



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

Date: March 25, 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. 3:** Minutes: Regular Board Meeting of March 11, 2024
 - C. **Pg. 7:** Approval of:

Accounts Payable Warrants Numbered 60274 to 60333 totaling:	\$	571,499.56
GRAND TOTAL	\$	571,499.56

Pg. 20: For Informational Purposes Only - The following electronic payments totaling \$353,667.18 (AP Warrant Numbers 60277, 60302, 60306).

6. **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.



CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

7. **Unfinished Business** (Second Reading and Final Action)
 - A. **Pg. 35:** Board Policy 3.03 – Board of Commissioners Meetings, Policies, and Procedures – Chief Morrow
 - B. **Pg. 79:** Executive Employment Agreement – D. Morrow, Fire Chief – HRD Washo
8. **New Business** (First Reading)
 - A. **Pg. 87:** Administrative Services Addendum to the Master ILA with Graham Fire – Chief Morrow
9. **Considerations and Requests**
 - A. **Pg. 97:** DNR Inter-Agency Agreement – Chief Morrow
10. **Staff, Local, Firefighter's Association and Fire Chief Reports**
 - A. Finance – FD Robacker
 - B. **Pg. 108:** Prevention & Education – AC Berdan
 - C. **Pg. 109:** Safety – AC McKenzie
 - D. **Pg. 110:** Deputy Chief's Report - DC VanKeulen
 - E. **Pg. 112:** Fire Chief's Report – Chief Morrow
11. **Correspondence**
 - A. **Pg. 113:** Employee Correspondence
12. **Commissioner Comments**
13. **Adjournment**

**CENTRAL PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
March 11, 2024**

Chair Holm called the regular meeting of the Board of Commissioners for Central Pierce Fire & Rescue to order at the Fire District Administrative & Operations Center – 1015 39th Ave SE Suite #120, Puyallup, WA 98374 at 5:00 p.m. A remote attendance option was available to the public. Present were Chair Holm, Commissioners Stringfellow, Coleman, Willis, and Mitchell, Chief Morrow, DC VanKeulen, FD Robacker, HRD Washo, 726 President James, 726 VP Reed Thompson, EA Paramapoonya, and SS McInnis, Recorder.

PLEDGE OF ALLEGIANCE

Chair Holm led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)

No Public Comment

CONSENT AGENDA (SINGLE MOTION)

- A. Excused Absences: Ex Officio Julie Door
- B. Minutes: Regular Board Meeting of February 26, 2024
- C. Approval of:

Accounts Payable Warrants Numbered 60038 to 60195 totaling:	\$	7,769,931.15
Net Payroll Warrants Numbered 107821 to 107826 totaling:	\$	7,516.22
GRAND TOTAL	\$	7,777,447.37

Commissioner Mitchell moved and Commissioner Willis seconded to approve the Consent Agenda with warrants totaling \$7,777,447.37. **MOTION CARRIED.**

UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

- A. Revised Policy 3.45 – Common Benefits for Executive Leadership

HRD Washo reviewed Revised Policy 3.45 – Common Benefits for Executive Leadership. A few adjustments were made after the First Reading. Commissioner Willis moved and Commissioner Mitchell seconded to approve revised Policy 3.45 as presented by Staff. **MOTION CARRIED.**

- B. Revised Policy 3.55 – Guidelines for Compliance of SEPA

Chief Morrow reviewed Revised Policy 3.55 – Guidelines for Compliance of SEPA. No changes were made after the First Reading. Commissioner Willis moved and

Commissioner Mitchell seconded to approve revised Policy 3.55 as presented by Staff. **MOTION CARRIED.**

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. No changes were made after the First Reading. Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve the Addendum to the Master ILA as presented by Staff. **MOTION CARRIED.**

EXECUTIVE SESSION

At 5:08 p.m., Commissioner Mitchell moved and Commissioner Willis seconded to move into Executive Session for 10 minutes under RCW 42.30.110(g). **MOTION CARRIED.**

At 5:18 p.m., Commissioner Mitchell moved and Commissioner Stringfellow seconded to return to regular session. **MOTION CARRIED.**

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

A. Board Policy 3.03 – Board of Commissioners Meetings, Policies, and Procedures

Chair Holm reviewed Board Policy 3.03 - Board of Commissioners Meetings, Policies, and Procedures. A vote to accept the suggested changes will take place at the next board meeting.

B. Executive Employment Agreement – D. Morrow, Fire Chief

HRD Washo discussed the first reading of the Executive Employment Agreement for D. Morrow, Fire Chief. All questions and comments by the Board will be answered over the next two weeks.

CONSIDERATIONS AND REQUESTS

A. Revised Appendix A – 726 Non-Uniformed

HRD Washo reviewed the Revised Appendix A – 726 Non-Uniformed. This document corrects one error for the Shop Supervisor position, which was previously missed. Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve the Revised Appendix A - 726 Non-Uniformed changes. **MOTION CARRIED.**

B. Resolution 13-01: McNealley & Dyer Retirement Eligibility

Chief Morrow reviewed the McNealley & Dyer Retirement Eligibility request. The retirement request keeps the District within the parameters of Resolution 13-01. Adding these two additional retirements will still keep the District under the maximum of 10 retirements

allowed per year. Commissioner Stringfellow moved and Commissioner Mitchell seconded 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.

MOTION CARRIED.

C. Purchase & Sales Agreement for 10923 54th St. E.

Chief Morrow discussed the Purchase & Sales Agreement for 10923 54th St. E. (North Puyallup Station). Commissioner Mitchell moved and Commissioner Coleman seconded to approve the Fire Chief to sign and execute the Purchase & Sales Agreement for the real property located at 10923 54th St. E. as presented. **MOTION CARRIED.**

D. Purchase & Sales Agreement for 3509 27th Street S.E.

Chief Morrow discussed the Purchase & Sales Agreement for 3509 27th Street S.E. Commissioner Stringfellow moved and Commissioner Mitchell seconded to approve the Fire Chief to sign and execute the Purchase & Sales Agreement for the real property located at 3509 27th Street S.E. as presented. **MOTION CARRIED.**

E. Conveyed Property Transfer – 1803 116th St. S., Tacoma

DC VanKeulen discussed the real property located at 1803 116th St. S., Tacoma. Commissioner Willis moved and Commissioner Mitchell seconded to approve District acceptance and conveyance of the Pierce County property as presented by staff. **MOTION CARRIED.**

F. Surplus Items: Cabinets, Truck Bed, and K9 Cage

DC VanKeulen discussed the surplus items listed on Attachment A. Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve the the surplus items as listed. **MOTION CARRIED.**

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

The following divisions provided a written report in the packet:

- A. Finance/FD Robacker: FD Robacker reviewed the Finance Division Report.
- B. Human Resources/HRD Washo: HRD Washo reviewed the HR Division Report.
- C. Field Operations/AC Kent: AC Kent reviewed the Field Operations Division Report.
- D. Deputy Chief’s Report/DC VanKeulen: Chief VanKeulen reviewed the Deputy Chief’s Report.
- E. Fire Chief’s Report/Chief Morrow: Chief Morrow reviewed the Fire Chief’s Report.

L726 President Aaron James – L726 has had the opportunity to use the Benevolent Fund to reach out to other Districts in Washington. Having these connections and being able to reach out to others has been very appreciated.

CORRESPONDENCE

A. Correspondence

Chair Holm would like to thank Chief Kent for his participation in South Sound 911’s promotional process.

COMMISSIONER COMMENTS

Chair Holm: Chair Holm thanked Commissioner Coleman for his attendance at the NW Leadership Seminar.

Commissioner Willis: Commissioner Willis is excited about the acquisition of property in the NW corner of our District.

Vice Chair Stringfellow: Nothing to add.

Commissioner Coleman: Nothing to add.

Commissioner Mitchell: Commissioner Mitchell thanked staff and believes that the upcoming joint Commissioner meeting is going to be good.

ADJOURNMENT


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

The meeting adjourned at 5:56 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD

TANYA ROBACKER
DISTRICT SECRETARY

ERIKA MCINNIS
RECORDER



Central Pierce Fire & Rescue
 Fund 686 & 687 Dept 006
 Key Bank
 Account No. XXXXXXXX0522

Warrant Approval

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

<u>Issue Date</u>	<u>Warrant Numbers</u>	<u>Amount</u>
03/07/2024 - 03/14/2024	AP00060274 -AP00060333	\$571,499.56
	Total	\$571,499.56

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 00060274	AWARUNLI	Awards Unlimited	03/07/24	346.50	MW	IS	
AP CHK 00060275	BRANBBQ	BRANKS BBQ & CATERING	03/07/24	1,024.79	MW	IS	
AP CHK 00060276	CKGARAGE	C&K GARAGE DOORS & OPENERS	03/07/24	1,935.56	MW	IS	
AP CHK 00060277	CPFR	Central Pierce Fire & Rescu	03/07/24	205,906.29	MW	IS	
AP CHK 00060278	CITYBUCK	City of Buckley Fire Depart	03/07/24	10,000.00	MW	IS	
AP CHK 00060279	COMCAST	COMCAST	03/07/24	42,754.40	MW	IS	
AP CHK 00060280	COMCAST	COMCAST	03/07/24	125.22	MW	IS	
AP CHK 00060281	MCCO09160	CYDNI MCCORMICK	03/07/24	1,260.00	MW	IS	
AP CHK 00060282	DMRECYCL	D M Recycling Co Inc	03/07/24	804.76	MW	IS	
AP CHK 00060283	FIRGMUTU	FIRGROVE MUTUAL INC	03/07/24	208.53	MW	IS	
AP CHK 00060284	FROSLAND	FROST LANDSCAPE AND DESIGN	03/07/24	1,839.60	MW	IS	
AP CHK 00060285	FRAN10200	JONATHAN FRANZ	03/07/24	151.00	MW	IS	
AP CHK 00060286	RAMI10200	JOSE RAMIREZ-MONTALVO	03/07/24	170.95	MW	IS	
AP CHK 00060287	BERD04150	KEVIN BERDAN	03/07/24	110.00	MW	IS	
AP CHK 00060288	WILL01190	KEVIN WILLIAMS	03/07/24	141.64	MW	IS	
AP CHK 00060289	LECTICON	LECTICON INC	03/07/24	8,000.00	MW	IS	
AP CHK 00060290	MCLEHARD	McLendon Hardware	03/07/24	234.73	MW	IS	
AP CHK 00060291	MOUNTACT	MOUNTAIN TACTICAL INSTITUTE	03/07/24	1,188.00	MW	IS	
AP CHK 00060292	MUSAR	MUSAR	03/07/24	62,403.00	MW	IS	
AP CHK 00060293	PARKLIGH	Parkland Light & Water Co.	03/07/24	570.00	MW	IS	
AP CHK 00060294	PCBUDGET	PC Budget and Finance	03/07/24	27,000.47	MW	IS	
AP CHK 00060295	PCREFUSE	Pierce County Refuse	03/07/24	1,986.75	MW	IS	
AP CHK 00060296	PCSEWER	Pierce County Sewer	03/07/24	1,128.53	MW	IS	
AP CHK 00060297	SSTIREPU	S&S TIRE SERVICE INC	03/07/24	63.46	MW	IS	
AP CHK 00060298	SQUACORP	SQUARERIGGER INC	03/07/24	2,757.50	MW	IS	
AP CHK 00060299	SCDEPTLA	STATE OF SOUTH CAROLINA	03/07/24	2,100.00	MW	IS	
AP CHK 00060300	TMOBILE	T-MOBILE USA INC.	03/07/24	4,998.69	MW	IS	
AP CHK 00060301	MURRDISP	WASTE CONNECTIONS INC	03/07/24	1,174.33	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		380,384.70		Number of Checks Processed:			28
		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		380,384.70					

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/07/2024
End Date: 03/07/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
AWARDS UNLIMITED (AWARUNLI)					
	222656	01/30/2024	346.50	0001	9X12 PLAQUES WITH ENGRAVING FO
	TOTAL FOR CHECK AP 00060274:		346.50		
BRANKS BBQ & CATERING (BRANBBQ)					
	E08079	03/03/2024	1,024.79	0001	3/19/24 CATERING DEPOSIT PER
	TOTAL FOR CHECK AP 00060275:		1,024.79		
C&K GARAGE DOORS & OPENERS LLC (CKGARAGE)					
	971890	09/06/2023	757.49	0001	STATION 73 BAY DOOR REPAIR
	971994	02/29/2024	1,178.07	0001	STATION 73 EAST BAY DOOR REPAI
	TOTAL FOR CHECK AP 00060276:		1,935.56		
CITY OF BUCKLEY FIRE DEPARTMEN (CITYBUCK)					
	202403	02/20/2024	10,000.00	0001	PCFTC EMT CLASS 23-A1
	TOTAL FOR CHECK AP 00060278:		10,000.00		
COMCAST (COMCAST)					
	191966015	01/15/2024	21,370.79		#900008762 GFR-JAN 2024 SVC
	194473837	02/15/2024	21,383.61		#900008762 CP-FEB 2024 SVCS
	TOTAL FOR CHECK AP 00060279:		42,754.40		
	AB-240212	02/12/2024	125.22		#8498350232177247 FEB AB SVC
	TOTAL FOR CHECK AP 00060280:		125.22		
	TOTAL FOR COMCAST:		42,879.62		
CYDNI MCCORMICK (MCCO09160)					
	030624	03/06/2024	1,260.00		WINTER 2023 TUITION RMB
	TOTAL FOR CHECK AP 00060281:		1,260.00		
D M RECYCLING CO INC (DMRECYCL)					
	11950431S111	03/01/2024	202.00		#21116116470 SP FEB RECYC
	11950688S111	03/01/2024	111.00		#21116157279 TC FEB RECYCL
	11950690S111	03/01/2024	74.00		#21116157294 ST67 FEB RECYCL
	11950710S111	03/01/2024	173.56		#21116158282 ST71 FEB RECYCL
	11952385S111	03/01/2024	69.59		#2111321850828 ST72 FEB RECYC
	11952773S111	03/01/2024	124.22		#2111321880674 LC FEB RECYCL
	11952787S111	03/01/2024	50.39		#2111321881803 ST43 FEB RECYC
	TOTAL FOR CHECK AP 00060282:		804.76		
FIRGROVE MUTUAL WATER COMPANY (FIRGMUTU)					
	69SP-240229	02/29/2024	208.53		#008511000 FEB'24 SHOP H20
	TOTAL FOR CHECK AP 00060283:		208.53		
FROST LANDSCAPE AND DESIGN LLC (FROSLAND)					
	20412	01/31/2024	919.80	0001	ST40 & ST43 2024 LANDSCAPE SVC
	20465	02/29/2024	919.80	0001	ST40+ST43 2024 FEB LANDSCAPING
	TOTAL FOR CHECK AP 00060284:		1,839.60		
JONATHAN FRANZ (FRAN10200)					
	20244826B	03/04/2024	151.00		IMSH 2024/LODGING DIFF
	TOTAL FOR CHECK AP 00060285:		151.00		
JOSE RAMIREZ-MONTALVO (RAMI10200)					
	022124	03/04/2024	170.95		CONTRACTUAL BOOT REIMB
	TOTAL FOR CHECK AP 00060286:		170.95		
KEVIN BERDAN (BERD04150)					
	20244608	02/29/2024	110.00		NW LEADERSHIP/PER DIEM
	TOTAL FOR CHECK AP 00060287:		110.00		
KEVIN WILLIAMS (WILL01190)					
	20245090	03/01/2024	141.64		SCBA TECH CLASS/MILEAGE
	TOTAL FOR CHECK AP 00060288:		141.64		
LECTICON INC (LECTICON)					
	4117	02/27/2024	8,000.00	0001	EVOC FIRE COURSE SEATS

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/07/2024

End Date: 03/07/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
TOTAL FOR CHECK AP 00060289:			8,000.00		
MCLENDON HARDWARE (MCLEHARD)					
	H503915	02/20/2024	234.73	0001	FORCIBLE ENTRY SUPPLIES
	H503955	02/20/2024	(234.73)	0001	FORCIBLE ENTRY SUPPLIES
	H504005	02/20/2024	234.73	0001	FORCIBLE ENTRY SUPPLIES
TOTAL FOR CHECK AP 00060290:			234.73		
MOUNTAIN TACTICAL INSTITUTE IN (MOUNTACT)					
	2	12/01/2023	1,188.00	0001	ONLINE TRAINING SOFTWARE
TOTAL FOR CHECK AP 00060291:			1,188.00		
MURREY'S DISPOSAL (MURRDISP)					
	11954392S111	03/01/2024	7.18		#211111158740 TC FEB GARBAGE
	11955397S111	03/01/2024	196.52		#211111158741 ST67 FEB GARB
	11956941S111	03/01/2024	48.15		#2111321825520 ST43OV FEB GARB
	11999807S111	03/01/2024	599.39		#211147000358 ST71 MAR/APR GAR
	12013262S111	03/01/2024	323.09		#2111321887533 AB MAR/APR GARB
TOTAL FOR CHECK AP 00060301:			1,174.33		
MUSAR (MUSAR)					
	2022808	02/13/2024	34,225.00	0001	MAR2024 TRENCH RESCUE COURSE
	2022809	02/13/2024	28,178.00	0001	2024 CONFINED SPACE TECHNICAL
TOTAL FOR CHECK AP 00060292:			62,403.00		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	62-240229	02/29/2024	171.60		#6751 STN62 JAN/FEB24 WATER
	65-240229	02/29/2024	236.22		#32512 ST65 JAN/FEB24 WATER
	65I-240229	02/29/2024	100.12		#35355 ST65 JAN/FEB24 IRRIG
	65S-240229	02/29/2024	62.06		#44386 ST65 JAN/FEB24 SPRNKLR
TOTAL FOR CHECK AP 00060293:			570.00		
PC BUDGET AND FINANCE (PCBUDGET)					
	60-240215	02/15/2024	7,738.49	0014	#0319278043 60 SURF WATER MGMT
	61-240215	02/15/2024	2,191.60	0008	#2240004501 61 SURF WATER MGM
	62-240215	02/15/2024	701.61	0002	#0319151051 62 SURF WATER MGMT
	63-240215	02/15/2024	1,807.88	0007	#7745001781 63 SURF WATER MGMT
	64-240215	02/15/2024	1,899.62	0006	#0318114021 64 SURF WATER MGMT
	65-240215	02/15/2024	220.44	0005	#9835000413 65 SURF WATER MGM
	67-240215	02/15/2024	1,092.37	0003	#0420312013 67 SURF WATER MGMT
	68-240215	02/15/2024	1,672.45	0004	#0419182129 68 SURF WATER MGMT
	69/SP-240215	02/15/2024	6,928.30	0012	#0419273019 69/SHOP SURF WATER
	72-240215	02/15/2024	11.76	0001	#0419102124 72 SURF WATER MGMT
	ARM-240215	02/15/2024	11.65	0011	#0420273012 ARM BLDG SURF WTR
	LOG-240215	02/15/2024	2,562.38	0009	#4320003060 LOG CT SURF WATER
	N61-240215	02/15/2024	161.92	0010	#0319092062 N61 PROP SURF WTR
TOTAL FOR CHECK AP 00060294:			27,000.47		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	030724	03/07/2024	205,906.29		03/07/2024 AP EFTS
TOTAL FOR CHECK AP 00060277:			205,906.29		
PIERCE COUNTY REFUSE (PCREFUSE)					
	17978975S180	03/01/2024	349.53		#218035266001 ST61 FEB GARB
	17978976S180	03/01/2024	144.63		#218035275001 ST64 FEB GARB
	17978978S180	03/01/2024	259.29		#218035292001 ST60 FEB GARB
	17978979S180	03/01/2024	346.22		#218035301001 LC FEB GARB
	17978980S180	03/01/2024	105.53		#2180-5314001 ST68 GARB
	17979774S180	03/01/2024	185.25		#2180588899 ST65 FEB GARB
	17980821S180	03/01/2024	105.53		#2180556556002 ST62 FEB GARB
	17980909S180	03/01/2024	149.88		#21801047792001 ST63 FEB GARB
	17980930S180	03/01/2024	61.98		#21801047792002 ST63 FEB RECY

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/07/2024
End Date: 03/07/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	17981792S180	03/01/2024	30.99		#218035275002 ST64 FEB RECYCL
	17981793S180	03/01/2024	30.99		#218035301002 LC FEB RECYCL
	17981794S180	03/01/2024	61.98		#218035314002 ST68 FEB RECYCL
	17981832S180	03/01/2024	92.97		#218035292004 ST60 FEB RECYCL
	17981876S180	03/01/2024	61.98		#218035266002 ST61 FEB RECYCL
	TOTAL FOR CHECK AP 00060295:		1,986.75		
PIERCE COUNTY SEWER (PCSEWER)					
	60PC-240301	03/01/2024	144.36		#1812114 ST60 FEB SEWER
	61-240301	03/01/2024	154.83		#85900 ST61 FEB SEWER
	62-240301	03/01/2024	39.71		#233439 ST62 FEB SEWER
	63-240301	03/01/2024	123.43		#1778561 ST63 FEB SEWER
	65-240301	03/01/2024	86.61		#1236121 ST65 FEB SEWER
	67TC-240301	03/01/2024	186.22		#462454 TC FEB SEWER
	68-240301	03/01/2024	285.63		#1061119 ST68 FEB SEWER
	69SP-240301	03/01/2024	107.74		#535508 SHOP FEB SEWER
	TOTAL FOR CHECK AP 00060296:		1,128.53		
S&S TIRE (SSTIREPU)					
	1152197	02/28/2024	21.900001		BC17-1 RR TIRE REPAIR INV11521
	1152217	02/29/2024	41.560002		M19-4 LRO TIRE REPAIR INV 1152
	TOTAL FOR CHECK AP 00060297:		63.46		
SQUARERIGGER CORPORATION (SQUACORP)					
	00015989	02/28/2024	2,757.500001		CP-SQUARERIGGER TO FUELMaster
	TOTAL FOR CHECK AP 00060298:		2,757.50		
STATE OF SOUTH CAROLINA (SCDEPTLA)					
	2024022611318	02/26/2024	2,100.00		03/18/2024 REGISTRATION
	TOTAL FOR CHECK AP 00060299:		2,100.00		
T-MOBILE USA INC. (TMOBILE)					
	231121	11/21/2023	1,633.10		#990518645 NOV 23 SVC CHGS
	231221	12/21/2023	1,650.95		#990518645 DEC 23 SVC CHGS
	240221	02/21/2024	1,714.64		#990518645 FEB 24 SVC CHGS
	TOTAL FOR CHECK AP 00060300:		4,998.69		
	REPORT TOTAL:		380,384.70		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK	00060302	CPFR	Central Pierce Fire & Rescu	03/14/24	45,916.78	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	45,916.78	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 45,916.78

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/14/2024
End Date: 03/14/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	031424	03/14/2024	45,916.78		03/14/2023 AP EFTS
	TOTAL FOR CHECK AP 00060302:		<u>45,916.78</u>		
	REPORT TOTAL:		<u>45,916.78</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060303	ACURSYST	ACURA SYSTEMS INTERNATIONAL	03/14/24	957.87	MW	IS	
AP CHK 00060304	ATTMOBI	AT&T MOBILITY II LLC	03/14/24	2,488.31	MW	IS	
AP CHK 00060305	BIGJOHNS	Big John's Trophies Inc	03/14/24	57.91	MW	IS	
AP CHK 00060306	CPFR	Central Pierce Fire & Rescu	03/14/24	101,844.11	MW	IS	
AP CHK 00060307	QWEST	Century Link	03/14/24	210.73	MW	IS	
AP CHK 00060308	CHEVPUYA	CHEVROLET BUICK GMC OF PUYA	03/14/24	215.57	MW	IS	
AP CHK 00060309	CENEHARV	CHS INC	03/14/24	1,070.17	MW	IS	
AP CHK 00060310	CITYORTI	City of Orting	03/14/24	451.84	MW	IS	
AP CHK 00060311	CLOVPARK	CLOVER PARK TECHNICAL COLLE	03/14/24	2,240.00	MW	IS	
AP CHK 00060312	COMCAST	COMCAST	03/14/24	637.71	MW	IS	
AP CHK 00060313	COMCAST	COMCAST	03/14/24	135.22	MW	IS	
AP CHK 00060314	ELMHMUTU	ELMHURST MUTUAL POWER & LIG	03/14/24	592.80	MW	IS	
AP CHK 00060315	FRUIMUTU	FRUITLAND MUTUAL WATER CO	03/14/24	737.19	MW	IS	
AP CHK 00060316	KENTDBRU	Kent D Bruce Company LLC	03/14/24	333.17	MW	IS	
AP CHK 00060317	LEMAMOBI	LEMAY MOBILE SHREDDING	03/14/24	52.00	MW	IS	
AP CHK 00060318	LEVEL3FIN	LEVEL 3 FINANCING INC	03/14/24	1,495.78	MW	IS	
AP CHK 00060319	LINDEGAS	LINDE GAS & EQUIPMENT INC	03/14/24	32.82	MW	IS	
AP CHK 00060320	MERCBENZ	MERCEDES BENZ OF TACOMA	03/14/24	5,088.22	MW	IS	
AP CHK 00060321	KELL09040	MICHAEL KELLEY	03/14/24	69.94	MW	IS	
AP CHK 00060322	ORKIN	ORKIN	03/14/24	253.42	MW	IS	
AP CHK 00060323	PAPEMACH	PAPE MACHINERY	03/14/24	64.05	MW	IS	
AP CHK 00060324	PARKLIGH	Parkland Light & Water Co.	03/14/24	2,453.43	MW	IS	
AP CHK 00060325	PSENERGY	Puget Sound Energy	03/14/24	2,075.98	MW	IS	
AP CHK 00060326	PUYAKIWA	PUYALLUP KIWANIS	03/14/24	40.00	MW	IS	
AP CHK 00060327	SNURSEMI	SNURE LAW OFFICE PSC	03/14/24	96.00	MW	IS	
AP CHK 00060328	SUMMWATE	Summit Water Company	03/14/24	438.59	MW	IS	
AP CHK 00060329	UTITRAIL	UTILITY TRAILER & EQUIPMENT	03/14/24	9,011.76	MW	IS	
AP CHK 00060330	VERIWIRE	VERIZON WIRELESS SVCS LLC	03/14/24	10,135.50	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060331	VERIWIRE	VERIZON WIRELESS SVCS LLC	03/14/24	54.74	MW	IS	
AP CHK 00060332	MURRDISP	WASTE CONNECTIONS INC	03/14/24	1,564.02	MW	IS	
AP CHK 00060333	WATECOMP	WATEROUS COMPANY	03/14/24	299.23	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	145,198.08	Number of Checks Processed:	31
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 145,198.08

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/14/2024
 End Date: 03/14/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
ACURA SYSTEMS INTERNATIONAL (ACURSYST)					
	001706	12/04/2023	957.87	0002	CP-GETAC SCREEN PROTECTORS-STO
	TOTAL FOR CHECK AP 00060303:		957.87		
AT&T MOBILITY (ATTMOBI)					
	X02272024	02/19/2024	2,488.31		#287315267353 FEB SVC CHGS
	TOTAL FOR CHECK AP 00060304:		2,488.31		
BIG JOHN'S TROPHIES INC (BIGJOHNS)					
	152834	01/24/2024	57.91	0001	STANDARD DECK PLATES AND
	TOTAL FOR CHECK AP 00060305:		57.91		
CENEX HARVEST STATES INC (CENEHARV)					
	YM7IF0259	11/17/2023	1,070.17	0008	#124242 ST67TC PROPANE GASBULK
	TOTAL FOR CHECK AP 00060309:		1,070.17		
CHEVROLET OF PUYALLUP (CHEVPUYA)					
	431842	02/28/2024	215.57	0001	SC22-6 PM SERVICE
	TOTAL FOR CHECK AP 00060308:		215.57		
CITY OF ORTING (CITYORTI)					
	40-240301	03/01/2024	451.84		#26650 STN40 FEB'24 H20/SEWER
	TOTAL FOR CHECK AP 00060310:		451.84		
CLOVER PARK TECHNICAL COLLEGE (CLOVPARK)					
	03042024D	03/04/2024	1,120.00	0001	8/15/24 ACADEMY GRAD DEPOSIT
	030424D	03/04/2024	1,120.00	0001	7/19/24 ACADEMY GRAD DEPOSIT
	TOTAL FOR CHECK AP 00060311:		2,240.00		
COMCAST (COMCAST)					
	194107536	02/01/2024	637.71		#935479817 FEB ST72 SVC
	TOTAL FOR CHECK AP 00060312:		637.71		
	AB-240312	03/12/2024	135.22		#8498350232177247 MAR AB SVC
	TOTAL FOR CHECK AP 00060313:		135.22		
	TOTAL FOR COMCAST:		772.93		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	68-240306	03/06/2024	592.80		#63497 ST68 FEB ELECTRIC
	TOTAL FOR CHECK AP 00060314:		592.80		
FRUITLAND MUTUAL WATER COMPANY (FRUIMUTU)					
	72-240229	02/29/2024	470.08		#41122 ST72 FEB WATER CHGS
	72I-240229	02/29/2024	59.68		#41130 ST72 FEB IRRIGATION
	LC-240229	02/29/2024	207.43		#42720 LC FEB WATER CHGS
	TOTAL FOR CHECK AP 00060315:		737.19		
KENT D BRUCE COMPANY LLC (KENTDBRU)					
	15408	03/08/2024	31.15	0002	SC23-2 ION MOUNT GROMMET
	15420	03/11/2024	302.02	0001	SC23-2 AIRBAG DISCONNECT SWITC
	TOTAL FOR CHECK AP 00060316:		333.17		
LEMAY MOBILE SHREDDING (LEMAMOBI)					
	4833084S185	03/01/2024	52.00		#2185512946003 AOC FEB SHRED
	TOTAL FOR CHECK AP 00060317:		52.00		
LEVEL 3 FINANCING INC (LEVEL3FIN)					
	680190633	03/01/2024	1,495.78		#5RSCR4BYJ AOC MAR COMMS
	TOTAL FOR CHECK AP 00060318:		1,495.78		
LINDE GAS & EQUIPMENT INC (LINDEGAS)					
	41093105	02/14/2024	32.82	0001	WELDING SUPPLIES TIP CLEANER,
	TOTAL FOR CHECK AP 00060319:		32.82		
MERCEDES BENZ OF TACOMA (MERC BENZ)					
	607566	03/12/2024	5,088.22	0001	660, LOF, ENG REPAIR
	TOTAL FOR CHECK AP 00060320:		5,088.22		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/14/2024
End Date: 03/14/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
MICHAEL KELLEY (KELL09040)					
	030324	03/03/2024	69.94		WA BOATER CERT
	TOTAL FOR CHECK AP 00060321:		69.94		
MURREY'S DISPOSAL (MURRDISP)					
	11898699S111	02/01/2024	359.85		#211111158760 SHOP JAN GARB
	12010406S111	03/01/2024	1,204.17		#2111321850595 72 MAR/APR RECY
	TOTAL FOR CHECK AP 00060332:		1,564.02		
ORKIN (ORKIN)					
	254889571	02/27/2024	122.63	0013	#31259075 FEB'24 STN40 PEST
	254891621	02/27/2024	130.79	0012	#31259075 ST43 FEB PEST CONTRO
	TOTAL FOR CHECK AP 00060322:		253.42		
PAPE MACHINERY (PAPEMACH)					
	215396809	03/07/2024	64.05	0001	MARCH'24 TRAINING EQUIP RENTAL
	TOTAL FOR CHECK AP 00060323:		64.05		
PARKLAND LIGHT & WATER CO. (PARKLIGH)					
	61E-240305	03/05/2024	2,173.96		#1408 ST61 FEB ELECTRIC
	61L-240305	03/05/2024	87.49		#40956 ST61 FEB TRAFFIC LT
	61W-240305	03/05/2024	128.48		#1407 ST61 FEB WATER
	61W-240305A	03/05/2024	63.50		#1409 ST61 FEB WATER
	TOTAL FOR CHECK AP 00060324:		2,453.43		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	031424	03/14/2024	101,844.11		03/14/2023 AP EFTS
	TOTAL FOR CHECK AP 00060306:		101,844.11		
PUGET SOUND ENERGY (PSENERGY)					
	63-240306	03/06/2024	249.32		#220012344424 STN63 FEB NAT GA
	65-240307	03/07/2024	768.79		#200012556508 ST65 NAT GAS
	67-240306	03/06/2024	659.83		#200005777707 STN67 NATGAS FEB
	LC-240301	03/01/2024	66.09		#200013100744 LC FEB NAT GAS
	TC-240306	03/06/2024	331.95		#200014257659 TC FEB NAT GAS
	TOTAL FOR CHECK AP 00060325:		2,075.98		
PUYALLUP KIWANIS (PUYAKIWA)					
	02262024	02/26/2024	40.00	0001	PRAYER BKFST-MORROW, VANKEULEN
	TOTAL FOR CHECK AP 00060326:		40.00		
QWEST COMMUNICIONS COMPANY LL (QWEST)					
	240226	02/26/2024	210.73		#253Z260451282B FEB SVC CHG
	TOTAL FOR CHECK AP 00060307:		210.73		
SNURE SEMINARS (SNURSEMI)					
	030124	03/01/2024	96.00	0001	FEB'24 LEGAL/PHONE CONFERENCE
	TOTAL FOR CHECK AP 00060327:		96.00		
SUMMIT WATER COMPANY (SUMMWATE)					
	67-240310	03/10/2024	178.07		#1312200001 ST 67 FEB WATER
	67T-240310	03/10/2024	260.52		#1312250001 ST 67T FEB WATER
	TOTAL FOR CHECK AP 00060328:		438.59		
UTILITY TRAILER & EQUIPMENT SA (UTITRAIL)					
	01123225AUB	01/22/2024	9,011.76	0001	LT07-1 LADDER/ENG WASH/DETAIL
	TOTAL FOR CHECK AP 00060329:		9,011.76		
VERIZON WIRELESS (VERIWIRE)					
	9957268238	02/21/2024	673.95		#742002697-00001 FEB'24 STN71
	9957268239	02/21/2024	4,695.29		#74200269700002 FEB SVC CHGS
	9957268240	02/21/2024	640.93		#742002697-00004 FEB'24 SERVIC
	9957268241	02/21/2024	608.84		#742002697-00005 FEB'24 SERVI
	9957268242	02/21/2024	737.99		#742002697-00006 FEB'24 SERVIC
	9957268243	02/21/2024	2,778.50		#74200269700010 FEB SVC CHG.

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/14/2024
End Date: 03/14/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
TOTAL FOR CHECK AP 00060330:			10,135.50		
	9000331830	02/19/2024	54.74	0001	CP-IPHONE FOR A.COLEMAN-LOGIS
TOTAL FOR CHECK AP 00060331:			54.74		
TOTAL FOR VERIZON WIRELESS:			10,190.24		
WATEROUS COMPANY (WATECOMP)					
	P2T5908001	03/11/2024	299.23	0001	STOCK K838 VALVE INTAKE RELIEF
TOTAL FOR CHECK AP 00060333:			299.23		
REPORT TOTAL:			145,198.08		



Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522

Electronic Payment Details

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

<u>Issue Date</u>	<u>EFT Numbers</u>	<u>EFT Transfer Warrant</u>	<u>Amount</u>
03/07/2024	<u>EP00016565 -EP00016605</u>	AP00060277	<u>\$205,906.29</u>
03/14/2024	<u>EP00016606 -EP00016606</u>	AP00060302	<u>\$45,916.78</u>
03/14/2024	<u>EP00016607 -EP00016642</u>	AP00060306	<u>\$101,844.11</u>
Total			<u>\$353,667.18</u>

Dustin Morrow
Fire Chief

Matt Holm
Chair

Steve Stringfellow
Commissioner

Rich Coleman
Commissioner

Bob Willis
Commissioner

Dale Mitchell
Commissioner

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016565	ADOBEINC	ADOBE INC	03/07/24	332.79	MW	CX	
AP EFT 00016566	ALLIDIST	ALLIANCE DISTRIBUTION HOLDI	03/07/24	1,231.88	MW	CX	
AP EFT 00016567	AMAZON	AMAZON CAPITAL SERVICES	03/07/24	272.66	MW	CX	
AP EFT 00016568	BLUEGIS	Blue Ridge GIS Consulting L	03/07/24	6,840.00	MW	CX	
AP EFT 00016569	BRINBUSI	BRINTON BUSINESS VENTURES I	03/07/24	206.76	MW	CX	
AP EFT 00016570	CATAWORK	BUSINESS INTERIORS NORTHWES	03/07/24	15,855.42	MW	CX	
AP EFT 00016571	CASCAFIRE	CASCADE FIRE & SAFETY	03/07/24	630.12	MW	CX	
AP EFT 00016572	CATCENVI	CATCHALL ENVIRONMENTAL	03/07/24	482.90	MW	CX	
AP EFT 00016573	CPFREFT	Central Pierce Fire & Rescu	03/07/24	1,170.96	MW	CX	
AP EFT 00016574	CHRIINC	CHRISTENSEN INC	03/07/24	1,789.83	MW	CX	
AP EFT 00016575	CITYPUYA	CITY OF PUYALLUP	03/07/24	1,961.94	MW	CX	
AP EFT 00016576	CITYTREA	CITY OF TACOMA	03/07/24	5,557.11	MW	CX	
AP EFT 00016577	COMMBRAK	Commercial Brake	03/07/24	1,342.79	MW	CX	
AP EFT 00016578	CUMMNW	CUMMINS INC.	03/07/24	2,079.30	MW	CX	
AP EFT 00016579	DELLMARK	Dell Marketing	03/07/24	1,762.85	MW	CX	
AP EFT 00016580	EMSCONNE	EMSCONNECT LLC	03/07/24	2,197.00	MW	CX	
AP EFT 00016581	VALLFREI	FREIGHTLINER NORTHWEST	03/07/24	2,317.17	MW	CX	
AP EFT 00016582	INSIPUBL	INSIGHT PUBLIC SECTOR, INC	03/07/24	11,705.33	MW	CX	
AP EFT 00016583	IPACCESS	IP ACCESS INTERNATIONAL LLC	03/07/24	27,153.64	MW	CX	
AP EFT 00016584	IVOXCONS	IVOXY Consulting Inc.	03/07/24	4,143.29	MW	CX	
AP EFT 00016585	KELLGREE	KELLY GREEN INC	03/07/24	423.89	MW	CX	
AP EFT 00016586	LNCURTIS	L.N. Curtis and Sons	03/07/24	2,908.20	MW	CX	
AP EFT 00016587	PMADIRECT	PMA DIRECT MARKETING LLC	03/07/24	17,874.00	MW	CX	
AP EFT 00016588	SUPERION	RAMUNDSEN SUPERIOR HOLDINGS	03/07/24	6,300.00	MW	CX	
AP EFT 00016589	READREBO	READY REBOUND INC	03/07/24	4,061.25	MW	CX	
AP EFT 00016590	SECUPACI	SECURE PACIFIC CORPORATION	03/07/24	81.04	MW	CX	
AP EFT 00016591	SMARSH	SMARSH INC	03/07/24	694.58	MW	CX	
AP EFT 00016592	STANPART	Standard Parts Corp	03/07/24	275.56	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016593	STATAUDI	State Auditor's Office	03/07/24	292.11	MW	CX	
AP EFT 00016594	STRYMEDI	STRYKER SALES CORPORATION	03/07/24	5,545.87	MW	CX	
AP EFT 00016595	TACOSCRE	Tacoma Screw Products Inc	03/07/24	635.24	MW	CX	
AP EFT 00016596	KRONOS	UKG Kronos Systems LLC	03/07/24	179.96	MW	CX	
AP EFT 00016597	USBANKBU	US Bank Business Card	03/07/24	24,604.30	MW	CX	
AP EFT 00016598	VALKCONS	VALKYRIE CONSTRUCTION LLC	03/07/24	2,131.42	MW	CX	
AP EFT 00016599	WEIRAPPL	Weir's Appliance Inc	03/07/24	10,843.24	MW	CX	
AP EFT 00016600	STUE06060	Eric Stueve	03/07/24	950.68	MW	CX	
AP EFT 00016601	FOURINSU	FOURNIER INSURANCE SOLUTION	03/07/24	4,954.41	MW	CX	
AP EFT 00016602	HARRJANI	HARRINGTON JANITORIAL	03/07/24	1,350.00	MW	CX	
AP EFT 00016603	SYSTDESI	Systems Design West LLC	03/07/24	29,162.94	MW	CX	
AP EFT 00016604	TERRIRWI	Terrence Irwin	03/07/24	1,978.80	MW	CX	
AP EFT 00016605	BROW03260	TYLER BROWN	03/07/24	1,625.06	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	205,906.29	Number of EFTs Processed:	41
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 205,906.29

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/07/2024
 End Date: 03/07/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
ADOBE INC (ADOBEINC)					
	2702168428	03/05/2024	332.79	0002	CP-ADOBE PRO-J.HOGAN.
	TOTAL FOR CHECK AP 00016565:		332.79		
ALLIANCE DISTRIBUTION HOLDING (ALLIDIST)					
	102133	02/27/2024	273.75	0001	STN60 #11460 BUNKER WASHERS
	102134	02/27/2024	410.63	0001	STN 61 #11461 BUNKER WASHERS
	102173	02/28/2024	273.75	0001	STN63 311462 BUNKER WASHERS
	102174	02/28/2024	273.75	0001	STN 67 #11464 BUNKER WASHERS
	TOTAL FOR CHECK AP 00016566:		1,231.88		
AMAZON CAPITAL SERVICES (AMAZON)					
	16GCHGQ667Y	03/05/2024	272.66	0001	ADJUSTABLE BALL HITCH FOR OVUO
	TOTAL FOR CHECK AP 00016567:		272.66		
BLUE RIDGE GIS CONSULTING LLC (BLUEGIS)					
	0011	03/03/2024	6,840.00	0001	GIS CONSULTANT SERVICES
	TOTAL FOR CHECK AP 00016568:		6,840.00		
BRINTON BUSINESS VENTURES INC (BRINBUSI)					
	29603692695	02/29/2024	206.76	0001	2024 VENDING MACHINE SUBSIDY
	TOTAL FOR CHECK AP 00016569:		206.76		
BUSINESS INTERIORS NORTHWEST I (CATAWORK)					
	321235	02/28/2024	15,855.42	0002	STN67TC DESIGN & PROJECT MGMT
	TOTAL FOR CHECK AP 00016570:		15,855.42		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	2667633	03/05/2024	256.83	0008	LT07-1 SEATBELT SHOULDER HARNE
	2667637	03/05/2024	373.29	0001	E18-1 MIRROR SWITCH-KME
	TOTAL FOR CHECK AP 00016571:		630.12		
CATCHALL ENVIRONMENTAL (CATCENVI)					
	189613	03/01/2024	482.90	0003	MARCH'24 STN68 STORMWATER
	TOTAL FOR CHECK AP 00016572:		482.90		
CHRISTENSEN INC (CHRIINC)					
	0542162-IN	02/28/2024	1,789.83		#1003291 STN61 FUEL
	TOTAL FOR CHECK AP 00016574:		1,789.83		
CITY OF PUYALLUP (CITYPUYA)					
	142381	02/15/2024	761.30		#966308 STN72 LANDFILL CHG
	71-240229	02/29/2024	551.54		#050094 ST71 FEB LANDFILL
	71I-240229	02/29/2024	23.82		#050095 ST71 FEB IRRIG
	AB-240229	02/29/2024	180.26		#660630 AB FEB LANDFILL
	N73-240229	02/29/2024	445.02		#660460 N73 FEB WATER CHGS
	TOTAL FOR CHECK AP 00016575:		1,961.94		
CITY TREASURER (CITYTREA)					
	60PC-240226	02/26/2024	2,475.63		#101016331 ST60 FEB ELECTRIC
	63-240304	03/04/2024	910.00		#100983903 ST63 FEB ELECTRIC
	63A-240301	03/01/2024	223.26		Water
	63L-240229	02/29/2024	17.39		#100227813 ST63 FEB TRAFFIC LT
	63W-240301	03/01/2024	92.56		#101079232 ST63 FEB WATER
	64-240301	03/01/2024	538.33		#100560576 ST 64 FEB ELECTRIC
	68-240228	02/28/2024	407.82		#100364328 ST68 FEB WATER
	LC-240221	02/21/2024	892.12		#100221552 LOG CTR FEB ELECTRI
	TOTAL FOR CHECK AP 00016576:		5,557.11		
COMFORT DAVIS & BLANGY INC (FOURINSU)					
	55501	02/14/2024	2,067.00		WESTCEN-01 INSURANCE
	5559	02/15/2024	2,081.24		WESTCEN-01 INSURANCE
	5560	02/15/2024	806.17		WESTCEN-01 INSURANCE
	TOTAL FOR CHECK AP 00016601:		4,954.41		

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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
COMMERCIAL BRAKE (COMMBRAK)					
	171742	02/27/2024	419.00	0002	MGM SPRING BRAKE STOCK
	171744	02/27/2024	923.79	0001	MGM 1427712 (2) Type 24L 2-1/2
	TOTAL FOR CHECK AP 00016577:		1,342.79		
CUMMINS NORTHWEST LLC (CUMMNW)					
	0111956	02/23/2024	1,055.37	0001	STOCK ROCKER HOUSING GASKETS/S
	0112267	02/28/2024	1,023.93	0001	E18-5 PN3687930RX NOX INTAKE S
	TOTAL FOR CHECK AP 00016578:		2,079.30		
DELL MARKETING (DELLMARK)					
	10734945431	03/04/2024	1,762.85	0001	CP-LAPTOP FOR WS INDUSTRIES-J.
	TOTAL FOR CHECK AP 00016579:		1,762.85		
EMSCONNECT LLC (EMSCONNE)					
	10440	03/01/2024	2,197.00	0001	MARCH'24 EMS CONNECT
	TOTAL FOR CHECK AP 00016580:		2,197.00		
ERIC STUEVE (STUE06060)					
	20244729	03/24/2024	950.68		CRIT THINKING CLASS/AIRFARE
	TOTAL FOR CHECK AP 00016600:		950.68		
HARRINGTON JANITORIAL (HARRJANI)					
	LOG-240301	03/01/2024	450.00	0002	STN66 2024 WEEKLY CLEANING
	PCFTC-240301	03/01/2024	550.00	0001	PCFTC 2024 WEEKLY CLEANING
	SP-240301	03/01/2024	350.00	0003	SHOP 2024 WEEKLY CLEANING
	TOTAL FOR CHECK AP 00016602:		1,350.00		
INSIGHT PUBLIC SECTOR, INC (INSIPUBL)					
	1101139629	02/22/2024	11,705.33	0001	#11117394 0365 E3 LICENSE-2024
	TOTAL FOR CHECK AP 00016582:		11,705.33		
IP ACCESS INTERNATIONAL LLC (IPACCESS)					
	09029527	01/24/2024	27,153.64		UPS GROUND
	TOTAL FOR CHECK AP 00016583:		27,153.64		
IVOXY CONSULTING INC. (IVOXCONS)					
	KRBB15444	02/22/2024	4,143.29	0001	#AR2472 RUBRIK RENEWAL 12 MONT
	TOTAL FOR CHECK AP 00016584:		4,143.29		
KELLY GREEN INC (KELLGREE)					
	22047	03/01/2024	423.89	0003	March Horticulture Fee
	TOTAL FOR CHECK AP 00016585:		423.89		
KRONOS INCORPORATED (KRONOS)					
	12208082	02/28/2024	179.96	0001	#1198667 JAN'24 TELESTAFF
	TOTAL FOR CHECK AP 00016596:		179.96		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV787729	01/31/2024	1,789.13	0007	WILBURT SCENE LIGHT
	INV797743	02/29/2024	1,119.07	0001	TIC BATTERY ECLNIMHB (4)
	TOTAL FOR CHECK AP 00016586:		2,908.20		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	10440	03/01/2024	221.90		MARCH'24 EMS CONNECT
	2	12/01/2023	119.99		ONLINE TRAINING SOFTWARE
	222656	01/30/2024	0.32		9X12 PLAQUES WITH ENGRAVING FO
	4117	02/27/2024	808.00		EVOC FIRE COURSE SEATS
	PC.650.240325.1	03/07/2024	20.75		LIGHTS, UNDERMOUNT, STOCK
	TOTAL FOR CHECK AP 00016573:		1,170.96		
PMA DIRECT MARKETING LLC (PMADIRECT)					
	N5396PA	02/28/2024	17,874.00	0001	POSTAGE - LEVY MAILERS 2024
	TOTAL FOR CHECK AP 00016587:		17,874.00		
READY REBOUND INC (READREBO)					
	3097	03/01/2024	4,061.25	0001	MARCH'24 TACTICAL ATHLETE CONT

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TOTAL FOR CHECK AP 00016589:			4,061.25		
SECURE PACIFIC CORP (SECUPACI)					
	397188	02/01/2024	81.04	0005	STN60 2024 ALARM MONITORING
TOTAL FOR CHECK AP 00016590:			81.04		
SMARCH INC (SMARSH)					
	INV156919	02/29/2024	694.58	0001	CP-FEB24 MONTHLY CLOUD SUPPORT
TOTAL FOR CHECK AP 00016591:			694.58		
STANDARD PARTS CORP (STANPART)					
	220506	03/01/2024	91.72	0003	STN72 BARREL DOLLY
	220939	03/05/2024	8.80	0001	FL12-1 ADAM COOLANT
	220973	03/05/2024	33.01	0001	M19-6 RADIATYOR CAP (+1 FOR ST
	221205	03/06/2024	142.03	0001	STOCK H30000-06 3/8 AIR BRAKE
TOTAL FOR CHECK AP 00016592:			275.56		
STATE AUDITOR'S OFFICE (STATAUDI)					
	L159341	02/09/2024	292.11	0001	2022 STATE AUDITING SVCS
TOTAL FOR CHECK AP 00016593:			292.11		
STRYKER MEDICAL (STRYMEDI)					
	9205435281	01/19/2024	5,545.87	0001	ASSEMBLY, GATEWAY, 4G, MULTITE
TOTAL FOR CHECK AP 00016594:			5,545.87		
SUPERION LLC (SUPERION)					
	404602	02/27/2024	6,300.00	0001	2018 IMPLEMENTATION/TRAINING
TOTAL FOR CHECK AP 00016588:			6,300.00		
SYSTEMS DESIGN WEST LLC (SYSTDESI)					
	20240015	02/15/2024	29,162.94	0001	JAN 2024 EMS BILLING SVCS
TOTAL FOR CHECK AP 00016603:			29,162.94		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10024523304	03/04/2024	220.13	0001	CONNECTORS, AMP 18-16
	10027014901	03/04/2024	122.02	0001	TERMINALS, MULTIPLE SHOP SUPP
	10027014902	03/04/2024	42.73	0001	PHILLIPS SCREWS (100)
	10027080400	03/04/2024	128.45	0001	GRINDING WHEELS
	10027300800	03/04/2024	23.76	0001	DRILL BITS,
	100273234400	03/04/2024	98.15	0001	WEATHER PACK, WASHERS, BRAKE C
TOTAL FOR CHECK AP 00016595:			635.24		
TERRANCE IRWIN (TERRIRWI)					
	030424	03/04/2024	1,978.80		2023 MEDICARE PART B
TOTAL FOR CHECK AP 00016604:			1,978.80		
TYLER BROWN (BROW03260)					
	022624	02/26/2024	1,597.33		WINTER 2024 TUITION RMB
	3737214022	02/24/2024	27.73		OREILLY'S DETAIL SUPPLIES
TOTAL FOR CHECK AP 00016605:			1,625.06		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.240125.I	12/31/2023	70.77		FOOD FOR INSTRUCTORS
	PC.000.240125.J	03/07/2024	1,567.86		FORGE 1-4 GUIDON EMBROIDERY
	PC.000.240225.4	03/07/2024	10,030.72		TNT FEB 24
	PC.000.240325.1	03/07/2024	6,579.51		N BEND LIVE FIRE INSTRUCTOR
	PC.200.240325.1	03/07/2024	505.40		Stamps.com Postage Purchase
	PC.203.240225.3	03/07/2024	518.50		Airfare to San Diego for iDelp
	PC.203.240325.1	03/07/2024	370.26		Support Spec advertising
	PC.204.240325.1	03/07/2024	1,367.44		finform 4x8 panels
	PC.340.240325.1	03/07/2024	7.99		PCFCA MSO GROUP MEETING FOOD
	PC.650.240225.3	03/07/2024	1,344.48		OFFICE AIR FILTERS
	PC.650.240325.1	03/07/2024	2,241.37		BRUSHES, MANDREL, WIRE WHEELS,
TOTAL FOR CHECK AP 00016597:			24,604.30		

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VALKYRIE CONSTRUCTION LLC (VALKCONS)					
	1301	02/22/2024	1,049.25	0001	STATION 72 BAY AND APRON STRIP
	1302	02/22/2024	1,082.17	0002	STATION 60 BAY AND APRON STRIP
	TOTAL FOR CHECK AP 00016598:		<u>2,131.42</u>		
VALLEY FREIGHTLINER INC (VALLFRED)					
	PC30168167101	03/04/2024	170.81	0001	BLOCK HEATER PF151-009 STOCK
	PC30168613002	03/04/2024	45.01	0002	GASKET 2871453 STOCK
	PC30168646201	02/28/2024	1,828.25	0001	M19-2 DEF HEAD (? 04-31354-004
	PC30168736201	03/05/2024	273.10	0001	E18-1 ORINGS, SEALS, TURBO CHA
	TOTAL FOR CHECK AP 00016581:		<u>2,317.17</u>		
WEIR'S APPLIANCE INC (WEIRAPPL)					
	29196	12/29/2023	9,252.80	0001	STATION 40 VIKING OVEN
	30059	01/12/2024	1,430.20	0001	STATION 71 REPLACEMENT DRYER
	INTRST	02/26/2024	160.24		INV 29196 INTEREST
	TOTAL FOR CHECK AP 00016599:		<u>10,843.24</u>		
	REPORT TOTAL:		<u>205,906.29</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP EFT	00016606	MARSDESI	MARSHALL DESIGN + MANAGEMEN	45,916.78	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	45,916.78	Number of EFTs Processed:	1
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 45,916.78

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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
MARSHALL DESIGN + MANAGEMENT L (MARSDESI)					
	1308	03/04/2024	6,216.98	0003	WO-6 ST73 FEB' CONCEPT DESIGN:
	1309	03/04/2024	30,084.00	0006	WO7 SUBCONSULTANTS: MECHANICAL
	1311	03/04/2024	7,153.30	0004	WO-9 ST73 PROJECT MGMT & ARCH
	1312	03/04/2024	2,462.50	0001	BLDG1019-STE-200 AOC ADDL SERV
	TOTAL FOR CHECK AP 00016606:		<u>45,916.78</u>		
	REPORT TOTAL:		<u>45,916.78</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016607	BEYOCL0T	5.11, INC	03/14/24	4,572.08	MW	CX	
AP EFT 00016608	AIREXCHA	Air Exchange Inc.	03/14/24	538.07	MW	CX	
AP EFT 00016609	AIRGAS	Airgas Nor Pac Inc	03/14/24	134.09	MW	CX	
AP EFT 00016610	ALLIDIST	ALLIANCE DISTRIBUTION HOLDI	03/14/24	1,440.19	MW	CX	
AP EFT 00016611	AMAZON	AMAZON CAPITAL SERVICES	03/14/24	627.24	MW	CX	
AP EFT 00016612	AMERHOSE	AMERICAN HOSE & FITTINGS	03/14/24	223.25	MW	CX	
AP EFT 00016613	BRISINC	BRISCO INC	03/14/24	3,591.89	MW	CX	
AP EFT 00016614	CPFREFT	Central Pierce Fire & Rescu	03/14/24	212.35	MW	CX	
AP EFT 00016615	CHRIINC	CHRISTENSEN INC	03/14/24	17,958.55	MW	CX	
AP EFT 00016616	DELLMARK	Dell Marketing	03/14/24	2,047.88	MW	CX	
AP EFT 00016617	EFAXCORP	EFAX CORPORATE	03/14/24	247.43	MW	CX	
AP EFT 00016618	ERICQUIN	ERIC QUINN	03/14/24	200.00	MW	CX	
AP EFT 00016619	VALLFREI	FREIGHTLINER NORTHWEST	03/14/24	2,541.32	MW	CX	
AP EFT 00016620	GRAIPART	Grainger Parts	03/14/24	17.90	MW	CX	
AP EFT 00016621	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	03/14/24	3,381.03	MW	CX	
AP EFT 00016622	IAFCMEMB	International Assoc of Fir	03/14/24	2,929.00	MW	CX	
AP EFT 00016623	LNCURTIS	L.N. Curtis and Sons	03/14/24	196.08	MW	CX	
AP EFT 00016624	MESNORT	MES NORTHWEST	03/14/24	5,079.90	MW	CX	
AP EFT 00016625	MITECLOU	MITEL CLOUD SERVICES INC	03/14/24	11,351.27	MW	CX	
AP EFT 00016626	NWCASCAD	NW Cascade Inc	03/14/24	598.98	MW	CX	
AP EFT 00016627	OMNIYOGA	OMNI YOGA LLC	03/14/24	2,200.00	MW	CX	
AP EFT 00016628	RESCSOUR	RESCUE SOURCE GEAR	03/14/24	3,022.64	MW	CX	
AP EFT 00016629	RWCGROUP	RWC International Ltd	03/14/24	227.47	MW	CX	
AP EFT 00016630	SNETCOMM	S-NET COMMUNICATIONS INC	03/14/24	349.70	MW	CX	
AP EFT 00016631	SECUPACI	SECURE PACIFIC CORPORATION	03/14/24	513.36	MW	CX	
AP EFT 00016632	SITECRAFT	SITECRAFTING INC	03/14/24	348.00	MW	CX	
AP EFT 00016633	STANPART	Standard Parts Corp	03/14/24	2,607.18	MW	CX	
AP EFT 00016634	TACOSCRE	Tacoma Screw Products Inc	03/14/24	241.83	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016635	UNIFIRST	UNIFIRST CORPORATION	03/14/24	177.67	MW	CX	
AP EFT 00016636	UNITSAFE	United Safety & Survivabili	03/14/24	2,037.00	MW	CX	
AP EFT 00016637	USBANKBU	US Bank Business Card	03/14/24	2,427.68	MW	CX	
AP EFT 00016638	MCAF01180	ANDY MCAFEE	03/14/24	60.10	MW	CX	
AP EFT 00016639	NEWPIG	New Pig	03/14/24	274.48	MW	CX	
AP EFT 00016640	SCHN02280	SEAN SCHNEEGAS	03/14/24	54.21	MW	CX	
AP EFT 00016641	SYSTDESI	Systems Design West LLC	03/14/24	29,049.08	MW	CX	
AP EFT 00016642	WILLOILF	WOFSCO INC	03/14/24	365.21	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	101,844.11	Number of EFTs Processed:	36
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	101,844.11		

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5.11, INC (BEYOCLLOT)					
	INV0045018R	05/24/2023	4,572.08	0001	SO EST0001406 FOUL WEATHER GEA
	TOTAL FOR CHECK AP 00016607:		4,572.08		
AIR EXCHANGE (AIREXCHA)					
	91611504	02/23/2024	538.07	0001	STATION 40 PLYMOVENT PARTS
	TOTAL FOR CHECK AP 00016608:		538.07		
AIRGAS NOR PAC INC (AIRGAS)					
	9145752336	02/01/2024	67.21		MEDICAL O2/ST68 JAN 2024
	9146179012	02/01/2024	66.88		MEDICAL O2/ST68 JAN 2024
	TOTAL FOR CHECK AP 00016609:		134.09		
ALLIANCE DISTRIBUTION HOLDING (ALLIDIST)					
	102236	02/29/2024	342.19	0001	SERVICE #11469 BUNKER WASHERS
	102237	02/29/2024	275.25	0001	#11466 STN69 BUNKER WASHERS
	102238	02/29/2024	275.25	0001	#11465 STN68 BUNKER WASHERS
	102251	03/05/2024	273.75	0001	STN71 #11468 BUNKER WASHERS
	102252	03/05/2024	273.75	0001	STN40 ORT #11647 BUNKER WASHER
	TOTAL FOR CHECK AP 00016610:		1,440.19		
AMAZON CAPITAL SERVICES (AMAZON)					
	1DQ9KK3LH3W	03/09/2024	548.97	0001	(3) INVERTERS DLS-45-IQ4 STOCK
	1MDKWKLTG9	03/09/2024	78.27	0001	STOCK MARKER LIGHT
	TOTAL FOR CHECK AP 00016611:		627.24		
AMERICAN HOSE & FITTINGS (AMERHOSE)					
	9044642	03/12/2024	223.25	0001	L12-1 HOSE REPAIRS (2) FOR REF
	TOTAL FOR CHECK AP 00016612:		223.25		
ANDY MCAFEE (MCAF01180)					
	022924	02/29/2024	60.10		JAN 31-FEB 27 2024 MILEAGE
	TOTAL FOR CHECK AP 00016638:		60.10		
BRISCO INC (BRISINC)					
	030124	03/05/2024	3,591.89		FEB 2024 OVFR FUEL CHARGES
	TOTAL FOR CHECK AP 00016613:		3,591.89		
CHRISTENSEN INC (CHRIINC)					
	0540872IN	03/01/2024	1,827.52		#1003291 STN 72 FUEL
	0542610IN	03/01/2024	1,048.23		#1003291 STN66 FUEL
	0543883IN	03/01/2024	2,168.47		#1003291 STN 60 FUEL
	0544318IN	03/06/2024	2,382.07		#1003291 STN69 FUEL
	0544916IN	03/06/2024	1,900.01		#1003291 STN71 FUEL
	0544921IN	03/06/2024	3,021.23		#1003291 STN72 FUEL
	0544958IN	03/06/2024	1,813.41		#1003291 STN61 FUEL
	0545470-IN	03/07/2024	1,533.84		#1003291 STN64 FUEL
	0545575-IN	03/08/2024	2,263.77		#1003291 STN67 FUEL
	TOTAL FOR CHECK AP 00016615:		17,958.55		
DELL MARKETING (DELLMARK)					
	10733434387	02/27/2024	2,047.88	0003	CP-SOUND BAR- R. KENT
	TOTAL FOR CHECK AP 00016616:		2,047.88		
EFAX CORPORATE (EFAXCORP)					
	4793093	02/29/2024	247.43	0001	2024 FEB EFAX SVCS
	TOTAL FOR CHECK AP 00016617:		247.43		
ERIC QUINN (ERICQUIN)					
	1612	02/29/2024	200.00	0001	2024 FEB LEGAL SERVICE
	TOTAL FOR CHECK AP 00016618:		200.00		
GRAINGER PARTS (GRAIPART)					
	9051119338	03/13/2024	17.90	0001	BULBS, L12-1 SHORE PWR (10PK)
	TOTAL FOR CHECK AP 00016620:		17.90		

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HUGHES FIRE EQUIPMENT INC (HUGHFIRE)					
	603860	03/07/2024	347.700001		L12-1 PN 2030442 LATCHES, RH P
	603960	03/08/2024	251.180003		46-5985 bracket, window (1)
	603961	03/08/2024	54.590001		E00-1 DECALS
	604068	03/12/2024	479.600001		FILTERS, ENG HTR, STOCK
	604153	03/13/2024	1,169.530001		L12-1 LADDER HYDRAULIC SYSTEM
	604154	03/13/2024	1,078.430001		OVE03-1 40-5348 STEER SHOCK AB
	TOTAL FOR CHECK AP 00016621:		3,381.03		
IAFC MEMBERSHIPS INC (IAFCMEMB)					
	240201	02/01/2024	2,929.000012		2024 DUES J.BOUCARD
	TOTAL FOR CHECK AP 00016622:		2,929.00		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV799985	03/07/2024	79.500002		TFT SWIVEL REPAIR PARTS - STOC
	INV800603	03/08/2024	116.580002		STOCK PN15HB BRACKETS
	TOTAL FOR CHECK AP 00016623:		196.08		
MES NORTHWEST (MESNORT)					
	IN2008327	02/15/2024	5,079.900001		#C38531 TECHT4 NVBLUE TSHIRT
	TOTAL FOR CHECK AP 00016624:		5,079.90		
MITEL CLOUD SERVICES INC (MITECLOU)					
	46402237	03/01/2024	11,351.27		#23442-KP MAR SVCS
	TOTAL FOR CHECK AP 00016625:		11,351.27		
NEW PIG (NEWPIG)					
	430183400	03/12/2024	274.480002		MAT235 OIL ABSORBANT (1)
	TOTAL FOR CHECK AP 00016639:		274.48		
NW CASCADE INC (NWCASCAD)					
	0553810859	10/27/2023	(2,476.50)		CRED/REFUND W PIONEER RENTAL
	0553849551	11/17/2023	141.000001		STN62 NOV SANICAN RENTAL 1 WK
	0553865361	11/27/2023	348.000001		DEC'23 TC SANICAN RENTAL
	0553865362	11/27/2023	232.000001		DEC'23 STN60 SANICAN RENTAL
	0553879116	12/03/2023	(100.72)0001		STN62 HONEY BUCKET MONTHLY REN
	0553915277	01/01/2024	348.000001		JAN'24 TC SANICAN RENTAL.
	0553915278	01/01/2024	232.000001		JAN'24 PCFTC SANICAN RENTAL.
	0553963752	01/22/2024	232.000001		FEB'24 PCFTC SANICAN RENTAL
	0553963753	01/22/2024	348.000001		FEB'24 TC SANICAN RENTAL
	0554011852	02/19/2024	232.000001		2024 TC SANICAN RENTAL
	0554011853	02/19/2024	348.000001		2024 PCFTC SANICAN RENTAL
	0554036483	03/04/2024	715.200001		#013130-MAR2024 SANICAN RENTAL
	TOTAL FOR CHECK AP 00016626:		598.98		
OMNI YOGA LLC (OMNIYOGA)					
	000154596899	03/01/2024	2,200.000001		MARCH'24 MONTHLY YOGA CONTRACT
	TOTAL FOR CHECK AP 00016627:		2,200.00		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	000154596899	03/01/2024	2.00		MARCH'24 MONTHLY YOGA CONTRACT
	11315773	10/27/2023	54.54		SEATBELT 83VBR020-RN
	11318137	12/20/2023	151.20		SEATBELTS 83ABR005-RN (3)
	IN2008327	02/15/2024	4.61		#C38531 TECHT4 NVBLUE TSHIRT
	TOTAL FOR CHECK AP 00016614:		212.35		
RESCUE SOURCE GEAR (RESCSOUR)					
	19532-656	01/03/2024	3,022.640001		WR PRINCETON TEC VIZZ II MPLS
	TOTAL FOR CHECK AP 00016628:		3,022.64		
RWC GROUP (RWCGROUP)					
	XA10309417701	03/08/2024	227.470001		OVE03-1 BELT TENSIONER
	TOTAL FOR CHECK AP 00016629:		227.47		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/14/2024
End Date: 03/14/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
S-NET COMMUNICATIONS INC (SNETCOMM)					
	208367	02/28/2024	349.70		#100264345 FEB OVFR SVC CHG.
	TOTAL FOR CHECK AP 00016630:		349.70		
SEAN SCHNEEGAS (SCHN02280)					
	030224	03/02/2024	54.21		WA BOATER CERT
	TOTAL FOR CHECK AP 00016640:		54.21		
SECURE PACIFIC CORP (SECUPACI)					
	397186	02/01/2024	115.770006		STN65 Q1'24 ALARM MONITORING
	399703	03/01/2024	121.560002		STN71 Q2'24 ALARM MONITORING
	399704	03/01/2024	81.040005		STN60 MARCH'24 ALARM MONIT
	399705	03/01/2024	194.990003		STN72 MARCH'24 ALARM MONITORIN
	TOTAL FOR CHECK AP 00016631:		513.36		
SITECRAFTING INC (SITECRAFT)					
	43590	03/01/2024	348.000001		MAR 2024 WEBSITE HOSTING
	TOTAL FOR CHECK AP 00016632:		348.00		
STANDARD PARTS CORP (STANPART)					
	221320	03/07/2024	286.890001		OVE03-1 AIR FILTER PN 546748
	221467	03/08/2024	48.970003		ALUM BRIGHT, AIKEN PWR, SS
	221481	03/08/2024	59.380005		OVE03-1 IDLER PULLEY
	221483	03/08/2024	76.570004		OVE03-1 BELT, V-RIBBED
	221606	03/08/2024	1,993.990001		FILTERS, BATTEIES, ETC. STOCK
	221804	03/11/2024	(297.27)0004		BATTERY CORE CREDITS
	221845	03/11/2024	260.460001		OVU08-1 BATTERY, AGM 9865
	221885	03/11/2024	198.010001		STN61 DEF STOCK 15 CASES
	221892	03/11/2024	(19.82)0002		BATTERY CORE CREDIT
	TOTAL FOR CHECK AP 00016633:		2,607.18		
SYSTEMS DESIGN WEST LLC (SYSTDESI)					
	20240190	03/08/2024	29,049.080001		FEB'24 EMS BILLING AND POSTAGE
	TOTAL FOR CHECK AP 00016641:		29,049.08		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10027496100	03/07/2024	241.830001		3M SCOTCH VINYL ELC TAPE
	TOTAL FOR CHECK AP 00016634:		241.83		
UNIFIRST CORPORATION (UNIFIRST)					
	2220079565	03/06/2024	177.670001		MAR06 SHOP UNIFORMS/RUGS
	TOTAL FOR CHECK AP 00016635:		177.67		
UNITED SAFETY & SURVIVABILITY (UNITSAFE)					
	11315773	10/27/2023	540.000001		SEATBELT 83VBR020-RN
	11318137	12/20/2023	1,497.000002		SEATBELTS 83ABR005-RN (3)
	TOTAL FOR CHECK AP 00016636:		2,037.00		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.240125.K	03/14/2024	61.34		GOOD TO GO AUTO REPLENISH
	PC.000.240225.5	03/14/2024	2,104.32		GOOD TO GO AUTO REPLENISH
	PC.000.240325.2	03/14/2024	262.02		Small Tools Purchase
	TOTAL FOR CHECK AP 00016637:		2,427.68		
VALLEY FREIGHTLINER INC (VALLFREI)					
	PC30168613001	02/27/2024	2,250.120001		GASKET, BRAKE CART, FILTERS, C
	PC30168868101	03/08/2024	177.170001		STOCK CARTIDGES, FILTERS, VALV
	PC30168868102	03/11/2024	114.030002		CRANKCASE FILTER CV50626
	TOTAL FOR CHECK AP 00016619:		2,541.32		
WILLIAMS OIL FILTER SERVICE (WILLOILF)					
	672197	03/11/2024	365.210001		STOCK RETURN HOSE, 4M2T KME
	TOTAL FOR CHECK AP 00016642:		365.21		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 03/14/2024
End Date: 03/14/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
REPORT TOTAL:			<u>101,844.11</u>		



Board Meeting Agenda Item Summary

Agenda Date: March 25, 2024

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

Attachments: Board Policy 3.03, Board Policy 3.03 Manual

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"To approve Board Policy 3.03 Board of Commissioners Meetings, Policies, and Procedures".

SUMMARY:

Board Policy 3.03 Board of Commissioners Meetings, Policies, and Procedures was presented to the Board for its first reading.

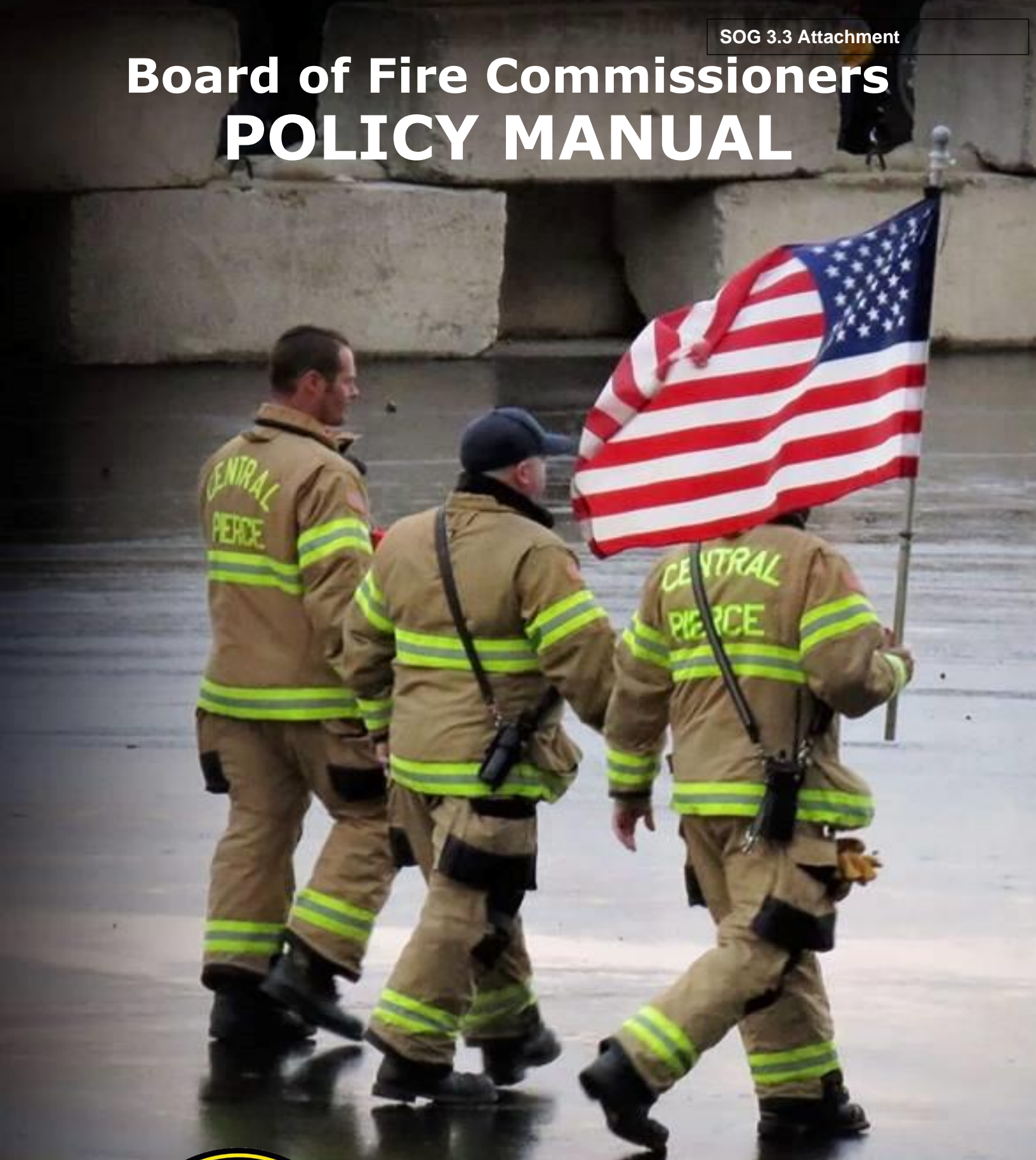
Since the First Reading Staff has added additional language in the Meeting Procedure section located on Page 10.

The Board Policy is now ready for Second Reading.

FINANCIAL IMPACT:

N/A

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. **Commissioners shall silence cell phones during meetings or when representing the District in public.**

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.

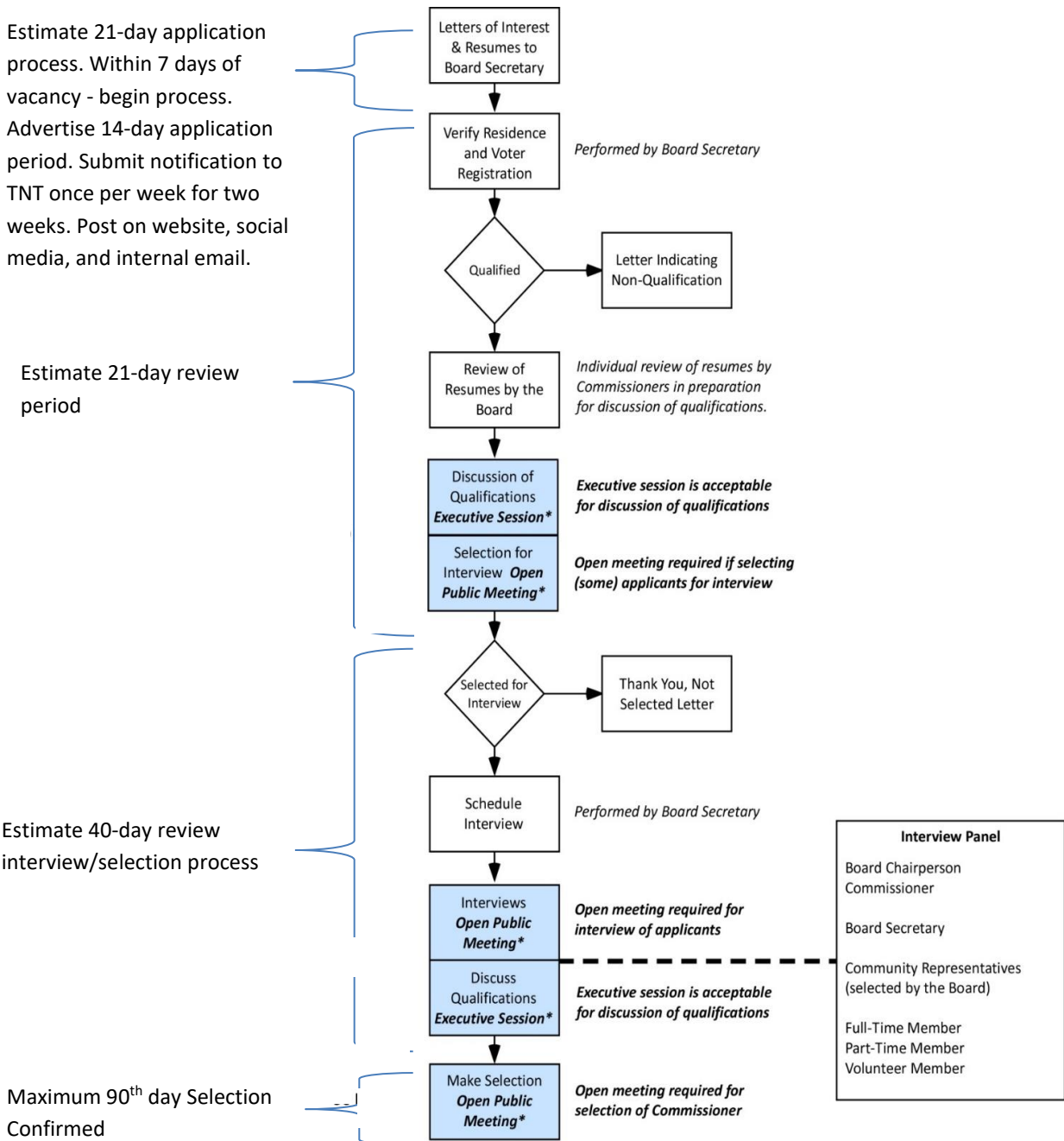
Surplus property that is no longer serviceable may be disposed of by District policy.

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 25, 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 with the notice period in Article 5.1 of _____ days.

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.

As you will note in Article 5.1 you will need to make a decision on the length of time given to Chief Morrow to correct any alleged deficiencies.

I will be at the meeting on March 25th 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 **thirty (30)/sixty (60)/ninety (90) 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. There are no third-party beneficiaries to this agreement which is intended only to confer benefits upon signatories hereinto.
- 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 25, 2024

Item Title: Administrative Services Addendum to the Master ILA with Graham Fire

Attachments: Administrative Services Addendum

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

TWO SUGGESTED MOTIONS:

Motion #1- *"I move to waive the two-reading rule for the Administrative Services Addendum to the Master ILA with Graham Fire."*

Motion #2- *"I move to approve the Fire Chief to sign and execute the Administrative Services Addendum to the Master ILA with Graham Fire."*

SUMMARY:

The OVFR, Graham, and Central Pierce Board of Fire Commissioners have passed a merger exploration policy position.

In support of the policy position, the District has been working with Graham Fire on the development of the Administrative Services Addendum to the Master ILA over the last several months. This addendum allows for a mixing of Central Pierce and Graham Staff to fill key leadership positions across both organizations, while merger exploration is underway.

The Graham Fire Board of Fire Commissioners has already approved this addendum.

FINANCIAL IMPACT:

N/A

**MASTER INTERLOCAL AGREEMENT FOR COOPERATIVE SERVICES
ADMINISTRATIVE SERVICES ADDENDUM**

This Addendum (“Addendum”) to the Master Interlocal Agreement (“Master ILA”) is entered into on this 13th day of March, 2024, (the "Effective Date") by and between Graham Fire & Rescue, "GFR" and Central Pierce Fire & Rescue, "CPFR" who shall hereinafter be collectively referred to as the “Agencies” or singularly as an “Agency.”

RECITALS

1. The Agencies are parties to a Master Interlocal Agreement for Cooperative Services with an effective date of September 1, 2023 “Master ILA.”
2. The Master ILA created a formal structure to allow for Addendums of various future Cooperative Service Initiatives.
3. The Agencies have determined that a consolidation of Administrative Services is an appropriate subject matter for a Cooperative Services Initiative consistent with the terms of this Addendum and subject to the provisions of the Master ILA.

AGREEMENT

In consideration of the mutual promises contained in this Amendment the terms of the Master ILA, the Agencies agree as follows:

1. **Fiscal Arrangements.** Each Agency shall pay for its own employees. The Agencies have determined that the shared employees and services outlined herein are of roughly equal cost and value to each Agency. **Exhibit B** outlines the shared employees and services being considered in this section. Consistent with other Addendums between the Agencies, the Agency’s Finance Staff will determine the final cost model to be used by the Agencies. Any cost variances in shared employees and services shall be trued up annually and paid or credited on or before June 1st of each year.
2. **Resource Sharing.** The Agencies agree to provide each employee providing services under this Agreement with adequate office space and access to resources to perform the identified services for that Agency, including but not limited to, copying machines, computers, fax machines, and consumable office supplies. The employing Agency shall provide any necessary vehicles and uniforms for its employees.
3. **Administrative Personnel Sharing**
 - 3.1. **Fire Chief Services.** CPFR shall designate a primary individual to serve as the Fire Chief for GFR and CPFR. The initial Fire Chief shall be Dustin Morrow. In addition to the duties the Fire Chief performs for CPFR and Orting Valley Fire & Rescue (OVFR), the Fire Chief shall be responsible for the following duties:

3.1.1. The Fire Chief shall supervise, administer, and manage the day-to-day operations and strategic direction of GFR, OVFR, and CPFR in accordance with single Chain of Command concepts and the organizational chart set forth in **Exhibit A**.

3.1.2. Manage staffing levels, personnel assignments, and resource allocations.

3.1.3. Implement policies and procedures for the Agencies as necessary for operational purposes.

3.1.4. Assist the Director of Executive Services with preparation, adoption, and implementation of the GFR Budget.

3.1.5. Personnel management for GFR, including hiring and termination of paid personnel, acceptance and termination of volunteer personnel, and discipline of personnel (paid and volunteer). The Fire Chief shall manage all personnel actions consistent with existing GFR personnel policies and procedures and consistent with any employment agreements between GFR and its personnel. Any disciplinary action involving any loss of pay, suspension, or termination shall be recommended by the Fire Chief, but final action on such recommendations shall be reserved to the GFR Board of Commissioners. In case of immediate threat to GFR personnel, equipment, or facilities, or the citizens of GFR, the Fire Chief may immediately suspend any GFR personnel; such action shall be ratified, modified, or overturned by the Board as soon as practicable after the suspension is implemented, but no later than its next regular board meeting.

3.1.6. GFR recognizes that certain Fire Chief services may be provided by designated GFR and CPFR staff members.

3.1.7. Establish and administer policies and procedures, rules and regulations, contracts, labor contracts, and memorandum of understandings for GFR.

3.1.8. The Fire Chief shall report directly to the GFR Board of Commissioners for GFR's Fire Chief services, the CPFR Board of Commissioners for CPFR Fire Chief services, and the OVFR Board of Commissioners for OVFR's Fire Chief services.

3.2. Executive Services: GFR shall designate a primary individual to serve as the Director of Executive Services. The initial Director of Executive Services shall be Sandi Roberts. The Director of Executive Services shall be responsible for the following duties:

3.2.1. Ensure that GFR operating and capital budgets are fiscally sound to enable GFR to achieve its objectives.

3.2.2. Exercise GFR purchasing authority and budgetary controls, ensuring that the organization functions within budget appropriations.

3.2.3. Manage the divisional work of executive services, communications, strategic programs, government affairs, and prevention for the Agencies.

3.2.4. The Director of Executive Services shall report directly to the Fire Chief.

3.3. District Secretary Services: GFR shall designate a primary individual to serve as District Secretary. The initial District Secretary shall be Sandi Roberts. The District Secretary shall be responsible for the following duties:

3.3.1. Administratively manage the official affairs of CPFR, GFR, and OVFR (pursuant to CPFR's interlocal agreement with Orting Valley Fire) Board of Fire Commissioners as the District Secretary for each Agency. The Agencies agree to the following:

3.3.1.1. The District Secretary will take and file an oath of office for each Agency.

3.3.1.2. The District Secretary will report to the Fire Chief and to the Boards of Commissioners of CPFR, OVFR, and GFR.

3.4. Business Services: GFR shall designate a primary individual to serve as Deputy Chief of Business Services. The initial Deputy Chief of Business Services shall be Thomas Mason. The Deputy Chief of Business Services shall be responsible for the following duties:

3.4.1. Oversee the divisions of Support Services, Information Technology, Business Intelligence, Safety, and Health & Wellness for the Agencies.

3.4.2. The Deputy Chief of Business Services shall report directly to the Fire Chief.

3.5. Emergency Services: GFR shall designate a primary individual to serve as Deputy Chief of Emergency Services. The initial Deputy Chief of Emergency Services for GFR shall be Brent VanKeuelen. The Deputy Chief of Emergency Services shall be responsible for the following duties:

3.5.1. Oversee the emergency service operations for the Agencies as directed by the Fire Chief.

3.5.2. The Deputy Chief of Emergency Services shall report directly to the Fire Chief.

3.6. Professional Development Services. GFR shall designate a primary individual to serve as the Deputy Chief of Professional Development Services and the Pierce County Fire Training Consortium (PCFTC) Chief. The initial Deputy Chief of Professional Development Services for GFR shall be Oscar Espinosa. The Deputy Chief of Professional Development Services shall be responsible for the following duties:

3.6.1. Oversee the professional development for the Agencies as directed by the Fire Chief.

3.6.2. Serve as the PCFTC Chief.

3.6.3. The Deputy Chief of Professional Development Services shall report directly to the Fire Chief.

3.6.4. Oversee the Deputy Director of Professional Development Services.

3.6.4.1. Deputy Director of Professional Services. GFR shall designate a primary individual to serve as the Deputy Director of Professional Development Services. The initial Deputy Director of Professional Development Services shall be Leah Cunningham.

3.6.4.2. The Deputy Director of Professional Development Services shall report directly to the Deputy Chief of Professional Development Services.

3.7. Human Resource Services. CPFR shall designate a primary individual to serve as the Director of Human Resources for the Agencies. The initial Director of Human Resources shall be Suzi Washo. In addition to the duties the Director of Human Resources performs for CPFR and OVFR, the Director of Human Resources shall be responsible for the following duties:

3.7.1. Oversee the Human Resource services for the Agencies as directed by the Fire Chief.

3.7.2. Oversee and provide supervisory services for the GFR Human Resource Analyst.

3.7.2.1. Human Resource Analyst. GFR shall provide a 1.0 FTE to serve as a Human Resource Analyst. The Human Resource Analyst shall be collocated with the Human Resources Directorate.

3.8. Payroll Services. The Agencies agree to collaborate on their work in providing payroll services for the Agencies. The Agencies agree to the following:

3.8.1. GFR shall provide a 1.0 FTE to serve as a Payroll Coordinator. The Payroll Coordinator shall be collocated with the Finance Directorate.

3.8.2. CPFR Director of Finance shall provide supervisory services for the GFR Payroll Coordinator.

3.8.3. All GFR payroll data to be maintained in the GFR Tyler Technologies system to ensure fiscal accountability for GFR revenues and payroll expenses.

3.9. Certification Coordination Services. The Agencies agree to collaborate on their work in providing EMT & Paramedic certification coordination services for the Agencies. The Agencies agree to the following:

3.9.1. GFR shall provide a 1.0 FTE to serve as the Certification Coordinator for EMT & Paramedic certification coordination services for the Agencies.

3.10. Capital Improvement Project Management Services. The Agencies agree to collaborate on their work in providing Capital Improvement Project Management services for the Agencies. The Agencies agree to the following:

3.10.1. GFR shall provide a 1.0 FTE to serve as the Capital Improvement Project Manager. The Capital Facilities Project Manager shall be collocated with the Support Services Directorate.

3.10.2. CPFR Director of Support Services shall provide supervisory services for the GFR Capital Facilities Project Manager.

3.11. Grounds Maintenance Services. The Agencies agree to collaborate on their work in providing Grounds Maintenance Services for the Agencies. The Agencies agree to the following:

3.11.1. CPFR shall provide grounds maintenance services to the Agencies.

3.12. Facilities Maintenance Services. The Agencies agree to collaborate on their work in providing Facilities Maintenance Services for the Agencies. The Agencies agree to the following:

3.12.1. GFR shall provide a 1.0 FTE to serve as the Facilities Maintenance Technician. The Facilities Maintenance Technician shall be collocated with the Support Services Directorate.

3.12.2. CPFR Facilities Maintenance Manager shall provide supervisory services for the GFR Facilities Maintenance Technician.

3.13. Warehouse & Runner Services. The Agencies agree to collaborate on their work in providing Warehouse & Runner Services for the Agencies. The Agencies agree to the following:

3.13.1. CPFR shall provide runner services to the Agencies.

3.13.2. GFR shall fund a 1.0 FTE to serve as a Warehouse Technician. Once hired the Warehouse Technician shall be collocated with the Support Services Directorate.

3.13.3. CPFR Warehouse Manager shall provide supervisory services for the Warehouse Technician.

3.14. Sta. 94 “Store Front” Services. The Agencies agree to the importance of maintaining a Sta. 94 “Store Front” for the benefit of convenient citizen services. The Agencies agree to the following:

3.14.1. The Fire Chief shall maintain a remote office at Sta. 94.

3.14.2. The Director of Executive Services shall maintain a remote office at Sta. 94.

3.14.3. When the Administrative Staff relocate to the Benaroya AOC Annex, all the GFR Logistics Division, except fleet maintenance staff, shall be relocated to Sta. 94.

3.14.4. When the GFR Logistics Division is collocated with the Support Services Directorate, the Fire Chief shall provide another solution to maintaining the Sta. 94 “Store Front”.

4. **Term and Termination.** As set forth in the Master ILA.

5. **Other Matters.**

5.1. Employees of CPFR Are Not Employees of GFR. All CPFR employees who provide GFR the services called for in this Agreement shall be employees of CPFR, and not employees of GFR. Except as provided in this Agreement, the employees of CPFR who are performing the services called for in this Agreement shall not be entitled to any benefit provided to employees of GFR. CPFR shall, at all times, be solely responsible for the conduct of its employees in performing the services called for in this Agreement. CPFR shall be solely responsible for all compensation, benefits and insurance for its employees.

5.2. Employees of GFR Are Not Employees of CPFR. All GFR employees who provide CPFR services called for in this Agreement shall be employees of GFR, and not employees of CPFR. Except as provided in this Agreement, the employees of GFR who are performing the services called for in this Agreement shall not be entitled to any benefit provided to employees of CPFR. GFR shall, at all times, be solely responsible for the conduct of its employees in performing the services called for in this Agreement. GFR shall be solely responsible for all compensation, benefits and insurance for its employees.

5.3. Administrative Personnel Replacement. In the event CPFR or GFR determines that any of the Administrative Personnel identified by name in this Agreement cannot serve in the designated capacity, the employer of the personnel shall work with the other Agency to identify a suitable replacement.


5.4. Finances. Each party shall remain responsible for the financial operation of its own Fire Department, the preparation of its budget and the levying of its tax levy and other revenue sources. Each party agrees to provide the other party with a copy of its budget when completed.

5.5. Effectiveness. Except as expressly modified by this Addendum, all provisions of the Master ILA remain unchanged and in full force and effect.

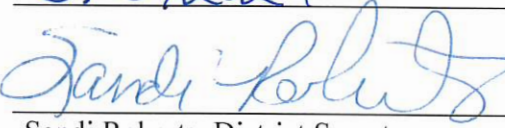
IN WITNESS WHEREOF, the Agencies by the signatures of their authorized representatives have executed this Agreement effective upon the date of signatures.

SIGNATURE PAGES FOLLOW

**For:
GRAHAM FIRE & RESCUE**

By: 
Robert L. Homan, Board Chair

Date: 3/13/2024

Attest: 
Sandi Roberts, District Secretary

**For:
CENTRAL PIERCE FIRE & RESCUE**

By: _____
Matthew Holm, Board Chair

Date: _____

Attest: _____
Tanya Robacker, District Secretary

4.1.24
DRAFT ACCOUNTABILITY CHART

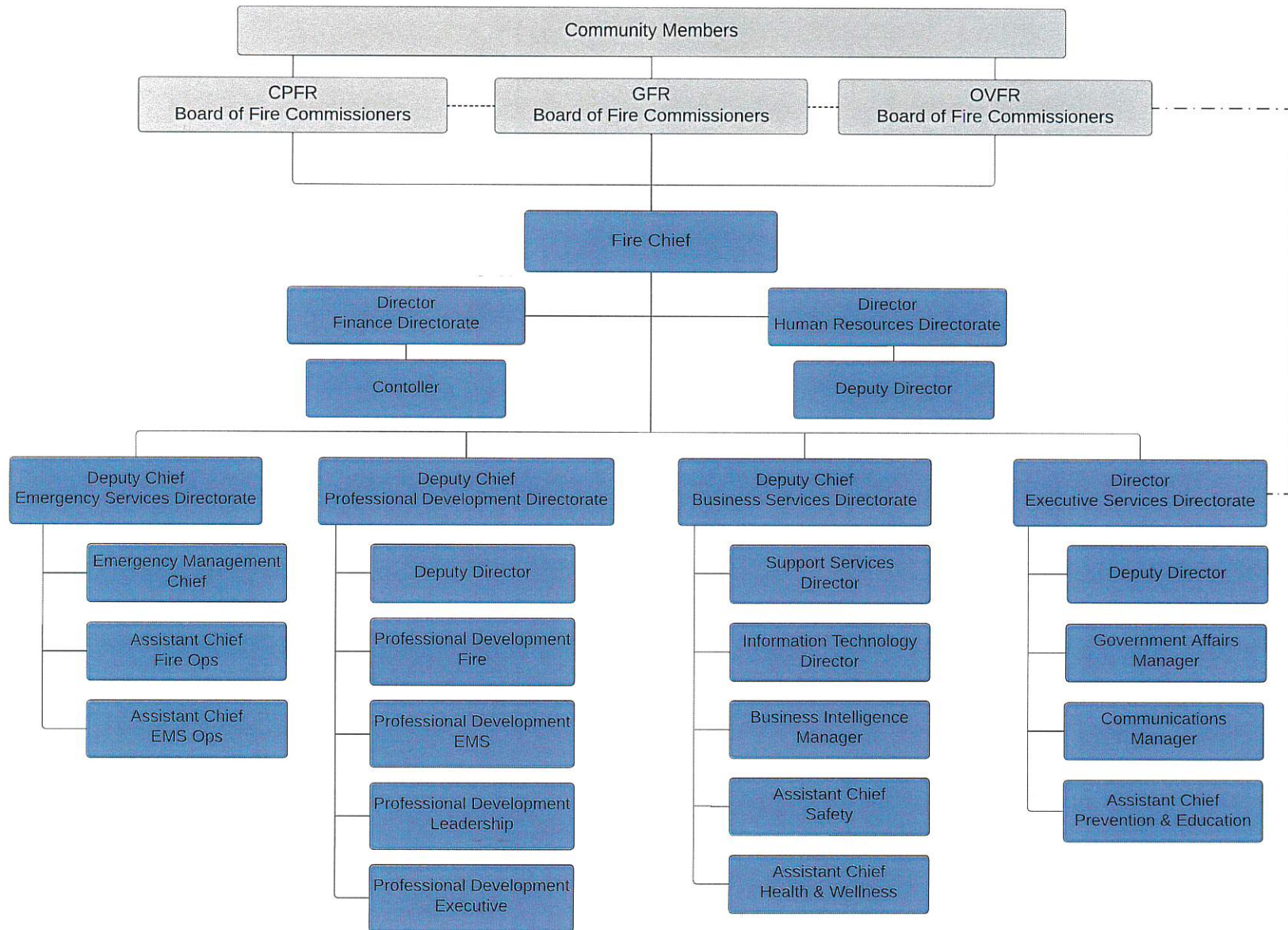


Exhibit B
Shared Services Between CPFR & GFR

Position	Name	Home Agency
Fire Chief	Dustin Morrow	CPFR
Deputy Chief of Professional Development	Oscar Espinosa	GFR
Deputy Chief of Business Services	Tom Mason	GFR
Deputy Chief of Emergency Services	Brent VanKeulen	CPFR
Director of Executive Services/District Secretary	Sandi Roberts	GFR
Deputy Director of Professional Development	Leah Turner	GFR

Type of Service Being Provided	Name	Home Agency
Payroll Supervision		CPFR
Benefit Administration		CPFR
Hiring & Promotion Services/ Supervision		CPFR
EMS Admin Support	Lori Evans	GFR
Certification Services	Michelle Greco	GFR
Capital Improvement Mgmt Services	Mike Gareau	GFR
Grounds Maintenance Services		CPFR
Facilities Maint Supervision		CPFR
Facilities Maintenance Services		CPFR
Runner Services		CPFR
Warehouse Services		CPFR
Warehouse Supervision		CPFR

Ee Supervised: Bobby Kamps

Ee Supervised: Jackie Snodgrass

Ee Supervised: Josh Cline

Ee Supervised: *To Be Hired*



Board Meeting Agenda Item Summary

Agenda Date: March 25, 2024

Item Title: DNR Inter-Agency Agreement

Attachments: DNR Inter-Agency 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 Interagency Agreement between the District and the Department of Natural Resources."

SUMMARY:

With the ongoing collaboration with Orting Valley Fire & Rescue, the District finds itself benefiting from several new resources being offered by the Department of Natural Resources (DNR). In return, DNR requests that District participate in its Wildfire Ready Program, which Staff is excited to do so.

DNR provides funding offsets for the work that is completed by the local agency, as it pertains to the Wildfire Ready Program. The workload is low, and the return on improved community safety and community connection is high.

FINANCIAL IMPACT:

Additional revenue of \$11,880.



INTERAGENCY AGREEMENT
DEPARTMENT OF NATURAL RESOURCES (DNR)

NO. 93-106736

PI: 28R-GXG

Funding Source: State

Grant Funded: Yes No

OMWBE: Small Business Veteran Owned Not Applicable

Procurement method (Select one): Exempt, Department of Enterprise Services, Sole Source Contract Policy No. POL-DES-140-00, Section 5, Item 2, RCW 39.26.125(10)

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as DNR, and the below named firm, hereinafter referred to as Pierce County Fire District 6 (PCFD6).

DNR and Pierce County Fire District 6 (PCFD6) enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

Pierce County Fire District 6
DBA Central Pierce Fire & Rescue
PO Box 940
Spanaway, WA 98387-0940
Phone: 253-538-6400
Email: jweigley@centralpiercefirer.org
Statewide Vendor # (SWV): 0020191-02
UBI: 601-138-707

IT IS MUTUALLY AGREED THAT:

1.0 Purpose. Central Pierce Fire & Rescue will support the DNR Wildfire Ready Neighbors Program by educating residents within their jurisdiction how to be better prepared for wildfire. They will do this through providing Wildfire Ready Home Visits, promoting the Wildfire Ready Neighbors Program and messaging through events and presentations, and providing reflective address signage to residents that need it.

2.0 Scope of Work. The PCFD6 shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to performing work set forth in the Exhibit A – Scope of Work.

3.0 Period of Performance. The term of this agreement will be from March 19, 2024, or date of execution, whichever is later, through June 30, 2025. The period of performance under this contract encompasses two distinct scopes of work described in Exhibit A – Scope of Work. The first period of performance will run from March 19, 2024, or date of execution, whichever is later, through June 30, 2024. The second period of performance for fiscal year 2024-2025 described in Exhibit A – Scope of Work, will commence July 1, 2024, to June 30, 2025.

4.0 Payment. Pay for the work provided is established under RCW 39.34.130. The parties estimate that the cost of accomplishing the work will not exceed one thousand eight hundred eighty-five dollars (\$1,885) for the period from March 19, 2024, or date of execution, whichever is later, through June 30, 2024. Additionally, for the period of performance from July 1, 2024, to June 30, 2025, the parties estimate that the cost of accomplishing the work will not exceed nine thousand nine hundred ninety-five dollars (\$9,995). Pay for services shall be based on the rates and terms described in Exhibit A – Scope of Work, with separate payments corresponding to each fiscal year. For fiscal year two, payment for the second scope of work and the execution of work shall be contingent upon the availability of agency funds and will proceed only if funds allow.

5.0 Billing Procedures. PCFD6 shall submit invoices monthly. Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year.

Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

- A. Agreement number 93-106736
- B. Invoicing to match deliverables included in Exhibit A.
- C. Any other relevant information.
- D. The total invoice charge.

6.0 Records Maintenance. PCFD6 shall maintain books, records, documents and other evidence, to sufficiently document all direct and indirect costs incurred by PCFD6 in providing the services. These records shall be available for inspection, review, or audit by personnel of the DNR, other personnel authorized by the DNR, the Office of the State Auditor, and federal officials

as authorized by law. PCFD6 shall keep all books, records, documents, and other material relevant to this Agreement for six years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

7.0 Rights to Data. Unless otherwise agreed, data originating from this Agreement shall be 'works for hire' as defined by as defined by Title 17 U.S.C., Section 101 and shall be owned equally. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

8.0 Independent Capacity. The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

9.0 Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

10.0 Termination for Convenience. Either party may terminate this Agreement upon 30 calendar days' prior written (including email) notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

11.0 Termination for Cause. If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing (including email).

12.0 Disputes. If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board.

Alternatively, the parties may pursue a third party dispute resolution as the parties mutually agree to in writing.

13.0 Governance. This contract is entered into by the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules;
- (2) State of Washington statutes and regulations
- (3) Scope of Work; and
- (4) Any other provisions of the agreement, including materials incorporated by reference.

14.0 Assignment. The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

15.0 Waiver. A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this agreement.

16.0 Harassment. Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-052 Sexual Harassment: https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf

17.0 Severability. The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

18.0 Responsibilities of the Parties/Indemnification. To the fullest extent permitted by law, PCFD6 shall indemnify, defend (with counsel acceptable to DNR), and hold harmless DNR, its officials, agents, and employees, from and against all claims arising out of or resulting from the performance of the Agreement. "Claim" as used in this Agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. PCFD6's obligation to indemnify, defend, and hold harmless includes any claim by PCFD6's employees, representatives, any subcontractor or its employees, or any third party.

However, PCFD6 shall not indemnify, defend, or hold harmless DNR, its officials, agents, and employees for claims caused by or resulting from the sole negligence of DNR, its officials, agents, and employees and in the event of concurrent negligence by (1) PCFD6, its agents, employees, representatives, any subcontractor or its employees, or any third party and (2) DNR, its officials,

agents, and employees, then PCFD6's obligation to indemnify, defend, and hold harmless DNR, its officials, agents, and employees shall be valid and enforceable only to the extent of PCFD6, its agents, employees, representatives, any subcontractor or its employees, or any third party's share of any concurrent negligence.

PCFD6 waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless DNR and its officials, agents or employees.

19.0 Insurance. Before using any of said rights granted herein and its own expense, PCFD6 shall purchase and maintain the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

PCFD6 shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. PCFD6 shall also provide renewal certificates as appropriate during the term of this Agreement.

PCFD6 shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of PCFD6 to have its subcontractors and agents comply with the insurance requirements contained herein does not limit PCFD6's liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: PCFD6 shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: PCFD6 shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: PCFD6 shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than Agreement No. 93-106736

\$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." PCFD6 waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): PCFD6 shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. PCFD6 waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. PCFD6 waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

ADDITIONAL PROVISIONS:

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If PCFD6 is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that PCFD6's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of PCFD6 is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: PCFD6 waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

20.0 Complete Agreement in Writing. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

21.0 Contract Management.

CONTRACTOR Contract Manager	DNR Contract Manager
Dustin Morrow PO Box 940 Spanaway, WA 98387-0940 <i>Phone: 253-538-6400</i> <i>Email address: DMorrow@Centralpiercefir.org</i>	Guy Gifford Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone: 509-990-6218</i> <i>Email address: guy.gifford@dnr.wa.gov</i>
CONTRACTOR Project Manager	DNR Project Manager
Jacob Weigley PO Box 940 Spanaway, WA 98387-0940 <i>Phone: 253-677-0087</i> <i>Email address: jweigley@centralpiercefir.org</i>	Jennifer Coe Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone: 360-972-4428</i> <i>Email address: Jennifer.coe@dnr.wa.gov</i>

22.0 Subcontracts. Subcontractor means not in the employment of the Agency, who is performing all or part of the activities related to this Agreement under a separate contract with the Agency responsible for the scope of work as identified within. If utilizing subcontractors to perform the scope of work, the Agency is required to obtain subcontractors in compliance with RCW 39.26. Agency must provide both proof of competitive solicitation and that the solicitation was posted in WEBS, sole source filing and DES approval, or a documented exemption per DES policy, whichever the case may be.

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

**PIERCE COUNTY FIRE DISTRICT 6
DBA CENTRAL PIERCE FIRE &
RESCUE**

**DEPARTMENT OF NATURAL
RESOURCES**

Signature	Date
Dustin Morrow	
Name	
Fire Chief	
Title	
PO Box 940	
Spanaway, WA 98387-0940	
Address	
253-538-6400	
Telephone	

Signature	Date
Russ Lane	
Name	
Wildland Fire Management Division Manager	
Title	
1111 Washington St SE	
Olympia, WA 98504	
Address	
360-602-1308	
Telephone	

SCOPE OF WORK

Central Pierce Fire & Rescue					
Project Purpose: Central Pierce Fire & Rescue will support the DNR Wildfire Ready Neighbors Program by educating residents within their jurisdiction how to be better prepared for wildfire. They will do this through providing Wildfire Ready Home Visits, promoting the Wildfire Ready Neighbors Program and messaging through events and presentations, and providing reflective address signage to residents that need it.					
Date of execution - June 30, 2024					
Task	Estimated Completion Date	Deliverable	Rate	Amount	Estimated Cost
1) Conduct wildfire ready home visits (WRHVs) using an online program (Survey 123) or in paper form at the landowner's request.	6/30/2024	Use Survey 123 to track WRHVs or, or if paper copy of survey is used directly report # of WRHVs provided	Not to exceed \$65/assessment	7 assessments	\$455
2)Project administration- data analysis, finance	6/30/2024	Monthly or final billing	\$65/hr	6 hours	\$390
3)WRN events & promotion	6/30/2024	Summary of event, #s attending or agendas for presentations	\$65/hr	1 open house, 2 community club presentations	\$1,040
Grand total					\$1,885

Central Pierce Fire & Rescue

Project Purpose: Central Pierce Fire & Rescue will support the DNR Wildfire Ready Neighbors Program by educating residents within their jurisdiction how to be better prepared for wildfire. They will do this through providing Wildfire Ready Home Visits, promoting the Wildfire Ready Neighbors Program and messaging through events and presentations, and providing reflective address signage to residents that need it.

July 1, 2024 - June 30, 2025

Task	Estimated Completion Date	Deliverable	Rate	Amount	Estimated Cost
1) Conduct wildfire ready home visits (WRHVs) using an online program (Survey 123) or in paper form at the landowner's request.	6/30/2025	Use Survey 123 to track WRHVs or, or if paper copy of survey is used directly report # of WRHVs provided	Not to exceed \$65/assessment	35 assessments	\$2,275
2) Project administration- data analysis, finance	6/30/2025	Quarterly or final billing	\$65/hr	40 hrs	\$2,600
3) WRN events & promotion	6/30/2025	Summary of event, #s attending or agendas for presentations	\$65/hr	4 public events, 4 community club presentations	\$3,120
4) Supplies: address sign making components	6/30/2025	Purchase receipt	\$2,000	Minimum of 100 signs	\$2,000
Grand total					\$9,995



Board Meeting Agenda Item Summary

Agenda Date: March 25, 2024

Item Title: Preved Division Report

Attachments: N/A

Submitted by AC Berdan

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Great Escape Program

The Great Escape program has wrapped up for 2024. We saw an increase from 18 participating schools last year to 36 this year, representing 75% of the schools in the CFPR/Graham/Orting combined service area. Our Public Educators have done an amazing job with the logistics of reaching over 2,800 students in a two-month period. We now await the winners of the contest from each school, and look forward to hosting them at the Daffodil Parade on April 6th.

Forensic Photography

Through the efforts of DFM Rob Taylor, we are hosting a Forensic Photography for Fire Investigators training scheduled for May 29-30th. The course is being offered to fire investigators from around the region as a chance to learn more about crime scene photos, evidence photography, and camera adjustments. As the hosting agency, we will be granted a limited number of spots in the class for free.

Public Education

Our public education offerings continue to gain traction year-over-year. Our Safesitter classes have all sold out with full waitlists within just a few weeks of being posted in 2024. We were awarded the Gold Level Provider for 2023 (in 2022, we were Bronze), which is the highest attainable. February also marked the pilot of our new 2nd grade "Sounds of Safety" program offering. This program teaches students in the primary grades the sounds a smoke alarm makes along with how to safely escape/evacuate. We have 20 schools scheduled for the initial kickoff of this new educational program.

FINANCIAL IMPACT: N/A



Board Meeting Agenda Item Summary

Agenda Date: March 25th , 2024

Item Title: Safety Division Report

Attachments: N/A

Submitted by: AC McKenzie

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Integration of CPFIR & GFR safety program

The continuing integration of CPFIR & GFR safety programs for SCBA, PPE, SOGS & Protocol, Incident reporting

Completed LNI FIIRE Program 2024 Safety improvement plan for 2024

The safety division has completed and submitted the District 2024 Safety Improvement Plan (SIP) to the LNI FIIRE Program. 2024 SIP will continue to work on reducing employees' exposures to carcinogenic agents, reducing injuries related to moving and lifting patients.

Completed University of Washington Root Cause Analysis Class

CPFIR hosted two root cause analysis classes provided by the UW OSHA Education Center. The first class was a one-day class for the district executive leadership (GFR) that provided the framework and processes the district will utilize to investigate incidents. The second class was a three-day class provided to the District Safety Committee Members. This class to a deep dive into the methodologies use to conduct an investigation.

February OSHA Injury Report

1 dog bite to report, employee was transported to the hospital (not admitted over night)



Board Meeting Agenda Item Summary

Agenda Date: March 25, 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:

Mentorship Program

The District is in the early phases of developing a Mentorship Program. FF Chris Ford and BC Adam Rosenlund, along with a dedicated group of staff, have formed by using the Business Asset Management Program. They are working to draft an agenda and form a process for this initiative. The District is fully supportive of this direction, indicating a commitment to fostering professional growth and development among staff.

Technology Testing Recap

On Wednesday, March 13th, Central Pierce Fire & Rescue worked with multiple technology and public safety partners during a Confined Space Drill. This event was a demonstration of next generation voice, video and first responder location technology. CPFR's Technical Rescue Team trained in a confined space with an austere environment that lacks LMR and LTE coverage. The demonstration revealed the capabilities of the technology, which improves situational awareness, voice communication, and safety.

Station 66

The District met with Pierce County to discuss the site plan to reopen Station 66. We are preparing to apply for permits. Benaroya has already applied for permits for the Central Stores warehouse space, and we are on target with our goals for the move.

SS 911 Pilot Program

The partnership between CPF&R, SS 911, and Tacoma Radio is steadily growing, marked by collaborative efforts and mutual support. Together, we are working to enhance emergency communication systems and response capabilities with the use of Broadband Push-to-Talk radios. This evolving alliance reflects a commitment to ensuring the safety and efficiency of emergency services across our District and beyond.



Board Meeting Agenda Item Summary

Health & Wellness Division Updates

Physical Health Team (Peer Fitness)

- Mike Bellerive appointed as PHT Coordinator – Day to day operations of team and management of District Exercise Equipment Purchase and repair.
- Developing Physical Health Team with pilot of Mountain Tactical Institute exercise programming.
- Actively recruiting Athletic Trainer/Exercise Physiologist to provide oversight to team and provide “pre-habilitation” to District personnel.

Behavioral Health Team (Peer Support)

- Ray Escobedo appointed as BHT Coordinator – Day to day operations of team to include proactive communication and education to District personnel and Reactive response to Potentially Traumatic Events.
- New members added to Behavioral Health Team on March 11th and 12th, IAFF Peer Support Training.
- Mental Health Providers under contract for 2024 – Elle Miller and Phoebe Mulligan
- RECESS Program implemented to provide overall wellness guidance to personnel on light duty and for members looking to improve their personal lives. RECESS fills the void between Peer Support and Treatment.

Spiritual Health Team (Crisis Intervention/Chaplains)

- John Beauchamp coordinates Crisis Intervention and Chaplain group.
- Crisis Intervention Specialists are assigned to A, B and C shift with 3 additional Surge Specialists to backfill during high call volume periods.
- Community Chaplain works with group to provide weekly dinners to crews on Mondays and Wednesdays.

Occupational Health

- Working on securing Dr. Stephanie Tornberg under contract for 2024. Scope of work being outlined but will include pre-employment physicals, annual physicals and Fit for Duty assessments.
- Dr. Tornberg is a regional expert in Stroke and Cardiovascular disease and is a culturally competent provider who has worked with Fire Fighters.
- Life Scan physicals concluded on March 7, 2024: 376 Fire Fighters, Spouses and Retirees seen. 74% increase over 2023 Life Scan physical cycle.

Social Health (Club Program)

- Club program implemented. Program outlines District support for outside of work positive social interactions. Example: Flag Football



Board Meeting Agenda Item Summary

Agenda Date: March 25, 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:

2024 Lahar Regional Evacuation Exercise

On Thursday, March 21st, several Staff from the District participated in the 2024 Lahar Regional Evacuation Exercise with the City of Puyallup, City of Orting, several school districts, and many public safety partners. The exercise proved valuable, and many lessons were learned.

Regional Radio

The regional radio dialogue continues to be informative. Costs of the single system have been identified and potential next steps are starting to emerge. I would encourage Commissioners to remain informed on the process and participate at the policy level to the extent possible.

Pierce County Fire Training Consortium

Upon execution of the Administrative Services Addendum with Graham Fire, Chief Espinosa will be the replacement for Chief McGrady at the Pierce County Fire Training Consortium. This is a very exciting step in the continued evolution of this regional effort. Chief Espinosa is going to do a fantastic job of advancing the professional development that is needed by all agencies that participate in the Training Consortium. The transition should occur by June of this year.



Central Pierce Fire & Rescue

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

March 17, 2024

Brian Hackett
Firefighter
Station 72

Dear Brian,

On behalf of our Stairclimb team, I want to recognize your efforts as the Team Captain.

On March 10th, 15 members of CPFR and 4 members from GFR participated in the Leukemia and Lymphoma Firefighter Stairclimb. This is the world's largest on-air stair climb with over 1500 firefighters participating.

You organized several fund-raising opportunities for team members at different venues around the district. This included getting a large stepper machine to the event and organizing team members to show up and climb to raise money. You also handled the day of logistics for the event. With your efforts our CPFR team raised \$16,552. This contributed towards the \$1,950,000 raised by the Leukemia and Lymphoma Society at this event. Our team would not have been as successful without your leadership and dedication.

Respectfully,

A handwritten signature in black ink that reads "Adam Jackson".

Adam Jackson
Battalion Chief

Cc: Personnel File
BOC Packet

From: [Janna Quirie](#)
To: [Erika McInnis](#); [Ariel Paramapoonya](#)
Subject: FW: Nice work! CPF24007248
Date: Tuesday, March 19, 2024 1:26:50 PM

Hi there--

This will go into Employee Files. Can this be added into the board packet?

Thank you,
Janna

From: Noah Tchobanoff <NTchobanoff@centralpiercefire.org>
Sent: Monday, March 18, 2024 7:35 PM
To: Fabien Teyssedre <FTeyssedre@Centralpiercefire.org>; Rod Martinson <RMartinson@Centralpiercefire.org>
Cc: William Cardinal <WCardinal@centralpiercefire.org>; Jeff Cable <JCable@centralpiercefire.org>; Prather, Shawn <sprather@GrahamFire.org>; HR@CentralPierceFire.org
Subject: Nice work! CPF24007248

To AO Fabien Teyssedre and AO Rod Martinson,

Thank you for your quick thinking and fast response to move to the booster tank backup from E68 to E69 at the house fire, CPF24007248, on 3/11/2024 after the 5" adapter and hose came loose from the hydrant. Because of your skill and quick thinking there was no interruption in the water supply to the fire control hose lines. This allowed for fire control to continue without interruption and resulted in the saving of the home. Your dedication to the mission of our department to effectively respond is evident.

With gratitude,

Noah Tchobanoff
Station 69 Captain
Engine 69 A Shift
253-820-1429

Please include in member's file.