

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

December 17, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on December 17, 2024, 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, 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 Jon Napier
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Todd Wernet, Chris, Patience Taylor

HONORS AND RECOGNITIONS: Chief Parkinson presented Deputy Chief Gilbert with a coin acknowledging 15 years of service. Chief Parkinson also presented Project Manager Phil Herrera with a coin acknowledging 5 years of service.

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Byerley requested the following changes to the agenda: 1. Item 4b (Consent Agenda) – Add minutes from 12/12/24 Special Meeting; 2. Item 4d (Consent Agenda) – Approve Finances -Replace the Financial Transmittal on page 9 and grid on page 13, 3. Item 10c (Resolutions) – Add Exhibit A to Resolution 1075; and 4. Item 11a (New Business) – Replace agenda summary for Station 112 Bid Award. Commissioner Wernet moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Kroum moved to approve the consent agenda (minutes from the November 19th Regular meeting; minutes from the December 12th Special meeting; treasurer's report; current expense vouchers 241202001 - 241202069 in the amount of \$ 458,818.85; payroll vouchers 241203001 - 241203015 in the amount of \$ 464,111.38; electronic payroll in the amount of \$ 2,647,840.96; Capital expense vouchers 241201001 - 241201015 in the amount of \$ 1,827,712.09; post-meeting payroll transactions in the amount of \$3,464.14; and Resolution 1072 Transfer of funds for Project Manager Expenses in the amount of \$71,204). 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: Admin finishes nearly complete. Office furniture installation now underway. Fencing, and landscape irrigation and landscaping underway. Memorial plaza finishes are underway. 2nd level floor

grinding and staining starting this week. Finish sitework continues. We are pushing hard to get the fire crews in before year end.

Station 112: Bids were received on 11/26. We received really good numbers from five bidders. Contract document preparation underway. Final building and site permit review is underway, all review comments have been addressed. Anticipate permit issuance and notice to proceed in January. There has been a delay in moving the house from the property however the homeowner is aware that it must be moved by January 30th.

Station 114: Interior finishes continue. Exterior siding finishes are finally near completion. Landscape irrigation to begin this week. There is an issue with sprinklers in the right of way that we are working to address. Final sitework finishes are underway. Gate and fencing started. Contractor was given the date of 1/10 for substantial completion. Expecting crews to move in February.

Station 117: Finish taping underway on sheetrock. Landscape irrigation underway. Siding is nearly complete. Sidewalks and curbs are 90% complete. Interior MEP is moving at a good pace. Substantial completion 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: an updated bond forecast; DC Stabenfeldt has successfully completed CFO certification; the district applied for two Assistance to Firefighters grants (AFG); an overview of the Station 111 move in plan, movers start on 12/19/24; the State Auditor's Office has completed the 2023 audit, Chief and Commissioners thanked Finance Manager Hollon and her team for all the hard work that goes into receiving a clean audit; Commissioner McElligott brought up proposed changes to public records laws; two employees separations; Local 3520 has a new President, FF/PM Patience Taylor has been elected President; and a Planning Committee reminder for meeting on 1/3/25, the committee be updated on the Milton Joint Study.

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 the second mechanic position is really making an impact, he also reported the transition of the Prevention division to Health and Safety AC Sandlian will be taking on the more responsibilities including the Peer Support team; Deputy Chief Gilbert reported that 85% of personnel have been trained on the new monitors, monitors are scheduled to go live in service on January 2nd; and a new class of 8 firefighters started yesterday.

Q4 Strategic Plan: Included in agenda packet.

Q4 Standard of Cover: Deputy Chief Gilbert reported starting long-range planning to with Pierce County to begin in January; and dispatch work with SS911 will reduce dispatch time by 1-2 minutes per call by mid-summer. Included in agenda packet.

Q4 Financial Assessment: Included in agenda packet.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Snure Seminar Recap: Commissioner Wernet gave a brief overview of information provided at the Snure Seminar in October.

RESOLUTIONS:

Resolution 1073 -2024 Budget Amendment and Exhibit A: Chief Parkinson presented to the Board Resolution 1073 requesting an amendment to the 2024 Budget as described in Exhibit A. Commissioner

McElligott moved to adopt Resolution 1073 for the approval of the 2024 Budget Amendment for East Pierce Fire & Rescue. The motion was seconded by Commissioner Wernet and carried.

Resolution 1074-Transfer of Funds from GL to Reserve: Finance Manager Michelle Hollon presented to the Board Resolution 1074 requesting the transfer of funds from the GL to Reserve in the amount of \$2,212,102. This is a scheduled transfer per the Equipment and Facility policy as approved in the 2024 budget and GEMT reconciliation payment received in 2024. Commissioner Kroum moved to approve Resolution 1074 to transfer funds from the General Fund to the Reserve Fund in the amount of \$2,212,102. The motion was seconded by Commissioner Garling and carried.

Resolution 1075- Transfer of Funds from Reserve to GL: Finance Manager Michelle Hollon presented to the Board Resolution 1075 requesting the transfer of funds from the Reserve to the GL in the amount of \$269,159. Commissioner Garling moved to approve Resolution 1075 to transfer funds from the Reserve Fund to the General Fund in the amount of \$296,159. The motion was seconded by Commissioner McElligott and carried.

Resolution 1076- 2025-2026 Fee Schedule: Chief Parkinson presented to the Board Resolution 1076 requesting the adoption of the 2025-2026 Fee Schedule. This schedule is updated every two years to current rates and outlines fees charge by EPFR. Commissioner Evans moved to approve Resolution 1076 EPFR fee schedule for 2025-2026. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Station 112 Bid Award: Chief Parkinson presented to the Board a request to award the bid for the construction of station 112 to Jones & Roberts Co. and to begin preparation of a contract for construction to be signed by the fire chief. The fire district closed bidding for the construction of station 112 on November 26, 2024. The district received five bids, Jones & Roberts Co. of Olympia, WA was the lowest responsive bidder submitting a bid proposal in the amount \$7,177,000 plus tax and a 10% contingency of bid amount. Staff suggest to award the bid for the construction of station 112 to Jones & Roberts Co. and to begin preparation of a contract for construction to be signed by the fire chief. Commissioner Wernet moved to award the bid for Station 112 to Jones & Roberts Co. in the amount of \$7,177,000 plus tax and a 10% contingency of bid amount and authorize the Fire Chief to sign the contract on behalf of the District. The motion was seconded by Commissioner Garling and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

2025 EPFR Meeting Schedule: District Secretary Corina Byerley mentioned the 2025 EPFR meeting schedule included in packet, noting that meetings will be held at current Headquarters (Station 111) until the new building is complete.

2025 Pierce County Fire Commissioners Meeting Schedule: Schedule included in packet.

EXECUTIVE SESSION: Cancelled

COMMISSIONER ACTION/DISCUSSION:

2024 Recap: Chief Parkinson gave a brief recap of 2024 highlighting promotions, hiring, retirements, and station construction.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:25 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan