



# Gig Harbor Fire & Medic One

## COMMISSIONERS' MEETING MINUTES

April 14, 2020

Chairman Sutich called the virtual Zoom meeting to order at 5:06 p.m.

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

### APPROVAL OF THE AGENDA

Commissioner Sutich moved to approve the agenda as presented. With no further discussion, the **MOTION CARRIED**.

### COMMISSIONER ABSENCE

### COMMUNICATIONS

### MINUTES AND BLANKET VOUCHERS

Commissioner Nelson moved to approve Minutes of the March 10, 2020 meeting. With no further discussion, the **MOTION CARRIED**.

Commissioner Nelson moved to approve the corrected March 2020 ACH transfers as detailed in the agenda for a total consideration of \$966,734.83, an increase of \$3,134.45. With no further discussion, the **MOTION CARRIED**.

Commissioner Nelson moved to approve the vouchers and ACH transfers as set forth in the agenda for a total consideration of \$2,239,899.62. With no further discussion, the **MOTION CARRIED**.

### LOCAL 3390 REPORTS

### VOLUNTEER REPORTS

### CHIEFS REPORTS

Chief Nixon gave an update regarding the COVID-19 virus and how the District is working under an IMT model, along with a review of the current meeting schedule and daily SitRep. A brief discussion followed.

Chief Burgess reported Chief Bjurstrom is researching the use of digital signatures for the District and will bring a suggestion to the next Board meeting.

Chief Burgess reported regarding the financial impacts of COVID-19 on the District and his

proposed actions and budget changes. A copy of Chief Burgess' memo is attached to these minutes.

### **STANDING COMMITTEE REPORTS**

Chairman Sutich reported he and Commissioner Nelson spoke briefly regarding a hiring process to replace Chief Burgess when he retires in 2021. The Board requested Chief Burgess hold off filling Assistant Chief Nixon's position until it establishes a plan which will be brought for discussion at the April 28, 2020 meeting.

### **FINANCE REPORT**

Danette Weyn presented the quarterly financial report for December 31, 2019. The Expense Fund Balance totaled \$10,445,104 in cash and investments. The Reserve Fund balance totaled \$5,605,968 in cash and investments. Revenues of \$28,008,554 were collected, 14% over budget projections, largely due to GEMT monies recovered. Expenditures totaled \$24,839,078, 1.41% over budget, due to the unbudgeted payment for the GEMT program. A copy of the report is attached to these minutes.

### **OLD BUSINESS**

#### **NEW BUSINESS**

A. Resolution 2020-05 re Continuation of Government. EA Taunja VanderVaate provided the Board with a resolution prepared by District's legal counsel regarding continuation of government business. After a brief discussion, Commissioner Nelson moved to approve Resolution 2020-05 as presented. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

### **PUBLIC COMMENT**

### **GOOD OF THE ORDER**

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

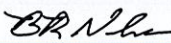
### **ADJOURNMENT**

There being no further business to discuss, Chairman Sutich adjourned the meeting at 6:04 p.m.

The next meeting will be 5:00 p.m. on Tuesday, April 28, 2020.

  
Thomas A Sutich (May 6, 2020)

Chairman Commissioner

  
Bryce Nelson (May 6, 2020)

Commissioner

  
Kevin Entze (May 6, 2020)

Commissioner

*Alex Wilsie*  
Alex Wilsie (May 9, 2020)  
\_\_\_\_\_  
Commissioner

*Joe Urvin*  
Joe Urvin (May 6, 2020)  
\_\_\_\_\_  
Commissioner

*John E. Burgess*  
John E. Burgess (May 6, 2020)  
\_\_\_\_\_  
Attest: District Secretary

April 14, 2020

To: Board of Fire Commissioners

From: John Burgess, Fire Chief



## CHIEF'S REPORT

1. Assistant Nixon will provide a brief to the Board regarding COVID-19 (Situation Report)
2. The District is researching the use of electronic signatures
3. Chief Burgess report on the financial impact COVID-19
  - a. Unbudgeted expenses of \$80,000 as of 4/1 (3-weeks in)
    - i. Projection of \$200,000-250,000 by 6/1
    - ii. Some expenses may be reimbursed—not expected soon
  - b. Prepared for 30-day delay in revenue due to a 30-day tax relief proclamation
  - c. Adjust projections of AV increases for '21 due to economist forecasting a softening of the real-estate market.
    - i. Impact to staffing deployment models
  - d. Actions:
    - i. Authorize spending on ONLY critical expenditures until further notice as of 4/13 (budgeted new items purchased/ordered prior to 4/13 most likely will not be cancelled):
      1. Maintenance & Operations will continue to be funded
      2. New Items Critical to the COVID-19 response & recovery will continue to be funded
      3. Capital Projects (CFP):
        - a. Bunker Gear Washers will still occur in the 2<sup>nd</sup> Quarter
        - b. Additional Beds at stations 52, 56, 58. & 59 will still occur in the 2<sup>nd</sup> & 3<sup>rd</sup> Quarters
        - c. Computer upgrades & Installations will continue in the 2<sup>nd</sup> & 3<sup>rd</sup> Quarters
        - d. US Digital Project will still occur in the 3<sup>rd</sup> & 4<sup>th</sup> Quarters
        - e. Architectural Services to update the CFP will continue unless otherwise directed by the Board

- i. Use of reserve funds previously authorized by Board
    - ii. Needed to evaluate the need of a possible measure in '20
  - f. Roofing project at the 57 training building will be stopped and the monies will be redirected to fix the skylights at station 58.
  - g. 55 paving will be stopped unless otherwise directed by the Board **Savings: \$158,000**
  - h. Station Flooring (carpet replacement) at stations 52 & 56 will be placed on hold and reevaluated for the 4<sup>th</sup> Quarter after the District has a better understanding of the financial impact of COVID-19. **Potential Savings: \$130,000**
  - i. Phase-2 phone upgrades will be placed on hold and reevaluated for the 4<sup>th</sup> Quarter after the District has a better understanding of the financial impact of COVID-19. **Potential Savings: \$35,000**
  - j.
- ii. Late summer/early fall hire 3-Lateral Firefighter PMs and 4-new firefighter will continue unless otherwise directed by the Board.
  - 1. 4-Retirement replacements
  - 2. 1-Probationary replacement that resigned
  - 3. 1-Insepctor replacement
  - 4. Investment of resources
    - a. Note: 9-Safer positions (spring hires)
- iii. Training has been reduced to essential training ONLY. This will be reevaluated after the District has a better understanding of the financial impact of COVID-19,



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

**Financial Report**

for the quarter ending  
**December 31, 2019**



## Financial Report Summary

12/31/2019

### EXPENSE FUND

Ending Cash Balance	\$2,852,465
Investment Balance	\$7,592,639
<b>Fund Balance</b>	<b>\$10,445,104</b>

Quarter Revenues	\$11,342,984
Quarter Expenses	\$6,986,362

### RESERVE FUND

Ending Cash Balance	\$0
Investment Balance	\$5,605,968
<b>Fund Balance</b>	<b>\$5,605,968</b>

### TAX REVENUE

**Tax Collection Monitor - Current Year Levy Only \$21,821,170**

Month	Forecast %	Forecast \$	Actual %	Actual \$
Jan/Feb	1.01%	\$219,858	2.16%	\$472,250
March	3.83%	\$835,753	7.84%	\$1,711,312
April	36.65%	\$7,998,106	36.82%	\$8,035,420
May	10.82%	\$2,361,173	7.97%	\$1,739,945
June	0.40%	\$87,324	0.39%	\$84,774
July	0.40%	\$87,652	0.27%	\$59,493
August	0.52%	\$113,414	0.51%	\$112,340
Sept	1.87%	\$407,411	1.92%	\$417,902
Oct	34.12%	\$7,446,440	37.32%	\$8,143,281
Nov	9.71%	\$2,117,877	6.52%	\$1,423,670
Dec	0.67%	\$146,164	0.54%	\$118,621
<b>Annual</b>	<b>100.00%</b>	<b>\$21,821,170</b>	<b>102.28%</b>	<b>\$22,319,007</b>

**Pierce County Fire District No. 5  
EXPENSE FUND- DISTRICT REVENUES**

**December 31, 2019**

**REVENUES / by source**

Description	Budget Amount	4th Quarter	Y-to-D	% budget
				100.00%
Property Tax- Reg & EMS Levy	\$22,559,226	\$9,685,571	\$22,319,007	98.94%
Delinquent Tax Collected	NBI	\$27,239	\$225,030	NBI
Tax- Title, Timber & Leasehold	\$24,197	\$16,485	\$53,800	222.34%
GEMT	NBI	\$705,904	\$2,144,427	NBI
Grants	NBI	\$0	\$1,266	NBI
Charges For Services	\$261,173	\$66,002	\$277,134	106.11%
Transport Billings	\$1,518,000	\$788,830	\$2,699,065	177.80%
First Aid/CPR, Crunch Time	\$72,450	\$22,425	\$84,111	116.09%
Interdept. Charges	\$20,360	\$0	\$38,404	188.62%
Investment Interest	\$20,000	\$24,912	\$92,550	462.75%
Rents, Leases & Concessions	\$4,000	\$0	\$0	0.00%
Surplus, Salvage, Reimbursements, Misc	\$25,000	\$4,466	\$49,786	199.15%
Contributions & Donations	\$10,000	\$1,150	\$23,975	239.75%
<b>TOTAL REVENUES</b>	<b>\$24,514,406</b>	<b>\$11,342,984</b>	<b>\$28,008,554</b>	<b>114.25%</b>



**Pierce County Fire District No. 5  
EXPENSE FUND**

**December 31, 2019**

**Expenditures / by department**

100.00%

Description	Budget Amount	Quarter 4	Year to date	% of Budget
Legislative: Commissioners	\$245,623	<b>\$33,266</b>	\$512,865	208.80%
Legislative: Elections	\$60,000	<b>\$0</b>	\$0	0.00%
Financial & Records: Admin	\$1,177,619	<b>\$310,123</b>	\$1,228,886	104.35%
Data Processing - Management	\$465,350	<b>\$123,585</b>	\$349,766	75.16%
Fire Control: Administration	\$1,332,443	<b>\$284,348</b>	\$1,451,546	108.94%
Fire Control: Suppression	\$11,104,869	<b>\$2,799,186</b>	\$11,030,053	99.33%
Fire Control: Prevention	\$558,738	<b>\$94,515</b>	\$471,901	84.46%
Fire Control: Training	\$666,945	<b>\$157,227</b>	\$594,739	89.17%
Fire Control: Facilities	\$999,832	<b>\$202,184</b>	\$1,038,462	103.86%
Fire Control: Vehicles	\$1,645,209	<b>\$805,525</b>	\$1,552,822	94.38%
Emergency Medical: MSO	\$362,533	<b>\$96,798</b>	\$365,957	100.94%
Emergency Medical: Aid Services	\$4,920,711	<b>\$1,235,956</b>	\$5,039,879	102.42%
Communications: Alarms & Dispatch	\$453,266	<b>\$93,649</b>	\$452,200	99.76%
Transfer (Out) to Reserve Fund	\$500,000	<b>\$750,000</b>	\$750,000	150.00%
<b>TOTAL EXPENDITURES</b>	<b>\$24,493,138</b>	<b>\$6,986,362</b>	<b>\$24,839,078</b>	<b>101.41%</b>

2019

Cash Flow Notes.doc

EXPENSE FUND	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Cash Balance Forward:</b>	\$703,165	\$1,018,574	\$1,389,841	\$2,696,832	\$10,048,949	\$3,687,657	\$1,690,388	\$2,139,073	\$2,287,773	\$2,604,010	\$10,590,180	\$3,644,674
Transfers from Cash Account												
Transfers from Investment	\$6,000,000	\$4,000,000	\$2,500,000	\$1,000,000	\$0	\$6,500,000	\$7,000,000	\$5,500,000	\$4,000,000	\$3,000,000	\$1,500,000	\$7,000,000
Transfers from Investment												
Transfers from Reserve Fund												
<b>Revenues:</b>												
310 Property Tax Collections	\$0	\$472,250	\$1,711,312	\$8,035,420	\$1,739,945	\$84,774	\$59,493	\$112,340	\$417,902	\$8,143,281	\$1,423,670	\$118,621
Delinquent Tax Collect.	\$24,851	\$30,986	\$35,870	\$47,891	\$26,113	\$9,629	\$12,596	\$2,721	\$7,134	\$5,044	\$10,682	\$11,512
310 Other Taxes												
Leasehold Excise, Timber, etc.	\$0	\$7,803	\$0	\$1,696	\$1,800	\$11,366	\$0	\$14,650	\$0	\$1,942	\$4,603	\$9,941
332 GEMT Payment Program	\$0	\$0	\$0	\$0	\$0	\$0	\$700,926	\$188,463	\$549,134	\$13,125	\$0	\$692,779
340 Contracts/Emerg. Services	\$16,602	\$0	\$597	\$0	\$121,330	\$19,634	\$5,943	\$47,027	\$0	\$0	\$0	\$66,002
340 Transport Fees	\$250,000	\$100,000	\$43,000	\$240,000	\$327,235	\$325,000	\$235,000	\$140,000	\$250,000	\$294,000	\$266,830	\$228,000
340 Other Tuition: First Aid	\$845	\$3,280	\$430	\$720	\$11,500	\$12,515	\$5,462	\$28,623	\$8,310	\$19,720	\$2,570	\$135
340 Interdept. Charges	\$4,948	\$0	\$0	\$6,828	\$1,261	\$765	\$4,593	\$18,213	\$1,796	\$0	\$0	\$0
330 Safer Grant/Grants Other	\$0	\$0	\$1,266	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
360 Investment Interest	\$8,133	\$4,657	\$1,905	\$455	\$13,810	\$14,056	\$11,536	\$7,695	\$5,391	\$3,015	\$10,659	\$11,237
360 Rentals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
360 Donations	\$100	\$25	\$0	\$0	\$22,700	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$150
360 Other Misc: L&I Reim, Surplus	\$3,460	\$4,877	\$9,187	\$2,017	\$10,588	\$3,161	\$10,876	\$305	\$851	\$4,004	\$231	\$231
389 Other Non Revenue							\$25,629					
<b>Cash &amp; Revenues Sub-total</b>	\$7,012,103	\$5,642,451	\$5,693,407	\$12,031,858	\$12,377,593	\$10,668,557	\$9,762,442	\$8,199,110	\$7,528,291	\$14,089,141	\$13,809,424	\$11,783,282
Transfers to Cash Account												
Transfer to Investment	\$4,000,000	\$2,500,000	\$1,000,000	\$0	\$6,500,000	\$7,000,000	\$5,500,000	\$4,000,000	\$3,000,000	\$1,500,000	\$7,000,000	\$7,500,000
Transfer to Investment												
Transfer to Reserve Fund												
<b>Expenses:</b>												
Salaries & Benefits: Includes L&I, FICA	\$1,689,448	\$1,560,196	\$1,700,675	\$1,546,581	\$1,608,913	\$1,618,531	\$1,717,739	\$1,597,279	\$1,583,045	\$1,538,874	\$1,718,657	\$1,583,060
Supplies & Services	\$87,985	\$54,948	\$43,282	\$130,804	\$110,193	\$127,610	\$139,215	\$183,539	\$153,925	\$132,895	\$109,163	\$183,287
Capital Projects: CFP	\$127,701	\$89,950	\$195,162	\$198,848	\$91,590	\$141,223	\$119,325	\$130,983	\$148,440	\$167,026	\$81,306	\$57,462
Capital Projects: CFP		\$47,516		\$18,280		\$90,805	\$58,695		\$38,871	\$71,772	\$511,012	
Other Misc: SS911, CCN & Insurance	\$88,395		\$57,456	\$88,395	\$379,241		\$88,395	-\$464		\$88,395	-\$5,388	-\$1,159
Invest & Expenses / sub-total	\$5,993,529	\$4,252,610	\$2,996,575	\$1,982,909	\$8,689,936	\$8,978,168	\$7,623,369	\$5,911,337	\$4,924,281	\$3,498,961	\$10,164,750	\$9,322,651
<b>Cash Balance/End of Period</b>	\$1,018,574	\$1,389,841	\$2,696,832	\$10,048,949	\$3,687,657	\$1,690,388	\$2,139,073	\$2,287,773	\$2,604,010	\$10,590,180	\$3,644,674	\$2,460,632
Investment Balance	\$4,000,000	\$2,500,000	\$1,000,000	\$0	\$6,500,000	\$7,000,000	\$5,500,000	\$4,000,000	\$3,000,000	\$1,500,000	\$7,000,000	\$7,500,000
<b>ESTIMATED FUND BALANCE</b>	\$5,018,574	\$3,889,841	\$3,696,832	\$10,048,949	\$10,187,657	\$8,690,388	\$7,639,073	\$6,287,773	\$5,604,010	\$12,090,180	\$10,644,674	\$9,960,632
<b>Net Fund Balance</b>	\$5,018,574	\$3,889,841	\$3,696,832	\$10,048,949	\$10,187,657	\$8,690,388	\$7,639,073	\$6,287,773	\$5,604,010	\$12,090,180	\$10,644,674	\$9,960,632
<b>RESERVE FUND</b>	\$4,739,724	\$4,748,363	\$4,758,021	\$4,769,651	\$4,777,048	\$4,786,322	\$4,795,879	\$4,804,690	\$4,812,903	\$4,820,900	\$5,570,900	\$5,605,968