



Gig Harbor Fire & Medic One

AGENDA
Commissioners' Meeting
March 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 **February 24, 2026**, Commissioner meeting.
6. Accounts Payable & Payroll Approvals

Accounts Payable (Checks)	
Check #'s 3211 – 3248, 3261 – 3281	\$315,901.85
ACCOUNTS PAYABLE TOTALS	\$315,901.85

Payroll (Checks & ACH Transfers)	
Check #'s 3249 – 3260	\$506,306.96
ACH Payroll Transfer (Drafts)	\$287,259.49
ACH Payroll Transfer	\$619,025.20
PAYROLL TOTALS	\$1,412,591.65

GRAND TOTAL CHECKS & ACH TRANSFERS	\$1,728,493.50
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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**

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, March 24, 2026, at 5:00 PM**



Gig Harbor Fire & Medic One

BOARD OF COMMISSIONERS MEETING MINUTES

February 24, 2026

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

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

APPROVAL OF THE AGENDA

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

Commissioner Hayden will be absent from the Board Meeting on 3/10/2026.

COMMUNICATIONS

MINUTES AND VOUCHERS

Commissioners Nelson and Fleming moved and seconded approval of the February 10, 2026, meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Hayden moved and seconded a motion to approve accounts payable checks #3123 – 3156 and #3167 – 3210, and payroll checks #3157 – 3166 and ACH payroll transfers, as outlined in the agenda for a total consideration of \$2,027,141.73. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

DC Oldenburg reported:

- State audits are complete with no findings or remarks from the exit interviews.

DC Langlow reported:

- Provided mutual aid to Key Peninsula with Pierce County Sheriff's Office and other law enforcement agencies. Two Chief Officers, two Chaplains, and three medic units responded, one was canceled in route. BC Voigt reports crews are well. Medic 58 remains at the crime scene with one employee as the liaison. Medic 58 staff were reassigned until the unit is returned.
- Last Wednesday, we responded to a fatal motor vehicle accident on Burnham Drive. The road was closed for 2-3 hours during the WSP investigation. Crews are doing well.

DC Booth reported:

- The Firefighter's Association is purchasing 4 AEDs, and is coordinating with Division Chief Wescott to get them distributed within the city; locations yet to be determined. These will enhance

the city's chain of survival.

STANDING COMMITTEE REPORTS

- Exit interviews are finished. Chairman Entze expressed his gratitude to Krystal and Perry for their hard work.
- First mediation meeting for negotiations is scheduled for next month.

OLD BUSINESS

A. 2026 Draft Workplan

DC Oldenburg reported:

- Tyler Technology
 - Finance and payroll conversion are complete, but payroll issues remain; collaborating with the vendor to improve technology.
- Employee Training
 - HR/Payroll, district technology, and station/crew training.
 - Provide critical training to staff via multiple approaches: quarterly training, officer training, how-to guides and videos.
- Policies & Procedures
 - Reviews and updates are ongoing.
- Bond Rating/Scale
 - Sold \$50M of bonds; expect to sell the remaining \$30M in Q3 or Q4.
 - A potential re-rating may occur, which is a complex process for the finance team. Further updates will be provided.
- Procurement & Contracts
 - Seeking external assistance to streamline and automate processes.
- Records Retention Conversion
 - Create a business plan and execute a project to convert paper records to electronic format.
- Administrative Continuity Program
 - Building operational resilience by cross-training staff to maintain continuity of essential administrative and financial services.
 - The Finance and Administrative Assistant has been trained in Accounts Payable (AP) and Accounts Receivable (AR), and the Finance Specialist, who is responsible for AP/AR, has now been cross-trained in payroll.
- HR
 - Create a new form and process for annual performance reviews.
 - Revise injury and return-to-work forms, and train employees on their use.
 - Develop an employee benefits handbook and regularly optimize commonly used business processes.
- IT
 - Enhance and standardize internal and external communications plans.
 - Demonstrate and set up Radio Over IP (ROIP) with FirstNet. The goal is for day staff to transition from Motorola Radios to using the cell phone application while exploring more cost-effective mobile radios for vehicles.
 - Interra AVL and PrePlans: GPS vehicle location tracking (AVL) is being implemented. HPUEs are being used to capture GPS locations internally and import the data into Interra to enhance real-time situational awareness. This initiative is currently underway.
 - Redesign the external website design to be ADA compliant.
- Logistics
 - Training facility and Station 51 construction support.

- Accept deliveries of five Type 1 engines, two Type 3 engines, two Type 1 ambulances, one tender, one Battalion Chief vehicle, three staff vehicles, and one forklift. Each unit must be received, outfitted, and placed into service by a small team.
- Facility Capital Improvements
 - Finish capital projects: replace roofs at Stations 52 and 56 and install generators at Stations 54 and 55.

Commissioners Fleming and Hayden moved and seconded approval of the 2026 Work Plan. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

NEW BUSINESS

A. Station 58/59 RFQ

- DC Booth reported for DC Johnson, stating that the RFQ was advertised in the Tacoma News Tribune and Daily Journal of Commerce. The evaluation panel reviewed all proposals for Station 58/59 and future projects. Rice Fergus Miller submitted the highest-rated proposal.

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

PUBLIC COMMENT

GOOD OF THE ORDER

SPECIAL INTEREST/UPCOMING EVENTS

- Mock Crash is scheduled for May 22nd at 9:30 AM.
- Lee Plunket’s retirement celebration is this Friday at noon.

ADJOURNMENT

There being no further business to discuss, Chairman Entze adjourned the meeting at 5:34 p.m. The next regular meeting will be 3/10/2026.

Chairman/Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest: District Secretary

DRAFT

Checks/Bank Drafts Issued 2/26/26 - 3/10/26
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ACCOUNTS PAYABLE:					Dollar Amount			TOTAL
Bank Drafts:	DFT0001604	through	DFT0001614	3/10/26 Payroll	\$	287,259.49	\$	287,259.49
							\$	-
	TOTAL BANK DRAFTS:				\$	287,259.49	\$	287,259.49
Check Numbers:	3211	through	3244	General	\$	110,257.47	\$	110,257.47
	3245	through	3248	Capital	\$	45,916.19	\$	45,916.19
	3249	through	3260	3/10/26 Payroll	\$	506,306.96	\$	506,306.96
	3261	through	3281	General	\$	159,728.19	\$	159,728.19
	TOTAL CHECKS:				\$	822,208.81	\$	822,208.81

ACCOUNTS PAYABLE TOTAL:							\$	1,109,468.30
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ACH Payroll Transfer :				3/10/26 Payroll	\$	619,025.20	\$	619,025.20
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							GRAND TOTAL:	\$	1,728,493.50
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** ALL CHECKS WERE PRINTED BY PCFD5 **



Pierce County Fire Protection District No.5

Check Report

By Check Number

Date Range: 02/26/2026 - 03/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
73	DECISION POINT	03/10/2026	Bank Draft	0.00	48,055.92	DFT0001604
73	DECISION POINT	03/10/2026	Bank Draft	0.00	35,383.01	DFT0001605
73	DECISION POINT	03/10/2026	Bank Draft	0.00	39,855.26	DFT0001606
73	DECISION POINT	03/10/2026	Bank Draft	0.00	4,720.98	DFT0001607
283	DSHS - DIV OF CHILD SUPPORT	03/10/2026	Bank Draft	0.00	439.50	DFT0001608
303	FIDELITY INVESTMENTS	03/10/2026	Bank Draft	0.00	5,468.08	DFT0001609
303	FIDELITY INVESTMENTS	03/10/2026	Bank Draft	0.00	500.00	DFT0001610
303	FIDELITY INVESTMENTS	03/10/2026	Bank Draft	0.00	4,712.50	DFT0001611
14	Internal Revenue Service - EFTPS	03/10/2026	Bank Draft	0.00	28,570.94	DFT0001612
14	Internal Revenue Service - EFTPS	03/10/2026	Bank Draft	0.00	432.16	DFT0001613
14	Internal Revenue Service - EFTPS	03/10/2026	Bank Draft	0.00	119,121.14	DFT0001614

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	287,259.49
EFT's	0	0	0.00	0.00
	11	11	0.00	287,259.49

Check Report

Date Range: 02/26/2026 - 03/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Pooled Cash-Pooled Cash						
VEN00029	Auto Glass Plus	02/27/2026	Regular	0.00	76.32	3211
1642	BETHEL TOWING	02/27/2026	Regular	0.00	764.40	3212
700	BRAUN NORTHWEST INC	02/27/2026	Regular	0.00	788.27	3213
3120	CENTRAL WELDING SUPPLY	02/27/2026	Regular	0.00	254.42	3214
3005	CINTAS CORP	02/27/2026	Regular	4.05	443.06	3215
3005	CINTAS CORP	02/27/2026	Regular	5.53	1,384.04	3216
2478	COMCAST	02/27/2026	Regular	0.00	10.56	3217
VEN00045	CSD Attorneys at Law PS	02/27/2026	Regular	0.00	279.00	3218
8	CURTIS LN & SONS	02/27/2026	Regular	0.00	10,759.07	3219
3312	CUSTOM PRINTS NW LLC	02/27/2026	Regular	0.00	2,310.10	3220
542	GALLS LLC	02/27/2026	Regular	0.00	3,161.67	3221
505	GENES TOWING	02/27/2026	Regular	0.00	587.78	3222
517	GRAINGER	02/27/2026	Regular	0.00	569.22	3223
3094	HENRY SCHEIN INC	02/27/2026	Regular	0.00	483.98	3224
561	HUMANA INSURANCE CO	02/27/2026	Regular	0.00	108.60	3225
22	IMS ALLIANCE	02/27/2026	Regular	0.00	34.14	3226
353	JOHN A CAMPBELL MD PC	02/27/2026	Regular	0.00	545.00	3227
534	PCRCO LLC	02/27/2026	Regular	0.00	134.16	3228
19	PENINSULA LIGHT CO - ELECTRIC	02/27/2026	Regular	0.00	7,536.02	3229
2982	PREMERA BLUE CROSS	02/27/2026	Regular	0.00	606.00	3230
395	QUEST DIAGNOSTICS	02/27/2026	Regular	0.00	5,444.78	3231
VEN00140	Rapco Industries Inc	02/27/2026	Regular	0.00	427.57	3232
99	SEAWESTERN INC	02/27/2026	Regular	0.00	579.16	3233
VEN00173	Summit Law Group, PLLC	02/27/2026	Regular	0.00	5,744.50	3234
600	SYSTEMS DESIGN WEST LLC	02/27/2026	Regular	0.00	8,624.70	3235
82	TACOMA SCREW PRODUCTS INC	02/27/2026	Regular	0.00	1,644.26	3236
1957	TITUS WILL FORD	02/27/2026	Regular	0.00	2,001.85	3237
2193	TSI INCORPORATED	02/27/2026	Regular	0.00	3,745.67	3238
171	ULINE	02/27/2026	Regular	0.00	3,260.73	3239
203	US BANK	02/27/2026	Regular	0.00	37,269.23	3240
532	US BANK - INSTANT CARD	02/27/2026	Regular	0.00	10,009.45	3241
1474	WASHINGTON WATER SERVICE - 1	02/27/2026	Regular	0.00	153.36	3242
1820	WESTBAY AUTO PARTS	02/27/2026	Regular	0.00	158.29	3243
3213	ZOLL MEDICAL CORPORATION	02/27/2026	Regular	0.00	358.11	3244
161	KNOX COMPANY	02/27/2026	Regular	0.00	5,105.56	3245
529	MACDONALD MILLER FACILITY SOLUTIONS LLC	02/27/2026	Regular	0.00	15,815.95	3246
VEN00201	Public Finance Partners LLC	02/27/2026	Regular	0.00	3,500.00	3247
1624	RICE FERGUS MILLER	02/27/2026	Regular	0.00	21,494.68	3248
3290	BHT BUSINESS SERVICES INDUSTRY	03/05/2026	Regular	0.00	14,353.75	3249
333	COLUMBIA BANK	03/05/2026	Regular	0.00	26,480.69	3250
107	DEPT LABOR & INDUSTRIES	03/05/2026	Regular	0.00	51,226.89	3251
67	EMPLOYMENT SECURITY DEPT - PFMLA	03/05/2026	Regular	0.00	11,007.05	3252
388	GIG HARBOR PENINSULA FF ASSOCIATION	03/05/2026	Regular	0.00	435.00	3253
3037	LOCAL 3390 GHFUHW TRUST	03/05/2026	Regular	0.00	254,374.96	3254
3268	THE HARTFORD	03/05/2026	Regular	0.00	8,457.99	3255
315	TRUSTMARK VOLUNTARY BENEFITS	03/05/2026	Regular	0.00	5,349.37	3256
515	WA CARES FUND - LTC	03/05/2026	Regular	0.00	2,034.09	3257
526	WA State Treasurer Dept of Retirement System	03/05/2026	Regular	0.00	114,003.32	3258
525	WASHINGTON PER SYSTEM EMP	03/05/2026	Regular	0.00	11,158.85	3259
980	WASHINGTON STATE TREASURER	03/05/2026	Regular	0.00	7,425.00	3260
VEN00098	Benjamin Constance PLLC	03/06/2026	Regular	0.00	4,166.67	3261
425	BLUECOSMO	03/06/2026	Regular	0.00	382.52	3262
108	C.W. NIELSEN MFG. CORP.	03/06/2026	Regular	0.00	14,093.54	3263
836	CARDINAL HEALTH 112 LLC	03/06/2026	Regular	0.00	790.39	3264
2995	CHINOOK MEDICAL GEAR INC	03/06/2026	Regular	0.00	463.28	3265
3005	CINTAS CORP	03/06/2026	Regular	11.82	626.62	3266
418	CITY OF TACOMA	03/06/2026	Regular	0.00	556.69	3267
2478	COMCAST	03/06/2026	Regular	0.00	1,153.48	3268
3219	EMS TECHNOLOGY SOLUTIONS	03/06/2026	Regular	0.00	1,681.50	3269
VEN00112	Foxpass Inc	03/06/2026	Regular	0.00	235.00	3270

Check Report

Date Range: 02/26/2026 - 03/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
542	GALLS LLC	03/06/2026	Regular	0.00	361.27	3271
576	INSIGHT PUBLIC SECTOR	03/06/2026	Regular	0.00	118,073.33	3272
VEN00107	Momentum Telecom Inc	03/06/2026	Regular	0.00	969.91	3273
3118	PACIFIC POWERSHIFTS	03/06/2026	Regular	0.00	843.15	3274
420	POMPS TIRE SERVICE INC	03/06/2026	Regular	0.00	3,197.99	3275
98	PRENTICE PERFECT CLEANING LLC	03/06/2026	Regular	0.00	5,600.00	3276
80	SPRAGUE PEST SOLUTIONS	03/06/2026	Regular	0.00	113.41	3277
1474	WASHINGTON WATER SERVICE - 1	03/06/2026	Regular	0.00	49.44	3278
91	WFCA - WA FIRE COMM ASSN	03/06/2026	Regular	0.00	258.03	3279
3004	WILCOX & FLEGEL	03/06/2026	Regular	0.00	3,611.62	3280
3213	ZOLL MEDICAL CORPORATION	03/06/2026	Regular	0.00	2,500.35	3281

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	134	71	21.40	822,208.81
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
	134	71	21.40	822,208.81

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	134	71	21.40	822,208.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	11	11	0.00	287,259.49
EFT's	0	0	0.00	0.00
	145	82	21.40	1,109,468.30

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2026	156,173.66
999	Pooled Cash	3/2026	953,294.64
			1,109,468.30

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
 January-2026 January 31, 2026 Unaudited

OPERATING REVENUES	Budget	January	YTD	% of Budget	Highlights:
Taxes	42,072,359	91,455	91,455	0%	
Intergovernmental	1,510,941	66,679	66,679	4%	
Charges for Service	2,760,000	204,430	204,430	7%	
Other/Non-Revenue	346,700	31,086	31,086	9%	
Total Revenues:	46,690,000	393,650	393,650	1%	

OPERATING EXPENSES:	Budget	January	YTD	% of Budget	Highlights:
Salaries	26,494,588	2,046,466	2,046,466	8%	
Benefits	7,551,823	599,311	599,311	8%	
Supplies	2,183,533	72,951	72,951	3%	
Services	4,940,247	205,471	205,471	4%	
Transfers	5,519,809	-	-	0%	Planned Reserve & Debt Payments
Total Expenses:	46,690,000	2,924,199	2,924,199	6%	

EXPENSES BY DIVISION:	Budget	January	YTD	% of Budget	Highlights:
Legislative	361,722	18,057	18,057	5%	
Finance & Admin	4,918,829	265,835	265,835	5%	
Operations	28,703,960	2,180,149	2,180,149	8%	
Logistics	5,223,417	303,211	303,211	6%	
Health & Safety	1,922,282	119,007	119,007	6%	
Capital/Bond	39,981	37,940	37,940	95%	Planned Reimbursement to Capital Fund
Transfers	5,519,809	-	-	0%	Planned Transfers to other Funds
Total Expenses:	46,690,000	2,924,199	2,924,199	6%	

CAPITAL FUND (BOND):	Budget	January	YTD	% of Budget	Highlights:
Project Management	514,231	-	-	0%	
Training Campus	4,572,180	72,206	72,206	2%	
Station 51	10,508,426	94	94	0%	
Station 59	950,000	-	-	0%	
Station 58	950,000	848	848	0%	
Total Bond Projects:	17,494,837	73,149	73,149	0%	

CAPITAL FUND (NON-BOND)	Budget	January	YTD	% of Budget	Highlights:
Capital (Multi-location)	340,000	-	-	0%	
Station 50	100,000	-	-	0%	
Station 56	150,000	-	-	0%	
Station 52	150,000	-	-	0%	
Station 55	1,685,000	-	-	0%	
Fleet Replacement	2,714,497	-	-	0%	
Equipment Replacement	910,000	-	-	0%	
Total Capital Projects:	6,049,497	-	-	0%	

ENDING CASH:	12/31/2024	12/31/2025	1/31/2025	Highlights:
General Expense	19,280,485	11,875,902	10,145,313	
Reserve Fund	9,052,001	7,980,817	8,005,717	Reserve Policy & Commitments
Capital Fund	41,823,903	45,502,203	44,794,791	*Restricted use for eligible projects
Debt Fund (GO BOND)	77,763	83,339	92,831	*Restricted for debt service payments
Total:	70,234,151	65,442,260	63,038,651	