

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

**February 20, 2024**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on February 20, 2024, in-person at Headquarters (18421 Veterans Memorial Dr E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Vice Chair Ed Egan called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Kevin Garling, Pat McElligott, Randy Kroum (virtual), Cynthia Wernet (virtual), Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Napier and Commissioner Cathey  
Commissioners Unexcused: None

**AUDIENCE:** Project Manager Phil Herrera, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Human Resources Manager Tanya Lynch, Community Paramedic Jen Killion, Behavioral Health Specialist Melissa Haney

**HONORS AND RECOGNITIONS:** 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 Garling moved to approve the consent agenda (minutes from the January 16<sup>th</sup> Regular meeting; revised December treasurer's report; January treasurer's report; current expense vouchers 240202001-240202090 in the amount of \$664,006.90; payroll vouchers 240201001-240202011 in the amount of \$432,571.66; electronic payroll in the amount of \$2,512,616.68; Capital expense vouchers 240203001 - 240203014 in the amount of \$1,399,942.31, and post-meeting payroll transactions in the amount of \$1,247.09). Motion seconded by Commissioner McElligott and carried.

**GUEST SPEAKER PRESENTATION:**

**2023 Injury/Medical Leave:** HR Manager Tanya Lynch and Assistant Chief Sandlian gave a brief presentation recapping medical injury trends at EPFR in 2023. They discussed the common types of injuries seen, what the process is when an injury occurs, average time loss for an injury, and what actions have been taken to reduce those injuries in the future. No action taken, information only.

**Mobile Integrated Health:** Firefighter/Community Paramedic Jen Killion and Behavioral Health Specialist Melissa Haney gave an update of the mobile integrated health program. Highlights included an analysis of assisted living facilities in the area regarding how they are utilizing district resources. CRP Killion has been working with local facilities to reduce falls and 911 usage. No action taken, information only.

**VISITOR COMMENTS:** None

**BOND-2018:**

**Project Manager:** Project Manager Phil Herrera gave an update on the Capital Facilities Plan included in packet.

**Station 111:** Interior framing is complete with backing and blocking added as needed. Rough-in plumbing and electrical HVAC continue. Admin section is dried-in, heaters are used to dry the space. Roofing continues to progress. Windows and storefronts arrived this week, installation now underway.

**Station 112:** First round of CUP reviews has been received. No significant issues. No public comments were received that require mitigation.

**Station 114:** The weather is holding up roofing on station 114, The weather seal is keeping it 95% dry inside. The contractor is able to move forward with HVAC rough-in. Heaters in use to dry the area. Interior framing is complete, backing and blocking as needed. Exterior siding and CMU underway.

**Station 117:** Footing and foundation walls completed. In slab plumbing and mechanical underway. Temporary power has been installed. The contractor has been running on a generator. Water onsite is slowing progress. Contractor working on water mitigation plan.

**Station 118:** Punch list items are being addressed as they arise. Final vehicle exhaust system installation is in process.

**Station 124:** Remodel is complete. Crews have moved in.

#### **CHIEF'S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: levy planning update, the exit interview for the WSAO 2022 financial and accountability audit is complete and clean; Station 124 was placed in service on February 7<sup>th</sup>, already seeing response improvements; appraisal report for Windmill property has been received and forwarded to the City of Edgewood; Milton Fire Station joint study request to fund half of the study to be presented as action item later in meeting; Buckley Fire Department may be changing their ALS transport service, discussed possible options including private transport, City starting its own ALS transport, or contracting with EPFR; and the Pierce County Fire Chiefs are discussing radio user fees.

**Monthly Deputy Chiefs Report:** Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt's report included: Operations-updates on four recruit classes, tactical practice sessions for promotional assessments, station order finalization; Logistics-apparatus update, station 124 renovation contribution; EMS-cadaver lab airway training completed, completed data submittal to WACARES, highlighted work by Assistant Chief Moore in his efforts to improve cardiac care, firefighter nutrition/hydration training is complete; Fire Prevention/Public Education-significant website updates to include 2024 content are complete, and the 2024 publications schedule established.

**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 2/2 noting that Station 112 permits were approved ahead of new energy code requirements saving the community money. Notes from meeting included in agenda packet.

#### **RESOLUTIONS:**

**Resolution 1046-Levy Lid Lift – April Ballot:** Chief Parkinson presented to the Board Resolution 1046 requesting the placement of a Regular Levy Lid Lift measure on the April 23, 2024 ballot. This measure will ask the voters to lift the lid on the regular levy to reset the rate to \$1.50 per \$1,000 of assessed valuation in 2025. Commissioner McElligott moved to approve Resolution 1046, placing the fire levy lid lift on the April 2024 special election ballot. The motion was seconded by Commissioner Garling and carried.

**NEW BUSINESS:**

**Appoint “For” and “Against” Committees:** The district advertised on its website to the public the opening to participate on a “For” or “Against” committee in reference to the ballot measure being placed on the April 23, 2024 special election to lift the lid for Fire request. The district received one request naming three individuals for the “For” committee, Greg Reinke, Christy Ferber, and Kathy Hayden. No requests were received for the “Against” committee. After discussion the following motions were made: Commissioner McElligott moved to approve the appointment of said individuals to the “For” committee in relation to the District’s Ballot measure for the April 23, 2024 election. The motion was seconded by Commissioner Garling and carried. Commissioner Garling then moved to approve the appointment of said individual(s) to the “Against” committee in relation to the District’s Ballot measure for the April 23, 2024 election. The motion was seconded by Commissioner McElligott and carried.

**Station 124 Joint Facility Study:** Chief Parkinson presented to the Board a request for funding up to a maximum of \$37,500 to conduct a joint facility study with the City of Milton. Both parties have expressed an interest in exploring a joint public safety building project. The estimated cost of the study to develop a project scope and cost estimate to determine cost vs. benefit is \$75,000. EPFR will be responsible for 50% of the project cost. Commissioner McElligott moved to approve the Milton Fire Station Joint Facility Study of \$37,500 funded from the Phase 2 Reserve. The motion was seconded by Commissioner Garling and carried.

**Archival Records:** District Secretary Corina Byerley requested the Board authorize moving records to the state archives per the detailed transmittal provided in the Board packet. Commissioner Garling moved to approve the transfer of archival records as listed in the transmittal to the Washington State Archives and authorize the Fire Chief to sign on behalf of the Board. The motion was seconded by Commissioner McElligott and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**Spring Series:** District Secretary Byerley provided information regarding the trainings offered on March 2<sup>nd</sup> and 23<sup>rd</sup>. No commissioners expressed interest in attending.

**Lake Chelan Seminar:** District Secretary Byerley provided information regarding the seminar to be held in Lake Chelan on June 1<sup>st</sup>. Commissioner McElligott expressed interest in attending.

**PDC Reminder:** District Secretary Byerley reminded Board that PDC filing is due by April 15<sup>th</sup>.

**WFOA Annual Conference:** District Secretary Byerley provided information regarding the WFOA Annual Conference to be held in Spokane October 23-26. No commissioners expressed interest in attending.


**EXECUTIVE SESSION:** None

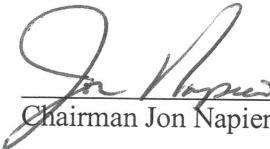
**COMMISSIONER ACTION/DISCUSSION:**

Commissioner Kroum noted that the construction on the Sound Transit parking garage in Sumner has started.

**ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 8:26 p.m.

  
District Secretary Corina Byerley

  
Chairman Jon Napier/Vice-Chair Ed Egan