

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

April 19, 2022

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 19, 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 Byerley, and District Secretary Michelle Hollon.

Audience: Assistant Chief Jeff Moore, Jim Nelson, Noel Fitzgerald (via video link)

Honors and Recognitions: Chief Parkinson recognized Commissioner Mike Cathey for 25 years of service to the District and communities.

Oath of Office: None

Approval of Agenda: District Secretary Michelle Hollon requested to add payroll vouchers 220403001-220403013 in the amount of \$635,309.87 and electronic payroll in the amount of \$2,116,764.40 to the Consent Agenda. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Cathey and carried.

Consent Agenda: Commissioner Kroum moved to approve the consent agenda (minutes of the March 15th Regular meeting; minutes of the March 28th Special meeting; treasurer's report; current expense vouchers 220401001-220401089 in the amount of \$777,405.91; payroll vouchers 220403001-220403013 in the amount of \$635,309.87 and electronic payroll in the amount of \$2,116,764.40; Financial Waiver for transport account 132509832 in the amount of \$197.42). Motion seconded by Commissioner Egan and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

Resolution 980- Surplus Misc. Used Furniture: Assistant Chief Moore presented to the Board Resolution 980 requesting the surplus of misc. used furniture that has been deemed out of compliance with safety standards due to age, wear, deterioration, or damage and is no longer of use to the District. Commissioner McElligott moved to approve Resolution 980 to authorize the surplus of misc. used furniture to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Bond Presentation: After the passage of the bond measure on the November 2018 ballot, the District sold half of the bonds (\$40 million) in December 2018. The District expects to completely expend the funds in 2022, which means the District will need to sell the remaining \$40 million in bonds to complete the capital facilities projects. Jim Nelson, D.A. Davidson presented several options to the Board regarding the timing of the sale and repayment schedule. Chair Napier reported that the Finance Committee has reviewed this proposal and recommends selling the second half of bonds in July with a repayment term of 16 years. Commissioner McElligott moved to direct the Fire Chief to proceed with the plan to sell the second round of bonds in July of 2022 with a 16-year repayment schedule. The motion was seconded by Commissioner Kroum and carried.

Financial Management Policy (first reading): Chief Parkinson and the Finance Committee presented to the Board the first reading of revisions made to the existing financial management policy at the recommendation of Jim Nelson (D.A. Davidson). The edits are of minor impact to the District, except for the beginning fund balance with an additional increase of 5%. The edits are recommended to place the District in the best position for a bond rating upgrade. The second reading of the financial management policy will take place at the May regular meeting. No action taken, information only.

Firefighter Hiring: Chief Parkinson presented to the Board a proposal to hire four additional firefighters to the three positions approved in the 2022 operating budget due to unexpected long-term injuries, retirements, and separations. The Finance Committee has reviewed this proposal as part of the 5-year budget forecast and long-range staffing plan and recommended Board approval. Commissioner Cathey moved to authorize the Fire Chief to hire a class of seven (7) firefighters for the fall 2022 fire academy. The motion was seconded by Commissioner McElligott and carried.

UNFINISHED BUSINESS:

Volunteer Program Report: Chief Parkinson and the HR Committee presented to the Board a proposal to terminate the volunteer program at the end of 2022. In March of 2021, the recommendation was made to discontinue (end) the volunteer firefighter/EMT program currently in place at EPFR. The Board deferred any action pending a one-year review of the program with a report to the Board in April 2022. After one year the program is down to five members, with such low numbers it is difficult to sustain the program. Commissioner Wernet reported that the HR Committee is in agreeance with the termination of the volunteer firefighter/EMT program at the end of 2022. Commissioner Wernet moved to terminate the volunteer firefighter program at the end of 2022 and direct the fire chief to develop a plan to assist current volunteer personnel to transition to other programs in the region and/or retirement. The motion was seconded by Commissioner Garling and carried.

Billing Local Governments: Chief Parkinson and the Finance Committee provided information to the Board regarding RCW 52.30.020 and the ability to bill local governments for services. The District is receiving payments from the state, county, and school districts for services. Cities, Sound Transit, etc. currently do not pay for services. The Finance Committee reviewed the information and Chair Napier reported that the committee does not recommend any formal action at this time. The committee recommends that the fire chief explore opportunities which may be available as Sound Transit begins its construction project in Sumner. No action taken, information only.

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 WFCA website and forward certificate to District Secretary.

Special Meeting - Jurassic Parliament Training on May 17th: 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's report included: a report on a "code blue" event where a patient pointed a loaded weapon at EPFR personnel; community Easter Egg Hunts; Pierce County Council proclamation of May as "Wildfire Month; upcoming annual updates with the cities and town, Board welcome to attend; Behavior Health Specialist started on April 11th; Local 3520 leadership has changed, Tucker Walker is the new president; Telecommunicators week-chief officers visited SS911 to drop off some thank you gifts; Admin. Professionals day is coming up on 4/27/22; LifeScan completed EPFR physicals (170/180 spots filled); Regional Training Consortium-appear to have "buy in" from other local agencies, continuing discussion; and upcoming meetings.

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

BOND-2018:

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

Station 111: All engineering review correction have been submitted to the City and are in review. The City has denied our code interpretation request on traffic impact fees, bid documents are being prepared so they can be posted as soon as the building permit is approved.

Station 112: Submitted an offer on property. Awaiting response.

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

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

Station 118: Progress is falling behind due to steel material delays (supply chain and low output of non-common dimensions). Framing is as far as it can go without steel.

Station 124: Demolition in March.

Station 116 Training Facility: No changes.

EXECUTIVE SESSION: Chairman Napier called for an executive session per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 8:43 p.m. for 15 minutes.

Meeting reconvened at 8:58 p.m.


Upon reconvening the meeting, the following action was taken:
Commissioner Wernet moved to approve the Memorandum of Understanding as presented as modification to the Fire Chief's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. The motion was seconded by Commissioner Egan and carried.

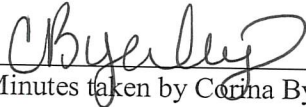
COMMISSIONER ACTION/DISCUSSION:

ADJOURN

There being no further business to come before the Board, Commissioner Kroum moved to adjourn the meeting. The motion was seconded by Commissioner Garling. Meeting was adjourned at 9:01 p.m.


District Secretary Michelle Hollon


Chairman Jon Napier/Vice-Chair Ed Egan


Minutes taken by Corna Byerley,
Executive Admin Assistant