



## CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

**Date:** April 08, 2024  
**Place:** In-Person / Fire District Administrative & Operations Center  
○ 1015 39<sup>th</sup> Ave SE Suite #120 Puyallup, WA 98374  
Virtual / (Visit [www.centralpiercefirerescue.org](http://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](mailto: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 25, 2024
    - C. **Pg. 6:** Approval of:

Accounts Payable Warrants Numbered 60334 to 60402 totaling:	\$	7,805,165.11
Net Payroll Warrants Numbered 107827 to 107831 totaling:	\$	10,956.74
<b>GRAND TOTAL</b>	<b>\$</b>	<b>7,816,121.85</b>

**Pg. 22:** For Informational Purposes Only - The following electronic payments totaling \$5,383,802.39 (AP Warrant Numbers 60342, 60378, 60385, 60371).

6. **Unfinished Business** (Second Reading and Final Action)
  - A. **Pg. 55:** Board Policy 3.03 – Board of Commissioners Meetings, Policies, and Procedures – Chief Morrow
7. **New Business** (First Reading)
  - A. **Pg. 99:** Board Policy 3.22 Hiring Policy – Chief Morrow
8. **Considerations and Requests**
  - A. **Pg. 106:** South Pierce Fire & Rescue ILA Request – Chief Morrow
  - B. **Pg. 108:** Retirement: Dana Tissue Resolution 13-01 Eligibility – Chief Morrow



## CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS MEETING AGENDA

9. **Staff, Local, Firefighter's Association and Fire Chief Reports**
  - A. **Pg. 111:** Human Resources – HRD Washo
  - B. **Pg. 112:** Training – AC Benning
  - C. **Pg. 113:** Field Operations – AC Kent`
  - D. **Pg. 114:** Fire Chief's Report – Chief Morrow
10. **Correspondence**
  - A. **Pg. 115:** Thank You Letter
11. **Commissioner Comments**
12. **Adjournment**

# DRAFT – Not Official Until Approved

## CENTRAL PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS March 25, 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 39<sup>th</sup> 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, Willis, Coleman, and Mitchell, Ex-Officio Door, Graham Fire Commissioners Chris McAfee and Russ Barstow, Chief Morrow, DC VanKeulen, ACs McKenzie and Berdan, FD Robacker, HRD Washo, SSD Coleman, CFO Roberts, L726 Vice President Thompson, SS McInnis, and EA Paramapoonya, Recorder.

### PLEDGE OF ALLEGIANCE

Chair Holm led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Commissioner Mitchell moved and Commissioner Willis seconded to approve the agenda.

**MOTION CARRIED.**

### PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)

No Public Comment

### CONSENT AGENDA (SINGLE MOTION)

- A. Excused Absences:
- B. Minutes: Regular Board Meeting of March 11, 2024
- C. Approval of:

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

Commissioner Stringfellow moved and Commissioner Mitchell seconded to approve the Consent Agenda with warrants totaling \$571,499.56. **MOTION CARRIED.**

### EXECUTIVE SESSION

At 5:04 p.m., Commissioner Mitchell moved and Commissioner Coleman seconded to move into Executive Session for 5 minutes under RCW 42.30.110(g) **MOTION CARRIED.**

At 5:09 p.m., Commissioner Mitchell moved and Commissioner Willis seconded to return to regular session. **MOTION CARRIED.**

### UNFINISHED BUSINESS (SECOND READING AND FINAL ACTION)

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

Chief Morrow discussed Board Policy 3.03 – Board of Commissioners, Meetings, Policies, and Procedures. Due to additional revisions, this item will be reviewed at the next Board meeting.

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

Chair Holm reviewed the Executive Employment Agreement for Chief Dustin Morrow - Commissioner Mitchell moved and Commissioner Willis seconded to approve the Executive Employment Agreement for Fire Chief, Dustin Morrow with the notice period in Article 5.1 of 90 days. **MOTION CARRIED.**

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

A. Administrative Services Addendum to the Master ILA with Graham Fire

Chief Morrow reviewed the Administrative Services Addendum to the Master ILA with Graham Fire.

Commissioner Stringfellow moved and Commissioner Coleman seconded to waive the Two Meeting Rule. **MOTION CARRIED.**

Commissioner Mitchell moved and Commissioner Willis seconded to approve the Fire Chief to execute the Administrative Services Addendum to the Master ILA with Graham Fire. **MOTION CARRIED.**

**CONSIDERATIONS AND REQUESTS**

A. DNR Inter-Agency Agreement

Chief Morrow reviewed the DNR Inter-Agency Agreement. Commissioner Mitchell moved and Commissioner Stringfellow seconded to approve the Fire Chief to sign and execute the Interagency Agreement between the District and the Department of Natural Resources. **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. Prevention & Education/AC Berdan: AC Berdan reviewed the P&E Division Report.
- C. Safety/AC McKenzie: AC McKenzie reviewed the Safety Division Report.
- D. Deputy Chief's Report/DC VanKeulen: Chief Morrow reviewed the Deputy Chief's Report.

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

L726 Vice President Thompson: The Local has a lot of charitable events coming up, such as the Charity Fun Run, Coats for Kids, and Camp Good Times. The Local is also looking at expanding office staff in the near future.

**CORRESPONDENCE**

Chair Holm: Chair Holm was impressed with the written correspondence about various District personnel.

**COMMISSIONER COMMENTS**

Chair Holm: Chair Holm expressed that the entire Board is pleased with how everyone is working so well together.

Commissioner Stringfellow: Commissioner Stringfellow was impressed with the recent group at graduation. Thank you to Garrett Morrow who created a great video for graduation. Chief Espinosa is going to do great work at the PCFTC.

Commissioner Mitchell: Commissioner Mitchell thanked Chief Morrow for sending out the Board Briefings over the weekends.

Commissioner Coleman: Nothing to add.

Commissioner Willis: Commissioner Willis thanked Chief McKenzie for putting the Root Cause Analysis Class together.

Ex-Officio Door: Ex-Officio Door discussed the topic of Meridian turning into a two-way road. The District should be consulted in this decision. There will be 5 upcoming opportunities for people to have input.

**ADJOURNMENT**

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

The meeting adjourned at 6:03 p.m.

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MATTHEW HOLM  
CHAIR OF THE BOARD

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TANYA ROBACKER  
DISTRICT SECRETARY

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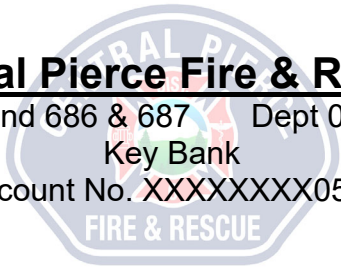
ARIEL PARAMAPOONYA  
RECORDER

# Central Pierce Fire & Rescue

Fund 686 & 687 Dept 006

Key Bank

Account No. XXXXXXXX0522



## Warrant Approval

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

<u>Issue Date</u>	<u>Warrant Numbers</u>	<u>Amount</u>
03/21/2024 - 03/28/2024	<u>AP00060334 -AP00060402</u>	<u>\$7,805,165.11</u>
03/29/2024	<u>PY00107827 -PY00107831</u>	<u>\$10,956.74</u>
	Total	<u>\$7,816,121.85</u>

Dustin Morrow  
Fire Chief

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Matt Holm  
Chair

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Steve Stringfellow  
Commissioner

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Rich Coleman  
Commissioner

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Bob Willis  
Commissioner

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Dale Mitchell  
Commissioner

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Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060334	BHFOTOEL	B&H FOTO & ELECTRONICS CORP	03/21/24	3,263.00	MW	IS	
AP CHK 00060335	BRANBBQ	BRANKS BBQ & CATERING	03/21/24	1,024.79	MW	IS	
AP CHK 00060336	HELM09230	BRENNAN HELMERS	03/21/24	190.81	MW	IS	
AP CHK 00060337	BROOLUMB	Brookdale Lumber Inc	03/21/24	27.75	MW	IS	
AP CHK 00060338	CABLISS	CABLECRAFT ISS LLC	03/21/24	176.83	MW	IS	
AP CHK 00060339	CANOFINA	CANON FINANCIAL SERVICES IN	03/21/24	189.50	MW	IS	
AP CHK 00060340	CENTINTE	CENTER FOR INTERNET SECURIT	03/21/24	33,000.00	MW	IS	
AP CHK 00060341	CPFR	Central Pierce Fire & Rescu	03/21/24	84.10	MW	IS	
AP CHK 00060342	CPFR	Central Pierce Fire & Rescu	03/21/24	301,407.46	MW	IS	
AP CHK 00060343	QWEST	Century Link	03/21/24	265.55	MW	IS	
AP CHK 00060344	QWESINTE	CenturyLink Communications	03/21/24	9,238.23	MW	IS	
AP CHK 00060345	CHEVPUYA	CHEVROLET BUICK GMC OF PUYA	03/21/24	294.29	MW	IS	
AP CHK 00060346	PHRTINST	CHRISTOPHER PFAFF	03/21/24	6,020.00	MW	IS	
AP CHK 00060347	CLAYBAIN	Clayton Bain	03/21/24	1,978.80	MW	IS	
AP CHK 00060348	COMCAST	COMCAST	03/21/24	21,647.05	MW	IS	
AP CHK 00060349	COMCAST	COMCAST	03/21/24	506.45	MW	IS	
AP CHK 00060350	SIMSUSHA	EQUIPMENT SIMULATIONS LLC	03/21/24	7,995.00	MW	IS	
AP CHK 00060351	FEDEX	FedEx	03/21/24	192.26	MW	IS	
AP CHK 00060352	GLOBTRAF	GLOBAL TRAFFIC TECHNOLOGIES	03/21/24	310.12	MW	IS	
AP CHK 00060353	OTOO08280	JUSTIN O'TOOLE	03/21/24	308.00	MW	IS	
AP CHK 00060354	BERD04150	KEVIN BERDAN	03/21/24	308.00	MW	IS	
AP CHK 00060355	ELLEMILL	LEILA MILLER	03/21/24	600.00	MW	IS	
AP CHK 00060356	LEVEL3FIN	LEVEL 3 FINANCING INC	03/21/24	4,137.60	MW	IS	
AP CHK 00060357	LILAOMAH	LILA N OMAHONY	03/21/24	15,000.00	MW	IS	
AP CHK 00060358	HOLM03120	Matthew Holm	03/21/24	74.00	MW	IS	
AP CHK 00060359	WOHR08050	PETER J. WOHRLE	03/21/24	308.00	MW	IS	
AP CHK 00060360	PSENERGY	Puget Sound Energy	03/21/24	1,562.25	MW	IS	
AP CHK 00060361	COLE09210	Richard Coleman	03/21/24	74.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060362	TAYL07290	ROBERT TAYLOR	03/21/24	308.00	MW	IS	
AP CHK 00060363	LEEZ12280	RYAN LEEZY	03/21/24	75.35	MW	IS	
AP CHK 00060364	STEFFRIE	STEPHEN FRIEDRICK MD PS	03/21/24	15,000.00	MW	IS	
AP CHK 00060365	TACOPCHD	TACOMA PC HEALTH DEPT	03/21/24	2,170.00	MW	IS	
AP CHK 00060366	HOMEPRO	THE HOME DEPOT PRO	03/21/24	3,973.26	MW	IS	
AP CHK 00060367	ULIN	ULINE INC	03/21/24	1,253.92	MW	IS	
AP CHK 00060368	VERIWIRE	VERIZON WIRELESS SVCS LLC	03/21/24	194.36	MW	IS	
AP CHK 00060369	MURRDISP	WASTE CONNECTIONS INC	03/21/24	363.45	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	433,522.18	Number of Checks Processed:	36
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	433,522.18		



**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

**Start Date:** 03/21/2024

**End Date:** 03/21/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>B&amp;H FOTO &amp; ELECTRONICS CORP (BHFOTOEL)</b>					
	220442326	01/15/2024	3,263.00	00021	SANDISK 512GB EXTREME UHS-I
	<b>TOTAL FOR CHECK AP 00060334:</b>		3,263.00		
<b>BRANKS BBQ &amp; CATERING (BRANBBQ)</b>					
	240319	03/19/2024	1,024.79	00002	3/19/24 CATERING BALANCE DUE
	<b>TOTAL FOR CHECK AP 00060335:</b>		1,024.79		
<b>BRENNAN HELMERS (HELM09230)</b>					
	030624	02/09/2024	190.81		EMS WEEK/FOOD
	<b>TOTAL FOR CHECK AP 00060336:</b>		190.81		
<b>BROOKDALE LUMBER INC (BROOLUMB)</b>					
	444204	03/07/2024	27.75	00001	40 PROPANE
	<b>TOTAL FOR CHECK AP 00060337:</b>		27.75		
<b>CABLECRAFT ISS LLC (CABLISS)</b>					
	4673256	02/29/2024	176.83	00001	E18-8 SOS PN 72R7105 ELECTRO
	<b>TOTAL FOR CHECK AP 00060338:</b>		176.83		
<b>CANON FINANCIAL SERVICES, INC. (CANOFINA)</b>					
	32255452	03/12/2024	189.50	00001	STN 40 CONTRACT MARCH'24
	<b>TOTAL FOR CHECK AP 00060339:</b>		189.50		
<b>CENTER FOR INTERNET SECURITY I (CENTINTE)</b>					
	2402270057042	02/26/2024	33,000.00	00004	GFR- IT SECURITY UPGRADE- CIS-
	<b>TOTAL FOR CHECK AP 00060340:</b>		33,000.00		
<b>CHEVROLET OF PUYALLUP (CHEVPUYA)</b>					
	728302	03/19/2024	311.89	00001	BC17-2 NOX INLET SENSOR
	CM7240591	05/23/2023	(17.60)		BATTERY CORE CREDIT
	<b>TOTAL FOR CHECK AP 00060345:</b>		294.29		
<b>CHRISTOPHER PFAFF (PHRTINST)</b>					
	2024.02	03/01/2024	6,020.00	00001	FEB 2024 HAZMAT OPS TRNG:
	<b>TOTAL FOR CHECK AP 00060346:</b>		6,020.00		
<b>CLAYTON BAIN (CLAYBAIN)</b>					
	031924	03/19/2024	1,978.80		2023 ME PART B PREMIUMS
	<b>TOTAL FOR CHECK AP 00060347:</b>		1,978.80		
<b>COMCAST (COMCAST)</b>					
	196675660	03/15/2024	21,647.05		#900008762 GFR-MAR 2024 SVCS
	<b>TOTAL FOR CHECK AP 00060348:</b>		21,647.05		
	40-240224	02/24/2024	167.03		#8498350320229520 FEB ST40
	92-240214	02/14/2024	149.71		#8498350176294891 ST92 FEB COM
	92-240314	03/14/2024	189.71		#8498350176294891 ST92 MAR COM
	<b>TOTAL FOR CHECK AP 00060349:</b>		506.45		
	<b>TOTAL FOR COMCAST:</b>		22,153.50		
<b>EQUIPMENT SIMULATIONS LLC (SIMSUSHA)</b>					
	19206	02/29/2024	7,995.00	00001	1 YEAR LICENSE - SIMSUSHARE
	<b>TOTAL FOR CHECK AP 00060350:</b>		7,995.00		
<b>FEDEX (FEDEX)</b>					
	4679366226	01/01/2024	192.26	00001	FREIGHT FED EX HDP
	<b>TOTAL FOR CHECK AP 00060351:</b>		192.26		
<b>GLOBAL TRAFFIC TECHNOLOGIES LL (GLOBTRAF)</b>					
	64273	11/28/2023	310.12	00002	M22-1 EMITTER, OPTICOM
	<b>TOTAL FOR CHECK AP 00060352:</b>		310.12		
<b>JUSTIN O'TOOLE (OTOO08280)</b>					
	20245050	03/14/2024	308.00		SCFA FIRE INVSTG TN/PER DIEM
	<b>TOTAL FOR CHECK AP 00060353:</b>		308.00		
<b>KEVIN BERDAN (BERD04150)</b>					

**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

Start Date: 03/21/2024  
End Date: 03/21/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	20245039	03/14/2024	308.00		SCFA FIRE INVSTGTN/PER DIEM
	<b>TOTAL FOR CHECK AP 00060354:</b>		308.00		
<b>LEILA MILLER (ELLEMILL)</b>					
	2	02/01/2024	600.00	00001	FEB'24 MENTAL HEALTH SERVICES
	<b>TOTAL FOR CHECK AP 00060355:</b>		600.00		
<b>LEVEL 3 FINANCING INC (LEVEL3FIN)</b>					
	680128896	03/01/2024	4,137.60		#5CZ7GFBGC AOC MAR COMMS
	<b>TOTAL FOR CHECK AP 00060356:</b>		4,137.60		
<b>LILA N OMAHONY (LILAOMAH)</b>					
	030124	03/19/2024	15,000.00	00001	Q1 2024 EMS PHYSICIAN ADVISOR
	<b>TOTAL FOR CHECK AP 00060357:</b>		15,000.00		
<b>MATTHEW HOLM (HOLM03120)</b>					
	20245144	03/14/2024	74.00		WFCA SPRING SERIES
	<b>TOTAL FOR CHECK AP 00060358:</b>		74.00		
<b>MURREY'S DISPOSAL (MURRDISP)</b>					
	11954393S111	03/01/2024	363.45		#211111158760 SHOP FEB GARB
	<b>TOTAL FOR CHECK AP 00060369:</b>		363.45		
<b>PETER J. WOHRLE (WOHR08050)</b>					
	20245044	03/14/2024	308.00		SCFA FIRE INVSTGTN/PER DIEM
	<b>TOTAL FOR CHECK AP 00060359:</b>		308.00		
<b>PIERCE COUNTY FIRE PROT DIST # (CPFR)</b>					
	031224B	03/12/2024	84.10		FEBRUARY 2024 NLEC
	<b>TOTAL FOR CHECK AP 00060341:</b>		84.10		
	032124	03/21/2024	301,407.46		03/21/2024 AP EFTS
	<b>TOTAL FOR CHECK AP 00060342:</b>		301,407.46		
<b>TOTAL FOR PIERCE COUNTY FIRE PROT DIST #:</b>			301,491.56		
<b>PUGET SOUND ENERGY (PSENERGY)</b>					
	43-240301	03/01/2024	648.77		#220025558234 ST43 ELECTRIC
	60PC-240308	03/08/2024	564.68		#220013518166 ST60 FEB NT GAS
	64-240311	03/11/2024	348.80		#200022454991 ST64 FEB NT GAS
	<b>TOTAL FOR CHECK AP 00060360:</b>		1,562.25		
<b>QWEST (QWESINTE)</b>					
	680388499	03/08/2024	9,238.23		#89874474-KP MAR COMM SVCS
	<b>TOTAL FOR CHECK AP 00060344:</b>		9,238.23		
<b>QWEST COMMUNICATIONS COMPANY LL (QWEST)</b>					
	022124	02/21/2024	137.25		#471687197 OV MAR PHONES
	240311	03/11/2024	128.30		Communication Connection
	<b>TOTAL FOR CHECK AP 00060343:</b>		265.55		
<b>RICHARD COLEMAN (COLE09210)</b>					
	20245143	03/14/2024	74.00		WFCA SPRING SERIES/PER DIEM
	<b>TOTAL FOR CHECK AP 00060361:</b>		74.00		
<b>ROBERT TAYLOR (TAYL07290)</b>					
	20245049	03/14/2024	308.00		SCFA FIRE INVSTGTN/PER DIEM
	<b>TOTAL FOR CHECK AP 00060362:</b>		308.00		
<b>RYAN LEEZY (LEEZ12280)</b>					
	031824	03/13/2024	75.35		BOATER CERT/ONLINE CLASS FEE
	<b>TOTAL FOR CHECK AP 00060363:</b>		75.35		
<b>STEPHEN FRIEDRICK MD (STEPFRIE)</b>					
	030124	03/19/2024	15,000.00	00001	2024 EMS PHYSICIAN ADVISOR
	<b>TOTAL FOR CHECK AP 00060364:</b>		15,000.00		
<b>TACOMA PC HEALTH DEPT (TACOPCHD)</b>					
	240301	03/01/2024	2,170.00	00001	2024 PERMIT-INFECT. WSTE REMVL

**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

**Start Date:** 03/21/2024  
**End Date:** 03/21/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>TOTAL FOR CHECK AP 00060365:</b>			2,170.00		
<b>THE HOME DEPOT PRO (HOMEPRO)</b>					
	791324106	02/23/2024	2,035.75	0002	HANDLE, 60" THREADED WOOD, 15/
	793990961	03/11/2024	2,129.77	0011	STAINLESS STEEL CLEANER (EACH)
	794990192	03/18/2024	(192.26)		FREIGHT/FEEX/INV 4679366226
<b>TOTAL FOR CHECK AP 00060366:</b>			3,973.26		
<b>ULINE (ULIN)</b>					
	174935370	02/27/2024	1,253.92	0005	CS PLASTIC STACKABLE BINS - 15
<b>TOTAL FOR CHECK AP 00060367:</b>			1,253.92		
<b>VERIZON WIRELESS (VERIWIRE)</b>					
	9959235505	03/15/2024	194.36		#47252376100001 OVFR MAR SVC
<b>TOTAL FOR CHECK AP 00060368:</b>			194.36		
<b>REPORT TOTAL:</b>			433,522.18		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060370	VOID.CONTINU	Void - Continued Stub	03/27/24	0.00	VM	VD	Void
AP CHK 00060371	CPFR	Central Pierce Fire & Rescu	03/27/24	5,919,924.84	MW	IS	
AP CHK 00060372	GET	Guaranteed Education Tuitio	03/27/24	509.00	MW	IS	
AP CHK 00060373	MICHMALA	MICHAEL G. MALAIER, TRUSTEE	03/27/24	1,265.00	MW	IS	
AP CHK 00060374	OPEIU	Office & Professional Emplo	03/27/24	1,508.23	MW	IS	
AP CHK 00060375	TACOPCCH	Tacoma Pierce County Chapla	03/27/24	3,839.00	MW	IS	
AP CHK 00060376	UNITWAY	United Way	03/27/24	55.00	MW	IS	
AP CHK 00060377	BENESOLU	WCIF	03/27/24	3,921.70	MW	IS	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	1
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	5,931,022.77	Number of Checks Processed:	7
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 5,931,022.77

**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

Start Date: 03/27/2024

End Date: 03/27/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>GUARANTEED EDUCATION TUITION (GET)</b>					
	2840/2401003	03/27/2024	509.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00060372:</b>		509.00		
<b>MICHAEL G. MALAIER, TRUSTEE (MICHMALA)</b>					
	2602/2401003	03/27/2024	1,265.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00060373:</b>		1,265.00		
<b>OFFICE &amp; PROFESSIONAL EMPLOYEE (OPEIU)</b>					
	2302/2401003	03/27/2024	1,508.23		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00060374:</b>		1,508.23		
<b>PIERCE COUNTY FIRE PROT DIST # (CPFR)</b>					
	1002/2401003	03/27/2024	693.30		MARCH PAYROLL
	1003/2401003	03/27/2024	83,420.70		MARCH PAYROLL
	1101/2401003	03/27/2024	265,635.13		MARCH PAYROLL
	1110/2401003	03/27/2024	43,566.15		MARCH PAYROLL
	1111/2401003	03/27/2024	10,914.57		MARCH PAYROLL
	1201/2401003	03/27/2024	8,309.95		MARCH PAYROLL
	1450/2401003	03/27/2024	12,070.85		MARCH PAYROLL
	1453/2401003	03/27/2024	354.00		MARCH PAYROLL
	1454/2401003	03/27/2024	30,360.00		MARCH PAYROLL
	1459/2401003	03/27/2024	7,040.00		MARCH PAYROLL
	1462/2401003	03/27/2024	6,180.75		MARCH PAYROLL
	1463/2401003	03/27/2024	8,411.13		MARCH PAYROLL
	1464/2401003	03/27/2024	118,786.00		MARCH PAYROLL
	1465/2401003	03/27/2024	224.00		MARCH PAYROLL
	2001/2401003	03/27/2024	714,431.77		MARCH PAYROLL
	2002/2401003	03/27/2024	693.30		MARCH PAYROLL
	2003/2401003	03/27/2024	83,420.70		MARCH PAYROLL
	2101/2401003	03/27/2024	425,915.33		MARCH PAYROLL
	2110/2401003	03/27/2024	29,074.54		MARCH PAYROLL
	2111/2401003	03/27/2024	7,626.40		MARCH PAYROLL
	2201/2401003	03/27/2024	13,321.96		MARCH PAYROLL
	2408/2401003	03/27/2024	254.80		MARCH PAYROLL
	2413/2401003	03/27/2024	37.57		MARCH PAYROLL
	2414/2401003	03/27/2024	28.40		MARCH PAYROLL
	2450/2401003	03/27/2024	64,729.78		MARCH PAYROLL
	2455/2401003	03/27/2024	1,616.00		MARCH PAYROLL
	2459/2401003	03/27/2024	9,798.51		MARCH PAYROLL
	2463/2401003	03/27/2024	144,145.18		MARCH PAYROLL
	2464/2401003	03/27/2024	110,141.59		MARCH PAYROLL
	2466/2401003	03/27/2024	100.00		MARCH PAYROLL
	2600/2401003	03/27/2024	9,969.87		MARCH PAYROLL
	2603/2401003	03/27/2024	(837.79)		MARCH PAYROLL
	2816/2401003	03/27/2024	19,211.39		MARCH PAYROLL
	2817/2401003	03/27/2024	2,533.50		MARCH PAYROLL
	2818/2401003	03/27/2024	1,627.23		MARCH PAYROLL
	2819/2401003	03/27/2024	81.89		MARCH PAYROLL
	2820/2401003	03/27/2024	36.73		MARCH PAYROLL
	2901/2401003	03/27/2024	1,438,724.55		MARCH PAYROLL
	2902/2401003	03/27/2024	1,299,473.44		MARCH PAYROLL
	2903/2401003	03/27/2024	453,617.54		MARCH PAYROLL
	2904/2401003	03/27/2024	278,253.96		MARCH PAYROLL
	2905/2401003	03/27/2024	166,937.09		MARCH PAYROLL
	2906/2401003	03/27/2024	48,993.08		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00060371:</b>		5,919,924.84		

**TACOMA PIERCE COUNTY CHAPLAINC (TACOPCCH)**

**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

**Start Date:** 03/27/2024  
**End Date:** 03/27/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	2806/2401003	03/27/2024	3,839.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00060375:</b>		3,839.00		
<b>UNITED WAY (UNITWAY)</b>					
	2801/2401003	03/27/2024	55.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00060376:</b>		55.00		
<b>WCIF (BENESOLU)</b>					
	1460/2401003	03/27/2024	3,654.04		MARCH PAYROLL
	2710/2401003	03/27/2024	101.86		MARCH PAYROLL
	2712/2401003	03/27/2024	160.80		MARCH PAYROLL
	2715/2401003	03/27/2024	5.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00060377:</b>		3,921.70		
	<b>REPORT TOTAL:</b>		5,931,022.77		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK	00060378	CPFR	Central Pierce Fire & Rescu	03/27/24	1,219,414.29	MW	IS	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	1,219,414.29	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L                    1,219,414.29

**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

**Start Date:** 03/27/2024  
**End Date:** 03/27/2024

<b>Vendor</b>	<b>Invoice #</b>	<b>Inv. Date</b>	<b>Invoice Amt</b>	<b>PR Item #</b>	<b>Description</b>
<b>PIERCE COUNTY FIRE PROT DIST # (CPFR)</b>					
	032724	03/27/2024	1,219,414.29		MARCH PY VENDOR EFT
	<b>TOTAL FOR CHECK AP 00060378:</b>		<u>1,219,414.29</u>		
	<b>REPORT TOTAL:</b>		<u>1,219,414.29</u>		



Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00060379	INTETELE	ALLSTREAM BUSINESS US INC	03/28/24	1,501.98	MW	IS	
AP CHK 00060380	ALOIPLUM	ALOISIO PLUMBING INC	03/28/24	748.54	MW	IS	
AP CHK 00060381	ARTHMCQU	Arthur McQueen	03/28/24	1,076.00	MW	IS	
AP CHK 00060382	ATTMOBI	AT&T MOBILITY II LLC	03/28/24	666.45	MW	IS	
AP CHK 00060383	REID11110	BRANDEN REID	03/28/24	76.56	MW	IS	
AP CHK 00060384	BROOLUMB	Brookdale Lumber Inc	03/28/24	18.50	MW	IS	
AP CHK 00060385	CPFR	Central Pierce Fire & Rescu	03/28/24	182,257.27	MW	IS	
AP CHK 00060386	CHEVPUYA	CHEVROLET BUICK GMC OF PUYA	03/28/24	354.86	MW	IS	
AP CHK 00060387	COMCAST	COMCAST	03/28/24	340.00	MW	IS	
AP CHK 00060388	DARLFUDG	DARLENE FUDGE	03/28/24	148.50	MW	IS	
AP CHK 00060389	DAVITRAV	DAVID TRAVIS	03/28/24	2,400.00	MW	IS	
AP CHK 00060390	ELMHMUTU	ELMHURST MUTUAL POWER & LIG	03/28/24	458.19	MW	IS	
AP CHK 00060391	GALLS	Galls Incorporated	03/28/24	1,184.96	MW	IS	
AP CHK 00060392	GENSCO	GENSCO	03/28/24	404.25	MW	IS	
AP CHK 00060393	LIGHUNIF	LIGHTHOUSE UNIFORMS CO INC	03/28/24	223.86	MW	IS	
AP CHK 00060394	LYNDHOP	LYNDA HOP	03/28/24	25.00	MW	IS	
AP CHK 00060395	ORKIN	ORKIN	03/28/24	253.42	MW	IS	
AP CHK 00060396	PRINSOLU	PRINT SOLUTIONS INC	03/28/24	4,018.65	MW	IS	
AP CHK 00060397	PSENERGY	Puget Sound Energy	03/28/24	11,293.52	MW	IS	
AP CHK 00060398	RPBSOLU	RPB SOLUTIONS INC	03/28/24	155.66	MW	IS	
AP CHK 00060399	TRICFORL	TRICARE FOR LIFE	03/28/24	695.05	MW	IS	
AP CHK 00060400	ULIN	ULINE INC	03/28/24	440.22	MW	IS	
AP CHK 00060401	WASHWATE	WASHINGTON WATER SERVICE CO	03/28/24	89.43	MW	IS	
AP CHK 00060402	PCFD3	WEST PIERCE FIRE & RESCUE	03/28/24	12,375.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
S U B T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		221,205.87		Number of Checks Processed:		24
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		Total EPAYs		0.00		Number of EPAYs Processed:		0
		S U B T O T A L		221,205.87				

**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

Start Date: 03/28/2024

End Date: 03/28/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>ALOISIO PLUMBING INC (ALOIPLUM)</b>					
	240318	03/18/2024	748.54	0001	STATION 71 WATER LEAK AT WATER
	<b>TOTAL FOR CHECK AP 00060380:</b>		748.54		
<b>ARTHUR MCQUEEN (ARTHMCQU)</b>					
	230317-23007163	03/18/2024	1,076.00		TRANSPORT REFUND
	<b>TOTAL FOR CHECK AP 00060381:</b>		1,076.00		
<b>AT&amp;T MOBILITY (ATTMOBI)</b>					
	X03132024	03/05/2024	666.45		#287297124815 OV MAR COMM CONN
	<b>TOTAL FOR CHECK AP 00060382:</b>		666.45		
<b>BRANDEN REID (REID11110)</b>					
	031124	03/11/2024	76.56		BOATER CERT
	<b>TOTAL FOR CHECK AP 00060383:</b>		76.56		
<b>BROOKDALE LUMBER INC (BROOLUMB)</b>					
	444447	03/21/2024	18.50	0001	40 PROPANE
	<b>TOTAL FOR CHECK AP 00060384:</b>		18.50		
<b>CHEVROLET OF PUYALLUP (CHEVPUYA)</b>					
	728340	03/21/2024	354.86	0001	WR23-1 94RAGM BATTERY
	<b>TOTAL FOR CHECK AP 00060386:</b>		354.86		
<b>COMCAST (COMCAST)</b>					
	196566157	03/01/2024	340.00		#935479817 MARCH'STN72 SRV
	<b>TOTAL FOR CHECK AP 00060387:</b>		340.00		
<b>DARLENE FUDGE (DARLFUDG)</b>					
	230818-23022351	03/19/2024	148.50		TRANSPORT OVERPAYMENT
	<b>TOTAL FOR CHECK AP 00060388:</b>		148.50		
<b>DAVID TRAVIS (DAVITRAV)</b>					
	5	03/26/2024	2,400.00	0001	2024 HOURS WORKED \$200.00 X 12
	<b>TOTAL FOR CHECK AP 00060389:</b>		2,400.00		
<b>ELMHURST MUTUAL POWER &amp; LIGHT (ELMHMUTU)</b>					
	62-240314	03/14/2024	458.19		#5147 ST62 ELECTRIC
	<b>TOTAL FOR CHECK AP 00060390:</b>		458.19		
<b>GALLS INCORPORATED (GALLS)</b>					
	027190455	02/26/2024	581.34	0001	BLACK NOMEX SS SHIRT WITH GOLD
	027290146	03/06/2024	603.62	0002	BLACK ELBECO PANTS B CUT
	<b>TOTAL FOR CHECK AP 00060391:</b>		1,184.96		
<b>GENSCO (GENSCO)</b>					
	857645019	02/29/2024	404.25	0005	GPF HP8 10 20 2 MERV8 10x20x2
	<b>TOTAL FOR CHECK AP 00060392:</b>		404.25		
<b>INTEGRA TELECOM (INTETELE)</b>					
	20382971	03/11/2024	1,501.98		#727925 MAR SVC CHGS
	<b>TOTAL FOR CHECK AP 00060379:</b>		1,501.98		
<b>LIGHTHOUSE UNIFORMS (LIGHUNIF)</b>					
	A318917	02/28/2024	6.95	0001	FRT FOR PATCHES
	A318943	03/01/2024	141.04	0001	CLASS A PANTS
	A319081	03/07/2024	75.87	0001	CLASS SHIRT acob Rhoades
	<b>TOTAL FOR CHECK AP 00060393:</b>		223.86		
<b>LYNDA HOP (LYNDHOP)</b>					
	230406-23008987	03/19/2024	25.00		TRANSPORT OVERPAYMENT
	<b>TOTAL FOR CHECK AP 00060394:</b>		25.00		
<b>ORKIN (ORKIN)</b>					
	256298943	03/20/2024	122.63	0013	#31259075 ST40 MAR PEST CONTR
	256299754	03/20/2024	130.79	0012	#31259075 ST43 MAR PEST CONT.
	<b>TOTAL FOR CHECK AP 00060395:</b>		253.42		

**Central Pierce Fire and Rescue**  
**Accounts Payable Warrant Approval**

**Start Date:** 03/28/2024  
**End Date:** 03/28/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>PIERCE COUNTY FIRE PROT DIST # (CPFR)</b>					
	031224A	03/12/2024	26.29		JANUARY 2024 NLEC
	032824	03/28/2024	182,230.98		03/28/2024 AP EFTS
	<b>TOTAL FOR CHECK AP 00060385:</b>		182,257.27		
<b>PRINT SOLUTIONS, INC (PRINSOLU)</b>					
	120824	03/08/2024	1,816.65	0004	PE PENCILS
	120839	03/08/2024	2,202.00	0002	PE 10000 TATTOOS
	<b>TOTAL FOR CHECK AP 00060396:</b>		4,018.65		
<b>PUGET SOUND ENERGY (PSENERGY)</b>					
	69-240315	03/15/2024	2,067.34		#200012220444 ST 69 ELECTRIC
	71-240320	03/20/2024	1,873.85		#200018917720 STN71 ELECTRIC
	72-240314	03/14/2024	3,548.96		#220019632912 ST72 ELECTRIC
	72-240315	03/15/2024	255.94		#200004724288 ST72 ELECTRIC
	72O-240315	03/15/2024	255.94		#200004724288 ST 72 (O)ELECTRI
	AB-240320	03/20/2024	1,155.95		#220028910879 AB ELECTRIC
	N72-240314	03/14/2024	1,446.13		#220024114682 N72 ELECTRIC
	SP-240314	03/14/2024	689.41		#200017634847 SHOP ELECTRIC
	<b>TOTAL FOR CHECK AP 00060397:</b>		11,293.52		
<b>RPB SOLUTIONS INC (RPBSOLU)</b>					
	1379	02/08/2024	155.66	0001	23-A1 CPR CARDS
	<b>TOTAL FOR CHECK AP 00060398:</b>		155.66		
<b>TRICARE FOR LIFE (TRICFORL)</b>					
	230403-23008760	03/18/2024	695.05		#162404324/TRANSPORT REFUND
	<b>TOTAL FOR CHECK AP 00060399:</b>		695.05		
<b>ULINE (ULIN)</b>					
	175463950	03/11/2024	440.22	0005	FRT
	<b>TOTAL FOR CHECK AP 00060400:</b>		440.22		
<b>WASHINGTON WATER SERVICE (WASHWATE)</b>					
	64-240318	03/18/2024	89.43		#9532658329 FEB ST64 WATER CHG
	<b>TOTAL FOR CHECK AP 00060401:</b>		89.43		
<b>WEST PIERCE FIRE &amp; RESCUE (PCFD3)</b>					
	INV24023	02/15/2024	12,375.00	0001	CADAVER LAB TRAINING
	<b>TOTAL FOR CHECK AP 00060402:</b>		12,375.00		
	<b>REPORT TOTAL:</b>		221,205.87		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
PY CHK 00107827	COLE09210	COLEMAN, RICHARD A	03/29/24	728.16	MW	IS	PA	
PY CHK 00107828	REIF11050	REIFSNYDER, ROBERT	03/29/24	0.00	MW	IS	PA	
PY CHK 00107829	THOM10050	THOMPSON, WILLIAM M	03/29/24	10,228.58	MW	IS	PA	
PY CHK 00107830	VANN09230	VAN NATTA, KIRK	03/29/24	0.00	MW	IS	PA	
PY CHK 00107831	WEST11300	WESTFALL, JULIE ANN	03/29/24	0.00	MW	IS	PA	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	10,956.74	Number of Checks Processed:	5
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L                      10,956.74

# 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>
03/21/2024	<u>EP00016643 -EP00016678</u>	AP00060342	<u>\$301,407.46</u>
03/27/2024	<u>EP00016679 -EP00016685</u>	AP00060378	<u>\$1,219,414.29</u>
03/28/2024	<u>EP00016686 -EP00016733</u>	AP00060385	<u>\$182,230.98</u>
03/29/2024	<u>EF00063317 -EF00063727</u>	AP00060371	<u>\$3,680,749.66</u>
	<b>Total</b>		<b>\$5,383,802.39</b>

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 00016643	ADOBEINC	ADOBE INC	03/21/24	166.39	MW	CX	
AP EFT 00016644	BENACOMP	BENAROYA CAPITAL COMPANY LL	03/21/24	55,622.42	MW	CX	
AP EFT 00016645	BESTBUY	BEST BUY GOV/ED BUSINESS AD	03/21/24	746.04	MW	CX	
AP EFT 00016646	CASCAFIRE	CASCADE FIRE & SAFETY	03/21/24	427.63	MW	CX	
AP EFT 00016647	CPFREFT	Central Pierce Fire & Rescu	03/21/24	4,201.48	MW	CX	
AP EFT 00016648	CHRIINC	CHRISTENSEN INC	03/21/24	9,175.58	MW	CX	
AP EFT 00016649	CITYTREA	CITY OF TACOMA	03/21/24	1,578.30	MW	CX	
AP EFT 00016650	COASBIOM	COAST BIOMEDICAL EQUIPMENT	03/21/24	314.77	MW	CX	
AP EFT 00016651	DELLMARK	Dell Marketing	03/21/24	6,993.26	MW	CX	
AP EFT 00016652	HEALADVO	HEALTH ADVOCATE SOLUTIONS I	03/21/24	48.00	MW	CX	
AP EFT 00016653	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	03/21/24	220.34	MW	CX	
AP EFT 00016654	INSIPUBL	INSIGHT PUBLIC SECTOR, INC	03/21/24	174.26	MW	CX	
AP EFT 00016655	INTEMETA	Interwest Metals Inc	03/21/24	140.93	MW	CX	
AP EFT 00016656	LNCURTIS	L.N. Curtis and Sons	03/21/24	86.33	MW	CX	
AP EFT 00016657	EIGHTWEN	LAWRENCE GARRETT	03/21/24	11,465.00	MW	CX	
AP EFT 00016658	FIRSDUE	LOCALITY MEDIA INC.	03/21/24	38,913.84	MW	CX	
AP EFT 00016659	LUNDFauc	LUND FAUCETT LLC	03/21/24	6,898.75	MW	CX	
AP EFT 00016660	MESNORT	MES NORTHWEST	03/21/24	14,528.78	MW	CX	
AP EFT 00016661	NTEGCONS	NTEGRATED CONSULTING LLC	03/21/24	458.17	MW	CX	
AP EFT 00016662	SEATHEAV	SEATTLE HEAVY INDUSTRIES LL	03/21/24	9,323.01	MW	CX	
AP EFT 00016663	STRYMEDI	STRYKER SALES CORPORATION	03/21/24	23,193.95	MW	CX	
AP EFT 00016664	TACOSCRE	Tacoma Screw Products Inc	03/21/24	50.53	MW	CX	
AP EFT 00016665	TERRSTAFF	TERRA SERVICES LLC	03/21/24	10,455.09	MW	CX	
AP EFT 00016666	KRONOS	UKG Kronos Systems LLC	03/21/24	25,651.72	MW	CX	
AP EFT 00016667	UNIFIRST	UNIFIRST CORPORATION	03/21/24	183.04	MW	CX	
AP EFT 00016668	USBANKBU	US Bank Business Card	03/21/24	548.51	MW	CX	
AP EFT 00016669	JACK04190	AMY JACKSON	03/21/24	11.97	MW	CX	
AP EFT 00016670	MORR06170	DUSTIN MORROW	03/21/24	74.00	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016671	GARYHAUE	Gary Hauenstein	03/21/24	524.10	MW	CX	
AP EFT 00016672	LUEB03310	GLEN LUEBKE	03/21/24	543.70	MW	CX	
AP EFT 00016673	HRAVEBA	HRA VEBA TRUST	03/21/24	4,703.88	MW	CX	
AP EFT 00016674	FARR03180	JOSHUA FARRIS	03/21/24	483.89	MW	CX	
AP EFT 00016675	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	03/21/24	72,341.26	MW	CX	
AP EFT 00016676	STRI03310	STEVE STRINGFELLOW	03/21/24	74.00	MW	CX	
AP EFT 00016677	GARD11050	Wayne Garden	03/21/24	524.10	MW	CX	
AP EFT 00016678	GIBS09290	ZANE GIBSON	03/21/24	560.44	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	301,407.46	Number of EFTs Processed:	36
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	301,407.46		



**Central Pierce Fire and Rescue**  
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**Start Date:** 03/21/2024  
**End Date:** 03/21/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>ADOBE INC (ADOBEINC)</b>					
	2710013803	03/14/2024	166.39	0001	CP-ADOBE PRO LICENSE-P. RISLEY
	<b>TOTAL FOR CHECK AP 00016643:</b>		<u>166.39</u>		
<b>AMY JACKSON (JACK04190)</b>					
	022224	03/18/2024	11.97		02/07/24-02/22/24 MILEAGE RMB
	<b>TOTAL FOR CHECK AP 00016669:</b>		<u>11.97</u>		
<b>BENEROYA CAPITAL COMPANY LLC (BENACOMP)</b>					
	032224	03/22/2024	8,987.00	0001	2024 LEASE/RENT FOR B30
	240322	03/22/2024	46,635.42	0001	2024 AOC RENT APRIL 2024
	<b>TOTAL FOR CHECK AP 00016644:</b>		<u>55,622.42</u>		
<b>BEST BUY GOV/ED LLC (BESTBUY)</b>					
	7812282	01/30/2024	746.04	0001	DFM Samsung - 32" ViewFinity S
	<b>TOTAL FOR CHECK AP 00016645:</b>		<u>746.04</u>		
<b>CASCADE FIRE &amp; SAFETY (CASCAFIRE)</b>					
	2667678	03/19/2024	427.63	0005	E18-5 SCREEN/STRAINER LID OF W
	<b>TOTAL FOR CHECK AP 00016646:</b>		<u>427.63</u>		
<b>CHRISTENSEN INC (CHRIINC)</b>					
	0546469-IN	03/11/2024	4,648.32		#1003291 STN 60 FUEL
	0547731-IN	03/13/2024	2,417.54		#1003291 ST 69 FUEL
	0548825IN	03/16/2024	2,109.72		#1003291 ST61 FUEL
	<b>TOTAL FOR CHECK AP 00016648:</b>		<u>9,175.58</u>		
<b>CITY TREASURER (CITYTREA)</b>					
	67-240314	03/14/2024	1,105.44		#100808872 ST67 FEB ELECTRIC
	67T-240313	03/13/2024	472.86		#100560648 67 TC ELECTRIC
	<b>TOTAL FOR CHECK AP 00016649:</b>		<u>1,578.30</u>		
<b>COAST BIOMEDICAL EQUIPMENT LLC (COASBIOM)</b>					
	0023910-IN	03/06/2024	314.77	0001	ORTING EMS FLAMBEAU MODEL 1872
	<b>TOTAL FOR CHECK AP 00016650:</b>		<u>314.77</u>		
<b>DELL MARKETING (DELLMARK)</b>					
	10736600050	04/26/2024	483.06	0001	CP-DELL DOCKS-EMS THORNHILL/HE
	10736795286	03/13/2024	6,510.20	0002	CP-OPTIPLEX MICRO WORKSTATION-
	<b>TOTAL FOR CHECK AP 00016651:</b>		<u>6,993.26</u>		
<b>DUSTIN MORROW (MORR06170)</b>					
	20245145	03/14/2024	74.00		WFCA SPRING SERIES/PER DIEM
	<b>TOTAL FOR CHECK AP 00016670:</b>		<u>74.00</u>		
<b>EIGHT TWENTY-EIGHT (EIGHTWEN)</b>					
	1492	03/15/2024	11,465.00	0001	DEI CONTRACT NOV 2023 -APR 24
	<b>TOTAL FOR CHECK AP 00016657:</b>		<u>11,465.00</u>		
<b>GARY HAUENSTEIN (GARYHAUE)</b>					
	031927	03/19/2024	524.10		Q1 2024 ME PART B PREMIUMS
	<b>TOTAL FOR CHECK AP 00016671:</b>		<u>524.10</u>		
<b>GLEN LUEBKE (LUEB03310)</b>					
	031924	03/19/2024	543.70		03/01/24-05/31/24 ME PART B
	<b>TOTAL FOR CHECK AP 00016672:</b>		<u>543.70</u>		
<b>HRA VEBA TRUST (HRAVEBA)</b>					
	031924	03/19/2024	4,703.88		APR 2024 L2 RETIREE VEBA
	<b>TOTAL FOR CHECK AP 00016673:</b>		<u>4,703.88</u>		
<b>HUGHES FIRE EQUIPMENT INC (HUGHFIRE)</b>					
	604241	03/14/2024	190.78	0002	BALL TRUNION 772262 STOCK
	604253	03/15/2024	29.56	0001	OVE03-1 SEATBELT 90' MOUNT
	<b>TOTAL FOR CHECK AP 00016653:</b>		<u>220.34</u>		
<b>INSIGHT PUBLIC SECTOR, INC (INSIPUBL)</b>					

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	1101141350	02/28/2024	174.26	0001	#11117394 0365 E3 LICENSE-2024
	<b>TOTAL FOR CHECK AP 00016654:</b>		174.26		
<b>INTERWEST METALS INC (INTEMETA)</b>					
	472141	03/14/2024	140.93	0001	ALUM ANGLE 8' CUTS, 1"X3/16"
	<b>TOTAL FOR CHECK AP 00016655:</b>		140.93		
<b>JOSHUA FARRIS (FARR03180)</b>					
	FARR03180	03/14/2024	483.89		FIERO PPE CONF/LODGING
	<b>TOTAL FOR CHECK AP 00016674:</b>		483.89		
<b>KRONOS INCORPORATED (KRONOS)</b>					
	12211544	03/08/2024	25,651.72	0001	2024 CLOUD HOSTING UKG TELESTA
	<b>TOTAL FOR CHECK AP 00016666:</b>		25,651.72		
<b>L.N. CURTIS AND SONS (LNCURTIS)</b>					
	INV795381	02/23/2024	86.33	0001	SO 3715N25N 37 1.5NH FRL X 2.5
	<b>TOTAL FOR CHECK AP 00016656:</b>		86.33		
<b>LOCAL 726 FIREFIGHTERS TRUST (LOCA726)</b>					
	031924	03/19/2024	72,341.26		APR 2024 L2 RETIREE VEBA
	<b>TOTAL FOR CHECK AP 00016675:</b>		72,341.26		
<b>LOCALITY MEDIA INC. (FIRSDUE)</b>					
	1127	03/15/2024	38,913.84	0001	2024 FIRST DUE SOFTWARE RENEWA
	<b>TOTAL FOR CHECK AP 00016658:</b>		38,913.84		
<b>LUND FAUCETT LLC (LUNDFauc)</b>					
	50909	03/05/2024	6,898.75	0001	2024 LUND FAUCETT LOA CONTRACT
	<b>TOTAL FOR CHECK AP 00016659:</b>		6,898.75		
<b>MES NORTHWEST (MESNORT)</b>					
	IN1989232	01/09/2024	12,620.21	0001	FR NAVY TEE SHIRTS
	IN2014727	02/28/2024	1,908.57	0002	PCFTC 228A 2.5" Light Weight L
	<b>TOTAL FOR CHECK AP 00016660:</b>		14,528.78		
<b>NTEGRATED CONSULTING LLC (NTEGCONS)</b>					
	145922	03/01/2024	458.17	0001	CP-MONTHLY STARLINK MAR SVC
	<b>TOTAL FOR CHECK AP 00016661:</b>		458.17		
<b>PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)</b>					
	0023910-IN	03/06/2024	31.79		ORTING EMS FLAMBEAU MODEL 1872
	174935370	02/27/2024	1.05		CS PLASTIC STACKABLE BINS - 15
	19206	02/29/2024	807.50		1 YEAR LICENSE - SIMSUSHARE
	2402270057042	02/26/2024	3,333.00		GFR- IT SECURITY UPGRADE- CIS-
	4679366226	01/01/2024	19.42		FREIGHT FED EX HDP
	INV795381	02/23/2024	8.72		SO 3715N25N 37 1.5NH FRL X 2.5
	<b>TOTAL FOR CHECK AP 00016647:</b>		4,201.48		
<b>SEATTLE HEAVY INDUSTRIES LLC (SEATHEAV)</b>					
	032224	03/22/2024	9,323.01	0001	APR 2024 IT FACILITY LEASE
	<b>TOTAL FOR CHECK AP 00016662:</b>		9,323.01		
<b>STEVE STRINGFELLOW (STRI03310)</b>					
	20245148	03/14/2024	74.00		WFCA SPRING SERIES/PER DIEM
	<b>TOTAL FOR CHECK AP 00016676:</b>		74.00		
<b>STRYKER MEDICAL (STRYMEDI)</b>					
	4013287M	01/01/2024	23,193.95	0001	1/1/23-12/31/2023 LP15 PREV MA
	<b>TOTAL FOR CHECK AP 00016663:</b>		23,193.95		
<b>TACOMA SCREW PRODUCTS INC (TACOSCRE)</b>					
	10027688000	03/14/2024	50.53	0001	SANDING DISCS, 2" 100 GRIT
	<b>TOTAL FOR CHECK AP 00016664:</b>		50.53		
<b>TERRA SERVICES INC (TERRSTAFF)</b>					
	2405312	03/08/2024	6,715.20	0004	TEMP HEALTH & WELLNESS JESSICA
	2405891	03/15/2024	3,739.89	0004	TEMP - HEALTH & WELLNESS JESS

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<b>TOTAL FOR CHECK AP 00016665:</b>			10,455.09		
<b>UNIFIRST CORPORATION (UNIFIRST)</b>					
	2220081885	03/13/2024	183.04	0001	MAR13 SHOP UNIFORMS/RUGS
<b>TOTAL FOR CHECK AP 00016667:</b>			183.04		
<b>US BANK BUSINESS CARD (USBANKBU)</b>					
	PC.000.240225.6	03/21/2024	261.41		HW Division RECESS Training
	PC.300.231225.1	12/31/2023	287.10		DEC IT PT SERVICES
<b>TOTAL FOR CHECK AP 00016668:</b>			548.51		
<b>WAYNE GARDEN (GARD11050)</b>					
	031924	03/19/2024	524.10		Q1 2024 ME PART B PREMIUMS
<b>TOTAL FOR CHECK AP 00016677:</b>			524.10		
<b>WEST HEALTH ADVOCATE SOLUTIONS (HEALADVO)</b>					
	240315	03/15/2024	48.00	0002	HEALTHADVOCATE - VOLUNTEERS (2
<b>TOTAL FOR CHECK AP 00016652:</b>			48.00		
<b>ZANE GIBSON (GIBS09290)</b>					
	20244891	03/18/2024	560.44		1ST RESPO HEALTH/MILEAGE
<b>TOTAL FOR CHECK AP 00016678:</b>			560.44		
<b>REPORT TOTAL:</b>			301,407.46		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016679	COFFUND	CP Coffee Fund	03/27/24	3,553.00	MW	CX	
AP EFT 00016680	FLOWFUND	Flower Fund	03/27/24	156.00	MW	CX	
AP EFT 00016681	HRAVEBA	HRA VEBBA TRUST	03/27/24	3,000.00	MW	CX	
AP EFT 00016682	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	03/27/24	990,266.98	MW	CX	
AP EFT 00016683	NWFFT	NORTHWEST FIREFIGHTERS TRUS	03/27/24	45,899.66	MW	CX	
AP EFT 00016684	PCPROFF	PC Professional Firefighter	03/27/24	174,174.46	MW	CX	
AP EFT 00016685	REHNASSO	REHN & ASSOCIATES	03/27/24	2,364.19	MW	CX	

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	1,219,414.29	Number of EFTs Processed:	7
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	1,219,414.29		

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Start Date: 03/27/2024  
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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>COFFEE FUND (COFFFUND)</b>					
	2800/2401003	03/27/2024	3,553.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00016679:</b>		3,553.00		
<b>FLOWER FUND (FLOWFUND)</b>					
	2802/2401003	03/27/2024	156.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00016680:</b>		156.00		
<b>HRA VEBA TRUST (HRAVEBA)</b>					
	1420/2401003	03/27/2024	3,000.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00016681:</b>		3,000.00		
<b>LOCAL 726 FIREFIGHTERS TRUST (LOCA726)</b>					
	1400/2401003	03/27/2024	988,317.96		MARCH PAYROLL
	1421/2401003	03/27/2024	30.00		MARCH PAYROLL
	1711/2401003	03/27/2024	123.28		MARCH PAYROLL
	2716/2401003	03/27/2024	1,602.84		MARCH PAYROLL
	2717/2401003	03/27/2024	192.90		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00016682:</b>		990,266.98		
<b>NORTHWEST FIREFIGHTERS TRUST (NWFFT)</b>					
	1401/2401003	03/27/2024	45,899.66		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00016683:</b>		45,899.66		
<b>PC PROFESSIONAL FIREFIGHTERS L (PCPROFFF)</b>					
	2300/2401003	03/27/2024	118,474.99		MARCH PAYROLL
	2303/2401003	03/27/2024	199.47		MARCH PAYROLL
	2440/2401003	03/27/2024	55,500.00		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00016684:</b>		174,174.46		
<b>REHN &amp; ASSOCIATES (REHNASSO)</b>					
	1500/2401003	03/27/2024	47.50		MARCH PAYROLL
	2452/2401003	03/27/2024	541.67		MARCH PAYROLL
	2453/2401003	03/27/2024	1,775.02		MARCH PAYROLL
	<b>TOTAL FOR CHECK AP 00016685:</b>		2,364.19		
	<b>REPORT TOTAL:</b>		1,219,414.29		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016686	ACMECONS	ACME CONSTRUCTION SUPPLY CO	03/28/24	801.53	MW	CX	
AP EFT 00016687	AIREXCHA	Air Exchange Inc.	03/28/24	883.88	MW	CX	
AP EFT 00016688	AIRGAS	Airgas Nor Pac Inc	03/28/24	631.45	MW	CX	
AP EFT 00016689	ALLIDIST	ALLIANCE DISTRIBUTION HOLDI	03/28/24	366.79	MW	CX	
AP EFT 00016690	AMAZON	AMAZON CAPITAL SERVICES	03/28/24	6,245.55	MW	CX	
AP EFT 00016691	CATAWORK	BUSINESS INTERIORS NORTHWES	03/28/24	3,282.86	MW	CX	
AP EFT 00016692	CASCAFIRE	CASCADE FIRE & SAFETY	03/28/24	5,304.77	MW	CX	
AP EFT 00016693	CPFREFT	Central Pierce Fire & Rescu	03/28/24	1,658.17	MW	CX	
AP EFT 00016694	CHRIINC	CHRISTENSEN INC	03/28/24	14,185.13	MW	CX	
AP EFT 00016695	CITYPUYA	CITY OF PUYALLUP	03/28/24	966.58	MW	CX	
AP EFT 00016696	CITYTREA	CITY OF TACOMA	03/28/24	1,157.19	MW	CX	
AP EFT 00016697	CREAORGA	CREATION ORGANICS LLC	03/28/24	1,623.11	MW	CX	
AP EFT 00016698	DELLMARK	Dell Marketing	03/28/24	746.91	MW	CX	
AP EFT 00016699	DELULLC	DELUX LLC	03/28/24	2,202.00	MW	CX	
AP EFT 00016700	DESEDIAM	DESERT DIAMOND INDUSTRIES L	03/28/24	1,120.00	MW	CX	
AP EFT 00016701	ECHEFRON	ECHELON FRONT LLC	03/28/24	13,250.00	MW	CX	
AP EFT 00016702	FASTINDU	Fastenal Industrial & Const	03/28/24	589.08	MW	CX	
AP EFT 00016703	VALLFREI	FREIGHTLINER NORTHWEST	03/28/24	979.66	MW	CX	
AP EFT 00016704	GRAIPART	Grainger Parts	03/28/24	11.10	MW	CX	
AP EFT 00016705	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	03/28/24	373.24	MW	CX	
AP EFT 00016706	IMSALLI	JUSTICE FAMILY ENTERPRISES	03/28/24	28.02	MW	CX	
AP EFT 00016707	KORUAUTO	Korum Automotive Group Inc	03/28/24	5,999.29	MW	CX	
AP EFT 00016708	LNCURTIS	L.N. Curtis and Sons	03/28/24	7,048.71	MW	CX	
AP EFT 00016709	LIFEASSI	Life-Assist Inc	03/28/24	45,296.23	MW	CX	
AP EFT 00016710	LOWECOMP	Lowe's Companies	03/28/24	523.34	MW	CX	
AP EFT 00016711	MALLCOMP	Mallory Safety and Supply L	03/28/24	10,329.59	MW	CX	
AP EFT 00016712	MCLOEARD	McLoughlin & Eardley Co	03/28/24	435.33	MW	CX	
AP EFT 00016713	MONAMEDI	MONARCH MEDIA LLC	03/28/24	2,250.00	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00016714	MOUNMIST	Mountain Mist Water	03/28/24	622.27	MW	CX	
AP EFT 00016715	NATITEST	NATIONAL TESTING NETWORK IN	03/28/24	685.00	MW	CX	
AP EFT 00016716	NEXTSTEP	NEXT STEP APPAREL	03/28/24	2,246.52	MW	CX	
AP EFT 00016717	NWSAFECL	NW SAFETY CLEAN	03/28/24	4,249.47	MW	CX	
AP EFT 00016718	PSINSTRU	Puget Sound Instrument Co	03/28/24	119.57	MW	CX	
AP EFT 00016719	RESCSOUR	RESCUE SOURCE GEAR	03/28/24	55.89	MW	CX	
AP EFT 00016720	STANPART	Standard Parts Corp	03/28/24	1,980.91	MW	CX	
AP EFT 00016721	STAPINC	STAPLES INC.	03/28/24	2,651.33	MW	CX	
AP EFT 00016722	STRYMEDI	STRYKER SALES CORPORATION	03/28/24	431.83	MW	CX	
AP EFT 00016723	SUMNLAWN	SUMNER LAWN 'N SAW	03/28/24	70.45	MW	CX	
AP EFT 00016724	TACOSCRE	Tacoma Screw Products Inc	03/28/24	520.40	MW	CX	
AP EFT 00016725	TERRSTAFF	TERRA SERVICES LLC	03/28/24	4,863.99	MW	CX	
AP EFT 00016726	UNIFIRST	UNIFIRST CORPORATION	03/28/24	355.34	MW	CX	
AP EFT 00016727	UNITSAFE	United Safety & Survivabili	03/28/24	1,489.00	MW	CX	
AP EFT 00016728	USBANKBU	US Bank Business Card	03/28/24	29,456.68	MW	CX	
AP EFT 00016729	VANCAUTO	VC DETAILING OF SOUTH HILL	03/28/24	528.42	MW	CX	
AP EFT 00016730	WEIRAPPL	Weir's Appliance Inc	03/28/24	868.69	MW	CX	
AP EFT 00016731	WHOLONLI	WHOLESALE ONLINE GROUP	03/28/24	788.13	MW	CX	
AP EFT 00016732	ZOLLMEDI	ZOLL Medical Corp	03/28/24	1,564.52	MW	CX	
AP EFT 00016733	NEWPIG	New Pig	03/28/24	393.06	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
=====								
S U B T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		0.00		Number of Checks Processed:		0
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled		0.00		Number of Checks Processed:		0
		Total EFTs		182,230.98		Number of EFTs Processed:		48
		Total EPAYs		0.00		Number of EPAYs Processed:		0
		S U B T O T A L		182,230.98				



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<b>ACME CONSTRUCTION SUPPLY CO IN (ACMECONS)</b>					
	S4461845002	03/14/2024	801.53	0010	SO 241412 LIGHT TOWER
	<b>TOTAL FOR CHECK AP 00016686:</b>		801.53		
<b>AIR EXCHANGE (AIREXCHA)</b>					
	91610847	10/31/2023	408.53	0001	8980-1011 PLYMOVENT STOP 5" (4
	91610906	11/10/2023	475.35	0001	STATION 62 PLYMO ADAPTER
	<b>TOTAL FOR CHECK AP 00016687:</b>		883.88		
<b>AIRGAS NOR PAC INC (AIRGAS)</b>					
	5506459917	03/01/2024	132.97		CYLINDER RENTAL FEB 2024
	9146571245	03/01/2024	87.34		MEDICAL O2/ST72 FEB 2024
	9146662253	03/01/2024	46.61		MEDICAL O2/ST61 FEB 2024
	9146662254	03/01/2024	46.61		MEDICAL O2/ST63 FEB 2024
	9146892412	03/01/2024	67.91		MEDICAL O2/ST67 FEB 2024
	9147029155	03/01/2024	19.65	0003	40 CONNECTOR 1/4" NPT MALE 1/4
	9147071567	03/01/2024	47.27		MEDICAL O2/ST66 FEB 2024
	9147115348	03/01/2024	47.27		MEDICAL O2/ST61 FEB 2024
	9147115349	03/01/2024	47.27		MEDICAL O2/ST63 FEB 2024
	9147399828	03/01/2024	88.55		MEDICAL O2/ST72 FEB 2024
	<b>TOTAL FOR CHECK AP 00016688:</b>		631.45		
<b>ALLIANCE DISTRIBUTION HOLDING (ALLIDIST)</b>					
	102444	03/18/2024	366.79	0001	ST61 BUNKER WASHER REPAIR
	<b>TOTAL FOR CHECK AP 00016689:</b>		366.79		
<b>AMAZON CAPITAL SERVICES (AMAZON)</b>					
	119P1WWWY	03/11/2024	45.02	0001	IT Amazon Basics DisplayPort t
	11LDDWRTCG1	03/14/2024	(51.20)	0004	PN4100891 BELT RETURN CREDIT
	11N6QGMRTCP	03/11/2024	77.06	0001	DFM Seagate Portable 2TB Exter
	14336HPJ7D6H	03/13/2024	531.66	0001	72 GRILLART Grill Brush + S/H
	163HGXYGFXF	03/01/2024	251.00	0004	SCOURING PAD (EACH)
	16MV16YGYKF	03/04/2024	1,337.54	0001	72 Sanpaint Brass Garden Hose
	16NFM74JCD69	03/13/2024	11.00	0010	63 Kick Down Door Stop Ultra G
	1CWGF4XX44W	03/05/2024	455.55	0001	65 Brother Genuine TN227, TN22
	1KW6XCX613F	03/12/2024	202.72	0001	Ledger Size Clipboard Lever Hi
	1KW6XCX69NK	03/13/2024	55.02	0001	LABEL MAKER TAPE, BRT TZ231, B
	1MPX4GQLKNT	03/02/2024	77.06	0006	PE NEEWER 750II TTL Camera Fla
	1PHHP3P9DW99	03/08/2024	1,995.63	0006	73 PuroAir HEPA 14 Air Purifie
	1QLVWYFHGL	03/20/2024	125.09	0001	E-Z-TY W-59 5/8" ROPE CLAMPS
	1WCTKP7G3LY	03/05/2024	770.15	0003	73 Bissell Steam Mop for Hard
	1WPWJYVXFC9	03/08/2024	33.96	0002	AOC OtterBox Clear Case Series
	1XGVF694DHL4	03/08/2024	328.29	0001	PCFTC Oregon Professional Comp
	<b>TOTAL FOR CHECK AP 00016690:</b>		6,245.55		
<b>BUSINESS INTERIORS NORTHWEST I (CATAWORK)</b>					
	102164DINITIA	03/25/2024	3,282.86	0003	Delivery & Placement. 50% DEPO
	<b>TOTAL FOR CHECK AP 00016691:</b>		3,282.86		
<b>CASCADE FIRE &amp; SAFETY (CASCAFIRE)</b>					
	2667681	03/19/2024	5,251.90	0001	HYD LATCHES, SWITCHES, PIN, HA
	2667699	03/11/2024	52.87	0004	E18-6 AIR HORN, Q2B, NARROW FL
	<b>TOTAL FOR CHECK AP 00016692:</b>		5,304.77		
<b>CHRISTENSEN INC (CHRIINC)</b>					
	0546859IN	03/18/2024	4,048.63	0001	LUBES, BULK TANKS STCK
	0549362IN	03/18/2024	5,269.99		#1003291 ST72 FUEL
	0550389-IN	03/21/2024	1,629.91		#1003291 ST69 FUEL
	0551384IN	03/23/2024	1,469.55		#100329 STN 64 FUEL
	0551387IN	03/23/2024	1,767.05		#1003291 STN 61 FUEL
	<b>TOTAL FOR CHECK AP 00016694:</b>		14,185.13		

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Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
<b>CITY OF PUYALLUP (CITYPUYA)</b>					
	72-240229	02/29/2024	239.06		#460195 STN2 FEB LANDFILL
	72-240315	03/15/2024	727.52		#966308 NEW 72 LANDFILL
	<b>TOTAL FOR CHECK AP 00016695:</b>		966.58		
<b>CITY TREASURER (CITYTREA)</b>					
	LC-240321	03/21/2024	1,157.19		#100221552 LOG CTR MAR ELECTRI
	<b>TOTAL FOR CHECK AP 00016696:</b>		1,157.19		
<b>CREATION ORGANICS LLC (CREAORGA)</b>					
	3263	03/04/2024	1,623.11	0001	ABSORBANT (BAG)
	<b>TOTAL FOR CHECK AP 00016697:</b>		1,623.11		
<b>DELL MARKETING (DELLMARK)</b>					
	10737082512	03/14/2024	746.91	0002	CP-DELL 24" MONITORS-J. WEIGLE
	<b>TOTAL FOR CHECK AP 00016698:</b>		746.91		
<b>DELUX LLC (DELULLC)</b>					
	1377	03/05/2024	2,202.00	0001	EASY ASSIST STRAP (EACH)
	<b>TOTAL FOR CHECK AP 00016699:</b>		2,202.00		
<b>DESERT DIAMOND INDUSTRIES (DESEDIAM)</b>					
	INV006465	02/26/2024	525.00	0002	Champion Concrete Asphalt Comb
	INV006527	03/18/2024	595.00	0001	saw bladeChampion Concrete Asp
	<b>TOTAL FOR CHECK AP 00016700:</b>		1,120.00		
<b>ECHELON FRONT LLC (ECHEFRON)</b>					
	6899	03/18/2024	13,250.00	0002	COURSE WORKBOOKS PER CONTRACT
	<b>TOTAL FOR CHECK AP 00016701:</b>		13,250.00		
<b>FASTENAL INDUSTRIAL &amp; CONSTRUS (FASTINDU)</b>					
	WATAC131937	03/11/2024	589.08	0002	RECIP BLADE, DIABLO CARBIDE 9"
	<b>TOTAL FOR CHECK AP 00016702:</b>		589.08		
<b>GRAINGER PARTS (GRAIPART)</b>					
	9066652661	03/26/2024	11.10	0001	M19-2 NETTING HOLDERS (25)
	<b>TOTAL FOR CHECK AP 00016704:</b>		11.10		
<b>HUGHES FIRE EQUIPMENT INC (HUGHFIRE)</b>					
	603510	02/28/2024	173.40	0002	BELTS 2535548 (2) STOCK
	604721	03/26/2024	22.12	0001	OVE03-1 99-2221 DRAIN HANDLE R
	604761	03/27/2024	177.72	0001	1152258 DOOR SEAL
	<b>TOTAL FOR CHECK AP 00016705:</b>		373.24		
<b>IMS ALLIANCE (IMSALLI)</b>					
	240821	03/12/2024	28.02	0001	6-WHITE TAGS
	<b>TOTAL FOR CHECK AP 00016706:</b>		28.02		
<b>KORUM AUTOMOTIVE GROUP INC (KORUAUTO)</b>					
	5275174	02/13/2024	(550.50)	0005	EXH A/TREATMENT CORE RETURN
	6798144	03/06/2024	1,885.58	0001	619 OIL, LUBE, FILTER PM SERVI
	6798739	03/20/2024	3,475.33	0001	OVU08-1 LOF, PMA, MULTI SERVIC
	6799320	03/25/2024	1,188.88	0001	616 LUBE, PM-A, HVAC REPAIR
	<b>TOTAL FOR CHECK AP 00016707:</b>		5,999.29		
<b>L.N. CURTIS AND SONS (LNCURTIS)</b>					
	INV794805	02/22/2024	2,712.86	0006	WIL BURT SCENE LIGHT AND TRIPO
	INV796645	02/28/2024	158.47	0009	PN174085540S BATT SLOT, HURST
	INV802611	03/15/2024	214.97	0001	E18-6 4' FIRE HOOK RH-4-D
	INV805110	03/25/2024	2,662.46	0003	PN 172042127S BLADE KIT, 17208
	INV805361	03/25/2024	783.70	0001	WC22-1 + STOCK JERRY CAN
	INV806570	03/27/2024	516.25	0003	172085110s (1) HANDLE KIT STO
	<b>TOTAL FOR CHECK AP 00016708:</b>		7,048.71		
<b>LIFE-ASSIST INC (LIFEASSI)</b>					
	1406284	02/13/2024	(1,211.71)		RETURN P012499

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	1409015	02/22/2024	2,456.550008		02 MAX BITRAC ED DISPOSABLE CP
	1409312	02/22/2024	177.570001		SUCTION CANISTER, 1200CC (EACH
	1410104	02/26/2024	3,295.820003		TAPE, CURASILK/CLOTH 2" (ROLL)
	1410434	02/27/2024	283.790002		GERMICIDAL SUPER SANI WIPES -
	1410558	02/27/2024	7.270007		OXYGEN SUPPLY TUBING (EACH)
	1410566	02/27/2024	33.500001		DEXTROSE 5% 100ML BAG
	1411249	02/29/2024	269.180004		NITRO / DEXTROSE 250ML BOTTLE
	1411311	02/29/2024	8,720.700022		EMS NITRO SPRAY
	1411322	02/29/2024	17,080.960020		NEBULIZER, MISTY MAX (EACH)
	1411847	03/01/2024	324.860002		EMS S-SCORT Charger
	1411848	03/01/2024	641.940001		EMS S-SORT III SUCTION UNIT
	1412806	03/05/2024	615.350001		EMS/PARA 3M Littmann Classic I
	1413317	03/06/2024	63.620001		PCFTC 3" x 4 yd, Z-Fold
	1413666	03/07/2024	2,876.660001		EMS ADTEMP™ Non-Contact Ther
	1413715	03/07/2024	337.500010		CALCIUM CHLORIDE 1GM, 10ML SYR
	1415243	03/13/2024	154.980001		PCFTC BIOTHANE Restraint, Meta
	1416712	03/18/2024	78.500011		SODIUM CHLORIDE .09% 100ML BAG
	1416992	03/18/2024	4,688.470013		EMESIS BAG, W/HOOK BIOHOOP (12
	1416997	03/18/2024	4,400.720023		SODIUM CHLORIDE, INJECTION, 25
	<b>TOTAL FOR CHECK AP 00016709:</b>		45,296.23		
<b>LOWE'S COMPANIES (LOWECOMP)</b>					
	01508	03/12/2024	273.190002		PROPANE BOTTLE SWAP
	95798	02/28/2024	250.150001		WATER, FLAT CAPS (CASE/24)
	<b>TOTAL FOR CHECK AP 00016710:</b>		523.34		
<b>MALLORY COMPANY (MALLCOMP)</b>					
	5812058	01/29/2024	601.150005		HM CALIBRATION GAS> CHLORINE 1
	5834115	02/26/2024	5,352.180006		SCBA MSA G-1 SCBA lenses : 101
	5842278	03/05/2024	2,188.130004		SCBA small advantage 3200 full
	5849260	03/14/2024	2,188.130003		SCBA med. advantage 3200 full
	<b>TOTAL FOR CHECK AP 00016711:</b>		10,329.59		
<b>MCLOUGHLIN &amp; EARDLEY CO (MCLOEARD)</b>					
	0274616	03/25/2024	435.330001		SC23-2 ION TSERIES DOULED RED/
	<b>TOTAL FOR CHECK AP 00016712:</b>		435.33		
<b>MONARCH MEDIA LLC (MONAMEDI)</b>					
	1036	03/19/2024	2,250.000001		FORGE REC. ACADEMY PHOTO/VIDEO
	<b>TOTAL FOR CHECK AP 00016713:</b>		2,250.00		
<b>MOUNTAIN MIST WATER (MOUNMIST)</b>					
	005866459	02/27/2024	196.870002		WATER, 5 GALLON BOTTLE (EACH)
	005876253	03/01/2024	196.870001		WATER, 5 GALLON BOTTLE (EACH)
	005897961	03/15/2024	228.530001		WATER, 5 GALLON BOTTLE (EACH)
	<b>TOTAL FOR CHECK AP 00016714:</b>		622.27		
<b>NATIONAL TESTING NETWORK INC (NATITEST)</b>					
	14875	03/21/2024	685.000001		BACKGROUND -NETWORK ADMINIST.
	<b>TOTAL FOR CHECK AP 00016715:</b>		685.00		
<b>NEW PIG (NEWPIG)</b>					
	430183401	03/27/2024	393.060001		WIPES WIP231 (3CASES)
	<b>TOTAL FOR CHECK AP 00016733:</b>		393.06		
<b>NEXT STEP APPAREL (NEXTSTEP)</b>					
	240073	02/02/2024	916.030001		L/XL BLACK RICHARDSON HATS
	240176	02/29/2024	17.000001		embroider polo
	240178	02/29/2024	59.450002		VELCRO TAGS BLUE/WHITE
	240179	02/29/2024	297.270002		VELCRO NAME TAGS BLUE/WHITE
	240181	03/08/2024	880.800001		QM, 100 NAVY TEE SHIRTS STANDA
	240182	02/29/2024	59.450002		3EA. NAVY/WHITE VELCRO TAGS

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	240184	02/29/2024	16.52	0001	EMBROIDER POLO
	<b>TOTAL FOR CHECK AP 00016716:</b>		2,246.52		
<b>NW SAFETY CLEAN (NWSAFECL)</b>					
	2444813	03/12/2024	1,453.54	0002	64 CR PPE 45201
	2444816	03/12/2024	2,795.93	0003	61 CR PPE 45248
	<b>TOTAL FOR CHECK AP 00016717:</b>		4,249.47		
<b>PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)</b>					
	005876253	03/01/2024	19.88		WATER, 5 GALLON BOTTLE (EACH)
	11321604	03/14/2024	145.34		STOCK SEATBELTS 83ABR005-RN (3
	1410566	02/27/2024	3.38		DEXTROSE 5% 100ML BAG
	1411249	02/29/2024	27.19		NITRO / DEXTROSE 250ML BOTTLE
	1411311	02/29/2024	878.37		EMS NITRO SPRAY
	1413715	03/07/2024	34.09		CALCIUM CHLORIDE 1GM, 10ML SYR
	1416712	03/18/2024	7.93		SODIUM CHLORIDE .09% 100ML BAG
	6899	03/18/2024	75.75		COURSE WORKBOOKS PER CONTRACT
	A318917	02/28/2024	0.70		FRT FOR PATCHES
	INV006465	02/26/2024	53.03		Champion Concrete Asphalt Comb
	INV006527	03/18/2024	60.10		saw bladeChampion Concrete Asp
	PC.000.240125.L	03/28/2024	30.30		API SERVICES
	PC.201.240225.1	03/25/2024	112.31		AHA DEPRECIATION GUIDE GEMT
	PC.203.240225.4	03/25/2024	142.85		Recruitment Interview Platform
	PC.210.240225.1	03/25/2024	57.99		IT FITNESS QUEST MEMBERSHIP
	PC.650.240325.2	03/28/2024	8.96		WP2-EB WEATHERPROOF COVERS STK
	<b>TOTAL FOR CHECK AP 00016693:</b>		1,658.17		
<b>PUGET SOUND INSTRUMENT CO (PSINSTRU)</b>					
	477784	03/21/2024	119.57	0002	SETCOM EAR GELS (4)
	<b>TOTAL FOR CHECK AP 00016718:</b>		119.57		
<b>RESCUE SOURCE GEAR (RESCSOUR)</b>					
	13312602	01/08/2024	55.89	0003	WR NRS REACTOR GLOVES
	<b>TOTAL FOR CHECK AP 00016719:</b>		55.89		
<b>STANDARD PARTS CORP (STANPART)</b>					
	218152	02/13/2024	1,255.55	0003	STN72 BARREL DOLLY
	223185	03/19/2024	71.50	0001	OVE03-1/LT12-1 HUB CAP/PLUGS
	223271	03/20/2024	6.26	0004	OVE03-1 RUBBER EXP PLUG
	223494	03/21/2024	608.51	0001	BC17-2 PN - AKE ACT1411
	223570	03/21/2024	264.02	0002	STN72 DEF (20) CASES
	223571	03/21/2024	27.75	0001	90-674, 1/4" mnpt air fitting,
	223949	03/25/2024	(618.44)	0002	BRAKE PARTS RETURNED - NOT NEE
	224059	03/25/2024	132.01	0001	STN65 DEF STOCK (10 CASES)
	224163	03/26/2024	233.75	0001	FILTERS, BELTS, WIPERS, GASKET
	<b>TOTAL FOR CHECK AP 00016720:</b>		1,980.91		
<b>STAPLES, INC. (STAPINC)</b>					
	31561934455	03/13/2024	104.23	0005	TRAIN
	3559124722	02/06/2024	178.43	0003	LAMINATING POUCHES, LETTER (PK
	3561015594	03/01/2024	989.71	0007	PAPER, 8.5"x11" WHITE (REAM)
	3561015595	03/01/2024	259.78	0006	HW Verbatim PinStripe 64GB USB
	3561786081	03/09/2024	103.23	0001	LABEL MAKER TAPE, BRT TC20, BK
	3561786082	03/09/2024	434.59	0002	DIVERSEY GLANCE GLASS & MULTI-
	3561867300	03/12/2024	527.52	0003	PCFTC Staples 1-Subject Notebo
	3562089841	03/15/2024	53.84	0001	TRAIN
	<b>TOTAL FOR CHECK AP 00016721:</b>		2,651.33		
<b>STRYKER MEDICAL (STRYMEDI)</b>					
	9205686868	02/28/2024	431.83	0002	639007000021 TRANSFER LOCK
	<b>TOTAL FOR CHECK AP 00016722:</b>		431.83		

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<b>SUMNER LAWN 'N SAW (SUMNLAWN)</b>					
	127861	03/18/2024	70.45	0001	E21-2 REAR COVER HONDA 63311-Z
	<b>TOTAL FOR CHECK AP 00016723:</b>		70.45		
<b>TACOMA SCREW PRODUCTS INC (TACOSCRE)</b>					
	10027535100	03/25/2024	93.07	0001	METRIPACKS - 16GA - 22GA
	10027949800	03/25/2024	427.33	0001	CABLE TIES, DISCS, MISTY CLEAN
	<b>TOTAL FOR CHECK AP 00016724:</b>		520.40		
<b>TERRA SERVICES INC (TERRSTAFF)</b>					
	2406470	03/22/2024	4,863.99	0004	TEMP - HEALTH & WELLNESS - JES
	<b>TOTAL FOR CHECK AP 00016725:</b>		4,863.99		
<b>UNIFIRST CORPORATION (UNIFIRST)</b>					
	2220084013	03/20/2024	177.67	0001	MAR20 SHOP UNIFORMS/RUGS
	2220085821	03/27/2024	177.67	0001	MAR27 SHOP UNIFORMS/RUGS
	<b>TOTAL FOR CHECK AP 00016726:</b>		355.34		
<b>UNITED SAFETY &amp; SURVIVABILITY (UNITSAFE)</b>					
	11321604	03/14/2024	1,439.00	0001	STOCK SEATBELTS 83ABR005-RN (3
	11321845	03/20/2024	50.00	0003	FREIGHT TO RETURN SEATBELT
	<b>TOTAL FOR CHECK AP 00016727:</b>		1,489.00		
<b>US BANK BUSINESS CARD (USBANKBU)</b>					
	PC.000.240125.L	03/28/2024	1,257.15		SEAT UPGRADE. RMBDIST
	PC.000.240225.7	03/25/2024	88.07		TITLE APPLICATION/FILING FEE
	PC.000.240225.8	03/26/2024	3,921.79		PN76615 CIRCUIT BREAKER STOCK
	PC.000.240225.9	03/28/2024	133.11		FORGE 3 POWER TOOLS
	PC.000.240325.3	03/25/2024	2,359.46		DOODLE PRO SUBSCRIPTION
	PC.000.240325.4	03/28/2024	13,247.14		MECH FORAKER EVT CERT F2/F3 TE
	PC.201.240225.1	03/25/2024	2,135.74		AHA DEPRECIATION GUIDE GEMT
	PC.203.240225.4	03/25/2024	2,014.38		Recruitment Interview Platform
	PC.203.240325.2	03/25/2024	690.53		Parking iDELP San Diego Wrkshp
	PC.210.240225.1	03/25/2024	574.20		IT FITNESS QUEST MEMBERSHIP
	PC.210.240225.2	03/28/2024	702.36		IT Offices Internet Circuits
	PC.230.240225.1	03/25/2024	264.00		SOCIETY FOR HR MEMBERSHIP/WOOD
	PC.230.240325.1	03/25/2024	1,980.00		LABOR RELATION 2024 REG FEES
	PC.650.240325.2	03/28/2024	88.75		WP2-EB WEATHERPROOF COVERS STK
	<b>TOTAL FOR CHECK AP 00016728:</b>		29,456.68		
<b>VALLEY FREIGHTLINER INC (VALLFREI)</b>					
	PC30168468101	03/15/2024	170.81	0001	E18-1 BLOCK HEATER
	PC30169157901	03/21/2024	412.67	0001	M23-2 COOLANT TANK & CAPS
	PC30169257401	03/26/2024	396.18	0001	STOCK
	<b>TOTAL FOR CHECK AP 00016703:</b>		979.66		
<b>VANCOUR'S AUTO DETAILING (VANCAUTO)</b>					
	111252	03/20/2024	528.42	0001	GFR 15-PASS VAN DETAIL
	<b>TOTAL FOR CHECK AP 00016729:</b>		528.42		
<b>WEIR'S APPLIANCE INC (WEIRAPPL)</b>					
	31268	03/19/2024	868.69	0001	STATION 61 DISHWASHER REPLACEM
	<b>TOTAL FOR CHECK AP 00016730:</b>		868.69		
<b>WHOLESALE ONLINE GROUP (WHOLONLI)</b>					
	INV000825	03/02/2024	788.13	0001	CHAPLAIN HELMET SHIELDS
	<b>TOTAL FOR CHECK AP 00016731:</b>		788.13		
<b>ZOLL MEDICAL CORP (ZOLLMEDI)</b>					
	3923823	02/28/2024	1,085.45	0001	EMS AUTOPULSE@ LI-ION BATTERY
	3929686	03/07/2024	479.07	0001	AUTOPULSE SHOULDER RESTRAINT
	<b>TOTAL FOR CHECK AP 00016732:</b>		1,564.52		

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<b>REPORT TOTAL:</b>			<u>182,230.98</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063317	AGUI01190	AGUIRRE, FIDENCIO	03/29/24	5,380.87	MW	IS	PA	
EF CHK 00063318	AMPE01210	AMPE, MICHAEL G	03/29/24	604.87	MW	IS	PA	
EF CHK 00063319	ANDE08020	ANDERSEN, DARWIN A	03/29/24	7,587.38	MW	IS	PA	
EF CHK 00063320	ANDE03230	ANDERSON, DENNIS M	03/29/24	8,841.74	MW	IS	PA	
EF CHK 00063321	ANDE04300	ANDERSON, SEAN M	03/29/24	6,688.83	MW	IS	PA	
EF CHK 00063322	ARON10160	ARONOW, CHRISTIAN A	03/29/24	14,210.70	MW	IS	PA	
EF CHK 00063323	AUSE05040	AUSENHUS, LUKE	03/29/24	5,119.16	MW	IS	PA	
EF CHK 00063324	AUVI12010	AUVIL, MICHAEL E	03/29/24	7,791.47	MW	IS	PA	
EF CHK 00063325	BACA02140	BACA, JOHN	03/29/24	12,693.10	MW	IS	PA	
EF CHK 00063326	BAKE11280	BAKER, WILLIAM D	03/29/24	8,017.93	MW	IS	PA	
EF CHK 00063327	BANN11040	BANNER, SAMUEL	03/29/24	6,878.93	MW	IS	PA	
EF CHK 00063328	BART02050	BARTROFF, KALE B	03/29/24	8,617.24	MW	IS	PA	
EF CHK 00063329	BAUG09050	BAUGH, RYAN S	03/29/24	9,397.94	MW	IS	PA	
EF CHK 00063330	BEAL12070	BEAL, MARC J	03/29/24	11,892.23	MW	IS	PA	
EF CHK 00063331	BEAU03040	BEAUCHAMP, JOHN ROBERT	03/29/24	8,324.29	MW	IS	PA	
EF CHK 00063332	BEAU05190	BEAUSOLEIL, KEVIN	03/29/24	6,206.62	MW	IS	PA	
EF CHK 00063333	BEEN06250	BEENE, DYLAN C	03/29/24	7,190.84	MW	IS	PA	
EF CHK 00063334	BELL06020	BELLERIVE, ROGER M	03/29/24	5,164.35	MW	IS	PA	
EF CHK 00063335	BENN09190	BENNING, DALE R	03/29/24	12,206.54	MW	IS	PA	
EF CHK 00063336	BENN09240	BENNING, DAVID M	03/29/24	10,986.51	MW	IS	PA	
EF CHK 00063337	BENN08280	BENNING, TYLER I	03/29/24	4,856.87	MW	IS	PA	
EF CHK 00063338	BERD04150	BERDAN, KEVIN M	03/29/24	12,185.78	MW	IS	PA	
EF CHK 00063339	BERD11180	BERDAN, SCOTT R	03/29/24	19,212.37	MW	IS	PA	
EF CHK 00063340	BERN05110	BERNSON, JAMES	03/29/24	10,690.79	MW	IS	PA	
EF CHK 00063341	BEST07180	BEST, BLUE J	03/29/24	10,298.59	MW	IS	PA	
EF CHK 00063342	BISH08130	BISHOP, KYLEE C	03/29/24	5,813.68	MW	IS	PA	
EF CHK 00063343	BODE08040	BODE, TYLER	03/29/24	5,494.78	MW	IS	PA	
EF CHK 00063344	BONE11020	BONE, BRIDGETT C	03/29/24	6,028.35	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063345	BOTT11130	BOTTENBERG, JACKSON	03/29/24	4,801.00	MW	IS	PA	
EF CHK 00063346	BOUC09170	BOUCHARD, JOSEPH R	03/29/24	11,853.69	MW	IS	PA	
EF CHK 00063347	BOYL04180	BOYLE, AARON	03/29/24	5,720.80	MW	IS	PA	
EF CHK 00063348	BOYL01120	BOYLE, TREVOR D	03/29/24	13,393.76	MW	IS	PA	
EF CHK 00063349	BRAG02260	BRAGG, DAVID B	03/29/24	8,834.52	MW	IS	PA	
EF CHK 00063350	BRIZ10180	BRIZENDINE, JACK R	03/29/24	7,733.09	MW	IS	PA	
EF CHK 00063351	BRON03130	BRONOSKE, MATTHEW J	03/29/24	10,338.39	MW	IS	PA	
EF CHK 00063352	BROW04280	BROWN, JASON K	03/29/24	8,312.35	MW	IS	PA	
EF CHK 00063353	BROW08210	BROWN, JONATHAN	03/29/24	7,302.76	MW	IS	PA	
EF CHK 00063354	BROW11160	BROWN, LANE	03/29/24	6,947.83	MW	IS	PA	
EF CHK 00063355	BROW03260	BROWN, TYLER T	03/29/24	11,292.23	MW	IS	PA	
EF CHK 00063356	BRUN10060	BRUNTON, CHAD	03/29/24	9,239.46	MW	IS	PA	
EF CHK 00063357	BRYA08020	BRYAN, QUENTIN L	03/29/24	11,033.93	MW	IS	PA	
EF CHK 00063358	BURG09220	BURGOS, JONATHAN	03/29/24	7,081.97	MW	IS	PA	
EF CHK 00063359	BURK08220	BURKE, REBECCA L	03/29/24	5,191.86	MW	IS	PA	
EF CHK 00063360	BURK07120	BURKE, RYAN K	03/29/24	8,138.53	MW	IS	PA	
EF CHK 00063361	BUTL12200	BUTLER, BRANDON J	03/29/24	8,325.26	MW	IS	PA	
EF CHK 00063362	BYKE03270	BYKERK, CHAD	03/29/24	10,040.19	MW	IS	PA	
EF CHK 00063363	CABL08140	CABLE, JEFFREY P	03/29/24	12,736.74	MW	IS	PA	
EF CHK 00063364	CABL02060	CABLE, MICHAEL A	03/29/24	10,090.54	MW	IS	PA	
EF CHK 00063365	CALD12300	CALDIER, BRIAN L	03/29/24	17,381.15	MW	IS	PA	
EF CHK 00063366	CAMP04240	CAMPBELL, JEFFERY	03/29/24	9,906.44	MW	IS	PA	
EF CHK 00063367	CARD12140	CARDINAL, WILLIAM T	03/29/24	12,430.24	MW	IS	PA	
EF CHK 00063368	CARL01060	CARLSON, JACOB	03/29/24	5,211.90	MW	IS	PA	
EF CHK 00063369	CARR10110	CARRIGAN, CHRISTOPHER M	03/29/24	9,428.70	MW	IS	PA	
EF CHK 00063370	CARS11100	CARSON, ANDREW	03/29/24	5,142.61	MW	IS	PA	
EF CHK 00063371	CART07070	CARTER-HOSKINSON, STEPHANY	03/29/24	20,282.00	MW	IS	PA	
EF CHK 00063372	CERR03070	CERRILLO, MASON	03/29/24	8,805.98	MW	IS	PA	



Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063373	CHIV10030	CHIVINGTON, JEREMY	03/29/24	5,802.93	MW	IS	PA	
EF CHK 00063374	CHRI04250	CHRISTIANSO, BRYAN D	03/29/24	10,898.62	MW	IS	PA	
EF CHK 00063375	CLAR02010	CLARK, ANDREW	03/29/24	5,736.55	MW	IS	PA	
EF CHK 00063376	CLAR10100	CLARK, JORDAN P	03/29/24	9,903.86	MW	IS	PA	
EF CHK 00063377	CLAY08290	CLAYTON, MARK E	03/29/24	12,589.77	MW	IS	PA	
EF CHK 00063378	COBU10210	COBUN, JACOB C	03/29/24	7,748.73	MW	IS	PA	
EF CHK 00063379	COKL05160	COKL, ERICK M	03/29/24	10,490.04	MW	IS	PA	
EF CHK 00063380	COLE01210	COLEMAN, ALEC	03/29/24	14,512.94	MW	IS	PA	
EF CHK 00063381	COOK06160	COOK, ANGELA	03/29/24	7,792.26	MW	IS	PA	
EF CHK 00063382	COON03230	COONAN, KYLE	03/29/24	6,899.82	MW	IS	PA	
EF CHK 00063383	COTT10310	COTTER, KENDALL J	03/29/24	7,725.56	MW	IS	PA	
EF CHK 00063384	COUR06190	COURTNEY, LUKE P	03/29/24	10,520.27	MW	IS	PA	
EF CHK 00063385	COUR08040	COURTNEY, WESLEY P	03/29/24	10,095.98	MW	IS	PA	
EF CHK 00063386	COX09010	COX, LAUREN	03/29/24	4,283.62	MW	IS	PA	
EF CHK 00063387	CRAF04130	CRAFT JR, RICHARD	03/29/24	7,978.62	MW	IS	PA	
EF CHK 00063388	CRAI04100	CRAIG, CHRISTOPHER T	03/29/24	8,336.62	MW	IS	PA	
EF CHK 00063389	CURN11150	CURNUTT, DANIEL G	03/29/24	14,907.85	MW	IS	PA	
EF CHK 00063390	CURR11200	CURRIE, MATTHEW A	03/29/24	9,158.40	MW	IS	PA	
EF CHK 00063391	CUTH08310	CUTHBERT, SHAUN D	03/29/24	7,453.41	MW	IS	PA	
EF CHK 00063392	DEES05300	DEESE, SPENCER	03/29/24	3,664.90	MW	IS	PA	
EF CHK 00063393	DEMO01160	DEMOTT, JASON R	03/29/24	10,713.82	MW	IS	PA	
EF CHK 00063394	DENM01040	DENMAN, BRYAN	03/29/24	8,797.63	MW	IS	PA	
EF CHK 00063395	DEVE02150	DEVEGLIO, PAUL M	03/29/24	7,126.25	MW	IS	PA	
EF CHK 00063396	DEVI06170	DEVINE, JEFFREY A	03/29/24	9,470.19	MW	IS	PA	
EF CHK 00063397	DEYE11050	DEYETTE, ZACKARY H	03/29/24	5,764.04	MW	IS	PA	
EF CHK 00063398	DICK09260	DICKENS, KYLE	03/29/24	6,504.18	MW	IS	PA	
EF CHK 00063399	DICK02040	DICKSON, ADAM C	03/29/24	7,459.37	MW	IS	PA	
EF CHK 00063400	DORM03250	DORMAIER, MARIAH L	03/29/24	7,873.42	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063401	DORS10070	DORSEY, JAMES P	03/29/24	90.68	MW	IS	PA	
EF CHK 00063402	DULA04240	DULAS, ANTHONY P	03/29/24	19,108.03	MW	IS	PA	
EF CHK 00063403	DURA01060	DURANT, ERICK J	03/29/24	9,515.46	MW	IS	PA	
EF CHK 00063404	DYER08200	DYER, RICHARD C	03/29/24	7,548.99	MW	IS	PA	
EF CHK 00063405	EDWA05020	EDWARDS, WAYNE R	03/29/24	10,483.42	MW	IS	PA	
EF CHK 00063406	EKBE01200	EKBERG, IAN	03/29/24	9,598.57	MW	IS	PA	
EF CHK 00063407	ELFE05240	ELFERT, BENJAMIN J	03/29/24	10,406.11	MW	IS	PA	
EF CHK 00063408	ENGL07130	ENGLEDOW, RYAN	03/29/24	4,460.56	MW	IS	PA	
EF CHK 00063409	ERIC06010	ERICKSON, TARA	03/29/24	7,473.08	MW	IS	PA	
EF CHK 00063410	ERIC12120	ERICSON, STEVEN B	03/29/24	6,435.51	MW	IS	PA	
EF CHK 00063411	ERNS02240	ERNST, SUZANNE M	03/29/24	5,388.29	MW	IS	PA	
EF CHK 00063412	ESCO07090	ESCOBEDO, RAY C	03/29/24	16,500.80	MW	IS	PA	
EF CHK 00063413	ESTE10290	ESTES, BRIAN D	03/29/24	8,402.55	MW	IS	PA	
EF CHK 00063414	FALL06200	FALLSTEAD, BAILEY	03/29/24	7,007.43	MW	IS	PA	
EF CHK 00063415	FARI10080	FARIAS, JUSTEN	03/29/24	12,802.33	MW	IS	PA	
EF CHK 00063416	FARR03180	FARRIS, JOSHUA L	03/29/24	12,773.42	MW	IS	PA	
EF CHK 00063417	FERG08310	FERGUSON, SAM	03/29/24	7,795.56	MW	IS	PA	
EF CHK 00063418	FERR08150	FERRIER, BRIAN S	03/29/24	21,161.53	MW	IS	PA	
EF CHK 00063419	FIEL04230	FIELDMAN, SCOTT J	03/29/24	9,607.18	MW	IS	PA	
EF CHK 00063420	FISH05180	FISHER, TYLER	03/29/24	7,512.84	MW	IS	PA	
EF CHK 00063421	FOLD12030	FOLDEN, JORDAN	03/29/24	10,893.74	MW	IS	PA	
EF CHK 00063422	FORD03060	FORD, CHRISTOPHER A	03/29/24	5,452.45	MW	IS	PA	
EF CHK 00063423	FOUR07200	FOURAKER, GARRETT	03/29/24	6,734.86	MW	IS	PA	
EF CHK 00063424	FOX05220	FOX, JESSE C	03/29/24	11,911.49	MW	IS	PA	
EF CHK 00063425	FOX07170	FOX, MELISSA R	03/29/24	5,924.29	MW	IS	PA	
EF CHK 00063426	FRAN10200	FRANZ, JONATHON G	03/29/24	8,339.53	MW	IS	PA	
EF CHK 00063427	GACI11090	GACIOCH, STANLEY J	03/29/24	18,718.55	MW	IS	PA	
EF CHK 00063428	GAFF03230	GAFFIN, DEVIN	03/29/24	9,215.54	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063429	GAGE01050	GAGE, JUSTIN M	03/29/24	9,880.38	MW	IS	PA	
EF CHK 00063430	GAND08060	GANDY, JEREMIAH	03/29/24	5,786.55	MW	IS	PA	
EF CHK 00063431	GARZ06240	GARZA, LOGAN	03/29/24	5,784.80	MW	IS	PA	
EF CHK 00063432	GEOR11060	GEORGE, JAMAL A	03/29/24	10,895.48	MW	IS	PA	
EF CHK 00063433	GIBS09290	GIBSON, ZANE	03/29/24	19,074.44	MW	IS	PA	
EF CHK 00063434	GILK10180	GILKEY, MALAC S	03/29/24	8,697.76	MW	IS	PA	
EF CHK 00063435	GILL05280	GILLESPIE, JOSEPH	03/29/24	5,269.31	MW	IS	PA	
EF CHK 00063436	GIRT07050	GIRT, JAMES A	03/29/24	14,818.48	MW	IS	PA	
EF CHK 00063437	GITH05170	GITHENS, MITCHELL R	03/29/24	6,649.21	MW	IS	PA	
EF CHK 00063438	GLAS04300	GLASS, STEPHANIE L	03/29/24	19,567.52	MW	IS	PA	
EF CHK 00063439	GOME11110	GOMEZ, KRISTIN	03/29/24	6,033.96	MW	IS	PA	
EF CHK 00063440	GONZ06220	GONZALEZ, SAMUEL	03/29/24	7,431.52	MW	IS	PA	
EF CHK 00063441	GOOD03270	GOODWIN, STEVEN	03/29/24	18,163.45	MW	IS	PA	
EF CHK 00063442	GOUG05180	GOUGH, JAMES L	03/29/24	13,452.36	MW	IS	PA	
EF CHK 00063443	GRAB05020	GRABINSKI, BRENT E	03/29/24	6,911.57	MW	IS	PA	
EF CHK 00063444	GRAU06270	GRAUERT, JOHN H	03/29/24	8,389.01	MW	IS	PA	
EF CHK 00063445	GRAY05050	GRAYBEAL, COLIN	03/29/24	5,802.29	MW	IS	PA	
EF CHK 00063446	GREE06100	GREEN, DONALD L	03/29/24	9,298.34	MW	IS	PA	
EF CHK 00063447	GREE04260	GREEN, SAMUEL L	03/29/24	9,667.30	MW	IS	PA	
EF CHK 00063448	GREG05050	GREGORY, DANIEL	03/29/24	4,679.36	MW	IS	PA	
EF CHK 00063449	GROA07250	GROAT, RANDAL C	03/29/24	11,456.46	MW	IS	PA	
EF CHK 00063450	GUND02110	GUNDERMANN, BLADE T	03/29/24	6,813.94	MW	IS	PA	
EF CHK 00063451	HACK05250	HACKETT, BRIAN D	03/29/24	12,129.39	MW	IS	PA	
EF CHK 00063452	HALL12280	HALL, CORBIN M	03/29/24	11,411.14	MW	IS	PA	
EF CHK 00063453	HAMM01040	HAMMOND, STEVEN D	03/29/24	12,138.14	MW	IS	PA	
EF CHK 00063454	HANS08180	HANSON, KEEFE	03/29/24	7,237.43	MW	IS	PA	
EF CHK 00063455	HARR05210	HARRISON, JHAUVON	03/29/24	7,438.24	MW	IS	PA	
EF CHK 00063456	HARR03040	HARRUFF, PAUL W	03/29/24	12,020.73	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063457	HASH07010	HASH, WILLIAM	03/29/24	12,056.59	MW	IS	PA	
EF CHK 00063458	HAUL07290	HAULMAN, THOMAS J	03/29/24	9,206.96	MW	IS	PA	
EF CHK 00063459	HELL02230	HELLEY, WYATT K	03/29/24	9,662.76	MW	IS	PA	
EF CHK 00063460	HELM09230	HELMERS, BRENNAN	03/29/24	14,841.80	MW	IS	PA	
EF CHK 00063461	HEPL10280	HEPLER, NICHOLAS	03/29/24	5,666.29	MW	IS	PA	
EF CHK 00063462	HERR05050	HERRON, DAVID	03/29/24	4,136.03	MW	IS	PA	
EF CHK 00063463	HERT10180	HERTEL, JOSEPH	03/29/24	7,671.47	MW	IS	PA	
EF CHK 00063464	HESS01180	HESS, KIANA K	03/29/24	6,932.98	MW	IS	PA	
EF CHK 00063465	HOAR09280	HOAR, FRANKIE	03/29/24	5,365.97	MW	IS	PA	
EF CHK 00063466	HODG05220	HODGES, DONALD L	03/29/24	9,726.11	MW	IS	PA	
EF CHK 00063467	HOG07200	HOG07200, STEPHEN N	03/29/24	7,960.47	MW	IS	PA	
EF CHK 00063468	HOLD07140	HOLDT, GAVIN	03/29/24	6,894.23	MW	IS	PA	
EF CHK 00063469	HOLL03120	HOLLAND, FLINT R	03/29/24	4,702.97	MW	IS	PA	
EF CHK 00063470	HOLL07020	HOLLSTROM, SCOTT J	03/29/24	13,771.97	MW	IS	PA	
EF CHK 00063471	HOLM03060	HOLM, ALEXANDER J	03/29/24	11,308.67	MW	IS	PA	
EF CHK 00063472	HOLM03120	HOLM, MATTHEW W	03/29/24	1,224.79	MW	IS	PA	
EF CHK 00063473	HOWE08170	HOWE, JOSHUA	03/29/24	5,494.11	MW	IS	PA	
EF CHK 00063474	HOWE12160	HOWELL, BRENNAN	03/29/24	5,566.84	MW	IS	PA	
EF CHK 00063475	HOWE11090	HOWELL, JASON D	03/29/24	11,213.22	MW	IS	PA	
EF CHK 00063476	HUCK06270	HUCKE, KEVIN C	03/29/24	21,507.95	MW	IS	PA	
EF CHK 00063477	HUDS09150	HUDSON, KYLER	03/29/24	12,904.31	MW	IS	PA	
EF CHK 00063478	HUDS04230	HUDSPETH, STEPHEN	03/29/24	11,084.95	MW	IS	PA	
EF CHK 00063479	HUNT04150	HUNT, MATTHEW DL	03/29/24	13,806.70	MW	IS	PA	
EF CHK 00063480	HYAT03230	HYATT, DIANE M	03/29/24	5,600.54	MW	IS	PA	
EF CHK 00063481	IMBE01030	IMBER, CARA	03/29/24	3,890.92	MW	IS	PA	
EF CHK 00063482	IRWI12310	IRWIN, SEAN S	03/29/24	8,972.39	MW	IS	PA	
EF CHK 00063483	JACK04070	JACKSON, ADAM D	03/29/24	14,847.53	MW	IS	PA	
EF CHK 00063484	JACK04190	JACKSON, AMY B	03/29/24	5,177.46	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063485	JACK10220	JACKSON, SHANE	03/29/24	4,419.05	MW	IS	PA	
EF CHK 00063486	JAME08270	JAMES, AARON J	03/29/24	7,151.40	MW	IS	PA	
EF CHK 00063487	JAME01080	JAMES, ELLIOT	03/29/24	7,374.99	MW	IS	PA	
EF CHK 00063488	JEAN10110	JEAN, NATHANIEL	03/29/24	10,107.07	MW	IS	PA	
EF CHK 00063489	JETT10170	JETTER, MEGAN J	03/29/24	7,483.27	MW	IS	PA	
EF CHK 00063490	JOHN06190	JOHNSON, AARON	03/29/24	5,340.23	MW	IS	PA	
EF CHK 00063491	JOHN05180	JOHNSON, MICHAEL L	03/29/24	11,927.95	MW	IS	PA	
EF CHK 00063492	JOHN07230	JOHNSTON, BRICE A	03/29/24	9,542.23	MW	IS	PA	
EF CHK 00063493	JOHN10210	JOHNSTON, CHESTER L	03/29/24	7,134.06	MW	IS	PA	
EF CHK 00063494	JONE08150	JONES, KELLY	03/29/24	7,281.51	MW	IS	PA	
EF CHK 00063495	KAMK01270	KAMKE, ALLAN R	03/29/24	9,209.30	MW	IS	PA	
EF CHK 00063496	KAMK10180	KAMKE, DAVID N	03/29/24	9,070.91	MW	IS	PA	
EF CHK 00063497	KAMP12010	KAMPFER, JANELLE	03/29/24	6,385.54	MW	IS	PA	
EF CHK 00063498	KAPL10260	KAPLAN, TYLER JOEL	03/29/24	10,477.49	MW	IS	PA	
EF CHK 00063499	KAVA12210	KAVANAUGH, JAMIE K	03/29/24	7,511.81	MW	IS	PA	
EF CHK 00063500	KELL09040	KELLEY, MICHAEL R	03/29/24	7,548.42	MW	IS	PA	
EF CHK 00063501	KEMP01170	KEMP, AARON C	03/29/24	11,659.85	MW	IS	PA	
EF CHK 00063502	KEMP03070	KEMP, KIMBERLY	03/29/24	5,216.63	MW	IS	PA	
EF CHK 00063503	KENT12110	KENT, CARSON	03/29/24	3,851.90	MW	IS	PA	
EF CHK 00063504	KENT02060	KENT, RONALD E	03/29/24	12,390.76	MW	IS	PA	
EF CHK 00063505	KERN09040	KERNS, COLTON	03/29/24	4,155.57	MW	IS	PA	
EF CHK 00063506	KETT03030	KETTER, KYLE J	03/29/24	5,002.27	MW	IS	PA	
EF CHK 00063507	KLEM02060	KLEMM, KELLY L	03/29/24	9,313.77	MW	IS	PA	
EF CHK 00063508	KLUB04030	KLUBE, TAMRA A	03/29/24	6,389.95	MW	IS	PA	
EF CHK 00063509	KNEI09020	KNEIPP, DANIEL	03/29/24	4,594.90	MW	IS	PA	
EF CHK 00063510	KNIG03100	KNIGHTON JR, RONNIE B	03/29/24	9,309.60	MW	IS	PA	
EF CHK 00063511	KNOE08170	KNOETGEN, MATTHEW A	03/29/24	6,787.16	MW	IS	PA	
EF CHK 00063512	KOND01160	KONDRA, JOSHUA	03/29/24	7,901.34	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063513	KOND11050	KONDRA, MICHAEL L	03/29/24	15,528.24	MW	IS	PA	
EF CHK 00063514	KOUS12290	KOUsETTIS, STELIOS	03/29/24	10,752.26	MW	IS	PA	
EF CHK 00063515	KOVA04180	KOVASH, LOGAN T	03/29/24	12,403.42	MW	IS	PA	
EF CHK 00063516	KREK10100	KREKLING, JEFFREY S	03/29/24	11,305.03	MW	IS	PA	
EF CHK 00063517	KUEH10230	KUEHLTHAU, ERIC J	03/29/24	8,669.32	MW	IS	PA	
EF CHK 00063518	KUFF12140	KUFFLER, RYAN	03/29/24	11,937.43	MW	IS	PA	
EF CHK 00063519	KUZA10160	KUZARO, CORY R	03/29/24	11,032.61	MW	IS	PA	
EF CHK 00063520	LAMB04260	LAMB, AARON R	03/29/24	9,793.36	MW	IS	PA	
EF CHK 00063521	LAMB10110	LAMBERT, LOGAN C	03/29/24	11,135.45	MW	IS	PA	
EF CHK 00063522	LAMI12270	LAMIE, ROBERT D	03/29/24	6,247.61	MW	IS	PA	
EF CHK 00063523	LANG03290	LANGLOW, CREIGHTON	03/29/24	5,406.52	MW	IS	PA	
EF CHK 00063524	LARS08040	LARSEN, ROMAN A	03/29/24	6,985.64	MW	IS	PA	
EF CHK 00063525	LE06020	LE, ALEXANDER C	03/29/24	6,514.09	MW	IS	PA	
EF CHK 00063526	LEAT01310	LEATHERWOOD, AUSTIN	03/29/24	10,768.13	MW	IS	PA	
EF CHK 00063527	LEE11100	LEE, JEREMY	03/29/24	6,804.10	MW	IS	PA	
EF CHK 00063528	LEEZ12280	LEEZY, RYAN	03/29/24	10,128.56	MW	IS	PA	
EF CHK 00063529	LENG06170	LENGEL, WILLIAM	03/29/24	7,873.85	MW	IS	PA	
EF CHK 00063530	LESS08200	LESSER, MONICA	03/29/24	4,878.33	MW	IS	PA	
EF CHK 00063531	LEVE10200	LEVENSELLER, BRIAN P	03/29/24	10,814.99	MW	IS	PA	
EF CHK 00063532	LIPK07300	LIPKE, JONATHAN	03/29/24	7,422.73	MW	IS	PA	
EF CHK 00063533	LONG05260	LONG III, THOMAS P	03/29/24	8,065.00	MW	IS	PA	
EF CHK 00063534	LONG06060	LONG, BRIAN	03/29/24	5,645.17	MW	IS	PA	
EF CHK 00063535	LUCA09190	LUCAS, DAVID M	03/29/24	16,565.43	MW	IS	PA	
EF CHK 00063536	LUCA05100	LUCAS, TREY	03/29/24	4,689.90	MW	IS	PA	
EF CHK 00063537	LUCE06290	LUCEY, MICHAEL	03/29/24	7,071.41	MW	IS	PA	
EF CHK 00063538	LUKE08170	LUKE, JOSHUA A	03/29/24	12,909.38	MW	IS	PA	
EF CHK 00063539	LUND01290	LUND, CHRISTIAN T	03/29/24	8,027.45	MW	IS	PA	
EF CHK 00063540	MACA06120	MACARTHUR, RYAN	03/29/24	11,905.22	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063541	MADI02210	MADISON, DANIKA B	03/29/24	7,129.62	MW	IS	PA	
EF CHK 00063542	MADI02270	MADISON, RYAN E	03/29/24	6,807.82	MW	IS	PA	
EF CHK 00063543	MALF11300	MALFABON, ELVIS L	03/29/24	11,480.12	MW	IS	PA	
EF CHK 00063544	MANG11020	MANGAN, JEREMY W	03/29/24	7,459.12	MW	IS	PA	
EF CHK 00063545	MARQ11140	MARQUARDT, PATRICK D	03/29/24	7,423.91	MW	IS	PA	
EF CHK 00063546	MART09130	MARTIN, KYLE D	03/29/24	10,180.21	MW	IS	PA	
EF CHK 00063547	MART05180	MARTINAZZI, REBECCA A	03/29/24	6,695.17	MW	IS	PA	
EF CHK 00063548	MART01240	MARTINSON, BRETT R	03/29/24	10,875.14	MW	IS	PA	
EF CHK 00063549	MART12050	MARTINSON, RODNEY L	03/29/24	7,968.17	MW	IS	PA	
EF CHK 00063550	MARZ11020	MARZOLF, ZACHARY	03/29/24	12,545.62	MW	IS	PA	
EF CHK 00063551	MASO05070	MASON, AMY	03/29/24	5,234.39	MW	IS	PA	
EF CHK 00063552	MCAF01180	MCAFEE, ANDREW B	03/29/24	7,683.65	MW	IS	PA	
EF CHK 00063553	MCAL09180	MCALINDON, GREGORY	03/29/24	8,303.79	MW	IS	PA	
EF CHK 00063554	MCCA01050	MCCABE, C ADAM	03/29/24	10,764.45	MW	IS	PA	
EF CHK 00063555	MCCO09160	MCCORMICK, CYDNI A	03/29/24	6,996.22	MW	IS	PA	
EF CHK 00063556	MCCR07240	MCCRILLIS, EVAN	03/29/24	5,639.16	MW	IS	PA	
EF CHK 00063557	MCCU01270	MCCUTCHEON, KEVIN J	03/29/24	16,548.37	MW	IS	PA	
EF CHK 00063558	MCDO03170	MCDONALD, MICHAEL	03/29/24	6,698.41	MW	IS	PA	
EF CHK 00063559	MCDO08100	MCDOWELL, MATTHEW	03/29/24	10,686.13	MW	IS	PA	
EF CHK 00063560	MCFA07170	MCFADDEN, JOEL S	03/29/24	13,511.71	MW	IS	PA	
EF CHK 00063561	MCGA08140	MCGAVRAN, DONAL R	03/29/24	8,679.70	MW	IS	PA	
EF CHK 00063562	MCGL07210	MCGLAUFLIN, KEVIN	03/29/24	11,502.00	MW	IS	PA	
EF CHK 00063563	MCGR11300	MCGRATH, ROSS M	03/29/24	13,366.42	MW	IS	PA	
EF CHK 00063564	MCIN12080	MCINNIS, ERIKA	03/29/24	5,159.43	MW	IS	PA	
EF CHK 00063565	MCIN07070	MCINTOSH, BRANDON	03/29/24	4,435.12	MW	IS	PA	
EF CHK 00063566	MCKE09220	MCKENZIE, RADCLIFFE L	03/29/24	13,060.05	MW	IS	PA	
EF CHK 00063567	MCKI02200	MCKINNON, JACOB	03/29/24	7,054.20	MW	IS	PA	
EF CHK 00063568	MCNE09230	MCNEALLEY, ERIC J	03/29/24	10,360.34	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063569	MERR05270	MERRIMAN, PATRICK A	03/29/24	6,801.92	MW	IS	PA	
EF CHK 00063570	MICH04170	MICHEL, MAURICE	03/29/24	6,147.67	MW	IS	PA	
EF CHK 00063571	MITC10150	MITCHELL, DALE T	03/29/24	733.16	MW	IS	PA	
EF CHK 00063572	MOAN12210	MOAN, ANDREW V	03/29/24	9,081.89	MW	IS	PA	
EF CHK 00063573	MOE04030	MOE, ANDREW A	03/29/24	9,367.34	MW	IS	PA	
EF CHK 00063574	MOOR09280	MOOR, ZACHARY D	03/29/24	6,473.65	MW	IS	PA	
EF CHK 00063575	MORR06170	MORROW, DUSTIN E	03/29/24	24,521.80	MW	IS	PA	
EF CHK 00063576	MOSL04100	MOSLEY, JACKSON	03/29/24	10,512.99	MW	IS	PA	
EF CHK 00063577	MUNR10020	MUNRO, SCOTT G	03/29/24	7,865.68	MW	IS	PA	
EF CHK 00063578	MURP09030	MURPHY, PHILIP R	03/29/24	9,196.55	MW	IS	PA	
EF CHK 00063579	MURP04160	MURPHY, SAMMY L	03/29/24	8,056.52	MW	IS	PA	
EF CHK 00063580	MURR08110	MURRAY, CRAIG	03/29/24	8,582.57	MW	IS	PA	
EF CHK 00063581	NELS04050	NELSON, JACOB	03/29/24	4,615.90	MW	IS	PA	
EF CHK 00063582	NELS02190	NELSON, JUSTIN	03/29/24	13,265.28	MW	IS	PA	
EF CHK 00063583	NOBL10020	NOBLE, CHRISTOPHER D	03/29/24	6,418.25	MW	IS	PA	
EF CHK 00063584	NODA03310	NODAL, SOLON	03/29/24	10,032.35	MW	IS	PA	
EF CHK 00063585	NOLL08130	NOLL, TODD M	03/29/24	12,112.78	MW	IS	PA	
EF CHK 00063586	NORT11300	NORTON, ERIN	03/29/24	6,714.98	MW	IS	PA	
EF CHK 00063587	NYLA01010	NYLANDER, KEITH	03/29/24	6,550.66	MW	IS	PA	
EF CHK 00063588	OTOO08280	O'TOOLE, JUSTIN	03/29/24	10,111.61	MW	IS	PA	
EF CHK 00063589	OHIR07230	OHIRA, JOEY Y	03/29/24	8,213.00	MW	IS	PA	
EF CHK 00063590	ORSE08240	ORSETH, RYAN	03/29/24	6,852.28	MW	IS	PA	
EF CHK 00063591	OSBO09030	OSBORNE, DANIEL J	03/29/24	7,956.46	MW	IS	PA	
EF CHK 00063592	OTTO05240	OTTO, JOSEPH	03/29/24	10,616.80	MW	IS	PA	
EF CHK 00063593	OVER09230	OVERSTREET, JASON	03/29/24	6,952.20	MW	IS	PA	
EF CHK 00063594	PAIN07140	PAINTER, TREVOR	03/29/24	11,091.73	MW	IS	PA	
EF CHK 00063595	PARA08030	PARAMAPOONYA, ARIEL M	03/29/24	5,711.54	MW	IS	PA	
EF CHK 00063596	PARA10130	PARAMAPOONYA, BRADLEY D	03/29/24	6,770.95	MW	IS	PA	



Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063597	PARM05240	PARMELEE, JAMES LOGAN	03/29/24	12,247.65	MW	IS	PA	
EF CHK 00063598	PARV04030	PARVINEN, DEVIN	03/29/24	9,673.14	MW	IS	PA	
EF CHK 00063599	PATT10300	PATTERSON, BROOKS R	03/29/24	11,543.96	MW	IS	PA	
EF CHK 00063600	PEAR05240	PEARSON, MITCHELL R	03/29/24	8,599.44	MW	IS	PA	
EF CHK 00063601	PETE07190	PETERSON, MATTHEW W	03/29/24	11,097.28	MW	IS	PA	
EF CHK 00063602	PFEI11100	PFEIFFER, MATTHEW E	03/29/24	11,183.27	MW	IS	PA	
EF CHK 00063603	PHA02210	PHA, URA	03/29/24	6,543.17	MW	IS	PA	
EF CHK 00063604	PHAN08260	PHAN, BRYAN C	03/29/24	10,340.82	MW	IS	PA	
EF CHK 00063605	PHIL08310	PHILLIPS, RYAN	03/29/24	4,797.72	MW	IS	PA	
EF CHK 00063606	PICK03310	PICKERING, RYAN	03/29/24	12,518.11	MW	IS	PA	
EF CHK 00063607	PIER11180	PIERCE-POWELL, JUSTIN	03/29/24	3,978.61	MW	IS	PA	
EF CHK 00063608	POE11200	POE, THOMAS	03/29/24	10,312.36	MW	IS	PA	
EF CHK 00063609	PRUI12120	PRUITT, GREGORY	03/29/24	11,641.23	MW	IS	PA	
EF CHK 00063610	PUGH03310	PUGH, JEFFREY S	03/29/24	9,927.93	MW	IS	PA	
EF CHK 00063611	QUIR05050	QUIRIE, JANNA	03/29/24	6,190.79	MW	IS	PA	
EF CHK 00063612	RACA04250	RACANELLI, CANON	03/29/24	5,069.36	MW	IS	PA	
EF CHK 00063613	RAGS12050	RAGSDALE, DAVID W	03/29/24	10,841.79	MW	IS	PA	
EF CHK 00063614	RAMI10200	RAMIREZ-MONTALVO, JOSE LUIS	03/29/24	6,164.86	MW	IS	PA	
EF CHK 00063615	RAWS08260	RAWSON, BENJAMIN	03/29/24	4,966.22	MW	IS	PA	
EF CHK 00063616	REAL11070	REAL, MASUM	03/29/24	4,794.90	MW	IS	PA	
EF CHK 00063617	REEM05040	REEMTS, SEAN	03/29/24	5,377.88	MW	IS	PA	
EF CHK 00063618	REID11110	REID, BRANDEN	03/29/24	15,050.85	MW	IS	PA	
EF CHK 00063619	REIN08050	REINKE, CHRISTIAN D	03/29/24	7,223.53	MW	IS	PA	
EF CHK 00063620	REND12090	RENDA, JASON A	03/29/24	11,937.62	MW	IS	PA	
EF CHK 00063621	RENN06010	RENNER, MATTHEW S	03/29/24	8,403.95	MW	IS	PA	
EF CHK 00063622	RESE12020	RESECK, BRENDON	03/29/24	9,041.54	MW	IS	PA	
EF CHK 00063623	RESO01310	RESOP, JESSICA	03/29/24	6,201.85	MW	IS	PA	
EF CHK 00063624	RHOA06090	RHOADES, JACOB	03/29/24	5,613.48	MW	IS	PA	

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EF CHK 00063625	RHON02100	RHONE, SHELLEY L	03/29/24	8,891.13	MW	IS	PA	
EF CHK 00063626	RICE08300	RICE, ANTHONY	03/29/24	6,895.45	MW	IS	PA	
EF CHK 00063627	RICH06060	RICHARDSON JR, ROBERT A	03/29/24	5,592.72	MW	IS	PA	
EF CHK 00063628	RICH10210	RICHMOND, CHRISTOPHER L	03/29/24	10,921.74	MW	IS	PA	
EF CHK 00063629	RIDD08300	RIDDELL, CHRISTIAN	03/29/24	8,239.13	MW	IS	PA	
EF CHK 00063630	RIOU07180	RIOUX, TIMOTHY J	03/29/24	10,450.92	MW	IS	PA	
EF CHK 00063631	RISL10040	RISLEY, PATRICK T	03/29/24	4,071.19	MW	IS	PA	
EF CHK 00063632	RIVE04040	RIVERA, AARON J	03/29/24	6,788.92	MW	IS	PA	
EF CHK 00063633	ROBA06140	ROBACKER, TANYA L	03/29/24	17,633.93	MW	IS	PA	
EF CHK 00063634	ROHA05270	ROHALY, RYAN	03/29/24	5,907.81	MW	IS	PA	
EF CHK 00063635	ROSE10070	ROSELLE, BRENT W	03/29/24	8,382.68	MW	IS	PA	
EF CHK 00063636	ROSE10280	ROSENLUND, ADAM G	03/29/24	16,855.33	MW	IS	PA	
EF CHK 00063637	ROSS01150	ROSS, DENISE M	03/29/24	5,483.15	MW	IS	PA	
EF CHK 00063638	ROZE05100	ROZELL, NICHOLAS D	03/29/24	5,735.24	MW	IS	PA	
EF CHK 00063639	RUTH02190	RUTHFORD, JEFFREY C	03/29/24	5,466.36	MW	IS	PA	
EF CHK 00063640	SABI08020	SABIN, JEREMY L	03/29/24	9,299.25	MW	IS	PA	
EF CHK 00063641	SALA11060	SALAHUDDIN, AISHA	03/29/24	7,412.70	MW	IS	PA	
EF CHK 00063642	SANT01190	SANTOS, MATTHEW D	03/29/24	10,762.25	MW	IS	PA	
EF CHK 00063643	SAYL10200	SAYLER, TANNER	03/29/24	8,667.88	MW	IS	PA	
EF CHK 00063644	SCHA11230	SCHAEFER, PETER	03/29/24	9,452.24	MW	IS	PA	
EF CHK 00063645	SCHL02140	SCHLIESMAN, NADIA	03/29/24	6,692.06	MW	IS	PA	
EF CHK 00063646	SCHM04170	SCHMIDT, MARK A	03/29/24	8,275.20	MW	IS	PA	
EF CHK 00063647	SCHN02280	SCHNEEGAS, SEAN	03/29/24	7,815.14	MW	IS	PA	
EF CHK 00063648	SCOT04050	SCOTT-RALSTON, MICAH	03/29/24	26,411.30	MW	IS	PA	
EF CHK 00063649	SEAB05020	SEABURG, COLTON	03/29/24	5,623.14	MW	IS	PA	
EF CHK 00063650	SEBE08210	SEBERSON, PETER S	03/29/24	6,012.04	MW	IS	PA	
EF CHK 00063651	SEGO08140	SEGOBIA, DEMETRIUS	03/29/24	7,117.92	MW	IS	PA	
EF CHK 00063652	SHEP11240	SHEPARD, BENJAMIN T	03/29/24	13,098.78	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063653	SILV11090	SILVER-COLSON, EMILY	03/29/24	5,565.92	MW	IS	PA	
EF CHK 00063654	SIMA07140	SIMANJUNTAK, SAM	03/29/24	8,078.08	MW	IS	PA	
EF CHK 00063655	SIMM08080	SIMMONS, JASON D	03/29/24	15,611.53	MW	IS	PA	
EF CHK 00063656	SMIT06270	SMITH, DEREK L	03/29/24	9,109.82	MW	IS	PA	
EF CHK 00063657	SMIT04160	SMITH, KYLE EDWARD	03/29/24	8,738.79	MW	IS	PA	
EF CHK 00063658	SMIT03150	SMITH, KYLE L	03/29/24	7,104.06	MW	IS	PA	
EF CHK 00063659	SMIT06250	SMITH, ROBERT S	03/29/24	9,488.32	MW	IS	PA	
EF CHK 00063660	SNYD02280	SNYDER, JOSEPH S	03/29/24	9,581.75	MW	IS	PA	
EF CHK 00063661	SNYD01270	SNYDER, RYAN C	03/29/24	7,632.23	MW	IS	PA	
EF CHK 00063662	SOBO06010	SOBOLE, JAMES A	03/29/24	14,761.20	MW	IS	PA	
EF CHK 00063663	SOEL07150	SOELLING, JOHN E	03/29/24	9,098.05	MW	IS	PA	
EF CHK 00063664	SOKO06070	SOKOLOV, OLEG V	03/29/24	13,165.91	MW	IS	PA	
EF CHK 00063665	SONN03260	SONNEMAN, ROBERT	03/29/24	7,125.30	MW	IS	PA	
EF CHK 00063666	SOWA03310	SOWARDS, EVAN	03/29/24	9,055.81	MW	IS	PA	
EF CHK 00063667	STAN05260	STANLEY, EVAN	03/29/24	16,827.05	MW	IS	PA	
EF CHK 00063668	STED11150	STEDMAN, ANTHONY J	03/29/24	12,212.98	MW	IS	PA	
EF CHK 00063669	STEP08140	STEPHENS, DANIEL L	03/29/24	8,008.79	MW	IS	PA	
EF CHK 00063670	STEW02180	STEWART, ANDREW C	03/29/24	10,676.59	MW	IS	PA	
EF CHK 00063671	STOL07110	STOLTENBERG, KIM M	03/29/24	14,298.88	MW	IS	PA	
EF CHK 00063672	STON10100	STONE, CAMERON	03/29/24	4,988.57	MW	IS	PA	
EF CHK 00063673	STRI03310	STRINGFELLOW, STEVE G	03/29/24	733.16	MW	IS	PA	
EF CHK 00063674	STUE06060	STUEVE, ERIC J	03/29/24	11,532.08	MW	IS	PA	
EF CHK 00063675	STUE08090	STUEVE, PAUL A	03/29/24	11,710.09	MW	IS	PA	
EF CHK 00063676	TAYL12310	TAYLOR, DAVID S	03/29/24	11,748.99	MW	IS	PA	
EF CHK 00063677	TAYL05140	TAYLOR, MATTHEW	03/29/24	7,016.84	MW	IS	PA	
EF CHK 00063678	TAYL07290	TAYLOR, ROBERT T	03/29/24	7,925.73	MW	IS	PA	
EF CHK 00063679	TAYL05150	TAYLOR, RYAN J	03/29/24	8,008.99	MW	IS	PA	
EF CHK 00063680	TCHO01310	TCHOBANOFF, NOAH C	03/29/24	10,937.16	MW	IS	PA	

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EF CHK 00063681	TENN03070	TENNISON, JOSEPH C	03/29/24	8,658.65	MW	IS	PA	
EF CHK 00063682	TEYS04230	TEYSSSEDRE, FABIEN A	03/29/24	10,004.24	MW	IS	PA	
EF CHK 00063683	THOM06260	THOMPSON, BENJAMIN A	03/29/24	9,346.69	MW	IS	PA	
EF CHK 00063684	THOM02240	THOMPSON, COURTNEY B	03/29/24	7,033.66	MW	IS	PA	
EF CHK 00063685	THOM11090	THOMPSON, REED	03/29/24	7,558.96	MW	IS	PA	
EF CHK 00063686	THOR10010	THORNHILL, TAYLOR	03/29/24	4,218.09	MW	IS	PA	
EF CHK 00063687	TISS01300	TISSUE, DANA R	03/29/24	8,813.68	MW	IS	PA	
EF CHK 00063688	TOFT06180	TOFT, JEREMY H	03/29/24	9,503.04	MW	IS	PA	
EF CHK 00063689	TOLE02180	TOLER, ETHAN E	03/29/24	9,396.41	MW	IS	PA	
EF CHK 00063690	TOVA09280	TOVAR, FRANCISCO L	03/29/24	7,763.21	MW	IS	PA	
EF CHK 00063691	VALE01300	VALE, JEFFERY	03/29/24	6,999.93	MW	IS	PA	
EF CHK 00063692	VAND10060	VANDERSTAAY, KORY	03/29/24	8,481.55	MW	IS	PA	
EF CHK 00063693	VANK01260	VANKEULEN, BRENT D	03/29/24	19,841.37	MW	IS	PA	
EF CHK 00063694	VANN04300	VANNOY, BRIAN	03/29/24	5,693.91	MW	IS	PA	
EF CHK 00063695	VERE10310	VERELLEN, DAVID W	03/29/24	9,525.64	MW	IS	PA	
EF CHK 00063696	VINI08310	VINING, KELLY J	03/29/24	8,288.65	MW	IS	PA	
EF CHK 00063697	VLAS12220	VLASENKO, MIKHAIL G	03/29/24	10,103.16	MW	IS	PA	
EF CHK 00063698	WADD09200	WADDELL, AARON G	03/29/24	8,791.29	MW	IS	PA	
EF CHK 00063699	WAGN12250	WAGNER, SETH J	03/29/24	9,316.61	MW	IS	PA	
EF CHK 00063700	WASH11090	WASHO, SUSAN E	03/29/24	22,510.92	MW	IS	PA	
EF CHK 00063701	WATA03160	WATAMURA, BRADLEY T	03/29/24	11,187.23	MW	IS	PA	
EF CHK 00063702	WEHM06180	WEHMHOFER, NICHOLAS	03/29/24	6,902.06	MW	IS	PA	
EF CHK 00063703	WEID09060	WEIDMAN, RYAN	03/29/24	9,104.20	MW	IS	PA	
EF CHK 00063704	WEIG01290	WEIGLEY, JACOB	03/29/24	6,972.87	MW	IS	PA	
EF CHK 00063705	WELL11090	WELLS, PAUL	03/29/24	4,457.85	MW	IS	PA	
EF CHK 00063706	WEND10210	WENDT, AUSTIN W	03/29/24	7,193.26	MW	IS	PA	
EF CHK 00063707	WEND07300	WENDT, FRED W	03/29/24	6,212.78	MW	IS	PA	
EF CHK 00063708	WHIT07260	WHITE, NATHAN A	03/29/24	7,201.25	MW	IS	PA	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
EF CHK 00063709	WIGE08240	WIGEN, WILLIAM	03/29/24	4,653.53	MW	IS	PA	
EF CHK 00063710	WILL05290	WILLADSON, KEVIN J	03/29/24	11,546.90	MW	IS	PA	
EF CHK 00063711	WILL04020	WILLETT, JEREMY	03/29/24	7,700.05	MW	IS	PA	
EF CHK 00063712	WILL01190	WILLIAMS, KEVIN	03/29/24	11,077.86	MW	IS	PA	
EF CHK 00063713	WILL11250	WILLIAMS, OLIVER	03/29/24	978.89	MW	IS	PA	
EF CHK 00063714	WILL11210	WILLIAMS, TROY	03/29/24	5,222.06	MW	IS	PA	
EF CHK 00063715	WILL04150	WILLIAMSON, TROY D	03/29/24	10,613.90	MW	IS	PA	
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Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====									
G R A N D   T O T A L S:									
		Total Void Machine Written		0.00		Number of Checks Processed:		0	
		Total Void Hand Written		0.00		Number of Checks Processed:		0	
		Total Machine Written		3,680,749.66		Number of Checks Processed:		411	
		Total Hand Written		0.00		Number of Checks Processed:		0	
		Total Reversals		0.00		Number of Checks Processed:		0	
		Total Cancelled		0.00		Number of Checks Processed:		0	
		Total EFTs		0.00		Number of EFTs Processed:		0	
		Total EPAYs		0.00		Number of EPAYs Processed:		0	
		G R A N D   T O T A L		3,680,749.66					



## Board Meeting Agenda Item Summary

**Agenda Date:** April 08, 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:**

*"I move 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 and initial second reading. The Board directed additional changes to the document during the initial second reading.

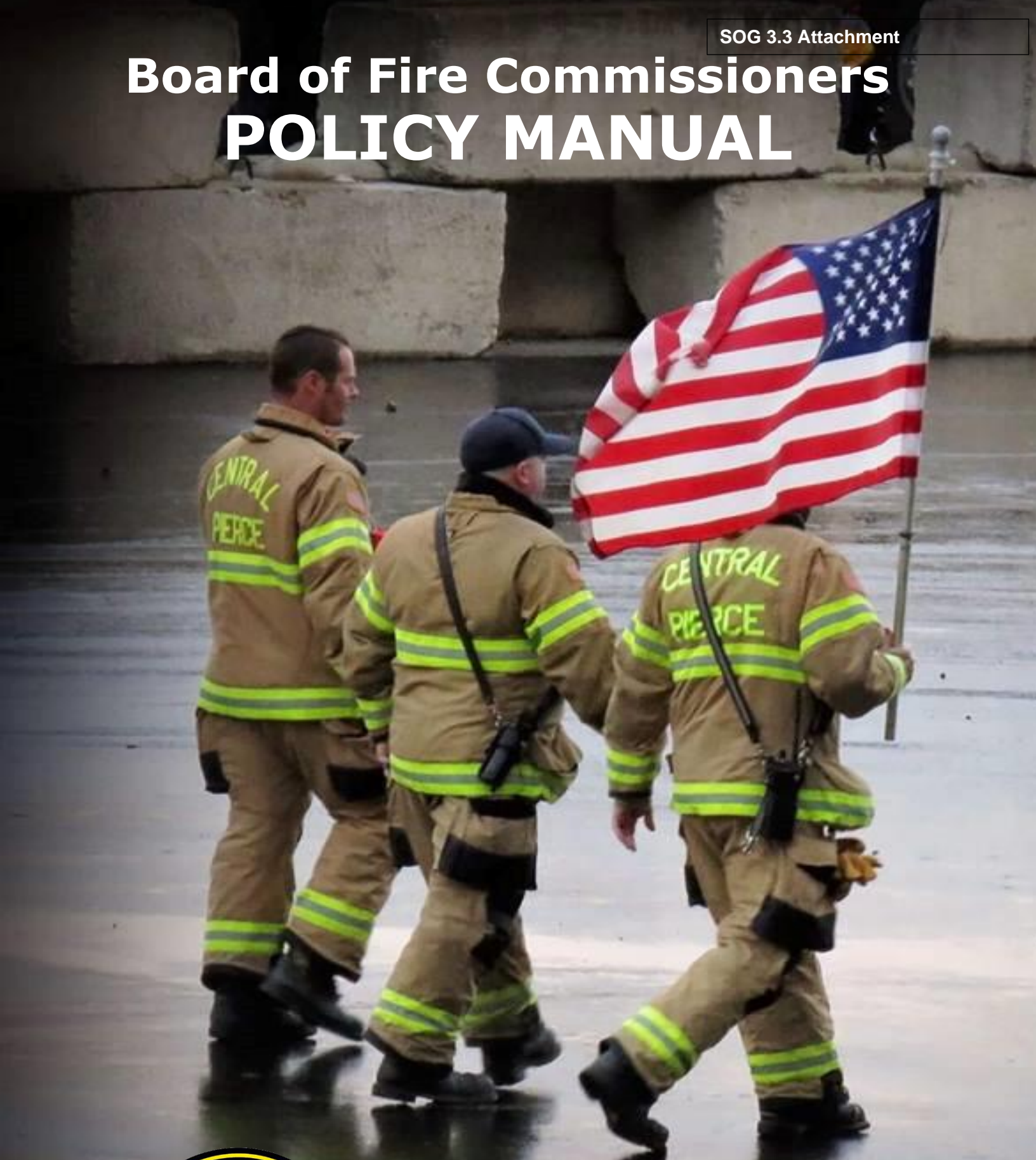
Since the first two readings Staff has added additional minor edits throughout the document.

The Board Policy is now ready for second reading and approval.

### **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, 2023):** 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 Standards 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* 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, 1015 39<sup>th</sup> Avenue SE, STE 120, Puyallup, WA 98374. 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 1015 39<sup>th</sup> Avenue SE, STE 120, Puyallup, WA 98374 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, 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 Standards of Coverage for Emergency Response. 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.
- **Board Policy:** 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 **does not** make policy decisions. However, **the Fire Chief has strong influence** on the policy-making process and its resultant decisions. **The Fire Chief does have delegated authority to research, develop, and implement Standard Operating Guidelines, Operational Protocols, Manuals, Checklists, etc. to manage the District. The Fire Chief is expected to involve staff, including members of Local 726 and OPEIU in a comprehensive review process of these items ahead of implementation.**

Proposed new board 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 30<sup>th</sup> 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 30<sup>th</sup>.

**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. **Finance** 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.

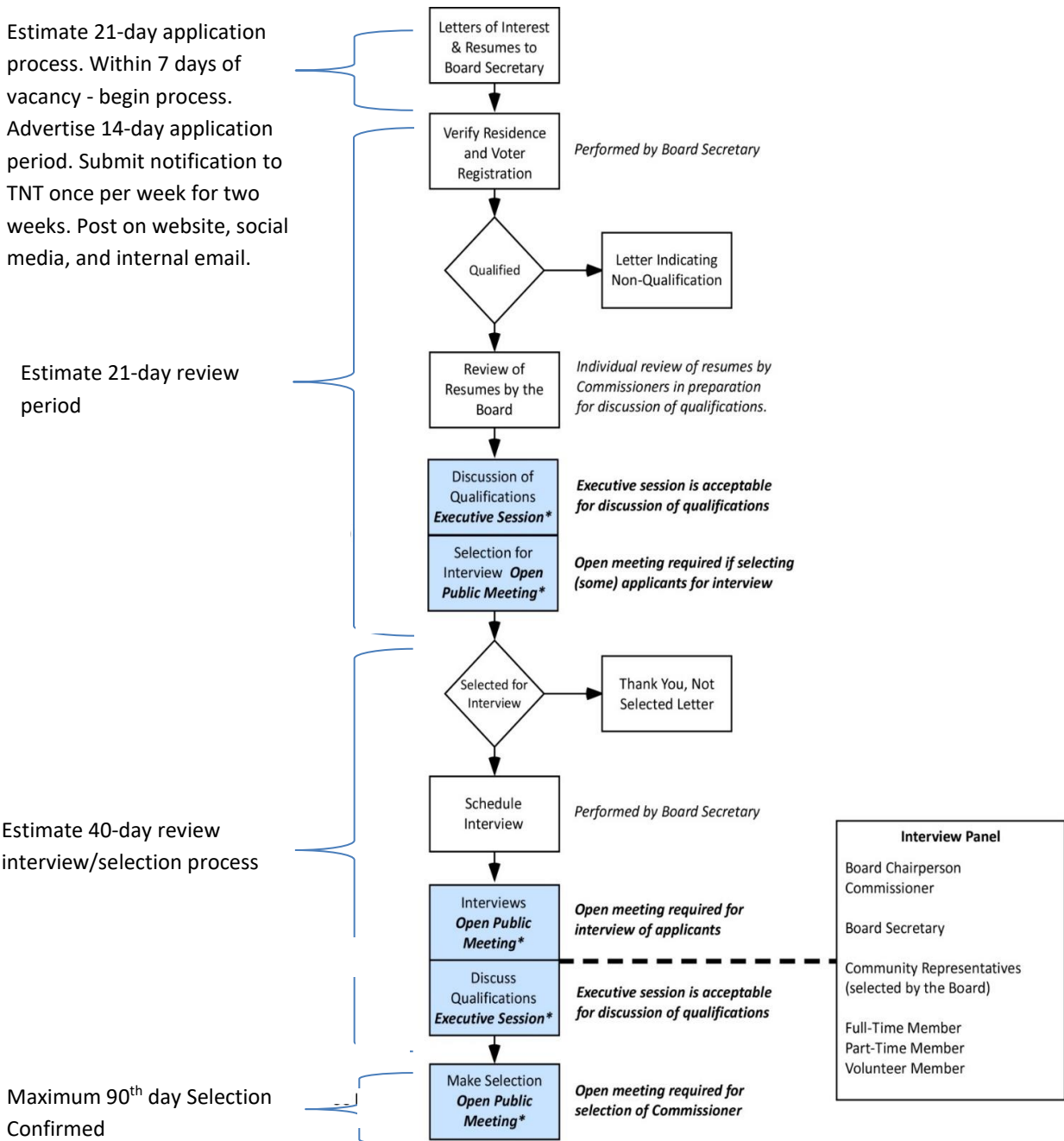
### **New Board Member Orientation**

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:** April 08, 2024

**Item Title:** Board Policy 3.22 Hiring Policy

**Attachments:** Board Policy Hiring Policy

**Submitted by:** Chief Morrow

### **RECOMMENDED ACTION BY THE BOARD:**

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

### **SUMMARY:**

Board Policy 3.22 Hiring Policy has been reviewed and modified by Staff. The Policy has been moved to the new format and updated.

The Policy is presented for first reading and comment.

**FINANCIAL IMPACT:** N/A

## Hiring Policy

NUMBER..... 322  
CATEGORY ..... Administration  
EFFECTIVE..... DATE: 10/27/97  
UPDATED ... 5/17/99, 8/1/00  
AUTHOR ..... Karen Johnson



---

### REFERENCE

Central Pierce Fire & Rescue

### SCOPE

All personnel

### PURPOSE

To establish fair and equitable guidelines for filling entry level and promotional vacancies within Central Pierce Fire & Rescue.

### POLICY

1. Entry Level Vacancies

All entry level vacancies will be filled by advertising to the general public by employment flyer, newspapers, etc. Preference points will not be awarded to current members of this District when applying for entry level positions.

2. Promotional Vacancies

Promotional vacancies shall be filled by testing from qualified personnel within the District (according to current Labor Agreements, if applicable), with the exception of the positions of Fire Chief, Deputy Chief of Operations, Chief Financial Officer, Human Resources Manager and Information Services Manager. These positions may be filled by testing from qualified personnel within the District or from an outside recruitment if deemed most appropriate.

Should all interested personnel fail to qualify, or if no District employees desire the vacant position, the same testing process will be utilized in selecting someone from outside the District to fill the position.

## PROCEDURE

## ATTACHMENTS

CENTRAL PIERCE FIRE & RESCUE  
BOARD POLICY  
NUMBER 3.22

ORIGINATED: October 27, 1997

APPROVED:

EFFECTIVE:

SUBJECT: HIRING POLICY

PURPOSE: To establish fair and equitable guidelines for filling entry-level and promotional vacancies within Central Pierce Fire & Rescue

AUTHORITY & RESPONSIBILITY:

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

POLICY: ~~HA~~ hiring and promotional vacancies will be filled according to the procedures outlined in this ~~Standard Operating Guideline~~Board Policy.

PROCEDURE:

- I. ~~Entry Level Vacancies~~ENTRY LEVEL VACANCIES
  - A. ~~Vacancies~~All entry level vacancies will be filled through a competitive public process. These competitive public processes may be used to recruit and fill entry level or lateral level vacancies based upon District need.
  - B. Vacancies shall be adequately advertised via the District's website, the Gov Jobs website and any other means that secures adequate candidates.
  - ~~A. by advertising to the general public by employment flyer, newspapers, etc.~~
  - ~~B-C.~~ Preference points will not be awarded to current members of this District when applying for entry level positions.
  
- II. ~~Promotional Vacancies~~PROMOTIONAL VACANCIES
  - A. For positions that are represented, p~~P~~romotional vacancies shall be filled by testing from qualified personnel within the District whenever possible and according to any labor management agreements or Collective Bargaining Agreement Articles.
  - B. Should there be a lack of qualified internal promotional candidates, the District, working with the appropriate labor group, may seek qualified candidates from outside the organization.
  - C. Based on District need, promotions, or the filling of, Executive Leadership Positions (Fire Chief, Deputy Chief, Directors, Deputy Directors, etc.) may come from within or outside the organization.

- ~~A. (according to current Labor Agreements, if applicable), with the exception of the positions of Fire Chief, Deputy Chief of Operations, Chief Financial Officer, Human Resources Manager and Information Services Manager. These positions may be filled by testing from qualified personnel within the District or from an outside recruitment if deemed most appropriate.~~
- ~~D. Should all interested personnel fail to qualify, or if no District employees desire the vacant position, the same testing process will be utilized in selecting someone from outside the District to fill the position. Regardless of internal or external candidates, all candidates must meet all current minimum qualifications unless otherwise directed by the Board of Fire Commissioners.~~

~~B.~~

APPROVED:

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MATT HOLM  
BOARD CHAIR

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CENTRAL PIERCE FIRE & RESCUE  
BOARD POLICY  
NUMBER 3.22

ORIGINATED: October 27, 1997

APPROVED:

EFFECTIVE:

SUBJECT:       HIRING POLICY

PURPOSE:       To establish fair and equitable guidelines for filling entry-level and promotional vacancies within Central Pierce Fire & Rescue

AUTHORITY & RESPONSIBILITY:

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

POLICY:        Hiring and promotional vacancies will be filled according to the procedures outlined in this Board Policy.

PROCEDURE:

I.    ENTRY LEVEL VACANCIES

- A. Vacancies will be filled through a competitive public process. These competitive public processes may be used to recruit and fill entry level or lateral level vacancies based upon District need.
- B. Vacancies shall be adequately advertised via the District's website, the Gov Jobs website and any other means that secures adequate candidates.
- C. Preference points will not be awarded to current members of this District when applying for entry level positions.

II.   PROMOTIONAL VACANCIES

- A. For positions that are represented, promotional vacancies shall be filled by testing from qualified personnel within the District whenever possible and according to any labor management agreements or Collective Bargaining Agreement Articles.
- B. Should there be a lack of qualified internal promotional candidates, the District, working with the appropriate labor group, may seek qualified candidates from outside the organization.
- C. Based on District need, promotions, or the filling of, Executive Leadership Positions (Fire Chief, Deputy Chief, Directors, Deputy Directors, etc.) may come from within or outside the organization.



- D. Regardless of internal or external candidates, all candidates must meet all current minimum qualifications unless otherwise directed by the Board of Fire Commissioners.

APPROVED:

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MATT HOLM  
BOARD CHAIR



## Board Meeting Agenda Item Summary

**Agenda Date:** April 08, 2024

**Item Title:** South Pierce Fire & Rescue Request

**Attachments:** South Pierce ILA Request Letter

**Submitted by:** Chief Morrow

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

Todd Wernet, the South Pierce Fire & Rescue Fire Chief is retiring effective June 30, 2024.

Chief Wernet contacted me about his departure and to share that the South Pierce Fire & Rescue Board of Fire Commissioners is interested in exploring several options for his replacement, including the exploration of an administrative arrangement with Central Pierce Fire & Rescue.

Specifically, the attached letter is asking for the Central Pierce Fire & Rescue Board of Fire Commissioners to consider exploring an Interlocal Agreement for Administrative Services specifically for Fire Chief services.

Staff is looking for the Boards acknowledgement of the letter from Chief Wernet, and the ability to explore this request further. Staff would take no action until the exploration is complete and a recommendation to the Board is known.



South Pierce Fire and Rescue  
129 Mashell Ave N  
Eatonville, WA 98328  
Phone: (253) 847-4333



April 3, 2024

*By Electronic Mail Only*

Central Pierce Fire and Rescue  
Attn: Dustin Morrow, Fire Chief  
[dmorrow@centralpiercefirerescue.org](mailto:dmorrow@centralpiercefirerescue.org)

**Re: Request to engage in discussions regarding administrative-services ILA**

Dear Chief Morrow:

As we discussed, I intend to resign from my position as Fire Chief of South Pierce Fire and Rescue (SPFR), effective June 30, 2024.

The purpose of this letter is to request that you inform the Board of Fire Commissioners of Central Pierce Fire and Rescue about SPFR's interest in entering into an Interlocal Agreement (ILA) for administrative services, specifically for Fire Chief services. SPFR is prepared to provide a draft ILA upon your request.

Please let me know if you have any questions. Thank you for your time and consideration.

Sincerely,

Fire Chief Todd Wernet



## Board Meeting Agenda Item Summary

**Agenda Date:** April 8, 2024

**Item Title:** Retirement: Dana Tissue Resolution 13-01 Eligibility

**Attachments:** Resolution 13-01

**Submitted by:** Chief Morrow

### **RECOMMENDED ACTION BY THE BOARD:**

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

### **SUGGESTED MOTION:**

*"I move to approve the early retirement notice of Dana Tissue as one of the ten (10) individuals approved for 2024 as it pertains to Resolution 13-01 Retiree Medical."*

### **SUMMARY:**

After a substantial career with the District, Dana Tissue is retiring. Dana has provided early notice of his retirement, and meets the age requirement, and length of service requirement as outlined in Resolution 13-01 Retiree Medical. Staff recommends that the Board approve Dana's retirement notice as one of the ten (10) individuals for 2024 as it pertains to Resolution 13-01 Retiree Medical.

### **FINANCIAL IMPACT:**

Per Resolution 13-01.

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

**RESOLUTION NO. 13-01**

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

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

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

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

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

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

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

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

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

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

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

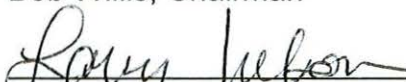
Retirees John Barkas and Dale Stutesman will receive a flat rate contribution of \$600 per month into their VEBA account.


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

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

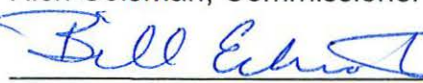
MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 6 ON January 28, 2013, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND 4 WERE PRESENT AND VOTING.


\_\_\_\_\_  
Bob Willis, Chairman

  
\_\_\_\_\_  
Larry Nelson, Commissioner

  
\_\_\_\_\_  
Steve Stringfellow, Commissioner

  
\_\_\_\_\_  
Rich Coleman, Commissioner

  
\_\_\_\_\_  
Bill Eckroth, Commissioner

  
\_\_\_\_\_  
Tanya Robacker, District Secretary



## Board Meeting Agenda Item Summary

**Agenda Date:** April 8, 2024

**Item Title:** Human Resources Division Report

**Attachments:** N/A

**Submitted by:** HRD Washo

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

#### **Recruiting**

As of the writing of this AIS we are completing the first round of interviews for four Support Specialist positions in various positions. Selected candidates will be given Chief's Interviews during the week of April 8<sup>th</sup>, and conditional offers will be sent out soon after that.

#### **Lieutenant Promotional Process**

We are currently in the application collecting phase for our combined Lieutenant promotional process with Graham. We have a schedule set up that will culminate with a new eligibility list by mid-to-late June. We anticipate having approximately 30-35 candidates between the two agencies, and are excited to implement some changes to this process, based upon feedback from the last process.

#### **iDELP (IAFC Diversity Executive Leadership Program)**

I spent 3 days in San Diego in late March for our first in-person meeting of the iDELP cohort. It was an amazing to start to our 18-month journey. The group of 15 individuals are absolutely stellar individuals in the fire service, and we are all so excited to be working together on a topic that is near and dear to all of us. We continue with some virtual meetings until we all meet again in August at the FRI conference, where our cohort may be putting on a session.

#### **Graham Human Resources**

We have set a meeting up with the Graham HR staff for April 11<sup>th</sup> where we will be finalizing the details of the handover of HR for Graham to my division. We have already begun by attending a recent Graham BC meeting to talk about their HR needs and are excited to begin working with all of their employees. We anticipate the official handoff to occur in mid-April.



# Board Meeting Agenda Item Summary

**Agenda Date:** April 8, 2024

**Item Title:** Training Division Report

**Attachments:** N/A

**Submitted by** AC Benning

## RECOMMENDED ACTION BY THE BOARD:

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

## SUMMARY:

### 1. E-41 Recruit Training Program Progressing

- A. Final 3 components Red-Card, Rit/Mayday, and auto extrication, scheduled for May and June.
- B. Recruits fully deployable.
- C. Working on FF II training, testing scheduled for April 22

### 2. Professional Development Classes

- A. PCFTC hosted Officer II class last week with 14 CPFR students enrolled.
- B. ISFSI Live Fire Instructor class April 8-10 with 5 CPFR Students.

**FINANCIAL IMPACT:** N/A





## Board Meeting Agenda Item Summary

**Agenda Date:** 4/08/2024

**Item Title:** Division Update – Field Operations

**Attachments:** None

**Submitted by:** AC Kent

### RECOMMENDED ACTION BY THE BOARD:

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

### SUMMARY:

#### **2024 Wildfire Season Prep:**

Lt. Weigley created and is delivering Wildfire training through the PCFTC from March 25th – May 30<sup>th</sup>.

Lt. Weigley and AC Kent looking at reshaping our Brush Truck and Tender Deployment, due to the added resources from the OVFR and GFR Cooperation.

#### **Field Ops Protocols and SOG Cooperation with AC Black**

Working with AC Black to compare and combine Field Op Protocols and SOG's between CPF and GFR.

### FINANCIAL IMPACT:

N/A



# Board Meeting Agenda Item Summary

**Agenda Date:** April 08, 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:

### **Benaroya Complex Update**

Permitting is underway for the B30 space and construction should start soon. The project is on target for the District to occupy the space this summer.

The 119-200 space design is complete and furniture options are being considered. TI improvements will start soon, and this space should also be ready to occupy early this summer. Staff is now working on which workgroups from Central Pierce and Graham will occupy the space.

### **Flashcube Update**

Working with the District's Broker, the leased Flashcube space has been put back on the open market for new tenants to lease the space, releasing the District's interest in the space. Agreeing to this is the least disruptive for all parties involved.

Staff is also working with the Broker on a buyout scenario that would immediately release the District of any interest in the space, and Staff is also working with Legal Counsel on a final legal option to be released from the space.

The District continues to only have about 30% of the Information and Technology Staff occupying the space due to the environmental concerns.

### **Title & Closing**

The title and closing process for both the old Shaw Road Fire Station and the North Puyallup Fire Station has been initiated. It is expected that these processes will conclude within 30 days. The City of Puyallup continues to be a wonderful partner in these transactions.

MAR 27 2024

March 25, 2024

Dustin Morrow  
Fire Chief  
Central Pierce Fire and Rescue  
P.O. Box 940  
Spanaway, WA. 98387

Dear Chief Morrow:

On St. Patrick's Day last, my wife, daughter, and I were in an unfortunate auto accident on Golden Given Road at 121<sup>st</sup>. St. I want to say, "Thank You" to all the Central Pierce Fire and Rescue personnel who assisted in dealing with the immediate trauma we experienced. Classy and caring can just start to describe the caliber of folks you have.

Cheers!

A handwritten signature in black ink that reads "Dan Ohlson". The signature is written in a cursive, flowing style.

Dan Ohlson  
1123-142<sup>nd</sup> St. E.  
Tacoma, WA. 98445