



# Gig Harbor Fire & Medic One

**AGENDA**  
**Commissioners' Meeting**  
**February 10, 2026**  
**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 **January 27, 2026**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

<b>Accounts Payable (Checks)</b>	
Check #'s 3083 – 3109	\$69,303.67
<b>ACCOUNTS PAYABLE TOTALS</b>	<b>\$69,303.67</b>

<b>Payroll (Checks &amp; ACH Transfers)</b>	
Check #'s 3111 – 3122	\$508,638.29
ACH Payroll Transfer (Drafts)	\$307,141.22
ACH Payroll Transfer	\$661,787.41
<b>PAYROLL TOTALS</b>	<b>\$1,477,566.92</b>

<b>GRAND TOTAL CHECKS &amp; ACH TRANSFERS</b>	<b>\$1,546,870.59</b>
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7. Local 3390 Reports
8. Chiefs Reports
9. Standing Committee Reports
10. Chairman's Report
11. 2022 Bond Update
12. **OLD BUSINESS**



# Gig Harbor Fire & Medic One

## 13. NEW BUSINESS

- a. Continuity of Operations Plan (COOP)
- b. 2026 Draft Workplan

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

## 15. GOOD OF THE ORDER

## 16. SPECIAL INTERESTS/UPCOMING EVENTS

## 17. EXECUTIVE SESSION

- a. Pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.

Adjourn Meeting. Next regular meeting: **Tuesday, February 24, 2026, at 5:00 PM**



# Gig Harbor Fire & Medic One

## COMMISSIONERS' MEETING MINUTES

January 27, 2025

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

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

### APPROVAL OF THE AGENDA

After modifying the agenda to remove the Executive Session, Commissioners Nelson and Fleming 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 Urvina and Nelson moved and seconded approval of January 13, 2026, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Fleming moved and seconded a motion to approve accounts payable checks #2981 – 3044, 3055 – 3082, and payroll checks 3045 – 3054, and ACH payroll transfers, as outlined in the agenda for a total consideration of \$1,751,870.93. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

### LOCAL 3390 REPORTS

### CHIEFS REPORTS

#### 2025 Workplan Closeout

FC Doan reported:

- Reviewed planning approach: rather than a resource-intensive five-year strategic plan, the organization uses an annual workplan that provides a flexible one-year horizon, supports day-to-day operations, and guides weekly leadership meetings, while recognizing that priorities may span multiple years.
- 5-year plan remains robust, supporting long-term goals:
  - Completion of bond projects.
  - Investment in training center business plan.
  - Acquisition of 5 new engines.
  - Ongoing evaluation of emergency services (emergent and non-emergent) using data-driven methods.

- Continued modernization of policies and processes.
- Acknowledged and thanked staff for their efforts.
- Draft 2026 work plan will be presented in two weeks; feedback encouraged.
- Self-evaluation will be reviewed during executive session at that meeting.

DC Langlow reported:

- Expressed appreciation for the contributions of BCs, DCs, LTs, and AAs.
- **Operations**
  - Implemented staffing/deployment model for temporary Station 51 closure; evaluated Stations 53 and 57.
  - Completed promotional process; onboarded nine new employees (6 lateral, 3 entry).
  - Responded to 7,927 incidents.
  - Validated and adjusted 80+ call types and 5,000+ sub-types; updated procedures and guidelines.
  - Employee and citizen recognition for promotions, graduations, and exceptional service.
  - Chaired county-wide implementation of updated US digital dispatch tones; expanded interagency coordination with SS911 and regional partners.
- **EMS**
  - Completed 4,042 transports (~11 per day).
  - Launched Ongoing Training and Evaluation Program (OTEP).
  - Welcomed new EMS Physician Advisor, Dr. Constance.
  - Established collaborative partnership with TFD.
  - Implemented new EMS supply system.
  - Partnered with Wildland to launch Line Paramedic Program.
  - Relicensed EMS vehicles.
- **Training**
  - Developed fixed facility and acquired structure live fire cadre.
  - Hosted LT and BC academies.
  - Conducted live fire training at Kitsap Fire Training Consortium and Peninsula School District.
  - Hosted external classes and two operations academies.
  - Built training partnerships and strengthened relationships with TFD, Kitsap Training Consortium, local law enforcement, and fire research organizations.
- **Wildland**
  - Completed 17 wildland mobilizations across 4 states.
  - Conducted comprehensive TRT evaluation and established framework for a 3-year training cycle.

DC Oldenburg reported:

- **Administrative & Operational Support**
  - Maintained high operational tempo with focus on stability and efficiency.
  - Tyler Technologies, Telestaff, and Microsoft transitions.
  - HR and payroll enhancements.
  - Injury and return-to-work processes.
  - Employee training programs.
- **Logistics & Fleet**
  - Planned and supported station relocations and upgrades.
  - Coordinated supply management.
- **Communications & Technology**
  - Modernized voice, data, and communication systems.
  - Upgraded computers, installed station technology, strengthened cybersecurity and

infrastructure for resilience and reliability.

- FC Doan noted that alongside daily operations, the team is implementing new technology while managing the \$80M bond project.

DC Booth reported:

- **Wildfire Ready**: Year two progressing well.
- **Fall Prevention/Elder Care**: Evaluating options and partnerships; falls account for ~25% of run volume.
- **Fire Prevention**: Staff turnover; new Educator, Fire Inspector, and Admin Assistant. Division Chief starting in May.
- **Community Emergency Preparedness**
  - Hazard Mitigation Plan with State DEM; approval anticipated by Q2.
  - Emergency supply cabinets purchased for non-bond stations.
  - Unified command partnerships with city/county for planned events.
- **SOG (Accident Prevention Program)**: Nearly Complete.
- **Non-Workplan Accomplishments**
  - UL/XplorLabs class.
  - Purchased binder lifts through LNI FIIRE grant.
  - Added 3 new PFTs.
  - Implemented Grail Galleri Cancer Blood Test Program; year-one success with early-stage non-Hodgkin's lymphoma detected (no treatment required).

DC Johnson reported:

- Bond work continues as a full team effort.
- **Stations 53 & 57**: Successfully closed out.
- **Training Campus**
  - Support building was completed; achieved first-floor occupancy, awaiting elevator part to enable full building occupancy.
  - First 3 floors of training tower were completed; 4<sup>th</sup> floor deck ready, rebar delivered, pour scheduled soon.
  - Restructured and added retention ponds.
  - Commissioners invited to tour the campus.
- **Station 50**: Flood repair completed; upgrades include new HVAC, refreshed offices, and new furniture throughout.
- **Station 51**
  - Bid process completed after a 3-month court review; contract awarded to the second bidder.
  - Fencing installed, work trailer moved, coordination with Penlight underway.
  - Demo contractor may start Friday; training team planning joint training opportunities with area partners.

## STANDING COMMITTEE REPORTS

## FINANCIAL REPORT

## CHAIRMAN'S REPORT

- Chairman requested Commissioners review FC Doan's self-evaluation and be prepared to provide feedback at the Executive Session on February 10<sup>th</sup>.
- Commended FC Doan, Deputy Chiefs and department personnel for their leadership and performance last year.

**2022 CAPITAL BOND PROJECTS UPDATE**

**OLD BUSINESS**

**NEW BUSINESS**

- A. FC Doan presented a Personal Services Contract for Division Chief Tom Wescott, who will be promoted to Deputy Chief effective June 1.

Commissioners Nelson and Urvina moved and seconded approval. With no further discussion, the **MOTIONS CARRIED** by unanimous roll call vote.

**PUBLIC COMMENT**

**GOOD OF THE ORDER**

**SPECIAL INTERESTS/UPCOMING EVENTS**

**ADJOURNMENT**

There being no further business to discuss, Chairman Entze adjourned the meeting at 6:01PM. The next regular meeting will be Tuesday, February 10, at 5:00 p.m.

\_\_\_\_\_  
Chairman/Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Attest: District Secretary

<b>Checks/Bank Drafts</b> <b>Issued 1/24/26-2/10/26</b>
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ACCOUNTS PAYABLE:					Dollar Amount		TOTAL
Bank Drafts:	DFT0001572	through	DFT0001582	2/10/26 Payroll	\$ 307,141.22	\$	307,141.22
						\$	-
	<b>TOTAL BANK DRAFTS:</b>				<b>\$ 307,141.22</b>	<b>\$</b>	<b>307,141.22</b>
Check Numbers:	3083	through	3109	General	\$ 51,311.33	\$	51,311.33
	3110	through	3110	Capital	\$ 17,992.34	\$	17,992.34
	3111	through	3122	2/10/26 Payroll	\$ 508,638.29	\$	508,638.29
	<b>TOTAL CHECKS:</b>				<b>\$ 577,941.96</b>	<b>\$</b>	<b>577,941.96</b>

<b>ACCOUNTS PAYABLE TOTAL:</b>	<b>\$ 885,083.18</b>
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ACH Payroll Transfer :	2/10/26 Payroll	\$	661,787.41	\$	661,787.41
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	<b>GRAND TOTAL:</b>	<b>\$</b>	<b>1,546,870.59</b>
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<b>** ALL CHECKS WERE PRINTED BY PCFD5 **</b>
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Pierce County Fire Protection District No.5

# Check Report

By Check Number

Date Range: 01/24/2026 - 02/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Payroll-Payroll</b>						
73	DECISION POINT	02/10/2026	Bank Draft	0.00	48,430.92	DFT0001572
73	DECISION POINT	02/10/2026	Bank Draft	0.00	34,437.18	DFT0001573
73	DECISION POINT	02/10/2026	Bank Draft	0.00	40,242.76	DFT0001574
73	DECISION POINT	02/10/2026	Bank Draft	0.00	4,219.61	DFT0001575
283	DSHS - DIV OF CHILD SUPPORT	02/10/2026	Bank Draft	0.00	439.50	DFT0001576
303	FIDELITY INVESTMENTS	02/10/2026	Bank Draft	0.00	5,468.08	DFT0001577
303	FIDELITY INVESTMENTS	02/10/2026	Bank Draft	0.00	500.00	DFT0001578
303	FIDELITY INVESTMENTS	02/10/2026	Bank Draft	0.00	4,712.50	DFT0001579
14	Internal Revenue Service - EFTPS	02/10/2026	Bank Draft	0.00	30,383.98	DFT0001580
14	Internal Revenue Service - EFTPS	02/10/2026	Bank Draft	0.00	415.26	DFT0001581
14	Internal Revenue Service - EFTPS	02/10/2026	Bank Draft	0.00	137,891.43	DFT0001582

**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	11	11	0.00	307,141.22
EFT's	0	0	0.00	0.00
	<b>11</b>	<b>11</b>	<b>0.00</b>	<b>307,141.22</b>

Check Report

Date Range: 01/24/2026 - 02/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Pooled Cash-Pooled Cash</b>						
425	BLUECOSMO	01/30/2026	Regular	0.00	382.52	3083
1303	BOOTH, SCOTT	01/30/2026	Regular	0.00	172.50	3084
108	C.W. NIELSEN MFG. CORP.	01/30/2026	Regular	0.00	2,977.07	3085
3005	CINTAS CORP	01/30/2026	Regular	0.00	1,090.61	3086
3005	CINTAS CORP	01/30/2026	Regular	0.00	259.54	3087
2478	COMCAST	01/30/2026	Regular	0.00	10.56	3088
2478	COMCAST	01/30/2026	Regular	0.00	4,885.45	3089
2332	COPELAND, ROBERT	01/30/2026	Regular	0.00	375.00	3090
8	CURTIS LN & SONS	01/30/2026	Regular	0.00	1,686.92	3091
3312	CUSTOM PRINTS NW LLC	01/30/2026	Regular	0.00	251.50	3092
261	DOBBS PETERBILT - TACOMA 1	01/30/2026	Regular	0.00	323.47	3093
2283	HUGHES FIRE EQUIPMENT INC	01/30/2026	Regular	0.00	1,171.37	3094
576	INSIGHT PUBLIC SECTOR	01/30/2026	Regular	0.00	55.59	3095
353	JOHN A CAMPBELL MD PC	01/30/2026	Regular	0.00	14,351.00	3096
298	KIMBALLS HANDS ON DETAILING LLC	01/30/2026	Regular	0.00	386.21	3097
VEN00107	Momentum Telecom Inc	01/30/2026	Regular	0.00	821.06	3098
1640	PIERCE CO FIRE CHIEFS ASSOC	01/30/2026	Regular	0.00	1,500.00	3099
492	PIERCE COUNTY	01/30/2026	Regular	0.00	240.00	3100
94	PIERCE COUNTY FIRE COMM ASSN	01/30/2026	Regular	0.00	1,080.00	3101
420	POMPS TIRE SERVICE INC	01/30/2026	Regular	0.00	4,242.24	3102
98	PRENTICE PERFECT CLEANING LLC	01/30/2026	Regular	0.00	5,600.00	3103
395	QUEST DIAGNOSTICS	01/30/2026	Regular	0.00	906.06	3104
80	SPRAGUE PEST SOLUTIONS	01/30/2026	Regular	0.00	216.02	3105
1957	TITUS WILL FORD	01/30/2026	Regular	0.00	191.91	3106
1945	UNIFIED OFFICE SERVICES	01/30/2026	Regular	0.00	249.84	3107
1474	WASHINGTON WATER SERVICE - 1	01/30/2026	Regular	0.00	66.34	3108
3004	WILCOX & FLEGEL	01/30/2026	Regular	0.00	7,818.55	3109
VEN00034	Cochran Inc.	01/30/2026	Regular	0.00	17,992.34	3110
3290	BHT BUSINESS SERVICES INDUSTRY	02/05/2026	Regular	0.00	14,353.75	3111
333	COLUMBIA BANK	02/05/2026	Regular	0.00	26,675.45	3112
107	DEPT LABOR & INDUSTRIES	02/05/2026	Regular	0.00	52,021.63	3113
67	EMPLOYMENT SECURITY DEPT - PFMLA	02/05/2026	Regular	0.00	11,713.31	3114
388	GIG HARBOR PENINSULA FF ASSOCIATION	02/05/2026	Regular	0.00	440.00	3115
3037	LOCAL 3390 GHFUHW TRUST	02/05/2026	Regular	0.00	254,374.96	3116
3268	THE HARTFORD	02/05/2026	Regular	0.00	8,457.99	3117
315	TRUSTMARK VOLUNTARY BENEFITS	02/05/2026	Regular	0.00	5,467.62	3118
515	WA CARES FUND - LTC	02/05/2026	Regular	0.00	1,818.67	3119
526	WA State Treasurer Dept of Retirement System	02/05/2026	Regular	0.00	114,736.39	3120
525	WASHINGTON PER SYSTEM EMP	02/05/2026	Regular	0.00	11,153.52	3121
980	WASHINGTON STATE TREASURER	02/05/2026	Regular	0.00	7,425.00	3122

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	40	0.00	577,941.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>69</b>	<b>40</b>	<b>0.00</b>	<b>577,941.96</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	40	0.00	577,941.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	11	11	0.00	307,141.22
EFT's	0	0	0.00	0.00
	<b>80</b>	<b>51</b>	<b>0.00</b>	<b>885,083.18</b>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2026	69,303.67
999	Pooled Cash	2/2026	815,779.51
			<b>885,083.18</b>

### Authorization Signatures

#### Pierce County Fire District 5

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the district, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
District Secretary



# GIG HARBOR FIRE & MEDIC ONE

## Continuity of Operations Plan (COOP)

### 1.0 REFERENCE

RCW Title 52 – Fire Protection Districts  
RCW 38.52 (12)(13)(14) – Washington Emergency Management Act  
WAC 296-305 – Safety Standards for Firefighters  
Washington State Fire Services Resource Mobilization Plan  
Washington State Emergency Management Division – COOP Guidance  
FEMA Continuity Guidance Circular (2018)  
National Incident Management System (NIMS) / ICS

### 2.0 POLICY

- 2.1** It is the policy of Gig Harbor Fire & Medic One (GHFMO) to maintain continuity of operations during and after a wide range of disruptive incidents to ensure life safety, property protection, and community resilience.
- 2.2** Mission Essential Functions (MEFs) shall be preserved in priority order:
- a. Emergency Response (Fire Suppression, EMS, Rescue)
  - b. Incident Command & Control (NIMS/ICS)
  - c. Dispatch & Communications
  - d. Health & Safety of Personnel
  - e. Continuity of Leadership & Authority
  - f. Logistical Support (apparatus, PPE, SCBA, supplies)
  - g. Coordination with Pierce County DEM and partner agencies
- 2.3** Secondary functions (administration, training, inspections, public education) shall be restored as resources allow.

### 3.0 DEFINITIONS

- 3.1** Continuity of Operations (COOP): The ability to continue essential functions under a broad range of circumstances.

- 3.2** Mission Essential Functions (MEFs): The limited set of critical services that must be sustained.
- 3.3** Orders of Succession: Pre-determined leadership authority if primary leaders are unavailable.
- 3.4** Alternate Facilities: Locations used if primary facilities are compromised.
- 3.5** Interoperable Communications: Systems enabling continued coordination among responders and partners.

#### **4.0 ORDERS OF SUCCESSION**

- 4.1** GHFMO leadership succession shall be:  
Fire Chief → Deputy Chief(s) → On-Duty Battalion Chief  
Board of Fire Commissioners Chair → Vice Chair → Senior Commissioner
- 4.2** Each successor shall have full authority until relieved by a higher authority.  
Checklist – Leadership Continuity
  - Confirm Fire Chief availability
  - If unavailable → Deputy Chief(s) assumes authority
  - If unavailable → On-Duty Battalion Chief assumes authority
  - Notify Board Chair & Pierce County DEM of acting authority

#### **5.0 DELEGATIONS OF AUTHORITY**

- 5.1** Emergency Expenditures: Fire Chief (or designee) may authorize up to statutory limits without prior Board approval.
- 5.2** Personnel Assignments: Incident Commander, Deputy Chief, or Duty Chief may reassign staff, suspend leave, and modify schedules.
- 5.3** Mutual Aid Requests: Fire Chief, Deputy Chief/ Duty Chief, or On-Duty Battalion Chief may initiate requests per agreements and the State Fire Mobilization Plan.

#### **6.0 CONTINUITY FACILITIES**

- 6.1** Primary: GHFMO Station 50 Headquarters (10222 Bujacich Rd NW, Gig Harbor).
- 6.2** Alternate: GHFMO Station 51, or another appropriate GHFMO facility.
- 6.3** If all district stations are inoperable: Pierce County Emergency Operations Center.
- 6.4** Mobile fallback: GHFMO Command Vehicle.

##### Checklist – Facility Activation

- Assess Station 50 HQ (damage, utilities, accessibility)
- If compromised, relocate to Station 51, or another appropriate GHFMO facility
- If all stations compromised, request Pierce County EOC
- Deploy Mobile Command Post, if required
- Secure facility, establish communications, account for all staff

## **7.0 CONTINUITY COMMUNICATIONS**

- 7.1** Primary: South Sound 911 Dispatch, District Radios (VHF/700 MHz).
- 7.2** Alternate: Satellite phones, cellular phones, paging/text recall system.
- 7.3** Data Systems: Servers with offsite/cloud backup; remote access authorized for Command Staff.
- 7.4** Interoperability: Maintain contact with law enforcement, EMS, DEM, and State Mobilization resources.

### Checklist – Communications Redundancy

- Confirm South Sound 911 operational
- Test district radios
- If radios down → use cell/satellite phones
- Activate paging/text recall system
- Notify partner agencies of communications status

## **8.0 ESSENTIAL RECORDS MANAGEMENT**

- 8.1** Personnel, incident, and financial records shall be backed up electronically onsite and secure cloud/ software.
- 8.2** Legal/contractual documents shall be archived both digitally and in secured physical storage at Station 50 and in a secure cloud location.

### Checklist – Records Continuity

- Verify personnel and payroll systems access
- Confirm EPCR/NERIS (NFIRS) data availability
- Secure legal/contract archives
- Report data losses and activate recovery

## **9.0 HUMAN CAPITAL MANAGEMENT**

- 9.1** Staff recall procedures shall be initiated via paging/text.
- 9.2** Modified shift schedules may be enacted.
- 9.3** Behavioral health, rehab, and wellness services shall be maintained when practicable.
- 9.4** Personnel may be reassigned to logistics, communications, or EOC support roles as necessary.

### Checklist – Staffing & Wellness

- Initiate recall
- Adjust shifts
- Provide wellness/rehab support
- Assign alternate duties
- Request county/state support if needed

## **10.0 TRAINING & EXERCISES**

- 10.1** An annual COOP Tabletop Exercise (TTX) may be conducted with Command Staff.

- 10.2 A biennial functional exercise may be conducted with Pierce County DEM.
- 10.3 After-Action Reports (AARs) shall be completed for all exercises and real disruptions, as soon as possible.
- 10.4 Corrective actions shall be implemented within 90 days, unless extenuating circumstances exist, and then changes shall be implemented as soon as possible.

**11.0 PLAN MAINTENANCE**

- 11.1 The Fire Chief (or designee) shall ensure an annual review/update.
- 11.2 Updates shall be approved by the Board of Fire Commissioners.
- 11.3 Distribution shall include Command Staff, Duty Officers, Battalion/ Division Chiefs, and Pierce County DEM, as well as all employees of the organization.

**12.0 FLOWCHARTS**

**12.1 Leadership Succession Flow**

Fire Chief Available?

└ YES → Fire Chief Retains Authority

└ NO

Deputy Chief(s) Available?

└ YES → Deputy Chief(s) Assumes Authority

└ NO

On-Duty Battalion Chief → Assumes Authority

**12.2 Facility Relocation Flow**

Station 50 Operational?

└ YES → Maintain HQ Operations

└ NO

Station 51 or another suitable location?

└ YES → Relocate Operations

└ NO

Pierce County EOC Accessible?

└ YES → Relocate Operations

└ NO → Deploy Mobile Command Post

**12.3 Communications Continuity Flow**

South Sound 911 Available?

└ YES → Maintain Normal Operations

└ NO

District Radios Working?

└ YES → Use Radio System

└ NO

Cell / Satellite Phones Available?

└ YES → Use Alternate Communications

└ NO → Deploy Runners / Manual Dispatch

### **13.0 APPENDIX**

Contact Rosters

Facility Maps & Utility Shutoffs

Vendor/Contractor Continuity Agreements (fuel, medical supplies, IT)

Mutual Aid Agreements

Emergency Notification Procedures

Emergency Staffing and Leave Suspension Order

DRAFT

## Emergency Staffing & Leave Suspension Order

### Authority

Pursuant to RCW 38.52.070(2) (emergency powers of political subdivisions) and consistent with RCW 41.56 (collective bargaining obligations), the Fire Chief (or designee) may temporarily suspend discretionary leave in order to preserve mission-essential emergency response functions.

### Order

Effective [DATE/TIME], due to [describe emergency: wildfire, earthquake, pandemic surge, regional disaster, etc.], the following measures are in effect:

#### 1. Suspension of Leave

The use of the following leave types is suspended:

- Vacation Leave
- Compensatory Time Off
- Holiday/Discretionary Leave
- Other: \_\_\_\_\_

Sick leave and protected statutory leave (e.g., FMLA, RCW 49.78 Paid Family & Medical Leave) remain unaffected unless otherwise directed by law.

#### 2. Duration

This suspension shall remain in effect until:

- Termination of the declared emergency, or
- [specific date/time], whichever occurs first.

#### 3. Justification

Current staffing is insufficient to meet operational demands due to:

- Increased call volume
- Member unavailability
- Mutual aid resource limitations
- Other: \_\_\_\_\_

#### 4. Union Notification

Notice has been provided to the Gig Harbor Professional Firefighters, IAFF Local 3390, in compliance with RCW 41.56, and impact bargaining will be initiated as soon as practicable.

#### 5. Documentation

This order and supporting records shall be retained for audit and after-action review.

Issued By

Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Acknowledgment

This order is issued under the emergency authority of RCW 38.52.070(2), which authorizes temporary suspension of procedures and formalities in order to protect life, property, and public safety.

DRAFT