

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

**December 19, 2023**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on December 19, 2023, in-person at Station 118 (10105 24<sup>th</sup> St E, Edgewood) 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, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Kevin Garling  
Commissioners Unexcused: None

**AUDIENCE:** Project Manager Phil Herrera, Assistant Chief Bill Sandlian, Battalion Chief Mike McGinnis, Capt. Freeman, FF Kuiper, FF/PM Swanson, FF Watkins, FF/PM Crawford, MSO Wagner, Dina Sutherland, the Stabenfeldt family, Summer Parkinson, and Nikki Wagner.

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** Chief Parkinson gave Deputy Chief Kevin Stabenfeldt his oath of office.

Chairman called for a break for 10 minutes at 7:10 p.m.

The meeting reconvened at 7:20 p.m.

**APPROVAL OF AGENDA:**

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

- Agenda Item 14 (Executive Session)- add an executive session per RCW 42.30.110(1)(f) To receive and evaluate complaints or charges brought against a public officer or employee.

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

**CONSENT AGENDA:**

Commissioner Egan moved to approve the consent agenda (minutes from the November 21<sup>st</sup> Regular meeting; treasurer's report; current expense vouchers 231203001-231203079 in the amount of \$543,560.47; payroll vouchers 231204001-231204010 in the amount of \$432,228.90; electronic payroll in the amount of \$ 2,356,107.84; and Capital expense voucher 231201001 in the amount of \$112,752.06.). Motion seconded by Commissioner McElligott 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:** Roof framing is nearly complete except some eave overhangs. Roofing will begin this month. Interior wall framing in the admin area is at 50%, completion by year end. Second floor interior

framing is underway, January completion. Electrical and Mechanical rough-in is underway in the admin area. Window install to begin this month. A new updated schedule from the contractor is due next week.

**Station 112:** Still in Conditional Use Permit process. Site permit and building permit documents are underway. We will submit these to run concurrent with the CUP process.

**Station 114:** Exterior framing is nearly complete and interior framing is underway. The apparatus bay roof framing to begin this week. Storm system tie-in is underway, there will be some disruption to traffic patterns during this work. Currently looking at May/June completion.

**Station 117:** Foundation footing work has begun with the first 100 yards of concrete poured last week. Additional footings along with foundation walls is underway this week. The heavy rain last week required extra effort by the contractor to control runoff from the site. Construction vehicle parking may become an issue for this site. We are exploring ways to resolve some concerns by the county.

**Station 118:** Station is operational, and crews are settling in. Minor break-in items are being taken care of by the contractor. Awaiting issuance of permit for fuel island. Awaiting the final report from commissioning to submit for final CO. Major contractor work is completed.

**Station 124:** The renovation work has begun. Demolition work complete. Plumbing and electrical underway. Scheduled construction completion for late December pending receipt of cabinetry. Asphalt work has been completed earlier than expected.

#### **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; FF-EMT interviews underway throughout December for winter recruit class; WFC Legislative is Tuesday, January 23<sup>rd</sup>; the levy workgroup continues to meet and refine messaging; Chief recommended having the 2024 Board Workshop in May (two hours before regular meeting); and Chief gave a brief presentation of a recap of 2023.

**Monthly Deputy Chiefs Report:** Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt highlighted work by East Pierce personnel at the Training Consortium. Many compliments have been received regarding staff knowledge and specifically FF/PM Lovejoy who is currently serving as the senior EMS instructor.

**Q4 Strategic Plan Update:** Update provided in agenda packet.

**Q4 Standard of Cover Update:** Update provided in agenda packet.

**Q4 Financial Assessment Update:** Update provided in agenda packet.

**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 12/1. Notes from meeting included in agenda packet.

#### **RESOLUTIONS:**

**Resolution 1041 -Transfer of Funds to Reserve:** Chief Parkinson presented to the Board Resolution 1041 requesting the transfer of funds in the amount of \$1,685,700 from the General Fund to the Reserve fund per the approved 2023 Budget. Commissioner McElligott moved to approve Resolution 1041 to transfer funds from the General Fund to the Reserve Fund in the amount of \$1,685,700. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1042-Transfer of Funds to GL:** Chief Parkinson presented to the Board Resolution 1042 requesting the transfer of funds in the amount of \$1,955,412 from the Reserve Fund to the General Fund. This transfer is the remaining balance that is to be transferred to the General Fund to cover the expenditures for Capital Purchases approved by the Board for FY2023. Commissioner Kroum moved to approve Resolution 1042 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,955,412. The motion was seconded by Commissioner Egan and carried.

**Resolution 1043- Transfer of Funds (Project Manager):** Chief Parkinson presented to the Board Resolution 1043 requesting the transfer of funds in the amount of \$89,769 from the Capital Fund to the General fund to cover the wages and expenditures of the project manager. Commissioner McElligott moved to approve Resolution 1043 to transfer funds from the Capital Fund to the General Fund in the amount of \$89,769. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1044- Surplus:** Assistant Chief Sandlian presented to the Board Resolution 1044 requesting the surplus of miscellaneous items from IT, EMS, and Logistics Divisions. The items are no longer are of use to the District. Some items have been replaced or are damaged beyond cost of effective repair or placed out of service for meeting expiration date criteria. Commissioner Egan moved to adopt Resolution 1044, the surplus of miscellaneous information systems, EMS division, and Logistics division equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner McElligott and carried.

**NEW BUSINESS:**

**Vehicle Maintenance:** Assistant Chief Sandlian presented to the Board an assessment of the EPFR Vehicle maintenance program. Assessment criteria included workload, workforce, and workplace. No action taken, information only.

**Legal Service Contract:** Chief Parkinson presented a 2024 proposed agreement with Attorney Eric Quinn for legal services. The agreement is the same as past agreements. Staff recommends continuing services with the Eric Quinn. Commissioner Kroum moved to approve Attorney Eric Quinn's 2024 contract for legal services and authorize the Fire Chief to sign the contract on behalf of the District. The motion was seconded by Commissioner Egan and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**Legislative Day:** District Secretary Corina Byerley provided information in the agenda packet regarding the upcoming Legislative Day on January 23<sup>rd</sup>.

**2024 EPFR Meeting Schedule:** District Secretary Corina Byerley provided information in the agenda packet regarding the 2024 EPFR Meeting Schedule.

**2024 Pierce County Fire Commissioners Meeting Schedule:** District Secretary Corina Byerley provided information in the agenda packet regarding the 2024 Pierce County Fire Commissioners Meeting Schedule.

**New Daily Rate:** District Secretary Corina Byerley notified the Board of the increase in the daily rate of pay for commissioners beginning January 1, 2024. The daily rate will be increasing from \$128/day to \$161/day.

**EXECUTIVE SESSION:**

Chair Napier called for an executive session per RCW 42.30.110(1)(f) To receive and evaluate complaints or charges brought against a public officer or employee discussion at 8:50 p.m. for 5 minutes.

Executive session extended at 8:55 p.m. for 2 minutes.

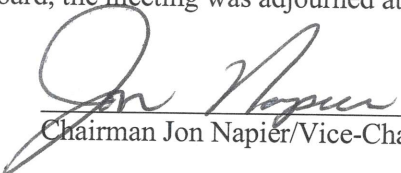
Meeting reconvened at 8:57 p.m.

**COMMISSIONER ACTION/DISCUSSION:** None

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:58 p.m.

  
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District Secretary Corina Byerley

  
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Chairman Jon Napier/Vice-Chair Ed Egan