

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

October 17, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 17, 2023, in-person and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier (virtual) called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Mike Cathey, Kevin Garling, Pat McElligott, Randy Kroum (virtual), Cynthia Wernet (virtual), Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, IT Manager Mike Blaylock (virtual)

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the September 19th Regular meeting; treasurer's report; current expense vouchers 231001001-231001079 in the amount of \$698,804.32; payroll vouchers 231003001-231003014 in the amount of \$735,343.90; electronic payroll in the amount of \$ 2,449,354.04; Capital expense vouchers 231002001-231002023 in the amount of \$1,329,847.39; post-meeting payroll transactions in the amount of \$-19.81; and financial waiver for transport account number 132790964 in the amount of \$117.10.). Motion seconded by Commissioner Cathey 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 included in packet.

Station 111: The contractor will begin dry-in of the entire station this month. Road and sidewalk improvements along Main Street. We are working with PSE to move street lighting and landscape lighting for street trees. Installation of plumbing, electrical, and some mechanical has begun. The contractor put additional forces on the site this month as well as authorized overtime in an effort to make up some of the time lost by the long cure times of the retaining walls. Snow and ice seal is complete in the admin area.

Station 112: Conditional Use Permit is underway. Implementation of the new energy code has been pushed out to March. This has given us some breathing room. We are now planning to submit the building permit in mid to late November.

Station 114: The slabs were poured last week and into this week. Steel erection and wall framing underway. Framing should be complete by the end of October and roofing will begin. Work will begin in the right-of-way to make stormwater connections. Water connections to follow the stormwater.

Station 117: Excavation has begun. Last week over 2,000 yards of soil was removed. Excavation continues this week. Lots of community interaction as curious residents stop by site.

Station 118: Began responding from station 118 on October 12th. Big thanks to AC Sandlian and Logistics for their work preparing the station to open. Operating under a temporary certificate of occupancy. There are a couple items that will be finalized through this month into November. Final certificate of occupancy will be issued upon completion of structural upgrades and repairs are made to the canopy at the fitness room. The contractor is fixing the flagpole as it was constructed without the required steel in the base. There are still some outstanding punch list items that are being corrected. Theft has been a problem at this location. The entire project office trailer was stolen last month.

Station 124: Demo is underway for renovation. We are anticipating construction to start in the next couple of weeks. Targeting December for operations with crews.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: WSRB will begin re-rate process in mid-2024; Fire Station 118 was placed in service on October 12th; the annual Open House was held on Saturday, September 30th and was a huge success; reminder of Finance Committee meeting scheduled for Monday, November 13th; update on the 2024 Budget process; a Levy Committee update; Open House for Station 118 to be held on November 4th, EMS Survey company rate EPFR #1 compared to other like sized agencies; Chief will be meeting with the City of Edgewood to discuss windmill and property; and provided and update on the contract for services with the Town of South Prairie.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt highlighted that Community Paramedic Killion and Behavioral Health Specialist Haney provided fall prevention training to approximately 150 seniors.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee – Commissioner Wernet provided an overview of the Committee's walk-thru of Station 118 on October 6th. Some items noted included that the project was completed under budget, fast opening bay doors, and other neat features to improve response times and firefighter wellness. Commissioner Kroum noted that the dining table was constructed from repurposed wood from the old Station 118.

Finance Committee – Notes from the October 9th meeting were included in the agenda packet.

RESOLUTIONS:

Resolution 1032- Cancellation of Warrants: Finance Manager Michelle Hollon presented to the Board Resolution 1032 requesting the cancellation of warrants. Patrick Caviness was issued a check in the amount of \$46.04 for reimbursement was lost and not cashed. Kyle Mosher was issued a check in the amount of \$198.30 for training reimbursement but was lost and not cashed. A-Advanced Septic Services was issued a check in the amount of \$277.02, the check was returned to the District due to overpayment. National Association of Fire Investigators were issued a check in the amount of \$65.00, the check was

returned to the District due to overpayment. A warrant for the LTC tax was generated in error, the check was not mailed or cashed. Total amount requested to be cancelled is \$5092.49. Commissioner Garling moved to adopt Resolution 1032 cancelling warrant 1579358, 1695435, 1699362, 1702943 and 1707911 in the total amount of \$5092.49. The motion was seconded by Commissioner McElligott and carried.

Resolution 1033- Delegation of Contract Authority: Finance Manager Michelle Hollon presented to the Board Resolution 1033 requesting to delegate the authority to the Fire Chief to enter into and execute contracts for expenditures approved in the operating budget for the year not to exceed \$200,000 per contract and that the delegation of authority with a limit of \$200,000 be extended to contracts and/or expenditures for the 2018 voter-approved bond to keep projects on task and expend proceeds in the expected duration of time. Commissioner Cathey moved to adopt Resolution 1033 delegating authority for the Fire Chief to enter into and execute contracts for expenditures approved in the operating budget and expenditures associated with the 2018 Voter-approved Bond not to exceed \$200,000 per contract and/or expenditure. The motion was seconded by Commissioner McElligott and carried (Nay-Egan, Yay-Napier, Garling, Wernet, Cathey, Kroum, McElligott).

RECESS – A five-minute recess was taken at 8:15 p.m. The meeting reconvened at 8:20 p.m.

NEW BUSINESS:

2024 Budget (1st Reading): Chief Parkinson gave a presentation of the proposed 2024 Budget including an overview of revenues, expenses, equipment replacement reserve, facility maintenance reserve, and the 5-year forecast. No action was taken by Board, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

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 and Commissioner Napier will be 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.

Clothing: District Secretary Corina Byerley provided information regarding ordering logoed apparel.

EXECUTIVE SESSION:

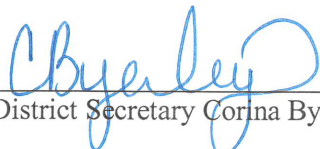
Chair Napier called for an executive session per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 9:38 p.m. for 5 minutes.

Meeting reconvened at 9:43 p.m.

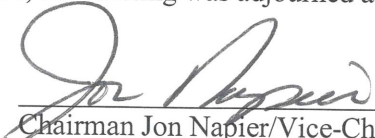
COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 9:44 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan