

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

April 21, 2026

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 21, 2026, 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, Randy Kroum, Justin Evans, and Pete Connell. Fire Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley were also present.

Commissioners Excused: Commissioner McElligott (technical difficulties joining virtually)

Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Jeff Berry, Finance Director Michelle Hollon, Troy Sterrenburg, Taylor Mack, Taylor Hobi (virtual), Chelsea Lovejoy (virtual)

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Corina Byerley request to amend the agenda as follows: Agenda Item 8 (Chiefs Reports) add Strategic Plan update; Agenda Item 11e (New Business) add the Station 111 build project acceptance; and Agenda Item 14a (Executive Session) Add an Executive Session per RCW 42.30.110(1)(i) 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. Commissioner Evans 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 March 17th Regular meeting; treasurer's report; current expense vouchers 260402001 - 250402099 in the amount of \$1,661,120.66; payroll vouchers 260401001 - 260401012 in the amount of \$644,484.58; electronic payroll in the amount of \$4,103,873.00; Capital expense vouchers 260403001 - 250402013 in the amount of \$627,840.08; post-meeting payroll adjustment in the amount of (\$1,067.07); financial waiver for transport account 133323139 in the amount of \$878.00; financial waiver for transport account 130479583 in the amount of \$217.50; Resolution 1112 – Transfer of Funds from Capital to General in the amount of \$92,521; and Resolution 1113 – 1st Quarter EMS Write-Offs in the amount of \$291,437.96). Motion was seconded by Commissioner Garling and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Local 3520: Secretary Chelsea Lovejoy gave a brief overview of some union events/involvement including President Hobi and two additional members are currently at a conference, 5 members attended the Strive Conference, recap of Easter Egg Hunts noting the organizers/leaders of each event including Dave Lindenmuth-Edgewood, Ryan Adams-Sumner, Justin Edwards-Tehaleh, and Kyle Bylin-South

Prairie. An LOA regarding day shift positions will be presented later in the meeting based on a request by the body.

BOND-2018:

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

Station 111: Still in the planning stage with engineering the fuel station. Plans should be ready to submit to the City of Bonney Lake in the next few weeks.

Station 112: Project is moving along at a good pace. A lot of the exterior finishes are complete. Curbs, gutters, and concrete work for sidewalks underway. Interior finishes are underway including acoustic ceilings and cabinetry. Floors are completed.

Station 114: Still have a couple warranty items to complete in the one-year timeframe. Working on final closeout documents with general contractor.

Station 117: A couple new warranty items have popped up; contractor is working on items. Fuel station tanks are set, still working on the flow meters for fuel monitoring system.

Station 118: Fuel station tanks are set, still working on the flow meters for fuel monitoring system.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Several memorial events coming up recognizing DC Mack, Chief Parkinson, DC Gilbert, and Honor Guard members will be flying to NFA for memorial; the WA State memorial in June, and the IAFF Fallen Firefighters memorial in September; Accountability Audit-working with legal regarding closeout; GEAR UP firefighter event to provide information on becoming a firefighter, Scout Night this Thursday, and Administrative Professionals day is Wednesday; South Sound 911 will be refunding the radio system reserve fund to participating agencies due to inability to design a single radio system; City of Buckley has submitted a letter requesting a proposal for fire and EMS services, Chief will meeting with Board committees to get direction for proposal; Several chiefs and HR will be attending the Labor Relations conference in a couple weeks; Congratulations to Assistant Chief Berry on his promotion; and FIFA World Cup coordination with Emergency Management.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Gilbert reported: Introduced AC Berry and welcomed him to his new position; 26 of 28 testing candidates participated in debriefs regarding the process; and Assessment for tender credit with WSRB is underway. Deputy Chief Stabenfeldt reported: Logistics has completed final inspection on two medic units, should be in service in the next couple weeks, also completed final inspection on two fire engines at Pierce; Health and Safety – Scout Night and Community Summit are coming up, Dina Sutherland and Blake Holt a heading up the characterization program in elementary schools, they are supported by firefighters and other staff members; Communications – lots of interaction on social media regarding upcoming events.

Q1 Strategic Plan Update: Update provided in agenda packet. Deputy Chief Stabenfeldt reported progress made towards each goal. Goal 1 progress included Lifescan wellness exams, a weeklong peer support class, Wellness Committee coordinated strength training class, ILC launched survey to better understand team and organizational dynamics, performance evaluations are now conducted through Essential Personnel, and debriefs were conducted after the captain/lieutenant testing process. Goal 2 progress included the implementation of Peregrine analytical software. Goal 3 included educational sessions with community groups and increased social media shares. Goal 4 updates include the initiation of refining the Facilities Maintenance Reserve plan to include new facilities, the addition of a payroll administrator, capturing internal workflow processes with Tango software, and initiated an evaluation of our policy management system. Remaining goals for 2026 include an accountability project, EMS division is gathering data regarding MIH role, Health and Safety division is defining the scope of our

Community Risk Reduction program, and continued progress on Phase 2 Capital Improvement Program including work on Station 124 and Station 116/WRSD training facility.

Q1 Standard of Cover Update: Update provided in agenda packet.

Q1 Financial Assessment Update: Update provided in agenda packet.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS: None

RESOLUTIONS: None

NEW BUSINESS:

LOA – Day Staff Assignments: Chief Parkinson presented to the Board a request to approve a Letter of Agreement (LOA) with Local 3520 amending the Collective Bargaining Agreement (CBA) Article 29 regarding required terms for day shift assignments. For some day shift assignments, the required term of service has been shortened to solicit interest in filling the positions. Commissioner Egan moved to approve the Letter of Agreement with Local 3520 regarding CBA Article 29 “Day Shift Assignments”. The motion was seconded by Commissioner Kroum and carried.

IT Security Upgrades: Chief Parkinson presented to the Board a request to purchase equipment to improve network security in the amount of \$60,000. This equipment includes upgrading mobile routers, branch routers, and Wi-Fi access points. The existing equipment is nearing the end of its useful life and needs to be replaced; in addition, it will improve network security through compliance with new standards. Commissioner Garling moved to approve \$60,000 for the replacement of IT network equipment. The motion was seconded by Commissioner Connell and carried.

Station 113 HVAC Acceptance: Deputy Chief Stabenfeldt presented to the Board a request to accept the completion of upgrades to the Station 113 HVAC system performed by Code Mechanical, Inc. The AC systems at Station 113 were 30 years old, leaking, and unreliable. Code Mechanical, Inc. was chosen from the MRSC small works roster to perform upgrades to the system. Replacement costs were funded through the 2026 Budget process to be funded by the facility maintenance reserve fund. Commissioner Kroum moved to accept the completion of Station 113’s HVAC system by Code Mechanical, Inc. in the amount of \$119,883.22. The motion was seconded by Commissioner Garling and carried.

Commissioner Compensation and Waiver Policy (2nd Reading): District Secretary Corina Byerley presented to the Board a revision to the Commissioner Compensation and Waiver policy. The revision amends policy section 216.3 to include compensation for Board members to attend one meeting annually with Local 3520. Commissioner Kroum moved to approve the recommended edits to the Commissioner Compensation and Waiver policy. The motion was seconded by Commissioner Evans and carried.

Station 111 Build Project Acceptance: Finance Director Michelle Hollon presented to the Board a request to accept the final completion of the Station 111 project. On January 5, 2026, all parties (Contractor, Architect, Project Manager) signed the Certificate of Final Completion signifying that they are in agreement that all requirements of the build were met and that the final costs were within the awarded bid amount approved by the Board of Fire Commissioners. Commissioner Garling moved to accept the completion of the Station 111 build. The motion was seconded by Commissioner Evans and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Spring Seminars: District Secretary Byerley confirmed that Commissioners Garling, McElligott, Evans, and Connell will be attending the June seminar in Chelan.

WFOA Annual Conference (Spokane October 21-24): District Secretary Byerley provided the dates and location of the WFOA Annual Conference and requested any commissioner interested in attending let her know so the appropriate number of hotel rooms can be reserved.

Pierce County Fire Commissioners Meeting: District Secretary Byerley reminded the Board that EPFR will be hosting the Pierce County Fire Commissioners meeting on April 23rd at Station 117.

EXECUTIVE SESSION: Chair Napier called for an executive session per RCW 42.30. 110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation at 7:55 p.m. for 5 minutes.

Meeting reconvened at 8:00 p.m.

Upon reconvening the following action was taken: No action taken, information only.


COMMISSIONER ACTION/DISCUSSION:

Committee Appointment: Commissioner Egan was asked to serve on a committee to evaluate dues for the Pierce County Fire Commissioners Association. Dues have not increased in 10 years. Commissioner Egan asked Board members to forward any opinions or thoughts on the matter to him to take back to the committee.

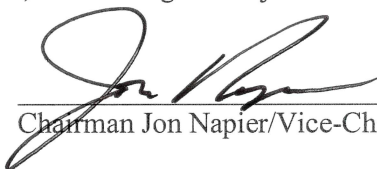
WA State Fallen Firefighter Memorial: Chair Napier authorized Board member attendance at the June WA State Fallen Firefighter Memorial as a compensated event.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:04 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan