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

September 15, 2026

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on September 15, 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, Pat McElligott, 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: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Taylor Mack, Michael Miller, James Parke, Brycen Giove, Chelsea Lovejoy and family, and Bryan Peterson.

HONORS AND RECOGNITIONS: None

APPROVAL OF AGENDA:
District Secretary Byerley requested to amend the agenda as follows:

- Agenda Item 4c (Consent Agenda)
  - add payroll vouchers 260902001-260902008 in the amount of $31,098.56
  - add electronic payroll in the amount of $4,196,572.98
  - replace grid
- Agenda Item 9 (Commissioner Conference/Committee Reports)
  - 9a - add Planning Committee Notes from 9/11 meeting
  - 9c – add HR Committee Notes from 9/10 meeting
- Agenda Item 10 (Resolutions)
  - 10a – add agenda summary, Resolution 1125, and Exhibit A
- Agenda Item 11 (New Business)
  - 11b – add Purchase of South Prairie Antique
  - 11c – add Fire Chief Contract

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

CONSENT AGENDA:
Commissioner McElligott moved to approve the consent agenda (minutes from the August 18th Regular meeting; treasurer's report; current expense vouchers 260901001 - 260901078 in the amount of $1,172,035.50; payroll vouchers 260902001 – 260902008 in the amount of $31,098.56; electronic payroll in the amount of $4,196,572.98; post meeting payroll changes in the amount of $6,550.06; financial waiver for transport account 133121894 in the amount of $145.00; financial waiver for transport account 133396002 in the amount of $72.50; and financial waiver for transport account 133401249 in the amount of $203.45). Motion was seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:
Local 3520: Secretary Chelsea Lovejoy reported on upcoming events this weekend including Beautify Bonney Lake and Fill the Boot (Milton). She also reported on the Stronger Families Retreat; the Local

sent two couples to this 3-day event. Two members will be traveling to Colorado Springs, CO on behalf of the Local for the Fallen Firefighters Memorial this weekend.

BOND-2018:
Project Manager: Project Manager Phil Herrera gave an update on the Capital Facilities Plan.

Station 111: A meeting is scheduled for September 22nd to review the fuel island engineering.

Station 112: Crews moved into the new station today. Move in was a huge success.

Station 114: Project is complete.

Station 117: Project is complete and fuel system is operational.

Station 118: Fuel station is awaiting final inspection.

CHIEF'S REPORT:
Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Chief Parkinson, DC Gilbert, DC Stabenfeldt, and AC Berry will be attending the Fallen Firefighters Memorial this weekend in Colorado to honor DC Mack; the Annual Open House will be held Oct. 3rd at Station 111; the new Station 112 opened today; Phase I capital projects are complete and Station 124 will likely go to bid next month; the first reading of the 2027 budget is coming up next month; and the fiscal year 2025 audit is underway.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Gilbert reported: Citizen awards were presented to a group of people that helped an 8th grade student in cardiac arrest, incident first responders helped present the awards. DC Stabenfeldt reported: Logistics activity included filing for training center permits and replying to review comments on Station 124 plans; a big thank you to Phil, AC Westland, Logistics, and IT staff in their efforts to open the new Station 112; Health and Safety Division - Chaplains and Crisis Intervention Coordinator Schinkal respond to CPR calls when requested to support community members and distribute information on resources for additional support; and Communications – Sam has been working with HR team on social media for the hiring process, the process that just closed yielded 1200 applications; and noted that we recently transitioned to a new policy platform, a huge benefit of the new platform is a workflow feature allowing easier editing and communication with the Local.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:
Planning Committee: Commissioner Kroum gave a brief overview of the notes from the September 11th Planning Committee meeting. He noted that the committee discussed the future of the South Prairie fire station, the Station 113 remodel, a time and work agreement with Rice Fergus Miller Architects for additional work requested, and project status updates.

HR Committee: Commissioner McElligott gave a brief overview of the HR Committee meeting on September 10th. He noted discussion included the fire chief and deputy chief selection processes, chief officer succession plan, and internal candidates.

RESOLUTIONS:
Resolution 1125 (Transfer of Funds from Reserve to General): Finance Director Hollon presented Resolution 1125 requesting the transfer of funds from the Reserve Fund to the General Fund in the amount of $2,664,729. This transfer is to cover the expenditures for capital purchases approved by the Board FY2026 and any remaining Phase 1 bond projects. The funds will be transferred from the reserves as follows: Equipment Reserve $1,543,797 and Facilities Reserve Phase 2 $1,120,932. Commissioner

Evans moved to approve Resolution 1125 to transfer funds from the Reserve Fund to the General Fund in the amount of $2,664,729. The motion was seconded by Commissioner Egan and carried.

Resolution 1126 (Transfer of Funds from Reserve to General): Finance Director Hollon presented Resolution 1126 requesting the transfer of funds from the General Fund to the Capital Fund in the amount of $10,586.08 and transfer from the Capital Fund to the General Fund in the amount of $11,259.53. A refund was received from the City of Tacoma in the amount of $10,586.08 for a capital project that was estimated and paid up front. These funds are required to be refunded to the Capital Fund. An additional transfer in the amount of $11,259.53 from the Capital Fund to the General Fund was requested for the refund amount plus any funds in the Capital Fund due to interest. Commissioner Kroum moved to approve Resolution 1126 to transfer funds from the General Fund to the Capital Fund in the amount of $10,586.08 and transfer from the Capital Fund to the General Fund in the amount of $11,259.53. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:
Memorandum of Understanding (VEBA): Chief Parkinson requested the Board authorize a memorandum of understanding with Local 3520 to change the VEBA vendor identified in the collective bargaining agreement to Gallagher HealthInvest HRA. The one-time fee associated with the change will be paid by Local 3520. Commissioner McElligott moved to approve the Memorandum of Understanding with Local 3520 regarding CBA Article 21.2.1 regarding a change in VEBA vendors. The motion was seconded by Commissioner Egan and carried.

Purchase of South Prairie Antique Fire Engine: Chief Parkinson presented to the Board a request to purchase the antique fire engine owned by the Town of South Prairie for $25,000. The request was reviewed and is supported by the Planning Committee. The engine is frequently used by the district for various events. Commissioner Connell moved to authorize the fire chief to purchase the Howard Cooper antique fire engine from the Town of South Prairie for $25,000 plus tax, title, and registration. The motion was seconded by Commissioner Egan and carried.

Fire Chief Contract: Chief Parkinson presented to the Board a request to authorize the Board Chair to sign an employment agreement promoting Deputy Chief to the position of fire chief effective March 16, 2027. The HR Committee reviewed options for the replacement of Chief Parkinson and recommended Deputy Chief Matt Gilbert be promoted to the position. Commissioner McElligott moved to authorize the Board Chair to sign the 3-year employment agreement with Matt Gilbert for the position of Fire Chief commencing on March 16th, 2027. The motion was seconded by Commissioner Egan and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:
WFCA Annual Conference (Spokane October 21-24): District Secretary Byerley provided the dates and location of the WFCA Annual Conference. Commissioners Garling and McElligott would like to attend.

Snure Seminar (Spokane October 21): District Secretary Byerley provided information regarding the Snure Seminar. Commissioners Napier, Garling, and McElligott would like to attend.

EXECUTIVE SESSION:
Chair Napier called for an executive session per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and per RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price at 7:47 p.m. for 15 minutes.

Meeting reconvened at 8:02 p.m.

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

COMMISSIONER ACTION/DISCUSSION:
Commissioner Resignation: Commissioner Egan announced his resignation from the Board as of September 30, 2026, and read his resignation letter. Chief Parkinson thanked Commissioner Egan for his service to the district and community. Chair Napier thanked Commissioner Egan for his personal guidance and service to the community. Commissioner McElligott moved to accept Commissioner Egan's resignation. The motion was seconded by Commissioner Garling and carried.

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