

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

July 20, 2021

A regular meeting of the Board of Commissioners of East Pierce Fire and Rescue was held on July 20, 2021 in person as well as via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Vice-Chairman Ed Egan called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Mike Cathey, Kevin Garling, Randy Kroum, Cynthia Wernet, Ex-Officio Kathy Hayden, Fire Chief Parkinson, Deputy Chief Mack and District Secretary Michelle Hollon.

Vice-Chairman Egan welcomed those participating in the meeting and via conference/video call.

Audience: staff, friends, and family of Deputy Chief Bill Mack

Honors and Recognitions:

Chief Parkinson performed the swearing in of Deputy Chief Bill Mack. Family members did the pinning of the brass.

Vice-Chairman called for a break for 20 minutes at 7:05 p.m.

The meeting reconvened at 7:25 p.m.

Approval of Agenda:

Chief Parkinson requested to move item 11. Commissioner Conference/Committee Reports up on the agenda prior to New Business. District Secretary M. Hollon corrected the June 15th minutes to reflect Commissioner Wernet in attendance. Commissioner Garling moved to approve the agenda with said changes presented. The motion was seconded by Commissioner Cathey and carried.

Consent Agenda. Motion: Commissioner Kroum moved to approve the Consent Agenda (minutes of the June 15th Regular meeting; Treasurer's Report; June post-meeting electronic payroll transactions 2548-2550 in the amount of \$2587.05; June post-meeting Capital Fund vouchers 210604001-210604002 in the amount of \$30,742.00; current expense vouchers 210701001-210701074 in the amount of \$511,396.66; payroll vouchers 210703001-210703015 in the amount of \$645,511.45; electronic payroll in the amount of \$1,988,865.72; Capital expense vouchers 210702001-210702010 in the amount of \$175,732.00; Financial Waiver for transport account 132361126 in the amount of \$633.90). Motion seconded by Commissioner Garling and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

Resolution 947 – Authorizing issuance of warrants (superseding Resol. 779): District Secretary M. Hollon presented to the Board Resolution 947 amending section 1 of resolution 779, allowing the Fire Chief and Auditing Officer to approve warrants and checks up to \$100,000 and adding a new section 3 allowing the Fire Chief and/or Auditing Officer to sign for payment in the event of an emergency or if the Board is not present to sign for payment directly following the Board meeting. After discussion the following motion was made: Commissioner Kroum moved to adopt Resolution 947-Authorizing issuance of warrants (Superseding Resolution 779). The motion was seconded by Commissioner Wernet and carried.

Resolution 948 – Adopting Policy on electronic signatures and electronic records: District Secretary M. Hollon presented to the Board Resolution 948 establishing the method and process used by the District for managing electronic signatures and electronic records. After discussion the following motion was

made: Commissioner Garling moved to adopt Resolution 948-Adopting policy on electronic signatures and electronic records. The motion was seconded by Commissioner Kroum and carried.

Resolution 949 – EMS Levy Renewal: Chief Parkinson presented to the Board Resolution 949 renewing the EMS Levy for the November 2 election if not passed in the primary election of August 3. The deadline for submittal for the November 2 election is the same day as the primary election. The current EMS levy expires at the end of 2021. To continue collecting an EMS Levy, the district must seek authorization from the voters. The EMS Levy is crucial in continuing to provide the level of Emergency Medical services. Commissioner Wernet moved to approve Resolution 949 placing the renewal of the EMS Levy on the November 2, 2021, ballot for collection at the statutory limit of 50 cents per 1,000 dollars of assessed value. The motion was seconded by Commissioner Garling and carried.

Resolution 950 – Regular Fire Levy Lid Lift: Chief Parkinson presented to the Board Resolution 950 re-authorizing the Regular Levy Collection Rate. This is not a new tax but a request to reset the collection rate to the previously authorized statutory limit. This will be placed on the November 2 ballot if not passed in the primary election of August 3. The deadline for submittal for the November 2 election is the same day as the primary election. Commissioner Kroum moved to approve Resolution 950 placing a measure on the November 2, 2021, ballot, reauthorizing the Regular Levy collection rate of \$1.50 per 1,000 dollars of assessed value, with the ability to collect up to a six percent (6%) increase per year for the succeeding three years. The motion was seconded by Commissioner Garling and carried.

COMMISSIONER CONFERENCE REPORTS/COMMITTEE REPORTS:

HR Committee: Commissioner Kroum reported on behalf of the HR Committee, the committee met with Chief Parkinson to review a draft staff reconfiguration proposal. After reviewing and discussion Commissioner Kroum advised the Board of his agreeance with the proposal and approved for the proposal to be presented to the Board.

Planning Committee: The Planning Committee will meet with Berk consulting for the Strategic Plan on July 26, 2021.

NEW BUSINESS:

Staffing Request: Chief Parkinson presented a power point presentation to the Board for a staff reorganization plan. There is a need for administrative support for the executive team and employee to do data analytics. Due to staff retirements, these positions would be filled internally at no cost in 2021. After presentation and discussion, the following motion was made: Commissioner Cathey moved to approve the staff reorganization as presented by the Fire Chief. The motion was seconded by Commissioner Garling and carried.

Budget Goals: Chief Parkinson presented to the Board the key areas of the 2022 Budget which include staff station 124 (Milton); Provide 24/7 EMS field supervision; Reinforce the mission of the Community Resource Paramedic Program; Fund needed equipment replacement and maintain target reserve balances in all funds. A PowerPoint was presented.

ILA with City of Sumner: Chief Parkinson presented an Interlocal Agreement with City of Sumner for East Pierce Fire & Rescue to provide annual fire & life safety inspections. There is no additional financial impact associated with this ILA for 2021. Commissioner Kroum moved to approve the Annual Fire & Life Safety Inspection Interlocal Agreement between East Pierce Fire & Rescue and the City of Sumner. The motion was seconded by Commissioner Wernet and carried.

UNFINISHED BUSINESS: None

BOND-2018:

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

Station 118: Bid closed 7/19/2021, 9 bids were received and met the qualifications. A special board meeting will be scheduled to award the bid. Notice 1st of September/October.

Station 111: Will be going out for bid September 20th with a notice to proceed October 28th.

Station 112: No new report.

Station 114: Met with HOA and gave an overview and answered questions.

Station 124: no updates

Station 117: No new report. Scheduling meeting with Executive Committee.

COMMISSIONER TRAINING/EVENT REQUESTS:

CHIEF'S REPORT

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

- Chief Parkinson advised the Board that the new Long Term Care mandate will impact Commissioners.

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

Divisional Reports: None

COMMISSIONER ACTION/DISCUSSION:

EXECUTIVE SESSION: Cancelled

ADJOURN

There being no further business to come before the Board, Commissioner Garling moved to adjourn the meeting. The motion was seconded by Commissioner Cathey. Meeting was adjourned at 9:00 P.M.


District Secretary Michelle Hollon


Chairman Napier/Vice-Chair Egan