

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

November 21, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on November 21, 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, Mike Cathey (virtual), Pat McElligott, Randy Kroum, Cynthia Wernet, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Kevin Garling
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, FF Matt Reinke, FPPM Patience Taylor

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 Egan and carried.

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the October 17th Regular meeting; treasurer's report; current expense vouchers 231101001-231101094 in the amount of \$1,892,442.29; payroll vouchers 231103001-231103010 in the amount of \$415,783.21; electronic payroll in the amount of \$ 2,387,715.60; Capital expense vouchers 231102001-231102023 in the amount of \$2,211,816.34; post-meeting payroll transactions in the amount of \$1,780.90; and Resolution 1040 Quarterly EMS Write-offs.). Motion seconded by Commissioner Wernet 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 station is 90% dried in with snow and ice shield. Roofing to start next week whether permitting. Road and sidewalk improvements along Main Street continues. The emergency generator has been delivered and is set in place. Interior wall construction began this week in the administration area. Plumbing and mechanical equipment installation is slated to begin in December. No ground water problems, mitigation worked well. Jones and Roberts continue to perform well.

Station 112: Still in Conditional Use Permit. Projected construction starts: May 2024. 13-month construction time. Projected move-in operations: June 2025.

Station 114: Steel erection is complete. Framing has begun, showing good progress. Exterior walls complete with interior wall framing underway. Roof framing to begin in the next week. Should be dried in by the end of the year. Work has begun on the right-of-way to make stormwater connections. Water connections to follow the stormwater. Andy Johnson is making good progress on this project.

Station 117: Primary excavation is complete. Storm drainage has begun. Deep plumbing line installation underway this week. Footing forms are going in this week. The community continues to be excited to have us underway. Substantial completion: November 2024. Projected move-in and operations: January 2025. Jodi Miller construction is performing very well. By all accounts we are in good hands for the construction of this station.

Station 118: The station open house was a success. Estimate close to 100-150 people from the community attended. Working through the shakedown process. Lincoln construction has been responsive to our needs. Canopy repairs are complete. Still working through outstanding punch list items. Some is due to waiting on shipments. No further information from the police about the trailer theft. The bank indicated to them that they didn't have anything on camera.

Station 124: The renovation work has begun. Demolition work complete. Plumbing and electrical underway. Scheduled construction completion for late December, Crew operation by year end.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: the WSAO 2022 financial and accountability audit is underway; the open house for Station 118 was held on 11/4 and was a success with about 150 community members in attendance; Station 124 remodel is underway and is expected to be completed in December; WFC Legislative is Tuesday, January 23rd, legislative priorities were included in packet; the levy workgroup continues to meet and refine messaging; Chief clarified some rumors regarding the PCFCA meeting minutes; and Chief reminded Board of some upcoming events including the Pancake Feed and Santa Runs.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt highlighted work on regional response plans as well as a quarterly meeting between fire, law enforcement, SS911, and crisis responders to evaluate collaborative response to community members in crisis. Commissioner Wernet commented on the value of the joint meetings. Commissioner Kroum inquired about the impact of response changes due to the Sound Transit garage under construction near Station 113.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee – Commissioner Wernet provided an overview of the Committee's meeting on 11/3.

Finance Committee – Commissioner Napier provided an overview of the Committee's meeting on 11/6 packet.

PUBLIC HEARING FOR 2024 REVENUE AND EXPENDITURES:

Opening of Hearing: Chair Jon Napier opened the public hearing at 7:28 p.m.

Revenues and Expenditures for 2024: Chief Parkinson gave a presentation, included in packet, on the final draft of the 2024 Budget. Revenues to be collected are budgeted at \$48,138,423, plus \$7,498,888 transferred in from the reserve and \$201,677 transferred in from the bond fund, with an estimated fund ending balance of \$12,034,606. The District will be collecting 1.093372 per \$1,000 for the Regular Levy and .43527 per \$1,000 for the EMS Levy. Expenditures are budgeted at \$55,838,988. Chief Parkinson

reviewed the 2024 Budget goals and highlights which include equipment purchases, hiring personnel to staff peak activity units, promote additional deputy chief in mid-2024, maintaining banked capacity, and maintaining/replenishing reserves to targeted balances. The finance committee reviewed this presentation and supports the budget as presented. Chief Parkinson also reviewed a 5-year projection report which included property tax revenue, other revenue, expenditures, transfers to reserve accounts and capital purchases.

Public comments: None

Closing of Hearing: Chair Jon Napier closed the public hearing at 8:10 p.m.

RESOLUTIONS:

Resolution 1034 -2024 Budget and Exhibit A: Commissioner Egan moved to adopt Resolution 1034 for the approval of the 2024 Budget for East Pierce Fire & Rescue. The motion was seconded by Commissioner Kroum and carried.

Resolution 1035-2024 Regular Tax Levy: Commissioner McElligott moved to adopt Resolution 1035 for the approval of the 2024 Regular Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner Egan and carried.

Resolution 1036- 2024 EMS Property Tax Levy: Commissioner Kroum moved to adopt Resolution 1036 for the approval of the 2024 EMS Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

Resolution 1037- Excess Levy Tax Collection: Commissioner Egan moved to adopt Resolution 1037 authorizing the tax collection UTGO bonds for 2024. The motion was seconded by Commissioner Kroum and carried.

Resolution 1038- 2023 Budget Amendment and Exhibit A: Finance Manager Michelle Hollon presented to the Board Resolution 1038 requesting an amendment to the 2023 Budget as described in Exhibit A. Commissioner Egan moved to adopt Resolution 1038 for the approval of the 2023 Budget Amendment for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

Resolution 1039- Transfer of Funds (Project Manager): Finance Manager Michelle Hollon presented to the Board Resolution 1039 requesting the transfer of funds in the amount of \$97,555 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner Kroum moved to approve Resolution 1039 to transfer funds from the Capital Fund to the General fund in the amount of \$97,555. The motion was seconded by Commissioner McElligott and carried.

NEW BUSINESS:

Deputy Chief Contract: Chief Parkinson recommended to the Board that Interim Deputy Chief Kevin Stabenfeldt be promoted to Deputy Chief, and an employment agreement be executed. Commissioner McElligott moved to authorize the Board Chair to sign the employment agreement with Kevin Stabenfeldt for the position of deputy chief. The motion was seconded by Commissioner Wernet and carried.

South Prairie Contract: Chief Parkinson presented to the Board a proposed contract with the Town of South Prairie. The contract language was modified to mirror what District residents are paying and a rent increase for the fire station. Commissioner Wernet moved to authorize the fire chief to sign the ILA for fire protection, emergency medical services, and use of fire station with the Town of South Prairie. The motion was seconded by Commissioner McElligott and carried.

Windmill Property: Chief Parkinson updated the Board on the City of Edgewood's desire to purchase the windmill property next to Station 118. Chief Parkinson will initiate an appraisal of the property. No action was taken by Board, information only.

PCSORT/PCHIT: Chief Parkinson updated the Board on the dissolution of both PCSORT and PCHIT at the end of 2023. Response capabilities will be maintained through District special teams and mutual aid agreements with surrounding agencies. No action was taken by Board, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Pierce County Annual Awards Banquet: District Secretary Corina Byerley provided information in the agenda packet regarding the upcoming awards banquet that will be held on December 7th at 6:00pm. Commissioner Wernet will be attending.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION:

Station 118 Dedication: Commissioner Egan was contacted by Commissioner Mitchell regarding the Station 118 dedication. A ceremony and plaque presentation will occur at the Pierce County Fire Commissioners meeting at Station 118 in March.

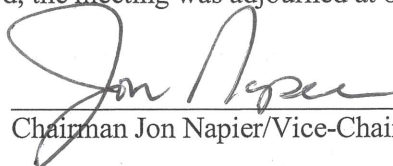
Federal Way Safety Committee: Commissioner Kroum will forward information to DC Stabenfeldt regarding participation in the Federal Way Safety Committee.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:51 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan