

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

January 21, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on January 21, 2025, 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. Chair Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Justin Evans, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Patience Taylor, Troy Sterrenburg

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Corina Byerley requested to amend the agenda as follows:
Agenda Item 4 (Consent Agenda) add Payroll vouchers 250103001 - 250103017 in the amount of \$1,320,573.60 and electronic payroll in the amount of \$2,923,006.06. Commissioner Evans 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 December 17th Regular meeting; treasurer's report; current expense vouchers 250102001 - 250102086 in the amount of \$908,007.71; payroll vouchers 250103001 - 250103017 in the amount of \$1,320,573.60 and electronic payroll in the amount of \$2,923,006.06; Capital expense vouchers 250101001 - 250101017 in the amount of \$1,256,490.90; post-meeting payroll transactions in the amount of \$2,664.73; and Resolution 1077 4th Quarter 2024 EMS Write-Offs in the amount of \$307,896.24). 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: Office furniture installation 90% complete, in process of final adjustments and punch items. Landscaping to be completed this week. Gate installation this week. Memorial plaza finishes continue. Fire final next week. Electrical, mechanical, and plumbing inspection corrections are underway. Plumbing and mechanical reinspections are scheduled will be on Friday or Monday. The general contractor is trying to schedule the building final for Jan 23rd. Data installation next week as it is needed before the elevator can be completed. Occupancy goal is 1/31.

Station 112: The house and garage were moved this week. Contract discussions underway. We are looking to give the notice to proceed the first week of February.

Station 114: Interior finishes continue. Landscape irrigation continues. Final sitework finishes continuing. Some concrete finishes to be replaced. Gate and fencing started. Underground final this week. Mid-February for final inspections. Occupancy expected by the end of February.

Station 117: Finish painting nearly complete. Landscape irrigation underway. Floor grinding and finishing is underway. Casework and trim have been delivered and are awaiting the floor finish. Tile installation this week. Substantial completion expected in March.

CHIEF'S REPORT:

Monthly Chiefs Report: The Chief's monthly report was included in agenda packet. Deputy Chief Stabenfeldt report that Chief was out of the office.

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 on the deployment of five personnel to California to assist with the fires and thanked the Logistics Division for their support making sure the units deployed passed inspection with ease, and the Health and Safety Division facilitated Toys for Kids this holiday season helping 223 families and providing gifts to more than 500 children; Deputy Chief Gilbert reported that the team deployed to California has been assigned to structure protection and may extend deployment based on fire activity, heart monitors are 100% in service, and both Bonney Lake High School and Sumner High School have started JROTC programs that include police and fire.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet gave a brief overview of 1/7 Planning Committee meeting notes provided in packet.

RESOLUTIONS: None

NEW BUSINESS:

Station 112 Roof Acceptance: Finance Manager Hollon presented to the Board a request to accept the completion of the roof replacement project for Station 112. The roof replacement project for station 112 was awarded to K-Built Construction on September 17, 2024. The project is now complete. The bid award was for \$123,278.67 and the project was completed for \$123,278.67. Commissioner McElligott moved to accept the completion of the roof replacement of station 112 by K-Built Construction and approve payment from the 2025 budget. The motion was seconded by Commissioner Egan and carried.

Training Center Project: Deputy Chief Stabenfeldt presented to the Board a request to approve up to \$50,000 to advance the Training Center Project. Over the last six months, the District has been working with the White River School District (WRSD) to secure a lease for the land behind Station 116 to be utilized to develop a training center for East Pierce Fire & Rescue. To reach a final agreement, funding is needed to finalize the scope of the project, complete project renderings, and finalize a contract with the school district. Commissioner Kroum moved to approve up to \$50,000 to advance the Training Center Project with funding to come from the Phase 2 Reserve. The motion was seconded by Commissioner Wernet and carried.

Warehouse Lease: Deputy Chief Stabenfeldt informed the Board that two properties have been identified meeting the needs of the district for the purpose of relocating and consolidating vehicle maintenance and warehouse supply storage and distribution. We are continuing discussions with

both property owners to determine which options best serve EPFR and expect to have a final recommendation in front of the board in February. No Action taken, information only.

Station 112 Right of Way Deed: Finance Manager Hollon presented to the Board a request to approve a Statutory Warranty Deed for the right of way dedication for the property of the future Station 112. Commissioner Egan moved to approve the Statutory Warranty Deed for the right of way for the new location of Station 112. The motion was seconded by Commissioner McElligott and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

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

PC Elections Candidate Filing (May 5-9): District Secretary Corina Byerley reminded the Board members up for election this year that the PC Elections candidate filing week is May 5-9.

Legislative Day (February 6th): District Secretary Corina Byerley provided information regarding Legislative Day on February 6th and requested any Board members interested in attending express their interest by 1/24 so there is adequate time to get them registered.

South Sound 911 new Board Member Orientation (February 5th): District Secretary Corina Byerley provided information about the new Board Member Orientation at South Sound 911. Commissioner Evans will be attending.

Business Cards: District Secretary Corina Byerley provided information regarding business cards with the new Station 111 address. Commissioners Napier, Garling, Egan, Kroum, McElligott, and Evans would like business cards.

EXECUTIVE SESSION:

Chair Napier called for an executive session per RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price at 7:51 p.m. for 5 minutes.

Meeting reconvened at 7:56 p.m.

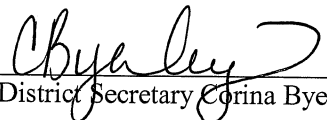
COMMISSIONER ACTION/DISCUSSION:

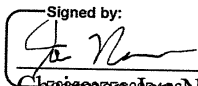
Planning Committee Appointment: Chair Napier appointed Commissioner Evans to the Planning Committee.

New South Sound 911 CEO: Commissioner McElligott informed the Board of a change at South Sound 911. The CEO retired and the position filled with an interim CEO until a new CEO is named. South Sound 911 is currently seeking candidates to fill the position.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:02 p.m.


District Secretary Corina Byerley

Signed by:

Chairman Ed Egan/Vice-Chair Ed Egan