

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

June 18, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on June 18, 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 Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, and Justin Evans. Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, and District Secretary Corina Byerley were also present.

Commissioners Excused: Commissioner Ed Egan

Commissioners Unexcused: None

AUDIENCE: Assistant Chief Matt Gilbert, Mike McGinnis, Jason Brooks, Mike Malland, Andrew House, Brian Koestler, Bryan, Corey Snope, Chad, Dalton Smith, Jason Russell, Jeff, Justin Edwards, Kim Ruschner, Patience Taylor, Jake Ricco, Station 124, Taylor Phillips, Alyssa Pray, Bo Monson, Troy Sterrenburg, Tim Haley, Matt Reinke, Rex Orcutt, Craig Ryan, Erich Ruff, Rich White, Brycen Giove, Jason Sanders, and Aubrey Schermerhorn.

HONORS AND RECOGNITIONS: None

OATH OF OFFICE:

District Secretary Corina Byerley gave Commissioner Justin Evans his Oath of Office.

APPROVAL OF AGENDA:

District Secretary Byerley requested to replace the grid in item 4d (Consent Agenda). Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Kroum moved to approve the consent agenda (minutes from the May 21st Special meeting; minutes from the May 21st Regular meeting; treasurer's report; current expense vouchers 240601001-240601067 in the amount of \$334,703.11; payroll vouchers 240602001-240602011 in the amount of \$455,188.89; electronic payroll in the amount of \$2,556,024.47; and Capital expense vouchers 240603001 - 240603012 in the amount of \$1,220,876.44). Motion seconded by Commissioner McElligott and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

Project Manager: Chief Parkinson gave an update on the Capital Facilities Plan included in packet.

Station 111: Admin paint still underway. Siding is still underway for the entire building, there is a lot of siding. Finish grade sitework continues, curbs and sidewalks are underway. Plaza concrete wall forms are getting close to complete, concrete placement over the next two weeks. Interior wall finishes continue. Trim and millwork is being delivered this week.

Station 112: Approval of the CUP is pending. I'm working with the county to get this out. It is now due. The bid is ready to go as soon as we get the latest site development permit review comments to capture any corrections or revisions.

Station 114: Sheetrock taping underway. Fire line permit finally issued, right-of-way permit from the county expected next week to start work. Details for the exterior CMU removal are in process.

Station 117: Framing complete on the west and underway on the east. The contractor is making good progress. Apparatus bay beams will be installed this week. Roof framing will begin this month. Water service main connection completed this week.

Station 118: Final occupancy permit items are complete, final now needs a reinspection; landscape plants need replacing. Fuel tank permit in process. This is awaiting a report before the city will issue. Mechanical and structural punch list items are complete. Contractor still has site visit work to do. Landscape plant replacement as well.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Annual updates with each city council are underway; update on the dissolution of the PCFTC, AC Gilbert gave overview of next steps; contract negotiations are underway; and two personnel have been deployed one to Chelan and one to Yakima.

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, Galleri Cancer Screening event complete, and 2024 Wildland preseason meeting for Pierce County; Logistics-apparatus update including 3 replacement staff vehicles and new Medic 111 was placed in service, and the Station 113 AC system was repaired; EMS- BHS Haney prepared education for EPFR personnel regarding how childhood experience can impact development of PTSI/PTSD, CRP Killion completed fall prevention training at 6 assisted living centers, EMS/Finance competed both the WA GEMT and Medicare audits, new mentorship training manual implemented, and onboarding and training of new EMS specialist completed; Fire Prevention/Public Education-DFMs attended arson investigation course, Sutherland attended National Government Communications conference, Holt attended Fire and Life Safety conference, and community focused events, AC Sandlian and AC Moore attended Tehaleh HOA meeting with about 200 attendees, and AC Sandlian is attending community stakeholder meetings regarding battery resource facility in Sumner.

Q2 Strategic Plan: Chief Parkinson gave a brief overview of the Strategic Plan. Included in agenda packet.

Q2 Standard of Cover: Deputy Chief Stabenfeldt gave a brief overview of the Standard of Cover highlighting an improvement in overall turnout times of 3 seconds per call. Included in agenda packet.

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 6/7. Notes from meeting included in agenda packet.

RESOLUTIONS:

Resolution 1054 – Surplus IT Equipment: Chief Parkinson presented to the Board Resolution 1054 requesting the surplus of miscellaneous IT equipment as listed in Exhibit A. Commissioner McElligott moved to approve Resolution 1054, the surplus of miscellaneous information systems equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:

Deputy Chief Contract: Chief Parkinson presented to the Board a request to a recommendation to promote Assistant Chief Matt Gilbert to Deputy Chief. Commissioner Garling moved to authorize the Board Chair to sign the employment agreement with Matt Gilbert for the position of deputy chief. The motion was seconded by Commissioner McElligott and carried.

UNFINISHED BUSINESS: None

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.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.140 Collective Bargaining discussion at 7:44 p.m. for 20 minutes.


The Executive Session was extended at 8:05 p.m. for 10 minutes.

Meeting reconvened at 8:15 p.m.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 8:15 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan