

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

July 15, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on July 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: Finance Director Michelle Hollon (virtual), Assistant Chief Mike Westland, Project Manager Phil Herrera, Taylor Hobi (virtual), IT Director Mike Blaylock (virtual), and Colleen Marchesano (virtual)

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

Item 4c (Consent Agenda) Replace transmittal for vouchers; Item 4c (Consent Agenda) Replace financial grid; and Item 9a (Commissioner Conference/Committee Reports) Add notes from 7/11/25 Planning Committee Meeting. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the June 17th Regular meeting; treasurer's report; current expense vouchers 250701001 - 250701087 in the amount of \$740,097.00; payroll vouchers 250703001 - 250703015 in the amount of \$973,397.40 and electronic payroll in the amount of \$3,030,523.04; Capital expense vouchers 250702001 - 250702015 in the amount of \$1,001,811.10; post-meeting electronic payroll adjustment in the amount of \$403.54; and Resolution 1090- Transfer of funds from Capital to General (Project Manager) in the amount of \$149,831). Motion seconded by Commissioner Garling and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Local 3520: President Hobi gave a brief overview of some upcoming events including the golf tournament on August 29th and the smoke and shoot fundraiser on August 24th. President Hobi also commented that things have been going good between labor and management and they are excited to work with the Board.

BOND-2018:

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

Station 111: Still working through minor and troubleshooting items.

Station 112: Underground storm water system installation finished. Underground utilities and water underway. Pouring foundation walls this week. Wood framing to begin next week.

Station 114: Station opened on June 17th.

Station 117: Station opened June 30th. There are a few punch list items that contractor is addressing. Project Manager Herrera thanked the Logistics division and crew for their hard work in getting the station ready. Commissioner Kroum commented that the community is excited to have the station open.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: 4th of July-Chief Parkinson noted the impact of staffing improvements on ability to handle a busy day; EMS Survey – report included in packet, Chief noted that EPFR ranked #1 when compared to other organizations nationally; Station 113- repairs needed to address mold issue, currently getting bids for repairs, and any budget overages will be presented to the board at the end of the year as part of the budget amendment; and Phase 2 Projects – requesting authorization for funding to advance Station 124 project and presenting lease for training property at this meeting, Logistics Warehouse- improvements are underway with an expected move-in in early September.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Logistics personnel had a big lift to open both Stations 114 and 117 within a week; Health and Safety-revamped legacy processes for Essential Personnel, Essential Personnel has been online since 7/1; and the Communications Manager- lots of social media interaction, public engagement is at its highest, Sam is doing a great job. Deputy Chief Gilbert reported: Station 117- new engine is in service; 4th of July yielded 88 emergency responses; 5 new lateral recruits started 7/7; and 6 recruits finished the academy and went to the line before July 4th.

Q2 Strategic Plan Update: Included in agenda packet. Deputy Chief Stabenfeldt highlighted progress on each of the four goals. Goal 4 – phase 2 projects including progress on the new station 124, logistics warehouse, and training facility, Goal 1 – ability to utilize video for prescreen interviews and removed EMT requirement for new hires. Goal 2 – work with South Sound 911 regarding dispatch. Goal 3 – engagement through social media and EMS personnel is meeting with all assisted living facilities in the district.

Q2 Standard of Cover Update: Included in agenda packet. Deputy Chief Gilbert highlighted progress made on the following goals: 2b- changes to South Sound 911, new dispatch point began on 4/1/25, since change there has been an approximate 40 second reduction in dispatch time; 2d- Station 117 is staffed, changed station orders to send closest unit including CPFR units; and 3c- South Sound 911 data analyst has been hired and will be supporting fire departments.

Q2 Financial Update: Included in agenda packet. Finance Director Michelle Hollon noted that procedural manuals and time entry training are in process. EPFR is currently meeting all recommendations.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee – Commissioner Wernet gave a brief overview of the meeting notes and noted the committee recommends proceeding with the WRSD training center agreement and supports the funding of the Station 124 project. Commissioner Wernet also updated the Board on the warehouse TI progress.

RESOLUTIONS:

Resolution 1091 – Transfer of Funds (Reserve to General): Finance Director Hollon presented to the Board Resolution 1091 requesting to the transfer of funds from the Reserve fund to the General fund in the amount of \$1,093,959. This transfer is to cover the expenditures for capital purchases approved by the Board for FY2025 and will be distributed as follows: Equipment Reserve \$281,037, Facilities Reserve: \$123,279, and Phase 2 \$689,643. Commissioner Kroum moved to approve Resolution 1091 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,093,959. The motion was seconded by Commissioner Egan and carried.

NEW BUSINESS:

WRSD Property Lease: Deputy Chief Stabenfeldt gave a brief overview of the contract for the property lease for the training center. DC Stabenfeldt noted the lease is for 10 years with two 5-year renewal options. Commissioner Evans moved to authorize the Fire Chief to enter into a 120-month lease agreement with White River School District for 5.3 acres of land for the purposes of creating a training site. The motion was seconded by Commissioner Egan and carried.

Data Analytic Software: Deputy Chief Gilbert presented to the Board a request to purchase data analytic software. DC Gilbert is recommending a 3-year agreement with Peregrine Data Analytics. Commissioner Egan moved authorize the Fire Chief to enter into a 3-year contract with Peregrine Data Analytics. The motion was seconded by Commissioner McElligott and carried.

Station 124 Project: Chief Parkinson presented to the Board a request to authorize funds to proceed with the design and permitting process for the new Station 124. Commissioner McElligott moved to authorize up to \$1.1 million to advance the Station 124 project through design and permitting. Funding will come from the bond fund first and then from the Phase 2 Reserve if needed. The motion was seconded by Commissioner Wernet 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, Napier, Garling, and Egan expressed interest in attending. Commissioner Kroum is unable to attend.

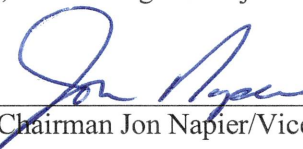
EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:09 p.m.


District Secretary Corina Byerley


Chairman Jon Napier/Vice-Chair Ed Egan