

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

April 18, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 18, 2023, 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 6:00 p.m. Present by roll call were Commissioners Ed Egan, Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey (virtual), Pat McElligott, Deputy Chief Mack, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused:

Audience: Assistant Chief Sandlian

Honors and Recognitions: None

Oath of Office: None

Approval of Agenda:

Commissioner McElligott moved to approve the agenda as presented. The motion was seconded by Commissioner Wernet and carried.

Consent Agenda:

Commissioner Egan moved to approve the consent agenda (minutes of the March 21st Regular meeting; treasurer's report; current expense vouchers 230401001-230401087 in the amount of \$723,440.82; payroll vouchers 230403001-230403013 in the amount of \$748,768.86; and electronic payroll in the amount of \$2,494,721.00; Capital expense vouchers 230402001-230402016 in the amount of \$975,289.14; and special vouchers 2303054001-230304002 in the amount of \$156,907.43). Motion seconded by Commissioner Garling and carried.

Guest Speaker Presentation: None

VISITOR COMMENTS: None

BOND-2018:

Project Manager: Chief Parkinson gave an update on the Capital Facilities Plan.

Station 111: Footings and foundation work continues, upper apparatus bay completed. The elevator shaft and tall apparatus bay columns are the last of the foundation work. On-site plumbing and power underground installation continues.

Station 112: Civil/site design continues, building, structural, and mechanical documents are underway. Permit submittal target is aggressive in an attempt to beat the code changes in July.

Station 114: Contractor has begun mobilization. Abatement work has started. Prep for teardown.

Station 117: Customer service intake meeting completed. Confirmed that the building permit review will be fast tracked. Plumbing and mechanical documents will be completed and submitted this week.

Station 118: Final touches on exterior finishes, interior finishes, cabinets, doors, wall coverings, and ceilings install underway. Finish lighting, plumbing and low voltage installation. Landscape sprinkler installation.

Station 124: No changes.

CHIEF’S REPORT:

Monthly Chiefs Report: Reviewed the Chief’s monthly report with the Board. Included in agenda packet. Chief Parkinson’s report included: dates of upcoming annual updates with our cities; fall recruitment is underway and closes in early May; windmill property-City of Edgewood has engaged a structural engineer to assess condition of the windmill to help guide in decision making; upcoming committee reminders; both chief and Commissioner Wernet met virtually with Rep. Stokesbary as a continuation of Legislative day; Wildfire Ready Neighbors kicked off on April 1st; and the financial operational assessment with Clark Number is underway.

Monthly Stats: Call volume and fire incidents that occurred in the month were provided in agenda packet. Discussion included reducing monthly reports to semi-annual reports or when needed.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet reported on the committees last meeting on 4/7. The committee meeting covered two topics. 1. A construction update by Project Manager Phil Herrera. 2. Discussion of Phase 2 facilities projects. The planning committee recommends the Board seek to have the scopes of work and cost estimates updated for Phase 2 facilities projects.

Finance Committee: Commissioner Napier reported on the committees last meeting on 4/10. The committee discussed four topics at their last meeting.

1. Equipment Reserve request -Due to current ordering delays on fleet, staff recommends ordering two additional engines now vs. 2026 as planned. The committee supports this request going to the April Board meeting.
2. SOC Benchmark Review and Recommendations- same discussion reviewed by the planning committee. Presentation to be given at the Board workshop in April.
3. 5-year revenue and expense forecast review – reviewed financial projections and options for running lid lifts. Presentation will be given at the Board workshop in April.

HR Committee: None

RESOLUTIONS:

Resolution 1020- Transfer of Funds (Project Manager): District Secretary Corina Byerley presented to the Board Resolution 1020 requesting to transfer funds in the amount of \$82,022 for wages, benefits, and expenditures for the project manager from Jan. 2023-Mar. 2023. Commissioner Egan moved to approve Resolution 1020 to transfer funds from the Capital Fund to the General Fund in the amount of \$82,022. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:

Equipment Replacement Request: Chief Parkinson presented to the Board a request to order two new engines originally planned for 2026, this order is through a co-op purchasing agreement and has been reviewed by the attorney. Also an additional \$300,000 was requested for the expenditure account code for one of the current reserve engines. This request is due to production delays and the opening of stations 124 and 117. Commissioner McElligott moved to approve the purchase of two Pierce fire engines and refurbish one fire engine as presented. The motion was seconded by Commissioner Egan and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Election File Dates Reminder: District Secretary Corina Byerley reminded the Board that the open filing period for those Commissioners running for office this year is May 15-19. No action taken, information only.

PCFCA DEI Presentation: District Secretary Corina Byerley provided the Board with information regarding a DEI presentation on April 28th. Commissioners Egan expressed interest in attending. No action taken, information only.

WFC Spring Seminar in Chelan: District Secretary Corina Byerley provided the Board with information regarding the WFC Spring Seminar in Chelan on June 3rd. Commissioners McElligott, Cathey, and Napier expressed interest in attending. No action taken, information only.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: Discussed dates and times for upcoming committee meetings.

Finance committee will meet on 5/15 at 9am

Planning committee will meet on 5/12 at 10am


HR committee will meet on 5/2 at 10am

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 6:24 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan