



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: January 22, 2024
Place: In-Person / Graham Fire & Rescue, Station 94
 ○ 23014 70th Ave. E. Graham, WA 98338
 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 January 8, 2024

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

Accounts Payable Warrants Numbered 59969 to 60037 totaling:	\$	660,746.45
GRAND TOTAL	\$	660,746.45

Pg. 25: For Informational Purposes Only - The following electronic payments totaling \$363,067.23 (AP Warrant Numbers 59969, 59971, 59989, 59996).

6. Unfinished Business (Second Reading and Final Action)

A. **Pg. 50:** Resolution 24-01: Regular Fire Levy Lid Lift – Chief Morrow

B. **Pg. 55:** Board Policy 3.54 Memberships in Professional and Civic-Service Organizations – Chief Morrow

7. New Business (First Reading)

A. **Pg. 67:** Revised Policy 340 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits – HRD Washo



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

- B. **Pg. 89:** Revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits – HRD Washo
 - C. **Pg. 110:** Board Policy 3.57 Surplus Property – FD Robacker
 - D. **Pg. 125:** Resolution 24-02 and Sole Source Letter: Competitive Bid Waiver, Paratech Equipment – DC VanKeulen
- 8. Considerations and Requests**
- A. **Pg. 129:** Appendix A (2024 Salary Schedules) for Non-Represented Personnel – HRD Washo
 - B. **Pg. 132:** Surplus Items: 2 Used Treadmills from Station 65 – DC VanKeulen
 - C. **Pg. 134:** Benaroya B30 Lease Agreement – Chief Morrow
- 9. Staff, Local, Firefighter's Association and Fire Chief Reports**
- A. **Pg. 150:** Finance – FD Robacker
 - B. **Pg. 151:** Prevention & Education – AC Berdan
 - C. **Pg. 152:** Safety – AC McKenzie
 - D. **Pg. 153:** Emergency Management – EMC Gibson
 - E. **Pg. 154:** Deputy Chief's Report - DC VanKeulen
 - F. **Pg. 155:** Fire Chief's Report – Chief Morrow
- 10. Correspondence**
- 11. Commissioner Comments**
- 12. Adjournment**

**CENTRAL PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
January 8, 2024**

Chair Holm called the regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order at the Fire District Administrative & Operations Center – 1015 39th Ave SE Suite #120 Puyallup, WA 98374 at 5:00 p.m. A remote attendance option was available to the public. Present were Chair Holm, Commissioners Stringfellow, Coleman, Willis and Mitchell, Ex Officio Door, Chief Morrow, DC VanKeulen, FD Robacker, AC's Kent, Benning, and Bouchard, HRD Washo, and SS McInnis, Recorder.

PLEDGE OF ALLEGIANCE

Chair Holm led the Pledge of Allegiance.

OATH OF OFFICE

Chair Holm and Commissioner Coleman stated their oaths of office.

ELECTION OF 2024 OFFICERS

A. Chair Holm opened nominations for Board Chair. Commissioner Stringfellow nominated Matt Holm for Board Chair. Commissioner Mitchell seconded the nomination. Nominations closed.

B. Chair Holm opened nominations for Vice Chair. Commissioner Willis nominated Steve Stringfellow for Vice Chair. Commissioner Mitchell seconded the nomination. Nominations closed.

APPROVAL OF AGENDA

Commissioner Mitchell moved and Commissioner Stringfellow 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: None
- B. Minutes: Regular Board Meeting of December 26, 2023
- C. Approval of:

Accounts Payable Warrants Numbered 59913 to 59968 totaling:	\$	8,171,897.24
Net Payroll Warrants Numbered 107816 to 107818 totaling:	\$	10,548.69
GRAND TOTAL	\$	8,182,445.93

Commissioner Willis moved and Commissioner Mitchell seconded to approve the Consent Agenda with warrants totaling \$8,182,445.93. **MOTION CARRIED.**

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

None

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

A. Resolution 24-01: Regular Fire Levy Lift

Chief Morrow discussed Resolution 24-01. The District is looking to add this to the April ballot. This is the first reading, and all feedback and/or questions from the Board will be answered over the next 2 weeks.

B. Board Policy 3.54 Memberships in Professional and Civic-Service Organizations

Chief Morrow reviewed Board Policy 3.54 Memberships in Professional and Civic-Service Organizations. All feedback and/or comments from the Board over the next two weeks will be included in revisions.

CONSIDERATIONS AND REQUESTS

A. Surplus Items: 3 Portable Streamline Scene Lights

DC VanKeulen presented the Surplus request for 3 portable Streamline Scene lights. These items are of no value and will be donated to the County investigator. Commissioner Mitchell motioned, and Commissioner Coleman seconded, to approve the surplus of the 3 portable Streamline Scene lights. **MOTION CARRIED.**

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

The following divisions provided a written report in the packet:

- A. Human Resources/HRD Washo: HRD Washo reviewed the HR Division Report.
- B. Training/AC Benning: AC Benning reviewed the Training Division Report.
- C. Field Operations/AC Kent: AC Kent reviewed the Field Operations Division Report.
- D. EMS/AC Bouchard: AC Bouchard reviewed the EMS Division Report.
- E. Deputy Chief's Report/DC VanKeulen: Chief Morrow reviewed the Deputy Chief's Report.
- F. Fire Chief's Report/Chief Morrow: Chief Morrow reviewed the Fire Chief's Report.

CORRESPONDENCE

- A. International Association of Fire Chiefs Technology Council Welcome Letter

COMMISSIONER COMMENTS

Chair Holm: Nothing to add.

Commissioner Willis: Nothing to add.

Vice Chair Stringfellow: Nothing to add.

Commissioner Coleman: Nothing to add.

Commissioner Mitchell: The Chief's Update Video was really well done.

Ex-Officio Door: First council meeting of the year, tomorrow. The new Economic Developer is Meredith Neal.

ADJOURNMENT

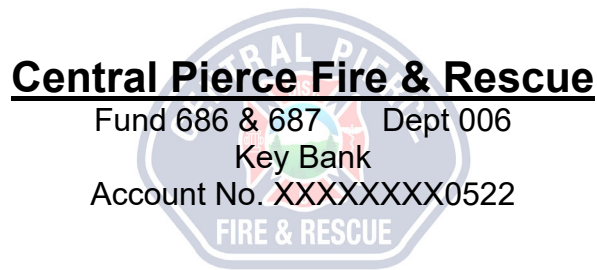
There being no further business, Commissioner Mitchell moved and Commissioner Willis seconded to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 5:32 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD

TANYA ROBACKER
DISTRICT SECRETARY

ERIKA MCINNIS
RECORDER



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>
01/04/2024 - 01/12/2024	AP00059969 -AP00060037	\$660,746.45
Total		\$660,746.45

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 00059969	CPFR	Central Pierce Fire & Rescu	01/04/24	20,137.08	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	20,137.08	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 20,137.08

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024
End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	010424	01/04/2024	20,137.08	01/04/2023 AP EFTS	301	21110
TOTAL FOR CHECK AP 00059969:			20,137.08			
REPORT TOTAL:			20,137.08			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00059970	BROOLUMB	Brookdale Lumber Inc	01/04/24	20.96	MW	IS	
AP CHK 00059971	CPFR	Central Pierce Fire & Rescu	01/04/24	83,720.43	MW	IS	
AP CHK 00059972	CPFR	Central Pierce Fire & Rescu	01/04/24	59.99	MW	IS	
AP CHK 00059973	CONNBUSI	Connell's Business System	01/04/24	715.64	MW	IS	
AP CHK 00059974	CURBPLAS	CURBELL PLASTICS	01/04/24	472.55	MW	IS	
AP CHK 00059975	DARKEMER	DARKHORSE EMERGENCY CORP	01/04/24	2,992.15	MW	IS	
AP CHK 00059976	FENTENTE	FENTON ENTERPRIZE INC	01/04/24	120.95	MW	IS	
AP CHK 00059977	GALLS	Galls Incorporated	01/04/24	849.97	MW	IS	
AP CHK 00059978	KELLCONN	KELLEY IMAGING SYSTEMS INC	01/04/24	800.69	MW	IS	
AP CHK 00059979	LIGHUNIF	LIGHTHOUSE UNIFORMS	01/04/24	11,456.75	MW	IS	
AP CHK 00059980	FLOHAWKS	LIQUID ENVIRONMENTAL SOLUTI	01/04/24	556.83	MW	IS	
AP CHK 00059981	PACIFIRE	PACIFIC FIRE APPAREL	01/04/24	4,510.00	MW	IS	
AP CHK 00059982	PARKLIGH	Parkland Light & Water Co.	01/04/24	526.30	MW	IS	
AP CHK 00059983	PSENERGY	Puget Sound Energy	01/04/24	2,785.10	MW	IS	
AP CHK 00059984	ROBELARS	Robert Larson Automotive Gr	01/04/24	216.17	MW	IS	
AP CHK 00059985	SSTIREPU	S&S TIRE SERVICE INC	01/04/24	4,189.06	MW	IS	
AP CHK 00059986	HOMEPRO	THE HOME DEPOT PRO	01/04/24	2,687.57	MW	IS	
AP CHK 00059987	ULIN	ULINE INC	01/04/24	87.75	MW	IS	
AP CHK 00059988	WFCA	WA Fire Commissioners Assoc	01/04/24	6,000.00	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		122,768.86		Number of Checks Processed:		19
		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		122,768.86				

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024

End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
BROOKDALE LUMBER INC (BROOLUMB)					
	442860	12/26/2023	20.96	40 PROPANE	0016702250 53141
TOTAL FOR CHECK AP 00059970:			20.96		
CONNELL'S BUSINESS SYSTEM (CONNBUSI)					
	60823	12/26/2023	715.64	63 BROTHER MFC-8900 PRINTER	0016032250 53501
TOTAL FOR CHECK AP 00059973:			715.64		
CURBELL PLASTICS (CURBPLAS)					
	91704581	12/28/2023	141.81	WSI ABSX,BLK,0.125x12x18	0013002220 53141
	91704581	12/28/2023	330.74	WSI ABSX,BLK,0.125x12x21	0013002220 53141
TOTAL FOR CHECK AP 00059974:			472.55		
DARKHORSE EMERGENCY CORP (DARKEMER)					
	INVE0035	11/30/2023	2,992.15	Dec'23 Sub Darkhorse Central	0012022210 54902
TOTAL FOR CHECK AP 00059975:			2,992.15		
FENTON ENTERPRIZE INC (FENTENTE)					
	134617	12/20/2023	120.95	TIRE FILL GAUGE	0016502265 53501
TOTAL FOR CHECK AP 00059976:			120.95		
GALLS INCORPORATED (GALLS)					
	026571129	12/18/2023	285.16	BLUE NOMEX PANTS	0012042254 52011
	026582768	12/19/2023	145.33	navy ss nomex shirt w patches	0012042254 52011
	026618722	12/22/2023	139.83	2EA. BLUE NOMEX PANTS B CUT	0012042254 52011
	026665912	01/01/2024	279.65	2EA. BLUE NOMEX PANTS B CUT	0012042254 52011
TOTAL FOR CHECK AP 00059977:			849.97		
KELLEY IMAGING SYSTEMS INC (KELLCONN)					
	IN1499856	01/01/2024	800.69	PCFTC Q1-24 COPIER SVC & Q4 OV	0012322240 54911
TOTAL FOR CHECK AP 00059978:			800.69		
LIGHTHOUSE UNIFORMS (LIGHUNIF)					
	A316456	12/19/2023	6,605.45	Approved Package (MASTER PGK M	0012042254 52020
	A316456	12/19/2023	715.59	Approved Package (MASTER PGK M	0012042254 52020
	A316456	12/19/2023	701.28	Approved Package (MASTER PGK M	0012042254 52020
	A316456	12/19/2023	438.64	SHIPPING / HANDLING	0012042254 52020
	A316458	12/19/2023	2,476.70	Men's Black Permashine Chukka	0012042254 52020
	A316777	12/20/2023	471.47	Approved Jacket (MASTER PGK M	0012042254 52020
	A317054	12/14/2023	47.62	CLASS A NAME PIN	0012042254 54191
TOTAL FOR CHECK AP 00059979:			11,456.75		
LIQUID ENVIRONMENTAL SOLUTIONS (FLOHAWKS)					
	66233261	10/15/2023	556.83	"23 OPEN SEPTIC/BLDG REP 69	0012042254 54801
TOTAL FOR CHECK AP 00059980:			556.83		
PACIFIC FIRE APPAREL (PACIFIRE)					
	2080	12/21/2023	4,440.00	DICKIES DIAMOND QUILTED JACKET	0012322240 54191
	2080	12/21/2023	70.00	EMBROIDERY DESIGN SET UPS	0012322240 54191
TOTAL FOR CHECK AP 00059981:			4,510.00		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	62-231228	12/28/2023	153.76	#6751 STN62 NOV/DEC'23 WATER	0016022250 54711
	65-231228	12/28/2023	219.54	#32512 STN65 NOV/DEC'23 WATER	0016052250 54711

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024

End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
	65I-231228	12/28/2023	94.46	#35355 STN65 NOV/DEC'23 IRRIG	0016052250	54711
	65S-231228	12/28/2023	58.54	#44386 STN65 NOV/DEC'23 SPRINK	0016052250	54711
TOTAL FOR CHECK AP 00059982:			526.30			
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	010424	01/04/2024	83,689.93	01/04/2023 AP EFTS	001	21110
	010424	01/04/2024	30.50	01/04/2023 AP EFTS	101	21110
TOTAL FOR CHECK AP 00059971:			83,720.43			
	010224B	01/02/2024	59.99	DEC 2023 PAYTRACE FEES	0012012211	54191
TOTAL FOR CHECK AP 00059972:			59.99			
TOTAL FOR PIERCE COUNTY FIRE			83,780.42			
PUGET SOUND ENERGY (PSENERGY)						
	71-231220	12/20/2023	776.64	#200018917720 STN71 NAT GAS	0017012250	54701
	71-231220	12/20/2023	991.78	#200018917720 STN71 ELECTRIC	0017012250	54731
	72-231215	12/15/2023	44.47	#200004724288 STN72 NAT GAS	0017022250	54701
	72-231215	12/15/2023	152.93	#200004724288 STN72 ELECTRIC	0017022250	54731
	AB-231220	12/20/2023	557.60	#220028910879 ARM BLDG NAT GAS	0017132250	54701
	AB-231220	12/20/2023	261.68	#220028910879 ARM BLDG ELECTRI	0017132250	54731
TOTAL FOR CHECK AP 00059983:			2,785.10			
ROBERT LARSON AUTOMOTIVE GROUP (ROBELARS)						
	97391	12/22/2023	169.62	OVM20-1 TRANS FLUID FILTER KIT	0016502265	53143
	97554	01/02/2024	46.55	OVM20-1, BRAKE LINE	0016502265	53141
TOTAL FOR CHECK AP 00059984:			216.17			
S&S TIRE (SSTIREPU)						
	1149670	12/23/2023	109.50	622 WO27100 TIRE CHANGEOVER	0016502265	54820
	1149914	12/27/2023	41.56	M22-2 FLAT REPAIR	0016502265	54820
	1150100	12/27/2023	124.72	L12-1 FLAT REPAIR	0016502265	54820
	1150222	12/27/2023	15.28	AC01-1 FLAT REPAIR	0016502265	54820
	1150286	12/28/2023	3,898.00	SNOW CHAINS & TIGHTENERS STOCK	0016502265	53143
TOTAL FOR CHECK AP 00059985:			4,189.06			
THE HOME DEPOT PRO (HOMEPRO)						
	781703145	12/26/2023	4.10	SPRAY BOTTLE ONLY, 32OZ (EACH)	0012052218	53198
	782205397	12/29/2023	64.14	WD-40, 12OZ (EACH)	0012052218	53198
	782205397	12/29/2023	49.32	AEROSOL AIR FRESHENER (EACH)	0012052218	53198
	782205397	12/29/2023	169.65	TOILET BOWL CLEANER (EACH)	0012052218	53198
	782205397	12/29/2023	824.32	PAPER TOWELS, WHITE 800'(ROLL)	0012052218	53198
	782205397	12/29/2023	290.05	WIPES,WYPALL (BOX)	0012052218	53198
	782205397	12/29/2023	248.74	LAUNDRY DETERGENT, 1GAL (EACH)	0012052218	53198
	782205397	12/29/2023	221.89	PAPER TOWELS, KITCHEN WHITE, P	0012052218	53198
	782205397	12/29/2023	171.29	LINER, 24x32 (.70MIL) (BOX)	0012052218	53198
	782205397	12/29/2023	298.05	LINER, 40x46 (1.25MIL) (BOX)	0012052218	53198
	782205397	12/29/2023	346.02	TOILET TISSUE, 2 PLY JUMBO (RO	0012052218	53198
TOTAL FOR CHECK AP 00059986:			2,687.57			
ULINE (ULIN)						
	172372604	12/20/2023	87.75	72/WSI Mesh Straight Wall	0017022250	53501
TOTAL FOR CHECK AP 00059987:			87.75			

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024
End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
WA FIRE COMMISSIONERS ASSOC (WFCA)					
	300001474	01/01/2024	6,000.00	2024 ANNUAL MEMBERSHIP RENEWAL	0011001100 54901
TOTAL FOR CHECK AP 00059988:			6,000.00		
REPORT TOTAL:			122,768.86		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK 00059989	CPFR	Central Pierce Fire & Rescu	01/12/24	30,335.51	MW	IS		
AP CHK 00059990	SHAWTINT	SHAW'S TINT SHOP LLC	01/12/24	880.80	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	31,216.31	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 31,216.31

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/12/2024
End Date: 01/12/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
PIERCE COUNTY FIRE PROT DIST # (CPFR)						
	011224	01/12/2024	30,335.51	01/12/2024 AP EFTS	301	21110
TOTAL FOR CHECK AP 00059989:			30,335.51			
SHAW'S TINT SHOP LLC (SHAWTINT)						
	2098502320	11/21/2023	880.80	STATION 62 ENTRY DOOR TINTING	3016022250	54801
TOTAL FOR CHECK AP 00059990:			880.80			
REPORT TOTAL:			31,216.31			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00059991	INTETELE	ALLSTREAM BUSINESS US INC	01/12/24	1,072.14	MW	IS	
AP CHK 00059992	ASSOWASH	Assoc of Washington Cities	01/12/24	1,600.00	MW	IS	
AP CHK 00059993	ATTMOBI	AT&T MOBILITY II LLC	01/12/24	666.40	MW	IS	
AP CHK 00059994	CKGARAGE	C&K GARAGE DOORS & OPENERS	01/12/24	598.94	MW	IS	
AP CHK 00059995	CENEHARV	Cenex Harvest States Inc	01/12/24	1,284.36	MW	IS	
AP CHK 00059996	CPFR	Central Pierce Fire & Rescu	01/12/24	348,257.62	MW	IS	
AP CHK 00059997	CPFR	Central Pierce Fire & Rescu	01/12/24	103.53	MW	IS	
AP CHK 00059998	QWEST	Century Link	01/12/24	192.65	MW	IS	
AP CHK 00059999	QWESINTE	CenturyLink Communications	01/12/24	8,888.40	MW	IS	
AP CHK 00060000	NOBL10020	CHRIS NOBLE	01/12/24	255.42	MW	IS	
AP CHK 00060001	CITYORTI	City of Orting	01/12/24	371.23	MW	IS	
AP CHK 00060002	COMCAST	COMCAST	01/12/24	21,811.20	MW	IS	
AP CHK 00060003	COMCAST	COMCAST	01/12/24	158.47	MW	IS	
AP CHK 00060004	DMRECYCL	D M Recycling Co Inc	01/12/24	650.35	MW	IS	
AP CHK 00060005	DARKEMER	DARKHORSE EMERGENCY CORP	01/12/24	52,263.23	MW	IS	
AP CHK 00060006	ELMHMUTU	Elmhurst Mutual Power & Lig	01/12/24	1,382.94	MW	IS	
AP CHK 00060007	FIRGMUTU	Firgrove Mutual Water Compa	01/12/24	175.57	MW	IS	
AP CHK 00060008	FIRSRESP	FIRST RESPONDER GRANTS INC	01/12/24	1,500.00	MW	IS	
AP CHK 00060009	FRUIMUTU	Fruitland Mutual Water Comp	01/12/24	611.10	MW	IS	
AP CHK 00060010	GALLS	Galls Incorporated	01/12/24	513.05	MW	IS	
AP CHK 00060011	GENSCO	GENSCO	01/12/24	352.17	MW	IS	
AP CHK 00060012	OOAKPRIN	GULIN, BRENNON	01/12/24	1,409.37	MW	IS	
AP CHK 00060013	LUKE08170	JOSHUA LUKE	01/12/24	37.14	MW	IS	
AP CHK 00060014	OTOO08280	JUSTIN O'TOOLE	01/12/24	1,451.32	MW	IS	
AP CHK 00060015	PIER11180	JUSTIN PIERCE-POWELL	01/12/24	342.66	MW	IS	
AP CHK 00060016	KELLCONN	KELLEY IMAGING SYSTEMS INC	01/12/24	667.01	MW	IS	
AP CHK 00060017	BERD04150	KEVIN BERDAN	01/12/24	380.80	MW	IS	
AP CHK 00060018	LEVEL3FIN	LEVEL 3 FINANCING INC	01/12/24	1,495.78	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00060019	LIGHUNIF	LIGHTHOUSE UNIFORMS	01/12/24	12,921.67	MW	IS	
AP CHK 00060020	FLOHAWKS	LIQUID ENVIRONMENTAL SOLUTI	01/12/24	764.58	MW	IS	
AP CHK 00060021	LIQUSPRI	LIQUIDSPRING LLC	01/12/24	24.90	MW	IS	
AP CHK 00060022	MURRDISP	Murrey's Disposal	01/12/24	2,575.01	MW	IS	
AP CHK 00060023	NEWSTRIB	News Tribune	01/12/24	322.24	MW	IS	
AP CHK 00060024	PARKLIGH	Parkland Light & Water Co.	01/12/24	2,163.31	MW	IS	
AP CHK 00060025	PCREFUSE	Pierce County Refuse	01/12/24	1,621.28	MW	IS	
AP CHK 00060026	PCSEWER	Pierce County Sewer	01/12/24	982.30	MW	IS	
AP CHK 00060027	PSENERGY	Puget Sound Energy	01/12/24	78.65	MW	IS	
AP CHK 00060028	ROBELARS	Robert Larson Automotive Gr	01/12/24	1,029.25	MW	IS	
AP CHK 00060029	SSTIREPU	S&S TIRE SERVICE INC	01/12/24	4,535.71	MW	IS	
AP CHK 00060030	SCDEPTLA	STATE OF SOUTH CAROLINA	01/12/24	600.00	MW	IS	
AP CHK 00060031	SUMMWATE	Summit Water Company	01/12/24	1,026.79	MW	IS	
AP CHK 00060032	HOMEPRO	THE HOME DEPOT PRO	01/12/24	1,621.36	MW	IS	
AP CHK 00060033	TORCREGU	TORCH & REGULATOR REPAIR CO	01/12/24	1,114.91	MW	IS	
AP CHK 00060034	ULIN	ULINE INC	01/12/24	183.58	MW	IS	
AP CHK 00060035	UNITPARC	United Parcel Service	01/12/24	148.71	MW	IS	
AP CHK 00060036	VERIWIRE	Verizon Wireless	01/12/24	6,024.95	MW	IS	
AP CHK 00060037	WATECOMP	Waterous Company	01/12/24	392.15	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		486,624.20		Number of Checks Processed:		47
		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		486,624.20				

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ASSOC OF WASHINGTON CITIES (ASSOWASH)						
	121729	01/01/2024	1,100.00	AWC Drug and Alcohol Consortiu	0012032213	54191
	121729	01/01/2024	500.00	AWC Membership	0012032213	54901
TOTAL FOR CHECK AP 00059992:			1,600.00			
AT&T MOBILITY (ATTMOBI)						
	X12132023	12/05/2023	666.40	#287297124815 DEC OV COMMS	0012102215	54202
TOTAL FOR CHECK AP 00059993:			666.40			
C&K GARAGE DOORS & OPENERS LLC (CKGARAGE)						
	971907	10/13/2023	598.94	STATION 61 BAY DOOR REPLACEME	0012042254	53146
TOTAL FOR CHECK AP 00059994:			598.94			
CENEX HARVEST STATES INC (CENEHARV)						
	342665	01/02/2024	1,284.36	STN68 JAN2 PROPANE CHGS	0016082250	54705
TOTAL FOR CHECK AP 00059995:			1,284.36			
CHRIS NOBLE (NOBL10020)						
	0072829	11/05/2023	255.42	NOV5 SPORTSMANS BOOT PURCH	0012042254	52011
TOTAL FOR CHECK AP 00060000:			255.42			
CITY OF ORTING (CITYORTI)						
	40-240101	01/01/2024	371.23	#26650 STN40 WATER/SEWER CHGS	0016702250	54711
TOTAL FOR CHECK AP 00060001:			371.23			
COMCAST (COMCAST)						
	120323	12/03/2023	10.00	#5498350232190240 LATE FEE	0012012211	54912
	120323	12/03/2023	221.92	#8498350232190240 DEC FC CHGS	0012102215	54202
	122423	01/01/2024	177.03	#8498350320229520 JAN STN40	0012102215	54202
	122823	01/01/2024	344.02	#8498350320253108 JAN STN43	0012102215	54202
	189411595	12/15/2023	14,416.85	#900008762 CP DEC COMM CONN	0012102215	54202
	189411595	12/15/2023	2,914.83	#900008762 CH DEC COMM CONN	0012182215	54202
	189411595	12/15/2023	3,726.55	#900008762 GFR NOV COMM CONN	0012202215	54202
TOTAL FOR CHECK AP 00060002:			21,811.20			
	121423	12/14/2023	158.47	#8498350176294891 GFR COMMS	0012102215	54202
TOTAL FOR CHECK AP 00060003:			158.47			
TOTAL FOR COMCAST:			21,969.67			
D M RECYCLING CO INC (DMRECYCL)						
	11829952S111	12/31/2023	94.65	#21116116470 STN69 DEC RECYCLE	0016162250	54741
	11829952S111	12/31/2023	94.65	#21116116470 SP DEC RECYCL	0016502265	54741
	11830212S111	12/31/2023	103.80	#21116157279 TC DEC INVOICE	0016172250	54741
	11830234S111	12/31/2023	171.95	#21116158282 STN71 DEC RECYCL	0017012250	54741
	11832341S111	12/31/2023	116.10	#2111321880674 LC DEC RECYCL	0016162250	54741
	18830214S111	12/31/2023	69.20	#21116157294 STN67 DEC RECYCL	0016072250	54741
TOTAL FOR CHECK AP 00060004:			650.35			
DARKHORSE EMERGENCY CORP (DARKEMER)						
	INVE0035A	01/01/2024	36,050.00	Subscription Darkhorse Central	0012022210	54902
	INVE0035A	01/01/2024	16,213.23	Subscription Darkhorse Pierce	0012022210	54902
TOTAL FOR CHECK AP 00060005:			52,263.23			
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)						
	65-231227	12/27/2023	691.47	#65031 STN65 ELECTRICITY	0016052250	54731

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	68-231227	12/27/2023	691.47	#65031 STN65 DEC ELECTIC	0016052250 54731
TOTAL FOR CHECK AP 00060006:			1,382.94		
FIRGROVE MUTUAL WATER COMPANY (FIRGMUTU)					
	69SP-231231	12/31/2023	87.78	#008511000 STN69 WATER CHGS	0016092250 54711
	69SP-231231	12/31/2023	87.79	#008511000 SHOP WATER CHG	0016502265 54711
TOTAL FOR CHECK AP 00060007:			175.57		
FIRST RESPONDER GRANTS INC (FIRSRESP)					
	0000459	01/01/2024	1,500.00	2024 AFG GRANT ASSITANCE	0012002210 54191
TOTAL FOR CHECK AP 00060008:			1,500.00		
FRUITLAND MUTUAL WATER COMPANY (FRUIMUTU)					
	72-231231	12/31/2023	334.83	#41122 STN72 WATER CHGS	0017022250 54711
	72I-231231	12/31/2023	36.68	#41130 STN72 IRRIGATION	0017022250 54711
	LC-123123	12/31/2023	239.59	#42720 LOGISTICS CENTER WATER	0016162250 54711
TOTAL FOR CHECK AP 00060009:			611.10		
GALLS INCORPORATED (GALLS)					
	026582815	12/19/2023	75.97	BLAUER S/S WOOL BLEND STREETSH	0012042254 52011
	026643574	12/20/2023	279.65	2EA. BLUE NOMEX PANTS B CUT	0012042254 52011
	026681947	01/03/2024	157.43	blue nomex pants B cut	0012042254 52011
TOTAL FOR CHECK AP 00060010:			513.05		
GENSCO (GENSCO)					
	857393456	01/09/2024	116.58	62 GPF HP8 20 22 1	0016022250 53141
	857393456	01/09/2024	235.59	62 GPF HP8 22 24 1	0016022250 53141
TOTAL FOR CHECK AP 00060011:			352.17		
INTEGRA TELECOM (INTETELE)					
	20112077	12/08/2023	1,072.14	#637153 DEC SVC CHGS	0012102215 54202
TOTAL FOR CHECK AP 00059991:			1,072.14		
JOSHUA LUKE (LUKE08170)					
	120823	12/31/2023	37.14	MILEAGE REIMB NOV27-DEC8	0012322240 54331
TOTAL FOR CHECK AP 00060013:			37.14		
JUSTIN O'TOOLE (OTOO08280)					
	20244844	01/04/2024	404.00	JAN21/FIRE INSPECT/PD/ENGLEWOO	0014002230 54301
	20244844	01/04/2024	656.37	JAN21/FIRE INSP/LODGE/ENGLEWOO	0014002230 54311
	20244844	01/04/2024	390.95	JAN21/FIRE INSP/MILE/ENGLEWOOD	0014002230 54331
TOTAL FOR CHECK AP 00060014:			1,451.32		
JUSTIN PIERCE-POWELL (PIER11180)					
	068829	12/29/2023	196.91	DEC29 BIG J'S WORK BOOTS	0012042254 52011
	812955	12/31/2023	145.75	DEC31 BIG J'S WORK BOOTS	0012042254 52011
TOTAL FOR CHECK AP 00060015:			342.66		
KELLEY IMAGING SYSTEMS INC (KELLCONN)					
	IN1519516	01/05/2024	667.01	STN71 COPIER Q1-24 & OVERAGES	0012002210 54813
TOTAL FOR CHECK AP 00060016:			667.01		
KEVIN BERDAN (BERD04150)					
	121223	12/12/2023	380.80	flight/SC/Dec3/reimb	0014002230 54341
TOTAL FOR CHECK AP 00060017:			380.80		

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LEVEL 3 FINANCING INC (LEVEL3FIN)					
	668230503	12/01/2023	1,495.78	#5RSCR4BYJ AOC NOV SVC CHG	0012102215 54202
TOTAL FOR CHECK AP 00060018:			1,495.78		
LIGHTHOUSE UNIFORMS (LIGHUNIF)					
	A315801	10/30/2023	6,605.45	ACADEMY CLASS A UNIFORMS	0012042254 52020
	A315801	10/30/2023	475.19	SHIPIPING/HANDLING UNIFORMS	0012042254 52020
	A315801	10/30/2023	1,402.57	UNIFORMS	0012042254 52020
	A315801	10/30/2023	756.33	UNIFORM	0012042254 52020
	A315802	10/30/2023	2,724.37	ACADEMY CLASS A SHOES	0012042254 52020
	A316459	12/19/2023	462.42	Class A Name Plate (SPECS) (LH	0012042254 52020
	A316725	12/20/2023	495.34	ACADEMY CLASS A SHOES	0012042254 52020
TOTAL FOR CHECK AP 00060019:			12,921.67		
LIQUID ENVIRONMENTAL SOLUTIONS (FLOHAWKS)					
	66231365	09/22/2023	764.58	2023 STN64 SEPTIC/BLDG REPAIRS	0012042254 54801
TOTAL FOR CHECK AP 00060020:			764.58		
LIQUIDSPRING LLC (LIQUSPRI)					
	0061696IN	12/29/2023	24.90	OVM20-1 10641-002 BOOT/CLAMP	0016502265 53143
TOTAL FOR CHECK AP 00060021:			24.90		
MURREY'S DISPOSAL (MURRDISP)					
	11833908S111	12/31/2023	7.18	#211111158740 TC DEC GARBAGE	0016172250 54741
	11833909S111	12/31/2023	179.92	#211111158760 STN69 DEC GARB	0016092250 54741
	11833909S111	12/31/2023	179.93	#211111158760 SHOP DEC GARB	0016502265 54741
	11834926S111	12/31/2023	196.52	#211111158741 STN67 DEC GARB	0016072250 54741
	11879422S111	12/31/2023	566.92	#211147000358 STN71 DEC GARB	0017012250 54741
	11890137S111	12/31/2023	1,138.93	#2111321850595 STN72 DEC RECYC	0017022250 54741
	11893072S111	01/01/2024	305.61	#2111321887533 AB DEC GARB	0017132250 54741
TOTAL FOR CHECK AP 00060022:			2,575.01		
NEWS TRIBUNE (NEWSTRIB)					
	225649	11/30/2023	322.24	Print Legal Ad	0012002210 54111
TOTAL FOR CHECK AP 00060023:			322.24		
OOAK PRINTS (OOAKPRIN)					
	91	11/22/2023	1,409.37	UNIFORM JACKETS, LOGS	0016502265 52011
TOTAL FOR CHECK AP 00060012:			1,409.37		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	61E-240103	01/03/2024	1,909.03	#1408 STN61 ELECTRICITY	0016012250 54731
	61L-240103	01/03/2024	82.30	#40956 STN61 TRAFFIC LIGHT	0016012250 54731
	61W-240103	01/03/2024	55.22	#1409 STN61 WATER CHGS	0016012250 54711
	61W-240103A	01/03/2024	116.76	#1407 STN61 WATER CHGS	0016012250 54711
TOTAL FOR CHECK AP 00060024:			2,163.31		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	011024	01/10/2024	21.69	DECEMBER 2023 NLEC	0013002220 52092
	011024	01/10/2024	0.16	DECEMBER 2023 NLEC	0013302685 52092
	011024	01/10/2024	489.20	DECEMBER 2023 NLEC	1013402680 52092
	011124	01/11/2024	25,718.08	Q4 2023 WA LONG TERM CARE	001 23147
	011124	01/11/2024	65,715.53	Q4 2023 PAID SICK LEAVE	001 23148

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	011124	01/11/2024	(1.00)	Q4 2023 PAID SICK LEAVE	0013002220	52019
	011124	01/11/2024	(0.12)	Q4 2023 WA LONG TERM CARE	0013002220	52019
	011124	01/11/2024	8,626.28	Q4 2023 WA LONG TERM CARE	101	23147
	011124	01/11/2024	18,697.36	Q4 2023 PAID SICK LEAVE	101	23148
	011124B	01/11/2024	23.10	NOV ER DRS ADJ 2301011	001	23153
	011124B	01/11/2024	0.05	COTTER ER DRS ADJ 2301011	101	23153
	011224	01/12/2024	223,463.74	01/12/2024 AP EFTS	001	21110
	011224	01/12/2024	4,514.24	01/12/2024 AP EFTS	015	21110
	011224	01/12/2024	989.31	01/12/2024 AP EFTS	101	21110
TOTAL FOR CHECK AP 00059996:			348,257.62			
	011024A	01/10/2024	103.53	DEC'23 MERCHANT SVC FEES	0012012211	54191
TOTAL FOR CHECK AP 00059997:			103.53			
TOTAL FOR PIERCE COUNTY FIRE			348,361.15			
PIERCE COUNTY REFUSE (PCREFUSE)						
	11743653S180	12/31/2023	58.48	#21801047792002 STN63 DEC RECY	0016032250	54741
	17741669S180	12/31/2023	349.53	#218035266001 STN61 DEC GARB	0016012250	54741
	17741670S180	12/31/2023	144.63	#218035275001 STN64 DEC GARB	0016042250	54741
	17741672S180	12/31/2023	129.65	#218035292001 PCFTC DEC GARB	0012322240	54741
	17741672S180	12/31/2023	129.64	#218035292001 STN60 DEC GARB	0016002250	54741
	17741674S180	12/31/2023	105.53	#218035314001 STN68 DEC GARB	0016082250	54741
	17742481S180	12/31/2023	185.25	#2180588899 STN65 DEC GARBAGE	0016052250	54741
	17743541S180	12/31/2023	105.53	#2180556556002 STN62 DEC GARB	0016022250	54741
	17743630S180	12/31/2023	149.88	#21801047792001 STN63 DEC GARB	0016032250	54741
	17744521S180	12/31/2023	29.24	#218035275002 STN64 DEC RECYCL	0016042250	54741
	17744522S180	12/31/2023	29.24	#218035301002 LC DEC RECYCLE	0016172250	54741
	17744523S180	12/31/2023	58.48	#218035314002 STN68 DEC RECYCL	0016082250	54741
	17744560S180	12/31/2023	43.86	#218035292004 PCFTC DEC RECYCL	0012322240	54741
	17744560S180	12/31/2023	43.86	#218035292004 STN60 DEC RECYCL	0016002250	54741
	17744603S180	12/31/2023	58.48	#218035266002 STN61 DEC RECYCL	0016022250	54741
TOTAL FOR CHECK AP 00060025:			1,621.28			
PIERCE COUNTY SEWER (PCSEWER)						
	60PC-240101	12/31/2023	104.37	#1812114 PCFTC DEC SEWER CHGS	0012322240	54721
	60PC-240101	12/31/2023	104.36	#18122114 STN60 DEC SEWER CHGS	0016002250	54721
	61-240101	12/31/2023	143.49	#85900 STN61 DEC SEWER CHGS	0016012250	54721
	62-240101	12/31/2023	28.06	#233439 STN62 DEC SEWER CHGS	0016022250	54721
	63-240101	12/31/2023	118.39	#1778561 STN63 DEC SEWER CHGS	0016032250	54721
	65-240101	12/31/2023	83.27	#1236121 STN65 DEC SEWER CHGS	0016052250	54721
	67TC-240101	12/31/2023	148.51	#462454 67TC DEC SEWER CHGS	0016072250	54721
	68-240101	12/31/2023	168.58	#1061119 STN68 DEC SEWER CHGS	0016082250	54721
	69SP-240101	12/31/2023	41.63	#535508 STN69 DEC SEWER CHGS	0016092250	54721
	69SP-240101	12/31/2023	41.64	#535508 SHOP DEC SEWER CHGS	0016502265	54721
TOTAL FOR CHECK AP 00060026:			982.30			
PUGET SOUND ENERGY (PSENERGY)						
	LC-240103	12/31/2023	78.65	#200013100744 LC DEC NATGAS	0016162250	54701
TOTAL FOR CHECK AP 00060027:			78.65			
QWEST (QWESINTE)						

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	89874474	12/08/2023	3,339.39	CP DEC COMM CONNECTION	0012102215 54202
	89874474	12/08/2023	2,295.95	GH NOV COMM CONNECTION	0012182215 54202
	89874474	12/08/2023	3,253.06	#KP NOC COMM CONNECTION	0012222215 54202
TOTAL FOR CHECK AP 00059999:			8,888.40		
QWEST COMMUNICATIONS COMPANY LL (QWEST)					
	122623	12/26/2023	192.65	#253Z260451282B DEC SVC CHG	0012102215 54202
TOTAL FOR CHECK AP 00059998:			192.65		
ROBERT LARSON AUTOMOTIVE GROUP (ROBELARS)					
	97423	01/04/2024	1,029.25	OVM20-1 COVER, TIE ROD, ETC	0016502265 53143
TOTAL FOR CHECK AP 00060028:			1,029.25		
S&S TIRE (SSTIREPU)					
	1148676	11/30/2023	1,721.17	E18-8 NEW STEER TIRES	0016502265 54820
	1150472	12/29/2023	603.89	M13-2 FLAT TIRE REPAIR STN40 R	0016502265 54820
	1150649	01/03/2024	2,093.04	E21-1 NEW TIRES	0016502265 54820
	1150748	01/08/2024	117.61	M13-1 FLAT REPAIR	0016502265 54820
TOTAL FOR CHECK AP 00060029:			4,535.71		
STATE OF SOUTH CAROLINA (SCDEPTLA)					
	2023121917574	12/19/2023	600.00	Lodging Berdan, Thompson, Rose	0014002230 54311
TOTAL FOR CHECK AP 00060030:			600.00		
SUMMIT WATER COMPANY (SUMMWATE)					
	1312200001	01/10/2024	158.71	#1312200001 STN67 WATER CHG	0016072250 54711
	67T-240110	01/10/2024	868.08	#1312250001 67T WATER CHGS	0016472250 54711
TOTAL FOR CHECK AP 00060031:			1,026.79		
THE HOME DEPOT PRO (HOMEPRO)					
	783406978	01/08/2024	13.17	SPONGE, EXTRA LARGE (EACH)	0012052218 53198
	783406978	01/08/2024	412.16	PAPER TOWELS, WHITE 800'(ROLL)	0012052218 53198
	783406978	01/08/2024	140.75	DIVERSEY SPITFIRE SC POWER CLE	0012052218 53198
	783406978	01/08/2024	576.70	TOILET TISSUE, 2 PLY JUMBO (RO	0012052218 53198
	783406978	01/08/2024	99.53	SPONGE, SCRUBBING (EACH)	0012052218 53198
	783406978	01/08/2024	49.24	URINAL SCREEN (EACH)	0012052218 53198
	783406978	01/08/2024	31.77	OVEN CLEANER (EACH)	0012052218 53198
	783406978	01/08/2024	298.04	LINER, 40x46 (1.25MIL) (BOX)	0012052218 53198
TOTAL FOR CHECK AP 00060032:			1,621.36		
TORCH & REGULATOR REPAIR CO. (TORCREGU)					
	2819	12/06/2023	1,114.91	REPAIR OF RESCUE TORCH REGULAT	0013302685 54811
TOTAL FOR CHECK AP 00060033:			1,114.91		
ULINE (ULIN)					
	172377548	12/20/2023	183.58	CONTAINERS, MESH, HOLD SNO CHA	0016502265 53501
TOTAL FOR CHECK AP 00060034:			183.58		
UNITED PARCEL SERVICE (UNITPARC)					
	5Y5731493	12/09/2023	16.17	M22-1 OPTICOM SN 795OL0935 SHI	0012042254 54221
	5Y5731493	12/09/2023	77.72	FRT TO SHIP POSICHECK FOR	0012042254 54221
	5Y5731503	12/16/2023	16.14	PA300 SHIP TO FED SIGNAL FOR R	0012042254 54221
	5Y5731503	12/16/2023	27.13	L21-2 HYDRA RAM SENT FOR REPAI	0012042254 54221
	5Y5731503	12/16/2023	11.55	RETURN 907-OBDD-360-1 TO MIDCIT	0012042254 54221

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TOTAL FOR CHECK AP 00060035:			148.71		
VERIZON WIRELESS (VERIWIRE)					
	9949871952	11/21/2023	640.65	#74200269700004 NOV SVC CHGS	0012102215 54202
	9952339107	12/21/2023	673.68	#74200269700001 DEC SVC CHGS	0012102215 54202
	9952339109	12/21/2023	640.65	#74200269700004 DEC SVC CHGS	0012102215 54202
	9952339110	12/21/2023	608.76	#74200269700005 DEC SVC CHGS	0012102215 54202
	9952339111	12/21/2023	737.60	#74200269700006 DEC SVC CHGS	0012102215 54202
	9952339112	12/21/2023	2,723.61	#74200269700010 DEC SVC CHGS	0012102215 54202
TOTAL FOR CHECK AP 00060036:			6,024.95		
WATEROUS COMPANY (WATECOMP)					
	P2T3984001	01/08/2024	392.15	61403 6" SUCTION SCREEN AND K8	0016502265 53143
TOTAL FOR CHECK AP 00060037:			392.15		
REPORT TOTAL:			486,624.20		

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXXX0522



Electronic Payment Details

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

<u>Issue Date</u>	<u>EFT Numbers</u>	<u>EFT Transfer Warrant</u>	<u>Amount</u>
01/04/2024	<u>EP00016135 -EP00016136</u>	AP00059969	<u>\$20,137.08</u>
01/04/2024	<u>EP00016137 -EP00016169</u>	AP00059971	<u>\$83,627.35</u>
01/12/2024	<u>EP00016170 -RP00016173</u>	AP00059989	<u>\$30,335.51</u>
01/12/2024	<u>EP00016174 -EP00016226</u>	AP00059996	<u>\$228,967.29</u>
Total			<u>\$363,067.23</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 00016135	CATAWORK	BUSINESS INTERIORS NORTHWES	01/04/24	18,155.28	MW	CX	
AP EFT 00016136	FENCSPEC	Fence Specialists Inc	01/04/24	1,981.80	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	20,137.08	Number of EFTs Processed:	2
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	20,137.08		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024
End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
BUSINESS INTERIORS NORTHWEST I (CATAWORK)						
	320240	12/28/2023	13,047.29	FOC UPGRADES: OFFICE FURNITURE	3012009422	56421
	320240	12/28/2023	4,282.99	FOC UPGRADES: DELIVERY & SET-U	3012009422	56421
	320240	12/28/2023	825.00	FOC UPGRADES: DESIGN &	3012009422	56421
TOTAL FOR CHECK AP 00016135:			18,155.28			
FENCE SPECIALISTS INC (FENCSPEC)						
	0058396	12/15/2023	1,981.80	ADD SECTION FENCE TO THE GYM A	3016022250	54801
TOTAL FOR CHECK AP 00016136:			1,981.80			
REPORT TOTAL:			20,137.08			

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP EFT 00016137	ROSE10280	ADAM ROSENlund	01/04/24	361.08	MW	CX	
AP EFT 00016138	MCAF01180	ANDY MCAFEE	01/04/24	256.37	MW	CX	
AP EFT 00016139	MORR06170	DUSTIN MORROW	01/04/24	28.09	MW	CX	
AP EFT 00016140	KUSSELEC	Kussmaul Electronics Co Inc	01/04/24	235.09	MW	CX	
AP EFT 00016141	BURK08220	REBECCA BURKE	01/04/24	158.00	MW	CX	
AP EFT 00016142	AMAZON	AMAZON CAPITAL SERVICES	01/04/24	3,287.04	MW	CX	
AP EFT 00016143	BRANOPER	Branom Operating Company LL	01/04/24	239.92	MW	CX	
AP EFT 00016144	CASCAFIRE	CASCADE FIRE & SAFETY	01/04/24	538.29	MW	CX	
AP EFT 00016145	CPFREFT	Central Pierce Fire & Rescu	01/04/24	776.51	MW	CX	
AP EFT 00016146	CHRIINC	CHRISTENSEN INC	01/04/24	6,767.56	MW	CX	
AP EFT 00016147	CITYPUYA	CITY OF PUYALLUP	01/04/24	330.73	MW	CX	
AP EFT 00016148	COMMBRAK	Commercial Brake	01/04/24	178.71	MW	CX	
AP EFT 00016149	DOBBPETE	DOBBS HEAVY DUTY HOLDINGS L	01/04/24	2,173.78	MW	CX	
AP EFT 00016150	DWFDRYWA	DWF DRYWALL	01/04/24	3,027.75	MW	CX	
AP EFT 00016151	FASTINDU	Fastenal Industrial & Const	01/04/24	685.97	MW	CX	
AP EFT 00016152	FENCSPEC	Fence Specialists Inc	01/04/24	1,697.25	MW	CX	
AP EFT 00016153	GRAIPART	Grainger Parts	01/04/24	164.73	MW	CX	
AP EFT 00016154	GRIMCO	GRIMCO INC	01/04/24	1,211.10	MW	CX	
AP EFT 00016155	IMSALLI	JUSTICE FAMILY ENTERPRISES	01/04/24	245.53	MW	CX	
AP EFT 00016156	LNCURTIS	L.N. Curtis and Sons	01/04/24	3,151.21	MW	CX	
AP EFT 00016157	LIFEASSI	Life-Assist Inc	01/04/24	14,473.93	MW	CX	
AP EFT 00016158	MALLCOMP	Mallory Safety and Supply L	01/04/24	1,341.02	MW	CX	
AP EFT 00016159	MOUNMIST	Mountain Mist Water	01/04/24	234.86	MW	CX	
AP EFT 00016160	NEXTSTEP	NEXT STEP APPAREL	01/04/24	313.79	MW	CX	
AP EFT 00016161	NWSAFECL	NW SAFETY CLEAN	01/04/24	6,187.35	MW	CX	
AP EFT 00016162	PLATELEC	Platt Electric Supply	01/04/24	79.57	MW	CX	
AP EFT 00016163	RESCSOUR	RESCUE SOURCE GEAR	01/04/24	6,567.47	MW	CX	
AP EFT 00016164	SEAWESTE	Sea-Western Inc	01/04/24	13,805.44	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016165	STANPART	Standard Parts Corp	01/04/24	891.40	MW	CX	
AP EFT 00016166	STAPINC	STAPLES INC.	01/04/24	458.32	MW	CX	
AP EFT 00016167	TACOSCRE	Tacoma Screw Products Inc	01/04/24	377.87	MW	CX	
AP EFT 00016168	TARGSAFE	TARGETSOLUTIONS LEARNING LL	01/04/24	6,843.31	MW	CX	
AP EFT 00016169	USBANKBU	US Bank Business Card	01/04/24	6,538.31	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	83,627.35	Number of EFTs Processed:	33
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	83,627.35		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024

End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
ADAM ROSENLUND (ROSE10280)						
	121523B	12/15/2023	148.44	DEC7 HILTON LODGING/CHARLESTON	0013002220	54311
	121523B	12/15/2023	212.64	DEC7 ENTERPRISE RENT CHARLESTO	0013002220	54331
TOTAL FOR CHECK AP 00016137:			361.08			
AMAZON CAPITAL SERVICES (AMAZON)						
	11WJ9J6C1173	12/21/2023	82.58	WR TUSA M-212 Freedom Ceos Scu	0013302685	53501
	13JKC6MHHQ6	12/23/2023	1,177.11	652 SUSPENSION KIT, WIRELESS A	0016502265	53143
	17KKNNHJPVK	12/13/2023	(55.22)	CRED/RET P012506 LED DRIVER(2)	0012042254	53146
	1CPVMHL34QJ	12/21/2023	109.55	WR Mares Ergo Flex Snorkel - B	0013302685	53501
	1CPVMHL34QJ	12/21/2023	165.15	WR TUSA M-212 Freedom Ceos Scu	0013302685	53501
	1CPVMHL34QJ	12/21/2023	297.27	WR TUSA M-212 Freedom Ceos Scu	0013302685	53501
	1CPVMHL34QJ	12/21/2023	61.92	63 Crock-Pot Large 8 Quart	0016032250	53501
	1CPVMHL34QJ	12/21/2023	318.20	65 FumeClear Solder Fume Extra	0016052250	53501
	1CPVMHL34QJ	12/21/2023	18.24	67 Fits Shop Vac Bags 10-14 Ga	0016072250	53141
	1CPVMHL34QJ	12/21/2023	29.72	67 Extolife Replacement Filter	0016072250	53141
	1FJK47HTRCT	12/26/2023	270.68	IQ-AGM (2) 4060C (4) STOCK	0016502265	53143
	1KPT6FC9Q1V	01/01/2024	243.67	MEGUIARS DETAILER HYPER-WASH,	0012052218	53198
	1LXXV69MLYV	12/20/2023	30.82	62 CRAFTSMAN Screwdriver Set,	3016022250	53501
	1MVM9JV1R3C	10/31/2023	(123.90)	RETURN 62 DRAWER PULLS AND DO	3016022250	53146
	1V71M1F36X6K	12/27/2023	341.20	61 Brother Genuine TN227BK,	0016012250	53141
	1V71M1F36X6K	12/27/2023	294.74	65 Vitamix Propel 510 Propel	0016052250	53501
	1V71M1F36X6K	12/27/2023	25.31	65 Homaxy 100% Cotton Waffle W	0016052250	53501
TOTAL FOR CHECK AP 00016142:			3,287.04			
ANDY MCAFEE (MCAF01180)						
	112923	11/30/2023	256.37	MILEAGE REIMB NOV6-NOV29	0012322240	54331
TOTAL FOR CHECK AP 00016138:			256.37			
BRANOM OPERATING COMPANY LLC (BRANOPER)						
	INV202312786	12/18/2023	68.44	GAUGE, LADDER TEST RECALIBRATI	0016502265	54820
	INV202312904	12/18/2023	171.48	GAUGE REPLACEMENT, LADDER TEST	0016502265	53142
TOTAL FOR CHECK AP 00016143:			239.92			
CASCADE FIRE & SAFETY (CASCAFIRE)						
	164220	12/27/2023	538.29	E18-5 CAP/CABLE STORZ	0016502265	53143
TOTAL FOR CHECK AP 00016144:			538.29			
CHRISTENSEN INC (CHRIINC)						
	0515400IN	12/28/2023	1,133.13	#515400 DEC28 STN67 FUEL CHG	0012042254	53201
	0515954IN	12/27/2023	3,340.94	#515954 STN61 DEC27 FUEL	0012042254	53201
	0516272IN	12/28/2023	2,293.49	#0516272 DEC28 STN64 FUEL	0012042254	53201
TOTAL FOR CHECK AP 00016146:			6,767.56			
CITY OF PUYALLUP (CITYPUYA)						
	114691	12/15/2023	632.51	#966308 STN72 SEWER/STM	0017022250	54721
	114691	12/15/2023	14.87	#966308 STN72 LANDFILL CHGS	0017022250	54741
	40-231201C	12/01/2023	(316.65)	CREDIT PAID TO WRONG VENDOR	0016702250	54711
TOTAL FOR CHECK AP 00016147:			330.73			
COMMERCIAL BRAKE (COMMBRAK)						
	167916	12/14/2023	178.71	5005037 AD9 MAINTENANCE NEW	0016502265	53143

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024

End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
TOTAL FOR CHECK AP 00016148:			178.71		
DOBBS HEAVY DUTY HOLDINGS LLC (DOBBPETE)					
	025P170208	12/27/2023	(278.06)	INCORRECT MIRROR RETURNED	0016502265 53143
	033P81832	12/22/2023	2,451.84	E18-5 PN 340600 MOTO MIRROR	0016502265 53143
TOTAL FOR CHECK AP 00016149:			2,173.78		
DUSTIN MORROW (MORR06170)					
	120523	12/05/2023	28.09	DEC5 UBER TO HOTEL/IAFF CONF	0012002210 54331
TOTAL FOR CHECK AP 00016139:			28.09		
DWF DRYWALL (DWFDRYWA)					
	1967	01/02/2024	3,027.75	PUBL Wrks PROJ STN64	0012042254 54801
TOTAL FOR CHECK AP 00016150:			3,027.75		
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WATAC130746	12/27/2023	685.97	PPE T8 Series Black Frame Clea	0012502210 53141
TOTAL FOR CHECK AP 00016151:			685.97		
FENCE SPECIALISTS INC (FENCSPEC)					
	0058297	11/30/2023	1,697.25	STATION 68 CORNER FENCE REPAIR	0012042254 54191
TOTAL FOR CHECK AP 00016152:			1,697.25		
GRAINGER PARTS (GRAIPART)					
	9944189258	12/22/2023	164.73	200489N-26 WIPER ARM 26" (2)	0016502265 53143
TOTAL FOR CHECK AP 00016153:			164.73		
GRIMCO INC (GRIMCO)					
	3171689901	01/01/2024	1,211.10	WSI HP Latex 54" Take Up Reel	0012042254 53501
TOTAL FOR CHECK AP 00016154:			1,211.10		
IMS ALLIANCE (IMSALLI)					
	233048	10/30/2023	23.07	1ea. passports	0012502210 52010
	233049	10/30/2023	33.64	1ea. white flex passport	0012502210 52010
	233096	11/02/2023	150.23	velcro helmet shields	0012352240 52010
	233505	12/18/2023	21.14	6ea WHITE TAGS	0012502210 52010
	233583	12/26/2023	17.45	6EA. WHITE TAGS	0012502210 52010
TOTAL FOR CHECK AP 00016155:			245.53		
KUSSMAUL ELECTRONICS CO INC (KUSSELEC)					
	0000242112	12/22/2023	235.09	LT07-1 PN 091-189-12 BATTERY	0016502265 53143
TOTAL FOR CHECK AP 00016140:			235.09		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV777607	12/26/2023	1,836.23	172042127S HURST S788 BLADE KI	0016502265 53142
	INV777736	12/27/2023	712.42	TR BOOTS SIZE 9.5M	0013302685 52010
	INV777769	12/27/2023	492.36	172085430S (2) CIRCUIT BOARD,	0016502265 53142
	INV779319	12/29/2023	110.20	OVM20-1 ZICO STEP PARTSPN –	0016502265 53143
TOTAL FOR CHECK AP 00016156:			3,151.21		
LIFE-ASSIST INC (LIFEASSI)					
	1389410	12/15/2023	(287.16)	RETURN ON P012808	1013402680 53501
	1390099	12/19/2023	348.80	I-GEL AIRWAY, 1 INFANT /EA	0012052218 53198
	1391713	12/26/2023	337.50	CALCIUM CHLORIDE 1GM, 10ML SYR	0012052218 53198
	1391713	12/26/2023	344.30	TXA/TRANEXAMIC ACID 100ML BAG	0012052218 53198

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024

End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	1391713	12/26/2023	897.00	EPI/ADREN 1:1000 1MG/1ML VIAL	0012052218 53198
	1391713	12/26/2023	1,656.00	EPINEPHRINE 1:1000 30ML/30MG M	0012052218 53198
	1391713	12/26/2023	1,064.00	EPINEPHRINE 1:10,000 1MG 10ML	0012052218 53198
	1391713	12/26/2023	548.70	ATROPINE 1MG 10ML SYRINGE	0012052218 53198
	1391713	12/26/2023	2,069.40	NALOXONE 2MG 2ML LUER JET	0012052218 53198
	1391713	12/26/2023	20.00	SYRINGE, 10CC, LUER LOCK (EACH	0012052218 53198
	1391713	12/26/2023	24.00	NEEDLE, HYPODERMIC 18GAx1-1/2"	0012052218 53198
	1391713	12/26/2023	16.56	NEEDLE, HYPODERMIC 23GAx1" (EA	0012052218 53198
	1391713	12/26/2023	18.00	SYRINGE, 3CC, LUER LOCK (EACH)	0012052218 53198
	1391713	12/26/2023	86.00	IV CATHETER, 22GAx1", PROTECTI	0012052218 53198
	1391713	12/26/2023	86.00	IV CATHETER, 24GAx.75", PROTEC	0012052218 53198
	1391713	12/26/2023	688.00	IV CATHETER, 18GAx1.25", PROTE	0012052218 53198
	1391713	12/26/2023	688.00	IV CATHETER, 20GAx1.25", PROTE	0012052218 53198
	1391713	12/26/2023	86.00	IV CATHETER 14GAx1.25" PROTECT	0012052218 53198
	1391713	12/26/2023	11.00	SYRINGE, 5CC, LUER LOCK (EACH)	0012052218 53198
	1391713	12/26/2023	5.00	SYRINGE, 60CC, LUER LOCK (EACH	0012052218 53198
	1391713	12/26/2023	330.00	IV ADMIN SET, 10 DROP (EACH)	0012052218 53198
	1391713	12/26/2023	1,555.00	EXTENSION SET REMOVE CLAVE 7"	0012052218 53198
	1391713	12/26/2023	174.00	SODIUM CHLORIDE, 500ML BOTTLE	0012052218 53198
	1391713	12/26/2023	23.00	SYRINGE, 1CC TB W/25GA NEEDLE	0012052218 53198
	1392217	12/28/2023	3,684.83	02 MAX BITRAC ED DISPOSABLE CP	0012052218 53198
TOTAL FOR CHECK AP 00016157:			14,473.93		
MALLORY COMPANY (MALLCOMP)					
	5786013	12/21/2023	1,341.02	PULLSTRAP, G1 HEAD HARNESS - p	0012502210 53147
TOTAL FOR CHECK AP 00016158:			1,341.02		
MOUNTAIN MIST WATER (MOUNMIST)					
	005755321	12/20/2023	234.86	WATER, 5 GALLON BOTTLE (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00016159:			234.86		
NEXT STEP APPAREL (NEXTSTEP)					
	231083	11/17/2023	85.88	SEW ON NAME TAGS LIEUTENANT	0012042254 52011
	231083	11/17/2023	227.91	VELCRO NAME TAGS LIEUTENANT	0012042254 52011
TOTAL FOR CHECK AP 00016160:			313.79		
NW SAFETY CLEAN (NWSAFECL)					
	2337095	12/20/2023	5,200.96	TRAINING CR PPE 40791	0012502210 54814
	2337096	12/20/2023	986.39	CS CR PPE 40798	0012502210 54814
TOTAL FOR CHECK AP 00016161:			6,187.35		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	2080	12/21/2023	448.44	DICKIES DIAMOND QUILTED JACKET	0012322240 54191
	2080	12/21/2023	7.07	EMBROIDERY DESIGN SET UPS	0012322240 54191
	INVE0035	11/30/2023	302.21	Dec'23 Sub Darkhorse Central	0012022210 54902
	PC.650.231225.5	12/31/2023	18.79	FILTERS, HYD TILLER	0016502265 53143
TOTAL FOR CHECK AP 00016145:			776.51		
PLATT ELECTRIC (PLATELEC)					
	5Z44210	12/25/2023	79.57	WP2-EB PLUG COVER PN 288250	0016502265 53143
TOTAL FOR CHECK AP 00016162:			79.57		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024

End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
REBECCA BURKE (BURK08220)						
	20244822	01/02/2024	158.00	JAN11/PROBOARD/PD/ORLANDO,FL	0012302240	54301
TOTAL FOR CHECK AP 00016141:			158.00			
RESCUE SOURCE GEAR (RESCSOUR)						
	133126	12/19/2023	4,466.19	WR WET SUITS	0013302685	52011
	133126	12/19/2023	415.78	WR NRS REACTOR GLOVES	0013302685	52011
	133126	12/19/2023	99.09	WR CLEARANCE UTILITY GLOVES	0013302685	52011
	133126	12/19/2023	1,155.99	WR MUSTANG UNIVERSAL RESCUE VE	0013302685	52011
	133126	12/19/2023	278.50	WR US DIVERS SHREDDER SAR FINS	0013302685	52011
	133126	12/19/2023	151.92	FREIGHT / DIVING GEAR	0013302685	52011
TOTAL FOR CHECK AP 00016163:			6,567.47			
SEA-WESTERN INC (SEAWESTE)						
	INV28331	12/18/2023	5,725.20	HAIX Airpower XR1 Pro	0012042254	52011
	INV28331	12/18/2023	108.56	SHIPPING / BOOTS	0012042254	52011
	INV28415	12/22/2023	7,971.68	CAMPBELL BUNKER GEAR	0012502210	52010
TOTAL FOR CHECK AP 00016164:			13,805.44			
STANDARD PARTS CORP (STANPART)						
	211139	12/21/2023	57.77	ROTELLA 15W40 (3) GALLONS	0016502265	53181
	211215	12/21/2023	133.00	OVM20-1 ATF FLUID 8 QTS	0016502265	53181
	211283	12/22/2023	(9.20)	BULKHEAD FITTING RETURN	0016502265	53143
	211477	12/26/2023	374.12	STATION 72, DEF ORDER	0012042254	53201
	211484	12/26/2023	279.61	OZZYJUICE, OZZMATS	0016502265	53141
	211716	12/27/2023	56.10	MMM 06397 3M ATTACHEMENT TAPE	0016502265	53141
TOTAL FOR CHECK AP 00016165:			891.40			
STAPLES, INC. (STAPINC)						
	3555042079	12/16/2023	78.61	SHEET PROTECTORS, TOP LOAD, CL	0012052218	53198
	3555259841	12/21/2023	363.13	HAIR & BODY SHAMPOO, 1000ML (E	0012052218	53198
	3555259841	12/21/2023	16.58	MARKER, SHARPIE SILVER PAIN PE	0012052218	53198
TOTAL FOR CHECK AP 00016166:			458.32			
TACOMA SCREW PRODUCTS INC (TACOSCRE)						
	10023034504	12/29/2023	377.87	TRIUMPH TWIST DRILL SETS	0016502265	53141
TOTAL FOR CHECK AP 00016167:			377.87			
TARGETSAFETY.COM (TARGSAFE)						
	INV87718	01/01/2024	6,843.31	2024 TSEVAL - VECTOR EVALS	0012302240	54902
TOTAL FOR CHECK AP 00016168:			6,843.31			
US BANK BUSINESS CARD (USBANKBU)						
	PC.000.231225.5	12/31/2023	119.96	Station 41 Liberty	0012042254	53146
	PC.000.231225.5	12/31/2023	211.13	Shop \$211.13	0012042254	53146
	PC.000.231225.5	12/31/2023	34.66	Station 72 \$34.66	0012042254	53146
	PC.000.231225.5	12/31/2023	39.96	Station 60 \$39.96	0012042254	53146
	PC.000.231225.5	12/31/2023	271.90	LIGHT BULBS	0012042254	53146
	PC.000.231225.5	12/31/2023	36.73	PAD LOCKS	0012042254	53146
	PC.000.231225.5	12/31/2023	18.33	WATER VALVE LINE	0012042254	53146
	PC.000.231225.5	12/31/2023	135.36	REFLECTIVE TAPE	0012042254	53146
	PC.000.231225.5	12/31/2023	60.51	PLUMBING AUGER	0012042254	53146

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/04/2024
End Date: 01/04/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	PC.000.231225.5	12/31/2023	96.60	67 P-TRAPS PLUMBING	0012042254 53146
	PC.000.231225.5	12/31/2023	93.24	Chevron Receipt - Gas	0012042254 53201
	PC.000.231225.5	12/31/2023	174.82	INV4272 ADMIN BOARD MTG 12/20	0012322240 53171
	PC.000.231225.5	12/31/2023	30.00	GOOD TO GO AUTO REPLENISH	0013002220 54331
	PC.000.231225.5	12/31/2023	394.20	Lumber - Sumner Woodworker	0014002230 53501
	PC.000.231225.5	12/31/2023	104.64	SERVICE MANUAL	0016502265 53102
	PC.000.231225.5	12/31/2023	184.73	RE02-2 SENDING UNIT	0016502265 53143
	PC.000.231225.5	12/31/2023	102.78	M22-1 INPOWER RELAY	0016502265 53143
	PC.000.231225.5	12/31/2023	283.84	E18-4 GROUND LIGHTS	0016502265 53143
	PC.000.231225.5	12/31/2023	20.91	M22-1 GFI RECEPTACLE	0016502265 53143
	PC.000.231225.5	12/31/2023	209.13	ALUMINUM CHANNEL FOR PLACARDS	0016502265 53501
	PC.000.240125.2	12/31/2023	47.34	Station 60 \$47.34	0012042254 53146
	PC.000.240125.2	12/31/2023	(270.40)	Refund for flight change	0012062210 54341
	PC.000.240125.2	12/31/2023	30.00	GOOD TO GO AUTO REPLENISH	0013002220 54331
	PC.000.240125.2	12/31/2023	73.00	Renewal for IAAI Certification	0014002230 54901
	PC.203.231225.4	12/31/2023	(250.00)	Damage Deposit Refund	0012032213 53132
	PC.203.231225.4	12/31/2023	300.00	Deposit April 24 Promo Ceremon	0012032213 53132
	PC.340.240125.1	12/31/2023	30.50	LEADERSHIP TRAINING BOOKS	1013402680 53102
	PC.609.231125.2	12/31/2023	222.69	WFCA CONF/LODGING	0013002220 54311
	PC.650.231225.5	12/31/2023	38.60	WELDING CAPS	0016502265 53141
	PC.650.231225.5	12/31/2023	6.42	LiCB A23 BATTERIES	0016502265 53141
	PC.650.231225.5	12/31/2023	13.17	ELEC RECEPT/GLASS SPRAY	0016502265 53141
	PC.650.231225.5	12/31/2023	32.86	FOOTMAN LOOPS ATTACHMENTS	0016502265 53143
	PC.650.231225.5	12/31/2023	186.06	FILTERS, HYD TILLER	0016502265 53143
	PC.650.231225.5	12/31/2023	1,965.97	652 LEAF SPRINGS	0016502265 53143
	PC.650.231225.5	12/31/2023	674.00	652 CHASSIS PARTS	0016502265 53143
	PC.650.231225.5	12/31/2023	374.54	SEATBELTS/ADJUSTERS	0016502265 53143
	PC.650.231225.5	12/31/2023	164.16	78-20 WIPER BLADES STOCK	0016502265 53143
	PC.650.231225.5	12/31/2023	101.01	ELEC RECEPT/GLASS SPRAY	0016502265 53143
	PC.650.240125.1	12/31/2023	73.12	FITLER STOCK	0016502265 53143
	PC.650.240125.1	12/31/2023	58.04	MULTI PURPOSE OIL (12)	0016502265 53181
	PC.650.240125.1	12/31/2023	43.80	HEADSET STRAPS STOCK	0012402880 53142
TOTAL FOR CHECK AP 00016169:			<u>6,538.31</u>		
REPORT TOTAL:			<u>83,627.35</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016170	AMAZON	AMAZON CAPITAL SERVICES	01/12/24	1,112.83	MW	CX	
AP EFT 00016171	LOWECOMP	Lowe's Companies	01/12/24	5,017.42	MW	CX	
AP EFT 00016172	MARSDESI	MARSHALL DESIGN + MANAGEMEN	01/12/24	24,043.99	MW	CX	
AP EFT 00016173	USBANKBU	US Bank Business Card	01/12/24	161.27	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	30,335.51	Number of EFTs Processed:	4
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	30,335.51		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/12/2024
End Date: 01/12/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
AMAZON CAPITAL SERVICES (AMAZON)					
	1JH666WMV44	12/18/2023	29.18	62 Arrow T50 Heavy Duty Staple	3016022250 53501
	1JH666WMV44	12/18/2023	92.03	62 WEN Service Utility Cart,	3016022250 53501
	1JH666WMV44	12/18/2023	164.05	62 DEWALT 20V MAX Cordless Dri	3016022250 53501
	1JH666WMV44	12/18/2023	35.77	62 Avalon Towels Terry Bar Mop	3016022250 53501
	1JH666WMV44	12/18/2023	18.71	62 Zip Ties 8 inch (1000 Pack)	3016022250 53501
	1JH666WMV44	12/18/2023	15.84	62 Spurtar 10-120 PSI Heavy Du	3016022250 53501
	1JH666WMV44	12/18/2023	12.09	62 CRAFTSMAN Utility Knife, Qu	3016022250 53501
	1JH666WMV44	12/18/2023	63.09	62 CHANNELLOCK HD-1 Ultimate	3016022250 53501
	1JH666WMV44	12/18/2023	31.48	62 CRAFTSMAN Adjustable Wrench	3016022250 53501
	1JH666WMV44	12/18/2023	12.09	62 CRAFTSMAN Screwdriver Set,	3016022250 53501
	1JH666WMV44	12/18/2023	396.30	62 Craftsman 450-Piece Mechani	3016022250 53501
	1JH666WMV44	12/18/2023	23.11	62 Kitsure Dish Drying Rack-	3016022250 53501
	1JH666WMV44	12/18/2023	97.99	62 JBL Charge 4 - Waterproof	3016022250 53501
	1JH666WMV44	12/18/2023	121.10	62 LEVOIT Air Purifiers for Ho	3016022250 53501
TOTAL FOR CHECK AP 00016170:			1,112.83		
LOWE'S COMPANIES (LOWECOMP)					
	975735	10/26/2023	5,017.42	STN 62 REFRIGERATORS	3016022250 53501
TOTAL FOR CHECK AP 00016171:			5,017.42		
MARSHALL DESIGN + MANAGEMENT L (MARSDESI)					
	1255A	12/31/2023	98.18	ADDL SERVICES FOR AOC/BENAROYA	3012002210 54191
	1288	01/03/2024	557.55	ADDL SERVICES FOR AOC/BENAROYA	3012002210 54191
	1293	01/03/2024	23,388.26	WO-5 NEW STATION 73 CONSULTANT	3017032250 54911
TOTAL FOR CHECK AP 00016172:			24,043.99		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.231225.6	12/31/2023	161.27	STN62 WHITEBOARD, CORK BOARD	3016022250 53146
TOTAL FOR CHECK AP 00016173:			161.27		
REPORT TOTAL:			30,335.51		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP EFT 00016174	ROSE10280	ADAM ROSENlund	01/12/24	1,120.00	MW	CX	
AP EFT 00016175	MCAF01180	ANDY MCAFEE	01/12/24	73.82	MW	CX	
AP EFT 00016176	BUTL12200	BRANDON BUTLER	01/12/24	143.12	MW	CX	
AP EFT 00016177	VANK01260	BRENT VANKEULEN	01/12/24	113.93	MW	CX	
AP EFT 00016178	THOM02240	COURTNEY THOMPSON	01/12/24	380.80	MW	CX	
AP EFT 00016179	BENN09190	DALE BENNING	01/12/24	335.88	MW	CX	
AP EFT 00016180	MORR06170	DUSTIN MORROW	01/12/24	9,179.67	MW	CX	
AP EFT 00016181	KOVA04030	LOGAN KOVASH	01/12/24	2,564.72	MW	CX	
AP EFT 00016182	ERIC06010	TARA ERICKSON	01/12/24	222.96	MW	CX	
AP EFT 00016183	DULA04240	Tony Dulas	01/12/24	1,757.96	MW	CX	
AP EFT 00016184	BROW03260	TYLER BROWN	01/12/24	1,512.84	MW	CX	
AP EFT 00016185	AIRGAS	Airgas Nor Pac Inc	01/12/24	1,069.94	MW	CX	
AP EFT 00016186	AMAZON	AMAZON CAPITAL SERVICES	01/12/24	6,143.63	MW	CX	
AP EFT 00016187	BATTEPLUS	Batteries Plus #245	01/12/24	982.75	MW	CX	
AP EFT 00016188	BRAUNW	Braun Northwest Inc	01/12/24	155.57	MW	CX	
AP EFT 00016189	BRISINC	BRISCO INC	01/12/24	5,059.47	MW	CX	
AP EFT 00016190	CPFREFT	Central Pierce Fire & Rescu	01/12/24	5,366.52	MW	CX	
AP EFT 00016191	CHRIINC	CHRISTENSEN INC	01/12/24	13,674.23	MW	CX	
AP EFT 00016192	CITYPUYA	CITY OF PUYALLUP	01/12/24	3,566.80	MW	CX	
AP EFT 00016193	CITYTREA	CITY OF TACOMA	01/12/24	1,793.03	MW	CX	
AP EFT 00016194	CUMMNW	CUMMINS INC.	01/12/24	43.16	MW	CX	
AP EFT 00016195	DELLMARK	Dell Marketing	01/12/24	6,524.21	MW	CX	
AP EFT 00016196	DELULLC	DELUX LLC	01/12/24	4,424.20	MW	CX	
AP EFT 00016197	DICKFROH	DICKSON FROLICH PHILLIPS BU	01/12/24	553.00	MW	CX	
AP EFT 00016198	FASTINDU	Fastenal Industrial & Const	01/12/24	113.95	MW	CX	
AP EFT 00016199	VALLFREI	FREIGHTLINER NORTHWEST	01/12/24	2,816.88	MW	CX	
AP EFT 00016200	GRIMCO	GRIMCO INC	01/12/24	1,352.77	MW	CX	
AP EFT 00016201	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	01/12/24	7,523.94	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP EFT 00016202	IMSALLI	JUSTICE FAMILY ENTERPRISES	01/12/24	28.02	MW	CX	
AP EFT 00016203	LNCURTIS	L.N. Curtis and Sons	01/12/24	2,910.97	MW	CX	
AP EFT 00016204	LIFEASSI	Life-Assist Inc	01/12/24	28,066.39	MW	CX	
AP EFT 00016205	LOWECOMP	Lowe's Companies	01/12/24	4,884.87	MW	CX	
AP EFT 00016206	MALLCOMP	Mallory Safety and Supply L	01/12/24	5,138.81	MW	CX	
AP EFT 00016207	MONDCOM	MONDAY.COM LTD	01/12/24	26,238.21	MW	CX	
AP EFT 00016208	MOUNMIST	Mountain Mist Water	01/12/24	247.52	MW	CX	
AP EFT 00016209	NEXTSTEP	NEXT STEP APPAREL	01/12/24	490.85	MW	CX	
AP EFT 00016210	PACIWELD	Pacific Welding Supplies LL	01/12/24	189.95	MW	CX	
AP EFT 00016211	PSINSTRU	Puget Sound Instrument Co	01/12/24	583.53	MW	CX	
AP EFT 00016212	SUPERION	RAMUNDSEN SUPERIOR HOLDINGS	01/12/24	2,745.00	MW	CX	
AP EFT 00016213	READREBO	READY REBOUND INC	01/12/24	4,061.25	MW	CX	
AP EFT 00016214	SNETCOMM	S-NET COMMUNICATIONS INC	01/12/24	349.67	MW	CX	
AP EFT 00016215	SCHNSIMP	Schneider-Simpson	01/12/24	286.78	MW	CX	
AP EFT 00016216	SEAWESTE	Sea-Western Inc	01/12/24	51,555.53	MW	CX	
AP EFT 00016217	SECUPACI	SECURE PACIFIC CORPORATION	01/12/24	72.37	MW	CX	
AP EFT 00016218	SITECRAFT	SITECRAFTING INC	01/12/24	348.00	MW	CX	
AP EFT 00016219	SMARSH	SMARSH INC	01/12/24	661.50	MW	CX	
AP EFT 00016220	STANPART	Standard Parts Corp	01/12/24	4,397.78	MW	CX	
AP EFT 00016221	STAPINC	STAPLES INC.	01/12/24	589.17	MW	CX	
AP EFT 00016222	STRYMEDI	STRYKER SALES CORPORATION	01/12/24	776.93	MW	CX	
AP EFT 00016223	TACOSCRE	Tacoma Screw Products Inc	01/12/24	22.30	MW	CX	
AP EFT 00016224	TRSMECHA	TRS Mechanical Inc	01/12/24	2,233.77	MW	CX	
AP EFT 00016225	UNIFIRST	UNIFIRST CORPORATION	01/12/24	341.62	MW	CX	
AP EFT 00016226	USBANKBU	US Bank Business Card	01/12/24	13,176.75	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
S U B T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		0.00		Number of Checks Processed:		0
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled		0.00		Number of Checks Processed:		0
		Total EFTs		228,967.29		Number of EFTs Processed:		53
		Total EPAYs		0.00		Number of EPAYs Processed:		0
		S U B T O T A L		228,967.29				

Central Pierce Fire and Rescue
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Start Date: 01/12/2024

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
ADAM ROSENlund (ROSE10280)					
	20244818	01/03/2024	196.00	JAN20/IMSH/PD/SAN DIEGO	0013002220 54301
	20244818	01/03/2024	924.00	JAN20/IMSH/LODGING/SANDIEGO	0013002220 54311
TOTAL FOR CHECK AP 00016174:			1,120.00		
AIRGAS NOR PAC INC (AIRGAS)					
	5505038165	01/01/2024	293.80	CYLINDER RENTAL	0016502265 54502
	9137908513	05/10/2023	281.24	SHOP ARGON INDUSTRIAL 125X	0016502265 53141
	9144389053	12/01/2023	48.26	MEDICAL O2/ ST71 NOV 2023	1013402680 53141
	9144675460	01/01/2024	82.08	INDUSTRIAL O2	0016502265 53141
	9144810988	01/01/2024	47.93	MEDICAL O2 / ST72 DEC 2023	1013402680 53141
	9145358796	01/01/2024	67.58	MEDICAL O2/ST65 DEC 2023	101340 34260
	9145358797	01/01/2024	67.58	MEDICAL O2/ST61 DEC 2023	1013402680 53141
	9145358798	01/01/2024	67.58	MEDICAL O2/ST71 DEC 2023	1013402680 53141
	9145358799	01/01/2024	46.68	MEDICAL O2 / ST68 DEC 2023	1013402680 53141
	9145472243	01/01/2024	67.21	MEDICAL O2/ST60 DEC 2023	1013402680 53141
TOTAL FOR CHECK AP 00016185:			1,069.94		
AMAZON CAPITAL SERVICES (AMAZON)					
	11RC39DNDK6	10/16/2023	12.06	ADMIN/ANDY BENFEI USB 3.0 Hub	0012002210 53501
	11RC39DNDK6	10/16/2023	16.34	SCBA Wonfoucs TAPE Replace TZ	0012502210 53141
	11RC39DNDK6	10/16/2023	7.69	SHIPPING / TAPE	0012502210 53141
	14FF9VKP9JK3	10/16/2023	95.21	CREDIT 1WJJK3LQ9RNG	0012052218 53141
	14FF9VKP9JK3	10/16/2023	217.55	CS Raybee Clothes Rack Heavy D	0012052218 53501
	14FF9VKP9JK3	10/16/2023	97.98	PE DEVAISE 5-Drawer Chest, Woo	0014002230 53501
	14FF9VKP9JK3	10/16/2023	136.50	PE DEVAISE 5-Drawer Wood Dress	0014002230 53501
	14FF9VKP9JK3	10/16/2023	107.15	TC Everpure EV9100-06 IN-10 In	0016172250 53501
	14FF9VKP9JK3	10/16/2023	151.90	TC Tidy Tools Commercial Dust	0016172250 53501
	14RTY1KRVMQ	10/14/2023	1,735.73	OP 3/8" Grade 80 Shortening Ch	0013002220 53501
	14RTY1KRVMQ	10/14/2023	131.67	CREDIT MEMO 1YF9WT1734VL	0012052218 53141
	14RTY1KRVMQ	10/14/2023	124.23	CREDIT MEMO 16DJJWCMTY3TF	0012052218 53141
	14RTY1KRVMQ	10/14/2023	112.42	OP EASYBERG 2 Grade 70 3/8" x	0013002220 53501
	14RTY1KRVMQ	10/14/2023	462.09	OP 3/8" Heavy Duty Forged Ste	0013002220 53501
	14RTY1KRVMQ	10/14/2023	120.14	OP Stainless Steel 316 Forged	0013002220 53501
	14RTY1KRVMQ	10/14/2023	98.08	OP Mytee Products 3/4" Anchor	0013002220 53501
	14RTY1KRVMQ	10/14/2023	193.89	OP Rhino USA Synthetic Soft	0013002220 53501
	14RTY1KRVMQ	10/14/2023	379.85	OP Proper Spec Factor 55 - Rop	0013002220 53501
	14RTY1KRVMQ	10/14/2023	228.86	OP Mytee Products 1/2" x 8' Gr	0013002220 53501
	14RTY1KRVMQ	10/14/2023	80.37	OP Fusion Climb Tacoma High	0013002220 53501
	14RTY1KRVMQ	10/14/2023	112.26	OP Mytee Products 3/8" x 2' Le	0013002220 53501
	14RTY1KRVMQ	10/14/2023	29.72	OP TGL 3 inch, 20 Foot Tow Str	0013002220 53501
	14RTY1KRVMQ	10/14/2023	299.08	OP 3/8" Grade 100 Clevis Self	0013002220 53501
	14RTY1KRVMQ	10/14/2023	150.42	OP 3/8" Grade 100 Shortening C	0013002220 53501
	16DJJWCMTY3T	12/27/2023	(124.23)	CREDIT INV 14RTY1KRVMQ4	0012052218 53141
	16HRL66V6VQ	01/02/2024	10.56	PE 3/4" Zip Tie Mounts - 120PC	0014002230 53501
	17W6JHYCDKH	12/19/2023	(303.87)	RETURN INV 1QYMFPKGH4NT	1013402680 53501
	1CKHPWTF4FY	11/10/2023	21.68	RETURN CM 1TLN4DDV99VC	0012052218 53141
	1CKHPWTF4FY	11/10/2023	6.48	CREDIT 1WKG34HDKWFW	0012052218 53141

Central Pierce Fire and Rescue
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Start Date: 01/12/2024

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Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	1CKHPWTF4FY	11/10/2023	45.11	63 COKL 100% Cotton TOWELS	0016032250 53501
	1CYFXGT47VQ	01/02/2024	21.07	61 Tang Jumbo Orange Naturally	0016012250 53141
	1CYFXGT47VQ	01/02/2024	10.45	63 L LOHAS LED Night Lights Pl	0016032250 53501
	1CYFXGT47VQ	01/02/2024	66.04	63 Scosche MagicMount	0016032250 53501
	1CYFXGT47VQ	01/02/2024	45.12	43 First Alert CO605 Plug-In	0016732250 53501
	1DJMNXC46V3	10/01/2023	270.83	CS Steel Dolly U-Boat Cart	0012052218 53501
	1H4FFMF3XKK	12/27/2023	(19.15)	CREDIT ON 1QG9P4YG4RYP	0012052218 53141
	1JGR3MM139RF	01/08/2024	172.42	STATION 64 LED CAN LIGHTS	0012042254 53146
	1JH666WMV44	12/18/2023	29.17	CREDIT 1XXVFDQJCDLM	0012052218 53141
	1JH666WMV44	12/18/2023	17.58	IT VK-162 USB GPS Dongle - Rem	0012102215 53501
	1JH666WMV44	12/18/2023	69.01	PE ZtotoPCases for New iPad 10	0014002230 53501
	1JH666WMV44	12/18/2023	12.09	40 Warrky 4K DisplayPort to HD	0016702250 53501
	1LJ3DWKL7MG	01/04/2024	(104.43)	CREDIT INV 1KPT6FC9Q1VW	0012052218 53198
	1MYHRL447W9	01/05/2024	6.59	PCFTC 4 Rolls Blue Painters Ta	0012322240 53141
	1MYHRL447W9	01/05/2024	13.19	PCFTC MFJUNS 200pcs Individual	0012322240 53141
	1MYHRL447W9	01/05/2024	21.57	PCFTC Super Nail Pure Acetone,	0012322240 53141
	1MYHRL447W9	01/05/2024	30.82	PCFTC SpaGuard Brominating	0012322240 53141
	1MYHRL447W9	01/05/2024	29.15	PCFTC Pyrex Bakeware Custard C	0012322240 53501
	1QG9P4YG4RY	11/20/2023	14.29	AOC Avery Easy Peel Printable	0012002210 53101
	1QG9P4YG4RY	11/20/2023	27.97	AOC ENVELOPES Quality Interoff	0012002210 53141
	1QG9P4YG4RY	11/20/2023	64.71	SHOP/MEDIC EasyPAG Mesh 3pk	0012042254 53501
	1QG9P4YG4RY	11/20/2023	19.15	ITEM CREDITED 1H4FFMF3XKKQ	0012052218 53141
	1QG9P4YG4RY	11/20/2023	7.70	PE PLANNER Teacher Lesson	0014002230 53141
	1QG9P4YG4RY	11/20/2023	16.50	PE Dry Erase Whiteboa	0014002230 53141
	1QYMFPKGH4N	12/09/2023	31.91	AOC Wireless Charging RGB Gami	0012002210 53501
	1QYMFPKGH4N	12/09/2023	42.92	AOC Wireless Keyboard and Mous	0012002210 53501
	1QYMFPKGH4N	12/09/2023	66.85	64 First Alert CO605 Plug-In	0016042250 53501
	1QYMFPKGH4N	12/09/2023	303.87	EMS/AOC Flambeau Orange Medica	1013402680 53501
	1THPKMDP7LX	11/29/2023	(52.38)	RETURN ON INV 1N319R7V7FM4	0012052218 53141
	1TLN4DDV99V	11/27/2023	(21.68)	RETURN INV 1CKHPWTF4FYN	0012052218 53141
	1V43DKYC7CH	01/05/2024	435.91	LOGISTICS GLOVES AND 2 CYCLE M	0012042254 53141
	1WJJK3LQ9RN	12/31/2023	(95.21)	CREDIT INV 14FF9VKP9JK3	0012052218 53141
	1WKG34HDKW	01/07/2024	(6.48)	RETURN ON 1CKHPWTF4FYN	0012052218 53141
	1XXVFDQJCDL	12/31/2023	(29.17)	CREDIT INV 1JH666WMV44W	0012052218 53141
	1YF9WT1734VL	12/07/2023	(131.67)	RETURN INV 14RTY1KRVMQ4	0012052218 53141
	1YF9WT1734VL	12/07/2023	0.00	P012221 INV 14RTY1KRVMQ4	0012052218 53141
TOTAL FOR CHECK AP 00016186:			6,143.63		
ANDY MCAFEE (MCAF01180)					
	122623	12/26/2023	73.82	MILEAGE REIMB DEC11-DEC26	0012302240 54331
TOTAL FOR CHECK AP 00016175:			73.82		
BATTERIES PLUS #245 (BATTEPLUS)					
	P69167528	01/03/2024	79.05	BATTERY CR2032 (EACH)	0012052218 53198
	P69167528	01/03/2024	118.91	BATTERY AAA ALKALINE (EACH)	0012052218 53198
	P69167528	01/03/2024	118.91	BATTERY AA ALKALINE (EACH)	0012052218 53198
	P69167528	01/03/2024	665.88	BATTERY C ALKALINE (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00016187:			982.75		

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BRANDON BUTLER (BUTL12200)						
	220857	11/19/2023	143.12	NOV19/SPORTCO/RUBBER BOOTS	0012042254	52011
TOTAL FOR CHECK AP 00016176:			143.12			
BRAUN NORTHWEST INC (BRAUNW)						
	37283	01/04/2024	155.57	OVM20-1 65268 HAVAC ACCUM	0016502265	53143
TOTAL FOR CHECK AP 00016188:			155.57			
BRENT VANKEULEN (VANK01260)						
	010424	01/04/2024	113.93	JAN4/AMAZON/SELF IMPROVEMENT	0012002210	53102
TOTAL FOR CHECK AP 00016177:			113.93			
BRISCO INC (BRISINC)						
	010224	12/31/2023	5,059.47	DEC'23 OVFR FUEL CHARGES	0012042254	53201
TOTAL FOR CHECK AP 00016189:			5,059.47			
CHRISTENSEN INC (CHRIINC)						
	0518121IN	01/02/2024	2,904.17	#0518121 JAN2 STN69 FUEL	0012042254	53201
	0518590IN	01/05/2024	2,100.01	#0518590 STN61 JAN5 FUEL	0012042254	53201
	0519248IN	01/04/2024	4,771.70	#0519248 STN60 JAN4 FUEL	0012042254	53201
	0519741IN	01/04/2024	1,151.50	#0519741 STN69 JAN4 FUEL	0012042254	53201
	0520140IN	01/06/2024	2,746.85	#520140 JAN6 STN72 FUEL	0012042254	53201
TOTAL FOR CHECK AP 00016191:			13,674.23			
CITY OF PUYALLUP (CITYPUYA)						
	121904	12/30/2023	35.84	#460195 STN72 DEC WATER CHGS	0017022250	54711
	121904	12/30/2023	161.06	#460195 STN72 DEC SEWER/STORM	0017022250	54721
	121904	12/30/2023	14.87	#460195 STN72 DEC LANDFILL	0017022250	54741
	125551	12/30/2023	367.34	#660460 N73 DEC SEWER/STORM	0017132250	54721
	125551	12/30/2023	17.17	#660460 N73 DEC WATER CHGS	0017132250	54741
	125568	12/30/2023	39.69	#660630 AB DEC WATER CHGS	0017132250	54711
	125568	12/30/2023	47.85	#660630 AB DEC SEWER/STORM	0017132250	54721
	125568	12/30/2023	14.87	#660630 AB DEC LANDFILL	0017132250	54741
	127157	12/30/2023	85.89	#050094 STN71 DEC WATER CHGS	0017012250	54711
	127157	12/30/2023	391.14	#050094 STN71 DEC SEWER/STORM	0017012250	54721
	127157	12/30/2023	14.87	#050094 STN71 DEC LANDFILL	0017012250	54741
	127158	12/30/2023	22.10	#050095 STN71 DEC IRRIGATION	0017012250	54711
	1570	12/31/2023	72.97	AUG/SEP STN73 PSE NATGAS	0017032250	54701
	1570	12/31/2023	72.27	SEPT/OCT STN73 PSE NATGAS	0017032250	54701
	1570	12/31/2023	246.83	AUG-NOV STN73 WATER CHGS	0017032250	54711
	1570	12/31/2023	520.45	AUG-NOV STN73 SEWER/STORM	0017032250	54721
	1570	12/31/2023	727.55	AUG/SEPT STN73 PSE ELECTRIC	0017032250	54731
	1570	12/31/2023	703.01	SEPT/OCT STN73 PSE ELECTRIC	0017032250	54731
	1570	12/31/2023	11.03	AUG-NOV STN73 LANDFILL CHGS	0017032250	54741
TOTAL FOR CHECK AP 00016192:			3,566.80			
CITY TREASURER (CITYTREA)						
	63-231229	12/29/2023	916.22	#100983903 STN63 DEC ELECTRIC	0016032250	54731
	63A-231229	12/29/2023	198.99	#101079231 STN63 DEC WTR CHGS	0016032250	54711
	63L-231228	12/28/2023	34.78	#100227813 DEC 63 TRAFFIC LIGH	0016032250	54731
	63W-231229	12/29/2023	87.56	#101079232 STN63 DEC WTR CHGS	0016032250	54711

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	64-231228	12/28/2023	555.48	#100560576 STN64 ELECTRIC	0016042250 54731
TOTAL FOR CHECK AP 00016193:			1,793.03		
COURTNEY THOMPSON (THOM02240)					
	1211223	12/12/2023	380.80	flight/SC/Dec3/reimb	0014002230 54341
TOTAL FOR CHECK AP 00016178:			380.80		
CUMMINS NORTHWEST LLC (CUMMNW)					
	015333	12/01/2023	(220.02)	RETURN PARTS CREDIT	0016502265 53143
	018101	01/09/2024	263.18	AH1183 AIR HOUSING FLEETGUARD	0016502265 53143
TOTAL FOR CHECK AP 00016194:			43.16		
DALE BENNING (BENN09190)					
	20244756	01/02/2024	158.00	JAN11/PROBOARD/PD/ORLANDO	0012302240 54301
	20244756	01/02/2024	177.88	JAN11/PROBOARD/MILEAGE/ORLANDO	0012302240 54331
TOTAL FOR CHECK AP 00016179:			335.88		
DELL MARKETING (DELLMARK)					
	10721712713	12/28/2023	988.56	CP- IT ERF DELL DOCKS	0152102215 53501
	10721986923	12/30/2023	3,525.68	CP- DELL LAPTOP-CPFR TRAIN/FIN	0152102215 53501
	10722613036	12/31/2023	1,762.83	GFR- LAPTOP FOR LEAH TURNER	0012202215 54191
	10722613036	12/31/2023	247.14	GFR- DOCK FOR LEAH TURNER	0012202215 54191
TOTAL FOR CHECK AP 00016195:			6,524.21		
DELUX LLC (DELULLC)					
	1362	12/28/2023	4,424.20	EASY ASSIST STRAP (EACH)	0012052218 53198
TOTAL FOR CHECK AP 00016196:			4,424.20		
DICKSON FROLICH PHILLIPS BURGE (DICKFROH)					
	17419	10/26/2023	553.00	Legal fees from SEP25 - OCT5	0012002210 54151
TOTAL FOR CHECK AP 00016197:			553.00		
DUSTIN MORROW (MORR06170)					
	010224	12/31/2023	6,785.67	APPLE/MAC STUDIO	0012002210 53501
	010824	12/31/2023	2,394.00	10/17/23-12/10/23 TUITION RMB	0012002210 54925
TOTAL FOR CHECK AP 00016180:			9,179.67		
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WATAC130947	01/08/2024	105.69	SCBA 4.4 In-Lbs (0.5Nm) Easy	0012502210 53501
	WATAC130947	01/08/2024	8.26	SCBA T10 x 175mm Torx	0012502210 53501
TOTAL FOR CHECK AP 00016198:			113.95		
GRIMCO INC (GRIMCO)					
	3157992601	11/17/2023	71.54	WSI AR21 1-GALLON ADHESIVE REM	0012042254 53141
	3157992601	11/17/2023	21.17	WSI SR-PK Safe Scrape blades	0012042254 53141
	3157992601	11/17/2023	12.93	WSI BIGINDIGO 3"x4" FLEXIBLE	0012042254 53141
	3157992601	11/17/2023	12.71	WSI BIGPEARL 3"x4" RIGID	0012042254 53141
	3175932501	01/01/2024	1,234.42	WSI/OPS O5600RA-010-24 24"X50	0013002220 53141
TOTAL FOR CHECK AP 00016200:			1,352.77		
HUGHES FIRE EQUIPMENT INC (HUGHFIRE)					
	601314	01/04/2024	5,927.87	E00-1 HYD CYL, CAB LIFT, HOSE	0016502265 53143
	601441	01/09/2024	1,336.04	E03-1 PN 64-0043 LT SWITCH BD	0016502265 53143
	601442	01/09/2024	260.03	1146698 HANDLE PADDLE	0016502265 53143
TOTAL FOR CHECK AP 00016201:			7,523.94		

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IMS ALLIANCE (IMSALLI)					
	240106	01/03/2024	28.02	WHITE TAGS	0012502210 52010
TOTAL FOR CHECK AP 00016202:			28.02		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV771016	12/06/2023	239.78	40 701121 All Purpose Tote &	0012042254 53501
	INV779975	01/04/2024	2,070.52	Q2B SIREN - STOCK	0016502265 53143
	INV780688	01/08/2024	600.67	172085338S RELIEF VALVE KIT (3	0016502265 53142
TOTAL FOR CHECK AP 00016203:			2,910.97		
LIFE-ASSIST INC (LIFEASSI)					
	1381384	11/16/2023	1,358.30	PCFTC SUPPLIES	0012322240 53141
	1384618	01/01/2024	137.72	TXA/TRANEXAMIC ACID 100ML BAG	0012052218 53198
	1384618	01/01/2024	299.20	ADENOCARD 12MG/4ML ANSYR SYRIN	0012052218 53198
	1384618	01/01/2024	1,144.32	SODIUM CHLORIDE 0.9% 10ML FLUS	0012052218 53198
	1384618	01/01/2024	1,064.00	EPINEPHRINE 1:10,000 1MG 10ML	0012052218 53198
	1384618	01/01/2024	2,069.40	NALOXONE 2MG 2ML LUER JET	0012052218 53198
	1384618	01/01/2024	10.50	SYRINGE, 20CC, LUER LOCK (EACH	0012052218 53198
	1384618	01/01/2024	1,555.00	EXTENSION SET REMOVE CLAVE 7"	0012052218 53198
	1384618	01/01/2024	86.00	IV CATHETER, 22GAx1", PROTECTI	0012052218 53198
	1384618	01/01/2024	688.00	IV CATHETER, 20GAx1.25", PROTE	0012052218 53198
	1384618	01/01/2024	405.50	SODIUM BICARBONATE 8.4% 50ML	0012052218 53198
	1385291	01/01/2024	206.58	TXA/TRANEXAMIC ACID 100ML BAG	0012052218 53198
	1386026	12/05/2023	1,511.10	EPINEPHRINE 1:1000 30ML/30MG M	0012052218 53198
	1388765	12/13/2023	154.20	ALBUTEROL,0.083% 2.5MG/3ML - S	0012052218 53198
	1389154	12/14/2023	542.50	SOLU-MEDROL 125MG 2ML SINGLE D	0012052218 53198
	1389154	12/14/2023	448.50	EPI/ADREN 1:1000 1MG/1ML VIAL	0012052218 53198
	1389154	12/14/2023	48.70	OXYMETAZOLINE .05% 15ML SPRAY	0012052218 53198
	1389154	12/14/2023	84.00	NITROSTAT TABLETS, 0.4MG/BTL 1	0012052218 53198
	1389154	12/14/2023	552.00	NOREPINEPHRINE BITARTRATE VIAL	0012052218 53198
	1389154	12/14/2023	77.00	LIDOCAINE JELLY 2% 5ML SYRINGE	0012052218 53198
	1389154	12/14/2023	146.00	ONDANSETRON VIAL, 4MG 2ML	0012052218 53198
	1389154	12/14/2023	86.00	IV CATHETER, 16GAx1.25", PROTE	0012052218 53198
	1389154	12/14/2023	220.00	IV ADMIN SET, 10 DROP (EACH)	0012052218 53198
	1389154	12/14/2023	71.50	IV ADMIN SET, 60 DROP (EACH)	0012052218 53198
	1389154	12/14/2023	284.70	IV PUMP TUBING	0012052218 53198
	1389154	12/14/2023	1,555.00	EXTENSION SET REMOVE CLAVE 7"	0012052218 53198
	1389154	12/14/2023	174.96	SODIUM CHLORIDE, INJECTION, 25	0012052218 53198
	1391617	12/26/2023	9.14	ORAL AIRWAY, BERMAN, 80MM #3 S	0012052218 53198
	1391617	12/26/2023	9.14	ORAL AIRWAY, BERMAN, 100MM #5	0012052218 53198
	1391617	12/26/2023	479.99	EMERGENCY CRICOTHYROTOMY KIT (0012052218 53198
	1391617	12/26/2023	67.38	ADHESIVE BANDAGES, 1"x3", CLOT	0012052218 53198
	1391617	12/26/2023	30.83	BIO BAG 12"x15" SMALL 5/ROLL	0012052218 53198
	1391617	12/26/2023	2,025.84	ELECTRODES, BLUE SENSOR, ADULT	0012052218 53198
	1391617	12/26/2023	22.81	MAGIL FORCEP, PEDI (EACH)	0012052218 53198
	1391617	12/26/2023	29.12	LARYNGO BLADE, MAC #1 GREENLIN	0012052218 53198
	1391617	12/26/2023	29.12	LARYNGO BLADE, MILLER #0 GREEN	0012052218 53198
	1391617	12/26/2023	29.12	LARYNGO BLADE, MILLER #1 GREEN	0012052218 53198

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	1391617	12/26/2023	531.78	V-VAC STARTER KIT (EACH)	0012052218	53198
	1391617	12/26/2023	204.61	V-VAC SUCTION CARTRIDGE (EACH)	0012052218	53198
	1391617	12/26/2023	136.74	V-VAC SUCTION ADAPTER TIPS (EA	0012052218	53198
	1391617	12/26/2023	226.81	MASK, NRB (NON-REBREATHER), A	0012052218	53198
	1391617	12/26/2023	102.39	NEBULIZER, MISTY MAX (EACH)	0012052218	53198
	1391617	12/26/2023	63.86	NASAL CANNULA,NON-FLARED, ADUL	0012052218	53198
	1391617	12/26/2023	1,748.74	BVM (BAG VALVE MASK), ADULT (E	0012052218	53198
	1391617	12/26/2023	1,033.71	EMESIS BAG, W/HOOK BIOHOOP (12	0012052218	53198
	1391617	12/26/2023	10.73	NOSE CLIP (EACH)	0012052218	53198
	1391617	12/26/2023	292.59	CAPNOLINE, PEDI (CANNULA) (EAC	0012052218	53198
	1391617	12/26/2023	1,049.25	FILTERLINE SET, ADULT/PEDI (EA	0012052218	53198
	1391617	12/26/2023	4,575.76	SMART CAPNOLINE, ADULT/INTERME	0012052218	53198
	1391617	12/26/2023	90.29	OXYGEN CYL VALVE DUST COVER/PO	0012052218	53198
	1391617	12/26/2023	273.42	EMS LP15 BP ADULT	1013402680	53141
	1391617	12/26/2023	52.30	CHLORAPREP 1.5ML (EACH)	1013402680	53198
	1393463	01/03/2024	5.82	LARYNGO BLADE, MILLER #2 GREEN	0012052218	53198
	1394398	01/05/2024	(45.58)	RETURN ON P012949	0012052218	53141
TOTAL FOR CHECK AP 00016204:			28,066.39			
LOGAN KOVASH (KOVA04030)						
	010824	12/31/2023	859.20	9/1/23-12/20/23 TUITION RMB	0012002210	54925
	010824	12/31/2023	198.53	BOOKS	0012002210	54925
	010824B	12/31/2023	1,432.00	9/1/23-12/20/23 TUITION RMB	0012002210	54925
	010824B	12/31/2023	74.99	BOOKS	0012002210	54925
TOTAL FOR CHECK AP 00016181:			2,564.72			
LOWE'S COMPANIES (LOWECOMP)						
	57765	01/01/2024	731.12	TC/LOG/BJ CRAFTSMAN 30-Gallons	0012042254	53501
	57773	12/13/2023	250.15	WATER, FLAT CAPS (CASE/24)	0012052218	53198
	57860	01/03/2024	18.27	61 kilz primer	0016012250	53141
	73725	10/25/2023	99.64	61 paint supplies project	0016012250	53141
	76026	12/04/2023	279.18	WR/65 2.1 GAL EF TRUFUEL	0013302685	53141
	76026	12/04/2023	6.78	43 RED SPRAY PAINT	0016732250	53141
	76026	12/04/2023	6.78	43 BLACK SPRAY PAINT	0016732250	53141
	79541	01/05/2024	647.45	62 weber spirit e310 propane	0016022250	53501
	79541	01/05/2024	142.21	62 5 gal propane tanks	0016022250	53501
	87093	01/09/2024	2,127.46	CS Kobalt Bolted Steel Heavy D	0012042254	53501
	91963	11/02/2023	534.21	ACADEMY FORCE ENTRY TRAINING	0012352240	53141
	94965	12/13/2023	41.62	DUCT TAPE (ROLL)	0012052218	53198
TOTAL FOR CHECK AP 00016205:			4,884.87			
MALLORY COMPANY (MALLCOMP)						
	5777685	12/11/2023	48.33	GASKET, SEAL, RING - p/n	0012502210	53147
	5777884	12/11/2023	93.04	SCBA BUTTON ASSY, ACTUATOR, GR	0012502210	53147
	5777884	12/11/2023	188.27	BUTTON ASSY, BUDDY LIGHT, G1	0012502210	53147
	5777884	12/11/2023	536.74	G1 REG HOUSING ASSEMBLY WITH R	0012502210	53147
	5777884	12/11/2023	990.90	LENS - p/n 10144194-SP	0012502210	53147
	5790985	01/02/2024	3,281.53	SCBA size med. MSA advantage 3	0012502210	53501
TOTAL FOR CHECK AP 00016206:			5,138.81			

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MONDAY.COM LTD (MONDCOM)						
	IN2401000136	01/05/2024	26,238.21	ENTERPRISE PLAN, 155 ADDL SEAT	0012102215	54813
TOTAL FOR CHECK AP 00016207:			26,238.21			
MOUNTAIN MIST WATER (MOUNMIST)						
	005777920	01/04/2024	247.52	WATER, 5 GALLON BOTTLE (EACH)	0012052218	53198
TOTAL FOR CHECK AP 00016208:			247.52			
NEXT STEP APPAREL (NEXTSTEP)						
	231188	01/01/2024	125.51	embroidery BEAL	0012042254	52011
	231190	01/01/2024	59.45	NAME TAGS HOWELL	0012042254	52011
	231192	01/01/2024	305.89	3EA. SEW ON TAGS BLUE/WHITE	0012042254	52011
TOTAL FOR CHECK AP 00016209:			490.85			
PACIFIC WELDING SUPPLIES INC (PACIWELD)						
	0001950123	12/20/2023	189.95	ORTING O2	1013402680	53141
TOTAL FOR CHECK AP 00016210:			189.95			
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)						
	0061696IN	12/29/2023	2.51	OVM20-1 10641-002 BOOT/CLAMP	0016502265	53143
	010424	01/04/2024	11.51	JAN4/AMAZON/SELF IMPROVEMENT	0012002210	53102
	INVE0035A	01/01/2024	3,641.05	Subscription Darkhorse Central	0012022210	54902
	INVE0035A	01/01/2024	1,637.54	Subscription Darkhorse Pierce	0012022210	54902
	PC.203.240125.2	12/31/2023	26.77	World at Work mmbrrshp-Washo	0012032213	54901
	PC.650.231225.6	12/31/2023	0.58	WINDSHIELD SEAL KIT	0016502265	53143
	PC.650.240125.2	12/31/2023	28.19	FILTERS KME	0016502265	53143
	PC.650.240125.3	01/12/2024	18.37	FILTERS, KME	0016502265	53143
TOTAL FOR CHECK AP 00016190:			5,366.52			
PUGET SOUND INSTRUMENT CO (PSINSTRU)						
	477316	10/31/2023	583.53	ANTENNAES, ARCADIAN	0012042254	53142
TOTAL FOR CHECK AP 00016211:			583.53			
READY REBOUND INC (READREBO)						
	3024	01/01/2024	4,061.25	JAN'24 TACTICAL ATHLETE CONTRA	0012552210	54911
TOTAL FOR CHECK AP 00016213:			4,061.25			
S-NET COMMUNICATIONS INC (SNETCOMM)						
	200984	01/01/2024	349.67	JAN'24 #100264345 OV COMMS	0012102215	54202
TOTAL FOR CHECK AP 00016214:			349.67			
SCHNEIDER-SIMPSON (SCHNSIMP)						
	94233	01/05/2024	286.78	PLACARD HOLDER 1/8" Stainles	0016502265	53141
TOTAL FOR CHECK AP 00016215:			286.78			
SEA-WESTERN INC (SEAWESTE)						
	INV26480	09/26/2023	27,386.27	2023 RESPONSE UNIFORMS - COATS	0012042254	52010
	INV26480	09/26/2023	23,789.86	2023 RESPONSE UNIFORMS - PANTS	0012042254	52010
	INV28611	01/05/2024	379.40	HAIX Airpower XR1 Pro	0012042254	52011
TOTAL FOR CHECK AP 00016216:			51,555.53			
SECURE PACIFIC CORP (SECUPACI)						
	390431	12/01/2023	81.04	DEC STN60 MO ALARM MONITORING	0016002250	54191
	LC-231101C	11/30/2023	(8.67)	CREDIT-PAID TO WRONG VENDOR.	0016162250	54701

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/12/2024

End Date: 01/12/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
TOTAL FOR CHECK AP 00016217: SITECRAFTING INC (SITECRAFT)			72.37			
	43255	01/01/2024	348.00	JAN'24 WEBSITE HOSTING	0014002230	54191
TOTAL FOR CHECK AP 00016218: SMARCH INC (SMARSH)			348.00			
	INV144771	12/31/2023	661.50	CP-2023 MONTHLY CLOUD SUPPORT	0012102215	54813
TOTAL FOR CHECK AP 00016219: STANDARD PARTS CORP (STANPART)			661.50			
	205173	11/09/2023	3,158.39	HM97-1 ODX-AGM31 GROUP 31	0016502265	53143
	211877	12/28/2023	57.60	3200Y AMBER LED MARKER LIGHT (0016502265	53143
	212286	01/02/2024	286.04	STATION 64, DEF ORDER	0012042254	53201
	212404	01/02/2024	(912.65)	ANTHD55 ANTIFREEZE RETURN 55GA	0016502265	53143
	212486	01/03/2024	143.02	STN65 DEF STOCK (10)	0012042254	53201
	212489	01/03/2024	9.69	LT07-1 CLEARANCE LIGHT	0016502265	53143
	212689	01/04/2024	779.10	FILTERS, LIGHTS, WIPERS, STCK	0016502265	53143
	212689	01/04/2024	529.36	LUBE, OIL QTS STOCK	0016502265	53181
	212780	01/04/2024	155.23	AIR FILTER SA10116	0016502265	53143
	213263	01/08/2024	74.44	GLAZING PUTTY SHOP SUPPLY	0016502265	53141
	213264	01/08/2024	117.56	4070 FILTERS (6)/1971 FILTERS	0016502265	53143
TOTAL FOR CHECK AP 00016220: STAPLES, INC. (STAPINC)			4,397.78			
	3556310394	01/03/2024	85.66	PCFTC HP 206A Yellow Standard	0012322240	53141
	3556310394	01/03/2024	85.66	PCFTC HP 206A Magenta Standard	0012322240	53141
	3556310394	01/03/2024	72.05	PCFTC HP 206A Black Standard Y	0012322240	53141
	3556310394	01/03/2024	85.66	PCFTC HP 206A Cyan Standard Yi	0012322240	53141
	3556704079	01/09/2024	8.32	TAPE, INVISIBLE 3/4" REFILL (R	0012052218	53198
	3556704079	01/09/2024	64.08	PEN, BALLPOINT, BLACK (BX/12)	0012052218	53198
	3556704079	01/09/2024	25.04	DRY ERASE MARKER, CHISEL TIP,	0012052218	53198
	3556704079	01/09/2024	11.36	DRY ERASE MARKER, CHISLE TIP,	0012052218	53198
	3556704079	01/09/2024	118.64	LAMINATING POUCHES, LETTER (PK	0012052218	53198
	3556704079	01/09/2024	32.70	PCFTC Great Papers Metallic	0012322240	53141
TOTAL FOR CHECK AP 00016221: STRYKER MEDICAL (STRYMEDI)			589.17			
	9205290095	12/22/2023	145.08	ROLLER FLAT ASSY	0016502265	53143
	9205359359	01/05/2024	41.78	0038895000 EXTENSION SPRING (3	0016502265	53142
	9205360653	01/05/2024	186.15	6390101420 TOP COVER (2)	0016502265	53142
	9205361866	01/05/2024	10.31	6390001372 ARM COVER (1)	0016502265	53142
	9205368072	01/08/2024	393.61	639007000021 TRANSFER LOCK PLA	0016502265	53142
TOTAL FOR CHECK AP 00016222: SUPERION LLC (SUPERION)			776.93			
	399999	12/28/2023	2,745.00	2023 PRO SVC NOV11-DEC17	0012012211	54191
TOTAL FOR CHECK AP 00016212: TACOMA SCREW PRODUCTS INC (TACOSCRE)			2,745.00			
	10025925100	01/08/2024	0.73	CHAIN SHOP SUPPLY	0016502265	53141
	10026016200	01/09/2024	21.57	WIRE BRUSHES- SHOP SUPPLIES	0016502265	53141

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/12/2024

End Date: 01/12/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL	
TOTAL FOR CHECK AP 00016223: TARA ERICKSON (ERIC06010)			22.30			
	121423	12/14/2023	162.96	IAFC FDAWG/GROUND TX	0012002210	54331
	121423	12/14/2023	60.00	IAFC FDAWG/BAGGAGE FEE	0012002210	54341
TOTAL FOR CHECK AP 00016182: TONY DULAS (DULA04240)			222.96			
	20244701	01/02/2024	354.00	JAN15/HAZMAT SYMP/PD/DAYTONA	0013202260	54301
	20244701	01/02/2024	849.40	JAN15/HAZMAT/LODGE/DAYTONA	0013202260	54311
	20244701	01/02/2024	554.56	JAN15/HAZMAT/MILE/DAYTONA	0013202260	54331
TOTAL FOR CHECK AP 00016183: TRS MECHANICAL INC (TRSMECHA)			1,757.96			
	1013637	12/07/2023	2,233.77	STATION 61 HAVAC LEAK AND OUTD	0012042254	54801
TOTAL FOR CHECK AP 00016224: TYLER BROWN (BROW03260)			2,233.77			
	010824	12/31/2023	1,500.00	10/30/23-12/10/23 TUITION RMB	0012002210	54925
	010824	12/31/2023	12.84	BOOKS	0012002210	54925
TOTAL FOR CHECK AP 00016184: UNIFIRST CORPORATION (UNIFIRST)			1,512.84			
	2220060191	01/03/2024	170.81	JAN03 SHOP UNIFORMS/RUGS	0016502265	54931
	2220062559	01/10/2024	170.81	JAN10 SHOP UNIFORMS/RUGS	0016502265	54931
TOTAL FOR CHECK AP 00016225: US BANK BUSINESS CARD (USBANKBU)			341.62			
	PC.000.231225.6	12/31/2023	58.00	STN67 DISHWASHER ADJUSTER HOUS	0012042254	53142
	PC.000.231225.6	12/31/2023	48.18	STN72 INNER WASHER BEZEL	0012042254	53142
	PC.000.231225.6	12/31/2023	38.94	ELEC. COVERS	0012042254	53146
	PC.000.231225.6	12/31/2023	87.32	HARDWARE FOR SLIDE DOOR	0012042254	53146
	PC.000.231225.6	12/31/2023	34.02	HARDWARE FOR COMPRESSOR	0012042254	53146
	PC.000.231225.6	12/31/2023	15.81	COUPLING	0012042254	53146
	PC.000.231225.6	12/31/2023	152.20	DRAIN VALVE REPLACEMENT	0012042254	53146
	PC.000.231225.6	12/31/2023	106.49	VENT CLEANING SUPP	0012042254	53146
	PC.000.231225.6	12/31/2023	28.57	STN67 DRAWER BOX MATERIAL	0012042254	53146
	PC.000.231225.6	12/31/2023	9.44	SHOP SLIDE LOCK	0012042254	53146
	PC.000.231225.6	12/31/2023	78.85	STN40 LED DIVERS	0012042254	53146
	PC.000.231225.6	12/31/2023	18.63	STN 64 T-MOLD	0012042254	53146
	PC.000.231225.6	12/31/2023	22.01	STN 64 FLOORING TRANSITION	0012042254	53146
	PC.000.231225.6	12/31/2023	1,775.69	STN 64 GYM FLOORING	0012042254	53146
	PC.000.231225.6	12/31/2023	25.96	DRYWALL T-SQUARE	0012042254	53146
	PC.000.231225.6	12/31/2023	438.90	DRYWALL SHEETS	0012042254	53146
	PC.000.231225.6	12/31/2023	6.68	STN 64 CONDUIT FITTINGS	0012042254	53146
	PC.000.231225.6	12/31/2023	34.43	STN64 DRYWALL SCREW, E BOX	0012042254	53146
	PC.000.231225.6	12/31/2023	32.36	Candy Cane Run Food	0014002230	53171
	PC.000.231225.6	12/31/2023	248.85	candy cane run	0014002230	53171
	PC.000.231225.6	12/31/2023	44.84	OVM15-1 WORKLIGHT	0016502265	53143
	PC.000.240125.3	12/31/2023	122.86	STN73 DISHWASHER DISPENSER	0012042254	53142
	PC.000.240125.3	12/31/2023	11.00	DRAINO	0012042254	53146

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 01/12/2024
End Date: 01/12/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	Description	GL
	PC.000.240125.4	01/12/2024	7.68	Training Center \$7.68 Lowes	0012042254 53142
	PC.000.240125.4	01/12/2024	63.00	STN60 O2 FILL STATION YOKE	0012042254 53142
	PC.000.240125.4	01/12/2024	430.66	PAINT FOR GYM	0012042254 53146
	PC.000.240125.4	01/12/2024	5.61	LOGS WORK LIGHT / TRIPOD	0012042254 53146
	PC.000.240125.4	01/12/2024	44.44	LOGS BRUSH, EXT. POLE	0012042254 53501
	PC.000.240125.4	01/12/2024	138.10	LOGS WORK LIGHT / TRIPOD	0012042254 53501
	PC.000.240125.5	01/12/2024	719.42	Chocolates for Orting Chocolat	0014002230 53171
	PC.200.240125.1	12/31/2023	21.89	Monthly Charge Stamps.com	0012002210 54221
	PC.200.240125.2	01/12/2024	126.63	Postage	0012002210 54221
	PC.200.240125.2	01/12/2024	136.00	Postage	0012002210 54221
	PC.200.240125.2	01/12/2024	102.00	Postage	0012002210 54221
	PC.203.240125.2	12/31/2023	285.00	IAFC Membership	0012032213 54901
	PC.203.240125.2	12/31/2023	265.00	World at Work mmbrshp-Washo	0012032213 54901
	PC.203.240125.3	01/12/2024	244.00	Membership	0012032213 54901
	PC.203.240125.3	01/12/2024	169.00	SPHR Recertification Fee	0012032213 54922
	PC.203.240125.3	01/12/2024	100.00	SHRM-SCP Re-Certificati	0012032213 54922
	PC.204.240125.1	12/31/2023	5,222.62	FORCED ENTRY MATERIALS	0012352240 53141
	PC.340.240125.2	12/31/2023	17.59	LEADERSHIP TRAINING BOOK	1013402680 53102
	PC.340.240125.2	12/31/2023	43.23	LEADERSHIP TRAINING BOOKS	1013402680 53102
	PC.650.231225.6	12/31/2023	5.75	WINDSHIELD SEAL KIT	0016502265 53143
	PC.650.240125.2	12/31/2023	120.78	AMBER LED MARKER LIGHTS (8)	0016502265 53143
	PC.650.240125.2	12/31/2023	279.10	FILTERS KME	0016502265 53143
	PC.650.240125.3	01/12/2024	844.46	MOTOROLA ANTENNAES (10)	0012402880 53142
	PC.650.240125.3	01/12/2024	27.02	LABEL MAKER TAPE (8)	0016502265 53101
	PC.650.240125.3	01/12/2024	8.74	AIR PRESSURE GAUGE	0016502265 53142
	PC.650.240125.3	01/12/2024	181.84	FILTERS, KME	0016502265 53143
	PC.650.240125.3	01/12/2024	50.98	IQ-AGM CHARGERS (2) STOCK	0016502265 53143
	PC.650.240125.3	01/12/2024	76.18	RUBBER SEAL, D-SHAPED	0016502265 53143
TOTAL FOR CHECK AP 00016226:			13,176.75		
VALLEY FREIGHTLINER INC (VALLFRED)					
	PC30165873901	11/14/2023	102.82	E18-5 MOLDED HOSE	0016502265 53143
	PC30166531501	12/29/2023	58.80	E18-2 ROCKER COVER GASKETS (2)	0016502265 53143
	PC30167064101	12/21/2023	(80.64)	LEAF SPRINGS RETURNED	0016502265 53143
	PC30167179701	12/29/2023	684.82	COOLANT BARREL CC2826	0016502265 53143
	PC30167283001	01/05/2024	1,174.72	LT07-1 AIRBAGS (4) 1R11-150	0016502265 53143
	PC30167306601	01/04/2024	623.98	SENSOR, FILTERS, OUTPUT, ETC	0016502265 53143
	PC30167306602	01/04/2024	111.00	FILTER CRANKCASE	0016502265 53143
	PC30167341501	01/05/2024	64.22	M15-1 PN6222207 LEFT SEAT ADJ	0016502265 53143
	PC30167391701	01/08/2024	77.16	OVM07-1 COOLANT THERMOSTAT WIT	0016502265 53143
TOTAL FOR CHECK AP 00016199:			2,816.88		
REPORT TOTAL:			228,967.29		



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Regular Fire Levy Lid Lift

Attachments: Resolution 24-01

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"I move to approve Resolution 24-01 as presented by staff".

SUMMARY:

Resolution 24-01 was presented at the January 8, 2024 Board of Fire Commissioners Meeting for its First Reading. Approving Resolution 24-01 will allow Staff to place the Regular Fire Levy Lid Lift on the April 2024 Ballot.

FINANCIAL IMPACT: N/A

CENTRAL PIERCE FIRE & RESCUE

RESOLUTION NO. 24-01

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT AN ELECTION TO BE HELD THEREIN ON APRIL 23, 2024, OF A PROPOSITION WHICH WOULD RESTORE THE REGULAR FIRE SUPPRESSION TAX LEVY RATE OF \$1.00 PER \$1,000 OF ASSESSED VALUATION, IN PROPERTY TAXES COLLECTED BY THE FIRE DISTRICT APPLICABLE TO ALL TAXABLE PROPERTY LOCATED IN THE DISTRICT, IN EXCESS OF THE LIMITATIONS IMPOSED BY CHAPTER 84.55 OF THE REVISED CODE OF WASHINGTON; SAID LEVY SHALL PROVIDE FUNDS REQUIRED BY THE FIRE DISTRICT FOR THE PROVISION OF FIRE PROTECTION, FIRE SUPPRESSION AND EMERGENCY SERVICES INCLUDING PERSONNEL COSTS, TRAINING FOR SUCH PERSONNEL, AND RELATED EQUIPMENT, SUPPLIES AND VEHICLES.

WHEREAS: Central Pierce Fire & Rescue has heretofore received approval by qualified electors of a regular property tax levy of \$1.00 per thousand of assessed valuation to defray the cost of fire protection, fire suppression and other emergency services provided by the Fire District; and

WHEREAS: In the judgment of the Board of Fire Commissioners (the "Board") of Central Pierce Fire & Rescue (the "District"), it is essential for the protection of the public health, safety, and life of District residents that minimum emergency service levels be maintained; and

WHEREAS: A regular property tax rate of \$1.00 per \$1,000 of assessed valuation, applicable to all taxable property located in the District, has been previously authorized for fire protection, fire suppression and other emergency services and may be lawfully levied within the limits prescribed by RCW 84.55 as amended, which limits annual property tax increases to 1% over and above the previous year's tax revenues; and

WHEREAS: RCW 84.55.050 authorizes the 1% limit on annual increases to be exceeded with voter approval, commonly referred to as a "lid lift" election; and

WHEREAS: A 1% limitation would restrict the District from levying up to its full authorized levy rate of \$1.00 per \$1,000 of assessed valuation, resulting in an inability to maintain current levels of services or response times in a community where the demand for service (911 call volume) has increased 31% since 2014; and

WHEREAS: The electorate should be given the opportunity to decide whether the reduction in services and/or response times should occur or instead,

whether the authorized rate of \$1.00 per \$1,000 should be levied, waiving the 1% limit of RCW 84.55, commonly referred to as "lifting the lid."

THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE THAT:

Section 1. A regular property tax rate of \$1.00 per \$1,000 of assessed valuation, applicable to all taxable property located in the district, has been previously duly authorized for fire protection, fire suppression and other emergency services, and is necessary and appropriate to levy, notwithstanding the 1% annual increase limitation of RCW 84.55.010 et seq., as amended. RCW 84.55 places a 1% limitation on the increase of tax revenue collected by the District annually. This 1% limitation is projected to result in a revenue shortfall of approximately \$11,660,000 in 2025, calculated based on current property values and expected growth rates, with this shortfall compounding in future years. Such a revenue shortfall will necessitate reduction in services and response times as enumerated in the fifth recital above. This resolution and the resultant election would give the voters the opportunity to choose to continue services pursuant to the previously authorized levy rate approved by the voters, waiving the 1% limit of RCW 84.55 (commonly referred to as a "lid lift".)

Section 2. The proposal set forth below, if authorized by the qualified electors of the District, will allow a levy rate of \$1.00 per \$1,000 of assessed valuation. There shall be submitted to the qualified electors of the District, for their ratification or rejection, at an election on April 23, 2024, a proposition to exceed the 1% limitation (and "lift the lid") of RCW 84.55.010 et seq. and levy the full authorized rate of \$1.00 per \$1,000 of assessed valuation.

Section 3. The Board hereby requests the Auditor of Pierce County, Washington, as ex-officio County Supervisor of Elections, to call and conduct such special election to be held within the District on April 23, 2024, and to submit to the qualified electors of the District the proposition in substantially the following form:

PROPOSITION NO. 1

CENTRAL PIERCE FIRE & RESCUE

RE-AUTHORIZING PROPERTY TAX LEVY RATE OF \$1.00 PER \$1,000 OF ASSESSED VALUATION FOR 2024

The Board of Fire Commissioners for Central Pierce Fire & Rescue adopted Resolution No. 24-01, to restore the rate of \$1.00 per thousand dollars of valuation. Shall the District be authorized to restore the District's regular property tax rate to \$1.00 per thousand dollars of assessed valuation, exceeding the 1% limitation on annual increases in tax

revenues for one year, with the levy dollar amount collected in 2025 to be used for computing the limitations for subsequent levies?

INSTRUCTIONS TO VOTERS:

To vote IN FAVOR OF the foregoing proposition, mark a cross (X) in the "Levy, Yes" square.

To vote AGAINST the foregoing proposition, mark a cross (X) in the "Levy, No" square.

LEVY, YES ☐
LEVY, NO ☐

Section 4. The locations of the polling places, if any, shall be as specified by the Auditor of Pierce County, Washington, as ex-officio County Supervisor of Elections for the District.

Section 5. Approval of the proposition described in Section 3 above shall be construed and interpreted as qualified elector approval of a tax increase in compliance with RCW 84.55 as amended.

Section 6. With respect to this election, the District shall participate in the publication of information in the Local Voters' Pamphlet, including but not limited to an explanatory statement reviewed and approved by the District's attorney, a Statement For, and a Statement Against, pursuant to Chapter 29A.32 of the Revised Code of Washington.

Section 7. The Secretary to the Board is hereby directed to deliver an original or certified copy of this resolution to the Auditor of Pierce County, Washington, as ex-officio.

Section 8. This resolution shall take effect immediately upon adoption.

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE ON JANUARY _____, 2024, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND _____ WERE PRESENT AND VOTING:

Matt Holm, Commissioner

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

ATTEST:

Dale Mitchell, Commissioner

Tanya Robacker, District Secretary



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Board Policy 3.54 Memberships in Professional and Civic-Service Organizations

Attachments: Board Policy 3.54

Submitted by: Chief Morrow

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 3.54 Memberships in Professional and Civic-Service Organizations."

SUMMARY:

Board Policy 3.54 Memberships in Professional and Civic-Service Organizations 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 354

SUBJECT: Memberships in Professional and Civic/Service Organizations

EFFECTIVE DATE: September 14, 2020

OWNER: Deputy Chief of Administration

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS: N/A

INTENT:

To define the requirements for membership in professional and civic/service organizations that are paid by the District.

1.0 DEFINITIONS

- 1.1 Civic/Service Organizations – Organizations/associations whose mission is to provide public service to the community (e.g., Rotary, Kiwanis, etc.)
- 1.2 Professional Organizations – Organizations/associations whose mission is to provide a community for professionals to share information about their respective disciplines/areas of expertise (e.g., Washington Fire Chiefs Association, International Association of Arson Investigators Washington Finance Officers Association, etc.)
- 1.3 Social Clubs – Organizations/clubs whose mission is to provide social and/or recreational activities (e.g., Tacoma Yacht Club, etc.)

2.0 POLICIES

- 2.1 Membership
 - 2.1.1 Day shift employees are encouraged to seek membership in professional and civic/service clubs where membership will promote District business interests and enhance its image in the community.
 - 2.1.2 Memberships will be permitted only in organizations whose policies are consistent with those of the District.
 - 2.1.3 The District will not pay for memberships in social clubs.
 - 2.1.4 The Board of Commissioners and/or Fire Chief (or designee) may identify certain organizations in which the District wants to be represented and then designate the employee(s) that it will sponsor for membership in them. Employees who are designated for membership act as District representatives in the organization and are expected to promote its interests.

- 2.1.5 A number of factors will be considered, including the following, when selecting organizations for representation and designating employees to sponsor for membership:
- The nature and purpose of the organization.
 - The potential benefit to the District, including the enhancement of the employee's leadership and organizational skills.
 - The cost to the District.
 - The extent to which the District is already represented in the organization.
 - The employee's job responsibilities, length of service, and overall qualifications for membership.
- 2.1.5 Membership shall be limited to no more than two (2) employees per civic/service organization. (e.g., Puyallup Kiwanis and South Hill Kiwanis shall be considered separate organizations).
- 2.1.5.1 A request to deviate from this limit shall require the individual to provide in writing the reason for the request and explanation of the benefits to the District.
- 2.1.6 The number of memberships in a professional organization shall be determined by the employee's position within CPFR and benefits to the District.
- 2.1.7 Employee participation in civic/service organization activities will not be considered for overtime unless prior written approval is received from the Deputy Chief of Administration.
- 2.1.8 The District will periodically review its representation in community organizations and its sponsorship of employees for membership and will make changes as it considers appropriate.
- 2.2 Membership Costs
- 2.2.1 The District will pay for department and individual memberships to qualifying organizations if membership is approved by the Deputy Chief of Administration and the availability of funds is authorized.
- 2.2.2 Employees who are designated or sponsored for membership in civic/service organizations are eligible for payment/reimbursement of de minimis meeting expenses (e.g. meal expense, mileage).
- 2.2.2 Employees who are not designated or sponsored for membership are responsible for their own expenses.
- 2.2.4 Employees are limited to an annual expense for civic/service organization memberships of \$500.00, per person, with the exception of the Community and Government Relations Officer, whose job function it is to interact with the community. The GCRO shall provide detailed membership cost estimates, including meeting expenses, each year prior to the budget process.
- 2.3 Employee Responsibility
- 2.3.1 Employees who participate in these organizations may not allow their activities to interfere with job performance or harm or conflict with the District's interests.

- 2.3.2 It is the responsibility of the individual to obtain membership approval from the Deputy Chief of Administration through chain of command.
- 2.3.3 Employees granted payment of the membership by the District shall be prohibited from:
- Exerting influence on other employees to provide financial contributions or other support to the civic/service organization.
 - Using the civic or service organizations as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion or endeavors in which the employee may have a direct or indirect financial interest or any acquire a personal benefit or gain.

3.0 PROCEDURES

- 3.1 An employee interested in joining a professional or civic/service organization shall submit their request to their supervisor following chain of command. The request shall include information on the organization, including fees, and the benefit to the District in joining the organization.
- 3.2 The Deputy Chief of Administration shall review and approve/deny said requests.

4.0 REFERENCE

- 4.1 Current State Auditor Publications on Memberships in Civic and Service Organizations

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.54

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ORIGINATED: September 14, 2020

REVIEWED: January 02, 2024

APPROVED: February 27, 2023

EFFECTIVE: February 27, 2023

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SUBJECT: MEMBERSHIPS- PROFESSIONAL, CIVIC & SERVICE ORGANIZATIONS
~~Memberships in Professional and Civic/Service Organizations~~

PURPOSE: To define the requirements for membership in professional, ~~and civic~~ civic, and
~~service~~ organizations that are paid by the District.

POLICY: ~~It shall be the policy of the District to support a certain number of District Employees' memberships in professional, civic or service organizations, primarily focused around Chief Officers or Administrative Staff.~~

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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.

DEFINITIONS:

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A. Civic or Service Organizations – Organizations or associations whose mission is to provide public service to the community (e.g., Rotary, Kiwanis, etc.)

B. Professional Organizations – Organizations or associations whose mission is to provide a community for professionals to share information about their respective disciplines or areas of expertise (e.g., Washington Fire Chiefs Association, International Association of Arson Investigators Washington Finance Officers Association, etc.)

C. Social Clubs – Organizations or clubs whose mission is to provide social and, for recreational activities (e.g., Tacoma Yacht Club, etc.)

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PROCEDURE:

DEFINITIONS

~~A. Civic/Service Organizations—Organizations/associations whose mission is to provide public service to the community (e.g., Rotary, Kiwanis, etc.)~~

~~B. Professional Organizations—Organizations/associations whose mission is to provide a community for professionals to share information about their respective disciplines/areas of expertise (e.g., Washington Fire Chiefs Association, International Association of Arson Investigators, Washington Finance Officers Association, etc.)~~

~~C. Social Clubs—Organizations/clubs whose mission is to provide social and/or recreational activities (e.g., Tacoma Yacht Club, etc.)~~

H. POLICIES

A. Membership

1. With the support of the Fire Chief, day shift employees are encouraged to seek membership in professional and civic/service clubs where membership will promote District business interests and enhance its image in the community.
2. Memberships will be permitted only in organizations whose policies are consistent with those of the District.
3. The District will not pay for memberships in social clubs.
4. The Board of Commissioners and/or Fire Chief (or designee) may identify certain organizations in which the District wants to be represented and then designate the employee(s) that it will sponsor for membership in them. Employees who are designated for membership act as District representatives in the organization and are expected to promote its interests.
5. A number of factors will be considered, including the following, when selecting organizations for representation and designating employees to sponsor for membership:
 - a. The nature and purpose of the organization.
 - b. The potential benefit to the District, including the enhancement of the employee's leadership and organizational skills.
 - c. The cost to the District.
 - d. The extent to which the District is already represented in the organization.
 - e. The employee's job responsibilities, length of service, and overall qualifications for membership.

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6. Membership shall be limited to no more than two (2) employees per civic/service organization. (e.g., Puyallup Kiwanis and South Hill Kiwanis shall be considered separate organizations).
 - a. A request to deviate from this limit shall require the individual to provide in writing the reason for the request and explanation of the benefits to the District.
7. The number of memberships in a professional organization shall be determined by the employee's position within CPFR and benefits to the District.
8. Employee participation in civic/service organization activities will not be considered for overtime unless prior written approval is received from the Deputy Chief of Administration.
9. The District will periodically review its representation in community organizations and its sponsorship of employees for membership and will make changes as it considers appropriate.

B. Membership Costs

1. The District will pay for department and individual memberships to qualifying organizations if membership is approved by the ~~Deputy Chief of Administration~~ Fire Chief and the availability of funds is authorized.
2. Employees who are designated or sponsored for membership in civic or service organizations are eligible for payment or reimbursement of de minimis meeting expenses (e.g. meal expense, mileage).
3. Employees who are not designated or sponsored for membership are responsible for their own expenses.
4. Employees are limited to an annual expense for civic/service organization memberships of \$500.00, per person, with the exception of the ~~Community and Government Relations Officer~~ Fire Chief, whose job function it is to interact with the community on a regular and expected basis. ~~The GCRO shall provide detailed membership cost estimates, including meeting expenses, each year prior to the budget process~~

C. Employee Responsibility

1. Employees who participate in these organizations may not allow their activities to interfere with job performance or harm or conflict with the District's interests.
2. It is the responsibility of the individual to obtain membership approval from the ~~Deputy Chief of Administration~~Fire Chief through the chain of command.
3. Employees granted payment of the membership by the District shall be prohibited from:
 - a. Exerting influence on other employees to provide financial contributions or other support to the civic or service organization.
 - b. Using the civic or service organizations as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion or endeavors in which the employee may have a direct or indirect financial interest or any acquire a personal benefit or gain.

D. III. PROCEDURESRequesting Membership

- A1. An employee interested in joining a professional or civic/service organization shall submit their request to their supervisor following chain of command. The request shall include information on the organization, including fees, and the benefit to the District in joining the organization.
- B2. The ~~Deputy Chief of Administration~~Fire Chief shall review and approve/deny said requests.

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CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.54

ORIGINATED: September 14, 2020
REVIEWED: January 02, 2024
APPROVED: January 22, 2024
EFFECTIVE: January 22, 2024

SUBJECT: MEMBERSHIPS- PROFESSIONAL, CIVIC & SERVICE ORGANIZATIONS

PURPOSE: To define the requirements for membership in professional, civic, and service organizations that are paid by the District.

POLICY: It shall be the policy of the District to support a certain number of District Employees' memberships in professional, civic or service organizations, primarily focused around Chief Officers or Administrative Staff.

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.

DEFINITIONS:

- A. Civic or Service Organizations – Organizations or associations whose mission is to provide public service to the community (e.g., Rotary, Kiwanis, etc.)
- B. Professional Organizations – Organizations or associations whose mission is to provide a community for professionals to share information about their respective disciplines or areas of expertise (e.g., Washington Fire Chiefs Association, International Association of Arson Investigators Washington Finance Officers Association, etc.)
- C. Social Clubs – Organizations or clubs whose mission is to provide social and, or recreational activities (e.g., Tacoma Yacht Club, etc.)

PROCEDURE:

- A. Membership

1. With the support of the Fire Chief, day shift employees are encouraged to seek membership in professional and civic/service clubs where membership will promote District business interests and enhance its image in the community.
2. Memberships will be permitted only in organizations whose policies are consistent with those of the District.
3. The District will not pay for memberships in social clubs.
4. The Board of Commissioners and/or Fire Chief (or designee) may identify certain organizations in which the District wants to be represented and then designate the employee(s) that it will sponsor for membership in them. Employees who are designated for membership act as District representatives in the organization and are expected to promote its interests.
5. A number of factors will be considered, including the following, when selecting organizations for representation and designating employees to sponsor for membership:
 - a. The nature and purpose of the organization.
 - b. The potential benefit to the District, including the enhancement of the employee's leadership and organizational skills.
 - c. The cost to the District.
 - d. The extent to which the District is already represented in the organization.
 - e. The employee's job responsibilities, length of service, and overall qualifications for membership.
6. Membership shall be limited to no more than two (2) employees per civic/service organization. (e.g., Puyallup Kiwanis and South Hill Kiwanis shall be considered separate organizations).
 - a. A request to deviate from this limit shall require the individual to provide in writing the reason for the request and explanation of the benefits to the District.
7. The number of memberships in a professional organization shall be determined by the employee's position within CPFR and benefits to the District.
8. Employee participation in civic/service organization activities will not be considered for overtime unless prior written approval is received from the Deputy Chief of Administration.

9. The District will periodically review its representation in community organizations and its sponsorship of employees for membership and will make changes as it considers appropriate.

B. Membership Costs

1. The District will pay for department and individual memberships to qualifying organizations if membership is approved by the Fire Chief and the availability of funds is authorized.
2. Employees who are designated or sponsored for membership in civic or service organizations are eligible for payment or reimbursement of de minimis meeting expenses (e.g. meal expense, mileage).
3. Employees who are not designated or sponsored for membership are responsible for their own expenses.
4. Employees are limited to an annual expense for civic/service organization memberships of \$500.00, per person, with the exception of the Fire Chief, whose job function it is to interact with the community on a regular and expected basis.

C. Employee Responsibility

1. Employees who participate in these organizations may not allow their activities to interfere with job performance or harm or conflict with the District's interests.
2. It is the responsibility of the individual to obtain membership approval from the Fire Chief through the chain of command.
3. Employees granted payment of the membership by the District shall be prohibited from:
 - a. Exerting influence on other employees to provide financial contributions or other support to the civic or service organization.
 - b. Using the civic or service organizations as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion or endeavors in which the employee may have a direct or indirect financial interest or any acquire a personal benefit or gain.

D. Requesting Membership

1. An employee interested in joining a professional or civic/service organization shall submit their request to their supervisor following chain of command. The request shall include information on the organization, including fees, and the benefit to the District in joining the organization.
2. The Fire Chief shall review and approve/deny said requests.

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date	January 22, 2024
Item Title:	Revised Policy 340 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
Attachments:	Revised Policy 340 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

This policy is presented for first reading and comment.

Please see the attached revised policy.

The summary of changes are as follows:

- Removal of positions from Personal Service Contracts
 - The exception being any positions that have come from other agencies through contract/mergers/inter-local agreement
 - These positions would be on a contract for the length of the agreement between the District and the respective agency
- Addition of severance provisions based on years of service

Chief Morrow and I will be at the meeting on January 22nd to review the proposed changes and answer any questions you may have.

Thank you.

FINANCIAL IMPACT:

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.40

ORIGINATED: January 1, 202~~3~~⁴

APPROVED:

EFFECTIVE: January 1, 2024

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

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

AUTHORITY & RESPONSIBILITY:

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

I. DEFINITIONS

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

POLICY:

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

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

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

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

~~Beginning November 1, 2022, only the p~~Positions noted with an ~~*#~~ above are positions that have come from other agencies through contracts/mergers/inter-local agreements, etc. and will be subject to individual employment agreements for the length of the agreement between the District and the respective agency. All ~~of~~ other positions will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG's.

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

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

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

PROCEDURE:

I. HOURS OF WORK

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

II. SALARY

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

III. VACATION ACCRUAL AND USAGE

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

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

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

IV. SICK LEAVE ACCRUAL AND USAGE

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

1. **Mandatory Accrued Sick Leave Contribution**

Upon the employee's voluntary separation from the District and on behalf of the employee, irrevocably contribute on a pre-tax basis to any one, or a combination of the two (2) options, as designated by the

employee, an amount equal in value to 50% of the payments that would otherwise be paid to the employee for unused sick leave. The remaining 50% of the accrued sick leave payout entitled under the Agreement shall be paid directly to the employee upon separation.

Options –

- 1) The employee’s HRA account.
- 2) The employee’s 457 Deferred Compensation plan

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

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

- D. CPFR complies with the Family Medical Leave Act (FMLA), Washington’s Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to ~~Policy~~SOG 2.11 and 2.14 for specific information.

V. HOLIDAYS

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

New Year’s Day	January 1 st
Martin Luther King Jr’s Birthday	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th

Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day Following Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25 th

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

VI. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 hours off with pay.
- B. Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse. Also covered is the loss of a child in the event the employee would have qualified for prenatal or postnatal medical leave or family leave to bond with the child, for the seven days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for ~~2023~~2024. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for ~~2023~~2024.

Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.

~~B. The amount the District will pay for benefits will be increased in 2024 and 2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.~~

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

IX. HEALTH REIMBURSEMENT ACCOUNT

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

X. DEFERRED COMPENSATION

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

XI. RETIREMENT

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

XII. SEVERANCE PROVISIONS

- A. Employees terminated for any reason other than “just cause” when they are willing and able to perform their duties, shall receive severance pay as outlined below, based on their years of service:

<u>Years of Service</u>	<u>Months Covered</u>	<u>Severance Provided</u>
<u>1 – 5 years of service</u>	<u>1-60 months</u>	<u>None</u>
<u>5 – 10 years</u>	<u>61-120 months</u>	<u>2 weeks</u>
<u>11 – 14 years</u>	<u>121-168 months</u>	<u>1 month</u>
<u>15 – 19 years</u>	<u>169-228 months</u>	<u>6 weeks</u>
<u>20 – 24 years</u>	<u>229-288 months</u>	<u>2 months</u>
<u>25+ years</u>	<u>289+ months</u>	<u>10 weeks</u>

- B. For purposes of this Policy, “just cause” means failure to perform duties and responsibilities of job assignment at a consistently satisfactory level; failure to follow the rules, regulations and policies of the Employer; an act of dishonesty related to employment; conduct that constitutes a misdemeanor involving moral turpitude, dishonesty, misrepresentation or public office misconduct; or employee’s ineligibility for continued employment for failure to maintain license/certification requirements.

1. For the avoidance of doubt, no severance shall be due in the event employee’s employment ends due to one of the following: Employee is terminated for just cause, including inability to perform job duties or employee’s death; or the employee resigns or retires.

~~XII.~~XIII. CLOTHING ALLOWANCE

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

~~XIII.~~XIV. WELLNESS PROGRAM

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

~~XIV.~~XV. PROFESSIONAL DEVELOPMENT

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

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

- A. The District recognizes the desirability of representation in and before professional, local civic and other organizations, and upon approval of the

Board, the employee is authorized to become a member of professional, civic clubs and other such organizations for which the District shall pay all membership-related expenses including dues and assessments.

~~XVI.~~XVII. GRIEVANCE PROCEDURES

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

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

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

~~XVII.~~XVIII. INDEMNIFICATION

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

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

2. In criminal matters, where employee is the defendant or complaining party.

- C. Nothing in this Section ~~3-16~~ shall be construed to prohibit employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section ~~3-16~~ shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- D. The rights provided for in this Section ~~3-16~~ shall not be deemed exclusive of any other rights to which employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.40

ORIGINATED: January 1, 2024

APPROVED:

EFFECTIVE: January 1, 2024

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

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

AUTHORITY & RESPONSIBILITY:

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

I. DEFINITIONS

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

POLICY:

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

- A. Human Resources Analyst
- B. C.A.R.E.S. Manager
- C. Community Health Worker
- D. Crisis Intervention Coordinator
- E. Strategic Program Manager#

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

Positions noted with an # above are positions that have come from other agencies through contracts/mergers/inter-local agreements, etc. and will be subject to individual employment agreements for the length of the agreement between the District and the respective agency. All other positions will not have an individual employment agreement and all benefits and programs are pursuant to policy/SOG's.

PROCEDURE:

I. HOURS OF WORK

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

II. SALARY

- A. The salaries for employees are set annually by the Board of Fire Commissioners.
 - 1. Except as otherwise provided, the salary for exempt employees will generally be based on a salary schedule consisting of five (5) steps (A through E), with a fixed 5% differential between steps starting from the base step.
 - 2. New employees will start at the "A" step in the schedule unless otherwise determined by the Fire Chief.

3. Each step is for a period of one (1) year, unless otherwise determined by the Fire Chief.
4. This salary step schedule will be identified in individual employment agreements as Appendix "A".

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

III. VACATION ACCRUAL AND USAGE

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

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

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

IV. SICK LEAVE ACCRUAL AND USAGE

- A. Employees shall accrue sick leave hours at the rate of seventeen (17) hours for each full month of service. Maximum sick leave accrual bank is 1560 hours.
- B. CPFR buys back sick leave hours in excess of the employee's maximum accrual at the rate of 25% of the employee's base pay. Sick leave buy back will be paid in November of each year, and shall be paid accordingly:

1. One hundred percent (100%) shall be contributed into the members HRA account.
- C. Upon voluntary separation, sick leave banks will be bought out at 25% of base salary for all accrued sick leave hours and shall be paid accordingly:

1. **Mandatory Accrued Sick Leave Contribution**

Upon the employee's voluntary separation from the District and on behalf of the employee, irrevocably contribute on a pre-tax basis to any one, or a combination of the two (2) options, as designated by the employee, an amount equal in value to 50% of the payments that would otherwise be paid to the employee for unused sick leave. The remaining 50% of the accrued sick leave payout entitled under the Agreement shall be paid directly to the employee upon separation.

Options –

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

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

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

- D. CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to SOG 2.11 and 2.14 for specific information.

V. HOLIDAYS

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

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

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

VI. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 hours off with pay.
- B. Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse. Also covered is the loss of a child in the event the employee would have qualified for prenatal or postnatal medical leave or family leave to bond with the child, for the seven days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2024. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2024. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.
- B. Employees may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$4,000 annually, paid out 1/12 monthly, as an additional benefit for the employee.

IX. HEALTH REIMBURSEMENT ACCOUNT

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

X. DEFERRED COMPENSATION

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

XI. RETIREMENT

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

XII. SEVERANCE PROVISIONS

- A. Employees terminated for any reason other than “just cause” when they are willing and able to perform their duties, shall receive severance pay as outlined below, based on their years of service:

Years of Service	Months Covered	Severance Provided
1 – 5 years of service	1-60 months	None
5 – 10 years	61-120 months	2 weeks
11 – 14 years	121-168 months	1 month
15 – 19 years	169-228 months	6 weeks
20 – 24 years	229-288 months	2 months
25+ years	289+ months	10 weeks

- B. For purposes of this Policy, “just cause” means failure to perform duties and responsibilities of job assignment at a consistently satisfactory level; failure to follow the rules, regulations and policies of the Employer; an act of dishonesty related to employment; conduct that constitutes a misdemeanor involving moral turpitude, dishonesty, misrepresentation or public office misconduct; or employee’s ineligibility for continued employment for failure to maintain license/certification requirements.
1. For the avoidance of doubt, no severance shall be due in the event employee’s employment ends due to one of the following: Employee is terminated for just cause, including inability to perform job duties or employee’s death; or the employee resigns or retires.

XIII. CLOTHING ALLOWANCE

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

XIV. WELLNESS PROGRAM

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

XV. PROFESSIONAL DEVELOPMENT

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

XVI. PROFESSIONAL AND CIVIC CLUB MEMEBERSHIPS

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

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

XVII. GRIEVANCE PROCEDURES

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

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

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

XVIII. INDEMNIFICATION

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

reasonable belief that the employee's action was in the best interest of CPFR.

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

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date	January 22, 2024
Item Title:	Revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
Attachments:	Revised Policy 341 – Non-Exempt/Non-Rep/Non-Uniformed Common Benefits
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

This policy is presented for first reading and comment.

Please see the attached revised policy.

The summary of changes are as follows:

- Removal of all positions from Personal Service Contracts
- Addition of severance provisions based on years of service

Chief Morrow and I will be at the meeting on January 22nd to review the proposed changes and answer any questions you may have.

Thank you.

FINANCIAL IMPACT:

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.41

ORIGINATED: January 1, ~~2023~~2024

APPROVED:

EFFECTIVE: January 1, 2024

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

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

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

I. DEFINITIONS

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

AUTHORITY & RESPONSIBILITY:

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

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

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

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

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

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

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

PROCEDURE:

I. HOURS OF WORK

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

II. OVERTIME

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

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

III. SALARY

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

IV. VACATION ACCRUAL AND USAGE

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

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

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

V. SICK LEAVE ACCRUAK AND USAGE

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

1. **Mandatory Accrued Sick Leave Contribution**

Upon the employee's voluntary separation from the District and on behalf of the employee, irrevocably contribute on a pre-tax basis to any one, or a combination of the two (2) options, as designated by the employee, an amount equal in value to 50% of the payments that would otherwise be paid to the employee for unused sick leave. The remaining 50% of the accrued sick leave payout entitled under the Agreement shall be paid directly to the employee upon separation.

Options –

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

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

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

- D. CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to [Policy SOG 2.11](#) and [2.14](#) for specific information.

VI. HOLIDAYS

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

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

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

VII. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 work hours off with pay.
- B. Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse. Also covered is the loss of a child in the event the employee would have qualified for prenatal or postnatal medical leave or family leave to bond with the child, for the seven days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VIII. EMERGENCY LEAVE

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

IX. LONGEVITY

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

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

X. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for ~~2023~~2024. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for ~~2023~~2024. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.

~~B. The amount the District will pay for benefits will be increased in 2024 and 2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.~~

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

XI. HEALTH REIMBURSEMENT ACCOUNT

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

XII. DEFERRED COMPENSATION

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

XIII. RETIREMENT

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

XIV. SEVERANCE PROVISIONS

- A. Employees terminated for any reason other than "just cause" when they are willing and able to perform their duties, shall receive severance pay as outlined below, based on their years of service:

<u>Years of Service</u>	<u>Months Covered</u>	<u>Severance Provided</u>
<u>1 – 5 years of service</u>	<u>1-60 months</u>	<u>None</u>
<u>5 – 10 years</u>	<u>61-120 months</u>	<u>2 weeks</u>
<u>11 – 14 years</u>	<u>121-168 months</u>	<u>1 month</u>
<u>15 – 19 years</u>	<u>169-228 months</u>	<u>6 weeks</u>
<u>20 – 24 years</u>	<u>229-288 months</u>	<u>2 months</u>
<u>25+ years</u>	<u>289+ months</u>	<u>10 weeks</u>

- B. For purposes of this Policy, "just cause" means failure to perform duties and responsibilities of job assignment at a consistently satisfactory level; failure to follow the rules, regulations and policies of the Employer; an act of dishonesty related to employment; conduct that constitutes a misdemeanor involving moral turpitude, dishonesty, misrepresentation or public office misconduct; or employee's ineligibility for continued employment for failure to maintain license/certification requirements.

1. For the avoidance of doubt, no severance shall be due in the event employee's employment ends due to one of the following: Employee is

terminated for just cause, including inability to perform job duties or employee's death; or the employee resigns or retires.

~~XIV.~~XV. CLOTHING ALLOWANCE

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

~~XV.~~XVI. WELLNESS PROGRAM

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

~~XVI.~~XVII. PROFESSIONAL DEVELOPMENT

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

~~XVII.~~XVIII. GRIEVANCE PROCEDURES

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

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

~~II.~~XIX. INDEMNIFICATION

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

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.41

ORIGINATED: January 1, 2024

APPROVED:

EFFECTIVE: January 1, 2024

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

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

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

I. DEFINITIONS

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

AUTHORITY & RESPONSIBILITY:

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

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

PROCEDURE:

I. HOURS OF WORK

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

II. OVERTIME

- A. Hours worked above and beyond the normal scope of a work day in order to achieve the objectives of the District will be paid overtime at 1.5 x hourly rate of the employee.
- B. Approval to work overtime must be approved by the Supervisor or the Fire Chief.

III. SALARY

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

IV. VACATION ACCRUAL AND USAGE

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

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

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

V. SICK LEAVE ACCRUAK AND USAGE

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

1. **Mandatory Accrued Sick Leave Contribution**

Upon the employee's voluntary separation from the District and on behalf of the employee, irrevocably contribute on a pre-tax basis to any one, or a combination of the two (2) options, as designated by the employee, an amount equal in value to 50% of the payments that would otherwise be paid to the employee for unused sick leave. The remaining 50% of the accrued sick leave payout entitled under the Agreement shall be paid directly to the employee upon separation.

Options –

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

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

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

- D. CPFR complies with the Family Medical Leave Act (FMLA), Washington's Paid Family and Medical Leave, Washington Family Care Act, and other federal and state laws covering absences. Please refer to SOG 2.11 and 2.14 for specific information.

VI. HOLIDAYS

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

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

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

VII. BEREAVEMENT LEAVE

- A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 work hours off with pay.
- B. Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse. Also covered is the loss of a child in the event the employee would have qualified for prenatal or postnatal medical leave or family leave to bond with the child, for the seven days following the loss of a child.
- C. Additional leave for covered relationships, or non-covered relationships, may be allowed with the use of accrued vacation or holiday leave.

VIII. EMERGENCY LEAVE

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

IX. LONGEVITY

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

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

X. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. Full medical and vision insurance coverage shall be paid through the Northwest Firefighters Trust (NWFFT) for 2024. Dental and basic life coverage will be paid through the Washington Counties Insurance Fund (WCIF) for 2024. Nothing in this policy precludes CPFR from changing policies of insurance to equitable coverage.
- B. Employees may choose to waive medical coverage through CPFR if they have qualifying medical coverage through a spouse or domestic partner elsewhere. In this instance, CPFR distributes an additional amount of \$4,000 annually, paid out 1/12 monthly, as an additional benefit for the employee.

XI. HEALTH REIMBURSEMENT ACCOUNT

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

XII. DEFERRED COMPENSATION

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

XIII. RETIREMENT

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

XIV. SEVERANCE PROVISIONS

- A. Employees terminated for any reason other than "just cause" when they are willing and able to perform their duties, shall receive severance pay as outlined below, based on their years of service:

Years of Service	Months Covered	Severance Provided
1 – 5 years of service	1-60 months	None
5 – 10 years	61-120 months	2 weeks
11 – 14 years	121-168 months	1 month

15 – 19 years	169-228 months	6 weeks
20 – 24 years	229-288 months	2 months
25+ years	289+ months	10 weeks

- B. For purposes of this Policy, “just cause” means failure to perform duties and responsibilities of job assignment at a consistently satisfactory level; failure to follow the rules, regulations and policies of the Employer; an act of dishonesty related to employment; conduct that constitutes a misdemeanor involving moral turpitude, dishonesty, misrepresentation or public office misconduct; or employee’s ineligibility for continued employment for failure to maintain license/certification requirements.

1. For the avoidance of doubt, no severance shall be due in the event employee’s employment ends due to one of the following: Employee is terminated for just cause, including inability to perform job duties or employee’s death; or the employee resigns or retires.

XV. CLOTHING ALLOWANCE

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

XVI. WELLNESS PROGRAM

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

XVII. PROFESSIONAL DEVELOPMENT

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

XVIII. GRIEVANCE PROCEDURES

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

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

the arbitrator's power shall be limited to interpretation and application of the express terms of such an Agreement and this policy.

- H. Each party shall initially bear the cost of presenting his/her own case.
- I. The arbitrator's decision shall be final and binding, and made in writing and shall be issued to the parties within thirty (30) calendar days after the arbitration hearing.
- J. If the arbitrator orders additional compensation or back-pay and benefits for the aggrieved employee, such compensation and benefits shall not extend further back than sixty (60) days before the initial filing of the grievance.

XIX. INDEMNIFICATION

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

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

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Board Policy 3.57 Surplus Property

Attachments: Board Policy 3.57

Submitted by: FD Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Board Policy 3.57 Surplus Property 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

POLICY AND PROCEDURE 357

SUBJECT: Surplus Property

EFFECTIVE DATE: September 14, 2020

OWNER: Assistant Chief, Logistics

REAUTHORIZATION DATE: 2023

ATTACHMENTS:

Attachment A – Bill of Sale and Hold Harmless Agreement – Equipment

Attachment B – Bill of Sale and Hold Harmless Agreement – Vehicles

INTENT:

This policy will establish procedures for the lawful disposal of District owned property that has been determined by staff to be of limited or no value to the District

1. DEFINITIONS

- 1.1. *Property.* All equipment, material, fixtures, supplies and real estate owned by the District.
- 1.2. *Fair Market Value.* The value of the Property that would be obtained through an arms-length transaction using a Commercially Reasonable Means of sale, or the value established by a formal third party appraisal.
- 1.3. *Commercially Reasonable Means.* Process or procedures designed to obtain the highest value for surplus property which may include but are not limited to: public bidding procedures, consignment sales, sales through want ads, internet sites or other form of public notice, auctions, garage sales, sales through brokers, or privately negotiated sales provided that there is independent documentation that the private sale is for Fair Market Value.
- 1.4. *Staff.* Suppression personnel at the rank of Captain and above. Non-uniformed personnel at the classification of Lead, Division Head, and/or Director.

2. POLICIES

- 2.1. All personnel shall conform to this policy for the lawful disposal of district owned property in conformance of state law.

3. PROCEDURES

- 3.1. The Board of Commissioners shall, by the adoption of this policy, delegate to the Fire Chief or designee the decision to surplus any Property of the District. All

surplus property shall be disposed of consistent with this policy unless the Board of Commissioners adopts a Resolution establishing an exception to this policy.

3.2. Disposition of Property

3.2.1. General Disposal Procedures:

3.2.1.1. Related Parties. Assets available for disposal shall not be sold to any related party of the District including elected officials, officers, or employees; except through public sale where the public also has access to the asset.

3.2.1.2. Bills of Sale for items sold by contract shall be submitted to Finance.

3.2.1.3. District markings, identification, and stickers should be removed before disposal.

3.2.2. Board approval to Surplus. Assistant Chief of Logistics will submit list of items as surplus to the Board to be officially declared surplus by Board motion at a public meeting.

3.2.3. Estimated Value less than cost of disposal. When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The Property may then be disposed in any manner deemed suitable by staff.

3.2.4. Estimated Value exceeds cost of disposal but is less than \$100.00. Property shall be disposed of using Commercially Reasonable Means approved by the Fire Chief or designee. Property that has an Asset Tracking Tag (old assets) or tracked serial number (more recent assets) that needs disposal shall have an Asset Control Form, as provided in Policy 339-Property Management, completed by personnel, submitted to and approved by their Division head, then forwarded to Finance for inventory and accounting purposes.

3.2.5. Estimated Value exceeds \$100. Property shall be disposed of using Commercially Reasonable Means approved by the Fire Chief or designee. Property that has an Asset Tracking Tag (old assets) or tracked serial number (more recent assets) that needs disposal shall have an Asset Control Form, as provided in Policy 339-Property Management, completed by personnel, submitted to and approved by their Division head, then forwarded to Finance for inventory and accounting purposes.

3.2.5.1. All Vehicles and apparatus not sold to a qualifying governmental agency will be sold through public auction.

3.2.5.1.1. Per RCW 46.37.195, response vehicles and apparatus with lights bars sold to the general public shall be stripped of all emergency lighting, sirens, department identification and radios as required.

3.2.5.1.2. If the property value is equal to or in excess of \$500, reference 3.3.1 below.

3.2.6. Real estate. Transfers of real estate of any value shall require a formal resolution of the Board of Commissioners designating the property surplus and authorizing the sale or transfer.

3.2.7. Transfer of Surplus Property to a Governmental Entity. Pursuant to Chapter 39.33 RCW, surplus property may be sold, transferred, donated, exchanged, leased, or otherwise disposed of, to the State of Washington, any Washington State municipality, a political subdivision of Washington State, or a foreign governmental entity. Pursuant to RCW 39.33.010 and RCW 39.33.020, the transfer shall occur as follows:

3.2.7.1. Estimated Value of zero. Surplus items may only be donated if there is no fair market value for surplus sale or salvage, or the cost of disposal would exceed the value.

3.2.7.2. Estimated Value is less than \$50,000.00. Property shall be transferred for Fair Market Value on such terms and conditions as are mutually agreeable between the governmental entities.

3.2.7.3. Transfer of Property Having an Estimated Value Greater Than \$50,000.00. Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing to advise the public on the proposed terms of the transfer and thereafter solicit public input on the proposed transaction using the following procedures:

3.2.7.3.1. Notice of Public Hearing. Publish notice of the public hearing once in a newspaper of general circulation where the property is located at least 10 days but not greater than 25 days prior to the hearing.

3.2.7.3.2. Contents of Hearing Notice. At a minimum, the hearing notice shall set forth the date, time, and place of the hearing. It shall also identify the property to be disposed of using a description easily understood by the public. Finally, if the property is real property, the notice shall also describe the proposed use thereof by the receiving governmental entity.

3.2.7.3.3. Press Release. A press release pertaining to the hearing shall be disseminated among printed and electronic media in the area where the property is located.

3.2.7.3.4. Transfer Decision. At or after the conclusion of the public hearing, the District Commissioners shall determine whether to so transfer the property.

3.2.8. Lost/Stolen/Unaccounted for Property. When all efforts have failed to recover property, personnel shall complete an Asset Control Form, as provided in Policy 339-Property Management, and forward to Finance for inventory and accounting purposes.

3.2.8.1. Lost items may require additional reports to the police department, Fire Chief, SAO, and Insurance Company.

3.2.8.2. Disposals brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.

3.3. Documentation of Sales.

- 3.3.1. Sales of equipment, vehicles or safety gear of any value and sales of other personal property in excess of a value of \$500.00 shall be transferred pursuant to a Bill of Sale substantially in the form attached as Attachment A (Equipment) or Attachment B (Vehicles). The Bill of Sale requirement may be waived in specific situations with the approval of District legal counsel. An inventory of all surplus Property disposed of pursuant to this policy shall be maintained in accordance with the state record retention requirements.

4. REFERENCE

- 4.1. Policy 339 – Property Management

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.57

ORIGINATED: September 14, 2020

APPROVED:

EFFECTIVE:

SUBJECT: SURPLUS PROPERTY

PURPOSE: To establish legal and fair guidelines for declaring property and equipment surplus, and to meet the needs of the District by establishing procedures for the disposal of surplus items.

POLICY: This policy will establish procedures for the lawful disposal of District owned property that has been determined by staff to be of limited or no value to the District. All personnel shall conform to this policy for the lawful disposal of district owned property in conformance of state law.

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:

PROCEDURE:

I. DEFINITIONS

- A. Property
- B. Fair Market Value
- C. Commercially Reasonable Means
- D. Staff

II. PROCEDURE

A. DELEGATION

A-B.DISPOSITION OF PROPERTY

1. GENERAL DISPOSAL PROCEDURES
2. BOARD APPROVAL TO SURPLUS
3. ESTIMATED VALUE LESS THAN DISPOSAL COST
4. ESTIMATED VALUE LESS THAN 100
- 5-4. ESTIMATED VALUE EXCEEDS DISPOSAL100
- 6-5. REAL ESTATE
- 7-6. TRANSFER TO A GOVERNEMENTAL ENTITY
- 8-7. LOST STOLEN UNACCOUNTED FOR PROPERTY

B-C.DOCUMENTATION OF SALES

III. FORMS AND ATTACHMENTS

IV. REFERENCE

Field Code Changed

PROCEDURE:

I. DEFINITIONS:

- A. **Property:** All equipment, material, fixtures, supplies, and real estate owned by the District.
- B. **Fair Market Value:** The value of the Property that would be obtained through an arms-length transaction using a [commercially reasonable means](#) of sale, or the value established by a formal third party appraisal.
- C. **Commercially Reasonable Means:** Process or procedures designed to obtain the highest value for surplus property which may include but are not limited to: public bidding procedures, consignment sales, sales through want ads, internet sites or other form of public notice, auctions, garage sales, sales through brokers, or privately negotiated sales provided that there is independent documentation that the private sale is for Fair Market Value.
- D. **Staff:** Suppression personnel at the rank of Captain and above. Non-uniformed personnel at the classification of Lead, Division Head, and/or Director.

II. PROCEDURE

- A. **DELEGATION** - The board of Commissioners shall, by the adoption of this policy, delegate to the Fire Chief or designee the decision to surplus any Property of the District. All surplus property shall be disposed of consistent with this policy unless the Board of Commissioners adopts a Resolution establishing an exception to this policy.
- B. **DISPOSITION OF PROPERTY**
 - 1. GENERAL DISPOSAL PROCEDURES
 - a. **Related Parties:** Assets available for disposal shall not be sold to any related party of the District to include elected officials, officers, or employees, except through public sale where the public also has access to the asset
 - b. **Bill of Sale:** For items sold by contract [the bill of sale](#) shall be submitted to finance.
 - c. **District markings:** [All District identification, and stickers](#) should be removed before disposal.
 - 2. BOARD APPROVAL TO SURPLUS. Assistant Chief of Logistics will submit [a](#) list of items as surplus to the Board [and Finance](#) to be officially declared surplus by Board motion at a public meeting.

3. ESTIMATED VALUE LESS THAN COST OF DISPOSAL. When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The property may then be disposed in any manner deemed suitable by staff.

4. ESTIMATED VALUE EXCEEDS COST OF DISPOSAL

- ┆ Property shall be disposed of [through the public auctions GovPlanet or](#)
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6.a. Property that has an Asset Tracking Tag (old assets) or tracked serial number (more recent assets) that need disposal shall have an Asset Control Form, as provided in Policy 339-Property Management, completed by personnel, submitted to and approved by their Division head, then forwarded to Finance for inventory and accounting purposes.

b. Per RCW 46.37.195, response vehicles and apparatus with lights bars sold to the general public shall be stripped of all emergency lighting, sirens, department identification and radios as required.

i.)c. [If the property value is equal to or in excess of \\$500, reference C1 below.](#)

- 7.5. REAL ESTATE. Transfers of real estate of any value shall require a formal resolution of the Board of Commissioners designating the property surplus and authorizing the sale or transfer.

8.6. TRANSFER OF SURPLUS PROPERTY TO A GOVERNMENTAL ENTITY.

Pursuant to Chapter 39.33 RCW, surplus property may be sold, transferred, donated, exchanged, leased, or otherwise disposed of, to the State of Washington, any Washington State municipality, a political subdivision of Washington State, or a foreign governmental entity. Pursuant to RCW 39.33.010 and RCW 39.33.020, the transfer shall occur as follows:

- a. **Estimated value of Zero**
 - i.) Surplus items may only be donated if there is no fair market value for surplus sale or salvage, or the cost of disposal would exceed the value.
- b. **Estimated Value is less than \$50,000.00**

- i.) Property shall be transferred for Fair Market Value on such terms and conditions as are mutually agreeable between the governmental entities.
- c. **Transfer of Property Having an Estimated Value Greater Than \$50,000.00** Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing to advise to public on the proposed terms of the transfer and thereafter solicit public input on the proposed transaction using the following procedures:
 - i.) Notice of Public Hearing. Publish notice of the public hearing once in a newspaper of general circulation where the property is located at least 10 days but not greater than 25 days prior to the hearing.
 - ii.) Contents of Hearing Notice. At a minimum, the hearing notice shall set for the date, time, and place of the hearing. It shall also identify the property to be disposed of using a description easily understood by the public. Finally, if the property is real property, the notice shall also describe the proposed use thereof by the receiving governmental entity.
 - iii.) Transfer Decision. At or after the conclusion of the public hearing, the District Commissioners shall determine whether to so transfer the property.

9.7. LOST/STOLEN/UNACCOUNTED FOR PROPERTY. When all efforts have failed to recover property, personnel shall complete an Asset Control Form, as provided in Policy 339-Property Management, and forward to Finance for inventory and accounting purposes.

- a. Lost items may require additional reports to the police department, Fire Chief, SAO, and Insurance Company.
- b. Disposals brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.

C. DOCUMENTATION OF SALES

1. Sales of equipment, vehicles or safety gear of any value and sales of other personal property in excess of a value of \$500.00 shall be transferred pursuant to a Bill of Sale substantially in the form attached as Attachment A (Equipment) or Attachment B (Vehicles). The Bill of Sale requirement may be waived in specific situation with the approval of District legal counsel. An inventory of all surplus Property disposed of pursuant to this policy shall be maintained in accordance with the state record retention requirements.

III. FORMS AND ATTACHMENTS

- A. Bill of Sale and Hold Harmless Agreement – Equipment
- B. Bill of Sale and Hold Harmless Agreement – Vehicles

REFERENCE

Policy 339 – Property Management

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.57

ORIGINATED: September 14, 2020

APPROVED:

EFFECTIVE:

SUBJECT: SURPLUS PROPERTY

PURPOSE: To establish legal and fair guidelines for declaring property and equipment surplus, and to meet the needs of the District by establishing procedures for the disposal of surplus items.

POLICY: This policy will establish procedures for the lawful disposal of District owned property that has been determined by staff to be of limited or no value to the District. All personnel shall conform to this policy for the lawful disposal of district owned property in conformance of state law.

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:

[PROCEDURE:](#)

I. [DEFINITIONS](#)

- A. [Property](#)
- B. [Fair Market Value](#)
- C. [Commercially Reasonable Means](#)
- D. [Staff](#)

II. [PROCEDURE](#)

- A. [DELEGATION](#)
- B. [DISPOSITION OF PROPERTY](#)
 - 1. [GENERAL DISPOSAL PROCEDURES](#)
 - 2. [BOARD APPROVAL TO SURPLUS](#)
 - 3. [ESTIMATED VALUE LESS THAN DISPOSAL COST](#)
 - 4. [ESTIMATED VALUE EXCEEDS DISPOSAL](#)
 - 5. [REAL ESTATE](#)
 - 6. [TRANSFER TO A GOVERNEMENTAL ENTITY](#)
 - 7. [LOST STOLEN UNACCOUNTED FOR PROPERTY](#)
- C. [DOCUMENTATION OF SALES](#)

III. [FORMS AND ATTACHMENTS](#)

IV. [REFERENCE](#)

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3. ESTIMATED VALUE LESS THAN COST OF DISPOSAL. When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The property may then be disposed in any manner deemed suitable by staff.
4. ESTIMATED VALUE EXCEEDS COST OF DISPOSAL. Property shall be disposed of through the public auctions GovPlanet or Washington Department of Enterprise Services. Any other auction platform can be used only with approval of the Fire Chief or designee prior to sale. The only exception would be sale to a governmental entity (See Transfer of Surplus Property to a Governmental Entity in item 6 below).
 - a. Property that has an Asset Tracking Tag (old assets) or tracked serial number (more recent assets) that need disposal shall have an Asset Control Form, as provided in Policy 339-Property Management, completed by personnel, submitted to and approved by their Division head, then forwarded to Finance for inventory and accounting purposes.
 - b. Per RCW 46.37.195, response vehicles and apparatus with lights bars sold to the general public shall be stripped of all emergency lighting, sirens, department identification and radios as required.
 - c. If the property value is equal to or in excess of \$500, reference C1 below.
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6. TRANSFER OF SURPLUS PROPERTY TO A GOVERNMENTAL ENTITY. Pursuant to Chapter 39.33 RCW, surplus property may be sold, transferred, donated, exchanged, leased, or otherwise disposed of, to the State of Washington, any Washington State municipality, a political subdivision of Washington State, or a foreign governmental entity. Pursuant to RCW 39.33.010 and RCW 39.33.020, the transfer shall occur as follows:
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- c. **Transfer of Property Having an Estimated Value Greater Than \$50,000.00** Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing to advise to public on the proposed terms of the transfer and thereafter solicit public input on the proposed transaction using the following procedures:
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III. FORMS AND ATTACHMENTS

- A. Bill of Sale and Hold Harmless Agreement – Equipment

B. Bill of Sale and Hold Harmless Agreement – Vehicles

REFERENCE

Policy 339 – Property Management

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Competitive Bid Waiver, Paratech Equipment

Attachments: Resolution 24-02 and Sole Source Letter

Submitted by: DC VanKeulen

RECOMMENDED ACTION BY THE BOARD:

- ☒ First reading
- ☐ Second reading
- ☐ Motion to approve
- ☐ For information only
- ☐ Other: [Click here to enter text.](#)

TWO MOTIONS:

1. Motion to waive two meeting rule.
2. Motion to approve Resolution 24-02 Waiving competitive bidding for sole source purchase of Paratech Equipment.

SUMMARY:

LN Curtis is the sole source dealer for Paratech Equipment in Washington State.

With the dissolution of PCSORT in December 2023, the equipment is no longer reliably available for rescue incidents or training.

This equipment is used for multiple tech rescue disciplines including trench, building shoring, as well as vehicle and machinery extrication and shoring.

Waiver of the 2nd reading is requested as the equipment is needed for a March tech rescue training class that CPFR is hosting.

FINANCIAL IMPACT: \$82,704.31 + shipping from the general fund, 330 Tech Rescue Division. This amount is budgeted.

CENTRAL PIERCE FIRE & RESCUE

RESOLUTION NO. 24-02

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE AUTHORIZING WAIVER OF COMPETITIVE BIDDING REQUIREMENTS FOR SOLE SOURCE PARATECH URBAN SEARCH & RESCUE AND TRENCH EQUIPMENT.

WHEREAS, RCW 39.04.280 provides for the waiver of competitive bidding requirements under enumerated conditions including (1)(a) Purchases that are clearly and legitimately limited to a single source of supply and (1)(b) Purchases involving special facilities or market conditions; and

WHEREAS, the District has the need for replacement of Paratech Urban Search & Rescue and trench equipment; and

WHEREAS, due to the dissolution of PCSORT in December of 2023, this equipment is no longer reliably available for rescue incidents or training; and

WHEREAS, the equipment is very specific, technical and used for multiple technical rescue disciplines including trench, building shoring, vehicle and machinery extrication/shoring.

WHEREAS, LN Curtis & Sons is the only dealer in Washington State authorized to sell Paratech; and

WHEREAS, The Board of Commissioners has determined that it is in the best interest of the District to approve the purchase under the statutory bid exceptions identified above.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Central Pierce Fire & Rescue hereby:

Section 1: Waive the competitive bidding requirements pursuant to RCW 39.04.280(1)(a) and (b).

Section 2: Authorize the purchase of Paratech Urban Search & Rescue and trench equipment.

- a. The equipment is clearly and legitimately available only from a single source of supply.

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESUCE ON THE _____ DAY OF _____, 2024, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND _____ WERE PRESENT AND VOTING.

SIGNATURE PAGE

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Dale Mitchell, Commissioner

ATTEST:

Tanya Robacker, District Secretary



To whom it may concern

Frankfort, November 2023

I am pleased to inform you that L.N. Curtis and Sons is the only authorized Master Distributor of the Paratech Product Line and the only dealer providing product familiarization of our products in the states of Hawaii, Alaska, Washington, Oregon, Idaho, Montana, Wyoming, California, Nevada, Utah, Colorado, Arizona, New Mexico.

Please feel free to refer your product inquiries to Curtis in those states.

They are well trained and properly equipped to service your requirements for Paratech products.

I am quite proud of our long-standing relationship with Curtis and know they will serve you well before and after the sale.

I appreciate your interest in our fine products and along with Curtis look forward to providing you with the most advanced and highest quality equipment available for today's hazardous rescue operations.

Best Regards
PARATECH INC.

Hans Frank Normolle
Chief Sales Officer



Board Meeting Agenda Item Summary

Agenda Date	January 22, 2024
Item Title:	Appendix A (2024 salary schedules) for Non-Represented Personnel (not including Fire Chief through Deputy Directors)
Attachments:	2024 Appendix A's – Non-Rep, Non-Unif Exempt and Non-Exempt
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Motion: To approve the 2024 Salary Schedules for non-represented employees covered under BOD 3.40 & 3.41.

Attached are the 2024 Appendix A Salary Schedules for the following personnel:

- Non-Represented, Exempt, Non-Uniformed**
- Non-Represented, Non-Exempt, Non-Uniformed

Pursuant to BOD 3.40 & 3.41 a market study was conducted in late 2023 and market adjustments have been made to a few classifications based on the survey results, in addition to the CPI adjustment (4.5%) that was awarded to the bargaining units. One position is also being reclassified in order to align their pay with their assigned duties.

FINANCIAL IMPACT:

Budgeted for in 2024 budget

**This Salary Schedule shows the removal of Directors and Deputy Directors/Controller as they will be presented to the Board as part of SOG 4.35 at an upcoming meeting.

Central Pierce Fire & Rescue
Non-Represented/Non-Uniformed/Exempt
Appendix A - 2024 Salary Schedule

4.5% Base Salary Increase

January 1, 2024 - December 31, 2024

Position		Monthly Salary	Annual Salary	40 Hr/Wk Hourly
CARES Program Manager	Step A	\$ 10,908	\$ 130,896	\$ 62.93
	Step B	\$ 11,454	\$ 137,448	\$ 66.08
	Step C	\$ 12,027	\$ 144,324	\$ 69.39
	Step D	\$ 12,629	\$ 151,548	\$ 72.86
	Step E	\$ 13,261	\$ 159,132	\$ 76.51
Strategic Program Manager	Step A	\$ 8,845	\$ 106,140	\$ 51.03
	Step B	\$ 9,288	\$ 111,456	\$ 53.58
	Step C	\$ 9,753	\$ 117,036	\$ 56.27
	Step D	\$ 10,241	\$ 122,892	\$ 59.08
	Step E	\$ 10,754	\$ 129,048	\$ 62.04
Crisis Intervention Coordinator	Step A	\$ 8,736	\$ 104,832	\$ 50.40
	Step B	\$ 9,173	\$ 110,076	\$ 52.92
	Step C	\$ 9,632	\$ 115,584	\$ 55.57
	Step D	\$ 10,114	\$ 121,368	\$ 58.35
	Step E	\$ 10,620	\$ 127,440	\$ 61.27
Community Health Worker	Step A	\$ 8,236	\$ 98,832	\$ 47.52
	Step B	\$ 8,648	\$ 103,776	\$ 49.89
	1.85% market adjustment	\$ 9,081	\$ 108,972	\$ 52.39
	Step D	\$ 9,536	\$ 114,432	\$ 55.02
	Step E	\$ 10,013	\$ 120,156	\$ 57.77
Human Resources Analyst	Step A	\$ 7,670	\$ 92,040	\$ 44.25
	Step B	\$ 8,054	\$ 96,648	\$ 46.47
	9% market adjustment	\$ 8,457	\$ 101,484	\$ 48.79
	Step D	\$ 8,880	\$ 106,560	\$ 51.23
	Step E	\$ 9,324	\$ 111,888	\$ 53.79

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

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

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

VEBA contribution = \$4,000

Medical Cap
100% for 2024

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

Central Pierce Fire & Rescue
Non-Represented/Non-Uniformed/Hourly
Appendix A - 2024 Salary Schedule

4.5% Base Salary Increase

January 1, 2024 through December 31, 2024

Position		Monthly Salary	Annual Salary	40 Hr/Wk Hourly
Central Stores Manager	Step A	\$ 7,489	\$ 89,868	\$ 43.21
	Step B	\$ 7,714	\$ 92,568	\$ 44.50
	2% Market Adjustment	\$ 7,946	\$ 95,352	\$ 45.84
	Step D	\$ 8,185	\$ 98,220	\$ 47.22
	Step E	\$ 8,431	\$ 101,172	\$ 48.64
Lead Runner/Purchasing Assist	Step A	\$ 4,607	\$ 55,284	\$ 26.58
	Step B	\$ 4,746	\$ 56,952	\$ 27.38
	Reclassification	\$ 4,889	\$ 58,668	\$ 28.21
	Step D	\$ 5,036	\$ 60,432	\$ 29.05
	Step E	\$ 5,188	\$ 62,256	\$ 29.93
Runner	Step A	\$ 3,822	\$ 45,864	\$ 22.05
	Step B	\$ 3,937	\$ 47,244	\$ 22.71
	Step C	\$ 4,056	\$ 48,672	\$ 23.40
	Step D	\$ 4,178	\$ 50,136	\$ 24.10
	Step E	\$ 4,304	\$ 51,648	\$ 24.83
Runner (Part-Time) (Eligible for base salary only)	Step A	\$ 3,715	\$ 44,580	\$ 21.43
	Step B	\$ 3,827	\$ 45,924	\$ 22.08
	Step C	\$ 3,942	\$ 47,304	\$ 22.74
	Step D	\$ 4,061	\$ 48,732	\$ 23.43
	Step E	\$ 4,183	\$ 50,196	\$ 24.13

Purchasing Manager Acting Pay - Main Runner \$ Hourly 13.28

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

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

VEBA Contribtuion - \$4000

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

Medical Cap
100% for 2024

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



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Surplus Items: 2 Used Treadmills from Station 65

Attachments: Attachment A: Surplus Spreadsheet

Submitted by: DC VanKeulen

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"To approve the surplus liquidation of two used treadmills."

SUMMARY:

The items listed on the attached spreadsheet are owned by the District and are no longer needed. Therefore, staff requests that the items be declared surplus so that they may be liquidated according to District policy.

Attachment A - Surplus Items
January 22, 2024 Board Meeting

DATE	ITEM	MAKE	MODEL	SERIAL NO	QTY	FAID	NOTES
1/22/2024	Treadmill	TRUE	TPS900-19	23-TPS900193H	1	N/A	Belt stalls, tech could not find problem to repair
1/22/2024	Treadmill	TRUE	TPS900-19	23-TPS900192H	1	N/A	Incline motor broke, motor discontinued



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Benaroya B30 Space Lease Agreement

Attachments: Industrial Lease Agreement Space B30-Benaroya

Submitted by: Dustin Morrow, Fire Chief

RECOMMENDED ACTION BY THE BOARD:

☐ First reading

☐ Second reading

☒ Motion to approve

☐ For information only

☐ Other: _____

POSSIBLE MOTION:

"I move to approve the Fire Chief to sign and execute the lease agreement for the B30 space on the Benaroya Complex as presented."

SUMMARY:

Staff has been working with the Benaroya Company to establish a lease agreement, allowing the District to move Central Stores from Station 66 to the B30 Space on the Benaroya Complex. Establishing this lease, and moving Central Stores to the B30 Space will allow the District to reopen Station 66 as a Fire Station by the end of 2024.

The Fire Chief is seeking signing approval for the lease agreement.

FINANCIAL IMPACT:

Budgeted: \$9,000 per month plus triple nets.

INDUSTRIAL LEASE

THIS LEASE AGREEMENT made this 1st day of December 2023, by and between Benaroya Capital Company, LLC, a Washington limited liability company, (the "Lessor") and CENTRAL PIERCE FIRE & RESCUE (the "Lessee").

- 1. **Premises.** Lessor does hereby lease to Lessee those certain premises, to wit: 10,698 square feet of warehouse space plus Suite B30 in the basement of the Building known as the West Building of South Hill Business & Technology Center (the "Building") as depicted on the Floor Plan attached hereto as Exhibit B located at 1019 39th Ave SE in Puyallup, Washington (hereinafter called "Premises") situated on land legally described on Exhibit A attached hereto and incorporated herein (the "Land"). The "Building" is hereafter sometimes referred to as the "Project". The Premises will be delineated by placing tape on the floor to identify the leased space.
- 2. **Term.** This Lease shall be for a term of 113 months and 22 days months commencing on February 1, 2024 (the "Commencement Date") and terminating June 22, 2033. Rent for any fractional calendar month shall be the prorated portion of the rent computed on a daily basis.
- 3. **Monthly Minimum Rent.** Lessee covenants and agrees to pay Lessor at 9675 SE 36th Street, Suite 115, Mercer Island, WA 98040, or to such other party or at such other place as Lessor may hereafter designate, Monthly Minimum Rent in the following amounts according to the schedule below and Additional Rent, as provided in Section 8, in advance without offset or deduction, on or before the first (1st) day of each month of the Lease term. Any amount payable by Lessee to Lessor under this Lease shall be considered "Rent":

<u>Period:</u>	<u>Monthly Minimum Rent (Base Rent):</u>
February 1, 2024 through June 22, 2024	\$8,987.00 per month
June 23, 2024 through June 22, 2025	\$9,346.48 per month*

* Rent will continue to increase by 4% annually effective on June 23 of each year commencing on June 23, 2025 and continuing throughout the term.

- 4. **Prepaid Rent.** Lessee has deposited with Lessor on the date hereof Eight Thousand Nine Hundred Eighty Seven and 00/100 Dollars (\$8,987.00) which is to be applied to the Monthly Minimum Rent for the month of February, 2024.
- 5. **Use.** Lessee shall use and occupy the Premises for the purpose of storage and for no other purposes, without prior written consent of Lessor, and shall comply with all governmental laws, ordinances, regulations, orders and directives and insurance requirements applicable to Lessee's use of the Premises. Lessee shall not occupy or use or permit any portion of the Premises to be occupied or used in such a manner or for any purpose which would increase the cost of insurance coverage upon the Premises, the building or the contents thereof.
- 6. **Rules and Regulations.** Lessee agrees to comply with the Rules and Regulations attached hereto as Exhibit C and with any recorded Covenants, Conditions and Restrictions affecting the Project, as well as such other reasonable rules and regulations as may from time to time be adopted by Lessor for the management, good order and safety of common areas, the building and its Lessee(s). Lessee shall be responsible for the compliance with such rules and regulations by its employees, agents and invitees. Lessor's failure to enforce any of such rules and regulations against Lessee or any other Lessee shall not be deemed to be a waiver of same.
- 7. **Maintenance and Repairs.**
 - A. **Lessee Obligations.** By entry hereunder, Lessee accepts the Premises as being in good and sanitary order, condition and repair. Lessee shall, at its expense, keep, maintain and preserve the Premises in the condition in which it is delivered to Lessee. Lessee shall, upon the expiration or sooner termination of the term hereof, surrender the Premises to Lessor in the same condition as when received, except for reasonable wear and tear as determined by Lessor and with all components and systems in good working order and repair. Lessee shall not alter, remodel, improve, repair, decorate or paint the Premises or any part thereof without first obtaining the prior written permission of Lessor.

- B. **Lessor Obligations.** Notwithstanding Section 7.A, Lessor shall maintain and repair (including replacement) the structural portions of the Building and the plumbing, heating, ventilating, air conditioning, elevator and electrical systems furnished by Lessor. Lessor shall not be liable for any failure to make any such repairs or to perform any maintenance unless such failure shall persist for an unreasonable time after written notice of the need of such repairs or maintenance is given to Lessor by Lessee. There shall be no abatement of rent and no liability of Lessor by reason of any injury to or interference with Lessee's business arising from the making of any repairs, alterations or improvements in or to any portion of the Building or the Premises or in or to fixtures, appurtenances and equipment therein; provided that Lessor shall minimize interference with Lessee's business, and Lessor shall be liable for any damage to Lessee's Furnishings, Fixtures, and Equipment caused by Lessor or its employees, officers, agents, contractors, visitors, guests, licensees, or invitees.. Lessee waives the right, if any, to make repairs at Lessor's expense under any law, statute or ordinance now or hereafter in effect.
8. **Utilities and Fees.** This is a full service (gross) Lease except for electricity. Any use of utilities is to be reimbursed to Lessor by Lessee as Additional Rent. Lessor's failure to furnish any utilities shall not result in any liability to Lessor, Lessee shall not be entitled to any abatement or reduction of rent by reason of such failure, and no eviction of Lessee shall result from such failure.
9. **[INTENTIONALLY OMITTED]**
10. **Lessor's Reservations.** Lessor reserves the right without liability to Lessee: (a) to inspect the Premises, and to show them to prospective Lessees, partners or lenders and if they are vacated, to prepare them for re-occupancy; (b) to retain at all times and to use in appropriate instances keys to doors within and into the Premises; (c) to make repairs, alterations, additions or improvements, whether structural or otherwise, in or about the building, and for such purposes to enter upon the Premises and during the continuance of any work, to close common areas and to interrupt or temporarily suspend building services and facilities, all without affecting any of Lessee's obligations hereunder, so long as the Premises are reasonably accessible; and (d) generally to perform any act relating to the safety, protection and preservation of the Premises or building. In exercising its reserved rights, Lessor shall not unreasonably interfere with Lessee's operations on the Premises, and shall not damage Lessee's Furniture, Fixtures, or Equipment.
11. **Possession.** Lessee has inspected the Premises and will accept possession in its current as-is condition.
12. **Assignment and Subletting.** Lessee shall not either voluntarily or by operation of law assign, transfer, convey or encumber this Lease or any interest under it, or sublet its right to occupy or use all or any portion of the Premises without Lessor's prior written consent.
- The Lessee shall not assign its interest in or under this Lease for security purposes, nor shall the Lessee grant any security interest, lien or encumbrance against its interest in this Lease or in or to any property in or affixed to the Premises without the prior written consent of the Lessor, which consent shall be granted, withheld or conditioned in Lessor's sole discretion. In no event shall the Lessee grant, or allow to exist, any security interest in, or lien or encumbrance against the fee title to the Premises, the building in which the Premises is located or the real property on which the building is located.
13. **Alterations.** Lessee may not make any alterations, additions and improvements in said Premises without Lessor's prior consent.
14. **Liens.** Lessee shall keep the Premises free from any liens arising out of any work performed, materials furnished, equipment supplied, or obligations incurred by or on behalf of Lessee. No work performed, material furnished, equipment supplied or obligations incurred by or on behalf of Lessee shall be deemed to be for the immediate use and benefit of Lessor so that no mechanic's lien or other lien shall be allowed against Lessor's estate in the premises. Lessee shall provide, at Lessee's own cost, waivers of lien signed by any party (including the Lessee) who performs work, furnishes materials, or supplies equipment to the Premises. Lessor may require, at Lessee's sole cost and expense, a lien release and completion bond in an amount equal to either the actual contract price or one and one-half times the estimated cost of any improvements, additions or

alterations in the Premises which Lessee desires to make, to insure Lessor against any liability for lien and to insure completion of the work.

15. **Signs.** Lessee shall not place any signs or symbols in the windows and/or doors of the Premises, or upon any exterior part of the building.

16. **Insurance.**

A Lessor's Insurance. All insurance maintained by Lessor shall be for the sole benefit of Lessor and under Lessor's sole control. Lessor agrees to maintain property insurance insuring the Building against damage or destruction due to risk including fire, vandalism, and malicious mischief in an amount not less than eighty percent (80%) (or such greater percentage as may be necessary to comply with the provisions of any co insurance clauses of the policy) of the replacement cost thereof, in the form and with deductibles and endorsements as selected by Lessor. At its election, Lessor may instead (but shall have no obligation to) obtain "All Risk" coverage, and may also obtain earthquake, pollution, and/or flood insurance in amounts selected by Lessor. Lessor shall not be obligated to insure, and shall have no responsibility whatsoever for any damage to, any furniture, machinery, goods, inventory or supplies, or other personal property or fixtures which Lessee may keep or maintain in the Premises, or any leasehold improvements, additions or alterations within the Premises.

B Lessee's Insurance. Lessee shall, at its sole expense, purchase and keep in force during the Term of this Lease the following:

i. Property Insurance. Property insurance on all personal property and fixtures of Lessee and all improvements, additions or alterations made by or for Lessee to the Premises on an "All Risk" or "Special Form" basis, insuring such property for its full replacement value. The policy may at Lessor's option include Business Income and Extra Expense Endorsements at 100% of Lessee's gross revenue for a period of twelve (12) months, and Boiler and Machinery and Plate Glass coverage if required by Lessor.

ii. Liability Insurance. Commercial general liability insurance in the amount of not less than Two Million Dollars (\$2,000,000.00) combined single limit per occurrence and Two Million Dollars (\$2,000,000.00) in the annual aggregate, covering bodily injury, personal and advertising injury and property damage liability occurring in or about the Premises or arising out of the use and occupancy of the Premises and the Building, and any part of either, and any areas adjacent thereto, and the business operated by Lessee or by any other occupant of the Premises. Such insurance shall (1) include contractual liability coverage insuring all of Lessee's indemnity obligations under this Lease; (2) be written to apply to all bodily injury (including death), property damage or loss (broad form), fire legal liability, products completed operations, medical payments, personal and advertising injury and other covered loss, however occasioned; (3) shall provide for the severability of interests of insureds; and (4) shall be written on an "occurrence" basis, which shall afford coverage for all claims based on acts, omissions, injury and damage, which occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy period. The policy shall include an endorsement providing that the general aggregate limit shall be on a per location basis, to include the leased premises.

iii. Workers' Compensation Insurance. Lessee shall maintain all required coverages including employer's liability at a limit of not less than \$1,000,000.

iv. Auto Liability Insurance. Lessee shall maintain auto liability for all owned, non-owned and hired autos at a limit of not less than \$1,000,000 per accident.

v. General Insurance Requirements. All coverages described in this section shall (1) name Lessor, Lessor's property manager, and the members, managers, partners, trustees, officers, directors, shareholders, parents affiliates and subsidiaries of Lessor, its representatives, assigns, licensees, beneficiaries, agents and employees (the "Lessor Entities") as additional insured on the commercial general liability policy and as additional insured/loss payee on the property insurance policy with respect to Lessor's interest in improvements and alterations; (2) be issued by an insurance company rated A:VII or better in "Best's Insurance Guide" and authorized to do business in the State of Washington; (3) be primary and provide that any insurance coverage maintained by Lessor shall be considered excess and non-contributing to the policies required by this section; (4) endeavor to provide Lessor with forty-five (45) days' notice of cancellation or change in terms (ten (10) days for cancellation due to non-payment of premium); and (5) waive all rights of subrogation by the insurance carrier against Lessor. The policies of insurance or certificates

thereof shall be delivered to Lessor by Lessee upon the earlier of (x) Lessee's possession of the Premises, or (y) the Commencement Date of this Lease, and upon each renewal of such insurance throughout the term of this Lease. The coverage afforded to Lessor must be at least as broad as that afforded to Lessee and may not contain any terms, conditions, exclusions or limitations applicable to Lessor that do not apply to Lessee. If at any time during the Term the amount or coverage of insurance which Lessee is required to carry under this section is, in Lessor's reasonable judgment, materially less than the amount or type of insurance coverage typically carried by Lessees of properties located in the general area in which the Premises are located, or if Lessee's use of the Premises changes with or without Lessor's consent, Lessor shall have the right to reasonably require Lessee to increase the amount or reasonably change the types of insurance coverage required under this section. If Lessee fails to procure such insurance, or to deliver such policies or certificates, Lessor may, at Lessor's option and in addition to Lessor's other remedies in the event of a default by Lessee hereunder, procure and maintain insurance for such items and interests to protect Lessor in such amounts as Lessor may determine to be appropriate and any and all premiums paid or payable by Lessor therefore shall be deemed to be additional rent and shall be due on the payment date of the next installment of Rent hereunder.

vi Increase in Insurance Premium. Notwithstanding anything in this Lease to the contrary, Lessee shall not keep, use, sell or offer for sale in or upon the Leased Premises any article, nor conduct any activities or operations, which are or may be prohibited by Lessor's insurance carriers. Lessee shall pay any increase in premiums for property or liability insurance maintained by Lessor resulting from Lessee's use or occupancy of the Leased Premises, whether or not Lessor has consented thereto. In the event of such increased insurance premiums to Lessor, Lessee also shall pay immediately to Lessor an amount equal to any additional premium on the insurance policy or policies that Lessor may carry for its protection against loss resulting from any insured event. In determining whether increased premiums are the result of Lessee's use or occupancy of the Leased Premises, the rates and premiums determined by the organization setting the insurance premiums shall be conclusive evidence of the several items and charges which make up the insurance premiums. Lessor shall deliver bills for such additional amounts to Lessee at such times as Lessor may elect, and Lessee shall immediately pay Lessor therefor.

17. **Indemnity Against Liability for Loss or Damage**

- A. Lessee assumes all liability for and shall indemnify, hold harmless and defend Lessor from and against all loss, damage or expense which the Lessor may sustain or incur, and against any and all claims, demands, suits and actions whatsoever, including expense of investigation and litigation, on account of injury to or death of persons, including without limitation employees of Lessor, employees of Lessee or its affiliated companies or on account of damage to or destruction of property, including without limitation property owned by and property in the care, custody or control of Lessor during the Term, due to or arising in any manner from:
 - (i) The acts or negligence of Lessee or any contractor, subcontractor, or agent of Lessee or their respective employees;
 - (ii) The condition, use or operation of the Premises and/or materials or substances used by Lessee or any of its contractors, subcontractors or agents of Lessee or by their respective employees, regardless of whether or not furnished by Lessor under this Lease or otherwise;
 - (iii) Any damage or injury to persons or property arising out of Lessee's breach of this Lease, including, but not limited to, obligations of Lessee under Section 7, Maintenance.
- B. Lessor shall have no liability to Lessee as a result of loss or damage to Lessee's property or for death or bodily injury caused by the acts or omissions of other tenants in the project or by third parties (including criminal acts), except to the extent of the negligence or other wrongful act or omission of Lessor.
- C. Lessee shall not be obligated to indemnify Lessor for the portion of any claim or liability caused by or arising from the act, omission or negligence of Lessor.

D. It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this Section 17 shall survive any termination of this Lease.

18. **Damage or Destruction.** If any of the Premises, or a substantial part of the building in which the Premises are located, shall be damaged or destroyed by fire or other insured casualty, and repair of the damage cannot be completed within one hundred eighty (180) days, the remaining term of this lease, following receipt by Lessor of actual notice of such damage or destruction Lessor shall have the option either (a) to repair or rebuild within a reasonable time utilizing the insurance proceeds to effect such repair, or (b) not to repair or rebuild, and to cancel this Lease on thirty (30) days' notice. If Lessor fails to give Lessee written notice of its election within thirty (30) days from the date of damage, Lessee may cancel this Lease at its option on three (3) days' notice. During the period of untenantability, rent shall abate in the same ratio as the portion of the Premises rendered untenantable bears to the whole of the Premises; provided that if the damage is due to the fault or neglect of Lessee, there shall be no abatement of rent.

If any part of the Premises or the building in which the Premises are located shall be damaged or destroyed by an uninsured casualty Lessor shall have the option either (a) to repair or rebuild within a reasonable time, or (b) not to repair or rebuild, and to cancel this Lease on thirty (30) days' notice.

1. **Eminent Domain.** If the whole of the Premises shall be taken by any public authority under the power of eminent domain, or purchased by the condemnor in lieu thereof, then the term of this Lease shall cease as of the date possession is taken by such public authority. If only part of the Premises shall be so taken, the Lease shall terminate only as to the portion taken, and shall continue in full force and effect as to the remainder of said Premises, and the monthly rent shall be reduced proportionately; provided, however, if the remainder of the Premises cannot be made tenantable for the purposes for which Lessee has been using the Premises or if more than twenty-five percent (25%) of the rentable square footage of the Premises shall be so taken, then either party, by written notice to the other, given at least thirty (30) days prior to the date that possession must be surrendered to the public authority, may terminate this Lease effective as of such surrender of possession. If any part of the building other than the Premises shall be so taken so as to render in Lessor's opinion the termination of this Lease beneficial to the remaining portion of the building, Lessor shall have the right within sixty (60) days of said taking to terminate this Lease upon thirty (30) days written notice to Lessee. In the event of any taking, whether whole or partial, Lessor shall be entitled to all awards, settlements, or compensation which may be given for the land and buildings. Lessee shall have no claim against Lessor for the value of any unexpired term of this Lease. Lessee shall have the right to seek an independent and separate award from the condemning authority for relocation benefits and for any tangible personal property of the Lessee taken so long as such award does not diminish the amount of the award payable to Lessor.
20. **Insolvency.** If Lessee shall be declared insolvent or bankrupt, or if Lessee's leasehold interest herein shall be levied upon or seized under writ of any court of law, or if a trustee, receiver or assignee be appointed for the property of Lessee, whether under operation of State or Federal statutes, then Lessor may, at its option, immediately, without notice (notice being expressly waived), terminate this Lease and take possession of said Premises.
21. **Default and Re-Entry.** If Lessee fails to keep or perform any of the covenants and agreements herein contained, then the same shall constitute a breach hereof. If the breach is Lessee's failure to pay rent or other charges provided for herein, then the Lease is in default upon the occurrence of such breach. If Lessee has not remedied other types of breaches within thirty (30) days after written notice thereof from Lessor, except that if the breach cannot reasonably be cured within such thirty (30) day period, then if Lessee fails to commence to cure within such thirty (30) day period and thereafter, diligently prosecute such cure to completion, then the same shall be a default. Notwithstanding the foregoing, Lessee's failure to comply with the same Lease term or covenant on three (3) occasions during the Term, even if such breach is cured within the applicable cure period, will constitute a default.

Upon and at any time after any default Lessor may, at its option, without further notice or demand:

- A. Cure such breach for the account and at the expense of Lessee (including entry upon the Premises to make repairs on behalf of the Lessee where Lessee has failed to make such repairs as required under this Lease) and such expense shall be deemed Additional Rent due on the first of the following month; or

- B. Re-enter the Premises, remove all persons therefrom, take possession of the Premises and remove all personal property therein at Lessee's risk and expense and (1) terminate this Lease, or (2) without terminating the Lease, terminate the right of possession hereunder. In either event, any moneys received from Lessee and any deposit or other amounts held by Lessor may first be applied by Lessor to any damages suffered by Lessor as a result of such default, including without limitation, costs and expenses incurred on re-entry and re-letting, any unamortized tenant improvements and commissions, cleaning, necessary repairs, restoration and alteration, and any commissions incurred on re-letting ("Re-leasing Costs"), and the balance of such amounts may be applied toward payment of other sums due to Lessor hereunder. In the event the Premises are re-let for Lessee's account, Lessee shall pay to Lessor monthly any deficiency; however, Lessor shall not be required to pay any excess to Lessee. Upon termination of this Lease or of Lessee's right to possession, Lessor reserves and has the right to recover damages arising from the breach of the Lease from Lessee including, but not limited to: (w) Re-leasing Costs; (x) The Worth (see interest calculation below) of the unpaid rent and other charges provided for herein that had been earned at the time of such termination; (y) The worth of the amount of the unpaid rent and other charges provided for herein that would have been earned for the balance of the term of this Lease after the date of such termination; and (z) Any other amount, including court, attorney and collection costs, necessary to compensate Lessor. "The Worth," as used in Clause (x) above is to be calculated with interest at 18% per year (or, if applicable, at such lower rate as may represent the highest legal limit allowed in the State of Washington). "The worth" as used in Clause (y) above is to be computed by discounting the amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of termination. The above remedies of Lessor are cumulative and in addition to any other remedies now or hereafter allowed by law or elsewhere provided for in this Lease.
- C. Lessor shall not be liable for damages by reason of the re-entry described in paragraph B, above.
- D. Lessor will be obligated to make a reasonable effort to mitigate damages.
22. **Removal of Property.** Any property of Lessee removed by Lessor in accordance with Section 21 above may be stored, sold, or disposed of by Lessor without any additional notice to Lessee at the sole risk and expense of Lessee and without any further responsibility of Lessor. Proceeds therefrom may be applied by Lessor upon any indebtedness due from Lessee to Lessor. Lessee waives all claims for damages that may be caused by Lessor re-entering the Premises and removing or disposing of said property as herein provided.
23. **Costs and Attorneys' Fees.** If there is litigation between the parties concerning this Lease (including any litigation or other proceeding in Bankruptcy Court), the prevailing party shall be entitled to recover from the losing party the cost and expenses of such action, including reasonable collection fees, attorneys' fees (including without limitation the allocated cost of in-house counsel) and court costs, including but not limited to those incurred at and in preparation for discovery(including depositions), arbitration, trial, appeal and review.
- Any dispute relating to this Lease shall be brought in the State or Federal Court in the County in which the Premises are located or, at Lessor's election, in King County, Washington; provided, however, that Lessor has the right to initiate binding arbitration conducted by Judicial Dispute Resolution, LLC in Seattle, Washington.
24. **Subrogation Waiver.** Lessor and Lessee each herewith and hereby release and relieve the other and waive its entire right of recovery against the other for loss or damage arising out of or incident to the perils of fire, explosion or any other perils described in the "all risk" insurance and the events covered under the property insurance coverages required under this Lease, whether due to the negligence of either party, their agents, employees or otherwise. Each party shall obtain from its respective insurer under each insurance policy that it maintains a waiver of all rights of subrogation which the insurer may have against the other party for claims that are released under this Section 24.
25. **Holding Over.** If Lessee, with the express consent of Lessor, shall hold over after the expiration of the term of this Lease, Lessee shall remain bound by all the covenants and agreements herein,

except that (a) the tenancy shall be from month-to-month and (b) the monthly rent to be paid by Lessee shall be determined by multiplying the monthly rent in effect immediately preceding such expiration times 150%. If Lessee holds possession of the Demised Premises after the expiration of the Lease without the express written consent of Lessor, Lessee shall remain bound by all the covenants and agreements herein, except that (a) the tenancy shall be at sufferance and (b) the monthly rent to be paid by Lessee shall be the greater of twice the monthly rent in effect immediately preceding such expiration or the total loss to Lessor as a result of Lessee's holdover, if, effective during the term of such holdover, Lessor has leased all or part of the Premises to other Lessee(s). Any such tenancy may be terminated with twenty (20) days prior notice as provided by Washington State law.

In the event of any unauthorized holding over, Lessee shall also indemnify and hold Lessor harmless from and against all liability, losses, claims, causes of action, damages, costs and expenses (including without limitation attorney fees) resulting from Lessee's failure to surrender the Premises, including without limitation claims made by succeeding Lessees resulting from Lessee's failure to surrender the Premises.

Lessee's obligations under this Section 25 shall survive the expiration or termination of this Lease.

26. **Subordination and Attornment; Mortgage Protection.**

- A. **Subordination-Notice to Mortgagee.** At the request of Lessor, Lessee shall promptly execute, acknowledge and deliver, all instruments which may be required to subordinate this Lease to any existing or future mortgages, deeds of trust and/or other security documents on or encumbering the Premises or on the leasehold interest held by Lessor, and to any extensions, renewals, or replacements thereof, provided that the mortgagee or beneficiary, as the case may be, shall agree to recognize this Lease in the event of foreclosure if Lessee is not in material default at such time.
- B. **Lessee's Certificate.** Lessee shall at any time and from time to time within five (5) days after written notice from Lessor execute, acknowledge and deliver to Lessor a statement in writing (a) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease as so modified is in full force and effect), and the date to which the rental and other charges are paid in advance, if any; and (b) acknowledging that there are not, to Lessee's knowledge, any uncured defaults on the part of the Lessor or Lessee hereunder, or specifying such defaults if any are claimed; and (c) setting forth the date of commencement of rents and expiration of the Lease Term hereof; and, (d) such other information as the Lessor shall reasonably require. Any such statement may be relied upon by any prospective purchaser or encumbrancer of all or any portion of the Premises of which the Premises are a part.
- C. **Mortgagee Protection Clause.** Lessee agrees to notify any mortgagee and/or trust deed holders, by registered mail, with a copy of any notice of default served upon the Lessor, provided that prior to such notice Lessee has been notified in writing (by way of Notice of Assignment of Rents and Lease, or otherwise) of the addresses of such mortgagees and/or trust deed holders. Lessee further agrees that if Lessor shall have failed to cure such default, then the mortgagees and/or trust deed holders have thirty (30) days within which to cure such default or if such default cannot be cured within that time, then such additional times as may be necessary if within such thirty (30) days any mortgagee and/or trust deed holder has commenced and is diligently pursuing the remedies necessary to cure such default (including but not limited to commencement of foreclosure proceedings if necessary to affect such cure), in which event this Lease shall not be terminated if such remedies are being so diligently pursued.

27. **Surrender of Possession.** Lessee shall, prior to the termination of this Lease or of Lessee's right to possession, remove from the Premises all personal property which Lessee is entitled to remove and those alterations, additions, improvements or signs which may be required by Lessor to be removed, including cabling, pursuant to Sections 13 and 15 above, and shall repair or pay for all damage to the Premises caused by such removal. All such property remaining and every interest of Lessee in the same shall be conclusively presumed to have been conveyed by Lessee to Lessor under this Lease as a bill of sale, without compensation, allowance, or credit to Lessee. Lessee shall upon termination of this Lease or of Lessee's right of possession, deliver all keys to Lessor and peacefully quit and surrender the Premises without notice, neat and clean, and in as good

condition as when Lessee took possession, except for reasonable wear and tear as determined by Lessor and with all components and systems in good working order and repair.

28. **Late Payment and Interest.** If any amount due from Lessee is not received in the office of Lessor on or before the third (3rd) day following the date upon which such amount is due and payable, a late charge of five percent (5%) of said amount shall become immediately due and payable, which late charge Lessor and Lessee agree represents a fair and reasonable estimate of the processing and accounting costs that Lessor will incur by reason of such late payment. All past due amounts owing to Lessor under this Lease, including rent, shall be assessed interest at an annual percentage rate of eighteen percent (18%) from the date due until paid.
29. **Notice.** Any notice, communication or remittance required or permitted by this Lease by either party to the other shall be deemed given, served or delivered, in writing, delivered personally or by courier or by telephonic facsimile transmission with automatic confirmation, addressed to the Lessor at the address specified for the payment of rent under Paragraph 3 of this Lease or to Lessee at the Premises or to such other address as either party may designate to the other in writing from time to time.
30. **No Waiver of Covenants.** Time is of the essence of this Lease. Any waiver by either party of any breach hereof by the other shall not be considered a waiver of any future similar or other breach.
31. **Entire Agreement.** It is expressly understood and agreed by Lessor and Lessee that there are no promises, agreements, conditions, understandings, inducements, warranties, or representations, oral or written, express or implied, between them, other than as herein set forth and that this Lease shall not be modified in any manner except by an instrument in writing executed by the parties.
32. **Binding on Heirs, Successors and Assigns.** The covenants and agreements of this Lease shall be binding upon the heirs, executors, administrators, successors and assigns of both parties hereto, except as hereinabove provided.
33. **Lessor's Assignment.** It is fully understood that Lessor shall have the full right to assign this Lease, without any notice to Lessee, and Lessee will attorn to such assignee, thereby relieving Lessor from all and any liabilities; provided however, that the assignee assumes all Lessor's responsibilities as set forth in this Lease.
34. **Environmental.** See Rider One attached and incorporated into this Lease by this reference.
35. **Brokers; Agency Disclosure; Brokerage Relationships.**
 - A. **Payment of Brokers.** Lessor shall pay the commissions due those real estate brokers or agents named below pursuant to separate written agreements. If Lessee has dealt with any other person or real estate broker with respect to leasing or renting space in the Building, Lessee shall be solely responsible for the payment of any fee due said person or firm and Lessee shall hold Lessor free and harmless against any liability in respect thereto, including attorney's fees and costs.
 - B. **Agency Disclosure.** At the signing of this Lease Agreement, the Lessor's Leasing Agent, Kyle Schipper, of NAI Puget Sound Properties, represented Lessor. The Lessee is not represented by an agent. Each party signing this document confirms that the prior oral and/or written disclosure of agency was provided to him/her in this transaction. (As required by WAC 308-124D-040).
36. **Force Majeure.** Neither party shall have liability to the other party on account of the following acts of "force majeure," which shall include (a) the inability of a party to fulfill, or delay in fulfilling, any of the party's obligations under this Lease by reason of strike, lockout, other labor trouble, dispute or disturbance; (b) governmental regulation, moratorium, action, inaction, preemption or priorities or other controls, including delays in receipt of permits; (c) shortages of fuel, supplies or labor; (d) any failure or defect in the supply, quantity or character of electricity or water furnished to the Premises by reason of any requirement, act or omission of the public utility or others furnishing the Building with electricity or water; or (e) for any other reason, whether similar or dissimilar to the above, or for act of God, beyond the party's reasonable control. If this Lease specifies a time period for performance of an obligation of a party, that time period shall be

extended by the period of any delay in the party’s performance caused by any of the events of force majeure described herein. Notwithstanding the foregoing, the financial obligations of the parties are not subject to the terms of this Force Majeure paragraph.

- 37. **Limitation of Liability.** The recourse of Lessee to recover any claim against Lessor arising under this Lease shall be limited to Lessor’s interest in the Building and to the rents, issues and profits from the Building. Lessee waives any and all recourse for any such liability against Lessor’s members, partners, shareholders, trustees or beneficiaries, or any property or assets of Lessor other than the Building.
- 38. **Survival.** The obligations and liabilities of Lessee hereunder, as well as the release, indemnity and attorney fee provisions of this Lease, shall survive the expiration of this Lease and/or the termination of this Lease and/or the termination of Lessee’s right of possession.
- 39. **Not an Offer.** Submission of this document for examination and signature by Lessee is not an offer to lease and does not create a reservation or option to lease; no claim for reliance, estoppel, contract, breach of good faith, or other claim can be made based upon the circulation of this Lease. This document will become effective and binding only upon full execution and delivery by both Lessee and Lessor.
- 40. **Cross Default.** The parties to this Lease are also parties to a lease dated December 15, 2022 covering Suite 120 in the Building located at 1015 39th Ave SE in Puyallup, WA (the “1015 Lease”). Any default in that Lease will be considered a default in this Lease and any default in this Lease will be considered a default in the 1015 Lease.
- 41. **Right to Terminate.** Provided Lessee has not been in default of any term or condition of the Lease, beyond any applicable cure period, Lessee shall have the right to terminate this Lease effective on January 31, 2029, by notifying Lessor of its exercise of this Right no later than January 31, 2028.
- 42. **Exhibits:** The following exhibits or riders are made a part of this Lease and are incorporated herein by reference:

- Rider One - Environmental
- Exhibit A - Legal Description of Land
- Exhibit B - Floor Plan of Premises
- Exhibit C-Rules and Regulations

LESSOR:

LESSEE:

BENAROYA CAPITAL COMPANY, LLC

CENTRAL PIERCE FIRE & RESCUE

(SIGNATURE)

By: Larry Benaroya

By: Dustin Morrow

(PLEASE PRINT)

Its: Manager

Its: Fire Chief

Date: _____

Date: _____

LESSOR NOTARY

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I certify that I know or have satisfactory evidence that Larry R. Benaroya is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Manager of Benaroya Capital Company, LLC, a Washington limited liability company, to be the free and voluntary act of such limited liability company for the uses and purposes mentioned in the instrument.

DATED: _____

(Signature)

(Please print name legibly)

NOTARY PUBLIC in and for the State of
Washington, residing at _____

My commission expires _____

LESSEE NOTARY

STATE OF)
) ss.
COUNTY OF)

I certify that I know or have satisfactory evidence that Dustin Morrow is the person who appeared before me, and said person acknowledged that he signed this instrument as the Fire Chief of Central Pierce Fire & Rescue, and on oath acknowledged it to be the free and voluntary act of such corporation for the uses and purposes mentioned in the instrument, and on oath stated that he was authorized to execute this instrument on behalf of such company.

DATED: _____

(Signature)

(Please print name legibly)

NOTARY PUBLIC in and for the State of
_____,

residing at _____

My commission expires _____

RIDER ONE
EMISSIONS; STORAGE, USE AND DISPOSAL OF WASTE

- a. **Emissions.** Lessee shall not (i) discharge, emit or permit to be discharged or emitted, any liquid, solid or gaseous matter, or any combination thereof, into the atmosphere, the ground or any body of water, which does or may pollute or contaminate the same, or does or may adversely affect the health or safety of persons, or the use or enjoyment of the Premises; nor (ii) transmit, receive or permit to be transmitted or received, any electromagnetic, microwave or other radiation in, on or about the Premises.
- b. **Storage.** If, with or without violation of this Lease, Lessee possesses at the Premises any matter described in Section A above or any Hazardous Substances (as defined below), Lessee shall store the same in appropriate leak proof containers and/or areas which comply with all laws and all prudent practices.
- c. **Disposal of Waste.** Lessee shall not keep any trash, garbage, waste or other refuse on the Premises except in sanitary containers and shall regularly and frequently remove same from the Premises. Lessee shall keep all such containers in a clean and sanitary condition. Lessee shall properly dispose of all sanitary sewage and shall not use the sewage system for the disposal of anything except sanitary sewage, nor in excess of capacity. Lessee shall not cause any obstruction in the sewage disposal system.
- d. **Compliance of Law.** Notwithstanding any other provision in the Lease to the contrary, Lessee shall comply with all Laws in complying with its obligations under this Lease, and in particular, Laws relating to the storage, use and disposal of Hazardous Substances (as defined below).
- e. **Indemnification for Breach.** Lessee shall defend, indemnify and hold Lessor, the Project and the holder of a trust deed or mortgage on the Project harmless from any loss, claim, liability or expense, including, without limitation, attorneys fees and costs, at trial and/or on appeal and review, arising out of or in connection with its failure to observe or comply with the provisions of this Rider. This indemnity shall survive the expiration or earlier termination of the term of the Lease or the termination of Lessee's right of possession and be fully enforceable thereafter.
- f. **Indemnification Regarding Hazardous Substances.** In addition to the indemnity obligations contained elsewhere herein, Lessee shall indemnify, defend and hold harmless Lessor, the Premises, the Project, and the holder of a trust deed or mortgage on the Project, from and against all claims, losses, damages, monitoring costs, response costs, liabilities, and other costs expenses caused by, arising out of, or in connection with, the generation, release, handling, storage, discharge, transportation, deposit or disposal in, on, under or about the Premises by Lessee or any of Lessee's agents of the following (collectively referred to as "Hazardous Substances"): hazardous materials, hazardous substances, toxic wastes, toxic substances, pollutants, petroleum products, underground tanks, oils, pollution, asbestos, PCB's, radioactive materials, or contaminants, as those terms are commonly used or as defined by federal, state, and/or local law or regulation related to protection of health or the environment as any of same may be amended from time to time, and/or by any rules and regulations promulgated thereunder. Such damages, costs, liability and expenses shall include such as are claimed by any regulating and/or administering agency, any ground lessor or master lessor of the Project, the holder of any Mortgage or Deed of Trust on the Project, and/or any successor of the Lessor named herein. This indemnity shall include (i) claims of third parties, including governmental agencies, for damages, fines, penalties, response costs, monitoring costs, injunctive or other relief; (ii) the costs, expenses or losses resulting from any injunctive relief, including preliminary or temporary injunctive relief; (iii) the expenses, including fees of attorneys and experts, of report the existence of Hazardous Substances to an agency of the State of which the Premises is located or of the United States as required by applicable laws and regulations; and (iv) any and all expenses or obligations, including attorney's fees, incurred at, before and after any administrative proceeding, trial, appeal and review. This indemnity shall survive the expiration or earlier termination of the term of the Lease or the termination of Lessee's right of possession and shall remain fully enforceable thereafter.
- g. **Information.** Lessee shall give prior written notice to Lessor of any use, whether incidental or otherwise, of Hazardous Substances on the Premises, and shall immediately deliver to Lessor a copy of any notice of any violation of any Law with respect to such use. Lessee shall also provide to Lessor, upon request, with any and all information regarding Hazardous Substances in the Premises, including contemporaneous copies of all filings and reports to governmental entities, and any other information requested by Lessor. In the event of any accident, spill or other incident involving Hazardous Substances, Lessee shall immediately report the same to Lessor and supply Lessor with all information and reports with respect to the same. All information described herein shall be provided to Lessor regardless of any claim by Lessee that it is confidential or privileged.

EXHIBIT A
LEGAL DESCRIPTION OF LAND

A PORTION OF THE FOLLOWING AS DEPICTED ON THE SITE PLAN:

THAT PORTION OF THE SOUTHEAST QUARTER OF SECTION 3, TOWNSHIP 19 NORTH,
RANGE 4 EAST OF THE W.M., DESCRIBED AS FOLLOWS:

COMMENCING AT THE STONE MONUMENT MARKING THE SOUTH QUARTER CORNER OF
SAID SECTION 3, WHICH MONUMENT IS NORTH 86° 31' 42" WEST, 2621.06 FEET FROM THE
SOUTHEAST CORNER OF SAID SECTION 3;
THENCE NORTH 00°00'24"EAST ALONG THE NORTH-SOUTH CENTER-OF-SECTION LINE OF
SAID SECTION 3, A DISTANCE OF 676.33 FEET TO THE POINT OF BEGINNING;
THENCE CONTINUING ALONG SAID LINE, NORTH 00°00'24" EAST, A DISTANCE OF 1,923.18
FEET TO A POINT WHICH LIES SOUTH 00°00'24" WEST, 30.21 FEET FROM THE CENTER-OF-
SECTION OF SAID SECTION 3 AND IS ON THE SOUTH LINE OF THAT PARCEL DESCRIBED
IN INSTRUMENT RECORDED UNDER AUDITOR'S NO. 8907240162;
THENCE ALONG SAID SOUTH LINE, SOUTH 87°44'17" EAST, A DISTANCE OF 1,258.61 FEET;
THENCE SOUTH 00°13'45" WEST, A DISTANCE OF 1,391.90 FEET;
THENCE SOUTH 42°55'23" WEST, A DISTANCE OF 659.07 FEET;
THENCE SOUTH 07°42'49" EAST, A DISTANCE OF 686.42 FEET;
THENCE NORTH 87°01'38" WEST, A DISTANCE OF 169.46 FEET;
THENCE NORTH 00°52'42" EAST, A DISTANCE OF 672.42 FEET;
THENCE NORTH 89°59'36" WEST, A DISTANCE OF 736.66 FEET TO THE POINT OF
BEGINNING.

CONTAINING 2,352,878 SQUARE FEET OR 54.01 ACRES, MORE OR LESS.

LOCATED IN THE CITY OF PUYALLUP, COUNTY OF PIERCE, STATE OF WASHINGTON

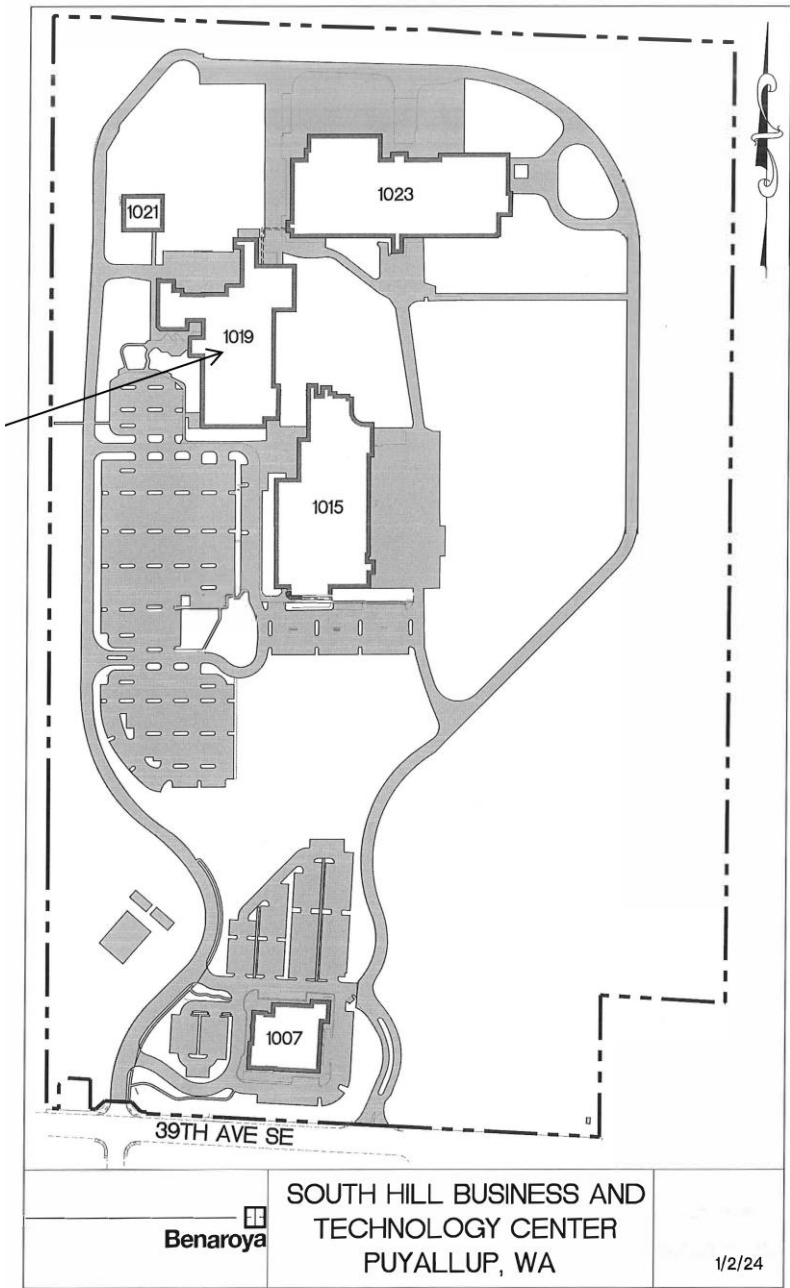


EXHIBIT B
SITE PLAN OF PREMISES
FLOOR PLAN

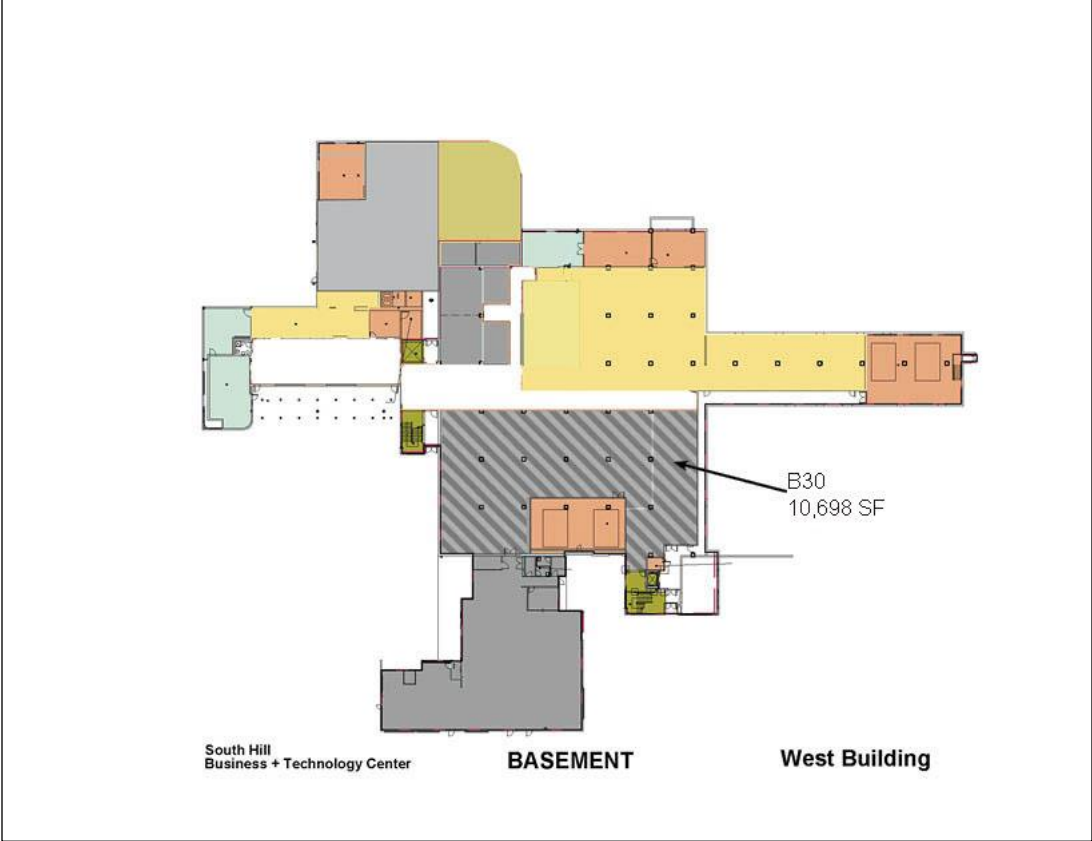


EXHIBIT C
RULES AND REGULATIONS

1. Lessee shall not place any new locks or re-key any existing locks on any doors of the Premises, or change any plumbing or wiring without the prior written consent of Lessor, which shall not be unreasonably withheld or delayed. All keys shall be obtained from Lessor and Lessee shall not, from any other source, duplicate keys. Lessee, upon termination of the tenancy, shall deliver to Lessor all keys which have been furnished, or shall pay Lessor the cost of changing the lock(s) opened by any lost key(s) if Lessor deems it necessary to make such change. Lessor, its employees and agents may retain a passkey to the Premises.
2. The common area sidewalks, halls, passages, exits, entrances, elevators and stairways shall not be obstructed by Lessee or used for any purpose, including storage or placement of trash, other than for ingress to and egress from the Premises. The halls, passages, exits, entrances, elevators, stairways, balconies and roof are not for the use of the general public and Lessor shall in all cases retain the right to control and prevent access thereto by all persons whose presence, in the reasonable judgment of Lessor, shall be prejudicial to the safety, character, reputation and interests of the Building and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom Lessee normally deals in the ordinary course of Lessee's business, unless such persons are engaged in illegal activities, intoxicated or violate any of these Rules and Regulations. Lessee, Lessee's employees or invitees shall not go upon the roof of the Building.
3. Lessee shall not make or permit any use of the Premises which may emit noise, odor or vibrations from the Premises which are objectionable to Lessor or other occupants of the Building. Lessee shall not use or permit any part of its Premises to be used for lodging or sleeping, it being understood that any work performed by or on behalf of Lessee that has been authorized by Lessor hereunder, including pursuant to the Work Letter Agreement shall be deemed to not be in violation of this clause.
4. The toilet rooms, urinals, washbowls and bathroom apparatus shall not be used for any purpose other than that for which they were constructed and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Lessee who, or whose employees or invitees, shall have caused it.
5. Lessee shall not use or keep in the Premises or the building, any kerosene, gasoline or flammable or combustible fluid or materials, or use any method of heating or air conditioning other than supplied by Lessor.
6. Lessee shall not do or permit to be done within the Premises anything which would unreasonably disturb or interfere with the rights of other tenants of the Building. Lessee shall not solicit or canvass any occupant of the Building.
7. Lessee shall not commit or permit to be committed any waste, damage or injury to the Premises or other premises within the Building, or common areas within and adjoining the Building. Such waste, damage or injury shall be repaired at Lessee's own expense.
8. Lessee shall not unreasonably waste electricity or water and agrees to cooperate reasonably with Lessor to assure an effective and economical use of utility services provided to the Building by Lessor.
9. Lessee shall keep Lessor advised of the current telephone numbers of Lessee's employees who may be contacted in emergency, i.e., fire, break-in, vandalism, etc. If Lessor shall deem it necessary to respond to such emergency in Lessee's behalf, Lessee shall pay all costs incurred for services ordered by Lessor to secure or otherwise protect the Premises and the contents thereof, including a premium charge for any time spent by Lessor's employees in responding to such emergency.
10. Lessee shall see that the doors of the Premises are closed and securely locked before leaving the Building.

11. Lessee shall not place upon or install on or beside the windows, walls or exterior doors of the Premises or any part of the Premises visible from the exterior of the Premises any object including without limitation signs, symbols, canopies, awnings, window coverings or other advertising or decorative material, without obtaining the prior written consent of Lessor, which shall not be unreasonably withheld or delayed, provided that this shall not preclude the hanging of pictures and other personal wall hangings within the Premises.
12. Lessee shall not overload the floor of the Premises or deface the Premises or any part thereof. Lessee shall not bore holes, cut or string wires, or lay floor tile, carpet or other floor covering in or around the Premises in any manner, except as approved in writing by Lessor. The expense of repairing any damage resulting from a violation of this rule or removal of any floor covering shall be borne by the Lessee by whom, or by whose contractors, employees, or invitees, the damage shall have been caused.
13. No vending machine or machines of any description that exceed 100 pounds per square foot in weight shall be installed, maintained or operated upon the Premises without the written consent of Lessor.
1. Lessee agrees that it shall comply with all reasonable fire, life safety, security and other regulatory policies and procedures that may be issued from time to time by Lessor, provided that such new policies and procedures do not materially interfere with the Lessee's ability to use the Premises for its Permitted Purpose.
2. Without the written consent of Lessor, which shall not be unreasonably withheld or delayed, Lessee shall not use the name of the Building in connection with or in promoting or advertising the business of Lessee, except as Lessee's address.
3. No heavy furniture, freight, or equipment over 450 pounds ("Heavy Equipment") of any kind shall be brought into the Building without the consent of Lessor which consent will not be unreasonably withheld or delayed. All moving of the same into or out of the Building shall be done at such time and in such manner as Lessor shall designate. Lessor shall have the right to prescribe the size and position of all safes and other Heavy Equipment brought into the Building. Flooring under safes or other heavy objects must be reinforced or a means of proper weight distribution provided, at Lessee's expense, if, in the reasonable opinion of the Lessor, such precautions are necessary. Any damage done to the Building by moving or maintaining any such safe or other Heavy Equipment shall be repaired at the expense of Lessee. There shall not be used in any space, or in the public halls of the Building, either by Lessee or others under direction of Lessee, any pallet jacks or hand trucks, except those equipped with rubber tires and side guards.
4. Lessee shall not employ or permit access to any person(s) for the purpose of cleaning the Premises unless otherwise agreed to by Lessor. Lessee shall not cause any unreasonably unnecessary labor by reason of Lessee's carelessness or indifference in the preservation of good order and cleanliness. Lessor shall in no way be responsible to Lessee for any loss of property on the Premises, however occurring, or for any damage done to the effects of Lessee by any such janitor hired by Lessee.
5. If the Premises are equipped with heating facilities separate from those in the remainder of the Building, Lessee shall keep the Premises at a temperature sufficient to prevent freezing of water in pipes and fixtures.
6. Lessor reserves the right, by written notice to Lessee, to rescind, substitute, alter or waive any rule or regulation at any time prescribed for the building when, in Lessor's judgment, it is necessary, desirable or proper for the best interest of the Building and its tenants, provided that such rescission, substitution, alteration, or waiver of the rules does not materially interfere with the Lessee's ability to use the Premises for its Permitted Purpose.
7. Lessee may not bring any animals into the Building or Premises except for those that are utilized for service to the handicapped.



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Finance Staff Report

Attachments:

Submitted by: Tanya Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. December DRAFT Checkbook & Financial Reports:
 - a. Pierce County will close December 2023 in February.
 - b. CPFR Impact:
 - i. December 2023 DRAFT reports will go to the Board Feb 26th.
 - ii. January 2023 reports will go to the Board March 11th.
 - iii. February Report will go to the Board on time March 25th.
 - c. Once we have December through February county reconciliations caught up in March, we will have final 2023 District numbers to the Board in April.
2. Finance Enterprise Go Live of 2/5/2024 is being likely being post-poned
 - a. The payroll consultant with Central Square that is managing the payroll process revisions is on a sudden medical leave for two months.
 - b. Once we get a solid answer of Central Squares commitment to reassign a new consultant, we will let the Board know a revised timeline.
3. Payment has been received in December for the KME Sale to City of Tacoma and deposited in the ERF fund as planned.



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Prevention & Education Division Report

Attachments: N/A

Submitted by AC Berdan

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Public Education

The Great Escape Program is in full swing with 35 presentations scheduled (covering over 100 teachers and 2,500 students). This is up 46% from last year when we had 24 schools participate.

Public Events

We will be continuing the Orting Valley tradition of participating in the Chocolate Stroll on February 10th. Our crews will be handing out chocolate fire helmets to the participants from Station 40. We have also started our preparation for the Daffodil Parade, which will not only include a float in the Puyallup leg of the parade, but expansion to include the Orting leg as well. The parade will be held on April 6th, with registration opening at the end of January.

Training

As a byproduct of our visit to the South Carolina State Fire Academy in December, we became aware of a Fire Investigation training opportunity that involves live burn cells. The class is described as an intense 48 hours of instruction over 6 days, and involves after-hours assignments. We were fortunate to be able to place four of our DFM's in the course through the competitive application process, and they will be attending in March. Upon completion, they will be eligible for the IAAI Certified Fire Investigator Technician designation (CFIT), an important step to becoming a full CFI. Additional training is on-going for the new additions to the P&E Division, including Fire Inspector I & II training for Captain O'Toole.



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Safety Division Report

Attachments: N/A

Submitted by: AC McKenzie

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

WAC Annual Hearing Exam completed

The district annual hearing exam for affected workforce employees is completed. For 2024, 318 exams were completed. Minimal hearing deficit noted.

SCBA Audit

The district Safety Division and an SCBA Technician are in the process of inventorying all district SCBAs, bottles, and masks. We are currently 95% complete. The SCBA Technician team is implementing a new online SCBA management system (Firegrid) that creates a tracking system of information, streamlines the work efficiency of technicians, and catalogs teams' work workflow and status updates.

FIIRE Program 2024 Safety Improvement Plan

The district Safety Division is working with the combined GFR/CPFR Safety Committee on focus areas for injury reduction, carcinogenic exposure reduction, and accident prevention.

September OSHA Injury Report

In December, Three members were reported injured, with two musculoskeletal injuries and 1 laceration. No employees were transported to the hospital.



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

Item Title: Emergency Management Chief's Report

Attachments: N/A

Submitted by: EMC Gibson

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Conferences

I will be missing the February and March commissioners meetings.

Lahar drill

The annual school lahar drill will be on March 21st 2024. See presentation for more information.



Board Meeting Agenda Item Summary

Agenda Date: January 22nd, 2024

Item Title: Deputy Chief's Report

Attachments: N/A

Submitted by: DC VanKeulen

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Facility Update

Staff has intimated the design and discovery phase to remodel station 66. The District is evaluating the feasibility of a new station at 1803 116th St. South. The County would donate the property to CPFR if we can connect to utilities for a reasonable price. We have engaged Luci Creative to design the public engagement component of the fair station.

Apparatus

We are in the final phase of our first refurbishment and have evaluated all refurbishment possibilities of CPFR fleet. The Orting fleet evaluation is complete, and we are programming the units in our preventative maintenance system.



Board Meeting Agenda Item Summary

Agenda Date: January 22, 2024

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:

Alarm Handling Time

We continue to meet with South Sound 911 about the alarm handling time for our incidents. As the Board is aware, the alarm handling time for our incidents are beyond NFPA standards, and not lending towards decreased response times. The Staff at South Sound 911 has been highly cooperative and has some fantastic ideas of how to reduce this time segment for high priority incidents. This issue is a high priority for the District in 2024.

Joint Communications-Outreach-Public Education

January 1st was the start date for the Joint Communications-Outreach-Public Education Addendum between the District and Graham Fire, whereby we are sharing a set of resources to address these activities across both organizations. It is exciting to see this collaboration underway and I believe it will create significant efficiencies for both organizations.