

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

**June 17, 2025**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on June 17, 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

Note: Technical difficulties caused Zoom to be disconnected and reconnected throughout the meeting. Both video and sound were offline for the majority of the meeting. The meeting continued in-person.

**AUDIENCE:** Finance Director Michelle Hollon (virtual), Project Manager Phil Herrera, Taylor Hobi

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** None

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**APPROVAL OF AGENDA:**

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

**CONSENT AGENDA:**

Commissioner Egan moved to approve the consent agenda (minutes from the May 20<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 250601001 - 250601078 in the amount of \$1,094,448.69; payroll vouchers 250603001 - 250603010 in the amount of \$468,552.00 and electronic payroll in the amount of \$2,964,136.55; Capital expense vouchers 250602001 - 250602015 in the amount of \$648,305.01; and post-meeting electronic payroll adjustment in the amount of \$11,313.21). Motion seconded by Commissioner Evans and carried.

**GUEST SPEAKER PRESENTATION:** None

**VISITOR COMMENTS:**

**Local 3520:** President Hobi gave a brief overview of some upcoming events.

**BOND-2018:**

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

**Station 111:** Contractor still onsite finishing minor punch list and troubleshooting items. Public plaza nearly complete, temporary pavers have been installed until permanent pavers arrive.

**Station 112:** Underground storm water system installation is underway. Underground utilities and water underway. Underground plumbing is complete. Forms for the foundation footing have begun.

**Station 114:** Final permit corrections completed, final inspections this week. Interior furnishings are underway. Move-in and operations with crews on June 17<sup>th</sup>.

**Station 117:** Final inspections of all minor disciplines are underway this week and next. Interior punch list items and touch-up continue. Station furnishing to begin next week. Target operation by June 24<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: Station 124 land purchase update, Station 124 construction project process, Constitutional Auditor training conducted on June 9<sup>th</sup>; 4 Platoon discussion with L3520 tabled until next CBA negotiations; Data Analytics software evaluation for recommendation, WRSD Training Center lease likely ready for July Board meeting, Logistics Warehouse permits approved, and construction is underway; 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-Team traveled to Florida to inspect the new tender, tender now in Tacoma being upfitted; Team traveled to Wisconsin to begin engine preconstruction process to be received later this year; Logistics has been working hard with Phil to prepare Stations 114 and 117; Health and Safety-evaluation process of wellness providers; also updating legacy processes for Essential Personnel; and the Communications Manager has been working on the summer newsletter. Deputy Chief Gilbert reported: Station 114-appreciation for IT and crews that also participated in getting moved in to the station; recruit class bell ringing ceremony on June 27<sup>th</sup> at 3pm; and JROTC advisory committee had final meeting of the school year, committee grateful of EPFR support.

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

**COMMISSIONER CONFERENCE/COMMITTEE REPORTS:** None

**RESOLUTIONS:**

**Resolution 1089 – Transfer of Excess Funds (General to Reserve):** Chief Parkinson presented to the Board Resolution 1089 requesting to the transfer of excess funds above the budgeted beginning fund balance for the 2025 Budget year from the General fund to the Reserve fund in the amount of \$1,558,190. Transfer funds will be applied in the Reserve Fund as follows: \$1,558,190 Capital Facilities Phase 2 Reserve. Commissioner McElligott moved to approve Resolution 1089 to transfer funds from the General Fund to the Reserve Fund in the amount of \$1,558,190. The motion was seconded by Commissioner Kroum and carried.

**NEW BUSINESS:**

**Deputy Chief Gilbert Evaluation:** Commissioner McElligott moved to approve the Memorandum of Understanding as presented as modification to Deputy Fire Chief Matt Gilbert's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. The motion was seconded by Commissioner Egan and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**


**WFCA Annual Conference (October 22-24 at Tulalip):** District Secretary Corina Byerley provided the Board with information regarding the conference. Commissioners McElligott, Kroum, Garling, and Egan expressed interest in attending.

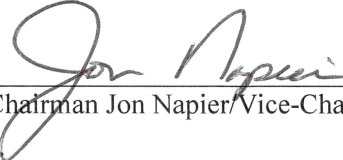
**EXECUTIVE SESSION:** Chair Napier cancelled the executive session

**COMMISSIONER ACTION/DISCUSSION:** None

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 7:38 p.m.

  
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District Secretary Corina Byerley

  
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Chairman Jon Napier/Vice-Chair Ed Egan