

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

**May 21, 2024**

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue held on May 21, 2024, in-person and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 5:00 p.m. Present by roll call were Commissioners Cynthia Wernet, Pat McElligott, Kevin Garling, Edward Egan, Randy Kroum, Fire Chief Parkinson, Deputy Chief Stabenfeldt, District Secretary Corina Byerley, and Finance Manager Michelle Hollon.

Audience: Assistant Chief Will Poe, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, Taylor Phillips, Chad, Patience Taylor, Mark Creley, and Brycen Giove.

The purpose of the special meeting was to discuss the April levy recap, future levy timeline recommendations, staffing forecast, 2023 review, Strategic Plan, and long-term financial planning.

Chief Parkinson introduced Command Staff to the Board with a brief description of areas of responsibilities.

April Levy Recap and Future Levy Timeline Recommendations: Chief Parkinson gave a presentation reviewing April 2024 Levy results and discussing the strengths and challenges encountered during the process. A proposed timeline for future levies was presented including discussion of factors that may alter timeline. Information only, no action taken.

Long-Term Financial Planning: Chief Parkinson gave a presentation regarding the financial outlook of the District including five-year forecasting of revenue and expenses. Variables to revenue projections include assessed valuation and changes in GEMT reimbursement. Variables to projected expenses include changes to the Collective Bargaining Agreement and fluctuations in the CPI affecting COLA. Phase 2 facilities expense forecast was reviewed. Financial policy was discussed in regard to banked capacity vs. full collection of revenues and effects on Phase 2 facility funding and the balance of the 2018 UTGO Bond. Board discussed bank capacity and savings to citizens. The Board gave direction to collect at full capacity in the future and apply funds to reduce the UTGO bond interest, plan for facility maintenance, and prepare for Phase 2 facilities projects. Information only, no action taken.

Break: At 5:51 p.m. a five-minute break was taken.

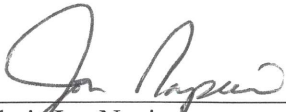
Staffing Forecast: Chief Parkinson gave a presentation of future staffing needs including a 10-year retirement forecast. Positions projected to be added in 2025 Budget request include a mechanic, IT support position, and a communications manager. Positions projected for the 2026 Budget request include additional firefighter staffing to offset overtime expense. Information only, no action taken.

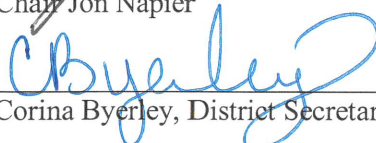
2023 Review: Chief Parkinson gave a presentation recapping 2023 response volume including a detail by incident type. Response metrics were also reviewed with details of response times, reliability, unit hour utilization, and number of responses by each unit were included. Information only, no action taken.

Strategic Plan: Chief Parkinson provided information on the Strategic Plan update for 2024. Discussion included a focus on creating new goals and updating the District's mission, vision, and values. The

Planning Committee and Board will be included in the strategic planning process. Information only, no action taken.

There being no further business to come before the Board. Meeting adjourned at 6:39 p.m.

  
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Chair Jon Napier

  
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Corina Byerley, District Secretary