

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

**May 20, 2025**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on May 20, 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, 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: Kevin Garling

Commissioners Unexcused: None

**AUDIENCE:** Assistant Chief Westland, Project Manager Phil Herrera, Patience Taylor

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** None

**APPROVAL OF AGENDA:**

District Secretary Corina Byerley requested to amend the agenda as follows:

Item 4e (Consent Agenda) add transmittal for voucher 250506001 in the amount of \$156,037.50 Agenda;

Item 9a (Commissioner Conference/Committee Reports) add notes from 5/16/25 Planning Committee Meeting; and Item 11c (New Business) add Pierce County Fire Protection Services contract.

Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Kroum and carried.

**CONSENT AGENDA:**

Commissioner Kroum moved to approve the consent agenda (minutes from the April 15<sup>th</sup> Special meeting, April 15<sup>th</sup> Regular meeting, and May 6<sup>th</sup> Special meeting; treasurer's report; current expense vouchers 250503001 - 250503090 in the amount of \$601,079.36; current expense voucher 250506001 in the amount of \$156,037.50; payroll vouchers 250505001 - 250505010 in the amount of \$476,744.52 and electronic payroll in the amount of \$2,955,902.18; Capital expense vouchers 250504001 - 250504016 in the amount of \$622,800.50; post-meeting special voucher 250404001 in the amount of \$22,443.41; post-meeting special voucher 250501001 in the amount of \$141,454.58; post-meeting special voucher 250502001 in the amount of \$17,068.49; post-meeting electronic payroll adjustment in the amount of (\$1,871.32); and Transport Waiver for account 133103544 in the amount of \$552.65). Motion seconded by Commissioner Egan and carried.

**GUEST SPEAKER PRESENTATION:** None

**VISITOR COMMENTS:**

**Local 3520:** President Hobi informed the Board of Commissioner Evans' participation in the union sponsored Fire Ops class in May, a video of his participation was sent to each Board member; and the Local will be having a Smoke and Shoot fundraiser in August.

**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 complete. The public plaza nearly complete. Temporary pavers installed. New, permanent pavers for Memorial Plaza will be installed soon.

**Station 112:** Site permits issued. Site clearing and grading is complete. Underground utilities and water underway.

**Station 114:** Final corrections for the building and site permits are being completed this week. Final occupancy inspections scheduled for May 23<sup>rd</sup>. Interior cleaning by the contractor on May 22<sup>nd</sup>. Anticipating operations from station 114 on June 10<sup>th</sup>.

**Station 117:** On target for substantial completion at the end of May. Interior finishes continue. Landscape will be completed this week. Final site and building inspections expected the week of June 2<sup>nd</sup>. Target operation by June 30<sup>th</sup>.

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

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Chief attended and spoke at the Pierce County Council on 5/13 regarding Wildfire Preparedness and the Sumner Grade Fire; EPFR separated with one recruit firefighter; five lateral candidates offered conditional job offers; Constitutional auditor training with Attorney Quinn will be offered to employees in June; Pierce County Fire Commissioners meeting will be held at Station 111 on May 22<sup>nd</sup>; and the Planning Committee meeting has been moved to July 11<sup>th</sup>.

**Monthly Deputy Chiefs Reports:** Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Annual hose, nozzle, and ladder testing is complete; AC Westland has secured the purchase of property for Station 124; Health and Safety-working to build out information in Essential Personnel; and the Communications Manager has updated the First Arriving dashboards. Deputy Chief Gilbert reported: the dispatch change at South Sound 911 has already shown a 40 second improvement in time and will continue to show improvement; and the recruit graduation will be held on May 29<sup>th</sup>.

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

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

**Planning Committee:** Commissioner Kroum gave a brief overview of 5/16 Planning Committee meeting notes provided in agenda change packet.

**HR Committee:** Commissioner Egan gave a brief overview of the 5/15 HR Committee notes provided in agenda change packet.

### **RESOLUTIONS:**

**Resolution 1086 – Cancellation of Warrants:** Finance Director Michelle Hollon presented to the Board Resolution 1086 requesting the cancellation of six warrants. Rehn & Associates was issued a check (1783969) in the amount of \$28.00 for cobra notification, check was lost and not cashed. Washington Audiology was issued a check (1780425) in the amount of \$44.00 for hearing services, check was lost at not cashed. Stryker Sales Corp was issued a check (1783980) in the amount of \$9,899.68 for medical supplies, check was lost and never cashed. Stryker Sales Corp was issued a check (1783981) in the amount of \$58,009.48 for medical equipment, check was lost and never cashed. Colorado Global University was issued a check (1783918) in the amount of \$1,500.00 tuition, check was lost and never cashed. Stryker Sales Corp was issued a check (1787920) in the amount of \$2,178.35 for medical supplies, check was lost and never cashed. Total amount requested to be cancelled is \$71,659.51. Commissioner Egan moved to adopt Resolution 1086 cancelling warrant 1783969, 1780425, 1783980, 1783981, 1787920 and 1783918 in the total amount of \$71,659.51. The motion was seconded by Commissioner Kroum and carried.

**Resolution 1087 – Sole Source (USDD):** Chief Parkinson presented to the Board Resolution 1087 requesting to declare US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System. The District is seeking to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System from US Digital Designs for the new Station 112. The system is quoted over \$75,500 by USDD and is the sole manufacturer of the system. This system is used by SS911, PSAP for Pierce County and will not utilize a different system, declaring USDD as sole source would serve the public interest. The District's other fire stations utilize this system as well and purchasing a different system would result in incompatibility issues. The District's Attorney, Eric Quinn has reviewed the request for sole source and has provided a letter of opinion. Commissioner Evans moved to adopt Resolution 1087 declaring US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System and waiving competitive bid requirements. The motion was seconded by Commissioner Wernet and carried.

**Resolution 1088 – Transfer of Funds (General to Capital):** Finance Director Michelle Hollon presented to the Board Resolution 1088 requesting to the transfer of funds from the General fund to the Capital fund in the amount of \$7,162. Charges from the City of Tacoma for equipment and services for the capital projects were estimated. The City of Tacoma issued a refund check in the amount of \$7,162. Funds must be applied back to the Capital fund. Commissioner McElligott moved to approve Resolution 1088 to transfer funds from the General Fund to the Capital Fund in the amount of \$7,162. The motion was seconded by Commissioner Egan and carried.

#### **NEW BUSINESS:**

**Warehouse Upfit:** Chief Parkinson presented to the Board a request for funds in the amount of \$305,821 plus sales tax to upfit the logistics warehouse with necessary equipment. Equipment included in estimated costs: mobile column lifts, post lifts, Plymovent system, waste and coolant tanks, grease dolly, hose reels, washer fluid cart, bottle jacks, cutting torch, MIG/TIG welder, parts racks, warehouse racks, wheel dolly, shop carts, and water/fluid collection. Commissioner Evans moved to approve \$305,821 plus sales tax, funded from the Phase 2 Reserve, for the upfit of the logistics warehouse. The motion was seconded by Commissioner Kroum and carried.

**Fire Chief Evaluation:** Topic deferred until after executive session.

**UNFINISHED BUSINESS:** None

#### **COMMISSIONER TRAINING/EVENT REQUESTS:**

**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.

**Pierce County Fire Commissioners Meeting (Thursday, May 22<sup>nd</sup>):** District Secretary Corina Byerley reminded the Board that the EPFR is hosting the May PC Commissioners meeting at headquarters.

**EXECUTIVE SESSION:** Chair Napier called for an executive session per RCW 42.30.110(1)(g) to review the performance of a public employee at 7:34 p.m. for 10 minutes.

Meeting reconvened at 7:44 p.m.

**Fire Chief Evaluation:** Upon reconvening the meeting from executive session, the following action was taken: Commissioner Egan moved to approve the Memorandum of Understanding as presented as modification to the Fire Chief's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. Chair Napier sincerely thanked Chief Parkinson for his hard work over the past year moving the District forward. The motion was seconded by Commissioner McElligott and carried.

#### **COMMISSIONER ACTION/DISCUSSION:**

**Commissioner Evans Daily Rate for Training Attended:** Commissioner Evans requested to be paid for a training event that he attended. The dates to be paid the daily rate are May 7-9.

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 7:47 p.m.

  
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District Secretary Corina Byerley

  
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Chairman Jon Napier/Vice-Chair Ed Egan