



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
December 16, 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/87849447959>

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) Commissioner Wernet

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the November 18th Regular Meeting Pages 3-6
- b) Treasurer’s Report Pages 7-8
- c) Approve Finances..... Pages 9-13
- d) Financial Waiver
- i) None

5. PRESENTATIONS

- a) IT Overview – Blaylock 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 Page 14

7. BOND-2018:

- a) Update - Herrera Pages 15-18

8. CHIEF’S REPORT

- a) Monthly Chiefs Report Pages 19-20
- b) Deputy Chiefs Reports Pages 21-23
- c) Monthly Injury Report..... Page 24

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 12/5 Meeting - Wernet..... Page 25
- b) Finance Committee –..... None
- c) HR Committee –..... None

10. RESOLUTIONS:

- a) Resolution 1101 – Transfer of funds (Capital to General) Pages 26-27
- b) Resolution 1102 – Cancellation of Warrant – Hollon Pages 28-29
- c) Resolution 1103 – Transfer of funds (Reserves to GL) – Hollon..... Pages 30-32

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

- a) Legal Services Contract - Parkinson Pages 33-39
- b) South Prairie Interlocal Agreement – Parkinson Pages 40-41
- c) Levy Discussion (Presentation Only) – Parkinson None
- d) 2025 Budget Amendment (Resolution 1104) – Hollon..... Pages 42-47
- e) Acceptance of Sign and Fuel Island for Station 117 – Parkinson Page 48

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) 2026 Regular Meeting Schedule - Byerley..... Page 49
- b) PC Commissioner Meeting Schedule – Byerley Page 50
- c) Legislative Day (January 29th)..... None

14. EXECUTIVE SESSION: None

15. COMMISSIONER ACTION/DISCUSSION:

- a) None

16. ADJOURN

2026 EVENTS:

- January 17thPC Commissioners and Chiefs Annual Banquet (Tacoma Golf & Country Club)
- January 22ndPC Commissioner Meeting

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

November 18, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on November 18, 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, Assistant Chief Mike Westland, Project Manager Phil Herrera, Taylor Hobi, Chelsea (virtual), and Bryan Peterson (virtual)

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the October 21st Regular meeting; treasurer's report; current expense vouchers 251103001 - 251103094 in the amount of \$877,590.49; special voucher 251101001 in the amount of \$876,956.00; payroll vouchers 251102001 - 251102010 in the amount of \$478,332.66 and electronic payroll in the amount of \$3,259,968.42; Capital expense vouchers 251104001 - 251104010 in the amount of \$699,193.34; and post-meeting payroll adjustment in the amount of \$7,032.44). Motion seconded by Commissioner Garling and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Local 3520: President Hobi gave a brief overview of some upcoming union events/involvement including the Santa Runs, Pancake Feed on December 6th, and Coats for Kids. The union has also been preparing their 2026 budget.

BOND-2018:

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

Station 111: Warranty items are being addressed as they arise. Pavers for Memorial Plaza have been installed.

Station 112: Onsite underground utilities and water continue. Storm water distribution system across 207th Ave. this week. Finish roof is now installed on low roof areas. High roof final roofing underway, weather permitting. Rough-in HVAC, electrical, and plumbing continue. Project continues at a good pace.

Station 114: Final punch list items are scheduled for next week. Current warranty items are underway. Landscape walk is being scheduled. Final closeout process underway.

Station 117: Warranty items and punch list items are being addressed. The fuel island and electronic sign installation continues. The final closeout process is underway.

Station 118: Fuel island permit is still in review, expected this month.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: State audit is wrapping up; and Phase 2 Capital Projects – the demolition of house on the property for the new Station 124 is complete; South Prairie - contract expires at end of this year, the new contract will be brought to the Planning Committee and Board in December; and updated the Board on contractor mediation regarding general conditions.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Gilbert reported on the South Sound 911 CAD replacement software project; Live fire training in 2025 was delivered to approximately 50% of EPFR personnel; and discussed a program that allows blood products to be delivered by medics. Deputy Chief Stabenfeldt reported: Logistics-logistics center is fully functional, new mechanic started on Nov. 10th; and the Communications Manager is continuing the build out of SharePoint; also had a brief discussion regarding cybersecurity.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Finance Committee – Commissioner Napier gave a brief overview of the meeting noting review of the final 2026 budget.

PUBLIC HEARING FOR 2026 REVENUE AND EXPENDITURES:

Opening of Hearing: Chair Jon Napier opened the public hearing at 7:29 p.m.

Revenues and Expenditures for 2026: Finance Director Hollon gave a presentation, included in packet, on the final draft of the 2026 Budget. Revenues to be collected are budgeted at \$66,419,192, plus \$9,265,678 transferred in from the reserve and \$452,548 transferred in from the bond fund, with an estimated fund ending balance of \$15,185,260. The District will be collecting 1.50 per \$1,000 for the Regular Levy and .41444 per \$1,000 for the EMS Levy. Expenditures are budgeted at \$70,459,266. Finance Director Hollon reviewed the 2026 Budget goals and highlights which include equipment purchases, hiring personnel, and maintaining/replenishing reserves to targeted balances. The finance committee reviewed this presentation and supports the budget as presented. Finance Director Hollon also reviewed a 5-year projection report which included property tax revenue, other revenue, expenditures, transfers to reserve accounts and capital purchases.

Public comments: None

Closing of Hearing: Chair Jon Napier closed the public hearing at 7:37 p.m.

RESOLUTIONS:

Resolution 1096 -2026 Budget and Exhibit A: Commissioner Evans moved to adopt Resolution 1096 for the approval of the 2026 Budget for East Pierce Fire & Rescue. The motion was seconded by Commissioner Garling and carried.

Resolution 1097-2026 Regular Tax Levy: Commissioner McElligott moved to adopt Resolution 1097 for the approval of the 2026 Regular Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner Egan and carried.

Resolution 1098- 2026 EMS Property Tax Levy: Commissioner Garling moved to adopt Resolution 1098 for the approval of the 2026 EMS Property Tax Levy for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

Resolution 1099- 2026 Excess Levy Tax Collection: Commissioner Evans moved to adopt Resolution 1099 authorizing the tax collection UTGO bonds for 2026. The motion was seconded by Commissioner Egan and carried.

Resolution 1100- Transfer to Reserves: Finance Director Hollon presented to the Board Resolution 1100 requesting to transfer funds from the General Fund to the Reserve fund per the Equipment and Facility policy as approved in the 2025 Budget in the amount of \$1,827,412. The funds will be allocated as follows: Facilities Reserve: \$63,000 and Equipment Reserve: \$1,764,412. Commissioner Egan moved to approve Resolution 1100 to transfer funds from the General Fund to the Reserve Fund in the amount of \$1,827,412. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Equipment Replacement Reserve Policy Revision (2nd Reading): Chief Parkinson presented to the Board a request to revise the Equipment Replacement Reserve Policy to allow for the replacement of bunker gear extractors and SCBA decontamination systems, neither of which were previously accounted for in policy. No changes were made since the first reading. Commissioner Wernet moved to approve the recommended edits to the Equipment Replacement Reserve Policy. The motion was seconded by Commissioner McElligott and carried.

Deputy Chief Stabenfeldt Annual Evaluation and MOU: Chief Parkinson presented to the Board an overview of the Deputy Chief Stabenfeldt's evaluation and recommended MOU noting Deputy Chief Stabenfeldt's outstanding job over the last year. Commissioner Kroum moved to authorize the Board Chair to sign the MOU with Deputy Chief Kevin Stabenfeldt. The motion was seconded by Commissioner McElligott and carried. Chair Napier spoke on behalf of the Board noting his outstanding work.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

Commissioner Compensation: District Secretary Byerley reminded Board that compensation forms for January-November 2025 must be turned in by December 5th.

Pierce County Fire Chiefs and Commissioners Annual Awards Banquet: District Secretary Byerley provided information to the Board regarding the Pierce County Fire Chiefs and Commissioners Annual Awards Banquet to be held on January 17, 2026, noting the RSVP deadline is Dec. 7th. Commissioners Napier, McElligott, Egan, and Evans will be attending,

EXECUTIVE SESSION: Chair Napier called for an executive session per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency at 7:46 p.m. for 5 minutes.

Meeting reconvened at 7:52 p.m.

Upon reconvening Commissioner Egan moved to authorize the fire chief to negotiate a general conditions settlement with Andy Johnson and Company for the fire Station 114 construction project. The motion was seconded by Commissioner Kroum and carried.

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 7:53 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

November 2025

for December 16, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
			1 Month Remaining =	8.33%

General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	3,778,479	56,236,907	56,280,791	43,884	0.1%
Property Tax - Prior Year/Delinquent	14,671	345,973	-	(345,973)	0.0%
Other Taxes	42,376	61,775	18,500	(43,275)	-233.9%
Regular EMS Transport	279,229	3,268,962	2,900,000	(368,962)	-12.7%
GEMT Transport	260,247	3,516,210	3,200,000	(316,210)	-9.9%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	-	752,573	238,122	(514,451)	-216.0%
Tehaleh Mitigation	22,750	98,000	100,000	2,000	2.0%
Transfers in from Reserves/Capital	-	1,522,565	7,177,860	5,655,295	78.8%
Other Revenue	47,723	2,221,257	2,085,657	(135,600)	-6.5%
Total Operating Revenues	4,445,475	68,024,222	72,400,930	4,376,708	6.0%

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)	270,737	3,345,772	3,840,463	494,691	12.9%
Operations (Fire, Training, Volunteers)	3,218,732	35,441,997	38,142,500	2,700,503	7.1%
EMS	506,438	2,976,241	3,426,677	450,436	13.1%
Prevention (Fire Prevention, Pub Ed)	112,725	1,359,885	1,529,621	169,736	11.1%
Logistics (Logistics, Emerg. Mgmt, IT)	371,575	4,712,254	5,885,625	1,173,371	19.9%
Capital (Project Manager)	26,240	481,181	461,952	(19,229)	-4.2%
Reserve Purchases (Equipmt., EMS, Facility)	1,004,104	3,576,562	6,715,908	3,139,346	46.7%
Transfers Out	1,827,412	3,392,764	1,827,412	(1,565,352)	-85.7%
Total Operating Expenses	7,337,963	55,286,656	61,830,158	6,543,502	10.6%
Payroll Clearing Accruals	(36,251)	18,378			
Operating Expenses Net of Accruals	7,301,712	55,305,034	61,830,158		
Ending Net Cash & Investments			\$ 25,404,093		

Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 11/30/25
Equipment Reserve		1,764,412		17,434,492
Facilities Reserve		63,000		2,781,805
Capital Facilities Phase 2		-		22,030,756
Sale of Tax Title Property	-			
Investment Interest	134,031			
Current Month Total	134,031	-	-	
Year to Date Total	\$ 1,541,630	\$ 4,053,330	\$ 1,093,959	\$ 42,247,053



EAST PIERCE FIRE & RESCUE

November 2025

for December 16, 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	21,751	477,929	-	(477,929)	0.0%
Transfer In - Vendor Refund	-	7,162		-	0.0%
Total Revenues	21,751	485,091	-	(477,929)	
Expenses					
Capital Purchases	-	2,582,274	-	-	0.0%
Capital Purchases-Station 111	3,898	2,483,739	-	-	0.0%
Capital Purchases-Station 112	657,914	3,406,982	-	-	0.0%
Capital Purchases-Station 114	13,152	871,582	-	-	0.0%
Capital Purchases-Station 117	6,233	2,683,030	-	-	0.0%
Capital Purchases-Station 118	17,997	20,408	-	-	0.0%
Capital Purchases-New Station 124	-	117,837			
Transfers Out - GF & RF	-	1,096,334	461,952	(634,382)	0.0%
Total Expenses	699,193	13,262,186	461,952	-	0.0%
Ending Net Cash and Investments			\$ 6,589,858		
** 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
12/11/25	5527	AIR EXCHANGE, INC.	\$2,588.43
12/11/25	5528	AMAZING LANDSCAPE SERVICES	\$5,914.05
12/11/25	5537	COMMERCIAL BRAKE & CLUTCH	\$439.03
12/11/25	5540	EDWARDS JUSTIN	\$16,561.52
12/11/25	5542	FAR WEST TECHNOLOGIES INC	\$56,537.77
12/11/25	5526	ACME RCL, LLC	\$29,287.66
12/11/25	5529	BARNHART MD PS STEPHEN W	\$8,500.00
12/11/25	5530	BRASS EAGLE FABRICATION	\$4,324.00
12/11/25	5532	CENTURYLINK	\$92.59
12/11/25	5535	CODE MECHANICAL INC.	\$40,450.56
12/11/25	5538	CRYSTAL SPRINGS	\$1,066.51
12/11/25	5544	FREIGHTLINER NORTHWEST	\$6,871.75
12/11/25	5545	G&N SEPTIC TANK SERVICE LLC	\$695.33
12/11/25	5546	GALLS, LLC	\$451.55
12/11/25	5549	HUGHES FIRE EQUIPMENT, INC.	\$49,712.57
12/11/25	5531	CARDINAL HEALTH 112, LLC	\$3,304.26
12/11/25	5533	CINTAS CORPORATION # 461	\$9,715.43
12/11/25	5534	CITY OF BONNEY LAKE WA	\$2,896.46
12/11/25	5536	COMCAST	\$692.25
12/11/25	5539	CUTTERS SUPPLY, INC.	\$3,773.33
12/11/25	5541	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$562.58
12/11/25	5553	LIFE ASSIST	\$19,485.92
12/11/25	5559	MES SERVICE COMPANY LLC	\$127,863.22
12/11/25	5562	NATIONAL TESTING NETWORK	\$7,729.15
12/11/25	5563	NORTH WEST OFFICER DEVELOPMENT	\$16,425.00
12/11/25	5543	FREDS TOWING	\$326.70
12/11/25	5547	HERR CAYDEN	\$926.59
12/11/25	5548	HOUSE ANDREW	\$456.18
12/11/25	5554	LINDE GAS & EQUIPMENT INC	\$2,520.81
12/11/25	5556	MARION WATER CO., INC.	\$114.91
12/11/25	5557	MCCLATCHY COMPANY LLC	\$134.60
12/11/25	5560	MOBILE HEALTH RESOURCES	\$1,486.80
12/11/25	5561	MOHAWK LIFTS LLC	\$77,056.43
12/11/25	5570	PIEPER BEN	\$340.00
12/11/25	5574	QUADIENT LEASING USA, INC.	\$401.30
12/11/25	5550	JAMES OIL CO. INC.	\$16,325.44
12/11/25	5551	KIMBALL MIDWEST	\$912.92
12/11/25	5552	L & L PRINTING INC	\$362.56

12/11/25	5555	LN CURTIS & SONS	\$42,759.25
12/11/25	5558	MERIDIAN CENTER ELECTRIC	\$43.75
12/11/25	5565	OOAK PRINTS	\$3,205.47
12/11/25	5568	PCC DELAWARE LLC	\$2,399.47
12/11/25	5569	PERFORMANCE SYSTEMS INTEGRATION LLC	\$1,063.71
12/11/25	5572	PLATT ELECTRIC SUPPLY	\$3,462.35
12/11/25	5573	PUGET SOUND ENERGY	\$18,260.69
12/11/25	5564	ODP BUSINESS SOLUTIONS LLC	\$331.55
12/11/25	5566	OREILLY	\$632.46
12/11/25	5567	PACIFIC OFFICE AUTOMATION	\$926.55
12/11/25	5571	PIERCE COUNTY SEWER	\$110.60
12/11/25	5578	RIGHT SYSTEMS, INC.	\$10,275.39
12/11/25	5580	S&S TIRE SERVICE INC	\$6,060.39
12/11/25	5584	SHIELD ASSESSMENTS	\$27,580.00
12/11/25	5585	SNIDER PETROLEUM	\$388.65
12/11/25	5587	SPROUT SOCIAL	\$459.74
12/11/25	5589	SUMMIT LAW GROUP PLLC	\$127.50
12/11/25	5575	QUINN ERIC T	\$1,625.00
12/11/25	5577	RICE FERGUS MILLER ARCHITECTURE	\$8,519.82
12/11/25	5581	SASQUATCH CAR WASH	\$74.60
12/11/25	5582	SAWYER THOMAS	\$980.00
12/11/25	5586	SONETICS	\$12,308.78
12/11/25	5592	TELEFLEX LLC	\$2,660.00
12/11/25	5593	TREASURY MANAGEMENT SVCS - US BANK	\$83.16
12/11/25	5595	UNDERWATER SPORTS, INC	\$3,115.46
12/11/25	5598	VALVOLINE LLC	\$162.84
12/11/25	5605	D10 SIGNS & GRAPHICS	\$30,441.00
12/11/25	5576	REHN AND ASSOCIATES	\$28.00
12/11/25	5579	RUSZALA ROB	\$750.00
12/11/25	5583	SEATTLE AUTOMOTIVE DISTRIBUTING	\$2,252.19
12/11/25	5588	STRYKER SALES LLC	\$2,129.90
12/11/25	5597	US BANK	\$79,726.35
12/11/25	5599	VIRTUOUS CLEAN NW, LLC	\$3,000.00
12/11/25	5600	WA STATE AUDITORS OFFICE	\$38,804.62
12/11/25	5601	WASHINGTON STATE FAIR	\$3,719.25
12/11/25	5602	WATKINS ANTHONY	\$500.00
12/11/25	5603	WCIF-Life/Dental/EAP	\$26,630.20
12/11/25	5590	SUNSET FORD	\$2,178.36
12/11/25	5591	TARGETSOLUTIONS LEARNING LLC	\$4,139.10
12/11/25	5594	ULINE, INC.	\$99.25
12/11/25	5596	UNITED RENTALS (NORTH AMERICA), INC.	\$1,533.09

12/11/25	5609	JOHNSON BROTHERS LANDSCAPING	\$8,224.80
12/11/25	5610	JONES & ROBERTS CO.	\$590,883.28
12/11/25	5611	KBUILT	\$38,332.66
12/11/25	5604	ANDY JOHNSON & CO. INC.	\$224,009.63
12/11/25	5607	HONEYWELL INTL	\$4,747.06
12/11/25	5612	PERFORMANCE VALIDATION INC.	\$209.00
12/11/25	5606	DAVIS DOOR SERVICE, INC	\$1,067.85
12/11/25	5608	HYPERCHARGE NETWORKS	\$8,587.15
12/11/25	5613	PUGET SOUND ENERGY	\$28,531.80
12/11/25	5614	RICE FERGUS MILLER ARCHITECTURE	\$95,020.44
12/11/25	5615	RIVERS EDGE ENVIRONMENTAL SERVICES INC	\$39,868.48
12/11/25	5616	WETHERHOLT AND ASSOCIATES INC.	\$2,326.62

Payment Count: 91

Total Amount: \$1,902,663.42

DRAFT

Payment Count: 91
Payment Total: \$1,902,663.42

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 _____

November 2025 Post-Meeting	
General Fund	
Payroll Revisions	net change
trx # 5058 voided - trx # 5440 created - Adams	\$ (692.39)
trx # 5059 voided - trx # 5441 created - Allen	\$ -
trx # 5065 voided - trx # 5442 created - Beavin	\$ 2,168.73
trx # 5272 voided - trx # 5443/5466 created - DRS/LEOFF II	\$ (138.50)
trx # 5276 voided - trx # 5444 created - FIT Taxes	\$ 517.46
trx # 5110 voided - trx # 5445 created - Gilbert	\$ -
net payroll change	\$ 1,855.30
December 2025	
General Fund	
Total AP	\$ 830,413.65
AP Vouchers	
Vouchers # 251201001 - 251201078	\$ 830,413.65
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 25120x001 - 25120x0xx	\$ -
Electronic Payroll	\$ -
Total Expenditures	\$ 830,413.65
Total SBK Expenditures (111 - 999 AP Only)	\$ 828,878.68
Difference	\$ 1,534.97
reallocation of New 124 items to Capital Fund	\$ 1,534.97
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
AP Vouchers	
Vouchers # 251202001 - 251202013	\$ 1,072,249.77



IAFF Local 3520 – East Pierce Professional Firefighters 2025 Recap

IAFF Local 3520 – East Pierce Professional Firefighters had a full and impactful year, leading and supporting numerous community events and programs. Throughout 2025, our Local...

Hosted:

- Easter Egg Hunts
- Coats for Kids
- Pancake Feed
- MDA Fill The Boot
- Santa Runs
- Smoke & Shoot
- Annual Golf Tournament
- Bill Mack's Memorial Service (hosted and organized)
- After-celebration for EPFR Annual Awards and Recognitions Ceremony (hosted and organized)

Sponsored:

- Food for the Annual Open House (Ice Cream, Cotton Candy, Popcorn)
- Helmet/Life Jacket Program (ensuring families in our community have access to essential safety equipment)

Other Accomplishments:

- Participated in Beautify Bonney Lake
- Contributed to multiple community scholarships throughout the year
- Our Local also expanded this year, adding an additional bargaining unit with four members now serving the City of Buckley Fire Department.
- We invested in our membership by sending members to numerous training and educational events throughout the year.

It's been a busy year, and we're looking forward to another exciting one ahead. We're grateful for the opportunity to serve our community.

IAFF Local 3520 President Taylor Hobi

A handwritten signature in black ink, appearing to read 'Taylor Hobi'.



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

Station 111

- EV charging stations are complete
- Engineering for the fuel island is underway.

Station 112

- Domestic water and storm water systems are complete.
- Finish roof is complete at all three roof sections.
- Exterior CMU installation is underway. Weather barrier has passed inspection.
- Rough-in HVAC, electrical and plumbing continue.
- Insulation and sheetrock are underway.
- Apparatus bay doors install this week.

Station 114

- Final punch list items continue.
- Current warranty items are underway.
- Final closeout document process ongoing.

Station 117

- We are setting the fuel tanks this coming week.
- Sign mounting this week.
- We continue clearing punch list, and warranty items.
- Final closeout document process ongoing.

Station 118

- Received the review comments for the fuel island. Currently making the corrections for resubmittal.

November 2025 Station progress photos

Station 112

CMU installation underway.



Station 112 cont.

Inside: The installation of insulation and sheetrock began this week.



Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,651,240	7,003
Station 111	21,186,196	25,843,678	179,322
Station 114	10,856,061	10,831,121	122,742
Station 117	10,096,203	11,587,939	8,303
Station 112	13,663,312	4,990,533	6,256,582
Station 124	0	2,166,487	982,163
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,879,659	40,056
Misc (LP45+Ladder)	0	3,911,953	0
Total	77,419,213	79,269,340	7,596,173

Current Arbitrage amount through 7/2025 is \$1.733M. Arbitrage payments are due at the end of Phase 1 projects and will likely be paid from Phase 2 Reserves.	Bond Total	80,000,000
	Interest YTD	6,659,952
	Interest Forecasted	260,000
	Expenditures to Date	(79,269,340)
	Forecasted Expenditures	(7,596,173)
	End Fund Balance	54,439

Thru July 2026

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



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

Flood Event

At the time of drafting this report, the flood event is still underway. At this point, we have had no serious injuries, accidents, or damage to stations or vehicles. We will provide a brief overview of the event at the Board meeting.

2024 Financial Audit & 2023/24 Accountability Audit

The financial audit and federal single audit exit conference is scheduled for December 15 at 3:00 p.m. The auditors have informed us they need additional time to complete the accountability audit and don't expect to wrap things up until January 2026.

Phase 2 Projects:

- **Station 124 Station Construction Project**
 - Demolition complete
 - The Schematic Design phase is done, and the review is complete
 - The Design Development Phase is well underway; documents should be in our hands for review by early January.
 - Working on Land use and conditional use permits, which should be ready to submit soon.
- **WRSD Training Center Lease**
 - The project scope and ROM have been revised to align with budget and operational goals.
- **Logistics Center**

The bulk of the move-in process is now complete with no major outstanding items/projects.

Community Events

Several community events have been occurring in November and December. The first three are primarily hosted by IAFF Local 3520.

- Santa Runs
- Sumner Pancake Feed
- Coats for Kids
- Bonney Lake tree lighting
- Sumner Bridge lighting

Other activities in the past month

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



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

Logistics

- FF James Parke has completed his temporary assignment with Logistics. He was instrumental in keeping projects moving forward and provided exceptional support to the division.
- FF Mitch Bylin completed his temporary assignment covering Division Specialist Scot Lynch's responsibilities. Mitch approached the role with a positive attitude and can-do mindset, delivering outstanding service to the organization.
- With the addition of our second mechanic, the team has had a significant impact on reducing the service-ticket backlog from approximately 300 to 22 as of 12/8.
- Station 124: Schematic design phase is complete, and design development is well underway. CUP and land-use applications are expected to be submitted soon.
- Training Center: The project scope and ROM have been revised to align with budget goals while still meeting operational needs.
- Established a new government-priced account for tire service and repair, reducing both cost and turnaround times.
- Executed a new contract for generator fuel delivery, ensuring availability during nights and weekends when needed.
- Completed the annual service on the TDA in-house for the first time, resulting in quicker turnaround, improved quality control, and cost savings.

Health and Safety

- Fire Marshals
 - 68 fire/life-safety inspections
 - 1 plan review (Milton)
 - 4 Fire Investigations
 - Conducted final inspections on the Stone Creek 100-unit senior apartments in Milton.
 - Congratulations to Craig Labriola on his temporary appointment to Deputy Fire Marshal.
- Community Outreach
 - 15 community outreach classes/events/services
- Crisis Intervention Coordinator
 - 17 station visits

- 12 Chaplain responses
- Other Events
 - Facilitated blood drives at Station 111 and Station 118
 - Presented a First Aid overview session for 50+ attendees at a Trilogy TERT meeting.
 - Supported Session 6 of the Advanced Aging & Care Planning Series.
 - Community Toybox planning meetings. EPFR has taken the lead to create online registry and coordinating collection boxes throughout the community.

Communications

- Internal Communications
 - Continued buildout of SharePoint, meeting with EMS, Training, and Health & Safety to expand and develop their division hubs.
 - Coordinated with HR and leadership on planning the next phases of the 2026 intranet rollout.
- Community Outreach & Event Coverage
 - Captured and shared key community events including the Pancake Feed, Santa Parade, Bonney Lake Tree Lighting, and Community Toybox promotions.
 - Coordinated a multi-agency video for the Community Toybox with Sumner PD, Sumner-Bonney Lake School District, Gordon Family YMCA, and EPFR.
 - Filmed and produced a Big Give video in collaboration with Bonney Lake PD.
 - Continued supporting community engagement by keeping residents informed about local programs such as Fill the Boot, Coats for Kids, Pancake Feed, and Santa Run.
- Seasonal & Safety Communications
 - Created and published Thanksgiving cooking safety videos to reinforce holiday fire-prevention messaging.
 - Provided incident awareness updates to keep the community informed of ongoing emergency incidents.

Other activities in the past month

- LAHAR Planning Meeting
- Big Give Community Event
- 2026 Staff Planning Meeting
- Q4 ILC Meeting
- Planning Committee Meeting
- L3520 Pancake Breakfast at Station 113
- December Labor/Management Meeting



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

Operations

- Fairfax Bridge bypass route – Installed new key system that the state has implemented.
- CAD Replacement Project meeting at SS911
- Flood event planning and Upstaffing

EMS

- ALS provider Physician Led Training completed for 4th Quarter.
- Completed EMS Specialist CRP testing process & Selection for 1 year commitment (Brycen Giove)
- 4th Quarter Pierce County EMS Regional meeting (Operations, PC CQI, Training & Development, Protocol committee)
- Completed FY25 WA GEMT Cost Report
- Completed ACLS EPFR Instructor Course for 6 ALS providers to assist with next quarters provider certification training
- Completed EMS Division Assisted Living Center & Memory Care Santa Runs (Edgewood-Milton, Sumner, Bonney Lake)

Training

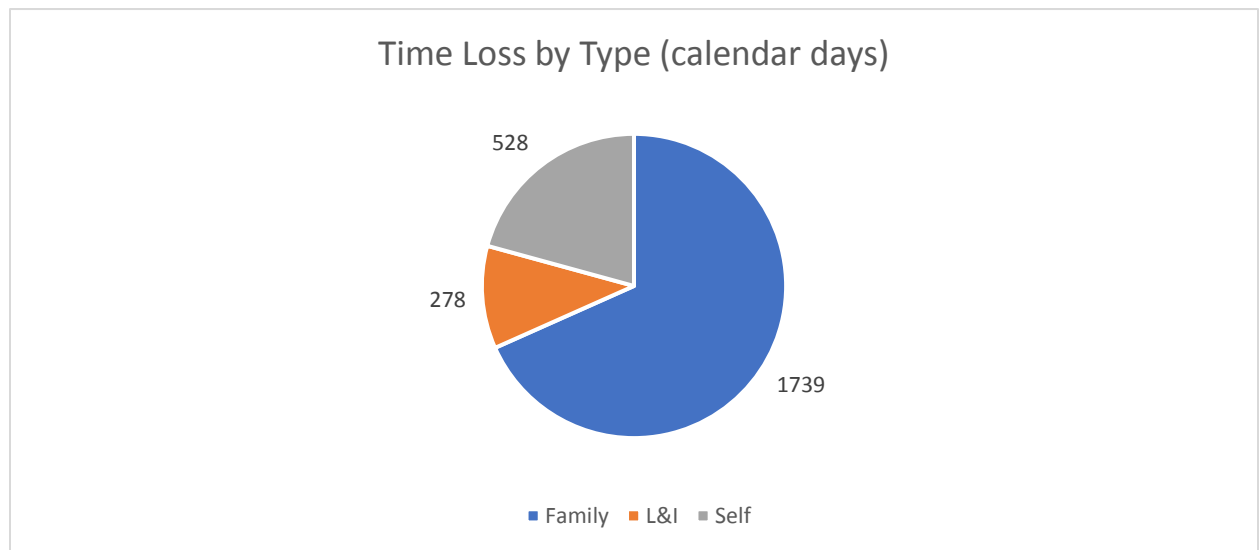
- Completed Annual Hazmat Refresher
- Completed 8 days of Tender Rodeo and Road Courses for all personnel assigned to Station 111 and the Wildland Team Members
- Selected the next Academy Assistant for RK26 Class.
- Completed 2 Sim Lab days for Acting Company Officer candidates
- BC's and ABC's completed their Hazmat IC Refresher Training with West Pierce.

Other activities in the past month

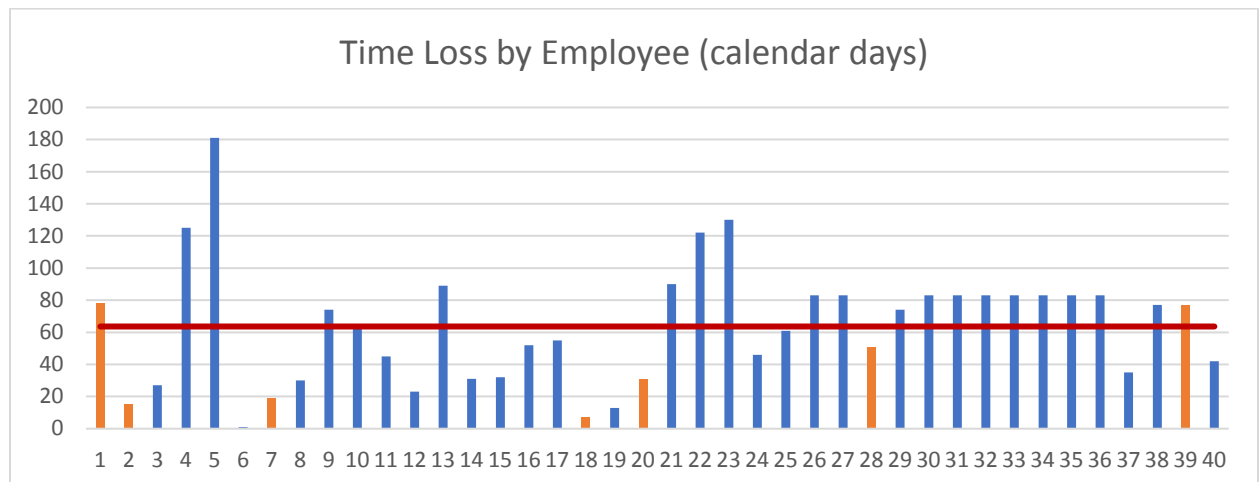
- Pierce County Fire Ops meeting.
- Bonney Lake High School Veterans Day Assembly
- 2026 Staff Planning Meeting
- Attended Sumner EOC as a Liaison for EPFR
- Payroll Administrator Selection Interviews
- EMS Specialist Chiefs Interviews
- Pancake Feed – Sumner
- Bonney Lake Tree Lighting

Injury – Medical Leave Report - November 2025

- As of October, a total of 40 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 63.63 calendar days



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



Planning Committee Agenda

December 5, 2025 @ 1000 hrs.

Commissioners: Kroum, Evans (Wernet excused)

Staff: Chief Parkinson, DC Stabenfeldt, AC Westland, PM Herrera

1. Call to Order

2. Discussion Topics

Phase 1 Project Updates:

- Station 114: General Conditions Financial Request
 - An offer has been conveyed to AJC, and the District is awaiting a response.
- Station 117: General Conditions Financial Request
 - Mediation scheduled for 1/29/26.
- Station 112: Construction Status Update
 - The project is on schedule. No significant issues to report.
-

Phase 2 Project Updates:

- Station 124
 - Demolition complete
 - The Schematic Design phase is done, and the review is complete
 - The Design Development Phase is well underway; documents should be in our hands for review by early January.
 - Working on Land use and conditional use permits, which should be ready to submit soon.
- Training Center
 - The project scope and ROM have been revised to align with budget and operational goals.
- Warehouse
 - The majority of the move-in is complete.

Review Station 119 Lease Changes:

- The committee reviewed the draft ILA changes from the Town of South Prairie, which included an increase in the annual lease rate, as well as the addition of an annual lease inflation factor. The committee felt that the lease rate was acceptable, but the annual inflation rate was too high. The committee directed the fire chief to convey a request for a lower inflator.

3. Adjourn



Board Meeting Agenda Item Summary

Meeting Date:	December 16, 2025
Title:	Resolution 1101 Transfer of funds from the Capital Fund to the General Fund

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1101 to transfer funds from the Capital Fund to the General Fund in the amount of \$1,535.</i>
Presenter:	Finance Director M. Hollon
Attachments:	Resolution 1101

Summary:

At the July 15th Board meeting, the Board approved 1,100,000 for the New Station 124 project and for bond funds to be used first and then from Phase 2 Reserve if needed. There were some invoices that were applied to the GL instead of the Capital Fund. This transfer corrects those expenditures to reflect from the Capital Fund.

Fiscal Impact:

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1101

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in the amount of \$1,535 from the Capital Fund to the General Fund for expenditures for the New Station 124 project approved by the Boat at the July 15, 2025 meeting; 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 December 17, 2025 as follows:

Transfer based on above request to transfer between funds will be:

Capital Fund (687-022)	Transfer Out	\$1,535
General Fund (686-022)	Transfer In	\$1,535

PASSED AND APPROVED this 16th day of December 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Justin Evans

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

ATTEST:

District Secretary Corina Byerley



Board Meeting Agenda Item Summary

Meeting Date:	December 16, 2025
Title:	Resolution 1102 Cancel of Warrant

Recommendation from Staff:	Approve cancelling of warrant
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1102 cancelling warrant 1819277 in the total amount of \$5,616.38.</i>
Presenter:	Finance Director M. Hollon
Attachments:	Resolution 1102

Summary:

A duplication payment was processed and mailed to Olympic Trailer and Truck for the purchase of a trailer. The vendor contacted the District regarding the duplicate payment and mailed the warrant back to the District. The warrant was cancelled and never cashed. Total amount requested to be cancelled is \$5,616.38. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.

Fiscal Impact:

EAST PIERCE FIRE & RESCUE

RESOLUTION #1102
(A resolution to cancel a warrant)

WHEREAS, East Pierce Fire & Rescue incurred expenses in the total amount of \$5,616.38 for personnel and services; and

WHEREAS, warrant #1819277 issued on November 12, 2025 in the amount of \$5,616.38 payable to Olympic Trailer and Truck for a trailer purchase. The warrant was a duplicate payment, the warrant was mailed back to the District and 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 #1819277 and transfer all records of such warrant so as to leave the funds as if such warrant had never been drawn.

ADOPTED at a regular meeting of the Board of Commissioners on December 16, 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Randy Kroum

Commissioner Kevin Garling

Commissioner Cynthia Wernet

Commissioner Justin Evans

ATTEST:

District Secretary Corina Byerley



Board Meeting Agenda Item Summary

Meeting Date:	December 16, 2025
Title:	Resolution 1103 Transfer of funds from the Reserve to General Fund

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1103 to transfer funds from the Reserve Fund to the General Fund in the amount of \$2,535,714.</i>
Presenter:	Finance Director M. Hollon
Attachments:	Resolution 1103 and Detail Spreadsheet

Summary:
<p>This transfer is to be transferred to the General Fund to cover the expenditures for Capital Purchases approved by the Board for FY2025.</p> <p>Equipment Reserve \$1,951,805</p> <p>Facilities Reserve \$180,000</p> <p>Phase 2 \$403,909</p>

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1103

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in the amount of \$2,535,714 from the Reserve Fund to the General Fund for the expenditures of Capital Purchases accruing in the FY2025 Budget; 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 December 17, 2025 as follows:

Transfer based on above request to transfer between funds will be:

Reserve Fund (690-022)	Transfer Out	\$2,535,714
General Fund (686-022)	Transfer In	\$2,535,714

PASSED AND APPROVED this 16th day of December 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Justin Evans

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Randy Kroum

ATTEST:

District Secretary Corina Byerley

Capital Purchases for 2024

Purchases included in Transfer 12/2024	Budgeted	Transferred	Completion
New Engines (2) 2022	\$ 2,198,144		Carry Over
New Engines (2) 2023	\$ 2,312,704		Carry Over
SCBA Compressors 2024	\$ 108,900		Carry Over
New Station 124	\$ 37,500	2648	Carry Over
Re-roofing of Station 112	\$ 123,279		Carry Over
New Stock Tender	\$ 724,000		Carry Over
Totals	\$ 5,504,527	\$ 2,648	

Capital Purchases for 2025

Transfer July 2025

Purchases included in Transfer	Budgeted	Transferred	Completion	Expenditures 2025	Total Expenditures	Over/Under Budget
Staff Vehicles-2025	\$ 150,000	150,000.00	Complete	150,000.00	150,000.00	
Extrication Equipment	\$ 45,000	42,968.00	Complete	42,967.18	42,967.18	2,032.82
New Station 124	\$ 37,500	689643.00	Land Purchase Complete	689,642.90	692,290.90	
SCBA Compressor 117	\$ 108,900	88069.00	Complete	88,068.31	88,068.31	20,831.69
Re-roof 112	\$ 127,000	123279.00	Complete	123,278.67	123,278.67	3,721.33
Totals	\$ 468,400	\$ 1,093,959				

Re-allocated to the Capital Fund

Transfer December 2025

Purchases included in Transfer	Budgeted	Transferred	Completion	Expenditures 2025	Total Expenditures	Over/Under Budget
Capital Facilities Plan Update	\$ 180,000	180,000.00	Complete	186,344.80	186,344.80	6,344.80
Tender	\$ 724,000	721,938.00	Complete	721,938.00	721,938.00	
Ballistic Gear	\$ 14,800	13,256.00	Complete	13,256.00	13,256.00	
New Engines (2) 2022	\$ 2,198,144	896,929.00	Carry over	896,928.13		
New Medic Units -2025	\$ 741,424	167,821.00	Carry over	167,821.00		
Power-load System & Power Cots	\$ 240,936	151,861.00	Carryover	151,861.00		
Training Center 116	\$ 525,000	37,850.00	Carry over	37,850.00		
Peak 410 Upfitting & Tenant improvements	\$ 392,733	366,059.00		366,059.00	366,059.00	
Totals	\$ 5,017,037	\$ 2,535,714				

Applied to R/M

Total for 2025		\$ 3,629,673
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Meeting Date:	December 16, 2025
Title:	Attorney Eric Quinn's 2026 Contract

Recommendation from Staff:	Approve
Recommendation from Committee:	None
Recommended Action/Motion:	<i>I move to approve Attorney Eric Quinn's 2026 contract for legal services and authorize the Fire Chief to sign the contract on behalf of the District.</i>
Presenter:	Chief Parkinson
Attachments:	Contract

Summary:
Attorney Eric Quinn submitted a contract for legal services. Monthly fee for services will increase from \$400.00 to \$500.00 per month due to the district's carryover dollars as use of legal services has increased.

Fiscal Impact:	Click or tap here to enter text.
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Eric T. Quinn, P.S.
PROFESSIONAL SERVICE CORPORATION
ATTORNEY AT LAW
7403 Lakewood Dr. W., Suite #11
Lakewood, WA 98499
253-590-6628
ericquinn@firehouselawyer2.com

*Of Counsel:
Joseph F. Quinn*

Chief Jon Parkinson

November 6, 2025

Re: Legal Services Contract for 2026
Annual Statistics and Recommendation

Dear Chief:

During 2025 your district contracted with Eric T. Quinn, P.S. for legal services as general counsel to the district. Your district has a contract, effective through December 31, 2025. As the calendar year draws to a close, I am as usual reviewing the status of performance of our Legal Services Contracts through October, with close attention to the number of hours (as translated into dollars per month) used monthly for the first ten months of the year. In that regard, I reviewed the ten months experience (January-October) so far this year and found your district used an average of approximately \$670.00 monthly of our two lawyers' professional time.

In 2026, my understanding is that Eric Quinn's time will continue to be charged at the rate of \$250 and Joe's hourly rate will be \$300. Eric's hourly rate for "hourly" clients will be increasing to \$325.00 per hour, which may make contract rates more attractive to some clients.

In 2025, you contracted for \$400.00 worth of our services per month. You have now accrued zero dollars in carryover dollars, which suggests the monthly contract amount is a bit too low, so we

are proposing a slight increase in the contract amount. We recommend a contract for the monthly amount of \$500.00 for 2026, but of course the decision rests with you.

Based on experience, I would recommend that your district execute a contract with Eric T. Quinn, P.S. for 2026 and that the monthly contract amount be set at \$500.00.

Please let us know of any other changes you would like to the contract. We are attaching a proposed contract consistent with our recommendation, but feel free to propose a different monthly amount.

Very Truly Yours,

Eric T. Quinn

PROFESSIONAL SERVICES CONTRACT FOR LEGAL SERVICES

THIS AGREEMENT is made by and between East Pierce Fire & Rescue (hereinafter referred to as "District") and the law office of Eric T. Quinn, P.S., to become effective on the 1st day of January, 2026.

WHEREAS, the elected officials, executive and administrative staff of the District believe that it is in the best interest of the residents of the District to retain through a professional services contract qualified and experienced legal counsel with expertise in the areas of municipal law, employment law, discrimination, labor law, and related areas of the law, and who is qualified to meet the needs of the District; and

WHEREAS, the Attorney is willing to reserve sufficient attorney hours devoted exclusively to the District in return for a fixed monthly legal fee payable to the Attorney by the District; and

NOW, THEREFORE, it is hereby agreed between the parties hereto:

1. **Purpose of Agreement.** The purpose of this Professional Services Contract for Legal Services is to provide cost effective, efficient, experienced, and professional legal services in an ethical manner to the District.

2. **Complete Agreement.** The Professional Services Contract for Legal Services shall be regarded as the entire expression of the parties' rights and obligations and shall constitute the complete agreement between the District and the Attorney. There are no other written or oral agreements between the parties.

3. **Independent Contractor.** The Attorney shall not be an employee of the District, but rather an independent contractor. As such, the Attorney shall be responsible for his own income tax withholding, and to pay his own FICA, state excise taxes, and all other required taxes and licenses, as well as fees payable by an employer in the State of Washington, with respect to secretarial or other staff expenses. The Attorney shall certify in writing to the District, at least annually, that all appropriate taxes and license fees have been paid. At the same time, the Attorney will certify his continuing good standing and completion of educational requirements with the Washington State Bar Association. The Attorney's signature upon this agreement shall constitute certification as to these two certification requirements.

4. **Scope of Legal Services.** The Attorney shall provide legal advice and counsel to the District. The Attorney shall draft contracts, represent the District in court and at administrative hearings when feasible, shall prepare opinion letters and resolutions, shall perform education and training upon request, shall facilitate retreats, shall review any and all contracts, deeds, easements, policies, standard operating procedures, and similar documents submitted by the designated representative of the District, shall advise and participate in personnel and employment decisions, and shall attend, only upon request, the meetings of the governing body, together with any and all

other meetings, upon request. Except when client confidentiality requires otherwise, the Attorney may share all such work products with other fire department clients. In the event that due to extreme workload, or a need for specialized legal expertise or other similar reasons the Attorney believes a backup attorney or additional personnel are required to provide supplemental legal services, the Attorney will advise the District. Supplemental legal services may include paralegal services, research assistance, or special litigation attorneys. In the event that outside attorneys are used to provide these supplemental legal services, the Attorney shall require from such providers of supplemental legal services periodic briefings and reports as to the progress of the litigation or other project for which the supplemental legal services are required. The Attorney shall thereafter report to the District with respect to such supplemental legal services.

5. **Professional Hours.** The Attorney agrees to provide the foregoing scope of services by reserving to the District sufficient professional hours per month. "Professional Hours" are defined as the hours, and/or portions thereof, shown on the Attorney's timesheet for any month, or portion thereof, which are chargeable to the District. The Attorney shall record all hours devoted to performing any of the items included in the foregoing scope of services. Such Professional Hours shall be provided by the Attorney in consideration for monthly payment of the Fixed Fee set forth in this Agreement. In the event that the number of Professional Hours in any month exceeds the contracted amount, the excess Professional Hours shall be chargeable to the District at \$250.00 per hour for the services of Eric T. Quinn and \$300.00 per hour for the services of Joseph F. Quinn, serving as an of-counsel attorney. Both of these hourly rates are lower than their usual and customary hourly rates, in consideration for this Professional Services Contract.

5A. **Carryover - Unused Dollars.** If the Professional Hours worked, multiplied by the respective hourly rates of the respective attorneys, would result in a total monthly fee less than the Fixed Fee agreed upon in paragraph 6 of the Contract, then the amount due shall be adjusted to be the Fixed Fee in this Contract. The amount of such adjustment shall be "unused dollars." It is hereby agreed that the Attorney will carry over such unused dollars to the next month, and to succeeding months if still unused, but not beyond the end of the contract term, unless the client renews the contract for an additional term. Unused and carryover dollars will be applied first to each invoice when preparing invoices in the succeeding month or months until all carryover or unused dollars are used up.

6. **Fixed Fee.** During the term of this contract, the District shall pay the Attorney the sum of **\$500.00** per month (the "Fixed Fee").

7. **Term of Agreement.** This agreement shall commence on January 1, 2026 and expire on December 31, 2026. The Agreement shall be reviewed in the last quarter of such year and may be renewed or renegotiated. Neither party to this Agreement is obligated to renew the contract, in the event that the parties are unable to agree on renegotiated terms.

8. **Time Records.** Attorney agrees to maintain detailed time records showing all chargeable Professional Hours expended pursuant to this Professional Services Contract, to the tenth of an hour, itemized by client and matter. Attorney will provide such time records, or an itemized summary thereof, monthly, to the District, showing the Professional Hours attributable to the District.

9. **Attorney to Provide.** The Attorney shall provide his own office furniture, library, computer, and printer, including software, all insurance and fringe benefits, including pension, other equipment and supplies, the Attorney's telephone lines and equipment, and membership dues in organizations, including but not limited to, the Washington State Bar Association.

10. **Good Standing.** The Attorney agrees that he must remain in good standing with the Washington State Bar Association, including but not limited to, paying annual dues and participating in continuing legal education. Attorney also agrees to participate in other education and training specific to municipal law and fire departments. The Attorney will maintain familiarity with the substantive law regarding fire protection Districts, regional fire authorities and fire departments, including for example attendance at state (or county) conferences of the Washington State Fire Commissioners and Fire Chiefs, as the Attorney shall decide.

11. **Professional Relationship - Attorney and Client.** It is understood and agreed that the Attorney shall maintain a professional, fiduciary relationship with the District.

12. **Client Confidentiality.** The Attorney will adhere to the Rules of Professional Conduct (RPCs) regarding confidentiality of client information, as in the normal course.

13. **Conflicts of Interest.** The Attorney shall be responsible for identifying any conflict of interest, or potential therefore, and shall advise the client(s) involved in accordance with the RPCs. The engagement of other attorney services due to an actual or potential conflict shall not affect the Professional Hours, the monthly Fixed Fee, nor the Professional Services Contract in any way, subject to the limitations set forth in paragraph 16 below.

14. **Client Costs.** The Attorney may advance costs or expenses on behalf of a client, recording the name of the particular client for record keeping purposes. Such costs advanced by the Attorney shall be reimbursed as set forth above and shall not be part of the Fixed Fee. The Attorney does not charge clients for copying costs, travel expenses such as tolls or ferry charges, and long-distance telephone charges. However, out of pocket expenses such as those for filing fees and court reporters' fees are subject to this paragraph.

15. **Trust Account.** Attorney will maintain such appropriate trust accounts as are necessary under the RPCs. Any and all client funds in trust will be identified as to the particular client.

16. **Disputes/Arbitration.** Any and all disputes between the Attorney and the District shall be submitted to mediation and/or arbitration. If the parties do not agree to mediate their dispute, the dispute shall be arbitrated and the arbitrator's decision shall be conclusive and binding upon the parties. The District and Attorney will select a mutually agreed arbitrator, to provide mediation or arbitration service.

17. **Reducing Carryover Dollars.** The Attorney shall consult the District in the event that carryover dollars reach the amount of **\$2,000.00 or more**. The purpose of the consultation shall be to discuss methods by which carryover dollars may be reduced. The parties agree that in the event that carryover dollars have reached \$2,000.00 or more in October of the contract term, the Attorney

shall facilitate a retreat for the District and/or conduct in-person training for members of the District or other services as designated by the District Fire Chief, until such time as the carryover balance is reduced to at most **\$1,000.00**.

EAST PIERCE FIRE & RESCUE

Authorized Officer

Eric T. Quinn, P.S.

Eric T. Quinn, President



Meeting Date:	December 16, 2025
Title:	Town of South Prairie – Fire Protection and Station Use ILA

Recommendation from Staff:	<i>Approve</i>
Recommendation from Committee:	Move to authorize the Fire Chief to sign the ILA with the Town of South Prairie as presented.
Recommended Action/Motion:	<i>Approve – Planning Committee</i>
Presenter:	Parkinson
Attachments:	South Prairie ILA

Summary:
<p>Our existing Interlocal Agreement (ILA) with the Town of South Prairie is set to expire at the end of 2025. The attached ILA replaces the expiring agreement and contains two substantive changes:</p> <ul style="list-style-type: none">1- Our station lease increased from \$22,000 per year to \$33,000 per year.2- The station lease has an automatic inflator of 2.5% per year. A lease inflator was not present in prior ILA's <p>The Planning Committee has reviewed the changes to the ILA and recommends approval.</p>

Fiscal Impact:	\$33,000 per year (Operating Budget)
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Place Holder for South Prairie Contract

Awaiting final revisions from the Town of South Prairie.



Board Meeting Agenda Item Summary

Meeting Date:	December 16, 2025
Title:	Resolution 1104 2025-Budget Amendment and Exhibit A

Recommendation from Staff:	Approve Resolution
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1104 and Exhibit A for the approval of the 2025 Budget Amendment for East Pierce Fire & Rescue.</i>
Presenter:	Finance Director M. Hollon
Attachments:	Resolution 1104 and exhibit A

Summary:
This is a resolution to be passed by the governing board of the fire district approving the amendment of the 2025 budget. This amendment reflects the increase in expenditures based on Board approved projects throughout the 2025 year.

Fiscal Impact:	See Resolution 1104 and Exhibit A
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2025 November Budget Amendment Overview

Expenditures: Changes to the expense budget are the result of approved projects in which were brought before the Board throughout the 2025 budget year and were not included in the approved 2025 budget on November 19, 2024.

The 2025 budget amendment expenditures are as follows:

General Fund:

Unbudgeted Expenditures:

1. Insurance Claims	\$ 16,892
2. Reserve Ladder	\$ 90,108
3. Lease for Peak 410 building	\$ 167,200
4. Lease for BL Public Safety Bldg. (Jan and Feb)	\$ 33,909
5. Peregrine Tech. Software	\$ 57,488
6. Mold Remediation	\$ 88,754
7. Mobilization (Reimbursed)	\$ 491,497
8. GEMT Final Cost Settlement	\$ 159,000
9. Updated Transfer-Out acct. line to include Excess funds	\$1,565,352

GL Expenditures total increase	\$ 2,670,200
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Reserve Fund:

Unbudgeted Projects:

1. Training Center – Phase 2 Reserve	\$ 525,000
2. Peak 410 Upfitting and Tenant Improvements – Phase 2 Reserve	\$ 392,733
3. Re-Roof Station 112 – Facilities Reserve	\$ 123,279

Reserve Fund Expenditures total increase	\$ 1,041,012
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Bond Fund:

Unbudgeted Projects:

1. New Station 124 – Bond (Phase 2 if needed)	\$1,100,000
2. Station 124 Land Purchase	\$ 667,728
3. New Tiller	\$2,524,265
4. General Expenses	\$ 58,010
5. Station 111	\$2,483,740

6. Station 112	\$3,406,982
7. Station 114	\$ 871,583
8. Station 117	\$2,683,030
9. Station 118	\$ 20,409

<u>Bond Fund Expenditures total increase</u>	<u>\$ 13,815,747</u>
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<u>Total increase to GL, Reserve and Bond Expenses</u>	<u>\$17,526,959</u>
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1104

A RESOLUTION AMENDING THE 2025 BUDGET

WHEREAS, the Board of Commissioners did adopt the 2025 Budget by Resolution No. 1065 on November 19, 2024; and

WHEREAS, the Board has revised the expenditure of funds; and

WHEREAS, these adjustments could not have been reasonably foreseen at the time of the filing of the 2025 Budget;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF EAST PIERCE FIRE & RESCUE THAT:

The 2025 Budget shall be amended as follows:

General Fund 001	total budget of \$87,905,884,	increased by 2,838,428;
Reserve Fund 101	total budget of \$39,726,922,	increased by 2,233,080;
Debt Fund 201	total budget of \$6,140.638,	no change;
Capital Fund 301	total budget of \$19,366,953,	no change;

ADOPTED at a regular meeting of the Board of Commissioners for East Pierce Fire & Rescue on the 16th day of December, 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Justin Evans

Commissioner Cynthia Wernet

Commissioner Ed Egan

Commissioner Kevin Garling

Commissioner Randy Kroum

ATTEST:

District Secretary Corina Byerley



EAST PIERCE FIRE & RESCUE

2025 Budget Amendment

Resolution 1104

	Year to Date	Budget per Resolution 1065	Budget Amendment Per Resolution 1078	Budget Amendment Per Resolution 1104	Remaining Amount	Remaining Percent
					12 Months Remaining =	100.0%

General Fund (Current Expense)

Estimated Beginning Fund Balance	\$	12,666,526	\$	12,666,526	\$	14,330,625
Operating Revenues						
Property Tax - Current		56,280,791		56,280,791		56,876,061
Property Tax - Prior Year/Delinquent		-		-		-
Other Taxes		18,500		18,500		18,500
Regular EMS Transport		2,900,000		2,900,000		2,900,000
GEMT Transport		3,200,000		3,200,000		3,200,000
GEMT Settlements		400,000		400,000		400,000
Intergovernmental		238,122		238,122		238,122
Tehaleh Mitigation		100,000		100,000		100,000
Transfers in from Reserves/Capital		7,177,860		7,177,860		8,218,872
Other Revenue		2,085,656		2,085,656		2,085,656
Total Operating Revenues		72,400,929		72,400,929		74,037,211

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

Revenues

	Year to Date	Budget per Resolution 1065	Budget Amendment	Budget Amendment	Remaining Amount	Remaining Percent
Operating Expenses						
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)		3,840,463	3,840,463	4,148,572		
Operations (Fire, Training, Volunteers)		34,509,565	38,142,500	38,633,997		
EMS		3,233,925	3,426,677	3,585,677		
Prevention (Fire Prevention, Pub Ed)		1,445,160	1,529,621	1,529,621		
Logistics (Logistics, Emerg. Mgmt, IT)		5,809,580	5,885,625	6,031,867		
Capital (Project Manager)		461,952	461,952	461,952		
Reserve Purchases (Equipt., EMS, Facility)		6,715,908	6,715,908	7,756,920		
Transfers Out		1,827,412	1,827,412	3,392,764		
Total Operating Expenses		57,843,965	61,830,158	65,541,370		
Payroll Clearing Accruals						
Operating Expenses Net of Accruals		57,843,965	61,830,158	65,541,370		
Ending Net Cash & Investments (Est.)		27,223,490	23,237,297	22,826,465		

Reserve Fund

	Year to Date	Budget per Resolution 1065	Budget Amendment	Budget Amendment	Remaining Amount	Remaining Percent
					12 Months Remaining =	100.0%
Estimated Beginning Fund Balance	\$	35,666,500	\$	35,666,500	\$	35,666,500
Revenues						
Sale of Tax Title Property		-		-		
Investment Interest						
Transfers In		1,827,412	1,827,412	4,060,492		
Total Revenues		1,827,412	1,827,412	4,060,492		
Expenses						
Transfers Out		6,715,908	6,715,908	7,756,920		
Total Expenses		6,715,908	6,715,908	7,756,920		
Ending Net Cash and Investments	\$	30,778,004	\$	30,778,004	\$	31,970,072

Bond Fund

	Year to Date	Budget per Resolution 1065	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance	\$	825,782	\$	825,782
Revenues				
Property Tax - Bond Levy - Current			5,314,856	
Property Tax - Bond Levy - Prior/Del.		-	-	
Total Revenues		-	-	



EAST PIERCE FIRE & RESCUE

2025 Budget Amendment

Resolution 1104

Expenses					
Debt Pmt - Principal					1,930,000
Debt Pmt - Interest & Debt Service					3,255,925
Total Expenses		-	-		5,185,925
Ending Net Cash and Investments	\$	825,782	\$	825,782	\$ 954,713

Capital (Construction) Fund UTGO Bonds 2022		Year to Date	Budget per Resolution 1065	Budget Amendment	Budget Amendment	Remaining Amount	Remaining Percent
Estimated Beginning Fund Balance		\$	19,366,953	\$	19,366,953	\$	19,366,953
Revenues							
Investment Interest							
Transfer In - GF - Vendor Tax Refund			-				
Total Revenues			-	-			
Expenses							
Capital Purchases - General					58,010		
Capital Purchases-Apparatus			-	-	2,524,265		
Capital Purchase - Land New 124					667,728		
Capital Purchases-Station 111					2,483,740		
Capital Purchases-Station 112					3,406,982		
Capital Purchases-Station 114					871,583		
Capital Purchases-Station 117					2,683,030		
Capital Purchases-Station 118					20,409		
Capital Purchases-Station 124					1,100,000		
Transfer Out - GF - Cap Fac Mgr			461,952	461,952	461,952		
Total Expenses			461,952	461,952	14,277,699		
Ending Net Cash and Investments		\$	18,905,001	\$	18,905,001	\$	5,089,254



Board Meeting Agenda Item Summary

Meeting Date:	December 16, 2025
Title:	Acceptance of Sign foundation base and fuel depot base work at station 117

Recommendation from Staff:	Project is complete, approve to accept
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to accept the completion of sign foundation base and fuel depot base work performed by K-Built Construction in the amount of \$42,591.84</i>
Presenter:	Herrera
Attachments:	

Summary:

Excavation for sign foundation, construction of forms with rebar, pouring of concrete, and backfilling, for electronic sign. Excavation, forming, placing rebar, and pouring of the concrete slab base for fuel island was awarded to K-built Construction on October 10, 2025. The original bid was for \$38,330.66, change orders were in the amount of \$566.00. The final project cost with tax was \$42,591.84. * A 5% retainage will be kept until releasees are received by L&I, ESD and Department of revenue per RCW 50.28.151. There was no performance bond on this project so we will withhold another 5% retainage.

Fiscal Impact:



BOARD MEETING CALENDAR 2026

<i>Meeting Schedule</i>		
Date	Type	Time
January 20	In-person	7:00 PM
February 17	In-person	7:00 PM
March 17	In-person	7:00 PM
April 21	In-person	7:00 PM
May 19	In-person	7:00 PM
June 16	In-person	7:00 PM
July 21	In-person	7:00 PM
August 18	In-person	7:00 PM
September 15	In-person	7:00 PM
October 20	In-person	7:00 PM
November 17	In-person	7:00 PM
December 15	In-person	7:00 PM

Meeting Location:
East Pierce Fire & Rescue
Headquarters Station
8601 Main Street East
Bonney Lake, WA 98391



PIERCE COUNTY FIRE COMMISSIONERS' ASSOCIATION

2026 MEETING SCHEDULE

All Meetings Start at 6:00 pm unless otherwise noted.

Updated: 09/18/2026

January 17, 2026 – 6:00 pm - Joint Awards Banquet – Tacoma Golf & Country Club, 13204 Country Club Dr SW, Lakewood, WA

January 22, 2026 – Hybrid remotely via Zoom and in person at SS911, 3580 Pacific Ave
Guest Speaker:

February 26, 2026 – Hybrid remotely via Zoom and in person at _____
Guest Speaker:

March 26, 2026 – Hybrid remotely via Zoom and in person at SS911, 3580 Pacific Ave
Guest Speaker:

April 23, 2026 – Hybrid remotely via Zoom and in person at _____
Guest Speaker:

May 28, 2026 – Hybrid remotely via Zoom and in person at SS911, 3580 Pacific Ave
Guest Speaker:

June 25, 2026 – Hybrid remotely via Zoom and in person at _____
Guest Speaker:

July 23, 2026 – Annual Picnic @ Orting Park

August 27, 2026 – Hybrid remotely via Zoom and in person at SS911, 3580 Pacific Ave
Guest Speaker:

September 24, 2026 – Hybrid remotely via Zoom and in person at _____
Guest Speaker:

October 22, 2026 – CANCELLED – State Commissioners Conference

November 19, 2026 (3rd Thursday due to 4th Thursday being Thanksgiving) – Hybrid remotely via Zoom and in person at SS911, 3580 Pacific Ave
Guest Speaker:

December 24, 2026 – NO MEETING