

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

**August 16, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on August 16, 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, Pat McElligott, Kevin Garling, Mike Cathey, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Commissioners Excused: None

**Audience:** Phil Herrera, Assistant Chief Jeff Moore, Mike Blaylock (virtual)

**Honors and Recognitions:** None

**Oath of Office:** None

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

- Agenda Item 4 (Consent Agenda)- Payment transmittals dated 7/25/22 and 8/2/22 in the total amount of \$194,718.94

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

**Consent Agenda:** Commissioner Kroum moved to approve the consent agenda as amended (minutes of the July 19<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 220803001-220803074 in the amount of \$451,946.05; payroll vouchers 220804001-220804009 in the amount of \$367,802.00 and electronic payroll in the amount of \$2,025,914.61; Payroll voucher 220704001 in the amount of \$13,906.01; Capital expense vouchers 220802001-220802007 in the amount of \$662,253.03; Capital expense voucher 220801001 in the amount of \$180,812.93; and Resolution 991-Transport write-offs for 2nd quarter 2022 in the amount of \$147,910.22). Motion seconded by Commissioner Garling and carried.

**VISITOR COMMENTS:** None

**RESOLUTIONS:**

**Resolution 992- Surplus Misc. IT Equip and Fire Hose:** Assistant Chief Jeff Moore presented to the Board Resolution 992 requesting the surplus of items listed in Appendix A (misc. information systems equipment) and Appendix B (fire hose). Some of the items are damaged beyond cost effective to repair or placed out of service for meeting expiration date criteria. Commissioner McElligott moved to approve Resolution 992 to approving the surplus of miscellaneous information systems equipment, and failed fire hose, and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Egan and carried.

**Resolution 993- Surplus Fire Boat:** Assistant Chief Jeff Moore presented to the Board Resolution 993 requesting the surplus of one 1989 Gregor Aluminum Fire Boat (asset #502, Hull #GBCP139DC989). This boat has been in service at Station 122 for 33 years as a department Fire/Rescue boat. This boat has exceeded its serviceable life and has been replaced. Commissioner Cathey moved to approve Resolution 993 to authorize the surplus of a 1989 Gregor Aluminum Fire Boat Asset #502. The motion was seconded by Commissioner McElligott.

Commissioner Napier moved to amend the motion to include the boat's motor (asset #10012) in the surplus. The amended motion was seconded by Commissioner Garling. The amended motion was discussed and voted. The amended motion carried.

Commissioner Garling moved to approve Resolution 993 to authorize the surplus of a 1989 Gregor Aluminum Fire Boat Asset #502 and the boat motor Asset#10012. The motion was seconded by Commissioner Kroum.

**Resolution 994- Cancel of Warrant:** Finance Manager Michelle Hollon presented Resolution 994- requesting the cancellation of a warrant. Firefighter Dalton Smith was issued a check in the amount of \$152.00 for services but was lost and not cashed. The total amount requested to be cancelled is \$152.00. Commissioner Egan moved to adopt Resolution 994 cancelling warrant 1643759 in the total amount of \$152.00 payable to Dalton Smith. The motion was seconded by Commissioner Kroum and carried.

#### **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Planning Committee:** Reported regarding their meeting on July 21<sup>st</sup>. The committee discussed two topics at this meeting. 1. Standard of Cover: including an overview and approach as well as high level goals 2. Food Bank Partnership Opportunity: the Bonney Lake food bank proposed adding food grocery lockers at EPFR stations. The committee does not recommend this project for consideration by the Board.

**Finance Committee:** Reported regarding their meeting on August 1<sup>st</sup>. The committee discussed two topics at this meeting. 1. Equipment Replacement (Reserve) Fund: The committee reviewed the draft policy and recommended approval by the Board. 2. State Auditors Office Alternatives: The fire chief will reach out to a private CPA firm and set a presentation with the Finance committee for October or November.

**HR Committee:** Reported regarding their meeting on August 1<sup>st</sup>. The committee discussed three topics at this meeting. 1. FF Testing Options: The committee reviewed options for firefighter testing that reduce barriers for qualified candidates. The committee recommended including funds in the 2023 budget to purchase external recruiting services that will waive fees for candidates. 2. Wage Study for Non-uniformed Personnel: The committee received a briefing from the Chief and HR regarding wage comparables (conducted every three years) for all non-uniformed staff. The committee supports the Chief's analysis and recommends the Board approve the wage adjustments as part of the 2023 budget. The committee also would like a wage study conducted again in 2024 in light of current economic instability. 3. Construction Project Manager Contract: The committee reviewed the contract and recommended Board approval of the contract.

#### **NEW BUSINESS:**

**Project Manager Contract:** Chief Parkinson presented to the Board a personal services agreement for Project Manager Phil Herrera. In 2020, the Board approved a new two-year agreement which expires at the end of August 2022. The fire chief has reviewed the performance of the project manager and presented a recommended agreement to be effective 9/1/22 through 8/31/24. The agreement is the same as in prior years with changes to salary and maximum leave carryover and cash out. The HR committee has reviewed the proposed agreement and recommends approval by the Board. Commissioner Egan thanked Phil and stated that he is proud having Phil as a project manager. Commissioner Cathey expressed that Phil has done a great job. Commissioner Kroum moved to approve the project manager employment agreement as presented and authorize the Chair to sign on behalf of the Board. The motion was seconded by Commissioner Egan and carried.

**Equipment Replacement Reserve Policy (1<sup>st</sup> Reading):** Chief Parkinson presented to the Board the first reading of the Equipment Replacement Reserve Policy. No action was taken.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**WFCA Annual Conference – Spokane, October 27-29:** Commissioner Wernet and Commissioner Cathey would like to attend. No action taken, information only.

**NAEFO Annual Conference – Las Vegas, September 19-20:** Commissioner Egan and Commissioner McElligott would like to attend. No action taken, information only.

**Snure Seminar – Spokane or Virtual, October 26, 6:30-9:30 PM:** Executive Admin. Assistant Byerley provided information regarding the upcoming seminar. 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: New Station 111- groundbreaking ceremony will be held on 8/22 at 1:30pm; Training Consortium-the Operations Advisory Team (OAT) has begun weekly meetings and Administrative Board will begin weekly meetings on 8/31; Recruit Badge Pinning Ceremony-pinned on 7/22; 2023 Budget-staff started preparations, Board will see first draft in October and final in November; Fire Boat-new boat will be placed in service on Lake Tapps the week of 8/15. A ceremony for the fire boat is TBD but coming; Burn Ban-Pierce County issued a burn ban on 8/5. We will be upstaffing during the upcoming red flag warning on 8/17; South Prairie-annual update with town council occurred on 8/9; Safer Grant-no new information; and Ballistic Gear Surplus-still obtaining quotes for destruction. Deputy Chief Mack added that 24 firefighters were honored on 8/14 at the Northbend Fire Academy for having died in the line of duty between 2019-2021.

**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:** Station 111 permitting is complete for site civil and building. The contractor will be under contract by August 19th with notice to proceed set for August 29th. Groundbreaking ceremony is August 22<sup>nd</sup> at 1:30 at the new site.

**Station 112:** Sale is closed. The seller agent indicated that working with the fire department was the best-selling experience he can recall. The actual sellers were also very happy. We are getting the site surveyed and will be proceeding to surplus the house.

**Station 114:** Right-of-way permitting is still proceeding though review.

**Station 117:** Land use review is still underway (EPFR revising answer County review comments). An emergency traffic signal will likely be required. Close going before the Review board.

**Station 118:** All steel beams arrived and are installed. Roof will now be finished, and the job will begin moving along.

**Station 124:** No changes.

**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 8:11 p.m. for 10 minutes.

Executive Session extended by Chair Napier at 8:21 p.m. for 5 minutes.

Executive Session extended by Chair Napier at 8:26 p.m. for 5 minutes.

Executive Session extended by Chair Napier at 8:31 p.m. for 5 minutes.

Executive Session extended by Chair Napier at 8:36 p.m. for 5 minutes.

Executive Session extended by Chair Napier at 8:41 p.m. for 3 minutes.

Meeting reconvened at 8:44 p.m.

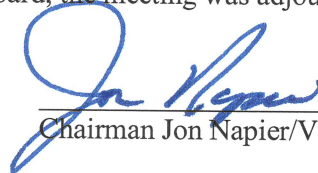
Upon reconvening the meeting, no action was taken.

**COMMISSIONER ACTION/DISCUSSION:**

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:44 p.m.

  
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District Secretary Michelle Hollon

  
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Chairman Jon Napier/Vice-Chair Ed Egan

  
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Minutes taken by Corina Byerley,  
Executive Admin Assistant