

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

November 18, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on November 18, 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, Assistant Chief Mike Westland, Project Manager Phil Herrera, Taylor Hobi, Chelsea (virtual), and Bryan Peterson (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 Kroum and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the October 21st Regular meeting; treasurer's report; current expense vouchers 251103001 - 251103094 in the amount of \$877,590.49; special voucher 251101001 in the amount of \$876,956.00; payroll vouchers 251102001 - 251102010 in the amount of \$478,332.66 and electronic payroll in the amount of \$3,259,968.42; Capital expense vouchers 251104001 - 251104010 in the amount of \$699,193.34; and post-meeting payroll adjustment in the amount of \$7,032.44). Motion seconded by Commissioner Garling and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Local 3520: President Hobi gave a brief overview of some upcoming union events/involvement including the Santa Runs, Pancake Feed on December 6th, and Coats for Kids. The union has also been preparing their 2026 budget.

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 been installed.

Station 112: Onsite underground utilities and water continue. Storm water distribution system across 207th Ave. this week. Finish roof is now installed on low roof areas. High roof final roofing underway, weather permitting. Rough-in HVAC, electrical, and plumbing continue. Project continues at a good pace.

Station 114: Final punch list items are scheduled for next week. Current warranty items are underway. Landscape walk is being scheduled. Final closeout process underway.

Station 117: Warranty items and punch list items are being addressed. The fuel island and electronic sign installation continues. The final closeout process is underway.

Station 118: Fuel island permit is still in review, expected this month.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: State audit is wrapping up; and Phase 2 Capital Projects – the demolition of house on the property for the new Station 124 is complete; South Prairie - contract expires at end of this year, the new contract will be brought to the Planning Committee and Board in December; and updated the Board on contractor mediation regarding general conditions.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Gilbert reported on the South Sound 911 CAD replacement software project; Live fire training in 2025 was delivered to approximately 50% of EPFR personnel; and discussed a program that allows blood products to be delivered by medics. Deputy Chief Stabenfeldt reported: Logistics-logistics center is fully functional, new mechanic started on Nov. 10th; and the Communications Manager is continuing the build out of SharePoint; also had a brief discussion regarding cybersecurity.

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 final 2026 budget.

PUBLIC HEARING FOR 2026 REVENUE AND EXPENDITURES:

Opening of Hearing: Chair Jon Napier opened the public hearing at 7:29 p.m.

Revenues and Expenditures for 2026: Finance Director Hollon gave a presentation, included in packet, on the final draft of the 2026 Budget. Revenues to be collected are budgeted at \$66,419,192, plus \$9,265,678 transferred in from the reserve and \$452,548 transferred in from the bond fund, with an estimated fund ending balance of \$15,185,260. The District will be collecting 1.50 per \$1,000 for the Regular Levy and .41444 per \$1,000 for the EMS Levy. Expenditures are budgeted at \$70,459,266. Finance Director Hollon reviewed the 2026 Budget goals and highlights which include equipment purchases, hiring personnel, and maintaining/replenishing reserves to targeted balances. The finance committee reviewed this presentation and supports the budget as presented. Finance Director Hollon also reviewed a 5-year projection report which included property tax revenue, other revenue, expenditures, transfers to reserve accounts and capital purchases.

Public comments: None

Closing of Hearing: Chair Jon Napier closed the public hearing at 7:37 p.m.

RESOLUTIONS:

Resolution 1096 -2026 Budget and Exhibit A: Commissioner Evans moved to adopt Resolution 1096 for the approval of the 2026 Budget for East Pierce Fire & Rescue. The motion was seconded by Commissioner Garling and carried.

Resolution 1097-2026 Regular Tax Levy: Commissioner McElligott moved to adopt Resolution 1097 for the approval of the 2026 Regular Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner Egan and carried.

Resolution 1098- 2026 EMS Property Tax Levy: Commissioner Garling moved to adopt Resolution 1098 for the approval of the 2026 EMS Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

Resolution 1099- 2026 Excess Levy Tax Collection: Commissioner Evans moved to adopt Resolution 1099 authorizing the tax collection UTGO bonds for 2026. The motion was seconded by Commissioner Egan and carried.

Resolution 1100- Transfer to Reserves: Finance Director Hollon presented to the Board Resolution 1100 requesting to transfer funds from the General Fund to the Reserve fund per the Equipment and Facility policy as approved in the 2025 Budget in the amount of \$1,827,412. The funds will be allocated as follows: Facilities Reserve: \$63,000 and Equipment Reserve: \$1,764,412. Commissioner Egan moved to approve Resolution 1100 to transfer funds from the General Fund to the Reserve Fund in the amount of \$1,827,412. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Equipment Replacement Reserve Policy Revision (2nd 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 changes were made since the first reading. Commissioner Wernet moved to approve the recommended edits to the Equipment Replacement Reserve Policy. The motion was seconded by Commissioner McElligott and carried.

Deputy Chief Stabenfeldt Annual Evaluation and MOU: Chief Parkinson presented to the Board an overview of the Deputy Chief Stabenfeldt's evaluation and recommended MOU noting Deputy Chief Stabenfeldt's outstanding job over the last year. Commissioner Kroum moved to authorize the Board Chair to sign the MOU with Deputy Chief Kevin Stabenfeldt. The motion was seconded by Commissioner McElligott and carried. Chair Napier spoke on behalf of the Board noting his outstanding work.

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.

Pierce County Fire Chiefs and Commissioners Annual Awards Banquet: District Secretary Byerley provided information to the Board regarding the Pierce County Fire Chiefs and Commissioners Annual Awards Banquet to be held on January 17, 2026, noting the RSVP deadline is Dec. 7th. Commissioners Napier, McElligott, Egan, and Evans will be attending.

EXECUTIVE SESSION: Chair Napier called for an executive session per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency at 7:46 p.m. for 5 minutes.

Meeting reconvened at 7:52 p.m.

Upon reconvening Commissioner Egan moved to authorize the fire chief to negotiate a general conditions settlement with Andy Johnson and Company for the fire Station 114 construction project. The motion was seconded by Commissioner Kroum and carried.


COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 7:53 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan