

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

September 20, 2022

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on September 20, 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 Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Commissioners Excused: Edward Egan and Pat McElligott (both attending NAEFO Conference)

Audience: Phil Herrera, Battalion Chief Matt Gilbert (virtual), Edward Egan (virtual)

Honors and Recognitions: None

Oath of Office: None

Approval of Agenda:

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

Consent Agenda:

Commissioner Cathey moved to approve the consent agenda (minutes of the August 16th Regular meeting; treasurer's report; current expense vouchers 220902001-220902074, 220904001, Wire out to VFIS September 16 in the amount of \$556,925.94; payroll vouchers 220901001-220901009 in the amount of \$372,444.78 and electronic payroll in the amount of \$2,202,223.83; Capital expense vouchers 220903001-220903010 in the amount of \$572,712.20; Capital expense voucher 220905001 in the amount of \$21,502.13; and expense voucher 220806001 in the amount of \$3,000.00; Financial Waiver for transport account 132564375 in the amount of \$99.50; Financial Waiver for transport account 132592139 in the amount of \$952.50). Motion seconded by Commissioner Garling and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

None

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: None

Finance Committee: None

HR Committee: None

NEW BUSINESS:

Resolution XXX: Chief Parkinson presented to the Board the first reading of a proposed resolution regarding Reserve Fund Balances that will accompany the Equipment Replacement Reserve policy. This is to ensure there is no conflict between the policy and the resolution. No action was taken.

Financial Management Policy (1st Reading): Chief Parkinson presented to the Board the first reading of the Financial Management Policy. With the adoption of the Equipment Replacement Reserve policy the Financial Management Policy must be updated to ensure there is no conflict between policies. No action was taken.

UNFINISHED BUSINESS:

Equipment Replacement Reserve Policy (2nd Reading): Chief Parkinson presented to the Board the second reading of the Equipment Replacement Reserve Policy. Commissioner Kroum moved to approve the Equipment Replacement Reserve Policy as present. The motion was seconded by Commissioner Wernet and carried.

COMMISSIONER TRAINING/EVENT REQUESTS:

WFCA Annual Conference – Spokane, October 27-29: Executive Admin. Assistant Byerley provided information regarding the upcoming conference. Commissioner Wernet and Commissioner Cathey are registered for the conference. 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. Commissioner Wernet and Commissioner Cathey are registered for the seminar. Commissioner Cathey requested that his registration be cancelled. 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: Chief Parkinson and Finance Manager M. Hollon provided information regarding a wire fraud incident; the open house is returning on 10/1 from 1-4pm; new website has gone live; Newest seven firefighters (class 2022-2) started academy on 9/6; Station 111 groundbreaking ceremony was held on 8/22; regional training consortium is making progress and has begun weekly meetings with stakeholder groups; Several chief officers attended the King County Leadership Symposium and FRI; Chief will meet with the finance committee in early October to review the first draft of the 2023 operating budget; the new fire boat was placed into service on 8/30; All surplus ballistic gear has been destroyed; DC Mack is coordinating volunteers to assist the Nick of Time Foundation medical screening at Sumner High School on 10/5; and Chief, DC Mack, and E111 participated in a parade to welcome the Sumner-Bonney Lake Little League team back from the Little League World Series on 8/31.

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

Q3 Strategic Plan Update: Chief Parkinson gave an update regarding progress made to the Strategic Plan in the third quarter.

BOND-2018:

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

Station 111: Station 111 groundbreaking ceremony was on August 22nd. Jones & Roberts began construction this week with security and silt erosion control fencing. Temporary storm water pond is underway. Underground utilities work begins this week.

Station 112: A survey is scheduled for this month. Looking at options to remove the existing structures.

Station 114: The county completed building permit review and has returned comments. Consultants will submit revisions next week. Land use issues are moving through smoothly. Some road and intersection modifications will be necessary.

Station 117: Site survey is complete. Civil engineering work in in progress. Building drawings are near ready for submittal. We are using station 118 drawing set with minor alterations so this phase will move quickly.

Station 118: The building is now closed in. Roof construct is complete and roofing begins this week. Electrical, plumbing, and mechanical equipment continue.

Station 124: No changes.

Station 116 Training Facility: No changes.

EXECUTIVE SESSION:

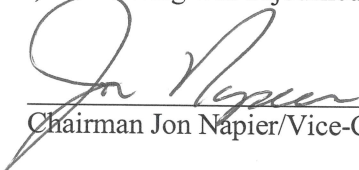
The Executive Session was cancelled.


COMMISSIONER ACTION/DISCUSSION:

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 7:59 p.m.


District Secretary Michelle Hollon


Chairman Jon Napier/Vice-Chair Ed Egan


Minutes taken by Corina Byerley,
Executive Admin Assistant