

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

January 17, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on January 17, 2023, 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, Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey (virtual), Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon (virtual).

Commissioners Excused: Pat McElligott

Audience: Phil Herrera, Assistant Chief Chuck King, Assistant Chief Kevin Stabenfeldt, FF Joe Worley, Eric Nickel (Levrum), Carl Niedner (Levrum), and Douglas Baily (Levrum)

Honors and Recognitions:

Commissioner Garling was presented with a coin representing his 15 years of service. Commissioner Kroum was presented with a coin representing his 5 years of service.

Oath of Office: None

Approval of Agenda:

Executive Assistant Corina Byerley requested to add the following item to the agenda:

Agenda Item 4 (Consent Agenda) add Payroll vouchers 230103001-230103013 in the amount of \$630,947.74 and electronic payroll in the amount of \$2,556,820.88

Commissioner Kroum 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 December 20th Regular meeting; treasurer's report; current expense vouchers 230101001-230101065 in the amount of \$888,872.95; payroll vouchers 230103001-230103013 in the amount of \$630,947.74 and electronic payroll in the amount of \$2,556,820.88; and Capital expense vouchers 230102001-230102012 in the amount of \$1,186,623.93). Motion seconded by Commissioner Kroum and carried.

Guest Speaker Presentation:

Standard of Cover: Deputy Chief Mack, Assistant Chief Stabenfeldt, FF Worley, and Levrum gave a presentation regarding the process and results for the document. Station locations, personnel, apparatus, and potential hazards in the area were all used to determine the best deployment strategy. Intuitively we know where we would like to add apparatus, the standard of cover provides the data to support those decisions. There was discussion regarding improving turnout times as that is a controllable factor in response times. No action taken, information only.

Annual Fire and Life Safety Inspections Update: Assistant Chief King provided an update on the annual fire and life safety inspection program. The first full year of inspections was successful. Since the district hasn't been conducting this type of inspections many violations were found. Assistant Chief King expects the number of violations to decrease in future years as the inspection program continues. As buildings are inspected the deputy fire marshals are also creating pre-fire plans for the buildings. Three hundred and eleven pre-fire plans were completed in 2022. The Prevention Division is working on

incorporating pre-fire plans for buildings located within the district, but outside city limits in 2023. No action taken, information only.

VISITOR COMMENTS: None

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 90% complete. Site excavation 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. Civil planning is underway. Estimated May 2023 for permit submittal.

Station 114: Still awaiting permit approval. Station bid is out and scheduled to close January 23rd. There was a large number of GCs showing interest.

Station 117: County planning review continues; working through right-of-way exit locations and site distance questions. We submitted and passed Tehaleh design review. Still awaiting approval of two driveway deviation permits. Contract documents are underway; anticipate turning in building permit in late February.

Station 118: Interior painting and finishes are underway. Stormwater tie-in completed. Water and sewer connected, testing and acceptance underway.

Station 124: No changes.

Station 116 Training Facility: No changes.

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 will be attending the WFC/WFCA Legislative day on 2/17 and inquired as to which commissioners would like to attend; no updates or changes to GEMT reimbursement charges; Station 114 is out to bid and scheduled to close on 1/23; 2020 and 2021 audit update; AFG grant process underway for rescue pumper; February Board presentations include SS911, 2022 EMS survey review, 2022 injury report out, and 2022 financial closeout; and an overview of April Board workshop.

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

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet reported on the committees last meeting on 1/6. The planning committee will hold standing meetings to discuss facility updates the first Friday of each month. Committee recommends patching the roof at station 112 rather than replacing at this time. The committee also reviewed the standard of cover. The committee supports the plan as presented and complimented the strategy and thoroughness of the study.

Finance Committee: None

HR Committee: None

RESOLUTIONS:

Resolution 1009- Transfer of funds (Station 118 Reserve): Finance Manager Michelle Hollon presented to the Board Resolution 1009 requesting the transfer of funds in the amount of \$485,909 from the Reserve Fund to the General Fund for capital project expenditures to Station 118 as mutually agreed upon as part of the merger between District 8 and East Pierce Fire & Rescue in April 2010. This expense was not included in the approved 2023 budget. Commissioner Garling moved to approve Resolution 1009 to transfer funds from the Reserve Fund to the General Fund in the amount of \$485,909. The motion was seconded by Commissioner Kroum and carried (Nay-Egan, Yay-Napier, Garling, Wernet, Cathey, Kroum).

Resolution 1010- Transfer of funds (Project Manager): Finance Manager Michelle Hollon presented to the Board Resolution 1010 requesting the transfer of funds in the amount of \$60,892 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner Kroum moved to Resolution 1010 to transfer funds from the Capital Fund to the General fund in the amount of \$60,892. The motion was seconded by Commissioner Egan and carried.

NEW BUSINESS:

Project Manager Administrative Assistant: Chief Parkinson presented a request to hire a temporary administrative position to support the project manager. The intent is for this position to be temporary during the construction associated with the 2018 UTGO bond. Commissioner Kroum moved to authorize the Fire Chief to hire a temporary administrative position to support the project manager. The motion was seconded by Commissioner Wernet and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Legislative Day: Executive Assistant Corina Byerley provided the Board with information regarding the Joint WFC and WFCAL Legislative Day on Feb. 17th. Commissioner Wernet expressed interest in attending. No action taken, information only.

PDC Reminder: Executive Assistant Corina Byerley reminded the Board that PDC filing is due by April 15th. No action taken, information only.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION:

Commissioner Kroum requested discussion regarding compensable events. The Board approved compensating Commissioner Kroum for the Santa parade in Sumner. The Board discussed types of events for which commissioners should be compensated for. The chairman supports paying for community events where there is community interaction. The Board requested that district's policy be modified to list specific types of compensable events and outlining the process for seeking special authorization from the Board chair for unusual events.


ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 9:16 p.m.

District Secretary Michelle Hollon



Chairman Jon Napier/Vice-Chair Ed Egan



Minutes taken by Corina Byerley,
Executive Admin Assistant