



# Gig Harbor Fire & Medic One

**AGENDA**  
**Commissioners' Meeting**  
**February 11, 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 28, 2025**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

Accounts Payable	Check #1083 - 1114	\$31,549.68
Accounts Payable	Check #1128 - 1158	\$96,246.04
Payroll:	Check #1115 - 1127	\$608,354.35
<b>Check Total</b>		<b>\$736,150.07</b>

ACH Payroll Transfers:	\$879,773.55
<b>ACH Payroll Transfer Total</b>	<b>\$879,773.55</b>

<b>GRAND TOTAL CHECKS &amp; ACH TRANSFERS</b>	<b>\$1,615,923.62</b>
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7. Local 3390 Reports
8. Chiefs Reports
9. Standing Committee Reports
10. Chairman's Report
11. 2022 Bond Update
12. **OLD BUSINESS**
13. **NEW BUSINESS**
14. Open Public Comment (state your name for the record, you will have 3 minutes)
15. **GOOD OF THE ORDER**
  - a. Commissioners please complete timesheet for period 2/01-2/15 and submit by 2/16.
16. **SPECIAL INTERESTS/UPCOMING EVENTS**
  - a. WFCA Seminar – 4/05 in Suquamish & 6/07 in Lake Chelan.

Adjourn Meeting. Next regular meeting: **Tuesday, February 25, 2025, at 5:00 PM**

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# Gig Harbor Fire & Medic One

## COMMISSIONERS' MEETING MINUTES

January 28, 2025

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

Present: Commissioners Entze, Sutich, Nelson and Urvina; Fire Chief D. Doan; Deputy Chief's P. Oldenburg, N. Langlow, Division Chief S. Peterson, Finance Director K. Hackmeister (virtually), IS Manager T. Wagenmann, Administrative Assistant M. Herzog, and HR Manager, J. Gunder.

### APPROVAL OF THE AGENDA

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

### COMMISSIONER ABSENCE

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

### COMMUNICATIONS

#### MINUTES AND VOUCHERS

Commissioners Sutich and Nelson moved and seconded approval of the January 14, 2025, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Sutich moved and seconded a motion to approve accounts payable checks #1000 – 1063 and payroll vouchers 201958-201976 and ACH payroll transfers, as outlined in the agenda for a total consideration of \$2,875,531.92. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

### LOCAL 3390 REPORTS

#### STATION 57/53 UPDATE

Chief Doan presented staffing plans for stations 57 & 53 based on concentration versus distribution. Station 53 has both concentration and distribution issues and as of 2/17/25 this station will be staffed more regularly. When construction begins at station 51, staff will move to 53 and extra staff will go to 57. Chief Doan addressed Commissioner questions and concerns regarding the staffing plan.

### CHIEFS REPORTS

DC Oldenburg reported:

- Payroll was completed with legacy software and the Tyler Technology conversion timeline and scope is in the process of realignment due to Tyler Technology delays.

DC Langlow reported:

- Firefighters Pattin & Dane returned safely on 1/25/25 from deployment to California.
- A ladder truck committee is being developed to determine if this piece of equipment is necessary.

FC Doan reported:

- South Sound 911 Director resigned.

002

- Met with Community Development Director and Design Review Board regarding station 51 construction project. Variances were approved however the design of the building was not, based on the dissatisfaction with the look of the building. A redesign of the outside of the building was recommended, to make it more aesthetically pleasing. This will delay the project and will cost additional money that was not anticipated or budgeted. Chief Doan plans to meet with the Mayor next week to discuss why there was a delay in providing this information. Commissioner Nelson would like to address concerns publicly with city council regarding this directive and the additional expense a redesign will require.
- Prevention Specialist/PIO, Tina Curran, is retiring on 1/30/25.
- Chief Doan will be absent at the Commissioner's meeting on 2/11/25 due to attendance at the Western Fire Chief's conference.
- WSRB will be re-rating Fox Island.
- 2025 workplan for Pierce County Fire Chief's was reviewed.

## STANDING COMMITTEE REPORTS

### FINANCIAL REPORT

- Krystal reported that a financial report should be available by the end of February or early March.

### CHAIRMAN'S REPORT

### 2022 CAPITAL BOND PROJECTS UPDATE

FC Doan reported:

- Working though the final construction punch list for stations 53 & 57.

### OLD BUSINESS

### NEW BUSINESS

- a. Personal Services Contract for new hire, Leslie Medved, Executive Assistant, was presented by FC Doan.

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

- b. Joint Insurance Purchasing 2025 Amendment was presented by Deputy Chief Oldenburg.

Commissioner Sutich and Nelson moved and seconded a motion to approve the amendment. With no further discussion, the **MOTIONS CARRIED** by unanimous roll call vote.

- c. Deputy Chief Langlow presented an updated Use of Facilities Procedure. No vote necessary.

### PUBLIC COMMENT

### GOOD OF THE ORDER

- Reminder to Commissioners to submit their timesheet for January 16-31 by February 1, 2025.

### SPECIAL INTERESTS/UPCOMING EVENTS

### EXECUTIVE SESSION

- Pursuant to RCW 42.30.110(1)(g) an executive session was held to review the performance of a public employee.

- Executive session started at 5:58p.m. and ended at 6:30p.m.
- No action was taken.

**ADJOURNMENT**

The meeting reconvened at 6:30p.m. There being no further business to discuss, Chairman Entze adjourned the meeting at 6:30p.m.

The next regular meeting will be Tuesday, February 11, at 5:00 p.m.

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Chairman/Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Attest: District Secretary

**Checks Issued  
January 31, 2025**

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<b>ACCOUNTS PAYABLE:</b>					<b>Dollar Amount</b>		<b>TOTAL</b>
Check Numbers:	1083	through	1114	Expense Fund	\$ 31,549.68	\$	31,549.68

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**GRAND TOTAL ACCOUNTS PAYABLE:    \$       31,549.68**

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**\*\* ALL CHECKS WERE PRINTED BY PCFD5 \*\***



Pierce County Fire Protection District No.5

# Check Register

Packet: APPKT00289 - 01.31.25 Payments

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Pooled Cash-Pooled Cash</b>						
2314	BCBS OF ARIZONA	01/31/2025	Regular	0.00	333.39	1083
425	BLUECOSMO	01/31/2025	Regular	0.00	337.52	1084
2059	CBS REPORTING INC	01/31/2025	Regular	0.00	203.50	1085
2478	COMCAST	01/31/2025	Regular	0.00	130.54	1086
2332	COPELAND, ROBERT	01/31/2025	Regular	0.00	18.00	1087
3312	CUSTOM PRINTS NW LLC	01/31/2025	Regular	0.00	700.78	1088
261	DOBBS PETERBILT - TACOMA 1	01/31/2025	Regular	0.00	633.02	1089
49	ESO SOLUTIONS INC	01/31/2025	Regular	0.00	663.35	1090
2660	FIRE SERVICE REPAIR LLC	01/31/2025	Regular	0.00	1,416.92	1091
2962	FOURNIER INS SOLUTIONS	01/31/2025	Regular	0.00	304.93	1092
376	GOODMAN, CHRIS	01/31/2025	Regular	0.00	141.00	1093
561	HUMANA INSURANCE CO	01/31/2025	Regular	0.00	110.10	1094
248	INTERSTATE BATTERIES OF OLYMPIA	01/31/2025	Regular	0.00	749.46	1095
298	KIMBALLS HANDS ON DETAILING LLC	01/31/2025	Regular	0.00	397.12	1096
179	LABCORP	01/31/2025	Regular	0.00	47.20	1097
212	LAWSON PRODUCTS	01/31/2025	Regular	0.00	564.71	1098
587	LEVEL 3 COMMUNICATIONS LLC	01/31/2025	Regular	0.00	2,161.90	1099
19	PENINSULA LIGHT CO - ELECTRIC	01/31/2025	Regular	0.00	462.20	1100
530	PINERO, CRYSTAL	01/31/2025	Regular	0.00	86.00	1101
2982	PREMERA BLUE CROSS	01/31/2025	Regular	0.00	548.00	1102
2692	PRINTING SERVICES	01/31/2025	Regular	0.00	507.60	1103
1087	PUGET SOUND ENERGY	01/31/2025	Regular	0.00	2,908.37	1104
VEN00057	Roland MT Holdings LLC	01/31/2025	Regular	0.00	226.61	1105
412	SEBREN, MELISSA	01/31/2025	Regular	0.00	20.85	1106
302	STERICYCLE INC	01/31/2025	Regular	0.00	278.52	1107
137	SUNBELT RENTALS INC	01/31/2025	Regular	0.00	1,380.85	1108
600	SYSTEMS DESIGN WEST LLC	01/31/2025	Regular	0.00	8,248.46	1109
VEN00056	U.S. Fire Equipment	01/31/2025	Regular	0.00	391.14	1110
3115	UNITED HEALTHCARE	01/31/2025	Regular	0.00	83.80	1111
2973	VERIZON WIRELESS - DALLAS	01/31/2025	Regular	0.00	4,207.02	1112
1474	WASHINGTON WATER SERVICE - 1	01/31/2025	Regular	0.00	159.75	1113
VEN00005	WrapJax LLC	01/31/2025	Regular	0.00	3,127.07	1114

**Bank Code Pooled Cash Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	47	32	0.00	31,549.68
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
	<b>47</b>	<b>32</b>	<b>0.00</b>	<b>31,549.68</b>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2025	31,549.68
			<u>31,549.68</u>

### 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.

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Chair

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District Secretary

**Checks Issued  
February 7, 2025**

<b>ACCOUNTS PAYABLE:</b>				<b>Dollar Amount</b>			<b>TOTAL</b>	
Check Numbers:	1128	through	1155	Expense Fund	\$	78,939.82	\$	78,939.82
	1156	through	1158	Capital Fund	\$	17,306.22	\$	17,306.22

**GRAND TOTAL ACCOUNTS PAYABLE:    \$       96,246.04**

**\*\* ALL CHECKS WERE PRINTED BY PCFD5 \*\***



Pierce County Fire Protection District No.5

# Check Report

By Check Number

Date Range: 02/07/2025 - 02/07/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Pooled Cash-Pooled Cash</b>						
9	AP TRITON CONSULTING	02/07/2025	Regular	0.00	7,500.00	1128
836	CARDINAL HEALTH 112 LLC	02/07/2025	Regular	0.00	941.75	1129
3120	CENTRAL WELDING SUPPLY	02/07/2025	Regular	0.00	1,017.57	1130
3005	CINTAS CORP	02/07/2025	Regular	0.00	1,192.53	1131
3005	CINTAS CORP	02/07/2025	Regular	0.00	2,668.02	1132
2478	COMCAST	02/07/2025	Regular	0.00	1,028.92	1133
261	DOBBS PETERBILT - TACOMA 1	02/07/2025	Regular	0.00	1,377.68	1134
233	EMS CONNECT	02/07/2025	Regular	0.00	760.50	1135
44	FIDELITY SOLUTIONS	02/07/2025	Regular	0.00	1,434.97	1136
517	GRAINGER	02/07/2025	Regular	0.00	2,556.88	1137
2283	HUGHES FIRE EQUIPMENT INC	02/07/2025	Regular	0.00	1,153.67	1138
2661	INDUSTRIAL SCIENTIFIC CORP	02/07/2025	Regular	0.00	1,887.03	1139
528	LIFE ASSIST INC	02/07/2025	Regular	0.00	8,488.29	1140
VEN00042	Lion Group Inc.	02/07/2025	Regular	0.00	398.22	1141
19	PENINSULA LIGHT CO - ELECTRIC	02/07/2025	Regular	0.00	9,064.00	1142
420	POMPS TIRE SERVICE INC	02/07/2025	Regular	0.00	1,122.04	1143
395	QUEST DIAGNOSTICS	02/07/2025	Regular	0.00	838.68	1144
683	RIGHT WAY SPRING CO INC	02/07/2025	Regular	0.00	1,388.45	1145
345	ROGUE FITNESS	02/07/2025	Regular	0.00	14,782.60	1146
544	STEP CG LLC	02/07/2025	Regular	0.00	7,154.62	1147
137	SUNBELT RENTALS INC	02/07/2025	Regular	0.00	2,389.65	1148
VEN00038	Tacoma Trophy	02/07/2025	Regular	0.00	193.45	1149
1945	UNIFIED OFFICE SERVICES	02/07/2025	Regular	0.00	108.88	1150
1820	WESTBAY AUTO PARTS	02/07/2025	Regular	0.00	163.89	1151
VEN00005	WrapJax LLC	02/07/2025	Regular	0.00	1,654.75	1152
80	SPRAGUE PEST SOLUTIONS	02/07/2025	Regular	0.00	589.14	1153
171	ULINE	02/07/2025	Regular	0.00	6,279.38	1154
610	VERATHON MEDICAL	02/07/2025	Regular	0.00	804.26	1155
517	GRAINGER	02/07/2025	Regular	0.00	8,071.23	1156
98	PRENTICE PERFECT CLEANING LLC	02/07/2025	Regular	0.00	750.00	1157
171	ULINE	02/07/2025	Regular	0.00	8,484.99	1158

**Bank Code Pooled Cash Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	31	0.00	96,246.04
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
	<b>87</b>	<b>31</b>	<b>0.00</b>	<b>96,246.04</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	31	0.00	96,246.04
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
	<b>87</b>	<b>31</b>	<b>0.00</b>	<b>96,246.04</b>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2025	96,246.04
			<b>96,246.04</b>

### 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.

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Chair

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District Secretary



Pierce County Fire Protection District No.5

# Check Report

By Check Number

Date Range: 02/06/2025 - 02/06/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Pooled Cash-Pooled Cash</b>						
3290	BHT BUSINESS SERVICES INDUSTRY	02/06/2025	Regular	0.00	16,879.40	1115
333	COLUMBIA BANK	02/06/2025	Regular	0.00	25,382.11	1116
107	DEPT LABOR & INDUSTRIES	02/06/2025	Regular	0.00	52,784.98	1117
67	EMPLOYMENT SECURITY DEPT - PFMLA	02/06/2025	Regular	0.00	8,710.36	1118
3176	GHFFU HEALTH & WELFARE	02/06/2025	Regular	0.00	107,474.94	1119
388	GIG HARBOR PENINSULA FF ASSOCIATION	02/06/2025	Regular	0.00	370.00	1120
3037	LOCAL 3390 GHFUHW TRUST	02/06/2025	Regular	0.00	245,143.49	1121
3268	THE HARTFORD	02/06/2025	Regular	0.00	7,786.87	1122
315	TRUSTMARK VOLUNTARY BENEFITS	02/06/2025	Regular	0.00	5,866.85	1123
515	WA CARES FUND - LTC	02/06/2025	Regular	0.00	1,657.04	1124
525	WASHINGTON PER SYSTEM EMP	02/06/2025	Regular	0.00	13,753.03	1125
980	WASHINGTON STATE TREASURER	02/06/2025	Regular	0.00	8,450.00	1126
526	WLEO & FFR SYSTEM EMPE	02/06/2025	Regular	0.00	114,095.28	1127

**Bank Code Pooled Cash Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	13	0.00	608,354.35
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
	<b>15</b>	<b>13</b>	<b>0.00</b>	<b>608,354.35</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	13	0.00	608,354.35
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
	<b>15</b>	<b>13</b>	<b>0.00</b>	<b>608,354.35</b>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2025	608,354.35
			<b>608,354.35</b>

### 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.

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Chair

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District Secretary

**VOUCHER APPROVAL:**

<b>February 5, 2025</b>
<b>APPROVED BY AC Oldenburg</b>

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<b>PAYROLL:</b>		<b>Dollar Amount</b>	<b>TOTAL</b>
Check Nos:	1115 through 1127 (Benefit & L&I Monthly Payment)	\$ 608,354.35	\$ 608,354.35
	ACH Payroll Transfer Amount:	\$ 608,509.25	\$ 608,509.25
	Decision Point ACH Payroll Transfer Amount:	\$ 122,005.95	\$ 122,005.95
	Div of Child Support ACH Payroll Transfer Amount:	\$ 439.50	\$ 439.50
	Fidelity ACH Payroll Transfer Amount:	\$ 9,720.00	\$ 9,720.00
	941 ACH Payroll Transfer Amount:	\$ 139,098.85	\$ 139,098.85

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**GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL: \$ 1,488,127.90**

VOUCHER APPROVALS

Pierce County Fire District #5

Time: 16:11:21 Date: 02/05/2025

02/10/2025 To: 02/10/2025

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT DECISION POINT	454	02/10/2025	Payroll	6	122,005.95	
EFT DIV OF CHILD SUPPORT	455	02/10/2025	Payroll	6	439.50	
EFT FIDELITY	456	02/10/2025	Payroll	6	9,720.00	
EFT Internal Revenue Service - EFTPS	457	02/10/2025	Payroll	6	139,098.85	
Total Vouchers:					271,264.30	

Commissioner Signatures:

\_\_\_\_\_  
Chair

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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

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Date