

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

May 16, 2023

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on May 16, 2023, in-person and via conference/video call through Ring Central. Notice and link to join meeting was posted for public access. Vice-Chair Ed Egan called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Randy Kroum, Cynthia Wernet, Kevin Garling, Mike Cathey, Pat McElligott, Chief Jon Parkinson, Finance Manager Michelle Hollon(virtual), and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Napier

Audience: Assistant Chief Sandlian, Assistant Chief Moore, Project Manager Phil Herrera, citizen citation recipients, cardiac arrest survivor and family.

Honors and Recognitions: Citizen Citations – Staff members from Bonney Lake High School were recognized for their life saving actions when a student collapsed from cardiac arrest. The following staff members were recognized: Javid Shoemaker, Brenda Kuehlthau, Eryn Ruud, Andy Foster, Gabriel Fried, Jamie Gadsby, Robyn Stevenson, Jennifer Skidmore, Anthony Clarke – Principal, Landon Maggs - Vice Principal, Breanna Naccarato - Office Manager, and Kelly Johnson - Main office.

Oath of Office: None

Approval of Agenda:

District Secretary Corina Byerley requested to amend the agenda as follows:

- Agenda Item 9a (Commissioner Conference/Committee Reports)- add Planning Committee notes from 5/12/23 meeting. Meeting occurred after packets were prepared.
- Item 9b (Commissioner Conference/Committee Reports) add Finance Committee notes from 5/15/23 meeting. Meeting occurred after packets were prepared.
- Item 10b (Resolutions) remove Resolution 1022- Transfer of Funds (Reserve to GL)
- Item 11c (New Business) add Stock Engine purchase
- Item 11d (New Business) add Pierce County Fire Protection Services Interlocal Agreement

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 of the April 18th Special meeting, minutes from the April 18th Regular meeting; treasurer's report; current expense vouchers 230502001-230502066 in the amount of \$354,635.75; payroll vouchers 230503001-230503010 in the amount of \$398,851.36; and electronic payroll in the amount of \$2,067,121.95; Capital expense vouchers 230501001-230501018 in the amount of \$1,291,332.53; and payroll transaction transfers 1786-1789 on 4/19/23 in the amount of \$4,325.04). Motion seconded by Commissioner Cathey and carried.

Guest Speaker Presentation: None

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: Foundations nearly complete. Elevator shaft and tall apparatus bay columns completed this week. Underground utilities continue. Preparing to pour the slab for the admin section.

Station 112: Permit documents are being prepared from station 114 documents. Documents for “conditional use permit” application underway. Survey and legal description completed to facilitate land/building swap with the neighbor.

Station 114: Abatement work has started. Demolition began this week. Construction of the retaining wall will begin next week.

Station 117: Building permit is in review. Expecting first round of comments this month. Plumbing and mechanical documents are in review.

Station 118: Landscaping proceeding. Suspended ceilings, countertops, finishes underway. Finish lighting and plumbing fixtures in process.

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 included: dates of upcoming annual updates with our cities; fall recruitment is underway and closes in May 19th; demolition of Milton property is complete; Sound Transit-staff met to discuss scope and impacts of parking garage project on Station 113 response; annual employee survey is underway, results should be available to share with Board in June or July; meeting was held on 5/11 with Town of South Prairie to discuss contract for services; the operational assessment conducted by Clark Nuber is nearly complete; command staff will be attending the WFC conference in Wenatchee next week; IT has installed backup systems to ensure Wi-Fi services are always functional; and Chief met with the City of Milton regarding the future use of Station 124..

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet reported on the committee’s last meeting on 5/12. The committee meeting covered four topics.

1. A construction update by Project Manager Phil Herrera.
2. Discussion of Phase 2 facilities projects. Committee requested a condition assessment of Stations 113 and 116. Committee supports engaging in conversation with the City of Milton to establish a permanent Station 124.
3. Levy consultant plan for upcoming levy request to voters planned for 2024.
4. Discussion regarding extending/renewing the department’s Strategic Plan.

Finance Committee: Chief Parkinson reported on the committee’s last meeting on 5/15. The committee discussed four topics at their last meeting.

1. Stock engine purchase vs. refurb - The committee recommends this purchase due to the cost vs. lifespan of other options—the expenditure is funded via the equipment replacement reserve.
2. Facility maintenance reserve (draft policy)- The committee recommends the policy draft move forward to the Board for its first reading in June.
3. Regional logistics discussion – The committee was briefed on recent regional conversations related to logistics.
4. Levy failure contingency- The committee discussed what steps the committee/board would like to have in place in case of a future levy failure as follow up to the April Board workshop.

HR Committee: Commissioner Wernet reported on the committee’s last meeting on 5/2. The committee discussed three topics at their last meeting.

1. Employee issue – Chief Parkinson briefed committee on an employee issue. No action required by Board.
2. Draft MOU with L3520- reviewed draft MOU regarding insurance gap following death of an active-duty employee. HR committee recommends Board supports this MOU with changes.
3. Fire Chief annual evaluation- Performance review discussion by committee, annual expectations and feedback provided to the Chief. HR committee recommends to the Board to accept changes to the Chief's contract regarding: extension, modification of COLA language, and inclusion of Juneteenth holiday.

RESOLUTIONS:

Resolution 1021- Transfer of Excess Funds: Finance Manager Michelle Hollon presented to the Board Resolution 1021 requesting to transfer funds in the amount of \$3,534,893 from the General Fund to the Reserve Fund. These are excess funds above the budgeted beginning fund balance for the 2023 Budget year and shall be distributed as follows \$305,859 to General Reserve, \$17,699 to Equipment Reserve, and \$3,211,335 to Capital Facilities Phase 2 Reserve. Commissioner McElligott moved to approve Resolution 1023 to transfer funds from the General Fund to the Reserve Fund in the amount of \$3,534,893. The motion was seconded by Commissioner Kroum and carried.

Resolution 1023- Cancellations of Warrants: Finance Manager Michelle Hollon presented to the Board Resolution 1023 requesting the cancellation of three warrants. Gimmees was issued a check in the amount of \$984.50 for public education supplies and Cobalt Storage was issued a check in the amount of \$911.00 for storage services both were lost in the mail and not cashed. ISFSI was issued a replacement check for a lost check but was found by the vendor and cashed before the district was able to cancel the warrant, now the replacement check is requested to be cancelled in the amount of \$1,450.00. The total amount to be cancelled is \$3,345.50. Commissioner Kroum moved to Resolution 1023 cancelling warrants 1678150, 1682409, and 1682388 in the total amount of \$3,345.50. The motion was seconded by Commissioner Cathey and carried.

NEW BUSINESS:

Medical Insurance MOU: Chief Parkinson presented to the Board a request for a Memorandum of Understanding (MOU) with IAFF Local 3520 allowing, in the event of the death of an active-duty member, the District to continue insurance coverage payments to the family of a deceased active-duty employee, for a period not to exceed six months, until the family begins to receive DRS payments. Commissioner McElligott moved to approve the Medical Insurance MOU with IAFF Local 3520 as presented. The motion was seconded by Commissioner Garling and carried.

Acceptance of completed construction for Station 124: Finance Manager Michelle Hollon presented to the Board a request to accept the completion of the demolition project with KD&S Environmental for the property of the new Station 124. The demolition project was completed in April 2023. Commissioner Garling moved to accept the completion of the demolition project with KD&S Environmental for the property of the new Station 124. The motion was seconded by Commissioner McElligott and carried.

Stock Engine Purchase: Chief Parkinson presented to the Board a request to purchase a new stock engine to replace a refurb of an older engine. The stock engine purchase of \$1,093,987 would eliminate the \$300k in refurb expense and the purchase of a replacement rescue unit scheduled for 2024 (\$160k) as the stock engine is set up to serve both purposes (engine and rescue unit). The finance committee recommends this purchase due to the cost vs. lifespan of other options—the expenditure is funded via the equipment replacement reserve. Commissioner Kroum moved to approve the purchase of a stock rescue engine from Pierce Manufacturing in the amount of \$1,093,987 from the equipment replacement reserve as presented. The motion was seconded by Commissioner Garling and carried.

PC Fire Protection Services Interlocal: Chief Parkinson presented to the Board a contract for fire protection services provided to Pierce County owned buildings, equipment, and property within the

district. This contract is reviewed and renewed annually based on adjustments to fees. Fees are based on number of calls to such property. Commissioner McElligott moved to adopt the interlocal agreement between East Pierce Fire & Rescue and Pierce County for fire protection services for County-owned buildings, equipment, and property within East Pierce's district. The motion was seconded by Commissioner Garling 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.

WFOA Spring Seminar in Chelan: District Secretary Corina Byerley provided the Board with information regarding the WFOA Spring Seminar in Chelan on June 3rd. Commissioners McElligott, Cathey, and Napier will be attending. No action taken, information only.

Long Term Care Deductions: District Secretary Corina Byerley reminded the Board that long term care fee deductions will begin on July 1st. Exemptions must be forwarded to Finance Manager Michelle Hollon by June 20th. No action taken, information only.

EXECUTIVE SESSION:

Vice Chair Egan called for an executive session per RCW 42.30.11(1)(g) to review the performance of a public employee discussion at 8:12 p.m. for 20 minutes.

Meeting reconvened at 8:32 p.m.

COMMISSIONER ACTION/DISCUSSION:

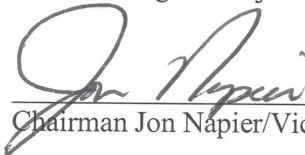
Chief's Contract MOU: Upon reconvening the meeting from executive session, the following action was taken: Commissioner Wernet moved to approve the Memorandum of Understanding as presented as modification to the Fire Chief's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. The motion was seconded by Commissioner Cathey and carried.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:41 p.m.



District Secretary Corina Byerley



Chairman Jon Napier/Vice-Chair Ed Egan