

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

**December 20, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on December 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 Ed Egan, Pat McElligott, Randy Kroum (virtual), Cynthia Wernet (virtual), Kevin Garling, Mike Cathey (virtual), 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, FF/PM Jen Killian, Melissa Haney

**Honors and Recognitions:**

Commissioner Egan received recognition for his 20 years with the WA Fire Commissioners Association.

**Guest Speaker Presentation:** Community Paramedic/MIH Update: Firefighter/Community Paramedic Jen Killian and Behavioral Health Specialist Melissa Haney gave an update of the community paramedicine program. Highlights included a year over year comparison and examples of two citizens impacted by the program. Commission Wernet recommended sharing more information about the program with the community.

**Oath of Office:** None

**Approval of Agenda:**

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

**Consent Agenda:**

Commissioner Garling moved to approve the consent agenda (minutes of the November 15<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 221202001-221202087 in the amount of \$826,462.74; payroll vouchers 221103001-221103010 in the amount of \$391,956.52 and electronic payroll in the amount of \$2,178,117.64; Capital expense vouchers 221201001-221201014 in the amount of \$1,664,941.90; Financial Waiver for transport account 132565938 in the amount of \$1,070.00; and Financial Waiver for transport account 131417666 in the amount of \$539.19). Motion seconded by Commissioner Egan and carried.

**VISITOR COMMENTS:** None

**COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

Planning Committee: None

Finance Committee: None

HR Committee: None

**RESOLUTIONS:**

**Resolution 1005-2023-2024 Fee Schedule:** Finance Manager Michelle Hollon presented to the Board Resolution 1005 proposing an updated schedule of fees for the District. Commissioner McElligott moved to approve Resolution 1005 the EPFR fee schedule for 2023-2024. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1006-Budget Amendment:** Finance Manager Michelle Hollon presented to the Board a request to amend the 2022 budget due to the sale of the second series of bonds as part of the 2018 UTGO Bond and Board approved expenditure revisions. The amendment increases the general fund by \$919,758, the reserve fund by \$4,592,783, the debt fund by \$176,836, and the capital fund by \$40,029,750. Commissioner Garling moved to adopt Resolution 1006, amending the 2022 Budget as presented. The motion was seconded by Commissioner McElligott and carried.

**Resolution 1007- Transfer of funds:** Finance Manager Michelle Hollon presented to the Board Resolution 1007 requesting the transfer of funds in the amount of \$666,301 from the Reserve Fund to the General Fund as part of the 2022 Approved Budget. Commissioner Egan moved to approve Resolution 1007 to transfer funds from the Reserve Fund to the General Fund in the amount of \$666,301. The motion was seconded by Commissioner Garling and carried.

**Resolution 1008- Surplus Apparatus:** Assistant Chief Moore presented to the Board Resolution 1008 requesting the surplus of Asset #405 a 1992 Ford-477 Super Duty Truck, Asset #411 a 2006 E450, and Asset #110 a 2005 Ford Expedition. Staff recommends to surplus Asset 405 1992 Ford-477 Super Duty Truck Vin# (#2FDLF47M8NLA83121) with 26,542 miles and Asset #411 2006 E450 Vin#(1FDXE45P66DA1919372) with 98,957 miles due to their age and condition having reached their useful life as dependable emergency response vehicles. Staff also recommends to surplus Asset # 110 2005 Ford Expedition Vin # (1FMP165X5LB04623) with 201,945 miles, this vehicle runs poorly and no longer has value to the fire district. Commissioner Garling moved to adopt Resolution 1008 the surplus of Asset #405 a 1992 Ford-477 Super Duty Truck, Asset #411 a 2006 E450, & Asset #110 a 2005 Ford Expedition. and authorize the sale, disposal, donation or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner McElligott and carried.

#### **NEW BUSINESS:**

**Annual Contract for Attorney Services:** Chief Parkinson presented a 2023 proposed agreement with Attorney Eric Quinn for legal services. The agreement is the same as past agreements. Staff recommends continuing services with the Eric Quinn. Commissioner McElligott moved to authorize the Fire Chief to sign the Legal Services Contract for 2023 with Attorney Eric Quinn. The motion was seconded by Commissioner Garling and carried.

#### **UNFINISHED BUSINESS:**

**Rescind Resolution 998:** Chief Parkinson presented to the Board a request to rescind Resolution 998. Per the State of Washington Auditors Office, the fire district does not meet the requirements to allow a private CPA firm to conduct the district's financial audit in place of the SAO. Due to this requirement, it is requested to rescind Resolution 998 – Appointing CPA firm approved at the October 18, 2022, regular Commissioner meeting. Commissioner Garling moved to approve the rescinding of Resolution 998-Appointing of CPA firm to conduct EPFR 2020-2021 financial audit. The motion was seconded by Commissioner Kroum and carried.

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

**2023 EPFR Meeting Schedule:** Executive Assistant Corina Byerley provided the Board with a list of regular meeting dates for 2023. No action taken, information only.

**2023 Pierce County Fire Commissioners Meeting Schedule:** Executive Assistant Corina Byerley provided the Board with the January meeting date for 2023 (1/26). The 2023 schedule has not yet been posted by the association but will be forwarded as soon as it is available. 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: an overview of recent community events including the pancake feed, Santa runs, the Big Give, Bonney Lake tree lighting, Sumner Santa parade, and coat drive; potential changes to GEMT program may have a financial impact on the district, impact unknown until changes are finalized; BC Matt Gilbert and Capt. Bill Sandlian received promotions to Assistant Chief to fill the vacancies caused by the upcoming retirements of AC McCallion and AC King; Station 114 has gone out to bid, the bid close date is 1/23/23; Clark Nuber, CPA has been notified that we will utilize the SAO for 2020-21 financial audit; both Chief Parkinson and DC Mack were awarded the Chief Dan Packer Chief Officer of the Year award for their work in the region on training, health & wellness, and DEI efforts; and Chief gave a brief year end summary highlighting organization accomplishments for the year. Chief Parkinson also discussed regionalization and the district's intent to continue moving forward with regional services, but EPFR is not interested in merging at this time, the Board supports continuing regional services without intent to merge at this time.

**Q4 Strategic Plan Update:** Chief Parkinson gave an update regarding progress made to the Strategic Plan in the fourth quarter. Highlights included plans and personnel station 117; new website and increased media outreach; and the Standard of Coverage is almost complete.

**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:** Storm water piping 80% complete. Deep sewer lines reroute installation is underway. Site excavation and underground utilities work continues. Footings and foundation work continues. The weather (especially the rain) has caused some slowdown. Jones and Roberts continue to perform well.

**Station 112:** Site survey is complete. Geotech to begin this week. Estimated May 2023 for permit submittal.

**Station 114:** Permit expected to be approved this month. Station went out to bid on December 13th. Due to the holidays, the bid close is January 23rd. There was a large turnout for the bid walk thru earlier today.

**Station 117:** County planning review continues; site development approval is pending. We submitted and passed Tehaleh design review. Still awaiting approval of two driveway deviation permits.

**Station 118:** Sheetrock continues throughout the entire building. Interior finish prep is underway. The first layer of asphalt is complete; finish layer in February, closer to job completion. Water, sewer, power, and natural gas connections are underway.

**Station 124:** No changes.

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

**EXECUTIVE SESSION:** None

## **COMMISSIONER ACTION/DISCUSSION:**

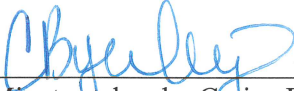
**Planning Committee** – Chief Parkinson requested a meeting with the planning committee to review the Standard of Coverage document as well as discuss an administrative support position for the project manager. The committee will meet on January 6<sup>th</sup> at 10am.

**ADJOURN**

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

  
District Secretary Michelle Hollon

  
Chairman Jon Napier/Vice-Chair Ed Egan

  
Minutes taken by Corina Byerley,  
Executive Admin Assistant