

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

September 19, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on September 19, 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, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Kevin Garling
Commissioners Unexcused: Commissioner Mike Cathey

AUDIENCE: Michael Egan

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the August 15th Regular meeting; minutes from the August 23rd Special meeting; treasurer's report; current expense vouchers 230902001-230902083 in the amount of \$694,567.03; payroll vouchers 230901001-230901011 in the amount of \$422,838.55; electronic payroll in the amount of \$ 2,479,963.93; Capital expense vouchers 230903001-230903023 in the amount of \$1,490,135.52; post-meeting payroll transactions in the amount of \$939.28; and financial waiver for transport account number 132777744 in the amount of \$124.80.). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

Project Manager: Chief Parkinson gave an update on the Capital Facilities Plan included in packet.

Station 111: Progress continues at a good pace. On schedule to dry the building during October. Command Staff walked through last week and made some minor office wall adjustments. Attorney Quinn is writing a letter to the City regarding road improvement requirements.

Station 112: Conditional Use Permit customer service meeting went well. The county will let us stack permit reviews to save us processing for the public review times and have just one hearing examiner review. They are also going to let us submit our building permit prior to receiving an approved CUP. We have now moved the building permit submittal up to Oct 16th.

Station 114: All footings and foundations completed. Plumbing and electrical that goes under the slab complete in operations area. Ready to pour the slab next week. Work to prep for the slab also continues in that app bay and support areas.

Station 117: Groundbreaking ceremony was a success; approximately 150 people in attendance. Notice to proceed has been given. Contract is mobilizing to start work this week. The final building permit has not yet been issued.

Station 118: General contractor has been working diligently to respond to all final inspection comments; new comments with every re-inspection has made it a process of chasing a moving target. Punch list are being fixed and testing is underway. Furnishings are being installed. Goal is to open the station the week of October 9th.

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: Deputy Chief Mack's retirement; OVFR became part of CPFR effective 9/1; MSO soft seat deployed on 9/12; Fire station update: Station 124 remodel bid closed on 8/28, bid awarded, Station 117 groundbreaking ceremony was successful; King County Leadership Conference was attended by Command Staff and several battalion chiefs; Finance Committee will meet on 10/9; Open House is on 9/30; Levy committee update; updated timeline for 2024 Budget process; Beautify Bonney Lake-both Chief Parkinson and DC Stabenfeldt participated; SS911 single radio system-Chief will be speaking on behalf of the PC Fire Chief Association to the PC Council; and provided an update on concerns with the PC EMS office and system.

Q3 Strategic Plan Update: Update provided in agenda packet. Chief Parkinson answered some questions asked by the Board regarding blood testing and recruitment. Blood testing will be offered to personnel as part of as part of goal 1 to provide resources for cancer prevention/detection. Also, part of goal 1, to encourage applicants from a diverse range of backgrounds, Chief Parkinson reported that free testing and removing the EMT requirement for applicants has increased recruitment numbers significantly and increased diversity.

Q3 Standard of Cover Update: Update provided in agenda packet.

Q3 Financial Assessment Update: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS: None

RESOLUTIONS:

Resolution 1028- Transfer of funds (Reserve to GL): Finance Manager Michelle Hollon presented to the Board Resolution 1028 requesting the transfer of funds in the amount of \$ 1,014,210 from the Reserve Fund to the General fund to cover purchase of one new medic unit, the refurbish of two engines, and the purchase of three staff vehicles as part of the 2023 approved budget. Commissioner Kroum moved to approve Resolution 1028 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,014,210. The motion was seconded by Commissioner Egan and carried.

Resolution 1029- Transfer of funds (GL to Capital): Finance Manager Michelle Hollon presented to the Board Resolution 1029 requesting the transfer of funds in the amount of \$ 22,746 from the General Fund to the Capital fund to return funds that were charged to the Capital fund for charges to PSE for capital projects. The charges from PSE were estimated for equipment and services for capital projects. Actual costs were much lower, and PSE issued a refund check in the amount of \$22,746. Commissioner Egan moved to approve Resolution 1029 to transfer funds from the General Fund to the Capital Fund in the amount of \$22,746. The motion was seconded by Commissioner Kroum and carried.

Resolution 1030- Cancellations of Warrants: Finance Manager Michelle Hollon presented to the Board Resolution 1030 requesting the cancellation of warrants. IMS Alliance was issued a check in the amount of \$20.97 for services, they contacted the AC of Logistics, and he paid them over the phone in error resulting in a duplicate payment. Municipal Emergency Services was issued a check in the amount of \$56,451.63 for equipment, it was realized the company had a new address after the check was mailed. Unsure of the status of the check it is declared lost in mail and not cashed. The total amount to be cancelled is \$56,472.60. Commissioner McElligott moved to Resolution 1030 cancelling warrant 1699398 and 1699421 in the total amount of \$56,472.60. The motion was seconded by Commissioner Kroum and carried.

Resolution 1031- Sole Source (USDD): Chief Parkinson presented to the Board Resolution 1031 requesting to declare US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System. The District is seeking to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System from US Digital Designs for the new Station 111, 114 and 117. The system is quoted over the \$40,000 threshold by USDD and is the sole manufacturer of the system. This system is used by SS911, PSAP for Pierce County and will not utilize a different system, declaring USDD as sole source would serve the public interest. The District's other fire stations utilize this system as well and purchasing a different system would result in incompatibility issues. The District's Attorney, Eric Quinn has reviewed the request for sole source and has provided a letter of opinion. Commissioner Kroum moved to approve Resolution 1031 declaring US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System and waiving competitive bid requirements. The motion was seconded by Commissioner Egan and carried.

NEW BUSINESS:

Bond Expense Projection: Chief Parkinson provided information on projected revenues and expenditures for the bond fund. Information regarding projected ending fund balance and arbitrage expenses were also disclosed. No action was taken by Board, information only.

Special Teams Overview: Deputy Chief Kevin Stabenfeldt gave a presentation on the district's special operations teams. The overview included the leadership; types of teams including a brief summary of what they do, where they are assigned, number of members, and general response types; as well as some general challenges for the teams. No action was taken by Board, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Timecards: District Secretary Corina Byerley reminded Board to turn in pay requests for 2023 time by December 5th to be paid from the 2023 budget.

Snure Seminar: District Secretary Corina Byerley provided information in the agenda packet regarding the Snure Seminar that will be held on October 25th at 6:30pm. Commissioner Wernet will be attending in person, Commissioner Napier expressed interest in attending.

WFCA Additional Banquet Tickets: District Secretary Corina Byerley provided information in the agenda packet regarding purchasing additional banquet tickets for spouses that are attending the WFCA conference in October.


Open House: District Secretary Corina Byerley provided information in the agenda packet regarding the upcoming Open House on September 30th.

EXECUTIVE SESSION: None

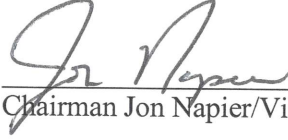
COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 9:09 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan