



## CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

**Date:** December 27, 2022

**Place:** In-Person / Headquarters -17520 – 22<sup>nd</sup> Ave E., Tacoma, WA  
Virtual / (Visit [www.centralpiercefirerescue.org](http://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](mailto:aparamapoonya@centralpiercefirerescue.org) by 4:00pm meeting day.*

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**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 December 12, 2022

C. **Pg. 7:** Approval of:

Accounts Payable Warrants Numbered 58215 to 58215 totaling:	\$	12,064.11
Accounts Payable Warrants Numbered 58216 to 58236 totaling:	\$	172,275.77
Accounts Payable Warrants Numbered 58237 to 58265 totaling:	\$	185,825.56
Accounts Payable Warrants Numbered 58266 to 58277 totaling:	\$	318,362.68
<b>GRAND TOTAL</b>	<b>\$</b>	<b>688,528.12</b>

**Pg. 23:** For Informational Purposes Only - The following electronic payments totaling \$512,574.49 are included in the Warrants noted above:

- Accounts Payable EFT numbered 13778 to 13808 - \$118,594.12 (Included in A/P Warrant 58217)
- Accounts Payable EFT numbered 13809 to 13847 - \$86,996.26 (Included in A/P Warrant 58239)
- Accounts Payable EFT numbered 13848 to 13876 - \$306,984.11 (Included in A/P Warrant 58267)

**6. Unfinished Business** (Second Reading and Final Action)

A. **Pg. 46:** Board Policy 3.40 FLSA Exempt, Non-Represented, Non-Uniformed Employees Common Benefits – HRD Washo

B. **Pg. 74:** Board Policy 3.41 Non-Exempt, Non-Represented, Non-Uniformed Employees Common Benefits – HRD Washo



## **CENTRAL PIERCE FIRE & RESCUE**

### **BOARD OF COMMISSIONERS MEETING AGENDA**

- C. **Pg. 102:** Board Policy 3.45 Common Benefits for FLSA Exempt, Non-Represented, Uniformed Employees – HRD Washo
- 7. **New Business (First Reading)**
  - A. **Pg. 129:** Authorizing Fees, Charges, & Fines Effective January 1, 2023 – FD Robacker
    - i. Resolution 22-13 Fees, Charges, & Fines
  - B. **Pg. 135:** Year-End Budget Amendment – FD Robacker
    - i. Resolution 22-14 Year-End Budget Amendment
- 8. **Considerations and Requests**
- 9. **Staff, Local, Firefighter's Association and Fire Chief Reports**
  - A. **Pg. 144:** Finance – FD Robacker
  - B. **Pg. 155:** Logistics – AC Stueve
  - C. **Pg. 156:** Prevention & Education – AC Berdan
  - D. **Pg. 158:** Health & Safety – AC McKenzie
  - E. **Pg. 159:** DC Admin – DC VanKeulen
  - F. **Pg. 160:** Fire Chief – Chief Morrow
- 10. **Correspondence**
- 11. **Commissioner Comments**
- 12. **Adjournment**

**CENTRAL PIERCE FIRE & RESCUE  
BOARD OF COMMISSIONERS  
December 12, 2022**

Chair Holm called the Regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order at District Headquarters – 17520 22<sup>nd</sup> 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, Chief Morrow, Deputy Chiefs Stueve and VanKeulen, FD Robacker, Assistant Chiefs Kent, Bouchard, and Benning, Captain Farris, L726 President Aaron James, and Executive Assistant Paramapoonya, Recorder.

**PLEDGE OF ALLEGIANCE**

DC VanKeulen led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)**

No public comment.

**CONSENT AGENDA (SINGLE MOTION)**

A. Excused Absences:

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

C. 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
<b>GRAND TOTAL</b>	<b>\$ 6,010,772.21</b>

Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve the Consent Agenda with warrants totaling \$6,010,772.21. **MOTION CARRIED.**

**UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)**

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

FD Robacker reviewed Resolution 22-12 for a second reading. Commissioner Willis moved and Commissioner Mitchell seconded to approve Resolution 22-12 Dissolving Petty Cash, Change, and Advanced Travel Funds, redepositing these funds into the District's main depository account, and designating Stephany Carter-Hoskinson as Custodian for the remaining District Change and Imprest Funds. **MOTION CARRIED.**

B. Board Policy 3.18 Receipting and Depositing Incoming Funds

FD Robacker discussed Board Policy 3.18 Receipting and Depositing Incoming Funds. No changes were made after the first reading. Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve the Second Reading of Board Policy 3.18 Receipting and Depositing Incoming Funds as presented by Staff. **MOTION CARRIED.**

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

A. Board Policy 3.40 FLSA Exempt, Non-Represented, Non-Uniformed Employees Common Benefits

Chief Morrow reviewed Board Policy 3.40 FLSA Exempt, Non-Represented, Non-Uniformed Employees' Common Benefits. All feedback and/or comments from the Board over the next two weeks will be included in revisions.

B. Board Policy 3.41 Non-Exempt, Non-Represented, Non-Uniformed Employees Common Benefits

Chief Morrow reviewed Board Policy 3.41 Non-Exempt, Non-Represented, Non-Uniformed Employees Common Benefits. All feedback and/or comments from the Board over the next two weeks will be included in revisions.

C. Board Policy 3.45 FLSA Exempt, Non-Represented, Uniformed Employees Common Benefits

Chief Morrow reviewed Board Policy 3.45 Common Benefits for FLSA Exempt, Non-Represented, Uniformed Employees. All feedback and/or comments from the Board over the next two weeks will be included in revisions.

**CONSIDERATIONS AND REQUESTS**

A. Appendix A for 726 Non-Uniformed

Chief Morrow discussed the 2023 Appendix A Salary Schedule for 726 Non-Uniformed Personnel. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the 2023 Salary Schedule for 726 Non-Uniformed Personnel. **MOTION CARRIED.**

B. Tele-handler Forklift Purchase

AC Benning explained the request to purchase a tele-handler forklift for the District. Commissioner Mitchell moved and Commissioner Stringfellow seconded to authorize and appropriate \$74,800 for a used tele-handler forklift in the General Fund Division 230. **MOTION CARRIED.**

C. Station Prioritization Discussion

Chief Morrow discussed a potential new direction regarding identified capital projects and the sequence of future fire station builds.

**D. OVFR EMS Transport System Reciprocity MOU – Chief Morrow**

Chief Morrow reviewed the Memorandum of Understanding – Reciprocity EMS Levy Transport for Mutual Aid Responses between Central Pierce Fire & Rescue and Orting Valley Fire & Rescue, due to an increase in mutual aid transport activity. Commissioner Willis moved and Commissioner Mitchell seconded 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. **MOTION CARRIED.**

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

The following divisions provided a written report in the packet:

- A. Human Resources/HRD Washo: Chief Morrow provided an overview of the current recruitment numbers to the Board.
- B. Training/AC Benning: Midterm testing is this week. Special thanks to Allan Kamke and Andy McAfee. I am thankful to have such hard working individuals in the Training Division. Welcome Denise Ross to the Training Division!
- C. Field Operations/AC Kent: Chief Kent presented a new direction regarding uniforms for Line Personnel.
- D. EMS/AC Bouchard: Chief Bouchard shared a thank you letter from a JBLM Battalion Chief regarding a recent MCI training that took place. I am extremely proud of LT Howell and LT Franz for all of their hard work with this. A big thank you to all of our Commissioners for being so supportive of the EMS Division.
- E. DC Operations/DC Stueve: Chief Stueve provided an update on the Operations Division.
- F. DC Administration/DC VanKeulen: Chief VanKeulen is excited about being a part of an organization that is headed in a positive direction.
- G. Fire Chief's Report/Chief Morrow: The District is pursuing a change in our EMS Billing vendor. This process is underway. There is a monumental movement occurring within our Special Teams, and it is all because of Captain Josh Farris. He is doing a lot of great work. Saturday is Brian Annis-Leving's memorial service.

L726 President James: Through fundraising events, we are able to sponsor 21 families this holiday season. It has been awesome to see our personnel provide support in the community. Happy Holidays!

**CORRESPONDENCE**

A. EPFR Letter: Chair Holm is proud to see the letter from Chief Parkinson.

**COMMISSIONER COMMENTS**

Chair Holm: I am very proud of all of our people. I want to wish everyone a Merry Christmas!!

Vice Chair Stringfellow: Thank you to the Fire Chief. I really appreciate the Board Briefings that are being sent out to the Board. I like change, and I am happy we as a District are open to looking at new opportunities and developments.

Commissioner Willis: I think the Tele-handler will be a great addition. This type of device will make things safer for our personnel. The new uniforms also sound like a great idea, especially for brush fires.

Commissioner Coleman: Everybody is doing great. I am proud of everyone. Keep it up.

Commissioner Mitchell: I am just happy about all the great things I have heard. We have good things happening within our organization. Great job, Chief.

**ADJOURNMENTS**

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

The meeting adjourned at 6:04 p.m.

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MATTHEW HOLM  
CHAIR OF THE BOARD

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TANYA ROBACKER  
DISTRICT SECRETARY

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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>
12/02/2022	AP00058215 - AP00058215	\$12,064.11
12/02/2022	AP00058216 - AP00058236	\$172,275.77
12/08/2022	AP00058237 - AP00058265	\$185,825.56
12/15/2022	AP00058266 - AP00058277	\$318,362.68
	<b>Total</b>	<b>\$688,528.12</b>

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 00058215	RICEFERG	Rice Fergus Miller Inc	12/02/22	12,064.11	MW	IS	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	12,064.11	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 12,064.11



Central Pierce Fire and Rescue  
Accounts Payable Warrant Approval

Start Date: 12/02/2022

End Date: 12/02/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
<b>RICE FERGUS MILLER (RICEFERG)</b>					
	202008903010	11/07/2022	637.50	STN66 OCT PREDESIGN/ARCH	3016069422 56242
	202008906007	11/07/2022	187.50	STN60 OCT TRNG CAMPUS	3012309422 56242
	202008907005	11/07/2022	1,767.50	FLEET/LOG OCT MASTER PLAN	3012049422 56242
	202008909003	11/07/2022	458.36	STN66 OCT SITE SURVEYS	3016069422 56242
	202008911002	11/07/2022	9,013.25	STN73 OCT ENVIRO ASSESS	3017039422 54911
<b>TOTAL FOR CHECK AP 00058215:</b>			<u>12,064.11</u>		
<b>REPORT TOTAL:</b>			<u>12,064.11</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058216	INTETELE	ALLSTREAM BUSINESS US INC	12/02/22	1,295.78	MW	IS	
AP CHK 00058217	CPFR	Central Pierce Fire & Rescu	12/02/22	118,594.12	MW	IS	
AP CHK 00058218	CPFR	Central Pierce Fire & Rescu	12/02/22	1,462.84	MW	IS	
AP CHK 00058219	CRAIQUAL	CRAIG'S QUALITY TOOLS	12/02/22	277.42	MW	IS	
AP CHK 00058220	DARKANAL	DARKHORSE ANALYTICS INC	12/02/22	25,000.00	MW	IS	
AP CHK 00058221	ELMHMUTU	Elmhurst Mutual Power & Lig	12/02/22	553.00	MW	IS	
AP CHK 00058222	GALLS	Galls Incorporated	12/02/22	838.20	MW	IS	
AP CHK 00058223	GENETOWI	Gene's Towing Inc	12/02/22	756.25	MW	IS	
AP CHK 00058224	SOBO06010	JAMES SOBOLE	12/02/22	59.13	MW	IS	
AP CHK 00058225	MCLEHARD	McLendon Hardware	12/02/22	204.60	MW	IS	
AP CHK 00058226	NEWSTRIB	News Tribune	12/02/22	234.13	MW	IS	
AP CHK 00058227	PSENERGY	Puget Sound Energy	12/02/22	7,714.78	MW	IS	
AP CHK 00058228	RICEFERG	Rice Fergus Miller Inc	12/02/22	336.50	MW	IS	
AP CHK 00058229	SSTIREPU	S&S TIRE SERVICE INC	12/02/22	9,175.91	MW	IS	
AP CHK 00058230	SPEEGLAS	Speedy Glass	12/02/22	3,740.00	MW	IS	
AP CHK 00058231	SUMMWATE	Summit Water Company	12/02/22	524.47	MW	IS	
AP CHK 00058232	HOMEPRO	THE HOME DEPOT PRO	12/02/22	533.92	MW	IS	
AP CHK 00058233	UNITPARC	United Parcel Service	12/02/22	220.17	MW	IS	
AP CHK 00058234	USTRANS	US TRANSMISSIONS	12/02/22	541.23	MW	IS	
AP CHK 00058235	WASHWATE	WASHINGTON WATER SERVICE CO	12/02/22	191.52	MW	IS	
AP CHK 00058236	WHOLONLI	WHOLESALE ONLINE GROUP	12/02/22	21.80	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
S U B T O T A L S:									
		Total Void Machine Written		0.00		Number of Checks Processed:			0
		Total Void Hand Written		0.00		Number of Checks Processed:			0
		Total Machine Written		172,275.77		Number of Checks Processed:			21
		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		172,275.77					

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

Start Date: 12/02/2022

End Date: 12/02/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
CRAIG'S QUALITY TOOLS (CRAIQUAL)					
	11172290700	11/17/2022	277.42	SHOP TOOL, COOLANT TEST O-RING	0016502265 53501
TOTAL FOR CHECK AP 00058219:			277.42		
DARKHORSE ANALYTICS INC (DARKANAL)					
	INV1982	11/30/2022	25,000.00	DARKHORSE IMPLEMENTATION SERVI	0012002210 54911
TOTAL FOR CHECK AP 00058220:			25,000.00		
ELMHURST MUTUAL POWER & LIGHT (ELMHUTU)					
	62-221116	11/16/2022	184.00	#5147 STN62 ELECTRICITY	0016022250 54731
	68-221109	11/09/2022	369.00	#63497 STN68 ELECTRICITY	0016082250 54731
TOTAL FOR CHECK AP 00058221:			553.00		
GALLS INCORPORATED (GALLS)					
	022687872	11/15/2022	419.10	BLACK NOMEX PANTS	0012042254 52011
	022789107	11/25/2022	139.70	38-30 BLUE PANTS	0012042254 52011
	022789115	11/25/2022	279.40	BLUE NOMEX PANTS B CUT	0012042254 52011
TOTAL FOR CHECK AP 00058222:			838.20		
GENE'S TOWING INC (GENETOWI)					
	508519	11/16/2022	756.25	E04-I TOW TO SHOP	0016502265 54191
TOTAL FOR CHECK AP 00058223:			756.25		
INTEGRA TELECOM (INTETELE)					
	18961656	11/08/2022	567.23	#637153 NOV SVC CHGS	0012102215 54202
	18973516	11/11/2022	728.55	#727925 NOV SVC CHGS	0012102215 54202
TOTAL FOR CHECK AP 00058216:			1,295.78		
JAMES SOBOLE (SOBO06010)					
	20223692B	11/22/2022	0.11	UKG ASPIRE/LODGING DIFF	0012302240 54311
	20223692B	11/22/2022	59.02	UKG ASPIRE/GROUND TRAVEL	0012302240 54311
TOTAL FOR CHECK AP 00058224:			59.13		
MCLENDON HARDWARE (MCLEHARD)					
	D912305	11/22/2022	204.60	ACADEMEY 2X2-8	0012352240 53141
TOTAL FOR CHECK AP 00058225:			204.60		
NEWS TRIBUNE (NEWSTRIB)					
	158912	10/31/2022	234.13	OCT12 PRINT LEGAL NOTICE	0012002210 54111
TOTAL FOR CHECK AP 00058226:			234.13		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	120222	12/02/2022	79,462.47	12/02/2022 AP EFTS	001 21110
	120222	12/02/2022	39,131.65	12/02/2022 AP EFTS	101 21110
TOTAL FOR CHECK AP 00058217:			118,594.12		
	111522	11/09/2022	1,462.84	OCT MERCH SVC FEES	0012012211 54191
TOTAL FOR CHECK AP 00058218:			1,462.84		
TOTAL FOR PIERCE COUNTY FIRE			120,056.96		
PUGET SOUND ENERGY (PSENERGY)					
	60-221109	11/09/2022	209.69	#220013518166 STN60 NAT GAS	0016002250 54701
	63-221107	11/07/2022	106.00	#220012344424 STN63 NAT GAS	0016032250 54701
	64-221110	11/10/2022	176.69	#200022454991 STN64 NAT GAS	0016042250 54701
	65-221108	11/08/2022	378.47	#200012556508 STN65 NAT GAS	0016052250 54701

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

**Start Date:** 12/02/2022

**End Date:** 12/02/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	67-221107	11/07/2022	183.20	#200005777707 STN67 NAT GAS	0016072250 54701
	69-221115	11/15/2022	1,351.96	#200012220444 STN69 ELECTRIC	0016092250 54731
	72-221115	11/15/2022	740.12	#220024114682 72 NAT GAS	0017022250 54701
	72-221115	11/15/2022	473.19	#220024114682 72 EL,ELECTRICITY	0017022250 54731
	72-221115	11/15/2022	3,185.86	#220019632912 N72 ELECTRICITY	0017022250 54731
	72-221116	11/16/2022	108.11	#200004724288 STN72 NAT GAS	0017022250 54701
	72-221116	11/16/2022	205.53	#200004724288 STN72 ELECTRIC	0017022250 54731
	SP-221115	11/15/2022	503.31	#200017634847 SHOP ELECTRICITY	0016502265 54731
	TC-221107	11/07/2022	92.65	#200014257659 TC NAT GAS	0016172250 54701
<b>TOTAL FOR CHECK AP 00058227:</b>			<b>7,714.78</b>		
<b>RICE FERGUS MILLER (RICEFERG)</b>					
	202008910006	11/07/2022	336.50	STN62 OCT IMPROVEMENTS	0016022250 54911
<b>TOTAL FOR CHECK AP 00058228:</b>			<b>336.50</b>		
<b>S&amp;S TIRE (SSTIREPU)</b>					
	1137305	11/30/2022	229.63	E18-1, DEMOUNT REMOUNT TIRES O	0016502265 54820
	1137314	11/30/2022	85.33	E18-1 TIRES FROM E18-1 TO E21-	0016502265 54820
	1137463	11/30/2022	2,774.17	E18-3, STEER TIRE REPLACEMENT	0016502265 54820
	1137546	11/30/2022	2,575.22	M19-4 NEW STUDDED TIRES	0016502265 54820
	1137547	11/17/2022	1,289.23	UV19-1, LUBE, OIL, FILTER, SAF	0016502265 54820
	1137554	11/17/2022	2,112.93	M17-2 REPLACE STUDDED TIRES	0016502265 54820
	1137728	11/22/2022	109.40	SC19-2 WINTER TIRE INSTALL	0016502265 54820
<b>TOTAL FOR CHECK AP 00058229:</b>			<b>9,175.91</b>		
<b>SPEEDY GLASS (SPEGLAS)</b>					
	60012134288	11/29/2022	1,870.00	E18-3 WINDSHIELD REPLACEMENT	0016502265 54820
	60012134289	11/29/2022	1,870.00	L21-1 WINDSHIELD REPLACEMENT	0016502265 54820
<b>TOTAL FOR CHECK AP 00058230:</b>			<b>3,740.00</b>		
<b>SUMMIT WATER COMPANY (SUMMWATE)</b>					
	67-221110	11/10/2022	213.31	#1312200001 STN67 WATER CHG	0016072250 54711
	67T-221110	11/10/2022	311.16	#1312250001 67TWR WATER CHG	0016472250 54711
<b>TOTAL FOR CHECK AP 00058231:</b>			<b>524.47</b>		
<b>THE HOME DEPOT PRO (HOMEPRO)</b>					
	717815336	11/16/2022	15.75	TOILET BOWL BRUSH (EACH)	0012052218 53198
	717815336	11/16/2022	29.79	DUCT TAPE (ROLL)	0012052218 53198
	717815336	11/16/2022	185.20	WIPES,WYPALL (BOX)	0012052218 53198
	717815336	11/16/2022	131.38	PAPER TOWELS, KITCHEN WHITE, P	0012052218 53198
	717815336	11/16/2022	171.80	LINER, 40x46 (1.25MIL) (BOX)	0012052218 53198
<b>TOTAL FOR CHECK AP 00058232:</b>			<b>533.92</b>		
<b>UNITED PARCEL SERVICE (UNITPARC)</b>					
	5Y5731452	11/05/2022	11.66	HURST PARTS TO LNCURTIS FOR RE	0012042254 54221
	5Y5731462	11/12/2022	208.51	FRT TO SHIP HAZMAT SUITS FOR	0013202260 53141
<b>TOTAL FOR CHECK AP 00058233:</b>			<b>220.17</b>		
<b>US TRANSMISSIONS (USTRANS)</b>					
	43312	11/28/2022	541.23	E03-1 RETARDER ACTUATOR REBUIL	0016502265 53143
<b>TOTAL FOR CHECK AP 00058234:</b>			<b>541.23</b>		
<b>WASHINGTON WATER SERVICE (WASHWATE)</b>					

Central Pierce Fire and Rescue  
Accounts Payable Warrant Approval

Start Date: 12/02/2022

End Date: 12/02/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	64-221114	11/14/2022	191.52	#9532658329 STN64 WATER CHG	0016042250 54711
TOTAL FOR CHECK AP 00058235:			191.52		
WHOLESALE ONLINE GROUP (WHOLONLI)					
	INV000600	11/09/2022	21.80	HELMET MAGNET PANELS	0013002220 53501
TOTAL FOR CHECK AP 00058236:			21.80		
REPORT TOTAL:			172,275.77		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058237	AHLECRE	AHLERS CRESSMAN & SLEIGHT P	12/08/22	544.50	MW	IS	
AP CHK 00058238	ALOIPLUM	ALOISIO PLUMBING INC	12/08/22	23,375.00	MW	IS	
AP CHK 00058239	CPFR	Central Pierce Fire & Rescu	12/08/22	87,226.47	MW	IS	
AP CHK 00058240	CPFR	Central Pierce Fire & Rescu	12/08/22	8.20	MW	IS	
AP CHK 00058241	QWESINTE	CenturyLink Communications	12/08/22	8,931.17	MW	IS	
AP CHK 00058242	COMCAST	COMCAST	12/08/22	20,424.30	MW	IS	
AP CHK 00058243	COMCAST	COMCAST	12/08/22	131.90	MW	IS	
AP CHK 00058244	CRUIMAST	CRUISE MASTER ENGRAVING INC	12/08/22	808.50	MW	IS	
AP CHK 00058245	DMRECYCL	D M Recycling Co Inc	12/08/22	59.63	MW	IS	
AP CHK 00058246	EMPLSECU	Employment Security	12/08/22	20.32	MW	IS	
AP CHK 00058247	FIREPOLI	FIRE & POLICE SELECTION INC	12/08/22	9,500.00	MW	IS	
AP CHK 00058248	GALLS	Galls Incorporated	12/08/22	203.50	MW	IS	
AP CHK 00058249	GENETOWI	Gene's Towing Inc	12/08/22	907.50	MW	IS	
AP CHK 00058250	TACOTROP	GETTING PERSONAL IMPRINTING	12/08/22	397.10	MW	IS	
AP CHK 00058251	KENTDBRU	Kent D Bruce Company LLC	12/08/22	289.47	MW	IS	
AP CHK 00058252	LANDRECO	Land Recovery Inc	12/08/22	653.56	MW	IS	
AP CHK 00058253	COMBTEST	MARK COMBS	12/08/22	4,400.00	MW	IS	
AP CHK 00058254	NEWCTRAI	NEWCASTLE TRAINING CENTERS	12/08/22	2,453.05	MW	IS	
AP CHK 00058255	PRINSOLU	PRINT SOLUTIONS INC	12/08/22	35.75	MW	IS	
AP CHK 00058256	PSENERGY	Puget Sound Energy	12/08/22	2,210.95	MW	IS	
AP CHK 00058257	SSTIREPU	S&S TIRE SERVICE INC	12/08/22	207.81	MW	IS	
AP CHK 00058258	SPEEGLAS	Speedy Glass	12/08/22	55.00	MW	IS	
AP CHK 00058259	PAPEKENW	SRJ INVESTMENTS	12/08/22	12,325.86	MW	IS	
AP CHK 00058260	GACI11090	STAN GACIOCH	12/08/22	13.69	MW	IS	
AP CHK 00058261	STEPFRIE	STEPHEN FRIEDRICK MD PS	12/08/22	3,497.00	MW	IS	
AP CHK 00058262	TACOPCHD	TACOMA PC HEALTH DEPT	12/08/22	204.00	MW	IS	
AP CHK 00058263	HOMEPRO	THE HOME DEPOT PRO	12/08/22	388.54	MW	IS	
AP CHK 00058264	VERIWIRE	Verizon Wireless	12/08/22	6,479.62	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058265	WURTUSA	Wurth USA Inc	12/08/22	73.17	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	185,825.56	Number of Checks Processed:	29
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 185,825.56



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

Start Date: 12/08/2022

End Date: 12/08/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AHLERS CRESSMAN & SLEIGHT PLLC (AHLECRES)					
	87962	11/30/2022	544.50	NOV'22 CEDAR SPRINGS LEGAL	0012002210 54151
TOTAL FOR CHECK AP 00058237:			544.50		
ALOISIO PLUMBING INC (ALOPLUM)					
	221110	11/22/2022	12,925.00	STATION 66 NEW WATER HEATER	0506062250 54801
	22118	11/22/2022	10,450.00	STATION 61 HOT WATER TANK	0506012250 54801
TOTAL FOR CHECK AP 00058238:			23,375.00		
COMCAST (COMCAST)					
	159364905	11/15/2022	13,980.66	NOV CP COMM CONNECTION	0012102215 54202
	159364905	11/15/2022	2,831.36	NOV GH COMM CONNECTION	0012182215 54202
	159364905	11/15/2022	3,612.28	NOV GFR COMM CONNECTION	0012202215 54202
TOTAL FOR CHECK AP 00058242:			20,424.30		
	111222	11/12/2022	121.90	#8498350232177247 ARM BLDG	0012102215 54202
	111222	11/12/2022	10.00	OCT LATE FEE CHGD	0012102215 54914
TOTAL FOR CHECK AP 00058243:			131.90		
TOTAL FOR COMCAST:			20,556.20		
CRUISE MASTER ENGRAVING INC (CRUIMAST)					
	26762	11/09/2022	808.50	CRUISE MASTER ENGRAVING	0012002210 54191
TOTAL FOR CHECK AP 00058244:			808.50		
D M RECYCLING CO INC (DMRECYCL)					
	10854764S111	11/01/2022	58.00	#21116157294 STN67 RECYCLING	0016072250 54741
	10857372S111	11/01/2022	1.63	#2111321880674 LOG LATE FEE	0016162250 54914
TOTAL FOR CHECK AP 00058245:			59.63		
EMPLOYMENT SECURITY (EMPLSECU)					
	093022	10/01/2022	20.32	EMPLOYMENT SECURITY - UNEMPLOY	0012032213 53171
TOTAL FOR CHECK AP 00058246:			20.32		
FIRE & POLICE SELECTION INC (FIREPOLI)					
	20577	11/30/2022	9,500.00	1st half of Captain Job Analys	0012032213 54191
TOTAL FOR CHECK AP 00058247:			9,500.00		
GALLS INCORPORATED (GALLS)					
	022765469	11/22/2022	203.50	duty boots	0012352240 52011
TOTAL FOR CHECK AP 00058248:			203.50		
GENE'S TOWING INC (GENETOWI)					
	508716	11/28/2022	907.50	DUMPSTER MOVED CPF22031887	0013002220 54191
TOTAL FOR CHECK AP 00058249:			907.50		
GETTING PERSONAL IMPRINTING LL (TACOTROP)					
	26061	11/17/2022	269.50	CP-IT CHALLENGE COINS	0012102215 53141
	26061	11/17/2022	127.60	CP-COIN MOLD COST	0012102215 53141
TOTAL FOR CHECK AP 00058250:			397.10		
KENT D BRUCE COMPANY LLC (KENTDBRU)					
	12525	12/03/2022	289.47	UV19-I SEAT COVERS 62126	0016502265 53143
TOTAL FOR CHECK AP 00058251:			289.47		
LAND RECOVERY (LANDRECO)					
	37893	10/31/2022	136.23	OCT26 TRNG DUMP RUN	0012302240 54741

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

**Start Date:** 12/08/2022  
**End Date:** 12/08/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	38073	11/30/2022	517.33	NOV TRNG DUMP RUNS	0012302240 54741
<b>TOTAL FOR CHECK AP 00058252:</b>			653.56		
<b>MARK COMBS (COMBTEST)</b>					
	931	12/01/2022	2,200.00	TC HYDRANT REPAIR	0012042254 54811
	932	12/01/2022	2,200.00	STATION 60 HYDRANT REPAIR	0012042254 54811
<b>TOTAL FOR CHECK AP 00058253:</b>			4,400.00		
<b>NEWCASTLE TRAINING (NEWCTRAI)</b>					
	5911	09/19/2022	1,866.79	CPR CARDS AND MANUALS	0014002230 53134
	5911	09/19/2022	586.26	CPR INSTRUCTOR CLASSES AND CAR	0014002230 54921
<b>TOTAL FOR CHECK AP 00058254:</b>			2,453.05		
<b>PIERCE COUNTY FIRE PROT DIST # (CPFR)</b>					
	120622	12/06/2022	6.95	2201011 NOVEMBER 2022 NLEC	0014002230 52092
	120622	12/06/2022	223.26	2201011 NOVEMBER 2022 NLEC	1013402680 52092
	120822	12/08/2022	82,402.99	12/08/2022 AP EFTS	001 21110
	120822	12/08/2022	2,711.81	12/08/2022 AP EFTS	015 21110
	120822	12/08/2022	1,881.46	12/08/2022 AP EFTS	101 21110
<b>TOTAL FOR CHECK AP 00058239:</b>			87,226.47		
	120222B	12/02/2022	8.20	NOV 2022 PAYTRACE FEE	0012012211 54191
<b>TOTAL FOR CHECK AP 00058240:</b>			8.20		
<b>TOTAL FOR PIERCE COUNTY FIRE</b>			87,234.67		
<b>PRINT SOLUTIONS, INC (PRINSOLU)</b>					
	110125	11/22/2022	35.75	BUSINESS CARDS - Van Keulen Q	0014002230 54941
<b>TOTAL FOR CHECK AP 00058255:</b>			35.75		
<b>PUGET SOUND ENERGY (PSENERGY)</b>					
	71-221121	11/21/2022	620.38	#200018917720 STN71 NAT GAS	0017012250 54701
	71-221121	11/21/2022	894.68	#200018917720 STN71 ELECTRIC	0017012250 54731
	N73-221121	11/21/2022	458.09	#220028910879 ARM BLD GAS	0017132250 54701
	N73-221121	11/21/2022	237.80	#220028910879 ARM BLDG ELECTR	0017132250 54731
<b>TOTAL FOR CHECK AP 00058256:</b>			2,210.95		
<b>QWEST (QWESINTE)</b>					
	616526489	11/08/2022	3,347.02	NOV CP COMM CONNECTION	0012102215 54202
	616526489	11/08/2022	2,295.95	NOV GH COMM CONNECTION	0012182215 54202
	616526489	11/08/2022	3,288.20	NOV KP COMM CONNECTION	0012222215 54202
<b>TOTAL FOR CHECK AP 00058241:</b>			8,931.17		
<b>S&amp;S TIRE (SSTIREPU)</b>					
	1136018	10/06/2022	191.40	SC18-3, LUBE, OIL, FILTER, &	0016502265 54820
	1138007	12/06/2022	16.41	E22-2 VALVE EXTENSION	0016502265 53143
<b>TOTAL FOR CHECK AP 00058257:</b>			207.81		
<b>SPEEDY GLASS (SPEGLAS)</b>					
	60012135011	12/02/2022	55.00	E03-1 ROCK CHIP REPAIR	0016502265 54820
<b>TOTAL FOR CHECK AP 00058258:</b>			55.00		
<b>SRJ INVESTMENTS (PAPEKENW)</b>					
	909961	12/04/2022	12,325.86	E18-1, BODY WORK	0016502265 54821
<b>TOTAL FOR CHECK AP 00058259:</b>			12,325.86		
<b>STAN GACIOCH (GACI11090)</b>					

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

Start Date: 12/08/2022

End Date: 12/08/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	20223845	11/29/2022	13.69	DEC5/OFFICER DEV/MILEAGE/TACOM	0012302240 54331
<b>TOTAL FOR CHECK AP 00058260:</b>			13.69		
<b>STEPHEN FRIEDRICK MD (STEPFRIE)</b>					
	120122	12/01/2022	3,497.00	DEC'22 PHYSICIAN ADVISOR CONTR	1013402680 54144
<b>TOTAL FOR CHECK AP 00058261:</b>			3,497.00		
<b>TACOMA PC HEALTH DEPT (TACOPCHD)</b>					
	IN0221384	11/21/2022	204.00	2023 PERMIT INFECTIOUS WASTE	1013402680 54901
<b>TOTAL FOR CHECK AP 00058262:</b>			204.00		
<b>THE HOME DEPOT PRO (HOMEPRO)</b>					
	720175066	12/02/2022	388.54	P&E KEVIN SEARCH LIGHT Milwauk	0014002230 53501
<b>TOTAL FOR CHECK AP 00058263:</b>			388.54		
<b>VERIZON WIRELESS (VERIWIRE)</b>					
	9919934808	11/06/2022	1,160.29	#97216288000001 NOV SVC CHGS	0012102215 54202
	9919934809	11/06/2022	852.70	#97216288000002 NOV SVC CHG	0012102215 54202
	9919934810	11/06/2022	1,319.84	#97216288000003 NOV SVC CHG	0012102215 54202
	9921138575	11/21/2022	3,146.79	#74200269700002 NOV SVC CHGS	0012102215 54202
<b>TOTAL FOR CHECK AP 00058264:</b>			6,479.62		
<b>WURTH USA INC (WURTUSA)</b>					
	97456562	07/29/2022	73.17	RUBBER ERASERS	0016502265 53141
<b>TOTAL FOR CHECK AP 00058265:</b>			73.17		
<b>REPORT TOTAL:</b>			185,825.56		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058266	BROOLUMB	Brookdale Lumber Inc	12/15/22	22.47	MW	IS	
AP CHK 00058267	CPFR	Central Pierce Fire & Rescu	12/15/22	306,984.11	MW	IS	
AP CHK 00058268	DMRECYCL	D M Recycling Co Inc	12/15/22	87.00	MW	IS	
AP CHK 00058269	ELMHMUTU	Elmhurst Mutual Power & Lig	12/15/22	576.90	MW	IS	
AP CHK 00058270	ESOSOLUT	ESO SOLUTIONS INC	12/15/22	2,135.32	MW	IS	
AP CHK 00058271	FRUIMUTU	Fruitland Mutual Water Comp	12/15/22	432.45	MW	IS	
AP CHK 00058272	PARKLIGH	Parkland Light & Water Co.	12/15/22	1,696.19	MW	IS	
AP CHK 00058273	PCREFUSE	Pierce County Refuse	12/15/22	1,161.56	MW	IS	
AP CHK 00058274	PCSEWER	Pierce County Sewer	12/15/22	915.35	MW	IS	
AP CHK 00058275	HOMEPRO	THE HOME DEPOT PRO	12/15/22	1,427.02	MW	IS	
AP CHK 00058276	UNITPARC	United Parcel Service	12/15/22	26.35	MW	IS	
AP CHK 00058277	VERIWIRE	Verizon Wireless	12/15/22	2,897.96	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	318,362.68	Number of Checks Processed:	12
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 318,362.68

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

**Start Date:** 12/15/2022

**End Date:** 12/15/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
BROOKDALE LUMBER INC (BROOLUMB)					
	437383	12/13/2022	22.47	TC FL PROPANE	0012302240 53141
TOTAL FOR CHECK AP 00058266:			22.47		
D M RECYCLING CO INC (DMRECYCL)					
	10928819S111	12/01/2022	87.00	#21116157279 TC REC	0016172250 54741
TOTAL FOR CHECK AP 00058268:			87.00		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	65-221130	11/30/2022	576.90	#65031 STN65 ELECTRICITY	0016052250 54731
TOTAL FOR CHECK AP 00058269:			576.90		
ESO SOLUTIONS INC (ESOSOLUT)					
	ESO95519	11/25/2022	2,135.32	CP- EHR JULOTA INTERFACE	0012102215 54813
TOTAL FOR CHECK AP 00058270:			2,135.32		
FRUITLAND MUTUAL WATER COMPANY (FRUIMUTU)					
	66-211231	11/30/2022	152.37	#42720 STN66 WATER CHG	0016162250 54711
	72-221130	11/30/2022	244.36	#41122 STN72 WATER CHG	0017022250 54711
	721-221130	11/30/2022	35.72	#41130 STN72 IRRIGATION	0017022250 54711
TOTAL FOR CHECK AP 00058271:			432.45		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	61E-221201	12/01/2022	1,459.45	#1408 STN61 ELECTRICITY	0016012250 54731
	61L-221201	12/01/2022	76.11	#40956 STN61 TRAFFIC LIGHT	0016012250 54731
	61W-221201	12/01/2022	51.07	#1409 STN61 WATER CHG	0016012250 54711
	61WA-221201	12/01/2022	109.56	#1407 STN61 WATER CHGS	0016012250 54711
TOTAL FOR CHECK AP 00058272:			1,696.19		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	121522	12/15/2022	306,564.11	12/15/2022 AP EFTS	001 21110
	121522	12/15/2022	420.00	12/15/2022 AP EFTS	101 21110
TOTAL FOR CHECK AP 00058267:			306,984.11		
PIERCE COUNTY REFUSE (PCREFUSE)					
	10928546S111	12/01/2022	82.50	#21116116470 STN69	0016092250 54741
	10928546S111	12/01/2022	82.50	#21116116470 SHOP	0016502265 54741
	10930746S111	12/01/2022	62.70	#2111321850828 STN72 RECYCLING	0017022250 54741
	10931362S111	12/01/2022	70.63	#2111321880674 STN66 RECYCLING	0016162250 54741
	10933734S111	12/01/2022	184.91	#211111158741 STN67 GARB	0016072250 54741
	16249583S180	12/01/2022	341.09	#218035266001 STN61 GARBAGE	0016012250 54741
	16250435S180	12/01/2022	180.95	#2180588899 STN65 GARB	0016052250 54741
	16251616S180	12/01/2022	103.12	#2180556556002 STN62 GARB	0016022250 54741
	16252855S180	12/01/2022	53.16	#218035266002 STN61 REC	0016012250 54741
TOTAL FOR CHECK AP 00058273:			1,161.56		
PIERCE COUNTY SEWER (PCSEWER)					
	60-221201	12/01/2022	178.42	#1812114 STN60 SEWER CHGS	0016002250 54721
	61-221201	12/01/2022	144.29	#85900 STN61 SEWER CHGS	0016012250 54721
	62-221201	12/01/2022	22.38	#233439 STN62 SEWER CHGS	0016022250 54721
	63-221201	12/01/2022	85.77	#1778561 STN63 SEWER CHGS	0016032250 54721
	65-221201	12/01/2022	95.52	#1236121 STN65 SEWER CHGS	0016052250 54721
	67TC-221201	12/01/2022	86.78	#462454 STN67 SEWER CHGS	0016072250 54721

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

Start Date: 12/15/2022

End Date: 12/15/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	67TC-221201	12/01/2022	86.77	#462454 TC SEWER CHGS	0016172250 54721
	68-221201	12/01/2022	139.41	#1061119 STN68 SEWER CHGS	0016082250 54721
	69SP-221201	12/01/2022	38.01	#535508 STN69 SEWER	0016092250 54721
	69SP-221201	12/01/2022	38.00	#535508 SHOP SEWER CHGS	0016502265 54721
<b>TOTAL FOR CHECK AP 00058274:</b>			915.35		
<b>THE HOME DEPOT PRO (HOMEPRO)</b>					
	721153849	12/08/2022	39.88	60W MARATHON MINI TWISTER (EAC	0012052218 53198
	721153849	12/08/2022	32.52	TISSUEE, WHITE FACIAL (BOX)	0012052218 53198
	721153849	12/08/2022	472.69	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	721153849	12/08/2022	35.77	BLEACH, 5.5% (EACH)	0012052218 53198
	721153849	12/08/2022	248.51	LAUNDRY DETERGENT, 1GAL (EACH)	0012052218 53198
	721153849	12/08/2022	197.07	PAPER TOWELS, KITCHEN WHITE, P	0012052218 53198
	721153849	12/08/2022	343.60	LINER, 40x46 (1.25MIL) (BOX)	0012052218 53198
	721153849	12/08/2022	56.98	SIMPLE GREEN CONCENTRATE, 1GAL	0012052218 53198
<b>TOTAL FOR CHECK AP 00058275:</b>			1,427.02		
<b>UNITED PARCEL SERVICE (UNITPARC)</b>					
	5Y5731472	11/19/2022	13.73	DPF GASKETS RETURN TO DIESEL	0012042254 54221
	5Y5731472	11/19/2022	12.62	FRT TO SHIP SHIRT FOR EMBROIDE	0012042254 54221
<b>TOTAL FOR CHECK AP 00058276:</b>			26.35		
<b>VERIZON WIRELESS (VERIWIRE)</b>					
	9921138576	11/21/2022	833.17	#742002697-00004 NOV SERV CHGS	0012102215 54202
	9921138577	11/21/2022	768.17	#742002697-00005 NOV SERV CHGS	0012102215 54202
	9921138578	11/21/2022	703.49	#742002697-00006 NOV SERV CHGS	0012102215 54202
	9921138579	11/21/2022	593.13	#742002697-00010 NOV SERV CHGS	0012102215 54202
<b>TOTAL FOR CHECK AP 00058277:</b>			2,897.96		
<b>REPORT TOTAL:</b>			318,362.68		

## Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXXX0522

### Electronic Payment Details

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

<u>Issue Date</u>	<u>EFT Numbers</u>	<u>EFT Transfer Warrant</u>	<u>Amount</u>
12/02/2022	EP00013778 -EP00013808	AP00058217	\$118,594.12
12/08/2022	EP00013809 -EP00013847	AP00058239	\$86,996.26
12/15/2022	EP00013848 -EP00013876	AP00058267	\$306,984.11
Total			\$512,574.49
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 00013778	ACTIONWO	ACTIONWORKS	12/02/22	3,403.18	MW	CX	
AP EFT 00013779	AMAZON	AMAZON CAPITAL SERVICES	12/02/22	8,049.73	MW	CX	
AP EFT 00013780	CASCAFIRE	CASCADE FIRE & SAFETY	12/02/22	218.58	MW	CX	
AP EFT 00013781	CATCENVI	CATCHALL ENVIRONMENTAL	12/02/22	482.46	MW	CX	
AP EFT 00013782	CPFREFT	Central Pierce Fire & Rescu	12/02/22	87.77	MW	CX	
AP EFT 00013783	CITYPUYA	CITY OF PUYALLUP	12/02/22	2,863.10	MW	CX	
AP EFT 00013784	CITYTREA	CITY OF TACOMA	12/02/22	2,508.03	MW	CX	
AP EFT 00013785	EFRECOVE	EF RECOVERY	12/02/22	38,230.20	MW	CX	
AP EFT 00013786	ERICQUIN	ERIC QUINN	12/02/22	1,000.00	MW	CX	
AP EFT 00013787	VALLFREI	FREIGHTLINER NORTHWEST	12/02/22	11,084.58	MW	CX	
AP EFT 00013788	GRAIPART	Grainger Parts	12/02/22	160.62	MW	CX	
AP EFT 00013789	LNCURTIS	L.N. Curtis and Sons	12/02/22	1,370.99	MW	CX	
AP EFT 00013790	LIFEASSI	Life-Assist Inc	12/02/22	14,489.64	MW	CX	
AP EFT 00013791	LOWECOMP	Lowe's Companies	12/02/22	2,690.13	MW	CX	
AP EFT 00013792	MALLCOMP	Mallory Safety and Supply L	12/02/22	1,166.00	MW	CX	
AP EFT 00013793	MOUNMIST	Mountain Mist Water	12/02/22	145.10	MW	CX	
AP EFT 00013794	NWSAFECL	NW SAFETY CLEAN	12/02/22	23.05	MW	CX	
AP EFT 00013795	OREIAUTO	O'REILLY AUTO PARTS	12/02/22	639.84	MW	CX	
AP EFT 00013796	SEAWESTE	Sea-Western Inc	12/02/22	225.61	MW	CX	
AP EFT 00013797	STANPART	Standard Parts Corp	12/02/22	1,894.85	MW	CX	
AP EFT 00013798	STAPINC	STAPLES INC.	12/02/22	1,095.86	MW	CX	
AP EFT 00013799	SUMMLAW	SUMMIT LAW GROUP	12/02/22	2,964.00	MW	CX	
AP EFT 00013800	TACOSCRE	Tacoma Screw Products Inc	12/02/22	786.41	MW	CX	
AP EFT 00013801	TECEQUIP	TEC EQUIPMENT INC	12/02/22	302.78	MW	CX	
AP EFT 00013802	TELEFLEX	TELEFLEX LLC	12/02/22	11,422.95	MW	CX	
AP EFT 00013803	TRUENORT	TRUE NORTH EMERGENCY EQUIPM	12/02/22	196.43	MW	CX	
AP EFT 00013804	UNIFIRST	UNIFIRST CORPORATION	12/02/22	447.96	MW	CX	
AP EFT 00013805	USBANKBU	US Bank Business Card	12/02/22	1,247.07	MW	CX	



Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00013806	WEIRAPPL	Weir's Appliance Inc	12/02/22	3,428.70	MW	CX	
AP EFT 00013807	CUMMNW	CUMMINS INC.	12/02/22	40.50	MW	CX	
AP EFT 00013808	ANDR01130	Jack Andren	12/02/22	5,928.00	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	118,594.12	Number of EFTs Processed:	31
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 118,594.12

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ACTIONWORKS (ACTIONWO)					
	5745	11/16/2022	3,403.18	APPAREL OPEIU NON REP 2022	0012032213 52011
TOTAL FOR CHECK AP 00013778:			3,403.18		
AMAZON CAPITAL SERVICES (AMAZON)					
	113NXL49RQ9	11/25/2022	30.78	65 NOAH BULB Sylvania 22.5" 31	0016052250 53141
	114WWTW1GF	11/18/2022	34.20	M17-1 ATTWOOD INLINE	0016502265 53143
	14JMTWRHHX7	11/28/2022	38.49	60A Dust-Off Disposable Compre	0012002210 53141
	19DN3MC73P6C	11/17/2022	56.65	IT / 60A FARRIS OTTERBOX	0012102215 53141
	1F1DDKPLCWT	11/22/2022	118.78	63 CARRIGAN TONER Broth TN580	0016032250 53101
	1KCPNCXH9FF	11/15/2022	89.08	60A DENISE - Brother Genuine	0012002210 53101
	1KCPNCXH9FF	11/15/2022	80.25	60A DENISE - Brother Genuine H	0012002210 53101
	1KCPNCXH9FF	11/15/2022	301.38	60A DENISE - Brother Genuine	0012002210 53101
	1KCPNCXH9FF	11/15/2022	6.60	SHIPPING / TONER (YELLOW)	0012002210 53101
	1KCPNCXH9FF	11/15/2022	35.18	ACADEMY ANDY - Lumuasky Wall	0012352240 53141
	1KFQN43CP3N	11/23/2022	93.20	ACADEMY ANDY Notch Apron	0012352240 53501
	1KFQN43CP3N	11/23/2022	904.92	P&E COURTNEY SMOKEDETEC GENTEX	0014002230 53103
	1KFQN43CP3N	11/23/2022	4,019.69	P&E COURTNEY First Alert Detec	0014002230 53103
	1L9VWVMLMG	11/19/2022	262.77	65 DEVINE TONER BrotherTN221BK	0016052250 53101
	1L9VWVMLMG	11/19/2022	30.24	67 KEMP Smoke & Carbo DETECTOR	0016072250 53141
	1L9VWVMLMG	11/19/2022	11.54	68 COKL Aluminum DriP PAN	0016082250 53501
	1L9VWVMLMG	11/19/2022	65.99	73 AUVIL BlueBird Filters	0017032250 53501
	1L9VWVMLMG	11/19/2022	12.75	73 AUVIL BLOW GUN Prof Air B	0017032250 53501
	1LDGFPT41XM	11/12/2022	167.20	FLAG, AMERICAN, 4'x6' (EACH)	0012052218 53198
	1LDGFPT41XM	11/12/2022	217.74	FLAG, POW/MIA 3'x5' (EACH)	0012052218 53198
	1LDGFPT41XM	11/12/2022	626.94	FLAG, WASHINGTON STATE, 3'x5'	0012052218 53198
	1LDGFPT41XM	11/12/2022	42.87	SUPP CRAFT MARKERS 1620 - Box	0013002220 53501
	1LDGFPT41XM	11/12/2022	27.49	63 CURNUTT Pyrex 3Pc MEAS CUPS	0016032250 53501
	1PMGYNKFVY	11/24/2022	214.00	FLO-THRU VEHICLE BRUSH, GREEN	0012052218 53198
	1QXJJ7MMFHL	11/22/2022	105.06	63 CARRIGAN TONER Brother	0016032250 53101
	1RYJQMQVHT9	11/28/2022	54.99	68 FilterBrita Redi-Twist Unde	0016082250 53141
	1VG9HXWC4T7	12/02/2022	22.59	11-403P 4 WAY PLUG	0016502265 53143
	1WCXJYQR4TX	11/17/2022	175.98	IT COLTON APC UPS Battery	0012102215 53501
	1WCXJYQR4TX	11/17/2022	62.49	IT COLTON - APC BE600M1 and	0012102215 53501
	1XQPHLMGYM	11/25/2022	139.89	ACADEMY ANDY Notch Apron	0012352240 53501
TOTAL FOR CHECK AP 00013779:			8,049.73		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	1621902	11/23/2022	218.58	E18-3 REAR SCENE LIGHT SWITCH	0016502265 53143
TOTAL FOR CHECK AP 00013780:			218.58		
CATCHALL ENVIRONMENTAL (CATCENVI)					
	185398	11/17/2022	160.82	STN60 STORMWATER OCT	0016002250 54712
	185398	11/17/2022	160.82	STN65 STORMWATER OCT	0016052250 54712
	185398	11/17/2022	160.82	STN68 STORMWATER OCT	0016082250 54712
TOTAL FOR CHECK AP 00013781:			482.46		
CITY OF PUYALLUP (CITYPUYA)					
	AB-221118	11/18/2022	76.25	#660630001 ARM BLDG WATER	0017132250 54711

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	AB-221118	11/18/2022	95.25	#660630001 ARM BLD SEWER STORM	0017132250 54721
	AB-221118	11/18/2022	3.63	#660630001 ARM BLD LANDFILL	0017132250 54741
	AR114945	10/31/2022	66.27	AR114945 73 JUL NAT GAS	0017032250 54701
	AR114945	10/31/2022	58.10	AR114945 73 AUG NAT GAS	0017032250 54701
	AR114945	10/31/2022	152.37	#AR00584 73 JUN/JUL WATER	0017032250 54711
	AR114945	10/31/2022	356.03	#AR114945 73 SEWER/STORM	0017032250 54721
	AR114945	10/31/2022	652.47	AR114945 STN73 ELECTR JUL	0017032250 54731
	AR114945	10/31/2022	713.49	AR114945 73 AUG ELECTRIC	0017032250 54731
	AR114945	10/31/2022	10.62	#AR114945 73 LANDFILL CHG	0017032250 54741
	N73-221118	11/18/2022	46.92	#660460001 ARM SHOP WATER	0017132250 54711
	N73-221118	11/18/2022	631.70	#660460001 ARM SHOP SEWER STOR	0017132250 54721
<b>TOTAL FOR CHECK AP 00013783:</b>			2,863.10		
<b>CITY TREASURER (CITYTREA)</b>					
	63-221026A	10/26/2022	186.05	#101079231 STN63 WATER	0016032250 54711
	66-220616	06/28/2022	735.02	#100221552 66 ELECTRICITY	0016062250 54731
	66-220816	08/31/2022	718.46	#100221552 66 ELECTRICITY	0016062250 54731
	66-221115	11/17/2022	845.80	#100221552 66 ELECTRICITY	0016062250 54731
	66C-220719	07/19/2022	(447.50)	#100221552 66 ELECT DOUBLE PMT	0016062250 54731
	66C-220916	11/29/2022	(135.48)	#100221552 66 ELECT OVERPMT	0016062250 54731
	67T-221107	11/07/2022	247.02	#100560648 67TWR ELECTRIC	0016472250 54731
	68-221122	11/22/2022	358.66	#100364328 STN68 WATER CHGS	0016082250 54711
<b>TOTAL FOR CHECK AP 00013784:</b>			2,508.03		
<b>CUMMINS NORTHWEST LLC (CUMMNW)</b>					
	0161726	09/23/2022	3,764.52	E18-7, OIL LEAK REPAIR wrnty	0016502265 54820
	0165985	11/11/2022	(3,764.52)	CREDIT FOR 0165985 WARRANTY	0016502265 54820
	0166518	11/18/2022	169.16	M17-1 AFM GASKETS	0016502265 53143
	0166649	11/18/2022	(64.33)	EXHAUST BRACKETS RETURN CREDIT	0016502265 53143
	0166649	11/18/2022	(64.33)	EXHAUST HANGERS CREDIT	0016502265 53143
<b>TOTAL FOR CHECK AP 00013807:</b>			40.50		
<b>EF RECOVERY (EFRECOVE)</b>					
	0062352	10/10/2022	19,112.31	SEP'22 TRANSPORT BILLING	1013402680 54913
	0062510	11/10/2022	19,117.89	OCT'22 TRANSPORT BILLING	1013402680 54913
<b>TOTAL FOR CHECK AP 00013785:</b>			38,230.20		
<b>ERIC QUINN (ERICQUIN)</b>					
	1137	09/30/2022	1,000.00	SEP'22 LEGAL SERVICES CONTRACT	0012002210 54151
<b>TOTAL FOR CHECK AP 00013786:</b>			1,000.00		
<b>GRAINGER PARTS (GRAIPART)</b>					
	9531071646	12/01/2022	160.62	WIPER 200489N-26 (2) STOCK	0016502265 53143
<b>TOTAL FOR CHECK AP 00013788:</b>			160.62		
<b>JACK ANDREN (ANDR01130)</b>					
	120222	11/29/2022	5,928.00	JAN-DEC 2022 MEDICARE PREMS	0012032213 52009
<b>TOTAL FOR CHECK AP 00013808:</b>			5,928.00		
<b>L.N. CURTIS AND SONS (LNCURTIS)</b>					
	CM34396	11/08/2022	(1,026.08)	HURST ARM RETURN CREDIT	0016502265 53143
	INV651527	11/18/2022	1,935.13	PADDLEWHEEL FLOWMETER (2)	0016502265 53143

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	INV652280	11/21/2022	461.94	H&S 64 GIRT -10148740-SP MSA	0012502210 53147
<b>TOTAL FOR CHECK AP 00013789:</b>			1,370.99		
<b>LIFE-ASSIST INC (LIFEASSI)</b>					
	1266728	11/09/2022	25.67	PROVIDINE (PVP) PREP PADS (100	0012052218 53198
	1266728	11/09/2022	22.92	NAIL POLISH REMOVER PADS (BOX)	0012052218 53198
	1266728	11/09/2022	144.10	EKG PAPER, LIFE-PAK LP12 & LP1	0012052218 53198
	1266728	11/09/2022	124.74	SHARPS CONTAINER, 5QT W/ROTOR	0012052218 53198
	1266728	11/09/2022	15.20	VENTILATION CIRCUIT VALVE W/TU	0012052218 53198
	1266728	11/09/2022	143.29	V-VAC SUCTION CARTRIDGE (EACH)	0012052218 53198
	1266728	11/09/2022	1,650.00	SPO2 ADHESIVE SENSOR, NEO/ADLT	0012052218 53198
	1266728	11/09/2022	4,571.60	SMART CAPNOLINE, ADULT/INTERME	0012052218 53198
	1266728	11/09/2022	160.12	RESTRAINTS, WRIST CUFF (PAIR)	0012052218 53198
	1266728	11/09/2022	215.78	RESTRAINTS, ANKLE CUFF (PAIR)	0012052218 53198
	1266729	11/09/2022	386.40	ADENOCARD 12MG/4ML ANSYR SYRIN	0012052218 53198
	1266729	11/09/2022	243.18	DOPAMINE 400MG/D5W 250ML	0012052218 53198
	1266729	11/09/2022	26.40	NEEDLE, HYPODERMIC 18GAx1-1/2"	0012052218 53198
	1266729	11/09/2022	50.60	SYRINGE, ICC TB W/25GA NEEDLE	0012052218 53198
	1266729	11/09/2022	11.55	SYRINGE, 20CC, LUER LOCK (EACH	0012052218 53198
	1266729	11/09/2022	27.32	NEEDLE, HYPODERMIC 23GAx1" (EA	0012052218 53198
	1266729	11/09/2022	26.40	SYRINGE, 3CC, LUER LOCK (EACH)	0012052218 53198
	1266729	11/09/2022	668.80	IV ADMIN SET, 10 DROP (EACH)	0012052218 53198
	1266729	11/09/2022	1,710.50	EXTENSION SET REMOVE CLAVE 7"	0012052218 53198
	1266854	11/10/2022	77.00	SHEARS, EMS (EACH)	0012052218 53198
	1266854	11/10/2022	60.81	VENTILATION CIRCUIT VALVE W/TU	0012052218 53198
	1267413	11/11/2022	159.50	EMS JOEY/JESSE - REPLACEMENT	1013402680 53141
	1268198	11/15/2022	319.00	EMS JOEY/JESSE - REPLACEMENT	1013402680 53141
	1268647	11/16/2022	290.40	IV ADMIN SET, 10 DROP (EACH)	0012052218 53198
	1268705	11/16/2022	1,934.00	GLUCAGEN 1MG VIAL WITH DILUTEN	0012052218 53198
	1268705	11/16/2022	102.00	SUCTION HANDLE, YANKAUER WO TU	0012052218 53198
	1268713	11/16/2022	252.56	KING VISION CHanneled LARYNGOS	0012052218 53198
	1268713	11/16/2022	759.00	ELECTRODES, BLUE SENSOR, ADULT	0012052218 53198
	1268713	11/16/2022	1.32	TWEEZERS (EACH)	0012052218 53198
	1268713	11/16/2022	101.20	LARYNGO BLADE, MAC #4 GREENLIN	0012052218 53198
	1268713	11/16/2022	35.24	TAPE, CURASILK/CLOTH 2" (ROLL)	0012052218 53198
	1269894	11/22/2022	173.04	SODIUM CHLORIDE, INJECTION, 25	0012052218 53198
<b>TOTAL FOR CHECK AP 00013790:</b>			14,489.64		
<b>LOWE'S COMPANIES (LOWECOMP)</b>					
	76566	11/28/2022	2,033.06	ACADEMY - 7/16 CAT OSB SHEATHI	0012352240 53141
	7663	11/28/2022	62.66	61 SANTOS LIGHT 4-ft Whi	0016012250 53101
	76748	11/28/2022	537.87	71A COURTNEY - First Alert	0014002230 53103
	77224	11/29/2022	56.54	61 SANTOS - SHEETROCK REPAIR	0016012250 53101
<b>TOTAL FOR CHECK AP 00013791:</b>			2,690.13		
<b>MALLORY COMPANY (MALLCOMP)</b>					
	5494602	11/29/2022	1,056.00	SO FIREADE	0013302685 53501
	5495064	11/29/2022	110.00	SCBA BATTERY MSAIN	0012502210 53147
<b>TOTAL FOR CHECK AP 00013792:</b>			1,166.00		

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MOUNTAIN MIST WATER (MOUNMIST)					
	005093483	11/28/2022	145.10	WATER, 5 GALLON BOTTLE (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00013793:			145.10		
NW SAFETY CLEAN (NWSAFECL)					
	2233965	11/23/2022	23.05	CR PPE MISC TICKET 9524	0012502210 54814
TOTAL FOR CHECK AP 00013794:			23.05		
O'REILLY AUTO PARTS (OREIAUTO)					
	3702162879	10/12/2022	(65.96)	AUTO CLOTHS RETURNED CREDIT	0016502265 53141
	3702163779	10/17/2022	30.78	MOLDING, 1-3/4" WEATHER STRIPP	0016502265 53143
	3702170330	11/22/2022	633.34	STATION SUPPLY, ENGINE OIL	0016502265 53181
	3702171483	11/30/2022	19.70	MINI BULBS, SIDE LIGHTS	0016502265 53143
	3702171488	11/30/2022	21.98	SUPER GLUE SHOP SUPPLIES	0016502265 53141
TOTAL FOR CHECK AP 00013795:			639.84		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	1801536229	09/23/2022	9.12	MEGUIARS DETAILER HYPER-WASH,	0012052218 53198
	1801536229	09/23/2022	27.67	HYPER DRESSING TIRE SHINE 1GAL	0012052218 53198
	1801549221	09/27/2022	27.67	HYPER DRESSING TIRE SHINE 1GAL	0012052218 53198
	4292628	10/31/2022	23.11	CP OCT'22 MO EFAX SVCS	0012102215 54813
	PC.400.221028.1	12/01/2022	0.10	recurring icloud storage	0014002230 53141
	PC.400.221128.1	12/01/2022	0.10	recurring icloud storage	0014002230 53141
TOTAL FOR CHECK AP 00013782:			87.77		
SEA-WESTERN INC (SEAWESTE)					
	INV19984	11/29/2022	225.61	PPE RUBBER BOOTS	0012502210 52010
TOTAL FOR CHECK AP 00013796:			225.61		
STANDARD PARTS CORP (STANPART)					
	141360	10/29/2022	(17.59)	DEF STOCK CREDIT	0012042254 53201
	143289	11/09/2022	91.61	SUPPORTS (STOCK)	0016502265 53143
	143587	11/11/2022	175.89	STN69 DEF STOCK (10) CASES	0012042254 53201
	144009	11/14/2022	351.78	STN63 DEF STOCK (20 CASES)	0012042254 53201
	144032	11/14/2022	(59.40)	E18-2 BATTERY CORE CREDITS	0016502265 53143
	144032	11/14/2022	(19.80)	BATTERIES CORE CREDITS	0016502265 53143
	144196	11/15/2022	172.63	E18-1, AIR GOVERNOR	0016502265 53143
	144296	11/15/2022	205.29	SG86-1 GEN PARTS	0016502265 53143
	144529	11/16/2022	464.56	FILTERS, WIPER BLADES, GOVENOR	0016502265 53143
	144597	11/16/2022	141.72	RAG BIN CONTAINER	0016502265 53501
	144745	11/17/2022	351.78	STN72 DEF STOCK 20 CASES	0012042254 53201
	144774	11/17/2022	(35.84)	BAND CLAMPS RETURN CREDIT	0016502265 53143
	146671	11/30/2022	72.22	MMM 06377 ATTACHMENT TAPE	0016502265 53141
TOTAL FOR CHECK AP 00013797:			1,894.85		
STAPLES, INC. (STAPINC)					
	3522577957	11/19/2022	362.80	HAIR & BODY SHAMPOO, 1000ML (E	0012052218 53198
	3522577957	11/19/2022	370.79	SOAP, ANTISEPTIC LOTION, 800ML	0012052218 53198
	3523577956	11/19/2022	46.75	DESK CALENDAR	0012002210 53101
	3523577956	11/19/2022	52.45	SIMPLE GREEN CONCENTRATE, 1GAL	0012052218 53198
	3524116395	11/26/2022	21.78	60A Great Papers Metallic	0012002210 53141

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	3524116395	11/26/2022	46.75	STAFF 2023 DESK PAD 22"x17" D	0012002210 53141
	3524116395	11/26/2022	64.28	CS 2023 AT-A-GLANCE 24" x 36"	0012052218 53141
	3524487902	11/30/2022	40.50	60A RESOP - Staples File Jacke	0012002210 53101
	3524487902	11/30/2022	89.76	TOILET BOWL CLEANER (EACH)	0012052218 53198
<b>TOTAL FOR CHECK AP 00013798:</b>			1,095.86		
<b>SUMMIT LAW GROUP (SUMMLAW)</b>					
	141132	11/18/2022	622.00	PERC UC Work OCT	0012032213 54151
	141201	11/22/2022	2,342.00	Employment Law Consults - Oct	0012032213 54151
<b>TOTAL FOR CHECK AP 00013799:</b>			2,964.00		
<b>TACOMA SCREW PRODUCTS INC (TACOSCRE)</b>					
	10015583200	11/18/2022	391.68	MISTY CONTACT CLEANER, BRUSHES	0016502265 53141
	10015680700	11/28/2022	394.73	PIPE SHUT OFF, CAP SCREWS, ETC	0016502265 53141
<b>TOTAL FOR CHECK AP 00013800:</b>			786.41		
<b>TEC EQUIPMENT INC (TECEQUIP)</b>					
	463612S	11/21/2022	302.78	M17-1 DOC/DPF FILTER CLEANING	0016502265 54820
<b>TOTAL FOR CHECK AP 00013801:</b>			302.78		
<b>TELEFLEX LLC (TELEFLEX)</b>					
	9506269158	11/22/2022	11,000.00	IO KIT, ADULT: BLUE (EACH)	0012052218 53198
	9506275413	11/22/2022	412.50	ez-io driver	1013402680 53501
	9506275413	11/22/2022	10.45	FREIGHT / DRIVERS	1013402680 53501
<b>TOTAL FOR CHECK AP 00013802:</b>			11,422.95		
<b>TRUE NORTH EMERGENCY EQUIPMENT (TRUENORT)</b>					
	A12937	11/08/2022	103.45	COMPARTMENT DOOR MOLDING	0016502265 53143
	A13097	11/30/2022	92.98	PN 63530 AND 63560 STRUTS	0016502265 53143
<b>TOTAL FOR CHECK AP 00013803:</b>			196.43		
<b>UNIFIRST CORPORATION (UNIFIRST)</b>					
	3301719123	11/16/2022	149.32	2022 SHOP UNIFORMS/RUGS	0016502265 54931
	3301919309	11/23/2022	149.32	NOV23 SHOP UNIFORMS/RUGS	0016502265 54931
	3301921494	11/30/2022	149.32	nov30 SHOP UNIFORMS/RUGS	0016502265 54931
<b>TOTAL FOR CHECK AP 00013804:</b>			447.96		
<b>US BANK BUSINESS CARD (USBANKBU)</b>					
	PC.000.221028.8	12/02/2022	56.97	Trunk or Treat Food	0014002230 53171
	PC.000.221128.3	12/02/2022	45.76	60 FF SINK FAUCET PARTS	0012042254 53146
	PC.000.221128.3	12/02/2022	42.78	ALL STATIONS DOOR LOCKS	0012042254 53146
	PC.000.221128.3	12/02/2022	36.28	Safeway Ppr Plates 60 Potluck	0014002230 53132
	PC.203.221128.3	12/01/2022	283.21	Cpt Job Analysis Wkshp Lunch	0012032213 53171
	PC.203.221128.3	12/01/2022	125.00	Help Desk Sprv Ad - Govt Jobs	0012032213 54111
	PC.230.221128.3	12/01/2022	230.81	LATERAL ORAL BOARD LUNCH 11.09	0012032213 53171
	PC.230.221128.3	12/01/2022	200.78	LATERAL ORAL BOARD LUNCH 11.08	0012032213 53171
	PC.400.221028.1	12/01/2022	63.50	fuel 134899	0012042254 53201
	PC.400.221028.1	12/01/2022	0.99	recurring icloud storage	0014002230 53141
	PC.400.221128.1	12/01/2022	77.43	fuel 135119	0012042254 53201
	PC.400.221128.1	12/01/2022	82.57	fuel 135325	0012042254 53201
	PC.400.221128.1	12/01/2022	0.99	recurring icloud storage	0014002230 53141
<b>TOTAL FOR CHECK AP 00013805:</b>			1,247.07		

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
<b>VALLEY FREIGHTLINER INC (VALLFRED)</b>					
	PC30157322801	11/07/2022	297.69	BRAKE STOCK 23123642015 (2)	0016502265 53143
	PC30157526601	11/14/2022	140.95	E03-1 EGR DELTA SENSOR	0016502265 53143
	PC30157548801	11/15/2022	396.44	E18-1 ATC VALVE KIT	0016502265 53143
	PC30157550601	11/15/2022	(327.75)	VALVE ABS RELAY RETURN CREDIT	0016502265 53143
	PC30157578401	11/16/2022	598.99	AFM GSKT, PADS, ROTORS, FILTER	0016502265 53143
	PC30157578402	11/18/2022	7.00	M17-1 LOCK WASHER	0016502265 53143
	PC30157578403	11/28/2022	203.85	ROTORS, STOCK	0016502265 53143
	PC30157621801	11/17/2022	62.09	M17-1 GASKET AFM, VALVE 276567	0016502265 53143
	PC30157625701	11/17/2022	19.51	M17-1 QUICK RELEASE VALVE	0016502265 53143
	PC30157635601	11/21/2022	46.71	M17-1 PARK BRAKE VALVE	0016502265 53143
	PC30157697501	11/22/2022	103.09	M19-3, WINDOW SWITCH	0016502265 53143
	PC30157815801	11/28/2022	34.76	M17-1 REAR VIEW MIRROR ASSY	0016502265 53143
	PC30157843901	11/29/2022	124.21	L12-1 TRANS PARTS	0016502265 53143
	PC30157898701	11/30/2022	9.99	GASKETS 453869 (4)	0016502265 53143
	SR30106317702	11/22/2022	9,367.05	M19-4, Body Repair	0016502265 54821
<b>TOTAL FOR CHECK AP 00013787:</b>			11,084.58		
<b>WEIR'S APPLIANCE INC (WEIRAPPL)</b>					
	24286	10/04/2022	999.90	LOG/64 DISHWASHER	0012042254 53501
	24549	10/28/2022	988.90	LOG/69 DISHWASHER	0012042254 53142
	24549	10/28/2022	11.00	log/69 connector	0012042254 53142
	24675	11/14/2022	1,428.90	69 SPEED QUEEN ELECTRIC DRYER	0016092250 53141
<b>TOTAL FOR CHECK AP 00013806:</b>			3,428.70		
<b>REPORT TOTAL:</b>			118,594.12		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
AP EFT 00013809	ADOBEINC	ADOBE INC	12/08/22	9,319.83	MW	CX		
AP EFT 00013810	AMAZON	AMAZON CAPITAL SERVICES	12/08/22	119.69	MW	CX		
AP EFT 00013811	AMERHOSE	AMERICAN HOSE & FITTINGS	12/08/22	86.80	MW	CX		
AP EFT 00013812	BATTEPLUS	Batteries Plus #245	12/08/22	316.27	MW	CX		
AP EFT 00013813	BOUNTREE	Bound Tree Medical LLC	12/08/22	3,236.80	MW	CX		
AP EFT 00013814	CASCAFIRE	CASCADE FIRE & SAFETY	12/08/22	7,233.14	MW	CX		
AP EFT 00013815	CPFREFT	Central Pierce Fire & Rescu	12/08/22	421.69	MW	CX		
AP EFT 00013816	COASBIOM	COAST BIOMEDICAL EQUIPMENT	12/08/22	3,473.00	MW	CX		
AP EFT 00013817	DRMONIT	D&R MONITORING NETWORKS LLC	12/08/22	311.85	MW	CX		
AP EFT 00013818	EFRECOVE	EF RECOVERY	12/08/22	450.00	MW	CX		
AP EFT 00013819	EIGHTWEN	EIGHT TWENTY-EIGHT	12/08/22	3,750.00	MW	CX		
AP EFT 00013820	ERICQUIN	ERIC QUINN	12/08/22	1,000.00	MW	CX		
AP EFT 00013821	VALLFREI	FREIGHTLINER NORTHWEST	12/08/22	2,113.50	MW	CX		
AP EFT 00013822	GRIMCO	GRIMCO INC	12/08/22	1,243.99	MW	CX		
AP EFT 00013823	HEALADVO	HEALTH ADVOCATE SOLUTIONS I	12/08/22	46.50	MW	CX		
AP EFT 00013824	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	12/08/22	138.40	MW	CX		
AP EFT 00013825	NEXTGEN	JARED BUCKLEY	12/08/22	8,500.00	MW	CX		
AP EFT 00013826	IMSALLI	JUSTICE FAMILY ENTERPRISES	12/08/22	55.72	MW	CX		
AP EFT 00013827	LNCURTIS	L.N. Curtis and Sons	12/08/22	259.69	MW	CX		
AP EFT 00013828	LIFEASSI	Life-Assist Inc	12/08/22	733.22	MW	CX		
AP EFT 00013829	LOWECOMP	Lowe's Companies	12/08/22	1,677.22	MW	CX		
AP EFT 00013830	MESNORT	MES NORTHWEST	12/08/22	12,096.18	MW	CX		
AP EFT 00013831	MITECLOU	MITEL CLOUD SERVICES INC	12/08/22	10,382.07	MW	CX		
AP EFT 00013832	OREIAUTO	O'REILLY AUTO PARTS	12/08/22	103.56	MW	CX		
AP EFT 00013833	PHILBURG	PHILLIPS BURGESS PLLC	12/08/22	42.50	MW	CX		
AP EFT 00013834	PSINSTRU	Puget Sound Instrument Co	12/08/22	346.50	MW	CX		
AP EFT 00013835	SEAWESTE	Sea-Western Inc	12/08/22	1,372.25	MW	CX		
AP EFT 00013836	SECUPACI	SECURE PACIFIC CORPORATION	12/08/22	483.30	MW	CX		



Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP EFT 00013837	STANPART	Standard Parts Corp	12/08/22	754.39	MW	CX		
AP EFT 00013838	STAPINC	STAPLES INC.	12/08/22	759.70	MW	CX		
AP EFT 00013839	TAHPIINC	TAHPI INC	12/08/22	2,176.76	MW	CX		
AP EFT 00013840	UNIFIRST	UNIFIRST CORPORATION	12/08/22	149.32	MW	CX		
AP EFT 00013841	USBANKBU	US Bank Business Card	12/08/22	3,798.86	MW	CX		
AP EFT 00013842	WRAPJAX	WrapJax LLC	12/08/22	269.50	MW	CX		
AP EFT 00013843	ZOHOCORP	ZOHO CORPORATION	12/08/22	6,864.00	MW	CX		
AP EFT 00013844	PARA08030	ARIEL PARAMAPOONYA	12/08/22	64.26	MW	CX		
AP EFT 00013845	FHGGRAPH	FHG GRAPHICS & DESIGN	12/08/22	1,584.00	MW	CX		
AP EFT 00013846	GARYHAUE	Gary Hauenstein	12/08/22	510.30	MW	CX		
AP EFT 00013847	GARD11050	Wayne Garden	12/08/22	751.50	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	86,996.26	Number of EFTs Processed:	39
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 86,996.26

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**Start Date:** 12/08/2022  
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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
ADOBE INC (ADOBEINC)					
	2296626316	10/27/2022	2,754.51	CP-ANNUAL ADOBE PRO DC RENEWAL	0012102215 54813
	2296626316	10/27/2022	455.94	GH- ANNUAL ADOBE PHOTOSHOP REN	0012182215 53401
	2296626316	10/27/2022	2,330.75	GH-ANNUAL ADOBE PRO DC RENEWAL	0012182215 53401
	2296626316	10/27/2022	3,602.06	GFR-ANNUAL ADOBE PRO DC RENEWA	0012202215 53401
	2322892616	11/30/2022	176.57	GH-1YR ADOBE PRO DC SUB-MIKE O	0012182215 53401
TOTAL FOR CHECK AP 00013809:			9,319.83		
AMAZON CAPITAL SERVICES (AMAZON)					
	1CKMHRW436Q	12/05/2022	(273.90)	CREDIT INV 1RGYH9HK3JGW	0012042254 53501
	1CTCMP49CT71	11/22/2022	54.99	68 FilterBrita Redi-Twist Unde	0016082250 53141
	1FV41H46GD7T	11/30/2022	81.13	SUPP CRAFT - Plano 23500-00 Si	0013002220 53501
	1GJKJPJH37TH	11/30/2022	30.78	ACADEMY ALLAN Present CLICKER	0012352240 53501
	1HG1CX7JL4YJ	11/19/2022	21.97	TC ALLEN BROOM Joe 99652 2	0012302240 53501
	1HG1CX7JL4YJ	11/19/2022	76.99	TC ALLEN WAVLINK AMPLIFIER	0012302240 53501
	1HG1CX7JL4YJ	11/19/2022	25.29	71 T BROWN FILTER Waterspec	0017012250 53141
	1RYJQQMVMJN	11/28/2022	39.58	PE 200 Pack 3/4" Zip Tie Adhes	0014002230 53501
	1RYJQQMVMJN	11/28/2022	19.76	DFM Chnaivy Christmas Dog Cost	0014102230 53501
	1RYJQQMVMJN	11/28/2022	43.10	TC Supply Giant 3952x4 Flexibl	0016172250 53501
TOTAL FOR CHECK AP 00013810:			119.69		
AMERICAN HOSE & FITTINGS (AMERHOSE)					
	8551317	12/06/2022	86.80	E18-7 HOSE ASSY	0016502265 53143
TOTAL FOR CHECK AP 00013811:			86.80		
ARIEL PARAMAPOONYA (PARA08030)					
	112922	11/29/2022	22.63	NOV23 PACKETS MILEAGE	0012002210 54331
	112922A	11/29/2022	41.63	OCT/NOV PACKETS MILEAGE	0012002210 54331
TOTAL FOR CHECK AP 00013844:			64.26		
BATTERIES PLUS #245 (BATTEPLUS)					
	P57662454	12/05/2022	63.36	BATTERY AA ALKALINE (EACH)	0012052218 53198
	P57662454	12/05/2022	66.00	BATTERY AAA ALKALINE (EACH)	0012052218 53198
	P57662454	12/05/2022	186.91	BATTERY C ALKALINE (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00013812:			316.27		
BOUND TREE PARR LLC (BOUNTREE)					
	84781622	12/05/2022	3,236.80	SODIUM CHLORIDE, INJECTION, 10	0012052218 53198
TOTAL FOR CHECK AP 00013813:			3,236.80		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	1621685	11/03/2022	3,070.03	E18-1, NEW WHEELS	0016502265 53143
	1621812	11/18/2022	340.91	E18-3 SWITCHES ON/OFF STOCK	0016502265 53143
	1621982	12/05/2022	3,822.20	MULTIFUNCTION DEF HEAD (2)	0016502265 53143
TOTAL FOR CHECK AP 00013814:			7,233.14		
COAST BIOMEDICAL EQUIPMENT LLC (COASBIOM)					
	0016130IN	11/10/2022	1,157.67	SC22-5 - LP1000	0153409426 56401
	0016130IN	11/10/2022	1,157.66	SC22-6 - LP1000	0153409426 56401
	0016130IN	11/10/2022	1,157.67	EMS LP1000	1013402680 53501
TOTAL FOR CHECK AP 00013816:			3,473.00		
D&R MONITORING NETWORKS (DRMONIT)					

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	222191	06/10/2022	44.55	JUN 63 ALARM MONITORING	0016032250 54191
	222196	06/09/2022	44.55	JUN STN67 ALARM MONITORING	0016072250 54191
	222197	07/09/2022	44.55	JUL STN67 ALARM MONITORING	0016072250 54191
	222198	08/09/2022	44.55	AUG STN67 ALARM MONITORING	0016072250 54191
	222199	09/09/2022	44.55	SEP STN67 ALARM MONITORING	0016072250 54191
	222200	10/09/2022	44.55	OCT STN67 ALARM MONITORING	0016072250 54191
	222201	11/09/2022	44.55	NOV STN67 ALARM MONITORING	0016072250 54191
<b>TOTAL FOR CHECK AP 00013817:</b>			<u>311.85</u>		
<b>EF RECOVERY (EFRECOVE)</b>					
	0062526	11/30/2022	450.00	NOV'22 ARCHIVE SERVICES	0013002220 54191
<b>TOTAL FOR CHECK AP 00013818:</b>			<u>450.00</u>		
<b>EIGHT TWENTY-EIGHT (EIGHTWEN)</b>					
	1364	11/21/2022	3,750.00	DEI Consulting NOV	0012032213 54191
<b>TOTAL FOR CHECK AP 00013819:</b>			<u>3,750.00</u>		
<b>ERIC QUINN (ERICQUIN)</b>					
	1179	11/30/2022	1,000.00	NOV'22 LEGAL SERVICES CONTRACT	0012002210 54151
<b>TOTAL FOR CHECK AP 00013820:</b>			<u>1,000.00</u>		
<b>FHG GRAPHICS &amp; DESIGN (FHGGGRAPH)</b>					
	000750	11/30/2022	1,584.00	tee shirts blue>	0012042254 52014
<b>TOTAL FOR CHECK AP 00013845:</b>			<u>1,584.00</u>		
<b>GARY HAUENSTEIN (GARYHAUE)</b>					
	120122	12/01/2022	510.30	Q4-22 MEDICARE REIMBURSEMENT	0012032213 52009
<b>TOTAL FOR CHECK AP 00013846:</b>			<u>510.30</u>		
<b>GRIMCO INC (GRIMCO)</b>					
	2961942901	11/21/2022	1,243.99	65 BRAD 40" Sabre CUTTER	0016052250 53501
<b>TOTAL FOR CHECK AP 00013822:</b>			<u>1,243.99</u>		
<b>HUGHES FIRE EQUIPMENT INC (HUGHFIRE)</b>					
	585429	12/05/2022	35.40	ACTUATOR SWITCH, STOCK	0016502265 53143
	585485	12/06/2022	103.00	E00-1, HEADLIGHT SWITCH	0016502265 53143
<b>TOTAL FOR CHECK AP 00013824:</b>			<u>138.40</u>		
<b>IMS ALLIANCE (IMSALLI)</b>					
	223247	11/11/2022	3.52	PP TAGS	0012502210 52010
	223247	11/11/2022	10.56	PP TAGS	0012502210 52010
	223247	11/11/2022	10.56	PP TAGS	0012502210 52010
	223247	11/11/2022	6.88	SHIPPING / TAGS	0012502210 52010
	223313	11/21/2022	24.20	PP TAGS 6EA WHITE TAGS	0012502210 52010
<b>TOTAL FOR CHECK AP 00013826:</b>			<u>55.72</u>		
<b>L.N. CURTIS AND SONS (LNCURTIS)</b>					
	INV654329	11/30/2022	259.69	LT603D TWISTLOCK HANDLE	0016502265 53143
<b>TOTAL FOR CHECK AP 00013827:</b>			<u>259.69</u>		
<b>LIFE-ASSIST INC (LIFEASSI)</b>					
	1271297	11/29/2022	200.20	ACETAMINOPHEN ELIXIR 325MG/10.	0012052218 53198
	1272680	12/02/2022	533.02	EMS Nitroglycerin in D5W,	1013402680 53151
<b>TOTAL FOR CHECK AP 00013828:</b>			<u>733.22</u>		

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LOWE'S COMPANIES (LOWECOMP)					
	79051	12/02/2022	811.69	P&E KEVIN - STORAGE TOTES	0014002230 53501
	82995	10/05/2022	88.72	SO IDEAL Powr-Fish Pull line	0013302685 53501
	94664	11/11/2022	776.81	SO KENT/KONDRA -4-4-8 STUDS N	0013302685 53141
TOTAL FOR CHECK AP 00013829:			1,677.22		
MES NORTHWEST (MESNORT)					
	IN1784891	11/01/2022	909.63	FLARES, ORION 20 MIN FUSE (EA)	0012052218 53198
	IN1792862	11/21/2022	8,682.30	blue tee shirts	0012042254 52014
	IN1792862	11/21/2022	1,648.35	blue job shirts	0012042254 52014
	IN1792862	11/21/2022	769.23	black job shirts	0012042254 52014
	IN1792862	11/21/2022	86.67	SHIPPING / SHIRTS	0012042254 52014
TOTAL FOR CHECK AP 00013830:			12,096.18		
MITEL CLOUD SERVICES INC (MITECLOU)					
	41964477	12/01/2022	4,104.61	DEC CP COMM CONNECTION	0012102215 54202
	41964477	12/01/2022	3,416.27	DEC GH COMM CONNECTION	0012182215 54202
	41964477	12/01/2022	2,000.64	DEC GFR COMM CONNECTION	0012202215 54202
	41964477	12/01/2022	860.55	DEC KP COMM CONNECTION	0012222215 54202
TOTAL FOR CHECK AP 00013831:			10,382.07		
NEXTGEN SKILLS (NEXTGEN)					
	INV1544	11/21/2022	6,000.00	Exec Coaching Contract 12/12	0012032213 54191
	INV1544	11/21/2022	1,000.00	Retainer Fee 12/12	0012032213 54191
	INV1544	11/21/2022	1,500.00	Incidentals 12/12	0012032213 54191
TOTAL FOR CHECK AP 00013825:			8,500.00		
O'REILLY AUTO PARTS (OREIAUTO)					
	3702171717	12/02/2022	49.53	E18-5, ENGINE OIL FILTER	0016502265 53143
	3702172257	12/05/2022	14.86	LIGHT BULBS, SHOP SUPPLY	0016502265 53141
	3702172541	12/07/2022	39.17	AC ORING KIT	0016502265 53141
TOTAL FOR CHECK AP 00013832:			103.56		
PHILLIPS BURGESS PLLC (PHILBURG)					
	2602	12/06/2022	42.50	S HILL PROP/NOV	0012002210 54151
TOTAL FOR CHECK AP 00013833:			42.50		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	0016130IN	11/10/2022	115.77	SC22-5 - LP1000	0153409426 56401
	0016130IN	11/10/2022	115.76	SC22-6 - LP1000	0153409426 56401
	0016130IN	11/10/2022	115.77	EMS LP1000	1013402680 53501
	97456562	07/29/2022	7.32	RUBBER ERASERS	0016502265 53141
	PC.203.221128.4	12/08/2022	29.50	ADVERTISE ENTRY LEVEL FF JOB	0012352240 54111
	PC.650.221028.5	12/08/2022	4.96	FUEL FILTER STOCK	0016502265 53143
	PC.650.221128.4	12/08/2022	11.02	ENG BLOCK HEATER	0016502265 53143
	PC.650.221228.1	12/08/2022	21.59	CHASSIS PARTS STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013815:			421.69		
PUGET SOUND INSTRUMENT CO (PSINSTRU)					
	475786	11/30/2022	346.50	MIC CORD MOTOROLA STOCK	0016502265 53143
TOTAL FOR CHECK AP 00013834:			346.50		
SEA-WESTERN INC (SEAWESTE)					

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	INV18918	10/04/2022	1,332.10	PPE RUBBER BOOTS	0012502210 52010
	INV18918	10/04/2022	40.15	SHIPPING / BOOTS	0012502210 52010
<b>TOTAL FOR CHECK AP 00013835:</b>			1,372.25		
<b>SECURE PACIFIC CORP (SECUPACI)</b>					
	352020	11/01/2022	110.25	Q4-22 STN65 ALARM MONITORING	0016052250 54191
	352021	11/01/2022	110.25	Q4-22 STN68 ALARM MONITORING	0016082250 54191
	352022	11/01/2022	77.18	NOV STN60 MO ALARM MONITORING	0016002250 54191
	352023	11/01/2022	185.62	NOV STN72 MO ALARM MONITORING	0017022250 54191
<b>TOTAL FOR CHECK AP 00013836:</b>			483.30		
<b>STANDARD PARTS CORP (STANPART)</b>					
	147671	12/06/2022	467.23	STATION 64 DEF ORDER	0012042254 53201
	147756	12/07/2022	287.16	E18-5, BEARING SET & HUB GASKE	0016502265 53143
<b>TOTAL FOR CHECK AP 00013837:</b>			754.39		
<b>STAPLES, INC. (STAPINC)</b>					
	3522856773	11/10/2022	58.12	CS BIN TAG REPLACEMENT-Brother	0012052218 53101
	3524487903	11/30/2022	525.10	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	3524487903	11/30/2022	176.48	TOILET TISSUE, 2 PLY JUMBO (RO	0012052218 53198
<b>TOTAL FOR CHECK AP 00013838:</b>			759.70		
<b>TAHPI INC (TAHPIINC)</b>					
	2458	12/01/2022	2,176.76	DEC'22 REBOUND MO. CONTRACT	0012502210 54911
<b>TOTAL FOR CHECK AP 00013839:</b>			2,176.76		
<b>UNIFIRST CORPORATION (UNIFIRST)</b>					
	3301923665	12/07/2022	149.32	DEC07 SHOP UNIFORMS/RUGS	0016502265 54931
<b>TOTAL FOR CHECK AP 00013840:</b>			149.32		
<b>US BANK BUSINESS CARD (USBANKBU)</b>					
	PC.000.221028.9	12/08/2022	83.53	STN 60 FIRE ALARM BATTERIES	0012042254 53142
	PC.000.221128.4	12/08/2022	60.15	ZOOM ADMIN - NOV 2022	0012002210 54902
	PC.000.221128.4	12/08/2022	140.00	Membership	0014002230 54901
	PC.000.221128.4	12/08/2022	103.91	STN 60 FRIDGE WATER FILTERS	0012042254 53142
	PC.000.221128.4	12/08/2022	197.98	STN 68 FLUSH VALVE & SCREWS	0012042254 53146
	PC.000.221128.4	12/08/2022	447.70	STN 60 FAUCET, LOGS FAUCETS	0012042254 53146
	PC.200.221128.2	12/08/2022	19.68	Stamps.com Monthly Charge	0012002210 54221
	PC.203.221128.4	12/08/2022	295.00	ADVERTISE ENTRY LEVEL FF JOB	0012352240 54111
	PC.203.221128.4	12/08/2022	95.00	ADVERTISE ENTRY LEVEL FF JOB	0012352240 54111
	PC.203.221128.4	12/08/2022	150.00	ADVERTISE ENTRY LEVEL FF JOB	0012352240 54111
	PC.203.221128.4	12/08/2022	185.00	ADVERTISE FF JOBS	0012352240 54111
	PC.203.221128.4	12/08/2022	189.00	ADVERTISE ENTRY LEVEL FF JOB	0012352240 54111
	PC.203.221128.4	12/08/2022	229.00	Annual Membership	0012032213 54901
	PC.204.221128.1	12/08/2022	94.09	FOOD OP-IQ TRAING	0012042254 53171
	PC.230.221228.1	12/08/2022	12.72	SHIPPING FOR RETIREMENT BADGES	0012032213 53132
	PC.340.221128.2	12/08/2022	75.00	Membership dues	1013402680 54901
	PC.650.221028.5	12/08/2022	49.56	FUEL FILTER STOCK	0016502265 53143
	PC.650.221028.5	12/08/2022	33.28	GEN RAD CAP	0016502265 53143
	PC.650.221128.4	12/08/2022	97.91	MECHANIC WORK COAT	0016502265 52011
	PC.650.221128.4	12/08/2022	98.99	CLAIBOURN WORKCOAT	0016502265 52011

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	PC.650.221128.4	12/08/2022	91.61	PAINT PENS, PARTS BAGS ETC	0016502265 53141
	PC.650.221128.4	12/08/2022	8.45	FIRST AID KIT OINTMENT	0016502265 53141
	PC.650.221128.4	12/08/2022	9.12	KNUCKLE BANDAGES	0016502265 53141
	PC.650.221128.4	12/08/2022	(77.50)	EXH BRACKET RETURN	0016502265 53143
	PC.650.221128.4	12/08/2022	110.22	ENG BLOCK HEATER	0016502265 53143
	PC.650.221128.4	12/08/2022	99.20	GAS SPRING STRUTS	0016502265 53143
	PC.650.221128.4	12/08/2022	28.95	COMPT STRUTS BALL/STUD	0016502265 53143
	PC.650.221128.4	12/08/2022	(65.95)	ORTHO BOOT RETURN	0016502265 53143
	PC.650.221128.4	12/08/2022	(7.90)	DEFECTIVE RADIATOR RETUR	0016502265 53143
	PC.650.221128.4	12/08/2022	360.73	NYLANDER ASE TEST FEES	0016502265 54922
	PC.650.221128.4	12/08/2022	201.30	GITHENS ASE CERT FEES	0016502265 54922
	PC.650.221128.4	12/08/2022	10.98	SHIPPING OF COAT	0012042254 54221
	PC.650.221128.5	12/08/2022	164.95	SC22-6 UNDERSEAT STORAGE	0152309422 56401
	PC.650.221228.1	12/08/2022	66.08	COOLANT DYE (2)	0016502265 53141
	PC.650.221228.1	12/08/2022	(74.80)	AQUAPEL RETURNED DAMAGED	0016502265 53143
	PC.650.221228.1	12/08/2022	215.92	CHASSIS PARTS STOCK	0016502265 53143
<b>TOTAL FOR CHECK AP 00013841:</b>			<u>3,798.86</u>		
<b>VALLEY FREIGHTLINER INC (VALLFRED)</b>					
	PC30157925001	12/01/2022	150.92	M17-1 MIRROR ASSY	0016502265 53143
	PC30157925201	12/01/2022	198.31	GASKETS, STRAIGHT OUTPUT	0016502265 53143
	PC30157925202	12/01/2022	66.15	FILTER ELEMENT 10MICRON	0016502265 53143
	PC30157925203	12/02/2022	548.86	SUMP FILTER 29558329 STOCK ORD	0016502265 53143
	PC30157925204	12/05/2022	162.71	FUEL FILTER FF5825NN	0016502265 53143
	PC30157929901	12/01/2022	67.54	M17-1 EXPANSION VALVE FOR CAB	0016502265 53143
	PC30157939501	12/02/2022	244.43	M17-1 WINDOW REGULATOR	0016502265 53143
	PC30157942001	12/05/2022	10.56	TRIM PANEL PUSH IN RETAINERS	0016502265 53141
	PC30158016801	12/06/2022	365.90	STOCK ORDER, TRANSMISSION FILT	0016502265 53143
	PC30158060201	12/07/2022	227.52	M17-1 RECEIVER/DRYERS + STOCK	0016502265 53143
	PC30158070001	12/08/2022	70.60	M22-2 BLOCK HEATER	0016502265 53143
<b>TOTAL FOR CHECK AP 00013821:</b>			<u>2,113.50</u>		
<b>WAYNE GARDEN (GARD11050)</b>					
	120122	12/01/2022	751.50	Q4 MEDICARE REIMBURSEMENT	0012032213 52009
<b>TOTAL FOR CHECK AP 00013847:</b>			<u>751.50</u>		
<b>WEST HEALTH ADVOCATE SOLUTIONS (HEALADVO)</b>					
	CP221115	11/15/2022	7.50	EAP for Commissioners - DEC -	0011001100 52008
	CP221115	11/15/2022	39.00	EAP Volunteers-DEC-	0013102260 52008
<b>TOTAL FOR CHECK AP 00013823:</b>			<u>46.50</u>		
<b>WRAPJAX LLC (WRAPJAX)</b>					
	7377	12/07/2022	269.50	SC19-2 BACK WINDOW WRAP	0016502265 54820
<b>TOTAL FOR CHECK AP 00013842:</b>			<u>269.50</u>		
<b>ZOHO CORPORATION (ZOHOCORP)</b>					
	2355161	11/29/2022	6,864.00	CP-ANNUAL SERVICE DESK+ RENEWA	0012102215 54813
<b>TOTAL FOR CHECK AP 00013843:</b>			<u>6,864.00</u>		
<b>REPORT TOTAL:</b>			<u>86,996.26</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
AP EFT 00013848	AMAZON	AMAZON CAPITAL SERVICES	12/15/22	1,328.21	MW	CX		
AP EFT 00013849	ARIHETRA	ARI PHOENIX INC	12/15/22	2,665.51	MW	CX		
AP EFT 00013850	CPFREFT	Central Pierce Fire & Rescu	12/15/22	20.24	MW	CX		
AP EFT 00013851	CHRIINC	CHRISTENSEN INC	12/15/22	57,822.63	MW	CX		
AP EFT 00013852	VALLFREI	FREIGHTLINER NORTHWEST	12/15/22	273.80	MW	CX		
AP EFT 00013853	INNOCONT	INNOVATIVE CONTROLS	12/15/22	84.87	MW	CX		
AP EFT 00013854	LNCURTIS	L.N. Curtis and Sons	12/15/22	3,362.55	MW	CX		
AP EFT 00013855	LOWECOMP	Lowe's Companies	12/15/22	2,476.56	MW	CX		
AP EFT 00013856	MICHCUST	MICHAEL'S CUSTOM UPHOLSTERY	12/15/22	818.40	MW	CX		
AP EFT 00013857	NWSAFECL	NW SAFETY CLEAN	12/15/22	1,026.91	MW	CX		
AP EFT 00013858	OREIAUTO	O'REILLY AUTO PARTS	12/15/22	18.39	MW	CX		
AP EFT 00013859	PACIINFL	Pacific Inflatable Boats LL	12/15/22	11,302.50	MW	CX		
AP EFT 00013860	PDQCCORP	PDQ.COM CORPORATION	12/15/22	1,230.76	MW	CX		
AP EFT 00013861	ROBBPREC	ROBB PRECISION TOOL	12/15/22	114.50	MW	CX		
AP EFT 00013862	SEAWESTE	Sea-Western Inc	12/15/22	137,995.88	MW	CX		
AP EFT 00013863	SECUPACI	SECURE PACIFIC CORPORATION	12/15/22	378.57	MW	CX		
AP EFT 00013864	STANPART	Standard Parts Corp	12/15/22	1,680.01	MW	CX		
AP EFT 00013865	STAPINC	STAPLES INC.	12/15/22	220.18	MW	CX		
AP EFT 00013866	UNIFIRST	UNIFIRST CORPORATION	12/15/22	149.32	MW	CX		
AP EFT 00013867	USBANKBU	US Bank Business Card	12/15/22	15,520.83	MW	CX		
AP EFT 00013868	STUE06060	Eric Stueve	12/15/22	92.20	MW	CX		
AP EFT 00013869	HRAVEBA	HRA VEBA TRUST	12/15/22	4,375.72	MW	CX		
AP EFT 00013870	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	12/15/22	60,571.19	MW	CX		
AP EFT 00013871	TCHO01310	NOAH TCHOBANOFF	12/15/22	86.85	MW	CX		
AP EFT 00013872	RALPFLUE	Ralph Flue	12/15/22	2,041.20	MW	CX		
AP EFT 00013873	GROA07250	Randal Groat	12/15/22	65.18	MW	CX		
AP EFT 00013874	BERD11180	SCOTT BERDAN	12/15/22	302.13	MW	CX		
AP EFT 00013875	RHON02100	SHELLEY RHONE	12/15/22	420.00	MW	CX		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
AP EFT 00013876	BROW03260	TYLER BROWN	12/15/22	539.02	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	306,984.11	Number of EFTs Processed:	29
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 306,984.11



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AMAZON CAPITAL SERVICES (AMAZON)					
	14YDLK4TGY73	11/09/2022	88.86	60A GIS Tutorial for ArcGIS Pr	0012002210 53141
	14YDLK4TGY73	11/09/2022	1,098.90	71 HON CHAIRS Series Mid-Bac	0012042254 53501
	14YDLK4TGY73	11/09/2022	57.16	60 GREASE MARKERS Box of 12 BL	0012352240 53141
	14YDLK4TGY73	11/09/2022	12.08	PE ADAPTER 7RV Blade to 6 Pole	0014002230 53501
	14YDLK4TGY73	11/09/2022	101.02	RETURNED/CREDIT 17FHPR1X1WDC	0016012250 53141
	14YDLK4TGY73	11/09/2022	24.07	63 Flavorizer Bar Replacement	0016032250 53501
	14YDLK4TGY73	11/09/2022	14.15	71 Roll Pin Punch Set	0017012250 53501
	14YDLK4TGY73	11/09/2022	32.99	72 BBQ FLAVORBARS PH7636 15.3"	0017022250 53501
	17FHPR1X1WD	12/08/2022	(101.02)	RETURN ON INV 14YDLK4TGY73	0016012250 53141
TOTAL FOR CHECK AP 00013848:			1,328.21		
ARI HETRA AUTOMOTIVE RESOURCES (ARIHETRA)					
	0081274IN	12/09/2022	2,665.51	ARI HETRA REPAIR	0016502265 54811
TOTAL FOR CHECK AP 00013849:			2,665.51		
CHRISTENSEN INC (CHRIINC)					
	0378591IN	11/09/2022	1,151.06	#378591 NOV9 STN64 FUEL	0012042254 53201
	0378595IN	11/21/2022	3,467.72	#378595 NOV21 STN69 FUEL	0012042254 53201
	0379916IN	11/16/2022	1,975.78	#379916 NOV16 STN67 FUEL	0012042254 53201
	0380694IN	11/15/2022	2,339.10	#380694 NOV15 STN60 FUEL	0012042254 53201
	0380696IN	11/15/2022	1,664.64	#380696 NOV15 STN61 FUEL	0012042254 53201
	0380699IN	11/15/2022	4,771.94	#380699 NOV15 STN72 FUEL	0012042254 53201
	0381563IN	11/17/2022	2,440.41	#381563 NOV17 STN60 FUEL	0012042254 53201
	0383108IN	11/22/2022	2,386.04	#383108 NOV22 STN64 FUEL	0012042254 53201
	0383141IN	11/22/2022	4,253.47	#383141 NOV22 STN72 FUEL	0012042254 53201
	0383557IN	11/23/2022	2,540.48	#383557 NOV23 STN67 FUEL	0012042254 53201
	0383900IN	11/23/2022	2,476.87	#383900 NOV23 STN61 FUEL	0012042254 53201
	0383901IN	11/23/2022	2,393.57	#383901 NOV23 STN60 FUEL	0012042254 53201
	0384878IN	11/29/2022	2,943.73	#384878 NOV29 STN61 FUEL	0012042254 53201
	0385499IN	11/29/2022	2,565.58	#385499 NOV29 STN72 FUEL	0012042254 53201
	0385817IN	11/30/2022	1,577.55	#385817 NOV30 STN64 FUEL	0012042254 53201
	0385819IN	11/30/2022	2,589.57	#385819 NOV30 STN69 FUEL	0012042254 53201
	0385820IN	11/30/2022	2,290.53	#385820 NOV30 STN71 FUEL	0012042254 53201
	0387599IN	12/09/2022	3,392.99	ROTELLA T4 15W/40 BULK OIL	0016502265 53181
	377819IN	11/08/2022	2,496.29	#377819 NOV8 STN61 FUEL	0012042254 53201
	378080IN	11/08/2022	3,576.42	#378080 NOV8 STN69 FUEL	0012042254 53201
	378515IN	11/08/2022	4,528.89	#378515 NOV8 STN71 FUEL	0012042254 53201
TOTAL FOR CHECK AP 00013851:			57,822.63		
ERIC STUEVE (STUE06060)					
	112120	11/02/2022	92.20	NOV2 UNIFORM ALTERATIONS	0012042254 54191
TOTAL FOR CHECK AP 00013868:			92.20		
HRA VEBE TRUST (HRAVEBA)					
	121522	12/15/2022	4,375.72	JAN 2023 RETIREE VEBE	0012032213 52016
TOTAL FOR CHECK AP 00013869:			4,375.72		
INNOVATIVE CONTROLS (INNOCONT)					
	807101	10/27/2022	84.87	STEP LIGHTS (4) STOCK	0016502265 53143

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TOTAL FOR CHECK AP 00013853:			84.87		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV655958	12/05/2022	1,099.69	846 SIREN CONTROLLER TOUCHMAST	0016502265 53143
	INV656098	12/05/2022	2,236.30	PPE STRUCTURAL GLOVES SIZE LAR	0012502210 52010
	INV656098	12/05/2022	26.56	TRANSPORTATION / GLOVES	0012502210 52010
TOTAL FOR CHECK AP 00013854:			3,362.55		
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)					
	121522	12/15/2022	4,014.99	JAN 2023 L1 RETIREE MEDICAL	0012032213 52009
	121522	12/15/2022	56,556.20	JAN 2023 L2 RETIREE VEBA	0012032213 52016
TOTAL FOR CHECK AP 00013870:			60,571.19		
LOWE'S COMPANIES (LOWECOMP)					
	80515	12/05/2022	416.24	WATER, FLAT CAPS (CASE/24)	0012052218 53198
	81143	12/06/2022	513.04	TRUFUEL 50:1 PRE-MIX (EACH)	0012052218 53198
	84457	12/12/2022	731.06	TARP, DISPOSABLE, 10'x12' (EAC	0012052218 53198
	84457	12/12/2022	14.53	61 light defuser	0016012250 53501
	84566	12/12/2022	113.91	67 shop vac	0016072250 53501
	84845	12/13/2022	208.12	WATER, FLAT CAPS (CASE/24)	0012052218 53198
	98539	11/16/2022	479.66	72 - MICROWAVE PES7227SLSS	0012042254 53142
TOTAL FOR CHECK AP 00013855:			2,476.56		
MICHAEL'S CUSTOM UPHOLSTERY (MICHCUST)					
	157699	12/12/2022	409.20	L21-1 HVAC PADDING	0016502265 54820
	157699	12/12/2022	409.20	L21-2 HVAC PADDING	0016502265 54820
TOTAL FOR CHECK AP 00013856:			818.40		
NOAH TCHOBANOFF (TCHO01310)					
	1309064	11/20/2022	20.00	AMAZON/GRILL CLEANING KIT	0016052250 53141
	70761D	12/01/2022	44.86	FRED MEYER/BAKEWARE	0016052250 53501
	8638642	12/02/2022	21.99	AMAZON/CAST IRON SCRUBBER	0016052250 53141
TOTAL FOR CHECK AP 00013871:			86.85		
NW SAFETY CLEAN (NWSAFECL)					
	2234143	12/12/2022	858.66	CR PPE C/S 36841	0012502210 54814
	2234163	12/13/2022	168.25	CR PPE CS 36915	0012502210 54814
TOTAL FOR CHECK AP 00013857:			1,026.91		
O'REILLY AUTO PARTS (OREIAUTO)					
	3702172817	12/09/2022	9.29	ROCKER SWITCH	0016502265 53143
	3702172904	12/09/2022	9.10	GREASE ZERK	0016502265 53141
TOTAL FOR CHECK AP 00013858:			18.39		
PACIFIC INFLATABLE BOATS LLC (PACINFL)					
	2195	11/22/2022	11,302.50	ZODIAC TECH RESCUE BOAT	0013309422 56431
TOTAL FOR CHECK AP 00013859:			11,302.50		
PDQ.COM CORPORATION (PDQCCORP)					
	PDQ31044	11/19/2022	1,230.76	CP-PDQ DEPLOY & INVENTORY	0012102215 54813
TOTAL FOR CHECK AP 00013860:			1,230.76		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	807101	10/27/2022	8.49	STEP LIGHTS (4) STOCK	0016502265 53143

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	INV2215209	12/08/2022	11.45	CALIBRATE TORQUE WRENCHES	0012502210	53147
	PC.400.221128.2	12/15/2022	0.30	monthly	0014002230	54902
<b>TOTAL FOR CHECK AP 00013850:</b>			20.24			
<b>RALPH FLUE (RALPFLUE)</b>						
	121222	12/12/2022	2,041.20	2022 MEDICAL INSURANCE PREMUMS	0012032213	52009
<b>TOTAL FOR CHECK AP 00013872:</b>			2,041.20			
<b>RANDAL GROAT (GROA07250)</b>						
	102822	10/28/2022	32.59	11/03/22-12/02/22 CPFR COMCAST	0016002250	54191
	112822	11/28/2022	32.59	12/03/22-01/02/23 CPFR COMCAST	0016002250	54191
<b>TOTAL FOR CHECK AP 00013873:</b>			65.18			
<b>ROBB PRECISION TOOL (ROBBPREC)</b>						
	INV2215209	12/08/2022	114.50	CALIBRATE TORQUE WRENCHES	0012502210	53147
<b>TOTAL FOR CHECK AP 00013861:</b>			114.50			
<b>SCOTT BERDAN (BERD11180)</b>						
	112022	11/20/2022	84.00	HAZMAT VEHICLE PROJ/PER DIEM	0013202260	54301
	112022	11/20/2022	218.13	HAZMAT VEH PROJ/MILEAGE	0013202260	54331
<b>TOTAL FOR CHECK AP 00013874:</b>			302.13			
<b>SEA-WESTERN INC (SEAWESTE)</b>						
	INV20108	12/08/2022	137,995.88	ACADEMY 40SETS BUNKER GEAR	0012352240	52010
<b>TOTAL FOR CHECK AP 00013862:</b>			137,995.88			
<b>SECURE PACIFIC CORP (SECUPACI)</b>						
	354517	12/01/2022	115.77	Q4-22 STN71 ALARM MONITORING	0017012250	54191
	354518	12/01/2022	77.18	DEC STN60 MO ALARM MONITORING	0016002250	54191
	354519	12/01/2022	185.62	DEC STN72 MO ALARM MONITORING	0017022250	54191
<b>TOTAL FOR CHECK AP 00013863:</b>			378.57			
<b>SHELLEY RHONE (RHON02100)</b>						
	981931	09/21/2022	420.00	CCMC CERTIFICATION	1013402680	54922
<b>TOTAL FOR CHECK AP 00013875:</b>			420.00			
<b>STANDARD PARTS CORP (STANPART)</b>						
	147006	12/01/2022	186.89	SHOP DEF STOCK	0012042254	53201
	147006	12/01/2022	466.39	FILTERS, WHEEL SEALS, GAS CAP	0016502265	53143
	147006	12/01/2022	170.28	ATMQT (10) 10W30 OIL	0016502265	53181
	147575	12/06/2022	186.89	STATION 65 DEF	0012042254	53201
	148161	12/08/2022	10.40	UT04-1, CLEARANCE LIGHT	0016502265	53143
	148313	12/09/2022	154.52	400107 OIL FILTER ISX12 (1)	0016502265	53143
	148358	12/09/2022	93.48	L21-1, GAS STRUT	0016502265	53143
	148641	12/12/2022	186.89	STN68 DEF STOCK (10)	0012042254	53201
	148645	12/12/2022	224.27	STN61 DEF STOCK (12 CASES)	0012042254	53201
<b>TOTAL FOR CHECK AP 00013864:</b>			1,680.01			
<b>STAPLES, INC. (STAPINC)</b>						
	3525105106	12/08/2022	58.25	NOTE PAD, LETTER SIZE (EACH)	0012052218	53198
	3525105106	12/08/2022	28.55	HIGHLIGHTER, YELLOW (EACH)	0012052218	53198
	3525105106	12/08/2022	10.82	HIGHLIGHTER, BLUE (EACH)	0012052218	53198
	3525105106	12/08/2022	17.42	HIGHLIGHTER, PINK (EACH)	0012052218	53198
	3525105106	12/08/2022	45.65	BINDER DIVIDERS, 8-TAB (PKG)	0012052218	53198

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	3525105106	12/08/2022	7.92	POST-IT NOTES, 1.5"x2" (PAD)	0012052218	53198
	3525105106	12/08/2022	51.57	LABEL MAKER TAPE, BRT TC20, BK	0012052218	53198
<b>TOTAL FOR CHECK AP 00013865:</b>			220.18			
<b>TYLER BROWN (BROW03260)</b>						
	112022	11/20/2022	84.00	HAZMAT VEH PROJ/PER DIEM	0013202260	54301
	112022	11/20/2022	455.02	HAZMAT VEH PROJ/LODGING	0013202260	54311
<b>TOTAL FOR CHECK AP 00013876:</b>			539.02			
<b>UNIFIRST CORPORATION (UNIFIRST)</b>						
	3301925864	12/14/2022	149.32	DEC14 SHOP UNIFORMS/RUGS	0016502265	54931
<b>TOTAL FOR CHECK AP 00013866:</b>			149.32			
<b>US BANK BUSINESS CARD (USBANKBU)</b>						
	PC.000.221028.A	12/15/2022	43.76	COFFEE FOR NASH TRAINING	0012302240	53171
	PC.000.221028.A	12/15/2022	56.87	Snacks for Nash Training	0012302240	53171
	PC.000.221028.A	12/15/2022	49.95	NREMT EXAM PREP	0012302240	54921
	PC.000.221128.5	12/15/2022	29.99	TNT ADMIN SUBSCRIPTION	0012002210	54902
	PC.000.221128.5	12/15/2022	102.11	FIRE INSTRUCTOR II TXT BOOK	0012302240	53102
	PC.000.221128.5	12/15/2022	94.99	SNACKS FOR NASH	0012302240	53171
	PC.000.221128.5	12/15/2022	138.17	LUNCH FOR ADMIN BOARD	0012302240	53171
	PC.000.221128.5	12/15/2022	276.30	LUNCH FOR NASH TRAINING	0012302240	53171
	PC.000.221128.5	12/15/2022	263.30	LUNCH FOR ATT MEETING	0012302240	53171
	PC.000.221128.5	12/15/2022	44.19	SNACKS FOR NASH TRAINING	0012302240	53171
	PC.000.221128.5	12/15/2022	87.52	COFFEE FOR NASH AND OP IQ	0012302240	53171
	PC.000.221128.5	12/15/2022	253.79	LUNCH FOR NASH	0012302240	53171
	PC.000.221128.5	12/15/2022	363.41	LUNCH FOR NASH TRAINING	0012302240	53171
	PC.000.221128.5	12/15/2022	43.76	COFFEE FOR NASH	0012302240	53171
	PC.000.221128.5	12/15/2022	43.76	COFFEE FOR NASH TRAINING	0012302240	53171
	PC.000.221128.5	12/15/2022	43.76	COFFEE FOR NASH	0012302240	53171
	PC.000.221128.5	12/15/2022	69.40	SNACKS FOR NASH TRAINING	0012302240	53171
	PC.000.221128.5	12/15/2022	365.50	LUNCH FOR NASH TRAINING	0012302240	53171
	PC.000.221128.5	12/15/2022	511.99	DEPT SURVEY MONKEY ACCT	0012302240	54902
	PC.000.221128.5	12/15/2022	43.76	ZOOM SUBS	0012302240	54902
	PC.000.221128.5	12/15/2022	385.00	BLUE CARD SUB	0012302240	54902
	PC.000.221128.5	12/15/2022	125.00	BLUE CARD SUB BROWN	0012302240	54902
	PC.000.221128.5	12/15/2022	465.00	FIRE OFC REG	0012302240	54921
	PC.000.221128.5	12/15/2022	450.00	VES REGISTRATION	0012302240	54921
	PC.000.221128.5	12/15/2022	450.00	VES REGISTRATION	0012302240	54921
	PC.000.221128.5	12/15/2022	450.00	VES REGISTRATION	0012302240	54921
	PC.000.221128.5	12/15/2022	400.00	VES REGISTRATION	0012302240	54921
	PC.000.221128.5	12/15/2022	450.00	VES REGISTRATION	0012302240	54921
	PC.000.221128.5	12/15/2022	49.95	NREMT TEST PREP	0012302240	54921
	PC.000.221128.5	12/15/2022	50.00	LECTURE REGISTRATION	0012302240	54921
	PC.000.221128.5	12/15/2022	50.00	TVF LECTURE REG	0012302240	54921
	PC.000.221128.5	12/15/2022	50.00	TVF LECTURE REG	0012302240	54921
	PC.000.221128.5	12/15/2022	465.00	FIRE INSTRUCTOR II REG	0012302240	54921
	PC.000.221228.1	12/15/2022	49.99	DC VANKEULEN IPHONE CASE	0012002210	53141
	PC.000.221228.1	12/15/2022	131.93	STN 63 CO2 DETECTORS	0012042254	53141

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

Start Date: 12/15/2022

End Date: 12/15/2022

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	PC.000.221228.1	12/15/2022	361.17	LOGS CEILING TILES & LIGHTS	0012042254 53146
	PC.000.221228.1	12/15/2022	500.00	LOGS EXCAVATOR RENTAL	0012042254 54502
	PC.000.221228.1	12/15/2022	273.31	LUNCH FOR ADMIN BOARD MTG	0012302240 53171
	PC.000.221228.1	12/15/2022	211.94	LUNCH FOR ADMIN BOARD	0012302240 53171
	PC.000.221228.1	12/15/2022	378.04	LUNCH FOR PCFTC MEETING	0012302240 53171
	PC.000.221228.1	12/15/2022	292.88	SPEC OPS LUNCH	0013302685 53171
	PC.000.221228.1	12/15/2022	367.66	SPEC OPS TEAM LUNCH	0013302685 53171
	PC.000.221228.1	12/15/2022	367.66	LUNCH FOR SPEC OPS TRAINING	0013302685 53171
	PC.000.221228.1	12/15/2022	275.59	HOLIDAY MAGIC DECOR	0014002230 53103
	PC.000.221228.1	12/15/2022	73.37	santa parade supplies	0014002230 53136
	PC.000.221228.1	12/15/2022	329.99	Final Cut Pro	0014002230 53145
	PC.000.221228.2	12/15/2022	380.24	ARMORY DOOR KNOBS, BALLAST, BU	0012042254 53146
	PC.000.221228.2	12/15/2022	404.67	LOGS EXCAVATOR RENTAL	0012042254 54502
	PC.000.221228.3	12/15/2022	307.40	Lunch for NASH Training	0012302240 53171
	PC.201.221228.1	12/15/2022	2,282.48	100808872 STN 67 AUG,SEP,OCT	0016082250 54731
	PC.201.221228.1	12/15/2022	799.01	100808872 STN 67 AUG,SEP,OCT	0016082250 54731
	PC.400.220928.4	12/15/2022	9.76	fasteners for department ezup	0014002230 53139
	PC.400.221028.2	12/15/2022	2.99	monthly	0014002230 54902
	PC.400.221128.2	12/15/2022	2.99	monthly	0014002230 54902
	PC.650.221228.2	12/15/2022	203.75	COMPT STRUTS STOCK	0016502265 53143
	PC.650.221228.2	12/15/2022	747.78	HD JUMP STARTERS/COVERS	0016502265 53501
<b>TOTAL FOR CHECK AP 00013867:</b>			15,520.83		
<b>VALLEY FREIGHTLINER INC (VALLFRED)</b>					
	PC30158221001	12/14/2022	161.15	FUEL FILTER STOCK	0016502265 53143
	PC30158221002	12/14/2022	112.65	FILTER KIT 5579176	0016502265 53143
<b>TOTAL FOR CHECK AP 00013852:</b>			273.80		
<b>REPORT TOTAL:</b>			306,984.11		



## Board Meeting Agenda Item Summary

<b>Agenda Date</b>	December 27, 2022
<b>Item Title:</b>	Revised Policy 340 – Exempt/Non-Rep/Non-Uniformed Common Benefits
<b>Attachments:</b>	Revised Policy 340 – Exempt/Non-Rep/Non-Uniformed Common Benefits
<b>Submitted by:</b>	Suzi Washo

### RECOMMENDED ACTION BY THE BOARD:

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

### SUGGESTED MOTION:

***“To approve revised Policy 340 – Exempt/Non-Rep/Non-Uniformed Common Benefits as presented.”***

### SUMMARY:

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

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

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

- 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:

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MATT HOLM  
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE  
BOARD POLICY  
NUMBER 3.40

ORIGINATED: January 1, 2022  
APPROVED: December 27, 2022  
EFFECTIVE: January 1, 2023

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
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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:

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Martin Luther King Jr's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
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- 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.
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- 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.

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- 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.

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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:

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MATT HOLM  
BOARD CHAIR



## Board Meeting Agenda Item Summary

<b>Agenda Date</b>	December 27, 2022
<b>Item Title:</b>	Revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
<b>Attachments:</b>	Revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
<b>Submitted by:</b>	Suzi Washo

### RECOMMENDED ACTION BY THE BOARD:

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

### SUGGESTED MOTION:

***“To approve revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits as presented.”***

### SUMMARY:

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

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

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:

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MATT HOLM  
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE  
BOARD POLICY  
NUMBER 3.41

ORIGINATED: January 1, 2022  
APPROVED: December 27, 2022  
EFFECTIVE: January 1, 2023

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

- 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
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 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.

#### 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.

## 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:

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MATT HOLM  
BOARD CHAIR



## Board Meeting Agenda Item Summary

<b>Agenda Date</b>	December 27, 2022
<b>Item Title:</b>	Revised Policy 345 – Common Benefits for FLSA Exempt, Non-Rep Uniformed
<b>Attachments:</b>	Revised Policy 345 – Common Benefits for FLSA Exempt, Non-Rep Uniformed
<b>Submitted by:</b>	Suzi Washo

### RECOMMENDED ACTION BY THE BOARD:

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

### SUGGESTED MOTION:

***“To approve revised Policy 345 – Common Benefits for FLSA Exempt, Non-Rep Uniformed as presented.”***

### SUMMARY:

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

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

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:

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MATT HOLM  
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE  
BOARD POLICY  
NUMBER 3.45

ORIGINATED: January 1, 2022  
APPROVED: December 27, 2022:  
EFFECTIVE: January 1, 2023

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:

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

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MATT HOLM  
BOARD CHAIR





## Board Meeting Agenda Item Summary

**Agenda Date:** December 27, 2022

**Item Title:** Authorizing and establishing fees, charges and fines effective January 1, 2023.

**Attachments:** Resolution 22-13 Fees Charges & Fines

**Submitted by:** FD Robacker

### RECOMMENDED ACTION BY THE BOARD:

☒ First reading

☐ Second reading

☐ Motion to approve

☐ For information only

☐ Other: \_\_\_\_\_

### TWO MOTIONS:

Motion to waive 2<sup>nd</sup> reading.

Motion to approve the 2023 Fee Schedule as outlined in resolution 22-13.

The Fee schedule has been revised to include:

- Revised 2023 Response Fees based on current actual salaries and benefits

# CENTRAL PIERCE FIRE & RESCUE

## RESOLUTION NO. 22-13

A RESOLUTION TO THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE ESTABLISHING FEES, CHARGES, AND FINES FOR CALENDAR YEAR 2023.

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

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

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

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

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

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

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

<b>Other Fees:</b>	
Fire Commissioner Compensation	\$128/day; \$12,288/yr max
Chargepoint (Electric Vehicle Charging)	\$0.50 per hour
Fire Watch	\$80.00 per person per hour
Runner Services	\$32 per day
Fire Protection Services	By inter-local agreement
Administrative Services	Actual Personnel Cost
Haz Mat Team Response	Actual Personnel & Supply Cost
Special Ops Team Response	Actual Personnel & Supply Cost
Non-Emergency Responses (include apparatus & 3 person crew)	\$300.00 per hour
(include apparatus & 2 person crew)	\$175.00 per hour
(include apparatus & 1 person crew)	\$120.00 per hour
Web Hosting (Chief/Comm Groups)	\$33.23/hr
<b>Response Fees:</b>	
Minimum 1 hr Charge – Response includes:	\$ 350/ea
Engine - \$130	
3 person crew - \$170	
Priority - \$50	
Assistant Chief	\$ 114/hr regular, overtime Exempt
Battalion Chief	\$ 88/hr regular, \$124/hr overtime
Deputy Fire Marshal	\$ 83/hr regular, \$114/hr overtime
Captain Medic	\$ 83/hr regular, \$114/hr overtime
Captain	\$ 78/hr regular, \$103/hr overtime
Medical Services Officer (MSO)	\$ 78/hr regular, \$103/hr overtime
Lieutenant	\$ 73/hr regular, \$98/hr overtime
Firefighter Paramedic	\$ 67/hr regular, \$88/hr overtime
Firefighter	\$ 57/hr regular, \$78/hr overtime
Rescue/Engine/Ladder Driver	\$ 2/hr per driver
Medic Unit Driver	\$ 2/hr per driver
Engine – Type 1	\$ 130/hr
Ladder/Aerial	\$ 205/hr
Medic Unit on Scene (Non-Transport)	\$ 67/hr
Command Vehicle	\$ 50/hr
MSO Vehicle	\$ 50/hr
Police Report Gathering	\$ 20/ea
Battery Powered Tools	\$ 12/hr
Electrical Powered Tools	\$ 10/hr
Extrication Power Plant with Tools	\$ 10/hr
Pneumatic Tools	\$ 10/hr

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

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE ON THE 27<sup>th</sup> DAY OF DECEMBER, 2022, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND \_\_\_\_\_ WERE PRESENT AND VOTING.

\_\_\_\_\_  
Matthew Holm, Commissioner

\_\_\_\_\_  
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 27, 2022

**Item Title:** Year-End Budget Amendment

**Attachments:** Resolution 22-14, Exhibit A

**Submitted by:** FD Robacker

**RECOMMENDED ACTION BY THE BOARD:**

☐ First reading

☒ Second reading

☐ Motion to approve

☐ For information only

☐ Other: [Click here to enter text.](#)

**TWO MOTIONS:**

Waive 2<sup>nd</sup> reading for Resolution 22-14.

To approve Resolution 22-14 amending the 2022 Budget in the amount of \$3,034,081.

**FINANCIAL IMPACT:** This resolution reflects appropriation for Board approved purchases throughout the 2022 year, revenues not identified or quantified during the 2022 Budget development, and Division head adjustments created during the year.

The funds will be amended as follows:

Fund	Description	2022 Current Budget	2022 Amendment Res 22-14	2022 Amended Budget
001	General Fund	\$ 56,386,413	\$ 2,888,181	\$ 59,274,594
011	Reserve Fund	0	0	0
015	Equipt Replacement	4,989,362	0	4,989,362
050	Facilities	1,700,000	0	1,700,000
101	EMS Fund	19,117,422	145,900	19,263,322
102	GEMT Fund	7,587,535	0	7,587,535
201	Debt Fund	2,435,163	0	2,435,163
301	Capital Projects	9,066,500	0	9,066,500
630	HRA/Flex Trust	50,000	0	50,000
	<b>TOTAL</b>	\$ 101,332,395	\$ 3,034,081	\$ 104,366,476



## Board Meeting Agenda Item Summary

### SUMMARY BY FUND/DESCRIPTION:

Fund	Reason	Grand Total	Inc/(Dec)
<b>001</b>	IT Adjust hardware costs	1,450.00	Increase
	Training payouts, OT & Driver Trng	272,750.00	Increase
	Increase in Recruit Classes	386,080.00	Increase
	H&S Adjust	0.00	Neutral
	IT hardware costs	0.00	Neutral
	Licensing, Monday, TS, ESO	86,695.00	Increase
	IT Late fees	0.00	Neutral
	IT Consulting, Mitel & Leadership	69,629.00	Increase
	Key Pen Communications	2,005.00	Increase
	Nash, Dark Horse, Admin needs	164,300.00	Increase
	Ops OT & Teams costs	1,685,872.00	Increase
	HR Realign	0.00	Neutral
	P&E DF AC & Events	273,100.00	Increase
	Station Reallocations & Fuel	288,000.00	Increase
	Dark Horse Analytics Software (5/9/22)	9,500.00	Increase
	Binder Lifts (8/22/22)	24,000.00	Increase
	Telehandler Forklift (12/12/22)	74,800.00	Increase
	Finance Reallocation	(450,000.00)	Decrease
	Realign for addt'l HM gear	0.00	Neutral
<b>001 Total</b>		<b>2,888,181.00</b>	<b>Increase</b>
<b>015</b>	Facilities Maint Tech Vehicle	55,000.00	Increase
	Public Educator Vehicle	88,000.00	Increase
	CS Runner Van Increase in Price	30,100.00	Increase
	Reclass from Engines to Other Vehicles	(173,100.00)	Decrease
	ERF Reallocation FC, AC Log, AC Cptn,	0.00	Neutral
<b>015 Total</b>		<b>0.00</b>	<b>Neutral</b>
<b>101</b>	EMS OT & Supplies	120,900.00	Increase
	IV Pumps (7/25/22)	25,000.00	Increase
<b>101 Total</b>		<b>145,900.00</b>	<b>Increase</b>
<b>301</b>	Stn 73 Armory Purchase (2/14/22)	0.00	Neutral
<b>301 Total</b>		<b>0.00</b>	<b>Neutral</b>
<b>Grand Total</b>		<b>3,034,081.00</b>	<b>Increase</b>

**NOTE: Increases covered by appropriating Fund Balances & COVID-19 FEMA Revenues Received**





## Board Meeting Agenda Item Summary

### LINE ITEM DETAIL

Fund	Div	Reason	Account	Account Name	Exp	Inc/(Dec)
001	200	Nash, Dark Horse, Admin needs	51107	Commissioner Time	6,000.00	Increase
		Nash, Dark Horse, Admin needs	52001	FICA/Medicare	3,200.00	Increase
		Nash, Dark Horse, Admin needs	52002	Retirement	7,000.00	Increase
		Nash, Dark Horse, Admin needs	52005	L & I	6,000.00	Increase
		Nash, Dark Horse, Admin needs	52007	Deferred Compensation	5,000.00	Increase
		Nash, Dark Horse, Admin needs	52017	HRA	2,000.00	Increase
		Nash, Dark Horse, Admin needs	54151	Legal Fees	10,000.00	Increase
		Nash, Dark Horse, Admin needs	54161	Election Fees	82,300.00	Increase
		Nash, Dark Horse, Admin needs	54813	Maintenance Agreements	30,000.00	Increase
		Nash, Dark Horse, Admin needs	54901	Dues/Membership Fees	5,200.00	Increase
		Nash, Dark Horse, Admin needs	54902	Subscriptions	4,600.00	Increase
		Nash, Dark Horse, Admin needs	54961	B & O Tax	3,000.00	Increase
		Nash, Dark Horse, Admin needs	54981	Commissioner Contingency	(25,000.00)	Decrease
		Nash, Dark Horse, Admin needs	54982	Fire Chief Contingency	25,000.00	Increase
		Dark Horse Analytics Software (5/9/22)	54911	Contractual Services	159,500.00	Increase
		Dark Horse Analytics Software (5/9/22)	56411	Equipment - Computer/Software	(150,000.00)	Decrease
		<b>200 Total</b>			<b>173,800.00</b>	<b>Increase</b>
	201	Finance Reallocation	51101	Regular Time	(14,000.00)	Decrease
		Finance Reallocation	51201	Div Staff Misc OT	14,000.00	Increase
		Finance Reallocation	54191	Other Professional Services	13,000.00	Increase
		Finance Reallocation	54911	Contractual Services	(13,000.00)	Decrease
		Finance Reallocation	54921	Registration	(2,100.00)	Decrease
		Finance Reallocation	54922	Certifications	2,100.00	Increase
		Finance Reallocation	56411	Equipment - Computer/Software	(450,000.00)	Decrease
		<b>201 Total</b>			<b>(450,000.00)</b>	<b>Decrease</b>
	203	HR Realign	51201	Div Staff Misc OT	25,100.00	Increase
		HR Realign	52011	Uniforms	5,250.00	Increase
		HR Realign	53132	Employee Recognition Supplies	5,300.00	Increase
		HR Realign	53171	Food	1,000.00	Increase
		HR Realign	54151	Legal Fees	(37,000.00)	Decrease
		HR Realign	54911	Contractual Services	350.00	Increase
		<b>203 Total</b>			<b>0.00</b>	<b>Neutral</b>
	204	Station Reallocations & Fuel	53201	Fuel	250,000.00	Increase
	<b>204 Total</b>				<b>250,000.00</b>	<b>Increase</b>
	205	Station Reallocations & Fuel	51101	Regular Time	31,000.00	Increase
		Station Reallocations & Fuel	53198	Inventory	47,000.00	Increase
	<b>205 Total</b>				<b>78,000.00</b>	<b>Increase</b>
	210	IT hardware costs	53501	Small Tools/Equipment	(12,267.00)	Decrease
		IT hardware costs	56411	Equipment - Computer/Software	12,267.00	Increase
		Licensing, Monday, TS, ESO	54813	Maintenance Agreements	86,695.00	Increase
		IT Late fees	54202	Communication Connection	(350.00)	Decrease
		IT Late fees	54914	Penalties and Late Fees	350.00	Increase
		IT Consulting, Mitel & Leadership	54191	Other Professional Services	69,629.00	Increase
	<b>210 Total</b>				<b>156,324.00</b>	<b>Increase</b>



## Board Meeting Agenda Item Summary

Fund	Div	Reason	Account	Account Name	Exp	Inc/(Dec)
	<b>230</b>	IT Adjust hardware costs	<b>53501</b>	Small Tools/Equipment	1,450.00	Increase
		Training payouts, OT & Driver Trng	<b>51201</b>	Div Staff Misc OT	138,000.00	Increase
		Training payouts, OT & Driver Trng	<b>52003</b>	Medical/Dental	29,000.00	Increase
		Training payouts, OT & Driver Trng	<b>52017</b>	HRA	22,000.00	Increase
		Training payouts, OT & Driver Trng	<b>53101</b>	Office Supplies	3,200.00	Increase
		Training payouts, OT & Driver Trng	<b>53102</b>	Books/Manuals	12,000.00	Increase
		Training payouts, OT & Driver Trng	<b>53141</b>	Operating Supplies	5,700.00	Increase
		Training payouts, OT & Driver Trng	<b>53171</b>	Food	1,900.00	Increase
		Training payouts, OT & Driver Trng	<b>54191</b>	Other Professional Services	8,300.00	Increase
		Training payouts, OT & Driver Trng	<b>54331</b>	Mileage	1,900.00	Increase
		Training payouts, OT & Driver Trng	<b>54502</b>	Other Operating Rental	870.00	Increase
		Training payouts, OT & Driver Trng	<b>54911</b>	Contractual Services	(19,970.00)	Decrease
		Training payouts, OT & Driver Trng	<b>54921</b>	Registration	(13,900.00)	Decrease
		Training payouts, OT & Driver Trng	<b>51147</b>	Sickleave Payout	18,000.00	Increase
		Training payouts, OT & Driver Trng	<b>51148</b>	Vacation Payout	62,000.00	Increase
		Training payouts, OT & Driver Trng	<b>51146</b>	Holiday Payout	5,200.00	Increase
		Training payouts, OT & Driver Trng	<b>53503</b>	Audio/Visual Equipment	(1,450.00)	Decrease
		Telehandler Forklift (12/12/22)	<b>56431</b>	Equipment - Miscellaneous	74,800.00	Increase
	<b>230 Total</b>				<b>349,000.00</b>	<b>Increase</b>
	<b>235</b>	Increase in Recruit Classes	<b>51201</b>	Div Staff Misc OT	74,000.00	Increase
		Increase in Recruit Classes	<b>52010</b>	Personal Protective Equipment	165,000.00	Increase
		Increase in Recruit Classes	<b>52011</b>	Uniforms	19,200.00	Increase
		Increase in Recruit Classes	<b>52014</b>	Quartermaster	2,240.00	Increase
		Increase in Recruit Classes	<b>53101</b>	Office Supplies	2,800.00	Increase
		Increase in Recruit Classes	<b>53102</b>	Books/Manuals	9,600.00	Increase
		Increase in Recruit Classes	<b>53132</b>	Employee Recognition Supplies	1,600.00	Increase
		Increase in Recruit Classes	<b>53141</b>	Operating Supplies	8,000.00	Increase
		Increase in Recruit Classes	<b>53147</b>	Breathing Apparatus Supplies	12,800.00	Increase
		Increase in Recruit Classes	<b>53501</b>	Small Tools/Equipment	8,000.00	Increase
		Increase in Recruit Classes	<b>54171</b>	Medical Exams	29,200.00	Increase
		Increase in Recruit Classes	<b>54191</b>	Other Professional Services	7,000.00	Increase
		Increase in Recruit Classes	<b>54311</b>	Lodging	5,040.00	Increase
		Increase in Recruit Classes	<b>54922</b>	Certifications	1,600.00	Increase
		Increase in Recruit Classes	<b>54925</b>	College Tuition	40,000.00	Increase
	<b>235 Total</b>				<b>386,080.00</b>	<b>Increase</b>
	<b>240</b>	Station Reallocations & Fuel	<b>54182</b>	Radio System Fees	(31,000.00)	Decrease
	<b>240 Total</b>				<b>(31,000.00)</b>	<b>Decrease</b>
	<b>250</b>	H&S Adjust	<b>51201</b>	Div Staff Misc OT	(9,433.00)	Decrease
		H&S Adjust	<b>53141</b>	Operating Supplies	1,027.00	Increase
		H&S Adjust	<b>53501</b>	Small Tools/Equipment	49,433.00	Increase
		H&S Adjust	<b>54171</b>	Medical Exams	(396.00)	Decrease
		H&S Adjust	<b>54191</b>	Other Professional Services	396.00	Increase
		H&S Adjust	<b>54301</b>	Per Diem	130.00	Increase
		H&S Adjust	<b>54311</b>	Lodging	103.00	Increase
		H&S Adjust	<b>54331</b>	Mileage	150.00	Increase
		H&S Adjust	<b>54341</b>	Airfare	(383.00)	Decrease
		H&S Adjust	<b>54812</b>	Equip Repair/Breath Apparatus	322.00	Increase
		H&S Adjust	<b>54911</b>	Contractual Services	(41,349.00)	Decrease
		Binder Lifts (8/22/22)	<b>53501</b>	Small Tools/Equipment	24,000.00	Increase
	<b>250 Total</b>				<b>24,000.00</b>	<b>Increase</b>



## Board Meeting Agenda Item Summary

Fund	Div	Reason	Account	Account Name	Exp	Inc/(Dec)
	<b>300</b>	Ops OT & Teams costs	<b>51201</b>	Div Staff Misc OT	1,600,000.00	Increase
		Ops OT & Teams costs	<b>53141</b>	Operating Supplies	50,000.00	Increase
		Ops OT & Teams costs	<b>53171</b>	Food	6,500.00	Increase
		Ops OT & Teams costs	<b>53501</b>	Small Tools/Equipment	8,000.00	Increase
		Ops OT & Teams costs	<b>54191</b>	Other Professional Services	10,000.00	Increase
		Ops OT & Teams costs	<b>54502</b>	Other Operating Rental	10,000.00	Increase
		Ops OT & Teams costs	<b>56411</b>	Equipment - Computer/Software	(20,000.00)	Decrease
		<b>300 Total</b>			<b>1,664,500.00</b>	<b>Increase</b>
	<b>320</b>	Ops OT & Teams costs	<b>53141</b>	Operating Supplies	550.00	Increase
		Ops OT & Teams costs	<b>53501</b>	Small Tools/Equipment	7,000.00	Increase
		Ops OT & Teams costs	<b>54301</b>	Per Diem	972.00	Increase
		Ops OT & Teams costs	<b>54311</b>	Lodging	2,300.00	Increase
		Ops OT & Teams costs	<b>54331</b>	Mileage	350.00	Increase
		Ops OT & Teams costs	<b>54341</b>	Airfare	1,700.00	Increase
		Ops OT & Teams costs	<b>54921</b>	Registration	880.00	Increase
		Realign for addt'l HM gear	<b>51201</b>	Div Staff Misc OT	(20,000.00)	Decrease
		Realign for addt'l HM gear	<b>53501</b>	Small Tools/Equipment	20,000.00	Increase
		<b>320 Total</b>			<b>13,752.00</b>	<b>Increase</b>
	<b>330</b>	Ops OT & Teams costs	<b>53141</b>	Operating Supplies	1,500.00	Increase
		Ops OT & Teams costs	<b>54911</b>	Contractual Services	6,120.00	Increase
		<b>330 Total</b>			<b>7,620.00</b>	<b>Increase</b>
	<b>400</b>	P&E DF AC & Events	<b>51199</b>	Salaries-Budget Only	100,000.00	Increase
		P&E DF AC & Events	<b>51201</b>	Div Staff Misc OT	60,000.00	Increase
		P&E DF AC & Events	<b>52003</b>	Medical/Dental	100,000.00	Increase
		P&E DF AC & Events	<b>53102</b>	Books/Manuals	1,200.00	Increase
		P&E DF AC & Events	<b>53103</b>	Safety Supplies	750.00	Increase
		P&E DF AC & Events	<b>53105</b>	Agency Recognition Supplies	250.00	Increase
		P&E DF AC & Events	<b>53132</b>	Employee Recognition Supplies	150.00	Increase
		P&E DF AC & Events	<b>53134</b>	Class Supplies/CPR	(5,050.00)	Decrease
		P&E DF AC & Events	<b>53136</b>	Program Supplies	(3,410.00)	Decrease
		P&E DF AC & Events	<b>53138</b>	Program Supplies/Education	150.00	Increase
		P&E DF AC & Events	<b>53141</b>	Operating Supplies	(800.00)	Decrease
		P&E DF AC & Events	<b>53145</b>	Software	(2,500.00)	Decrease
		P&E DF AC & Events	<b>53501</b>	Small Tools/Equipment	750.00	Increase
		P&E DF AC & Events	<b>54191</b>	Other Professional Services	3,800.00	Increase
		P&E DF AC & Events	<b>54301</b>	Per Diem	4,550.00	Increase
		P&E DF AC & Events	<b>54911</b>	Contractual Services	60.00	Increase
		P&E DF AC & Events	<b>54922</b>	Certifications	700.00	Increase
		P&E DF AC & Events	<b>54941</b>	Printing & Binding	12,500.00	Increase
		<b>400 Total</b>			<b>273,100.00</b>	<b>Increase</b>
	<b>600</b>	Station Reallocations & Fuel	<b>54731</b>	Electricity	(25,000.00)	Decrease
		<b>600 Total</b>			<b>(25,000.00)</b>	<b>Decrease</b>
	<b>601</b>	Station Reallocations & Fuel	<b>54731</b>	Electricity	(3,000.00)	Decrease
		<b>601 Total</b>			<b>(3,000.00)</b>	<b>Decrease</b>
	<b>602</b>	Station Reallocations & Fuel	<b>54191</b>	Other Professional Services	3,000.00	Increase
		Station Reallocations & Fuel	<b>54911</b>	Contractual Services	10,000.00	Increase
		<b>602 Total</b>			<b>13,000.00</b>	<b>Increase</b>



## Board Meeting Agenda Item Summary

Fund	Div	Reason	Account	Account Name	Exp	Inc/(Dec)
	603	Station Reallocations & Fuel	53141	Operating Supplies	(1,700.00)	Decrease
		Station Reallocations & Fuel	53501	Small Tools/Equipment	(2,500.00)	Decrease
		Station Reallocations & Fuel	54712	Surface Water Management	(2,800.00)	Decrease
	603 Total				(7,000.00)	Decrease
	604	Station Reallocations & Fuel	54712	Surface Water Management	(2,000.00)	Decrease
	604 Total				(2,000.00)	Decrease
	605	Station Reallocations & Fuel	54191	Other Professional Services	3,000.00	Increase
	605 Total				3,000.00	Increase
	606	Station Reallocations & Fuel	54731	Electricity	3,000.00	Increase
	606 Total				3,000.00	Increase
	607	Station Reallocations & Fuel	54731	Electricity	(10,000.00)	Decrease
	607 Total				(10,000.00)	Decrease
	608	Station Reallocations & Fuel	54712	Surface Water Management	(3,000.00)	Decrease
	608 Total				(3,000.00)	Decrease
	609	Station Reallocations & Fuel	54712	Surface Water Management	(2,000.00)	Decrease
	609 Total				(2,000.00)	Decrease
	616	Station Reallocations & Fuel	54191	Other Professional Services	17,500.00	Increase
	616 Total				17,500.00	Increase
	617	Station Reallocations & Fuel	54731	Electricity	(2,500.00)	Decrease
	617 Total				(2,500.00)	Decrease
	647	Station Reallocations & Fuel	54711	Water	(3,000.00)	Decrease
	647 Total				(3,000.00)	Decrease
	702	Station Reallocations & Fuel	54731	Electricity	16,000.00	Increase
	702 Total				16,000.00	Increase
	703	Station Reallocations & Fuel	54731	Electricity	(6,000.00)	Decrease
	703 Total				(6,000.00)	Decrease
	222	Key Pen Communications	54202	Communication Connection	2,005.00	Increase
	222 Total				2,005.00	Increase
	713	Station Reallocations & Fuel	54721	Sewer	2,000.00	Increase
	713 Total				2,000.00	Increase
001 Total					2,888,181.00	Increase



## Board Meeting Agenda Item Summary

Fund	Div	Reason	Account	Account Name	Exp	Inc/(Dec)
015	015300	Reclass from Engines to Other Vehicles	56401	Equipment - Vehicles	(173,100.00)	Decrease
		ERF Reallocation FC, AC Log, AC Cptn,	56401	Equipment - Vehicles	(121,200.00)	Decrease
		<b>015300 Total</b>			<b>(294,300.00)</b>	<b>Decrease</b>
	015204	Facilities Maint Tech Vehicle	56401	Equipment - Vehicles	55,000.00	Increase
		ERF Reallocation FC, AC Log, AC Cptn,	56401	Equipment - Vehicles	60,000.00	Increase
		<b>015204 Total</b>			<b>115,000.00</b>	<b>Increase</b>
	015250	ERF Reallocation FC, AC Log, AC Cptn,	56401	Equipment - Vehicles	7,600.00	Increase
		<b>015250 Total</b>			<b>7,600.00</b>	<b>Increase</b>
	015400	Public Educator Vehicle	56401	Equipment - Vehicles	88,000.00	Increase
		<b>015400 Total</b>			<b>88,000.00</b>	<b>Increase</b>
	015205	CS Runner Van Increase in Price	56401	Equipment - Vehicles	30,100.00	Increase
		<b>015205 Total</b>			<b>30,100.00</b>	<b>Increase</b>
	015200	ERF Reallocation FC, AC Log, AC Cptn,	54911	Contractual Services	2,400.00	Increase
		ERF Reallocation FC, AC Log, AC Cptn,	56401	Equipment - Vehicles	51,200.00	Increase
		<b>015200 Total</b>			<b>53,600.00</b>	<b>Increase</b>
<b>015 Total</b>					<b>0.00</b>	<b>Neutral</b>
101	340	EMS OT & Supplies	53141	Operating Supplies	85,000.00	Increase
		EMS OT & Supplies	53151	Medications	20,000.00	Increase
		EMS OT & Supplies	53501	Small Tools/Equipment	10,000.00	Increase
		EMS OT & Supplies	54611	Insurance	5,900.00	Increase
		IV Pumps (7/25/22)	53501	Small Tools/Equipment	25,000.00	Increase
		<b>340 Total</b>			<b>145,900.00</b>	<b>Increase</b>
<b>101 Total</b>					<b>145,900.00</b>	<b>Increase</b>
301	301703	Stn 73 Armory Purchase (2/14/22)	56101	Land Acquisition	900,000.00	Increase
		Stn 73 Armory Purchase (2/14/22)	56201	Capital - Buildings	(900,000.00)	Decrease
		<b>301703 Total</b>			<b>0.00</b>	<b>Neutral</b>
<b>301 Total</b>					<b>0.00</b>	<b>Neutral</b>
<b>Grand Total</b>					<b>3,034,081.00</b>	<b>Increase</b>

**NOTE: Increases covered by appropriating Fund Balances & COVID-19 FEMA Revenues Received**

## CENTRAL PIERCE FIRE & RESCUE

### RESOLUTION NO. 22-14

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, AMENDING THE 2022 BUDGET BY INCREASING APPROPRIATIONS PER THE YEAR-END BUDGET AMENDMENT.

**WHEREAS**, Resolution No. 21-08 adopted the 2022 budget for Central Pierce Fire & Rescue; and

**WHEREAS**, it is necessary to modify the District's budget to appropriate funds for contract obligations, transfers, and other budget adjustments that were not identifiable in 2021; and

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

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

#### **Section 1**

The budget for Central Pierce Fire & Rescue, for the fiscal year ending December 31, 2022, as adopted by Resolution No. 21-08 and further amended by Resolution 22-07, is hereby amended as set forth in Exhibit "A".

#### **Section 2**

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

Fund	Description	2022 Current Budget	2022 Amendment Res 22-07	2022 Amended Budget
001	General Fund	\$ 56,386,413	\$ 2,888,181	\$ 59,274,594
011	Reserve Fund	0	0	0
015	Equipt Replacement	4,989,362	0	4,989,362
050	Facilities	1,700,000	0	1,700,000
101	EMS Fund	19,117,422	145,900	19,263,322
102	GEMT Fund	7,587,535	0	7,587,535
201	Debt Fund	2,435,163	0	2,435,163
301	Capital Projects	9,066,500	0	9,066,500
630	HRA/Flex Trust	50,000	0	50,000
	<b>TOTAL</b>	\$ 101,332,395	\$ 3,034,081	\$ 104,366,476

**ADOPTED** by the Board of Fire Commissioners of Central Pierce Fire & Rescue, Pierce County, Washington, at a regular meeting held this 27<sup>th</sup> 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 27, 2022

**Item Title:** Finance Division Report

**Attachments:** N/A

**Submitted by:** FD Robacker

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

#### 1. November Checkbook:

- A. Revenues and Expenditures are in line – pending year-end amendment which is before you tonight.

#### 2. 2019-2020 Audit

- A. 2019 Financial audit was complete, but they combined the accountability audit with 2020. Both are now complete and exit is planned for 12/22.



2022 REVENUE & EXPENDITURES SUMMARY (Operating Funds)

A. BEGINNING BALANCE	2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date TOTALs		A	
Operating Reserve - August Approval to Appropriate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$0			
Carryforward from Prior Month (Jan is Min Cash Flow Reserve)	\$ 11,800,000	\$ 11,800,000	\$ 9,354,112	\$ 5,196,878	\$ 4,396,989	\$ 24,903,045	\$ 23,657,328	\$ 18,472,185	\$ 14,467,697	\$ 8,740,578	\$ 4,225,472	\$ 23,592,055	\$ -	\$11,800,000		A	
Total	11,800,000	11,800,000	9,354,112	5,196,878	4,396,989	24,903,045	23,657,328	18,472,185	14,467,697	8,740,578	4,225,472	23,592,055	-	11,800,000		A	
	2022 Current BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 11/30/22	% Budget Received	B	
Reg Levy	28,852,747	56,188	439,858	1,343,148	11,571,091	2,195,258	124,809	85,392	117,146	354,495	10,739,738	1,620,315	-	28,647,438	99.3%	B	
EMS Levy	11,377,565	22,488	173,774	530,128	4,564,051	865,987	49,222	33,795	46,233	139,847	4,235,119	639,048	-	11,299,692	99.3%	B	
EMS Levy Write Offs	(1,300,000)	(143,026)	(85,344)	(143,545)	(81,566)	(104,123)	(82,088)	(119,184)	(96,899)	(93,939)	(135,572)	(86,705)	-	(1,171,991)	90.2%	B	
FBC	25,640,806	60,911	460,445	1,403,600	11,232,666	754,361	133,258	101,492	111,592	312,680	9,265,666	1,512,745	-	25,349,416	98.9%	B	
Transports	4,200,000	373,732	361,235	419,914	309,003	469,374	418,856	413,232	360,629	386,102	428,708	418,092	-	4,358,877	103.8%	B	
Transports Paid by Levy	1,300,000	143,026	85,344	143,545	81,566	104,123	82,088	119,184	96,899	93,939	135,572	86,705	-	1,171,991	90.2%	B	
Licenses & Permits	25,500	1,100	13,730	6,170	2,075	775	1,000	1,500	695	300	400	200	-	27,945	109.6%	B	
Other Charges for Goods & Svcs	1,820,060	160,396	102,928	161,601	61,761	89,707	153,616	63,424	86,000	136,429	169,743	533,567	-	1,719,172	94.5%	B	
Grants (Intergovernmental)	18,128	529	4,381	2,628	738,055	10,621	1,404	1,561,500	5,440	781	1,027,791	4,248	-	3,357,377	18520%	B	
Investment Interest	36,000	2,246	2,012	3,845	5,240	12,853	35,048	57,770	75,464	70,410	75,505	109,812	-	450,205	1250.6%	B	
Miscellaneous & Other Tax Revenue	19,600	1,469	1,969	4,469	705	-	1,111	-	17,694	1,513	1,596	3,185	-	33,710	172.0%	B	
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	B	
																B	
Total Revenues	71,990,406	679,058	1,560,331	3,875,503	28,484,647	4,398,936	918,324	2,318,105	820,893	1,402,557	25,944,266	4,841,212	-	75,243,832	104.5%	B	
	2022 Current BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 11/30/22	% Budget Spent	C	
Commissioners	57,086	10,614	3,316	3,204	3,391	4,528	1,988	5,218	3,736	6,541	9,786	3,046	-	55,368	97.0%	C	
Commissioners' Contingency	166,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33.4%	C
Admin & Internal Services	10,836,781	675,195	807,769	608,253	817,677	682,417	878,580	1,122,296	841,645	828,025	986,335	740,634	-	8,988,826	82.9%	C	
Operations (Suppression, EMS)	51,600,977	4,960,759	4,269,023	3,450,438	4,548,411	3,974,204	4,338,028	4,350,165	4,720,235	4,021,548	4,586,359	4,818,898	-	48,038,068	93.1%	C	
Overtime - ALL DIVISIONS	5,685,580	662,344	392,128	336,754	507,169	564,310	594,770	531,674	645,838	775,313	722,594	798,834	-	6,531,726	114.9%	C	
Prevention & Education	1,594,374	141,618	116,082	94,865	125,921	259,670	132,781	140,577	150,007	142,824	126,773	144,151	-	1,575,269	98.8%	C	
Fleet Maintenance	1,912,724	187,845	129,247	181,878	170,482	159,524	157,321	172,663	186,551	143,412	145,836	169,291	-	1,804,050	94.3%	C	
Transfers to ERF & Facilities & ENC	3,649,813	-	-	-	1,805,540	-	-	-	-	-	-	-	-	1,805,540	49.5%	C	
Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	C	
																C	
Total Expenditures	75,503,835	6,638,375	5,717,565	4,675,392	7,978,591	5,644,653	6,103,468	6,322,593	6,548,012	5,917,663	6,577,683	6,674,854	-	68,798,847	91.1%	C	
D. TOTAL CHANGE BY MONTH [Revenue (-) Expenditure]																	
Increase / (Decrease)	(3,513,429)	(5,959,317)	(4,157,234)	(799,889)	20,506,057	(1,245,717)	(5,185,144)	(4,004,488)	(5,727,119)	(4,515,106)	19,366,583	(1,833,642)	-	6,444,985		D	
E. Ending Balance (A + D) as of 11/30/22	\$ 8,286,571	\$ 5,840,683	\$ 5,196,878	\$ 4,396,989	\$ 24,903,045	\$ 23,657,328	\$ 18,472,185	\$ 14,467,697	\$ 8,740,578	\$ 4,225,472	\$ 23,592,055	\$ 21,758,414	\$ -	18,244,985		E	
F. Planned Use of Savings	3,513,429	3,513,429												3,513,429		F	
G. Carryforward (E + F)	11,800,000	9,354,112	5,196,878	4,396,989	24,903,045	23,657,328	18,472,185	14,467,697	8,740,578	4,225,472	23,592,055	21,758,414	-	21,758,414		G	

# Central Pierce Fire & Rescue

General Fund, EMS, and Reserve Funds as of

11/30/2022

Col A

Col B

Col C

Col D

Col E

Col F

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

	Checkbook Gen Fund & EMS (001 & 101)	Gen Fund & EMS Reserves	Reserve Fund (011)	ERF (015)	Facilities (050)	TOTAL Gen Fund, EMS & Reserves
<b>A. BEGINNING BALANCES</b>						
1. Beginning Balance 1/1/2022	\$ -	\$ -	\$ -	\$ 4,609	\$ 205,518	\$ 210,127
2. Minimum Cash Flow (Working Capital Reserve)	11,800,000					11,800,000
3. 5% Operating Reserve (Revenue Stabilization)			3,609,960			3,609,960
4. Unreserved Carryforward		7,019,084				7,019,084
5. Total Beginning Balances	11,800,000	7,019,084	3,609,960	4,609	205,518	22,639,171
6. <b>B. REVENUE (+)</b>	75,243,832	-	42,769	1,007,975	805,540	77,100,116
7. <b>C. EXPENDITURES (-)</b>	68,798,847	-	-	\$ 664,766	\$ 869,674	70,333,287
8. <b>D. NET CHANGE [Revenue (-) Expenditure] Increase / (Decrease)</b>	6,444,985	-	42,769	343,209	(64,134)	6,766,829
9. <b>E. Preliminary Ending Balance (A + D) as of 11/30/2022 (Unaudited and subject to change)</b>	\$ 18,244,985	\$ 7,019,084	\$ 3,652,729	\$ 347,818	\$ 141,384	\$ 29,406,000

### Fund Key:

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

# Central Pierce Fire & Rescue

ALL Funds as of

11/30/2022

	Col A	Col B	Col C	Col D	Col E
	<b>TOTAL Gen Fund, EMS &amp; Reserves</b>	<b>GEMT (102)</b>	<b>Debt (201)</b>	<b>Capital Projects (301)</b>	<b>Year-To-Date TOTALS</b>
<b><u>A. BEGINNING BALANCE</u></b>					
<b>Beginning Balance 1/1/2022 (Carryforward)</b>	\$ 22,639,171	\$ 9,170,221	\$ 491,174	\$ 16,390,186	\$ 48,690,752
1. <b>Total Beginning Balances</b>	<b>22,639,171</b>	<b>9,170,221</b>	<b>491,174</b>	<b>16,390,186</b>	<b>48,690,752</b>
<b><u>B. REVENUE (+)</u></b>	<b>77,100,116</b>	<b>5,969,930</b>	<b>2,435,803</b>	<b>110,657</b>	<b>85,616,506</b>
<b><u>C. EXPENDITURES (-)</u></b>	<b>70,333,287</b>	<b>-</b>	<b>528,181</b>	<b>1,171,150</b>	<b>72,032,618</b>
<b><u>D. NET CHANGE [Revenue (-) Expenditure]</u></b>					
4. <b>Increase / (Decrease)</b>	<b>6,766,829</b>	<b>5,969,930</b>	<b>1,907,622</b>	<b>(1,060,493)</b>	<b>13,583,888</b>
<b><u>E. Preliminary Ending Balance (A + D) as of 11/30/2022</u></b>					
5. <b>(Unaudited and subject to change)</b>	<b>\$ 29,406,000</b>	<b>\$ 15,140,151</b>	<b>\$ 2,398,796</b>	<b>\$ 15,329,693</b>	<b>\$ 62,274,640</b>

## Fund Key:

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

**FUND 301 CAPITAL PROJECTS**  
**LIFE-TO-DATE SPENDING**  
 updated thru

**11/30/22**

Div	DivTi	Account2	Account	Desc	2013 to 2020	2021 2021	2022 2022	Grand Total
<b>200</b>	<b>Administration</b>							
		<b>53501</b>	<b>53501</b>	Small Tools/Equipment	1,615			1,615
		<b>Sal &amp; Benefits</b>			658,060			658,060
		<b>54151</b>	<b>54151</b>	Legal Fees	54,327			54,327
		<b>54911</b>	<b>54911</b>	Contractual Services	252,693			252,693
<b>200 Total</b>					<b>966,696</b>			<b>966,696</b>
<b>204</b>	<b>Logistics</b>							
		<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs			6,018	6,018
<b>204 Total</b>							<b>6,018</b>	<b>6,018</b>
<b>205</b>	<b>Central Stores</b>							
		<b>53146</b>	<b>53146</b>	Building Repair Parts	(0)			(0)
		<b>54191</b>	<b>54191</b>	Other Professional Services	8,971			8,971
		<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	10,995		22,105	33,099
<b>205 Total</b>					<b>19,966</b>		<b>22,105</b>	<b>42,070</b>
<b>230</b>	<b>Training</b>							
		<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs			488	488
<b>230 Total</b>							<b>488</b>	<b>488</b>
<b>600</b>	<b>Station 60</b>							
		<b>53141</b>	<b>53141</b>	Operating Supplies	878			878
		<b>53146</b>	<b>53146</b>	Building Repair Parts	280			280
		<b>53501</b>	<b>53501</b>	Small Tools/Equipment	39,563			39,563
		<b>54111</b>	<b>54111</b>	Advertising	746			746
		<b>54191</b>	<b>54191</b>	Other Professional Services	44,365			44,365
		<b>54502</b>	<b>54502</b>	Other Operating Rental	6,874			6,874
		<b>54611</b>	<b>54611</b>	Insurance	18,500			18,500
		<b>54911</b>	<b>54911</b>	Contractual Services	148,534			148,534
		<b>56101</b>	<b>56101</b>	Land Acquisition	3,388			3,388
		<b>56201</b>	<b>56201</b>	Capital - Buildings	10,177,326			10,177,326
		<b>56210</b>	<b>56210</b>	Capital - Building Permits	92,080			92,080
		<b>56241</b>	<b>56241</b>	Capital-Contstruction Contract	(3,765)			(3,765)
		<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs	1,038,876			1,038,876
		<b>56243</b>	<b>56243</b>	Buildings - Engineering Svcs	116,343			116,343
		<b>56244</b>	<b>56244</b>	Buildings - Other Prof Svcs	35,234			35,234
		<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	133,750			133,750
		<b>56421</b>	<b>56421</b>	Equipment - Furniture	238,490			238,490
<b>600 Total</b>					<b>12,091,462</b>			<b>12,091,462</b>

12/20/2022

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

				2013 to 2020	2021	2022	Grand Total
<b>606</b>	<b>Station 66</b>						
	<b>53146</b>	<b>53146</b>	Building Repair Parts	0			0
	<b>53501</b>	<b>53501</b>	Small Tools/Equipment	0			0
	<b>54151</b>	<b>54151</b>	Legal Fees	0			0
	<b>54191</b>	<b>54191</b>	Other Professional Services	0			0
	<b>54911</b>	<b>54911</b>	Contractual Services	0			0
	<b>56101</b>	<b>56101</b>	Land Acquisition	(0)		39,500	39,500
	<b>56210</b>	<b>56210</b>	Capital - Building Permits	0		1,400	1,400
	<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs	(0)		41,402	41,402
	<b>56243</b>	<b>56243</b>	Buildings - Engineering Svcs	(0)			(0)
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	0			0
<b>606 Total</b>				<b>(0)</b>		<b>82,302</b>	<b>82,302</b>
<b>607</b>	<b>Station 67</b>						
	<b>54911</b>	<b>54911</b>	Contractual Services	110,000			110,000
	<b>56201</b>	<b>56201</b>	Capital - Buildings	804			804
	<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs	17,272			17,272
	<b>56243</b>	<b>56243</b>	Buildings - Engineering Svcs	1,554			1,554
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	11,763			11,763
<b>607 Total</b>				<b>141,392</b>			<b>141,392</b>
<b>617</b>	<b>Training Center (67)</b>						
	<b>56201</b>	<b>56201</b>	Capital - Buildings	17,970			17,970
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	0			0
<b>617 Total</b>				<b>17,970</b>			<b>17,970</b>
<b>608</b>	<b>Station 68</b>						
	<b>56201</b>	<b>56201</b>	Capital - Buildings	804			804
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	13,041			13,041
<b>608 Total</b>				<b>13,845</b>			<b>13,845</b>
<b>609</b>	<b>Station 69</b>						
	<b>54191</b>	<b>54191</b>	Other Professional Services	821			821
	<b>54801</b>	<b>54801</b>	Building Repair/Maintenance	108,777			108,777
	<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs	4,675			4,675
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	11,114			11,114
<b>609 Total</b>				<b>125,386</b>			<b>125,386</b>
<b>650</b>	<b>Maint. Shop</b>						
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	5,655			5,655
<b>650 Total</b>				<b>5,655</b>			<b>5,655</b>

				2013 to 2020	2021	2022	Grand Total
<b>701</b>	<b>Station 71</b>						
	<b>53501</b>	<b>53501</b>	Small Tools/Equipment	993			993
	<b>54191</b>	<b>54191</b>	Other Professional Services	2,535			2,535
	<b>54502</b>	<b>54502</b>	Other Operating Rental	500			500
	<b>54801</b>	<b>54801</b>	Building Repair/Maintenance	31,157			31,157
	<b>54912</b>	<b>54912</b>	Fees/Permits	580			580
	<b>56201</b>	<b>56201</b>	Capital - Buildings	19,815			19,815
	<b>56210</b>	<b>56210</b>	Capital - Building Permits	1,190			1,190
	<b>56241</b>	<b>56241</b>	Capital-Contstruction Contract	176,226			176,226
	<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs	78,809			78,809
	<b>56243</b>	<b>56243</b>	Buildings - Engineering Svcs	5,698			5,698
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	14,679			14,679
<b>701 Total</b>				<b>332,182</b>			<b>332,182</b>
<b>702</b>	<b>Station 72</b>						
	<b>53146</b>	<b>53146</b>	Building Repair Parts	376			376
	<b>53501</b>	<b>53501</b>	Small Tools/Equipment	5,458			5,458
	<b>54111</b>	<b>54111</b>	Advertising	483			483
	<b>54151</b>	<b>54151</b>	Legal Fees	10,234			10,234
	<b>54191</b>	<b>54191</b>	Other Professional Services	36,361			36,361
	<b>54611</b>	<b>54611</b>	Insurance	8,000			8,000
	<b>54911</b>	<b>54911</b>	Contractual Services	446,916			446,916
	<b>56101</b>	<b>56101</b>	Land Acquisition	3,597,518			3,597,518
	<b>56201</b>	<b>56201</b>	Capital - Buildings	145,752			145,752
	<b>56210</b>	<b>56210</b>	Capital - Building Permits	315,515	(45,000)		270,515
	<b>56241</b>	<b>56241</b>	Capital-Contstruction Contract	12,867,594			12,867,594
	<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs	1,320,968			1,320,968
	<b>56243</b>	<b>56243</b>	Buildings - Engineering Svcs	257,157			257,157
	<b>56244</b>	<b>56244</b>	Buildings - Other Prof Svcs	30,189			30,189
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	123,781			123,781
	<b>56421</b>	<b>56421</b>	Equipment - Furniture	1,366			1,366
	<b>54941</b>	<b>54941</b>	Printing & Binding	197			197
	<b>54731</b>	<b>54731</b>	Electricity	552			552
<b>702 Total</b>				<b>19,168,417</b>	<b>(45,000)</b>		<b>19,123,417</b>
<b>703</b>	<b>Station 73</b>						
	<b>53501</b>	<b>53501</b>	Small Tools/Equipment		6,349		6,349
	<b>54191</b>	<b>54191</b>	Other Professional Services	15,636			15,636
	<b>54911</b>	<b>54911</b>	Contractual Services	840		9,629	10,469
	<b>54912</b>	<b>54912</b>	Fees/Permits	600			600
	<b>56101</b>	<b>56101</b>	Land Acquisition			905,798	905,798
	<b>56201</b>	<b>56201</b>	Capital - Buildings	80,579			80,579
	<b>56242</b>	<b>56242</b>	Buildings - Architectural Svcs	4,493	72,818	57,983	135,294
	<b>56431</b>	<b>56431</b>	Equipment - Miscellaneous	5,831			5,831
<b>703 Total</b>				<b>107,979</b>	<b>79,167</b>	<b>973,410</b>	<b>1,160,556</b>
<b>Grand Total</b>				<b>39,579,817</b>	<b>68,200</b>	<b>1,171,150</b>	<b>40,819,166</b>

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Prepared by: Tanya Robacker

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# TAX & FBC COLLECTIONS MONTHLY

MONTH	COLLECTIONS					OUTSTANDING	
	REG LEVY	FBC	EMS LEVY	EXCESS LEVY	TOTAL-MONTH	Total Collected YTD	*TAXES LEVIED / OUTSTANDING
							68,281,003.00 2022 Budget
January	\$56,188.08	\$60,911.21	\$22,488.01	\$5,142.84	\$144,730.14	\$144,730.14	\$68,136,272.86
February	\$439,857.74	\$460,444.77	\$173,773.88	\$36,480.46	\$1,110,556.85	\$1,255,286.99	\$67,025,716.01
March	\$1,343,148.39	\$1,403,600.12	\$530,128.41	\$112,457.46	\$3,389,334.38	\$4,644,621.37	\$63,636,381.63
April	\$11,571,090.59	\$11,232,666.11	\$4,564,050.77	\$976,886.81	\$28,344,694.28	\$32,989,315.65	\$35,291,687.35
May	\$2,195,258.09	\$754,360.80	\$865,986.71	\$185,643.50	\$4,001,249.10	\$36,990,564.75	\$31,290,438.25
June	\$124,809.26	\$133,257.51	\$49,222.31	\$10,730.27	\$318,019.35	\$37,308,584.10	\$30,972,418.90
July	\$85,392.28	\$101,492.93	\$33,794.62	\$7,074.88	\$227,754.71	\$37,536,338.81	\$30,744,664.19
August	\$117,145.55	\$111,591.82	\$46,233.12	\$9,279.61	\$284,250.10	\$37,820,588.91	\$30,460,414.09
September	\$354,495.46	\$312,679.77	\$139,847.53	\$29,507.40	\$836,530.16	\$38,657,119.07	\$29,623,883.93
October	\$10,739,738.23	\$9,265,666.25	\$4,235,118.60	\$908,069.45	\$25,148,592.53	\$63,805,711.60	\$4,475,291.40
November	1,620,314.62	1,512,744.56	\$639,047.56	\$136,850.60	\$3,908,957.34	\$67,714,668.94	\$566,334.06 Amount to collect
December							
<b>Total Taxes YTD</b>	<b>\$28,647,438.29</b>	<b>\$25,349,415.85</b>	<b>\$11,299,691.52</b>	<b>\$2,418,123.28</b>	<b>\$67,714,668.94</b>		

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

**CENTRAL PIERCE FIRE & RESCUE TRANSPORT COLLECTIONS**

<b>MONTH</b>	<b>TRANSPORT COLLECTIONS</b>	<b>GEMT COLLECTIONS</b>	<b>TOTAL MONTH</b>	<b>TOTAL COLLECTED YTD</b>	<b>TRANSPORT COLLECTIONS REMAINING</b>
					4,200,000.00 2022 Budget
January	\$373,731.81	\$704,497.42	\$1,078,229.23	\$1,078,229.23	\$3,826,268.19
February	\$361,235.33	\$564,918.91	\$926,154.24	\$2,004,383.47	\$3,465,032.86
March	\$419,913.56	\$530,604.94	\$950,518.50	\$2,954,901.97	\$3,045,119.30
April	\$309,003.37	(\$216,788.60)	\$92,214.77	\$3,047,116.74	\$2,736,115.93
May	\$469,373.74	\$877,139.88	\$1,346,513.62	\$4,393,630.36	\$2,266,742.19
June	\$418,856.69	\$494,220.39	\$913,077.08	\$5,306,707.44	\$1,847,885.50
July	\$413,232.31	\$859,427.99	\$1,272,660.30	\$6,579,367.74	\$1,434,653.19
August	\$360,629.29	\$459,138.25	\$819,767.54	\$7,399,135.28	\$1,074,023.90
September	\$386,102.24	\$722,454.64	\$1,108,556.88	\$8,507,692.16	\$687,921.66
October	\$428,708.31	\$478,494.29	\$907,202.60	\$9,414,894.76	\$259,213.35
November	\$418,092.31	\$495,821.93	\$913,914.24	\$10,328,809.00	(\$158,878.96) Amount collected over budget
December					
<b>Total YTD</b>	<b>\$4,358,878.96</b>	<b>\$5,969,930.04</b>	<b>\$10,328,809.00</b>		



## Board Meeting Agenda Item Summary

**Agenda Date:** December 27<sup>th</sup>, 2022

**Item Title:** Logistics Division Report

**Attachments:** N/A

**Submitted by:** AC Stueve

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

#### 1. **Facilities**

- A. We are excited about assisting Chief Morrow with the finalization of the Lease Agreement for our new Admin Building and had our first space design meeting with their team.

#### 2. **Fleet**

- A. Freightliner is experiencing manufacturing delays which is pushing our expected delivery date of the four Braun/Northwest Medic units out until early 2023 2<sup>nd</sup> Quarter.

### FINANCIAL IMPACT:



## Board Meeting Agenda Item Summary

**Agenda Date:** December 27, 2022

**Item Title:** PrevEd Division Report

**Attachments:** N/A

**Submitted by** AC Berdan

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

#### 1. Brian Annis-Levings Memorial

- A. Held at the Lakewood Baptist Church on Dec 17, 2022
- B. Through the tireless coordination efforts of Chris Lorenz and Don Hodges, the memorial was a fitting tribute to Brian and all that he accomplished professionally and personally.
- C. We are extremely appreciative of the support and participation of West Pierce and East Pierce, both of whom dedicated personnel and shuttle apparatus to ensure a successful event.

#### 2. Santa Parade and Santa Run

- A. Both events were well attended, and we received multiple messages of appreciation and thanks for continuing this tradition in our community. Santa did get rained on a little, but his dedication allowed for the distribution of 100's of candy canes.

#### 3. Good Samaritan Hospital Expansion

- A. We submitted SEPA (State Environmental Policy Act) commentary to the City of Puyallup for the proposed hospital expansion. Requested conditions included an expansion of the ambulance bay, improvements to 7<sup>th</sup> Ave SE, and dry standpipe installation in the new parking garage. This project is slated to break ground in 2024.



## Board Meeting Agenda Item Summary

### 4. L726 Holiday Program

- A. John Garner had been working on a community holiday gift program to help bring a little Christmas cheer to families in need. Before his unexpected passing, he had coordinated with P&E to have Santa deliver those packages on our P&E engine. We were honored to be able to step up and fulfill the objectives of the program. Nine (9) families were touched by his efforts and generosity, and we were grateful to simply play a small part.

**FINANCIAL IMPACT:** N/A



## Board Meeting Agenda Item Summary

**Agenda Date:** December 27, 2022

**Item Title:** Health & Safety Division Report

**Attachments:** N/A

**Submitted by** AC McKenzie

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

#### 1. Pierce County Flu Season

- A. 35% Flu tests return positive
- B. 8.3% of hospital admittance is for Flu
- C. 12.3% of ED/Urgent Care visits are for Flu
- D. The predominant strain is Influenza A
- E. 2022 Flu vaccine for 2 strains of Influenza – A & B

#### 2. Respiratory Syncytial Virus Infections (RSV) remain high for Pierce County

#### 3. OSHA Injuries

- A. 1 Sprain

**FINANCIAL IMPACT:** N/A



## Board Meeting Agenda Item Summary

**Agenda Date:** December 27, 2022  
**Item Title:** Administration Division Report  
**Attachments:** N/A  
**Submitted by** DC VanKeulen

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

#### 1. Garner Incident Management Team

- A. CPFR used the Nation Incident Management System (NIMS) and multiple members of CPFR to staff an incident management team (IMT). The IMT objectives were to manage the first phase of John Garner's tragic death and included family support, member support, Line of Duty Death notifications, external and internal communications, John's watch and movement. The team included L726 leadership, staff from finance, Human Resources, logistics, health/safety and operations.
- B. CPFR will use NIMS to plan John's funeral service in January.

**FINANCIAL IMPACT:** N/A



## Board Meeting Agenda Item Summary

**Agenda Date:** December 27, 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:

#### **Brian Annis- Levings & John Garner:**

The loss of both Brian and John has been profound. It is difficult to think about the massive gap that both will leave in our organization. We will miss them but never forget them.

I have been very proud of Central Pierce, its men and women, as we move through this difficult time. Everyone has come together and performed at a high level. Appropriate planning has occurred and we have executed based upon the needs of the family and the organization.

Brian's service was on Saturday, December 17, and John's service is targeted for the first week of January. An internal Incident Management Team has been assembled to plan the service. The service will be a traditional fire service memorial and will likely attract fire service members from across the state and beyond.