

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

**February 15, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on February 15, 2022, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Edward Egan, Randy Kroum, Cynthia Wernet, Mike Cathey, Pat McElligott, Kevin Garling, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byrley, and District Secretary Michelle Hollon.

**Audience:** Phil Herrera, Mike Blaylock

**Honors and Recognitions:**

**Oath of Office:** District Secretary Michelle Hollon gave Chair J. Napier and Commissioner P. McElligott their oaths of office. Congratulations!

**Years of Service:** Chief Parkinson presented challenge coins for years of service as follows:

- Chair J. Napier – 5-year coin
- Vice Chair E. Egan – 5-, 10-, and 15-year coins
- Commissioner M. Cathey – 5-, 10-, 15-, and 20-year coins
- Commissioner K. Garling – 5- and 10-year coins
- Commissioner P. McElligott – 5-year coin
- District Secretary M. Hollon – 30-year coin

**Approval of Agenda:**

District Secretary Michelle Hollon requested to replace the treasurer's report due to an incorrect calculation and the year-end financial report due to a transposed number. Commissioner Garling moved to approve the agenda as amended. The motion was seconded by Commissioner Kroum and carried.

**Consent Agenda:** Commissioner Egan moved to approve the consent agenda (minutes of the January 18<sup>th</sup> Regular meeting; minutes from the January 26<sup>th</sup> Special meeting; treasurer's report; current expense vouchers 220201001-220201070 in the amount of \$477,041.91; payroll vouchers 220203001-220203010 in the amount of \$373,115.14; electronic payroll in the amount of \$2,114,745.11; capital expense vouchers 220202001-220202012 in the amount of \$620,404.29; Resolution 972-Transport write-offs for 4<sup>th</sup> quarter 2021 in the amount of 246,006.17). Motion seconded by Commissioner McElligott and carried.

**VISITOR COMMENTS: None**

**RESOLUTIONS:**

**Resolution 973- Cancel of Warrant:** District Secretary M. Hollon presented to the Board Resolution 973 requesting the cancellation of two warrants. Life Assist was issued a check in the amount of \$24,736.39 for supplies but was lost in the mail and not cashed. Magellan Health plan was issued a check in the amount of \$150.00 but was issued in error and never mailed or cashed. The total amount requested to be canceled is \$24,886.39. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body. Commissioner Cathey moved to adopt Resolution 973 canceling warrant 1620859 and 1623865 in the amount of \$24,886.39. The motion was seconded by Commissioner Garling and carried.

**Resolution 974 – Transfer of Funds:** District Secretary M. Hollon presented to the Board Resolution 974 requesting the transfer funds from the general fund to the capital fund in the amount of \$147,673.85. The District was charged the incorrect amount for the most recent (2) apparatus purchased from Hughes Fire Equipment Inc. Upon auditing the file, it was discovered that the sales tax amount was doubled. Hughes Fire Equipment has issued a refund check to the District in the amount of \$147,673.85. These funds are considered proceeds from the UTGO Bond and will be transferred back to the Capital Fund for the remaining capital projects. Commissioner Garling moved to adopt Resolution 974 to transfer funds from the general fund to the capital fund in the amount of \$147,673.85. The motion was seconded by Commissioner Kroum and carried.

**NEW BUSINESS:**

**Year-End Financial Report:** District Secretary M. Hollon presented to the Board an overview of the financial report for year 2021. Information only, no action taken by Board.

**Bonney Lake Fire Investigation IIA:** Chief Parkinson presented to the Board an interlocal agreement with the City of Bonney Lake that addresses the fee for services associated with fire cause and origin investigation services. Commissioner McElligott moved to approve the interlocal agreement with the City of Bonney Lake to provide fire cause and origin investigation services as presented. The motion was seconded by Commissioner Kroum and carried.

**UNFINISHED BUSINESS:** None

**BOND-2018:**

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

**Station 111:** Rice Fergus Miller Architects will not charge additional fees for re-engineering of ceiling heights. Resubmittal of plans is expected by March 4<sup>th</sup>. The City of Bonney Lake expects to issue the permit within 30 days of resubmittal. Projected to go out to bid in April with a close date in mid-May. Construction projected to begin in mid-May.

**Station 112:** Meeting with Pierce County Parks Dept. later this week to discuss property.

**Station 114:** Contract document set is about 50% complete. Present to working committee on March 2<sup>nd</sup>. Project should go to bid in mid to late August.

**Station 117:** Site survey is complete. Similar design to 118 will save in time and design cost. The Tehaleh design committee will need about a week to review. Permit should be issued around May 9<sup>th</sup>. Projected to go out for bid on July 11<sup>th</sup> and close around August 8<sup>th</sup>. Construction projected to begin in October.

**Station 118:** None.

**Station 124:** Permit for demolition of existing buildings is under review with the City of Milton. Demolition expected to be completed by this time next month.

**Station 116 Training Facility:** No changes.

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**Compliance Training:** District Secretary M. Hollon discussed with Board the required Open Public Meeting training every four years. Advised Board members due for this requirement to complete the Open Public Meeting training on the WFOA website and forward certificate to District Secretary.

**Saturday Seminars:** District Secretary M. Hollon provided information to the Board regarding upcoming Saturday seminars. Commissioners wishing to attend a seminar should email the District Secretary and specify hotel dates.

**CHIEF'S REPORT**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson reported intent to resume public events, an employment termination, an employment resignation, employee injuries (2021 annual summary will be presented at the March regular meeting), and the chaplain program is down to two responding chaplains. South Sound 911 will be hosting an introduction of the agency for new board members, Chief Parkinson will email the Board details. Deputy Chief Mack provided information on LifeScan physicals (180 appointments, 3/14-4/9).

**Monthly Stats:** Call volume and fire incidents that occurred in the month were provided in agenda packet.

**Divisional Reports:** None

**EXECUTIVE SESSION:** None

**COMMISSIONER ACTION/DISCUSSION:**

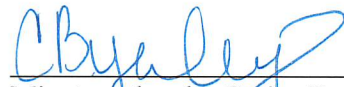
**PDC Reminder:** Due Date for filing PDC is April 15.

**ADJOURN**

There being no further business to come before the Board, Commissioner McElligott moved to adjourn the meeting. The motion was seconded by Commissioner Garling. Meeting was adjourned at 8:13 P.M.

  
District Secretary Michelle Hollon

  
Chairman Jon Napier/Vice-Chair Ed Egan

  
Minutes taken by Corina Byerley,  
Executive Admin Assistant