



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: September 11, 2023

Place: In-Person / Fire District Administrative & Operations Center
○ 1015 39th Ave SE Suite #120 Puyallup, WA 98374
Virtual / (Visit www.centralpiercefirerescue.org for instructions to join webinar)

Time: 5:00 p.m.

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

1. Call to Order

A. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

A. **Pg. 1:** Agenda

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

5. Consent Agenda (Single Motion)

A. Excused Absences:

B. **Pg. 3:** Minutes: Regular Board Meeting of August 28, 2023

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

Accounts Payable Warrants Numbered 59366 to 59397 totaling:	\$	6,832,828.15
Net Payroll Warrants Numbered 107765 to 107767 totaling:	\$	7,413.69
GRAND TOTAL	\$	6,840,241.84

Pg. 18: For Informational Purposes Only - The following electronic payments totaling \$4,789,888.14 (AP Warrant Numbers 59366, 59370, 59389, 59391).

6. Unfinished Business (Second Reading and Final Action)

A. **Pg. 45:** Board Policy 5.02 Guidelines for Not Billing Transport Patients – FD Robacker

B. **Pg. 48:** Board Policy 3.53 Purchasing – Public Works Procurement – FD Robacker



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

- 7. New Business (First Reading)**
 - A. **Pg. 100:** Board Policy 3.30 Credit Card Usage – FD Robacker
 - B. **Pg. 116:** Board Policy 7.05 Outdoor Burning – AC Berdan
 - C. **Pg. 124:** Graham Fire Master ILA – Analytics & GIS Addendum – Chief Morrow
- 8. Considerations and Requests**
 - A. **Pg. 129:** Firefighter Hiring Notification – HRD Washo
- 9. Staff, Local, Firefighter's Association and Fire Chief Reports**
 - A. **Pg. 131:** Human Resources – HRD Washo
 - B. **Pg. 132:** Field Operations – AC Kent
 - C. **Pg. 133:** Health and Wellness – AC Stueve
 - D. **Pg. 134:** Deputy Chief's Report - DC VanKeulen
 - E. **Pg. 136:** Fire Chief's Report – Chief Morrow
- 10. Correspondence**
 - A. **Pg. 137:** Employee Recognition
- 11. Commissioner Comments**
- 12. Adjournment**

**CENTRAL PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
August 28, 2023**

Chair Holm called the Regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order at District Headquarters – 1015 39th Ave. S.E. Suite #120 Puyallup, WA, at 5:00 p.m. A remote attendance option was available to the public. Present were: Chair Holm, Commissioners Stringfellow, Willis, Coleman, and Mitchell, Chief Morrow, AC Berdan, AC McKenzie, FD Robacker, L726 President Aaron James, L726 Vice President Mike Auvil, EA Paramapoonya, BC Steve Goodwin, OVFR Commissioner Mahoney, and Admin SS McInnis, recorder.

PLEDGE OF ALLEGIANCE

AC Berdan led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Stringfellow 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: Ex Officio Door
- B. Minutes: Regular Board Meeting of August 14, 2023
- C. Approval of:

Accounts Payable Warrants Numbered 59302 to 59365 totaling:	\$	1,360,966.30
GRAND TOTAL	\$	1,360,966.30

Commissioner Mitchell moved and Commissioner Coleman seconded to approve the Consent Agenda with warrants totaling \$1,360,966.30. **MOTION CARRIED.**

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

- A. Graham Fire Master ILA Addendum – Battalion 91

Chief Morrow reviewed the Graham Fire Master ILA Addendum – Battalion 91. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the Graham Fire Master ILA Addendum – Battalion 91 as presented by Staff. **MOTION CARRIED.**

- B. Graham Fire Master ILA Addendum - CARES

Chief Morrow reviewed the Graham Fire Master ILA Addendum – CARES. Commissioner Willis moved and Commissioner Mitchell seconded to approve the Graham Fire Master ILA Addendum - CARES as presented by Staff. **MOTION CARRIED.**

C. Orting Valley Fire & Rescue Draft Contract

Chief Morrow reviewed the Orting Valley Fire & Rescue Draft Contract. Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve the Orting Valley Fire & Rescue Draft Contract as presented by Staff. **MOTION CARRIED.**

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

B. Board Policy 5.02 Guidelines for Not Billing Transport Patients

FD Robacker reviewed Board Policy 5.02 Guidelines for Not Billing Transport Patients. All feedback and/or comments from the Board over the next two weeks will be included in revisions.

CONSIDERATIONS AND REQUESTS

A. Dr. Gregory Contract for Service

Chief Morrow reviewed the Personal Services Contract with Dr. Jeni Gregory, and requested permission to enter into a contract for services. Commissioner Willis moved and Commissioner Coleman seconded to approve the Fire Chief to sign and execute the Personal Services Contract with Dr. Jeni Gregory, as presented. **MOTION CARRIED**

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

The following divisions provided a written report in the packet:

- A. Finance/FD Robacker: FD Robacker reviewed the Finance Division Report, including the July Checkbook & Financial Reports.
- B. Prevention & Education/AC Berdan: AC Berdan reviewed the Prevention & Education Division Report.
- C. Safety/AC McKenzie: AC McKenzie reviewed the Safety Division Report.
- D. Deputy Chief's Report/DC VanKeulen: Chief Morrow reviewed the Deputy Chief's Report.
- E. Fire Chief's Report/Chief Morrow: Chief Morrow reviewed the Fire Chief's Report.

L726 Vice President Mike Auvil: Thanked those who had supported the members of the deployment teams while they were working in Hawaii and Spokane. The recent MDA Fill-The-Boot event raised roughly \$8,000.00. John Garner's memorial ribbon was picked up, and will be delivered to the Fallen Firefighter Memorial in Colorado Springs. The IAFF Health and Safety Symposium in New York City had lots of great courses and information which will be shared with the organization.

CORRESPONDENCE

- A. Employee Recognition: Chair Holm greatly appreciated the time taken to write about staff.

COMMISSIONER COMMENTS

Chair Holm: Chair Holm is happy that South Sound 911 approved their budget.

Commissioner Stringfellow: Commissioner Stringfellow attended a meet and greet today for a CPR save. He was impressed with the work that has gone into the ILA's and sees this as a major step for our organization.

Commissioner Willis: Nothing to add.

Commissioner Coleman: Nothing to add.

Commissioner Mitchell: Commissioner Mitchell is supportive of the good work Chief Morrow and Staff are doing.

ADJOURNMENT

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

The meeting adjourned at 5:28 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD

TANYA ROBACKER
DISTRICT SECRETARY

ERIKA MCINNIS
RECORDER

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Warrant Approval

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

<u>Issue Date</u>	<u>Warrant Numbers</u>	<u>Amount</u>
08/24/2023 - 08/29/2023	<u>AP00059366 -AP00059397</u>	<u>\$6,832,828.15</u>
08/31/2023	<u>PY00107765 -PY00107767</u>	<u>\$7,413.69</u>
	Total	<u>\$6,840,241.84</u>

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 00059366	CPFR	Central Pierce Fire & Rescu	08/24/23	1,164.47	MW	IS	
AP CHK 00059367	CREECABI	CREEKSIDESIDE CABINET & DESIGN	08/24/23	8,837.01	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	10,001.48	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

S U B T O T A L 10,001.48

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023
End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
CREEKSIDE CABINET & DESIGN (CREECABI)					
	5263	08/01/2023	8,837.01	STATION 62 BATHROOM 1&2&HARDWA	3016022250 53146
TOTAL FOR CHECK AP 00059367:			8,837.01		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	082423	08/24/2023	1,164.47	08/24/2023 AP EFTS	301 21110
TOTAL FOR CHECK AP 00059366:			1,164.47		
REPORT TOTAL:			10,001.48		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00059368	AWORKSAF	A WORKSAFE SERVICE	08/24/23	60.00	MW	IS	
AP CHK 00059369	ALOIPLUM	ALOISIO PLUMBING INC	08/24/23	990.51	MW	IS	
AP CHK 00059370	CPFR	Central Pierce Fire & Rescu	08/24/23	623,907.89	MW	IS	
AP CHK 00059371	CHEVPUYA	CHEVROLET OF PUYALLUP	08/24/23	60.56	MW	IS	
AP CHK 00059372	CONNBUSI	Connell's Business System	08/24/23	143.12	MW	IS	
AP CHK 00059373	DELLMARK	Dell Marketing	08/24/23	14,069.82	MW	IS	
AP CHK 00059374	DEPTLABO	Department of Labor & Indus	08/24/23	175.74	MW	IS	
AP CHK 00059375	ELMHMUTU	Elmhurst Mutual Power & Lig	08/24/23	88.64	MW	IS	
AP CHK 00059376	FIREPROT	Fire Protection Publication	08/24/23	7,778.57	MW	IS	
AP CHK 00059377	GALLS	Galls Incorporated	08/24/23	7,749.43	MW	IS	
AP CHK 00059378	INSTSALE	Instrument Sales & Service	08/24/23	1,502.22	MW	IS	
AP CHK 00059379	LANDRECO	Land Recovery Inc	08/24/23	328.18	MW	IS	
AP CHK 00059380	NEXTSTEP	NEXT STEP APPAREL	08/24/23	9,535.76	MW	IS	
AP CHK 00059381	ONSCENE	ONSCENE SOLUTIONS	08/24/23	493.72	MW	IS	
AP CHK 00059382	PCBUDGET	PC Budget and Finance	08/24/23	390.00	MW	IS	
AP CHK 00059383	PCBUDGET	PC Budget and Finance	08/24/23	115.20	MW	IS	
AP CHK 00059384	PRINSOLU	PRINT SOLUTIONS INC	08/24/23	33.03	MW	IS	
AP CHK 00059385	SSTIREPU	S&S TIRE SERVICE INC	08/24/23	86.46	MW	IS	
AP CHK 00059386	HOMEPRO	THE HOME DEPOT PRO	08/24/23	650.75	MW	IS	
AP CHK 00059387	WATECOMP	Waterous Company	08/24/23	593.55	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
S U B T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		668,753.15		Number of Checks Processed:		20
		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		668,753.15				

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
A WORKSAFE SERVICE (AWORKSAF)					
	20236181	07/31/2023	60.00	NEW HIRE DRUG SCREEN - MECHANI	0012032213 54171
TOTAL FOR CHECK AP 00059368:			60.00		
ALOISIO PLUMBING INC (ALOIPLUM)					
	081723	08/17/2023	990.51	STATION 67 SEWER LINE REPAIR	0012042254 54801
TOTAL FOR CHECK AP 00059369:			990.51		
CHEVROLET OF PUYALLUP (CHEVPUYA)					
	725287	08/17/2023	60.56	BC17-2 MUD FLAP, LEFT REAR	0016502265 53143
TOTAL FOR CHECK AP 00059371:			60.56		
CONNELL'S BUSINESS SYSTEM (CONNBUSI)					
	60352	08/21/2023	143.12	OAC DRUM REPLACEMENT	0012002210 53141
TOTAL FOR CHECK AP 00059372:			143.12		
DELL MARKETING (DELLMARK)					
	10693719520	08/22/2023	3,525.66	CP-DELL LAPTOP-P&E NEW HIRES	0012102215 53501
	10693719520	08/22/2023	494.28	CP-DELL DOCK-P&E NEW HIRES	0012102215 53501
	10693719520	08/22/2023	8,814.17	CP-DELL LAPTOP-P&E EQUIP REFRE	0152102215 53501
	10693719520	08/22/2023	1,235.71	CP-DELL DOCK-P&E EQUIP REFRESH	0152102215 53501
TOTAL FOR CHECK AP 00059373:			14,069.82		
DEPARTMENT OF LABOR & INDUSTRI (DEPTLABO)					
	254978	02/05/2015	65.14	2015 72 BOILER PRESS INSPECTIO	0017032250 54191
	339322	01/01/2023	53.80	2021 65 BOILDER PRESS INSPECTI	0016052250 54191
	350306	01/01/2023	56.80	2022 65 BOILER PRESS INSPECTIO	0016052250 54191
TOTAL FOR CHECK AP 00059374:			175.74		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	62-230816	08/16/2023	88.64	#5147 STN62 ELECTRICITY CHG	0016022250 54731
TOTAL FOR CHECK AP 00059375:			88.64		
FIRE PROTECTION PUBLICATIONS (FIREPROT)					
	246321	08/09/2023	7,778.57	ESSENTIALS OF FIRE FIGHTING, 7	0012322240 53102
TOTAL FOR CHECK AP 00059376:			7,778.57		
GALLS INCORPORATED (GALLS)					
	024569146	05/22/2023	139.70	BLUE NOIMEX PANTS B CUT	0012042254 52011
	024814279	06/16/2023	279.40	BLUE NOMEX PANTS B CUT	0012042254 52011
	025250189	08/02/2023	637.48	liners for duty coats	0012042254 52011
	025250198	08/02/2023	366.30	academy duty belts	0012352240 52011
	025279324	08/04/2023	1,045.95	academy duty boots	0012352240 52011
	025286179	08/04/2023	3,137.85	academy duty boots	0012352240 52011
	025353771	08/12/2023	318.74	DFM TACTICAL FLEECE 2.0	0012042254 52011
	025373761	08/15/2023	318.74	liners for duty coats	0012042254 52011
	025373764	08/15/2023	1,062.47	liners for duty coats	0012042254 52011
	025373786	08/15/2023	24.42	academy duty belts	0012352240 52011
	025373825	08/15/2023	418.38	ACAD DANNER Lookout EMS/CSA	0012352240 52011
TOTAL FOR CHECK AP 00059377:			7,749.43		
INSTRUMENT SALES & SERVICE INC (INSTSALE)					
	4647653	08/21/2023	1,502.22	COMPRESSOR PN 5999V	0016502265 53143

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
TOTAL FOR CHECK AP 00059378:			1,502.22		
LAND RECOVERY (LANDRECO)					
	0102509579	08/22/2023	328.18	STN 64 LOGISTICS DUMP AUG22	0012042254 54741
TOTAL FOR CHECK AP 00059379:			328.18		
NEXT STEP APPAREL (NEXTSTEP)					
	230708	08/03/2023	687.02	BLACK RICHARDSON HATS	0012042254 52011
	230708	08/03/2023	792.72	BLACK TRUCKER HAT	0012352240 52011
	230722	08/15/2023	8,056.02	PCFTC Q-MASTER ORDER	0012322240 52014
TOTAL FOR CHECK AP 00059380:			9,535.76		
ON SCENE SOLUTIONS (ONSCENE)					
	33998	08/22/2023	493.72	73020 LED COMP LIGHT (4) 73032	0016502265 53143
TOTAL FOR CHECK AP 00059381:			493.72		
PC BUDGET AND FINANCE (PCBUDGET)					
	CI338055	08/08/2023	50.00	CERTIFICATION FEES FOR J TOFT	1013402680 54922
	CI338055	08/08/2023	40.00	RECIPROCITY FEES FOR T HAULMAN	1013402680 54922
	CI338055	08/08/2023	300.00	INITIAL CERTIFICATION FEES FOR	1013402680 54922
TOTAL FOR CHECK AP 00059382:			390.00		
	071923	07/19/2023	115.20	#0319278004 174TH PROP SURF WT	0016002250 54712
TOTAL FOR CHECK AP 00059383:			115.20		
TOTAL FOR PC BUDGET AND			505.20		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	082423	08/24/2023	607,701.92	08/24/2023 AP EFTS	001 21110
	082423	08/24/2023	54.87	08/24/2023 AP EFTS	015 21110
	082423	08/24/2023	9,616.00	08/24/2023 AP EFTS	050 21110
	082423	08/24/2023	6,535.10	08/24/2023 AP EFTS	101 21110
TOTAL FOR CHECK AP 00059370:			623,907.89		
PRINT SOLUTIONS, INC (PRINSOLU)					
	115925	08/02/2023	33.03	DFM 500-BIS CARDS	0014002230 54941
TOTAL FOR CHECK AP 00059384:			33.03		
S&S TIRE (SSTIREPU)					
	1146099	08/17/2023	86.46	E18-8 NAIL IN TIRE (REPAIR)	0016502265 54820
TOTAL FOR CHECK AP 00059385:			86.46		
THE HOME DEPOT PRO (HOMEPRO)					
	760613265	08/16/2023	92.68	WIPES,WYPALL (BOX)	0012052218 53198
	760613273	08/16/2023	247.15	WIPES,WYPALL (BOX)	0012052218 53198
	760864538	08/17/2023	310.92	LAUNDRY DETERGENT, 1GAL (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00059386:			650.75		
WATEROUS COMPANY (WATECOMP)					
	P2S9954001	08/16/2023	593.55	STOCK PN K1085 OUTBOARD END ME	0016502265 53143
TOTAL FOR CHECK AP 00059387:			593.55		
REPORT TOTAL:			668,753.15		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00059388	CALISTAT	CALIFORNIA STATE DISBURSEME	08/29/23	1,202.00	MW	IS	
AP CHK 00059389	CPFR	Central Pierce Fire & Rescu	08/29/23	975,789.01	MW	IS	
AP CHK 00059390	VOID.CONTINU	Void - Continued Stub	08/29/23	0.00	VM	VD	Void
AP CHK 00059391	CPFR	Central Pierce Fire & Rescu	08/29/23	5,166,492.14	MW	IS	
AP CHK 00059392	GET	Guaranteed Education Tuitio	08/29/23	509.00	MW	IS	
AP CHK 00059393	MICHMALA	MICHAEL G. MALAIER, TRUSTEE	08/29/23	1,134.00	MW	IS	
AP CHK 00059394	OPEIU	Office & Professional Emplo	08/29/23	1,521.53	MW	IS	
AP CHK 00059395	TACOPCCH	Tacoma Pierce County Chapla	08/29/23	3,534.00	MW	IS	
AP CHK 00059396	UNITWAY	United Way	08/29/23	35.00	MW	IS	
AP CHK 00059397	BENESOLU	WCIF	08/29/23	3,856.84	MW	IS	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	1
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	6,154,073.52	Number of Checks Processed:	9
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 6,154,073.52

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/29/2023

End Date: 08/29/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
CALIFORNIA STATE DISBURSEMENT (CALISTAT)						
	2607/2301008	08/29/2023	1,202.00	AUGUST PAYROLL	001	23191
TOTAL FOR CHECK AP 00059388:			1,202.00			
GUARANTEED EDUCATION TUITION (GET)						
	2840/2301008	08/29/2023	141.21	AUGUST PAYROLL	001	23189
	2840/2301008	08/29/2023	367.79	AUGUST PAYROLL	101	23189
TOTAL FOR CHECK AP 00059392:			509.00			
MICHAEL G. MALAIER, TRUSTEE (MICHMALA)						
	2602/2301008	08/29/2023	1,054.54	AUGUST PAYROLL	001	23193
	2602/2301008	08/29/2023	79.46	AUGUST PAYROLL	101	23193
TOTAL FOR CHECK AP 00059393:			1,134.00			
OFFICE & PROFESSIONAL EMPLOYEE (OPEIU)						
	2302/2301008	08/29/2023	1,441.21	AUGUST PAYROLL	001	23162
	2302/2301008	08/29/2023	80.32	AUGUST PAYROLL	101	23162
TOTAL FOR CHECK AP 00059394:			1,521.53			
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	082923	08/29/2023	618,081.05	AUGUST PY VENDOR EFT	001	21110
	082923	08/29/2023	357,707.96	AUGUST PY VENDOR EFT	101	21110
TOTAL FOR CHECK AP 00059389:			975,789.01			
	1002/2301008	08/29/2023	507.79	AUGUST PAYROLL	001	23151
	1003/2301008	08/29/2023	51,204.27	AUGUST PAYROLL	001	23151
	1003/2301008	08/29/2023	21,479.36	AUGUST PAYROLL	101	23151
	1101/2301008	08/29/2023	158,447.36	AUGUST PAYROLL	001	23153
	1101/2301008	08/29/2023	74,307.38	AUGUST PAYROLL	101	23153
	1110/2301008	08/29/2023	2,462.38	AUGUST PAYROLL	101	23154
	1110/2301008	08/29/2023	31,013.43	AUGUST PAYROLL	001	23154
	1111/2301008	08/29/2023	11,820.50	AUGUST PAYROLL	001	23154
	1201/2301008	08/29/2023	4,371.06	AUGUST PAYROLL	001	23153
	1201/2301008	08/29/2023	2,050.46	AUGUST PAYROLL	101	23153
	1450/2301008	08/29/2023	400.00	AUGUST PAYROLL	101	23170
	1450/2301008	08/29/2023	11,931.82	AUGUST PAYROLL	001	23170
	1453/2301008	08/29/2023	96.00	AUGUST PAYROLL	001	23170
	1453/2301008	08/29/2023	258.00	AUGUST PAYROLL	101	23170
	1454/2301008	08/29/2023	13,472.00	AUGUST PAYROLL	101	23170
	1454/2301008	08/29/2023	16,419.00	AUGUST PAYROLL	001	23170
	1459/2301008	08/29/2023	5,052.00	AUGUST PAYROLL	001	23176
	1459/2301008	08/29/2023	421.00	AUGUST PAYROLL	101	23176
	1462/2301008	08/29/2023	571.01	AUGUST PAYROLL	101	23176
	1462/2301008	08/29/2023	4,560.39	AUGUST PAYROLL	001	23176
	1463/2301008	08/29/2023	4,828.00	AUGUST PAYROLL	001	23177
	1463/2301008	08/29/2023	400.00	AUGUST PAYROLL	101	23177
	1464/2301008	08/29/2023	36,627.00	AUGUST PAYROLL	101	23177
	1464/2301008	08/29/2023	49,186.00	AUGUST PAYROLL	001	23177
	1465/2301008	08/29/2023	125.00	AUGUST PAYROLL	001	23177
	1465/2301008	08/29/2023	99.00	AUGUST PAYROLL	101	23177

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/29/2023

End Date: 08/29/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	2001/2301008	08/29/2023	461,893.99	AUGUST PAYROLL	001	23150
	2001/2301008	08/29/2023	189,510.70	AUGUST PAYROLL	101	23150
	2002/2301008	08/29/2023	507.79	AUGUST PAYROLL	001	23151
	2003/2301008	08/29/2023	52,098.24	AUGUST PAYROLL	001	23151
	2003/2301008	08/29/2023	21,709.09	AUGUST PAYROLL	101	23151
	2101/2301008	08/29/2023	255,010.51	AUGUST PAYROLL	001	23153
	2101/2301008	08/29/2023	119,592.89	AUGUST PAYROLL	101	23153
	2110/2301008	08/29/2023	1,667.82	AUGUST PAYROLL	101	23154
	2110/2301008	08/29/2023	21,005.92	AUGUST PAYROLL	001	23154
	2111/2301008	08/29/2023	8,067.77	AUGUST PAYROLL	001	23154
	2201/2301008	08/29/2023	7,035.63	AUGUST PAYROLL	001	23153
	2201/2301008	08/29/2023	3,300.40	AUGUST PAYROLL	101	23153
	2408/2301008	08/29/2023	157.30	AUGUST PAYROLL	001	23158
	2413/2301008	08/29/2023	69.29	AUGUST PAYROLL	001	23158
	2414/2301008	08/29/2023	28.40	AUGUST PAYROLL	001	23158
	2416/2301008	08/29/2023	42.80	AUGUST PAYROLL	001	23158
	2450/2301008	08/29/2023	47,547.34	AUGUST PAYROLL	001	23170
	2450/2301008	08/29/2023	36,395.00	AUGUST PAYROLL	101	23170
	2455/2301008	08/29/2023	778.28	AUGUST PAYROLL	101	23172
	2455/2301008	08/29/2023	1,662.72	AUGUST PAYROLL	001	23172
	2459/2301008	08/29/2023	7,447.65	AUGUST PAYROLL	001	23176
	2459/2301008	08/29/2023	2,006.00	AUGUST PAYROLL	101	23176
	2463/2301008	08/29/2023	55,307.79	AUGUST PAYROLL	101	23177
	2463/2301008	08/29/2023	66,798.71	AUGUST PAYROLL	001	23177
	2464/2301008	08/29/2023	41,780.58	AUGUST PAYROLL	001	23172
	2464/2301008	08/29/2023	36,788.63	AUGUST PAYROLL	101	23172
	2600/2301008	08/29/2023	227.34	AUGUST PAYROLL	001	23191
	2600/2301008	08/29/2023	307.92	AUGUST PAYROLL	001	23191
	2600/2301008	08/29/2023	61.13	AUGUST PAYROLL	001	23191
	2600/2301008	08/29/2023	31.66	AUGUST PAYROLL	001	23191
	2600/2301008	08/29/2023	3.76	AUGUST PAYROLL	001	23191
	2600/2301008	08/29/2023	1,305.48	AUGUST PAYROLL	001	23191
	2600/2301008	08/29/2023	421.08	AUGUST PAYROLL	001	23191
	2600/2301008	08/29/2023	1,872.07	AUGUST PAYROLL	101	23191
	2600/2301008	08/29/2023	1,326.00	AUGUST PAYROLL	101	23191
	2600/2301008	08/29/2023	661.66	AUGUST PAYROLL	101	23191
	2600/2301008	08/29/2023	462.38	AUGUST PAYROLL	101	23191
	2600/2301008	08/29/2023	950.52	AUGUST PAYROLL	101	23191
	2600/2301008	08/29/2023	2,338.87	AUGUST PAYROLL	101	23191
	2816/2301008	08/29/2023	5,934.10	AUGUST PAYROLL	101	23178
	2816/2301008	08/29/2023	9,108.94	AUGUST PAYROLL	001	23178
	2817/2301008	08/29/2023	1,882.61	AUGUST PAYROLL	001	23178
	2817/2301008	08/29/2023	2,926.99	AUGUST PAYROLL	101	23178
	2818/2301008	08/29/2023	859.63	AUGUST PAYROLL	001	23178
	2818/2301008	08/29/2023	1,093.16	AUGUST PAYROLL	101	23178
	2819/2301008	08/29/2023	81.73	AUGUST PAYROLL	101	23178
	2819/2301008	08/29/2023	0.16	AUGUST PAYROLL	001	23178

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/29/2023
End Date: 08/29/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	2820/2301008	08/29/2023	0.07	AUGUST PAYROLL	001	23178
	2820/2301008	08/29/2023	36.66	AUGUST PAYROLL	101	23178
	2901/2301008	08/29/2023	221,975.97	AUGUST PAYROLL	101	23199
	2901/2301008	08/29/2023	687,515.73	AUGUST PAYROLL	001	23199
	2902/2301008	08/29/2023	935,585.15	AUGUST PAYROLL	001	23199
	2902/2301008	08/29/2023	325,737.65	AUGUST PAYROLL	101	23199
	2903/2301008	08/29/2023	152,835.37	AUGUST PAYROLL	101	23199
	2903/2301008	08/29/2023	317,387.30	AUGUST PAYROLL	001	23199
	2904/2301008	08/29/2023	183,465.68	AUGUST PAYROLL	001	23199
	2904/2301008	08/29/2023	105,864.50	AUGUST PAYROLL	101	23199
	2905/2301008	08/29/2023	39,501.33	AUGUST PAYROLL	101	23199
	2905/2301008	08/29/2023	171,260.00	AUGUST PAYROLL	001	23199
	2906/2301008	08/29/2023	27,659.97	AUGUST PAYROLL	001	23199
	2906/2301008	08/29/2023	25,488.12	AUGUST PAYROLL	101	23199
TOTAL FOR CHECK AP 00059391:			<u>5,166,492.14</u>			
TOTAL FOR PIERCE COUNTY FIRE			6,142,281.15			
TACOMA PIERCE COUNTY CHAPLAINC (TACOPCCH)						
	2806/2301008	08/29/2023	2,282.39	AUGUST PAYROLL	001	23187
	2806/2301008	08/29/2023	1,251.61	AUGUST PAYROLL	101	23187
TOTAL FOR CHECK AP 00059395:			<u>3,534.00</u>			
UNITED WAY (UNITWAY)						
	2801/2301008	08/29/2023	21.36	AUGUST PAYROLL	001	23186
	2801/2301008	08/29/2023	13.64	AUGUST PAYROLL	101	23186
TOTAL FOR CHECK AP 00059396:			<u>35.00</u>			
WCIF (BENESOLU)						
	1460/2301008	08/29/2023	3,288.26	AUGUST PAYROLL	001	23157
	1460/2301008	08/29/2023	236.20	AUGUST PAYROLL	101	23157
	2710/2301008	08/29/2023	164.70	AUGUST PAYROLL	001	23155
	2712/2301008	08/29/2023	150.08	AUGUST PAYROLL	001	23155
	2712/2301008	08/29/2023	10.72	AUGUST PAYROLL	101	23155
	2715/2301008	08/29/2023	6.88	AUGUST PAYROLL	001	23155
TOTAL FOR CHECK AP 00059397:			<u>3,856.84</u>			
REPORT TOTAL:			<u>6,154,073.52</u>			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
PY CHK 00107765	COLE09210	COLEMAN, RICHARD A	08/31/23	577.58	MW	IS	PA	
PY CHK 00107766	IMBE01030	IMBER, CARA	08/31/23	0.00	MW	IS	PA	
PY CHK 00107767	THOM10050	THOMPSON, WILLIAM M	08/31/23	6,836.11	MW	IS	PA	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	7,413.69	Number of Checks Processed:	3
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

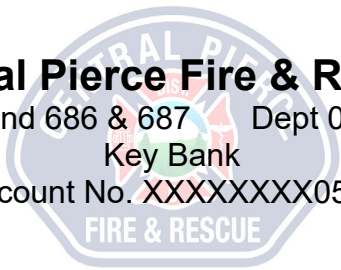
G R A N D T O T A L 7,413.69

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522



Electronic Payment Details

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

<u>Issue Date</u>	<u>EFT Numbers</u>	<u>EFT Transfer Warrant</u>	<u>Amount</u>
08/24/2023	<u>EP00015311 -EP00015311</u>	AP00059366	<u>\$1,164.47</u>
08/24/2023	<u>EP00015312 -EP00015348</u>	AP00059370	<u>\$623,907.89</u>
08/29/2023	<u>EP00015349 -EP00015355</u>	AP00059389	<u>\$975,789.01</u>
08/31/2023	<u>EF00060502 -EF00060855</u>	AP00059391	<u>\$3,189,026.77</u>
Total			<u>\$4,789,888.14</u>

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 00015311	AMAZON	AMAZON CAPITAL SERVICES	08/24/23	1,164.47	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	1,164.47	Number of EFTs Processed:	1
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 1,164.47

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023
End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AMAZON CAPITAL SERVICES (AMAZON)					
	1J6G9H3GXVW	08/18/2023	1,164.47	STATION 62 BATHROOM/KITCHEN	3016022250 53146
TOTAL FOR CHECK AP 00015311:			1,164.47		
REPORT TOTAL:			1,164.47		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP EFT 00015312	ACTIONWO	ACTIONWORKS	08/24/23	244.05	MW	CX	
AP EFT 00015313	AMAZON	AMAZON CAPITAL SERVICES	08/24/23	2,603.15	MW	CX	
AP EFT 00015314	CPFREFT	Central Pierce Fire & Rescu	08/24/23	233.19	MW	CX	
AP EFT 00015315	CHRIINC	CHRISTENSEN INC	08/24/23	7,569.58	MW	CX	
AP EFT 00015316	CITYTREA	CITY OF TACOMA	08/24/23	2,543.69	MW	CX	
AP EFT 00015317	DIAMNW	DIAMONDBACK NORTHWEST LLC	08/24/23	5,301.32	MW	CX	
AP EFT 00015318	VALLFREI	FREIGHTLINER NORTHWEST	08/24/23	1,352.92	MW	CX	
AP EFT 00015319	INNOCONT	INNOVATIVE CONTROLS	08/24/23	619.00	MW	CX	
AP EFT 00015320	INSIPUBL	INSIGHT PUBLIC SECTOR, INC	08/24/23	296.21	MW	CX	
AP EFT 00015321	IPACCESS	IP ACCESS INTERNATIONAL LLC	08/24/23	135,207.60	MW	CX	
AP EFT 00015322	IMSALLI	JUSTICE FAMILY ENTERPRISES	08/24/23	38.59	MW	CX	
AP EFT 00015323	COMPCEIL	JUSTIN UTHMAN	08/24/23	9,616.00	MW	CX	
AP EFT 00015324	LNCURTIS	L.N. Curtis and Sons	08/24/23	11,384.25	MW	CX	
AP EFT 00015325	LIFEASSI	Life-Assist Inc	08/24/23	21,704.51	MW	CX	
AP EFT 00015326	LOWECOMP	Lowe's Companies	08/24/23	500.30	MW	CX	
AP EFT 00015327	MALLCOMP	Mallory Safety and Supply L	08/24/23	5,778.05	MW	CX	
AP EFT 00015328	NWCASCAD	NW Cascade Inc	08/24/23	1,072.00	MW	CX	
AP EFT 00015329	NWSAFEC	NW SAFETY CLEAN	08/24/23	3,056.15	MW	CX	
AP EFT 00015330	OREGOCCU	OREGON OCCUPATIONAL MEDICIN	08/24/23	1,124.00	MW	CX	
AP EFT 00015331	PSINSTRU	Puget Sound Instrument Co	08/24/23	54.87	MW	CX	
AP EFT 00015332	ROGUFITN	ROGUE FITNESS	08/24/23	19,749.24	MW	CX	
AP EFT 00015333	RWCGROUP	RWC International Ltd	08/24/23	640.45	MW	CX	
AP EFT 00015334	SEAWESTE	Sea-Western Inc	08/24/23	370,793.17	MW	CX	
AP EFT 00015335	STANPART	Standard Parts Corp	08/24/23	910.64	MW	CX	
AP EFT 00015336	STAPINC	STAPLES INC.	08/24/23	470.11	MW	CX	
AP EFT 00015337	SUMMLAW	SUMMIT LAW GROUP	08/24/23	543.00	MW	CX	
AP EFT 00015338	SUMNLAWN	SUMNER LAWN 'N SAW	08/24/23	43.35	MW	CX	
AP EFT 00015339	TACOCOMM	Tacoma Community College	08/24/23	5,162.80	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00015340	TACOSCRE	Tacoma Screw Products Inc	08/24/23	384.31	MW	CX	
AP EFT 00015341	TERRSTAFF	Terra Services Inc	08/24/23	2,323.53	MW	CX	
AP EFT 00015342	UNIFIRST	UNIFIRST CORPORATION	08/24/23	364.58	MW	CX	
AP EFT 00015343	USBANKBU	US Bank Business Card	08/24/23	5,201.94	MW	CX	
AP EFT 00015344	KUZA10160	CORY KUZARO	08/24/23	5,669.32	MW	CX	
AP EFT 00015345	ROSS01150	Denise Ross	08/24/23	631.21	MW	CX	
AP EFT 00015346	GITTSPRI	Gitt's Spring Inc	08/24/23	321.88	MW	CX	
AP EFT 00015347	ERIC06010	TARA ERICKSON	08/24/23	334.37	MW	CX	
AP EFT 00015348	WISE07120	Tracy Wiseman	08/24/23	64.56	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	623,907.89	Number of EFTs Processed:	37
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	623,907.89		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
ACTIONWORKS (ACTIONWO)						
	5969	08/21/2023	244.05	CPFR APPAREL - NEW EMPLOYEE	0012032213	52011
TOTAL FOR CHECK AP 00015312:			244.05			
AMAZON CAPITAL SERVICES (AMAZON)						
	114WQKVP19F	08/18/2023	599.28	IT 6FT USB C 3.1 Gen 2 Cable	0012102215	53501
	1CXHL9XH4LM	04/06/2023	51.44	CANCELED SEE CM 1J97C6KC7QY3	0012052218	53141
	1CXHL9XH4LM	04/06/2023	7.70	61 NOLL - Oven Light Bulb 40 W	0016012250	53501
	1CXHL9XH4LM	04/06/2023	348.54	65 OTOOLE - Hoover Commercial	0016052250	53501
	1CXHL9XH4LM	04/06/2023	130.90	68 CURNUTT -GE Countertop	0016082250	53501
	1G9KK63FWKPJ	08/18/2023	(27.16)	CREDIT RETURN INV 1WCTMKXF1YQK	0012102215	53501
	1JPNJWY3193J	05/15/2023	52.74	CANCELED / CM 1VR77NHK3DJW	0012052218	53141
	1LC6N9JF69HT	05/11/2023	108.63	LOG Badger Mens 1/4 Zip Fleece	0012042254	52011
	1LC6N9JF69HT	05/11/2023	120.97	REFUND CREDIT 1FF3779194HQ	0012052218	53141
	1LC6N9JF69HT	05/11/2023	55.79	TRI-FLOW LUBE SPRAY (EACH)	0012052218	53198
	1LC6N9JF69HT	05/11/2023	153.95	ACADEMY Propper Men's Uniform	0012352240	52011
	1LC6N9JF69HT	05/11/2023	17.55	SHIPPING / 1/4 ZIPS	0012352240	52011
	1LC6N9JF69HT	05/11/2023	511.47	61BC Brother MFC-L3750CDW Digi	0016012250	53501
	1LC6N9JF69HT	05/11/2023	17.59	65 Long Handle Indoor Angle Br	0016052250	53501
	1LC6N9JF69HT	05/11/2023	333.61	72 Brother TN221BK Standard Yi	0017022250	53141
	1LC6N9JF69HT	05/11/2023	14.61	60A Ottomanson Multipurpose Al	1013402680	53501
	1LG3TTDWG6G	08/15/2023	105.54	station 72 gate remotes	0012042254	53142
TOTAL FOR CHECK AP 00015313:			2,603.15			
CHRISTENSEN INC (CHRIINC)						
	0465226IN	08/08/2023	922.57	465226 AUG8 DISPUTED DEL FEE	0012042254	53201
	0467231IN	08/14/2023	5,199.22	#467231 AUG14 STN72 FUEL	0012042254	53201
	0467567IN	08/15/2023	1,557.89	#467567 AUG15 STN61 FUEL CHG	0012042254	53201
	465226CCM	08/21/2023	(922.57)	CM FOR INV 465226C del fee	0012042254	53201
	465226RDM	08/21/2023	812.47	#465226rdm AUG21 STN61 FUEL	0012042254	53201
TOTAL FOR CHECK AP 00015315:			7,569.58			
CITY TREASURER (CITYTREA)						
	60PC-230821	08/21/2023	898.81	#101016331 PCFTC ELECTRICITY	0012322240	54731
	60PC-230821	08/21/2023	898.80	#101016331 STN60 ELECTRICITY	0016002250	54731
	LC-230816	08/16/2023	746.08	#100221552 LOG CTR ELECTRIC	0016162250	54731
TOTAL FOR CHECK AP 00015316:			2,543.69			
CORY KUZARO (KUZA10160)						
	081723	08/19/2023	5,669.32	05/16/23-08/09/23 TUITION RMB	0012002210	54925
TOTAL FOR CHECK AP 00015344:			5,669.32			
DENISE MENGE (ROSS01150)						
	081923	08/19/2023	546.03	EMS AIRWAY BOX LID ORGANIZER	1013402680	54191
	082423	08/23/2023	85.18	REIMB/USED PERS CARD IN ERROR	0012322240	53141
TOTAL FOR CHECK AP 00015345:			631.21			
DIAMONDBACK NORTHWEST LLC (DIAMNW)						
	INV250	08/15/2023	4,650.62	E00-1 (4) AMKUS HOSES FOR REEL	0016502265	53142
	INV250	08/15/2023	245.52	STOCK ITEMS: khc006 dust cap f	0016502265	53142
	INV250	08/15/2023	405.18	HYDRAULIC FLUID	0016502265	53181

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
TOTAL FOR CHECK AP 00015317:			5,301.32		
GITT'S SPRING INC (GITTSPRI)					
	048522	08/23/2023	321.88	UBOLTS, NUTS, BOLTS	0016502265 53143
TOTAL FOR CHECK AP 00015346:			321.88		
IMS ALLIANCE (IMSALLI)					
	232375	08/18/2023	38.59	PP TAGS WHITE	0012352240 52010
TOTAL FOR CHECK AP 00015322:			38.59		
INNOVATIVE CONTROLS (INNOCONT)					
	823449	08/17/2023	619.00	E18-3 3030376-01 TRANSDUCER, W	0016502265 53143
TOTAL FOR CHECK AP 00015319:			619.00		
INSIGHT PUBLIC SECTOR, INC (INSIPUBL)					
	1101079697	08/04/2023	296.21	CP- MICROSOFT E5 18MO SUB- HR	0012032213 54902
TOTAL FOR CHECK AP 00015320:			296.21		
IP ACCESS INTERNATIONAL LLC (IPACCESS)					
	09027995	07/10/2023	3,980.00	MISC HARDWARE- RASPBERRY PI'S	0012049422 56411
	09027995	07/10/2023	398.00	ADD- MISC HARDWARE RASPBERRY P	0012049422 56411
	09028300	08/04/2023	12,491.60	ADD- DEJ GATEWAY-211	0012049422 56411
	09028300	08/04/2023	2,978.80	ADD- DEJ SBT CORE LITE SOFTWARE	0012049422 56411
	09028300	08/04/2023	660.00	ADD- MISC HARDWARE: ENH WIFI 6	0012049422 56411
	09028300	08/04/2023	437.80	ADD- MISC HARDWARE RASPBERRY P	0012049422 56411
	09028301	08/04/2023	17,663.80	KYMETA U8 LEO TERMINAL WITH AC	0012049422 56411
	09028301	08/04/2023	702.90	MISC HARDWARE- DEJERO 12 6-INC	0012049422 56411
	09028301	08/04/2023	2,501.40	IPA LEO SATELLITE PLAN	0012049422 56411
	09028301	08/04/2023	280.50	U8 VEHICLE PWER- 25' CABLES	0012049422 56411
	09028301	08/04/2023	5,831.10	DEJ GATEWAY 211 FIRSTNET	0012049422 56411
	09028301	08/04/2023	1,489.40	DEJ-SBT CORE LITE MULTI-HOST	0012049422 56411
	09028301	08/04/2023	1,650.00	MISC FIELD SERVICE- KYMETA	0012049422 56411
	09028301	08/04/2023	771.10	MISC HARDWARE PARSEC 13-IN-1 L	0012049422 56411
	09028301	08/04/2023	330.00	MISC HARDWARE ENH WI-FI 2X2 AC	0012049422 56411
	09028302	08/07/2023	59,591.40	ANT-KYMETA TERMINAL	0012049422 56411
	09028302	08/07/2023	23,449.80	IPA KYMETA-100GB-SATELLITES	0012049422 56411
TOTAL FOR CHECK AP 00015321:			135,207.60		
JUSTIN UTHMAN (COMPCEIL)					
	163	08/16/2023	9,616.00	STATION 65 REPLACE CEILING TIL	0506052250 54801
TOTAL FOR CHECK AP 00015323:			9,616.00		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV736913	08/16/2023	2,814.65	ACADEMY PHENIX GLOVES	0012352240 52010
	INV736913	08/16/2023	15.61	TRANSPORTATION / GLOVES	0012352240 52010
	INV737004	08/16/2023	697.17	SO - 2201020-9.5-W	0013302685 52010
	INV737004	08/16/2023	697.16	SO - 2201020-12.5-M	0013302685 52010
	INV737004	08/16/2023	28.49	TRANSPORTATION / BOOTS	0013302685 52010
	INV737174	08/17/2023	711.41	globe tech rescue boot size 11	0013302685 52010
	INV737370	08/17/2023	711.41	GLOBE TECH RESCUE BOOTS:	0013302685 52010
	INV737730	08/18/2023	2,886.00	M19-1 AXE1ST-NX-T JUMBO BALL	0016502265 53143
	INV737975	08/18/2023	769.37	RT18-16 HARNESS WITH ON/OFF SW	0016502265 53142

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	INV738478	08/21/2023	1,272.37	ACAD RINGER EXT GLOVES	0012352240	52010
	INV738478	08/21/2023	19.87	SHIPPING / GLOVES	0012352240	52010
	INV738979	08/22/2023	760.74	RT18-16 / STOCK E2 WIRING HARN	0016502265	53142
TOTAL FOR CHECK AP 00015324:			11,384.25			
LIFE-ASSIST INC (LIFEASSI)						
	1354091	08/16/2023	2,456.55	02 MAX BITRAC ED DISPOSABLE CP	0012052218	53198
	1354185	08/16/2023	279.00	AMIODARONE 150MG 3ML VIAL	0012052218	53198
	1354746	08/17/2023	3,452.74	MEGAMOVER TRANSPORT UNIT (EA)	0012052218	53198
	1354746	08/17/2023	50.65	NASOPHARYNGEAL AIRWAY, 26FR (E	0012052218	53198
	1354746	08/17/2023	71.29	ET TUBE HOLDER, ADULT (EACH)	0012052218	53198
	1354746	08/17/2023	36.44	STYLETTE, SLICK, 8FR (PEDIATRI	0012052218	53198
	1354746	08/17/2023	14.31	ENDO TUBE, UNCUFFED, 5.0MM (EA	0012052218	53198
	1354746	08/17/2023	7.71	SCALPEL, #10 BLADE, DISPOSABLE	0012052218	53198
	1354746	08/17/2023	47.08	IV DRESSING, VENI-GARD, JR (EA	0012052218	53198
	1354746	08/17/2023	26.53	NASO-GASTRIC TUBE, 14FR (EACH)	0012052218	53198
	1354746	08/17/2023	51.20	NEBULIZER, MISTY MAX (EACH)	0012052218	53198
	1354746	08/17/2023	47.89	NASAL CANNULA, NON-FLARED, ADUL	0012052218	53198
	1354746	08/17/2023	1,165.83	BVM (BAG VALVE MASK), ADULT (E	0012052218	53198
	1354746	08/17/2023	3,431.82	SMART CAPNOLINE, ADULT/INTERME	0012052218	53198
	1354746	08/17/2023	31.49	ENDO TUBE, UNCUFFED, 3.0MM (EA	0012052218	53198
	1354746	08/17/2023	31.49	ENDO TUBE, UNCUFFED, 3.5MM (EA	0012052218	53198
	1354746	08/17/2023	251.03	BVM FILTER	0012052218	53198
	1354746	08/17/2023	169.71	PRO2 CADDY	1013402680	53501
	1354746	08/17/2023	641.94	EMS ESCORT SUCTION UNIT	1013402680	53501
	1354791	08/17/2023	1,104.00	EPINEPHRINE 1:1000 30ML/30MG M	0012052218	53198
	1354791	08/17/2023	2,574.72	SODIUM CHLORIDE 0.9% 10ML FLUS	0012052218	53198
	1354791	08/17/2023	219.00	ONDANSETRON VIAL, 4MG 2ML	0012052218	53198
	1354791	08/17/2023	18.00	SYRINGE, 3CC, LUER LOCK (EACH)	0012052218	53198
	1354791	08/17/2023	86.00	IV CATHETER, 22GAx1", PROTECTI	0012052218	53198
	1354791	08/17/2023	688.00	IV CATHETER, 18GAx1.25", PROTE	0012052218	53198
	1354791	08/17/2023	688.00	IV CATHETER, 20GAx1.25", PROTE	0012052218	53198
	1354791	08/17/2023	4.30	BUTTERFLY INFUSION SET 23GA x	0012052218	53198
	1354791	08/17/2023	440.00	IV ADMIN SET, 10 DROP (EACH)	0012052218	53198
	1354791	08/17/2023	284.70	IV PUMP TUBING	0012052218	53198
	1354791	08/17/2023	1,555.00	EXTENSION SET REMOVE CLAVE 7"	0012052218	53198
	1354791	08/17/2023	86.00	IV CATHETER, 24GAx.75", PROTEC	0012052218	53198
	1354791	08/17/2023	1,064.00	EPINEPHRINE 1:10,000 1MG 10ML	0012052218	53198
	1354791	08/17/2023	344.30	TXA/TRANEXAMIC ACID 100ML BAG	0012052218	53198
	1354853	08/17/2023	(2.29)	CM: RESHIP AT NO CHG	0012052218	53141
	1355865	08/22/2023	286.08	SODIUM CHLORIDE 0.9% 10ML FLUS	0012052218	53198
TOTAL FOR CHECK AP 00015325:			21,704.51			
LOWE'S COMPANIES (LOWECOMP)						
	72078	08/11/2023	250.15	WATER, FLAT CAPS (CASE/24)	0012052218	53198
	88655	08/17/2023	250.15	WATER, FLAT CAPS (CASE/24)	0012052218	53198
TOTAL FOR CHECK AP 00015326:			500.30			
MALLORY COMPANY (MALLCOMP)						

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	5688429	08/09/2023	5,778.05	FOAM, FIREADE 2000, 5GAL	0012052218 53198
TOTAL FOR CHECK AP 00015327:			5,778.05		
NW CASCADE INC (NWCASCAD)					
	0553656126	08/11/2023	246.50	(1) SANICANS FOR HOSE TESTING	0012042254 54502
	0553659076	08/14/2023	825.50	AUG14-SEP10 TECH RESCUE TRNG	0013302685 54502
TOTAL FOR CHECK AP 00015328:			1,072.00		
NW SAFETY CLEAN (NWSAFECL)					
	2335807	07/12/2023	991.12	CS CR PPE 38933	0012502210 54814
	2335808	07/12/2023	1,644.67	71 CR PPE 38959	0012502210 54814
	2335809	07/12/2023	420.36	CS CR PPE 38965	0012502210 54814
TOTAL FOR CHECK AP 00015329:			3,056.15		
OREGON OCCUPATIONAL MEDICINE L (OREGOCCU)					
	107083	08/04/2023	1,124.00	NEW HIRE PHYSICAL - BEHAVIORAL	0012032213 54171
TOTAL FOR CHECK AP 00015330:			1,124.00		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	024569146	05/22/2023	0.13	BLUE NOIMEX PANTS B CUT	0012042254 52011
	024814279	06/16/2023	0.25	BLUE NOMEX PANTS B CUT	0012042254 52011
	09028300	08/04/2023	11.36	ADD- DEJ GATEWAY-211	0012049422 56411
	09028300	08/04/2023	2.70	ADD- DEJ SBT CORE LITE SOFTWARE	0012049422 56411
	09028300	08/04/2023	0.60	ADD- MISC HARDWARE: ENH WIFI 6	0012049422 56411
	09028300	08/04/2023	0.40	ADD- MISC HARDWARE RASPBERRY P	0012049422 56411
	09028301	08/04/2023	16.06	KYMETA U8 LEO TERMINAL WITH AC	0012049422 56411
	09028301	08/04/2023	0.64	MISC HARDWARE- DEJERO 12 6-INC	0012049422 56411
	09028301	08/04/2023	2.27	IPA LEO SATELLITE PLAN	0012049422 56411
	09028301	08/04/2023	0.26	U8 VEHICLE PWER- 25' CABLES	0012049422 56411
	09028301	08/04/2023	5.30	DEJ GATEWAY 211 FIRSTNET	0012049422 56411
	09028301	08/04/2023	1.35	DEJ-SBT CORE LITE MULTI-HOST	0012049422 56411
	09028301	08/04/2023	1.50	MISC FIELD SERVICE- KYMETA	0012049422 56411
	09028301	08/04/2023	0.70	MISC HARDWARE PARSEC 13-IN-1 L	0012049422 56411
	09028301	08/04/2023	0.30	MISC HARDWARE ENH WI-FI 2X2 AC	0012049422 56411
	09028302	08/07/2023	54.17	ANT-KYMETA TERMINAL	0012049422 56411
	09028302	08/07/2023	21.32	IPA KYMETA-100GB-SATELLITES	0012049422 56411
	1CXHL9XH4LM	04/06/2023	0.01	61 NOLL - Oven Light Bulb 40 W	0016012250 53501
	1CXHL9XH4LM	04/06/2023	0.31	65 OTOOLE - Hoover Commercial	0016052250 53501
	1CXHL9XH4LM	04/06/2023	0.12	68 CURNUTT -GE Countertop	0016082250 53501
	1LC6N9JF69HT	05/11/2023	0.10	LOG Badger Mens 1/4 Zip Fleece	0012042254 52011
	1LC6N9JF69HT	05/11/2023	0.14	ACADEMY Propper Men's Uniform	0012352240 52011
	1LC6N9JF69HT	05/11/2023	0.01	SHIPPING / 1/4 ZIPS	0012352240 52011
	1LC6N9JF69HT	05/11/2023	0.47	61BC Brother MFC-L3750CDW Digi	0016012250 53501
	1LC6N9JF69HT	05/11/2023	0.02	65 Long Handle Indoor Angle Br	0016052250 53501
	1LC6N9JF69HT	05/11/2023	0.30	72 Brother TN221BK Standard Yi	0017022250 53141
	1LC6N9JF69HT	05/11/2023	0.01	60A Ottomanson Multipurpose Al	1013402680 53501
	33998	08/22/2023	49.87	73020 LED COMP LIGHT (4) 73032	0016502265 53143
	823449	08/17/2023	62.52	E18-3 3030376-01 TRANSDUCER, W	0016502265 53143
TOTAL FOR CHECK AP 00015314:			233.19		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
PUGET SOUND INSTRUMENT CO (PSINSTRU)					
	476963	08/21/2023	27.44	M23-1 ANTENNA KIT	0153409426 56401
	476963	08/21/2023	27.43	M23-2 ANTENNA KIT	0153409426 56401
TOTAL FOR CHECK AP 00015331:			54.87		
ROGUE FITNESS (ROGUFITN)					
	11694969	08/17/2023	121.11	HG Bumper 2.0 - 10LB - Pair	0012552210 53501
	11694969	08/17/2023	109.82	HG Bumper 2.0 - 25LB - Pair	0012552210 53501
	11694969	08/17/2023	141.20	HG Bumper 2.0 - 35LB - Pair	0012552210 53501
	11694969	08/17/2023	385.35	HG Bumper 2.0 - 45LB - Pair	0012552210 53501
	11694969	08/17/2023	44.04	HG 2.0 Axle Collars	0012552210 53501
	11694969	08/17/2023	291.77	28.5MM Echo Bar 2.0	0012552210 53501
	11694969	08/17/2023	51.78	OSO Rogue Collars - Gun Metal	0012552210 53501
	11694969	08/17/2023	66.06	MLite/Infinity Horizontal Moun	0012552210 53501
	11694969	08/17/2023	4,783.85	TB-2 Trap Bar	0012552210 53501
	11694969	08/17/2023	466.63	2 Tier Bookshelf Unit 43" Sect	0012552210 53501
	11694969	08/17/2023	67.16	Bookshelf Wheel 4 Pack RF0359	0012552210 53501
	11694969	08/17/2023	488.44	Vertical Plate Tree 2.0	0012552210 53501
	11694969	08/17/2023	2,967.20	Slice Sled (with Plastic)	0012552210 53501
	11694969	08/17/2023	710.15	GH-1 GHD (Glute Ham Developer)	0012552210 53501
	11694969	08/17/2023	655.10	Adjustable Bench 3.1 - FP Pad	0012552210 53501
	11694969	08/17/2023	88.08	Vertical Plate Tree Wheel Set	0012552210 53501
	11694969	08/17/2023	655.10	W-4 Unit - 4' Wall Mount	0012552210 53501
	11694969	08/17/2023	143.13	35LB Rogue Kettlebell	0012552210 53501
	11694969	08/17/2023	165.15	44LB Rogue Kettlebell	0012552210 53501
	11694969	08/17/2023	93.59	53LB Rogue Kettlebell	0012552210 53501
	11694969	08/17/2023	121.11	70LB Rogue Kettlebell	0012552210 53501
	11694969	08/17/2023	203.69	55LB Rubber Hex Dumbbell pair	0012552210 53501
	11694969	08/17/2023	225.71	60LB Rubber Hex Dumbbell pair	0012552210 53501
	11694969	08/17/2023	247.73	65LB Rubber Hex Dumbbell pair	0012552210 53501
	11694969	08/17/2023	264.24	70LB Rubber Hex Dumbbell pair	0012552210 53501
	11694969	08/17/2023	875.30	50lbs Dumbbell Set	0012552210 53501
	11694969	08/17/2023	2,603.87	Tec Plate Carrier Vest Kangaro	0012552210 53501
	11694969	08/17/2023	1,271.66	10lb Cast Weight Vest Plate Pa	0012552210 53501
	11694969	08/17/2023	205.89	Echo Band #1 Red 41" pair	0012552210 53501
	11694969	08/17/2023	266.44	Echo Band #2 Blue 41" pair	0012552210 53501
	11694969	08/17/2023	423.89	Echo Band #3 Green 41" pair	0012552210 53501
	11694969	08/17/2023	545.00	Echo Band #4 Black 41" pair	0012552210 53501
TOTAL FOR CHECK AP 00015332:			19,749.24		
RWC GROUP (RWCGROUP)					
	XA10307980502	08/18/2023	640.45	PN 2509252C92 (5) CALIPER KITS	0016502265 53143
TOTAL FOR CHECK AP 00015333:			640.45		
SEA-WESTERN INC (SEAWESTE)					
	INV24781	07/13/2023	27,806.03	2023 RESPONSE UNIFORMS - COATS	0012042254 52010
	INV24781	07/13/2023	23,686.62	2023 RESPONSE UNIFORMS - PANTS	0012042254 52010
	INV24930	07/19/2023	27,361.40	2023 RESPONSE UNIFORMS - COATS	0012042254 52010
	INV24930	07/19/2023	23,768.25	2023 RESPONSE UNIFORMS - PANTS	0012042254 52010

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	INV25082	07/26/2023	27,361.40	2023 RESPONSE UNIFORMS - COATS	0012042254	52010
	INV25082	07/26/2023	23,768.25	2023 RESPONSE UNIFORMS - PANTS	0012042254	52010
	INV25147	07/28/2023	27,361.40	2023 RESPONSE UNIFORMS - COATS	0012042254	52010
	INV25147	07/28/2023	23,768.25	2023 RESPONSE UNIFORMS - PANTS	0012042254	52010
	INV25339	08/07/2023	7,834.24	bunkers for recruit overstreet	0012352240	52010
	INV25363	08/08/2023	27,361.40	2023 RESPONSE UNIFORMS - COATS	0012042254	52010
	INV25363	08/08/2023	23,768.25	2023 RESPONSE UNIFORMS - PANTS	0012042254	52010
	INV25548	08/16/2023	54,722.80	2023 RESPONSE UNIFORMS - COATS	0012042254	52010
	INV25548	08/16/2023	47,536.50	2023 RESPONSE UNIFORMS - PANTS	0012042254	52010
	INV25627	08/21/2023	1,431.30	HIAx 605128	0012042254	52011
	INV25627	08/21/2023	31.82	SHIPPING / BOOTS	0012042254	52011
	INV25657	08/21/2023	1,073.48	HAIX Airpower XR1 Pro	0012042254	52011
	INV25657	08/21/2023	805.93	Lion Thorogood Hellfire Felt	0012502210	52010
	INV25657	08/21/2023	27.26	SHIPPING / BOOTS	0012042254	52011
	INV25657	08/21/2023	36.37	SHIPPING / BOOTS	0012502210	52010
	INV25675	08/22/2023	1,260.64	suspenders	0012502210	52010
	INV25675	08/22/2023	21.58	SHIPPING / SUSPENDERS	0012502210	52010
TOTAL FOR CHECK AP 00015334:			370,793.17			
STANDARD PARTS CORP (STANPART)						
	190630	08/09/2023	46.21	LICENSE PLATE FRAMES-STOCK	0016502265	53143
	191684	08/16/2023	129.08	4579 (2) FILTER, CABIN AIR	0016502265	53143
	191717	08/16/2023	101.56	06396 ADHESIVE PROMOTER	0016502265	53141
	191717	08/16/2023	72.61	730-5162 VISOR ORG (6)	0016502265	53143
	191923	08/17/2023	374.12	STN61 DEF STN STOCK 20 CASES	0012042254	53201
	193002	08/24/2023	187.06	STN68 DEF STOCK (10)	0012042254	53201
TOTAL FOR CHECK AP 00015335:			910.64			
STAPLES, INC. (STAPINC)						
	3545288379	08/18/2023	10.77	AOC Astrobrights Colored Paper	0012002210	53101
	3545288379	08/18/2023	456.80	PAPER, 8.5"x11" WHITE (REAM)	0012052218	53198
	3545288380	08/18/2023	2.54	72 Staples 12" Wooden	0017022250	53501
TOTAL FOR CHECK AP 00015336:			470.11			
SUMMIT LAW GROUP (SUMMLAW)						
	147372	08/17/2023	543.00	JUL LEGAL SVCS PFML/LABOR/EEOC	0012032213	54151
TOTAL FOR CHECK AP 00015337:			543.00			
SUMNER LAWN 'N SAW (SUMNLAWN)						
	119295	08/17/2023	8.24	E21-3 GEN PART 15620-ZE2-700	0016502265	53142
	119406	08/18/2023	35.11	SP02-1 HEAD SCREWS	0016502265	53143
TOTAL FOR CHECK AP 00015338:			43.35			
TACOMA COMMUNITY COLLEGE (TACOCOMM)						
	WA220TPC2447	07/26/2023	1,627.18	SUMMER'23 TUTION R MADISON	1013402680	54925
	WA220TPC2448	07/26/2023	1,627.18	SUMMER'23 TUITION SALAHUDDIN	1013402680	54925
	WA220TPC2449	07/26/2023	1,627.18	SUMMER'23 TUITION MOOR	1013402680	54925
	WA220TPC2450	07/26/2023	281.26	SUMMER'23 TUITION KAVANAUGH	1013402680	54925
TOTAL FOR CHECK AP 00015339:			5,162.80			
TACOMA SCREW PRODUCTS INC (TACOSCRE)						

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/24/2023

End Date: 08/24/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	10022585200	08/17/2023	107.85	METRIC HEX FLANGE SCREWS	0016502265 53141
	10022607800	08/21/2023	276.46	PIPE ELBOW, CRIMPS, HEAT SHRIN	0016502265 53141
TOTAL FOR CHECK AP 00015340:			384.31		
TARA ERICKSON (ERIC06010)					
	20234437B	08/19/2023	15.99	TRAVEL/LODGING DIFFERENCE	0012302240 54311
	20234437B	08/19/2023	258.38	TRAVEL/GRND TRANSPORTATION	0012302240 54331
	20234437B	08/19/2023	60.00	TRAVEL/BAGGAGE FEE	0012302240 54341
TOTAL FOR CHECK AP 00015347:			334.37		
TERRA SERVICES INC (TERRSTAFF)					
	2319495	08/25/2023	2,323.53	TEMP WEEK ENDING 7/23/23	0012502210 54191
TOTAL FOR CHECK AP 00015341:			2,323.53		
TRACY WISEMAN (WISE07120)					
	081623A	08/16/2023	64.56	MILEAGE REIMB JULY/AUG	0012042254 54331
TOTAL FOR CHECK AP 00015348:			64.56		
UNIFIRST CORPORATION (UNIFIRST)					
	2220016832	08/16/2023	147.42	AUG16 SHOP UNIFORMS/RUGS	0016502265 54931
	2220019179	08/23/2023	217.16	AUG23 SHOP UNIFORMS/RUGS	0016502265 54931
TOTAL FOR CHECK AP 00015342:			364.58		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.230725.9	08/24/2023	67.43	Office Door #'s	0014002230 53501
	PC.000.230825.4	08/24/2023	111.91	68 KITCHN CEILING BULBS	0012042254 53146
	PC.000.230825.4	08/24/2023	3.20	Pro-rated Trello July	0014002230 54902
	PC.000.230825.4	08/24/2023	9.58	Trello July Member Add	0014002230 54902
	PC.000.230825.5	08/24/2023	395.00	NW LEADERSHIP REG - DMO	0012002210 54921
	PC.000.230825.5	08/24/2023	476.72	LESSER LODGING WFAS CONF	0012302240 54311
	PC.000.230825.5	08/24/2023	545.35	CALDIER WSAFM LODGING	0012302240 54311
	PC.000.230825.5	08/24/2023	2,245.00	M FOX PAYROLL 101 REGISTRATION	0012302240 54921
	PC.000.230825.5	08/24/2023	650.00	CALDIER WSAFM REGISTRATION	0012302240 54921
	PC.000.230825.5	08/24/2023	184.54	PCFTC ADMIN BOARD LUNCH	0012322240 53171
	PC.203.230825.3	08/24/2023	361.08	Lunch for Lt Assessments	0012032213 53171
	PC.203.230825.4	08/24/2023	88.13	Recruit Night Refreshments	0012032213 53171
	PC.650.230825.3	08/24/2023	64.00	SC23-2 DOL REG/PLATES	0012042254 54912
TOTAL FOR CHECK AP 00015343:			5,201.94		
VALLEY FREIGHTLINER INC (VALLFRED)					
	PC30163938302	08/21/2023	92.40	WINDOW SWITCH STOCK	0016502265 53143
	PC30163938303	08/23/2023	32.90	WATER VALVE	0016502265 53143
	PC30164079701	08/16/2023	115.37	M19-2 + STOCK GUIDE PIN KIT	0016502265 53143
	PC30164080301	08/22/2023	263.32	GUIDE PIN KITS (STOCK)	0016502265 53143
	PC30164209501	08/22/2023	120.27	M22-1 VENT TUBE 5258032	0016502265 53143
	PC30164219001	08/21/2023	644.06	10030921 2 ROTORS	0016502265 53143
	PC30164219002	08/22/2023	84.60	FILTER, OIL STOCK	0016502265 53143
TOTAL FOR CHECK AP 00015318:			1,352.92		
REPORT TOTAL:			623,907.89		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00015349	COFFFUND	CP Coffee Fund	08/29/23	3,025.00	MW	CX	
AP EFT 00015350	FLOWFUND	Flower Fund	08/29/23	153.00	MW	CX	
AP EFT 00015351	HRAVEBA	HRA VEBA TRUST	08/29/23	1,666.66	MW	CX	
AP EFT 00015352	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	08/29/23	783,553.83	MW	CX	
AP EFT 00015353	NWFFT	NORTHWEST FIREFIGHTERS TRUS	08/29/23	40,993.16	MW	CX	
AP EFT 00015354	PCPROFF	PC Professional Firefighter	08/29/23	144,914.86	MW	CX	
AP EFT 00015355	REHNASSO	REHN & ASSOCIATES	08/29/23	1,482.50	MW	CX	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	975,789.01	Number of EFTs Processed:	7
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	975,789.01		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 08/29/2023

End Date: 08/29/2023

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
COFFEE FUND (COFFFUND)						
	2800/2301008	08/29/2023	1,989.18	AUGUST PAYROLL	001	23184
	2800/2301008	08/29/2023	1,035.82	AUGUST PAYROLL	101	23184
TOTAL FOR CHECK AP 00015349:			3,025.00			
FLOWER FUND (FLOWFUND)						
	2802/2301008	08/29/2023	143.87	AUGUST PAYROLL	001	23184
	2802/2301008	08/29/2023	9.13	AUGUST PAYROLL	101	23184
TOTAL FOR CHECK AP 00015350:			153.00			
HRA VEBA TRUST (HRAVEBA)						
	1422/2301008	08/29/2023	1,666.66	AUGUST PAYROLL	001	23159
TOTAL FOR CHECK AP 00015351:			1,666.66			
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)						
	1400/2301008	08/29/2023	476,807.11	AUGUST PAYROLL	001	23157
	1400/2301008	08/29/2023	302,263.70	AUGUST PAYROLL	101	23157
	1421/2301008	08/29/2023	2,392.00	AUGUST PAYROLL	001	23159
	1711/2301008	08/29/2023	128.64	AUGUST PAYROLL	001	23155
	2716/2301008	08/29/2023	1,112.56	AUGUST PAYROLL	001	23155
	2716/2301008	08/29/2023	656.92	AUGUST PAYROLL	101	23155
	2717/2301008	08/29/2023	61.28	AUGUST PAYROLL	101	23155
	2717/2301008	08/29/2023	131.62	AUGUST PAYROLL	001	23155
TOTAL FOR CHECK AP 00015352:			783,553.83			
NORTHWEST FIREFIGHTERS TRUST (NWFFT)						
	1401/2301008	08/29/2023	38,402.12	AUGUST PAYROLL	001	23157
	1401/2301008	08/29/2023	2,591.04	AUGUST PAYROLL	101	23157
TOTAL FOR CHECK AP 00015353:			40,993.16			
PC PROFESSIONAL FIREFIGHTERS L (PCPROFFF)						
	2300/2301008	08/29/2023	62,294.05	AUGUST PAYROLL	001	23160
	2300/2301008	08/29/2023	35,771.34	AUGUST PAYROLL	101	23160
	2303/2301008	08/29/2023	199.47	AUGUST PAYROLL	001	23160
	2440/2301008	08/29/2023	31,485.84	AUGUST PAYROLL	001	23160
	2440/2301008	08/29/2023	15,164.16	AUGUST PAYROLL	101	23160
TOTAL FOR CHECK AP 00015354:			144,914.86			
REHN & ASSOCIATES (REHNASSO)						
	1500/2301008	08/29/2023	29.17	AUGUST PAYROLL	001	23157
	1500/2301008	08/29/2023	4.08	AUGUST PAYROLL	101	23157
	2452/2301008	08/29/2023	208.33	AUGUST PAYROLL	001	23197
	2453/2301008	08/29/2023	1,090.43	AUGUST PAYROLL	001	23197
	2453/2301008	08/29/2023	150.49	AUGUST PAYROLL	101	23197
TOTAL FOR CHECK AP 00015355:			1,482.50			
REPORT TOTAL:			975,789.01			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00060502	AMPE01210	AMPE, MICHAEL G	08/31/23	184.32	MW	IS	PA	
EF CHK 00060503	ANDE08020	ANDERSEN, DARWIN A	08/31/23	10,999.68	MW	IS	PA	
EF CHK 00060504	ANDE03230	ANDERSON, DENNIS M	08/31/23	14,614.67	MW	IS	PA	
EF CHK 00060505	ANDE04300	ANDERSON, SEAN M	08/31/23	6,370.09	MW	IS	PA	
EF CHK 00060506	ARON10160	ARONOW, CHRISTIAN A	08/31/23	20,339.19	MW	IS	PA	
EF CHK 00060507	AUSE05040	AUSENHUS, LUKE	08/31/23	4,382.91	MW	IS	PA	
EF CHK 00060508	AUVI12010	AUVIL, MICHAEL E	08/31/23	7,053.76	MW	IS	PA	
EF CHK 00060509	BACA02140	BACA, JOHN	08/31/23	10,497.33	MW	IS	PA	
EF CHK 00060510	BAKE11280	BAKER, WILLIAM D	08/31/23	9,509.88	MW	IS	PA	
EF CHK 00060511	BANN11040	BANNER, SAMUEL	08/31/23	7,232.31	MW	IS	PA	
EF CHK 00060512	BART02050	BARTROFF, KALE B	08/31/23	4,093.67	MW	IS	PA	
EF CHK 00060513	BAUG09050	BAUGH, RYAN S	08/31/23	6,210.68	MW	IS	PA	
EF CHK 00060514	BEAL12070	BEAL, MARC J	08/31/23	23,312.32	MW	IS	PA	
EF CHK 00060515	BEAU03040	BEAUCHAMP, JOHN ROBERT	08/31/23	7,957.94	MW	IS	PA	
EF CHK 00060516	BEAU05190	BEAUSOLEIL, KEVIN	08/31/23	5,409.54	MW	IS	PA	
EF CHK 00060517	BEEN06250	BEENE, DYLAN C	08/31/23	10,352.99	MW	IS	PA	
EF CHK 00060518	BELL06020	BELLERIVE, ROGER M	08/31/23	4,826.38	MW	IS	PA	
EF CHK 00060519	BENN09190	BENNING, DALE R	08/31/23	11,602.20	MW	IS	PA	
EF CHK 00060520	BENN09240	BENNING, DAVID M	08/31/23	11,397.16	MW	IS	PA	
EF CHK 00060521	BENN08280	BENNING, TYLER I	08/31/23	3,939.67	MW	IS	PA	
EF CHK 00060522	BERD04150	BERDAN, KEVIN M	08/31/23	11,693.84	MW	IS	PA	
EF CHK 00060523	BERD11180	BERDAN, SCOTT R	08/31/23	16,028.93	MW	IS	PA	
EF CHK 00060524	BERN05110	BERNSON, JAMES	08/31/23	9,984.42	MW	IS	PA	
EF CHK 00060525	BEST07180	BEST, BLUE J	08/31/23	11,785.49	MW	IS	PA	
EF CHK 00060526	BISH08130	BISHOP, KYLEE C	08/31/23	4,800.66	MW	IS	PA	
EF CHK 00060527	BONE11020	BONE, BRIDGETT C	08/31/23	5,597.71	MW	IS	PA	
EF CHK 00060528	BOUC09170	BOUCHARD, JOSEPH R	08/31/23	11,209.29	MW	IS	PA	
EF CHK 00060529	BOYL01120	BOYLE, TREVOR D	08/31/23	11,411.54	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00060530	BRAG02260	BRAGG, DAVID B	08/31/23	5,406.54	MW	IS	PA	
EF CHK 00060531	BRIZ10180	BRIZENDINE, JACK R	08/31/23	8,542.60	MW	IS	PA	
EF CHK 00060532	BRON03130	BRONOSKE, MATTHEW J	08/31/23	30,497.81	MW	IS	PA	
EF CHK 00060533	BROW04280	BROWN, JASON K	08/31/23	6,840.07	MW	IS	PA	
EF CHK 00060534	BROW11160	BROWN, LANE	08/31/23	4,723.36	MW	IS	PA	
EF CHK 00060535	BROW03260	BROWN, TYLER T	08/31/23	15,231.77	MW	IS	PA	
EF CHK 00060536	BRUN10060	BRUNTON, CHAD	08/31/23	7,494.04	MW	IS	PA	
EF CHK 00060537	BRYA08020	BRYAN, QUENTIN L	08/31/23	10,303.66	MW	IS	PA	
EF CHK 00060538	BURK08220	BURKE, REBECCA L	08/31/23	4,454.00	MW	IS	PA	
EF CHK 00060539	BURK07120	BURKE, RYAN K	08/31/23	9,096.81	MW	IS	PA	
EF CHK 00060540	BUTL12200	BUTLER, BRANDON J	08/31/23	8,032.89	MW	IS	PA	
EF CHK 00060541	BYKE03270	BYKERK, CHAD	08/31/23	7,870.20	MW	IS	PA	
EF CHK 00060542	CABL08140	CABLE, JEFFREY P	08/31/23	13,658.65	MW	IS	PA	
EF CHK 00060543	CABL02060	CABLE, MICHAEL A	08/31/23	6,142.00	MW	IS	PA	
EF CHK 00060544	CALD12300	CALDIER, BRIAN L	08/31/23	9,756.95	MW	IS	PA	
EF CHK 00060545	CARD12140	CARDINAL, WILLIAM T	08/31/23	12,807.24	MW	IS	PA	
EF CHK 00060546	CARR10110	CARRIGAN, CHRISTOPHER M	08/31/23	9,550.60	MW	IS	PA	
EF CHK 00060547	CART07070	CARTER-HOSKINSON, STEPHANY	08/31/23	33,034.89	MW	IS	PA	
EF CHK 00060548	CERR03070	CERRILLO, MASON	08/31/23	6,334.06	MW	IS	PA	
EF CHK 00060549	CHIV10030	CHIVINGTON, JEREMY	08/31/23	5,588.50	MW	IS	PA	
EF CHK 00060550	CHRI04250	CHRISTIANSON, BRYAN D	08/31/23	9,429.11	MW	IS	PA	
EF CHK 00060551	CLAI03210	CLAIBOURN, JUSTIN M	08/31/23	7,048.84	MW	IS	PA	
EF CHK 00060552	CLAR10100	CLARK, JORDAN P	08/31/23	7,585.69	MW	IS	PA	
EF CHK 00060553	CLAY08290	CLAYTON, MARK E	08/31/23	15,284.05	MW	IS	PA	
EF CHK 00060554	COBU10210	COBUN, JACOB C	08/31/23	6,109.69	MW	IS	PA	
EF CHK 00060555	COKL05160	COKL, ERICK M	08/31/23	12,889.41	MW	IS	PA	
EF CHK 00060556	COON03230	COONAN, KYLE	08/31/23	4,890.66	MW	IS	PA	
EF CHK 00060557	CORD05260	CORDES, TIFFANY	08/31/23	4,332.29	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00060558	COTT10310	COTTER, KENDALL J	08/31/23	6,296.66	MW	IS	PA	
EF CHK 00060559	COUR06190	COURTNEY, LUKE P	08/31/23	11,439.47	MW	IS	PA	
EF CHK 00060560	COUR08040	COURTNEY, WESLEY P	08/31/23	9,500.60	MW	IS	PA	
EF CHK 00060561	COX09010	COX, LAUREN	08/31/23	4,126.39	MW	IS	PA	
EF CHK 00060562	CRAF04130	CRAFT JR, RICHARD	08/31/23	8,845.00	MW	IS	PA	
EF CHK 00060563	CRAI04100	CRAIG, CHRISTOPHER T	08/31/23	6,942.22	MW	IS	PA	
EF CHK 00060564	CURN11150	CURNUTT, DANIEL G	08/31/23	18,649.23	MW	IS	PA	
EF CHK 00060565	CURR11200	CURRIE, MATTHEW A	08/31/23	10,192.76	MW	IS	PA	
EF CHK 00060566	CUTH08310	CUTHBERT, SHAUN D	08/31/23	7,166.98	MW	IS	PA	
EF CHK 00060567	DEMO01160	DEMOTT, JASON R	08/31/23	6,692.88	MW	IS	PA	
EF CHK 00060568	DEVE02150	DEVEGLIO, PAUL M	08/31/23	7,033.91	MW	IS	PA	
EF CHK 00060569	DEVI06170	DEVINE, JEFFREY A	08/31/23	6,784.07	MW	IS	PA	
EF CHK 00060570	DEYE11050	DEYETTE, ZACKARY H	08/31/23	5,467.55	MW	IS	PA	
EF CHK 00060571	DICK09260	DICKENS, KYLE	08/31/23	5,588.40	MW	IS	PA	
EF CHK 00060572	DICK02040	DICKSON, ADAM C	08/31/23	7,989.19	MW	IS	PA	
EF CHK 00060573	DISC04190	DISCH, JESSE	08/31/23	6,563.93	MW	IS	PA	
EF CHK 00060574	DORM03250	DORMAIER, MARIAH L	08/31/23	8,788.81	MW	IS	PA	
EF CHK 00060575	DORS10070	DORSEY, JAMES P	08/31/23	5,662.47	MW	IS	PA	
EF CHK 00060576	DULA04240	DULAS, ANTHONY P	08/31/23	24,770.64	MW	IS	PA	
EF CHK 00060577	DURA01060	DURANT, ERICK J	08/31/23	13,039.63	MW	IS	PA	
EF CHK 00060578	DYER08200	DYER, RICHARD C	08/31/23	7,139.17	MW	IS	PA	
EF CHK 00060579	EDWA05020	EDWARDS, WAYNE R	08/31/23	10,074.96	MW	IS	PA	
EF CHK 00060580	ELFE05240	ELFERT, BENJAMIN J	08/31/23	13,552.08	MW	IS	PA	
EF CHK 00060581	ERIC06010	ERICKSON, TARA	08/31/23	7,228.29	MW	IS	PA	
EF CHK 00060582	ERIC12120	ERICSON, STEVEN B	08/31/23	5,538.28	MW	IS	PA	
EF CHK 00060583	ERNS02240	ERNST, SUZANNE M	08/31/23	5,009.56	MW	IS	PA	
EF CHK 00060584	ESCO07090	ESCOBEDO, RAY C	08/31/23	21,899.10	MW	IS	PA	
EF CHK 00060585	ESTE10290	ESTES, BRIAN D	08/31/23	7,985.40	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00060586	FALL06200	FALLSTEAD, BAILEY	08/31/23	6,690.16	MW	IS	PA	
EF CHK 00060587	FARI10080	FARIAS, JUSTEN	08/31/23	17,483.25	MW	IS	PA	
EF CHK 00060588	FARR03180	FARRIS, JOSHUA L	08/31/23	11,093.80	MW	IS	PA	
EF CHK 00060589	FERR08150	FERRIER, BRIAN S	08/31/23	17,141.28	MW	IS	PA	
EF CHK 00060590	FIEL04230	FIELDMAN, SCOTT J	08/31/23	9,824.98	MW	IS	PA	
EF CHK 00060591	FISH05180	FISHER, TYLER	08/31/23	8,366.11	MW	IS	PA	
EF CHK 00060592	FOLD12030	FOLDEN, JORDAN	08/31/23	9,368.74	MW	IS	PA	
EF CHK 00060593	FORD03060	FORD, CHRISTOPHER A	08/31/23	5,126.83	MW	IS	PA	
EF CHK 00060594	FOX05220	FOX, JESSE C	08/31/23	9,283.65	MW	IS	PA	
EF CHK 00060595	FOX07170	FOX, MELISSA R	08/31/23	5,184.49	MW	IS	PA	
EF CHK 00060596	FRAN10200	FRANZ, JONATHON G	08/31/23	8,269.08	MW	IS	PA	
EF CHK 00060597	GACI11090	GACIOCH, STANLEY J	08/31/23	30,953.09	MW	IS	PA	
EF CHK 00060598	GAFF03230	GAFFIN, DEVIN	08/31/23	4,136.19	MW	IS	PA	
EF CHK 00060599	GAGE01050	GAGE, JUSTIN M	08/31/23	9,148.78	MW	IS	PA	
EF CHK 00060600	GEOR11060	GEORGE, JAMAL A	08/31/23	8,942.43	MW	IS	PA	
EF CHK 00060601	GILK10180	GILKEY, MALAC S	08/31/23	7,059.46	MW	IS	PA	
EF CHK 00060602	GILL05280	GILLESPIE, JOSEPH	08/31/23	5,030.64	MW	IS	PA	
EF CHK 00060603	GIRT07050	GIRT, JAMES A	08/31/23	27,410.98	MW	IS	PA	
EF CHK 00060604	GITH05170	GITHENS, MITCHELL R	08/31/23	7,997.18	MW	IS	PA	
EF CHK 00060605	GLAS04300	GLASS, STEPHANIE L	08/31/23	7,435.60	MW	IS	PA	
EF CHK 00060606	GOME11110	GOMEZ, KRISTIN	08/31/23	1,654.09	MW	IS	PA	
EF CHK 00060607	GONZ06220	GONZALEZ, SAMUEL	08/31/23	5,283.71	MW	IS	PA	
EF CHK 00060608	GOUG05180	GOUGH, JAMES L	08/31/23	7,671.61	MW	IS	PA	
EF CHK 00060609	GRAB05020	GRABINSKI, BRENT E	08/31/23	6,318.11	MW	IS	PA	
EF CHK 00060610	GRAU06270	GRAUERT, JOHN H	08/31/23	5,347.69	MW	IS	PA	
EF CHK 00060611	GRAY05050	GRAYBEAL, COLIN	08/31/23	5,498.21	MW	IS	PA	
EF CHK 00060612	GREE06100	GREEN, DONALD L	08/31/23	11,099.93	MW	IS	PA	
EF CHK 00060613	GREE04260	GREEN, SAMUEL L	08/31/23	7,796.32	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00060614	GROA07250	GROAT, RANDAL C	08/31/23	13,046.11	MW	IS	PA	
EF CHK 00060615	GUND02110	GUNDERMANN, BLADE T	08/31/23	6,055.09	MW	IS	PA	
EF CHK 00060616	HACK05250	HACKETT, BRIAN D	08/31/23	7,071.80	MW	IS	PA	
EF CHK 00060617	HALL12280	HALL, CORBIN M	08/31/23	9,732.30	MW	IS	PA	
EF CHK 00060618	HAMM01040	HAMMOND, STEVEN D	08/31/23	27,884.07	MW	IS	PA	
EF CHK 00060619	HARR05210	HARRISON, JHAUVON	08/31/23	7,219.02	MW	IS	PA	
EF CHK 00060620	HARR03040	HARRUFF, PAUL W	08/31/23	10,643.61	MW	IS	PA	
EF CHK 00060621	HAUL07290	HAULMAN, THOMAS J	08/31/23	5,650.79	MW	IS	PA	
EF CHK 00060622	HELL02230	HELLEY, WYATT K	08/31/23	9,422.50	MW	IS	PA	
EF CHK 00060623	HEPL10280	HEPLER, NICHOLAS	08/31/23	5,381.68	MW	IS	PA	
EF CHK 00060624	HERT10180	HERTEL, JOSEPH	08/31/23	10,907.83	MW	IS	PA	
EF CHK 00060625	HOAR09280	HOAR, FRANKIE	08/31/23	4,570.02	MW	IS	PA	
EF CHK 00060626	HODG05220	HODGES, DONALD L	08/31/23	10,898.33	MW	IS	PA	
EF CHK 00060627	HOG07200	HOGUE, STEPHEN N	08/31/23	7,282.79	MW	IS	PA	
EF CHK 00060628	HOLL03120	HOLLAND, FLINT R	08/31/23	4,392.54	MW	IS	PA	
EF CHK 00060629	HOLL07020	HOLLSTROM, SCOTT J	08/31/23	13,511.27	MW	IS	PA	
EF CHK 00060630	HOLM03060	HOLM, ALEXANDER J	08/31/23	6,922.96	MW	IS	PA	
EF CHK 00060631	HOLM03120	HOLM, MATTHEW W	08/31/23	616.04	MW	IS	PA	
EF CHK 00060632	HOWE08170	HOWE, JOSHUA	08/31/23	5,225.52	MW	IS	PA	
EF CHK 00060633	HOWE12160	HOWELL, BRENNAN	08/31/23	4,885.33	MW	IS	PA	
EF CHK 00060634	HOWE11090	HOWELL, JASON D	08/31/23	17,729.94	MW	IS	PA	
EF CHK 00060635	HUBB01140	HUBBARD, SHUTASIA	08/31/23	348.54	MW	IS	PA	
EF CHK 00060636	HUCK06270	HUCKE, KEVIN C	08/31/23	11,408.69	MW	IS	PA	
EF CHK 00060637	HUDS09150	HUDSON, KYLER	08/31/23	11,955.44	MW	IS	PA	
EF CHK 00060638	HUDS04230	HUDSPETH, STEPHEN	08/31/23	12,545.82	MW	IS	PA	
EF CHK 00060639	HUNT04150	HUNT, MATTHEW DL	08/31/23	11,092.66	MW	IS	PA	
EF CHK 00060640	HYAT03230	HYATT, DIANE M	08/31/23	4,874.17	MW	IS	PA	
EF CHK 00060641	IRWI12310	IRWIN, SEAN S	08/31/23	10,576.63	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00060642	JACK04070	JACKSON, ADAM D	08/31/23	12,434.45	MW	IS	PA	
EF CHK 00060643	JACK04190	JACKSON, AMY B	08/31/23	4,965.37	MW	IS	PA	
EF CHK 00060644	JAME08270	JAMES, AARON J	08/31/23	8,832.75	MW	IS	PA	
EF CHK 00060645	JAUR05250	JAURIGUE, RICKY	08/31/23	6,890.29	MW	IS	PA	
EF CHK 00060646	JEAN10110	JEAN, NATHANIEL	08/31/23	6,546.86	MW	IS	PA	
EF CHK 00060647	JETT10170	JETTER, MEGAN J	08/31/23	9,474.29	MW	IS	PA	
EF CHK 00060648	JOHN05180	JOHNSON, MICHAEL L	08/31/23	7,786.50	MW	IS	PA	
EF CHK 00060649	JOHN07230	JOHNSTON, BRICE A	08/31/23	8,015.58	MW	IS	PA	
EF CHK 00060650	JOHN10210	JOHNSTON, CHESTER L	08/31/23	6,775.81	MW	IS	PA	
EF CHK 00060651	JONE08150	JONES, KELLY	08/31/23	5,541.66	MW	IS	PA	
EF CHK 00060652	KAMK01270	KAMKE, ALLAN R	08/31/23	8,759.65	MW	IS	PA	
EF CHK 00060653	KAMK10180	KAMKE, DAVID N	08/31/23	10,150.65	MW	IS	PA	
EF CHK 00060654	KAMP12010	KAMPFER, JANELLE	08/31/23	6,303.38	MW	IS	PA	
EF CHK 00060655	KAPL10260	KAPLAN, TYLER JOEL	08/31/23	5,057.58	MW	IS	PA	
EF CHK 00060656	KAVA12210	KAVANAUGH, JAMIE K	08/31/23	9,070.90	MW	IS	PA	
EF CHK 00060657	KELL09040	KELLEY, MICHAEL R	08/31/23	5,011.77	MW	IS	PA	
EF CHK 00060658	KEMP01170	KEMP, AARON C	08/31/23	32,176.61	MW	IS	PA	
EF CHK 00060659	KENT02060	KENT, RONALD E	08/31/23	11,751.12	MW	IS	PA	
EF CHK 00060660	KETT03030	KETTER, KYLE J	08/31/23	4,761.06	MW	IS	PA	
EF CHK 00060661	KLEM02060	KLEMM, KELLY L	08/31/23	9,902.81	MW	IS	PA	
EF CHK 00060662	KLUB04030	KLUBE, TAMRA A	08/31/23	7,220.88	MW	IS	PA	
EF CHK 00060663	KNIG03100	KNIGHTON JR, RONNIE B	08/31/23	12,390.06	MW	IS	PA	
EF CHK 00060664	KNOE08170	KNOETGEN, MATTHEW A	08/31/23	5,550.38	MW	IS	PA	
EF CHK 00060665	KOND01160	KONDRA, JOSHUA	08/31/23	4,375.93	MW	IS	PA	
EF CHK 00060666	KOND11050	KONDRA, MICHAEL L	08/31/23	15,779.39	MW	IS	PA	
EF CHK 00060667	KOUS12290	KOUsETTIS, STELIOS	08/31/23	8,292.77	MW	IS	PA	
EF CHK 00060668	KOVA04180	KOVASH, LOGAN T	08/31/23	12,001.74	MW	IS	PA	
EF CHK 00060669	KREK10100	KREKLING, JEFFREY S	08/31/23	10,859.08	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00060670	KUEH10230	KUEHLTHAU, ERIC J	08/31/23	10,308.38	MW	IS	PA	
EF CHK 00060671	KUFF12140	KUFFLER, RYAN	08/31/23	5,474.72	MW	IS	PA	
EF CHK 00060672	KUZA10160	KUZARO, CORY R	08/31/23	15,062.31	MW	IS	PA	
EF CHK 00060673	LAMB04260	LAMB, AARON R	08/31/23	15,531.46	MW	IS	PA	
EF CHK 00060674	LAMB10110	LAMBERT, LOGAN C	08/31/23	11,811.69	MW	IS	PA	
EF CHK 00060675	LAMI12270	LAMIE, ROBERT D	08/31/23	5,753.37	MW	IS	PA	
EF CHK 00060676	LANG03290	LANGLOW, CREIGHTON	08/31/23	4,446.04	MW	IS	PA	
EF CHK 00060677	LARS08040	LARSEN, ROMAN A	08/31/23	6,620.90	MW	IS	PA	
EF CHK 00060678	LE06020	LE, ALEXANDER C	08/31/23	6,294.95	MW	IS	PA	
EF CHK 00060679	LEE11100	LEE, JEREMY	08/31/23	6,376.32	MW	IS	PA	
EF CHK 00060680	LESS08200	LESSER, MONICA	08/31/23	4,305.93	MW	IS	PA	
EF CHK 00060681	LEVE10200	LEVENSELLER, BRIAN P	08/31/23	12,037.96	MW	IS	PA	
EF CHK 00060682	LIPK07300	LIPKE, JONATHAN	08/31/23	7,787.27	MW	IS	PA	
EF CHK 00060683	LONG05260	LONG III, THOMAS P	08/31/23	7,248.58	MW	IS	PA	
EF CHK 00060684	LONG06060	LONG, BRIAN	08/31/23	5,500.28	MW	IS	PA	
EF CHK 00060685	LUCA09190	LUCAS, DAVID M	08/31/23	10,122.32	MW	IS	PA	
EF CHK 00060686	LUCE06290	LUCEY, MICHAEL	08/31/23	6,082.45	MW	IS	PA	
EF CHK 00060687	LUKE08170	LUKE, JOSHUA A	08/31/23	12,386.52	MW	IS	PA	
EF CHK 00060688	LUND01290	LUND, CHRISTIAN T	08/31/23	12,985.41	MW	IS	PA	
EF CHK 00060689	MADI02210	MADISON, DANIKA B	08/31/23	10,934.66	MW	IS	PA	
EF CHK 00060690	MADI02270	MADISON, RYAN E	08/31/23	6,213.17	MW	IS	PA	
EF CHK 00060691	MALF11300	MALFABON, ELVIS L	08/31/23	6,304.28	MW	IS	PA	
EF CHK 00060692	MANG11020	MANGAN, JEREMY W	08/31/23	6,811.27	MW	IS	PA	
EF CHK 00060693	MARQ11140	MARQUARDT, PATRICK D	08/31/23	17,234.34	MW	IS	PA	
EF CHK 00060694	MART09130	MARTIN, KYLE D	08/31/23	11,316.96	MW	IS	PA	
EF CHK 00060695	MART05180	MARTINAZZI, REBECCA A	08/31/23	7,955.14	MW	IS	PA	
EF CHK 00060696	MART01240	MARTINSON, BRETT R	08/31/23	10,749.06	MW	IS	PA	
EF CHK 00060697	MART12050	MARTINSON, RODNEY L	08/31/23	16,622.21	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00060698	MARZ11020	MARZOLF, ZACHARY	08/31/23	9,017.19	MW	IS	PA	
EF CHK 00060699	MCAF01180	MCAFEE, ANDREW B	08/31/23	8,851.89	MW	IS	PA	
EF CHK 00060700	MCCA01050	MCCABE, C ADAM	08/31/23	8,892.77	MW	IS	PA	
EF CHK 00060701	MCCO09160	MCCORMICK, CYDNI A	08/31/23	6,717.60	MW	IS	PA	
EF CHK 00060702	MCCU01270	MCCUTCHEON, KEVIN J	08/31/23	11,858.28	MW	IS	PA	
EF CHK 00060703	MCDO03170	MCDONALD, MICHAEL	08/31/23	4,979.63	MW	IS	PA	
EF CHK 00060704	MCDO08100	MCDOWELL, MATTHEW	08/31/23	16,039.31	MW	IS	PA	
EF CHK 00060705	MCFA07170	MCFADDEN, JOEL S	08/31/23	10,060.23	MW	IS	PA	
EF CHK 00060706	MCGA08140	MCGAVRAN, DONAL R	08/31/23	6,770.09	MW	IS	PA	
EF CHK 00060707	MCGR11300	MCGRATH, ROSS M	08/31/23	12,198.39	MW	IS	PA	
EF CHK 00060708	MCIN12080	MCINNIS, ERIKA	08/31/23	4,398.30	MW	IS	PA	
EF CHK 00060709	MCKE09220	MCKENZIE, RADCLIFFE L	08/31/23	12,415.65	MW	IS	PA	
EF CHK 00060710	MCKI02200	MCKINNON, JACOB	08/31/23	8,987.51	MW	IS	PA	
EF CHK 00060711	MCNE09230	MCNEALLEY, ERIC J	08/31/23	10,722.76	MW	IS	PA	
EF CHK 00060712	MERR05270	MERRIMAN, PATRICK A	08/31/23	6,306.07	MW	IS	PA	
EF CHK 00060713	MICH04170	MICHEL, MAURICE	08/31/23	4,829.12	MW	IS	PA	
EF CHK 00060714	MITC10150	MITCHELL, DALE T	08/31/23	582.58	MW	IS	PA	
EF CHK 00060715	MOAN12210	MOAN, ANDREW V	08/31/23	17,179.98	MW	IS	PA	
EF CHK 00060716	MOE04030	MOE, ANDREW A	08/31/23	24,036.60	MW	IS	PA	
EF CHK 00060717	MOOR09280	MOOR, ZACHARY D	08/31/23	6,850.72	MW	IS	PA	
EF CHK 00060718	MORR06170	MORROW, DUSTIN E	08/31/23	14,503.55	MW	IS	PA	
EF CHK 00060719	MOSL04100	MOSLEY, JACKSON	08/31/23	6,912.33	MW	IS	PA	
EF CHK 00060720	MUNR10020	MUNRO, SCOTT G	08/31/23	7,972.68	MW	IS	PA	
EF CHK 00060721	MURP09030	MURPHY, PHILIP R	08/31/23	11,797.11	MW	IS	PA	
EF CHK 00060722	MURP04160	MURPHY, SAMMY L	08/31/23	6,185.17	MW	IS	PA	
EF CHK 00060723	NAGO02260	NAGORSKI, SCHUYLLER	08/31/23	2,565.29	MW	IS	PA	
EF CHK 00060724	NELS02190	NELSON, JUSTIN	08/31/23	13,293.56	MW	IS	PA	
EF CHK 00060725	NOBL10020	NOBLE, CHRISTOPHER D	08/31/23	3,252.21	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00060726	NODA03310	NODAL, SOLON	08/31/23	7,925.03	MW	IS	PA	
EF CHK 00060727	NOLL08130	NOLL, TODD M	08/31/23	8,849.04	MW	IS	PA	
EF CHK 00060728	NYLA01010	NYLANDER, KEITH	08/31/23	6,192.77	MW	IS	PA	
EF CHK 00060729	OTO008280	O'TOOLE, JUSTIN	08/31/23	4,255.22	MW	IS	PA	
EF CHK 00060730	OHIR07230	OHIRA, JOEY Y	08/31/23	9,093.92	MW	IS	PA	
EF CHK 00060731	ORSE08240	ORSETH, RYAN	08/31/23	9,263.31	MW	IS	PA	
EF CHK 00060732	OSBO09030	OSBORNE, DANIEL J	08/31/23	10,108.22	MW	IS	PA	
EF CHK 00060733	OTTO05240	OTTO, JOSEPH	08/31/23	6,390.06	MW	IS	PA	
EF CHK 00060734	OVER09230	OVERSTREET, JASON	08/31/23	6,866.25	MW	IS	PA	
EF CHK 00060735	PARA08030	PARAMAPOONYA, ARIEL M	08/31/23	5,232.17	MW	IS	PA	
EF CHK 00060736	PARA10130	PARAMAPOONYA, BRADLEY D	08/31/23	5,813.73	MW	IS	PA	
EF CHK 00060737	PARM05240	PARMELEE, JAMES LOGAN	08/31/23	9,575.38	MW	IS	PA	
EF CHK 00060738	PARV04030	PARVINEN, DEVIN	08/31/23	6,065.29	MW	IS	PA	
EF CHK 00060739	PATT10300	PATTERSON, BROOKS R	08/31/23	7,762.72	MW	IS	PA	
EF CHK 00060740	PEAR05240	PEARSON, MITCHELL R	08/31/23	6,602.92	MW	IS	PA	
EF CHK 00060741	PETE07190	PETERSON, MATTHEW W	08/31/23	5,851.71	MW	IS	PA	
EF CHK 00060742	PETR01030	PETRY, SHAYLEE	08/31/23	169.79	MW	IS	PA	
EF CHK 00060743	PFEI11100	PFEIFFER, MATTHEW E	08/31/23	5,080.78	MW	IS	PA	
EF CHK 00060744	PHA02210	PHA, URA	08/31/23	5,556.89	MW	IS	PA	
EF CHK 00060745	PHAN08260	PHAN, BRYAN C	08/31/23	6,741.54	MW	IS	PA	
EF CHK 00060746	PIER11180	PIERCE-POWELL, JUSTIN	08/31/23	3,586.17	MW	IS	PA	
EF CHK 00060747	PILC08200	PILCHER, CHERYL L	08/31/23	4,899.07	MW	IS	PA	
EF CHK 00060748	POE11200	POE, THOMAS	08/31/23	12,558.35	MW	IS	PA	
EF CHK 00060749	PUGH03310	PUGH, JEFFREY S	08/31/23	18,573.63	MW	IS	PA	
EF CHK 00060750	QUIR05050	QUIRIE, JANNA	08/31/23	5,207.51	MW	IS	PA	
EF CHK 00060751	RAGS12050	RAGSDALE, DAVID W	08/31/23	14,375.51	MW	IS	PA	
EF CHK 00060752	RAMI10200	RAMIREZ-MONTALVO, JOSE LUIS	08/31/23	5,873.15	MW	IS	PA	
EF CHK 00060753	RAWS08260	RAWSON, BENJAMIN	08/31/23	5,529.94	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00060754	REIN08050	REINKE, CHRISTIAN D	08/31/23	8,070.28	MW	IS	PA	
EF CHK 00060755	REND12090	RENDAL, JASON A	08/31/23	23,413.56	MW	IS	PA	
EF CHK 00060756	RENN06010	RENNER, MATTHEW S	08/31/23	8,657.54	MW	IS	PA	
EF CHK 00060757	RESE12020	RESECK, BRENDON	08/31/23	9,366.41	MW	IS	PA	
EF CHK 00060758	RESO01310	RESOP, JESSICA	08/31/23	5,406.04	MW	IS	PA	
EF CHK 00060759	RHON02100	RHONE, SHELLEY L	08/31/23	8,555.11	MW	IS	PA	
EF CHK 00060760	RICE08300	RICE, ANTHONY	08/31/23	7,121.90	MW	IS	PA	
EF CHK 00060761	RICH06060	RICHARDSON JR, ROBERT A	08/31/23	4,868.90	MW	IS	PA	
EF CHK 00060762	RICH10210	RICHMOND, CHRISTOPHER L	08/31/23	10,510.28	MW	IS	PA	
EF CHK 00060763	RIDD08300	RIDDELL, CHRISTIAN	08/31/23	9,814.33	MW	IS	PA	
EF CHK 00060764	RIOU07180	RIOUX, TIMOTHY J	08/31/23	10,011.82	MW	IS	PA	
EF CHK 00060765	RISL10040	RISLEY, PATRICK T	08/31/23	1,741.25	MW	IS	PA	
EF CHK 00060766	RIVE04040	RIVERA, AARON J	08/31/23	6,674.79	MW	IS	PA	
EF CHK 00060767	ROBA06140	ROBACKER, TANYA L	08/31/23	10,169.38	MW	IS	PA	
EF CHK 00060768	ROHA05270	ROHALY, RYAN	08/31/23	4,600.49	MW	IS	PA	
EF CHK 00060769	ROSE10070	ROSELLE, BRENT W	08/31/23	8,056.24	MW	IS	PA	
EF CHK 00060770	ROSE10280	ROSENLUND, ADAM G	08/31/23	15,229.98	MW	IS	PA	
EF CHK 00060771	ROSS01150	ROSS, DENISE M	08/31/23	4,966.00	MW	IS	PA	
EF CHK 00060772	ROZE05100	ROZELL, NICHOLAS D	08/31/23	5,495.41	MW	IS	PA	
EF CHK 00060773	RUTH02190	RUTHFORD, JEFFREY C	08/31/23	5,054.13	MW	IS	PA	
EF CHK 00060774	SABI08020	SABIN, JEREMY L	08/31/23	7,358.71	MW	IS	PA	
EF CHK 00060775	SALA11060	SALAHUDDIN, AISHA	08/31/23	6,657.68	MW	IS	PA	
EF CHK 00060776	SANT01190	SANTOS, MATTHEW D	08/31/23	19,203.78	MW	IS	PA	
EF CHK 00060777	SAYL10200	SAYLER, TANNER	08/31/23	4,929.25	MW	IS	PA	
EF CHK 00060778	SCHA11230	SCHAEFER, PETER	08/31/23	4,444.39	MW	IS	PA	
EF CHK 00060779	SCHL02140	SCHLIESMAN, NADIA	08/31/23	5,036.36	MW	IS	PA	
EF CHK 00060780	SCHM04170	SCHMIDT, MARK A	08/31/23	9,671.59	MW	IS	PA	
EF CHK 00060781	SCHN02280	SCHNEEGAS, SEAN	08/31/23	5,819.68	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00060782	SCOT04050	SCOTT-RALSTON, MICAH	08/31/23	9,930.31	MW	IS	PA	
EF CHK 00060783	SEAB05020	SEABURG, COLTON	08/31/23	5,355.90	MW	IS	PA	
EF CHK 00060784	SEBE08210	SEBERSON, PETER S	08/31/23	9,873.88	MW	IS	PA	
EF CHK 00060785	SEVE05200	SEVERE, LETANIA P	08/31/23	5,212.21	MW	IS	PA	
EF CHK 00060786	SHEP11240	SHEPARD, BENJAMIN T	08/31/23	8,160.54	MW	IS	PA	
EF CHK 00060787	SILV11090	SILVER-COLSON, EMILY	08/31/23	4,717.12	MW	IS	PA	
EF CHK 00060788	SIMA07140	SIMANJUNTAK, SAM	08/31/23	6,849.42	MW	IS	PA	
EF CHK 00060789	SIMM08080	SIMMONS, JASON D	08/31/23	12,732.95	MW	IS	PA	
EF CHK 00060790	SMIT06270	SMITH, DEREK L	08/31/23	6,702.77	MW	IS	PA	
EF CHK 00060791	SMIT04160	SMITH, KYLE EDWARD	08/31/23	9,190.86	MW	IS	PA	
EF CHK 00060792	SMIT03150	SMITH, KYLE L	08/31/23	10,351.44	MW	IS	PA	
EF CHK 00060793	SMIT06250	SMITH, ROBERT S	08/31/23	21,747.85	MW	IS	PA	
EF CHK 00060794	SNYD02280	SNYDER, JOSEPH S	08/31/23	7,098.71	MW	IS	PA	
EF CHK 00060795	SNYD01270	SNYDER, RYAN C	08/31/23	6,214.33	MW	IS	PA	
EF CHK 00060796	SOBO06010	SOBOLE, JAMES A	08/31/23	16,021.71	MW	IS	PA	
EF CHK 00060797	SOEL07150	SOELLING, JOHN E	08/31/23	10,193.09	MW	IS	PA	
EF CHK 00060798	SOKO06070	SOKOLOV, OLEG V	08/31/23	17,650.31	MW	IS	PA	
EF CHK 00060799	SONN03260	SONNEMAN, ROBERT	08/31/23	8,127.26	MW	IS	PA	
EF CHK 00060800	SOWA03310	SOWARDS, EVAN	08/31/23	4,865.03	MW	IS	PA	
EF CHK 00060801	STAN05260	STANLEY, EVAN	08/31/23	12,413.14	MW	IS	PA	
EF CHK 00060802	STED11150	STEDMAN, ANTHONY J	08/31/23	11,381.74	MW	IS	PA	
EF CHK 00060803	STEP08140	STEPHENS, DANIEL L	08/31/23	7,589.79	MW	IS	PA	
EF CHK 00060804	STEW02180	STEWART, ANDREW C	08/31/23	12,860.09	MW	IS	PA	
EF CHK 00060805	STOL07110	STOLTENBERG, KIM M	08/31/23	13,617.60	MW	IS	PA	
EF CHK 00060806	STRI03310	STRINGFELLOW, STEVE G	08/31/23	582.58	MW	IS	PA	
EF CHK 00060807	STUE06060	STUEVE, ERIC J	08/31/23	11,374.89	MW	IS	PA	
EF CHK 00060808	STUE08090	STUEVE, PAUL A	08/31/23	7,777.21	MW	IS	PA	
EF CHK 00060809	TAYL12310	TAYLOR, DAVID S	08/31/23	9,016.21	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00060810	TAYL05140	TAYLOR, MATTHEW	08/31/23	4,543.36	MW	IS	PA	
EF CHK 00060811	TAYL07290	TAYLOR, ROBERT T	08/31/23	23,731.20	MW	IS	PA	
EF CHK 00060812	TAYL05150	TAYLOR, RYAN J	08/31/23	11,386.08	MW	IS	PA	
EF CHK 00060813	TCHO01310	TCHOBANOFF, NOAH C	08/31/23	12,931.91	MW	IS	PA	
EF CHK 00060814	TENN03070	TENNISON, JOSEPH C	08/31/23	9,400.19	MW	IS	PA	
EF CHK 00060815	TEYS04230	TEYSSSEDRE, FABIEN A	08/31/23	7,690.74	MW	IS	PA	
EF CHK 00060816	THOM06260	THOMPSON, BENJAMIN A	08/31/23	9,048.21	MW	IS	PA	
EF CHK 00060817	THOM02240	THOMPSON, COURTNEY B	08/31/23	5,566.86	MW	IS	PA	
EF CHK 00060818	THOM11090	THOMPSON, REED	08/31/23	7,524.40	MW	IS	PA	
EF CHK 00060819	TISS01300	TISSUE, DANA R	08/31/23	11,431.95	MW	IS	PA	
EF CHK 00060820	TOFT06180	TOFT, JEREMY H	08/31/23	12,014.71	MW	IS	PA	
EF CHK 00060821	TOLE02180	TOLER, ETHAN E	08/31/23	8,660.26	MW	IS	PA	
EF CHK 00060822	TOVA09280	TOVAR, FRANCISCO L	08/31/23	9,260.89	MW	IS	PA	
EF CHK 00060823	VALE01300	VALE, JEFFERY	08/31/23	6,722.14	MW	IS	PA	
EF CHK 00060824	VAND10060	VANDERSTAAY, KORY	08/31/23	8,031.16	MW	IS	PA	
EF CHK 00060825	VANK01260	VANKEULEN, BRENT D	08/31/23	13,825.15	MW	IS	PA	
EF CHK 00060826	VERE10310	VERELLEN, DAVID W	08/31/23	12,852.86	MW	IS	PA	
EF CHK 00060827	VINI08310	VINING, KELLY J	08/31/23	9,702.95	MW	IS	PA	
EF CHK 00060828	VLAS12220	VLASENKO, MIKHAIL G	08/31/23	5,201.87	MW	IS	PA	
EF CHK 00060829	WADD09200	WADDELL, AARON G	08/31/23	7,014.26	MW	IS	PA	
EF CHK 00060830	WAGN12250	WAGNER, SETH J	08/31/23	6,564.28	MW	IS	PA	
EF CHK 00060831	WALT03310	WALTERS, QUAID P	08/31/23	283.91	MW	IS	PA	
EF CHK 00060832	WASH11090	WASHO, SUSAN E	08/31/23	11,525.11	MW	IS	PA	
EF CHK 00060833	WATA03160	WATAMURA, BRADLEY T	08/31/23	10,371.42	MW	IS	PA	
EF CHK 00060834	WEHM06180	WEHMHOFER, NICHOLAS	08/31/23	4,307.18	MW	IS	PA	
EF CHK 00060835	WEID09060	WEIDMAN, RYAN	08/31/23	4,115.02	MW	IS	PA	
EF CHK 00060836	WEND10210	WENDT, AUSTIN W	08/31/23	9,605.43	MW	IS	PA	
EF CHK 00060837	WEND07300	WENDT, FRED W	08/31/23	10,431.50	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
EF CHK 00060838	WHIT07260	WHITE, NATHAN A	08/31/23	7,407.46	MW	IS	PA	
EF CHK 00060839	WILL05290	WILLADSON, KEVIN J	08/31/23	10,995.36	MW	IS	PA	
EF CHK 00060840	WILL04020	WILLETT, JEREMY	08/31/23	8,007.40	MW	IS	PA	
EF CHK 00060841	WILL01190	WILLIAMS, KEVIN	08/31/23	17,894.83	MW	IS	PA	
EF CHK 00060842	WILL11250	WILLIAMS, OLIVER	08/31/23	7,569.08	MW	IS	PA	
EF CHK 00060843	WILL04150	WILLIAMSON, TROY D	08/31/23	12,493.94	MW	IS	PA	
EF CHK 00060844	WILL03290	WILLIS, ROBERT C	08/31/23	873.48	MW	IS	PA	
EF CHK 00060845	WILL12210	WILLOUGHBY, BLAKE	08/31/23	5,858.28	MW	IS	PA	
EF CHK 00060846	WILS09050	WILSON, DANIEL O	08/31/23	7,569.11	MW	IS	PA	
EF CHK 00060847	WISE07120	WISEMAN, TRACY L	08/31/23	4,810.70	MW	IS	PA	
EF CHK 00060848	WOHR08050	WOHRLE, PETER J	08/31/23	9,800.67	MW	IS	PA	
EF CHK 00060849	WOOD07110	WOOD, JACQUELYN N	08/31/23	6,054.88	MW	IS	PA	
EF CHK 00060850	WOOD05160	WOOD, JONATHAN	08/31/23	2,766.75	MW	IS	PA	
EF CHK 00060851	WORK11050	WORKMAN, BRYAN K	08/31/23	9,799.23	MW	IS	PA	
EF CHK 00060852	WORK10250	WORKMAN, LINDA S	08/31/23	4,262.64	MW	IS	PA	
EF CHK 00060853	YARB12160	YARBROUGH, KYLE W	08/31/23	6,490.59	MW	IS	PA	
EF CHK 00060854	YOUN05220	YOUNG, ALEX	08/31/23	6,803.72	MW	IS	PA	
EF CHK 00060855	ZUBE07230	ZUBER, LACEY	08/31/23	4,005.06	MW	IS	PA	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	3,189,026.77	Number of Checks Processed:	354
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 3,189,026.77



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Board Policy 5.02 Guidelines for Not Billing Transport Patients

Attachments: Board Policy 5.02

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"To approve the second reading of Board Policy 5.02 Guidelines for Not Billing Transport Patients".

SUMMARY:

Board Policy 5.02 Guidelines for Not Billing Transport Patients was presented to the Board for its first reading. Since the first reading, no additional comments have been received and no edits have been made.

FINANCIAL IMPACT: N/A

GUIDELINES FOR NOT BILLING TRANSPORT PATIENTS

NUMBER..... 502
CATEGORY EMS
EFFECTIVE..... DATE: 08/05/04
AUTHOR Doug Willis



REFERENCE

Central Pierce Fire & Rescue

SCOPE

All personnel

PURPOSE

To identify patients that should not receive a bill.

POLICY

The following guidelines will be used when determining if an account should not be billed:

- If an incident happens that is the responsibility of the District (i.e. a rig breaks down).
- For other extenuating circumstances to be reviewed by a committee of three (3) with representatives from the EMS Division and the Financial Division. The personnel on the call may recommend that the transport not be billed and then the committee will review the recommendation.

PROCEDURE

N/A

ATTACHMENTS

N/A

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 5.02

ORIGINATED: August 5, 2004
APPROVED: September 11, 2023
EFFECTIVE: September 11, 2023

SUBJECT: GUIDELINES FOR NOT BILLING TRANSPORT PATIENTS

PURPOSE: To identify patients that should not receive a bill.

AUTHORITY & RESPONSIBILITY:

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

POLICY:

- I. The procedures in this Board Policy will be utilized when determining if an account should not be billed.

PROCEDURE:

- I. Guidelines For Determination of Not Billing Transport Patients
 - A. If an incident happens that is the responsibility of the District (i.e. a rig breaks down).
 - B. For other extenuating circumstances to be reviewed by a committee of three (3) with representatives from the EMS Division and the Financial Division.
 - C. The personnel on the call may recommend that the transport not be billed and then the committee will review the recommendation.

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Board Policy 3.53 Purchasing – Public Works Procurement

Attachments: Board Policy 3.53

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"To approve the second reading of Board Policy 3.53 Purchasing – Public Works Procurement".

SUMMARY:

Board Policy 3.53 Purchasing – Public Works Procurement was presented to the Board for its first reading. Since the first reading, no additional comments have been received and no edits have been made.

FINANCIAL IMPACT: N/A



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 353

SUBJECT: Purchasing – Public Works Procurement

EFFECTIVE DATE: February 22, 2021

OWNER: Assistant Chief of Logistics

REAUTHORIZATION YEAR: 2024

QUICK LINKS:

- 1.0 [DEFINITIONS](#)
- 2.0 [POLICIES](#)
 - 2.1 [PURCHASING AUTHORITY](#)
- 3.0 [PROCEDURES](#)
 - 3.1 [PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES](#)
 - 3.1.1 [Purchases Under \\$40,000](#)
 - 3.1.2 [Purchases \\$40,000 to \\$75,000](#)
 - 3.1.3 [Purchases over \\$75,000](#)
 - 3.1.4 [Cooperative “Piggyback” Purchasing](#)
 - 3.2 [PUBLIC WORKS](#)
 - 3.2.1 [Projects under \\$30,000](#)
 - 3.2.2 [Projects \\$30,000 to \\$350,000](#)
 - 3.2.3 [Projects over \\$350,000](#)
 - 3.2.4 [Bid Bonds, Performance Bonds and Retained Percentage Requirements](#)
 - 3.2.5 [Prevailing Wage Requirements](#)
 - 3.2.6 [Name Brand Specification and Procurement](#)
 - 3.3 [SERVICES – ARCHITECT AND ENGINEER](#)
 - 3.4 [SERVICES – TELECOMMUNICATIONS AND DATA PROCESSING](#)
 - 3.5 [SERVICES – OTHER](#)
- 4.0 [REFERENCE](#)

FORMS AND ATTACHMENTS:

- Attachment 353.A Cooperative Purchase Contract Form
- Attachment 353.B Bid Exemption Resolution Format
- Attachment 353.C Bid Law Matrix – Snure
- Attachment 353.D Affidavit of Wages Paid (attached as reference, but must be completed online <https://www.lni.wa.gov/>)
- Attachment 353.E Small Works Roster Request for Public Works Project Quotes

(To be used primarily for contracts between \$50,000 and \$350,000. Under this contract, bond may be waived if cost is under \$150,000. Option of waiving retained percentage or imposing a 10% or 5% retained percentage. Legal counsel does not recommend waiving retained percentage.)

Attachment 353.F Limited Small Works Roster Request for Public Works Project Quotes \$30-\$50K

*(To be used for contracts between \$30,000 and \$50,000 **when no subcontractors are involved and a single payment is made. If Subcontractors are going to be included use the Full Small Works Roster Contract Package/Contract Form.** Under this contract, bond may be waived. Option of waiving retained percentage or imposing a 10% or 5% retained percentage. Legal counsel does not recommend waiving retained percentage. This Contract Form allows for use of L&I's Combined Affidavit and Intent for Prevailing Wage Compliance which can be used on single payment projects under \$50,000 provided no subcontractors are involved.)*

Attachment 353.G Public Works Contract (Under \$30K, No Subcontracts, Single Payment, Bond Waived

(To be used for contracts under \$30,000 when no subcontractors are involved and a single payment is made. If Subcontractors are involved use Contract form from Full Small Works Roster Contract Package. This Contract form is the same as the contract in the Limited Small Works Roster Package but includes the Prevailing Wage Affidavit and the Training Affidavits as Exhibits. This Contract Form allows for use of L&I's Combined Affidavit and Intent for Prevailing Wage Compliance which can be used on single payment projects under \$50,000 provided no subcontractors are involved. Legal counsel recommends using the Small Public Works Contract for even the smallest contracts, i.e. under \$2,500 and this would include on-call types of projects.)

INTENT:

It is the purpose of this policy and procedure to provide guidelines for the purchase of goods and services by the District in order to maintain an accountable procurement process. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective purchases where their strict application would not be in the District's best interest. All bid threshold limits are based on Washington State law effective July 28, 2019. Bid threshold limits shall automatically change to reflect future adjustments in the statutory thresholds.

1.0 DEFINITIONS

- 1.1 **Bid Exemptions.** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.
- 1.2 **Budget.** The formally adopted budget of the District.
- 1.3 **Commercially Reasonable Means.** Any method of purchasing property that ensures the District and its taxpayers are getting the best deal possible.

Examples could include negotiated, purchases, bidding procedures, obtaining multiple quotes, etc.

- 1.4 **Cooperative Purchase.** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded or a purchase through a Designated Purchasing Cooperative. Use of a Cooperative Purchase requires Cooperative Purchasing Agreement with the municipal corporation that is going to bid or has gone to bid.
- 1.5 **Cooperative Purchasing Agreement.** An interlocal agreement substantially in the form of the Agreement attached as **Attachment 353.A** to this policy.
- 1.6 **Designated Purchasing Cooperatives.** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
 - 1.6.1 **KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public school districts.
 - 1.6.2 **State Purchasing Cooperative.** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration.
 - 1.6.3 **Department of Information Services.** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments.
 - 1.6.4 **Other Purchasing Cooperatives.** Other purchasing cooperatives as authorized by the Fire Chief that may be used when use of such cooperatives are in the best interest of the District. Examples include Houston Galveston Area Council "HGAC" and National Purchasing Partners Government Division "NPPgov."
- 1.7 **Emergency.** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- 1.8 **Responsible Bidder.** In determining whether the bidder is a responsible bidder, the agency must consider the following elements:
 - 1.8.1 Equipment, Materials and Supplies Purchases
 - 1.8.1.1 The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - 1.8.1.2 The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - 1.8.1.3 Whether the bidder can perform the contract within the time specified;
 - 1.8.1.4 The quality of performance of previous contracts or services;
 - 1.8.1.5 The previous and existing compliance by the bidder with laws relating to the contract or services; and
 - 1.8.1.6 Such other information as may be secured having a bearing on the decision to award the contract.
 - 1.8.2 Public Works Projects.
 - 1.8.2.1 Contractor must have valid certificate of registration.

- 1.8.2.2 Contractor must have valid State UBI number.
- 1.8.2.3 Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- 1.8.2.4 Contractor cannot have been disqualified from bidding on any previous public works contract.
- 1.8.2.5 Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
- 1.8.2.6 Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.
- 1.9 **Lowest Responsive Bidder and Lowest Responsible Bidder.** A bidder that has submitted a bid that is responsive to the District's specifications, is determined to be a Responsible Bidder and for:
 - 1.9.1 Equipment, Materials and Supplies Purchases:
 - 1.9.1.1 The bidder with the lowest price, or if the District has provided for best value criteria consideration then price may be considered along with the following best value criteria:
 - 1.9.1.1.1 Whether the bid satisfies the needs of the District as specified in the solicitation documents;
 - 1.9.1.1.2 Whether the bid encourages diverse contractor participation;
 - 1.9.1.1.3 Whether the bid provides competitive pricing, economies, and efficiencies;
 - 1.9.1.1.4 Whether the bid considers human health and environmental impacts;
 - 1.9.1.1.5 Whether the bid appropriately weighs cost and noncost considerations;
 - 1.9.1.1.6 Life-cycle cost: and
 - 1.9.1.1.7 Other relevant criteria established by the District as part of the product specifications.
 - 1.9.2 Public Works Projects.
 - 1.9.2.1 The bidder with the lowest price, or if the District has established "supplemental criteria" in accordance with the procedure set forth at Section 3.2.2.1.2.10 then price will need to be considered as part of the supplemental criteria.
- 1.10 **Name Brand Procurement:** Process to procure specific manufacturer's product or service available by more than one vendor.
- 1.11 **Public Work.** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).
- 1.12 **Small Works Roster.** A process authorized by RCW 39.04.155 that allows the District to publish and maintain a roster of contractors available to perform public

works contracts. The District can establish and maintain its own roster or joint a cooperative roster such as MRSCRosters.

- 1.13 **Sole Source Procurement:** Non-competitive selection process to procure a product or service from a sole vendor. If an item (even a specific name brand) is available from more than one vendor, it is not appropriate to declare the purchase sole source.
- 1.14 **Vendor List.** A process authorized by RCW 39.04.190 that allows the District to publish and maintain a roster of vendors available to sell equipment and supplies to the District. The District can establish and maintain its own roster or join a cooperative roster such as MRSCRosters.

2.0 POLICIES

2.1 PURCHASING AUTHORITY.

- 2.1.1 **Board of Commissioners:** The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall also review and approve all vouchers on at least a monthly basis.
- 2.1.2 **Fire Chief:**
 - 2.1.2.1 The Fire Chief, or designee shall have authority to make expenditures within the general budgetary limits adopted by the Board reflective of planned scope and intent.
- 2.1.3 The Division Head, or designee, shall have the authority to approve all budgeted purchases.
- 2.1.4 **Staff Purchases:** The routine re-ordering of materials, supplies and equipment, as defined and limited by the Fire Chief or designee, may be made by staff members without requiring any additional advance approval.
- 2.1.5 **Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 2.1.6 **Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 2.1.7 **Emergency Purchases.** In the event of an emergency the Fire Chief, or in the Fire Chief's absence the Fire Chief's designee, may approve a purchase outside of the budget if it is not feasible to obtain advance approval of the Board of Commissioners, but not in excess of \$ 250,000. In such situations, the Board shall ratify the purchase at the earliest reasonable opportunity following the purchase.

3.0 PROCEDURES

3.1 Purchase of Materials, Equipment and Supplies.

- 3.1.1 **Purchases Under \$40,000.** No statutory process requirements. Staff shall use Commercially Reasonable Means to make such purchases consistent with the following procedures:
 - 3.1.1.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.

- 3.1.1.2 Negotiate terms of purchase and obtain proper documentation to make purchase, i.e. purchase order or contract. Obtain legal counsel review if necessary.
- 3.1.1.3 Obtain appropriate authorization under Section 2.1.
- 3.1.2 Purchases from \$40,000 to 75,000. Purchases must be made from the District's Vendor List, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$75,000.
 - 3.1.2.1 If purchase is made under a Cooperative Purchase approach the following procedures shall be used:
 - 3.1.2.1.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 3.1.2.1.2 If the Cooperative Purchase is not through a Designated Purchasing Cooperative verify that the purchaser complied with statutory public bidding laws and obtain necessary approval from Fire Chief or designee to make a cooperative purchase.
 - 3.1.2.1.3 Document that the product being purchased is the same as the product that the vendor bid. As a general rule there can be approximately a 10% variation in the specifications or price from product that was actually bid for the product to be considered the same product. Cosmetic variations such as paint color vehicle markings etc. are permitted variations.
 - 3.1.2.1.4 Complete all necessary applications and agreements to join the Designated Purchasing Cooperative or enter into a Cooperative Purchasing Agreement if purchasing off of another municipal corporations bid.
 - 3.1.2.1.5 Collect all documents that demonstrate the Designated Purchasing Cooperative or other municipal corporation went through a proper public bidding process for the product to be purchased. This documentation must be collected and maintained by the District until the time period in which the product was purchased has been subject to Audit by the State Auditor.
 - 3.1.2.1.6 Obtain appropriate authorization under Section 2.1.
 - 3.1.2.1.7 Execute necessary purchase documents with vendor. Obtain legal counsel review if necessary.
 - 3.1.2.2 If using a Vendor List, the following procedures shall be used.
 - 3.1.2.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.

- 3.1.2.2.2 Contact not less than three vendors on the applicable list and obtain written or telephone quotations for the purchase of the items.
- 3.1.2.2.3 A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
- 3.1.2.2.4 Identify the Responsible Bidders and select the Lowest Responsive Bidder based on the quotes received.
- 3.1.2.2.5 Obtain appropriate authorization under Section 2.1.
- 3.1.2.2.6 Execute necessary purchase documents. Obtain legal counsel review if necessary.
- 3.1.2.3 If the Purchase is made using a Sole Source Bid Exemption the following procedures shall be used:
 - 3.1.2.3.1 The easiest way to determine whether a vendor is a sole source provider is to ask the following question. If we go out for public bidding for the product we want, is there any possibility we will receive more than one bid. If the answer is yes, this is not a sole source purchase and the District will need to proceed with a competitive bidding process.
 - 3.1.2.3.2 Obtain documentation that the vendor is the sole source. Generally the product manufacturer will provide a letter documenting that a vendor is the sole source to purchase the product.
 - 3.1.2.3.3 Obtain appropriate authorization under Section 2.1.
 - 3.1.2.3.4 Draft Resolution substantially in the form of **Attachment 353 B** that includes the following information.
 - 3.1.2.3.4.1 Identify why the District needs to the particular product.
 - 3.1.2.3.4.2 Identify the basis for determining that the vendor is the sole source.
 - 3.1.2.3.4.3 Authorize the waiving of the competitive bid process and authorize the purchase.
- 3.1.2.4 If the Purchase is made using a Special Facilities/Market Conditions Bid Exemption the following procedures shall be used: This exemption is similar to the sole source exemption and is often used in conjunction with the sole source exemption. The exemption can be used for unique circumstances that would preclude the District from obtaining multiple bids for a product. For example, the purchase of a used vehicle or a demo vehicle that is only available for a limited time period can fit within this exemption.

- 3.1.2.4.2 Obtain or create documentation that establishes what the special facility or market condition is that requires the use of a bid exemption.
- 3.1.2.4.3 Obtain appropriate authorization under Section 2.1.
- 3.1.2.4.4 Draft Resolution substantially in the form of **Attachment 353 B** that includes the following information.
 - 3.1.2.4.4.1 Identify why the District needs the particular product.
 - 3.1.2.4.4.2 Identify the basis for determining that a special facility/market condition exists.
 - 3.1.2.4.4.3 Authorize the waiving of the competitive bid process and authorize the purchase.
- 3.1.2.5 If the purchase is made using an Emergency Bid Exemption the following procedures shall be used:
 - 3.1.2.5.1 Emergency purchases are allowed only when there is a true Emergency meeting the definition set forth in this policy.
 - 3.1.2.5.2 Negotiate terms of purchase using Commercially Reasonable Means.
 - 3.1.2.5.3 Call Emergency board meeting if possible. If not possible, proceed with purchase to meet Emergency and call Board Meeting as soon thereafter as possible.
 - 3.1.2.5.4 Obtain appropriate authorization under Section 2.1.
 - 3.1.2.5.5 Draft Resolution substantially in the form of **Attachment 353 B** that includes the following information.
 - 3.1.2.5.5.1 Identify the basis for the Emergency that addresses the elements set forth in the definition of Emergency.
 - 3.1.2.5.5.2 Authorize the waiving of the competitive bid process and authorize the purchase.
- 3.1.3 Purchases over \$75,000. Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.
 - 3.1.3.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 3.1.2.1.
 - 3.1.3.2 If purchase is made through a Bid Exemption following the process outlined at Section 3.1.2.3, 4 or 5.
 - 3.1.3.3 If purchase is made through formal sealed bidding the following procedures shall be used:
 - 3.1.3.3.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 3.1.3.3.2 Obtain appropriate authorization under Section 2.1.

- 3.1.3.3.3 Prepare Product specifications. Product specifications may be drafted broadly or narrowly depending on the needs of the District. The bid laws require an open competitive process for the product but the bid laws do not require the District to go out to bid with general specifications that could result in bids for a product that does not meet the District's needs.
- 3.1.3.3.4 Prepare Instructions to Bidders specific to the product being purchased. The Instructions to Bidders are your opportunity not only to define the product you want to purchase but the terms and conditions that you want to make the purchase under. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements:
 - 3.1.3.3.4.1 Identification of product and product specifications.
 - 3.1.3.3.4.2 Identification of where bids should be submitted, bid opening time, bid award time frame.
 - 3.1.3.3.4.3 Reservation of District's right to waive irregularities or to reject all bids.
 - 3.1.3.3.4.4 Financing terms (if any).
 - 3.1.3.3.4.5 Delivery date for product.
 - 3.1.3.3.4.6 Liquidated damages.
 - 3.1.3.3.4.7 Warranty requirements.
 - 3.1.3.3.4.8 Contract form (If you include a contract form, then the bidders are generally agreeing to your contract form when submitting a bid. As most vendor's contract forms are vendor friendly rather than customer friendly, including your own contract form is generally a good idea).
- 3.1.3.3.5 Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening.
- 3.1.3.3.6 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
- 3.1.3.3.7 Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder.
- 3.1.3.3.8 Execute contract.
- 3.1.4 Cooperative "Piggyback" Purchasing.
 - 3.1.4.1 Enter into Cooperative Purchasing Agreement with agency or purchasing cooperative that went out for bid "Lead Agency" substantially in the form attached as Exhibit A.
 - 3.1.4.2 Obtain appropriate authorization under Section 2.1.
 - 3.1.4.3 Obtain, verify and retain the following documentation:
 - 3.1.4.3.1 Lead Agency properly advertised bid;

- 3.1.4.3.2 Lead Agency used bid process that met Lead Agency's legal requirements;
- 3.1.4.3.3 Vendor agreed to open bid to other purchasers;
- 3.1.4.3.4 Bid is current and still open for purchases;
- 3.1.4.3.5 You are purchasing item bid (minor changes permitted); and
- 3.1.4.3.6 Legal counsel opinion to confirm above is recommended.
- 3.1.4.4 Enter Contract with Vendor.

3.2 Public Works

3.2.1 Public Works Projects Under \$30,000. No statutory bidding procedures required. Staff shall use Commercially Reasonable Means to contract for such Public Works using the following procedures:

- 3.2.1.1 Identify the need for the project and determine whether the project is included in the Budget.
- 3.2.1.2 Negotiate terms of work and contract terms for work. Obtain legal counsel review as necessary. Contracts for public works, regardless of cost, trigger specific statutory requirements that must be addressed by contract:
 - 3.2.1.2.1 Prevailing Wages.
 - 3.2.1.2.2 Retained Percentages.
 - 3.2.1.2.3 Performance Bonds.
 - 3.2.1.2.4 Registered and licensed contractor requirements.
- 3.2.1.3 Obtain appropriate authorization under Section 2.1.

3.2.2 Public Works Projects from \$30,000 to \$350,000. The District may establish and use a Small Works Roster, a formal sealed bidding process or in an Emergency may use the Emergency Bid Exemption.

- 3.2.2.1 If using a Small Works Roster, the following procedures shall be used:
 - 3.2.2.1.1 Identify the need for the project and determine whether the project is included in the Budget.
 - 3.2.2.1.2 Develop specifications for project that will allow contractors to provide comparable bids and that establish basic requirements such as Prevailing Wage requirement, contractor registration requirements, contract requirements and warranty requirements. Specifications under the small works roster, in contrast to a sealed bid process, may be more general to allow contractors some flexibility in providing design suggestions and cost savings approaches. The more general the specification, however, the more difficult it may become to identify the Lowest Responsive Bidder and the more critical it becomes to identify the criteria that will be used to select the Lowest Responsive Bidder. In addition,

the specifications should include the following elements:

- 3.2.2.1.2.1 Reservation of District's right to waive irregularities or to reject all bids.
- 3.2.2.1.2.2 Identification of where bids should be submitted and bid award time frame.
- 3.2.2.1.2.3 Payment terms (if any).
- 3.2.2.1.2.4 Time frame for project and completion dates.
- 3.2.2.1.2.5 Liquidated damages.
- 3.2.2.1.2.6 Warranty requirements.
- 3.2.2.1.2.7 Contract Forms (including a properly drafted contract form will incorporate the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).
- 3.2.2.1.2.8 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that the District be able to print a copy for any bidder that requests a copy).
- 3.2.2.1.2.9 The following mandatory bidder requirements.
 - Contractor must have valid certificate of registration.
 - Contractor must have valid State UBI number.
 - Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - Contractor cannot have been disqualified from bidding on any previous public works contract.
 - Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
 - Contractor must (a) complete statutory training on public works

and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.

- 3.2.2.1.2.10 The District may also include “supplemental criteria” that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following;
- The basis for evaluating the specified criteria.
 - An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - A process for allowing bidders to request a modification of the supplemental criteria.

3.2.2.1.3 For projects under \$50,000, contact not less than three contractors on the small works roster and obtain written quotations based on the project specifications.

3.2.2.1.4 For projects over \$50,000, contact at least five contractors on the small works roster and obtain written quotations based on the project specifications. If the estimated project cost exceeds \$250,000 you must also give notice to all eligible contractors that you did not request quotes from.

3.2.2.1.5 A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.

3.2.2.1.6 Identify the Responsible bidders and select the Lowest Responsive/Responsible Bidder based on the quotes received.

3.2.2.1.7 Obtain appropriate authorization under Section 2.1.

3.2.2.1.8 Execute necessary purchase documents. Obtain legal counsel review if necessary.

3.2.2.2 If using a formal sealed bidding process follow the procedures outlined Section 3.2.3.

3.2.2.3 If using an Emergency exemption follow the procedures outlined under Section 3.1.2.5.

3.2.3 Public Works Projects over \$350,000. Formal sealed bidding shall be used except in case of an Emergency.

- 3.2.3.1 If using an Emergency exemption follow the procedures outlined under Section 3.1.2.5.
- 3.2.3.2 If purchase is made through formal sealed bidding the following procedures shall be used:
 - 3.2.3.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 3.2.3.2.2 Obtain appropriate authorization under Section 2.1.
 - 3.2.3.2.3 Prepare project specifications.
 - 3.2.3.2.4 Prepare Instructions to Bidders specific to the Project. The Instructions to Bidders are your opportunity to define the terms and conditions for the Project. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements:
 - 3.2.3.2.4.1 Identification of project specifications.
 - 3.2.3.2.4.2 Identification of where bids should be submitted, bid opening time, bid award time frame.
 - 3.2.3.2.4.3 Reservation of District's right to waive irregularities or to reject all bids.
 - 3.2.3.2.4.4 Payment terms (if any).
 - 3.2.3.2.4.5 Time frame for project and completion dates.
 - 3.2.3.2.4.6 Liquidated damages.
 - 3.2.3.2.4.7 Warranty requirements.
 - 3.2.3.2.4.8 Contract Forms (including a properly drafted contract form will incorporate into the Instructions to Bidders the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).
 - 3.2.3.2.4.9 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that the District be able to print a copy for any bidder that requests a copy).
 - 3.2.3.2.4.10 The following mandatory bidder requirements:
 - Contractor must have valid certificate of registration.
 - Contractor must have valid State UBI number.

- Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- Contractor cannot have been disqualified from bidding on any previous public works contract.
- Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
- Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.

3.2.3.2.5 The Instructions to Bidders may also include "supplemental criteria" that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following:

3.2.3.2.5.1 The basis for evaluating the specified criteria.

3.2.3.2.5.2 An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.

3.2.3.2.5.3 A process for allowing bidders to request a modification of the supplemental criteria

3.2.3.3 Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening.

3.2.3.4 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.

3.2.3.5 Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder.

3.2.3.6 Execute contract.

3.2.4 Bid Bonds, Performance Bonds and Retained Percentage Requirements.

3.2.4.1 Bid Bonds. Bid bonds are not required but may be used at the discretion of the fire chief.

- 3.2.4.2 Performance Bonds. Performance bonds are required in all public works contracts except in the following situations:
 - 3.2.4.2.1 Contracts under \$50,000. Performance bond may be waived in discretion of Chief.
 - 3.2.4.2.2 Contracts under \$150,000. District may waive performance bond requirement if Contractor agrees to a 10% retained percentage to be held for a minimum of 30 days following final completion.
- 3.2.4.3 Retained Percentage. Retained Percentage of 5% shall be required on all public works contracts except in the following situations:
 - 3.2.4.3.1 Contracts under \$150,000. Retained percentage may be waived in the discretion of the Chief, provided, however, if the District requires a retained percentage in lieu of a performance bond under Section 3.2.4.2.2, such retainage shall be held and retained as required by Chapter 60.28 RCW.
- 3.2.5 Prevailing Wage Requirements:
 - 3.2.5.1 Prevailing wages are required on all public works projects regardless of dollar value unless a sole proprietor performs the work without using any employees.
 - 3.2.5.2 For projects under \$2,500 with a single payment and no subcontractors, you can use a Statement of Intent to pay prevailing wages and Affidavit of Wages Paid (Attachment 353.D) that does not require a filing fee.
 - 3.2.5.3 For projects between \$2,500 and \$50,000 with a single payment and no subcontractors, you can use a Statement of Intent to pay prevailing wages and Affidavit of Wages Paid (Attachment 353.D) that has a filing fee. (see Attachment 353.C).
 - 3.2.5.4 For all other public works projects, the contractor must complete, post and file a statement of intent and then must file their Affidavit of Wages Paid with L&I.
 - 3.2.5.5 Obtain appropriate authorization under Section 2.1.
- 3.2.6 Name Brand Specification and Procurement
 - 3.2.6.1 Brand Name Specification occurs when a specific brand of equipment is necessary to meet an operational need. In these situations, thoroughly document:
 - 3.2.6.1.1 Draft specifications of intended purchase.
 - 3.2.6.1.2 Identify specific brand/product intending to purchase. Note that specifying a name brand during the procurement process is not the same as declaring sole source.
 - 3.2.6.1.3 Why only this specific manufacturer's equipment is necessary to meet operational needs.

- 3.2.6.1.4 Why another manufacturer's equipment could not substitute.
- 3.2.6.1.5 Maintain documentation and periodically evaluate to ensure that the specific brand is still required.
- 3.2.6.1.6 Based on estimate on cost of purchase, follow applicable procurement processes.
- 3.2.6.1.7 For audit purposes, documentation shall be maintained for each step in the process, including the name brand specification, sole source evaluation and the bid law process followed.
- 3.2.6.2 If all or a portion of federal funds are used to make the purchase, specifications and allowance must be made for "an equal product" to be offered.
 - 3.2.6.2.1 Describe the performance or other relevant requirements of the product for procurement to ensure free and open competition is not limited.
 - 3.2.6.2.2 In the event the brand desired is only available from one manufacturer or vendor, a sole source procurement of the purchase would not be allowable under federal guideline as it would not allow for "an equal product" to be offered.
- 3.2.6.3 Obtain appropriate authorization under Section 2.1.

3.3 **Services – Architect and Engineer.**

- 3.3.1 The District shall use the Request For Qualifications "RFQ" process established under chapter 39.80 RCW prior to retaining the services of architects and engineers or an Emergency exception.
 - 3.3.1.1 If using an emergency exemption follow the procedures outlined under Section 3.1.2.5.
 - 3.3.1.2 If using the RFQ process, the following procedures shall be used:
 - 3.3.1.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 3.3.1.2.2 Obtain appropriate authorization under Section 2.1.
 - 3.3.1.2.3 Preparation of a "RFQ" that includes the following elements:
 - 3.3.1.2.3.1 Identification of whether services are being requested for general services or a specific project.
 - 3.3.1.2.3.2 Selection Criteria. The selection criteria are discretionary with the District. However, price cannot be included as part of the criteria.
 - 3.3.1.2.3.3 Name and address of District representative responsible for managing the RFQ process.

- 3.3.1.2.3.4 Identification of where RFQ's should be submitted, RFQ award time frame.
- 3.3.1.2.3.5 Reservation of District's right to waive irregularities or to reject all RFQs.
- 3.3.1.2.3.6 Publish RFQ advertisement in local newspaper of general circulation within the District at least 13 days in advance of the bid opening.
- 3.3.1.2.3.7 Evaluate and rank architects and engineers using the selection criteria.
- 3.3.1.2.3.8 Notify top ranked architect and engineer and negotiate pricing and contract terms.
- 3.3.1.2.3.9 If the District cannot come to agreement on pricing or contract terms, the District can move to the next ranked architect or engineer.
- 3.3.1.2.3.10 Enter into contract.

3.4 **Services – Telecommunications and Data Processing.**

- 3.4.1 Obtain appropriate authorization under Section 2.1.
- 3.4.2 If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.
 - 3.4.2.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 3.1.2.1.
 - 3.4.2.2 If purchase is made through a Bid Exemption following the process outlined at Section 3.1.2.4.
 - 3.4.2.3 If the purchase is made using the competitive negotiation process the following procedure shall be used:
 - 3.4.2.3.1 Preparation of a Request For Proposals "RFP" that includes the following elements.
 - 3.4.2.3.2 General specifications for District's telecommunication/data processing needs.
 - 3.4.2.3.3 Selection Criteria. The selection criteria are discretionary with the District. Price can be included in the criteria but selection does not have to be based on low bidder.
 - 3.4.2.3.4 Name and address of District representative responsible for managing the RFP process.
 - 3.4.2.3.5 Identification of where RFP's should be submitted, RFP award time frame.
 - 3.4.2.3.6 Reservation of District's right to waive irregularities or to reject all RFP's.
 - 3.4.2.3.7 Publish RFP advertisement in newspaper of general circulation within the District at least 13 days in advance of the RFP submittal date.
 - 3.4.2.3.8 Evaluate and rank proposals using the selection criteria.

3.4.2.3.9 Notify top ranked vendor and negotiate contract terms.

3.4.2.3.10 If the District cannot come to agreement on pricing or contract terms, the District can move to the next proposal.

3.4.2.3.11 Enter into contract.

3.5 **Services – Other**

3.5.1 No statutory procedures required. District staff shall use Commercially Reasonable Means to identify and contract with service providers.

3.6 **Documentation**

3.6.1 The District is responsible for the proper retention of records documenting bids and proposals according to the Washington State Local Government Records Retention Schedules. Documentation, including but not limited to the following, shall be forwarded to the Executive Assistant for retention:

- Request for proposal or bid (RFP), request for qualifications (RFQ), specifications, etc.
- Notices (filed with county clerk, newspaper, etc.)
- Bid proposals, bid log, evaluation documents, statements of qualification, applications, etc.

4.0 REFERENCE

4.1 CPFR Policy 327 – Purchasing

4.2 RCW 39 Public Contracts and Indebtedness

4.3 RCW 60.28 Retained Percentage

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.53

Note: Internal Cross References need to be updated. I have highlighted them in Yellow.

Formatted: Highlight

ORIGINATED: February 22, 2021

APPROVED:

EFFECTIVE:

SUBJECT: Purchasing – Public Works Procurement

PURPOSE: It is the purpose of this policy and procedure to provide guidelines for the purchase of goods and services by the District in order to maintain an accountable procurement process. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost-effective purchases where their strict application would not be in the District's best interest. All bid threshold limits are based on Washington State law effective July 28, 2019. Bid threshold limits shall automatically change to reflect future adjustments in the statutory thresholds.

AUTHORITY & RESPONSIBILITY:

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

POLICY:

- I. Purchasing Authority
 - A. Board of Commissioners
 - 1. Fire The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall also review and approve all vouchers on at least a monthly basis.
 - B. Fire Chief
 - 1. The Fire Chief, or designee shall have authority to make expenditures within the general budgetary limits adopted by the Board reflective of planned scope and intent.
 - 2. The Division Head, or designee, shall have the authority to approve all budgeted purchases.
 - C. Staff Purchases

1. The routine re-ordering of materials, supplies and equipment, as defined and limited by the Fire Chief or designee, may be made by staff members without requiring any additional advance approval.

D. Purchases Made Using a Bid Exemption

1. Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.

E. Non-Budgeted Purchases

1. Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.

F. Emergency Purchases

1. In the event of an emergency the Fire Chief, or in the Fire Chief's absence the Fire Chief's designee, may approve a purchase outside of the budget if it is not feasible to obtain advance approval of the Board of Commissioners, but not in excess of \$ 250,000. In such situations, the Board shall ratify the purchase at the earliest reasonable opportunity following the purchase.

DEFINITIONS:

- I. *Bid Exemptions*: RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

- II. *Budget*: The formally adopted budget of the District.

- III. *Commercially Reasonable Means*: Any method of purchasing property that ensures the District and its taxpayers are getting the best deal possible. Examples could include negotiations, purchases, bidding procedures, obtaining multiple quotes, etc.

- IV. *Consultant Roster*. The District is a member of MRSC Rosters and uses the MRSC Rosters Consultant Roster to select Architects, Engineers and Land Surveyors and may use the Consultant Roster for other professional services.

- V. *Cooperative Purchase*: A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded or a purchase through a Designated Purchasing Cooperative.

Formatted: Indent: Left: 0.5", Space After: 8 pt, No bullets or numbering

Use of a Cooperative Purchase requires Cooperative Purchasing Agreement with the municipal corporation that is going to bid or has gone to bid.

~~VI.~~ VI. *Cooperative Purchasing Agreement:* An interlocal agreement substantially in the form of the Agreement attached as **Attachment 353.A** to this policy.

~~VII.~~ VII. *Designated Purchasing Cooperatives:* The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.

- A. **KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public school districts.
- B. **State Purchasing Cooperative.** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration.
- C. **Department of Information Services.** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments.
- D. **Other Purchasing Cooperatives.** Other purchasing cooperatives as authorized by the Fire Chief that may be used when use of such cooperatives are in the best interest of the District. Examples include Houston Galveston Area Council "HGAC" and National Purchasing Partners Government Division "NPPgov."

~~VIII.~~ VIII. *Emergency:* Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

~~IX.~~ IX. *Responsible Bidder:* In determining whether the bidder is a responsible bidder, the agency must consider the following elements:

- A. Equipment, Materials and Supplies Purchases
- B. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- D. Whether the bidder can perform the contract within the time specified;
- E. The quality of performance of previous contracts or services;
- F. The previous and existing compliance by the bidder with laws relating to the contract or services; and
- G. Such other information as may be secured having a bearing on the decision to award the contract.
- H. Public Works Projects.
- I. Contractor must have valid certificate of registration.
- J. Contractor must have valid State UBI number.

- K. Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- L. Contractor cannot have been disqualified from bidding on any previous public works contract.
- M. Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
- N. Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.

~~IX.X.~~ Lowest Responsive Bidder and Lowest Responsible Bidder: A bidder that has submitted a bid that is responsive to the District's specifications, is determined to be a Responsible Bidder and for:

- A. Equipment, Materials and Supplies Purchases:
- B. The bidder with the lowest price, or if the District has provided for best value criteria consideration then price may be considered along with the following best value criteria:
- C. Whether the bid satisfies the needs of the District as specified in the solicitation documents;
- D. Whether the bid encourages diverse contractor participation;
- E. Whether the bid provides competitive pricing, economies, and efficiencies;
- F. Whether the bid considers human health and environmental impacts;
- G. Whether the bid appropriately weighs cost and non-cost considerations;
- H. Life-cycle cost: and
- I. Other relevant criteria established by the District as part of the product specifications.
- J. Public Works Projects : The bidder with the lowest price, or if the District has established "supplemental criteria" in accordance with the procedure set forth at Section 3.2.2.1.2.10 then price will need to be considered as part of the supplemental criteria.

Formatted: Highlight

~~XI.~~ Name Brand Procurement: Process to procure specific manufacturer's product or service available by more than one vendor.

~~XI.XII.~~ Public Work: Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

~~XI.XIII.~~ Small Works Roster: A process authorized by RCW 39.04.155 that allows the District to publish and maintain a roster of contractors available to perform public works contracts. The District ~~can establish and maintain its own roster or join a cooperative roster such as is a member of~~ MRSCRosters and uses the MRSCRosters Small Works Roster.

~~XIII-XIV.~~ *Sole Source Procurement: Non-competitive selection process to procure a product or service from a sole vendor. If an item (even a specific name brand) is available from more than one vendor, it is not appropriate to declare the purchase sole source.*

~~XIV-XV.~~ *Vendor List: A process authorized by RCW 39.04.190 that allows the District to publish and maintain a roster of vendors available to sell equipment and supplies to the District. The District is a member of MRSC Rosters and uses the MRSC Rosters Vendor List. ~~can establish and maintain its own roster or join a cooperative roster such as MRSC Rosters.~~*

PROCEDURE:

I. Purchase of Materials, Equipment, and Supplies

A. Purchases Under \$40,000: No statutory process requirements. Staff shall use Commercially Reasonable Means to make such purchases consistent with the following procedures:

1. Identify the need for the purchase and determine whether the purchase is included in the Budget.
2. Negotiate terms of purchase and obtain proper documentation to make purchase, i.e. purchase order or contract. Obtain legal counsel review if necessary.
3. Obtain appropriate authorization under Section 2.1.

B. Purchases from \$40,000 to 75,000: Purchases must be made from the District's Vendor List, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$75,000.

1. If purchase is made under a Cooperative Purchase approach the following procedures shall be used:
2. Identify the need for the purchase and determine whether the purchase is included in the Budget.
3. If the Cooperative Purchase is not through a Designated Purchasing Cooperative verify that the purchaser complied with *its own* statutory public bidding laws and obtain necessary approval from Fire Chief or designee to make a cooperative purchase.
4. Document that the product being purchased is the same as the product that the vendor bid. As a general rule there can be approximately a 10% variation in the specifications or price from product that was actually bid for the product to be considered the same product. Cosmetic variations such as paint color vehicle markings etc. are permitted variations.

5. Complete all necessary applications and agreements to join the Designated Purchasing Cooperative or enter into a Cooperative Purchasing Agreement if purchasing off of another municipal corporations bid.
6. Collect all documents that demonstrate the Designated Purchasing Cooperative or other municipal corporation went through a proper public bidding process for the product to be purchased. This documentation must be collected and maintained by the District until the time period in which the product was purchased has been subject to Audit by the State Auditor.
7. Obtain appropriate authorization under **Section 2.1.**
8. Execute necessary purchase documents with vendor. Obtain legal counsel review if necessary.
9. If using a Vendor List, the following procedures shall be used.
10. Identify the need for the purchase and determine whether the purchase is included in the Budget.
11. Contact not less than three vendors on the applicable list and obtain written or telephone quotations for the purchase of the items.
12. A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
13. Identify the Responsible Bidders and select the Lowest Responsive Bidder based on the quotes received.
14. Obtain appropriate authorization under **Section 2.1.**
15. Execute necessary purchase documents. Obtain legal counsel review if necessary.

Formatted: Highlight

Formatted: Highlight

C. If the Purchase is made using a Sole Source Bid Exemption the following procedures shall be used:

1. The easiest way to determine whether a vendor is a sole source provider is to ask the following question. If we go out for public bidding for the product we want, is there any possibility we will receive more than one bid. If the answer is yes, this is not a sole source purchase and the District will need to proceed with a competitive bidding process.
2. Obtain documentation that the vendor is the sole source. Generally, the product manufacturer will provide a letter documenting that a vendor is the sole source to purchase the product.
3. Obtain appropriate authorization under **Section 2.1.**
4. Draft Resolution substantially in the form of Attachment 353 B that includes the following information.
5. Identify why the District needs to the particular product.
6. Identify the basis for determining that the vendor is the sole source.
7. Authorize the waiving of the competitive bid process and authorize the purchase.

Formatted: Highlight

D. If the Purchase is made using a Special Facilities/Market Conditions Bid Exemption the following procedures shall be used: This exemption is similar to the sole source exemption and is often used in conjunction with the sole source exemption. The exemption can be used for unique circumstances that would preclude the District from obtaining multiple bids for a product. For example, the purchase of a used vehicle or a demo vehicle that is only available for a limited time period can fit within this exemption.

1. Obtain or create documentation that establishes what the special facility or market condition is that requires the use of a bid exemption.
2. Obtain appropriate authorization under **Section 2.1.**
3. Draft Resolution substantially in the form of Attachment 353 B that includes the following information.
4. Identify why the District needs the particular product.
5. Identify the basis for determining that a special facility/market condition exists.
6. Authorize the waiving of the competitive bid process and authorize the purchase.
7. If the purchase is made using an Emergency Bid Exemption the following procedures shall be used:
8. Emergency purchases are allowed only when there is a true Emergency meeting the definition set forth in this policy.
9. Negotiate terms of purchase using Commercially Reasonable Means.
10. Call Emergency board meeting if possible. If not possible, proceed with purchase to meet Emergency and call Board Meeting as soon thereafter as possible.
11. Obtain appropriate authorization under **Section 2.1.**
12. Draft Resolution substantially in the form of Attachment 353 B that includes the following information.
13. Identify the basis for the Emergency that addresses the elements set forth in the definition of Emergency.
14. Authorize the waiving of the competitive bid process and authorize the purchase.

Formatted: Highlight

Formatted: Highlight

E. Purchases over \$75,000: Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

1. If purchase is made through a Cooperative Purchase follow the process outlined at **Section 3.1.2.1.**
2. If purchase is made through a Bid Exemption following the process outlined at **Section 3.1.2.3, 4 or 5.**
3. If purchase is made through formal sealed bidding the following procedures shall be used:
4. Identify the need for the purchase and determine whether the purchase is included in the Budget.

Formatted: Highlight

Formatted: Highlight

5. Obtain appropriate authorization under **Section 2.1.**
6. Prepare Product specifications. Product specifications may be drafted broadly or narrowly depending on the needs of the District. The bid laws require an open competitive process for the product but the bid laws do not require the District to go out to bid with general specifications that could result in bids for a product that does not meet the District's needs.
7. Prepare Instructions to Bidders specific to the product being purchased. The Instructions to Bidders are your opportunity not only to define the product you want to purchase but the terms and conditions that you want to make the purchase under. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements:
 - a. Identification of product and product specifications.
 - b. Identification of where bids should be submitted, bid opening time, bid award time frame.
 - c. Reservation of District's right to waive irregularities or to reject all bids.
 - d. Financing terms (if any).
 - e. Delivery date for product.
 - f. Liquidated damages.
 - g. Warranty requirements.
 - h. Contract form (If you include a contract form, then the bidders are generally agreeing to your contract form when submitting a bid. As most vendor's contract forms are vendor friendly rather than customer friendly, including your own contract form is generally a good idea).
8. Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening.
9. Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
10. Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder.
11. Execute contract.

Formatted: Highlight

F. Cooperative "Piggyback" Purchasing

1. Enter into Cooperative Purchasing Agreement with agency or purchasing cooperative that went out for bid "Lead Agency" substantially in the form attached as Exhibit A.
2. Obtain appropriate authorization under **Section 2.1.**
3. Obtain, verify and retain the following documentation:
4. Lead Agency properly advertised bid including an online advertisement;
5. Lead Agency used bid process that met Lead Agency's legal requirements;

Formatted: Highlight

6. Vendor agreed to open bid to other purchasers;
7. Bid is current and still open for purchases;
8. You are purchasing item bid (minor changes permitted); and
9. Legal counsel opinion to confirm above is recommended.
10. Enter Contract with Vendor.

II. Public Works

A. Public Works Projects Under \$30,000: No statutory bidding procedures required. Staff shall use Commercially Reasonable Means to contract for such Public Works using the following procedures:

1. If using a Small Works Roster, the following procedures shall be used:
 - a. Identify the need for the project and determine whether the project is included in the Budget.
 - ~~b. Develop specifications for project that will allow contractors to provide comparable bids and that establish basic requirements such as Prevailing Wage requirement, contractor registration requirements, contract requirements and warranty requirements. Specifications under the small works roster, in contrast to a sealed bid process, may be more general to allow contractors some flexibility in providing design suggestions and cost savings approaches. The more general the specification, however, the more difficult it may become to identify the Lowest Responsive Bidder and the more critical it becomes to identify the criteria that will be used to select the Lowest Responsive Bidder. In addition, the specifications should include the following elements:~~
 - ~~i. Reservation of District's right to waive irregularities or to reject all bids.~~
 - ~~ii. Identification of where bids should be submitted and bid award time frame.~~
 - ~~iii. Payment terms (if any).~~
 - ~~iv. Time frame for project and completion dates.~~
 - ~~v. Liquidated damages.~~
 - ~~vi. Warranty requirements.~~
 - ~~vii. Contract Forms (including a properly drafted contract form will incorporate the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).~~
 - ~~viii. Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that the District be able to print a copy for any bidder that requests a copy).~~
 - ~~ix. The following mandatory bidder requirements.~~
 - ~~x. Contractor must have valid certificate of registration.~~

- ~~xi. Contractor must have valid State UBI number.~~
- ~~xii. Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.~~
- ~~xiii. Contractor cannot have been disqualified from bidding on any previous public works contract.~~
- ~~xiv. Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one year period prior to the District's Project.~~
- ~~xv. Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.~~

b.

c. For Projects under \$50,000 use the Small Works Roster Contract Package Policy 353.F as the template.

d. For Projects between \$50,000 and \$350,000 use the Small Works Roster Contract Package Policy 353.E

~~xvi.e.~~ The District may also include "supplemental criteria" that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following;

~~xvii.i.~~ The basis for evaluating the specified criteria.

~~xviii.ii.~~ An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.

~~xix.iii.~~ A process for allowing bidders to request a modification of the supplemental criteria.

~~xx.f.~~ For projects under \$50,000, contact not less than three contractors on the small works roster and obtain written quotations based on the project specifications.

~~xxi.g.~~ For projects over \$50,000, contact at least five contractors on the small works roster and obtain written quotations based on the project specifications. If the estimated project cost exceeds \$250,000 you must also give notice to all eligible contractors that you did not request quotes from.

~~xxii.h.~~ A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.

~~xxiii.i.~~ Identify the Responsible bidders and select the Lowest Responsive/Responsible Bidder based on the quotes received.

~~xxiv.j.~~ Obtain appropriate authorization under **Section 2.1.**

Formatted: Space After: 0 pt

Formatted

Formatted: Highlight

~~xxv-k.~~ Execute necessary purchase documents. Obtain legal counsel review if necessary.

~~xxvi-l.~~ If using a formal sealed bidding process follow the procedures outlined **Section 3.2.3.**

~~xxvii-m.~~ If using an Emergency exemption follow the procedures outlined under **Section 3.1.2.5.**

Formatted: Highlight

Formatted: Highlight

B. Public Works Projects over \$350,000: Formal sealed bidding shall be used except in case of an Emergency.

1. If using an Emergency exemption follow the procedures outlined under **Section 3.1.2.5.**

Formatted: Highlight

2. If purchase is made through formal sealed bidding the following procedures shall be used:

a. Identify the need for the purchase and determine whether the purchase is included in the Budget.

b. Obtain appropriate authorization under **Section 2.1.**

Formatted: Highlight

c. Prepare project specifications.

d. Prepare Instructions to Bidders specific to the Project. The Instructions to Bidders are your opportunity to define the terms and conditions for the Project. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements:

i. Identification of project specifications.

ii. Identification of where bids should be submitted, bid opening time, bid award time frame.

iii. Reservation of District's right to waive irregularities or to reject all bids.

iv. Payment terms (if any).

v. ~~3.2.3.2.4.5~~ Time frame for project and completion dates.

vi. Liquidated damages.

vii. Warranty requirements.

viii. Contract Forms (including a properly drafted contract form will incorporate into the Instructions to Bidders the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).

ix. Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that the District be able to print a copy for any bidder that requests a copy).

x. The following mandatory bidder requirements:

- xi. Contractor must have valid certificate of registration.
 - xii. Contractor must have valid State UBI number.
 - xiii. Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - xiv. Contractor cannot have been disqualified from bidding on any previous public works contract.
 - xv. Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
 - xvi. Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.
 - e. The Instructions to Bidders may also include "supplemental criteria" that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following:
 - i. The basis for evaluating the specified criteria.
 - ii. An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - iii. A process for allowing bidders to request a modification of the supplemental criteria.
 - 3. Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening.
 - 4. Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
 - 5. Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder.
 - 6. Execute contract.
- C. Bid Bonds, Performance Bonds and Retained Percentage Requirements
- 1. Bid bonds are not required but may be used at the discretion of the fire chief.
 - 2. Performance bonds are required in all public works contracts except in the following situations:
 - a. Contracts under \$50,000. Performance bond may be waived in discretion of Chief.
 - b. Contracts under \$150,000. District may waive performance bond requirement if Contractor agrees to a 10% retained

percentage to be held for a minimum of 30 days following final completion.

3. Retained Percentage of 5% shall be required on all public works contracts except in the following situations:
 - a. Contracts under \$150,000. Retained percentage may be waived in the discretion of the Chief, provided, however, if the District requires a retained percentage in lieu of a performance bond under [Section 3.2.4.2.2](#), such retainage shall be held and retained as required by Chapter 60.28 RCW.

Formatted: Highlight

D. Prevailing Wage Requirements

1. Prevailing wages are required on all public works projects regardless of dollar value unless a sole proprietor performs the work without using any employees.
2. For projects under \$2,500 with a single payment and no subcontractors, you can use a Statement of Intent to pay prevailing wages and Affidavit of Wages Paid (Attachment 353.D) that does not require a filing fee.
3. For projects between \$2,500 and \$50,000 with a single payment and no subcontractors, you can use a Statement of Intent to pay prevailing wages and Affidavit of Wages Paid (Attachment 353.D) that has a filing fee. (see Attachment 353.C).
4. For all other public works projects, the contractor must complete, post and file a statement of intent and then must file their Affidavit of Wages Paid with L&I.
5. Obtain appropriate authorization under [Section 2.1](#).

Formatted: Highlight

E. Name Brand Specification and Procurement

1. Brand Name Specification occurs when a specific brand of equipment is necessary to meet an operational need. In these situations, thoroughly document:
 - a. Draft specifications of intended purchase.
 - b. Identify specific brand/product intending to purchase. Note that specifying a name brand during the procurement process is not the same as declaring sole source.
 - c. Why only this specific manufacturer's equipment is necessary to meet operational needs.
 - d. Why another manufacturer's equipment could not substitute.
 - e. Maintain documentation and periodically evaluate to ensure that the specific brand is still required.
 - f. Based on estimate on cost of purchase, follow applicable procurement processes.
 - g. For audit purposes, documentation shall be maintained for each step in the process, including the name brand specification, sole source evaluation and the bid law process followed.

2. If all or a portion of federal funds are used to make the purchase, specifications and allowance must be made for “an equal product” to be offered.
 - a. Describe the performance or other relevant requirements of the product for procurement to ensure free and open competition is not limited.
 - b. In the event the brand desired is only available from one manufacturer or vendor, a sole source procurement of the purchase would not be allowable under federal guideline as it would not allow for “an equal product” to be offered.
3. Obtain appropriate authorization under **Section 2.1.**

Formatted: Highlight

III. Services – Architect and Engineer

A. The District shall use the ~~Request For Qualifications “RFQ” process established under chapter 39.80 RCW prior to MRSC Rosters~~ Consultant Roster when retaining the services of architects, ~~and~~ engineers ~~or land surveyors except in or an Emergency exception situation.~~

1. If using an emergency exemption follow the procedures outlined under **Section 3.1.2.5.**

Formatted: Highlight

2. If using the RFQ process, the following procedures shall be used:

- a. Identify the need for the purchase and determine whether the purchase is included in the Budget.
- b. Obtain appropriate authorization under **Section 2.1.**
- c. ~~Preparation of a “RFQ” that includes the following elements~~ Search MRSC Rosters Consultant Roster to identify qualified consultants for the specific project.:

Formatted: Highlight

- i. ~~Identification of whether services are being requested for general services or a specific project.~~
- ii. ~~Selection Criteria. The selection criteria are discretionary with the District. However, price cannot be included as part of the criteria.~~
- iii. ~~Name and address of District representative responsible for managing the RFQ process.~~
- iv. ~~Identification of where RFQ’s should be submitted, RFQ award time frame.~~
- v. ~~Reservation of District’s right to waive irregularities or to reject all RFQs.~~
- vi. ~~Publish RFQ advertisement in local newspaper of general circulation within the District at least 12 days in advance of the bid opening.~~
- vii. ~~Evaluate and rank architects and engineers using the selection criteria.~~
- viii. i. Notify top ranked architect and engineer and negotiate pricing and contract terms.

- ~~ix~~.ii. If the District cannot come to agreement on pricing or contract terms, the District can move to the next ranked architect or engineer.
- ~~x~~.iii. Enter into contract, legal review recommended.

IV. Services – Telecommunications and Data Processing

- A. Obtain appropriate authorization under Section 2.1.3.4.2 If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District ~~shall may~~ use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.
- B. If purchase is made through a Cooperative Purchase follow the process outlined at Section 3.1.2.1.
- C. If purchase is made through a Bid Exemption following the process outlined at Section 3.1.2.4.
- D. If the purchase is made using the competitive negotiation process the following procedure shall be used:
 - 1. Preparation of a Request For Proposals “RFP” that includes the following elements.
 - 2. General specifications for District’s telecommunication/data processing needs.
 - 3. Selection Criteria. The selection criteria are discretionary with the District. Price can be included in the criteria but selection does not have to be based on low bidder.
 - 4. Name and address of District representative responsible for managing the RFP process.
 - 5. Identification of where RFP’s should be submitted, RFP award time frame.
 - 6. Reservation of District’s right to waive irregularities or to reject all RFP’s.
 - 7. Publish RFP advertisement in newspaper of general circulation within the District at least 13 days in advance of the RFP submittal date.
 - 8. Evaluate and rank proposals using the selection criteria.
 - 9. Notify top ranked vendor and negotiate contract terms.
 - 10. If the District cannot come to agreement on pricing or contract terms, the District can move to the next proposal.
 - 11. Enter into contract.

Formatted: Highlight

Formatted: Highlight

V. Services – Other

- A. No statutory procedures required. District staff shall use Commercially Reasonable Means to identify and contract with service providers.

VI. Documentation

- A. The District is responsible for the proper retention of records documenting bids and proposals according to the Washington State Local Government Records

Retention Schedules. Documentation, including but not limited to the following, shall be forwarded to the Executive Assistant for retention:

- B. Request for proposal or bid (RFP), request for qualifications (RFQ), specifications, etc.
- C. Notices (filed with county clerk, newspaper, etc.)
- D. Bid proposals, bid log, evaluation documents, statements of qualification, applications, etc.

4.0 REFERENCE

- 4.1 CPFR Policy 327 – Purchasing
- 4.2 RCW 39 Public Contracts and Indebtedness
- 4.3 RCW 60.28 Retained Percentage

APPROVED:

MATT HOLM
BOARD CHAIR

Formatted: Highlight

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.53

ORIGINATED: February 22, 2021
APPROVED: September 11, 2023
EFFECTIVE: September 11, 2023

SUBJECT: PURCHASING – PUBLIC WORKS PROCUREMENT

PURPOSE: It is the purpose of this policy and procedure to provide guidelines for the purchase of goods and services by the District in order to maintain an accountable procurement process. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost-effective purchases where their strict application would not be in the District’s best interest. All bid threshold limits are based on Washington State law effective July 28, 2019. Bid threshold limits shall automatically change to reflect future adjustments in the statutory thresholds.

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

QUICK LINKS:

- I. [PURCHASING AUTHORITY](#)
- II. [DEFINITIONS](#)
- III. [PROCEDURES](#)
 - A. [PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES](#)
 - 1. [Purchases Under \\$40,000](#)
 - 2. [Purchases \\$40,000 to \\$75,000](#)
 - 3. [Purchases over \\$75,000](#)
 - 4. [Cooperative “Piggyback” Purchasing](#)
 - B. [PUBLIC WORKS](#)
 - 1. [Projects Under \\$30,000](#)
 - 2. [Projects \\$30,000 to \\$50,000](#)
 - 3. [Projects \\$50,000 to \\$350,000](#)
 - 4. [Projects Over \\$350,000](#)
 - 5. [Bid Bonds, Performance Bonds and Retained Percentage Requirements](#)
 - 6. [Prevailing Wage Requirements](#)
 - 7. [Name Brand Specification and Procurement](#)
 - C. [SERVICES – ARCHITECT AND ENGINEERING](#)
 - D. [SERVICES – TELECOMMUNICATIONS AND DATA PROCESSING](#)
 - E. [SERVICES - OTHER](#)

POLICY

I. PURCHASING AUTHORITY

A. Board of Commissioners

1. The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits.
2. The Board shall also review and approve all vouchers on at least a monthly basis.

B. Fire Chief

1. The Fire Chief or designee shall have authority to make expenditures within the general budgetary limits adopted by the Board reflective of planned scope and intent.

C. Division Head

1. The Division head or designee shall have the authority to approve all budgeted purchases.

D. Staff Purchases

1. The routine re-ordering of materials, supplies and equipment, as defined and limited by the Fire Chief or designee, may be made by staff members without requiring any additional advance approval.

E. Purchases Made Using a Bid Exemption

1. Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.

F. Non-Budgeted Purchases

1. Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.

G. Emergency Purchases

1. In the event of an emergency the Fire Chief, or in the Fire Chief's absence the Fire Chief's designee, may approve a purchase outside of the budget if it is not feasible to obtain advance approval of the Board of Commissioners, but not in excess of \$ 250,000.
2. In such situations, the Board shall ratify the purchase at the earliest reasonable opportunity following the purchase.

II. DEFINITIONS:

- A. **Bid Exemptions:** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases

involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

- B. **Budget:** The formally adopted budget of the District.
- C. **Commercially Reasonable Means:** Any method of purchasing property that ensures the District and its taxpayers are getting the best deal possible. Examples could include negotiations, purchases, bidding procedures, obtaining multiple quotes, etc.
- D. **Consultant Roster:** The District is a member of MRSC Rosters and uses the MRSC Rosters Consultant Roster to select Architects, Engineers and Land Surveyors and may use the Consultant Roster for other professional services.
- E. **Cooperative Purchase:** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded or a purchase through a Designated Purchasing Cooperative. Use of a Cooperative Purchase requires Cooperative Purchasing Agreement with the municipal corporation that is going to bid or has gone to bid.
- F. **Cooperative Purchasing Agreement:** An interlocal agreement substantially in the form of the Agreement attached as Attachment 353.A to this policy.
- G. **Designated Purchasing Cooperatives:** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
 - 1. **KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public-school districts.
 - 2. **State Purchasing Cooperative.** The State purchasing cooperative is established by the State of Washington, Department of Enterprise Services.
 - 3. **Consolidated Technology Services.** The Washington Consolidated Technology Services Agency is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments.
 - 4. **Other Purchasing Cooperatives.** Other purchasing cooperatives as authorized by the Fire Chief that may be used when use of such cooperatives are in the best interest of the District.
 - a. Examples include:
 - i.) Houston Galveston Area Council "HGAC"; and
 - ii.) National Purchasing Partners Government Division "NPP.gov."

- H. **Emergency:** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- I. **Responsible Bidder:** In determining whether the bidder is a responsible bidder, the agency must consider the following elements:
 - 1. Equipment, Materials and Supplies Purchases.
 - a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - b. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - c. Whether the bidder can perform the contract within the time specified;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws relating to the contract or services; and
 - f. Such other information as may be secured having a bearing on the decision to award the contract.
 - 2. Public Works Projects.
 - a. Contractor must have valid certificate of registration.
 - b. Contractor must have valid State UBI number.
 - c. Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - d. Contractor cannot have been disqualified from bidding on any previous public works contract.
 - e. Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
 - f. Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.
- J. **Lowest Responsive Bidder and Lowest Responsible Bidder:** A bidder that has submitted a bid that is responsive to the District's specifications, is determined to be a Responsible Bidder and for:
 - 1. Equipment, Materials and Supplies Purchases:
 - a. The bidder with the lowest price, or if the District has provided for best value criteria consideration then price may be considered along with the following best value criteria:
 - b. Whether the bid satisfies the needs of the District as specified in the solicitation documents;

- c. Whether the bid encourages diverse contractor participation;
- d. Whether the bid provides competitive pricing, economies, and efficiencies;
- e. Whether the bid considers human health and environmental impacts;
- f. Whether the bid appropriately weighs cost and non-cost considerations;
- g. Life-cycle cost: and
- h. Other relevant criteria established by the District as part of the product specifications.

- 2. **Public Works Projects:** The bidder with the lowest price, or if the District has established “supplemental criteria” in accordance with the procedure set forth at Section III B Public Works A.3.b then price will need to be considered as part of the supplemental criteria.

K. **Name Brand Procurement:** Process to procure specific manufacturer’s product or service available by more than one vendor.

L. **Public Work:** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

M. **Small Works Roster:** A process authorized by RCW 39.04.155 that allows the District to publish and maintain a roster of contractors available to perform public works contracts. The District is a member of MRSC Rosters and uses the MRSC Rosters Small Works Roster.

N. **Sole Source Procurement:** Non-competitive selection process to procure a product or service from a sole vendor. If an item (even a specific name brand) is available from more than one vendor, it is not appropriate to declare the purchase sole source.

O. **Vendor List:** A process authorized by RCW 39.04.190 that allows the District to publish and maintain a roster of vendors available to sell equipment and supplies to the District. The District is a member of MRSC Rosters and uses the MRSC Rosters Vendor List.

III. PROCEDURE:

A. PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES

- 1. Purchases Under \$40,000: No statutory process requirements. Staff shall use Commercially Reasonable Means to make such purchases consistent with the following procedures:

- a. Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - b. Negotiate terms of purchase and obtain proper documentation to make purchase, i.e. purchase order or contract. Obtain legal counsel review if necessary.
 - c. Obtain appropriate authorization under Section 2.1.
- 2. Purchases from \$40,000 to 75,000: Purchases must be made from the District's Vendor List, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$75,000.
 - a. If purchase is made under a Cooperative Purchase approach the following procedures shall be used:
 - i.) Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - ii.) If the Cooperative Purchase is not through a Designated Purchasing Cooperative verify that the purchaser complied with its own statutory public bidding laws and obtain necessary approval from Fire Chief or designee to make a cooperative purchase.
 - iii.) Document that the product being purchased is the same as the product that the vendor bid. As a general rule there can be approximately a 10% variation in the specifications or price from product that was actually bid for the product to be considered the same product. Cosmetic variations such as paint color vehicle markings etc. are permitted variations.
 - iv.) Complete all necessary applications and agreements to join the Designated Purchasing Cooperative or enter into a Cooperative Purchasing Agreement if purchasing off of another municipal corporations bid.
 - v.) Collect all documents that demonstrate the Designated Purchasing Cooperative or other municipal corporation went through a proper public bidding process for the product to be purchased. This documentation must be collected and maintained by the District until the time period in which the product was purchased has been subject to Audit by the State Auditor.
 - vi.) Obtain appropriate authorization under POLICY Section I Purchasing Authority.

- vii.) Execute necessary purchase documents with vendor.
Obtain legal counsel review if necessary.
- b. If using a Vendor List, the following procedures shall be used.
 - i.) Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - ii.) Contact not less than three vendors on the applicable list and obtain written or telephone quotations for the purchase of the items.
 - iii.) A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
 - iv.) Identify the Responsible Bidders and select the Lowest Responsive Bidder based on the quotes received.
 - v.) Obtain appropriate authorization under POLICY Section I Purchasing Authority.
 - vi.) Execute necessary purchase documents. Obtain legal counsel review if necessary.
- c. If the Purchase is made using a Sole Source Bid Exemption the following procedures shall be used:
 - i.) The easiest way to determine whether a vendor is a sole source provider is to ask the following question. If we go out for public bidding for the product we want, is there any possibility we will receive more than one bid. If the answer is yes, this is not a sole source purchase and the District will need to proceed with a competitive bidding process.
 - ii.) Obtain documentation that the vendor is the sole source. Generally, the product manufacturer will provide a letter documenting that a vendor is the sole source to purchase the product.
 - iii.) Obtain appropriate authorization under POLICY Section I Purchasing Authority.
 - iv.) Draft Resolution substantially in the form of Attachment 353 B that includes the following information.
 - v.) Identify why the District needs to the particular product.
 - vi.) Identify the basis for determining that the vendor is the sole source.
 - vii.) Authorize the waiving of the competitive bid process and authorize the purchase.
- d. If the Purchase is made using a Special Facilities/Market Conditions Bid Exemption the following procedures shall be used:
 - i.) This exemption is similar to the sole source exemption and is often used in conjunction with the sole source

exemption. The exemption can be used for unique circumstances that would preclude the District from obtaining multiple bids for a product. For example, the purchase of a used vehicle or a demo vehicle that is only available for a limited time period can fit within this exemption.

- ii.) Obtain or create documentation that establishes what the special facility or market condition is that requires the use of a bid exemption.
 - iii.) Obtain appropriate authorization under POLICY Section I Purchasing Authority.
 - iv.) Draft Resolution substantially in the form of Attachment 353 B that includes the following information.
 - v.) Identify why the District needs the particular product.
 - vi.) Identify the basis for determining that a special facility/market condition exists.
 - vii.) Authorize the waiving of the competitive bid process and authorize the purchase.
- e. If the purchase is made using an Emergency Bid Exemption the following procedures shall be used:
- i.) Emergency purchases are allowed only when there is a true Emergency meeting the definition set forth in this policy.
 - ii.) Negotiate terms of purchase using Commercially Reasonable Means.
 - iii.) Call Emergency board meeting if possible. If not possible, proceed with purchase to meet Emergency and call Board Meeting as soon thereafter as possible.
 - iv.) Obtain appropriate authorization under POLICY Section I Purchasing Authority.
 - v.) Draft Resolution substantially in the form of Attachment 353 B that includes the following information.
 - vi.) Identify the basis for the Emergency that addresses the elements set forth in the definition of Emergency.
 - vii.) Authorize the waiving of the competitive bid process and authorize the purchase.

3. Purchases over \$75,000: Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.
- a. If purchase is made through a Cooperative Purchase follow the process outlined at PROCEDURE Section III A.2.a. Purchase of Materials, Equipment, and Supplies.

- b. If purchase is made through a Bid Exemption following the process outlined at PROCEDURE Section III A.2.d. Purchase of Materials, Equipment, and Supplies.
- c. If purchase is made through formal sealed bidding the following procedures shall be used:
 - i.) Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - ii.) Obtain appropriate authorization under POLICY Section I Purchasing Authority.
 - iii.) Prepare Product specifications. Product specifications may be drafted broadly or narrowly depending on the needs of the District. The bid laws require an open competitive process for the product but the bid laws do not require the District to go out to bid with general specifications that could result in bids for a product that does not meet the District's needs.
 - iv.) Prepare Instructions to Bidders specific to the product being purchased. The Instructions to Bidders are your opportunity not only to define the product you want to purchase but the terms and conditions that you want to make the purchase under. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements:
 - v.) Identification of product and product specifications.
 - vi.) Identification of where bids should be submitted, bid opening time, bid award time frame.
 - vii.) Reservation of District's right to waive irregularities or to reject all bids.
 - viii.) Financing terms (if any).
 - ix.) Delivery date for product.
 - x.) Liquidated damages.
 - xi.) Warranty requirements.
 - xii.) Contract form (If you include a contract form, then the bidders are generally agreeing to your contract form when submitting a bid. As most vendor's contract forms are vendor friendly rather than customer friendly, including your own contract form is generally a good idea).
 - xiii.) Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening.
 - xiv.) Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.

- xv.) Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder.
- xvi.) Execute contract.

4. Cooperative “Piggyback” Purchasing:

- a. Enter into Cooperative Purchasing Agreement with agency or purchasing cooperative that went out for bid “Lead Agency” substantially in the form attached as Exhibit A.
- b. Obtain appropriate authorization under POLICY Section I Purchasing Authority.
- c. Obtain, verify and retain the following documentation:
- d. Lead Agency properly advertised bid including an online advertisement;
- e. Lead Agency used bid process that met Lead Agency’s legal requirements;
- f. Vendor agreed to open bid to other purchasers;
- g. Bid is current and still open for purchases;
- h. You are purchasing item bid (minor changes permitted); and
- i. Legal counsel opinion to confirm above is recommended.
- j. Enter Contract with Vendor.

B. PUBLIC WORKS

- 1. Public Works Projects Under \$30,000: No statutory bidding procedures required. Staff shall use Commercially Reasonable Means to contract for such Public Works using the following procedures:
 - a. If using a Small Works Roster, the following procedures shall be used:
 - i.) Identify the need for the project and determine whether the project is included in the Budget.
 - ii.) Develop specifications for project that will allow contractors to provide comparable bids and that establish basic requirements such as Prevailing Wage requirement, contractor registration requirements, contract requirements and warranty requirements. Specifications under the small works roster, in contrast to a sealed bid process, may be more general to allow contractors some flexibility in providing design suggestions and cost savings approaches. The more general the specification, however, the more difficult it may become to identify the Lowest Responsive Bidder and the more critical it becomes to identify the criteria that will be used to select the Lowest Responsive Bidder.

2. For Projects \$30,000 to \$50,000 use the Small Works Roster Contract Package Policy 353.F as the template.
 - a. For projects under \$50,000, contact not less than three contractors on the small works roster and obtain written quotations based on the project specifications.
3. For Projects between \$50,000 and \$350,000 use the Small Works Roster Contract Package Policy 353.E.
 - a. For projects over \$50,000, contact at least five contractors on the small works roster and obtain written quotations based on the project specifications. If the estimated project cost exceeds \$250,000 you must also give notice to all eligible contractors that you did not request quotes from.
 - b. The District may also include “supplemental criteria” that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following;
 - i.) The basis for evaluating the specified criteria.
 - ii.) An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - iii.) A process for allowing bidders to request a modification of the supplemental criteria.
 - c. A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
 - d. Identify the Responsible bidders and select the Lowest Responsive/Responsible Bidder based on the quotes received.
 - e. Obtain appropriate authorization under POLICY Section I Purchasing Authority.
 - f. Execute necessary purchase documents. Obtain legal counsel review if necessary.
 - g. If using a formal sealed bidding process follow the procedures outlined PROCEDURE Section III B.4.b. Public Works Projects.
 - h. If using an Emergency exemption follow the procedures outlined under PROCEDURE Section III A.2.e. Purchase of Materials, Equipment, and Supplies.
4. Public Works Projects over \$350,000: Formal sealed bidding shall be used except in case of an Emergency.
 - a. If using an Emergency exemption follow the procedures outlined under PROCEDURE Section III A.2.e. Purchase of Materials, Equipment, and Supplies.
 - b. If purchase is made through formal sealed bidding the following procedures shall be used:

- c. Identify the need for the purchase and determine whether the purchase is included in the Budget.
- d. Obtain appropriate authorization under POLICY Section I Purchasing Authority.
- e. Prepare project specifications.
- f. Prepare Instructions to Bidders specific to the Project. The Instructions to Bidders are your opportunity to define the terms and conditions for the Project. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements:
 - g. Identification of project specifications.
 - h. Identification of where bids should be submitted, bid opening time, bid award time frame.
 - i. Reservation of District's right to waive irregularities or to reject all bids.
 - j. Payment terms (if any).
 - k. Time frame for project and completion dates.
 - l. Liquidated damages.
 - m. Warranty requirements.
 - n. Contract Forms (including a properly drafted contract form will incorporate into the Instructions to Bidders the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).
 - o. Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that the District be able to print a copy for any bidder that requests a copy).
 - p. The following mandatory bidder requirements:
 - i.) Contractor must have valid certificate of registration.
 - ii.) Contractor must have valid State UBI number.
 - iii.) Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - iv.) Contractor cannot have been disqualified from bidding on any previous public works contract.
 - v.) Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
 - vi.) Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works

projects and have maintained a business license in Washington for at least three.

- q. The Instructions to Bidders may also include “supplemental criteria” that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following:
 - i.) The basis for evaluating the specified criteria.
 - ii.) An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - iii.) A process for allowing bidders to request a modification of the supplemental criteria.
- r. Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening.
- s. Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
- t. Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder.
- u. Execute contract.

5. Bid Bonds, Performance Bonds and Retained Percentage Requirements

- a. Bid bonds are not required but may be used at the discretion of the fire chief.
- b. Performance bonds are required in all public works contracts except in the following situations:
 - i.) Contracts under \$50,000. Performance bond may be waived in discretion of Chief.
 - ii.) Contracts under \$150,000. District may waive performance bond requirement if Contractor agrees to a 10% retained percentage to be held for a minimum of 30 days following final completion.
- c. Retained Percentage of 5% shall be required on all public works contracts except in the following situations:
 - i.) Contracts under \$150,000. Retained percentage may be waived in the discretion of the Chief, provided, however, if the District requires a retained percentage in lieu of a performance bond under PROCEDURE Section III B.5.b. Public Works, such retainage shall be held and retained as required by Chapter 60.28 RCW.

6. Prevailing Wage Requirements

- a. Prevailing wages are required on all public works projects regardless of dollar value unless a sole proprietor performs the work without using any employees.

- b. For projects under \$2,500 with a single payment and no subcontractors, you can use a Statement of Intent to pay prevailing wages and Affidavit of Wages Paid (Attachment 353.D) that does not require a filing fee.
- c. For projects between \$2,500 and \$50,000 with a single payment and no subcontractors, you can use a Statement of Intent to pay prevailing wages and Affidavit of Wages Paid (Attachment 353.D) that has a filing fee. (see Attachment 353.C).
- d. For all other public works projects, the contractor must complete, post and file a statement of intent and then must file their Affidavit of Wages Paid with L&I.
- e. Obtain appropriate authorization under POLICY Section I Purchasing Authority.

7. Name Brand Specification and Procurement

- a. Brand Name Specification occurs when a specific brand of equipment is necessary to meet an operational need. In these situations, thoroughly document:
 - i.) Draft specifications of intended purchase.
 - ii.) Identify specific brand/product intending to purchase. Note that specifying a name brand during the procurement process is not the same as declaring sole source.
 - iii.) Why only this specific manufacturer's equipment is necessary to meet operational needs.
 - iv.) Why another manufacturer's equipment could not substitute.
 - v.) Maintain documentation and periodically evaluate to ensure that the specific brand is still required.
 - vi.) Based on estimate on cost of purchase, follow applicable procurement processes.
 - vii.) For audit purposes, documentation shall be maintained for each step in the process, including the name brand specification, sole source evaluation and the bid law process followed.
- b. If all or a portion of federal funds are used to make the purchase, specifications and allowance must be made for "an equal product" to be offered.
 - i.) Describe the performance or other relevant requirements of the product for procurement to ensure free and open competition is not limited.
 - ii.) In the event the brand desired is only available from one manufacturer or vendor, a sole source procurement of the purchase would not be allowable under federal

guideline as it would not allow for “an equal product” to be offered.

- c. Obtain appropriate authorization under POLICY Section I Purchasing Authority.

C. SERVICES – ARCHITECT AND ENGINEER

1. The District shall use the MRSC Rosters Consultant Roster when retaining the services of architects, engineers, or land surveyors except in an Emergency situation.
 - a. If using an emergency exemption follow the procedures outlined under PROCEDURE Section III A.2.e. Purchase of Materials, Equipment, and Supplies.
 - b. If using the RFQ process, the following procedures shall be used:
2. Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - a. Obtain appropriate authorization under POLICY Section I Purchasing Authority.
 - b. Search MRSC Rosters Consultant Roster to identify qualified consultants for the specific project.:
 - i.) Notify top ranked architect and engineer and negotiate pricing and contract terms.
 - ii.) If the District cannot come to agreement on pricing or contract terms, the District can move to the next ranked architect or engineer.
 - iii.) Enter into contract, legal review recommended.

D. SERVICES – TELECOMMUNICATIONS AND DATA PROCESSING

1. Obtain appropriate authorization under POLICY Section I Purchasing Authority.
2. If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District may use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.
3. If purchase is made through a Cooperative Purchase follow the process outlined at PROCEDURE Section III A.2.a. Purchase of Materials, Equipment, and Supplies.
4. If purchase is made through a Bid Exemption following the process outlined at PROCEDURE Section III A.2.d. Purchase of Materials, Equipment, and Supplies.
5. If the purchase is made using the competitive negotiation process the following procedure shall be used:
 - a. Preparation of a Request For Proposals “RFP” that includes the following elements.

- b. General specifications for District's telecommunication/data processing needs.
- c. Selection Criteria. The selection criteria are discretionary with the District. Price can be included in the criteria but selection does not have to be based on low bidder.
- d. Name and address of District representative responsible for managing the RFP process.
- e. Identification of where RFP's should be submitted, RFP award time frame.
- f. Reservation of District's right to waive irregularities or to reject all RFP's.
- g. Publish RFP advertisement in newspaper of general circulation within the District at least 13 days in advance of the RFP submittal date.
- h. Evaluate and rank proposals using the selection criteria.
- i. Notify top ranked vendor and negotiate contract terms.
- j. If the District cannot come to agreement on pricing or contract terms, the District can move to the next proposal.
- k. Enter into contract.

E. SERVICES – OTHER

- 1. No statutory procedures required. District staff shall use Commercially Reasonable Means to identify and contract with service providers.

F. DOCUMENTATION

- 1. The District is responsible for the proper retention of records documenting bids and proposals according to the Washington State Local Government Records Retention Schedules. Documentation, including but not limited to the following, shall be forwarded to the Executive Assistant for retention:
- 2. Request for proposal or bid (RFP), request for qualifications (RFQ), specifications, etc.
- 3. Notices (filed with county clerk, newspaper, etc.)
- 4. Bid proposals, bid log, evaluation documents, statements of qualification, applications, etc.

IV. FORMS AND ATTACHMENTS

- A. Attachment 353.A Cooperative Purchase Contract Form
- B. Attachment 353.B Bid Exemption Resolution Format
- C. Attachment 353.C Bid Law Matrix – Snure

- D. Attachment 353.D Affidavit of Wages Paid (attached as reference, but must be completed online <https://www.lni.wa.gov/>).
- E. Attachment 353.E Small Works Roster Request for Public Works Project Quotes (To be used primarily for contracts between \$50,000 and \$350,000. Under this contract, bond may be waived if cost is under \$150,000. Option of waiving retained percentage or imposing a 10% or 5% retained percentage. Legal counsel does not recommend waiving retained percentage).
- F. Attachment 353.F Limited Small Works Roster Request for Public Works Project Quotes \$30-\$50K (To be used for contracts between \$30,000 and \$50,000 when no subcontractors are involved and a single payment is made. If Subcontractors are going to be included use the Full Small Works Roster Contract Package/Contract Form. Under this contract, bond may be waived. Option of waiving retained percentage or imposing a 10% or 5% retained percentage. Legal counsel does not recommend waiving retained percentage. This Contract Form allows for use of L&I's Combined Affidavit and Intent for Prevailing Wage Compliance which can be used on single payment projects under \$50,000 provided no subcontractors are involved.)
- G. Attachment 353.G Public Works Contract (Under \$30K, No Subcontracts, Single Payment, Bond Waived)
 - 1. To be used for contracts under \$30,000 when no subcontractors are involved and a single payment is made. If Subcontractors are involved use Contract form from Full Small Works Roster Contract Package. This Contract form is the same as the contract in the Limited Small Works Roster Package but includes the Prevailing Wage Affidavit and the Training Affidavits as Exhibits. This Contract Form allows for use of L&I's Combined Affidavit and Intent for Prevailing Wage Compliance which can be used on single payment projects under \$50,000 provided no subcontractors are involved. Legal counsel recommends using the Small Public Works Contract for even the smallest contracts, i.e. under \$2,500 and this would include on-call types of projects.)

4.0 REFERENCE

4.1 CPFR Policy 3.27 – Purchasing

4.2 RCW 39 Public Contracts and Indebtedness

4.3 RCW 60.28 Retained Percentage

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Board Policy 3.30 Credit Card Usage

Attachments: Board Policy 3.30

Submitted by: FD Robacker

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 and modified by Staff. The Policy has been moved to the new format and updated.

The Policy is presented for first reading and comment.

FINANCIAL IMPACT:

N/A

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.30

ORIGINATED: January 1, 2022
APPROVED: March 13, 2023
EFFECTIVE: March 13, 2023

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:

A handwritten signature in black ink, appearing to read "Matt Holm", written over a horizontal line.

MATT HOLM
BOARD CHAIR

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, District Chiefs, Battalion Chiefs, Finance Director, Human Resource Director, IT Director, Deputy Fire Marshals, Training Captain(s), EMS Captain(s), Executive Assistant(s), EOC Chief;
2. Controller, Purchasing Manager, IT technician(s), Senior Accountant, Purchasing Analyst, Procurement Coordinator, Ops Analyst(s), HR Analyst(s), CGRO, Central Stores Main Runner, and others as assigned by the Fire Chief; and.
- 2.3. Employees of outside Agencies with approval of the Chief when contracts for services are executed.

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.

1. 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

Formatted: Indent: Left: 2", No bullets or numbering

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. ~~Employee~~Card holders 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. ~~Employee~~Card holders will document Internet purchases by printing out the purchase confirmation page from the vendor's website.
- D. ~~Employee~~Card holders 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

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.30

ORIGINATED: January 01, 2022

APPROVED:

EFFECTIVE:

SUBJECT: CREDIT CARD USAGE

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

AUTHORITY & RESPONSIBILITY:

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

POLICY:

I. ISSUANCE:

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

1. Fire Chief, Deputy Chiefs, Assistant Chiefs, District Chiefs, Battalion Chiefs, Finance Director, Human Resource Director, IT Director, Deputy Fire Marshals, Training Captain(s), EMS Captain(s), Executive Assistant(s), EOC Chief;
2. Controller, Purchasing Manager, IT technician(s), Purchasing Analyst, Ops Analyst(s), HR Analyst(s), Central Stores Main Runner, and others as assigned by the Fire Chief; and
3. Employees of outside Agencies with approval of the Chief when contracts for services are executed.

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.

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. Card holders 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. Card holders will document Internet purchases by printing out the purchase confirmation page from the vendor's website.
 - D. Card holders 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: September 11, 2023

Item Title: Board Policy 7.05 Outdoor Burning

Attachments: Board Policy 7.05

Submitted by: AC Berdan

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Board Policy 7.05 Outdoor Burning has been reviewed and modified by Staff. The Policy has been moved to the new format and updated.

The Policy is presented for first reading and comment.

FINANCIAL IMPACT:

N/A

OUTDOOR BURNING POLICY

NUMBER..... 705
CATEGORY Prevention and Education
EFFECTIVE..... DATE: 02-16-05
REVISED..... DATE: 03-08; 06-27-11; 03-11-13; 09-22-14



REFERENCE

WAC 173.425 – Outdoor Burning
RCW 36.70A.030
Puget Sound Clean Air Agency
Adopted International Fire Code, Section 307

SCOPE

All Central Pierce Fire & Rescue personnel.

PURPOSE

This policy provides an understanding of outdoor burning allowed within Central Pierce Fire & Rescue.

1. ALLOWED RECREATIONAL FIRES

- a. Fires limited to only seasoned split cord firewood, or charcoal briquettes, or presto logs. The following items and/or conditions are **not allowed** for recreational fires:
 - i. During any stage of an air pollution burn ban, or period of impaired air quality, as directed by the Puget Sound Clean Air Agency.
 - ii. During any period of time that a burning ban has been established by the Pierce County Fire Marshal's Office.
 - iii. Burning of garbage, dead animals, asphalt, petroleum products, paints, rubber products, tires, plastic, paper products, plywood, pallets, finished lumber, or particle board.
 - iv. Burning of residential yard waste.
 - v. Fires for the purpose of demolition, salvage, or reclamation of materials.
- b. **Recreational Fire Requirements** – Recreational fires are allowed in the district in a fire pit. All burning shall conform to the following:
 - i. Applicable rules and regulations as established by PSCAA.
 - ii. Applicable rules and regulations as established by WAC 173-425.
 - iii. International Fire Code as adopted by Pierce County and the City of Puyallup.
 - iv. All of the requirements in this policy.
- c. Regulations– Recreational fires are allowed by rules and are posted on CPFR's website and available at each of our fire stations during normal business hours. **Paper permits are no longer issued.**

- d. Construction of recreational fire pits – The following is a description of an approved fire pit and proper location:
 - i. Not within twenty-five feet of any structure.
 - ii. Not within ten feet of adjoining property lines, fences, or decks.
 - iii. Not on public right of ways.
 - iv. The pit shall be constructed of concrete, rock or non-combustible material. The bottom of the pit may be made of sand, gravel, or mineral earth.
 - v. The pit shall not exceed three feet in diameter. The depth of the pit shall be a minimum of four inches and capable of containing all burned material.
 - vi. A minimum of ten feet must be maintained around the entire pit, free of all vegetation and any other combustible material, including overhanging limbs from trees.
 - vii. The fire pit shall be maintained in good condition at all times.
- e. Management of recreational fires – The following applies to all recreational fires:
 - i. Fire extinguishing equipment, such as , shovels, 5 gallons of water, or garden hoses shall be readily available for use.
 - ii. The fire shall be constantly attended by a person knowledgeable in the use of the fire extinguishing equipment required in this policy. The fire shall be supervised until the fire has been completely extinguished.
 - iii. The fire district may require a recreational fire be extinguished if atmospheric or local circumstances make such fires hazardous or it is required by the Pierce County Fire Marshal's office and/or the Puget Sound Clean Air Agency.
- f. Extinguishment of recreational fires – The following conditions are grounds for extinguishment of a recreational fire.
 - i. If these regulations are violated.
 - ii. Fire is considered to be a nuisance.
 - iii. Continued complaints of burning.

2. RESPONDING AND HANDLING OUTDOOR BURNING COMPLAINTS

- a. If a complaint is received through the 911 system, an engine company shall be dispatched, investigate and write a comprehensive detailed report on the incident.
- b. If a complaint is received, other than from the Fire Communication Center and the outdoor burning is active the caller shall be asked to call 911 to make an official report. If the complaint is received by phone, email or in person by the Support Specialist assigned to CPFR's burn complaint program and the outdoor burning is not active, the information will be logged into RMS, a Notice of Complaint issued to the responsible party and property owner and forwarded to PSCAA when warranted for code compliance and enforcement procedures.
- c. If the complaint is about smoke from any source other than an open outdoor fire, (woodstove, chimney, etc.) the reporting party will be referred to PSCAA and no further action will be taken by the district.
- d. If the property owner/occupant refuses entry, responding personnel **will not** go on private property to investigate a burn complaint. If entry is denied, the information shall be forwarded to the Prevention Division for follow up but must be accompanied by a detailed report.

- e. If responding personnel are unable to find the source of the complaint, they should contact the reporting party for additional information, if possible.
- f. If the responsible party refuses to extinguish the fire, forward the incident number and all information to the Prevention Division for follow up. If at all possible, a photograph of the fire shall be taken and added to the report.
- g. All outdoor burning incidents will be reviewed and further action initiated by the Support Specialist assigned to CPFR's burn complaint program and forwarded to PSCAA when warranted, which may include reimbursement costs for fire department responses.
- h. All burning complaints on reservation or Tribal Trust lands shall be referred to Tribal Police for code compliance. CPFR has no authority on these lands.

3. OFFICER RESPONSIBILITIES

- a. If the officer thinks that the fire is a nuisance and is a hazard to the community, then take action. Officers are expected to use sound judgement when investigating a burn complaint. Is the fire an actual hazard? Is the smoke infringing on neighbors? If so, extinguish the fire. If the camp fire is clean burning, meets requirements and not causing a problem, then let the fire remain.
- b. A detailed report is needed with a new narrative. Do not add information into the auto CAD narrative. PSCAA will only investigate a fire if an engine company responds and the officer writes a comprehensive report detailing; quality of smoke, materials being burned, and any violation of rules. Complete the PSCAA form on rules that have been violated.
- c. Check address in CAD report that it is accurate. Often times the address in the incident report is the RP's address under the basic tab and not the actual location of the outdoor burning. Correct address in report.

4. AGRICULTURAL AND SILVICULTURAL BURNING

- a. Agricultural burning is managed by Puget Sound Clean Air Agency
- b. Silvicultural burning is managed by the Department of Natural Resources

ATTACHMENTS:

PSCAA Violation Form

CPFR Outdoor Burning Rules Handout

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 7.05

ORIGINATED: February 16, 2005

APPROVED:

EFFECTIVE:

SUBJECT: OUTDOOR BURNING

PURPOSE: To inform and educate personnel and citizens on outdoor burning.

AUTHORITY & RESPONSIBILITY:

- I. If responding personnel are unable to find the source of the complaint, they should contact the reporting party for additional information, if possible.
- II. If the responsible party refuses to extinguish the fire, forward the incident number and all information to the Prevention Division for follow up. If at all possible, a photograph of the fire shall be taken and added to the report.
- III. All outdoor burning incidents will be reviewed and further action initiated by the Support Specialist assigned to CPFR's burn complaint program and forwarded to PSCAA when warranted, which may include reimbursement costs for fire department responses.
- IV. All burning complaints on reservation or Tribal Trust lands shall be referred to Tribal Police for code compliance. CPFR has no authority on these lands.

POLICY: This provides an understanding of outdoor burning within Central Pierce Fire & Rescue's jurisdiction.

PROCEDURE:

- I. ALLOWED RECREATIONAL FIRES
 - A. Fires limited to only seasoned split cord firewood, charcoal briquettes, or presto logs. The following items and/or conditions are **not allowed** for recreational fires:
 - B. During any stage of an air pollution burn ban, or period of impaired air quality, as directed by the Puget Sound Clean Air Agency.
 - C. During any period of time that a burning ban has been established by the Pierce County Fire Marshal's Office.
 - D. Burning of garbage, dead animals, asphalt, petroleum products, paints, rubber products, tires, plastic, paper products, plywood, pallets, finished lumber, or particle board.
 - E. Burning of residential yard waste.
 - F. Fires for the purpose of demolition, salvage, or reclamation of materials.
- II. **Recreational Fire Requirements** - Recreational fires are allowed in the district in a fire pit. All burning shall conform to the following

- A. Applicable rules and regulations as established by PSCAA.
 - B. Applicable rules and regulations as established by WAC 173-425.
 - C. International Fire Code as adopted by Pierce County and the City of Puyallup.
 - D. All of the requirements in this policy.
- III. Regulations- Recreational fires are allowed by rules and are posted on CPFR's website and available at each of our fire stations during normal business hours. **Paper permits are no longer issued.**
- IV. Recreational Construction of recreational fire pits - The following is a description of an approved fire pit and proper location:
 - A. Not within twenty-five feet of any structure.
 - B. Not within ten feet of adjoining property lines, fences, or decks.
 - C. Not on public right of ways.
 - D. The pit shall be constructed of concrete, rock or non-combustible material. The bottom of the pit may be made of sand, gravel, or mineral earth
 - E. The pit shall not exceed three feet in diameter. The depth of the pit shall be a minimum of four inches and capable of containing all burned material.
 - F. A minimum of ten feet must be maintained around the entire pit, free of all vegetation and any other combustible material, including overhanging limbs from trees.
 - G. The fire pit shall be maintained in good condition at all times.
- V. Management of recreational fires - The following applies to all recreational fires:
 - A. Fire extinguishing equipment, such as, shovels-5 gallons of water, or garden hoses shall be readily available for use.
 - B. The fire shall be constantly attended by a person knowledgeable in the use of the fire extinguishing equipment required in this policy. The fire shall be supervised until the fire has been completely extinguished.
 - C. The fire district may require a recreational fire be extinguished if atmospheric or local circumstances make such fires hazardous or it is required by the Pierce County Fire Marshal's office and/or the Puget Sound Clean Air Agency.
- VI. Extinguishment of recreational fires - The following conditions are grounds for extinguishment of a recreational fire.
 - A. If these regulations are violated.
 - B. Fire is considered to be a nuisance.
 - C. Continued complaints of burning.
- VII. RESPONDING AND HANDLING OUTDOOR BURNING COMPLAINTS
 - A. If a complaint is received through the 911 system, an engine company shall be dispatched, investigate and write a comprehensive detailed report on the incident.

- B. If a complaint is received, other than from the Fire Communication Center and the outdoor burning is active the caller shall be asked to call 911 to make an official report. If the complaint is received by phone, email or in person by the Support Specialist assigned to CPFR's burn complaint program and the outdoor burning is not active, the information will be logged into RMS, a Notice of Complaint issued to the responsible party and property owner and forwarded to PSCAA when warranted for code compliance and enforcement procedures.
- C. If the complaint is about smoke from any source other than an open outdoor fire, (woodstove, chimney, etc.) the reporting party will be referred to PSCAA and no further action will be taken by the district.
- D. If the property owner/occupant refuses entry, responding personnel **will not** go on private property to investigate a burn complaint. If entry is denied, the information shall be forwarded to the Prevention Division for follow up but must be accompanied by a detailed report. If responding personnel are unable to find the source of the complaint, they should contact the reporting party for additional information, if possible.
- E. If the responsible party refuses to extinguish the fire, forward the incident number and all information to the Prevention Division for follow up. If at all possible, a photograph of the fire shall be taken and added to the report.
- F. All outdoor burning incidents will be reviewed and further action initiated by the Support Specialist assigned to CPFR's burn complaint program and forwarded to PSCAA when warranted, which may include reimbursement costs for fire department responses.
- G. All burning complaints on reservation or Tribal Trust lands shall be referred to Tribal Police for code compliance. CPFR has no authority on these lands.

VIII. OFFICER RESPONSIBILITIES

- A. If the officer thinks that the fire is a nuisance and is a hazard to the community, then take action. Officers are expected to use sound judgement when investigating a burn complaint. Is the fire an actual hazard? Is the smoke infringing on neighbors? If so, extinguish the fire. If the camp fire is clean burning, meets requirements and not causing a problem, then let the fire remain.
- B. A detailed report is needed with a new narrative. Do not add information into the auto CAD narrative. PSCAA will only investigate a fire if an engine company responds and the officer writes a comprehensive report detailing; quality of smoke, materials being burned, and any violation of rules. Complete the PSCAA form on rules that have been violated.
- C. Check address in CAD report that it is accurate. Often times the address in the incident report is the RP's address under the basic tab and not the actual location of the outdoor burning. Correct address in report.

IX. AGRICULTURAL AND SILVICULTURAL BURNING

- A. Agricultural burning is managed by Puget Sound Clean Air Agency.
- B. Silvicultural burning is managed by the Department of Natural Resources.

ATTACHMENTS

PSCAA Violation Form
CPFR Permit by Rules 2022

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Graham Fire Master ILA- Analytics & GIS Addendum

Attachments: Analytics & GIS Addendum

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

No Motion required.

The Staff from Graham Fire & Rescue, along with Staff from our District, have been working to formalize several of our regional partnership initiatives. Graham Fire and Central Pierce are looking to collaborate and share resources specific to Analytics and GIS.

An Addendum to the Master ILA has been created specific to Analytics and GIS.

The Addendum is presented for First Reading.

FINANCIAL IMPACT: N/A

ANALYTICS & GIS PROGRAM SERVICES TO MASTER INTERLOCAL AGREEMENT FOR COOPERATIVE SERVICES INITIATIVES

ANALYTICS & GIS PROGRAM SERVICES

This Addendum ("Addendum") to the aforementioned Master Interlocal Agreement ("Master ILA") is entered into on this 1st day of October, 2023, (the "Effective Date") by and between Graham Fire & Rescue, located at 23014 70th Ave E, Graham, WA 98338, hereinafter referred to as "Graham Fire & Rescue," and Central Pierce Fire & Rescue, located at 1015 39th Avenue SE, STE 120, Puyallup, WA 98374 hereinafter referred to as "Central Pierce Fire & Rescue," who shall hereinafter be collectively referred to as the "Agencies" or singularly as an "Agency."

WHEREAS, the Agencies are committed to providing adequate data, information, analytics, and GIS program services to their respective jurisdictions, and;

WHEREAS, the Agencies have engaged in joint data, information, analytics and GIS projects to date; and

WHEREAS, the Agencies recognize the benefits of cooperation and collaboration in delivering high-quality analytics and GIS program services to their staff to support quality decision support, regardless of business unit.

NOW, THEREFORE, in exchange for the mutual promises contained herein and pursuant to the terms of the Master ILA, the Agencies hereby agree as follows:

1. PURPOSE

1.1 The purpose of this Addendum is to provide the sharing of existing, and expanding, analytics and GIS resources between the two Agencies.

1.2 The Agencies intend to mirror data assembly, data aggregation, data storage, and data display through combined resources including a Data Warehouse, Vendors, Software (Intterra, Darkhorse, etc.) and other services to accomplish the analytics and GIS functions that are required to support the Agencies operations and business.

2. SCOPE OF COOPERATION

2.1 Hardware, Software, and Services: The Agencies will share in the construct, cost, and maintenance of the existing hardware, software, and services.

2.2 Analyst: The Agencies will share a single Analyst across both organizations.

2.3 GIS: The Agencies will share a single GIS vendor across both organizations.

3. RESPONSIBILITIES OF THE AGENCIES

3.1 In performing under this Addendum, Graham Fire & Rescue shall:

3.1.1 Make available its data and information that will be required for various analysis and GIS project work that is needed to benefit its Agency or the combined Agencies.

3.1.2 Participate in an annual planning session, setting the direction for the coming years analytics and GIS project workload.

3.2 In performing under this Addendum, Central Pierce Fire & Rescue shall:

3.2.1 Make available its data and information that will be required for various analysis and GIS project work that is needed to benefit its Agency or the combined Agencies.

3.2.2 Participate in an annual planning session, setting the direction for the coming years analytics and GIS project workload.

3.2.3 Maintain the necessary hardware, software, services, and staff to maintain the intent of the Analytics and GIS Program Services required by the Agencies.

4. FISCAL ARRANGEMENTS

4.1 Central Pierce Fire & Rescue shall be the entity that manages the finances of the CARES Program.

4.2 Budget process. On or about August 15 of each year, the Central Pierce Fire & Rescue Finance Director shall recommend a proposed estimated annual budget for the following year's Analytics & GIS Program Services, for approval by the Fire Chiefs of each Agency. As consideration for receiving Analytics & GIS Program Services from Central Pierce Fire and Rescue, Graham Fire and Rescue shall remit an amount hereinafter referred to as an "Annual Agency Cost." The Annual Agency Cost will be based on a percentage of the Agency's combined operating budgets as identified by the following components:

4.2.1 FTE Costs. For budget purposes, the cost, by position, of the Analytics & GIS Program Services, shall be established annually by the Central Pierce Fire & Rescue Fire Chief.

4.2.2 Administrative Overhead Costs. This amount constitutes Central Pierce Fire & Rescue's administrative costs in managing the Analytics & GIS Program. This includes salary, benefits, and expenses required to effectively staff and operate the Analytics & GIS Program.

4.2.3 Supplies and Maintenance Costs. This amount constitutes Central Pierce Fire & Rescue's costs in purchasing consumable supplies, professional services, and other expenses associated with the delivery of the Analytics & GIS Program.

4.2.4 Facilities Costs. The amount constitutes the facilities and related expenses for the Analytics & GIS Program.

4.2.5 The Annual Agency Cost equals the combined sum of the costs enumerated at Sections 4.2.1 through 4.2.4 multiplied by a Percentage of the Agencies' Combined Operating Budgets.

4.2.6 Annual Agency Cost. The Annual Agency Cost shall be based on the agency's operating budget percentage attributable to Analytics & GIS Program Services for the previously approved budget cycle.

4.2.7 The Annual Agency Cost may be satisfied by the contribution of personnel (at the FTE value established above), cash, or the use of other services as approved by the Fire Chiefs of each agency.

4.3 In the event Fire Chiefs from each agency determine, during the course of the year, that additional expenditures or contributions from one or more participating Agencies are necessary, the Fire Chiefs from each agency shall make a recommendation/request to the appropriate agency.

4.4 Payments are to be made to Central Pierce Fire & Rescue by February 1st of each year with a true-up from the prior year factored into the balance due.

5. RESOURCE SHARING

5.1 The Agencies may explore opportunities for resource sharing, subject to availability, to support the Analytics & GIS Program. This may include sharing equipment, materials, personnel, and other necessary resources mutually agreed upon.

6. PERSONNEL

6.1 Initially, all Analytics & GIS Program Services personnel will be provided by Central Pierce Fire & Rescue.

6.2 To the extent this Addendum would result in any personnel changes that affect wages, benefits, or working conditions of any represented employees, the Fire Chiefs from each agency shall assist the governing body of the affected employing Agency and affected bargaining unit to address such impacts prior to the implementation of the change.

7. TERM AND TERMINATION

7.1 This Addendum shall commence on the Effective Date and shall remain in effect for a period of 36 months unless terminated earlier as provided herein.

7.2 Either Agency may terminate this Addendum by providing written notice of termination to the other Agency, with a notice period of 12 months prior to the intended termination date.

8. Provisions of the Master Interlocal Agreement

8.1 Any terms not set forth herein shall be supplemented by the Master ILA, to the extent the Agencies are Agencies to the Master ILA. If any provision of this Addendum conflicts with a provision of the Master ILA, the offending provision shall be amended to conform to the terms of the Master ILA.

9. Advice of Attorney. The Agencies agree that this Addendum should be reviewed by their attorney. If two or more agencies signatory hereto are represented by Brian Snure, P.S., the agencies consent to the dual representation by such firm, if any firm signatory is affixed hereto under "approved as to form."

IN WITNESS WHEREOF, the Agencies have caused this Addendum to be duly executed as of the Effective Date first above written.

GRAHAM FIRE & RESCUE

BY: _____

DATE: _____

CENTRAL PIERCE FIRE & RESCUE

BY: _____

DATE: _____



Board Meeting Agenda Item Summary

Agenda Date:	September 11, 2023
Item Title:	Firefighter Hiring Notification
Attachments:	Academy 23-2.1 Hiring Notification
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Attached please find the Hiring Notifications for Academy 23-2.1

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

FINANCIAL IMPACT:

None



Firefighter Hiring Notification Academy 23-2.1

After completion of an oral board, suitability assessment profile, background investigation and Chief's interview, evaluation scores reflect the following standings:

Hire Date: August 31, 2023

1. Herron, David
2. Johnson, Jennifer
3. McIntosh, Brandon
4. Carson, Andrew
5. Engledow, Ryan
6. Wells, Paul
7. Wright, Julia
8. Norton, Tyler
9. Racanelli, Canon
10. Teets, Olivia
11. Phillips, Ryan
12. Gregory, Daniel
13. Garza, Logan

Dustin Morrow
Fire Chief



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Human Resources Division Report

Attachments: N/A

Submitted by: HRD Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

New Hires

In August we onboarded two new employees. Ryan Rohaley Fisher has joined our Shop as a Mechanic, and Kristin Gomez has joined Prevention & Education as a Public Educator. You will see the Firefighter Hiring Notification List as a separate agenda item tonight.

Promotional Processes

All three (3) promotional processes – Lieutenant, Captain and Battalion Chief – are moving along nicely. The Lieutenant process should be finalized later this month and an eligibility list will be created. The Captain and Battalion Chief processes should be concluded by mid-to-late-October.

Entry Level Academies

We are on track for the filling of the two Academies in October.

Orting Onboarding

My staff was able to onboard all Orting personnel and they have officially begun as CPFR employees as of September 1st.

Recruiting

Currently we have an internal posting up for a Support Specialist vacancy in EMS and will be holding that process later this month. We are also beginning planning preparations for any new positions that may be included in the 2024 budget, as well as working with the Chief to determine what our needs will be in 2024 for firefighters. We will know after October 1st the number of retirements in 2024 which will influence our planning for the rest of 2023 and 2024.



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Field Operations Division Report

Attachments: N/A

Submitted by: AC Kent

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Washington State Fair:

Opening Saturday was very busy: 17 Calls, 6 Transports and 55 Contacts in First Aid. 2 transports from the Wildcat "Crash" incident. We have returned to having a BC assigned to the Fair on a daily basis.

Promotional Process:

The Battalion Chief Candidate Tactical practice sessions have begun. The Captain and BC Promotional Exams will start Oct. 26. We have 34 Captains and 20 Battalion Chiefs testing.

FINANCIAL IMPACT:

N/A



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Health & Wellness 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:

Behavioral Health Program Manager

Prior to his first, official day with CPF&R, Jeff Campbell was already offering the leadership team counsel on best practices regarding behavioral health. Jeff officially joined the organization on September 1st and on his first day, he led a productive meeting with our membership regarding self-awareness, self-care planning, and, resource availability. He demonstrated his commitment to our personnel and advancing the organization's health.

Resilience Training

The Health & Wellness Division has arranged training for staff regarding stress resilience. These courses will be delivered through the battalion-level schedule to all three Field Operations shifts and to the administrative and support staff. In addition, some focused training will be conducted specifically with our Peer Support Team members.



Board Meeting Agenda Item Summary

Agenda Date: September 11, 2023

Item Title: Deputy Chief's Report

Attachments: Preliminary Site Design

Submitted by: DC VanKeulen

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

DTEN Roll-out District-wide

Over the past week, DTEN Units were delivered and set-up at every Station, along with units at the Training Consortium, Shop, Central Stores, and P&E Division. This roll-out of DTEN Units district-wide, enhances our ability to connect, communicate, and coordinate more effectively.

Station 60 Parking Expansion

Permits to extend the parking at the Training Center at Station 60 have been submitted. Survey crews were out last week, and work should be starting soon.

37th Annual Fallen Firefighter Memorial

Staff will be heading to the 37th Annual Fallen Fire Fighter Memorial service (held on **Saturday, September 16, 2023**, in Colorado Springs, Colorado.) The IAFF will add the names of 574 fallen fire fighters from the United States and Canada to the Wall of Honor, including our own John Garner.

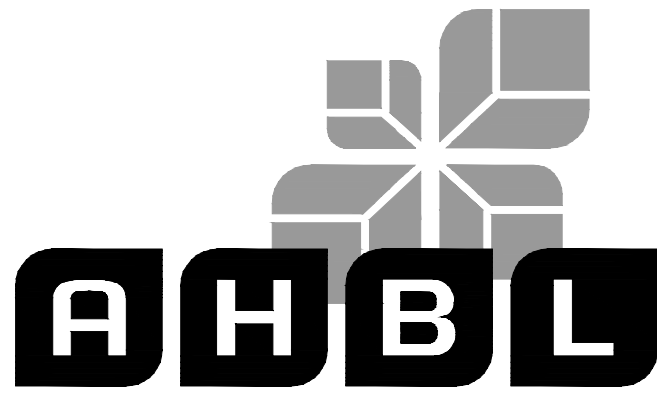
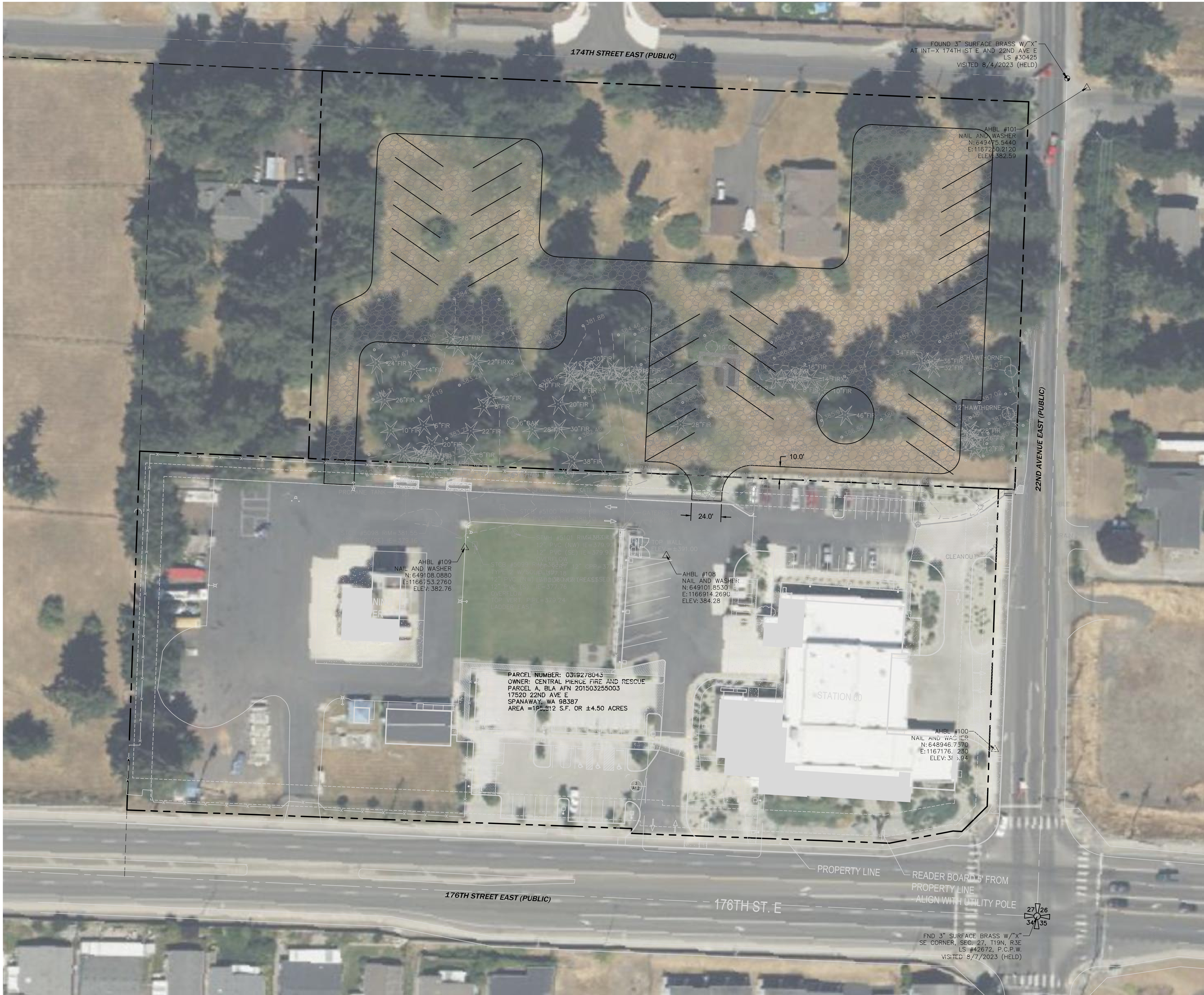
Monday.com

Reviewing processes and forms. Revamping old systems to create automations that notify Division Staff.

Ride Along's with crews

Myself and other staff members (Suzi with BC Rosenlund) have been visiting crews and doing ride alongs. There have been many great positive outcomes from the transparency and connectivity.

CENTRAL PIERCE FIRE AND RESCUE STATION 60 PARKING LOT
A PORTION OF THE SE 1/4 OF THE SE 1/4 OF SEC. 27, TWN. 19 N., RGE. 03 E., W.M.,
PIERCE COUNTY, WASHINGTON.



TACOMA • SEATTLE • SPOKANE • TRI-CITIES

2215 North 30th Street, Suite 200 Tacoma, WA 98403
253.383.2422 TEL 253.383.2572 FAX www.ahbl.com WEB

Project Title:
**CENTRAL PIERCE FIRE
AND RESCUE STATION 60
PARKING LOT**

Client:
**MARSHALL DESIGN
+ MANAGEMENT**

12400 SE 38TH ST, SUITE 50766
BELLEVUE, WA 98006

MS. MIA MARSHALL, IIDA, NCIDQ, LEED AP

Job No.

2230476.50

Issue Set & Date:

AUGUST 15, 2023

NOTICE:
ALTERATION OF THIS DOCUMENT SHALL INVALIDATE THE
PROFESSIONAL SEAL AND SIGNATURE PUBLICATION OF
THIS DOCUMENT DOES NOT REMOVE FROM DESIGNER
OR ARCHITECT RESPONSIBILITY FOR THE DESIGN OR FOR THE
ONLY FOR THE PROJECT ENTERED IN THE TITLE BLOCK
AND IS NOT TO BE USED FOR OTHER, REASON, OR
ADDITION TO THAT PROJECT OR FOR ANY OTHER PROJECT.

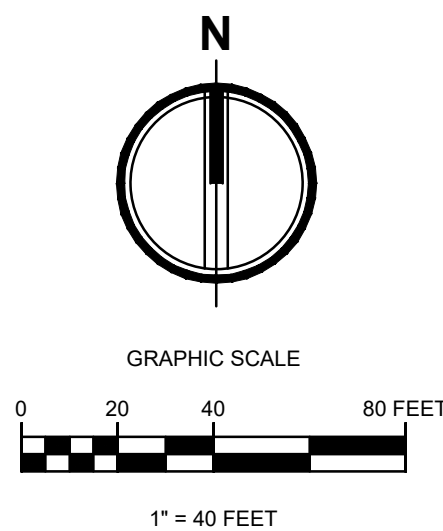
Revisions:

Sheet Title:
**PRELIMINARY SITE
PLAN**

Designed by: Drawn by: Checked by:

Sheet No.

1
1 of 1 Sheets





Board Meeting Agenda Item Summary

Agenda Date: September 11, 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:

OVFR Integration

The OVFR contract has been implemented, effective September 1st. All OVFR employees have been onboarded with our District. We are in the process of expanding the work that is needed to accomplish full operational integration by the end of the year. At this point there are no significant hurdles in the integration planning.

Old Station 72 & North Puyallup Station

Staff has been in contact with the City of Puyallup to inquire about the appraisals on the Old Station 72, and the North Puyallup Station. Staff will work with the City Manager to understand the details of the appraisals and see if there is still a possible pathway for the District to acquire those properties from the City.

Board Room Artwork

Staff is working with various vendors to follow through on the requests made for the mission statement and artwork in the Board Room. Staff is hoping to have this accomplished within the next 45 days.



Central Pierce Fire & Rescue

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

To: Jeff Krekling, Lieutenant
From: Eric Stueve, Assistant Chief
Date: August 30, 2023

On August 30, 2023, I was privileged to attend the AOC Gym Orientation you conducted for Staff. It was clear to me that you invested significant time in consideration of the audience's needs. You balanced artfully presenting general physical conditioning awareness concepts with specific equipment demonstrations. With a topic where there was likely some apprehension, your instruction created a warm, inviting environment; this was made clear by the Staff's engagement and active participation.

Additionally, you took the time to prepare resources to support Staff on their wellness path, acknowledging that we all need help. Your commitment to the health of our members and, by extension, the organization is obvious. We are fortunate to have your talent and initiative raising the bar.

With appreciation,

Eric Stueve
Assistant Chief