GIG HARBOR FIRE & MEDIC ONE

Board of Fire Commissioners Meeting Agenda
Date: June 23, 2026
Time: 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 **June 9, 2026,** Commissioner meeting.
6. Accounts Payable & Payroll Approvals

Accounts Payable (Checks)	
Check #'s 3785 – 3873	$687,550.76
ACCOUNTS PAYABLE TOTALS	**$687,550.76**

GRAND TOTAL CHECKS & ACH TRANSFERS	**$687,550.76**

7. Local 3390 Reports
8. Chiefs Reports
9. Standing Committee Reports
10. Chairman's Report
11. 2022 Bond Update
12. **OLD BUSINESS**
    a. Personal Services Contract for FC Dennis Doan
13. **NEW BUSINESS**
14. Open Public Comment (state your name for the record, you will have 3 minutes)
15. **GOOD OF THE ORDER**

16. SPECIAL INTERESTS/UPCOMING EVENTS

17. EXECUTIVE SESSION

Pursuant to RCW 42.30.140(4)(b) to discuss collective bargaining and RCW 42.30.110(1)(g) to review the performance of a public employee.

Adjourn Meeting. Next regular meeting: **Tuesday, July 14, 2026, at 5:00 PM**

GIG HARBOR FIRE & MEDIC ONE

Board of Fire Commissioners Meeting Minutes
Date: June 9, 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 (virtually); Fire Chief D. Doan; Deputy Chiefs P. Oldenburg, N. Langlow, T. Wescott, J. Johnson, Division Chief S. Peterson, Finance Director K. Hackmeister, IS Manager T. Wagenmann, HR Manager J. Gunder (virtually), Technology & Communications Specialist M. Herzog, and EA L. Medved.

APPROVAL OF THE AGENDA

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

COMMISSIONER ABSENCE

Commissioner Urvina will be absent at the Board Meeting on 7/14/2026. Commissioner Nelson will attend virtually at the board meeting on 6/23/26, or may be absent due to travel.

COMMUNICATIONS

MINUTES AND VOUCHERS

Commissioners Nelson and Hayden moved and seconded approval of the 5/26/2026 meeting minutes. With no further discussion, the MOTION CARRIED by unanimous roll call vote.

Commissioners Nelson and Hayden moved and seconded approval of payable checks #3726 – 3770 and payroll checks #3771 – 3783 and ACH payroll transfers, as outlined in the agenda for a total consideration of $2,365,290.35. With no further discussion, the MOTION CARRIED by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

FC Doan reported:

- The Gig Festival was a great success. Kudos to all who helped. Attended the parade alongside PD Chief and served as a parade judge.
- Work has been ongoing regarding call answering and call processing with the PC Fire Chiefs and SS911. SS911 previously hired a data analyst; however, that position did not work out.

DRAFT

Director Kevin Yamamoto has stepped into his role effectively and communicated to the PC Fire Chiefs that the work can be handled internally, eliminating the need to fund an FTE.

- Chief Oldenburg's position is currently open. First review of candidates is scheduled for June 29, with the goal of having a replacement in place by November.
- Training campus dedication ceremony is scheduled for June 24th. Training and facilities divisions have been working diligently in preparation. Gig Harbor Police Department will begin using the facility in the near future.
- A meeting was held with the City today regarding emergency management; updates will be provided at the next meeting.
- An email regarding the TPU contract was forwarded to Commissioners and a meeting with TPU is scheduled for tomorrow.
- An update was provided on WSRB and Lori Moore's work with OIC. The report has been finalized and we're excited and optimistic that legislative changes will follow in the near future.

DC Oldenburg reported:

- FD Doan previously identified opportunities to optimize business operations and efficiencies, proposing two new positions. A third position will be presented by Langlow.
- Vehicle Technology & Communications Specialist
    - With 10–14 new vehicles expected over the next 6–7 months, and ongoing needs for radio programming, vehicle upfitting, and related work, it was determined that hiring a full-time employee is more cost-effective than continuing to contract outside vendors.
    - The position would be funded through a reallocation of existing budget dollars.
    - Responsibilities extend beyond the vehicle surge to include station alerting, electrical work, Motorola radio programming, and facilities maintenance.
    - L3390 will be notified per process; no challenges are anticipated.
- Facilities Maintenance Technician
    - The proposal is to replace two as-needed part-time employees with one full-time technician; a job description already exists.
    - With new, high-end facilities, workload and backlog are increasing. A full-time employee would provide consistent availability and greater capacity.
    - The cost delta between the current part-time positions and a new FTE is minimal.

DC Langlow reported:

- Administrative Assistant FTE – Training Division
    - With the training campus expansion, bandwidth is limited.
    - The position would be funded within the training division's existing budget by reallocating consulting and overtime dollars.

    - The AA would support training requests, scheduling, and campus management — freeing up other AAs and allowing training staff like LT Haas and Rippl to focus on curriculum development rather than administrative tasks.
    - Dedicated admin support is also necessary as the district moves toward hosting its own recruit academies.
    - Job description exists; will be posted internally and externally as a bargaining unit position.
- Second year of unified command with GHPD and Public Works in support of Maritime Gig Fest. The structure worked well with the Civic Center as command post. Large crowds; positive feedback received from the Chamber and patrons.
- The district hosted the wildland pre-season all-hazards meeting with approximately 75 attendees from multiple agencies including DEM, law enforcement, fire, EMS, Fire Marshals, and DNR.
- In response to Fleming's question: the district meets 100% of WSRB criteria. A fire boat would not improve the rating, as the district does not meet the required geographic criteria.

DC Wescott reported:

- Expressed gratitude to the Commissioners and FC Doan for the opportunity, and to DC Booth for a smooth transition and generosity with his time.
- Two additional CPR instructors were brought on this week and are currently being onboarded.
- DC Oldenburg and Langlow led planning efforts. Prevention staffed a booth engaging the public on CPR, wildfire readiness, and other education. A great community outreach opportunity.
- DC Phillips has stepped into his role and is doing a great job.
- Safety improvement plan has been submitted.
- Grant application is being prepared to bring in subject matter experts in injury prevention and exercise.
- Safety stand-down is planned as part of a fire service-wide event, focusing on fitness — nutrition, physicals, sleep, fit for duty, and fit for life.

STANDING COMMITTEE REPORTS

Negotiations are ongoing; we will provide an update during executive session at our next meeting.

FINANCIAL REPORT

The April financial report was presented. Operating expenses are on par. Transfers will occur in the May and June period.

2022 CAPITAL BOND PROJECTS UPDATE

DC Johnson reported:

- Training Tower:
  - Temp fencing comes down tomorrow, seal coating is scheduled for the 12th (campus access restricted that day), and landscaping and striping will follow next week, weather permitting.
  - The campus will be ready for the June 24th ceremony.
  - Commissioner Fleming received a tour today after the wildland pre-season meeting.
- Station 51:
  - Vapor barrier installation is underway in preparation for steel installation in both apparatus bays within the next few days.
  - First floor concrete pours are scheduled for the 18th and 22nd, with walls to follow shortly after.

OLD BUSINESS

NEW BUSINESS

A. Capital Plan Presentation

Chief Doan provided an overview of the district's capital plan.

- With voter fatigue a real concern, the focus is on managing existing resources wisely rather than returning to the ballot. Funding capital replacement internally is key to protecting the levies the district depends on.
- The plan incorporates input from fleet and facilities teams and can be adjusted for replacement cycles, inflation, or major purchases such as a ladder truck.
- The plan is a recommendation and will reflect board direction.
- Kudos to DC Oldenburg, Director Krystal, Travis, and DC Peterson for their work on the plan.

K. Hackmeister reported:

- The plan, included in the packet, covers 152 assets across three categories: fleet & vehicles, equipment, and facilities.
- The 50-year forecast totals $1.46B, with engines, medic units, and response vehicles making up the majority of fleet costs; facilities are split between bond and non-bond funded.
- The district is moving away from a pay-as-you-go approach toward a predictable annual contribution model, with a smoothed contribution of $4.42M per year from 2027 through 2041, based on expense needs rather than assessed value.
- The fund would be depleted beyond 2041, contingent on levy passage.

- Discussion followed. Commissioners recognized the plan as long overdue and emphasized the importance of caring for equipment and apparatus to care for personnel. There was shared commitment to continuing this approach as good stewards of taxpayer dollars, with agreement to review the plan at least annually. Commissioner Urvina requested involvement in determining whether a 15- or 20-year investment period is most appropriate.

B. Revised Personal Services Contract – DC Tom Wescott
    - A COLA adjustment was inadvertently omitted from DC Wescott's contract at the start of the year. The board was asked to approve the revised contract reflecting the COLA addition.

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

C. Personal Services Contract – FC Dennis Doan
    - Chief Doan's contract expires at the end of the year. The item was brought forward in a public meeting as a first read in the interest of transparency. Chief Doan encouraged the board to take additional time rather than act tonight.
    - The board agreed to treat this as a first read and conduct an executive session for further discussion.

PUBLIC COMMENT

GOOD OF THE ORDER

Commissioner Nelson attended the Washington Fire Commissioner conference in Chelan where organizational health was a key topic. The district is already implementing many of the practices being recommended to other departments, which reflects the strong work of staff and fellow board members.

SPECIAL INTERESTS/UPCOMING EVENTS

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 6:33 p.m. The next regular meeting will be 6/23/2026 at 5:00 p.m.

_____

Chairman/Commissioner

_____

Commissioner

_____

Commissioner

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Commissioner

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Commissioner

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Attest: District Secretary

Checks/Bank Drafts
6/11/26 - 6/18/26

ACCOUNTS PAYABLE:						**Dollar Amount**		**TOTAL**
Bank Drafts:							$	-
							$	-
	TOTAL BANK DRAFTS:				**$**	**-**	**$**	**-**
Check Numbers:	3785	through	3828	General	$	65,307.14	$	65,307.14
	3829	through	3833	Capital	$	302,038.62	$	302,038.62
	3834	through	3869	General	$	117,335.09	$	117,335.09
	3870	through	3873	Capital	$	202,869.91	$	202,869.91
	TOTAL CHECKS:				**$**	**687,550.76**	**$**	**687,550.76**
ACCOUNTS PAYABLE TOTAL:							**$**	**687,550.76**
ACH Payroll Transfer :							$	-
						GRAND TOTAL:	**$**	**687,550.76**

**** ALL CHECKS WERE PRINTED BY PCFD5 ****

Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 06/11/2026 - 06/18/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Cash-Pooled Cash						
VEN00098	Benjamin Constance PLLC	06/12/2026	Regular	0.00	4,166.77	3785
3120	CENTRAL WELDING SUPPLY	06/12/2026	Regular	0.00	465.82	3786
1239	CENTURYLINK	06/12/2026	Regular	0.00	1,651.26	3787
VEN00032	CHS Purdy Propane	06/12/2026	Regular	0.00	1,225.53	3788
3005	CINTAS CORP	06/12/2026	Regular	9.29	493.00	3789
3005	CINTAS CORP	06/12/2026	Regular	48.96	2,597.14	3790
37	CLAIBORNE, LARRY	06/12/2026	Regular	0.00	298.60	3791
2478	COMCAST	06/12/2026	Regular	0.00	1,253.70	3792
2332	COPELAND, ROBERT	06/12/2026	Regular	0.00	202.90	3793
3312	CUSTOM PRINTS NW LLC	06/12/2026	Regular	0.00	2,622.00	3794
863	DEPARTMENT OF HEALTH	06/12/2026	Regular	0.00	216.76	3795
474	DM RECYCLING	06/12/2026	Regular	0.00	1,188.55	3796
350	EAN SERVICES LLC	06/12/2026	Regular	0.00	732.39	3797
233	EMS CONNECT	06/12/2026	Regular	0.00	850.98	3798
197	FREIGHTLINER NORTHWEST	06/12/2026	Regular	0.00	4,959.00	3799
52	GIG HARBOR CITY OF	06/12/2026	Regular	0.00	1,295.26	3800
527	GIG HARBOR TREE SERVICE LLC	06/12/2026	Regular	0.00	108.10	3801
376	GOODMAN, CHRIS	06/12/2026	Regular	0.00	202.90	3802
1394	HEMLEYS HANDY KANS	06/12/2026	Regular	0.00	235.00	3803
2283	HUGHES FIRE EQUIPMENT INC	06/12/2026	Regular	0.00	1,664.11	3804
2661	INDUSTRIAL SCIENTIFIC CORP	06/12/2026	Regular	0.00	1,904.48	3805
576	INSIGHT PUBLIC SECTOR	06/12/2026	Regular	0.00	158.48	3806
248	INTERSTATE BATTERIES OF OLYMPIA	06/12/2026	Regular	0.00	359.92	3807
VEN00055	Juana Elena Najar Perez	06/12/2026	Regular	0.00	10,939.72	3808
3225	KELLEY CREATE - LEASE PYMTS	06/12/2026	Regular	0.00	1,850.67	3809
298	KIMBALLS HANDS ON DETAILING LLC	06/12/2026	Regular	0.00	594.60	3810
53	LABORATORY CORP OF AMERICA	06/12/2026	Regular	0.00	118.00	3811
VEN00241	Larsen Sign Co Inc.	06/12/2026	Regular	0.00	1,145.86	3812
587	LEVEL 3 COMMUNICATIONS LLC	06/12/2026	Regular	0.00	2,162.09	3813
529	MACDONALD MILLER FACILITY SOLUTIONS LLC	06/12/2026	Regular	0.00	1,542.05	3814
1359	MURREYS DISPOSAL CO INC	06/12/2026	Regular	0.00	2,050.41	3815
3140	NELSON, BRYCE	06/12/2026	Regular	0.00	966.39	3816
19	PENINSULA LIGHT CO - ELECTRIC	06/12/2026	Regular	0.00	659.63	3817
158	ROMAINE ELECTRIC - 2	06/12/2026	Regular	0.00	689.01	3818
VEN00170	Setcom Corporation	06/12/2026	Regular	0.00	462.95	3819
80	SPRAGUE PEST SOLUTIONS	06/12/2026	Regular	0.00	680.46	3820
30	TACOMA PIERCE COUNTY CHAMBER	06/12/2026	Regular	0.00	150.00	3821
82	TACOMA SCREW PRODUCTS INC	06/12/2026	Regular	0.00	473.48	3822
1957	TITUS WILL FORD	06/12/2026	Regular	0.00	171.20	3823
1945	UNIFIED OFFICE SERVICES	06/12/2026	Regular	0.00	343.12	3824
610	VERATHON INC	06/12/2026	Regular	0.00	4,185.68	3825
1474	WASHINGTON WATER SERVICE - 1	06/12/2026	Regular	0.00	262.22	3826
5330	Watson, Ryan D	06/12/2026	Regular	0.00	213.80	3827
3004	WILCOX & FLEGEL	06/12/2026	Regular	0.00	6,793.15	3828
524	BUD CLARY CHEVROLET	06/12/2026	Regular	0.00	65,649.79	3829
VEN00032	CHS Purdy Propane	06/12/2026	Regular	0.00	3,295.06	3830
VEN00040	Pease Construction	06/12/2026	Regular	0.00	210,764.51	3831
1624	RICE FERGUS MILLER	06/12/2026	Regular	0.00	15,526.61	3832
VEN00203	Square Grove LLC	06/12/2026	Regular	0.00	6,802.65	3833
557	AT&T MOBILITY	06/18/2026	Regular	0.00	5,973.56	3834
836	CARDINAL HEALTH 112 LLC	06/18/2026	Regular	0.00	387.71	3835
3005	CINTAS CORP	06/18/2026	Regular	4.46	236.69	3836
3005	CINTAS CORP	06/18/2026	Regular	25.37	1,346.22	3837
418	CITY OF TACOMA	06/18/2026	Regular	0.00	2,000.00	3838

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2478	COMCAST	06/18/2026	Regular	0.00	113.93	3839
104	COMMERCIAL BRAKE & CLUTCH	06/18/2026	Regular	0.00	2,178.00	3840
3228	CRYSTAL CLEAN LLC	06/18/2026	Regular	0.00	160.00	3841
2256	FERNO WASHINGTON INC	06/18/2026	Regular	0.00	1,329.27	3842
397	FIRE PROTECTION PUBLICATIONS	06/18/2026	Regular	0.00	2,277.68	3843
542	GALLS LLC	06/18/2026	Regular	0.00	1,473.49	3844
VEN00188	Gilchrist	06/18/2026	Regular	0.00	187.14	3845
VEN00101	Grail Inc	06/18/2026	Regular	0.00	2,596.00	3846
3257	GRAVITEC SYSTEMS INC	06/18/2026	Regular	0.00	2,176.06	3847
2283	HUGHES FIRE EQUIPMENT INC	06/18/2026	Regular	0.00	1,759.19	3848
248	INTERSTATE BATTERIES OF OLYMPIA	06/18/2026	Regular	0.00	255.24	3849
353	JOHN A CAMPBELL MD PC	06/18/2026	Regular	0.00	10,796.00	3850
212	LAWSON PRODUCTS	06/18/2026	Regular	0.00	117.54	3851
528	LIFE ASSIST INC	06/18/2026	Regular	0.00	2,558.94	3852
1433	NORTH, GEOFF	06/18/2026	Regular	0.00	34.99	3853
215	PAPE KENWORTH NORTHWEST	06/18/2026	Regular	0.00	77.27	3854
19	PENINSULA LIGHT CO - ELECTRIC	06/18/2026	Regular	0.00	2,132.03	3855
420	POMPS TIRE SERVICE INC	06/18/2026	Regular	0.00	3,237.62	3856
295	SMARTSENSE BY DIGI	06/18/2026	Regular	0.00	1,699.08	3857
193	SNURE LAW OFFICE PSC	06/18/2026	Regular	0.00	1,368.00	3858
80	SPRAGUE PEST SOLUTIONS	06/18/2026	Regular	0.00	226.82	3859
302	STERICYCLE INC	06/18/2026	Regular	0.00	176.49	3860
137	SUNBELT RENTALS INC	06/18/2026	Regular	0.00	2,080.12	3861
82	TACOMA SCREW PRODUCTS INC	06/18/2026	Regular	0.00	25.00	3862
1957	TITUS WILL FORD	06/18/2026	Regular	0.00	439.10	3863
43	TRA-MINW PS	06/18/2026	Regular	0.00	130.00	3864
171	ULINE	06/18/2026	Regular	0.00	662.33	3865
3115	UNITED HEALTHCARE	06/18/2026	Regular	0.00	110.00	3866
203	US BANK	06/18/2026	Regular	0.00	66,822.01	3867
1474	WASHINGTON WATER SERVICE - 1	06/18/2026	Regular	0.00	98.88	3868
1820	WESTBAY AUTO PARTS	06/18/2026	Regular	0.00	92.69	3869
557	AT&T MOBILITY	06/18/2026	Regular	0.00	1,099.00	3870
445	DESCO AV	06/18/2026	Regular	0.00	188,092.99	3871
171	ULINE	06/18/2026	Regular	0.00	13,311.46	3872
81	WESTERN STATE DESIGN	06/18/2026	Regular	0.00	366.46	3873

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	177	89	88.08	687,550.76
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
	177	**89**	**88.08**	**687,550.76**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	177	89	88.08	687,550.76
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
	177	**89**	**88.08**	**687,550.76**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2026	687,550.76
			687,550.76

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