



Gig Harbor Fire & Medic One

BOARD OF COMMISSIONERS MEETING MINUTES

February 24, 2026

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

Present: Commissioners Entze, Urvina (virtually), Nelson, Hayden and Fleming; Fire Chief D. Doan (virtually); Deputy Chief's P. Oldenburg, S. Booth, N. Langlow; Division Chiefs S. Peterson and T. Wescott, Finance Director K. Hackmeister (virtually), IS Manager T. Wagenmann, Technology & Communications Specialist M. Herzog, and Executive Assistant L. Medved.

APPROVAL OF THE AGENDA

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

COMMISSIONER ABSENCE

Commissioner Hayden will be absent from the Board Meeting on 3/10/2026.

COMMUNICATIONS

MINUTES AND VOUCHERS

Commissioners Nelson and Fleming moved and seconded approval of the February 10, 2026, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Hayden moved and seconded a motion to approve accounts payable checks #3123 – 3156 and #3167 – 3210, and payroll checks #3157 – 3166 and ACH payroll transfers, as outlined in the agenda for a total consideration of \$2,027,141.73. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

DC Oldenburg reported:

- State audits are complete with no findings or remarks from the exit interviews.

DC Langlow reported:

- Provided mutual aid to Key Peninsula with Pierce County Sheriff's Office and other law enforcement agencies. Two Chief Officers, two Chaplains, and three medic units responded, one was canceled in route. BC Voigt reports crews are well. Medic 58 remains at the crime scene with one employee as the liaison. Medic 58 staff were reassigned until the unit is returned.
- Last Wednesday, we responded to a fatal motor vehicle accident on Burnham Drive. The road was closed for 2-3 hours during the WSP investigation. Crews are doing well.

DC Booth reported:

- The Firefighter's Association is purchasing 4 AEDs, and is coordinating with Division Chief Wescott to get them distributed within the city; locations yet to be determined. These will enhance

the city's chain of survival.

STANDING COMMITTEE REPORTS

- Exit interviews are finished. Chairman Entze expressed his gratitude to Krystal and Perry for their hard work.
- First mediation meeting for negotiations is scheduled for next month.

OLD BUSINESS

A. 2026 Draft Workplan

DC Oldenburg reported:

- Tyler Technology
 - Finance and payroll conversion are complete, but payroll issues remain; collaborating with the vendor to improve technology.
- Employee Training
 - HR/Payroll, district technology, and station/crew training.
 - Provide critical training to staff via multiple approaches: quarterly training, officer training, how-to guides and videos.
- Policies & Procedures
 - Reviews and updates are ongoing.
- Bond Rating/Scale
 - Sold \$50M of bonds; expect to sell the remaining \$30M in Q3 or Q4.
 - A potential re-rating may occur, which is a complex process for the finance team. Further updates will be provided.
- Procurement & Contracts
 - Seeking external assistance to streamline and automate processes.
- Records Retention Conversion
 - Create a business plan and execute a project to convert paper records to electronic format.
- Administrative Continuity Program
 - Building operational resilience by cross-training staff to maintain continuity of essential administrative and financial services.
 - The Finance and Administrative Assistant has been trained in Accounts Payable (AP) and Accounts Receivable (AR), and the Finance Specialist, who is responsible for AP/AR, has now been cross-trained in payroll.
- HR
 - Create a new form and process for annual performance reviews.
 - Revise injury and return-to-work forms, and train employees on their use.
 - Develop an employee benefits handbook and regularly optimize commonly used business processes.
- IT
 - Enhance and standardize internal and external communications plans.
 - Demonstrate and set up Radio Over IP (ROIP) with FirstNet. The goal is for day staff to transition from Motorola Radios to using the cell phone application while exploring more cost-effective mobile radios for vehicles.
 - Interra AVL and PrePlans: GPS vehicle location tracking (AVL) is being implemented. HPUEs are being used to capture GPS locations internally and import the data into Interra to enhance real-time situational awareness. This initiative is currently underway.
 - Redesign the external website design to be ADA compliant.
- Logistics
 - Training facility and Station 51 construction support.

- Accept deliveries of five Type 1 engines, two Type 3 engines, two Type 1 ambulances, one tender, one Battalion Chief vehicle, three staff vehicles, and one forklift. Each unit must be received, outfitted, and placed into service by a small team.
- Facility Capital Improvements
 - Finish capital projects: replace roofs at Stations 52 and 56 and install generators at Stations 54 and 55.

Commissioners Fleming and Hayden moved and seconded approval of the 2026 Work Plan. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

NEW BUSINESS

A. Station 58/59 RFQ

- DC Booth reported for DC Johnson, stating that the RFQ was advertised in the Tacoma News Tribune and Daily Journal of Commerce. The evaluation panel reviewed all proposals for Station 58/59 and future projects. Rice Fergus Miller submitted the highest-rated proposal.

Commissioners Nelson and Fleming moved and seconded approval. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

PUBLIC COMMENT

GOOD OF THE ORDER

SPECIAL INTEREST/UPCOMING EVENTS

- Mock Crash is scheduled for May 22nd at 9:30 AM.
- Lee Plunket's retirement celebration is this Friday at noon.

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 5:34 p.m. The next regular meeting will be 3/10/2026.


[Kevin L. Entze \(Mar 13, 2026 15:12:29 PDT\)](#)

Chairman/Commissioner


[Joe Urino \(Mar 13, 2026 15:14:29 PDT\)](#)
 Commissioner


 Commissioner


[Matthew Fleming \(Mar 16, 2026 20:32:37 PDT\)](#)
 Commissioner


[Phil Hayden \(Mar 14, 2026 21:19:16 GMT+3\)](#)
 Commissioner

Dennis Doan

Dennis Doan (Mar 13, 2026 15:11:08 PDT)

Attest: District Secretary