

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

**April 15, 2025**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 15, 2025, in-person at Headquarters (8601 Main St 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, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley.

Commissioners Excused: None

Commissioners Unexcused: None

**AUDIENCE:** Assistant Chief Sandlian, Assistant Chief Moore, Assistant Chief Poe, Assistant Chief Westland, Project Manager Phil Herrera, Patience Taylor, Bryan Peterson, and Ron Scholz.

**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 250403001 - 250403014 in the amount of \$1,000,541.11 and electronic payroll in the amount of \$4,002,594.47; Agenda Item 9a (Commissioner Conference/Committee Reports) add notes from 4/11/25 Planning Committee Meeting; and Agenda Item 10b (Resolutions) add Resolution 1085 declaring a Public Records Index as unduly burdensome. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

**CONSENT AGENDA:**

Commissioner McElligott moved to approve the consent agenda (minutes from the March 18<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 250401001 - 250401085 in the amount of \$892,991.89; payroll vouchers 250403001 - 250403014 in the amount of \$1,000,541.11 and electronic payroll in the amount of \$4,002,594.47; Capital expense vouchers 250402001 - 250402026 in the amount of \$3,926,319.21; post-meeting special voucher 250301001 in the amount of \$26,360.90; Resolution 1082 the transfer of funds for Project Manager Expenses in the amount of \$165,812; and Resolution 1083 1<sup>st</sup> Quarter 2025 EMS Write-Offs in the amount of \$197,549.17). Motion seconded by Commissioner Kroum and carried.

**GUEST SPEAKER PRESENTATION:** None

**VISITOR COMMENTS:**

Ron Scholz (1621 Robinson Road, Sumner) commented on a medical incident that occurred in his home recently complimenting how the crew performed.

**BOND-2018:**

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

**Station 111:** Contractor onsite finishing minor punch list items. Public meeting room nearly complete.

The public plaza will be completed in April.

**Station 112:** Still awaiting final site permit. The county had a fourth review that has been addressed and resubmitted.

**Station 114:** Final occupancy inspections underway. Site and Building permits. Interior cleaning and final appliance and furnishings install. Turning over to fire department at the end of April. Station expected to be open in mid-June.

**Station 117:** Substantial completion is expected at the end of May. Interior finishes underway. Final landscaping is underway. Station expected to be open at the end of June.

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

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: A reminder of the Station 111 Grand Opening on May 17<sup>th</sup> 10-1; WSRB grading reports received, the rating for Summer improved from a 4 to a 3; Chief will schedule a meeting with the HR committee for his annual review; Chief will be out of office April 18-25; and provided a staffing update informing the Board that the District is down four spots and lateral firefighter interviews are scheduled.

**Monthly Deputy Chiefs Reports:** Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Thanks to AC Westland and FF Lynch for getting work completed at Station 113; Admin. Assistant Yvonne Hahn and Logistics Aide Tim Balding both received awards; Health and Safety-Life Scan and Galleri testing complete, thank you to AC Sandlian and Admin Assistant Blake Holt for coordinating; Awards Ceremony-Thank you to District Secretary Corina Byerley and the Awards Committee. Deputy Chief Gilbert reported: Recruit class passed the midpoint and will be on the line in June; new dispatch point has been a heavy lift and recognized South Sound 911 for their efforts; and noted the EMS Division has been working hard to transition EMS equipment to the new headquarters.

**Q1 Strategic Plan Update:** Included in agenda packet. Update given at Special Meeting.

**Q1 Standard of Cover Update:** Included in agenda packet. Update given at Special Meeting.

**Q1 Financial Update:** Included in agenda packet. Electronic payroll has been implemented.

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

#### **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Planning Committee:** Commissioner Wernet gave a brief overview of 4/11 Planning Committee meeting notes provided in agenda change packet.

#### **RESOLUTIONS:**

**Resolution 1084 – Surplus IT and EMS Equipment:** Chief Parkinson presented to the Board Resolution 1084 requesting the surplus of miscellaneous IT and EMS equipment. The items listed in Exhibits A and B have been replaced, damaged beyond cost of effective repair, or deemed past its useful life. Commissioner Evans moved to approve Resolution 1084, the surplus of miscellaneous information systems and EMS equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1085 – Declaring a Public Records Index as Unduly Burdensome:** Chief Parkinson presented to the Board Resolution 1085 requesting to declare a public records index as unduly burdensome due to the volume of records, the need to constantly maintain and update the index, and lack of a central repository for public records. Commissioner McElligott moved to approve Resolution 1085,

declaring the maintenance of a Public Records Index unduly burdensome. The motion was seconded by Commissioner Garling and carried.

**NEW BUSINESS:**

**Station 113 Project Acceptance:** Chief Parkinson presented to the Board a request to accept the completion of the exterior work project for Station 113. The exterior work (siding, gutters and paint) was awarded to K-built Construction on January 9, 2025. The original quote was for \$151,482.85. The final project cost was \$178,141.72. This includes a \$24,346.00 change order and subsequent increase in tax due to dry rot that was found once the siding was removed. The dry rot has been repaired and the project is complete. Commissioner Evans moved to accept the completion of the exterior work at station 113 by K-Built Construction. The motion was seconded by Commissioner Egan and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**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.

**WFCA Spring Series Saturday Seminar (Chelan, June 7<sup>th</sup>):** District Secretary Corina Byerley provided information regarding the Saturday Seminar on June 7<sup>th</sup> in Chelan noting Commissioners Napier, Garling, and McElligott have been registered.

**EXECUTIVE SESSION:** None

**COMMISSIONER ACTION/DISCUSSION:**

**Saturday Seminar on RFAs:** Commissioners McElligott attended a seminar at South Sound 911 regarding regional fire authorities. Commissioner McElligott found the seminar very informative as to the financial differences between mergers/acquisitions and regional fire authorities.

**Tehaleh Easter Egg Hunt:** Commissioner Kroum recognized Local 3520 and the District for their participation in the Tehaleh Easter Egg Hunt.

**Fairfax Bridge Closure:** Commissioner Evans inquired about how response may be affected by the permanent closure of the Fairfax Bridge. Deputy Chief Gilbert gave an overview of response plans utilizing fire access roads.

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 7:42 p.m.

  
District Secretary Corina Byerley

  
Chairman Jon Napier/Vice-Chair Ed Egan