

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

**June 20, 2023**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on June 20, 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 (virtual), Cynthia Wernet, Kevin Garling, Mike Cathey, Pat McElligott, Chief Jon Parkinson, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused: None

**Audience:** Assistant Chief Kevin Stabenfeldt, Assistant Chief Moore, Project Manager Phil Herrera

**Honors and Recognitions:** None

**Oath of Office:** None

**Approval of Agenda:**

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

**Consent Agenda:**

Commissioner Garling moved to approve the consent agenda (minutes from the May 16<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 230602001-230602087 in the amount of \$455,884.90; payroll vouchers 230603001-230603010 in the amount of \$433,405.23; and electronic payroll in the amount of \$2,450,947.52; Capital expense vouchers 230601001-230601014 in the amount of \$1,390,891.92; and post-meeting payroll transactions in the amount of \$321,881.62). Motion seconded by Commissioner Egan and carried.

**Guest Speaker Presentation:** None

**VISITOR COMMENTS:** None

**BOND-2018:**

**Project Manager:** Project Manager Phil Herrera gave an update on the Capital Facilities Plan.

**Station 111:** The building foundation work is close to complete. Elevator shaft and tall apparatus bay columns completed this week. Slab on the admin section is complete. Structural steel components underway in admin area.

**Station 112:** Permit documents are being prepared from station 114 documents. Submitting for "conditional use permit". Survey and Legal description completed to facilitate land/building swap with the neighbor.

**Station 114:** Abatement work completed. Construction of the retaining wall is complete. Demolition of all buildings is complete. Final clean-up of debris this week. Site grading to begin next week.

**Station 117:** Building permit is in review. First review received with few comments. Awaiting second review comments expected this week. Bid documents are in process. Bid date is July 6th or sooner. Looking at September 4th to start construction.

**Station 118:** Landscaping is proceeding. Final interior finishes are underway. Final site construction in progress. Sidewalks and entrances completed. Working towards substantial completion.

**Station 124:** 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 update on council presentations (South Prairie complete); 2024 Budget process is underway, budget timeline shared; 2023 medic units Dodge chassis for three medic units will not be available, working with Braun NW on alternatives to present to the Board; a letter was sent to the Milton Mayor regarding the existing fire station in Milton, no response has been received at this time; the annual employee survey is complete (included in packet); the financial operational assessment is complete and will be presented to the Board in July; and an update was given regarding interviews of levy consultants.

**Q2 Strategic Plan Update:** Chief Parkinson gave an update on the progress made on the goals outlined in the Strategic Plan. Highlights included progress in goal 1 support the wellbeing and development of our team (Task book revisions are continuing, PCFTC working on delivery of common required promotional courses; all components of succession development planning have been completed and will remain ongoing for review and improvements; expanding peer support team; yoga and fitness classes offered; and recruitment is underway and has substantially increased), goal 2 prepare for a growing population and increasing demand for services (Community Connect is live; working with City of Bonney Lake to develop CERT program; and SOC adopted in March, )goal 3 cultivate strong relationships with the communities we serve (Characterization program redeployed for first time since COVID; FDSU Community Connect is now live; and EAC training has begun), and goal 4 be a highly efficient organization (financial operational assessment is complete; discussion has begun regarding regional EMS training, records, and certifications; and facility maintenance reserve policy has been drafted).

**Q2 Standard of Cover Update:** Chief Parkinson gave an update on the goals outlined in the Standard of Cover. Highlights included progress in goal 2a turnout times (staff is testing for data transfer delays), goal 2b call processing times (data collection continues), goal 2d implementing risk-based response to target hazards (internal work continuing to overhaul of response packages, ESZ's, and station orders), and goal 3a (enhance integration of key information systems (regional discussion to create data warehouse as a single hub for all data feeds continues).

**2023 Employee Survey:** Chief Parkinson gave an overview of the key takeaways from the employee survey. Mostly positive ratings in all categories except in the area of EPFR facilities.

#### **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

Planning Committee: Commissioner Wernet reported on the committee's last meeting on 6/2. The committee meeting covered five topics.

1. A construction update by Project Manager Phil Herrera.
2. Discussion of Phase 2 facilities projects. Requested condition assessment of Stations 113, 116 and 124 is underway by RFM. Discussion included a "deep dive" into future options for vehicle maintenance. Committee would like additional information to determine next steps.
3. Levy consultant plan for upcoming levy request to voters planned for 2024. Consultant interviews are next step.
4. Planning Committee is recommending that a future Strategic Plan should be a rolling annual effort, guided initially by a consultant (TBD) and involving stakeholders to include employees,

community, partner agencies and entities. Consultant fees and associated costs may go to the Finance Committee for adding to the 2024 budget.

5. Committee reviewed the draft of a new Facility Maintenance Reserve Policy and recommended changes.

**RESOLUTIONS:**

**Resolution 1024- Surplus EMS Equipment:** Assistant Chief Moore presented to the Board Resolution 1024 requesting to the surplus of miscellaneous EMS equipment. Misc. EMS equipment listed in Appendix A is no longer of use to the district. Some items have been replaced, are damaged beyond cost effective to repair, or have been placed out of service for meeting expiration date criteria. Commissioner Wernet moved to approve Resolution 1024, the surplus of miscellaneous EMS equipment, and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Garling and carried.

**NEW BUSINESS:**

**Facility Reserve Policy (1<sup>st</sup> Reading):** Chief Parkinson presented to the Board the first reading of a new policy to capture the full resources required to operate and maintain existing and future facilities. No action taken.

**Deputy Chief Evaluation and MOU:** Chief Parkinson presented to the Board an overview of the Deputy Chief's evaluation and recommended MOU. Further discussion in executive session.

**Interim Deputy Chief Contract:** Chief Parkinson presented to the Board a request to fill the role of Deputy Chief with an interim assignment due to the long-term absence of DC Mack. Further discussion in executive session.

**EXECUTIVE SESSION:**

Chair Napier called for an executive session per RCW 42.30.11(1)(g) to evaluate the qualifications of an applicant for public employment and to review the performance of a public employee for discussion at 7:54 p.m. for 10 minutes.

Meeting reconvened at 8:04 p.m.

**COMMISSIONER ACTION/DISCUSSION:**

Upon reconvening the meeting from executive session, the following action was taken:

**Deputy Chief's Contract MOU:** Commissioner McElligott moved to approve the Memorandum of Understanding as presented as modification to the Deputy Chief's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. The motion was seconded by Commissioner Cathey and carried.

**Interim Deputy Chief Contract:** Commissioner McElligott moved to authorize the Board Chair to sign an employment agreement with Kevin Stabenfeldt for a period of six months. The motion was seconded by Commissioner Wernet and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**WFCA Annual Conference:** District Secretary Corina Byerley provided information to the Board for the WFCA Annual Conference to be held in Tulalip October 25-28. All commissioners and Chief Parkinson expressed interest in attending. No action taken, information only.

**NAEFO Annual Conference:** District Secretary Corina Byerley provided information to the Board for the NAEFO Conference to be held in Las Vegas September 18-19. No interest in attending. No action taken, information only.

**Long Term Care Deductions:** District Secretary Corina Byerley reminded the Board that long term care fee deductions will begin on July 1<sup>st</sup>. Exemptions must be forwarded to Finance Manager Michelle Hollon by today (June 20<sup>th</sup>). No action taken, information only.

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m.

  
District Secretary Corina Byerley

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Chairman Jon Napier/Vice-Chair Ed Egan