

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

May 17, 2022

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on May 17, 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: Phil Herrera, Lee Marchisio (Foster Garvey)

Honors and Recognitions: Chief Parkinson recognized Commissioner Edward Egan for 20 years of service to the District and communities.

Oath of Office: None

Approval of Agenda: District Secretary Michelle Hollon requested to add the following items to the agenda:

- Agenda Item 4- Payroll vouchers 220503001-220503010 in the amount of \$368,201.29 and electronic payroll in the amount of \$2,070,539.72 to the Consent Agenda.
- Agenda Item 6- Replace Resolution 984 with revised amount to be transferred
- Agenda Item 6- Add Resolution 985, a sole source declaration

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

Consent Agenda: Commissioner Egan moved to approve the consent agenda (minutes of the April 19th Regular meeting; minutes of the April 19th Special meeting; treasurer's report; current expense vouchers 220501001-220501072 in the amount of \$698,788.39; payroll vouchers 220503001-220503010 in the amount of \$368,201.29; and electronic payroll in the amount of \$2,070,539.72; Capital expense vouchers 220502001-220502008 in the amount of \$664,074.84; and Resolution 982-quarterly transport write-offs for first quarter in the amount of \$221,933.86). Motion seconded by Commissioner Kroum and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

Resolution 981- Bond: Chief Parkinson and Lee Marchisio (Foster Garvey) presented to the Board Resolution 981 to authorize the issuance, sale, and delivery of the District's unlimited tax general obligation bonds to pay the costs of carrying out the capital improvements approved by the voters on November 6, 2018. This resolution also delegates the authority to the Fire Chief and Secretary of the District to approve bond maturity amounts, interest rates and other final terms and conditions of the bond within listed parameters of Exhibit A. Commissioner McElligott moved to approve Resolution 981 authorizing the issuance, sale, and delivery of the District's unlimited tax general obligation bonds to pay the costs of capital improvements approved by voters. The motion was seconded by Commissioner Cathey, voted by roll call, and carried. Votes were as follows: Commissioner Cathey- Yes, Commissioner Egan- Yes, Commissioner Garling- Yes, Commissioner Kroum- Yes, Commissioner McElligott- Yes, Commissioner Wernet- Yes, Commissioner Napier- Yes. Results 7 Yeas, 0 Nays.

Recess – A five-minute recess was taken at 7:10 p.m. The meeting reconvened at 7:15 p.m.

Resolution 983- Transfer from capital fund to the general fund: District Secretary M. Hollon presented to the Board Resolution 983 requesting the transfer of funds from the Capital Fund to the General Fund for the wages, benefits and credit card charges accrued for the Project Manager in association with the UTGO Bond. The transfer is in the amount of \$52,857. Commissioner Kroum moved to adopt Resolution 983 to transfer funds from the capital fund to the general fund in the amount of \$52,857. The motion was seconded by Commissioner Egan and carried.

Resolution 984- Transfer from reserve fund to the general fund: Chief Parkinson and District Secretary M. Hollon presented to the Board Resolution 984 requesting the transfer of \$258,000 for the payment of one 26' Packcat Fire Boat purchased from Munson as part of the approved 2022 budget. Commissioner Cathey moved to approve Resolution 984 to transfer funds from the reserve fund to the general fund in the amount of \$258,000. The motion was seconded by Commissioner Garling and carried.

Resolution 985- Sole Source (Greenheck): Chief Parkinson and Project Manager Phill Herrera presented to the Board Resolution 985 requesting the declaration of Greenheck as a sole source vendor. The District was notified of the discontinuation of the manufacturing and selling of energy recovery ventilators, model ERCH which is part of the approved design of Station 111. The District will be going out to bid in the latter part of May with a closing date in July 2022. To redesign and submit would not only cost the district additional funds but would also substantially delay the project. The District's Attorney, Eric Quinn has reviewed the request for sole source and has provided a letter of opinion. Commissioner McElligott moved to adopt Resolution 984 declaring Greenheck the sole source for the purchase of two Energy Recover Ventilators, as a part of the UTGO 2018 capital project for station 111 and waiving competitive bid requirements. The motion was seconded by Commissioner Egan.

Commissioner Kroum moved to amend the motion to include the purchase of additional capital spare parts to last for twenty additional years. The amended motion was seconded by Commissioner Garling. The amended motion was discussed and voted. The amended motion failed, receiving 7-No and 0-Yes.

The main motion was then voted and carried, receiving 7-Yes and 0-No.

NEW BUSINESS:

Cultural Leadership & Equity Training: Deputy Chief Mack gave a presentation to the Board regarding upcoming cultural leadership and equity training. Twelve tests were given (chief, assistant chiefs, and battalion chiefs) to determine the internal readiness level of the District. Training for line personnel began in Q2 and will continue in Q4. All staff will participate in the training this fall. Some goals of the program include developing ambassadors, regional training, removing barriers to entry level testing, and community involvement. No action taken, information only.

Standard of Cover: Deputy Chief Mack presented to the Board the Districts goal (based on the Strategic Plan) to have a draft Standard of Coverage document outlining current resource pool and identifying response benchmarks to enhance response to fires and medical emergencies. There will be a stakeholder meeting this fall to begin analyzing data. Commissioner Kroum requested a representation from the Planning Committee. The completed document should be finalized by the end of the year. No action taken, information only.

EMS Survey: Deputy Chief Mack presented to the Board data gathered during the first few months of using EMS Survey Team. 100% of patients receive the survey. Standardized questions allow East Pierce to compare against other agencies as well as see how well the District is performing. No action taken, information only.

UNFINISHED BUSINESS:

Financial Management Policy (second reading): Chief Parkinson and the Finance Committee presented to the Board the second 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. Commissioner Kroum moved to approve the edits to the Financial Management Policy as presented. The motion was seconded by Commissioner Egan and carried

COMMISSIONER TRAINING/EVENT REQUESTS:

Saturday Seminar, Chelan on June 4: District Secretary M. Hollon provided travel details to the Board members planning to attend. No action taken, information only.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: annual updates with the cities are complete and town of South Prairie is scheduled for June 14th, Board welcome to attend; Annual Awards banquet was held on 5/7 and had over two hundred attendees; command staff assisted in the regional LAHAR drill on 4/29; battalion chiefs graduated the Seattle Fire Department Executive Leadership Academy on 5/14; Three personnel will graduate from the fire academy on May 27th to deploy to the field in mid-July; next class of seven personnel expected to begin in late August/early September; bond rating call with S&P scheduled for June 9th; Chief attending State Fire Chief's conference May 23-26; discussion continues regarding a regional training consortium and is now including labor representatives.

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

BOND-2018:

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

Station 111: Review comments received from the City on May 11th indicating the need for some minor revisions. The City accepted the "appeal" of the code interpretation denial on Traffic Impact Fees and will notify the District of a hearing date. Posting bid notice on May 26th with a closing date of June 28th.

Station 112: Conducting due diligence.

Station 114: Land-use requirements are in permitting with Pierce County and progressing on schedule. Plan set is 70% complete for building permit submittal. Will submit construction document set for Pierce County review in June.

Station 117: Site survey is complete. Site and Civil design continuing, in the process of making some changes before design review. Still targeting early June for construction document submittal.

Station 118: Much of the delayed steel has been delivered and the framers are back to work. Roof framing for gridlines 1-5 on the east side of the apparatus bay is complete. Steel beams for apparatus bay are expected to arrive in July.

Station 124: No changes.

Station 116 Training Facility: No changes.

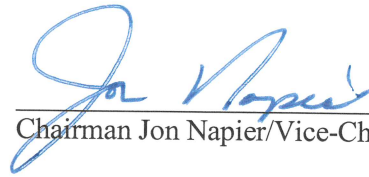
COMMISSIONER ACTION/DISCUSSION:

ADJOURN

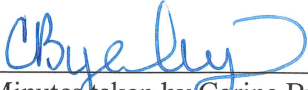
There being no further business to come before the Board, the meeting was adjourned at 9:05 p.m.



District Secretary Michelle Hollon



Chairman Jon Napier/Vice-Chair Ed Egan



Minutes taken by Corina Byerley,
Executive Admin Assistant