

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

July 18, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on July 18, 2023, in-person and via conference/video call through Zoom. 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, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: Pat McElligott

Audience: Project Manager Phil Herrera, IT Manager Mike Blaylock (virtual), Mitch Hansen (virtual) and Grace Chu (virtual) from Clark Nuber.

Honors and Recognitions: None

Oath of Office: None

Approval of Agenda:

District Secretary Corina Byerley requested to amend the agenda as follows:

- Agenda Item 4 (Consent Agenda)- add payroll vouchers 230703001-230703013 in the amount of \$733,102.93 and electronic payroll in the amount of \$ 2,310,434.45.
- Agenda Item 14 (Executive Session)- add an executive session per RCW 42.30.110 (1)(f) to receive and evaluate charges brought against a public employee.

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

Consent Agenda:

Commissioner Wernet moved to approve the consent agenda (minutes from the June 20th Regular meeting; treasurer's report; current expense vouchers 230701001-230701077 in the amount of \$802,458.54; payroll vouchers 230703001-230703013 in the amount of \$733,102.93; and electronic payroll in the amount of \$2,310,434.45; Capital expense vouchers 230702001-230702016 in the amount of \$2,269,364.08; post-meeting expense voucher 230604001; and post-meeting payroll transactions in the amount of \$305,344.09). Motion seconded by Commissioner Kroum and carried.

Guest Speaker Presentation:

Clark Nuber Financial Assessment: Mitch Hansen and Grace Chu from Clark Nuber presented to the Board an overview of the operational financial assessment. The overview included the scope of the project, deliverables, and key recommendations. The presentation concluded indicating that proper policies and controls are in place, but some areas could benefit from tightening controls and streamlining existing processes. Chief Parkinson added that the next steps include reviewing the recommendations, prioritizing, and creating a timeline for proposed changes. No action taken by Board.

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: Progress is being made. The contractor is keeping the job moving and avoiding vendor delays. Water mitigation efforts are working.

Station 112: Drawings are in development using station 114 drawings with modifications. County has requested additional information for conditional use permit, but the process is moving along.

Station 114: Project is moving along. Working with County to tie-in storm grids. Footings and groundings going in this week.

Station 117: Project has gone out to bid. Five contractors attended the optional walk-thru.

Station 118: Cleaning crews began this week. Punch list and testing to begin soon. Substantial completion is expected by the end of July. Asphalt is in place and curing.

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: a report on 4th of July incidents; the District AV will see a decrease of -1.1% in 2024 keeping levy rates from eroding any further in 2024; June CPI data released on July 12 came in at 4.6%; Station 117 went out to bid on July 7th and closes on August 15th; update on 2023 medic units, we may be able to secure three Ford chassis; and staff is now working on the 2024 budget, Finance Committee to review first draft in early October, Board to review October 17th, Finance Committee to review 2nd draft early November, then Board reviews final budget November 21st. Chief Parkinson also reported that the cities of Sumner and Bonney Lake are reviewing language that would allow for emergency firework bans; the Mayor of Milton notified the district that the city is favorable to discussion regarding a possible joint project for station 124; and conditional employment offers have been extended for thirteen firefighter positions.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet reported on the committee's last meeting on 7/7 and requested a report in September regarding the status of the budgets for the new stations.

Finance Committee: Commissioner Napier referenced the committee meeting notes and reported that there was no additional information to provide from the committee's last meeting on 7/10.

RESOLUTIONS: None

NEW BUSINESS:

Levy Consultant Recommendation: Chief Parkinson presented to the Board a recommendation to utilize Lund Faucett for levy education consulting. The planning committee supports the recommendation. Commissioner Egan moved to authorize the fire chief to enter into an agreement with Lund Faucett for levy education consulting. Motion seconded by Commissioner Kroum and carried.

UNFINISHED BUSINESS:

Facility Reserve Policy (2nd Reading): Chief Parkinson presented to the Board the second reading of a new policy to capture the full resources required to operate and maintain existing and future facilities. Commissioner Garling moved to approve the facilities reserve policy as presented. Motion seconded by Commissioner Kroum and carried.

COMMISSIONER TRAINING/EVENT REQUESTS:

PCFCA Picnic: District Secretary Corina Byerley provided information to the Board for the PCFCA Picnic to be held at Orting Park on July 27th at 6pm. No action taken, information only.

EXECUTIVE SESSION:


Chair Napier called for an executive session per RCW 42.30.110 (1)(f) to receive and evaluate charges brought against a public employee at 8:13 p.m. for 5 minutes.

Meeting reconvened at 8:18 p.m.


COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:18 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan