



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: February 27, 2023

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

Time: 4:00 p.m.

Citizens attending virtually that wish to address the Board during Public Comment use the "raise hand" feature on the webinar. Statements or comments for the record may be submitted to aparamapoonya@centralpiercefirerescue.org by 3:00pm meeting day.

1. Call to Order

A. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

A. **Pg. 1:** Agenda

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

5. Consent Agenda (Single Motion)

A. Excused Absences:

B. **Pg. 3:** Minutes: Regular Board Meeting of February 13, 2023

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

Accounts Payable Warrants Numbered 58483 to 58556 totaling:	\$	593,837.43
Net Payroll Warrants Numbered 107729 to 107730 totaling:	\$	1,488.91
GRAND TOTAL	\$	595,326.34

Pg. 27: For Informational Purposes Only - The following electronic payments totaling \$485,874.60 (AP Warrant Numbers 58483, 58489, 58521, 58526).

6. Unfinished Business (Second Reading and Final Action)

A. **Pg. 52:** Board Policy 3.39 Property Management – Chief Morrow

7. New Business (First Reading)

A. **Pg. 86:** Board Policy 3.30 Credit Card Usage – Chief Morrow

8. Considerations and Requests

A. **Pg. 96:** 2013 General Obligation Bond Refunding – FD Robacker

B. **Pg. 104:** Inspiration Works LLC – Chief Morrow

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

A. **Pg. 119:** Finance – FD Robacker



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

- B. **Pg. 131:** Logistics – AC Stueve
- C. **Pg. 132:** Prevention & Education – AC Berdan
- D. **Pg. 133:** Health & Safety – AC McKenzie
- E. **Pg. 134:** Fire Chief – Chief Morrow
- 10. **Expanded Staff Presentations**
- 11. **Correspondence**
 - A. **Pg. 135:** IMT Garner Unit Citation Nomination Letter
- 12. **Commissioner Comments**
- 13. **Adjournment**

**CENTRAL PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
February 13, 2023**

Chair Holm called the Regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order at District Headquarters – 17520 22nd Ave E., Tacoma at 5:05 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, HRD Washo, Assistant Chiefs Kent, Bouchard, and Benning, and Executive Assistant Paramapoonya, Recorder. Ex-Officio Door joined at 5:08 p.m. L726 President Aaron James joined at 5:15 p.m.

PLEDGE OF ALLEGIANCE

Chair Holm led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Coleman moved and Commissioner Mitchell 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 January 23, 2023
- C. Approval of:

Accounts Payable Warrants Numbered 58380 to 58380 totaling:	\$	11,034.47
Accounts Payable Warrants Numbered 58381 to 58403 totaling:	\$	378,832.44
Accounts Payable Warrants Numbered 58404 to 58405 totaling:	\$	27,104.02
Accounts Payable Warrants Numbered 58406 to 58437 totaling:	\$	488,436.79
Accounts Payable Warrants Numbered 58438 to 58446 totaling:	\$	5,273,344.99
Accounts Payable Warrants Numbered 58447 to 58455 totaling:	\$	602,869.29
Net Payroll Warrants Numbered 107724 to 107728 totaling:	\$	18,876.06
Accounts Payable Warrants Numbered 58456 to 58482 totaling:	\$	165,801.20
GRAND TOTAL	\$	6,966,299.26

Commissioner Mitchell moved and Commissioner Willis seconded to approve the Consent Agenda with warrants totaling \$6,966,299.26. **MOTION CARRIED.**

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

- A. 2023-2025 Strategic Plan Adoption

Chief Morrow presented the 2023-2025 Strategic Plan before the Board. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the 2023-2025 Strategic Plan as presented by Staff. **MOTION CARRIED.**

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

A. Board Policy 3.39 Property Management

FD Robacker reviewed Board Policy 3.39 Property Management. All feedback and/or comments from the Board over the next two weeks will be included in revisions.

B. Competitive Bid Waiver, Sole Source Helmets

AC Kent explained the necessity for new structural helmets that focus on neck injury reduction. Commissioner Mitchell moved and Commissioner Willis seconded to waive the two meeting rule. **MOTION CARRIED.**

Commissioner Willis moved and Commissioner Mitchell seconded to approve Resolution 23-01 Waiving Competitive Bidding for Sole Source Purchase of Phenix Structural Helmets from US Fire Equipment. **MOTION CARRIED.**

CONSIDERATIONS AND REQUESTS

A. Firefighter Hiring Notification

HRD Washo presented the hiring notifications for Lateral Academy 23-1.1 to the Board. These documents memorialize the hire date and seniority rank of the new employees.

B. Class A Uniform Funding

Chief Morrow discussed the plan to increase the purchase and distribution of class A uniforms for line personnel. Commissioner Mitchell moved and Commissioner Coleman seconded to approve and appropriate \$182,000 from beginning cash carry forward to 204 Logistics for the purpose of purchasing class A uniforms for line personnel. **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: HRD Washo reviewed the HR Division Report. Thank you to Logistics for securing space for Firefighter interviews to take place this week. The promotional ceremony is at 1500 hrs. on Thursday, 2/16.
- B. Training/AC Benning: AC Benning reviewed the Training Division Report. Academy Class 22-2 will be graduating this Friday at 1500 hrs. Lateral recruits began employment on February 6th.
- C. Field Operations/AC Kent: AC Kent reviewed the Field Operations Division Report. Thank you to the Training Staff who have done an outstanding job with Live Fire Training. Thank you to Captain Kovash who completed the new protocol manual.
- D. EMS/AC Bouchard: AC Bouchard reviewed the EMS Division Report.

E. DC Operations/DC Stueve: DC Stueve reviewed the Operations Section Report.

F. Fire Chief's Report/Chief Morrow: Chief Morrow reviewed the Fire Chief's report. The District continues to be engaged with Graham Fire on shared deployment efforts.

DC VanKeulen: Chief VanKeulen will be getting to know more individuals within various areas of CPFR through upcoming ride-alongs scheduled with crews, and working alongside the Shop personnel this month.

CORRESPONDENCE

Chair Holm is happy to see that citizens have taken the time to send in kind words about CPFR Employees. Great job to Linda from Central Stores for all of her hard work as well.

COMMISSIONER COMMENTS

Chair Holm: Just a reminder about the upcoming Board Retreat on 2/27 at 1600 hrs.

Vice Chair Stringfellow: The Fire Chief's District Update video was great, good job Chief Morrow.

Commissioner Willis: It is great to see the structural helmets being upgraded. Great work.

Commissioner Coleman: Nothing to add.

Commissioner Mitchell: Great job to Chief Morrow on the final Strategic Plan. This was very well done.

Ex-Officio Door: Ex-Officio Door will not be at the next meeting.

ADJOURNMENTS

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

The meeting adjourned at 5:47 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD

TANYA ROBACKER
DISTRICT SECRETARY

ARIEL PARAMAPOONYA
RECORDER

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Warrant Approval

In accordance with RCW 42.24 the following warrants have been authenticated and certified by the District's Auditing Officer, that the claims are a just, due, and paid obligation against Central Pierce Fire & Rescue (Pierce County Fire Protection District No. 6) and are being presented to the Board of Fire Commissioners for Board approval.

<u>Issue Date</u>	<u>Warrant Numbers</u>	<u>Amount</u>
02/09/23-02/16/23	AP00058483 -AP00058556	\$593,837.43
02/09/23	PY00107729 -PY00107730	\$1,488.91
	Total	\$595,326.34

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 00058483	CPFR	Central Pierce Fire & Rescu	02/09/23	1,246.00	MW	IS			

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	1,246.00	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 1,246.00

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/09/2023

End Date: 02/09/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	020923	02/09/2023	1,246.00	02/09/2023 AP EFTS	301 21110
TOTAL FOR CHECK AP 00058483:			1,246.00		
REPORT TOTAL:			1,246.00		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058484	STED11150	ANTHONY STEDMAN	02/09/23	586.64	MW	IS	
AP CHK 00058485	APPRIVER	APPRIVER	02/09/23	13.13	MW	IS	
AP CHK 00058486	ELFE0524	BENJAMIN ELFERT	02/09/23	256.76	MW	IS	
AP CHK 00058487	BLAZSTIT	BLAZING STITCHES	02/09/23	888.78	MW	IS	
AP CHK 00058488	BROOLUMB	Brookdale Lumber Inc	02/09/23	13.16	MW	IS	
AP CHK 00058489	CPFR	Central Pierce Fire & Rescu	02/09/23	225,372.96	MW	IS	
AP CHK 00058490	CPFR	Central Pierce Fire & Rescu	02/09/23	9.45	MW	IS	
AP CHK 00058491	QWEST	Century Link	02/09/23	187.04	MW	IS	
AP CHK 00058492	CITYTACO	City of Tacoma, City Treasu	02/09/23	1,080.84	MW	IS	
AP CHK 00058493	CREAORGA	CREATION ORGANICS LLC	02/09/23	1,612.20	MW	IS	
AP CHK 00058494	DMRECYCL	D M Recycling Co Inc	02/09/23	102.00	MW	IS	
AP CHK 00058495	CORESTEW	DAVID M. COREY PHD PC	02/09/23	9,240.00	MW	IS	
AP CHK 00058496	FIREPOLI	FIRE & POLICE SELECTION INC	02/09/23	6,500.00	MW	IS	
AP CHK 00058497	FRUITUTU	Fruitland Mutual Water Comp	02/09/23	182.62	MW	IS	
AP CHK 00058498	GALLS	Galls Incorporated	02/09/23	5,274.47	MW	IS	
AP CHK 00058499	GENETOWI	Gene's Towing Inc	02/09/23	1,863.13	MW	IS	
AP CHK 00058500	GLOBTRAF	GLOBAL TRAFFIC TECHNOLOGIES	02/09/23	419.34	MW	IS	
AP CHK 00058501	GRAHFIRE	Graham Fire & Rescue	02/09/23	6,120.00	MW	IS	
AP CHK 00058502	KELLCONN	KELLEY IMAGING SYSTEMS INC	02/09/23	297.02	MW	IS	
AP CHK 00058503	LANDRECO	Land Recovery Inc	02/09/23	810.47	MW	IS	
AP CHK 00058504	LIGHUNIF	LIGHTHOUSE UNIFORMS	02/09/23	1,053.13	MW	IS	
AP CHK 00058505	PARM05240	LOGAN PARMELEE	02/09/23	256.76	MW	IS	
AP CHK 00058506	MURRDISP	Murrey's Disposal	02/09/23	492.34	MW	IS	
AP CHK 00058507	PAPEMACH	PAPE MACHINERY	02/09/23	14,454.15	MW	IS	
AP CHK 00058508	STUE08090	Paul Stueve	02/09/23	43.15	MW	IS	
AP CHK 00058509	PCBUDGET	PC Budget and Finance	02/09/23	210.00	MW	IS	
AP CHK 00058510	PCREFUSE	Pierce County Refuse	02/09/23	695.85	MW	IS	
AP CHK 00058511	PCSEWER	Pierce County Sewer	02/09/23	680.97	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058512	PRINSOLU	PRINT SOLUTIONS INC	02/09/23	33.00	MW	IS	
AP CHK 00058513	PUYFIREX	PUYALLUP FIRE EXTRICATION T	02/09/23	6,300.00	MW	IS	
AP CHK 00058514	SSTIREPU	S&S TIRE SERVICE INC	02/09/23	1,278.17	MW	IS	
AP CHK 00058515	FIRESTOR	THE FIRE STORE	02/09/23	652.94	MW	IS	
AP CHK 00058516	HOMEPRO	THE HOME DEPOT PRO	02/09/23	1,493.88	MW	IS	
AP CHK 00058517	ULIN	ULINE INC	02/09/23	28.05	MW	IS	
AP CHK 00058518	UNITPARC	United Parcel Service	02/09/23	17.75	MW	IS	
AP CHK 00058519	VERIWIRE	Verizon Wireless	02/09/23	2,892.46	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	291,412.61	Number of Checks Processed:	36
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 291,412.61

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/09/2023

End Date: 02/09/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
ANTHONY STEDMAN (STEDI1150)					
	20233821	02/03/2023	256.00	FEB21/FIREOFFICER/PD/N BEND	0012302240 54301
	20233821	02/03/2023	330.64	FEB21 FIRE OFFICER/MILE/NBEND	0012302240 54331
TOTAL FOR CHECK AP 00058484:			586.64		
APPRIVER (APPRIVER)					
	2362193	02/01/2023	13.13	CP-MONTHLY EMAIL ENCYPTION	0012102215 54813
TOTAL FOR CHECK AP 00058485:			13.13		
BENJAMIN ELFERT (ELFE0524)					
	020323	02/04/2023	256.76	MILEAGE TRNG JAN1-FEB3	0012302240 54331
TOTAL FOR CHECK AP 00058486:			256.76		
BLAZING STITCHES (BLAZSTIT)					
	46515	01/09/2023	701.28	BLACK SNAP BACK HATS	0012042254 52011
	46515	01/09/2023	187.50	. L/XL HATS	0012042254 52011
TOTAL FOR CHECK AP 00058487:			888.78		
BROOKDALE LUMBER INC (BROOLUMB)					
	438080	02/07/2023	13.16	propane	0016092250 53141
TOTAL FOR CHECK AP 00058488:			13.16		
CITY OF TACOMA, CITY TREASURER (CITYTACO)					
	91130736	02/01/2023	1,080.84	DEC/JAN RSC/TECH EXPENSE	0012402880 54811
TOTAL FOR CHECK AP 00058492:			1,080.84		
COREY & STEWART (CORESTEW)					
	4777	02/05/2023	9,240.00	2023 LATERAL PSYCH EVALUATIONS	0012352240 54171
TOTAL FOR CHECK AP 00058495:			9,240.00		
CREATION ORGANICS LLC (CREAORGA)					
	1609	01/20/2023	1,612.20	ABSORBANT (BAG)	0012052218 53198
TOTAL FOR CHECK AP 00058493:			1,612.20		
D M RECYCLING CO INC (DMRECYCL)					
	11170254S111	02/01/2023	102.00	#21116157279 TC RECYCLING	0016172250 54741
TOTAL FOR CHECK AP 00058494:			102.00		
FIRE & POLICE SELECTION INC (FIREPOLI)					
	20696	02/06/2023	6,500.00	JOB ANALYSIS WORKSHOP BCS - FI	0012032213 54191
TOTAL FOR CHECK AP 00058496:			6,500.00		
FRUITLAND MUTUAL WATER COMPANY (FRUIMUTU)					
	72-230131	01/31/2023	31.98	#41130 IRRIGATION CHG 72	0017022250 54711
	LC-230131	01/31/2023	150.64	#42720 LC WTR CHG	0016162250 54711
TOTAL FOR CHECK AP 00058497:			182.62		
GALLS INCORPORATED (GALLS)					
	023198909	01/11/2023	139.70	ACADEMY WORKRITE NOMEX IIIA	0012352240 52011
	023222699	01/13/2023	139.70	ACADEMY WORKRITE NOMEX IIIA	0012352240 52011
	023222699	01/13/2023	209.00	ACADEMY BOOT	0012352240 52011
	023291573	01/20/2023	463.57	Duty belt nickel buckle	0012042254 52011
	023331255	01/24/2023	209.00	academy boots	0012352240 52011
	023374859	01/31/2023	419.10	ACADEMY BLUE NOMEX SHIRTS	0012352240 52011
	023374859	01/31/2023	24.40	ACADEMY GARRISON BELT W/ 1 3/4	0012352240 52011

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/09/2023

End Date: 02/09/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	023374956	01/28/2023	558.80	ACADEMY WORKRITE NOMEX IIIA	0012352240 52011
	023374956	01/28/2023	24.40	ACADEMY GARRISON BELT W/ 1 3/4	0012352240 52011
	023374957	01/28/2023	558.80	ACADEMY WORKRITE NOMEX IIIA	0012352240 52011
	023374957	01/28/2023	48.80	ACADEMY GARRISON BELT W/ 1 3/4	0012352240 52011
	023374958	01/28/2023	558.80	ACADEMY BLUE NOMEX SHIRTS	0012352240 52011
	023374958	01/28/2023	24.40	ACADEMY GARRISON BELT W/ 1 3/4	0012352240 52011
	023374960	01/28/2023	419.10	ACADEMY WORKRITE NOMEX IIIA	0012352240 52011
	023374960	01/28/2023	24.40	ACADEMY GARRISON BELT W/ 1 3/4	0012352240 52011
	023374961	01/28/2023	419.10	ACADEMY WORKRITE NOMEX IIIA	0012352240 52011
	023374961	01/28/2023	24.40	ACADEMY GARRISON BELT W/ 1 3/4	0012352240 52011
	023374962	01/28/2023	419.10	ACADEMY WORKRITE NOMEX IIIA	0012352240 52011
	023374962	01/28/2023	24.40	ACADEMY GARRISON BELT W/ 1 3/4	0012352240 52011
	023375005	01/28/2023	48.80	academy belts	0012352240 52011
	023385789	01/30/2023	97.60	academy belts	0012352240 52011
	023395449	01/31/2023	139.70	BLUE NOMEX PANTS B CUT	0012042254 52011
	023435224	02/03/2023	279.40	duty pants	0012042254 52011
TOTAL FOR CHECK AP 00058498:			5,274.47		
GENE'S TOWING INC (GENETOWI)					
	509629	02/02/2023	226.88	FM17-2, VEHICLE TOW TO CHEVY P	0016502265 54191
	510825	02/03/2023	1,636.25	SO19-1, VEHICLE TOW EBHWY 16/SP	0016502265 54191
TOTAL FOR CHECK AP 00058499:			1,863.13		
GLOBAL TRAFFIC TECHNOLOGIES LL (GLOBTRAF)					
	61730	12/28/2022	419.34	STOCK 794HM EMITTER	0016502265 53143
TOTAL FOR CHECK AP 00058500:			419.34		
GRAHAM FIRE & RESCUE (GRAHFIRE)					
	735	01/23/2023	6,120.00	2023 PCHIT ADMIN/MAINT	0013302685 54911
TOTAL FOR CHECK AP 00058501:			6,120.00		
KELLEY IMAGING SYSTEMS INC (KELLCONN)					
	IN1195794	12/31/2022	297.02	Q1 TRAINING CENTER COPIER	0012002210 54813
TOTAL FOR CHECK AP 00058502:			297.02		
LAND RECOVERY (LANDRECO)					
	0102306856	12/31/2022	250.04	DEC5'22 Academy Waste	0012352240 54741
	0102307442	12/31/2022	125.88	60 DRILLGROUND WASTE	0012302240 54741
	38414	01/31/2023	260.39	DUMP RECIEPT FOR ACADEMY DEBRI	0012352240 54741
	38414	01/31/2023	174.16	Dump run for academy debris	0012352240 54741
TOTAL FOR CHECK AP 00058503:			810.47		
LIGHTHOUSE UNIFORMS (LIGHUNIF)					
	A310890	12/23/2022	493.06	CLASS A BEN SHEPARD	0012042254 52020
	A311836	02/06/2023	560.07	CLASS A ALTERATION ITEMS	0012042254 52020
TOTAL FOR CHECK AP 00058504:			1,053.13		
LOGAN PARMELEE (PARM05240)					
	020323	02/03/2023	256.76	ROPE TRNG MILEAGE JAN30-FEB3	0012302240 54331
TOTAL FOR CHECK AP 00058505:			256.76		
MURREY'S DISPOSAL (MURRDISP)					
	10980649S111	12/31/2022	101.57	EXP MED AND WASTE DISPOSAL	1013402680 54742

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/09/2023

End Date: 02/09/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	11175118S111	02/01/2023	184.91	#211111158741 GARBAGE 67	0016072250	54741
	11178681S111	02/01/2023	205.86	#2111321887533 garbage arm bld	0017132250	54741
TOTAL FOR CHECK AP 00058506:			492.34			
PAPE MACHINERY (PAPEMACH)						
	215196400	12/31/2022	6,578.10	TELEHANDLER FOR TECHNICAL RES	0012302240	54502
	215196400	12/31/2022	75.00	DELIVERY CHARGE	0012302240	54502
	215196400	12/31/2022	75.00	PICK UP CHARGE	0012302240	54502
	215196400	12/31/2022	1,080.00	LOSS OR DAMAGE WAIVER	0012302240	54502
	215196402	12/31/2022	6,646.05	DEC LIFT TRUCK RENTAL/TRNG DIV	0012302240	54502
TOTAL FOR CHECK AP 00058507:			14,454.15			
PAUL STUEVE (STUE08090)						
	20233832A	02/01/2023	43.15	FEB1 UBER/LAS VEGAS AIRPT	0012302240	54331
TOTAL FOR CHECK AP 00058508:			43.15			
PC BUDGET AND FINANCE (PCBUDGET)						
	CI326907	12/31/2022	210.00	Q4-22 WAN/WORKDAY USER FEES	0013002220	54191
TOTAL FOR CHECK AP 00058509:			210.00			
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	020923	02/09/2023	162,018.18	02/09/2023 AP EFTS	001	21110
	020923	02/09/2023	1,343.14	02/09/2023 AP EFTS	015	21110
	020923	02/09/2023	62,011.64	02/09/2023 AP EFTS	101	21110
TOTAL FOR CHECK AP 00058489:			225,372.96			
	020223A	02/02/2023	9.45	JAN 2023 PAYTRACE FEES	0012012211	54191
TOTAL FOR CHECK AP 00058490:			9.45			
TOTAL FOR PIERCE COUNTY FIRE			225,382.41			
PIERCE COUNTY REFUSE (PCREFUSE)						
	16487154S180	02/01/2023	3.41	LATE FEES	0012012211	54912
	16487154S180	02/01/2023	343.79	#218035266001 GARBAGE 61	0016012250	54741
	16487997S180	02/01/2023	1.81	LATE FEES	0012012211	54912
	16487997S180	02/01/2023	182.38	#2180588899 GARBAGE 65	0016052250	54741
	16489129S180	02/01/2023	1.03	LATE FEE	0012012211	54912
	16489129S180	02/01/2023	103.95	#2180556556002 GARBAGE 62	0016022250	54741
	16490303S180	02/01/2023	1.00	LATE FEES	0012012211	54912
	16490303S180	02/01/2023	58.48	#218035266002 GARBAGE 61	0016012250	54741
TOTAL FOR CHECK AP 00058510:			695.85			
PIERCE COUNTY SEWER (PCSEWER)						
	60-230201	02/01/2023	17.49	LATE FEE PENALTY CHG	0012012211	54912
	60-230201	02/01/2023	210.25	#1812114 STN60 SEWER CHG	0016002250	54721
	62-230201	02/01/2023	2.20	LATE FEE PENALTY CHG	0012012211	54912
	62-230201	02/01/2023	28.25	#233439 STN62 SEWER CHG	0016022250	54721
	63-230201	02/01/2023	8.41	LATE FEE PENALTY CHG	0012012211	54912
	63-230201	02/01/2023	89.01	#1778561 STN63 SEWER CHG	0016032250	54721
	67TC-230201	02/01/2023	17.02	LATE FEE PENALTY CHG	0012012211	54912
	67TC-230201	02/01/2023	149.99	#462454 STN 62 SEWER CHG	0016172250	54721
	68-230201	02/01/2023	13.67	LATE FEE PENALTY CHG	0012012211	54912
	68-230201	02/01/2023	144.68	#1061119 STN68 SEWER CHG	0016082250	54721
TOTAL FOR CHECK AP 00058511:			680.97			

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
PRINT SOLUTIONS, INC (PRINSOLU)					
	111749	02/05/2023	33.00	250 biz cards RHONE	0012002210 54941
TOTAL FOR CHECK AP 00058512:			33.00		
PUYALLUP FIRE EXTRICATION TEAM (PUYFIREX)					
	2023002	02/01/2023	6,300.00	JAN SWIFTWTR TECH CLASS (12)	0012302240 54143
TOTAL FOR CHECK AP 00058513:			6,300.00		
QWEST COMMUNITIONS COMPANY LL (QWEST)					
	012623	01/26/2023	187.04	#253Z260451282B JAN DIST PHONE	0012102215 54202
TOTAL FOR CHECK AP 00058491:			187.04		
S&S TIRE (SSTIREPU)					
	1139695	02/03/2023	858.40	M19-2, STEER AXLE TIRES	0016502265 54820
	1139909	02/03/2023	139.92	M15-1, ROTATE STEER TIRES	0016502265 54820
	1139910	02/03/2023	279.85	E21-1, DRIVE TIRE ON WHEEL ROT	0016502265 54820
TOTAL FOR CHECK AP 00058514:			1,278.17		
THE FIRE STORE (FIRESTOR)					
	INV183836	01/17/2023	549.98	L72 Rock-N-Rescue Picket Kit	0012042254 53501
	INV183836	01/17/2023	102.96	FRT	0012042254 53501
TOTAL FOR CHECK AP 00058515:			652.94		
THE HOME DEPOT PRO (HOMEPRO)					
	727943433	01/24/2023	19.93	HANDLE, 60" THREADED WOOD, 15/	0012052218 53198
	727943433	01/24/2023	472.69	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	727943433	01/24/2023	197.87	TOILET TISSUE, 2 PLY JUMBO (RO	0012052218 53198
	727943433	01/24/2023	71.54	BLEACH, 5.5% (EACH)	0012052218 53198
	727943433	01/24/2023	248.51	LAUNDRY DETERGENT, 1GAL (EACH)	0012052218 53198
	727943433	01/24/2023	197.10	PAPER TOWELS, KITCHEN WHITE, P	0012052218 53198
	727943433	01/24/2023	171.80	LINER, 40x46 (1.25MIL) (BOX)	0012052218 53198
	727943433	01/24/2023	65.27	MOP HEAD, WET, LARGE BLUE (EAC	0012052218 53198
	727943433	01/24/2023	49.17	URINAL SCREEN (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00058516:			1,493.88		
ULINE (ULIN)					
	159225728	01/26/2023	28.05	65 H-6931 CASTERS FOR MESH NES	0016052250 53501
TOTAL FOR CHECK AP 00058517:			28.05		
UNITED PARCEL SERVICE (UNITPARC)					
	5Y5731033	01/21/2023	17.75	M22-2 OPTICOM TO GLOBTRAF FOR	0012042254 54221
TOTAL FOR CHECK AP 00058518:			17.75		
VERIZON WIRELESS (VERIWIRE)					
	9925898736	01/21/2023	756.57	#74200269700004 JAN SVC CHG	0012102215 54202
	9925898737	01/21/2023	730.54	#74200269700005 JAN SVC CHG	0012102215 54202
	9925898738	01/21/2023	705.77	#74200269700006 JAN SVC CHG	0012102215 54202
	9925898739	01/21/2023	699.58	#74200269700010 JAN SVC CHG	0012102215 54202
TOTAL FOR CHECK AP 00058519:			2,892.46		
REPORT TOTAL:			291,412.61		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK 00058520	CPFR	Central Pierce Fire & Rescu	02/09/23	278.51	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	278.51	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 278.51

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PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	1003/2301101	02/09/2023	24.14	JANUARY SEP CHECK	001	23151
	1101/2301101	02/09/2023	88.23	JANUARY SEP CHECK	001	23153
	2003/2301101	02/09/2023	24.14	JANUARY SEP CHECK	001	23151
	2101/2301101	02/09/2023	142.00	JANUARY SEP CHECK	001	23153
TOTAL FOR CHECK AP 00058520:			278.51			
REPORT TOTAL:			278.51			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
PY CHK 00107729	ELFE05240	ELFERT, BENJAMIN J	02/09/23	805.48	MW	IS	PA	
PY CHK 00107730	MARZ11020	MARZOLF, ZACHARY	02/09/23	683.43	MW	IS	PA	

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	1,488.91	Number of Checks Processed:	2
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0
GRAND TOTAL	1,488.91		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
AP CHK 00058521	CPFR	Central Pierce Fire & Rescu	02/16/23	10,796.58	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	10,796.58	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 10,796.58

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PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	021623	02/16/2023	10,796.58	02/16/2023 AP EFTS	301 21110
	TOTAL FOR CHECK AP 00058521:		10,796.58		
	REPORT TOTAL:		10,796.58		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058522	VANK01260	BRENT VANKEULEN	02/16/23	150.00	MW	IS	
AP CHK 00058523	FERR08150	BRIAN FERRIER	02/16/23	757.68	MW	IS	
AP CHK 00058524	BROOLUMB	Brookdale Lumber Inc	02/16/23	36.03	MW	IS	
AP CHK 00058525	CENEHARV	Cenex Harvest States Inc	02/16/23	11,971.44	MW	IS	
AP CHK 00058526	CPFR	Central Pierce Fire & Rescu	02/16/23	248,459.06	MW	IS	
AP CHK 00058527	CPFR	Central Pierce Fire & Rescu	02/16/23	1,813.68	MW	IS	
AP CHK 00058528	CHEVPUYA	CHEVROLET OF PUYALLUP	02/16/23	3,721.21	MW	IS	
AP CHK 00058529	DMRECYCL	D M Recycling Co Inc	02/16/23	626.86	MW	IS	
AP CHK 00058530	ELMHMUTU	Elmhurst Mutual Power & Lig	02/16/23	604.50	MW	IS	
AP CHK 00058531	EWHSPECT	EWB Spectrum Inc	02/16/23	898.04	MW	IS	
AP CHK 00058532	FEDESIGN	FEDERAL SIGNAL - EMERG PROD	02/16/23	698.50	MW	IS	
AP CHK 00058533	FRUIMUTU	Fruitland Mutual Water Comp	02/16/23	236.41	MW	IS	
AP CHK 00058534	GALLS	Galls Incorporated	02/16/23	1,395.47	MW	IS	
AP CHK 00058535	GENSCO	GENSCO	02/16/23	501.14	MW	IS	
AP CHK 00058536	BOUC09170	Joseph Bouchard	02/16/23	150.00	MW	IS	
AP CHK 00058537	LEMAMOB	LEMAY MOBILE SHREDDING	02/16/23	52.00	MW	IS	
AP CHK 00058538	LIGHUNIF	LIGHTHOUSE UNIFORMS	02/16/23	1,918.36	MW	IS	
AP CHK 00058539	HOLM03120	Matthew Holm	02/16/23	898.68	MW	IS	
AP CHK 00058540	KOND11050	Michael Kondra	02/16/23	757.68	MW	IS	
AP CHK 00058541	MURRDISP	Murrey's Disposal	02/16/23	525.81	MW	IS	
AP CHK 00058542	PAPEMACH	PAPE MACHINERY	02/16/23	874.37	MW	IS	
AP CHK 00058543	PARKLIGH	Parkland Light & Water Co.	02/16/23	2,339.22	MW	IS	
AP CHK 00058544	STUE08090	Paul Stueve	02/16/23	150.00	MW	IS	
AP CHK 00058545	PCREFUSE	Pierce County Refuse	02/16/23	1,295.48	MW	IS	
AP CHK 00058546	PCSEWER	Pierce County Sewer	02/16/23	343.70	MW	IS	
AP CHK 00058547	PSENERGY	Puget Sound Energy	02/16/23	295.70	MW	IS	
AP CHK 00058548	MCKE09220	Radcliffe McKenzie	02/16/23	150.00	MW	IS	
AP CHK 00058549	COLE09210	Richard Coleman	02/16/23	757.68	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00058550	KENT02060	Ron Kent	02/16/23	150.00	MW	IS	
AP CHK 00058551	SSTIREPU	S&S TIRE SERVICE INC	02/16/23	754.66	MW	IS	
AP CHK 00058552	SNURSEMI	SNURE LAW OFFICE PSC	02/16/23	605.00	MW	IS	
AP CHK 00058553	SPEEGLAS	SPEEDY NOVUS GLASS LLC	02/16/23	5,885.00	MW	IS	
AP CHK 00058554	ROBA06140	TANYA ROBACKER	02/16/23	150.00	MW	IS	
AP CHK 00058555	ULIN	ULINE INC	02/16/23	111.70	MW	IS	
AP CHK 00058556	UNITPARC	United Parcel Service	02/16/23	68.67	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	290,103.73	Number of Checks Processed:	35
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 290,103.73

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BRENT VANKEULEN (VANK01260)					
	20234100	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
TOTAL FOR CHECK AP 00058522:			150.00		
BRIAN FERRIER (FERR08150)					
	20233830	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
	20233830	02/15/2023	607.68	NW LEADERSHIP SEMINAR LODGING	0012302240 54311
TOTAL FOR CHECK AP 00058523:			757.68		
BROOKDALE LUMBER INC (BROOLUMB)					
	438159	02/13/2023	24.02	61 propane	0016012250 53141
	438180	02/14/2023	12.01	61 propane	0016012250 53141
TOTAL FOR CHECK AP 00058524:			36.03		
CENEX HARVEST STATES INC (CENEHARV)					
	245296	12/31/2022	1,241.40	STN69 NOV'22 PROPANE	0016092250 54705
	340243	12/31/2022	1,206.59	STN68 NOV'22 PROPANE	0016082250 54705
	340388	12/31/2022	1,404.86	STN68 NOV'22 PROPANE	0016082250 54705
	340611	12/31/2022	1,506.64	STN68 DEC'22 PROPANE	0016082250 54705
	340665	12/31/2022	1,385.77	STN69 DEC'22 PROPANE	0016092250 54705
	340925	01/23/2023	2,297.36	#146981 stn68 PROPANE CHG.	0016082250 54705
	340972	01/31/2023	1,523.87	STN69 JAN PROPANE CHG	0016092250 54705
	340993	02/01/2023	1,404.95	#124242 TC PROPANE FEB	0016172250 54705
TOTAL FOR CHECK AP 00058525:			11,971.44		
CHEVROLET OF PUYALLUP (CHEVPUYA)					
	408040	01/19/2023	111.32	SC22-2, LUBE, ENGINE OIL & FIL	0016502265 54820
	408917	02/08/2023	3,291.20	FM17-2, TRANS REPAIR DEDUCTIBL	0016502265 54820
	722485	02/10/2023	318.69	BATTERY AC/DELCO STOCK	0016502265 53143
TOTAL FOR CHECK AP 00058528:			3,721.21		
D M RECYCLING CO INC (DMRECYCL)					
	10978109S111	01/01/2023	100.00	#2111321880674 LOG CTR DEC	0016162250 54741
	11169984S111	02/01/2023	186.00	#21116116470 RECYCLE STN69	0016092250 54741
	11170256S111	02/01/2023	68.00	#21116157294 STN67 RECYCLE	0016072250 54741
	11170278S111	02/01/2023	157.86	#21116158282 STN72 RECYCLE	0017012250 54741
	11172678S111	02/01/2023	115.00	#2111321880674 LOG RECYCLE	0016162250 54741
TOTAL FOR CHECK AP 00058529:			626.86		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	68-230201	02/01/2023	604.50	#63497 STN 68 ELECTRICITY	0016082250 54731
TOTAL FOR CHECK AP 00058530:			604.50		
EWH SPECTRUM INC (EWSPECT)					
	230460	02/10/2023	898.04	250 ft CABLE 10-3C TYPE SJOOW	0016502265 53143
TOTAL FOR CHECK AP 00058531:			898.04		
FEDERAL SIGNAL - EMERG PROD (FEDESIGN)					
	8230491	01/26/2023	698.50	PA300 SIREN - STOCK	0016502265 53143
TOTAL FOR CHECK AP 00058532:			698.50		
FRUITLAND MUTUAL WATER COMPANY (FRUIMUTU)					
	72-230132	01/31/2023	236.41	#41122 WTR CHG 72	0017022250 54711

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TOTAL FOR CHECK AP 00058533:			236.41		
GALLS INCORPORATED (GALLS)					
	022353199	10/10/2022	(281.58)	CREDIT DUP CHG / INV 021527012	0012052218 53141
	022981672	12/15/2022	279.40	PARA SCHOOL CLASS b SHIRTS	0012042254 52011
	023462733	02/06/2023	209.00	ACADEMY 1ea. DANNER Lookout	0012352240 52011
	023472464	02/07/2023	209.00	academy boots	0012352240 52011
	023472465	02/07/2023	209.00	academy boots	0012352240 52011
	023485681	02/08/2023	139.70	academy shirts	0012352240 52011
	023485681	02/08/2023	419.10	academy pants	0012352240 52011
	023498374	02/09/2023	97.60	Duty belt nickel buckle	0012042254 52011
	023511532	02/10/2023	139.70	NOMEX SHIRTS	0012352240 52011
	023530593	02/11/2023	(74.25)	CREDIT RETURN SHIRTS	0012042254 52011
	023547424	02/14/2023	48.80	academy belts	0012352240 52011
TOTAL FOR CHECK AP 00058534:			1,395.47		
GENSCO (GENSCO)					
	855723022	02/14/2023	501.14	71 MERV8 15x25x2 Pleated Filte	0017012250 53141
TOTAL FOR CHECK AP 00058535:			501.14		
JOSEPH BOUCHARD (BOUC09170)					
	20233814	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
TOTAL FOR CHECK AP 00058536:			150.00		
LEMAY MOBILE SHREDDING (LEMAMOB)					
	4779293S185	02/01/2023	52.00	JAN23 ADM MOB SHRED	0012002210 54191
TOTAL FOR CHECK AP 00058537:			52.00		
LIGHTHOUSE UNIFORMS (LIGHUNIF)					
	A310931	01/03/2023	1,008.37	Chin Strap (SPECS) (LH4) -	0012042254 52020
	A311122	01/09/2023	460.09	CLASS A UNIFORM	0012042254 52020
	A311199	01/10/2023	224.95	CLASS A UNIFORM	0012042254 52020
	A311216	01/11/2023	224.95	CLASS A UNIFORM	0012042254 52020
TOTAL FOR CHECK AP 00058538:			1,918.36		
MATTHEW HOLM (HOLM03120)					
	20233810	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
	20233810	02/15/2023	572.88	NW LEADERSHIP SEMINAR LODGING	0012302240 54311
	20233810	02/15/2023	175.80	NW LEADERSHIP SEMINAR MILEAGE	0012302240 54331
TOTAL FOR CHECK AP 00058539:			898.68		
MICHAEL KONDR (KOND11050)					
	20233818	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
	20233818	02/15/2023	607.68	NW LEADERSHIP SEMINAR LODGING	0012302240 54311
TOTAL FOR CHECK AP 00058540:			757.68		
MURREY'S DISPOSAL (MURDISP)					
	11174054S111	02/01/2023	6.23	#211111158740 TC GARB	0016172250 54741
	11174055S111	02/01/2023	173.71	#211111158760	0016092250 54741
	11174055S111	02/01/2023	173.72	#211111158760 SHOP GARB	0016502265 54741
	11175252S111	02/01/2023	86.08	sharps/exp med disposal	1013402680 54742
	11175252S111	02/01/2023	86.07	EXPIRED MED AND INFECTIOUS WAS	1013402680 54742
TOTAL FOR CHECK AP 00058541:			525.81		

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PAPE MACHINERY (PAPEMACH)						
	2677667	12/31/2022	874.37	DEC21 SVC LIFT DIAG/REP BRAKES	0012042254	54811
TOTAL FOR CHECK AP 00058542:			874.37			
PARKLAND LIGHT & WATER CO. (PARKLIGH)						
	61E-230201	02/01/2023	38.09	LATE CHARGES	0012012211	54914
	61E-230201	02/01/2023	2,039.19	#1408 ELECTRIC CHG	0016012250	54731
	61L-230201	02/01/2023	76.52	#40956 STN61 TRAFFIC LIGHT	0016012250	54731
	61W-230201	02/01/2023	10.00	LATE FEE	0012012211	54914
	61W-230201	02/01/2023	52.09	#1409 STN61 WATER CHG	0016012250	54711
	61W-230201A	02/01/2023	10.00	STN61 WTR LATE FEE	0012012211	54914
	61W-230201A	02/01/2023	113.33	#1407 STN61 WATER CHG	0016012250	54711
TOTAL FOR CHECK AP 00058543:			2,339.22			
PAUL STUEVE (STUE08090)						
	20233831	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240	54301
TOTAL FOR CHECK AP 00058544:			150.00			
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	021623	02/16/2023	246,065.97	02/16/2023 AP EFTS	001	21110
	021623	02/16/2023	106.04	02/16/2023 AP EFTS	015	21110
	021623	02/16/2023	2,287.05	02/16/2023 AP EFTS	101	21110
TOTAL FOR CHECK AP 00058526:			248,459.06			
	021423	02/14/2023	1,813.68	JAN MERCH SVC FEES	0012012211	54191
TOTAL FOR CHECK AP 00058527:			1,813.68			
TOTAL FOR PIERCE COUNTY FIRE			250,272.74			
PIERCE COUNTY REFUSE (PCREFUSE)						
	16321443S180	01/01/2023	27.58	#218035275002 stn64 REC	0016042250	54741
	16487155S180	02/01/2023	1.41	LATE FEE	0012012211	54914
	16487155S180	02/01/2023	142.43	#218035275001 STN64 GARB CHG	0016042250	54741
	16487157S180	02/01/2023	2.53	LATE FEE	0012012211	54914
	16487157S180	02/01/2023	255.07	#218035292001 STN60 GARB CHG	0016002250	54741
	16487158S180	02/01/2023	3.38	LATE FEE	0012012211	54914
	16487158S180	02/01/2023	340.79	#218035301001 STN#66 GARB	0016082250	54741
	16487159S180	02/01/2023	1.03	LATE FEE	0012012211	54914
	16487159S180	02/01/2023	103.95	#218035314001 STN 68 GARB CHG	0016082250	54741
	16489235S180	02/01/2023	1.47	LATE FEE	0012012211	54914
	16489235S180	02/01/2023	147.68	#21801047792001 STN63 GARB CHG	0016032250	54741
	16489261S180	02/01/2023	1.00	LATE FEE	0012012211	54914
	16489261S180	02/01/2023	58.48	#21801047792001 STN63 GARB CHG	0016032250	54741
	16490210S180	02/01/2023	1.00	LATE FEE	0012012211	54914
	16490210S180	02/01/2023	29.24	#218035275002 STN64 RECYCLE	0016042250	54741
	16490211S180	02/01/2023	1.00	LATE FEE	0012012211	54914
	16490211S180	02/01/2023	29.24	#218035301002 LOG CTR RECYCLE	0016162250	54741
	16490255S180	02/01/2023	1.00	LATE FEE	0012012211	54914
	16490255S180	02/01/2023	87.72	#218035292001 STN60 GARB	0016012250	54741
	164902S180	02/01/2023	1.00	LATE FEE	0012012211	54914
	164902S180	02/01/2023	58.48	#218035314002 STN68 RECYCLE	0016082250	54741
TOTAL FOR CHECK AP 00058545:			1,295.48			

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/16/2023

End Date: 02/16/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
PIERCE COUNTY SEWER (PCSEWER)					
	61-230201	02/01/2023	14.15	LATE FEE PENALTY CHG	0012012211 54912
	61-230201	02/01/2023	144.71	#85900 STN61 SEWER CHG	0016012250 54721
	65-230201	02/01/2023	9.37	LATE FEE PENALTY CHG	0012012211 54912
	65-230201	02/01/2023	84.09	#1236121 STN65 SEWER CHG	0016052250 54721
	69SP-230201	02/01/2023	7.46	LATE FEE PENALTY CHG	0012012211 54912
	69SP-230201	02/01/2023	41.96	#535508 STN69 SEWER CHG	0016092250 54721
	69SP-230201	02/01/2023	41.96	#535508 SHOP SEWER CHG	0016502265 54721
TOTAL FOR CHECK AP 00058546:			343.70		
PUGET SOUND ENERGY (PSENERGY)					
	LOG-230202	02/02/2023	295.70	#200013100744 LOG CTR NAT GAS	0016162250 54701
TOTAL FOR CHECK AP 00058547:			295.70		
RADCLIFFE MCKENZIE (MCKE09220)					
	20233833	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
TOTAL FOR CHECK AP 00058548:			150.00		
RICHARD COLEMAN (COLE09210)					
	20233817	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
	20233817	02/15/2023	607.68	NW LEADERSHIP SEMINAR LODGING	0012302240 54311
TOTAL FOR CHECK AP 00058549:			757.68		
RON KENT (KENT02060)					
	20233811	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
TOTAL FOR CHECK AP 00058550:			150.00		
S&S TIRE (SSTIREPU)					
	1140158	02/16/2023	754.66	645 NEW TIRES (4)	0016502265 54820
TOTAL FOR CHECK AP 00058551:			754.66		
SNURE SEMINARS (SNURSEMI)					
	230201	02/01/2023	605.00	JANUARY 2023 LEGAL FEES	0012002210 54151
TOTAL FOR CHECK AP 00058552:			605.00		
SPEEDY GLASS (SPEEGLAS)					
	60012146154	02/08/2023	2,095.50	E21-3 WINDSHIELD REPLACEMNT &	0016502265 54820
	60012146154V	02/14/2023	(2,095.50)	E21-3 REV INV 60012147167	0016502265 54820
	60012146157	02/08/2023	1,771.00	WINDSHIELD 057333V003*000 KME	0016502265 53143
	60012147167	02/14/2023	2,095.50	E21-3 WINDSHIELD REPLACEMENT	0016502265 54820
	60012147230	02/14/2023	2,018.50	SO19-1 WINDSHIELD REPLACEMENT	0016502265 54820
TOTAL FOR CHECK AP 00058553:			5,885.00		
TANYA ROBACKER (ROBA06140)					
	20233819	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
TOTAL FOR CHECK AP 00058554:			150.00		
ULINE (ULIN)					
	159864058	02/10/2023	111.70	TRAFFIC CONES (4) STOCK	0016502265 53143
TOTAL FOR CHECK AP 00058555:			111.70		
UNITED PARCEL SERVICE (UNITPARC)					
	00005Y5731053	02/04/2023	68.67	FRT TO SHIP QUANTIFIT FOR TRAD	0012042254 54221
TOTAL FOR CHECK AP 00058556:			68.67		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/16/2023

End Date: 02/16/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
REPORT TOTAL:			290,103.73		

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>
02/09/2023	EP00014145 -EP00014145	AP00058483	\$1,246.00
02/09/2023	EP00014146 -EP00014191	AP00058489	\$225,372.96
02/16/2023	EP00014192 -EP00014193	AP00058521	\$10,796.58
02/16/2023	EP00014194 -EP00014240	AP00058526	\$248,459.06
Total			\$485,874.60
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 00014145	RICEFERG	Rice Fergus Miller Inc	02/09/23	1,246.00	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	1,246.00	Number of EFTs Processed:	1
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 1,246.00

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/09/2023

End Date: 02/09/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
RICE FERGUS MILLER (RICEFERG)					
	202008903011	12/31/2022	712.50	STN66 NOV PREDESIGN/ARCH	3016069422 56242
	202008910007	12/31/2022	533.50	STN62 IMPROVEMENTS	3016029422 56243
TOTAL FOR CHECK AP 00014145:			<u>1,246.00</u>		
REPORT TOTAL:			<u>1,246.00</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00014146	DICK02040	ADAM DICKSON	02/09/23	202.40	MW	CX	
AP EFT 00014147	PORT08190	DIANNE PORTER	02/09/23	181.25	MW	CX	
AP EFT 00014148	KENNNOLL	KENNETH J. NOLL	02/09/23	489.50	MW	CX	
AP EFT 00014149	TCHO01310	NOAH TCHOBANOFF	02/09/23	73.68	MW	CX	
AP EFT 00014150	GROA07250	Randal Groat	02/09/23	72.63	MW	CX	
AP EFT 00014151	AMAZON	AMAZON CAPITAL SERVICES	02/09/23	2,097.08	MW	CX	
AP EFT 00014152	BOUNTREE	Bound Tree Medical LLC	02/09/23	5,096.75	MW	CX	
AP EFT 00014153	CATCENVI	CATCHALL ENVIRONMENTAL	02/09/23	482.46	MW	CX	
AP EFT 00014154	CPFREFT	Central Pierce Fire & Rescu	02/09/23	3,458.79	MW	CX	
AP EFT 00014155	CHRIINC	CHRISTENSEN INC	02/09/23	12,743.24	MW	CX	
AP EFT 00014156	CITYPUYA	CITY OF PUYALLUP	02/09/23	877.31	MW	CX	
AP EFT 00014157	CITYTREA	CITY OF TACOMA	02/09/23	629.20	MW	CX	
AP EFT 00014158	ERICQUIN	ERIC QUINN	02/09/23	500.00	MW	CX	
AP EFT 00014159	EVIDINC	EVIDENT INC	02/09/23	61.29	MW	CX	
AP EFT 00014160	FASTINDU	Fastenal Industrial & Const	02/09/23	581.90	MW	CX	
AP EFT 00014161	VALLFREI	FREIGHTLINER NORTHWEST	02/09/23	1,003.34	MW	CX	
AP EFT 00014162	GRIMCO	GRIMCO INC	02/09/23	273.15	MW	CX	
AP EFT 00014163	IVOXCONS	IVOX Consulting Inc.	02/09/23	3,300.00	MW	CX	
AP EFT 00014164	IMSALLI	JUSTICE FAMILY ENTERPRISES	02/09/23	44.88	MW	CX	
AP EFT 00014165	KRONOS	KRONOS INCORPORATED	02/09/23	7,882.66	MW	CX	
AP EFT 00014166	LNCURTIS	L.N. Curtis and Sons	02/09/23	4,749.13	MW	CX	
AP EFT 00014167	EIGHTWEN	LAWRENCE GARRETT	02/09/23	2,000.00	MW	CX	
AP EFT 00014168	LIFEASSI	Life-Assist Inc	02/09/23	48,521.40	MW	CX	
AP EFT 00014169	LOWECOMP	Lowe's Companies	02/09/23	444.22	MW	CX	
AP EFT 00014170	MALLCOMP	Mallory Safety and Supply L	02/09/23	4,213.00	MW	CX	
AP EFT 00014171	MEDIDEFI	MEDIA DEFINED INC.	02/09/23	1,055.00	MW	CX	
AP EFT 00014172	MESNORT	MES NORTHWEST	02/09/23	2,987.07	MW	CX	
AP EFT 00014173	MICHCUST	MICHAEL'S CUSTOM UPHOLSTERY	02/09/23	272.53	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00014174	MOUNMIST	Mountain Mist Water	02/09/23	114.85	MW	CX	
AP EFT 00014175	NATITEST	NATIONAL TESTING NETWORK IN	02/09/23	585.00	MW	CX	
AP EFT 00014176	NWSAFECL	NW SAFETY CLEAN	02/09/23	4,215.90	MW	CX	
AP EFT 00014177	PROXNETW	PROXY NETWORKS	02/09/23	4,274.36	MW	CX	
AP EFT 00014178	RESCSOUR	RESCUE SOURCE GEAR	02/09/23	3,630.00	MW	CX	
AP EFT 00014179	SCHNSIMP	Schneider-Simpson	02/09/23	60.67	MW	CX	
AP EFT 00014180	SEAWESTE	Sea-Western Inc	02/09/23	11,940.50	MW	CX	
AP EFT 00014181	SITECRAFT	SITECRAFTING INC	02/09/23	348.00	MW	CX	
AP EFT 00014182	STANPART	Standard Parts Corp	02/09/23	1,543.36	MW	CX	
AP EFT 00014183	STAPINC	STAPLES INC.	02/09/23	463.85	MW	CX	
AP EFT 00014184	STRYMEDI	STRYKER SALES CORPORATION	02/09/23	37,904.81	MW	CX	
AP EFT 00014185	TACOSCRE	Tacoma Screw Products Inc	02/09/23	155.67	MW	CX	
AP EFT 00014186	TAHPIINC	TAHPI INC	02/09/23	3,020.83	MW	CX	
AP EFT 00014187	TARGSAFE	TARGETSOLUTIONS LEARNING LL	02/09/23	28,738.04	MW	CX	
AP EFT 00014188	JULOTA	TouchPrase Development LLC	02/09/23	18,876.97	MW	CX	
AP EFT 00014189	UNIFIRST	UNIFIRST CORPORATION	02/09/23	154.80	MW	CX	
AP EFT 00014190	USBANKBU	US Bank Business Card	02/09/23	4,436.49	MW	CX	
AP EFT 00014191	WORKKARE	WILLIS-KNIGHTON WORK KARE	02/09/23	615.00	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	225,372.96	Number of EFTs Processed:	46
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 225,372.96

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/09/2023

End Date: 02/09/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
ADAM DICKSON (DICK02040)					
	122022A	12/20/2022	202.40	DICKSON ASE TEST FEES	0016502265 54922
TOTAL FOR CHECK AP 00014146:			202.40		
AMAZON CAPITAL SERVICES (AMAZON)					
	13W9NCJJ3NPY	01/23/2023	11.08	ADMIN Amazon Basics Stapler,	0012002210 53501
	13W9NCJJ3NPY	01/23/2023	60.92	FLO-THRU VEHICLE BRUSH, GREEN	0012052218 53198
	13W9NCJJ3NPY	01/23/2023	63.78	DFM Ziploc Double Zipper Freez	0014002230 53141
	13W9NCJJ3NPY	01/23/2023	67.64	K9 Vetoquinol Triglyceride Ome	0014102230 53141
	13W9NCJJ3NPY	01/23/2023	44.00	K9 Ray Allen Buddy bowl + s/h	0014102230 53501
	13W9NCJJ3NPY	01/23/2023	41.79	64 20 Foot High Reach Dusting	0016042250 53501
	13W9NCJJ3NPY	01/23/2023	29.58	67TOOLF Dish Rack, Large Capac	0016072250 53501
	13W9NCJJ3NPY	01/23/2023	11.87	67 Amazon Basics Packaging Tap	0016072250 53501
	13W9NCJJ3NPY	01/23/2023	10.43	68 XBoard Small Magnetic Dry E	0016082250 53501
	13W9NCJJ3NPY	01/23/2023	97.98	SHOP Saunders Recycled Aluminu	0016502265 53501
	IDPHGFC47TV	01/31/2023	100.00	ACADEMY Bison Designs 38mm Wid	0012352240 52010
	IDPWQXYP3V	01/29/2023	338.80	60a Brother TN221BK Standard Y	0012002210 53141
	IDPWQXYP3V	01/29/2023	153.96	academy Propper Men's Uniform	0012352240 52011
	IDPWQXYP3V	01/29/2023	153.96	ACADEMY Propper Men's Uniform	0012352240 52011
	IDPWQXYP3V	01/29/2023	79.60	72 AmazerBath Plastic Shower	0017022250 53501
	1G7XXCTK71V	02/03/2023	47.97	ADMIN FILE-EZ Two-Pocket Folde	0012002210 53141
	1G7XXCTK71V	02/03/2023	26.39	HR Space Heater, Small Space	0012032213 53501
	1G7XXCTK71V	02/03/2023	98.45	BOOT POLISH (EACH)	0012052218 53198
	1G7XXCTK71V	02/03/2023	43.99	WSI/OPS VViViD Vinyl Transfer	0013002220 53141
	1G7XXCTK71V	02/03/2023	95.04	64 Brother TN436BK Super High	0016042250 53141
	1G7XXCTK71V	02/03/2023	64.90	65 Microsoft Arc Mouse - Black	0016052250 53501
	1G7XXCTK71V	02/03/2023	20.32	72 Amazon Basics 3 Ring Binder	0017022250 53501
	1GNWNPXG9F	02/03/2023	120.00	ACADEMY Bison Designs 38mm Wid	0012352240 52010
	IN4RD6NPWY4	01/28/2023	70.19	ACADMEY Rope 1 Inch 100 Feet J	0012352240 53141
	IN4RD6NPWY4	01/28/2023	32.67	61 XLNT TECH Engraving Blank	0016012250 53501
	IN4RD6NPWY4	01/28/2023	18.25	61 OTUAYAUTO 9 Inch & 10 Inch	0016012250 53501
	IN4RD6NPWY4	01/28/2023	83.57	68 Rubbermaid Commercial Produ	0016082250 53501
	1RFDDN66JQW	01/26/2023	109.95	61 Cuisinart CPM-28 Classic-St	0016012250 53501
TOTAL FOR CHECK AP 00014151:			2,097.08		
BOUND TREE PARR LLC (BOUNTREE)					
	84830500	01/19/2023	1,859.95	Diazepam, Class IV, 10mg, 2ml	1013402680 53141
	84833769	01/23/2023	3,236.80	SODIUM CHLORIDE, INJECTION, 10	0012052218 53198
TOTAL FOR CHECK AP 00014152:			5,096.75		
CATCHALL ENVIRONMENTAL (CATCENVI)					
	186079	02/01/2023	160.82	STN60 JAN STORMWATER MAINT	0016002250 54712
	186079	02/01/2023	160.82	STN65 JAN STORMWATER MAINT	0016052250 54712
	186079	02/01/2023	160.82	STN68 JAN STORMWATER MAINT	0016082250 54712
TOTAL FOR CHECK AP 00014153:			482.46		
CHRISTENSEN INC (CHRIINC)					
	0400457IN	01/12/2023	2,823.04	#0400457 JAN12 STN71 FUEL	0012042254 53201
	0404778IN	01/26/2023	2,414.16	#1003291 67 FUEL	0012042254 53201

Central Pierce Fire and Rescue
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Start Date: 02/09/2023

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	0405902IN	01/30/2023	2,397.05	#0405902IN JAN30 STN64 FUEL	0012042254 53201
	0406247IN	01/31/2023	2,191.06	#0406247IN JAN31 STN61 FUEL	0012042254 53201
	0406248IN	01/31/2023	2,917.93	#0406248IN JAN31 STN69 FUEL	0012042254 53201
TOTAL FOR CHECK AP 00014155:			12,743.24		
CITY OF PUYALLUP (CITYPUYA)					
	71-230203	02/03/2023	147.02	#050094001 WATER CHG 71	0017012250 54711
	71-230203	02/03/2023	647.10	#050094001 STRM/SWR 71	0017012250 54721
	71-230203	02/03/2023	42.49	#050094001 LANDFILL 71	0017012250 54741
	711-230203	02/03/2023	38.70	#050095001 IRRIGATION 71	0017012250 54711
	AR115056	01/31/2023	2.00	2023 BLDG/EQUIP LEASE	0012042254 54911
TOTAL FOR CHECK AP 00014156:			877.31		
CITY TREASURER (CITYTREA)					
	64-230131	01/31/2023	629.20	#100560576 STN64 ELECTRICITY	0016042250 54731
TOTAL FOR CHECK AP 00014157:			629.20		
DIANNE PORTER (PORT08190)					
	JAN23	02/07/2023	181.25	DPORTER JAN CONSULT FEES	0012002210 54911
TOTAL FOR CHECK AP 00014147:			181.25		
EIGHT TWENTY-EIGHT (EIGHTWEN)					
	1453	02/05/2023	2,000.00	1st half Leadership Assessment	0012032213 54191
TOTAL FOR CHECK AP 00014167:			2,000.00		
ERIC QUINN (ERICQUIN)					
	1243	01/31/2023	500.00	JAN LEGAL Right/First Refusal	0012002210 54151
TOTAL FOR CHECK AP 00014158:			500.00		
EVIDENT, INC (EVIDINC)					
	218007A	01/30/2023	61.29	DFM red evidence tape	0014002230 53141
TOTAL FOR CHECK AP 00014159:			61.29		
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WALA254836	02/03/2023	581.90	RECIPROCATING BLADE, LONG META	0012052218 53198
TOTAL FOR CHECK AP 00014160:			581.90		
GRIMCO INC (GRIMCO)					
	2997332101	02/03/2023	273.15	WSI/HM ORALITE® 5600 Fleet	0013202260 53501
TOTAL FOR CHECK AP 00014162:			273.15		
IMS ALLIANCE (IMSALLI)					
	230203	01/11/2023	17.16	6ea. white tags, text:	0012502210 52010
	230462	02/02/2023	17.16	Tag: MCDOWELL 130100 color whi	0012502210 52010
	230463	02/02/2023	10.56	PP TAGS	0012502210 52010
TOTAL FOR CHECK AP 00014164:			44.88		
IVOX CONSULTING INC. (IVOXCONS)					
	KRBBQ4920	12/31/2022	3,300.00	CP-DELL SERVERS FOR 2ND DATA C	0012109422 56411
TOTAL FOR CHECK AP 00014163:			3,300.00		
KENNETH J. NOLL (KENNOLL)					
	020623	02/06/2023	489.50	02/01/23-04/30/23 ME PREM	0012032213 52009
TOTAL FOR CHECK AP 00014148:			489.50		
KRONOS INCORPORATED (KRONOS)					

Central Pierce Fire and Rescue
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Start Date: 02/09/2023

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	11916669	12/31/2022	88.92	APR'22 TELESTAFF IVR SVC	0013002220 54191
	11931167	12/31/2022	123.59	MAY'22 TELESTAFF IVR SVC	0013002220 54191
	11938249	12/31/2022	134.30	JUN'22 TELESTAFF IVR SVC	0013002220 54191
	11953310	12/31/2022	84.47	JUL'22 TELESTAFF IVR SVC	0013002220 54191
	11959013	12/31/2022	6,923.00	Individaul Kronos user License	0012102215 54813
	11965623	12/31/2022	248.96	AUG'22 TELESTAFF IVR SVC	0013002220 54191
	11980770	12/31/2022	141.52	SEP'22 TELESTAFF IVR SVC	0013002220 54191
	12012501	12/31/2022	137.90	NOV'22 TELESTAFF IVR SVC	0013002220 54191
TOTAL FOR CHECK AP 00014165:			7,882.66		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV671320	01/30/2023	335.78	M22-1 30" MP HALLIGAN	0153409426 56401
	INV671320	01/30/2023	335.78	M22-2 30" MP HALLIGAN	0153409426 56401
	INV671320	01/30/2023	335.79	M22-3 30" MP HALLIGAN	0153409426 56401
	INV671320	01/30/2023	335.79	M22-4 30" MP HALLIGAN	0153409426 56401
	INV671490	01/30/2023	272.80	gloves	0012502210 52010
	INV671490	01/30/2023	16.78	TRANSPORTATION / GLOVES	0012502210 52010
	INV671490	01/30/2023	926.64	SO/HS 993601 CMC 4th Edition	0013302685 53102
	INV671490	01/30/2023	16.77	TRANSPORTATION / BOOKS	0013302685 53102
	INV673258	02/02/2023	64.36	2.5NHMRL CHROME PLUG W/CHAIN	0016502265 53143
	INV674050	02/06/2023	2,108.64	Q2B SIREN (STOCK)	0016502265 53143
TOTAL FOR CHECK AP 00014166:			4,749.13		
LIFE-ASSIST INC (LIFEASSI)					
	1272681	12/02/2022	2,069.40	NALOXONE 2MG 2ML LUER JET	0012052218 53198
	1272681	12/02/2022	154.50	ONDANSETRON VIAL, 4MG 2ML	0012052218 53198
	1272681	12/02/2022	10.50	SYRINGE, 20CC, LUER LOCK (EACH	0012052218 53198
	1272681	12/02/2022	86.00	IV CATHETER, 22GAx1", PROTECTI	0012052218 53198
	1272681	12/02/2022	688.00	IV CATHETER, 18GAx1.25", PROTE	0012052218 53198
	1272681	12/02/2022	688.00	IV CATHETER, 20GAx1.25", PROTE	0012052218 53198
	1272681	12/02/2022	3.50	SUCTION CATHETER, 10FR (EACH)	0012052218 53198
	1272697	12/02/2022	43.30	BANDAGE, CONFORMING 4" STRETCH	0012052218 53198
	1272697	12/02/2022	3,350.60	MEGAMOVER TRANSPORT UNIT (EA)	0012052218 53198
	1272697	12/02/2022	356.40	MASK, NRB (NON-REBREATHER), A	0012052218 53198
	1272697	12/02/2022	102.30	NEBULIZER, MISTY MAX (EACH)	0012052218 53198
	1272697	12/02/2022	1,980.00	SPO2 ADHESIVE SENSOR, NEO/ADLT	0012052218 53198
	1272697	12/02/2022	1,048.30	FILTERLINE SET, ADULT/PEDI (EA	0012052218 53198
	1272697	12/02/2022	9.46	STOPCOCK, 3-WAY	0012052218 53198
	1275850	12/14/2022	283.54	BVM (BAG VALVE MASK), ADULT (E	0012052218 53198
	1276177	12/14/2022	427.80	ROCURONIUM BROMIDE 100MG/10ML	0012052218 53198
	1284341	01/12/2023	1,320.00	GLOVES, NITRILE, X-LARGE (BOX)	0012052218 53198
	1284341	01/12/2023	24.64	NASOPHARYNGEAL AIRWAY, 30FR (E	0012052218 53198
	1284341	01/12/2023	24.64	NASOPHARYNGEAL AIRWAY, 32FR (E	0012052218 53198
	1284341	01/12/2023	24.64	NASOPHARYNGEAL AIRWAY, 34FR (E	0012052218 53198
	1284341	01/12/2023	21.12	ENDO TUBE, CUFFED, 6.0MM (EACH	0012052218 53198
	1284341	01/12/2023	42.24	ENDO TUBE, CUFFED, 7.0MM (EACH	0012052218 53198
	1284341	01/12/2023	21.12	ENDO TUBE, CUFFED, 8.5MM (EACH	0012052218 53198
	1284341	01/12/2023	21.12	ENDO TUBE, CUFFED, 9.0MM (EACH	0012052218 53198

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	1284341	01/12/2023	72.16	ALCOHOL PREP PAD, LARGE (200/B	0012052218	53198
	1284341	01/12/2023	799.26	EMERGENCY CRICOTHYROTOMY KIT (0012052218	53198
	1284341	01/12/2023	36.30	BIO BAG 31"x43" LARGE 5/ROLL	0012052218	53198
	1284341	01/12/2023	103.95	COLLAR, EXTRICATION, ADJUSTABL	0012052218	53198
	1284341	01/12/2023	1,320.00	GLOVES, NITRILE, MEDIUM (BOX)	0012052218	53198
	1284341	01/12/2023	181.50	LANCET (EACH)	0012052218	53198
	1284341	01/12/2023	1,207.14	BLOOD GLUCOSE TEST STRIPS (BOX	0012052218	53198
	1284341	01/12/2023	196.90	CHLORAPREP 1.5ML (EACH)	0012052218	53198
	1284341	01/12/2023	25.30	LARYNGO BLADE, MILLER #2 GREEN	0012052218	53198
	1284341	01/12/2023	7.48	BARBED FITTING, 02 (CHRISTMAS	0012052218	53198
	1284341	01/12/2023	2,285.80	SMART CAPNOLINE, ADULT/INTERME	0012052218	53198
	1284341	01/12/2023	170.83	BP UNIT, ADULT STANDARD (EACH)	0012052218	53198
	1284341	01/12/2023	533.72	RESTRAINTS, WRIST CUFF (PAIR)	0012052218	53198
	1284341	01/12/2023	539.44	RESTRAINTS, ANKLE CUFF (PAIR)	0012052218	53198
	1284393	01/12/2023	337.50	CALCIUM CHLORIDE 1GM, 10ML SYR	0012052218	53198
	1284393	01/12/2023	271.25	SOLU-MEDROL 125MG 2ML SINGLE D	0012052218	53198
	1284393	01/12/2023	145.00	MAGNESIUM SULFATE 5GM 10ML VIA	0012052218	53198
	1284393	01/12/2023	110.10	ATROPINE 1MG 10ML SYRINGE	0012052218	53198
	1284393	01/12/2023	1,379.60	NALOXONE 2MG 2ML LUER JET	0012052218	53198
	1284393	01/12/2023	139.50	AMIODARONE 150MG 3ML VIAL	0012052218	53198
	1284393	01/12/2023	32.00	NEEDLE, HYPODERMIC 18GAx1-1/2"	0012052218	53198
	1284393	01/12/2023	344.00	IV CATHETER, 18GAx1.25", PROTE	0012052218	53198
	1284393	01/12/2023	330.00	IV ADMIN SET, 10 DROP (EACH)	0012052218	53198
	1284393	01/12/2023	777.50	EXTENSION SET REMOVE CLAVE 7"	0012052218	53198
	1284393	01/12/2023	102.00	SUCTION HANDLE, YANKAUER WO TU	0012052218	53198
	1284393	01/12/2023	61.56	SODIUM CHLORIDE, 500ML BOTTLE	0012052218	53198
	1284393	01/12/2023	173.04	SODIUM CHLORIDE, INJECTION, 25	0012052218	53198
	1284393	01/12/2023	688.00	IV CATHETER, 20GAx1.25", PROTE	0012052218	53198
	1284393	01/12/2023	1,894.00	DEXTROSE 50% 25GM 50ML SYRINGE	0012052218	53198
	1284393	01/12/2023	121.00	SODIUM CHLORIDE .09% 100ML BAG	0012052218	53198
	1287800	01/24/2023	732.60	MAD DEVICE W/O SYRINGE (EACH)	0012052218	53198
	1287800	01/24/2023	567.07	BVM (BAG VALVE MASK), ADULT (E	0012052218	53198
	1287800	01/24/2023	158.40	SPIT SOCK HOOD (EACH)	0012052218	53198
	1287800	01/24/2023	76.43	BANDAGE, COBAN WRAP 2" (EACH)	0012052218	53198
	1287800	01/24/2023	15.40	BIO BAG 12"x15" SMALL 5/ROLL	0012052218	53198
	1290693	02/02/2023	66.55	ET TUBE HOLDER, ADULT (EACH)	0012052218	53198
	1290693	02/02/2023	158.40	I-GEL AIRWAY, 1 INFANT /EA	0012052218	53198
	1290693	02/02/2023	316.80	I-GEL/KING AIRWAY, 5 ADULT (EA	0012052218	53198
	1290693	02/02/2023	17.66	ENDO TUBE, UNCUFFED, 3.0MM (EA	0012052218	53198
	1290693	02/02/2023	17.66	ENDO TUBE, UNCUFFED, 4.0MM	0012052218	53198
	1290693	02/02/2023	42.24	ENDO TUBE, CUFFED, 7.5MM (EACH	0012052218	53198
	1290693	02/02/2023	72.16	ALCOHOL PREP PAD, LARGE (200/B	0012052218	53198
	1290693	02/02/2023	31.68	BANDAGE, CONFORMING 2" STRETCH	0012052218	53198
	1290693	02/02/2023	43.30	BANDAGE, CONFORMING 4" STRETCH	0012052218	53198
	1290693	02/02/2023	207.90	COLLAR, EXTRICATION, ADJUSTABL	0012052218	53198
	1290693	02/02/2023	144.10	EKG PAPER, LIFE-PAK LP12 & LP1	0012052218	53198
	1290693	02/02/2023	417.56	ELECTRODE, PHYSIO QUICK-COMBO,	0012052218	53198

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	1290693	02/02/2023	4,620.00	GLOVES, NITRILE, LARGE (BOX)	0012052218	53198
	1290693	02/02/2023	30.14	ASPIRIN, CHEWABLE, 81MG	0012052218	53198
	1290693	02/02/2023	1,262.80	02 MAX BITRAC ED DISPOSABLE CP	0012052218	53198
	1290693	02/02/2023	45.65	SUCTION TUBING, 3/16" (EACH)	0012052218	53198
	1290693	02/02/2023	14.41	NASO-GASTRIC TUBE, 16FR (EACH)	0012052218	53198
	1290693	02/02/2023	51.15	NEBULIZER, MISTY MAX (EACH)	0012052218	53198
	1290693	02/02/2023	419.76	EMESIS BAG, W/HOOK BIOHOOP (12	0012052218	53198
	1290693	02/02/2023	8.58	URINAL, MALE, WITH LID (EACH)	0012052218	53198
	1290693	02/02/2023	1,650.00	SPO2 ADHESIVE SENSOR, NEO/ADLT	0012052218	53198
	1290693	02/02/2023	128.50	CAPNOLINE, PEDI (CANNULA) (EAC	0012052218	53198
	1290693	02/02/2023	2,285.80	SMART CAPNOLINE, ADULT/INTERME	0012052218	53198
	1290693	02/02/2023	119.36	TOURNIQUET, LATEX FREE (ROLL/I	0012052218	53198
	1290693	02/02/2023	1,012.00	ELECTRODES, BLUE SENSOR, ADULT	0012052218	53198
	1290741	02/02/2023	271.25	SOLU-MEDROL 125MG 2ML SINGLE D	0012052218	53198
	1290741	02/02/2023	58.44	OXYMETAZOLINE .05% 15ML SPRAY	0012052218	53198
	1290741	02/02/2023	247.60	ADENOCARD 6MG/2ML ANSYR SYRING	0012052218	53198
	1290741	02/02/2023	307.70	SODIUM CHLORIDE 0.9% 10ML FLUS	0012052218	53198
	1290741	02/02/2023	968.00	EPINEPHRINE 1:10,000 1MG 10ML	0012052218	53198
	1290741	02/02/2023	2,069.40	NALOXONE 2MG 2ML LUER JET	0012052218	53198
	1290741	02/02/2023	16.34	SYRINGE, 10CC, LUER LOCK (EACH	0012052218	53198
	1290741	02/02/2023	24.00	SYRINGE, 3CC, LUER LOCK (EACH)	0012052218	53198
	1290741	02/02/2023	688.00	IV CATHETER, 18GAx1.25", PROTE	0012052218	53198
	1290741	02/02/2023	330.00	IV ADMIN SET, 10 DROP (EACH)	0012052218	53198
	1290741	02/02/2023	1,555.00	EXTENSION SET REMOVE CLAVE 7"	0012052218	53198
	1290741	02/02/2023	3.50	SUCTION CATHETER, 12FR (EACH)	0012052218	53198
	1290741	02/02/2023	3.50	SUCTION CATHETER, 18FR (EACH)	0012052218	53198
	1290741	02/02/2023	55.00	IV ADMIN SET, 10 DROP (EACH)	0012052218	53198
	1290837	02/03/2023	2.66	SYRINGE, 10CC, LUER LOCK (EACH	0012052218	53198
TOTAL FOR CHECK AP 00014168:			48,521.40			
LOWE'S COMPANIES (LOWECOMP)						
	57055	02/01/2023	208.12	WATER, FLAT CAPS (CASE/24)	0012052218	53198
	81985	02/01/2023	208.12	WATER, FLAT CAPS (CASE/24)	0012052218	53198
	82294	02/02/2023	15.84	L12-1 STAKE smooth steel	0012042254	53501
	82294	02/02/2023	12.14	L12-1 PVC 3/4" x 2ft schedule	0012042254	53501
TOTAL FOR CHECK AP 00014169:			444.22			
MALLORY COMPANY (MALLCOMP)						
	5540082	01/25/2023	4,213.00	SCBA - G-1 SCBA masks - p/n	0012502210	53147
TOTAL FOR CHECK AP 00014170:			4,213.00			
MEDIA DEFINED INC. (MEDIDEFI)						
	3857	12/31/2022	1,055.00	NETEXAM LMS CONTRACT 22-'23	0012302240	54911
TOTAL FOR CHECK AP 00014171:			1,055.00			
MES NORTHWEST (MESNORT)						
	IN1819444	01/20/2023	2,950.75	72534-Fire Navy-	0012042254	52014
	IN1819444	01/20/2023	36.32	SHIIPING / SHIRTS	0012042254	52014
TOTAL FOR CHECK AP 00014172:			2,987.07			

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MICHAEL'S CUSTOM UPHOLSTERY (MICHCUST)					
	157803	02/01/2023	272.53	L12-1 SEAT CUSHION/SEAT SENSOR	0016502265 54820
TOTAL FOR CHECK AP 00014173:			272.53		
MOUNTAIN MIST WATER (MOUNMIST)					
	005222412	02/08/2023	114.85	WATER, 5 GALLON BOTTLE (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00014174:			114.85		
NATIONAL TESTING NETWORK INC (NATITEST)					
	11825	01/20/2023	585.00	Help Desk Supervisor Backgroun	0012032213 54191
TOTAL FOR CHECK AP 00014175:			585.00		
NOAH TCHOBANOFF (TCHO01310)					
	0136123	01/26/2023	37.39	STN69 SMOKER COVER	0016092250 53141
	020423	01/31/2023	36.29	STN69 BBQ COVER	0016092250 53141
TOTAL FOR CHECK AP 00014149:			73.68		
NW SAFETY CLEAN (NWSAFECL)					
	2334411	01/30/2023	783.86	SR71P 5GAL	0012502210 54814
	2334468	02/03/2023	682.88	64 CR PPE 37071	0012502210 54814
	2334469	02/03/2023	111.43	CS CR PPE 37077	0012502210 54814
	2334470	02/03/2023	1,181.68	60 CR PPE 37109	0012502210 54814
	2334471	02/03/2023	42.85	CS CR PPE 37110	0012502210 54814
	2334522	02/09/2023	1,413.20	hose straps	0012352240 53501
TOTAL FOR CHECK AP 00014176:			4,215.90		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	3871133M	08/29/2022	71.23	LP15 4 LEAD CABLE	1013402680 53501
	4005227M	01/04/2023	3,298.68	2023 PROCARE MAINTENANCE, YR 5	1013402680 54813
	46515	01/09/2023	70.13	BLACK SNAP BACK HATS	0012042254 52011
	46515	01/09/2023	18.75	. L/XL HATS	0012042254 52011
TOTAL FOR CHECK AP 00014154:			3,458.79		
PROXY NETWORKS (PROXNETW)					
	IN2301021	01/13/2023	1,758.91	CP-SERVER MAINTENANCE & SUPPOR	0012102215 54813
	IN2301021	01/13/2023	879.50	CP-ADMIN ACCOUNT MAINT & SUPPO	0012102215 54813
	IN2301021	01/13/2023	2,110.88	CP-WEB ACCOUNTS MAINT & SUPPOR	0012102215 54813
	IN2301021	01/13/2023	(474.93)	CP-GOVERNMENT DISCOUNT	0012102215 54813
TOTAL FOR CHECK AP 00014177:			4,274.36		
RANDAL GROAT (GROA07250)					
	012823	01/28/2023	40.04	02/03/23-03/02/23 CPFR COMCAST	0016002250 54191
	122822	12/28/2022	32.59	01/03/23-02/02/23 CPFR COMCAST	0016002250 54191
TOTAL FOR CHECK AP 00014150:			72.63		
RESCUE SOURCE GEAR (RESCSOUR)					
	13078902	02/01/2023	3,300.00	SO HE7956 PRINCETON TEC VIZZ	0012502210 53501
	13087602	02/02/2023	330.00	SO/HS CYALUME SNAP LIGHT 6 INC	0012502210 53141
TOTAL FOR CHECK AP 00014178:			3,630.00		
SCHNEIDER-SIMPSON (SCHNSIMP)					
	89553	01/24/2023	60.67	M13-2 ALUM BRACKET DUPLICATION	0016502265 54820
TOTAL FOR CHECK AP 00014179:			60.67		

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SEA-WESTERN INC (SEAWESTE)					
	INV21210	01/31/2023	11,797.50	duty boots haix	0012042254 52011
	INV21210	01/31/2023	143.00	SHIPPING / BOOTS	0012042254 52011
TOTAL FOR CHECK AP 00014180:			11,940.50		
SITECRAFTING INC (SITECRAFT)					
	41414	02/01/2023	348.00	FEB Sitecrafting	0014002230 54191
TOTAL FOR CHECK AP 00014181:			348.00		
STANDARD PARTS CORP (STANPART)					
	154313	01/17/2023	(47.41)	PIGTAILS RETURNED	0016502265 53143
	156130	01/27/2023	186.89	STA. 68 DEF	0012042254 53201
	157273	02/03/2023	31.77	M17-2/STOCK, RADIATOR CAP	0016502265 53143
	157275	02/03/2023	280.34	STA. 60, DEF ORDER	0012042254 53201
	157342	02/03/2023	(15.88)	RADIATOR CAP (DEFECTIVE)	0016502265 53143
	157611	02/06/2023	224.27	STN69 DEF FLUID (12)	0012042254 53201
	157650	02/06/2023	48.60	SO19-1 UJOINT STRAP KIT	0016502265 53143
	157865	02/07/2023	224.27	STN67 DEF STOCK (12 CASES)	0012042254 53201
	158019	02/07/2023	36.04	PS FILTER PN 7191 (2) STOCK	0016502265 53143
	158086	02/08/2023	373.78	STN72 DEF STOCK (20 CASES)	0012042254 53201
	158115	02/08/2023	107.24	652 ENG HEATER, & PWR CORD	0016502265 53143
	437353	01/11/2023	93.45	STN73 DEF STOCK (5) CASES	0012042254 53201
TOTAL FOR CHECK AP 00014182:			1,543.36		
STAPLES, INC. (STAPINC)					
	3528310244	01/20/2023	36.87	HR Pilot FriXion Ball Clicker	0012032213 53101
	3528310244	01/20/2023	36.52	GLASS CLEANER, FOAMING (EACH)	0012052218 53198
	3528310244	01/20/2023	92.99	FEBREZE (EACH)	0012052218 53198
	3528310244	01/20/2023	43.36	DUST MOP HEAD, 36"x5" (EACH)	0012052218 53198
	3528310244	01/20/2023	35.55	AEROSOL AIR FRESHENER (EACH)	0012052218 53198
	3528310244	01/20/2023	111.45	SQUEEGEE, FLOOR FOAM RUBBER (E	0012052218 53198
	3528310244	01/20/2023	35.08	MARKER, SHARPIE PERMANENT, FIN	0012052218 53198
	3528310244	01/20/2023	20.46	DRY ERASE BOARD CLEANER (EACH)	0012052218 53198
	3528310244	01/20/2023	51.57	LABEL MAKER TAPE, BRT TZ231, B	0012052218 53198
TOTAL FOR CHECK AP 00014183:			463.85		
STRYKER MEDICAL (STRYMEDI)					
	3871133M	08/29/2022	712.30	LP15 4 LEAD CABLE	1013402680 53501
	4005227M	01/04/2023	32,986.80	2023 PROCARE MAINTENANCE, YR 5	1013402680 54813
	4035330M	01/30/2023	4,205.71	SMART BATTERY PACKS (3)	1013402680 53141
TOTAL FOR CHECK AP 00014184:			37,904.81		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10017277600	02/06/2023	104.66	DEBURING DISCS SHOP SUPPLIES	0016502265 53141
	10017421500	02/08/2023	51.01	1/2" BRASS FITTINGS (5) SS	0016502265 53143
TOTAL FOR CHECK AP 00014185:			155.67		
TAHPI INC (TAHPIINC)					
	2549	02/01/2023	3,020.83	FEB TACTICAL ATHLETE CONTRCT	0012502210 54911
TOTAL FOR CHECK AP 00014186:			3,020.83		
TARGETSAFETY.COM (TARSAFE)					

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	INV63864	01/11/2023	28,738.04	2023 Vector Scheduling	0012102215 54813
TOTAL FOR CHECK AP 00014187:			28,738.04		
TOUCHPRASE DEVELOPMENT LLC (JULOTA)					
	221026	12/31/2022	18,876.97	JULOTA SOFTWARE AND SUPPORT	1013402680 54813
TOTAL FOR CHECK AP 00014188:			18,876.97		
UNIFIRST CORPORATION (UNIFIRST)					
	3301943286	02/08/2023	154.80	FEB08 SHOP UNIFORMS/RUGS	0016502265 54931
TOTAL FOR CHECK AP 00014189:			154.80		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.221228.A	12/31/2022	98.93	ARMORY BATHROOMS	0012042254 53146
	PC.000.230128.9	02/04/2023	58.81	STN 72 WASHER BEZEL	0012042254 53142
	PC.000.230128.9	02/04/2023	381.16	STN 68 CASCADE HOSES, FITTINGS	0012042254 53142
	PC.000.230128.9	02/04/2023	36.96	STN 62 CONNECTORS/CLAMPS	0012042254 53146
	PC.000.230128.A	02/09/2023	29.99	TNT ADMIN SUBSCRIPTION JAN 23	0012002210 54902
	PC.000.230128.A	02/09/2023	45.06	DROP CHARGER CORD	0012042254 53146
	PC.000.230128.A	02/09/2023	47.28	DOOR BATTERIES ALL STATIONS	0012042254 53146
	PC.000.230128.A	02/09/2023	155.07	Poker Schedules	0012302240 53101
	PC.000.230128.A	02/09/2023	766.14	ROSS LODGING PROBOARD CONF	0012302240 54311
	PC.000.230128.A	02/09/2023	725.00	KNIGHTON LIVE FIRE REGISTRATIO	0012302240 54921
	PC.000.230228.1	02/09/2023	2.74	MOUSE TRAPS FOR HOSE SHED	0012042254 53141
	PC.204.221128.2	12/31/2022	28.20	EE RMB'D DISTRICT	0012042254 53171
	PC.204.221128.2	12/31/2022	70.00	EE RMB'D DISTRICT	0012042254 53171
	PC.204.221228.3	12/31/2022	51.24	EE RMB'D DISTRICCT	0012042254 53171
	PC.204.230228.1	02/09/2023	393.80	65 shelving	0012042254 53501
	PC.230.230228.1	02/09/2023	107.05	IT ORAL BOARD LUNCH	0012032213 53171
	PC.230.230228.1	02/09/2023	229.00	SHRM ANNUAL MEMBERSHIP 2023	0012032213 54901
	PC.250.230128.1	02/09/2023	1,028.30	Receipt for hotel accommodatio	0012502210 54311
	PC.650.230128.6	02/04/2023	181.76	GARNER PLANNING FOOD	0012002210 53171
TOTAL FOR CHECK AP 00014190:			4,436.49		
VALLEY FREIGHTLINER INC (VALLFREI)					
	PC30150726301	02/03/2023	565.88	DRIVERS COMPLETE SEAT	0016502265 53143
	PC30158599701	12/30/2022	28.94	DRAIN PLUGS (3)	0016502265 53143
	PC30159354101	01/31/2023	132.67	HOSE, LOWER COOL	0016502265 53143
	PC30159434701	02/02/2023	49.10	E03-1 CROSSOVER HOSE	0016502265 53143
	PC30159455402	02/06/2023	226.75	M15-1 LEVELING VALVE S46400244	0016502265 53143
TOTAL FOR CHECK AP 00014161:			1,003.34		
WILLIS-KNIGHTON WORK KARE (WORKKARE)					
	554019	12/31/2022	615.00	NEW HIRE PHYSICAL - DEC	0012352240 54171
TOTAL FOR CHECK AP 00014191:			615.00		
REPORT TOTAL:			225,372.96		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
AP EFT 00014192	RICEFERG	Rice Fergus Miller Inc	02/16/23	10,196.58	MW	CX			
AP EFT 00014193	USBANKBU	US Bank Business Card	02/16/23	600.00	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	10,796.58	Number of EFTs Processed:	2
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 10,796.58

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RICE FERGUS MILLER (RICEFERG)						
	202008906008	12/31/2022	8,621.58	FIRE STATION 60 TRAINING CAMPU	3012309422	56242
	202008906009	12/31/2022	1,575.00	DEC STN 60 TRNG CAMP	3012309422	56242
TOTAL FOR CHECK AP 00014192:			10,196.58			
US BANK BUSINESS CARD (USBANKBU)						
	PC.201.230128.1	02/16/2023	600.00	STA62 PERMIT 1003646	3016029422	56210
TOTAL FOR CHECK AP 00014193:			600.00			
REPORT TOTAL:			10,796.58			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
AP EFT 00014194	ACRACBSB	ACRAnet CBS Branch Inc	02/16/23	80.00	MW	CX		
AP EFT 00014195	ADOBEINC	ADOBE INC	02/16/23	859.10	MW	CX		
AP EFT 00014196	AMAZON	AMAZON CAPITAL SERVICES	02/16/23	174.43	MW	CX		
AP EFT 00014197	BOUNTREE	Bound Tree Medical LLC	02/16/23	219.00	MW	CX		
AP EFT 00014198	CASCAFIRE	CASCADE FIRE & SAFETY	02/16/23	449.82	MW	CX		
AP EFT 00014199	CPFREFT	Central Pierce Fire & Rescu	02/16/23	463.02	MW	CX		
AP EFT 00014200	CHRIINC	CHRISTENSEN INC	02/16/23	18,443.53	MW	CX		
AP EFT 00014201	CITYTREA	CITY OF TACOMA	02/16/23	2,294.45	MW	CX		
AP EFT 00014202	EFAXCORP	EFAX CORPORATE	02/16/23	227.59	MW	CX		
AP EFT 00014203	OPERIQ	EMS TECHNOLOGY SOLUTIONS LL	02/16/23	3,529.60	MW	CX		
AP EFT 00014204	VALLFREI	FREIGHTLINER NORTHWEST	02/16/23	1,783.79	MW	CX		
AP EFT 00014205	GRAPMARK	GRAPHIC MARKING SYSTEMS	02/16/23	1,789.05	MW	CX		
AP EFT 00014206	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	02/16/23	1,178.99	MW	CX		
AP EFT 00014207	INNOCONT	INNOVATIVE CONTROLS	02/16/23	90.12	MW	CX		
AP EFT 00014208	INTTERRA	INTTERRA INC	02/16/23	22,539.00	MW	CX		
AP EFT 00014209	IMSALLI	JUSTICE FAMILY ENTERPRISES	02/16/23	1,486.60	MW	CX		
AP EFT 00014210	LNCURTIS	L.N. Curtis and Sons	02/16/23	11,598.09	MW	CX		
AP EFT 00014211	EIGHTWEN	LAWRENCE GARRETT	02/16/23	10,000.00	MW	CX		
AP EFT 00014212	LIFEASSI	Life-Assist Inc	02/16/23	3,869.47	MW	CX		
AP EFT 00014213	LOWECOMP	Lowe's Companies	02/16/23	123.48	MW	CX		
AP EFT 00014214	MALLCOMP	Mallory Safety and Supply L	02/16/23	2,213.65	MW	CX		
AP EFT 00014215	MITECLOU	MITEL CLOUD SERVICES INC	02/16/23	10,587.41	MW	CX		
AP EFT 00014216	MONAMEDI	MONARCH MEDIA LLC	02/16/23	2,538.00	MW	CX		
AP EFT 00014217	MULTWORK	MULTICARE CENTERS OF	02/16/23	25,991.00	MW	CX		
AP EFT 00014218	OREIAUTO	O'REILLY AUTO PARTS	02/16/23	234.06	MW	CX		
AP EFT 00014219	RESCSOUR	RESCUE SOURCE GEAR	02/16/23	17,817.73	MW	CX		
AP EFT 00014220	SETCCO	RUGGED SOLUTIONS AMERICA LL	02/16/23	184.89	MW	CX		
AP EFT 00014221	SEAWESTE	Sea-Western Inc	02/16/23	2,558.38	MW	CX		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
AP EFT 00014222	SECUPACI	SECURE PACIFIC CORPORATION	02/16/23	484.02	MW	CX		
AP EFT 00014223	STANPART	Standard Parts Corp	02/16/23	1,916.71	MW	CX		
AP EFT 00014224	STATAUDI	State Auditor's Office	02/16/23	8,902.95	MW	CX		
AP EFT 00014225	STRYMEDI	STRYKER SALES CORPORATION	02/16/23	202.13	MW	CX		
AP EFT 00014226	TACOSCRE	Tacoma Screw Products Inc	02/16/23	539.58	MW	CX		
AP EFT 00014227	RESPWIPE	TONYA HERBERT	02/16/23	716.00	MW	CX		
AP EFT 00014228	UNIFIRST	UNIFIRST CORPORATION	02/16/23	164.26	MW	CX		
AP EFT 00014229	USBANKBU	US Bank Business Card	02/16/23	19,411.03	MW	CX		
AP EFT 00014230	ROSE10280	ADAM ROSEN LUND	02/16/23	757.68	MW	CX		
AP EFT 00014231	PARA08030	ARIEL PARAMAPOONYA	02/16/23	200.44	MW	CX		
AP EFT 00014232	BENN09190	DALE BENNING	02/16/23	150.00	MW	CX		
AP EFT 00014233	DAVICLAR	David Clark Company Inc	02/16/23	100.50	MW	CX		
AP EFT 00014234	MORR06170	DUSTIN MORROW	02/16/23	150.00	MW	CX		
AP EFT 00014235	STUE06060	Eric Stueve	02/16/23	150.00	MW	CX		
AP EFT 00014236	FHGGRAPH	FHG GRAPHICS & DESIGN	02/16/23	4,151.40	MW	CX		
AP EFT 00014237	HRAVEBA	HRA VEBA TRUST	02/16/23	4,375.72	MW	CX		
AP EFT 00014238	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	02/16/23	60,571.19	MW	CX		
AP EFT 00014239	SCHW11090	SUZI WASHO	02/16/23	150.00	MW	CX		
AP EFT 00014240	TERRIRWI	Terrence Irwin	02/16/23	2,041.20	MW	CX		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====									
S U B T O T A L S:									
		Total Void Machine Written		0.00		Number of Checks Processed:		0	
		Total Void Hand Written		0.00		Number of Checks Processed:		0	
		Total Machine Written		0.00		Number of Checks Processed:		0	
		Total Hand Written		0.00		Number of Checks Processed:		0	
		Total Reversals		0.00		Number of Checks Processed:		0	
		Total Cancelled		0.00		Number of Checks Processed:		0	
		Total EFTs		248,459.06		Number of EFTs Processed:		47	
		Total EPAYs		0.00		Number of EPAYs Processed:		0	
		S U B T O T A L		248,459.06					

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ACRANET CBS BRANCH INC (ACRACBSB)					
	22355	01/31/2023	80.00	BACKGROUND CHECK - NOBLE & COR	0012032213 54191
TOTAL FOR CHECK AP 00014194:			80.00		
ADAM ROSEN LUND (ROSE10280)					
	20233862	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
	20233862	02/15/2023	607.68	NW LEADERSHIP SEMINAR LODGING	0012302240 54311
TOTAL FOR CHECK AP 00014230:			757.68		
ADOBE INC (ADOBEINC)					
	2376802313	02/09/2023	141.26	CP-ADOBE DC PRO-FOR BRENDON RE	0016502265 54902
	2376812226	02/09/2023	717.84	GFR-ADOBE CRTIVE CLD LIC-BRIAN	0012202215 53401
TOTAL FOR CHECK AP 00014195:			859.10		
AMAZON CAPITAL SERVICES (AMAZON)					
	17XHL4Q44C9Y	02/08/2023	46.03	BAR AND CHAIN OIL (EACH)	0012052218 53198
	17XHL4Q44C9Y	02/08/2023	105.57	68 Sunlite 03663 MH400/U/MOG M	0016082250 53141
	1ML7QKNCIR7	02/13/2023	34.09	WSI/SHOP TransferRite Applicat	0016502265 53141
	1QN66WWGG4	02/16/2023	(303.83)	67 EGO Power+ LB6504 650 CFM	0016072250 53501
	1WPNPNYVDPP	02/15/2023	41.77	STN 68 COMPRESSOR HEAD GASKET	0012042254 53142
	1WPNPNYVDPP	02/15/2023	250.80	STN 68,61 COMPRESSOR PRESSURE	0012042254 53142
TOTAL FOR CHECK AP 00014196:			174.43		
ARIEL PARAMAPOONYA (PARA08030)					
	020823	01/19/2023	50.44	MILEAGE REIMB PKTS JAN5-JAN19	0012002210 54331
	20233815	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
TOTAL FOR CHECK AP 00014231:			200.44		
BOUND TREE PARR LLC (BOUNTREE)					
	84859553	02/14/2023	219.00	C4 Midazolam 5mg, 5ml vial 10/	1013402680 53151
TOTAL FOR CHECK AP 00014197:			219.00		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	162562	02/06/2023	449.82	PN 076626V027 MOMENTARY SWITCH	0016502265 53143
TOTAL FOR CHECK AP 00014198:			449.82		
CHRISTENSEN INC (CHRIINC)					
	0406588IN	02/01/2023	4,803.54	#0406588 JAN23 STN66 FUEL	0012042254 53201
	0407565IN	02/03/2023	2,348.48	#0407565 JAN23 STN 71 FUEL	0012042254 53201
	0408092IN	02/06/2023	4,668.92	#0408092 STN72 FUEL	0012042254 53201
	0408096IN	02/06/2023	2,292.64	#0408096 STN69 FUEL	0012042254 53201
	0409069IN	02/08/2023	1,541.62	#0409069 STN61 FUEL CHG	0012042254 53201
	0409605IN	02/09/2023	1,960.39	#0409605 STN67 FUEL CHG	0012042254 53201
	0409631IN	02/09/2023	827.94	#0409631 STN64 FUEL CHG	0012042254 53201
TOTAL FOR CHECK AP 00014200:			18,443.53		
CITY TREASURER (CITYTREA)					
	63-230201A	02/01/2023	3.00	#101079231 LATE FEE	0012012211 54912
	63-230201A	02/01/2023	219.25	#101079231 STN63 WATER	0016032250 54711
	67-230213	02/13/2023	3.00	LATE FEE	0012012211 54914
	67-230213	02/13/2023	1,077.13	#100808872 STN67 ELECTRIC CHG	0016072250 54731
	67T-230214	02/14/2023	411.06	#100560648 STN67T ELECTRIC	0016472250 54731
	TC-230210	02/10/2023	581.01	#100808871 TC ELECTRICITY	0016172250 54731

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TOTAL FOR CHECK AP 00014201:			2,294.45		
DALE BENNING (BENN09190)					
20233823	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240	54301
TOTAL FOR CHECK AP 00014232:			150.00		
DAVID CLARK COMPANY INC (DAVICLAR)					
RINV756240	02/10/2023	50.25	E21-1 DC HEADSET MODEL H3442	0016502265	54820
RINV756259	02/14/2023	50.25	E21-3 DC HEADSET MODEL 3442 ST	0016502265	54820
TOTAL FOR CHECK AP 00014233:			100.50		
DUSTIN MORROW (MORR06170)					
20233809	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240	54301
TOTAL FOR CHECK AP 00014234:			150.00		
EFAX CORPORATE (EFAXCORP)					
4388230	01/31/2023	227.59	JAN'23 MONTHLY EFAX SVCS	0012102215	54813
TOTAL FOR CHECK AP 00014202:			227.59		
EIGHT TWENTY-EIGHT (EIGHTWEN)					
1418	01/10/2023	5,000.00	EIGHT TWENTY EIGHT - FEB	0012032213	54191
1419	02/13/2023	5,000.00	EIGHT TWENTY EIGHT - DEI	0012032213	54191
TOTAL FOR CHECK AP 00014211:			10,000.00		
EMS TECHNOLOGY SOLUTIONS LLC (OPERIQ)					
47991	12/31/2022	3,529.60	RFID HEAT SEALABLE TAGS (2K)	0012042254	53141
TOTAL FOR CHECK AP 00014203:			3,529.60		
ERIC STUEVE (STUE06060)					
20233854	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240	54301
TOTAL FOR CHECK AP 00014235:			150.00		
FHG GRAPHICS & DESIGN (FHGGRAPH)					
000760	12/14/2022	1,607.65	BLUE SHORTS	0012042254	52014
000760	12/14/2022	451.00	BLUE SHORTS	0012042254	52014
000760	12/14/2022	156.75	BLACK T-SHIRTS	0012042254	52014
000772	02/13/2023	1,936.00	tee-shirts for screening	0012042254	52014
TOTAL FOR CHECK AP 00014236:			4,151.40		
GRAPHIC MARKING SYSTEMS (GRAPMARK)					
INV106849	02/01/2023	1,789.05	WSI GB2750 Glo Brite 5 minute	0013002220	53141
TOTAL FOR CHECK AP 00014205:			1,789.05		
HRA VEBA TRUST (HRAVEBA)					
021323	02/13/2023	4,375.72	MAR 2023 LEOFF 2 VEBA	0012032213	52016
TOTAL FOR CHECK AP 00014237:			4,375.72		
HUGHES FIRE EQUIPMENT INC (HUGHFIRE)					
588287	02/15/2023	1,178.99	PIVOT CASTING PIN, CAB	0016502265	53143
TOTAL FOR CHECK AP 00014206:			1,178.99		
IMS ALLIANCE (IMSALLI)					
230272	02/17/2023	131.67	HELMET SHIELDS	0012502210	52010
230272	02/17/2023	12.93	SHIPPING / TAGS	0012502210	52010
230497	02/06/2023	1,342.00	PPE DECON RESCUE WIPES (PKG)	0012052218	53198
TOTAL FOR CHECK AP 00014209:			1,486.60		

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INNOVATIVE CONTROLS (INNOCONT)						
	811775	01/31/2023	90.12	IC-3006661-1 STEP LIGHT	0016502265	53143
TOTAL FOR CHECK AP 00014207:			90.12			
INTTERRA INC (INTTERRA)						
	1127	01/26/2023	14,490.00	2023 CAD REPORTING YR 2	0013002220	54813
	1127	01/26/2023	8,049.00	2023 CAD REPORTING ADD ON YR 2	0013002220	54813
TOTAL FOR CHECK AP 00014208:			22,539.00			
L.N. CURTIS AND SONS (LNCURTIS)						
	INV631935	09/15/2022	579.75	DUP CHG / SEE CREDIT CM35086	0012052218	53141
	INV672494	01/31/2023	896.60	SO/HS NRS Utility Gloves	0012502210	52010
	INV672494	01/31/2023	784.05	SO/HS PN# 25032.02	0012502210	52010
	INV672494	01/31/2023	75.25	TRANSPORTATION / PPE	0012502210	52010
	INV672494	01/31/2023	1,815.66	SO/HS THROW BAG PN# 45108.02	0012502210	53501
	INV672494	01/31/2023	1,690.98	SO/HS Green Pilot Knife	0012502210	53501
	INV672494	01/31/2023	634.92	SO/HS Pelican 2130 Mini Flashe	0012502210	53501
	INV672494	01/31/2023	403.48	SO/HS Fox 40 Epik CMG Whistle	0012502210	53501
	INV672494	01/31/2023	1,622.39	SO/HS NRS Tow Tether with Cara	0012502210	53501
	INV673117	02/02/2023	106.04	E22-2 701121 All Purpose Tote	0153009422	56401
	INV673868	02/03/2023	1,100.00	SO/HS PN# 15045.02.100	0012502210	52010
	INV674466	02/07/2023	1,729.20	SO/HS PN# 45108.02	0012502210	53501
	INV675509	02/09/2023	159.77	LOG RUG 14VHR320RGOS14V 3'X20'	0012042254	53501
TOTAL FOR CHECK AP 00014210:			11,598.09			
LIFE-ASSIST INC (LIFEASSI)						
	1290814	02/03/2023	163.55	CAPNOLINE, PEDI (CANNULA) (EAC	0012052218	53198
	1291480	02/06/2023	89.21	BP UNIT, ADULT STANDARD (EACH)	0012052218	53198
	1291480	02/06/2023	245.17	ACADEMY Multikuf 3-Cuff Blood	0012352240	53501
	1291678	02/07/2023	344.00	IV CATHETER, 20GAx1.25", PROTE	0012052218	53198
	1292397	02/08/2023	122.58	LOG MULTICUFF 3	1013402680	53501
	1292775	02/09/2023	2,069.40	NALOXONE 2MG 2ML LUER JET	0012052218	53198
	1292775	02/09/2023	30.36	IPRATROPIUM BROMIDE 2.5ML	0012052218	53198
	1292775	02/09/2023	35.75	IV ADMIN SET, 60 DROP (EACH)	0012052218	53198
	1292798	02/09/2023	56.10	Economy Ring Cutter	0012052218	53198
	1292798	02/09/2023	434.50	SHARPS CONTAINER, SAGE FLIP-LI	0012052218	53198
	1292798	02/09/2023	47.85	NASAL CANNULA, NON-FLARED, ADUL	0012052218	53198
	1292798	02/09/2023	231.00	BVM FILTER	0012052218	53198
TOTAL FOR CHECK AP 00014212:			3,869.47			
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)						
	021323	02/13/2023	4,014.99	MAR 2023 LEOFF 1 PREMIUMS	0012032213	52009
	021323	02/13/2023	56,556.20	MAR 2023 LEOFF 2 VEBA	0012032213	52016
TOTAL FOR CHECK AP 00014238:			60,571.19			
LOWE'S COMPANIES (LOWECOMP)						
	01108	02/15/2023	(194.37)	CREDIT RETURN / INV 01105	0012052218	53141
	60041	02/15/2023	109.73	LOG Werner NXT1A Fiberglass 6-	0012042254	53501
	89992	02/15/2023	208.12	WATER, FLAT CAPS (CASE/24)	0012052218	53198
TOTAL FOR CHECK AP 00014213:			123.48			

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MALLORY COMPANY (MALLCOMP)					
	5550683	02/08/2023	27.51	SCBA Back-up O-ring 2-010 - p/	0012502210 53147
	5553099	02/13/2023	2,186.14	SCBA med. - Advantage 300 full	0012502210 53147
TOTAL FOR CHECK AP 00014214:			2,213.65		
MITEL CLOUD SERVICES INC (MITECLOU)					
	42621645	02/01/2023	4,132.15	CP-FEB COMM CONNECTION	0012102215 54202
	42621645	02/01/2023	3,331.09	GH-FEB COMM CONNECTION	0012182215 54202
	42621645	02/01/2023	2,268.93	GFR-FEB COMM CONNECTION	0012202215 54202
	42621645	02/01/2023	855.24	KP FEB COMM CONNECTIONS	0012222215 54202
TOTAL FOR CHECK AP 00014215:			10,587.41		
MONARCH MEDIA LLC (MONAMEDI)					
	1010	02/07/2023	1,836.00	MEDIA CONTRACT ACADAMY	0012302240 54911
	1011	02/07/2023	540.00	MEDIA CONTRACT SS911	0012302240 54911
	1012	02/07/2023	162.00	MEDIA CONTRACT CHF BRIEF	0012302240 54911
TOTAL FOR CHECK AP 00014216:			2,538.00		
MULTICARE HEALTH WORKS (MULTWORK)					
	156583	02/01/2023	125.00	DOT PHYSICAL - NOBLE	0012032213 54171
	156583	02/01/2023	22,441.00	NEW HIRE FF PHYSICALS - BANNER	0012352240 54171
	156583	02/01/2023	3,294.00	HAZMAT PHYSICALS - SOKOLOV, RO	0012502210 54171
	156583	02/01/2023	131.00	DOT PHYSICAL - NYLANDER	0016502265 54171
TOTAL FOR CHECK AP 00014217:			25,991.00		
O'REILLY AUTO PARTS (OREIAUTO)					
	3702183565	02/10/2023	234.06	75W90 GEAR OIL (14QTS)	0016502265 53181
TOTAL FOR CHECK AP 00014218:			234.06		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	230460	02/10/2023	89.80	250 ft CABLE 10-3C TYPE SJOOW	0016502265 53143
	2567	02/02/2023	71.60	DOT LIGHT BAGS (4)	0012502210 52010
	3909387M	10/03/2022	11.82	EMS CR-PLUS AED BATTERY	1013402680 53501
	811775	01/31/2023	9.01	IC-3006661-1 STEP LIGHT	0016502265 53143
	A311199	01/10/2023	22.50	CLASS A UNIFORM	0012042254 52020
	A311216	01/11/2023	22.50	CLASS A UNIFORM	0012042254 52020
	INV106849	02/01/2023	178.91	WSI GB2750 Glo Brite 5 minute	0013002220 53141
	PC.650.230228.1	02/14/2023	29.85	DEUTSCH CONNECTORS	0016502265 53143
	PC.650.230228.1	02/14/2023	16.97	LED ACCESS LIGHTING	0016502265 53143
	RINV756240	02/10/2023	5.03	E21-1 DC HEADSET MODEL H3442	0016502265 54820
	RINV756259	02/14/2023	5.03	E21-3 DC HEADSET MODEL 3442 ST	0016502265 54820
TOTAL FOR CHECK AP 00014199:			463.02		
RESCUE SOURCE GEAR (RESCSOUR)					
	130789	01/24/2023	4,215.21	SO HA8800S YATES VOYAGER HARNE	0012502210 53501
	130789	01/24/2023	1,053.80	SO HA8800M YATES VOYAGER HARNE	0012502210 53501
	130789	01/24/2023	3,688.30	SO HA8800L YATES VOYAGER HARNE	0012502210 53501
	130789	01/24/2023	1,053.80	SO HA8800XL YATES VOYAGER HARN	0012502210 53501
	130789	01/24/2023	440.00	FRIEGHT / HARNESES	0012502210 53501
	130876	01/24/2023	1,386.00	so/hs CONTERRA ADJUSTA PRO RAD	0012502210 53501
	130876	01/24/2023	1,655.50	SO/HS NRS TOW TETHER 33"	0012502210 53501

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/16/2023

End Date: 02/16/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	130876	01/24/2023	2,217.61	SO/HS US DIVERS SHREDDER SAR	0012502210 53501
	130876	01/24/2023	45.00	FRT	0012502210 53501
	13087603	02/10/2023	2,062.51	SO/HS PRINCETON TEC TORRENT LE	0012502210 53501
	TOTAL FOR CHECK AP 00014219:		17,817.73		
	RUGGED SOLUTIONS AMERICA LLC (SETCCO)				
	52064	02/07/2023	184.89	SETCOM HEAD SET EAR CUSHIONS (0016502265 53143
	TOTAL FOR CHECK AP 00014220:		184.89		
	SEA-WESTERN INC (SEAWESTE)				
	INV21458	02/14/2023	1,751.20	ACADEMY RUBBER BOOTS	0012352240 52010
	INV21458	02/14/2023	715.00	DUTY BOOTS	0012352240 52010
	INV21458	02/14/2023	92.18	SHIPPING / BOOTS	0012352240 52010
	TOTAL FOR CHECK AP 00014221:		2,558.38		
	SECURE PACIFIC CORP (SECUPACI)				
	361050	02/01/2023	110.25	STN65 QTRL MONITORING	0016052250 54191
	361051	02/01/2023	110.25	STN68 QTRL MONITORING	0016082250 54191
	361052	02/01/2023	77.18	JAN STN60 MO ALARM MONITORING	0016002250 54191
	361053	02/01/2023	185.62	FEB STN72 MO ALARM MONITORING	0017022250 54191
	361901	01/31/2023	0.72	LATE FEE STN #71	0012012211 54914
	TOTAL FOR CHECK AP 00014222:		484.02		
	STANDARD PARTS CORP (STANPART)				
	158616	02/10/2023	1,804.65	FILTERS BATTERIES, ETC STOCK	0016502265 53143
	159121	02/14/2023	56.03	MAC'S LUBE 1370 (12)	0016502265 53181
	159122	02/14/2023	56.03	MACS LUBE 1370 (6)	0016502265 53181
	TOTAL FOR CHECK AP 00014223:		1,916.71		
	STATE AUDITOR'S OFFICE (STATAUDI)				
	L152812	02/09/2023	8,902.95	2020 STATE AUDIT 21-21	0012012211 54101
	TOTAL FOR CHECK AP 00014224:		8,902.95		
	STRYKER MEDICAL (STRYMEDI)				
	3909387M	10/03/2022	118.15	EMS CR-PLUS AED BATTERY	1013402680 53501
	4051731M	02/13/2023	53.79	STOCK BRONZE BEARING	0016502265 53143
	4054075M	02/14/2023	30.19	GRIP ARM PR	0016502265 53143
	TOTAL FOR CHECK AP 00014225:		202.13		
	SUZI SCHWABE (SCHW11090)				
	20233812	02/15/2023	150.00	NW LEADERSHIP SEMINAR PER DIEM	0012302240 54301
	TOTAL FOR CHECK AP 00014239:		150.00		
	TACOMA SCREW PRODUCTS INC (TACOSCRE)				
	10017390700	02/13/2023	394.83	DISCS, DEUTSCH CONN, A/B FITTI	0016502265 53143
	10017390701	02/13/2023	14.17	MISTY CONTACT CLEANER	0016502265 53143
	10017436500	02/09/2023	17.87	FLAT HEAD SOCKET, 7/16"X14"	0016502265 53143
	10017500500	02/10/2023	112.71	THREADED ROD 3/4"-10X3FT	0016502265 53143
	TOTAL FOR CHECK AP 00014226:		539.58		
	TERRANCE IRWIN (TERRIRWI)				
	021023	02/10/2023	2,041.20	2022 ME PART B REIMB	0012032213 52009
	TOTAL FOR CHECK AP 00014240:		2,041.20		

Central Pierce Fire and Rescue
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Start Date: 02/16/2023

End Date: 02/16/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
TONYA HERBERT (RESPWIPE)					
	2567	02/02/2023	716.00	DOT LIGHT BAGS (4)	0012502210 52010
TOTAL FOR CHECK AP 00014227:			716.00		
UNIFIRST CORPORATION (UNIFIRST)					
	3301945469	02/15/2023	164.26	FEB15 SHOP UNIFORMS/RUGS	0016502265 54931
TOTAL FOR CHECK AP 00014228:			164.26		
US BANK BUSINESS CARD (USBANKBU)					
PC.000.230128.B	02/14/2023	185.58	HOTEL FOR PRO BOARD ACCREDITAT	0012302240 54311	
PC.000.230128.C	02/16/2023	82.00	FOI TEXTBOOK	0012302240 53102	
PC.000.230128.C	02/16/2023	126.96	PUMP ACAD ACCESS CODES	0012302240 53102	
PC.000.230128.C	02/16/2023	82.00	FOI TEXTBOOK	0012302240 53102	
PC.000.230128.C	02/16/2023	385.00	MARZOLF BLUE CARD	0012302240 54921	
PC.000.230128.C	02/16/2023	(12.23)	CREDIT PAYMENT FEE C CRAIG REG	0012302240 54921	
PC.000.230228.2	02/13/2023	229.00	SHRM.ORG MEMBERSHIP	0012032213 54901	
PC.000.230228.2	02/13/2023	16.48	BVK ZOOM ACCT FEB 2023	0012002210 54902	
PC.000.230228.2	02/13/2023	60.15	ADMIN ZOOM ACCT. JAN 2023	0012002210 54902	
PC.000.230228.2	02/13/2023	110.00	SNACKS FOR LATERAL RECRUIT NIG	0012032213 53171	
PC.000.230228.3	02/14/2023	175.00	M. FOX REGISTRATION	0012302240 54921	
PC.000.230228.3	02/14/2023	175.00	PACKER REGISTRATION	0012302240 54921	
PC.000.230228.3	02/14/2023	1,249.00	BOUCHARD ESO CONF REG	0012302240 54921	
PC.000.230228.3	02/14/2023	1,249.00	ERICKSON ESO CONF REG	0012302240 54921	
PC.000.230228.3	02/14/2023	52.78	DOOR BATTERIES ALL STATION'S	0012042254 53146	
PC.000.230228.4	02/16/2023	422.56	LUNCH - LEADERSHIP MTG.	0012002210 53171	
PC.000.230228.4	02/16/2023	25.00	The Table Group - BVK	0012002210 54902	
PC.000.230228.4	02/16/2023	16.49	STN 73 FLOORING ADHESIVE	0012042254 53146	
PC.000.230228.4	02/16/2023	218.90	LOGS CENTER TOILET	0012042254 53146	
PC.000.230228.4	02/16/2023	256.45	STN 69 SHOWER VALVE PARTS	0012042254 53146	
PC.000.230228.4	02/16/2023	1,699.50	Shelving for Armory	0012042254 53501	
PC.000.230228.4	02/16/2023	8.83	SHOPS TOUCH UP PAINT BRUSHES	0012042254 53501	
PC.000.230228.4	02/16/2023	63.48	PUMP ACAD ACCESS CODE	0012302240 53102	
PC.000.230228.4	02/16/2023	82.00	FOII TEXTBOOK	0012302240 53102	
PC.000.230228.4	02/16/2023	317.41	PUMP ACAD ACCESS CODES	0012302240 53102	
PC.000.230228.4	02/16/2023	233.02	LUNCH FOR AB MEETING	0012302240 53171	
PC.000.230228.4	02/16/2023	840.00	N BEND TRANSPORTATION	0012302240 54331	
PC.000.230228.4	02/16/2023	840.00	N BEND TRANSPORTATION	0012302240 54331	
PC.000.230228.4	02/16/2023	840.00	N BEND LIVE FIRE TRANSPORTATIO	0012302240 54331	
PC.000.230228.4	02/16/2023	840.00	N BEND TRANSPORTATION	0012302240 54331	
PC.000.230228.4	02/16/2023	857.80	CONF AIRFARE	0012302240 54341	
PC.000.230228.4	02/16/2023	(40.00)	STUEVE REGISTRATION REFUND	0012302240 54921	
PC.000.230228.4	02/16/2023	395.00	BVK REGISTRATION	0012302240 54921	
PC.000.230228.4	02/16/2023	300.00	S ANDERSON MECHANICS CONF REG	0012302240 54921	
PC.000.230228.4	02/16/2023	605.00	LUNCH FOR RECRUITS	0012352240 53171	
PC.000.230228.4	02/16/2023	648.85	LUNCH FOR RECRUITS	0012352240 53171	
PC.000.230228.4	02/16/2023	317.83	LUNCH FOR ACADEMY INSTRUCTORS	0012352240 53171	
PC.000.230228.4	02/16/2023	125.00	ICC Fire Inspector II Renewal	0014002230 54922	
PC.203.230228.1	02/13/2023	90.00	Pre-Conference Workshop	0012032213 54921	

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/16/2023

End Date: 02/16/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	PC.203.230228.1	02/13/2023	1,300.00	Lateral FF Physical	0012352240 54171
	PC.203.230228.1	02/13/2023	125.00	Landscape Job Advertising	0012032213 54111
	PC.203.230228.1	02/13/2023	125.00	Mechanic Job Advertising	0012032213 54111
	PC.203.230228.1	02/13/2023	280.00	Mechanic Job Advertising	0012032213 54111
	PC.203.230228.1	02/13/2023	45.00	Mechanic Job Advertising	0012032213 54111
	PC.203.230228.1	02/13/2023	45.00	Landscape Job Advertising	0012032213 54111
	PC.204.230228.2	02/14/2023	8.00	STUEVE ONBOARD WIFI	0012042254 54912
	PC.204.230228.2	02/14/2023	689.47	IAFF ALTS LODGING	0012302240 54311
	PC.340.230228.1	02/16/2023	1,815.50	EMS CONNECT SUBSCRIPTIONS	1013402680 54902
	PC.609.230128.2	02/16/2023	3.85	MISC PURCHASE-RMB'D DISTRICT	0013002220 53171
	PC.650.230128.7	02/14/2023	17.42	SHOP VAC NOZZLE	0016502265 53142
	PC.650.230228.1	02/14/2023	63.84	STRUTS COMPT (4)	0016502265 53143
	PC.650.230228.1	02/14/2023	298.48	DEUTSCH CONNECTORS	0016502265 53143
	PC.650.230228.1	02/14/2023	169.69	LED ACCESS LIGHTING	0016502265 53143
	PC.650.230228.1	02/14/2023	10.92	SCENE LIGHT BULBS (5)	0016502265 53143
	PC.650.230228.1	02/14/2023	22.97	LEV 2313 PLUGS STOCK	0016502265 53143
	PC.650.230228.1	02/14/2023	222.05	TRAILER WEIGHT SCALE	0016502265 53501
TOTAL FOR CHECK AP 00014229:			19,411.03		
VALLEY FREIGHTLINER INC (VALLFRED)					
	PC30159638001	02/10/2023	1,390.32	GSKETS, ROTORS, BUSHINGS, FILT	0016502265 53143
	PC30159638002	02/10/2023	76.78	CARTIDGE KIT, GASKET	0016502265 53143
	PC30159638003	02/12/2023	74.59	RAD CAP, BUSHINGS	0016502265 53143
	PC30159638004	02/13/2023	242.10	GASKET CONN, WATER PUMP KIT	0016502265 53143
TOTAL FOR CHECK AP 00014204:			1,783.79		
REPORT TOTAL:			248,459.06		



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

Item Title: Board Policy 3.39 Property Management

Attachments: BOD 3.39

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

MOTION:

"I move to approve Board Policy 3.39- Property Management as presented by Staff."

SUMMARY:

Board Policy 3.39- Property Management was presented for first reading at the February 13, 2023 Board Meeting. The policy is now ready for its second reading and adoption.

FINANCIAL IMPACT:

PROPERTY MANAGEMENT POLICY



NUMBER 339
CATEGORY .. Administration
EFFECTIVE ... DATE: 12-27-11
SUPERSEDES POLICIES: 305, 307, 311, 325, 332, 333, 808
..... RESOLUTIONS: 94-003, 09-05

REFERENCE

Washington State Auditor's Office
Governmental Accounting Standards Board (GASB)
Generally Accepted Accounting Principles (GAAP)
Revised Code of Washington (RCW)
Budgeting & Accounting Reporting System (BARS)
Government Finance Officers Association
GFOA: Governmental Accounting, Auditing, and Financial Reporting by Stephen J. Gauthier.
CPFR Resolution No. 09-23 Standard Procedures for the Sale of Assets

SCOPE

All Personnel

PURPOSE

To establish procedures and practices to safeguard and maintain District property.

To establish a uniform policy for security, handling, and accounting for the District's supplies, parts, and merchandise inventory, herein after referred to as "inventory".

To ensure that District property is not used for personal purposes or gain.

To establish a legal and fair guideline for declaring property and equipment surplus to the needs of the Fire District and establishing procedures for the disposal of surplus items.

CONTENTS

Policy Topics:

[Definition and authorized use](#)

Procedure Topics:

[Maintenance and Safe-guarding Activities](#)

- [Risk Management](#)
- [Small and Attractive Assets](#)

Central Pierce Fire & Rescue
Policy - 339 Property
Management

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Approved by _____

Fire Chief

- [Supplies, Parts & Merchandise Inventory](#)

Personal & External Use of District Property

- [Copy machine usage](#)
- [Personal use of district telephones and cell phones](#)
- [Loan out policy \(Equipment & Facilities\)](#)

Surplus Property

POLICY

District property consists of tangible or intangible items donated, purchased and/or maintained with District resources. District property shall be used to carry out the mission of the district and shall not be used for external or personal purposes except where allowable by policy or with permission by the Fire Chief or his designee.

Personal, private property stored on District premises shall be kept to a minimum, clearly marked and identifiable as such. The District does not assume responsibility for any theft or damage to the personal belongings of District employees. The intent is to inform employees that the protection of personal property brought into the workplace is not the responsibility of the District and is meant to clearly delineate the employee's rights and obligations when bringing personal property into the workplace so that loss or damage of personal property in the workplace can be avoided.

PROCEDURES

MAINTENANCE AND SAFEGUARDING ACTIVITIES

District personnel shall maintain and safeguard district property so that it will be in operational order to carry out the mission of the district. Specific activities and procedures are as follows.

Minimize Risk

The district shall manage risks by carrying insurance to protect the District against the financial consequences of accidental property losses which are catastrophic in nature and to preserve assets and public service capabilities from destruction or depletion.

The District shall strive to minimize the costs of insurance and/or risk management activities in an effort to avoid, reduce, transfer, and/or retain risk.

The District shall participate in risk management activities to provide a safe environment in which personnel and members of the community can be safe and secure in the course of their daily pursuits.

Track and Account for Assets

District assets fall into three categories capital, small and attractive, and inventory. Tracking and accounting for each category of assets vary as follows:

Capital

Capital assets include land, buildings, equipment, furnishings, improvements (building or otherwise), and intangible (easements, computer software, etc.) items that are not consumed within one year and are included in the District's financial statements. Assets are capital items if the following criteria are met except when purchased with grant funding. If grant-funded, capitalization of assets is governed by Federal Circular OMB A-87 and the applicable federal, state, or private grant contract, and may differ from CPFR's definition:

Land: All land and/or easements, purchased or donated, are considered capital. Cost will includes acquisition price and cost to prepare the land for its intended use, if applicable. Land will not be depreciated.

Buildings: Buildings or permanent structures acquired or constructed with a total cost/value of \$100,000 or more.

Equipment and Furnishings: Total purchase price of at least \$5,000 (including taxes, shipping, and installation charges).

Improvements (Betterments): Improvements to buildings (valued at \$100,000 or greater) or equipment (valued at \$5,000 or greater) that add value by either lengthening a capital asset's estimated useful life or increasing a capital asset's ability to provide service.

Land Improvement other than Buildings: Permanent improvements, other than buildings that add value to land without an indefinite useful life valued at \$5,000 or more. Examples include fences, parking lots, retaining walls, etc.

Intangible: Items lacking physical form (computer software, etc) valued at \$5,000 or greater. Due to intangible assets lacking physical substance, they cannot 'wear out' so can reasonably be expected to provide the District benefit for an indefinite period of time. As long as there is no contractual obligation or other indication that an intangible asset will expire, no amortization expense will be recognized.

Capital items should be **tracked** utilizing the *Asset Control Form*. The following events trigger the completion of the form:

- **Additions:** Assets may be acquired via purchase, construction, donation, or lease. All capital assets, whether tangible or intangible will be coded to a capital outlay GL account number when purchased. All capital outlay GL account numbers begin with "56". All capital outlay GL account numbers will be reconciled to the capital asset database to ensure financial records are accurate. Regardless of how it is acquired, when an asset is received, an **Asset Control Form** should be completed by the purchaser and submitted to the Finance division along with purchase order or other documentation showing how the asset was acquired. Whenever practical, it is preferred that assets be purchased and received through Central Stores. The Finance division will input the information into the capital asset database.
- **Disposals:** Due to various reasons, assets will eventually be disposed. This disposal needs to be accounted for in the capital asset database. Disposal may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Refer to [Surplus/Disposal Procedure](#) below.
- **Transfers:** Occasional transfers of property between stations, divisions, or individuals within the department will occur. The original controlling station, division, or individual is accountable for all assets in its inventory and for initiating a notice of transfer.
- **Replacements, Improvements, and Add-On Components:** Replacements, improvements, and add-on components defined in the above policy will be reported to Finance by completing the Asset Control Form.

Capital items should be **counted** annually as follows:

- Finance Office will supply persons responsible for capital assets with an inventory listing of assets used to physically count inventory. The list should include all assets under their control.
- Responsible party should update the inventory listing of items within their control to report and explain any discrepancy to Finance by noting on the count sheet or utilizing an *Asset Control Form*.
- Responsible party should sign the worksheet and forward it to the Finance Office.
- Finance Office, on a sampling basis, should perform periodic reviews by performing a physical inventory to test validity.
- After the adjustments are made by Finance division, the final asset list should be given to the person responsible for capital assets to sign that it is true and correct.

Capital items should be **depreciated** annually as follows:

- Method: All assets should be depreciated using the straight-line method of depreciation on a monthly basis. If an asset is purchased in the first half of the month, depreciation should be calculated from the beginning of the month purchased. Assets purchased in the second half of the month should calculate depreciation starting on the first of the next month.
- Useful life: As a general rule, the District purchases a capital asset with the intent of using it for the duration of its useful life. At the end of the useful life, proceeds from the sale of the asset would be minimal at best. Therefore, salvage value should be zero. If it is deemed that a capital asset would provide significant proceeds from sale on an active secondary market, salvage value should be considered. Useful life is based on the District's experience rather than a published list. If applicable, technical obsolescence will be a determining factor as well.

Capital items should be **tagged** as follows:

- Capital assets will be physically tagged when there is no unique identification number on the asset itself for identification purposes. Assets may also be tagged to prove District ownership.
- Tags placed on assets for identification purposes are not to be removed until the asset has been declared surplus.
- Tags that are no longer legible should be replaced as soon as practical.

Small and Attractive Assets

Attractive assets are tools or equipment that fall below the capitalization threshold of \$5,000, are not consumed within one year, are theft sensitive, and are not included in the District's financial statements. To safeguard minor equipment and tools, the following procedures should be followed:

- At a minimum, information on each item should include a description of the item, make, model, and serial number. Purchase price, location and personnel assignment will be documented, if applicable. Information shall be maintained in electronic format by the division responsible for tracking the items. Databases used to maintain attractive assets will be updated on a regular basis to reflect acquisitions, dispositions, and transfers. For attractive assets that are maintained by the Finance Office, an [Asset Control Form](#) should be filled out to report additions, disposal, replacement, and/or transfers. All federally funded equipment, regardless of cost, will be assigned to appropriate staff and formally tracked.

- Asset counts will be performed annually with capital asset counts and the person performing the count will certify that all items have been accounted for. Proof of counts will be forwarded to the Finance Division and maintained for audit purposes. Reference the [counting process](#) for capital assets above for a detailed description. For databases that are maintained outside of the Finance Office, an inventory count worksheet will not be furnished by the Finance Office. At a minimum, a listing of the following equipment is required. Other items the District considers to be attractive in nature may also be tracked.
 - Fax machines
 - Scanners
 - Color printers
 - Lap tops
 - Blackberries or other types of smart phones
 - Hand-held PDAs (personal digital assistants)
 - Digital cameras
 - Televisions
 - Entertainment systems including DVD players, CD players, stereos, etc
 - Electric or battery operated small tools

Inventory: Supplies, Parts & Merchandise

Inventory must be purchased in accordance with Expenditure Management Policy and should be held in a secure location where access is limited as much as practical.

The amount of inventory on hand should be sufficient to meet the needs and anticipated demands of the District.

Inventory maintained by the District will be subject to random audits or cycle counts as directed by division managers. Cycle counts should be used as a tool to help identify common variances in inventory. Items that are habitually inaccurate should be cycle counted frequently to discover the cause for variances.

Inventory items should be kept in a neat, well-organized manner so that the earliest received will be issued first. Damaged and obsolete items should be physically segregated and clearly labeled as damaged and/or obsolete. Disposal of such items shall be preauthorized according to district property surplus/disposal requirements.

Where applicable, “no charge” inventory items that are kept with like items that are charged out to different divisions, vehicles, or projects must be clearly marked as “no charge”. For example, returned items that will be sent out with future orders.

Items not held in the electronic inventory systems must be clearly marked.

Inventory will be counted and valued at fiscal year-end. At the end of the fiscal year, the District is required to report the value of its current inventory of supplies, parts, and

merchandise held for resale. Divisions holding inventories of such items are responsible for counting and valuing them, and reporting the details to the Finance Division.

The following guidelines should be used to determine the appropriate level of stock on hand for each inventory item:

- Quantity discounts available.
- Lead time (time between order and receipt of item).
- Obsolescence or shelf life.
- Cost of shortages (including operational shutdowns because of lack of inventory and additional shipping expense resulting from expediting of orders)

The following guidelines should be used to determine which items to include in the year-end inventory reports and valuation:

- All supplies and parts that are entered into an electronic inventory system (IFAS or Squarerigger) should be counted and reported.
- All items held in inventory for resale should be reported including no charge items.
- Items held in inventory that will be given to a citizen of the District (smoke detectors) should be reported.
- Capital assets subject to depreciation will not be included in value of inventory.
- Inventory will be valued on a cost basis.

The value of year-end inventories is included in the District's official financial statements. Therefore, the counting procedure must be in accordance with Generally Accepted Accounting Principles. The purpose of the physical count of all inventoried items is to reconcile the physical assets to the official accounting records and to substantiate the value of inventory. The following procedures must be followed in order for the count to be acceptable to external reviewers:

- The annual inventory count theoretically represents the inventory as of the last day of the fiscal year. All counts should be done as close as possible to December 31st. In no instance shall the count be made outside of three weeks of December 31st.
- The person taking responsibility for the count must document the actual count on paper as it is made, and each page of the count document must be certified (signed and dated). The original documents must be submitted to the Finance Division.
- A specific item count should be taken, unless it is not reasonable to do so. For example, it is not reasonable to count hundreds of screws or washers with an individual value of pennies). In these cases the quantity should be reasonably estimated.

Causes for differences between quantities counted and those shown on accounting records should be given due diligence to identify variances. Cost to research variances versus dollar amount of variances should be taken into consideration when deciding level of investigation necessary to identify causes. To the extent possible, improvements in procedures should be made to prevent future errors or losses.

Donated Property

Assets may be donated to the District. Donated assets will be estimated at fair value (what the District would have had to pay to acquire the asset on its own) at the time of acquisition plus ancillary charges, if any. Then, items will be tracked and accounted for according to their classification: capital, small and attractive, etc.

PERSONAL AND EXTERNAL USE OF DISTRICT PROPERTY

District property shall be used to carry out the mission of the district and shall not be used for external or personal purposes except in the manner as follows:

Copy Machine Usage

Central Pierce Fire & Rescue copy machines, fax machines and printers may be utilized for all fire district work and on projects for associated agencies, i.e. Pierce County Fire Commissioners, Pierce County Fire Chiefs, etc. Utilization of the machines for these projects shall be within the agreement with said agency. This agreement, if without reimbursement, is to be approved by the Fire Chief or Deputy Chief.

If Central Pierce Fire & Rescue has agreed to do copy projects for reimbursement for these agencies, the reimbursement will be as designated in the fee and charge schedule adopted annually by the Board of Fire Commissioners.

Employee's who utilize copy/fax machines or printers for personal items other than projects that are District related will be subject to cost reimbursement as designated annually by resolution.

The use of any District owned copy machines or printers by employees to operate a personal business either non-profit or for profit will not be allowed.

Violation of this policy will, at a minimum, result in cost reimbursement to the District and will subject the employee to disciplinary action.

Personal Use of District Telephones and Cell Phones

Station Phones:

District phones are to be used for District business; however personal calls are allowed on a limited basis.

Telephone calls received during business hours must be held to a minimum number, limited duration and must not interfere with the employee's work, training, or Department operations.

If a toll call must be placed, the call is to be billed to the employee's home number, to a calling card, phone card or call collect.

Payment to the District is not an option. It is the employee's responsibility to ensure that no cost to the District results from their personal telephone calls.

Cell Phones:

District cell phones may only be used for personal calls in urgent situations. If a cellular phone is issued to a specific employee, the phone may be used for personal calls as specified in their employment contract.

Loan-Out Policy (Equipment & Facilities)

It is the policy of Central Pierce Fire & Rescue that District owned tools, equipment and other property will not be loaned out or borrowed by employees/members, or external customers/citizens.

The only exceptions to this policy are:

- Reserve fire hose may be loaned out to water companies or other governmental agencies on a case-by-case basis, subject to completion of proper paperwork.
- District owned property may be loaned, leased or rented to other fire agencies with permission of the Fire Chief or his designee.
- In unusual, emergency circumstances, district owned property may be loaned out to citizens when all other means have been exhausted and the equipment is essential to preserving life or property. These rare cases must be approved by a Battalion Chief or other chief officer and proper documentation must be completed (i.e. Recipients name, address, phone numbers, Driver's license number, etc.)

SURPLUS/REPLACEMENT OF DISTRICT PROPERTY

When surplus, obsolete, or unused material, property or equipment is identified, the [Asset Control Form](#) should be completed and submitted to the appropriate Division Head requesting the property or equipment be declared as surplus.

Once approved by the appropriate Division Head they should forward the Asset Control Form to the Assistant Chief of Logistics to arrange for storage of the items and eventual disposal. The Assistant Chief of Logistics should forward the completed form to the finance division.

When appropriate, the list of items submitted as surplus, will be formally brought before the Board of Commissioner's to be officially declared surplus to the needs of the district by Board Resolution.

All surplus items will be disposed of by one (1) of the following methods:

- All sales shall be open to the public, except scrap (any equipment or material which cannot serve its original purpose) which may be sold by private sale at prices established by current market conditions. All sales shall be final.

- Surplus property or equipment with an estimated value of \$1,000 or more will be sold by public auction, sealed bid, negotiated sale, or transfer to another governmental agency.
- Surplus property with an estimated value less than \$1,000 will be sold by public auction, sealed bid, negotiated sale, open market/garage sale or transfer to another government agency.
- Vehicles and or equipment that are primarily used for Fire Suppression or EMS shall first be offered to bona fide government agencies prior to being offered to the general public.
- Emergency vehicles sold to the general public, shall be stripped of all emergency lighting, sirens, department identification and radios prior to delivery.
- Property having no monetary value may be disposed of or recycled at the discretion of the Fire Chief or their designee.
- Trade-in of old equipment to upgrade equipment of the same or reasonable related kind are permitted when it is determined by the Board of Commissioners or Fire Chief to be in the best interest of the District.
- Real Property as defined under RCW 39.33 shall be subject to the procedures as outlined pursuant to RCW 39.33.020.

When all efforts have failed to recover lost property, personnel should notify their supervisor/commanding officer and Finance (via the [Asset Control Form](#)). Lost items may require additional reports to the police department, Fire Chief, SAO, and Insurance Company. Disposals brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim. Lost property will be reported to the Board of Commissioners with surplus property.

ATTACHMENTS

Asset Control Form

Nextel Etiquette

Approved by _____

Fire Chief

CENTRAL PIERCE FIRE & RESCUE
STANDARD OPERATING GUIDELINE
NUMBER 3.39

ORIGINATED AND APPROVED:
REVIEWED:
LAST REVIEW:

SUBJECT: PROPERTY MANAGEMENT

PURPOSE: To establish procedures and practices to safeguard and maintain DistrictDistrict property.
To establish a uniform policy for security, handling, and accounting for the DistrictDistrict's supplies, parts, and merchandise inventory, herein after referred to as "inventory".
To ensure that DistrictDistrict property is not used for personal purposes or gain.

To establish a legal and fair guideline for declaring property and equipment surplus to the needs of the Fire DistrictDistrict and establishing procedures for the disposal of surplus items.

POLICY: DistrictDistrict property consists of tangible or intangible items donated, purchased and/or maintained with DistrictDistrict resources. DistrictDistrict property shall be used to carry out the mission of the District and shall not be used for external or personal purposes except where allowable by policy or with permission by the Fire Chief or his designee.
Personal, private property stored on DistrictDistrict premises shall be kept to a minimum, clearly marked and identifiable as such.

The DistrictDistrict does not assume responsibility for any theft or damage to the personal belongings of DistrictDistrict employees. The intent is to inform employees that the protection of personal property brought into the workplace is not the responsibility of the DistrictDistrict and is meant to clearly delineate the employee's rights and obligations when bringing personal property into the workplace so that loss or damage of personal property in the workplace can be avoided.

AUTHORITY & RESPONSIBILITY: XXX

PROCEDURE:

I. MAINTENANCE AND SAFEGUARDING ACTIVITIES

A. ~~District~~District personnel shall maintain and safeguard ~~district~~District property so that it will be in operational order to carry out the mission of the ~~district~~District. Specific activities and procedures are as follows.

B. Minimize Risk

1. The ~~district~~District shall manage risks by carrying insurance to protect the ~~District~~District against the financial consequences of accidental property losses which are catastrophic in nature and to preserve assets and public service capabilities from destruction or depletion.
2. The ~~District~~District shall strive to minimize the costs of insurance and/or risk management activities in an effort to avoid, reduce, transfer, and/or retain risk.
3. The ~~District~~District shall participate in risk management activities to provide a safe environment in which personnel and members of the community can be safe and secure in the course of their daily pursuits.

C. Track and Account for Assets

1. ~~District~~District assets fall into three categories capital, small and attractive, and inventory. Tracking and accounting for each category of assets vary as follows:

II. CAPITAL

A. Capital assets include land, buildings, equipment, furnishings, improvements (building or otherwise), and intangible (easements, computer software, etc.) items that are not consumed within one year ~~and are included in the District's financial statements.~~ Assets are capital items if the following criteria are met except when purchased with grant funding. If grant-funded, ~~capitalization of assets is~~assets are governed by Federal Circular OMB A-87 and the applicable federal, state, or private grant contract, and may differ from CPFR's definition:

1. Land: All land and/or easements, purchased or donated, are considered capital. Cost will includes acquisition price and cost to prepare the land for its intended use, if applicable. ~~Land will not be depreciated.~~
2. Buildings: Buildings or permanent structures acquired or constructed with a total cost/value of \$100,000 or more.
3. Equipment and Furnishings: Total purchase price of at least \$5,000 (including taxes, shipping, and installation charges).

4. Improvements (Betterments): Improvements to buildings (valued at \$100,000 or greater) or equipment (valued at \$5,000 or greater) that add value by either lengthening a capital asset's estimated useful life or increasing a capital asset's ability to provide service.
5. Land Improvement other than Buildings: Permanent improvements, other than buildings that add value to land without an indefinite useful life valued at \$5,000 or more. Examples include fences, parking lots, retaining walls, etc.
6. Intangible: Items lacking physical form (computer software, etc) valued at \$5,000 or greater. Due to intangible assets lacking physical substance, they cannot 'wear out' so can reasonably be expected to provide the ~~District~~District benefit for an indefinite period of time. ~~As long as there is no contractual obligation or other indication that an intangible asset will expire, no amortization expense will be recognized.~~
7. Capital items should be tracked utilizing the Asset Control Form. The following events trigger the completion of the form:
 - a. **Additions:** Assets may be acquired via purchase, construction, donation, or lease. All capital assets, whether tangible or intangible will be coded to a capital outlay GL account number when purchased. ~~All capital outlay GL account numbers begin with "56".~~ All capital outlay GL account numbers will be reconciled to the capital asset database to ensure financial records are accurate. Regardless of how it is acquired, when an asset is received, an Asset Control Form should be completed by the purchaser and submitted to the Finance division along with purchase order or other documentation showing how the asset was acquired. Whenever practical, it is preferred that assets be purchased and received through Central Stores. The Finance division will input the information into the capital asset database.
 - b. **Disposals:** Due to various reasons, assets will eventually be disposed. This disposal needs to be accounted for in the capital asset database. Disposal may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Refer to Surplus/Disposal Procedure below.
 - c. **Transfers:** Occasional transfers of property between stations, divisions, or individuals within the department will occur. The

Commented [TR1]: New surplus policy

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original controlling station, division, or individual is accountable for all assets in its inventory and for initiating a notice of transfer.

- d. **Replacements, Improvements, and Add-On Components:**
Replacements, improvements, and add-on components defined in the above policy will be reported to Finance by completing the Asset Control Form.

B. Capital items should be counted annually as follows:

1. Finance Office will supply persons responsible for capital assets with an inventory listing of assets used to physically count inventory. The list should include all assets under their control.
2. Responsible party should update the inventory listing of items within their control to report and explain any discrepancy to Finance by noting on the count sheet or utilizing an Asset Control Form.
3. Responsible party should sign the worksheet and forward it to the Finance Office.
4. Finance Office, on a sampling basis, should perform periodic reviews by performing a physical inventory to test validity.
5. After the adjustments are made by Finance division, the final asset list should be given to the person responsible for capital assets to sign that it is true and correct.

~~C. Capital items should be given a useful life, depreciated annually as follows:~~

~~1. **Method:** All assets should be depreciated using the straight line method of depreciation on a monthly basis. If an asset is purchased in the first half of the month, depreciation should be calculated from the beginning of the month purchased. Assets purchased in the second half of the month should calculate depreciation starting on the first of the next month.~~

~~C.~~

~~2.1 **Useful life:** As a general rule, the District purchases a capital asset with the intent of using it for the duration of its useful life. At the end of the useful life, proceeds from the sale of the asset would minimal at best. Therefore, salvage value should be zero. If it is deemed that a capital asset would provide significant proceeds from sale on an active secondary market, salvage value should be considered. Useful life is~~

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based on the ~~District~~District's experience rather than a published list. If applicable, technical obsolescence will be a determining factor as well.

D. Capital items should be tagged as follows:

1. Capital assets will be physically tagged to prove District ownership, even when there is a no-unique identification number on the asset itself for identification purposes. ~~Assets may also be tagged to prove District ownership.~~
2. Tags placed on assets for identification purposes are not to be removed until the asset has been declared surplus.
3. Tags that are no longer legible should be replaced as soon as practical.

III. SMALL AND ATTRACTIVE ASSETS

A. Attractive assets are tools or equipment that fall below the capitalization threshold of \$5,000, are not consumed within one year, and are theft sensitive, ~~and are not included in the District's financial statements.~~ To safeguard minor equipment and tools, the following procedures should be followed:

1. At a minimum, information on each item should include a description of the item, make, model, and serial number. Purchase price, location and personnel assignment will be documented, if applicable. Information shall be maintained in electronic format by the division responsible for tracking the items. Examples include but are not limited to telephones, radios, and SCBA. Databases used to maintain attractive assets will be updated on a regular basis to reflect acquisitions, dispositions, and transfers. For attractive assets that are maintained by the Finance Office, ~~an~~ Asset Control Form should be filled out to report additions, disposal, replacement, and/or transfers. All federally funded equipment, regardless of cost, will be assigned to appropriate staff and formally tracked.
2. Asset counts will be performed annually with capital asset count sheets and the person performing the count will certify that all items have been accounted for. Proof of counts will be forwarded to the Finance Division and maintained for audit purposes. Reference the counting process for capital assets above for a detailed description. For databases that are maintained outside of the Finance Office, an inventory count worksheet will not be furnished by the Finance Office. At a minimum, a listing of the following equipment is required. Other

items the ~~District~~District considers to be attractive in nature may also be tracked.

- a. ~~Fax machines~~
- b. ~~Scanners~~
- c. ~~Color printers~~
- ~~d. a. Lap top~~Laptop computers
- b. ~~Blackberries or other types of smart~~Tablets, surfaces, and smart phones
- c. Automatic External Defibrillators (AED)
- d. Radio communication devices
- e. GPS positional tracking devices
- e-f. Binoculars
- f. ~~Hand held PDAs (personal digital assistants)~~
- g. ~~Digital cameras~~
- h-g. Televisions
- i-h. Entertainment systems including ~~Audio / Visual Equipment, DVD~~plsound systemsayers, CD players, stereos, etc.
- j-i. Electric or battery operated small tools that are not identified on a vehicle daily/weekly/monthly checklist.

Commented [TR2]: Didn't we stop tracking these?

Should anything more be added

Commented [SC3R2]: Scanners and color printers we stopped tracking.
I think we need to have a conversation at the management level to define what is considered "theft-sensitive".

IV. INVENTORY: Supplies, Parts & Merchandise

- A. Inventory must be purchased in accordance with Expenditure Management Policy and should be held in a secure location where access is limited as much as practical.
- B. The amount of inventory on hand should be sufficient to meet the needs and anticipated demands of the ~~District~~District.
- C. Inventory maintained by the ~~District~~District will be subject to random audits or cycle counts as directed by division managers. Cycle counts should be used as a tool to help identify common variances in inventory. Items that are habitually inaccurate should be cycle counted frequently to discover the cause for variances.
- D. Inventory items should be kept in a neat, well-organized manner so that the earliest received will be issued first. Damaged and obsolete items should be physically segregated and clearly labeled as damaged and/or obsolete. Disposal of such items shall be preauthorized according to ~~district~~District property surplus/disposal requirements.
- E. Where applicable, "no charge" inventory items that are kept with like items that are charged out to different divisions, vehicles, or projects must be clearly

marked as “no charge”. For example, returned items that will be sent out with future orders.

F. Items not held in the electronic inventory systems must be clearly marked.

G. Inventory will be counted and valued at fiscal year-end, and locations of items tracked and reported. ~~At the end of the fiscal year, the District is required to report the value of its current inventory of supplies, parts, and merchandise held for resale.~~ Divisions holding inventories of such items are responsible for counting and valuing them, and reporting the details to the Finance Division.

Inventories include

1. Central Stores
2. Vehicle Parts
3. Bike Helmets
4. Smoke Detectors
5. Facility Maintenance Parts
6. IT phones and stock computers

G. —

H. The following guidelines should be used to determine the appropriate level of stock on hand for each inventory item:

1. Quantity discounts available.
2. Lead time (time between order and receipt of item).
3. Obsolescence or shelf life.
4. Cost of shortages (including operational shutdowns because of lack of inventory and additional shipping expense resulting from expediting of orders).

I. The following guidelines should be used to determine which items to include in the year-end inventory reports and valuation:

1. All supplies and parts that are entered into an electronic inventory system (~~IFAS~~ OneSolution, OperativeIQ or Square-rigger) should be counted and reported.
2. All items held in inventory for resale should be reported including no charge items.
3. Items held in inventory that will be given to a citizen of the ~~District~~ District (smoke detectors) should be reported.
4. Capital assets ~~subject to depreciation~~ will not be included in value of inventory.
5. Inventory will be valued on a cost basis.

Commented [TR4]: This was GAAP correct? guessing it can be deleted

Commented [SC5R4]: Yes – Although, I believe tracking it's value is important for management purposes. I also think we should identify where the inventories are.

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J. ~~The value of year-end inventories is included in the District's official financial statements. Therefore, t~~The counting procedure must be in accordance with Generally Accepted Accounting Principles. The purpose of the physical count of all inventoried items is to reconcile the physical assets to the official accounting records and to substantiate the value of inventory. The following procedures must be followed in order for the count to be acceptable to external reviewers:

1. The annual inventory count theoretically represents the inventory as of the last day of the fiscal year. All counts should be done as close as possible to December 31st. In no instance shall the count be made outside of three weeks of December 31st.
2. The person taking responsibility for the count must document the actual count on paper as it is made, and each page of the count document must be certified (signed and dated). The original documents must be submitted to the Finance Division.
3. A specific item count should be taken, unless it is not reasonable to do so. For example, it is not reasonable to count hundreds of screws or washers with an individual value of pennies). In these cases the quantity should be reasonably estimated.
4. Causes for differences between quantities counted and those shown on accounting records should be given due diligence to identify variances. Cost to research variances versus dollar amount of variances should be taken into consideration when deciding level of investigation necessary to identify causes. To the extent possible, improvements in procedures should be made to prevent future errors or losses.

V. DONATED PROPERTY

- A. Assets may be donated to the ~~District~~District. Donated assets will be estimated at fair value (what the ~~District~~District would have had to pay to acquire the asset on its own) at the time of acquisition plus ancillary charges, if any. Then, items will be tracked and accounted for according to their classification: capital, small and attractive, etc.

VI. PERSONAL AND EXTERNAL USE OF ~~DISTRICT~~DISTRICT PROPERTY

- A. ~~District~~District property shall be used to carry out the mission of the ~~district~~District and shall not be used for external or personal purposes except in the manner as follows:

1. Copy Machine Usage

- a. Central Pierce Fire & Rescue copy machines, fax machines and printers may be utilized for all fire ~~district~~District work and on projects for associated agencies, i.e. Pierce County Fire Commissioners, Pierce County Fire Chiefs, etc. Utilization of the machines for these projects shall be within the agreement with said agency. This agreement, if without reimbursement, is to be approved by the Fire Chief or Deputy Chief.
- b. If Central Pierce Fire & Rescue has agreed to do copy projects for reimbursement for these agencies, the reimbursement will be as designated in the fee and charge schedule adopted annually by the Board of Fire Commissioners.
- c. Employees who utilize copy/fax machines or printers for personal items other than projects that are ~~District~~District related will be subject to cost reimbursement as designated annually by resolution.
- d. The use of any ~~District~~District owned copy machines or printers by employees to operate a personal business either non-profit or for profit will not be allowed.
- e. Violation of this policy will, at a minimum, result in cost reimbursement to the ~~District~~District and will subject the employee to disciplinary action.

2. Personal Use of ~~District~~District Telephones and Cell Phones

- a. Station Phones:
 - i. ~~District~~District phones are to be used for ~~District~~District business; however personal calls are allowed on a limited basis.
 - ii. Telephone calls received during business hours must be held to a minimum number, limited duration and must not interfere with the employee's work, training, or Department operations.
 - iii. If a toll call must be placed, the call is to be billed to the employee's home number, to a calling card, phone card or call collect.

- iv. Payment to the ~~District~~District is not an option. It is the employee's responsibility to ensure that no cost to the ~~District~~District results from their personal telephone calls.

b. Cell Phones:

- i. ~~District~~District cell phones may only be used for personal calls in urgent situations. If a cellular phone is issued to a specific employee, the phone may be used for personal calls as specified in their employment contract.

3. Loan-Out Policy (Equipment & Facilities)

- a. It is the policy of Central Pierce Fire & Rescue that ~~District~~District owned tools, equipment and other property will not be loaned out or borrowed by employees/members, or external customers/citizens.
- b. The only exceptions to this policy are:
 - i. Reserve fire hose may be loaned out to water companies or other governmental agencies on a case-by-case basis, subject to completion of proper paperwork.
 - ii. ~~District~~District owned property may be loaned, leased or rented to other fire agencies with permission of the Fire Chief or his designee.
 - iii. In unusual, emergency circumstances, ~~district~~District owned property may be loaned out to citizens when all other means have been exhausted and the equipment is essential to preserving life or property. These rare cases must be approved by a Battalion Chief or other chief officer and proper documentation must be completed (i.e. Recipients name, address, phone numbers, Driver's license number, etc.)

VII. SURPLUS/REPLACEMENT OF ~~DISTRICT~~DISTRICT PROPERTY

- A. When surplus, obsolete, or unused material, property or equipment is identified, the Asset Control Form should be completed and submitted to the

appropriate Division Head requesting the property or equipment be declared as surplus.

- B. Once approved by the appropriate Division Head they should forward the Asset Control Form to the Assistant Chief of Logistics to arrange for storage of the items and eventual disposal. The Assistant Chief of Logistics should forward the completed form to the finance division.
- C. When appropriate, the list of items submitted as surplus, will be formally brought before the Board of Commissioner's to be officially declared surplus to the needs of the ~~district~~District ~~by Board Resolution~~.
- D. All surplus items will be disposed of by one (1) of the following methods:
 - 1. All sales shall be open to the public, except scrap (any equipment or material which cannot serve its original purpose) which may be sold by private sale at prices established by current market conditions. All sales shall be final.
 - 2. Surplus property or equipment with an estimated value of \$1,000 or more will be sold by public auction, sealed bid, negotiated sale, or transfer to another governmental agency.
 - 3. Surplus property with an estimated value less than \$1,000 will be sold by public auction, sealed bid, negotiated sale, open market/garage sale or transfer to another government agency.
 - 4. Vehicles and or equipment that are primarily used for Fire Suppression or EMS shall first be offered to bona fide government agencies prior to being offered to the general public.
 - 5. Emergency vehicles sold to the general public, shall be stripped of all emergency lighting, sirens, department identification and radios prior to delivery.
 - 6. Property having no monetary value may be disposed of or recycled at the discretion of the Fire Chief or their designee.
 - 7. Trade-in of old equipment to upgrade equipment of the same or reasonable related kind are permitted when it is determined by the Board of Commissioners or Fire Chief to be in the best interest of the ~~District~~District.
 - 8. Real Property as defined under RCW 39.33 shall be subject to the procedures as outlined pursuant to RCW 39.33.020.

- E. When all efforts have failed to recover lost property, personnel should notify their supervisor/commanding officer and Finance (via the Asset Control Form). Lost items may require additional reports to the police department, Fire Chief, SAO, and Insurance Company. Disposals brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim. Lost property will be reported to the Board of Commissioners with surplus property.

APPROVED:

DUSTIN MORROW
FIRE CHIEF

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.39

ORIGINATED: December 27, 2011

APPROVED: February 27, 2023

EFFECTIVE: February 27, 2023

SUBJECT: PROPERTY MANAGEMENT

PURPOSE: To establish procedures and practices to safeguard and maintain District property.
To establish a uniform policy for security, handling, and accounting for the District's supplies, parts, and merchandise inventory, herein after referred to as "inventory".
To ensure that District property is not used for personal purposes or gain.

To establish a legal and fair guideline for declaring property and equipment surplus to the needs of the Fire District and establishing procedures for the disposal of surplus items.

POLICY: District property consists of tangible or intangible items donated, purchased and/or maintained with District resources. District property shall be used to carry out the mission of the District and shall not be used for external or personal purposes except where allowable by policy or with permission by the Fire Chief or his designee. Personal, private property stored on District premises shall be kept to a minimum, clearly marked and identifiable as such.

The District does not assume responsibility for any theft or damage to the personal belongings of District employees. The intent is to inform employees that the protection of personal property brought into the workplace is not the responsibility of the District and is meant to clearly delineate the employee's rights and obligations when bringing personal property into the workplace so that loss or damage of personal property in the workplace can be avoided.

AUTHORITY & RESPONSIBILITY: XXX

PROCEDURE:

I. MAINTENANCE AND SAFEGUARDING ACTIVITIES

A. District personnel shall maintain and safeguard District property so that it will be in operational order to carry out the mission of the District. Specific activities and procedures are as follows.

B. Minimize Risk

1. The District shall manage risks by carrying insurance to protect the District against the financial consequences of accidental property losses which are catastrophic in nature and to preserve assets and public service capabilities from destruction or depletion.
2. The District shall strive to minimize the costs of insurance and/or risk management activities in an effort to avoid, reduce, transfer, and/or retain risk.
3. The District shall participate in risk management activities to provide a safe environment in which personnel and members of the community can be safe and secure in the course of their daily pursuits.

C. Track and Account for Assets

1. District assets fall into three categories capital, small and attractive, and inventory. Tracking and accounting for each category of assets vary as follows:

II. CAPITAL

A. Capital assets include land, buildings, equipment, furnishings, improvements (building or otherwise), and intangible (easements, computer software, etc.) items that are not consumed within one year. Assets are capital items if the following criteria are met except when purchased with grant funding. If grant-funded, assets are governed by Federal Circular OMB A-87 and the applicable federal, state, or private grant contract, and may differ from CPFR's definition:

1. Land: All land and/or easements, purchased or donated, are considered capital. Cost will includes acquisition price and cost to prepare the land for its intended use, if applicable.
2. Buildings: Buildings or permanent structures acquired or constructed with a total cost/value of \$100,000 or more.
3. Equipment and Furnishings: Total purchase price of at least \$5,000 (including taxes, shipping, and installation charges).
4. Improvements (Betterments): Improvements to buildings (valued at \$100,000 or greater) or equipment (valued at \$5,000 or greater) that add value by either lengthening a capital asset's estimated useful life or increasing a capital asset's ability to provide service.
5. Land Improvement other than Buildings: Permanent improvements, other than buildings that add value to land without an indefinite useful

life valued at \$5,000 or more. Examples include fences, parking lots, retaining walls, etc.

6. Intangible: Items lacking physical form (computer software, etc) valued at \$5,000 or greater. Due to intangible assets lacking physical substance, they cannot 'wear out' so can reasonably be expected to provide the District benefit for an indefinite period of time
7. Capital items should be tracked utilizing the Asset Control Form. The following events trigger the completion of the form:
 - a. **Additions:** Assets may be acquired via purchase, construction, donation, or lease. All capital assets, whether tangible or intangible will be coded to a capital outlay GL account number when purchased. All capital outlay GL account numbers will be reconciled to the capital asset database to ensure financial records are accurate. Regardless of how it is acquired, when an asset is received, an Asset Control Form should be completed by the purchaser and submitted to the Finance division along with purchase order or other documentation showing how the asset was acquired. Whenever practical, it is preferred that assets be purchased and received through Central Stores. The Finance division will input the information into the capital asset database.
 - b. **Disposals:** Due to various reasons, assets will eventually be disposed. This disposal needs to be accounted for in the capital asset database. Disposal may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Refer to Surplus/Disposal Procedure below.
 - c. **Transfers:** Occasional transfers of property between stations, divisions, or individuals within the department will occur. The original controlling station, division, or individual is accountable for all assets in its inventory and for initiating a notice of transfer.
 - d. **Replacements, Improvements, and Add-On Components:** Replacements, improvements, and add-on components defined in the above policy will be reported to Finance by completing the Asset Control Form.

B. Capital items should be counted annually as follows:

1. Finance Office will supply persons responsible for capital assets with an inventory listing of assets used to physically count inventory. The list should include all assets under their control.
 2. Responsible party should update the inventory listing of items within their control to report and explain any discrepancy to Finance by noting on the count sheet or utilizing an Asset Control Form.
 3. Responsible party should sign the worksheet and forward it to the Finance Office.
 4. Finance Office, on a sampling basis, should perform periodic reviews by performing a physical inventory to test validity.
 5. After the adjustments are made by Finance division, the final asset list should be given to the person responsible for capital assets to sign that it is true and correct.
- C. Capital items should be given a useful life.
1. **Useful life:** As a general rule, the District purchases a capital asset with the intent of using it for the duration of its useful life. Useful life is based on the District's experience rather than a published list. If applicable, technical obsolescence will be a determining factor as well.
- D. Capital items should be tagged as follows:
1. Capital assets will be physically tagged to prove District ownership, even when there is a unique identification number on the asset itself for identification purposes.
 2. Tags placed on assets for identification purposes are not to be removed until the asset has been declared surplus.
 3. Tags that are no longer legible should be replaced as soon as practical.

III. SMALL AND ATTRACTIVE ASSETS

- A. Attractive assets are tools or equipment that fall below the capitalization threshold of \$5,000, are not consumed within one year, and are theft sensitive. To safeguard minor equipment and tools, the following procedures should be followed:

1. At a minimum, information on each item should include a description of the item, make, model, and serial number. Purchase price, location and personnel assignment will be documented, if applicable. Information shall be maintained in electronic format by the division responsible for tracking the items. Examples include but are not limited to telephones, radios, and SCBA. Databases used to maintain attractive assets will be updated on a regular basis to reflect acquisitions, dispositions, and transfers. For attractive assets that are maintained by the Finance Office. An Asset Control Form should be filled out to report additions, disposal, replacement, and/or transfers. All federally funded equipment, regardless of cost, will be assigned to appropriate staff and formally tracked.
2. Asset counts will be performed annually with capital asset count sheets and the person performing the count will certify that all items have been accounted for. Proof of counts will be forwarded to the Finance Division and maintained for audit purposes. Reference the counting process for capital assets above for a detailed description. For databases that are maintained outside of the Finance Office, an inventory count worksheet will not be furnished by the Finance Office. At a minimum, a listing of the following equipment is required. Other items the District considers to be attractive in nature may also be tracked.
 - a. Laptop computers
 - b. Tablets and smart phones
 - c. Automatic External Defibrillators (AED)
 - d. Radio communication devices
 - e. GPS positional tracking devices
 - f. Binoculars
 - g. Televisions
 - h. Entertainment systems including Audio / Visual Equipment, sound systems, etc.
 - i. Electric or battery operated small tools that are not identified on a vehicle daily/weekly/monthly checklist.

IV. INVENTORY: Supplies, Parts & Merchandise

- A. Inventory must be purchased in accordance with Expenditure Management Policy and should be held in a secure location where access is limited as much as practical.
- B. The amount of inventory on hand should be sufficient to meet the needs and anticipated demands of the District.

- C. Inventory maintained by the District will be subject to random audits or cycle counts as directed by division managers. Cycle counts should be used as a tool to help identify common variances in inventory. Items that are habitually inaccurate should be cycle counted frequently to discover the cause for variances.
- D. Inventory items should be kept in a neat, well-organized manner so that the earliest received will be issued first. Damaged and obsolete items should be physically segregated and clearly labeled as damaged and/or obsolete. Disposal of such items shall be preauthorized according to District property surplus/disposal requirements.
- E. Where applicable, “no charge” inventory items that are kept with like items that are charged out to different divisions, vehicles, or projects must be clearly marked as “no charge”. For example, returned items that will be sent out with future orders.
- F. Items not held in the electronic inventory systems must be clearly marked.
- G. Inventory will be counted and valued at fiscal year-end, and locations of items tracked and reported. Divisions holding inventories of such items are responsible for counting and valuing them, and reporting the details to the Finance Division.
Inventories include
 - 1. Central Stores
 - 2. Vehicle Parts
 - 3. Bike Helmets
 - 4. Smoke Detectors
 - 5. Facility Maintenance Parts
 - 6. IT phones and stock computers
- H. The following guidelines should be used to determine the appropriate level of stock on hand for each inventory item:
 - 1. Quantity discounts available.
 - 2. Lead time (time between order and receipt of item).
 - 3. Obsolescence or shelf life.
 - 4. Cost of shortages (including operational shutdowns because of lack of inventory and additional shipping expense resulting from expediting of orders).
- I. The following guidelines should be used to determine which items to include in the year-end inventory reports and valuation:

1. All supplies and parts that are entered into an electronic inventory system (OneSolution, OperativeIQ or Square-rigger) should be counted and reported.
 2. All items held in inventory for resale should be reported including no charge items.
 3. Items held in inventory that will be given to a citizen of the District (smoke detectors) should be reported.
 4. Capital assets will not be included in value of inventory.
 5. Inventory will be valued on a cost basis.
- J. The counting procedure must be in accordance with Generally Accepted Accounting Principles. The purpose of the physical count of all inventoried items is to reconcile the physical assets to the official accounting records and to substantiate the value of inventory. The following procedures must be followed in order for the count to be acceptable to external reviewers:
1. The annual inventory count theoretically represents the inventory as of the last day of the fiscal year. All counts should be done as close as possible to December 31st. In no instance shall the count be made outside of three weeks of December 31st.
 2. The person taking responsibility for the count must document the actual count on paper as it is made, and each page of the count document must be certified (signed and dated). The original documents must be submitted to the Finance Division.
 3. A specific item count should be taken, unless it is not reasonable to do so. For example, it is not reasonable to count hundreds of screws or washers with an individual value of pennies). In these cases the quantity should be reasonably estimated.
 4. Causes for differences between quantities counted and those shown on accounting records should be given due diligence to identify variances. Cost to research variances versus dollar amount of variances should be taken into consideration when deciding level of investigation necessary to identify causes. To the extent possible, improvements in procedures should be made to prevent future errors or losses.

V. DONATED PROPERTY

- A. Assets may be donated to the District. Donated assets will be estimated at fair value (what the District would have had to pay to acquire the asset on its own) at the time of acquisition plus ancillary charges, if any. Then, items will be

tracked and accounted for according to their classification: capital, small and attractive, etc.

VI. PERSONAL AND EXTERNAL USE OF DISTRICT PROPERTY

A. District property shall be used to carry out the mission of the District and shall not be used for external or personal purposes except in the manner as follows:

1. Copy Machine Usage

- a. Central Pierce Fire & Rescue copy machines, fax machines and printers may be utilized for all fire District work and on projects for associated agencies, i.e. Pierce County Fire Commissioners, Pierce County Fire Chiefs, etc. Utilization of the machines for these projects shall be within the agreement with said agency. This agreement, if without reimbursement, is to be approved by the Fire Chief or Deputy Chief.
- b. If Central Pierce Fire & Rescue has agreed to do copy projects for reimbursement for these agencies, the reimbursement will be as designated in the fee and charge schedule adopted annually by the Board of Fire Commissioners.
- c. Employees who utilize copy/fax machines or printers for personal items other than projects that are District related will be subject to cost reimbursement as designated annually by resolution.
- d. The use of any District owned copy machines or printers by employees to operate a personal business either non-profit or for profit will not be allowed.
- e. Violation of this policy will, at a minimum, result in cost reimbursement to the District and will subject the employee to disciplinary action.

2. Personal Use of District Telephones and Cell Phones

- a. Station Phones:
 - i. District phones are to be used for District business; however personal calls are allowed on a limited basis.

- ii. Telephone calls received during business hours must be held to a minimum number, limited duration and must not interfere with the employee's work, training, or Department operations.
- iii. If a toll call must be placed, the call is to be billed to the employee's home number, to a calling card, phone card or call collect.
- iv. Payment to the District is not an option. It is the employee's responsibility to ensure that no cost to the District results from their personal telephone calls.

b. Cell Phones:

- i. District cell phones may only be used for personal calls in urgent situations. If a cellular phone is issued to a specific employee, the phone may be used for personal calls as specified in their employment contract.

3. Loan-Out Policy (Equipment & Facilities)

- a. It is the policy of Central Pierce Fire & Rescue that District owned tools, equipment and other property will not be loaned out or borrowed by employees/members, or external customers/citizens.
- b. The only exceptions to this policy are:
 - i. Reserve fire hose may be loaned out to water companies or other governmental agencies on a case-by-case basis, subject to completion of proper paperwork.
 - ii. District owned property may be loaned, leased or rented to other fire agencies with permission of the Fire Chief or his designee.
 - iii. In unusual, emergency circumstances, District owned property may be loaned out to citizens when all other means have been exhausted and the equipment is essential to preserving life or property. These rare cases must be approved by a Battalion Chief or other chief officer and proper documentation must be

completed (i.e. Recipients name, address, phone numbers, Driver's license number, etc.)

VII. SURPLUS/REPLACEMENT OF DISTRICT PROPERTY

- A. When surplus, obsolete, or unused material, property or equipment is identified, the Asset Control Form should be completed and submitted to the appropriate Division Head requesting the property or equipment be declared as surplus.
- B. Once approved by the appropriate Division Head they should forward the Asset Control Form to the Assistant Chief of Logistics to arrange for storage of the items and eventual disposal. The Assistant Chief of Logistics should forward the completed form to the finance division.
- C. When appropriate, the list of items submitted as surplus, will be formally brought before the Board of Commissioner's to be officially declared surplus to the needs of the District.
- D. All surplus items will be disposed of by one (1) of the following methods:
 - 1. All sales shall be open to the public, except scrap (any equipment or material which cannot serve its original purpose) which may be sold by private sale at prices established by current market conditions. All sales shall be final.
 - 2. Surplus property or equipment with an estimated value of \$1,000 or more will be sold by public auction, sealed bid, negotiated sale, or transfer to another governmental agency.
 - 3. Surplus property with an estimated value less than \$1,000 will be sold by public auction, sealed bid, negotiated sale, open market/garage sale or transfer to another government agency.
 - 4. Vehicles and or equipment that are primarily used for Fire Suppression or EMS shall first be offered to bona fide government agencies prior to being offered to the general public.
 - 5. Emergency vehicles sold to the general public, shall be stripped of all emergency lighting, sirens, department identification and radios prior to delivery.
 - 6. Property having no monetary value may be disposed of or recycled at the discretion of the Fire Chief or their designee.

7. Trade-in of old equipment to upgrade equipment of the same or reasonable related kind are permitted when it is determined by the Board of Commissioners or Fire Chief to be in the best interest of the District.
 8. Real Property as defined under RCW 39.33 shall be subject to the procedures as outlined pursuant to RCW 39.33.020.
- E. When all efforts have failed to recover lost property, personnel should notify their supervisor/commanding officer and Finance (via the Asset Control Form). Lost items may require additional reports to the police department, Fire Chief, SAO, and Insurance Company. Disposals brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim. Lost property will be reported to the Board of Commissioners with surplus property.

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

Item Title: Board Policy 3.30 Credit Card Usage

Attachments: Board Policy 3.30

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Board Policy 3.30 Credit Card Usage has been reviewed by Staff. The policy has been moved to the new format and updated with minor content changes.

The Policy is presented for first reading and comment.

FINANCIAL IMPACT:



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 330

SUBJECT: Credit Card Usage

EFFECTIVE DATE: January 1, 2022

OWNER: Finance Director

REAUTHORIZATION YEAR: 2025

FORMS AND ATTACHMENTS:

Attachment 330.A Credit Card User Agreement

INTENT:

Implement district policy for the issuance, use, and control of District issued credit cards

1.0 DEFINITIONS

2.0 POLICIES

- 2.1 **ISSUANCE:** Central Pierce Fire & Rescue will issue credit cards to personnel in the following positions: Fire Chief, Deputy Chiefs, Assistant Chiefs, Battalion Chiefs, Finance Director, Human Resource Director, IT Director, Deputy Fire Marshals, Training Captain(s), EMS Captain(s), Executive Assistant(s), Purchasing Manager, IT technician(s), Senior Accountant, Procurement Coordinator, Ops Analyst(s), HR Analyst(s), CGRO, Central Stores Main Runner, and others as assigned by the Fire Chief..
- 2.2 **DISTRIBUTION:** Credit cards will be obtained and distributed through the Finance office
- 2.3 **LIMITS:** In general, credit card limits shall not exceed:
Chiefs - up to \$5k.
Support specialists - up to \$8k (Training and Shop only).
Support specialist – up to \$2k (Front desk)
Purchasing Manager – up to \$10k.
Finance Director – up to \$10k.
However, on a case by case basis, credit cards may have temporary increase with the approval of the Finance Director or the Fire Chief.

3.0 PROCEDURES

- 3.1 **USE:** Usage will be closely monitored by the Finance Division and shall be used in compliance with the following:
- 3.1.1 **Travel:** Credit cards may be used by District personnel who are in travel status on official District business for meals, lodging, airfare, parking, taxi,

car rental, and fuel in accordance with the amounts allowed per the travel policy (see Advanced Travel Policy #306). Use of the District credit card is for exceptions only; all attempts must be made to receive funds prior to departure through the Advanced Travel process. Official District business includes but is not limited to travel for Puget Sound Strike Team or State mobilizations and prospective employee background investigations.

3.1.1.1 Use of the credit card for meals shall be restricted to the per diem amount referenced by District Resolution 20-08, utilizing Internal Revenue Service (IRS) Publication 1542. Any charges that exceed the per diem amount are to be reimbursed to the District when the District Expense Claim Form (with charge slips attached) is submitted. The receipt must include the name of the business in which the purchase was made, an itemization of the meals purchased, the date, and total amount charged. Receipts that do not contain the required information will need to have an explanation attached stating why the required information is missing and a list of the missing information, to the best of the credit card user's knowledge. Name(s) of others who partook of meals, or otherwise incurred expenses (i.e. retreat meals, etc.) must be listed on the District Expense Claim Form. State whether they were District personnel. If they are not, state who they were and what connection they had with District business.

3.1.1.2 Tips for meals are not in addition to the per diem amount, but must also be included within that amount or they are not reimbursable.

3.1.1.3 Alcohol may not be purchased with the credit card.

3.1.1.4 Cards may not be used for cash advances, entertainment, or hotel/motel amenities.

3.1.2 Registration or Enrollment/Texts and Training Materials: Credit cards may be used for conference registration related to official District business, **only** after approval on the Outside Class Request Form. Payment via credit card will only be approved if vendor will not accept a check as payment.

3.1.3 Purchases: Credit cards may be used for the purchase of goods or supplies if vendors are unable to comply with normal District purchasing procedures (see Purchasing Policies #327 and #353).

3.1.3.1 The credit card is not to be used as a means to bypass the normal District purchasing procedures.

3.1.3.2 Cards may not be used for personal purchases.

3.1.3.3 Cards may not be used for cash advances.

3.1.3.4 Cards may not be used to purchase services (i.e. consultant fees, temporary help, equipment, etc.) Cards may be used to secure lodging, airfare, and rental cars for District personnel who are in travel status on official District business when the use of Advanced Travel funds is not possible. Cards may be used for emergent vehicle repair services in the event that District-

provided vehicle maintenance and/or service cannot reasonably be performed and it is necessary to ensure the safety of District personnel and/or property. Refer to the definition of emergency purchases in section 1.7 of purchasing policy #353 for clarification.

3.1.3.5 Cards may not be used to pay other invoices or statements.

3.1.3.6 Cards may be used to purchase food related items during the course of official district business which include but is not limited to the following:

3.1.3.6.1 During extended emergency responses it is appropriate to purchase rehabilitation supplies (i.e. food, hydrating drinks, etc.) in order to maintain energy levels and/or ensure the safety of District personnel and Mutual Aid personnel.

3.1.3.6.2 In the event that meetings, classes or other District business are held over a mealtime hour and time does not allow for offsite food acquisition, it is appropriate to furnish food in order to accomplish set forth business.

3.1.3.6.3 During testing processes for new hires and/or promotions when it is the best interest of the District to keep assessors on-site and available so candidates may go through their testing processes in a timely manner.

3.2 USER RESPONSIBILITY: Responsibility of the user/carrier of the card is as described below.

3.2.1 Employees will sign a Credit Card User Agreement for all cards issued in their name.

3.2.2 The card holder shall be the sole user and retain possession of the card at all times and be responsible for all charges made while it is in his/her possession.

3.2.3 User shall reconcile the transaction in the accounting software (currently OneSolution) which includes attaching the receipt, providing the description of the item purchased, and assigning the cost to a budget line item.

3.2.4 The user shall reconcile the transaction in the accounting software within seven (7) business days following the purchase transaction being uploaded and available for reconciliation in the accounting software. If the transaction remains undocumented for 60 days after the upload, the purchasing card will be revoked. The user shall repay any improper charges or undocumented charges at the time such events occur. Any charges not paid at this time will be withheld from the individual's next paycheck and their supervisor will be notified of the claim.

3.2.5 The user must obtain authorization for anything not clearly described above as allowable. Failure to do so may cause user to be financially responsible for the charge.

3.2.6 Lost or stolen cards must be reported to the Finance Director immediately.

- 3.2.7 District credit cards will be returned in the event the employment relationship is terminated.
- 3.2.8 Abuse of the District issued credit card could result in the credit card being confiscated.
- 3.3 **DOCUMENTATION REQUIREMENTS:** Employees authorized to use District credit cards are responsible for providing all necessary documentation required to process payment on a timely basis. Reconciliation through the software will be completed and the necessary documentation provided as follows:
 - 3.3.1 Attach the supporting documentation in accounting software within seven (7) business days following a purchase. If later than seven (7) days, an explanation as to why it is late will need to be attached.
 - 3.3.2 Appropriate supporting documentation includes but is not limited to delivery confirmations, receipts and/or packing slips.
 - 3.3.3 Employees will document Internet purchases by printing out the purchase confirmation page from the vendor's website.
 - 3.3.4 Employees will document phone purchases by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer, etc.)
 - 3.3.5 State whether others who traveled, partook of meals, or otherwise incurred expenses were District personnel. If they are not, state who they were and what connection they had with District business.
 - 3.3.6 Attach original receipts to the software. The receipt must include the name of the business in which the purchase was made, an itemization of the goods or supplies purchased, date, and total amount charged. If receipt does not contain the required information, an explanation as to why the information is missing will need to be attached.
 - 3.3.7 Include the General Ledger account code in which the purchase is to be charged on the form.
- 3.4 **CONTROL:** The elected Board of Commissioners, or their designee, will review expenditures in conjunction with the normal warrant review and approval. The Fire Chief or Finance Director must approve any exceptions to this policy in advance.

4.0 REFERENCE

- 4.1 RCW 43.09.2855
- 4.2 Budgeting & Accounting Reporting System (BARS)
- 4.3 Washington State Auditor's Office
- 4.4 CPFR Resolution # 06-09.
- 4.5 Advanced Travel Policy #306
- 4.6 Purchasing Policy #327
- 4.7 District Expense/Credit Card/Petty Cash Claim Form

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.30

ORIGINATED:
APPROVED:
EFFECTIVE:

SUBJECT: CREDIT CARD USAGE

PURPOSE: Implement district policy for the issuance, use, and control of District issued credit cards.

POLICY:

I. ISSUANCE:

A. Central Pierce Fire & Rescue will issue credit cards to personnel in the following positions:

1. Fire Chief, Deputy Chiefs, Assistant Chiefs, Battalion Chiefs, Finance Director, Human Resource Director, IT Director, Deputy Fire Marshals, Training Captain(s), EMS Captain(s), Executive Assistant(s);
2. Purchasing Manager, IT technician(s), Senior Accountant, Procurement Coordinator, Ops Analyst(s), HR Analyst(s), CGRO, Central Stores Main Runner, and others as assigned by the Fire Chief.

II. DISTRIBUTION: Credit cards will be obtained and distributed through the Finance office.

III. LIMITS: In general, credit card limits shall not exceed:

- A. Chiefs - up to \$5k.
- B. Support specialists - up to \$8k (Training and Shop only).
- C. Support specialist – up to \$2k (Front desk)
- D. Purchasing Manager – up to \$10k.
- E. Finance Director – up to \$10k.
- F. However, on a case by case basis, credit cards may have temporary increase with the approval of the Finance Director or the Fire Chief.

AUTHORITY & RESPONSIBILITY:

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

PROCEDURE:

- I. USE: Usage will be closely monitored by the Finance Division and shall be used in compliance with the following:
 - A. Travel: Credit cards may be used by District personnel who are in travel status on official District business for meals, lodging, airfare, parking, taxi, car rental, and fuel in accordance with the amounts allowed per the travel policy (see Advanced Travel Policy #306). Use of the District credit card is for exceptions only; all attempts must be made to receive funds prior to departure through the Advanced Travel process. Official District business includes but is not limited to travel for Puget Sound Strike Team or State mobilizations and prospective employee background investigations.
 - 1. Use of the credit card for meals shall be restricted to the per diem amount referenced by District Resolution 20-08, utilizing Internal Revenue Service (IRS) Publication 1542. Any charges that exceed the per diem amount are to be reimbursed to the District when the District Expense Claim Form (with charge slips attached) is submitted. The receipt must include the name of the business in which the purchase was made, an itemization of the meals purchased, the date, and total amount charged. Receipts that do not contain the required information will need to have an explanation attached stating why the required information is missing and a list of the missing information, to the best of the credit card user's knowledge. Name(s) of others who partook of meals, or otherwise incurred expenses (i.e. retreat meals, etc.) must be listed on the District Expense Claim Form. State whether they were District personnel. If they are not, state who they were and what connection they had with District business.
 - 2. Tips for meals are not in addition to the per diem amount, but must also be included within that amount or they are not reimbursable.
 - 3. Alcohol may not be purchased with the credit card.
 - 4. Cards may not be used for cash advances, entertainment, or hotel/motel amenities.
 - B. Registration or Enrollment/Texts and Training Materials: Credit cards may be used for conference registration related to official District business, only after approval on the Outside Class Request Form. Payment via credit card will only be approved if vendor will not accept a check as payment.

- C. Purchases: Credit cards may be used for the purchase of goods or supplies if vendors are unable to comply with normal District purchasing procedures (see Purchasing Policies 3.27 and 3.53).
1. The credit card is not to be used as a means to bypass the normal District purchasing procedures.
 2. Cards may not be used for personal purchases.
 3. Cards may not be used for cash advances.
 4. Cards may not be used to purchase services (i.e. consultant fees, temporary help, equipment, etc.) Cards may be used to secure lodging, airfare, and rental cars for District personnel who are in travel status on official District business when the use of Advanced Travel funds is not possible. Cards may be used for emergent vehicle repair services in the event that District- provided vehicle maintenance and/or service cannot reasonably be performed and it is necessary to ensure the safety of District personnel and/or property. Refer to the definition of emergency purchases in section 1.7 of purchasing policy #353 for clarification.
 5. Cards may not be used to pay other invoices or statements.
 6. Cards may be used to purchase food related items during the course of official district business which include but is not limited to the following:
 - a. During extended emergency responses it is appropriate to purchase rehabilitation supplies (i.e. food, hydrating drinks, etc.) in order to maintain energy levels and/or ensure the safety of District personnel and Mutual Aid personnel.
 - b. In the event that meetings, classes or other District business are held over a mealtime hour and time does not allow for offsite food acquisition, it is appropriate to furnish food in order to accomplish set forth business.
 - c. During testing processes for new hires and/or promotions when it is the best interest of the District to keep assessors on-site and available so candidates may go through their testing processes in a timely manner.
- II. USER RESPONSIBILITY: Responsibility of the user/carrier of the card is as described below.

- A. Employees will sign a Credit Card User Agreement for all cards issued in their name.
 - B. The card holder shall be the sole user and retain possession of the card at all times and be responsible for all charges made while it is in his/her possession.
 - C. User shall reconcile the transaction in the accounting software (currently OneSolution) which includes attaching the receipt, providing the description of the item purchased, and assigning the cost to a budget line item.
 - D. The user shall reconcile the transaction in the accounting software within seven (7) business days following the purchase transaction being uploaded and available for reconciliation in the accounting software. If the transaction remains undocumented for 60 days after the upload, the purchasing card will be revoked. The user shall repay any improper charges or undocumented charges at the time such events occur. Any charges not paid at this time will be withheld from the individual's next paycheck and their supervisor will be notified of the claim.
 - E. The user must obtain authorization for anything not clearly described above as allowable. Failure to do so may cause user to be financially responsible for the charge.
 - F. Lost or stolen cards must be reported to the Finance Director immediately.
 - G. District credit cards will be returned in the event the employment relationship is terminated.
 - H. Abuse of the District issued credit card could result in the credit card being confiscated.
- III. DOCUMENTATION REQUIREMENTS: Employees authorized to use District credit cards are responsible for providing all necessary documentation required to process payment on a timely basis. Reconciliation through the software will be completed and the necessary documentation provided as follows:
- A. Attach the supporting documentation in accounting software within seven (7) business days following a purchase. If later than seven (7) days, an explanation as to why it is late will need to be attached.
 - B. Appropriate supporting documentation includes but is not limited to delivery confirmations, receipts and/or packing slips.

- C. Employees will document Internet purchases by printing out the purchase confirmation page from the vendor's website.
 - D. Employees will document phone purchases by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer, etc.)
 - E. State whether others who traveled, partook of meals, or otherwise incurred expenses were District personnel. If they are not, state who they were and what connection they had with District business.
 - F. Attach original receipts to the software. The receipt must include the name of the business in which the purchase was made, an itemization of the goods or supplies purchased, date, and total amount charged. If receipt does not contain the required information, an explanation as to why the information is missing will need to be attached.
 - G. Include the General Ledger account code in which the purchase is to be charged on the form.
- IV. CONTROL: The elected Board of Commissioners, or their designee, will review expenditures in conjunction with the normal warrant review and approval. The Fire Chief or Finance Director must approve any exceptions to this policy in advance.

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

Item Title: 2013 General Obligation Bond Refunding

Attachments: DA Davidson Engagement Letter

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

☐ First reading

☐ Second reading

☒ Motion to approve

☐ For information only

☐ Other: _____

RECOMMENDED MOTION:

Motion to authorize Chief Morrow to sign the engagement letter to hire DA Davidson as our underwriter for the 2013 Unlimited Tax General Obligation (UTGO) bond refunding.

SUMMARY:

In 2013, the voters approved an Unlimited Tax General Obligation Bond in the amount of \$39,800,000 for the purpose of capital facilities projects.

As of today, the principal balance owed for these bonds is \$24,060,000, with a final payment due in 2035. The Bonds are eligible for refunding December 1, 2023.

The Bonds are eligible to be refinanced (bond refunding) December 1, 2023. It takes several months to prepare to refund the bonds, and DA Davidson (DADCo) would provide the following services to get this done:

1. Reevaluate terms of the securities
2. Market the securities
3. Assist with Official Statement preparation
4. Assist with a renewed bond rating (previously AA in 2016)



Board Meeting Agenda Item Summary

FINANCIAL IMPACT:

Per DA Davidson preliminary estimates at current rates, a refunding would save approximately \$880,000 over the life of the repayment. This could change with interest rates, which DADCo will watch and evaluate on our behalf and make recommendations.

IMPORTANT NOTES:

1. DADCO only gets paid if the refunding happens. Their 60 basis point fee (0.6% which is < 1%) is paid out of the proceeds of the securities.
2. We will re-engage our bond legal counsel as well, Cynthia Weed with K&L Gates. They charge a flat fee and get paid out of the proceeds of the securities as well.
3. If there are no estimated savings due to rate changes as the bond refund gets closer, we will not proceed with the refunding.
4. The only potential financial obligation is for the bond rating, which typically costs under \$25k. We will push the rating as late in the process as possible, with the intent that we will only have to pay for the rating and go through one if the refunding is highly likely.

Columbia Center
701 5th Ave #4050,
Seattle, WA 98104
www.dadavidson.com/ficm
D.A. Davidson & Co. member SIPC

February 16, 2023

Pierce County Fire Protection District No. 6 (Central Pierce Fire & Rescue)
Mr. Dustin Morrow, Fire Chief
Ms. Tanya Robacker, Finance Director
17520 22nd Avenue East
Tacoma, WA 98445

Re: Underwriter Engagement Letter

Dustin and Tanya:

On behalf of D.A. Davidson & Co. (“us” or “Davidson” or “we”), we are writing concerning the potential issuance of Unlimited Tax Obligation Refunding Bonds (the “Securities”). This letter confirms that Pierce County Fire Protection District No. 6 (Central Pierce Fire & Rescue) (“Issuer” or “you”) engages us as Underwriter for the proposed offering and issuance of the Securities, subject to the conditions and limitations described below.

1. Services to be provided by Davidson. The Issuer hereby engages Davidson to serve as Underwriter of the proposed offering and issuance of the Securities, and in such capacity Davidson agrees to provide the following services:

- Review and evaluate the proposed terms of the offering and the Securities
- Develop a marketing plan for the offering, including identification of potential investors
- Assist in the preparation of the official statement and other offering documents
- Contact potential investors, provide them with offering-related information, respond to their inquiries and, if requested, coordinate their due diligence sessions
- If the Securities are to be rated, assist in preparing materials to be provided to securities ratings agencies and in developing strategies for meetings with the ratings agencies
- Consult with counsel and other service providers with respect to the offering and the terms of the Securities
- Inform the Issuer of the marketing and offering process
- Negotiate the pricing, including the interest rate, and other terms of the Securities

- Provide a sensitivity analysis on estimated savings and the net present value savings percent
- Obtain CUSIP number(s) for the Securities and arrange for their DTC book-entry eligibility
- Plan and arrange for the closing and settlement of the issuance and the delivery of the Securities
- Perform such other usual and customary underwriting services as may be requested by the Issuer

As Underwriter, Davidson will not be required to purchase the Securities except pursuant to the terms of the Purchase Agreement, which will not be signed until successful completion of the pre-sale offering period. This letter does not obligate Davidson to purchase any of the Securities.

2. No Advisory or Fiduciary Role. The Issuer acknowledges and agrees: (i) the primary role of Davidson, as an Underwriter, is to purchase securities, for resale to investors, in an arm's-length commercial transaction between the Issuer and Davidson and that Davidson has financial and other interests that may differ from those of the Issuer.; (ii) Davidson is not acting as a municipal advisor, financial advisor, or fiduciary to the Issuer and Davidson has not assumed any advisory or fiduciary responsibility to the Issuer with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (irrespective of whether Davidson has provided other services or is currently providing other services to the Issuer on other matters or transactions); (iii) the only obligations Davidson has to the Issuer with respect to the transaction contemplated hereby expressly are set forth in this agreement; and (iv) the Issuer has consulted its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. If the Issuer desires to consult with and hire a municipal advisor for this transaction that has legal fiduciary duties to the Issuer the Issuer should separately engage a municipal advisor to serve in that capacity.

In addition, the Issuer acknowledges receipt of a letter outlining certain regulatory disclosures as required by the Municipal Securities Rulemaking Board and attached to this agreement as Exhibit A. The Issuer further acknowledges Davidson may be required to supplement or make additional disclosures as may be necessary as the specific terms of the transaction progress.

3. Fees and Expenses. Davidson's proposed underwriting fee/spread is less than 0.6% of the principal amount of the Securities issued (which is less than 1%). The underwriting fee/spread will represent the difference between the price that Davidson pays for the Securities and the public offering price stated on the cover of the final official statement. The Issuer shall be responsible for paying or reimbursing Davidson for all other costs of issuance, including without limitation, bond counsel, rating agency fee, and all other expenses incident to the performance of the Issuer's obligations under the proposed Securities.

4. Term and Termination. The term of this engagement shall extend from the date of this letter to the closing of the offering of the Securities except as may be superseded pursuant to a Purchase Agreement. Notwithstanding the forgoing, either party may terminate Davidson's engagement at any time without liability of penalty upon at least 30 days' prior written notice to the other party. If Davidson's engagement is terminated by the Issuer, the Issuer agrees to compensate Davidson for the services provided and to reimburse Davidson for its out-of-pocket fees and expenses incurred to the date of termination.

5. Limitation of Liability. The Issuer agrees neither Davidson nor its employees, officers, agents or affiliates shall have any liability to the Issuer for the services provided hereunder.

6. Miscellaneous. This letter shall be governed and construed in accordance with the laws of the State of Washington. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party.

If there is any aspect of this Agreement that you believe requires further clarification, please do not hesitate to contact us. If the foregoing is consistent with your understanding of our engagement, please sign and return the enclosed copy of this letter.

Again, we thank you for the opportunity to assist you with your proposed financing and the confidence you have placed in Davidson.

Very truly yours,

D.A.DAVIDSON & CO.

By: 

Title: Senior Vice President, Public Finance Banker

Accepted this ____ day of February, 2023

Pierce County Fire Protection District No. 6 (Central Pierce Fire & Rescue)

Name (print): _____

Signature: _____

Title: _____

EXHIBIT A

We are writing to provide you, as Fire Chief and Finance Director of Pierce County Fire District No. 6 (Central Pierce Fire & Rescue) (“Issuer”), with certain disclosures required by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 that relate to the proposed offering and issuance of Unlimited Tax Obligation Refunding Bonds (the “Securities”).

The Issuer has engaged D.A. Davidson & Co. (“Davidson”) to serve as an Underwriter, and not as a financial or municipal advisor, in connection with the issuance of the Securities. As part of our services as Underwriter, Davidson may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Securities. The specific terms of our engagement will be as set forth in a bond purchase agreement to be entered into by the parties if and when the Securities are priced following successful completion of the offering process.

1. Dealer-Specific Conflicts of Interest Disclosures

Davidson has identified the following actual or potential material conflicts:

An employee of the underwriter is a Reviewing Member for the Washington Public Treasurer’s Association Debt Policy Review Panel. In this capacity, the employee participates in reviewing possible debt policies for potential issuers and is not compensated.

2. Transaction-Specific Disclosures

Since Davidson has not recommended a “complex municipal securities financing” to the Issuer, additional disclosures regarding the financing structure for the Securities are not required under MSRB Rule G-17. In accordance with the requirements of MSRB Rule G-17, if Davidson recommends a “complex municipal securities financing” to the Issuer, this letter will be supplemented to provide disclosure of the material financial characteristics of that financing structure as well as the material financial risks of the financing that are known to us and reasonably foreseeable at that time.

3. Standard Disclosures

A. Disclosures Concerning the Underwriters’ Role:

- (i) MSRB Rule G-17 requires an Underwriter to deal fairly at all times with both municipal issuers and investors.
- (ii) An Underwriter’s primary role is to purchase the Securities with a view to distribution in an arm’s-length commercial transaction with the Issuer. The Underwriter has financial and other interests that differ from those of the Issuer.
- (iii) Unlike a municipal advisor, the Underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests.
- (iv) The Issuer may choose to engage the services of a municipal advisor with a fiduciary obligation to represent the Issuer’s interest in this transaction.
- (v) The Underwriter has a duty to purchase the Securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell the Securities to investors at prices that are fair and reasonable.
- (vi) The Underwriter will review the official statement for the Securities in accordance with,

and as part of, its respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.¹

B. Disclosures Concerning the Underwriters' Compensation:

- (i) The Underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Securities. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Securities. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the Underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

4. Questions and Acknowledgment.

Davidson is registered as a broker-dealer with the U.S. Securities and Exchange Commission ("SEC") and the MSRB, and is subject to the regulations and rules on municipal securities activities established by the SEC and MSRB. The website address for the MSRB is www.msrb.org. The MSRB website includes educational material about the municipal securities market, as well as an investor brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

If you or any other Issuer officials have any questions or concerns about these disclosures, please make those questions or concerns known immediately to the undersigned. In addition, you should consult with the Issuer's own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

It is our understanding that you have the authority to bind the Issuer by contract with us, and that you are not a party to any disclosed conflict of interest relating to the subject transaction. If our understanding is incorrect, please notify the undersigned immediately.

We are required to seek your acknowledgement that you have received this letter. Accordingly, please send me an email to that effect, or sign and return the enclosed copy of this letter to me at the address set forth below. Otherwise, an email read receipt from you or automatic response confirming that our email was opened by you will serve as an acknowledgement that you received these disclosures.

Depending on the structure of the transaction that the Issuer decides to pursue, or if additional actual or potential material conflicts are identified, we may be required to send you additional disclosures regarding the material financial characteristics and risks of such transaction and/or describing those conflicts. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures.

¹ Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the official statement by the Underwriter is solely for purposes of satisfying the Underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

Again, we thank you for the opportunity to assist you with your financing and the confidence you have placed in us.

D.A. DAVIDSON & CO.

By: 

Title: Senior Vice President, Public Finance Banker

Acknowledged this ____ day of February, 2023

Pierce County Fire Protection District No. 6 (Central Pierce Fire & Rescue)

Name (print): _____

Signature: _____

Title: _____



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

Item Title: Inspiration Works LLC

Attachments: Inspiration Works LLC Retainer Agreement

Submitted by: Dustin Morrow, Fire Chief

RECOMMENDED ACTION BY THE BOARD:

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

POSSIBLE MOTION:

"I move to approve the Fire Chief to sign and execute the Inspiration Works LLC Retainer Agreement as presented."

SUMMARY:

Staff has identified the need to increase leadership development throughout the organization. While many efforts are underway, Staff is requesting to secure the services of Inspiration Works LLC for the Executive Leadership Team and a minimum of one additional cohort within the ranks.

Inspiration Works LLC focuses on courageous leadership and courageous communications. Staff believes this leadership development will have a broad positive impact in the organization, and that the return on investment will be substantial.

If approved, Inspiration Works LLC will start working with the Executive Team in March.

FINANCIAL IMPACT:

Budgeted: 23-200-07 not to exceed \$75,000

LEADERSHIP DEVELOPMENT SERVICES CONSULTING RETAINER AGREEMENT

This document is a Retainer Agreement between **Inspiration Works, LLC** (VENDOR) and, **Central Pierce Fire & Rescue** (CLIENT). VENDOR is being retained to provide consulting services focused on leadership development for the CLIENT under the following terms:

1. VENDOR is being retained to collaborate with the CLIENT and provide leadership team development for the Executive Team. This will include a development cohort that include the Fire Chief, Deputy Chiefs, Directors, Assistant Chiefs and the Executive Assistant.
2. VENDOR is being retained to collaborate with the CLIENT and provide a Leadership Academy Cohort. This will include a development cohort that may include Battalion Chiefs, Captains, or Lieutenants.
3. VENDOR is being retained to collaborate with the CLIENT to develop and deliver a Partners Cohort that may include providing introductory awareness training for partners or spouses of those in the Executive Team.
4. VENDOR is being retained to collaborate with the CLIENT to develop and potentially deliver additional leadership or support cohorts that may be needed throughout the CLIENTS organization.
5. VENDOR will provide services to CLIENT in a mixed format both in person and remotely.
6. CLIENT may request VENDOR engage in an expanded scope of work, or an additional scope of work for the duration of this retainer. Additional work will be billed at a rate established and agreed to by the VENDOR and the CLIENT.
7. The VENDOR will make themselves available to perform these services for the CLIENT through December 31, 2023. Should the VENDOR and the CLIENT choose to extend this agreement, they can do so through mutual agreement.
8. VENDOR is being retained as an independent contractor, not an employee of the CLIENT.
9. For the consulting services rendered, VENDOR will bill the Executive Team Cohort at \$45,000, and the Leadership Academy Cohort at \$18,000. The price for the Partners Cohort and any additional Cohorts will be determined prior to delivery of services. See Inspiration Works LLC Work Letter dated February 20, 2023 (attached) for additional details regarding potential expenses that CLIENT may be billed for.
10. For the duration of the project, billable hours, and or fees, itemized by project, will be submitted on a monthly basis and will be paid in full by CLIENT within thirty (30) days of receipt.
11. The purpose of the VENDOR's engagement is to assist CLIENT in leadership development, and in doing so, the CLIENT agrees to the

following limited indemnity language. CLIENT agrees to indemnify, defend and hold VENDOR, harmless from all claims, suits, demands, losses, and expenses, including reasonable attorney's fees, accruing or resulting to any/all persons, firms, or other entity arising out of VENDOR's performance or non-performance of its obligations under this Agreement unless an error or erroneous omission by VENDOR causes such damage or loss. CLIENT shall not indemnify VENDOR for any matter involving a claim by CLIENT of professional negligence, or any case for which VENDOR shall have been decided to have acted in bad faith or engaged in willful misconduct or any conduct outside the scope of its retention under this Agreement.

12. If any provision of this Agreement is deemed unenforceable, the remaining provisions will be given full force and effect.
13. This Agreement will be governed by and construed, interpreted, applied, and enforced according to the laws of the State of Washington.
14. This Agreement may be signed in counterparts, each of which so executed shall be deemed an original irrespective of the date of the execution and said counterparts should together constitute one and the same Agreement.
15. This Agreement constitutes the entire agreement between the parties relating to the subject matters set forth herein.

For VENDOR:

Printed Name: _____

Dated: _____

Title: _____

Signature: _____

For CLIENT:

Printed Name: _____

Dated: _____

Title: _____

Signature: _____

*The intuitive mind is a sacred gift and the rational mind is a faithful servant.
We have created a society that honors the servant and has forgotten the gift.*
—Albert Einstein

February 20, 2023

Dustin E. Morrow
Fire Chief
Central Pierce Fire & Rescue
17520 22nd Avenue E
Tacoma, Washington 98445

Dear Dustin:

Thanks so much for offering Val and me the opportunity to work with you and your colleagues at Central Pierce Fire & Rescue. We are looking forward to creating and delivering the leadership development program we have been discussing with you, Brent and your team. And it was a pleasure to meet with you and the entire Central Pierce Executive Team recently.

We envision the *Courageous Leadership at CP&R* program to commence in March, 2023, and to include the following sequence of cohorts:

- The **Executive Team Cohort**, beginning on March 21, 2023, consisting of thirteen participants: the Fire Chief, Deputy Chiefs, Directors, Assistant Chiefs, and Executive Assistant.
- The **Leadership Academy Cohort**, commencing in April, 2023, consisting of ten to fifteen participants selected by members of the Executive Team. This cohort is expected to include future leaders of CPF&R, whose knowledge of and use of the skills of the CPF&R *Courageous Leadership Program* will be critical to the future success of the department.
- The **Partners Cohort**, commencing in September, 2023: a modified, “introduction to” version of the Program for all partners/spouses of CPF&R team members who have successfully completed either cohort of the *Courageous Leadership Program*.
- **Additional cohorts**, operational and other personnel: Also envisioned as an option is a series of additional cohorts consisting of selected CPF&R personnel representing specific work teams or fire stations. This introduction to the Program principles is designed to assure that eventually all CPF&R employees learn and practice the skills necessary to participate and grow in the culture of courageous leadership.

The **Executive Team Cohort** will include some or all the following:

- Pre-reading assignment and related exercise to prepare participants for *Courageous Leadership*
- One full-day session in March focused on learning the science of creating connected work teams and practicing the skills necessary to make more cohesive communication a reality.
- Five half-day sessions April through August for additional learning and practice of the skills in order to further encourage the development of muscle memory around *Courageous Leadership* principles
- Five team and partner work assignments between each content session; assignments to be determined and centered around courageous, authentic, and connecting communication
- Ongoing monthly *CPF&R Leaders Talk Straight* forum for participants beginning in April: sessions to practice the authentic communications skills learned in the Program and to develop and support the confidence---and expectation--- to say what is on one’s mind. The 50-minute *CPF&R Leaders Talk Straight* sessions will be self-facilitated and will follow an “open scripted” format structured to support the ongoing replication of a safe and productive communication session. Each month a different member of the Executive Team may volunteer to guide the session. The *Leaders Talk Straight* sessions serve two primary purposes:

- Continued practice of the rapport, trust, authenticity, and connection encouraged by the Program, and
- Modeling that behavior for all other CPF&R employees
- Available one-on-one personal coaching for each participant, as requested, to encourage and ensure understanding of the Program principles and practice of the principles in the everyday work, family, and social encounters of the participant
- All sessions and supporting materials in the *Courageous Leadership at CP&R* program will be based on the decades of experience InspirationWorks, LLC has in using concrete, engagement-building tools, as well as the most current and successful leadership strategies, to help our clients improve and sustain employee engagement, even in the most challenging environments.

The **Leadership Academy Cohort** will draw upon the same materials and approach and will consist of two full-day sessions, in April and May, and participation in the ongoing monthly *CPF&R Leaders Talk Straight* forum starting in May.

The **Partners Cohort**, planned for September, 2023, will be offered to help assure that family members of Executive Team and Leadership Academy participants will have the opportunity to learn and practice and reinforce the same personal development skills that CPF&R leaders work to integrate in their daily lives.

The result: CPF&R-wide adoption of practices designed to improve collaboration, innovation, trust, respect, open communication, and connection.

Professional fees for the program are estimated to be:

- Executive Team Cohort: \$45,000
- Leadership Academy Cohort: \$18,000
- Partners Cohort: To be determined
- Additional Cohorts: To be determined

Out-of-pocket expenses, such as travel, will be in addition to the fees above. It is anticipated that all sessions will be conducted in CPF&R facilities or facilities arranged for by CPF&R. Any additional expenses for participants, such as travel, lodging and meals, will be the responsibility of CPF&R as will printing for session materials such as the *Courageous Leadership at CPF&R Field Guide*, individual reminder tool cards for major principles of the Program, case studies, and other materials.

We have included in the pages following this letter information regarding our qualifications and recent engagements as well as biographical information about Valerie and me and a selection of comments from clients. As these examples illustrate, the most engaged organizations are those that demonstrate and model open and authentic communication, have rapport, are not afraid to say what's on their mind, and know and trust one another. And the most engaged organizations are the most productive, creative, and resilient.

Congratulations, Dustin, for bringing CPF&R to a moment of great opportunity and challenge. Assuring that today's and tomorrow's leaders at CPF&R have the knowledge and practice the skills needed to connect, trust and collaborate will help assure it succeeds.

We look forward to working with you on this exciting journey!

Sincerely,
A. Roger Pease
Partner

*The intuitive mind is a sacred gift and the rational mind is a faithful servant.
We have created a society that honors the servant and has forgotten the gift.*
—Albert Einstein

InspirationWorks, LLC

Helping our clients improve and sustain employee engagement, even in the most challenging environments. This has been our focus at InspirationWorks since our inception in 2002. Concrete, engagement-building tools---and the role that emotional intelligence and communication skills play in them---comprises our body of work over twenty years with clients large and small, public, private, and not-for-profit. We take the most current successful leadership strategies and provide whole-brain thinking tools and communication skills to achieve results from those strategies.

We get great results: improved engagement and innovation. And great feedback from leaders at our clients: Some favorites:

- *We as managers and leaders...often forget that completing the mission and overwhelming tasks at hand does not have to happen at the expense of our own sanity and health. This course gave me some tools to be able to take a step back, evaluate my reactions, and move forward more deliberately and compassionately (to myself and others).*
- *Everyone individually--and [the organization]--would greatly benefit from a more comprehensive approach to leadership.*
- *After taking [your program], I went from Tier 3 on the Morehead survey to Tier 1.*
- *The program has made my job easier.*

We create a safe exercise space for leaders to turn abstract leadership concepts into practical tools that can be applied 24/7 by combining cognitive science, communication skills, and decades of our own line leadership experience.

We recognize that “working on ourselves” is not just acceptable or allowable but necessary for us to be a healthy, competent, innovative organization meeting the challenges of the twenty first century. This focus improves our ability to find the meaning we all seek in our work---the 24/7 sense of satisfaction and engagement.

In our experience, open and authentic and connected communication in work teams does not occur quickly or easily or naturally, especially when a team has perhaps begun to develop habits of more guarded---more “presented self” communication. Nor does it, of course, result from a single offsite event. It comes from learning and applying the current science behind effective team communication and practicing the skills which that science indicates must be present for open and engaged communication to occur. And, finally, it comes from the commitment as a team to routinely practice those skills in day-to-day work to achieve more cohesive, productive, collaborative, and innovative results.

Qualifications

We are known at InspirationWorks for our special interest and expertise in whole-brain thinking in the workplace and our ability to contribute to the development of engaged leaders with the communication skills to build more open, connected, creative and successful work teams. In our twenty-year consulting history our focus has been almost exclusively on the design and delivery of effective professional development programs which are informative, interactive, and innovative, and which have an immediate and lasting impact on the participants and their work teams and organizations. Our belief is that work can be better—more rewarding, more meaningful, more productive—and that the critical ingredient is effective, open, authentic, and connecting communication.

In addition to our reputation for quality work in the field of leadership development, we bring precise skills, expertise and experience which we have developed over our decades of personal experience in line management to each initiative. We:

- **Use our real-life management skills, practices and results to make abstract concepts like communications skills and engagement practical and immediately applicable to work.** The real-life, line management responsibilities that Valerie and Roger have enjoyed over the decades of their careers provide them the experience and credibility to make practical those concepts which are critical but sometimes viewed as obscure. They answer the question: *but what can I do tomorrow morning to use these new leadership communication skills in my work and make them a part of my daily practice?* Result: immediate and lasting impact.
- **Create the safety for participants to fully invest in learning.** As experienced and sensitive outside subject matter experts, we are skilled at creating the environment of openness, trust and safety, which is so critical to the successful, lasting implementation of our programs. And sets the tone for experiencing similar openness, trust and safety as an ongoing attribute of a client's leadership.
- **Deliver customized programs in collaboration with our clients.** We are particularly adept at customizing programs for our client's special needs. Each is carefully designed to honor and support every participant's prior experiences with leadership communication skills.
- **Provide the comfort of complementary voices and tone in our workshops.** In this gender-sensitive time our two voices provide a balance of voices helpful in promoting the inclusiveness we all seek.
- **Bring outside expertise and credibility.** Our experience with prestigious clients like Intel, Wells Fargo, Port of Portland, Oregon Health & Sciences University, Multnomah Athletic Club, Clackamas County, Tualatin Valley Fire & Rescue, Providence Health & Services, and the Tillamook County Creamery Association brings a high level of credibility, acceptance, and confidence to our programs---the very characteristics which are critical to achieving the program's intended immediate results and to making those results last.
- **Provide research and experience with leadership communications and tools that bring results.** Our practice has focused for the last twenty years specifically on the design and delivery of programs to develop and utilize leadership communication skills in the workplace. And, thereby, to help our clients achieve the intended benefits of:
 - Improved productivity
 - More cohesive work teams
 - Greater efficiency, reliability and accuracy in the delivery of services
 - Reduced unwanted turnover
 - Lower absenteeism rates
 - Improved work team performance
 - Higher overall levels of physical and mental health
 - Reduction in medical claims and employee benefits costs
 - Improved levels of creativity
 - More thoughtful and effective decision-making.

InspirationWorks Engagements

Oregon Health & Science University:

Healthcare, Research, Academics, Central Services: *OHSU Reflective Leadership Program.* Now in our fourth year, this six-month leadership development program is intended to transform the nature of leadership at OHSU and support improvements in leader effectiveness. Open to leaders in all four OHSU missions, the Program is built on the principle that, as leaders, we learn mainly from experiences in our everyday work life. Critical incidents arise, we respond, we learn. Much of this learning is subliminal. We hardly notice the learning taking place. Our brain is a marvelous learning machine that encourages us quietly to repeat our successes and avoid repeating our mistakes. This wonderful process is not necessarily efficient. But, without a thoughtful protocol to learn from our important experiences, we often find

ourselves almost accidentally repeating successes—and errors—before our learning experiences from them—our neural pathways—become grooved. Today's best and most effective leaders are reflective—sometimes intentionally, but often simply instinctively. They may not even be aware of, or able to describe, how reflective tools, emotional intelligence and whole-brain thinking, help them in their daily leadership choices. It becomes for them an unconscious competence. The *OHSU Reflective Leadership Program* helps OHSU leaders from all missions develop this competence consciously and apply whole brain thinking and emotional intelligence to form the most effective leadership style for themselves—and to help others in their own professional development.

School of Medicine: *Engagement and "Good to Great" Leadership at OHSU.* OHSU is one of the nation's leading health and research universities. This workshop, conducted for all department chairpersons and program directors in the School of Medicine, focused on the critical role that engagement and emotional intelligence play in the organization's ability to deliver quality care efficiently and effectively. The workshop included presentations, small group interaction and case study.

Department of Neurology: *Using the Whole Mind to Deliver Compassionate Care for the Epilepsy Patient Community.* OHSU is meeting the challenge of delivering quality patient care in the face of increasing information technology and legislative requirements. Under a grant from Pfizer we created a program for physicians and staff in the Neurology Department to focus on how compassionate care can be delivered to respond to special patient needs using emotional intelligence skills and tools. The program included a one-day workshop and two, two-hour followup sessions.

Casey Eye Institute: *Leadership Communication Skills and Engagement.* This half-day workshop for all twenty-one residents and fellows at the Institute is designed to build a more integrated team of physicians. With a focus on leadership communication core competencies and the importance of engagement in the workplace, this new offering for Resident Orientation Week will help the organization meet its commitment to the highest performance standards while at the same time avoiding burnout and related retention concerns that are sometimes associated with resident programs in medical organizations.

Healthcare Specialty Clinic: The workload at one of the University's clinics was overwhelming the new manager. Budget cuts and a hiring freeze were compounding the problem. With deteriorating performance reviews and declining morale and productivity in the clinic, and her own physical health negatively affected, the manager reached out for executive coaching help. After joint discussions with the client and her director, we created an efficient and effective twelve-week coaching program to diagnose the issues facing the manager and steer a new course to improved performance. The program centered on leadership communication skills to improve connection with her team members; encourage authentic dialog with her peers, superiors and subordinates; and develop a trusting environment for herself and her team. The coaching program included ninety-minute weekly sessions coupled with simple but effective exercises for daily development and practice of the new skills. The results, obvious and immediate, were: improvements in trust, teamwork, respect and engagement. At a time of considerable pressure created by the University's hiring freeze and budget constraints, the clinic is experiencing improved morale, flexibility, commitment to collaboration, and trust resulting from the coaching program.

Tualatin Valley Fire & Rescue:

Making Effective Use of Our Emotional Intelligence. One of the nation's premier firefighting and emergency rescue organizations, TVF&R personnel pride themselves on superb service delivery in situations often life-threatening and loaded with emotions. The ability to effectively manage emotions in these situations is an emotional intelligence challenge and the focus of this workshop for battalion chiefs and department heads.

Courageous Leadership: The Next Level. TVF&R is at a real opportunity point, with the need to continue to lead—as opposed to simply respond to—changing technology and strategies in fire protection and emergency medical services. This multi-year program is designed to provide concrete steps for leaders to

really maximize employee engagement. Objectives of the course are to: promote and support ethical integrity, drive for results, enhance decision quality, improve interpersonal savvy, deal with ambiguity, model compassion, develop the skill and practice of more open and authentic communication, enhance the ability to say what's on one's mind, develop rapport, improve overall communication and connection, and improve performance and innovative thinking.

Clackamas County, Oregon:

Leadership in Challenging Times: Practical Tools for the Emotionally Intelligent Leader. The Clackamas County Leadership Academy is a year-long program designed to develop and cultivate leadership skills in participating employees. It is designed for employees building their initial foundation of leadership as well as accomplished leaders looking to build on their personal and professional growth. Leadership in these changing and challenging times requires a different perspective—new eyes. No longer is the “hero” model identified with effective leaders. We are discovering instead that today's most successful leaders develop and use certain skills, particularly humility, to create and sustain motivated, successful organizations. This intensive two-day Leadership Academy workshop was designed to help leaders explore together the role of these practical skills in developing today's effective leaders and to practice using some tools for effectively developing and leading motivated teams and organizations in these difficult times.

Building Our Culture of Appreciation. A series of half-day workshops designed for the County's Commissioners, other elected officials and top management to help build a foundation for achieving the County's new mission to "*strengthen internal working relationships to maximize performance by fostering a culture of trust, open communication, mutual respect and innovation.*" The sessions presented concrete tools and methods to answer the following questions: What is meaningful appreciation? What constitutes appreciation? How do I recognize opportunities to appreciate work contributions? What drives our need to be appreciated? What impact does a culture of appreciation have on an organization? What's my role? What can I do this afternoon to contribute to the County's growing culture of appreciation? The workshops stressed the impact on work team engagement and bottom line performance of making appreciation a part of everyday experience in the workplace instead of a periodic event tied to performance reviews or employee awards programs.

Fostering Trust and Open Communications in Difficult Conversations. This ninety-minute, learn-at-lunch session focused on the importance of practicing and using the skill of having difficult conversations with people who are important in our lives. With emphasis on knowing what to say and how to say it, the session introduced---and allowed participants to practice--- the elements of safe, non-threatening difficult conversations and stressed the importance of specificity, immediacy and emotional connection in their success.

Clackamas County District Attorney's Office: Tools For Resilience at CCDA: Developing and Using Our Emotional Intelligence Skills. In the high-stress, high-volume arena of meting out justice while providing victim advocacy, the ability to balance professionalism, authenticity, fairness, and compassion is truly a matter of resilience. *Tools for Resilience at CCDA* is designed to create and sustain the momentum necessary for optimal professionalism and open, authentic communication and to further embed these practices as the cultural norm at the Clackamas County District Attorney. The series of five sessions over a period of five weeks consists of content and practice and delivers practical engaged and respectful communication skills and tools as well as underlying keys to deeper understanding of why communications succeed or fail.

Multnomah Athletic Club:

Authentic Leadership at MAC: Practical Tools for the Emotionally Intelligent Leader. Recognized by Platinum Clubs of America as one of the premier private athletic clubs in the United States, founded in 1891, MAC today serves 22,000 members in 600,000 square feet of recreation and event space in downtown Portland. This multi-year program is a series of emotional intelligence leadership sessions for Multnomah Athletic Club designed especially for MAC leaders. The program focuses on practical tools to grow and apply

emotional intelligence and provide a common language for leadership effectiveness. Each of four sessions in the course provides whole-brain thinking exercise for MAC leaders to learn and practice together skills that enhance their daily leadership to what we call “E to the 4th power”—effective, engaging, engaged, and easier.

Discovery Sessions™ Objective: To practice the concept of “reflection with group” and to provide the process of Discovery Sessions as a replicable technique. The authentic leader encourages a blame-free environment where colleagues feel free to express positive, negative, and innovative—even perhaps not-fully-formed—opinions. Reflection with group may be the critical What Next? in developing the So What? of a critical incident. The authentic leader uses group reflection to speed the identification of successful and unsuccessful processes and generate creativity in themselves and their employees. Discovery Sessions™ are structured sessions providing the communication climate to encourage humility, vulnerability, and risk-taking in the identification and creativity processes. The nature of reflection with group is questioning, exploring, and understanding—not problem solving. Traditional problem identification and process development and definition techniques are the outcomes that become clarified from successful reflection with group. The real opportunity that is the foundation for effective use of these traditional tools is the trust, engagement, and ultimately the innovation that authenticity in reflection with group unleashes.

SERA Architects: *Authentic Communication at SERA.* 100% employee-owned in Portland and Oakland, and proud of a 50-year history of award-winning projects, SERA is a multi-discipline firm committed to sustainable placemaking. SERA creates a legacy of places that enrich the human experience, evoke delight, and provide an enduring ecological community. *Authentic Communication at SERA* is a series of seven sessions designed specifically to meet the needs of SERA, including four sessions consisting of content and practice as well as three practicums. These sessions deliver practical communication skills and tools as well as underlying keys to deeper understanding of why communications succeed or fail. The objective is to develop a common language---a pattern language---that encourages an environment where authentic, honest, and gracious communication is a welcome and comforting component of your everyday business protocol.

Fiskars:

One Team: Leadership Communication Skills. A two-day program focused on developing and practicing practical engagement and emotional intelligence skills to assist leaders in building a more cohesive team. This international consumer products organization had merged three companies into one international group and was eager to have the new organization more quickly molded into a cohesive operating unit. All thirty top management team members from eight countries were called to a weeklong meeting, the first two days of which were devoted to the *One Team: Leadership Communication Skills* Workshop, the remaining three to critical strategic planning efforts for the coming fiscal year. The CEO reported that “at the end of the two days of the workshop we were 100 times more a team than we were when we arrived...I wish we had all attended this workshop a year ago when we first merged.” A creative email-based followup program was created to reinforce the learning from the workshop and additional workshops are being offered or are planned for in-place work teams at both the Company and Corporate level.

Resilience: Managing Stress in Changing Times. A series of half-day workshops for all employees at the company’s Portland, Oregon, location, the program covered the impact of unmanaged emotional noise on emotional and physical health; introduced the InspirationWorks I.C.E.™ tool for gauging personal stress levels from the perspective of the individuals perceived levels of inclusion, control and esteem; introduced and practiced a specific, practical tool for improving resilience in response to stress caused by difficult or changing times; and introduced and provided practice for a set of critical communications skills helpful in managing levels of stress in daily communications.

City of Portland Police Bureau: *Value Based Initiative: Improving Relations Between the Community and the Police Bureau.* Under a grant from the U.S. Department of Justice, this program included the design and implementation of a creative approach to improving communications and relations between the Portland Police Bureau and interest groups in the community, including the training of officers in the Bureau to implement the program. This initiative was undertaken in the aftermath of increasing tensions between the Bureau and community following the attacks of September, 2001 and several high profile investigations into police behavior in Portland. The training program was certified under the auspices of the Oregon Department of Public Safety Standards and Training (DPSST), the Oregon agency which certifies all police training.

Intel: *Engagement at Intel: ICE™, a Practical Leadership Tool for Developing Engagement.* A workshop conducted for Intel's annual Leadership Day for the 120 Oregon-based managers in Intel's Enterprise Microprocessor Group (the "heartbeat of Intel"). Specifically designed to demonstrate the importance of engagement to productivity, creativity and profitability, this workshop also focused on the latest data from functional MRI studies revealing how differently the human brain responds when we are emotionally engaged in our work.

Wells Fargo Bank: *Making Team Engagement Work for Us.* This one-day program was designed for the leaders of the Business Banking Services Group in the twenty-one state footprint of Wells Fargo, one of Jim Collins' "good to great" companies. With focus on the role of emotions in our everyday work environment and the practical tools we can use to manage them, the workshop also gave participants the opportunity to practice ICE™, the InspirationWorks practical toolset for developing emotional engagement in the workplace through inclusion, control and esteem.

Port of Portland:

Resilience: Managing Stress in Times of Change. One component of the Port's *Business Skills Training and Development Program*, this half-day program helps employees recognize the impact of everyday stress in the workplace and at home and provides practice in using effective tools to convert that stress into productive energy. At a time when external economic, political and social forces amplify emotional noise surrounding changes in the Port's own business model and organization, helping team members manage and rebound from the impact of the noise is critical to achieving the Port's mission. This open-enrollment program highlighted the impact of emotional health on physical health, focused on identifying and using practical and proven personal tools to recognize and manage everyday stress, explored aspects of human nature that cause us to behave in ways which may unnecessarily amplify legitimate but otherwise manageable stressors, and offered practice in using a model for reliably rebounding from troubling life situations.

Authentic Dialog in the Workplace. A pilot, half-day workshop offered on an open-enrollment basis to Port employees, the program is designed to be a participative, advanced communication skills workshop to help participants learn and practice practical emotional intelligence tools to maximize engagement and improve interpersonal relationship skills. These skills are particularly important now, as the Port prepares to merge operations from various locations into a single, new headquarters building. Based on the response from Port employees who participated in the pilot workshops, the program is now being expanded to a full-day program to be offered both on an open-enrollment basis and to in-place work teams.

Using Emotional Intelligence Skills to Manage Stress at Work and at Home. A half-day, lively, interactive, creative and fun training program providing participants with the information, the tools, the practice and the support structure to more effectively understand, appreciate and manage stress during both difficult times and the normal ups and downs of daily work and home life. Offered on an open-enrollment basis as part of the Port's *Business Skills Training and Development Series*, the program explores the relationship

between emotional and physical health and introduces and provides practice for specific practical tools to use in building resilience and managing crises which contribute to stress in everyday life.

Bullivant Houser Bailey: *Team Leadership Communication Skills and Leadership Communication Skills for Change and Growth: Leading With the Whole Brain.* Bullivant is one of the premier litigation firms on the West Coast and one of Oregon's "best places" to work. This initiative of two, one-day programs was designed for the firm's office managers and department leaders to assist them in responding to the challenges of rapid growth and organizational changes through leadership communication skills using the important information processed in both parts of our brains---the rational and emotional. The Firm's leadership is now preparing to offer a similar program to other groups of employees.

Portland VA Medical Center: *Turn Down the Noise, Turn Up the Engagement: Using Our Emotional Intelligence in Challenging Times.* One of Oregon's largest employers and health care providers, Portland VA Medical Center has a laser-focused mission: provide excellence in medical care for America's veterans. As in many caring professions, the focus on serving others can cause providers to lose sight of the need to care first for oneself. This half-day, open-enrollment workshop for all Portland VA leadership and management was designed to refocus attention on the importance and value of using emotional intelligence skills to manage the emotional noise that accompanies the currently stressful economic, political, social and business climate. Providing participants with practical tools and practice in using them, the workshop highlighted the importance of recognizing that we each have the ability every day to choose between living in the noise and listening to the music, accepting the chaos or seeing the order, feeling agitation and awkwardness or finding our way through life with a bit more grace.

Oregon Women MBAs and Willamette University: *Building a Culture of Engagement: Thrive and Stay Inspired.* "Forming, storming, norming, and performing" have become the taken-for-granted stages in project team development. Moving through the stages of getting-to-know-you, jockeying, position acceptance, and finally producing, can be unsatisfying and energy draining to say the least and destructive, defeating, and debilitating at worst. This half-day workshop presented the perspective that---armed with practical, emotional-intelligence-based communication skills---a project workgroup does not have to go through these often counterproductive stages. The workshop included insightful and fun exercises to jump start and optimize one's engagement in the organization, at work and in one's personal life.

Example Workshop Modules

Emotions Fill Our Every Day: Demonstrates how homo sapiens are flooded every waking hour with emotions and how this useful information is critical to the ability of humans to think and act

The Role Of Our Inner Sportscaster: Illustrates the counterproductive impact of emotional noise on work performance and relationships.

21st Century Employee Motivation---Engagement: Defines employee engagement and illustrates its impact on organizational productivity and profitability. Describes the relationship of emotional intelligence to employee engagement. Provides research information on the results of implementing engagement focus in organizations.

ICET[™] : practical tool for engagement: Introduces a model for understanding effective and ineffective interactions as well as providing a lens for decisions to act. Clarifies the impact of basic human reservoirs of inclusion, control, and esteem on work performance and relationships. Applies the I.C.E. model to the business scenario of a project management presentation. Encourages teamwork in analyzing and discussing engagement issues.

Whole-Brain Thinking: What Is Emotional Intelligence?: Defines emotional intelligence and clarifies its value in the workplace compared to IQ. Introduces a concrete model for developing decision-making skills and effectiveness, no matter what the position in the organization. Clarifies the impact of emotions on work performance and relationships. Develops and practices the ability to recognize and understand emotions as they are occurring.

The Ladder of Worry™: why interactions run amok: Illustrates the natural thinking process in assessing circumstances and interactions. Applies this thinking process to preparing for future events.

Four Fatal Communication Errors: Examines the four fatal communication errors, which lead to breakdowns in effective communications: answers the question: How am I sabotaging my communications with my peers, superiors and subordinates?

View From My Boat™: Encourages participants to identify significant factors that have influenced their unique view of the world...each participant's perspective. Addresses the ability to empathize with others, understand their perspective, and the power of compassion.

Four-Player Model: Encourages being accountable for roles played in both positive and negative interactions: builds organizational awareness through recognition of underlying currents in meetings.

Wellness: the role of emotions in physical wellness: Provides information on the current studies indicating that emotions underlie common health issues. Introduces strategies, tips and tools to minimize the emotional noise that impacts physical wellness.

Difficult Conversations: Practices a simple model for communicating difficult messages. Enhances the ability to use emotional awareness to successfully manage relationships.

Appreciative Conversations: Practices a simple model for communicating appreciative messages. Highlights the importance of building appreciative work environments and relationships.

Discovery Sessions: Outlines and practices a structure for uncovering unique and perhaps conflicting perspectives and opinions. Practices effective listening skills and observing interactions. Demonstrates keeping emotions and impulses under control when they are counterproductive.

Stress Management: Develops a personal program, an intervention, for self-care in times of severe stress. Provides participants with the information, the tools, the practice and the support structure to more effectively understand, appreciate and manage stress during both difficult times and the normal ups and downs of daily work and home life.

Resilience ABCs: Introduces the benefits of building the ability to bounce back from the large and small setbacks of work and home life. Provides a concrete tool to uncover obstacles in avoiding setback recurrence as well as a tool for recovering quickly.

My Personal Leadership Action Plan: provides an opportunity for the participant to define specific steps to be taken immediately to incorporate into daily practice the leadership tools in the workshop.

Valerie Pease and Roger Pease

As friends and life partners, Valerie and Roger Pease are cofounders of InspirationWorks, LLC, a consulting firm dedicated to improving results for individuals and organizations by delivering practical tools to develop emotional intelligence. The Firm designs and guides learning experiences encompassing leadership, team building, creative thinking, problem solving, change, and quality management. As adjunct faculty at Portland State University the

Peases have offered *Practical Tools for Developing Emotional Intelligence* in the College of Liberal Arts Communication Studies Program. This skills development course includes learning about and practicing specific communication skills, including dialog, lateral thinking, and tools that can be used daily for improved results. The intent of InspirationWorks is to provide a system to more fully experience the richness of life, at work and at home.

The Peases have worked with groups and individuals from Intel, Tualatin Valley Fire & Rescue, Fiskars, Nike, Wells Fargo, Adidas, Kaiser Permanente, Hewlett Packard, Bullivant, City of Portland, Standard Insurance, US Forest Service, Providence St. Vincent Hospital, State Farm, OHSU, and many others.

Valerie A. Pease

In 1998, fascinated with human thinking and learning processes, Valerie earned her Master of Science degree at Portland State University specializing in cognitive science. Previously, Valerie was with Xerox Corporation for eighteen years in consulting, sales, and technical design in its computer and networking division. There she consulted with clients applying systems principles to human workflow and was responsible for implementing Xerox, benchmark, total quality management tools. She conducted training modules for new-hire analysts at Xerox Document University and served as subject matter expert in process analysis and consulting technique. As a member of Xerox's corporate business reengineering process team, she piloted the training for Xerox's service-marked consulting methodology. Previously, at Marshall Field & Company, and later Hart Schaffner Marx & Co., Valerie was the first woman menswear buyer in a US department store conglomerate. In that role she managed the merchandising, selling training, and profitability for the 21-store chain, requiring travel and negotiation in Spain, Italy, France, Germany, Switzerland, Belgium, and England. She has facilitated a Portland area women's support group and continues her research on the impact of language on brain chemistry. She is currently writing the book *I Know I Don't Know What I Don't Know*, which illustrates implementing linguistics to alleviate depression. Prior to her graduate work at PSU Valerie received her BA with high honors from the University of Illinois.

A. Roger Pease

Prior to co-founding InspirationWorks, Roger was the Founder, President, Chief Executive Officer and Chairman of FirstLink Communications, Inc., a public company providing integrated communications services to multifamily residential developments. Earlier Roger was President, Chief Executive Officer and Chairman of Payline Systems, Inc, a telecommunications company providing long distance operator services to the hospitality and lodging industries. As Vice President, Strategic Planning and Administration and later Vice President, Finance, Roger was a founding management member of Lattice Semiconductor, Inc. a semiconductor design, manufacturing and marketing company. At Deloitte & Touche Roger was a Partner and Director of Management Consulting Operations. One of only twenty partners responsible for managing the United States consulting practice, he also served on the Telecommunications Industry Consulting committee, was responsible for the firm's consulting to the cable television industry, and spoke at conferences in the United States and England. Roger's consulting experience includes strategic planning, most controllership and treasury functions, and data processing at both Deloitte & Touche and previously at PricewaterhouseCoopers where he was Director of Financial and Accounting consulting and Director of Litigation Support consulting for the Chicago group of offices. Roger has a Masters of Business Administration from the Kellogg School at Northwestern University, Evanston, Illinois, and a Bachelor of Arts from the University of Illinois, Urbana, Illinois. A Certified Public Accountant, Roger did postgraduate work in accounting in the Northwestern University Professional Accounting Program. Roger served on the Portland State University Foundation Board as a Director and Treasurer from 1982-1992.

Participant Comments

- *You have to take this workshop! It helped me as a person and employee grow and stretch my abilities.*
- *Valerie and Roger, thank you again for all the work you put into the 2011 Leadership Session. I really appreciate how easy it was to work together, the professionalism of your handouts, the pre-reading materials, the video clips, your ability to get people to interact and discuss and your laid-back flexibility. It was a pleasure to work with both of you.*
- *The workshop was very thought provoking and well worth the time spent. I have changed the way I respond to others and make more of an effort to connect in all my interactions in a positive way.*

- *I felt that I learned from Val and Roger, and to bring it to life in the role plays, team discussion, etc. really helped me to fully understand the concepts, how they apply and when they are appropriate.*
- *You executed wonderfully! Our team came together in a way that will sustain us through next year. Thank you for your preparation, delivery and passion for the work you do! We are blessed!*
- *It is hard to believe that our offsite has come and gone. You should hear the buzz around here...what a fantastic experience both professionally and personally! On a personal note, let me just say that I took away some valuable lessons from your workshop that I won't soon forget. THANKS!*
- *I've been to a lot of workshops, but this is by far the most professional and taught me the most.*
- *I took Roger and Val's first course at Portland State University... and it changed me. I found new tools for being more authentic in my relationships with others, and for dealing with conflict more respectfully and more effectively. It was an amazing experience as I've always considered myself to be a competent communicator.*
- *I'm walking away from this...with a whole new outlook on life...the concepts are so simple and basic, but it's amazing how recognizing them and finding ways to incorporate them in everyday living can truly change your life.*
- *A fantastic experience. Roger and Valerie Pease are talented teachers and very skilled with Emotional Intelligence. We were able to go deep in our learning and connection with others. I learned and practiced skills I used immediately to clarify and resolve a standing conflict with a colleague.*
- *We've all attended seminars that didn't quite deliver what was promised. This is not the case with InspirationWorks. If you are serious about your emotional growth, I encourage you to make an investment in yourself. Roger and Valerie Pease are both knowledgeable and approachable....they provide a safe environment to explore new insights and ways to communicate with others. They are able to provide you with a tremendous amount of valuable information and give you valuable tools which will enable you to be more effective in your personal and professional relationships. THIS IS ONE SEMINAR YOU SHOULD NOT MISS.*
- *Never did I anticipate the profound impact these simple tools would have on me.*
- *I came looking for a paradigm shift, and I got one...one to do with myself. I am once again centered.*
- *I have learned so much more from this [workshop]...in looking at how much I have [changed] in such a short time and with such basic, simple rules of thumb to follow, I am completely fascinated. I guess you could say I have stepped out of my box and allowed myself to experience [the change]...especially at work where I need it most.*
- *Earlier this summer I had an opportunity to attend a workshop on Emotional Intelligence, that was conducted by Inspiration Works, LLC. It was a session that was valuable, not only from a professional standpoint, but provided practical tools in which I can and am applying to my personal life as well.*



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

Item Title: Finance Division Report

Attachments:

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

☐ First reading

☐ Second reading

☐ Motion to approve

☒ For information only

☐ Other: _____

SUMMARY:

1. December Prelim Checkbook & Financial Reports (unaudited but completed reconciliation):
 - a. Checkbook highlights
 - i. Revenues – Ended the year \$1.7M above planned
 - ii. Net Revenue less Expenditures – Leaves \$909k Operating Surplus to add to savings.
 - iii. Highlights and Lowlights
 1. FEMA COVID grant – Received \$3.3M
 2. Investment Interest – Received \$603k
 3. Overtime ended the year at \$7.3M, an 11% increase over 2021
 - b. Pierce County just closed January – So January 2023 reports will go to the Board March 13th as planned
 - i. February Report will go to the Board on time March 27th.
2. 2021 Audits still in process – Financial, Accountability, and Federal Single audits.

PRELIM - County Reconciled, NO Year end Adjus

2022 REVENUE & EXPENDITURES SUMMARY (Operating Funds)

PRELIM

A. BEGINNING BALANCE	2022	IAN	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	\$ 9,500,012	\$ 5,342,778	\$ 4,542,889	\$ 25,048,945	\$ 23,803,228	\$ 18,618,085	\$ 14,613,597	\$ 8,886,478	\$ 4,371,372	\$ 23,737,955	\$ 21,904,314	\$11,800,000		A
Total	11,800,000	11,800,000	9,500,012	5,342,778	4,542,889	25,048,945	23,803,228	18,618,085	14,613,597	8,886,478	4,371,372	23,737,955	21,904,314	11,800,000		A
B. REVENUE (+)	2022 Current BUDGET	IAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 12/31/22	% Budget Received	B
Reg Levy	28,852,747	56,188	439,858	1,343,148	11,571,091	2,195,258	124,809	85,392	117,146	354,495	10,739,738	1,620,315	99,136	28,746,574	99.6%	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	39,160	11,338,852	99.7%	B
EMS Levy Write Offs	(1,300,000)	(143,026)	(85,344)	(143,545)	(81,566)	(104,123)	(82,088)	(119,184)	(96,899)	(93,939)	(135,572)	(86,705)	(111,724)	(1,283,715)	98.7%	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	89,209	25,438,625	99.2%	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	465,045	4,823,922	114.9%	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	111,724	1,283,715	98.7%	B
Licenses & Permits	25,500	1,100	13,730	6,170	2,075	775	1,000	1,500	695	300	400	200	1,400	29,345	115.1%	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	537,756	2,256,928	124.0%	B
Grants (Intergovernmental)	2,906,309	529	4,381	2,628	738,055	10,621	1,404	1,561,500	5,440	781	1,027,791	4,248	31	3,357,408	116%	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	153,226	603,431	1676.2%	B
Miscellaneous & Other Tax Revenue	19,600	1,469	1,969	4,469	705	-	1,111	-	17,694	1,513	1,596	3,185	1,538	35,248	179.8%	B
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	B
Total Revenues	74,878,587	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	1,386,501	76,630,333	102.3%	B
C. EXPENDITURES (-)	2022 Current BUDGET	IAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 12/31/22	% Budget Spent	C
Commissioners	38,086	10,614	3,316	3,204	3,391	4,528	1,988	5,218	3,736	6,541	9,786	3,046	2,498	57,866	151.9%	C
Commissioners' Contingency	141,500	-	-	-	-	-	-	-	-	-	-	-	-	-	43.4%	C
Admin & Internal Services	11,017,810	675,195	807,769	608,253	817,677	682,417	878,580	1,122,296	841,645	828,025	986,335	740,634	1,279,955	10,268,781	93.2%	C
Operations (Suppression, EMS)	52,403,262	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	4,459,691	52,497,759	100.2%	C
Overtime - ALL DIVISIONS	7,567,247	662,344	392,128	336,754	507,169	564,310	594,770	531,674	645,838	775,313	722,594	798,834	809,328	7,341,054	97.0%	C
Prevention & Education	1,807,474	141,618	116,082	94,865	125,921	259,670	132,781	140,577	150,007	142,824	126,773	144,151	119,038	1,694,307	93.7%	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	251,567	2,055,617	107.5%	C
	3,649,813	-	-	-	1,805,540	-	-	-	-	-	-	-	-	1,805,540	49.5%	C
Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	C
Total Expenditures	78,537,916	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	6,922,077	75,720,924	96.4%	C
D. TOTAL CHANGE BY MONTH [Revenue (-) Expenditure]																
Increase / (Decrease)	(3,659,329)	(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)	(5,535,576)	909,409		D
E. Ending Balance (A + D) as of 12/31/22	\$ 8,140,671	\$ 5,840,683	\$ 5,342,778	\$ 4,542,889	\$ 25,048,945	\$ 23,803,228	\$ 18,618,085	\$ 14,613,597	\$ 8,886,478	\$ 4,371,372	\$ 23,737,955	\$ 21,904,314	\$ 16,368,738	12,709,409		E
F. Planned Use of Savings	3,659,329	3,659,329												-		F
G. Carryforward (E + F)	11,800,000	9,500,012	5,342,778	4,542,889	25,048,945	23,803,228	18,618,085	14,613,597	8,886,478	4,371,372	23,737,955	21,904,314	16,368,738	12,709,409		G

Central Pierce Fire & Rescue

General Fund, EMS, and Reserve Funds as of

12/31/2022

Col A

Col B

Col C

Col D

Col E

Col F

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

	Checkbook Gen Fund & EMS (001 & 101)	Gen Fund & EMS Reserves	Reserve Fund (011)	ERF (015)	Facilities (050)	TOTAL Gen Fund, EMS & Reserves
A. BEGINNING BALANCES						
1. Beginning Balance 1/1/2022	\$ -	\$ -	\$ -	\$ 4,609	\$ 205,518	\$ 210,127
2. Minimum Cash Flow (Working Capital Reserve)	11,800,000					11,800,000
3. 5% Operating Reserve (Revenue Stabilization)			3,609,960			3,609,960
4. Unreserved Carryforward		7,019,084				7,019,084
5. Total Beginning Balances	11,800,000	7,019,084	3,609,960	4,609	205,518	22,639,171
6. B. REVENUE (+)	76,630,333	-	54,238	1,007,975	805,540	78,498,086
7. C. EXPENDITURES (-)	75,720,924	-	-	\$ 668,758	\$ 984,934	77,374,616
D. NET CHANGE [Revenue (-) Expenditure]						
8. Increase / (Decrease)	909,409	-	54,238	339,217	(179,394)	1,123,470
E. Preliminary Ending Balance (A + D) as of 12/31/2022						
9. (Unaudited and subject to change)	\$ 12,709,409	\$ 7,019,084	\$ 3,664,198	\$ 343,826	\$ 26,124	\$ 23,762,641

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
12/31/2022

****PRELIM- County Reconciled, NO Year end Adjusts****

****PRELIM****

	Col A	Col B	Col C	Col D	Col E
	TOTAL Gen Fund, EMS & Reserves	GEMT (102)	Debt (201)	Capital Projects (301)	Year-To-Date TOTALS
A. BEGINNING BALANCE					
Beginning Balance 1/1/2022 (Carryforward)	\$ 22,639,171	\$ 9,170,221	\$ 491,174	\$ 16,390,186	\$ 48,690,752
1. Total Beginning Balances	22,639,171	9,170,221	491,174	16,390,186	48,690,752
B. REVENUE (+)	78,498,086	6,831,649	2,445,773	139,868	87,915,376
C. EXPENDITURES (-)	77,374,616	-	2,435,763	1,204,445	81,014,824
D. NET CHANGE [Revenue (-) Expenditure]					
4. Increase / (Decrease)	1,123,470	6,831,649	10,010	(1,064,577)	6,900,552
E. Preliminary Ending Balance (A + D) as of 12/31/2022					
5. (Unaudited and subject to change)	\$ 23,762,641	\$ 16,001,870	\$ 501,184	\$ 15,325,609	\$ 55,591,304

Fund Key:

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

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

12/31/22

40,869,347
 40,869,347
 0.00

Div	DivTi	Account2	Account	Desc	2013 to 2020	2021 2021	2022 2022	2023 2023	Grand Total
200	Administration								
		53501	53501	Small Tools/Equipment	1,615				1,615
		Sal & Benefits			658,060				658,060
		54151	54151	Legal Fees	54,327				54,327
		54911	54911	Contractual Services	252,693				252,693
200 Total					966,696				966,696
204	Logistics								
		56242	56242	Buildings - Architectural Svcs			9,078		9,078
204 Total							9,078		9,078
205	Central Stores								
		53146	53146	Building Repair Parts	(0)				(0)
		54191	54191	Other Professional Services	8,971				8,971
		56431	56431	Equipment - Miscellaneous	10,995		22,105		33,099
205 Total					19,966		22,105		42,070
230	Training								
		56242	56242	Buildings - Architectural Svcs			488	10,197	10,684
230 Total							488	10,197	10,684
600	Station 60								
		53141	53141	Operating Supplies	878				878
		53146	53146	Building Repair Parts	280				280
		53501	53501	Small Tools/Equipment	39,563				39,563
		54111	54111	Advertising	746				746
		54191	54191	Other Professional Services	44,365				44,365
		54502	54502	Other Operating Rental	6,874				6,874
		54611	54611	Insurance	18,500				18,500
		54911	54911	Contractual Services	148,534				148,534
		56101	56101	Land Acquisition	3,388				3,388
		56201	56201	Capital - Buildings	10,177,326				10,177,326
		56210	56210	Capital - Building Permits	92,080				92,080
		56241	56241	Capital-Construction Contract	(3,765)				(3,765)
		56242	56242	Buildings - Architectural Svcs	1,038,876				1,038,876
		56243	56243	Buildings - Engineering Svcs	116,343				116,343
		56244	56244	Buildings - Other Prof Svcs	35,234				35,234
		56431	56431	Equipment - Miscellaneous	133,750				133,750
		56421	56421	Equipment - Furniture	238,490				238,490
600 Total					12,091,462				12,091,462

				2013 to 2020	2021	2022	2023	Grand Total
601	Station 61							
		54151	54151	Legal Fees	2,499			2,499
		54911	54911	Contractual Services	58,179			58,179
		56101	56101	Land Acquisition	816,837			816,837
		56210	56210	Capital - Building Permits	18,001			18,001
		56241	56241	Capital-Construction Contract	1,875			1,875
		56242	56242	Buildings - Architectural Svcs	187,906	34,033	78,023	299,962
		56243	56243	Buildings - Engineering Svcs	9,861			9,861
		56431	56431	Equipment - Miscellaneous	26,670			26,670
601 Total					1,121,827	34,033	78,023	1,233,883
602	Station 62							
		54801	54801	Building Repair/Maintenance	4,891			4,891
		54911	54911	Contractual Services	1,200	9,749		10,949
		56210	56210	Capital - Building Permits			600	600
		56243	56243	Buildings - Engineering Svcs			534	534
		56431	56431	Equipment - Miscellaneous	9,762			9,762
602 Total					15,853	9,749	1,134	26,735
603	Station 63							
		53146	53146	Building Repair Parts	713			713
		53501	53501	Small Tools/Equipment	33,604			33,604
		54111	54111	Advertising	751			751
		54151	54151	Legal Fees	777			777
		54191	54191	Other Professional Services	81,625			81,625
		54911	54911	Contractual Services	40,148			40,148
		56101	56101	Land Acquisition	466,669			466,669
		56201	56201	Capital - Buildings	4,007,131			4,007,131
		56210	56210	Capital - Building Permits	77,975			77,975
		56242	56242	Buildings - Architectural Svcs	459,515			459,515
		56243	56243	Buildings - Engineering Svcs	50,720			50,720
		56244	56244	Buildings - Other Prof Svcs	28,870			28,870
		56431	56431	Equipment - Miscellaneous	80,577			80,577
		56421	56421	Equipment - Furniture	30,930			30,930
603 Total					5,360,004			5,360,004
604	Station 64							
		54191	54191	Other Professional Services	1,208			1,208
		54801	54801	Building Repair/Maintenance	65,422			65,422
		56431	56431	Equipment - Miscellaneous	6,443			6,443
604 Total					73,072			73,072
605	Station 65							
		53502	53502	Communication Equipment	5,747			5,747
		56201	56201	Capital - Buildings	804			804
		56431	56431	Equipment - Miscellaneous	11,558			11,558
605 Total					18,109			18,109

				2013 to 2020	2021	2022	2023	Grand Total
606	Station 66							
		53146	53146	Building Repair Parts	0			0
		53501	53501	Small Tools/Equipment	0			0
		54151	54151	Legal Fees	0			0
		54191	54191	Other Professional Services	0			0
		54911	54911	Contractual Services	0			0
		56101	56101	Land Acquisition	(0)	40,000		40,000
		56210	56210	Capital - Building Permits	0	1,400		1,400
		56242	56242	Buildings - Architectural Svcs	(0)	42,047	4,751	46,798
		56243	56243	Buildings - Engineering Svcs	(0)			(0)
		56431	56431	Equipment - Miscellaneous	0			0
606 Total				(0)		83,447	4,751	88,198
607	Station 67							
		54911	54911	Contractual Services	110,000			110,000
		56201	56201	Capital - Buildings	804			804
		56242	56242	Buildings - Architectural Svcs	17,272			17,272
		56243	56243	Buildings - Engineering Svcs	1,554			1,554
		56431	56431	Equipment - Miscellaneous	11,763			11,763
607 Total				141,392				141,392
617	Training Center (67)							
		56201	56201	Capital - Buildings	17,970			17,970
		56431	56431	Equipment - Miscellaneous	0			0
617 Total				17,970				17,970
608	Station 68							
		56201	56201	Capital - Buildings	804			804
		56431	56431	Equipment - Miscellaneous	13,041			13,041
608 Total				13,845				13,845
609	Station 69							
		54191	54191	Other Professional Services	821			821
		54801	54801	Building Repair/Maintenance	108,777			108,777
		56242	56242	Buildings - Architectural Svcs	4,675			4,675
		56431	56431	Equipment - Miscellaneous	11,114			11,114
609 Total				125,386				125,386
650	Maint. Shop							
		56431	56431	Equipment - Miscellaneous	5,655			5,655
650 Total				5,655				5,655
701	Station 71							
		53501	53501	Small Tools/Equipment	993			993
		54191	54191	Other Professional Services	2,535			2,535
		54502	54502	Other Operating Rental	500			500
		54801	54801	Building Repair/Maintenance	31,157			31,157
		54912	54912	Fees/Permits	580			580
		56201	56201	Capital - Buildings	19,815			19,815
		56210	56210	Capital - Building Permits	1,190			1,190
		56241	56241	Capital-Construction Contract	176,226			176,226
		56242	56242	Buildings - Architectural Svcs	78,809			78,809
		56243	56243	Buildings - Engineering Svcs	5,698			5,698
		56431	56431	Equipment - Miscellaneous	14,679			14,679
701 Total				332,182				332,182

				2013 to 2020	2021	2022	2023	Grand Total
702	Station 72							
	53146	53146	Building Repair Parts	376				376
	53501	53501	Small Tools/Equipment	5,458				5,458
	54111	54111	Advertising	483				483
	54151	54151	Legal Fees	10,234				10,234
	54191	54191	Other Professional Services	36,361				36,361
	54611	54611	Insurance	8,000				8,000
	54911	54911	Contractual Services	446,916				446,916
	56101	56101	Land Acquisition	3,597,518				3,597,518
	56201	56201	Capital - Buildings	145,752				145,752
	56210	56210	Capital - Building Permits	315,515	(45,000)			270,515
	56241	56241	Capital-Construction Contract	12,867,594				12,867,594
	56242	56242	Buildings - Architectural Svcs	1,320,968				1,320,968
	56243	56243	Buildings - Engineering Svcs	257,157				257,157
	56244	56244	Buildings - Other Prof Svcs	30,189				30,189
	56431	56431	Equipment - Miscellaneous	123,781				123,781
	56421	56421	Equipment - Furniture	1,366				1,366
	54941	54941	Printing & Binding	197				197
	54731	54731	Electricity	552				552
702 Total				19,168,417	(45,000)			19,123,417
703	Station 73							
	53501	53501	Small Tools/Equipment		6,349			6,349
	54191	54191	Other Professional Services	15,636				15,636
	54911	54911	Contractual Services	840		26,704	805	28,349
	54912	54912	Fees/Permits	600				600
	56101	56101	Land Acquisition			905,798		905,798
	56201	56201	Capital - Buildings	80,579		11,034		91,614
	56242	56242	Buildings - Architectural Svcs	4,493	72,818	58,021		135,331
	56431	56431	Equipment - Miscellaneous	5,831				5,831
703 Total				107,979	79,167	1,001,557	805	1,189,508
Grand Total				39,579,817	68,200	1,204,445	16,886	40,869,347

				2013 to			
				2020	2021	2022	2023
703	Station 73						
	53501	53501	Small Tools/Equipment		6,349		
	54191	54191	Other Professional Services	15,636			
	54911	54911	Contractual Services	840		26,704	805
	54912	54912	Fees/Permits	600			
	56101	56101	Land Acquisition			905,798	
	56201	56201	Capital - Buildings	80,579		11,034	
	56242	56242	Buildings - Architectural Svcs	4,493	72,818	58,021	
	56431	56431	Equipment - Miscellaneous	5,831			
703 Total				107,979	79,167	1,001,557	805
Grand Total				39,579,817	68,200	1,204,445	16,886

2022 Board Discretionary Fund Activity

Beginning Balance: 250,000.00

Request for Funds:	Approved:	Amount:	Rejected
Interra Advanced Analytic software for Field Operations	2/14/2022	75,000.00	
GEMT Consulting - Moss Adams Professional Services	4/25/2022	8,500.00	
Year-End Budget Amend Nash & Dark Horse	12/26/2022	25,000.00	

Total Requests to date: (108,500.00)

Remaining Funds Available as of: 12/31/2022 141,500.00

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
December	\$99,135.56	\$89,208.66	\$39,159.64	\$8,772.04	\$236,275.90	\$67,950,944.84	\$330,058.16 Amount to collect
Total Taxes YTD	\$28,746,573.85	\$25,438,624.51	\$11,338,851.16	\$2,426,895.32	\$67,950,944.84		

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

CENTRAL PIERCE FIRE & RESCUE TRANSPORT COLLECTIONS

MONTH	TRANSPORT COLLECTIONS	GEMT COLLECTIONS	TOTAL MONTH	TOTAL COLLECTED YTD	TRANSPORT COLLECTIONS REMAINING
					4,200,000.00 2022 Budget
January	\$373,731.81	\$704,497.42	\$1,078,229.23	\$1,078,229.23	\$3,826,268.19
February	\$361,235.33	\$564,918.91	\$926,154.24	\$2,004,383.47	\$3,465,032.86
March	\$419,913.56	\$530,604.94	\$950,518.50	\$2,954,901.97	\$3,045,119.30
April	\$309,003.37	(\$216,788.60)	\$92,214.77	\$3,047,116.74	\$2,736,115.93
May	\$469,373.74	\$877,139.88	\$1,346,513.62	\$4,393,630.36	\$2,266,742.19
June	\$418,856.69	\$494,220.39	\$913,077.08	\$5,306,707.44	\$1,847,885.50
July	\$413,232.31	\$859,427.99	\$1,272,660.30	\$6,579,367.74	\$1,434,653.19
August	\$360,629.29	\$459,138.25	\$819,767.54	\$7,399,135.28	\$1,074,023.90
September	\$386,102.24	\$722,454.64	\$1,108,556.88	\$8,507,692.16	\$687,921.66
October	\$428,708.31	\$478,494.29	\$907,202.60	\$9,414,894.76	\$259,213.35
November	\$418,092.31	\$495,821.93	\$913,914.24	\$10,328,809.00	(\$158,878.96)
December	\$465,044.76	\$861,718.78	\$1,326,763.54	\$11,655,572.54	(\$623,923.72) Amount collected over budget
Total YTD	\$4,823,923.72	\$6,831,648.82	\$11,655,572.54		



Board Meeting Agenda Item Summary

Agenda Date: February 27th 2023

Item Title: Logistics Update

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. Chris Noble, Facilities Tech started at the beginning of February. We are excited for our new addition and the experience he will bring to the position
- B. IT's new space, "the flash cube" is progressing well. We are on track for March move in and in-service.

2. Fleet

- A. Braun/Northstar will be ready for us to inspect our four new medic units the week of April 10th. With the addition of M68 being deployed and the potential of M62, our medic unit reliability will be challenged as we forecast the upcoming needs of Operations.
- B. KME will start bending cab metal in late Q4 for our rotational Aerial and engine. These apparatus were ordered/paid for in 2021 which is a sign of lead times that have been communicated, but still a better path than 48 months of other manufacturers.

FINANCIAL IMPACT:



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

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. Great Escape Program

- A. 18 of the 24 schools have had their Great Escape presentations, and are diligently working towards completing their Escape Plans and selecting a winner.
- B. Winners will receive a T-shirt and will be included in our Daffodil Parade prep (help with decorating the float) and participation.

2. Scout Day

- A. In response to a marked increase in the number of requests from Scout troops to visit our stations and earn specific public safety merit badges, we have organized a quarterly Scout Day to accommodate those needs.
- B. We are partnering with SS911, PCSO, PPD, and the Red Cross to effectively and efficiently pool our resources and provide as much education as possible.
- C. The first Scout Day will be held at Station 72 on Saturday, March 11th from 10am-12pm.

3. Upcoming Events in March

- A. Harvard Elementary Family Night
- B. Bethel School District Apprenticeship Expo
- C. Jaguar Family Fun Reading Night (we'll be reading our favorite books to Spanaway Elementary students)
- D. CPR and Safesitter Classes
- E. Various Station Tours and Events

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

Item Title: Health & Safety 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. **FIIRE Program Partnership with LNI of CPFR Station Air Quality Assessment**
2. **UW research partnership projects:**
 - A. Glove study- Fairground Cleanup & Cross Contamination
 - B. Efficacy of Solo Rescue Washers & best practices
3. **Behavioral Health Workgroup**
 - A. Collaboration of different organizations working on identifying our immediate and preventative needs related to firefighter behavioral health.
4. **OSHA injury to report December & January**
 - A. 1 LODD
 - B. 3 Musculoskeletal injuries
 - C. 1 Cancer diagnosis
 - D. 1 Slip & Fall

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: February 27, 2023

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:

Capital Projects

Working with Staff, Deputy Chief VanKeulen has secured assistance from Mia Marshall (Benaroya Designer) to develop a simple space plan for Station 62. This space plan will assist the District in maximizing the function of that station while working within the \$200,000 budget that has been allocated for the project. Working with Mia has proved valuable on our headquarters project and I expect she may be engaged in other capital projects as they enter the final design phases.

I have asked Staff to hold off on any further design work regarding the expansion of the training center at the Station 60 campus. Rice Fergus Miller was requesting an additional \$65,000 to continue in the process. Given that we have a solid concept plan, and that we do not have all parcels secured, I want to wait on any additional expenses associated with the proposed expansion. Finally, given the projected expense of the completed project, Staff believes we may want to explore additional locations that could be developed.

Regional Cooperative Efforts

Orting Valley- The District has engaged in two meetings with Orting Valley Fire & Rescue. These meetings, which included a mix of Staff, Commissioners, and Local 726 representatives have resulted in positive discussions about opportunities that exist between the two Districts. Chief Gibson and I will be working with our collective Staff to explore more specifics on ways to align our operations over the coming months.

Gig Harbor Fire & Medic One has shared they will be taking steps to leave the IT Consortium. Chief Doan has indicated that their IT needs are better serviced internally and that they will take the balance of the year to move onto their own systems.

February 17th, 2023

Meritorious Award Committee
Central Pierce Fire & Rescue



Dear Committee Members,

Organizations and teams react in different ways when exposed to crisis and trauma, especially when the loss involves one of your own members. John Garner's line of duty death was tragic. This tragedy brought the organization closer together in a way that allowed Central Pierce Fire & Rescue (CPFR) to collectively rise to the challenge.

CPFR utilized the National Incident Management System, along with multiple CPFR members to staff the Incident Management Team (IMT). As the Garner Service IMT Incident Commander (IC), it was imperative that the IMT objectives were considered throughout each phase of the process. Consistent communication plans were executed internally and externally. John's watch duty, movement, and memorial service consisted of a logistically complex procedure, including the support of internal and external stakeholders ranging from family, friends, coworkers, neighboring agencies, and the larger fire community.

During the day of John's memorial service, the District coordinated mutual aide companies with the support of various personnel from 15 surrounding agencies to serve the community. As anticipated, the mutual aide companies provided coverage for the District without a degradation in service, and even had a code save.

Numerous individuals worked outside of their usual roles, responsibilities, training, and comfort zones. They performed at an exemplary level. Meanwhile, their day jobs never decelerated. Many of the IMT members consisted of personnel beyond the Operations Division, including HR, Finance, Logistics, and the Fire Chief's office. The District also received tremendous support from Puyallup Police Department, Puget Sound Regional Fire Authority, and other surrounding agencies.

John Garner's line of duty death was a significant loss for CPFR, but the District came together and found a renewed strength in each other throughout the planning to honor John's life. If it were not for the commendable actions of the individuals who contributed to the collective ability of the IMT, it would not have been possible to achieve all of the incident objectives. For this reason, I am nominating the members of the Garner Incident Management Team for a Unit Citation.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Brent VanKeulen".

Brent VanKeulen
Central Pierce Fire & Rescue
Deputy Chief - Garner IMT IC

IMT Members	
Operations Section Chief - Eric Stueve	726 Honor Guard - Tony Stedman
Logistics Section Chief - Paul Stueve	Member Support - Ray Escobedo
Planning Section Chief - Adam Rosenlund	Field Operations Chief - Ron Kent
Deputy Planning Section Chief - Jackie Wood	L726 Liaison - Shaun Cuthbert
Planning Section Liaison - Ryan Portmann	Communications Officer - Ariel Paramapoonya
Day of Service Coordinator - Pat Pawlak	Finance Section Chief - Tanya Robacker
Safety Officer - Radcliffe McKenzie	Family Liaison - Ryan Burke

Cc: Board of Commissioners, Fire Chief, Human Resource