

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

October 18, 2022

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 18, 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 Ed Egan, Pat McElligott, 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: None

Audience: Phil Herrera, Assistant Chief Jeff Moore, Lance Schinkal, Assistant Chief Kevin Stabenfeldt (virtual)

Honors and Recognitions: None

Oath of Office: None

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

- Agenda Item 6 (Resolutions) add Resolution 998 to appoint Clark Nuber, CPA as the District's firm for financial auditing

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 September 20th Regular meeting; treasurer's report; current expense vouchers 221002001-221002076 in the amount of \$495,665.88; payroll vouchers 221003001-221003012 in the amount of \$637,063.92 and electronic payroll in the amount of \$2,263,161.19; Capital expense vouchers 221001001-221001008 in the amount of \$1,223,550.29; and a restoral of funds [recovery from wire out September 16] in the amount of \$168,194.83). Motion seconded by Commissioner Cathey and carried.

VISITOR COMMENTS: None

RESOLUTIONS:

Resolution 995- Transfer of Funds from Capital Fund to General Fund: Finance Manager Michelle Hollon presented to the Board Resolution 995 requesting the transfer of funds from the Capital Fund to the General Fund in the amount of \$80,486 to cover cost accrued from July 2022 – September 2022 for the Project Manager's wages, benefits and expenditures payable from the UTGO Bond proceeds. Commissioner Kroum moved to approve Resolution 995 to transfer funds from the Capital Fund to the General Fund in the amount of \$80,486. The motion was seconded by Commissioner Garling and carried.

Resolution 996- Reserve Fund Balances: Chief Parkinson presented to the Board Resolution 996 requesting to establish acceptable uses of reserve fund balances, desired reserve fund levels, and create methods for maintaining fund balances to match the Equipment Replacement Reserve policy. Commissioner McElligott moved to approve Resolution 996 to regarding targeted reserve balances as presented. The motion was seconded by Commissioner Kroum and carried.

Resolution 997- Transfer of Mitigation Fees, GEMT, Budgeted Reserve: Finance Manager Michelle Hollon presented to the Board Resolution 997 requesting the transfer of funds from the general fund to the reserve fund in the amount of \$2,264,097. Payment received from NASH Cascadia Verde, LLC for mitigation fees for the Tehaleh project in the amount of \$86,100, \$1,293,822 as a result of the GEMT program, and \$884,175 as the 2022 Budget transfer to reserve. Commissioner Kroum moved to adopt Resolution 997 to transfer funds from the general fund to the reserve fund in the amount of \$2,264,097. The motion was seconded by Commissioner Cathey and carried.

Resolution 998- Appoint CPA Firm: Chief Parkinson presented to the Board Resolution 998 requesting to appoint Clark Nuber, CPA as the District's firm for financial auditing. Due to delays in auditing through the State Auditor's Office and financial impacts the delay has had on the District, the District is seeking an alternative for annual financial auditing. The Finance Committee supports appointing Clark Nuber, CPA. Commissioner McElligott moved to approve Resolution 998 appointing Clark Nuber, CPA as the District's CPA firm for financial auditing. The motion was seconded by Commissioner Egan and carried.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: None

Finance Committee: Chairman Napier gave a brief overview of the minutes from the finance committee meeting on October 10th. The committee was briefed on recommendations from the HR committee regarding hiring for 2023 and wage increases as well as a review of staff recommended vehicle/apparatus purchases for 2023. The committee reviewed the 2023 draft budget presentation and supports the draft budget as presented. The committee also had a presentation from Clark Nuber, CPA regarding the district's financial auditing. The committee supports the fire chief entering into an agreement with Clark Nuber, CPA for annual financial audit as well as a financial operational assessment. The committee also discussed the windmill property at Station 118 and recommends holding the property and exploring options to move the windmill to City property.

HR Committee: None

NAEFO Conference: Commissioner Egan reported that the conference attendance was low (20-30 people) and most of the presentations were sales based. Commissioner McElligott was impressed with the presentation by NFA. Commissioner McElligott expressed that NAEFO should solicit stakeholders for future topics.

NEW BUSINESS:

2023 Draft Budget Review: Chief Parkinson presented to the Board an overview of the preliminary draft 2023 budget. Chief Parkinson outlined items such as equipment purchases, hiring personnel to staff Station 117 with SAFER grant funding and additional personnel to staff Station 124, hiring of HR Administrator, maintaining banked capacity, and maintaining/replenishing reserves to targeted balances. The finance committee reviewed this presentation and supports the draft budget as presented. No action was taken.

Authorization to purchase two engines: Chief Parkinson presented to the Board a request for authorization to purchase two fire engines. To avoid an increase in unit pricing at the end of October 2022, staff would like to order the apparatus, allocated in the 2023 budget, prior to the price increase. Commissioner Kroum moved to authorize the fire chief to purchase two fire engines, as presented, with funding approval to occur as part of the 2023 budget request. The motion was seconded by Commissioner Garling and carried.

Authorization to purchase three medic units: Chief Parkinson presented to the Board a request for authorization to purchase three medic units. Due to supply chain issues impacting the ability to secure medic unit chassis, there are limited opportunities to purchase new units. If the order is delayed until November, it will likely be the fall of 2023 before the chassis are again available for purchase.

Commissioner Garling moved to authorize the fire chief to purchase three medic units, as presented, with funding approval to occur as part of the 2023 budget request. The motion was seconded by Commissioner Egan and carried.

UNFINISHED BUSINESS:

Financial Management Policy (2nd Reading): Chief Parkinson presented to the Board the second reading of the Financial Management Policy. No changes have been made since the first reading. Commissioner McElligott moved to approve the Financial Management Policy as presented. The motion was seconded by Commissioner Kroum and carried.

COMMISSIONER TRAINING/EVENT REQUESTS: None

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 an update regarding the wire fraud incident, a portion of the money has been recovered, the remaining amount will be recovered through the insurance claim process; SAFER grant has been awarded; the open house was on 10/1 from 1-4pm, the event was well attended by and estimated 2,000 to 3,0000 people; the PCFTC Administrative Board selected AC Ryan McGrady [West Pierce] to serve as the Consortium Training Chief; the finance committee will meet on November 7th at 10am to review the final draft of the 2023 operating budget; DC Mack coordinated East Pierce Fire efforts and volunteers to assist with the Nick Of Time Foundation medical screening on October 5th; and a letter was received from Central Pierce Fire regarding an interest in exploring options for the regionalization of Central Pierce, Graham, Orting, and East Pierce Fire.

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: Grading of new site is about 70% complete. Storm water piping is underway and deep sewer lines are in progress. Deep footings forming for expected concrete next week.

Station 112: A site survey is in progress. Geotech to begin this month. Exploring options to trade existing buildings (house and garage) for a small portion of land instead of demolishing the buildings.

Station 114: Addressing County's comments for site development permit. Septic permit responses are submitted. Planning and code comment received and are being answered. The lot combination is underway.

Station 117: Traffic engineering consultant has submitted a report to the County. Sewer line extension is in review at the County. Commercial development and two driveway deviation permits have been submitted. Amendment for plat alteration regarding access off of 181st is underway.

Station 118: Roof covering is underway including an ice and snow covering, rigid foam insulation, and covered with insulation and sheetrock. Electrical, plumbing, and mechanical equipment continue progressing. Finish site grading is underway.

Station 124: No changes.

Station 116 Training Facility: No changes.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

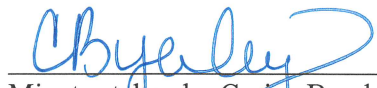
There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.



District Secretary Michelle Hollon



Chairman Jon Napier/Vice-Chair Ed Egan



Minutes taken by Corina Byerley,
Executive Admin Assistant