

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

**July 19, 2022**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on July 19, 2022, 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 Edward Egan, Randy Kroum, Cynthia Wernet, Pat McElligott, Kevin Garling, Fire Chief Parkinson, Deputy Chief Mack, Executive Admin. Asst. Corina Byerley, and District Secretary Michelle Hollon.

Commissioners Excused: Mike Cathey

**Audience:** Phil Herrera, Assistant Chief Chuck King

**Honors and Recognitions:** None

**Oath of Office:** None

**Approval of Agenda:** District Secretary Michelle Hollon requested to add the following items to the agenda:

- Agenda Item 4 (Consent Agenda)- Payroll vouchers 220703001-220703012 in the amount of \$593,807.34 and electronic payroll in the amount of \$2,141,316.90.
- Agenda Item 6b (Resolutions)- Resolution 990 – Cancel of Warrant
- Agenda Item 8b (New Business)- Update: Final Version of the Training Consortium Interlocal Agreement
- Agenda Item 8c (New Business)- Awarding of bid for Station 111.

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

**Consent Agenda:** Commissioner Kroum moved to approve the consent agenda as amended (minutes of the June 21st Regular meeting; treasurer's report; current expense vouchers 220701001-220701064 in the amount of \$549,199.33; payroll vouchers 220703001-220703012 in the amount of \$593,807.34 and electronic payroll in the amount of \$2,141,316.90; and Capital expense vouchers 220702001-220702011 in the amount of \$530,904.53). Motion seconded by Commissioner McElligott and carried.

**VISITOR COMMENTS:** None

**RESOLUTIONS:**

**Resolution 989- Transfer of Funds:** Finance Manager Michelle Hollon presented to the Board Resolution 989 requesting the transfer of funds from the Capital Fund. The Capital Fund is the proceeds of the 2018 UTGO Bond, wages, benefits, and charges accrued for the Project Manager are payable out of the 2018 UTGO proceeds that are associated with the Bond. A transfer of \$72,794 will be transferred from the Capital to the General Fund for wages, benefits, and expenditures from April 2022-June 2022. Commissioner McElligott moved to approve Resolution 989 to transfer funds from the Capital Fund to the General Fund in the amount of \$72,794. The motion was seconded by Commissioner Kroum and carried.

**Resolution 990- Cancel of Warrant:** Finance Manager Michelle Hollon requested the cancellation of a warrant. Mountain Mist was issued a check in the amount of \$836.37 for services but was lost in the mail and not cashed. The total amount requested to be cancelled is \$836.37. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body. Commissioner Kroum moved to adopt Resolution 990 cancelling warrant 1643739 in the total amount of \$836.37 payable to Mountain Mist. The motion was seconded by Commissioner Garling and carried.

#### **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

Finance Committee: Reported regarding their meeting on July 5<sup>th</sup>. The committee discussed the Bond purchase (DA Davidson) and the Training Consortium ILA.

#### **NEW BUSINESS:**

**Interlocal Agreement with Pierce County for Fire Protection Services:** Chief Parkinson presented to the Board requesting to adopt the interlocal agreement with Pierce County. This contract is reviewed and renewed annually based on adjustments to fees. East Pierce Fire & Rescue provides fire protection services to Pierce County owned building, equipment, and property within the district by contract. Fees are based on number of calls to such property. Fees payable to East Pierce for the 2022 year have increased to 11,590. Commissioner Garling 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 Egan and carried.

**Pierce County Training Consortium (PCTC) ILA:** Chief Parkinson presented to the Board a proposed interlocal agreement. Several Pierce County fire departments began discussing forming a regional training consortium in the spring of 2022. Since then, numerous meetings have occurred, an ILA has been drafted, and a draft budget has been developed. There is a consensus amongst the five organizations (Graham, West Pierce, Orting, Central Pierce, and East Pierce) that we are ready to formalize the process by signing an ILA. Each fire chief is seeking the Board's authorization in July to sign the ILA. The Finance Committee reviewed this request and recommended for approval. Commissioner McElligott moved to authorize the fire chief to sign the training consortium ILA when finalized. The motion was seconded by Commissioner Garling and carried.

**Awarding of Station 111 Bid:** Chief Parkinson presented to the Board a request to award the bid for the construction of station 111 to Jones and Roberts Construction and to begin preparation of a contract for construction to be signed by the fire chief. The fire district closed bidding for the construction of station 111 on July 12, 2022. The district received five qualified bids, Jones and Roberts Construction of Olympia, WA was the qualified low bidder submitting a qualified bid proposal in the amount \$18,950,000 plus tax and a 10% contingency of bid amount. There are no irregularities in the bid submittal. Staff suggest to award the bid for the construction of station 111 to Jones and Roberts Construction and to begin preparation of a contract for construction to be signed by the fire chief. Commissioner McElligott moved to award the bid for Station 111 to Jones and Roberts in the amount of \$18,950,000 plus tax and a 10% contingency of bid amount and authorize the Fire Chief to sign the contract on behalf of the District. The motion was seconded by Commissioner Kroum and carried.

#### **UNFINISHED BUSINESS:**

**Fire and Life Safety Inspection Update (1 Year):** Assistant Chief King presented to the Board an update regarding the progress on the Fire Prevention Division's Fire and Life Safety Inspection Program authorized last year by the Board of Fire Commissioners. The goal of the program is to make facilities safer for the owners of buildings, the people occupying the buildings, and for firefighters responding to the buildings. The inspections ensure that facilities meet adopted codes and standards including but not limited to the testing of fire alarm systems, fire department access, and occupant exiting requirements. 495 inspections have been completed in 2022 by 4 fire marshals (1 retired in 2022). Assistant Chief King noted that 188 pre-fire plans have been built as the facilities have been inspected. Commissioner Napier thanked Assistant Chief King for the changes that have occurred. No action taken, information only.

**Board Meeting Policy Edits (second reading):** Chief Parkinson presented to the Board the second reading of revisions made to the existing policy 213 Duties of Individual Commissioners and policy 222 Meetings. The edits allow for virtual commissioner attendance to meetings up to three times per year and makes all meetings hybrid to allow virtual audience attendance. Commissioner Kroum moved to approve the edits to Policy 213 and 222 addressing virtual meetings and virtual attendance as presented. The motion was seconded by Commissioner Garling and carried.

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**WFCA Annual Conference – Spokane, October 27-29:** Commissioner Wernet would like to attend. No action taken, information only.

**NAEFO Annual Conference – Las Vegas, September 19-20:** Commissioner Egan and Commissioner McElligott would like to attend. No action taken, information only.

**CHIEF’S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief’s monthly report with the Board. Included in agenda packet. Chief Parkinson’s report included: an update on the new station 111; minor impacts from fireworks this year; Budget-first draft of the 2023 budget will be presented to the Board in October; update regarding ballistic gear surplus-obtaining quotes for destruction; Bonds were sold on July 13<sup>th</sup>; Regional Training Consortium-moving forward; and upcoming meetings. Upcoming committee meetings include Planning Committee on July 21<sup>st</sup> @ 1000, Finance Committee on August 1<sup>st</sup> @ 0900, and HR Committee on August 1<sup>st</sup> at 1100.

**Monthly Stats:** Call volume and fire incidents that occurred in the month were provided in agenda packet.

**BOND-2018:**

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

**Station 111:** Bid closed- 5 qualified bids received; apparent lowest bidder is Jones and Roberts. Civil and building permits are ready for issue. Targeting August 19<sup>th</sup> to complete execution of the contract and give a notice to proceed. The city of Bonney Lake has rescinded the \$119,000 Traffic Impact Fees.

**Station 112:** Feasibility due diligence is complete with no significant issues. Currently in escrow with closing scheduled for July 29<sup>th</sup>. Property owners have asked if they can have until August 1<sup>st</sup> to vacate. They will complete a “hold harmless” for the additional days.

**Station 114:** Land-use requirements are in permitting with Pierce County and progressing on schedule. Fire flow certificate and right of way access permit work.

**Station 117:** Site survey is complete. Adjusting the finish floor elevation to keep the ramp and entry sloped from being too steep while having enough fall for sewer. First customer service meet with the County to review checklist. The County indicated a strong desire for only one curb cut on Cascadia.

**Station 118:** Still experiencing delay due to steel order. Steel is at the fabricator; delivery is expected by the end of July. Electrical, plumbing, and mechanical equipment continue.

**Station 124:** No changes.

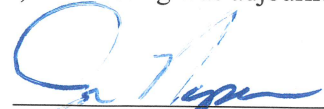
**Station 116 Training Facility:** No changes.

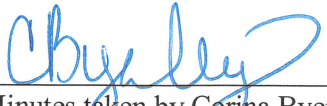
**COMMISSIONER ACTION/DISCUSSION:**

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 9:25 p.m.

  
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District Secretary Michelle Hollon

  
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Chairman Jon Napier/Vice-Chair Ed Egan

  
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Minutes taken by Corina Byerley,  
Executive Admin Assistant