



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
August 19, 2025
7:00 p.m.

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

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/85117286655>

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) None

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the July 15th Regular Meeting Pages 3-5
- b) Treasurer’s Report Pages 6-7
- c) Approve Finances..... Pages 8-14
- d) Resolution 1092 – 2nd Quarter EMS Write-Offs Page 15
- e) Financial Waiver
 - i) Transport Account 133153459 in the amount of \$275.00 Page 16

5. PRESENTATIONS

- a) None

6. VISITORS Open to Public Comments

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

- a) Local 3520 – President Hobi

7. BOND-2018:

- a) Update - Herrera Pages 17-19

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Pages 20-21
- b) Deputy Chiefs Reports Pages 22-24
- c) Monthly Injury Report..... Page 25

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 8/8 meeting - Wernet..... Page 26
- b) Finance Committee –..... None
- c) HR Committee –..... None

10. RESOLUTIONS:

- a) None

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

- a) None

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) WFCA Annual Conference (October 22-24 @ Tulalip) Page 27
- b) Snure Seminar (October 22 @ 6:30pm (Virtual or Tulalip)..... Page 28

14. EXECUTIVE SESSION: Per RCW 42.30.110(1)(g) to review the performance of a public employee.

15. COMMISSIONER ACTION/DISCUSSION:

- a) None

16. ADJOURN

2025 EVENTS:

- August 23rd 10am-1pm Station 117 Grand Opening
- August 28th PC Commissioner Meeting (SS911 and Zoom)
- September 13th 10am-1pm Station 114 Grand Opening
- September 25th PC Commissioner Meeting (TBD and Zoom)
- September 27th EPFR Annual Open House
- October 23rd NO PC MEETING – STATE CONFERENCE
- November 20th PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5th NO PC MEETING

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

July 15, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on July 15, 2025, 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. Chair Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Justin Evans, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Finance Director Michelle Hollon (virtual), Assistant Chief Mike Westland, Project Manager Phil Herrera, Taylor Hobi (virtual), IT Director Mike Blaylock (virtual), and Colleen Marchesano (virtual)

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

Item 4c (Consent Agenda) Replace transmittal for vouchers; Item 4c (Consent Agenda) Replace financial grid; and Item 9a (Commissioner Conference/Committee Reports) Add notes from 7/11/25 Planning Committee Meeting. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Egan moved to approve the consent agenda (minutes from the June 17th Regular meeting; treasurer's report; current expense vouchers 250701001 - 250701087 in the amount of \$740,097.00; payroll vouchers 250703001 - 250703015 in the amount of \$973,397.40 and electronic payroll in the amount of \$3,030,523.04; Capital expense vouchers 250702001 - 250702015 in the amount of \$1,001,811.10; post-meeting electronic payroll adjustment in the amount of \$403.54; and Resolution 1090- Transfer of funds from Capital to General (Project Manager) in the amount of \$149,831). Motion seconded by Commissioner Garling and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Local 3520: President Hobi gave a brief overview of some upcoming events including the golf tournament on August 29th and the smoke and shoot fundraiser on August 24th. President Hobi also commented that things have been going good between labor and management and they are excited to work with the Board.

BOND-2018:

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

Station 111: Still working through minor and troubleshooting items.

Station 112: Underground storm water system installation finished. Underground utilities and water underway. Pouring foundation walls this week. Wood framing to begin next week.

Station 114: Station opened on June 17th.

Station 117: Station opened June 30th. There are a few punch list items that contractor is addressing. Project Manager Herrera thanked the Logistics division and crew for their hard work in getting the station ready. Commissioner Kroum commented that the community is excited to have the station open.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: 4th of July-Chief Parkinson noted the impact of staffing improvements on ability to handle a busy day; EMS Survey – report included in packet, Chief noted that EPFR ranked #1 when compared to other organizations nationally; Station 113- repairs needed to address mold issue, currently getting bids for repairs, and any budget overages will be presented to the board at the end of the year as part of the budget amendment; and Phase 2 Projects – requesting authorization for funding to advance Station 124 project and presenting lease for training property at this meeting, Logistics Warehouse- improvements are underway with an expected move-in in early September.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Logistics personnel had a big lift to open both Stations 114 and 117 within a week; Health and Safety-revamped legacy processes for Essential Personnel, Essential Personnel has been online since 7/1; and the Communications Manager- lots of social media interaction, public engagement is at its highest, Sam is doing a great job. Deputy Chief Gilbert reported: Station 117- new engine is in service; 4th of July yielded 88 emergency responses; 5 new lateral recruits started 7/7; and 6 recruits finished the academy and went to the line before July 4th.

Q2 Strategic Plan Update: Included in agenda packet. Deputy Chief Stabenfeldt highlighted progress on each of the four goals. Goal 4 – phase 2 projects including progress on the new station 124, logistics warehouse, and training facility, Goal 1 – ability to utilize video for prescreen interviews and removed EMT requirement for new hires. Goal 2 – work with South Sound 911 regarding dispatch. Goal 3 – engagement through social media and EMS personnel is meeting with all assisted living facilities in the district.

Q2 Standard of Cover Update: Included in agenda packet. Deputy Chief Gilbert highlighted progress made on the following goals: 2b- changes to South Sound 911, new dispatch point began on 4/1/25, since change there has been an approximate 40 second reduction in dispatch time; 2d- Station 117 is staffed, changed station orders to send closest unit including CPFR units; and 3c- South Sound 911 data analyst has been hired and will be supporting fire departments.

Q2 Financial Update: Included in agenda packet. Finance Director Michelle Hollon noted that procedural manuals and time entry training are in process. EPFR is currently meeting all recommendations.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee – Commissioner Wernet gave a brief overview of the meeting notes and noted the committee recommends proceeding with the WRSD training center agreement and supports the funding of the Station 124 project. Commissioner Wernet also updated the Board on the warehouse TI progress.

RESOLUTIONS:

Resolution 1091 – Transfer of Funds (Reserve to General): Finance Director Hollon presented to the Board Resolution 1091 requesting to the transfer of funds from the Reserve fund to the General fund in the amount of \$1,093,959. This transfer is to cover the expenditures for capital purchases approved by the Board for FY2025 and will be distributed as follows: Equipment Reserve \$281,037, Facilities Reserve: \$123,279, and Phase 2 \$689,643. Commissioner Kroum moved to approve Resolution 1091 to transfer funds from the Reserve Fund to the General Fund in the amount of \$1,093,959. The motion was seconded by Commissioner Egan and carried.

NEW BUSINESS:

WRSD Property Lease: Deputy Chief Stabenfeldt gave a brief overview of the contract for the property lease for the training center. DC Stabenfeldt noted the lease is for 10 years with two 5-year renewal options. Commissioner Evans moved to authorize the Fire Chief to enter into a 120-month lease agreement with White River School District for 5.3 acres of land for the purposes of creating a training site. The motion was seconded by Commissioner Egan and carried.

Data Analytic Software: Deputy Chief Gilbert presented to the Board a request to purchase data analytic software. DC Gilbert is recommending a 3-year agreement with Peregrine Data Analytics. Commissioner Egan moved authorize the Fire Chief to enter into a 3-year contract with Peregrine Data Analytics. The motion was seconded by Commissioner McElligott and carried.

Station 124 Project: Chief Parkinson presented to the Board a request to authorize funds to proceed with the design and permitting process for the new Station 124. Commissioner McElligott moved to authorize up to \$1.1 million to advance the Station 124 project through design and permitting. Funding will come from the bond fund first and then from the Phase 2 Reserve if needed. The motion was seconded by Commissioner Wernet and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

WFCA Annual Conference (October 22-24 at Tulalip): District Secretary Corina Byerley provided the Board with information regarding the conference. Commissioners McElligott, Napier, Garling, and Egan expressed interest in attending. Commissioner Kroum is unable to attend.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:09 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

July 2025

for August 19, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
5 Months Remaining =				41.67%

General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	129,948	30,383,892	56,280,791	25,896,899	46.0%
Property Tax - Prior Year/Delinquent	18,061	299,796	-	(299,796)	0.0%
Other Taxes	-	18,983	18,500	(483)	-2.6%
Regular EMS Transport	297,834	2,000,105	2,900,000	899,895	31.0%
GEMT Transport	210,534	2,114,594	3,200,000	1,085,406	33.9%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	7,021	658,107	238,122	(419,985)	-176.4%
Tehaleh Mitigation	-	47,600	100,000	52,400	52.4%
Transfers in from Reserves/Capital	1,243,790	1,409,602	7,177,860	5,768,258	80.4%
Other Revenue	386,411	1,708,211	2,085,657	377,446	18.1%
Total Operating Revenues	2,293,599	38,640,890	72,400,930	33,760,040	46.6%

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

Operating Expenses	Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)	302,691	1,963,128	3,840,463	1,877,335	48.9%
Operations (Fire, Training, Volunteers)	3,387,120	22,208,602	38,142,500	15,933,898	41.8%
EMS	229,558	1,749,432	3,426,677	1,677,245	48.9%
Prevention (Fire Prevention, Pub Ed)	122,842	853,448	1,529,621	676,173	44.2%
Logistics (Logistics, Emerg. Mgmt, IT)	516,524	3,110,193	5,885,625	2,775,432	47.2%
Capital (Project Manager)	48,975	364,617	461,952	97,335	21.1%
Reserve Purchases (Equipmt., EMS, Facility)	49,618	2,133,909	6,715,908	4,581,999	68.2%
Transfers Out	-	1,565,352	1,827,412	262,060	14.3%
Total Operating Expenses	4,657,328	33,948,680	61,830,158	27,881,478	45.1%
Payroll Clearing Accruals	77,691	53,749			
Operating Expenses Net of Accruals	4,735,019	34,002,428	61,830,158		
Ending Net Cash & Investments			\$ 17,358,736		

Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 07/31/25
Equipment Reserve			281,037	15,483,436
Facilities Reserve			123,279	2,532,160
Capital Facilities Phase 2			689,643	21,176,384
Sale of Tax Title Property				
Investment Interest	147,387			
Current Month Total	147,387	-	1,093,959	
Year to Date Total	\$ 981,678	\$ 1,558,190	\$ 1,093,959	\$ 39,191,980



EAST PIERCE FIRE & RESCUE

July 2025

for August 19, 2025 Meeting

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2024			\$ 19,366,953	Budgeted	
Revenues					
Investment Interest	37,594	371,542	-	(371,542)	0.0%
Total Revenues	37,594	371,542	-	(371,542)	
Expenses					
Capital Purchases	-	2,582,274	-	-	0.0%
Capital Purchases-Station 111	117,301	2,268,168	-	-	0.0%
Capital Purchases-Station 112	739,501	1,384,962	-	-	0.0%
Capital Purchases-Station 114	36,508	782,437	-	-	0.0%
Capital Purchases-Station 117	108,501	2,494,397	-	-	0.0%
Capital Purchases-Station 118	-	2,412	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	149,831	315,643	461,952	146,309	0.0%
Total Expenses	1,151,642	9,830,292	461,952	-	0.0%
Ending Net Cash and Investments			\$ 9,908,203		
** 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
8/13/25	3772	GET PROGRAM	\$317.00
8/13/25	3777	WCIF-Met Life / Accident	\$82.14
8/13/25	3770	AFLAC	\$283.35
8/13/25	3771	DIMARTINO ASSOCIATES (WSCFF)	\$20,928.71
8/13/25	3774	LEOFF HEALTH & WELFARE TRUST	\$456,046.25
8/13/25	3776	WCIF-Life/Dental/EAP	\$1,309.35
8/13/25	3773	IAFF - FIREPAC	\$810.26
8/13/25	3775	TACOMA-PIERCE CO CHAPLAINCY	\$831.50
8/13/25	3778	WCIF-Met Life / ID Theft	\$69.75
8/13/25	3779	WSCFF - FASTPAC	\$622.50
8/14/25	3887	FIT FOR LIFE	\$1,656.26
8/14/25	3893	PERFORMANCE VALIDATION INC.	\$7,647.50
8/14/25	3884	CITY OF TACOMA	\$89,373.00
8/14/25	3888	JODY MILLER CONSTRUCTION	\$61,461.45
8/14/25	3892	MATERIALS TESTING & CONSULTING	\$7,724.00
8/14/25	3897	ULINE, INC.	\$2,325.93
8/14/25	3883	AIR EXCHANGE, INC.	\$545.00
8/14/25	3885	CODE MECHANICAL INC.	\$1,134.42
8/14/25	3886	COMPLETE OFFICE FURNITURE	\$11,693.23
8/14/25	3889	JONES & ROBERTS CO.	\$375,398.81
8/14/25	3890	JONES & ROBERTS CO.	\$70,510.94
8/14/25	3891	LARSEN SIGN CO	\$8,672.40
8/14/25	3894	PUGET SOUND ENERGY	\$2,318.86
8/14/25	3802	ALLEN ERIC	\$750.00
8/14/25	3804	AMERICAN 3B SCIENTIFIC, LP	\$28,536.75
8/14/25	3895	RICE FERGUS MILLER ARCHITECTURE	\$203,138.74
8/14/25	3896	SOUND ELECTRONICS	\$3,052.72
8/14/25	3899	WETHERHOLT AND ASSOCIATES INC.	\$3,648.80
8/14/25	3803	AMAZING LANDSCAPE SERVICES	\$7,664.42
8/14/25	3809	CHECK THE DOSE	\$2,246.94
8/14/25	3821	FIRETREX INC	\$1,500.00
8/14/25	3822	FREDS TOWING	\$1,660.72
8/14/25	3826	HANSEN CONNOR	\$689.98
8/14/25	3827	HOUSE ANDREW	\$575.00
8/14/25	3828	HUGHES FIRE EQUIPMENT, INC.	\$8,506.15
8/14/25	3898	UNITY ELECTRIC NW LLC	\$3,054.50
8/14/25	3799	ADAMS RYAN	\$684.10
8/14/25	3800	ADP SCREENING	\$76.32

8/14/25	3801	ADVANCE TRAVEL FUND	\$417.40
8/14/25	3805	BARNHART MD PS STEPHEN W	\$4,500.00
8/14/25	3808	CENTURYLINK	\$170.44
8/14/25	3810	CINTAS CORPORATION # 461	\$12,585.52
8/14/25	3811	CITY OF BONNEY LAKE WA	\$2,605.90
8/14/25	3812	CITY OF PUYALLUP	\$28,665.00
8/14/25	3813	CITY OF TACOMA	\$45,000.00
8/14/25	3806	CARDINAL HEALTH 112, LLC	\$5,643.93
8/14/25	3807	CASCADE TRAINING/HEALTHCARE SERVICES LLC	\$459.00
8/14/25	3814	CODE MECHANICAL INC.	\$1,755.54
8/14/25	3816	CUTTERS SUPPLY, INC.	\$135.02
8/14/25	3820	FIDELITY SOLUTIONS	\$22,652.23
8/14/25	3823	FREIGHTLINER NORTHWEST	\$3,513.70
8/14/25	3824	GALLS, LLC	\$11,563.23
8/14/25	3834	LIBERTY ASPHALT MAINT & MARKINGS LLC	\$8,203.08
8/14/25	3835	LIFE ASSIST	\$45,264.11
8/14/25	3838	MARION WATER CO., INC.	\$114.91
8/14/25	3815	CRYSTAL SPRINGS	\$1,129.01
8/14/25	3817	DAVIS DOOR SERVICE, INC	\$528.57
8/14/25	3818	DEPT OF NATURAL RESOURCES	\$11,849.29
8/14/25	3819	EMS SURVEY TEAM	\$2,973.60
8/14/25	3825	GLM CHARTERS	\$500.00
8/14/25	3829	JAMES OIL CO. INC.	\$25,269.73
8/14/25	3831	LARRY UPTON PHOTOWORKS	\$2,175.00
8/14/25	3832	LARSEN SIGN CO	\$49.55
8/14/25	3833	LES SCHWAB TIRE CENTERS	\$5,586.33
8/14/25	3836	LINDE GAS & EQUIPMENT INC	\$2,248.52
8/14/25	3830	KBUILT	\$5,921.76
8/14/25	3839	MES SERVICE COMPANY LLC	\$528.04
8/14/25	3846	OREILLY	\$694.99
8/14/25	3848	PACIFIC CREST CONSTRUCTION INC.	\$300.00
8/14/25	3853	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,979.52
8/14/25	3856	PUGET SOUND ENERGY	\$2,318.86
8/14/25	3858	QUADIENT	\$250.00
8/14/25	3861	RPB SOLUTIONS INC	\$1,110.11
8/14/25	3862	RUFF ERICH	\$427.00
8/14/25	3865	SIRENNET	\$4,668.63
8/14/25	3837	LN CURTIS & SONS	\$4,699.91
8/14/25	3840	MIKES SHOP	\$127.32
8/14/25	3841	MONSON BO	\$575.00
8/14/25	3842	MOTOROLA	\$19,444.01

8/14/25	3844	NATIONAL TESTING NETWORK	\$975.00
8/14/25	3849	PACIFIC INDUSTRIAL HYGIENE LLC	\$2,022.56
8/14/25	3851	PC BUDGET & FINANCE DEPT	\$65.00
8/14/25	3854	PIERCE COUNTY SEWER	\$78.37
8/14/25	3855	POCKET NURSE	\$347.87
8/14/25	3859	QUINN ERIC T	\$475.00
8/14/25	3843	NASH COLIN	\$475.00
8/14/25	3845	ODP BUSINESS SOLUTIONS LLC	\$76.75
8/14/25	3847	OVERHEAD DOOR CO OF BELLINGHAM LLC	\$365.48
8/14/25	3850	PACIFIC OFFICE AUTOMATION	\$972.02
8/14/25	3852	PEREGRINE TECHNOLOGIES INC	\$57,487.50
8/14/25	3857	PUGET SOUND ENERGY	\$14,007.66
8/14/25	3860	RAYMOND HANDLING CONCEPTS CORP	\$8,140.50
8/14/25	3863	SEATTLE AUTOMOTIVE DISTRIBUTING	\$685.01
8/14/25	3867	SPEC RESCUE INTERNATIONAL INC	\$17,295.00
8/14/25	3869	STERRENBURG TROY	\$981.00
8/14/25	3864	SEAWESTERN	\$51,837.78
8/14/25	3870	SUMMIT LAW GROUP PLLC	\$85.00
8/14/25	3872	TACOMA SCREW	\$230.84
8/14/25	3876	ULINE, INC.	\$692.85
8/14/25	3877	US BANK	\$88,152.50
8/14/25	3878	VALVOLINE LLC	\$115.57
8/14/25	3866	SNIDER PETROLEUM	\$1,660.47
8/14/25	3868	SPRINGBROOK HOLDING CO LLC	\$375.00
8/14/25	3871	SYSTEMS DESIGN WEST LLC	\$14,227.95
8/14/25	3873	TELEFLEX LLC	\$3,038.70
8/14/25	3875	TRUTH FITNESS PROJECT LLC	\$1,637.03
8/14/25	3879	VFIS	\$322.00
8/14/25	3880	VIRTUOUS CLEAN NW, LLC	\$3,000.00
8/14/25	3882	WCIF-Life/Dental/EAP	\$25,400.23
8/14/25	3874	TREASURY MANAGEMENT SVCS - US BANK	\$79.87
8/14/25	3881	WASHINGTON AUDIOLOGY SERVICES INC	\$72.00

Payment Count: 111

Total Amount:

\$1,972,529.02

Payment Count: 111
Payment Total: \$1,972,529.02

CERTIFICATION

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

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

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

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

PC Finance Department Use Only

Authorization Recieved on _____

Batch Verified by _____



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
8/12/25	3531	DEPT OF LICENSING	\$8,928.05
Payment Count: 1			Total Amount: \$8,928.05

Payment Count: 1
Payment Total: \$8,928.05

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.

Michelle Holton

Authorized District Official Signature

8/12/2025

Date

[Signature]

Authorized District Official Signature

8/12/25

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX:
253-798-6699

EMAIL:
pcacctspayable@piercecountywa.gov

PC Finance Department Use Only

Authorization Recieved on

Batch Verified by

July 2025 Post-Meeting	
General Fund	
Payroll Addition	
trx # 3472 Brockwell, Paul	\$ 551.90
trx # 3473 Worley, Joseph	\$ 626.90
trx # 2986 DRS/LEOFF 2	\$ 193.90
trx # 2387 FIT Taxes	\$ 115.60
net payroll change	\$ 1,488.30
August 2025	
General Fund	
Total AP	\$ 646,799.70
AP Vouchers	
Special Voucher # 250801001 DOL	\$ 8,928.05
Vouchers # 250803001 - 250803084	\$ 637,871.65
Total Payroll	\$ 3,833,495.25
Payroll Vouchers	
Vouchers # 250802001 - 250802010	\$ 481,300.81
Electronic Payroll	\$ 3,352,194.44
Total Expenditures	\$ 4,480,294.95
Total SBK Expenditures (111 - 999)	\$ 4,467,464.62
Difference	\$ 12,830.33
sickleave buyback	\$ 12,798.00
uniform reimbursement	\$ 32.33
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
AP Vouchers	
Vouchers # 250804001 - 250804017	\$ 853,356.56

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1092

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.

April-2025	\$100,039.92	EMS Levy Funds/COVID Waiver
May-2025	\$64,082.29	EMS Levy Funds/COVID Waiver
June-2025	\$76,919.99	EMS Levy Funds/COVID Waiver
Total	\$241,042.20	
April-2025	\$-	Financial Waiver
May-2025	\$552.65	Financial Waiver
June-2025	\$-	Financial Waiver
Total	\$552.65	
TOTAL WRITE-OFFS	\$241,594.85	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on August 19, 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Justin Evans

Commissioner Randy Kroum

Attest: _____
District Secretary Corina Byerley



Board Meeting Agenda Item Summary

Meeting Date:	August 19, 2025
Title:	Approve Financial Assistance Program Waiver for Account 133153459

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Recommend that the Board approve inclusion of Account 133153459 into the Financial Assistance Program. Approve Waiving Balance</i>
Presenter:	Consent Agenda
Attachments:	None

Summary:		
<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>		
Total Amount of Patient's Ambulance bill:	\$	1,067.80
Amount covered by private / government insurance programs:	\$	(792.80)
Patient' remaining balance (obligation) for this ambulance bill:	\$	275.00
Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
1	23,475.00 or less	100%
<p>Recommendation based upon Financial Assistance Program formula: 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>3. Policies/ Alternatives Considered: None. See Above</p>		

Fiscal Impact:	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.
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To: **Board of Fire Commissioners**
From: **Phil Herrera, Project Manager**
Subject: **Bond Update July 2025**

Station 111

- Punchlist items complete.
- Warranty items are being addressed as they arise.
- Contractor is coordinating sub-contractors and PSE to remove the temporary power.

Station 112

- Onsite underground storm water system installation complete.
- Onsite underground utilities and water continue.
- Working with PSE and other utilities to coordinate moving the frontage overhead power and others to underground along the entire frontage.
- Working with Tacoma water to coordinate water connections along the frontage.
- Foundation's are complete.
- Concrete slabs in operations areas underway.
- Structural steel and wood framing begin this week.
- Project continues at a good pace.

Station 114

- Electronic sign permit issued, installation is underway
- We continue to work through minor issues as they arise.
- A few punch list items remain.

Station 117

- Punch list items have been completed.
- The crews have been gracious as minor problems arise. The general contractor has been responsive to remedy the issues promptly.
- We are expecting a big turnout for the open house on August 23rd.

July 2025 Station progress photos

Station 112

Lumber and steel on-site to begin framing this week.



Concrete slab on 8/13/25



Station 111, New Lobby Signage



No visible difference to show in photos for 114, and 117 this month.

Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,633,243	25,000
Station 111	21,186,196	25,628,107	249,219
Station 114	10,856,061	10,739,350	676,804
Station 117	10,096,203	11,401,931	59,744
Station 112	13,663,312	2,968,513	7,097,117
Station 124	0	1,380,922	650,000
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,766,696	146,309
Misc (LP45+Ladder)	0	3,911,953	0
Total	77,419,213	75,837,447	8,904,193

Bond Total	80,000,000
Interest YTD	6,532,020
Interest Forecasted	290,000
Expenditures to Date	(75,837,447)
Forecasted Expenditures	(8,904,193)
End Fund Balance	2,080,380

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

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



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

Mack Memorial

Over the last few weeks, we have focused a tremendous amount of organizational energy on planning for DC Mack's memorial. The joint efforts between VRFA and EPFR resulted in an incredible service that honored an incredible man. My thanks to all.

Phase 2 Projects:

- **Station 124 Station Construction Project**

We are in the process of obtaining a demolition permit to remove the structure from the newly acquired property.

- **WRSD Training Center Lease**

We are awaiting final contract approval from the WRSD Board, which will occur in August.

- **Logistics Warehouse**

Tenant improvements are near completion, and we expect to begin occupying the facility in September.

City Council Updates

I have completed 3 council updates so far. All presentations so far have gone very well, and all councils have been very complimentary of EPFR.

Tacoma RFA and Buckley Fire Discussions

I will provide a verbal report regarding the Tacoma RFA exploration and discussions with Buckley Fire Department at the meeting.

Meeting with Congresswoman Emily Randall

I met with Congresswoman Emily Randall (along with City of Milton officials) in early August. My comments focused on efforts to maintain SAFER grants, AFG grants, and GEMT program funding.

National Night Out

Once again, National Night Out was a huge success as crews and staff attended multiple events across the district. Interacting with the community in settings like this, outside of emergency scenes, is always so much fun.

Lateral Firefighter Bell Ringing

Our class of five lateral firefighters completed their 5-week in-house academy and have now been deployed to shift. With this group now assigned to shift, our staffing levels are 100% (with no current vacancies).

Other activities in the past month

- Sumner Rotary
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- Milton Public Safety
- PC Fire Chiefs & Executive Board
- SS911 PSCOC



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

Logistics

- We are currently scheduled to take possession of the Logistics Facility on 9/1. The main warehouse and shop areas are complete, and work is now focused on the office space and the installation of storage racks.
- Work is underway to gather the necessary information to file for the Conditional Use Permit (CUP) for Station 124.
- The tender has been delivered by Hughes. Upfitting is in progress, and the crews will begin in-service training as soon as possible.
- The entrance gate at Station 122 (boathouse) has been replaced with a safer and more reliable option.

Health and Safety

- Fire Marshals
 - 114 fire/life-safety inspections
 - 31 re-inspections
 - 119 pre-fire plans
 - 3 plan reviews (Milton)
- Community Outreach
 - 27 community outreach classes/events/services
- Crisis Intervention Coordinator
 - Completed 10 station visits
 - 8 Chaplain responses
- Misc.
 - Washington Regional Wellness Meeting
 - TPCC Meeting
 - National Night Out coordination and planning
 - Edgewood Summerfest
 - Provided fire extinguisher training for over 70 staff members from the City of Bonney Lake

Communications

- This month's communications efforts focused on growing EPFR's reach, strengthening community partnerships, documenting key events, and providing timely public education and incident updates.

- Expanded EPFR Social Media Presence
 - Launched official TikTok and Nextdoor accounts to connect with broader segments of the community.
 - Achieved verification for EPFR's Facebook, Instagram, and Threads accounts, enhancing trust and credibility.
- Documented Key Moments Across the District – Captured photo and video content for internal archives, social media, and future storytelling
 - Training and milestones: Pump Academy, Wilco strap training, 15-Year Milestone coin, new tender delivery, Lateral firefighter introductions, and Lateral bell ringing.
 - Ceremonial and community events: Honor Guard ceremony raising the flag in memory of DC Bill Mack, DC Bill Mack Celebration of Life procession and service, and National Night Out events.
- Media & Community Partnerships
 - Coordinated a social media photoshoot at Station 117 with the Tehaleh by Newland to capture content for their blog and @Tehaleh Instagram account. The collaboration will feature posts highlighting the station's grand opening and the community benefits of having Tehaleh's first official fire station.
 - Secured media features: promoting Station 117 Grand Opening in *The Land Above* magazine and Station 114 Grand Opening in *Lake Tapps Living*.
- Public Education, Incident Awareness & Engagement
 - Shared safety and education posts: heat advisory, helmet safety, Aging & Care Planning, wildland fire awareness.
 - Posted timely updates on six significant fire incidents.
 - Promoted Station 117 Grand Opening, firefighter recruitment, National Night Out, new probationary hires, a water rescue training, and community events highlighting: Milton Days, Edgewood SummerFest, and South Prairie Days.

Other activities in the past month

- Deputy Chief Mack Memorial Planning and Memorial Service
- Completed the installation of interior signage at HQ
- 2026 budget preparation
- Planning Committee Meeting
- Retiree walk-through at Station 117
- National Night Out
- Milton Planning Commission Meeting



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

Operations

- Developed plan to mitigate ongoing concern over the wildland fire below the Prairie Ridge neighborhood.
- Signed contract with Peregrine for data analytics software and conducted the in person kick off session.
- Second round of changes submitted to South Sound which will further improve our “first unit on scene” response times.

EMS

- Completed collaborative training session with DOT LE/FD Active shooter drill at University of Puget Sound.
- Completed Lateral EMS Post Academy for new hires with completion.
- EMS/MIH has completed session # 3 of six-part series on August 12 in Station 118. Visit the classes & Events page at EastPierceFire.org.
- Ordered & received New Medical and Trauma Manikin for EMS training division + set of new public CPR manikins (24) to replace 20 + year Mankins
- Submitted GEMT annual data for review before finalizing with Washington State. (No changes currently to update on reimbursement schedule).

Training

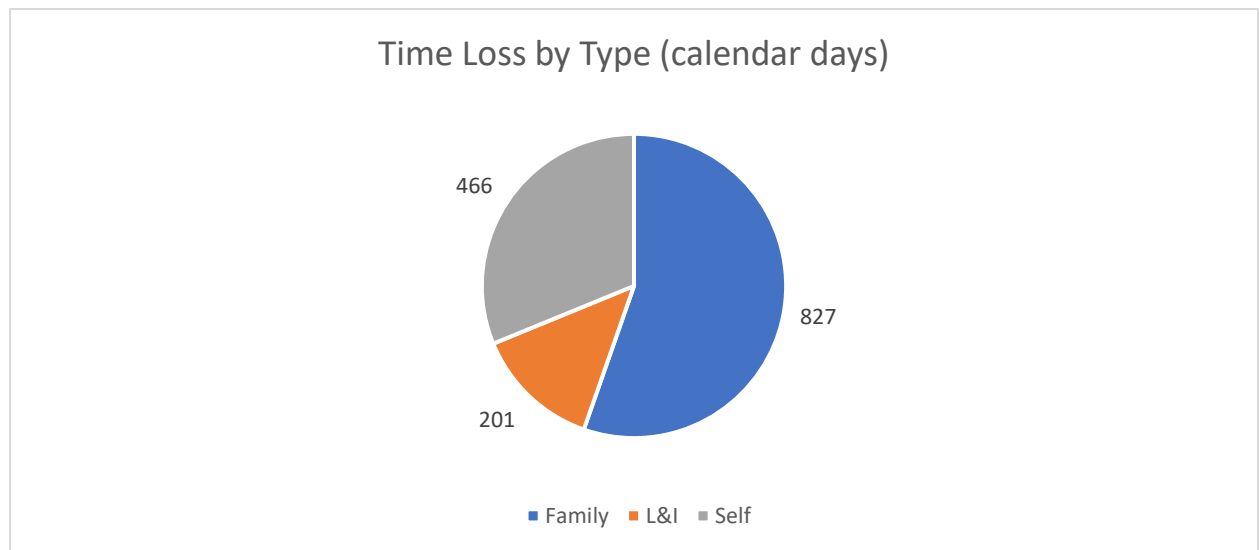
- Lateral class was assigned to shift during the bell ringing ceremony August 8.
- Started and Graduated 5 lateral recruits from Lateral Academy
- New Training Specialist, Jacob Poisson, started this month.
- Completed 2025 Training Calendar Planning.
- Finished Forcible Entry Training for all Duty Crews
- Started PSE High Voltage class
- Enrolled all ABC's and above in Hazmat IC Refresher

Other activities in the past month

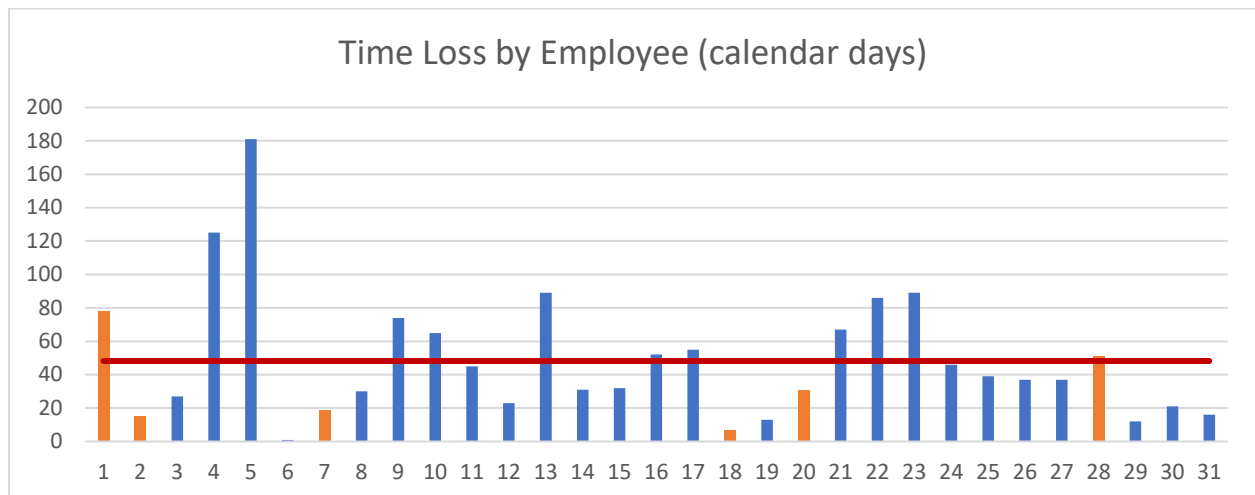
- Pierce County Fire Ops meeting.
- National Night Out
- Fire behavior – Lateral Recruit Class
- Meeting with Operations DC – Central Pierce

Injury – Medical Leave Report – July 2025

- As of July, a total of 31 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 48.19 calendar days



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





EAST PIERCE FIRE & RESCUE

NOTES

Planning Committee Meeting Friday, August 8, 2025 1000 hours

Attendees: Parkinson, Stabenfeldt, Wernet, Evans, Kroum, Westland

The Planning Committee met at Station 116.

1. Phase I Project Update

- a. Chief Parkinson has no updates for Station 114 regarding the contractor's General Conditions request. They have not responded to EPFR rejecting their request.
- b. The contractor for Station 117 has submitted additional information regarding their General Conditions request in the last few days and will require some time for staff and Legal to review.
- c. Station 112 construction is on schedule. Currently the site work has started and the foundation pouring is expected to occur the week of August 12.

2. Phase II Projects

- a. The City of Milton council is scheduled next month to review/approve changes as needed to the Comprehensive Plan in order to greenlight the construction of the new Station 124.
- b. The Committee took a guided tour of the future Training Center Site which is the adjacent White River School District 5-acre property behind Station 116. Rice Fergus Miller has provided a preliminary site plan for the site. The plan shows the two-phase construction approach. The plan begins with significant site work, utilities/hydrants and a new training tower and then provides for future improvements over time for storage containers, reconfiguration of the existing pole barn, replacing the ventilation prop and arrangement of other training props for special operations.
- c. The committee took a guided tour of the new leased Logistics Warehouse / Vehicle Maintenance facility at the Peak 410 industrial development. Tenant improvements are still in progress, and we expect that we will be able to occupy the space by September 1.

Next Meeting:

- September 12th @ 10:00 am



October

22 Wednesday

- 9:00 am **Board Meeting**
- 1:30 pm **Legal Committee Meeting**
- 3:30 pm - 6:30 pm **Registration Desk & Vendor Exhibit Tables Open**
- 6:30 pm - 9:30 pm **Snure Seminar**
separate registration

23 Thursday

- 8:00 am **Conference Kickoff Breakfast**
- 9:30 am **Opening Ceremonies**
 - Memorial
 - 1st Call for Nominations
 - Keynote - *Devin Henderson*
- 12:00 pm **Vendors' Luncheon**
- 1:30 pm - 5:00 pm **Your Brain is Good at Inclusion... Except When it's Not**
Dr. Steve Robbins

24 Friday

- 8:30 am - 12:00 pm **Planning, Funding, and Communicating Capitol Projects**
Gunnar Gladics, Liz Loomis, & Jim Nelson
- 8:30 am - 10:00 am **Volunteerism**
Howard Scartozzi
- 10:30 am - 12:00 pm **Fire Chief Recruitment**
Greg Prothman, Kate Hansen & Chief Gordie Olson
- 9:30 am - 2:30 pm **Eye to Eye Exposition**
- 1:30 pm **Business Meeting & Elections**
- 6:00 pm **Banquet**
 - Red Carpet Cocktail Hour
 - Service Awards
 - Photo Contest Awards

25 Saturday

- 7:30 am **Installation Breakfast**
- 8:30 am - 10:30 am **Departmental Approach to Mental Health in the Fire Service**
Ryan & Brooke Lundquist

For More Information visit our
Conference Webpage

Lodging Notice:

Conference lodging has been filling up very quickly. If you are not attending Conference remember to cancel your reservations to free up rooms for others!



SNURE SEMINARS

EDUCATING THE FIRE SERVICE FOR 50 YEARS

37TH ANNUAL PRE-CONFERENCE

LAWS UPDATE SEMINAR

∂

Wednesday, October 22, 2025 • 6:30 pm - 9:30 pm

TULALIP RESORT

∂

2025 Legislation, Recent Court Decisions, Regulatory Developments

~ Register online for in-person as well as Zoom Options ~

(Please note that this registration is separate from the WFCB webinar registration.)

∂

Please join Attorney Brian Snure for the live presentation of the 37th annual WFCB pre- conference laws update seminar (a simulcast Zoom version is available for individuals that cannot attend in-person). Brian promises a fun and informative evening as he reviews new developments in State and Federal laws, regulations and court decisions that impact the operation of your Fire District or [Regional](#) Fire Authority. This year's topics include:

- Open Public Meetings – Meeting Notice – Remote Meetings
- Volunteer Firefighters – FLSA Compliance Strategies – Deferred Compensation
- Commissioner Compensation – Recall – Election Deadlines – Oath of Office
- Bid Law Thresholds – Responsible Bidders – Apprenticeship Rules
- Employment Updates – Minimum Wage – Discrimination – Independent Contractors
- Paid Family Medical Leave – Return to Work Rules – Stacking Leave
- Fair Labor Standards Act – Exemption Rules – Collective Bargaining – Civil Service
- Finances – Benefit Charges – Tax Levies – Tax Increment Financing
- Liability – Public Duty Doctrine – Immunity – Tort Claims
- Retirement Systems – LEOFF – PERS – BVFF – Deferred Compensation
- Public Records – Adequate Searches – HIPAA Developments