

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

**March 21, 2023**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on March 21, 2023, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Randy Kroum, Cynthia Wernet, Kevin Garling (virtual), Mike Cathey, Pat McElligott, Deputy Chief Mack, Finance Manager Michelle Hollon (virtual), and District Secretary Corina Byerley.

Commissioners Excused:

**Audience:** Chief Jon Parkinson, Phil Herrera, Assistant Chief Sandlian, Assistant Chief Jeff Moore

**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 Egan moved to approve the consent agenda (minutes of the February 21<sup>st</sup> Regular meeting; treasurer's report; current expense vouchers 230302001-230302084 in the amount of \$478,991.49; payroll vouchers 230301001-230301010 in the amount of \$418,124.99; and electronic payroll in the amount of \$2,426,057.45; Capital expense vouchers 230303001-230303013 in the amount of \$907,126.67; and special voucher 230205001 in the amount of \$1,500.00). Motion seconded by Commissioner Cathey and carried.

**Guest Speaker Presentation:** None

**VISITOR COMMENTS:** None

**BOND-2018:**

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

**Station 111:** Site excavation work continues. Footings and foundation work continues, upper apparatus bay is completed. West support areas foundation work in progress. Southern admin foundations are completed. Good weather this week is helping with the excavation and grading work. On-site power underground installation almost complete. Jones and Robert continue to make good progress.

**Station 112:** Civil/site design continues. Estimated May 2023 for permit submittal.

**Station 114:** Contract with Andy Johnson & Company is in place. The contractor is mobilizing forces. The official notice to precede is set at March 27<sup>th</sup>.

**Station 117:** Traffic and right-of-way exit issues are being resolved (Final review in for approval). Site review comments received this week (minor comments on this review). Building package is awaiting intake customer service meeting.

**Station 118:** Interior painting on west side and interior finishes continue. Sidewalk and curbs are 80% complete. Roadway improvements are underway.

**Station 124:** No changes.

**CHIEF’S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief’s monthly report with the Board. Included in agenda packet. Chief Parkinson’s report (presented by DC Mack) included: an overview of agenda items for the Board workshop in April including the Standard of Cover, Strategic Plan, and financial forecast; reminder of upcoming committee meetings; congratulations to Commissioner McElligott for being elected SS911 Vice Chair; overview of the Pulse Point (VR) Verified Responder program rollout; kickoff event for Wildfire Ready Neighbors program on April 1<sup>st</sup> @ 10am; and the Financial Operational Assessment conducted by Clark Nuber is underway.

**Q1 Standard of Cover Update:** Deputy Chief Mack gave an update on the goals outlined in the Standard of Cover. Highlights included progress in goal 2a turnout times (pushed at all levels of the organization, weekly performance reports), goal 2b call processing times (PC Fire Chief Assoc. has adopted as a goal and is gathering data points for assessment), goal 2d implementing risk-based response to target hazards (complete overhaul of response packages, ESZ’s, and station orders is underway), and goal 3a (enhance integration of key information systems (regional discussion to create data warehouse as a single hub for all data feeds).

**Q1 Strategic Plan Update:** Deputy Chief Mack gave an update on the progress made on the goals outlined in the Strategic Plan. Highlights included progress in goal 1 support the wellbeing and development of our team (MSO deployed, officers workshops underway, succession policy, mental health support training, fitness manual published, yoga, cancer prevention training underway, command staff retreat, and unit response benchmarks), goal 2 prepare for a growing population and increasing demand for services (regional recruitment collaboration, key performance indicators and data analytics is complete-benchmarks presented at this meeting, and phase 2 capital projects are being discussed), goal 3 cultivate strong relationships with the communities we serve (community events have resumed and new outreach programs are underway), and goal 4 be a highly efficient organization (financial operational assessment is underway).

**Monthly Stats:** Call volume and fire incidents that occurred in the month were provided in agenda packet. Discussion included reducing monthly reports to semi-annual reports or when needed.

**COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

Planning Committee: Commissioner Wernet reported on the committees last meeting on 3/3. The committee meeting covered four topics. 1. A construction update by Project Manager Phil Herrera. 2. The committee reviewed final recommendations by staff for response metric benchmarks as a follow-up to the Standard of Cover program. The committee recommends adoption by the Board in March. 3. Monthly stats metrics provided to the Board were reviewed for desired changes. Committee recommends removing metrics charts from the monthly packet and instead publish for semiannual review or as needed. And 4. Preliminary discussion of Phase 2 facilities projects planning. Committee will discuss in detail at the April 7<sup>th</sup> committee meeting prior to the Board workshop on April 18<sup>th</sup>.

Finance Committee: None

HR Committee: None

**RESOLUTIONS:**

**Resolution 1015- Authorization to Issue Warrants prior to Board Approval:** Finance Manager Michelle Hollon presented to the Board Resolution 1015 requesting to change the designation of the Auditing Officer of the District from the District Secretary to the Finance Manager. Commissioner McElligott moved to approve Resolution 1015 changing the designation of the Auditing Officer of the District to the Finance Manager. The motion was seconded by Commissioner Egan and carried.

**Resolution 1016- Surplus Equipment:** Assistant Chief Bill Sandlian presented to the Board Resolution 1016 requesting the surplus of miscellaneous personal protective equipment and appliance (refrigerator) as outlined in Appendix A. The items are damaged beyond cost effective to repair or have exceeded the expiration date criteria and are no longer of use to the district. Commissioner McElligott moved to approve Resolution 1016, the surplus of miscellaneous personal protective equipment and one appliance to dispose of, donate, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Cathey and carried.

**Resolution 1017- Special Market Conditions:** Deputy Chief Mack presented to the Board Resolution 1017 requesting the waiver of competitive bid requirements for the purchase of three staff vehicles as approved in the 2023 Operating Budget due to market conditions. Due to market conditions no vehicles are available for purchase via buyer groups or the WA State government contract. Staff has reviewed options with the district attorney (Eric Quinn). This resolution (approved by Attorney Quinn) declares that special market conditions exist, and East Pierce is not subject to state bid law and will allow staff to purchase directly from an automotive dealer in lieu of the bid process. Commissioner McElligott moved to approve Resolution 1017-Special Market Conditions waiving competitive bid requirements due to market conditions for 2-one-ton trucks and 1-SUV. The motion was seconded by Commissioner Cathey and carried.

**Resolution 1018- Cancel of Warrants:** Finance Manager Michelle Hollon presented to the Board Resolution 1018 requesting the cancellation of two warrants due to being lost in the mail and uncashed. ISFSI was issued a check for \$1,450.00 for live fire training and Cardinal Health 112, LLC was issued a check in the amount of \$4,737.12 for pharmaceuticals. Both were lost in the mail and not cashed. The total amount to be cancelled is \$6,187.12. Commissioner Kroum moved to Resolution 1018 cancelling warrants 1672392 and 1672370 in the amount of \$6,187.12. The motion was seconded by Commissioner Egan and carried.

**NEW BUSINESS:**

**Response Benchmarks:** Deputy Chief Mack presented to the Board recommended response benchmarks as determined by the goals outlined in the Standard of Cover. Commissioner Kroum moved to approve the EPFR Unit and Response Benchmarks as presented. The motion was seconded by Commissioner Cathey and carried.

**Station 124 remodel:** Deputy Chief Mack presented to the Board a request to update/remodel the interior of Station 124 to prepare for permanent staffing in September of 2023. This will allow staff to create a project scope, solicit bids, and award the bid to the lowest responsible bidder. The remodel maximum expense estimate is \$150,000 plus tax. The Board discussed and recommended increasing the maximum allowable amount for this project to \$250,000 plus tax. Commissioner Egan moved to approve the remodeling project of Station 124 as presented and to authorize the Fire Chief to award the project to the lowest responsible bidder to a maximum of \$250,000 plus tax, funded via the Phase 2 Facilities Reserve. The motion was seconded by Commissioner McElligott and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**Election File Dates Reminder:** District Secretary Corina Byerley reminded the Board that the open filing period for those Commissioners running for office this year is May 15-19. No action taken, information only.

**PDC Reminder:** District Secretary Corina Byerley reminded the Board that PDC filing is due by April 15<sup>th</sup>. No action taken, information only.

**WFCA Spring Seminar in Chelan:** District Secretary Corina Byerley provided the Board with information regarding the WFCA Spring Seminar in Chelan on June 3<sup>rd</sup>. Commissioners McElligott and Cathey expressed interest in attending. No action taken, information only.

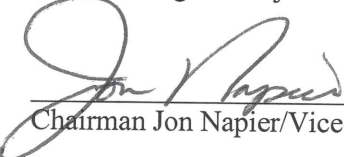
**EXECUTIVE SESSION:** None

**COMMISSIONER ACTION/DISCUSSION:** None

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:28 p.m.

  
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District Secretary Corina Byerley

  
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Chairman Jon Napier/Vice-Chair Ed Egan