

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

October 21, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 21, 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, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

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

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the September 16th Regular meeting; treasurer's report; current expense vouchers 251001001 - 251001099 in the amount of \$879,501.90; payroll vouchers 251003001 - 251003014 in the amount of \$970,546.64 and electronic payroll in the amount of \$3,254,817.83; Capital expense vouchers 251002001 - 251002013 in the amount of \$ 454,524.01; post-meeting payroll adjustment in the amount of \$2980.72; Resolution 1093 – Transfer of Funds from Capital to General in the amount of \$112,963; and Resolution 1094 – 3rd Quarter EMS Write-Offs in the amount of \$202,490.13). Motion seconded by Commissioner Garling and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Local 3520: Vice-President Peterson gave a brief overview of some upcoming union events/involvement including the Santa Runs, Pancake Feed on December 6th, and Coats for Kids.

BOND-2018:

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

Station 111: Warranty items are being addressed as they arise. Pavers for Memorial Plaza have arrived and installation is underway.

Station 112: Onsite underground utilities and water continue. Right-of-way work on 207th Ave continues. Wood framing continues, all roof structures are in place. Roof vapor barrier was installed this week. Building is virtually dried-in. Rough-in electrical and plumbing is underway. Project continues at a good pace. Structural steel and wood framing is up.

Station 114: Warranty items and punch list items are being addressed.

Station 117: Warranty items and punch list items are being addressed. The fuel island and signs will be installed this week.

Station 118: Fuel island permit is in review.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Annual Open House at Station 111 was a success and hosted a couple thousand attendees; State audit is underway reviewing one year of financial records and two years of accountability; and Phase 2 Capital Projects – the City of Milton approved changes for the conditional use permit for the new Station 124, Station 124 and the Training Center will go out to bid next year.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-completed move to the warehouse; Health and Safety-Thank you to Dina Sutherland for her efforts in planning the Annual Open House at Station 111; and the Communications Manager- receiving good feedback on social media and updates to SharePoint.

Q3 Strategic Plan Update: Deputy Chief Stabenfeldt reported on the progress of each goal. Goal 1- health and fitness classes are offered to personnel, wellbeing resources have been added to Essential Personnel, Peer Support leadership changes and manual update, First Arriving dashboard is improving communication, and enhancements to entry level hiring process. Goal 2- Work continues among Pierce County Fire Chiefs and SS911 to refine measurement of call processing times for system-wide improvement, and implementation of Peregrine, EPF&R's new data analytics software began. Goal 3- Public events including grand openings, national night out, open house, etc.; media collaboration; and social media engagement. Goal 4- New Logistics Center, and funding for the new Station 124 and the Training Center. Commissioner Kroum recommended hiring a training consultant to improve delivery of educational materials to adult learners.

Q3 Standard of Cover Update: Chief Parkinson reported on progress made towards providing statistical information utilizing the Peregrine software; and the Pierce County Fire Chiefs Association has been working with South Sound 911 to improve call processing, the change in call processing should occur next quarter.

Q3 Financial Assessment Update: Finance Director Hollon reported that procedural tasks are ongoing and time entry training is underway.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Finance Committee – Commissioner Napier gave a brief overview of the meeting noting review of the draft 2026 budget, discussion regarding consolidations, and earthquake insurance options.

RESOLUTIONS:

Resolution 1095 – Transfer of Funds (Capital to Reserve): Finance Director Hollon presented to the Board Resolution 1095 requesting to the transfer of funds from the Capital fund to the Reserve fund in the amount of \$667,727. This transfer is to cover the Capital expenditure for the purchase of property for Station 124 that was approved by the Board at the May 6, 2025 special meeting. Bond funds were approved to use for the purchase however, funds were used from the Reserve Fund in error; this transfer is to replenish the Reserve Fund for the purchase. Commissioner McElligott moved to approve Resolution 1095 to transfer funds from the Capital Fund to the Reserve Fund in the amount of \$667,728. The motion was seconded by Commissioner Egan and carried.

NEW BUSINESS:

2026 Budget Draft: Finance Director Hollon and Chief Parkinson gave a presentation of the proposed 2026 Budget including an overview of the planning cycle, revenues, expenses, equipment replacement reserve, facility maintenance reserve, and the 5-year forecast. No action was taken by Board, information only.

Unclaimed Property: Finance Director Hollon presented to the Board a request to cancel two checks written from the District's transport account that were never cashed and register the refunds as unclaimed property with the State of Washington. Commissioner Evans moved move to approve the cancellations of check 3007 in the amount of \$40.00 and check 3013 in the amount of 100.00 written out of the District's transport account and register the refunds as unclaimed property with the State of Washington. The motion was seconded by Commissioner Kroum and carried.

Equipment Replacement Reserve Policy Revision (1st Reading): Chief Parkinson presented to the Board a request to revise the Equipment Replacement Reserve Policy to allow for the replacement of bunker gear extractors and SCBA decontamination systems, neither of which were previously accounted for in policy. No action taken, first reading.

Project Manager Contract MOU: Chief Parkinson presented to the Board a request to approve a memorandum of understanding (MOU) to modify section 3.1.1 of the contract to extend the Project Manager's contract through completion of Station 112. The current contract for the Project Manager expires at the end of 2025. This MOU would extend the current contract through the in-service date of Station 112 plus 60 days.

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 8:33 p.m. for 10 minutes.

Meeting reconvened at 8:43 p.m.

Upon reconvening Commissioner Kroum moved authorize the Board Chair to sign the MOU with Project Manager Phil Herrera on behalf of the district. The motion was seconded by Commissioner McElligott and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Commissioner Compensation: District Secretary Byerley reminded Board that compensation forms for January-November 2025 must be turned in by December 5th.

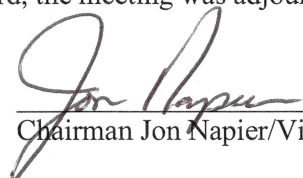
Commissioner Training Requirements and Certificates: District Secretary Byerley reminded the Board to forward certificates after completion of required training.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:48 p.m.


District Secretary Corina Byerley


Chairman Jon Napier/Vice-Chair Ed Egan