



JOINT BOARD MEETING AGENDA

CENTRAL PIERCE FIRE & RESCUE
ORTING VALLEY FIRE & RESCUE
GRAHAM FIRE & RESCUE

Date: October 28, 2024
Place: In-Person / South Hill Business & Technology Center/ Central Pierce Fire & Rescue
Virtual / (Visit www.centralpiercefirerescue.org for instructions to join webinar)
• 1015 39th Avenue SE, STE 120 – Puyallup, WA 98374
• **Webinar ID:** 815 4923 8623
• **Passcode:** 586333
Time: 6:00 p.m.

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

1. **CALL TO ORDER – District Secretary**
 - A. Excused Absences: Julie Door
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: Central Pierce Fire & Rescue** (Single Motion)
 - A. **Pg. 4:** Minutes: Joint Board Meeting of October 14, 2024
 - B. **Pg. 9:** Approval of:

Accounts Payable Warrants Numbered 61268 to 61324 totaling:	\$	2,123,003.67
GRAND TOTAL	\$	2,123,003.67

Pg. 22: For Informational Purposes Only - The following electronic payments totaling \$1,650,487.12 (AP Warrant Numbers 61268, 61274, 61292, 61300).

6. **CONSENT AGENDA: Orting Valley Fire & Rescue** (Single Motion)
 - A. **Pg. 43:** Minutes: Joint Board Meeting of October 14, 2024
7. **CONSENT AGENDA: Graham Fire & Rescue** (Single Motion)
 - A. **Pg. 48:** Minutes: Joint Board Meeting of October 14, 2024



JOINT BOARD MEETING AGENDA

CENTRAL PIERCE FIRE & RESCUE
ORTING VALLEY FIRE & RESCUE
GRAHAM FIRE & RESCUE

B. Pg. 53: Approval of:

Accounts Payable Warrants Numbered 35969 to 36034 totaling:	\$	732,054.05
Accounts Payable Warrants Numbered 36035 to 36103 totaling:	\$	109,688.30
GRAND TOTAL	\$	841,742.35

8. STANDING COMMITTEES

- A. Budget – Finance – Audit
- B. Legislative

9. UNFINISHED BUSINESS

- A. **Pg. 59:** BOD 3.03 BOC Meetings, Policies, and Procedures – Chief Morrow
 - **Presented to:** *Central Pierce Fire & Rescue, Orting Valley Fire & Rescue, Graham Fire & Rescue*

10. NEW BUSINESS

- A. **Pg. 157:** Resolution 24-11 Authorization to Change the Date of November 11, 2024 Meeting – Chief Morrow
 - **Presented to:** *Central Pierce Fire & Rescue*
- B. **Pg. 160:** Resolution 24-004 Authorization to Change the Date of November 11, 2024 Meeting – Chief Morrow
 - **Presented to:** *Orting Valley Fire & Rescue*
- C. **Pg. 162:** Resolution 1004 Authorization to Change the Date of November 11, 2024 Meeting – Chief Morrow
 - **Presented to:** *Graham Fire & Rescue*
- D. **Pg. 164:** SOG 3.06 Advance Travel Payment and Reimbursement – FD Robacker
 - **Presented to:** *Central Pierce Fire & Rescue*

11. CONSIDERATIONS & REQUESTS

12. STAFF, LOCAL, FIREFIGHTER'S ASSOCIATION and FIRE CHIEF REPORTS

- A. **Pg. 179:** Finance Directorate – Director Robacker
- B. **Pg. 223:** Business Services Directorate – DC Mason
- C. **Pg. 224:** Executive Services Directorate – Director Roberts



JOINT BOARD MEETING AGENDA

CENTRAL PIERCE FIRE & RESCUE
ORTING VALLEY FIRE & RESCUE
GRAHAM FIRE & RESCUE

- D. **Pg. 226:** Fire Chief's Report – Chief Morrow
- E. Local 726 Report
- 13. **CORRESPONDENCE**
 - A. **Pg. 227:** Donation/Thank you Letter
- 14. **COMMISSIONER COMMENTS**
- 15. **ADJOURNMENT**

**REGULAR JOINT MEETING MINUTES
CPFR, OVFR, AND GFR JOINT BOARD MEETING
October 14, 2024**

Chair Homan called the Regular Meeting of the Board of Commissioners to order at the Fire District Administrative & Operations Center – 1015 39th Ave SE Suite #120 Puyallup, WA 98374 at 6:00 p.m. Present were: Chair Holm, Vice Chair Stringfellow, Commissioners, Willis, and Mitchell, Ex Officio Door, Chair Homan, Vice Chair Barstow, Commissioners McAfee, Estes, and Samuelson, Chair Bellerive, Vice Chair Palombi, Commissioners Gorder, Dannat, and Buttz, Chief Morrow, Director Robacker, SS McInnis and EA Paramapoonya, Recorder.

- 1. ROLL CALL – DISTRICT SECRETARY**
 - A. Excused Absences: Rich Coleman

- 2. PLEDGE OF ALLEGIANCE**

Chair Holm led the Pledge of Allegiance.

- 3. APPROVAL OF AGENDA**

Chair Homan moved and Commissioner Mitchell seconded to approve the agenda.
MOTION CARRIED.

- 4. PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)**

No Public Comment

- 5. CONSENT AGENDA: Central Pierce Fire & Rescue (Single Motion)**
 - A. Minutes: Joint Board Meeting of September 23, 2024
 - B. Approval of:

Accounts Payable Warrants Numbered 61176 to 61267 totaling:	\$	8,994,312.76
Net Payroll Warrants Numbered 107865 to 107870	\$	9,824.97
GRAND TOTAL	\$	9,004,137.73

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

- 6. CONSENT AGENDA: Orting Valley Fire & Rescue (Single Motion)**
 - A. Minutes: Regular Board Meeting of September 23, 2024
 - B. Approval of:

Accounts Payable Warrants Numbered 13541 to 13453 totaling:	\$	2,840.01
GRAND TOTAL	\$	2,840.01

Commissioner Dannat moved and Commissioner Gorder seconded to approve the Consent Agenda. **MOTION CARRIED.**

C. Expense to Payroll Transfer Request

7. CONSENT AGENDA: Graham Fire & Rescue (Single Motion)

A. Minutes: Regular Board Meeting of September 23, 2024

B. Approval of:

Payables:	Expense Approval Register 09/26/2024	\$120,152.94
Payables:	Expense Approval Register 10/02/2024	\$10,017.50
Payroll:	Transaction #100279 to #100421	\$1,230,917.98
	TOTAL:	<u>\$1,361,088.42</u>

Commissioner McAfee moved and Vice Chair Barstow seconded to approve the Consent Agenda. **MOTION CARRIED.**

8. STANDING COMMITTEES

A. Legislative Committee: Commissioner Samuelsen requested two representatives from each District to create a combined Legislative Committee. The Committee will consist of Commissioner Mitchell, Chair Holm, Commissioner Gorder, Chair Homan, Commissioner Buttz, and Chief Espinosa. Further details and planning will be discussed.

9. UNFINISHED BUSINESS

A. Interlocal Agreement for Fire & Emergency Services

- **Presented to:** *Central Pierce Fire & Rescue*

Chief Morrow reviewed the Interlocal Agreement for Fire & Emergency Services. Commissioner Mitchell moved and Commissioner Willis seconded to approve the Interlocal Agreement for Fire and Emergency Services between Central Pierce Fire & Rescue and Graham Fire & Rescue as presented.” **MOTION CARRIED.**

10. NEW BUSINESS

A. BOD 3.03 BOC Meetings, Policies, and Procedures

- **Presented to:** *Central Pierce Fire & Rescue, Orting Valley Fire & Rescue, Graham Fire & Rescue*

Chief Morrow reviewed BOD 3.03 BOC Meetings, Policies, and Procedures. All feedback from the Board over the next two weeks will be included in revisions.

11. CONSIDERATIONS & REQUESTS

A. Firehouse Subs Public Safety Foundation Grant

- **Presented to:** *Central Pierce Fire & Rescue*

Director Robacker reviewed the Firehouse Subs Public Safety Foundation Grant. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the acceptance of the Firehouse Subs Public Safety Foundation Grant in the amount of \$25,115.68. **MOTION CARRIED.**

B. GFR Finance Presentation – Director Robacker

- **Presented to:** *Central Pierce Fire & Rescue, Orting Valley Fire & Rescue, Graham Fire & Rescue*

Director Robacker presented the Standard Reporting Checkbook Format, in relation to the Graham Fire & Rescue finances. Commissioner McAfee and Commissioner Samuelsen requested that the board packets be finalized earlier to allow additional time to review content.

12. STAFF, LOCAL, FIREFIGHTER’S ASSOCIATION and FIRE CHIEF REPORTS

A. Emergency Services Directorate/Chief Morrow: Chief Morrow reviewed the Emergency Services Directorate Report. Commissioner McAfee requested a presentation on the radios mentioned, for additional understanding.

B. Professional Services Directorate/Chief Morrow: Chief Morrow reviewed the Professional Services Directorate Report.

C. Human Resources Directorate/Director Washo:

D. Fire Chief’s Report/Chief Morrow: Chief Morrow reviewed the Fire Chief’s Report.

E. Local 726 Report: The Holiday Party will be on November 16th at the Fair.

13. CORRESPONDENCE

A. Employee Recognition: Chair Holm appreciated the correspondence from Staff.

14. EXECUTIVE SESSION

At 5:08 p.m., Chair Homan moved and Commissioner Samuelsen seconded to move into Executive Session for 15 minutes under RCW 42.30.110(1)(i) - Matters of potential agency action and potential litigation and RCW 42.30.110(1)(k) – A Complaint against public officials.

At 7:23 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:33 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:43 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:53 p.m., Chair Homan extended the meeting for 5 minutes.

At 7:58 p.m., Chair Homan moved and Commissioner Samuelsen seconded to return to regular session. **MOTION CARRIED.**

Chair Homan moved and Commissioner Samuelsen seconded to waive attorney/client privileges regarding the investigation related to the formal complaint against the GFR Board Members. **MOTION CARRIED.**

Roll Call Vote: Chair Homan, Commissioners Barstow and Samuelsen: Yea, Commissioner McAfee: Nay, Commissioner Estes recused himself due to conflict of interest.

15. COMMISSIONER COMMENTS

Commissioner Buttz – Commissioner Buttz expressed that she is continuously impressed at how well all Board members are working together.

Commissioner Gorder – Commissioner Gorder discussed a recent complaint in Orting, regarding personnel visiting local coffee shops and the potential for a negative perception from the public.

Commissioner Dannat – Commissioner Dannat commented on the Orting complaint and expressed that it is great for the crews to visit local coffee shops. The complaint may indicate that the District should provide further information on this topic to the public.

Vice Chair Palombi – Vice Chair Palombi commented on the discussion of public perception and confirmed to be in favor of personnel visiting local coffee shops as well. He explained that it is a good way for District employees to interact with the public.

Chair Bellerive – Chair Bellerive appreciated all the information provided in the Finance presentation.

Commissioner Samuelsen – Commissioner Samuelsen thanked Tanya for the Finance presentation and inquired about the status of the crews who were deployed to Florida.

Commissioner Estes – Commissioner Estes commented on the Orting complaint and voiced his support for the crews visiting local coffee shops. He explained that it can be an opportunity for productive conversations to take place with community members.

Commissioner McAfee – Commissioner McAfee commented that it is a good thing for crews to visit local coffee shops, but stressed the importance of being mindful of public

perception, especially if large groups are congregating. Commissioner McAfee also requested that parking in the alley at Station 95 be addressed.

Vice Chair Barstow – Vice Chair Barstow also commented on the Orting complaint and explained that it is a matter of public education.

Chair Homan – Chair Homan thanked all Board members and Staff for the positive energy and conversations that are occurring. Great job to Chair Holm for running the meeting tonight.

Commissioner Mitchell – Commissioner Mitchell commended everyone and acknowledged that the time for growth is here. Great job to all.

Commissioner Willis – Commissioner Willis thanked Assistant Chief Bouchard for all the hard work to make EMS care better. Commissioner Willis also thanked Tanya for handling the financials.

Vice Chair Stringfellow - Nothing to add.

Chair Holm – Happy 89th birthday to Commissioner Mitchell, tomorrow. Chair Holm thanked all Staff who continue to put in the hard work every day.

16. ADJOURNMENT

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

The meeting adjourned at 8:32 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD, CPFR

TANYA ROBACKER
DISTRICT SECRETARY, CPFR

ROBERT L. HOMAN
CHAIR OF THE BOARD, GFR

SANDI ROBERTS
DISTRICT SECRETARY, GFR

JASON BELLERIVE
CHAIR OF THE BOARD, OVFR

KIM KEMP
DISTRICT SECRETARY, OVFR

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>
10/10/2024 - 10/17/2024	AP00061268 -AP00061324	\$2,123,003.67
	Total	\$2,123,003.67

Dustin Morrow
Fire Chief

Matt Holm
Chair

Steve Stringfellow
Commissioner

Rich Coleman
Commissioner

Bob Willis
Commissioner

Dale Mitchell
Commissioner

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK	00061268	CPFR	Central Pierce Fire & Rescu	10/10/24	875.00	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	875.00	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 875.00

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	101024B	10/10/2024	875.00		10/10/2024 AP EFTS
	TOTAL FOR CHECK AP 00061268:		875.00		
	REPORT TOTAL:		875.00		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00061269	ACURSYST	ACURA SYSTEMS INTERNATIONAL	10/10/24	45,052.92	MW	IS	
AP CHK 00061270	ALLALEAD	ALL-AMERICAN LEADERSHIP LLC	10/10/24	10,000.00	MW	IS	
AP CHK 00061271	INTETELE	ALLSTREAM BUSINESS US INC	10/10/24	1,337.55	MW	IS	
AP CHK 00061272	ATTMOBI	AT&T MOBILITY II LLC	10/10/24	639.48	MW	IS	
AP CHK 00061273	BROOLUMB	Brookdale Lumber Inc	10/10/24	34.64	MW	IS	
AP CHK 00061274	CPFR	Central Pierce Fire & Rescu	10/10/24	1,330,160.50	MW	IS	
AP CHK 00061275	CITYORTI	City of Orting	10/10/24	674.09	MW	IS	
AP CHK 00061276	COMCAST	COMCAST	10/10/24	628.54	MW	IS	
AP CHK 00061277	GALLS	Galls Incorporated	10/10/24	750.43	MW	IS	
AP CHK 00061278	GORDAYLW	GORDON, AYLWORTH & TAMI	10/10/24	1,048.97	MW	IS	
AP CHK 00061279	ABSH01160	KATIE ABSHER	10/10/24	10.18	MW	IS	
AP CHK 00061280	ELLEMILL	LEILA MILLER	10/10/24	4,200.00	MW	IS	
AP CHK 00061281	LEVEL3FIN	LEVEL 3 FINANCING INC	10/10/24	1,026.06	MW	IS	
AP CHK 00061282	MCLEHARD	McLendon Hardware	10/10/24	10.00	MW	IS	
AP CHK 00061283	MUNICORP	MUNICO CORP	10/10/24	423.19	MW	IS	
AP CHK 00061284	MURRDISP	MURREY'S DISPOSAL CO INC	10/10/24	253.84	MW	IS	
AP CHK 00061285	NBSGOVER	NBS GOVERNMENT FINANCE GROU	10/10/24	95.00	MW	IS	
AP CHK 00061286	LANDRECO	PIERCE CO RECYCLNG COMPOST	10/10/24	233.67	MW	IS	
AP CHK 00061287	PRINSOLU	PRINT SOLUTIONS INC	10/10/24	802.63	MW	IS	
AP CHK 00061288	PUYFIREX	PUYALLUP FIRE EXTRICATION T	10/10/24	23,000.00	MW	IS	
AP CHK 00061289	SNURSEMI	SNURE LAW OFFICE PSC	10/10/24	100.00	MW	IS	
AP CHK 00061290	ROWHEAL	STEPHENIE TORNBORG	10/10/24	750.00	MW	IS	
AP CHK 00061291	UNITPARC	United Parcel Service	10/10/24	13.03	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		1,421,244.72		Number of Checks Processed:		23
		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		1,421,244.72				

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
ACURA SYSTEMS INTERNATIONAL (ACURYSYST)					
	001739	10/06/2024	45,052.92		CP-GEN 7 F110 GETAC-BARCODE RE
	TOTAL FOR CHECK AP 00061269:		45,052.92		
ALL-AMERICAN LEADERSHIP LLC (ALLALEAD)					
	20503	09/30/2024	10,000.00	0001	SETUP FEE - LEADERSHIP ACADEMY
	TOTAL FOR CHECK AP 00061270:		10,000.00		
AT&T MOBILITY (ATTMOBI)					
	X09132024	09/05/2024	639.48		#287297124815 OVFR JUL-AUG SVC
	TOTAL FOR CHECK AP 00061272:		639.48		
BROOKDALE LUMBER INC (BROOLUMB)					
	447689	10/04/2024	34.64	0001	40 Propane
	TOTAL FOR CHECK AP 00061273:		34.64		
CITY OF ORTING (CITYORTI)					
	40-241001	10/01/2024	620.82		#26650 ST40 SEP 24 SEWER/STORM
	40I-2401	10/01/2024	53.27		#2248 ST40 SEP 2024 IRRIGATION
	TOTAL FOR CHECK AP 00061275:		674.09		
COMCAST (COMCAST)					
	217366915	09/01/2024	403.32		#935479817 AUG & SEPT ST72 SVC
	FC-241003	10/03/2024	225.22		#8498350232190240 OCT SVC CHG
	TOTAL FOR CHECK AP 00061276:		628.54		
GALLS INCORPORATED (GALLS)					
	029166328	09/25/2024	155.90	0001	BLACK BASKET WEAVE BELT WITH N
	029209785	09/30/2024	145.33	0001	BLUE NOMEX PANTS A CUT
	029209841	09/30/2024	224.60	0003	PE SAVANNAH - 511 PERFORMANCE
	029209842	09/30/2024	224.60	0006	PE JODIE - 511 POLOS (RED)
	TOTAL FOR CHECK AP 00061277:		750.43		
GORDON, AYLWORTH & TAMI (GORDAYLW)					
	101024	10/10/2024	1,048.97		GARNISHMENT - CASE 718155
	TOTAL FOR CHECK AP 00061278:		1,048.97		
INTEGRA TELECOM (INTETELE)					
	20874622	09/08/2024	1,337.55		#637153 SEPT SVC CHG
	TOTAL FOR CHECK AP 00061271:		1,337.55		
KATIE ABSHER (ABSH01160)					
	10022024	10/02/2024	10.18		MILEAGE REIMBURSEMENT
	TOTAL FOR CHECK AP 00061279:		10.18		
LAND RECOVERY (LANDRECO)					
	41940B190H	09/30/2024	233.67	0003	DUMP FEES FOR LOGISTICS DIV
	TOTAL FOR CHECK AP 00061286:		233.67		
LEILA MILLER (ELLEMILL)					
	9	10/01/2024	4,200.00	0001	2024 MENTAL HEALTH SERVICES
	TOTAL FOR CHECK AP 00061280:		4,200.00		
LEVEL 3 FINANCING INC (LEVEL3FIN)					
	708185377	10/01/2024	1,026.06		#5VVXB6VHB AOC OCT COMMS
	TOTAL FOR CHECK AP 00061281:		1,026.06		
MCLENDON HARDWARE (MCLEHARD)					
	I858845FEE	09/25/2024	10.00		LATE FEE FOR INV I858845
	TOTAL FOR CHECK AP 00061282:		10.00		
MUNICO CORP (MUNICORP)					
	130758A	09/30/2024	423.19	0001	2EA. HS 553-5PK 28" Collapsib
	TOTAL FOR CHECK AP 00061283:		423.19		
MURREY'S DISPOSAL (MURRDISP)					
	12451623S111	10/01/2024	205.24	0001	SHARPS AND EXP MED DISPOSAL

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	12452992S111	10/01/2024	48.60		#2111321825520 ST43 SEPT GARB
	TOTAL FOR CHECK AP 00061284:		<u>253.84</u>		
NBS GOVERNMENT FINANCE GROUP (NBSGOVER)					
	2024093022	09/06/2024	95.00		GEMT AUDIT ASSISTANCE
	TOTAL FOR CHECK AP 00061285:		<u>95.00</u>		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	10032024	10/03/2024	60.11		SEPT 24 PAYTRACE SVC FEES
	101024	10/10/2024	13,152.27		SEPTEMBER 2024 NLEC
	101024A	10/10/2024	230,166.41		COVID NLEC 2/2020 THRU 5/2023
	101024B	10/10/2024	1,086,781.71		10/10/2024 AP EFTS
	TOTAL FOR CHECK AP 00061274:		<u>1,330,160.50</u>		
PRINT SOLUTIONS, INC (PRINSOLU)					
	125800	09/27/2024	33.03	0001	250 biz cards
	125972	10/03/2024	769.60	0001	PE- 4500 2ND GRADE CARBON MONO
	TOTAL FOR CHECK AP 00061287:		<u>802.63</u>		
PUYALLUP FIRE EXTRICATION TEAM (PUYFIREX)					
	2024007	10/07/2024	23,000.00	0001	2024 PXT 201 COURSES:
	TOTAL FOR CHECK AP 00061288:		<u>23,000.00</u>		
SNURE SEMINARS (SNURSEMI)					
	220	09/16/2024	100.00		2024 SNURE SEMINAR LAWS UPDATE
	TOTAL FOR CHECK AP 00061289:		<u>100.00</u>		
STEPHENIE TORNBERG (ROWHEAL)					
	100124	10/01/2024	750.00	0001	SEPT MEDICAL EVALUATIONS 2024.
	TOTAL FOR CHECK AP 00061290:		<u>750.00</u>		
UNITED PARCEL SERVICE (UNITPARC)					
	00005Y5731384	09/21/2024	13.03	0001	SENT HEADSET IN TO FIRECOM FOR
	TOTAL FOR CHECK AP 00061291:		<u>13.03</u>		
	REPORT TOTAL:		<u>1,421,244.72</u>		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00061292	CPFR	Central Pierce Fire & Rescu	10/17/24	66,579.75	MW	IS	
AP CHK 00061293	RAINIER	RAINIER WOODWORKING COMPANY	10/17/24	7,566.82	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	74,146.57	Number of Checks Processed:	2
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 74,146.57

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024
End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	101724	10/17/2024	66,579.75		10/17/24 AP EFTS
	TOTAL FOR CHECK AP 00061292:		66,579.75		
RAINIER WOODWORKING COMPANY (RAINIER)					
	1646	10/02/2024	7,566.82	0001	STATION 66 CABINETS FOR BATHRO
	TOTAL FOR CHECK AP 00061293:		7,566.82		
	REPORT TOTAL:		74,146.57		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00061294	COLE01210	ALEC COLEMAN	10/17/24	188.00	MW	IS	
AP CHK 00061295	ATTMOBI	AT&T MOBILITY II LLC	10/17/24	1,287.04	MW	IS	
AP CHK 00061296	AUSTHARD	Austin Hardware & Supply In	10/17/24	106.75	MW	IS	
AP CHK 00061297	BIGJOHNS	Big John's Trophies Inc	10/17/24	30.44	MW	IS	
AP CHK 00061298	BROOLUMB	Brookdale Lumber Inc	10/17/24	18.98	MW	IS	
AP CHK 00061299	CANOFINA	CANON FINANCIAL SERVICES IN	10/17/24	189.50	MW	IS	
AP CHK 00061300	CPFR	Central Pierce Fire & Rescu	10/17/24	496,250.66	MW	IS	
AP CHK 00061301	CPFR	Central Pierce Fire & Rescu	10/17/24	154.54	MW	IS	
AP CHK 00061302	BRUN10060	CHAD BRUNTON	10/17/24	165.00	MW	IS	
AP CHK 00061303	CENEHARV	CHS INC	10/17/24	1,037.73	MW	IS	
AP CHK 00061304	CITYTACO	City of Tacoma, City Treasu	10/17/24	38,985.00	MW	IS	
AP CHK 00061305	COMCAST	COMCAST	10/17/24	340.00	MW	IS	
AP CHK 00061306	ELMHMUTU	ELMHURST MUTUAL POWER & LIG	10/17/24	683.53	MW	IS	
AP CHK 00061307	GALLS	Galls Incorporated	10/17/24	145.33	MW	IS	
AP CHK 00061308	MERCSPOK	GEE AUTOMOTIVE LIBERTY LAKE	10/17/24	66,816.48	MW	IS	
AP CHK 00061309	HOMEPRO	HD SUPPLY	10/17/24	24.27	MW	IS	
AP CHK 00061310	JJAUTO	J & J AUTO REPAIR & TOWING	10/17/24	864.80	MW	IS	
AP CHK 00061311	PIER11180	JUSTIN PIERCE-POWELL	10/17/24	313.49	MW	IS	
AP CHK 00061312	KENTDBRU	Kent D Bruce Company LLC	10/17/24	2,037.81	MW	IS	
AP CHK 00061313	BERD04150	KEVIN BERDAN	10/17/24	188.00	MW	IS	
AP CHK 00061314	LEVEL3FIN	LEVEL 3 FINANCING INC	10/17/24	4,435.85	MW	IS	
AP CHK 00061315	FLOHAWKS	LIQUID ENVIRONMENTAL SOLUTI	10/17/24	6,719.17	MW	IS	
AP CHK 00061316	HOLM03120	Matthew Holm	10/17/24	582.79	MW	IS	
AP CHK 00061317	MCLEHARD	McLendon Hardware	10/17/24	291.13	MW	IS	
AP CHK 00061318	MOUSELEC	MOUSER ELECTRONIC	10/17/24	224.89	MW	IS	
AP CHK 00061319	PCBUDGET	PC Budget and Finance	10/17/24	250.00	MW	IS	
AP CHK 00061320	PHOEMULL	PHOEBE MULLIGAN, LICSW, PS	10/17/24	1,500.00	MW	IS	
AP CHK 00061321	PRINSOLU	PRINT SOLUTIONS INC	10/17/24	2,308.80	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To Note
AP CHK 00061322	PSENERGY	Puget Sound Energy	10/17/24	142.53	MW	IS		
AP CHK 00061323	SNURSEMI	SNURE LAW OFFICE PSC	10/17/24	224.00	MW	IS		
AP CHK 00061324	SUMMWATE	Summit Water Company	10/17/24	230.87	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	626,737.38	Number of Checks Processed:	31
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 626,737.38

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024
End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
ALEC COLEMAN (COLE01210)					
	2024-5550	10/15/2024	188.00		PER DIEM 2024 WFCA CONFERENCE
	TOTAL FOR CHECK AP 00061294:		188.00		
AT&T MOBILITY (ATTMOBI)					
	X08132024	08/05/2024	666.40		#287297124815 OVFR AUG SVC CHG
	X10132024	10/05/2024	620.64		#287297124815 OVFR SEPT SVC
	TOTAL FOR CHECK AP 00061295:		1,287.04		
AUSTIN HARDWARE & SUPPLY INC (AUSTHARD)					
	2267758	08/22/2024	106.75	0001	STRUTS PN GSS 1906UI (6) REPL
	TOTAL FOR CHECK AP 00061296:		106.75		
BIG JOHN'S TROPHIES INC (BIGJOHNS)					
	154037	10/10/2024	30.44	0001	TRAIN Each name plate is 2 lin
	TOTAL FOR CHECK AP 00061297:		30.44		
BROOKDALE LUMBER INC (BROOLUMB)					
	447646	10/02/2024	18.98	0001	61 PROPANE
	TOTAL FOR CHECK AP 00061298:		18.98		
CANON FINANCIAL SERVICES, INC. (CANOFINA)					
	35875311	10/12/2024	189.50	0001	OCT STN 40 COPIER MAINTENANCE
	TOTAL FOR CHECK AP 00061299:		189.50		
CENEX HARVEST STATES INC (CENEHARV)					
	456777	10/08/2024	1,037.73	0006	ST68 PROPANE GAS - BULK
	TOTAL FOR CHECK AP 00061303:		1,037.73		
CHAD BRUNTON (BRUN10060)					
	2024-5614	10/09/2024	165.00		PER DIEM 2024 FIRE PREVENTION
	TOTAL FOR CHECK AP 00061302:		165.00		
CITY OF TACOMA, CITY TREASURER (CITYTACO)					
	91223357	10/01/2024	38,985.00	0001	Q4 2024 NETWORK USER/RADIO F
	TOTAL FOR CHECK AP 00061304:		38,985.00		
COMCAST (COMCAST)					
	211826051	08/01/2024	340.00		#935479817 AUG ST72 SVC
	TOTAL FOR CHECK AP 00061305:		340.00		
ELMHURST MUTUAL POWER & LIGHT (ELMHMUTU)					
	68-241009	10/09/2024	683.53		#63497 ST68 SEPT ELECTRICITY
	TOTAL FOR CHECK AP 00061306:		683.53		
GALLS INCORPORATED (GALLS)					
	029101433	09/18/2024	145.33	0001	BLUE NOMEX PANTS B CUT
	TOTAL FOR CHECK AP 00061307:		145.33		
J & J AUTO REPAIR & TOWING (JJAUTO)					
	8411	10/01/2024	864.80		4 CARS TRAINING.
	TOTAL FOR CHECK AP 00061310:		864.80		
JUSTIN PIERCE-POWELL (PIER11180)					
	100324	10/03/2024	313.49		BOOTS REIMB.
	TOTAL FOR CHECK AP 00061311:		313.49		
KENT D BRUCE COMPANY LLC (KENTDBRU)					
	16765	10/10/2024	2,321.87	1170	WR23-1, WR23-2 LOCK BOXES
	284	09/27/2024	(284.06)	0006	SC23-2 LIGHT RETURN CREDIT
	TOTAL FOR CHECK AP 00061312:		2,037.81		
KEVIN BERDAN (BERD04150)					
	2024-5633	10/15/2024	188.00		PER DIEM PNW FIRE CONF
	TOTAL FOR CHECK AP 00061313:		188.00		
LEVEL 3 FINANCING INC (LEVEL3FIN)					
	708190392	10/01/2024	2,940.07		#5CZ7GFBGC AOC SEP COMMS

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024
End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	708211670	10/01/2024	1,495.78		#5RSCR4BYJ AOC SEPT COMMS
	TOTAL FOR CHECK AP 00061314:		4,435.85		
LIQUID ENVIRONMENTAL SOLUTIONS (FLOHAWKS)					
	66255952	07/02/2024	247.73	0001	STATION 61 COLLAPSED DRAIN LIN
	66256752	07/12/2024	6,471.44	0001	STATION 61 COLLAPSED DRAIN LIN
	TOTAL FOR CHECK AP 00061315:		6,719.17		
MATTHEW HOLM (HOLM03120)					
	2024-5470	10/15/2024	582.79		MILEAGE 2024 WFCA CONF
	TOTAL FOR CHECK AP 00061316:		582.79		
MCLENDON HARDWARE (MCLEHARD)					
	J347265	10/14/2024	291.13	0001	GAS KEY LOCK
	TOTAL FOR CHECK AP 00061317:		291.13		
MERCEDES BENZ OF SPOKANE (MERCSPOK)					
	52806	09/17/2024	66,816.48	0001	UV24-1 2024 MERCEDES CREW VAN
	TOTAL FOR CHECK AP 00061308:		66,816.48		
MOUSER ELECTRONIC (MOUSELEC)					
	81376188	10/15/2024	211.41	0005	076626V023 VED1A601 SWITCHES
	81420245	10/17/2024	13.48	0002	076626V028 691-VV19800 ROCKER
	TOTAL FOR CHECK AP 00061318:		224.89		
PC BUDGET AND FINANCE (PCBUDGET)					
	CI358511	10/08/2024	250.00	0002	INITIAL CERTIFICATION FEES FOR
	TOTAL FOR CHECK AP 00061319:		250.00		
PHOEBE MULLIGAN, LICSW, PS (PHOEMULL)					
	241009	10/09/2024	1,500.00	0001	SEPT 24 MENTAL HEALTH SERVICES
	TOTAL FOR CHECK AP 00061320:		1,500.00		
PIERCE COUNTY FIRE PROT DIST # (CPFR)					
	101724	10/17/2024	496,250.66		10/17/24 AP EFTS
	TOTAL FOR CHECK AP 00061300:		496,250.66		
	10092024	10/09/2024	154.54		UMPQUA MERCHANT SERVICE FEES
	TOTAL FOR CHECK AP 00061301:		154.54		
	TOTAL FOR PIERCE COUNTY FIRE PROT DIST #:		496,405.20		
PRINT SOLUTIONS, INC (PRINSOLU)					
	125624	09/19/2024	769.60	0001	PE- 4500 2ND GRADE CARBON MONO
	125625	09/19/2024	769.60	0002	PE- 4500 5TH GRADE SAFETY CHEC
	125626	09/19/2024	769.60	0001	PE- 4500 2ND GRADE CARBON MONO
	TOTAL FOR CHECK AP 00061321:		2,308.80		
PUGET SOUND ENERGY (PSENERGY)					
	LC-241011	10/02/2024	142.53		#200013100744 LC SEP NAT GAS
	TOTAL FOR CHECK AP 00061322:		142.53		
SNURE SEMINARS (SNURSEMI)					
	100124	10/01/2024	224.00	0001	2024 SNURE LEGAL
	TOTAL FOR CHECK AP 00061323:		224.00		
SUMMIT WATER COMPANY (SUMMWATE)					
	67-241011	10/10/2024	230.87		#1312200001 ST67 SEP WATER
	TOTAL FOR CHECK AP 00061324:		230.87		
THE HOME DEPOT PRO (HOMEPRO)					
	828113779	09/30/2024	(14.97)		CREDIT ITEM NOT REC'V'D
	830162954	10/10/2024	39.24		HANDLE, 60" THREADED WOOD
	TOTAL FOR CHECK AP 00061309:		24.27		
	REPORT TOTAL:		626,737.38		

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>
10/10/2024	<u>EP00018041 -EP00018041</u>	AP00061268	<u>\$875.00</u>
10/10/2024	<u>EP00018042 -EP00018095</u>	AP00061274	<u>\$1,086,781.71</u>
10/17/2024	<u>EP00018096 -EP00018098</u>	AP00061292	<u>\$66,579.75</u>
10/17/2024	<u>EF00018099 -EF00018157</u>	AP00061300	<u>\$496,250.66</u>
	Total		\$1,650,487.12

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	00018041	MARSDESI	MARSHALL DESIGN + MANAGEMEN	10/10/24	875.00	MW		CX

S U B T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	875.00	Number of EFTs Processed:	1
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	875.00		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
MARSHALL DESIGN + MANAGEMENT L (MARSDESI)					
	1396	10/01/2024	875.00		STATION 66 INTERIOR RENOVATION
	TOTAL FOR CHECK AP 00018041:		875.00		
	REPORT TOTAL:		875.00		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00018042	AIREXCHA	Air Exchange Inc.	10/10/24	3,657.31	MW	CX	
AP EFT 00018043	AIRGAS	Airgas Nor Pac Inc	10/10/24	98.19	MW	CX	
AP EFT 00018044	AMAZON	AMAZON CAPITAL SERVICES	10/10/24	127.21	MW	CX	
AP EFT 00018045	BLUEGIS	Blue Ridge GIS Consulting L	10/10/24	4,950.00	MW	CX	
AP EFT 00018046	CASCAUTO	CASCADE AUTO GLASS INC	10/10/24	2,246.05	MW	CX	
AP EFT 00018047	CASCAFIRE	CASCADE FIRE & SAFETY	10/10/24	21,060.90	MW	CX	
AP EFT 00018048	CATCENVI	CATCHALL ENVIRONMENTAL	10/10/24	482.90	MW	CX	
AP EFT 00018049	CPFREFT	Central Pierce Fire & Rescu	10/10/24	2,607.33	MW	CX	
AP EFT 00018050	QWEST	Century Link	10/10/24	306.60	MW	CX	
AP EFT 00018051	CHRIINC	CHRISTENSEN INC	10/10/24	2,216.07	MW	CX	
AP EFT 00018052	CHUCKALS	Chuckals Inc	10/10/24	1,723.68	MW	CX	
AP EFT 00018053	CITYTREA	CITY OF TACOMA	10/10/24	1,798.40	MW	CX	
AP EFT 00018054	COPINORT	COPIERS NORTHWEST INC	10/10/24	20.42	MW	CX	
AP EFT 00018055	DELLMARK	Dell Marketing	10/10/24	241.53	MW	CX	
AP EFT 00018056	DELULLC	DELUX LLC	10/10/24	2,202.00	MW	CX	
AP EFT 00018057	EMSCONNE	EMSCONNECT LLC	10/10/24	2,335.50	MW	CX	
AP EFT 00018058	FARENVI	FARRWEST ENVIRONMENTAL SUPP	10/10/24	23,231.98	MW	CX	
AP EFT 00018059	FASTINDU	Fastenal Industrial & Const	10/10/24	1,268.35	MW	CX	
AP EFT 00018060	VALLFREI	FREIGHTLINER NORTHWEST	10/10/24	1,136.12	MW	CX	
AP EFT 00018061	INSIPUBL	INSIGHT PUBLIC SECTOR, INC	10/10/24	170.21	MW	CX	
AP EFT 00018062	IMSALLI	JUSTICE FAMILY ENTERPRISES	10/10/24	17.45	MW	CX	
AP EFT 00018063	LNCURTIS	L.N. Curtis and Sons	10/10/24	1,558.95	MW	CX	
AP EFT 00018064	NWSAFECL	LAKEYLAND INC	10/10/24	6,999.77	MW	CX	
AP EFT 00018065	LIFEASSI	Life-Assist Inc	10/10/24	12,156.89	MW	CX	
AP EFT 00018066	LOWECOMP	Lowe's Companies	10/10/24	312.79	MW	CX	
AP EFT 00018067	MALLCOMP	Mallory Safety and Supply L	10/10/24	425.00	MW	CX	
AP EFT 00018068	MCLOEARD	McLoughlin & Eardley Co	10/10/24	4,463.83	MW	CX	
AP EFT 00018069	MINESAFE	MINE SAFETY APPLIANCES SAFE	10/10/24	1,400.00	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00018070	NEXTSTEP	NEXT STEP APPAREL	10/10/24	521.87	MW	CX	
AP EFT 00018071	NWCASCAD	NW CASCADE, INC.	10/10/24	580.00	MW	CX	
AP EFT 00018072	OREIAUTO	O'REILLY AUTO PARTS	10/10/24	93.29	MW	CX	
AP EFT 00018073	PLATELEC	Platt Electric Supply	10/10/24	17.51	MW	CX	
AP EFT 00018074	PRESIDIO	PRESIDIO HOLDINGS INC	10/10/24	908.44	MW	CX	
AP EFT 00018075	READREBO	READY REBOUND INC	10/10/24	4,061.25	MW	CX	
AP EFT 00018076	SECOFENC	SECOMA FENCE INC	10/10/24	66,943.83	MW	CX	
AP EFT 00018077	SECUPACI	SECURE PACIFIC CORPORATION	10/10/24	85.10	MW	CX	
AP EFT 00018078	SITECRAFT	SITECRAFTING INC	10/10/24	348.00	MW	CX	
AP EFT 00018079	SMARSH	SMARSH INC	10/10/24	694.58	MW	CX	
AP EFT 00018080	SOUTSOUN	SOUTH SOUND 911	10/10/24	346,657.50	MW	CX	
AP EFT 00018081	STANPART	Standard Parts Corp	10/10/24	302.70	MW	CX	
AP EFT 00018082	STAPINC	STAPLES INC.	10/10/24	178.33	MW	CX	
AP EFT 00018083	STEVHINT	STEVEN HINTZKE	10/10/24	1,303.69	MW	CX	
AP EFT 00018084	SUMMLAW	SUMMIT LAW GROUP	10/10/24	4,938.00	MW	CX	
AP EFT 00018085	TACOCOMM	Tacoma Community College	10/10/24	3,351.68	MW	CX	
AP EFT 00018086	TACOSCRE	Tacoma Screw Products Inc	10/10/24	84.31	MW	CX	
AP EFT 00018087	TRSMECHA	TRS Mechanical Inc	10/10/24	1,467.54	MW	CX	
AP EFT 00018088	UNIFIRST	UNIFIRST CORPORATION	10/10/24	198.62	MW	CX	
AP EFT 00018089	USBANKBU	US Bank Business Card	10/10/24	14,288.67	MW	CX	
AP EFT 00018090	VERATHON	VERATHON INC	10/10/24	3,309.71	MW	CX	
AP EFT 00018091	VERIWIRE	VERIZON WIRELESS SERVICES L	10/10/24	2,795.39	MW	CX	
AP EFT 00018092	RESE12020	BRENDON RESECK	10/10/24	487.80	MW	CX	
AP EFT 00018093	GROU5LLC	DARCY DEFREES	10/10/24	10,320.00	MW	CX	
AP EFT 00018094	STUE06060	Eric Stueve	10/10/24	26.47	MW	CX	
AP EFT 00018095	FOURINSU	FOURNIER INSURANCE SOLUTION	10/10/24	523,602.00	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		1,086,781.71		Number of EFTs Processed:		54
		Total EPAYs		0.00		Number of EPAYs Processed:		0
		S U B T O T A L		1,086,781.71				

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
AIR EXCHANGE (AIREXCHA)					
	91613025	09/20/2024	3,657.31	0001	PLYMOVENT ADAPTERS (3) SHOP
	TOTAL FOR CHECK AP 00018042:		3,657.31		
AIRGAS NOR PAC INC (AIRGAS)					
	9153421182	10/01/2024	98.19	0001	OX 200X W24 OXYGEN INDUSTRIA
	TOTAL FOR CHECK AP 00018043:		98.19		
AMAZON CAPITAL SERVICES (AMAZON)					
	1141XM6K1JXD	09/26/2024	222.67	0002	40 Full Motion TV Monitor Wall
	1JP19LT7RD7C	10/03/2024	176.88	0001	EXH SYSTEM RUBBER SHEETS (12)
	1M7M1T43LKD	09/28/2024	(247.22)		CRED INV 19X633XD6Y7Y P015442.
	1V7PJH1YR1DR	10/07/2024	60.33	0001	TRAIN Ergonomic Wireless Keybo
	1VRT4479LXTG	09/28/2024	(85.45)		RETURN ON INV 19X633XD6Y7Y
	TOTAL FOR CHECK AP 00018044:		127.21		
BLUE RIDGE GIS CONSULTING LLC (BLUEGIS)					
	0018	09/30/2024	4,950.00	0001	2024 GIS CONSULTANT SVCS
	TOTAL FOR CHECK AP 00018045:		4,950.00		
BRENDON RESECK (RESE12020)					
	2024-5435R	09/20/2024	487.80		LODGING REIM 24 FIRE MECHANICS
	TOTAL FOR CHECK AP 00018092:		487.80		
CASCADE AUTO GLASS INC (CASCAUTO)					
	3589750	10/05/2024	2,196.50	0001	E22-1 NEW WINDSHIELD AND INSTA
	3591569	10/05/2024	49.55	0001	3 SMALL ROCK CHIPS AS MARKED
	TOTAL FOR CHECK AP 00018046:		2,246.05		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	INVEV10253	08/30/2024	19,938.22	0001	L21-1 EGRESS FLY LADDER SS 109
	INVEV10398	10/07/2024	1,122.68	0001	PN 251216 LATCH HYD HOOD LIFT
	TOTAL FOR CHECK AP 00018047:		21,060.90		
CATCHALL ENVIRONMENTAL (CATCENVI)					
	191808	10/01/2024	482.90	0003	STN68 JAN STORMWATER MAINT
	TOTAL FOR CHECK AP 00018048:		482.90		
CHRISTENSEN INC (CHRIINC)					
	0623364IN	10/01/2024	2,216.07		#1003291 ST69 FUEL
	TOTAL FOR CHECK AP 00018051:		2,216.07		
CHUCKALS INC (CHUCKALS)					
	11289090	10/07/2024	1,723.68	0001	WATER, FLAT CAPS (CASE/24)
	TOTAL FOR CHECK AP 00018052:		1,723.68		
CITY TREASURER (CITYTREA)					
	60PC-240725-1	07/25/2024	(1,988.81)		#101016331 60 JULY ELEC CREDIT
	60PC-240823	08/23/2024	1,886.64		#101016331 60 ELECTRICITY
	60PC-240920	09/20/2024	1,900.57		#101016331 PC SEPT ELECTRIC
	TOTAL FOR CHECK AP 00018053:		1,798.40		
COMFORT DAVIS & BLANGY INC (FOURINSU)					
	6249	10/06/2024	523,602.00		2024-2025 INSURANCE PREMIUMS
	TOTAL FOR CHECK AP 00018095:		523,602.00		
COPIERS NORTHWEST INC (COPINORT)					
	INV2893986	09/30/2024	20.42	0001	2024 ST43 COPIER CHARGES:
	TOTAL FOR CHECK AP 00018054:		20.42		
DARCY DEFREES (GROU5LLC)					
	09302024	09/30/2024	10,320.00	0001	2024 TRAINER/NUTRITIONIST:
	TOTAL FOR CHECK AP 00018093:		10,320.00		
DELL MARKETING (DELLMARK)					
	10751205142	05/28/2024	241.53	0001	CP-DELL DOCK- EOL REPLACEMENT
	TOTAL FOR CHECK AP 00018055:		241.53		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
DELUX LLC (DELULLC)					
	1407	09/17/2024	2,202.00	0001	EASY ASSIST STRAP (EACH)
	TOTAL FOR CHECK AP 00018056:		2,202.00		
EMSCONNECT LLC (EMSCONNE)					
	11595	10/01/2024	2,335.50	0001	2024 EMS CONNECT
	TOTAL FOR CHECK AP 00018057:		2,335.50		
ERIC STUEVE (STUE06060)					
	10072024	10/07/2024	26.47		FUEL REIMBURSEMENT
	TOTAL FOR CHECK AP 00018094:		26.47		
FARRWEST ENVIRONMENTAL SUPPLY (FARRENV)					
	48605	10/03/2024	23,231.98	0001	IDENTIFINDER R225-GN SPECTROSC
	TOTAL FOR CHECK AP 00018058:		23,231.98		
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WASUM97388	10/04/2024	1,268.35	0004	HS F5 Clr HC Sfty Glss
	TOTAL FOR CHECK AP 00018059:		1,268.35		
IMS ALLIANCE (IMSALL)					
	242614	10/04/2024	17.45	0001	6-WHITE TAGS
	TOTAL FOR CHECK AP 00018062:		17.45		
INSIGHT PUBLIC SECTOR, INC (INSIPUBL)					
	1101209192	09/27/2024	170.21	0001	CP-E5 MICROSOFT SUBSCRIPTION-N
	TOTAL FOR CHECK AP 00018061:		170.21		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV871371	09/30/2024	1,558.95	0001	TR item: 0103-02-003E
	TOTAL FOR CHECK AP 00018063:		1,558.95		
LIFE-ASSIST INC (LIFEASSI)					
	1512753	09/23/2024	160.80		ITEM NOT RECVD CREDIT 1514703
	1514703	09/30/2024	(160.80)		CREDIT INV 1512753
	1515819	10/02/2024	113.76	0001	DEXTROSE 25% 10ML SYRINGE.
	1515853	10/02/2024	7,363.88	0014	SPO2 ADHESIVE SENSOR, NEO/ADLT
	1516116	10/03/2024	4,679.25	0018	SMART CAPNOLINE, ADULT/INTERME
	TOTAL FOR CHECK AP 00018065:		12,156.89		
LOWE'S COMPANIES (LOWECOMP)					
	77713	10/07/2024	22.99	0001	66 PROPANE TANK
	96511	10/03/2024	262.47	0001	UTILITY SINK
	96542	10/03/2024	27.33	0002	ADAPTERS AND PARTS FOR UTILITY
	TOTAL FOR CHECK AP 00018066:		312.79		
MALLORY COMPANY (MALLCOMP)					
	6006637	10/03/2024	425.00	0005	HM O-RING-GRS-5 Bayonet
	TOTAL FOR CHECK AP 00018067:		425.00		
MCLOUGHLIN & EARDLEY CO (MCLOEARD)					
	0278801	10/03/2024	3,999.72	0002	INV 0278801 10-03.
	0278888	10/08/2024	464.11	0003	FM24-1 INV0278888
	TOTAL FOR CHECK AP 00018068:		4,463.83		
MINE SAFETY APPLIANCES CO (MINESAFE)					
	964216286	08/29/2024	1,400.00	0001	CHIVINGTON REGISTRATION 08/27
	TOTAL FOR CHECK AP 00018069:		1,400.00		
NEXT STEP APPAREL (NEXTSTEP)					
	240676	09/27/2024	396.36	0001	SCREENING STANDARD W/R TEE
	240679	09/20/2024	59.45	0001	3EA. BLUE/WHITE SEW ON TAGS
	240702	10/04/2024	66.06	0001	EMBROIDERY.
	TOTAL FOR CHECK AP 00018070:		521.87		
NW CASCADE INC (NWCASCAD)					
	0554449984	09/30/2024	348.00		OCT 2024 TC SANICAN RENTAL

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	0554449985	09/30/2024	232.000001		OCT 2024 TC SANICAN RENTAL
	TOTAL FOR CHECK AP 00018071:		580.00		
NW SAFETY CLEAN (NWSAFECL)					
	2446782	10/07/2024	3,411.500001		CR PPE CS 46384
	2446783	10/07/2024	228.840002		CR PPE CS 46458
	2446784	10/07/2024	3,359.430003		CR PPE CR 46502
	TOTAL FOR CHECK AP 00018064:		6,999.77		
O'REILLY AUTO PARTS (OREIAUTO)					
	3702289892	10/03/2024	72.830001		UT04-1 TRLR LIGHTING, BULBS
	3702289894	10/03/2024	12.160002		UT04-1 CONNECTOR, LIGHTS
	3702290664	10/07/2024	8.300001		646, BLINK BULBS
	TOTAL FOR CHECK AP 00018072:		93.29		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	11595	10/01/2024	235.89		2024 EMS CONNECT
	2024007	10/07/2024	2,323.00		2024 PXT 201 COURSES:
	PC.000.240925.A	10/07/2024	10.10		MONTHLY ICLLOUD - DMO
	PC.210.241025.1	10/05/2024	20.00		Documentation App Licensing
	PC.650.240925.4	10/05/2024	4.25		SO16-1/2 TRANS SHIFT SPRINGS
	PC.650.241025.1	10/05/2024	14.09		E21-1 STRAINER SCREEN
	TOTAL FOR CHECK AP 00018049:		2,607.33		
PLATT ELECTRIC (PLATELEC)					
	7Z43489	09/25/2024	17.510003		PN BR20I 15 AMP 125 VOL (3)
	TOTAL FOR CHECK AP 00018073:		17.51		
PRESIDIO HOLDINGS INC (PRESIDIO)					
	6013224009340	10/02/2024	908.440001		CP-ZOOM CONFERENCE ROOM SUB- G
	TOTAL FOR CHECK AP 00018074:		908.44		
QWEST COMMUNICIONS COMPANY LL (QWEST)					
	ARM-240826	08/26/2024	155.26		#334177461 ARMORY AUG SVC
	ARM-240926	09/26/2024	151.34		#334177461 ARMORY SEPT SVC
	TOTAL FOR CHECK AP 00018050:		306.60		
READY REBOUND INC (READREBO)					
	3328	10/01/2024	4,061.250001		2024 TACTICAL ATHLETE CONTRACT
	TOTAL FOR CHECK AP 00018075:		4,061.25		
SECOMA FENCE (SECOFENC)					
	29854	09/23/2024	66,943.830001		INSTALL FENCE AT STATION 60 TR
	TOTAL FOR CHECK AP 00018076:		66,943.83		
SECURE PACIFIC CORP (SECUPACI)					
	421471	10/01/2024	85.10		STN60 2024 ALARM MONIT OCT
	TOTAL FOR CHECK AP 00018077:		85.10		
SITECRAFTING INC (SITECRAFT)					
	44698	10/01/2024	348.000001		1 YEAR
	TOTAL FOR CHECK AP 00018078:		348.00		
SMARCH INC (SMARSH)					
	INV216957	09/30/2024	694.580001		CP-2024 MONTHLY CLOUD SUPPORT
	TOTAL FOR CHECK AP 00018079:		694.58		
SOUTH SOUND 911 (SOUTSOUN)					
	904	10/01/2024	346,657.50		Q4-24 OVFR FIRE COMMS
	TOTAL FOR CHECK AP 00018080:		346,657.50		
STANDARD PARTS CORP (STANPART)					
	242422	09/18/2024	240.680001		STATION 43, DEF STOCK ORDER
	253422	10/03/2024	19.580001		M22-1 PN 4579 FILTER, AIR CABI
	253575	10/04/2024	35.110001		4579 CABIN AIR FILTER (3)
	253796	10/07/2024	7.330002		LED MARKER LIGHT (1)

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024

End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
TOTAL FOR CHECK AP 00018081:			302.70		
STAPLES, INC. (STAPINC)					
	6007099944	07/20/2024	(363.13)	0006	HAIR & BODY SHAMPOO, 1000ML (E
	6007099946	07/20/2024	(363.13)	0001	HAIR & BODY SHAMPOO, 1000ML (E
	6008926460	08/09/2024	263.03	0004	PENS, PATIENT, BOX/12 (EACH)
	6009737651	08/22/2024	27.05	0001	AOC Staples File Jacket, 1" Ex
	6009737652	08/22/2024	27.83	0002	AOC
	6011288146	09/05/2024	393.78	0003	LAMINATING POUCHES, LETTER (PK
	6012968199	09/28/2024	172.25	0003	RUBBER BANDS, SIZE 16, 1/4 LB
	6013683317	10/03/2024	192.90	0002	2025 AT-A-GLANCE 24" x 36" Yea
	6013818527	10/05/2024	(95.39)		CLEANSER, CREAM (EA) P015668.
	6013818529	10/05/2024	(44.93)		OVEN CLEANER (EACH).
	6013818530	10/05/2024	(31.93)		RUBBER BANDS, SIZE 16, 1/4 LB.
TOTAL FOR CHECK AP 00018082:			178.33		
STEVEN HINTZKE (STEVHINT)					
	12645	09/26/2024	1,303.69	0002	11" x 3" Magnetic Name Panels
TOTAL FOR CHECK AP 00018083:			1,303.69		
SUMMIT LAW GROUP (SUMMLAW)					
	157071	09/19/2024	4,719.00	0001	SUMMITLAW - LEGAL SERVICES
	157520	10/04/2024	219.00	0001	SUMMITLAW - NEWSLETTER.
TOTAL FOR CHECK AP 00018084:			4,938.00		
TACOMA COMMUNITY COLLEGE (TACOCOMM)					
	WA220TPC0000	08/01/2024	1,675.84		SUMMER2024 PM SCHOOL/NORTON.
	WA220TPC0000	08/01/2024	1,675.84		SUMMER 2024 PM SCHOOL/VIASENKO
TOTAL FOR CHECK AP 00018085:			3,351.68		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10032974401	10/07/2024	54.89	0001	RADIAL DISCS, BRASS FITTINGS,.
	10033005800	10/02/2024	29.42	0001	NYLON INSERT LOCK NUTS
TOTAL FOR CHECK AP 00018086:			84.31		
TRS MECHANICAL INC (TRSMECHA)					
	1016332	09/12/2024	1,253.23	0001	STATION 64 SCHEDULED MINI
	1016505	10/03/2024	214.31		Operating Supplies
TOTAL FOR CHECK AP 00018087:			1,467.54		
UNIFIRST CORPORATION (UNIFIRST)					
	2220143043	10/02/2024	198.62	0001	OCT02 SHOP UNIFORMS/RUGS
TOTAL FOR CHECK AP 00018088:			198.62		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.240725.A	10/09/2024	476.73		CHAPLAIN COINS
	PC.000.240925.9	10/05/2024	4,135.82		RAHALY EVT CERTS
	PC.000.240925.A	10/07/2024	196.87		WATER RESCUE FUEL
	PC.000.240925.B	10/09/2024	1,614.37		CHAPLAIN COINS
	PC.000.241025.2	10/05/2024	1,547.83		Refund Centerpiece Supplies
	PC.000.241025.3	10/07/2024	1,836.52		WATER RESCUE FUEL
	PC.000.241025.4	10/09/2024	1,823.56		Halloween Stickers
	PC.203.241025.1	10/07/2024	706.55		Washo SHRM Membership
	PC.210.241025.1	10/05/2024	855.20		Network lab software licensing
	PC.340.240925.1	10/09/2024	148.23		LUNCH MEETING
	PC.650.240925.4	10/05/2024	87.12		SPRAY NOZZLE, WATER BROOM
	PC.650.241025.1	10/05/2024	859.87		E21-1 STRAINER SCREEN
TOTAL FOR CHECK AP 00018089:			14,288.67		
VALLEY FREIGHTLINER INC (VALLFREI)					
	PC30173346801	09/18/2024	(294.43)	0003	REVERSE PC30173346801 PAID 2X
	PC30173346802	10/04/2024	49.07	0002	PN 52400 BUSHING (STOCK)
	PC30173485702	10/02/2024	98.14	0004	PN52400 SPRING EYE BUSHINGS (2

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/10/2024
End Date: 10/10/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	PC30173485703	10/02/2024	190.340003		PN156721 SWITCH PASS SIDE STOC
	PC30173485704	10/04/2024	196.290005		SPRING EYE BUSHINGS (STOCK)
	PC30173658501	10/02/2024	115.870002		E21-1 BEARING THRUST TAPER NO
	PC30173766301	10/04/2024	721.600001		GASKETS, FILTERS, SENSOR, STOC
	PC30173766901	10/04/2024	59.240002		CC2602 FLEETGUARD 3-WAY HEAVY
	TOTAL FOR CHECK AP 00018060:		1,136.12		
VERATHON INC (VERATHON)					
	1604066	10/01/2024	298.470006		GLIDESCOPE STYLET, MEDIUM.
	80981655	10/01/2024	2,033.550002		GLIDESCOPE S4 BLADE #0270-1084
	80981663	10/01/2024	546.100005		GLIDESCOPE STYLET, LARGE #1005
	80981668	10/01/2024	273.050004		GLIDESCOPE STYLET, MED #1093
	80981672	10/01/2024	158.540003		GLIDESCOPE STYLET, SMALL #0916
	TOTAL FOR CHECK AP 00018090:		3,309.71		
VERIZON WIRELESS (VERIWIRE)					
	9974446241	09/21/2024	658.19		#74200269700001 SEPT SVC CHG
	9974446243	09/21/2024	804.94		#74200269700004 SEPT SVC CHG
	9974446244	09/21/2024	593.12		#74200269700005 SEPT SVC CHG
	9974446245	09/21/2024	739.14		#74200269700006 AUG SVC CHG
	TOTAL FOR CHECK AP 00018091:		2,795.39		
	REPORT TOTAL:		1,086,781.71		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00018096	AIREXCHA	Air Exchange Inc.	10/17/24	22,501.70	MW	CX	
AP EFT 00018097	MARSDESI	MARSHALL DESIGN + MANAGEMEN	10/17/24	31,353.61	MW	CX	
AP EFT 00018098	VALKCONS	VALKYRIE CONSTRUCTION LLC	10/17/24	12,724.44	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	66,579.75	Number of EFTs Processed:	3
Total EPAYs	0.00	Number of EPAYs Processed:	0

S U B T O T A L 66,579.75

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024
End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
AIR EXCHANGE (AIREXCHA)					
	91613093	09/27/2024	22,501.70	0001	ST66 MAGNETIC PLYMOVENT PARTS
	TOTAL FOR CHECK AP 00018096:		22,501.70		
MARSHALL DESIGN + MANAGEMENT L (MARSDESI)					
	1394	10/01/2024	21,004.00	0002	WO-6 ST73 PROJECT MGMT &
	1395	10/01/2024	3,069.00	0003	WO-7 PHASE 3: SCHEMATIC DESIGN
	1397	10/01/2024	4,155.61	0001	ST61 RENOVATION: DESIGN &
	1403	10/01/2024	3,125.00	0009	WO-15 ST73 PROJ MGMT
	TOTAL FOR CHECK AP 00018097:		31,353.61		
VALKYRIE CONSTRUCTION LLC (VALKCONS)					
	1314	09/23/2024	12,724.44		STATION 66 CONCRETE R&R FOR BA
	TOTAL FOR CHECK AP 00018098:		12,724.44		
	REPORT TOTAL:		66,579.75		

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00018099	AIREXCHA	Air Exchange Inc.	10/17/24	39,630.53	MW	CX	
AP EFT 00018100	AMAZON	AMAZON CAPITAL SERVICES	10/17/24	1,956.25	MW	CX	
AP EFT 00018101	BENACOMP	BENAROYA CAPITAL COMPANY LL	10/17/24	94,131.51	MW	CX	
AP EFT 00018102	BOUNTREE	Bound Tree Medical LLC	10/17/24	1,992.48	MW	CX	
AP EFT 00018103	BRAUNW	Braun Northwest Inc	10/17/24	244.60	MW	CX	
AP EFT 00018104	BRISINC	BRISCO INC	10/17/24	4,038.54	MW	CX	
AP EFT 00018105	CASCAUTO	CASCADE AUTO GLASS INC	10/17/24	1,211.11	MW	CX	
AP EFT 00018106	CASCAFIRE	CASCADE FIRE & SAFETY	10/17/24	1,304.29	MW	CX	
AP EFT 00018107	CPFREFT	Central Pierce Fire & Rescu	10/17/24	609.20	MW	CX	
AP EFT 00018108	CHRIINC	CHRISTENSEN INC	10/17/24	19,211.53	MW	CX	
AP EFT 00018109	CHUCKALS	Chuckals Inc	10/17/24	1,751.56	MW	CX	
AP EFT 00018110	CITYTREA	CITY OF TACOMA	10/17/24	1,595.17	MW	CX	
AP EFT 00018111	CREAORGA	CREATION ORGANICS LLC	10/17/24	1,712.43	MW	CX	
AP EFT 00018112	DELLMARK	Dell Marketing	10/17/24	746.91	MW	CX	
AP EFT 00018113	DESEDIAM	DESERT DIAMOND INDUSTRIES L	10/17/24	180.00	MW	CX	
AP EFT 00018114	EFAXCORP	EFAX CORPORATE	10/17/24	240.94	MW	CX	
AP EFT 00018115	FASTINDU	Fastenal Industrial & Const	10/17/24	2,385.26	MW	CX	
AP EFT 00018116	VALLFREI	FREIGHTLINER NORTHWEST	10/17/24	2,096.44	MW	CX	
AP EFT 00018117	GRAIPART	Grainger Parts	10/17/24	467.26	MW	CX	
AP EFT 00018118	HUGHFIRE	HUGHES FIRE EQUIPMENT INC	10/17/24	56,922.66	MW	CX	
AP EFT 00018119	INSIPUBL	INSIGHT PUBLIC SECTOR, INC	10/17/24	742.66	MW	CX	
AP EFT 00018120	1011RESP	JARED BUCKLEY	10/17/24	600.00	MW	CX	
AP EFT 00018121	LNCURTIS	L.N. Curtis and Sons	10/17/24	1,642.36	MW	CX	
AP EFT 00018122	LANTUS	LANTERN US LLC	10/17/24	7,977.50	MW	CX	
AP EFT 00018123	EIGHTWEN	LAWRENCE GARRETT	10/17/24	11,465.00	MW	CX	
AP EFT 00018124	LIFEASSI	Life-Assist Inc	10/17/24	20,857.40	MW	CX	
AP EFT 00018125	MALLCOMP	Mallory Safety and Supply L	10/17/24	12,124.23	MW	CX	
AP EFT 00018126	MESNORT	MES NORTHWEST	10/17/24	5,552.89	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00018127	MOUNMIST	Mountain Mist Water	10/17/24	205.13	MW	CX	
AP EFT 00018128	NEXTSTEP	NEXT STEP APPAREL	10/17/24	242.22	MW	CX	
AP EFT 00018129	PRESIDIO	PRESIDIO HOLDINGS INC	10/17/24	26,259.17	MW	CX	
AP EFT 00018130	RINGCENT	RINGCENTRAL INC	10/17/24	11,370.02	MW	CX	
AP EFT 00018131	SECUPACI	SECURE PACIFIC CORPORATION	10/17/24	727.73	MW	CX	
AP EFT 00018132	SOUNELEC	Sound Electronics	10/17/24	407.34	MW	CX	
AP EFT 00018133	STANPART	Standard Parts Corp	10/17/24	914.29	MW	CX	
AP EFT 00018134	STAPINC	STAPLES INC.	10/17/24	1,224.95	MW	CX	
AP EFT 00018135	STATAUDI	State Auditor's Office	10/17/24	12,936.30	MW	CX	
AP EFT 00018136	STRYMEDI	STRYKER SALES CORPORATION	10/17/24	405.02	MW	CX	
AP EFT 00018137	SUMNLAWN	SUMNER LAWN 'N SAW	10/17/24	13.21	MW	CX	
AP EFT 00018138	TACOSCRE	Tacoma Screw Products Inc	10/17/24	761.45	MW	CX	
AP EFT 00018139	TELEFLEX	TELEFLEX LLC	10/17/24	5,500.00	MW	CX	
AP EFT 00018140	KRONOS	UKG Kronos Systems LLC	10/17/24	231.11	MW	CX	
AP EFT 00018141	UNIFIRST	UNIFIRST CORPORATION	10/17/24	198.62	MW	CX	
AP EFT 00018142	UNITSAFE	United Safety & Survivabili	10/17/24	351.68	MW	CX	
AP EFT 00018143	USBANKBU	US Bank Business Card	10/17/24	5,205.58	MW	CX	
AP EFT 00018144	VERATHON	VERATHON INC	10/17/24	2,422.20	MW	CX	
AP EFT 00018145	VERIWIRE	VERIZON WIRELESS SERVICES L	10/17/24	3,522.89	MW	CX	
AP EFT 00018146	WORXTIME	WORXTIME LLC	10/17/24	5,164.05	MW	CX	
AP EFT 00018147	MORR06170	DUSTIN MORROW	10/17/24	188.00	MW	CX	
AP EFT 00018148	GITTSPRI	Gitt's Spring Inc	10/17/24	5,454.44	MW	CX	
AP EFT 00018149	HRAVEBA	HRA VEBA TRUST	10/17/24	4,703.88	MW	CX	
AP EFT 00018150	JULIDOOOR	JULIE DOOR	10/17/24	582.79	MW	CX	
AP EFT 00018151	LOCA726	LOCAL 726 FIREFIGHTERS TRUS	10/17/24	77,750.72	MW	CX	
AP EFT 00018152	STRI03310	STEVE STRINGFELLOW	10/17/24	582.79	MW	CX	
AP EFT 00018153	SCHW11090	SUZI WASHO	10/17/24	188.00	MW	CX	
AP EFT 00018154	SYSTDESI	Systems Design West LLC	10/17/24	28,391.37	MW	CX	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP EFT 00018155	ROBA06140	TANYA ROBACKER	10/17/24	188.00	MW	CX	
AP EFT 00018156	FISH05180	TYLER FISHER	10/17/24	103.30	MW	CX	
AP EFT 00018157	WASHAUDI	WASHINGTON AUDIOLOGY SVCS I	10/17/24	6,663.70	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	496,250.66	Number of EFTs Processed:	59
Total EPAYs	0.00	Number of EPAYs Processed:	0
S U B T O T A L	496,250.66		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024
End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
AIR EXCHANGE (AIREXCHA)					
	91613092	09/27/2024	23,418.30	0001	STATION 61 MAGNETIC PLYMOVENT
	91613094	09/27/2024	16,212.23	0001	STATION 72 MAGNETIC PLYMOVENT
	TOTAL FOR CHECK AP 00018099:		39,630.53		
AMAZON CAPITAL SERVICES (AMAZON)					
	11DF1Y6WKRF	10/07/2024	28.06	0001	CS - HBN Outdoor Indoor Wirele
	1CXFGGYDGV	10/01/2024	114.28	0001	STATION 66 BAY DOOR REMOTES
	1HXXTFNJ93W	10/08/2024	74.20	0003	TAX (10.1) AMAZON BILLS AT 9.5
	1QX6CQL7KRC	10/07/2024	225.74	0002	TRAIN Universal 1/3-CUT FILES
	1QY7CM3JXGN	10/12/2024	20.91	0004	IT CPFR Aurum 4K HDMI Cable
	1V7PJH1Y7KTH	10/05/2024	873.26	0006	SHOP Atlantic Safety Products
	1WWV9Q7GYL	10/10/2024	510.31	0001	64 Dyson Outsize Origin Cordle
	1YGTMHRCYQ	10/10/2024	109.49	0002	60 White Chalk Markers Fine Ti
	TOTAL FOR CHECK AP 00018100:		1,956.25		
BENEROYA CAPITAL COMPANY LLC (BENACOMP)					
	B30-241015	10/15/2024	9,346.48	0002	NOV 2024 LEASE/RENT FOR B30
	STE120-241015	10/15/2024	47,526.16	0001	NOV 2024 AOC RENT (MAR - DEC)
	STE200-241015	10/15/2024	37,258.87	0004	NOV 2024 ANNEX STE200
	TOTAL FOR CHECK AP 00018101:		94,131.51		
BOUND TREE PARR LLC (BOUNTREE)					
	85509972	10/03/2024	1,992.48	0001	SODIUM CHLORIDE, INJECTION, 10
	TOTAL FOR CHECK AP 00018102:		1,992.48		
BRAUN NORTHWEST INC (BRAUNW)					
	39470	10/14/2024	244.60	0001	M19-3, QTY:1 SSCOR/BOARD PANEL
	TOTAL FOR CHECK AP 00018103:		244.60		
BRISCO INC (BRISINC)					
	SEP24	10/01/2024	4,038.54		OVFR AUGUST FUEL CHARGES
	TOTAL FOR CHECK AP 00018104:		4,038.54		
CASCADE AUTO GLASS INC (CASCAUTO)					
	3593075	10/16/2024	743.18	0001	OVU21-1 WINDSHIELD REPLACEMENT
	3593383	10/10/2024	467.93	0001	M22-1 WINDSHIELD CRACKED, NEED
	TOTAL FOR CHECK AP 00018105:		1,211.11		
CASCADE FIRE & SAFETY (CASCAFIRE)					
	INVEV10413	10/14/2024	1,304.29	0002	PN 3092-005-133 CLAMP, POWER
	TOTAL FOR CHECK AP 00018106:		1,304.29		
CHRISTENSEN INC (CHRIINC)					
	0623400IN	10/02/2024	1,514.49		#1003291 ST61 FUEL
	0625164IN	10/04/2024	2,731.71		#1003291 ST60 FUEL
	0625433IN	10/04/2024	1,406.23		#1003291 ST64 FUEL
	0625434IN	10/04/2024	1,494.45		#1003291 ST71 FUEL
	0625926IN	10/08/2024	1,442.65		#1003291 ST60 FUEL
	0626125IN	10/08/2024	2,096.46		#1003291 ST67 FUEL
	0626433IN	10/08/2024	323.53		#1003291 ST68 FUEL
	0626497IN	10/08/2024	405.18		#1003291 ST65 FUEL
	0627279IN	10/09/2024	1,601.80		#1003291 ST61 FUEL
	0627280IN	10/09/2024	1,952.99		#1003291 ST69 FUEL
	0627290IN	10/09/2024	4,242.04		#1003291 ST72 FUEL
	TOTAL FOR CHECK AP 00018108:		19,211.53		
CHUCKALS INC (CHUCKALS)					
	11296480	10/09/2024	1,751.56	0001	PAPER, 8.5"x11" WHITE (REAM)
	TOTAL FOR CHECK AP 00018109:		1,751.56		
CITY TREASURER (CITYTREA)					
	63I-240930	09/30/2024	285.90		#101079233 ST63 SEPT WATER

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024
End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	67-241011	10/11/2024	876.37		#100808872 ST67 SEPT ELECTRIC
	67T-241011	10/11/2024	103.31		#100560648 ST67T SEP 24 ELECTR
	TC-241011	10/11/2024	329.59		#100808871 TC SEPT ELECTRIC
	TOTAL FOR CHECK AP 00018110:		1,595.17		
CREATION ORGANICS LLC (CREAORGA)					
	4453	10/08/2024	1,712.43	0001	ABSORBANT (BAG)
	TOTAL FOR CHECK AP 00018111:		1,712.43		
DELL MARKETING (DELLMARK)					
	10737082475	03/14/2024	746.91	0002	CP-DELL THUNDERBOLT DOCK-A. CO
	TOTAL FOR CHECK AP 00018112:		746.91		
DESERT DIAMOND INDUSTRIES (DESEDIAM)					
	INV006969	10/03/2024	180.00	0002	SAWSHOP 60112A12MN
	TOTAL FOR CHECK AP 00018113:		180.00		
DUSTIN MORROW (MORR06170)					
	2024-5476	10/15/2024	188.00		PER DIEM 2024 WFCA CONF
	TOTAL FOR CHECK AP 00018147:		188.00		
EFAX CORPORATE (EFAXCORP)					
	5044717	09/30/2024	240.94	0001	SEPT 2024 MONTHLY EFAX SVCS
	TOTAL FOR CHECK AP 00018114:		240.94		
EIGHT TWENTY-EIGHT (EIGHTWEN)					
	1499	10/15/2024	11,465.00	0001	DEI CONTRACT NOV 2024
	TOTAL FOR CHECK AP 00018123:		11,465.00		
FASTENAL INDUSTRIAL & CONSTRUS (FASTINDU)					
	WASUM97162	09/25/2024	1,726.32		SHIPPING / GLASSES
	WASUM97379	10/01/2024	(328.19)	0004	HS F5 Clr HC Sfty Glss
	WASUM97389	10/04/2024	987.13		SHIPPING / JACKETS
	TOTAL FOR CHECK AP 00018115:		2,385.26		
GITT'S SPRING INC (GITTSPRI)					
	052584	10/10/2024	5,454.44	0004	SPRING ASSY (2) UBOLTS (4) KME
	TOTAL FOR CHECK AP 00018148:		5,454.44		
GRAINGER PARTS (GRAIPART)					
	9276173185	10/09/2024	467.26	0001	QTY 1 : 1120-10B-BLK-100, Park
	TOTAL FOR CHECK AP 00018117:		467.26		
HRA VEBA TRUST (HRAVEBA)					
	101424	10/14/2024	4,703.88		NOV 2024 LEOFF 2 RETIREE VEBA
	TOTAL FOR CHECK AP 00018149:		4,703.88		
HUGHES FIRE EQUIPMENT INC (HUGHFIRE)					
	612931	10/04/2024	56,187.73	0001	HM97-1, O/S UPFITTING
	613312	10/14/2024	697.95	0001	PN1941539 PROX SWITCH (2)
	613392	10/15/2024	36.98	0001	OVE07-1, (1) PLAQUE-"PULL TO O
	TOTAL FOR CHECK AP 00018118:		56,922.66		
INSIGHT PUBLIC SECTOR, INC (INSIPUBL)					
	1101203203	09/10/2024	140.93	0001	CP-MICROSOFT AZURE OVERAGES- 6
	1101203206	09/10/2024	601.73	0002	CP-MICROSOFT AZURE OVERAGES-7/
	TOTAL FOR CHECK AP 00018119:		742.66		
JARED BUCKLEY (1011RESP)					
	INV1560	10/07/2024	600.00	0002	COACHING/DEBRIEFING
	TOTAL FOR CHECK AP 00018120:		600.00		
JULIE DOOR (JULIDOOR)					
	2024-5471	10/15/2024	582.79		MILEAGE 2024 WFCA CONFERENCE
	TOTAL FOR CHECK AP 00018150:		582.79		
KRONOS INCORPORATED (KRONOS)					
	12306453	10/02/2024	231.11		TELESTAFF IVR SERVICE OCT 2024

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024

End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
TOTAL FOR CHECK AP 00018140:			231.11		
L.N. CURTIS AND SONS (LNCURTIS)					
	INV875453	10/11/2024	212.750001		654 - QTY 1 F2095, TFT 1.5" NO
	INV875810	10/14/2024	1,019.510001		PN 072042130S HANDLE KIT (3)
	INV875998	10/14/2024	410.100001		TFT NOZZLE, 1.5" SL-1 NEW STOC
TOTAL FOR CHECK AP 00018121:			1,642.36		
LIFE-ASSIST INC (LIFEASSI)					
	1510635	09/16/2024	10,243.380036		NITRO SPRAY
	1515342	10/01/2024	259.620001		EMS CDI Oxygen Regulator, 2 DI
	1516848	10/07/2024	(84.33)0001		S GUIDE, PEDI BOUGIE
	1517268	10/07/2024	641.700001		ROCURONIUM BROMIDE 100MG/10ML
	1517524	10/08/2024	1,264.830016		02 MAX BITRAC ED DISPOSABLE CP
	1517769	10/08/2024	5,721.600001		SODIUM CHLORIDE 0.9% 10ML FLUS
	1517917	10/09/2024	297.270001		DW1001M Lock Box Kit w/Rx DEST
	1519348	10/14/2024	1,683.180007		SYRINGE, 1CC TB W/25GA NEEDLE
	1520023	10/15/2024	830.150003		EMS LIFEPAK 12/15 Reusable NIB
TOTAL FOR CHECK AP 00018124:			20,857.40		
LOCAL 726 FIREFIGHTERS TRUST (LOCA726)					
	091924	09/19/2024	77,750.72		NOV 2024 LEOFF 2 RETIREE VEBA
TOTAL FOR CHECK AP 00018151:			77,750.72		
MALLORY COMPANY (MALLCOMP)					
	6007013	10/04/2024	181.670002		4 gas 126947-L3 filters
	6008966	10/08/2024	386.460009		HM ARA-G-58800-AR-110 AlphaTec
	6010564	10/09/2024	11,556.100001		FOAM, FIREADE 2000, 5GAL
TOTAL FOR CHECK AP 00018125:			12,124.23		
MARQUAM GROUP LLC (LANTUS)					
	25100	09/30/2024	7,977.500002		SEPT 24 CO-1: CR1-DATA HW/MART
TOTAL FOR CHECK AP 00018122:			7,977.50		
MES NORTHWEST (MESNORT)					
	IN2129786	10/03/2024	5,552.890001		Navy FR tee shirts
TOTAL FOR CHECK AP 00018126:			5,552.89		
MOUNTAIN MIST WATER (MOUNMIST)					
	006244392	10/11/2024	205.130001		WATER, 5 GALLON BOTTLE (EACH)
TOTAL FOR CHECK AP 00018127:			205.13		
NEXT STEP APPAREL (NEXTSTEP)					
	240709	10/11/2024	209.19		New Era Women's Power Polos
	240722	10/11/2024	33.030001		2- GRAY Q-ZIPS.
TOTAL FOR CHECK AP 00018128:			242.22		
PIERCE COUNTY FIRE PROT. DIST. (CPFREFT)					
	11331201	10/08/2024	35.52		E21-1 20" Valor Seat Cordura B
	9509009435	09/26/2024	555.50		IO KIT, BARIATRIC: YELLOW (EAC
	INV006969	10/03/2024	18.18		SAWSHOP 60112A12MN
TOTAL FOR CHECK AP 00018107:			609.20		
PRESIDIO HOLDINGS INC (PRESIDIO)					
	6013224009215	09/30/2024	26,259.170003		CP-WEBINAR 500 LIC. ANNUAL REN
TOTAL FOR CHECK AP 00018129:			26,259.17		
RINGCENTRAL INC (RINGCENT)					
	48439285	10/01/2024	11,370.02		#23442 KP OCT SVC CHG
TOTAL FOR CHECK AP 00018130:			11,370.02		
SECURE PACIFIC CORP (SECUPACI)					
	418094	08/31/2024	522.980001		STATION 71 FIRE ALARM LOCK OUT
	418294	08/31/2024	8.29		STN65 AUG 24 MONITOR LATE FEE
	418295	08/31/2024	13.62		STN71 2024 SEPT MONIT LATE FEE

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024

End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
	418296	08/31/2024	2.64		ST69 JUL 2024 MONITOR LATE FEE
	421472	10/01/2024	204.75	0003	STN72 2024 ALARM MONITORING
	422412	10/08/2024	(8.29)		STN65 AUG 24 MONITOR LATE FEE
	422413	10/08/2024	(13.62)		STN71 2024 SEPT MONIT LATE FEE
	422414	10/08/2024	(2.64)		ST69 JUL 2024 MONITOR LATE FEE
	TOTAL FOR CHECK AP 00018131:		<u>727.73</u>		
SOUND ELECTRONICS INC (SOUNELEC)					
	517152	10/09/2024	407.34	0001	NOV'24-OCT'25 ALARM MONITORING
	TOTAL FOR CHECK AP 00018132:		<u>407.34</u>		
STANDARD PARTS CORP (STANPART)					
	253953	10/08/2024	375.43	0001	STN72 DEF STOCK 55 GALLON DRUM
	254273	10/09/2024	16.18	0001	L21-2, QTY 1 - FIVE FOOT LENGT
	254370	10/10/2024	187.06	0001	STN65 DEF STOCK (10 CASES)
	254952	10/14/2024	335.62	0001	WIPERS, FILTERS, WHEEL SEAL
	TOTAL FOR CHECK AP 00018133:		<u>914.29</u>		
STAPLES, INC. (STAPINC)					
	6014158321	10/11/2024	1,224.95		DRY ERASE MARKER, CHISLE TIP,
	TOTAL FOR CHECK AP 00018134:		<u>1,224.95</u>		
STATE AUDITOR'S OFFICE (STATAUDI)					
	L163838	10/10/2024	12,936.30	0001	2022 STATE AUDITING SVCS
	TOTAL FOR CHECK AP 00018135:		<u>12,936.30</u>		
STEVE STRINGFELLOW (STRI03310)					
	2024-5475	10/15/2024	582.79		MILEAGE 2024 WFCA CONF
	TOTAL FOR CHECK AP 00018152:		<u>582.79</u>		
STRYKER MEDICAL (STRYMEDI)					
	9207422267	10/11/2024	202.51	0010	6390101048S COVERWING (1)
	9207424553	10/11/2024	202.51	0009	6390101047S COVER,WING(1)
	TOTAL FOR CHECK AP 00018136:		<u>405.02</u>		
SUMNER LAWN 'N SAW (SUMNLAWN)					
	139482	09/30/2024	13.21	0001	Chain Sharpening Over 20" - In
	TOTAL FOR CHECK AP 00018137:		<u>13.21</u>		
SUZI SCHWABE (SCHW11090)					
	2024-5589	10/15/2024	188.00		PER DIEM 2024 WFCA CONF
	TOTAL FOR CHECK AP 00018153:		<u>188.00</u>		
SYSTEMS DESIGN WEST LLC (SYSTDESI)					
	20241855	10/11/2024	28,391.37	0001	SEPT 2024 EMS BILLING SERVICES
	TOTAL FOR CHECK AP 00018154:		<u>28,391.37</u>		
TACOMA SCREW PRODUCTS INC (TACOSCRE)					
	10032814201	10/09/2024	18.06	0001	BRAKE FITTINGS, PLUGS
	10032974400	10/07/2024	151.70	0001	SCREWS, NUTS, PINS, ETC.
	10032974402	10/14/2024	18.31	0001	NYLON TUBING, SHOP SUPPLIES
	10033154600	10/14/2024	566.13	0001	TAPE, CIRCUT CLEANER, RINGS, P
	10033254200	10/14/2024	7.25	0001	E18-4, QTY:2 - 1/2" X 4.5" COA
	TOTAL FOR CHECK AP 00018138:		<u>761.45</u>		
TANYA ROBACKER (ROBA06140)					
	2024-5476	10/14/2024	188.00		PER DIEM 2024 WFCA CONF
	TOTAL FOR CHECK AP 00018155:		<u>188.00</u>		
TELEFLEX LLC (TELEFLEX)					
	9509009435	09/26/2024	5,500.00	0001	IO KIT, BARIATRIC: YELLOW (EAC
	TOTAL FOR CHECK AP 00018139:		<u>5,500.00</u>		
TYLER FISHER (FISH05180)					
	2024-5429B	10/16/2024	103.30		MILEAGE 2024 FIRE TRUCK TRAINI
	TOTAL FOR CHECK AP 00018156:		<u>103.30</u>		

Central Pierce Fire and Rescue
Accounts Payable Warrant Approval

Start Date: 10/17/2024
End Date: 10/17/2024

Vendor	Invoice #	Inv. Date	Invoice Amt	PR Item #	Description
UNIFIRST CORPORATION (UNIFIRST)					
	2220145214	10/09/2024	198.62	0001	WEEKLY SHOP UNIFORMS/RUGS
	TOTAL FOR CHECK AP 00018141:		198.62		
UNITED SAFETY & SURVIVABILITY (UNITSAFE)					
	11331201	10/08/2024	351.68	0001	E21-1 20" Valor Seat Cordura B
	TOTAL FOR CHECK AP 00018142:		351.68		
US BANK BUSINESS CARD (USBANKBU)					
	PC.000.240925.C	10/16/2024	143.12		Apple TV
	PC.000.241025.5	10/16/2024	2,045.25		LEATHERWOOD BLUE CARD REGISTRA
	PC.000.241025.6	10/17/2024	380.14		Centerpiece Supplies
	PC.000.241025.7	10/17/2024	468.03		Refund for Centerpiece Supplie
	PC.203.241025.2	10/16/2024	(175.00)		Refund of Dessert for Awards
	PC.203.241025.3	10/17/2024	780.44		Supplies for Award Ceremony
	PC.230.241025.1	10/17/2024	512.46		SURVEY MONKEY ANNUAL MEMBERSH
	PC.300.240725.4	10/16/2024	192.94		MCNEALLEY RETIREMENT DINNER
	PC.300.241025.1	10/17/2024	108.20		G2G NEW PASSES (A PACK OF 10)
	PC.609.241025.1	10/16/2024	750.00		24PNWFC2024 Rosenlund Benning
	TOTAL FOR CHECK AP 00018143:		5,205.58		
VALLEY FREIGHTLINER INC (VALLFREI)					
	PC30173981501	10/14/2024	2,096.44	0001	CARTRIDGE, ROTORS, HEADLIGHT
	TOTAL FOR CHECK AP 00018116:		2,096.44		
VERATHON INC (VERATHON)					
	80973173	09/18/2024	2,422.20	0002	GLIDESCOPE S2 BLADE
	TOTAL FOR CHECK AP 00018144:		2,422.20		
VERIZON WIRELESS (VERIWIRE)					
	9973936361	09/15/2024	(106.62)		#47252376100001 REFUND
	9974446246	09/21/2024	3,629.51		#74200269700010 SEPT ADJ
	TOTAL FOR CHECK AP 00018145:		3,522.89		
WASHINGTON AUDIOLOGY SERVICE (WASHAUDI)					
	63914	10/09/2024	6,663.70	0001	SEP/OCT/NOV'24 HEARING EXAMS
	TOTAL FOR CHECK AP 00018157:		6,663.70		
WORXTIME LLC (WORXTIME)					
	2062373923	09/30/2024	5,164.05	0001	10/01/24 - 09/30/25 ACA REPORT
	TOTAL FOR CHECK AP 00018146:		5,164.05		
	REPORT TOTAL:		496,250.66		

**REGULAR JOINT MEETING MINUTES
CPFR, OVFR, AND GFR JOINT BOARD MEETING
October 14, 2024**

Chair Homan called the Regular Meeting of the Board of Commissioners to order at the Fire District Administrative & Operations Center – 1015 39th Ave SE Suite #120 Puyallup, WA 98374 at 6:00 p.m. Present were: Chair Holm, Vice Chair Stringfellow, Commissioners, Willis, and Mitchell, Ex Officio Door, Chair Homan, Vice Chair Barstow, Commissioners McAfee, Estes, and Samuelson, Chair Bellerive, Vice Chair Palombi, Commissioners Gorder, Dannat, and Buttz, Chief Morrow, Director Robacker, SS McInnis and EA Paramapoonya, Recorder.

- 1. ROLL CALL – DISTRICT SECRETARY**
 - A. Excused Absences: Rich Coleman

- 2. PLEDGE OF ALLEGIANCE**

Chair Holm led the Pledge of Allegiance.

- 3. APPROVAL OF AGENDA**

Chair Homan moved and Commissioner Mitchell seconded to approve the agenda.
MOTION CARRIED.

- 4. PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)**

No Public Comment

- 5. CONSENT AGENDA: Central Pierce Fire & Rescue (Single Motion)**
 - A. Minutes: Joint Board Meeting of September 23, 2024
 - B. Approval of:

Accounts Payable Warrants Numbered 61176 to 61267 totaling:	\$	8,994,312.76
Net Payroll Warrants Numbered 107865 to 107870	\$	9,824.97
GRAND TOTAL	\$	9,004,137.73

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

- 6. CONSENT AGENDA: Orting Valley Fire & Rescue (Single Motion)**
 - A. Minutes: Regular Board Meeting of September 23, 2024
 - B. Approval of:

Accounts Payable Warrants Numbered 13541 to 13453 totaling:	\$	2,840.01
GRAND TOTAL	\$	2,840.01

Commissioner Dannat moved and Commissioner Gorder seconded to approve the Consent Agenda. **MOTION CARRIED.**

C. Expense to Payroll Transfer Request

7. CONSENT AGENDA: Graham Fire & Rescue (Single Motion)

- A. Minutes: Regular Board Meeting of September 23, 2024
- B. Approval of:

Payables:	Expense Approval Register 09/26/2024	\$120,152.94
Payables:	Expense Approval Register 10/02/2024	\$10,017.50
Payroll:	Transaction #100279 to #100421	\$1,230,917.98
	TOTAL:	<u>\$1,361,088.42</u>

Commissioner McAfee moved and Vice Chair Barstow seconded to approve the Consent Agenda. **MOTION CARRIED.**

8. STANDING COMMITTEES

- A. Legislative Committee: Commissioner Samuelson requested two representatives from each District to create a combined Legislative Committee. The Committee will consist of Commissioner Mitchell, Chair Holm, Commissioner Gorder, Chair Homan, Commissioner Buttz, and Chief Espinosa. Further details and planning will be discussed.

9. UNFINISHED BUSINESS

- A. Interlocal Agreement for Fire & Emergency Services
 - **Presented to:** *Central Pierce Fire & Rescue*

Chief Morrow reviewed the Interlocal Agreement for Fire & Emergency Services. Commissioner Mitchell moved and Commissioner Willis seconded to approve the Interlocal Agreement for Fire and Emergency Services between Central Pierce Fire & Rescue and Graham Fire & Rescue as presented.” **MOTION CARRIED.**

10. NEW BUSINESS

- A. BOD 3.03 BOC Meetings, Policies, and Procedures
 - **Presented to:** *Central Pierce Fire & Rescue, Orting Valley Fire & Rescue, Graham Fire & Rescue*

Chief Morrow reviewed BOD 3.03 BOC Meetings, Policies, and Procedures. All feedback from the Board over the next two weeks will be included in revisions.

11. CONSIDERATIONS & REQUESTS

A. Firehouse Subs Public Safety Foundation Grant

- **Presented to:** *Central Pierce Fire & Rescue*

Director Robacker reviewed the Firehouse Subs Public Safety Foundation Grant. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the acceptance of the Firehouse Subs Public Safety Foundation Grant in the amount of \$25,115.68. **MOTION CARRIED.**

B. GFR Finance Presentation – Director Robacker

- **Presented to:** *Central Pierce Fire & Rescue, Orting Valley Fire & Rescue, Graham Fire & Rescue*

Director Robacker presented the Standard Reporting Checkbook Format, in relation to the Graham Fire & Rescue finances. Commissioner McAfee and Commissioner Samuelsen requested that the board packets be finalized earlier to allow additional time to review content.

12. STAFF, LOCAL, FIREFIGHTER’S ASSOCIATION and FIRE CHIEF REPORTS

A. Emergency Services Directorate/Chief Morrow: Chief Morrow reviewed the Emergency Services Directorate Report. Commissioner McAfee requested a presentation on the radios mentioned, for additional understanding.

B. Professional Services Directorate/Chief Morrow: Chief Morrow reviewed the Professional Services Directorate Report.

C. Human Resources Directorate/Director Washo:

D. Fire Chief’s Report/Chief Morrow: Chief Morrow reviewed the Fire Chief’s Report.

E. Local 726 Report: The Holiday Party will be on November 16th at the Fair.

13. CORRESPONDENCE

A. Employee Recognition: Chair Holm appreciated the correspondence from Staff.

14. EXECUTIVE SESSION

At 5:08 p.m., Chair Homan moved and Commissioner Samuelsen seconded to move into Executive Session for 15 minutes under RCW 42.30.110(1)(i) - Matters of potential agency action and potential litigation and RCW 42.30.110(1)(k) – A Complaint against public officials.

At 7:23 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:33 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:43 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:53 p.m., Chair Homan extended the meeting for 5 minutes.

At 7:58 p.m., Chair Homan moved and Commissioner Samuelsen seconded to return to regular session. **MOTION CARRIED.**

Chair Homan moved and Commissioner Samuelsen seconded to waive attorney/client privileges regarding the investigation related to the formal complaint against the GFR Board Members. **MOTION CARRIED.**

Roll Call Vote: Chair Homan, Commissioners Barstow and Samuelsen: Yea, Commissioner McAfee: Nay, Commissioner Estes recused himself due to conflict of interest.

15. COMMISSIONER COMMENTS

Commissioner Buttz – Commissioner Buttz expressed that she is continuously impressed at how well all Board members are working together.

Commissioner Gorder – Commissioner Gorder discussed a recent complaint in Orting, regarding personnel visiting local coffee shops and the potential for a negative perception from the public.

Commissioner Dannat – Commissioner Dannat commented on the Orting complaint and expressed that it is great for the crews to visit local coffee shops. The complaint may indicate that the District should provide further information on this topic to the public.

Vice Chair Palombi – Vice Chair Palombi commented on the discussion of public perception and confirmed to be in favor of personnel visiting local coffee shops as well. He explained that it is a good way for District employees to interact with the public.

Chair Bellerive – Chair Bellerive appreciated all the information provided in the Finance presentation.

Commissioner Samuelsen – Commissioner Samuelsen thanked Tanya for the Finance presentation and inquired about the status of the crews who were deployed to Florida.

Commissioner Estes – Commissioner Estes commented on the Orting complaint and voiced his support for the crews visiting local coffee shops. He explained that it can be an opportunity for productive conversations to take place with community members.

Commissioner McAfee – Commissioner McAfee commented that it is a good thing for crews to visit local coffee shops, but stressed the importance of being mindful of public

perception, especially if large groups are congregating. Commissioner McAfee also requested that parking in the alley at Station 95 be addressed.

Vice Chair Barstow – Vice Chair Barstow also commented on the Orting complaint and explained that it is a matter of public education.

Chair Homan – Chair Homan thanked all Board members and Staff for the positive energy and conversations that are occurring. Great job to Chair Holm for running the meeting tonight.

Commissioner Mitchell – Commissioner Mitchell commended everyone and acknowledged that the time for growth is here. Great job to all.

Commissioner Willis – Commissioner Willis thanked Assistant Chief Bouchard for all the hard work to make EMS care better. Commissioner Willis also thanked Tanya for handling the financials.

Vice Chair Stringfellow - Nothing to add.

Chair Holm – Happy 89th birthday to Commissioner Mitchell, tomorrow. Chair Holm thanked all Staff who continue to put in the hard work every day.

16. ADJOURNMENT

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

The meeting adjourned at 8:32 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD, CPFR

TANYA ROBACKER
DISTRICT SECRETARY, CPFR

ROBERT L. HOMAN
CHAIR OF THE BOARD, GFR

SANDI ROBERTS
DISTRICT SECRETARY, GFR

JASON BELLERIVE
CHAIR OF THE BOARD, OVFR

KIM KEMP
DISTRICT SECRETARY, OVFR

ARIEL PARAMAPOONYA
RECORDER

**REGULAR JOINT MEETING MINUTES
CPFR, OVFR, AND GFR JOINT BOARD MEETING
October 14, 2024**

Chair Homan called the Regular Meeting of the Board of Commissioners to order at the Fire District Administrative & Operations Center – 1015 39th Ave SE Suite #120 Puyallup, WA 98374 at 6:00 p.m. Present were: Chair Holm, Vice Chair Stringfellow, Commissioners, Willis, and Mitchell, Ex Officio Door, Chair Homan, Vice Chair Barstow, Commissioners McAfee, Estes, and Samuelson, Chair Bellerive, Vice Chair Palombi, Commissioners Gorder, Dannat, and Buttz, Chief Morrow, Director Robacker, SS McInnis and EA Paramapoonya, Recorder.

- 1. ROLL CALL – DISTRICT SECRETARY**
 - A. Excused Absences: Rich Coleman

- 2. PLEDGE OF ALLEGIANCE**
Chair Holm led the Pledge of Allegiance.

- 3. APPROVAL OF AGENDA**
Chair Homan moved and Commissioner Mitchell seconded to approve the agenda.
MOTION CARRIED.

- 4. PUBLIC COMMENT (FOR ITEMS NOT SPECIFICALLY ON THE AGENDA)**
No Public Comment

- 5. CONSENT AGENDA: Central Pierce Fire & Rescue (Single Motion)**
 - A. Minutes: Joint Board Meeting of September 23, 2024
 - B. Approval of:

Accounts Payable Warrants Numbered 61176 to 61267 totaling:	\$	8,994,312.76
Net Payroll Warrants Numbered 107865 to 107870	\$	9,824.97
GRAND TOTAL	\$	9,004,137.73

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

- 6. CONSENT AGENDA: Orting Valley Fire & Rescue (Single Motion)**
 - A. Minutes: Regular Board Meeting of September 23, 2024
 - B. Approval of:

Accounts Payable Warrants Numbered 13541 to 13453 totaling:	\$	2,840.01
GRAND TOTAL	\$	2,840.01

Commissioner Dannat moved and Commissioner Gorder seconded to approve the Consent Agenda. **MOTION CARRIED.**

C. Expense to Payroll Transfer Request

7. CONSENT AGENDA: Graham Fire & Rescue (Single Motion)

- A. Minutes: Regular Board Meeting of September 23, 2024
- B. Approval of:

Payables:	Expense Approval Register 09/26/2024	\$120,152.94
Payables:	Expense Approval Register 10/02/2024	\$10,017.50
Payroll:	Transaction #100279 to #100421	\$1,230,917.98
	TOTAL:	<u>\$1,361,088.42</u>

Commissioner McAfee moved and Vice Chair Barstow seconded to approve the Consent Agenda. **MOTION CARRIED.**

8. STANDING COMMITTEES

- A. Legislative Committee: Commissioner Samuelson requested two representatives from each District to create a combined Legislative Committee. The Committee will consist of Commissioner Mitchell, Chair Holm, Commissioner Gorder, Chair Homan, Commissioner Buttz, and Chief Espinosa. Further details and planning will be discussed.

9. UNFINISHED BUSINESS

- A. Interlocal Agreement for Fire & Emergency Services
 - **Presented to:** *Central Pierce Fire & Rescue*

Chief Morrow reviewed the Interlocal Agreement for Fire & Emergency Services. Commissioner Mitchell moved and Commissioner Willis seconded to approve the Interlocal Agreement for Fire and Emergency Services between Central Pierce Fire & Rescue and Graham Fire & Rescue as presented.” **MOTION CARRIED.**

10. NEW BUSINESS

- A. BOD 3.03 BOC Meetings, Policies, and Procedures
 - **Presented to:** *Central Pierce Fire & Rescue, Orting Valley Fire & Rescue, Graham Fire & Rescue*

Chief Morrow reviewed BOD 3.03 BOC Meetings, Policies, and Procedures. All feedback from the Board over the next two weeks will be included in revisions.

11. CONSIDERATIONS & REQUESTS

A. Firehouse Subs Public Safety Foundation Grant

- **Presented to:** *Central Pierce Fire & Rescue*

Director Robacker reviewed the Firehouse Subs Public Safety Foundation Grant. Commissioner Stringfellow moved and Commissioner Willis seconded to approve the acceptance of the Firehouse Subs Public Safety Foundation Grant in the amount of \$25,115.68. **MOTION CARRIED.**

B. GFR Finance Presentation – Director Robacker

- **Presented to:** *Central Pierce Fire & Rescue, Orting Valley Fire & Rescue, Graham Fire & Rescue*

Director Robacker presented the Standard Reporting Checkbook Format, in relation to the Graham Fire & Rescue finances. Commissioner McAfee and Commissioner Samuelsen requested that the board packets be finalized earlier to allow additional time to review content.

12. STAFF, LOCAL, FIREFIGHTER’S ASSOCIATION and FIRE CHIEF REPORTS

A. Emergency Services Directorate/Chief Morrow: Chief Morrow reviewed the Emergency Services Directorate Report. Commissioner McAfee requested a presentation on the radios mentioned, for additional understanding.

B. Professional Services Directorate/Chief Morrow: Chief Morrow reviewed the Professional Services Directorate Report.

C. Human Resources Directorate/Director Washo:

D. Fire Chief’s Report/Chief Morrow: Chief Morrow reviewed the Fire Chief’s Report.

E. Local 726 Report: The Holiday Party will be on November 16th at the Fair.

13. CORRESPONDENCE

A. Employee Recognition: Chair Holm appreciated the correspondence from Staff.

14. EXECUTIVE SESSION

At 5:08 p.m., Chair Homan moved and Commissioner Samuelsen seconded to move into Executive Session for 15 minutes under RCW 42.30.110(1)(i) - Matters of potential agency action and potential litigation and RCW 42.30.110(1)(k) – A Complaint against public officials.

At 7:23 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:33 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:43 p.m., Chair Homan extended the meeting for 10 minutes.

At 7:53 p.m., Chair Homan extended the meeting for 5 minutes.

At 7:58 p.m., Chair Homan moved and Commissioner Samuelsen seconded to return to regular session. **MOTION CARRIED.**

Chair Homan moved and Commissioner Samuelsen seconded to waive attorney/client privileges regarding the investigation related to the formal complaint against the GFR Board Members. **MOTION CARRIED.**

Roll Call Vote: Chair Homan, Commissioners Barstow and Samuelsen: Yea, Commissioner McAfee: Nay, Commissioner Estes recused himself due to conflict of interest.

15. COMMISSIONER COMMENTS

Commissioner Buttz – Commissioner Buttz expressed that she is continuously impressed at how well all Board members are working together.

Commissioner Gorder – Commissioner Gorder discussed a recent complaint in Orting, regarding personnel visiting local coffee shops and the potential for a negative perception from the public.

Commissioner Dannat – Commissioner Dannat commented on the Orting complaint and expressed that it is great for the crews to visit local coffee shops. The complaint may indicate that the District should provide further information on this topic to the public.

Vice Chair Palombi – Vice Chair Palombi commented on the discussion of public perception and confirmed to be in favor of personnel visiting local coffee shops as well. He explained that it is a good way for District employees to interact with the public.

Chair Bellerive – Chair Bellerive appreciated all the information provided in the Finance presentation.

Commissioner Samuelsen – Commissioner Samuelsen thanked Tanya for the Finance presentation and inquired about the status of the crews who were deployed to Florida.

Commissioner Estes – Commissioner Estes commented on the Orting complaint and voiced his support for the crews visiting local coffee shops. He explained that it can be an opportunity for productive conversations to take place with community members.

Commissioner McAfee – Commissioner McAfee commented that it is a good thing for crews to visit local coffee shops, but stressed the importance of being mindful of public

perception, especially if large groups are congregating. Commissioner McAfee also requested that parking in the alley at Station 95 be addressed.

Vice Chair Barstow – Vice Chair Barstow also commented on the Orting complaint and explained that it is a matter of public education.

Chair Homan – Chair Homan thanked all Board members and Staff for the positive energy and conversations that are occurring. Great job to Chair Holm for running the meeting tonight.

Commissioner Mitchell – Commissioner Mitchell commended everyone and acknowledged that the time for growth is here. Great job to all.

Commissioner Willis – Commissioner Willis thanked Assistant Chief Bouchard for all the hard work to make EMS care better. Commissioner Willis also thanked Tanya for handling the financials.

Vice Chair Stringfellow - Nothing to add.

Chair Holm – Happy 89th birthday to Commissioner Mitchell, tomorrow. Chair Holm thanked all Staff who continue to put in the hard work every day.

16. ADJOURNMENT

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

The meeting adjourned at 8:32 p.m.

MATTHEW HOLM
CHAIR OF THE BOARD, CPFR

TANYA ROBACKER
DISTRICT SECRETARY, CPFR

ROBERT L. HOMAN
CHAIR OF THE BOARD, GFR

SANDI ROBERTS
DISTRICT SECRETARY, GFR

JASON BELLERIVE
CHAIR OF THE BOARD, OVFR

KIM KEMP
DISTRICT SECRETARY, OVFR

ARIEL PARAMAPOONYA
RECORDER



Graham Fire & Rescue

Check Register

Packet: APPKT00180 - 100924 AP

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 686-Expense Fund						
1724	Acura Systems International, Inc.	10/09/2024	Regular	0.00	4,431.47	35969
0026	Airgas USA LLC	10/09/2024	Regular	0.00	248.66	35970
0257	Barnhart, Dr. Stephen W	10/09/2024	Regular	0.00	4,837.50	35971
0082	Braun Northwest, Inc.	10/09/2024	Regular	0.00	409,664.41	35972
0208	Bunce Rental, Inc.	10/09/2024	Regular	0.00	1,874.74	35973
0557	Cardinal Health, C/O Bank of Amer L	10/09/2024	Regular	0.00	2,266.25	35974
0220	Central Pierce Fire & Rescue	10/09/2024	Regular	0.00	101,126.73	35975
2180	CenturyLink	10/09/2024	Regular	0.00	1,056.12	35976
2181	CenturyLink, Business Services	10/09/2024	Regular	0.00	0.16	35977
2257	Cintas	10/09/2024	Regular	0.00	119.83	35978
1448	Comcast	10/09/2024	Regular	0.00	40.70	35979
1448	Comcast	10/09/2024	Regular	0.00	23.22	35980
1827	Commercial Brake & Clutch, Inc.	10/09/2024	Regular	0.00	410.85	35981
02585	CSD Attorneys At Law	10/09/2024	Regular	0.00	1,280.00	35982
0306	Cummins Inc.	10/09/2024	Regular	0.00	4,773.09	35983
2510	Cunningham, Leah N	10/09/2024	Regular	0.00	50.00	35984
2463	Eagle Print Dynamics	10/09/2024	Regular	0.00	971.03	35985
2010	EMS Technology Solutions, LLC	10/09/2024	Regular	0.00	1,037.99	35986
0002	Enduris Washington	10/09/2024	Regular	0.00	1,798.00	35987
1215	Espinosa, Oscar J	10/09/2024	Regular	0.00	120.00	35988
0191	Galls, LLC	10/09/2024	Regular	0.00	4,234.42	35989
1213	Grainger	10/09/2024	Regular	0.00	738.14	35990
2515	Great Floors, LLC	10/09/2024	Regular	0.00	13,862.68	35991
1357	Hansch's Graham Ace Hardware	10/09/2024	Regular	0.00	672.75	35992
	Void	10/09/2024	Regular	0.00	0.00	35993
1842	IMS Alliance	10/09/2024	Regular	0.00	59.40	35994
1748	Interwest Metals, Inc.	10/09/2024	Regular	0.00	161.32	35995
02610	Kamps, Robert J	10/09/2024	Regular	0.00	81.00	35996
2405	Kreatve 1 Auto	10/09/2024	Regular	0.00	711.10	35997
0536	Lakeside Doors, Inc.	10/09/2024	Regular	0.00	2,966.90	35998
2302	Larsen Sign Co. Inc.	10/09/2024	Regular	0.00	3,352.55	35999
0823	Les Schwab	10/09/2024	Regular	0.00	7,825.56	36000
0556	Life-Assist, Inc.	10/09/2024	Regular	0.00	6,112.25	36001
0300	LifeSecure Insurance Company	10/09/2024	Regular	0.00	262.46	36002
0777	Lightcurve	10/09/2024	Regular	0.00	84.25	36003
0136	Lighthouse Uniform Company	10/09/2024	Regular	0.00	107.74	36004
0561	LN Curtis & Sons	10/09/2024	Regular	0.00	3,831.83	36005
1138	Mason, Thomas W	10/09/2024	Regular	0.00	120.00	36006
0620	Mountain Mist Water	10/09/2024	Regular	0.00	148.66	36007
1606	Municipal Emergency Services	10/09/2024	Regular	0.00	118.24	36008
0508	Northwest Safety Clean	10/09/2024	Regular	0.00	3,571.79	36009
2030	O'Reilly Automotive, Inc.	10/09/2024	Regular	0.00	209.03	36010
2255	Pacific Office Automation	10/09/2024	Regular	0.00	254.85	36011
2425	Penn Care Inc	10/09/2024	Regular	0.00	270.00	36012
0736	Platt Electric Supply	10/09/2024	Regular	0.00	32.11	36013
0430	Print Solutions Inc.	10/09/2024	Regular	0.00	682.62	36014
0761	Puget Sound Energy	10/09/2024	Regular	0.00	90.25	36015
1553	Puget Sound Regional Fire Authority	10/09/2024	Regular	0.00	4,016.41	36016
2318	Quadient Finance USA, Inc.	10/09/2024	Regular	0.00	200.00	36017
02566	Quill LLC	10/09/2024	Regular	0.00	497.39	36018
1162	Richards, Steve L	10/09/2024	Regular	0.00	50.00	36019
2326	Roberts, Sandi K	10/09/2024	Regular	0.00	50.00	36020
1714	Sarco Supply	10/09/2024	Regular	0.00	187.93	36021
0829	Seawestern, Inc.	10/09/2024	Regular	0.00	46,379.20	36022

Check Register

Packet: APPKT00180-100924 AP

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0395	South Sound 911	10/09/2024	Regular	0.00	76,840.00	36023
1819	Standard Parts Corporation	10/09/2024	Regular	0.00	2,229.74	36024
0069	Staples	10/09/2024	Regular	0.00	251.59	36025
1730	Stericycle, Inc.	10/09/2024	Regular	0.00	135.45	36026
0094	Systems Design West LLC	10/09/2024	Regular	0.00	10,083.75	36027
0105	True North Emergency Equipment	10/09/2024	Regular	0.00	163.60	36028
02611	Tyler Business Forms	10/09/2024	Regular	0.00	234.10	36029
2039	Uline	10/09/2024	Regular	0.00	549.91	36030
1195	Waltrip, Matthew R	10/09/2024	Regular	0.00	50.00	36031
0778	Washington Water Service	10/09/2024	Regular	0.00	2,162.26	36032
1556	Witmer Public Safety Group, Inc.	10/09/2024	Regular	0.00	1,185.12	36033
2483	Wurth USA Inc	10/09/2024	Regular	0.00	94.95	36034

Bank Code 686 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	150	65	0.00	732,054.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	150	66	0.00	732,054.05

Fund Summary

Fund	Name	Period	Amount
001	General Fund	10/2024	732,054.05
			<hr/>
			732,054.05



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 686-Expense Fund						
0026	Airgas USA LLC	10/22/2024	Regular	0.00	469.67	36035
0516	Albertsons/Safeway	10/22/2024	Regular	0.00	767.80	36036
2535	Alliance Distribution Holdings Inc	10/22/2024	Regular	0.00	532.98	36037
1303	Anderson, Eric R	10/22/2024	Regular	0.00	328.13	36038
1045	Batteries Plus	10/22/2024	Regular	0.00	280.88	36039
02614	Budd Bay Law, P.S.	10/22/2024	Regular	0.00	9,628.00	36040
0557	Cardinal Health, C/O Bank of Amer L	10/22/2024	Regular	0.00	786.57	36041
0220	Central Pierce Fire & Rescue	10/22/2024	Regular	0.00	6,573.33	36042
2054	CenturyLink	10/22/2024	Regular	0.00	521.67	36043
2178	Christensen, Inc.	10/22/2024	Regular	0.00	1,488.00	36044
0183	CHS Northwest	10/22/2024	Regular	0.00	443.22	36045
2257	Cintas	10/22/2024	Regular	0.00	24.09	36046
2290	City of Puyallup	10/22/2024	Regular	0.00	10,811.25	36047
0258	City of Tacoma	10/22/2024	Regular	0.00	696.26	36048
1448	Comcast	10/22/2024	Regular	0.00	29.24	36049
1448	Comcast	10/22/2024	Regular	0.00	121.71	36050
2202	Comcast	10/22/2024	Regular	0.00	2,135.71	36051
1448	Comcast	10/22/2024	Regular	0.00	40.70	36052
2202	Comcast	10/22/2024	Regular	0.00	532.72	36053
1827	Commercial Brake & Clutch, Inc.	10/22/2024	Regular	0.00	102.25	36054
0306	Cummins Inc.	10/22/2024	Regular	0.00	249.00	36055
2103	DM Recycling, Inc.	10/22/2024	Regular	0.00	167.00	36056
2010	EMS Technology Solutions, LLC	10/22/2024	Regular	0.00	972.90	36057
1215	Espinosa, Oscar J	10/22/2024	Regular	0.00	163.00	36058
02563	Estes, Brian D	10/22/2024	Regular	0.00	163.00	36059
1213	Grainger	10/22/2024	Regular	0.00	231.77	36060
1357	Hansch's Graham Ace Hardware	10/22/2024	Regular	0.00	218.00	36061
2327	Havis, Inc	10/22/2024	Regular	0.00	161.22	36062
2204	Homan, Robert L	10/22/2024	Regular	0.00	163.00	36063
1118	Juergens, Michael P	10/22/2024	Regular	0.00	141.00	36064
0376	Kent D Bruce Co, LLC	10/22/2024	Regular	0.00	982.44	36065
1736	LeMay Mobile Shredding	10/22/2024	Regular	0.00	65.00	36066
0556	Life-Assist, Inc.	10/22/2024	Regular	0.00	8,927.94	36067
0561	LN Curtis & Sons	10/22/2024	Regular	0.00	1,868.00	36068
2505	Lombardo, Elizabeth M	10/22/2024	Regular	0.00	131.80	36069
1138	Mason, Thomas W	10/22/2024	Regular	0.00	163.00	36070
2380	Mercury Medical	10/22/2024	Regular	0.00	356.27	36071
1605	Meridian Center Electric Inc	10/22/2024	Regular	0.00	3,551.09	36072
0620	Mountain Mist Water	10/22/2024	Regular	0.00	132.99	36073
1606	Municipal Emergency Services	10/22/2024	Regular	0.00	258.40	36074
1601	Murrey's Disposal, Inc.	10/22/2024	Regular	0.00	195.51	36075
0508	Northwest Safety Clean	10/22/2024	Regular	0.00	2,311.40	36076
0661	OHOP Mutual Light Company	10/22/2024	Regular	0.00	393.00	36077
0511	Pacific Office Automation	10/22/2024	Regular	0.00	1,160.05	36078
1117	PCRCD, LLC dba LRI-HV	10/22/2024	Regular	0.00	36.23	36079
02603	Phoebe Mulligan, LICSW, PS	10/22/2024	Regular	0.00	450.00	36080
0706	Pierce County Finance Department	10/22/2024	Regular	0.00	270.00	36081
0732	Pierce County Refuse	10/22/2024	Regular	0.00	1,221.95	36082
0736	Platt Electric Supply	10/22/2024	Regular	0.00	849.98	36083
0430	Print Solutions Inc.	10/22/2024	Regular	0.00	4,346.75	36084
0761	Puget Sound Energy	10/22/2024	Regular	0.00	106.95	36085
1901	Puget Sound Hardware	10/22/2024	Regular	0.00	96.05	36086
02566	Quill LLC	10/22/2024	Regular	0.00	1,055.79	36087
2456	Rice Fergus Miller	10/22/2024	Regular	0.00	3,914.16	36088

Check Register

Packet: APPKT00186-102224 AP

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2326	Roberts, Sandi K	10/22/2024	Regular	0.00	163.00	36089
02565	Samuelsen, Neil C	10/22/2024	Regular	0.00	163.00	36090
0106	Sandi Roberts, Trustee - Petty Cash	10/22/2024	Regular	0.00	161.28	36091
1714	Sarco Supply	10/22/2024	Regular	0.00	174.08	36092
0829	Seawestern, Inc.	10/22/2024	Regular	0.00	393.76	36093
2491	Securitas Technology Corporation	10/22/2024	Regular	0.00	313.38	36094
1702	Snure Law Office, PSC	10/22/2024	Regular	0.00	384.00	36095
1819	Standard Parts Corporation	10/22/2024	Regular	0.00	1,396.41	36096
0425	Stenstrom, Jasper A	10/22/2024	Regular	0.00	5,333.40	36097
0080	Stryker Sales, LLC	10/22/2024	Regular	0.00	133.31	36098
0888	Sumner Lawn 'n' Saw	10/22/2024	Regular	0.00	231.19	36099
0094	Systems Design West LLC	10/22/2024	Regular	0.00	8,443.57	36100
0317	Teleflex Funding LLC	10/22/2024	Regular	0.00	2,082.22	36101
02609	Verathon Inc.	10/22/2024	Regular	0.00	18,071.88	36102
0985	Washington Fire Commissioners Ass	10/22/2024	Regular	0.00	455.00	36103

Bank Code 686 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	128	69	0.00	109,688.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	128	69	0.00	109,688.30

Fund Summary

Fund	Name	Period	Amount
001	General Fund	10/2024	109,688.30
			<hr/>
			109,688.30



Board Meeting Agenda Item Summary

Agenda Date: October 28, 2024

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

Attachments: 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 reading. Since the first reading, several edits have been made based upon Commissioner input.

The policy has been updated and is now reading for second reading.

FINANCIAL IMPACT: N/A

CENTRAL PIERCE FIRE & RESCUE
Graham Fire & Rescue
Orting Valley Fire & Rescue

BOARD POLICY
NUMBER 3.03

ORIGINATED: August 25, 1997

REVIEWED: October 7, 2024

APPROVED:

EFFECTIVE:

SUBJECT: BOARD OF COMMISSIONERS, MEETINGS, POLICIES AND PROCEDURES

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

AUTHORITY & RESPONSIBILITY:

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

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

PROCEDURE:

I. BOARD MEMBERS

- A. Each Board shall consist of five members elected by registered voters of the fire district to at-large positions.
- B. Before beginning the duties of office, each Fire Commissioner shall take the official oath of office as required by RCW 52.14.070, which oath shall be filed in the office of the Auditor of Pierce County.
- C. The ~~Central Pierce Fire & Rescue~~ Board may include one or more ex-officio members who represent a city annexed in the fire district. Such members shall be appointed by the Mayor or City Council of their city and shall serve on the Board as non-voting members. An Ex-Officio shall not receive compensation for services rendered but shall receive reimbursement of expenses under RCW

52.14.010. Except for voting privileges, an Ex-Officio shall otherwise generally have the rights and perform the duties of a Fire Commissioner.

- D. In the event of a vacancy occurring in the office of Fire Commissioner, the vacancy shall be filled within 90 days as required by RCW 42.12.070.
- E. All Board members shall be familiar with SOG 3.3 Attachment, Board of Fire Commissioners POLICY MANUAL.

II. BOARD MEETINGS

- A. The combined Boards shall meet regularly, at least once a month. The Board's regular meetings are scheduled on the second and fourth Monday of each month at District Headquarters (1015 39th Ave. SE, Puyallup, Washington). Meetings may be relocated to accommodate special needs or circumstances.
- B. Regular Board meetings will begin at 6:00 p.m., and will adjourn no later than 9:00 p.m. To continue past this time of adjournment, a majority of the Board must concur.
- C. If a scheduled Board meeting falls on a legal holiday, the meeting shall be held at 6:00 p.m. on the first business day following the holiday, or on another day by a majority vote of the combined Board.
- D. Special meetings of the combined Board may be called at any time under the provisions of RCW 42.30.030, or as outlined in the Interlocal Agreements that exist between the agencies.
- E. The combined Board may reschedule, relocate, or adjourn regular or special meetings as necessary for the proper transaction of business.
- F. The Board Chair or designee may cancel regular or special meetings due to the lack of business, holidays, scheduling conflicts, or other reasons.
- G. Board members may participate in meetings by voice/video attendance in accordance with Resolution No. 21-02 Authorizing Open Public Board Meetings to Include Remote Participation by one or more Commissioners.
- H. A majority of Board members shall constitute a quorum for the transaction of business.
- I. All meetings of the Board shall be conducted in accordance with RCW 42.30. The most current edition of ROBERTS RULES OF ORDER shall guide all Board of Commissioners meeting discussion.
- J. All public meetings shall be open and public except when an Executive Session is declared consistent with the provisions of RCW 42.30.03.
- K. The Recorder will keep an account of all proceedings of the Board in accordance with the statutory requirements. Proceedings will be entered into a minute book constituting the official record of the combined Boards.
- L. All records of the Board(s) shall be open to inspection in accordance with the provisions of RCW 42.56.

III. BOARD CHAIR/VICE CHAIR

- A. Each Board shall elect a Chair and Vice Chair at the first meeting of each calendar year.
- B. The positions of Chair and Vice Chair shall have no term limits.
- C. The Presiding Officer at all meetings of the combined Board shall be the Chair, and in the absence of the Chair, the Vice Chair shall act in that capacity. If both the Chair and Vice Chair are absent, the Board members present shall elect one of their members to serve as Presiding Officer until the return of the Chair or Vice Chair.
- D. Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including ROBERT'S RULES OF ORDER to the contrary, any member of the Board shall have the right and privilege to challenge any ruling of any kind made by the Presiding Officer at any Board meeting, in which case the approval or disapproval of the ruling of the Chair shall immediately and without debate or comment be put to a vote of the Board and the decision of the majority of the members of the Board then present, shall prevail.
- E. Board members will inform the Chair, Fire Chief, or District Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will then show the Board member as having an excused absence or time of their arrival.

IV. BOARD MEETING STAFFING

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

V. AGENDA

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

VI. VOTE OF THE BOARD

- A. All votes of the Board will be done by voice vote unless two (2) or more Commissioners request a roll call vote.
 - 1. Roll call vote: A formal recording of each “yea” or “nay” vote of each individual Board member, as called by the Recorder, which vote shall be recorded on an individual basis in the official minutes of the Board, shall be conducted.
- B. Abstentions: It is the responsibility of each Board member to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a question of direct personal or pecuniary interest not common to the other Board members.

VII. COMMENTS, CONCERNS, AND TESTIMONY OF THE BOARD

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

VIII. MEDIA REPRESENTATION AT BOARD MEETINGS

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

IX. SUSPENSION AND AMENDMENT OF RULES

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

X. CONFIDENTIALITY

- A. Board members shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the

Department's position is not compromised. Confidentiality also includes information provided to the Board members outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions as set forth in the Public Disclosures Act of the Revised Code of Washington (RCW).

XI. BOARD REPRESENTATION

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

XII. BOARD ADVISORY COMMITTEES

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

XIII. COMPENSATION & EXPENSES

- A. Compensation
 - 1. Commissioners shall receive compensation for official district business as allowed under RCW 52.14.010. The Board defines "official district business" as:
 - a. Board packet review – official meetings of the Board (Regular, Special, Emergency).
 - b. Attendance at official meetings of the Board.
 - c. Attendance at district Committee meetings by the Commissioner assigned to serve as the Board representative.
 - d. Attendance at events, conferences, or association meetings where the Commissioner has been assigned to represent the district by the Board Chair or designee.
 - e. Attendance at Washington Fire Commissioners Association, National Association of Fire Officials, Commissioner Training Conferences and Seminars.

- f. Functioning in formal and informal meetings as the Central Pierce Fire & Rescue appointee to the Board of Directors for SS911.
 - g. Other meetings and/or committees agreed to by a majority of the Board Members.
 - 2. Activities deemed primarily as social events that do not require official Board representation shall not be considered compensable.
 - 3. A Commissioner may waive all or any portion of their compensation by filing a written waiver with the District Secretary.
 - 4. Each Commissioner is responsible for submitting a Commissioner Remuneration Form in a timely manner to the District Secretary. . Each form shall be approved by the District Secretary.
- B. Expenses
- 1. Board members who incur authorized expenses while traveling on District business shall be reimbursed and/or receive advancement of allowable expenditures pursuant to SOG 3.06 – Advance Travel Payment and Reimbursement.
 - 2. Commissioners are not eligible for full-time or part-time employment by the District while serving as a Commissioner. If a Commissioner chooses to accept either full-time or part-time employment by the District, the Commissioner must resign their position as Fire Commissioner effective no later than the first day of full-time or part-time employment.
 - 3. Any full-time or part-time employee of the District must resign their position if they are elected Fire Commissioner of the District. Resignation must be effective prior to being sworn in as Fire Commissioner.

APPROVED:

APPROVED:

APPROVED:

MATT HOLM
BOARD CHAIR

ROBERT HOMAN
BOARD CHAIR

JASON BELLERIVE
BOARD CHAIR

CENTRAL PIERCE FIRE & RESCUE
Graham Fire & Rescue
Orting Valley Fire & Rescue

BOARD POLICY
NUMBER 3.03

ORIGINATED: August 25, 1997

REVIEWED: October 7, 2024

APPROVED:

EFFECTIVE:

SUBJECT: BOARD OF COMMISSIONERS, MEETINGS, POLICIES AND PROCEDURES

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

AUTHORITY & RESPONSIBILITY:

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

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

PROCEDURE:

I. BOARD MEMBERS

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

privileges, an Ex-Officio shall otherwise generally have the rights and perform the duties of a Fire Commissioner.

- D. In the event of a vacancy occurring in the office of Fire Commissioner, the vacancy shall be filled within 90 days as required by RCW 42.12.070.
- E. All Board members shall be familiar with SOG 3.3 Attachment, Board of Fire Commissioners POLICY MANUAL.

II. BOARD MEETINGS

- A. The combined Boards shall meet regularly, at least once a month. The Board's regular meetings are scheduled on the second and fourth Monday of each month at District Headquarters (1015 39th Ave. SE, Puyallup, Washington). Meetings may be relocated to accommodate special needs or circumstances.
- B. Regular Board meetings will begin at 6:00 p.m., and will adjourn no later than 9:00 p.m. To continue past this time of adjournment, a majority of the Board must concur.
- C. If a scheduled Board meeting falls on a legal holiday, the meeting shall be held at 6:00 p.m. on the first business day following the holiday, or on another day by a majority vote of the combined Board.
- D. Special meetings of the combined Board may be called at any time under the provisions of RCW 42.30.030, or as outlined in the Interlocal Agreements that exist between the agencies.
- E. The combined Board may reschedule, relocate, or adjourn regular or special meetings as necessary for the proper transaction of business.
- F. The Board Chair or designee may cancel regular or special meetings due to the lack of business, holidays, scheduling conflicts, or other reasons.
- G. Board members may participate in meetings by voice/video attendance in accordance with Resolution No. 21-02 Authorizing Open Public Board Meetings to Include Remote Participation by one or more Commissioners.
- H. A majority of Board members shall constitute a quorum for the transaction of business.
- I. All meetings of the Board shall be conducted in accordance with RCW 42.30. The most current edition of ROBERTS RULES OF ORDER shall guide all Board of Commissioners meeting discussion.
- J. All public meetings shall be open and public except when an Executive Session is declared consistent with the provisions of RCW 42.30.03.
- K. The Recorder will keep an account of all proceedings of the Board in accordance with the statutory requirements. Proceedings will be entered into a minute book constituting the official record of the combined Boards.
- L. All records of the Board(s) shall be open to inspection in accordance with the provisions of RCW 42.56.

III. BOARD CHAIR/VICE CHAIR

- A. Each Board shall elect a Chair and Vice Chair at the first meeting of each calendar year.
- B. The positions of Chair and Vice Chair shall have no term limits.
- C. The Presiding Officer at all meetings of the combined Board shall be the Chair, and in the absence of the Chair, the Vice Chair shall act in that capacity. If both the Chair and Vice Chair are absent, the Board members present shall elect one of their members to serve as Presiding Officer until the return of the Chair or Vice Chair.
- D. Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including ROBERT'S RULES OF ORDER to the contrary, any member of the Board shall have the right and privilege to challenge any ruling of any kind made by the Presiding Officer at any Board meeting, in which case the approval or disapproval of the ruling of the Chair shall immediately and without debate or comment be put to a vote of the Board and the decision of the majority of the members of the Board then present, shall prevail.
- E. Board members will inform the Chair, Fire Chief, or District Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will then show the Board member as having an excused absence or time of their arrival.

IV. BOARD MEETING STAFFING

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

V. AGENDA

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

VI. VOTE OF THE BOARD

- A. All votes of the Board will be done by voice vote unless two (2) or more Commissioners request a roll call vote.
 - 1. Roll call vote: A formal recording of each “yea” or “nay” vote of each individual Board member, as called by the Recorder, which vote shall be recorded on an individual basis in the official minutes of the Board, shall be conducted.
- B. Abstentions: It is the responsibility of each Board member to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a question of direct personal or pecuniary interest not common to the other Board members.

VII. COMMENTS, CONCERNS, AND TESTIMONY OF THE BOARD

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

VIII. MEDIA REPRESENTATION AT BOARD MEETINGS

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

IX. SUSPENSION AND AMENDMENT OF RULES

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

X. CONFIDENTIALITY

- A. Board members shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the

Department's position is not compromised. Confidentiality also includes information provided to the Board members outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions as set forth in the Public Disclosures Act of the Revised Code of Washington (RCW).

XI. BOARD REPRESENTATION

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

XII. BOARD ADVISORY COMMITTEES

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

XIII. COMPENSATION & EXPENSES

- A. Compensation
 - 1. Commissioners shall receive compensation for official district business as allowed under RCW 52.14.010. The Board defines "official district business" as:
 - a. Board packet review – official meetings of the Board (Regular, Special, Emergency).
 - b. Attendance at official meetings of the Board.
 - c. Attendance at district Committee meetings by the Commissioner assigned to serve as the Board representative.
 - d. Attendance at events, conferences, or association meetings where the Commissioner has been assigned to represent the district by the Board Chair or designee.
 - e. Attendance at Washington Fire Commissioners Association, National Association of Fire Officials, Commissioner Training Conferences and Seminars.

- f. Functioning in formal and informal meetings as the Central Pierce Fire & Rescue appointee to the Board of Directors for SS911.
 - g. Other meetings and/or committees agreed to by a majority of the Board Members.
 - 2. Activities deemed primarily as social events that do not require official Board representation shall not be considered compensable.
 - 3. A Commissioner may waive all or any portion of their compensation by filing a written waiver with the District Secretary.
 - 4. Each Commissioner is responsible for submitting a Commissioner Remuneration Form in a timely manner to the District Secretary. Each form shall be approved by the District Secretary.
- B. Expenses
- 1. Board members who incur authorized expenses while traveling on District business shall be reimbursed and/or receive advancement of allowable expenditures pursuant to SOG 3.06 – Advance Travel Payment and Reimbursement.
 - 2. Commissioners are not eligible for full-time or part-time employment by the District while serving as a Commissioner. If a Commissioner chooses to accept either full-time or part-time employment by the District, the Commissioner must resign their position as Fire Commissioner effective no later than the first day of full-time or part-time employment.
 - 3. Any full-time or part-time employee of the District must resign their position if they are elected Fire Commissioner of the District. Resignation must be effective prior to being sworn in as Fire Commissioner.

APPROVED:

APPROVED:

APPROVED:

MATT HOLM
BOARD CHAIR

ROBERT HOMAN
BOARD CHAIR

JASON BELLERIVE
BOARD CHAIR

Board Of Fire Commissioners - Policy Manual



Table of Contents

Forward..... v

Introduction and Overview 1

 Purpose of the Policy Manual..... 1

 Overview of District Policy Documents 1

Legal Qualifications, Powers, Duties, and Responsibilities 3

 Legal Qualifications..... 3

 Powers of the Board 3

 Duties of the Board of Fire Commissioners 4

 Duties of the Board Chair & Vice Chair 4

 Responsibilities of Individual Commissioners..... 5

 General Responsibilities 5

 Financial Disclosure..... 5

 Responsibilities of the Board Secretary..... 6

 Applicability of Policies and Guidelines 7

Transparency & Accountability..... 8

Public Meetings & Records..... 9

 Public Meetings 9

 Regular Meeting 9

 Special Meeting 9

 Emergency Meetings..... 10

Meeting Procedures..... 10

 Preparation of the Agenda 10

 Agenda Content..... 11

 Minutes..... 12

 Personal Notes 12

 Attendance 13

 Voice and Video Conferencing..... 13

 Quorum 13

 Voting 13

 Rules of Order..... 13

Executive Sessions.....	<u>1514</u>
Recess & Adjournment.....	<u>1716</u>
Open Public Meetings Act (OPMA) Training.....	<u>1716</u>
Board Communications.....	<u>1716</u>
Written Communications.....	<u>1716</u>
Electronic Communications.....	<u>1716</u>
Policy Making.....	<u>1918</u>
Key Policies.....	<u>1918</u>
Staff Roles & Responsibilities.....	<u>2019</u>
Policy Adoption & Interpretation.....	<u>2019</u>
Ethics and Conflict of Interest.....	<u>2120</u>
Ethical Principles.....	<u>2120</u>
Conflicts of Interest.....	<u>2120</u>
General Considerations.....	<u>2120</u>
Specifically Prohibited Conflicts of Interest.....	<u>2221</u>
Remote Interest.....	<u>2221</u>
Declaration of a Conflict.....	<u>2322</u>
District Legal Counsel Opinions.....	<u>2322</u>
Filing of Disclosures.....	<u>2423</u>
Interaction with District Staff.....	<u>2524</u>
Overview.....	<u>2524</u>
Fire Chief.....	<u>2524</u>
Board Non-interference.....	<u>2524</u>
Board of Commissioners / Fire Chief Relationship.....	<u>2625</u>
Board Role.....	<u>2625</u>
Access to Information.....	<u>2625</u>
Staff Roles.....	<u>2625</u>
Restrictions on Political Involvement of Staff.....	<u>2726</u>
Budget Administration.....	<u>2827</u>
Purpose.....	<u>2827</u>
Responsibilities.....	<u>2827</u>
Spending Limitations.....	<u>2827</u>

Amendments 2827

Commissioner Contingency Fund..... 2827

Reports 2827

Benefit Charge..... 2928

 The Law (RCW 52.18)..... 2928

 History **Error! Bookmark not defined.** 28

 Collection..... 29

 Data Management..... 29

Compensation & Benefits 30

 Reimbursement for Expenses..... 30

 Compensation for Services Performed 30

 Educational Goal 30

 Travel 31

 Uniform Issue/Clothing Allowance 31

 Insurance..... 32

Liability 33

 Personal Liability 33

 Liability Protection Procedure..... 33

Legal Counsel 34

 Advice of Counsel 34

 Authorization to Seek Counsel 34

Inventory & Surplus Property 35

 Inventory 35

 Surplus Property 35

New Board Member Orientation 36

Appendix A-Commissioner Selection & Appointment Process 37

Appendix B-Oath of Office 38

 Fire Commissioner 38

 District Secretary 38

Forward

Serving as a Fire Commissioner 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 combined Board formally adopted the current revision of this manual on the 28th day XXX of OctoberXXXX, 2024, 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.

Formatted: Superscript

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:

Strategic Plans: The Strategic Plan sets 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 Plans: 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 Plans: These plans establish 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, OPEIU 8, Graham Guild, 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

Each five-member Board of Fire Commissioners is responsible for governing the operations of the District(s). 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

Each 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, [an alternate Chair of the Combined Board or](#) the Vice-Chair shall perform the duties of the Chair.

Responsibilities of Individual Commissioners

Board members of each District 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~~-Combined Board of Fire Commissioners Policy Manual.

Transparency & Accountability

As the 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. Each 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 each District. 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).

The Districts are 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 6:00 pm at District Headquarters, 1015 39th 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 ~~M~~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 ~~M~~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 39th 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 combined 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)~~
- ~~4-3.~~ Additions, revisions, or consensus approval of the agenda
- ~~5-4.~~ Public Comments (if any)
- ~~6-5.~~ Consent Agenda (separate for each District)
 - a. Approval of excused absences
 - b. Approval of the minutes of previous meeting
 - c. Approval of vouchers and payroll
- ~~6. Standing Committees~~
7. Unfinished Business (Second Reading)

8. New Business (First Reading)
9. Considerations and Requests
10. Staff, Local Firefighter's Association Reports
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 for each Board will constitute a quorum for transaction of the Business of the District(s).

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 the 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 *BOD 3.24-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 *BOD 3.24-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 *BOD 3.24 – 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, Graham Guild, 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 board 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, OPEIU, and the Graham Guild 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 the Districts are entitled to have fair, ethical, and accountable governance that has earned the public's full confidence for integrity.

Ethical Principles

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: *BOD 2.05 – 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(s), ~~and~~ 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(s), 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~~s~~ in October or November. The Board shall hold a public hearing to facilitate transparency related to District finances and fiscal decision making prior budget adoption. The Board shall adopt the District's operations and capital budgets at a regularly scheduled meeting in November. The Fire Chief or designee shall submit the approved budget to the County Auditor prior to November 30th of each year.

Spending Limitations

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

Amendments

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

Commissioner Contingency Fund

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

Reports

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

Benefit Charge

The Law (RCW 52.18)

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

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

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

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

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

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

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

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

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 third party vendors 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 SOG 3.06 – *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(s) assigned to serve as the Board representative(s)
- 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 and that are recorded as such in the minutes from a Regular or Special Meeting.
- 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 ~~GPFR Policy 603~~SOG 6.03 - *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 ~~SOG 3.06~~-*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~~All Commissioner Uniform items, shall ~~be~~ be Port Authority brand or current district~~department~~-issued brands only, with the department name and Commissioner name embroidered on the left chest area. Shirts and/or blouses shall be a button up in either short or long sleeves. One of each color (dark blue, cobalt blue, gray, and black) shirt and/or blouse will be issued to each Commissioner. The color shall be Dark Blue in color. The shirt and/or blouse can also be worn with the Commissioner's years of service pins when desired.

Pants and/or skirts shall be black or khaki in color, professional in nature, ~~and manufactured by Red Kap or by the current manufacture as chosen by the District~~secured by the individual Commissioner. A black presentable dress belt will be worn with the pants and/or skirts ~~and are at the commissioner's own expense.~~ Commissioners may seek district reimbursement for no more than two pairs of pants and/or skirts and one belt. \$200 is the maximum reimbursement authorized.

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. In addition to the jacket, Commissioner may select one additional cool weather item in the form of a district-issued vest, cardigan sweater, or ¼ zip sweatshirt.

Commissioners shall wear professional footwear including the appropriately colored socks~~black socks~~ and shoes ~~black dress shoes or acc.~~ Black optable black tennis style shoes that are clean and presentable to regular meetings. ~~are acceptable.~~ Footwear is at the Commissioner's own expense, and not issued by the District~~department~~.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

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 ~~shall~~**must** be worn with the black uniform pants and or skirts and black dress shoes only. Tennis shoes will not be acceptable when wearing the sport coat.

Formatted: Not Highlight

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

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, the 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.

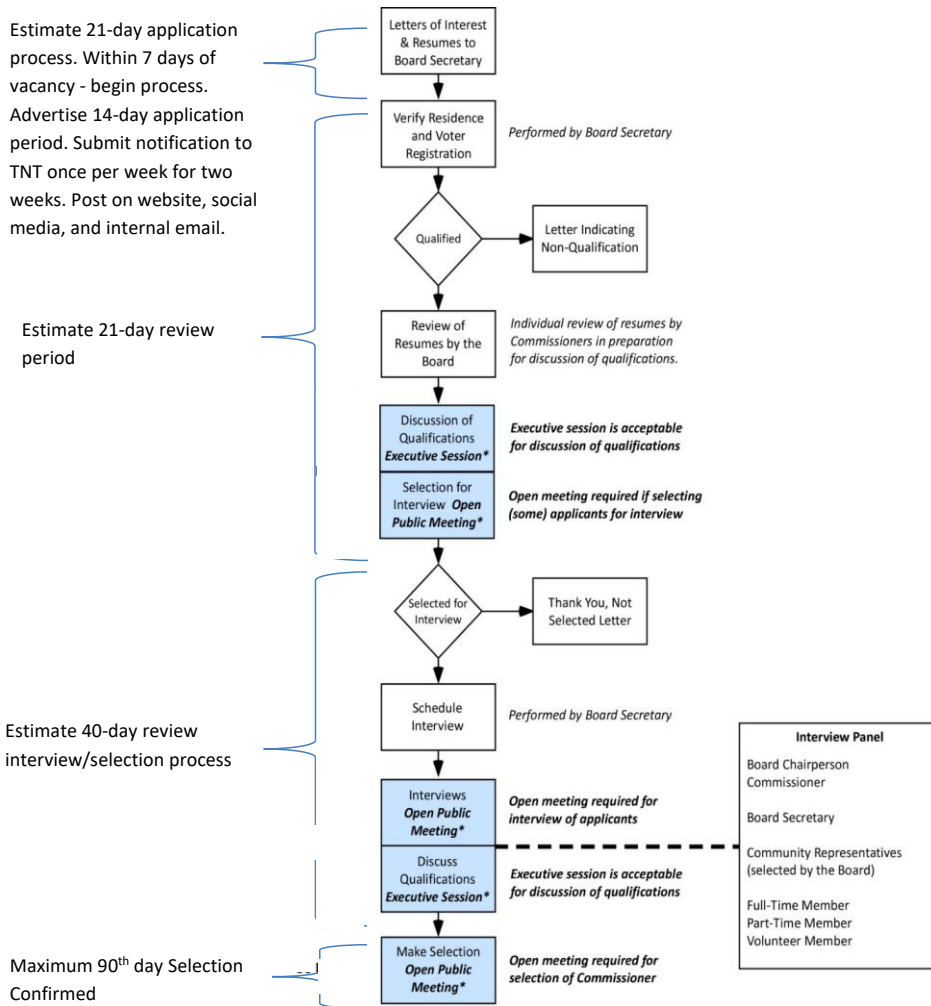
Surplus property that is no longer serviceable may be disposed of by District policy.

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 Fire 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 Fire 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 (corresponding district); 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 (corresponding district); 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 Of Fire Commissioners-Policy Manual



Table of Contents

Forward..... v

Introduction and Overview 1

 Purpose of the Policy Manual..... 1

 Overview of District Policy Documents 1

Legal Qualifications, Powers, Duties, and Responsibilities 3

 Legal Qualifications..... 3

 Powers of the Board 3

 Duties of the Board of Fire Commissioners 4

 Duties of the Board Chair & Vice Chair 4

 Responsibilities of Individual Commissioners..... 5

 General Responsibilities 5

 Financial Disclosure..... 5

 Responsibilities of the Board Secretary..... 6

 Applicability of Policies and Guidelines 7

Transparency & Accountability..... 8

Public Meetings & Records..... 9

 Public Meetings 9

 Regular Meeting 9

 Special Meeting 9

 Emergency Meetings 10

Meeting Procedures..... 10

 Preparation of the Agenda..... 10

 Agenda Content..... 11

 Minutes..... 12

 Personal Notes 12

 Attendance 13

 Voice and Video Conferencing..... 13

 Quorum 13

 Voting 13

 Rules of Order..... 13

Executive Sessions..... 14

Recess & Adjournment..... 16

Open Public Meetings Act (OPMA) Training..... 16

Board Communications 16

 Written Communications 16

 Electronic Communications 16

Policy Making..... 18

 Key Policies..... 18

 Staff Roles & Responsibilities 19

 Policy Adoption & Interpretation..... 19

Ethics and Conflict of Interest..... 20

 Ethical Principles 20

 Conflicts of Interest 20

 General Considerations..... 20

 Specifically Prohibited Conflicts of Interest 21

 Remote Interest 21

 Declaration of a Conflict 22

 District Legal Counsel Opinions 22

 Filing of Disclosures..... 23

Interaction with District Staff 24

 Overview 24

 Fire Chief 24

 Board Non-interference 24

 Board of Commissioners / Fire Chief Relationship 25

 Board Role 25

 Access to Information 25

 Staff Roles 25

 Restrictions on Political Involvement of Staff 26

Budget Administration 27

 Purpose..... 27

 Responsibilities..... 27

 Spending Limitations 27

Amendments 27

Commissioner Contingency Fund..... 27

Reports 27

Benefit Charge..... 28

 The Law (RCW 52.18)..... 28

 History **Error! Bookmark not defined.**

 Collection 28

 Data Management..... 28

Compensation & Benefits 29

 Reimbursement for Expenses 29

 Compensation for Services Performed..... 29

 Educational Goal 29

 Travel 30

 Uniform Issue/Clothing Allowance 30

 Insurance 31

Liability 32

 Personal Liability 32

 Liability Protection Procedure..... 32

Legal Counsel 33

 Advice of Counsel 33

 Authorization to Seek Counsel..... 33

Inventory & Surplus Property 34

 Inventory 34

 Surplus Property..... 34

New Board Member Orientation 35

Appendix A-Commissioner Selection & Appointment Process 36

Appendix B-Oath of Office 37

 Fire Commissioner 37

 District Secretary 37

Forward

Serving as a Fire Commissioner 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 combined Board formally adopted the current revision of this manual on the 28th day of October 2024, 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:

Strategic Plans: The Strategic Plan sets 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 Plans: 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 Plans: These plans establish 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, OPEIU 8, Graham Guild, 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

Each five-member Board of Fire Commissioners is responsible for governing the operations of the District(s). 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

Each 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, an alternate Chair of the Combined Board or the Vice-Chair shall perform the duties of the Chair.

Responsibilities of Individual Commissioners

Board members of each District 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 Combined Board of Fire Commissioners Policy Manual.

Transparency & Accountability

As the 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. Each 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 each District. 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).

The Districts are 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 6:00 pm at District Headquarters, 1015 39th 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 39th 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 combined 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. Additions, revisions, or consensus approval of the agenda
4. Public Comments (if any)
5. Consent Agenda (separate for each District)
 - a. Approval of excused absences
 - b. Approval of the minutes of previous meeting
 - c. Approval of vouchers and payroll
6. Standing Committees
7. Unfinished Business (Second Reading)
8. New Business (First Reading)

9. Considerations and Requests
10. Staff, Local Firefighter's Association Reports
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 for each Board will constitute a quorum for transaction of the Business of the District(s).

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 the 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 *BOD 3.24-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 *BOD 3.24-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 *BOD 3.24 – 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, Graham Guild, 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 board 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, OPEIU, and the Graham Guild 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 the Districts are entitled to have fair, ethical, and accountable governance that has earned the public's full confidence for integrity.

Ethical Principles

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: *BOD 2.05 – 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(s) 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(s), 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 meetings in October or November. The Board shall hold a public hearing to facilitate transparency related to District finances and fiscal decision making prior budget adoption. The Board shall adopt the District's operations and capital budgets at a regularly scheduled meeting in November. The Fire Chief or designee shall submit the approved budget to the County Auditor prior to November 30th of each year.

Spending Limitations

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

Amendments

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

Commissioner Contingency Fund

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

Reports

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

Benefit Charge

The Law (RCW 52.18)

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

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

The law allows the benefit charge to consist of up to 60% of the operating budget. The law also identifies authorized exemptions of the benefit charge.

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

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

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

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

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 third party vendors 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 *SOG 3.06 – 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(s) assigned to serve as the Board representative(s)
- 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, 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 and that are recorded as such in the minutes from a Regular or Special Meeting
- 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 *SOG 6.03 - 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 SOG 3.06—*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.

All Commissioner Uniform items shall be district-issued brands only, with the department name and Commissioner name embroidered on the left chest area. Shirts and/or blouses shall be a button up in either short or long sleeves. One of each color (dark blue, cobalt blue, gray, and black) shirt and/or blouse will be issued to each Commissioner. The shirt and/or blouse can also be worn with the Commissioner's years of service pins when desired.

Pants and/or skirts shall be black or khaki in color, professional in nature, and secured by the individual Commissioner. A black presentable dress belt will be worn with the pants and/or skirts. Commissioners may seek district reimbursement for no more than two pairs of pants and/or skirts and one belt. \$200 is the maximum reimbursement authorized.

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. In addition to the jacket, Commissioner may select one additional cool weather item in the form of a district-issued vest, cardigan sweater, or ¼ zip sweatshirt.

Commissioners shall wear professional footwear including the appropriately colored socks and shoes. Black tennis style shoes that are clean are acceptable. Footwear is at the Commissioner's own expense, and not issued by the District.

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 shall be worn with the black uniform pants and or skirts 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 District.

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, the 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.

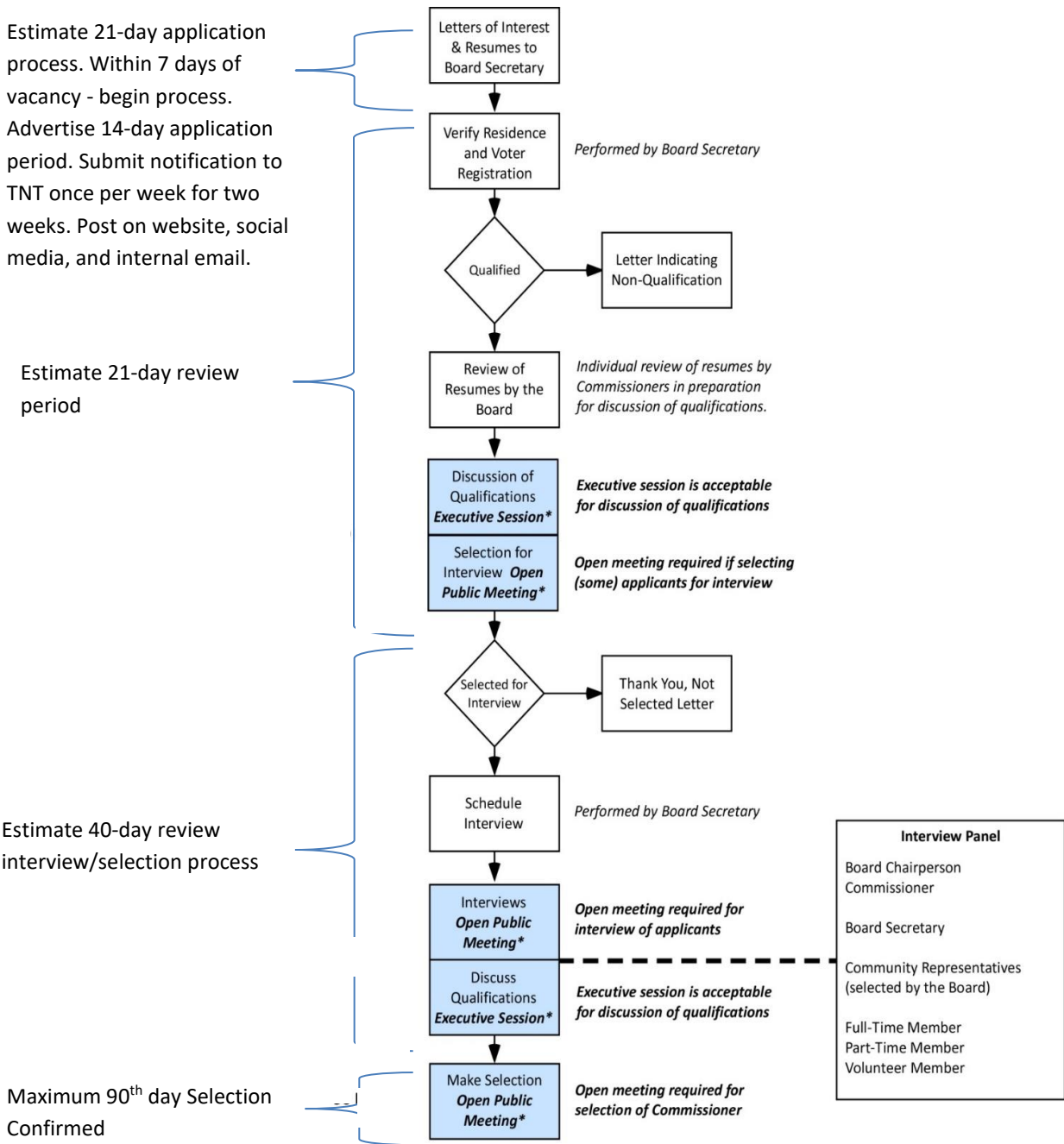
Surplus property that is no longer serviceable may be disposed of by District policy.

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 Fire 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 Fire 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 (corresponding district); 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 (corresponding district); 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: October 28, 2024

Item Title: Resolution 24-11 Authorization to Change the Date of the 11/11/24 Meeting-CPFR

Attachments: Resolution 24-11

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

TWO SUGGESTED MOTIONS:

MOTION #1: *"I move to waive the two-meeting rule for Resolution 24-11 Authorization to Change the Date of the 11/11/24 Meeting."*

MOTION #2: *"I move to approve Resolution 24-11 Authorization to Change the Date of the 11/11/24 Meeting"*

SUMMARY:

The attached Resolution provides the Board to authorize the District to change the first Regular Board meeting for the month of November from the 11th to the 12th, due to the Veterans' Day holiday falling on the 11th.

FINANCIAL IMPACT: N/A

CENTRAL PIERCE FIRE & RESCUE

RESOLUTION NO. 24-11

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, CHANGING THE DATE OF THE NOVEMBER 11, 2024 BOARD OF FIRE COMMISSIONERS MEETING TO NOVEMBER 12, 2024.

WHEREAS, All fire districts in the State of Washington are required to conduct district business in accordance with RCW 52.14 and RCW 42.30; and,

WHEREAS, RCW 52.14 and RCW 42.30 require the Board of Fire Commissioners to establish the location, time, and date of such meetings; and,

WHEREAS, The date of November 12, 2024, is better suited due to November 11, 2024 being an observed holiday of the District.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners for Central Pierce Fire & Rescue as follows:

Section 1. The Regular Meeting of the Board of Fire Commissioners for Central Pierce Fire & Rescue will be held on November 12, 2024, at 6:00 p.m., located at 1015 39th AVE SE Ste #120, Puyallup, WA 98374.

Section 2. This resolution supersedes Resolution 24-09 and all prior resolutions relating to the first November 2024 Regular Board meeting.

Section 3. All other Regular Board of Fire Commissioner meetings scheduled for 2024, as per prior resolutions, remain as scheduled.

ADOPTED BY THE BOARD OF FIRE COMMISSIONERS FOR CENTRAL PIERCE FIRE & RESCUE, PIERCE COUNTY, WASHINGTON, AT A REGULAR MEETING HELD THIS 28th DAY OF OCTOBER, 2024, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND THE FOLLOWING WERE PRESENT AND VOTING.

Matt Holm, Chairman

Steve Stringfellow, Commissioner

Rich Coleman, Commissioner

Bob Willis, Commissioner

Dale Mitchell, Commissioner

ATTEST:

Tanya Robacker, District Secretary



Board Meeting Agenda Item Summary

Agenda Date: October 28, 2024

Item Title: Resolution 24-004 Authorization to Change the Date of the 11/11/24 Meeting-OVFR

Attachments: Resolution 24-004

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"I move to approve Resolution 24-004 Authorization to Change the Date of the 11/11/24 Meeting"

SUMMARY:

The attached Resolution provides the Board to authorize the District to change the first Regular Board meeting for the month of November from the 11th to the 12th, due to the Veterans' Day holiday falling on the 11th.

FINANCIAL IMPACT: N/A



Orting Valley Fire & Rescue

Pierce County Fire District 18
401 Washington Ave SE Orting, WA 98360
Phone: (360) 893-2221 Fax: (360) 893-8524

Resolution 2024-004

A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 18. CHANGING THE DATE OF THE NOVEMBER 11, 2024 BOARD OF FIRE COMMISSIONERS MEETING TO NOVEMBER 12, 2024. THIS IS A REVISION OF RESOLUTIONS 2023-012, 2024-002 AND 2024-003

WHEREAS, all Fire Districts in the State of Washington are required to conduct district business in accordance with RCW's 52.14 and 42.30;

WHEREAS, RCW 52.14 and 42.30 require the Board of Commissioners to establish the place, time and date of such meetings;

WHEREAS, the date is better suited due to November 11, 2024 being an observed holiday of the District.

NOW THEREFORE, THE BOARD OF FIRE COMMISSIONERS OF PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 18 RESOLVES THE FOLLOWING:

THE DATE OF THE NOVEMBER 11, 2024 BOARD OF FIRE COMMISSIONERS MEETING TO BE CHANGED TO NOVEMBER 12, 2024.

Adopted this 28th day of October 2024.

Commission Chair Jason Bellerive

Commission Vice Chair Joe Palombi

Commissioner Arlene Dannat

Commissioner Kevin Gorder

Commissioner Margaret Buttz

District Secretary Kim Kemp



Board Meeting Agenda Item Summary

Agenda Date: October 28, 2024

Item Title: Resolution 1004 Authorization to Change the Date of the 11/11/24 Meeting-GFR

Attachments: Resolution 1004

Submitted by: Chief Morrow

RECOMMENDED ACTION BY THE BOARD:

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

SUGGESTED MOTION:

"I move to approve Resolution 1004 Authorization to Change the Date of the 11/11/24 Meeting"

SUMMARY:

The attached Resolution provides the Board to authorize the District to change the first Regular Board meeting for the month of November from the 11th to the 12th, due to the Veterans' Day holiday falling on the 11th.

FINANCIAL IMPACT: N/A



Graham Fire & Rescue

PO Box 369
Graham, WA 98338
p: (253) 847-8811
f: (253) 847-2233
www.grahamfire.org

RESOLUTION NO. 1004

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR GRAHAM FIRE & RESCUE, CHANGING THE DATE OF THE NOVEMBER 11, 2024 BOARD OF FIRE COMMISSIONERS MEETING TO NOVEMBER 12, 2024.

WHEREAS: all Fire Districts in the State of Washington are required to conduct District business in accordance with RCW’s 52.14 and 42.30; and

WHEREAS: RCW 52.14 and 42.30 require the Board of Commissioners to establish the place, time and date of such meetings; and

WHEREAS: the date of November 12, 2024, is better suited due to November 11, 2024, being an observed holiday of the District.

THEREFORE, BE IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS FOR GRAHAM FIRE & RESCUE THAT:

Section 1. The first Regular meeting of the Board of Commissioners for the month of November will be held on November 12, 2024.

Section 2. This Resolution supersedes Resolution 1002 and all prior Resolutions pertaining to 2024 Regular Board meetings.

MOVED AND PASSED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR GRAHAM FIRE & RESCUE ON OCTOBER 28, 2024, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND THE FOLLOWING WERE PRESENT AND VOTING:

Robert L. Homan, Board Chair

Russell T. Barstow, Commissioner

Christine McAfee Commissioner

Brian Estes, Commissioner

ATTEST:

Neil Samuelson, Commissioner

Sandi Roberts, CFO-District Secretary



Board Meeting Agenda Item Summary

Agenda Date: October 28, 2024

Item Title: SOG 3.06 Advance Travel Payment and Reimbursement

Attachments: SOG 3.06 Advance Travel Payment and Reimbursement

Submitted by: Finance Director Tanya Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

SOG 3.06 Advance Travel Payment and Reimbursement policy brings the travel policy up to date with recent legislation and court opinions.

In general, the major changes include:

1. Updating the definition of "Travel Status" and compensable hours worked.
 - a. For out-of-town travel, all travel time related to work is compensable regardless of the number of hours or when the travel takes place.
2. Mileage reimbursement is not authorized for District staff receiving a vehicle allowance.

Updates to the mileage reimbursement attachment:

1. The Mileage Reimbursement attachment is being updated to include Orting Valley Fire & Rescue and Graham Fire & Rescue locations for ease of calculation.

FINANCIAL IMPACT: N/A



CENTRAL PIERCE FIRE & RESCUE

POLICY AND PROCEDURE 306

SUBJECT: Advance Travel Payment and Reimbursement

EFFECTIVE DATE: September 21, 2020

OWNER: Finance Director

REAUTHORIZATION YEAR: 2023

FORMS AND ATTACHMENTS:

Attachment 306.A Claim for Expenses Form

Attachment 306.B District Business Expense Claim Form

Attachment 306.C Mileage Reimbursement Form

INTENT:

To establish policy and procedures for advanced travel payment and reimbursing district personnel for travel, subsistence and related expenses incurred that are reasonable and directly related to the individual's service on behalf of the District.

1.0 DEFINITIONS

1.1 N/A

2.0 POLICIES

2.1 It is the policy of Central Pierce Fire & Rescue to reimburse employees for preauthorized, actual travel related expenses incurred while conducting district business or attending educational classes, seminars or conferences. Personnel are in "travel status" when travel is on behalf of the District, for official district business.

2.2 **Approval.** Prior authorization of each type of travel expense is required and shall be administered by Division Heads according to current budgetary allowances. If traveling for externally provided training, conferences or related purposes, approval requirements in Policy 620 apply.

2.3 **Reimbursable Travel Expenses.** The following are reimbursable expenses related to travel. If any part of travel expenses are eligible for reimbursement by grant or other third party, the District shall be reimbursed for all payments made on behalf of the employee. For example, the National Fire Academy (NFA) reimburses airfare within their current stipend procedures. If the District pays for the employee's airfare, the District will be reimbursed the amount paid to the employee by the NFA.

Occasionally, it will be necessary to evaluate travel situations on a case-by-case

basis. Individualized arrangements may be made with the approval of the Fire Chief and/or AC Training. However, in each case the cost to the District must be equal to or less than the standard policy below. For example, members attending the NFA are currently required to purchase a cafeteria meal ticket; this is advanced in lieu of per diem for the meals included in the meal ticket.

2.3.1 **Per Diem** for meal reimbursement or advance payment for eligible meals in lieu of actual expenses incurred. Meals will be paid at the current per diem rate adopted by the Board of Commissioners through resolution. Meals included in event registration fees will not be advanced or reimbursed regardless of whether or not consumed.

Meals qualifying for payment are determined on a case-by-case basis determined by travel start and end times and will only be advanced when a member stays overnight.

Per Diem rates are the preferred method of reimbursement. Attempts should be made to use per diem for meal reimbursement in place of actual expense reimbursement.

However, actual documented cost for meals will be paid up to the per diem limit for the destination location including reasonable gratuity for the meal, unless automatically billed by vendor. Member must be in travel status to qualify for reimbursement. Alcoholic beverages are not a reimbursable expense.

2.3.2 **Transportation** expenses for approved travel are eligible for payment and may include the following:

2.3.2.1 Personal vehicle mileage reimbursement will be paid in advance or reimbursed, when approved, in lieu of utilization of a district vehicle. Mileage will be paid at the current rate adopted by the Board of Commissioners through resolution.

Mileage will be calculated on the most direct route computed to and from District Headquarters, unless otherwise approved. Members who elect not to use a district vehicle, when available and offered, shall forfeit mileage reimbursement.

2.3.2.2 Air Travel: If authorized, the maximum cost of airfare shall be no greater than coach class or its equivalent. Prudent effort shall be made to find the least expensive airfare which provides reasonably timely service. On a case-by case basis, mileage may be paid in lieu of airfare. The cost of mileage may not exceed the available airfare cost.

2.3.2.3 Ground Transportation at destination: Actual cost of ground transportation, when approved, to include rental car, taxi fares, public transportation, parking and other applicable expenses at travel destination.

2.3.3 **Lodging.** When authorized, actual cost of lodging is reimbursable to members who are in travel status. Whenever lodging is procured, staff members are encouraged to take advantage of any and all discounts available, including requesting a “government rate.”

If discounts are not available, attempt to acquire room rates which are equal to or less than those being offered at the event location. If room rates are higher than the event hotel, an explanation is required (i.e. event hotel was full, etc.) Exceptions may be authorized on a case-by-case basis. For example: Campground fees may be paid in lieu of lodging. The cost of campground fees may not exceed the lodging cost.

2.3.4 **Miscellaneous.** If authorized, the following may be eligible for reimbursement if they are necessary and reasonable expenses and/or are paid in effort to minimize the cost of travel: parking, ferry and bridge tolls, transit fare, and baggage check fees.

2.4 **Non-reimbursable Travel Expenses.** Items for which no reimbursement shall be authorized or allowed include, but are not limited to:

- Alcoholic beverages and tobacco
- Entertainment, including in-room video rentals
- Personal phone calls
- First class or business class airfare when economy or coach class is available.
- Meals or lodging when these items are provided as part of registration or a reservation
- Room service
- Fines, forfeitures, tickets or penalties
- Expenses of a spouse, domestic partner or other non-district member
- Travel insurance
- Gambling expenses
- Valet services
- All other personal services

3.0 PROCEDURES

3.1 Following approval, travel arrangements and related payments shall be coordinated through the Finance and/or Training Division. See Policy 620 for additional requirements for training-related travel. The preferred methods of payment are Advanced Travel and Reimbursement as described below.

3.2 **Payment – Advanced Travel.** Payment prior to the beginning of the travel period is referred to as Advanced Travel. Advanced Travel payments may be processed in the regular Accounts Payable process or by utilizing the Advanced Travel Fund and/or Imprest Fund accounts. All travel-related expenses may be paid in the Accounts Payable process. However, payments made from the Advanced Travel and Imprest Funds are restricted as follows:

- **Advanced Travel Fund.** Payments solely for travel advances to members for travel-related expenses that he/she will pay out of

his/her own pocket. It must not be used for personal loans, travel tickets, registration fees, and reimbursements to employees or officers for travel already incurred.

- **Imprest Fund.** Payments solely for registrations, airfare and occasional miscellaneous purchases. It must not be used for payments to members for travel-related expenses.

3.2.1 When travel costs, registration fees, and/or other fees have been paid in advance by the District and the traveling member shortens or fails to attend the event, without good cause, the members shall reimburse the District the amount paid by the District. Whether good cause exists to excuse an absence shall be determined by the Fire Chief or designee.

3.2.2 Advanced travel payments require substantiating documentation. Failure to provide documentation to the Finance division within the established timeframe will result in a deduction from the members' payroll check.

3.3 **Payment – Other Methods.**

3.3.1 **District Purchasing Cards.** Employees may use district-issued purchasing cards while in authorized travel status according to the eligible travel expenses authorized in this policy and District Credit Card Usage Policy 330.

3.3.2 **Reimbursement.** Following travel, employees may be reimbursed by means of the Accounts Payable process for authorized, eligible travel expenses and according to district purchasing Policy 327.

3.4 **Documentation Requirements.**

3.4.1 **Claim for Expenses Form.** For training-related advanced travel payments, the Claim for Expenses Form will be generated by the Training Division following the approval of travel. The employee will be provided a copy of this form, in addition to the Finance Division, prior to the training event.

Upon return, the employee shall sign and submit the Claim for Expenses Form to the Finance Division within seven (7) business days, along with any required receipts, as described below.

3.4.2 **Receipts.** All eligible expenses, except per diem meal allowances and mileage, require receipt substantiation upon return. The receipt must be the vendor's original receipt that includes the transaction date, vendor name, amount paid, and a detailed listing of items/services received.

For lodging and rental cars, the receipt must show the same rate, including tax as was paid to the employee in advance. If the receipt amount is different, an explanation must be provided. Charges for shared room lodging (other than employees) must be deducted from the receipt, and paid by the employee.

The individual who received the advanced travel payment or is seeking reimbursement must submit receipts to the Finance Division accompanied with a certified and signed Claim for Expense Form, District Business Expense Claim Form or Mileage Reimbursement Form.

4.0 REFERENCE

- 4.1 Resolution No. 20-08 – Per Diem/Travel Reimbursement
- 4.2 Policy 620 – Training Classes, Events and Meetings
- 4.3 Policy 330 – Credit Card Usage
- 4.4 Policy 327 – Purchasing
- 4.5 Internal Revenue Service Special Per Diem Rates Notice, High-Low Substantiation Method
- 4.6 Internal Revenue Service Standard Mileage Rates Notice

CENTRAL PIERCE FIRE & RESCUE
STANDARD OPERATING GUIDELINES
NUMBER 3.06

ORIGINATED: June 27, 1994

APPROVED:

EFFECTIVE:

SUBJECT: ADVANCE TRAVEL PAYMENT AND REIMBURSEMENT

PURPOSE: To establish policy and procedures for advanced travel payment and reimbursing district personnel for travel, subsistence and related expenses incurred that are reasonable and directly related to the individual's service on behalf of the District.

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 policy. The Finance Director is responsible for the interpretation, administration, and enforcement of this policy.

DEFINITIONS: Travel Status: An employee is in travel status when they are away from both their residence and/or regular worksite and are conducting travel on behalf of the District, for official district business.

"Travel Status" includes time while traveling for work, including drive time between worksites or as a passenger in an auto, bus, plane or train, as long as the District has approved the means of travel. "Travel Status" includes time needed for an employee to get from their regular worksite to the location of the meeting, training, or event. "Travel Status" also includes hours worked beyond normal work schedule per CBA or District Policy for overtime, as well as the employee's normal work scheduled time.

"Travel Status" does not include an employee's daily commute from home to the worksite (station or office), and vice versa, and such time is not compensable. Likewise, when traveling overnight, the drive time from the hotel/place of lodging to the meeting, training, or event facility, and vice versa, is not compensable if not within the normal work scheduled time.

Hours Worked: All hours during which the employee is authorized or required, known or reasonably believed by the District to be on duty on District premises or at a prescribed work place. For out-of-town travel, all travel time related to work is compensable regardless of the number of hours or when the travel takes place. It includes any time necessary to get to an airport, train station, or other transit center necessary to complete the out of town travel.

POLICY

- I. It is the policy of Central Pierce Fire & Rescue to reimburse employees for preauthorized, actual travel related expenses incurred while conducting district business or attending educational classes, seminars or conferences. [Personnel are in "travel status" when travel is on behalf of the District, for official district business.](#)
- II. **Approval:** Prior authorization of each type of travel expense is required and shall be administered by Division Heads according to current budgetary allowances. If traveling for externally provided training, conferences or related purposes, approval requirements in Policy 620 apply.
- III. **Reimbursable Travel Expenses:** The following are reimbursable expenses related to travel. If any part of travel expenses are eligible for reimbursement by grant or other third party, the District shall be reimbursed for all payments made on behalf of the employee. For example, the National Fire Academy (NFA) reimburses airfare within their current stipend procedures. If the District pays for the employee's airfare, the District will be reimbursed the amount paid to the employee by the NFA. Occasionally, it will be necessary to evaluate travel situations on a case-by-case basis. Individualized arrangements may be made with the approval of the Fire Chief and/or AC Training. However, in each case the cost to the District must be equal to or less than the standard policy below. For example, members attending the NFA are currently required to purchase a cafeteria meal ticket; this is advanced in lieu of per diem for the meals included in the meal ticket.
 1. Per Diem
 - a. Per Diem for meal reimbursement or advance payment for eligible meals in lieu of actual expenses incurred. Meals will be paid at the current per diem rate adopted by the Board of Commissioners through resolution. Meals included in even registration fees will not be advanced or reimbursed regardless of whether or not consumed.
 - b. Meals qualifying for payment are determined on a case-by-case basis determined by travel start and end times and will only be advanced when a member stays overnight.
 - c. Per Diem rates are the preferred method of reimbursement. Attempts should be made to use per diem for meal reimbursement in place of actual expense reimbursement.
 - d. However, actual documented cost for meals will be paid up to the per diem limit for the destination location including reasonable gratuity for the meal, unless automatically billed by vendor. Member must be in travel status to qualify for reimbursement. Alcoholic beverages are not a reimbursable expense.
 2. Transportation

a. Transportation expenses for approved travel are eligible for payment and may include the following:

i.) Personal vehicle mileage reimbursement will be paid in advance or reimbursed, when approved, in lieu of utilization of a district vehicle. Mileage will be paid at the current rate adopted by the Board of Commissioners through resolution.

(1) Mileage will be calculated on the most direct route computed to and from District Headquarters (1015 39th Ave Puyallup, WA 98374), unless otherwise approved. Members who elect not to use a district vehicle, when available and offered, shall forfeit mileage reimbursement.

Formatted: Superscript

~~(1)~~(2) Mileage reimbursement is not authorized for District staff receiving a vehicle allowance.

ii.) Air Travel: If authorized, the maximum cost of airfare shall be no greater than coach class or its equivalent. Prudent effort shall be made to find the least expensive airfare which provides reasonably timely service. On a case-by case basis, mileage may be paid in lieu of airfare. The cost of mileage may not exceed the available airfare cost.

iii.) Ground Transportation at destination: Actual cost of ground transportation, when approved, to include rental car, taxi fares, public transportation, parking and other applicable expenses at travel destination.

3. Lodging

- a. When authorized, actual cost of lodging is reimbursable to members who are in travel status. Whenever lodging is procured, staff members are encouraged to take advantage of any and all discounts available, including requesting a "government rate."
- b. If discounts are not available, attempt to acquire room rates which are equal to or less than those being offered at the event location. If room rates are higher than the event hotel, an explanation is required (i.e. event hotel was full, etc.) Exceptions may be authorized on a case-by-case basis. For example: Campground fees may be paid in lieu of lodging. The cost of campground fees may not exceed the lodging cost.

4. Miscellaneous

- a. If authorized, the following may be eligible for reimbursement if they are necessary and reasonable expenses and/or are paid in

effort to minimize the cost of travel: parking, ferry and bridge tolls, transit fare, and baggage check fees.

IV. NON-REIMBURSABLE TRAVEL EXPENSES

- A. Items for which no reimbursement shall be authorized or allowed include, but are not limited to:
1. Alcoholic beverages and tobacco
 2. Entertainment, including in-room video rentals
 3. Personal phone calls
 4. First, ~~class or~~ business, or premium class airfare when economy or coach class is available.
 5. Meals or lodging when these items are provided as part of registration or a reservation
 6. Room service
 7. Fines, forfeitures, tickets or penalties
 8. Expenses of a spouse, Domestic partner or other non-district member
 9. Travel insurance
 10. Gambling expenses
 11. Valet services
 12. All other personal services

PROCEDURES:

- I. Following approval, travel arrangements and related payments shall be coordinated through the Finance and/or Training Division. See Policy 620 for additional requirements for training-related travel. The preferred methods of payment are Advanced Travel and Reimbursement as described below.

II. Payment-Advanced Travel:

~~A. Payment prior to the beginning of the travel period is referred to as Advanced Travel. Advanced Travel payments may be processed in the regular Accounts Payable process or by utilizing the Advanced Travel Fund and/or Imprest Fund accounts. All travel-related expenses may be paid in the Accounts Payable process. However, payments made from the Advanced Travel and Imprest Funds are restricted as follows:~~

- ~~1. Advanced Travel Fund: Payments solely for travel advances to members for travel-related expenses that he/she will pay out of his/her own pocket. It must not be used for personal loans, travel tickets, registration fees, and reimbursements to employees or officers for travel already incurred.~~

~~2.A. Imprest Fund: Payments solely for~~ registrations, airfare and occasional miscellaneous purchases. It must not be used for payments to members for travel-related expenses.

Formatted

- B. When travel costs, registration fees, and/or other fees have been paid in advance by the District and the traveling member shortens or fails to attend the event, without good cause, the members shall reimburse the District the amount paid by the District. Whether good cause exists to excuse an absence shall be determined by the Fire Chief or designee.
- C. Advanced travel payments require substantiating documentation. Failure to provide documentation to the Finance Division within the established timeframe will result in a deduction from the members' payroll check.

III. Payment – Other Methods:

- A. District Purchasing Cards:
 - 1. Employees may use District-issued purchasing cards while in authorized travel status according to the eligible travel expenses authorized in this policy and BOD 3.30 Credit Card Usage.
- B. Reimbursement:
 - 1. Following travel, employees may be reimbursed by means of the Accounts Payable process for authorized, eligible travel expenses and according to BOD 3.27 Purchasing Policy.

IV. DOCUMENTATION REQUIREMENTS

- A. Claim for Expenses Form:
 - 1. For training-related advanced travel payments, the Claim for Expenses Form will be generated by the Training Division following the approval of travel. The employee will be provided a copy of this form, in addition to the Finance Division, prior to the training event.
 - 2. Upon Return, the employee shall sign and submit the Claim for Expenses Form to the Finance Division within seven (7) business days, along with any required receipts, as described below.
- B. Receipts
 - 1. All eligible expenses, except per diem meal allowances and mileage, require receipt substantiation upon return. The receipt must be the vendor's original receipt that includes the transaction date, vendor name, and amount paid, and a detailed listing of items/services received.
 - 2. For lodging and rental cars, the receipt must show the same rate, including tax as was paid to the employee in advance. If the receipt amount is different, an explanation must be provided. Charges for

shared room lodging (other than employees) must be deducted from the receipt, and paid by the employee.

3. The individual who received the advanced travel payment or is seeking reimbursement must submit receipts to the Finance Division accompanied with a certified, signed Claim for Expense Form, District Business Expense Claim Form or Mileage Reimbursement Form.

FORMS AND ATTACHMENTS:

[I. SOG 306.A CLAIM FOR EXPENSES FORM](#)

[II. SOG 306.B DISTRICT BUSINESS EXPENSES CLAIM FORM](#)

[III. SOG 306.C MILEAGE REIMBURSEMENT FORM](#)

REFERENCES:

[I. Resolution No. 20-08 – Per Diem/Travel Reimbursement](#)

[II. Policy 620 – Training, Classes, Events and Meetings](#)

[III. BOD 3.30 Credit Card Usage](#)

[IV. BOD 3.27 Purchasing Policy](#)

[V. Internal Revenue Service Special Per Diem Rates Notice, High-Low Substantiation Method](#)

[VI. Internal Revenue Service Standard Mileage Rates Notice](#)

APPROVED:

DUSTIN MORROW
FIRE CHIEF

Formatted: Indent: Left: 1", No bullets or numbering



Policy Attachment 306.A
CENTRAL PIERCE FIRE & RESCUE
CLAIM FOR EXPENSES FORM

RECONCILIATION DUE TO FINANCE WITHIN 7 BUSINESS DAYS UPON RETURN

Date: _____ Claim #: _____
 Name: _____ Employee ID: _____
 Division: _____

Conference/Seminar Information

Conference/Seminar _____ Location: _____
 Travel Start Date: _____ Travel End Date: _____

Per Diem Costs

Date							
Breakfast							
Lunch							
Dinner							
Daily Total							

Travel Cost Reconciliation

Object	Type of Cost	Check #	Amount Advanced	—	Actual Costs	=	Difference
549 GI	Registration						
54301	Per Diem**						
54311	Lodging						
54331	Mileage**						
54341	Airfare						
Total							

**Receipts not required

Certification

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.
All applicable receipts have been attached and all costs reconciled.

Signed: _____ Date: _____

Office Use Only

Total Imprest: _____	Total Est. Cost: _____
Total Adv. Travel: _____	Total Actual Cost: _____
Total VISA: _____	Difference Due :
GRAND TOTAL ADVANCED: _____	_____



Policy Attachment 306.B
Central Pierce Fire & Rescue
District Expense/Credit Card/Petty Cash
Claim Form

Employee Name: _____ ID: _____ Date Submitted: _____

I purchased goods or supplies with:	
<input type="checkbox"/> District Credit Card	<input type="checkbox"/> Personal Funds

DATE	BUSINESS	DESCRIPTION	ACCOUNT	AMOUNT
GRAND TOTAL				

List the name(s) of others who traveled, partook of meals, or otherwise incurred expenses. State whether they were district personnel. If they are not, state who they were and what connection they had with district business. This is <u>not</u> to be construed to permit promotional hosting.		
NAME	CPFR Employee	If No, State Why.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employees submitting this form are responsible for providing all necessary documentation required to process payment/reimbursement on a timely basis.

Attach original receipts to this form and send to: Station 6-0 Portable, ATTN: Finance within seven (7) business days following the date of purchase. If later than seven (7) days, an explanation as to why it is late will need to be attached. The original receipt should include name of business in which you made the purchase, and itemized list of goods, date, and the total amount charged.

Exceptions to Original Receipt Requirement:

- Internet purchases:** Print out the purchase confirmation page from the vendor's website and attach to this form.
- Phone purchases:** Sign a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer, etc.) and attach to this form.

I hereby certify under penalty of perjury that this is a true and correct claim for necessary business related expenses incurred by me, that no payment has been received by me on account thereof, and normal purchasing procedures could not be utilized for this purchase. If this purchase was made on a District credit card, I also understand that a lien may be established against my salary for any disallowed claim if not cleared prior to the next regularly scheduled pay period.

Employee Signature: _____

Approval Signature: _____



Board Meeting Agenda Item Summary

Agenda Date: October 28, 2024

Item Title: Finance Division Report

Attachments: Finance Division Report – Includes Graham Fire

Submitted by: Finance Director Tanya Robacker

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Topic

1. September Checkbook & Financial Reports:
 - a. Revenues and Expenditures - Tracking as anticipated
 - b. GEMT Transfer into EMS Special Revenue Fund - \$5M
 - c. Graham Fire's September Fund Balance is reported
2. 2022 Audit – Financial and Single Audits Complete
 - a. Exit conference complete, audit report included
3. 2021/22/23 Accountability Audit
 - a. Three years of data submitted, Auditors will review and plan audit approach
4. 2025 Budget
 - a. November 12th - FBC rate setting & Public Hearing
 - b. November 25th - Final Budget Adoption and Financial Forecast

2024 REVENUE & EXPENDITURES SUMMARY (Operating Funds)

A. BEGINNING BALANCE	2024	IAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date TOTALs		A	
Carryforward from Prior Month (Jan is Min Cash Flow Reserve)	\$ 18,800,000	\$ 18,800,000	\$ 10,007,404	\$ 3,570,951	\$ (525,695)	\$ 28,871,219	\$ 28,334,750	\$ 19,846,015	\$ 12,212,075	\$ 4,533,630	\$ -	\$ -	\$ -	\$ 18,800,000		A	
Total	18,800,000	18,800,000	10,007,404	3,570,951	(525,695)	28,871,219	28,334,750	19,846,015	12,212,075	4,533,630	-	-	-	18,800,000		A	
B. REVENUE (+)	2024 Current BUDGET	IAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 9/30/24	% Budget Received	B	
Reg Levy	30,544,367	59,116	451,494	936,529	12,716,502	2,093,866	120,069	95,565	122,274	365,074	-	-	-	16,960,489	55.5%	B	
EMS Levy	20,920,488	37,935	305,291	670,540	8,660,981	1,424,738	80,043	64,072	82,863	247,623	-	-	-	11,574,086	55.3%	B	
EMS Levy Write Offs	(1,500,000)	(225,555)	(86,610)	(156,972)	(263,784)	(132,072)	(191,303)	(204,412)	(185,403)	(30,706)	-	-	-	(1,476,817)	98.5%	B	
FBC	36,240,648	67,226	555,531	1,379,849	14,679,837	2,765,139	196,319	108,595	130,895	476,390	-	-	-	20,359,781	56.2%	B	
Transports	5,500,000	85,208	507,791	1,053,023	538,005	783,112	734,530	572,341	790,359	568,442	-	-	-	5,632,811	102.4%	B	
Transports Paid by Levy	1,500,000	225,555	86,610	156,972	263,784	132,144	191,304	204,412	185,403	30,706	-	-	-	1,476,890	98.5%	B	
Licenses & Permits	22,000	600	2,250	10,675	420	4,405	2,975	840	305	630	-	-	-	23,100	105.0%	B	
Other Charges for Goods & Svcs	7,887,909	48,151	148,764	293,613	3,056,851	473,498	250,743	93,415	122,414	165,048	-	-	-	4,652,497	59.0%	B	
Grants (Intergovernmental)	300,000	281	1,742	1,016	-	474,111	5,168	3,044	11,187	3,418	-	-	-	499,967	167%	B	
Investment Interest	1,000,000	191,774	144,824	118,355	120,441	123,458	181,575	181,520	136,527	92,705	-	-	-	1,291,179	129.1%	B	
Miscellaneous & Other Tax Revenue	18,000	-	1,558	1,558	-	1,346	12,998	16,607	21,812	1,680	-	-	-	57,559	319.8%	B	
Transfers & Other Sources	15,000,000	-	-	23,180	-	21,920	10,331	11,763	22,408	5,000,000	-	-	-	5,089,602	33.9%	B	
Total Revenues	117,433,412	490,291	2,119,245	4,488,338	39,773,037	8,165,665	1,594,752	1,147,762	1,441,044	6,921,010	-	-	-	66,141,144	56.3%	B	
C. EXPENDITURES (-)	2024 Current BUDGET	IAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year-To-Date ACTUALS as of 9/30/24	% Budget Spent	C	
Commissioners	106,300	14,223	10,332	6,016	7,503	7,831	4,202	4,530	4,645	4,784	-	-	-	64,066	60.3%	C	
Commissioners' Contingency	48,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80.5%	C
Admin & Internal Services	16,695,367	1,150,551	1,243,302	1,437,959	1,685,870	997,929	1,488,762	1,433,903	1,496,948	1,153,245	-	-	-	12,088,469	72.4%	C	
Operations (Suppression, EMS)	77,016,445	6,929,510	5,884,604	5,818,196	6,470,739	6,286,493	6,277,291	5,751,162	6,046,032	5,910,602	-	-	-	55,374,629	71.9%	C	
Overtime - ALL DIVISIONS	12,063,353	826,738	1,057,768	967,129	935,852	1,004,919	1,028,432	1,240,877	1,174,870	1,607,750	-	-	-	9,844,335	81.6%	C	
Prevention & Education	2,139,543	128,217	121,633	126,096	129,338	140,353	131,423	153,641	132,836	179,160	-	-	-	1,242,697	58.1%	C	
Fleet Maintenance	2,696,914	233,648	238,060	229,588	248,321	264,609	186,266	197,589	264,158	212,555	-	-	-	2,074,794	76.9%	C	
Transfers to ERF, Facilities, Projects	3,138,740	-	-	-	898,500	-	967,110	-	-	-	-	-	-	1,865,610	59.4%	C	
Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	C	
Total Expenditures	113,905,412	9,282,887	8,555,699	8,584,984	10,376,123	8,702,134	10,083,486	8,781,702	9,119,489	9,068,096	-	-	-	82,554,600	72.5%	C	
D. TOTAL CHANGE BY MONTH [Revenue (-) Expenditure] Increase / (Decrease)																D	
	3,528,000	(8,792,596)	(6,436,454)	(4,096,646)	29,396,914	(536,469)	(8,488,734)	(7,633,940)	(7,678,445)	(2,147,086)	-	-	-	(16,413,456)		D	
E. Ending Balance (A + D) as of 9/30/24																E	
	\$ 22,328,000	\$ 10,007,404	\$ 3,570,951	\$ (525,695)	\$ 28,871,219	\$ 28,334,750	\$ 19,846,015	\$ 12,212,075	\$ 4,533,630	\$ 2,386,544	\$ -	\$ -	\$ -	2,386,544		E	
F. Planned Use of Savings																F	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	F	
G. Carryforward (E + F)																G	
		10,007,404	3,570,951	(525,695)	28,871,219	28,334,750	19,846,015	12,212,075	4,533,630	2,386,544	-	-	-	2,386,544		G	

Central Pierce Fire & Rescue

General Fund, EMS, and Reserve Funds as of

9/30/2024

Col A

Col B

Col C

Col D

Col E

Col F

2024 REVENUE & EXPENDITURES - GENERAL AND EMS FUNDS

	Checkbook Gen Fund & EMS (001 & 101)	Gen Fund & EMS Reserves	Reserve Fund (011)	ERF (015)	Facilities (050)	TOTAL Gen Fund, EMS & Reserves
A. BEGINNING BALANCES						
1. Beginning Balance 1/1/2024* (Carryforward)	\$ -	\$ -	\$ 4,594,599	\$ 1,889,421	\$ 275,297	\$ 6,759,317
2. Minimum Cash Flow (Working Capital Reserve)	18,800,000					18,800,000
3. 5% Operating Reserve (Revenue Stabilization)			928,721			928,721
4. Unreserved Carryforward		6,986,127				6,986,127
5. Total Beginning Balances*	18,800,000	6,986,127	5,523,320	1,889,421	275,297	33,474,165
6. B. REVENUE (+)	66,141,144	-	1,130,356	502,872	398,500	68,172,872
7. C. EXPENDITURES (-)	82,554,600	-	-	\$ (1,891,781)	\$ 363,054	81,025,873
D. NET CHANGE [Revenue (-) Expenditure]						
8. Increase / (Decrease)	(16,413,456)	-	1,130,356	2,394,653	35,446	(12,853,001)
E. Preliminary Ending Balance (A + D) as of 9/30/2024						
9. (Unaudited and subject to change)	\$ 2,386,544	\$ 6,986,127	\$ 6,653,676	\$ 4,284,074	\$ 310,743	\$ 20,621,164

***NOTE: Beginning Balances Unaudited**

Fund Key:

10. Minimum Cash Flow - Working capital reserve that gets us from October tax payment through the April tax payment.
11. 5% Operating Reserve - Revenue stabilization/emergency reserve to fund expenditures during disasters, moved to 011 August 2020.
12. Unreserved Carryforward - Money in savings in the fund, available for use in the same manner as the fund it resides in.
13. Operating Funds (001 Gen Fund and 101 EMS Fund) - Available to cover all Salaries, Benefits, Supplies, Services, Capital and Debt.
14. Reserve Fund (011) - Revenue stabilization/emergency reserve to fund expenditures during disasters, 5 % + interest.
15. ERF / Reserve (015) - Reserved by Board Resolution to fund replacement costs for equipment and apparatus.
16. Facilities (050) - Reserved by Board Resolution to fund building maintenance and repairs.

Central Pierce Fire & Rescue

ALL Funds as of

9/30/2024

	Col A	Col B	Col C	Col D	Col E
	TOTAL Gen Fund, EMS & Reserves	GEMT (102)	Debt (201)	Capital Projects (301)	Year-To-Date TOTALS
A. BEGINNING BALANCE					
Beginning Balance 1/1/2024* (Carryforward)	\$ 33,474,165	\$ 10,461,039	\$ 546,012	\$ 11,433,178	\$ 55,914,394
1. Total Beginning Balances*	33,474,165	10,461,039	546,012	11,433,178	55,914,394
B. REVENUE (+)	68,172,872	5,636,233	1,412,388	1,124,141	76,345,634
C. EXPENDITURES (-)	81,025,873	5,000,000	476,606	1,950,886	88,453,365
D. NET CHANGE [Revenue (-) Expenditure]					
4. Increase / (Decrease)	(12,853,001)	636,233	935,782	(826,745)	(12,107,731)
E. Preliminary Ending Balance (A + D) as of 9/30/2024					
5. (Unaudited and subject to change)	\$ 20,621,164	\$ 11,097,272	\$ 1,481,794	\$ 10,606,433	\$ 43,806,663

*NOTE: Beginning Balances Unaudited

Fund Key:

- 6. GEMT Fund (102) - Reserved revenue from medicaid transports, restricted to use for EMS operating, capital, and facility costs
- 7. Debt Fund (201) - Reserved revenue source from the Excess Levy, restricted to use for GO Bond Debt repayment only
- 8. Capital Project Fund (301) - Reserved revenue from the GO Bonds, restricted to use for capital facilities, furnishings, and potentially apparatus.

Graham Fire & Rescue

General Fund, Transport, and Reserve Funds as of
08/31/2024

	Col A	Col B	Col C	Col D	Col E	Col F
	Checkbook Gen Fund, S/T ERF & Transport (001)	Reserve (003) & Interim (004)	Equipt & Apparatus Replacement (003)	Facilities (001)	GO Bond (201), PCHIT(630) & Petty Cash (005)	TOTAL Gen Fund, Transport & Reserves
A. BEGINNING BALANCES						
1. Beginning Balance 1/1/2024* (Carryforward)	\$ 560,000	\$ 8,631,651	\$ 1,500,000	\$ 861,430	\$ 229,068	11,782,149
2. Minimum Cash Flow (Working Capital Reserve	5,000,000					5,000,000
3. 5% Operating Reserve (Revenue Stabilization)		-				-
4. Unreserved Carryforward	2,250,522					2,250,522
5. Total Beginning Balances*	7,810,522	8,631,651	1,500,000	861,430	229,068	19,032,671
6. B. REVENUE (+)	23,737,778	383,295	-	-	6,755	24,127,829
7. C. EXPENDITURES (-)	27,610,759	2,250,000	\$ -	\$ -	\$ 54,036	29,914,794
8. D. NET CHANGE [Revenue (-) Expenditure]						
Increase / (Decrease)	(3,872,980)	(1,866,705)	-	-	(47,280)	(5,786,965)
9. E. Preliminary Ending Balance (A + D) as of 08/31/2024 (Unaudited and subject to change)	\$ 3,937,542	\$ 6,764,946	\$ 1,500,000	\$ 861,430	\$ 181,788	\$ 13,245,706

*NOTE: Beginning Balances Unaudited

FUND 301 CAPITAL PROJECTS

LIFE-TO-DATE SPENDING

updated thru

9/30/24

Div	DivTi Account2	Desc	2013-2021	2022 2022	2023 2023	2024 2024	Grand Total
200	Administration						
		Sal & Benefits	658,060				658,060
	53501	Small Tools/Equipment	1,615		40,267		41,882
	54151	Legal Fees	54,327				54,327
	54191	Other Professional Services			38,511	1,495	40,006
	54911	Contractual Services	252,693			223	252,916
	56241	Capital-Construction Contract			3,912,064		3,912,064
	56242	Buildings - Architectural Svcs				81,344	81,344
	56244	Buildings - Other Prof Svcs				3,518	3,518
	56431	Equipment - Miscellaneous			25,653		25,653
	56421	Equipment - Furniture			661,052	162,925	823,977
	54941	Printing & Binding			879		879
	56411	Equipment - Computer/Software			20,326		20,326
	54914	Penalties and Late Fees			98		98
200 Total			966,696		4,698,850	249,505	5,915,051
204	Logistics						
	56242	Buildings - Architectural Svcs		9,078			9,078
204 Total				9,078			9,078
205	Central Stores						
	53146	Building Repair Parts	0				0
	54191	Other Professional Services	8,971				8,971
	56241	Capital-Construction Contract				43,724	43,724
	56431	Equipment - Miscellaneous	10,995	22,105			33,099
205 Total			19,966	22,105		43,724	85,794
230	Training						
	56242	Buildings - Architectural Svcs		29,176	12,567		41,743
230 Total				29,176	12,567		41,743
600	Station 60						
	53141	Operating Supplies	878				878
	53146	Building Repair Parts	280				280
	53501	Small Tools/Equipment	39,563				39,563
	54111	Advertising	746				746
	54191	Other Professional Services	44,365				44,365
	54502	Other Operating Rental	6,874				6,874
	54611	Insurance	18,500				18,500
	54911	Contractual Services	148,534		4,311		152,845
	56101	Land Acquisition	3,388		2,248,875		2,252,263
	56201	Capital - Buildings	10,177,326				10,177,326
	56210	Capital - Building Permits	92,080		400		92,480
	56241	Capital-Construction Contract	(3,765)				(3,765)
	56242	Buildings - Architectural Svcs	1,038,876				1,038,876
	56243	Buildings - Engineering Svcs	116,343		40,642		156,985
	56244	Buildings - Other Prof Svcs	35,234				35,234
	56431	Equipment - Miscellaneous	133,750				133,750
	56421	Equipment - Furniture	238,490				238,490
600 Total			12,091,462		2,294,228		14,385,690

		2013-2021	2022	2023	2024	Grand Total	
601	Station 61						
	54151	Legal Fees	2,499			2,499	
	54911	Contractual Services	58,179			58,179	
	56101	Land Acquisition	816,837			816,837	
	56210	Capital - Building Permits	18,001			18,001	
	56241	Capital-Construction Contract	1,875			1,875	
	56242	Buildings - Architectural Svcs	221,938	78,023		299,962	
	56243	Buildings - Engineering Svcs	9,861			9,861	
	56431	Equipment - Miscellaneous	26,670			26,670	
601 Total			1,155,860	78,023		1,233,883	
602	Station 62						
	53146	Building Repair Parts			95,614	384	95,999
	53501	Small Tools/Equipment			32,414	2,033	34,447
	54801	Building Repair/Maintenance	4,891		207,829	5,636	218,357
	54911	Contractual Services	1,200	9,749			10,949
	56201	Capital - Buildings			25,256		25,256
	56210	Capital - Building Permits			600		600
	56242	Buildings - Architectural Svcs		7,058	86,020		93,079
	56243	Buildings - Engineering Svcs			21,973		21,973
	56431	Equipment - Miscellaneous	9,762		15,832		25,595
	56421	Equipment - Furniture			25,915	25,958	51,873
602 Total			15,853	16,807	511,455	34,011	578,126
603	Station 63						
	53146	Building Repair Parts	713				713
	53501	Small Tools/Equipment	33,604				33,604
	54111	Advertising	751				751
	54151	Legal Fees	777				777
	54191	Other Professional Services	81,625				81,625
	54911	Contractual Services	40,148				40,148
	56101	Land Acquisition	466,669				466,669
	56201	Capital - Buildings	4,007,131				4,007,131
	56210	Capital - Building Permits	77,975				77,975
	56242	Buildings - Architectural Svcs	459,515				459,515
	56243	Buildings - Engineering Svcs	50,720				50,720
	56244	Buildings - Other Prof Svcs	28,870				28,870
	56431	Equipment - Miscellaneous	80,577				80,577
	56421	Equipment - Furniture	30,930				30,930
603 Total			5,360,004				5,360,004
604	Station 64						
	54191	Other Professional Services	1,208				1,208
	54801	Building Repair/Maintenance	65,422				65,422
	56431	Equipment - Miscellaneous	6,443				6,443
604 Total			73,072				73,072

			2013-2021	2022	2023	2024	Grand Total
605	Station 65						
	53502	Communication Equipment	5,747				5,747
	56201	Capital - Buildings	804				804
	56431	Equipment - Miscellaneous	11,558				11,558
605 Total			18,109				18,109
606	Station 66						
	53146	Building Repair Parts	0				0
	53501	Small Tools/Equipment	0				0
	54151	Legal Fees	0				0
	54191	Other Professional Services	0				0
	54911	Contractual Services	0				0
	56101	Land Acquisition	0	40,000	628,374		668,374
	56210	Capital - Building Permits	0	1,400		33,295	34,695
	56241	Capital-Construction Contract				37,227	37,227
	56242	Buildings - Architectural Svcs	0	58,316	22,149	176,248	256,713
	56243	Buildings - Engineering Svcs	0		4,223	20,700	24,923
	56431	Equipment - Miscellaneous	0				0
	54331	Mileage				288	288
606 Total			0	99,716	654,746	267,758	1,022,220
607	Station 67						
	54911	Contractual Services	110,000				110,000
	56201	Capital - Buildings	804				804
	56242	Buildings - Architectural Svcs	17,272				17,272
	56243	Buildings - Engineering Svcs	1,554				1,554
	56431	Equipment - Miscellaneous	11,763				11,763
607 Total			141,392				141,392
617	Training Center (67)						
	56201	Capital - Buildings	17,970				17,970
	56431	Equipment - Miscellaneous	0				0
617 Total			17,970				17,970
608	Station 68						
	56201	Capital - Buildings	804				804
	56431	Equipment - Miscellaneous	13,041				13,041
608 Total			13,845				13,845
609	Station 69						
	54191	Other Professional Services	821				821
	54801	Building Repair/Maintenance	108,777				108,777
	56242	Buildings - Architectural Svcs	4,675				4,675
	56431	Equipment - Miscellaneous	11,114				11,114
609 Total			125,386				125,386
650	Maint. Shop						
	56431	Equipment - Miscellaneous	5,655				5,655
650 Total			5,655				5,655

		2013-2021	2022	2023	2024	Grand Total	
701	Station 71						
	53501	Small Tools/Equipment	993			993	
	54191	Other Professional Services	2,535			2,535	
	54502	Other Operating Rental	500			500	
	54801	Building Repair/Maintenance	31,157			31,157	
	54912	Fees/Permits	580			580	
	56201	Capital - Buildings	19,815			19,815	
	56210	Capital - Building Permits	1,190			1,190	
	56241	Capital-Construction Contract	176,226			176,226	
	56242	Buildings - Architectural Svcs	78,809			78,809	
	56243	Buildings - Engineering Svcs	5,698			5,698	
	56431	Equipment - Miscellaneous	14,679			14,679	
701 Total			332,182			332,182	
702	Station 72						
	53146	Building Repair Parts	376			376	
	53501	Small Tools/Equipment	5,458			5,458	
	54111	Advertising	483			483	
	54151	Legal Fees	10,234			10,234	
	54191	Other Professional Services	36,361			36,361	
	54611	Insurance	8,000			8,000	
	54911	Contractual Services	446,916			446,916	
	56101	Land Acquisition	3,597,518			3,597,518	
	56201	Capital - Buildings	145,752			145,752	
	56210	Capital - Building Permits	270,515			270,515	
	56241	Capital-Construction Contract	12,867,594			12,867,594	
	56242	Buildings - Architectural Svcs	1,320,968			1,320,968	
	56243	Buildings - Engineering Svcs	257,157			257,157	
	56244	Buildings - Other Prof Svcs	30,189			30,189	
	56431	Equipment - Miscellaneous	123,781			123,781	
	56421	Equipment - Furniture	1,366			1,366	
	54941	Printing & Binding	197			197	
	54731	Electricity	552			552	
702 Total			19,123,417			19,123,417	
703	Station 73						
	53501	Small Tools/Equipment	6,349			6,349	
	54191	Other Professional Services	15,636			15,636	
	54911	Contractual Services	840	26,704	57,326	0	84,870
	54912	Fees/Permits	600				600
	56101	Land Acquisition		905,798			905,798
	56201	Capital - Buildings	80,579	11,034	28,450		120,064
	56242	Buildings - Architectural Svcs	77,310	58,021		0	135,331
	56244	Buildings - Other Prof Svcs				318,296	318,296
	56431	Equipment - Miscellaneous	5,831				5,831
703 Total			187,146	1,001,557	85,777	318,296	1,592,776
671	Station 41						
	56101	Land Acquisition				842,598	842,598
671 Total						842,598	842,598
700	Station 70 (Puy Fair)						
	56101	Land Acquisition				194,994	194,994
700 Total						194,994	194,994
Grand Total			39,648,016	1,256,461	8,257,622	1,950,886	51,112,985

2024 Board Discretionary Fund Activity

Beginning Balance:	250,000.00		
Request for Funds:	Approved:	Amount:	Rejected
All American Leadership Purpose and Ethos Workshop	8/26/2024	61,250.00	
Darkhorse Analytics - CRA/CRR Tool	8/26/2024	140,000.00	
Total Requests to date:		<u>(201,250.00)</u>	
Remaining Funds Available as of:	9/30/2024	48,750.00	

**CENTRAL PIERCE FIRE & RESCUE
INVESTMENT BALANCE SUMMARY**

MONTH	PIERCE COUNTY	LGIP	TOTAL MONTH
January	\$49,852,583.75	\$0.00	\$49,852,583.75
February	\$31,833,298.69	\$0.00	\$31,833,298.69
March	\$32,933,510.41	\$3,006,338.28	\$35,939,848.69
April	\$33,081,034.27	\$4,950,969.97	\$38,032,004.24
May	\$57,390,604.62	\$6,664,874.37	\$64,055,478.99
June	\$56,034,037.79	\$8,371,527.81	\$64,405,565.60
July	\$46,769,597.25	\$9,282,624.32	\$56,052,221.57
August	\$37,726,846.51	\$13,129,698.26	\$50,856,544.77
September	\$28,768,888.83	\$14,335,490.47	\$43,104,379.30
October			
November			
December			

TAX & FBC COLLECTIONS MONTHLY

MONTH	COLLECTIONS					OUTSTANDING	
	REG LEVY	FBC	EMS LEVY	EXCESS LEVY	TOTAL-MONTH	Total Collected YTD	*TAXES LEVIED / OUTSTANDING
							90,205,503.00 2024 Budget
January	\$59,116.18	\$67,225.87	\$37,934.97	\$4,763.29	\$169,040.31	\$169,040.31	\$90,036,462.69
February	\$451,494.03	\$555,530.91	\$305,290.64	\$36,147.03	\$1,348,462.61	\$1,517,502.92	\$88,688,000.08
March	\$936,528.77	\$1,379,849.03	\$670,539.97	\$73,577.34	\$3,060,495.11	\$4,577,998.03	\$85,627,504.97
April	\$12,716,502.05	\$14,679,837.31	\$8,660,981.05	\$1,036,819.77	\$37,094,140.18	\$41,672,138.21	\$48,533,364.79
May	\$2,093,865.79	\$2,765,139.46	\$1,424,738.36	\$170,021.64	\$6,453,765.25	\$48,125,903.46	\$42,079,599.54
June	\$120,069.18	\$196,318.85	\$80,043.09	\$9,340.64	\$405,771.76	\$48,531,675.22	\$41,673,827.78
July	\$95,564.77	\$108,594.73	\$64,071.51	\$6,406.22	\$274,637.23	\$48,806,312.45	\$41,399,190.55
August	\$122,274.31	\$130,895.29	\$82,862.87	\$8,939.58	\$344,972.05	\$49,151,284.50	\$41,054,218.50
September	\$365,073.56	\$476,389.78	\$247,623.00	\$29,067.01	\$1,118,153.35	\$50,269,437.85	\$39,936,065.15 Amount to collect
October							
November							
December							
Total Taxes YTD	\$16,960,488.64	\$20,359,781.23	\$11,574,085.46	\$1,375,082.52	\$50,269,437.85		

*includes \$0.73 (Regular), \$0.50 (EMS) and Benefit Assessment

**CENTRAL PIERCE FIRE & RESCUE
TRANSPORT COLLECTIONS**

MONTH	TRANSPORT COLLECTIONS	GEMT COLLECTIONS	TOTAL MONTH	TOTAL COLLECTED YTD	TRANSPORT COLLECTIONS REMAINING
					5,500,000.00 2024 Budget
January	\$85,208.39	\$63,433.03	\$148,641.42	\$148,641.42	\$5,414,791.61
February	\$507,790.62	\$753,347.88	\$1,261,138.50	\$1,409,779.92	\$4,907,000.99
March	\$1,053,023.36	\$1,137,464.94	\$2,190,488.30	\$3,600,268.22	\$3,853,977.63
April	\$538,005.19	\$508,274.55	\$1,046,279.74	\$4,646,547.96	\$3,315,972.44
May	\$783,112.32	\$635,867.94	\$1,418,980.26	\$6,065,528.22	\$2,532,860.12
June	\$734,528.66	\$651,975.66	\$1,386,504.32	\$7,452,032.54	\$1,798,331.46
July	\$572,340.79	\$343,666.84	\$916,007.63	\$8,368,040.17	\$1,225,990.67
August	\$790,359.13	\$961,094.64	\$1,751,453.77	\$10,119,493.94	\$435,631.54
September	\$517,239.51	\$581,107.59	\$1,098,347.10	\$11,217,841.04	(\$81,607.97) Amount collected over budget
October					
November					
December					
Total YTD	\$5,581,607.97	\$5,636,233.07	\$11,217,841.04		



Office of the Washington State Auditor
Pat McCarthy

Financial Statements and Federal Single Audit Report

Central Pierce Fire & Rescue

For the period January 1, 2022 through December 31, 2022

Published October 24, 2024

Report No. 1035820



Scan to see another great way
we're helping advance
#GoodGovernment



**Office of the Washington State Auditor
Pat McCarthy**

October 24, 2024

Board of Commissioners
Central Pierce Fire & Rescue
Spanaway, Washington

Report on Financial Statements and Federal Single Audit

Please find attached our report on Central Pierce Fire & Rescue's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the District's financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

TABLE OF CONTENTS

Schedule of Findings and Questioned Costs.....	4
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	6
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance With the Uniform Guidance	9
Independent Auditor's Report on the Financial Statements.....	12
Financial Section.....	16
About the State Auditor's Office.....	31

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Central Pierce Fire & Rescue January 1, 2022 through December 31, 2022

SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of Central Pierce Fire & Rescue are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the District’s financial statements in accordance with its regulatory basis of accounting. Separately, we issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared using a basis of accounting other than GAAP.

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the District.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the District’s compliance with requirements applicable to its major federal program.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

Identification of Major Federal Programs

The following program was selected as a major program in our audit of compliance in accordance with the Uniform Guidance.

<u>ALN</u>	<u>Program or Cluster Title</u>
97.036	COVID-19 – Disaster Grants - Public Assistance (Presidentially Declared Disasters)

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The District did not qualify as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Central Pierce Fire & Rescue January 1, 2022 through December 31, 2022

Board of Commissioners
Central Pierce Fire & Rescue
Spanaway, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Central Pierce Fire & Rescue, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated October 17, 2024.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However,

this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large, sweeping initial "P".

Pat McCarthy, State Auditor

Olympia, WA

October 17, 2024

INDEPENDENT AUDITOR'S REPORT

Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

Central Pierce Fire & Rescue January 1, 2022 through December 31, 2022

Board of Commissioners
Central Pierce Fire & Rescue
Spanaway, Washington

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

Opinion on Each Major Federal Program

We have audited the compliance of Central Pierce Fire & Rescue, with the types of compliance requirements identified as subject to audit in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended December 31, 2022. The District's major federal programs are identified in the auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

Performing an audit in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances;
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed; and
- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed. Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy, State Auditor

Olympia, WA

October 17, 2024

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Central Pierce Fire & Rescue January 1, 2022 through December 31, 2022

Board of Commissioners
Central Pierce Fire & Rescue
Spanaway, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Unmodified and Adverse Opinions

We have audited the financial statements of Central Pierce Fire & Rescue, as of and for the year ended December 31, 2022, and the related notes to the financial statements, as listed in the financial section of our report.

Unmodified Opinion on the Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the District has prepared these financial statements to meet the financial reporting requirements of state law and accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) Manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash and investments of Central Pierce Fire & Rescue, and its changes in cash and investments, for the year ended December 31, 2022, on the basis of accounting described in Note 1.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion, they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Central Pierce Fire & Rescue, as of December 31, 2022, or the changes in financial position or cash flows thereof for the year then ended, because of the significance of the matter discussed below.

Basis for Unmodified and Adverse Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit unmodified and adverse opinions.

Matter Giving Rise to Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. As described in Note 1 of the financial statements, the financial statements are prepared by the District in accordance with state law using accounting practices prescribed by the BARS Manual, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the BARS Manual described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:


- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time; and
- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Schedule of Liabilities is also presented for purposes of additional analysis, as required by the prescribed BARS manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2024 on our consideration of the District's internal control over financial reporting and on the tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Pat McCarthy, State Auditor

Olympia, WA

October 17, 2024

FINANCIAL SECTION

Central Pierce Fire & Rescue January 1, 2022 through December 31, 2022

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2022
Notes to the Financial Statements – 2022

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2022
Schedule of Expenditures of Federal Awards – 2022
Notes to the Schedule of Expenditures of Federal Awards – 2022

Central Pierce Fire & Rescue
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022

		Total for All Funds (Memo Only)	001 General Fund	101 EMS Administration	102 GEMT Administration
Beginning Cash and Investments					
308	Beginning Cash and Investments	48,697,217	18,913,164	3,732,472	9,170,221
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	41,228,689	28,746,658	10,055,136	-
320	Licenses and Permits	29,345	29,345	-	-
330	Intergovernmental Revenues	10,189,138	3,288,555	68,854	6,831,649
340	Charges for Goods and Services	33,798,249	27,435,172	6,363,077	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	871,238	712,572	-	-
Total Revenues:		86,116,659	60,212,302	16,487,067	6,831,649
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	73,546,346	55,968,804	17,541,089	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		73,546,346	55,968,804	17,541,089	-
Excess (Deficiency) Revenues over Expenditures:		12,570,313	4,243,498	(1,054,022)	6,831,649
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	26,322	26,322	-	-
Total Other Increases in Fund Resources:		26,322	26,322	-	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	3,257,361	2,037,352	-	-
591-593, 599	Debt Service	2,435,763	-	-	-
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		5,693,124	2,037,352	-	-
Increase (Decrease) in Cash and Investments:		6,903,511	2,232,468	(1,054,022)	6,831,649
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	34,455,098	-	2,678,451	16,001,870
50841	Committed	3,716,343	3,716,343	-	-
50851	Assigned	11,801,326	11,801,326	-	-
50891	Unassigned	5,627,958	5,627,958	-	-
Total Ending Cash and Investments		55,600,725	21,145,627	2,678,451	16,001,870

The accompanying notes are an integral part of this statement.

Central Pierce Fire & Rescue
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022

		201 GO Debt Fund Administration	301 Facility Capital Fund
Beginning Cash and Investments			
308	Beginning Cash and Investments	491,174	16,390,186
388 / 588	Net Adjustments	-	-
Revenues			
310	Taxes	2,426,895	-
320	Licenses and Permits	-	-
330	Intergovernmental Revenues	80	-
340	Charges for Goods and Services	-	-
350	Fines and Penalties	-	-
360	Miscellaneous Revenues	18,798	139,868
Total Revenues:		2,445,773	139,868
Expenditures			
510	General Government	-	-
520	Public Safety	-	36,453
530	Utilities	-	-
540	Transportation	-	-
550	Natural/Economic Environment	-	-
560	Social Services	-	-
570	Culture and Recreation	-	-
Total Expenditures:		-	36,453
Excess (Deficiency) Revenues over Expenditures:		2,445,773	103,415
Other Increases in Fund Resources			
391-393, 596	Debt Proceeds	-	-
397	Transfers-In	-	-
385	Special or Extraordinary Items	-	-
381, 382, 389, 395, 398	Other Resources	-	-
Total Other Increases in Fund Resources:		-	-
Other Decreases in Fund Resources			
594-595	Capital Expenditures	-	1,220,009
591-593, 599	Debt Service	2,435,763	-
597	Transfers-Out	-	-
585	Special or Extraordinary Items	-	-
581, 582, 589	Other Uses	-	-
Total Other Decreases in Fund Resources:		2,435,763	1,220,009
Increase (Decrease) in Cash and Investments:		10,010	(1,116,594)
Ending Cash and Investments			
50821	Nonspendable	-	-
50831	Restricted	501,185	15,273,592
50841	Committed	-	-
50851	Assigned	-	-
50891	Unassigned	-	-
Total Ending Cash and Investments		501,185	15,273,592

The accompanying notes are an integral part of this statement.

Central Pierce Fire & Rescue
Notes to the Financial Statements
For the year ended 12/31/2022

Note 1 - Summary of Significant Accounting Policies

Central Pierce Fire & Rescue was incorporated in February 1996 as a result of a merger between Fire Districts No. 6, No. 7, and No. 9. City of Puyallup annexed into the District January 2009, and Pierce County Fire District No. 11 merged into the District in September 2009.

The District operates under the laws of the state of Washington applicable to a Fire District. The District is a special purpose local government and provides 24-hour emergency medical and fire suppression protection to approximately 238,227 citizens in the Parkland, Spanaway, Midland, Summit, Frederickson, and South Hill areas of Pierce County as well as the City of Puyallup.

The District reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the District also recognizes expenditures paid during thirty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 4, *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 1 year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 720 hours and is 100% payable upon separation or retirement. Sick leave may be accumulated up to 2000 hours. Upon separation or retirement unused sick leave is payable to the employee at 25% for unused sick leave. Payments are recognized as expenditures when paid.

F. Long-Term Debt

See Note 6, *Long-term Debt*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and ending cash and investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by resolution of the Board of Fire Commissioners.

When expenditures that meet restrictions are incurred, the District intends to use the most restricted resources first.

Restrictions and commitments ending cash and investments consist of \$38,171,441.

Note 2 – Budget Compliance

A. Budgets

The District adopts annual appropriated budgets for five (5) funds. These budgets are appropriated at the fund level, and the budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end, except for capital outlays, which are carried forward from year to year until expended or the purpose of the appropriation has been accomplished or abandoned.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund/Department	Final Appropriated Amount	Actual Expenditures	Variance
General Fund 001	\$ 62,364,143	\$ 58,006,156	\$ 4,357,987
EMS Fund 101	19,263,322	17,541,089	1,722,233
GEMT Fund 102	0	0	0
Debt Fund 201	2,435,163	2,435,763	-600
Capital Projects Fund 301	9,066,500	1,256,461	7,810,039
	\$ 93,129,128	\$ 79,239,469	\$ 13,889,659

Budgeted amounts are authorized to be transferred between line items within divisions; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be formally approved by the District's Board of Fire Commissioners.

Note 3 – COVID-19 Pandemic

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of COVID-19. Precautionary measures to slow the spread of the virus continued throughout 2021 and into 2022. These measures included limitations on business operations, public events, gatherings,

travel and in-person interactions.

The elected officials of the District subsequently declared a state of emergency. Immediate operational directives were put in place to protect our staff and citizens while we continue emergency responses. Cost-tracking is ongoing and the District is pursuing all levels of financial resources to recover expenditure costs.

The length of time these measures will continue to be in place, and the full extent of the financial impact on the District is unknown at this time, however the Federal Emergency Management Agency (FEMA) declared the COVID emergency incident closed effective May 11, 2023.

Note 4 – Deposits and Investments

Investments are reported at original cost. Investments by type at December 31, 2022 are as follows:

	District Owned Cash and Investments	Investments held by Pierce County as an Agent of the District	Total
LGIP	-	46,174,604	46,174,604
Other	254,505	9,171,614	9,426,119
Total	<u>254,505</u>	<u>55,346,218</u>	<u>55,600,723</u>

It is the District’s policy to invest all temporary cash surpluses. The interest on these investments credits the General Fund except where pro-rated by fund balance invested to the debt services and capital projects funds.

The District is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the District would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The District’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

Note 5 – Joint Ventures

Information Technology Consortium (ITC)

The ITC was formed by interlocal contract in conformity with RCW 39.34 to coordinate information technology needs between agencies. This collaboration is intended to standardize technology platforms and gain economies of scale in order to reduce duplication and costs where feasible, and increase efficiencies.

Member agencies include Central Pierce Fire & Rescue as the fiscal agency, along with Graham Fire & Rescue, Pierce County Fire Protection District No 16 (Key Peninsula Fire), and Gig Harbor Fire & Medic One. The joint venture is governed by a four person board composed of one from each agency in the consortium.

Training Consortium (PCFTC)

The ITC was formed by interlocal contract in conformity with RCW 39.34 to coordinate training between agencies. This collaboration is intended to standardize training to industry standards, improve operational performance and safety, reduce duplication and costs where feasible, and increase efficiency.

Member agencies include Central Pierce Fire & Rescue as the fiscal agency, along with Graham Fire & Rescue (PCFD21), West Pierce Fire & Rescue (PCFD3), Orting Valley Fire & Rescue (PCFD18) and East Pierce Fire & Rescue (PCFD22). The joint venture is governed by a five person board composed of the Fire Chiefs from each agency.

Note 6 – Long-Term Debt

Debt Service

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the District and summarizes the District's debt transactions for year ended December 31, 2022.

The debt service requirements for general obligation bonds and capital leases are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	1,420,000	1,013,213	2,433,213
2024	1,485,000	951,813	2,436,813
2025	1,550,000	884,913	2,434,913
2026	1,620,000	815,013	2,435,013
2027-2031	9,160,000	3,013,763	12,173,763
2032-2035	8,825,000	911,450	9,736,450
TOTALS	<u>\$ 24,060,000</u>	<u>\$ 7,590,163</u>	<u>\$ 31,650,163</u>

Note 7 – Other Post-Employment Benefits (OPEB Plans)

OPEB

The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by the District as required by RCW 41.26. The plan pays for 100% of eligible retirees' healthcare costs on a pay-as-you-go basis. As of December 31, 2022, the plan had 10 members, all retirees. For the year ended December 31, 2022, the District paid \$77,199 in benefits.

The District also has a commitment to pay for other post-employment benefits (OPEB) for employees that belong to LEOFF 2 (medical premiums/VEBA) per resolution no. 13-01 of the Board of Fire Commissioners. The District pays qualified members a monthly benefit toward retiree medical, which is capped at a 7.5% increase annually, and ceases at the age of 65. As of December 31, 2022 the plan had 56 LEOFF 2 retired/qualified members and 273 active employees. The District paid plan benefits of \$689,408 in 2022. The present value of OPEB liability as of December 31, 2022 is \$14,760,601.

Note 8 – Pension Plans

A. State Sponsored Pension Plans

Substantially all District full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans:

Public Employees' Retirement System (PERS)
Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF)

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained downloaded from the DRS website at www.drs.wa.gov.

LEOFF Plan 1

The District participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

LEOFF Plan 2

The District also participates in LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

At June 30, 2022, the District's proportionate share of the collective net pension liabilities/assets, as reported on the Schedule 09, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 118,757	0.019377 %	\$ 539,527
PERS 2/3	202,454	0.025201%	(934,650)
LEOFF 1	0	0.037105 %	(1,064,399)
LEOFF 2	2,063,361	0.996648 %	(27,085,883)

B. Defined Contribution Pension Plans

457 (b) Plans

The District has various collective bargaining agreements and personal services contracts that define the employer contributions to eligible 457 (b) plans. In 2022, the maximum monthly contribution for most employees was \$334 per month. For the year ending December 31, 2022 the District contributed a total of \$1,495,401 to:

VOYA Financial
Decision Point Financial
DCP (State of Washington)

Note 9 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the District. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The District's regular levy for the year 2022 was \$0.83 per \$1,000 on an assessed valuation of \$34,653,833,742 for a total regular levy of \$28,852,747.

The District's EMS levy for the year 2022 was \$0.33 per \$1,000 on an assessed valuation of \$34,653,833,742 for a total EMS levy of \$11,377,564.

The District's Excess levy for the year 2022 was \$0.07 per \$1,000 on an assessed valuation of \$34,368,367,699 for a total Excess levy of \$2,435,163.

Note 10 – Risk Management

The District purchases property and liability insurance on an annual basis effective October 1st of each year.

Property insurance consists of guaranteed replacement cost, special risk coverage including earthquake and flood on all real and personal property including portable firefighting equipment. There is a \$10,000 single occurrence deductible per loss. Portable equipment is covered with a \$5,000 deductible and guaranteed replacement cost. Earthquake and flood coverage provides a per occurrence and annual aggregate at each location of \$1,000,000, with an excess coverage endorsement of \$10,000,000 of Earthquake coverage to be utilized for all locations. However, the deductible for earthquake and flood is \$1,000 per occurrence and location.

Physical damage coverage for fleet equipment differs for vehicles classed as either emergency service apparatus or those classed as private passenger type vehicles. Emergency service vehicles are covered on an agreed amount basis per the schedule in the insurance contract with a \$5,000 deductible. Private passenger type vehicles are covered on an actual cash value basis with a \$2,000 collision and a \$2,000 comprehensive deductible. Vehicle liability (\$1,000,000 combined single limit) includes liability coverage for all vehicles including non-owned and hired autos.

Employee dishonesty coverage is \$1,000,000 with no deductible. Liability coverage includes general liability, medical malpractice, personal injury and completed operations. Coverage also provides Directors and Officers liability and Employment Practices Liability coverage. The basic limits for all the above described liability coverage is \$1,000,000 per occurrence and \$10,000,000 Aggregate. The District purchases a \$10,000,000 Occurrence/\$20,000,000 Aggregate Umbrella liability policy which covers and adds to the \$1,000,000 basic liability coverage above. There are no liability deductibles and all defense costs, if any, are in addition to the policy limits.

Settlements have not exceeded coverages for each of the past three fiscal years.

The District is self-insured for unemployment benefits, and Washington State bills us on a reimbursement

basis. The District is pay as you go as there is no material liability for this benefit as so few employees draw unemployment.

Note 11 - Leases

During the year ended December 31, 2022 the District adopted guidance for the presentation and disclosure of leases, as required by the BARS manual. This requirement resulted in the addition of a lease liability reported on the Schedule of Liabilities.

The District leased administrative office space from Benaroya for \$30,150 per month plus annual escalators under a lease agreement starting in 2023 for ten years. The lease includes an option to extend for an additional ten years (two consecutive five-year options).

The District also leased administrative office space from Seattle Heavy Industry for \$5,895 per month plus annual escalators under a lease agreement starting 2023 for five years. The lease includes two successive options to extend for five years each.

No lease amounts were paid in 2022. As of December 31, 2022, the future lease payments are as follows:

	<u>TOTALS</u>
2023	360,452
2024	440,092
2025	453,294
2026	466,894
2027	480,900
2028-2032	2,629,758
2033-2037	504,713
TOTALS	<u>\$ 5,336,103</u>

Note 12 - Other Disclosures

Contingencies and Litigations.

In November 2023 the District was named by a claimant in a joint tort against City of Puyallup. The claim is for \$15,000,000 in damages and the District is being represented by the District's insurance company McNeil and Company. The claim is not yet resolved, and no preliminary opinions or estimates of liability are available.

**Central Pierce Fire & Rescue
Schedule of Liabilities
For the Year Ended December 31, 2022**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.12	GO Bonds - voted	12/1/2033	25,440,000	-	1,380,000	24,060,000
	Total General Obligation Debt/Liabilities:		25,440,000	-	1,380,000	24,060,000
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		8,572,298	1,182,662	999,325	8,755,635
264.30	Pension Liability		251,220	288,307	-	539,527
263.57	Capital Lease L/T- Benaroya	6/30/2033	-	4,032,254	-	4,032,254
263.57	Capital Lease L/T- Seattle Heavy	12/31/2037	-	1,303,849	-	1,303,849
264.40	OPEB Liability		16,731,293	-	1,970,692	14,760,601
	Total Revenue and Other (non G.O.) Debt/Liabilities:		25,554,811	6,807,072	2,970,017	29,391,866
	Total Liabilities:		50,994,811	6,807,072	4,350,017	53,451,866

**Central Pierce Fire & Rescue
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2022**

Federal Agency (Pass-Through Agency)	Federal Program	ALN Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF	National Urban Search and Rescue (US&R) Response System	97.025	-	-	1,426	1,426	-	1
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF	COVID 19 - Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	-	3,324,602	3,324,602	3,324,602	-	3
Total Federal Awards Expended:				-	3,326,028	3,326,028	-	

The accompanying notes are an integral part of this schedule.

Central Pierce Fire & Rescue, WASHINGTON

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2022**

NOTE 1 - BASIS OF ACCOUNTING

This schedule is prepared on the same basis of accounting as the District's financial statements. The District uses the CASH basis of accounting.

NOTE 2 – FEDERAL DE MINIMIS INDIRECT COST RATE

The District has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 3 - PROGRAM COSTS

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the District's portion, are more than shown. Such expenditures are recognized following the cost principles in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- [Find your audit team](#)
- [Request public records](#)
- Search BARS Manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



Board Meeting Agenda Item Summary

Agenda Date: October 28, 2024

Item Title: Business Services Deputy Chief's Report

Attachments: N/A

Submitted by: DC Mason

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Account Security

In response to increasing targeted cybersecurity threats the IT Division has been implementing Multifactor Authentication as an industry standard security measure. We are encouraged by the number of employees who have voluntarily enrolled in MFA and will be providing additional direction and options for account security through the SOG process.

AVL

IT staff continue to work closely with Dejero, South Sound 911, and other technical partners to finalize the GPS data flow that will provide reliable and accurate AVL data across the entirety of our fleet.

Wellness Center

Working on our departments Wellness Center build out (Physical Therapy room and Exam rooms). Converting DOC and 4 office spaces needed.

Resilience Teams

Continued meeting with resilience teams for 2025 stand up. Peer Support, Peer Fitness and RECESS.

Safety Division

No major event to report this month

- There were six OSHA reportable incidents (4 CPFR 2 GFR) for September:
- Three Employees were injured while training. (Employee not transported to Hospital)
- Two Employees were injured on EMS incidents. (Employee not transported to Hospital)
- Employee with illness at suppression incident (transported and released from hospital same day)



Board Meeting Agenda Item Summary

Agenda Date: October 28, 2024

Item Title: Executive Services Directorate Report

Attachments: N/A

Submitted by Director Roberts

RECOMMENDED ACTION BY THE BOARD:

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

SUMMARY:

Boundary Review Board

We are still waiting for the Boundary Review Board to initiate the 45 day waiting period. We are not anticipating jurisdiction being invoked, but we do look forward to having the Boundary Review process behind us.

Communications

Our Communications & Outreach Manager, Brianna Stenstrom, returned from maternity leave and is excited to get up to speed on our communications planning for the upcoming merger vote and all that is related and involved in that. We are happy to have her back!

Fire Prevention Week

October 6-12, 2024 was Fire Prevention Week, with the theme: 'Smoke Alarms: Make them work for you!' For the third year, we deployed social media messaging to raise awareness of the importance of having working smoke alarms in the home. We worked with Domino's in the Sunrise area to test smoke alarms in the homes of those who ordered pizzas. Of the 25 orders that came in during that time, we were able to visit 13 of them, which all had working smoke alarms. Members from all three agencies participated.

Fire Prevention Insitute

At this year's Fire Prevention Insitute in Chelan, our very own Courtney Thompson was awarded the 2024 Outstanding Fire Educator of the Year award for the State of Washington. As stated by the presenter, this award "recognizes exceptional educators who go above and beyond to impact the lives of students, families, and the community... while exemplifying a commitment to their profession and contributing to fire and life safety education in Washington State."



Board Meeting Agenda Item Summary

Firehouse Subs Grant

Firehouse Subs awarded us a grant in the amount of \$25,115 for the purchase of six (6) MSA Industrial SCBA's for our fire investigators. We are so grateful to them for their support. These SCBA's work with our current infrastructure, but weigh much less allowing for reduced fatigue in an extended Origin and Cause investigation.



Board Meeting Agenda Item Summary

Agenda Date: October 28, 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:

Pro-Board Delegation

With the change in direction from the State Fire Marshal's Office, Central Pierce Fire & Rescue will no longer maintain a delegation under Pro-Board. This means that all testing and certification will be handled by the State.

Western Fire Chiefs- Wildland Urban Interface

The State of Washington is one of a handful of states that the Western Fire Chief's has chosen to participate in a grant funded project to address wildland urban interface (WUI) in the State. The intent of this project is to potentially create legislation in the long term to maintain insured structures that reside in the WUI.

Riverside Fire Department

Discussions with Riverside Fire Department continue. Riverside is already offering, and Central Pierce is receiving, BLS transport capacity and air unit support within the combined service area.

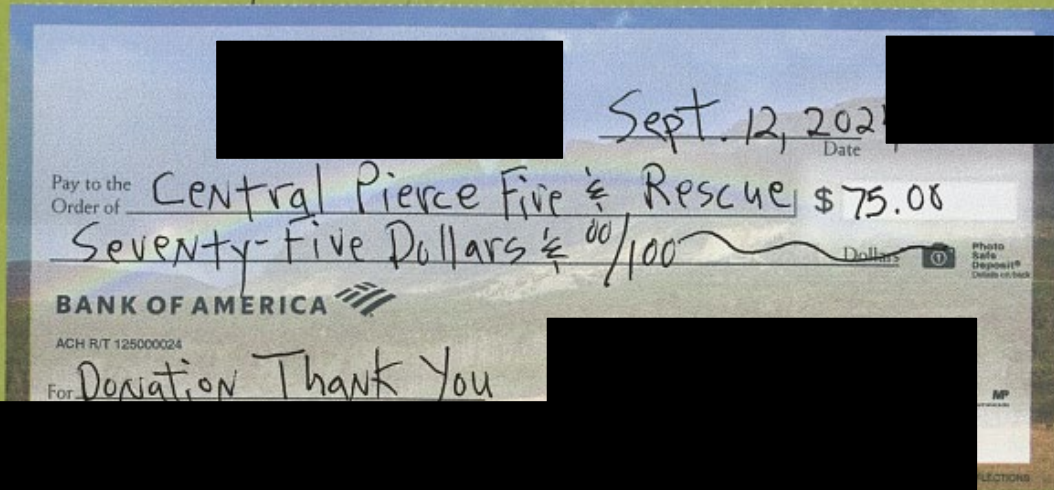
Budget Presentations

Staff is working diligently through the budget process. Given the Boards direction on the Graham Contract for Services, staff is moving budget presentations to the November 12th and November 25th Regular Board Meetings.

Continuation Items

- Station 92- signage being installed.
- Station Zero- market analysis being completed.
- Digital Board Books- hardware, software, and training requirements being considered.
- C Street Property- letter of interest/offer accepted. Listing has been removed.
- Pump Station Property- Deed transfer is pending county request for market analysis.
- Shaw Road Station- staff is considering partial use in 2025.

P.S. We have seen Dan's PCP and adjustments in his BP have been made. Also thanks for the ride to our car. The Best to all of you.



Sept. 2024

Dear Fire & Rescue,

Thank you so much for your assistance when my husband had a low BP issue the opening day of the Wash. State Fair in Puyallup. It was a scary situation for us.

EMT Meagan Jetter & J. Nelson took very good care of my husband.

Many Thanks!! Marialice & DAN