

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

August 15, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on August 15, 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, Pat McElligott, Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey, Chief Jon Parkinson, Deputy Chief Bill Mack, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused: None

AUDIENCE: Project Manager Phil Herrera, Attorney Joe Quinn

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 230803001-230803010 in the amount of \$390,046.23 and electronic payroll in the amount of \$ 2,422,050.51.
- Agenda Item 14 (Executive Session)- Move the executive session per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency from Agenda Item 14 to Agenda Item 7.

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

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the July 18th Regular meeting; treasurer's report; current expense vouchers 230801001-230801068 in the amount of \$330,624.45; payroll vouchers 230803001-230803010 in the amount of \$390,046.23; electronic payroll in the amount of \$ 2,422,050.51; Capital expense vouchers 230802001-230802014 in the amount of \$1,954,080.65; post-meeting payroll transactions in the amount of \$921.19; financial waiver for transport account number 132700527 in the amount of \$795.75; and Resolution 1025 quarterly EMS write offs in the amount of \$216,444.41). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding

the discussion is likely to result in an adverse legal or financial consequence to the agency at 7:04 p.m. for 10 minutes.

Executive session extended at 7:14 p.m. for 5 minutes.

Meeting reconvened at 7:19 p.m.

BOND-2018:

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

Station 111: Progress continues at a good pace. The project timeline has increased by two months due to curing time for retaining walls not included in the original construction schedule.

Station 112: No changes since last meeting. Continuing work on drawings and communicating with the County for conditional use permit. Pre-application meeting with Pierce County is scheduled for August 27th.

Station 114: The contractor is moving at a good pace. The underground sitework has been going well with no big surprises. There are some delays with a couple permits at Pierce County that could impact the schedule for storm and water connections.

Station 117: Project bid closed today. Reviewed bid tabulation. Jody Miller Construction is the apparent low bidder.

Station 118: General contractor has been notified of pending action if substantial completion is not delivered by September 1. Punch list and testing is underway. Furnishings are being delivered.

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: Station 118-concerns have been communicated with the contractor regarding construction delays; Station 124-remodel project is out for bid and closes on 8/28; Station 117-bid closed on 8/15 and an update was provided; Recruitment update-an unexpected employee resignation was received last month, but we were able to add the position to the fall academy bringing the total class size to 14, recruitment for 2024-1 is currently underway; command staff and several battalion chiefs will be attending the King County Fire Chiefs Leadership Conference Sept. 11-14; Levy Committee-Chief provided overview of workgroup activity and consultant recommendations; and 2024 Budget Process-staff is working on 2024 budget, discussed timeline for committee and Board review.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS: None

RESOLUTIONS:

Resolution 1026- Cancellations of Warrant: District Secretary Corina Byerley presented to the Board Resolution 1026 requesting the cancellation of a warrant. Cobalt Storage was issued a check in the amount of \$967.00 for storage services and was lost in the mail and not cashed. The total amount to be cancelled is \$967.00. Commissioner Egan moved to Resolution 1026 cancelling warrants 1690216 in the total amount of \$967.00. The motion was seconded by Commissioner McElligott and carried.

Resolution 1027- Transfer of funds (Project Manager): District Secretary Corina Byerley presented to the Board Resolution 1027 requesting the transfer of funds in the amount of \$90,860 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner McElligott moved to approve Resolution 1027 to transfer funds from the Capital Fund to the General fund in the amount of \$90,860. The motion was seconded by Commissioner Cathey and carried.

NEW BUSINESS: None

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS: None

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.110(1)(g) to review the performance of a public employee at 8:00 p.m. for 10 minutes.

Executive session extended at 8:10 p.m. for 5 minutes.


Meeting reconvened at 8:15 p.m.

COMMISSIONER ACTION/DISCUSSION:

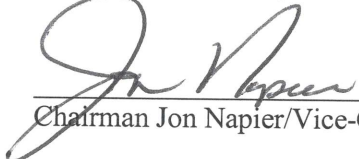
Project Manager Performance Award: Upon reconvening the meeting from executive session, the following action was taken: Commissioner McElligott moved to give the Project Manager, Phil Herrera, a one time, lump sum, performance award in the amount of 5% of his annual salary as of September 1, 2023, to be issued with the next payroll cycle. A letter will accompany the performance award outlining accomplishments as a basis for the performance award. The motion was seconded by Commissioner Egan and carried.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan