

**A REGULAR MEETING OF THE
BOARD OF COMMISSIONER OF
EAST PIERCE FIRE AND RESCUE**

May 18, 2021

A regular meeting of the Board of Commissioners of East Pierce Fire and Rescue was held on May 18, 2021 via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chairman Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Mike Cathey, Kevin Garling, Randy Kroum, Ed Egan, Ex-Officio Kathy Hayden, Fire Chief Backer, Deputy Chief Parkinson and District Secretary Michelle Hollon.

Commissioner Pat McElligott was excused.

Chairman Napier welcomed those participating in the meeting via conference/video call.

Audience: B. Paradis, B. Mack, D. Johnson, J. Killion, K. Rademacher, K. Stabenfeldt, R. Cameron, R. Scholz, V. Proulx, W. Sandlian, B. Dyson, M. Lowery, M. Blaylock

Honors and Recognitions: Oath of Office

- District Secretary Michelle Hollon swore in appoint Commissioner C. Wernet into office. Congratulations!
- Chief Backer swore in new Fire Chief J. Parkinson into office. Congratulations!

Chairman Napier called for a 5 minute break at 7:09 p.m.

Meeting reconvened at 7:14 p.m.

Approval of Agenda:

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

Consent Agenda. Motion: Commissioner Egan moved to approve the Consent Agenda (minutes of the April 20th Regular meeting; Treasurer's Report; post-meeting voucher 210303066 in amount of \$2,500.00; current expense vouchers 210502001-210502074 in the amount of \$295,298.63; payroll vouchers 210505001-210505013 in the amount of \$357,466.53; electronic payroll in the amount of \$1,945,737.13; Capital expense vouchers 210501001 in the amount of \$22,436.00; Capital expense vouchers 210503001-210503013 in the amount of \$41,992.40; Capital expense voucher 210504001 in the amount of \$59,879.70). Motion seconded by Commissioner Cathey and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

Resolution 943 – Transfer of Funds: District Secretary M. Hollon presented to the Board a request to transfer funds from the General Fund to the Reserve Fund in the amount of \$73,500 for funds received from NASH Cascadia Verde for mitigation fees for the Tehaleh projects, funds will be allocated for Station 112/117. And to transfer funds from the Capital Fund to the General Fund in the amount of \$67,827 to cover costs for the Project Manager's wages, benefits and expenditures payable from the UTGO Bond proceeds. This transfer is done quarterly. Commissioner Egan moved to approve Resolution 943 to transfer funds from the General Fund to the Reserve Fund in the amount of \$73,500 and from the Capital Fund to the General Fund in the amount of \$67,827. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Policy 100 & 237: Per policy, changes to any Board policy requires two readings prior to any action. Chief Parkinson presented Policy 100 – Fire Service Authority and Policy 237 – Surplus Property and Equipment. Policies will be presented at the June 15, 2021 Board meeting. No actions taken.

Fence Bid: Assistant Chief Moore presented to the Board a budget request to purchase the installation of fencing for Stations 119, 113, 115 and 121 for security purposes. The fencing will create safe and more secure environments for our employees and district assets. Vendors from the Small Works Roster were reviewed and invited to submit a quote. Commissioner Cathey requested the quote to include black vinyl fencing. The Board would like to make a motion to approve the budget request of purchasing fencing, new quotes will need to be requested with updated information and the lowest bidder meeting the requirements will be awarded the project. Commissioner Egan moved to approve the purchase of the installation of security fencing not to exceed \$100,000 including tax and authorize the Fire Chief to sign the contract. The motion was seconded by Commissioner Cathey and carried.

Pierce County Fire Protection Contract: Chief Parkinson presented to the Board the annual interlocal agreement with Pierce County for Fire Protection Services. The contract is reviewed and renewed annually based on adjustments to fees. East Pierce Fire & Rescue and Pierce County for fire protection services for County-owned buildings, equipment and property within East Pierce’s district. For 2021 the fees to collect will be \$10,204. Commissioner Egan moved to adopt the interlocal agreement between East Pierce Fire & Rescue and Pierce County for fire protection services for County-owned buildings, equipment and property with East Pierce’s district. The motion was seconded by Commissioner Cathey and carried.

UNFINISHED BUSINESS:

Training Center: Chief Parkinson presented an update on Training Center project discussion. The Planning Committee met, reviewed the plan and was supportive of the staff direction at that point. Work has continued with Rice Fergus Miller to formulate a scope of work, as well as continued discussions with WRSD. No action is being requested by the Board at this time.

Life Safety Inspection Proposal: Assistant Chief King presented to the Board a request to move forward in providing annual fire life safety inspections to improve public and firefighter safety. Annual fire and life safety inspections are a key component in the Fire Protection Class Rating. With the cities now conducting new construction work their selves, this provides an opportunity for East Pierce Fire & Rescue to begin the provision of the annual fire and life safety inspections which could improve insurance ratings for the cities in years to come. Commissioner Garling requested a report in January 2022 on the progress of the life and safety inspections. Commissioner Kroum moved to direct staff to work with the cities and town to provide annual fire life safety inspections to improve public and firefighter safety. The motion was seconded by Commissioner Wernet and carried.

Authorization to hire Deputy Chief: With the promotion of Chief Parkinson to Fire Chief, the position of Deputy Chief became vacant. The Board approved a recruitment process which was managed in house and utilized a variety of staff throughout the process to ensure the very best candidate was selected. Through the process Bill Mack was chosen due to his experience, skills, and abilities. Staff feels he would be a good fit for the organization. Commissioner Napier thanked all those who were involved with the selection process. Commissioner Wernet moved to authorize the Fire Chief to extend a conditional offer of employment to Bill Mack for the position of Deputy Chief and to authorize the Board Chair to sign the employment agreement on behalf of the District once all conditions are satisfied. The motion was seconded by Commissioner Cathey and carried.

BOND-2018:

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

Station 118: The city is doing its last review of the building permit. Groundbreaking ceremony will be June 15th at 2:00 p.m.

Station 111: Permitting is moving well. All permits in are being reviewed and should be completed by the end of June. Go out to bid July 19 with a bid opening August 17.

Station 112: Met with County working through purchase on property. Should know more on cost around July. September to have design and building permit by July/August of 2022.

Station 114: Design work July 1, 2022

Station 124: no updates

COMMISSIONER TRAINING/EVENT REQUESTS:

COMMISSIONER CONFERENCE REPORTS/COMMITTEE REPORTS:

Planning Committee – Met with Berk consulting, talked about goals of the district, technology, public information, inspection and diversity hiring. Mid-late summer, a draft will be brought back to committee.

CHIEF’S REPORT

Monthly Chiefs Report: Reviewed the Chief’s monthly report with the Board. Included in agenda packet.

Monthly Stats: Call volume and fire incidents that occurred in the month were reviewed.

Divisional Reports: None

COMMISSIONER ACTION/DISCUSSION:

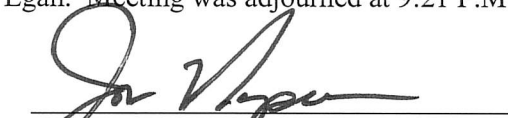
EXECUTIVE SESSION: Chairman Napier called for an executive session per RCW 42.30.140 Collective Bargaining Agreement Discussion at 9:07 for 10 minutes.

Meeting reconvened at 9:17 p.m. No actions were taken.

ADJOURN

There being no further business to come before the Board, Commissioner Garling moved to adjourn the meeting. The motion was seconded by Commissioner Egan. Meeting was adjourned at 9:21 P.M.


District Secretary Michelle Hollon


Chairman Jon Napier