



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
June 17, 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/83250777141>

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 May 20th 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) None

6. VISITORS Open to Public Comments

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

- a) Local 3520 – President Hobi

7. BOND-2018:

- a) Update - Herrera Pages 14-18

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 – None
- b) Finance Committee – None
- c) HR Committee – None

10. RESOLUTIONS:

- a) Resolution 1089 – Transfer of Excess Funds (General to Reserve) - Hollon Pages 25-26

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

- a) Deputy Chief Evaluation and MOU – Parkinson Page 27

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) WFCA Annual Conference (October 22-24 @ Tulalip) None

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

15. COMMISSIONER ACTION/DISCUSSION:

- a) None

16. ADJOURN

2025 EVENTS:

- 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**

May 20, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on May 20, 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, 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: Kevin Garling
Commissioners Unexcused: None

AUDIENCE: Assistant Chief Westland, Project Manager Phil Herrera, Patience Taylor

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

Item 4e (Consent Agenda) add transmittal for voucher 250506001 in the amount of \$156,037.50 Agenda; Item 9a (Commissioner Conference/Committee Reports) add notes from 5/16/25 Planning Committee Meeting; and Item 11c (New Business) add Pierce County Fire Protection Services contract. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Kroum and carried.

CONSENT AGENDA:

Commissioner Kroum moved to approve the consent agenda (minutes from the April 15th Special meeting, April 15th Regular meeting, and May 6th Special meeting; treasurer's report; current expense vouchers 250503001 - 250503090 in the amount of \$601,079.36; current expense voucher 250506001 in the amount of \$156,037.50; payroll vouchers 250505001 - 250505010 in the amount of \$476,744.52 and electronic payroll in the amount of \$2,955,902.18; Capital expense vouchers 250504001 - 250504016 in the amount of \$622,800.50; post-meeting special voucher 250404001 in the amount of \$22,443.41; post-meeting special voucher 250501001 in the amount of \$141,454.58; post-meeting special voucher 250502001 in the amount of \$17,068.49; post-meeting electronic payroll adjustment in the amount of (\$1,871.32); and Transport Waiver for account 133103544 in the amount of \$552.65). Motion seconded by Commissioner Egan and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Local 3520: President Hobi informed the Board of Commissioner Evans' participation in the union sponsored Fire Ops class in May, a video of his participation was sent to each Board member; and the Local will be having a Smoke and Shoot fundraiser in August.

BOND-2018:

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

Station 111: Contractor onsite finishing minor punch list items. Public meeting room complete. The public plaza nearly complete. Temporary pavers installed. New, permanent pavers for Memorial Plaza will be installed soon.

Station 112: Site permits issued. Site clearing and grading is complete. Underground utilities and water underway.

Station 114: Final corrections for the building and site permits are being completed this week. Final occupancy inspections scheduled for May 23rd. Interior cleaning by the contractor on May 22nd. Anticipating operations from station 114 on June 10th.

Station 117: On target for substantial completion at the end of May. Interior finishes continue. Landscape will be completed this week. Final site and building inspections expected the week of June 2nd. Target operation by June 30th.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Chief attended and spoke at the Pierce County Council on 5/13 regarding Wildfire Preparedness and the Sumner Grade Fire; EPFR separated with one recruit firefighter; five lateral candidates offered conditional job offers; Constitutional auditor training with Attorney Quinn will be offered to employees in June; Pierce County Fire Commissioners meeting will be held at Station 111 on May 22nd; and the Planning Committee meeting has been moved to July 11th.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Annual hose, nozzle, and ladder testing is complete; AC Westland has secured the purchase of property for Station 124; Health and Safety-working to build out information in Essential Personnel; and the Communications Manager has updated the First Arriving dashboards. Deputy Chief Gilbert reported: the dispatch change at South Sound 911 has already shown a 40 second improvement in time and will continue to show improvement; and the recruit graduation will be held on May 29th.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Kroum gave a brief overview of 5/16 Planning Committee meeting notes provided in agenda change packet.

HR Committee: Commissioner Egan gave a brief overview of the 5/15 HR Committee notes provided in agenda change packet.

RESOLUTIONS:

Resolution 1086 – Cancellation of Warrants: Finance Director Michelle Hollon presented to the Board Resolution 1086 requesting the cancellation of six warrants. Rehn & Associates was issued a check (1783969) in the amount of \$28.00 for cobra notification, check was lost and not cashed. Washington Audiology was issued a check (1780425) in the amount of \$44.00 for hearing services, check was lost at not cashed. Stryker Sales Corp was issued a check (1783980) in the amount of \$9,899.68 for medical supplies, check was lost and never cashed. Stryker Sales Corp was issued a check (1783981) in the amount of \$58,009.48 for medical equipment, check was lost and never cashed. Colorado Global University was issued a check (1783918) in the amount of \$1,500.00 tuition, check was lost and never cashed. Stryker Sales Corp was issued a check (1787920) in the amount of \$2,178.35 for medical supplies, check was lost and never cashed. Total amount requested to be cancelled is \$71,659.51. Commissioner Egan moved to adopt Resolution 1086 cancelling warrant 1783969, 1780425, 1783980, 1783981, 1787920 and 1783918 in the total amount of \$71,659.51. The motion was seconded by Commissioner Kroum and carried.

Resolution 1087 – Sole Source (USDD): Chief Parkinson presented to the Board Resolution 1087 requesting to declare US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System. The District is seeking to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System from US Digital Designs for the new Station 112. The system is quoted over \$75,500 by USDD and is the sole manufacturer of the system. This system is used by SS911, PSAP for Pierce County and will not utilize a different system, declaring USDD as sole source would serve the public interest. The District's other fire stations utilize this system as well and purchasing a different system would result in incompatibility issues. The District's Attorney, Eric Quinn has reviewed the request for sole source and has provided a letter of opinion. Commissioner Evans moved to adopt Resolution 1087 declaring US Digital Designs the sole source for the purchase of the Phoenix G2 Fire Station Alerting System and waiving competitive bid requirements. The motion was seconded by Commissioner Wernet and carried.

Resolution 1088 – Transfer of Funds (General to Capital): Finance Director Michelle Hollon presented to the Board Resolution 1088 requesting to the transfer of funds from the General fund to the Capital fund in the amount of \$7,162. Charges from the City of Tacoma for equipment and services for the capital projects were estimated. The City of Tacoma issued a refund check in the amount of \$7,162. Funds must be applied back to the Capital fund. Commissioner McElligott moved to approve Resolution 1088 to transfer funds from the General Fund to the Capital Fund in the amount of \$7,162. The motion was seconded by Commissioner Egan and carried.

NEW BUSINESS:

Warehouse Upfit: Chief Parkinson presented to the Board a request for funds in the amount of \$305,821 plus sales tax to upfit the logistics warehouse with necessary equipment. Equipment included in estimated costs: mobile column lifts, post lifts, Plymovent system, waste and coolant tanks, grease dolly, hose reels, washer fluid cart, bottle jacks, cutting torch, MIG/TIG welder, parts racks, warehouse racks, wheel dolly, shop carts, and water/fluid collection. Commissioner Evans moved to approve \$305,821 plus sales tax, funded from the Phase 2 Reserve, for the upfit of the logistics warehouse. The motion was seconded by Commissioner Kroum and carried.

Fire Chief Evaluation: Topic deferred until after executive session.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

WFCA Spring Series Saturday Seminar (Chelan, June 7th): District Secretary Corina Byerley provided information regarding the Saturday Seminar on June 7th in Chelan.

Pierce County Fire Commissioners Meeting (Thursday, May 22nd): District Secretary Corina Byerley reminded the Board that the EPFR is hosting the May PC Commissioners meeting at headquarters.

EXECUTIVE SESSION: Chair Napier called for an executive session per RCW 42.30.110(1)(g) to review the performance of a public employee at 7:34 p.m. for 10 minutes.

Meeting reconvened at 7:44 p.m.

Fire Chief Evaluation: Upon reconvening the meeting from executive session, the following action was taken: Commissioner Egan moved to approve the Memorandum of Understanding as presented as modification to the Fire Chief's current agreement and authorize the Chair to sign on behalf of the Board of Commissioners. Chair Napier sincerely thanked Chief Parkinson for his hard work over the past year moving the District forward. The motion was seconded by Commissioner McElligott and carried.

COMMISSIONER ACTION/DISCUSSION:

Commissioner Evans Daily Rate for Training Attended: Commissioner Evans requested to be paid for a training event that he attended. The dates to be paid the daily rate are May 7-9.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 7:47 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan

DRAFT



EAST PIERCE FIRE & RESCUE

May 2025

for June 17, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
			7 Months Remaining =	58.33%

General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	4,456,847	30,040,019	56,280,791	26,240,772	46.6%
Property Tax - Prior Year/Delinquent	32,516	266,498	-	(266,498)	0.0%
Other Taxes	18,633	18,983	18,500	(483)	-2.6%
Regular EMS Transport	246,026	1,398,556	2,900,000	1,501,444	51.8%
GEMT Transport	253,746	1,579,735	3,200,000	1,620,265	50.6%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	266,677	573,942	238,122	(335,820)	-141.0%
Tehaleh Mitigation	21,350	47,600	100,000	52,400	52.4%
Transfers in from Reserves/Capital	-	165,812	7,177,860	7,012,048	97.7%
Other Revenue	36,435	921,808	2,085,657	1,163,849	55.8%
Total Operating Revenues	5,332,230	35,012,954	72,400,930	37,387,976	51.6%

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

Operating Expenses	Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)	282,209	1,373,946	3,840,463	2,466,517	64.2%
Operations (Fire, Training, Volunteers)	2,921,018	15,955,955	38,142,500	22,186,545	58.2%
EMS	237,449	1,277,834	3,426,677	2,148,843	62.7%
Prevention (Fire Prevention, Pub Ed)	112,735	610,247	1,529,621	919,374	60.1%
Logistics (Logistics, Emerg. Mgmt, IT)	404,538	2,255,923	5,885,625	3,629,702	61.7%
Capital (Project Manager)	43,440	279,621	461,952	182,331	39.5%
Reserve Purchases (Equipmt., EMS, Facility)	216,288	756,611	6,715,908	5,959,297	88.7%
Transfers Out	7,162	7,162	1,827,412	1,820,250	99.6%
Total Operating Expenses	4,224,839	22,517,299	61,830,158	39,312,859	63.6%
Payroll Clearing Accruals	(38,966)	15,176			
Operating Expenses Net of Accruals	4,185,873	22,532,475	61,830,158		
Ending Net Cash & Investments			\$ 25,162,181		

Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 04/30/25
Equipment Reserve				15,668,589
Facilities Reserve				2,559,555
Capital Facilities Phase 2				20,211,952
Sale of Tax Title Property				
Investment Interest	142,059			
Current Month Total	142,059		-	
Year to Date Total	\$ 694,044			\$ 38,440,096



EAST PIERCE FIRE & RESCUE

May 2025

for June 17, 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	50,804	294,415	-	(294,415)	0.0%	
Total Revenues	50,804	294,415	-	(294,415)		
Expenses						
Capital Purchases	-	2,582,274	-	-	0.0%	
Capital Purchases-Station 111	248,127	2,044,217	-	-	0.0%	
Capital Purchases-Station 112	224,747	282,079	-	-	0.0%	
Capital Purchases-Station 114	6,488	743,241	-	-	0.0%	
Capital Purchases-Station 117	314,598	2,210,311	-	-	0.0%	
Capital Purchases-Station 118	1,947	2,412	-	-	0.0%	
Transfer Out - GF - Cap Fac Mgr	-	165,812	461,952	296,140	0.0%	
Total Expenses	795,906	8,030,345	461,952	-	0.0%	
Ending Net Cash and Investments			\$	11,631,022		
** 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
6/12/25	2628	CEDAR RECYCLING INC	\$5,091.75
6/12/25	2632	JONES & ROBERTS CO.	\$91,386.21
6/12/25	2635	PANNIER	\$1,471.50
6/12/25	2636	PERFORMANCE SYSTEMS INTEGRATION LLC	\$601.16
6/12/25	2551	AIR EXCHANGE, INC.	\$1,112.14
6/12/25	2556	CENTURYLINK	\$86.26
6/12/25	2629	FIDELITY SOLUTIONS	\$1,724.63
6/12/25	2631	JONES & ROBERTS CO.	\$361,922.37
6/12/25	2634	MATERIALS TESTING & CONSULTING	\$2,695.00
6/12/25	2637	PERFORMANCE VALIDATION INC.	\$13,740.80
6/12/25	2642	WETHERHOLT AND ASSOCIATES INC.	\$1,000.00
6/12/25	2550	ADVANCE TRAVEL FUND	\$4,453.40
6/12/25	2552	AMAZING LANDSCAPE SERVICES	\$5,914.05
6/12/25	2630	JODY MILLER CONSTRUCTION	\$148,313.44
6/12/25	2633	LAUNDRYLUX	\$1,623.89
6/12/25	2638	PUGET SOUND ENERGY	\$1,405.09
6/12/25	2639	ULINE, INC.	\$712.65
6/12/25	2640	WA STATE DEPT OF REVENUE (USE TAX)	\$3,623.58
6/12/25	2641	WASHINGTON AUTOMATED	\$12,992.94
6/12/25	2555	CENTRAL WELDING SUPPLY CO INC	\$453.28
6/12/25	2557	CINTAS CORPORATION # 461	\$8,583.29
6/12/25	2558	CITY OF BONNEY LAKE-REIMB UTILITIES	\$1,016.10
6/12/25	2562	DAVIS DOOR SERVICE, INC	\$358.07
6/12/25	2553	BARNHART MD PS STEPHEN W	\$6,250.00
6/12/25	2554	CARDINAL HEALTH 112, LLC	\$4,717.56
6/12/25	2560	CRYSTAL SPRINGS	\$1,126.49
6/12/25	2564	EMS TECHNOLOGY SOLUTIONS LLC	\$718.87
6/12/25	2565	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$389.75
6/12/25	2571	FREIGHTLINER NORTHWEST	\$13,580.92
6/12/25	2576	HEALTHCARE ACTUARIES	\$2,500.00
6/12/25	2876	AFLAC	\$283.35
6/12/25	2583	LES SCHWAB TIRE CENTERS	\$10,546.76
6/12/25	2586	LION GROUP INC	\$429.24
6/12/25	2559	CREW BOSS	\$4,946.12
6/12/25	2561	CUTTERS SUPPLY, INC.	\$127.37
6/12/25	2568	FIFE MILTON EDGEWOOD CHAMBER OF COMMERCE	\$500.00
6/12/25	2570	FREEMAN JASON	\$1,379.25
6/12/25	2572	FUGATE FORD	\$1,188.31

6/12/25	2574	GITTS SPRING CO	\$9,628.69
6/12/25	2579	JAMES OIL CO. INC.	\$19,473.21
6/12/25	2581	L N CURTIS & SONS	\$25,795.26
6/12/25	2879	IAFF - FIREPAC	\$820.26
6/12/25	2880	LEOFF HEALTH & WELFARE TRUST	\$443,684.04
6/12/25	2563	EMS SURVEY TEAM	\$1,486.80
6/12/25	2566	FAB SHOP LLC	\$1,396.20
6/12/25	2567	FIDELITY SOLUTIONS	\$11,534.95
6/12/25	2569	FREDS TOWING	\$598.95
6/12/25	2573	GILBERT MATT	\$845.00
6/12/25	2575	GRAIL INC	\$649.00
6/12/25	2577	HUGHES FIRE EQUIPMENT, INC.	\$657,803.05
6/12/25	2578	HUGHES FIRE EQUIPMENT, INC.	\$13,328.51
6/12/25	2580	KILLION JENNIFER	\$142.86
6/12/25	2582	LARSEN SIGN CO	\$632.39
6/12/25	2877	DIMARTINO ASSOCIATES (WSCFF)	\$20,532.11
6/12/25	2878	GET PROGRAM	\$317.00
6/12/25	2584	LIFE ASSIST	\$39,397.87
6/12/25	2585	LINDE GAS & EQUIPMENT INC	\$1,961.89
6/12/25	2588	MCROBERTS SAMANTHA	\$1,212.03
6/12/25	2589	MES SERVICE COMPANY LLC	\$2,167.31
6/12/25	2884	WCIF-Met Life / ID Theft	\$69.75
6/12/25	2602	PRAY ALYSSA	\$400.00
6/12/25	2605	QUINN ERIC T	\$975.00
6/12/25	2609	SEAWESTERN	\$12,535.06
6/12/25	2587	MARION WATER CO., INC.	\$114.91
6/12/25	2882	WCIF-Life/Dental/EAP	\$1,309.35
6/12/25	2590	MIKES SHOP	\$349.32
6/12/25	2591	NAPIER JON	\$226.00
6/12/25	2593	NATIONAL TESTING NETWORK	\$3,715.00
6/12/25	2597	ODP BUSINESS SOLUTIONS LLC	\$280.07
6/12/25	2598	OREILLY	\$238.23
6/12/25	2603	PUGET SOUND ENERGY	\$19,218.64
6/12/25	2607	SCHALLER RENE	\$1,500.00
6/12/25	2610	SHIELD ASSESSMENTS	\$2,325.00
6/12/25	2881	TACOMA-PIERCE CO CHAPLAINCY	\$831.50
6/12/25	2883	WCIF-Met Life / Accident	\$82.14
6/12/25	2885	WSCFF - FASTPAC	\$622.50
6/12/25	2592	NATIONAL HOSE TESTING SPECIALTIES	\$25,854.00
6/12/25	2594	NEBRASKA SCIENTIFIC	\$185.00
6/12/25	2595	NO PROBLEM CONSTRUCTION SERVICES LLC	\$422.02

6/12/25	2596	NORTHWEST BUS SALES	\$347.07
6/12/25	2599	PACIFIC OFFICE AUTOMATION	\$925.73
6/12/25	2600	PERFORMANCE SYSTEMS INTEGRATION LLC	\$2,596.83
6/12/25	2601	PIERCE COUNTY SEWER	\$86.29
6/12/25	2604	QUADIENT LEASING USA, INC.	\$401.30
6/12/25	2606	SASQUATCH CAR WASH	\$384.20
6/12/25	2608	SEATTLE AUTOMOTIVE DISTRIBUTING	\$2,024.27
6/12/25	2613	STRYKER SALES LLC	\$3,043.45
6/12/25	2614	SUMMIT LAW GROUP PLLC	\$340.00
6/12/25	2615	SUTHERLAND DINA	\$180.74
6/12/25	2626	WCIF-Life/Dental/EAP	\$24,762.08
6/12/25	2611	SNIDER PETROLEUM	\$1,186.70
6/12/25	2621	US BANK	\$95,357.04
6/12/25	2622	VALVOLINE LLC	\$150.26
6/12/25	2624	WA STATE DEPT OF REVENUE (USE TAX)	\$6,921.68
6/12/25	2625	WASHINGTON AUDIOLOGY SERVICES INC	\$6,530.20
6/12/25	2627	WEST COAST MECHANICAL SOLUTIONS	\$382.70
6/12/25	2612	SNOPE JARED	\$1,690.00
6/12/25	2616	SYNTHESIS PLLC	\$1,196.25
6/12/25	2617	SYSTEMS FOR PUBLIC SAFETY, INC.	\$5,902.80
6/12/25	2618	TACOMA DIESEL & EQUIPMENT	\$4,858.56
6/12/25	2619	TELEFLEX LLC	\$5,343.15
6/12/25	2620	TREASURY MANAGEMENT SVCS - US BANK	\$67.94
6/12/25	2623	VIRTUOUS CLEAN NW, LLC	\$3,000.00
Payment Count: 103			Total Amount: <u>\$2,211,305.70</u>

Payment Count: 103
Payment Total: \$2,211,305.70

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 _____

May 2025 Post-Meeting	
General Fund	
Payroll Revisions	
Payroll Transactions Revised 05/27/25	
trx # 2381 FIT Taxes voided	\$ (402,564.13)
trx # 2477 FIT Taxes created	\$ 406,517.02
trx # 2377 DRS/LEOFF II voided	\$ (348,047.26)
trx # 2476 DRS/LEOFF II created	\$ 348,111.97
trx # 2308 Poe original value	\$ (10,978.49)
trx # 2308 Poe revised value	\$ 18,206.37
trx # 2367 Zuber original value	\$ (7,415.98)
trx # 2367 Zuber revised value	\$ 7,483.71
net payroll change	\$ 11,313.21
June 2025	
General Fund	
Total AP	\$ 1,752,176.24
AP Vouchers	
Vouchers # 250601001 - 250601078	\$ 1,094,448.69
Wire Transfer June 13	
Chicago Title - purchase price, 1603 11th Avenue, Milton	\$ 657,727.55
Total Payroll	\$ 3,432,688.55
Payroll Vouchers	
Vouchers # 250603001 - 250603010	\$ 468,552.00
Electronic Payroll	\$ 2,964,136.55
Total Expenditures	\$ 5,184,864.79
Total SBK Expenditures (111 - 999)	\$ 5,184,283.85
Difference	\$ 580.94
uniform reimbursement	\$ 116.59
utility reimbursement	\$ 464.35
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
AP Vouchers	
Vouchers # 250602001 - 250602015	\$ 648,305.01
Bond Fund 201	
2018 Interest per Schedule	\$ 770,737.50
2022 Interest per Schedule	\$ 856,875.00
paid by County on our behalf June 01	



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

Station 111

- Minor punch list items and troubleshooting is ongoing.
- Public plaza nearly complete. Temporary pavers installed.

Station 112

- Underground storm water system installation is underway.
- Underground utilities and water underway.
- Underground plumbing is complete.
- Forms for the foundation footing have begun.

Station 114

- Final permit corrections completed, final inspections this week.
- Interior furnishings are underway.
- Move-in and operations with crews on June 17th.

Station 117

- Final inspections of all minor disciplines are underway this week and next.
- Interior punch list items and touch-up continue.
- Station furnishing to begin next week.
- Target operation by June 24th.

June 2025 Station progress photos

Station 112



Station 114



Station 117





Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,633,243	25,000
Station 111	21,186,196	25,404,155	473,000
Station 114	10,856,061	10,700,154	716,000
Station 117	10,096,203	11,117,846	344,000
Station 112	13,663,312	1,865,630	8,200,000
Station 124	0	1,380,922	650,000
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,616,865	296,140
Misc (LP45+Ladder)	0	3,911,953	0
Total	77,419,213	74,037,500	10,704,140

Bond Total	80,000,000
Interest YTD	6,532,020
Interest Forecasted	290,000
Expenditures to Date	(74,037,500)
Forecasted Expenditures	(10,704,140)
End Fund Balance	2,080,380

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

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



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

Station 124 Additional Land Purchase

The property purchase to expand the future St. 124 building site is set to close on June 13, 2025. If something changes, I will update you at the board meeting.

Station 124 Station Construction Project

The pre-application process has started on this project with the City of Milton. In July, I expect to request authorization to establish a budget for the design and permitting process associated with the project.

Constitutional Auditor Training

We conducted training with Attorney Eric Quinn on June 9 regarding best practices for employees and the District when addressing these groups/individuals. The session was recorded for those who couldn't attend.

4 Platoon Discussion with L3520

Part of the current CBA stated that both parties would meet to discuss options for moving to a 4-platoon shift schedule. Both parties met in early June to evaluate options. At this time, it doesn't appear that there is a path forward to implement this schedule. The discussion will likely occur again during negotiations for the 2028 CBA.

Data Analytics Software

We have been evaluating several data analytics platforms to replace the metrics previously provided by Dark Horse via ILA with CPFR. I expect to bring a recommendation to the board in July to request authorization for the expenditure.

WRSD Training Center Lease

We are nearly finished with the White River School District (WRSD) contract for the training center land lease. Assuming there are no significant changes in the next few weeks, I expect to present the contract to the board in July for authorization.

Logistics Warehouse

Permits have been approved, and construction is underway (6-8 week timeline).

Planning Committee Meeting:

July 11th @ 10 AM

Other activities in the past month

- Sumner Rotary
- BLT Rotary (speaker)
- PC Fire Commissioners meeting
- SS911 PSCOC
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- Milton Public Safety
- PC Fire Chiefs & Executive Board
- FME Chamber of Commerce
- Chamber Collective (Bonney Lake)



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

Logistics

- Completed the final inspection of the new tender
- Completed preconstruction meetings for two new engines
- Performed logistical upfitting for Station 114 and 117
- Completed pre-application meeting with the City of Milton for Station 124
- Completed the inspection process for the new reserve ladder truck
- Tenant Improvement (TI) is underway at the new logistics facility; estimated completion in two months

Health and Safety

- Fire Marshals
 - (41) fire/life-safety inspections
 - (35) re-inspections
 - (101) pre-fire plans
 - (4) plan reviews (Milton)
 - (3) fire investigations
 - Attended a fire investigation conference in Leavenworth
- Community Outreach
 - (16) community outreach classes/events/services
- Crisis Intervention Coordinator
 - Completed (10) station visits
 - Attended (3) classes specific to peer support services
 - (6) Chaplain responses
- Misc.
 - Participated in wildfire season preparation meetings
 - Evaluated alternative options for wellness exams
 - Completed the buildout of the Health and Safety components in Essential Personnel, including:
 - Accident reporting
 - Injury, illness, and exposure reporting
 - Health, safety, and wellness guidance and resources

Communications

- Attended the Government Social Media Conference
- Produced the 2025 Summer Newsletter
- Filmed the *Advanced Aging and Care Planning* video series
- Provided photography for:
 - Red Knights Recruit Graduation
 - Multi-agency wildland training event in Tehaleh

Other activities in the past month

- Participated in the ILC Quarterly Meeting
- Continued Essential Personnel implementation
- Attended Quarterly Leadership Meetings with BCs and Company Officers
- Attended Red Knights Academy Graduation
- Continued discussions with WRSD regarding the training site proposal
- Attended Labor-Management Meetings
- Attended the annual Tehaleh Community Meeting



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

Operations

- Battalion Chiefs and Assistant Chief of Operations attended the Washington State Fire Chiefs Conference.
- Completed work with SS911 to bring Station 117 online.
- Completed work with SS911 to move E114 back to Station 114

EMS

- Completed 2nd Quarter EMS OTEP / BLS CPR & Pediatric Advanced Life Support classes.
- Implemented EMS ESO Documentation AI narrative writing tool for EMS providers.
- Completed 2nd Quarter ALS Physician Led Training with Dr. Barnhart for ALS providers.
- Completed 8hr Paramedic Airway Management Initial Provider Course.
- R2K25 EMS Post Academy for new hires.

Training

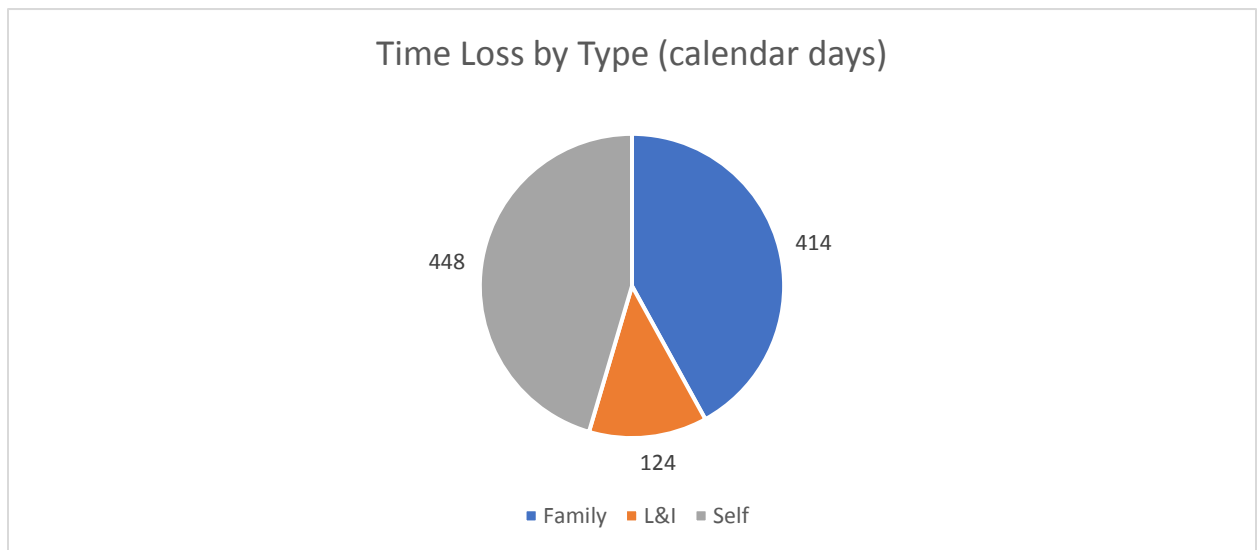
- Conducted our second of six live fire training events.
- Recruit Class RK25 graduated from the Fire Academy and are currently in Post-Academy. They will receive their station assignments June 27.

Other activities in the past month

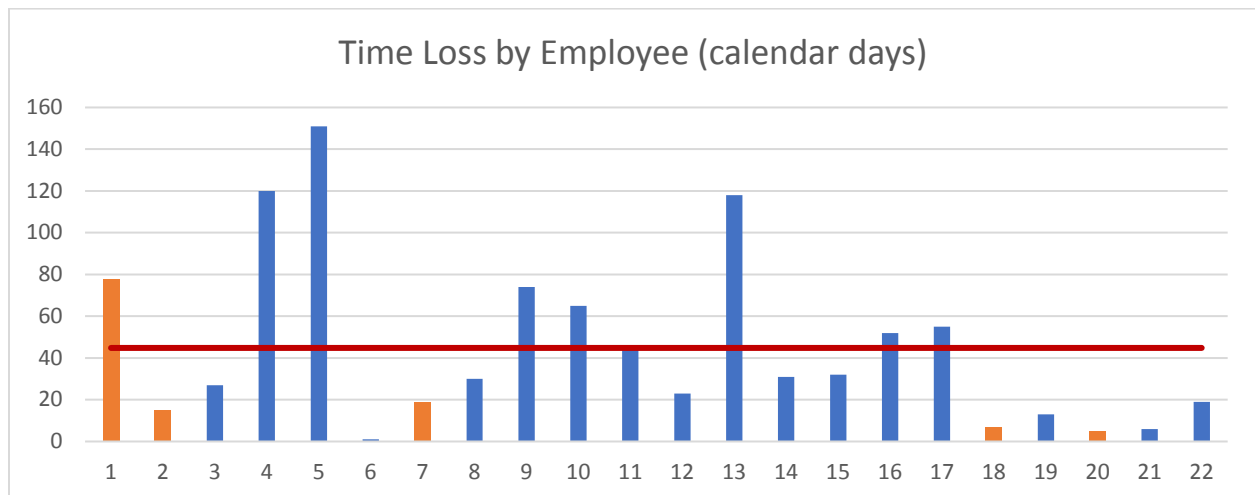
- Pierce County Fire Ops meeting.
- JROTC Advisory Committee
- Station 111 Grand Opening
- Conducted station visits with A-Shift
- Essential Personnel Implementation Training
- Attended RK 25 Family Night
- Attended RK 25 Graduation
- EOC Training Discussion
- Constitutional Auditor Training

Injury – Medical Leave Report – May 2025

- As of May, a total of 22 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 44.82 calendar days



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





Board Meeting Agenda Item Summary

Meeting Date:	June 17, 2025
Title:	Resolution 1089 Transfer of funds from the General to Reserve fund

Recommendation from Staff:	Approve transfer of excess funds to the Reserve Fund
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1089 to transfer funds from the General Fund to the Reserve Fund in the amount of \$1,558,190.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1089

Summary:
<p>Excess funds above the budgeted beginning fund balance for the 2025 Budget year are \$1,558,190, a transfer in the amount of \$1,558,190 is requested by resolution to be transferred from the General Fund to the Reserve Fund. Transfer funds will be applied in the Reserve Fund as follows:</p> <p>\$1,558,190 Capital Facilities Phase 2 Reserve</p>

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1089

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in the amount of \$1,558,190 from the General Fund to the Reserve Fund as the excess of funds to the budgeted beginning fund balance for the 2025 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 June 18, 2025 as follows:

General Fund (686-022)	Transfer Out	\$1,558,190
Reserve Fund (690-022)	Transfer In	\$1,558,190

PASSED AND APPROVED this 17th day of June, 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



Meeting Date:	June 17, 2025
Title:	Deputy Chief MOU

Recommendation from Staff:	Approve
Recommendation from Committee:	None
Recommended Action/Motion:	<i>Move to authorize the Board Chair to sign the MOU with Deputy Chief Matt Gilbert.</i>
Presenter:	Parkinson
Attachments:	MOU provided at the meeting

Summary:
<p>I have completed the annual evaluation process for DC Gilbert.</p> <p>DC Gilbert has performed above expectations in filling this role over the last 12 months. He has been critical in key projects over the last year, including collective bargaining, strategic planning, operations planning (SS911 dispatch send point), and the Crewsense paperless transition. Matt also recently completed his bachelor's degree in fire service administration.</p> <p>I recommend that DC Gilbert be granted 5% merit pay (per the attached MOU) for his performance over the last 12 months.</p>

Summary: Accounted for in the 2025 Operating Budget
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