



# Gig Harbor Fire & Medic One

**AGENDA**  
**Commissioners' Meeting**  
**July 8, 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 **June 24, 2025**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

| Accounts Payable (Checks)      |                     |
|--------------------------------|---------------------|
| Check #'s 1882 – 1935          | \$931,153.22        |
| <b>ACCOUNTS PAYABLE TOTALS</b> | <b>\$931,153.22</b> |

| Payroll (Checks & ACH Transfers) |                       |
|----------------------------------|-----------------------|
| Check #'s 1871 – 1881 & 1936     | \$294,727.21          |
| ACH Payroll Transfer (Drafts)    | \$275,296.18          |
| ACH Payroll Transfer             | \$661,598.39          |
| <b>PAYROLL TOTALS</b>            | <b>\$1,231,621.78</b> |

|                                               |                       |
|-----------------------------------------------|-----------------------|
| <b>GRAND TOTAL CHECKS &amp; ACH TRANSFERS</b> | <b>\$2,162,775.00</b> |
|-----------------------------------------------|-----------------------|

7. Local 3390 Reports
8. Chiefs Reports
9. Standing Committee Reports
10. Chairman's Report
11. 2022 Bond Update
12. **OLD BUSINESS**
13. **NEW BUSINESS**
  - a. Commissioner Wilsie Resignation – effective August 1, 2025
14. Open Public Comment (state your name for the record, you will have 3 minutes)



## Gig Harbor Fire & Medic One

15. **GOOD OF THE ORDER**

16. **SPECIAL INTERESTS/UPCOMING EVENTS**

Adjourn Meeting. Next regular meeting: **Tuesday, July 22, 2025, at 5:00 PM**



# Gig Harbor Fire & Medic One

## COMMISSIONERS' MEETING MINUTES

June 24, 2025

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

Present: Commissioners Entze, Sutich, Nelson and Urvina; Fire Chief D. Doan; Deputy Chief's N. Langlow, S. Booth, and J. Johnson, Division Chiefs S. Peterson, T. Wescott, and M. Dumas, BC Voigt, AA L. Schroeder, Executive Assistant L. Medved, HR Manager J. Gunder (virtually), and various department members.

### APPROVAL OF THE AGENDA

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

### RECOGNITIONS

DC Langlow and FC Doan presented Citizen Lifesaving Awards to Alec Cruz and Zack Craft.

### COMMISSIONER ABSENCE

Commissioners Urvina and Nelson motioned and seconded the approval of Commissioner Wilsie's absence from today's meeting. With no further discussion, the motion was approved by a unanimous roll call vote.

### COMMUNICATIONS

### MINUTES AND VOUCHERS

Commissioners Nelson and Urvina moved and seconded approval of the June 10, 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 #1830 – 1870 for a total consideration of \$169,062.12. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

### LOCAL 3390 REPORTS

### CHIEFS REPORTS

DC Langlow reported:

- Division Chief Corrigan and the Training Division conducted NFPA-compliant live fire training at an acquired structure near Peninsula High School. One minor, non-transport injury occurred on Saturday, with no lost work time. Additional structures on the property may be utilized as training continues at the site.
- Final lateral interviews concluded today, with job offers expected shortly. There are currently two vacancies; further hiring will depend on 2026 retirements, with declarations due by August 1. The projected start date is September 8, beginning with a two-week weekday academy followed by shift assignments for the remainder of probation. BC O'Leary and Lt. Piercy were instrumental in the interview process and coordination.

- Upgraded tone alerts were implemented yesterday in collaboration with the county and SS911. The new system replaces previously aggressive tones with heart-healthy, less abrupt notifications, maintaining promptness while improving user experience. The update includes one tone for fire calls and another for all other call types.

DC Booth reported:

- CJ Martin, the new Public Educator started last Monday. She will be introduced to the board next month.
- Approximately 150 applications were received for the Administrative Assistant position. Top candidates have been identified, with interviews scheduled for early next week.

FC Doan reported:

- Command Staff and Commissioner Entze attended Police Chief Busey's retirement celebration yesterday. A meeting with Interim Chief Federici will be scheduled in the coming weeks.
- Partnered with the union to revise the non-uniform MOA, allowing CJ Martin, the new Public Educator, to align her work schedule with her division.
- A meeting is being scheduled with the Policy and Procedure Subcommittee to review and update board policies.
- Command Staff is proposing an amendment to the Post-Retirement Medical Program resolution to change the designated retirement date from April 1<sup>st</sup> to January 1<sup>st</sup>. The proposal will be presented to the board next month.

## **STANDING COMMITTEE REPORTS**

### **FINANCIAL REPORT**

### **CHAIRMAN'S REPORT**

### **2022 CAPITAL BOND PROJECTS UPDATE**

DC Johnson reported:

- **Stations 53/57:** Closing out paperwork.
- **Training Campus:** Multiple trades are actively working on-site, coordinating the efforts seamlessly. Change orders are being addressed following a recent walkthrough with IT and Training. Columns and walls going up on 1<sup>st</sup> floor and concrete pours this week. Commissioners are welcome to tour the campus.
- **Station 50:** Closing out paperwork.
- **Station 51:** Meeting with the City next week to discuss a few items but expect to have permits soon.

### **OLD BUSINESS**

### **NEW BUSINESS**

### **PUBLIC COMMENT**

### **GOOD OF THE ORDER**

### **SPECIAL INTERESTS/UPCOMING EVENTS**

### **ADJOURNMENT**

There being no further business to discuss, Chairman Entze adjourned the meeting at 5:29 p.m.

The next regular meeting will be Tuesday, July 8, at 5:00 p.m.

\_\_\_\_\_  
Chairman/Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Attest: District Secretary

DRAFT

|                                                              |
|--------------------------------------------------------------|
| <b>Checks/Bank Drafts</b><br><b>Issued 6/24/25 - 6/27/25</b> |
|--------------------------------------------------------------|

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**ACCOUNTS PAYABLE:****Dollar Amount****TOTAL**

|                |                     |         |            |         |    |              |    |              |
|----------------|---------------------|---------|------------|---------|----|--------------|----|--------------|
| Bank Drafts:   | DFT0001130          | through | DFT0001144 | Payroll | \$ | 275,296.18   | \$ | 275,296.18   |
| Check Numbers: | 1871                | through | 1881       | Payroll | \$ | 293,201.05   | \$ | 293,201.05   |
|                | 1882                | through | 1882       | General | \$ | 8,748.45     | \$ | 8,748.45     |
|                | 1183                | through | 1884       | Capital | \$ | 799,882.04   | \$ | 799,882.04   |
|                | 1885                | through | 1935       | General | \$ | 122,522.73   | \$ | 122,522.73   |
|                | 1936                | through | 1936       | Payroll | \$ | 1,526.16     | \$ | 1,526.16     |
|                | <b>TOTAL CHECKS</b> |         |            |         | \$ | 1,225,880.43 | \$ | 1,225,880.43 |

|                                |  |  |  |  |  |  |    |              |
|--------------------------------|--|--|--|--|--|--|----|--------------|
| <b>ACCOUNTS PAYABLE TOTAL:</b> |  |  |  |  |  |  | \$ | 1,501,176.61 |
|--------------------------------|--|--|--|--|--|--|----|--------------|

|                        |  |  |  |  |    |            |    |            |
|------------------------|--|--|--|--|----|------------|----|------------|
| ACH Payroll Transfer - |  |  |  |  | \$ | 661,598.39 | \$ | 661,598.39 |
|------------------------|--|--|--|--|----|------------|----|------------|

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|                     |  |  |  |  |  |  |    |              |
|---------------------|--|--|--|--|--|--|----|--------------|
| <b>GRAND TOTAL:</b> |  |  |  |  |  |  | \$ | 2,162,775.00 |
|---------------------|--|--|--|--|--|--|----|--------------|

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|                                               |
|-----------------------------------------------|
| <b>** ALL CHECKS WERE PRINTED BY PCFD5 **</b> |
|-----------------------------------------------|

|                                 |
|---------------------------------|
| June 25, 2025                   |
| APPROVED BY Krystal Hackmeister |

**GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL:      \$ 1,232,096.74**



Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 06/24/2025 - 06/27/2025

| Vendor Number              | Vendor Name                      | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|----------------------------|----------------------------------|--------------|--------------|-----------------|----------------|------------|
| Bank Code: Payroll-Payroll |                                  |              |              |                 |                |            |
| 73                         | DECISION POINT                   | 06/25/2025   | Bank Draft   | 0.00            | 3,277.50       | DFT0001130 |
| 73                         | DECISION POINT                   | 06/25/2025   | Bank Draft   | 0.00            | 30,345.89      | DFT0001131 |
| 73                         | DECISION POINT                   | 06/25/2025   | Bank Draft   | 0.00            | 4,419.57       | DFT0001132 |
| 73                         | DECISION POINT                   | 06/25/2025   | Bank Draft   | 0.00            | 37,471.26      | DFT0001133 |
| 73                         | DECISION POINT                   | 06/25/2025   | Bank Draft   | 0.00            | 1,047.82       | DFT0001134 |
| 73                         | DECISION POINT                   | 06/25/2025   | Bank Draft   | 0.00            | 39,971.96      | DFT0001135 |
| 73                         | DECISION POINT                   | 06/25/2025   | Bank Draft   | 0.00            | 4,974.01       | DFT0001136 |
| 283                        | DSHS - DIV OF CHILD SUPPORT      | 06/25/2025   | Bank Draft   | 0.00            | 439.50         | DFT0001137 |
| 303                        | FIDELITY INVESTMENTS             | 06/25/2025   | Bank Draft   | 0.00            | 4,445.00       | DFT0001138 |
| 303                        | FIDELITY INVESTMENTS             | 06/25/2025   | Bank Draft   | 0.00            | 500.00         | DFT0001139 |
| 303                        | FIDELITY INVESTMENTS             | 06/25/2025   | Bank Draft   | 0.00            | 3,100.00       | DFT0001140 |
| 303                        | FIDELITY INVESTMENTS             | 06/25/2025   | Bank Draft   | 0.00            | 900.00         | DFT0001141 |
| 14                         | Internal Revenue Service - EFTPS | 06/25/2025   | Bank Draft   | 0.00            | 28,311.40      | DFT0001142 |
| 14                         | Internal Revenue Service - EFTPS | 06/25/2025   | Bank Draft   | 0.00            | 638.48         | DFT0001143 |
| 14                         | Internal Revenue Service - EFTPS | 06/25/2025   | Bank Draft   | 0.00            | 115,453.79     | DFT0001144 |

Bank Code Payroll Summary

| Payment Type   | Payable<br>Count | Payment<br>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    | 15               | 15               | 0.00     | 275,296.18 |
| EFT's          | 0                | 0                | 0.00     | 0.00       |
|                | 15               | 15               | 0.00     | 275,296.18 |



## Check Report

Date Range: 06/24/2025 - 06/27/2025

| Vendor Number                      | Vendor Name                                    | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|------------------------------------|------------------------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: Pooled Cash-Pooled Cash |                                                |              |              |                 |                |        |
| 1925                               | AFLAC                                          | 06/25/2025   | Regular      | 0.00            | 1,829.62       | 1871   |
| 107                                | DEPT LABOR & INDUSTRIES                        | 06/25/2025   | Regular      | 0.00            | 52,604.41      | 1872   |
| 67                                 | EMPLOYMENT SECURITY DEPT - PFMLA               | 06/25/2025   | Regular      | 0.00            | 8,921.96       | 1873   |
| 3176                               | Gig Harbor Firefighters Union Health & Welfare | 06/25/2025   | Regular      | 0.00            | 88,686.71      | 1874   |
| 388                                | GIG HARBOR PENINSULA FF ASSOCIATION            | 06/25/2025   | Regular      | 0.00            | 370.00         | 1875   |
| VEN00085                           | MICHAEL G. MALAIER, TRUSTEE                    | 06/25/2025   | Regular      | 0.00            | 100.07         | 1876   |
| 2307                               | VISION SERVICE PLAN - AT                       | 06/25/2025   | Regular      | 0.00            | 115.46         | 1877   |
| 515                                | WA CARES FUND - LTC                            | 06/25/2025   | Regular      | 0.00            | 2,001.12       | 1878   |
| 515                                | WA CARES FUND - LTC                            | 06/25/2025   | Regular      | 0.00            | -2,001.12      | 1878   |
| 525                                | WASHINGTON PER SYSTEM EMP                      | 06/25/2025   | Regular      | 0.00            | 14,258.27      | 1879   |
| 980                                | WASHINGTON STATE TREASURER                     | 06/25/2025   | Regular      | 0.00            | 8,212.50       | 1880   |
| 526                                | WLEO & FFR SYSTEM EMPE                         | 06/25/2025   | Regular      | 0.00            | 118,102.05     | 1881   |
| 436                                | ACTION BUSINESS FURNITURE INC                  | 06/24/2025   | Regular      | 0.00            | 8,748.45       | 1882   |
| 602                                | MATERIALS TESTING & CONSULTING INC             | 06/27/2025   | Regular      | 0.00            | 2,145.00       | 1883   |
| VEN00040                           | Pease Construction                             | 06/27/2025   | Regular      | 0.00            | 797,737.04     | 1884   |
| 449                                | A-ADVANCED SEPTIC SERVICES, INC                | 06/27/2025   | Regular      | 0.00            | 12,507.41      | 1885   |
| 2314                               | BCBS OF ARIZONA                                | 06/27/2025   | Regular      | 0.00            | 378.40         | 1886   |
| VEN00117                           | Capital Heating & Cooling Inc                  | 06/27/2025   | Regular      | 0.00            | 325.66         | 1887   |
| 2059                               | CBS REPORTING INC                              | 06/27/2025   | Regular      | 0.00            | 121.50         | 1888   |
| 3120                               | CENTRAL WELDING SUPPLY                         | 06/27/2025   | Regular      | 0.00            | 762.75         | 1889   |
| 3005                               | CINTAS CORP                                    | 06/27/2025   | Regular      | 0.00            | 505.18         | 1890   |
| 3005                               | CINTAS CORP                                    | 06/27/2025   | Regular      | 0.00            | 3,707.01       | 1891   |
| 2478                               | COMCAST                                        | 06/27/2025   | Regular      | 0.00            | 119.98         | 1892   |
| 2332                               | COPELAND, ROBERT                               | 06/27/2025   | Regular      | 0.00            | 185.00         | 1893   |
| 618                                | DM PLUMBING & BACKFLOW TESTING LLC             | 06/27/2025   | Regular      | 0.00            | 2,215.00       | 1894   |
| 474                                | DM RECYCLING                                   | 06/27/2025   | Regular      | 0.00            | 60.02          | 1895   |
| 261                                | DOBBS PETERBILT - TACOMA 1                     | 06/27/2025   | Regular      | 0.00            | 1,532.66       | 1896   |
| 233                                | EMS CONNECT                                    | 06/27/2025   | Regular      | 0.00            | 760.50         | 1897   |
| 44                                 | FIDELITY SOLUTIONS                             | 06/27/2025   | Regular      | 0.00            | 7,171.36       | 1898   |
| 542                                | GALLS LLC                                      | 06/27/2025   | Regular      | 0.00            | 695.32         | 1899   |
| 52                                 | GIG HARBOR CITY OF                             | 06/27/2025   | Regular      | 0.00            | 1,673.82       | 1900   |
| 376                                | GOODMAN, CHRIS                                 | 06/27/2025   | Regular      | 0.00            | 208.31         | 1901   |
| 3125                               | HARBOR AUDIOLOGY                               | 06/27/2025   | Regular      | 0.00            | 380.00         | 1902   |
| 2283                               | HUGHES FIRE EQUIPMENT INC                      | 06/27/2025   | Regular      | 0.00            | 5,973.38       | 1903   |
| 2661                               | INDUSTRIAL SCIENTIFIC CORP                     | 06/27/2025   | Regular      | 0.00            | 1,904.48       | 1904   |
| 248                                | INTERSTATE BATTERIES OF OLYMPIA                | 06/27/2025   | Regular      | 0.00            | 1,349.41       | 1905   |
| VEN00118                           | Jennifer Robertschtle                          | 06/27/2025   | Regular      | 0.00            | 1,447.80       | 1906   |
| 353                                | JOHN A CAMPBELL MD PC                          | 06/27/2025   | Regular      | 0.00            | 5,216.00       | 1907   |
| 3225                               | KELLEY CREATE - LEASE PYMTS                    | 06/27/2025   | Regular      | 0.00            | 324.30         | 1908   |
| 298                                | KIMBALLS HANDS ON DETAILING LLC                | 06/27/2025   | Regular      | 0.00            | 195.29         | 1909   |
| 53                                 | LABORATORY CORP OF AMERICA                     | 06/27/2025   | Regular      | 0.00            | 23.60          | 1910   |
| 212                                | LAWSON PRODUCTS                                | 06/27/2025   | Regular      | 0.00            | 252.28         | 1911   |
| 587                                | LEVEL 3 COMMUNICATIONS LLC                     | 06/27/2025   | Regular      | 0.00            | 2,161.90       | 1912   |
| 529                                | MACDONALD MILLER FACILITY SOLUTIONS LLC        | 06/27/2025   | Regular      | 0.00            | 18,821.34      | 1913   |
| 2119                               | MOTOROLA SOLUTIONS INC                         | 06/27/2025   | Regular      | 0.00            | 7,991.13       | 1914   |
| 3140                               | NELSON, BRYCE                                  | 06/27/2025   | Regular      | 0.00            | 366.00         | 1915   |
| 534                                | PCRCO LLC                                      | 06/27/2025   | Regular      | 0.00            | 143.74         | 1916   |
| 19                                 | PENINSULA LIGHT CO - ELECTRIC                  | 06/27/2025   | Regular      | 0.00            | 7,590.31       | 1917   |
| 2537                               | PHILLIPS, PATRICK                              | 06/27/2025   | Regular      | 0.00            | 896.68         | 1918   |
| 420                                | POMPS TIRE SERVICE INC                         | 06/27/2025   | Regular      | 0.00            | 7,698.63       | 1919   |
| 2982                               | PREMERA BLUE CROSS                             | 06/27/2025   | Regular      | 0.00            | 606.00         | 1920   |
| 98                                 | PRENTICE PERFECT CLEANING LLC                  | 06/27/2025   | Regular      | 0.00            | 5,600.00       | 1921   |
| 1087                               | PUGET SOUND ENERGY                             | 06/27/2025   | Regular      | 0.00            | 633.94         | 1922   |
| 99                                 | SEAWESTERN INC                                 | 06/27/2025   | Regular      | 0.00            | 196.02         | 1923   |
| 80                                 | SPRAGUE PEST SOLUTIONS                         | 06/27/2025   | Regular      | 0.00            | 1,173.93       | 1924   |
| 302                                | STERICYCLE INC                                 | 06/27/2025   | Regular      | 0.00            | 138.13         | 1925   |
| 137                                | SUNBELT RENTALS INC                            | 06/27/2025   | Regular      | 0.00            | 542.62         | 1926   |
| 82                                 | TACOMA SCREW PRODUCTS INC                      | 06/27/2025   | Regular      | 0.00            | 651.37         | 1927   |
| 1957                               | TITUS WILL FORD                                | 06/27/2025   | Regular      | 0.00            | 1,181.84       | 1928   |
| 2973                               | VERIZON WIRELESS - DALLAS                      | 06/27/2025   | Regular      | 0.00            | 3,134.89       | 1929   |

## Check Report

Date Range: 06/24/2025 - 06/27/2025

| Vendor Number | Vendor Name                  | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|------------------------------|--------------|--------------|-----------------|----------------|--------|
| 1474          | WASHINGTON WATER SERVICE - 1 | 06/27/2025   | Regular      | 0.00            | 280.52         | 1930   |
| 1820          | WESTBAY AUTO PARTS           | 06/27/2025   | Regular      | 0.00            | 186.14         | 1931   |
| 2088          | WHELEN ENGINEERING CO INC    | 06/27/2025   | Regular      | 0.00            | 1,449.28       | 1932   |
| 3013          | WILCO                        | 06/27/2025   | Regular      | 0.00            | 234.12         | 1933   |
| 3004          | WILCOX & FLEGEL              | 06/27/2025   | Regular      | 0.00            | 9,111.86       | 1934   |
| VEN00005      | WrapJax LLC                  | 06/27/2025   | Regular      | 0.00            | 1,735.92       | 1935   |
| 515           | WA CARES FUND - LTC          | 06/25/2025   | Regular      | 0.00            | 1,526.16       | 1936   |

## Bank Code Pooled Cash Summary

| Payment Type   | Payable Count | Payment Count | Discount | Payment      |
|----------------|---------------|---------------|----------|--------------|
| Regular Checks | 179           | 66            | 0.00     | 1,227,881.55 |
| Manual Checks  | 0             | 0             | 0.00     | 0.00         |
| Voided Checks  | 0             | 1             | 0.00     | -2,001.12    |
| Bank Drafts    | 0             | 0             | 0.00     | 0.00         |
| EFT's          | 0             | 0             | 0.00     | 0.00         |
|                | 179           | 67            | 0.00     | 1,225,880.43 |

All Bank Codes Check Summary

| Payment Type   | Payable Count | Payment Count | Discount | Payment      |
|----------------|---------------|---------------|----------|--------------|
| Regular Checks | 179           | 66            | 0.00     | 1,227,881.55 |
| Manual Checks  | 0             | 0             | 0.00     | 0.00         |
| Voided Checks  | 0             | 1             | 0.00     | -2,001.12    |
| Bank Drafts    | 15            | 15            | 0.00     | 275,296.18   |
| EFT's          | 0             | 0             | 0.00     | 0.00         |
|                | 194           | 82            | 0.00     | 1,501,176.61 |

Fund Summary

| Fund | Name        | Period | Amount       |
|------|-------------|--------|--------------|
| 999  | Pooled Cash | 6/2025 | 1,501,176.61 |
|      |             |        | 1,501,176.61 |

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