



Gig Harbor Fire & Medic One

AGENDA
Commissioners' Meeting
August 12, 2025
5:00 P.M.

1. Call to Order/Pledge of Allegiance
2. Approval of the Agenda
3. Commissioner Absence
4. Communications
5. Approve minutes from **July 22, 2025**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

Accounts Payable (Checks)	
Check #'s 2037 – 2113	\$1,759,377.50
Check #'s 2126 – 2147	\$140,351.76
ACCOUNTS PAYABLE TOTALS	\$1,899,729.26

Payroll (Checks & ACH Transfers)	
Check #'s 2027 – 2036	\$311,039.79
Check #'s 2114 – 2125	\$502,265.37
ACH Payroll Transfer (Drafts)	\$576,115.10
ACH Payroll Transfer	\$1,329,488.68
PAYROLL TOTALS	\$2,718,908.94

GRAND TOTAL CHECKS & ACH TRANSFERS	\$4,618,638.20
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7. Local 3390 Reports
8. Chiefs Reports
9. Standing Committee Reports
10. Financial Report – Krystal Hackmeister
11. Chairman's Report
12. 2022 Bond Update
13. **OLD BUSINESS**



Gig Harbor Fire & Medic One

14. **NEW BUSINESS**

- a. Presentation of Resolution 2025-02 – Approving Revisions to the Board of Commissioner Policies (1000 Series)

15. Open Public Comment (state your name for the record, you will have 3 minutes)

16. **GOOD OF THE ORDER**

17. **SPECIAL INTERESTS/UPCOMING EVENTS**

Adjourn Meeting. Next regular meeting: **Tuesday, August 26, 2025, at 5:00 PM**



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

July 22, 2025

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

Present: Commissioners Urvina, Sutich, Nelson, and Wilsie; Fire Chief D. Doan; Deputy Chiefs P. Oldenburg and S. Booth, Division Chiefs S. Peterson and T. Wescott, IS Manager T. Wagenmann, Technology & Communications Specialist M. Herzog, Finance Director K. Hackmeister, Executive Assistant L. Medved, Educator CJ Martin, and Local 3390 (virtually).

APPROVAL OF THE AGENDA

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

INTRODUCTION

Deputy Chief Booth introduced CJ Martin, our new Public Educator who joined the department last month.

COMMISSIONER ABSENCE

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

COMMUNICATIONS

MINUTES AND VOUCHERS

Commissioners Sutich and Wilsie moved and seconded approval of the July 8, 2025, 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 checks #1950 – 2026 and payroll checks 1937 – 1949, for a total consideration of \$1,749,622.71. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

DC Booth reported:

- L&I Fire Grant approved; awarded approximately \$9,600 for equipment and training related to ground-level fall patients.

DC Oldenburg reported:

- Conditional offers have been extended to 7 lateral candidates. There are currently 2 vacancies, with an anticipated 4-5 retirements.

FC Doan reported:

- We are hosting three new hires at our house on 7/29 before graduating and starting their shift.
- Negotiations will begin on 8/19 and 8/20; we are coordinating dates with the commissioner committee.
- Addressed the ongoing challenge of supporting Key Peninsula as good neighbors without

compromising firefighter safety or becoming their primary responders. Chief Langlow met with their Deputy Chief to identify collaborative solutions and improve response coordination, with further discussion planned for the next meeting.

- Tacoma Fire is conducting a feasibility study for a potential RFA and has invited all neighboring agencies to a meeting on 8/12. Chiefs Langlow and Doan will attend to gather information. Staff were informed this is an early-stage discussion, with decisions to be based on data. Wilsie sees this as a possible path forward; we've committed to providing staffing data and are seeking feedback. A committee may form post-study to discuss governance and next steps.

STANDING COMMITTEE REPORTS

- Commissioners Nelson and Wilsie met as part of the Policy and Procedure Subcommittee to review the draft updates to the 1000-series. The final version will be brought to the board following feedback.

FINANCIAL REPORT

- Reviewed Q1 monthly financial reports; Q2 reports and 2024 year-end figures will be reviewed at the next meeting.

CHAIRMAN'S REPORT

2022 CAPITAL BOND PROJECTS UPDATE

FC Doan reported:

- **Stations 53/57:** Closing out paperwork.
- **Training Campus:** Things are progressing well.
- **Station 51:**
 - Parking issue has been resolved after the city approved a reduction in the required number of spaces, and a revised site plan is currently under review. Chief met with the Mayor to address the permitting process, noting the contrast between constructing a five-story propane burn tower without his involvement and the current level of weekly engagement on this project. The Mayor acknowledged the concern and is actively working to improve the process.
 - A potential partnership with Tesla will not proceed due to their requirement for 6 EV charging stations. Researching how other cities manage public EV charging, including third-party administration and options for recouping electricity costs.
 - Level 2 EV charging stations are approximately \$15,000, including equipment, infrastructure, and installation. Exploring federal grant funding.

OLD BUSINESS

- Commissioner Vacancy:
 - Developing a position announcement that will outline the term length, compensation, and application process. The announcement will also include links to relevant resources.
 - Coordinate with HR Manager Grunder to confirm her availability to facilitate the interview questions.
 - Process timeline:
 - **Vacancy Announcement:** August 4th (or sooner)
 - **Application Deadline:** August 21st
 - **Commissioner Review:** August 26th
 - **Candidate Interviews:** September 9th
 - **Appointment Date:** September 23rd
 - **End of Term:** December 31, 2027

NEW BUSINESS

- Resolution 2025-01 Post-Retirement Medical Program
 - Proposed moving the date from June 30 to January 1 to provide greater flexibility for staff. Spoke with Chief Burgess, who had no reservations about the change. He presented it to the subcommittee, and they expressed no concerns.
 - Commissioners Nelson and Wilsie moved and seconded the revised resolution from today’s meeting. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.
- Potential Conflict of Interest
 - Chief Doan submitted a letter to the Board regarding his son’s employment with SeaWestern, which was included in the meeting packet. Commissioner Nelson suggested that it be noted in the record for transparency. A statement will be obtained from Eric Quinn confirming he has no concerns.

PUBLIC COMMENT

GOOD OF THE ORDER

- This was Commissioner Wilsie’s final meeting. The Board expressed appreciation for his hard work and dedication during his time on the Board, particularly his contributions to the recent Chief search process.
- Commissioner Wilsie shared his gratitude for the staff and fellow commissioners, noting that the organization has grown and changed for the better since he began his service. He expressed pride in his time on the Board and optimism for the agency’s future.

SPECIAL INTERESTS/UPCOMING EVENTS

- National Night Out will be downtown on August 5th
- New Hire Graduation on August 8th

ADJOURNMENT

There being no further business to discuss, Vice Chairman Urvina adjourned the meeting at 5:41 p.m.
 The next regular meeting will be Tuesday, August 12, at 5:00 p.m.

 Chairman/Commissioner

 Commissioner

 Commissioner

 Commissioner

Commissioner

Attest: District Secretary

Checks/Bank Drafts Issued 7/22/25-8/8/25

ACCOUNTS PAYABLE:

	Dollar Amount	TOTAL
Bank Drafts:		
DFT0001183 through DFT0001197 Payroll (7/25)	\$ 277,072.02	\$ 277,072.02
DFT0001202 through DFT0001216 Payroll (8/8)	\$ 299,043.08	\$ 299,043.08
TOTAL BANK DRAFTS:	\$ 576,115.10	\$ 576,115.10
Check Numbers:		
2027 through 2036 Payroll	\$ 311,039.79	\$ 311,039.79
2037 through 2074 General	\$ 239,379.26	\$ 239,379.26
2075 through 2078 Capital	\$ 1,275,073.65	\$ 1,275,073.65
2079 through 2112 General	\$ 232,453.90	\$ 232,453.90
2113 through 2113 Capital	\$ 12,470.69	\$ 12,470.69
2114 through 2125 Payroll	\$ 502,265.37	\$ 502,265.37
2126 through 2147 General	\$ 140,351.76	\$ 140,351.76
TOTAL CHECKS:	\$ 2,713,034.42	\$ 2,713,034.42
ACCOUNTS PAYABLE TOTAL:		\$ 3,289,149.52
ACH Payroll Transfer (7/25) :	\$ 657,324.18	\$ 657,324.18
ACH Payroll Transfer (8/8) :	\$ 672,164.50	\$ 672,164.50

	GRAND TOTAL:	\$ 4,618,638.20
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** ALL CHECKS WERE PRINTED BY PCFD5 **

CHECK APPROVAL:

July 25, 2025
APPROVED BY Perry Oldenburg

PAYROLL:

Dollar Amount

TOTAL

Check Nos:	2027	through	2036	\$	311,039.79	\$	311,039.79
	(Benefit & L&I Monthly Payment)						
	ACH Payroll Transfer Amount:			\$	657,324.18	\$	657,324.18
	Decision Point ACH Payroll Transfer Amount:			\$	122,413.18	\$	122,413.18
	Div of Child Support ACH Payroll Transfer Amount:			\$	439.50	\$	439.50
	Fidelity ACH Payroll Transfer Amount:			\$	8,945.00	\$	8,945.00
	941 ACH Payroll Transfer Amount:			\$	145,274.34	\$	145,274.34

GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL: \$ 1,245,435.99

CHECK APPROVAL:

August 8, 2025
APPROVED BY Perry Oldenburg

PAYROLL:

Dollar Amount

TOTAL

Check Nos:	2114	through	2125	\$	502,265.37	\$	502,265.37
	(Benefit & L&I Monthly Payment)						
	ACH Payroll Transfer Amount:			\$	672,164.50	\$	672,164.50
	Decision Point ACH Payroll Transfer Amount:			\$	121,923.98	\$	121,923.98
	Div of Child Support ACH Payroll Transfer Amount:			\$	439.50	\$	439.50
	Fidelity ACH Payroll Transfer Amount:			\$	9,095.00	\$	9,095.00
	941 ACH Payroll Transfer Amount:			\$	167,584.60	\$	167,584.60

GRAND TOTAL ACCOUNTS PAYABLE & PAYROLL: \$ 1,473,472.95



Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 07/22/2025 - 08/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
73	DECISION POINT	07/25/2025	Bank Draft	0.00	3,652.50	DFT0001183
73	DECISION POINT	07/25/2025	Bank Draft	0.00	30,720.89	DFT0001184
73	DECISION POINT	07/25/2025	Bank Draft	0.00	4,419.57	DFT0001185
73	DECISION POINT	07/25/2025	Bank Draft	0.00	37,471.26	DFT0001186
73	DECISION POINT	07/25/2025	Bank Draft	0.00	1,047.82	DFT0001187
73	DECISION POINT	07/25/2025	Bank Draft	0.00	39,971.96	DFT0001188
73	DECISION POINT	07/25/2025	Bank Draft	0.00	5,129.18	DFT0001189
283	DSHS - DIV OF CHILD SUPPORT	07/25/2025	Bank Draft	0.00	439.50	DFT0001190
303	FIDELITY INVESTMENTS	07/25/2025	Bank Draft	0.00	4,445.00	DFT0001191
303	FIDELITY INVESTMENTS	07/25/2025	Bank Draft	0.00	500.00	DFT0001192
303	FIDELITY INVESTMENTS	07/25/2025	Bank Draft	0.00	3,100.00	DFT0001193
303	FIDELITY INVESTMENTS	07/25/2025	Bank Draft	0.00	900.00	DFT0001194
14	Internal Revenue Service - EFTPS	07/25/2025	Bank Draft	0.00	27,892.02	DFT0001195
14	Internal Revenue Service - EFTPS	07/25/2025	Bank Draft	0.00	569.26	DFT0001196
14	Internal Revenue Service - EFTPS	07/25/2025	Bank Draft	0.00	116,813.06	DFT0001197
73	DECISION POINT	08/08/2025	Bank Draft	0.00	3,677.50	DFT0001202
73	DECISION POINT	08/08/2025	Bank Draft	0.00	30,856.69	DFT0001203
73	DECISION POINT	08/08/2025	Bank Draft	0.00	4,419.57	DFT0001204
73	DECISION POINT	08/08/2025	Bank Draft	0.00	37,471.26	DFT0001205
73	DECISION POINT	08/08/2025	Bank Draft	0.00	1,047.82	DFT0001206
73	DECISION POINT	08/08/2025	Bank Draft	0.00	39,321.96	DFT0001207
73	DECISION POINT	08/08/2025	Bank Draft	0.00	5,129.18	DFT0001208
283	DSHS - DIV OF CHILD SUPPORT	08/08/2025	Bank Draft	0.00	439.50	DFT0001209
303	FIDELITY INVESTMENTS	08/08/2025	Bank Draft	0.00	4,520.00	DFT0001210
303	FIDELITY INVESTMENTS	08/08/2025	Bank Draft	0.00	500.00	DFT0001211
303	FIDELITY INVESTMENTS	08/08/2025	Bank Draft	0.00	3,100.00	DFT0001212
303	FIDELITY INVESTMENTS	08/08/2025	Bank Draft	0.00	975.00	DFT0001213
14	Internal Revenue Service - EFTPS	08/08/2025	Bank Draft	0.00	30,200.24	DFT0001214
14	Internal Revenue Service - EFTPS	08/08/2025	Bank Draft	0.00	702.18	DFT0001215
14	Internal Revenue Service - EFTPS	08/08/2025	Bank Draft	0.00	136,682.18	DFT0001216

Bank Code Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	30	30	0.00	576,115.10
EFT's	0	0	0.00	0.00
	30	30	0.00	576,115.10

Check Report

Date Range: 07/22/2025 - 08/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Cash-Pooled Cash						
1925	AFLAC	07/25/2025	Regular	0.00	1,829.62	2027
107	DEPT LABOR & INDUSTRIES	07/25/2025	Regular	0.00	52,855.76	2028
67	EMPLOYMENT SECURITY DEPT - PFMLA	07/25/2025	Regular	0.00	8,580.58	2029
3176	Gig Harbor Firefighters Union Health & Welfare	07/25/2025	Regular	0.00	107,880.39	2030
388	GIG HARBOR PENINSULA FF ASSOCIATION	07/25/2025	Regular	0.00	370.00	2031
2307	VISION SERVICE PLAN - AT	07/25/2025	Regular	0.00	115.46	2032
515	WA CARES FUND - LTC	07/25/2025	Regular	0.00	1,805.38	2033
525	WASHINGTON PER SYSTEM EMP	07/25/2025	Regular	0.00	10,155.54	2034
526	Washington State Treasurer	07/25/2025	Regular	0.00	119,234.56	2035
980	WASHINGTON STATE TREASURER	07/25/2025	Regular	0.00	8,212.50	2036
449	A-ADVANCED SEPTIC SERVICES, INC	07/25/2025	Regular	0.00	290.79	2037
2314	BCBS OF ARIZONA	07/25/2025	Regular	0.00	378.40	2038
700	BRAUN NORTHWEST INC	07/25/2025	Regular	0.00	9,382.12	2039
524	BUD CLARY CHEVROLET	07/25/2025	Regular	0.00	73,421.49	2040
3120	CENTRAL WELDING SUPPLY	07/25/2025	Regular	0.00	435.78	2041
3005	CINTAS CORP	07/25/2025	Regular	0.00	505.18	2042
3005	CINTAS CORP	07/25/2025	Regular	0.00	1,809.06	2043
418	CITY OF TACOMA	07/25/2025	Regular	0.00	2,000.00	2044
37	CLAIBORNE, LARRY	07/25/2025	Regular	0.00	1,011.30	2045
2478	COMCAST	07/25/2025	Regular	0.00	119.98	2046
3228	CRYSTAL CLEAN LLC	07/25/2025	Regular	0.00	104.00	2047
539	DEPT OF NATURAL RESOURCES	07/25/2025	Regular	0.00	11,134.95	2048
261	DOBBS PETERBILT - TACOMA 1	07/25/2025	Regular	0.00	2,125.03	2049
2962	FOURNIER INS SOLUTIONS	07/25/2025	Regular	0.00	29.19	2050
1851	GIG HARBOR MID-DAY ROTARY	07/25/2025	Regular	0.00	215.00	2051
517	GRAINGER	07/25/2025	Regular	0.00	2,935.34	2052
454	HACKMEISTER, KRYSTAL	07/25/2025	Regular	0.00	2,036.41	2053
3125	HARBOR AUDIOLOGY	07/25/2025	Regular	0.00	190.00	2054
561	HUMANA INSURANCE CO	07/25/2025	Regular	0.00	110.10	2055
248	INTERSTATE BATTERIES OF OLYMPIA	07/25/2025	Regular	0.00	1,882.74	2056
3225	KELLEY CREATE - LEASE PYMTS	07/25/2025	Regular	0.00	1,993.89	2057
212	LAWSON PRODUCTS	07/25/2025	Regular	0.00	126.17	2058
VEN00122	LESLIE MEDVED	07/25/2025	Regular	0.00	177.50	2059
3096	MCKESSON MEDICAL SURGICAL	07/25/2025	Regular	0.00	22,873.60	2060
	Void	07/25/2025	Regular	0.00	0.00	2061
591	MIKE MCHARGUE LLC	07/25/2025	Regular	0.00	42,792.85	2062
VEN00040	Pease Construction	07/25/2025	Regular	0.00	24,447.82	2063
19	PENINSULA LIGHT CO - ELECTRIC	07/25/2025	Regular	0.00	6,669.04	2064
2982	PREMERA BLUE CROSS	07/25/2025	Regular	0.00	606.00	2065
1087	PUGET SOUND ENERGY	07/25/2025	Regular	0.00	413.92	2066
80	SPRAGUE PEST SOLUTIONS	07/25/2025	Regular	0.00	756.07	2067
1957	TITUS WILL FORD	07/25/2025	Regular	0.00	3,427.83	2068
564	TYLER TECHNOLOGIES INC	07/25/2025	Regular	0.00	7,917.06	2069
1945	UNIFIED OFFICE SERVICES	07/25/2025	Regular	0.00	216.76	2070
3115	UNITED HEALTHCARE	07/25/2025	Regular	0.00	83.80	2071
1474	WASHINGTON WATER SERVICE - 1	07/25/2025	Regular	0.00	364.92	2072
3004	WILCOX & FLEGEL	07/25/2025	Regular	0.00	16,321.21	2073
32	WILLIAMS OIL FILTER SERVICE	07/25/2025	Regular	0.00	73.96	2074
602	MATERIALS TESTING & CONSULTING INC	07/25/2025	Regular	0.00	5,017.50	2075
VEN00040	Pease Construction	07/25/2025	Regular	0.00	1,078,168.24	2076
VEN00040	Pease Construction	07/25/2025	Regular	0.00	81,825.75	2077
596	BFC CONSTRUCTION INC	07/29/2025	Regular	0.00	110,062.16	2078
425	BLUECOSMO	07/29/2025	Regular	0.00	382.52	2079
3005	CINTAS CORP	07/29/2025	Regular	0.00	575.85	2080
2478	COMCAST	07/29/2025	Regular	0.00	3,323.36	2081
107	DEPT LABOR & INDUSTRIES	07/29/2025	Regular	0.00	4.79	2082
3219	EMS TECHNOLOGY SOLUTIONS	07/29/2025	Regular	0.00	10,377.60	2083
VEN00112	Foxpass Inc	07/29/2025	Regular	0.00	220.00	2084
587	LEVEL 3 COMMUNICATIONS LLC	07/29/2025	Regular	0.00	2,162.09	2085
529	MACDONALD MILLER FACILITY SOLUTIONS LLC	07/29/2025	Regular	0.00	4,926.44	2086

Check Report

Date Range: 07/22/2025 - 08/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
137	SUNBELT RENTALS INC	07/29/2025	Regular	0.00	1,846.60	2087
2973	VERIZON WIRELESS - DALLAS	07/29/2025	Regular	0.00	3,088.01	2088
3013	WILCO	07/29/2025	Regular	0.00	291.25	2089
379	BOUND TREE MEDICAL LLC	08/01/2025	Regular	0.00	186.76	2090
836	CARDINAL HEALTH 112 LLC	08/01/2025	Regular	0.00	2,230.77	2091
3120	CENTRAL WELDING SUPPLY	08/01/2025	Regular	0.00	455.74	2092
2332	COPELAND, ROBERT	08/01/2025	Regular	0.00	205.00	2093
3125	HARBOR AUDIOLOGY	08/01/2025	Regular	0.00	65.00	2094
528	LIFE ASSIST INC	08/01/2025	Regular	0.00	2,439.58	2095
VEN00040	Pease Construction	08/01/2025	Regular	0.00	25,565.65	2096
295	SMARTSENSE BY DIGI	08/01/2025	Regular	0.00	1,699.08	2097
302	STERICYCLE INC	08/01/2025	Regular	0.00	147.24	2098
VEN00028	Stryker Medical	08/01/2025	Regular	0.00	52,562.11	2099
129	TELEFLEX LLC	08/01/2025	Regular	0.00	3,397.52	2100
VEN00091	The HON Company LLC	08/01/2025	Regular	0.00	57,754.12	2101
	Void	08/01/2025	Regular	0.00	0.00	2102
203	US BANK	08/01/2025	Regular	0.00	25,556.66	2103
532	US BANK - INSTANT CARD	08/01/2025	Regular	0.00	4,978.15	2104
436	ACTION BUSINESS FURNITURE INC	08/01/2025	Regular	0.00	11,995.55	2105
VEN00055	Bright horizon Lawn Care	08/01/2025	Regular	0.00	6,161.70	2106
2478	COMCAST	08/01/2025	Regular	0.00	10.54	2107
8	CURTIS LN & SONS	08/01/2025	Regular	0.00	3,207.02	2108
261	DOBBS PETERBILT - TACOMA 1	08/01/2025	Regular	0.00	537.24	2109
2283	HUGHES FIRE EQUIPMENT INC	08/01/2025	Regular	0.00	2,369.07	2110
1474	WASHINGTON WATER SERVICE - 1	08/01/2025	Regular	0.00	49.44	2111
143	WORKING FIRE FURNITURE & MATTRESS CO INC	08/01/2025	Regular	0.00	3,681.45	2112
VEN00040	Pease Construction	08/01/2025	Regular	0.00	12,470.69	2113
3290	BHT BUSINESS SERVICES INDUSTRY	08/05/2025	Regular	0.00	12,718.87	2114
333	COLUMBIA BANK	08/05/2025	Regular	0.00	25,550.42	2115
107	DEPT LABOR & INDUSTRIES	08/05/2025	Regular	0.00	52,844.83	2116
67	EMPLOYMENT SECURITY DEPT - PFMLA	08/05/2025	Regular	0.00	9,039.86	2117
388	GIG HARBOR PENINSULA FF ASSOCIATION	08/05/2025	Regular	0.00	370.00	2118
3037	LOCAL 3390 GHFUHW TRUST	08/05/2025	Regular	0.00	238,611.02	2119
3268	THE HARTFORD	08/05/2025	Regular	0.00	7,823.32	2120
315	TRUSTMARK VOLUNTARY BENEFITS	08/05/2025	Regular	0.00	5,696.87	2121
515	WA CARES FUND - LTC	08/05/2025	Regular	0.00	1,858.59	2122
525	WASHINGTON PER SYSTEM EMP	08/05/2025	Regular	0.00	10,550.88	2123
526	Washington State Treasurer	08/05/2025	Regular	0.00	128,988.21	2124
980	WASHINGTON STATE TREASURER	08/05/2025	Regular	0.00	8,212.50	2125
449	A-ADVANCED SEPTIC SERVICES, INC	08/06/2025	Regular	0.00	13,062.74	2126
557	AT&T MOBILITY	08/06/2025	Regular	0.00	235.94	2127
VEN00098	Benjamin Constance PLLC	08/06/2025	Regular	0.00	4,050.00	2128
540	BUD CLARY AUTO GROUP	08/06/2025	Regular	0.00	77,989.46	2129
3005	CINTAS CORP	08/06/2025	Regular	0.00	1,014.72	2130
8	CURTIS LN & SONS	08/06/2025	Regular	0.00	4,594.25	2131
539	DEPT OF NATURAL RESOURCES	08/06/2025	Regular	0.00	339.31	2132
261	DOBBS PETERBILT - TACOMA 1	08/06/2025	Regular	0.00	225.02	2133
813	EXERCISE SCIENCE CENTER	08/06/2025	Regular	0.00	350.00	2134
197	FREIGHTLINER NORTHWEST	08/06/2025	Regular	0.00	3,857.00	2135
517	GRAINGER	08/06/2025	Regular	0.00	3,785.23	2136
3125	HARBOR AUDIOLOGY	08/06/2025	Regular	0.00	95.00	2137
3089	HI TECH CLEANERS	08/06/2025	Regular	0.00	10.91	2138
601	IP ACCESS INTERNATIONAL LLC	08/06/2025	Regular	0.00	9,013.00	2139
529	MACDONALD MILLER FACILITY SOLUTIONS LLC	08/06/2025	Regular	0.00	1,935.98	2140
VEN00107	Momentum Telecom Inc	08/06/2025	Regular	0.00	1,675.37	2141
236	PAR TRAINING AND PROPS LLC	08/06/2025	Regular	0.00	5,400.45	2142
98	PRENTICE PERFECT CLEANING LLC	08/06/2025	Regular	0.00	5,600.00	2143
395	QUEST DIAGNOSTICS	08/06/2025	Regular	0.00	5,587.23	2144
82	TACOMA SCREW PRODUCTS INC	08/06/2025	Regular	0.00	417.35	2145
VEN00138	Tara Dunford	08/06/2025	Regular	0.00	243.75	2146

Check Report

Date Range: 07/22/2025 - 08/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN00137	Totem Logistics Inc	08/06/2025	Regular	0.00	869.05	2147

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	293	119	0.00	2,713,034.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	293	121	0.00	2,713,034.42

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	293	119	0.00	2,713,034.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	30	30	0.00	576,115.10
EFT's	0	0	0.00	0.00
	323	151	0.00	3,289,149.52

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2025	2,129,763.23
999	Pooled Cash	8/2025	1,159,386.29
			3,289,149.52

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



Pierce County Fire Protection District No.5
Monthly Financial Dashboard Report
Dec-2024 December 31, 2024 Unaudited

OPERATING REVENUES	Budget	December	YTD	% of Budget	Highlights:
Taxes	38,515,508	254,314	38,596,285	100.21%	Expected
Intergovernmental	940,247	71,447	1,716,165	182.52%	Expected
Charges for Service	2,055,861	308,992	2,214,434	107.71%	Expected
Other/Non-Revenue	304,300	45,311	1,389,803	456.72%	Expected, Insurance Recovery
Transfers	1,189,923	(38,453)	-	0.00%	Expected, Transfers align with Asset Arrival
Total Revenues:	43,005,839	641,611	43,916,688	102.12%	

OPERATING EXPENSES:	Budget	December	YTD	% of Budget	Highlights:
Salaries	24,170,125	1,804,304	23,587,341	97.6%	Expected
Benefits	7,343,284	536,700	7,168,265	97.6%	Expected
Supplies	2,181,299	264,971	1,678,890	77.0%	Expected
Services	4,428,385	555,526	4,290,339	96.9%	Expected
Capital Improvements	1,966,000	1,566,421	2,646,057	134.6%	Expected, LOCAL/Insurance Recovery Project
Debt Service	-	-	-	0.0%	N/A
Transfers	1,567,302	-	491,699	31.4%	Planned Transfers to occur in early 2025
Total Expenses:	41,656,395	4,727,922	39,862,591	95.7%	

EXPENSES BY DIVISION:	Budget	December	YTD	% of Budget	Highlights:
Legislative	335,580	16,346	246,661	73.5%	Expected
Finance & Admin	4,153,560	359,694	3,883,321	93.5%	Expected
Operations	26,654,373	2,355,978	25,959,383	97.4%	Expected
Logistics	6,862,276	2,160,552	7,783,254	113.4%	Expected, LOCAL/Insurance Recovery Project
Health & Safety	1,723,381	124,517	1,480,855	85.9%	Expected
Capital/Bond	359,923	(289,164)	17,419	4.8%	Expected, Change in reporting between Funds
Transfers	1,567,302	-	491,699	31.4%	Planned Transfers to occur in early 2025
Total Expenses:	41,656,395	4,727,922	39,862,591	95.7%	

CAPITAL FUND (BOND):	Budget	December	YTD	% of Budget	Highlights:
Project Management	383,923	330,213	344,604	89.8%	Expected
Training Campus	15,289,937	1,280,911	1,952,737	12.8%	Expected, Project start late in 2024
Station 57	1,424,607	128,027	1,412,634	99.2%	Expected
Station 53	1,305,668	48,453	1,222,834	93.7%	Expected
Station 51	1,248,244	151,598	885,677	71.0%	Expected
Station 59	432,080	7,459	7,459	1.7%	Expected
Logistics Facility	-	-	2,277	0.0%	Expected
Capital Equipment	5,000,000	-	38,177	0.8%	Expected
Total Capital Projects:	25,084,459	1,946,660	5,866,397	23.4%	

ENDING CASH:	12/31/2023	12/31/2024	12/31/2022	Highlights:
General Expense	14,634,628	19,579,870	12,624,848	Expected, Planned Transfers to occur in 2025
Reserve Fund	8,591,088	9,052,001	6,961,915	Reserve Policy & Commitments
Capital Fund*	45,368,751	41,823,903	50,139,722	*Restricted use for eligible projects
Debt Fund	1,694,489	77,763	143,711	
PCSORT*	54,825	-	110,878	*Restricted, Consortium dissolved in 2023.
Total:	70,343,782	70,533,536	69,981,074	



Pierce County Fire Protection District No.5
Monthly Financial Dashboard Report
Mar-2025 March 31, 2025 Unaudited

OPERATING REVENUES	Budget	March	YTD	% of Budget	Highlights:
Taxes	40,986,414	2,121,031	3,056,903	7.46%	Expected
Intergovernmental	1,212,766	119,166	368,120	30.35%	Expected
Charges for Service	2,482,000	745,852	1,809,711	72.91%	Expected
Other/Non-Revenue	1,175,000	49,711	259,431	22.08%	Planned Reimbursements
Transfers	830,000	-	-	0.00%	Planned Reimbursements
Total Revenues:	46,686,180	3,035,760	5,494,165	11.77%	Expected

OPERATING EXPENSES:	Budget	March	YTD	% of Budget	Highlights:
Salaries	25,145,087	1,947,568	6,112,431	24.3%	Expected
Benefits	7,534,952	588,534	1,803,759	23.9%	Expected
Supplies	2,214,703	136,578	344,801	15.6%	Expected
Services	4,893,635	397,920	905,995	18.5%	Expected
Capital & Improvements	5,694,050	606,084	771,972	13.6%	Expected
Debt Service	-	-	-	0.0%	N/A
Transfers	1,203,753	-	-	0.0%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,676,683	9,938,957	21.3%	Expected

EXPENSES BY DIVISION:	Budget	March	YTD	% of Budget	Highlights:
Legislative	372,219	18,751	61,301	16.5%	Expected
Finance & Admin	4,546,920	404,187	928,762	20.4%	Expected
Operations	27,569,861	2,081,293	6,509,884	23.6%	Expected
Logistics	11,108,863	999,818	1,952,670	17.6%	Expected
Health & Safety	1,884,564	107,557	365,665	19.4%	Expected
Capital/Bond	-	65,078	120,675	0.0%	Planned Reimbursement to Capital Fund
Transfers	1,203,753	-	-	0.0%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,676,683	9,938,957	21.3%	Expected

CAPITAL FUND (BOND):	Budget	March	YTD	% of Budget	Highlights:
Project Management	443,416	2,898	2,898	0.7%	Expected
Training Campus	13,528,637	1,067,621	2,772,495	20.5%	Expected, Project late start in 2024
Station 57	2,643	2,179	30,949	1171.0%	Expected, YE project completion in 2025
Station 53	2,643	5,509	28,025	1060.3%	Expected, YE project completion in 2025
Station 51	7,863,623	76,592	211,327	2.7%	Expected
Station 59	817,970	-	-	0.0%	Expected
Logistics Facility	185,185	-	-	0.0%	Expected
Station 58	382,609	-	-	0.0%	Expected
Station 50	1,200,000	209,822	209,822	17.5%	Expected
Total Capital Projects:	24,426,726	1,364,621	3,255,517	13.3%	Expected

ENDING CASH:	12/31/2023	12/31/2024	3/31/2025	Highlights:
General Expense	14,634,628	19,579,870	15,355,270	
Reserve Fund	8,591,088	9,052,001	9,150,897	Reserve Policy & Commitments
Capital Fund*	45,368,751	41,823,903	38,831,295	*Restricted use for eligible projects
Debt Fund (GO BOND)	1,694,489	77,763	389,024	*Restricted for debt service payments
PCSORT*	54,825	-	-	*Restricted, Consortium dissolved in 2023.
Total:	70,343,782	70,533,536	63,726,485	



Pierce County Fire Protection District No.5
Monthly Financial Dashboard Report
Apr-2025 April 30, 2025 Unaudited

OPERATING REVENUES	Budget	April	YTD	% of Budget	Highlights:
Taxes	40,986,414	15,821,110	18,878,013	46.06%	Expected
Intergovernmental	1,212,766	9,802	377,922	31.16%	Expected
Charges for Service	2,482,000	179,338	1,989,049	80.14%	Expected
Other/Non-Revenue	1,175,000	40,818	300,339	25.56%	Planned Reimbursements
Transfers	830,000	-	-	0.00%	Planned Reimbursements
Total Revenues:	46,686,180	16,051,068	21,545,323	46.15%	Expected

OPERATING EXPENSES:	Budget	April	YTD	% of Budget	Highlights:
Salaries	25,145,087	2,000,723	8,113,154	32.3%	Expected
Benefits	7,534,952	627,670	2,431,429	32.3%	Expected
Supplies	2,214,703	102,112	446,912	20.2%	Expected
Services	4,893,635	343,803	1,255,474	25.7%	Expected
Capital & Improvements	5,694,050	473	772,446	13.6%	Expected
Debt Service	-	-	-	0.0%	N/A
Transfers	1,203,753	-	-	0.0%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,074,781	13,019,414	27.9%	Expected

EXPENSES BY DIVISION:	Budget	April	YTD	% of Budget	Highlights:
Legislative	372,219	20,621	81,922	22.0%	Expected
Finance & Admin	4,546,920	254,511	1,188,950	26.1%	Expected
Operations	27,569,861	2,201,362	8,711,246	31.6%	Expected
Logistics	11,108,863	407,929	2,360,599	21.2%	Expected
Health & Safety	1,884,564	162,559	528,224	28.0%	Expected
Capital/Bond	-	27,799	148,474	0.0%	Planned Reimbursement to Capital Fund
Transfers	1,203,753	-	-	0.0%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,074,781	13,019,414	27.9%	Expected

CAPITAL FUND (BOND):	Budget	April	YTD	% of Budget	Highlights:
Project Management	443,416	-	2,898	0.7%	Expected
Training Campus	13,528,637	473,087	3,245,582	24.0%	Expected, Project late start in 2024
Station 57	2,643	121,356	152,305	5762.6%	Expected, YE project completion in 2025
Station 53	2,643	140,500	168,525	6376.3%	Expected, YE project completion in 2025
Station 51	7,863,623	3,787	215,114	2.7%	Expected
Station 59	817,970	-	-	0.0%	Expected
Logistics Facility	185,185	-	-	0.0%	Expected
Station 58	382,609	-	-	0.0%	Expected
Station 50	1,200,000	750	210,572	17.5%	Expected
Total Capital Projects:	24,426,726	739,480	3,994,996	16.4%	Expected

ENDING CASH:	12/31/2023	12/31/2024	4/30/2025	Highlights:
General Expense	14,634,628	19,579,870	28,343,446	
Reserve Fund	8,591,088	9,052,001	9,184,217	Reserve Policy & Commitments
Capital Fund*	45,368,751	41,823,903	38,215,980	*Restricted use for eligible projects
Debt Fund (GO BOND)	1,694,489	77,763	2,017,576	*Restricted for debt service payments
PCSORT*	54,825	-	-	*Restricted, Consortium dissolved in 2023.
Total:	70,343,782	70,533,536	77,761,219	



Pierce County Fire Protection District No.5
Monthly Financial Dashboard Report
May-2025 May 31, 2025 Unaudited

OPERATING REVENUES	Budget	May	YTD	% of Budget	Highlights:
Taxes	40,986,414	3,240,100	22,118,113	53.96%	Expected
Intergovernmental	1,212,766	54,190	432,113	35.63%	Expected
Charges for Service	2,482,000	258,132	2,247,180	90.54%	Expected
Other/Non-Revenue	1,175,000	210,865	511,204	43.51%	Planned Reimbursements
Transfers	830,000	-	-	0.00%	Planned Reimbursements
Total Revenues:	46,686,180	3,763,287	25,308,610	54.21%	Expected

OPERATING EXPENSES:	Budget	May	YTD	% of Budget	Highlights:
Salaries	25,145,087	1,980,411	10,093,565	40.1%	Expected
Benefits	7,534,952	622,925	3,054,354	40.5%	Expected
Supplies	2,214,703	139,068	585,980	26.5%	Expected
Services	4,893,635	303,876	1,559,350	31.9%	Expected
Capital & Improvements	5,694,050	512,355	1,284,801	22.6%	Expected
Debt Service	-	-	-	0.0%	N/A
Transfers	1,203,753	-	-	0.0%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,558,635	16,578,050	35.5%	Expected

EXPENSES BY DIVISION:	Budget	May	YTD	% of Budget	Highlights:
Legislative	372,219	20,024	101,946	27.4%	Expected
Finance & Admin	4,546,920	277,423	1,466,373	32.2%	Expected
Operations	27,569,861	2,167,105	10,878,351	39.5%	Expected
Logistics	11,108,863	958,272	3,318,872	29.9%	Expected
Health & Safety	1,884,564	108,012	636,236	33.8%	Expected
Capital/Bond	-	27,799	176,272	0.0%	Planned Reimbursement to Capital Fund
Transfers	1,203,753	-	-	0.0%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,558,635	16,578,050	35.5%	Expected

CAPITAL FUND (BOND):	Budget	May	YTD	% of Budget	Highlights:
Project Management	443,416	5,480	8,378	1.9%	Expected
Training Campus	13,528,637	614,445	3,860,027	28.5%	Expected, Project late start in 2024
Station 57	2,643	3,580	155,885	5898.0%	Expected, YE project completion in 2025
Station 53	2,643	993	169,518	6413.8%	Expected, YE project completion in 2025
Station 51	7,863,623	109,782	324,896	4.1%	Expected
Station 59	817,970	-	-	0.0%	Expected
Logistics Facility	185,185	-	-	0.0%	Expected
Station 58	382,609	-	-	0.0%	Expected
Station 50	1,200,000	302,181	512,753	42.7%	Expected
Total Capital Projects:	24,426,726	1,036,460	5,031,457	20.6%	Expected

ENDING CASH:	12/31/2023	12/31/2024	5/31/2025	Highlights:
General Expense	14,634,628	19,579,870	28,449,644	Reserve Policy & Commitments *Restricted use for eligible projects *Restricted for debt service payments *Restricted, Consortium dissolved in 2023.
Reserve Fund	8,591,088	9,052,001	9,218,246	
Capital Fund*	45,368,751	41,823,903	37,306,327	
Debt Fund (GO BOND)	1,694,489	77,763	2,349,122	
PCSORT*	54,825	-	-	
Total:	70,343,782	70,533,536	77,323,338	



Pierce County Fire Protection District No.5
Monthly Financial Dashboard Report
June-2025 June 30, 2025 Unaudited

OPERATING REVENUES	Budget	June	YTD	% of Budget	Highlights:
Taxes	40,986,414	259,150	22,377,263	55%	Expected
Intergovernmental	1,212,766	41,527	473,639	39%	Expected
Charges for Service	2,482,000	133,274	2,380,455	96%	Expected
Other/Non-Revenue	1,175,000	28,718	539,921	46%	Planned Reimbursements
Transfers	830,000	-	-	0%	Planned Reimbursements
Total Revenues:	46,686,180	462,668	25,771,279	55%	Expected

OPERATING EXPENSES:	Budget	June	YTD	% of Budget	Highlights:
Salaries	25,145,087	2,017,919	12,111,484	48%	Expected
Benefits	7,534,952	589,858	3,644,212	48%	Expected
Supplies	2,214,703	128,367	714,347	32%	Expected
Services	4,893,635	145,496	1,704,846	35%	Expected
Capital & Improvements	5,694,050	26,110	1,310,911	23%	Expected
Debt Service	-	-	-	0%	N/A
Transfers	1,203,753	42,473	42,473	4%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	2,950,224	19,528,274	42%	Expected

EXPENSES BY DIVISION:	Budget	June	YTD	% of Budget	Highlights:
Legislative	372,219	23,727	125,673	34%	Expected
Finance & Admin	4,546,920	228,878	1,695,251	37%	Expected
Operations	27,569,861	2,153,614	13,031,966	47%	Expected
Logistics	11,108,863	372,851	3,691,722	33%	Expected
Health & Safety	1,884,564	100,881	737,117	39%	Expected
Capital/Bond	-	27,799	204,071	0%	Planned Reimbursement to Capital Fund
Transfers	1,203,753	42,473	42,473	4%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	2,950,224	19,528,274	42%	Expected

CAPITAL FUND (BOND):	Budget	June	YTD	% of Budget	Highlights:
Project Management	443,416	-	8,378	2%	Expected
Training Campus	13,528,637	799,882	4,659,909	34%	Expected, Project late start in 2024
Station 57	2,643	-	155,885	5898%	Expected, YE project completion in 2025
Station 53	2,643	-	169,518	6414%	Expected, YE project completion in 2025
Station 51	7,863,623	-	324,896	4%	Expected
Station 59	817,970	-	-	0%	Expected
Logistics Facility	185,185	-	-	0%	Expected
Station 58	382,609	-	-	0%	Expected
Station 50	1,200,000	-	512,753	43%	Expected
Total Capital Projects:	24,426,726	799,882	5,831,339	24%	Expected

ENDING CASH:	12/31/2023	12/31/2024	6/30/2025	Highlights:
General Expense	14,634,628	19,579,870	25,935,896	Reserve Policy & Commitments *Restricted use for eligible projects *Restricted for debt service payments *Restricted, Consortium dissolved in 2023.
Reserve Fund	8,591,088	9,052,001	9,251,308	
Capital Fund*	45,368,751	41,823,903	36,629,652	
Debt Fund (GO BOND)	1,694,489	77,763	1,402,662	
PCSORT*	54,825	-	-	
Total:	70,343,782	70,533,536	73,219,518	



Gig Harbor Fire & Medic One

RESOLUTION 2025-02
August 12, 2025

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

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

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

1. The Board hereby adopts the revised organizational policies, attached hereto and incorporated herein by reference.
2. These revised policies shall take effect immediately upon adoption and shall supersede all previous versions.

1000.1	Role of the Board
1000.4	Board Meetings
1000.4.1	Policy on Commissioner E-mail
1000.6	Agenda Preparation
1000.8	Comments to Board & Maintaining Order
1000.9	Quorum, Motions, and Voting
1000.11	Commissioner Committees
1000.14	Commissioner Attendance at Meetings
1000.15	Media Representation at Meetings
1000.17	Confidentiality
1000.18	Commissioner Compensation
1000.19	Board Travel and Expenses (see also 7000.5.1)
1000.20	Public Records of Commissioners

Approved at a regular meeting of the Board of Fire Commissioners, Pierce County Fire Protection District No. 5, this 12th day of August, 2025.

PIERCE COUNTY FIRE PROTECTION
DISTRICT NO. 5

Attest:

District Secretary

Chairman

Commissioner

Commissioner

Commissioner

Commissioner



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Standard Operating Guidelines Table of Contents

Reference: 1000 Series

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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



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

Title: Role of the Board of Fire Commissioners

Reference: 1000.1

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

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



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Board Meetings

Reference: 1000.4

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

1000.4.a TYPES OF MEETINGS

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

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

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

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

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

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

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

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

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

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

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



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

Title: Policy on Commissioner Email

Reference: 1000.4.1

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

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

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

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

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

3. **Public Record Implications:**

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

4. **Informational Emails:**

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

5. **Communication with District Staff:**

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



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

Title: Agenda Preparation
Reference: 1000.6
Applies to: Pierce County Fire District #5
Approved by: Board of Fire Commissioners

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

- 1000.6.5 The Fire Chief and/or his/her designee will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unduly waiting, and so the Board will have sufficient time to hear testimony and to deliberate matters among themselves.

- 1000.6.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.

- 1000.6.7 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.



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

Title: Comments to Board & Maintaining Order

Reference: 1000.8

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

1. **Public Comment Procedures:**

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

2. **Order & Decorum:**

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

3. **Addressing Disruptions:**

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



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Quorum, Motions and Voting

Reference: 1000.9

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

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



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Commissioners Committees

Reference: 1000.11

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

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

1000.11.2 **Budget, Finance and Audit**

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

Risk Management and Insurance

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

Policy and Procedure

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

Labor/Management

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

Fleet and Facilities

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

1000.11.3 The Commissioner Committees shall be comprised of two (2) Commissioners when a total of five (5) Commissioners make up the Board.

1000.11.4 Commissioner Committee meetings may be called for at the request of the Chair or the Fire Chief.

1000.11.5 Commissioner Committee shall be comprised in such a manner as not to constitute a quorum of the Board.



Gig Harbor Fire & Medic One

Board of Fire Commissioners Policy

Title: Commissioner Attendance at Meetings

Reference: 1000.14

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

Unexcused Absences & Accountability

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

Remote Participation

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

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



Gig Harbor Fire & Medic One Board of Fire Commissioners Policy

Title: Media Representation at Board Meetings

Reference: 1000.15

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

Media Access

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

Public vs. Closed Sessions

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

Guidelines for Media Conduct

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

Virtual & Electronic Media Access

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



Gig Harbor Fire & Medic One Board of Fire Commissioners Policy

Title: Confidentiality
Reference: 1000.17
Applies to: Pierce County Fire District #5
Approved by: Board of Fire Commissioners

- 1000.17.1 **Confidentiality of Executive Sessions**
- Commissioners shall keep confidential all written and verbal information received during Executive Sessions, ensuring that the Department's position is not compromised.
 - Confidentiality also applies to information received outside of Executive Sessions when it is exempt from disclosure under RCW 42.56 (Public Records Act) and other applicable laws.
- 1000.17.2 **Handling of Confidential Information**
- If the Board provides direction on terms and conditions during an Executive Session, only designated staff shall handle communications with external parties.
 - Commissioners must obtain approval from the Fire Chief before discussing confidential matters with anyone outside the Board, Departmental legal counsel, or designated staff.
 - Commissioners engaging in any unauthorized discussions must fully disclose the interaction to the Fire Chief or Board in a timely manner.
- 1000.17.2.1 **Unauthorized Disclosure & Accountability**
- Unauthorized disclosure of confidential information may result in Board review and corrective action.
 - Depending on the severity of the breach, actions may include formal censure, removal from committees, or referral to legal counsel for review.
 - Commissioners are responsible for ensuring that their discussions and records comply with all confidentiality laws and District policies.
- 1000.17.2.2 **Scope of Confidentiality**
- Confidentiality rules extend to, but are not limited to:
 - Personnel matters
 - Legal consultations
 - Contract negotiations
 - Strategic discussions affecting the District



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Commissioner Compensation

Reference: 1000.18

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

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

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

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



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Board Travel and Expenses

Reference: 1000.19

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

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

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

2. **Travel & Lodging Reimbursement**

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

3. **Meal & Incidental Expense Reimbursement**

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

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

4. **Expense Claims & Approval Process**

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

5. **Non-Travel Meal Reimbursements**

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

6. **Event Sponsorships & Ceremonial Expenditures**

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

7. **IRS Compliance & Tax Reporting**

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



Gig Harbor Fire & Medic One

Board of Fire

Commissioners Policy

Title: Public Records of Commissioners

Reference: 1000.20

Applies to: Pierce County Fire District #5

Approved by: Board of Fire Commissioners

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

1. **Retention of Public Records**

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

2. **Management of Electronic Records**

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

3. **Responding to Public Records Requests**

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

4. **Computer System Usage**

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