



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: March 11, 2024

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

Time: 5:00 p.m.

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

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1. **Call to Order**
 - A. Roll Call – District Secretary
 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. 4:** Minutes: Regular Board Meeting of February 26, 2024
 - C. **Pg. 7:** Approval of:

Accounts Payable Warrants Numbered 60195 to 60273 totaling:	\$	7,769,931.15
Net Payroll Warrants Numbered 107821 to 107826 totaling:	\$	7,516.22
GRAND TOTAL	\$	7,777,447.37

Pg. 24: For Informational Purposes Only - The following electronic payments totaling \$5,446,491.14 (AP Warrant Numbers 60195, 60198, 60220, 60236, 60222).

6. **Unfinished Business** (Second Reading and Final Action)
 - A. **Pg. 60:** Revised Policy 3.45 – Common Benefits for Executive Leadership – HRD Washo
 - B. **Pg. 82:** Board Policy 3.55 Guidelines for Compliance of SEPA – Chief Morrow
 - C. **Pg. 101:** Addendum to the Master ILA – AOC Annex Shared Office Space – Chief Morrow



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

7. **Executive Session**

RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur at a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

8. **New Business (First Reading)**

A. **Pg. 105:** Board Policy 3.03 – Board of Commissioners Meetings, Policies, and Procedures – Chief Morrow

B. **Pg. 161:** Executive Employment Agreement – D. Morrow, Fire Chief – HRD Washo

9. **Considerations and Requests**

A. **Pg. 169:** Revised Appendix A – 726 Non-Uniformed – HRD Washo

B. **Pg. 172:** Resolution 13-01: McNeally & Dyer Retirement Eligibility– Chief Morrow

C. **Pg. 175:** Purchase & Sales Agreement for 10923 54th St. E. – Chief Morrow

D. **Pg. 203:** Purchase & Sales Agreement for 3509 27th Street S.E. – Chief Morrow

E. **Pg. 230:** Conveyed Property Transfer – 1803 116th St. S., Tacoma – DC VanKeulen

F. **Pg. 231:** Surplus Items: Cabinets, Truck Bed, and K9 Cage – DC VanKeulen

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

A. **Pg. 233:** Finance – FD Robacker

B. **Pg. 234:** Human Resources – HRD Washo

C. **Pg. 240:** Training – AC Benning

D. **Pg. 241:** Field Operations – AC Kent`

E. **Pg. 242:** Deputy Chief's Report – DC VanKeulen

F. **Pg. 243:** Fire Chief's Report – Chief Morrow



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

- 11. Correspondence**
 - A. **Pg. 244:** SS911 Thank You Letter
- 12. Commissioner Comments**
- 13. Adjournment**

**CENTRAL PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
February 26, 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 3:00 p.m. A remote attendance option was available to the public. Present were Chair Holm, Commissioners Stringfellow, Coleman, and Mitchell, Chief Morrow, DC VanKeulen, FD Robacker, HRD Washo, L726 President James, SS McInnis, and EA Paramapoonya, Recorder.

PLEDGE OF ALLEGIANCE

Chair Holm led the Pledge of Allegiance.

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: Ex-Officio Door, Commissioner Willis
- B. Minutes: Regular Board Meeting of February 12, 2024
- C. Approval of:

Accounts Payable Warrants Numbered 60142 to 60194 totaling:	\$	544,604.86
GRAND TOTAL	\$	544,604.86

Commissioner Stringfellow moved and Commissioner Mitchell seconded to approve the Consent Agenda with warrants totaling \$544,604.86. **MOTION CARRIED.**

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

No Unfinished Business

EXECUTIVE SESSION

At 3:03 p.m., Commissioner Mitchell moved and Commissioner Coleman seconded to move into Executive Session for 20 minutes under RCW 42.30.110(g) **MOTION CARRIED.**

At 3:23 p.m., Chair Holm extended the meeting for 10 minutes.

At 3:33 p.m., Commissioner Mitchell moved and Commissioner Coleman seconded to return to regular session. **MOTION CARRIED.**

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

A. Revised Policy 3.45 – Common Benefits for Executive Leadership

HRD Washo reviewed the changes regarding Revised Policy 3.45 – Common Benefits for Executive Leadership.

B. Revised Policy 3.55 – Guidelines for Compliance of SEPA

Chief Morrow reviewed the changes regarding Revised Policy 3.55 – Guidelines for Compliance of SEPA.

C. Addendum to the Master ILA – AOC Annex Shared Office Space

Chief Morrow reviewed the Addendum to the Master ILA – AOC Annex Shared Office Space. This Addendum is presented for the first reading. All questions and comments will be answered over the next two weeks.

CONSIDERATIONS AND REQUESTS

A. Appendix A (2024 Salary Schedules) for Executive Leadership

HRD Washo reviewed the changes regarding Appendix A (2024 Salary Schedules) for Executive Leadership. Commissioner Stringfellow moved and Commissioner Mitchell seconded to approve the 2024 Salary Schedules for Executive Leadership. **MOTION CARRIED.**

B. Benaroya 1019-200 Lease Agreement

Chief Morrow reviewed the Benaroya 1019-200 Lease Agreement. Commissioner Mitchell moved and Commissioner Coleman seconded to approve the Fire Chief to sign and execute the 1019-200 lease agreement, contingent on the final approval of the AOC Annex Shared Office Space Addendum with Graham Fire. **MOTION CARRIED.**

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

The following divisions provided a written report in the packet:

A. Deputy Chief's Report/DC VanKeulen: Chief Morrow reviewed the Deputy Chief's Report.

B. Fire Chief's Report/Chief Morrow: Chief Morrow reviewed the Fire Chief's Report.

L726 President James: L726 has been busy with Coats for Kids, PR events, and gearing up for elections.

CORRESPONDENCE

Chair Holm appreciates seeing the positive correspondence about District employees from other agencies.

COMMISSIONER COMMENTS

Chair Holm: Nothing to add.

Commissioner Stringfellow: Nothing to add.

Commissioner Mitchell: Commissioner Mitchell is happy with everyone's hard work.

Commissioner Coleman: Commissioner Coleman is pleased and feels the District is headed in the right direction.

ADJOURNMENT

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

The meeting adjourned at 3:59 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD

TANYA ROBACKER
DISTRICT SECRETARY

ARIEL PARAMAPOONYA
RECORDER

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Warrant Approval

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

<u>Issue Date</u>	<u>Warrant Numbers</u>	<u>Amount</u>
02/22/2024 - 02/29/2024	AP00060195 -AP00060273	\$7,769,931.15
02/29/2024	PY00107821 -PY00107826	\$7,516.22
	Total	\$7,777,447.37

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 00060195	CPFR	Central Pierce Fire & Rescu	02/22/24	38,790.56	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	38,790.56	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 38,790.56

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/22/2024
End Date: 02/22/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	022224	02/22/2024	38,790.56		02/22/2024 AP EFTS
	TOTAL FOR CHECK AP 00060195:		38,790.56		
	REPORT TOTAL:		38,790.56		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060196	APPRIVER	APPRIVER	02/22/24	14.71	MW	IS	
AP CHK 00060197	BROOLUMB	Brookdale Lumber Inc	02/22/24	23.29	MW	IS	
AP CHK 00060198	CPFR	Central Pierce Fire & Rescu	02/22/24	294,273.54	MW	IS	
AP CHK 00060199	QWESINTE	CenturyLink Communications	02/22/24	1,495.78	MW	IS	
AP CHK 00060200	FORD03060	CHRISTOPHER FORD	02/22/24	52.31	MW	IS	
AP CHK 00060201	CITYTREA	CITY OF TACOMA	02/22/24	1,143.24	MW	IS	
AP CHK 00060202	COMCAST	COMCAST	02/22/24	235.22	MW	IS	
AP CHK 00060203	COMCAST	COMCAST	02/22/24	343.99	MW	IS	
AP CHK 00060204	CONNBUSI	CONNELLS BUSINESS SYSTEMS	02/22/24	255.37	MW	IS	
AP CHK 00060205	DMRECYCL	D M Recycling Co Inc	02/22/24	173.56	MW	IS	
AP CHK 00060206	DEPTRETI	Dept of Retirement Systems	02/22/24	9,418.34	MW	IS	
AP CHK 00060207	DUOSAFET	DUO Safety Ladder Corp	02/22/24	109.85	MW	IS	
AP CHK 00060208	ELMHMUTU	ELMHURST MUTUAL POWER & LIG	02/22/24	715.23	MW	IS	
AP CHK 00060209	EVERON	EVERON LLC	02/22/24	5,900.00	MW	IS	
AP CHK 00060210	OT0008280	JUSTIN O'TOOLE	02/22/24	85.49	MW	IS	
AP CHK 00060211	LANDRECO	PIERCE CO RECYCLNG COMPOST	02/22/24	427.53	MW	IS	
AP CHK 00060212	PCFCA	Pierce County Fire Chiefs A	02/22/24	1,000.00	MW	IS	
AP CHK 00060213	PCFIRECO	Pierce County Fire Commissi	02/22/24	1,080.00	MW	IS	
AP CHK 00060214	PRINSOLU	PRINT SOLUTIONS INC	02/22/24	35.78	MW	IS	
AP CHK 00060215	PSENERGY	Puget Sound Energy	02/22/24	948.37	MW	IS	
AP CHK 00060216	SYNTSYST	SYN-TECH SYSTEMS INC	02/22/24	2,722.57	MW	IS	
AP CHK 00060217	HOMEPRO	THE HOME DEPOT PRO	02/22/24	352.38	MW	IS	
AP CHK 00060218	ULIN	ULINE INC	02/22/24	1,158.91	MW	IS	
AP CHK 00060219	WATECOMP	WATEROUS COMPANY	02/22/24	1,673.43	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		323,638.89			Number of Checks Processed:	24
		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		323,638.89				

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/22/2024

End Date: 02/22/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
APPRIVER (APPRIVER)					
	2854997	02/01/2024	14.71		01/05/24-12/07/2024 GFR EMAIL
	TOTAL FOR CHECK AP 00060196:		14.71		
BROOKDALE LUMBER INC (BROOLUMB)					
	441170	09/18/2023	23.29 0001		40 PROPANE
	TOTAL FOR CHECK AP 00060197:		23.29		
CHRISTOPHER FORD (FORD03060)					
	20244894B	02/19/2024	52.31		IAFC CONF/BAGGAGE FEE
	TOTAL FOR CHECK AP 00060200:		52.31		
CITY TREASURER (CITYTREA)					
	67-240216	02/16/2024	1,143.24		#100808872 STN67 JAN ELECTR
	TOTAL FOR CHECK AP 00060201:		1,143.24		
COMCAST (COMCAST)					
	20240203	02/03/2024	235.22		#8498350232190240 FEB SVC CHAR
	TOTAL FOR CHECK AP 00060202:		235.22		
	20240128	01/28/2024	343.99		#8498350320253108 OVFR FEB CHA
	TOTAL FOR CHECK AP 00060203:		343.99		
	TOTAL FOR COMCAST:		579.21		
CONNELL'S BUSINESS SYSTEM (CONNBUSI)					
	60812	12/20/2023	255.37 0001		69 printer repair
	TOTAL FOR CHECK AP 00060204:		255.37		
D M RECYCLING CO INC (DMRECYCL)					
	11895046S111	02/01/2024	173.56		#21116158282 STN71 JAN RECYCL
	TOTAL FOR CHECK AP 00060205:		173.56		
DEPT OF RETIREMENT SYSTEMS (DEPTRETI)					
	01598235	02/01/2024	3,670.87 0001		MARTINSON, B. DRS SERVICE CRED
	01598766	02/01/2024	5,747.47 0001		FIELDMAN DRS SERVICE CREDITS 0
	TOTAL FOR CHECK AP 00060206:		9,418.34		
DUO SAFETY LADDER CORP (DUOSAFET)					
	491972000	02/14/2024	109.85 0001		HSL-1 HEAT DOTS (100 TO UPDATE
	TOTAL FOR CHECK AP 00060207:		109.85		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	62-240209	02/09/2024	715.23		#5147 STN62 ELECTRICITY CHGS
	TOTAL FOR CHECK AP 00060208:		715.23		
EVERON LLC (EVERON)					
	09052023CCBA	01/01/2023	5,900.00 0001		01/26/2024-01/30/2024 PCFTC TR
	TOTAL FOR CHECK AP 00060209:		5,900.00		
JUSTIN O'TOOLE (OTOO08280)					
	20244844B	02/19/2024	85.49		FIRE INSP II TEST FEE
	TOTAL FOR CHECK AP 00060210:		85.49		
LAND RECOVERY (LANDRECO)					
	0102626161	02/07/2024	136.60 0003		02/07/2024 PCFTC DUMP FEE
	0102626697	02/08/2024	147.24 0002		02/08/2024 PCFTC DUMP FEE
	0102626881	02/08/2024	143.69 0001		02/08/2024 PCFTC DUMP FEE
	TOTAL FOR CHECK AP 00060211:		427.53		
PIERCE COUNTY FIRE CHIEFS ASSO (PCFCA)					
	240127-A	01/27/2024	1,000.00		PAM 2024 CERTIFICATIONS
	TOTAL FOR CHECK AP 00060212:		1,000.00		
PIERCE COUNTY FIRE COMMISSIONE (PCFIRECO)					
	240127	01/27/2024	1,080.00		PCFIRECO - 2024 ANNUAL DUES
	TOTAL FOR CHECK AP 00060213:		1,080.00		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/22/2024
End Date: 02/22/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	022224	02/22/2024	294,273.54		02/22/2024 AP EFTS
TOTAL FOR CHECK AP 00060198:			294,273.54		
PRINT SOLUTIONS, INC (PRINSOLU)					
	120435	02/19/2024	35.78	0001	CARES/AOC 250-BIZ ACRDS
TOTAL FOR CHECK AP 00060214:			35.78		
PUGET SOUND ENERGY (PSENERGY)					
	60PC-240207	02/07/2024	606.25		#220013518166 STN60 JAN NAT GA
	64-240208	02/08/2024	342.12		#200022454991 STN64 JAN GAS
TOTAL FOR CHECK AP 00060215:			948.37		
QWEST (QWESINTE)					
	676154920	02/01/2024	1,495.78		#5RSCR4BYJ FEB INTERNET
TOTAL FOR CHECK AP 00060199:			1,495.78		
SYN-TECH SYSTEMS INC (SYNTSYST)					
	280472	02/12/2024	2,722.57	0001	CP-FUEL MASTER ANNUAL RENEWAL
TOTAL FOR CHECK AP 00060216:			2,722.57		
THE HOME DEPOT PRO (HOMEPRO)					
	788588903	02/07/2024	171.29	0010	LINER, 24x32 (.70MIL) (BOX)
	788835635	02/06/2024	181.09	0001	DISH SOAP, 1GAL (EACH)
TOTAL FOR CHECK AP 00060217:			352.38		
ULINE (ULIN)					
	173968768	02/02/2024	231.00	0001	WSI/65 TYVEK ROLL
	174459161	02/15/2024	927.91		SHIPPING / BINS
TOTAL FOR CHECK AP 00060218:			1,158.91		
WATEROUS COMPANY (WATECOMP)					
	P2T5037001	02/09/2024	841.67	0001	STOCK K838 VALVE INTAKE RELIEV
	P2T5266001	02/19/2024	831.76	0001	E18-1 K838 WATEROUS INTAKE VAL
TOTAL FOR CHECK AP 00060219:			1,673.43		
REPORT TOTAL:			323,638.89		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060220	CPFR	Central Pierce Fire & Rescu	02/27/24	1,215,955.15	MW	IS	
AP CHK 00060221	VOID.CONTINU	Void - Continued Stub	02/27/24	0.00	VM	VD	Void
AP CHK 00060222	CPFR	Central Pierce Fire & Rescu	02/27/24	5,888,987.03	MW	IS	
AP CHK 00060223	GET	Guaranteed Education Tuitio	02/27/24	509.00	MW	IS	
AP CHK 00060224	MICHMALA	MICHAEL G. MALAIER, TRUSTEE	02/27/24	1,265.00	MW	IS	
AP CHK 00060225	OPEIU	Office & Professional Emplo	02/27/24	1,610.13	MW	IS	
AP CHK 00060226	TACOPCCH	Tacoma Pierce County Chapla	02/27/24	3,859.00	MW	IS	
AP CHK 00060227	UNITWAY	United Way	02/27/24	35.00	MW	IS	
AP CHK 00060228	BENESOLU	WCIF	02/27/24	3,794.20	MW	IS	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	1
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	7,116,014.51	Number of Checks Processed:	8
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 7,116,014.51

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/27/2024

End Date: 02/27/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
GUARANTEED EDUCATION TUITION (GET)					
	2840/2401002	02/27/2024	509.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00060223:		509.00		
MICHAEL G. MALAIER, TRUSTEE (MICHMALA)					
	2602/2401002	02/27/2024	1,265.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00060224:		1,265.00		
OFFICE & PROFESSIONAL EMPLOYEE (OPEIU)					
	2302/2401002	02/27/2024	1,610.13		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00060225:		1,610.13		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	022724	02/27/2024	1,215,955.15		FEBRUARY PY VENDOR EFT
	TOTAL FOR CHECK AP 00060220:		1,215,955.15		
	1002/2401002	02/27/2024	747.69		FEBRUARY PAYROLL
	1003/2401002	02/27/2024	82,687.27		FEBRUARY PAYROLL
	1101/2401002	02/27/2024	269,301.80		FEBRUARY PAYROLL
	1110/2401002	02/27/2024	37,357.84		FEBRUARY PAYROLL
	1111/2401002	02/27/2024	7,673.99		FEBRUARY PAYROLL
	1201/2401002	02/27/2024	8,327.29		FEBRUARY PAYROLL
	1450/2401002	02/27/2024	10,114.32		FEBRUARY PAYROLL
	1453/2401002	02/27/2024	354.00		FEBRUARY PAYROLL
	1454/2401002	02/27/2024	31,680.00		FEBRUARY PAYROLL
	1459/2401002	02/27/2024	7,040.00		FEBRUARY PAYROLL
	1462/2401002	02/27/2024	5,267.22		FEBRUARY PAYROLL
	1463/2401002	02/27/2024	7,474.08		FEBRUARY PAYROLL
	1464/2401002	02/27/2024	117,792.00		FEBRUARY PAYROLL
	1465/2401002	02/27/2024	224.00		FEBRUARY PAYROLL
	2001/2401002	02/27/2024	698,251.61		FEBRUARY PAYROLL
	2002/2401002	02/27/2024	747.69		FEBRUARY PAYROLL
	2003/2401002	02/27/2024	82,687.27		FEBRUARY PAYROLL
	2101/2401002	02/27/2024	431,794.28		FEBRUARY PAYROLL
	2110/2401002	02/27/2024	24,931.34		FEBRUARY PAYROLL
	2111/2401002	02/27/2024	5,893.13		FEBRUARY PAYROLL
	2201/2401002	02/27/2024	13,349.77		FEBRUARY PAYROLL
	2408/2401002	02/27/2024	254.80		FEBRUARY PAYROLL
	2413/2401002	02/27/2024	69.29		FEBRUARY PAYROLL
	2414/2401002	02/27/2024	28.40		FEBRUARY PAYROLL
	2416/2401002	02/27/2024	42.80		FEBRUARY PAYROLL
	2450/2401002	02/27/2024	65,431.73		FEBRUARY PAYROLL
	2455/2401002	02/27/2024	2,316.00		FEBRUARY PAYROLL
	2459/2401002	02/27/2024	8,738.58		FEBRUARY PAYROLL
	2463/2401002	02/27/2024	148,063.42		FEBRUARY PAYROLL
	2464/2401002	02/27/2024	106,633.67		FEBRUARY PAYROLL
	2466/2401002	02/27/2024	100.00		FEBRUARY PAYROLL
	2600/2401002	02/27/2024	9,969.87		FEBRUARY PAYROLL
	2603/2401002	02/27/2024	837.79		FEBRUARY PAYROLL
	2816/2401002	02/27/2024	17,949.40		FEBRUARY PAYROLL
	2817/2401002	02/27/2024	4,022.22		FEBRUARY PAYROLL
	2818/2401002	02/27/2024	1,627.23		FEBRUARY PAYROLL
	2819/2401002	02/27/2024	81.89		FEBRUARY PAYROLL
	2820/2401002	02/27/2024	36.73		FEBRUARY PAYROLL
	2901/2401002	02/27/2024	1,434,412.19		FEBRUARY PAYROLL
	2902/2401002	02/27/2024	1,316,200.75		FEBRUARY PAYROLL
	2903/2401002	02/27/2024	440,161.99		FEBRUARY PAYROLL
	2904/2401002	02/27/2024	290,761.42		FEBRUARY PAYROLL
	2905/2401002	02/27/2024	152,646.68		FEBRUARY PAYROLL

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/27/2024
End Date: 02/27/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	2906/2401002	02/27/2024	44,903.59		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00060222:		5,888,987.03		
	TOTAL FOR PIERCE COUNTY FIRE PROT DIST #:		7,104,942.18		
TACOMA PIERCE COUNTY CHAPLAINC (TACOPCCH)					
	2806/2401002	02/27/2024	3,859.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00060226:		3,859.00		
UNITED WAY (UNITWAY)					
	2801/2401002	02/27/2024	35.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00060227:		35.00		
WCIF (BENESOLU)					
	1460/2401002	02/27/2024	3,531.90		FEBRUARY PAYROLL
	2710/2401002	02/27/2024	101.86		FEBRUARY PAYROLL
	2712/2401002	02/27/2024	155.44		FEBRUARY PAYROLL
	2715/2401002	02/27/2024	5.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00060228:		3,794.20		
	REPORT TOTAL:		7,116,014.51		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060229	AHLECRS	AHLERS CRESSMAN & SLEIGHT P	02/29/24	660.00	MW	IS	
AP CHK 00060230	INTETELE	ALLSTREAM BUSINESS US INC	02/29/24	2,558.32	MW	IS	
AP CHK 00060231	ATTMOBI	AT&T MOBILITY II LLC	02/29/24	666.45	MW	IS	
AP CHK 00060232	BHFOTOEL	B&H FOTO & ELECTRONICS CORP	02/29/24	1,210.41	MW	IS	
AP CHK 00060233	BIGJOHNS	Big John's Trophies Inc	02/29/24	11.03	MW	IS	
AP CHK 00060234	CKGARAGE	C&K GARAGE DOORS & OPENERS	02/29/24	4,569.71	MW	IS	
AP CHK 00060235	CANOFINA	CANON FINANCIAL SERVICES IN	02/29/24	189.50	MW	IS	
AP CHK 00060236	CPFR	Central Pierce Fire & Rescu	02/29/24	223,635.27	MW	IS	
AP CHK 00060237	CENTWELD	CENTRAL WELDING SUPPLY CO I	02/29/24	306.32	MW	IS	
AP CHK 00060238	QWEST	Century Link	02/29/24	120.34	MW	IS	
AP CHK 00060239	QWESINTE	CenturyLink Communications	02/29/24	10,984.11	MW	IS	
AP CHK 00060240	CENEHARV	CHS INC	02/29/24	2,372.80	MW	IS	
AP CHK 00060241	CLOVPARK	CLOVER PARK TECHNICAL COLLE	02/29/24	1,920.00	MW	IS	
AP CHK 00060242	CONNBUSI	CONNELLS BUSINESS SYSTEMS	02/29/24	225.37	MW	IS	
AP CHK 00060243	DRYBOX	DRY BOX INC	02/29/24	6,110.55	MW	IS	
AP CHK 00060244	ELMHMUTU	ELMHURST MUTUAL POWER & LIG	02/29/24	700.32	MW	IS	
AP CHK 00060245	EVERINC	EVERBRIDGE INC	02/29/24	1,064.34	MW	IS	
AP CHK 00060246	FIREBLAS	FIREBLAST GLOBAL	02/29/24	372.46	MW	IS	
AP CHK 00060247	QUIR05050	Janna Quirie	02/29/24	148.74	MW	IS	
AP CHK 00060248	BOUC09170	Joseph Bouchard	02/29/24	110.00	MW	IS	
AP CHK 00060249	JULIDOOOR	JULIE DOOR	02/29/24	919.05	MW	IS	
AP CHK 00060250	ELLEMILL	LEILA MILLER	02/29/24	750.00	MW	IS	
AP CHK 00060251	LIGHUNIF	LIGHTHOUSE UNIFORMS CO INC	02/29/24	385.38	MW	IS	
AP CHK 00060252	HOLM03120	Matthew Holm	02/29/24	919.05	MW	IS	
AP CHK 00060253	MCLEHARD	McLendon Hardware	02/29/24	91.15	MW	IS	
AP CHK 00060254	NWRADIAT	NORTHWEST RADIATOR WORKS	02/29/24	1,436.80	MW	IS	
AP CHK 00060255	PARKLIGH	Parkland Light & Water Co.	02/29/24	2,359.05	MW	IS	
AP CHK 00060256	PCBUDGET	PC Budget and Finance	02/29/24	120.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060257	PCBUDGET	PC Budget and Finance	02/29/24	110.00	MW	IS	
AP CHK 00060258	PCFCA	Pierce County Fire Chiefs A	02/29/24	500.00	MW	IS	
AP CHK 00060259	PCREFUSE	Pierce County Refuse	02/29/24	105.53	MW	IS	
AP CHK 00060260	PSENERGY	Puget Sound Energy	02/29/24	14,918.17	MW	IS	
AP CHK 00060261	COLE09210	Richard Coleman	02/29/24	732.92	MW	IS	
AP CHK 00060262	KENT02060	Ron Kent	02/29/24	110.00	MW	IS	
AP CHK 00060263	SSTIREPU	S&S TIRE SERVICE INC	02/29/24	4,063.83	MW	IS	
AP CHK 00060264	ANDE04300	SEAN ANDERSON	02/29/24	252.74	MW	IS	
AP CHK 00060265	MCCLCOMP	SIJ HOLDINGS LLC	02/29/24	327.12	MW	IS	
AP CHK 00060266	SPANWATE	SPANAWAY WATER COMPANY	02/29/24	308.04	MW	IS	
AP CHK 00060267	SUMMWATE	Summit Water Company	02/29/24	571.39	MW	IS	
AP CHK 00060268	SYNTSYST	SYN-TECH SYSTEMS INC	02/29/24	458.22	MW	IS	
AP CHK 00060269	ULIN	ULINE INC	02/29/24	557.02	MW	IS	
AP CHK 00060270	VERIWIRE	VERIZON WIRELESS SVCS LLC	02/29/24	194.36	MW	IS	
AP CHK 00060271	WFCA	WA Fire Commissioners Assoc	02/29/24	2,025.00	MW	IS	
AP CHK 00060272	WFC	WASHINGTON FIRE CHIEFS	02/29/24	1,250.00	MW	IS	
AP CHK 00060273	WASHWATE	WASHINGTON WATER SERVICE CO	02/29/24	86.33	MW	IS	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	291,487.19	Number of Checks Processed:	45
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 291,487.19

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/29/2024
End Date: 02/29/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
AHLERS CRESSMAN & SLEIGHT PLLC (AHLECRS)					
	94916	01/31/2024	660.00	00001	2024 LEGAL SERVICES
TOTAL FOR CHECK AP 00060229:			660.00		
AT&T MOBILITY (ATTMOBI)					
	X02132024	02/05/2024	666.45		#287297124815 FEB COMM CONNECT
TOTAL FOR CHECK AP 00060231:			666.45		
B&H FOTO & ELECTRONICS CORP (BHFOTOEL)					
	220433884	01/14/2024	158.13	00020	Impact Filled Saddle Sandbag(
	221261302	02/12/2024	1,052.28	00003	ANGELBIRD 2TB ATOMX SSDMINI
	221380278	02/16/2024	(507.61)	00007	K-Tek KE-89CC Avalon Series
	221391758	02/16/2024	507.61	00007	K-Tek KE-89CC Avalon Series
TOTAL FOR CHECK AP 00060232:			1,210.41		
BIG JOHN'S TROPHIES INC (BIGJOHNS)					
	152609	01/11/2024	11.03	00001	IT door sign
TOTAL FOR CHECK AP 00060233:			11.03		
C&K GARAGE DOORS & OPENERS LLC (CKGARAGE)					
	971984	02/14/2024	4,569.71	00002	ST40 DOOR REPAIR FINAL COST
TOTAL FOR CHECK AP 00060234:			4,569.71		
CANON FINANCIAL SERVICES, INC. (CANOFINA)					
	32083893	02/10/2024	189.50	00001	STN 40 FEB'24 CONTRACT CHARG
TOTAL FOR CHECK AP 00060235:			189.50		
CENEX HARVEST STATES INC (CENEHARV)					
	1301739	02/19/2024	1,303.53		#124242 69 PROPANE
	1301741	02/19/2024	1,069.27		#124242 68 PROPANE
TOTAL FOR CHECK AP 00060240:			2,372.80		
CENTRAL WELDING SUPPLY CO INC (CENTWELD)					
	0001985293	02/09/2024	306.32	00004	HAZMAT CHARGE
TOTAL FOR CHECK AP 00060237:			306.32		
CLOVER PARK TECHNICAL COLLEGE (CLOVPARK)					
	020124	02/01/2024	1,920.00	00002	FULL BALLROOM - ADDITIONAL HOU
TOTAL FOR CHECK AP 00060241:			1,920.00		
CONNELL'S BUSINESS SYSTEM (CONNBUSI)					
	61094	02/22/2024	225.37	00001	repair shop printer
TOTAL FOR CHECK AP 00060242:			225.37		
DRY BOX INC (DRYBOX)					
	1385746	02/07/2024	6,110.55	00001	TRAINING CENTER 20' CONTAINER
TOTAL FOR CHECK AP 00060243:			6,110.55		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	65-240228	02/28/2024	700.32		#65031 STN 65 FEB'24 ELECTRIC
TOTAL FOR CHECK AP 00060244:			700.32		
EVERBRIDGE INC (EVERINC)					
	M77102	01/01/2024	1,064.34	00001	CP-ONCALL TICKET ALERTING SYST
TOTAL FOR CHECK AP 00060245:			1,064.34		
FIREBLAST GLOBAL (FIREBLAS)					
	SI003459	02/07/2024	372.46	00001	MINI PEEPER UV HONEWELL 8FT LE
TOTAL FOR CHECK AP 00060246:			372.46		
INTEGRA TELECOM (INTETELE)					
	20284910	02/08/2024	1,078.54		#637153 FEB SVC CHGS
	20295700	02/11/2024	1,479.78		#727925 FEB SVC CHGS
TOTAL FOR CHECK AP 00060230:			2,558.32		
JANNA QUIRIE (QUIR05050)					
	020824	02/15/2024	148.74		02/04/24-0208/24 MILEAGE RMB

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/29/2024

End Date: 02/29/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
TOTAL FOR CHECK AP 00060247:			148.74		
JOSEPH BOUCHARD (BOUC09170)					
	20245023	02/28/2024	110.00		NW LEADERSHIP/PER DIEM
TOTAL FOR CHECK AP 00060248:			110.00		
JULIE DOOR (JULIDOOOR)					
	20244633	02/28/2024	919.05		NW LEADERSHIP/MILEAGE
TOTAL FOR CHECK AP 00060249:			919.05		
LEILA MILLER (ELLEMILL)					
	1	02/01/2024	750.00	00001	2024 MENTAL HEALTH SERVICES
TOTAL FOR CHECK AP 00060250:			750.00		
LIGHTHOUSE UNIFORMS (LIGHUNIF)					
	A316752	01/04/2024	385.38	00001	ACADMEY 10-31 Class A Name Pla
TOTAL FOR CHECK AP 00060251:			385.38		
MATTHEW HOLM (HOLM03120)					
	20244600	02/28/2024	919.05		NW LEADERSHIP/MILEAGE
TOTAL FOR CHECK AP 00060252:			919.05		
MCLENDON HARDWARE (MCLEHARD)					
	H453425	02/12/2024	91.15	00001	PCFTC - 3/8 GALVANIZED CHAIN
TOTAL FOR CHECK AP 00060253:			91.15		
NORTHWEST RADIATOR WORKS (NWRADIAT)					
	110546	02/16/2024	1,436.80	00001	STOCK, RADIATOR REBUILD
TOTAL FOR CHECK AP 00060254:			1,436.80		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	61E-240205	02/05/2024	2,104.47		#1408 STN61 JAN'24 ELECTRIC
	61L-240205	02/05/2024	79.16		#40956 STN61 JAN'24 TRAFFIC LI
	61W-240205	02/05/2024	120.20		#1407 STN61 JAN'24 WATER
	61W-240205A	02/05/2024	55.22		#1409 STN61 JAN'24 WATER
TOTAL FOR CHECK AP 00060255:			2,359.05		
PC BUDGET AND FINANCE (PCBUDGET)					
	CI340734	01/01/2024	120.00	00002	REISSUE CERTIFICATION FOR S. H
TOTAL FOR CHECK AP 00060256:			120.00		
	CI346951	02/09/2024	110.00	00003	INITIAL CERTIFICATION FEE FOR:
TOTAL FOR CHECK AP 00060257:			110.00		
TOTAL FOR PC BUDGET AND FINANCE:			230.00		
PIERCE COUNTY FIRE CHIEFS ASSO (PCFCA)					
	021324	02/13/2024	500.00		2024 MEMBERSHIP DUES
TOTAL FOR CHECK AP 00060258:			500.00		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	022924	02/29/2024	223,635.27		02/29/2024 AP EFTS
TOTAL FOR CHECK AP 00060236:			223,635.27		
PIERCE COUNTY REFUSE (PCREFUSE)					
	17911041S180	02/01/2024	105.53		#2180-35314-001 68 GARBAGE
TOTAL FOR CHECK AP 00060259:			105.53		
PUGET SOUND ENERGY (PSENERGY)					
	40-240301	02/09/2024	3,577.36		#220025558283 ST40 ELECTRIC
	43-240209	02/09/2024	587.66		#220025558234 ST43 ELECTRIC
	69-240214	02/14/2024	2,209.78		#200012220444 ST 69 ELECTRIC
	71-240220	02/20/2024	1,575.24		#200018917720 STN71 ELECTRIC
	72-240213	02/13/2024	3,698.30		#220019632912 STN72 ELECTRIC
	72-240214	02/14/2024	204.69		#200004724288 ST 72 ELECTRIC
	AB-240220	02/20/2024	1,016.46		#220028910879 ARM. ELECTRIC
	N72-240213	02/13/2024	1,379.83		#220024114682 N72 ELECTRIC
	SP-240213	02/13/2024	668.85		#200017634847 SHOP ELECTRIC

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/29/2024
End Date: 02/29/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	TOTAL FOR CHECK AP 00060260:		14,918.17		
QWEST (QWESINTE)					
	676362518	02/08/2024	10,984.11		#89874474-KP FEB SERVICES
	TOTAL FOR CHECK AP 00060239:		10,984.11		
QWEST COMMUNICATIONS COMPANY LL (QWEST)					
	021124	02/11/2024	120.34		#501965371 OV ALARM NUMBERS
	TOTAL FOR CHECK AP 00060238:		120.34		
RICHARD COLEMAN (COLE09210)					
	20244601	02/28/2024	732.92		NW LEADERSHIP/LODGING
	TOTAL FOR CHECK AP 00060261:		732.92		
RON KENT (KENT02060)					
	20244609	02/28/2024	110.00		NW LEADERSHIP
	TOTAL FOR CHECK AP 00060262:		110.00		
S&S TIRE (SSTIREPU)					
	1151590	02/20/2024	1,118.530001		FM17-1 TIRES INSTALLED
	1151608	02/20/2024	878.580001		OVE20-1 NEW TIRE
	1151997	02/21/2024	2,066.720001		E18-6 TIRES
	TOTAL FOR CHECK AP 00060263:		4,063.83		
SEAN ANDERSON (ANDE04300)					
	022824A	02/28/2024	252.74		ANDERSON, WORKBOOTS, SAFETY
	TOTAL FOR CHECK AP 00060264:		252.74		
SIJ HOLDINGS LLC (MCCLCOMP)					
	234702	01/31/2024	327.120002		01/18/2024 Print Legal Ad- Spe
	TOTAL FOR CHECK AP 00060265:		327.12		
SPANAWAY WATER CO (SPANWATE)					
	60PC-240213	02/13/2024	305.75		#37540 ST60 DEC/JAN WATER
	60T-240213	02/13/2024	2.29		#82930 60TWR DEC/JAN WATER
	TOTAL FOR CHECK AP 00060266:		308.04		
SUMMIT WATER COMPANY (SUMMWATE)					
	67-240210	02/10/2024	174.87		#1312200001 STN 67 FEB'24 WATE
	67T-240210	02/10/2024	396.52		#1312250001 STN67T FEB'24 WATE
	TOTAL FOR CHECK AP 00060267:		571.39		
SYN-TECH SYSTEMS INC (SYNTSYST)					
	281123	02/27/2024	458.220001		SC23-2, AIMS FUEL KIT
	TOTAL FOR CHECK AP 00060268:		458.22		
ULINE (ULIN)					
	174530472	02/16/2024	557.020001		MEDIC UNIT CHAIN CONTAINERS (2
	TOTAL FOR CHECK AP 00060269:		557.02		
VERIZON WIRELESS (VERIWIRE)					
	9956759393	02/15/2025	194.36		#47252376100001 OVFR FEB SVC
	TOTAL FOR CHECK AP 00060270:		194.36		
WA FIRE COMMISSIONERS ASSOC (WFCA)					
	200001709	02/20/2024	675.000003		SEMINAR-BUTTZ,DANNAT,GORDER
	200001710	02/20/2024	1,125.000001		SEMINAR-MORROW
	200001731	02/26/2024	225.000004		SEMINAR.-T.ROBACKER
	TOTAL FOR CHECK AP 00060271:		2,025.00		
WASHINGTON FIRE CHIEFS (WFC)					
	2159	02/21/2024	1,250.000002		2024 Washington Fire Chiefs An
	TOTAL FOR CHECK AP 00060272:		1,250.00		
WASHINGTON WATER SERVICE (WASHWATE)					
	64-240215	02/15/2024	86.33		#9532658329 DEC ST64 WATER CHG
	TOTAL FOR CHECK AP 00060273:		86.33		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/29/2024
End Date: 02/29/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
REPORT TOTAL:			291,487.19		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
PY CHK 00107821	COLE09210	COLEMAN, RICHARD A	02/29/24	728.16	MW	IS	PA	
PY CHK 00107822	REIF11050	REIFSNYDER, ROBERT	02/29/24	0.00	MW	IS	PA	
PY CHK 00107823	THOM10050	THOMPSON, WILLIAM M	02/29/24	6,788.06	MW	IS	PA	
PY CHK 00107824	VANL11030	VAN LANDINGHAM, GARY M	02/29/24	0.00	MW	IS	PA	
PY CHK 00107825	VANN09230	VAN NATTA, KIRK	02/29/24	0.00	MW	IS	PA	
PY CHK 00107826	WEST11300	WESTFALL, JULIE ANN	02/29/24	0.00	MW	IS	PA	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	7,516.22	Number of Checks Processed:	6
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 7,516.22

Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXXX0522

Electronic Payment Details

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

<u>Issue Date</u>	<u>EFT Numbers</u>	<u>EFT Transfer Warrant</u>	<u>Amount</u>
02/22/2024	EP00016461 -EP00016462	AP00060195	\$38,790.56
02/22/2024	EP00016463 -EP00016499	AP00060198	\$294,273.54
02/27/2024	EP00016500 -EP00016505	AP00060220	\$1,215,955.15
02/29/2024	EP00016506 -EP00016564	AP00060236	\$223,635.27
02/29/2024	EF00062904 -EF00063316	AP00060222	\$3,673,836.62
Total			\$5,446,491.14

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 00016461	CATAWORK	BUSINESS INTERIORS NORTHWES	02/22/24	26,047.63	MW	CX	
AP EFT 00016462	MARSDESI	MARSHALL DESIGN + MANAGEMEN	02/22/24	12,742.93	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	38,790.56	Number of EFTs Processed:	2
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	38,790.56		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/22/2024
End Date: 02/22/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
BUSINESS INTERIORS NORTHWEST I (CATAWORK)					
	319608	11/28/2023	937.50	0001	CATALOG DESIGN SERVICES
	320184	12/27/2023	25,110.13	0044	DELIVERY & INSTALLATION- PREVA
TOTAL FOR CHECK AP 00016461:			26,047.63		
MARSHALL DESIGN + MANAGEMENT L (MARSDESI)					
	1296	02/02/2024	11,055.43	0001	WO-5 NEW STATION 73 CONSULTANT
	1299	02/02/2024	1,687.50	0003	WO-6 ST73 CONCEPT DESIGN.
TOTAL FOR CHECK AP 00016462:			12,742.93		
REPORT TOTAL:			38,790.56		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016463	AIRGAS	Airgas Nor Pac Inc	02/22/24	239.17	MW	CX	
AP EFT 00016464	AMAZON	AMAZON CAPITAL SERVICES	02/22/24	5,422.27	MW	CX	
AP EFT 00016465	BENACOMP	BENAROYA CAPITAL COMPANY LL	02/22/24	68,589.10	MW	CX	
AP EFT 00016466	BOUSMOVI	BOUSH MOVING AND STORAGE	02/22/24	1,080.00	MW	CX	
AP EFT 00016467	BRINBUSI	BRINTON BUSINESS VENTURES I	02/22/24	659.37	MW	CX	
AP EFT 00016468	CASCADFI	CASCADE FIRE & SAFETY	02/22/24	1,179.50	MW	CX	
AP EFT 00016469	CPFREFT	Central Pierce Fire & Rescu	02/22/24	29.37	MW	CX	
AP EFT 00016470	CHRIINC	CHRISTENSEN INC	02/22/24	8,928.59	MW	CX	
AP EFT 00016471	CITYTREA	CITY OF TACOMA	02/22/24	778.24	MW	CX	
AP EFT 00016472	COMMBRAK	Commercial Brake	02/22/24	259.71	MW	CX	
AP EFT 00016473	CUMMNW	CUMMINS INC.	02/22/24	38.40	MW	CX	
AP EFT 00016474	FASTINDU	Fastenal Industrial & Const	02/22/24	1,273.37	MW	CX	
AP EFT 00016475	HEALADVO	HEALTH ADVOCATE SOLUTIONS I	02/22/24	48.00	MW	CX	
AP EFT 00016476	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	02/22/24	564.33	MW	CX	
AP EFT 00016477	INTEMETA	Interwest Metals Inc	02/22/24	19.03	MW	CX	
AP EFT 00016478	LNCURTIS	L.N. Curtis and Sons	02/22/24	21,908.74	MW	CX	
AP EFT 00016479	EIGHTWEN	LAWRENCE GARRETT	02/22/24	11,465.00	MW	CX	
AP EFT 00016480	LIFEASSI	Life-Assist Inc	02/22/24	47,027.74	MW	CX	
AP EFT 00016481	LOWECOMP	Lowe's Companies	02/22/24	1,842.36	MW	CX	
AP EFT 00016482	MONAMEDI	MONARCH MEDIA LLC	02/22/24	2,775.00	MW	CX	
AP EFT 00016483	MULTWORK	MULTICARE HEALTH SYSTEM	02/22/24	222.00	MW	CX	
AP EFT 00016484	NWSAFECL	NW SAFETY CLEAN	02/22/24	5,482.82	MW	CX	
AP EFT 00016485	SEATHEAV	SEATTLE HEAVY INDUSTRIES LL	02/22/24	9,323.01	MW	CX	
AP EFT 00016486	STANPART	Standard Parts Corp	02/22/24	57.21	MW	CX	
AP EFT 00016487	STEVHINT	STEVEN HINTZKE	02/22/24	516.37	MW	CX	
AP EFT 00016488	TACOSCRE	Tacoma Screw Products Inc	02/22/24	458.47	MW	CX	
AP EFT 00016489	TERRSTAFF	TERRA SERVICES LLC	02/22/24	11,541.72	MW	CX	
AP EFT 00016490	TRSMECHA	TRS Mechanical Inc	02/22/24	614.82	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016491	UNIFIRST	UNIFIRST CORPORATION	02/22/24	355.34	MW	CX	
AP EFT 00016492	USBANKBU	US Bank Business Card	02/22/24	10,154.86	MW	CX	
AP EFT 00016493	MITC10150	DALE T. MITCHELL	02/22/24	54.49	MW	CX	
AP EFT 00016494	EMERFIRE	EMERALD FIRE LLC	02/22/24	1,856.28	MW	CX	
AP EFT 00016495	GARYHAUE	Gary Hauenstein	02/22/24	676.00	MW	CX	
AP EFT 00016496	HRAVEBA	HRA VEBA TRUST	02/22/24	4,703.88	MW	CX	
AP EFT 00016497	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	02/22/24	72,341.26	MW	CX	
AP EFT 00016498	TCH001310	NOAH TCHOBANOFF	02/22/24	287.72	MW	CX	
AP EFT 00016499	ERIC06010	TARA ERICKSON	02/22/24	1,500.00	MW	CX	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	294,273.54	Number of EFTs Processed:	37
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 294,273.54

Central Pierce Fire and Rescue
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Start Date: 02/22/2024
End Date: 02/22/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
AIRGAS NOR PAC INC (AIRGAS)					
	5505748192	01/01/2024	171.92		CYLINDER RENTALS
	9146136221	02/01/2024	67.25		MEDICAL O2/ST71 JAN 2024
TOTAL FOR CHECK AP 00016463:			239.17		
AMAZON CAPITAL SERVICES (AMAZON)					
	11NQMH9RJN9	02/18/2024	209.180001		HM Elitech HVAC Refrigerant Le
	13GYJ7KXVVK	02/19/2024	256.980003		64 Staransun Yoga Mat Storage
	19YTR4X137TP	01/08/2024	138.070001		SHOP Atlantic Safety Products
	1C7TVNTC7L1L	02/16/2024	191.440002		60 BuxWellBang 48" W x 24" D x
	1FL3TWT3DCQ	02/14/2024	110.070001		Orion Safety Products 7820 Hea
	1HWJMDTQ76	02/14/2024	(69.20)		RETURN ON INV 1JCGTKKP64KJ
	1JCGTKKP64KJ	01/09/2024	208.070004		62 Lodge Cast Iron Skillet wit
	1LHDTQT1X747	01/01/2024	300.750002		73 Scotch-Brite Pot and Pan Br
	1M1DMMQNHC	02/16/2024	52.190001		43 VIZ-PRO Cork Notice Board,
	1M6LPQ1WT94	02/19/2024	84.670003		62 6 Ft Surge Protector Power
	1V196J7K3THQ	01/01/2024	538.420007		65 GE FQK2J Under Sink Water
	1VKX6CPDC4JL	02/16/2024	297.060001		SHOP SHARPIE Permanent Markers
	1WRRRD9XKW	02/18/2024	105.060002		P&E COURTNEY - Crayola Crayon
	1WVQ7XTHCN	01/24/2024	74.760002		68 Tens Towels Large Bath Towe
	1X3WQ39MQN6	01/17/2024	2,672.980010		PCFTC Raynesys Wire Shelving w
	IGDDKTTV31P1	01/31/2024	251.770001		STATION 41 SPEAKERS AND WIRE F
TOTAL FOR CHECK AP 00016464:			5,422.27		
BENEROYA CAPITAL COMPANY LLC (BENACOMP)					
	013124	01/31/2024	3,979.680003		OVERHEAD ON REIMBURSABLES
	030124	03/01/2024	46,635.420001		2024 AOC RENT (MAR - DEC)
	240201	02/01/2024	8,987.000001		2024 FEB RENT FOR B30
	240301	02/20/2024	8,987.000001		2024 LEASE/RENT FOR B30
TOTAL FOR CHECK AP 00016465:			68,589.10		
BOUSH MOVING & STORAGE (BOUSMOVI)					
	23147	01/01/2024	1,080.000001		I.T. MOVE TO FLASH CUBE
TOTAL FOR CHECK AP 00016466:			1,080.00		
BRINTON BUSINESS VENTURES INC (BRINBUSI)					
	29603563015	12/31/2023	406.270001		#200700: DEC 2023 VENDING COST
	29603623626	01/31/2024	253.100001		01/2024 VENDING MACHINE SUBSID
TOTAL FOR CHECK AP 00016467:			659.37		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	1664205	02/14/2024	268.310001		E18-6 DRIVER SIDE FRONT SPRING
	1664207	02/14/2024	102.330002		E18-6 LABELS - START, IGNITION
	1664211	02/14/2024	200.490001		LT07-1 EMERGENCY POWER UNIT (E
	166715	02/15/2024	608.370002		020057K007 WIPER KIT
TOTAL FOR CHECK AP 00016468:			1,179.50		
CHRISTENSEN INC (CHRIINC)					
	0535401IN	02/12/2024	3,015.68		#1003291-ST 69 FUEL-FEB12
	0535504IN	02/12/2024	1,861.05		#1003291-ST 64 FUEL-FEB12
	0536044	02/15/2024	1,584.99		#1003291 STN60 FEB'24 FUEL
	0536423	02/14/2024	2,466.87		#1003291 STN71 FEB'24 FUEL
TOTAL FOR CHECK AP 00016470:			8,928.59		
CITY TREASURER (CITYTREA)					
	TC-240215	02/15/2024	778.24		#100808871 TC JAN/FEB ELECTRIC
TOTAL FOR CHECK AP 00016471:			778.24		
COMMERCIAL BRAKE (COMMBRAK)					
	170327	02/01/2024	(880.80)0002		LT07-1 MJS36528ET (2) MGM PIST
	170500	02/05/2024	476.800003		BRAKE PAD KIT/MJS BRAKE STOCK
	170877	02/12/2024	476.800003		BRAKE PAD KIT/MJS BRAKE STOCK

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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
CUMMINS NORTHWEST LLC (CUMMNW)	171379	02/20/2024	186.91	0001	E18-1, FRONT BRAKE CHAMBERS
	TOTAL FOR CHECK AP 00016472:		259.71		
	0111156	02/15/2024	38.40	0001	E18-2/STOCK, ELECTRICAL CONNEC
DALE T. MITCHELL (MITC10150)	TOTAL FOR CHECK AP 00016473:		38.40		
	013124	02/19/2024	54.49		2024 MILEAGE REIMB
	TOTAL FOR CHECK AP 00016493:		54.49		
EIGHT TWENTY-EIGHT (EIGHTWEN)	1491	02/16/2024	11,465.00	0001	MARCH'24 DEI CONTRACT
	TOTAL FOR CHECK AP 00016479:		11,465.00		
	1240193	01/18/2024	1,856.28	0002	PUBLIC WORKS
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)	TOTAL FOR CHECK AP 00016494:		1,856.28		
	WATAC130281	11/20/2023	244.42	0002	TORQUE CONTROL BLADE
	WATAC131563	02/16/2024	1,028.95	0001	safety glasses
GARY HAUENSTEIN (GARYHAUE)	TOTAL FOR CHECK AP 00016474:		1,273.37		
	20240303121870	01/29/2024	133.50		01/29/2024 DENTAL CLAIM
	20240373267940	02/05/2024	542.50		02/05/2024 DENTAL CLAIM
HRA VEBA TRUST (HRAVEBA)	TOTAL FOR CHECK AP 00016495:		676.00		
	022024	02/20/2024	4,703.88		MAR 2024 LEOFF 2 VEBA CONT
	TOTAL FOR CHECK AP 00016496:		4,703.88		
HUGHES FIRE EQUIPMENT INC (HUGHFIRE)	603093	02/16/2024	564.33	0001	L12-1, TENSIONER ASSEMBLY
	TOTAL FOR CHECK AP 00016476:		564.33		
	471848	02/19/2024	19.03	0001	SHOP SUPPLY RV17-1 METAL PROJE
L.N. CURTIS AND SONS (LNCURTIS)	TOTAL FOR CHECK AP 00016477:		19.03		
	786972	01/24/2024	4,394.05	0001	TECH RESCUE EQMT QUOTE 286520
	INV784339	01/22/2024	9,313.36	0002	PCFTC BOOKS-36804 IFSTA
	INV784434	01/22/2024	6,034.21		TRANSPORTATION / GLOVES
	INV791788	02/12/2024	929.40	0002	STOCK 9146 2 1/2" VALVE KIT (1
	INV7928360	02/15/2024	480.38	0001	OV21-1 ORINGS, MOTOR, ETC
LIFE-ASSIST INC (LIFEASSI)	INV792840	02/15/2024	757.34		TRANSPORTATION / BAGS
	TOTAL FOR CHECK AP 00016478:		21,908.74		
	1395318	01/09/2024	92.59	0016	SUDECON DECONTAMINATION WIPES
	1396699	01/12/2024	1,908.78	0009	PCFTC ADTEMP Temple Touch
	1400269	01/24/2024	3.14	0010	SODIUM CHLORIDE .09% 100ML BAG
	1400942	01/26/2024	6,594.42	0020	IV CATHETER, 20Gx1.25", PROTE
	1400970	01/26/2024	4,575.76	0011	SMART CAPNOLINE, ADULT/INTERME
	1401061	01/26/2024	17,542.89	0010	FILTERLINE SET, ADULT/PEDI (EA
	1406774	02/14/2024	3,708.08	0022	PENLIGHT, DISPOSABLE WITH PUPI
	1406794	02/14/2024	1,761.60	0024	SURGICAL MASK
	1406796	02/14/2024	4,662.00	0009	SYRINGE, 5CC, LUER LOCK (EACH)
	1407139	02/15/2024	1,265.38	0060	GLOVES, NITRILE, SMALL (BOX)
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)	1408027	02/20/2024	4,913.10	0007	02 MAX BITRAC ED DISPOSABLE CP
	TOTAL FOR CHECK AP 00016480:		47,027.74		

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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	022024	02/20/2024	72,341.26		MAR 2024 LEOFF 2 VEBA CONT
TOTAL FOR CHECK AP 00016497:			72,341.26		
LOWE'S COMPANIES (LOWECOMP)					
	57195	02/13/2024	250.150001		WATER, FLAT CAPS (CASE/24)
	80339	02/20/2024	537.730001		FM Casoron Weed and Grass Prev
	81724	02/21/2024	7.570001		SHOP HARDWARE PIPE FITTING
	94292	02/12/2024	372.240001		TruFuel 2.1-Gallon Ethanol Fre
	97242	02/14/2024	674.670001		TR 1-3/4X12"X11' LVL
TOTAL FOR CHECK AP 00016481:			1,842.36		
MONARCH MEDIA LLC (MONAMEDI)					
	1035	02/13/2024	2,775.000002		THE FORGE RECRUIT ACADEMY B-RO
TOTAL FOR CHECK AP 00016482:			2,775.00		
MULTICARE HEALTH WORKS (MULTWORK)					
	159167	02/01/2024	222.000001		NEW HIRE FF PHYSICAL - WIGEN
TOTAL FOR CHECK AP 00016483:			222.00		
NOAH TCHOBANOFF (TCHO01310)					
	020324	02/03/2024	105.80		COSTCO/69 LABEL MAKER/HOSE
	021924	01/29/2024	181.92		COSTCO/69 SHELVING & CONTAINER
TOTAL FOR CHECK AP 00016498:			287.72		
NW SAFETY CLEAN (NWSAFECL)					
	2444556	02/15/2024	1,617.640001		CR PPE 65 45040
	2444557	02/15/2024	61.660002		CR PPE CS 45082
	2444558	02/15/2024	872.930003		CR PPE 64 45083
	2444560	02/15/2024	2,834.360004		CR PPE 60 45125
	2444635	02/20/2024	96.230005		CR PPE 65 45090
TOTAL FOR CHECK AP 00016484:			5,482.82		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	173968768	02/02/2024	23.33		WSI/65 TYVEK ROLL
	PC.000.240225.2	02/22/2024	6.04		L12-1 DOOR GRABBERS (4)
TOTAL FOR CHECK AP 00016469:			29.37		
SEATTLE HEAVY INDUSTRIES LLC (SEATHEAV)					
	240221	02/21/2024	9,323.010001		MARCH'24 IT FACILITY LEASE
TOTAL FOR CHECK AP 00016485:			9,323.01		
STANDARD PARTS CORP (STANPART)					
	216554	02/01/2024	57.210001		PAINT (4) PN DE1602
TOTAL FOR CHECK AP 00016486:			57.21		
STEVEN HINTZKE (STEVHINT)					
	12568	02/14/2024	516.370002		PROJECT #240203 INSTALL GRAPHI
TOTAL FOR CHECK AP 00016487:			516.37		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10024868705	02/13/2024	36.890001		AIR BRAKE FITTINGS TEES
	10026732600	02/13/2024	198.420001		WIRE WHEELS, DEBURR DISCS, ETC
	10026782000	02/13/2024	18.010001		STEEL CLEVIS PINS, SCREWS, SHO
	10026929700	02/19/2024	170.800001		RETAINING RINGS FITTINGS, DEBU
	10026992100	02/19/2024	34.350001		LOCK NUTS, (300)
TOTAL FOR CHECK AP 00016488:			458.47		
TARA ERICKSON (ERIC06010)					
	012924	01/29/2024	1,500.00		HOME OFFICE FURNITURE
TOTAL FOR CHECK AP 00016499:			1,500.00		
TERRA SERVICES INC (TERRSTAFF)					
	24-03554	02/16/2024	6,565.320004		TEMP - HEALTH & WELLNESS -
	2402377	02/02/2024	4,976.400004		TEMP - HEALTH & WELLNESS -
TOTAL FOR CHECK AP 00016489:			11,541.72		

Central Pierce Fire and Rescue
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Start Date: 02/22/2024
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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
TRS MECHANICAL INC (TRSMECHA)	1014099	01/25/2024	614.82	0001	STATION 60 SERVICE CALL FF SID
	TOTAL FOR CHECK AP 00016490:		614.82		
UNIFIRST CORPORATION (UNIFIRST)	2220073215	02/14/2024	177.67	0001	FEB14 SHOP UNIFORMS/RUGS
	2220075155	02/21/2024	177.67	0001	FEB21 SHOP UNIFORMS/RUGS
	TOTAL FOR CHECK AP 00016491:		355.34		
US BANK BUSINESS CARD (USBANKBU)	PC.000.240125.G	02/22/2024	456.87		#471687197 OVFR/SEP-NOV 2023
	PC.000.240225.1	02/21/2024	4,812.15		PCFTC 24-1 ACADEMY SUPPLIES
	PC.000.240225.2	02/22/2024	2,445.76		MEDIC TIRE CHAIN STORAGE BASKE
	PC.201.240125.1	02/22/2024	409.00		CPP EXAM - RESOP
	PC.203.240225.1	02/21/2024	455.67		Advertising Support Specialist
	PC.203.240225.2	02/22/2024	1,024.91		Groceries for 726 Bargaining
	PC.650.240225.1	02/22/2024	550.50		DIAGNOSTIC LINK LICENSE
	TOTAL FOR CHECK AP 00016492:		10,154.86		
WEST HEALTH ADVOCATE SOLUTIONS (HEALADVO)	240215	02/15/2024	48.00	0002	EAP MARCH 01-31 2024
	TOTAL FOR CHECK AP 00016475:		48.00		
	REPORT TOTAL:		294,273.54		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016500	COFFFUND	CP Coffee Fund	02/27/24	3,542.00	MW	CX	
AP EFT 00016501	FLOWFUND	Flower Fund	02/27/24	156.00	MW	CX	
AP EFT 00016502	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	02/27/24	991,657.11	MW	CX	
AP EFT 00016503	NWFFT	NORTHWEST FIREFIGHTERS TRUS	02/27/24	43,576.49	MW	CX	
AP EFT 00016504	PCPROFF	PC Professional Firefighter	02/27/24	174,659.36	MW	CX	
AP EFT 00016505	REHNASSO	REHN & ASSOCIATES	02/27/24	2,364.19	MW	CX	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	1,215,955.15	Number of EFTs Processed:	6
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	1,215,955.15		

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Start Date: 02/27/2024
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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
COFFEE FUND (COFFFUND)					
	2800/2401002	02/27/2024	3,542.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00016500:		3,542.00		
FLOWER FUND (FLOWFUND)					
	2802/2401002	02/27/2024	156.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00016501:		156.00		
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)					
	1400/2401002	02/27/2024	989,738.09		FEBRUARY PAYROLL
	1711/2401002	02/27/2024	123.28		FEBRUARY PAYROLL
	2716/2401002	02/27/2024	1,602.84		FEBRUARY PAYROLL
	2717/2401002	02/27/2024	192.90		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00016502:		991,657.11		
NORTHWEST FIREFIGHTERS TRUST (NWFFT)					
	1401/2401002	02/27/2024	43,576.49		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00016503:		43,576.49		
PC PROFESSIONAL FIREFIGHTERS L (PCPROFFF)					
	2300/2401002	02/27/2024	118,809.89		FEBRUARY PAYROLL
	2303/2401002	02/27/2024	199.47		FEBRUARY PAYROLL
	2440/2401002	02/27/2024	55,650.00		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00016504:		174,659.36		
REHN & ASSOCIATES (REHNASSO)					
	1500/2401002	02/27/2024	47.50		FEBRUARY PAYROLL
	2452/2401002	02/27/2024	541.67		FEBRUARY PAYROLL
	2453/2401002	02/27/2024	1,775.02		FEBRUARY PAYROLL
	TOTAL FOR CHECK AP 00016505:		2,364.19		
	REPORT TOTAL:		1,215,955.15		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016506	ACTIONWO	ACTIONWORKS	02/29/24	72.35	MW	CX	
AP EFT 00016507	AIRGAS	Airgas Nor Pac Inc	02/29/24	2,140.75	MW	CX	
AP EFT 00016508	AMAZON	AMAZON CAPITAL SERVICES	02/29/24	1,457.10	MW	CX	
AP EFT 00016509	AMERHOSE	AMERICAN HOSE & FITTINGS	02/29/24	84.66	MW	CX	
AP EFT 00016510	BATTEPLUS	Batteries Plus #245	02/29/24	428.07	MW	CX	
AP EFT 00016511	BOUNTREE	Bound Tree Medical LLC	02/29/24	3,320.80	MW	CX	
AP EFT 00016512	CASCAFIRE	CASCADE FIRE & SAFETY	02/29/24	1,940.05	MW	CX	
AP EFT 00016513	CPFREFT	Central Pierce Fire & Rescu	02/29/24	1,154.88	MW	CX	
AP EFT 00016514	CHRIINC	CHRISTENSEN INC	02/29/24	16,944.41	MW	CX	
AP EFT 00016515	CITYPUYA	CITY OF PUYALLUP	02/29/24	2.00	MW	CX	
AP EFT 00016516	CITYTREA	CITY OF TACOMA	02/29/24	407.08	MW	CX	
AP EFT 00016517	CUMMNW	CUMMINS INC.	02/29/24	120.53	MW	CX	
AP EFT 00016518	DELLMARK	Dell Marketing	02/29/24	16,274.88	MW	CX	
AP EFT 00016519	DNR	Department of Natural Resou	02/29/24	5,146.22	MW	CX	
AP EFT 00016520	EFAXCORP	EFAX CORPORATE	02/29/24	236.39	MW	CX	
AP EFT 00016521	EMPACTNW	EMPACT NORTHWEST	02/29/24	19,425.00	MW	CX	
AP EFT 00016522	VALLFREI	FREIGHTLINER NORTHWEST	02/29/24	7,004.45	MW	CX	
AP EFT 00016523	GRIMCO	GRIMCO INC	02/29/24	150.84	MW	CX	
AP EFT 00016524	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	02/29/24	814.09	MW	CX	
AP EFT 00016525	LNCURTIS	L.N. Curtis and Sons	02/29/24	7,714.30	MW	CX	
AP EFT 00016526	LIFEASSI	Life-Assist Inc	02/29/24	22,301.82	MW	CX	
AP EFT 00016527	LOWECOMP	Lowe's Companies	02/29/24	901.57	MW	CX	
AP EFT 00016528	MALLCOMP	Mallory Safety and Supply L	02/29/24	9,159.99	MW	CX	
AP EFT 00016529	MARQGROU	MARQUAM GROUP LLC	02/29/24	4,875.00	MW	CX	
AP EFT 00016530	MCLOEARD	McLoughlin & Eardley Co	02/29/24	516.92	MW	CX	
AP EFT 00016531	MITECLOU	MITEL CLOUD SERVICES INC	02/29/24	11,089.68	MW	CX	
AP EFT 00016532	MOUNMIST	Mountain Mist Water	02/29/24	76.59	MW	CX	
AP EFT 00016533	NCMACHIN	N C Machinery Inc	02/29/24	303.83	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016534	NWSAFEC	NW SAFETY CLEAN	02/29/24	4,986.76	MW	CX	
AP EFT 00016535	OMNIYOGA	OMNI YOGA LLC	02/29/24	2,200.00	MW	CX	
AP EFT 00016536	ONSPOFNO	ONSPOT OF NORTH AMERICA INC	02/29/24	123.04	MW	CX	
AP EFT 00016537	PSINSTRU	Puget Sound Instrument Co	02/29/24	252.68	MW	CX	
AP EFT 00016538	SEAWESTE	Sea-Western Inc	02/29/24	30,217.61	MW	CX	
AP EFT 00016539	STANPART	Standard Parts Corp	02/29/24	6,967.17	MW	CX	
AP EFT 00016540	STAPINC	STAPLES INC.	02/29/24	590.64	MW	CX	
AP EFT 00016541	STEVHINT	STEVEN HINTZKE	02/29/24	3,852.01	MW	CX	
AP EFT 00016542	STRYMEDI	STRYKER SALES CORPORATION	02/29/24	3,291.73	MW	CX	
AP EFT 00016543	SUMMLAW	SUMMIT LAW GROUP	02/29/24	656.00	MW	CX	
AP EFT 00016544	TACOCOMM	Tacoma Community College	02/29/24	9,952.20	MW	CX	
AP EFT 00016545	TACOSCRE	Tacoma Screw Products Inc	02/29/24	290.67	MW	CX	
AP EFT 00016546	TECEQUIP	TEC EQUIPMENT INC	02/29/24	302.78	MW	CX	
AP EFT 00016547	TERRSTAFF	TERRA SERVICES LLC	02/29/24	17,032.29	MW	CX	
AP EFT 00016548	UNIFIRST	UNIFIRST CORPORATION	02/29/24	183.04	MW	CX	
AP EFT 00016549	UNITSAFE	United Safety & Survivabili	02/29/24	218.00	MW	CX	
AP EFT 00016550	USBANKBU	US Bank Business Card	02/29/24	3,688.20	MW	CX	
AP EFT 00016551	WEIRAPPL	Weir's Appliance Inc	02/29/24	1,681.23	MW	CX	
AP EFT 00016552	ROSE10280	ADAM ROSENLUND	02/29/24	110.00	MW	CX	
AP EFT 00016553	PARA08030	ARIEL PARAMAPOONYA	02/29/24	1,490.50	MW	CX	
AP EFT 00016554	VANK01260	BRENT VANKEULEN	02/29/24	110.00	MW	CX	
AP EFT 00016555	WORK11050	Bryan Workman	02/29/24	68.31	MW	CX	
AP EFT 00016556	THOM02240	COURTNEY THOMPSON	02/29/24	260.00	MW	CX	
AP EFT 00016557	BENN09190	DALE BENNING	02/29/24	110.00	MW	CX	
AP EFT 00016558	MORR06170	DUSTIN MORROW	02/29/24	110.00	MW	CX	
AP EFT 00016559	GITTSPRI	Gitt's Spring Inc	02/29/24	239.44	MW	CX	
AP EFT 00016560	WOOD07110	JACQUELYN WOOD	02/29/24	148.74	MW	CX	
AP EFT 00016561	TCHO01310	NOAH TCHOBANOFF	02/29/24	8.80	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016562	RISL01040	Pat Risley	02/29/24	209.18	MW	CX	
AP EFT 00016563	SCHW11090	SUZI WASHO	02/29/24	110.00	MW	CX	
AP EFT 00016564	GIBS09290	ZANE GIBSON	02/29/24	110.00	MW	CX	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	223,635.27	Number of EFTs Processed:	59
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 223,635.27

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ACTIONWORKS (ACTIONWO)	6099	02/20/2024	72.35 0001		2024 APPAREL ANNUAL ORDER - IT
	TOTAL FOR CHECK AP 00016506:		72.35		
ADAM ROSENLUND (ROSE10280)	20244606	02/28/2024	110.00		NW LEADERSHIP/PER DIEM
	TOTAL FOR CHECK AP 00016552:		110.00		
AIRGAS NOR PAC INC (AIRGAS)	9146415217	02/01/2024	2,140.75 0002		40 PIGTAIL FLEXIBLE 1/4" NPT
	TOTAL FOR CHECK AP 00016507:		2,140.75		
AMAZON CAPITAL SERVICES (AMAZON)	13P76MPMKCJ	02/11/2024	185.92 0001		71 X Home 15.3-Inch Heavier Fl
	161DQKPTJPLR	01/10/2024	136.73 0003		ADMIN Quality Park Interoffice
	16744N9JNMDF	02/11/2024	8.80 0001		EMS 1 to 1000 Round Reflective
	1DDGYKHC4D	01/01/2024	257.88 0004		PCFTC Crayola Colored Pencils
	1J6DPWHMG3M	02/10/2024	18.71 0001		ADMIN Space Heater, Small Spac
	1MFM96D9CYG	02/27/2024	9.30 0002		BUTTON HEAD SCOKET CAP SCREWS
	1RVFDT1YT6FJ	02/19/2024	245.55 0002		PCFTC Brio Limited Edition Top
	1VDYVQCMVV	02/13/2024	65.94 0001		STATION 72 GATE OPENERS
	1VWJFLHR7H9	02/14/2024	105.44 0001		LOGISTICS COMPUTER CASE AND MO
	1WTJ9GCN9M1	02/29/2024	422.83 0001		STOCK FILTERS, MULTI PARTS
	TOTAL FOR CHECK AP 00016508:		1,457.10		
AMERICAN HOSE & FITTINGS (AMERHOSE)	8896101	10/13/2023	(52.04) 0004		CLEAR TUBING RETURN CREDIT
	8993655	01/24/2024	136.70 0001		PN 934330T 6/CASE
	TOTAL FOR CHECK AP 00016509:		84.66		
ARIEL PARAMAPOONYA (PARA08030)	022124	02/21/2024	1,490.50		REMOTE OFFICE STIPEND
	TOTAL FOR CHECK AP 00016553:		1,490.50		
BATTERIES PLUS #245 (BATTEPLUS)	P70181274	02/07/2024	428.07 0001		BATTERY AA ALKALINE (EACH)
	TOTAL FOR CHECK AP 00016510:		428.07		
BOUND TREE PARR LLC (BOUNTREE)	85247194	02/12/2024	3,320.80 0001		SODIUM CHLORIDE, INJECTION, 10
	TOTAL FOR CHECK AP 00016511:		3,320.80		
BRENT VANKEULEN (VANK01260)	20244602	02/28/2024	110.00		NW LEADERSHIP/PER DIEM
	TOTAL FOR CHECK AP 00016554:		110.00		
BRYAN WORKMAN (WORK11050)	02222024A	02/22/2024	68.31		OIL SAMPLE TUBING-SHOP SUPP
	TOTAL FOR CHECK AP 00016555:		68.31		
CASCADE FIRE & SAFETY (CASCAFIRE)	1664206	02/14/2024	1,940.05 0001		PN 078653F001 PIN, LOWER FRONT
	TOTAL FOR CHECK AP 00016512:		1,940.05		
CHRISTENSEN INC (CHRIINC)	0537601IN	02/19/2024	2,960.33		#1003291 61 FUEL
	0538311IN	02/19/2024	2,193.51		#1003291 67 FUEL
	0539020-IN	02/22/2024	3,566.99		#1003291 STN 72 FEB'24 FUEL
	0539972-IN	02/23/2024	3,943.80		#1003291 STN 69 FEB'24 FUEL
	0540879-IN	02/24/2024	1,748.85		#1003291 STN60 FEB'24 FUEL
	0541732-IN	02/27/2024	2,530.93		#1003291 STN 64 FUEL
	TOTAL FOR CHECK AP 00016514:		16,944.41		
CITY OF PUYALLUP (CITYPUYA)	1564	01/04/2024	2.00 0001		2024 ANNUAL BLDG/EQMT LEASE

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TOTAL FOR CHECK AP 00016515:			2.00		
CITY TREASURER (CITYTREA)					
	67T-240210	02/10/2024	407.08		#100560648 67 TC ELECTRICITY
TOTAL FOR CHECK AP 00016516:			407.08		
COURTNEY THOMPSON (THOM02240)					
	20244857	02/27/2024	260.00		03/03-03/08 SAFETY ED/PER DIEM
TOTAL FOR CHECK AP 00016556:			260.00		
CUMMINS NORTHWEST LLC (CUMMNW)					
	0112000	02/26/2024	38.400001		ELECTRICAL CONNECTOR-RETURNED
	0112076	02/26/2024	(38.40)0001		E18-2/STOCK, ELECTRICAL CONNEC
	0112077	02/26/2024	(295.65)0003		ACTUATOR CORE RETURN CREDIT
	0112079	02/26/2024	(1,976.08)0002		ACTUATOR RETURN PN 6382096RX
	0112131	02/27/2024	38.400001		E18-2/STOCK, ELECTRICAL CONNEC
	Y596295	02/14/2024	2,353.860001		M15-2 ACTUATOR KIT, VGT HIGH P
TOTAL FOR CHECK AP 00016517:			120.53		
DALE BENNING (BENN09190)					
	20244611	02/28/2024	110.00		NW LEADERSHIP/PERDIEM
TOTAL FOR CHECK AP 00016557:			110.00		
DELL MARKETING (DELLMARK)					
	10731058956	02/15/2024	2,623.370001		CP-PC REPLACEMENT-DIRTY CLASSR
	10731188701	02/15/2024	1,311.680001		CP-STATION 43 WORKSTATION REPL
	10732098663	02/20/2024	1,762.830001		CP-DELL LAPTOP-J. WEIGLEY
	10732212770	02/20/2024	10,577.000001		CP- EMS MSO DELL LAPTOPS LAT74
TOTAL FOR CHECK AP 00016518:			16,274.88		
DEPARTMENT OF NATURAL RESOURCE (DNR)					
	9174257	02/01/2024	5,146.220001		INCIDENT HAND CREW/150TH PLACE
TOTAL FOR CHECK AP 00016519:			5,146.22		
DUSTIN MORROW (MORR06170)					
	20244599	02/28/2024	110.00		NW LEADERSHIP/PER DIEM
TOTAL FOR CHECK AP 00016558:			110.00		
EFAX CORPORATE (EFAXCORP)					
	4764110	01/31/2024	236.390001		2024 MONTHLY EFAX SVCS
TOTAL FOR CHECK AP 00016520:			236.39		
EMPACT NORTHWEST (EMPACTNW)					
	3429	02/16/2024	19,425.000001		02-2024 NFPA ROPE RESCUE
TOTAL FOR CHECK AP 00016521:			19,425.00		
GITT'S SPRING INC (GITTSPRI)					
	050191	02/22/2024	239.440001		E18-1 /STOCK UBK7/8X30 UBOLTS
TOTAL FOR CHECK AP 00016559:			239.44		
GRIMCO INC (GRIMCO)					
	3195241501	02/02/2024	120.430001		WSI/65 30X50 ORAJET WHITE
	3202421301	02/20/2024	30.410001		WSI/65 Die-cut hook and loop-2
TOTAL FOR CHECK AP 00016523:			150.84		
HUGHES FIRE EQUIPMENT INC (HUGHFIRE)					
	602638	02/07/2024	382.890001		L12-1 BELTS, 1974158-2535548
	603406	02/26/2024	431.200002		HANDRAIL DRIVERS SIDE REAR QTY
TOTAL FOR CHECK AP 00016524:			814.09		
JACQUELYN WOOD (WOOD07110)					
	020824	02/14/2024	148.74		02/07/24-02/08/24 MILEAGE RMB
TOTAL FOR CHECK AP 00016560:			148.74		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV791191	02/09/2024	1,291.32		SHIPPING / GLOVES
	INV792763	02/15/2024	4,029.59		SHIPPING / BOOTS

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	INV792859	02/15/2024	655.550001		860 AMEREX EXTINGUISHER BRACKE
	INV793292	02/16/2024	268.930001		SPANNER WRENCHES (16) PER DON
	INV794277	02/21/2024	45.790003		ZAH5101C AXE BLADE HOLDER (1)
	INV795140	02/23/2024	1,079.710008		272085888S BLADE/PLATE KIT
	INV795858	02/26/2024	343.410002		STOCK EDRAULICS LABELS PN 2715
	TOTAL FOR CHECK AP 00016525:			7,714.30	
LIFE-ASSIST INC (LIFEASSI)					
	1392263	01/01/2024	269.180020		NITRO / DEXTROSE 250ML BOTTLE
	1401982	01/30/2024	181.120001		2 bx-25 DR6063-25 Midazolam
	1402703	02/01/2024	2,179.800039		TXA/TRANEXAMIC ACID 100ML BAG
	1406066	02/13/2024	4,298.960017		02 MAX BITRAC ED DISPOSABLE CP
	1406086	02/13/2024	(181.12)		RETURN P013351
	1406221	02/13/2024	1,762.950010		EPINEPHRINE 1:1000 30ML/30MG M
	1408533	02/20/2024	6,513.790020		PRO CADDY
	1408536	02/20/2024	6,393.820008		SODIUM CHLORIDE, INJECTION, 25
	1408734	02/21/2024	614.140017		02 MAX BITRAC ED DISPOSABLE CP
	1409445	02/23/2024	269.180020		NITRO / DEXTROSE 250ML BOTTLE
TOTAL FOR CHECK AP 00016526:			22,301.82		
LOWE'S COMPANIES (LOWECOMP)					
	73008	02/02/2024	651.420001		WR TRUFUEL
	83365	02/22/2024	250.150001		WATER, FLAT CAPS (CASE/24)
TOTAL FOR CHECK AP 00016527:			901.57		
MALLORY COMPANY (MALLCOMP)					
	5817943	02/05/2024	924.840001		Porta-90096840 34L 4-gas
	5822576	02/13/2024	76.740003		SCBA - 2 boxes - MSA cleaning
	5830904	02/21/2024	8,158.410003		SCBA POUCH QUICK-FILL, G-1 RIG
TOTAL FOR CHECK AP 00016528:			9,159.99		
MARQUAM GROUP LLC (MARQGROU)					
	24560	01/31/2024	4,875.000001		DATA WAREHOUSE CAD,ESO,TS,GIS
TOTAL FOR CHECK AP 00016529:			4,875.00		
MCLOUGHLIN & EARDLEY CO (MCLOEARD)					
	0273675	02/15/2024	516.920001		PA300 PN 390010 100/200 WATT 1
TOTAL FOR CHECK AP 00016530:			516.92		
MITEL CLOUD SERVICES INC (MITECLOU)					
	46126237	02/01/2024	11,089.68		#23442-KP SVCS
TOTAL FOR CHECK AP 00016531:			11,089.68		
MOUNTAIN MIST WATER (MOUNMIST)					
	005850783	02/16/2024	76.590001		WATER, 5 GALLON BOTTLE (EACH)
TOTAL FOR CHECK AP 00016532:			76.59		
N C MACHINERY INC (NCMACHIN)					
	SECS0756405	02/13/2024	303.830001		L12-1 COOLANT TEST KITS (3=STO
TOTAL FOR CHECK AP 00016533:			303.83		
NOAH TCHOBANOFF (TCHO01310)					
	021724	02/11/2024	8.80		STN 69 SINK CADDY
TOTAL FOR CHECK AP 00016561:			8.80		
NW SAFETY CLEAN (NWSAFECL)					
	2444645	02/22/2024	1,108.930001		CR PPE CS 45014
	2444646	02/22/2024	144.010002		CR PPE CS 45164
	2444647	02/22/2024	3,733.820003		CR PPE 61 45166
TOTAL FOR CHECK AP 00016534:			4,986.76		
OMNI YOGA LLC (OMNIYOGA)					
	153605612	02/01/2024	2,200.000001		MONTHLY YOGA CONTRACT
TOTAL FOR CHECK AP 00016535:			2,200.00		

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ONSPOT OF NORTH AMERICA INC (ONSPOFNO)					
	208807	02/13/2024	123.04	0001	1005-A ANGLE JOINT - STOCK
TOTAL FOR CHECK AP 00016536:			123.04		
PAT RISLEY (RISL01040)					
	02132024A	02/13/2024	209.18		RISLEY WORK BOOTS, SAFETY
TOTAL FOR CHECK AP 00016562:			209.18		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	11320504	02/20/2024	158.07		83V1R001-0S-01-2000 SEAT BACK
	1406221	02/13/2024	178.06		EPINEPHRINE 1:1000 30ML/30MG M
	1408536	02/20/2024	645.78		ONDANSETRON ODT 8MG TABS
	208807	02/13/2024	12.43		1005-A ANGLE JOINT - STOCK
	61094	02/22/2024	22.76		repair shop printer
	73008	02/02/2024	65.79		WR TRUFUEL
	PC.650.240225.2	02/29/2024	71.99		RV17-1 COMPARTMENT LIGHTS
TOTAL FOR CHECK AP 00016513:			1,154.88		
PUGET SOUND INSTRUMENT CO (PSINSTRU)					
	477693	02/29/2024	252.68	0001	ANTENNA 28-2017 (10)
TOTAL FOR CHECK AP 00016537:			252.68		
SEA-WESTERN INC (SEAWESTE)					
	INV29665	02/13/2024	30,217.61	0001	ACADEMY RESPONSE GEAR
TOTAL FOR CHECK AP 00016538:			30,217.61		
STANDARD PARTS CORP (STANPART)					
	218990	02/20/2024	286.04	0001	STN67 DEF STOCK (20) CASES
	219049	02/20/2024	343.25	0002	STN72 24 CASES OF DEF STOCK
	219050	02/20/2024	608.50	0003	FILTERS, STRUTS, BATTERY
	219281	02/22/2024	13.20	0001	L12-1 SAE 140 TBOLT HOSE CLAMP
	219525	02/23/2024	357.55	0001	STN61 DEF
	219526	02/23/2024	143.02	0003	STN69 DEF STOCK
	219527	02/23/2024	143.02	0002	STN62 DEF
	219968	02/27/2024	4,737.59	0001	ODX-AGM31 (8) BATTERIES
	219994	02/27/2024	336.36	0002	STOCK 600737 FILTER, FUEL (1)
	219999	02/27/2024	(118.91)	0004	BATTERY CORE CREDIT (ODX-AGM31
	220125	02/28/2024	117.55	0001	622 SOS PARTS:
TOTAL FOR CHECK AP 00016539:			6,967.17		
STAPLES, INC. (STAPINC)					
	3559253320	02/08/2024	297.75	0002	HAND SANITIZER/STATION DISPENS
	3560221174	02/23/2024	292.89	0004	PEN, BALLPOINT, BLACK (BX/12)
TOTAL FOR CHECK AP 00016540:			590.64		
STEVEN HINTZKE (STEVHINT)					
	12567	02/12/2024	3,852.01	0002	INSTALL BOARD ROOM GRAPHICS
TOTAL FOR CHECK AP 00016541:			3,852.01		
STRYKER MEDICAL (STRYMEDI)					
	9205642691	02/21/2024	3,291.73	0001	M22-1 PN 639002010014 (FKA 639
TOTAL FOR CHECK AP 00016542:			3,291.73		
SUMMIT LAW GROUP (SUMMLAW)					
	151825	02/21/2024	656.00	0001	SUMMITLAW - LEGAL SERVICES
TOTAL FOR CHECK AP 00016543:			656.00		
SUZI SCHWABE (SCHW11090)					
	20244612	02/28/2024	110.00		NW LEADERSHIP/PER DIEM
TOTAL FOR CHECK AP 00016563:			110.00		
TACOMA COMMUNITY COLLEGE (TACOCOMM)					
	WA220TPC0027	02/08/2024	1,990.44	0004	WINTER 2024 PM SCHOOL/MADISON
	WA220TPC0027	02/08/2024	1,990.44	0003	WINTER 2024 PM SCHOOL/SALAHUDD

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	WA220TPC0027	02/08/2024	1,990.44 0005		WINTER 2024 PM SCHOOL/MOOR
	WA220TPC0027	02/08/2024	1,990.44 0001		WINTER 2024 PM SCHOOL/KAVANAUG
	WA220TPC0027	02/08/2024	1,990.44 0002		WINTER 2024 PM SCHOOL/GUNDERMA
TOTAL FOR CHECK AP 00016544:			9,952.20		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10026782001	02/26/2024	7.29 0001		NUTS, SCREWS, WASHERS, LUBE,
	10027014900	02/26/2024	58.11 0001		NUTS, SCREWS, WASHERS, LUBE,
	10027080300	02/26/2024	224.63 0001		RIVETS, NUTS, WASHERS, ETC.
	10027080301	02/26/2024	0.64 0001		ALLOY LOCK WASHERS (13)
TOTAL FOR CHECK AP 00016545:			290.67		
TEC EQUIPMENT INC (TECEQUIP)					
	803305K	02/22/2024	302.78 0001		E18-1 WO27354 DPF/DOC CLEANING
TOTAL FOR CHECK AP 00016546:			302.78		
TERRA SERVICES INC (TERRSTAFF)					
	2402957	02/29/2024	4,628.64 0004		TEMP - HEALTH & WELLNESS -
	2404148	02/23/2024	6,715.20 0004		TEMP - HEALTH & WELLNESS -
	2404742	03/01/2024	5,688.45 0004		TEMP - HEALTH & WELLNESS -
TOTAL FOR CHECK AP 00016547:			17,032.29		
UNIFIRST CORPORATION (UNIFIRST)					
	2220077167	02/28/2024	183.04 0001		FEB-28 SHOP UNIFORMS/RUGS
TOTAL FOR CHECK AP 00016548:			183.04		
UNITED SAFETY & SURVIVABILITY (UNITSAFE)					
	11320504	02/20/2024	1,565.00 0001		83V1R001-0S-01-2000 SEAT BACK
	CR0000009674	02/14/2024	(1,347.00) 0002		SEATBELTS RETURNED INCORRECT
TOTAL FOR CHECK AP 00016549:			218.00		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.240125.H	02/29/2024	821.22		Trello January 2024 Receipt
	PC.000.240225.3	02/29/2024	1,743.77		CPST Training
	PC.200.240125.4	02/29/2024	21.89		Stamps.com Monthly Charge
	PC.650.240225.2	02/29/2024	1,101.32		DRY-Z-AIR (2) 10# REFILLS/PENS
TOTAL FOR CHECK AP 00016550:			3,688.20		
VALLEY FREIGHTLINER INC (VALLFREI)					
	PC30167487301	02/16/2024	782.17 0003		M15-1 CORRECT SEAT BASE ASSY
	PC30168158802	02/16/2024	57.23 0004		117507 CLAMP, BAND (1) STOCK
	PC30168296001	02/14/2024	20.46 0001		M15-2, COOLANT HOSE
	PC30168310501	02/15/2024	2,118.05 0002		M15-2, TURBO ACTUATOR
	PC30168317301	02/15/2024	789.95 0001		L12-1, CRANK PULLEY, FRONT CRA
	PC30168336101	02/15/2024	629.76 0001		SMALL TOOLS, DDEC13 FRONT CFRA
	PC30168443301	02/20/2024	202.04 0001		STOCK 4921517 (1) sensor, pres
	PC30168443302	02/20/2024	90.02 0003		GASKET, AFM DEVICE (2)
	PC30168445201	02/20/2024	(275.53) 0003		FM17-1 HEADLIGHT RETURN CREDIT
	PC30168446301	02/20/2024	4.70 0001		L12-1, GASKET
	PC30168468701	02/21/2024	583.40 0003		COOLANT SENSOR (2) STOCK 43839
	PC30168470301	02/22/2024	956.26 0002		STOCK PN A66-05475-003 HEADLAM
	PC30168480901	02/21/2024	35.01 0002		h009298 HORN SHIELD 6.75" ROUN
	PC30168483801	02/22/2024	85.43 0001		M15-1 SEATBELT, LF
	PC30168530001	02/26/2024	925.50 0001		E18-1 MULTIPLE PARTS
TOTAL FOR CHECK AP 00016522:			7,004.45		
WEIR'S APPLIANCE INC (WEIRAPPL)					
	30313	02/08/2024	1,681.23 0001		STATION 41 WASHER/DRYER
TOTAL FOR CHECK AP 00016551:			1,681.23		
ZANE GIBSON (GIBS09290)					
	20244648	02/28/2024	110.00		NW LEADERSHIP/PER DIEM
TOTAL FOR CHECK AP 00016564:			110.00		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 02/29/2024
End Date: 02/29/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
REPORT TOTAL:			223,635.27		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00062904	AGUI01190	AGUIRRE, FIDENCIO	02/29/24	5,586.32	MW	IS	PA	
EF CHK 00062905	AMPE01210	AMPE, MICHAEL G	02/29/24	104.12	MW	IS	PA	
EF CHK 00062906	ANDE08020	ANDERSEN, DARWIN A	02/29/24	10,059.75	MW	IS	PA	
EF CHK 00062907	ANDE03230	ANDERSON, DENNIS M	02/29/24	10,306.54	MW	IS	PA	
EF CHK 00062908	ANDE04300	ANDERSON, SEAN M	02/29/24	6,688.83	MW	IS	PA	
EF CHK 00062909	ARON10160	ARONOW, CHRISTIAN A	02/29/24	14,461.56	MW	IS	PA	
EF CHK 00062910	AUSE05040	AUSENHUS, LUKE	02/29/24	5,119.16	MW	IS	PA	
EF CHK 00062911	AUVI12010	AUVIL, MICHAEL E	02/29/24	8,613.63	MW	IS	PA	
EF CHK 00062912	BACA02140	BACA, JOHN	02/29/24	13,028.52	MW	IS	PA	
EF CHK 00062913	BAKE11280	BAKER, WILLIAM D	02/29/24	10,532.03	MW	IS	PA	
EF CHK 00062914	BANN11040	BANNER, SAMUEL	02/29/24	6,878.93	MW	IS	PA	
EF CHK 00062915	BART02050	BARTROFF, KALE B	02/29/24	12,082.45	MW	IS	PA	
EF CHK 00062916	BAUG09050	BAUGH, RYAN S	02/29/24	6,932.70	MW	IS	PA	
EF CHK 00062917	BEAL12070	BEAL, MARC J	02/29/24	10,018.79	MW	IS	PA	
EF CHK 00062918	BEAU03040	BEAUCHAMP, JOHN ROBERT	02/29/24	8,324.29	MW	IS	PA	
EF CHK 00062919	BEAU05190	BEAUSOLEIL, KEVIN	02/29/24	6,206.62	MW	IS	PA	
EF CHK 00062920	BEEN06250	BEENE, DYLAN C	02/29/24	10,894.98	MW	IS	PA	
EF CHK 00062921	BELL06020	BELLERIVE, ROGER M	02/29/24	5,585.96	MW	IS	PA	
EF CHK 00062922	BENN09190	BENNING, DALE R	02/29/24	12,206.54	MW	IS	PA	
EF CHK 00062923	BENN09240	BENNING, DAVID M	02/29/24	8,354.05	MW	IS	PA	
EF CHK 00062924	BENN08280	BENNING, TYLER I	02/29/24	5,110.38	MW	IS	PA	
EF CHK 00062925	BERD04150	BERDAN, KEVIN M	02/29/24	12,185.78	MW	IS	PA	
EF CHK 00062926	BERD11180	BERDAN, SCOTT R	02/29/24	18,031.44	MW	IS	PA	
EF CHK 00062927	BERN05110	BERNSON, JAMES	02/29/24	11,551.79	MW	IS	PA	
EF CHK 00062928	BEST07180	BEST, BLUE J	02/29/24	11,940.72	MW	IS	PA	
EF CHK 00062929	BISH08130	BISHOP, KYLEE C	02/29/24	8,630.21	MW	IS	PA	
EF CHK 00062930	BODE08040	BODE, TYLER	02/29/24	5,223.19	MW	IS	PA	
EF CHK 00062931	BONE11020	BONE, BRIDGETT C	02/29/24	5,974.04	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00062932	BOTT11130	BOTTENBERG, JACKSON	02/29/24	4,801.00	MW	IS	PA	
EF CHK 00062933	BOUC09170	BOUCHARD, JOSEPH R	02/29/24	11,853.69	MW	IS	PA	
EF CHK 00062934	BOYL04180	BOYLE, AARON	02/29/24	5,527.47	MW	IS	PA	
EF CHK 00062935	BOYL01120	BOYLE, TREVOR D	02/29/24	9,142.80	MW	IS	PA	
EF CHK 00062936	BRAG02260	BRAGG, DAVID B	02/29/24	9,191.55	MW	IS	PA	
EF CHK 00062937	BRIZ10180	BRIZENDINE, JACK R	02/29/24	7,757.25	MW	IS	PA	
EF CHK 00062938	BRON03130	BRONOSKE, MATTHEW J	02/29/24	10,766.95	MW	IS	PA	
EF CHK 00062939	BROW04280	BROWN, JASON K	02/29/24	7,728.09	MW	IS	PA	
EF CHK 00062940	BROW08210	BROWN, JONATHAN	02/29/24	5,508.65	MW	IS	PA	
EF CHK 00062941	BROW11160	BROWN, LANE	02/29/24	10,844.76	MW	IS	PA	
EF CHK 00062942	BROW03260	BROWN, TYLER T	02/29/24	9,608.38	MW	IS	PA	
EF CHK 00062943	BRUN10060	BRUNTON, CHAD	02/29/24	7,904.52	MW	IS	PA	
EF CHK 00062944	BRYA08020	BRYAN, QUENTIN L	02/29/24	10,857.97	MW	IS	PA	
EF CHK 00062945	BURG09220	BURGOS, JONATHAN	02/29/24	7,081.97	MW	IS	PA	
EF CHK 00062946	BURK08220	BURKE, REBECCA L	02/29/24	5,444.74	MW	IS	PA	
EF CHK 00062947	BURK07120	BURKE, RYAN K	02/29/24	8,882.28	MW	IS	PA	
EF CHK 00062948	BUTL12200	BUTLER, BRANDON J	02/29/24	7,804.43	MW	IS	PA	
EF CHK 00062949	BYKE03270	BYKERK, CHAD	02/29/24	8,517.19	MW	IS	PA	
EF CHK 00062950	CABL08140	CABLE, JEFFREY P	02/29/24	13,554.34	MW	IS	PA	
EF CHK 00062951	CABL02060	CABLE, MICHAEL A	02/29/24	15,002.33	MW	IS	PA	
EF CHK 00062952	CALD12300	CALDIER, BRIAN L	02/29/24	18,996.01	MW	IS	PA	
EF CHK 00062953	CAMP04240	CAMPBELL, JEFFERY	02/29/24	9,906.44	MW	IS	PA	
EF CHK 00062954	CARD12140	CARDINAL, WILLIAM T	02/29/24	10,454.16	MW	IS	PA	
EF CHK 00062955	CARL01060	CARLSON, JACOB	02/29/24	5,042.53	MW	IS	PA	
EF CHK 00062956	CARR10110	CARRIGAN, CHRISTOPHER M	02/29/24	10,061.84	MW	IS	PA	
EF CHK 00062957	CARS11100	CARSON, ANDREW	02/29/24	4,971.81	MW	IS	PA	
EF CHK 00062958	CART07070	CARTER-HOSKINSON, STEPHANY	02/29/24	9,874.13	MW	IS	PA	
EF CHK 00062959	CERR03070	CERRILLO, MASON	02/29/24	9,771.20	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00062960	CHIV10030	CHIVINGTON, JEREMY	02/29/24	5,802.93	MW	IS	PA	
EF CHK 00062961	CHRI04250	CHRISTIANSON, BRYAN D	02/29/24	12,488.20	MW	IS	PA	
EF CHK 00062962	CLAR02010	CLARK, ANDREW	02/29/24	6,002.14	MW	IS	PA	
EF CHK 00062963	CLAR10100	CLARK, JORDAN P	02/29/24	8,153.38	MW	IS	PA	
EF CHK 00062964	CLAY08290	CLAYTON, MARK E	02/29/24	10,827.86	MW	IS	PA	
EF CHK 00062965	COBU10210	COBUN, JACOB C	02/29/24	6,477.59	MW	IS	PA	
EF CHK 00062966	COKL05160	COKL, ERICK M	02/29/24	9,618.68	MW	IS	PA	
EF CHK 00062967	COOK06160	COOK, ANGELA	02/29/24	7,579.52	MW	IS	PA	
EF CHK 00062968	COON03230	COONAN, KYLE	02/29/24	5,737.93	MW	IS	PA	
EF CHK 00062969	COTT10310	COTTER, KENDALL J	02/29/24	7,155.65	MW	IS	PA	
EF CHK 00062970	COUR06190	COURTNEY, LUKE P	02/29/24	12,839.35	MW	IS	PA	
EF CHK 00062971	COUR08040	COURTNEY, WESLEY P	02/29/24	9,577.07	MW	IS	PA	
EF CHK 00062972	COX09010	COX, LAUREN	02/29/24	4,251.29	MW	IS	PA	
EF CHK 00062973	CRAF04130	CRAFT JR, RICHARD	02/29/24	9,085.24	MW	IS	PA	
EF CHK 00062974	CRAI04100	CRAIG, CHRISTOPHER T	02/29/24	10,712.16	MW	IS	PA	
EF CHK 00062975	CURN11150	CURNUTT, DANIEL G	02/29/24	16,578.77	MW	IS	PA	
EF CHK 00062976	CURR11200	CURRIE, MATTHEW A	02/29/24	12,676.10	MW	IS	PA	
EF CHK 00062977	CUTH08310	CUTHBERT, SHAUN D	02/29/24	7,453.41	MW	IS	PA	
EF CHK 00062978	DEES05300	DEESE, SPENCER	02/29/24	3,495.53	MW	IS	PA	
EF CHK 00062979	DEMO01160	DEMOTT, JASON R	02/29/24	8,301.19	MW	IS	PA	
EF CHK 00062980	DENM01040	DENMAN, BRYAN	02/29/24	8,768.85	MW	IS	PA	
EF CHK 00062981	DEVE02150	DEVEGLIO, PAUL M	02/29/24	8,743.62	MW	IS	PA	
EF CHK 00062982	DEVI06170	DEVINE, JEFFREY A	02/29/24	8,248.05	MW	IS	PA	
EF CHK 00062983	DEYE11050	DEYETTE, ZACKARY H	02/29/24	5,764.04	MW	IS	PA	
EF CHK 00062984	DICK09260	DICKENS, KYLE	02/29/24	6,270.16	MW	IS	PA	
EF CHK 00062985	DICK02040	DICKSON, ADAM C	02/29/24	7,259.87	MW	IS	PA	
EF CHK 00062986	DORM03250	DORMAIER, MARIAH L	02/29/24	8,935.05	MW	IS	PA	
EF CHK 00062987	DORS10070	DORSEY, JAMES P	02/29/24	7,204.40	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00062988	DULA04240	DULAS, ANTHONY P	02/29/24	20,093.04	MW	IS	PA	
EF CHK 00062989	DURA01060	DURANT, ERICK J	02/29/24	11,407.76	MW	IS	PA	
EF CHK 00062990	DYER08200	DYER, RICHARD C	02/29/24	7,548.99	MW	IS	PA	
EF CHK 00062991	EDWA05020	EDWARDS, WAYNE R	02/29/24	11,211.56	MW	IS	PA	
EF CHK 00062992	EKBE01200	EKBERG, IAN	02/29/24	12,361.88	MW	IS	PA	
EF CHK 00062993	ELFE05240	ELFERT, BENJAMIN J	02/29/24	11,155.80	MW	IS	PA	
EF CHK 00062994	ENGL07130	ENGLEDOW, RYAN	02/29/24	4,417.77	MW	IS	PA	
EF CHK 00062995	ERIC06010	ERICKSON, TARA	02/29/24	7,509.31	MW	IS	PA	
EF CHK 00062996	ERIC12120	ERICSON, STEVEN B	02/29/24	5,468.65	MW	IS	PA	
EF CHK 00062997	ERNS02240	ERNST, SUZANNE M	02/29/24	5,467.12	MW	IS	PA	
EF CHK 00062998	ESCO07090	ESCOBEDO, RAY C	02/29/24	10,208.43	MW	IS	PA	
EF CHK 00062999	ESTE10290	ESTES, BRIAN D	02/29/24	8,402.55	MW	IS	PA	
EF CHK 00063000	FALL06200	FALLSTEAD, BAILEY	02/29/24	7,007.43	MW	IS	PA	
EF CHK 00063001	FARI10080	FARIAS, JUSTEN	02/29/24	14,540.70	MW	IS	PA	
EF CHK 00063002	FARR03180	FARRIS, JOSHUA L	02/29/24	9,296.38	MW	IS	PA	
EF CHK 00063003	FERG08310	FERGUSON, SAM	02/29/24	11,583.06	MW	IS	PA	
EF CHK 00063004	FERR08150	FERRIER, BRIAN S	02/29/24	21,417.96	MW	IS	PA	
EF CHK 00063005	FIEL04230	FIELDMAN, SCOTT J	02/29/24	11,415.01	MW	IS	PA	
EF CHK 00063006	FISH05180	FISHER, TYLER	02/29/24	6,951.40	MW	IS	PA	
EF CHK 00063007	FOLD12030	FOLDEN, JORDAN	02/29/24	10,528.61	MW	IS	PA	
EF CHK 00063008	FORD03060	FORD, CHRISTOPHER A	02/29/24	5,452.45	MW	IS	PA	
EF CHK 00063009	FOUR07200	FOURAKER, GARRETT	02/29/24	6,776.80	MW	IS	PA	
EF CHK 00063010	FOX05220	FOX, JESSE C	02/29/24	10,414.68	MW	IS	PA	
EF CHK 00063011	FOX07170	FOX, MELISSA R	02/29/24	5,621.46	MW	IS	PA	
EF CHK 00063012	FRAN10200	FRANZ, JONATHON G	02/29/24	11,364.86	MW	IS	PA	
EF CHK 00063013	GACI11090	GACIOCH, STANLEY J	02/29/24	8,215.29	MW	IS	PA	
EF CHK 00063014	GAFF03230	GAFFIN, DEVIN	02/29/24	9,360.88	MW	IS	PA	
EF CHK 00063015	GAGE01050	GAGE, JUSTIN M	02/29/24	11,209.89	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063016	GAND08060	GANDY, JEREMIAH	02/29/24	6,052.14	MW	IS	PA	
EF CHK 00063017	GARZ06240	GARZA, LOGAN	02/29/24	6,507.97	MW	IS	PA	
EF CHK 00063018	GEOR11060	GEORGE, JAMAL A	02/29/24	12,924.06	MW	IS	PA	
EF CHK 00063019	GIBS09290	GIBSON, ZANE	02/29/24	12,789.82	MW	IS	PA	
EF CHK 00063020	GILK10180	GILKEY, MALAC S	02/29/24	7,221.73	MW	IS	PA	
EF CHK 00063021	GILL05280	GILLESPIE, JOSEPH	02/29/24	5,425.31	MW	IS	PA	
EF CHK 00063022	GIRT07050	GIRT, JAMES A	02/29/24	15,059.23	MW	IS	PA	
EF CHK 00063023	GITH05170	GITHENS, MITCHELL R	02/29/24	6,700.01	MW	IS	PA	
EF CHK 00063024	GLAS04300	GLASS, STEPHANIE L	02/29/24	7,588.56	MW	IS	PA	
EF CHK 00063025	GOME11110	GOMEZ, KRISTIN	02/29/24	5,481.78	MW	IS	PA	
EF CHK 00063026	GONZ06220	GONZALEZ, SAMUEL	02/29/24	5,940.25	MW	IS	PA	
EF CHK 00063027	GOOD03270	GOODWIN, STEVEN	02/29/24	21,262.18	MW	IS	PA	
EF CHK 00063028	GOUG05180	GOUGH, JAMES L	02/29/24	7,902.17	MW	IS	PA	
EF CHK 00063029	GRAB05020	GRABINSKI, BRENT E	02/29/24	7,196.12	MW	IS	PA	
EF CHK 00063030	GRAU06270	GRAUERT, JOHN H	02/29/24	10,127.05	MW	IS	PA	
EF CHK 00063031	GRAY05050	GRAYBEAL, COLIN	02/29/24	5,802.29	MW	IS	PA	
EF CHK 00063032	GREE06100	GREEN, DONALD L	02/29/24	10,386.23	MW	IS	PA	
EF CHK 00063033	GREE04260	GREEN, SAMUEL L	02/29/24	7,346.73	MW	IS	PA	
EF CHK 00063034	GREG05050	GREGORY, DANIEL	02/29/24	5,402.54	MW	IS	PA	
EF CHK 00063035	GROA07250	GROAT, RANDAL C	02/29/24	8,365.37	MW	IS	PA	
EF CHK 00063036	GUND02110	GUNDERMANN, BLADE T	02/29/24	6,813.94	MW	IS	PA	
EF CHK 00063037	HACK05250	HACKETT, BRIAN D	02/29/24	9,235.21	MW	IS	PA	
EF CHK 00063038	HALL12280	HALL, CORBIN M	02/29/24	12,746.11	MW	IS	PA	
EF CHK 00063039	HAMM01040	HAMMOND, STEVEN D	02/29/24	10,602.77	MW	IS	PA	
EF CHK 00063040	HANS08180	HANSON, KEEFE	02/29/24	6,669.83	MW	IS	PA	
EF CHK 00063041	HARR05210	HARRISON, JHAUVON	02/29/24	7,438.24	MW	IS	PA	
EF CHK 00063042	HARR03040	HARRUFF, PAUL W	02/29/24	13,060.58	MW	IS	PA	
EF CHK 00063043	HASH07010	HASH, WILLIAM	02/29/24	10,556.50	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063044	HAUL07290	HAULMAN, THOMAS J	02/29/24	9,022.91	MW	IS	PA	
EF CHK 00063045	HELL02230	HELLEY, WYATT K	02/29/24	6,725.91	MW	IS	PA	
EF CHK 00063046	HELM09230	HELMERS, BRENNAN	02/29/24	16,008.72	MW	IS	PA	
EF CHK 00063047	HEPL10280	HEPLER, NICHOLAS	02/29/24	8,383.75	MW	IS	PA	
EF CHK 00063048	HERR05050	HERRON, DAVID	02/29/24	4,859.20	MW	IS	PA	
EF CHK 00063049	HERT10180	HERTEL, JOSEPH	02/29/24	10,129.58	MW	IS	PA	
EF CHK 00063050	HESS01180	HESS, KIANA K	02/29/24	5,998.11	MW	IS	PA	
EF CHK 00063051	HOAR09280	HOAR, FRANKIE	02/29/24	5,384.99	MW	IS	PA	
EF CHK 00063052	HODG05220	HODGES, DONALD L	02/29/24	9,726.11	MW	IS	PA	
EF CHK 00063053	HOG07200	HOG07200	02/29/24	9,403.68	MW	IS	PA	
EF CHK 00063054	HOLD07140	HOLDT, GAVIN	02/29/24	7,246.01	MW	IS	PA	
EF CHK 00063055	HOLL03120	HOLLAND, FLINT R	02/29/24	4,702.97	MW	IS	PA	
EF CHK 00063056	HOLL07020	HOLLSTROM, SCOTT J	02/29/24	13,521.95	MW	IS	PA	
EF CHK 00063057	HOLM03060	HOLM, ALEXANDER J	02/29/24	8,695.02	MW	IS	PA	
EF CHK 00063058	HOLM03120	HOLM, MATTHEW W	02/29/24	1,479.76	MW	IS	PA	
EF CHK 00063059	HOWE08170	HOWE, JOSHUA	02/29/24	7,539.25	MW	IS	PA	
EF CHK 00063060	HOWE12160	HOWELL, BRENNAN	02/29/24	5,566.84	MW	IS	PA	
EF CHK 00063061	HOWE11090	HOWELL, JASON D	02/29/24	9,127.00	MW	IS	PA	
EF CHK 00063062	HUCK06270	HUCKE, KEVIN C	02/29/24	9,494.13	MW	IS	PA	
EF CHK 00063063	HUDS09150	HUDSON, KYLER	02/29/24	11,624.38	MW	IS	PA	
EF CHK 00063064	HUDS04230	HUDSPETH, STEPHEN	02/29/24	15,848.78	MW	IS	PA	
EF CHK 00063065	HUNT04150	HUNT, MATTHEW DL	02/29/24	11,963.82	MW	IS	PA	
EF CHK 00063066	HYAT03230	HYATT, DIANE M	02/29/24	5,621.28	MW	IS	PA	
EF CHK 00063067	IMBE01030	IMBER, CARA	02/29/24	3,845.51	MW	IS	PA	
EF CHK 00063068	IRWI12310	IRWIN, SEAN S	02/29/24	13,196.57	MW	IS	PA	
EF CHK 00063069	JACK04070	JACKSON, ADAM D	02/29/24	14,314.93	MW	IS	PA	
EF CHK 00063070	JACK04190	JACKSON, AMY B	02/29/24	5,177.46	MW	IS	PA	
EF CHK 00063071	JACK10220	JACKSON, SHANE	02/29/24	6,364.07	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063072	JAME08270	JAMES, AARON J	02/29/24	9,188.47	MW	IS	PA	
EF CHK 00063073	JAME01080	JAMES, ELLIOT	02/29/24	8,780.08	MW	IS	PA	
EF CHK 00063074	JEAN10110	JEAN, NATHANIEL	02/29/24	15,953.63	MW	IS	PA	
EF CHK 00063075	JETT10170	JETTER, MEGAN J	02/29/24	7,749.05	MW	IS	PA	
EF CHK 00063076	JOHN06190	JOHNSON, AARON	02/29/24	5,100.53	MW	IS	PA	
EF CHK 00063077	JOHN05180	JOHNSON, MICHAEL L	02/29/24	9,570.84	MW	IS	PA	
EF CHK 00063078	JOHN07230	JOHNSTON, BRICE A	02/29/24	11,054.84	MW	IS	PA	
EF CHK 00063079	JOHN10210	JOHNSTON, CHESTER L	02/29/24	7,134.06	MW	IS	PA	
EF CHK 00063080	JONE08150	JONES, KELLY	02/29/24	6,308.62	MW	IS	PA	
EF CHK 00063081	KAMK01270	KAMKE, ALLAN R	02/29/24	9,115.54	MW	IS	PA	
EF CHK 00063082	KAMK10180	KAMKE, DAVID N	02/29/24	11,381.31	MW	IS	PA	
EF CHK 00063083	KAMP12010	KAMPFER, JANELLE	02/29/24	6,433.04	MW	IS	PA	
EF CHK 00063084	KAPL10260	KAPLAN, TYLER JOEL	02/29/24	11,276.90	MW	IS	PA	
EF CHK 00063085	KAVA12210	KAVANAUGH, JAMIE K	02/29/24	7,511.81	MW	IS	PA	
EF CHK 00063086	KELL09040	KELLEY, MICHAEL R	02/29/24	6,683.31	MW	IS	PA	
EF CHK 00063087	KEMP01170	KEMP, AARON C	02/29/24	16,598.14	MW	IS	PA	
EF CHK 00063088	KEMP03070	KEMP, KIMBERLY	02/29/24	5,216.63	MW	IS	PA	
EF CHK 00063089	KENT12110	KENT, CARSON	02/29/24	3,682.53	MW	IS	PA	
EF CHK 00063090	KENT02060	KENT, RONALD E	02/29/24	12,390.76	MW	IS	PA	
EF CHK 00063091	KERN09040	KERNS, COLTON	02/29/24	3,963.67	MW	IS	PA	
EF CHK 00063092	KETT03030	KETTER, KYLE J	02/29/24	5,002.27	MW	IS	PA	
EF CHK 00063093	KLEM02060	KLEMM, KELLY L	02/29/24	9,530.61	MW	IS	PA	
EF CHK 00063094	KLUB04030	KLUBE, TAMRA A	02/29/24	6,389.95	MW	IS	PA	
EF CHK 00063095	KNEI09020	KNEIPP, DANIEL	02/29/24	4,425.53	MW	IS	PA	
EF CHK 00063096	KNIG03100	KNIGHTON JR, RONNIE B	02/29/24	10,489.95	MW	IS	PA	
EF CHK 00063097	KNOE08170	KNOETGEN, MATTHEW A	02/29/24	6,211.04	MW	IS	PA	
EF CHK 00063098	KOND01160	KONDRA, JOSHUA	02/29/24	6,503.50	MW	IS	PA	
EF CHK 00063099	KOND11050	KONDRA, MICHAEL L	02/29/24	30,284.92	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063100	KOUS12290	KOUsETTIS, STELIOS	02/29/24	10,473.02	MW	IS	PA	
EF CHK 00063101	KOVA04180	KOVASH, LOGAN T	02/29/24	12,141.80	MW	IS	PA	
EF CHK 00063102	KREK10100	KREKLING, JEFFREY S	02/29/24	13,431.82	MW	IS	PA	
EF CHK 00063103	KUEH10230	KUEHLTHAU, ERIC J	02/29/24	8,688.29	MW	IS	PA	
EF CHK 00063104	KUFF12140	KUFFLER, RYAN	02/29/24	12,285.85	MW	IS	PA	
EF CHK 00063105	KUZA10160	KUZARO, CORY R	02/29/24	10,716.39	MW	IS	PA	
EF CHK 00063106	LAMB04260	LAMB, AARON R	02/29/24	12,020.25	MW	IS	PA	
EF CHK 00063107	LAMB10110	LAMBERT, LOGAN C	02/29/24	10,405.24	MW	IS	PA	
EF CHK 00063108	LAMI12270	LAMIE, ROBERT D	02/29/24	6,275.81	MW	IS	PA	
EF CHK 00063109	LANG03290	LANGLOW, CREIGHTON	02/29/24	7,982.63	MW	IS	PA	
EF CHK 00063110	LARS08040	LARSEN, ROMAN A	02/29/24	8,978.00	MW	IS	PA	
EF CHK 00063111	LE06020	LE, ALEXANDER C	02/29/24	6,598.79	MW	IS	PA	
EF CHK 00063112	LEAT01310	LEATHERWOOD, AUSTIN	02/29/24	15,610.20	MW	IS	PA	
EF CHK 00063113	LEE11100	LEE, JEREMY	02/29/24	7,791.25	MW	IS	PA	
EF CHK 00063114	LEEZ12280	LEEZY, RYAN	02/29/24	8,565.40	MW	IS	PA	
EF CHK 00063115	LENG06170	LENGEL, WILLIAM	02/29/24	7,819.76	MW	IS	PA	
EF CHK 00063116	LESS08200	LESSER, MONICA	02/29/24	4,878.33	MW	IS	PA	
EF CHK 00063117	LEVE10200	LEVENSELLER, BRIAN P	02/29/24	8,945.66	MW	IS	PA	
EF CHK 00063118	LIPK07300	LIPKE, JONATHAN	02/29/24	7,773.78	MW	IS	PA	
EF CHK 00063119	LONG05260	LONG III, THOMAS P	02/29/24	8,985.81	MW	IS	PA	
EF CHK 00063120	LONG06060	LONG, BRIAN	02/29/24	5,602.93	MW	IS	PA	
EF CHK 00063121	LUCA09190	LUCAS, DAVID M	02/29/24	17,800.59	MW	IS	PA	
EF CHK 00063122	LUCA05100	LUCAS, TREY	02/29/24	4,520.53	MW	IS	PA	
EF CHK 00063123	LUCE06290	LUCEY, MICHAEL	02/29/24	8,442.65	MW	IS	PA	
EF CHK 00063124	LUKE08170	LUKE, JOSHUA A	02/29/24	11,744.77	MW	IS	PA	
EF CHK 00063125	LUND01290	LUND, CHRISTIAN T	02/29/24	8,018.24	MW	IS	PA	
EF CHK 00063126	MACA06120	MACARTHUR, RYAN	02/29/24	8,762.33	MW	IS	PA	
EF CHK 00063127	MADI02210	MADISON, DANIKA B	02/29/24	6,717.42	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063128	MADI02270	MADISON, RYAN E	02/29/24	6,807.82	MW	IS	PA	
EF CHK 00063129	MALF11300	MALFABON, ELVIS L	02/29/24	7,086.39	MW	IS	PA	
EF CHK 00063130	MANG11020	MANGAN, JEREMY W	02/29/24	7,510.19	MW	IS	PA	
EF CHK 00063131	MARQ11140	MARQUARDT, PATRICK D	02/29/24	7,132.68	MW	IS	PA	
EF CHK 00063132	MART09130	MARTIN, KYLE D	02/29/24	8,296.38	MW	IS	PA	
EF CHK 00063133	MART05180	MARTINAZZI, REBECCA A	02/29/24	6,695.17	MW	IS	PA	
EF CHK 00063134	MART01240	MARTINSON, BRETT R	02/29/24	9,686.46	MW	IS	PA	
EF CHK 00063135	MART12050	MARTINSON, RODNEY L	02/29/24	12,056.14	MW	IS	PA	
EF CHK 00063136	MARZ11020	MARZOLF, ZACHARY	02/29/24	10,138.18	MW	IS	PA	
EF CHK 00063137	MASO05070	MASON, AMY	02/29/24	5,065.02	MW	IS	PA	
EF CHK 00063138	MCAF01180	MCAFEE, ANDREW B	02/29/24	9,702.10	MW	IS	PA	
EF CHK 00063139	MCAL09180	MCALINDON, GREGORY	02/29/24	11,985.60	MW	IS	PA	
EF CHK 00063140	MCCA01050	MCCABE, C ADAM	02/29/24	10,483.33	MW	IS	PA	
EF CHK 00063141	MCCO09160	MCCORMICK, CYDNI A	02/29/24	7,134.27	MW	IS	PA	
EF CHK 00063142	MCCR07240	MCCRILLIS, EVAN	02/29/24	5,125.53	MW	IS	PA	
EF CHK 00063143	MCCU01270	MCCUTCHEON, KEVIN J	02/29/24	8,293.47	MW	IS	PA	
EF CHK 00063144	MCDO03170	MCDONALD, MICHAEL	02/29/24	6,291.63	MW	IS	PA	
EF CHK 00063145	MCDO08100	MCDOWELL, MATTHEW	02/29/24	13,482.31	MW	IS	PA	
EF CHK 00063146	MCFA07170	MCFADDEN, JOEL S	02/29/24	10,056.71	MW	IS	PA	
EF CHK 00063147	MCGA08140	MCGAVRAN, DONAL R	02/29/24	7,287.66	MW	IS	PA	
EF CHK 00063148	MCGL07210	MCGLAUFLIN, KEVIN	02/29/24	13,601.44	MW	IS	PA	
EF CHK 00063149	MCGR11300	MCGRATH, ROSS M	02/29/24	12,239.85	MW	IS	PA	
EF CHK 00063150	MCIN12080	MCINNIS, ERIKA	02/29/24	5,159.43	MW	IS	PA	
EF CHK 00063151	MCIN07070	MCINTOSH, BRANDON	02/29/24	5,164.05	MW	IS	PA	
EF CHK 00063152	MCKE09220	MCKENZIE, RADCLIFFE L	02/29/24	13,060.05	MW	IS	PA	
EF CHK 00063153	MCKI02200	MCKINNON, JACOB	02/29/24	10,448.33	MW	IS	PA	
EF CHK 00063154	MCNE09230	MCNEALLEY, ERIC J	02/29/24	11,052.13	MW	IS	PA	
EF CHK 00063155	MERR05270	MERRIMAN, PATRICK A	02/29/24	6,801.92	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063156	MICH04170	MICHEL, MAURICE	02/29/24	6,261.82	MW	IS	PA	
EF CHK 00063157	MITC10150	MITCHELL, DALE T	02/29/24	733.16	MW	IS	PA	
EF CHK 00063158	MOAN12210	MOAN, ANDREW V	02/29/24	7,679.09	MW	IS	PA	
EF CHK 00063159	MOE04030	MOE, ANDREW A	02/29/24	10,370.50	MW	IS	PA	
EF CHK 00063160	MOOR09280	MOOR, ZACHARY D	02/29/24	6,473.65	MW	IS	PA	
EF CHK 00063161	MORR06170	MORROW, DUSTIN E	02/29/24	14,427.70	MW	IS	PA	
EF CHK 00063162	MOSL04100	MOSLEY, JACKSON	02/29/24	11,536.39	MW	IS	PA	
EF CHK 00063163	MUNR10020	MUNRO, SCOTT G	02/29/24	8,065.29	MW	IS	PA	
EF CHK 00063164	MURP09030	MURPHY, PHILIP R	02/29/24	7,991.04	MW	IS	PA	
EF CHK 00063165	MURP04160	MURPHY, SAMMY L	02/29/24	6,740.77	MW	IS	PA	
EF CHK 00063166	MURR08110	MURRAY, CRAIG	02/29/24	9,371.82	MW	IS	PA	
EF CHK 00063167	NELS04050	NELSON, JACOB	02/29/24	4,446.53	MW	IS	PA	
EF CHK 00063168	NELS02190	NELSON, JUSTIN	02/29/24	11,284.17	MW	IS	PA	
EF CHK 00063169	NOBL10020	NOBLE, CHRISTOPHER D	02/29/24	6,586.42	MW	IS	PA	
EF CHK 00063170	NODA03310	NODAL, SOLON	02/29/24	11,388.86	MW	IS	PA	
EF CHK 00063171	NOLL08130	NOLL, TODD M	02/29/24	10,441.01	MW	IS	PA	
EF CHK 00063172	NORT11300	NORTON, ERIN	02/29/24	7,243.67	MW	IS	PA	
EF CHK 00063173	NYLA01010	NYLANDER, KEITH	02/29/24	6,550.66	MW	IS	PA	
EF CHK 00063174	OTOO08280	O'TOOLE, JUSTIN	02/29/24	8,887.24	MW	IS	PA	
EF CHK 00063175	OHIR07230	OHIRA, JOEY Y	02/29/24	8,600.79	MW	IS	PA	
EF CHK 00063176	ORSE08240	ORSETH, RYAN	02/29/24	8,223.11	MW	IS	PA	
EF CHK 00063177	OSBO09030	OSBORNE, DANIEL J	02/29/24	7,956.46	MW	IS	PA	
EF CHK 00063178	OTTO05240	OTTO, JOSEPH	02/29/24	9,388.01	MW	IS	PA	
EF CHK 00063179	OVER09230	OVERSTREET, JASON	02/29/24	9,574.80	MW	IS	PA	
EF CHK 00063180	PAIN07140	PAINTER, TREVOR	02/29/24	13,537.43	MW	IS	PA	
EF CHK 00063181	PARA08030	PARAMAPOONYA, ARIEL M	02/29/24	5,888.33	MW	IS	PA	
EF CHK 00063182	PARA10130	PARAMAPOONYA, BRADLEY D	02/29/24	6,299.25	MW	IS	PA	
EF CHK 00063183	PARM05240	PARMELEE, JAMES LOGAN	02/29/24	10,786.34	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063184	PARV04030	PARVINEN, DEVIN	02/29/24	9,673.14	MW	IS	PA	
EF CHK 00063185	PATT10300	PATTERSON, BROOKS R	02/29/24	12,720.75	MW	IS	PA	
EF CHK 00063186	PEAR05240	PEARSON, MITCHELL R	02/29/24	7,736.60	MW	IS	PA	
EF CHK 00063187	PETE07190	PETERSON, MATTHEW W	02/29/24	7,131.29	MW	IS	PA	
EF CHK 00063188	PFEI11100	PFEIFFER, MATTHEW E	02/29/24	7,702.22	MW	IS	PA	
EF CHK 00063189	PHA02210	PHA, URA	02/29/24	6,543.17	MW	IS	PA	
EF CHK 00063190	PHAN08260	PHAN, BRYAN C	02/29/24	7,826.43	MW	IS	PA	
EF CHK 00063191	PHIL08310	PHILLIPS, RYAN	02/29/24	5,501.09	MW	IS	PA	
EF CHK 00063192	PICK03310	PICKERING, RYAN	02/29/24	10,277.91	MW	IS	PA	
EF CHK 00063193	PIER11180	PIERCE-POWELL, JUSTIN	02/29/24	3,787.44	MW	IS	PA	
EF CHK 00063194	PILC08200	PILCHER, CHERYL L	02/29/24	5,209.03	MW	IS	PA	
EF CHK 00063195	POE11200	POE, THOMAS	02/29/24	12,177.42	MW	IS	PA	
EF CHK 00063196	PRUI12120	PRUITT, GREGORY	02/29/24	13,607.91	MW	IS	PA	
EF CHK 00063197	PUGH03310	PUGH, JEFFREY S	02/29/24	9,615.74	MW	IS	PA	
EF CHK 00063198	QUIR05050	QUIRIE, JANNA	02/29/24	6,266.34	MW	IS	PA	
EF CHK 00063199	RACA04250	RACANELLI, CANON	02/29/24	5,792.54	MW	IS	PA	
EF CHK 00063200	RAGS12050	RAGSDALE, DAVID W	02/29/24	9,770.05	MW	IS	PA	
EF CHK 00063201	RAMI10200	RAMIREZ-MONTALVO, JOSE LUIS	02/29/24	6,190.43	MW	IS	PA	
EF CHK 00063202	RAWS08260	RAWSON, BENJAMIN	02/29/24	4,966.22	MW	IS	PA	
EF CHK 00063203	REAL11070	REAL, MASUM	02/29/24	4,625.53	MW	IS	PA	
EF CHK 00063204	REEM05040	REEMTS, SEAN	02/29/24	5,891.48	MW	IS	PA	
EF CHK 00063205	REID11110	REID, BRANDEN	02/29/24	14,056.92	MW	IS	PA	
EF CHK 00063206	REIN08050	REINKE, CHRISTIAN D	02/29/24	7,464.42	MW	IS	PA	
EF CHK 00063207	REND12090	RENDA, JASON A	02/29/24	10,643.20	MW	IS	PA	
EF CHK 00063208	RENN06010	RENNER, MATTHEW S	02/29/24	9,291.24	MW	IS	PA	
EF CHK 00063209	RESE12020	RESECK, BRENDON	02/29/24	9,777.20	MW	IS	PA	
EF CHK 00063210	RESO01310	RESOP, JESSICA	02/29/24	6,151.26	MW	IS	PA	
EF CHK 00063211	RHOA06090	RHOADES, JACOB	02/29/24	6,211.19	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063212	RHON02100	RHONE, SHELLEY L	02/29/24	8,926.85	MW	IS	PA	
EF CHK 00063213	RICE08300	RICE, ANTHONY	02/29/24	6,203.10	MW	IS	PA	
EF CHK 00063214	RICH06060	RICHARDSON JR, ROBERT A	02/29/24	8,681.94	MW	IS	PA	
EF CHK 00063215	RICH10210	RICHMOND, CHRISTOPHER L	02/29/24	9,422.03	MW	IS	PA	
EF CHK 00063216	RIDD08300	RIDDELL, CHRISTIAN	02/29/24	8,239.13	MW	IS	PA	
EF CHK 00063217	RIOU07180	RIOUX, TIMOTHY J	02/29/24	9,719.01	MW	IS	PA	
EF CHK 00063218	RISL10040	RISLEY, PATRICK T	02/29/24	4,503.31	MW	IS	PA	
EF CHK 00063219	RIVE04040	RIVERA, AARON J	02/29/24	6,982.38	MW	IS	PA	
EF CHK 00063220	ROBA06140	ROBACKER, TANYA L	02/29/24	10,245.98	MW	IS	PA	
EF CHK 00063221	ROHA05270	ROHALY, RYAN	02/29/24	5,574.71	MW	IS	PA	
EF CHK 00063222	ROSE10070	ROSELLE, BRENT W	02/29/24	12,222.07	MW	IS	PA	
EF CHK 00063223	ROSE10280	ROSENLUND, ADAM G	02/29/24	13,705.77	MW	IS	PA	
EF CHK 00063224	ROSS01150	ROSS, DENISE M	02/29/24	5,335.65	MW	IS	PA	
EF CHK 00063225	ROZE05100	ROZELL, NICHOLAS D	02/29/24	5,585.22	MW	IS	PA	
EF CHK 00063226	RUTH02190	RUTHFORD, JEFFREY C	02/29/24	5,466.36	MW	IS	PA	
EF CHK 00063227	SABI08020	SABIN, JEREMY L	02/29/24	9,128.38	MW	IS	PA	
EF CHK 00063228	SALA11060	SALAHUDDIN, AISHA	02/29/24	7,412.70	MW	IS	PA	
EF CHK 00063229	SANT01190	SANTOS, MATTHEW D	02/29/24	13,045.50	MW	IS	PA	
EF CHK 00063230	SAYL10200	SAYLER, TANNER	02/29/24	6,967.99	MW	IS	PA	
EF CHK 00063231	SCHA11230	SCHAEFER, PETER	02/29/24	12,156.64	MW	IS	PA	
EF CHK 00063232	SCHL02140	SCHLIESMAN, NADIA	02/29/24	6,692.06	MW	IS	PA	
EF CHK 00063233	SCHM04170	SCHMIDT, MARK A	02/29/24	9,833.24	MW	IS	PA	
EF CHK 00063234	SCHN02280	SCHNEEGAS, SEAN	02/29/24	8,357.64	MW	IS	PA	
EF CHK 00063235	SCOT04050	SCOTT-RALSTON, MICAH	02/29/24	10,429.17	MW	IS	PA	
EF CHK 00063236	SEAB05020	SEABURG, COLTON	02/29/24	5,623.14	MW	IS	PA	
EF CHK 00063237	SEBE08210	SEBERSON, PETER S	02/29/24	7,683.78	MW	IS	PA	
EF CHK 00063238	SEGO08140	SEGOBIA, DEMETRIUS	02/29/24	10,125.58	MW	IS	PA	
EF CHK 00063239	SHEP11240	SHEPARD, BENJAMIN T	02/29/24	10,048.53	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063240	SILV11090	SILVER-COLSON, EMILY	02/29/24	5,480.31	MW	IS	PA	
EF CHK 00063241	SIMA07140	SIMANJUNTAK, SAM	02/29/24	7,974.96	MW	IS	PA	
EF CHK 00063242	SIMM08080	SIMMONS, JASON D	02/29/24	9,927.09	MW	IS	PA	
EF CHK 00063243	SMIT06270	SMITH, DEREK L	02/29/24	7,315.76	MW	IS	PA	
EF CHK 00063244	SMIT04160	SMITH, KYLE EDWARD	02/29/24	7,286.68	MW	IS	PA	
EF CHK 00063245	SMIT03150	SMITH, KYLE L	02/29/24	7,104.06	MW	IS	PA	
EF CHK 00063246	SMIT06250	SMITH, ROBERT S	02/29/24	10,641.87	MW	IS	PA	
EF CHK 00063247	SNYD02280	SNYDER, JOSEPH S	02/29/24	9,030.78	MW	IS	PA	
EF CHK 00063248	SNYD01270	SNYDER, RYAN C	02/29/24	9,010.80	MW	IS	PA	
EF CHK 00063249	SOBO06010	SOBOLE, JAMES A	02/29/24	11,329.57	MW	IS	PA	
EF CHK 00063250	SOEL07150	SOELLING, JOHN E	02/29/24	11,978.60	MW	IS	PA	
EF CHK 00063251	SOKO06070	SOKOLOV, OLEG V	02/29/24	19,813.30	MW	IS	PA	
EF CHK 00063252	SONN03260	SONNEMAN, ROBERT	02/29/24	7,707.70	MW	IS	PA	
EF CHK 00063253	SOWA03310	SOWARDS, EVAN	02/29/24	10,775.84	MW	IS	PA	
EF CHK 00063254	STAN05260	STANLEY, EVAN	02/29/24	13,275.33	MW	IS	PA	
EF CHK 00063255	STED11150	STEDMAN, ANTHONY J	02/29/24	11,224.41	MW	IS	PA	
EF CHK 00063256	STEP08140	STEPHENS, DANIEL L	02/29/24	8,008.79	MW	IS	PA	
EF CHK 00063257	STEW02180	STEWART, ANDREW C	02/29/24	10,710.92	MW	IS	PA	
EF CHK 00063258	STOL07110	STOLTENBERG, KIM M	02/29/24	12,426.87	MW	IS	PA	
EF CHK 00063259	STON10100	STONE, CAMERON	02/29/24	4,819.20	MW	IS	PA	
EF CHK 00063260	STRI03310	STRINGFELLOW, STEVE G	02/29/24	586.52	MW	IS	PA	
EF CHK 00063261	STUE06060	STUEVE, ERIC J	02/29/24	12,766.60	MW	IS	PA	
EF CHK 00063262	STUE08090	STUEVE, PAUL A	02/29/24	12,372.94	MW	IS	PA	
EF CHK 00063263	TAYL12310	TAYLOR, DAVID S	02/29/24	9,037.09	MW	IS	PA	
EF CHK 00063264	TAYL05140	TAYLOR, MATTHEW	02/29/24	6,733.51	MW	IS	PA	
EF CHK 00063265	TAYL07290	TAYLOR, ROBERT T	02/29/24	9,943.83	MW	IS	PA	
EF CHK 00063266	TAYL05150	TAYLOR, RYAN J	02/29/24	10,703.64	MW	IS	PA	
EF CHK 00063267	TCHO01310	TCHOBANOFF, NOAH C	02/29/24	15,685.68	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063268	TENN03070	TENNISON, JOSEPH C	02/29/24	7,285.66	MW	IS	PA	
EF CHK 00063269	TEYS04230	TEYSSSEDRE, FABIEN A	02/29/24	10,004.24	MW	IS	PA	
EF CHK 00063270	THOM06260	THOMPSON, BENJAMIN A	02/29/24	9,321.09	MW	IS	PA	
EF CHK 00063271	THOM02240	THOMPSON, COURTNEY B	02/29/24	6,117.52	MW	IS	PA	
EF CHK 00063272	THOM11090	THOMPSON, REED	02/29/24	9,440.00	MW	IS	PA	
EF CHK 00063273	THOR10010	THORNHILL, TAYLOR	02/29/24	4,218.09	MW	IS	PA	
EF CHK 00063274	TISS01300	TISSUE, DANA R	02/29/24	8,813.68	MW	IS	PA	
EF CHK 00063275	TOFT06180	TOFT, JEREMY H	02/29/24	13,794.02	MW	IS	PA	
EF CHK 00063276	TOLE02180	TOLER, ETHAN E	02/29/24	8,937.97	MW	IS	PA	
EF CHK 00063277	TOVA09280	TOVAR, FRANCISCO L	02/29/24	12,613.00	MW	IS	PA	
EF CHK 00063278	VALE01300	VALE, JEFFERY	02/29/24	6,999.93	MW	IS	PA	
EF CHK 00063279	VAND10060	VANDERSTAAY, KORY	02/29/24	9,499.01	MW	IS	PA	
EF CHK 00063280	VANK01260	VANKEULEN, BRENT D	02/29/24	13,020.59	MW	IS	PA	
EF CHK 00063281	VANN04300	VANNOY, BRIAN	02/29/24	5,655.12	MW	IS	PA	
EF CHK 00063282	VERE10310	VERELLEN, DAVID W	02/29/24	11,214.54	MW	IS	PA	
EF CHK 00063283	VINI08310	VINING, KELLY J	02/29/24	9,241.28	MW	IS	PA	
EF CHK 00063284	VLAS12220	VLASENKO, MIKHAIL G	02/29/24	10,006.28	MW	IS	PA	
EF CHK 00063285	WADD09200	WADDELL, AARON G	02/29/24	8,007.70	MW	IS	PA	
EF CHK 00063286	WAGN12250	WAGNER, SETH J	02/29/24	9,488.01	MW	IS	PA	
EF CHK 00063287	WALT03310	WALTERS, QUAID P	02/29/24	14,191.93	MW	IS	PA	
EF CHK 00063288	WASH11090	WASHO, SUSAN E	02/29/24	11,572.14	MW	IS	PA	
EF CHK 00063289	WATA03160	WATAMURA, BRADLEY T	02/29/24	11,640.42	MW	IS	PA	
EF CHK 00063290	WEHM06180	WEHMHOFER, NICHOLAS	02/29/24	6,885.46	MW	IS	PA	
EF CHK 00063291	WEID09060	WEIDMAN, RYAN	02/29/24	6,963.81	MW	IS	PA	
EF CHK 00063292	WEIG01290	WEIGLEY, JACOB	02/29/24	8,035.43	MW	IS	PA	
EF CHK 00063293	WELL11090	WELLS, PAUL	02/29/24	5,315.23	MW	IS	PA	
EF CHK 00063294	WEND10210	WENDT, AUSTIN W	02/29/24	8,366.70	MW	IS	PA	
EF CHK 00063295	WEND07300	WENDT, FRED W	02/29/24	6,657.61	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To	Note
EF CHK 00063296	WHIT07260	WHITE, NATHAN A	02/29/24	10,903.59	MW	IS	PA	
EF CHK 00063297	WIGE08240	WIGEN, WILLIAM	02/29/24	4,413.83	MW	IS	PA	
EF CHK 00063298	WILL05290	WILLADSON, KEVIN J	02/29/24	14,668.71	MW	IS	PA	
EF CHK 00063299	WILL04020	WILLETT, JEREMY	02/29/24	7,857.78	MW	IS	PA	
EF CHK 00063300	WILL01190	WILLIAMS, KEVIN	02/29/24	10,153.82	MW	IS	PA	
EF CHK 00063301	WILL11250	WILLIAMS, OLIVER	02/29/24	3,575.36	MW	IS	PA	
EF CHK 00063302	WILL11210	WILLIAMS, TROY	02/29/24	5,030.16	MW	IS	PA	
EF CHK 00063303	WILL04150	WILLIAMSON, TROY D	02/29/24	10,315.66	MW	IS	PA	
EF CHK 00063304	WILL03290	WILLIS, ROBERT C	02/29/24	572.12	MW	IS	PA	
EF CHK 00063305	WILL12210	WILLOUGHBY, BLAKE	02/29/24	8,887.71	MW	IS	PA	
EF CHK 00063306	WILS09050	WILSON, DANIEL O	02/29/24	9,008.28	MW	IS	PA	
EF CHK 00063307	WISE07120	WISEMAN, TRACY L	02/29/24	6,750.74	MW	IS	PA	
EF CHK 00063308	WOHR08050	WOHRLE, PETER J	02/29/24	10,954.35	MW	IS	PA	
EF CHK 00063309	WOOD07110	WOOD, JACQUELYN N	02/29/24	7,322.16	MW	IS	PA	
EF CHK 00063310	WOOD05160	WOOD, JONATHAN	02/29/24	3,019.60	MW	IS	PA	
EF CHK 00063311	WORK11050	WORKMAN, BRYAN K	02/29/24	12,153.27	MW	IS	PA	
EF CHK 00063312	WORK10250	WORKMAN, LINDA S	02/29/24	4,596.92	MW	IS	PA	
EF CHK 00063313	WORR05070	WORRELL, COLBY	02/29/24	13,457.32	MW	IS	PA	
EF CHK 00063314	WRIG05150	WRIGHT, JULIA	02/29/24	5,025.53	MW	IS	PA	
EF CHK 00063315	YARB12160	YARBROUGH, KYLE W	02/29/24	9,158.49	MW	IS	PA	
EF CHK 00063316	YOUN05220	YOUNG, ALEX	02/29/24	10,131.51	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====	=====	=====	=====	=====	===	===	=====	=====	=====
G R A N D T O T A L S:									
Total Void Machine Written				0.00	Number of Checks Processed:		0		
Total Void Hand Written				0.00	Number of Checks Processed:		0		
Total Machine Written				3,673,836.62	Number of Checks Processed:		413		
Total Hand Written				0.00	Number of Checks Processed:		0		
Total Reversals				0.00	Number of Checks Processed:		0		
Total Cancelled				0.00	Number of Checks Processed:		0		
Total EFTs				0.00	Number of EFTs Processed:		0		
Total EPAYs				0.00	Number of EPAYs Processed:		0		
G R A N D T O T A L				3,673,836.62					



Board Meeting Agenda Item Summary

Agenda Date	March 11, 2024
Item Title:	Revised BOD 3.45 – Common Benefits for Executive Leadership
Attachments:	Revised BOD 3.45 – Common Benefits for Executive Leadership
Submitted by:	Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"I move to approve Revised Policy 3.45 as presented by staff".

SUMMARY:

Revised Policy 3.45 was presented at the February 24, 2024 Board of Fire Commissioners Meeting for its First Reading. Approving the revised policy will allow staff to implement these changes.

There were two changes, highlighted in yellow on each copy, after the first reading.

- Typographical error in Section III
- Addition of the Vehicle Allowance Chart as requested

Chief Morrow and I will be at the meeting on March 11th to answer any questions you may have.

Thank you.

FINANCIAL IMPACT:

These changes were factored into the adopted 2024 budget, here is the breakdown for the Executive Leadership group as a whole:

- Vehicle Allowance - \$87,600
- Professional Liability Insurance - \$9,000 (estimated max)
- Remote Work Stipend - \$8,100

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.45

ORIGINATED: January 1, 2022

REVISED: February 13, 2024

APPROVED: March 11, 2024

EFFECTIVE: January 1, 2024

SUBJECT: COMMON BENEFITS FOR ~~FLSA EXEMPT, NON-REPRESENTED, UNIFORMED~~
EMPLOYEE EXECUTIVE LEADERSHIP

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

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

AUTHORITY & RESPONSIBILITY:

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

I. DEFINITIONS

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

POLICY:

- I. This ~~FLSA Exempt, Non-Represented Employees~~Executive Leadership Policy ("Policy") covers the following CPFR positions: Fire Chief, ~~and~~ Deputy ~~Fire~~ Chiefs, Directors (Finance, HR, IT, Support Services) and Deputy Directors and Controller. 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 Executive~~ Employees."
- II. ~~Exempt Executive~~ Employees are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual's employment agreement prevails over this Policy. The Fire Chief has the authority to determine the level of benefits provided to each covered employee and any exceptions to this Policy shall be addressed in the individual employment agreement.
- III. Benefits or programs in an individual's employment agreement that will remain separate from this Policy and may be included in such an agreement are:
 - ~~A. Agreement~~
 - ~~B. Purpose and Intent~~
 - A. Duties and Responsibilities
 - B. At-Will Employment
 - ~~C. Compensation & Benefits~~
 - ~~D.C.~~ Term
 - ~~E.D.~~ Termination – Resignation
 - ~~F. Salary – Including CPI~~
 - E. Miscellaneous At-Will Employment
 - F. Performance Standards and Evaluation
 - G. Expenses
 - H. Integration/Entire Agreement
 - I. Arbitration
 - ~~G.~~

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

PROCEDURE:

- I. HOURS OF WORK
 - A. ~~Exempt Executive~~ Employees, by the nature of their work, and/or responsibilities, are exempt from state and federal wage and salary (e.g. overtime) rules.

- B. Employees are generally assigned to work a standard business week, but may work a flexible schedule. It is recognized that ~~Exempt-Executive~~ Employees are required to spend additional time over and above their regular work week engaged in activities for CPFR.

II. SALARY

- A. The salaries for ~~Exempt-Executive~~ Employees covered under this policy are set annually by the Board of Fire Commissioners. ~~This salary step schedule will be identified in individual employment agreements as Exhibit "A".~~
- B. ~~Every three years, a market wage study may be conducted and salaries may be adjusted to market results, subject to Board approval during the budget process. For Uniformed Exempt Employees, a market wage survey may include smaller cities, regional fire authorities and fire districts with similar positions, responsibilities and workloads.~~

III. VACATION ACCRUAL AND USAGE

- A. The following vacation accrual schedule will be used to calculate vacation hours earned. Vacation will be awarded on a monthly basis and vacation bank carry-over will be capped at the value of two (2) years of vacation accrual plus two (2) years of ~~exempt-Executive~~ leave outlined in 3.3.3 III (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-Executive~~ 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 Executive~~ Employees, an additional fifty (50) hours of leave will be credited to an employee's vacation accrual each January 1.

IV. SICK LEAVE ACCRUAL AND USAGE

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

V. HOLIDAYS

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

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

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

- C. If the Washington State legal holiday falls on a Saturday, employees will normally be granted Friday off for the holiday. If the Washington State legal holiday falls on a Sunday, employees will normally be granted Monday off for the holiday.
- D. It is understood that employees may choose to work on any holiday, with Chief approval.

VI. BEREAVEMENT LEAVE

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

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. ~~Fire Chief~~All positions except Deputy Chiefs - Full medical, vision and EAP insurance coverage shall be paid through the ~~Northwest Firefighters Trust (NWFFT)~~IAFF Health & Wellness Trust 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.

~~1. The amount the District will pay for benefits will be increased in 2024 and 2025 by the actual premium increase of the healthcare plan and dental plan with a cap of 10% per plan. Any amount over 10% shall be covered by the employee. If this plan should be rated individually by the NWFFT, this percentage shall be re-negotiated at that time.~~

~~2.~~1. ~~The Fire Chief~~An employee 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 \$~~24~~,000 annually, paid out 1/12 monthly, as an additional benefit.

- B. Deputy ~~Fire~~ Chief(s) – The same benefits provided to Uniformed 726 members shall be offered to the Deputy Chiefs.
 - 1. The District will submit the contributions for these benefits pursuant to the “Deputy Chief Health and Welfare Benefits – Move to IAFF Local 726 Health and Welfare Trust” MOU.
 - 2. Increases for the ~~2023-2024~~ plan year will follow the Agreement outlined in Section 2(A) of the “Healthcare Contract.”

IX. HEALTH REIMBURSEMENT ACCOUNT

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

X. RETIREMENT

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

XI. DEFERRED COMPENSATION

- A. The District shall contribute to the deferred compensation plan of the employee's choice. The amount and any matching requirements will be set forth in Appendix "A".

XII. VEHICLE ALLOWANCE

- A. Executive employees who are required to use their personal vehicles for District business are eligible for a vehicle allowance.
- B. The vehicle allowance amount will be determined based on the employee's job responsibilities and the frequency of business-related travel. The allowance will be a fixed amount and will be subject to periodic review and adjustment by the Fire Chief.

<u>Position Held</u>	<u>Monthly Allowance</u>
<u>Fire Chief</u>	<u>\$1,650</u>
<u>Deputy Chief</u>	<u>\$1,650</u>
<u>Director</u>	<u>\$800</u>
<u>Deputy Director/Controller</u>	<u>\$400</u>

- C. Employees eligible for a vehicle allowance are not entitled to mileage reimbursement for business-related travel.
- D. Employees receiving a vehicle allowance must comply with the following usage requirements:
1. The vehicle must be maintained in good working condition.
 2. The employee must possess a valid driver's license and adhere to all traffic laws.
 3. The vehicle should be properly insured.
 4. The employee is responsible for all costs associated with maintaining and operating the vehicle, including but not limited to fuel, repairs, and maintenance.

XIII. MISCELLANEOUS BENEFITS

- A. Professional Liability Insurance – The District recognizes the importance of mitigating risks associated with professional liability for its executive employees.
1. The professional liability insurance must cover the executive employee for liabilities arising from their professional duties and responsibilities.
 2. Eligible insurance policies may include, but are not limited to, Directors and Officers (D&O) insurance, Errors and Omissions (E&O) insurance, and Employment Practices Liability (EPL) insurance.
 3. The insurance policy must be in the name of the executive employee, and the coverage must align with the scope of their responsibilities within the District.
- B. Home Office Stipend

1. All executive employees are expected to maintain a dedicated home office space that meets the following criteria:
 - a. Adequate space to perform work-related tasks
 - b. A comfortable and ergonomic chair and desk
 - c. Reliable high-speed internet access
 - d. Necessary technology equipment (to be furnished by the District)
2. To support executive employees in maintaining a home office, the District will provide a monthly stipend of \$75.00 to cover expenses related to remote work. This stipend is intended to assist with costs such as internet fees, utilities and office supplies.

~~I.~~ C. CLOTHING ALLOWANCE

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

- ~~B.~~ 2. Non-Uniformed Personnel - Upon hire, CPFR will provide five (5) articles from the company “store” and an additional two (2) items per year.

~~II.~~XIV. WELLNESS PROGRAM

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

~~III.~~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.

~~IV.~~XVI. PROFESSIONAL AND CIVIC CLUB MEMBERSHIPS

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

~~V.~~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 ~~Exempt-Executive~~ 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~~their 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~~ their 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.

~~VI.~~XVIII. INDEMNIFICATION

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

2. In criminal matters, where Employee is the defendant or complaining party.
- C. Nothing in this Section 3.16 shall be construed to prohibit Employee from seeking additional legal counsel other than that provided by CPFR. However, nothing in this Section 3.16 shall be construed to require CPFR to pay any fees or other expenses incurred as a result of employment of such additional counsel.
- D. The rights provided for in this Section 3.16 shall not be deemed exclusive of any other rights to which Employee may be entitled under any statute, ordinance, agreement, insurance or policy of CPFR.

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.45

ORIGINATED: January 1, 2022
REVISED: February 13, 2024
APPROVED: March 11, 2024
EFFECTIVE: January 1, 2024

SUBJECT: COMMON BENEFITS FOR EXECUTIVE LEADERSHIP

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 Executive Employees. It summarizes some of the standard benefits that Executive Employees may receive and some of the duties and responsibilities expected by CPFR.

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

AUTHORITY & RESPONSIBILITY:

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

I. DEFINITIONS

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

POLICY:

- I. This Executive Leadership Policy ("Policy") covers the following CPFR positions: Fire Chief, Deputy Chiefs, Directors (Finance, HR, IT, Support Services) and Deputy Directors and Controller. CPFR may in the future add additional positions that are subject to this Policy. Employees covered by this Policy are collectively referenced as "Executive Employees."
- II. Executive Employees are subject to individual employment agreements with CPFR. In the event of a conflict, the terms of an individual's employment agreement prevails over this Policy. The Fire Chief has the authority to determine the level of benefits provided to each covered employee and any exceptions to this Policy shall be addressed in the individual employment agreement.
- III. Benefits or programs in an individual's employment agreement that will remain separate from this Policy and may be included in such an agreement are:
 - A. Duties and Responsibilities
 - B. At-Will Employment
 - C. Compensation & Benefits
 - D. Term
 - E. Termination – Resignation
 - F. At-Will Employment
 - G. Performance Standards and Evaluation
 - H. Expenses
 - I. Integration/Entire Agreement
 - J. Arbitration

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

PROCEDURE:

- I. HOURS OF WORK
 - A. Executive Employees, by the nature of their work, and/or responsibilities, are exempt from state and federal wage and salary (e.g., overtime) rules.
 - B. Employees are generally assigned to work a standard business week, but may work a flexible schedule. It is recognized that Executive 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 Executive Employees covered under this policy are set annually by the Board of Fire Commissioners.

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

V. HOLIDAYS

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

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

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

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

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

VI. BEREAVEMENT LEAVE

A. In the event of a death in the immediate family of an employee, the employee shall be granted up to 40 hours off with pay.

B. Immediate family shall be defined as the spouse and children of the employee, parents or step parents, brother, sister, grandchildren, grandparents of the employee, and those of the employee's current spouse. Also covered is the loss of a child in the event the employee would have qualified for prenatal or postnatal medical leave or family leave to bond with the child, for the seven days following the loss of a child.

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

VII. LONGEVITY

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

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

VIII. MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE

- A. All positions except Deputy Chiefs - Full medical, vision and EAP insurance coverage shall be paid through the IAFF Health & Wellness Trust 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.
1. An employee 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.
- B. Deputy Chief(s) – The same benefits provided to Uniformed 726 members shall be offered to the Deputy Chiefs.
1. The District will submit the contributions for these benefits pursuant to the “Deputy Chief Health and Welfare Benefits – Move to IAFF Local 726 Health and Welfare Trust” MOU.
 2. Increases for the 2024 plan year will follow the Agreement outlined in Section 2(A) of the “Healthcare Contract.”

IX. HEALTH REIMBURSEMENT ACCOUNT

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

- B. Deputy Fire Chief(s) – CPFR contributes annually to a HRA/VEBA account in the amount set in the “Healthcare Contract”
- C. Employees covered under this policy will vote annually on how to distribute leave bank buy-outs at the time of retirement or termination of employment with CPFR. The vote of the group will be reported to the HRA/VEBA provider utilizing Attachment 345.A in the last quarter of the preceding year.

X. RETIREMENT

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

XI. DEFERRED COMPENSATION

- A. The District shall contribute to the deferred compensation plan of the employee’s choice. The amount and any matching requirements will be set forth in Appendix “A”.

XII. VEHICLE ALLOWANCE

- A. Executive employees who are required to use their personal vehicles for District business are eligible for a vehicle allowance.
- B. The vehicle allowance amount will be determined based on the employee's job responsibilities and the frequency of business-related travel. The allowance will be a fixed amount and will be subject to periodic review and adjustment by the Fire Chief.

Position Held	Monthly Allowance
Fire Chief	\$1,650
Deputy Chief	\$1,650
Director	\$800
Deputy Director/Controller	\$400

- C. Employees eligible for a vehicle allowance are not entitled to mileage reimbursement for business-related travel.
- D. Employees receiving a vehicle allowance must comply with the following usage requirements:
 1. The vehicle must be maintained in good working condition.
 2. The employee must possess a valid driver's license and adhere to all traffic laws.
 3. The vehicle should be properly insured.

4. The employee is responsible for all costs associated with maintaining and operating the vehicle, including but not limited to fuel, repairs, and maintenance.

XIII. MISCELLANEOUS BENEFITS

A. Professional Liability Insurance – The District recognizes the importance of mitigating risks associated with professional liability for its executive employees.

1. The professional liability insurance must cover the executive employee for liabilities arising from their professional duties and responsibilities.
2. Eligible insurance policies may include, but are not limited to, Directors and Officers (D&O) insurance, Errors and Omissions (E&O) insurance, and Employment Practices Liability (EPL) insurance.
3. The insurance policy must be in the name of the executive employee, and the coverage must align with the scope of their responsibilities within the District.

B. Home Office Stipend

1. All executive employees are expected to maintain a dedicated home office space that meets the following criteria:
 - a. Adequate space to perform work-related tasks
 - b. A comfortable and ergonomic chair and desk
 - c. Reliable high-speed internet access
 - d. Necessary technology equipment (to be furnished by the District)
2. To support executive employees in maintaining a home office, the District will provide a monthly stipend of \$75.00 to cover expenses related to remote work. This stipend is intended to assist with costs such as internet fees, utilities and office supplies.

C. Clothing Allowance

1. Uniformed Personnel – CPFR will provide one (1) Class A Fire District Uniform for use at special CPFR occasions. CPFR’s Quartermaster System will be available for other uniforms as needed.
2. Non-Uniformed Personnel - Upon hire, CPFR will provide five (5) articles from the company “store” and an additional two (2) items per year.

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 MEMBERSHIPS

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

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 Executive 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 their 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 their 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 Executive 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 Executive Employees against all

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

APPROVED:

MATT HOLM
BOARD CHAIR



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Board Policy 3.55 Guidelines for Compliance of SEPA

Attachments: Board Policy 3.55

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 Board Policy 3.55 Guidelines for Compliance of SEPA".

SUMMARY:

Board Policy 3.55 Guidelines for Compliance of SEPA 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 355

SUBJECT: Guidelines for Compliance with Provisions and Requirements of the State Environmental Policy Act (SEPA)

EFFECTIVE DATE: November 28, 2019

OWNER: Fire Chief

REAUTHORIZATION YEAR: 2022

FORMS AND ATTACHMENTS:

Attachment 355.A – SEPA Procedures

INTENT:

To adopt SEPA policies and procedures that are consistent with the rules adopted by the Department of Ecology (WAC 197-11).

1.0 DEFINITIONS

1.1 SEPA – State Environmental Policy Act

2.0 POLICIES

2.1 The SEPA requires the District to consider environmental impacts before making significant decisions, and to consider measures which could be undertaken to avoid or reduce (“mitigate”) the environmental impacts of projects and non-project proposals. All members of CPFR shall follow adopted procedures for SEPA compliance.

3.0 PROCEDURES

3.1 Follow procedures set forth in Attachment 355.A and Resolution No. 19-16 when a decision or action of the District meets the requirements of WAC 197-11.

4.0 REFERENCE

4.1 Resolution No. 19-16 Adopting SEPA Procedures and Appointing SEPA Responsible Official

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.55

ORIGINATED: November 28, 2019

APPROVED: March 11, 2024

EFFECTIVE: March 11, 2024

SUBJECT: GUIDELINES FOR COMPLIANCE WITH SEPA

PURPOSE: To adopt SEPA policies and procedures that are consistent with the rules adopted by the Department of Ecology (WAC 197-11).

AUTHORITY & RESPONSIBILITY:

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

POLICY: The SEPA requires the District to consider environmental impacts before making significant decisions, and to consider measures that could be undertaken to avoid or reduce ("mitigate") the environmental impacts of projects and non-project proposals. All members of CPFR shall follow adopted procedures for SEPA compliance.

PROCEDURE:

- I. Follow procedures set forth in Attachment 3.55A and Resolution No. 19-16 when a decision or action of the District meets the requirements of WAC 197-11.

APPROVED:

MATT HOLM
BOARD CHAIR



ATTACHMENT BOD 3.55A

CENTRAL PIERCE FIRE & RESCUE

SEPA PROCEDURES

CENTRAL PIERCE FIRE & RESCUE (“DISTRICT”)

SEPA PROCEDURES

PART ONE- PURPOSE AND AUTHORITY

SECTION 1. PURPOSE AND AUTHORITY

Section 1.1 In broad terms, the SEPA requires the District to consider environmental impacts before making significant decisions, and to consider measures which could be undertaken to avoid or reduce (“mitigate”) the environmental impacts of projects and non-project proposals (collectively “proposal(s)”).

Section 1.2 The process the District uses to consider environmental impacts is the “procedural” component of the SEPA. The District’s decision to approve, condition, or reject a Proposal based upon its environmental impacts or to require any mitigation measures under the authority of the SEPA is the “substantive” component of the SEPA.

Section 1.3 This Policy contains the District’s SEPA rules and procedures, which detail the environmental review process under the SEPA. This Resolution also contains the District’s SEPA policies, which detail the process for determining if mitigation is required for particular proposals as a result of the SEPA.

Section 1.4 This Policy adopts by reference the State’s SEPA rules issued by the Department of Ecology and codified at Chapter 197-11 WAC, with some modifications and additions relevant to District operations. Further, as to project actions, the District adopts the SEPA thresholds for exemptions of the County or City in which the project is located. A copy of Chapter 197-11 WAC shall be available at the office named in Section 5.4 below. Each provision adopted by reference in this Resolution is found in the State rules. Chapter 197-11 WAC should, therefore, be used in conjunction with this Resolution.

Section 1.5 Authority. This Policy is adopted under RCW 43.21C.120, WAC 197-11-902 and WAC 197-11-904, and is intended to implement those provisions.

SECTION 2. SEPA’S APPLICATION TO DISTRICT ACTIVITIES

Section 2.1 The SEPA requires the District, along with every other public agency, to treat concern for the environment as part of its mission, together with its other responsibilities as a public agency.

Section 2.2 The SEPA itself does not have any substantive permit requirements. Rather, the SEPA review occurs when the DISTRICT takes some action on a proposal. This action is called the “underlying governmental action.” The terms “action” and “proposal” are defined as provided in Chapter 197-11 WAC.

Section 2.3 Because the SEPA applies only when some underlying governmental action is involved, the SEPA supplements or “overlays” the District’s regular planning and decision making. The SEPA provides a basic process for studying and responding to a proposal’s environmental impacts, especially at the planning stages. The exact nature and timing of the SEPA process can vary for each type of underlying governmental action and for each individual proposal.

Section 2.4 There are other environmental laws besides the SEPA which may apply to specific resources, such as laws relating to land, air, water, historic areas, wildlife, and health. These other laws may require studies or serve as the basis for mitigating or denying proposals separate from and in conjunction with the SEPA threshold determination and any mitigating measures.

Section 2.5 Compliance with other laws and the SEPA shall be coordinated, to the extent the District can do so, to reduce inefficiencies, improve public involvement, and achieve better decisions.

Section 2.6 Anyone who is not sure how the SEPA applies to a proposal should identify the action (or actions) that the District and any other government agencies must take on the proposal.

SECTION 3. POLICY FOR CARRYING OUT SEPA

Section 3.1 The policies for implementing the SEPA, found at WAC 197-11-030, are adopted by reference.

PART TWO- GENERAL REQUIREMENTS

SECTION 4. PURPOSE / ADOPTION BY REFERENCE

Section 4.1 This section covers the basic requirements that apply across-the-board to the SEPA process. The State rules in WAC 197-11-040 through 100 are adopted by reference. They include:

1. Where to find the meaning of the words used in this document (definitions, WAC 197-11-040 and Part 8).
2. Who is responsible for SEPA compliance (lead agency, WAC 197-11-050).
3. When the SEPA process occurs (timing, WAC 197-11-055).
4. What is to be studied (content of environmental review, WAC 197-11-060).
5. What can or cannot be done while environmental review is occurring (limitations on actions during the SEPA process, WAC 197-11-070).
6. What to do in the face of serious uncertainty (incomplete or unavailable information, WAC 197-11-080).
7. What is considered part of the record (supporting documents, WAC

197-11-090).

8. What information applicants can be required to provide (information required of applicants, WAC 197-11-100).

SECTION 5. WHO RUNS THE DISTRICT'S SEPA PROCESS?

Section 5.1 Lead Agency. The agency in charge of carrying out the SEPA's procedural requirements for a proposal is the lead agency. A lead agency is selected for each particular proposal. The District will typically be the lead agency for both its project and non-project proposals. However, another government may be the lead agency for a District project, depending on the size of the project, the number of governments or departments involved, and the location of the project pursuant to Chapter 197-11 WAC.

Section 5.2 Responsible Official. The person or office at the lead agency in charge of the SEPA compliance is the responsible official (the "Responsible Official"). The District's Responsible Official is the District's Fire Chief. The Responsible Official may consult with the proponents of the proposal concerning the SEPA process. Subject to budgetary authorization, the Responsible Official may retain and consult with such other experts as may be necessary to perform the duties described herein.

Section 5.3 Alternate Responsible Official. The District Board of Commissioners may, by motion or resolution, appoint an alternate responsible official for any particular proposal or for a period of time, or the District Fire Chief may designate a Deputy SEPA Responsible Official. After the date of such appointment, the alternate responsible official shall undertake the duties of the Responsible Official, as provided herein, for the particular proposal or the specified period of time, and the Responsible Official shall thereafter be relieved of any further duties on the proposal or for the specified period of time. The alternate responsible official does not necessarily need to be a District employee. The person designated as the alternate responsible official shall become an "officer" of the District for the purposes of WAC 197-11-788.

Section 5.4 SEPA Public Information. The office that routinely handles SEPA public information matters at the District is:

Fire Chief
Central Pierce Fire and Rescue
Post Office Box 940
Spanaway, WA 98387
W: (253) 345-1258

Subject to the requirements of the Public Records Act (Chapter 42.56 RCW), this office will (i) provide information about environmental documents, (ii) identify the Responsible Official for a specific proposal, (iii) provide the status of the SEPA review for a project or proposal, or (iv) provide direction concerning SEPA compliance. If the official does not know the answer, they can help direct you to the right person or office. There may be a charge for certain documents (WAC 197-11-914).

Section 5.5 Other Agencies. Other agencies that have action to take on a proposal are agencies with jurisdiction. Other agencies that know about certain environmental impacts

are agencies with environmental expertise. If the District, as lead agency, asks these other agencies to help review a proposal's environmental impacts, those other agencies are required to help without charge and are consulted agencies. The Responsible Official shall be responsible for coordinating and preparing environmental documents with these other agencies (also see Section 13 below).

Section 5.6 Federal Coordination. Federal agencies are directed to cooperate with state and local agencies to the fullest extent possible to reduce duplication between the National Environmental Policy Act ("NEPA") and state and local requirements. The Responsible Official shall make an effort to coordinate environmental review requirements with applicable federal agencies, including combining documents and holding joint scoping, public meetings and hearings, as directed and encouraged by this Resolution and the federal provision for eliminating duplication (40 CFR 1506.2).

SECTION 6. TIMING

Section 6.1 In conjunction with WAC 197-11-055, the Responsible Official has discretion to decide the appropriate time for reviewing the environmental impacts of District projects or proposals on an individual, case-by-case basis. For purposes of this section, the terms "final threshold determination" and "final environmental impact statement" include any documents prepared under Part Six below, such as adoption notices, that are used to meet environmental review requirements on a proposal.

Section 6.2 Typical District Actions. The SEPA review of typical District proposals shall occur consistent with these procedures, except that environmental review is not required for actions that are categorically exempt under Part Nine, below, and WAC 197-11-305. If required, a final threshold determination or final environmental impact statement ("EIS") shall be completed, within the time periods required by these procedures, prior to Commission approval of:

1. Improvements to be constructed by the District or on District property;
2. Leases or contracts for development by the District or on District property;
3. A change in the use of a facility that involves different environmental impacts than currently exist; or
4. Approval of any non-project action.

Section 6.3 Applicant Early Review. If the District's only action on a proposal is a decision on a proposed non-project action, or written approval to an applicant based upon submission of detailed project plans and specifications, the applicant may request, in writing, that the District conduct environmental review prior to the submission of detailed plans and specifications.

Section 6.4 Preferred Alternative. The Commission or staff may identify a preferred alternative at any time in the SEPA process orally or in an environmental or other document.

The identification of a preferred alternative shall not be construed as an improper commitment to, or as a final decision on, a particular proposal.

SECTION 7. SUPPORTING DOCUMENTS

Section 7.1 All supporting documents cited in environmental documents on a proposal shall be considered part of the District's overall record of compliance with the SEPA if the supporting documents are publicly available substantially within any time periods allowed for review or comments. The documents will be available at the office named in Section 5.4 above unless otherwise noted. Economic, business, technical, or other reports or analysis may be prepared, combined with, or appended to, environmental documents even though they are not required under the SEPA.

PART THREE -CATEGORICAL EXEMPTIONS AND THRESHOLD DETERMINATIONS

SECTION 8. PURPOSE/ADOPTION BY REFERENCE

Section 8.1 This section contains the rules for deciding whether a proposal has a "probable significant, adverse environmental impact" requiring an EIS to be prepared. RCW 43.21C.031. This section also contains rules for evaluating the impacts of proposals not requiring an EIS. The State rules in WAC 197-11-300 to 400 are hereby adopted by reference. They include:

1. Not requiring review for proposals that are categorically exempt (WAC 197-11-305 and Part 9).
2. The requirements to make a threshold determination and deciding whether the impacts are environmentally significant -- for non-exempt proposals (WAC 197-11-310).
3. Use of an environmental checklist for project and non-project proposals (WAC 197-11-315).
4. The process and criteria for making a threshold determination (WAC 197-11-330).
5. How to handle insufficient information on a proposal (WAC 197-11-335).
6. Deciding an EIS is not required and issuing a determination of non-significance ("DNS") (WAC 197-11-340).
7. Including mitigating measures in a DNS (WAC 197-11-350).
8. Deciding an EIS is required and issuing a determination of significance/scoping notice (WAC 197-11-360).
9. When a threshold determination is final (WAC 197-11-390).

SECTION 9. CATEGORICAL EXEMPTIONS

Section 9.1 In deciding whether a proposal is categorically exempt, the rules provide for certain circumstances when potentially exempt actions would not be exempt (WAC 197-11-305).

Section 9.2 City/County Thresholds. For minor new construction, the SEPA procedures of the city or county where the proposal is located shall be the exemption levels that apply to the proposal (See WAC 197-11-800(1)). If the proposal is located in more than one city/county, the lower of the applicable city or county adopted exemption levels shall control. Local ordinances and the local SEPA procedures should also be reviewed to determine if the proposal is located in an environmentally sensitive area under WAC 197-11-908.

Section 9.3 Proposals With Exempt and Non-Exempt Parts. In determining whether a proposal is exempt, the District shall make an effort to be certain the proposal is properly defined (WAC 197-11-060). If a proposal includes exempt and non-exempt actions, the proposal is not exempt and requires environmental review; however, certain exempt aspects of the proposal may nonetheless proceed, before or during the environmental review of the proposal, if the requirements of WAC 197-11-070 are met.

Section 9.4 Documentation Optional. A decision that a proposal is categorically exempt need not be documented. A memorandum or notation may be placed in the file.

SECTION 10. MITIGATED DETERMINATION OF NON-SIGNIFICANCE (DNS)

Section 10.1 At the Commission or staff level, mitigation measures may be included in, or added to, a proposal so that environmental impacts are eliminated that might otherwise be significant. Mitigation measures may also serve to reduce significant impacts or to mitigate non-significant impacts (WAC 197-11-350). Changes or clarifications do not require a new environmental checklist (WAC 197-11-350(4)). Mitigation measures for significant impacts that are included in a decision must be documented (See Section 19 below). Although public notice is not required by State law, when the District clarifies or changes features of its own proposals in a mitigated DNS (WAC 197-11-350(5)), public and agency notice and a fifteen (15) day waiting period are required for mitigated DNSs on proposals (See WAC 197-11-340(2)(a)(iv)) and Section 15 below). Reference to existing laws and/or requiring compliance with existing laws are not required to be included as a mitigation measure.

PART FOUR - ENVIRONMENTAL IMPACT STATEMENT (EIS)

SECTION 11. PURPOSE/ADOPTION BY REFERENCE

Section 11.1 This section contains the rules for preparing environmental impact statements. The State rules in WAC 197-11-400 to 500 are hereby adopted by reference. They include:

1. Purpose of an EIS (WAC 197-11-400).
2. Ten requirements that apply to the preparation of EISs (WAC 197-11-402).
3. Three types of EISs: Draft, final, and supplemental (WAC 197-11-405).
4. When EISs must be prepared (WAC 197-11-406).
5. How to decide the scope of an EIS through scoping (WAC 197-11-408).
6. Optional expanded scoping (WAC 197-11-410).
7. Who can prepare an EIS? (WAC 197-11-420).
8. Style and size of EISs, including page limits (WAC 197-11-425).
9. Format of EISs, including flexibility for different types of proposals (WAC 197-11-430).
10. A 1-2 page cover memo that highlights issues for decision makers, but is not used to determine adequacy (WAC 197-11-435).
11. EIS content, including the required five sections: the fact sheet, table of contents, summary, and two main sections of text (WAC 197-11-440).
12. Rules on the content of EISs on non-project proposals, such as proposed plans (WAC 197-11-442).
13. Rules on the content of EISs on proposed projects when there has already been a non-project EIS (WAC 197-11-443).
14. The various elements of the environment, consisting of the natural and built environment (WAC 197-11-444).
15. The relationship of EISs to other considerations in planning and decisions, such as economic, social, or technical factors (WAC 197-11-448).
16. The relationship of EISs to quantified cost-benefit analysis, (WAC 197-11-450).
17. The procedures for issuing a draft EIS (WAC 197-11-455).
18. The procedures for issuing a final EIS (WAC 197-11-460).

Section 11.2 Scoping. The Responsible Official shall decide the scoping method and deadline for a given proposal, consistent with WAC 197-11-408. Special attention should be

given to writing scoping notices in plain English and avoiding technical jargon. Scoping techniques can vary by proposal, and may include commenting by telephone. If a consultant is preparing an EIS, the consultant's contact should make provisions for possible changes in the scope of the EIS based upon the scoping process.

Section 11.3 Additional Scoping. The expanded scoping provisions in WAC 197-11-410 may be used without formally designating the process as "expanded scoping." In keeping with the intent of the State rules, the Responsible Official is encouraged to be innovative and shall have very broad discretion in developing creative scoping methods. A scoping process may also be used before a threshold determination (or at any other time in the SEPA process) to assist in identifying impacts and alternatives, including mitigation measures. If so, the form of the scoping notice shall be revised accordingly so that agencies and members of the public understand the purpose and process being used.

Section 11.4 EIS Preparer. An EIS may be prepared by District staff, consultants on contract to the District, or other private entities under the direction of the Responsible Official. District staff or an applicant may consult with the Responsible Official prior to final selection of consultants to help ensure that the highest quality EIS is prepared. The Responsible Official shall have the discretion to design the EIS process and carry out the responsibilities set forth in WAC 197-11-420.

PART FIVE - COMMENTING

SECTION 12. PURPOSE/ADOPTION BY REFERENCE

Section 12.1 This section explains how to comment and respond on all environmental documents under the SEPA, including rules for public notice and hearings. WAC 197-11-500 to 600 are hereby adopted by reference. They include:

1. The purpose of the commenting provisions and list of notice and time requirements (WAC 197-11-500 and 502).
2. Making environmental documents available (WAC 197-11-504).
3. Filing with State SEPA Register (WAC 197-11-508).
4. Giving reasonable public notice (WAC 197-11-510), as further specified below.
5. Public hearings and meetings procedures (WAC 197-11-535).
6. The effect on agencies and the public of not commenting on environmental documents (WAC 197-11-545).
7. Specific commenting requirements (WAC 197-11-550).
8. Response to comments on EISs (WAC 197-11-560).

9. Prohibiting consulted agencies from charging lead agencies for assistance under the SEPA (WAC 197-11-570).

SECTION 13. DISTRICT SEPA COMMENTS TO OTHER AGENCIES

Section 13.1 The Responsible Official shall be responsible for coordinating and preparing District comments to other agencies on the environmental documents of other agencies. This Responsible Official shall also be responsible for coordinating consultation requests under the SEPA from other agencies to the District. The Responsible Official, or his/her designee, shall sign written comments from the DISTRICT and may establish deadlines for responses from offices within the District in order to meet commenting deadlines established by law or by other agencies in their requests.

SECTION 14. COSTS FOR DISTRICT ENVIRONMENTAL DOCUMENTS

Section 14.1 Normally, the District will charge its actual cost of printing for its environmental documents (or its normal per page copying charge as adopted pursuant to RCW 42.56). There will be no charge for other agencies to which the District is required by law to send the documents. The District may make documents available without charge. The District will, if requested, reduce or waive charges for a document provided to a public interest organization. The Responsible Official may establish internal policies or procedures or make determinations on an individual basis.

SECTION 15. PUBLIC NOTICE

Section 15.1 In addition to the circulation requirements to other agencies and affected tribes, the District will give public notice in the manner noted below.

Section 15.2 Required Notice. For threshold determinations that require notice under WAC 197-11 scoping notices, EISs, and public hearings, the District shall:

1. Publish the notice in a newspaper of general circulation in Pierce County, Washington as designated by the Commission;
2. Provide notice in the same manner as required for the announcement of regular District Commission meetings;
3. Furnish notice to anyone who has specifically requested to be notified about the particular proposal or about the type of proposal being considered;
4. Post a notice on the main bulletin board, if any, at the District's administrative offices;
5. File the documents required by WAC 197-11-508 with the State Department of Ecology for publication of notice in the SEPA Register; and
6. (For EISs only), notify the local news media where the proposal is located that an EIS is available.

Section 15.3 Additional Optional Notice. For any environmental documents or public meetings, the District may:

1. Publish notice in District newsletters, if any, that might facilitate commenting;
2. Notify the news media orally or by press release, including neighborhood newspapers or trade journals;
3. Post on the property for site specific proposals;
4. Post a notice on the main bulletin board, if any, at the city or county council or planning department where the proposal is located;
5. Create or maintain a mailing list for a particular proposal or type of proposal, which may include the identification of citizen and public interest organizations, and send notice to those on the mailing list; or
6. Use other reasonable methods appropriate to a particular proposal.

Section 15.4 Notice for Appeals. For judicial appeals, the District shall use the notice procedures for the Notice of Action set forth in RCW 43.21C.080, unless other appeal procedures are used under Part Seven below.

PART SIX - USING EXISTING ENVIRONMENTAL DOCUMENTS

SECTION 16. PURPOSE / ADOPTION BY REFERENCE

Section 16.1 This section contains rules for the District's use of existing environmental documents for its SEPA compliance. The documents might be prepared by the District or by local, State or federal agencies under SEPA or NEPA (National Environmental Policy Act, 43 USC 4321 et seq.) The State rules in WAC 197-11-600 through 640 are hereby adopted by reference. These rules include:

1. When to use existing environmental documents (WAC 197-11-600).
2. Use of NEPA documents, including environmental assessments (WAC 197-11-610).
3. Procedures for supplemental EIS (SEIS) (WAC 197-11-620).
4. Procedures for addenda (WAC 197-11-625).
5. Procedures for adoption of an existing environmental document (WAC 197-11-630).

6. Procedures for incorporation by reference of existing material (WAC 197-11-635).
7. How to combine the SEPA and other documents (WAC 197-11-640).

SECTION 17. ADDENDA

Section 17.1 If monitoring reports are part of mitigation commitments, the required monitoring report(s) may be labeled as an addendum to the original environmental documents (the DNS or EIS). If subsequent environmental design, detail, or other environmental analysis is necessary or desirable, and a Supplemental EIS is not required (it does not meet the two criteria in WAC 197-11-600(3)(b)), then an addendum may be used to conduct or document the analysis. An addendum may be used to add to any kind of environmental document, and may be used at any time in the SEPA process.

PART SEVEN- SEPA AND AGENCY DECISIONS

SECTION 18. PURPOSE/ADOPTION BY REFERENCE

Section 18.1 This section contains rules and policies for SEPA's substantive authority, such as decisions to mitigate or reject proposals as a result of SEPA. This part also contains procedures for appealing SEPA determinations. The State rules in WAC 197-11-650 to 680 are hereby adopted by reference. They include:

1. Purpose and implementation of decision making under SEPA (WAC 197-11-650 and 655).
2. Substantive authority and mitigation (WAC 197-11-660).
3. Appeals (WAC 197-11-680).

SECTION 19. DISTRICT DECISION DOCUMENT

Section 19.1 After its decision on any proposal not exempt under the SEPA, the District shall make available to the public a document that states the decision. The document shall specify any mitigation or monitoring that will occur or will reference the appropriate documents where any mitigation or additional monitoring is described. The document may be a resolution, letter, or other document used by the District to convey its decision. The document may incorporate by reference relevant portions of environmental documents. (WAC 197-11-660(1)(b)).

Section 19.2 Private Projects. To the extent the District conditions or denies proposals of applicants under the SEPA, the document required by the preceding section shall cite the District's SEPA policy (from Section 20 below) that is the basis for conditioning or denying the proposal. If the District wishes to deny an applicant's proposal, the decision document shall also contain the findings required by WAC 197-11-660(1)(f) that significant adverse impacts

have been identified in the EIS and that reasonable mitigation measures are insufficient to mitigate the identified impact.

SECTION 20. DISTRICT SEPA POLICIES

Section 20.1 The District adopts by reference the State environmental policy as set forth in the SEPA: RCW 43.21C.020. Specifically, in order to carry out the policy set forth in the SEPA, it is the District's continuing responsibility to use all practicable means and measures, consistent with other essential considerations of State policy, to improve and coordinate plans, functions, programs, and resources to the end that the DISTRICT, the State, and its citizens may:

1. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;
2. Assure for all people of Washington State safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
3. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, including from hazardous waste or other toxic substances, or other undesirable or unintended consequences;
4. Preserve important historic, cultural, and natural aspects of our national heritage;
5. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;
6. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities;
7. Plan for providing levels of service at standards established by local City and County governments, or at national standards in the absence of such standards being established locally, provided that the planning for providing such services is not a guarantee that such services can be delivered at such standards, nor is such a duty undertaken by the creation of such a plan, nor is such a plan implementable based on potential financial and operational limitations.
8. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources;
9. Manage public waterways and adjacent lands, fisheries, and other natural resources wisely; and
10. Mitigate probable adverse environmental impacts resulting from proposals, particularly significant impacts, to the extent of the District's authority and guided by the policies stated above and in the SEPA and the District's other statutory responsibilities and limited authority, recognizing the land use regulatory authority of local City and County governments.

SECTION 21. APPEALS

Section 21.1 There shall be no administrative appeals of District SEPA determinations (including appeals of any conditions or denials by District staff under RCW 43.21C.060).

Section 21.2 Informal Reconsideration. Any person may formally request the Responsible Official to reconsider a SEPA determination orally or in writing. The Responsible Official shall reconsider the determination and provide a written response. However, this is not to be considered a formal appeal within the meaning of RCW 43.21C.075 and WAC 197-11-680. The Responsible Official is not required to make a record or furnish reasons for the decision. Such a request shall not cause a comment period to be delayed, nor cause a delay in any District decision, unless the SEPA determination is withdrawn prior to a District Board of Commission decision being made on the proposal.

Section 21.3 No Exhaustion of Remedies. Because there are no administrative appeals, a person is not required to request informal reconsideration prior to filing a lawsuit under the SEPA.

Section 21.4 Judicial Review. When the Land Use Petition Act, Chapter 36.70C RCW, (“LUPA”) applies to a District proposal, all judicial appeals must be brought under the applicable LUPA statute of limitations. If LUPA does not apply, the District may commence the SEPA statute of limitations for its proposals by filing a Notice of Action under RCW 43.21C.080. The District may decide in a particular situation to use any other procedure allowed by RCW 43.21C.075 and WAC 197-11-680.

PART EIGHT- DEFINITIONS

SECTION 22. UNIFORM USAGE AND DEFINITIONS

Section 22.1 This section contains uniform usage and definitions of terms under the SEPA. WAC 197-11-700 to 799 are hereby adopted by reference, unless the definition is inconsistent with the definitions herein.

1. **Alternate Responsible Official.** “Alternate Responsible Official” means the person designated by the Commission or the District Fire Chief to act as a Responsible Official for a particular proposal or for a particular period of time.
2. **Commission.** “Commission” means the District Commission of the Central Pierce Fire & Rescue.
3. **District.** “District” means Central Pierce Fire & Rescue. Unless specified, the District may refer to the District Board of Commissioners or staff.
4. **District Offices.** “District offices” means the administrative offices of the District currently located at Central Pierce Fire & Rescue, 17520 22nd Ave. E., Spanaway, WA, 98445, or such other place as the District offices may be located.

5. Preferred Alternative. "Preferred alternative" means a preference for a particular alternative course of action, at the time the preference is expressed. A preferred alternative is not an action or decision within the meaning of WAC 197-11-070.
6. Responsible Official. The "Responsible Official" is the person designated by the Commission responsible for SEPA procedural and substantive compliance by the District. The Responsible Official does not necessarily need to be a District employee. The person designated as the Responsible Official shall become an "officer" of the District for the purposes of WAC 197-11-788.
7. Staff. "Staff" means the Fire Chief of the District and his designees, not the Commissioners.

PART NINE - CATEGORICAL EXEMPTIONS

SECTION 23. ADOPTION BY REFERENCE

Section 23.1 The categorical exemptions provisions in WAC 197-11-800, 880 and 890 are hereby adopted by reference and shall be applied in conjunction with Section 9-CATEGORICAL EXEMPTIONS above and WAC 197-11-305. They include:

1. Categorical exemptions for all agencies (WAC 197-11-800).
2. Emergencies (WAC 197-11-880).
3. Petitions to the Department of Ecology (WAC 197-11-890).

PART TEN - AGENCY COMPLIANCE

SECTION 24. ADOPTION BY REFERENCE

Section 24.1 The provisions in WAC 197-11-914 through 955 are hereby adopted by reference. They include:

1. SEPA fees and costs that may be charged (WAC 197-11-914).
2. The list of agencies with environmental expertise (WAC 197-11-920).
3. The rules for determining lead agency (WAC 197-11-922 through 943).
4. The effective date and application of the statewide rules and this Resolution to District activities (WAC 197-11-916 and 955).

SECTION 25. TRANSITION TO NEW RULES

Section 25.1 EISs which are issued after this Resolution is effective shall follow the format and requirements of Part Four above. Environmental documents and notices issued

prior to the effective date of this Resolution, including draft, final, or supplemental EISs, do not require revision or re-issuance to meet the requirements of this Resolution or the State rules (WAC 197-11-916).

SECTION 26. REVISION OF SEPA POLICIES OR PROCEDURES

Section 26.1 The District may amend its SEPA policies or procedures from time-to-time as may be necessary. The Responsible Official may provide additional guidance and procedures to carry out this Resolution.

SECTION 27. INTERPRETATION

Section 27.1 If any provision of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or the application of the provision to other persons or circumstances shall not be affected.

Section 27.2 The captions and titles herein are for convenience and reference purposes only and in no way define, limit or describe the meaning, scope or intent of this Resolution.

Section 27.3 The use of any gender or neutral term shall include all genders, and the use of any terms shall be construed as singular or plural, as the case may be.

PART ELEVEN - FORMS

SECTION 28. FORMS

Section 28.1 The forms in WAC 197-11-965 through 990 are hereby adopted by reference as applicable to the District and the procedures adopted herein.



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Addendum to the Master ILA- AOC Annex Shared Office Space

Attachments: Addendum- AOC Annex Shared Office Space

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 the AOC Annex Shared Space Addendum as presented."

SUMMARY:

The AOC Annex Shared Space Addendum was presented for First Reading on February 26th. There have been no changes to the Addendum, and it is now ready for Second Reading. Graham Fire & Rescue will be reading, and potentially acting on the Addendum at the March 13th Regular Meeting.

FINANCIAL IMPACT:

Shared expense with Graham Fire & Rescue.

ADDENDUM TO MASTER INTERLOCAL AGREEMENT FOR COOPERATIVE SERVICES INITIATIVES

AOC ANNEX SHARED OFFICE SPACE

This Addendum ("Addendum") to the aforementioned Master Interlocal Agreement ("Master ILA") is entered into on this 1st day of March, 2024, (the "Effective Date") by and between Graham Fire & Rescue, located at 23014 70th Ave E, Graham, WA 98338, hereinafter referred to as "Graham Fire & Rescue," and Central Pierce Fire & Rescue, located at 1015 39th Avenue SE, STE 120, Puyallup, WA 98374 hereinafter referred to as "Central Pierce Fire & Rescue," who shall hereinafter be collectively referred to as the "Agencies" or singularly as an "Agency."

WHEREAS, the Agencies are committed to having staff from both agencies co-locate in a shared office space, and;

WHEREAS, this co-location will allow for staff to collaborate in a manner consistent with the assembly of other Addendum (Joint Communications and Outreach, CARES, etc.) already established, and;

WHEREAS, Central Pierce Fire & Rescue has secured additional short term lease space on the Benaroya Campus (AOC Annex- Building 1019, Space 200) that could be shared between both Agencies.

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

1. PURPOSE

1.1 The purpose of this Addendum is to share the AOC Annex Office Space between the Agencies.

1.2 The Agencies intend to create a space plan that supports the staff needs of both Agencies.

2. SCOPE OF COOPERATION

2.1 The Agencies agree to cooperate in space planning needed for the AOC Annex.

2.2 The Agencies agree to cooperate in the minimal buildout needed for the AOC Annex.

2.3 The Agencies agree to cooperate in the placement of their combined staff in the AOC Annex.

2.4 The Agencies agree to cooperate on a shared cost model as determined by the Agencies Finance Directors.

3. RESPONSIBILITIES OF THE AGENCIES

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

3.1.1 Provide input on space planning, direction as it pertains to the minimal buildout, and provide direction to which Graham Fire & Rescue staff will occupy the space.

3.1.2 Provide financial resources as defined by cost model.

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

3.2.1 Finalize the lease agreement between the Benaroya Company and Central Pierce Fire & Rescue for Space 200 in Building 1019.

3.2.2 Contract for space planning services and coordinate those services by Central Pierce Fire & Rescue's Support Services Director.

3.2.3 Provide direction as it pertains to the minimal buildout and secure any necessary furniture solutions.

3.2.4 Provide direction to which Central Pierce Fire & Rescue staff occupy the space.

3.2.5 Provide Insurance for the space as part of Central Pierce Fire & Rescue's Commercial Insurance Policy.

3.2.5 Provide financial resources as defined by the cost model.

4. FISCAL ARRANGEMENTS

4.1 The Agencies Finance Directors will establish the cost model, anticipated to be along the lines of a pro-rata percentage split for all expenses incurred, unless otherwise informed by the Finance Directors.

4.2 Billing arrangements and dates will be identified as part of the cost model informed by the Finance Directors.

4.3 The Cost model shall be approved by the Fire Chiefs of both Agencies.

5. RESOURCE SHARING

5.1 If additional resource sharing is required or discovered, the combined Executive Team will inform the Fire Chief (s) of the need and direction will be provided.

5.2 If additional resources are approved and allocated, the Finance Directors will modify the cost model as needed.

6. PERSONNEL

6.1 Personnel from the Agencies will occupy space at the AOC Annex and collaborate as outlined in corresponding Addendum.

7. TERM AND TERMINATION

7.1 This Addendum shall commence on the Effective Date and shall remain in effect for a period of 24 months and may be extended at the direction of the Agencies Board of Fire Commissioners.

7.2 This Addendum can be terminated starting the 25th month with 6 months' notice by either Agency.

8. Provisions of the Master Interlocal Agreement

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

provision of the Master ILA, the offending provision shall be amended to conform to the terms of the Master ILA.

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

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

GRAHAM FIRE & RESCUE

BY: _____

DATE: _____

CENTRAL PIERCE FIRE & RESCUE

BY: _____

DATE: _____



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Board Policy 3.03 Board of Commissioners Meetings, Policies, and Procedures

Attachments: Board Policy 3.03

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Board Policy 3.03 Board of Commissioners Meetings, Policies, and Procedures has been reviewed and modified by Staff. The Policy has been moved to the new format and updated.

Board Policy 3.03 Attachment A has also been modified to include new Commissioner uniform standards.

The Policy is presented for first reading and comment.

FINANCIAL IMPACT: N/A

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.03

ORIGINATED: August 25, 1997

APPROVED: June 21, 2022

EFFECTIVE: June 21, 2022

SUBJECT: BOARD OF COMMISSIONERS, MEETINGS, POLICIES AND PROCEDURES

PURPOSE: To adopt policy and procedures for the Board of Commissioners, and meetings, proceedings, and business conducted in accordance with the Washington State Open Meetings Act.

AUTHORITY & RESPONSIBILITY:

The Board of Fire Commissioners, [Board-District](#) Secretary, Fire Chief, and Executive Assistant have the authority and responsibility to ensure the expectations of this Board Policy are followed.

POLICY: It shall be the policy of the Central Pierce Fire & Rescue Board of Fire Commissioners to operate the District, and conduct its meetings, in a manner that is consistent with Washington State Law Governing Fire Districts.

PROCEDURE:

I. BOARD MEMBERS

- A. The Board shall consist of five members elected by registered voters of the fire district to at-large positions.
- B. Before beginning the duties of office, each Fire Commissioner shall take the official oath of office as required by RCW 52.14.070, which oath shall be filed in the office of the Auditor of Pierce County.
- C. The Board may include one or more ex-officio members who represent a city annexed in the fire district. Such members shall be appointed by the Mayor or City Council of their city and shall serve on the Board as non-voting members. An Ex-Officio shall not receive compensation for services rendered but shall receive reimbursement of expenses under RCW 52.14.010. Except for voting privileges, an Ex-Officio shall otherwise generally have the rights, and perform the duties of a fire commissioner.
- D. In the event of a vacancy occurring in the office of Fire Commissioner, the vacancy shall be filled within 90 days as required by RCW 42.12.070.

- E. All Board members shall be familiar with SOG 3.3 Attachment, Board of Fire Commissioners POLICY MANUAL.

II. BOARD MEETINGS

- A. The Board shall meet regularly, at least once a month. The Board's regular meetings are scheduled on the second and fourth Monday of each month at District Headquarters (~~1015 39th Ave. SE, Puyallup~~^{17520 22nd Avenue East, Tacoma}, Washington). Meetings may be relocated to accommodate special needs or circumstances.
- B. Regular Board meetings will begin at 5:00 p.m., and will adjourn no later than 9:00 p.m. To continue past this time of adjournment, a majority of the Board must concur.
- C. If a scheduled Board meeting falls on a legal holiday, the meeting shall be held at 5:00 p.m. on the first business day following the holiday, or on another day by a majority vote of the Board.
- D. Special meetings of the Board may be called at any time under the provisions of RCW 42.30.030.
- E. The Board may reschedule, relocate, or adjourn regular or special meetings as necessary for the proper transaction of business.
- F. The Board Chair or designee may cancel regular or special meetings due to the lack of business, holidays, scheduling conflicts, or other reasons.
- G. Board members may participate in meetings by voice/video attendance in accordance with Resolution No. 21-02 Authorizing Open Public Board Meetings to Include Remote Participation by One or More Commissioners.
- H. A majority of Board members shall constitute a quorum for the transaction of business.
- I. All meetings of the Board shall be conducted in accordance with RCW 42.30. The most current edition of ROBERTS RULES OF ORDER shall guide all Board of Commissioners meeting discussion.
- J. All public meetings shall be open and public except when an Executive Session is declared consistent with the provisions of RCW 42.30.03.
- K. The Recorder will keep an account of all proceedings of the Board in accordance with the statutory requirements. Proceedings will be entered into a minute book constituting the official record of the Board.

All records of the Board shall be open to inspection in accordance with the provisions of RCW 42.56.

III. BOARD CHAIR/VICE CHAIR

- A. The Board shall elect a Chair and Vice Chair at the first meeting of each calendar year.
- B. The positions of Chair and Vice Chair shall have no term limits.

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- C. The Presiding Officer at all meetings of the Board shall be the Chair, and in the absence of the Chair, the Vice Chair shall act in that capacity. If both the Chair and Vice Chair are absent, the Board members present shall elect one of their members to serve as Presiding Officer until the return of the Chair or Vice Chair.
- D. Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including ROBERT'S RULES OF ORDER to the contrary, any member of the Board shall have the right and privilege to challenge any ruling of any kind made by the Presiding Officer at any Board meeting, in which case the approval or disapproval of the ruling of the Chair shall immediately and without debate or comment be put to a vote of the Board and the decision of the majority of the members of the Board then present, shall prevail.
- E. Board members will inform the Chair, Fire Chief, or District Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will then show the Board member as having an excused absence or time of their arrival.

IV. BOARD MEETING STAFFING

- A. The Fire Chief shall attend all meetings of the Board unless excused by the Chair. The Fire Chief may make recommendations to the Board and shall have the right to take part in the discussions of the Board, but shall have no vote. When the Fire Chief has an excused absence, a Deputy Chief or designee shall be assigned by the Fire Chief to attend the meeting.
- B. The District Secretary shall attend all regular and special meetings of the Board and perform such duties as may be needed for the orderly conduct of the meeting unless excused by the Chair.
- C. The Recorder shall attend regular and special meetings of the Board and keep the official minutes.

V. AGENDA

- A. The District Secretary or designee, in consultation with the Fire Chief, shall draft the agenda in a format approved by the Board.
- B. The Chief shall review the proposed agenda with the Chair prior to each meeting.
- C. The agenda shall be provided to the Board prior to 72 hours of the meeting.

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- A. All votes of the Board will be done by voice vote unless two (2) or more Commissioners request a roll call vote.
 - 1. Roll call vote: A formal recording of each "yea" or "nay" vote of each individual Board member, as called by the Recorder, which vote shall be

recorded on an individual basis in the official minutes of the Board, shall be conducted.

- B. Abstentions: It is the responsibility of each Board member to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a question of direct personal or pecuniary interest not common to the other Board members.

VII. COMMENTS, CONCERNS, AND TESTIMONY OF THE BOARD

- A. Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to provide their name and address for the record. All remarks will be addressed to the Board as a whole. Comments shall be limited to three (3) minutes per person unless waived by the Chair.
- B. The Chair has the authority to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Board.
- C. Citizens with complaints, concerns, or questions will be encouraged to refer the matter to the appropriate Division or to the Fire Chief for clarification or action. The matter may be scheduled for consideration at a future Board meeting with the concurrence of the Board.

VIII. MEDIA REPRESENTATION AT BOARD MEETINGS

- A. All public meetings of the Board of Commissioners and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services.

IX. SUSPENSION AND AMENDMENT OF RULES

- A. All Board of Commissioners meeting discussions shall be guided by the current version of ROBERTS RULES OF ORDER. Any provision of these rules not governed by State Law or Board Resolution may be temporarily suspended by a majority vote of the Board.

X. CONFIDENTIALITY

- A. Board members shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the Department's position is not compromised. Confidentiality also includes information provided to the Board members outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions as set forth in the Public Disclosures Act of the Revised Code of Washington (RCW).

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- A. If a Commissioner appears on behalf of the Department before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner will state the majority position of the Board, if known, on such an issue. Personal opinions and comments that differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position.

XII. BOARD ADVISORY COMMITTEES

- A. No committee board or commissioner shall have official status until such committee or an advisory committee has first been approved by the Board.
- B. Every advisory body will have a specific statement of purpose and function, which will be re-examined periodically by the Board to determine its effectiveness. No board or committee shall have powers other than advisory to the Board or Fire Chief except as specified by RCW 52.

XIII. COMPENSATION & EXPENSES

- A. Compensation
 - 1. Commissioners shall receive compensation for official district business as allowed under RCW 52.14.010. The Board defines "official district business" as:
 - a. Board packet review – official meetings of the Board (Regular, Special, Emergency).
 - b. Attendance at official meetings of the Board.
 - c. Attendance at district Committee meetings by the Commissioner assigned to serve as the Board representative.
 - d. Attendance at events, conferences, or association meetings where the Commissioner has been assigned to represent the district by the Board Chair or designee.
 - e. Attendance at Washington Fire Commissioners Association, National Association of Fire Officials, Commissioner Training Conferences and Seminars.
 - f. Functioning in formal and informal meetings as the CPFR appointee to the Board of Directors for SS911.
 - g. Other meetings and/or committees agreed to by a majority of the Board Members.
 - 2. Activities deemed primarily as social events that do not require official Board representation shall not be considered compensable.
 - 3. A Commissioner may waive all or any portion of their compensation by filing a written waiver with the District Secretary.

4. Each Commissioner is responsible for submitting a Commissioner Remuneration Form timely. Each form shall be approved by the District Secretary.

B. Expenses

1. Board members who incur authorized expenses while traveling on District business shall be reimbursed and/or receive advancement of allowable expenditures pursuant to Policy 306 – Advance Travel Payment and Reimbursement.
2. Commissioners are not eligible for full-time or part-time employment by the District while serving as a Commissioner. If a Commissioner chooses to accept either full-time or part-time employment by the District, the Commissioner must resign their position as Fire Commissioner effective no later than the first day of full-time or part-time employment.
3. Any full-time or part-time employee of the District must resign their position if they are elected Fire Commissioner of the District. Resignation must be effective prior to being sworn in as Fire Commissioner.

APPROVED:

MATT HOLM
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
BOARD POLICY
NUMBER 3.03

ORIGINATED: August 25, 1997
APPROVED: June 21, 2022
EFFECTIVE: June 21, 2022

SUBJECT: BOARD OF COMMISSIONERS, MEETINGS, POLICIES AND PROCEDURES

PURPOSE: To adopt policy and procedures for the Board of Commissioners, and meetings, proceedings, and business conducted in accordance with the Washington State Open Meetings Act.

AUTHORITY & RESPONSIBILITY:

The Board of Fire Commissioners, District Secretary, Fire Chief, and Executive Assistant have the authority and responsibility to ensure the expectations of this Board Policy are followed.

POLICY: It shall be the policy of the Central Pierce Fire & Rescue Board of Fire Commissioners to operate the District, and conduct its meetings, in a manner that is consistent with Washington State Law Governing Fire Districts.

PROCEDURE:

I. BOARD MEMBERS

- A. The Board shall consist of five members elected by registered voters of the fire district to at-large positions.
- B. Before beginning the duties of office, each Fire Commissioner shall take the official oath of office as required by RCW 52.14.070, which oath shall be filed in the office of the Auditor of Pierce County.
- C. The Board may include one or more ex-officio members who represent a city annexed in the fire district. Such members shall be appointed by the Mayor or City Council of their city and shall serve on the Board as non-voting members. An Ex-Officio shall not receive compensation for services rendered but shall receive reimbursement of expenses under RCW 52.14.010. Except for voting privileges, an Ex-Officio shall otherwise generally have the rights, and perform the duties of a fire commissioner.
- D. In the event of a vacancy occurring in the office of Fire Commissioner, the vacancy shall be filled within 90 days as required by RCW 42.12.070.

- E. All Board members shall be familiar with SOG 3.3 Attachment, Board of Fire Commissioners POLICY MANUAL.

II. BOARD MEETINGS

- A. The Board shall meet regularly, at least once a month. The Board's regular meetings are scheduled on the second and fourth Monday of each month at District Headquarters (1015 39th Ave. SE, Puyallup, Washington). Meetings may be relocated to accommodate special needs or circumstances.
- B. Regular Board meetings will begin at 5:00 p.m., and will adjourn no later than 9:00 p.m. To continue past this time of adjournment, a majority of the Board must concur.
- C. If a scheduled Board meeting falls on a legal holiday, the meeting shall be held at 5:00 p.m. on the first business day following the holiday, or on another day by a majority vote of the Board.
- D. Special meetings of the Board may be called at any time under the provisions of RCW 42.30.030.
- E. The Board may reschedule, relocate, or adjourn regular or special meetings as necessary for the proper transaction of business.
- F. The Board Chair or designee may cancel regular or special meetings due to the lack of business, holidays, scheduling conflicts, or other reasons.
- G. Board members may participate in meetings by voice/video attendance in accordance with Resolution No. 21-02 Authorizing Open Public Board Meetings to Include Remote Participation by One or More Commissioners.
- H. A majority of Board members shall constitute a quorum for the transaction of business.
- I. All meetings of the Board shall be conducted in accordance with RCW 42.30. The most current edition of ROBERTS RULES OF ORDER shall guide all Board of Commissioners meeting discussion.
- J. All public meetings shall be open and public except when an Executive Session is declared consistent with the provisions of RCW 42.30.03.
- K. The Recorder will keep an account of all proceedings of the Board in accordance with the statutory requirements. Proceedings will be entered into a minute book constituting the official record of the Board.

All records of the Board shall be open to inspection in accordance with the provisions of RCW 42.56.

III. BOARD CHAIR/VICE CHAIR

- A. The Board shall elect a Chair and Vice Chair at the first meeting of each calendar year.
- B. The positions of Chair and Vice Chair shall have no term limits.
- C. The Presiding Officer at all meetings of the Board shall be the Chair, and in the absence of the Chair, the Vice Chair shall act in that capacity. If both the Chair

and Vice Chair are absent, the Board members present shall elect one of their members to serve as Presiding Officer until the return of the Chair or Vice Chair.

- D. Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including ROBERT'S RULES OF ORDER to the contrary, any member of the Board shall have the right and privilege to challenge any ruling of any kind made by the Presiding Officer at any Board meeting, in which case the approval or disapproval of the ruling of the Chair shall immediately and without debate or comment be put to a vote of the Board and the decision of the majority of the members of the Board then present, shall prevail.
- E. Board members will inform the Chair, Fire Chief, or District Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will then show the Board member as having an excused absence or time of their arrival.

IV. BOARD MEETING STAFFING

- A. The Fire Chief shall attend all meetings of the Board unless excused by the Chair. The Fire Chief may make recommendations to the Board and shall have the right to take part in the discussions of the Board, but shall have no vote. When the Fire Chief has an excused absence, a Deputy Chief or designee shall be assigned by the Fire Chief to attend the meeting.
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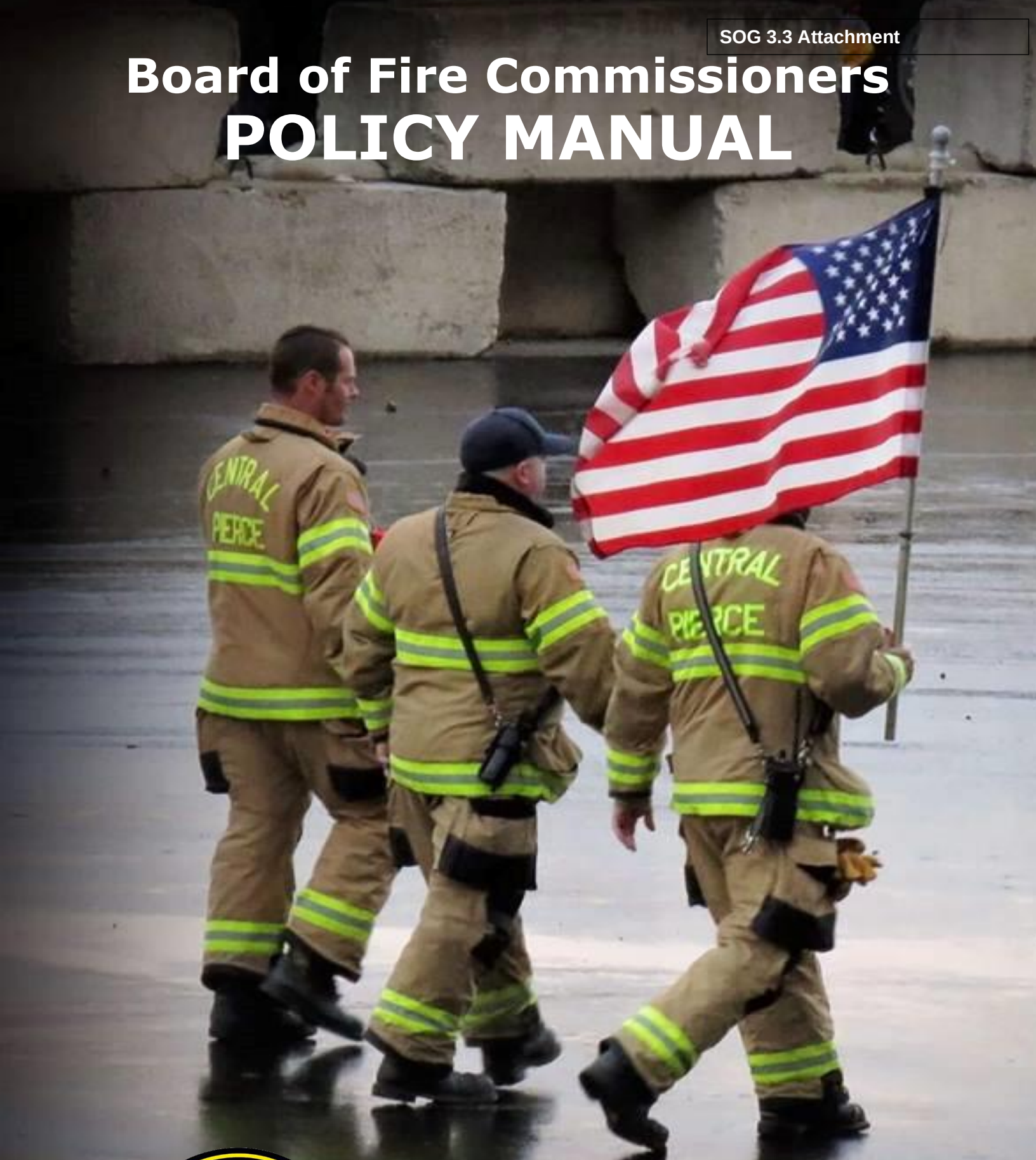
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APPROVED:

MATT HOLM
BOARD CHAIR

Board of Fire Commissioners POLICY MANUAL



*Effectively respond, continuously
improve, compassionately serve*

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Forward

Serving as a Fire Commissioner for Central Pierce Fire & Rescue is a challenging, but rewarding responsibility. This Policy Manual centralizes information on common issues related to your role as a member of the Board of Commissioners. The issues addressed by Fire Commissioners are often complex and subjective. This Manual is intended to be a guide, but it is not a substitute for Washington state statutes and regulations governing your conduct as Board members, and the advice, guidance, and/or opinions of the District's legal counsel.

The decisions that the Fire District Executive Staff makes for operations of this District will be based on the policies determined by the Board. As such, this manual will be kept current as to revisions, additions and deletions. It will be available to the public and the staff at all times.

Flexibility in making policy changes means the Board is able to meet future needs and challenges. The Board reserves the right to amend, modify or eliminate any of these policies. This manual is subject to change and therefore not a complete statement of Board policies. It does not form a part of any employment contract or promise any specific treatment. It is simply a general summary of the Board's current policies. The Board reserves full discretionary authority to interpret and apply all District policies and reserves exclusive authority to determine how those policies and procedures will apply to specific issues and specific circumstances. The Board's determination on all such matters is final and binding.

This manual supersedes any other oral or written provisions, descriptions or understandings of the District's policies. Policies included in these manuals that are required by federal or state laws and regulations may be subject to change by those laws and regulations at any time.

The Board formally adopted the current revision of this manual on the 27th day of December, 2021, and the contents hereof will be reviewed as needed to ensure they remain relevant and in accordance with law. The Board, by majority vote, in its sole discretion, reserves the right to revise this Manual at any time, without notice.

Introduction and Overview

As a District Board member, you not only establish important and often critical policies for the District, you are also one of the stewards of the District's fiscal, material, and human resources. In many instances, the scope of District issues and problems you will deal with as a Board member will go beyond that which is reported publicly. Your service will likely have long term impact on the operations, morale, and culture of the District. As a result, this Manual is intended to help you understand your role as a steward of the District and its resources and provide you with appropriate guidance.

Purpose of the Policy Manual

The Executive Staff has prepared this Manual to assist its Commissioners by documenting accepted Board practices and clarifying those expectations each Board member should continually strive to attain. It is acknowledged that the successful administration of District affairs is greatly enhanced by agreement of the Board and the District's Executive Staff to be bound by the practices and policies identified herein. While attempting not to be overly restrictive, policies, procedures, and acceptable Board conduct are established and articulated herein to guide each Board member in representing and governing the District.

This Manual provides an overview of important Board policies. However, it cannot incorporate all material and information necessary for District operations. The District is bound by many laws, regulations, resolutions and other legal requirements. Because of this, each Board member should seek to become and remain educated to the greatest extent possible regarding the statutes, regulations, and other District policies that govern the conduct of Board members in order to provide the best and most ethical service to the District.

Overview of District Policy Documents

In addition to the Board of Fire Commissioners' Policy Manual, a number of other important documents are instrumental in communicating Board policy:

Central Pierce Fire & Rescue (CPFR) maintains several strategic level plans to guide its ongoing operations with a forward looking orientation.

Strategic Plan (CPFR, 2018): CPFR's Strategic Plan sets our organizational direction by establishing goals and identifies specific initiatives necessary to accomplish these goals and a means for measuring progress. This plan is a living document, intended to guide and support ongoing operations and is solidly integrated with the District's budgetary and operational business planning processes.

Long Term Financial Plan: Long term financial planning involves financial forecasting and strategizing how to meet both current and future needs of the community. It provides a financial forecast projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables.

Capital Facility Plan (CPFR, 2020): This plan establishes a long term, prioritized schedule of capital investments to ensure that the District has sufficient resources to fulfill its mission and that critical assets are repaired or replaced before they reach their end of useful life. The Capital Projects Plan provides a basis for development of the District's annual Capital Budget.

Standard of Cover for Emergency Response: The District will prepare and maintain a Standard of Cover for Emergency Response that guides the District's deployment.

Annual Maintenance, Operations, & Capital Budgets: The annual budgets set the District's short term fiscal priorities and provides a sound framework for expenditures to support current operational and capital requirements.

Collective Bargaining Agreements and Employment Contracts: The collective bargaining agreements with International Association of Firefighters Local 726 and OPEIU 8, and personal services contracts define the terms of employment, salary, and benefits of employees and the Fire Chief.

Board Policy and Standard Operating Guidelines: Board Policy is reserved for the Board of Fire Commissioners and is intended to set direction consistent with Washington Law, specific to the appropriate Revised Code of Washington and Washington Administrative Code. Standard Operating Guidelines are meant to support Board Policy, and allow staff to run the daily operations of the District within a reasonable set of expectations.

Board of Fire Commissioners Resolutions: Resolutions serve as a primary mechanism for the Board of Fire Commissioners to provide written documentation of major policy decisions.

Legal Qualifications, Powers, Duties, and Responsibilities

Legal Qualifications

The Board shall be composed of five (5) members elected by voting members of the District and in accordance with Revised Code of Washington (RCW) 52.14.010.

Candidates for the position of Fire Commissioner must reside within the boundaries of the District and be a registered voter. Employees of the District are not eligible to serve as members of the Board, EXCEPT in emergency conditions (see Resolution No. 20-04 Continuation of Government in the Event of an Emergency.) However, community service volunteer members may serve as a Fire Commissioner. Elections are nonpartisan and Commissioners serve for a term of six years.

The Board may include one or more ex-officio members who represent a city or cities annexed into the fire district. Such members shall be appointed by the Mayor or City Council of their city and shall serve on the Board as a non-voting representative of their city for so long as authorized to so serve. As an ex-officio member to the Board, said member shall receive reimbursement of training expenses but no compensation for services rendered, pursuant to RCW 52.14.010. Except for voting privileges, such member of the Board shall otherwise generally have the rights and perform the duties of a fire commissioner while serving as an ex-officio member of the Board.

Serving as Commissioner requires active participation in the management of District affairs. If a Commissioner is absent from two consecutive regularly scheduled meetings, unless excused by the Board, that Commissioner shall be notified by mail that if the Commissioner is absent from the next regularly scheduled meeting without being excused by the Board, his or her position will be declared vacant by the Board. If the Commissioner is absent without being excused by the Board from a third consecutive meeting, the position will be declared vacant as provided in RCW 52.050.

If a vacancy occurs on the Board due to resignation or other reason specified in RCW 42.12.010, the remaining Board members must fill the vacancy within 90 days specified by RCW 42.12.070. (see chart in Appendix A). The Board of Fire Commissioners shall advertise the vacancy for a period of 14 days, accepting applications from qualified individuals. The Board shall review the applications and follow guidelines as set forth in Appendix A.

Fire Commissioners are required to take an official oath (see Appendix B) as a condition of taking office. This oath must be signed and filed with the County Auditor.

Powers of the Board

The Board of Commissioners possess the power and authority as set forth in RCW 52 and other applicable provisions of the Revised Code of Washington. Each Commissioner is an elected representative of the residents of Central Pierce Fire &

Rescue and is entitled to vote on all matters coming before the Board. RCW 52.14.010 provides that the Board of Fire Commissioners of the Fire Protection District is the legislative body of the District.

Individual Commissioners do not have authority to manage or direct the affairs of the District. The Fire Chief serves as the Chief Executive Officer of the District and is responsible for managing the day-to-day activities of the District consistent with policy direction received from the Board of Fire Commissioners.

Commissioners are encouraged to become familiar with the District operations and to meet full-time, part-time, and volunteer members. However, individual Commissioners working in said capacity shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner or the Board as a whole shall bring such dissatisfaction to the attention of the Fire Chief.

Duties of the Board of Fire Commissioners

Central Pierce Fire & Rescue's five-member Board of Fire Commissioners is responsible for governing the operations of the District. The Board is generally responsible for the following:

- Election of a Chairperson and Vice Chairperson
- Determining levels of service and establishing goals
- Determining the type and level of funding, approval of budgets and tax levies
- Ensuring transparency in decision-making and the District's fiscal affairs
- Establishing policies and approving the purpose and scope of operational guidelines
- Employing and supervising the Fire Chief
- Providing guidance and direction to the District's strategic planning process
- Representing the District to the public

Duties of the Board Chair & Vice Chair

The Board shall elect a Chairperson and Vice Chairperson at the first regularly scheduled meeting of the year. The term of office for the Board Officers shall be one year from the first regularly scheduled meeting of the year until the first regularly scheduled meeting of the subsequent year. Said positions shall have no term limits.

The Board Chairperson shall fulfill the following duties:

- Preside at all meetings of the Board.

- Sign any documentation that requires an official signature on behalf of the Board.
- Represent the Board in deliberation with other Boards, Districts, or agencies unless another member has been appointed by a majority of the Board to do so.
- Appoint all committees, subject to approval of a majority of the Board; call special meetings and perform all other duties prescribed by law or set forth in the Board's policies and rules.

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

Responsibilities of Individual Commissioners

Board members of Central Pierce Fire & Rescue carry a great deal of responsibility in ensuring that the District serves the needs and maintains the confidence and trust of our community.

General Responsibilities

An individual Commissioner has no legal status to act for the Board outside of an official meeting. Individual Commissioners must refuse to make commitments on any matter that should properly come before the Board as a whole. Individual Commissioners have the following responsibilities:

- Attendance and active participation in regular and special meetings of the Board of Fire Commissioners.
- Awareness of legal requirements in areas ranging from budgeting and taxation to holding public meetings and elections.
- Responsibility to the people of the District for the quality of service and the competency of those persons providing that service.
- Represent all constituents and ensure that all of the District's decisions and transactions are made on a transparent, ethical, and above board basis.
- Act as a representative of the District with professional demeanor.
- Avoid individual action to direct District staff. The Board of Fire Commissioners governs the District through the Fire Chief.
- Maintain confidentiality of privileged or private District records and information.
- Keep the Fire Chief continuously updated on that Board member's mailing address, email address, and telephone number(s).

Financial Disclosure

Pursuant to RCW 42.17A, candidates for the office of District Board member, appointees to the Board, and standing Board members, are required to file a financial

disclosure statement, from time to time, with the State Public Disclosure Commission, according to Washington law. The timely filing of such disclosure statements is the responsibility of each individual Board member and not the District. Each Board member is encouraged to maintain an awareness of the provisions of RCW 42.17A entitled *Campaign Disclosure and Contribution*.

Responsibilities of the Board Secretary

The Board of Fire Commissioners shall appoint a Board Secretary as provided in RCW 52.14.080. The Secretary is an appointed public official, serves at the pleasure of the Board, and is required to take an official oath (see Appendix B) as a condition of taking office. The Board Secretary is responsible for the following:

- Preparing and maintaining minutes of board meetings.
- Assist in preparation, certification and filing of the District's budget.
- Prepare, approve and sign vouchers.
- Receive special meeting notice waivers.
- Manage annual financial reports and assist in compliance with audit requirements.
- Serve as confidential secretary to the Board of Fire Commissioners.
- Understand and comply with all ethics laws and rules.
- Perform other duties as assigned by Board of Fire Commissioners.
- Deal with correspondence of special interest to the Board consideration.
- Sign and seal official Board documents.
- Assist in the preparation of the Agenda.
- Maintain a calendar of the Board's unfinished business.
- Call to the attention of the Board legal requirements in those matters for which the District is responsible.
- Draft policy motions at the request of any Board member.
- Ensure that agenda items are delivered to each Board member in a timely manner prior to each meeting.
- Attend all Board meetings or designate an alternative.
- Make all physical arrangements for Board meetings.
- Prepare, check and distribute minutes in advance for approval at the next meeting.

- Declare a Board meeting cancelled for lack of a quorum.
- Maintain official records of policies of the Board.
- Accept Tort Claims on behalf of the District.

Applicability of Policies and Guidelines

The Board shall follow the policies of the District where they apply to Board Members and where it is not in conflict with applicable Titles of the Revised Code of Washington (RCW) and other provisions of the CPFR Board of Fire Commissioners Policy Manual.

Transparency & Accountability

As the Central Pierce Fire & Rescue (CPFR) Board of Fire Commissioners we believe that transparent and accountable government requires that the business of the District be open to effective public review.

Transparency: The District will conduct its business in an accessible, clear and visible manner and its activities shall be open to examination by its stakeholders.

Accountability: The District will demonstrate and take responsibility for its actions, decisions, and policies, and it is answerable to the public at large.

This includes access to information as well as knowledge of the ability to participate in public discussion. The District's web site was created to provide a one-stop, comprehensive site through which information about the business of the District could be located and navigated and to further our accountability to the citizens and taxpayers of CPFR. As such we support:

- Open and transparent decision-making consistent with both the letter and intent of the Washington Open Public Meetings Act and best practices in local government transparency
- Transaction of the business of the District in an ethical and accountable manner
- Management of the District's financial resources and physical infrastructure in an efficient and effective manner
- Providing timely and easily accessible information to our constituents, tax payers, and other members of our community or stakeholders
- Providing timely response to requests for public records consistent with the letter and intent of the Washington Open Public Records Act
- Diligent management of financial affairs in order to ensure the District's long term financial health and the provision of essential public services.

This Policy Manual, Board of Fire Commissioners Meeting Notices, Agendas, and Minutes shall be posted to the District web site to provide public access and transparency.

Public Meetings & Records

The State of Washington enacted the Public Records law and the Open Public Meeting Act to assure citizens of our state transparency and access to government.

The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. *It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly* [Emphasis Added]. The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created (RCW 42.30.010).

Central Pierce Fire & Rescue is committed to both the letter and the intent of public records and open public meeting laws with the intent of being transparent in the District's decision making and fiscal affairs.

Public Meetings

All meetings of the Board of Fire Commissioners shall be open and public and all persons shall be permitted to attend these meetings except when an Executive Session is declared consistent with the provisions of RCW 42.30.030.

Regular Meeting

The Board shall hold regular meetings on the second and fourth Mondays of each month at 5:00 pm at District Headquarters, 17520 – 22nd Ave E, Tacoma, WA 98445. Should a regular meeting date fall on a holiday, the meeting shall be held on the next business day as provided by RCW 42.30.70. In the event that a quorum will not be present for a regular meeting, the Board may schedule a special meeting to transact the business of the District.

Special Meeting

The Board reserves the right to call and hold additional meetings as shall be deemed necessary in accordance with the provisions of RCW 42.30.080. Actions taken during a special meeting must pertain to the subjects identified by the advertised agenda. Special meetings may be called by either the Board Chairperson or a majority of the Board members. Notice of a special meeting will be made by the Fire Chief or their designee by delivering personally, by mail, by telephone, or by e-mail, written notice to each Board member and to those media entities which have on file with the District a written request to be notified of special meetings, at least 24 hours before the time of such meetings specified in the notice.

Notice of special meetings must be posted at the main entrance to the District Headquarters located at 17520 – 22nd Ave E, Tacoma, WA 98445 and at the meeting location (if different than the District Headquarters). The notice shall specify the time and place of the special meeting and the specific business to be transacted. At special meetings, only those matters noted in the agenda may be acted upon. Notice shall be posted to the District website at least 24 hours before the time of such meeting.

Emergency Meetings

The Board may call emergency (special) meetings as deemed necessary in accordance with the provisions of RCW 42.30.070. The Board Chair, or in his/her absence, the Vice Chair may direct the Board Secretary to call an emergency meeting.

The notices requirements for special meetings may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

Meeting Procedures

Meetings of the CPFR Board will be conducted in an orderly and businesslike manner.

Preparation of the Agenda

Agendas for public meetings shall be prepared in the following manner.

- A Commissioner may request an item be considered for an upcoming Board meeting by making an oral request at a Board meeting or submitting a request to the Fire Chief. Based upon the nature of the request, the Fire Chief may, at his/her discretion, place the item on the agenda or submit the request to the Board before placing it on the agenda. The majority of the Board may direct the Fire Chief to formally include or exclude the item from the agenda of an upcoming meeting.
- A member of the public may request an item be placed on a future Board meeting agenda while addressing the Board during a regular Board meeting and/or by submitting a request in writing to the Board through the Fire Chief's office. If the issue is placed on the agenda, the Fire Chief will notify the requester so they may plan to attend the meeting.
- Requests or input for agenda items must be submitted to the Board Secretary no later than Tuesday prior to the Board meeting. The Board Secretary will work with the Fire Chief to develop the Draft Agenda.
- The Chief will contact the Chair to discuss the Draft Agenda by telephone, electronically, or in person (as preferred by the Chair) no later than five days prior

to the Board's regularly scheduled meeting (Wednesday, the week prior to the meeting).

- The Chair shall indicate approval or provide specified revisions to the agenda to the Board Secretary no later four days prior to the Board's regularly scheduled meeting (Thursday, the week prior to the meeting).
- The Board Secretary shall provide each member of the Board with the meeting agenda and detailed information relative to agenda items no later 72 hours prior to the day of the meeting.
- The agenda for a regular meeting of the Board may be amended to address issues related to the normal business of the district, but in order to allow Commissioners the opportunity to be fully prepared, additions should whenever possible be limited to urgent matters requiring immediate action by the Board.
- The agenda for special meetings of the Board may only be amended outside the stated purpose of the meeting to address emergency items that affect public health, safety, and welfare of the District. The reasons for adding an emergency item to the agenda shall be announced publically in the meeting and included in the meeting minutes.

Agenda Content

The Board Secretary in consultation with the Fire Chief shall draft the agenda after conferring with the Chair in general accordance with the order listed below:

1. Call the meeting to order
2. Pledge of allegiance
3. Excuse of absence (if necessary).
4. Additions, revisions, or consensus approval of the agenda
5. Citizen Comments (if any)
6. Consent Agenda
 - a. Approval of excused absences
 - b. Approval of the minutes of previous meeting
 - c. Approval of vouchers and payroll
7. Unfinished Business (Second Reading)
8. New Business (First Reading)
9. Considerations and Requests
10. Staff, Local Firefighter's Association

11. Correspondence
12. Commissioner Comments
13. Executive Session, if called for
14. Adjournment

The order of business may be suspended at any meeting by a majority vote of the Board.

Minutes

The Board Secretary or designee shall take minutes of all meetings of the Board of Fire Commissioners with the exception of executive sessions. Meeting minutes shall contain the following information:

- Members of the governing body present. If a member arrives late, this shall be noted in the minutes.
- Motions, proposals, resolutions, orders and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name, if not unanimous.
- The substance of any discussion on any matter.

Minutes of the preceding meeting shall be transmitted to the board along with the meeting agenda for the next regularly scheduled meeting. After approval of the minutes, they shall be maintained in both hard copy and electronic format, and posted on the District's website.

Personal Notes

The Board of Fire Commissioners may take personal notes during meetings. These notes are not considered public records if all of the following conditions are met:

- Are created solely for the government official's or employee's convenience or to refresh the official's or employee's memory;
- Are maintained in a way indicating a private purpose;
- Are not circulated or intended for distribution within agency channels;
- Are not under agency control; and
- Can be discarded at the writer's sole discretion.

Should there be any question regarding the inclusion of specific notes as public records, the Commissioner taking those notes should provide a copy of those notes to the Board Secretary for inclusion with the minutes of the meeting.

Attendance

Commissioners may ask to be excused for a subsequent meeting by advising the Board under Commissioner Comments, or by notifying the Chairperson, Board Secretary, or Fire Chief in advance. If the absent Commissioner is excused, it shall be noted in the minutes.

From time to time, a Commissioner may not be able to be physically present at a Board meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. In these cases, attendance by audio or videoconferencing is permitted. However, attendance by electronic means should be the exception and not the rule.

Voice and Video Conferencing

Commissioners may participate in regular or special meetings of the Board via voice or videoconferencing to the extent that the public can hear the member's input and the member can hear what is said at the meeting.

Participation in executive session via electronic means requires that the Commissioner can assure that he or she is in a secure location and is able to maintain confidentiality.

Quorum

Three members of the Board of Fire Commissioners will constitute a quorum for transaction of the Business of the District.

Voting

Votes will be recorded. Any member may request a vote be changed if such request is made prior to consideration of the next order of business. Members may abstain to the record, at the time of voting, a statement indicating the reason for the vote or the reason abstaining (e.g., conflict of interest).

Rules of Order

Meetings of the Board of Fire Commissioners follow specific rules of order that are supported by the following principles:

- Rules serve to establish a framework for orderly conduct of meetings
- Rules should be clear and user friendly to encourage participation of members of the Board and the public
- Rules should enforce the will of the majority while protecting the rights of the minority

The Board Chairperson should use the following general format for discussion of agenda items:

1. Announce the agenda item
2. Invite the appropriate individuals (e.g., Fire Chief, Board Secretary, other staff) to report on the item including recommendations
3. Ask if members of the Board have any technical questions for clarifications.
4. Invite a motion by a member of the Board on the agenda item
5. Determine if another member of the Board wishes to second the motion
6. If the motion is made and seconded, ensure that all members of the Board clearly understand the motion (e.g. the motion may be repeated by the Chair, the Board Secretary, or the member who made the motion)
7. Invite discussion of the motion by the Board
8. After discussion or if there is no discussion, take a vote by asking for “ayes” and “nays”. If a member chooses not to vote, they should indicate that they abstain.
9. Announce the result of the vote and announce what action the Board has taken (if any)

The current edition of *Robert's Rules of Order* serves as a reference for the rules of order as used by CPFR's Board of Fire Commissioners. Rules of order may be amended or the order of business suspended at any meeting by a majority vote of the Board.

Executive Sessions

An executive session is a portion of a meeting of the Board of Fire Commissioners that is closed, or limited to members of the Board and other people whose presence is necessary to conduct the business at hand. The Board's use of an executive session is limited to a narrow set of specific circumstances. In order to qualify for an executive section its purpose must meet one of the following provisions of RCW 42.30.

- Consideration of site selection or the acquisition of real estate, or to set the minimum price at which real estate will be offered for sale by lease or purchase when public knowledge regarding such consideration would cause a likelihood of a price impact (RCW 42.30.110(1)(b) and RCW 42.30.110(1)(c)).
- Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs (RCW 42.30.110(1)(d)).

- Receipt and evaluation of complaints or charges brought against a public officer or employee (RCW 42.30.110(1)(f)).
- Evaluation of the qualification of an applicant for public employment or the review of a District employee's performance (RCW 42.30.110(1)(g)).
- Evaluation of candidate qualifications for appointment to a vacant seat on the Board of Fire Commissioners (RCW 42.30.110(1)(h)).
- To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110(1)(i)).
- Collective bargaining sessions with employee organizations or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, or reviewing the proposals made in the negotiations or proceedings while in progress." (RCW 42.30.140(4)(a)).

Note: This list provides a brief overview of the requirements for convening of an executive session and is not a replacement for a more detailed review of RCW 42.30 prior to determination that use of an executive session by the Board is appropriate.

Executive Sessions may be called by the Chair during an official meeting in accordance with the provisions of RCW 42.30. In convening an Executive Session, the Chairperson shall announce:

- That the Board is going into Executive Session
- The statutory reason for the Executive Session
- That the public is excluded and that they should leave the room
- The time that the Executive session will be concluded (and the public may reenter the room)
- If Board action is expected following the Executive Session

An Executive Session may be extended to a stated later time by announcement of the presiding officer or his/her designee to those waiting outside the meeting room to reenter at its conclusion. Under no circumstance shall the Board ever take any action during an executive session; Board action may only occur during its meetings open to the public.

No minutes shall be recorded in executive session.

Recess & Adjournment

The meeting will be adjourned or recessed at any time by a majority vote.

Open Public Meetings Act (OPMA) Training

In compliance with RCW 42.30.205 the District provides OPMA training for elected officials within 90 days of their taking office and for appointed officials (e.g. Fire Chief, Deputy Chief, Finance Officer, and Board Secretary) within 90 days of appointment. Refresher training is required by statute every four years.

Board Communications

To ensure business communications submitted to and by the Board of Fire Commissioners comply with the *State Public Disclosure Act*, RCW 42.17, and the *State Open Meetings Act*, RCW 42.30, the following is set forth:

All letters, memoranda, and interactive computer communications involving Board members, the subject of which relates to the conduct of the Board or the performance of any District function, with few exceptions as stated by the Public Disclosure Act, are public records and shall be managed in accordance with the general requirements of *CPFR Policy 324-Public Access to District Records*. Copies of such letters, memoranda, and interactive computer communication may not be provided to the public or news media without the requesting party first filing a public disclosure request with the District.

As specified in *CPFR Policy 324-Public Access to District Records*, requests for District records by the public should be directed to the District's Public Records Officer. Any individual or entity making a request to a Board member for District documents should be directed to contact the District's Public Records Officer for a public document request form (use of this form is not required, but recommended to ensure that the District understands the nature and scope of the request).

In addition, the following specific provisions apply to communications to, from, and between Board of Fire Commissioners.

Written Communications

Written letters and memoranda received by the District, addressed to a Board member or the Board as a body, will be copied to all Board members, and a copy kept according to the District's Records Retention Schedule.

Electronic Communications

Informal messages with no retention value that do not relate to District conduct or performance of any District function, such as meeting notices, reminders, telephone

messages and informal notes, ordinarily do not constitute a public record. Users should delete these messages once their administrative purpose is served.

All other messages that relate to the functional District responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying; users may print a copy of the record and file it with the Fire Chief or his designee for keeping according to the District's Records Retention Schedule as specified in *CPFR Policy 324 – Public Access to District Records* or forward such e-mail messages to the Fire Chief or his designee for printing and filing according to the District's Records Retention Schedule.

E-mail communications intended for review by all five Board members, or a majority of them, whether concurrently or serially, must be considered in light of the Open Public Meetings Act. If the intended purpose of the e-mail is to generate a discussion that should occur at an open meeting, the electronic discussion should not occur.

E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" District business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail communications involving the District's attorney that are legally protected should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

E-mail between Board members and between Board members and staff shall not be transmitted to the public or news media without the requesting entity or person first filing a public disclosure request with the District.

Policy Making

Public policy determines services and service delivery levels provided to the community. Policies are created to guide decision-making. Establishment of policy generally evolves from a deliberative process and takes the form of a governing principle, plan, or course of action.

Policy making is one of the most important responsibilities of the Board of Fire Commissioners.

Legislative bodies are most effective and are most successful when they focus on strategic activities that guide the future of their communities. Whether it is called goal setting, strategic planning or futures planning, the process of assessing need and establishing priorities is a necessary function of local government.

Key Policies

Key policy making priorities include the District's:

- **Comprehensive Planning:** *These plans include the District's Strategic Plan, Long Term Financial Plan, Capital Facility Plan, and EMS Assessment Study (under development). Each plan is adopted by the Board of Fire Commissioners.*
- **Capital and Operating Budgets:** Budget documents provide short term fiscal policy direction for District operations.
- **Collective Bargaining Agreement and Employment Contracts:** The collective bargaining agreements between International Association of Firefighters Local 726 and OPEIU 8, and personal services contract between employees and the District define the terms of employment, salary, and benefits of represented and non-represented employees.
- **Standard Operating Policies:** Each of the District's policies contains a statement of Intent and Policy. These statements provide clear policy direction in support of procedural guidance.
- **Board of Fire Commissioners Resolutions:** Resolutions serve as a primary mechanism for the Board of Fire Commissioners to provide written documentation of major policy decisions.

Staff Roles & Responsibilities

The Fire Chief and Deputy Chief do not make policy decisions. However, they have *strong influence* on the policy-making process and its resultant decisions. For example, they propose budgets; oversee studies and analyses carried out by staff, and make policy recommendations to the Board of Fire Commissioners.

Proposed new policies shall be reviewed by the Fire Chief and may be reviewed by the District's Attorney prior to submittal to the Board for consideration.

Policy Adoption & Interpretation

Policies adopted and recorded in the minutes of the Board shall be regarded as official. Any formal motion or action, which amends or supplements existing policy, shall be called to the Board's attention before a vote to adopt is taken.

In the event of disagreement over the application, extent or interpretation of a policy, the conflict will be decided by a majority of the Board.

If a policy is found to be in conflict with state or federal law or the rules and regulations of a higher authority, such policy is automatically null and void without Board action.

Ethics and Conflict of Interest

The citizens served by Central Pierce Fire & Rescue are entitled to have fair, ethical, and accountable governance that has earned the public's full confidence for integrity.

Ethical Principles

Central Pierce Fire & Rescue's values of Commitment to Excellence, Respect, Trust(worthiness), Integrity, Competence and Professionalism, Compassion and Selflessness, provide a solid foundation for ethical behavior of all members. In addition to these core values, the Board of Fire Commissioners upholds the following fundamental ethical principles:

- Following the highest standards of public service, the Board, officers, and members will act to promote the public good and preserve the public's trust.
- In order to sustain a culture of ethical integrity, the Board, officers and members will conduct themselves in a manner that demonstrates civility and respect for others.
- In recognition of the importance of stewardship, the Board, officers and members will allocate and use public funds, property, and other resources in a responsible manner that takes into consideration both present and future needs of the community.
- The Board, officers, and members will undertake their duties in a fair and impartial manner, avoiding both conflicts of interest and the appearance of conflict.

While avoidance of conflict of interest is a fundamental ethical principle adopted by the Board of Fire Commissioners, this issue is also a matter of law and one of the most complex legal issues faced by the Board.

Conflicts of Interest

Fire Commissioners, the Board Secretary, and all District employees, are subject to the RCW 42.23 *Code of Ethics for Municipal Officers - Contract Interests*. This section of the Board Policy Manual should not be considered as an overview of common issues related to conflicts of interest and is not a definitive legal reference. Commissioners should refer to the relevant sections of the RCW and consult with the District's attorney as necessary to ensure compliance with legal requirements.

General Considerations

Conflict of interest laws are complex, but in general a Board member should not:

- Act on any matter in which he or she (or his or her family members) would stand to gain financially

- Accept any gifts or gratuities from any source because of his or her position as a Fire Commissioner

It is also imperative that each Board member remember it is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where a conflict of interest exists. Violations of the conflict of interest laws may result in significant penalties, including criminal prosecution.

Specifically Prohibited Conflicts of Interest

Specific Acts Prohibited by Washington Law (RCW 42.23.070)

- No Board Member may directly or indirectly use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No Board Member may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from any source except the District, for a matter connected with or related to the Board member's services with the District unless otherwise provided for by law. The Washington State Auditor's Office suggests asking, **"Would I be receiving this gift if I were not a Commissioner or employee of the District"** or "is this gift available to anyone who is not a Commissioner/employee or otherwise associated with the District". If the circumstances are such that the gift is offered because of Commissioner or employee status, in all likelihood it may create conflict of interest.
- No Board member may accept employment or engage in business or professional activity that the Board member might reasonably expect would require or induce him to disclose confidential District information to such business or employment interests.
- No Board member may disclose confidential information gained by reason of his/her Board position to any person or entity, nor may the Board member otherwise use such information for his/her personal gain or benefit.

Remote Interest

In circumstances where only a "remote interest" exists, after disclosure of the interest to other Board members and in the meeting minutes, the Board may approve the action to which a Board member has a remote interest, absent participation in the voting by the Board member with the remote interest, but only if the Board member refrains from any attempt to influence other Board members to approve the action.

Remote interests are deemed to be so minor that they do not constitute illegal conflicts of interest. Examples of remote interests are as follows:

- A non-salaried officer or member of a nonprofit corporation doing business or requesting money from the District. Therefore, being such an officer or member would not constitute a conflict.
- The landlord or tenant of a contracting party. For instance, a Board member may lease office space to a party that has a private interest in a public matter concerning the District without it resulting in a conflict of interest.
- The owner of less than 1 percent of the shares of corporation or a cooperative doing business with the District.
- Being reimbursed only for actual and necessary expenses incurred in performance of official duties.

Declaration of a Conflict

When a substantial conflict of interest exists, the District official must:

1. Refrain from voting or in any way influencing a decision of the other Board members; and
2. Declare that a conflict of interest exists, explain why it is a conflict, and have it made known in the official records of the District.

Should a situation arise where a majority of Board members or a majority of a quorum of those present at a Board meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevents the Board from acting as required by law in its official capacity, such action shall be allowed if the Board members with the apparent conflicts of interest make them known. In any event, such Board members should always strive to act in such instances solely in the best interests of the District.

District Legal Counsel Opinions

To understand the conflict of interest laws' effect on a Board member's actions, Commissioners should discuss the law and potential conflicts with the District's legal counsel or a private attorney. It is imperative that Board members identify in advance what their potential conflicts of interest relating to the District are or may be.

A Board member's request for an opinion from the District's legal counsel concerning a conflict of interest or potential conflict of interest is confidential and protected by the "attorney/client privilege". However, formal final opinions sought by a District representative from its legal counsel are a matter of public record and must be filed with the Fire Chief or his designee.

This filing requirement does not apply to verbal communications between Board members and the District's legal counsel. In all instances, Board members may also

seek advice regarding a potential conflict of interest from a private attorney, at their own expense. In such cases, no disclosure of that contact is required.

Filing of Disclosures

The Fire Chief or his designee should maintain a special file for all disclosures and legal opinions of conflicts of interest.

Additional reference: *CPFR Policy 205 – Reporting Improper Governmental Actions*

Interaction with District Staff

Overview

Given the formal chain of command that is typical of a paramilitary organization such as a fire district, inherent tension may result from fully open communication between the Board and other district members (employees and volunteers). The Board desires to foster open communication while maintaining the District's chain of command in order to facilitate effective and efficient operations to serve the community.

Fire Chief

The Board's role is to establish policy and define the District's priorities. It is the Fire Chief's obligation to implement those policies and priorities and to manage district operations on a day-to-day basis.

The Fire Chief is appointed by the Board to serve as the Chief Executive Officer (CEO) of the District and implement the policies and priorities of the Board of Fire Commissioners. The Fire Chief is responsible to the Board as a whole, rather than to individual Board members. Duties of the Fire Chief are specified in the District's Classification Specification for the position of Fire Chief and include, but are not limited to:

- Day to day management of District operations
- Budgeting and fiscal management
- Selection, promotion, and overall supervision of District employees and volunteers
- Negotiation with labor organizations representing District employees

Board Non-interference

The Board shall work through the Fire Chief when dealing with District operations of any kind or nature.

Under no circumstances, either directly or indirectly, shall a Board member become involved in, or attempt to influence, personnel matters that are under the direction of the Fire Chief, nor shall the Board be involved in, or seek to influence, the purchase of any supplies except in accordance with District procurement procedures.

Except for purposes of inquiry, the Board and each of its members shall deal with the District's operations of every kind and nature solely through the Fire Chief, the acting Fire Chief, or the Fire Chief's designee, and shall not give orders or provide direction to any subordinate of the Fire Chief.

Board of Commissioners / Fire Chief Relationship

The employment relationship between the Board and Fire Chief honors and respects the fact that the Fire Chief is the Chief Executive Officer of the District. All dealings with the Fire Chief, whether in public or private, should respect the authority of the Fire Chief in administrative matters. Board disagreements with the Fire Chief should be expressed in terms of policy rather than operational direction. The Board shall evaluate the Fire Chief on an annual basis to ensure both the Board and Fire Chief are in agreement about his performance and goals based upon mutual trust and common objectives.

Board Role

The Board retains the authority to accept, reject, or amend the Fire Chief's or District staff's recommendations on matters related to policy.

Board members must avoid intrusion into those areas that are the responsibility of staff. Individual Board members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Board as a whole. This is necessary and crucial to protect staff from undue influence and pressure from individual Board members, and to allow staff to execute priorities provided by management and the Board as a whole without fear of reprisal.

If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that Board member must prevail upon the Board to do so in open public meeting as a matter of Board policy.

Access to Information

The Fire Chief is the information liaison between the Board and District staff. Requests for information from Board members shall be directed to the Fire Chief who shall make every reasonable attempt to respond to all such requests promptly. Information requested by one or more Board members will be copied to all Board members so each may be equally informed. Sharing of information with the Board, and its individual members, is one of the Fire Chief's highest priorities.

Staff Roles

The Board recognizes the primary functions of the Fire Chief and District staff is to execute Board policy and implement actions authorized by the Board and to keep the Board informed in a meaningful fashion of District operations and issues. Staff, however, is obligated to take guidance and direction only from the Fire Chief and/or their superior officers. This direction follows the policy guidance of the Board. Staff is directed to reject any attempts of individual Board members to unduly direct or otherwise pressure them into making, changing, or otherwise influence how they

perform their job tasks, and to bring knowledge of such wrongful pressure to the attention of the Fire Chief who shall then address such conduct with the Board member in question or Board as a whole.

District staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Board members, provided that, in the judgment of the Fire Chief, the request is not of a magnitude, either in terms of workload or policy, which would require that it should be more appropriately assigned to staff through direction of the full Board.

Restrictions on Political Involvement of Staff

District staff formulates recommendations in compliance with Board policy for the good of the District, and strives not to be influenced by political factors. For this reason, it is very important to understand the restrictions of the staff's political involvement.

It is acknowledged, however, that by working for the District, staff members do not surrender their right to be involved in political activities. Employees may publicly express their personal opinions; register to vote; sign nominating or recall petitions; and vote in elections; District staff, however, are prohibited from engaging in political activity: during working hours; on District property; or using district property to advance their political agenda.

Budget Administration

Purpose

The budget is the financial plan developed to carry out the programs supporting the District's goals and objectives.

Responsibilities

The Board of Fire Commissioners shall review the District's strategic goals and capital projects plan and provide fiscal policy direction to the Fire Chief before development of the District's annual operations and capital budgets.

The Chief and District staff will be responsible for preparing a draft preliminary budget for review by the Board. The draft preliminary budget shall be prepared and submitted to the Board at a scheduled meeting in October or November. The Board shall hold a public hearing to facilitate transparency related to District finances and fiscal decision making prior budget adoption. The Board shall adopt the District's operations and capital budgets at a regularly scheduled meeting in November. The Fire Chief or designee shall submit the approved budget to the County Auditor prior to November 30th of each year.

Spending Limitations

Chiefs and Division heads are authorized to approve expenditures, provided they are within their division's approved budget.

Amendments

The District shall maintain a balanced budget. The Fire Chief and/or Finance Director may submit proposed budget amendments for board approval mid-year and again at year-end. In the event of unanticipated expenditures, the Chief may request that the Board authorize expenditure from the Commissioner Contingency Fund as needed.

Commissioner Contingency Fund

The Board has established a Commissioner Contingency fund as part of the annual budget to assist with unplanned/unbudgeted/under funded projects. All requests for appropriation from this fund must be presented to and approved by the Board. Requests for appropriation should be the exception, not the norm.

Reports

The Fire Chief shall ensure that the Board receives a monthly financial report and shall respond to requests of the Board for detailed financial reports in a timely manner.

Benefit Charge

The Law (RCW 52.18)

Fire Protection Districts in the State of Washington are authorized by laws in the Revised Code of Washington (RCW), specifically RCW 52.

RCW 52.18 Benefit Charge details the method of implementing and administering the Benefit Charge once it is passed by Fire District voters. Once voters authorize the Benefit Charge, the normal tax collection authority provided in RCW 52.16 drops from \$1.50 per thousand to \$1.00 per thousand of assessed valuation.

The law allows the benefit charge to consist of up to 60% of the operating budget. Between 2018 – 2021, the benefit charge ranged from 34% to 37% of the District's annual operating budget. The law also identifies authorized exemptions of the benefit charge.

Initial Benefit Charge – Six-year term that requires super majority approval.

Continued Imposition – May be brought to voters as 6-year or 10-year renewal by majority vote, or as permanent benefit charge that requires super majority approval.

Any interruption in the continuance of a benefit charge requires super majority approval.

The annual BC collection amount must be established each year for the following year by Resolution of the Board of Commissioners prior to November 30th.

RCW 52.18 – 2017 Updates (Section 5) - Changes to exemptions will need to be addressed at successful reauthorization for 2023.

History

The District residents voted in 1990 on a plan to reduce the District's dependence on uncertain property tax revenues in exchange for a Benefit Charge. The vote was affirmative and a Benefit Charge was routinely implemented for the calendar years of 1991 to present. The voters re-authorized an extension of the Benefit Charges in 1996, 2001, 2006, 2011, and 2016. The current BC requires reauthorization at six years in 2022, but can be brought to the voters early. If approved by the voters early than six years, the term resets to the timeframe approved in that ballot measure.

The Benefit Charge is a voter approved funding source which pays for day-to-day operations of the fire district such as salaries, equipment, fuel and utilities. The BC supplements the regular Fire Levy which was established back in the 1930's.

This is not a per-call charge and it is not based on assessed value of property. It is based on the combined square footage of improvements and property classification by the county.

The District reestablished the Benefit Charge Program in 2021 by Resolution No. 21-04.

Collection

The benefit charge is collected as part of, and along with, regular property taxes via tax statements issued by Pierce County Assessor-Treasurer. It is noted on the tax statement in a separate category and usually labeled as "(Fire) Benefit Charge". Collection is managed by Pierce County but the right to determine the amounts falls with the district. In almost all circumstances, any deviations from the determined amounts must be authorized by the district.

Data Management

The District contracts annually with Interface Systems LLC to provide data from the Pierce County Assessor-Treasurers Office. The Executive Assistant is responsible for managing the program in-house.

Compensation & Benefits

Reimbursement for Expenses

Commissioners shall be compensated for expenses incurred while working or attending meetings for the District. The following rules shall be applied:

Expenses for such activities will be reimbursed in accordance with *CPFR Policy 306 – Advanced Travel Payment and Reimbursement*.

- Members are to report to the Board on their attendance at meetings for which reimbursement is received.

Compensation for Services Performed

Per RCW 52.14.010, a member of the Board shall receive compensation for each day or portion thereof for services performed as a member of the governing body.

Approval for services performed shall meet the following criteria:

- Board packet review – official meetings of the Board (Regular, Special, Emergency)
- Attendance at official meetings of the Board
- Attendance at district Committee meetings by the Commissioner assigned to serve as the Board representative
- Attendance at events, conferences or association meetings where the Commissioner has been assigned to represent the district by the Board Chair or designee
- Attendance at Washington Fire Commissioners Association, National Association of Fire Officials, Commissioner Training Conferences and Seminars
- Functioning in formal and informal meetings as the CPFR appointee to the Board of Directors for SS911,
- Other meetings and/or committees agreed to by a majority of the Board Members.
- Request for compensation of services performed shall include the date the service was performed, and the purpose of the service.
- All requests shall be signed by the member requesting compensation and included in the monthly register of paid bills.

Educational Goal

It is the intentions of the Board to keep members informed of all pertinent information relative to the fire service and changes in fire district laws. As such Commissioners are encouraged to be active participants in the Washington Fire Commissioners Association and attend training programs related to fire district issues. The Board may direct the Secretary to prepare Training and Travel Requests as necessary for Commissioner's participation in training activity as specified in *CPFR Policy 603 - Operational Training*.

Travel

Board members shall be reimbursed for travel expenses to activities that are of direct benefit to the District that have been approved by the Board consistent with *CPFR Policy 306 – Advanced Travel Payment and Reimbursement*.

Uniform Issue/Clothing Allowance

Each commissioner will receive annual uniforms or on an as-needed basis due to normal wear and tear.

Uniforms will be kept clean and in presentable condition when worn.

Shirts and/or blouses shall be Port Authority brand or current department-issued brands only, with the department name and Commissioner name embroidered on the left chest area. Shirts shall be a button up in either short or long sleeves. The color shall be Dark Blue in color. The shirt can also be worn with the Commissioner's years of service pins when desired.

Pants shall be black and manufactured by Red Kap or by the current manufacture as chosen by the District. A black presentable dress belt will be worn with the pants and are at the commissioner's own expense.

Commissioners will be issued a District baseball-style ball cap with the District name embroidered on it. Pins, of any type, shall not be worn on District caps.

Commissioners will be issued a District jacket in black with the District name embroidered on it. Commissioners shall not wear a badge on District jackets.

Commissioners shall wear black socks and black dress shoes or acceptable black tennis style shoes that are clean and presentable to regular meetings. Footwear is at the Commissioner's own expense, and not issued by the department.

Commissioners shall also be issued a black sport coat, with District name embroidered on the left chest area above the pocket. A District issued name tag will also be issued and clipped onto the pocket top just below the embroidered District name. These sport coats will only be worn on special occasions when out in the public and must be worn with the black uniform pants and black dress shoes only. Tennis shoes will not be acceptable when wearing the sport coat.

No other clothing will be allowed without a vote and approval of the majority of the Board of Commissioners and the department.

Scarfs, Ascots, and Bandanas are not authorized when wearing District uniforms.

Commissioners will be well groomed and clean and free from hygiene deficiencies.

Insurance

The Commissioners shall be included as named insured's on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with separate legal counsel and indemnification subject to the following conditions:

- The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
- The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner.

Liability

The District and its representatives must always approach its/their responsibilities in a thoughtful and professional manner that is mindful of the consequences of any intended action and which seeks to reduce risk to all involved.

Personal Liability

It is important to note that violations of certain laws and regulations by individual Board members may result in the member being personally liable for damages which are not covered by the District's insurance. Examples include acts deemed "intentional" such as discrimination, harassment, assault, and/or fraud.

One of the best ways for a Board member to avoid such liability is to always act in a manner which: is respectful to others; which is non-discriminatory and treats all according to the same standards; and which is in accordance with District policy.

Liability Protection Procedure

The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner under the District policy.

- The matter shall be referred to the District's attorney for investigation and review.
- The District's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.
- The District's attorney shall report to the Board of Commissioners in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.

The Board of Commissioners shall make the final determination based on the report and investigation of the attorney.

Legal Counsel

Advice of Counsel

The Board can obtain legal counsel for legal advice when needed.

Authorization to Seek Counsel

Board Members, Fire Chief and the Board Secretary are authorized to seek legal counsel for District issues. Within budgetary limits, the Fire Chief is authorized to seek legal counsel for routine district legal matters such as review of guidelines or procedures, labor relations, and other personnel issues.

The Fire Chief shall make a recommendation to the Board regarding selection of the District's general legal counsel and specialized legal services.

The District's general legal counsel is the legal advisor to the Board, the Fire Chief, and all District employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the District. The general legal responsibilities of the District legal counsel are to:

- Provide legal assistance necessary for formulation and implementation of policies and projects;
- Represent the District's interests, as determined by the Board, in litigation, administrative hearings, negotiations, and similar proceedings;
- Prepare or approve as to form resolutions, regulations, contracts, and other legal documents to best reflect and implement the purposes and intentions of the Board.

The District may use alternate legal counsel related to labor relations or other specialized areas of the law as necessary.

Inventory & Surplus Property

Inventory

The District shall maintain a formalized program of accountability and controls over all inventories of furniture, fixtures and equipment. The purpose of the inventory is to ensure effective and efficient management of the District's physical resources.

Surplus Property

As necessary, the Fire Chief shall make recommendation to the Board of Fire Commissioners when property in inventory is no longer needed by the District or is no longer serviceable. Based on this recommendation, the Board may declare the property surplus.

Surplus property shall be disposed of according to RCW 39.33.010 and/or District policy. Surplus items may not be purchased by Commissioners, Fire Chief, or member administering the sale to avoid conflict of interest.

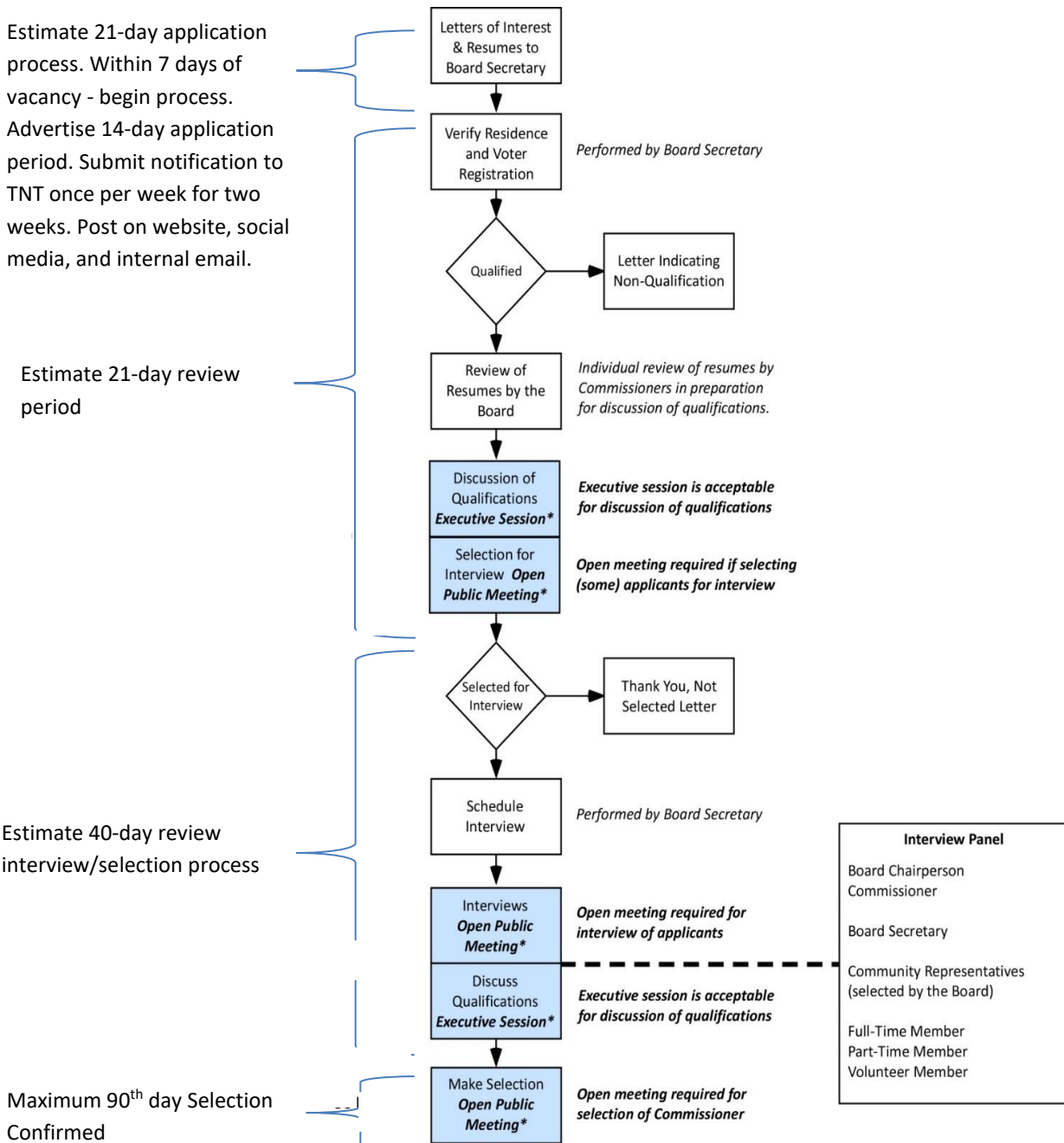
Surplus property that is no longer serviceable may be disposed of by District policy.

New Board Member Orientation

The Board of Fire Commissioners, Secretary to the Board, and Fire Chief shall assist each new member-elect to understand the Board's functions, policies and procedures before taking office. The following methods shall be employed:

- The member-elect shall be invited to attend and participate in meetings prior to being sworn in.
- The Chief shall provide material pertinent to meetings and be responsive to questions regarding said material.
- The member-elect shall be invited to meet with the Fire Chief and other administrative personnel to discuss services each performs for the Board.
- The Chief will give each member-elect copies of the Board Policy Manual, District Standard Operating Guidelines, and a copy of the laws relating to fire protection districts.

Appendix A-Commissioner Selection & Appointment Process



* RCW 42.30.110, 1, (h): To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public

Appendix B-Oath of Office

Fire Commissioner

I, _____do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of Fire Commissioner of Central Pierce Fire & Rescue; that I will support the Constitution and laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

District Secretary

I, _____do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of District Secretary of Central Pierce Fire & Rescue; that I will support the Constitution and laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.



Board Meeting Agenda Item Summary

Agenda Date March 11, 2024

Item Title: Executive Employment Agreement – D. Morrow, Fire Chief

Attachments: Executive Employment Agreement – D. Morrow, Fire Chief

Submitted by: Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

I move to approve the Executive Employment Agreement for Fire Chief, Dustin Morrow.

SUMMARY:

As the final part of moving all personnel off of personal service contracts and moving to Executive Employment Agreements for the Executive Leadership Team, I present to you the finalized version of the proposed agreement for Chief Morrow.

I will be at the meeting on March 11th to answer any questions you may have.

Thank you.

FINANCIAL IMPACT:

- None - Budgeted

**EMPLOYMENT AGREEMENT BETWEEN
CENTRAL PIERCE FIRE & RESCUE
AND DUSTIN MORROW**

This Employment Agreement (hereinafter, the “Agreement”) is made and entered into by and between Central Pierce Fire & Rescue (or “CPFR”) and Dustin Morrow (hereinafter, “Morrow”).

CPFR desires to continue employing Morrow as its Fire Chief and Morrow has agreed to continue serving in this capacity under the terms and conditions set forth in this Agreement. Therefore, in consideration of mutual commitments and obligations of the parties set forth below, the parties agree as follows:

1. Duties and Responsibilities

- 1.1 Title. CPFR will continue to employ Morrow as its Fire Chief and Morrow hereby accepts such employment upon the terms and conditions set forth in this Agreement. Effective March 15, 2024, this Agreement shall govern the parties’ employment relationship.
- 1.2 Duties. Morrow shall have and agrees to perform in good faith, the duties and responsibilities of Fire Chief. As such, Morrow shall be responsible for general supervision and management of the affairs of CPFR under the direction of the Board of Commissioners, and shall perform such other duties and responsibilities as may be assigned from time to time by the Board of Commissioners. The duties and responsibilities of the Fire Chief shall include but are not limited to those listed in the job description, which job description may be amended from time to time by CPFR.
- 1.3 Devotion of Time and Effort. Morrow shall devote Morrow’s full time, energies, interests, and abilities to the performance of the duties and responsibilities of the Fire Chief and shall not engage in any activities that conflict with or interfere with the performance of this Agreement. The minimum work week shall be forty (40) hours per week plus any additional work time reasonably required to discharge the duties and responsibilities of the office of Fire Chief.
- 1.4 Personnel Policies. All CPFR personnel policies, as they now exist or hereafter may be amended, shall apply to the Fire Chief position to the same extent they apply to other exempt, non-represented employees, provided that in the event of a conflict between this Agreement and a personnel policy, the terms of this Agreement shall govern.

2. At-Will Employment

To maintain organizational flexibility and responsiveness to community needs, Morrow's employment status with CPFR is "at-will." This allows either party to terminate the employment agreement at any time, with or without Cause, as outlined in Section 5 of this Agreement.

3. Compensation

- 3.1 Base Annual Salary. As compensation to Morrow for services rendered to CPFR as its Fire Chief, Morrow shall be paid a base annual salary pursuant to the Board approved Executive Leadership pay schedule, payable in accordance with CPFR's regular payroll periods and procedures. The position of Fire Chief is exempt from overtime requirements under state and federal law, and Morrow therefore shall not be eligible for overtime pay. Future adjustments to Morrow's salary may be made at the discretion of the Board of Commissioners based on a review of CPFR policy, CPFR's financial condition, the labor market for comparable positions, the compensation provided to other employees and employee groups within CPFR, Morrow's performance, and such other considerations as the Board may deem relevant.
- 3.2 Deferred Compensation. Morrow shall have various options for deferred compensation as set forth in Policy 3.45 (Common Benefits for Executive Leadership Policy), which may be amended and updated from time to time to reflect current offerings.

4. Benefits

- 4.1 Morrow shall be entitled to health insurance coverage, paid leave, and other fringe benefits on the same terms and conditions as those benefits are provided to other exempt, non-represented employees of CPFR and provided that such benefits are consistent with the organizational goals of CPFR. Insurance benefit offerings shall be as set forth in Policy 3.45, as amended from time to time.
- 4.2 Post-Retirement Medical – Morrow will be allowed to receive the post-retirement medical benefit provided in Resolution 13-01, provided they file for retirement with the Department of Retirement Services at the time of their departure.
- 4.3 Morrow shall accrue vacation at the 25+ years rate (280 hours annually, 23.34 hours monthly)
- 4.4 Morrow shall earn longevity at the 30+ years rate, 13% of current salary

5. Termination

In light of their at-will employment relationship, either party may elect to terminate the employment relationship at any time, with or without Cause or reason, provided that the following terms shall apply based on the circumstances of such termination:

- 5.1 Termination for Cause. CPFR may terminate this Agreement and Morrow's employment at any time for "Cause." For purposes of this Agreement, Cause shall include Morrow's: (i) commission of clearly dishonest act(s) toward CPFR, such as fraud, misappropriation, embezzlement of funds, or other material act of dishonesty related to their employment; (ii) commission of any willful or grossly negligent act that results in financial or reputational harm to CPFR; (iii) refusal or failure to follow any lawful directive of the Board of Commissioners; (iv) material violation of CPFR policy, including but not limited to policies prohibiting unlawful discrimination, unlawful harassment, or unlawful retaliation in employment; (v) failure to perform their duties under this Agreement at a satisfactory level as determined by the Board of Fire Commissioners, provided that Morrow has been given notice and at least sixty (60) days to cure an alleged performance deficiency or deficiencies; or (vi) commission of a felony or any crime of moral turpitude. In the event of Morrow's termination for Cause, Morrow shall be paid only their base salary through the termination date and any leave cash-outs due under applicable CPFR policy.
- 5.2 Resignation/Retirement. Morrow may terminate this Agreement and Morrow's employment by providing a minimum of thirty (30) days' written notice to the Chair of the Board of Commissioners of their intent to resign or retire. Unless caused by circumstances beyond their control that Morrow could not reasonably foresee, failure to provide the minimum notice of a resignation or retirement will result in a reduction in Morrow's final vacation/holiday balance by the number of days/hours that Morrow would have been expected to work had adequate notice been provided (resulting in a reduced balance to be cashed out upon separation). In the event of their resignation or retirement, Morrow shall be paid only: (i) their base salary earned through the final day of employment; and (ii) any leave cash-outs due under applicable CPFR policy, subject to adjustment for lack of adequate 30-day advance notice.

Because CPFR would benefit from a greater period of advance notice of Morrow's resignation or retirement, CPFR will provide an enhanced sick leave cash-out for greater notice, as follows: (i) if at least six (6) months' notice is provided, Morrow shall be entitled to cash out fifty (50%) percent of their sick leave balance as of the separation date; (ii) if at least twelve (12) months' notice is provided, Morrow shall be entitled to cash out seventy-five (75%) percent of their sick leave balance as of the separation date; and (iii) if at least eighteen (18)

months' notice is provided, Morrow shall be entitled to cash out one-hundred (100%) percent of their sick leave balance as of the separation date.

- 5.3 Death; Disability. CPFR may terminate this Agreement and Morrow's employment upon Morrow's death or Disability. For purposes of this Agreement, Disability shall mean Morrow's inability to perform the duties and responsibilities of Fire Chief for more than four (4) months, continuously or intermittently, within any consecutive twelve (12)-month period. In the event of a termination due to death or Disability, Morrow (or their estate) shall be paid: (1) their regular salary earned through the final day of employment; and (2) all leave cash-outs due under applicable CPFR policy. Additional benefits and compensation may be available under CPFR or third-party disability or other benefit programs.
- 5.4 Termination by CPFR Without Cause and With Twelve (12) Months' Advance Notice. CPFR may terminate this Agreement and Morrow's employment without Cause by providing written notice to Morrow at least twelve (12) months prior to the designated termination date. Upon separation following such notice period, Morrow will be entitled to receive their regular salary through the separation date and all leave cash-outs due under applicable CPFR policy. Notwithstanding CPFR's provision of notice pursuant to this Subsection 5.4, an earlier termination may be implemented pursuant to Subsections 5.1, 5.2, 5.3, or 5.5, in which case the applicable subsection shall govern the termination.
- 5.5 Termination by CPFR Without Cause and With Less Than Twelve (12) Months' Advance Notice. CPFR may terminate this Agreement and Morrow's employment without Cause at any time by providing written notice, provided that if CPFR provides less than twelve (12) months' advance notice of such termination, Morrow shall be eligible for severance pay in accordance with this Subsection 5.5. Specifically, if CPFR terminates employment without Cause upon less than twelve (12) months' notice, Morrow shall be entitled to receive one (1) month of severance pay for every full year of employment with CPFR, up to a maximum of twelve (12) months of severance pay. Such severance pay shall be in addition to payment of Morrow's regular salary through the separation date and cash-out of accrued leaves per applicable CPFR policy. Payment of any severance pay under this Agreement is conditioned on: (i) Morrow signing and not revoking a separation agreement and comprehensive release of claims in a form and substance acceptable to CPFR; and (ii) Morrow's cooperation in working with CPFR to effect an orderly transition, as determined by CPFR, during the period preceding the separation date. Severance pay, if due under this Agreement, will be paid on an installment basis following the separation date consistent with CPFR's regular payroll periods.

6. Performance Standards and Evaluation

Morrow will be evaluated on their job performance and ability to meet goals and objectives established by the Board of Commissioners. The evaluation process will be conducted by the Board of Commissioners on an annual basis or when otherwise deemed appropriate by the Board of Commissioners.

7. Expenses

CPFR shall reimburse Morrow for reasonable and necessary business expenses incurred in the performance of the duties and responsibilities set out in this Agreement upon submission of appropriate documentation in accordance with CPFR policy and practices.

8. Integration/Entire Agreement

This Agreement, and the policies incorporated by reference herein in the Agreement, constitute the entire agreement between the parties. This Agreement supersedes all prior oral or written agreements or understandings between the parties with respect to the subject matter of this Agreement. No waiver, alteration, or modification of any of the provisions of this Agreement will be binding unless in writing and signed by duly authorized representatives of the parties. To the extent that any provisions of this Agreement conflict with those of any other agreement or policy, the terms in this Agreement will prevail.

9. Other Terms and Conditions

- 9.1 Any notice to CPFR under this Agreement shall be furnished in writing by Morrow to the Chair of CPFR's Board of Commissioners. Any notice to Morrow under this Agreement shall be furnished in writing by CPFR. All such notices must be sent by first-class mail, electronic mail, or delivered in person.
- 9.2 CPFR may fix any other terms and conditions of employment as it may determine from time to time relating to the performance of Morrow, provided such terms and conditions are not inconsistent or in conflict with the provisions of this Agreement; CPFR policies, procedures or resolutions then in effect; or any other laws.
- 9.3 This Agreement is personal to Morrow and cannot be assigned to any other person.
- 9.4 This Agreement shall be binding upon and inure to the benefit any successor of the CPFR.
- 9.5 This Agreement shall be interpreted, construed, and applied according to the laws of the State of Washington.

- 9.6 All captions and Section headings used in this Agreement are for convenient reference only and do not form a part of this Agreement.
- 9.7 The failure of either party to insist upon strict performance of any term of this Agreement shall not impact that party's right to insist upon strict performance at a later time.
- 9.8 Should a court of competent jurisdiction find that any provision of this Agreement is unenforceable, such provision shall be deemed severable or shall be modified to conform with this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect.
- 9.9 Each party has had the opportunity to consult with counsel in connection with the negotiation, execution and delivery of this Agreement. Each of the provisions of this Agreement has been reviewed and negotiated and represents the combined work product of both parties hereto. No presumption or other rules of construction which would render the provisions of this Agreement in favor of or against the party preparing the same will apply in connection with the construction or interpretation of any of the provisions in this Agreement.

10. Counterparts.

This Agreement may be executed in counterparts, and each counterpart will have the same force and effect as an original and will constitute an effective, binding agreement on the part of each of the undersigned.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date indicated below.

CENTRAL PIERCE FIRE & RESCUE

DUSTIN MORROW

Matt Holm
Chair, Board of Commissioners

Dustin Morrow
Fire Chief

ATTEST:

District Secretary

Human Resources Director



Board Meeting Agenda Item Summary

Agenda Date March 11, 2024

Item Title: Revised Appendix A – 726 Non-Uniformed

Attachments: Revised Appendix A – 726 Non-Uniformed

Submitted by: Suzi Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"I move to approve the Revised Appendix A for the 2024 Salary Schedule for 726 Non-Uniformed".

SUMMARY:

When the Appendix A was created for 2024, the 4.5% contractual increase was applied to all classifications. It was missed that the rate for the Shop Supervisor is a percentage above the Shop Lead (6%), so the wrong rate was calculated. The changes are highlighted in green on the attachment.

This revision will fix that error and it will be applied retroactively to January 1, 2024.

I will be at the meeting on March 11th to answer any questions you may have.

Thank you.

FINANCIAL IMPACT:

The correct rate was budgeted.

Central Pierce Fire & Rescue
Local 726 Non-Uniformed Bargaining Unit
Appendix A - 2024 Salary Schedule

Revised

January 1, 2024 through December 31, 2024

4.5% Base Increase

Position	Monthly Salary	Annual Salary	40 Hr/Wk Hourly
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Shop Division				
Mechanic		Monthly	Annual	Hourly
	Step A	\$ 7,309	\$ 87,708	\$ 42.17
	Step B	\$ 8,040	\$ 96,480	\$ 46.39
	Step C	\$ 8,844	\$ 106,128	\$ 51.03
Lead Mechanic		Monthly	Annual	Hourly
	Step A	\$ 8,214	\$ 98,568	\$ 47.39
	Step B	\$ 9,036	\$ 108,432	\$ 52.14
	Step C	\$ 9,940	\$ 119,280	\$ 57.35
Shop Supervisor (+6% of Lead Mechanic)		Monthly	Annual	Hourly
	Step A	\$ 8,707	\$ 104,484	\$ 50.24
	Step B	\$ 9,579	\$ 114,948	\$ 55.27
	Step C	\$ 10,537	\$ 126,444	\$ 60.80
Part-Time Mechanic		Hourly		
	Step A			\$ 42.17
	Step B			\$ 46.39
	Step C			\$ 51.03

Maintenance Division					
Facilities Lead		Monthly		Annual	Hourly
		Step A	\$ 7,524	\$ 90,288	\$ 43.41
		Step B	\$ 8,277	\$ 99,324	\$ 47.76
		Step C	\$ 9,105	\$ 109,260	\$ 52.53

Facilities Maintenance Technician		Monthly	Annual	Hourly
	Step A	\$ 6,931	\$ 83,172	\$ 39.99
	Step B	\$ 7,625	\$ 91,500	\$ 44.00
	Step C	\$ 8,388	\$ 100,656	\$ 48.40

Landscape & Maintenance Worker		Monthly	Annual	Hourly
	Step A	\$ 5,345	\$ 64,140	\$ 30.84
	Step B	\$ 5,880	\$ 70,560	\$ 33.93
	Step C	\$ 6,468	\$ 77,616	\$ 37.32

Information Technology Division				
Helpdesk Supervisor		Monthly	Annual	Hourly
	Step A	\$ 9,460	\$ 113,520	\$ 54.58
	Step B	\$ 10,406	\$ 124,872	\$ 60.04

Step C	\$ 11,447	\$ 137,364	\$ 66.05
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Network Systems Specialist Systems Administrator			
	Monthly	Annual	Hourly
Step A	\$ 7,810	\$ 93,720	\$ 45.06
Step B	\$ 8,591	\$ 103,092	\$ 49.57
Step C	\$ 9,451	\$ 113,412	\$ 54.53

IT Technician			
	Monthly	Annual	Hourly
Step A	\$ 6,396	\$ 76,752	\$ 36.90
Step B	\$ 7,036	\$ 84,432	\$ 40.60
Step C	\$ 7,740	\$ 92,880	\$ 44.66

Prevention & Education Division			
Public Educator			
	Monthly	Annual	Hourly
Step A	\$ 6,761	\$ 81,132	\$ 39.01
Step B	\$ 7,438	\$ 89,256	\$ 42.92
Step C	\$ 8,182	\$ 98,184	\$ 47.21

Deferred Comp

No match required

Monthly

4.5% of employee base wage, or \$400 -
whichever is higher

Longevity Schedule**

5-9 years = 2% of current monthly wage
 10-14 years = 4% of current monthly wage
 15-19 years = 6% of current monthly wage
 20-25 years = 8% of current monthly wage
 25-29 years = 10% of current monthly wage
 30+ years = 12% of current monthly wage

Shop and Maintenance Divisions Only

Information Technology Division Only

Tool Allowance## - \$400/year for FT, \$150/year for PT

Work Boot Reimbursement## - \$350/year

VEBA - \$184 per month, \$92 EE only

Medical Cap - 100% for 2023

Holiday Accrual - 120 hours annual

Sick Leave Accrual - 17 hours per month

On-Call Premium## - \$125/month

Shop Division

Special Certification Incentive Pay

Fire Apparatus Tech 1 - 0.5% of monthly base salary

Fire Apparatus Tech 2 - 0.5% of monthly base salary

Fire Apparatus Tech 3 - 0.5% of monthly base salary

Ambulance Tech 1 - 0.5% of monthly base salary

Ambulance Tech 2 - 0.5% of monthly base salary

Ambulance Tech 3 - 0.5% of monthly base salary

Initials

Reviewed By

Date

Fire Chief

Union Pres

HR Director

Chairman Brd

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

	Hourly	OT
Acting Pay as Lead Mechanic - Step A	\$ 5.22	\$7.84
Acting Pay as Lead Mechanic - Step B	\$ 5.75	\$8.63
Acting Pay as Lead Mechanic - Step C	\$ 6.32	\$9.48



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Retirement: Eric McNealley & Rich Dyer Resolution 13-01 Eligibility

Attachments: Resolution 13-01

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 the early retirement notice of Eric McNealley and Rich Dyer as two of the ten (10) individuals approved for 2024 as it pertains to Resolution 13-01- Retiree Medical."

SUMMARY:

After substantial careers with the District, Eric McNealley and Rich Dyer are retiring. Both individuals have provided early notice of their retirement, and meet the age requirement, and length of service requirements as outlined in Resolution 13-01- Retiree Medical. Staff recommends that the Board approve their eligibility as two of the ten (10) individuals for 2024 as it pertains to Resolution 13-01- Retiree Medical.

FINANCIAL IMPACT:

Per Resolution 13-01.

**CENTRAL PIERCE FIRE & RESCUE
PIERCE COUNTY FIRE PROTECTION DISTRICT NUMBER SIX**

RESOLUTION NO. 13-01

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR PIERCE COUNTY FIRE DISTRICT NO. 6, AMENDING RESOLUTION NO. 11 - 20 WHICH MODIFIED THE RETIREE MEDICAL BENEFIT FOR LEOFF 2 EMPLOYEES.

WHEREAS the Board of Fire Commissioners finds it in the best interest of the District and its employees to establish a retiree medical benefit for LEOFF personnel, and

WHEREAS the Board of Fire Commissioners recognizes that medical plan expenses has increased substantially and this expense has affected the ability of LEOFF 2 employees to retire prior to Medical eligibility, and

WHEREAS the District has determined that replacing employees at retirement age with new employees provides a cost savings that can be shared with retirees by establishing a retiree medical benefit, and

WHEREAS, on December 8th, 2008, the Board of Fire Commissioners adopted Resolution No. 08-19 establishing a retiree medical benefit for LEOFF 2 personnel, and

WHEREAS, on December 14th, 2009 the Board of Fire Commissioners amended Resolution No. 08-19 with Resolution No. 09-26 to provide for Board discretion in approving exceptional cases which are in the best interest of the District and its employee, and

WHEREAS, on May 9th, 2011, the Board of Fire Commissioners amended Resolution No. 08-19 and Resolution No. 09-26 with Resolution 11-02 to provide further clarification on the rules of the Retiree Medical Benefit, and

WHEREAS, on December 27th, 2011, the Board of Fire Commissioners amended Resolution No. 11-02 with Resolution no. 11-20 changing the 2011 cap from \$510.00 to \$515.12;

WHEREAS, the Board of Commissioners now wishes to amend Resolution No. 11-20 as outlined below;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for Pierce County Fire Protection District No. 6, that the District establish a Retiree Medical Benefit with the following rules:

1. Only LEOFF 2 employees are eligible for this benefit.
2. Employees must be at least 53 years old on their date of retirement, and have worked with CPFR for a minimum of 20 years.
3. If an employee gives notice to the District, and then does not retire, retiree medical benefit will be forfeited forever for said employee.
4. This retiree medical program will end after 12 years, upon employee's eligibility for Medicare or employee turns age 65, whichever occurs first.
5. Employees wishing to retire must notify the District by October 1st of the previous year. Employees must retire during the second quarter of the following year (April 1 – June 30).
6. Effective March 1, 2013, the monthly VEBA payments of \$530.77 will be placed in to the retiree's account each month. The monthly payment amount of \$530.77 will increase each calendar year with an annual inflator of 7.5% (compounding annually).
7. If an employee continues to work beyond their 59th birthday, their retiree medical benefit level will drop ten percent (10%) each year (compounding annually).
8. Exceptions to the timeframes for notification and retirement will be considered on a case-by-case basis and, if deemed to be mutually beneficial to the employee and to the District, may be approved by the Board of Fire Commissioners.
9. The District may limit this benefit to ten (10) employees per year. If more than ten (10) employees give written notice in one year, employees with the highest combined years of age and employment with CPFR will have priority.

Retirees John Barkas and Dale Stutesman will receive a flat rate contribution of \$600 per month into their VEBA account.

If a national medical plan becomes available with similar/like coverage, retirees will be moved to that program.

If the District changes medical plans, the District and Union must agree on the new medical plan provider and benefit amount. The District also agrees to meet and confer with the Union prior to making changes to the plan for future retirees.

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 6 ON January 28, 2013, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND 4 WERE PRESENT AND VOTING.

Bob Willis, Chairman

Larry Nelson, Commissioner

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bill Eckroth, Commissioner

Tanya Robacker, District Secretary



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Property Purchase- 10923 54th St. E., Puyallup, WA

Attachments: Purchase and Sale Agreement

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 the Fire Chief to sign and execute the Purchase and Sales Agreement for the real property located at 10923 54th St. E. as presented."

SUMMARY:

Staff have been working with the City of Puyallup to come to terms whereby the property will be sold to the District in the amount of \$195,000.00. All fees for the seller and buyer will also be paid by the District.

The Fire Chief is seeking signing approval for the purchase and sale agreement, along with authorization to close the real estate transaction.

FINANCIAL IMPACT: \$195,000.00. Budgeted in account # 3017029422-56101

REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT (this “Agreement”) is entered into as of _____, 2024, between the City of Puyallup, a Washington State municipal corporation (“Seller”), and Central Pierce Fire and Rescue, a Washington State special purpose municipal corporation (“Buyer”).

I. RECITALS

A. Seller is the owner of certain improved real property located at 10923 54TH ST E, Puyallup, WA, comprised of a parcel of land commonly known as Pierce County Parcel Nos. 0420222035 and legally described on Exhibit A attached hereto (the “Real Property”).

B. This Agreement sets forth the rights and obligations of Seller to sell, convey, and assign the Real Property to Buyer and Buyer to acquire all right, title and interest in Seller’s real property under the terms and conditions set forth herein below.

II. AGREEMENT

For valuable consideration, the receipt and sufficiency of which is acknowledged, Seller and Buyer agree as follows:

1. **Property.** Seller agrees to sell and convey to Buyer and Buyer agrees to purchase from Seller, subject to the terms and conditions set forth in this Agreement, the following:

1.1 **Land.** Those certain parcels of real property located in the City of Puyallup, Pierce County, Washington, more particularly described in Exhibit A attached to this Agreement, together with any mineral, oil, gas, hydrocarbon substances, development rights, air rights, water rights, and water stock owned by Seller relating to the Real Property; any easements and rights of way owned by Seller that are appurtenant to the real property and any improvements on the real property, and any appurtenance, or the operation, use or enjoyment of any of the foregoing, all lawful rights of Seller in and to streets, sidewalks, alleys, driveways, parking areas, and areas adjacent thereto or used in connection therewith and any land lying in the bed of any existing or proposed street adjacent to such land (collectively the “Land”);

1.2 **Improvements.** Any and all buildings, fixtures, structures, landscaping, and any such other improvements located upon the Land (the “Improvements”);

1.3 **Personal Property.** N/A;

1.4 **Plans, Permits and Contracts.** Any surveys of, and environmental reports with respect to, the Land; any plans, specifications, engineering drawings, and prints relating either to the construction of the Improvements or to any future development and expansion of existing Improvements (the “Plans”); all keys for the Property, identified by lock; copies of any material historical books and records of Seller relating to the ownership and operation of the Property; any licenses and permits pertaining to the Property, to the extent assignable, (the “Permits”); any current

Real Estate Purchase and Sale Agreement

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warranties upon the Improvements; such current service, maintenance, management and operating agreements affecting the Property (to the extent assignable and if Buyer elects to assume such service, maintenance, management and operating agreements) (the “Contracts”);

The Land and Improvements as described under this Agreement which constitute real property are collectively referred to in this Agreement as the “Real Property.” All of the property described in this Section 1, both real and personal, is collectively referred to in this Agreement as the “Property.”

2. Deposit; Purchase Price.

2.1 **Deposit.** Within three (3) business days after the date on which the last party executes this Agreement (the “Effective Date”), Buyer deliver to First American Title Insurance Company, 712 Shaw Road East, Puyallup, Washington 98372 (“Title Company”), as “Escrow Agent” the sum in the amount of One Thousand Dollars (\$1,000) in cash paid and delivered as earnest money (the “Earnest Money”) in part payment for the purchase price of the Property. The Deposit will be held by Title Company for the benefit of the parties pursuant to the terms of this Agreement. Interest, if requested by Buyer, will accrue on the Deposit for the benefit of Buyer; provided, however, if Buyer forfeits the Deposit to Seller pursuant to the terms of this Agreement, then all interest accrued on the Deposit will be paid to Seller.

2.2 **Purchase price.** The total purchase price for the Property (the “Purchase Price”) will be One Hundred Ninety-Five Thousand Dollars (\$195,000), of which the Earnest Money is a part. The Purchase Price, including the Earnest Money, will be paid to Seller in cash through escrow at closing.

3. ALTA Survey. N/A except as otherwise set forth under Section 5.3.2.

4. **Assignment of Plans, Permits and Contracts.** Seller shall, as of the Closing Date, assign to Buyer and Buyer shall assume all Plans and Permits and those Contracts, to the extent assignable, Buyer determines, in its sole discretion, will be assigned, which assignment will be in the form attached hereto as Exhibit D. (Exhibit C Intentionally Deleted.) Buyer shall notify Seller within a reasonable time after Seller has provided copies of the service contracts to Buyer of Buyer’s determination of which service contracts, to the extent assignable, will be assigned.

5. Title to Real Property.

5.1 **Conveyance.** At closing Seller shall convey to Buyer fee simple title to the Real Property by duly executed and acknowledged bargain and sale deed (the “Deed”), free and clear of all defects and encumbrances and subject only to those exceptions that Buyer approves pursuant to Section 5.2 below (the “Permitted Exceptions”).

5.2 **Preliminary commitment.** As of the Effective Date, Seller has ordered and provided Buyer with a preliminary commitment for an owner’s standard coverage policy of title insurance under Order No. _____ in the amount of the Purchase Price which was accompanied by copies of all documents referred to in the commitment (the “Preliminary

Commitment”). Buyer shall notify Seller within three (3) calendar days of the Effective Date if Buyer elects extended coverage, at Buyer’s sole discretion. Buyer shall advise Seller by written notice what exceptions to title, if any, are disapproved by Buyer (“Disapproved Exceptions”) within seven calendar (7) days of receipt of the Preliminary Commitment and legible copies of all exceptions to title shown in the Preliminary Commitment; receipt of the Preliminary Commitment and copies of exceptions to title shall deem to be the Effective Date of the Agreement. All monetary encumbrances other than nondelinquent ad valorem property taxes will be deemed to be disapproved. Seller will have three (3) calendar days after receipt of Buyer’s notice to give Buyer notice that (i) Seller will remove Disapproved Exceptions or (ii) Seller elects not to remove Disapproved Exceptions, in Seller’s sole and absolute discretion. If Seller fails to give Buyer notice before the expiration of the three (3) calendar day period, Seller will be deemed to have elected not to remove Disapproved Exceptions. Notwithstanding anything to the contrary in this Agreement, Seller shall remove from title on or before the Closing Date all monetary encumbrances other than those approved by Buyer.

If Seller elects not to remove any nonmonetary Disapproved Exceptions, Buyer will have three (3) calendar days from Seller’s notice of election to not remove Disapproved Exceptions, to notify Seller of Buyer’s election either to proceed with the purchase and take the Property subject to those exceptions, or to terminate this Agreement. If Seller gives notice that it will cause one or more nonmonetary exceptions to be removed but fails to remove any of them from title on or before the Closing Date, Buyer will have the right to either (i) elect to terminate this Agreement by written notice to Seller or (ii) proceed with the purchase of the Property.

If the Title Company issues a supplement to the Preliminary Commitment, the procedure set forth in this Section 5.2 will apply to such supplement, except that Buyer will have three (3) calendar days from the date of receipt of such supplement (and in any event prior to Closing) to notify Seller of its disapproval of any new exceptions, and Seller will have three (3) days from the date of receipt of Buyer’s disapproval of any new exceptions (and in any event prior to Closing) to give Buyer notice that Seller will either remove or not remove any new Disapproved Exceptions. If Buyer elects to terminate this Agreement under this Section 5.2, the escrow will be terminated, the Deposit must be returned immediately to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement except as otherwise provided in this Agreement. If this Agreement is terminated through no fault of Seller, then Seller and Buyer shall share equally any such costs of terminating the escrow and any cancellation fee for the Preliminary Commitment.

5.3 Title policy. As a condition of Closing, Title Company shall issue, at closing, to Buyer, as elected by Buyer under the terms of this Agreement, insuring Buyer’s title to the Real Property, in the full amount of the Purchase Price (the “Title Policy”), dated as of the Closing Date, either:

5.3.1 a standard coverage owner’s policy subject to Schedule B General Exceptions and such Schedule B Special Exceptions deemed “Permitted Exceptions” under the terms of this Agreement; or

5.3.2 an extended coverage owner's policy, if elected by Buyer in accordance with the terms of this Agreement, subject to any Schedule B Special Exceptions deemed "Permitted Exceptions" under the terms of this Agreement; provided, however, in the event that Buyer, has notified Seller of its election of an extended coverage owner's policy of title insurance, Buyer shall be obligated to obtain, at Buyer's sole expense, an American Land Title Association Survey ("ALTA") as approved by Title Company with such optional items as designated by Buyer, in its sole discretion. If requested by Title Company, Seller shall deliver to Title Company, an Owner's Affidavit, in a form reasonably acceptable to Seller.

6. Conditions to Closing.

6.1 **Due diligence materials.** Seller shall provide to Buyer, or make available to Buyer for inspection, as soon as possible (but in any event no later than Fifteen (15) days after the Effective Date) all materials specified in this Section 6.1 that exist and that are in Seller's actual possession (collectively, the "Due Diligence Materials") relating to the Property. If Seller thereafter discovers any additional items that should have been included among the Due Diligence Materials, Seller shall promptly deliver them to Buyer. Due Diligence Materials, the extent in Seller's possession, will include:

(a) copies of any existing and proposed easements, covenants, restrictions, agreements or other documents that, to Seller's knowledge, affect title to the Real Property and that are not disclosed by the Preliminary Commitment;

(b) all surveys, plats or plans relating to the Real Property;

(c) Intentionally Deleted;

(d) any current service contracts pertaining to items such as janitorial, trash removal, maintenance, snow removal, laundry service, extermination and similar services;

(e) Intentionally Deleted;

(f) any current agreements for the rental of equipment used in connection with the normal operation of the Property;

(g) any current warranties and guarantees affecting any portion of the Property;

(h) notice of any existing or threatened litigation affecting or relating to the Property and copies of any pleadings with respect to that litigation;

(i) any Permits;

(j) (i) any environmental assessment reports with respect to the Real Property that were performed or are being performed by or for Seller, (ii) any raw data that relates to the environmental condition of the Real Property, (iii) any governmental

correspondence, orders, requests for information or action and other legal documents that relate to the presence of Hazardous Material (as defined in Section 11.1.2) on, in or under the Real Property, and (iv) any other information material to the environmental condition or potential contamination of the Real Property; and

(k) all documents described on Exhibit E not otherwise listed in this Section 6.1.

6.2 Seller Property Disclosure Statement under RCW ch. 64.06. Buyer waives the right to receive a Seller Property Disclosure Statement (commonly known as “Form 17,” under RCW Ch. 64.06 referred to as the “Seller Disclosure Statute”) except Seller shall provide Buyer with responses to the Environment Section of Form 17 within five (5) business days following the Effective Date of this Agreement.

6.3 Feasibility study.

6.3.1 Intentionally Deleted. Feasibility study has been completed by Buyer.

6.3.2 Intentionally Deleted.

6.3.3 **Termination of agreement.** Intentionally Deleted. Buyer has waived the Feasibility Study period.

6.3.4 **Confidentiality of studies and reports.** Prior to closing of the purchase of the Property, Buyer will not distribute or divulge the information or materials it and its agents and consultants may generate in connection with the Feasibility Study to other persons except as may be required by law or as may be necessary or desirable in connection with Buyer’s evaluation of the Property and its suitability; provided, that during this time period no information or materials concerning wetlands or environmental matters will be divulged to any governmental entity without Seller’s sole consent, unless required by law upon advance notice to consent of Seller in the exercise of its reasonable discretion. If Buyer elects not to purchase the Property, Buyer agrees that, except as may be required by law, it will not further divulge or further distribute the information and materials except with Seller’s prior consent. Notwithstanding the foregoing, if Buyer elects not to purchase the Property, and if Seller requests copies of any written documentation, reports and studies prepared for Buyer in connection with its Feasibility Study, then Buyer will deliver to Seller copies of such documentation, reports and studies. Buyer will, in that event, cooperate reasonably with Seller to coordinate Seller’s communications with the consultants, provided Buyer will not be obligated to bear any costs or expend more than a reasonable period of time in doing so.

6.3.5 **Buyer’s indemnification.** Buyer shall indemnify, defend and hold Seller harmless from and against all losses, damages, liabilities, claims, liens, fines, penalties, causes of action and expenses (collectively “Claims”) solely arising from or out of the presence or activities of Buyer or its agents, employees, representatives, consultants or contractors on the Real Property and after Closing, including but not limited to clean up costs related to the presence of Hazardous Materials solely attributable to Buyer's presence or activities on the Real

Property, provided that such obligation shall not apply to Claims resulting from pre-existing conditions, (other than to the extent such pre-existing conditions have been exacerbated by or from the presence or activities of Buyer or its agents, employees, representatives, consultants or contractors on the Real Property before Closing). Provided, however, if Buyer fails to obtain Seller's prior written consent before conducting such invasive testing, Buyer shall be fully responsible and liable for all costs of remediation of any condition identified in the testing, including, but not limited to, costs for disposing of any materials that may be discovered during the invasive testing. If the transaction contemplated under this Agreement does not close, Buyer shall repair any damage to the Real Property solely caused by any Buyer activities. The terms of this Paragraph shall survive Closing or termination of this Agreement.

6.4 Seller's and Buyer's contingencies.

6.4.1 **Seller contingencies.** The obligations of Seller under this Agreement are expressly conditioned upon the following:

6.4.1 **Seller's Council Approval.** On or before _____ ("Seller's Council Approval Contingency"), Seller's City Council shall approve in an open, public meeting, in Seller's City Council's sole and absolute discretion, the terms and conditions of this Agreement.

6.4.2 Buyer's obligation to purchase the Property is expressly contingent upon the following:

6.4.2(a) **Feasibility Study.** Intentionally Deleted. Buyer has waived.

6.4.2(b) **Survey.** N/A except as otherwise provided under Section 5.3.2 of this Agreement;

6.4.2(c) **Environmental condition.** Intentionally Deleted. Buyer has waived.

6.4.2(d) **Title Policy.** Buyer's receipt of Title Company's firm commitment to issue, upon closing, the Title Policy as described in Section 5;

6.4.2(e) **Permits and other authorization.** Buyer's receipt, no later than "**THIRTY (30) days after the Effective Date**", of approval to purchase by the Buyer's Board of Commissioners;

6.4.2(f) **Utilities.** N/A;

6.4.2(g) **Financing.** N/A;

6.4.2(h) **Representations and warranties.** All of Seller's representations and warranties contained in or made pursuant to this Agreement being true and correct when made and as of the Closing Date;

6.4.2(i) **Seller's compliance.** Seller's timely performance of all its obligations under this Agreement; provided, however, that Seller will be given notice of any failure on its part to perform obligations pursuant to Seller's warranties made in Section 10.1 and those obligations, if any, required under the terms and conditions of this Agreement, and will have a period of time that is reasonable under the circumstance to cure its nonperformance; and

6.4.2(j) **Tenant Estoppels.** Intentionally Deleted.

The foregoing conditions are collectively referred to in this Agreement as "Buyer's Contingencies."

6.5 **Satisfaction/waiver of Seller's Contingencies.** Seller's Contingencies are solely for the benefit of Seller. If any of Seller's Contingencies are not timely satisfied, Seller shall have the right, at its sole discretion, either to waive any of them in writing and proceed with the sale of the Property or to terminate this Agreement. If Seller elects to terminate this Agreement, upon notice to Buyer, the escrow will be terminated, the Deposit must immediately be returned to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement, and except that each party shall pay one-half (1/2) of the cost of any termination fee required by escrow.

6.6 **Satisfaction/waiver of Buyer's Contingencies.** Buyer's Contingencies are solely for the benefit of Buyer. If any of Buyer's Contingencies are not timely satisfied, Buyer will have the right at its sole election either to waive any of them in writing and proceed with the purchase or to terminate this Agreement. If Buyer, upon notice to Seller, elects to terminate this Agreement, the escrow will be terminated, the Deposit must immediately be returned to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement, and except that each party shall pay one-half (1/2) of the cost of any termination fee required by Title Company.

7. **Closing.**

7.1 **Closing date.** The closing of the transaction shall take place through the escrow offices of Title Company acting as Escrow Agent. Escrow Agent shall arrange with Seller and Buyer for delivery of Escrow Documents by overnight delivery or such other delivery method for the convenience of Seller and Buyer. The closing shall occur on or before that date which is TWENTY-ONE (21) calendar days after the Effective Date of this Agreement (the "Closing Date"). If closing does not occur on or before the Closing Date, or any later date mutually agreed to in writing by Seller and Buyer, Escrow Agent will immediately terminate the escrow, forward the Deposit to the party entitled to receive it as provided under the terms and conditions of this Agreement and return all documents to the party that deposited them.

7.2 **Closing.**

7.2.1 **Seller's escrow deposits.** On or before the Closing Date, Seller shall deposit into escrow the following:

Real Estate Purchase and Sale Agreement
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Affidavit;

forth in Section 4;

Internal Revenue Code;

provide pursuant to this Agreement (if any) in order to close this transaction;

Seller's representations and warranties under this Agreement are true and correct; and

between Seller and Buyer prior to Closing.

7.2.2 Buyer's escrow deposits. On or before the Closing Date, Buyer shall deposit into escrow the following:

to pay the Purchase Price, plus Buyer's share of closing costs,

Affidavit;

provide pursuant to this Agreement (if any) in order to close this transaction, and

Buyer's representations and warranties under this Agreement are true and accurate.

7.2.3 **Additional instruments and documentation.** Seller and Buyer shall each deposit any other instruments and documents that are reasonably required by Escrow Agent or otherwise required to close the escrow and consummate the purchase and sale of the Property in accordance with this Agreement.

7.3 **Closing costs.**

7.3.1 **Seller's costs.** Seller shall pay the premium for a standard coverage owner's policy of title insurance in the full amount of the Purchase Price, State of Washington real estate excise taxes applicable to the sale, if any, and one-half of Title Company's escrow fee.

7.3.2 **Buyer's costs.** Buyer shall pay the additional premium, if any, attributable to the extended coverage owner's policy of title insurance (if elected by Buyer) and any endorsements required by Buyer, the cost of recording the Deed and one-half of Title Company's escrow fee.

7.4 **Foreign Investment in Real Property Tax Act.** The parties agree to comply in all respects with Section 1445 of the Internal Revenue Code and the regulations issued thereunder (the "Regulations"). If Seller is not a "foreign person" (as defined in the Regulations), Seller shall deliver to Buyer through escrow a nonforeign certificate as prescribed by the Regulations, properly executed and in form and content satisfactory to Buyer in the exercise of its reasonable discretion. If Seller is a "foreign person" or fails or refuses to deliver the nonforeign certificate, or if Buyer receives notice, or has actual knowledge, that the nonforeign certificate is false, a tax equal to 10% of the Purchase Price will be withheld through escrow and paid by Escrow Agent to the Internal Revenue Service in the manner prescribed by the Regulations, unless withholding is reduced or excused in the manner prescribed by the Regulations.

In the event of any withholding, Seller's obligations to deliver title and close this transaction will not be excused or otherwise affected.

8. **Adjustments and Prorations.** The following adjustments and prorations will be made as of 12:01 a.m. on the Closing Date (with Buyer either responsible for or entitled to a credit for, as the case may be, the actual Closing Date).

8.1 **Property rents.** Intentionally Deleted.

8.2 **Security deposits.** Intentionally Deleted.

8.2 **Property taxes.** All property taxes payable in the year of closing and assessments approved by Buyer, if any, will be prorated as of the Closing Date.

8.3 **Utilities.** All gas, electric and other utility charges will be handled outside of Closing; provided, however, Seller shall be obligated to pay all such utility charges to the date of Closing and shall notify said utility companies of the sale of the Property.

8.4 **Insurance.** Intentionally Deleted.

8.5 **Accounts payable.** Except as may be otherwise agreed by Seller and Buyer in writing, all sums due for accounts payable that were owing or incurred in the maintenance or operation of the Property prior to the Closing Date will be paid by Seller on or prior to the Closing Date or adequate provisions reasonably satisfactory to Buyer will be made in respect to such payment. Seller agrees to indemnify and hold Buyer harmless with respect to all such obligations prior to the Closing Date. Buyer shall furnish to Seller for payment promptly following receipt any bills to be paid by Seller consistent with the terms and conditions of this Agreement. Except as may otherwise be agreed to by Seller and Buyer in writing, all accounts payable incurred on or after the Closing Date with respect to the Property will be paid by Buyer and Buyer agrees to indemnify Seller with respect thereto. The terms and conditions of this Section shall survive closing of the transaction contemplated under this Agreement.

9. **Seller's Covenants.**

9.1 **Covenant to operate and maintain.** Prior to the Closing Date, Seller shall maintain, repair, manage and operate the Property in a businesslike manner in accordance with Seller's prior practices and Seller shall not dissipate any portion of the Property. Seller shall keep the Property insured in accordance with Seller's prior practices up to the Closing Date.

Operations and contracts prior to closing. Seller shall not enter into leases of the Property during the period after the Effective Date and before the Closing Date.

10. **Representations and Warranties.**

10.1 **Seller's representations and warranties.** Seller represents and warrants to Buyer as set forth below. Except as may be otherwise provided below, the warranties and representations of Seller set forth below are true and correct as of the Effective Date. As used herein, "knowledge" or "best knowledge" or similar phrases means, with respect to Seller, the present, actual knowledge (excluding imputed or constructive knowledge) of Steve Kinkelie (collectively, the "Seller Knowledge Individual"). Buyer acknowledges that the Seller Knowledge Individual shall have no personal liability, no duty of inquiry beyond the records, as of the Effective Date, known by Seller Knowledge Individual to be in possession of Seller Puyallup School District, or to take any other actions in connection with the representations and warranties of Seller set forth in this Agreement. Neither the actual, present, conscious knowledge of any other individual or entity, nor the constructive knowledge of any other individual or entity, shall be imputed to the Seller Knowledge Individual.

(a) Upon approval of this Agreement by Seller's City Council, Seller shall have full power and authority to convey the Property to Buyer.

(b) Intentionally Deleted.

(c) To the best of Seller's knowledge, all Due Diligence Materials and other instruments and documents delivered to Buyer pursuant to this Agreement (the "Warranted Materials") are true and accurate copies, and Seller shall advise Buyer in writing of any inaccuracies in the Warranted Materials as Seller becomes aware of them. With respect to all other instruments and documents delivered or required to be delivered to Buyer by Seller pursuant to this Agreement, Seller has not purposefully altered or withheld any of them.

(d) To Seller's knowledge, Seller has not received notice of any special assessment or condemnation proceedings affecting the Property.

(e) To the best of Seller's knowledge, there is no litigation pending or threatened against Seller (or any basis for any claim) that arises out of the ownership of the Property and that might materially and detrimentally affect (i) the use or operation of the Property for Buyer's intended use, or (ii) the ability of Seller to perform its obligations under this Agreement, or (iii) the value of the Property.

(f) Seller is a municipal corporation duly organized and validly existing under the laws of the state of Washington. Upon approval of this Agreement by Seller's Council, this Agreement and all documents executed by Seller that are to be delivered to Buyer at closing are, or at the time of closing will be, (i) duly authorized, executed and delivered by Seller, (ii) legal, valid and binding obligations of Seller, (iii) sufficient to convey title (if they purport to do so), and (iv) in compliance with all provisions of all agreements and judicial orders to which Seller is a party or to which Seller or all or any portion of the Property is subject.

(g) To Seller's knowledge, other than the Property and any personal property on the Land, there are no items, tangible or intangible, real or personal, owned by Seller, now or at any time used in conjunction with the Property or any portion thereof.

(h) N/A.

(i) To Seller's knowledge, Seller has received no notice of any failure of Seller to comply with any applicable governmental requirements in respect of the use, occupation and construction of the Property, including, but not limited to, environmental, fire, health, safety, zoning, subdivision and other land use requirements that have not been corrected to the satisfaction of or deemed satisfactory by the appropriate governmental authority, and Seller has received no notice of, and has no knowledge of, any violations or investigation relating to any such governmental requirement.

(j) Seller has received no notice of any default or breach by Seller under any covenants, conditions, restrictions, rights of way or easements that may affect Seller in respect to the Property or may affect the Property or any portion thereof and no such default or breach now exists.

(k) Intentionally Deleted.

(l) Intentionally Deleted.

(m) Intentionally Deleted.

(n) To Seller's knowledge there are no permits, licenses or consents required by any governmental authority in connection with the present use and occupancy of the Property except those previously obtained by Seller and delivered to Buyer, if any, and Seller knows of no local improvement districts proposed which will affect the Property.

(o) Intentionally Deleted.

(p) Intentionally Deleted.

(q) Intentionally Deleted.

(r) Intentionally Deleted.

(s) Seller is not a foreign person as defined in Section 1445 of the Internal Revenue Code.

(t) All of the representations, warranties and covenants of Seller contained in this Agreement are true and correct as of the Effective Date and as of the Closing Date and will survive the closing of the transaction contemplated by this Agreement for a period not to exceed twelve months from the date of Closings and then shall lapse unless an action as to such matter has been commenced within the twelve (12) month period.

10.2 Buyer's representations and warranties. Buyer represents and warrants to Seller as follows:

(a) Buyer is a municipal corporation, duly organized and validly existing under the laws of the state of Washington; this Agreement and all documents executed by Buyer that are to be delivered to Seller at closing are, or at the time of closing will be (i) duly authorized, executed and delivered by Buyer, (ii) legal, valid and binding obligations of Buyer, and (iii) in compliance with all provisions of all agreements and judicial orders to which Buyer is a party or to which Buyer is subject.

(b) In connection with its Feasibility Study, Buyer has inspected those aspects of the Property, including, without limitation, its physical condition, that Buyer deems necessary in order to make a determination whether to purchase the Property.

(c) As of the date of this Agreement, Buyer is not aware of any default by Seller of any representation or warranty set forth in this Agreement.

11. Hazardous Materials.

11.1 Definitions.

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11.1.1 Definition of “Environmental Laws”. “Environmental Laws” means any federal, state or local laws, ordinance, permits or regulations regarding health, safety, radioactive materials or the environment, each as amended, and any regulations promulgated thereunder adopted by the applicable authorities thereunder.

11.2 Definition of “Hazardous Materials”. “Hazardous Materials” means: (i) any radioactive materials; (ii) any substance or material the transportation, storage, treatment, handling, use, removal or release of which is subject to any Environmental Law; or (iii) any substance or material for which standards of conduct are imposed under any Environmental Law. Without limiting the generality of the foregoing, “Hazardous Materials” includes: asbestos and asbestos-containing materials (whether or not friable); urea-formaldehyde in any of its forms; polychlorinated biphenyls; oil, used oil; petroleum products and their by-products; lead-based paint; radon; and any substances defined as “hazardous waste,” “hazardous substances,” “pollutants or contaminants,” “toxic substances,” “hazardous chemicals,” “hazardous pollutants,” or “toxic chemicals “under any law, statute, ordinance or regulation governing environmental matters or hazardous materials.

11.3 Compliance with Environmental Laws. Subject to the terms and conditions set forth under Section 10.1, including but not limited to the meaning of “knowledge” and “Seller” which are incorporated herein by this reference as if fully set forth, Seller represents and warrants that:

(a) Seller has no actual knowledge of the release or presence of any Hazardous Material on, in, from or onto the Real Property;

(b) Seller has no actual knowledge that Seller has generated, manufactured, refined, transported, stored, handled, disposed of or released any Hazardous Materials on the Property, nor has Seller permitted the foregoing;

(c) Intentionally Deleted.

(d) To the best of Seller’s actual knowledge, Seller has not received any notice of any violation of any Environmental Laws;

(e) To the best of Seller’s actual knowledge, no action has been commenced or threatened regarding Seller’s compliance with any Environmental Laws;

(f) To the best of Seller’s actual knowledge, no tanks used for the storage of any Hazardous Materials above or below ground are present or were at any time present on or about the Real Property; and

(g) To the best of Seller’s actual knowledge, no action has been commenced or threatened regarding the presence of any Hazardous Materials on or about the Real Property.

11.4 No waiver of liability. Intentionally Deleted.

11.5 **Indemnification.** Intentionally Deleted.

(a) Intentionally Deleted;

(b) Intentionally Deleted.

11.6 **Environmental inspection.** Intentionally Deleted. Buyer has completed its environmental inspection.

12. **Casualty Loss.** Following the occurrence of any event prior to the Closing Date, causing damage to or destruction of the Property or any portion of the Property, Seller shall promptly notify Buyer of such occurrence. Under any such circumstances the provisions of this Section 12 will apply.

12.1 **Minor casualty loss.** If the amount of any casualty loss referred to above in this Section 12 is not more than FIFTY THOUSAND Dollars (\$50,000.00), the obligation of each party under this Agreement will continue, notwithstanding any such casualty, the rights to all insurance proceeds in an amount not to exceed FIFTY THOUSAND Dollars (\$50,000.00) by reason of such loss and not collected prior to closing will at closing be assigned to Buyer, and the Purchase Price will be paid without reduction by reason of such loss. Buyer and Seller will under such circumstances cooperate in settlement of such claims and any proceeds collected prior to closing will, consistent with the circumstances, be offset against the portion of the Purchase Price paid at closing if no reconstruction by Seller occurs.

12.2 **Substantial casualty loss.** If the amount of any casualty loss is more than FIFTY THOUSAND Dollars (\$50,000.00), Buyer and Seller will each have the right to terminate this Agreement in the manner specified by this Section 12.2. Such election may be exercised only by the party so electing to terminate giving written notice of termination to the other party within THIRTY (30) days after receipt of actual notice of such casualty loss but in any event before Closing. Such notice of casualty will be effective to commence the running of this termination period only if such notice specifically provides that it is being given pursuant to this Section 12.2. Upon effective exercise of such termination election by either party, this Agreement will terminate, and the Earnest Money will be returned to Buyer. If, in the event of any such casualty, neither party affirmatively exercises the right to terminate provided for by this Section 12.2, such right will lapse, and the provisions of Section 12.1 above will apply; provided, however, any insurance proceeds in excess of the Purchase Price shall accrue solely to Seller.

12.3 **Eminent domain.** If at any time after the Effective Date, Seller receives any notice of any condemnation proceedings, or other proceedings in the nature of eminent domain, it will promptly send a copy of such notice to Buyer. If all or any part of the Property is taken by condemnation or eminent domain and the value of the portion of the Property so taken exceeds TEN THOUSAND Dollars (\$10,000.00), Buyer may, upon written notice to Seller, elect to terminate this Agreement, and in such event all monies theretofore paid on account must be returned to Buyer, and neither party will have any further liability or obligation under this Agreement. If all or any portion of the Property has been or is hereafter condemned or taken by eminent domain and this Agreement is not canceled, Seller's right, title and interest in and to any awards in condemnation or eminent domain, or damages of any kind, to which Seller may have

become entitled or may thereafter be entitled by reason of any exercise of the power of condemnation or eminent domain with respect to the Property or any portion thereof shall accrue to Seller prior to Closing. If Buyer proceeds with the transaction contemplated herein and the proceeds are not received as of the Closing by Seller, the Purchase Price shall not be reduced and Seller shall assign to Buyer as of the Closing the right to receive all such proceeds less any expenses and fees incurred by Seller with regard to such eminent domain action.

13. "AS-IS" SALE. PURSUANT TO THIS AGREEMENT, BUYER AND ITS REPRESENTATIVES AND AGENTS (INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL CONSULTANTS, ARCHITECTS AND ENGINEERS) HAVE BEEN OR WILL BE AFFORDED THE RIGHT AND OPPORTUNITY TO ENTER UPON THE PROPERTY AND TO MAKE SUCH INSPECTIONS OF THE PROPERTY AND MATTERS RELATED THERETO, INCLUDING THE CONDUCT OF SOIL, ENVIRONMENTAL AND ENGINEERING TESTS, AS BUYER AND ITS REPRESENTATIVES AND AGENTS DEEM APPROPRIATE IN THEIR SOLE DISCRETION. BUYER ACKNOWLEDGES THAT, NOTWITHSTANDING ANY PRIOR OR CONTEMPORANEOUS ORAL OR WRITTEN REPRESENTATIONS, STATEMENTS, DOCUMENTS OR UNDERSTANDINGS, THIS AGREEMENT AND THE DOCUMENTS TENDERED INTO CLOSING AS REQUIRED UNDER THIS AGREEMENT CONSTITUTE THE ENTIRE UNDERSTANDING OF THE PARTIES WITH RESPECT TO THE SUBJECT MATTER HEREOF AND SUPERSEDES ANY SUCH PRIOR OR CONTEMPORANEOUS ORAL OR WRITTEN REPRESENTATIONS, STATEMENTS, DOCUMENTS OR UNDERSTANDINGS. BUYER FURTHER ACKNOWLEDGES THAT, EXCEPT AS SET FORTH UNDER SECTIONS 10 AND 11 OF THIS AGREEMENT, THE BARGAIN AND SALE DEED, NEITHER SELLER, NOR ANY PRINCIPAL, AGENT, ATTORNEY, EMPLOYEE, OR OTHER REPRESENTATIVE OF SELLER HAS MADE ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER REGARDING THE PROPERTY, EITHER EXPRESS OR IMPLIED, AND THAT BUYER IS NOT RELYING ON ANY WARRANTY, REPRESENTATION OR COVENANT, EXPRESS OR IMPLIED, WITH RESPECT TO THE PROPERTY, EXCEPT AS SET FORTH UNDER SECTIONS 10 AND 11 OF THIS AGREEMENT AND THE BARGAIN AND SALE DEED, AND THAT BUYER IS ACQUIRING THE PROPERTY IN WHOLLY AN "AS-IS" CONDITION WITH ALL FAULTS WHETHER KNOWN OR UNKNOWN, AND WAIVES CONTRARY RIGHTS AND REMEDIES AVAILABLE TO IT UNDER WASHINGTON AND FEDERAL LAW, INCLUDING BUT NOT LIMITED TO ANY RIGHT OF INDEMNIFICATION OR REMEDY UNDER ANY WASHINGTON LAW, INCLUDING BUT NOT LIMITED TO THE MODEL TOXICS CONTROL ACT, OR ANY FEDERAL LAW, INCLUDING BUT NOT LIMITED TO DAMAGES AND ATTORNEY FEES AND COSTS. IN PARTICULAR, BUT WITHOUT LIMITATION, EXCEPT AS SET FORTH IN THIS AGREEMENT, SELLER MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE USE AND CONDITION OF THE PROPERTY, INCLUDING WITHOUT LIMITATION THE CONDITION OF THE SOILS OR GROUNDWATERS OF THE PROPERTY AND THE PRESENCE OR ABSENCE OF HAZARDOUS MATERIALS ON OR UNDER THE PROPERTY OR ITS COMPLIANCE WITH APPLICABLE STATUTES, LAWS, CODES, ORDINANCES, REGULATIONS OR REQUIREMENTS RELATING TO ZONING, SUBDIVISION, PLANNING, BUILDING, FIRE, SAFETY, HEALTH OR

ENVIRONMENTAL MATTERS OR ITS COMPLIANCE WITH COVENANTS, CONDITIONS AND RESTRICTIONS (WHETHER OR NOT OF RECORD) OR OTHER LOCAL, MUNICIPAL, REGIONAL, STATE OR FEDERAL REQUIREMENTS, OR OTHER STATUTES, LAWS, CODES, ORDINANCES, REGULATIONS OR REQUIREMENTS. THIS SECTION 13 SHALL NOT RELIEVE THE SELLER OF OTHER SELLER WARRANTIES AND REPRESENTATIONS SET FORTH HEREIN.

By: _____
Authorized Signator

[print name]
Its: _____

The Signator above warrants and represents that he has unconditional, absolute, and complete authority to bind Seller.

14. **Possession.** Seller shall deliver possession of the Property to Buyer on the Closing Date.

15. **Events of Default.**

15.1 **By Seller.** If there is an event of default under this Agreement by Seller (including a breach of any representation, warranty or covenant), Buyer will be entitled (a) in addition to all other remedies available at law or in equity, to seek specific performance of Seller's obligations under this Agreement or (b) to rescind and/or terminate this Agreement by written notice to Seller and Escrow Agent. If Buyer terminates this Agreement, the escrow will be terminated, the entire Deposit must immediately be returned to Buyer, all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement except that Seller shall pay any costs of terminating the escrow and any cancellation fee for the Preliminary Commitment.

15.2 **By Buyer.** IN THE EVENT BUYER FAILS, WITHOUT LEGAL EXCUSE, TO COMPLETE THE PURCHASE OF THE PROPERTY, THE EARNEST MONEY DEPOSIT MADE BY BUYER WILL BE FORFEITED TO SELLER AND SHALL IMMEDIATELY BE DUE AND OWING AS THE SOLE AND EXCLUSIVE REMEDY AVAILABLE TO SELLER FOR SUCH FAILURE.

Seller's Initials

Buyer's Initials

16. **Notices.** Except for such notices required under Section 5 and such other sections as may be agreed upon by the parties which may be delivered in writing electronically, notices under this Agreement must be in writing and be personally delivered, delivered by recognized overnight courier service or given by mail or via facsimile. Any notice given by mail must be sent, postage prepaid, by certified or registered mail, return receipt requested. All notices must be

Real Estate Purchase and Sale Agreement

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addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

Seller: Attn: Steve Kirkelie, City Manager
City of Puyallup
333 South Meridian
Puyallup, WA 98371
SKirkelie@PuyallupWA.gov

with a copy to: Joseph N. Beck, City Attorney
City of Puyallup
333 South Meridian
Puyallup, WA 98371
jbeck@puyallupwa.gov

Buyer: Central Pierce Fire & Rescue

Attention: _____, _____
Telephone: 253-_____
Email: _____

with a copy to: _____

Eric Quinn, Central Pierce

Attorney
703 Lakewood Dr. W. # 11
Lakewood, WA 98499

Any notice will be deemed to have been given, if personally delivered, when delivered, and if delivered by courier service, one business day after deposit with the courier service, and if mailed, two business days after deposit at any post office in the United States of America, and if delivered via facsimile, the same day as verified, provided that any verification that occurs after 5:00 p.m. on a business day, or at any time on a Saturday, Sunday or holiday, will be deemed to have occurred as of 9:00 a.m. on the following business day.

17. **Brokers and Finders.** Neither party has had any contact or dealings regarding the Property, or any communication in connection with the subject matter of this transaction, through any licensed real estate broker or other person who can claim a right to a commission or finder's fee as a procuring cause of the purchase and sale contemplated by this Agreement. If any

other broker or finder perfects a claim for a commission or finder's fee based upon any other contract, dealings or communication, the party through whom the broker or finder makes his or her claim will be responsible for that commission or fee and shall indemnify, defend and hold harmless the other party from and against any liability, cost or damages (including attorneys' fees and costs) arising out of that claim.

18. **Amendments.** This Agreement (including the exhibits attached to it) is the final expression of, and contains the entire agreement between, the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and writings (including the letter of intent signed by the parties) with respect to it. This Agreement may be amended or modified only by a written instrument executed by Seller and Buyer.

19. **Continuation and Survival of Representations and Warranties.** Intentionally Deleted.

20. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the state of Washington. It is further agreed that the venue of any action or proceeding brought under the terms of this Agreement shall exclusively be Pierce County, Washington.

21. **Entire Agreement.** This Agreement and the exhibits to it constitute the entire agreement between the parties with respect to the purchase and sale of the Property and supersede all prior agreements and understandings between the parties relating to the subject matter of this Agreement.

22. **Attorney's Fees.** If either party fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not prevailing in the dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights under this Agreement, including, without limitation, court costs and reasonable attorney fees incurred in connection with any federal, state or bankruptcy court proceeding.

23. **Email Signatures.** Each party (i) has agreed to permit the use, from time to time and where appropriate as agreed between the parties, of signatures in the nature of a pdf delivered by electronic mail ("Email Signatures") in order to expedite the transaction contemplated by this Agreement, (ii) intends to be bound by its respective Email Signature(s), (iii) is aware that the other will rely on the Email Signature(s), and (iv) acknowledges such reliance and waives any defenses to the enforcement of the documents effecting the transaction contemplated by this Agreement based on the fact that a signature was sent by electronic mail transmittal.

24. **Time of the Essence.** Time is of the essence of this Agreement.

25. **Exclusivity.** Seller shall not market the Property actively until after the expiration of the Feasibility Study Period and then only if Buyer elects not to proceed with the purchase of the Property.

26. **Waiver.** Neither Seller's nor Buyer's waiver of the breach of any covenant under this Agreement will be construed as a waiver of the breach of any other covenants or as a waiver of a subsequent breach of the same covenant.

27. **Nonmerger.** The terms and provisions of this Agreement, including, without limitation, indemnification obligations, if any, will not merge in, but will survive, the closing of the transaction contemplated under this Agreement.

28. **Assignment.** Buyer shall not assign this Agreement without Seller's prior written consent in Seller's sole and absolute discretion.

29. **Negotiation and Construction.** This Agreement and each of its terms and provisions are deemed to have been explicitly negotiated between the parties, and the language in all parts of this Agreement will, in all cases, be construed according to its fair meaning and not strictly for or against either party. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared it.

30. **Calculation of Time Periods.** Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event after which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless such last day is a Saturday, Sunday or legal holiday. The final day of any such period will be deemed to end at 5 p.m., Pacific Standard or Daylight Time, depending upon the applicable time period.

31. **Exhibits.** The following exhibits are attached to and made a part of this Agreement by this reference.

EXHIBIT A — Legal Description

EXHIBIT B — Intentionally Deleted

EXHIBIT C — Intentionally Deleted

EXHIBIT D — Assignment of Plans, Permits and Contracts

EXHIBIT E — Additional Due Diligence Materials

EXHIBIT F — N/A

IN WITNESS WHEREOF, the parties have executed this Agreement intending to be bound by its terms and conditions.

SELLER:

City of Puyallup, a Washington municipal corporation

Dated: _____

Steve Kirkelie
City Manager

Approved as to form:

Attest:

Joseph Beck
City Attorney

Dan Vessels Jr.
City Clerk

BUYER:

Central Pierce Fire & Rescue, a Washington municipal corporation

Dustin Morrow, Fire Chief

Dated: _____

Approved as to Form:

Attest:

Eric T. Quinn
District Attorney

Tanya Robacker
District Secretary

CONSENT OF ESCROW HOLDER

The undersigned Escrow Holder agrees to (i) accept the foregoing Agreement, (ii) be escrow agent under the Agreement for the fees therein specified, and (iii) be bound by the Agreement in the performance of its duties as escrow agent; however, the undersigned will have no obligations, liability or responsibility under (i) this consent or otherwise, unless and until the Agreement, fully signed by the parties and has been delivered to the undersigned, or (ii) any amendment to the Agreement unless and until the amendment is accepted by the undersigned in writing.

Date: _____

**FIRST AMERICAN TITLE INSURANCE
COMPANY**

By: _____
Name: _____
Title: _____

EXHIBIT A

LEGAL DESCRIPTION

Tax Parcel ID No. 0420222035

Real property in the County of Pierce, State of Washington, described as follows:

A PORTION OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 4 EAST, QUARTER 24,
WILLAMETTE MERIDIAN, PIERCE COUNTY, WASHINGTON:

BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF GOETTSCH AVENUE
EAST (ALSO KNOWN AS GOETTSCH STREET EAST OR 54TH STREET EAST) AND
THE WEST LINE OF MILWAUKEE AVENUE EAST; THENCE WEST ALONG THE
NORTH LINE OF GOETTSCH AVENUE EAST 200 FEET; THENCE NORTH ALONG THE
EAST LINE OF 109TH AVENUE COURT EAST (ALSO KNOWN AS 4TH STREET
NORTHEAST) 80 FEET; THENCE EAST TO THE WEST LINE OF MILWAUKEE AVENUE
EAST; THENCE SOUTH ALONG THE WEST LINE OF MILWAUKEE AVENUE EAST TO
THE POINT OF BEGINNING.

EXHIBIT B

PROMISSORY NOTE

INTENTIONALLY DELETED

EXHIBIT C

ASSIGNMENT OF LEASES

INTENTIONALLY DELETED

EXHIBIT D

ASSIGNMENT OF PLANS, PERMITS AND CONTRACTS

**TO THE EXTENT IN SELLER'S POSSESSION, DOCUMENTS PROVIDED TO
BUYER PRIOR TO EFFECTIVE DATE OF AGREEMENT**

EXHIBIT E

ADDITIONAL DUE DILIGENCE MATERIALS

**TO THE EXTENT IN SELLER'S POSSESSION, DOCUMENTS PROVIDED TO
BUYER PRIOR TO EFFECTIVE DATE OF AGREEMENT**



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Property Purchase- 3509 27th Street S.E., Puyallup, WA

Attachments: Purchase and Sale Agreement

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 the Fire Chief to sign and execute the Purchase and Sales Agreement for the real property located at 3509 27th Street S.E. as presented."

SUMMARY:

Staff have been working with the City of Puyallup to come to terms whereby the property will be sold to the District in the amount of \$840,000.00. All fees for the seller and buyer will also be paid by the District.

The Fire Chief is seeking signing approval for the purchase and sale agreement, along with authorization to close the real estate transaction.

FINANCIAL IMPACT: \$840,000.00 Budgeted in account # 3017029422-56101

REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT (this “Agreement”) is entered into as of _____, 2024, between the City of Puyallup, a Washington State municipal corporation (“Seller”), and Central Pierce Fire and Rescue, a Washington State special purpose municipal corporation (“Buyer”).

I. RECITALS

A. Seller is the owner of certain improved real property located at 3509 27th Street SE, Puyallup, Washington, comprised of a parcel of land commonly known as Pierce County Parcel Nos. 5481501080 and legally described on Exhibit A attached hereto (the “Real Property”).

B. This Agreement sets forth the rights and obligations of Seller to sell, convey, and assign the Real Property to Buyer and Buyer to acquire all right, title and interest in Seller’s real property under the terms and conditions set forth herein below.

II. AGREEMENT

For valuable consideration, the receipt and sufficiency of which is acknowledged, Seller and Buyer agree as follows:

1. **Property.** Seller agrees to sell and convey to Buyer and Buyer agrees to purchase from Seller, subject to the terms and conditions set forth in this Agreement, the following:

1.1 **Land.** Those certain parcels of real property located in the City of Puyallup, Pierce County, Washington, more particularly described in Exhibit A attached to this Agreement, together with any mineral, oil, gas, hydrocarbon substances, development rights, air rights, water rights, and water stock owned by Seller relating to the Real Property; any easements and rights of way owned by Seller that are appurtenant to the real property and any improvements on the real property, and any appurtenance, or the operation, use or enjoyment of any of the foregoing, all lawful rights of Seller in and to streets, sidewalks, alleys, driveways, parking areas, and areas adjacent thereto or used in connection therewith and any land lying in the bed of any existing or proposed street adjacent to such land (collectively the “Land”);

1.2 **Improvements.** Any and all buildings, fixtures, structures, landscaping, and any such other improvements located upon the Land (the “Improvements”);

1.3 **Personal Property.** N/A;

1.4 **Plans, Permits and Contracts.** Any surveys of, and environmental reports with respect to, the Land; any plans, specifications, engineering drawings, and prints relating either to the construction of the Improvements or to any future development and expansion of existing Improvements (the “Plans”); all keys for the Property, identified by lock; copies of any material historical books and records of Seller relating to the ownership and operation of the Property; any

Real Estate Purchase and Sale Agreement

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licenses and permits pertaining to the Property, to the extent assignable, (the “Permits”); any current warranties upon the Improvements; such current service, maintenance, management and operating agreements affecting the Property (to the extent assignable and if Buyer elects to assume such service, maintenance, management and operating agreements) (the “Contracts”);

The Land and Improvements as described under this Agreement which constitute real property are collectively referred to in this Agreement as the “Real Property.” All of the property described in this Section 1, both real and personal, is collectively referred to in this Agreement as the “Property.”

2. Deposit; Purchase Price.

2.1 Deposit. Within three (3) business days after the date on which the last party executes this Agreement (the “Effective Date”), Buyer deliver to First American Title Insurance Company, 712 Shaw Road East, Puyallup, Washington 98372 (“Title Company”), as “Escrow Agent” the sum in the amount of One-thousand Dollars (\$1,000) in cash paid and delivered as earnest money (the “Earnest Money”) in part payment for the purchase price of the Property. The Deposit will be held by Title Company for the benefit of the parties pursuant to the terms of this Agreement. Interest, if requested by Buyer, will accrue on the Deposit for the benefit of Buyer; provided, however, if Buyer forfeits the Deposit to Seller pursuant to the terms of this Agreement, then all interest accrued on the Deposit will be paid to Seller.

2.2 Purchase price. The total purchase price for the Property (the “Purchase Price”) will be Eight Hundred Forty Thousand Dollars (\$840,000), of which the Earnest Money is a part. The Purchase Price, including the Earnest Money, will be paid to Seller in cash through escrow at closing.

3. ALTA Survey. N/A except as otherwise set forth under Section 5.3.2.

4. Assignment of Plans, Permits and Contracts. Seller shall, as of the Closing Date, assign to Buyer and Buyer shall assume all Plans and Permits and those Contracts, to the extent assignable, Buyer determines, in its sole discretion, will be assigned, which assignment will be in the form attached hereto as Exhibit D. (Exhibit C Intentionally Deleted.) Buyer shall notify Seller within a reasonable time after Seller has provided copies of the service contracts to Buyer of Buyer’s determination of which service contracts, to the extent assignable, will be assigned.

5. Title to Real Property.

5.1 Conveyance. At closing Seller shall convey to Buyer fee simple title to the Real Property by duly executed and acknowledged bargain and sale deed (the “Deed”), free and clear of all defects and encumbrances and subject only to those exceptions that Buyer approves pursuant to Section 5.2 below (the “Permitted Exceptions”).

5.2 Preliminary commitment. As of the Effective Date, Seller has ordered and provided Buyer with a preliminary commitment for an owner’s standard coverage policy of title insurance under Order No. _____ in the amount of the Purchase Price which was

accompanied by copies of all documents referred to in the commitment (the "Preliminary Commitment"). Buyer shall notify Seller within three (3) calendar days of the Effective Date if Buyer elects extended coverage, at Buyer's sole discretion. Buyer shall advise Seller by written notice what exceptions to title, if any, are disapproved by Buyer ("Disapproved Exceptions") within seven calendar (7) days of receipt of the Preliminary Commitment and legible copies of all exceptions to title shown in the Preliminary Commitment; receipt of the Preliminary Commitment and copies of exceptions to title shall deem to be the Effective Date of the Agreement. All monetary encumbrances other than nondelinquent ad valorem property taxes will be deemed to be disapproved. Seller will have three (3) calendar days after receipt of Buyer's notice to give Buyer notice that (i) Seller will remove Disapproved Exceptions or (ii) Seller elects not to remove Disapproved Exceptions, in Seller's sole and absolute discretion. If Seller fails to give Buyer notice before the expiration of the three (3) calendar day period, Seller will be deemed to have elected not to remove Disapproved Exceptions. Notwithstanding anything to the contrary in this Agreement, Seller shall remove from title on or before the Closing Date all monetary encumbrances other than those approved by Buyer.

If Seller elects not to remove any nonmonetary Disapproved Exceptions, Buyer will have three (3) calendar days from Seller's notice of election to not remove Disapproved Exceptions, to notify Seller of Buyer's election either to proceed with the purchase and take the Property subject to those exceptions, or to terminate this Agreement. If Seller gives notice that it will cause one or more nonmonetary exceptions to be removed but fails to remove any of them from title on or before the Closing Date, Buyer will have the right to either (i) elect to terminate this Agreement by written notice to Seller or (ii) proceed with the purchase of the Property.

If the Title Company issues a supplement to the Preliminary Commitment, the procedure set forth in this Section 5.2 will apply to such supplement, except that Buyer will have three (3) calendar days from the date of receipt of such supplement (and in any event prior to Closing) to notify Seller of its disapproval of any new exceptions, and Seller will have three (3) days from the date of receipt of Buyer's disapproval of any new exceptions (and in any event prior to Closing) to give Buyer notice that Seller will either remove or not remove any new Disapproved Exceptions. If Buyer elects to terminate this Agreement under this Section 5.2, the escrow will be terminated, the Deposit must be returned immediately to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement except as otherwise provided in this Agreement. If this Agreement is terminated through no fault of Seller, then Seller and Buyer shall share equally any such costs of terminating the escrow and any cancellation fee for the Preliminary Commitment.

5.3 Title policy. As a condition of Closing, Title Company shall issue, at closing, to Buyer, as elected by Buyer under the terms of this Agreement, insuring Buyer's title to the Real Property, in the full amount of the Purchase Price (the "Title Policy"), dated as of the Closing Date, either:

5.3.1 a standard coverage owner's policy subject to Schedule B General Exceptions and such Schedule B Special Exceptions deemed "Permitted Exceptions" under the terms of this Agreement; or

5.3.2 an extended coverage owner's policy, if elected by Buyer in accordance with the terms of this Agreement, subject to any Schedule B Special Exceptions deemed "Permitted Exceptions" under the terms of this Agreement; provided, however, in the event that Buyer, has notified Seller of its election of an extended coverage owner's policy of title insurance, Buyer shall be obligated to obtain, at Buyer's sole expense, an American Land Title Association Survey ("ALTA") as approved by Title Company with such optional items as designated by Buyer, in its sole discretion. If requested by Title Company, Seller shall deliver to Title Company, an Owner's Affidavit, in a form reasonably acceptable to Seller.

6. Conditions to Closing.

6.1 **Due diligence materials.** Seller shall provide to Buyer, or make available to Buyer for inspection, as soon as possible (but in any event no later than Fifteen (15) days after the Effective Date) all materials specified in this Section 6.1 that exist and that are in Seller's actual possession (collectively, the "Due Diligence Materials") relating to the Property. If Seller thereafter discovers any additional items that should have been included among the Due Diligence Materials, Seller shall promptly deliver them to Buyer. Due Diligence Materials, the extent in Seller's possession, will include:

(a) copies of any existing and proposed easements, covenants, restrictions, agreements or other documents that, to Seller's knowledge, affect title to the Real Property and that are not disclosed by the Preliminary Commitment;

(b) all surveys, plats or plans relating to the Real Property;

(c) Intentionally Deleted;

(d) any current service contracts pertaining to items such as janitorial, trash removal, maintenance, snow removal, laundry service, extermination and similar services;

(e) Intentionally Deleted;

(f) any current agreements for the rental of equipment used in connection with the normal operation of the Property;

(g) any current warranties and guarantees affecting any portion of the Property;

(h) notice of any existing or threatened litigation affecting or relating to the Property and copies of any pleadings with respect to that litigation;

(i) any Permits;

(j) any environmental assessment reports with respect to the Real Property that were performed or are being performed by or for Seller, (ii) any raw data that relates to the environmental condition of the Real Property, (iii) any governmental

correspondence, orders, requests for information or action and other legal documents that relate to the presence of Hazardous Material (as defined in Section 11.1.2) on, in or under the Real Property, and (iv) any other information material to the environmental condition or potential contamination of the Real Property; and

(k) all documents described on Exhibit E not otherwise listed in this Section 6.1.

6.2 Seller Property Disclosure Statement under RCW ch. 64.06. Buyer waives the right to receive a Seller Property Disclosure Statement (commonly known as “Form 17,” under RCW Ch. 64.06 referred to as the “Seller Disclosure Statute”) except Seller shall provide Buyer with responses to the Environment Section of Form 17 within five (5) business days following the Effective Date of this Agreement.

6.3 Feasibility study.

6.3.1 Intentionally Deleted. Feasibility study has been completed by Buyer.

6.3.2 Intentionally Deleted.

6.3.3 **Termination of agreement.** Intentionally Deleted. Buyer has waived the Feasibility Study period.

6.3.4 **Confidentiality of studies and reports.** Prior to closing of the purchase of the Property, Buyer will not distribute or divulge the information or materials it and its agents and consultants may generate in connection with the Feasibility Study to other persons except as may be required by law or as may be necessary or desirable in connection with Buyer’s evaluation of the Property and its suitability; provided, that during this time period no information or materials concerning wetlands or environmental matters will be divulged to any governmental entity without Seller’s sole consent, unless required by law upon advance notice to consent of Seller in the exercise of its reasonable discretion. If Buyer elects not to purchase the Property, Buyer agrees that, except as may be required by law, it will not further divulge or further distribute the information and materials except with Seller’s prior consent. Notwithstanding the foregoing, if Buyer elects not to purchase the Property, and if Seller requests copies of any written documentation, reports and studies prepared for Buyer in connection with its Feasibility Study, then Buyer will deliver to Seller copies of such documentation, reports and studies. Buyer will, in that event, cooperate reasonably with Seller to coordinate Seller’s communications with the consultants, provided Buyer will not be obligated to bear any costs or expend more than a reasonable period of time in doing so.

6.3.5 **Buyer’s indemnification.** Buyer shall indemnify, defend and hold Seller harmless from and against all losses, damages, liabilities, claims, liens, fines, penalties, causes of action and expenses (collectively “Claims”) solely arising from or out of the presence or activities of Buyer or its agents, employees, representatives, consultants or contractors on the Real Property and after Closing, including but not limited to clean up costs related to the presence of Hazardous Materials solely attributable to Buyer's presence or activities on the Real

Property, provided that such obligation shall not apply to Claims resulting from pre-existing conditions, (other than to the extent such pre-existing conditions have been exacerbated by or from the presence or activities of Buyer or its agents, employees, representatives, consultants or contractors on the Real Property before Closing). Provided, however, if Buyer fails to obtain Seller's prior written consent before conducting such invasive testing, Buyer shall be fully responsible and liable for all costs of remediation of any condition identified in the testing, including, but not limited to, costs for disposing of any materials that may be discovered during the invasive testing. If the transaction contemplated under this Agreement does not close, Buyer shall repair any damage to the Real Property solely caused by any Buyer activities. The terms of this Paragraph shall survive Closing or termination of this Agreement.

6.4 Seller's and Buyer's contingencies.

6.4.1 **Seller contingencies.** The obligations of Seller under this Agreement are expressly conditioned upon the following:

6.4.1 **Seller's Council Approval.** On or before _____ ("Seller's Council Approval Contingency"), Seller's City Council shall approve in an open, public meeting, in Seller's City Council's sole and absolute discretion, the terms and conditions of this Agreement.

6.4.2 Buyer's obligation to purchase the Property is expressly contingent upon the following:

6.4.2(a) **Feasibility Study.** Intentionally Deleted. Buyer has waived.

6.4.2(b) **Survey.** N/A except as otherwise provided under Section 5.3.2 of this Agreement;

6.4.2(c) **Environmental condition.** Intentionally Deleted. Buyer has waived.

6.4.2(d) **Title Policy.** Buyer's receipt of Title Company's firm commitment to issue, upon closing, the Title Policy as described in Section 5;

6.4.2(e) **Permits and other authorization.** Buyer's receipt, no later than "**THIRTY (30) days after the Effective Date**", of approval to purchase by the Buyer's Board of Commissioners;

6.4.2(f) **Utilities.** N/A;

6.4.2(g) **Financing.** N/A;

6.4.2(h) **Representations and warranties.** All of Seller's representations and warranties contained in or made pursuant to this Agreement being true and correct when made and as of the Closing Date;

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6.4.2(i) **Seller's compliance.** Seller's timely performance of all its obligations under this Agreement; provided, however, that Seller will be given notice of any failure on its part to perform obligations pursuant to Seller's warranties made in Section 10.1 and those obligations, if any, required under the terms and conditions of this Agreement, and will have a period of time that is reasonable under the circumstance to cure its nonperformance; and

6.4.2(j) **Tenant Estoppels.** Intentionally Deleted.

The foregoing conditions are collectively referred to in this Agreement as "Buyer's Contingencies."

6.5 **Satisfaction/waiver of Seller's Contingencies.** Seller's Contingencies are solely for the benefit of Seller. If any of Seller's Contingencies are not timely satisfied, Seller shall have the right, at its sole discretion, either to waive any of them in writing and proceed with the sale of the Property or to terminate this Agreement. If Seller elects to terminate this Agreement, upon notice to Buyer, the escrow will be terminated, the Deposit must immediately be returned to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement, and except that each party shall pay one-half (1/2) of the cost of any termination fee required by escrow.

6.6 **Satisfaction/waiver of Buyer's Contingencies.** Buyer's Contingencies are solely for the benefit of Buyer. If any of Buyer's Contingencies are not timely satisfied, Buyer will have the right at its sole election either to waive any of them in writing and proceed with the purchase or to terminate this Agreement. If Buyer, upon notice to Seller, elects to terminate this Agreement, the escrow will be terminated, the Deposit must immediately be returned to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement, and except that each party shall pay one-half (1/2) of the cost of any termination fee required by Title Company.

7. **Closing.**

7.1 **Closing date.** The closing of the transaction shall take place through the escrow offices of Title Company acting as Escrow Agent. Escrow Agent shall arrange with Seller and Buyer for delivery of Escrow Documents by overnight delivery or such other delivery method for the convenience of Seller and Buyer. The closing shall occur on or before that date which is TWENTY-ONE (21) calendar days after the Effective Date of this Agreement (the "Closing Date"). If closing does not occur on or before the Closing Date, or any later date mutually agreed to in writing by Seller and Buyer, Escrow Agent will immediately terminate the escrow, forward the Deposit to the party entitled to receive it as provided under the terms and conditions of this Agreement and return all documents to the party that deposited them.

7.2 **Closing.**

7.2.1 **Seller's escrow deposits.** On or before the Closing Date, Seller shall deposit into escrow the following:

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Affidavit;

forth in Section 4;

Internal Revenue Code;

provide pursuant to this Agreement (if any) in order to close this transaction;

Seller's representations and warranties under this Agreement are true and correct; and

between Seller and Buyer prior to Closing.

7.2.2 Buyer's escrow deposits. On or before the Closing Date, Buyer shall deposit into escrow the following:

to pay the Purchase Price, plus Buyer's share of closing costs,

Affidavit;

provide pursuant to this Agreement (if any) in order to close this transaction, and

Buyer's representations and warranties under this Agreement are true and accurate.

7.2.3 **Additional instruments and documentation.** Seller and Buyer shall each deposit any other instruments and documents that are reasonably required by Escrow Agent or otherwise required to close the escrow and consummate the purchase and sale of the Property in accordance with this Agreement.

7.3 **Closing costs.**

7.3.1 **Seller's costs.** Seller shall pay the premium for a standard coverage owner's policy of title insurance in the full amount of the Purchase Price, State of Washington real estate excise taxes applicable to the sale, if any, and one-half of Title Company's escrow fee.

7.3.2 **Buyer's costs.** Buyer shall pay the additional premium, if any, attributable to the extended coverage owner's policy of title insurance (if elected by Buyer) and any endorsements required by Buyer, the cost of recording the Deed and one-half of Title Company's escrow fee.

7.4 **Foreign Investment in Real Property Tax Act.** The parties agree to comply in all respects with Section 1445 of the Internal Revenue Code and the regulations issued thereunder (the "Regulations"). If Seller is not a "foreign person" (as defined in the Regulations), Seller shall deliver to Buyer through escrow a nonforeign certificate as prescribed by the Regulations, properly executed and in form and content satisfactory to Buyer in the exercise of its reasonable discretion. If Seller is a "foreign person" or fails or refuses to deliver the nonforeign certificate, or if Buyer receives notice, or has actual knowledge, that the nonforeign certificate is false, a tax equal to 10% of the Purchase Price will be withheld through escrow and paid by Escrow Agent to the Internal Revenue Service in the manner prescribed by the Regulations, unless withholding is reduced or excused in the manner prescribed by the Regulations.

In the event of any withholding, Seller's obligations to deliver title and close this transaction will not be excused or otherwise affected.

8. **Adjustments and Prorations.** The following adjustments and prorations will be made as of 12:01 a.m. on the Closing Date (with Buyer either responsible for or entitled to a credit for, as the case may be, the actual Closing Date).

8.1 **Property rents.** Intentionally Deleted.

8.2 **Security deposits.** Intentionally Deleted.

8.2 **Property taxes.** All property taxes payable in the year of closing and assessments approved by Buyer, if any, will be prorated as of the Closing Date.

8.3 **Utilities.** All gas, electric and other utility charges will be handled outside of Closing; provided, however, Seller shall be obligated to pay all such utility charges to the date of Closing and shall notify said utility companies of the sale of the Property.

8.4 **Insurance.** Intentionally Deleted.

8.5 **Accounts payable.** Except as may be otherwise agreed by Seller and Buyer in writing, all sums due for accounts payable that were owing or incurred in the maintenance or operation of the Property prior to the Closing Date will be paid by Seller on or prior to the Closing Date or adequate provisions reasonably satisfactory to Buyer will be made in respect to such payment. Seller agrees to indemnify and hold Buyer harmless with respect to all such obligations prior to the Closing Date. Buyer shall furnish to Seller for payment promptly following receipt any bills to be paid by Seller consistent with the terms and conditions of this Agreement. Except as may otherwise be agreed to by Seller and Buyer in writing, all accounts payable incurred on or after the Closing Date with respect to the Property will be paid by Buyer and Buyer agrees to indemnify Seller with respect thereto. The terms and conditions of this Section shall survive closing of the transaction contemplated under this Agreement.

9. **Seller's Covenants.**

9.1 **Covenant to operate and maintain.** Prior to the Closing Date, Seller shall maintain, repair, manage and operate the Property in a businesslike manner in accordance with Seller's prior practices and Seller shall not dissipate any portion of the Property. Seller shall keep the Property insured in accordance with Seller's prior practices up to the Closing Date.

Operations and contracts prior to closing. Seller shall not enter into leases of the Property during the period after the Effective Date and before the Closing Date.

10. **Representations and Warranties.**

10.1 **Seller's representations and warranties.** Seller represents and warrants to Buyer as set forth below. Except as may be otherwise provided below, the warranties and representations of Seller set forth below are true and correct as of the Effective Date. As used herein, "knowledge" or "best knowledge" or similar phrases means, with respect to Seller, the present, actual knowledge (excluding imputed or constructive knowledge) of Steve Kinkelie (collectively, the "Seller Knowledge Individual"). Buyer acknowledges that the Seller Knowledge Individual shall have no personal liability, no duty of inquiry beyond the records, as of the Effective Date, known by Seller Knowledge Individual to be in possession of Seller Puyallup School District, or to take any other actions in connection with the representations and warranties of Seller set forth in this Agreement. Neither the actual, present, conscious knowledge of any other individual or entity, nor the constructive knowledge of any other individual or entity, shall be imputed to the Seller Knowledge Individual.

(a) Upon approval of this Agreement by Seller's City Council, Seller shall have full power and authority to convey the Property to Buyer.

(b) Intentionally Deleted.

(c) To the best of Seller's knowledge, all Due Diligence Materials and other instruments and documents delivered to Buyer pursuant to this Agreement (the "Warranted Materials") are true and accurate copies, and Seller shall advise Buyer in writing of any inaccuracies in the Warranted Materials as Seller becomes aware of them. With respect to all other instruments and documents delivered or required to be delivered to Buyer by Seller pursuant to this Agreement, Seller has not purposefully altered or withheld any of them.

(d) To Seller's knowledge, Seller has not received notice of any special assessment or condemnation proceedings affecting the Property.

(e) To the best of Seller's knowledge, there is no litigation pending or threatened against Seller (or any basis for any claim) that arises out of the ownership of the Property and that might materially and detrimentally affect (i) the use or operation of the Property for Buyer's intended use, or (ii) the ability of Seller to perform its obligations under this Agreement, or (iii) the value of the Property.

(f) Seller is a municipal corporation duly organized and validly existing under the laws of the state of Washington. Upon approval of this Agreement by Seller's Council, this Agreement and all documents executed by Seller that are to be delivered to Buyer at closing are, or at the time of closing will be, (i) duly authorized, executed and delivered by Seller, (ii) legal, valid and binding obligations of Seller, (iii) sufficient to convey title (if they purport to do so), and (iv) in compliance with all provisions of all agreements and judicial orders to which Seller is a party or to which Seller or all or any portion of the Property is subject.

(g) To Seller's knowledge, other than the Property and any personal property on the Land, there are no items, tangible or intangible, real or personal, owned by Seller, now or at any time used in conjunction with the Property or any portion thereof.

(h) N/A.

(i) To Seller's knowledge, Seller has received no notice of any failure of Seller to comply with any applicable governmental requirements in respect of the use, occupation and construction of the Property, including, but not limited to, environmental, fire, health, safety, zoning, subdivision and other land use requirements that have not been corrected to the satisfaction of or deemed satisfactory by the appropriate governmental authority, and Seller has received no notice of, and has no knowledge of, any violations or investigation relating to any such governmental requirement.

(j) Seller has received no notice of any default or breach by Seller under any covenants, conditions, restrictions, rights of way or easements that may affect Seller in respect to the Property or may affect the Property or any portion thereof and no such default or breach now exists.

(k) Intentionally Deleted.

(l) Intentionally Deleted.

(m) Intentionally Deleted.

(n) To Seller's knowledge there are no permits, licenses or consents required by any governmental authority in connection with the present use and occupancy of the Property except those previously obtained by Seller and delivered to Buyer, if any, and Seller knows of no local improvement districts proposed which will affect the Property.

(o) Intentionally Deleted.

(p) Intentionally Deleted.

(q) Intentionally Deleted.

(r) Intentionally Deleted.

(s) Seller is not a foreign person as defined in Section 1445 of the Internal Revenue Code.

(t) All of the representations, warranties and covenants of Seller contained in this Agreement are true and correct as of the Effective Date and as of the Closing Date and will survive the closing of the transaction contemplated by this Agreement for a period not to exceed twelve months from the date of Closings and then shall lapse unless an action as to such matter has been commenced within the twelve (12) month period.

(u)

10.2 Buyer's representations and warranties. Buyer represents and warrants to Seller as follows:

(a) Buyer is a municipal corporation, duly organized and validly existing under the laws of the state of Washington; this Agreement and all documents executed by Buyer that are to be delivered to Seller at closing are, or at the time of closing will be (i) duly authorized, executed and delivered by Buyer, (ii) legal, valid and binding obligations of Buyer, and (iii) in compliance with all provisions of all agreements and judicial orders to which Buyer is a party or to which Buyer is subject.

(b) In connection with its Feasibility Study, Buyer has inspected those aspects of the Property, including, without limitation, its physical condition, that Buyer deems necessary in order to make a determination whether to purchase the Property.

(c) As of the date of this Agreement, Buyer is not aware of any default by Seller of any representation or warranty set forth in this Agreement.

(d)

11. Hazardous Materials.

11.1 Definitions.

11.1.1 Definition of “Environmental Laws”. “Environmental Laws” means any federal, state or local laws, ordinance, permits or regulations regarding health, safety, radioactive materials or the environment, each as amended, and any regulations promulgated thereunder adopted by the applicable authorities thereunder.

11.2 Definition of “Hazardous Materials”. “Hazardous Materials” means: (i) any radioactive materials; (ii) any substance or material the transportation, storage, treatment, handling, use, removal or release of which is subject to any Environmental Law; or (iii) any substance or material for which standards of conduct are imposed under any Environmental Law. Without limiting the generality of the foregoing, “Hazardous Materials” includes: asbestos and asbestos-containing materials (whether or not friable); urea-formaldehyde in any of its forms; polychlorinated biphenyls; oil, used oil; petroleum products and their by-products; lead-based paint; radon; and any substances defined as “hazardous waste,” “hazardous substances,” “pollutants or contaminants,” “toxic substances,” “hazardous chemicals,” “hazardous pollutants,” or “toxic chemicals “under any law, statute, ordinance or regulation governing environmental matters or hazardous materials.

11.3 Compliance with Environmental Laws. Subject to the terms and conditions set forth under Section 10.1, including but not limited to the meaning of “knowledge” and “Seller” which are incorporated herein by this reference as if fully set forth, Seller represents and warrants that:

(a) Seller has no actual knowledge of the release or presence of any Hazardous Material on, in, from or onto the Real Property;

(b) Seller has no actual knowledge that Seller has generated, manufactured, refined, transported, stored, handled, disposed of or released any Hazardous Materials on the Property, nor has Seller permitted the foregoing;

(c) Intentionally Deleted.

(d) To the best of Seller’s actual knowledge, Seller has not received any notice of any violation of any Environmental Laws;

(e) To the best of Seller’s actual knowledge, no action has been commenced or threatened regarding Seller’s compliance with any Environmental Laws;

(f) To the best of Seller’s actual knowledge, no tanks used for the storage of any Hazardous Materials above or below ground are present or were at any time present on or about the Real Property; and

(g) To the best of Seller’s actual knowledge, no action has been commenced or threatened regarding the presence of any Hazardous Materials on or about the Real Property.

11.4 No waiver of liability. Intentionally Deleted.

11.5 **Indemnification.** Intentionally Deleted.

(a) Intentionally Deleted;

(b) Intentionally Deleted.

11.6 **Environmental inspection.** Intentionally Deleted. Buyer has completed its environmental inspection.

12. **Casualty Loss.** Following the occurrence of any event prior to the Closing Date, causing damage to or destruction of the Property or any portion of the Property, Seller shall promptly notify Buyer of such occurrence. Under any such circumstances the provisions of this Section 12 will apply.

12.1 **Minor casualty loss.** If the amount of any casualty loss referred to above in this Section 12 is not more than FIFTY THOUSAND Dollars (\$50,000.00), the obligation of each party under this Agreement will continue, notwithstanding any such casualty, the rights to all insurance proceeds in an amount not to exceed FIFTY THOUSAND Dollars (\$50,000.00) by reason of such loss and not collected prior to closing will at closing be assigned to Buyer, and the Purchase Price will be paid without reduction by reason of such loss. Buyer and Seller will under such circumstances cooperate in settlement of such claims and any proceeds collected prior to closing will, consistent with the circumstances, be offset against the portion of the Purchase Price paid at closing if no reconstruction by Seller occurs.

12.2 **Substantial casualty loss.** If the amount of any casualty loss is more than FIFTY THOUSAND Dollars (\$50,000.00), Buyer and Seller will each have the right to terminate this Agreement in the manner specified by this Section 12.2. Such election may be exercised only by the party so electing to terminate giving written notice of termination to the other party within THIRTY (30) days after receipt of actual notice of such casualty loss but in any event before Closing. Such notice of casualty will be effective to commence the running of this termination period only if such notice specifically provides that it is being given pursuant to this Section 12.2. Upon effective exercise of such termination election by either party, this Agreement will terminate, and the Earnest Money will be returned to Buyer. If, in the event of any such casualty, neither party affirmatively exercises the right to terminate provided for by this Section 12.2, such right will lapse, and the provisions of Section 12.1 above will apply; provided, however, any insurance proceeds in excess of the Purchase Price shall accrue solely to Seller.

12.3 **Eminent domain.** If at any time after the Effective Date, Seller receives any notice of any condemnation proceedings, or other proceedings in the nature of eminent domain, it will promptly send a copy of such notice to Buyer. If all or any part of the Property is taken by condemnation or eminent domain and the value of the portion of the Property so taken exceeds TEN THOUSAND Dollars (\$10,000.00), Buyer may, upon written notice to Seller, elect to terminate this Agreement, and in such event all monies theretofore paid on account must be returned to Buyer, and neither party will have any further liability or obligation under this Agreement. If all or any portion of the Property has been or is hereafter condemned or taken by eminent domain and this Agreement is not canceled, Seller's right, title and interest in and to any awards in condemnation or eminent domain, or damages of any kind, to which Seller may have

become entitled or may thereafter be entitled by reason of any exercise of the power of condemnation or eminent domain with respect to the Property or any portion thereof shall accrue to Seller prior to Closing. If Buyer proceeds with the transaction contemplated herein and the proceeds are not received as of the Closing by Seller, the Purchase Price shall not be reduced and Seller shall assign to Buyer as of the Closing the right to receive all such proceeds less any expenses and fees incurred by Seller with regard to such eminent domain action.

13. "AS-IS" SALE. PURSUANT TO THIS AGREEMENT, BUYER AND ITS REPRESENTATIVES AND AGENTS (INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL CONSULTANTS, ARCHITECTS AND ENGINEERS) HAVE BEEN OR WILL BE AFFORDED THE RIGHT AND OPPORTUNITY TO ENTER UPON THE PROPERTY AND TO MAKE SUCH INSPECTIONS OF THE PROPERTY AND MATTERS RELATED THERETO, INCLUDING THE CONDUCT OF SOIL, ENVIRONMENTAL AND ENGINEERING TESTS, AS BUYER AND ITS REPRESENTATIVES AND AGENTS DEEM APPROPRIATE IN THEIR SOLE DISCRETION. BUYER ACKNOWLEDGES THAT, NOTWITHSTANDING ANY PRIOR OR CONTEMPORANEOUS ORAL OR WRITTEN REPRESENTATIONS, STATEMENTS, DOCUMENTS OR UNDERSTANDINGS, THIS AGREEMENT AND THE DOCUMENTS TENDERED INTO CLOSING AS REQUIRED UNDER THIS AGREEMENT CONSTITUTE THE ENTIRE UNDERSTANDING OF THE PARTIES WITH RESPECT TO THE SUBJECT MATTER HEREOF AND SUPERSEDES ANY SUCH PRIOR OR CONTEMPORANEOUS ORAL OR WRITTEN REPRESENTATIONS, STATEMENTS, DOCUMENTS OR UNDERSTANDINGS. BUYER FURTHER ACKNOWLEDGES THAT, EXCEPT AS SET FORTH UNDER SECTIONS 10 AND 11 OF THIS AGREEMENT, THE BARGAIN AND SALE DEED, NEITHER SELLER, NOR ANY PRINCIPAL, AGENT, ATTORNEY, EMPLOYEE, OR OTHER REPRESENTATIVE OF SELLER HAS MADE ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER REGARDING THE PROPERTY, EITHER EXPRESS OR IMPLIED, AND THAT BUYER IS NOT RELYING ON ANY WARRANTY, REPRESENTATION OR COVENANT, EXPRESS OR IMPLIED, WITH RESPECT TO THE PROPERTY, EXCEPT AS SET FORTH UNDER SECTIONS 10 AND 11 OF THIS AGREEMENT AND THE BARGAIN AND SALE DEED, AND THAT BUYER IS ACQUIRING THE PROPERTY IN WHOLLY AN "AS-IS" CONDITION WITH ALL FAULTS WHETHER KNOWN OR UNKNOWN, AND WAIVES CONTRARY RIGHTS AND REMEDIES AVAILABLE TO IT UNDER WASHINGTON AND FEDERAL LAW, INCLUDING BUT NOT LIMITED TO ANY RIGHT OF INDEMNIFICATION OR REMEDY UNDER ANY WASHINGTON LAW, INCLUDING BUT NOT LIMITED TO THE MODEL TOXICS CONTROL ACT, OR ANY FEDERAL LAW, INCLUDING BUT NOT LIMITED TO DAMAGES AND ATTORNEY FEES AND COSTS. IN PARTICULAR, BUT WITHOUT LIMITATION, EXCEPT AS SET FORTH IN THIS AGREEMENT, SELLER MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE USE AND CONDITION OF THE PROPERTY, INCLUDING WITHOUT LIMITATION THE CONDITION OF THE SOILS OR GROUNDWATERS OF THE PROPERTY AND THE PRESENCE OR ABSENCE OF HAZARDOUS MATERIALS ON OR UNDER THE PROPERTY OR ITS COMPLIANCE WITH APPLICABLE STATUTES, LAWS, CODES, ORDINANCES, REGULATIONS OR REQUIREMENTS RELATING TO ZONING, SUBDIVISION, PLANNING, BUILDING, FIRE, SAFETY, HEALTH OR

ENVIRONMENTAL MATTERS OR ITS COMPLIANCE WITH COVENANTS, CONDITIONS AND RESTRICTIONS (WHETHER OR NOT OF RECORD) OR OTHER LOCAL, MUNICIPAL, REGIONAL, STATE OR FEDERAL REQUIREMENTS, OR OTHER STATUTES, LAWS, CODES, ORDINANCES, REGULATIONS OR REQUIREMENTS. THIS SECTION 13 SHALL NOT RELIEVE THE SELLER OF OTHER SELLER WARRANTIES AND REPRESENTATIONS SET FORTH HEREIN.

By: _____
Authorized Signator

[print name]
Its: _____

The Signator above warrants and represents that he has unconditional, absolute, and complete authority to bind Seller.

14. **Possession.** Seller shall deliver possession of the Property to Buyer on the Closing Date.

15. **Events of Default.**

15.1 **By Seller.** If there is an event of default under this Agreement by Seller (including a breach of any representation, warranty or covenant), Buyer will be entitled (a) in addition to all other remedies available at law or in equity, to seek specific performance of Seller's obligations under this Agreement or (b) to rescind and/or terminate this Agreement by written notice to Seller and Escrow Agent. If Buyer terminates this Agreement, the escrow will be terminated, the entire Deposit must immediately be returned to Buyer, all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement except that Seller shall pay any costs of terminating the escrow and any cancellation fee for the Preliminary Commitment.

15.2 **By Buyer.** IN THE EVENT BUYER FAILS, WITHOUT LEGAL EXCUSE, TO COMPLETE THE PURCHASE OF THE PROPERTY, THE EARNEST MONEY DEPOSIT MADE BY BUYER WILL BE FORFEITED TO SELLER AND SHALL IMMEDIATELY BE DUE AND OWING AS THE SOLE AND EXCLUSIVE REMEDY AVAILABLE TO SELLER FOR SUCH FAILURE.

Seller's Initials

Buyer's Initials

16. **Notices.** Except for such notices required under Section 5 and such other sections as may be agreed upon by the parties which may be delivered in writing electronically, notices under this Agreement must be in writing and be personally delivered, delivered by recognized overnight courier service or given by mail or via facsimile. Any notice given by mail must be sent, postage prepaid, by certified or registered mail, return receipt requested. All notices must be

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addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

Seller: Attn: Steve Kirkelie, City Manager
City of Puyallup
333 South Meridian
Puyallup, WA 98371
SKirkelie@PuyallupWA.gov

with a copy to: Joseph N. Beck, City Attorney
City of Puyallup
333 South Meridian
Puyallup, WA 98371
jbeck@puyallupwa.gov

Buyer: Central Pierce Fire & Rescue

Attention: _____, _____
Telephone: 253-_____
Email: _____

with a copy to: Eric Quinn, Central Pierce Attorney
7403 Lakewood Dr. W. # 11
Lakewood, WA 98499

Any notice will be deemed to have been given, if personally delivered, when delivered, and if delivered by courier service, one business day after deposit with the courier service, and if mailed, two business days after deposit at any post office in the United States of America, and if delivered via facsimile, the same day as verified, provided that any verification that occurs after 5:00 p.m. on a business day, or at any time on a Saturday, Sunday or holiday, will be deemed to have occurred as of 9:00 a.m. on the following business day.

17. **Brokers and Finders.** Neither party has had any contact or dealings regarding the Property, or any communication in connection with the subject matter of this transaction, through any licensed real estate broker or other person who can claim a right to a commission or finder's fee as a procuring cause of the purchase and sale contemplated by this Agreement. If any other broker or finder perfects a claim for a commission or finder's fee based upon any other contract, dealings or communication, the party through whom the broker or finder makes his or her claim will be responsible for that commission or fee and shall indemnify, defend and hold harmless the other party from and against any liability, cost or damages (including attorneys' fees and costs) arising out of that claim.

18. **Amendments.** This Agreement (including the exhibits attached to it) is the final expression of, and contains the entire agreement between, the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and writings (including the letter of intent signed by the parties) with respect to it. This Agreement may be amended or modified only by a written instrument executed by Seller and Buyer.

19. **Continuation and Survival of Representations and Warranties.** Intentionally Deleted.

20. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the state of Washington. It is further agreed that the venue of any action or proceeding brought under the terms of this Agreement shall exclusively be Pierce County, Washington.

21. **Entire Agreement.** This Agreement and the exhibits to it constitute the entire agreement between the parties with respect to the purchase and sale of the Property and supersede all prior agreements and understandings between the parties relating to the subject matter of this Agreement.

22. **Attorney's Fees.** If either party fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not prevailing in the dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights under this Agreement, including, without limitation, court costs and reasonable attorney fees incurred in connection with any federal, state or bankruptcy court proceeding.

23. **Email Signatures.** Each party (i) has agreed to permit the use, from time to time and where appropriate as agreed between the parties, of signatures in the nature of a pdf delivered by electronic mail ("Email Signatures") in order to expedite the transaction contemplated by this Agreement, (ii) intends to be bound by its respective Email Signature(s), (iii) is aware that the other will rely on the Email Signature(s), and (iv) acknowledges such reliance and waives any defenses to the enforcement of the documents effecting the transaction contemplated by this Agreement based on the fact that a signature was sent by electronic mail transmittal.

24. **Time of the Essence.** Time is of the essence of this Agreement.

25. **Exclusivity.** Seller shall not market the Property actively until after the expiration of the Feasibility Study Period and then only if Buyer elects not to proceed with the purchase of the Property.

26. **Waiver.** Neither Seller's nor Buyer's waiver of the breach of any covenant under this Agreement will be construed as a waiver of the breach of any other covenants or as a waiver of a subsequent breach of the same covenant.

27. **Nonmerger.** The terms and provisions of this Agreement, including, without limitation, indemnification obligations, if any, will not merge in, but will survive, the closing of the transaction contemplated under this Agreement.

28. **Assignment.** Buyer shall not assign this Agreement without Seller's prior written consent in Seller's sole and absolute discretion.

29. **Negotiation and Construction.** This Agreement and each of its terms and provisions are deemed to have been explicitly negotiated between the parties, and the language in all parts of this Agreement will, in all cases, be construed according to its fair meaning and not strictly for or against either party. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared it.

30. **Calculation of Time Periods.** Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event after which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless such last day is a Saturday, Sunday or legal holiday. The final day of any such period will be deemed to end at 5 p.m., Pacific Standard or Daylight Time, depending upon the applicable time period.

31. **Exhibits.** The following exhibits are attached to and made a part of this Agreement by this reference.

EXHIBIT A — Legal Description

EXHIBIT B — Intentionally Deleted

EXHIBIT C — Intentionally Deleted

EXHIBIT D — Assignment of Plans, Permits and Contracts

EXHIBIT E — Additional Due Diligence Materials

EXHIBIT F — N/A

IN WITNESS WHEREOF, the parties have executed this Agreement intending to be bound by its terms and conditions.

SELLER:

City of Puyallup, a Washington municipal corporation

Dated: _____

Steve Kirkelie
City Manager

Approved as to form:

Attest:

Joseph Beck
City Attorney

Dan Vessels Jr.
City Clerk

BUYER:

Central Pierce Fire & Rescue, a Washington municipal corporation

Dustin Morrow, Fire Chief
Dated: _____

Approved as to Form:

Attest:

Eric T. Quinn
District Attorney

Tanya Robacker
District Secretary

CONSENT OF ESCROW HOLDER

The undersigned Escrow Holder agrees to (i) accept the foregoing Agreement, (ii) be escrow agent under the Agreement for the fees therein specified, and (iii) be bound by the Agreement in the performance of its duties as escrow agent; however, the undersigned will have no obligations, liability or responsibility under (i) this consent or otherwise, unless and until the Agreement, fully signed by the parties and has been delivered to the undersigned, or (ii) any amendment to the Agreement unless and until the amendment is accepted by the undersigned in writing.

Date: _____

**FIRST AMERICAN TITLE INSURANCE
COMPANY**

By: _____
Name: _____
Title: _____

EXHIBIT A

LEGAL DESCRIPTION

Tax Parcel ID No. 5481501080

Real property in the County of Pierce, State of Washington, described as follows:

TRACT A OF AMENDED MANORWOOD SOUTH, ACCORDING TO PLAT RECORDED IN VOLUME 55 OF PLATS AT PAGE(S) 3 AND 4, WHICH IS A REVISION OF PLAT RECORDED IN VOLUME 52 OF PLATS AT PAGE(S) 36 AND 37, IN PIERCE COUNTY, WASHINGTON.

EXHIBIT B

PROMISSORY NOTE

INTENTIONALLY DELETED

EXHIBIT C

ASSIGNMENT OF LEASES

INTENTIONALLY DELETED

EXHIBIT D

ASSIGNMENT OF PLANS, PERMITS AND CONTRACTS

**TO THE EXTENT IN SELLER'S POSSESSION, DOCUMENTS PROVIDED TO
BUYER PRIOR TO EFFECTIVE DATE OF AGREEMENT**

EXHIBIT E

ADDITIONAL DUE DILIGENCE MATERIALS

**TO THE EXTENT IN SELLER'S POSSESSION, DOCUMENTS PROVIDED TO
BUYER PRIOR TO EFFECTIVE DATE OF AGREEMENT**



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Conveyed Property Transfer- 1803 116th St. S., Tacoma, WA 98444

Attachments: N/A

Submitted by: DC VanKeulen

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"I move to approve the District to accept the conveyance and take ownership from Pierce County for the property located at 1803 116th St. S., Tacoma, WA."

SUMMARY:

On October 27, 2023, the District was approached by Pierce County to inquire about our interest in taking ownership of a decommissioned sewer pump station in Parkland. Since that time, we have done our due diligence to estimate the lot valuation and the cost of demo. This property transfer provides the District with an opportunity to add a fire station in the future.

FINANCIAL IMPACT: \$320 for the recording fee



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Surplus Items: Cabinets, Truck Bed, and K9 cage

Attachments: Attachment A: Surplus Item 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 (4) Aluminum cabinets, (1) truck bed, and (1) K9 Cage."

SUMMARY:

The items listed on Attachment A are owned by the District and are no longer needed. Staff requests that the items be declared surplus so that they may be liquidated according to District policy.

Attachment A -
March 11, 2024 Board Meeting

	Surplus items						
DATE	ITEM	MAKE	MODEL	SERIAL NO	QTY	FAID	NOTES
3/5/2024	8 Foot Diamond Plate Aluminum Cabinet				1		4 doors
3/5/2024	5 Foot Diamond Plate Aluminum Cabinet				1		2 front horizontal doors & 1 small side door
3/5/2024	3 Foot Diamond Plate Aluminum Cabinet				1		2 vertical doors
3/5/2024	90" x 16" x 18" Diamond Plate Aluminum Cabinet				1		2 doors
3/5/2024	2004 Ford Dually Truck Bed w/ Compartments	FORD			1		Truck bed with compartments
3/5/2024	K9 cage for Chevy Silverado Crew Cab	CHEVY			1		K9 cage



Board Meeting Agenda Item Summary

Agenda Date: March 11, 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:

December Draft & Financial Reports

Pierce County has closed its books for December 2023 and January 2024. We will have these to the Board at the next meeting on March 25th, 2024.

Preliminary Expenditures for the Operating Funds (001 & 101) as of 12/31/2023:

Revenue:	\$106,200,000
Expenditure:	<u>99,208,270</u>
Surplus (2023):	6,991,730



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Human Resources Division Report

Attachments: N/A

Submitted by: HRD Washo

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

New Hire

Alec Coleman has joined us as of March 4th as our new Support Services Director. Alec comes to us with almost 30 years of experience in logistics and facilities management in the private sector. We are thrilled to have him on board!

Recruiting

A candidate has been selected to move forward to the background stage for the Network Specialist position in Information Technology. The posting for Support Specialist has closed and we received **442** applications! The divisions with current vacancies are working on selecting the candidates to invite to the next step in the process, which is an online one-way interview. After reviewing those, the hiring managers will then further select which candidates to bring in for an in-person interview.

Lieutenant Promotional Process

Our Labor-Management Committee recently heard a presentation from the 2023 Promotional Process Review Committee going over the survey results from the participants (and evaluators) and providing some recommendations for the next process. After that presentation, decisions were made on changes for the next Lieutenant Promotional Process (decisions on the Captain and Battalion Chief processes have not been made yet). We will be kicking off a new Lieutenant process later in March, as the list created last fall will soon be exhausted.

iDELPH (IAFC Diversity Executive Leadership Program)

I am extremely honored to let you know that I have been selected for the iDELPH program, along with 14 other fire service professionals throughout North America and Canada. I have attached the press release and welcome letter from the IAFC regarding this appointment. I am very grateful to Chief Morrow to support me in this program and look forward to learning and working with other fire service professionals so that we can all learn from each other and bring what we develop together back to our respective agencies.



International Association of Fire Chiefs

8251 Greensboro Drive, Suite 650 • McLean, VA 22102
Tel: 703.273.0911 • IAFC.org

March 1, 2024

Suzi Washo
Human Resources Director
Central Pierce Fire & Rescue
1015 39th Ave, SE
Puyallup, WA 98374
swasho@centralpiercefirer.org

Dear Director Washo,

I am pleased to congratulate you on your selection to the IAFC Diversity Executive Leadership Program (iDELP). Your interest in pursuing this unique learning opportunity demonstrates your commitment to identifying best practices and solutions for diversity, equity, inclusion and belonging (DEIB) opportunities in your own organization, as well as with the fire service community.

The IAFC's iDELP program is especially important to me personally, as I was honored to be appointed to co-lead the first iDELP cohort. As you embark upon this new journey, my hope is that you fully immerse yourself in all the education, mentoring, and volunteer service that is offered. And, upon completion, you will use your new knowledge and skills to grow and improve DEIB in your organization and to champion this dynamic area of human relations.

On behalf of the IAFC Board of Directors, I thank you for your interest in this professional development opportunity and your willingness to dedicate the time and effort to this IAFC core value. We appreciate your time and commitment.

Welcome to iDELP.

Sincerely,

Fire Chief John S. Butler, EFO, CFO
President and Board Chair



- The Nation's Number One Supplier
- The Only American Made Stands
- Over 100 Departments Currently
- Plan Review | Collaborations | Training

iPlanTables.com
Wide-Format Touchscreen Plan Review Workstations
info@iplantables.com - 888-836-2727



MENU



SUBSCRIBE



iDELPHort 3 Announced

President John Butler has announced the names of the individuals who have been accepted into the IAFC Diversity Executive Leadership Program (iDELPHort) program as fellows in iDELPHort Cohort 3

February 28, 2024





McLean, VA – International Association of Fire Chiefs (IAFC) President John Butler has announced the names of the individuals who have been accepted into the [IAFC Diversity Executive Leadership Program \(iDELP\) program](#) as fellows in iDELP Cohort 3.

The iDELP program was created by the IAFC in 2016 to cultivate current and future leaders from under-represented groups using networking, professional development guidance, and involvement in strategic opportunities to elevate inclusiveness within the IAFC. Under IAFC President Butler’s leadership, the iDELP program has expanded to include formal learning objectives that focus on the challenges faced by leaders and organizations in the fire service as they relate to Diversity, Equity, Inclusion, and Belonging (DEIB) and their impacts on the fire and emergency services.

The iDELP program is a highly selective program that accepts only 15 fellows for each cohort - - all who must be currently serving as a company officer or mid-level fire and emergency service chief fire officer. During their 18-month cohort journey, iDELP fellows learn from subject matter experts, develop solutions to current and emerging issues, and prepare to share those solutions

with their sponsor organizations and the fire and emergency services community.

The iDELP program is one of the premier fire and emergency services DEIB educational programs offered. Focused on preparing individuals to be successful DEIB thought leaders and solutions catalysts, this unique program is just one of many ways that the IAFC is preparing our fire and emergency services leaders of tomorrow.

Those accepted as fellows in iDELP Cohort 3 are:

Battalion Chief Lance Blakey, Charlottesville Fire Department, VA
Division Chief Steven Carter, Sunrise Fire Rescue, FL
Captain Rashawn Fulcher, Sacramento Metropolitan Fire Protection District, CA
Lieutenant Christopher Shane Henderson, St. Petersburg Fire Rescue, FL
Acting Captain Pike Krpan, City of Hamilton Fire Department, Ontario, Canada
Fire Chief Brian Kuznik, Greeley Fire Department, CO
Assistant Chief Kristine Larson, Los Angeles City Fire Department, CA
Fire Chief Aaron Lipski, Milwaukee Fire Department, WI
Fire Chief Paul Luizzi, Goodyear Fire Department, AZ
Fire Chief Alexander Northern, Norwich Fire Department, VT
Ambulance Commander Betty Ortiz, Chicago Fire Department, IL
Fire Chief Raul Ortiz, New Britain Fire Department, CT
Battalion Chief Jenn Panko, Santa Clara Fire Department/City of Santa Clara, CA
Assistant Chief Shannon Teamer Keesey, Orange County Fire Rescue, FL
Human Resource Director Suzi Washo, Central Pierce Fire & Rescue, WA

For more information, please contact Pete Piringer, Public Information Officer, at 240-672-4871 or ppringer@iafc.org.

About iDELP

The [IAFC Diversity Executive Leadership Program](#) supports individuals from under-represented identity groups and those interested in increasing Diversity, Equity, Inclusion, and Belonging (DEIB) in the fire service and are

committed to professional development. Participants are expected to participate in a leadership program of education, mentoring, and volunteer service in the IAFC and fire service community.

About the International Association of Fire Chiefs (IAFC)

The [IAFC](#) represents the leadership of firefighters and emergency responders worldwide. IAFC members are the world's leading experts in firefighting, emergency medical services, terrorism response, hazardous materials response, natural disasters, search and rescue, and public safety legislation. Since 1873, the IAFC has provided a forum for its members to exchange ideas, develop professionally and uncover the latest best practices and services available for first responders. In 2023, the IAFC proudly commemorates its 150th anniversary.

Topics:

[Leadership](#) | [IAFC Info/News](#) | [Human Relations, Diversity & Inclusion](#) |

[Department Administration](#)



Related News

2024 Safety Stand Down Theme Announced

February 27, 2024

Fire Training: Back to Basics is announced as theme for Safety Stand Down, June 16-22, 2024 [read more »](#)

Fire Chief John S. Butler Testifies on the Fire Hazards of Lithium-Ion Batteries, Calls for Immediate Action



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Training Division Report

Attachments: N/A

Submitted by AC Benning

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

1. E-41 Recruit Training Program Progressing

- A. Haz-mat successfully completed.
- B. As soon as we get certifications processed, Recruits will be fully deployable.
- C. Working on FF II training, to be completed in the next few weeks, with testing scheduled for April.

2. Professional Development Classes

- A. PCFTC hosted a Driver Operator class with 16 CPFR drivers enrolled.
- B. Officer II class the first week of April.
- C. Currently working on new probationary FF credential with Graham to better align our processes.

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: March 11, 2024

Item Title: Field Operations Division Report

Attachments: None

Submitted by: AC Kent

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Ops report:

See attached Feb. 2024 report

PCFTC Forge Class #2 Update:

Class #2 is due to be in North Bend at Burn-to-Learn 3/12 and 3/13. Their Academy graduation is set for 3/14.

Station Inspections:

Station inspection have started. The Captains schedule a date for their respective BC's, the AC of Ops and the BC of Logistics to conduct a formal inspection that ends with a "Station Score".

The following items are inspected:

Apparatus – Equipment readiness and Rig Readiness to include cleanliness.

Station - Inside/outside cleanliness and operational status

Uniforms/PPE – Clean, intact, and complete

Chiefs meet the crews for Breakfast, have "Family" time at the kitchen table, then commence to the inspection after breakfast. It has been well received by all!

FINANCIAL IMPACT:

N/A



Board Meeting Agenda Item Summary

Agenda Date: March 11, 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:

NW Leadership Seminar

Multiple members of our new team attended NW Leadership in Portland. Great speakers, connection with other like minded agencies, and quality time with staff and members of the board.

All American Leadership (AAL)

Several members of our leadership team are in the AAL academy. We are exploring areas of leading ourselves, teams and organizations. AAL, 1:1 mentoring, planning for the next Lt. promotion and several other initiatives are smart investments in our organization. Thank you to the BOC and Chief Morrow for the support.



Board Meeting Agenda Item Summary

Agenda Date: March 11, 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:

Support Service Director

Alec Coleman has started with the District effective March 4th. Alec joins the District as our new Support Services Director. Alec comes from the Port of Tacoma with a very broad background and set of experiences pertaining to all things Logistics. Filling the new Support Services Director position will allow for a much more appropriate span of control over Logistics and provide the needed senior leadership in the same area.

Deputy Chief VanKeulen will be working with Alec to transfer over information and current logistics projects, starting with our Capital Facility Projects.

Puyallup Property Purchases

Staff would like to compliment the City of Puyallup Staff for their commitment, and work needed to develop a reasonable approach to the Purchase and Sales Agreements that is allowing the District to re-acquire the Shaw Road Fire Station and the North Puyallup Fire Station. Having these facilities back, contributing in the long term to the District's deployment will be instrumental in improving response performance.

Labor Negotiations

Labor Negotiations continue with Local 726. The process remains on track and additional negotiating meetings are scheduled. I am pleased with the progress at this point.

Northwest Leadership Seminar

Several Staff and Commissioners from Central Pierce, Graham Fire, and Orting Valley attended the Northwest Leadership Seminar. The presentations were good, and the time spent together by the three organizations was encouraging. Staff continues to be grateful for the Board's support, allowing attendance at these types of events.

FEB 27 2024



February 22, 2024

Ron Kent
Assistant Chief of Operations
Central Pierce Fire & Rescue
PO Box 940 Spanaway, WA 98387

Dear Assistant Chief Ron Kent,

On behalf of the South Sound 911 team, thank you for dedicating your time and expertise on February 13, 2024. We appreciate your participation as a panelist in the promotional process for our Fire Supervisor position. Your valuable input has contributed greatly to the successful selection of our employees for these roles.

We look forward to having you serve on future panels.

Sincerely,

A handwritten signature in blue ink that reads "Deborah Grady".

Deborah Grady
Executive Director, South Sound 911

CC: Chief Dustin Morrow