

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

**November 19, 2024**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on November 19, 2024, 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 Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Justin Evans, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Ed Egan

Commissioners Unexcused: None

**AUDIENCE:** Project Manager Phil Herrera

**HONORS AND RECOGNITIONS:** Deferred to December meeting.

**OATH OF OFFICE:** None

**APPROVAL OF AGENDA:**

Chief Parkinson requested to move items 5 through 9 on the agenda to after item 12 due to weather conditions and power concerns. District Secretary Byerley requested the following changes to the agenda: 1. Item 4d (Consent Agenda) – Approve Finances -Replace the Financial Transmittal, and 2. Item 11a (Resolutions) -Replace the Agenda Summary. Commissioner Kroum moved to approve the agenda as amended. The motion was seconded by Commissioner Evans and carried.

**CONSENT AGENDA:**

Commissioner Kroum moved to approve the consent agenda (minutes from the October 15<sup>th</sup> Regular meeting; minutes from the October 30<sup>th</sup> Special meeting; treasurer's report; current expense vouchers 241103001 - 241103084 in the amount of \$ 609,675.49; payroll vouchers 241101001 - 241101011 in the amount of \$ 458,078.11; electronic payroll in the amount of \$ 2,756,253.01; Capital expense vouchers 241102001 - 241102017 in the amount of \$ 3,547,791.83; post-meeting special voucher 241004001 in the amount of \$ 300,000.00; and Resolution 1064 Quarterly EMS Write-offs). Motion seconded by Commissioner Wernet and carried.

**PUBLIC HEARING FOR 2025 REVENUE AND EXPENDITURES:**

**Opening of Hearing:** Chair Jon Napier opened the public hearing at 7:07 p.m.

**Revenues and Expenditures for 2025:** Chief Parkinson gave a presentation, included in packet, on the final draft of the 2025 Budget. Revenues to be collected are budgeted at \$65,223,069, plus \$6,715,908 transferred in from the reserve and \$461,952 transferred in from the bond fund, with an estimated fund ending balance of \$12,666,526. The District will be collecting 1.50 per \$1,000 for the Regular Levy and .41911 per \$1,000 for the EMS Levy. Expenditures are budgeted at \$57,843,965. Chief Parkinson reviewed the 2025 Budget goals and highlights which include equipment purchases, hiring personnel, 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.

Commissioner Kroum recommended negotiations with Sound Transit for 2026 budget to recoup tax revenue for parking garages in Sumner.

**Public comments:** None

**Closing of Hearing:** Chair Jon Napier closed the public hearing at 7:33 p.m.

#### **RESOLUTIONS:**

**Resolution 1065 -2025 Budget and Exhibit A:** Commissioner Kroum moved to adopt Resolution 1065 for the approval of the 2025 Budget for East Pierce Fire & Rescue. The motion was seconded by Commissioner Garling and carried.

**Resolution 1066-2025 Regular Tax Levy:** Commissioner Wernet moved to adopt Resolution 1066 for the approval of the 2025 Regular Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

**Resolution 1067- 2025 EMS Property Tax Levy:** Commissioner Evans moved to adopt Resolution 1067 for the approval of the 2025 EMS Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner Garling and carried.

**Resolution 1068- 2025 Excess Levy Tax Collection:** Commissioner Garling moved to adopt Resolution 1068 authorizing the tax collection UTGO bonds for 2025. The motion was seconded by Commissioner Evans and carried.

**Resolution 1069- Target Reserve:** Chief Parkinson presented to the Board Resolution 1069 requesting to reorganize the reserve fund structure reducing the number of reserve funds from five to three. Monies in the eliminated funds will be redistributed into the three remaining funds. Commissioner McElligott moved to adopt Resolution 1069, "ESTABLISHING ACCEPTABLE USES OF RESERVE FUND BALANCES, DESIRED RESERVE FUND LEVELS AND CREATING METHODS FOR MAINTAINING FUND BALANCES" which supersedes Resolution 996. The motion was seconded by Commissioner Garling and carried.

**Resolution 1070- Sole Source (Vehicle Exhaust System):** Finance Manager Michelle Hollon presented to the Board Resolution 1070 requesting to declare Air Exchange as a sole source vendor for the purchase of vehicle exhaust systems for the new Stations 112 and 117. Commissioner McElligott moved to adopt Resolution 1070 declaring Air Exchange the sole source for the purchase of two Plymovent Vehicle Exhaust Systems and waiving competitive bid requirements. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1071- Surplus (Tempus Heart Monitors):** Chief Parkinson presented to the Board Resolution 1071 requesting to the surplus of 24 Phillips Tempus PRO/LS monitor defibrillators, including all accessories, cases, and chargers as detailed in Appendix A. These units will no longer be used and will be replaced by new Lifepak 35 monitors. Staff recommends selling the surplus equipment to Master Medical Equipment for \$240,000. Commissioner Evans moved to approve Resolution 1071, the surplus of 24 Philips Tempus Pro/LS Monitor defibrillators and accessories to Master Medical equipment, for \$240,000. The motion was seconded by Commissioner Kroum and carried.

#### **NEW BUSINESS:**

**Financial Management Policy:** Chief Parkinson presented to the Board the second reading of the Financial Management policy with proposed changes amending Section 215.4 Revenue Policy, Section 215.10 Debt Policies, and Section 215.14 Reserve Policies. Commissioner Wernet moved to Approve the Financial Management Policy as presented. The motion was seconded by Commissioner McElligott and carried.

**Authorization to Hire 2025 Firefighter Class in December 2024:** Chief Parkinson requested authorization to hire firefighters approved in the 2025 Budget in December of 2024. Hiring in December will enable the district to consolidate EMT training with the previous hire group providing cost savings to the district. Commissioner Evans moved to authorize the fire chief to hire the 2025 firefighter class in December 2024. The motion was seconded by Commissioner Garling and carried.

**Authorization to I.T. Administrator in December 2024:** Chief Parkinson requested authorization to hire an I.T. Administrator, approved in the 2025 Budget, in December of 2024 as the move to the new Station 111 requires a substantial body of work for I.T. Commissioner McElligott moved to authorize the fire chief to hire the I.T. Administrator in December 2024. The motion was seconded by Commissioner Kroum and carried.

**Deputy Chief Annual Evaluation and MOU:** Chief Parkinson presented to the Board an overview of the Deputy Chief Stabenfeldt's evaluation and recommended MOU. Commissioner McElligott moved to authorize the Board Chair to sign the MOU with Deputy Chief Kevin Stabenfeldt. The motion was seconded by Commissioner Garling and carried.

**Commissioner Compensation Policy:** District Secretary Byerley presented to the Board the second reading of the Commissioner Compensation and Waiver policy with proposed changes amending the compensation limits and aligning them with SSB 5925. Commissioner Evans moved to approve the edits to the Fire Commissioner Compensation and Waiver Policy addressing an increase in compensation limits as presented. The motion was seconded by Commissioner Kroum and carried.

**Legal Service Contract:** Chief Parkinson presented a 2025 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 Garling moved to approve Attorney Eric Quinn's 2025 contract for legal services and authorize the Fire Chief to sign the contract on behalf of the District. The motion was seconded by Commissioner McElligott and carried.

**Authorization to Purchase SCBA's:** Deputy Chief Stabenfeldt presented to the Board a request to purchase four refurbished SCBA air packs. Due to the deployment of additional resources, the district has an immediate need to add to its stock of self-contained breathing apparatus. Commissioner McElligott moved to authorize the fire chief to purchase four SCBA air packs from SeaWestern with a total expenditure not exceeding \$9,600 including tax. The motion was seconded by Commissioner Kroum 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:** Administrative office finishes are in progress. Landscape work, topsoil, and landscape irrigation are underway. Finishes to second level continue. Elevator installation 95% complete. The projected date for crews to transfer to the new Station 111 is December 23<sup>rd</sup> and admin will follow.

**Station 112:** Station is out for bid with a bid closing date is November 26<sup>th</sup>. CUP is still in process. House will move any day.

**Station 114:** Trim and finishes continue. Metal siding underway. Asphalt complete. The target completion date is January 10<sup>th</sup>.

**Station 117:** Exterior finishes are underway. Electrical, plumbing, and mechanical rough-in continue. Sheetrock installation continues with taping to begin this week. Front apron installation and asphalt ATB are complete. Substantial completion is expected in March.

**CHIEF'S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Station 112 is out for bid; 2023 financial audit is wrapping up with exit interview on 11/20; special meeting to discuss CBAs and award Station 112 bid in early December; training center and warehouse/vehicle maintenance space update; and a reminder of the Planning Committee meeting on 12/6.

**Monthly Deputy Chiefs Reports:** Deputy Chief Stabenfeldt and Deputy Chief Gilbert gave a brief overview of each division's accomplishments for the month included in packet. The report included: Deputy Chief Stabenfeldt reported that with the filling of the second mechanic position the district has begun performing preventative maintenance in-house; a new tender has been ordered; and the characterization team has been performing in schools; Deputy Chief Gilbert provided a brief update on the day's storm activity noting that between 5:45pm and 8:15pm the crews have already responded to 36 calls; thermal imaging cameras (TICs) were selected by a committee of personnel and the district purchased two TICs for each engine based on their recommendation; and provided an update on the status of heart monitors, 21 monitors have been received and training on the new monitors has been scheduled.

**Monthly Injury Report:** Update provided in agenda packet.

**COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Finance Committee:** Notes from the November 4<sup>th</sup> Finance Committee meeting were included in the agenda packet.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**Commissioner Compensation:** District Secretary Corina Byerley reminded the Board that compensation forms for time through November 2024 are due by December 5<sup>th</sup>.

**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 January 18<sup>th</sup> at 6:00pm. Commissioner McElligott encourage Board members to attend. Commissioners Napier, Egan, Evans, Wernet, and McElligott will be attending.

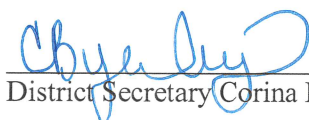
**EXECUTIVE SESSION:** Cancelled

**COMMISSIONER ACTION/DISCUSSION:**

**Snure Seminar Recap:** Commissioner Wernet requested a discussion and recap of the topics covered at the Snure Seminar that was held in October at the December meeting.

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:29 p.m.

  
District Secretary Corina Byerley

  
Chairman Jon Napier/Vice-Chair Ed Egan