

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

August 20, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on August 20, 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: Finance Manager Michelle Hollon, Assistant Chief Jeff Moore, Assistant Chief Will Poe, Project Manager Phil Herrera.

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Byerley requested to add an Executive session to Item 14 per RCW 42.30.140 Collective Bargaining Agreement discussion. District Secretary Byerley also noted typos on pages 34 and 46 of the agenda packet a correction to the address in the agenda summary description from 12218 to 12116. Commissioner Egan moved to approve the agenda as amended. The motion was seconded by Commissioner Wernet and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the July 16th Regular meeting; treasurer's report; current expense vouchers 240802001-240802062 in the amount of \$428,963.70; payroll vouchers 240804001-240804011 in the amount of \$442,626.21; electronic payroll in the amount of \$2,732,865.44; Capital expense vouchers 240803001 - 240803009 in the amount of \$1,662,272.87; post meeting payroll transactions with net payroll change of -\$1,817.01; special voucher 240706001 in the amount of \$15,165.00; Transport Waiver for account 132855695 in the amount of \$145.80; and Resolution 1057 EMS Write-Offs for 2nd Quarter 2024 in the amount of \$239,602.22). Motion seconded by Commissioner Egan 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 finishes are underway. Acoustic ceilings and sound insulation install underway. Finish grade sitework continues, curbs and sidewalks continue. Plaza concrete walls are completed. Rock walls and slab work underway. Trim and millwork underway.

Station 112: CUP hearing completed, the report was received, and items are being addressed. We are waiting on the CUP to be issued to go out for bid. Building permit reviews have been addressed and are awaiting approval. The site drawings have been reviewed; final revisions are underway. There are some traffic impact challenges that are being addressed as well.

Station 114: Finish painting is complete. Polished floors have been completed. Trim and millwork to begin this month. PSE gas line is complete. Water main work is next this month. This will complete the conflicts we have been working through.

Station 117: Rough framing is complete. Roof covering is complete, the building is dried in. Electrical, plumbing, and mechanical rough-in is underway. The contractor continues to move at a fast pace. Substantial completion is looking like March of 2025.

Station 118: The general contractor is coming through this month taking care of the last punch list items. There are a number of items yet to repair or replace. Plus, a lot of landscape planting replacements. Fuel tank permit is being issued. Final inspection failed due to a roof ladder that is too short.

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 finalized 4th of July stats; Fairfax Bridge operational challenges, 13 recruits graduated the academy last week, and roof at Station 112 will cost more than original anticipated and will be brought back to the Board in September.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt and Deputy Chief Gilbert gave a brief overview of each division's accomplishments for the month. The report included: Operations-status of four current recruit groups, Chief Gilbert reported on the Fairfax Bridge limitations and possible emergency access detours, FRI training in Dallas, and FF Edwards was appointed to the Tech Team; EMS- EPFR awarded AFG grant to train 3 firefighter EMT's to firefighter paramedics, completed 2024 new instructor training, completed 3rd quarter EMS field scenario training, completed 3rd quarter Peer Support Team training, and the mobile integrated health team completed session 2 of Advanced Aging and Planning series; Logistics- AC Westland and AC Poe have completed transition, 2025 Logistics draft budget completed, completed install of HAAS alerting system to additional front-line apparatus, Fall recruit PPE fitting complete, and upfitting of staff vehicles continues; Fire Prevention/Public Education- 22 Fire and Life Safety inspections, 2 Public Education classes, 3 Public Education events, 6 smoke alarm installations, and 3 fire investigations, continued collaboration to implement First Due Size Up (FDSU), and National Night Out Events throughout district.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee –

HR Committee -

RESOLUTIONS:

Resolution 1058 – Transfer of Funds from Reserve to General: Finance Manager Hollon presented to the Board Resolution 1058 requesting the transfer of funds in the amount of \$1,110,229 from the Reserve Fund to the General fund to cover Capital purchases approved by the Board for FY2024. Commissioner McElligott moved to approve Resolution 1058 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,110,229. The motion was seconded by Commissioner Egan and carried.

Resolution 1059 – Station 112 House and Garage Surplus: Chief Parkinson presented to the Board Resolution 1059 requesting the surplus the real property (house and garage structures only) located at 20606 120th Street East, Bonney Lake. The structures must be removed to prepare the land for the

construction of the new Station 112. Commissioner Evans moved to approve Resolution 1059, the surplus of the real property (house and garage structures only) located at 20606 120th Street East, Bonney Lake, WA. The District will purchase approximately 1504 square feet of real property located at 12116 207th Avenue East, Bonney Lake, WA for \$1 in addition to the surplus real property (house and garage structures only). The motion was seconded by Commissioner McElligott and carried.

Resolution 1060 – Surplus EMS Equipment: Assistant Chief Moore presented to the Board Resolution 1060 requesting the surplus of three Stryker gurneys and power load systems as listed in Appendix A. This equipment has been deemed past its useful life and no longer of use to the district. Commissioner Egan moved to approve Resolution 1060 the surplus of 3 Stryker Power Loads & 3 Power Pro XT Gurney’s to be sold at auction, donated, or recycled at the discretion of the Fire Chief. The motion was seconded by Commissioner Wernet and carried.

Resolution 1061 – Transfer of Funds from General to Capital: Finance Manager Hollon presented to the Board Resolution 1061 requesting the transfer of funds in the amount of \$6,536 from the General fund to the Capital fund. Charges from PSE for equipment and services for the capital projects were estimated. PSE issued a refund check in the amount of \$6,536. Funds must be applied back to the Capital fund. Commissioner Garling moved to approve Resolution 1061 to transfer funds from the General Fund to the Capital Fund in the amount of \$6,536. The motion was seconded by Commissioner Wernet and carried.

NEW BUSINESS:

Project Manager Contract: Chief Parkinson presented to the Board an MOU requesting to modify section 3.1.1 of the contract to extend the Project Manager’s contract through 12/31/25 and increase compensation beginning 1/1/25 by 3.8%. The HR Committee reviewed performance and supports the contract extension and compensation increase. Commissioner McElligott moved to authorize the Board Chair to sign the employment agreement extension with Phil Herrera for the position of Project Manager. The motion was seconded by Commissioner Garling and carried.

Mechanic: Chief Parkinson presented to the Board a request to hire a second mechanic in 2024. This position was originally intended to be filled in 2025 however increased repair times in outsourcing and an increase in repairs as the fleet ages out of warranty necessitate hiring sooner. The HR Committee reviewed the request and recommend approving this action. Commissioner Evans moved to authorize the fire chief to move forward with hiring a second mechanic in 2024. The motion was seconded by Commissioner Wernet and carried.

Heart Monitor Presentation: Assistant Chief Moore gave a presentation to the Board regarding the Tempus Heart Monitors purchased in 2022. Since receiving the monitors, the district has faced several challenges that have required “workarounds” to meet the needs of patients and EMS providers. AC Moore reviewed the history of the purchase, the operational challenges already addressed, and next steps with the vendor. The Board supports researching alternative heart monitors and returning to the Board with a recommendation for replacement. No action taken, information only.

Station 112 House Trade Agreement: Chief Parkinson presented to the Board a request to execute the purchase and sale agreement for the purchase of approximately 1504 square feet of property needed at the site of the new Station 112 in exchange for the surplus house and garage structure (Resolution 1059) and \$1. Commissioner Egan moved to authorize the Fire Chief to execute and sign the documents pertaining to the purchase and sale agreement for the house and garage located at 20606 120th Street East, Bonney Lake, WA. The District will purchase approximately 1504 square feet of real property located at 12116 207th Avenue East, Bonney Lake, WA for \$1 in addition to the surplus real property (house and garage structures only). 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. The following Commissioners will be attending: Garling and Egan.

Snure Seminar: District Secretary Byerley provide information regarding the Snure Seminar to be held in Spokane and Virtual on October 23rd from 6:30-9:30pm. The following Commissioners will be attending: Wernet (virtual), Evans (virtual), Garling (in-person), and Egan (in-person).

BREAK: Chair Napier called for a 5-minute break at 8:35 p.m. The meeting reconvened at 8:40 p.m.

EXECUTIVE SESSION:

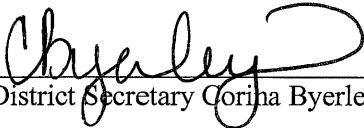
Chair Napier called for an executive session per RCW 42.30.140 Collective Bargaining discussion at 8:40 p.m. for 10 minutes.

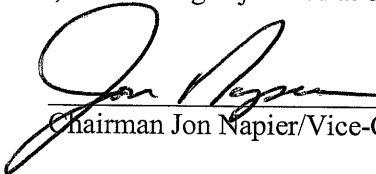
Meeting reconvened at 8:50 p.m.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 8:51 p.m.


District Secretary Corina Byerley


Chairman Jon Napier/Vice-Chair Ed Egan