



Gig Harbor Fire & Medic One

AGENDA
Commissioners' Meeting
December 9, 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 **November 18, 2025**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

Accounts Payable (Checks)	
Check #'s 2702 – 2807	\$2,121,911.83
ACCOUNTS PAYABLE TOTALS	\$2,121,911.83

Payroll (Checks & ACH Transfers)	
Check #'s 2692 – 2701	\$325,139.40
ACH Payroll Transfer (Drafts)	\$357,187.03
ACH Payroll Transfer	\$858,384.60
PAYROLL TOTALS	\$1,540,711.03

GRAND TOTAL CHECKS & ACH TRANSFERS	\$3,662,622.86
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1. Local 3390 Reports
2. Chiefs Reports
3. Standing Committee Reports
4. Financial Report – Krystal Hackmeister
5. Chairman's Report
6. 2022 Bond Update



Gig Harbor Fire & Medic One

7. **OLD BUSINESS**

- a. Station 51

8. **NEW BUSINESS**

- a. Resolution 2025-08 Close accounts at Columbia Bank and Bank of America
- b. Resolution 2025-09 2025 Budget Amendment
- c. Resolution 2025-10: Updated Temporary and/or Part-Time Employee Paid Sick Leave Policy (Revising Resolution 2019-08)
- d. Proposed Cancellation of the December 23rd Board Meeting

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

10. **GOOD OF THE ORDER**

11. **SPECIAL INTERESTS/UPCOMING EVENTS**

Adjourn Meeting. Next regular meeting: **Tuesday, January 13, 2026, at 5:00 PM**



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

November 18, 2025

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

Present: Commissioners Entze, Urvina, Nelson, Sutich and Fleming (virtually); Fire Chief D. Doan; Deputy Chief's P. Oldenburg, N. Langlow, S. Booth, J. Johnson, Division Chief S. Peterson, Finance Director K. Hackmeister, IS Manager T. Wagenmann, Technology & Communications Specialist M. Herzog, HR Manager J. Grunder, Executive Assistant L. Medved, and Local 3390 (virtually).

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

COMMUNICATIONS

MINUTES AND VOUCHERS

Commissioners Sutich and Nelson moved and seconded approval of October 28, 2025, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Urvina moved and seconded a motion to approve accounts payable checks #2632 – 2643, and payroll checks #2584 – 2631 and #2645 – 2691, and ACH payroll transfers, as outlined in the agenda for a total consideration of \$1,772,135.71. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

Michael Collins has been elected as the next President for the local chapter and will assume office in January. Chairman Entze expressed gratitude to Jake Flick for his past services as President.

CHIEFS REPORTS

DC Langlow reported:

- All seven lateral hires are now staffed in the engine 3rd role, where they will remain through probation. With these positions filled, we are able to increase services.
- Promotional interviews were conducted last week, resulting in conditional offers based on upcoming retirements. LT Hoeschen to BC, LT Phillips to DC, FF Rippl to Training Division LT, and FF Freeby to Operations LT.

DC Booth reported:

- Four candidates were interviewed to fill the position upon May retirement. DC Tom Wescott was selected, and a transition plan is being developed.
- Binder lifts have been deployed and working well.
- Hazard mitigation plan submitted to DEM and we expect it to be approved by FEMA in Q1 of 2026.
- A welcome reception is planned for 8AM on December 8th to introduce Karen Simmonds, the new

Health and Safety AA.

FC Doan reported:

- DC Tom Wescott will be the next Health and Safety Deputy Chief. Transition plans are in progress, and a personal services contract will be presented to the board next year.
- Station visits this week and next.
- Attending the Chambers public forum affairs and PC Fire Chiefs meetings on Thursday.
- Participating in the leadership roundtable with Executive Ryan Mellow next week and a leadership round table with the City the following week.
- Finalizing the 2025 workplan and drafting the 2026 workplan for Board review in January and February.
- Preparing Command Staff evaluations and scheduling performance reviews; Fire Chief evaluation and the executive session will be scheduled for February.

STANDING COMMITTEE REPORTS

- Negotiations are ongoing and the next meeting is scheduled on December 1st.
- Chairman Ente requested that any Commissioners interested in filling Commissioner Sutich's position on the Labor Management Subcommittee contact him.
- Committee assignments and Board elections will be conducted in January.

CHAIRMAN'S REPORT

2022 CAPITAL BOND PROJECTS UPDATE

DC Johnson reported:

- Station 53 & 57 – Working on submitting the completion notice with the state.
- Station 51 – Following Thursday's court judgment, a special meeting was scheduled for Friday but canceled at noon due to an appeal. Briefs are due tomorrow for the district and Friday for the companies, with a decision anticipated next week.
- Training Campus
 - Support Building: Power to the site is on, and additional circuits are being activated as able.
 - Training Tower: Third floor was poured today, and domestic water line installation is underway.

OLD BUSINESS

NEW BUSINESS

- A. 2026 Budget – Presentation of Final 2026 Budget and Resolutions. Krystal Hackmeister presented the final 2025 Budget and Resolutions for approval.
- Resolution 2025-04 – 2026 Budget Approval
 - Resolution 2025-05 – Fire Expense
 - Resolution 2025-06 – EMS
 - Resolution 2025-07 – Capital Expenses

Commissioners Nelson and Urvina moved and seconded approval of Resolutions 2025-04, 2025-05, 2025-06, and 2025-07. With no further discussion, the **MOTIONS CARRIED** by unanimous roll call vote.

B. Station 50 Project Final Acceptance – DC Johnson

- No current policy exists to delegate final acceptance. DC Johnson requested approval to submit final documents to the state. Commissioner Nelson made a motion to authorize staff to proceed with final acceptance and submit required documents. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

PUBLIC COMMENT

GOOD OF THE ORDER

Commissioner Sutich announced this would be his final in-person meeting. Chairman Entze and Commissioners Nelson and Urvina expressed their appreciation for his service and leadership. Chairman Entze presented Commissioner Sutich with a plaque to honor his time as Fire Commissioner.

SPECIAL INTERESTS/UPCOMING EVENTS

EXECUTIVE SESSION

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 5:42PM. The next regular meeting will be Tuesday, December 9, at 5:00 p.m.

Chairman/Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest: District Secretary

Checks/Bank Drafts Issued 11/14/25 - 12/05/25

ACCOUNTS PAYABLE:		Dollar Amount	TOTAL
Bank Drafts:	DFT0001489 through DFT0001503 11/25/25 Payroll	\$ 357,187.03	\$ 357,187.03
	TOTAL BANK DRAFTS:	\$ 357,187.03	\$ 357,187.03

Check Numbers:	2692 through 2701 11/25/25 Payroll	\$ 325,139.40	\$ 325,139.40
	2702 through 2755 General	\$ 205,581.27	\$ 205,581.27
	2756 through 2757 Capital	\$ 1,769,957.44	\$ 1,769,957.44
	2758 through 2771 General	\$ 49,375.90	\$ 49,375.90
	2772 through 2772 Capital	\$ 32,307.11	\$ 32,307.11
	2773 through 2806 General	\$ 58,965.11	\$ 58,965.11
	2807 through 2807 Capital	\$ 5,725.00	\$ 5,725.00
	TOTAL CHECKS:	\$ 2,447,051.23	\$ 2,447,051.23

ACCOUNTS PAYABLE TOTAL:	\$ 2,804,238.26
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ACH Payroll Transfer :	11/25/25 Payroll	\$ 858,384.60	\$ 858,384.60
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GRAND TOTAL:	\$ 3,662,622.86
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** ALL CHECKS WERE PRINTED BY PCFD5 **



Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 11/14/2025 - 12/05/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
73	DECISION POINT	11/25/2025	Bank Draft	0.00	3,537.50	DFT0001489
73	DECISION POINT	11/25/2025	Bank Draft	0.00	33,186.86	DFT0001490
73	DECISION POINT	11/25/2025	Bank Draft	0.00	4,419.57	DFT0001491
73	DECISION POINT	11/25/2025	Bank Draft	0.00	39,680.02	DFT0001492
73	DECISION POINT	11/25/2025	Bank Draft	0.00	1,047.82	DFT0001493
73	DECISION POINT	11/25/2025	Bank Draft	0.00	40,416.01	DFT0001494
73	DECISION POINT	11/25/2025	Bank Draft	0.00	5,492.65	DFT0001495
283	DSHS - DIV OF CHILD SUPPORT	11/25/2025	Bank Draft	0.00	439.50	DFT0001496
303	FIDELITY INVESTMENTS	11/25/2025	Bank Draft	0.00	5,270.00	DFT0001497
303	FIDELITY INVESTMENTS	11/25/2025	Bank Draft	0.00	500.00	DFT0001498
303	FIDELITY INVESTMENTS	11/25/2025	Bank Draft	0.00	3,487.50	DFT0001499
303	FIDELITY INVESTMENTS	11/25/2025	Bank Draft	0.00	1,225.00	DFT0001500
14	Internal Revenue Service - EFTPS	11/25/2025	Bank Draft	0.00	37,974.84	DFT0001501
14	Internal Revenue Service - EFTPS	11/25/2025	Bank Draft	0.00	370.24	DFT0001502
14	Internal Revenue Service - EFTPS	11/25/2025	Bank Draft	0.00	180,139.52	DFT0001503

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	15	15	0.00	357,187.03
EFT's	0	0	0.00	0.00
	15	15	0.00	357,187.03

Check Report

Date Range: 11/14/2025 - 12/05/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Cash-Pooled Cash						
1925	AFLAC	11/20/2025	Regular	0.00	1,829.62	2692
107	DEPT LABOR & INDUSTRIES	11/20/2025	Regular	0.00	55,480.29	2693
67	EMPLOYMENT SECURITY DEPT - PFMLA	11/20/2025	Regular	0.00	8,883.84	2694
3176	Gig Harbor Firefighters Union Health & Welfare	11/20/2025	Regular	0.00	95,304.00	2695
388	GIG HARBOR PENINSULA FF ASSOCIATION	11/20/2025	Regular	0.00	370.00	2696
2307	VISION SERVICE PLAN - AT	11/20/2025	Regular	0.00	115.46	2697
515	WA CARES FUND - LTC	11/20/2025	Regular	0.00	2,281.68	2698
526	WA State Treasurer Dept of Retirement System	11/20/2025	Regular	0.00	143,037.55	2699
525	WASHINGTON PER SYSTEM EMP	11/20/2025	Regular	0.00	10,411.96	2700
980	WASHINGTON STATE TREASURER	11/20/2025	Regular	0.00	7,425.00	2701
399	ALS SERVICES USA	11/21/2025	Regular	0.00	559.17	2702
2314	BCBS OF ARIZONA	11/21/2025	Regular	0.00	378.40	2703
425	BLUECOSMO	11/21/2025	Regular	0.00	382.52	2704
836	CARDINAL HEALTH 112 LLC	11/21/2025	Regular	0.00	30.40	2705
3120	CENTRAL WELDING SUPPLY	11/21/2025	Regular	0.00	199.12	2706
1239	CENTURYLINK	11/21/2025	Regular	0.00	878.26	2707
3005	CINTAS CORP	11/21/2025	Regular	0.00	1,526.93	2708
3005	CINTAS CORP	11/21/2025	Regular	0.00	510.20	2709
37	CLAIBORNE, LARRY	11/21/2025	Regular	0.00	272.70	2710
2478	COMCAST	11/21/2025	Regular	0.00	3,323.36	2711
2478	COMCAST	11/21/2025	Regular	0.00	32.49	2712
104	COMMERCIAL BRAKE & CLUTCH	11/21/2025	Regular	0.00	75.35	2713
2332	COPELAND, ROBERT	11/21/2025	Regular	0.00	185.00	2714
3275	DELL MARKETING LP	11/21/2025	Regular	0.00	10,543.95	2715
261	DOBBS PETERBILT - TACOMA 1	11/21/2025	Regular	0.00	449.85	2716
49	ESO SOLUTIONS INC	11/21/2025	Regular	0.00	9,038.19	2717
44	FIDELITY SOLUTIONS	11/21/2025	Regular	0.00	11,625.67	2718
2660	FIRE SERVICE REPAIR LLC	11/21/2025	Regular	0.00	2,428.03	2719
542	GALLS LLC	11/21/2025	Regular	0.00	537.80	2720
376	GOODMAN, CHRIS	11/21/2025	Regular	0.00	185.00	2721
3286	HAAS, JOSEF MAX	11/21/2025	Regular	0.00	185.00	2722
3125	HARBOR AUDIOLOGY	11/21/2025	Regular	0.00	190.00	2723
2283	HUGHES FIRE EQUIPMENT INC	11/21/2025	Regular	0.00	3,101.07	2724
561	HUMANA INSURANCE CO	11/21/2025	Regular	0.00	110.10	2725
576	INSIGHT PUBLIC SECTOR	11/21/2025	Regular	0.00	8,755.19	2726
248	INTERSTATE BATTERIES OF OLYMPIA	11/21/2025	Regular	0.00	987.09	2727
212	LAWSON PRODUCTS	11/21/2025	Regular	0.00	208.43	2728
1269	LES SCHWAB TIRE CENTER	11/21/2025	Regular	0.00	303.20	2729
587	LEVEL 3 COMMUNICATIONS LLC	11/21/2025	Regular	0.00	2,162.09	2730
1359	MURREYS DISPOSAL CO INC	11/21/2025	Regular	0.00	180.53	2731
46	NATIONAL HOSE TESTING SPECIALTIES	11/21/2025	Regular	0.00	18,760.50	2732
534	PCRCO LLC	11/21/2025	Regular	0.00	38.33	2733
19	PENINSULA LIGHT CO - ELECTRIC	11/21/2025	Regular	0.00	8,234.64	2734
520	PERFORMANCE SYSTEMS INTEGRATION LLC	11/21/2025	Regular	0.00	10,364.97	2735
70	PIERCE COUNTY BUDGET & FINANCE	11/21/2025	Regular	0.00	30.00	2736
420	POMPS TIRE SERVICE INC	11/21/2025	Regular	0.00	1,265.27	2737
2982	PREMERA BLUE CROSS	11/21/2025	Regular	0.00	606.00	2738
1087	PUGET SOUND ENERGY	11/21/2025	Regular	0.00	1,152.82	2739
99	SEAWESTERN INC	11/21/2025	Regular	0.00	12,165.36	2740
80	SPRAGUE PEST SOLUTIONS	11/21/2025	Regular	0.00	756.07	2741
VEN00173	Summit Law Group, PLLC	11/21/2025	Regular	0.00	9,346.00	2742
137	SUNBELT RENTALS INC	11/21/2025	Regular	0.00	968.84	2743
1957	TITUS WILL FORD	11/21/2025	Regular	0.00	676.62	2744
VEN00155	Truck Vault Inc.	11/21/2025	Regular	0.00	5,464.12	2745
565	UKG KRONOS SYSTEMS LLC	11/21/2025	Regular	0.00	20,414.36	2746
171	ULINE	11/21/2025	Regular	0.00	89.01	2747
3115	UNITED HEALTHCARE	11/21/2025	Regular	0.00	83.80	2748
203	US BANK	11/21/2025	Regular	0.00	44,774.92	2749
532	US BANK - INSTANT CARD	11/21/2025	Regular	0.00	1,221.80	2750
2973	VERIZON WIRELESS - DALLAS	11/21/2025	Regular	0.00	888.30	2751

Check Report

Date Range: 11/14/2025 - 12/05/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1474	WASHINGTON WATER SERVICE - 1	11/21/2025	Regular	0.00	91.46	2752
1820	WESTBAY AUTO PARTS	11/21/2025	Regular	0.00	487.36	2753
2088	WHELEN ENGINEERING CO INC	11/21/2025	Regular	0.00	467.64	2754
3004	WILCOX & FLEGEL	11/21/2025	Regular	0.00	7,887.99	2755
602	MATERIALS TESTING & CONSULTING INC	11/21/2025	Regular	0.00	8,193.75	2756
VEN00040	Pease Construction	11/21/2025	Regular	0.00	1,761,763.69	2757
VEN00165	American Red Cross	11/25/2025	Regular	0.00	3,736.80	2758
557	AT&T MOBILITY	11/25/2025	Regular	0.00	5,521.42	2759
VEN00174	AutoKraft of Kent LLC	11/25/2025	Regular	0.00	2,035.00	2760
3005	CINTAS CORP	11/25/2025	Regular	0.00	796.85	2761
489	DTG RECYCLE	11/25/2025	Regular	0.00	247.25	2762
542	GALLS LLC	11/25/2025	Regular	0.00	2,059.75	2763
161	KNOX COMPANY	11/25/2025	Regular	0.00	8,930.15	2764
53	LABORATORY CORP OF AMERICA	11/25/2025	Regular	0.00	23.60	2765
528	LIFE ASSIST INC	11/25/2025	Regular	0.00	8,692.68	2766
99	SEAWESTERN INC	11/25/2025	Regular	0.00	153.14	2767
600	SYSTEMS DESIGN WEST LLC	11/25/2025	Regular	0.00	6,978.72	2768
2973	VERIZON WIRELESS - DALLAS	11/25/2025	Regular	0.00	125.50	2769
1474	WASHINGTON WATER SERVICE - 1	11/25/2025	Regular	0.00	60.66	2770
3213	ZOLL MEDICAL CORPORATION	11/25/2025	Regular	0.00	10,014.38	2771
1624	RICE FERGUS MILLER	11/25/2025	Regular	0.00	32,307.11	2772
700	BRAUN NORTHWEST INC	12/05/2025	Regular	0.00	78.49	2773
VEN00156	Carolyn J. Martin	12/05/2025	Regular	0.00	379.00	2774
3120	CENTRAL WELDING SUPPLY	12/05/2025	Regular	0.00	503.46	2775
3005	CINTAS CORP	12/05/2025	Regular	0.00	259.54	2776
3005	CINTAS CORP	12/05/2025	Regular	0.00	1,148.02	2777
2478	COMCAST	12/05/2025	Regular	0.00	1,147.52	2778
VEN00180	Daniel Nance	12/05/2025	Regular	0.00	76.26	2779
474	DM RECYCLING	12/05/2025	Regular	0.00	367.00	2780
261	DOBBS PETERBILT - TACOMA 1	12/05/2025	Regular	0.00	1,907.34	2781
233	EMS CONNECT	12/05/2025	Regular	0.00	907.71	2782
341	ERIC T QUINN PS	12/05/2025	Regular	0.00	175.00	2783
44	FIDELITY SOLUTIONS	12/05/2025	Regular	0.00	697.25	2784
2962	FOURNIER INS SOLUTIONS	12/05/2025	Regular	0.00	913.90	2785
VEN00112	Foypass Inc	12/05/2025	Regular	0.00	235.00	2786
197	FREIGHTLINER NORTHWEST	12/05/2025	Regular	0.00	4,615.06	2787
52	GIG HARBOR CITY OF	12/05/2025	Regular	0.00	1,271.26	2788
2661	INDUSTRIAL SCIENTIFIC CORP	12/05/2025	Regular	0.00	1,904.48	2789
353	JOHN A CAMPBELL MD PC	12/05/2025	Regular	0.00	3,644.00	2790
3225	KELLEY CREATE - LEASE PYMTS	12/05/2025	Regular	0.00	2,032.11	2791
212	LAWSON PRODUCTS	12/05/2025	Regular	0.00	1,119.08	2792
528	LIFE ASSIST INC	12/05/2025	Regular	0.00	6,350.57	2793
529	MACDONALD MILLER FACILITY SOLUTIONS LLC	12/05/2025	Regular	0.00	6,819.62	2794
1359	MURREYS DISPOSAL CO INC	12/05/2025	Regular	0.00	1,010.99	2795
1433	NORTH, GEOFF	12/05/2025	Regular	0.00	51.52	2796
19	PENINSULA LIGHT CO - ELECTRIC	12/05/2025	Regular	0.00	1,040.60	2797
520	PERFORMANCE SYSTEMS INTEGRATION LLC	12/05/2025	Regular	0.00	1,822.27	2798
420	POMPS TIRE SERVICE INC	12/05/2025	Regular	0.00	488.10	2799
98	PRENTICE PERFECT CLEANING LLC	12/05/2025	Regular	0.00	5,600.00	2800
1453	PUGET SOUND CLEAN AIR AGENCY	12/05/2025	Regular	0.00	180.00	2801
395	QUEST DIAGNOSTICS	12/05/2025	Regular	0.00	8,397.70	2802
2389	SPEEDY GLASS	12/05/2025	Regular	0.00	1,219.03	2803
80	SPRAGUE PEST SOLUTIONS	12/05/2025	Regular	0.00	324.03	2804
1474	WASHINGTON WATER SERVICE - 1	12/05/2025	Regular	0.00	490.13	2805
VEN00005	WrapJax LLC	12/05/2025	Regular	0.00	1,789.07	2806

Check Report

Date Range: 11/14/2025 - 12/05/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
341	ERIC T QUINN PS	12/05/2025	Regular	0.00	5,725.00	2807

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	238	116	0.00	2,447,051.23
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
	238	116	0.00	2,447,051.23

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	238	116	0.00	2,447,051.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	15	15	0.00	357,187.03
EFT's	0	0	0.00	0.00
	253	131	0.00	2,804,238.26

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2025	2,739,548.15
999	Pooled Cash	12/2025	64,690.11
			2,804,238.26

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
 October-2025 October 31, 2025 Unaudited

OPERATING REVENUES	Budget	October	YTD	% of Budget	Highlights:
Taxes	40,986,414	15,099,101	38,401,553	94%	Expected
Intergovernmental	1,212,766	150,365	945,097	78%	Expected
Charges for Service	2,482,000	448,941	3,428,583	138%	Expected, Prior year reimbursements
Other/Non-Revenue	1,175,000	79,862	1,421,236	121%	Reimbursements, Insurance Recovery
Transfers	830,000	484,187	484,187	58%	Planned Reimbursements
Total Revenues:	46,686,180	16,262,455	44,680,655	96%	Expected

OPERATING EXPENSES:	Budget	October	YTD	% of Budget	Highlights:
Salaries	25,145,087	1,901,530	20,291,647	81%	Expected
Benefits	7,534,952	609,633	6,091,752	81%	Expected
Supplies	2,214,703	86,712	1,248,172	56%	Expected
Services	4,893,635	449,820	2,746,959	56%	Expected
Capital & Improvements	5,694,050	301,069	2,172,031	38%	Expected, Capital items delayed
Debt Service	-	-	-	0%	N/A
Transfers	1,203,753	-	898,075	75%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,348,764	33,448,636	72%	Expected

EXPENSES BY DIVISION:	Budget	October	YTD	% of Budget	Highlights:
Legislative	372,219	59,904	241,865	65%	Expected
Finance & Admin	4,546,920	367,352	2,855,389	63%	Expected
Operations	27,569,861	2,387,675	22,251,619	81%	Expected
Logistics	11,108,863	702,566	5,997,206	54%	Expected
Health & Safety	1,884,564	119,259	1,204,482	64%	Expected
Capital/Bond	-	(287,992)	-	0%	Planned Reimbursement to Capital Fund
Transfers	1,203,753	-	898,075	75%	Planned Reserve & Debt Payments
Total Expenses:	46,686,180	3,348,764	33,448,636	72%	Expected

CAPITAL FUND (BOND):	Budget	October	YTD	% of Budget	Highlights:
Project Management	443,416	301,020	311,673	70%	Expected
Training Campus	13,528,637	1,633,963	9,399,883	69%	Expected, Project late start in 2024
Station 57	2,643	-	239,514	9062%	Expected, YE project completion in 2025
Station 53	2,643	-	220,524	8344%	Expected, YE project completion in 2025
Station 51	7,863,623	49,081	822,895	10%	Expected, Project Delays
Station 59	817,970	-	-	0%	Expected
Logistics Facility	185,185	-	-	0%	Expected
Station 58	382,609	-	-	0%	Expected
Station 50	1,200,000	109,519	716,568	60%	Expected, Closeout in progress
Total Capital Projects:	24,426,726	2,093,583	11,711,056	48%	Expected

ENDING CASH:	12/31/2023	12/31/2024	10/31/2025	Highlights:
General Expense	14,634,628	19,579,541	30,703,831	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	9,892,925	
Capital Fund*	45,368,751	41,823,903	31,059,833	
Debt Fund (GO BOND)	1,694,489	77,763	3,064,500	
PCSORT*	54,825	-	-	
Total:	70,343,782	70,533,207	74,721,089	



Gig Harbor Fire & Medic One

**RESOLUTION 2025-08
December 9, 2025**

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

WHEREAS, Pierce County Fire District No. 5 desires to close three (3) bank accounts that are no longer in use or needed by the District; and

WHEREAS, the District has granted signature authority to individuals listed below.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS:

The following persons have exclusive signature authority on behalf of Pierce County Fire District No. 5, in order to accomplish day-to-day transactions, operation and correspondence:

Dennis Doan, Fire Chief
Perry Oldenburg, Deputy Chief of Administration and Finance
Krystal Hackmeister, Finance Director

IT IS HEREBY FURTHER RESOLVED, that the above-named individuals are authorized to close the following accounts:

Columbia Bank Account xxx7440 'Petty Cash'
Columbia Bank Account xxx7432 'Advance Travel'
Bank of America Account xxx8917 'Transport Revenue'

Dated this 9th day of December, 2025 by the Board of Fire Commissioners of Pierce County Fire District No. 5.

PIERCE COUNTY FIRE PROTECTION
DISTRICT NO. 5

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

Attest:

District Secretary

DRAFT

Attachment A
Resolution 2025-09
December 9, 2025

Fund Summary: The following budget lines are separated by fund, included in this budget amendment and shown in the table below.

Fund	Budget Expense Category	2025 Amendments
General Expense	Transfer Out	15,643,099
General Expense	Transfer Out	(480,000)
General Expense	Facility Capital	(975,000)
General Expense	Apparatus Capital	(2,652,497)
General Expense Fund Total		11,535,602
Reserve Fund	Transfer Out	3,280,000
Reserve Fund Total		3,280,000

Line Item Detail: The below list outlines the specific line items included in the summary budget amendment table.

Fund	Item	2025 Amount
General Expense	2025 Contribution to meet 16.67% Reserve Fund Policy	955,000
General Expense	2024 Contribution to meet 16.67% Reserve Fund Policy	575,602
Total Transfer Out to Reserve Fund		1,530,602
General Expense	ST55 Facilities Project	775,000
General Expense	ST52/56 Single Roofing Project (1)	200,000
Total Transfer Out to Facilities Improvement Fund		975,000
General Expense	Water Tender	500,000
General Expense	Type 1 Engine's Final Payment on Arrival (sales tax)	531,300
General Expense	Type 1 Engine's Upfit on Arrival	375,000
General Expense	Type 3 Engine 1 of 2 (ordered 2023, arrival 2026)	540,186
General Expense	Type 3 Engine 2 of 2 (ordered 2024, arrival 2026)	631,011
General Expense	Type 3 Engines (2) Upfit	75,000
Total Transfer Out to Fleet Fund		2,652,497
General Expense	2023 Future Capital Replacement	2,500,000
General Expense	2023 Future Capital Replacement - IT Infrastructure	530,000
General Expense	2024 Budgeted Amount toward Capital replacement	500,000
General Expense	2024 Planned Capital Replacement Variance	4,200,000
General Expense	2025 Capital Replacement Variance	2,755,000
Total Transferred Out to Capital Replacement Fund		10,485,000
Reserve Fund	Capital - Resolution 2021-28/2023-03	300,000
Reserve Fund	Capital - Resolution 2020-18/2023-03	500,000
Reserve Fund	Capital - Resolution 2020-18/2023-03	400,000
Reserve Fund	Capital - Resolution 2019-09/2023-03	250,000
Reserve Fund	Capital - Resolution 2019-09/2023-03	500,000
Reserve Fund	Capital - Resolution 2018-17/2023-03	500,000
Reserve Fund	Medic Unit & Type 1 Engine arrival in 2025	830,000
Total Transferred Out to Capital Replacement Fund		3,280,000



Gig Harbor Fire & Medic One

**RESOLUTION 2025-09
December 9, 2025**

BE IT RESOLVED by the Board of Fire Commissioners of Pierce County Fire Protection District No. 5 a resolution amending budgeted expenditures among specific budget expenditure codes and changing the total expenditure budget approved for the year 2025 as follows:

WHEREAS, the District’s 2025 budget included capital expenditures in the General Expense fund and future capital expenditures will move to the Capital Fund in 2026; and

WHEREAS, current year budgeted capital expenditures not completed in 2025 and are expected to be completed in 2026 in a different fund as provided in “Attachment A”; and

WHEREAS, ending fund balance resources planned for future capital replacement in the General Expense fund are expected to be held and/or completed in 2026 in a different fund as provided in “Attachment A”; and

WHEREAS, ending fund balance resources planned for future capital replacement in the Reserve fund are expected to be held and/or completed in 2026 in a different fund as provided in “Attachment A”; and

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

THAT, the Treasurer of Pierce County is hereby requested to increase the following Budget Accounts:

1. 686.005 001-597-597002 by the amount of \$11,535,602; and
2. 687.005 002-597-597002 by the amount of \$3,280,000; and

THAT, the total Fire District budget be increased by \$11,535,602 to the amended amount of \$58,221,782 for the General Expense fund.

THAT, the total Fire District budget be increased by \$3,280,000 to the amended amount of \$3,280,000 for the Reserve fund.

Adopted at a regular meeting of the Board of Fire Commissioners, Pierce County Fire District No. 5, this 9th day of December, 2025, by a majority of the members.

PIERCE COUNTY FIRE PROTECTION
DISTRICT NO. 5

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

Attest:

District Secretary

DRAFT



Gig Harbor Fire & Medic One

**RESOLUTION ~~2019-08-2025-XX~~
September 24, 2019-December 9, 2025**

BE IT RESOLVED by the Board of Fire Commissioners of Pierce County Fire District No. 5 as follows:

WHEREAS, Pierce County Fire District No. 5 seeks to comply with all applicable laws and regulations, and

WHEREAS, the State of Washington adopted RCW 49.46.200, 49.46.210 and WAC 296-128 requiring paid sick leave for employees, and

WHEREAS, Pierce County Fire District No. 5 has certain employees who are not covered by agreements that meet or exceed the provisions of the paid sick leave law, and

NOW, THEREFORE BE IT HEREBY RESOLVED, that Pierce County Fire District No. 5 adopts the attached Temporary and/or Part Time Employee Paid Sick Leave Policy (Attachment A).

Adopted at a regular meeting of the Board of Fire Commissioners, Pierce County Fire District No. 5, this ~~24th day of September, 2019.~~ **9th day of December, 2025.**

PIERCE COUNTY FIRE DISTRICT NO. 5

Attest:

District Secretary

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

Attachment “A”

Pierce County Fire District No. 5

Temporary and/or Part Time Employee Paid Sick Leave Policy

This policy applies only to District employees who are not covered by a collective bargaining agreement or other contract/agreement that meets or exceeds legally required sick leave accrual and availability standards.

Paid Sick Leave Accrual and Availability

Accrual

- Employees accrue one hour of paid sick leave for every 40 hours worked.
- Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Availability

- Employees are entitled to use their accrued, unused paid sick leave beginning on the 90th calendar day after the start of their employment.
- After this 90-day period, employers must make accrued paid sick leave available to employees for immediate use after pay period earned.

Authorized Uses of Paid Sick Leave

Care of the employee or the employee’s family member

- Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
 - The need for preventive medical care.
- For the use of paid sick leave for an employee’s family member, family member is defined as:
 - A child;
 - Including a biological, adopted, or foster child, stepchild, **a child’s spouse**, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
 - A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child

- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild;
- A sibling; or
- An individual who depends on the employee for care.

Closure of the company or the employee's child's school or place of care

- Employees may use their accrued, unused paid sick leave when Pierce County Fire District No. 5 has been closed by order of a public official for any health-related reason or **emergency declaration**; or
- When an employee's child's school or place of care has been closed by order of a public official for any health-related reason **or emergency declaration**.
 - Please see the definition of "child" in the previous section.

To address issues related to domestic violence, sexual assault, or stalking

- Employees may use their accrued, unused paid sick leave to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
 - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
 - Attend health care treatment for a victim who is the employee's family member;
 - Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
 - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:
 - Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Paid Sick Leave Increments of Use

- Pierce County Fire District No. 5 requires employees to use paid sick leave in no less than 15-minute increments.

Rate of Pay for Use of Paid Sick Leave

- Employees must be paid their “normal hourly compensation” for each hour of paid sick leave used.
 - “Normal hourly compensation” is the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.
 - Normal hourly compensation does not include tips, gratuities, service charges, holiday pay, or other premium rates.
- For employees who use paid sick leave for hours that would have been overtime hours if worked, Pierce County Fire District No. 5 is not required to apply overtime standards to an employee's normal hourly compensation.
- For employees not paid a uniform hourly rate, please see [WAC 296-128-670](#) for more information on calculating normal hourly compensation for such employees.

Payment for the Use of Paid Sick Leave

- Pierce County Fire District No. 5 must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee.

Carryover of Accrued, Unused Paid Sick Leave to the Next Year

Carryover Requirements

- Accrued, unused paid sick leave balances of 40 hours or less must carry over to the following year.
 - For example, if an employee has 25 hours of accrued, unused paid sick leave at the end of the year, all 25 hours must carry over to the following year.
- If an employee carries over unused paid sick leave to the following year, accrual of paid sick leave in the subsequent year would be in addition to the hours accrued in the previous year and carried over.
 - Pierce County Fire District No. 5 need not permit an employee to carry over 40 hours of unused paid sick leave to the calendar year following accrual, pursuant to RCW 49.46.210 (j).
 - ~~However, Pierce County Fire District No. 5 will buy back paid sick leave balances when they exceed 40 hours at the end of a calendar year. The buy back rate for 2019 is 30% of the employee's regular hourly rate and 35% of the employee's regular hourly rate for years thereafter.~~
 - Pierce County Fire District No. 5 will require the employee to forfeit paid sick leave balances in excess of 40 hours at the end of the calendar year.

Definition of Year

- The accrual year is January 1 – December 31.

Separation and Reinstatement

Separation

- If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation.

Reinstatement of Paid Sick Leave Hours Upon Rehire

- Pierce County Fire District No. 5 must reinstate an employee's previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.
 - **Note:**
 - An employer is not required to reinstate any hours of paid sick leave previously provided to the employee through financial or other reimbursement at the time of separation, as long as the value of the paid sick leave was paid at a rate that was at least equal to the employee's normal hourly compensation for each hour of accrued, unused paid sick leave.
 - If the period of time an employee separates from employment extends into the following year (see definition under "Definition of Year"), an employer is not required to reinstate more than 40 hours of accrued, unused paid sick leave.
- Upon rehire, Pierce County Fire District No. 5 must provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee.
- If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment.
 - If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Pierce County Fire District No. 5 will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

Retaliation Prohibited by Law

- Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. Pierce County Fire District No. 5 will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.
- Pierce County Fire District No. 5 may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.
- If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact the ~~Administrative Manager, currently Danette Weyn, or the Human Relations Program Manager at 253-851-3111 or in person at 10222 Bujacich Rd. NW, Gig Harbor, WA.~~ **Human Resources Manager at 253-365-3219 or via email at hr@gigharborfire.org.**
- If an employee is not satisfied with the Pierce County Fire District No. 5 response, the employee may contact the Washington State Department of Labor & Industries.

- Online: www.Lni.wa.gov/WorkplaceRights
- Call: 1-866-219-7321, toll-free
- Visit: www.Lni.wa.gov/Offices
- Email: ESgeneral@Lni.wa.gov

Required Notification

Initial Notification of Rights

- At the start of employment Pierce County Fire District No. 5 will provide employees with notice of their paid sick leave rights. This notice will include information regarding:
 - An employee's entitlement to paid sick leave;
 - The rate at which the employee will accrue paid sick leave;
 - The authorized purposes under which an employee may use paid sick leave; and
 - That retaliation by Pierce County Fire District No. 5 for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act is prohibited.
- Pierce County Fire District No. 5 will make this information readily available to all employees.

Ongoing Notification

- ~~At least once a month,~~ Pierce County Fire District No. 5 will provide notice to its employees **via payroll statements** of:
 - The amount of paid sick leave accrued since notice was last made;
 - The amount of paid sick leave reductions since notice was last made; and
 - The total amount of unused paid sick leave available for use by the employee.