

**A REGULAR MEETING OF THE
BOARD OF FIRE COMMISSIONERS OF
EAST PIERCE FIRE & RESCUE**

April 16, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 16, 2024, in-person at Headquarters (18421 Veterans Memorial Dr E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Board Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Bill Sandlian, Greg Reinke, Victor Proulx, and Justin Evans.

HONORS AND RECOGNITIONS:

Chair Napier recognized District Secretary Corina Byerley for 20 years of service and Chief Parkinson for 5 years of service and presented both with years of service challenge coins.

APPROVAL OF AGENDA:

District Secretary Byerley requested to add to the agenda item 4c (Consent Agenda) add payroll vouchers 240403001 – 240403015 in the amount of \$929,360.38 and electronic payroll in the amount of \$ 2,732,199.91. Commissioner Garling moved to approve the agenda as amended. The motion was seconded by Commissioner Egan and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the March 19th Regular meeting; treasurer's report; current expense vouchers 240401001-240401087 in the amount of \$822,970.46; payroll vouchers 240403001-240403015 in the amount of \$929,360.38; electronic payroll in the amount of \$2,732,199.91; Capital expense vouchers 240402001 - 240402013 in the amount of \$2,003,918.64, and post-meeting payroll transaction in the amount of \$1,654.00). Motion seconded by Commissioner Garling and carried.

GUEST SPEAKER PRESENTATION:

Strategic Planning - BERK: Julia Tesch and Oliver Hirn from BERK Consulting gave a presentation on the purpose and process for updating the District's Strategic Plan. The Board provided input about priority topics to include in the plan including evaluation of the hiring process, making a mix of goals, some aspirational and some attainable, improve community outreach/communication, and developing the youth of the department. No action taken, information only.

VISITOR COMMENTS: None

BOND-2018:

Project Manager: Project Manager Phil Herrera gave an update on the Capital Facilities Plan included in packet.

Station 111: Interior sheetrock and taping continues on the first and second floors. Painting prep underway in the administration wing. Apparatus bay doors have been installed. Finish grade sitework

continues. Final grading for the first layer of asphalt underway but delayed by the weather.

Station 112: All comments have been addressed and resubmitted after the first round of CUP reviews were received. The items were not significant and have been addressed. We are awaiting roads to release the traffic impact report of “no impact” so we can be assigned a date to go before the hearing examiner. We are receiving the first round of site and building review comments. There are no significant issues and we have been responding with the corrections. Preparing to go out for bid in May...date TBD.

Station 114: Interior work of insulation and sheetrock is underway. Working with the district’s attorney on the CMU weather barrier issue. Some areas of the exterior siding have been released for installation. CMU is still on hold pending third party inspection report of the seal coating. West apparatus bay concrete ramp as well as curbs and sidewalks installed. ATB in the next week. We reached a resolution with the city over the fire line on the east side of the building. Saving the district 60-70k of an 80-95k change order.

Station 117: All the interior slabs are complete. Wall framing is underway. Erection of the structural steel columns and beams is underway.

Station 118: Fuel tank was delivered, and we are working with the contractor and the city to get it hooked up. Final commissioning report has been completed and will be submitted for final occupancy approval.
Still addressing punch list items.

CHIEF’S REPORT:

Monthly Chiefs Report: Reviewed the Chief’s monthly report with the Board. Included in agenda packet. Chief Parkinson’s report included: levy education update; Cardiac arrest survivor visited crews from Station 118; and Joint Facility Study for Station 124 interlocal with the City of Milton is in process.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division’s accomplishments for the month. DC Stabenfeldt’s report included: Operations-status of four current recruit groups, promotions, Galleri cancer screening blood tests scheduled for May; Logistics-apparatus update including new placing new rescue pumper engine in service at Station 116; EMS- overview of EMS training, highlighted presentation CRP Killion and BHS Haney at national conference, IV Acetaminophen Pilot Program is underway; Fire Prevention/Public Education-spring newsletter, levy postcard, annual awards, classes, inspections and initiation of food truck inspection program.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee– Commissioner Wernet provided an overview of the Committee’s meeting on 3/27 with BERK Consulting to discuss the strategic plan. Notes from meeting included in agenda packet.

HR Committee- Commissioner Egan provided a brief overview of the Committee’s meeting on 4/1. Notes from meeting included in agenda packet.

RESOLUTIONS:

Resolution 1047 -Levy Lid Lift – August Ballot: Chief Parkinson presented to the Board a Resolution 1047 requesting, if the April 2024 levy fails, the placement of a Regular Levy Lid Lift measure on the August 6th, 2024 ballot. This measure will ask the voters to lift the lid on the regular levy to reset the rate to \$1.50 per \$1,000 of assessed valuation in 2025. Commissioner Egan moved to approve Resolution 1047, placing the fire levy lid lift on the August 2024 special election ballot. The motion was seconded by Commissioner Kroum and carried.

Resolution 1048- Transfer of Funds (Project Manager): Finance Manager Hollon presented to the Board Resolution 1048 requesting the transfer of funds in the amount of \$99,390 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner Kroum moved to approve Resolution 1048 to transfer funds from the Capital Fund to the General Fund in the amount of \$99,390. The motion was seconded by Commissioner McElligott and carried.

Resolution 1049- Cancellation of Warrants: Finance Manager Michelle Hollon presented to the Board Resolution 1049 requesting the cancellation of warrants. Rice Fergus Miller was issued a check in the amount of \$1,320.00 for services, check was lost and not cashed. Dave Lindenmuth was issued a check in the amount of \$542.00 for a table for Station 118, check was a duplicate payment but was never distributed or cashed. Total amount requested to be cancelled is \$1,862.00. Commissioner Egan moved to adopt Resolution 1049 cancelling warrant 1729605 and 1716382 in the total amount of \$1,862.00. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:

Appoint “For” and “Against” Committees: The district advertised on its website to the public the opening to participate on a “For” or “Against” committee in reference to the ballot measure being placed on the August 6, 2024 special election to lift the lid for Fire request. The district received one request naming three individuals for the “For” committee, Greg Reinke, Christy Ferber, and Kathy Hayden. No requests were received for the “Against” committee. After discussion the following motions were made: Commissioner Kroum moved to approve the appointment of said individuals to the “For” committee in relation to the District’s Ballot measure for the August 6, 2024 election. The motion was seconded by Commissioner McElligott and carried. Commissioner Kroum then moved to approve the appointment of said individual(s) to the “Against” committee in relation to the District’s Ballot measure for the August 6, 2024 election. The motion was seconded by Commissioner McElligott and carried.

Sale of Windmill Property: Chief Parkinson presented to the Board a request to surplus the real property located at 10105 24th St E, Edgewood (parcel number 0420091157) where the Edgewood Nyholm historical windmill is located. The City of Edgewood would like to purchase the property to preserve the historic windmill. The property is no longer of use to the district and it is recommended that the property be sold to the City of Edgewood at the appraised value of \$172,000. Commissioner McElligott moved to surplus the real property located at 10105 24th Street East, Edgewood, WA, parcel number 0420091157 to be sold to the City of Edgewood for \$172,000. The motion was seconded by Commissioner Wernet and carried.

Board Vacancy: Per RCW 42.12.080 the Board nominated candidates to fill the Board vacancy created by the passing of Commissioner Cathey. The following nominations were made:

Commissioner Egan moved to nominate Victor Proulx as a candidate for the vacant Board position. The motion was seconded by Commissioner Garling and carried.

Commissioner Kroum moved to nominate Burl Eddy as a candidate for the vacant Board position. The motion was seconded by Commissioner McElligott and carried.

Commissioner Garling moved to nominate Greg Reinke as a candidate for the vacant Board position. The motion was seconded by Commissioner McElligott and carried.

Commissioner Napier moved to nominate Justin Evans as a candidate for the vacant Board position. The motion was seconded by Commissioner Garling and carried.

The department will advertise for the vacant position on the district’s website, social media, and at headquarters. Additional candidates may be nominated by the public until May 3, 2024. Letters of

interest and resumes from interested candidates will be accepted from May 3, 2024 through May 10, 2024. The Board will review candidate qualifications and appoint a new commissioner at the May meeting.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Lake Chelan Seminar: District Secretary Byerley confirmed Commissioner McElligott will be attending the seminar to be held in Lake Chelan on June 1st. No additional commissioners expressed interest.

WFCA Annual Conference: District Secretary Byerley provided information regarding the WFCA Annual Conference to be held in Spokane October 23-26. Commissioners McElligott and Wernet expressed interest in attending.

EXECUTIVE SESSION: None


COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 8:30 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan