



Gig Harbor Fire & Medic One

AGENDA
Commissioners' Meeting
August 26, 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 **August 12, 2025**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

Accounts Payable (Checks)	
Check #'s 2148 – 1149	\$204,032.00
Check #'s 2160 – 2214	\$1,597,480.75
ACCOUNTS PAYABLE TOTALS	\$1,801.512.75

Payroll (Checks & ACH Transfers)	
Check #'s 2150 – 2159	\$302,711.27
ACH Payroll Transfer (Drafts)	\$275,211.92
ACH Payroll Transfer	\$646, 127.14
PAYROLL TOTALS	\$1,224,050.33

GRAND TOTAL CHECKS & ACH TRANSFERS	\$3,025,563.08
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7. Local 3390 Reports
8. Chiefs Reports
9. Standing Committee Reports
10. Chairman's Report
11. 2022 Bond Update
12. **OLD BUSINESS**
 - a. Commissioner Vacancy Process – Candidate List
 - a. Beste, David
 - b. Brouillette, Ken
 - c. Dyer, Craig
 - d. Fleming, Matthew



Gig Harbor Fire & Medic One

- e. Price, Richard
- f. Sagers, Mitchell
- g. Slothower, Charles

13. **NEW BUSINESS**

- a. Presentation of Resolution 2025-02 – Approving Revisions to the Board of Commissioner Policies (1000 Series)
- b. Dissolve Resolution 2019-05
- c. Station 51 Closure – DC Langlow

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 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office and RCW 42.30.140(4)(b) to discuss collective bargaining.

Adjourn Meeting. Next regular meeting: **Tuesday, September 9, 2025, at 5:00 PM**



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

August 12, 2025

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

Present: Commissioners Entze, Sutich, and Nelson; Fire Chief D. Doan; Deputy Chiefs P. Oldenburg, J. Johnson, and N. Langlow; IS Manager T. Wagenmann, Technology & Communications Specialist M. Herzog, Finance Director K. Hackmeister (virtually), Executive Assistant L. Medved, BC T. Voigt (virtually), and Local 3390 (virtually).

APPROVAL OF THE AGENDA

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

COMMISSIONER ABSENCE

Commissioners Sutich and Nelson moved and seconded Chairman Urvina's absence from today's meeting. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

COMMUNICATIONS

MINUTES AND VOUCHERS

Commissioners Nelson and Sutich moved and seconded approval of the July 22, 2025, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Entze moved and seconded a motion to approve accounts payable checks #2037 – 2113 and #2126 – 2147, and payroll checks # 2027 – 2036 and 2114 – 2125, for a total consideration of \$4,618,638.20. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

DC Oldenburg reported:

- Lateral background process is progressing smoothly.

DC Langlow reported:

- LT Flick and FF Shervanick represented GHFMO at the funeral and procession of retired East Pierce Deputy Chief Bill Mack.
- Entry-level graduation took place last Friday, and the new recruits started on shift this week.
- Laterals scheduled to start September 8th.
- Contract for service entered for Race for a Soldier 10k in September, their 15th anniversary.
- No injuries were reported at the Rosedale fire on July 31.

FC Doan reported:

- One application received for the Commissioner vacancy, with interest from a few others. On track for filling the position.

- Internal announcement for DC Booth's position next June. Multiple expressed interest.
- Administrative celebration for staff on Thursday.
- Meeting with the Commissioners tomorrow to prepare for negotiations starting on August 19.
- Attended the TFD RFA Roundtable discussion today. A decision regarding participation is needed by September. Due to the current workload and capacity, participation is not feasible. The commissioners have agreed to focus on the work plan and not participate at this time.
- Motion to pare down the commissioner application was withdrawn after discussion.

STANDING COMMITTEE REPORTS

FINANCIAL REPORT

- December 2024
 - Revenue is 2% above budget, primarily due to insurance pre-payments received in 2024, although most of the work was completed in 2025. Unexpected revenue sources included one-time federal reimbursements and supplemental Medicare payments, including balance billing.
 - Delayed apparatus delivery contributed to lower expenditures (4% under).
 - Training campus construction started in late 2024. Significant expenses are expected in 2025 and 2026.
- June 2025
 - Revenue at 55%, expenditures at 48% (personnel), 23% (capital)
- July 2025 reports will be presented in September

CHAIRMAN'S REPORT

- Attended graduation ceremony on Friday. Positive turnout with many agencies and families present.

2022 CAPITAL BOND PROJECTS UPDATE

DC Johnson reported:

- **Stations 53/57:** Final payment pending contractor documentation.
- **Training Campus:** Progressing as planned. Tower construction and support building work ongoing. Site cleanup in progress.
- **Station 51:**
 - Permitting process streamlined with the city. New engineer promises permits in two weeks.
 - Minor site change review (EV): quotes for charging stations received; equipment cost is lower than expected.
 - Tentative Bid Plan
 - 8/25 – Bids open
 - 9/23 – Bids due
 - 9/24 – Site visit
 - 10/14 – Recommendation to the board
 - Plans for moving and staffing will be discussed at the next meeting.

OLD BUSINESS

NEW BUSINESS

- Resolution 2025-02 Approving Revisions to the Board of Commissioner Policies (1000 Series)
 - Minimal changes, including meeting schedule updates, hybrid format, and travel policy.

- Resolution 2019-05 will be reviewed and incorporated in 1000 series. Resolution will be re-evaluated at the next meeting.

PUBLIC COMMENT

GOOD OF THE ORDER

SPECIAL INTERESTS/UPCOMING EVENTS

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 5:52 p.m.

The next regular meeting will be Tuesday, August 26, at 5:00 p.m.

Chairman/Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest: District Secretary

Checks/Bank Drafts Issued 8/11/25 - 8/25/25
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ACCOUNTS PAYABLE:
Dollar Amount
TOTAL

Bank Drafts:	DFT0001182	through	DFT0001182	Payroll	\$	1,472.27	\$	1,472.27
	DFT0001351	through	DFT0001365	Payroll (8/25)	\$	273,739.65	\$	273,739.65
TOTAL BANK DRAFTS:					\$	1,472.27	\$	275,211.92
Check Numbers:	2148	through	2149	Capital	\$	204,032.00	\$	204,032.00
	2150	through	2159	Payroll (8/25)	\$	302,711.27	\$	302,711.27
	2160	through	2210	General	\$	242,185.01	\$	242,185.01
	2211	through	2214	Capital	\$	1,355,295.74	\$	1,355,295.74
TOTAL CHECKS:					\$	2,104,224.02	\$	2,104,224.02

ACCOUNTS PAYABLE TOTAL:	\$	2,379,435.94
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ACH Payroll Transfer (8/25) :	\$	646,127.14	\$	646,127.14
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GRAND TOTAL:	\$	3,025,563.08
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**** ALL CHECKS WERE PRINTED BY PCFD5 ****

CHECK APPROVAL:

August 25, 2025
APPROVED BY Perry Oldenburg

PAYROLL:	Dollar Amount	TOTAL
Check Nos: 2150 through 2159 (Benefit & L&I Monthly Payment)	\$ 302,711.27	\$ 302,711.27
ACH Payroll Transfer Amount:	\$ 646,127.14	\$ 646,127.14
Decision Point ACH Payroll Transfer Amount:	\$ 122,181.06	\$ 122,181.06
Div of Child Support ACH Payroll Transfer Amount:	\$ 439.50	\$ 439.50
Fidelity ACH Payroll Transfer Amount:	\$ 9,095.00	\$ 9,095.00
/13/25 Payroll Correction 941 ACH Payroll Transfer Amount:	\$ 1,472.27	\$ 1,472.27
941 ACH Payroll Transfer Amount:	\$ 142,024.09	\$ 142,024.09

GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL: \$ 1,224,050.33



Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 08/11/2025 - 08/25/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
14	Internal Revenue Service - EFTPS	08/13/2025	Bank Draft	0.00	1,472.27	DFT0001182
73	DECISION POINT	08/25/2025	Bank Draft	0.00	3,677.50	DFT0001351
73	DECISION POINT	08/25/2025	Bank Draft	0.00	30,856.69	DFT0001352
73	DECISION POINT	08/25/2025	Bank Draft	0.00	4,419.57	DFT0001353
73	DECISION POINT	08/25/2025	Bank Draft	0.00	37,471.26	DFT0001354
73	DECISION POINT	08/25/2025	Bank Draft	0.00	1,047.82	DFT0001355
73	DECISION POINT	08/25/2025	Bank Draft	0.00	39,321.96	DFT0001356
73	DECISION POINT	08/25/2025	Bank Draft	0.00	5,386.26	DFT0001357
283	DSHS - DIV OF CHILD SUPPORT	08/25/2025	Bank Draft	0.00	439.50	DFT0001358
303	FIDELITY INVESTMENTS	08/25/2025	Bank Draft	0.00	4,520.00	DFT0001359
303	FIDELITY INVESTMENTS	08/25/2025	Bank Draft	0.00	500.00	DFT0001360
303	FIDELITY INVESTMENTS	08/25/2025	Bank Draft	0.00	3,100.00	DFT0001361
303	FIDELITY INVESTMENTS	08/25/2025	Bank Draft	0.00	975.00	DFT0001362
14	Internal Revenue Service - EFTPS	08/25/2025	Bank Draft	0.00	27,631.09	DFT0001363
14	Internal Revenue Service - EFTPS	08/25/2025	Bank Draft	0.00	808.58	DFT0001364
14	Internal Revenue Service - EFTPS	08/25/2025	Bank Draft	0.00	113,584.42	DFT0001365

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	16	16	0.00	275,211.92
EFT's	0	0	0.00	0.00
	16	16	0.00	275,211.92

Check Report

Date Range: 08/11/2025 - 08/25/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Cash-Pooled Cash						
2977	GIG HARBOR CITY OF	08/11/2025	Regular	0.00	115,091.00	2148
2977	GIG HARBOR CITY OF	08/14/2025	Regular	0.00	88,941.00	2149
1925	AFLAC	08/21/2025	Regular	0.00	1,829.62	2150
107	DEPT LABOR & INDUSTRIES	08/21/2025	Regular	0.00	52,934.90	2151
67	EMPLOYMENT SECURITY DEPT - PFMLA	08/21/2025	Regular	0.00	8,308.32	2152
3176	Gig Harbor Firefighters Union Health & Welfare	08/21/2025	Regular	0.00	103,660.43	2153
388	GIG HARBOR PENINSULA FF ASSOCIATION	08/21/2025	Regular	0.00	370.00	2154
2307	VISION SERVICE PLAN - AT	08/21/2025	Regular	0.00	115.46	2155
515	WA CARES FUND - LTC	08/21/2025	Regular	0.00	1,733.56	2156
525	WASHINGTON PER SYSTEM EMP	08/21/2025	Regular	0.00	10,482.52	2157
526	Washington State Treasurer	08/21/2025	Regular	0.00	115,063.96	2158
980	WASHINGTON STATE TREASURER	08/21/2025	Regular	0.00	8,212.50	2159
1995	ABBOTT LABORATORIES INC	08/22/2025	Regular	0.00	41,878.64	2160
379	BOUND TREE MEDICAL LLC	08/22/2025	Regular	0.00	642.60	2161
836	CARDINAL HEALTH 112 LLC	08/22/2025	Regular	0.00	5,830.66	2162
2059	CBS REPORTING INC	08/22/2025	Regular	0.00	701.45	2163
3120	CENTRAL WELDING SUPPLY	08/22/2025	Regular	0.00	952.34	2164
3005	CINTAS CORP	08/22/2025	Regular	0.00	753.69	2165
3005	CINTAS CORP	08/22/2025	Regular	0.00	3,275.96	2166
37	CLAIBORNE, LARRY	08/22/2025	Regular	0.00	272.70	2167
2478	COMCAST	08/22/2025	Regular	0.00	1,066.92	2168
2332	COPELAND, ROBERT	08/22/2025	Regular	0.00	185.00	2169
8	CURTIS LN & SONS	08/22/2025	Regular	0.00	1,840.90	2170
261	DOBBS PETERBILT - TACOMA 1	08/22/2025	Regular	0.00	89.92	2171
244	DRYBOX	08/22/2025	Regular	0.00	13,825.25	2172
233	EMS CONNECT	08/22/2025	Regular	0.00	780.00	2173
3219	EMS TECHNOLOGY SOLUTIONS	08/22/2025	Regular	0.00	1,681.50	2174
341	ERIC T QUINN PS	08/22/2025	Regular	0.00	500.00	2175
542	GALLS LLC	08/22/2025	Regular	0.00	1,940.57	2176
376	GOODMAN, CHRIS	08/22/2025	Regular	0.00	185.00	2177
VEN00101	Grail Inc	08/22/2025	Regular	0.00	649.00	2178
3125	HARBOR AUDIOLOGY	08/22/2025	Regular	0.00	190.00	2179
2283	HUGHES FIRE EQUIPMENT INC	08/22/2025	Regular	0.00	4,351.57	2180
22	IMS ALLIANCE	08/22/2025	Regular	0.00	63.13	2181
353	JOHN A CAMPBELL MD PC	08/22/2025	Regular	0.00	12,234.00	2182
2870	KENT D BRUCE CO LLC	08/22/2025	Regular	0.00	43.24	2183
53	LABORATORY CORP OF AMERICA	08/22/2025	Regular	0.00	188.80	2184
212	LAWSON PRODUCTS	08/22/2025	Regular	0.00	461.70	2185
587	LEVEL 3 COMMUNICATIONS LLC	08/22/2025	Regular	0.00	2,162.09	2186
528	LIFE ASSIST INC	08/22/2025	Regular	0.00	14,243.30	2187
	Void	08/22/2025	Regular	0.00	0.00	2188
	Void	08/22/2025	Regular	0.00	0.00	2189
529	MACDONALD MILLER FACILITY SOLUTIONS LLC	08/22/2025	Regular	0.00	9,363.29	2190
3096	MCKESSON MEDICAL SURGICAL	08/22/2025	Regular	0.00	1,772.40	2191
506	MSTEFANOVIC CONSULTING LLC	08/22/2025	Regular	0.00	8,125.00	2192
1359	MURREYS DISPOSAL CO INC	08/22/2025	Regular	0.00	2,199.63	2193
492	PIERCE COUNTY	08/22/2025	Regular	0.00	240.00	2194
572	PITNEY BOWES INC	08/22/2025	Regular	0.00	172.43	2195
420	POMPS TIRE SERVICE INC	08/22/2025	Regular	0.00	4,648.53	2196
387	READY REBOUND	08/22/2025	Regular	0.00	20,460.00	2197
1624	RICE FERGUS MILLER	08/22/2025	Regular	0.00	18,419.65	2198
99	SEAWESTERN INC	08/22/2025	Regular	0.00	6,540.85	2199
412	SEBREN, MELISSA	08/22/2025	Regular	0.00	20.85	2200
302	STERICYCLE INC	08/22/2025	Regular	0.00	147.81	2201
600	SYSTEMS DESIGN WEST LLC	08/22/2025	Regular	0.00	7,750.74	2202
1957	TITUS WILL FORD	08/22/2025	Regular	0.00	109.80	2203
564	TYLER TECHNOLOGIES INC	08/22/2025	Regular	0.00	362.50	2204
3115	UNITED HEALTHCARE	08/22/2025	Regular	0.00	83.80	2205
203	US BANK	08/22/2025	Regular	0.00	50,128.92	2206
532	US BANK - INSTANT CARD	08/22/2025	Regular	0.00	189.25	2207

Check Report

Date Range: 08/11/2025 - 08/25/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2973	VERIZON WIRELESS - DALLAS	08/22/2025	Regular	0.00	208.94	2208
1474	WASHINGTON WATER SERVICE - 1	08/22/2025	Regular	0.00	168.11	2209
1820	WESTBAY AUTO PARTS	08/22/2025	Regular	0.00	82.58	2210
506	MSTEFANOVIC CONSULTING LLC	08/22/2025	Regular	0.00	2,275.00	2211
VEN00040	Pease Construction	08/22/2025	Regular	0.00	1,192,506.38	2212
19	PENINSULA LIGHT CO - ELECTRIC	08/22/2025	Regular	0.00	23,054.46	2213
1624	RICE FERGUS MILLER	08/22/2025	Regular	0.00	137,459.90	2214

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	175	65	0.00	2,104,224.02
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	175	67	0.00	2,104,224.02

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	175	65	0.00	2,104,224.02
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	16	16	0.00	275,211.92
EFT's	0	0	0.00	0.00
	191	83	0.00	2,379,435.94

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2025	2,379,435.94
			2,379,435.94

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

David Beste



Work Experience

January 1994 – October 2024

Bellevue Fire Department – Firefighter

- July 2022 – October 2024 – Deputy Chief, Bureau of Support Service
- July 2019 – June 2022 – Battalion Chief, Commander EMS Division
- April 2018 – June 2019, Battalion Chief, Platoon Commander
- Additional positions - Captain, Lieutenant, Firefighter

Education

Bachelor of Science, Business of Administration – June 1992

Central Washington University – Ellensburg, Washington

Certifications

- Seattle Fire Department Executive Leadership Academy
- Peer Support / Crisis Intervention Stress Management Team
- Leading, Education, and Developing (LEAD) – University of Virginia
- Integrated Emergency Management Course: Preparing the Whole Community for a Complex Coordinated Attack
- Emergency Management Institute: Community Emergency Response Team (CERT) Train the Trainer
- Accreditation Manager - Center for Public Safety Excellence (CPSE)

Accomplishments / Responsibilities

- Implementation of Electronic Health Record and National Fire Incident Reporting System (NFIRS) - ESO
- Implementation of Inventory Management, tracking, and narcotic inventory Control System - Operative IQ
- Implementation of Mobile Integrated Health (MIH) unit and system.
- Implementation of commuter rail response plans to include underground tunnels
- Implementation of multiple new response capabilities, response units, and facilities.
- Assisted with Development, implementation, and use of King County EMS Levy
- Managed Response to COVID-19 Pandemic for both the City of Bellevue and King County EMS systems

- Developed and implemented policies and procedures for the Bellevue Fire Department, City of Bellevue, and King County Emergency Medical Services (EMS)
- Developing and planning of Fire and Emergency Services Self-Assessment Manual for re-accreditation (FESSAM), Annual Compliance Reporting, and Standard of Cover.
- Development and implementation of the Strategic Plan for the Bellevue Fire Department
- Fire Service political lobbying at local, state, and national levels
- Union and employer negotiations experience
- Oversaw divisions, sections, groups, and teams within the Bellevue Fire Department to include:
 - Training Division – Formal Training of all staff including, special rescue disciplines, hiring and training of new firefighters
 - Data and Systems Division – implementation of dashboards and data entry training
 - Supply and Maintenance Division - Purchase and maintenance of apparatus, vehicles, and equipment
 - Facilities Groups– Construction and maintenance of Fire Department facilities.
 - EMS Division – managed EMS training, equipment, apparatus, and paramedic facilities for EMT's and Paramedics

KEN BROUILLETTE

Fire Service Professional

PROFESSIONAL SUMMARY

Fire Service Professional with over 30 years of extensive expertise in fire code development, inspection, and consulting. Known for developing comprehensive training programs that significantly enhance code compliance and public safety awareness. Effective in fostering collaboration among stakeholders to drive impactful policy changes and improve community safety.

EMPLOYMENT HISTORY

FIRE CODE SPECIALIST/TECHNICAL CODE DEVELOPMENT COORDINATOR

2017 - Present

Seattle Fire Department

Seattle, WA

- ◆ Advise Fire Marshal on code development, enhancing policy decisions through detailed analysis.
- ◆ Coordinate stakeholder meetings, achieving consensus on fire code updates for improved safety.
- ◆ Develop training programs for fire safety, boosting compliance and public awareness.
- ◆ Conduct analyses of fire regulations, supporting data-driven decisions for community safety.
- ◆ Actively supported the Seattle Fire Code Advisory Board, fostering collaborative relationships that strengthened policy development and implementation.
- ◆ Evaluated fire safety regulations, identifying gaps and proposing actionable solutions that enhanced community safety measures.
- ◆ Led initiatives to revise fire codes, resulting in measurable improvements in compliance rates and overall public safety.
- ◆ Facilitated workshops with community stakeholders, achieving consensus on fire safety policies that reinforced community trust.
- ◆ Fostered a positive team environment by mentoring colleagues, enhancing team cohesion and improving overall project outcomes.
- ◆ Evaluated fire safety regulations to identify compliance gaps, leading to actionable solutions that enhanced community safety measures.

OWNER

2005 - Present

Fire Code Consultant LLC

Gig Harbor, WA

- Provided Fire Marshal contract services to the City of Orting WA that included plan review and inspection of fire code related items
- Developed and presented ICC preferred provider courses in IFC related items
- ◆ Consultant for various projects for businesses and homeowners. Evaluated project plans for compliance with fire safety codes, identifying potential issues early and facilitating timely resolutions.
- ◆ Provided ongoing consultancy to clients, ensuring they received guidance and support throughout their fire safety compliance journey.
- ◆ Evaluated project plans for compliance with fire safety codes, identifying potential issues early and facilitating timely resolutions to enhance client satisfaction.
- ◆ Provided ongoing consultancy to clients, ensuring they received comprehensive guidance, resulting in improved fire safety compliance and reduced risks.
- ◆ Coordinated with local authorities and clients to deliver effective fire safety solutions, fostering strong relationships and enhancing community trust.
- ◆ Developed and presented ICC preferred provider courses, empowering clients with knowledge and ensuring adherence to the latest fire safety standards.

FIRE CODE OFFICIAL/FIRE CODE ADMINISTRATOR

2012 - 2017

Tucson Fire Department

Tucson, AZ

- Administrator for the Fire Prevention construction unit

- Develop and present fire code courses to personnel
- ♦ Coordinated the City Fire Code Advisory Committee. Assessed fire code compliance during inspections, ensuring adherence to safety standards and reducing potential hazards in the community.
- ♦ Streamlined the presentation of fire code courses, enhancing knowledge retention among personnel and fostering a culture of safety.
- ♦ Facilitated discussions with the City Fire Code Advisory Committee, driving consensus on code updates and improving regulatory clarity.
- ♦ Implemented a feedback system for fire code training, leading to noticeable improvements in course effectiveness and participant engagement.
- ♦ Promoted teamwork and communication within the department, cultivating a supportive environment for continuous professional development.
- ♦ Conducted thorough inspections to assess fire code compliance, significantly reducing community hazards and enhancing public safety.

FIRE MARSHAL

2003 - 2017

City of Puyallup

Puyallup, WA

- Supervisor assigned personnel to the fire prevention section
- Plan review and inspect for compliance with fire code
- ♦ Develop City Fire Code ordinances. Supervised fire prevention personnel, ensuring compliance with safety regulations and enhancing community fire safety awareness.
- ♦ Conducted thorough plan reviews and inspections, identifying code violations and implementing corrective actions to promote public safety.
- ♦ Worked closely with city officials to develop and revise fire code ordinances, fostering a safer environment through effective policy changes.
- ♦ Introduced training programs for staff on code compliance, resulting in marked improvements in inspection accuracy and efficiency.
- ♦ Maintained strong relationships with local businesses, providing guidance on fire safety measures and contributing to a safer community.
- ♦ Led a team to enhance fire safety protocols, resulting in a safer community and increased compliance with fire regulations.

FIRE MARSHAL

1993 - 2001

City of Lakewood

Lakewood, WA

- ♦ Led fire prevention team, conducted investigations, ensured safety compliance, boosted community safety.
- ♦ Conducted thorough fire investigations, leading to actionable insights that improved response strategies and reduced incident recurrence.
- ♦ Executed detailed plan reviews and inspections, identifying potential hazards and implementing corrective measures to mitigate risks.
- ♦ Coordinated training programs for staff and community members, fostering a culture of fire safety and preparedness within the city.
- ♦ Developed new inspection protocols that streamlined processes and resulted in measurable improvements in inspection efficiency and accuracy.
- ♦ Analyzed historical incident data to refine prevention strategies, leading to noticeable reductions in fire-related incidents over the years.
- ♦ Fostered partnerships with local organizations to enhance community engagement in fire safety initiatives, strengthening overall safety awareness.

EDUCATION

ASSOCIATES, FIRE TECHNOLOGY

Oxnard College

FIRE FIGHTER I CERTIFICATION

Allan Hancock College

ADDITIONAL INFORMATION

CERTIFICATIONS

- Certified Fire Marshal, International Code Council – 2007
- Certified Building Official, International Code Council - 2006

RECOGNITIONS

- Employee of the Year-Tucson Fire Department - 2013

Professional Experience

<i>Project Manager</i> , <u>Graymar Environmental</u> , Auburn, WA	(Jan 2025 – current)
<i>DeconTect Product Rep</i> , <u>First Line Technology</u> , Fredricksburg, VA	(Jun 2023 – Nov 2024)
<i>Regional Emergency Response Mgr</i> , <u>US Ecology</u> , Seattle, WA	(Jan 2022 – Dec 2022)
<i>Firefighter/HazMat Tech</i> , <u>Seattle Fire Department</u> , Seattle WA	(Sept 1997 – Mar 2022)
<i>Hazardous Materials Instructor</i>	
<u>Emergency Response Training Institute (ERTI)</u> , Renton, WA	(2013 – present)
<u>Pfaff HazMat & Rescue Training</u> , Graham, WA	(2020 – present)
<u>Insource, Inc</u> , Salem, OR	(2020 – 2023)

For most of my adult life, I worked in a fire station. First as a resident volunteer, then career firefighter, I performed firefighting duties, training, inspections, and equipment checks. As my career developed, I continuously sought responsibilities that brought new challenges. As such, I participated in committees, engaged in large-scale exercises, and became an instructor of many facets of firefighting including emergency apparatus driving, hazardous materials, Fireground Survival, and CPR.

My 31-year career drew to a close after more than ten years as a Hazardous Materials Technician on the HazMat Team. Within the specialty of Hazardous Materials, I pursued specialized training in a wide variety of disciplines. I was a member of the FEMA Urban Search and Rescue Team for Washington State Task Force 1 as a CDL driver (Logistics) and Hazardous Materials Specialist, with deployments to Hurricanes Irma (Georgia, 2017) and Lane (Hawaii, 2018).

Subsequently, I was able to utilize my field training in the service of instruction. I provided hazardous materials instruction in many disciplines, including Awareness, Operations, Technician, Safety Officer, and HAZWOPER for fire departments and the private sector. Other aspects of training I helped deliver include Terrorism and WMD training to the US military for evaluation exercises in Washington, Alaska, and Guam.

As I retired from the fire service, my hazardous materials interest and experience drew me to the world of private hazmat contracting. As the Regional Emergency Response Manager, I was responsible for the response capabilities of four teams in Oregon and Washington, including regular travel to all locations. I was responsible for multiple large-scale and sensitive location environmental projects; the clean-up of a fertilizer plant fire in eastern Washington, the removal of a crashed Cessna from the watershed of a major domestic water supply reservoir, the clean-up of an asphalt tanker spill in the Redwood National Forest, and the in-situ remediation of a derailed gasoline tank car in Bridger, Montana adjacent to the Yellowstone River.

CRAIG DYER

Continuing in service of the environment, my responsibilities as Project Manager involved managing the clean-up of unintentional releases of hazardous materials. Many responses involved multiple agencies with differing priorities, requiring diverse communication skills and regulatory insight. Within this role, I continuously demonstrated leadership, fostered a positive working environment, and encouraged employee development and training.

In my brief adventure in outside sales, I was the product representative for a unique decontamination system widely adapted by the US military, several federal law enforcement agencies, and many local and regional response jurisdictions. I was responsible to customers in nine states in the west, including travel for trade shows, in-person demonstrations, training, and product exposure.

All of these positions have resulted from an unrelenting desire to learn new skills, grow as a professional, and demonstrate humble leadership.

Previous Employment Contact Information

Graymar Environmental
4053 Auburn Way N
Auburn, WA 98002
(866) 472-9627

*US Ecology/ Republic
Services*
9520 10 Ave S
Seattle, WA 98126
(206) 607-3000

*Emergency Response
Training Institute*
7245 West Marginal Way S
Seattle, WA 98106
(360) 219-8874

First Line Technology
487 Lendall Ln
Fredricksburg, VA 22405
(703) 955-7510

Seattle Fire Department
301 2 Ave S
Seattle, WA 98104
(206) 386-1400

InSource, Inc.
2856 Islander Ave NW
Salem, OR 97304
(206) 321-0979

Volunteer Experience

Northwest Burn Foundation (NWBF)	2001 – 2011
Camp Counselor, Committee Member	
IAFF National Burn Camp Counselor	2009
King County Fire District 20	1991 - 1998
Firefighter, Resident Firefighter	

Relevant Certificates and Education

Oil Spill Control	(Port Angeles, WA, 2022)
Wildland Firefighter	(Denver, CO, 2022; Commerce, CA, 2025)
Wildland Firefighter, Sawyer	(Colville, WA, 2022)
IFSTA Fire Service Instructor I	(Woodinville, WA, 2013)
All-Hazards Communications Technician	(SFD 2015)
Hazardous Materials Technician	(Richland, WA 2011; Anniston, AL 2016)
HF Responder	(Baton Rouge, LA, 2022)
Energetic Materials Response	(Socorro, NM 2020)
40-Hour HazMat Chemistry	(Seattle, WA 2018)
Radiation Specialist	(Portland, 2019)
WMD, Nuclear Hazmat Tech	(Las Vegas, NV 2013)
Secondary Screener, RIID	(Everett, WA 2013, 2018)
Biological Weapons, Live Agent	(Anniston, AL, 2012)
Small Scale & Asymmetrical CWA Lab	(Camp Murray, WA, 2015)
Clandestine Drug Lab	(North Bend, WA, 2014)
DrugIQ (fentanyl detection)	(Shelton, WA, 2019)
Highway Emergency Specialist	(SERTC, Pueblo, Co, 2017)
Tank Car Specialist	(SERTC, Pueblo, Co, 2014)
Crude (oil) by Rail	(SERTC, Pueblo, Co, 2014)
FEMA ICS 100, 200, 300	(SFD, 2006, 2006, 2008)
FEMA ICS 300, 400	(Graymar Environmental, Sacramento, CA, 2025)
FEMA NIMS ICS 700	(SFD 2005)
FEMA NRP ICS 800	(SFD 2006)
Washington State CDL, Class A	(2014)
HazMat endorsement, Medical Card	(current)
Associates of Arts, General Studies	(Highline Community College, Des Moines, WA, 1995)

Matthew Joseph Fleming

Professional Summary

Experienced fire service professional with progressive leadership in fire operations, emergency management, and interagency coordination. Proven track record of strategic planning, public service, and organizational leadership. Committed to fostering community resilience, public safety, and collaborative emergency response. Passionate about serving the Gig Harbor community and contributing to effective governance and oversight as Fire Commissioner at Gig Harbor Fire and Medic One.

Professional Experience

Tacoma Fire Department – Tacoma, WA

Battalion Chief | Aug 2022 – Present

- Lead and manage six fire stations, oversee twenty-nine on duty personnel, emergency operations, training, and public outreach.
- Collaborate with department leadership, labor union, and the community to support departmental goals and resource allocation.
- Oversaw Safety Division, a member of the department's Executive Team, chaired multiple committees and boards. Oversaw multiple major accident/injury investigations.
- Co-Chair of Puget Sound Urban Areas Security Initiative - Fire/Hazmat/EMS Committee

Captain | Jul 2021 – Aug 2022

- Supervised daily operations of fire station and crews, ensuring operational readiness and compliance with city and department policies.
- Facilitated training exercises, managed projects, and emergency response coordination.

Lieutenant | Jun 2019 – Jul 2021

- Provided patient care and directed emergency response teams.
- Supported training, fire prevention, and community outreach efforts.

Firefighter/EMT | Mar 2011 – Jun 2019

- Delivered emergency medical services, fire suppression, and rescue operations.
- Specialty training: Tech Rescue Technician in five disciplines, Hazmat Technician/Specialist, Emergency Medical Dispatcher.

FEMA Urban Search & Rescue – WA Task Force 1 – Puget Sound, WA

Technical Information Specialist | Aug 2022 – Present

- Provide critical data management and intelligence during deployment.
- Support planning and decision-making for complex emergency incidents.

HazMat Specialist | Mar 2018 – Aug 2022

- Conducted hazardous materials operations in high-risk environments.
- Trained and certified in chemical, biological, radiological, and nuclear response protocols.

Pierce County Incident Management Team – Pierce County, WA

Plans Team Member | Jan 2023 – Present

- Support planning, logistics, and coordination during regional emergencies and large-scale events.
- Engage with local jurisdictions and public health agencies for unified command and response.

Education

University of Washington – Foster School of Business / Seattle Fire Department

- Executive Leadership Academy, May 2024

Arizona State University – Bob Ramsey Executive Education

- Certified Public Manager, June 2023

Western Governors University – Washington

- Master of Science in Management and Leadership, July 2017
Capstone: Leadership Development in the Tacoma Fire Department

Sierra College – Rocklin, CA

- Associate of Science in Fire Technology, August 2009
Phi Kappa Theta Honors

University of Washington – Seattle, WA

- Bachelor of Arts in Communication, June 2008

RICK PRICE

PROFESSIONAL SUMMARY

Fire service professional with 30+ years of progressive experience in firefighting, emergency response, hazardous materials, fire prevention, inspections, and training. Skilled at incident management, risk assessment, community risk reduction, and technical instruction. Recognized for leadership, teamwork, and consistent performance in high-risk environments.

EXPERIENCE

Fire Services Instructor | Bates Technical College *(Mar 2025 – Jun 2025)*

- • Delivered classroom and hands-on instruction in fire science and emergency services.
- • Developed lesson plans, training exercises, and evaluation tools aligned with industry standards.
- • Prepared students for IFSAC and state certification testing through scenario-based learning.
- • Provided mentorship and career guidance to new firefighters entering the profession.

Deputy State Fire Marshal | Washington State Patrol *(Jun 2024 – Mar 2025)*

- • Conducted fire inspections of licensed care facilities and plan reviews for schools.
- • Provided statewide mobilization for all-risk emergencies, including hazardous materials, earthquakes, and large-scale incidents.
- • Oversaw licensing and certification of fire sprinkler, fireworks, and cigarette industries.
- • Delivered technical assistance, training, and data analysis to public and private stakeholders.

Incident Response Specialist | Washington State Dept. of Transportation – Seattle *(Mar 2023 – Jun 2024)*

- • Provided rapid highway assistance and traffic incident management.
- • Collaborated with law enforcement and emergency services to restore roadway safety.
- • Reduced response times, minimizing traffic disruptions and enhancing public safety.

Firefighter/Paramedic | Pierce County Fire District 16 – Key Peninsula *(Jan 2007 – Oct 2020)*

- • Responded to medical, fire, and hazardous materials emergencies.
- • Operated apparatus and provided advanced life support.
- • Trained personnel, maintained readiness, and ensured operational safety.
- • Awarded Firefighter of the Year (2009–2011).

EDUCATION & TRAINING

- • Paramedicine, Tacoma Community College - 2004
- • Firefighter I / Hazardous Materials, WA State Fire Training Academy - 2007
- • Law Enforcement Certification, WA State Criminal Justice Training Academy - 1989
- • Washington State University, Pullman - 1989

CERTIFICATIONS & SKILLS

- • Hazardous Materials Response & Training
- • National Incident Management Systems (FEMA 100, 200a/b, 700, 706, 800)
- • Community Risk Reduction / Mitigation
- • Traffic Incident Management System Certified
- • CDL-A & TWIC Card Holder
- • IFSAC Instructor I
- • Water Rescue Team Technician (2009-2016)

VOLUNTEER EXPERIENCE

- • Pierce County Fire Districts 46, 48, 17, 13
- • Pierce County Search & Rescue (1979-1989)

PROFESSIONAL RESUME

MITCHELL J. SAGERS



OBJECTIVE: Fire Commissioner, Gig Harbor Fire & Medic One

EXPERIENCE

- 2011-2018 Deputy Chief of Operations, West Pierce Fire & Rescue, University Place, WA.
Areas of responsibility: Fire and EMS Operations, Chaplaincy coordination, policy development and management, supervisor for Communications, Fleet Services, Information/Technology, and Finance Divisions; Fire & Life Safety Commander for 2015 US Open Golf Championship.
- 2008-2011 Fire Chief, University Place Fire Department, University Place, WA.
- 1983-2007 Career Firefighter-Paramedic, University Place Fire Department, 1983; Promoted to Lieutenant-Paramedic, 1994-2003; Promoted to Battalion Chief, 2003-2007.
- 1998-2008 Physician Assistant-Certified. Tacoma Family Medicine, MultiCare Health System, Tacoma, WA.

Part-time provider in Family Practice clinic. Evaluation and treatment of acute and chronic illnesses in pediatric, adolescent and adult patients. Member of Faculty, teaching medical students and Family Practice Resident Physicians.

EDUCATION

- 1994-1997 Physician Assistant, Bachelor of Clinical Health Sciences, University of Washington School of Medicine, Seattle, WA.
- 1994 Certificate in Fire Command Administration, Pierce College, Tacoma, WA.
- 1982 Mobile Intensive Care Paramedic
Clover Park Vocational-Technical Institute, Tacoma, WA.
- 1981 Emergency Medical Technician
Fort Steilacoom Community College, Tacoma, WA.
- 1981 Bachelor of Science, Cum Laude, Biology
Pacific Lutheran University, Tacoma, WA.

REQUISITE SKILLS AND APTITUDES

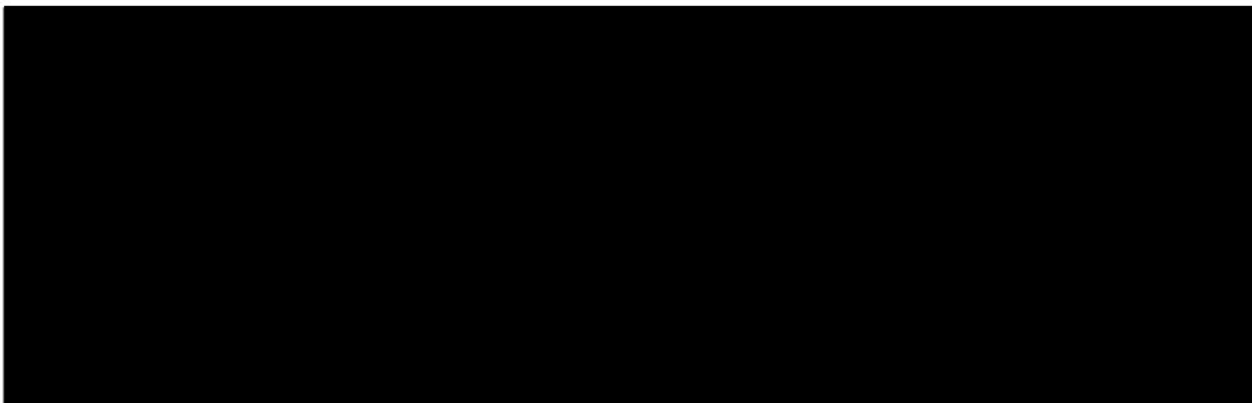
- Fire Service Administration and Board of Fire Commissioner roles and relations
- Governmental budget experience
- Strategic Planning experience
- Community engagement and support
- Community and non-profit board experience
- Organizational, interpersonal communication and teamwork skills

PROFESSIONAL MEMBERSHIPS - AFFILIATIONS

- Pierce County Medical Reserve Corps
- Washington State Council of Firefighters
- International Association of Firefighters

COMMUNITY ENGAGEMENT

- Gig Harbor Elks Lodge #2560 (membership application submitted 7/2025)
- Gig Harbor Cruisers Car Club, 2025
- Berkshire Homeowners Association Board of Directors, 2006-2008 and 2020-2025
- Fircrest Golf Club, 1988-Present. Club President, 2023; Board of Directors 2021-2024, and 2013-2015
- Tacoma Youth Chorus Board of Directors, 2016-2022
- Tacoma Narrows Rotary Club, 2008-2018, Board of Directors 2014-2018
- University Place Presbyterian Church, 1965-Present. Member and Elder



Charles Slothower

Objective

To be appointed as a Gig Harbor Fire Commissioner

Education

FIRE OFFICER I CERTIFICATE | MARCH 29, 2018 | IFSAC

FIRE INSTRUCTOR I CERTIFICATE | DECEMBER 9, 2017 | IFSAC

COMPANY OFFICER CANDIDATE SCHOOL | OCTOBER 5, 2007 | RENTON FIRE

AA FIRE SCIENCE DEGREE | DECEMBER 15, 2004 | BELLEVUE COMMUNITY COLLEGE

FIRE SERVICE CERTIFICATE OF TRAINING | DECEMBER 2, 1996 | BATES

ASSOCIATES OF ARTS | MARCH 20, 1992 | GREEN RIVER COMMUNITY COLLEGE

Awards & Abilities

CITATIONS AND AWARDS

- Top Engine Company of the Year 2015 awarded February 10, 2016: Response to three 2-alarm fires and rescue efforts of five individuals. Awarded by Chief Mark Peterson.
- Unit Citation awarded December 29, 2015: Acting Lieutenant during the rescue of several residence from the Emerald Heights Apartment fire. Awarded by Chief Mark Peterson.
- Meritorious Unit Citation awarded August 17th, 2009: Harrington Square Apartment fire for preventing the spread of the fire and protecting the citizens of Renton. Awarded by Chief I. David Daniels.

MANAGEMENT

- Long time volunteer and member of Chapel Hill EPC.
- Over 20 years of coaching and volunteer work with community youth sports and youth adaptive wheelchair basketball.

LEADERSHIP

- Chapel Hill Ruling Elder on Session 2012-2015, March 2016-2022/Chair of Session 2019: Responsible for the oversight of the senior pastor, a 1500-member congregation, and a 3-million-dollar budget.

Experience

LIEUTENANT | RENTON REGIONAL FIRE AUTHORITY | FEB 2019-JUNE 2025

FIREFIGHTER | RENTON REGIONAL FIRE AUTHORITY | JULY 2016-JAN 2019

FIREFIGHTER | CITY OF RENTON | APRIL 1999-JUNE 2016



Gig Harbor Fire & Medic One

RESOLUTION 2025-02

August 26, 2025

BE IT RESOLVED that the Board of Fire Commissioners of Pierce County Fire Protection District No. 5 hereby adopts the revised organizational policies pursuant to 1000 Series – The Board of Commissioners:

WHEREAS, the Board of Commissioners of Pierce County Fire District No. 5 periodically reviews its organizational policies to improve clarity, consistency, and operational efficiency by making minor housekeeping revisions and removing overly specific details that require frequent updates, thereby ensuring the policies remain broadly applicable and sustainable;

NOW, THEREFORE BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Pierce County Fire Protection District No. 5 as follows:

1. The Board hereby adopts the revised organizational policies, attached hereto and incorporated herein by reference.
2. These revised policies shall take effect immediately upon adoption and shall supersede all previous versions.
3. The Board hereby rescinds **Resolution 2019-05**, which pertained to the application of Robert's Rules of Order and commissioner expense approval. These revised policies are incorporated into and supercede all perviously adopted policies within the 1000 series.

Approved at a regular meeting of the Board of Fire Commissioners, Pierce County Fire Protection District No. 5, this 26th day of August, 2025.

Attest:

PIERCE COUNTY FIRE PROTECTION
DISTRICT NO. 5

District Secretary

Chairman

Commissioner

Commissioner

Commissioner

Commissioner



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Standard Operating Guidelines Table of Contents

Reference: 1000 Series

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.1	Role of the Board
1000.2	Guiding Principles
1000.3	Authority
1000.4	Board Meetings
1000.4.1	Policy on Commissioner E-mail
1000.5	Agenda – Regular Board Meetings
1000.6	Agenda Preparation
1000.7	Board Guidelines Prevail over Robert’s Rules
1000.8	Comments to Board & Maintaining Order
1000.9	Quorum, Motions, and Voting
1000.10	Chair and Vice Chair
1000.11	Commissioner Committees
1000.12	Board Relations with Staff
1000.12.1	Contacting District Legal Counsel
1000.13	Staffing for Board Meetings
1000.14	Commissioner Attendance at Meetings
1000.15	Media Representation at Meetings
1000.16	Board Representation
1000.17	Confidentiality
1000.18	Commissioner Compensation
1000.19	Board Travel and Expenses (see also 7000.5.1)
1000.20	Public Records of Commissioners
1000.21	Selection of Chair and Vice Chair (see 1000.10)
1000.22	Board Vacancies
1000.23	Suspension or Amendment of Guidelines
1000.24	Job Description for Board Chairman
1000.25	The “Perfect” Commissioner



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: Role of the Board of Fire Commissioners

Reference: 1000.1

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

The role of the Board of Fire Commissioners of Gig Harbor Fire & Medic One is to establish the policies and budget of the District; provide fiscal controls; provide a conduit to the citizens of the community; and to employ a Fire Chief to implement and direct the necessary functions and strategic plan of the District.

- The Board appoints and evaluates the Fire Chief, who is responsible for the execution of Board policies.
- The Fire Chief is the sole employee of the Board of Fire Commissioners. All other District employees report to and operate under the authority of the Fire Chief.
- The Board shall not interfere with the day-to-day operational management.
- Individual commissioners shall not assume the responsibility of the Fire Chief or Staff.
- The Board shall function as a collective entity, with actions only taken through official meetings and votes.



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: Guiding Principles

Reference: 1000.2

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

Through honest, open and visionary leadership; we, the Board of Fire Commissioners for Gig Harbor Fire & Medic One, lead by example, hold ourselves accountable and treat each other with dignity and respect. In so doing, we embrace and accept change, and commit our resources to provide the highest level of emergency services to the citizens of our community.



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: Authority

Reference: 1000.3

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

The Gig Harbor Fire & Medic One Board of Commissioners (Board) hereby establishes the following guidelines for the conduct of Board meetings, proceedings and business. These guidelines shall be in effect upon adoption by the Board and until such time as they are amended or new guidelines adopted in the manner provided by these guidelines.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Board Meetings

Reference: 1000.4

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.4.a TYPES OF MEETINGS

1. **Regular** – The Board meeting held on the second and fourth Tuesday of each month at 5:00pm and conducted in a hybrid format (in-person and virtual attendance).
2. **Special** – Any Board meeting other than the Regular Board meeting. Notice shall be given at least 24 hours in advance. A Special Board meeting may be scheduled by the Chairman or at the request of a majority of the Commissioners.
3. **Emergency** – A Special Board meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Chairman or a majority of Commissioners. The minutes will indicate the reason for the emergency.
4. **Committee Meetings** – A meeting of less than a quorum of Board members to discuss issues, provide input to the Fire Chief, and to keep the Board members informed on critical issues before them. The committee structure allows for discussion and input only, no decision making authority. Items requiring a decision by the Board shall be brought forward at an official Board meeting for action. Committee meetings may be called by Committee members, or the Fire Chief, as needed.
5. **Executive Session** – A portion of a Board meeting that is closed except to the Board, and those authorized to attend by the Board. The public is restricted from

attendance. Executive sessions may be held during Regular, Special or Emergency Board meetings and will be announced by the Chair. Executive session subjects are limited to considering only those items specified in RCW 42.30.110 (examples include, but are not limited to, matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments and attorney-client discussions).

Before convening an Executive session, the Chair shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.

- 1000.4. b Special Meetings may be called by the Chair or at the request of a majority of the Commissioners. Special Meetings will be specifically for the purpose of reviewing particular issues that have time constraints or are of significant importance that require a dedicated block of time.

Final decisions can be made at a Special Meeting. Public notice will be required as provided in RCW 42.30.080.

- 1000.4.c If any Regular Meeting that is scheduled falls on a legal holiday, the meeting may be cancelled or be held on another day that is scheduled by a majority vote of the Commissioners.

- 1000.4. d The Chair will state the public hearing procedures before each public hearing.

- 1000.4. e Staff/consultants may provide brief information and respond to questions by Commissioners or as requested by the Fire Chief.

- 1000.4. f Citizen comment periods will be available at each Regular, Emergency or Special Meeting for the use of those citizens wishing to address the Board. Citizen comments at Special or Emergency meetings should only be germane to the topic of the meeting.

- 1000.4. g The Secretary, or his/her designee, will prepare the meeting minutes in a written format which will become the “official” record of the Board meeting minutes as documented by the Secretary and approved by the Board. The Secretary will keep an account of all proceedings of the Board in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Board.

Board meeting minutes, as written by the Secretary, will not be revised or corrected without a majority affirmative vote of the Board at a regularly scheduled Board meeting.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Policy on Commissioner Email

Reference: 1000.4.1

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

To ensure compliance with the Open Public Meetings Act (RCW42.30) and the Public Records Act (RCW 42.56), the Board of Fire Commissioners establishes the following email communication policy:

1. **Prohibited Use of Email for Board Discussions:**

- Commissioners shall not use email to conduct discussions between members of the governing body.
- All discussions regarding official Board matters shall be held in an open public meeting, in accordance with RCW 42.30.

2. **Use of District Email Accounts:**

- Commissioners shall be assigned a District email account for all official communications.
- The use of personal email accounts for official Board business is prohibited to ensure compliance with RCW 42.56.

3. **Public Record Implications:**

- All emails sent or received through District email systems are public records and subject to public disclosure, except where legally exempted.
- Email records shall be retained in compliance with Washington State records retention laws.

4. **Informational Emails:**

- An individual commissioner may send an informational email to other Board members only when no response is anticipated.
- Commissioners shall not respond directly or indirectly to any informational email sent by another commissioner.

5. **Communication with District Staff:**

- Commissioners may email District staff regarding operational or administrative matters.
- However, such communications shall not include deliberations or decisions that must be made during a public meeting.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Regular Board Meeting Agenda

Reference: 1000.5

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1. **Call Meeting to Order**

The Chair calls the meeting to order. The Chair will indicate any Commissioner who is not in attendance and whether or not the Commissioner has an excused absence (a Commissioner must contact the Chair, another Commissioner, the Fire Chief, or Secretary prior to a Board meeting and request that the absence be excused in order to qualify as an excused absence.) The Chair may, with the concurrence of the Commissioners, take agenda items out of order.

2. **Pledge of Allegiance**

Commissioners and, at times, invited guests lead the flag salute.

3. **Introductions and Communications**

The Chair acknowledges the members of the audience and may ask for self-introductions of all in attendance.

Communications received for the Board or individual Board members are reviewed and discussed as appropriate.

4. **Audience Comment and Additional Items Added to the Agenda**

Members of the audience may comment on items relating to any matter, if the request is approved by the Chair.

Citizens may comment on individual agenda items at times during any regularly scheduled Board meeting prior to Board discussion, if approved by the Chair. These agenda items include, but are not limited to, resolutions and Board Business issues. These comment times are in addition to the Audience Comment time at the start of each regularly scheduled meeting.

The Chair shall ask citizens to state their name and address for the record and limit the time the citizen can address the Board to three (3) minutes.

The Chair will inquire from the audience and the Board members if there are additional agenda items to be added for evaluation at this meeting. Approval of additional agenda items require a motion and second from the Board followed by a majority vote of the Board.

5. Minute and Voucher Approvals

The Chair calls for the approval (by motion and a second) of the minutes from the previous meeting. Any open discussion is addressed prior to the call for a final vote of the Board.

The Chair will call for a motion and a second to authorize payment of Vouchers submitted to the Board for review and approval. Vouchers will include Payroll and/or Blanket Vouchers and will be submitted at both regular meetings of the Board held monthly. Voucher numbers and amounts will be read into the record and authorized for payment following a majority vote from the Board.

6. Board Reports

Commissioners may comment on items relating to any matter. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure. Committee reports are addressed at this part of the meeting.

Monthly, the Fire Chief and/or designee will provide a financial report to the Board outlining the expenditure and revenue status of the District for the previous month.

7. Fire Chief Report

The Fire Chief and staff update the Commissioners on current issues or items of Board interest. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

8. Board Business

Board Business includes items under both Old and New Business brought to the Board for either review or action. Resolutions will be included as Board Business and will be presented to the Board twice, if time allows, once for review and a first reading followed with a final version for the Board's action at their next regularly scheduled meeting. Adoption of a Resolution requires a motion and a second followed by a majority vote of the Board. Roll call votes will only be taken if requested by a Commissioner or as required by law.

9. Good of the Order and Special Interest/Upcoming Events

General information regarding the District is allowed to be presented by the audience and Board members. Dates and locations of events are presented at this time.

10. Adjournment

With no further business to come before the Board, the Chair adjourns the meeting.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Agenda Preparation

Reference: 1000.6

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

- 1000.6.1 The Chair and the Fire Chief or his designee will make a good faith effort to meet at least one (1) week prior to all Regular Meetings to prepare a preliminary agenda for the Secretary. The Fire Chief and/or his/her designee (i.e. Executive Assistant or HR Manager) will prepare an agenda for each Board meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Board. The agenda is subject to approval by the Chair and the Fire Chief.
- 1000.6.2 An item may be placed on a Regular Board meeting agenda by any of the following methods:
- (1) A majority vote of the Board;
 - (2) Board consensus;
 - (3) By any Commissioner;
 - (4) By the Fire Chief/Administrator;
 - (5) By the Chair.
- 1000.6.3 An item may be placed on a regular Board meeting agenda after the agenda is closed and the notice published if the Commissioner or Fire Chief explains the necessity and receives a majority vote of the Board at a public meeting.
- 1000.6.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.

- 1000.6.5 The Fire Chief and/or his/her designee will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unduly waiting, and so the Board will have sufficient time to hear testimony and to deliberate matters among themselves.
- 1000.6.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.
- 1000.6.7 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Guidelines Prevail Over Robert's Rules

Reference: 1000.7

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

All Board discussion shall be guided by ROBERT'S RULES OF ORDER, NEWLY REVISED. In the event of any inconsistency between these "Guidelines" and Robert's Rules, the provisions of these "Guidelines" shall be deemed controlling.

To support open and inclusive dialogue, the following informal discussion practices shall apply:

- Motions Need Not Be Seconded
- There is no limit on how many times a person may speak. However, no one should speak again until all who wish to speak have had the opportunity.
- Informal discussions on a topic are permitted even though no motion has been made. The agenda, however, should be followed.
- If a proposal is perfectly clear, a vote may be taken without a formal motion, but the Chair must express the motion before the vote.
- The Chair may participate in discussions, make motions, and vote.
- To enable free discussion, no motions to close or limit debate are permitted.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Comments to Board & Maintaining Order

Reference: 1000.8

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

To establish guidelines for public comments during Board meetings and to maintain orderly and respectful proceedings in compliance with RCW 42.30 (Open Public Meetings Act).

1. **Public Comment Procedures:**

- Individuals wishing to address the Board shall state their name and address for the record.
- Comments shall be limited to three (3) minutes per speaker.
- All remarks shall be addressed to the Board as a whole, not to individual commissioners or staff.
- Written comments may be submitted to the District Secretary for inclusion in the public record.

2. **Order & Decorum:**

- The Board Chair shall maintain order and decorum during all meetings.
- Disruptive, abusive, or irrelevant comments may be ruled out of order.
- Any individual engaging in personal attacks, threats, or slanderous remarks may be asked to leave the meeting.

3. **Addressing Disruptions:**

- The Chair has the authority to halt comments that violate meeting decorum.
- Repeated disruptions may result in removal from the meeting.
- Law enforcement may be called if necessary to ensure order.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Quorum, Motions and Voting

Reference: 1000.9

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

- 1000.9.1 When five (5) Commissioners are officially holding positions on the Board, then three (3) Commissioners shall constitute a quorum.
- 1000.9.2 Motions will have a second. Any motion made by a Board member will be allowed, per Robert's Rules, to be openly discussed after the motion receives a second.
- 1000.9.3 A motion that receives a tie vote is deemed to have failed.
- 1000.9.4 When making motions, be clear and concise; do not include arguments for the motion within the motion.
- 1000.9.5 After a motion is made and seconded, the Chair will indicate the names of the Commissioners making the motion and the second.
- 1000.9.6 After a motion has been made and seconded, the Board may discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion on the floor.
- 1000.9.7 When the Board concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion.
- 1000.9.8 A motion may be withdrawn by the maker of the motion at any time, without the consent of the Board.
- 1000.9.9 A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special Meeting, at which time discussion will continue. If an item is tabled, it cannot be reconsidered at the same meeting.

- 1000.9.10 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Board meeting.
- 1000.9.11 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- 1000.9.12 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- 1000.9.13 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 1000.9.14 Discussion of the motion only occurs after the motion has been moved and received a second.
- 1000.9.15 The motion maker, Chair or Secretary should repeat the motion prior to voting.
- 1000.9.16 The Secretary will take a roll call vote, if requested by the Chair, a Commissioner, or as required by law.
- 1000.9.17 At the conclusion of any vote, the Secretary will inform the Chair of the results of the vote.
- 1000.9.18 When a question has been decided, any Commissioner who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- 1000.9.19 Hybrid options are allowed for a Board member who is unable to be present at the Board meeting in person.
- 1000.9.20 In the event of a conflict, these Board Guidelines shall prevail.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Chair and Vice Chair

Reference: 1000.10

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

- 1000.10.1 The Presiding Officer at all meetings of the Board shall be the Chair. If the Chair is absent, the Vice Chair shall serve as Presiding Officer until the return of the Chair.
- 1000.10.2 The Presiding Officer shall:
- (1) Preserve order and decorum in the commissioner chambers;
 - (2) Observe and enforce all rules adopted by the Board;
 - (3) Decide all questions on order, in accordance with these rules, subject to appeal by any Commissioner; and
 - (4) Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.
 - (5) Make all committee appointments.
- 1000.10.3 The Chair shall be the spokesperson for the Board, assist in preparation of the agenda, and be the primary contact with the Fire Chief of the Fire District to request tasks of staff for the Board.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Commissioners Committees

Reference: 1000.11

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.11.1 In an effort to keep all the Board of Fire Commissioners informed on critical issues before them, the following committees have been established. These committees are “Advisory” only and have no power to make decisions or policies without the full approval of the Board of Fire Commissioners at a regular or special meeting. These committees can request and take public and/or employee comment about issues relating to the committee to which they have been appointed.

- Budget, Finance and Audit
- Risk Management and Insurance
- Policy and Procedures
- Labor/Management
- Fleet & Facilities

1000.11.2 **Budget, Finance and Audit**

- Help develop Fire District annual budget and make recommendations to the Board.
- Review all vouchers prior to monthly Board Meetings and make recommendations to the Board.
- Review and make recommendations to the Board related to budget and finance issues.
- Review all audit reports from the State Auditor’s office, including attendance at all pre-audit and post-audit meetings.

Risk Management and Insurance

- Review and make recommendations to the Board on insurance coverage issues.
- Review and make recommendations to the Board on Healthcare issues.
- Review and make recommendations to the Board on related Retirement issues.

Policy and Procedure

- Review all policies and procedures and make recommendations to the Fire Chief/Administrator for needed changes.
- Develop new policies and procedures as needed.

Labor/Management

- Review issues involving collaboration between Labor and Management.
- Discuss joint ventures, such as legislative items or projects, wherein collaboration between Labor and Management would move the fire service forward.
- Report to the Board on the progress of collaborative issues involving Labor and Management.
- Meetings are scheduled and held every other month; six (6) times per year.

Fleet and Facilities

- Review issues related to District Apparatus and Capital Facilities.
- Advise on major repairs, acquisitions, and facility planning or upgrades.

- 1000.11.3 The Commissioner Committees shall be comprised of two (2) Commissioners when a total of five (5) Commissioners make up the Board.
- 1000.11.4 Commissioner Committee meetings may be called for at the request of the Chair or the Fire Chief.
- 1000.11.5 Commissioner Committee shall be comprised in such a manner as not to constitute a quorum of the Board.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Board Relations with Staff

Reference: 1000.12

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

- 1000.12.1 There will be mutual respect from both staff and Commissioners of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 1000.12.2 Staff will acknowledge the Board as policy makers, and the Commissioners will acknowledge staff as administering the Board's policies.
- 1000.12.3 All written informational material requested by individual Commissioners shall be submitted by staff, after approval of the Fire Chief, to all Commissioners with a notation indicating which Commissioner requested the information.
- 1000.12.4 Commissioners shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of licenses or permits.
- 1000.12.5 The Board shall not attempt to change or interfere with the operating rules and practices of the Department.
- 1000.12.6 Mail that is addressed to the Chairman and Commissioners shall be copied and circulated by the Fire Chief and/or his/her designee, as soon as practicable.
- 1000.12.7 The Fire Chief and/or his/her designee shall not open mail addressed to individual Commissioners if it is marked personal and/or confidential.
- 1000.12.8 No Commissioner shall direct the Fire Chief to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Board.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Contacting District Legal Counsel

Reference: 1000.12.1

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

The purpose of this policy is to provide a clear guideline on which personnel are authorized to contact District legal counsel or request an opinion of counsel. The only personnel authorized to contact District legal counsel or to request a legal opinion are the Chairman of the Board, the Fire Chief or his designees, and the District Secretary. Individual commissioners should not contact District legal counsel unless authorized by prior motion of the Board of Fire Commissioners. “District legal counsel” means and includes the attorney contracted to provide legal counsel to the District, and any other attorney retained by the District for any legal work.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Board Meeting Staffing

Reference: 1000.13

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.13.1 The Fire Chief shall attend all meetings of the Board unless excused. 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, the highest ranking Chief Officer that is available shall attend the meeting.

1000.13.2 The Secretary, or designee, shall attend Regular, Special and Emergency meetings of the Board, prepare and retain the minutes of meetings, and perform such other duties as may be needed for the orderly conduct of the meeting.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Commissioner Attendance at Meetings

Reference: 1000.14

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

Commissioners will inform the Chair, the Vice Chair, another Commissioner, the Fire Chief or Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any Board meeting. The minutes will show the Commissioner as having an excused absence.

Unexcused Absences & Accountability

- A Commissioner shall be considered absent without excuse if they fail to notify the appropriate party before a meeting.
- If a Commissioner accumulates three (3) unexcused absences within a 12-month period, the Board may take corrective action, including formal discussion or notification of governing authorities.
- The Board may allow exceptions for emergencies or unforeseen circumstances.

Remote Participation

- Commissioners may participate remotely via teleconferencing. Remote participation shall be conducted in compliance with RCW 42.30 (Open Public Meetings Act) to ensure public accessibility and transparency.
- A Commissioner attending remotely shall have full participation rights, including the ability to vote, provided that a quorum is maintained.
- Remote participation shall not prevent the Board from establishing a quorum, and all attendance requirements must align with applicable laws.

If a Commissioner loses connection during a remote meeting, efforts shall be made to reconnect them, but the meeting may proceed if a quorum remains.



Gig Harbor Fire & Medic One Board of Fire Commissioners Policy

Title: Media Representation at Board Meetings

Reference: 1000.15

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.15.1 All public meetings of the Board shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

Media Access

- All public meetings of the Board shall be open to the media.
- Radio, television, and photographic recording is permitted, provided that such activities do not interfere with the orderly conduct of the meeting.
- Seating space shall be provided for media representatives.

Public vs. Closed Sessions

- Media access applies only to public portions of Board meetings.
- Executive sessions and other closed meetings shall remain private in accordance with RCW 42.30 (Open Public Meetings Act).

Guidelines for Media Conduct

- Media representatives must conduct themselves professionally and without disrupting the meeting.
- Designated recording areas may be established to prevent interference with Board proceedings.
- The Board reserves the right to restrict media placement if their presence impedes public access or meeting functions.

Virtual & Electronic Media Access

- If meetings are live-streamed or conducted virtually, media representatives may request remote access under the same conditions as public attendees.
- All virtual participation must comply with RCW 42.30, ensuring public transparency.



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: Board Representation

Reference: 1000.16

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

- 1000.16.1 If a Commissioner appears on behalf of the District before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Board, if known, on such issue. Personal opinions and comments which differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position.
- 1000.16.2 Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another governmental agency or community organization.



Gig Harbor Fire & Medic One Board of Fire Commissioners Policy

Title: Confidentiality

Reference: 1000.17

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.17.1 Confidentiality of Executive Sessions

- Commissioners shall keep confidential all written and verbal information received during Executive Sessions, ensuring that the Department's position is not compromised.
- Confidentiality also applies to information received outside of Executive Sessions when it is exempt from disclosure under RCW 42.56 (Public Records Act) and other applicable laws.

1000.17.2 Handling of Confidential Information

- If the Board provides direction on terms and conditions during an Executive Session, only designated staff shall handle communications with external parties.
- Commissioners must obtain approval from the Fire Chief before discussing confidential matters with anyone outside the Board, Departmental legal counsel, or designated staff.
- Commissioners engaging in any unauthorized discussions must fully disclose the interaction to the Fire Chief or Board in a timely manner.

1000.17.2.1 Unauthorized Disclosure & Accountability

- Unauthorized disclosure of confidential information may result in Board review and corrective action.
- Depending on the severity of the breach, actions may include formal censure, removal from committees, or referral to legal counsel for review.
- Commissioners are responsible for ensuring that their discussions and records comply with all confidentiality laws and District policies.

1000.17.2.2 Scope of Confidentiality

- Confidentiality rules extend to, but are not limited to:
 - Personnel matters
 - Legal consultations
 - Contract negotiations
 - Strategic discussions affecting the District



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Commissioner Compensation

Reference: 1000.18

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.18.1 A fire commissioner is eligible to receive compensation at the rate established in RCW 52.14.010 per day, or for a portion of a day, for the following activities:

1. Attending regular, special or emergency meetings of the board of fire commissioners;
2. Serving as a designated representative of the board, including but not limited to, such activities as: fire district committees, community development and/or betterment committees, joint labor-management committee meetings, meetings on community business representing the department and serving a public purpose, etc.;
3. Attending board-approved training and/or development activities, including, but not limited to: regional, state, or national fire district association conferences, board in-service education and training, etc. This may also include time involved in traveling to and from the activity; and
4. Attending special board-related activities including, but not limited to: building dedications, staff retirements, and other such ceremonies when the Board member is on Departmental business serving a public purpose.

1000.18.2 Total compensation for a calendar year shall not exceed the rate established in RCW 52.14.010, plus reasonable expenses incurred for travel, meals, and lodging.

- 1000.18.3 Any fire commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office, by a written waiver filed with the fire district. The waiver may be filed any time after the Commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.
- 1000.18.4 Commissioners must submit time entry claims by the 15th and the last day of each month, verifying the nature and amount of approved activities for which compensation is requested. A Commissioner is only eligible to make one compensation claim for a given day.
- 1000.18.5 Each Commissioner is responsible to submit their time via the EAP Time Entry System (Employee Access Portal).
- 1000.18.6 Any disputes related to Commissioner Claim forms shall be resolved by the Board Chair, or by the full Board if so requested by the affected Commissioner.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Board Travel and Expenses

Reference: 1000.19

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

To establish guidelines for travel, lodging, meals, and expense reimbursement for Fire Commissioners while ensuring compliance with financial policies and public accountability. This policy integrates the broader **Travel Authorization and Expense Reimbursement Policy (7000.5.1)** while maintaining Commissioner-specific requirements.

1. **Travel Authorization & Pre-Approval**

- Commissioners shall obtain pre-approval from the Board Chair before incurring travel expenses.
- Travel for all District employees, including Commissioners, shall comply with 7000.5.1 – Travel Authorization and Expense Reimbursement Policy.
- If the travel is not District-funded but represents the District in an official capacity, pre-authorization is still required.

2. **Travel & Lodging Reimbursement**

- Commissioners and authorized employees shall be reimbursed for reasonable travel and lodging expenses incurred while conducting official District business.
- Personal vehicle mileage is reimbursed at the District-approved rate for travel within a 300-mile radius.
- Airfare reimbursement is limited to the lowest available refundable fare for a regularly scheduled flight.
- Hotel accommodations shall be reimbursed at a single-room rate, with receipts required for all lodging claims.

3. **Meal & Incidental Expense Reimbursement**

- Commissioners and employees shall receive meal reimbursements per the adopted per diem schedule.
- Actual meal costs may be claimed if part of a regularly scheduled business event (e.g., conferences, meetings).
- Meals already included in registration fees shall not be reimbursed.
- Tips (up to 15%) are reimbursable as part of a meal expense.
- Non-reimbursable expenses include:

- o Alcoholic beverages.
- o Expenses of spouses, family members, or unauthorized guests.
- o Personal entertainment, toiletries, and non-business-related purchases.

4. **Expense Claims & Approval Process**

- All claims must be submitted with itemized receipts, except for per diem claims.
- The Board Chair must approve all reimbursement claims before processing.
- Claims must be submitted within 5 business days of travel completion.
- Claims shall include:
 1. Date and description of the reimbursable event.
 2. Names of attendees (if applicable).
 3. Justification for expenses, if required.

5. **Non-Travel Meal Reimbursements**

- Meals for Board-approved meetings and events are reimbursable.
- Commissioners must submit a justification memo for meal expenses incurred for non-District personnel.

6. **Event Sponsorships & Ceremonial Expenditures**

- The District may sponsor public events if they serve a clear public purpose aligned with the District's mission.
- Private celebrations are not eligible for reimbursement.
- All ceremonial expenses must be pre-approved by the Board.

7. **IRS Compliance & Tax Reporting**

- Certain expense reimbursements may be subject to IRS reporting and taxation.
- Commissioners are responsible for ensuring compliance with IRS regulations regarding travel and per diem payments.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Public Records of Commissioners

Reference: 1000.20

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

To establish expectations for the management, retention, and disclosure of public records created or received by Commissioners, ensuring compliance with RCW 42.56 (Public Records Act) and Gig Harbor Fire & Medic One policies.

1. **Retention of Public Records**

- Public records created or received by the Chair or any Commissioner shall be transferred to the Human Resource/Administrative Assistant's office for official retention.
- Records that are duplicates of those already retained by the District are not required to be retained separately.
- Any questions regarding whether a document is a public record or if it requires retention should be directed to the Fire Chief or designated Public Records Officer.

2. **Management of Electronic Records**

- Commissioners shall manage emails, text messages, and other electronic records in accordance with RCW 42.56 (Public Records Act).
- Official District business conducted via personal devices or email accounts may be subject to public disclosure requirements.
- Commissioners must use District-provided communication systems whenever possible to ensure proper record retention.

3. **Responding to Public Records Requests**

- Public records requests related to Commissioner documents shall be coordinated through the District's designated Public Records Officer.
- Commissioners shall promptly transfer any responsive records in their possession to the designated officer for official handling.
- No Commissioner shall alter, delete, or destroy a public record that is subject to a request, except as permitted under the District's records retention schedule.

4. **Computer System Usage**

- Commissioner use of the District computer system shall comply with Gig Harbor Fire & Medic One Standard Operating Procedures and Policies.
- The use of District technology is subject to District monitoring and retention policies.



Gig Harbor Fire & Medic One **Board of Fire Commissioners Policy**

Title: Chair and Vice Chair Selection Process

Reference: 1000.21

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

The Chair and Vice Chair of the Board of Fire Commissioners shall be elected annually by a vote of the Commissioners at the first regular meeting in January.



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Filling Board Vacancies

Reference: 1000.22

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.22.1 PURPOSE

To provide guidance to the District Board when a Gig Harbor Fire & Medic One Commissioner position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election at which a fire commissioner would be elected, to serve the remainder of the unexpired term.

1000.22.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 - Prohibition of Secret Ballots RCW

42.12 - Vacant Position

1000.22.3 APPOINTMENT PROCESS

(1) A Board position is officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Commissioner. The Commissioner who is vacating his or her position cannot participate in the appointment process.

(2) The Board shall direct staff if necessary, to begin the Commissioner appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity, if necessary.

- (3) The Fire Chief and/or his/her designee shall prepare and submit a display advertisement to the local media which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter residing in the district. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Commissioner powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Board deems appropriate.
- (4) The Fire Chief and/or his/her designee shall prepare an application form which requests appropriate information for Board consideration of the applicants. Applications will be available at all Gig Harbor Fire & Medic One stations and such other locations that the Board deems appropriate.
- (5) Applications received by the deadline date and time will be copied and circulated, by the Fire Chief and/or his/her designee, to the Chair and Board. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
- (6) The Fire Chief and/or his/her designee shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Board meeting, or a special session Board meeting.
- (7) The Fire Chief and/or his/her designee shall notify applicants of the location, date and time of Board interviews.
- (8) Prior to the date and time of the interview meeting, each Commissioner may submit one interview question. In case of duplicate questions, the Commissioner may submit an alternate question.

1000.22.4 INTERVIEW MEETING

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

- (1) The applicant shall present his or her credentials to the Board. (10 minutes)
- (2) The Board shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have 2 minutes to answer each question. (10 minutes)

- (3) An informal question and answer period in which Commissioners may ask and receive answers to miscellaneous questions. (10 minutes)
- (4) The applicants' order of appearance will be determined by a random lot drawing performed by the Fire Chief and/or his/her designee.
- (5) The Board may reduce the 30-minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Board may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

1000.22.5 VOTING

Upon completion of the interviews, Commissioners may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Board shall be in open public session.

- (1) The Chair shall ask for nominations from the Commissioners.
- (2) After all nominations and seconds have been received the Chair shall proceed with a roll-call vote.
- (3) Balloting will continue until a nominee receives a majority of votes in accordance with the voting procedures outlined in Section 6 of these Guidelines.
- (4) At any time during the balloting process, the Board may postpone balloting until a certain date or at a regular meeting if a majority vote has not been received.
- (5) Nothing in this policy shall prevent the Board from reconvening into Executive Session to further discuss the applicant/candidate qualifications.
- (6) The Chair shall declare the nominee receiving the majority vote as the new Commissioner and shall be sworn into office by the District Secretary at the earliest opportunity or no later than the next regularly scheduled Board meeting.
- (7) If the Board does not give a majority vote within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Pierce County.



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: Suspension or Amendment of Guidelines

Reference: 1000.23

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

- 1000.23.1 Any provision of these guidelines not governed by state law or resolution may be temporarily suspended by a two-thirds (2/3) majority vote of the Board.
- 1000.23.2 Proposed amendments shall be submitted in writing to the Chair, Fire Chief or Administrative Assistant prior to the meeting.



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: Job Description for Board Chairman

Reference: 1000.24

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

The following items reflect the expectations of the Board of Fire Commissioners, regarding the role of the Chair:

1. The Chair shall be elected on an annual basis as per State statute (RCW 52.14.080). The Chair will normally serve a maximum of two (2) years in the position; however, this time period may be extended by a majority vote of the Board.
2. The Chair is the primary contact with the Fire Chief of the Fire Department to request tasks of staff for the Board.
3. The Chair shall coordinate the creation of the meeting agenda with the other Commissioners and the Fire Chief of the Fire Department.
4. The Chair shall preside over the meetings to ensure the opportunity for full participation by all the Commissioners.
5. The Chair shall coordinate with the Fire Chief and shall act as the public spokesperson for the Board of Commissioners.



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: The “Perfect” Commissioner

Reference: 1000.25

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

The following represents the expectations of the Board of Fire Commissioners for the “perfect” Fire Commissioner.

THE “PERFECT” COMMISSIONER SHALL:

1. Be Honest
2. Be knowledgeable on laws pertaining to the Fire Department and Personnel
3. Be Flexible
 - Adaptable
 - Listens to other’s viewpoints
 - Has ability to change direction
4. Be a Representative
 - Community spirited
 - Involved in the community
5. Be a Communicator
6. Be Focused
 - Aware of community needs
7. Be able to criticize - although not in public unless necessary
 - Praise in public
 - Criticize in private
8. Be able to have a personal commitment to “return to the community”