



Gig Harbor Fire & Medic One

AGENDA
Commissioners' Meeting
March 11, 2025
5:00 P.M.

1. Call to Order/Pledge of Allegiance
2. Approval of the Agenda
3. Commissioner Absence
4. Communications
5. Approve minutes from February **25, 2025**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

Accounts Payable (Checks)	
Check # 1213-1247, 1262-1320	\$ 1,100,290.88
ACCOUNTS PAYABLE TOTALS	\$ 1,100,290.88

Payroll (Checks & ACH Transfers)	
Check # 1248 - 1261	\$ 579,542.71
ACH Payroll Transfer (Bank Drafts)	\$ 257,578.46
ACH Payroll Transfer	\$ 565,239.45
PAYROLL TOTALS	\$ 1,402,360.62

GRAND TOTAL CHECKS & ACH TRANSFERS	\$ 2,502,651.50
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7. Local 3390 Reports
8. Chiefs Reports
 - 2024 Workplan Closeout
 - 2025 Draft Workplan
9. Standing Committee Reports
10. Chairman's Report
11. 2022 Bond Update
12. **OLD BUSINESS**
13. **NEW BUSINESS**
14. Open Public Comment (state your name for the record, you will have 3 minutes)

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Gig Harbor Fire & Medic One

15. **GOOD OF THE ORDER**

16. **SPECIAL INTERESTS/UPCOMING EVENTS**

17. **EXECUTIVE SESSION**

- Pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.

Adjourn Meeting. Next regular meeting: **Tuesday, March 25, 2025, at 5:00 PM**



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

February 25, 2025

Chairman Entze called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

Present: Commissioners Entze, Wilsie (virtually), Sutich, Nelson (virtually) and Urvina; Fire Chief D. Doan; Deputy Chief's S. Booth, N. Langlow, J. Johnson, Division Chief S. Peterson, Finance Director K. Hackmeister (virtual), IAFF Local 3390 President J. Flick, IS Manager T. Wagenmann, HR Manager, J. Gunder, Executive Assistant L. Medved, Technology and Communications Specialist M. Herzog, Administrative Assistant L. Schroeder, VFW members, and several department members and their families.

APPROVAL OF THE AGENDA

Commissioners Urvina and Sutich moved and seconded approval of the agenda. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

RECOGNITIONS

VFW members presented the Firefighter of the Year Award to Lt. Jorgenson. Fire Chief Doan administered the oath of office for newly promoted personnel, including DC N. Langlow, BC P. Stark, Lt. J. Haas, Lt. A. Langlow, Lt. C. Bracken, Lead Mechanic B. Skavlem.

RECESS

At 5:25 PM, Chairman Entze announced a 15-minute recess to socialize and allow families to take additional photos for the promotional ceremony. The meeting was called back to order at 5:45PM.

COMMISSIONER ABSENCE

COMMUNICATIONS

FICRA sent a letter to the Board of Commissioners recognizing Fire Chief Doan for his dedication to improving fire protection services for Fox Island. They will be presenting Fire Chief Doan a certificate of recognition on March 13, 2025.

MINUTES AND VOUCHERS

Commissioners Urvina and Sutich moved and seconded approval of the February 11, 2025, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Urvina moved and seconded a motion to approve accounts payable checks #1159 – 1185 and 1196 – 1212, payroll checks #1186 – 1195, and ACH payroll transfers, as outlined in the agenda for a total consideration of \$2,379,409.80. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

DC Booth reported:

- Cancer blood tests are scheduled for March 4th.

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- Conducting Public Educator interviews this week and expect to make selection by end of March.
- Representing the department at the Community Risk Reduction Summit in Chelan on March 10th and 11th.

DC Langlow reported:

- Participated in “Night to Shine” on February 7th.
- Partnering with South Sound 911 to update the South Sound Water Rescue Plan.
- ICS Training with South Sound 911, Gig Harbor Police, and Public Works in early March in preparation for the Gig Festival in June.
- As of February 17th, Station 53 is operational and will be staffed when levels are minimum staffing + 2.
- Station 57 will resume once we have occupancy.

FC Doan reported:

- Provided an update on legislative bills after attending Legislative Day in Olympia with the Washington State Fire Chiefs.
- Met with the insurance industry in Olympia as part of Legislative Day and will meet with WSRB later this week.
- Traveling to Washington D.C. on March 30th with the Western Fire Chiefs Association (WFCA). Meeting with Congressmembers to discuss legislative priorities.
- South Sound 911 has named an Interim Director, Kevin Yamamoto.
- DEM conducted an analysis on wildfire risk; they are presenting to the County Council in April.
- The department is hosting leadership training this Fri/Sat for our employees and other agencies to attend.
- Finalizing the 2025 workplan and department video; it will be discussed at the March 11th meeting.
- Self-evaluation was completed and sent to the Board. Would like an Executive Session to be included at the next Board meeting to conduct the Fire Chief performance evaluation.

STANDING COMMITTEE REPORTS

FINANCIAL REPORT

- Krystal Hackmeister reported that she will provide updates at the next two meetings.

CHAIRMAN’S REPORT

- Chairman Entze will be reviewing Fire Chief Doan’s performance evaluation and welcomed the Commissioners comments for review at the Executive Session on March 11th.

2022 CAPITAL BOND PROJECTS UPDATE

AC Johnson reported:

- Station 53 – Staffing as of February 17th. Damaged bay door has been fixed and certifications pending.
- Station 57 – Fire alarm problems have been fixed, waiting for final certifications from the county.
- Station 51 – The Design Review Board will review the revised plans on Thursday evening. The permit has been accepted by the city, and we don’t anticipate any other slowdowns.
- Station 50 – Framing and electrical are being done and new options for carpet tiles being considered to cut down on long lead times.
- Training Bldg. – Apparatus Bay trusses are up.
- Training Tower – Closing up retaining walls.

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

GOOD OF THE ORDER

SPECIAL INTERESTS/UPCOMING EVENTS

- PDC must be submitted for elected officials by 4/15/25.
- WFCA Conferences on April 5th in Suquamish and June 7th in Chelan.

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 6:11 p.m.

The next regular meeting will be Tuesday, March 11, at 5:00 p.m.

Chairman/Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest: District Secretary

Checks/Bank Drafts Issued 2/25/25 - 3/10/25
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ACCOUNTS PAYABLE:
Dollar Amount
TOTAL

Check Numbers:	1115	through	1115	VOID	\$	(16,879.40)	\$	(16,879.40)
	1213	through	1227	General Fund	\$	49,313.94	\$	49,313.94
	1228	through	1229	Capital Fund	\$	684,176.09	\$	684,176.09
	1230	through	1247	General Fund	\$	165,449.06	\$	165,449.06
	1248	through	1261	Payroll	\$	579,542.71	\$	579,542.71
	1262	through	1319	General Fund	\$	196,839.29	\$	196,839.29
	1320	through	1320	Capital Fund	\$	4,512.50	\$	4,512.50
Bank Drafts:	DFT0000592	through	DFT0000595	Payroll	\$	257,578.46	\$	257,578.46

ACCOUNTS PAYABLE TOTAL:
\$ 1,920,532.65

ACH Payroll Transfer:					\$	565,239.45	\$	565,239.45
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GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL: \$ 2,485,772.10
**** ALL CHECKS WERE PRINTED BY PCFD5 ****

CHECK APPROVAL:

March 10, 2025
APPROVED BY Perry Oldenburg

PAYROLL:		Dollar Amount	TOTAL
Check Nos:	1248 through 1261 (Benefit & L&I Monthly Payment)	\$ 579,542.71	\$ 579,542.71
	ACH Payroll Transfer Amount:	\$ 565,239.45	\$ 565,239.45
	Decision Point ACH Payroll Transfer Amount:	\$ 121,969.56	\$ 121,969.56
Div of Child Support	ACH Payroll Transfer Amount:	\$ 439.50	\$ 439.50
	Fidelity ACH Payroll Transfer Amount:	\$ 9,720.00	\$ 9,720.00
	941 ACH Payroll Transfer Amount:	\$ 125,449.40	\$ 125,449.40

GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL: \$ 1,402,360.62



Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 02/25/2025 - 03/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
14	Internal Revenue Service - EFTPS	03/10/2025	Bank Draft	0.00	125,449.40	DFT0000592
73	DECISION POINT	03/10/2025	Bank Draft	0.00	4,562.32	DFT0000593
73	DECISION POINT	03/10/2025	Bank Draft	0.00	41,283.06	DFT0000593
73	DECISION POINT	03/10/2025	Bank Draft	0.00	45,836.79	DFT0000593
73	DECISION POINT	03/10/2025	Bank Draft	0.00	30,287.39	DFT0000593
283	DSHS - DIV OF CHILD SUPPORT	03/10/2025	Bank Draft	0.00	439.50	DFT0000594
303	FIDELITY INVESTMENTS	03/10/2025	Bank Draft	0.00	9,220.00	DFT0000595
303	FIDELITY INVESTMENTS	03/10/2025	Bank Draft	0.00	500.00	DFT0000595

Bank Code Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	257,578.46
EFT's	0	0	0.00	0.00
	8	8	0.00	257,578.46

Check Report

Date Range: 02/25/2025 - 03/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Cash-Pooled Cash						
3290	BHT BUSINESS SERVICES INDUSTRY	02/25/2025	Regular	0.00	-16,879.40	1115
449	A-ADVANCED SEPTIC SERVICES, INC	02/25/2025	Regular	0.00	1,977.72	1213
3290	BHT BUSINESS SERVICES INDUSTRY	02/25/2025	Regular	0.00	16,879.40	1214
425	BLUECOSMO	02/25/2025	Regular	0.00	337.52	1215
3005	CINTAS CORP	02/25/2025	Regular	0.00	1,020.20	1216
474	DM RECYCLING	02/25/2025	Regular	0.00	227.52	1217
186	DRUG FREE BUSINESS	02/25/2025	Regular	0.00	10.00	1218
44	FIDELITY SOLUTIONS	02/25/2025	Regular	0.00	1,102.62	1219
353	JOHN A CAMPBELL MD PC	02/25/2025	Regular	0.00	7,500.00	1220
529	MACDONALD MILLER FACILITY SOLUTIONS LLC	02/25/2025	Regular	0.00	4,157.53	1221
1359	MURREYS DISPOSAL CO INC	02/25/2025	Regular	0.00	135.22	1222
1907	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	02/25/2025	Regular	0.00	172.43	1223
98	PRENTICE PERFECT CLEANING LLC	02/25/2025	Regular	0.00	5,600.00	1224
80	SPRAGUE PEST SOLUTIONS	02/25/2025	Regular	0.00	294.57	1225
137	SUNBELT RENTALS INC	02/25/2025	Regular	0.00	1,398.80	1226
600	SYSTEMS DESIGN WEST LLC	02/25/2025	Regular	0.00	8,500.41	1227
VEN00040	Pease Construction	02/28/2025	Regular	0.00	563,588.47	1228
1624	RICE FERGUS MILLER	02/28/2025	Regular	0.00	120,587.62	1229
436	ACTION BUSINESS FURNITURE INC	02/28/2025	Regular	0.00	2,096.33	1230
1239	CENTURYLINK	02/28/2025	Regular	0.00	111.82	1231
3005	CINTAS CORP	02/28/2025	Regular	0.00	182.02	1232
609	Colin Shaughnessy	02/28/2025	Regular	0.00	428.72	1233
2478	COMCAST	02/28/2025	Regular	0.00	119.98	1234
2962	FOURNIER INS SOLUTIONS	02/28/2025	Regular	0.00	515.21	1235
3089	HI TECH CLEANERS	02/28/2025	Regular	0.00	77.34	1236
1359	MURREYS DISPOSAL CO INC	02/28/2025	Regular	0.00	2,060.24	1237
VEN00040	Pease Construction	02/28/2025	Regular	0.00	123,450.20	1238
520	PERFORMANCE SYSTEMS INTEGRATION LLC	02/28/2025	Regular	0.00	1,530.70	1239
1640	PIERCE CO FIRE CHIEFS ASSOC	02/28/2025	Regular	0.00	500.00	1240
534	PRCD LLC	02/28/2025	Regular	0.00	36.23	1241
1087	PUGET SOUND ENERGY	02/28/2025	Regular	0.00	4,157.33	1242
1624	RICE FERGUS MILLER	02/28/2025	Regular	0.00	15,293.00	1243
560	SERVEN, SCOTT	02/28/2025	Regular	0.00	14,000.00	1244
176	SKAVLEM, BRADLEY	02/28/2025	Regular	0.00	234.00	1245
1474	WASHINGTON WATER SERVICE - 1	02/28/2025	Regular	0.00	121.75	1246
1820	WESTBAY AUTO PARTS	02/28/2025	Regular	0.00	534.19	1247
3290	BHT BUSINESS SERVICES INDUSTRY	03/04/2025	Regular	0.00	12,718.87	1248
333	COLUMBIA BANK	03/04/2025	Regular	0.00	25,382.11	1249
107	DEPT LABOR & INDUSTRIES	03/04/2025	Regular	0.00	52,792.28	1250
67	EMPLOYMENT SECURITY DEPT - PFMLA	03/04/2025	Regular	0.00	8,121.90	1251
3176	GHFFU HEALTH & WELFARE	03/04/2025	Regular	0.00	95,051.91	1252
388	GIG HARBOR PENINSULA FF ASSOCIATION	03/04/2025	Regular	0.00	370.00	1253
3037	LOCAL 3390 GHFUHW TRUST	03/04/2025	Regular	0.00	239,258.00	1254
VEN00085	MICHAEL G. MALAIER, TRUSTEE	03/04/2025	Regular	0.00	100.07	1255
3268	THE HARTFORD	03/04/2025	Regular	0.00	7,870.55	1256
315	TRUSTMARK VOLUNTARY BENEFITS	03/04/2025	Regular	0.00	5,767.29	1257
515	WA CARES FUND - LTC	03/04/2025	Regular	0.00	1,635.00	1258
525	WASHINGTON PER SYSTEM EMP	03/04/2025	Regular	0.00	12,830.71	1259
980	WASHINGTON STATE TREASURER	03/04/2025	Regular	0.00	8,562.50	1260
526	WLEO & FFR SYSTEM EMPE	03/04/2025	Regular	0.00	109,081.52	1261
VEN00090	Alan Webb Automotive Group	03/07/2025	Regular	0.00	37,640.54	1262
557	AT&T MOBILITY	03/07/2025	Regular	0.00	5,089.94	1263
2314	BCBS OF ARIZONA	03/07/2025	Regular	0.00	333.39	1264
836	CARDINAL HEALTH 112 LLC	03/07/2025	Regular	0.00	1,214.08	1265
3120	CENTRAL WELDING SUPPLY	03/07/2025	Regular	0.00	160.77	1266
3005	CINTAS CORP	03/07/2025	Regular	0.00	475.60	1267
3005	CINTAS CORP	03/07/2025	Regular	0.00	694.10	1268
2478	COMCAST	03/07/2025	Regular	0.00	6,676.69	1269
274	CUMMINS SALES AND SERVICE	03/07/2025	Regular	0.00	8,114.48	1270
3312	CUSTOM PRINTS NW LLC	03/07/2025	Regular	0.00	73.45	1271

Check Report

Date Range: 02/25/2025 - 03/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
261	DOBBS PETERBILT - TACOMA 1	03/07/2025	Regular	0.00	13,402.47	1272
1762	DUMAS, MICHAEL	03/07/2025	Regular	0.00	316.90	1273
44	FIDELITY SOLUTIONS	03/07/2025	Regular	0.00	2,702.50	1274
542	GALLS LLC	03/07/2025	Regular	0.00	710.63	1275
505	GENES TOWING	03/07/2025	Regular	0.00	253.23	1276
172	HASH, ZACKARY	03/07/2025	Regular	0.00	308.18	1277
3228	HERITAGE-CRYSTAL CLEAN LLC	03/07/2025	Regular	0.00	4,937.73	1278
2283	HUGHES FIRE EQUIPMENT INC	03/07/2025	Regular	0.00	6,823.47	1279
2661	INDUSTRIAL SCIENTIFIC CORP	03/07/2025	Regular	0.00	1,887.03	1280
248	INTERSTATE BATTERIES OF OLYMPIA	03/07/2025	Regular	0.00	904.27	1281
2870	KENT D BRUCE CO LLC	03/07/2025	Regular	0.00	552.46	1282
212	LAWSON PRODUCTS	03/07/2025	Regular	0.00	1,526.34	1283
587	LEVEL 3 COMMUNICATIONS LLC	03/07/2025	Regular	0.00	2,161.90	1284
528	LIFE ASSIST INC	03/07/2025	Regular	0.00	14,940.40	1285
	Void	03/07/2025	Regular	0.00	0.00	1286
602	MATERIALS TESTING & CONSULTING INC	03/07/2025	Regular	0.00	419.75	1287
339	OLDENBURG, PERRY	03/07/2025	Regular	0.00	864.10	1288
19	PENINSULA LIGHT CO - ELECTRIC	03/07/2025	Regular	0.00	528.34	1289
1640	PIERCE CO FIRE CHIEFS ASSOC	03/07/2025	Regular	0.00	1,500.00	1290
94	PIERCE COUNTY FIRE COMM ASSN	03/07/2025	Regular	0.00	1,080.00	1291
334	PIROLO, DANA	03/07/2025	Regular	0.00	379.80	1292
420	POMPS TIRE SERVICE INC	03/07/2025	Regular	0.00	395.65	1293
2982	PREMERA BLUE CROSS	03/07/2025	Regular	0.00	548.00	1294
2692	PRINTING SERVICES	03/07/2025	Regular	0.00	64.80	1295
395	QUEST DIAGNOSTICS	03/07/2025	Regular	0.00	13,422.95	1296
99	SEAWESTERN INC	03/07/2025	Regular	0.00	920.51	1297
377	SERGI, JARROD MICHAEL	03/07/2025	Regular	0.00	6,450.00	1298
80	SPRAGUE PEST SOLUTIONS	03/07/2025	Regular	0.00	589.14	1299
302	STERICYCLE INC	03/07/2025	Regular	0.00	140.38	1300
VEN00038	Tacoma Trophy	03/07/2025	Regular	0.00	48.51	1301
1957	TITUS WILL FORD	03/07/2025	Regular	0.00	847.23	1302
171	ULINE	03/07/2025	Regular	0.00	829.42	1303
1945	UNIFIED OFFICE SERVICES	03/07/2025	Regular	0.00	684.61	1304
3115	UNITED HEALTHCARE	03/07/2025	Regular	0.00	83.80	1305
588	UNITED SITE SERVICES	03/07/2025	Regular	0.00	900.68	1306
203	US BANK	03/07/2025	Regular	0.00	34,216.98	1307
532	US BANK - INSTANT CARD	03/07/2025	Regular	0.00	8,235.98	1308
2973	VERIZON WIRELESS - DALLAS	03/07/2025	Regular	0.00	248.46	1309
5295	Wagner, Karissa C	03/07/2025	Regular	0.00	616.69	1310
2579	WASHINGTON DEPT OF HEALTH	03/07/2025	Regular	0.00	620.00	1311
979	WASHINGTON STATE PATROL	03/07/2025	Regular	0.00	120.00	1312
1474	WASHINGTON WATER SERVICE - 1	03/07/2025	Regular	0.00	338.13	1313
1820	WESTBAY AUTO PARTS	03/07/2025	Regular	0.00	14.72	1314
3004	WILCOX & FLEGEL	03/07/2025	Regular	0.00	7,224.08	1315
VEN00005	WrapJax LLC	03/07/2025	Regular	0.00	561.52	1316
561	HUMANA INSURANCE CO	03/07/2025	Regular	0.00	110.10	1317
3225	KELLEY CREATE - LEASE PYMTS	03/07/2025	Regular	0.00	1,810.59	1318
528	LIFE ASSIST INC	03/07/2025	Regular	0.00	123.82	1319

Check Report

Date Range: 02/25/2025 - 03/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
602	MATERIALS TESTING & CONSULTING INC	03/07/2025	Regular	0.00	4,512.50	1320

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	188	107	0.00	1,679,833.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-16,879.40
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	188	109	0.00	1,662,954.19

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	188	107	0.00	1,679,833.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-16,879.40
Bank Drafts	8	8	0.00	257,578.46
EFT's	0	0	0.00	0.00
	196	117	0.00	1,920,532.65

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2025	882,059.69
999	Pooled Cash	3/2025	1,038,472.96
			1,920,532.65

Authorization Signatures

Pierce County Fire District 5

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the district, and that I am authorized to authenticate and certify to said claim.

Chair

Commissioner

Commissioner

Commissioner

Commissioner

District Secretary