

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

May 21, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on May 21, 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, Assistant Chief Jeff Moore, Assistant Chief Matt Gilbert, Assistant Chief Will Poe, Greg Reinke, Victor Proulx, Justin Evans, Burl Eddy, Chad, Matt Reinke, Mike Gladstone, Brycen Giove, Mark Creley Jacob Poisson, Troy Sterrenburg, Jeff Collins, Anthony Thielen, Connor Hansen, Cody Plancich, Jason Freeman, and Patience Taylor.

HONORS AND RECOGNITIONS: None

APPROVAL OF AGENDA:

District Secretary Byerley requested to remove the recommended motion from item 10 (Public Hearing); for item 11b (Resolutions) replace the agenda summary describing the distribution of funds for Resolution 1052; and add Resolution 1053 to 11c section 11 (Resolutions). Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the April 16th Regular meeting; treasurer's report; current expense vouchers 240502001-240502088 in the amount of \$1,380,754.83 and special voucher 240501001 in the amount of \$15,165.00; payroll vouchers 240504001-240504011 in the amount of \$477,014.978; electronic payroll in the amount of \$2,689,085.11; Capital expense vouchers 240503001 - 240503011 in the amount of \$1,783,708.54; Resolution 1050 Quarterly EMS write-offs in the amount of \$176,547.26 and post-meeting payroll transaction in the amount of \$664.15). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: Admin area paint underway. Siding underway for the entire building. Finish grade sitework continues. Paved area preparation this week. Plaza concrete walls are underway this week through the rest of the month. Gabion walls complete this week.

Station 112: Still awaiting approval of the CUP. The county has another month to process. We are still preparing to go out for bid by the end of May. Looking to having the bid close by June 27th.

Station 114: Sheetrock taping underway. Fire line permit issued on Friday. Exterior CMU removal underway.

Station 117: Framing is well underway. Water service work begins on May 28th. This will close 181st for two to three days.

Station 118: Final occupancy permit items are complete, final inspection on May 23. Fuel tank permit in process. 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: EPFR is updating our All-Hazard Mitigation Plan at the county level in cooperation with Pierce County DEM; the Data Analyst position vacated by promotion has been reconfigured to include administrative duties and retitled “Operations Administrator”, the position has been filled by Rebecca Burke who will start on 5/20; contract negotiations are underway, the Board will be updated monthly in executive session as bargaining progresses; and the WSRB was onsite on 5/13 as part of the rating process update that occurs every 5 years, the process should be complete in 2-3 months.

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 of BC Troy Sterrenburg and HazMat Assistant Team Lead FF/PM Gabor, and retirement of BC Rick Goetz; Logistics-apparatus update including upfitting 3 new medic units and completion of hose, appliance, and ladder testing; EMS- overview of EMS training, highlighted installation of Operative IQ RFID system installed on 9 medic units; Fire Prevention/Public Education-77 business inspections, 34 smoke alarm installations, and a 170+ attendees at annual Scout Night event.

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 5/3. Notes from meeting included in agenda packet.

HR Committee– Commissioner Egan provided a brief overview of the Committee’s meeting on 5/6. Notes from meeting included in agenda packet.

PUBLIC HEARING FOR SALE OF WINDMILL PROPERTY:

Opening of Hearing: Chair Jon Napier opened the public hearing at 7:23 p.m.

Sale of the Windmill Property: At the April 16, 2024 regular Board meeting, the Board surplused the real property located at 10105 24th St E, Edgewood (parcel number 0420091157), where the Edgewood Nyholm historical windmill is located, to be sold to the City of Edgewood at the appraised value of \$172,000. Chair Napier called for any comments from the public regarding the sale of the property.

Public comments: None

Closing of Hearing: Chair Jon Napier closed the public hearing at 7:24 p.m.

RESOLUTIONS:

Resolution 1051 -Cancellation of Warrant: Finance Manager Michelle Hollon presented to the Board Resolution 1051 requesting the cancellation of a warrant. Cintas was issued a check in the amount of \$7,877.62 for uniform rental and janitorial supplies, check was lost and not cashed. Total amount requested to be cancelled is \$7,877.62. Commissioner McElligott moved to adopt Resolution 1051 cancelling warrant 1733445 in the total amount of \$7,877.62. The motion was seconded by Commissioner Garling and carried.

Resolution 1052- Transfer of Excess Funds: Finance Manager Hollon presented to the Board Resolution 1052 requesting the transfer of funds in the amount of \$2,071,581 from the General fund to the Reserve fund. Excess funds above the budgeted beginning fund balance for the 2024 Budget year are \$2,071,581 will be applied to the Reserve fund as follows: \$671,700 General Reserve (this transfer will bring this line item to 2024 budget goal); \$672,084 Equipment Reserve (includes GEMT Reconcile, Mitigations, Wildland Equipment Reimbursement, and surplus sales); and \$727,797 Capital Facilities Phase 2 Reserve. Commissioner Kroum moved to approve Resolution 1052 to transfer funds from the General Fund to the Reserve Fund in the amount of \$2,071,581. The motion was seconded by Commissioner Egan and carried.

Resolution 1053- Sale of Windmill Property: Chief Parkinson presented to the Board Resolution 1053 requesting the authorization to sell the surplus real property located at 10105 24th St E, Edgewood (parcel number 0420091157), where the Edgewood Nyholm historical windmill is located, to the City of Edgewood at the appraised value of \$172,000. Commissioner Egan moved to approve Resolution 1053 to authorize the sale of 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 and authorize the Fire Chief to execute and sign all documents related to the sale. The motion was seconded by Commissioner McElligott and carried.

NEW BUSINESS:

Station 112 Roof: Chief Parkinson presented to the Board a request to replace the roof of Station 112. Numerous patches/fixes/repairs have been made to the roof of the station, but those repairs are failing and the ability to continue "repairing repairs" is not advised. Staff recommends the roof be replaced. The most recent estimate, put the expenditure between \$60k - \$65k. This is not budgeted in 2024. Commissioner McElligott moved to authorize replacement of the Station 112 roof with funding to come from the Facility Maintenance Reserve not exceeding \$65,000. The motion was seconded by Commissioner Garling and carried.

UNFINISHED BUSINESS:

Board Vacancy: Per RCW 42.12.080 the Board interviewed candidates to fill the Board vacancy created by the passing of Commissioner Cathey. Candidates were given five minutes to address the Board and answer questions in an open public meeting. Each candidate provided an overview of their qualifications. The candidates spoke in the following order: Mark Creley, Burl Eddy, Justin Evans, Victor Proulx, and then Greg Reinke.

BREAK: A five-minute break was taken at 8:01 p.m.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office discussion at 8:07 p.m. for 30 minutes.

The executive session was extended at 8:37 for an additional 10 minutes.

The executive session was extended at 8:47 for an additional 13 minutes.

Meeting reconvened at 9:00 p.m.

Upon reconvening, Commissioner Egan moved to appoint Justin Evans to fill the vacant board position until the next election in which the position can be voted on by the public. Commissioner McElligott seconded the motion. Votes were as follows - Yea: McElligott, Garling Napier, Egan Nay: Kroum Abstain: Wernet
Motion passed via majority vote.

COMMISSIONER TRAINING/EVENT REQUESTS:

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

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 9:05 p.m. for 10 minutes.

Meeting reconvened at 9:15 p.m.

COMMISSIONER ACTION/DISCUSSION: None

Chief's Contract MOU: Upon reconvening the meeting from executive session, the following action was taken: Commissioner Kroum moved to approve the Memorandum of Understanding as presented as modification to the Fire Chief's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. The motion was seconded by Commissioner Egan and carried.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 9:22 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan