



Gig Harbor Fire & Medic One

AGENDA
Commissioners' Meeting
January 28, 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 of the **January 14, 2025**, Commissioner meeting
6. Accounts Payable & Payroll Approvals

Accounts Payable	Check #1000 - 1063	\$456,273.20
Payroll Vouchers:	201958 - 201976	\$1,027,846.60
Check/Voucher Total		\$1,484,119.80

ACH Payroll Transfer:	\$1,157,939.57
941 ACH Payroll Transfer:	\$233,472.55
ACH Payroll Transfer Total	\$1,391,412.12

GRAND TOTAL CHECKS/VOUCHERS/ACH TRANSFER	\$2,875,531.92
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7. Local 3390 Reports
8. Station 57/53 Update – FC Doan
9. Chiefs Reports
10. Standing Committee Reports
11. Financial Report
12. Chairman's Report
13. 2022 Bond Update
14. **OLD BUSINESS**
15. **NEW BUSINESS**
 - a. Personal Services Contract: Leslie Medved (Executive Assistant) - FC Doan
 - b. Joint Insurance Purchasing 2025 Amendment - DC Oldenburg
 - c. Use of Facilities Procedure - DC Langlow
16. Open Public Comment (*state your name for the record, you will have 3 minutes*)



Gig Harbor Fire & Medic One

17. **GOOD OF THE ORDER**

- a. Commissioner reminder to complete & submit timesheet for January 16-31, by February 1, 2025.

18. **SPECIAL INTERESTS/UPCOMING EVENTS**

Adjourn Meeting. Next regular meeting: **February 11, 2025, at 5:00 PM**



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

January 14, 2025

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

Present: Commissioners Entze, Wilsie, Sutich, Nelson and Urvina (virtually); Fire Chief D. Doan; Deputy Chief's P. Oldenburg, S. Booth, N. Langlow, J. Johnson, Division Chief S. Peterson, Finance Director K. Hackmeister, IAFF Local 3390 President J. Flick, IS Manager T. Wagenmann, and HR Manager, J. Gunder.

APPROVAL OF THE AGENDA

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

BOARD SECRETARY SWEARING IN

The Board Secretary, Fire Chief, Dennis Doan, was sworn in by Chairman Entze.

COMMISSIONER ABSENCE

Commissioner Wilsie will be absent at the Board Meeting on January 28, 2025.

COMMUNICATIONS

MINUTES AND VOUCHERS

Commissioners Wilsie and Nelson moved and seconded approval of the December 10, 2024, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Wilsie moved and seconded a motion to approve accounts payable claims CLM000560-CLM000747, payroll vouchers 201934-201957 and ACH payroll transfers, as outlined in the agenda for a total consideration of \$5,328,849.22. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

DC Booth reported:

- Reviewed 2024 service information for the Health/Safety & Prevention Division.
- Cancer blood test will be implemented. Cancer is the #1 cause of firefighter deaths.

DC Oldenburg reported:

- Technology & Communication Specialist position filled with internal candidate who will transition into this position on 2/01/2025.
- Now able to issue our own warrants in the new financial software, and the invoice automation module will create efficiency for invoices and credit cards.

DC Langlow reported:

- Two GHFMO firefighters (Pattin/Dane) deployed on 1/10/25 with Key Peninsula to the California fires. Part of the King/Pierce strike team. This is an 18-day deployment.

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- Three entry level firefighters started today. Will be attending the Tacoma Fire Department Academy.

FC Doan reported:

- Working on the 2024 workplan closeout and the 2025 workplan draft. Will present to the Board when complete.
- Title change for Assistant Chief's to Deputy Chief's.
- Welcome Deputy Chief, Nick Langlow.
- Executive Assistant interviews complete and a top candidate has been identified.
- Continue to work on WSRB and rerating Station 53.

STANDING COMMITTEE REPORTS

FINANCIAL REPORT

- Krystal Hackmeister provided audit update. No findings. The Procurement Procedure was updated.

CHAIRMAN'S REPORT

- Chairman Entze thanked Commissioner Joe Urvina for his leadership and for serving as the Board Chair for the past two years.

2022 CAPITAL BOND PROJECTS UPDATE

AC Johnson reported:

- Station 53 – Final cleaning phase.
- Station 57 – Waiting on one issue.
- Station 51 – Working through city variances. Design meeting on 1/23/25.
- Station 50 – All permits received. Started demo.
- Training Bldg. – Foundation concrete pour is complete.
- Training tower – Working on walls.

OLD BUSINESS

NEW BUSINESS

- a. Personal Services Contract for new hire, Justin Rudebaugh, Information Systems Sr. Analyst, was presented by DC Oldenburg.

Commissioner Nelson and Wilsie moved and seconded a motion to approve the Personal Services Contract for Justin Rudebaugh. With no further discussion, the **MOTIONS CARRIED** by unanimous roll call vote.

PUBLIC COMMENT

GOOD OF THE ORDER

- Reminder to Commissioners to file annual Personal Financial Affairs (F-1) statement with the Public Disclosure Commission, by April 15, 2025.

SPECIAL INTERESTS/UPCOMING EVENTS

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 5.25 p.m.
The next regular meeting will be Tuesday, January 28, at 5:00 p.m.

Chairman/Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest: District Secretary

DRAFT



Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 01/14/2025 - 01/24/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Cash-Pooled Cash						
1359	MURREYS DISPOSAL CO INC	01/14/2025	Regular	0.00	1,835.76	1000
2382	AMERICAN MESSAGING	01/18/2025	Regular	0.00	142.96	1001
2617	BARGREEN ELLINGSON	01/18/2025	Regular	0.00	16.67	1002
836	CARDINAL HEALTH 112 LLC	01/18/2025	Regular	0.00	791.07	1003
3120	CENTRAL WELDING SUPPLY	01/18/2025	Regular	0.00	371.68	1004
1239	CENTURYLINK	01/18/2025	Regular	0.00	209.64	1005
574	FIFTH ASSET INC	01/18/2025	Regular	0.00	15,703.38	1006
2230	GOODYEAR TIRE & RUBBER CO	01/18/2025	Regular	0.00	1,915.25	1007
2283	HUGHES FIRE EQUIPMENT INC	01/18/2025	Regular	0.00	647.54	1008
248	INTERSTATE BATTERIES OF OLYMPIA	01/18/2025	Regular	0.00	1,009.02	1009
3273	LOCALITY MEDIA INC	01/18/2025	Regular	0.00	15,642.41	1010
560	SERVEN, SCOTT	01/18/2025	Regular	0.00	14,000.00	1011
3179	SOUTH SOUND 911	01/18/2025	Regular	0.00	85,823.18	1012
338	TACOMA PIERCE CO HEALTH DEPT	01/18/2025	Regular	0.00	230.00	1013
2953	TARGETSOLUTIONS LEARNING LLC	01/18/2025	Regular	0.00	1,181.24	1014
1957	TITUS WILL FORD	01/18/2025	Regular	0.00	1,074.77	1015
1820	WESTBAY AUTO PARTS	01/18/2025	Regular	0.00	155.58	1016
91	WFCA - WA FIRE COMM ASSN	01/18/2025	Regular	0.00	6,894.00	1017
3004	WILCOX & FLEGEL	01/18/2025	Regular	0.00	8,048.81	1018
436	ACTION BUSINESS FURNITURE INC	01/20/2025	Regular	0.00	2,096.33	1019
2617	BARGREEN ELLINGSON	01/20/2025	Regular	0.00	111.84	1020
108	C.W. NIELSEN MFG. CORP.	01/20/2025	Regular	0.00	1,883.07	1021
2603	CANOPY WORLD INC	01/20/2025	Regular	0.00	2,118.48	1022
836	CARDINAL HEALTH 112 LLC	01/20/2025	Regular	0.00	303.18	1023
3005	CINTAS CORP	01/20/2025	Regular	0.00	1,898.95	1024
3005	CINTAS CORP	01/20/2025	Regular	0.00	212.22	1025
VEN00050	Color Graphics	01/20/2025	Regular	0.00	331.56	1026
474	DM RECYCLING	01/20/2025	Regular	0.00	227.52	1027
261	DOBBS PETERBILT - TACOMA 1	01/20/2025	Regular	0.00	602.31	1028
341	ERIC T QUINN PS	01/20/2025	Regular	0.00	800.00	1029
542	GALLS LLC	01/20/2025	Regular	0.00	410.13	1030
52	GIG HARBOR CITY OF	01/20/2025	Regular	0.00	615.28	1031
3125	HARBOR AUDIOLOGY	01/20/2025	Regular	0.00	95.00	1032
506	MSTEFANOVIC CONSULTING LLC	01/20/2025	Regular	0.00	2,187.50	1033
2904	NORTHWEST SAFETY CLEAN	01/20/2025	Regular	0.00	2,002.64	1034
520	PERFORMANCE SYSTEMS INTEGRATION LLC	01/20/2025	Regular	0.00	4,177.67	1035
492	PIERCE COUNTY	01/20/2025	Regular	0.00	285.00	1036
2058	PITNEY BOWES RESERVE ACCT	01/20/2025	Regular	0.00	1,500.00	1037
395	QUEST DIAGNOSTICS	01/20/2025	Regular	0.00	2,519.94	1038
207	SATTERLEE MD PS	01/20/2025	Regular	0.00	1,200.00	1039
80	SPRAGUE PEST SOLUTIONS	01/20/2025	Regular	0.00	490.05	1040
278	STATE AUDITORS OFFICE	01/20/2025	Regular	0.00	765.05	1041
302	STERICYCLE INC	01/20/2025	Regular	0.00	139.20	1042
VEN00038	Tacoma Trophy	01/20/2025	Regular	0.00	161.64	1043
448	TAHOMA ASSOCIATES	01/20/2025	Regular	0.00	898.43	1044
1957	TITUS WILL FORD	01/20/2025	Regular	0.00	545.68	1045
VEN00005	WrapJax LLC	01/20/2025	Regular	0.00	1,946.42	1046
506	MSTEFANOVIC CONSULTING LLC	01/20/2025	Regular	0.00	6,812.50	1047
81	WESTERN STATE DESIGN	01/20/2025	Regular	0.00	25,457.56	1048
1082	CENTRAL PIERCE FIRE & RESCUE	01/20/2025	Regular	0.00	7,129.26	1049
8	CURTIS LN & SONS	01/20/2025	Regular	0.00	1,491.57	1050
376	GOODMAN, CHRIS	01/20/2025	Regular	0.00	27.20	1051
1019	MAIL PLUS COPIES	01/20/2025	Regular	0.00	98.06	1052
2982	PREMERA BLUE CROSS	01/20/2025	Regular	0.00	548.00	1053

Check Report

Date Range: 01/14/2025 - 01/24/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
99	SEAWESTERN INC	01/20/2025	Regular	0.00	34,245.52	1054
263	SPRINGBROOK HOLDING CO LLC	01/20/2025	Regular	0.00	240.00	1055
203	US BANK	01/20/2025	Regular	0.00	9,780.97	1056
532	US BANK - INSTANT CARD	01/20/2025	Regular	0.00	5,712.57	1057
VEN00034	Cochran Inc.	01/20/2025	Regular	0.00	22,852.34	1058
1624	RICE FERGUS MILLER	01/20/2025	Regular	0.00	105,318.63	1059
1624	RICE FERGUS MILLER	01/20/2025	Regular	0.00	44,421.58	1060
171	ULINE	01/20/2025	Regular	0.00	477.38	1061
153	WA STATE DEPT OF REVENUE	01/20/2025	Regular	0.00	1,249.33	1062
153	WA STATE DEPT OF REVENUE	01/20/2025	Regular	0.00	4,192.68	1063

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	128	64	0.00	456,273.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	128	64	0.00	456,273.20

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	128	64	0.00	456,273.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	128	64	0.00	456,273.20

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2025	456,273.20
			456,273.20

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

VOUCHER APPROVALS

Pierce County Fire District #5

Time: 14:45:45 Date: 01/21/2025

01/24/2025 To: 01/24/2025

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
201958 AFLAC	285	01/24/2025	Payroll	1	1,829.62	
201959 BHT BUSINESS SERVICES INDUSTRY	286	01/24/2025	Payroll	1	8,558.34	
201960 COLUMBIA BANK	287	01/24/2025	Payroll	1	25,570.43	
201961 DEPT LABOR & INDUSTRIES	288	01/24/2025	Payroll	1	105,103.20	
201962 EMPLOYMENT SECURITY DEPT - PFMLA	289	01/24/2025	Payroll	1	15,946.56	
201963 GHFFU HEALTH & WELFARE	290	01/24/2025	Payroll	1	109,840.82	
201964 GIG HARBOR PENINSULA FF ASSOCIATION	291	01/24/2025	Payroll	1	700.00	
201965 KEY BANK - DECISION POINT	292	01/24/2025	Payroll	1	233,096.82	
201966 KEY BANK - DIV OF CHILD SUPPORT	293	01/24/2025	Payroll	1	879.00	
201967 KEY BANK - FIDELITY	294	01/24/2025	Payroll	1	18,213.25	
201968 LOCAL 3390 GHFUHW TRUST	295	01/24/2025	Payroll	1	219,201.28	
201969 Local 3390 GHFUHW Trust	296	01/24/2025	Payroll	1	17,687.44	
201970 THE HARTFORD	297	01/24/2025	Payroll	1	7,272.72	
201971 TRUSTMARK VOLUNTARY BENEFITS	298	01/24/2025	Payroll	1	5,866.85	
201972 VISION SERVICE PLAN - AT	299	01/24/2025	Payroll	1	106.67	
201973 WA CARES FUND - LTC	300	01/24/2025	Payroll	1	3,076.15	
201974 WASHINGTON PER SYSTEM EMP	301	01/24/2025	Payroll	1	24,406.88	
201975 WASHINGTON STATE TREASURER	302	01/24/2025	Payroll	1	15,900.00	
201976 WLEO & FFR SYSTEM EMPE	303	01/24/2025	Payroll	1	214,590.57	
Total Vouchers:					<u>1,027,846.60</u>	

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VOUCHER APPROVALS

Pierce County Fire District #5

Time: 14:45:45 Date: 01/21/2025

01/24/2025 To: 01/24/2025

Page: 2

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.

_____ Date

VOUCHER APPROVAL:

January 21, 2025
APPROVED BY AC Oldenburg

PAYROLL:

Dollar Amount

TOTAL

Voucher Nos:	201958	through	201976	\$ 1,027,846.60	\$ 1,027,846.60
	(Benefit & L&I Monthly Payment)				
	ACH Payroll Transfer Amount:			\$ 1,157,939.57	\$ 1,157,939.57
	941 ACH Payroll Transfer Amount:			\$ 233,472.55	\$ 233,472.55

GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL: \$ 2,419,258.72

PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 5

Employment Agreement for Exempt Personnel

This Employment Agreement is made by and between Pierce County Fire Protection District No. 5, hereinafter referred to as "the District" and, Leslie Medved, hereinafter referred to as "the Employee," both of whom agree and understand as follows:

WHEREAS, the District wishes to employ the services of, Leslie Medved, as an Executive Assistant, for the District; and

WHEREAS, the District and the Employee desire to provide certain terms and conditions of employment, salary and benefits, procedures and requirements regarding the employment of the Employee by the District; and

WHEREAS, the Employee wishes to accept employment in that capacity under the terms and conditions recited herein;

NOW THEREFORE, the District and the Employee agree as follows:

1. **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Employee shall be in accordance with Washington State statutes and case law, resolutions of the District, and such policies or standard operating procedures that shall be adopted from time to time by the Board of Fire Commissioners of the District, hereinafter referred to as "the Board." The duties and responsibilities of the Employee are outlined in the job description.

2. **TERM OF AGREEMENT**

This agreement is effective from February 1, 2025, through December 31, 2027. During the last year of the agreement, the parties may discuss renewal of the employment agreement, for a three-year term, or any other term upon which the parties may agree. The agreement may be renewed upon and subject to satisfactory performance evaluations conducted on a regularly scheduled basis, to be performed at least annually. **See Section 6 below.**

2.1 Employee is required to serve a probationary period of twelve (12) months of continuous service commencing from the date of their employment. During this period, Employee may be terminated or disciplined at the sole discretion of the District for any reason, with or without cause.

3. **NON-RENEWAL**

In the event the District does not intend to renew this Agreement or any renewals thereof, the District will provide the Employee with written notice ninety (90) days prior to the expiration of the term. The Employee will have no property rights to a renewal of this Agreement. The decision of whether to renew the Agreement will be at the sole discretion of the District and ma

be made for any reason with or without cause. Upon termination due to non-renewal, the Employee will receive accrued vacation and sick leave as outlined in Section 8 and Section 9.

4. DISABILITY

- 4.1 Employee shall enroll in the District sponsored Long-term Disability plan, at their own expense, when required by the plan. Applicable Employee premiums will be paid in the form of payroll deductions.
- 4.2 Other disability plans offered to and selected by the Employee will require the Employee to make payment directly to the vendor, as the selected plan may require.

5. SALARY & LONGEVITY

The 2025 base salary shall be \$9,583.33 per month/\$115,000.00 annually. If the current job description is expanded to include additional accountabilities, the District will consider reopening wage negotiations for a possible increase in salary.

- 5.1 Calendar Years 2026 and 2027 will include an annual COLA equal to 100% CPI-U (2% min to 6% maximum, Seattle-Tacoma-Bellevue, June-June). COLA will be applied to annual base salary.
- 5.2 Longevity: The District longevity pay plan provides an additional 2% of gross salary for employees with 5-9 years of service and an additional 2% of gross salary for employees with 10-14 years of service and an additional 2% for 15-19 years of service and an additional 4% for 20 years of service to Pierce County Fire District No. 5.
- 5.3 Employee will be responsible for applicable local, state and federal taxes (to include L&I premiums), paid via payroll deduction. The District will cost share the premiums for Paid Family/Medical Leave, in the same manner as is provided for employees covered by the Local 3390 Collective Bargaining Agreement.

6. PERFORMANCE EVALUATION

The District shall review and evaluate the performance of the Employee at least once annually. A review and evaluation of performance shall be in accordance with criteria developed by the District and shall define goals and performance objectives for the Employee as necessary for proper performance of the Employee's duties.

7. HOURS OF WORK

It is recognized that the Employee is required by the job description to devote a great deal of time outside normal office hours to the business of the District. The Employee shall be considered a supervisory, executive or administrative employee who is qualified for an exemption from the overtime provisions of the federal Fair Labor Standards Act. As such, the Employee has no standard workweek and must accomplish all tasks within the time or hours deemed appropriate by the Employee. Because of the excess hours worked, over and

beyond a standard workweek, the Employee's pay shall not be reduced, for absences of less than one day, even if all earned leaves are exhausted.

8. VACATION

A lump sum of 120 vacation hours will be deposited into the employee's vacation bank as of February 1, 2025. If the employee separates from employment for any reason, within the first twelve (12) months of hire, the remaining vacation balance, at the time of separation, will be forfeited and not eligible for cash out.

8.1 Employee shall accrue vacation to be credited monthly, rounded to the tenth decimal as follows:

- Calendar Year 2025 will accrue at the years 10-14 rate.
- Calendar Year 2026 will accrue at the years 15-19 rate.
- Every five (5) years thereafter will move to the next highest tier.

Completed Years of Service	Vacation Earned Monthly
Years 1-4	11.8 hours
Years 5-9 (increase at 49 th month)	15.2 hours
Years 10-14 (increase at 109 th month)	20.3 hours
Years 15-19 (increase at 169 th month)	21.9 hours
Years 20-24 (increase at 229 th month)	23.6 hours
Years 25+ (increase at 289 th month)	25.3 hours

8.2 The maximum accrual of vacation shall be the Employee's annual accrual (fixed total based on years of service) multiplied by four (4). Vacation time accumulated more than the above maximum, if unused, shall be forfeited.

8.3 The District will also offer a buyout of up to a maximum of one (1) year accrued vacation, not to exceed three (3) times during the Employee's tenure to be paid at the regular hourly rate as taxable income. The Employee must retain a minimum of two (2) weeks' vacation to be taken in a twelve (12) month period.

8.4 Upon separation, for any reason, except, if within the probationary period, Employee will receive payment, at their regular hourly base pay rate, for accrued vacation leave, prorated to the date of separation.

9. SICK LEAVE

9.1 Employee shall be granted a starting sick leave balance of 160 hours and shall thereafter accrue sick leave at the rate of 16 hours for each full month of service. Maximum sick leave accrual shall be 1040 hours. No sick leave shall accrue during leaves of absence without pay or layoffs.

- 9.2 Upon accrual of 1,040 hours, the Employee will continue to accrue excess sick leave to a maximum of 96 hours. When the excess equals 96 hours, the District will pay out the excess hours at 35% of its value based upon the Employee's regular hourly base pay rate, into the Employee's HRA account.
- 9.3 Upon separation, non-renewal, retirement or resignation, accrued sick leave, except in the case of termination for cause and termination without cause, will be paid out as cash, at 35% of its value based upon the Employee's regular hourly base pay rate. To be eligible to receive this sick leave payment, the Employee must have completed five (5) years of employment with the District or have reached retirement eligibility.
- 9.4 Employee will forfeit accrued sick leave upon termination for cause. For termination without cause the Employee's accrued sick leave balance will be paid out at 50% of its value, based upon the Employee's regular hourly base pay rate.
- 9.5 In the event of a line of duty death, accrued sick leave will be paid by the District at 100% of its value based upon the Employee's regular hourly base pay rate.

10. AUTOMOBILE & CELL-PHONE

Vehicles may be assigned to non-uniformed exempt staff to conduct District business. All District owned vehicles are to be used solely for the purpose of official District business. Employee may use a pool vehicle for District business. When using a personal vehicle for District business, Employee may be eligible for mileage reimbursement.

The Employee is expected to carry a District issued cell phone to effectively perform the duties of this position. The Employee may use the District cell phone for reasonable personal use.

11. DEFERRED COMPENSATION

The Employee may participate in a District sponsored Deferred Compensation plan. The District shall match equal participation of the employee, up to 6% of gross earnings, per pay period, or the following, whichever is greater:

Effective January 1, 2025 – A monthly amount up to \$775.

Effective January 1, 2026 – A monthly amount up to \$800.

Effective January 1, 2027 – A monthly amount up to \$825.

When an Employee reaches age fifty (50) and has a minimum of five (5) years of PERS service credit, the District shall match equal participation of the employee, up to 8.5% of gross earnings, per pay period.

Gross earnings are defined as base salary, longevity and education. The District match contribution will be calculated on gross earnings, as defined, on a per pay period basis, and deposited into the applicable deferred compensation plan, on a monthly basis.

12. RETIREMENT PARTICIPATION

The District agrees to contribute the Employer portion of the State of Washington PERS retirement plan, and the Employee agrees to contribute the Employee portion to the same plan for their own benefit.

13. MEDICAL/DENTAL INSURANCE COVERAGE

Medical, Dental and Vision insurance coverage shall be provided upon hire, according to plan guidelines, and the District agrees to pay 100% of the monthly premiums for the Employee and their dependents. The minimum District contribution to the Employee's Health Reimbursement Arrangement (HRA) account shall be \$535 per month.

14. PROFESSIONAL DEVELOPMENT

The District hereby agrees to budget for and to pay the reasonable travel and other expenses of Employee for professional development of the Employee. The District also agrees to budget and to pay for the reasonable travel and other expenses of Employee for short courses, conferences and seminars that are necessary and desirable for professional development and for the good of the District. All such travel and other expenses shall be subject to the prior written approval of the Board or Fire Chief, or their designee.

15. HOLIDAYS

New Year's Day	Veteran's Day
Martin Luther King Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	Four (4) Floating days (Prorated during
Labor Day	Employee's first year of employment)

15.1 PAY FOR HOLIDAYS.

Employees may request pay at the regular hourly rate of pay in lieu of time off for floating holidays. The cumulative pay requested may not exceed thirty-two (32) hours annually. Floating Holiday hours shall be used or cashed out during the year in which they are earned and will not carry over to the next calendar year.

16. BEREAVEMENT LEAVE

In the event of an imminent death or death of an immediate family member, Employee shall be granted up to five (5) days of bereavement leave. Additional time may be considered under Emergency Leave. Said bereavement leave shall be time off with pay. Immediate family shall be defined as the Employee's spouse or registered domestic partner, children, including biological, adopted, foster children, stepchildren, or children for whom you stand in loco parentis, parents, including biological, adoptive, or foster parents or anyone who stood in loco parentis to the Employee, siblings, grandparents, grandchildren and parents-in-law of the Employee, Employees,

spouse or registered domestic partner.

17. EMERGENCY LEAVE

In the event of a family emergency that requires the presence of the Employee, the Employee may be granted reasonable time off. If the emergency is of a medical nature, time off shall be charged to accrued sick leave. If the emergency is non-medical in nature, time off shall be charged to other accrued leave.

18. CLOTHING ALLOWANCE

Uniforms, if required by the District, will be provided on a fair wear and tear basis.

19. EDUCATIONAL INCENTIVES

Employees with an associate degree will receive an educational incentive equal to 2% of their base monthly wage. A bachelor's degree will receive an additional 2% incentive. Master's degree or higher will receive an additional 2% incentive.

Employees are eligible for a reimbursement of 50% of the cost for classes and materials for enrollment in, and successful completion of, studies at an accredited school or university. The class must be applicable to the field in which the Employee works and have prior approval of the Fire Chief.

20. PHYSICAL FITNESS

Each full-time employee may be allowed three (3) hours per workweek, in one (1) hour increments, for physical fitness. Physical fitness hours shall not interfere significantly with the routine or the effectiveness of the District. Time for physical fitness will be scheduled during the workday at a time that is mutually agreed upon between the employee and the District.

21. PROFESSIONAL AND CIVIC CLUB MEMBERSHIPS

The District recognizes the desirability of representation in and before professional, local, civic and other organizations, and upon approval of the Board, Employee is authorized to become a member of a reasonable number of professional, civic clubs and other such organizations for which the District shall pay all membership related expenses.

22. VOLUNTARY AND INVOLUNTARY REDUCTION IN GRADE

Employee may request, in writing, their desire for a voluntary reduction in grade to any previously held position, or position with reduced responsibilities, for which they are qualified, and as may be available. Any reduction in grade will be for a minimal commitment of one year, unless otherwise agreed. Employees forced into an involuntary reduction in grade may maintain their current respective wages until such time that the base pay matches the current salary. A reduction in grade will not displace other members from permanently

assigned positions. The District must be able to release the Employee from the present position and have the desired position available.

23. GRIEVANCE PROCEDURES

The purpose of this procedure is to provide an orderly method of resolving all disputes involving interpretation of this agreement, and any other work-related problems. A determined effort shall be made to settle any differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of the District as a result of the filing of a grievance. An Employee's failure to use the procedure in a timely manner shall constitute a full and complete waiver of the grievance. The District's failure to comply with time limits shall not constitute a waiver of the Employee's grievance, but shall also not constitute an admission that the grievance is valid. Any time limits stipulated herein may be extended for stated periods of time by the parties by mutual agreement in writing. The parties may also waive any step(s) to expedite the matter.

Step One. The Employee shall include the following in any written grievance: (1) statement of grievance and relevant facts; (2) specific provisions of the agreement violated, if any; (3) remedy sought. Any grievance shall be filed in writing with the District Secretary or in the absence of the Secretary, with any member of the Board within 14 calendar days after the occurrence complained of. The Board shall conduct a hearing within 14 calendar days of receipt by the Secretary or Board member. Within 14 calendar days following the hearing, the decision of the Board shall be transmitted in writing to the Employee.

Step Two. If the grievance is not satisfactorily resolved at step one, the Employee may within 14 calendar days thereafter request that the matter be submitted to an arbitrator. The parties agree to select an arbitrator through the auspices of the Public Employment Relations Commission or the American Arbitration Association. Any arbitrator so selected shall have no power to render a decision that would add to, subtract from, or alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of this agreement. Any decision of the arbitrator shall be binding upon both parties. Each party shall bear one-half the cost of arbitration. If an arbitrator orders additional compensation or back pay for the aggrieved Employee, such compensation shall not extend back to a date more than 60 days before the filing of the grievance.

24. DISCIPLINE AND SUSPENSION

Generally, the District will follow concepts of progressive discipline and agrees that all discipline shall only be for just cause. Discipline, in the appropriate cases may include oral reprimand, written reprimand, suspension for up to 30 days without pay, and/or termination. If continued presence on the job by the Employee would be dangerous or present a safety or security risk to the District, the District has the option to immediately suspend the Employee with or without pay. Suspension with pay may be granted to the Employee during an active investigation.

25. TERMINATION FOR CAUSE

The District will have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, all compensation and benefits described herein shall cease as of the termination date. "Cause" for discipline or termination includes but is not limited to:

- Incompetency, inefficiency or inattention to or dereliction of duty.
- Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public or other District employees, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
- Mental or physical unfitness for the position which the Employee holds.
- Dishonest, disgraceful, immoral or prejudicial conduct.
- Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing the functions and duties of the position.
- Conviction of a felony, or a misdemeanor involving moral turpitude.
- Any other act or failure to act which in the judgement of the Fire Chief and is sufficient to show the Employee to be unsuitable and unfit for the position.

Any termination of this Agreement for cause will be subject to the District's disciplinary policies and procedures and the Employee will receive accrued vacation and sick leave as outlined in Section 8 and 9.

26. TERMINATION WITHOUT CAUSE

The District may terminate employment under this agreement without cause and without advance notice, provided that the District shall pay the Employee a severance amount, in a single lump sum payment, equivalent to the value of six (6) months base salary, and any vacation and sick leave entitlements as outlined in Section 8 and 9. The severance amount will be paid during the District's normal payroll cycle within thirty (30) days following the date of termination.

27. RETIREMENT/RESIGNATION

Employee may voluntarily retire or resign their position with a minimum of (30) days advance written notice, unless such notice is waived in writing by the Fire Chief. Upon separation, Employee will receive payment for accrued vacation and sick leave as outlined in Section 8 and 9, including accrued or remaining floating holidays.

28. GENERAL PROVISIONS

- a. Survival. To the extent required by the circumstances, any rights of the parties created by this agreement may survive termination of employment hereunder.
- b. Notices. Any notice required or permitted to be given under this agreement shall be sufficient, if in writing and delivered personally or sent by registered or certified mail to the Employee at his/her residence, or to the District at its principal office.

- c. Complete Agreement. This agreement contains the entire agreement between the parties hereto relating to the subject matter hereof, and no modifications of this agreement shall be valid unless made in writing and signed by the parties hereto. Addendums authorized by the District may periodically update this contract to ensure continuity with like exempt contracts. These addendums will outline modifications to compensation or benefits extended to exempt personnel and become a permanent part of this agreement at the time of Board and Employee approval.
- d. Severability. Any provisions hereof which are prohibited by law or are unenforceable shall be inoperative and all the remaining provisions of this agreement shall, nevertheless, continue in effect.
- e. Employee's Death. In the event of the Employee's death, all wages and benefits due the Employee shall be handled in accordance with the probate laws of the State of Washington.
- f. Governing Law. This agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, this agreement was approved on _____(date) at a regular meeting of the Pierce County Fire Protection District No. 5, Board of Fire Commissioners.

SIGNATURES

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

District Secretary

Employee

**AMENDMENT OF
INTERLOCAL AGREEMENT FOR JOINT INSURANCE PURCHASING
Exhibit 8B to Pierce County Master Interlocal Agreement**

THIS AMENDMENT OF INTERLOCAL AGREEMENT is entered into and effective this ____ day of January, 2025.

WHEREAS, the parties to this amendment—West Pierce Fire & Rescue and Gig Harbor Fire and Medic One—have been advised that Central Pierce Fire and Rescue is withdrawing from the INTERLOCAL AGREEMENT FOR JOINT INSURANCE PURCHASING (Exhibit 8B to Pierce County Master Interlocal Agreement); and

WHEREAS, the undersigned parties wish to continue the interlocal agreement, pursuant to the existing terms and conditions, and without further changes or amendments,

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

1. The INTERLOCAL AGREEMENT FOR JOINT INSURANCE PURCHASING (Exhibit 8B to Pierce County Master Interlocal Agreement) is hereby amended, effective upon the date this amendment is signed by both parties, to approve the withdrawal of Central Pierce Fire and Rescue and to affirm that the remaining parties to this Interlocal Agreement are West Pierce Fire & Rescue and Gig Harbor Fire and Medic One.

DATE: _____

LEAD AGENCY:

**PIERCE COUNTY FIRE PROTECTION
DISTRICT 3 (West Pierce Fire & Rescue)**

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Attest: District Secretary

DATE: _____

**GIG HARBOR FIRE AND MEDIC ONE
(PIERCE COUNTY FIRE PROTECTION
DISTRICT 5)**

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Attest: District Secretary

DRAFT



GIG HARBOR FIRE & MEDIC ONE Organizational Procedure

Title: Public Use of District Facilities

Reference: 5000.1

Applies to: Pierce County Fire District #5

Approved by: Fire Chief Dennis Doan

PURPOSE

The purpose of this procedure is to govern the use of Pierce County Fire District #5 ("District") owned facilities by individuals, groups, and/or organizations. This procedure governs all District-owned property, including any property or facility not specifically listed herein.

SCOPE

The scope of this procedure includes all District-owned property.

AUTHORITY AND RESPONSIBILITY

This procedure and the related forms shall be administered by the Chief, or designee. Scheduling of meeting rooms and the Training Campus shall only be approved for "District-Sponsored" events. It is the responsibility of the Division/Section sponsoring the event to coordinate any logistical needs for the duration of the event. Logistical needs may include room reservations, coordination of information technology needs, building security, administrative support, refreshments, etc. Scheduling of the Training Campus shall be coordinated through the Training Division.

AVAILABILITY/SECURITY

District facilities are only able to accommodate District-sponsored events. The decision on whether an event is "District-sponsored" lies with the Fire Chief, Deputy Chief(s), Division Chief(s), or at the direction of the Board of Fire Commissioners.

"District-Sponsored" shall be defined as meetings/events that are fundamental to the mission of the District. Internal District business/events shall always meet these criteria. Outside agencies/groups desiring to be recognized as District-sponsored shall submit a request that identifies

how their event/group is "fundamental" to the mission of the District. This request shall be done in writing and addressed to the Deputy Chief of Administration and Finance.

A District member shall be present for the duration of any District-sponsored event. This District member will also serve as the one responsible for security.

Availability of Other Facilities: Generally, the restrooms at District public facilities shall remain open and available to the public, but other rooms shall only be available for public use during District-sponsored events.

RENTAL RATES

Rental rates are set forth in the District Fee Schedule.

FORMS:

The Following forms must be completed for any District-sponsored event that is not facilitated by a District employee:

- [5000.1.F.1](#) Indemnification / Insurance Agreement
- [5000.1.F.2](#) Public Use of District Facilities Agreement
- [5000.1.F.3](#) General Regulations for Use of Facilities