

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

September 17, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on September 17, 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, 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: Commissioner McElligott
Commissioners Unexcused: None

AUDIENCE: Finance Manager Michelle Hollon, Project Manager Phil Herrera, Chad, C.Lovejoy.

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Byerley requested to add Planning Committee Notes from the September 13, 2024 meeting to Item 9a (Commissioner Conference/Committee Reports) and noted a correction to the August 20th Regular meeting minutes to the Commissioner Training/Events notes adding Commissioner Egan as attending the WFCA annual conference and Snure seminar in October. Commissioner Wernet 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 August 20th Regular meeting; treasurer's report; current expense vouchers 240902001-240902067 in the amount of \$786,860.93; payroll vouchers 240901001-240901011 in the amount of \$436,568.92; electronic payroll in the amount of \$2,796,402.57; Capital expense vouchers 240903001 - 240903007 in the amount of \$959,905.80; and Transport Waiver for account 132899219 in the amount of \$874.65). Motion seconded by Commissioner Evans 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 doors and storefront installation underway. Acoustic ceilings and sound insulation install underway. Finish grade sitework continues, curbs and sidewalks continue. Plaza gabion walls completed. Trim and millwork continue. Carpet installation in process. Asphalt in place week after next.

Station 112: CUP approved with conditions. We are working through the requirements. Building permit reviews have been addressed and are awaiting approval. The site drawings have been reviewed; final

revisions being updated to reflect the CUP requirements. Purchase and sale agreement complete and buildings scheduled to be moved next week.

Station 114: Trim and millwork underway. Water line relocation underway. Exterior CMU re-installation completed. Interior finishes underway.

Station 117: Interior framing nearly complete. Finish roof covering is complete. Electrical, plumbing, and mechanical rough-in is underway. Curbs and gutter installed this week. Asphalt this week. Contractor is ahead of schedule, on target for early completion in February 2025.

Station 118: Repairs to cracked front apron are in process. One year warranty fixes are underway.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Fall recruit class began 9/4, next class to begin in December; SS911 is adding a fire data analyst to assess current state and create attainable goals to improve alarm processing times; Chiefs are attending the KCFCA Leadership Summit this week; final draft of Strategic Plan will be presented to the Board in October/November; Open House reminder; defibrillator update-evaluation of units is underway, expected recommendation to the Board in October; and state audit is underway.

Monthly Deputy Chiefs Reports: Deputy Chief Stabenfeldt and Deputy Chief Gilbert gave a brief overview of each division's accomplishments for the month included in packet. The report included: Deputy Chief Gilbert reported on response impact associated with the implementation of M1119; Deputy Chief Stabenfeldt reported Health and Safety- AC Sandlian finished the all-hazards mitigation plan, and a fire lookout powered by AI has been installed by Puget Sound Energy; and Logistics- mechanic interviews and assessment center for six candidates will take place on Monday with a hire date in October.

Q3 Strategic Plan: Chief Parkinson gave a brief overview of the Strategic Plan. Included in agenda packet.

Q3 Standard of Cover: Included in agenda packet.

Q3 Financial Assessment: Finance Manager Michelle Hollon gave brief overview of the Financial Assessment. Included in agenda packet.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee – Commissioner Wernet provided an overview of notes provided in the agenda change packet. The draft strategic plan was reviewed at the last meeting. BERK Consulting will present the draft to the Board at the October regular meeting.

RESOLUTIONS:

Resolution 1062 – Transfer of Funds from General to Reserve: Finance Manager Hollon presented to the Board Resolution 1062 requesting the transfer of funds in the amount of \$167,813 from the General Fund to the Reserve fund. These funds are the proceeds from the sale of the Windmill Property in Edgewood. Commissioner Egan moved to approve Resolution 1062 to transfer funds from the General Fund to the Reserve Fund in the amount of \$167,813. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:

Station 112 Roof: Chief Parkinson presented to the Board a request to replace the roof of Station 112. The Board previously approved \$65,000 to have a new roof put on the station however when the project was initiated the contractor declined the job and new quotes were sought from the small works roster. Four quotes were received. Staff recommended moving forward with replacing the roof for \$123,278.67. Commissioner Evans moved to approve the Station 112 roofing project in the amount of \$123,279 with funding to come from the facility maintenance reserve. The motion was seconded by Commissioner Kroum and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Commissioner Compensation: District Secretary Byerley reminded Board that compensation requests for 2024 must be submitted by December 5th to be processed in the 2024 budget.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION:

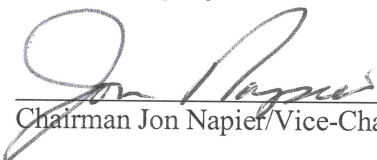
Commissioner Compensation for National Night Out: Commissioner Evans submitted a request for compensation for National Night Out (Aug. 6), since this event is not on the approved list of events it came before the Board for discussion. The Board discussed whether National Night Out should be a compensated event. After Board discussion Chair Napier authorized the addition of National Night Out to the compensable events list and authorized payment for Commissioner Evans' attendance.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:48 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan