

**AGENDA  
Commissioners' Meeting  
December 10, 2019**

**5:00 P.M.**

1. Call Commissioners' Meeting to Order and Flag Salute
2. Approval of the Agenda
3. Commissioner Absence
4. Communications
5. Approve minutes of November 26, 2019 Commissioners meeting
6. Voucher Approval
  - Accounts Payable Vouchers 191847-191874: \$ 35,502.08
  - Accounts Payable Vouchers 191875-191900: 67,782.75
  - Payroll Vouchers 191901-191916: 667,402.84
  - SUBTOTAL VOUCHERS: \$770,687.67**
  - ACH Payroll Transfer: \$757,619.79
  - 941 Payment – ACH Payroll Transfer 158,037.83
  - SUBTOTAL PAYROLL ACH TRANSFERS: \$915,657.62**
  - GRAND TOTAL VOUCHERS AND ACH TRANSFERS: \$1,686,345.29**
7. Local 3390 Reports
8. Volunteer Reports
9. Chiefs Reports
10. Standing Committee Reports
11. **OLD BUSINESS**
  - a. Personal Services Contract for Legal Services J. Burgess
12. **NEW BUSINESS**
  - a.
13. Open Public Comment (state your name for the record, you will have 3 minutes)
14. **GOOD OF THE ORDER/SIGNING OF DOCUMENTS**
15. **SPECIAL INTERESTS/UPCOMING EVENTS**
16. **RECOGNITION OF COMMISSIONER SCOTT DUNCAN** – refreshments immediately following meeting.

Adjourn Meeting. Next meeting will be Tuesday, January 14, 2020, at 5:00 PM.

## COMMISSIONERS' MEETING MINUTES

November 26, 2019

Chairman Sutich called the meeting to order at 5:00 p.m.

Present: Commissioners Sutich, Nelson, Entze and Wilsie, F/Chief J. Burgess, A/Chiefs E. Watson, S. Nixon, T. Meyer, D. Bjurstrom and EA T. VanderVaate.

### FLAG SALUTE

Volunteer Larry Rucker led the flag salute.

### APPROVAL OF THE AGENDA

After discussion of one addition to the evening's agenda, Commissioner Nelson moved to approve the agenda as presented. With no further discussion, the **MOTION CARRIED**.

### COMMISSIONER ABSENCE

Chairman Sutich reminded those present that Commissioner Duncan's absence was approved at the November 12, 2019 meeting.

### COMMUNICATIONS

None.

### MINUTES AND BLANKET VOUCHERS

Commissioner Entze moved to approve Minutes of the November 12, 2019 meeting. With no further discussion, the **MOTION CARRIED**.

Commissioner Nelson moved to approve the vouchers as set forth in the agenda for a total consideration of \$729,781.07. With no further discussion, the **MOTION CARRIED**.

### LOCAL 3390 REPORTS

None.

### VOLUNTEER REPORTS

Volunteer Larry Rucker reported regarding October 2019 volunteer activities.

## **CHIEFS REPORTS**

Chief Bjurstrom reported the District has received a proposed fire inspection contract from the City of Gig Harbor that will receive further review.

Chief Bjurstrom reported firefighter hiring is under way. Micro interviews took place during the first week of November, with 80 candidates moving forward in the process. A candidate social is being planned for December 16, all Commissioners are welcome to attend.

Chief Bjurstrom reported Chiefs Interviews are scheduled in mid-December for the Human Resources Program Manager position.

Chief Watson reported the University of Washington has asked to install a seismic monitor at the Shop in Purdy. This would be similar to the one installed at Station 51 on Kimball Drive. Chief Burgess commented that it would provide early warning to community members once installed.

## **STANDING COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

A. Professional Services Contract for Legal Services. Due to a technical issue copies of the contract were not available in the Board packets. District staff will email a copy of the contract to the Board for review prior to the December 10 meeting. District staff will also post an updated Board packet containing a copy of the contract on the District's website.

### **PUBLIC COMMENT**

### **GOOD OF THE ORDER**

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

**EXECUTIVE SESSION** – In accordance with RCW 42.30.110(1)(g) to review the performance of a public employee or employees, Chairman Sutich announced adjourning for a 15 minute executive session at 5:15, indicating no vote would be taken.

Chairman Sutich called the meeting back to regular session at 5:30 p.m.

### **ADJOURNMENT**

There being no further business to discuss, Chairman Sutich adjourned the meeting at 5:30 p.m.

The next meeting will be 5:00 p.m. on Tuesday, December 10, 2019.

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

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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Attest: District Secretary



## VOUCHER APPROVALS

Pierce County Fire District #5

Time: 14:26:47 Date: 11/26/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
191847 BETHEL TOWING	3263	11/26/2019	Claims	1	97.01	VEHICLES PO #36228
	522 60 48 000 - Vehicle Repairs & Maint. by Others				97.01	Tow U51 From Hwy 16 To Shop
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	1206 11/21/2019 11/26/2019 Tow U51 from Hwy 16 to Shop					97.01
191848 BLACK BOX NETWORK SERVICES	3264	11/26/2019	Claims	1	5,108.19	FACILITIES - CAT5 CABLING
	522 21 35 012 - Contingencies				5,108.19	CAT5E Cabling - Stn 56, Stn 58
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	CSS-070861 11/26/2019 11/26/2019 Stn 58 - Wall Mount Rack, CAT5E Cabling					3,290.81
	CSS-071159 11/26/2019 11/26/2019 Stn 56 - CAT5E Cabling					1,817.38
191849 BUILDERS FIRSTSOURCE	3265	11/26/2019	Claims	1	1,023.14	FACILITIES PO #36222
	522 50 31 006 - Facilities Operating Supplies				1,023.14	Lumber Package For Stn 51 Storage
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	80020951 11/21/2019 11/26/2019 Lumber Package for Stn 51 Storage					1,023.14
191850 CARDINAL HEALTH 112 LLC	3266	11/26/2019	Claims	1	505.86	MEDICAL SUPPLIES PO #36174, CREDIT
	522 70 31 002 - Medical; replacement items				505.86	Misc Medical Supplies Less Credit For Returned Expired Meds
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	4812601 11/21/2019 11/26/2019 Adult Aspirin					1.88
	4812600 11/21/2019 11/26/2019 Nitroglycerin, Ondansetron, Sodium Chloride					516.96
	4812676 11/21/2019 11/26/2019 Epinephrine					145.94
	299138-0 11/21/2019 11/26/2019 Credit for Returned Expired Medications					-158.92
191851 CITY TREASURER	3267	11/26/2019	Claims	1	225.00	MEDICAL SUPPLIES
	522 70 31 002 - Medical; replacement items				225.00	Pig Tracheas For Training
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	90937218 11/26/2019 11/26/2019 Pig Tracheas for Training					225.00
191852 CRYSTAL CLEAN LLC	3268	11/26/2019	Claims	1	67.91	FACILITIES
	522 60 48 001 - Environmental maintenance				67.91	Used Oil Service
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	15997554 11/26/2019 11/26/2019 Used Oil Service					67.91
191853 EF RECOVERY	3269	11/26/2019	Claims	1	6,578.25	EMS CONTRACTS
	522 71 41 005 - Contracts; Transport Billings				6,578.25	Patient Care Reports - October 2019
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	00578090 11/26/2019 11/26/2019 Patient Care Reports - October 2019					6,578.25
191854 FIDELITY SOLUTIONS	3270	11/26/2019	Claims	1	1,247.95	COMMUNICATIONS
	522 28 48 000 - Repairs & Maintenance by others				1,247.95	Repairs - MSO 51 Intermittent Siren, Controller
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	1116 11/26/2019 11/26/2019 Repairs - MSO 51 Intermittent Siren, Controller					1,247.95
191855 FIRE ENGINEERING	3271	11/26/2019	Claims	1	24.00	SUBSCRIPTION RENEWAL - ACCT 278351
	522 21 49 003 - Subscriptions				24.00	1Yr Print Subscription - E Watson - Acct 278351
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	RENEWAL 11/26/2019 11/26/2019 1Yr Print Subscription - E Watson - Acct 278351					24.00
191856 GALLS LLC	3272	11/26/2019	Claims	1	1,334.41	SUPPRESSION UNIFORMS PO #36186
	522 20 20 005 - Clothing				1,334.41	Promotions - ABC Duty Shirts, Pants - Dumas, N Langlow
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	BC0984250 11/25/2019 11/26/2019 Promotions - ABC Duty Shirts, Pants - Dumas, N					1,334.41

## VOUCHER APPROVALS

Pierce County Fire District #5

Time: 14:26:47 Date: 11/26/2019

MCAG #:

11/26/2019 To: 11/26/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
191857 GRAYBAR	3273	11/26/2019	Claims	1	89.70	FACILITIES PO #36223
	522 50 31 006 - Facilities Operating Supplies				89.70	CAT 6 Cabling - Stn 56, Stn 58
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	93132115463 11/21/2019 11/26/2019 CAT 6 Cabling - Stn 56, Stn 58					89.70
191858 KELLEY IMAGING - LEASE PYMTS	3274	11/26/2019	Claims	1	73.78	LEXMARK LEASE PAYMENT
	522 14 31 006 - Office Machine Maintenance				73.78	Lease Payment - Lexmark XC2132 Copier - Upstairs Stn 50
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	25892686 11/26/2019 11/26/2019 Lease Payment - Lexmark XC2132 Copier - Upstairs					73.78
191859 KELLEY IMAGING SYSTEMS	3275	11/26/2019	Claims	1	991.10	OPERATING - COPIER CONTRACT - QTRLY OVERAGES
	522 14 31 006 - Office Machine Maintenance				991.10	Qrtrly Overages - Stn 50 - 9/1/19-11/30/19
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	IN603678 11/26/2019 11/26/2019 Qrtrly Overages - Stn 50 - 9/1/19-11/30/19					991.10
191860 KIMBALL MIDWEST	3276	11/26/2019	Claims	1	1,923.75	VEHICLES PO #36058
	522 60 31 010 - Vehicle Parts & Supplies				1,923.75	Misc Vehicle Parts - Shop Stock
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	7513543 11/21/2019 11/26/2019 Grommets, Terminals, Fuses - Shop Stock					800.50
	7481454 11/21/2019 11/26/2019 Nuts, Terminals, Grommets, Screws - Shop Stock					1,123.25
191861 LANPHERE BECKY	3277	11/26/2019	Claims	1	553.50	FACILITIES - JANITORIAL SERVICES 11/13/19-11/24/19
	522 50 48 000 - Repair & Maint by others				553.50	Janitorial Services 11/13/19-11/24/19
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	213260 11/26/2019 11/26/2019 Janitorial Services 11/13/19-11/24/19					553.50
191862 LIFE ASSIST INC	3278	11/26/2019	Claims	1	520.80	MEDICAL SUPPLIES PO #36173
	522 70 31 002 - Medical; replacement items				520.80	Nitrile Exam Gloves - 3 Sizes
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	956941 11/25/2019 11/26/2019 Nitrile Exam Gloves - 3 Sizes					520.80
191863 LYON TRACY	3279	11/26/2019	Claims	1	109.20	TRAINING EXPENSES REIMBURSEMENT
	522 45 41 003 - Consultants				109.20	Reimbursement - Food For NFA Leadership Class
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	11/15/19 INV 11/26/2019 11/26/2019 Reimbursement - Food for NFA Leadership Class					109.20
191864 MARK FARABEE CRADDOCK MD	3280	11/26/2019	Claims	1	1,900.00	CONSULTANTS
	522 20 41 003 - Consultants				1,900.00	Consultant - 3 Physcials, 2 Treadmills
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	11/22/19 INV 11/26/2019 11/26/2019 Consultant - 3 Physcials, 2 Treadmills					1,900.00
191865 MCKESSON MEDICAL SURGICAL	3281	11/26/2019	Claims	1	2,477.23	MEDICAL SUPPLIES PO #36172, #36051
	522 70 31 002 - Medical; replacement items				2,477.23	ABG Kit, I Stat Cartridges, Atropine
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	69009379 11/21/2019 11/26/2019 ABG Kit, I Stat Cartridges					1,930.72
	69134855 11/21/2019 11/26/2019 Atropine					546.51
191866 MUNICIPAL EMERGENCY SVC	3282	11/26/2019	Claims	1	4,253.80	SUPPRESSION SCBA PO #35882
	522 20 31 011 - FF Equip Parts & Supplies				4,253.80	SCBA Repairs
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>

# VOUCHER APPROVALS

Pierce County Fire District #5

Time: 14:26:47 Date: 11/26/2019

MCAG #:

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo																																								
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<p style="text-align: center;"><i>IN1399445 11/26/2019 11/26/2019 SCBA Repairs 4,253.80</i></p>																																														
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191867 PACIFIC POWER GROUP LLC	3283	11/26/2019	Claims	1	248.12	VEHICLES PO #36226																																								
<p style="text-align: right;">522 60 31 010 - Vehicle Parts &amp; Supplies 248.12 2 Speed Sensors - U50</p>																																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Invoice #</i></th> <th style="text-align: left;"><i>Rcvd Date</i></th> <th style="text-align: left;"><i>Due Date</i></th> <th style="text-align: left;"><i>Description</i></th> <th style="text-align: right;"><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td>6515518-00</td> <td>11/21/2019</td> <td>11/26/2019</td> <td>2 Speed Sensors - U50</td> <td style="text-align: right;">248.12</td> </tr> </tbody> </table>							<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	6515518-00	11/21/2019	11/26/2019	2 Speed Sensors - U50	248.12																														
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6515518-00	11/21/2019	11/26/2019	2 Speed Sensors - U50	248.12																																										
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191868 PENINSULA LIGHT CO - ELECTRIC	3284	11/26/2019	Claims	1	4,001.22	FACILITIES - ELECTRIC																																								
<p style="text-align: right;">522 50 47 001 - Electricity 4,001.22 Service - 4 Stns, Shop, 2 Lights</p>																																														
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191869 PRINT SOLUTIONS, INC	3285	11/26/2019	Claims	1	122.93	MEDICAL FORMS																																								
<p style="text-align: right;">522 70 31 002 - Medical; replacement items 122.93 Protocol Book Replacement Pages</p>																																														
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191870 PUGET SOUND CLEAN AIR AGENCY	3286	11/26/2019	Claims	1	140.00	2020 REGISTRATION FEE - FACILITY ID 11618G																																								
<p style="text-align: right;">522 50 48 000 - Repair &amp; Maint by others 140.00 2020 Registration Fee - Facility ID 11618G</p>																																														
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20202555	11/26/2019	11/26/2019	2020 Registration Fee - Facility ID 11618G	140.00																																										
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191871 PUGET SOUND INSTRUMENT	3287	11/26/2019	Claims	1	725.90	VEHICLES PO #36170																																								
<p style="text-align: right;">522 60 35 000 - Machinery &amp; Equipment 725.90 Power Chargers For Vehicles - 3 Qty</p>																																														
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191872 SURE FIT AUTOMOTIVE	3288	11/26/2019	Claims	1	903.20	VEHICLES PO #36219																																								
<p style="text-align: right;">522 60 35 000 - Machinery &amp; Equipment 903.20 New Seat Covers - U59</p>																																														
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<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>																																										
A61721	11/21/2019	11/26/2019	New Seat Covers - U59	903.20																																										
<hr/>																																														
191873 WASHINGTON WATER SERVICE CO	3289	11/26/2019	Claims	1	239.13	FACILITIES - WATER																																								
<p style="text-align: right;">522 50 47 002 - Water &amp; Sewer 239.13 Service - 3 Stns, Shop</p>																																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Invoice #</i></th> <th style="text-align: left;"><i>Rcvd Date</i></th> <th style="text-align: left;"><i>Due Date</i></th> <th style="text-align: left;"><i>Description</i></th> <th style="text-align: right;"><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td>11/14/19 INV</td> <td>11/26/2019</td> <td>11/26/2019</td> <td>Service - Stn 57 - Acct 0416565055</td> <td style="text-align: right;">26.76</td> </tr> <tr> <td>11/14/19 INV</td> <td>11/26/2019</td> <td>11/26/2019</td> <td>Service - Stn 57 TRLR - Acct 2914658130</td> <td style="text-align: right;">23.64</td> </tr> <tr> <td>11/12/19 INV</td> <td>11/26/2019</td> <td>11/26/2019</td> <td>Service - Stn 56 - Acct 9714138334</td> <td style="text-align: right;">68.09</td> </tr> <tr> <td>11/12/19 INV</td> <td>11/26/2019</td> <td>11/26/2019</td> <td>Service - Shop - Acct 2313728112</td> <td style="text-align: right;">120.64</td> </tr> </tbody> </table>							<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	11/14/19 INV	11/26/2019	11/26/2019	Service - Stn 57 - Acct 0416565055	26.76	11/14/19 INV	11/26/2019	11/26/2019	Service - Stn 57 TRLR - Acct 2914658130	23.64	11/12/19 INV	11/26/2019	11/26/2019	Service - Stn 56 - Acct 9714138334	68.09	11/12/19 INV	11/26/2019	11/26/2019	Service - Shop - Acct 2313728112	120.64															
<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>																																										
11/14/19 INV	11/26/2019	11/26/2019	Service - Stn 57 - Acct 0416565055	26.76																																										
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11/12/19 INV	11/26/2019	11/26/2019	Service - Stn 56 - Acct 9714138334	68.09																																										
11/12/19 INV	11/26/2019	11/26/2019	Service - Shop - Acct 2313728112	120.64																																										
<hr/>																																														
191874 WATSON ERIC	3290	11/26/2019	Claims	1	17.00	REIMBURSEMENT																																								
<p style="text-align: right;">522 11 49 002 - Registrations; Conferences, etc. 17.00 Reimbursement - Lunch - Hiring Committee</p>																																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Invoice #</i></th> <th style="text-align: left;"><i>Rcvd Date</i></th> <th style="text-align: left;"><i>Due Date</i></th> <th style="text-align: left;"><i>Description</i></th> <th style="text-align: right;"><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td>11/21/19 INV</td> <td>11/26/2019</td> <td>11/26/2019</td> <td>Reimbursement - Lunch for Hiring Committee</td> <td style="text-align: right;">17.00</td> </tr> </tbody> </table>							<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	11/21/19 INV	11/26/2019	11/26/2019	Reimbursement - Lunch for Hiring Committee	17.00																														
<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>																																										
11/21/19 INV	11/26/2019	11/26/2019	Reimbursement - Lunch for Hiring Committee	17.00																																										

Total Vouchers:

35,502.08



**VOUCHER APPROVALS**

Pierce County Fire District #5

Time: 14:26:47 Date: 11/26/2019

MCAG #:

11/26/2019 To: 11/26/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
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Commissioner Signatures:

Chair

CERTIFICATION: 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 and that the claim is a due and unpaid obligation against Pierce County Fire District #5 and that I am authorized to authenticate and certify to said claim.

District Secretary

Date



## VOUCHER APPROVALS

Pierce County Fire District #5

Time: 10:50:48 Date: 12/03/2019

MCAG #:

12/03/2019 To: 12/03/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
191875 CENTRAL PIERCE FIRE & RESCUE	3296	12/03/2019	Claims	1	54,140.21	IT SERVICES, COMMUNICATIONS And PO #36101, #36251
	522 19 35 001 - Office-new DP hardware				47,761.21	20 Dell DeskTop Computers, 7 Getac Laptops
	522 19 49 004 - Other				5,700.00	IT Services Contract - November 2019
	522 50 47 004 - Communications				679.00	Ethernet Services - 10/15/19-11/14/19
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	AR003577 11/27/2019 12/03/2019 20 Dell DeskTop Computers, 7 Getac Laptops				47,761.21	
	AR003581 11/27/2019 12/03/2019 IT Services Contract - November 2019				5,700.00	
	AR003583 11/27/2019 12/03/2019 Ethernet Service - 10/15/19-11/14/19				679.00	
191876 COCHRANE ANDREW	3297	12/03/2019	Claims	1	380.00	TRAINING REIMBURSEMENT
	522 45 49 002 - Registrations - training				380.00	Registration - 2020 Portland Firemanship Conference
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	12/03/19 REIMB 12/03/2019 12/03/2019 Registration - 2020 Portland Firemanship				380.00	
191877 COMCAST	3298	12/03/2019	Claims	1	21.03	FACILITIES - CABLE & INTERNET - ACCT:8498360100472687
	522 50 47 004 - Communications				21.03	War Room HD Converter Fee
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	11/21/19 INV 12/03/2019 12/03/2019 War Room HD Converter Fee				21.03	
191878 COMMERCIAL BRAKE & CLUTCH	3299	12/03/2019	Claims	1	158.31	VEHICLES PO #36246
	522 60 31 010 - Vehicle Parts & Supplies				158.31	New Brake Parts - T9
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	87810 12/03/2019 12/03/2019 New Brake Parts - T9				158.31	
191879 FOSTER CHAD	3300	12/03/2019	Claims	1	380.00	TRAINING REIMBURSEMENT
	522 45 49 002 - Registrations - training				380.00	Registration - 2020 Portland Firemanship Conference
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	12/03/19 REIMB 12/03/2019 12/03/2019 Registration - 2020 Portland Firemanship				380.00	
191880 GIG HARBOR CITY OF	3301	12/03/2019	Claims	1	2,014.68	FACILITIES - WATER
	522 50 47 002 - Water & Sewer				2,014.68	Service - Stn 51
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	11/30/19 INV 12/03/2019 12/03/2019 Service - Stn 51				2,014.68	
191881 GRAINGER	3302	12/03/2019	Claims	1	1,446.28	FACILITIES PO #36233
	522 60 35 000 - Machinery & Equipment				1,446.28	Tools & Supplies For New Facilities Truck
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	9363022980 12/03/2019 12/03/2019 Tools & Supplies for New Facilities Truck				1,143.26	
	9362033699 12/03/2019 12/03/2019 Rotating Vise for New Facilities Truck				303.02	
191882 GREY CHEVROLET INC	3303	12/03/2019	Claims	1	264.66	VEHICLES PO #36229
	522 60 31 010 - Vehicle Parts & Supplies				264.66	Distributor Parts - U51
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	5110725 12/03/2019 12/03/2019 Distributor Parts - U51				264.66	
191883 HAAS JOSEF MAX	3304	12/03/2019	Claims	1	380.00	TRAINING REIMBURSEMENT
	522 45 49 002 - Registrations - training				380.00	Registration - 2020 Portland Firemanship Conference
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					
	12/03/19 REIMB 12/03/2019 12/03/2019 Registration - 2020 Portland Firemanship				380.00	
191884 HARBOR MOBILE CREW	3305	12/03/2019	Claims	1	895.13	FACILITIES - GROUNDS MAINTENANCE
	522 50 48 000 - Repair & Maint by others				895.13	Grounds Maintenance
	<i>Invoice # Rcvd Date Due Date Description Amount</i>					

## VOUCHER APPROVALS

Pierce County Fire District #5

Time: 10:50:48 Date: 12/03/2019

MCAG #:

12/03/2019 To: 12/03/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	13133	12/03/2019	12/03/2019	Grounds Maintenance	895.13	
191885 HART CHERYL	3306	12/03/2019	Claims	1	1,736.00	CONSULTANTS
	522 21 35 012 - Contingencies				1,736.00	Psychologist Consultation Services - Nov 2019
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	11/30/19 INV	12/03/2019	12/03/2019	Psychologist Consultation Services - Nov 2019		1,736.00
191886 HEMLEYS HANDY KANS	3307	12/03/2019	Claims	1	125.00	FACILITIES - RENTAL SERVICES
	522 50 48 000 - Repair & Maint by others				125.00	Portable Toilet Rental - Training Grounds
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	0062440-IN	12/03/2019	12/03/2019	Portable Toilet Rental - Training Grounds		125.00
191887 HUGHES DAVID	3308	12/03/2019	Claims	1	380.00	TRAINING REIMBURSEMENT
	522 45 49 002 - Registrations - training				380.00	Registration - 2020 Portland Firemanship Conference
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	12/03/19 REIMB	12/03/2019	12/03/2019	Registration - 2020 Portland Firemanship		380.00
191888 KELLEY IMAGING - LEASE PYMTS	3309	12/03/2019	Claims	1	895.14	COPIER LEASE PAYMENTS
	522 14 31 006 - Office Machine Maintenance				895.14	Lease Pmts - 6 Lexmarks, 3 Toshibas
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	25933141	12/03/2019	12/03/2019	Lease Payment - Lexmark SC2132 - Upstairs Stn 50		64.02
	25933142	12/03/2019	12/03/2019	Lease Payments - 2 Toshibas, 5 Lexmarks		608.69
	25933140	12/03/2019	12/03/2019	Lease Payment - Main Copier - Stn 50		222.43
191889 KIMBALL MIDWEST	3310	12/03/2019	Claims	1	1,023.09	VEHICLES PO #36179
	522 60 31 010 - Vehicle Parts & Supplies				1,023.09	Misc Vehicle Parts
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	7574348	12/03/2019	12/03/2019	Misc Vehicle Parts		1,023.09
191890 LANGLOW ALEXANDER	3311	12/03/2019	Claims	1	380.00	TAINING REIMBURSEMENT
	522 45 49 002 - Registrations - training				380.00	Registration - 2020 Portland Firemanship Conference
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	12/03/19 REIMB	12/03/2019	12/03/2019	Registration - 2020 Portland Firemanship		380.00
191891 MCKESSON MEDICAL SURGICAL	3312	12/03/2019	Claims	1	220.02	MEDICAL SUPPLIES PO #36172
	522 70 31 002 - Medical; replacement items				220.02	Medical Supplies
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	69518955	12/03/2019	12/03/2019	Calcium Chloride		173.83
	69537070	12/03/2019	12/03/2019	Triconrols Level 1		46.19
191892 PAPE KENWORTH NORTHWEST	3313	12/03/2019	Claims	1	378.41	VEHICLES PO #36243
	522 60 31 010 - Vehicle Parts & Supplies				378.41	Exhaust And Turbo Gaskets - E30
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	9829064	12/03/2019	12/03/2019	Exhaust and Turbo Gaskets - E30		217.78
	9829913	12/03/2019	12/03/2019	Exhaust and Turbo Gaskets - E30		160.63
191893 PETTY CASH	3314	12/03/2019	Claims	1	532.35	PETTY CASH REIMBURSEMENT
	522 11 43 000 - Travel				250.00	PCFCA - CK3026 - Annual Banquet
	522 50 31 006 - Facilities Operating Supplies				282.35	Costco - CK 3027 - Supplies
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>
	12/03/19 REIMB	12/03/2019	12/03/2019	Petty Cash Reimbursement		532.35
191894 PITNEY BOWES INC	3315	12/03/2019	Claims	1	155.81	POSTAGE METER RENTALS
	522 14 42 001 - Communications -Postage				155.81	Postage Meter Rental - Stn 51, Stn 50
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>		<i>Amount</i>

## VOUCHER APPROVALS

Pierce County Fire District #5

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
1014420570	12/03/2019	12/03/2019	Postage Meter Rental - Stn 51		78.12	
1014420574	12/03/2019	12/03/2019	Postage Meter Rental - Stn 50		77.69	
191895 RAINIER VIEW WATER CO	3316	12/03/2019	Claims	1	218.92	UTILITIES - WATER
522 50 47 002 - Water & Sewer					218.92	Service - Stn 59, Stn 55
<i>Invoice # Rcvd Date Due Date Description</i>						<i>Amount</i>
12/01/19 INV 12/03/2019 12/03/2019 Service - Stn 59						99.27
12/01/19 INV 12/03/2019 12/03/2019 Service - Stn 55						119.65
191896 RODDA PAINT	3317	12/03/2019	Claims	1	148.50	FACILITIES PO 336259
522 50 31 006 - Facilities Operating Supplies					148.50	Paint For Stn 51 Oxygen Room
<i>Invoice # Rcvd Date Due Date Description</i>						<i>Amount</i>
62125129 12/03/2019 12/03/2019 Paint for Stn 51 Oxygen Room						148.50
191897 SUTICH TOM	3318	12/03/2019	Claims	1	49.44	COMMISSIONER REIMBURSEMENT - Mileage, Tolls
522 11 43 000 - Travel					49.44	Reimbursement - Mileage, Tolls - 11/21/19, 11/27/19
<i>Invoice # Rcvd Date Due Date Description</i>						<i>Amount</i>
12/03/19 REIMB 12/03/2019 12/03/2019 Reimbursement - Mileage, Tolls - 11/21/19, 11/27/19						49.44
191898 SZCZEPANSKI MARCIN	3319	12/03/2019	Claims	1	380.00	TRAINING REIMBURSEMENT
522 45 49 002 - Registrations - training					380.00	Registration - 2020 Portland Firemanship Conference
<i>Invoice # Rcvd Date Due Date Description</i>						<i>Amount</i>
12/03/19 REIMB 12/03/2019 12/03/2019 Registration - 2020 Portland Firemanship						380.00
191899 VAN VALKENBURG DAVID	3320	12/03/2019	Claims	1	1,000.00	TRAINING INSTRUCTOR
522 45 49 002 - Registrations - training					1,000.00	IFSAC Instructor Fee
<i>Invoice # Rcvd Date Due Date Description</i>						<i>Amount</i>
2019-26 12/03/2019 12/03/2019 IFSAC Instructor Fee						1,000.00
191900 WESTBAY AUTO PARTS	3321	12/03/2019	Claims	1	79.77	VEHICLES PO #36178
522 60 31 010 - Vehicle Parts & Supplies					79.77	Misc Vehicle Parts
<i>Invoice # Rcvd Date Due Date Description</i>						<i>Amount</i>
586931 12/03/2019 12/03/2019 2 Gas Caps - E28, Stock						63.10
585576 12/03/2019 12/03/2019 Micro2 Fuses - Shop Stock						16.67

Total Vouchers:

67,782.75

**VOUCHER APPROVALS**

Pierce County Fire District #5

Time: 10:50:48 Date: 12/03/2019

MCAG #:

12/03/2019 To: 12/03/2019

Page: 4

Voucher Claimant

Trans

Date

Type

Acct #

Amount

Memo

Commissioner Signatures:

Chair

CERTIFICATION: 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 and that the claim is a due and unpaid obligation against Pierce County Fire District #5 and that I am authorized to authenticate and certify to said claim.

District Secretary

Date

**VOUCHER APPROVAL:**

<b>December 6, 2019</b>
<b>APPROVED BY CHIEF BURGESS</b>

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**PAYROLL:**

**Dollar Amount**

**TOTAL**

Voucher Nos:	191901	through	191916	\$	667,402.84	\$	667,402.84
	(Benefit & L&I Monthly Payment)						
	ACH Payroll Transfer Amount:			\$	757,619.79	\$	757,619.79
	941 ACH Payroll Transfer Amount:			\$	158,037.83	\$	158,037.83

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**GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL:      \$ 1,583,060.46**

## VOUCHER APPROVALS

Pierce County Fire District #5

Time: 09:33:58 Date: 12/06/2019

MCAG #:

12/27/2019 To: 12/27/2019

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
191901 AFLAC	3448	12/27/2019	Payroll	1	3,261.41	Pay Cycle(s) 12/27/2019 To 12/27/2019 - AFLAC-Post Tax; Pay Cycle(s) 12/27/2019 To 12/27/2019 - AFLAC- Pre Tax
191902 BHT BUSINESS SERVICES INDUSTRY	3449	12/27/2019	Payroll	1	12,700.14	Pay Cycle(s) 12/27/2019 To 12/27/2019 - Medical - Admin
191903 DEPT LABOR & INDUSTRIES	3450	12/27/2019	Payroll	1	55,967.75	4TH Quarter 12/01/2019 - 12/31/2019
191904 Employment Security Dept - PFMLA	3451	12/27/2019	Payroll	1	2,718.26	Pay Cycle(s) 12/27/2019 To 12/27/2019 - PFMLA
191905 GHFFU HEALTH & WELFARE	3452	12/27/2019	Payroll	1	68,885.12	Pay Cycle(s) 12/27/2019 To 12/27/2019 - Integreflex - HRA
191906 GIG HARBOR FIRE & MEDIC ONE	3453	12/27/2019	Payroll	1	190.75	Pay Cycle(s) 12/27/2019 To 12/27/2019 - EAP
191907 KEY BANK - ARISTA	3454	12/27/2019	Payroll	1	119,987.18	Pay Cycle(s) 12/27/2019 To 12/27/2019 - DC - Arista; Pay Cycle(s) 12/27/2019 To 12/27/2019 - DC - Arista Roth; Pay Cycle(s) 12/27/2019 To 12/27/2019 - DC - Arista Loan
191908 LOCAL 3390 GHFUHW TRUST	3455	12/27/2019	Payroll	1	168,855.60	Pay Cycle(s) 12/27/2019 To 12/27/2019 - Medical - Union
191909 Local 3390 GHFUHW Trust	3456	12/27/2019	Payroll	1	15,207.05	Pay Cycle(s) 12/27/2019 To 12/27/2019 - Dental
191910 SOUND CREDIT UNION	3457	12/27/2019	Payroll	1	13,395.03	Pay Cycle(s) 12/27/2019 To 12/27/2019 - Union Dues
191911 THE HARTFORD	3458	12/27/2019	Payroll	1	5,457.75	Pay Cycle(s) 12/27/2019 To 12/27/2019 - Disability - Hartford
191912 VISION SERVICE PLAN - AT	3459	12/27/2019	Payroll	1	180.93	Pay Cycle(s) 12/27/2019 To 12/27/2019 - Vision
191913 VOYA INSTITUTIONAL TRUST CO	3460	12/27/2019	Payroll	1	24,538.10	Pay Cycle(s) 12/27/2019 To 12/27/2019 - DC - Voya
191914 WASHINGTON PER SYSTEM EMP	3461	12/27/2019	Payroll	1	20,450.78	Pay Cycle(s) 12/27/2019 To 12/27/2019 - PERS2
191915 WASHINGTON STATE TREASURER	3462	12/27/2019	Payroll	1	20,079.26	Pay Cycle(s) 12/27/2019 To 12/27/2019 - DC - WA ST
191916 WLEO & FFR SYSTEM EMPE	3463	12/27/2019	Payroll	1	135,527.73	Pay Cycle(s) 12/27/2019 To 12/27/2019 - LEOFF2



# VOUCHER APPROVALS

Pierce County Fire District #5

Time: 09:33:58 Date: 12/06/2019

MCAG #:

12/27/2019 To: 12/27/2019

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
Total Vouchers:					667,402.84	

Commissioner Signatures:

\_\_\_\_\_  
Chair

\_\_\_\_\_

\_\_\_\_\_

CERTIFICATION: 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 and that the claim is a due and unpaid obligation against Pierce County Fire District #5 and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_

District Secretary

\_\_\_\_\_

Date

**PROFESSIONAL SERVICES CONTRACT FOR LEGAL SERVICES**

**THIS AGREEMENT** is made by and between Pierce County Fire Protection District No. 5 (hereinafter referred to as “District”) and Joseph F. Quinn, Attorney, or a professional services corporation owned solely by Joseph F. Quinn, or a successor law firm that employs Joseph F. Quinn and Eric T. Quinn, (hereinafter referred to as "Attorney") to become effective on the 1st day of January, 2020.

**WHEREAS**, the elected officials, executive and administrative staff of the District believe that it is in the best interest of the residents of the District to retain through a professional services contract qualified and experienced legal counsel with expertise in the areas of municipal law, employment law, discrimination, labor law, and related areas of the law, and who is qualified to meet the needs of the District; and

**WHEREAS**, the District has concluded that it should share with other fire departments ideas and products of the same legal counsel, including resolutions, forms, contracts, policies and procedures while controlling legal fees and costs for professional legal services and maintaining the same high quality of service heretofore provided by the Attorney; and

**WHEREAS**, the Attorney is willing to reserve sufficient attorney hours devoted exclusively to the District in return for a fixed monthly legal fee payable to the Attorney by the District; and

**NOW, THEREFORE**, it is hereby agreed between the parties hereto:

1. **Purpose of Agreement.** The purpose of this Professional Services Contract for Legal Services is to provide cost effective, efficient, experienced and professional legal services in an ethical manner to the District.
  
2. **Complete Agreement.** The Professional Services Contract for Legal Services shall be regarded as the entire expression of the parties' rights and obligations and shall constitute the complete agreement between the District and the Attorney. There are no other written or oral agreements between the parties.
  
3. **Independent Contractor.** The Attorney shall not be an employee of the District, but rather an independent contractor. As such, the Attorney shall be responsible for his own income tax withholding, and to pay his own FICA, state excise taxes, and all other required taxes and licenses, as well as fees payable by an employer in the State of Washington, with respect to secretarial or other staff expenses. The Attorney shall certify in writing to the District at least annually that all appropriate taxes and license fees have been paid. At the same time, the Attorney will certify his continuing good standing and completion of educational requirements with the Washington State

Bar Association. The Attorney's signature upon this agreement shall constitute certification as to these two certification requirements.

4. **Scope of Legal Services.** The Attorney shall provide legal advice and counsel to the District. The Attorney shall draft contracts, represent the District in court and at administrative hearings when feasible, shall prepare opinion letters and resolutions, shall perform education and training upon request, shall facilitate retreats, shall review any and all contracts, deeds, easements, policies, standard operating procedures and similar documents submitted by the designated representative of the District, shall advise and participate in personnel and employment decisions, and shall attend, only upon request, the meetings of the governing body, together with any and all other meetings, upon request. Except when client confidentiality requires otherwise, the Attorney may share all such work products with other fire department clients. In the event that due to extreme work load, or a need for specialized legal expertise or other similar reasons the Attorney believes a backup attorney or additional personnel are required to provide supplemental legal services, the Attorney will advise the District. Supplemental legal services may include paralegal services, research assistance, or special litigation attorneys. In the event that outside attorneys are used to provide these supplemental legal services, the Attorney shall require from such providers of supplemental legal services periodic briefings and reports as to the progress of the litigation or other project for which the supplemental legal services are required. The Attorney shall thereafter report to the client with respect to such supplemental legal services.

5. **Professional Hours.** The Attorney agrees to provide the foregoing scope of services by reserving to the District sufficient professional hours per month. "Professional Hours" are defined as the hours, and/or portions thereof, shown on the Attorney's timesheet for any month, or portion thereof, which are chargeable to the District. The Attorney shall record all hours devoted to performing any of the items included in the foregoing scope of services. Such Professional Hours shall be provided by the Attorney in consideration for monthly payment of the Fixed Fee set forth in this Agreement. In the event that the number of Professional Hours in any month exceeds the contracted amount, the excess Professional Hours shall be chargeable to the District at \$250.00 per hour for the services of Joseph F. Quinn and \$220.00 per hour for the services of Eric T. Quinn. Both of these hourly rates are lower than their usual and customary hourly rates, in consideration for this Professional Services Contract.

5A. **Carryover - Unused Dollars.** If the Professional Hours worked, multiplied by the respective hourly rates of the respective attorneys, would result in a total monthly fee less than the Fixed Fee agreed upon in paragraph 6 of the Contract, then the amount due shall be adjusted to be the Fixed Fee in this Contract. The amount of such adjustment shall be "unused dollars". It is hereby agreed that the Attorney will carry over such unused dollars to the next month, and to succeeding months if still unused, but not beyond the end of the contract term, unless the client renews the contract for an additional term. Unused and carryover dollars will be applied first to each invoice when preparing invoices in the succeeding month or months until all carryover or unused dollars are used up.

6. **Fixed Fee.** During the term of this contract, the District shall pay the Attorney the sum of \$400.00 per month (the "Fixed Fee").

7. **Term of Agreement.** The term of this Agreement shall be from January 1, 2020 through December 31, 2020. The Agreement shall be reviewed in the last quarter of such year and may be renewed or renegotiated. Neither party to this Agreement is obligated to renew the contract, in the event that the parties are unable to agree on renegotiated terms.

8. **Time Records.** Attorney agrees to maintain detailed time records showing all chargeable Professional Hours expended pursuant to this Professional Services Contract, to the tenth of an hour, itemized by client and matter. Attorney will provide such time records, or an itemized summary thereof, monthly, to the District, showing the Professional Hours attributable to the District.

9. **Attorney to Provide.** The Attorney shall provide his own office furniture, library, computer and printer, including software, all insurance and fringe benefits, including pension, other equipment and supplies, the Attorney's telephone lines and equipment, and membership dues in organizations, including but not limited to, the Washington State Bar Association.

10. **Good Standing.** The Attorney agrees that he must remain in good standing with the Washington State Bar Association, including but not limited to, paying annual dues and participating in continuing legal education. Attorney also agrees to participate in other education and training specific to municipal law and fire departments. The Attorney will maintain familiarity with the substantive law regarding fire protection districts, regional fire authorities and fire departments, including for example attendance at state (or county) conferences of the Washington State Fire Commissioners and Fire Chiefs, as the Attorney shall decide.

11. **Professional Relationship - Attorney and Client.** It is understood and agreed that the Attorney shall maintain a professional, fiduciary relationship with the Client.

12. **Client Confidentiality.** The Attorney will adhere to the Rules of Professional Conduct (RPCs) regarding confidentiality of client information, as in the normal course.

13. **Conflicts of Interest.** The Attorney shall be responsible for identifying any conflict of interest or potential therefor, and shall advise the client(s) involved in accordance with the RPCs. The engagement of other attorney services due to an actual or potential conflict shall not affect the Professional Hours, the monthly Fixed Fee, or the Professional Services Contract in any way, subject to the limitations set forth in paragraph 16 below.

14. **Client Costs.** The Attorney may advance costs or expenses on behalf of a client, recording the name of the particular client for record keeping purposes. Such costs advanced by the Attorney shall be reimbursed as set forth above and shall not be part of the Fixed Fee. The Attorney does not charge clients for copying costs, travel expenses such as tolls or ferry charges, and long distance telephone charges. However, out of pocket expenses such as those for filing fees and court reporters' fees are subject to this paragraph.

15. **Trust Account.** Attorney will maintain such appropriate trust accounts as are necessary under the RPCs. Any and all client funds in trust will be identified as to the particular client.

**DRAFT**

16. **Disputes/Arbitration.** Any and all disputes between the Attorney and Client shall be submitted to mediation and/or arbitration. If the parties do not agree to mediate their dispute, the dispute shall be arbitrated and the arbitrator's decision shall be conclusive and binding upon the parties. The District and Attorney will select a mutually agreed arbitrator, to provide mediation or arbitration service.

**PIERCE COUNTY FIRE PROTECTION  
DISTRICT NO. 5**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Authorized Officer

**QUINN & QUINN, P.S.**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Joseph F. Quinn, President