

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

October 15, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 15, 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, Project Manager Phil Herrera.

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Byerley requested to replace the Treasurer's Report in Item 4b (Consent Agenda) correcting amounts that were added to the wrong line items; add Planning Committee Notes from the September 13, 2024 meeting to Item 9a (Commissioner Conference/Committee Reports); and update the agenda summary for Item 11a (New Business) Heart Monitor update and recommendation. Commissioner Evans moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the September 17th Regular meeting; treasurer's report; current expense vouchers 241001001-241001075 in the amount of \$710,255.73; payroll vouchers 241003001-241003015 in the amount of \$924,526.24; electronic payroll in the amount of \$2,830,174.05; Capital expense vouchers 241002001 - 241002013 in the amount of \$2,232,473.34; special voucher 240904001 in the amount of \$816,425.93; Resolution 1063 the transfer of funds from Capital to General in the amount of \$100,767; and Transport Waiver for account 132487118 in the amount of \$275.00). Motion seconded by Commissioner Egan and carried.

GUEST SPEAKER PRESENTATION:

Julia Tesch and Oliver Hirn of BERK Consulting gave a presentation of the 2025 – 2029 Strategic Plan. The presentation provided an overview of the process and stakeholders that participated in forming the plan. The plan includes new mission and vision statements as well as new core values. Chief Parkinson discussed four main goals and their respective strategies and objectives. After the presentation Commissioner Garling moved to adopt the 2025 - 2029 Strategic Plan as presented. The motion was seconded by Commissioner McElligott and carried.

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 progress. Finish grade sitework continues, asphalt complete. Plaza concrete walls are completed. Rock walls complete, stonework underway. 2nd floor finishes underway. Elevator installation is starting this week.

Station 112: CUP hearing completed. We are working on revisions. Building permit awaiting approval. Bid target date is the week of October 21st. Close November 14th.

Station 114: Trim and finishes continue. Water main work is complete. Exterior CMU is complete, Metal siding to commence this week. Sidewalks and curbs this week, asphalt next week.

Station 117: Roof covering is complete, the building is dried in. Electrical, plumbing, and mechanical rough-in continue. Sheetrock installation is underway. Front apron installation began last week. Asphalt next week. Now looking at February for station completion.

Station 118: Resubmitted review submission for fuel tank.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Interviews are underway for winter recruit class, anticipate 6 recruits; two personnel have been deployed to the East Coast as part of an incident management team to support hurricane recovery efforts; BERK Consulting has completed the final draft of the strategic plan; the 2023 audit process is ongoing; and the 28th annual open house was a success and believed to have the largest turnout in the event's history.

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 acknowledged and thanked AC Moore and the EMS division for coordinating the testing of heart monitors replacement options so quickly and thoroughly; Deputy Chief Stabenfeldt reported that the second mechanic position was filled and starts on Monday; and thanked Public Educator Dina Sutherland and MSO Adam Lathrop for their efforts in coordinating the Open House.

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. Commissioner Wernet highlighted that the district is looking for property to lease for vehicle maintenance.

Finance Committee – Commissioner Napier gave an overview of notes included in the packet.

RESOLUTIONS: None

NEW BUSINESS:

Heart Monitor Update/Recommendation: Chief Parkinson and AC Moore presented to the Board an update on the heart monitor trials that have been underway. AC Moore recommended the purchase of 21 Lifepack 35 heart monitors to replace the Tempus monitors currently in use. AC Moore will return to the Board in November with a proposal for a refund on the Tempus units. Commissioner McElligott moved to authorize the replacement of the Tempus defibrillator monitors, which did not meet our operational expectations, with the purchase of 21 Stryker Lifepack 35 monitor/defibrillators and associated equipment utilizing the Savik buyers group, to be funded through the Capital Fund. The motion was seconded by Commissioner Evans and carried.

BREAK: A five-minute break was taken at 8:36 p.m. The meeting reconvened at 8:41 p.m.

2025 Budget Draft: Chief Parkinson gave a presentation of the proposed 2025 Budget including an overview of revenues, expenses, equipment replacement reserve, facility maintenance reserve, and the 5-year forecast. No action was taken by Board, information only.

Financial Management Policy (1st Reading): Chief Parkinson presented to the Board the first reading of a revision to the Financial Management policy. Revisions reflect the Board's direction provided at the May 2024 Board Workshop including addressing the full collection of levies, the option to pay down balance of outstanding bonds, intent to avoid future debt whenever possible and practical, and restructure reserve funds. Information only, no action taken.

Commission Compensation Policy (1st Reading): District Secretary Byerley presented to the Board the first reading of the commissioner compensation policy noting revision to the compensation limits. SSB 5925 allows commissioners in districts with a budget of \$10 million or more to claim 144 days of per diem compensation. At the current rate of \$161 per day, the annual expense cap of for each commissioner is now \$23,184. The compensation limit increased from \$15,456 to \$23,184 effective June 6, 2024. The policy revisions reflect this change. Information only, no action taken.

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: None

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 9:43 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan