

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

**November 15, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on November 15, 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

**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 4 (Consent Agenda) add Payroll vouchers 221104001 – 221104009 in the amount of \$380,370.76 and electronic payroll in the amount of \$2,256,380.33

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

**Consent Agenda:**

Commissioner Cathey moved to approve the consent agenda (minutes of the October 18<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 221101001-221101069 in the amount of \$487,208.61; payroll vouchers 221104001-221104009 in the amount of \$380,370.76 and electronic payroll in the amount of \$2,256,380.33; Capital expense vouchers 221102001-221102010 in the amount of \$1,387,011.32; Financial Waiver for transport account 132574162 in the amount of \$132.50; Financial Waiver for transport account 132483416 in the amount of \$222.35; and Resolution 999 Quarterly EMS write-offs in the amount of \$336,576.15). Motion seconded by Commissioner McElligott and carried.

**VISITOR COMMENTS: None**

**COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Planning Committee:** Commissioner Wernet gave a brief overview of the minutes from the planning committee meeting on November 7<sup>th</sup>. The committee met with Deputy Chief Mack, Assistant Chief Stabenfeldt, and FF Worley. They were given a presentation on the Standard of Cover including how information and data is gathered and applied to this document, how the document will connect to the Strategic Plan, and key performance indicators. The end result will be a data supported document stating the optimal areas to place additional resources to best serve the communities. The final draft will be presented to the Board at the December 20<sup>th</sup> meeting.

**Finance Committee:** Chairman Napier gave a brief overview of the minutes from the finance committee meeting on November 7<sup>th</sup>. The committee reviewed the final draft of the 2023 Operating Budget and supports the draft budget as presented. The committee also discussed the existing contract for service between the District and South Prairie. The fire chief has concerns over the current contract language as it allows the Town to pay a lower effective tax rate than District residents. The committee supports

revising the contract language. The fire chief will notify the Town of the intent to modify contract language. A final contract will be presented to the Board in 2023 for approval.

HR Committee: None

**PUBLIC HEARING FOR 2023 REVENUE AND EXPENDITURES:**

**Opening of Hearing:** Chair Jon Napier opened the public hearing at 7:14 p.m.

**Revenues and Expenditures for 2023:** Chief Parkinson gave a presentation on the final draft of the 2023 Budget. Revenues to be collected are budgeted at \$43,930,556, plus \$5,383,626 transferred in from the equipment reserve and \$189,716 transferred in from the bond fund, with an estimated fund ending balance of \$10,982,639. The District will be collecting 1.09415 per \$1,000 for the Regular Levy and .43884 per \$1,000 for the EMS Levy. Expenditures are budgeted at \$49,503,899. Chief Parkinson reviewed the 2023 Budget goals and highlights which include 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. Chief Parkinson also reviewed a 5-year projection report which included property tax revenue, other revenue, expenditures, transfers to reserve accounts and capital purchases.

**Public comments:** None

**Closing of Hearing:** Chair Jon Napier closed the public hearing at 7:39 p.m.

**RESOLUTIONS:**

**Resolution 1000-2023 Budget and Exhibit A:** Commissioner McElligott moved to adopt Resolution 1000 for the approval of the 2023 Budget and Exhibit A for East Pierce Fire & Rescue. The motion was seconded by Commissioner Cathey and carried.

**Resolution 1001-2023 Regular Tax Levy:** Commissioner Garling moved to adopt Resolution 1001 for the approval of the 2023 Regular Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1002- 2023 EMS Property Tax Levy:** Commissioner Cathey moved to adopt Resolution 1002 for the approval of the 2023 EMS Property Tax Levy for East Pierce Fire and Rescue as amended. The district banked capacity collecting less in 2023 than in 2022. Language was added to the resolution disclosing to the County treasurer the district's intent is to collect its highest lawful amount in future years. The motion was seconded by Commissioner Egan and carried.

**Resolution 1003- Excess Levy Tax Collection:** Commissioner Kroum moved to adopt Resolution 1003 authorizing the tax collection UTGO bonds for 2023. The motion was seconded by Commissioner McElligott and carried.

**Resolution 1004- Sole Source (US Digital):** Chief Parkinson presented to the Board Resolution 1004 requested a declaration of sole source to US Digital Designs based on technology not provided by other manufacturers and the compatibility with current dispatch equipment used by East Pierce Fire & Rescue, SS911, and PSAP for Pierce County. Commissioner Garling moved to adopt Resolution 1004 declaring US Digital Designs the sole source for the purchase of the Phoenix G2 fire Station Alerting System and waiving competitive bid requirements. The motion was seconded by Commissioner Egan and carried.

**NEW BUSINESS:** None

## **UNFINISHED BUSINESS:**

**Station 118 Construction Contingency Authorization:** Chief Parkinson presented to the Board a request to increase the construction contingency limit to 10% for the build on Station 118. The Board previously authorized a 5% construction contingency for this project. Due to inflation, costs for supplies have rapidly been increasing and change orders are very close to meeting the current 5% limit. Commissioner McElligott moved to approve increasing the contingency authorization limit to 10% of the original bid plus tax for Lincoln Construction for the build of Station 118. The motion was seconded by Commissioner Wernet and carried.

## **COMMISSIONER TRAINING/EVENT REQUESTS:**

**PC Commissioners/Chiefs Annual Banquet:** Executive Assistant Corina Byerley provided details to the Board regarding the upcoming banquet. Commissioners Cathey and McElligott will both be attending with one guest each. Chief Parkinson and DC Mack will also be attending with one guest each.

## **CHIEF'S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: FF Conover's memorial was held on Friday, October 21<sup>st</sup>, the Conover family has expressed its thanks to the District and Local 3520 for support over the past month; an overview of the Main Street Fire on November 5<sup>th</sup>, was a three-alarm fire, cause was arson due to a warming fire, arrest has been made; the District's agreement with the Town of South Prairie is due to auto renew at the end of 2023, the existing contract allows the Town to pay a different rate than the rest of the District, Chief Parkinson will communicate the intent of the District to modify the existing contract; Chief Parkinson and Finance Manager Hollon gave an update on the wire fraud, \$168,194.83 was recovered and the remaining \$15,546.17 was received from our insurance broker per an agreement due to some of their failures in the incident, the WA SAO has indicated they will not investigate the incident any further; we have begun the process for both the accountability and financial audits for both 2020 and 2021; and the state-wide emergency declared by Governor Jay Inslee due to Covid-19, and the associated Resolution 902 which allowed the District to waive competitive bidding requirements for certain purchases, has now been sunset.

**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:** Excavation continues. Storm water piping is about 70% complete. Deep sewer lines were delayed due to rain but did not delay overall schedule. Deep footings poured and building footings are being formed. Steel and concrete next week. Jones and Roberts continue to perform well.

**Station 112:** Site survey is in progress. Geotech to begin this month. Continuing to work with the neighbor and legal for house move instead of demolition.

**Station 114:** Site development final review corrections submitted. Permit expected to be approved this month. Septic permit approval pending. Lot combination continues. Planning and code comment corrections made and in review. Hoping to go to bid in the next two weeks. Target bid closing no later than January 12<sup>th</sup>.

**Station 117:** County planning review continues, approval is pending. Sewer line extension in review by the County. Commercial development permit is in. Two driveway deviation permits are in and awaiting approval. Awaiting planning approval and landscape design in preparation for Tehaleh design review.

**Station 118:** Roofing continues. Sheetrock continues in gridlines 1-5 and insulation in gridlines 11-12. Electrical, plumbing, and mechanical equipment continue. Site grading, curbs, and sidewalks are underway. Preparing for asphalt.

**Station 124:** No changes.

**Station 116 Training Facility:** No changes.

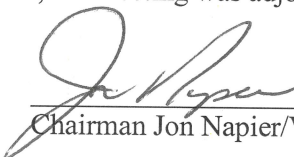
**EXECUTIVE SESSION:** None


**COMMISSIONER ACTION/DISCUSSION:** None

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:16 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