



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
January 21, 2025
7:00 p.m.

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

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/83154690355>

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 December 18th Regular Meeting Pages 3-5
- b) Treasurer’s Report Pages 6-7
- c) Approve Finances..... Pages 8-12
- d) Resolution 1077 – 4th Quarter EMS Write-Offs..... Page 13

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.

7. BOND-2018:

- a) Update - Herrera Pages 14-19

8. CHIEF’S REPORT

- a) Monthly Chiefs Report Pages 20-21
- b) Deputy Chiefs Reports Pages 22-23
- c) Monthly Injury Report..... Page 24

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 1/3 Meeting - Wernet..... Page 25
- 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) Station 112 Roof Acceptance – Stabenfeldt..... Page 26
- b) Training Center Project – Stabenfeldt..... Pages 27-28
- c) Warehouse Lease – Stabenfeldt..... Page 29
- d) Station 112 Right of Way Deed – Hollon Page 30

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) PDC Reminder (April 15th) – Byerley..... None
- b) PC Elections Candidate Filing (May 5-9) – Byerley..... None
- c) Legislative Day (February 6th) – Byerley..... Page 31
- d) South Sound 911 New Board Member Orientation (February 5th) – Byerley..... None

14. EXECUTIVE SESSION: Per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

15. COMMISSIONER ACTION/DISCUSSION:

- a) Planning Committee Appointment – Napier None

16. ADJOURN

2025 EVENTS:

- January 23rd PC Commissioner Meeting (Central Pierce and Zoom)
- February 27th PC Commissioner Meeting (SS911 and Zoom)
- March 27th PC Commissioner Meeting (TBD and Zoom)
- April 24th PC Commissioner Meeting (SS911 and Zoom)
- May 22nd PC Commissioner Meeting (TBD and Zoom)
- June 26th PC Commissioner Meeting (SS911 and Zoom)
- July 24th PC Commissioner Meeting (Annual Picnic)
- August 28th PC Commissioner Meeting (SS911 and Zoom)
- 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**

December 17, 2024

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on December 17, 2024, via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Vice Chair Ed Egan called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Justin Evans, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, Finance Manager Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Jon Napier
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Todd Wernet, Chris, Patience Taylor

HONORS AND RECOGNITIONS: Chief Parkinson presented Deputy Chief Gilbert with a coin acknowledging 15 years of service. Chief Parkinson also presented Project Manager Phil Herrera with a coin acknowledging 5 years of service.

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Byerley requested the following changes to the agenda: 1. Item 4b (Consent Agenda) – Add minutes from 12/12/24 Special Meeting; 2. Item 4d (Consent Agenda) – Approve Finances -Replace the Financial Transmittal on page 9 and grid on page 13, 3. Item 10c (Resolutions) – Add Exhibit A to Resolution 1075; and 4. Item 11a (New Business) – Replace agenda summary for Station 112 Bid Award. Commissioner Wernet moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner Kroum moved to approve the consent agenda (minutes from the November 19th Regular meeting; minutes from the December 12th Special meeting; treasurer's report; current expense vouchers 241202001 - 241202069 in the amount of \$ 458,818.85; payroll vouchers 241203001 - 241203015 in the amount of \$ 464,111.38; electronic payroll in the amount of \$ 2,647,840.96; Capital expense vouchers 241201001 - 241201015 in the amount of \$ 1,827,712.09; post-meeting payroll transactions in the amount of \$3,464.14; and Resolution 1072 Transfer of funds for Project Manager Expenses in the amount of \$71,204). Motion seconded by Commissioner Wernet and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS: None

BOND-2018:

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

Station 111: Admin finishes nearly complete. Office furniture installation now underway. Fencing, and landscape irrigation and landscaping underway. Memorial plaza finishes are underway. 2nd level floor

grinding and staining starting this week. Finish sitework continues. We are pushing hard to get the fire crews in before year end.

Station 112: Bids were received on 11/26. We received really good numbers from five bidders. Contract document preparation underway. Final building and site permit review is underway, all review comments have been addressed. Anticipate permit issuance and notice to proceed in January. There has been a delay in moving the house from the property however the homeowner is aware that it must be moved by January 30th.

Station 114: Interior finishes continue. Exterior siding finishes are finally near completion. Landscape irrigation to begin this week. There is an issue with sprinklers in the right of way that we are working to address. Final sitework finishes are underway. Gate and fencing started. Contractor was given the date of 1/10 for substantial completion. Expecting crews to move in February.

Station 117: Finish taping underway on sheetrock. Landscape irrigation underway. Siding is nearly complete. Sidewalks and curbs are 90% complete. Interior MEP is moving at a good pace. Substantial completion expected in March.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: an updated bond forecast; DC Stabenfeldt has successfully completed CFO certification; the district applied for two Assistance to Firefighters grants (AFG); an overview of the Station 111 move in plan, movers start on 12/19/24; the State Auditor's Office has completed the 2023 audit, Chief and Commissioners thanked Finance Manager Hollon and her team for all the hard work that goes into receiving a clean audit; Commissioner McElligott brought up proposed changes to public records laws; two employees separations; Local 3520 has a new President, FF/PM Patience Taylor has been elected President; and a Planning Committee reminder for meeting on 1/3/25, the committee be updated on the Milton Joint Study.

Monthly Deputy Chiefs Reports: Deputy Chief Stabenfeldt and Deputy Chief Gilbert gave a brief overview of each division's accomplishments for the month included in packet. The report included: Deputy Chief Stabenfeldt reported that the second mechanic position is really making an impact, he also reported the transition of the Prevention division to Health and Safety AC Sandlian will be taking on the more responsibilities including the Peer Support team; Deputy Chief Gilbert reported that 85% of personnel have been trained on the new monitors, monitors are scheduled to go live in service on January 2nd; and a new class of 8 firefighters started yesterday.

Q4 Strategic Plan: Included in agenda packet.

Q4 Standard of Cover: Deputy Chief Gilbert reported starting long-range planning to with Pierce County to begin in January; and dispatch work with SS911 will reduce dispatch time by 1-2 minutes per call by mid-summer. Included in agenda packet.

Q4 Financial Assessment: Included in agenda packet.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Snure Seminar Recap: Commissioner Wernet gave a brief overview of information provided at the Snure Seminar in October.

RESOLUTIONS:

Resolution 1073 -2024 Budget Amendment and Exhibit A: Chief Parkinson presented to the Board Resolution 1073 requesting an amendment to the 2024 Budget as described in Exhibit A. Commissioner

McElligott moved to adopt Resolution 1073 for the approval of the 2024 Budget Amendment for East Pierce Fire & Rescue. The motion was seconded by Commissioner Wernet and carried.

Resolution 1074-Transfer of Funds from GL to Reserve: Finance Manager Michelle Hollon presented to the Board Resolution 1074 requesting the transfer of funds from the GL to Reserve in the amount of \$2,212,102. This is a scheduled transfer per the Equipment and Facility policy as approved in the 2024 budget and GEMT reconciliation payment received in 2024. Commissioner Kroum moved to approve Resolution 1074 to transfer funds from the General Fund to the Reserve Fund in the amount of \$2,212,102. The motion was seconded by Commissioner Garling and carried.

Resolution 1075- Transfer of Funds from Reserve to GL: Finance Manager Michelle Hollon presented to the Board Resolution 1075 requesting the transfer of funds from the Reserve to the GL in the amount of \$269,159. Commissioner Garling moved to approve Resolution 1075 to transfer funds from the Reserve Fund to the General Fund in the amount of \$296,159. The motion was seconded by Commissioner McElligott and carried.

Resolution 1076- 2025-2026 Fee Schedule: Chief Parkinson presented to the Board Resolution 1076 requesting the adoption of the 2025-2026 Fee Schedule. This schedule is updated every two years to current rates and outlines fees charge by EPFR. Commissioner Evans moved to approve Resolution 1076 EPFR fee schedule for 2025-2026. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Station 112 Bid Award: Chief Parkinson presented to the Board a request to award the bid for the construction of station 112 to Jones & Roberts Co. and to begin preparation of a contract for construction to be signed by the fire chief. The fire district closed bidding for the construction of station 112 on November 26, 2024. The district received five bids, Jones & Roberts Co. of Olympia, WA was the lowest responsive bidder submitting a bid proposal in the amount \$7,177,000 plus tax and a 10% contingency of bid amount. Staff suggest to award the bid for the construction of station 112 to Jones & Roberts Co. and to begin preparation of a contract for construction to be signed by the fire chief. Commissioner Wernet moved to award the bid for Station 112 to Jones & Roberts Co. in the amount of \$7,177,000 plus tax and a 10% contingency of bid amount and authorize the Fire Chief to sign the contract on behalf of the District. The motion was seconded by Commissioner Garling and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

2025 EPFR Meeting Schedule: District Secretary Corina Byerley mentioned the 2025 EPFR meeting schedule included in packet, noting that meetings will be held at current Headquarters (Station 111) until the new building is complete.

2025 Pierce County Fire Commissioners Meeting Schedule: Schedule included in packet.

EXECUTIVE SESSION: Cancelled

COMMISSIONER ACTION/DISCUSSION:

2024 Recap: Chief Parkinson gave a brief recap of 2024 highlighting promotions, hiring, retirements, and station construction.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:25 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

December 2024

for January 21, 2025 Meeting

Current Month	Year to Date	Budget Amendment 1073	Remaining Amount	Remaining Percent
			0 Months Remaining =	0.00%

General Fund (Current Expense)

Net Cash & Investments 12/31/2023 \$ 12,796,877 Budgeted

Operating Revenues					
Property Tax - Current	204,899	39,874,949	40,367,752	492,803	1.2%
Property Tax - Prior Year/Delinquent	9,825	378,919	355,992	(22,927)	0.0%
Other Taxes	-	42,148	18,500	(23,648)	-127.8%
Regular EMS Transport	281,303	3,397,240	2,900,000	(497,240)	-17.1%
GEMT Transport	344,371	3,432,981	3,012,000	(420,981)	-14.0%
GEMT Reconciliation	-	439,370	439,370	(0)	0.0%
Intergovernmental	8,335	244,400	201,375	(43,025)	-21.4%
Tehaleh Mitigation	-	135,100	135,100	-	0.0%
Transfers in from Reserves/Capital	367,363	1,753,711	8,085,097	6,331,386	78.3%
Other Revenue	240,439	2,411,102	2,507,329	96,227	3.8%
Total Operating Revenues	1,456,534	52,109,920	58,022,515	5,912,595	10.2%

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

Operating Expenses	Current Month	Year to Date	Budget Amendment 1073	Remaining Amount	Remaining Percent
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)	238,538	3,513,459	3,759,597	246,138	6.5%
Operations (Fire, Training, Volunteers)	2,628,931	33,178,520	33,718,287	539,767	1.6%
EMS	221,595	2,925,712	3,286,873	361,161	11.0%
Prevention (Fire Prevention, Pub Ed)	102,904	1,278,090	1,401,954	123,864	8.8%
Logistics (Logistics, Emerg. Mgmt, IT)	263,965	4,867,327	5,229,933	362,606	6.9%
Capital (Project Manager)	16,092	347,321	335,810	(11,511)	-3.4%
Reserve Purchases (Equip., EMS, Facility)	95,931	1,439,098	7,674,845	6,235,747	81.2%
Transfers Out	2,212,102	4,458,032	4,458,032	-	0.0%
Total Operating Expenses	5,780,056	52,007,560	59,865,331	7,857,771	13.1%
Payroll Clearing Accruals	(29,399)	(16,169)			
Operating Expenses Net of Accruals	5,750,657	51,991,391	59,865,331		
Ending Net Cash & Investments			\$ 12,915,406		

Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 12/31/24	(Short)/Over
General Reserve				4,802,135	39,773
Equipment Reserve		2,152,102	293,511	15,437,240	N/A
Facilities Reserve		60,000		1,331,882	531,882
Employee Compensation Reserve				996,325	196,325
Capital Facilities Phase 2			2,648	15,178,469	Balance
Sale of Tax Title Property					
Investment Interest	142,390				
Current Month Total	142,390	2,212,102	296,159		
Year to Date Total	\$ 1,674,556	\$ 4,391,496	\$ 1,406,388	\$ 37,746,051	



EAST PIERCE FIRE & RESCUE

December 2024

for January 21, 2025 Meeting

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Amendment 1073	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2023			\$ 42,618,324	Budgeted	
Revenues					
Investment Interest	78,415	1,665,415	2,100,000	434,585	0.0%
Transfer In - Vendor Refund	-	6,536	6,536	-	0.0%
Total Revenues	78,415	1,671,951	2,106,536	434,585	
Expenses					
Capital Purchases	-	1,197,205	-	-	0.0%
Capital Purchases-Station 111	557,142	9,306,626	-	-	0.0%
Capital Purchases-Station 112	21,637	422,332	-	-	0.0%
Capital Purchases-Station 114	182,974	4,690,023	-	-	0.0%
Capital Purchases-Station 117	1,062,532	7,624,327	-	-	0.0%
Capital Purchases-Station 118	3,427	236,626	-	-	0.0%
Capital Purchases-Station 124	-	-	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	71,204	347,323	410,252	62,929	0.0%
Total Expenses	1,898,916	23,824,462	410,252	-	0.0%
Ending Net Cash and Investments			\$ 44,314,608		
** 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
1/16/25	55	MATERIALS TESTING & CONSULTING	\$1,257.50
1/16/25	58	PUGET SOUND ENERGY	\$4,701.61
1/16/25	59	RICE FERGUS MILLER ARCHITECTURE	\$51,003.34
1/16/25	47	AIR EXCHANGE, INC.	\$45,637.68
1/16/25	48	ANDY JOHNSON & CO. INC.	\$160,352.25
1/16/25	49	BOUSH MOVING & STORAGE	\$6,380.00
1/16/25	51	FIT FOR LIFE	\$3,448.50
1/16/25	54	JONES & ROBERTS CO.	\$699,107.44
1/16/25	65	ADVANCE TRAVEL FUND	\$430.00
1/16/25	66	AIR EXCHANGE, INC.	\$1,359.24
1/16/25	50	EDNETICS	\$4,357.01
1/16/25	52	HONEYWELL INTL	\$23,556.22
1/16/25	53	JODY MILLER CONSTRUCTION	\$208,050.65
1/16/25	56	PACIFIC FITNESS PRODUCTS	\$16,603.91
1/16/25	64	ADP SCREENING	\$29.34
1/16/25	57	PERFORMANCE VALIDATION INC.	\$4,123.00
1/16/25	61	TERRA ASSOCIATES, INC.	\$167.08
1/16/25	62	TRANE US INC	\$6,985.24
1/16/25	70	BALLOON SPECIALTIES	\$572.65
1/16/25	71	BARNHART MD PS STEPHEN W	\$2,125.00
1/16/25	67	AMAZING LANDSCAPE SERVICES	\$7,089.16
1/16/25	69	ASSOC. OF WA. CITIES	\$500.00
1/16/25	72	BIG MOUNTAIN ELECTRIC, INC.	\$328.50
1/16/25	73	BRAUN NORTHWEST, INC	\$388.55
1/16/25	79	CHAMBER COLLECTIVE	\$499.00
1/16/25	83	COMMERCIAL BRAKE & CLUTCH	\$411.65
1/16/25	85	CUMMINS NORTHWEST	\$88.11
1/16/25	87	EMS SURVEY TEAM	\$5,210.40
1/16/25	89	EPFR PETTY CASH CHECKING	\$865.00
1/16/25	94	GALLS, LLC	\$1,910.97
1/16/25	60	RIGHT SYSTEMS, INC.	\$15,191.06
1/16/25	68	AMERICAN HEART ASSOCIATION	\$372.00
1/16/25	63	WASHINGTON AUTOMATED	\$5,568.41
1/16/25	74	BUD CLARY AUTO GROUP	\$106,436.88
1/16/25	75	BYERLEY CORINA	\$2,736.68
1/16/25	80	CINTAS CORPORATION # 461	\$7,259.21
1/16/25	82	CITY OF PUYALLUP	\$28,665.00
1/16/25	86	DAVIS DOOR SERVICE, INC	\$320.27

1/16/25	91	FIRST ARRIVING	\$6,911.00
1/16/25	97	KBUILT	\$110,950.80
1/16/25	76	CARDINAL HEALTH 112, LLC	\$6,977.09
1/16/25	77	CENTRAL PIERCE FIRE & RESCUE	\$15,000.00
1/16/25	78	CENTURYLINK	\$102.93
1/16/25	81	CITY OF BONNEY LAKE-REIMB UTILITIES	\$4,200.11
1/16/25	84	CRYSTAL SPRINGS	\$1,204.54
1/16/25	88	EMS TECHNOLOGY SOLUTIONS LLC	\$17,572.41
1/16/25	90	ESSENTIAL PERSONNEL INC	\$28,754.70
1/16/25	92	FREDS TOWING	\$217.80
1/16/25	93	G&N SEPTIC TANK SERVICE LLC	\$328.50
1/16/25	96	JAMES OIL CO. INC.	\$14,973.98
1/16/25	95	HUGHES FIRE EQUIPMENT, INC.	\$7,862.03
1/16/25	100	LES SCHWAB TIRE CENTERS	\$12,636.98
1/16/25	104	MARION WATER CO., INC.	\$114.91
1/16/25	112	PACIFIC FITNESS PRODUCTS	\$4,753.76
1/16/25	115	PC BUDGET & FINANCE DEPT	\$155.00
1/16/25	116	PCRCD, LLC (LANDFILL)	\$720.50
1/16/25	117	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,530.93
1/16/25	119	PIERCE COUNTY SEWER	\$86.37
1/16/25	123	READY REBOUND LLC	\$25,711.00
1/16/25	126	SEAWESTERN	\$11,916.08
1/16/25	98	L N CURTIS & SONS	\$15,465.13
1/16/25	99	LARSEN SIGN CO	\$198.18
1/16/25	103	LINDE GAS & EQUIPMENT INC	\$1,691.16
1/16/25	105	MCCLATCHY COMPANY LLC	\$21.60
1/16/25	106	MIKES SHOP	\$63.78
1/16/25	109	NORTHWEST SAFETY CLEAN	\$417.83
1/16/25	110	ODP BUSINESS SOLUTIONS LLC	\$85.58
1/16/25	114	PACIFIC OFFICE AUTOMATION	\$599.12
1/16/25	118	PIERCE COLLEGE	\$1,445.90
1/16/25	120	POE WILL	\$1,323.05
1/16/25	101	LEXIPOL, LLC	\$19,346.93
1/16/25	102	LIFE ASSIST	\$29,178.61
1/16/25	107	MUNICIPAL EMERGENCY SERVICES	\$156.20
1/16/25	108	NORTH AMERICAN RESCUE LLC	\$276.24
1/16/25	111	OREILLY	\$635.53
1/16/25	113	PACIFIC OFC AUTOMATION (OR)	\$1,575.67
1/16/25	121	PUGET SOUND ENERGY	\$7,305.52
1/16/25	122	QUINN ERIC T	\$400.00
1/16/25	124	REHN AND ASSOCIATES	\$178.00

1/16/25	125	RON & LEOS WELDING SERVICE	\$3,278.58
1/16/25	127	SHIELD ASSESSMENTS	\$770.00
1/16/25	133	SYSTEMS DESIGN WEST LLC	\$13,789.79
1/16/25	135	TARGETSOLUTIONS LEARNING LLC	\$34,563.24
1/16/25	136	TELEFLEX LLC	\$2,660.00
1/16/25	138	TREASURY MANAGEMENT SVCS - US BANK	\$110.23
1/16/25	142	VALVOLINE LLC	\$106.08
1/16/25	144	W.F.C.A.	\$7,299.00
1/16/25	146	WASHINGTON AUDIOLOGY SERVICES INC	\$44.00
1/16/25	147	WASHINGTON FIRE CHIEFS	\$5,410.08
1/16/25	149	WEST COAST MECHANICAL SOLUTIONS	\$3,751.84
1/16/25	128	SIRENNET	\$215.99
1/16/25	129	SNIDER PETROLEUM	\$984.73
1/16/25	132	SUMMIT LAW GROUP PLLC	\$497.00
1/16/25	139	UNDERWATER SPORTS, INC	\$4,582.11
1/16/25	143	VIRTUOUS CLEAN NW, LLC	\$1,375.00
1/16/25	145	WA STATE AUDITORS OFFICE	\$5,730.92
1/16/25	130	SOUTH SOUND 911	\$139,312.50
1/16/25	131	SPRINGBROOK HOLDING CO LLC	\$9,132.25
1/16/25	134	TACOMA-PIERCE COUNTY HEALTH DEPT	\$460.00
1/16/25	137	TOWN OF SOUTH PRAIRIE	\$18,828.40
1/16/25	140	US BANK	\$103,626.78
1/16/25	141	UW VALLEY MEDICAL CENTER	\$3,797.75
1/16/25	148	WCIF-Life/Dental/EAP	\$26,038.38
Payment Count: 103			Total Amount: <u>\$2,164,498.61</u>

Payment Count: 103
Payment Total: \$2,164,498.61

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 _____

December 2024 - Post-Meeting	
General Fund	
Payroll Transactions Posted 12/31/24	
trx # 5750 Kovacs	\$ 1,600.66
trx # 5751 DRS/LEOFF II	\$ 255.73
trx # 5752 FIT Taxes	\$ 103.21
trx # 5792 Decision Point - Spectrum	\$ 705.13
January 2025	
General Fund	
Total AP	\$ 908,007.71
AP Vouchers	
Vouchers # 250102001 - 250102086	\$ 908,007.71
Total Payroll	\$ -
Payroll Vouchers	
Vouchers # 250103001 - 2501030xx	\$ -
Electronic Payroll	\$ -
Total Expenditures (AP + Payroll)	\$ 908,007.71
Total SBK Expenditures (111 - 999) *AP Only*	\$ 908,007.71
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 250101001 - 250101017	\$ 1,256,490.90

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1077

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.

October-2024	\$ 124,846.48	EMS Levy Funds/COVID Waiver
November-2024	\$ 90,482.67	EMS Levy Funds/COVID Waiver
December-2024	\$ 90,979.94	EMS Levy Funds/COVID Waiver
Total	\$ 306,309.09	
October-2024	\$ 1,124.65	Financial Waiver
November-2024	\$ 275.00	Financial Waiver
December-2024	\$ 187.50	Financial Waiver
Total	\$ 1,587.15	
TOTAL WRITE-OFFS	\$ 307,896.24	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on January 21, 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Justin Evans

Commissioner Randy Kroum

Attest: _____
District Secretary Corina Byerley



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

Station 111

- Office furniture installation 90% complete, in process of final adjustments and punch items.
- Landscaping to be completed this week. Gate installation this week.
- Memorial plaza finishes continue.
- Final inspections for plumbing and underground on 1/16, site final on 1/20.
- Fire final next week.
- The general contractor is trying to schedule the building final for Jan 23rd.

Station 114

- Interior finishes continue.
- Landscape irrigation continues.
- Final sitework finishes continuing. Some concrete finishes to be replaced.
- Gate and fencing started.
- Underground final this week.
- Mid-February for final inspections.

Station 117

- Finish painting nearly complete.
- Landscape irrigation underway.
- Floor grinding and finishing is underway.
- Casework and trim are delivered awaiting the floor finish.
- Tile installation this week.

Station 112

- The house and garage were moved this week.
- Contract discussions underway.
- We are looking to give the notice to proceed the first week of February.

January 2025, Capital Bond Station Photos

Station 111

Interior finishes continue. Stair installation underway.



Station 111- Landscape finishing this week, fencing completed, Memorial plaza finishes underway.



Station 114

Its hard to see, Irrigation for landscape in the right-of-way underway. This fire hydrant needs to be raised and replaced; it was a late requirement by the county.



This pitted concrete has been rejected and will be replaced.

Station 114- Interior casework and finishes continue.

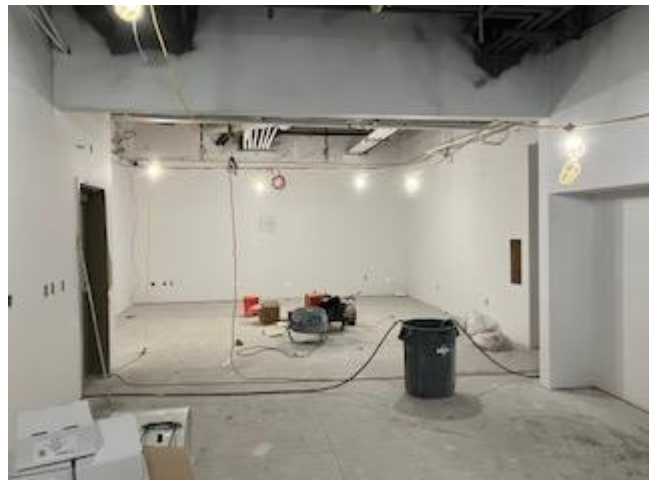


Station 117

The emergency generator installed. Exterior finishes complete this week.



Interior finish painting is nearly complete in all areas of the station. The concrete floor finishing underway.



Station 112

The house and garage being moved off site.



Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,630,832	36,573
Station 111	21,186,196	23,358,445	2,225,858
Station 114	10,856,061	9,956,914	1,513,026
Station 117	10,096,203	8,907,534	2,619,468
Station 112	13,663,312	1,583,551	8,778,363
Station 124	0	1,380,922	
Station 116	0	990	
Project Manager/Admin Asst.	0	1,452,546	140,748
Misc (LP45)	0	1,329,679	141,225
Total	77,419,213	66,007,154	15,455,261

Bond Total	80,000,000
Interest YTD	6,132,541
Interest Forecasted	930,000
Expenditures to Date	(66,007,154)
Forecasted Expenditures	(15,455,261)
End Fund Balance	5,600,126

**** 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 – January 2025**

Out of Office

As a reminder, I will be out of the office from January 15 through January 22. I will be checking emails, texts, etc., intermittently.

California Wildfire Deployment

As communicated on 1/9, we have deployed one engine and one strike team leader to support the California wildfires. DC Gilbert will provide additional information at the Board meeting.

CBA

The firefighter's CBA was ratified on 12/29, and the AC CBA was ratified on 12/17. Both CBA's are now complete and are in effect through December 31, 2027.

2025 Budget Amendment

With the ratification of both CBA's, we will present an amendment to the 2025 budget at the February board meeting. During the CBA review process, the CBA impacts were reviewed with the Board in December.

Station 111 Move-in plan

Project Manager Herrera and DC Stabenfeldt will provide updates regarding our move-in timeline for Station 111. The project only has a few items remaining; however, we have seen slow progress over the holidays and into the first week of 2025.

Probationary Firefighters

In December, we separated employment with two probationary firefighters. This will have us starting 2025 short two employees, and the next academy will likely occur in January 2026. We will continue to evaluate the impacts of these vacancies over the next few months.

WA AGO Letter re: PRA model rules

At the request of the Board, I sent a letter to the WA AGO regarding the recommended edits to the Public Records Act. On further review, the recommended edits were to the MODEL RULES and not the actual rules we are bound to. The model rules are the recommendations for how agencies should handle public records requests; however, we are not legally bound by them. I

suspect it is likely that the next step after the model rules are modified is to attempt to modify the rules that we are bound to by RCW. Letters were due to the AGO in early January, so I will continue to follow up on this issue and keep the Board informed of where it ends up.

Legislative Agenda

Reminder - Legislative Day for both the WFC and WFCA is Thursday, February 6.

Committee Reminders

Planning Committee: Friday, February 7 @ 10 AM

Other activities in the past month

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



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

Logistics

- Completed the roofing project at Station 112.
- Took delivery of two staff vehicles.
- Supported the deployment of resources to assist with the California wildfires.
- Continued to support the transitional planning process for Station 111/HQ.

Health and Safety

- The division completed/provided the following services in the month of October:
 - (4) Pub Ed Classes/Events
 - (5) smoke alarm installs
 - (2) car seat installations/inspections
 - (62) fire/life-safety inspections
 - (14) re-inspections
 - (28) pre-fire plans
 - (8) plan reviews (Milton)
- Finalized the 2025 pub ed event schedules (CPR/First Aid, Safe Sitter, Scout Night, EPFR Open House)
- Supported L3520 Pancake Feed, Coats for Kids, Kiwanis Tree Lighting, Santa Runs, Sumner Santa Run
- Facilitated the Toys for Kids outreach event on December 14th at Daffodil Elementary. Collaborating agencies included the Sumner-Bonney Lake School District, Sumner Police Department, and the Gordon Family YMCA. Highlights include:
 - 223 families served with 500 children receiving gifts.
 - 20 bikes distributed.
 - 75 meal vouchers distributed.
 - 330 additional toys distributed to local schools.
 - 1,846 toys received.

Other activities in the past month

- Bonney Lake-Tehaleh Rotary
- Planning Committee Meeting
- Initiated a contract with Essential Personnel and Life Scan
- Station visits
- Station Transition Planning (Station 111)
- Submitted (2) Assistance to Firefighters Grant (AFG) proposals.



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

Operations

- 5 members deployed to California to assist in the Wildfires. They have been assigned to the Structure Protection Group on the Palisades Fire.
- MSO position has been Hard Seated effective January 2.
- Hazmat and Technical Rescue task books are completed and ready for Labor/Management review.
- Worked with Pierce County Operations Chiefs is ongoing to implement early dispatch point with SS911.

EMS

- Completed Transition (A,B,C) training into new Life pack 35 monitors. We are now Live as of January 2nd, 2025).
- Completed OTEP Instructor course.
- Completed Paramedic Airway Instructor course. (We now have two new certified instructors Ben Pieper & Jacob Ricco)
- EMS & finance division will make final submit for GEMT capital purchase program on January 31st.

Training

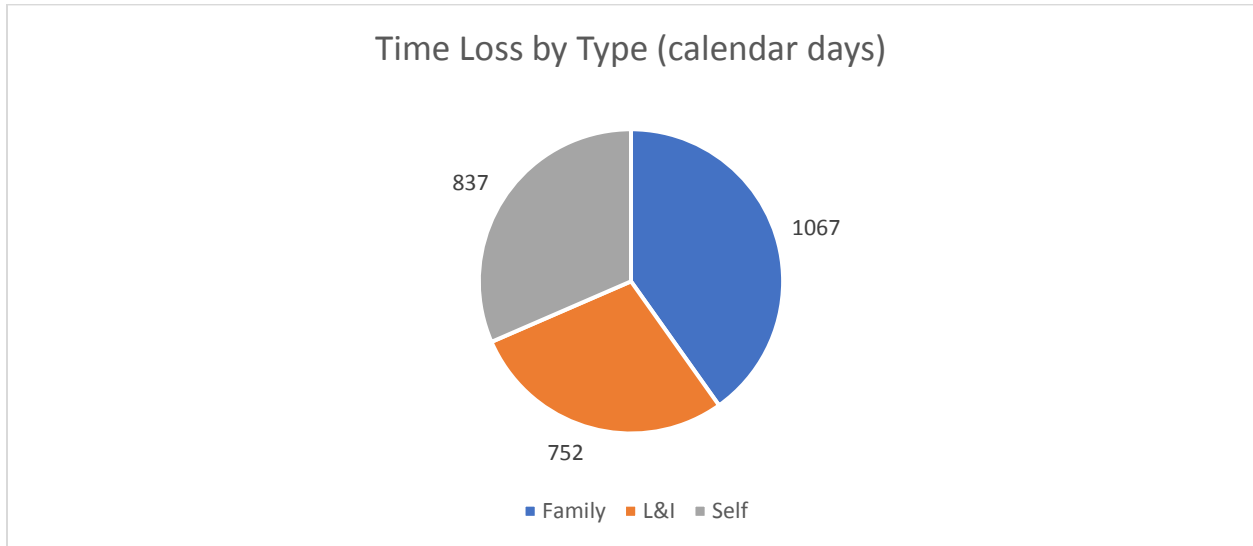
- Recruit Class RK24 completed the Fire Academy and is currently in week 4 of EMT school.
- Recruit Class RK25 started December 23 and is attending EMT school with RK24.
- Training calendar for 2025 has been completed.
- Developing classes regarding Battery Storage Practices.

Other activities in the past month

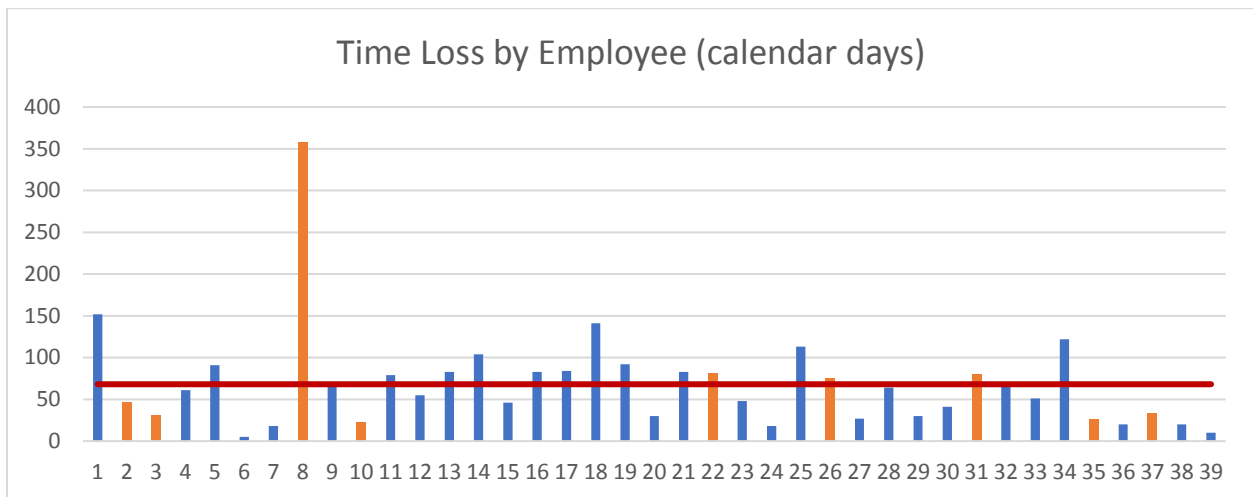
- Pierce County Fire Ops meeting.
- BLT Rotary
- JROTC Advisory Committee
- Offsite staff meeting.

Injury – Medical Leave Report – through December 2024

- To date, a total of 39 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 68.10 calendar days



- To date, there are 9 L&I claims for time-loss (seen below in orange).



“WHERE COMPASSION AND ACTION MEET.”



Planning Committee Meeting Notes

Friday, January 3, 2025 @ 1000 hrs.

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

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

1. Station Construction Update

- a. Project Manager Phil Herrera provided the committee with an update on Station construction projects.
- b. Station 111 final occupancy will require another month, involving contractor's clean up, inspections and commissioning and to resolve a water incursion to the electrical vault.
- c. Station 114 and 117 are progressing with completions are expected by the end of February.
- d. Station 112 construction is expected to begin at the beginning of February.

2. Phase 2 Projects

- a. that the Board be briefed on these details and should consider planning for development of our 11th Ave lot for construction of a new station.
 - b. A location for a long-term training facility is being proposed.
 - c. The White River School District intends to lease the lot adjacent to Station 116 to EPFR for use as a training facility.
 - d. The planning committee recommends that the Board authorize the fire chief to begin work on this project plan, including such expenses as needed for a scope of work, a rendering, and drafting terms for the lease contract.
 - e. A warehouse with a vehicle maintenance facility is needed that will be centrally located in the fire district, affordable and meet the technical requirements for fleet maintenance activities. Real estate options in the district have been reviewed and a 15,000 square foot leased facility located in Tehaleh area is being considered.
3. The committee is looking forward to Commissioner Justin Evans taking Jon Napier's seat on this committee beginning in February. Commissioner Napier has been serving on this committee in addition to his other roles following Commissioner Mike Cathey's passing in March last year.

Next Meeting:

- Friday, February 7th @ 1000



Board Meeting Agenda Item Summary

Meeting Date:	January 21, 2025
Title:	Acceptance of roof replacement at station 112

Recommendation from Staff:	Project is complete, approve to accept
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to accept the completion of the roof replacement of station 112 by K-Built Construction and approve payment from the 2025 budget.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	

Summary:
The roof replacement project for station 112 was awarded to K-Built Construction on September 17, 2024. The project was delayed by backordered materials and weather. The project is now complete. The bid award was for \$123,278.67 and the project was completed for \$123,278.67. A 5% retainage was kept until releases are received by L&I, ESD, and Department of Revenue Per RCW 50.28.151. 5% was also retained in leu of a performance bond by K-built.

Fiscal Impact:	
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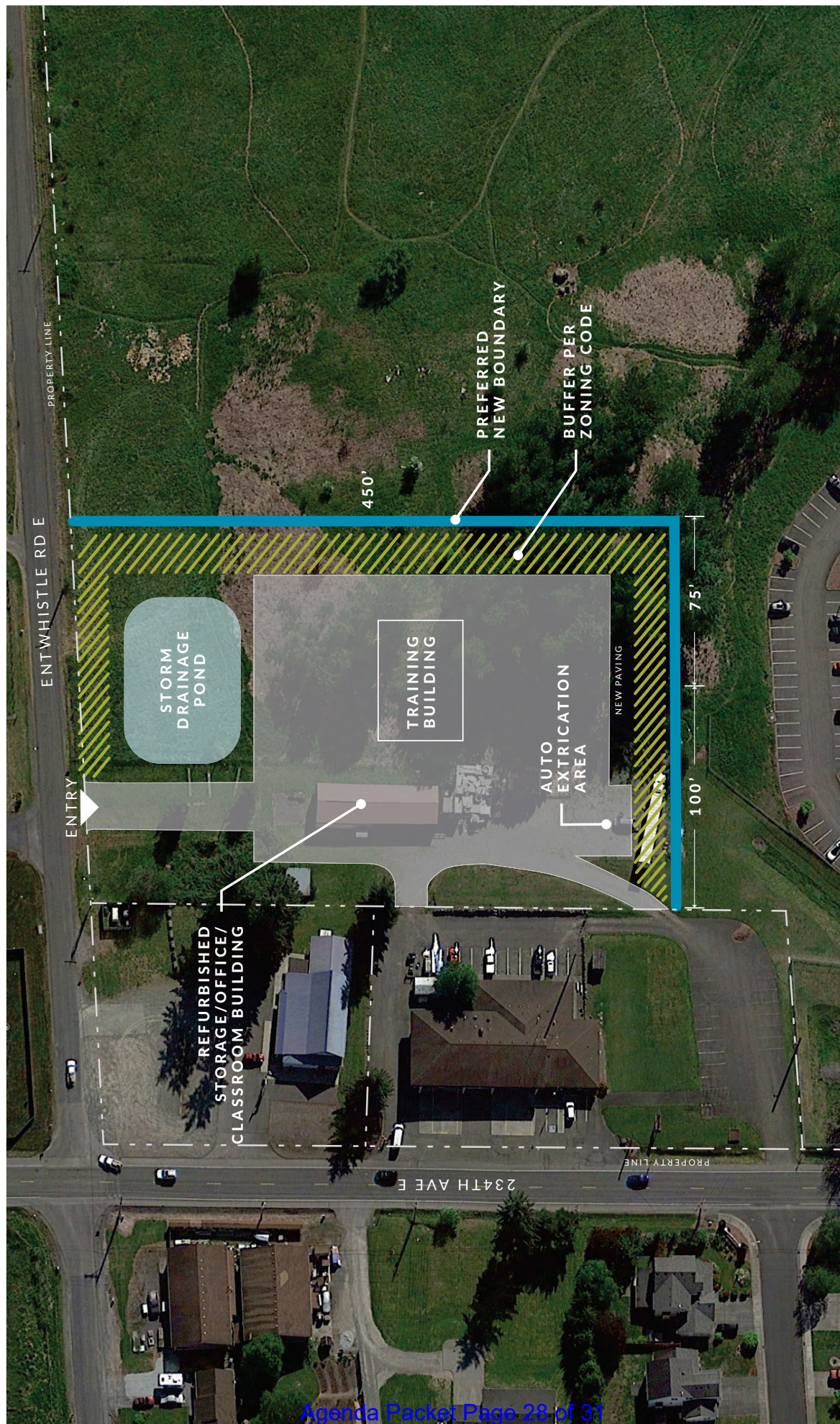


Board Meeting Agenda Item Summary

Meeting Date:	January 21, 2025
Title:	Training Center Project

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve (Planning)
Recommended Action/Motion:	<i>Move to approve up to \$50,000 to advance the Training Center Project with funding to come from the Phase 2 Reserve.</i>
Presenter:	Deputy Chief Stabenfeldt
Attachments:	Rough Project Overview (from 2021)

Summary:
<p>Over the last six months, we have continued to work with the White River School District to secure a lease for the land behind Station 116, which will be utilized to develop a training center for East Pierce Fire & Rescue. The school district has presented an option that appears to be acceptable to EPFR. To advance the discussion with WRSD and reach a final agreement, we need to finalize the scope of the project, complete project renderings, and finalize a contract with the school district. We are requesting up to \$50,000 (funded from Phase 2 Reserves) to advance this project.</p> <p>This request is supported by the Strategic Plan Goal 4b1: <i>Implement Phase 2 of our Capital Improvement Program, including consideration of a fire training facility.</i></p>





Board Meeting Agenda Item Summary

Meeting Date:	January 21, 2025
Title:	Warehouse Lease

Recommendation from Staff:	Information Only
Recommendation from Committee:	N/A
Recommended Action/Motion:	N/A
Presenter:	Deputy Chief Stabenfeldt
Attachments:	None

Summary:
<p>Over the last three months, we have worked with our realtor (Peter Folkins) to evaluate warehouse lease options for the purpose of relocating and consolidating vehicle maintenance and warehouse supply storage and distribution. The planning committee has been briefed on this subject as information has become available. As of now, we have identified two properties that meet the needs of the district. We are continuing discussions with both property owners to determine which options best serve EPFR and expect to have a final recommendation in front of the board in February.</p> <p>This project is supported by the Strategic Plan Goal 4b1: <i>Implement Phase 2 of our Capital Improvement Program, including consideration of a fire training facility.</i></p>



Board Meeting Agenda Item Summary

Meeting Date:	January 21, 2025
Title:	Statutory Warranty Deed for New Station 112 Right of way

Recommendation from Staff:	Approve
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve the Statutory Warranty Deed for the right of way for the new location of Station 112.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	

Summary:
A Statutory Warranty Deed for right of way dedication is requested for the property of the future Station 112. Parcels include 0519108113 & 0519108114.

Fiscal Impact:	
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Contact - Elisa Grabner
events@washingtonfirechiefs.org
(360) 352-0161

State Capitol: Columbia Room
416 Sid Snyder Avenue SW
Olympia, WA 98504

**Proudly hosted by the Washington Fire Commissioners
& the Washington Fire Chiefs Associations.**

This annual event, which includes a continental breakfast, workshop, and time to meet with your legislators, provides an excellent opportunity for members to discuss issues with their legislators that directly impact the fire service.

Make Appointments with your Legislative Representatives and Senators. Call the office, introduce yourself, tell the legislator or the legislative assistant what you would like to discuss, and make an appointment for a visit. Use the ["Find your Legislator"](#) option to find the phone numbers. Plan your visit carefully. Be clear about what it is you want to achieve.

Be Prompt and Patient. When it is time to meet with a member, be punctual and be patient. It is not uncommon for a member to be late, or to have a meeting interrupted due to the member's crowded schedule. If interruptions do occur, be flexible. When the opportunity presents itself, continue your meeting with a member's staff.

Be Prepared. Whenever possible, bring information and materials supporting your position. Members are required to take positions on many different issues. In some instances, a member may lack important details about the pros and cons of a particular matter. It is helpful to share information and examples that demonstrate clearly the impact or benefits associated with a particular issue or piece of legislation.

Be Informed. Members want to represent the best interests of their district or state. Wherever possible, demonstrate the connection between what you are requesting and the interests of the member's constituency. If possible, describe how you or your group can be of assistance to him/her. Where it is appropriate, remember to ask for a commitment. Remember that the member does not have to be in your political party to help.

Be Responsive. Be prepared to answer questions or provide additional information, in the event the member expresses interest or asks questions. Follow up the meeting with a thank you letter that outlines the different points covered during the meeting, and send along any additional information and materials requested.

Plan Your Visit Carefully. Be clear about what it is you want to achieve.

