

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

July 16, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on July 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, and Justin Evans. Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley were also present.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Assistant Chief Will Poe, Project Manager Phil Herrera, Mike McGinnis, Gilbert Family (x3).

HONORS AND RECOGNITIONS: None

OATH OF OFFICE:

Chief Parkinson gave Deputy Chief Gilbert his Oath of Office.

APPROVAL OF AGENDA:

Commissioner Kroum moved to approve the agenda. The motion was seconded by Commissioner Egan and carried.

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the June 18th Regular meeting; treasurer's report; current expense vouchers 240704001-240704068 in the amount of \$916,729.57; payroll vouchers 240705001-240705015 in the amount of \$937,669.95; electronic payroll in the amount of \$2,731,539.47; Capital expense vouchers 240703001 - 240703011 in the amount of \$1,601,074.79; and special voucher 240702001 in the amount of \$427,373.95). Motion seconded by Commissioner Garling 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 paint continues. There is a lot of different surfaces to paint. Acoustic ceilings and sound insulation install underway. Electrical and mechanical finishes underway. Siding is complete. 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. Trim and millwork starting in admin this month.

Station 112: CUP is finally being scheduled for the public hearing. Building permit reviews have been addressed and are awaiting approval. The site drawings have been reviewed; final revisions are

underway. Final adjustments and review of bid documents are underway. Package is targeted to be out for bid by the end of July.

Station 114: Sheetrock continues. PSE is working on rerouting the gas main for the utilities conflict in the right-of-way. The water main reroute will proceed upon gas line completion. Exterior CMU removal is finally scheduled to begin the week of July 22nd.

Station 117: Rough framing is complete for 90% of the building. Roof covering is underway. The contractor is shooting to have the building 80% dried in by the end of the month. This general contractor is doing quality work and moving at a good pace. They are a little ahead of schedule at this time.

Station 118: Final occupancy permit items are complete, Final is partially complete, working with the city to resolve minor documentation inconsistencies. Fuel tank permit in process. We are working with the contractor to replace landscape plants.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Overview of 4th of July stats; Medic 1119 was placed in service on July 1st, the impact of the unit has been felt and is good so far; the organizational chart has been updated; sale of Windmill property is complete; the July 1st promotions of DC Gilbert and AC Westland; Annual updates with each city council continue; and results from the Employee Survey included many remarks from personnel regarding concerns with heart monitors, AC Moore will provide more information in the next couple 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 included Lt. Malland and Lt. Dedge; Special teams (Tech Rescue) appointments included FF/PM Plancich and FF Nguyen; Logistics-L113 repair/maintenance complete, Station 122 repairs/maintenance complete, and the division welcomed AC Westland; EMS-implementation of EMS check sheets, scenes of violence training with DEM, 2nd quarter Paramedic Airway course complete, and Peer support training and resource list; Fire Prevention/Public Education-70 Fire and Life Safety inspections, implementation of First Due Size Up (FDSU), DC Stabenfeldt extended a big thank you to PIO Dina Sutherland for her support of several significant incidents providing social media updates and making contact with the media.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS: None

RESOLUTIONS:

Resolution 1055 – Transfer of Funds (Project Manager): Chief Parkinson presented to the Board Resolution 1055 requesting the transfer of funds in the amount of \$75,962 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner Kroum moved to approve Resolution 1055 to transfer funds from the Capital Fund to the General Fund in the amount of \$75,962. The motion was seconded by Commissioner McElligott and carried.

Resolution 1056 – Surplus Vehicles and Misc. Equipment: Assistant Chief Poe presented to the Board Resolution 1056 requesting the surplus of five vehicles (asset numbers 105, 106, 409, 423, and 425) miscellaneous logistics equipment as listed in Exhibit A. Commissioner Garling moved to approve Resolution 1056, the surplus of vehicles and miscellaneous equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner McElligott and carried.

NEW BUSINESS:

PC Fire Protection Services Interlocal: Chief Parkinson presented to the Board a contract for fire protection services provided to Pierce County owned buildings, equipment, and property within the district. This contract is reviewed and renewed annually based on adjustments to fees. Fees are based on number of calls to such property. Commissioner McElligott moved to adopt the interlocal agreement between East Pierce Fire & Rescue and Pierce County for fire protection services for County-owned buildings, equipment, and property within East Pierce's district. The motion was seconded by Commissioner Garling 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: None

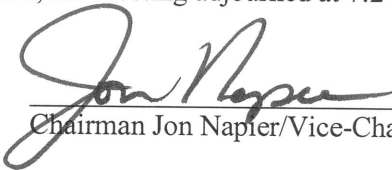
COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:24 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan