

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

**March 15, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on March 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 Randy Kroum, Cynthia Wernet, Mike Cathey, Pat McElligott, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Commissioners Edward Egan and Kevin Garling were excused.

**Audience:** Phil Herrera, Mike Blaylock, Assistant Chief Jeff Moore, Captain Bill Sandlian

**Honors and Recognitions:**

**Oath of Office:** None

**Approval of Agenda:**

Commissioner Kroum moved to approve the agenda. The motion was seconded by Commissioner Wernet and carried.

**Consent Agenda:** Commissioner Cathey moved to approve the consent agenda (minutes of the February 15<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 220302001-220302072 in the amount of \$1,217,298.93; payroll vouchers 220302073-220302082 in the amount of \$368,871.56; electronic payroll in the amount of \$2,081,734.13; capital expense vouchers 220301001-220301010 in the amount of \$970,511.81; Financial Waiver for transport account 132370214 in the amount of \$250.00; Financial Waiver for transport account 132441284 in the amount of \$430.19; Motion seconded by Commissioner McElligott and carried.

**VISITOR COMMENTS:** None

**RESOLUTIONS:**

**Resolution 975- Transfer of excess funds (beginning fund):** Chief Parkinson presented to the Board Resolution 975 requesting the transfer of excess funds, above budgeted beginning fund balance for the 2022 Budget year, from the general fund to the reserve fund. Commissioner McElligott moved to adopt Resolution 975 to transfer funds from the general fund to the reserve fund in the amount of \$4,592,783. The motion was seconded by Commissioner Kroum and carried.

**Resolution 976 – Transfer of mitigation fees:** Chief Parkinson presented to the Board Resolution 976 requesting the transfer funds from the general fund to the reserve fund in the amount of \$787,200. Payment received from NASH Cascadia Verde, LLC for mitigation fees for the Tehaleh project in the amount of \$107,800. Funds will be transferred from general fund to the reserve fund and allocated for Station 112/117 reserve. Funding in the amount of \$895,000 for the purchase of defib units from Philips approved by the Board will be transferred from the reserve fund to the general fund. The final amount in transferring funds to and from both the general fund and reserve fund is \$787,200 from the reserve fund to the general fund. Line items in the reserve fund will be adjusted to reflect said allocations listed above. Commissioner McElligott moved to adopt Resolution 976 to transfer funds from the general fund to the reserve fund in the amount of \$787,200. The motion was seconded by Commissioner Kroum and carried.

**Resolution 977- Sole Source Vendor – Philips:** District Secretary M. Hollon presented to the Board Resolution 977 requesting the renewal of the declaration of sole source vendor for the Tempus Monitor/Defibrillator for the 2022 budget year. Per Auditor request, Sole Sources are only good in the budget year the sole source was declared. Upon review Philips remains the sole source manufacturer and distributor for the Tempus Monitor/Defibrillator. The District’s attorney has reviewed the declaration and has advised that his letter of opinion still stands and is unchanged. Commissioner Kroum moved to adopt Resolution 977 declaring Philips as the sole source manufacturer and distributor for the Tempus Monitor/Defibrillator, waiving competitive bid requirements. The motion was seconded by Commissioner Wernet and carried.

**Resolution 978- Surplus Engine and Trailer:** Assistant Chief Moore presented to the Board Resolution 978 requesting the surplus of an engine (Asset 225, VIN # 4P1CD01H86A006130) and a trailer (Asset 530, VIN # 1MDGCTK161A182251). The engine has reached the end of its useful life as a dependable emergency response vehicle. The trailer is no longer in service as a water rescue boat trailer and is no longer of any value to the District. Commissioner Kroum moved to approve Resolution 978 to authorize the surplus of Asset 225 and Asset 530 as presented. The motion was seconded by Commissioner Cathey and carried.

**Resolution 979- Surplus Equipment:** Assistant Chief Moore presented to the Board Resolution 979 requesting the surplus of miscellaneous information systems and fit test equipment, per Appendix A, that is no longer of use or beyond cost effective repair. Commissioner Kroum moved to approve Resolution 979, the surplus of miscellaneous information systems and fit test equipment and to dispose of, donate, sell, or recycle at the discretion of the fire chief. The motion was seconded by Commissioner Wernet and carried.

#### **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Executive Design Committee:** Commissioner Kroum reported on the meeting regarding the station 117 project. Due to growth in the Tehaleh community, the station 117 project has been moved up in the planned construction sequence. To save time and cost, the station 118 design will be modified and utilized for station 117.

**Finance Committee:** Commissioner Kroum reported on the meeting regarding potential changes to cost of adjusting the construction sequence and using the design for station 118 as a basis for the station 117 project. The cost to build station 118 as designed is more than what was projected for building station 117. Potentially there are cost savings from utilizing plans that have already been through the review process as well as money saved from land acquisition.

Both committees are in agreement with the current direction of the station 117 project. Additionally, both committees recognize the Phase 2 Capital Reserve is available at the discretion of the Board should the District exhaust all bond monies.

#### **NEW BUSINESS:**

**2021 Annual injury Report Summary:** Chief Parkinson reported on the extended injury medical leave used in 2021. The main causes of extended leave were broadly categorized into three categories: L&I, Self, and Family. On-duty injuries are where the District has the greatest ability to make operational and policy changes that reduce injuries. The safety committee reviews all on-duty injuries and makes recommendations to adjust operations and practices to reduce this type of injury in the future. Opportunities for employees to work light-duty assignments allows employees to come back to work faster. No action taken, information only.

**UNFINISHED BUSINESS:** None

#### **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 WPCA 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.

**Special Meeting - Board Workshop on April 19<sup>th</sup>:** Chief Parkinson will be presenting long range financial funding options for the Board's consideration. Dinner will be provided.

**Special Meeting - Jurassic Parliament Training on May 17<sup>th</sup>:** Chairman Napier has arranged for training for the Board regarding efficient meetings and Robert's Rules. Dinner will be provided.

#### **CHIEF'S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson reported that we have begun scheduling public CPR classes and Easter Egg hunts are scheduled for Edgewood, Sumner, and South Prairie. Local Rotary and Chamber meetings are returning to in-person meetings. Several legislative actions occurring this session should help reengage police on some emergency scenes where they have been limited by prior legislation. The 2021 Annual Report is complete and distributed to the Commissioners at this meeting. Chief Parkinson reported on a volunteer retirement; an update on billing local governments; scheduled meetings with all four cities to provide them an annual update; and requested a meeting with the Finance and HR committees in the upcoming weeks.

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

**Divisional Reports:** None

#### **BOND-2018:**

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

**Station 111:** RFM has agreed to absorb additional engineering and architectural costs associated with the 13' ceiling height revision, awaiting interpretation from the City on traffic impact fees, 13' ceiling document revisions are being resubmitted this week.

**Station 112:** Potential station site appraisal in progress.

**Station 114:** In permitting with Pierce County and progressing on schedule, targeting to be out to bid in July/Aug.

**Station 117:** Site survey is complete. Site and Civil design is underway, on track to submit for design review in April, targeting early June for construction document submittal.

**Station 118:** Progressing on schedule, expect framing to be complete by the end of March, no substantial change orders this month.

**Station 124:** Demolition expected to be completed in March.

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

**EXECUTIVE SESSION:** None

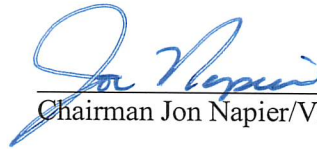
#### **COMMISSIONER ACTION/DISCUSSION:**

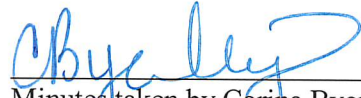
**PDC Reminder:** Due Date for filing PDC is April 15.

**ADJOURN**

There being no further business to come before the Board, Commissioner McElligott moved to adjourn the meeting. The motion was seconded by Commissioner Kroum. Meeting was adjourned at 8:25 P.M.

  
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District Secretary Michelle Hollon

  
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Chairman Jon Napier/Vice-Chair Ed Egan

  
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Minutes taken by Corina Byerley,  
Executive Admin Assistant