



WEST PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
DRAFT AGENDA – SEPTEMBER 17, 2019
5:30 P.M. - Station 31

CALL MEETING TO ORDER

- *Pledge of Allegiance*

Chair Dalton

APPROVAL OF AGENDA

PRESENTATION

- *Light My Fire Presentation to CARES*
- *Introduce new AmeriCorps volunteer*

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board of Commissioners for reading and study, are considered to be routine, and without dissent will be approved. If a separate discussion is desired, the specific item will be removed from the Consent Agenda and placed on the Regular Agenda.

- A. *Board Minutes of August 20, 2019.*
- B. *Warrants #58158 through 58255 totaling \$191,667.42.*
- C. *Warrants #58268 through 58363 totaling \$525,496.56.*
- D. *Warrants #58634 through 58443 totaling \$ 380,314.87.*
- E. *August 31, 2019 Finance Report*
- F. *July 2019 Alarm Summary*
- G. *August payroll \$2,432,377.80.*

CORRESPONDENCE

- *Thank you letter from Narrows Coop Preschool*

CITIZEN COMMENTS – (Please sign in and address topic, 3 minute limit)

STAFF REPORT

- *Recent Incidents – A/C Boltz*
- *Opioid Response Programs – A/C McGrady*
- *Audit Exit update – Director Wick*
- *Chiefs Report – Chief Sharp*
 - *Review retiree medical program*
 - *Operations Plan*

NEW BUSINESS

ACTION ITEMS

- *Board Policies 1020-Fiscal, 1030-Use of District Facilities/Property, 1040-Procurement, 2010- Employment testing – Revised polices from first reading at August 20, 2019 meeting*

BOARD COMMENTS

ADJOURNMENT

Next meeting: October 1, 2019 @ 5:30 PM @ Station 31

**PIERCE COUNTY FIRE DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
AUGUST 20, 2019**

Chair Dalton called the meeting of the Board of Fire Commissioners to order at 5:30 p.m. A quorum was present with all Commissioners in attendance. Also in attendance A/C Tinsley, A/C McGrady, A/C Boltz, A/C MCurdy, A/C Fiacchi and Director Wick. A sign-in sheet was provided for additional attendance.

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

Commissioner Rankin moved to approve the agenda. Commissioner Sheeran seconded. Motion approved unanimously.

PRESENTATION

- Promotions
 - Kyle Clark – Training Captain – Chief Sharp called Captain Clark forward and presented him with his Letter of Promotion and briefed the Board on his history and career. His wife, Megan, and daughter Penny came forward to pin Captain Clark with his new badge. A/C McGrady presented his new helmet and commented how excited he is to have him in the Training Dept. Staff and Commissioners congratulated Captain Clark on his promotion.
 - Matt Wagner – Battalion Chief of Training – Chief Sharp called B/C Wagner forward and presented him with his Letter of Promotion. Chief Sharp briefed the Board on his history and career. His wife, Nicole, came forward to pin B/C Wagner with his new badge. A/C McGrady presented his new helmet and congratulated him on his promotion. Commissioners and Staff congratulated B/C Wagner for his promotion

Chair Dalton adjourned the meeting at 5:38 for ten minute to take pictures and congratulations.

Chair Dalton called the meeting back to order at 5:48.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes from July 16, 2019. Warrants #57969 through 58098 totaling \$785,495.60. Warrants #58111 through 58157 totaling \$117,337.05. June 2019 Alarm Summary. Finance Report June 30, 2019. Finance Report July 31, 2019. July payroll \$2,396,111.02.

Consent Agenda approved unanimously.

Chair Dalton thanked Staff and all employees for the passing of the Levy. Commented on their hard work and dedication to get this passed. He is proud to be a part of this organization.

CORRESPONDENCE

CITIZEN COMMENTS - None

STAFF REPORT

- Recent Incidents – A/C Boltz
 - Tragic tree accident with a company cutting down a large tree. Crane accident which left the owner fatally wounded.
 - Fire on Nyanza was quickly put out and is still under investigation.
- Chiefs Report – Chief Sharp briefed the Board:
 - Three levies passed with the M & O levy passing at a high rate of 69% yes votes. The other two levies passed at 63-64%. Nice to see these numbers. Thanked the yes committee for all their hard work. Great service to our community pays off and is recognized.
 - Budget process for 2020 is beginning. Budget 101 meeting was last week and managers and chiefs were brought in to review managing their budget information.
 - Finishing up the four year Operational Plan. Meetings with the Local to plan out new programs and new positions. Real work will start when implementing what we told the public we were doing.
 - The promotions of the B/C and Captain in training was the result of the resigning of B/C Sumerlin who took a position at Redding Fire. Excited to see Jay Sumerlin in his new position and wish him well.

- o FRI was attended by Chief Sharp and A/C McCurdy. This year FRI focused on management level issues and training. We had two presentations at FRI, one from B/C LaRue on the Ketron Island crash and the other from B/C Adams for the Smoke Alarm program. Proud to see these two presenting this year. A/C McCurdy sits on the planning committee for FRI.
- o National Night Out was a huge success. Crews and Staff had a great time in the community. Communities commented how much they appreciate this night.
- o Local 1488 has been out raising money for the Muscular Dystrophy drive. Great to see this fundraiser.
- o Chili Cook off at the Curran Apple Orchard will be fire against police. B/C Adams and Capt. Rohde will be using their recipes.
- o August 30, 2019, Pierce County Executive Dammier and Richardson will be going out on the fire boat Endeavor to see the water capabilities and resources. Commissioner Sheeran will also try to be in attendance.
- o SS911 will be meeting with the contractor to begin construction on their new building.
- o Job posting is out for firefighter applications. 430 so far.

NEW BUSINESS

- First reading changes to Policy 1020, 1030, 1040, 2010 – Director Wick commented on the updated language for these new policies. Changes are a result of the audit and updating procurement language. No action taken tonight. Action will be requested at the September 17, 2019 meeting. Director Wick commented if there are any questions to let her know.

ACTION ITEMS

- Request to cancel September 03, 2019 meeting as the meeting falls the day after Labor Day and there are no action items to be approved.
- **Commissioner Rankin motioned for approval to cancel the September 03, 2019 meeting. Commissioner Clancy seconded. All approved unanimously.**

BOARD COMMENTS

- **Vice Chair Sheeran** – Thanked everyone for their hard work. Glad to see the community respond so well to the levy.
- **Commissioner Rankin** – Thanked and congratulated everyone for their hard work on the levy. Sept. 22 is the Commissioner Association meeting at South Pierce Fire at 7 PM. Director Neiditz will be speaking. Jim Duggan is replacing Ken Sharp and will also be presented at the meeting.
- **Commissioner Clancy** - Congratulated Captain Clark and B/C Wagner on their promotions. Nice to see we have trained individuals to step in to those roles.
- **Commissioner Durr** – Thanked everyone for their support during his absence. Thanked the crews for the hard work on the vacant house fire on Nyanza.
- **Chair Dalton** – Thanked B/C Adams for speaking about National Night Out and the smoke alarm program at Kiwanis. Congrats to everyone on the levy. September 28, 2019 is the Kiwanis work party for the playground. Would love to see everyone come out and help.

There being nothing further to come before the Board, the meeting was adjourned at 6:19 PM.

Next meeting September 17, 2019, Station 31 @ 5:30 PM

Respectfully Submitted:

Tammy Lamb, District Clerk

Bart Dalton, Board Chair

Koree Wick, District Secretary

FPD #3 Fund 686.003

Board Date: Batch:

AP WARRANT REGISTER

8/20/2019 21

Fund: GENERAL FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on the following list:

Warrant Number	Claimant	Warrant Date	Warrant Amount
58158	ALARM CENTER/ACE FIRE	8/20/2019	\$78.00
58159	AMERICAN TOWER CORPORATION	8/20/2019	\$2,889.85
58160	ASPECT SOFTWARE, INC	8/20/2019	\$164.85
58161	AT&T MOBILITY/ FIRSTNET	8/20/2019	\$1,790.25
58162	BAUER COMPRESSORS	8/20/2019	\$461.32
58163	BRIAN JOHNSON	8/20/2019	\$378.27
58164	BRULIN & COMPANY, INC	8/20/2019	\$226.85
58165	CALEB P. FITTS	8/20/2019	\$300.00
58166	CENTURYLINK - Phones & Data lines	8/20/2019	\$4,502.01
58167	CENTURYLINK - EU CIRCUIT	8/20/2019	\$807.44
58168	CENTER FOR EDUCATION & EMPLOYMENT LAW	8/20/2019	\$124.95
58169	CHRISTENSEN INC	8/20/2019	\$9,668.98
58170	CINTAS CORPORATION #461	8/20/2019	\$488.06
58171	CITY OF LAKEWOOD	8/20/2019	\$265.00
58172	CITY OF UNIVERSITY PLACE, FINANCE DIVISION	8/20/2019	\$110.00
58173	CITY OF TACOMA, TPU - UTILITIES	8/20/2019	\$2,365.42
58174	CLASSY CHASSIS	8/20/2019	\$141.27
58175	COLEMON & ASSOCIATES	8/20/2019	\$1,101.00
58176	COMCAST	8/20/2019	\$1,184.12
58177	COMMERCIAL BRAKE & CLUTCH, INC.	8/20/2019	\$2,249.52
58178	CUMMINS NORTHWEST	8/20/2019	\$752.49
58179	C.W. NIELSEN MFG. CORPORATION	8/20/2019	\$206.62
58180	DOUG CHRISTENSEN	8/20/2019	\$76.54
58181	DR. STEVE FRIEDRICK MD PS	8/20/2019	\$3,167.00
58182	ECMS, INC	8/20/2019	\$4,655.16
58183	EMERALD SERVICES/RECYCLING	8/20/2019	\$84.70
58184	EMS TECHNOLOGY SOLUTIONS/OPERATIVE IQ	8/20/2019	\$970.00
58185	FIDELITY SOLUTIONS, INC	8/20/2019	\$26,400.25
58186	FREIGHTLINER NW PACIFIC	8/20/2019	\$1,252.67
58187	GRAINGER	8/20/2019	\$101.01
58188	GUARDIAN SECURITY GROUP, INC	8/20/2019	\$919.31
58189	HALLIE MCCURDY	8/20/2019	\$1,006.55
58190	HAROLD LEMAY ENTERP/WASTE CONNECTIONS	8/20/2019	\$585.97
58191	HISTRENGTH BOLT	8/20/2019	\$220.58
58192	HOPE PUBLICATIONS	8/20/2019	\$494.55
58193	HUGHES FIRE EQUIPMENT, INC	8/20/2019	\$2,869.27

58194	INK INC	8/20/2019	\$1,708.39
58195	JAMES MCCLURE	8/20/2019	\$205.14
58196	JEFF TATOM	8/20/2019	\$508.62
58197	JEFF COLQUHOUN	8/20/2019	\$99.22
58198	JEREMY DUNKLE	8/20/2019	\$117.38
58199	JIM SHARP	8/20/2019	\$46.26
58200	JOHNSON CONTROLS	8/20/2019	\$1,002.62
58201	KENWORTH NORTHWEST, INC	8/20/2019	\$23.50
58202	KROESEN'S INC	8/20/2019	\$355.03
58203	KRONOS, INC	8/20/2019	\$2,697.07
58204	KYLE CLARK	8/20/2019	\$300.00
58205	LAKEVIEW LIGHT & POWER CO.	8/20/2019	\$5,651.91
58206	LAKEWOOD HARDWARE & PAINT	8/20/2019	\$49.84
58207	LAKEWOOD WATER DISTRICT	8/20/2019	\$2,782.08
58208	LARSEN SIGN CO	8/20/2019	\$373.66
58209	LEMAY MOBILE SHREDDING	8/20/2019	\$323.20
58210	LES SCHWAB TIRES	8/20/2019	\$3,011.71
58211	LIFE ASSIST	8/20/2019	\$75.28
58212	LIGHTHOUSE UNIFORM	8/20/2019	\$538.56
58213	L.N. CURTIS & SONS	8/20/2019	\$3,781.81
58214	MASHELL TELECOM, INC	8/20/2019	\$188.98
58215	MECHANICAL AND CONTROL SERVICES	8/20/2019	\$3,767.66
58216	MICHAEL KEOHI	8/20/2019	\$996.70
58217	MIKE HARN	8/20/2019	\$291.28
58218	NARROWS MARINA - MOORAGE&UTILITIES	8/20/2019	\$1,358.15
58219	PCFD #16	8/20/2019	\$45.00
58220	PIERCE COUNTY BUDGET & FINANCE	8/20/2019	\$271.66
58221	PIERCE COUNTY SEWER	8/20/2019	\$436.70
58222	PINNACLE TOWERS, LLC / CROWN CASTLE	8/20/2019	\$2,770.76
58223	PITNEY BOWES GLOBAL FINANCIAL SERVICES	8/20/2019	\$309.51
58224	PRAXAIR DISTRIBUTION, INC	8/20/2019	\$978.13
58225	PRECISION UPHOLSTERY	8/20/2019	\$140.00
58226	P.S.E.	8/20/2019	\$1,384.82
58227	RELIABLE PARTS USA	8/20/2019	\$29.35
58228	RICHARD BLEECKER	8/20/2019	\$1,032.00
58229	ROMAINE ELECTRIC PRECISION PRODUCTS	8/20/2019	\$208.43
58230	ROY MERRITT	8/20/2019	\$330.34
58231	SECURITY GATE AND ACCESS	8/20/2019	\$44,554.56
58232	SHARP BUSINESS SYSTEMS	8/20/2019	\$1,083.43
58233	SHARP BUSINESS SYS - PHILADELPHIA	8/20/2019	\$739.78
58234	SITECRAFTING, INC.	8/20/2019	\$99.00
58235	SNAP ON TOOLS- ROBERT MUSTAIN	8/20/2019	\$71.45
58236	SPRAGUE PEST SOLUTIONS	8/20/2019	\$405.82
58237	STANDARD INSURANCE COMPANY	8/20/2019	\$547.18

58238	STANDARD PARTS	8/20/2019	\$1,885.66
58239	STATE AUDITOR'S OFFICE	8/20/2019	\$584.06
58240	STEPHANIE ROTH	8/20/2019	\$109.89
58241	STEPHANIE ROTH, CUSTODIAN ADVANCE TRAVEL	8/20/2019	\$1,652.67
58242	STERICYCLE, INC	8/20/2019	\$387.67
58243	SYSTEMS DESIGN WEST, LLC	8/20/2019	\$22,066.05
58244	TACOMA DODGE	8/20/2019	\$167.41
58245	TANNER ELECTRIC	8/20/2019	\$65.96
58246	TIM LaRUE	8/20/2019	\$2,765.52
58247	TITUS-WILL FORD	8/20/2019	\$236.67
58248	TRUE NORTH EQUIPMENT, INC	8/20/2019	\$711.41
58249	ULINE	8/20/2019	\$211.96
58250	UPS	8/20/2019	\$91.42
58251	WATERLOGIC AMERICAS	8/20/2019	\$661.20
58252	WELLS FARGO FINANCIAL LEASING	8/20/2019	\$650.25
58253	WHISTLE WORKWEAR - TACOMA	8/20/2019	\$381.82
58254	WOMEN IN FIRE	8/20/2019	\$130.00
58255	WORK OF HONOR, LLC	8/20/2019	\$156.00
			<u>\$191,667.42</u>

FPD #3 Fund 686.003

Board Date: Batch:

AP WARRANT REGISTER

8/28/2019 22

Fund: GENERAL FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on the following list:

Warrant Number	Claimant	Warrant Date	Warrant Amount
58268	ADVANCE MARKING SYSTEMS	8/28/2019	\$64.83
58269	ALARM CENTER/ACE FIRE	8/28/2019	\$232.87
58270	ANDY MILLARD	8/28/2019	\$1,746.90
58271	A VIDEO BY CURTIS RUSSELL	8/28/2019	\$400.00
58272	BANK OF AMERICA - CREDIT CARDS	8/28/2019	\$19,967.93
58273	BAUER COMPRESSORS	8/28/2019	\$480.44
58274	BLUE CARD / ACROSS THE STREET PRODUCTIONS	8/28/2019	\$346.50
58275	BOUND TREE MEDICAL, LLC	8/28/2019	\$132.90
58276	BRAUN NORTHWEST, INC.	8/28/2019	\$1,160.63
58277	BRENDAN KESLING	8/28/2019	\$1,600.00
58278	BRYCE BISHOP	8/28/2019	\$1,600.00
58279	CARBIS SERVICES	8/28/2019	\$2,297.93
58280	CENTURYLINK - Phones & Data lines	8/28/2019	\$16,138.49
58281	CHRIS PFAFF	8/28/2019	\$4,115.07
58282	CHRISTENSEN INC	8/28/2019	\$3,029.08
58283	CITY TREASURER - IT PUB SAFETY COMM	8/28/2019	\$14,553.00
58284	COMPUTER SUPPLY	8/28/2019	\$642.92
58285	CONNOR BEARD	8/28/2019	\$1,600.00
58286	CURTIS ZIESENISS	8/28/2019	\$2,159.50
58287	C.W. NIELSEN MFG. CORPORATION	8/28/2019	\$270.35
58288	DAVIS DOOR SERVICE, INC.	8/28/2019	\$1,436.21
58289	DAVID REED	8/28/2019	\$1,643.28
58290	DEPT OF L&I - ELEVATOR SECTION	8/28/2019	\$147.20
58291	EBIX, INC	8/28/2019	\$375.86
58292	ECMS, INC	8/28/2019	\$271.40
58293	FIDELITY SOLUTIONS, INC	8/28/2019	\$1,167.45
58294	FILE OF LIFE FOUNDATION, INC	8/28/2019	\$874.00
58295	FISHERIES SUPPLY, INC	8/28/2019	\$592.53
58296	FLAGS A FLYING, LLC	8/28/2019	\$859.23
58297	FREIGHTLINER NW PACIFIC	8/28/2019	\$625.79
58298	GRAINGER	8/28/2019	\$562.33
58299	HISTRENGTH BOLT	8/28/2019	\$150.76
58300	HOME DEPOT CREDIT SERVICES	8/28/2019	\$88.59
58301	INK INC	8/28/2019	\$267.06
58302	JEREMY DUNKLE	8/28/2019	\$105.37
58303	JOHNSON CONTROLS	8/28/2019	\$1,046.26

58304	JOHN CRAIG	8/28/2019	\$145.00
58305	JOHN BURG	8/28/2019	\$419.00
58306	JOSE PINEDA	8/28/2019	\$1,600.00
58307	KARYN HUBBELL	8/28/2019	\$3,840.30
58308	KENNETH BERGSMAN	8/28/2019	\$681.44
58309	KENWORTH NORTHWEST, INC	8/28/2019	\$109.83
58310	KIM CACCIAGUIDI	8/28/2019	\$30.00
58311	LABCORP	8/28/2019	\$217.97
58312	LAKEWOOD HARDWARE & PAINT	8/28/2019	\$147.18
58313	LARSCO, INC	8/28/2019	\$197.67
58314	LEOFF H & W TRUST-MEDICAL INSURANCE	8/28/2019	\$277,750.48
58315	LES SCHWAB TIRES	8/28/2019	\$1,515.70
58316	LIFE ASSIST	8/28/2019	\$4,752.62
58317	L.N. CURTIS & SONS	8/28/2019	\$1,771.37
58318	LOWES	8/28/2019	\$324.37
58319	MECHANICAL AND CONTROL SERVICES	8/28/2019	\$3,443.17
58320	METLIFE	8/28/2019	\$73,040.45
58321	MICHAEL WILLY	8/28/2019	\$5,274.00
58322	MICHAEL BOLTZ	8/28/2019	\$147.97
58323	MILLER PAINTS	8/28/2019	\$69.32
58324	MUNICIPAL EMERGENCY SERVICES, INC	8/28/2019	\$4,822.32
58325	NARROWS MARINA - FUEL	8/28/2019	\$269.91
58326	NT'L ASSOC OF FIRE INVESTIGATO	8/28/2019	\$65.00
58327	OTIS ELEVATOR COMPANY	8/28/2019	\$1,144.69
58328	OWENS PRESS, INC	8/28/2019	\$112.89
58329	PACIFIC OFFICE AUTOMATION, INC	8/28/2019	\$26.47
58330	PAUL TINSLEY	8/28/2019	\$125.00
58331	PCFD 3 - USE TAX / SALES TAX	8/28/2019	\$1,563.50
58332	PETER KILGA	8/28/2019	\$2,263.50
58333	PIERCE COUNTY SEWER	8/28/2019	\$272.42
58334	PRAXAIR DISTRIBUTION, INC	8/28/2019	\$464.73
58335	P.S.E.	8/28/2019	\$544.39
58336	QUILL CORPORATION	8/28/2019	\$63.53
58337	REEVES CO, INC	8/28/2019	\$83.85
58338	ROY KADOW	8/28/2019	\$56.03
58339	RWC GROUP, INT'L	8/28/2019	\$530.99
58340	SIRENNET / MCLOUGHLIN & EARDLEY	8/28/2019	\$3,151.72
58341	SPRINT	8/28/2019	\$1,582.95
58342	STANDARD INSURANCE COMPANY	8/28/2019	\$547.18
58343	STANDARD PARTS	8/28/2019	\$1,023.06
58344	STERICYCLE, INC	8/28/2019	\$175.76
58345	STRYKER MEDICAL	8/28/2019	\$23,825.44
58346	TACOMA NARROWS ROTARY	8/28/2019	\$243.00
58347	TACTICAL TAILOR	8/28/2019	\$287.50

58348	TITUS-WILL FORD	8/28/2019	\$898.62
58349	TRAVIS SMITH	8/28/2019	\$151.93
58350	TREVOR FINNESETH	8/28/2019	\$1,600.00
58351	TRI-TEC COMMUNICATIONS, INC	8/28/2019	\$12,242.86
58352	TROY HEIDAL	8/28/2019	\$614.60
58353	TRUE NORTH EQUIPMENT, INC	8/28/2019	\$576.71
58354	TYLER NEWTON	8/28/2019	\$170.00
58355	UNDERWATER SPORTS	8/28/2019	\$281.23
58356	UNIVERSITY PLACE REFUSE, INC	8/28/2019	\$415.84
58357	VERIZON WIRELESS	8/28/2019	\$4,728.37
58358	VICTOR FIGUEROA-RUIZ	8/28/2019	\$697.58
58359	WABO	8/28/2019	\$195.00
58360	WEST COAST FIRE & RESCUE	8/28/2019	\$205.67
58361	WCP SOLUTIONS/ West Coast Paper	8/28/2019	\$838.06
58362	WHISTLE WORKWEAR - TACOMA	8/28/2019	\$302.48
58363	WILLIAMS OIL FILTER SERVICE	8/28/2019	\$101.28
			<u>\$525,496.56</u>

FPD #3 Fund 686.003

Board Date: Batch:

AP WARRANT REGISTER

9/10/2019 23

Fund: GENERAL FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on the following list:

Warrant Number	Claimant	Warrant Date	Warrant Amount
58364	ACE HARDWARE	9/10/2019	\$16.80
58365	ACTION BUSINESS FURNITURE, INC	9/10/2019	\$725.12
58366	ASPECT SOFTWARE, INC	9/10/2019	\$164.85
58367	AT&T MOBILITY/ FIRSTNET	9/10/2019	\$1,807.79
58368	BOUND TREE MEDICAL, LLC	9/10/2019	\$226.45
58369	BRENDAN KESLING	9/10/2019	\$800.00
58370	BRYCE BISHOP	9/10/2019	\$800.00
58371	CENTURYLINK - Phones & Data lines	9/10/2019	\$1,035.90
58372	CHRISTENSEN INC	9/10/2019	\$8,124.17
58373	CINTAS CORPORATION #461	9/10/2019	\$785.11
58374	CITY OF TACOMA, TPU - UTILITIES	9/10/2019	\$440.00
58375	CLINT JENKINS	9/10/2019	\$721.96
58376	CONNOR BEARD	9/10/2019	\$800.00
58377	DANIEL DILLARD	9/10/2019	\$61.71
58378	DSHS - OFFICE OF CAPITAL PROGRAMS	9/10/2019	\$1,412.60
58379	DOUG CHRISTENSEN	9/10/2019	\$143.58
58380	DR. STEVE FRIEDRICK MD PS	9/10/2019	\$3,167.00
58381	ECMS, INC	9/10/2019	\$1,605.02
58382	EMPLOYMENT SECURITY DEPT-WA SVC CORPS	9/10/2019	\$15,200.00
58383	FLAGS A FLYING, LLC	9/10/2019	\$50.47
58384	GALL'S INC.	9/10/2019	\$590.36
58385	GRAINGER	9/10/2019	\$550.22
58386	GREG TATOM	9/10/2019	\$151.89
58387	GUARDIAN SECURITY SYSTEMS - STA 31 MONITORING	9/10/2019	\$118.69
58388	HAROLD LEMAY ENTERP/WASTE CONNECTIONS	9/10/2019	\$1,333.27
58389	HISTRENGTH BOLT	9/10/2019	\$228.86
58390	INK INC	9/10/2019	\$85.17
58391	JEFF TATOM	9/10/2019	\$47.70
58392	JENNY WEEKES	9/10/2019	\$226.59
58393	JONATHAN TINSLEY	9/10/2019	\$369.92
58394	QUINN & QUINN, P.S.	9/10/2019	\$1,265.00
58395	JOSE PINEDA	9/10/2019	\$800.00
58396	JUSTIN SHELDON	9/10/2019	\$145.00
58397	KRONOS, INC	9/10/2019	\$2,697.07
58398	LAKEVIEW LIGHT & POWER CO.	9/10/2019	\$2,343.55
58399	LAKEWOOD HARDWARE & PAINT	9/10/2019	\$229.74
58400	LAKEWOOD WATER DISTRICT	9/10/2019	\$2,272.36

58401	LEMAY MOBILE SHREDDING	9/10/2019	\$56.50
58402	LEOFF H & W TRUST-MEDICAL INSURANCE	9/10/2019	\$275,828.98
58403	LIFE ASSIST	9/10/2019	\$887.03
58404	L.N. CURTIS & SONS	9/10/2019	\$19,730.37
58405	MALLORY SAFETY & SUPPLY	9/10/2019	\$5,989.55
58406	MECHANICAL AND CONTROL SERVICES	9/10/2019	\$1,036.36
58407	MIKE SHUSTER	9/10/2019	\$102.00
58408	NARROWS MARINA - MOORAGE&UTILITIES	9/10/2019	\$56.22
58409	NARROWS MARINA - FUEL	9/10/2019	\$285.73
58410	NATIONAL FIRE CODES	9/10/2019	\$1,345.50
58411	NICK LADD	9/10/2019	\$145.00
58412	PACIFIC OFFICE AUTOMATION, INC	9/10/2019	\$27.32
58413	PAUL TINSLEY	9/10/2019	\$60.64
58414	PIERCE COUNTY SEWER	9/10/2019	\$436.70
58415	PRAXAIR DISTRIBUTION, INC	9/10/2019	\$146.98
58416	PRECISION UPHOLSTERY	9/10/2019	\$180.00
58417	P.S.E.	9/10/2019	\$1,463.40
58418	QUILL CORPORATION	9/10/2019	\$206.45
58419	RAE ANN HAISTINGS	9/10/2019	\$170.00
58420	REFLEX FLOORING	9/10/2019	\$12,228.85
58421	RWC GROUP, INT'L	9/10/2019	\$274.79
58422	SEA-WESTERN, INC.	9/10/2019	\$970.20
58423	SHARP BUSINESS SYS - PHILADELPHIA	9/10/2019	\$369.89
58424	SITECRAFTING, INC.	9/10/2019	\$99.00
58425	SPRAGUE PEST SOLUTIONS	9/10/2019	\$98.09
58426	STANDARD PARTS	9/10/2019	\$248.26
58427	STEPHANIE ROTH, CUSTODIAN ADVANCE TRAVEL	9/10/2019	\$605.00
58428	STEVE JEFFCOAT	9/10/2019	\$90.00
58429	TANNER ELECTRIC	9/10/2019	\$63.19
58430	THE DAILY DISPATCH, WFCA	9/10/2019	\$575.00
58431	THE NEWS TRIBUNE	9/10/2019	\$359.00
58432	TIM LaRUE	9/10/2019	\$30.00
58433	TITUS-WILL FORD	9/10/2019	\$238.04
58434	TREVOR FINNESETH	9/10/2019	\$800.00
58435	TRUE NORTH EQUIPMENT, INC	9/10/2019	\$1,591.00
58436	UPS	9/10/2019	\$33.26
58437	US BANK - OFFICE EQUIP FINANCE SVCS	9/10/2019	\$33.20
58438	WATERSHED	9/10/2019	\$118.25
58439	WATERLOGIC AMERICAS	9/10/2019	\$595.08
58440	WCP SOLUTIONS/ West Coast Paper	9/10/2019	\$383.51
58441	WHISTLE WORKWEAR - TACOMA	9/10/2019	\$396.70
58442	WILLIAM ZABELKA	9/10/2019	\$170.00
58443	WS DARLEY & CO	9/10/2019	\$245.91
			<u>\$380,314.87</u>



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3631 Drexler Drive West, University Place, WA 98466
phone 253.564.1623 | fax 253.564.1629 | www.westpiercer.org

TO: Board of Fire Commissioners
FROM: Director Wick
DATE: September 11, 2019
RE: Finance Report
Month ending August 31, 2019

This memo is for the purpose of defining key areas of interest within the monthly finance report. Detail is provided in the attached reports. You will see a column on the Detail of Cash Flows which provides a comparison from prior year. A final year-end report will be provided.

Expense Fund

The District's cash position is stronger than this time last year, this is reflective of the impact of GEMT funds being received from FY17. While the District was required to submit its share of GEMT allocation (\$1.17 million) to the Health Care Authority first, payments from providers are beginning to be realized. Total value of those payments is valued at \$3.87 million. As you may recall, it's taken some time for GEMT funding to catch up, while we've been receiving real time funds since October of 2018, the catch up provision is for transports dating back to June of 2016.

Expenses continue to run higher than budget, some of this is due to timing. Annual funding of Retiree Medical, annual maintenance agreements, station alerting purchases (funding with LOCAL Program financing), as well as annual PCSORT payments have already occurred. Some calming should occur now as six retirements occurred in June, impacting the budget, as we were operating heavy. Call-back for operations staffing overtime continues to reflect much better than this time last year. This time last year, both Suppression and EMS were approximately 120% spent, this year those percentages are at 80%; the three SAFER positions continue to have a positive impact in that arena. A budget amendment should be anticipated late this year due to capital issues, grant related purchases, along with a few other factors.

Reserve Fund

Nothing to report.

GOB Fund

Debt service was paid in June on all long-term debt. LOCAL program funding had both principal and interest due while the bonds for District 2 and 3 had only interest due. Funds for the LOCAL program debt service and the District 3 debt service were transferred from the Expense Fund this month to accommodate the payments.

Respond Efficiently • Execute Flawlessly • BE NICE!

WPPFR
 FUND SUMMARY - Month ending August 31, 2019

Description	Budget Amount	YTD Percentage	Current				
			YTD - Total All Funds	Expense Fund D3	Reserve Fund D3	GO Bond Fund D3	GO Bond Fund D2
308 Beginning Net Cash and Investment	11,961,324	93.86%	11,226,649	7,236,305	3,751,228	(19,908)	259,023
<i>Revenues and Other Sources</i>							
310 Taxes	32,183,254	55.28%	17,789,701	17,074,640	0	0	715,061
320 Licenses and Permits	103,000	51.70%	53,254	53,254	0	0	0
330 Intergovernmental Revenues	272,507	1268.96%	3,458,006	3,458,006	0	0	0
340 Charges for Goods and Services	4,599,978	69.01%	3,174,257	3,174,257	0	0	0
360 Miscellaneous	535,300	107.21%	573,918	503,486	61,947	0	8,485
390 Other Financing Sources	1,366,328	62.52%	854,283	310,643	0	543,640	0
Total Revenues and Other Sources	39,060,367	66.32%	25,903,420	24,574,286	61,947	543,640	723,547
Total Resources	\$51,021,691	72.77%	\$37,130,068	\$31,810,591	\$3,813,175	\$523,733	\$982,570
<i>Expenditures and Other Uses</i>							
510 General Government Services	100,292	15.79%	15,838	15,838	0	0	0
520 Public Safety	36,955,366	73.44%	27,140,213	27,140,213	0	0	0
Total Operating Expenditures	37,055,658	73.28%	27,156,051	27,156,051	0	0	0
591-593 Debt Service	1,443,300	40.48%	584,183	0	0	523,733	60,450
594 Capital Expenditures	1,033,828	0.00%	0	0	0	0	0
598 Other Expenditures	0	0.00%	0	0	0	0	0
Total Expenditures	39,532,786	70.17%	27,740,234	27,156,051	0	523,733	60,450
597-599 Other Financing Uses	1,209,097	17.54%	212,032	212,032	0	0	0
Total Expenditures and Other Uses	\$40,741,883	68.61%	\$27,952,266	\$27,368,084	\$0	\$523,733	\$60,450
Excess (Deficit) of Resources Over Uses	\$10,279,808		\$9,177,802	\$4,442,508	\$3,813,175	\$0	\$922,120
380 Nonrevenues (Except 384 and 388.80)	0		0	0	0	0	0
580 Nonexpenditures (Except 584 and 588.80)	0		0	0	0	0	0
508 Ending Net Cash and Investments	\$10,279,808		\$9,177,802	\$4,442,508	\$3,813,175	\$0	\$922,120

WPPR
Detail of Cash Flow

Expense Fund (686.003) - Month ending August 31, 2019						
	MTD	YTD	Budget			Prior YTD
REVENUES:						
Beginning Fund Balance - D3	0.00	7,236,305.37	7,772,070.00	93.11%		6,934,026.22
Taxes						
Current General Property Taxes	133,961.70	16,777,809.42	30,128,858.00	55.69%		16,306,197.68
Delinquent General Property Taxes	11,345.24	296,830.65	754,396.00	39.35%		305,128.03
Licenses and Permits	0.00	100.00	0.00	100.00%		300.00
Permits - Protective	0.00	53,153.67	103,000.00	51.61%		71,267.20
Intergovernmental						
Federal Grants	16,632.50	433,594.57	260,607.00	166.38%		659,049.22
State Grants	0.00	1,266.00	11,900.00	10.64%		1,222.00
GEMT	847,821.15	3,023,145.78	108,750.00	100.00%		0.00
Communications, Alarms, and Dispatch Services	0.00	0.00	0.00	0.00%		0.00
Charges for Goods and Services						
Sales of Taxable Merchandise	62.78	1,807.10	14,000.00	14.19%		2,503.12
Sales tax from taxable sale	6.22	178.90				247.82
Fire Protection Services	2,088.70	1,438,755.59	2,084,373.00	69.03%		1,644,585.09
Ambulance and Emergency Aid Services	239,922.70	1,627,355.83	2,372,005.00	68.61%		1,456,245.75
Other Public Safety - Taxable	95.55	39,845.32	102,500.00	42.72%		121,936.66
Sales tax from taxable sale	9.45	3,944.68				12,071.73
Other Public Safety - Non Taxable	0.00	29,057.94	0.00	0.00%		31,070.55
Repair Charges - Taxable	0.00	2,344.95	9,500.00	27.13%		13,065.00
Sales tax from taxable sale	0.00	232.14				1,293.44
Service Charges - Non taxable	0.00	4,635.00	6,100.00	75.98%		600.00
Sale of Parts - Taxable	0.00	1,464.15	11,500.00	13.99%		6,403.30
Sales tax from taxable sale	0.00	144.95				633.94
Other General Governmental Services	24,490.79	24,490.79	0.00	0.00%		4,020.00
Miscellaneous						
Investment Interest	13,435.73	95,765.54	65,000.00	147.33%		49,343.31
Space/Facility Lease Long-Term	0.00	4,524.00	6,300.00	71.81%		21,535.89
Other Rents & Use Charges	5,674.15	17,240.61	15,000.00	114.94%		0.00
Donations	0.00	14,127.00	0.00	0.00%		0.00
Insurance Recoveries	0.00	0.00	0.00	100.00%		0.00
Sales of Junk - Taxable	0.00	199.27	21,500.00	1.02%		16,010.01
Sales tax from taxable sale	0.00	19.73				99.99
Other	17,314.90	371,609.70	400,000.00	92.90%		223,061.55
Other Custodial Activities (Non-revenues)	0.00	0.00	0.00	0.00%		0.00
Other Financing Sources						
Transfers In - GOB/Local Program	0.00	310,642.82	0.00	0.00%		0.00
Transfers In	0.00	0.00	1,248,928.00	0.00%		0.00
TOTAL INCOME:	\$1,312,861.56	\$31,810,591.47	\$45,496,287.00	69.92%		\$27,881,917.50

WPPER
Detail of Cash Flow

Reserve Fund (690.003) - Month ending August 31, 2019

	MTD	YTD	Budget		Prior YTD
REVENUES:					
Beginning Fund Balance - 03	0.00	3,751,228.02	3,801,754.00	98.67%	6,349,484.65
Miscellaneous					
Investment Interest	7,334.42	61,946.82	20,000.00	309.73%	64,358.61
Other Financing Sources					
Transfers In	0.00	0.00	0.00	0.00%	0.00
TOTAL INCOME:	<u>7,334.42</u>	<u>3,813,174.84</u>	<u>3,821,754.00</u>	<u>99.78%</u>	<u>\$6,413,843.26</u>
EXPENDITURES:					
Other Financing Uses					
Transfer Out - 03	0.00	0.00	793,380.00	0.00%	153,496.00
TOTAL EXPENSE:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$793,380.00</u>	<u>0.00%</u>	<u>\$153,496.00</u>
Ending Fund Balance:		<u>\$3,813,174.84</u>	<u>\$3,028,374.00</u>		<u>\$6,260,347.26</u>

GO Bond Fund (692.003) - Month ending August 31, 2019

	MTD	YTD	Budget		Prior YTD
REVENUES:					
Beginning Fund Balance	0.00	(19,907.57)	0.00	0.00%	181,454.00
Investment Interest	0.00	0.00	0.00	0.00%	0.00
Bond Proceeds & Premium on Bonds					
Proceeds	0.00	0.00	0.00	0.00%	0.00
Premium	0.00	0.00	0.00	0.00%	0.00
Transfers					
From Other Funds	0.00	543,640.13	117,400.00	463.07%	165,121.00
Issuance Proceeds & Premiums	0.00	0.00	0.00	0.00%	0.00
TOTAL INCOME:	<u>0.00</u>	<u>523,732.56</u>	<u>\$117,400.00</u>	<u>446.11%</u>	<u>\$346,575.00</u>
EXPENDITURES:					
Debt Service					
Bond Redemption	0.00	0.00	105,000.00	0.00%	130,915.84
Bond Interest	0.00	213,089.72	12,400.00	1718.47%	34,205.32
Debt Registration Costs	0.00	0.00	0.00	0.00%	0.00
Transfers to Expense	0.00	310,642.82	0.00	#DIV/0!	0.00
TOTAL EXPENSE:	<u>\$0.00</u>	<u>\$523,732.54</u>	<u>\$117,400.00</u>	<u>446.11%</u>	<u>\$165,121.16</u>
Ending Fund Balance:		<u>\$0.02</u>	<u>\$0.00</u>		<u>\$181,453.84</u>

GO Bond Fund (692.002) - Month ending August 31, 2019

	MTD	YTD	Budget		Prior YTD
REVENUES:					
Beginning Fund Balance	0.00	259,022.73	387,500.00	66.84%	244,828.53
Taxes	6,787.89	715,061.42	1,300,000.00	55.00%	712,400.48
Miscellaneous					
Investment Interest	1,831.83	8,485.45	7,500.00	113.14%	5,705.48
TOTAL INCOME:	<u>\$8,619.72</u>	<u>\$982,569.60</u>	<u>\$1,695,000.00</u>	<u>57.97%</u>	<u>\$962,934.49</u>
EXPENDITURES:					
Debt Service					
Bond Redemption	0.00	0.00	1,205,000.00	0.00%	0.00
Bond Interest	0.00	60,450.00	120,900.00	50.00%	77,550.00
Debt Registration Costs	0.00	0.00	0.00	100.00%	0.00
TOTAL EXPENSE:	<u>\$0.00</u>	<u>\$60,450.00</u>	<u>\$1,325,900.00</u>	<u>4.56%</u>	<u>\$77,550.00</u>
Ending Fund Balance:		<u>\$922,119.60</u>	<u>\$369,100.00</u>		<u>885,384.49</u>



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July 2019 Alarm Summary Report

July 2019 Alarms 1588
 June 2019 Alarms 1484

Average Alarms per Day	
July 2019	51.2
June 2019	49.5
July 2018	48.6

July 2018 Alarms 1506
 July 2019 Alarms 1588
July 2019 vs. July 2018 +5.2% (+82)

2018 Alarms YTD 9552
 2019 Alarms YTD 10037
2019 vs. 2018 YTD +4.8% (+485)

West Pierce Fire & Rescue 2018-2019 Alarm Comparison					
Month	2018	YTD	2019	YTD	2019 YTD +/-
Jan	1323	1323	1406	1406	+83
Feb	1261	2584	1419	2825	+241
Mar	1344	3928	1426	4251	+323
Apr	1283	5211	1309	5560	+349
May	1410	6621	1405	6965	+344
Jun	1425	8046	1484	8449	+403
July	1506	9552	1588	10037	+485
Aug	1385	10937			
Sept	1311	12248			
Oct	1390	13638			
Nov	1278	14916			
Dec	1423	16339			

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PO Box 64364
University Place, WA 98464
Tax ID # 91-0671444

April 27, 2019

On behalf of the Narrows Cooperative Preschool, it is my pleasure to thank you for your generous donation to our annual spring auction. With your contribution, we were able to raise \$6,500 to help in the improvements & upkeep of our facility, meet operating expenses, purchase updated curriculum, as well as aid in family tuition assistance. We are very proud of this accomplishment and have you to thank for that. Please note, that for tax purposes, this letter serves as your receipt.

Narrows is a non-profit cooperative preschool for children ages 2-5, located in University Place, WA. At Narrows, we have a play-based philosophy, as play is how young children learn best. After completion of our Pre-Kindergarten program, our students can confidently graduate to kindergarten as semi self-reliant, cooperative, self-regulated, creative thinkers, and problem solvers. We are a community-based preschool that rely on the cohesiveness of our community to better our children's educational experience. The support of our teachers, parents, extended families and businesses like yours, is vital in the ongoing upbringing of our future leaders.

Again, thank you very much for your support as we look forward to another amazing school year.

*Sincerely,
Narrows Cooperative Preschool Ways and Means Committee*





REQUEST FOR BOARD ACTION

Date action is requested: 9/17/2019

Title: Board Policies: 1020 – Fiscal; 1030 – Use of District Facilities/Property; 1040 – Procurement; 2010 – Employment Testing

Attachments: Policies

Type of action: Motion

SUBMITTED BY: Director Wick

RECOMMENDATION: Adoption

BACKGROUND: The first reading of the revised policies was completed at the August 20th Board Meeting. Highlights include; 1020 - updates to Section H relative to billing and review of collections procedures as well as updates to Section I and J. 1030 – updates to fall in line with state law relative to use of tobacco products and an update to hours. 1040 – Multiple updates relative to bid law thresholds along with an addition of a sole source justification form. 2010 – Addition to Section E defining lateral entry qualifications.

ALTERNATIVES: Make no changes/updates to current version and/or return to staff for alternative recommendations.

FINANCIAL IMPACT: N/A.

Review:

A handwritten signature in blue ink, appearing to be "J. Wick", is written over a horizontal line.

Fire Chief, or designee

WEST PIERCE FIRE & RESCUE

DATE: OCTOBER 19, 2010

REVISED: ~~April 18, 2017~~
~~December 19, 2017~~
September 17, 2019

POLICY: FISCAL

NUMBER: 1020

West Pierce Fire & Rescue is accountable to its citizens for the use of public dollars. The District shall establish financial and budget policies and SOG's to ensure that it fulfills this fiduciary responsibility and that it is able to meet its immediate and long-term financial needs. At a minimum, this policy shall be reviewed every two years; with the associated SOG to be reviewed annually.

A. FUNDS:

1. **EXPENSE FUND:** Also known as the General Fund, this account is intended for basic financial operations of the District that are not accounted for in other funds.
 - (a) The District will strive to end each fiscal year with an Expense Fund balance equivalent to a minimum of 20% of that year's operating budget. As the District does not receive tax revenues until May, this amount is necessary to maintain operations during the first four months of the subsequent fiscal year. This amount shall become the beginning fund balance for the subsequent fiscal year.
 - (b) Funds in excess of those immediately required shall, on a monthly basis, be invested through Pierce County Budget & Finance.
2. **RESERVE FUND:** The District shall establish and maintain a Reserve Fund for the purpose of funding future capital expenditures and long-term liabilities.
 - (a) An amount equal to 10% of the value of the District's capital assets, as defined in the Capital Assets Plan, will be held in the Reserve Fund. Such funds shall be defined as internally restricted for the use of capital asset replacement.
 - (b) The District shall strive to hold an amount equal to 5% of the District's prior year Maintenance & Operations Budget in the Reserve Fund for emergent situations. Such funds shall be defined as unrestricted.
 - (c) Deposit and expenditure needs of the Reserve Fund are assessed annually during the budget process.
 - (d) Funds in excess of those immediately required shall, on a monthly basis, be invested through Pierce County Budget & Finance.

3. **GENERAL OBLIGATION BOND FUND:** The District shall maintain a General Obligation Bond Fund for the purposes of repayment of debt.

B. SUPPLEMENTAL FUNDING: The District shall utilize supplemental funding for operations, as needed. The Board of Fire Commissioners (Board) shall determine the method of funding to be pursued. (i.e. - Excess Levy, Fire Benefit Charge, etc.)

C. ONE TIME REVENUES: The District shall not utilize one-time revenues for on-going maintenance and operations.

D. GRANTS: Acceptance of grant awards which require the District to provide matching funds in excess of \$200,000 shall require formal Board approval. Staff shall include the following information to the Board in their request for action; name of the Grantor, description of grant award, total award amount, and total of matching funds required of the District.

1. Before accepting any grant, the District shall consider the impacts of any ongoing financial commitments in connection with acceptance of the award.
2. All grants shall be managed to comply with the laws, regulations, and guidance of the grantor.
3. The District shall request reimbursement of funds for Federal Grant awards, not advanced payments.
 - (a) Every attempt shall be made to seek reimbursement of expended funds in the fiscal year of the actual expense.
 - (b) Should the District require advanced payment of federal grant funds, requests will be consolidated to cover anticipated cash needs. The District will minimize the time between draws/advances and actual disbursement of funds.

E. DEBT:

1. Issuance of debt shall not be used for on-going operating expenditures.
2. Long-term debt will be structured in a manner so that the life of the debt does not exceed the expected useful life of the asset being funded by the debt.
3. Issuance of any debt shall consider long-term implications, paying particular attention to financing priorities, capital outlays, and competing projects.
4. The District shall comply with statutory debt limitations per RCW 52.16.061 for non-voter approved debt and RCW 52.16.080 for voter approved debt.
5. The District will monitor the opportunities to refund debt and recommend such refunding as appropriate.

6. The District will comply with all Internal Revenue Service (IRS), Securities and Exchange Commissioner (SEC), and Municipal Securities Rule Making Board (MSRB) rules and regulations governing the issuance of debt.

F. ASSETS:

1. All District assets with a value of \$5,000 or more shall be accounted for on an annual basis. A suitable method for tracking these items shall be established.
 - (a) All assets acquired through the use of Grant Dollars shall be tracked in the above referenced system, regardless of their value.
2. Divisions and Program Managers shall track their assets with a value less than \$5,000.
3. Small and attractive assets shall require Board action for surplus if the estimated value exceeds \$1,000 at time of disposal.
4. Adequate insurance shall be maintained on all capital assets.

G. CAPITAL ASSETS REPLACEMENT: The District shall maintain a Capital Assets Plan. The Plan shall define capital assets valued at greater than \$100,000; either individually or as a collective program. The Plan shall be updated on an ongoing basis and used for critical decision-making regarding methods to fund replacement of these assets. Funding options shall be evaluated prior to establishing District supplemental funding strategies and may include the following;

1. Issuance of Debt; which may include Voter and Non-voter approved bonds, bond or tax anticipation notes, lease agreements, and/or utilization of the State's LOCAL Program.
2. Utilization of funds from the District's Reserve Fund.
3. Utilization of a portion of the District's Operational Funding.
4. Grants.

H. FEES & CHARGES:

1. The District shall follow the rate schedule established by the Washington State Association of Fire Chiefs.
2. Pursuant to RCW 52.12.131, which authorizes any fire protection District which provides emergency medical services to establish and collect reasonable charges for these services in order to reimburse the District for its cost of providing emergency medical services (EMS), the District shall, by resolution:
 - (a) Establish fees associated with EMS transport as well as EMS services provided without transport. Fees may be reviewed as needed, but not less than biennially. Fees may be adjusted upon approval of the Board.
 - (b) Establish an EMS Membership Program with the following criteria:
 - i. All persons who are transported by the District shall be charged for all services as a result of the transport at the rates set forth in resolution, as amended from time to time. Each person transported will be billed for all services provided. EMS members and non-members will be billed at the same rate.

- ii. By reason of the EMS property tax levy, which is levied against property within the District, each resident, who is transported by the District and meets all listed requirements shall be granted EMS Membership and benefits as herein provided. Membership requirements: (1) proof of residency (2) signing (by recipient or authorized representative) a District EMS Membership form containing an affirmation of residency and an assignment of benefits to the District, and (3) a signed release of medical information. A District EMS member receiving transport by the District shall be deemed to have paid (by reason of the EMS levy) that portion of the charges not payable by third parties or insurers, including but not limited to any insurance or medical benefits of any nature available to such member.
 - iii. This District EMS membership benefit of coverage of charges in excess of available insurance or medical benefits shall cease when or if:
 - ✓ A member refuses to provide requested information pertaining to third party coverage or to provide appropriate releases of information and assignment of benefits to the District on forms provided by the District; or
 - ✓ A member ceases to be a resident; or
 - ✓ The EMS membership benefit is limited or extinguished by amendment or repeal of such resolution.
 - iv. Persons receiving transport by the District who are not entitled to a District EMS membership shall be required to pay all charges incurred. Where practical, the District will, with the authorization of a non-member receiving transport services, first seek payment of charges incurred from such non-member's insurance or other medical benefit provider, but such non-member shall remain fully responsible for any amount due which is not paid by such third parties.
- (c) The billing agency utilized by the District shall make three attempts to collect outstanding funds. After such attempts, the District shall write-off any remaining balance. The District shall not send transport patient accounts to collections.
- i. The District shall review this strategy no less than every two years to determine continued feasibility.

I. AUDITS:

1. An annual financial audit shall be performed by the Washington State Auditor's Office, which will issue an unofficial opinion on the annual financial statements. An annual accountability audit (i.e. accountability for public resources and compliance with state laws and regulations and its own policies and procedures) shall be performed as well.
2. The Board shall define any scope of work above and beyond normal audit parameters that they deem may be necessary.
3. The District staff shall cooperate and assist the State Auditor's Office as necessary, actively managing the audit process.

J. BUDGET:

1. The Fire Chief shall submit to the Board a proposed balanced annual budget, based on the Board's established goals. The proposed budget shall also take into consideration the framework of the District's Strategic Plan as well as a 5-year financial forecast. Such proposal shall occur in a public hearing during the month of October.
2. The Board shall adopt an annual budget, pursuant to all applicable laws and requirements, such adoption shall occur in a public hearing during the month of November. The adopted budget shall serve as the Board's budget policy document for that fiscal year.
3. The Fire Chief shall be responsible to execute the budget as adopted, pursuant to applicable laws and requirements.
4. Should a budget amendment be necessary, such amendment shall be proposed to the Board at a regularly scheduled meeting, prior to year-end; with formal approval or disapproval to occur at a subsequent meeting, prior to year-end.
5. The Board shall be provided with a monthly financial report.

K. FISCAL YEAR: The District shall operate on a fiscal year which begins January 1st and ends December 31st.

L. ACCOUNTING:

1. The District utilizes the cash basis of accounting, which is a departure from generally accepted accounting principles (GAAP), but has been deemed acceptable by the Washington State Auditor's Office.
2. The District will maintain revenue and expenditure categories according to state statute and administrative regulation. The District will use the "Budgeting, Accounting & Reporting System (BARS) prescribed by the State Auditor for its classifications.

M. CREDIT CARDS:

1. The Board authorizes the Fire Chief to implement procedures for the use of the District credit cards.
 - (a) In no circumstances shall the District issued credit cards be used for cash advances or personal purchases.
 - (b) Additional parameters shall be defined by Standard Operating Guidelines.

Board Chair

WEST PIERCE FIRE & RESCUE

DATE: DECEMBER 6, 2011

REVISED: ~~MAY 17, 2016~~
SEPTEMBER 17, 2019

POLICY: USE OF DISTRICT FACILITIES/PROPERTY

NUMBER: 1030

West Pierce Fire & Rescue believes its facilities/property are owned and operated by and for District citizens. It is the desire of the District to make certain facilities/property available for District citizen use when not in conflict with normal operations.

A. GENERAL USE

1. An organization, group, or individual within the District is eligible to request the limited use of meeting spaces at Stations 20 and 31. Such use is limited to business hours, 8:30am – 4:30pm, Monday – Friday, excluding Holidays. Alternate facilities or use outside of business hours may be authorized when a District member will be present during the entire use period. District needs shall have priority over citizen requests. The Fire Chief or designee may authorize out-of-district use in exceptional circumstances.
2. There will be no fee for the use of District facilities, except the Training Tower/Grounds at Station 21 which may be subject to a daily use fee as described in District guidelines.
3. The organization, group, or individual shall assume responsibility to return the facility/property to the condition in which it was found, and reimburse the District for any damages incurred during their use.
4. Long-term scheduling of any facility is not allowed. Organizations, groups, or individuals may request the facility for an infrequent or short series of meetings or gatherings. Permanent or semi-permanent use is not allowed.
5. Kitchen/cooking facilities and areas normally not accessible to the public are not available for use.
6. The presence or use of alcohol and marijuana on District property is prohibited.
7. The use of tobacco products or electronic smoking devices shall comply with RCW 70.160.075.
8. Activities conducted on District property shall not violate District policy or guidelines, nor any city, county, state and/or federal provisions. The District reserves the right to deny use of facilities/property to any organization, group, or individual found in violation of these regulations or any lawful directive of the District or the Fire Chief.

B. COMMERCIAL USE: Commercial for-profit enterprises are not eligible to use District facilities/property unless providing a fire and/or life safety training program which enhances the mission of the District, as determined by the Fire Chief or designee.

C. FACILITY USE GUIDELINES: The Fire Chief or designee shall establish guidelines which delineate the application, approval, and scheduling processes for District facilities/property, as well as the daily use fee structure for the Training Tower/Grounds use.

Board Chair

WEST PIERCE FIRE & RESCUE

DATE: DECEMBER 19, 2017

REVISED: September 17, 2019

POLICY: PROCUREMENT

NUMBER: 1040

The District shall establish purchasing and procurement policies and SOG's to ensure that it adheres to state and federal requirements. The District shall utilize MRSC Rosters for Small Public Works, Consulting Services, and Vendor Services.

A. SMALL PUBLIC WORKS: The following small works roster procedures are established by the District pursuant to RCW 39.04.155:

1. **Cost.** The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed three hundred Fifty Thousand Dollars (\$350,000), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the District may use the Small Public Works Roster procedures for public works projects as set forth in this policy. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The District may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.
 - a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
 - b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

"Equitably distribute" means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$350,000), the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:

- i. publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - ii. mailing a notice to these contractors; or
 - iii. Sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than Fifty thousand dollars (\$50,000), the District may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The District shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the District.

6. **Award.** All of the bids or quotations shall be collected by the Fire Chief or their designee.
 - a) The Fire Chief or their designee shall then review all bids or quotations and determine their recommendation for award of the contract to the Board of Fire Commissioners.
 - b) The Board of Fire Commissioners delegates the authority to award bids to the Fire Chief of the District for public works projects costing less than or equal to \$350,000; the Fire Chief shall have the authority to award public works contracts without Board of Fire Commissioners approval. For public works projects costing more than \$350,000 the Board of Fire Commissioners shall award all public works contracts.

B. CONSULTING SERVICES: The following consulting services roster procedures are established by the District pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
3. **Review and Selection of the Statement of Qualifications Proposals.** The District shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:
 - a) The Board of Fire Commissioners shall establish criteria that the Fire Chief, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the West Pierce Fire & Rescue.

- b) The Fire Chief, or their designee, shall evaluate the written statements of qualifications and performance data on file with the West Pierce Fire & Rescue at the time that architectural or engineering services are required;
- c) Such evaluations shall be based on the criteria established by the Board of Fire Commissioners; and
- d) The Fire Chief, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. **Award.**

- a) The Board of Fire Commissioners delegates the authority to award projects to the Fire Chief of the District for consulting services costing less than or equal to \$100,000 the Fire Chief shall have the authority to award contracts for consulting services without Board of Fire Commissioners approval. For consulting services costing more than \$100,000 the Board of Fire Commissioners shall award all contracts for consulting services.

C. **VENDOR LIST:** The following vendor list roster procedures are established by the District pursuant to RCW 39.04.190:

- 1. **Purchase of materials, supplies, or equipment not connected to a public works project.** The District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed \$40,000 The District will attempt to obtain the lowest practical price for such goods and services. For purchase of materials, supplies, or equipment not connected to a public works project where the cost is estimated to be between \$40,000 and \$75,000 the District shall utilize vendor list procurement in lieu of competitive bidding. For these items estimated to cost greater than \$75,000 a formal competitive bidding process is required.
- 2. **Publication.** At least twice per year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
- 3. **Telephone, Written, or Electronic Quotations.** The District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project estimated to cost between \$40,000 and \$75,000:
 - a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

- b) The Fire Chief, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
 - c) The Fire Chief, or their designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - d) A written record shall be made by the Fire Chief, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
4. **Determining the Lowest Responsible Bidder.** The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids.
5. **Award.** All of the bids or quotations shall be collected by the Fire Chief or their designee. The Fire Chief, or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.
- a) The Fire Chief, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Board of Fire Commissioners. The Board of Fire Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract for materials, supplies, or equipment costing more than \$75,000 after a competitive bidding process has been conducted; additionally, the Board of Fire Commissioners may authorize the waiver of competitive bidding requirements based on staff recommendations and in line with RCW 39.04.280; through passage of a Resolution; or
 - b) The Board of Fire Commissioners delegates the authority to award bids to the Fire Chief of the District for materials, supplies, or equipment costing less than or equal to \$75,000. Additionally, the Fire Chief can provide for a waiver of competitive bidding requirements under the provisions of RCW 39.04.280 with support of required documentation (see attached Sole Source justification form).
6. **Posting.** A list of all contracts awarded under these procedures shall be posted on the District's website once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.
- D. FEDERAL GRANT PROCUREMENT:** The District shall adhere to the following procurement requirements as outlined in 2 CFR 200.318 – 200.326;

1. **General procurement standards.**

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

- i. The actual cost of materials; and
- ii. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(k) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(l) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

2. Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- i. Placing unreasonable requirements on firms in order for them to qualify to do business;
- ii. Requiring unnecessary experience and excessive bonding;
- iii. Noncompetitive pricing practices between firms or between affiliated companies;
- iv. Noncompetitive contracts to consultants that are on retainer contracts;
- v. Organizational conflicts of interest;
- vi. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- vii. Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- i. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
- ii. Identify all requirements which the offers must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

3. Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in

price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- i. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- ii. Proposals must be solicited from an adequate number of qualified sources;
- iii. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

- iv. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- v. The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- i. The item is available only from a single source;
- ii. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- iii. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- iv. After solicitation of a number of sources, competition is determined inadequate.

4. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (i) through (v) of this section.

5. Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

6. Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

7. Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- i. The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- ii. The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- iii. The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- iv. The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- v. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

- i. The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;
- ii. The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

8. Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required

by law of all persons supplying labor and material in the execution of the work provided for in the contract.

9. Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Board Chair



West Pierce Fire & Rescue
3631 Drexler Drive West
University Place, WA 98466

**SOLE SOURCE
JUSTIFICATION FORM**

Item: _____

1. Describe the item and its function:

2. The item is a sole source* because:
 - sole provider of a licensed or patented good or service
 - sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
 - sole provider of goods and services for which the District has established a standard**
 - sole provider of factory-authorized warranty service
 - sole provider of goods or services that will meet the specialized needs of the District or perform the intended function (detail below or in an attachment)
 - the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the District (attach information on market price survey, availability, etc.)

3. What necessary features does this vendor provide which are not available from other vendors? Be specific.

4. What steps were taken to verify that these features are not available elsewhere?
 - other brands/manufacturers were examined (list phone numbers and names, and explain why these were not suitable):
 - other vendors were contacted (list phone numbers and names, and explain why these were not suitable):
 - other (please explain):

Division: _____

Contact: _____ Phone: _____

Requested Vendor: _____

Vendor's Address: _____

Vendor's Contact: _____ Phone: _____

Cost Estimate: _____

My division's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the District. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known supplier's exist.

Signature of Requestor

Date

Signature of Division Head or Designee

Date

Fire Chief and/or Board Approval (when applicable)

Date

.....
* Sole source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

** Procurements of items for which the District has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item.

WEST PIERCE FIRE & RESCUE

DATE: JUNE 22, 2010

REVISED: ~~MAY 17, 2016~~
SEPTEMBER 17, 2019

POLICY: EMPLOYMENT TESTING

NUMBER: 2010

All appointments shall be based solely on merit, efficiency and fitness, as determined by appropriate examination process. This policy shall encompass all employment testing, except for promotional examination provisions established in the collective bargaining agreements.

A. FILLING POSITIONS;

1. The Board of Fire Commissioners will select the Fire Chief and may use any testing process deemed appropriate to fill the position.
 - a. Once appointed, the Fire Chief shall serve a probationary period for 12 months following appointment. The Board of Fire Commissioners shall have the discretion to shorten the length of the Fire Chief's probationary period.
2. All other positions will be filled by the Fire Chief, using the testing processes contained in this policy.

B. APPLICATIONS:

1. For those examination processes administered by the District, the following shall apply:
 - a. Notice shall be given at least 24 hours in advance of the initial date for filing of applications. Notice shall be by publication in one or more job announcement sources (online advertisements, job boards, etc.) of general circulation, along with posting on the District's social media platforms and e-mail system.
 - b. The period for accepting applications shall be no less than 10 calendar days.
 - c. The District may reject any application for cause. In addition, any applicant found to willfully or knowingly make any false statements or in any manner commit or attempt to commit any fraud preventing the impartial execution of the application and examination process shall be barred from any further examination and/or employment with the District.
 - d. The District may reject an applicant for any of the following:
 - i. Applicant is not at least 18 years of age at the time of examination;
 - ii. Applicant is unable to provide proof of a legal right to work in the United States;

- iii. Applicant does not promptly appear at the time and/or place designated for any portion of the examination process;
- iv. Applicant does not meet all requirements specified in the job description.

C. EXAMINATIONS:

1. All examinations shall be impartial and shall relate to matters which will fairly test the fitness of the candidate to adequately perform the duties of the position sought.
 - a. While discrimination against any candidate because of a degree of relationship with another candidate or District employee will not be tolerated, the District will also not tolerate any type of favoritism in employment testing, including nepotism.
2. Medical and Psychological examinations: Any applicant determined to be physically and/or mentally unfit for the position sought shall not be considered for appointment.
 - a. Fire suppression applicants who have been given a conditional offer of employment must satisfactorily complete medical and psychological examinations prior to employment to determine the applicant's physical and mental fitness to adequately perform the duties of the position sought. The cost for such examinations shall be borne by the District.
 - b. All other applicants who have been given a conditional offer of employment may be required to undergo a medical examination, psychological examination, and/or a physical ability examination prior to employment to determine the applicant's physical and mental fitness to adequately perform the duties of the position sought. The cost for such examinations shall be borne by the District.
3. Applicants shall receive a veterans' preference credit as prescribed by law.
4. In examinations not rated as pass/fail, results shall be expressed on a scale of 100% for maximum possible attainment and 70% shall be the required passing result.

D. LISTS:

1. For the purposes of this policy, the following definitions shall apply:
 - a. **Re-employment List:** Eligibility list of former employees, in good standing, who are separated from employment through lay-offs or other staffing reductions. Re-employment lists shall be in place for two years.
 - b. **Employment List:** Eligibility list established for entry level and lateral entry positions.
 - c. **Promotional List:** Eligibility list for promotable positions established with existing personnel, as defined in the collective bargaining agreements.

2. Establishing lists: The District shall establish and/or adopt lists from other agencies, testing firms, etc. for the various positions in the District. Candidates receiving a passing grade shall be placed on the appropriate list in the order of their relative grades. Ties in grades shall be resolved by priority in time of filing of application.
3. The Fire Chief shall certify all lists and shall specify the list duration at the time of certification. With the exception of a re-employment list, no list shall be certified for less than six months or longer than 24 months. Any list, except a re-employment list, that has been in effect for more than six months or has less than five eligible candidates may be abolished by the Fire Chief.

E. APPOINTMENT: Vacancies shall first be filled from a re-employment list, if such list exists for the vacant position. If no re-employment list exists for the vacant position, the appropriate promotional and/or employment list shall be used to fill the vacancy. Should employment be offered from an entry level employment list, the following shall be taken into consideration: Lateral Entry qualifications shall be determined, at the time of hiring, by the applicant's prior work experience as a full-time, paid Firefighter/EMT or Firefighter/Paramedic with primary duties of fire suppression and emergency medical services; serving a municipal fire department, fire district, or fire authority of a similar size and/or complexity.

1. Permanent appointment:

- a. The Fire Chief shall utilize the following applicable appointment methods:
 - **Rule of One** – The highest eligible candidate shall be appointed by the Fire Chief when filling a vacancy from a promotional list for bargaining unit positions or from a re-employment list.
 - **Rule of Five** - The Fire Chief shall be provided with five candidates highest on the appropriate list for each anticipated vacancy OR the top 10 candidates from the same list, whichever number is greater. The Fire Chief shall appoint from this group of candidates to fill the vacancies. If less than the required number of eligible candidates is available, the Fire Chief may appoint candidates to fill the appropriate vacancies from the group of candidates provided.
 - **Open Appointment** - For any non-bargaining unit position, the Fire Chief may appoint any eligible candidate to fill the appropriate vacancy.

2. Temporary appointment:

- a. The Fire Chief may make a temporary appointment when services are required for a special job/project or a replacement employee is needed.
- b. If a list exists for the position in which the temporary appointment is desired, appointment shall be made from the appropriate list.
 - i. The acceptance of a temporary appointment by an eligible candidate shall not affect their standing on the list.
 - ii. Upon expiration of such temporary appointment, the employee shall be reinstated to the position held on the list at the time the temporary appointment was made.

- c. No temporary appointment shall be continued and no person shall be employed on a temporary basis for more than 12 months.
- d. Unless otherwise collectively bargained, the period of time served in a temporary appointment shall not be credited on any probationary period or used in computing any privilege accrued or provided under the policies of the District.

Board Chair