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

October 20, 2026

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 20, 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 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, Finance Director Michelle Hollon, Taylor Mack, Dawn Judkins, Michael Miller, James Parke, Brycen Giove, Chelsea Lovejoy, Taylor Hobi, Matt Lowery, Troy Sterrenburg, and Bryan Peterson.

HONORS AND RECOGNITIONS: None

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

- Agenda Item 4 (Consent Agenda)
  - 4c – Correct typo and amend date to October 6th Special Meeting Minutes
- Agenda Item 10 (Resolutions)
  - 10a – add agenda summary, Resolution 1127, and Exhibit A
- Agenda Item 11 (New Business)
  - 11g – add Deputy Chief conditional offer

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

CONSENT AGENDA:
Commissioner Kroum moved to approve the consent agenda (minutes from the September 15th Special meeting; September 15th Regular meeting; October 6th Special meeting; treasurer's report; current expense vouchers 261003001 - 261003112 in the amount of $1,156,451.85; payroll vouchers 261002001 – 261002008 in the amount of $31,098.56; electronic payroll in the amount of $4,716,497.76; post meeting payroll changes in the amount of $671.94; and financial waiver for transport account 133303410 in the amount of $112.50). Motion was seconded by Commissioner McElligott and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:
Local 3520: Vice President Bryan Peterson commented that the local supports adding a second battalion chief as proposed in the 2027 budget.

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

Station 111: A meeting is scheduled to review the drawings one more time before submittal to the City for permits.

Station 112: Smooth transition into the new station. Contractor has been very responsive to fixing items that have come up and finishing a few items.

Station 118: Fuel station is operational.

Station 124: Working on corrections addressing plan review comments.

Training Center: Plans need to be revised to add an abandoned septic tank. The tank needs to be decommissioned. We will go to bid after permits are issued.

CHIEF'S REPORT:
Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: 30th Annual Open House-Chief Parkinson gave a brief history of the Annual Open House noting that it was founded by Eric McLeroy and thanked Dina Sutherland and Adam Lathrop and staff efforts in this years' event; the Pierce County fire protection services contract was signed for three facilities; Legislative Priorities- the WFC is discussing legislative priorities, one big item is the WSRB rating scale; and Station 112 Grand Opening will be held on Oct. 24th, parking will be available at Liberty Ridge Elementary.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Gilbert reported: Operations and Training worked together to bring back NW Development to deliver officer development training for acting officer and thanked AC Poe and DC Curtis for organizing; EMS division has arranged for ten medics to train in a cadaver lab. DC Stabenfeldt reported: Thank you to Logistics for all their work on Station 112 move in and Open House; thank you to the Station 112 crews for their efforts moving to the new station; Health and Safety Division – Thanks to Dina Sutherland and Adam Lathrop for Open House; GRAIL cancer testing occurred last month; and Communications – Sam provided public information for the Open House and the Station 112 Grand Opening.

Q3 Strategic Plan Update: Included in agenda packet.

Q3 Standards of Cover Update: Included in agenda packet.

Q3 Financial Update: Included in agenda packet.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:
Finance Committee: Commissioner Napier gave a brief overview of the notes from the October 2nd Finance Committee meeting. He noted that the committee reviewed the preliminary 2027 budget that will be presented later in this meeting.

HR Committee: Commissioner McElligott gave a brief overview of the HR Committee meeting on September 28th. He noted conversation included a conditional offer for Deputy Chief to be discussed later in the meeting.

RESOLUTIONS:
Resolution 1127 (Surplus IT Equipment): Chief Parkinson presented to the board a request to approve Resolution 1127, the surplus of miscellaneous IT equipment as detailed in Exhibit A. Commissioner McElligott moved to approve Resolution 1127, the surplus of miscellaneous information systems equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Board Vacancy (Nominations): Chief Parkinson prompted the Board for nominations to fill the Board vacancy. Pursuant to RCW 42.12.080, the Board is required to nominate at least on person to fill the vacancy prior to publicly posting the vacancy for additional nominations. Commissioner Kroum moved to nominate Derek Barry. The motion was seconded by Commissioner Garling and carried. Commissioner McElligott moved to nominate Randy Strozyk. The motion was seconded by Commissioner Garling and carried.

Board Vacancy (Election of Vice-Chair): Chief Parkinson prompted the Board to elect a new vice-chair to fill the vacancy when Commissioner Egan resigned from the Board. Commissioner McElligott moved to nominate Commissioner Evans for vice-chair. The motion was seconded by Commissioner Kroum and carried.

Board Vacancy (Planning Committee Assignment): Chief Parkinson prompted the Board to consider filling the Planning Committee vacancy. Chair Napier appointed himself to the Planning Committee.

2027 Budget (1st Reading): Chief Parkinson gave an overview of the planning cycle and new positions being requested in the 2027 Budget. Finance Director Hollon presented revenues, reserve balances, operating expenses and their drivers. DC Gilbert presented the expense drivers for 2027. Chief Parkinson wrapped up the budget presentation with a discussion regarding future levies. Information only, no action taken.

Unclaimed Property: Finance Director Michelle Hollon presented to the Board a request to cancel check 3242 in the amount of $300.00 written from the transport account as an insurance refund and register the amount with the State of Washington as unclaimed property. The payee is deceased and the next of kin does not want to claim the funds. Commissioner Evans moved to approve the cancellation of check 3242 in the amount of $300.00 written out of the District's transport account and register the refund as unclaimed property with the State of Washington. The motion was seconded by Commissioner Kroum and carried.

Project Manager Contract: Chief Parkinson presented to the Board a request to authorize the Board Chair to sign an employment agreement with Project Manager Phil Herrera. This agreement will replace the existing agreement and run to the in-service date of the new Station 124 plus 60 days. Commissioner Kroum moved to authorize the Board Chair to sign the employment agreement with Phil Herrera for the position of project manager. The motion was seconded by Commissioner Evans and carried.

Deputy Chief Conditional Offer: Chief Parkinson presented to the Board a request to extend a conditional offer of employment to Dawn Judkins for the position of Deputy Chief. Commissioner McElligott noted that the HR Committee reviewed this request and recommends extending a conditional offer. Commissioner McElligott moved to extend a conditional offer of employment to Dawn Judkins for the position of Deputy Chief, and to authorize the Board Chair to sign the employment agreement once all conditions are met. The motion was seconded by Commissioner Evans and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS: None

EXECUTIVE SESSION: None – Cancelled executive session, not needed.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:11 p.m.

District Secretary Corina Byerley

Chairman Jon Napier