



***EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS***  
**Regular Meeting Agenda**  
**April 15, 2025**  
**7:00 p.m.**

Meetings are conducted in-person with the option of attending virtually.  
Meeting Location: 8601 Main St. E, Bonney Lake 98391

Please click the link below to join the webinar:  
<https://us06web.zoom.us/j/85253837644>

Viewers may ask questions at the appropriate time via the chat option available within the application. Statements and or questions may also be emailed to [cbyerley@eastpiercefir.org](mailto:cbyerley@eastpiercefir.org).

**1. CALL TO ORDER – 7:00 PM**

**2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME**

- a) Roll Call/ Pledge of Allegiance
- b) Welcome the Public
- c) Honors and Recognition
  - i) None

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

- a) Approve Minutes of the March 18<sup>th</sup> Regular Meeting ..... Pages 3-5
- b) Treasurer’s Report ..... Pages 6-7
- c) Approve Finances..... Pages 8-14
- d) Resolution 1082 – Transfer of Funds (Project Manager) ..... Page 15
- e) Resolution 1083 – 1<sup>st</sup> Quarter EMS Write-Offs ..... Page 16

**5. PRESENTATIONS**

- a) None

**6. VISITORS Open to Public Comments**

Any individual may request that the Board recognize them to give their comments on items not on the agenda. Please identify yourself and state your address for the record before commenting. Comments/Questions should be submitted via chat feature on webinar or emailed to the District Secretary at [cbyerley@eastpiercefir.org](mailto:cbyerley@eastpiercefir.org). Please submit copies of any reports, statements, etc. to the District Secretary for the Board via email or mail. The Board may not have the information at hand to address a subject or take action at this time.

- a) Local 3520 – President Hobi

**7. BOND-2018:**

- a) Update - Herrera ..... Pages 17-20

**8. CHIEF’S REPORT**

- a) Monthly Chiefs Report ..... Page 21
- b) Deputy Chiefs Reports ..... Pages 22-23
- c) Q1 Strategic Plan - Parkinson..... Pages 24-25
- d) Q1 Standard of Cover - Gilbert ..... Pages 26-32

- e) Q1 Financial Assessment - Hollon..... Pages 33-35
- f) Monthly Injury Report..... Page 36

**9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

- a) Planning Committee – Notes from 4/11 Meeting - Wernet..... None
- b) Finance Committee –..... None
- c) HR Committee –..... None

**10. RESOLUTIONS:**

- a) Resolution 1084 – Surplus IT and EMS Equipment ..... Pages 37-42

**11. NEW BUSINESS (*Board Chair will allow for public comments via chat or email*)**

- a) Station 113 Project Acceptance – Westland..... Page 43

**12. UNFINISHED BUSINESS (*Board Chair will allow for public comments via chat or email*)**

- a) None

**13. COMMISSIONER TRAINING/EVENT REQUESTS:**

- a) PC Elections Candidate Filing (May 5-9) – Byerley..... None
- b) WFCB Spring Series Saturday Seminar (Chelan, June 7<sup>th</sup>) – Byerley..... None

**14. EXECUTIVE SESSION:**

- a) None

**15. COMMISSIONER ACTION/DISCUSSION:**

- a) None

**16. ADJOURN**

**2025 EVENTS:**

- April 24<sup>th</sup> ..... PC Commissioner Meeting (SS911 and Zoom)
- May 17<sup>th</sup> ..... EPFR Station 111 Open House
- May 22<sup>nd</sup> ..... PC Commissioner Meeting (**EPFR Station 111** and Zoom)
- June 26<sup>th</sup> ..... PC Commissioner Meeting (SS911 and Zoom)
- July 24<sup>th</sup> ..... PC Commissioner Meeting (Annual Picnic)
- August 28<sup>th</sup> ..... PC Commissioner Meeting (SS911 and Zoom)
- September 25<sup>th</sup> ..... PC Commissioner Meeting (TBD and Zoom)
- September 27<sup>th</sup> ..... EPFR Annual Open House
- October 23<sup>rd</sup> ..... NO PC MEETING – STATE CONFERENCE
- November 20<sup>th</sup> ..... PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5<sup>th</sup> ..... NO PC MEETING

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

**March 18, 2025**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on March 18, 2025, 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, Cynthia Wernet, Justin Evans, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, Finance Director Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: None  
Commissioners Unexcused: None

**AUDIENCE:** Assistant Chief Mike Westland, Project Manager Phil Herrera, Patience Taylor

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** None

**APPROVAL OF AGENDA:**

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

**CONSENT AGENDA:**

Commissioner Garling moved to approve the consent agenda (minutes from the February 18<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 250303001 – 250303082 in the amount of \$421,648.29; payroll vouchers 250302001 - 250302011 in the amount of \$492,949.95 and electronic payroll in the amount of \$3,111,107.02; Capital expense vouchers 250304001 - 250304015 in the amount of \$952,626.23; post-meeting special voucher 250301001 in the amount of \$26,360.90; and Resolution 1080 the cancelation of warrants 1780344, 1780345, 1783920, 1780350, and 1784002 in the total amount of \$385,319.50). Motion seconded by Commissioner Wernet 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:** Moved into the station. Certificate of occupancy issued and complete. Minor punch list items and troubleshooting is underway. Public meeting room will be completed the first week of April. The public plaza will be completed in April.

**Station 112:** Final site construction permit expected from the County any day. Ground break set for March 28<sup>th</sup>.

**Station 114:** Substantial completion is expected at the end of March. Interior cleaning and final appliance and furnishings install underway. Planning to occupy in May.

**Station 117:** Substantial completion is expected at the end of April. Interior finishes underway. Final grading and landscaping are underway. Planning to occupy in June.

**CHIEF'S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Station 111 grand opening will be held on May 17<sup>th</sup> 1-3pm; Communications Manager position has been filled and will begin on April 7<sup>th</sup>; Property lease signed for warehouse, tenant improvements begin on May 1<sup>st</sup>; and the Board Workshop will be held on April 15<sup>th</sup>.

**Monthly Deputy Chiefs Reports:** Included in agenda packet. Deputy Chief Stabenfeldt reported: Station 113 exterior work is underway, paint chosen to be similar to the new 111; LifeScan is underway and provided a program description; and a new public safety tower will improve radio issues and cellular service in the Fairfax/Evans Creek area. Deputy Chief Gilbert reported on the BC assessment center and thanked Tanya Lynch in Human Resources; and two department members have completed paramedic training.

**Monthly Injury Report:** Update provided in agenda packet.

**COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Finance Committee:** Commissioner Napier gave a brief overview of 3/10 Finance Committee meeting notes provided in agenda packet.

**RESOLUTIONS:**

**Resolution 1081 -Reserve Ladder Surplus:** Chief Parkinson presented to the Board Resolution 1081 requesting the surplus of one 1999 Spartan LTI Aerial Ladder Truck - Asset #221. Commissioner Evans moved move to approve Resolution 1081 to authorize the surplus of one 1999 Spartan LTI Aerial Ladder Truck - Asset #221 and to dispose of, donate, or sell at the discretion of the Fire Chief. The motion was seconded by Commissioner Kroum and carried.

**NEW BUSINESS:**

**Authorization to Purchase Reserve Ladder Truck:** Chief Parkinson requested authorization to purchase a reserve ladder truck. Commissioner Egan moved to authorize the Fire Chief to purchase a reserve ladder truck and complete any needed repairs, with a total expenditure not to exceed \$90,108, including sales tax. The motion was seconded by Commissioner Evans and carried.

**Authorization to Purchase New Ladder Truck:** Chief Parkinson requested authorization to purchase a new ladder truck. Commissioner Evans moved to authorize the Fire Chief to purchase a Pierce Ladder Truck for \$2,524,265, including sales tax. The unit is to be 100% prepaid with monies from the bond fund. The motion was seconded by Commissioner McElligott and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

**PDC Reminder (April 15<sup>th</sup>):** District Secretary Corina Byerley reminded Board that PDC filing is due by April 15th.

**PC Elections Candidate Filing (May 5-9):** District Secretary Corina Byerley reminded the Board members up for election this year that the PC Elections candidate filing week is May 5-9.

**WFCA Spring Series Saturday Seminar (Chelan, June 7<sup>th</sup>):** District Secretary Corina Byerley provided information regarding the Saturday Seminar on June 7<sup>th</sup> in Chelan and requested any Board members interested in attending express their interest by 3/31 so there is adequate time to get them registered. Commissioners Napier, Garling, and McElligott will be attending.

**EXECUTIVE SESSION:** Chair Napier called for an executive session 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 7:44 p.m. for 10 minutes.

Meeting reconvened at 7:55 p.m.

**COMMISSIONER ACTION/DISCUSSION:**

**School District Oversight Board:** Commissioners Kroum and Evans will be participating in a school district oversight board for a bond project.

**Milton Property:** Commissioner Egan requested clean-up of dead trees located on lot.

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:00 p.m.

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District Secretary Corina Byerley

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Chairman Jon Napier/Vice-Chair Ed Egan



# EAST PIERCE FIRE & RESCUE

March 2025

for April 15, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
9 Months Remaining =				75.00%

## General Fund (Current Expense)

Net Cash & Investments 12/31/2024 \$ 12,666,526 Budgeted

Operating Revenues					
Property Tax - Current	2,265,533	2,846,968	56,280,791	53,433,823	94.9%
Property Tax - Prior Year/Delinquent	53,916	183,645	-	(183,645)	0.0%
Other Taxes	-	350	18,500	18,150	98.1%
Regular EMS Transport	275,786	851,885	2,900,000	2,048,115	70.6%
GEMT Transport	462,245	1,316,639	3,200,000	1,883,361	58.9%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	231,902	302,462	238,122	(64,340)	-27.0%
Tehaleh Mitigation	26,250	26,250	100,000	73,750	73.8%
Transfers in from Reserves/Capital	-	-	7,177,860	7,177,860	100.0%
Other Revenue	24,090	455,136	2,085,657	1,630,521	78.2%
<b>Total Operating Revenues</b>	<b>3,339,722</b>	<b>5,983,336</b>	<b>72,400,930</b>	<b>66,417,594</b>	<b>91.7%</b>

Reserved: Advance Travel & Petty Cash (Imprest Accounts) \$15,100 Not Included

Operating Expenses	Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)	277,466	781,559	3,840,463	3,058,904	79.6%
<b>Operations</b> (Fire, Training, Volunteers)	3,023,124	9,711,021	38,142,500	28,431,479	74.5%
<b>EMS</b>	283,085	776,970	3,426,677	2,649,707	77.3%
<b>Prevention</b> (Fire Prevention, Pub Ed)	134,284	377,839	1,529,621	1,151,782	75.3%
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)	285,923	1,386,914	5,885,625	4,498,711	76.4%
<b>Capital</b> (Project Manager)	47,388	165,811	461,952	296,141	64.1%
<b>Reserve Purchases</b> (Equipmt., EMS, Facility)	147	272,886	6,715,908	6,443,022	95.9%
<b>Transfers Out</b>	-	-	1,827,412	1,827,412	100.0%
<b>Total Operating Expenses</b>	<b>4,051,418</b>	<b>13,472,999</b>	<b>61,830,158</b>	<b>48,357,159</b>	<b>78.2%</b>
Payroll Clearing Accruals	(41,028)	(27,539)			
<b>Operating Expenses Net of Accruals</b>	<b>4,010,390</b>	<b>13,445,460</b>	<b>61,830,158</b>		
<b>Ending Net Cash &amp; Investments</b>			<b>\$ 5,176,863</b>		

## Reserve Fund

Net Cash & Investments 12/31/2024 \$ 35,666,500 Budgeted

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 03/31/25
Equipment Reserve				15,574,869
Facilities Reserve				2,465,836
Capital Facilities Phase 2				20,118,233
Sale of Tax Title Property	-			
Investment Interest	141,987			
<b>Current Month Total</b>	<b>141,987</b>		-	
<b>Year to Date Total</b>	<b>\$ 412,886</b>			<b>\$ 38,158,937</b>



# EAST PIERCE FIRE & RESCUE

March 2025

for April 15, 2025 Meeting

Capital (Construction) Fund UTGO Bonds 2022		Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2024				\$ 19,366,953	Budgeted	
<b>Revenues</b>						
Investment Interest		62,035	192,042	-	(192,042)	0.0%
<b>Total Revenues</b>		<b>62,035</b>	<b>192,042</b>	<b>-</b>	<b>(192,042)</b>	
<b>Expenses</b>						
Capital Purchases		-	58,009	-	-	0.0%
Capital Purchases-Station 111		186,625	1,302,277	-	-	0.0%
Capital Purchases-Station 112		7,430	47,326	-	-	0.0%
Capital Purchases-Station 114		135,322	622,877	-	-	0.0%
Capital Purchases-Station 117		618,893	1,169,416	-	-	0.0%
Capital Purchases-Station 118		-	412	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr		-	-	461,952	461,952	0.0%
<b>Total Expenses</b>		<b>948,269</b>	<b>3,200,317</b>	<b>461,952</b>	<b>-</b>	<b>0.0%</b>
<b>Ending Net Cash and Investments</b>				\$ 16,358,678		
<b>** Note: \$1,000,000 of Ending Net Cash reserved for IRS for arbitrage true-up **</b>						



Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
4/10/25	1616	AIR EXCHANGE, INC.	\$100,060.01
4/10/25	1617	ANDY JOHNSON & CO. INC.	\$38,724.74
4/10/25	1618	BOUSH MOVING & STORAGE	\$4,880.00
4/10/25	1619	CITY OF TACOMA	\$5,754.25
4/10/25	1622	EPFR PETTY CASH CHECKING	\$27.48
4/10/25	1626	JODY MILLER CONSTRUCTION	\$703,251.96
4/10/25	1629	MFAC, LLC	\$52.85
4/10/25	1621	DAVIS DOOR SERVICE, INC	\$8,121.62
4/10/25	1623	FIT FOR LIFE	\$1,357.80
4/10/25	1624	HUGHES FIRE EQUIPMENT, INC.	\$2,524,264.67
4/10/25	1632	PUGET SOUND ENERGY	\$8,354.15
4/10/25	1636	SPOT AI INC	\$1,500.00
4/10/25	1638	TRANSPORTATION SYSTEMS INC.	\$38,112.00
4/10/25	1620	COMPLETE OFFICE FURNITURE	\$185,794.93
4/10/25	1625	IRONCLAD SECURITY	\$1,895.00
4/10/25	1627	JONES & ROBERTS CO.	\$172,658.98
4/10/25	1628	LARSEN SIGN CO	\$4,670.18
4/10/25	1631	PR LIFTING	\$19,286.74
4/10/25	1633	PUGET SOUND ENERGY	\$1,291.91
4/10/25	1639	ULINE, INC.	\$5,456.05
4/10/25	1630	PACIFIC FITNESS PRODUCTS	\$12,491.75
4/10/25	1634	PUGET SOUND ENERGY	\$355.41
4/10/25	1635	RICE FERGUS MILLER ARCHITECTURE	\$24,239.05
4/10/25	1637	STRYKER SALES LLC	\$58,009.48
4/10/25	1640	WA STATE DEPT OF REVENUE (USE TAX)	\$139.79
4/10/25	1537	BOUND TREE MEDICAL LLC	\$272.62
4/10/25	1541	CASCADE TRANING/HEALTHCARE SERVICES LLC	\$2,833.32
4/10/25	1542	CHS	\$427.85
4/10/25	1543	CINTAS CORPORATION # 461	\$10,104.13
4/10/25	1545	CITY OF MILTON	\$11,469.36
4/10/25	1641	WASHINGTON AUTOMATED	\$5,568.41
4/10/25	1532	ADVANCE TRAVEL FUND	\$231.00
4/10/25	1535	BARNHART MD PS STEPHEN W	\$7,125.00
4/10/25	1536	BIG MOUNTAIN ELECTRIC, INC.	\$5,584.50
4/10/25	1539	BYERLEY CORINA	\$3,941.92
4/10/25	1540	CARDINAL HEALTH 112, LLC	\$4,262.65
4/10/25	1544	CITY OF BONNEY LAKE-REIMB UTILITIES	\$2,106.50
4/10/25	1546	CODE MECHANICAL INC.	\$5,506.22



4/10/25	1548	CRYSTAL SPRINGS	\$1,144.12
4/10/25	1550	DUO-SAFETY LADDER CORPORATION	\$398.49
4/10/25	1531	ADP SCREENING	\$29.34
4/10/25	1533	AIR EXCHANGE, INC.	\$3,974.41
4/10/25	1534	AMAZING LANDSCAPE SERVICES	\$5,914.05
4/10/25	1538	BURKE REBECCA	\$412.59
4/10/25	1547	COMMERCIAL BRAKE & CLUTCH	\$764.07
4/10/25	1551	EMS SURVEY TEAM	\$1,486.80
4/10/25	1554	FIT FOR LIFE	\$1,000.00
4/10/25	1558	GENES TOWING, INC.	\$1,032.19
4/10/25	1559	GILBERT MATT	\$845.00
4/10/25	1568	LIFE ASSIST	\$22,612.69
4/10/25	1549	DAVIS DOOR SERVICE, INC	\$420.03
4/10/25	1555	FREIGHTLINER NORTHWEST	\$4,082.94
4/10/25	1557	GALLS, LLC	\$1,042.01
4/10/25	1560	HUGHES FIRE EQUIPMENT, INC.	\$10,467.53
4/10/25	1561	IAFC MEMBERSHIP	\$1,349.36
4/10/25	1562	INDIAN SPRINGS MFG CO INC	\$9,995.00
4/10/25	1564	KBUILT	\$169,234.63
4/10/25	1565	L N CURTIS & SONS	\$124,388.81
4/10/25	1569	LINDE GAS & EQUIPMENT INC	\$2,009.73
4/10/25	1570	LION GROUP INC	\$3,351.49
4/10/25	1552	EMS TECHNOLOGY SOLUTIONS LLC	\$3,063.18
4/10/25	1553	EPFR PETTY CASH CHECKING	\$333.08
4/10/25	1556	FUGATE FORD	\$5,643.40
4/10/25	1563	JAMES OIL CO. INC.	\$15,970.48
4/10/25	1566	LACHOWITZER JEFF	\$548.08
4/10/25	1567	LARSEN SIGN CO	\$231.21
4/10/25	1571	MARION WATER CO., INC.	\$114.91
4/10/25	1572	MINUTEMAN PRESS PUYALLUP	\$1,106.56
4/10/25	1574	NEOGOV	\$16,999.18
4/10/25	1577	PACIFIC OFC AUTOMATION (CA)	\$1,404.83
4/10/25	1579	PC BUDGET & FINANCE DEPT	\$525.00
4/10/25	1581	PIERCE COUNTY SEWER	\$78.37
4/10/25	1582	POE WILL	\$3,230.52
4/10/25	1573	NATIONAL TESTING NETWORK	\$650.00
4/10/25	1575	ODP BUSINESS SOLUTIONS LLC	\$325.23
4/10/25	1576	OREILLY	\$439.18
4/10/25	1578	PACIFIC OFFICE AUTOMATION	\$972.02
4/10/25	1580	PERFORMANCE SYSTEMS INTEGRATION LLC	\$3,028.30
4/10/25	1584	PUGET SOUND ENERGY	\$24,579.54

4/10/25	1586	QUADIENT LEASING USA, INC.	\$39.72
4/10/25	1593	SNIDER PETROLEUM	\$1,074.10
4/10/25	1596	SPRINGBROOK HOLDING CO LLC	\$750.00
4/10/25	1583	PUGET SOUND ENERGY	\$224.27
4/10/25	1585	PUGET SOUND ENERGY	\$5,340.93
4/10/25	1591	SEATTLE TIMES	\$15,285.44
4/10/25	1592	SEAWESTERN	\$276.41
4/10/25	1594	SNURE LAW OFFICE PSC	\$72.00
4/10/25	1587	QUINN ERIC T	\$450.00
4/10/25	1588	REHN AND ASSOCIATES	\$84.00
4/10/25	1589	RON & LEOS WELDING SERVICE	\$11,912.78
4/10/25	1590	SCHINKAL LANCE	\$280.42
4/10/25	1595	SOUTH SOUND 911	\$139,312.50
4/10/25	1597	STERLING SEPTIC & PLUMBING LLC	\$382.16
4/10/25	1598	STRYKER SALES LLC	\$9,899.68
4/10/25	1599	STRYKER SALES LLC	\$2,178.35
4/10/25	1600	STRYKER SALES LLC	\$20,119.66
4/10/25	1603	TOP LEFT CARPENTRY	\$2,000.00
4/10/25	1601	SUMMIT LAW GROUP PLLC	\$297.50
4/10/25	1602	SYSTEMS DESIGN WEST LLC	\$13,382.53
4/10/25	1609	VALVOLINE LLC	\$540.60
4/10/25	1604	TOWN OF SOUTH PRAIRIE	\$9,834.25
4/10/25	1605	TREASURY MANAGEMENT SVCS - US BANK	\$89.41
4/10/25	1606	TRUTH FITNESS PROJECT LLC	\$142.35
4/10/25	1607	UNDERWATER SPORTS, INC	\$955.21
4/10/25	1608	US BANK	\$119,582.61
4/10/25	1610	VFIS	\$6,663.00
4/10/25	1611	VIRTUOUS CLEAN NW, LLC	\$3,000.00
4/10/25	1612	W.F.C.A.	\$705.00
4/10/25	1613	WA STATE DEPT OF REVENUE (USE TAX)	\$4,247.51
4/10/25	1614	WASHINGTON AUDIOLOGY SERVICES INC	\$44.00
4/10/25	1615	WCIF-Life/Dental/EAP	\$24,762.08
Payment Count: 111			Total Amount: \$4,819,311.10

Payment Count: 111  
Payment Total: \$4,819,311.10

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

Authorized District Official Signature	Date	Authorized District Official Signature	Date
Authorized District Official Signature	Date	Authorized District Official Signature	Date
Authorized District Official Signature	Date	Authorized District Official Signature	Date
Authorized District Official Signature	Date	Authorized District Official Signature	Date

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX: 253-798-6699      EMAIL: pcacctspayable@piercecountywa.gov

PC Finance Department Use Only

Authorization Recieved on \_\_\_\_\_

Batch Verified by \_\_\_\_\_



Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

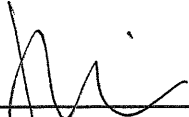

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
3/11/25	1007	ACME RCL, LLC	\$26,360.90
Payment Count: 1			Total Amount: \$26,360.90

Payment Count: 1  
Payment Total: \$26,360.90

**CERTIFICATION**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

 _____ Authorized District Official Signature	<u>3/11/25</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>3/11/25</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

**INSTRUCTIONS FOR USE:**

Submit signed Transmittal To Pierce County Finance Department

FAX:  
253-798-6699

EMAIL:  
pcacctspayable@piercecountywa.gov

**PC Finance Department Use Only**

Authorization Recieved on \_\_\_\_\_

Batch Verified by \_\_\_\_\_

<b>April 2025</b>	
<b>General Fund</b>	
Total AP	\$ 892,991.89
AP Vouchers	
Vouchers # 250401001 - 250401085	\$ 892,991.89
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 250403001 - 2504030xx	\$ -
Electronic Payroll	\$ -
Total Expenditures - AP Only	\$ 892,991.89
Total SBK Expenditures (111 - 999) - AP Only	\$ 879,413.86
Difference	\$ 13,578.03
restorals of cash to offset re-issues of void warrants	\$ 13,578.03
cash must be restored or expenditures would be duplicated	
with original payment and new, re-issued payment	
<b>Capital Fund 302</b>	
<b>Total AP</b>	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 250402001 - 250402026	\$ 3,926,319.21

**EAST PIERCE FIRE & RESCUE**

**RESOLUTION NO. 1082**

**A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS**

**WHEREAS**, the Board wishes to transfer funds in amount of \$165,811.45 from the Capital Fund to the General Fund as approved expenses associated with the 2018 UTGO Bond for personnel cost for the Project Manager and accrued charges for services and equipment; and

**WHEREAS**, funds will be transferred to the General Fund based on wages, benefits, and purchase card charges for the Project Manager from January 2025 to March 2025; and

**NOW THEREFORE IT IS HEREBY RESOLVED** by the Board of Commissioners of East Pierce Fire & Rescue that Pierce County Budget and Finance is directed to transfer these funds April 16, 2025, as follows:

Capital Fund (687-022)	Transfer Out	\$ 165,812
General Fund (686-022)	Transfer In	\$ 165,812

**PASSED AND APPROVED** this 15<sup>th</sup> day of April 2025, the following commissioners being present and voting:

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Cynthia Wernet

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Justin Evans

\_\_\_\_\_  
Commissioner Randy Kroum

ATTEST:

\_\_\_\_\_  
District Secretary Corina Byerley

## EAST PIERCE FIRE & RESCUE

### RESOLUTION NO. 1083

#### A RESOLUTION AUTHORIZING SPECIFIC AMBULANCE TRANSPORT ACCOUNTS TO BE WRITTEN OFF IN THEIR ENTIRETY.

**WHEREAS**, the Board of Commissioners East Pierce Fire & Rescue did authorize a schedule of fees for the provision of ambulance services, including transport to local hospitals, to be charged within this jurisdiction, by Resolution 323 on October 19, 1999; and

**WHEREAS**, the Board of Commissioners hereby has determined that it is necessary to write off particular Advanced Life Support (ALS) Transport Accounts.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of East Pierce Fire & Rescue that the following amounts, listed in table below, be written off in their entirety as recommended by the district's ambulance transport billing agency.

January-2025	\$ 55,604.45	EMS Levy Funds/COVID Waiver
February-2025	\$ 71,993.81	EMS Levy Funds/COVID Waiver
March-2025	\$ 69,950.91	EMS Levy Funds/COVID Waiver
<b>Total</b>	<b>\$ 197,549.17</b>	
January-2025	\$ -	Financial Waiver
February-2025	\$ -	Financial Waiver
March-2025	\$ -	Financial Waiver
<b>Total</b>	<b>\$ -</b>	
<b>TOTAL WRITE-OFFS</b>	<b>\$ 197,549.17</b>	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on April 15, 2025, the following commissioners being present and voting:

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Cynthia Wernet

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Justin Evans

\_\_\_\_\_  
Commissioner Randy Kroum

Attest: \_\_\_\_\_  
District Secretary Corina Byerley





To: **Board of Fire Commissioners**  
From: **Phil Herrera, Project Manager**  
Subject: **Bond Update April 2025**

**Station 111**

- Minor punch list items and troubleshooting is underway.
- Public meeting room will be completed.
- Public plaza completion in April.

**Station 114**

- Final occupancy inspections underway. Site and Building permits.
- Interior cleaning and final appliance and furnishings install.
- Turning over to fire department at the end of April.

**Station 117**

- Substantial completion at the end of May.
- Interior finishes underway.
- Landscape plantings underway.

**Station 112**

- Still awaiting final site permit. The county had a fourth review that has been addressed and resubmitted.

## April 2025 Station progress photos

### Station 111



### Station 114



Station 117





Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,631,244	36,161
Station 111	21,186,196	24,662,216	923,581
Station 114	10,856,061	10,579,790	890,149
Station 117	10,096,203	10,076,950	1,450,052
Station 112	13,663,312	1,630,878	7,608,947
Station 124	0	1,380,922	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,451,053	140,748
Misc (LP45)	0	1,387,689	83,216
Total	77,419,213	69,207,471	11,132,855

Bond Total	80,000,000
Interest YTD	6,132,541
Interest Forecasted	930,000
Expenditures to Date	(69,207,471)
Forecasted Expenditures	(11,132,855)
<b>**End Fund Balance**</b>	<b>6,722,215</b>

**\*\* Arbitrage exposure  
not included\*\***

\* Estimate is based on the capital facilities study update which was completed in 2018. The estimate is not the actual budget for each project. The estimate was used to derive the total financial need for the 2018 bond request. All station projects underwent significant changes in the final design and engineering phase. For example, Station 118 and Station 117 were converted to single story stations. Station 111's building square footage was increased by nearly 5,000 sq. feet, and the project complexity was for more significant than estimated. All building designs were approved by the Board of Fire Commissioners Executive Design Committee, and all equipment purchases and construction contracts were/are approved by the Board of Fire Commissioners.



To: **Board of Fire Commissioners**  
From: **Jon Parkinson, Fire Chief**  
Subject: **Monthly Chief's Report – April 2025**

### **Station 111 Grand Opening**

A reminder that we have the grand opening for the New Station 111 on May 17<sup>th</sup> from 10 AM to 1 PM.

### **WSRB Rating**

We received the final grading reports from WSRB on 4/9/25. We are currently reviewing the data and will present a summary to the Board on 4/15/25.

### **Fire Chief's Evaluation**

I will be scheduling a meeting with the HR Committee (Egan, Kroum, McElligott) to complete my annual performance evaluation. My evaluation will be presented to the Board at the May 20<sup>th</sup> meeting.

### **Out of Office**

I will be out of the office on vacation from 4/18 – 4/25. Both deputy chiefs will be available if you need assistance.

### **Committee Reminders**

Planning Committee: Friday, May 2<sup>nd</sup> at 10 AM

### **Other activities in the past month**

- Sumner Rotary
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- Milton Public Safety
- PC Fire Chiefs & Executive Board
- SS911 PSCOC
- FME Chamber of Commerce
- Chamber Collective (Bonney Lake)



To: **Board of Fire Commissioners**  
From: **Kevin Stabenfeldt, Deputy Fire Chief**  
Subject: **Monthly Deputy Chief's Report – April 2025**

### **Logistics**

- The exterior work on Station 113 has been completed.
- Logistics Aide Tim Balding and Logistics Admin. Specialist Yvonne Hahn were both recognized at the EPF&R Awards and Recognition Ceremony.
- Coordinated Training Center Programming meetings with RFM
- Placed the order for a replacement TDA.
- Secured an agreement for a reserve ladder truck pending inspection.
- Placed three replacement staff vehicles in service.
- Finalized tenant improvement plans for the LOGS warehouse.

### **Health and Safety**

- The division completed/provided the following services:
  - (9) Pub Ed classes/events
  - (60) fire/life-safety inspections
  - (10) re-inspections
  - (69) pre-fire plans
  - (6) plan reviews (Milton)
  - (3) fire investigations
- Health and Safety Admin. Specialist B. Holt attended the "A.C.T." train the trainer course
- Public Educator D. Sutherland completed the 2024 Annual Report
- Crisis Intervention Coordinator L. Schinkal attended resiliency training and "Grief on the Frontline"
- Completed Life Scan wellness exams
- Provided (2) fire extinguisher training classes for local businesses

### **Other activities in the past month**

- EPF&R Bell Ringing Ceremony for RK-24
- Essential Personnel Implementation Meetings
- Fire Arriving Implementation Meetings
- Communications Manager Onboarding
- Training Center Programming Meetings with RFM
- Planning Committee Meeting
- EPF&R Awards and Recognition Ceremony
- Walk Through of HQ/Station 111 for Retired Members



To: **Board of Fire Commissioners**  
From: **Matt Gilbert, Deputy Fire Chief**  
Subject: **Monthly Deputy Chief's Report – April 2025**

### **Operations**

- Finalized plans for new SS911 dispatch pre-alert.
- Conducted B/C assessment candidate debriefs.
- Crews conducted walk throughs of the new 6 story building being built in Sumner.

### **EMS**

- Completed EMS OTEP 2nd Quarter Curriculum / Schedule for EMS training. & participation on Pierce County EMS Cardiac Arrest Survival Work Group initiative.
- EMS A/C & EMS Admin attended and completed required 2025 C/E for (Compliance Officer & Privacy Officer Training)
- Completed GEMT EMS/Finance audit and submitted to PCG / Washington State Health Care Authority
- EMS division logistic transition to new station 111 continues with inventory Surplus of equipment
- Completed Period 1 Evaluation and check off for PFF Colten Whiting (now able to work Solo as EMT).

### **Training**

- Recruit Class RK24 badge pinning complete, reported to shift assignments the week of 3/24/25.
- Recruit Class RK25 completed mid terms and Hazmat Operations.

### **Other activities in the past month**

- Pierce County Fire Ops meeting.
- JROTC Advisory Committee
- Tehaleh Mountain Bike Park – Emergency Vehicle Access
- 2025 Awards Ceremony
- RK24 Badge Pinning Ceremony

## Strategic Plan Update

### **Goal 1: Cultivate a thriving workplace for our team.**

**Strategy A: Support team health and wellness.**

**Strategy B: Cultivate an inclusive, supportive, and accountable culture with high morale.**

**Strategy C: Strengthen training and succession planning.**

Q1 2025: Conducted Lifescan wellness exams. Scheduled Galleri cancer screening tests for May 2025. Added a Crisis Intervention Coordinator to assist with monitoring and maintaining the wellbeing of our personnel. Transitioned the oversight of the Peer Support and Wellness/Fitness Committees under the Health and Safety Division. Initiated First Arriving digital dashboards that will be distributed to district facilities in May 2025 to more efficiently communicate critical information to staff. Initiated Essential Personnel to better focus on talent management, safety and wellness, and guidance for our members.

### **Goal 2: Continuously refine our service delivery.**

**Strategy A: Support effective and efficient fire and EMS service delivery.**

**Strategy B: Leverage data and planning to enhance community response.**

Q1 2025: Joint EMT training and fire academy with West Pierce Fire & Rescue. Collaboration with Buckley FD for fire training (live fire training, pump academy, wildland training). Initiated standing meetings with SS911 to work on service delivery strategies and improvements. Supported SS911's efforts to add an additional CAD Administrator and Data Analyst to better support operational needs and decision making. Attended Legislative Day 2025 to advocate fire service improvements. OPS Admin Specialist Burke will be attending several data collection and analysis training's throughout 2025. Working on adjusting the "send point" for unit dispatch which is expected to result in a substantial reduction in 911 call processing times.



## Strategic Plan Update

### **Goal 3: Engage our community.**

**Strategy A: Cultivate strong relationships with the community we serve.**

**Strategy B: Strengthen our Community Risk Reduction program.**

Q1 2025: Added Communication Manager who will focus on community engagement via social media and other communication mediums. AC Sandlian to attend the Community Risk Reduction Leadership Conference hosted by the IAFC which is geared towards the training needs of Chief Officers seeking to create, execute, and evaluate measurably successful CRR platforms and programs.

### **Goal 4: Be a highly efficient and sustainable organization.**

**Strategy A: Ensure our financial sustainability.**

**Strategy B: Ensure out facilities meet employee and community needs.**

**Strategy C: Support an effective administrative support team.**

**Strategy D: Establish and refine our organizational processes and policies for efficiency and effectiveness.**

Q1 2025: Evaluated lease vs. purchase option in relation to both a training and logistical support facilities. At the direction of the board, staff initiated a contract to purchase a new ladder truck utilizing the pre pay option in order to reduce the overall cost. Initiated Phase 2 Capital Facilities objectives to include Station 124, the lease of a logistics warehouse, and training center exploration. Stations 111, 112, 114, 117, 118, and 124 will all be LEED Certified and have several design features that improve the health and wellbeing of our members. Initiated standing meetings to address needed policy changes. The initiation of Essential Personnel has provided an opportunity to evaluate legacy processes utilized by HR, Admin, OPS, Training, and Health and Safety.

## Standard of Cover Update

<b>Improvement Goal 1</b>
<b>Establish and Adopt Service Level Benchmark (Goal) Objectives in alignment with EPFR's Mission, Vision, Core Values and Guiding Principles</b>
EPFR should establish and adopt Performance Benchmarks in alignment with its Mission, Vision, Core Values and Guiding Principles. This goal reinforces EPFR's commitment to providing a consistently high level of service to community members in all areas of the District, regardless of the type of emergency. To achieve this, should establish and measure EPFR performance against benchmark objectives.
Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. The benchmarks will be reviewed by the Board annually (at a minimum).
<b>Improvement Goal 2</b>
<b>Adopt a plan to maintain and improve response capabilities</b>
This goal supports performance benchmarks by objectively and regularly measuring EPFR's performance. The following are recommended as EPFR's fire and life safety response performance goals for the District's urban and rural zones. These are not levels of service that must be achieved immediately but, instead, are targets for continued excellence. As one benchmark is achieved, or new technology and resources become available, then set a progressively higher benchmark.
Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. As part of the Board action, the 2022 EPFR performance was also provided for review. EPFR performance will be reviewed continuously by staff and by the Board annually (at a minimum).
<b>Improvement Goal 2a</b>
<b>Improve Turnout Time</b>
The single biggest performance time improvement the EPFR can make is to reduce turnout time. This is the time interval between when the crew is alerted of a call by South Sound 911 and when the crew begins responding. There are two primary causes of increased turnout time. One is station design where the apparatus is a distance away from the crew quarters. Large fire stations or those with multiple floors by their design, make it difficult to quickly exit the station. The second cause is behavioral mindsets where crews may move at a deliberate pace to get to the apparatus based on a perception of a lower acuity call. It is interesting to note the crew's turnout speed when they know the call is a structure fire with smoke showing and multiple calls versus a lower priority EMS call to a senior care facility the crew responds to frequently.

## Standard of Cover Update

In Progress: Beginning 1/1/23 EPFR kicked off an initiative to reduce turnout times. This is being pushed at all levels of the organization. Performance reports are pushed to all personnel weekly for awareness. Q2 2023: Staff is testing data transfer delays which may exist in the SS911 & USDD systems. Testing has been completed at St. 111. Next, we will be assessing all stations to ensure no alerting delays are occurring. Q3 2023: Station evaluations (dispatch alerting) is complete. Staff was not able to identify any major issues/delays in the alerting system. We continue to produce and distribute reports on a weekly basis. Q4 2023: Continued emphasis on reducing turnout time. We will conduct an internal analysis at years end to evaluate our success. Q1 2024: Continued emphasis on reducing turnout time. We continue to provide uniformed members with YTD turnout times on a regular basis and have engaged in a dialogue with BCs on how to address challenges. Q2 2024: District emphasis on the importance of turnout time continues. We continue to see improvements in this area. Q3 2024: We are currently in the process of evaluating our response data that is provided by Intterra so we can better understand any potential challenges. Crew continue to make efforts on reducing turnout times. Q4 2024: The data provided to crews has been broken into smaller increments to make it more digestible for a Company Officer. In addition, we are evaluating the ability to display real time feedback in stations to make it easier for a Company Officer to draw a correlation between turn out times and individual responses. Q5 2025: The operations group, BC's and A/C Operations, has been working with Company Officers to determine what information the crews need to evaluate performance on an appropriate timeline. The goal is to get closer to real time feedback so a Company Officer has the ability to better diagnose the impacts of crew behavior on turn out times. In addition, the first version of First Arriving is being evaluated. The intent is to have close to real time feedback displayed for individual crews.

### Improvement Goal 2b

#### Continue Reducing Call Processing Time

Call Processing has generally been improving except for the final three quarters of the study period, roughly consistent with the implementation of Priority Dispatch™ in the South Sound 911 dispatch center. In collaboration with South Sound 911, establish call processing benchmarks in alignment with NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems including calls answered and call processing performance objectives. The current baseline performance is higher than NFPA 1221. In reviewing Standards of Cover and other documentation from fire agencies in Pierce County who utilize South Sound 911, turnout time reduction has been highlighted in those reports. To the credit of EPFR, all Pierce County Fire agencies, and South Sound 911, improvements are to be commended. Leaders of South Sound 911 have also been an important stakeholder and their continued collaboration is encouraging. In addition to collaborating with South Sound 911, EPFR should continue its partnership with all Pierce County fire agencies for regional shared solutions. NFPA 1221 (2016 edition) specifies call processing performance objectives:

\*90 percent of emergency alarm processing shall be completed in 64 seconds, and 95 percent of alarm processing shall be completed in 106 seconds.

\*Emergency alarm processing for the following call types shall be completed within 90 seconds  
90 percent of the time and within 120 seconds 99 percent of the time:

It is recommended that units be dispatched to priority 0 and 1 calls prior to the completion of emergency medical dispatch (EMD) questioning and instructions. Once EMD is completed, units can be downgraded in their response if the call is not emergent. The goal would be to get units alerted and initiate response as soon as safely possible.

## Standard of Cover Update

In Progress: This has been adopted as a goal of the Pierce County Fire Chiefs Association for 2023. Chief Parkinson is assigned as the lead for this initiative to interface with SS911. The first step is gathering the data points in the call processing sequence for assessment (which is underway). Q2 2023: Data collection continues with SS911. Q4: Regional Fire Chiefs continue to meet with representation from SS911 to evaluate areas of improvement. Q1 2024: Regional Fire Chief's are engaged in discussions with SS911 on how to improve call processing times. Q2 2024: Regional Fire Chiefs have identified this as a collective priority for 2024. Q3 2024: SS911 is in the process of hiring a data-analyst. We are hopeful that the data produced by this new position will more accurately highlight opportunities for improvement (call processing, etc.). Q4 2024: The Pierce County Operations Chiefs have begun a project that will allow Fire Comm to dispatch a call earlier in the call taking process. This has the potential to reduce the time between when a call is recieved and when crews are dispatched by between one and two minutes depending on the call type. Implimentation of this new process is likely to extend into quarter 2 and 3 of 2025. Q1 2025: The project to trigger ealier dispatch of crews is well underway. It has been through the Operations Committee and is in the hands of the CAD team at SS911. We have a tentative go live date of April 15.

### Improvement Goal 2c

#### Adopt Workload and Deployment Trigger Points to assess the need for additional Resource Staffing and Station Locations

As growth occurs in EPFR, particularly in the Tehaleh planned community, the EPFR should adopt a formal review process to assess the need to additional resources or fire station locations. Objective standards based upon adopted service level benchmark policies should be utilized. Three objective criteria should be prioritized:

- 1) Establish benchmarks for Unit Hour Utilization.
- 2) Establish travel time benchmarks to urban, suburban, and rural areas.
- 3) Establish unit reliability benchmarks.

Complete: See Goal #1 & Goal 2 notes.

## Standard of Cover Update

### Improvement Goal 2d

#### Implement a Risk-based Response to Target Hazards

It is recommended that EPFR use a risk assessment methodology and dispatch protocols to customize response to these locations. EPFR already objectively identifies target hazards and maintains a database of approximately 500 target hazards. Target hazards would be those with high life hazard, a significant impact either from economic loss, job loss or environmental impacts. Any target hazard incident that could harm the District and community for many years should be considered for an enhanced initial response.

Sending an enhanced response to the first alarm places additional resources on-scene faster, allowing for more critical tasks to be accomplished sooner, bringing the incident under control and stopping the loss faster. Target hazards that exceed five miles of road coverage and are at the furthest edges of the road network should be prioritized.

In Progress: A complete overhaul of response packages, ESZ's, and station orders is underway. This project will trigger a review of target hazard deployment. This project will likely complete at the end of Q3 2023. Q2 2023: Work continues internally. This project is also being worked on with a number of Pierce Co. fire departments. Q3 2023: Evaluation of station orders and response packages is nearing completion. We continue to evaluate options to address target hazards within the district. Q4: Regional work continues to evaluate ESZs and response packages. ESZ has been created for Snag Island in order to create a response package that will allow for additional water tenders/fireboat due to water supply issues in the area. Tender modifiers are being added for rural ESZs to ensure tender response in areas that have limited water supply. Q1 2024: We continue to collaborate with regional partners on updating run cards (ESZs, station orders, response packages). Future action includes dialogue with SS911 on how to best implement the changes which will require significant work on their part. Q2 2024: PC OPS Chiefs have been working collectively with SS911 on the impacts of the Priority Dispatch system and how to best utilize the system collectively. AC Gilbert is engaged with neighboring agencies as well as SS911 on how to best implement recommended operational changes. AC Sandlian will be furthering our regional efforts to utilize FDSU for pre fire plan information sharing amongst our partner agencies. Q3 2024: We are currently in the final stages of our WSRB rerate process. This will take into consideration the work that we have done to implement our fire and life safety inspection program which includes many of our identified target hazards. AC Sandlian is in the final stages of presenting a plan to the PC Fire Chiefs that would allow for the sharing of pre fire information amongst responders regardless of agency. Q4 2025: A new ESZ was created that isolates the areas of the fire district that are accessed via the Fairfax Bridge. This will allow us to create specific response packages that take into account the limited capacity of the bridge. AC Sandlian presented the regional contract for FDSU and the contract is currently under consideration by the PC Fire Chiefs. Q1 2025 The regional plan to impliment FDSU has hit a setback with several departments decideing to back out fo the original plan. We will continue to utilize FDSU and it's ability to provide responders with current and accurate data regarding our hazards.

## Standard of Cover Update

### Improvement Goal 3

#### Enhance Utility of Strategic Decision Data

It is recommended that EPFR's senior command staff continue to enhance their demonstrated commitment to data-driven decision making, specifically regarding integration of key information sources; timely access to reliable, relevant growth planning information; and collaborative data initiatives with regional partners.

In Progress: We continue to attend training on this subject with the goal of improving our capacity in making data informed decisions. We are also collaborating with neighboring jurisdictions to explore other technologies available for data analysis and decision making (Dark Horse Analytics). Data Analyst Worley will be attending a two part series sponsored by the IAFC focusing on analysis driven decision making (FIRE DAWG-Fire Data Analysis Working Group). The group will meet during FRI in August and again at the Technology Summit International in December. Q3 2023: Agencies from Pierce County will be meeting with Intterra and Darkhorse this fall. Q4: Data Analyst Worely attended the TSI conference hosted by the IAFC (December). ILA completed with CPFR to utilize Darkhorse Analytics. 2024 Q1: Data/Analyst Worely attended the FIRE DAWG (Fire Data Analysis Working Group) pre conference class at the 2023 Technology Summit International this past December. EPFR also hosted an ESO Insights Workshop on February 29th which provided education on how to utilize their new data analytics module. This course was attended by several regional partners. Q2 2024: Joe Worley has transitioned to the Prevention Division. We have welcomed Rebecca Burke as our Operations Administrator who will now be responsible for providing response data as needed. Rebecca has already demonstrated a high level of competency in this role. We are considering this improvement goal complete.

### Improvement Goal 3a

#### Enhance Integration of Key Information Systems

The data systems that underly much of the work presented in this study are robust, highly capable and contain high quality data. However, access to some of this data, most notably that held by South Sound 911, is not under EPFR's control, but must be mediated through requests to external parties with separate policies, priorities, and workloads. This can result in delays, obstacles to obtaining necessary data, and the need to perform various mitigation procedures to address issues in data. It is recommended that EPFR's command staff negotiate data sharing arrangements with key data providers (South Sound 911, WSRB, ... others?) that allow (a) EPFR to be in control of its own data and retrieval/manipulation procedures, (b) multiple data related data streams (e.g., CAD and RMS) to be integrated and (c) EPFR to maintain a consistent, ongoing historical archive.

## Standard of Cover Update

In Progress: See improvement Goal 3 (above). Part of the regional discussion involves "piggy-backing" onto work which is already underway by Central Pierce F&R to create a data warehouse as a single hub for all data feeds. Q2 2023: Work continues to expand our data analytics footprint by partnering with several other agencies. Q3 2023: See above. We continue to work with neighboring agencies and vendors in order to better understand and utilize data. Q4: ILA completed with CPFR (Darkhorse Analytics). 2024 Q2: We continue to utilize both Intterra and Darkhorse to analyze data, evaluate deployment options, and create operational reports. We will continue to evaluate both programs moving forward. We are considering this goal complete.

### Improvement Goal 3b

#### Ensure Timely Access to Relevant, Reliable Growth Intelligence

Timely access to accurate intelligence on coming development and other changes that will affect service demand will continue to be critical to the planning processes described in this study and prescribed in Goal 2c. EPFR command staff should build and continually reinforce strong relationships with experts in the Pierce County Planning organization. The success of the future workload modeling portion of this study was due in large part to the assistance of Senior Planner Jessica Gwilt, who has since departed the Pierce County Planning organization. EPFR command staff should cultivate a similar relationship with Ms. Gwilt's successor (when appointed) and should confer quarterly with this expert to identify (a) changes in development pipeline since the last update, (b) noted differences between plans and actual development, (c) updated growth projections for population, employment, etc., by land use class, and (d) digital materials suitable for automated analysis that embody this information. Data derived from this ongoing relationship should be continually analyzed by methods analogous to those used in this study, to evaluate upcoming needs for deployment changes.

Not started: As we move through 2023, we will foster new and ongoing relationships in all cities and Pierce County to ensure we are aware of long term growth impacts related to the district. Q3 2023: We will continue to look for opportunities to form and strengthen relationships at the county. Q4: Staff continues to look for opportunities to access relevant and reliable growth intelligence. 2024 Q1: Jessica Gwilt has left her position with Pierce County Planning. EPFR will look to build a relationship with her successor. Q2 2024: We anticipate exploring a renewed relationship with PC Planning as part of the division of responsibilities between the DC of Administration and DC of Operations. Q3 2024: We continue to look for opportunities to engage with the county regarding planning and growth. We have had the opportunity to meet with various builders and developers to gain an understanding of their efforts and determine the impact on our services. Q4 2024: We made contact with the Planning and Public Works division of Pierce County. They are working on determining a point of contact for EPFR. Q1 2025: We have a good contact with Pierce County Planning and Public Works. During our initial meetings they were able to provide us with forecasting information that we can use to compare against district plans ensuring that our plans align with future growth models. This person will be a valuable asset as specific questions arise in the future.

## Standard of Cover Update

### Improvement Goal 3c

#### Explore Collaborative Data Initiatives

Organizations thrive through collaboration. EPFR is fortunate to have strong regional partners with unique capabilities, and strong inter-agency cooperation, specifically including the development of localized expertise consortia. EPFR should pursue this initiative specifically with regard to data, to allow shared access to key resources (e.g., South Sound 911 data), and collaborative planning efforts as appropriate.

In Progress: See notes in Goal 3 and 3a(above). Q3 2023: East Pierce has strengthened relationships with agencies throughout Pierce County specific to data and analytics. Operations personnel and data-analysts meet on a monthly basis to address collective challenges and opportunities. Q4: Staff attended collaborative meetings with regional partners and vendor reps to explore opportunities to expand collaborative efforts relating to data and analytics. 2024 Q1: EPFR will continue to strengthen regional relationships and explore collaborative data efforts with regional partners in 2024. Q2 2024: We continue to work with regional partners on exploring collective data initiatives. AC Sandlian is working with regional partners on the implementation of FDSU. Q3 2024: As noted earlier, SS911 is in the process of adding a data-analyst to their team. We will look to build a relationship with that position and utilize that resource as needed. Collaborative efforts regarding FDSU continue. Q4 2024 EPFR is currently involved in the selection process for the new Data Analyst position at SS911. Conversations are under way with SS911 supervisors on how we will be able to leverage this new position to streamline data collection. Q1 2025: SS911 did hire a data analyst however, that person never actually showed up to start putting SS911 back in the hiring process. Since then they have hired another Data Analyst who is starting in April. There is ongoing discussion as to how this person will integrate directly with our Operations Administrator to refine data flow.



## Financial Assessment

### Recommendation 1

#### Identify all key finance related tasks and create a procedural manual for each task.

Identify key finance related tasks and create procedures manual for each task by documenting how each task is performed. This will ensure the tasks are standardized and performed the same each time, reduce the risks of errors and fraud risks, retain knowledge within the Organization, and ensure proper processes are followed to adhere to federal and state regulations and other contract terms.

In progress: This task includes multiple personnel and will be an ongoing project. As processes are currently changing, this task was put on hold.

### Recommendation 2

#### Implement a Grant Management System

Implement a grant management system for recording and tracking grants to ensure completeness of grant information and supporting documents for compliance purpose.

Task assigned to Corina Byerley, District Secretary

### Recommendation 3

#### Checklists

Create a financial close and review checklist to ensure the close is complete and to document the review process. Digitize documents by moving to an electric record keeping system to reduce the risks of paper-based records being lost, mishandled, or damaged.

Complete: The District researched the process of converting records to electronic record keeping and is now making those changes. Permanent records were relocated to the State Archives.

#### **Recommendation 4**

##### **Time Entry**

Shorten the length of time allowed for time entry to be opened in the time entry system to reduce the risks of incorrect financial reporting and fraudulent time entries. All changes made after submission of timecards in the time entry system must be reviewed and approved by the payroll administrator.

Complete: The District kept its current program and is currently locking down the time keeping system daily which prevents any changes except by Administrators. This is the internal control of approved time.

#### **Recommendation 5**

##### **Annual Time Entry Training**

Provide annual time entry training to all users of the time entry system.

In progress: Currently there is powerpoint presentations available in the training program, giving step by step instructions on how to enter time into Crewsense. Both myself and Ops are working together on updating to an annual training presentation with a Q&A session. With the hiring a new person for the Ops Admin position, this will be revisited. Update: Working on plan in 2025.

#### **Recommendation 6**

##### **Reconcile Crewsense and Springbrook**

Reconcile time entry between Crewsense (the time entry system) and Springbrook (the accounting software) on a monthly or quarterly basis to ensure the two systems agree with each other.

Complete: This is done on annual basis.

<b>Recommendation 7</b>
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<b>Update Policies</b>
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Recommended to keep policies updated on new procedures or changes to practices.

Complete: Policies have been updated.

<b>Goal 1</b>
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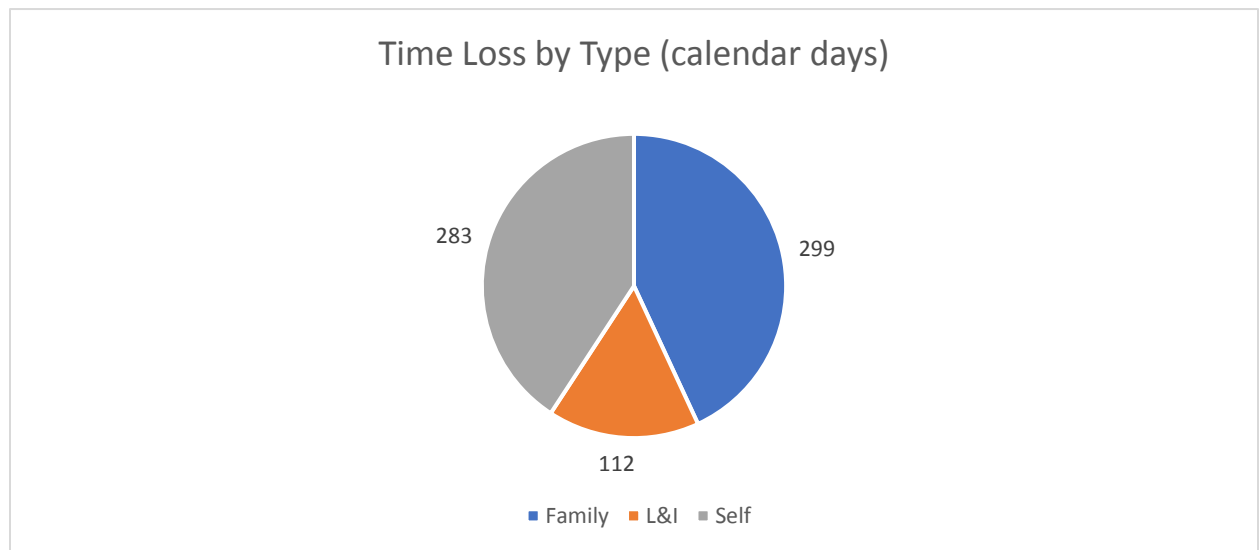
<b>Electronic Payroll</b>
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Current process for processing of payroll is manual entry for all timecards into the payroll system done by one person. Electronic payroll will speed up the process by eliminating the manual entry process and reduce the margin of errors.

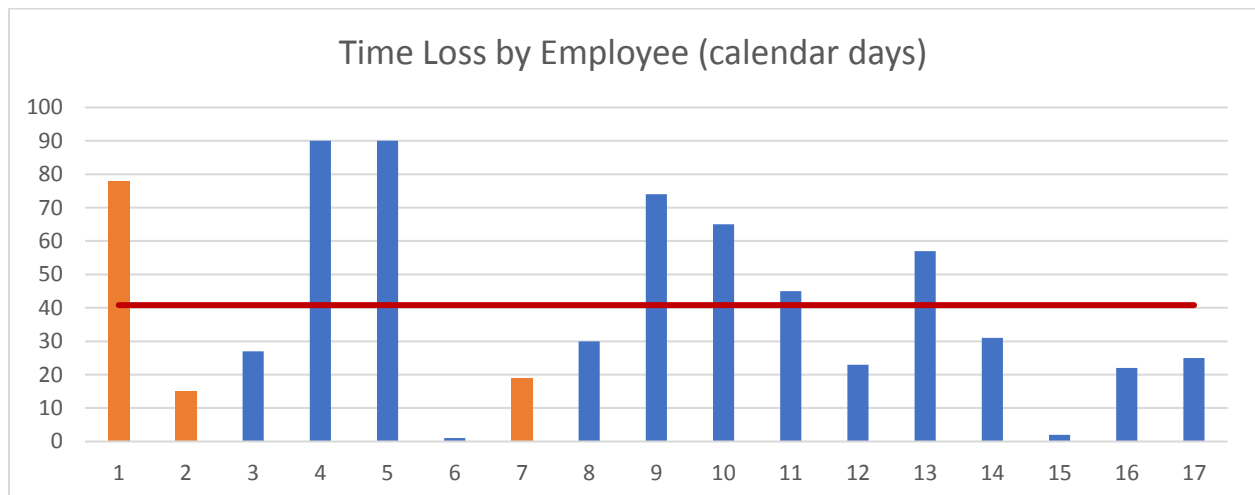
Complete: The District is staying with it current program, Crewsense. Finance is exporting timecards electronically from Crewsense into a file, reviews and then Payroll imports the file into Springbrook (the districts payroll system) for processing. Any changes to payroll must go through Finance Director for approval.

### Injury – Medical Leave Report – March 2025

- As of March, a total of 17 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
  - The average time loss of these employees is estimated at 40.82 calendar days



- 3 L&I claims resulting in time-loss (seen below in orange).





## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	April 15, 2025
<b>Title:</b>	Resolution 1084 – Surplus Misc. IT and EMS Equipment

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<i>Move to approve Resolution 1084, the surplus of miscellaneous information systems and EMS equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief.</i>
<b>Presenter:</b>	Chief Parkinson
<b>Attachments:</b>	Exhibits A and B

<b>Summary:</b>
<p>Staff recommends the surplus of the items listed on attached Exhibit A list of miscellaneous information systems equipment. The items we are requesting to surplus no longer are of use to us. Some items have been replaced or are damaged beyond cost of effective repair. The items no longer fit our needs and we recommend the miscellaneous items be disposed of, sold, or donated, at the discretion of the Fire Chief</p> <p>EMS staff recommends the surplus of sixty nine (69) FR2 AED's. Detailed inventories are provided in the attached Exhibit B. These units are nearly thirteen years old and are no longer in service or being supported by Phillips or third party vendors for parts, batteries or assesories. Our new Lifepak 35 monitors now have built in AED's which can be used in place of all our current FR2 AED's. We propose the surplus, sale, disposal, donation or recycle at the discretion of the Fire Chief.</p>

<b>Fiscal Impact:</b>	<a href="#">Click or tap here to enter text.</a>
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# **EAST PIERCE FIRE & RESCUE**

## **RESOLUTION NO. 1084**

### **A Resolution to Surplus Misc. IT and EMS Equipment**

**WHEREAS**, the miscellaneous information systems equipment listed on the attached Exhibit A, owned by East Pierce Fire & Rescue has been deemed past its useful life for meeting expiration date criteria, or damaged beyond cost effective to repair and is no longer of use to the District; and

**WHEREAS**, the miscellaneous EMS equipment listed on the attached Exhibit B, owned by East Pierce Fire & Rescue has been deemed past its useful life for meeting expiration date criteria, or damaged beyond cost effective to repair and is no longer of use to the District; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of East Pierce Fire & Rescue that the miscellaneous equipment as listed in Exhibits A and B are hereby declared surplus to the needs of the District and will be disposed of, donated, sold, or recycled at the discretion of the Fire Chief.

**ADOPTED** at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on April 15, 2025, the following commissioners being present and voting:

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Randy Kroum

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Justin Evans

\_\_\_\_\_  
Commissioner Cynthia Wernet

ATTEST:

\_\_\_\_\_  
District Secretary Corina Byerley

# Resolution 1084 - Exhibit A

Barcode	Serial	Make	Model	Description	Age (Years)
10666	811RMBW051405	LG	42LG50	TV	16
11157	2UA8210GRN	HP	7800 USDT	Computer	16
10520	2CE92808FV	HP	8530p	Laptop	16
10821	CND1010W1M	HP	8540p	Laptop	13
10822	CND1010WC8	HP	8540p	Laptop	13
10823	CND1010WFB	HP	8540p	Laptop	13
10824	CND1010WBH	HP	8540p	Laptop	13
10591	81003745340	Acer	AL2216W	Monitor	16
12029	ZA0832010261	APC	AP9340	Environmental Manager PDU	15
12515	1824-D2BA-BE4E	PepWave	BPL-380	Pepwave Switch	6
10982	1LKSA12134	Panasonic	CF-19	Toughbook Laptop	13
10993	FBU05277	Hitachi	CP-X2514WN	Projector	12
10989	F1IU01593	Hitachi	CP-X3014WN	Projector	12
10826	LASAHLBL3704402	Vizio	E320VL	TV	13
12207	5CG6250DFV	HP	Elite x2 1012 G1	Tablet	8
12228	5CG64273SZ	HP	Elite x2 1012 G1	Tablet	8
12229	5CG617344B	HP	Elite x2 1012 G1	Tablet	8
12262	5CG6456T0T	HP	Elite x2 1012 G1	Tablet	8
12263	5CG645749F	HP	Elite x2 1012 G1	Tablet	8
12271	5CG645719R	HP	Elite x2 1012 G1	Tablet	8
12345	5CG65030DW	HP	Elite x2 1012 G1	Tablet	8
12346	5CG6503RV7	HP	Elite x2 1012 G1	Tablet	8
12347	5CG6502YB7	HP	Elite x2 1012 G1	Tablet	8
12348	5CG6381P1R	HP	Elite x2 1012 G1	Tablet	8
12209	MXL6031Y41	HP	EliteOne 800 G2	HP All-in-one	8
12535	RL303F2181	Getac	F110 G5	Getac Tablet	5
12646	RM303F0024	Getac	F110 G5	Getac Tablet	5
12614	RM103F0222	Getac	F110 G5	Getac Tablet	5
12656	RM303F1558	Getac	F110 G5	Getac Tablet	5
12615	RM103F0223	Getac	F110 G5	Getac Tablet	5
12519	RL103F1291	Getac	F110 G5	Getac Tablet	5
12187	L54000L3A02357	Sanyo	FW48D25T	TV	8
12032	DMPLL6F2K13	Apple	iPad Air	iPad	11
12037	DMPLTC5RF4YF	Apple	iPad Air	iPad	11
12039	DMPLQ6NWFK16	Apple	iPad Air	iPad	11
12076	DKVJC068DVGH	Apple	iPad G3	iPad	10
12431	DMPY21J6HPDV	Apple	iPad Pro	iPad	6
12520	DMPY21KKHPDV	Apple	iPad Pro	iPad	6
12433	DMPY2262HPDV	Apple	iPad Pro 10.5	iPad	6
12434	DMPY20UXHPDV	Apple	iPad Pro 10.5	iPad	6
12268	DLXW4428J294	Apple	iPad Pro 12.9	iPad	6
12522	VNB3G28034	HP	LaserJet Pro M15w	Printer	5
12524	VNB3G28049	HP	LaserJet Pro M15w	Printer	5

# Resolution 1084 - Exhibit A

Barcode	Serial	Make	Model	Description	Age (Years)
12529	VNB3J39104	HP	LaserJet Pro M15w	Printer	5
12604	VNB3X47475	HP	LaserJet Pro M15w	Printer	5
12832	VNB3T52184	HP	LaserJet Pro M15w	Printer	5
12356	PHBHF87395	HP	M402n	Printer	6
12644	2938-BA95-1A7D	PepWave	MAX BR1 ENT	LTE Broadband Router	4
12042	2932-2B08-B801	PepWave	MAX BR1 LTE	LTE Broadband Router	10
12042	2932-2B08-B801	PepWave	MAX BR1 LTE	LTE Broadband Router	11
12677	2938-BA39-B0BB	PepWave	MAX BR1 LTE	LTE Broadband Router	11
12089	2934-CE0B-3B59	PepWave	MAX BR1 LTE	LTE Broadband Router	11
12389	2934-1AD9-327F	PepWave	MAX BR1 LTE	LTE Broadband Router	11
12050	2935-8BD2-B2DC	PepWave	MAX BR1 LTE	LTE Broadband Router	11
12047	2830-E223-618D	PepWave	MAX BR1 LTE	LTE Broadband Router	11
12595	2938-0DF9-CBBB	PepWave	MAX Transit Mini	LTE Broadband Router	11
12589	2938-0DFD-CBFF	PepWave	MAX Transit Mini	LTE Broadband Router	11
12594	2938-0E64-516C	PepWave	MAX Transit Mini	LTE Broadband Router	11
12001	QCP0646A0610	ViewSonic	N3260w	TV	17
12557	9405200	Samsung	N5200	TV	5
12185	RG339R0069	Getac	RX10	Getac Tablet	9
12185	RG339R0069	Getac	RX10	Getac Tablet	9
12008	T213032XZ	Yamaha	RX-V373	Sound Bar	11
12027	R71184	Sony	STR-DH540	Media Receiver	11
12188	8927255	Sony	STR-DH750	Media Receiver	8
10865	0S0938160203	APC	SUA3000R2	UPS	15
10866	0S0938160201	APC	SUA3000R2	UPS	15
12160	03803CUH200983	Samsung	UN40H5003AF	TV	8
12090	CN39BX1282	HP	V1910	HP Switch	10
12658	CN44BX1070	HP	V1910	HP Switch	10
12339	64167F323B80	Polycom	VVX 411	Desk Phone	6
12310	64167F323AEC	Polycom	VVX 411	Desk Phone	6
12302	64167F31F21A	Polycom	VVX 411	Desk Phone	6
12285	64167F323903	Polycom	VVX 411	Desk Phone	6
10575	LKMBBCI4322210	Vizio	VW26L	TV	16



## Asset Management

Division:

Main Division

Search

Asset Tag #, Serial #, Asset Description

Clear

Total: 69

Page 1

100 Rows

Asset Description	Asset Tag #	Serial #	Model #	Category
FR2				All
FR2	11661	605156879	M3860A	AEDs
FR2	11646	506193399	M3860A	AEDs
FR2	11656	702068558	M3860A	AEDs
FR2 AED	11332	201024492	M3860A	AEDs
FR2 AED	11432	201024484	M3860A	AEDs
FR2 AED	11513	1009306897	M3860A	AEDs
FR2 AED	11633	703097189	M3860A	AEDs
FR2 AED	11643	1100017083	M3860A	AEDs
FR2 AED	11638	804125969	M3860A	AEDs
FR2 AED	11639	610800529	M3860A	AEDs
FR2 AED	11647	103082466	M3860A	AEDs
FR2 AED	11636	103082462	M3860A	AEDs
FR2 AED	11644	801041298	M3860A	AEDs
FR2 AED	11651	305146071	M3860A	AEDs
FR2 AED	11635	1202079132	M3860A	AEDs
FR2 AED	11637	1001046548	M3860A	AEDs
FR2 AED	11664	0302057430	M3860A	AEDs
FR2 AED	11659	203084148	M3860A	AEDs
FR2 AED	11658	203084161	M3860A	AEDs
FR2 AED	11662	1102076645	M3860A	AEDs
FR2 AED	11666	0103081130	M3860A	AEDs
FR2 AED	11642	101021913	M3860A	AEDs
FR2 AED	11660	710800315	M3860A	AEDs
FR2 AED	11655	1103105574	M3860A	AEDs
FR2 AED		FR2-4		AEDs
FR2 AED		FR2-5		AEDs
FR2 AED		FR2-6	M3860A	AEDs
FR2 AED	11624	602066325	M3861A	AEDs
FR2 AED	11622	1102077531	M3860A	AEDs
FR2 AED	11623	802071123	M3860A	AEDs
FR2 AED		1200019272	M3860A	AEDs
FR2 AED	11621	802071167	M3860A	AEDs
FR2 AED	11620	602066449	M3860A	AEDs
FR2 AED		802071002	M3860A	AEDs
FR2 AED	11136	Milton1	M3860A	AEDs
FR2 AED	11073	201024485	M3860A	AEDs
FR2 AED	11133	201024483	M3860A	AEDs
FR2 AED	11468	Milton4	M3860A	AEDs
FR2 AED	11132	201024489	M3860A	AEDs
FR2 AED	11125	Milton6	M3860A	AEDs
FR2 AED	11344	201024486	M3860A	AEDs
FR2 AED	11075	700007673	M3860A	AEDs
FR2 AED	10284	1104132948	M3861A	AEDs
FR2 AED	11149	1100007710	M3840A	AEDs

FR2 AED	11674	0211990424	M3860	AEDs
FR2 AED	11671	0407231973	M3860	AEDs
FR2 AED	11676	1210890296	M3860	AEDs
FR2 AED	11672	1210890250	M3860	AEDs
FR2 AED	11669	1001047144	M3860	AEDs
FR2 AED	11677	0407231882	M3860	AEDs
FR2 AED	11670	0310800012	M3860	AEDs
FR2 AED	11675	03100800123	M3860	AEDs
FR2 AED	11673	0407232239	M3860	AEDs
FR2 AED		FR2-1		AEDs
FR2 AED	11665	1200017825		AEDs
FR2 AED	11653	204112084		AEDs
FR2 AED	11654-	501034666		AEDs
FR2 AED	11649	901042597		AEDs
FR2 AED	11147	B10J-01228		AEDs
FR2 AED	11667	1200018721	M3860A	AEDs
FR2 AED	11648	202053700	M3860A	AEDs
FR2 AED	11657	1006213909	M3860A	AEDs
FR2 AED	11645	802071380	M3860A	AEDs
FR2 AED	11663	0402060377	M3860A	AEDs
FR2 AED	11650	710800340	M3860A	AEDs
FR2 AED	11654	801039738	M3860A	AEDs
FR2+ AED	10319	0604120583	M3860	AEDs
FR2+ AED	10318	0900011763	M3860	AEDs
FR2+ AED	10321	0905167729	M3860	AEDs

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## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	April 15, 2025
<b>Title:</b>	Acceptance of Exterior Work at station 113

<b>Recommendation from Staff:</b>	Project is complete, approve to accept
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to accept the completion of the exterior work at station 113 by K-Built Construction.</i>
<b>Presenter:</b>	Westland
<b>Attachments:</b>	

<b>Summary:</b>
The Exterior Work (siding, gutters and paint) was awarded to K-built Construction on January 9 2025. The original bid was for \$151,482.85. The final project cost was \$178,141.72. This includes a \$24,346.00 change order and subsequent increase in tax due to dry rot that was found once the siding was removed. The Dry rot has been repaired to our satisfaction, and the project is complete. A 5% retainage will be kept until releasees are received by L&I, ESD and Department of revenue per RCW 50.28.151. We asked for a performance bond on this project so there is no other retainage.

<b>Fiscal Impact:</b>	
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