

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

March 19, 2024

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

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

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, AFM John Selby, and Greg Reinke.

HONORS AND RECOGNITIONS:

Chair Napier called for a moment of silence in memory of Commissioner Mike Cathey who passed on March 18th.

APPROVAL OF AGENDA:

District Secretary Byerley requested to add to the agenda item 11b (New Business) add Board Vacancy. Commissioner Egan moved to approve the agenda as amended. The motion was seconded by Commissioner McElligott and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the February 20th Regular meeting; treasurer's report; current expense vouchers 240303001-240303075 in the amount of \$439,149.03; payroll vouchers 240302001-240302011 in the amount of \$433,919.85; electronic payroll in the amount of \$2,625,435.47; Capital expense vouchers 240304001 - 240204016 in the amount of \$2,456,985.03, and post-meeting expense voucher 240301001 in the amount of \$54,400.00). Motion seconded by Commissioner Egan and carried.

GUEST SPEAKER PRESENTATION:

Annual EMS Survey: Assistant Chief Moore gave a brief presentation recapping medical services survey trends. Survey results are compared by individual, shift, district, and to nationwide standards. EPFR scores high in EMS patient satisfaction both locally (92nd percentile) and nationwide (94th percentile). No action taken, information only.

2023 Fire Marshal Report Out: Assistant Chief Gilbert gave an update of the fire marshals accomplishments in 2023. Accomplishments included an improvement in fire and life safety inspections, 265 completed pre-fire plans, 39 plan reviews, and 37 fire investigations. No action taken, information only.

2023 Financial Report: Finance Manager Hollon gave an overview of the final 2023 financial data included in agenda packet. 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: The building is dried into all weather. Interior insulation and sheetrock are underway. Finish grade sitework continues. Preparing for first layer of asphalt, hopefully in April. Work is progressing again with the roof being completed.

Station 112: All comments have been addressed and resubmitted after the first round of CUP reviews were received. The items were not significant and have been addressed. We are still awaiting the first round of site and building permit review comments. All permits were submitted under the old energy code.

Station 114: The roof is completed, and the building is dried in. Seal coat of the building is under review. We have some deficiencies we are working through. This could have significant impacts to the general contractor and to the schedule. Interior framing is complete, insulation and sheetrock starting this week. Exterior siding and CMU are currently on hold pending seal coat review. Fireline change meeting with City scheduled for 3/20 to discuss code changes after plan submittal.

Station 117: There were issues with water holding on the site and saturating the entire building area. This was due to the temporary stormwater pond design. The pond was redesigned to allow for more water to leave the site, this resulted in drying the saturated areas so we could proceed. In slab plumbing and mechanical are back underway with slabs expected in the next week.

Station 118: Some of the final inspections passed this week. Two more inspections to go for final occupancy. Those are being scheduled for next week. Still addressing punch list items. Commissioner Egan pointed out some settling in ground in front of the flagpole, PM Herrera to investigate.

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 messaging update; Station 124 open house will be held on Saturday, March 23rd from 11 am to 1 pm; event reminders including a Planning Committee meeting on 3/27, Annual Awards Ceremony on 4/27, and PC Fire Commissioners Association meeting at Station 118 on 3/28; recruit update including graduations, new class start, and next recruiting process; and Planning Committee vacancy.

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-seven members completed probation and begin an inhouse drivers class next week, eight recruits went to the line, six recruits in post-academy, and fifteen recruits in pre-academy; Logistics-apparatus update, commended work on upfitting new personnel, facility grading project with RFM; EMS- highlighted work by Assistant Chief Moore in his efforts preparing the AFG grant information, first quarter OTEP complete, post academy EMS training complete, and work to upfit five Summer PD officers with AEDs; Fire Prevention/Public Education-inspections and pre-fire plan work, annual report preparation, and several public events. Commissioner Kroum commented on exceptional and friendly service his family received during a recent incident and extended his thanks.

Monthly Injury Report: Update provided in agenda packet.

Q1 Strategic Plan: Report update included in packet.

Q1 Standard of Cover: Report update included in packet.

Q1 Financial Assessment: Report update included in packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee– Commissioner Wernet provided an overview of the Committee’s meeting on 3/1 noting the next committee meeting will be held on 3/27 with BERK Consulting to discuss the strategic plan. Notes from meeting included in agenda packet.

RESOLUTIONS:

Resolution -Levy Lid Lift – August Ballot (1st reading): Chief Parkinson presented to the Board the first reading of a Resolution requesting, if the April 2024 levy fails, the placement of a Regular Levy Lid Lift measure on the August 6th, 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. No action taken at this time, first reading.

NEW BUSINESS:

Acceptance of completed construction for Station 124: Finance Manager Michelle Hollon presented to the Board a request to accept the completion of the renovation project of Station 124 with D&D Construction. The renovation project was completed in February 2023. Commissioner Egan then moved to accept the completion of the renovation project of Station 124 by D&D Construction. The motion was seconded by Commissioner McElligott and carried.

Board Vacancy: Chief Parkinson presented to the Board the process required and proposed timeline to fill the Board vacancy created by the passing of Commissioner Cathey. The Board will hear nominations at the April regular meeting, then review candidate qualifications and appoint a new commissioner at the May meeting. No action taken, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Spring Series: District Secretary Byerley confirmed with Commissioner Napier that he was registered for the March 23rd training.

Lake Chelan Seminar: District Secretary Byerley provided information regarding the seminar to be held in Lake Chelan on June 1st. The deadline to express interest in attendance is the April 16th.

PDC Reminder: District Secretary Byerley reminded Board that PDC filing is due by April 15th.

WFCA Annual Conference: District Secretary Byerley provided information regarding the WFCA Annual Conference to be held in Spokane October 23-26. Commissioner McElligott expressed interest in attending.

EXECUTIVE SESSION: Chairman Napier called for an executive session per RCW 42.30.140 Collective Bargaining Agreement discussion at 8:54 p.m. for 10 minutes.

Meeting reconvened at 9:04 p.m.

COMMISSIONER ACTION/DISCUSSION:

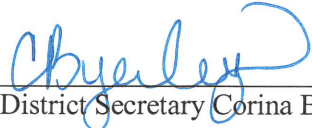
Planning Committee: Commissioner Napier will join the Planning Committee.

Windmill Property: Commissioner Egan was approached by the new Edgewood mayor regarding the assessed value and sale of the windmill property. Chief Parkinson will follow-up with the mayor.

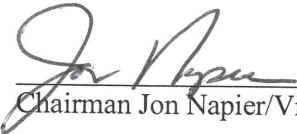
Commissioner Cathey: Commissioner Egan inquired as to how the district can support Commissioner Cathey's memorial. Chief Parkinson is in contact with the family and will coordinate support.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 9:24 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan