

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

**October 19, 2021**

A regular meeting of the Board of Commissioners of East Pierce Fire and Rescue was held on October 19, 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 Pat McElligott, Randy Kroum, Ed Egan, Kevin Garling, Cynthia Wernet, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin Asst. and District Secretary Michelle Hollon.

Commissioner Mike Cathey was excused.

**Audience:** Todd McKellips

**Honors and Recognitions:** None

**Approval of Agenda:**

Chief Parkinson requested Station 118 Change Orders to be added to New Business. Commissioner Garling moved to approve the agenda with said changes. The motion was seconded by Commissioner Egan and carried.

**Consent Agenda. Motion:** Commissioner Garling moved to approve the Consent Agenda (minutes of the September 21<sup>st</sup> Regular meeting; Treasurer's Report; September post meeting payroll refund Trx# 3844 and Trx#3843 in the amount of \$1,100; current expense vouchers 211004001-211004075 in the amount of \$534,638.73; payroll vouchers 211002001-211002014 in the amount of \$611,571.12; electronic payroll in the amount of \$2,087,379.79; Capital expense vouchers 211003001-211003009 in the amount of \$1,333,849.38; special batch Capital expense vouchers 211001001-211001002 in the amount of \$35,286.35. Motion seconded by Commissioner McElligott and carried.

**VISITOR COMMENTS:** None

**RESOLUTIONS:**

**Resolution 958: Transfer of Funds:** District Secretary M. Hollon presented to the Board Resolution 958 requesting the transfer of funds from the Capital Fund to the General Fund for the wages, benefits and credit card charges accrued for the Project Manager in association with the UTGO Bond. The transfer was in the amount of \$58,627.03. Commissioner McElligott moved to adopt Resolution 958-Transferring funds from the Capital Fund to the General Fund in the amount of \$58,627.03. The motion was seconded by Commissioner Kroum and carried.

**COMMISSIONER CONFERENCE REPORTS/COMMITTEE REPORTS:**

Finance Committee: Chairman Napier reported on the committee meeting, the presentation of the draft 2022 Budget was a very good presentation, very professional and well put together. Chairman Napier thanked Chief Parkinson, Chief Mack and Finance Manager M. Hollon for doing such a good job.

HR Committee scheduled meeting for November 15, 2021 at 9:00 am for the review of the Fire Chief's 6-month evaluation.

**NEW BUSINESS:**

**2022 Draft Budget:** Chief Parkinson reviewed the 2022 Budget Goals with the Board. The goals included capping the property tax collection at 1% over 2021; increase minimum daily staffing to 28 by

October 1, 2022; maintain target balances of reserve through annual transfers; prepare for increased staffing needs in 2022-2024. Chief Parkinson also reviewed property tax revenue projections, other revenue projections, current operational expense projections, projected transfers to reserve accounts and capital purchases. Final budget approval and presentation will be given at the November 16<sup>th</sup> regular Commissioner Meeting.

**Bonney Lake ILA:** Chief Parkinson presented to the Board an Interlocal Agreement between East Pierce Fire & Rescue and City of Bonney Lake for Fire Inspection Services. The ILA will give East Pierce Fire & Rescue to authority to begin conducting annual fire & life safety inspections within the City of Bonney Lake. Commissioner Wernet moved to approve the Annual Fire & Life Safety Inspection Interlocal Agreement between East Pierce Fire & Rescue and the City of Bonney Lake. The motion was seconded by Commissioner Kroum and carried.

**Station 118 change orders:** Chief Parkinson advised the Board due to city/county requirements, changes may be required after a bid has been awarded which may increase the overall total of the bid. It is requested of the Board to allow up to 5% in change orders for Station 118 project up to the amount of \$418,350.00. After discussion the following motion was made: Commissioner McElligott moved to authorize the Fire Chief to approve change orders up to a total of 5% of the awarded bid for the Station 118 project. The motion was seconded by Commissioner Egan and carried.

**UNFINISHED BUSINESS: None**

**BOND-2018:**

**Project Manager:** Chief Parkinson gave an update on the Capital Facilities Plan.

**Station 118:** No new update, site work in progress.

**Station 111:** Issues with city, more discussion.

**Station 112:** No updates.

**Station 114:** Moving ahead.

**Station 124:** No updates

**Station 117:** Architects working on design.

**COMMISSIONER TRAINING/EVENT REQUESTS: None**

**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:**

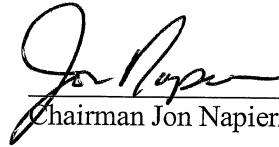
Chairman Napier called for an executive session per RCW 42.30.140 Collective Bargaining Agreement and per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 8:35 p.m. for 10 minutes.

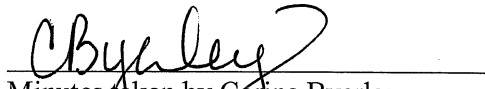
Meeting reconvened at 8:45 p.m. No actions were taken.

**ADJOURN**

There being no further business to come before the Board, Commissioner Garling moved to adjourn the meeting. The motion was seconded by Commissioner Wernet. Meeting was adjourned at 8:54 P.M.

  
District Secretary Michelle Hollon

  
Chairman Jon Napier/Vice-Chair Ed Egan

  
Minutes taken by Corina Byerley,  
Executive Admin Assistant