



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
April 16, 2024
7:00 p.m.

Meetings are conducted in-person with the option of attending virtually.
Meeting Location: 18421 Veterans Memorial Dr. E, Bonney Lake 98391

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/81162354297?pwd=CBGAmWT7aWNLgzDgF8wvCQKtCX4hUw.1>

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.

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) Chief Parkinson – 5 Years
 - ii) District Secretary Byerley – 20 Years

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the March 19th Regular Meeting Pages 3-6
- b) Treasurer’s Report..... Pages 7-8
- c) Approve Finances..... Pages 9-13
- d) Financial Waiver None

5. PRESENTATIONS

- a) Strategic Planning – BERK Consulting Pages 14-20

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. 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.

7. BOND-2018:

- a) Update - Herrera Pages 21-29

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 30-31
- b) Deputy Chiefs Report..... Pages 32-33
- c) Monthly Injury Report..... Page 34

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 3/27 Meeting..... Pages 35-36
- b) Finance Committee –..... None
- c) HR Committee – Notes from 4/1 Meeting Page 37

10. RESOLUTIONS:

- a) Resolution 1047 – Levy Lid Lift – August Ballot – Parkinson..... Pages 38-41
- b) Resolution 1048 – Transfer of Funds from Capital (Project Manager) – Hollon..... Pages 42-43
- c) Resolution 1049 – Cancellation of Warrants – Hollon..... Pages 44-45

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

- a) Appoint “For” and “Against” Committees – Parkinson..... Page 46
- b) Sale of Windmill Property – Parkinson..... Pages 47-50
- c) Board Vacancy – Parkinson Page 51

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) Lake Chelan Seminar (June 1st) – Byerley None
- b) WFCA Annual Conference (Spokane 10/23-10/26) – Byerley None

14. EXECUTIVE SESSION: None

15. COMMISSIONER ACTION/DISCUSSION: None

16. ADJOURN

2024 EVENTS:

- April 25th PC Commissioner Meeting (SS911 and Zoom)
- May 21st EPFR Board Workshop
- May 23rd PC Commissioner Meeting (CPFR and Zoom)
- June 27th..... PC Commissioner Meeting (SS911 and Zoom)
- July 25th PC Commissioner Meeting (6:00 pm - BBQ / Potluck)
- August 22nd PC Commissioner Meeting (SS911 and Zoom)
- September 26th PC Commissioner Meeting (TBD and Zoom)
- September 28th..... EPFR Annual Open House
- October 24th NO PC MEETING – STATE CONFERENCE
- November 21st PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5th NO PC MEETING – ANNUAL AWARDS BANQUET

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

March 19, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on March 19, 2024, in-person at Headquarters (18421 Veterans Memorial Dr E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Board Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Pat McElligott, Randy Kroum (virtual), Cynthia Wernet (virtual), Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Garling and Commissioner Cathey
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, Assistant Chief Matt Gilbert, AFM John Selby, and Greg Reinke.

HONORS AND RECOGNITIONS:

Chair Napier called for a moment of silence in memory of Commissioner Mike Cathey who passed on March 18th.

APPROVAL OF AGENDA:

District Secretary Byerley requested to add to the agenda item 11b (New Business) add Board Vacancy. Commissioner Egan moved to approve the agenda as amended. The motion was seconded by Commissioner McElligott and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the February 20th Regular meeting; treasurer's report; current expense vouchers 240303001-240303075 in the amount of \$439,149.03; payroll vouchers 240302001-240302011 in the amount of \$433,919.85; electronic payroll in the amount of \$2,625,435.47; Capital expense vouchers 240304001 - 240204016 in the amount of \$2,456,985.03, and post-meeting expense voucher 240301001 in the amount of \$54,400.00). Motion seconded by Commissioner Egan and carried.

GUEST SPEAKER PRESENTATION:

Annual EMS Survey: Assistant Chief Moore gave a brief presentation recapping medical services survey trends. Survey results are compared by individual, shift, district, and to nationwide standards. EPFR scores high in EMS patient satisfaction both locally (92nd percentile) and nationwide (94th percentile). No action taken, information only.

2023 Fire Marshal Report Out: Assistant Chief Gilbert gave an update of the fire marshals accomplishments in 2023. Accomplishments included an improvement in fire and life safety inspections, 265 completed pre-fire plans, 39 plan reviews, and 37 fire investigations. No action taken, information only.

2023 Financial Report: Finance Manager Hollon gave an overview of the final 2023 financial data included in agenda packet. No action taken, information only.

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: The building is dried into all weather. Interior insulation and sheetrock are underway. Finish grade sitework continues. Preparing for first layer of asphalt, hopefully in April. Work is progressing again with the roof being completed.

Station 112: All comments have been addressed and resubmitted after the first round of CUP reviews were received. The items were not significant and have been addressed. We are still awaiting the first round of site and building permit review comments. All permits were submitted under the old energy code.

Station 114: The roof is completed, and the building is dried in. Seal coat of the building is under review. We have some deficiencies we are working through. This could have significant impacts to the general contractor and to the schedule. Interior framing is complete, insulation and sheetrock starting this week. Exterior siding and CMU are currently on hold pending seal coat review. Fireline change meeting with City scheduled for 3/20 to discuss code changes after plan submittal.

Station 117: There were issues with water holding on the site and saturating the entire building area. This was due to the temporary stormwater pond design. The pond was redesigned to allow for more water to leave the site, this resulted in drying the saturated areas so we could proceed. In slab plumbing and mechanical are back underway with slabs expected in the next week.

Station 118: Some of the final inspections passed this week. Two more inspections to go for final occupancy. Those are being scheduled for next week. Still addressing punch list items. Commissioner Egan pointed out some settling in ground in front of the flagpole, PM Herrera to investigate.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: levy messaging update; Station 124 open house will be held on Saturday, March 23rd from 11 am to 1 pm; event reminders including a Planning Committee meeting on 3/27, Annual Awards Ceremony on 4/27, and PC Fire Commissioners Association meeting at Station 118 on 3/28; recruit update including graduations, new class start, and next recruiting process; and Planning Committee vacancy.

Monthly Deputy Chiefs Report: Deputy Chief Stabenfeldt gave a brief overview of each division's accomplishments for the month. DC Stabenfeldt's report included: Operations-seven members completed probation and begin an inhouse drivers class next week, eight recruits went to the line, six recruits in post-academy, and fifteen recruits in pre-academy; Logistics-apparatus update, commended work on upfitting new personnel, facility grading project with RFM; EMS- highlighted work by Assistant Chief Moore in his efforts preparing the AFG grant information, first quarter OTEP complete, post academy EMS training complete, and work to upfit five Sumner PD officers with AEDs; Fire Prevention/Public Education-inspections and pre-fire plan work, annual report preparation, and several public events. Commissioner Kroum commented on exceptional and friendly service his family received during a recent incident and extended his thanks.

Monthly Injury Report: Update provided in agenda packet.

Q1 Strategic Plan: Report update included in packet.

Q1 Standard of Cover: Report update included in packet.

Q1 Financial Assessment: Report update included in packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee– Commissioner Wernet provided an overview of the Committee’s meeting on 3/1 noting the next committee meeting will be held on 3/27 with BERK Consulting to discuss the strategic plan. Notes from meeting included in agenda packet.

RESOLUTIONS:

Resolution -Levy Lid Lift – August Ballot (1st reading): Chief Parkinson presented to the Board the first reading of a Resolution requesting, if the April 2024 levy fails, the placement of a Regular Levy Lid Lift measure on the August 6th, 2024 ballot. This measure will ask the voters to lift the lid on the regular levy to reset the rate to \$1.50 per \$1,000 of assessed valuation in 2025. No action taken at this time, first reading.

NEW BUSINESS:

Acceptance of completed construction for Station 124: Finance Manager Michelle Hollon presented to the Board a request to accept the completion of the renovation project of Station 124 with D&D Construction. The renovation project was completed in February 2023. Commissioner Egan then moved to accept the completion of the renovation project of Station 124 by D&D Construction. The motion was seconded by Commissioner McElligott and carried.

Board Vacancy: Chief Parkinson presented to the Board the process required and proposed timeline to fill the Board vacancy created by the passing of Commissioner Cathey. The Board will hear nominations at the April regular meeting, then review candidate qualifications and appoint a new commissioner at the May meeting. No action taken, information only.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Spring Series: District Secretary Byerley confirmed with Commissioner Napier that he was registered for the March 23rd training.

Lake Chelan Seminar: District Secretary Byerley provided information regarding the seminar to be held in Lake Chelan on June 1st. The deadline to express interest in attendance is the April 16th.

PDC Reminder: District Secretary Byerley reminded Board that PDC filing is due by April 15th.

WFCA Annual Conference: District Secretary Byerley provided information regarding the WFCA Annual Conference to be held in Spokane October 23-26. Commissioner McElligott expressed interest in attending.

EXECUTIVE SESSION: Chairman Napier called for an executive session per RCW 42.30.140 Collective Bargaining Agreement discussion at 8:54 p.m. for 10 minutes.

Meeting reconvened at 9:04 p.m.

COMMISSIONER ACTION/DISCUSSION:

Planning Committee: Commissioner Napier will join the Planning Committee.

Windmill Property: Commissioner Egan was approached by the new Edgewood mayor regarding the assessed value and sale of the windmill property. Chief Parkinson will follow-up with the mayor.

Commissioner Cathey: Commissioner Egan inquired as to how the district can support Commissioner Cathey's memorial. Chief Parkinson is in contact with the family and will coordinate support.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 9:24 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan

DRAFT



EAST PIERCE FIRE & RESCUE

March 2024

for April 16, 2024 Meeting

Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
9 Months Remaining =				75.00%

General Fund (Current Expense)

Net Cash & Investments 12/31/2023 **\$ 12,658,683** Budgeted

Operating Revenues					
	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Property Tax - Current	1,377,372	1,939,009	40,405,095	38,466,086	95.2%
Property Tax - Prior Year/Delinquent	73,450	192,998	-	(192,998)	0.0%
Other Taxes	-	281	18,500	18,219	98.5%
Regular EMS Transport	214,963	706,631	2,900,000	2,193,369	75.6%
GEMT Transport	233,629	708,217	2,112,000	1,403,783	66.5%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	-	31,258	201,375	170,117	84.5%
Tehaleh Mitigation	-	86,800	100,000	13,200	13.2%
Transfers in from Reserves/Capital	-	-	7,700,565	7,700,565	100.0%
Other Revenue	451,675	580,164	2,001,453	1,421,289	71.0%
Total Operating Revenues	2,351,089	4,245,357	55,838,988	51,593,631	92.4%

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

Operating Expenses	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Administration <i>(Comm, Fire Chief, Deputy Chief, Finance, HR)</i>	275,876	788,415	3,260,984	2,472,569	75.8%
Operations <i>(Fire, Training, Volunteers)</i>	2,586,467	7,977,167	33,360,160	25,382,993	76.1%
EMS	263,847	755,402	3,286,873	2,531,471	77.0%
Prevention <i>(Fire Prevention, Pub Ed)</i>	77,212	252,815	1,401,954	1,149,139	82.0%
Logistics <i>(Logistics, Emerg. Mgmt, IT)</i>	287,417	1,235,693	5,055,431	3,819,739	75.6%
Capital <i>(Project Manager)</i>	54,633	99,390	201,677	102,287	50.7%
Reserve Purchases <i>(Equipmt., EMS, Facility)</i>	1,878	161,136	7,498,888	7,337,752	97.9%
Transfers Out	-	-	1,773,021	1,773,021	100.0%
Total Operating Expenses	3,547,330	11,270,019	55,838,988	44,568,969	79.8%
Payroll Clearing Accruals	(32,575)	(16,165)			
Operating Expenses Net of Accruals	3,514,756	11,253,853	55,838,988		
Ending Net Cash & Investments			\$ 5,650,187		

Reserve Fund

Net Cash & Investments 12/31/2023 **\$ 33,032,937** Budgeted

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 03/31/24	(Short)/Over
General Reserve				3,756,867	242,423
Equipment Reserve				13,155,481	N/A
Facilities Reserve				1,144,591	344,591
Employee Compensation Reserve				927,740	127,740
Capital Facilities Phase 2				14,344,566	Balance
Sale of Tax Title Property					
Investment Interest	152,161				
Current Month Total	141,938	-	-		
Year to Date Total	\$ 445,247	\$ -	\$ -	\$ 33,329,245	



EAST PIERCE FIRE & RESCUE

March 2024

for April 16, 2024 Meeting

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Resolution 1034	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2023			\$ 42,618,324	Budgeted	
Revenues					
Investment Interest	174,647	531,103	2,100,000	1,568,897	0.0%
Total Revenues	174,647	531,103	2,100,000	1,568,897	
Expenses					
Capital Purchases	6,264	20,130	-	-	0.0%
Capital Purchases-Station 111	774,666	1,773,768	-	-	0.0%
Capital Purchases-Station 112	96,236	207,052	-	-	0.0%
Capital Purchases-Station 114	884,090	1,582,813	-	-	0.0%
Capital Purchases-Station 117	585,401	1,348,119	-	-	0.0%
Capital Purchases-Station 118	110,327	163,884	-	-	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	201,677	201,677	0.0%
Total Expenses	2,456,985	5,095,765	201,677	-	0.0%
Ending Net Cash and Investments			\$ 44,516,647		
** Note: \$1,000,000 of Ending Net Cash reserved for IRS for arbitrage true-up **					



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
4/11/24	1512	ANDY JOHNSON & CO. INC.	\$595,276.85
4/11/24	1513	DNC CONSTRUCTION	\$1,600.00
4/11/24	1516	MOBILE MODULAR	\$649.34
4/11/24	1523	TRANSPOGROUP	\$167.50
4/11/24	1428	AIR SYSTEMS ENGINEERING	\$495.01
4/11/24	1514	JODY MILLER CONSTRUCTION	\$247,357.84
4/11/24	1519	RICE FERGUS MILLER ARCHITECTURE	\$65,779.54
4/11/24	1520	ROBERT HALF	\$2,784.00
4/11/24	1521	SANDIS SIGNS	\$332.88
4/11/24	1522	TERRA ASSOCIATES, INC.	\$670.34
4/11/24	1515	JONES & ROBERTS CO.	\$1,036,960.11
4/11/24	1517	PERFORMANCE VALIDATION INC.	\$3,069.00
4/11/24	1518	PUGET SOUND ENERGY	\$45,576.15
4/11/24	1425	ABM JANITORIAL SERVICES	\$1,140.71
4/11/24	1436	CENTRAL PIERCE FIRE & RESCUE	\$13,702.29
4/11/24	1445	EPFR PETTY CASH CHECKING	\$1,019.91
4/11/24	1446	FIDELITY SOLUTIONS	\$1,184.91
4/11/24	1524	WA STATE DEPT OF REVENUE (USE TAX)	\$3,695.09
4/11/24	1426	ADP SCREENING	\$47.50
4/11/24	1427	ADVANCE TRAVEL FUND	\$635.91
4/11/24	1431	BERK CONSULTING	\$8,463.29
4/11/24	1432	BOUND TREE MEDICAL LLC	\$335.97
4/11/24	1435	CDW GOVERNMENT	\$50,924.50
4/11/24	1437	CENTURYLINK (035B/376B/785B/786B/442B)	\$83.60
4/11/24	1439	CITY OF MILTON	\$11,049.48
4/11/24	1440	CODE MECHANICAL INC.	\$2,413.25
4/11/24	1441	DAVIS DOOR SERVICE, INC	\$3,910.98
4/11/24	1429	AMERICAN HEART ASSOCIATION	\$14,612.00
4/11/24	1430	BARNHART MD PS STEPHEN W	\$7,000.00
4/11/24	1433	BYERLEY CORINA	\$4,328.16
4/11/24	1434	CARDINAL HEALTH 112, LLC	\$4,154.71
4/11/24	1438	CINTAS CORPORATION # 461	\$11,094.29
4/11/24	1442	DIVE RESCUE INTERNATIONAL INC	\$1,518.06
4/11/24	1444	EMS TECHNOLOGY SOLUTIONS LLC	\$19,458.00
4/11/24	1449	FUGATE FORD	\$1,203.09
4/11/24	1459	KILLION JENNIFER	\$334.02
4/11/24	1464	LES SCHWAB TIRE CENTERS	\$4,571.17
4/11/24	1443	EAGLE ENGRAVING	\$194.00

4/11/24	1447	FREEMAN JASON	\$1,250.00
4/11/24	1450	GALLS, LLC	\$1,713.63
4/11/24	1451	GEAR GRID	\$617.00
4/11/24	1452	GIOVE BRYCEN	\$405.00
4/11/24	1456	IAFC MEMBERSHIP	\$1,966.00
4/11/24	1458	KEYES DAVONN	\$104.00
4/11/24	1460	KNOTTY TREE SERVICE	\$10,238.25
4/11/24	1461	L N CURTIS & SONS	\$19,994.15
4/11/24	1462	LACHOWITZER JEFF	\$750.00
4/11/24	1448	FREIGHTLINER NORTHWEST	\$37,329.19
4/11/24	1453	HERITAGE-CRYSTAL CLEAN LLC	\$78.00
4/11/24	1454	HERRERA PHIL	\$579.06
4/11/24	1455	HUGHES FIRE EQUIPMENT, INC.	\$11,973.86
4/11/24	1457	JAMES OIL CO. INC.	\$16,068.25
4/11/24	1468	LYNCH TANYA	\$1,500.00
4/11/24	1469	MINUTEMAN PRESS PUYALLUP	\$572.12
4/11/24	1475	ODP BUSINESS SOLUTIONS LLC	\$235.67
4/11/24	1476	OREILLY	\$72.80
4/11/24	1483	PIERCE COUNTY SEWER	\$86.37
4/11/24	1463	LARSEN SIGN CO	\$2,851.59
4/11/24	1465	LIFE ASSIST	\$22,358.60
4/11/24	1467	LUND FAUCETT LLC	\$655.00
4/11/24	1470	MUNICIPAL EMERGENCY SERVICES	\$767.69
4/11/24	1471	NAGC	\$1,200.00
4/11/24	1472	NATIONAL TESTING NETWORK	\$550.00
4/11/24	1477	PACIFIC OFC AUTOMATION (OR)	\$208.89
4/11/24	1478	PACIFIC OFFICE AUTOMATION	\$747.08
4/11/24	1479	PC BUDGET & FINANCE DEPT	\$14,785.75
4/11/24	1480	PERFECT PAINT STRIPING LLC	\$2,703.54
4/11/24	1466	LINDE GAS & EQUIPMENT INC	\$1,729.26
4/11/24	1473	NEOGOV	\$15,900.09
4/11/24	1474	NORTHWEST SAFETY CLEAN	\$589.78
4/11/24	1481	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,401.44
4/11/24	1482	PHILIPS MEDICAL SYSTEMS	\$885.58
4/11/24	1484	PUGET SOUND ENERGY	\$11,248.58
4/11/24	1489	RON & LEOS WELDING SERVICE	\$1,274.66
4/11/24	1490	SEATTLE TIMES	\$20,238.70
4/11/24	1496	STERRENBURG TROY	\$745.00
4/11/24	1497	SUNSET FORD	\$3,095.92
4/11/24	1485	PUGET SOUND INSTRUMENT	\$5,188.80
4/11/24	1487	QUINN ERIC T	\$400.00

4/11/24	1488	RICE FERGUS MILLER ARCHITECTURE	\$2,330.98
4/11/24	1492	SHI INTERNATIONAL CORP	\$431.38
4/11/24	1493	SITECRAFTING, INC.	\$208.20
4/11/24	1494	SNIDER PETROLEUM	\$2,976.26
4/11/24	1495	SOUTH SOUND 911	\$140,815.00
4/11/24	1505	VALVOLINE LLC	\$126.55
4/11/24	1506	VFIS	\$346.00
4/11/24	1507	WA STATE AUDITORS OFFICE	\$42.88
4/11/24	1486	QUADIENT	\$250.00
4/11/24	1491	SEAWESTERN	\$188,836.08
4/11/24	1498	TACOMA BOAT SALES & SERVICE	\$1,530.73
4/11/24	1508	WA STATE DEPT OF REVENUE (USE TAX)	\$2,716.64
4/11/24	1510	WASHINGTON AUTOMATED	\$498.23
4/11/24	1499	TONYS ROOFCARE INC	\$1,120.19
4/11/24	1500	TORCH & REGULATOR COMPANY LLC	\$186.30
4/11/24	1501	TREASURY MANAGEMENT SVCS - US BANK	\$99.43
4/11/24	1502	TRUTH FITNESS PROJECT LLC	\$1,921.73
4/11/24	1503	TRUTH FITNESS PROJECT LLC	\$711.75
4/11/24	1504	US BANK	\$66,159.30
4/11/24	1509	WASHINGTON AUDIOLOGY SERVICES INC	\$6,507.00
4/11/24	1511	WCIF-Life/Dental/EAP	\$25,221.72

Payment Count: 100

Total Amount:

\$2,826,889.10

Payment Count: 100
Payment Total: \$2,826,889.10

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

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 _____

March 2024 Late Posting	
General Fund	
Payroll Transaction posted March 31	
Trx# 1375 DCP - WA State	\$ 1,654.00
(Note that the County posted in April but in our system in March)	
April 2024	
General Fund	
Total AP	\$822,970.46
AP Vouchers	
Vouchers # 240401001 - 240401087	\$822,970.46
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 24040x001 - 24040x0xx	\$ -
Electronic Payroll	\$ -
Total Expenditures (AP + Payroll)	\$ 822,970.46
Total BIAS Expenditures (111 - 999)	\$ 822,970.46
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 240402001 - 240402013	\$ 2,003,918.64

EAST PIERCE FIRE & RESCUE STRATEGIC PLAN

PRESENTATION TO THE BOARD OF COMMISSIONERS APRIL 16, 2024



1

INTRODUCTIONS



Julia Tesch
Project Manager



Oliver Hirn
Lead Analyst

Brian Murphy: Strategic Advisor & Principal in Charge

About BERK

Our Mission

Helping communities and organizations create their best futures.


Our role as consultants

- Serve as process guides, facilitators, and objective analysts
- Create opportunities for productive input from the Board and staff
- Facilitate decision-making and strategy setting




2

2




PRESENTATION OBJECTIVES

- Establish a shared understanding of the strategic planning purpose and process
- Gather input from the Board about priority topics for the updated Strategic Plan to address





3

3



PROJECT OVERVIEW



4

4

STRATEGIC PLAN OVERVIEW

- A short document with a long-term direction for EPFR, plus a process for annual implementation
- Informs your work-planning and budgeting



Effective Strategic Plans...

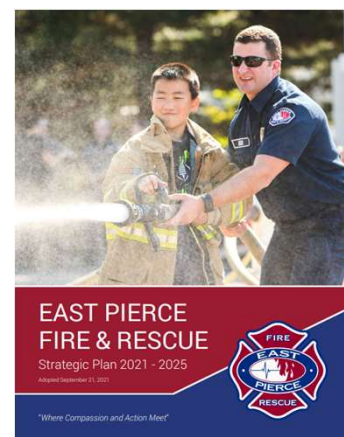
- Focus on big moves and changes to the status quo
- Are actionable and constrained
- Communicate your strategic direction effectively to internal and external audiences
- Need to be integrated into ongoing decision-making including budgeting and resource requests



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EPFR'S EXISTING STRATEGIC PLAN: 2021 - 2025

- **Focus:** stability, maturation, and effective service provision
- **Goals:**
 1. Support the wellbeing and development of our team
 2. Prepare for a growing population and increasing demand for services
 3. Cultivate strong relationships with the communities we serve
 4. Be a highly efficient organization



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6



THE NEED FOR AN UPDATED STRATEGIC PLAN

- Many strategies and objectives outlined in 2021 are complete - need to update the organization's direction
- Vision, Mission and Values need realignment after 25 years with the organization



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APPROACH

A streamlined process to update the existing strategic plan through internal engagement of the Board of Commissioners, Planning Committee and staff

- More of a top-down approach than the prior planning process
- Review and update EPFR's Vision, Mission, and Values, aligned with the Leadership Philosophy
- Align key priorities for the coming 3 - 5 years



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8

ROLES AND DECISION-MAKING

This strategic plan update will be guided by the Planning Committee and EPFR Leadership with feedback and input from the larger Board of Commissioners and staff members

Group	Roles
Planning Committee Chair Wernet, Commissioner Kroum, Commissioner Napier	<ul style="list-style-type: none"> Set the District's direction on behalf of the Board of Commissioners Provide feedback on the project approach
Board of Commissioners	<ul style="list-style-type: none"> Hold ownership of the Strategic Plan and its implementation Provide initial input to inform the planning process and objectives Provide feedback on the draft plan
Staff Strategic Advisory Committee 8 - 12 staff w/ cross-section of roles, tenure, perspectives	<ul style="list-style-type: none"> Provide feedback on the draft high-level direction developed by the Planning Committee Provide detailed ideas for actions and implementation
Command Staff Fire Chief, Deputy Chief, and 4 Assistant Chiefs	<ul style="list-style-type: none"> Support the Planning Committee
Fire Chief and Deputy Chief	<ul style="list-style-type: none"> Guide the project approach Keep all staff apprised of the planning process



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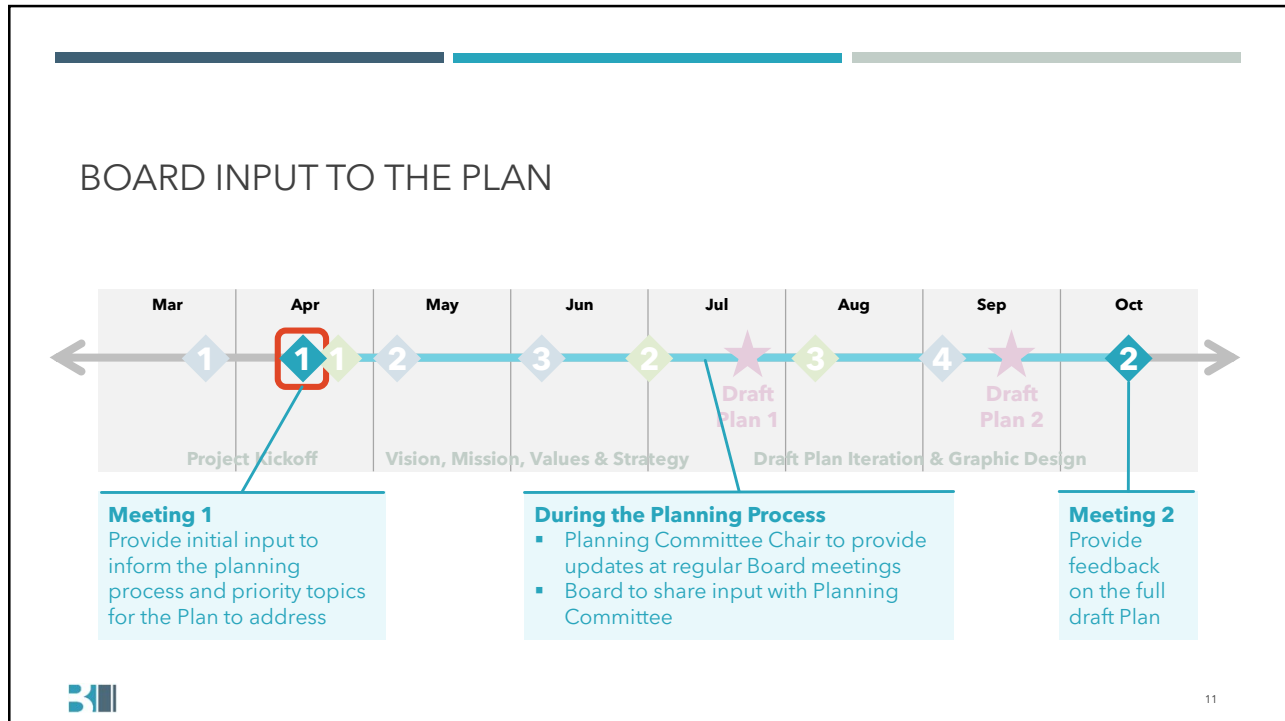
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SCHEDULE



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11

DISCUSSION

- What questions do you have about the proposed approach?
- Consider the prior Strategic Plan: what worked well and what would you have changed?
- What are the priority topics this updated Strategic Plan should address?
- What does success look like for an updated Strategic Plan? For the planning process?

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NEXT STEPS

- Fire Chief and Planning Committee members will provide regular updates to the Board as this process progresses
- First staff Strategic Advisory Committee meeting: **Wednesday, April 24**
- Next Planning Committee meeting: **Friday, May 3**



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To: **Board of Fire Commissioners**
From: **Phil Herrera, Project Manager**
Subject: **Bond Update – April 2024**

Station 118

- Fuel tank was delivered. We are working with the contractor and the city to get it hooked up.
- Final commissioning report has been completed. Submitting these for final occupancy approval.
- Still addressing punch list items.

Station 111

- Interior sheetrock and taping continues on the first and second floors.
- Painting prep underway in the administration wing.
- Apparatus bay doors have been installed.
- Finish grade sitework continues.
- Final grading for the first layer of asphalt underway. We are looking for the weather to cooperation.

Station 114

- Interior work of insulation and sheetrock is underway.
- We have released some areas of the exterior siding to be installed. CMU is currently still on hold. Third party inspection report is under of the seal coating in under review.
- West apparatus bay concrete ramp as well as curbs and sidewalks installed. ATB in the next week.
- We reached a resolution with the city over the fire line on the east side of the building. Saving the district 60-70k of an 80-95k change order.
- Working with the district's attorney on the CMU weather barrier issue.

Station 117

- All the interior slabs have been completed.
- Wall framing is underway.
- Erecting the structural steel columns and beams.

Station 112

- All comments have been addressed and resubmitted after the first round of CUP reviews were received. The items were not significant and have been addressed. We are awaiting roads to release the traffic impact report of “no impact” so we can be assigned a date to go before the hearing examiner.
- We are receiving the first round of site and building review comments. There are no significant issues and we have been responding with the corrections.
- We are preparing to go out for bid in May. Exact date TBD

April 2024, Capital Bond Station Photos.

Station 111 Interior sheetrock



Station 111 siding and grading.



Station 111 continued,

Hosting lunch for the workers.



Station 114

Sheetrock installation.



Station 114 continued

Curbs and apron work on the west side of the station.



This tree fell the other day. It just missed the generator pad where a workman was stripping concrete forms just 10 minutes earlier.



Station 117

Slabs are complete. Framing and structural steel underway.



Station 112



Station 118

Fuel tank delivered and set.



Items	Estimate - July 2018	Actual - Feb 2024	Forecasted Expenditures
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,558,090	28,594
Station 111	21,186,196	15,824,920	10,927,360
Station 114	10,856,061	6,849,703	4,335,297
Station 117	10,096,203	2,631,326	9,958,994
Station 112	13,663,312	1,368,271	11,295,042
Station 124	0	1,380,922	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,103,730	282,897
Misc	0	152,604	
Total	77,419,213	47,276,297	36,760,378

Bond Total	80,000,000
Interest YTD	3,381,664
Interest Forecasted	2,200,000
Expenditures to Date	(47,276,297)
Forecasted Expenditures	(36,760,378)
End Fund Balance	1,544,989

Arbitrage exposure @ 400K +/-



To: **Board of Fire Commissioners**
From: **Jon Parkinson, Fire Chief**
Subject: **Monthly Chief's Report – April 2024**

Levy

Messaging for the April Levy continues to move along at a steady pace, with efforts continuing throughout April. To date, the information has been received very positively by the community. Commissioners are welcome to attend any of the public events.

Cardiac Arrest Survivor

The gentleman below showed up at Station 118 to express his gratitude & meet with East Pierce Fire & Rescue Firefighters who were involved in saving his life from a Cardiac Arrest Event on February 28, 2024.



Committee Reminders

Planning Committee: Friday, May 3 @ 10 am

HR Committee: Monday, May 6 @ 10 am

Board Workshop – Agenda Topics

- Long-term funding policy discussion
- 5-Year financial forecast
- Future levy plans
- Strategic Plan update
- Staffing forecast
- 2023 stat review

If you have additional topics you would like covered, please forward them to Chair Napier.

Annual Awards Ceremony Reminder

A reminder that our annual awards ceremony is being held on Saturday, April 27, at White River High School from 3 pm to 5 pm.

Other activities in the past month

- Pierce County Fire Training Consortium Administrative Board
- PC Fire Chief's Association & PC Fire Chief's Executive Board
- Sumner Rotary Presentation
- Bonney Lake Chamber of Commerce Presentation
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- FME Chamber of Commerce
- BLT Rotary Presentation
- SBLSD Presentation
- Station 124 Open House
- Easter Egg Hunts
- Chat with the Chief sessions
- Prairie Ridge Dinner



To: **Board of Fire Commissioners**
From: **Kevin Stabenfeldt, Deputy Fire Chief**
Subject: **Monthly Deputy Chief's Report – April 2024**

Operations

- Recruit Class 2022-02 Completed EPFR Pump Academy
- Recruit Class 23-A1 Assigned to shift (working on EMT checkoffs)
- Recruit Class 23-B2 Assigned to shift effective 4/15/24
- Recruit Class 24-B4 Started PCFTC EMT School on 4/1/24
- Completed debriefs secondary to the Captain and Lieutenant assessment process.
- Promotions
 - Battalion Chief of Training Dan Curtis
 - Captain Jared Snope
 - Captain Lori Eng
 - Captain Adam Lathrop
 - Captain Jason Cancro
 - Lieutenant Bo Monson
- Completed the contract with Grail to provide the Galleri cancer screening test. We are scheduled to offer the test this upcoming May.

Logistics

- AC Will Poe will begin his transition from the PCFTC to AC of Logistics during the month of April.
- Placed Engine 116 (rescue-pumper) in service.
- Completed inspection on three new medic units at Braun NW.
- Completing PPE/uniform/gear upfitting for 15 new recruits.

EMS

- Completed AHA ACLS Instructor Course
- Offered two peer support training classes
 - Proactive firefighter check-in
 - Couples class for first responders
- Jen Killion (MIH-CRP) & Melissa Haney (Behavioral Health Specialist) Co-presented at ESO National Wave Conference 2024 on EPFR's Community Collaboration in Mobile Integrated Health.
- IV Acetaminophen Pilot Program (2yrs) is up and running starting April 1st. Pain management option other than controlled substances for our patients. The

program will be part of Pierce County EMS CQI program with the physician oversight of Dr. Barnhart.

Fire Prevention/Public Education/PIO

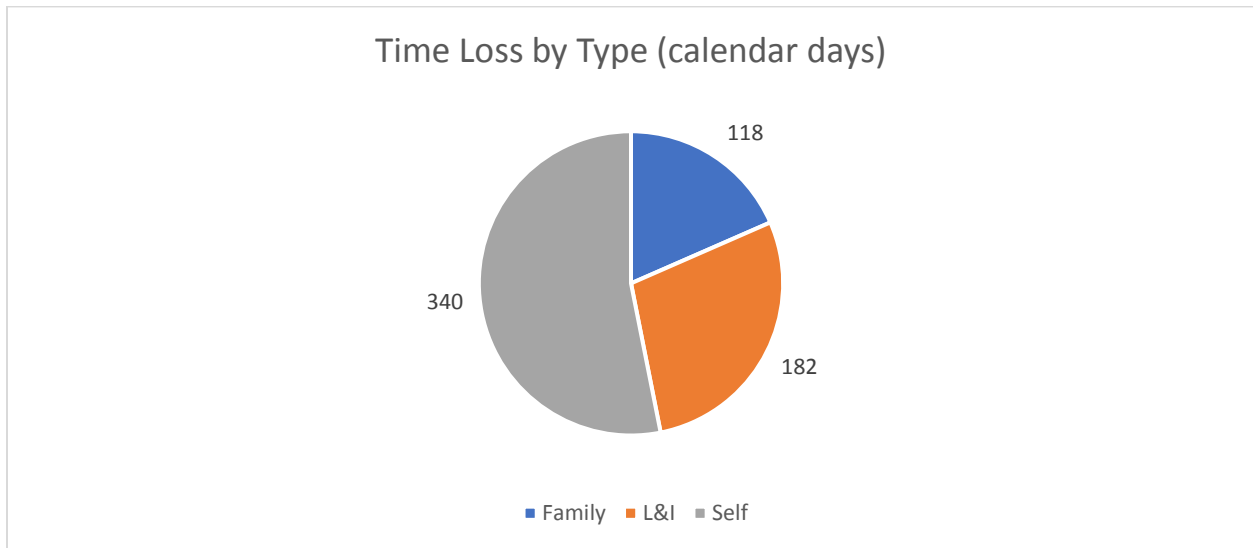
- Finalized spring newsletter.
- Finalized levy postcard mailer/submitted to printer.
- Ordered individual awards and perpetual plates for employee recognition awards.
- Presented a session on general safety to a group of 22 older adults at Milton Activity Center
- Performed administrative tasks for 8 CPR/FA classes throughout March (email reminders, rosters build/confirm rosters, communicate with/confirm instructors, assist with set up when needed, issue certification cards)
- Helped facilitate/attended Station 124 Open House
- Attended Chat with the Chief 3/24
- Attended Prairie Ridge Community Dinner 3/27
- Facilitated two tours at Station 111 on 3/21
- Training Attended:
 - NFA On-Campus Course: Youth Fire Setting and Intervention
 - WA Child Passenger Safety Summit
- Meetings attended:
 - Pierce County Wildfire Ready Neighbors
 - Mt. Rainier Public Information Workgroup
 - Mt. Rainier Community Education Workgroup
 - Mt. Rainier Alert/Notification Workgroup
 - Levy Planning-Weekly Touchbase (internal)
 - EPFR Levy Committee (w/consultants)
 - Awards Ceremony Planning
 - Social Media Messaging Planning (w/Lowery)
 - 2024 Aging and Elder Care Planning (confirmed dates/locations)
- Completed assessment center for DFM.
 - FF/PM Joe Worley has accepted the position. Joe will transition into a DFM role mid-year.
- Completed 124 inspections.
- Assisted with lahar drill on 3/21/24.
- Initiated food truck inspection program.
- Conducted 5 fire investigations.

Other activities in the past month

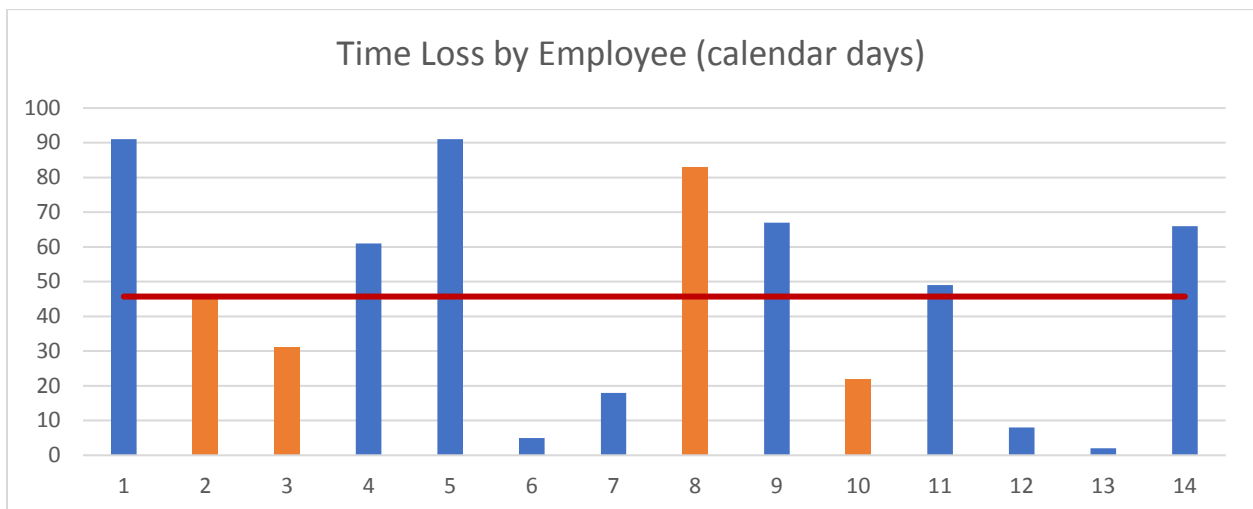
- PCFTC OAT Meetings
- Planning Committee Meeting 3/27/24
- HR Committee Meeting 4/1/24
- Various public outreach events
- Awards and Recognition Ceremony planning meeting
- Preparation for WSRB onsite in May
- Strategic Planning with BERK

Injury – Medical Leave Report – March 2024

- To date, a total of 14 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 45.71 calendar days



- To date, there are 4 L&I claims for time-loss (seen below in orange).



Planning Committee Meeting Notes

March 27, 2024 @ 1000 hrs.

C. Wernet (Chair), R. Kroum, J. Napier

Staff: Chief Parkinson, DC Stabenfeldt, AC Sandlian, PM Herrera, AC Poe, AC Gilbert

Guests: Julia Tesch (BERK), Oliver Hirn (BERK)

1. Strategic Plan

- a. Planning Committee and members of the leadership team met with BERK consultants to kick off the strategic plan update and to establish the scope, process and timeline of this project. Discussion included a group assessment of the district's strengths, weaknesses, opportunities and threats.
- b. The full Board will meet the BERK project managers and will be given an overview of the project at the April 16th Board meeting. Following the April Board meeting, the Planning Committee will continue to meet with BERK as regular committee meetings to give input for updating the vision/mission/values statements, and to provide strategic direction to BERK and the EPFR staff who will then draft the updated strategic plan over the summer.
- c. The project has a target completion date and report out to the Board in October 2024.

2. Station Construction Update

- a. Project Manager Herrera provided the Committee with status on each of the station construction projects underway. Only major risks were addressed.
- b. Station 111 is facing a slide in the substantial completion date by one month to August, due to the impact of weather delays.
- c. Station 114 is impacted by significant permit review caused changes. The issues have been resolved with the city and work is ready to begin to address utility layout conflicts on the site. Delays will likely affect project cost. The work interruption caused by vapor barrier quality issues is also being addressed as a high priority; repairs and inspections are underway.
- d. RFM has requested a fee increase pending a report and detailed explanation by RFM.

3. Phase 2 Projects

- a. Facility Grading: As requested, RFM engineering has provided us with an assessment of Stations 113 and 116 and ROM for remodel/reconfiguration. Based on the reports, further review of each station by staff is warranted.
- b. Vehicle maintenance: Early discussions with City of Bonney Lake have occurred in consideration of joint fueling/maintenance facilities.
- c. Milton Fire Station: Long term solution to Station 124 is pending a scope of work from RFM.

4. Windmill Property

- a. City of Edgewood has requested we proceed with the sale. Planning Committee is recommending that the Board take action to declare the property surplus. This will likely be on the April 16th Board agenda.

5. Levy preparations

- a. Chief Parkinson gave the committee status on the preparations for Fire Levy proposition on the April 23rd ballot. Community face to face meetings are wrapping up and levy-related communications will continue. Activities in the community have been very supportive. Thank you to all of the district personnel who have participated.

Next Meeting:

- Friday, May 3rd @ 1000

Planning Committee Agenda

April 1, 2024 @ 1200 hrs.

Commissioners: E. Egan (Chair), R. Kroum, P. McElligott (*by phone*)

Staff: Chief Parkinson, DC Stabenfeldt

1. Call to Order

2. Collective Bargaining Agreements

The committee reviewed the TCC analysis, likely bargaining requests, and likely outcomes of the contracts. The first couple of months of bargaining will likely be non-monetary articles. The Chief will continue to advise the HR Committee as bargaining progresses.

3. Commissioner Vacancy

The committee discussed the commissioner vacancy process. The committee recommends that the Board:

- Nominate no more than three candidates for consideration at the April meeting.
- Request cover letters, resumes, and letters of recommendation for all candidates.
- Allow each candidate 3-5 minutes to introduce themselves during public comment at the May meeting vs. a formalized interview process.

4. Fire Chief Evaluation

The committee discussed the annual fire chief evaluation. The fire chief was tasked to return evaluation documentation to committee members by April 29, 2024. The committee will meet with the fire chief on May 6th to conduct the evaluation. The Board will be briefed in executive session on May 21 at the regular meeting.

5. Adjourn



Meeting Date:	April 16, 2024
Title:	Resolution – Levy Lid Lift – August 3 rd Ballot – Second Reading

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Move to approve Resolution 1047, placing the fire levy lid lift on the August 2024 special election ballot.</i>
Presenter:	Chief Parkinson
Attachments:	Resolution

Summary:
<p>If the April 2024 levy request fails, this resolution allows the District to place the request on the August ballot. This resolution requires two readings prior to approval and before submitting the request to King & Pierce County. Tonight, is the second reading.</p>

Fiscal Impact:	N/A
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**EAST PIERCE FIRE & RESCUE
RESOLUTION NO. 1047**

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF EAST PIERCE FIRE & RESCUE PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT A SPECIAL ELECTION ON AUGUST 6, 2024 OF A PROPOSITION AUTHORIZING A LEVY OF A PROPERTY TAX NOT TO EXCEED \$1.50 PER \$1,000 OF TRUE AND ASSESSED VALUATION

WHEREAS, it is the judgment of the Board of Fire Commissioners of the District that it is essential for the protection of the health and life of the residents of the District that high quality fire and emergency medical services be provided by the District. Such services will necessitate the expenditure of revenues for operations, equipment, maintenance and personnel in excess of those which can be provided by the District's regular tax revenue levied at the current rate of \$1.09 per \$1,000 of assessed valuation of taxable property within the District; and

WHEREAS, RCW 84.55 places a 1% limitation on the increase of tax revenue collected by the District annually. Such 1% limitation on the increase would cause a loss of revenue to the District of \$10,096,472 in 2025. Such losses will necessitate reduction in services and increase response times as enumerated in the first recital above. This resolution and the resultant election would give the voters the opportunity to choose to continue services pursuant to the previously authorized levy rate approved by the voters, waiving the 1% limit of RCW 84.55 (commonly referred to as a "lid lift"); and

WHEREAS, the District has previously levied its regular property tax at the rate of \$1.50 per thousand of assessed valuation of taxable property, as approved by District voters. This rate has eroded as stated above in the first recital, due to the 1% limitation; and

WHEREAS, the Board of Fire Commissioners has determined that a 1% growth in revenue established by RCW 84.55.010 will not be sufficient to provide for the expected cost increases to maintaining District operations; and

WHEREAS, the Board of Fire Commissioners deems it necessary to restore its regular property tax rate to a rate not to exceed \$1.50 per thousand dollars of assessed valuation throughout the District and establish that the levy dollar amount collected in 2025 shall serve as the basis of calculating future levy increases.

NOW THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East Pierce Fire and Rescue as follows:

Section 1. In order to provide fire protection, prevention and emergency medical services of high quality in the District, it is necessary for the District to operate and maintain emergency fire and medical service vehicles and facilities, and employ personnel to effectuate optimal services.

Section 2. In order to provide the revenue adequate to pay the increasing costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve

funds sufficient to assure the continuation of such services, the District shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010 and levy, beginning in 2024 for collection in 2025 pursuant to RCW 52.16.130, RCW 52.16.140 and RCW 52.16.160, a general tax on taxable property within the District at a rate not to exceed \$1.50 per \$1,000 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. In order to provide fire protection, prevention and emergency medical services of high quality in the District as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services beyond 2024, the District has determined that it must levy regular property taxes at its maximum rate of \$1.50 per \$1,000 of assessed valuation, in 2024, for collection in 2025. The funds raised under this levy shall not supplant existing funds used for the purposes described in Section 1. The dollar amount levied in 2024 and collected in 2025 shall serve as the District’s tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

There shall be submitted to the qualified electors of the District for their ratification or rejection, at the special election dated August 6, 2024, the question of whether or not the regular property tax levy of the District should be set for 2025 collection at \$1.50 per \$1,000.00 of true and assessed valuation, subject to otherwise applicable statutory limitations. The Board of Fire Commissioners hereby requests the auditors of Pierce County and King County, as ex-officio Supervisors of Elections, submit the following proposition at such election, in the form of a ballot title substantially as follows:

PROPOSITION NO. 1

Single-Year Levy Lid Lift

The Board of Fire Commissioners of East Pierce Fire & Rescue adopted Resolution No. 1047 concerning a proposition to finance maintenance, operations and facilities improvements. Shall the District be authorized to restore the District’s regular property tax rate to \$1.50 per thousand dollars of assessed valuation, exceeding the 1% limitation on annual increases in tax revenues for one year, with the levy dollar amount collected in 2025 to be used for computing the limitations for subsequent levies?

Should this Proposition be:

Approved _____

Rejected _____

Section 4. The locations of the polling places, if any, shall be as specified by the Manager of Records and Elections of Pierce County and King County, Washington, as ex officio County Supervisors of Elections for the District.

Section 5. A notice of election shall be published at least once, which publication shall take place not more than ten (10) days nor less than three (3) days prior to the date of said election. Said publication shall be in a newspaper of general circulation within the District.

Section 6. Approval of the proposition described in Section 3 above shall be construed and interpreted as qualified elector approval of a tax increase in compliance with RCW 84.55 as amended.

Section 7. With respect to this election, the District shall participate in the publication of information in the Local Voters' Pamphlet, including but not limited to an explanatory statement reviewed and approved by the District's attorney, a Statement For, and a Statement Against, pursuant to Chapter 29A.32 of the Revised Code of Washington.

Section 8. The Secretary to the Board of Fire Commissioners is hereby directed to deliver a certified copy of this resolution to the Manager of Records and Elections of Pierce County and King County, Washington, as ex officio County Supervisors of Elections for the District, no later than May 3, 2024.

Section 9. The Manager of Elections of Pierce County is hereby directed to withdraw this resolution and corresponding proposition from the August 2024 Primary ballot in the event that District Proposition 1, as proposed in the April 2024 special election, is certified as having successfully passed.

ADOPTED by the Board of Fire Commissioners of East Pierce Fire & Rescue at a regular open public meeting of such Board on the 16th day of April, 2024, with the following commissioners being present and voting.

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner

Commissioner Randy Kroum

ATTEST:

District Secretary



Board Meeting Agenda Item Summary

Meeting Date:	April 16, 2024
Title:	Resolution 1048 – Transfer of Funds

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>I move to approve Resolution 1048 to transfer funds from the Capital Fund to the General Fund in the amount of \$99,390.</i>
Presenter:	M. Hollon
Attachments:	Resolution 1048

Summary:
<p>The Capital Fund is the proceeds of the 2018 UTGO Bond, wages, benefits and charges accrued for the Project Manager are payable out of the 2018 UTGO proceeds that are associated with the Bond. A transfer of \$99,390 will be transferred from the Capital to the General for wages, benefits and expenditures from January 2024 – March 2024. Transfers will occur quarterly.</p>

Fiscal Impact:	None
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1048

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in amount of \$99,390 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 October 2023 to December 2023; 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 17, 2024, as follows:

Capital Fund (687-022)	Transfer Out	\$99,390
General Fund (686-022)	Transfer In	\$99,390

PASSED AND APPROVED this 16th day of April 2024, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner

Commissioner Randy Kroum

ATTEST:

District Secretary



Board Meeting Agenda Item Summary

Meeting Date:	April 16, 2024
Title:	Resolution 1049 Cancel of Warrants

Recommendation from Staff:	Approve cancelling of warrants
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1049 cancelling warrant 1729605 and 1716382 in the total amount of \$1,862.00.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution

Summary:
Rice Fergus Miller was issued a check in the amount of \$1320.00 for services, check was lost and not cashed. Dave Lindenmuth was issued a check in the amount of \$542.00 for a table for Station 118, check was a duplicate payment but was never distributed or cashed. Total amount requested to be cancelled is \$1,862.00. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION #1049

(A resolution to cancel two warrants)

WHEREAS, East Pierce Fire & Rescue incurred expenses in the total amount of \$1,862.00 for personnel and services; and

WHEREAS, warrant #1729605 issued on February 16, 2024 in the amount of \$1320.00 payable to Rice Fergus Miller for services, check is considered lost and never cashed; and

WHEREAS, warrant #1716382 issued on November 16, 2023 in the amount of \$542.00 payable to Dave Lindenmuth for table for Station 118, duplicate payment was processed, check was never cashed; and

WHEREAS, RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that the Pierce County Department of Budget & Finance be authorized and instructed to cancel warrant #1729605 and 1716382 and transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn.

ADOPTED at a regular meeting of the Board of Commissioners on April 16, 2024, the following commissioners being present and voting:

Chair

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

District Secretary



Meeting Date:	April 16, 2024
Title:	“For” and “Against” Committees

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<p>For Committee Motion: <i>I move to approve the appointment of said individual(s) to the “For” Committee in relation to the District’s Ballot measure for the August 6, 2024 election.</i></p> <p>Against Committee Motion: <i>I move to approve the appointment of said individual(s) to the “Against” Committee in relation to the District’s Ballot measure for the August 6, 2024 election.</i></p>
Presenter:	Chief Parkinson
Attachments:	None

Summary:
<p>The district advertised, on the district’s website, to the public the opening to participate on a “For” or “Against” committee. The district will be placing a ballot measure to the voters asking to lift the lid to the Regular Levy. Those interested in participating in the committee were asked to notify the District Secretary by April 15th. Appointments to the committees will be done by the Board at the April 16th meeting.</p> <p>Received notification of interest:</p> <p>“For” Committee Greg Reinke Kathy Hayden Christy Ferber</p> <p>“Against” Committee: None</p>

Fiscal Impact:	None
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Meeting Date:	April 16, 2024
Title:	Windmill Property - Surplus

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve
Recommended Action/Motion:	<i>Move to surplus the real property located at 10105 24th Street East, Edgewood, WA, parcel number 0420091157 to be sold to the City of Edgewood for \$172,000.</i>
Presenter:	Chief Parkinson
Attachments:	Appraisal Summary

Summary:
<p>Staff recommends the surplus of the real property located at 10105 24th St E, Edgewood (parcel number 0420091157) where the Edgewood Nyholm historical windmill is located. The City of Edgewood would like to purchase the property to preserve the historic windmill. The property is no longer of use to the district and it is recommended that the property be sold to the City of Edgewood at the appraised value of \$172,000.</p> <p>Legal tax description:</p> <p>Section 09 Township 20 Range 04 Quarter 14 PARCEL B OF ROS FOR BLA 2021-07-20-500 A PARCEL OF LD LY WITHIN SE OF NE BEING MORE PARTICULARLY DESC AS FOLL COM AT SE COR OF NE OF SEC TH N 01 DEG 44 MIN 15 SEC E 328.38 FT TH N 88 DEG 29 MIN 55 SEC W 48.5 FT TO POB TH CONT N 88 DEG 29 MIN 55 SEC W 116.5 FT TH S 01 DEG 44 MIN 15 SEC W 133.49 FT TH S 88 DEG 32 MIN 18 SEC E 116.5 FT TH N 01 DEG 44 MIN 15 SEC E 133.41 FT TO POB EASE OF REC OUT OF 04-20-09-1-052 SEG 2022-0093 09/13/21 JP</p>

Fiscal Impact:	N/A
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**Narrative Appraisal Report
Pierce County Fire District 22 Property**

23XX Meridian Ave E
Edgewood, Pierce County, Washington
Parcel 042009-1157



FOR
Pierce County Fire District 22
C/O Mr. Bill Sandlian
Assistant Chief-Logistics
18421 Veterans Memorial Drive E, Suite F
Bonney Lake, Washington 98391

ABS Valuation

Darin A. Shedd, MAI
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Date of Valuation: January 16, 2024
Date of Report: February 1, 2024
ABS Valuation Job # 23-0179

February 1, 2024

Mr. Bill Sandlian
Assistant Chief-Logistics
Pierce County Fire District 22
18421 Veterans Memorial Drive E, Suite F
Bonney Lake, Washington 98371

**RE: APPRAISAL OF THE PIERCE COUNTY FIRE DISTRICT 22 PROPERTY
LOCATED AT 23XX MERIDIAN AVE E, IN EDGEWOOD, PIERCE COUNTY,
WASHINGTON (Our File #23-0179)**

Dear Mr. Sandlian:

In response to your request, the following is a completed appraisal of the Pierce County Fire District 22 Property located at 23XX Meridian Ave E in Edgewood, Washington. The purpose of the report is to determine the market value of the property for a proposed sale by the Pierce County Fire District 22 to the City of Edgewood. Intended users include the client, Pierce County Fire District 22, care of Mr. Bill Sandlian, Assistant Chief-Logistics, and its appointed representatives. Use of this report by others is not intended.

Briefly, the subject property consists of one parcel with a total site area of 0.36-acres (15,682-square feet) zoned P (Public) and improved with a 1910-era historic windmill structure. This appraisal is pursuant to the assumption that the windmill structure must remain on site and is a permanent encumbrance.

This appraisal was prepared in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP). Complete descriptions of properties used for comparison are included in this report, as well as all of our analyses and conclusions. The value conclusion herein is given subject to the specific assumptions and limiting conditions stated immediately following this transmittal letter.

Based on investigation and analysis of all relevant data, it is concluded that the market value of the subject property, as of January 16, 2024, is as follows:

**ONE HUNDRED SEVENTY-TWO THOUSAND DOLLARS
(\$172,000)**

If you have further questions not answered in the accompanying report, please do not hesitate to call.

Sincerely,

ALLEN BRACKETT SHEDD VALUATION

A handwritten signature in blue ink that reads "Darin A. Shedd". The signature is written in a cursive style with a large, stylized initial 'D'.

Darin A. Shedd, MAI



Meeting Date:	April 16, 2024
Title:	Commissioner Vacancy - Nominations

Information:
<p>At tonight’s meeting, the board must nominate a minimum of one candidate to fill the commissioner vacancy which will run through certification of the November 2025 general election. There is no maximum number of nominations.</p> <p>Next steps:</p> <p>The Board Secretary will advertise the vacancy to the public for a period of 15 days. The public can then make nominations of their own (no maximum number).</p> <p>For all candidates nominated by the Board and the public, we will request: a cover letter, a resume, and any letters of recommendation the candidate wishes to submit.</p> <p>At the May meeting, the Board will consider all candidates and make a final selection.</p> <p>The HR Committee recommends allowing all candidates 3-5 minutes to speak to the Board during public comment to convey their resume and their interest in the position.</p>

Fiscal Impact:	N/A
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