

**A REGULAR MEETING OF THE
BOARD OF COMMISSIONER OF
EAST PIERCE FIRE AND RESCUE**

January 19, 2021

A regular meeting of the Board of Commissioners of East Pierce Fire and Rescue was held on January 19, 2021 via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chairman Dale Mitchell called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Pat McElligott, Randy Kroum, Ed Egan, Ex-Officio Kathy Hayden, Fire Chief Backer, Deputy Chief Parkinson and District Secretary Michelle Hollon.

Commissioner Kevin Garling and Commissioner Mike Cathey were excused.

Chairman Mitchell welcomed those participating in the meeting via conference/video call.

Audience: None

Honors and Recognitions: None

Approval of Agenda:

District Secretary, Michelle Hollon requested to add Payroll vouchers 210103001-210103016 in the amount of \$645,518.37 and Electronic payroll in the amount of \$2,177,557.90 to the Consent Agenda. Commissioner Kroum moved to approve the agenda with said changes. The motion was seconded by Commissioner Napier and carried.

Consent Agenda. Motion: Commissioner Kroum moved to approve the Consent Agenda (minutes of the December 15th Regular meeting; Treasurer's Report; post-meeting Electronic payroll adjustments in the amount of \$25,119.32; 13th month vouchers 201205001-201205042 in the amount of \$192,562.92; 13th month Capital vouchers 201206001-201206002 in the amount of \$888,604.33; current expense vouchers 21010100010-210101063 in the amount of \$370,085.46; payroll vouchers 210103001-210103016 in the amount of \$645,518.37; electronic payroll in the amount of \$2,177,557.90; Capital expense vouchers 210102001-210102004 in the amount of \$830,396.06). Motion seconded by Commissioner Napier and carried.

VISITOR COMMENTS: None

RESOLUTIONS: None

NEW BUSINESS:

Deputy Chief Recruitment: Deputy Chief Parkinson discussed the recruitment of the Deputy Chief position when vacant in May of 2021. An external search was suggested for mid-February through a recruitment agency. Projected hire in June or July of 2021. The Board members stated they do not want to rush the process. More to follow.

Strategic Plan Consultant: As part of the 2021 Operating Budget process and approval, the creation of a strategic plan was identified as a goal. Staff received proposals from 2 companies (ESCI and Berk). Staff recommends Berk based on meeting the intent of staff. After review of proposal the following motion was made: Commissioner Egan moved to approve the selection of BERK Consulting for the creation of a strategic plan and authorize the Fire Chief to enter into an agreement with BERK Consulting for these services. The motion was seconded by Commissioner Napier and carried.

Levy Lift and Renewal: Chief Backer advised the Board that 2021 is the last year of the 10-year EMS Levy. The EMS Levy needs to be presented to the voters for renewal, so that it may be collected in 2022.

If not renewed the District will lose 25% of its total tax collection capability. Lifting the regular levy lid and EMS levy will allow for a schedule to seek lifts for both levies, reducing the number of times the District brings tax measures to the voters. These levies are Operational and separate from the voter approved Bond. Upon further discussion the following motion was made: Commissioner Kroum moved to direct staff to make all preparations to place ballot measures on the August 2, 2021 Primary Election to renew the EMS Levy and to Reset the Regular Levy. The motion was seconded by Commissioner Napier and carried.

Board Vacancy: Commissioner Mitchell has announced to the Board that he is moving out of the District boundaries and will be submitting a letter of resignation to the Board at the February regular meeting. Chief Backer advised the Board, the resignation letter and a replacement schedule will be brought to the Board at the February meeting for approval.

UNFINISHED BUSINESS:

2020 Audit: District Secretary, Michelle Hollon gave the Board a report of the 2020 Audit. The audit was completed in December 2020 for the 2019 Fiscal Year. The audit had no issues and is considered a clean audit. The Audit Report will be posted on the Washington State Auditors website.

BOND-2018:

Project Manager: Phil Herrera gave an update on the Capital Facilities Plan.

Station 118: SEPA/Design approved. Site permit in review. Anticipating building permit first week of April.

Station 111: SEPA and Design review are in process. Design review commission comments are due back on February 8th. Awaiting preliminary findings for SEPA and Design review prior to final completion of site and building permit documents.

Station 112: Waiting for Right of Entry so we can survey plat for county to surplus.

Station 114: One tenant is left in the 4 plex on the land the district purchased. Test-fit design concepts indicate that we can fit the station on the two lots verses the original plan for 3 lots. To accomplish this we are going with a two story design. Discussed reducing the app bays from three drive-thru to two and a half with two being drive-thru and on back-in bay. The 3 bay version puts the building right up against the hillside, Reducing by a half bay allows for a small buffer between the building and the hillside. We are still working on the concept.

Station 124: Request for bids for the remodel of station have been posted.

COMMISSIONER TRAINING/EVENT REQUESTS:

Chelan Conference: Discussed Chelan conference scheduled in June. Conference and hotel rooms are still booked at this time.

COMMISSIONER CONFERENCE REPORTS/COMMITTEE REPORTS:

CHIEF'S REPORT

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet.

Monthly Stats: Call volume and fire incidents that occurred in the month were reviewed.

Divisional Reports: None

COMMISSIONER ACTION/DISCUSSION: None

Reminder: PDC's

EXECUTIVE SESSION: Cancelled

ADJOURN

There being no further business to come before the Board, Commissioner Egan moved to adjourn the meeting. The motion was seconded by Commissioner McElligott. Meeting was adjourned at 8:52 P.M.


District Secretary Michelle Hollon


Chairman Dale Mitchell