

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

**February 21, 2023**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on February 21, 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, Pat McElligott, Fire Chief Parkinson, Deputy Chief Mack, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused:

**Audience:** Phil Herrera, Julie Door (SS911, Board Chair), Deborah Grady (SS911, Executive Director), Battalion Chief Brad Dyson, Captain Sandlian, HR Manager Tanya Lynch, Kari Meyers

**Honors and Recognitions:** None

**Oath of Office:** Chair J. Napier gave District Secretary Corina Byerley her oath of office.

**Approval of Agenda:**

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

Agenda Item 9a (Commissioner Conference/Committee Reports)- replace Jan. 6 Planning Committee minutes with minutes from Feb. 3 meeting.

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

**Consent Agenda:**

Commissioner Egan moved to approve the consent agenda (minutes of the January 17<sup>th</sup> Regular meeting; minutes of the February 15<sup>th</sup> Special meeting; treasurer's report; current expense vouchers 230202001-230202082 in the amount of \$1,446,855.11; payroll vouchers 230201001-230201002 in the amount of \$7,692.88; payroll vouchers 230204001-230204010 in the amount of \$388,674.93 and electronic payroll in the amount of \$2,391,669.95; Capital expense vouchers 230203001-230203012 in the amount of \$1,150,632.20; Financial Waiver for transport account 1326288048 in the amount of \$909.60; Financial Waiver for transport account 132650972 in the amount of \$628.40; and Resolution 999 Quarterly EMS write-offs in the amount of \$183,350.16). Motion seconded by Commissioner Cathey and carried.

**Guest Speaker Presentation:**

**South Sound 911:** South Sound 911 Executive Director Deborah Grady and Board Chair Julie Door gave an overview of South Sound 911. The presentation included information about how SS911 was formed, the governing body, who they serve, how it is funded, and what they hope to accomplish in the future. No action taken, information only.

**EMS Survey Recap 2022:** Battalion Chief Dyson provided an update on the EMS Survey results from 2022. Each patient transported by an EPFR unite is given the opportunity to complete a patient experience survey. The questions in the survey are standardized and used nationally. The results of the surveys are tabulated, and a score is given. EPFR received a score of 95.49 for 2022. The results compare EPFR performance internally and against other similar agencies nationally. BC Dyson will post quarterly and annual reports in the hallway outside the EMS offices at headquarters. No action taken, information only.

**2022 Medical Injury Report:** HR Manager Tanya Lynch and Captain Sandlian gave a brief presentation recapping medical injury trends at EPFR in 2022. They discussed the common types of injuries seen, what the process is when an injury occurs, average time loss for an injury, and what actions have been taken to reduce those injuries in the future. 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 is tied into the system. Sewer lines reroute installation is complete. Site excavation work continues. Footings and foundation work continues. Upper apparatus bay is underway. Weather is still causing struggle with saturated soils. Permanent power underground installation made across E Main Street. Jones and Roberts continue to perform well.

**Station 112:** Civil/site design is underway. Estimated May 2023 for permit submittal.

**Station 114:** Bid was closed. Bidder evaluations, low bid amount of \$7,425,000 by Andy Johnson and Company, Inc. We have a couple small approvals pending for the construction permit. Station 114 fire crews and station operations have been moved to station 115. Site is nearly ready to turn over to the general contractor. Notice to proceed anticipated on or before March 13th.

**Station 117:** County planning review continues. Traffic and right-of-way exit issues are being resolved. Final review into the county now. Construction document submittal by February 21.

**Station 118:** Interior painting and finishes continue. Apparatus bay doors have been installed. Front apparatus ramp is completed. Sidewalk and curbs are in process.

**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: an audit update, FY 2020 and 2021 audit is complete were clean; MSO 118 deployed on February 6<sup>th</sup>; new medic units are being deployed; Recruit firefighters: 12 (SAFER) started academy on 2/6 and 7 will be graduating the academy on 2/17; HR Administrator started on 2/1; Chief and Commissioner Wernet attended Legislative Day on 2/17; staff submitted AFG grant application for a rescue pumper; Chief will be out of town for March Board meeting, DC Mack will be attending; and we will hold a Board workshop in April from 5-7 pm before the regular meeting to discuss the Standard of Cover, Strategic Plan, and financial forecast.

**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 2/3. The committee meeting covered three topics. 1. A construction update by Project Manager Phil Herrera. 2. The reviewed proposed response metric benchmarks as a follow-up to the Standard of Cover program. And 3. Milton Station 124-discussed aspects of the station that is owned by the City of Milton in anticipation of extending the term of the lease and making some tenant improvements. Also discussed potential changes to the contract for fire marshal services. The committee recommended that Chief Parkinson present all the options to the Board.

Finance Committee: None

HR Committee: None

**RESOLUTIONS:**

**Resolution 1012- Appointment of District Secretary:** Finance Manager Michelle Hollon presented to the Board Resolution 1012 requesting to change the appointment of District Secretary from Michelle Hollon to Corina Byerley. Commissioner Kroum moved to approve Resolution 1012 appointing Corina Byerley as District Secretary. The motion was seconded by Commissioner Wernet and carried.

**Resolution 1013- Appointment of Investment Officer:** Finance Manager Michelle Hollon presented to the Board Resolution 1013 requesting to clarify and change the position title for the investment officer from the District Secretary to the Finance Manager. Commissioner Kroum moved to Resolution 1013 appointing Finance Manager, Michelle Hollon as the investment officer for East Pierce Fire & Rescue. The motion was seconded by Commissioner Egan and carried.

**Resolution 1014- Cancel of Warrants:** Finance Manager Michelle Hollon presented to the Board Resolution 1014 requesting the cancellation of two warrants due to being lost in the mail and uncashed. EPFR employee Patience Taylor was issued a check for \$35.00 and Transpogroup was issued a check I the amount of \$2,678.75. The total amount to be cancelled is \$2,713.75. Commissioner Egan moved to Resolution 1014 cancelling warrants 1660761 and 16608902 in the amount of \$2,713.75. The motion was seconded by Commissioner Garling and carried.

**NEW BUSINESS:**

**2022 Financial Year End:** Finance Manager Michelle Hollon presented to the Board an overview of revenues, expenditures, and fund balances for FY2022. No action taken, information only.

**Board Compensation Discussion:** Finance Manager Michelle Hollon presented to the Board a list of commonly attended events the Board requested at the last meeting to determine the Boards desire for compensation. The Board discussed the types of events that should be compensated. The Board reviewed the current policy for Commissioner Compensation (Fire\_Commissioner\_Compensation\_and\_Waiver). The Board agreed to leave the existing policy (Fire\_Commissioner\_Compensation\_and\_Waiver) as is. Commissioners should obtain pre-approval from the Board for attending events that would not typically be attended by a Commissioner. The policy shall be followed for requesting compensation when no pre-approval was obtained. No action taken.

**City of Milton Fire Prevention Fee Schedule:** Chief Parkinson presented to the Board a request to amend the ILA with the City of Milton regarding the fee schedule for fire marshal services. The ILA currently increases fees by the amount of the June CPI-U (Seattle-Tacoma-Bellevue). The proposed change places a cap on the inflator to mirror the COLA of East Pierce employees. Commissioner Egan moved to approve the Fire Chief to amend the ILA with the City of Milton for Fire Marshal services and place a cap on inflation tied to the actual EPFR employee COLA. The motion was seconded by Commissioner Garling and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**South Sound 911 New Board Orientation Meeting:** District Secretary Corina Byerley provided the Board with information regarding the South Sound 911 New Board Orientation Meeting on Mar. 8<sup>th</sup>. Commissioners Napier, Garling, and Kroum expressed interest in attending. No action taken, information only.

**PDC Reminder:** District Secretary Corina Byerley reminded the Board that PDC filing is due by April 15<sup>th</sup>. No action taken, information only.

**Election File Dates Reminder:** District Secretary Corina Byerley reminded the Board that the open filing period for those Commissioners running for office this year is May 15-19. No action taken, information only.

**EXECUTIVE SESSION:** None

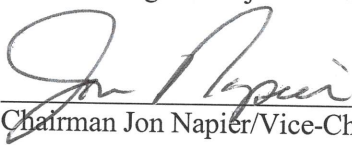
**COMMISSIONER ACTION/DISCUSSION:**

Commissioner Cathey requested to step down as Chair of the Planning Committee. Commissioner Cathey nominated Commissioner Wernet to take the position. Board Chair Napier supports appointing Commissioner Wernet as the Planning Committee Chair.

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 9:28 p.m.

  
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District Secretary Corina Byerley

  
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Chairman Jon Napier/Vice-Chair Ed Egan