



**EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS**  
**Regular Meeting Agenda**  
**April 21, 2026**  
**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/81340553697>

Viewers may ask questions at the appropriate time via the chat or using the “raise hand” option available within the application. Statements and or questions may also be emailed to [cbyerley@eastpiercefirer.org](mailto:cbyerley@eastpiercefirer.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

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

- a) Approve Minutes of the March 17<sup>th</sup> Regular Meeting ..... Pages 3-5
- b) Treasurer’s Report..... Pages 6-7
- c) Approve Finances..... Pages 8-13
- d) Resolution 1112 – Transfer from Capital to General (Project Manager) ..... Page 14
- e) Resolution 1113 – 1<sup>st</sup> Quarter EMS Write-Offs ..... Page 15
- f) Financial Waiver
  - i) Transport Account 133323139 in the amount of \$878.00 ..... Page 16
  - ii) Transport Account 130479583 in the amount of \$217.50 ..... Page 17

**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. For citizens that are present in the audience, please sign in if you would like to address the Board and you will be given 3 minutes to present during Public Comment. Citizens attending virtually that wish to address the Board during Public Comment use the “raise hand” feature on the webinar, please identify yourself and state your address for the record before commenting. Statements or comments for the record may be submitted to [cbyerley@eastpiercefirer.org](mailto:cbyerley@eastpiercefirer.org) by 4:00pm meeting day. 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 18-21

**8. CHIEF’S REPORT**

- a) Monthly Chiefs Report..... Pages 22-25
- b) Deputy Chiefs Reports ..... Pages 26-28

- c) Q1 Standard of Cover - Gilbert ..... Page 29
- d) Q1 Financial Assessment - Hollon ..... Page 30
- e) Monthly Injury Report..... Page 31

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

- a) Planning Committee – None ..... None
- b) Finance Committee – None ..... None
- c) HR Committee – None ..... None

**10. RESOLUTIONS:**

- a) None

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

- a) LOA – Day Staff Assignments - Parkinson ..... Pages 32-33
- b) IT Security Upgrades - Parkinson ..... Page 34
- c) Station 113 HVAC Acceptance - Westland ..... Page 35
- d) Commissioner Compensation and Waiver Policy (2<sup>nd</sup> reading) – Byerley ..... Pages 36-38

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

- a) None

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

- a) Spring Seminars – Byerley ..... None
- b) WFCA Annual Conference (Spokane October 21-24)..... None
- c) Pierce County Fire Commissioners Meeting on April 23<sup>rd</sup> @ Station 117 ..... None

**14. EXECUTIVE SESSION: None**

**15. COMMISSIONER ACTION/DISCUSSION:**

- a) None

**16. ADJOURN**

**2026 EVENTS:**

- **April 23<sup>rd</sup>** ..... **PC Commissioner Meeting @ Station 117**
- May 28<sup>th</sup> ..... PC Commissioner Meeting (SS911)
- *June 6<sup>th</sup>* ..... *Spring Seminar (Lake Chelan)*
- June 25<sup>th</sup> ..... PC Commissioner Meeting
- July 23<sup>rd</sup> ..... PC Commissioner Annual Picnic (Orting Park)
- August 27<sup>th</sup> ..... PC Commissioner Meeting (SS911)
- September 24<sup>th</sup> ..... PC Commissioner Meeting
- **October 3<sup>rd</sup>** ..... **EPFR Annual Open House**
- *October 21-24* ..... *WFCA Annual Conference (Spokane)*
- November 19<sup>th</sup> ..... PC Commissioner Meeting (SS911)
- December 24<sup>th</sup> ..... NO PC Commissioner Meeting

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

**March 17, 2026**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on March 17, 2026, in-person at Headquarters (8601 Main St E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Vice Chair Egan called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Kevin Garling (virtual), Pat McElligott, Randy Kroum, Justin Evans, and Pete Connell, Deputy Chief Kevin Stabenfeldt, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Napier

Commissioners Unexcused: None

**AUDIENCE:** Project Manager Phil Herrera (Virtual), Assistant Chief Mike Westland, Finance Director Michelle Hollon (virtual), Brycen Giove, Taylor Hobi (virtual), Chelsea (virtual)

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** None

**APPROVAL OF AGENDA:**

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

**CONSENT AGENDA:**

Commissioner McElligott moved to approve the consent agenda (minutes from the February 17<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 260301001 - 250301081 in the amount of \$585,498.43; payroll vouchers 260303001 - 260303008 in the amount of \$32,075.48; transaction1026 in the amount of \$1,383.88; and electronic payroll in the amount of \$3,953,787.01; Capital expense vouchers 260302001 - 250302011 in the amount of \$988,828.75; post-meeting payroll adjustment in the amount of \$3,058.24; financial waiver for transport account 132368554 in the amount of \$51.70; financial waiver for transport account 133300158 in the amount of \$287.80; and financial waiver for transport account 133306320 in the amount of \$475.29). Motion seconded by Commissioner Kroum and carried.

**GUEST SPEAKER PRESENTATION:** None

**VISITOR COMMENTS:**

**Local 3520:** Treasurer Brycen Giove gave a brief overview of some union events/involvement including Easter Egg Hunt dates, times, and locations. Treasurer Giove gave accolades to Firefighter Dave Lindenmuth for his work with Habit for Humanity as well as his role in encouraging fellow firefighters to participate.

**BOND-2018:**

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

**Station 111:** The City of Bonney Lake is requiring a cover over the fuel island causing a delay as plans are reworked.

**Station 112:** Project is moving along nicely. Onsite PSE road frontage work in progress. Interior floor grinding for concrete staining and ceiling grid is in.

**Station 114:** Final closeout document is under review.

**Station 117:** Fuel tanks are set, and fuel management system is in and being set up.

**Station 118:** Fuel tanks are set, and fuel management system is in and being set up.

#### **CHIEF'S REPORT:**

**Monthly Chiefs Report:** Deputy Chief Stabenfeldt reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Audit- no update, accountability audit has still not been closed; Fire district assessed values and rate comparison chart; WFPR IT breach best practices-Chief and IT Director Blaylock attended a presentation on best practices to avoid an IT breach; and a reminder that the annual Board Workshop will be held on April 21<sup>st</sup> prior to the regular meeting.

**Monthly Deputy Chiefs Reports:** Included in agenda packet. Deputy Chief Stabenfeldt reported: Two citizens were recognized at the Sumner City Council meeting for actions taken to rescue occupants during two house fire incidents last month; Logistics hosted WSRD automotive students for a tour of the facility; Health and Safety – peer support class hosted several agencies for the five-day training; Assessment center for lieutenants(22) and captains(3) for promotional opportunities; and NFIRS reporting has transitioned to NERIS reporting.

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

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

Planning Committee: Commissioner Kroum gave a brief overview of the meeting notes highlighting site work at Station 112; Station 124 training tower add; Station 116 boundary line adjustment for training center; Stations 115 and 122 security enhancements; and lahar testing.

#### **RESOLUTIONS:**

**Resolution 1111 – Surplus Extrication Equipment:** Deputy Chief Stabenfeldt presented to the Board a request to approve Resolution 1111 and Exhibit A to surplus two full sets of hydraulic extrication equipment that is no longer useful or needed by the district to be traded in for credit towards the purchase of a new set of modern extrication equipment. Commissioner McElligott moved to approve Resolution 1111 to authorize the surplus of the extrication equipment as detailed in Exhibit A to be traded in for credit toward the purchase of new extrication equipment. The motion was seconded by Commissioner Evans and carried.

#### **NEW BUSINESS:**

**Station 115 and 122 Security Enhancements:** Deputy Chief Stabenfeldt presented to the Board a request to upgrade security measures at Stations 115 and 122. Station 115 enhancements include window and door security and the installation of cameras. Station 122 enhancements include the installation of cameras. Commissioner Evans moved to approve up to \$55,000 (plus tax) to enhance security at Stations 115 and 122. The motion was seconded by Commissioner Connell and carried.

**Commissioner Compensation and Waiver Policy (1<sup>st</sup> Reading):** District Secretary Corina Byerley presented to the Board a revision to the Commissioner Compensation and Waiver policy. The revision amends policy section 216.3 to include compensation for Board members to attend one meeting annually with Local 3520. No action taken, first reading.

**UNFINISHED BUSINESS:** None

#### **COMMISSIONER TRAINING/EVENT REQUESTS:**

PDC Reminder: District Secretary Corina Byerley reminded the Board that their annual PDC filing is due by April 15<sup>th</sup>.

Spring Seminars – District Secretary Byerley provided information on two upcoming Spring Seminars and requested that Board members wishing to attend notify her. Commissioners Napier, McElligott, Evans, and Connell will be attending the June seminar in Chelan.

**EXECUTIVE SESSION:** None

**COMMISSIONER ACTION/DISCUSSION:** None

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 7:41 p.m.

---

District Secretary Corina Byerley

---

Chairman Jon Napier/Vice-Chair Ed Egan

DRAFT



# EAST PIERCE FIRE & RESCUE

**March 2026**

**for April 21, 2026 Meeting**

Current Month	Year to Date	Budget Res 1096	Remaining Amount	Remaining Percent
			<b>9 Months Remaining =</b>	<b>75.00%</b>

**General Fund (Current Expense)**

**Net Cash & Investments 12/31/2025** **\$ 20,371,814** Budgeted

Operating Revenues					
	Current Month	Year to Date	Budget Res 1096	Remaining Amount	Remaining Percent
Property Tax - Current	2,235,409	2,857,866	58,623,370	55,765,504	95.1%
Property Tax - Prior Year/Delinquent	68,266	251,271	-	(251,271)	0.0%
Other Taxes	-	464	18,500	18,036	97.5%
Regular EMS Transport	367,989	1,014,521	2,900,000	1,885,479	65.0%
GEMT Transport	352,143	1,024,826	3,200,000	2,175,174	68.0%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	-	8,729	238,122	229,393	96.3%
Tehaleh Mitigation	-	14,000	100,000	86,000	86.0%
Transfers in from Reserves/Capital	-	76,965	9,718,226	9,641,261	99.2%
Other Revenue	62,745	989,554	939,200	(50,354)	-5.4%
<b>Total Operating Revenues</b>	<b>3,086,552</b>	<b>6,238,196</b>	<b>76,137,417</b>	<b>69,899,222</b>	<b>91.8%</b>

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

Operating Expenses	Current Month	Year to Date	Budget Res 1096	Remaining Amount	Remaining Percent
<b>Administration</b> <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>	370,232	1,130,051	4,512,970	3,382,919	75.0%
<b>Operations</b> <i>(Fire, Training, Volunteers)</i>	3,320,039	10,757,738	42,804,263	32,046,525	74.9%
<b>EMS</b>	260,810	799,284	3,642,725	2,843,441	78.1%
<b>Prevention</b> <i>(Fire Prevention, Pub Ed)</i>	143,930	439,115	1,652,315	1,213,200	73.4%
<b>Logistics</b> <i>(Logistics, Emerg. Mgmt, IT)</i>	355,531	1,678,087	6,245,273	4,567,186	73.1%
<b>Capital</b> <i>(Project Manager)</i>	40,855	92,521	452,548	360,027	79.6%
<b>Reserve Purchases</b> <i>(Equipt., EMS, Facility)</i>	119,412	572,696	9,265,678	8,692,982	93.8%
<b>Transfers Out</b>	-	8,000	1,883,494	1,875,494	99.6%
<b>Total Operating Expenses</b>	<b>4,610,808</b>	<b>15,477,492</b>	<b>70,459,265</b>	<b>54,981,773</b>	<b>78.0%</b>
Payroll Clearing Accruals	(45,685)	(43,352)			
<b>Operating Expenses Net of Accruals</b>	<b>4,565,123</b>	<b>15,434,141</b>	<b>70,459,265</b>		
<b>Ending Net Cash &amp; Investments</b>			<b>\$ 26,049,965</b>		

**Reserve Fund**

**Net Cash & Investments 12/31/2025** **\$ 40,697,103** Budgeted

	Other Revenues	Transfer In	Transfer Out	Balance as of 03/31/26
<b>Reserve Balances</b>				
Equipment Reserve				15,650,653
Facilities Reserve				2,769,770
Capital Facilities Phase 2				21,794,812
Sale of Tax Title Property				
Investment Interest	126,356			
<b>Current Month Total</b>	<b>126,356</b>	<b>-</b>	<b>-</b>	
<b>Year to Date Total</b>	<b>\$ 368,422</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,215,235</b>



# EAST PIERCE FIRE & RESCUE

**March 2026**

**for April 21, 2026 Meeting**

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Res 1096	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2025			\$ 6,347,533	Budgeted	
			\$ 5,247,764	Actual	
<b>Revenues</b>					
Investment Interest	7,194	31,959	-	(31,959)	0.0%
Transfer In - Vendor Refund	-	8,000		-	0.0%
<b>Total Revenues</b>	<b>7,194</b>	<b>39,959</b>	<b>-</b>	<b>(31,959)</b>	
<b>Expenses</b>					
Capital Purchases	-	-	-	-	0.0%
Capital Purchases-Station 111	1,026	173,086	-	-	0.0%
Capital Purchases-Station 112	667,266	2,665,024	-	-	0.0%
Capital Purchases-Station 114	9,108	9,697	-	-	0.0%
Capital Purchases-Station 117	285	17,840	-	-	0.0%
Capital Purchases-Station 118	1,640	2,195	-	-	0.0%
Capital Purchases-New Station 124	311,144	516,810	-		
Transfers Out - GF & RF	-	76,965	452,548	375,583	0.0%
<b>Total Expenses</b>	<b>990,469</b>	<b>3,461,618</b>	<b>452,548</b>	<b>-</b>	<b>0.0%</b>
<b>Ending Net Cash and Investments</b>			<b>\$ 1,826,106</b>		
<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
4/15/26	1836	EMPLOYMENT SECURITY-LTC	\$24,205.06
4/15/26	1837	EMPLOYMENT SECURITY-PFML	\$106,427.57
4/15/26	1842	WCIF-Met Life / Accident	\$45.30
4/15/26	1843	WCIF-Met Life / ID Theft	\$83.70
4/15/26	1834	AFLAC	\$215.15
4/15/26	1835	EMPLOYMENT SECURITY DEPT.	\$37,885.39
4/15/26	1838	GET PROGRAM	\$46.00
4/15/26	1839	IAFF - FIREPAC	\$953.59
4/15/26	1845	WSCFF - FASTPAC	\$774.50
4/15/26	1840	LABOR & INDUSTRIES	\$444,623.08
4/15/26	1841	TACOMA-PIERCE CO CHAPLAINCY	\$931.50
4/15/26	1844	WCIF	\$28,293.74
4/15/26	1946	CITY OF MILTON	\$1,031.50
4/15/26	1952	MATERIALS TESTING & CONSULTING	\$491.00
4/15/26	1954	PUGET SOUND ENERGY	\$181.30
4/15/26	1846	ACME RCL, LLC	\$29,287.66
4/15/26	1847	ADP SCREENING	\$100.41
4/15/26	1850	AMERICAN RED CROSS TRAINING SERVICES	\$10,969.00
4/15/26	1947	D10 SIGNS & GRAPHICS	\$8,212.50
4/15/26	1949	HOFFMAN CONSTRUCTION INC.	\$4,434.75
4/15/26	1950	HONEYWELL INTL	\$83.94
4/15/26	1955	RICE FERGUS MILLER ARCHITECTURE	\$33,737.50
4/15/26	1848	ADVANCE TRAVEL FUND	\$1,458.49
4/15/26	1851	BARNHART MD PS STEPHEN W	\$9,600.00
4/15/26	1857	CARDINAL HEALTH 112, LLC	\$1,007.04
4/15/26	1858	CENTURYLINK	\$92.13
4/15/26	1945	ANDY JOHNSON & CO. INC.	\$3,974.89
4/15/26	1948	FAR WEST TECHNOLOGIES INC	\$12,280.43
4/15/26	1951	JONES & ROBERTS CO.	\$550,377.32
4/15/26	1953	PACIFIC FITNESS PRODUCTS	\$8,310.90
4/15/26	1956	ROSS JULIE	\$500.00
4/15/26	1957	WETHERHOLT AND ASSOCIATES INC.	\$4,224.05
4/15/26	1849	AMAZING LANDSCAPE SERVICES	\$7,663.78
4/15/26	1852	BLAYLOCK MICHAEL	\$2,865.60
4/15/26	1854	BRAUN NORTHWEST, INC	\$567,354.22
4/15/26	1859	CINTAS CORPORATION # 461	\$13,463.42
4/15/26	1853	BRASS EAGLE FABRICATION	\$3,832.50
4/15/26	1855	BYERLEY CORINA	\$4,764.75

4/15/26	1856	CANON FINANCIAL SERVICES INC	\$95.76
4/15/26	1862	DAVIS DOOR SERVICE, INC	\$980.63
4/15/26	1866	EMS TECHNOLOGY SOLUTIONS LLC	\$10,723.98
4/15/26	1869	FIGUEROA REBECCA	\$121.58
4/15/26	1870	FREIGHTLINER NORTHWEST	\$1,018.98
4/15/26	1871	FUGATE FORD	\$2,356.12
4/15/26	1880	KILLION JENNIFER	\$62.82
4/15/26	1881	KIMBALL MIDWEST	\$641.03
4/15/26	1860	CITY OF BONNEY LAKE WA	\$1,309.31
4/15/26	1861	CODE MECHANICAL INC.	\$115,080.00
4/15/26	1864	DSHS OFFICE OF FINANCIAL RECOVERY	\$147,823.86
4/15/26	1865	DSHS OFFICE OF FINANCIAL RECOVERY	\$232,076.26
4/15/26	1867	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$614.87
4/15/26	1868	EPFR PETTY CASH CHECKING	\$414.27
4/15/26	1875	GIG HARBOR STRENGTH & FITNESS	\$2,250.00
4/15/26	1876	GRAINGER	\$714.70
4/15/26	1885	L & L PRINTING INC	\$98.08
4/15/26	1887	LEE MATT	\$111.00
4/15/26	1863	DOYLE JUSTIN	\$845.52
4/15/26	1872	G&N SEPTIC TANK SERVICE LLC	\$273.75
4/15/26	1873	GALLS, LLC	\$744.35
4/15/26	1874	GENES TOWING LAKEWOOD	\$935.85
4/15/26	1877	HUGHES FIRE EQUIPMENT, INC.	\$25,800.19
4/15/26	1878	JAMES OIL CO. INC.	\$25,793.13
4/15/26	1879	KALILIKANE BRANDON	\$650.00
4/15/26	1882	KING COUNTY FINANCE	\$1,281.40
4/15/26	1884	KUIPER CARL	\$785.60
4/15/26	1888	LES SCHWAB TIRE CENTERS	\$191.55
4/15/26	1883	KOESTLER BRIAN	\$1,614.41
4/15/26	1886	LATHROP ADAM	\$418.64
4/15/26	1891	LION GROUP INC	\$4,815.94
4/15/26	1892	LN CURTIS & SONS	\$9,008.81
4/15/26	1894	MARION WATER CO., INC.	\$129.91
4/15/26	1898	MONSON BO	\$750.00
4/15/26	1900	ODP BUSINESS SOLUTIONS LLC	\$792.36
4/15/26	1901	OLEARY BRIAN	\$272.51
4/15/26	1904	PACIFIC OFC AUTOMATION (CA)	\$2,381.10
4/15/26	1907	PC BUDGET & FINANCE DEPT	\$3,040.00
4/15/26	1889	LIFE ASSIST	\$39,560.64
4/15/26	1890	LINDE GAS & EQUIPMENT INC	\$2,292.16
4/15/26	1893	LYNCH SCOT	\$260.00

4/15/26	1896	MES SERVICE COMPANY LLC	\$18,021.77
4/15/26	1908	PEARSON RISK MANAGEMENT SERVICES LLC	\$821.25
4/15/26	1911	PIERCE COUNTY SEWER	\$121.95
4/15/26	1912	POE WILL	\$1,340.00
4/15/26	1914	PRIMO BRANDS	\$1,215.93
4/15/26	1917	ROGERS SAMUEL	\$750.00
4/15/26	1919	RUCSHNER KIMBERLEE	\$1,030.40
4/15/26	1895	MERIDIAN CENTER ELECTRIC	\$43.75
4/15/26	1897	MOBILE HEALTH RESOURCES	\$1,486.80
4/15/26	1899	NEOGOV	\$18,221.63
4/15/26	1902	OOAK PRINTS	\$1,099.76
4/15/26	1903	OREILLY	\$377.54
4/15/26	1905	PACIFIC OFFICE AUTOMATION	\$926.61
4/15/26	1906	PARKE JAMES	\$1,366.20
4/15/26	1909	PERFORMANCE SYSTEMS INTEGRATION	\$9,854.40
4/15/26	1916	RICE FERGUS MILLER ARCHITECTURE	\$5,961.18
4/15/26	1920	S&S TIRE SERVICE INC	\$5,165.89
4/15/26	1910	PHILLIPS TAYLOR	\$750.00
4/15/26	1913	PRAY ALYSSA	\$750.00
4/15/26	1915	QUINN ERIC T	\$500.00
4/15/26	1918	RPB SOLUTIONS INC	\$1,929.20
4/15/26	1921	SASQUATCH CAR WASH	\$222.21
4/15/26	1922	SEATTLE AUTOMOTIVE DISTRIBUTING	\$8,162.58
4/15/26	1924	SHIELD ASSESSMENTS	\$1,019.00
4/15/26	1925	SITECRAFTING, INC.	\$953.97
4/15/26	1927	SMITH DALTON	\$675.00
4/15/26	1930	SOUTH SOUND 911	\$134,072.50
4/15/26	1923	SEATTLE TIMES	\$17,216.12
4/15/26	1928	SNIDER PETROLEUM	\$1,001.87
4/15/26	1929	SNOPE JARED	\$892.90
4/15/26	1931	STRYKER SALES LLC	\$1,626.74
4/15/26	1934	SYSTEMS DESIGN WEST LLC	\$29,552.60
4/15/26	1936	TOWN OF SOUTH PRAIRIE	\$11,925.56
4/15/26	1937	TREASURY MANAGEMENT SVCS - US BANK	\$98.94
4/15/26	1941	WA STATE AUDITORS OFFICE	\$211.65
4/15/26	1926	SMALL & SONS OIL DISTRIBUTOR CO.	\$168.31
4/15/26	1933	SUTHERLAND DINA	\$251.15
4/15/26	1939	VIRTUOUS CLEAN NW, LLC	\$3,450.00
4/15/26	1943	WCIF	\$360.80
4/15/26	1944	WHITE RIVER SCHOOL DISTRICT	\$4,300.69

4/15/26	1932	SUMMIT LAW GROUP PLLC	\$1,848.00
4/15/26	1935	THELEN ANTHONY	\$750.00
4/15/26	1938	US BANK	\$76,894.72
4/15/26	1940	W.F.C.A.	\$1,345.05
4/15/26	1942	WALTER E. NELSON CO.	\$795.97
Payment Count: 124			Total Amount: <u>\$2,933,445.32</u>

DRAFT

Payment Count: 124  
Payment Total: \$2,933,445.32

**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

DRAFT

**INSTRUCTIONS FOR USE:**

Submit signed Transmittal To Pierce County Finance Department

FAX:  
253-798-6699

EMAIL:  
pcacctspayable@piercecounywa.gov

**PC Finance Department Use Only**

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

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

<b>March 2026 Post-Meeting</b>	
<b>General Fund</b>	
Payroll Revisions March	net change
trx # 1373 voided - trx # 1477 created - DCP - WA State/Roth	\$ (100.00)
trx # 1378 voided - trx # 1478 created - DRS/LEOFF II	\$ (329.57)
trx # 1382 voided - trx # 1475 created - FIT Taxes	\$ 199.50
trx # 1395 voided - trx # 1476 created - Voya - Deferred Comp	\$ (837.00)
net payroll change	\$ (1,067.07)
Replacement Warrant LiquidSpring	
warrant # 1831236 voided, replacement requested	
Voucher # 26030401 - net effect on cash \$0	
<b>April 2026</b>	
<b>General Fund</b>	
Total AP	\$ 1,661,120.66
AP Vouchers	
Vouchers # 260402001 - 250402099	\$ 1,661,120.66
Total Payroll	\$ 4,748,357.58
Payroll Vouchers	
Vouchers # 260401001 - 250401012	\$ 644,484.58
Electronic Payroll	\$ 4,103,873.00
Total Expenditures	\$ 6,409,478.24
<b>Capital Fund 302 (UTGO 2022 Bonds)</b>	
<b>Total AP</b>	
AP Vouchers	
Vouchers # 260403001 - 250403013	\$ 627,840.08

**EAST PIERCE FIRE & RESCUE**

**RESOLUTION NO. 1112**

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

**WHEREAS**, the Board wishes to transfer funds in amount of \$92,521 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 2026 to March 2026; 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 22, 2026, as follows:

Capital Fund (687-022)	Transfer Out	\$ 92,521
General Fund (686-022)	Transfer In	\$ 92,521

**PASSED AND APPROVED** this 21<sup>st</sup> day of April 2026, the following commissioners being present and voting:

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

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

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

\_\_\_\_\_  
Commissioner Pete Connell

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

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

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

ATTEST:

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

**EAST PIERCE FIRE & RESCUE**

**RESOLUTION NO. 1113**

**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-2026	\$99,608.29	EMS Levy Funds/COVID Waiver
February-2026	\$59,736.48	EMS Levy Funds/COVID Waiver
March-2026	\$131,495.68	EMS Levy Funds/COVID Waiver
Total	\$290,840.45	
January-2026	\$-	Financial Waiver
February-2026	\$-	Financial Waiver
March-2026	\$597.51	Financial Waiver
Total	\$597.51	
<b>TOTAL WRITE-OFFS</b>	<b>\$291,437.96</b>	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on April 21, 2026, the following commissioners being present and voting:

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

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

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

\_\_\_\_\_  
Commissioner Pete Connell

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

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

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

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



# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	April 21, 2026
<b>Title:</b>	Approve Financial Assistance Program Waiver for Account 133323139

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<i>Recommend that the Board approve inclusion of Account 133323139 into the Financial Assistance Program. Approve Waiving Balance 100% of balance \$878.00</i>
<b>Presenter:</b>	Consent Agenda
<b>Attachments:</b>	Click or tap here to enter text.

<b>Summary:</b>							
<p>The Board approved implementation of a Financial Assistance Program for ambulance transport fees for patients with limited financial means. Modeled after similar programs used by local hospitals and other fire districts, the EPFR program utilizes a worksheet to take into account the patient's income and family size to reduce, or in some cases, completely waive ambulance transport charges.</p>							
<b>Total Amount of Patient's Ambulance bill:</b>	\$ 1,070.00						
<b>Amount covered by private / government insurance programs:</b>	\$ (192.00)						
<b>Patient' remaining balance (obligation) for this ambulance bill:</b>	\$ 878.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Family size (incl. patient)</th> <th style="width: 33%;">Est. Gross Family Income/ Yr</th> <th style="width: 33%;">EPFR Worksheet: % Reduction in Outstanding Balance.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$23,940 or Less</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.	1	\$23,940 or Less	100%
Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.					
1	\$23,940 or Less	100%					
<p><b>Recommendation based upon Financial Assistance Program formula:</b>            Recommend Board authorize 100% reduction of patient's outstanding balance due.            As always, Systems Design, our billing service, will work out a payment plan with the patient if required.</p>							
<p><b>3. Policies/ Alternatives Considered:</b>    None. See Above</p>							

<b>Fiscal Impact:</b>	<p>There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.</p>
-----------------------	--



# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	April 21, 2026
<b>Title:</b>	Approve Financial Assistance Program Waiver for Account 130479583

<b>Recommendation from Staff:</b>	Approve
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<i>Recommend that the Board approve inclusion of Account 130479583 into the Financial Assistance Program. Approve waiver in the amount of \$217.50.</i>
<b>Presenter:</b>	Consent Agenda
<b>Attachments:</b>	Click or tap here to enter text.

<b>Summary:</b>							
<p>The Board approved implementation of a Financial Assistance Program for ambulance transport fees for patients with limited financial means. Modeled after similar programs used by local hospitals and other fire districts, the EPFR program utilizes a worksheet to take into account the patient's income and family size to reduce, or in some cases, completely waive ambulance transport charges.</p>							
<b>Total Amount of Patient's Ambulance bill:</b>	\$ 1,204.00						
<b>Amount covered by private / government insurance programs:</b>	\$ (914.00)						
<b>Patient' remaining balance (obligation) for this ambulance bill:</b>	\$ 290.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Family size (incl. patient)</th> <th style="width: 40%;">Est. Gross Family Income/ Yr</th> <th style="width: 30%;">EPFR Worksheet: % Reduction in Outstanding Balance.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$23,941 - \$31,920</td> <td style="text-align: center;">75%</td> </tr> </tbody> </table>		Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.	1	\$23,941 - \$31,920	75%
Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.					
1	\$23,941 - \$31,920	75%					
<p><b>Recommendation based upon Financial Assistance Program formula:</b>            Recommend Board authorize 75% reduction of patient's outstanding balance due.            As always, Systems Design, our billing service, will work out a payment plan with the patient if required.</p>							
<p><b>3. Policies/ Alternatives Considered:</b> None. See Above</p>							

<b>Fiscal Impact:</b>	There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.
-----------------------	---



To: **Board of Fire Commissioners**  
From: **Phil Herrera, Project Manager**  
Subject: **Bond Update March 2026**

#### **Station 111**

- Fuel islands planning/ engineering ongoing.

#### **Station 112**

- Exterior wall coverings are complete.
- Ceiling tile grid continues.
- Interior floor finished.
- Site curbs and sidewalk install are underway.
- Preparing for on-site asphalt.

#### **Station 114**

- Last warranty items being completed.
- Final closeout document review corrections underway.

#### **Station 117**

- Fueling system install continues.
- Last warranty items being completed.
- Final closeout document review corrections underway.

#### **Station 118**

- Fuel system electrical installation in process.

## March 2026 Station progress photos

### Station 112

Curbs, sidewalks and apron concrete are ongoing this month.



More sidewalks, Fence installation underway.



112 continued.

Floor staining is complete. Interior finishes underway. Ceiling grids, cabinets and casework.



Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,709,767	8,000
Station 111	21,186,196	26,526,823	117,000
Station 114	10,856,061	11,329,713	362,000
Station 117	10,096,203	12,206,917	24,000
Station 112	13,663,312	8,988,978	2,750,000
Station 124	0	2,771,075	150,000
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,956,624	152,548
Misc (LP45+Ladder)	0	3,917,083	0
Total	77,419,213	85,813,713	3,563,548

<b>Current Arbitrage amount through 7/2025 is \$1.733M. Arbitrage payments are due at the end of Phase 1 projects and will likely be paid from Phase 2 Reserves.</b>	Bond Total	80,000,000
	Interest/Refunds YTD	6,958,016
	Interest Forecasted	75,000
	Expenditures to Date	(85,813,713)
	Forecasted Expenditures	(3,563,548)
	<b>**End Fund Balance**</b>	<b>(2,344,245)</b>

Thru July 2026

\* 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 2026**

### **DC Mack Memorial Upcoming Events**

There are several memorial events coming up to recognize DC Mack that I will be attending:

- National Fallen Firefighters Memorial – Emmitsburg, Maryland - Sunday, May 3<sup>rd</sup>
- Washington State Fallen Firefighters Memorial – Olympia – Sunday, June 14<sup>th</sup>
- IAFF Fallen Firefighters Memorial – Colorado Springs, Colorado – Saturday, September 19<sup>th</sup>

### **2023/24 Accountability Audit**

The auditors have informed us they are nearly wrapped up with the accountability audit, but they did ask for a few more pieces of information this week. As of the time of writing this report, we still do not have an exit conference date set.

### **Gear Up Firefighter Informational Sessions**

The HR team will be hosting two informational/educational sessions for potential firefighter applicants on Saturday, April 25<sup>th</sup>.

### **City of Buckley Fire & EMS Proposal Request**

Attached to this report is a letter I received from the City of Buckley regarding a fire & EMS proposal. I will be recommending that the board refer this discussion to a committee for further evaluation.

### **HR Committee: Fire Chief Evaluation**

I will be meeting with the HR committee in the next few weeks to complete my annual evaluation ahead of the May board meeting.

### **AWC LRI Conference**

I will be attending the AWC LRI Conference in Wenatchee, May 6-8, along with HR Director Lynch, HR Administrator Meyers, DC Gilbert, and DC Stabenfeldt.

### **Assistant Chief of EMS**

Assistant Chief Moore's last day with EPFR was March 31<sup>st</sup>. Assistant Chief Jeff Berry was promoted to fill this vacancy. AC Berry has worked in the EMS division for several years as both a division specialist and a shift MSO. He has already hit the ground running and picked up where AC Moore left off.

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

- Easter Egg Hunts
- EPFR Annual Awards Ceremony
- Sumner Rotary
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- Milton Public Safety
- PC Fire Chiefs & Executive Board
- SS911 Board Meeting



## ***City of Buckley***

***P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 829-1921***

April 9, 2026

Fire Chief, Jon Parkinson  
East Pierce Fire & Rescue  
8601 Main St E  
Bonney Lake, WA 98391

RE: Fire and EMS Service Proposal Requests

Dear Mr. Parkinson,

The City of Buckley is undertaking a comprehensive review of fire protection and emergency services governance and delivery models to ensure long-term effectiveness, efficiency, and sustainability. To support this effort, the City Council has established an Ad Hoc Committee tasked with conducting an objective analysis of available options and providing recommendations to inform future policy decisions.

Currently, the City provides fire protection and emergency services through its municipal Fire Department. However, evolving service demands, financial considerations, staffing challenges, and opportunities for regional coordination have prompted the City Council to evaluate whether the existing service model continues to best meet the needs of the community.

As part of this review, the Ad Hoc Committee has been directed to evaluate and compare the following service delivery options:

- Transition to or participation in a fire district
- Merger, consolidation, or shared-services arrangements with neighboring fire departments or districts
- Regional or contractual service delivery models

In alignment with this effort, the City of Buckley respectfully requests the opportunity to engage with East Pierce Fire & Rescue to explore potential options for providing fire and emergency services to the City in the future. This may include discussions regarding service contracts, annexation, or other collaborative arrangements that would ensure high-quality, sustainable service delivery for our residents.

We would welcome the opportunity to meet with your team to discuss these possibilities further and to better understand your agency's capabilities, requirements, and interest in serving the Buckley community.

Thank you for your time and consideration. We look forward to the opportunity to collaborate.

A handwritten signature in black ink, appearing to read "Chris Banks". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Banks  
City of Buckley  
City Administrator  
[cbanks@cityofbuckley.com](mailto:cbanks@cityofbuckley.com)  
360-761-7884  
City of Buckley



To: **Board of Fire Commissioners**  
From: **Matt Gilbert, Deputy Fire Chief**  
Subject: **Monthly Deputy Chief's Report – April 2026**

### **Operations**

- Completed 26 candidate debriefs with personnel who participated in the last Lieutenant and Captain assessment center.
- Exploring the option of bringing Tablet Command online as a tool for our Battalion Chiefs. Tablet Command is software that assists the B/C with tracking crews on incidents and is currently used by many of our partner agencies.
- Completed the Tender assessment to receive the Tender Credit through WSRB.

### **EMS**

- Transition A/C of EMS from Jeff Moore to Jeff Berry
- Completed transition from American Heart Association to American Red Cross accomplishing ALS and BLS training for Line staff in addition to completing quarterly OTEP requirements.
- Successfully recertified 55 Paramedics and EMTs with no lapses in certification.
- Delivered in service training for new SureSight Video Laryngoscope. EPFR has the honor of performing the first real world field intubation using this device. Estimated in service on all units end of May

### **Training**

- Hosted an Incident Safety Officer Class for the region
- Conducted 3rd Live Fire Event for the year
- Completed Tender Pump Operator Class
- Completed all but one of our PSE – Natural Gas class
- Started Annual Water Rescue Refresher classes
- Preparing for our 2nd week-long Engine Pump Operator class
- Division ran the South Prairie Easter Egg Hunt on April 4th

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

- EPFR Awards Ceremony
- AC Moore Retirement
- Edgewood Easter Egg hunt
- Pierce County Fire Ops
- Sumner Rotary at Station 111



To: **Board of Fire Commissioners**  
From: **Kevin Stabenfeldt, Deputy Fire Chief**  
Subject: **Monthly Deputy Chief's Report-April 2026**

### **Logistics**

- Logistics replaced the 30-year-old AC units at Station 113. The new systems are significantly more efficient and are expected to improve cooling performance during summer months as well as enhance indoor air quality.
- Security upgrades have begun at Station 115. The alarm system is fully installed, window-hardening is in progress, and proposals are being gathered for camera systems and door-lock enhancements.
- Final inspections have been completed on two new medic units, and the district has taken possession. These units will undergo upfitting, graphics installation, and state EMS licensing, with an anticipated in-service date during the week of May 4.
- Work continues on both the new Station 124 and the future training center. The team expects to submit permit applications to the City of Milton in June.

### **Health and Safety**

- Facilitated multiple blood drives at Stations 114, 117, and 118.
- Delivered community presentations, including Community Connect at Milton Community Center and wildfire awareness for the Trilogy Community.
- Provided four public education classes to support community risk reduction.
- Assisted Central Pierce by providing Chaplain coverage.
- Hosted a 40-hour basic peer support class with First Responder Wellness, involving fire, law enforcement, and dispatch personnel from several agencies.

### **Communications**

- Community Outreach & Event Coverage: Captured and shared a wide range of community events and operational activities to support public engagement, recruitment, and storytelling efforts across the district. Key coverage included: Easter Egg Hunts and Daffodil Parade, EPFR Internal Events: Wellness Clinic: Strength Training Class & Tender Pump Training, Recruit Academy (RK26) training, including Ventilation, Combat Challenge #1, and Forcible Entry
- Personnel Recognition & Milestones: Documented and shared significant personnel milestones, including: Retirement of Captain/Paramedic Jeff Palensky, Retirement of Assistant Chief Jeff Moore, Milestone coins for multiple personnel, and promotions for multiple personnel

- Annual Awards Ceremony: Managed communications-related deliverables for the Annual Awards Ceremony, including promotional graphics, printed program, and slideshow presentation. Captured event photography to support recognition and storytelling efforts.
- Recruitment Campaigns & Event Promotion: GEAR UP – Firefighter Informational Session (RK27). Launched the promotional campaign and registration system for the upcoming GEAR UP Firefighter Informational Session. Developed event branding and promotional graphics, built and deployed registration forms, and supported outreach to increase awareness and participation.

**Other activities in the past month**

- Lieutenant and Captain Assessment Center Debriefs
- Annual Awards and Recognition Ceremony
- WSRB Tender Credit Evaluation
- City of Bonney Lake Planning Committee Meeting
- Sumner Easter Egg Hunt

# East Pierce Fire & Rescue

## Standards of Cover Q1 2026

### Progress Report

#### Improvement Goal 1

Establish and Adopt Service Level Benchmark (Goal) Objectives in alignment with EPFR's Mission, Vision, Core Values and Guiding Principles

- Complete Q1 2023

#### Improvement Goal 2

Adopt a plan to maintain and improve response capabilities

- Complete Q1 2023

#### Improvement Goal 2a

Improve Turnout Time

- Our goal remains to provide real time data on turnout times directly to Company Officers. At this point we are able to create data to assist our company officers, however, the data is delayed by several days to a week making it difficult for a company officer to determine the actual cause of a turnout delay.
- Real time data for our company officers will remain a top priority going into 2026.

#### Improvement Goal 2b

Continue Reducing Call Processing Time

- At the request of the Pierce County Fire Chiefs, South Sound is in the process of creating a report that will communicate complete call processing times.
- SS911 was forced to terminate the employment of their Data Analyst. They are exploring options with the Pierce County Fire Chiefs as to how to proceed.

#### Improvement Goal 2c

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

- Complete Q1 2023

#### Improvement Goal 2d

Implement a Risk-based Response to Target Hazards

- The PC Ops group continues to adjust station orders.
- The latest round of changes was mostly related to Central Pierce station orders which have an impact on Station 113 and Station 118 response areas.
- This will continue to be an ongoing process that will need continuous refinement.

#### Improvement Goal 3

Enhance Utility of Strategic Decision Data

- Complete Q4 2024

#### Improvement Goal 3a

Enhance Integration of Key Information Systems

- Complete Q4 2024

#### Improvement Goal 3b

Ensure Timely Access to Relevant, Reliable Growth Intelligence

- Complete Q5 2025

#### Improvement Goal 3c

Explore Collaborative Data Initiatives

- The focus has shifted to finding a reliable way to report out response times in relation to population densities. This is a large body of work that is necessary to solidify our reporting methods moving forward.
- With the help of Peregrine, a repeatable process has been established to determine population densities within a quarter mile grid. This is a substantial improvement to our reporting as it relates to population. We expect to be able to provide reliable, comparable reports moving forward.

# East Pierce Fire & Rescue Financial Assessment Q1 2026 Progress Report

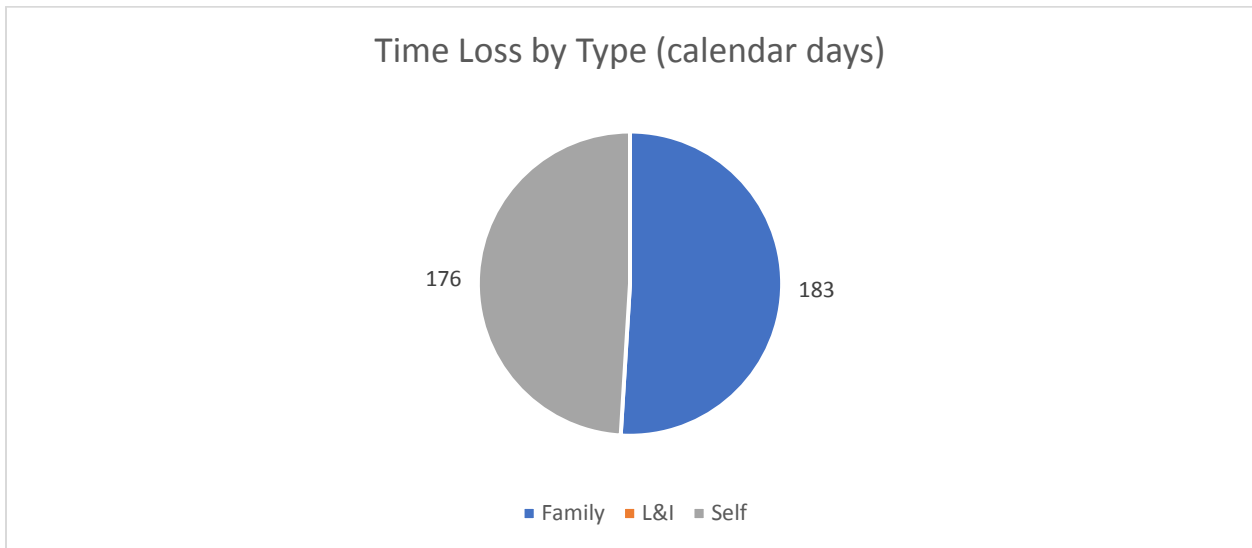
## Goal 1: Identify all key finance related tasks and create a procedural manual for each task

- Identify key finance related tasks and create procedures manual for each task by documenting how each task is performed. This will ensure the task 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.
- This is an ongoing project.
- There is new software available that will assist personnel in tracking each step of their processes. Our goal is to start using this software in 2026.

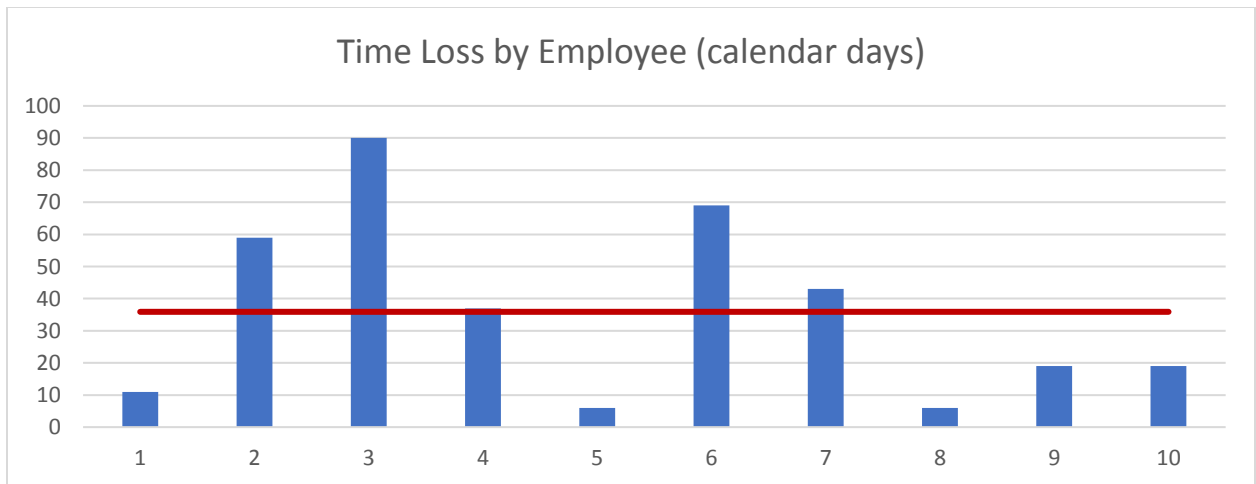
## Injury – Medical Leave Report – March 2026

As of March, a total of 10 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 35.90 calendar days. Total is 359 days.



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





# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	April 21, 2026
<b>Title:</b>	Day Shift Assignments Letter of Agreement (LOA) with L3520

<b>Recommendation from Staff:</b>	<i>Approve</i>
<b>Recommendation from Committee:</b>	None
<b>Recommended Action/Motion:</b>	<i>Move to approve the Letter of Agreement with Local 3520 regarding CBA Article 29 “Day Shift Assignments.”</i>
<b>Presenter:</b>	Parkinson
<b>Attachments:</b>	Letter of Agreement

<b>Summary:</b>
<p>We have been working with labor over the past several months regarding personnel assigned to day shift positions. The goal of both parties is to ensure we continue to see interest in day shift assignments from our employees, rather than make assignments mandatory due to a lack of interest. One approach both parties support is to shorten the commitment for some assignments (as seen in the attached LOA). There is no fiscal impact to signing this LOA. Not all positions have changes in their initial terms, and there are no changes in additional term lengths.</p>

<b>Fiscal Impact:</b>	None
-----------------------	------

LETTER OF AGREEMENT  
 BY AND BETWEEN  
 EAST PIERCE FIRE & RESCUE  
 AND

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 3520

This Letter of Agreement (LOA) is a binding agreement between EAST PIERCE FIRE & RESCUE, a political subdivision of the State of Washington, hereinafter referred to as the "Employer", and the INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 3520, hereinafter referred to as the "Union", regarding CBA Article 29 *Day Shift Assignments*.

Both parties recognize that the initial term of day shift assignments can result in less employee interest in the positions and lead to mandatory assignments rather than voluntary applications. As such, the assignments identified in the table below will have their initial assignment term shortened.

Not all positions have changes in their initial terms, and there are no changes in additional term lengths.

<b>Assignment</b>	<b>Initial Term</b>	<b>New Initial Term</b>
Training-Battalion Chief	6 years	5 years
Division Specialist (All Divisions)	4 years	3 years
Temporary Training Support/SEI	N/A	N/A
EMS-Battalion Chief	6 years	5 years
Staff Support-Firefighter	2 years	2 years
Assistant Fire Marshal	6 years	6 years
Deputy Fire Marshal	4 years	4 years

DATED this \_\_\_\_ day of \_\_\_\_\_, 2026

**IAFF LOCAL 3520**

**EAST PIERCE FIRE & RESCUE**

\_\_\_\_\_  
 Taylor Hobi, President

\_\_\_\_\_  
 Jon Napier, Board Chair



# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	April 21, 2026
<b>Title:</b>	IT Security Upgrades

<b>Recommendation from Staff:</b>	<i>Approve</i>
<b>Recommendation from Committee:</b>	None
<b>Recommended Action/Motion:</b>	<i>Move to approve \$60,000 for the replacement of IT network equipment.</i>
<b>Presenter:</b>	Parkinson
<b>Attachments:</b>	None

<b>Summary:</b>
<p>Our current network equipment vendor (Peplink) is foreign based company that supplies our mobile routers, branch routers, and Wi-Fi access points. While there have been no known security issues over the past 10+ years that we've used them, geopolitical risks are increasing.</p> <p>We plan to switch to a U.S. based company that has TAA (U.S. Trade Agreements Act) compliant devices. These products must be made or "substantially transformed" in the U.S. or in a TAA-designated country (for example many EU countries, Japan, South Korea, etc.).</p> <ul style="list-style-type: none"> <li>• Most of our mobile routers are 4 years old and have a replacement cycle of 5-7 years.</li> <li>• Most of our branch routers are 5 years old and have a replacement cycle of 5-7 years.</li> <li>• Our station Wi-Fi access points are newer, in the 1-3 year range with a replacement cycle of 5-7 years.</li> </ul> <p>The total cost of upgrading all of our equipment is approximately \$90k. Verizon has offered to subsidize the cost of mobile and branch routers in exchange for a 3-year service commitment. The value is approximately \$32k. We are requesting an additional \$60k to complete the replacement project.</p> <p>Alternatively, we can delay this request and add it to the 2027 budget request. The subsidy from Verizon may not be available at that point.</p>

<b>Fiscal Impact:</b>	\$60,000
-----------------------	----------



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	April 21, 2026
<b>Title:</b>	Acceptance of HVAC upgrade at station 113

<b>Recommendation from Staff:</b>	<b>Project is complete, approve</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>Move to accept the completion of the upgrades to Station 113's HVAC system by Code Mechanical, Inc. in the amount of \$119,883.22.</i>
<b>Presenter:</b>	Stabenfeldt
<b>Attachments:</b>	None

<b>Summary:</b>	<p>Station 113's AC units were 30 years old, leaking coolant, and unreliable. Replacement was funded through the budget process to come out of facility maintenance reserve fund. The project was awarded to Code Mechanical, Inc. from the MRSC Small Works Roster. The quote was for \$119,656.13. The final cost was \$119,883.22. The increased cost of \$107.50 was due to needing a low voltage permit for the project. The project is complete to our satisfaction. There is a 5% retainage kept until releases are provided by L&amp;I, ESD and Department of revenue per RCW 50.28.151. We also retained 5% in lieu of a performance bond, which will be released on approval of this motion.</p>
-----------------	--

<b>Fiscal Impact:</b>	
-----------------------	--



<b>Meeting Date:</b>	April 21, 2026
<b>Title:</b>	Commissioner Compensation and Waiver Policy Edits – 2 <sup>nd</sup> Reading

<b>Recommendation from Staff:</b>	<i>N/A</i>
<b>Recommendation from Committee:</b>	N/A
<b>Recommended Action/Motion:</b>	<i>Move to approve the recommended edits to the Commissioner Compensation and Waiver policy.</i>
<b>Presenter:</b>	Byerley
<b>Attachments:</b>	Commissioner Compensation and Waiver Policy with tracked changes

<b>Summary:</b>
<p>Per the Boards request, the Commissioner Compensation and Waiver policy section 216.3 has been edited to include compensation for Board members to attend one meeting annually with Local 3520.</p> <p>Per Board Policy, changes to the policy require two readings before adoption. This is the second reading of the proposed edits.</p>

<b>Fiscal Impact:</b>	None
-----------------------	------

---

## Fire Commissioner Compensation and Waiver

### 216.1 PURPOSE AND SCOPE

This policy outlines fire commissioner compensation in accordance with the Revised Code of Washington.

### 216.2 POLICY

Each fire commissioner may receive compensation of One Hundred Sixty-One Dollars (\$161) per day, or a portion thereof, for attending Board meetings and for performing other services on behalf of the fire district, not to exceed Twenty-Three Thousand One Hundred Eight-Four Dollars (\$23,184 ) per year.

RCW 52.14.010 provides that the amount of compensation for fire district Board members will be adjusted for inflation by the Washington State Office of Financial Management every five years beginning July 1, 2008. The adjusted compensation amount will be based on changes in the consumer price index for "wage earners and clerical workers, all items" compiled by the Bureau of Labor and Statistics, United States Department of Labor during that five-year period.

Any commissioner may waive compensation for any day on which service is performed, or meetings attended, during the commissioner's term of office, by a written waiver filed with the district secretary. The waiver must be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

### 216.3 GUIDELINE

Per RCW 52.14.010, a fire commissioner is eligible to receive compensation at the rate of One Hundred Sixty-One Dollars (\$161.00) per day, or for a portion of a day, for the following activities:

- a. Attending regular or special meetings of the Board of Fire Commissioners;
- b. Serving as a designated representative of the board, including but not limited to, such activities as fire district committees, community development and/or betterment committees, collective bargaining, etc.
- c. Attending training and/or development activities approved in advance by a majority of the Board, including, but not limited to: regional, state, or national fire district association conferences, board in-service meetings, etc. A Commissioner's Request for Training form, shall be completed by the commissioner requesting approval. This may also include time involved in traveling to and from the activity.
- d. Attending special board-related activities when approved in advance by a majority of the board, including, but not limited to: building dedications, staff retirements, and other such ceremonies.

# East Pierce Fire & Rescue Policy Manual

Fire

## Fire Commissioner Compensation and Waiver

---

- e. Attending one meeting annually with Local 3520
- f. Development and review of meeting, committee, and special project assignments as assigned by the Chair.
- g. Preparing for a regular or special commissioners' meeting by reviewing the prior month's meeting minutes, financial reports, resolutions, and other materials and data that will come before the Board for discussion. No more than one day's compensation shall be allowed for reviewing materials for a regular or a special meeting of the Board.
- h. A commissioner shall not be reimbursed for completing or submitting Public Disclosure Commission reports or forms, filing for election, and the like as these are the personal responsibility of the commissioner and are not considered to be district business.
- i. A commissioner shall submit a Commissioner Compensation Form on a monthly basis which verifies the nature and amount of approved activities for which compensation is claimed during the month. A commissioner is only eligible to make one compensation claim for a given day.
- j. The District Secretary will review and initial all Commissioner Compensation Forms prior to forwarding them to payroll.
- k. If an entry requires further clarification, the District Secretary will contact the commissioner. The commissioner may remove the questionable entry, and the form will be then processed with the current month's vouchers.
- l. If the information provided by the commissioner does not verify the entry and validation is still questionable, the District Secretary will contact the Board's HR committee, and the committee will meet with the commissioner. The commissioner and/or the HR committee will have the right to include the compensation form on the agenda for discussion at the next monthly meeting. A majority vote of the Board will decide whether the entry is approved or not and end the matter. The form as approved will then be forwarded to payroll to process the following month.

Total compensation for a calendar year shall not exceed Twenty-Three Thousand One Hundred Eighty-Four (\$23,184.00), plus reasonable expenses incurred for travel, meals, and lodging.

Any commissioner may waive compensation for any day on which service is performed, or meetings attended, during the commissioner's term of office, by a written waiver filed with the district secretary. The waiver must be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

## **216.4 REFERENCE**

RCW 52 Fire Protection Districts