four Hundred Dollars (\$400), whichever is greater, per employee, to the deferred compensation plan with no employees matching required.

XIII. RETIREMENT

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

XIV. CLOTHING ALLOWANCE

- A. CPFR will provide two (2) shirts with the CPFR emblem when approved by the Deputy Chief on an as needed basis. Employees are eligible to receive one article from the company "store" each year.

XV. WELLNESS PROGRAM

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

XVI. PROFESSIONAL DEVELOPMENT

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

XVII. GRIEVANCE PROCEDURES

- A. The purpose of this procedure is to provide an orderly method of resolving all disputes involving interpretation of this Policy or the employment agreement between CPFR and an employee. This procedure shall not be used to change, add to, or delete provisions of an employment agreement, or in any other way modify this Policy. A determined effort shall be made to settle any such

differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of CPFR as a result of the filing of a grievance.

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

- G. The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
- H. Each party shall initially bear the cost of presenting his/her own case.
- I. The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- J. If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.

II. INDEMNIFICATION

- A. CPFR shall in all cases provide competent legal counsel of its choosing, to defend employees when the employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
- B. Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an employee for the following situations:
 - 1. In civil matters, where employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the employee shall not have acted in good faith and in the reasonable belief that the employee's action was in the best interest of CPFR.
 - 2. In criminal matters, where employee is the defendant or complaining party.
 - 3. Nothing in this Section 3.17 shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section 3.17 shall be construed to

require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.

- C. The rights provided for in this Section 3.17 shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date	December 12, 2022
Item Title:	Revised Policy 345 – Common Benefits for FLSA Exempt, Non-Rep Uniformed
Attachments:	Revised Policy 345 – Common Benefits for FLSA Exempt, Non-Rep Uniformed
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

This policy is presented for first reading and comment.

Please see the attached revised policy.

The summary of changes are as follows:

- Adjustments to sick leave accrual*
- Adjustments to holiday hours*
- Adjustments to bereavement leave*

*all of these changes are consistent with recently settled collective bargaining agreements

Chief Morrow and I will be at the meeting on December 12th to review the proposed changes and answer any questions you may have.

Thank you.

FINANCIAL IMPACT:



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 345

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

EFFECTIVE DATE: January 1, 2022

OWNER: Human Resources

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS:

Form 345.A Buy-Out Election Results

INTENT:

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

1.0 DEFINITIONS

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

2.0 POLICIES

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

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

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

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

3.0 PROCEDURES

3.1. Hours of Work

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

3.2. Salary

3.2.1. The salaries for Exempt Employees are fixed in the individual employment agreements between an Exempt Employee and CPFR. Such salary is within the discretion of the Board of Fire Commissioners. This salary step schedule will be identified in individual employment agreements as Exhibit "A".

3.2.2. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. For Uniformed Exempt Employees, a market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.

3.3. Vacation Accrual and Usage

3.3.1. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in 3.3.3.

Years of Service	Annual Accrual	Months Covered	Monthly Accrual	Carry-Over Limit
1 year of service	80 hours	1-12 months	6.67 hours	260 hours
2 – 5 years	120 hours	13-60 months	10.00 hours	340 hours

6 – 10 years	160 hours	61-120 months	13.34 hours	420 hours
11 – 14 years	180 hours	121-168 months	15.00 hours	460 hours
15 – 19 years	200 hours	169-228 months	16.67 hours	500 hours
20 – 24 years	265 hours	229-288 months	22.09 hours	630 hours
25+ years	280 hours	289+ months	23.34 hours	660 hours

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

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

3.4. **Sick leave Accrual and Usage**

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

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

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

3.5. **Holidays**

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

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

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

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

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

3.6. **Bereavement Leave**

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

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

3.7. **Longevity**

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

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

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

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

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

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

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

3.8.2.1. The District will submit the contributions for these benefits pursuant

to the “Deputy Chief Health and Welfare Benefits – Move to IAFF Local 726 Health and Welfare Trust” MOU

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

3.9. Health Reimbursement Account

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

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

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

3.10. Retirement

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

3.11. Clothing Allowance

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

3.12. Wellness Program

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

3.13. Professional Development

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

3.14. Professional and Civic Club Memberships

3.14.1. The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the Board, the Employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all membership-related expenses including dues and

assessments.

3.15. **Grievance Procedures**

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

Step Three, the aggrieved Employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3- arbitrators submitted by each of the parties to the grievance.

- 3.15.7. The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
- 3.15.8. Each party shall initially bear the cost of presenting his/her own case.
- 3.15.9. The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- 3.15.10. If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.

3.16. Indemnification

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

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

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.45

ORIGINATED: January 1, 2023

APPROVED:

EFFECTIVE:

SUBJECT: COMMON BENEFITS FOR FLSA EXEMPT, NON-RESPRESENTED, UNIFORMED EMPLOYEES

PURPOSE: This policy is intended to be a source of information and a general statement of the Employer's personnel policies and procedures applicable to Exempt Employees. It summarizes some of the standard benefits that Exempt Employees may receive and some of the duties and responsibilities expected by CPFR.

If there is a special provision applicable to a particular benefit or program, it will be noted in the individual Personal Services Contract (employment agreement).

AUTHORITY & RESPONSIBILITY: ~~XXX~~

The Fire Chief and Human Resources Director have the authority and responsibility to ensure the components of this SOG are carried out as outlined.

I. DEFINITIONS

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

POLICY:

- I. This FLSA Exempt, Non-Represented Employees Policy (“Policy”) covers the following CPFR positions: Fire Chief and Deputy Fire Chiefs. CPFR may in the future add additional positions that are subject to this Policy. Officers and employees covered by this Policy are collectively referenced as “Exempt Employees.”
- II. Exempt Employees are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual’s employment agreement prevails over this Policy.
- III. Benefits or programs in an individual’s employment agreement that will remain separate from this Policy and may be included in such an agreement are:
 - A. Agreement
 - B. Purpose and Intent
 - C. Duties
 - D. Term
 - E. Termination – Resignation
 - F. Salary – Including CPI
 - G. Miscellaneous

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

PROCEDURE:

- I. HOURS OF WORK
 - A. Exempt Employees, by the nature of their work, and/or responsibilities, are exempt from state and federal wage and salary (e.g. overtime) rules.
 - B. Employees are generally assigned to work a standard business week, but may work a flexible schedule. It is recognized that Exempt Employees are required to spend additional time over and above their regular work week engaged in activities for CPFR.
- II. SALARY
 - A. The salaries for Exempt Employees are ~~fixed in the individual employment agreements between an Exempt Employee and CPFR. Such salary is within the discretion of the set annually by the~~ Board of Fire Commissioners. This salary step schedule will be identified in individual employment agreements as Exhibit “A”.

- B. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. For Uniformed Exempt Employees, a market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.

III. VACATION ACCRUAL AND USAGE

- A. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in 3.3.3.

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

- B. The Fire Chief ~~and Board of Fire Commissioners~~ may place a newly hired Exempt Employee anywhere on the vacation schedule as determined by their experience and qualifications.
- C. In recognition of the extended hours of work that is required of Exempt Employees, an additional fifty (50) hours of leave will be credited to an employee's vacation accrual each January 1.

IV. SICK LEAVE ACCRUAL AND USAGE

- A. Exempt Employees shall accrue sick leave hours at the rate of ~~ten-seventeen~~ (1017) hours for each full month of service. Maximum sick leave accrual bank is 1,560 hours.
- B. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and will be treated as regular income (e.g. subject to income taxes). Upon retirement, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours.
- C. CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and

state laws covering absences. Please refer to Policy 2.11 and 2.14 for specific information.

V. HOLIDAYS

A. Exempt Employees shall be awarded 112-120 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours. Employees may elect to receive a cash payment of base pay at the straight time rate for up to 112-120 hours each year, in lieu of holidays worked. This will be paid in November of each year.

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

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

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

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

VI. BEREAVEMENT LEAVE

A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 24-40 hours off with pay. ~~An additional 16 hours off with pay will be granted for out of state travel.~~

B. 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 days following the loss of a child.

B-C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Fire Chief - Full medical, vision and EAP insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for ~~2021~~2023. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for ~~2021~~2023. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.

1. The amount the District will pay for benefits will be increased in ~~2022~~2024 and ~~2023~~2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.
2. The Fire Chief may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$2,000 annually, paid out 1/12 monthly, as an additional benefit.

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

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

2. Increases for the ~~2022~~2023 plan year will follow the Agreement outlined in Section 2(A) of the “Healthcare Contract.”

IX. HEALTH REIMBURSEMENT ACCOUNT

- A. Fire Chief –CPFR contributes annually to a HRA/VEBA account in the amount of \$4,000 to help offset out of pocket costs to the employee due to enrollment in a high deductible medical/vision coverage plan. Funds will be frontloaded into the HRA on or before January 5 of each year. At year end, any unused funds will remain in the HRA/VEBA for the benefit of the employee.
- B. Deputy Fire Chief(s) – CPFR contributes annually to a HRA/VEBA account in the amount set in the “Healthcare Contract”
- C. Employees covered under this policy will vote annually on how to distribute leave bank buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 345.A in the last quarter of the preceding year.

X. RETIREMENT

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

XI. CLOTHING ALLOWANCE

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

XII. WELLNESS PROGRAM

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

XIII. PROFESSIONAL DEVELOPMENT

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

XIV. PROFESSIONAL AND CIVIC CLUB MEMBERSHIPS

- A. The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the Board, the Employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all membership-related expenses including dues and assessments.

XV. GRIEVANCE PROCEDURES

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

- E. STEP THREE. If the aggrieved Employee is dissatisfied with the Step Two decision, the aggrieved Employee may appeal to the Board of Commissioners. The request for review shall be filed in writing, with the CPFR District Secretary or in the absence of the CPFR District Secretary, with any member of the Board of Commissioners within seven (7) calendar days after completion of Step Two. The Board of Commissioners shall conduct an informal hearing within twenty-one (21) calendar days of said request for review. Within twenty-one (21) calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved Employee.
- F. STEP FOUR. In the event the grievance is not satisfactorily settled at Step Three, the aggrieved Employee may within seven (7) calendar days request that the matter be submitted to an arbitrator to be appointed by mutual agreement of the parties through PERC, or if PERC does not appoint an arbitrator, then the presiding Judge of Pierce County Superior Court shall be requested to appoint an arbitrator from a list of 3 arbitrators submitted by each of the parties to the grievance.
- G. The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change or modify the terms of an employment agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.
- H. Each party shall initially bear the cost of presenting his/her own case.
- I. The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- J. If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.

XVI. INDEMNIFICATION

- A. CPFR shall in all cases provide competent legal counsel of its choosing, to defend Exempt Employees when the Employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of Employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless Exempt Employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an Exempt Employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.

- B. Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an Exempt Employee for the following situations:
1. In civil matters, where Employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the Employee shall not have acted in good faith and in the reasonable belief that the Employee's action was in the best interest of CPFR.
 2. In criminal matters, where Employee is the defendant or complaining party.
- C. Nothing in this Section 3.16 shall be construed to prohibit Employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section 3.16 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- D. The rights provided for in this Section 3.16 shall not be deemed exclusive of any other rights to which Employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.45

ORIGINATED: January 1, 2023

APPROVED:

EFFECTIVE:

SUBJECT: COMMON BENEFITS FOR FLSA EXEMPT, NON-RESPRESENTED, UNIFORMED EMPLOYEES

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 - C. Duties
 - D. Term
 - E. Termination – Resignation
 - F. Salary – Including CPI
 - G. Miscellaneous

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

PROCEDURE:

- I. HOURS OF WORK
 - A. Exempt Employees, by the nature of their work, and/or responsibilities, are exempt from state and federal wage and salary (e.g. overtime) rules.
 - B. Employees are generally assigned to work a standard business week, but may work a flexible schedule. It is recognized that Exempt Employees are required to spend additional time over and above their regular work week engaged in activities for CPFR.
- II. SALARY
 - A. The salaries for Exempt Employees are set annually by the Board of Fire Commissioners. This salary step schedule will be identified in individual employment agreements as Exhibit “A”.
 - B. Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget

process. For Uniformed Exempt Employees, a market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.

III. VACATION ACCRUAL AND USAGE

- A. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of exempt leave outlined in 3.3.3.

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

- B. The Fire Chief may place a newly hired Exempt Employee anywhere on the vacation schedule as determined by their experience and qualifications.
- C. In recognition of the extended hours of work that is required of Exempt Employees, an additional fifty (50) hours of leave will be credited to an employee's vacation accrual each January 1.

IV. SICK LEAVE ACCRUAL AND USAGE

- A. Exempt Employees shall accrue sick leave hours at the rate of seventeen (17) hours for each full month of service. Maximum sick leave accrual bank is 1,560 hours.
- B. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and will be treated as regular income (e.g. subject to income taxes). Upon retirement, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours.
- C. CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to Policy 2.11 and 2.14 for specific information.

V. HOLIDAYS

- A. Exempt Employees shall be awarded 120 holiday hours on an annual basis, to include holidays used as listed below, plus any floating holiday hours.
Employees may elect to receive a cash payment of base pay at the straight time rate for up to 120 hours each year, in lieu of holidays worked. This will be paid in November of each year.
- B. The business offices of CPFR will be closed to the public on the following Washington State legal holidays:

New Year's Day	January 1 st
Martin Luther King Jr's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day Following Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25 th
- C. If the Washington State legal holiday falls on a Saturday, employees will normally be granted Friday off for the holiday. If the Washington State legal holiday falls on a Sunday, employees will normally be granted Monday off for the holiday.
- D. It is understood that employees may choose to work on any holiday, with Chief approval.

VI. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 hours off with pay.
- B. 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 days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Fire Chief - Full medical, vision and EAP insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2023. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2023. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.
1. The amount the District will pay for benefits will be increased in 2024 and 2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.
 2. The Fire Chief may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$2,000 annually, paid out 1/12 monthly, as an additional benefit.
- B. Deputy Fire Chief(s) – The same benefits provided to Uniformed 726 members shall be offered to the Deputy Chiefs.
1. The District will submit the contributions for these benefits pursuant to the “Deputy Chief Health and Welfare Benefits – Move to IAFF Local 726 Health and Welfare Trust” MOU.
 2. Increases for the 2023 plan year will follow the Agreement outlined in Section 2(A) of the “Healthcare Contract.”

IX. HEALTH REIMBURSEMENT ACCOUNT

- A. Fire Chief –CPFR contributes annually to a HRA/VEBA account in the amount of \$4,000 to help offset out of pocket costs to the employee due to enrollment in a high deductible medical/vision coverage plan. Funds will be frontloaded into the HRA on or before January 5 of each year. At year end, any unused funds will remain in the HRA/VEBA for the benefit of the employee.
- B. Deputy Fire Chief(s) – CPFR contributes annually to a HRA/VEBA account in the amount set in the “Healthcare Contract”
- C. Employees covered under this policy will vote annually on how to distribute leave bank buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 345.A in the last quarter of the preceding year.

X. RETIREMENT

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

XI. CLOTHING ALLOWANCE

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

XII. WELLNESS PROGRAM

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

XIII. PROFESSIONAL DEVELOPMENT

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

XIV. PROFESSIONAL AND CIVIC CLUB MEMBERSHIPS

- A. The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the Board, the Employee is authorized to become a member of professional, civic

clubs and other such organizations for which the District shall pay all membership-related expenses including dues and assessments.

XV. GRIEVANCE PROCEDURES

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

calendar days following the hearing, the decision of the Board of Commissioners shall be transmitted, in writing, to the aggrieved Employee.

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

XVI. INDEMNIFICATION

- A. CPFR shall in all cases provide competent legal counsel of its choosing, to defend Exempt Employees when the Employee is a party, or is threatened to be made a party of any threatened, pending or contemplated action, suit or proceeding arising within the scope and course of Employee's CPFR employment, whether civil, administrative or investigative, by reason of the fact of CPFR employment; and shall indemnify and hold harmless Exempt Employees against all expenses, fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by an Exempt Employee in connection with such action, suit or proceeding, except as otherwise provided in this Section.
- B. Nothing in this Section shall be construed to require CPFR to provide legal counsel or such indemnification for an Exempt Employee for the following situations:

1. In civil matters, where Employee is the plaintiff or moving party; or where it shall be finally adjudicated in any action, suit or proceeding that the Employee shall not have acted in good faith and in the reasonable belief that the Employee's action was in the best interest of CPFR.
 2. In criminal matters, where Employee is the defendant or complaining party.
- C. Nothing in this Section 3.16 shall be construed to prohibit Employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section 3.16 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- D. The rights provided for in this Section 3.16 shall not be deemed exclusive of any other rights to which Employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date	December 12, 2022
Item Title:	Appendix A (2023 salary schedules) for 726 Non-Uniformed
Attachments:	2023 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 2023 Salary Schedule for 726 Non-Uniformed Personnel.

Unfortunately, one of the seven salary schedules for 2023 was inadvertently missed getting put into the November 28th Board packet, so we are asking for approval of that missed schedule now.

Attached is the 2023 Appendix A Salary Schedules for the group below:

- 726 Non-Uniformed Bargaining Unit

This salary sheet is 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.

Central Pierce Fire & Rescue
Local 726 Non-Uniformed Bargaining Unit
Appendix A - 2023 Salary Schedule

January 1, 2023 through December 31, 2023

6.75% Base Increase

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
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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

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

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

Shop and Maintenance Divisions Only

Information Technology Division Only

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 2023

Holiday Accrual - 120 hours annual

Sick Leave Accrual - 17 hours per month

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

Shop Division

Special Certification Incentive Pay

Fire Apparatus Tech 1 - 0.5% of monthly base salary

Fire Apparatus Tech 2 - 0.5% of monthly base salary

Fire Apparatus Tech 3 - 0.5% of monthly base salary

Ambulance Tech 1 - 0.5% of monthly base salary

Ambulance Tech 2 - 0.5% of monthly base salary

Ambulance Tech 3 - 0.5% of monthly base salary

Upon attainment of all 6 certs, 4% overall certification paid monthly*

	Hourly	OT
Acting Pay as Lead Mechanic - Step A	\$ 5.00	\$7.50
Acting Pay as Lead Mechanic - Step B	\$ 5.49	\$8.24
Acting Pay as Lead Mechanic - Step C	\$ 6.04	\$9.07

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



Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022

Item Title: Purchase Tele-handler to replace broken fork-lift at the 60 drill ground

Attachments: N/A

Submitted by: AC Benning

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"To authorize and appropriate \$68,000 + tax (\$6,800) for a used tele-handler in the Training Fund Division 230."

SUMMARY:

The current machine is out of service and not cost effective to continue repairing. Replacing the forklift with a similar standard machine will continue the limitations of that machine, reach, access, and stability.

A tele-handler is a large off-road forklift with a boom. These machines have a reach of over 40ft both vertically and horizontally. large air-less tires, 4-wheel drive, and 4-wheel steer increase maneuverability and access allowing for safer operations at our training tower. Loading plywood to upper floors for ventilation, and removing debris with the mobile dumpster, can all be done from the machine, instead of carrying up and down the stairs by our personnel. This also allows for precise setting of vehicles in the extrication props, instead of the current practice of ramming, pulling, and rolling with a standard forklift.

FINANCIAL IMPACT:

\$74,800 to be appropriated in the year-end budget amendment, subject to Commissioner approval of this AIS.



Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022

Item Title: Station Prioritization Discussion

Attachments: Staff Report

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

- ☐ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☐ For information only
- ☒ Other: Discussion and Concurrence/Direction

SUMMARY:

Staff is requesting the Board review the attached report. Once reviewed, Staff is looking for the Board's concurrence or new direction regarding the identified capital projects.

FINANCIAL IMPACT:

None.



Station Priority Discussion

Staff Report
December 6, 2022

Current Situation

The District will service more than 34,000 unique emergency incidents in 2022. These 34,000 incidents will likely produce more than 50,000 unit responses. The emergency activity within the District's response area has become significant and appears to be growing. This increased activity has emphasized the need to prioritize additional deployment capacity in the District's response system.

As the Board knows, the District secured the Puyallup Armory Property intending to move the current Station 73 to that location.

In addition, and at the direction of the Board of Fire Commissioners, staff has also taken steps to secure the property for a new Station 66 located near 92nd Avenue East and 152nd Street East. The District has also moved out Central Stores to redeploy the District's existing Station 62 located at 1410 Brookdale Road East.

The Board has also directed staff to remodel or build out these new facilities in a "pay as we go" environment. While the District has the financial resources to do this, all three projects cannot be completed at once-they must be sequenced based on the District's financial position over time.

Given the information mentioned above, staff believes that the correct sequencing of the projects needs to be based on the completed project's ability to add service capacity within the District. As such, staff is asking the Board to consider the following project sequencing:

Remodel and deploy Station 62

Build and deploy Station 66

Build and move Station 73

The first two projects add capacity to the system. Station 62 would be programmed with a 2-person transport unit (ALS or BLS), with Station 66 initially being programmed the same way. Station 66 would also receive a 3-person Engine Company at the earliest opportunity, currently anticipated at 12-24 months post-opening the facility.

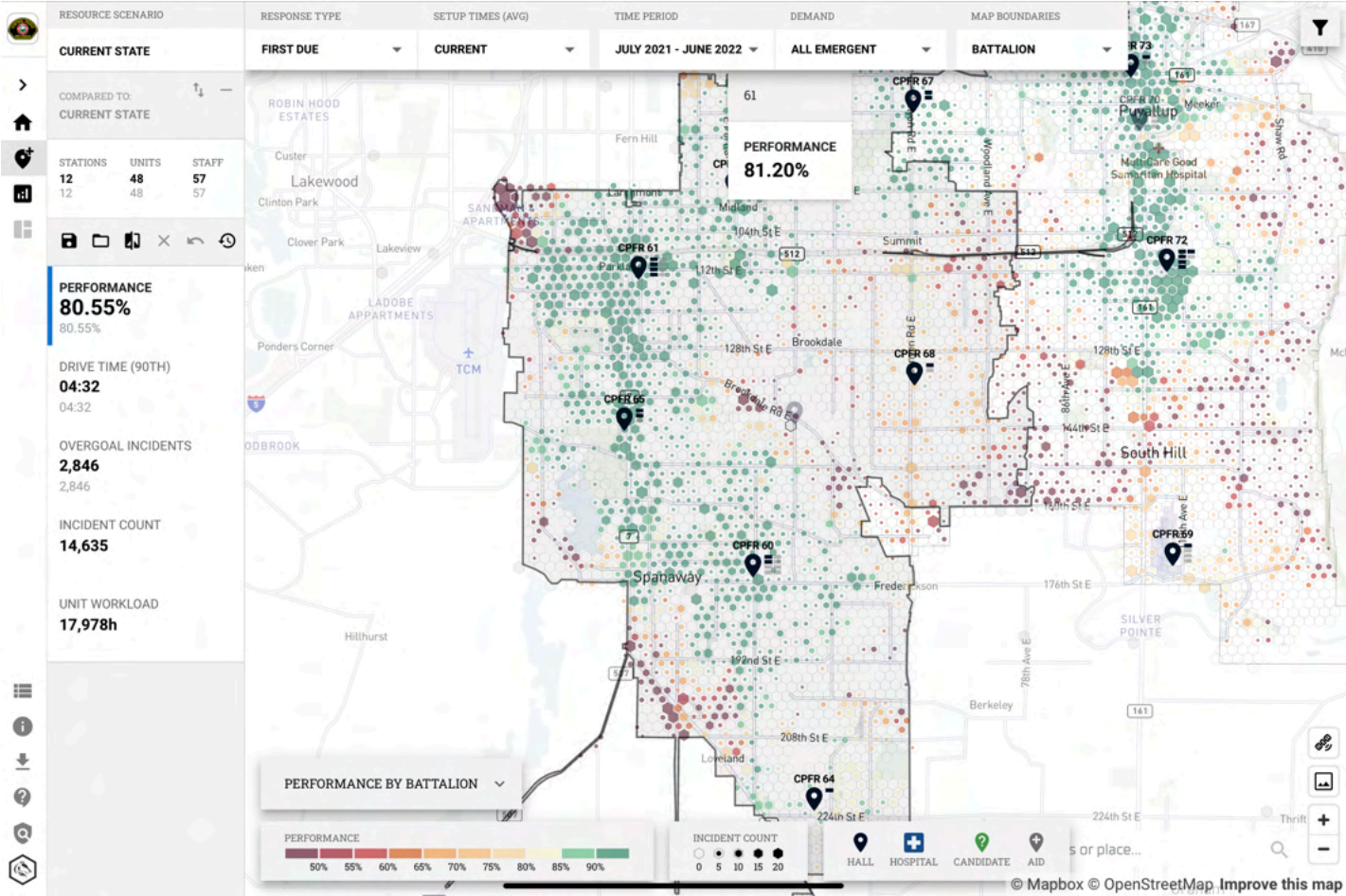
The move of Station 73 adds limited new deployment capacity (as currently configured with a 3-person crew) to the East Battalion or overall in the system.

The following scenarios demonstrate the expected performance increase based on the suggested project sequencing.

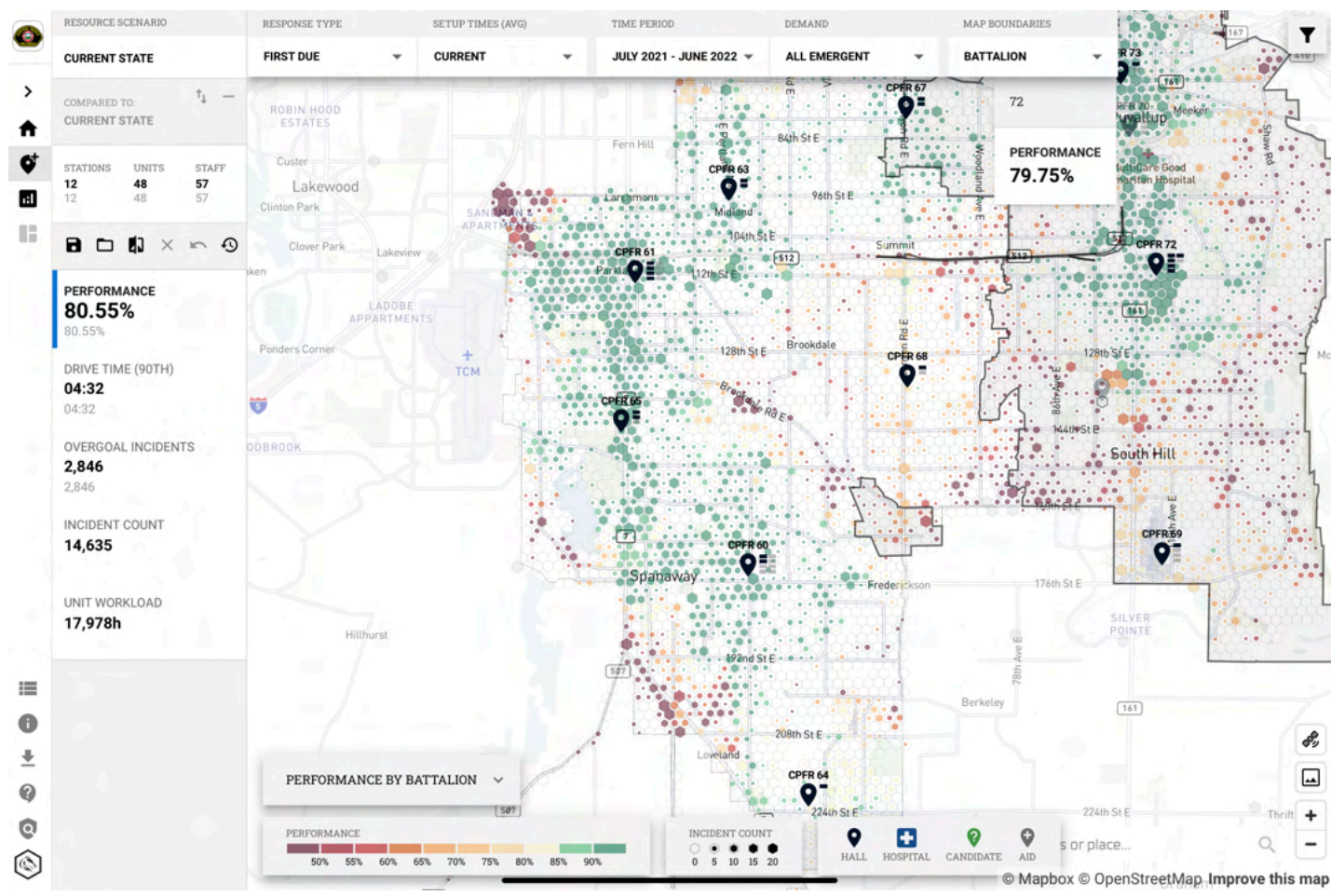
One Month Over Goal Example



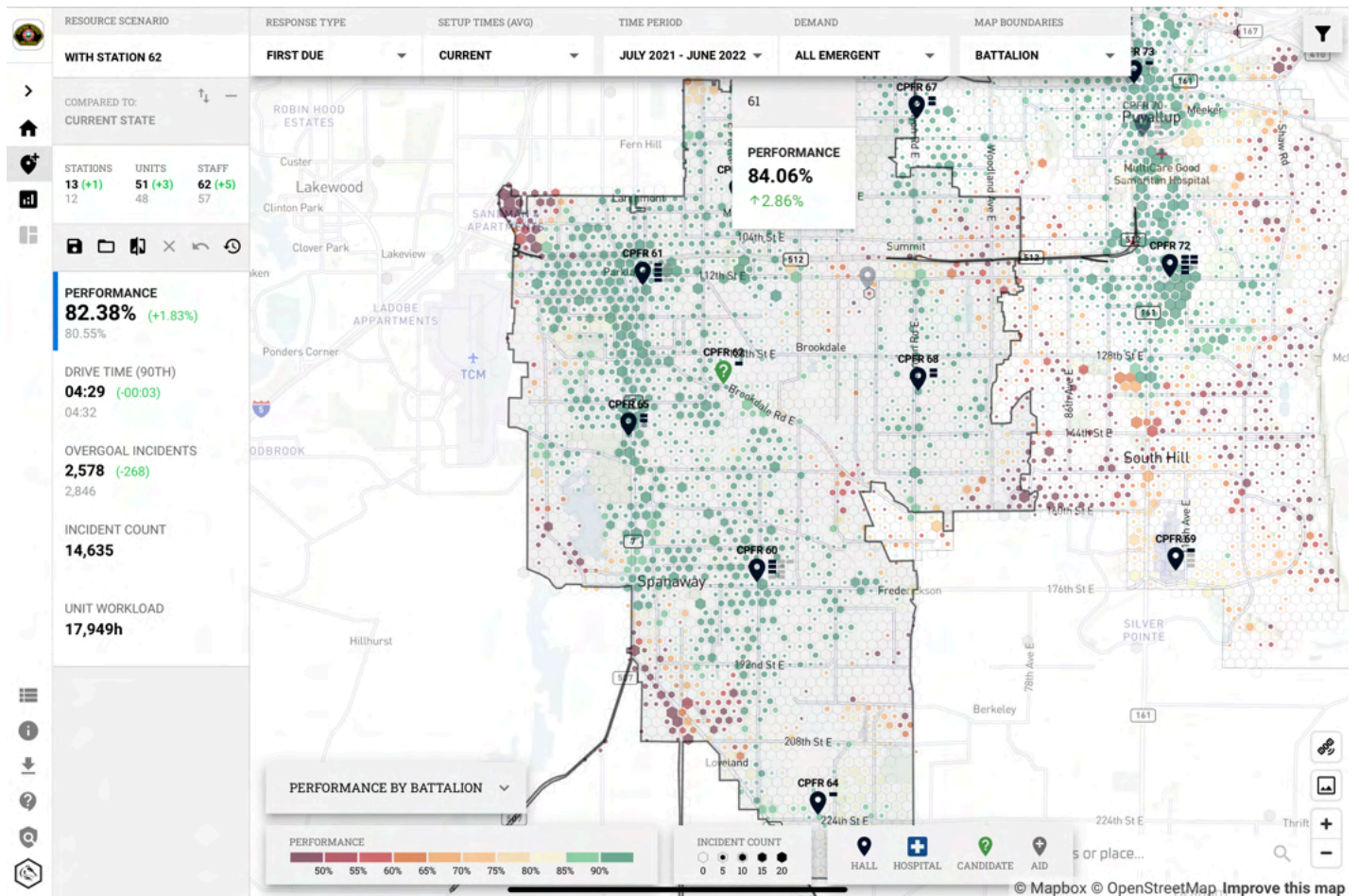
Current Expected Performance- West Battalion



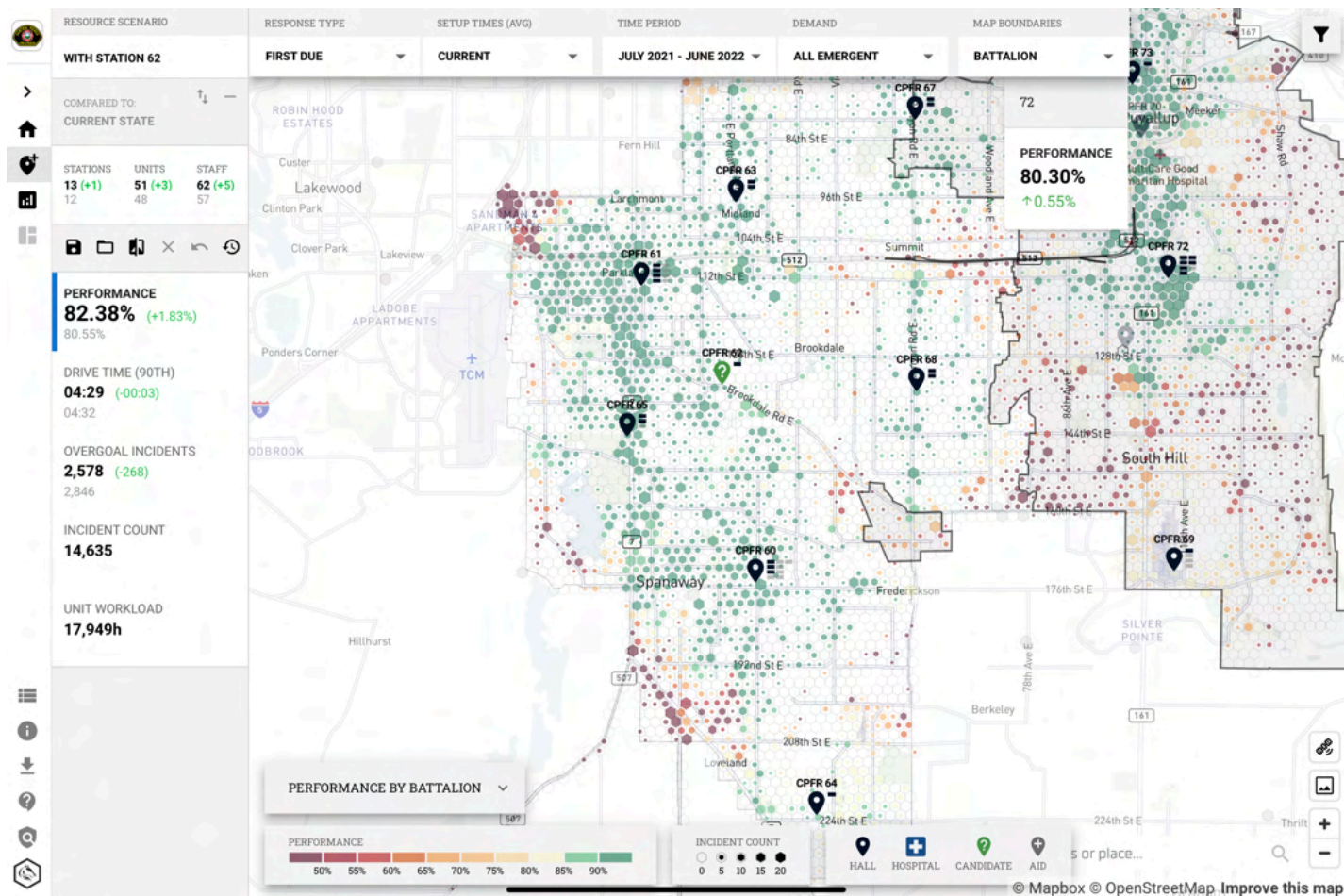
Current Expected Performance- East Battalion



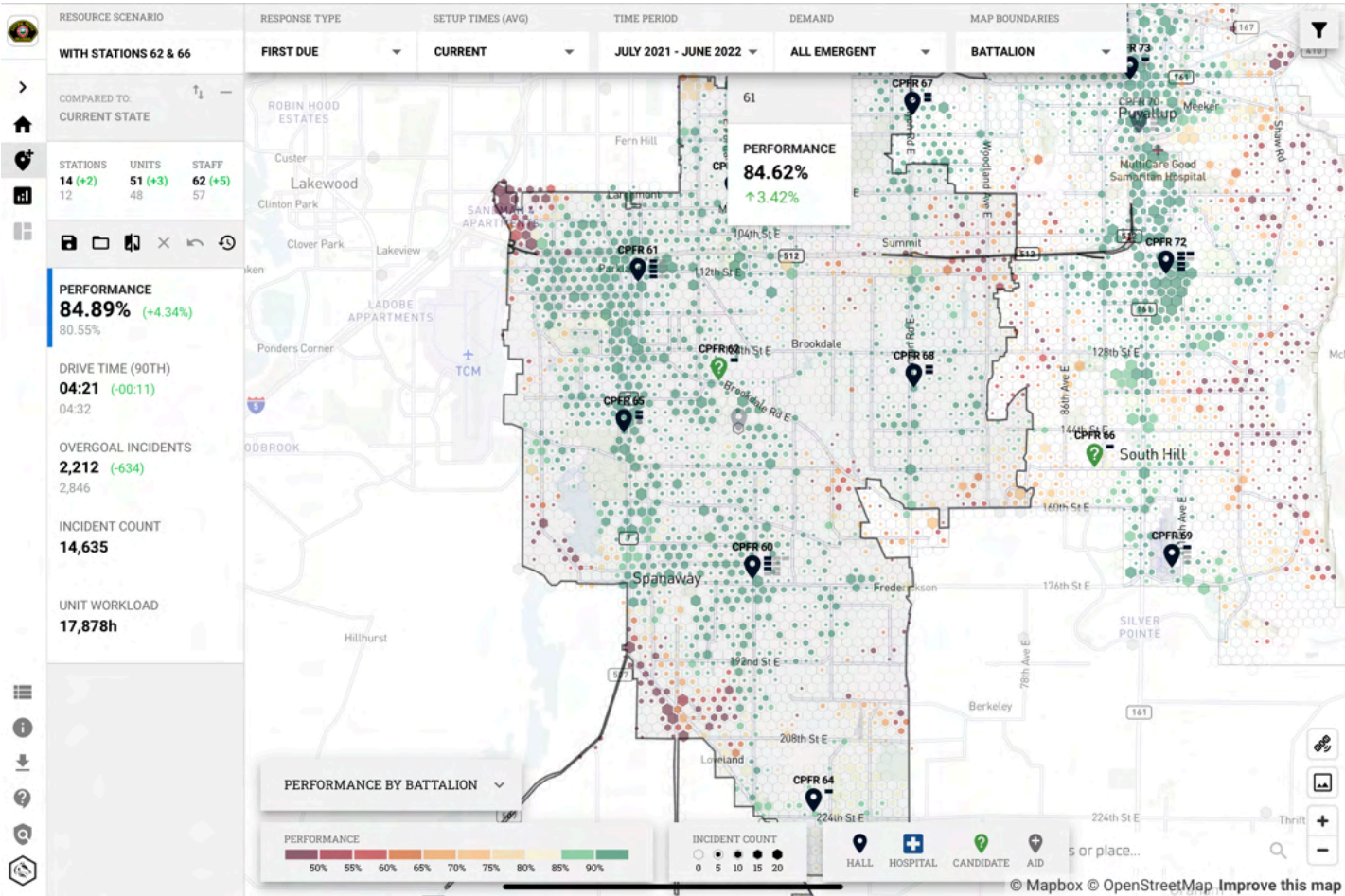
Expected Performance- Station 62 West Battalion



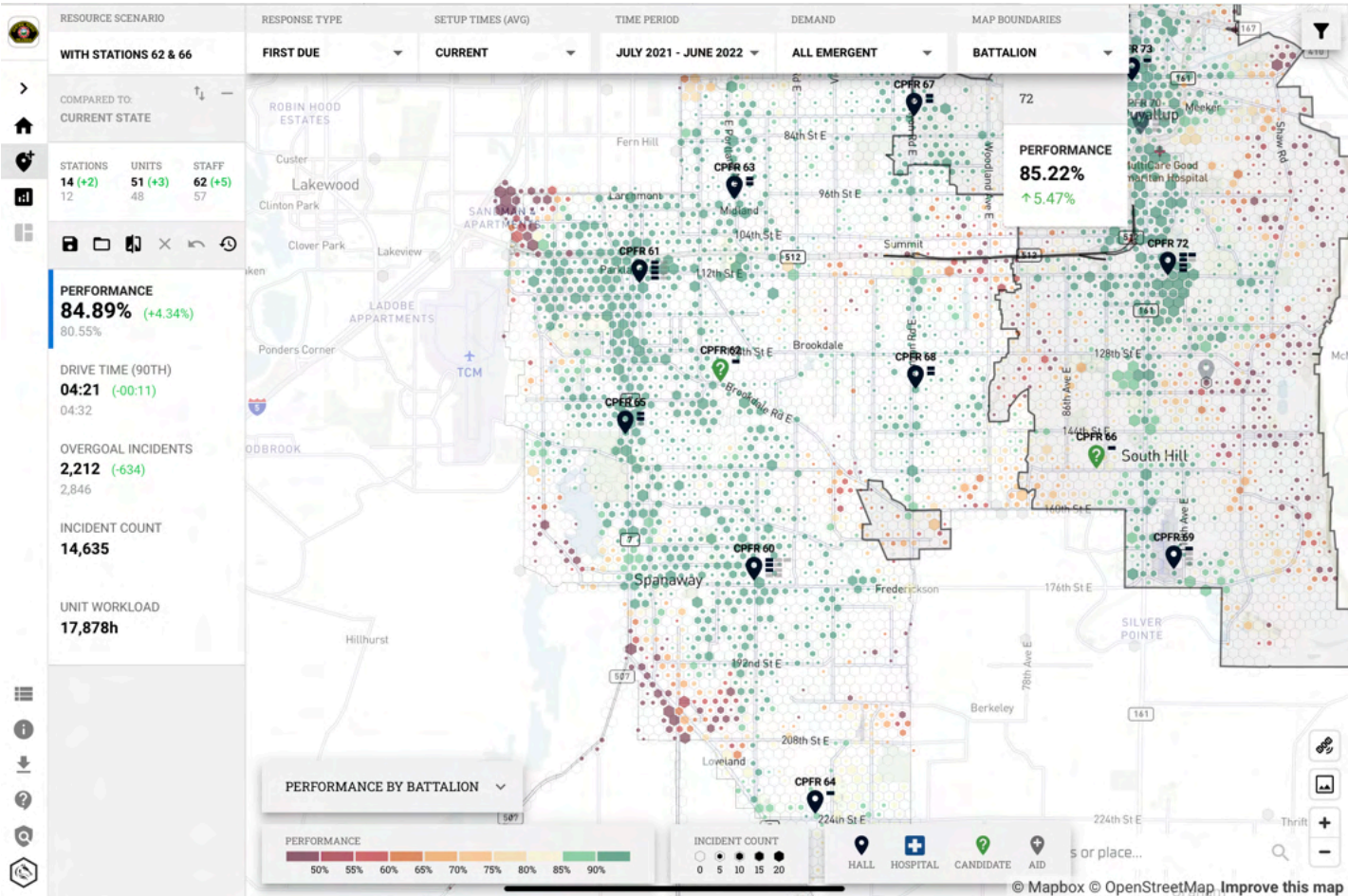
Expected Performance- Station 62 East Battalion



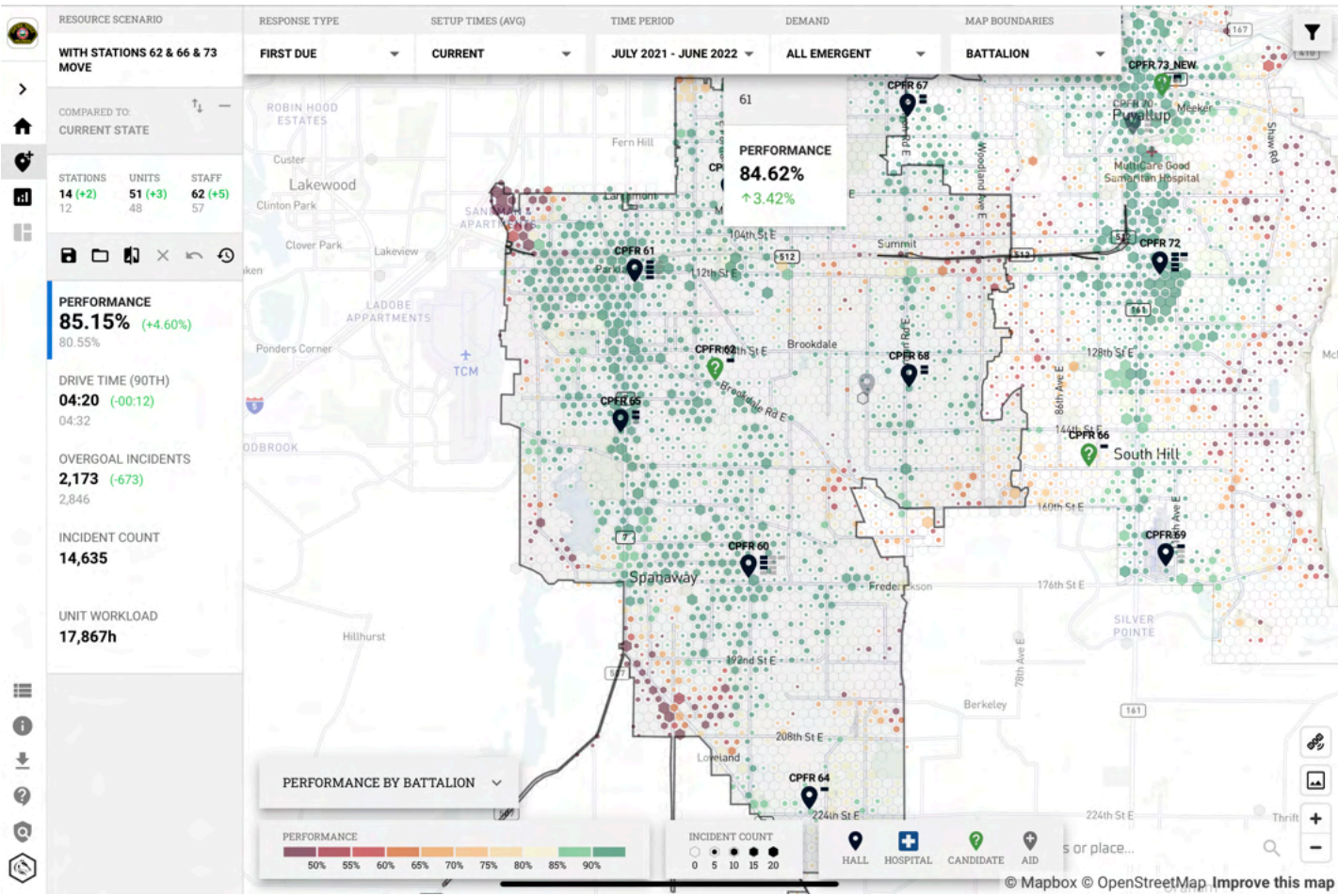
Expected Performance- Station 62 & 66 West Battalion



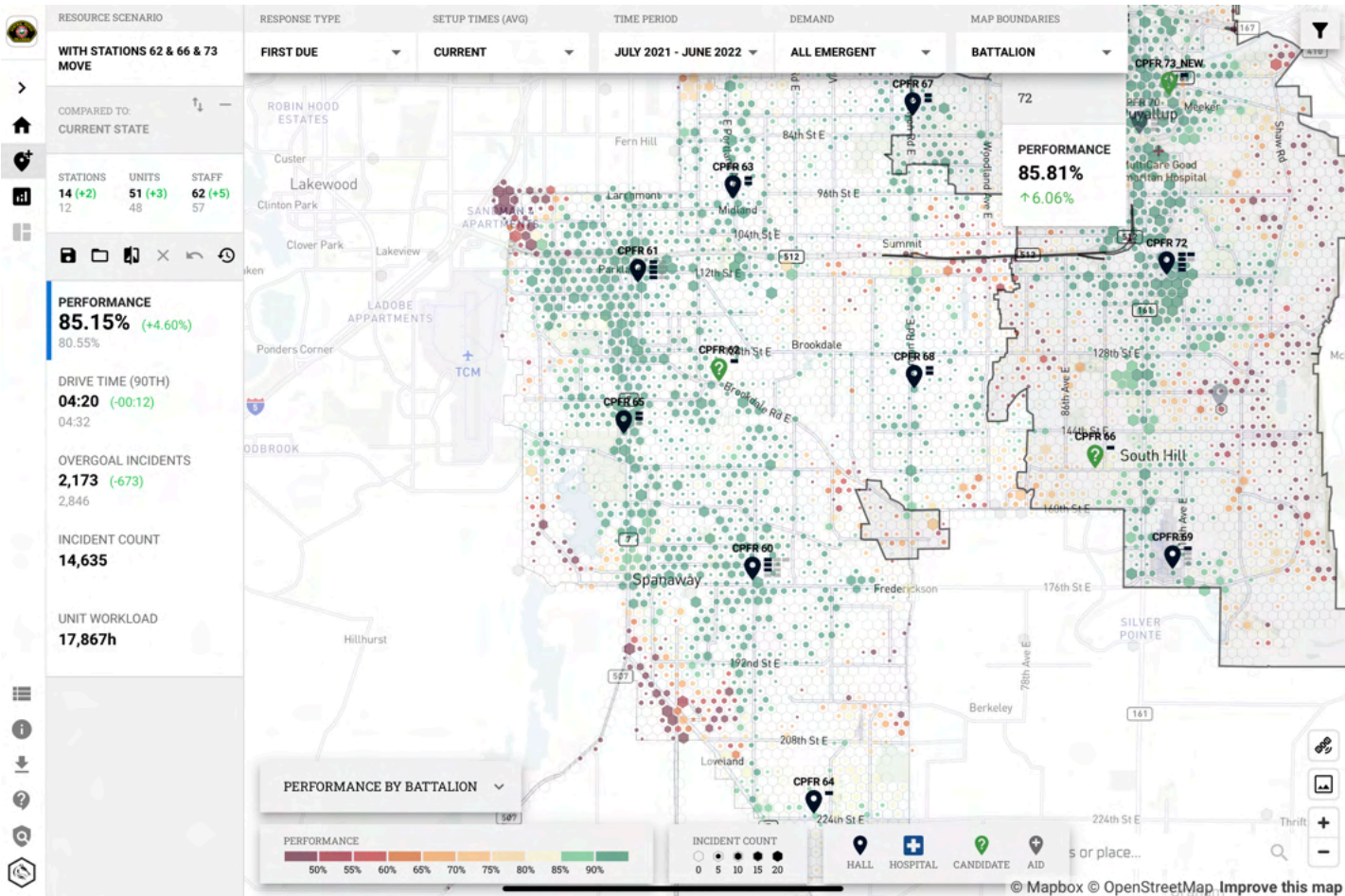
Expected Performance- Station 62 & 66 East Battalion



Expected Performance- Station 62, 66 & Move 73 West Battalion



Expected Performance- Station 62, 66 & Move 73 East Battalion





Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022

Item Title: EMS Transport System Reciprocity MOU- Orting Valley Fire & Rescue

Attachments: OVFR MOU

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

POSSIBLE MOTION:

"I move to approve the Fire Chief to sign and execute the MOU-Reciprocity EMS Levy Transport for Mutual Aid Responses between the District and Orting Valley Fire & Rescue."

SUMMARY:

The District has either Interlocal Agreements or Memorandum of Understandings with its mutual aid partners, whereby the home agency's EMS Levy and transport arrangements are honored regardless if the home agency does the transport.

With an increase in mutual aid transport activity, and the greater level of staffing offered by Orting Valley Fire & Rescue from their Station 43, Staff would like to secure this MOU.

The District already has these agreements in place with East Pierce Fire & Rescue and Graham Fire.

FINANCIAL IMPACT:

None

**MEMORANDUM OF UNDERSTANDING
RECIPROCITY EMS LEVY TRANSPORT PROGRAM / MEMBERSHIP PROGRAM
FOR MUTUAL AID RESPONSES**

THIS MEMORANDUM OF UNDERSTANDING is made by and between Pierce County Fire Protection District No. 18 and Central Pierce Fire & Rescue (collectively referred to as “the Districts”) to summarize their agreement to reciprocally recognize each other’s EMS membership/transport programs, whereby District residents and taxpayers are deemed to have paid for EMS services rendered by virtue of paying their property taxes.

WHEREAS, both of the Districts have established EMS membership/transport programs by Board Resolution, so that qualified members (residents and taxpayers) are not charged for the uninsured portion of the EMS charges for services rendered because of their payment of property taxes; and

WHEREAS, each of the Districts regularly experience District residents or taxpayers being serviced by the other District and being charged for EMS services when the respective Districts respond to mutual aid calls in the other party’s jurisdiction;

NOW THEREFORE IT IS HEREBY AGREED BY THE DISTRICTS AS FOLLOWS:

1. Purpose. The purpose of this MOU is to recognize that both of the Districts at times respond on mutual aid EMS calls within the boundaries of the other District. Such citizens and members will be provided EMS services by the responding District on mutual aid calls in the same manner as if they were residents of such responding District and charged accordingly.
2. Program Review. The Districts agree to review this MOU and EMS statistics regularly to ascertain whether the MOU is working fairly and to the benefit of both Districts and their respective citizens, residents and taxpayers.
3. Term. This MOU shall be effective on _____, and shall continue until either party shall give to the other 30 days written notice of termination.

Executed by the Districts this _____ day of _____, 2022.

Pierce County Fire Protection District No. 18

Central Pierce Fire and Rescue

Zane Gibson, Fire Chief

Dustin Morrow, Fire Chief

Board Chair, Jason Bellerive

Board Chair, Matt Holm



Board Meeting Agenda Item Summary

Agenda Date	December 12, 2022
Item Title:	Human Resources Division Report
Attachments:	N/A
Submitted by:	HRD Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Recruitment

- **New Hires/Promotions/Transfers**
 - **Deputy Chief - Administration – 11.28.2022**
 - We welcomed Brent VanKeulen on November 28th to Central Pierce and the Deputy Chief role. We are excited to begin working together.
 - **Human Resources Analyst – 12.05.2022**
 - We welcomed Janna Quirie to the HR team on December 5th. The team is super-excited to be “complete” and we look forward to working with Janna and making great things happen in the District.
 - **Support Specialist – Training Consortium – 11.21.2022**
 - Denise Ross, formerly of EMS, was the successful candidate in the recent internal recruitment for a second support position in the Training Consortium.
- **Current Recruitments**
 - **Academy 23-1.1 (Laterals)**
 - 29 candidates were moved to the background stage
 - We are currently at 21 candidates remaining
 - Four candidates did not pass the suitability and/or background
 - Four candidates withdrew from the process
 - The remaining candidates have received conditional offers and will be completing the psychological and physical screenings in December
 - **Academy 23-1.2 (Laterals)**
 - 58 candidates met the lateral requirements
 - 47 candidates scheduled their oral board interview
 - 25 candidates passed
 - 21 candidates failed
 - 1 candidate withdrew
 - 25 candidates scheduled their Chief's Interview



Board Meeting Agenda Item Summary

- 17 candidates passed
- 8 candidates did not pass
- Those 17 candidates moved to the Suitability/Background stages
 - 1 candidate withdrew
 - 1 candidate did not return paperwork on time
 - 15 candidates are now moving to Suitability/Background stages
- **Academy 23-2 (Entry Level)**
 - The application window opened on November 13th and closes on January 4th
 - As of December 2nd we have had 218 applicants
 - Just over 150 of those have met the minimum requirements
- **Support Specialist - Administration**
 - We had no internal applicants, so we will be going external for this recruitment in the very near future.
- **Support Specialist – EMS**
 - With the transfer of Denise Ross to the Training Consortium, we have posted this position internally – if no one applies, we will then move to an external recruitment
- **Paramedic School (2023-2024 School Year)**
 - The posting recently closed for this, and there are five internal candidates who will be attending Oral Boards on December 14th
- **Help Desk Supervisor**
 - We currently have this new position posted, and as of December 2nd have 36 candidates. Screening of those candidates will take place on December 6th and interviews will be held on December 15th.
- **Upcoming Recruitments/Other Staffing work**
 - Working on completing all of the pre-employment steps for the following positions
 - C.A.R.E.S. Community Health Worker
 - Suppression Lieutenant
 - Positions approved in the 2023 budget

Other Projects

- **Job Analysis**
 - We have now completed our 4th workshop, for Captain. Due to holidays scheduling issues, the next two workshops are going to be held in January – Battalion Chief and then Assistant Chief.
- **Diversity, Equity and Inclusion (DEI)**
 - Debriefs with each person who completed the assessment are continuing to take place, and we look forward to seeing the plan for 2023 once the debriefs have been completed.
- **Unit Clarification Hearing**
 - Unfortunately, the other party asked to reschedule this hearing, so now on December 21st Finance Director Robacker and myself will be testifying at the Unit Clarification Hearing for the Controller position in Finance. This is the final step in the reclassification of the Senior Accountant to Controller plan that was brought forward this past spring.

Negotiations/Non-Represented Changes

- We are continuing to meet with Local 726 to negotiate the implementation of a number of items agreed to with their recently ratified contract.

FINANCIAL IMPACT:

N/A



Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022
Item Title: Training Division Report
Attachments: N/A
Submitted by AC Benning

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. Academy on track and progressing well

- A. Mid terms next week
 - i. Special thanks to Allan Kamke and Andy McAfee for keeping everything on track.
- B. Instructors have given an extraordinary effort while burning the candle at both ends.

2. Welcome to Denise Ross as the new training division Support Specialist

- A. Denise has taken an incredibly brave step to come back into the training division and help us navigate through the foundational elements of the training consortium.

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022

Item Title: Field Operations Division Report

Attachments: N/A

Submitted by: R. Kent

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. "Responding into the Future" Presentation

- A.** 2023 new Response Uniform presentation, "Responding into the Future". A look into a "Clean Zone" concept for our Fire Stations and the new "Response Uniform" for 2023.
 - I.** Power-point presentation, by AC Kent

FINANCIAL IMPACT:

N/A



Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022

Item Title: EMS Division Report

Attachments: N/A

Submitted by: AC Bouchard

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. Pediatric burn patient update from Harborview Medical Center.
2. County MCI plan updated and implemented as of 11-29-2022.

FINANCIAL IMPACT:

N/A



Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022
Item Title: Operations Section Report
Attachments: N/A
Submitted by DC Stueve

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. SouthSound 911 Operations Planning Committee

- A. South Sound has asked that an operations chief lead this committee and regularly report to the Public Safety Communications Operations Committee (PSCOC) on progress.

2. PCFTC Operations Advisory Team

- A. This group has invested significant time ensuring the structural tools support curriculum each agency can endorse; the first major pieces include a glossary, tactical worksheet and a best practice document establishing firefighting priorities.

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: December 12, 2022
Item Title: Admin Deputy Chief Report
Attachments: None
Submitted by: Chief VanKeulen

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

I have started full time with the District effective 11/28/2022. I am taking steps to integrate and understand the District's culture, our people, our vast policies, and our numerous programs. The reception has been warm and welcoming by all.

I will be working to meet with my direct reports and understand their needs and the needs of the business. It will be exciting for me to learn the Central Pierce way, but also offer my input from my experiences inside and outside the fire service.

Finally, I am looking forward to building strong relationships with you, our Board Members, and the leadership that represents Local 726 and OPEIU.

FINANCIAL IMPACT:

None



Board Meeting Agenda Item Summary

Agenda Date: December 12, 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: _____

SUMMARY:

EMS BILLING

Staff is taking steps to move the District's EMS billing from EF Recovery to Systems Design. Staff believes that Systems Design can better serve the District's EMS billing needs, including having strong processes around GEMT reporting, robust audit procedures, and directly billing from ESO's billing suite. The change is anticipated to take place in 2023 and notice has been provided to EF Recovery.

SPECIAL TEAMS

The District is making good progress towards the development and staffing of our special teams. It has been exciting to see the progress and know that we are taking responsible steps to address the special risks throughout the District.

PPD LEADERSHIP COURSE

Several staff members attended a leadership presentation with members of the Puyallup Police Department (PPD). The half day event was well received and there is a desire to participate more regularly with PPD on these types of leadership ventures.

FINANCIAL IMPACT:

NOV 10 2022



"WHERE COMPASSION AND ACTION MEET"

EAST PIERCE FIRE & RESCUE | 18421 VETERANS MEMORIAL DR. E. | BONNEY LAKE, WA 98391
PHONE: 253-863-1800 | FAX: 253-863-1848 | WWW.EASTPIERCEFIRE.ORG

November 2, 2022

Central Pierce Fire & Rescue
17520 22nd Ave E
Tacoma, WA 98445

Dear Chief Dustin Morrow,

East Pierce Fire & Rescue would like to thank you for your support during the recent passing of Firefighter Jeffrey Conover. On October 5, 2022, we tragically lost our beloved brother.

As news of Jeff's passing spread, many agencies united to honor him. Immediately there was an outpouring of support by local police and fire agencies. These agencies escorted Firefighter Conover's remains in procession to the funeral home.

Thank you for all those involved with organizing and attending a fitting tribute to Firefighter Conover. It took the cooperation of many agencies to make it happen. Meals were donated to crews mourning and those preparing for the memorial. Pipes and Drums and Honor Guard members came from around the state to participate. Seven fire agencies provided personnel and apparatus so our fire family could attend the memorial. A local venue provided a space for a reception. And dress uniforms were expedited to be ready in time for the service.

We thank you for your quick, compassionate, and caring response. Your comforting actions, donations, cards, notes, and expressions of support touched us all.

All of us at East Pierce Fire & Rescue want to thank the fire departments, public safety agencies, and community for the love you showed us in our time of need.

We will never forget.

A handwritten signature in blue ink, appearing to read "Jon Parkinson".

Jon Parkinson
Fire Chief