

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

April 18, 2023

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue 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 4:00 p.m. Present by roll call were Commissioners Cynthia Wernet, Mike Cathey, Pat McElligott, Kevin Garling, Edward Egan, Randy Kroum, Fire Chief Parkinson, Deputy Chief Mack, District Secretary Corina Byerley, and Finance Manager Michelle Hollon.

Audience: Assistant Chief Kevin Stabenfeldt, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, and Assistant Chief Matt Gilbert.

The purpose of the special meeting was to discuss the Standard of Cover, Strategic Plan, and long-term financial planning for the District.


Standard of Cover: Chief Parkinson gave a presentation reviewing benchmarks and trends from 2022 as well as identifying where deficiencies/challenges exist. Staff recommends adding two peak hour medic units in 2024 to reduce unit hour utilization. The Board supports moving forward with budget planning to implement recommendations. Information only, no action taken.

Strategic Plan Overview: Chief Parkinson gave a presentation regarding progress made to the Strategic Plan thus far and recommended staff initiatives for 2024. Discussion included a focus on non-started items, phase 2 capital projects, public outreach, and the District's mission, vision, and values. Information only, no action taken.

- Focus on non-started strategic plan items – The Board supports continued focus in development.
- Phase 2 capital projects – Board is in favor of moving recommendations to the planning committee for further discussion.
- Public Outreach – Board in favor of adding a public outreach position to the 2024 budget proposal. The proposal will go to the finance committee for further discussion. Board also requested further discussion on expected outcomes for the position.
- Mission, Vision, Values – The Board is in support of taking no action to update this item at this time.

Five-Year Financial Planning: Chief Parkinson gave a presentation regarding the financial outlook of the District including five-year forecasting of staffing, revenue, and expenses. Revenue projections included scenarios with and without levy lid lifts. Discussed future levy lid-lift timing. The Board supports engaging a consultant for planning. Considerations and contingency plan will be brought before the finance committee for further discussion. Information only, no action taken.

There being no further business to come before the Board. Meeting adjourned at 5:51 p.m.


District Secretary Corina Byerley


Chairman Jon Napier