



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
March 18, 2025
7:00 p.m.

Meeting will be conducted virtually.
Meeting Location: Virtual via link below.

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/88993498922>

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 February 18th Regular Meeting Pages 3-5
- b) Treasurer's Report Pages 6-7
- c) Approve Finances Pages 8-12
- d) Resolution 1080 Cancellation of Warrants Pages 13-14

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 Taylor

7. BOND-2018:

- a) Update - Herrera Page 15-18

8. CHIEF'S REPORT

- a) Monthly Chiefs Report Pages 19-20
- b) Deputy Chiefs Reports Pages 21-22
- c) Monthly Injury Report Page 23

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – None
- b) Finance Committee –Notes from March 10th meeting Page 24
- c) HR Committee –..... None

10. RESOLUTIONS:

- a) None

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

- a) Authorization to Purchase Reserve Ladder Truck – Parkinson..... Page 25
- b) Authorization to Purchase New Ladder Truck – Parkinson Page 26
- c) Resolution 1081 Reserve Ladder Surplus – Parkinson Pages 27-28

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) WFCA Spring Series Saturday Seminar (Chelan, June 7th) – Byerley..... Pages 29-30
- d) Award and Recognition Ceremony (April 12th) – 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: None

16. ADJOURN

2025 EVENTS:

- March 27thPC Commissioner Meeting (TBD and Zoom)
- April 12thEPFR Annual Awards and Recognition Ceremony
- April 15thBoard Workshop
- April 24th PC Commissioner Meeting (SS911 and Zoom)
- May 22ndPC Commissioner Meeting (TBD and Zoom)
- June 26thPC Commissioner Meeting (SS911 and Zoom)
- July 24th PC Commissioner Meeting (Annual Picnic)
- August 28th PC Commissioner Meeting (SS911 and Zoom)
- September 25thPC Commissioner Meeting (TBD and Zoom)
- September 27th EPFR Annual Open House
- October 23rd NO PC MEETING – STATE CONFERENCE
- November 20thPC 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**

February 18, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on February 18, 2025, 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 Matt Gilbert, Finance Director Michelle Hollon, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Patience Taylor, Taylor Phillips

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

Commissioner Garling moved to approve the consent agenda (minutes from the January 21st Regular meeting; treasurer's report; current expense vouchers 250201001 - 250201077 in the amount of \$597,976.58; payroll vouchers 250203001 - 250203012 in the amount of \$489,186.66 and electronic payroll in the amount of \$3,209,849.82; Capital expense vouchers 250202001 – 250202011 in the amount of \$995,556.94; and post-meeting payroll transactions in the amount of -\$376.41). Motion seconded by Commissioner McElligott and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Patience Taylor, President Local 3520, informed the Board that six members of Local 3520 attended a Legislative day and met with legislators in February. Local 3520 sponsored Easter Egg Hunts are coming up and they are hoping to add an additional event in the Tehaleh community.

BOND-2018:

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

Station 111: Final inspection of elevator is the last thing required before occupancy, inspection failed last week and is rescheduled for Feb. 19. Occupancy is expected immediately following the passed elevator inspection. Crews will begin responding from the new Station 111 on Thursday, Feb. 20.

Station 112: Contract signed. Waiting on a couple documents from the County regarding construction stormwater before issuing the notice to proceed.

Station 114: Preparing closeout documents for County. General contractor is finishing up landscaping. Requested final building inspection on Mar. 4 and site inspection on Mar. 6.

Station 117: Construction still moving at a good pace. Buffer area next to Station 117 lot cleared and incorporated into Firewise landscape. Projecting completion in April, a couple months ahead of schedule. Starting to prepare closeout documents.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: acknowledgement of the contributions of Phil Herrera and Commissioner Kroum in working with the elevator company to get the new Station 111 ready for occupancy; a lateral recruitment is underway to fill gap in positions due to reduction in firefighter academies; Chief Parkinson, Commissioner Evans, and Deputy Chief Gilbert attended Legislative Day; Board workshop is scheduled for April, Board should forward any topics for agenda to Chair Napier; Recruit graduation is this Friday; Sale of heart rate monitors is complete, Chief noted the work of Lt. Berry and the EMS Division in ensuring the District received the price promised for the monitors; and Violent crimes using stolen fire equipment are on the rise, Chief has been in contact with local law enforcement agencies requesting they monitor activity around apparatus and equipment on calls when possible.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Gilbert answered questions regarding the deployment of crews to California fires, reporting that crews have returned after being extended to the maximum deployment time.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet gave a brief overview of 2/7 Planning Committee meeting notes provided in agenda packet.

RESOLUTIONS:

Resolution 1078 -2025 Budget Amendment and Exhibit A: Chief Parkinson presented to the Board Resolution 1078 requesting an amendment to the 2025 Budget as described in Exhibit A. Commissioner Egan moved to adopt Resolution 1078 for the approval of the 2025 Budget Amendment for East Pierce Fire & Rescue. The motion was seconded by Commissioner McElligott and carried.

Resolution 1078 – Surplus Vehicles and Misc. Equipment (Exhibits A and B): Chief Parkinson presented to the Board Resolution 1079 requesting the surplus of the items listed on Exhibit A and Exhibit B including miscellaneous EMS equipment, three vehicles (Asset numbers 123, 422, and 421), miscellaneous logistics equipment, and bunker gear that are no longer of use to the District. Commissioner Wernet moved to approve Resolution 1079, the surplus of three vehicles, miscellaneous EMS and Logistics equipment, and bunker gear as detailed in Exhibits A and B and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Kroum and carried.

NEW BUSINESS:

Acceptance of completed construction for Station 118: Finance Director Hollon presented to the Board a request to accept the completion of the Station 118 construction project. The project and all state reporting requirements are complete. Commissioner Egan moved to accept the completion of the Station 118 build. The motion was seconded by Commissioner Garling and carried.

2024 Financial Report: Finance Director Hollon gave an overview of the final 2024 financial data included in agenda packet. No action taken, information only.

Warehouse Lease – Peak 410: Chief Parkinson presented to the Board a request to authorize the Fire Chief to enter into a lease for warehouse lease for the purpose of relocating and consolidating vehicle maintenance and warehouse supply storage and distribution. The planning committee supports this project. Commissioner Egan moved to authorize the Fire Chief to enter into a 62-month lease agreement with the Peak 410 development for up to 30,000 square feet of warehouse space. The motion was seconded by Commissioner Wernet and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

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

PC Elections Candidate Filing (May 5-9): District Secretary Corina Byerley reminded the Board members up for election this year that the PC Elections candidate filing week is May 5-9.

WFCA Spring Series Saturday Seminar (Chelan, June 7th): District Secretary Corina Byerley provided information regarding the Saturday Seminar on June 7th in Chelan and requested any Board members interested in attending express their interest by 3/31 so there is adequate time to get them registered.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:08 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

February 2025

for March 18, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
			10 Months Remaining =	83.33%

General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	581,253	581,435	56,280,791	55,699,356	99.0%
Property Tax - Prior Year/Delinquent	51,741	128,418	-	(128,418)	0.0%
Other Taxes	328	1,661	18,500	16,839	91.0%
Regular EMS Transport	257,089	576,099	2,900,000	2,323,901	80.1%
GEMT Transport	311,642	854,394	3,200,000	2,345,606	73.3%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	64,935	70,560	238,122	167,562	70.4%
Tehaleh Mitigation	-	-	100,000	100,000	100.0%
Transfers in from Reserves/Capital	-	-	7,177,860	7,177,860	100.0%
Other Revenue	380,103	431,047	2,085,657	1,654,610	79.3%
Total Operating Revenues	1,647,090	2,643,614	72,400,930	69,757,316	96.3%

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)	239,147	504,093	3,840,463	3,336,370	86.9%
Operations (Fire, Training, Volunteers)	3,131,774	6,687,896	38,142,500	31,454,604	82.5%
EMS	230,000	493,885	3,426,677	2,932,792	85.6%
Prevention (Fire Prevention, Pub Ed)	119,072	243,554	1,529,621	1,286,067	84.1%
Logistics (Logistics, Emerg. Mgmt, IT)	513,263	1,100,991	5,885,625	4,784,634	81.3%
Capital (Project Manager)	47,382	118,424	461,952	343,528	74.4%
Reserve Purchases (Equipmt., EMS, Facility)	55,153	272,739	6,715,908	6,443,169	95.9%
Transfers Out	-	-	1,827,412	1,827,412	100.0%
Total Operating Expenses	4,335,790	9,421,581	61,830,158	52,408,577	84.8%
Payroll Clearing Accruals	(42,788)	13,489			
Operating Expenses Net of Accruals	4,293,002	9,435,070	61,830,158		
Ending Net Cash & Investments			\$ 5,888,559		

Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 02/28/25
Equipment Reserve				15,527,540
Facilities Reserve				2,418,507
Capital Facilities Phase 2				20,070,904
Sale of Tax Title Property	-			
Investment Interest	128,520			
Current Month Total	128,520		-	
Year to Date Total	\$ 270,899			\$ 38,016,950



EAST PIERCE FIRE & RESCUE

February 2025

for March 18, 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	59,457	130,007	-	(130,007)	0.0%
Total Revenues	59,457	130,007	-	(130,007)	
Expenses					
Capital Purchases	58,009	58,009	-	-	0.0%
Capital Purchases-Station 111	348,304	1,115,653	-	-	0.0%
Capital Purchases-Station 112	7,318	39,896	-	-	0.0%
Capital Purchases-Station 114	274,497	487,555	-	-	0.0%
Capital Purchases-Station 117	307,017	550,523	-	-	0.0%
Capital Purchases-Station 118	412	412	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr	-	-	461,952	461,952	0.0%
Total Expenses	995,557	2,252,048	461,952	-	0.0%
Ending Net Cash and Investments			\$ 17,244,912		
** 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
3/13/25	1247	AFLAC	\$283.35
3/13/25	1248	DIMARTINO ASSOCIATES (WSCFF)	\$20,282.69
3/13/25	1249	GET PROGRAM	\$524.00
3/13/25	1253	WCIF-Life/Dental/EAP	\$1,309.35
3/13/25	1251	LEOFF HEALTH & WELFARE TRUST	\$451,046.91
3/13/25	1250	IAFF - FIREPAC	\$797.76
3/13/25	1252	TACOMA-PIERCE CO CHAPLAINCY	\$831.50
3/13/25	1254	WCIF-Met Life / Accident	\$82.14
3/13/25	1256	WSCFF - FASTPAC	\$622.50
3/13/25	1342	EDNETICS	\$4,357.01
3/13/25	1343	EPFR PETTY CASH CHECKING	\$1,666.50
3/13/25	1344	FIT FOR LIFE	\$4,850.85
3/13/25	1346	JODY MILLER CONSTRUCTION	\$594,207.24
3/13/25	1255	WCIF-Met Life / ID Theft	\$69.75
3/13/25	1340	ANDY JOHNSON & CO. INC.	\$125,555.78
3/13/25	1341	BOUSH MOVING & STORAGE	\$1,680.00
3/13/25	1354	WASHINGTON AUTOMATED	\$12,992.94
3/13/25	1263	BARNHART MD PS STEPHEN W	\$3,375.00
3/13/25	1269	CINTAS CORPORATION # 461	\$9,612.79
3/13/25	1277	DOCUSIGN INC LOCKBOX	\$2,698.92
3/13/25	1278	EMS SURVEY TEAM	\$1,486.80
3/13/25	1283	FIT FOR LIFE	\$400.00
3/13/25	1288	GRAIL LLC	\$2,596.00
3/13/25	1257	WSCFF-Medical Expense Reimbursement Plan	\$17,100.00
3/13/25	1345	HONEYWELL INTL	\$19,774.24
3/13/25	1347	JONES & ROBERTS CO.	\$114,120.06
3/13/25	1349	PERFORMANCE VALIDATION INC.	\$14,516.00
3/13/25	1351	PUGET SOUND ENERGY	\$7,588.72
3/13/25	1352	RICE FERGUS MILLER ARCHITECTURE	\$10,616.74
3/13/25	1353	SURETY SECURITY LLC	\$26,784.00
3/13/25	1267	CASCADE TRAINING/HEALTHCARE SERVICES LLC	\$7,555.50
3/13/25	1268	CENTURYLINK	\$87.33
3/13/25	1270	CITY OF BONNEY LAKE-REIMB UTILITIES	\$1,455.57
3/13/25	1348	LARSEN SIGN CO	\$251.85
3/13/25	1350	PINNACLE CLEANING LLC	\$13,664.30
3/13/25	1258	4 IMPRINT INC	\$1,162.06
3/13/25	1259	ACROSS THE STREET PRODUCTIONS	\$4,500.00
3/13/25	1260	ADVANCE TRAVEL FUND	\$1,943.82

3/13/25	1261	AMAZING LANDSCAPE SERVICES	\$5,891.16
3/13/25	1262	ASSOC. OF WA. CITIES	\$3,000.00
3/13/25	1264	BIG MOUNTAIN ELECTRIC, INC.	\$1,891.75
3/13/25	1265	BOUND TREE MEDICAL LLC	\$68.11
3/13/25	1266	CARDINAL HEALTH 112, LLC	\$2,376.31
3/13/25	1271	CODE MECHANICAL INC.	\$2,754.00
3/13/25	1274	CRYSTAL SPRINGS	\$1,164.86
3/13/25	1275	DAVIS DOOR SERVICE, INC	\$1,610.15
3/13/25	1280	EMS TECHNOLOGY SOLUTIONS LLC	\$7,604.79
3/13/25	1281	EPFR PETTY CASH CHECKING	\$25.00
3/13/25	1282	FIDELITY SOLUTIONS	\$4,539.67
3/13/25	1284	FREDS TOWING	\$1,415.70
3/13/25	1290	HUGHES FIRE EQUIPMENT, INC.	\$613.52
3/13/25	1291	JAMES OIL CO. INC.	\$17,937.51
3/13/25	1292	KUIPER CARL	\$764.00
3/13/25	1272	COSTCO MEMBERSHIP	\$195.00
3/13/25	1273	CRASH COURSE VILLAGE	\$5,000.00
3/13/25	1276	DIVE RESCUE INTERNATIONAL INC	\$4,148.37
3/13/25	1279	EMS TECHNOLOGY SOLUTIONS LLC	\$17,572.41
3/13/25	1285	FREIGHTLINER NORTHWEST	\$2,304.42
3/13/25	1286	FUGATE FORD	\$531.34
3/13/25	1287	GALLS, LLC	\$100.68
3/13/25	1289	HAAS INC.	\$5,500.00
3/13/25	1293	L & L PRINTING INC	\$2,568.63
3/13/25	1294	L N CURTIS & SONS	\$3,510.92
3/13/25	1295	LARSEN SIGN CO	\$1,085.10
3/13/25	1299	MACKAY & SPOSITO, LLC	\$147.00
3/13/25	1300	MARION WATER CO., INC.	\$114.91
3/13/25	1302	MIKES SHOP	\$1,873.16
3/13/25	1303	NATIONAL TESTING NETWORK	\$130.00
3/13/25	1306	PACIFIC OFFICE AUTOMATION	\$925.73
3/13/25	1307	PAUL JEREMY	\$104.00
3/13/25	1311	PIERCE COUNTY FINANCE	\$9,579.77
3/13/25	1313	PIERCE COUNTY SEWER	\$78.36
3/13/25	1315	QUADIENT LEASING USA, INC.	\$361.58
3/13/25	1296	LES SCHWAB TIRE CENTERS	\$15,227.59
3/13/25	1298	LINDE GAS & EQUIPMENT INC	\$2,087.54
3/13/25	1309	PEARSON RISK MANAGEMENT SERVICES LLC	\$750.00
3/13/25	1312	PIERCE COUNTY FIRE CHIEFS ASSOCIATION	\$1,000.00
3/13/25	1314	PUGET SOUND ENERGY	\$7,908.32
3/13/25	1321	SEAWESTERN	\$5,785.26

3/13/25	1322	SNIDER PETROLEUM	\$609.10
3/13/25	1331	UNDERWATER SPORTS, INC	\$12.13
3/13/25	1332	US BANK	\$102,420.68
3/13/25	1333	UW VALLEY MEDICAL CENTER	\$3,008.75
3/13/25	1297	LIFE ASSIST	\$24,720.99
3/13/25	1301	MES SERVICE COMPANY LLC	\$2,315.95
3/13/25	1304	NORTH AMERICAN RESCUE LLC	\$598.90
3/13/25	1305	OREILLY	\$877.38
3/13/25	1308	PC BUDGET & FINANCE DEPT	\$180.00
3/13/25	1310	PERFORMANCE SYSTEMS INTEGRATION LLC	\$4,175.29
3/13/25	1316	QUADIENT	\$250.00
3/13/25	1317	QUINN ERIC T	\$775.00
3/13/25	1320	SEATTLE TIMES	\$14,257.53
3/13/25	1323	SNURE SEMINARS	\$380.00
3/13/25	1318	RESPONSE TRAINING GROUP	\$9,565.00
3/13/25	1319	SASQUATCH CAR WASH	\$426.94
3/13/25	1324	STABENFELDT KEVIN	\$211.06
3/13/25	1328	THELEN ANTHONY	\$126.49
3/13/25	1329	TREASURY MANAGEMENT SVCS - US BANK	\$78.38
3/13/25	1330	ULINE, INC.	\$3,760.62
3/13/25	1338	WCIF-Life/Dental/EAP	\$25,272.60
3/13/25	1325	STRYKER SALES CORP.	\$2,178.35
3/13/25	1326	SYSTEMS DESIGN WEST LLC	\$26,279.33
3/13/25	1327	TACOMA BOAT, INC.	\$2,534.26
3/13/25	1335	VIRTUOUS CLEAN NW, LLC	\$2,000.00
3/13/25	1336	WA STATE DEPT OF HEALTH	\$260.00
3/13/25	1334	VALVOLINE LLC	\$105.15
3/13/25	1337	WASHINGTON AUDIOLOGY SERVICES INC	\$48.00
3/13/25	1339	WSCFF-Medical Expense Reimbursement Plan	\$17,100.00
Payment Count: 108			Total Amount: <u>\$1,867,224.47</u>

Payment Count: 108
Payment Total: \$1,867,224.47

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 _____

March 2025	
General Fund	
Total AP	\$ 448,009.19
AP Vouchers	
Voucher # 250301001	
special voucher March 11 - Acme RCL	\$ 26,360.90
lease deposit Peak 410	
Vouchers # 250303001 - 250303082	\$ 421,648.29
Total Payroll	\$ 3,604,056.97
Payroll Vouchers	
Vouchers # 250302001 - 250302011	\$ 492,949.95
Electronic Payroll	\$ 3,111,107.02
Total Expenditures (AP + Payroll)	\$ 4,052,066.16
Total SBK Expenditures (111 - 999)	\$ 4,010,893.94
Difference	\$ 41,172.22
vendor refunds & reimbursements	\$ 1,499.81
restorals of cash to offset re-issues of void warrants	\$ 39,672.41
cash must be restored or expenditures would be duplicated	
with original payment and new, re-issued payment	
Capital Fund 302	
Total AP	
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Vouchers # 250304001 - 250304015	\$ 952,626.23

EAST PIERCE FIRE & RESCUE

RESOLUTION #1080

(A resolution to cancel five warrants)

WHEREAS, East Pierce Fire & Rescue incurred expenses in the total amount of \$385,319.50 for personnel and services; and

WHEREAS, warrant #1780344 issued on January 21, 2025 in the amount of \$358,390.08 payable to DRS/LEOFF for retirement contributions. This check was created in error as the DRS contribution is by EFT check was cancelled and never cashed; and

WHEREAS, warrant #1780345 issued on January 16, 2025 in the amount of \$4,357.01 payable to Ednetics for a Viewsonic mount. Check is considered lost and never cashed; and

WHEREAS, warrant #1783920 issued on February 12, 2025 in the amount of \$5,000.00 payable to Crash Course Village for Assessments. Check is considered lost and never cashed; and

WHEREAS, warrant #1780350 issued on January 16, 2025 in the amount of \$17,572.41 payable to EMS Technology Solutions for a EMS Supplies. Check is considered lost and never cashed; and

WHEREAS, warrant #1784002 issued on February 13, 2025 in the amount of \$17,100.00 payable to WSCFF-Medical Expense Reimbursement Plan for HRA account contributions. Check was returned to vendor due to NSF by Key Bank, Pierce County's Bank Account due to a widespread issue with Key Bank. Check is being returned to District and a new check will be re-issued; 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 #1780344, 1780345, 1783920, 1780350 and 1784002 and transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn.

ADOPTED at a regular meeting of the Board of Commissioners on March 18, 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

DRAFT



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

Station 111

- Moved into the station.
- Certificate of occupancy issued and complete.
- Minor punch list items and troubleshooting is underway.
- Public meeting room will be completed by the end of March.
- Public plaza completion in April.

Station 114

- Substantial completion at the end of March.
- Interior cleaning and final appliance and furnishings install underway.

Station 117

- Substantial completion at the end of April.
- Interior finishes underway.
- Final grading and Landscaping underway.

Station 112

- Final site construction permit due out from the county any day.
- Ground break set for March 28th.

March 2025 Station progress photos

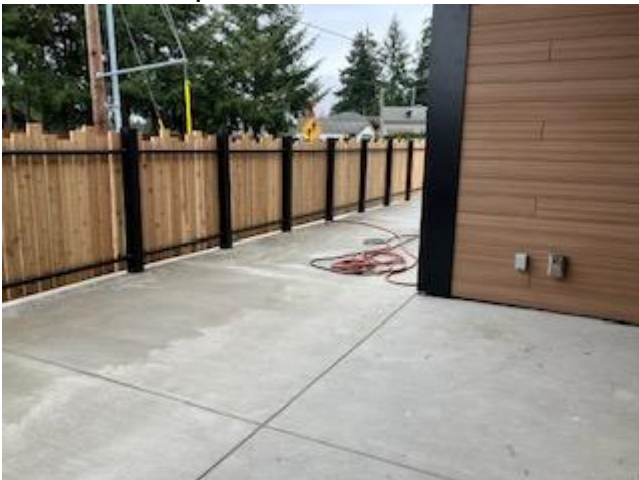
Station 111



Station 114



Substantial completion at the end of March.



Station 117

Substantial completion at the end of April



Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,631,244	36,161
Station 111	21,186,196	24,475,591	1,110,205
Station 114	10,856,061	10,444,468	1,025,471
Station 117	10,096,203	9,458,057	2,068,945
Station 112	13,663,312	1,623,448	8,227,840
Station 124	0	1,380,922	0
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,451,053	140,748
Misc (LP45)	0	1,387,689	83,216
Total	77,419,213	68,259,202	12,692,586

Bond Total	80,000,000
Interest YTD	6,132,541
Interest Forecasted	930,000
Expenditures to Date	(68,259,202)
Forecasted Expenditures	(12,692,586)
End Fund Balance	6,110,752

**** 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 – March 2025**

Station 111 Status and Grand Opening

We have all moved in and are wrapping up the process of vacating the old Station 111. I expect we will be able to have our Board meetings in person starting in April. We are scheduling the grand opening for May 17th from 10 AM to 1 PM.....more information to come.

Communications Manager

I am pleased to welcome Samantha (Sam) McRoberts as our new Communications Manager. Sam will be starting with EPFR on April 7th. She brings a wealth of experience to the role, having most recently worked as a Social Media Producer for FX Networks. In addition to her role there, she has held various positions, including Creative Director, Digital Content Creator, and Production Coordinator. Samantha earned her Bachelor's degree from Loyola Marymount University and has a strong background in both communication and creative strategy.

Warehouse Lease and Station 124 Update

The lease for the warehouse space at Peak 410 has been fully executed, and the tenant improvement work is set to start May 1st and is expected to last 6 weeks. This timeline may slide based on the permitting process and construction timelines, but we expect to be in the facility this summer.

We estimated the maximum cost of tenant improvement to be \$50,000. The finalized cost has come in at \$42,733.99.

Bell Ringing Ceremony

A bell-ringing ceremony is being held for our most recent recruit class on Friday, March 21st, at 3 PM at Station 118.

April Board Workshop Topics

A reminder that April our 2-hour Board workshop is scheduled for April 15th (prior to the regular meeting). This is intended to allow the board time to discuss upcoming goals during this strategic planning cycle. If you have any topics you would like to place on the agenda, please let Chair Napier know in advance.

The current agenda items include:

- 2024 Response Stat/Metric Review
- Strategic Plan status
- 5-financial forecast review w/ levy plan
- Hiring forecast

Committee Reminders

Planning Committee: Friday, April 11th at 10 AM

Other activities in the past month

- Sumner Rotary - Presenter
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- Milton Public Safety
- PC Fire Chiefs & Executive Board
- SS911 PSCOC
- FME Chamber of Commerce
- Chamber Collective (Bonney Lake)
- NW Leadership Seminar



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

Logistics

- Work has started on the exterior of Station 113 (siding, paint, gutters).
- Completed hydrotesting all our SCBA cylinders.
- Initiated annual service on our engines. We are halfway complete as of the end of February. This is the first time that annual service has been completed in house which has resulted in much quicker turnaround times.
- Signed the lease for a new logistics center.
- Signed the contract with RFM for training center site plan.
- Signed the contract with RFM to initiate the work for Station 124 (preliminary work such as permitting, due diligence, etc.).

Health and Safety

- The division completed/provided the following services:
 - (12) Pub Ed classes/events
 - (125) fire/life-safety inspections
 - (5) re-inspections
 - (175) pre-fire plans
 - (4) plan reviews (Milton)
 - (2) fire investigations
- Division members were invited to observe various school district evacuation drills.
- Welcomed Lance Schinkal as our new Crisis Intervention Coordinator.
- Assisted with JROTC first aid and CPR classes.
- Coordinated the 2024 Annual Report and spring newsletter.
- Coordinated Life Scan wellness exams which will be offered March 17-April 4.

Other activities in the past month

- DC Gilbert and I engaged in exploratory conversations with Public Safety Towers to address the lack of radio and cellular connectivity in our response area (Fairfax, Mt. Rainier, etc.).
- Awards Committee meeting
- Communication Manager assessment center
- Battalion Chief assessment center
- Provided post academy leadership training for new recruits.
- Finance Committee meeting
- ILAC Committee meeting



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

Operations

- Completed the transition of responding crews to the new Station 111.
- Met with Public Safety Towers to explore additional communication infrastructure past Fairfax bridge.
- Completed B/C assessment center.
- Completed the final 1st quarter leadership training with A-Shift.

EMS

- Completed 1st Quarter CQI Committee meeting
- Submitted State EMS licenses for new vehicles, new station 111, & Narcotic Control System & location change.
- EMS division logistic transition to new station 111
- Completed Period 1 Evaluation and check off for two probationary FF/PM Jack Coburn & Kara Tennison. (Now able to work Solo as medic).
- B/C Dyson Completed American Heart Pediatric Life Support Regional Faculty Certification. (This certification allows Brad to coordinate and deliver PALS instructor training to EPFR instructors) in preparation for next quarters Mandatory EMS training.
- Two Paramedics graduated TFD paramedic program. Al Aracri and Grayson Burrus.

Training

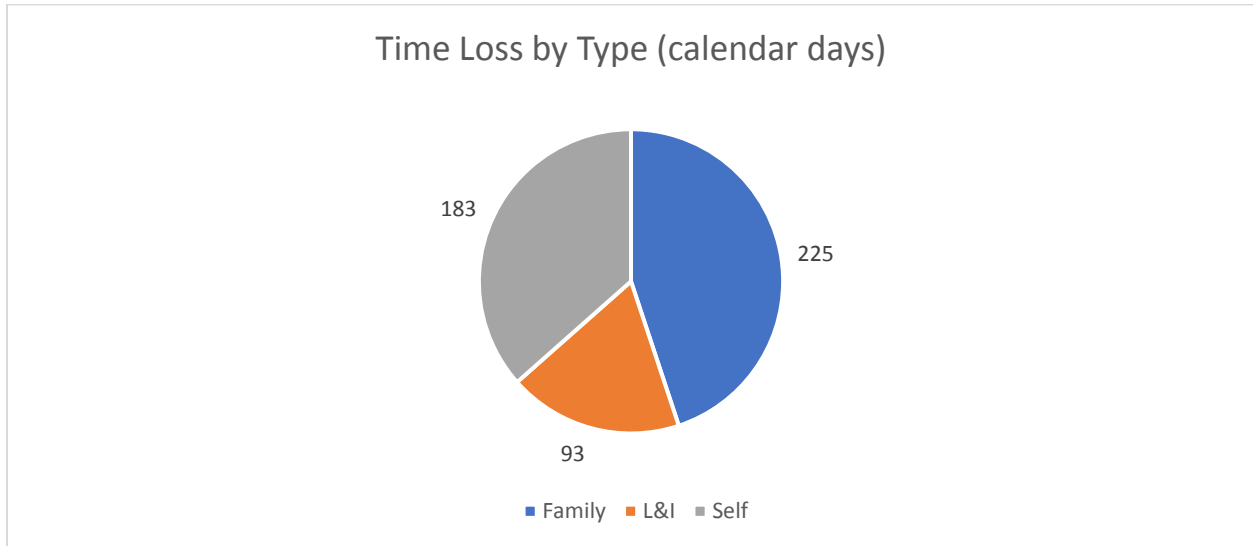
- Recruit Class RK24 graduated the academy and is currently in post academy. EPFR Badge pinning and station assignment March 21.
- Recruit Class RK25 I sin the fire p[portion of the academy quickly approaching midterms.

Other activities in the past month

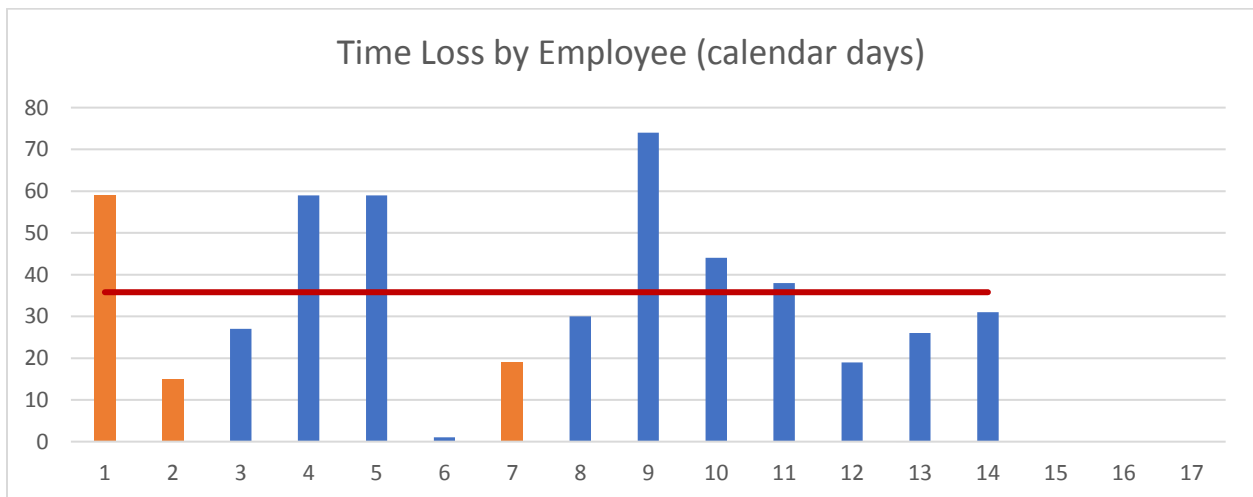
- Pierce County Fire Ops meeting.
- JROTC Advisory Committee
- Infrastructure meeting with Public Safety Towers
- Leadership Meetings with A shift
- Northwest Leadership Conference
- Milton Public Safety Meeting

Injury – Medical Leave Report – February 2025

- As of February, a total of 14 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
 - The average time loss of these employees is estimated at 35.79 calendar days



- 3 L&I claims for time-loss injuries have occurred in January (seen below in orange).





EAST PIERCE FIRE & RESCUE

AGENDA

Finance Committee Meeting Friday, March 10, 2025 1300 hours

Attendees: Parkinson, Stabenfeldt, Westland, Napier (Chair – Virtual), Garling, McElligott

Guests: None

1. New Ladder Truck Purchase/Order

The committee reviewed the current unit mileage and the current planned replacement schedule for Ladder 113 (purchased in 2020). The overarching goal is to get 20 years of life out of this unit (and future ladder trucks). Our shop recommends a 10-year front line/ 10-year reserve status life cycle to accomplish this. This means we will need to place a new unit in service in 2030, which is two years earlier than forecasted in the equipment reserve plan. The current lead time on ladder trucks is 5 years, which means the order for the new ladder truck must be placed in 2025 to ensure a 2030 deployment.

2. Reserve Ladder Truck Purchase

Insurance has determined that the repairs to the reserve ladder truck from the accident in late 2024 totaled \$90,000. The district has received this money but does not recommend moving forward with repairs. We need to have a reliable reserve unit that will last 5 years (until 2030), and there is very low confidence our current reserve ladder can last that long. Staff believes they have located an alternate unit that can be purchased and lightly refurbished for this same price. It is believed this approach will provide a reliable reserve unit for the next 5 years.

3. Funding of New Ladder

Staff recommends that the new ladder purchase (if authorized) be paid for with bond funds. The rationale is that to accomplish the requirement to have the bond funds 85% spent in 3 years (August 2025), the district will need to spend additional funds beyond what is currently planned for in new station construction. The current price of a new ladder truck is \$2,884,830 (with tax), which is paid on delivery. If we prepay for the unit now, the cost is reduced to \$2,524,265 (with tax). Per legal counsel, this is allowable (100% prepay) so long as a performance bond is issued to cover the entire vehicle cost. This approach will ensure we reach the 85% goal by mid-2025.

Meeting Adjourned @ 1330 hrs.



Board Meeting Agenda Item Summary

Meeting Date:	March 18, 2025
Title:	Reserve Ladder Truck Purchase

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve (Finance)
Recommended Action/Motion:	<i>Move to authorize the Fire Chief to purchase a reserve ladder truck and complete any needed repairs, with a total expenditure not to exceed \$90,108, including sales tax.</i>
Presenter:	Parkinson
Attachments:	None

Summary:
<p>As noted in the finance committee notes:</p> <p>Insurance has determined that the repairs to the reserve ladder truck from the accident in late 2024 totaled \$90,108. The district has received this money but does not recommend moving forward with repairs. We need to have a reliable reserve unit that will last at least 5 years (until 2030), and there is very low confidence our current reserve ladder can last that long once repaired. Staff believes they have located an alternate unit that can be purchased and lightly refurbished for this same price. It is believed this approach will provide a reliable reserve unit for the next 5 years.</p>

Fiscal Impact:	\$90,108 offset by the payment received from insurance
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Board Meeting Agenda Item Summary

Meeting Date:	March 18, 2025
Title:	New Ladder Truck Purchase

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve (Finance)
Recommended Action/Motion:	<i>Move to authorize the Fire Chief to purchase a Pierce Ladder Truck for \$2,524,265, including sales tax. The unit is to be 100% prepaid with monies from the bond fund.</i>
Presenter:	Parkinson
Attachments:	None

Summary:
<p>As noted in the finance committee minutes:</p> <p>The current planned replacement schedule for Ladder 113 (purchased in 2020) is 2032. Our overarching goal is to get 20 years of life out of this unit (and future ladder trucks). Given the current trend in mileage and maintenance, our shop recommends a 10-year front line/ 10-year reserve status life cycle to accomplish this. This means we will need to place a new unit in service in 2030, which is two years earlier than forecasted in the equipment reserve plan. The current lead time on ladder trucks is 5 years, which means the order for the new ladder truck must be placed in 2025 to ensure a 2030 deployment. Delaying the purchase of a new ladder truck will likely have two impacts: the increased purchase price of the new unit and the shortened reserve life of the current unit.</p> <p>Staff also recommends that the new ladder purchase (if authorized) be paid for with bond funds. The rationale is that to accomplish the requirement to have the bond funds 85% spent in 3 years (August 2025), the district will need to spend additional funds beyond what is currently planned for in new station construction. The current price of a new ladder truck is \$2,884,830 (with tax), which is paid on delivery. If we prepay for the unit now, the cost is reduced to \$2,524,265 (with tax). Per legal counsel, this is allowable (100% prepay) so long as a performance bond is issued to cover the entire vehicle cost. This approach will ensure we reach the 85% goal by mid-2025.</p> <p>Alternatively, this purchase can be made from the Equipment Replacement Reserve, and the 100% prepay can be changed to a 50% prepay or a chassis prepay, resulting in smaller discounts.</p>

Fiscal Impact:	\$2,524,265 with 100% prepay from the bond
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Board Meeting Agenda Item Summary

Meeting Date:	March 18, 2025
Title:	Reserve Ladder Truck Surplus

Recommendation from Staff:	Approve
Recommendation from Committee:	None
Recommended Action/Motion:	<i>I move to approve Resolution 1081 to authorize the surplus of one 1999 Spartan LTI Aerial Ladder Truck - Asset #221 and to dispose of, donate, or sell at the discretion of the Fire Chief.</i>
Presenter:	Parkinson
Attachments:	None

Summary:
<p>Asset 221 Vin#(457AW4298XC029453) LIC # (79486C).</p> <p>Asset #221 previously served as the district's lone reserve aerial ladder truck until it was involved in a motor vehicle incident in October 2024. Prior to the incident, this apparatus was already nearing the end of its useful life as a dependable emergency response vehicle.</p> <p>Over the past several years, the cost to maintain this apparatus in a safe and reliable condition has averaged \$30,000 per year. Additionally, the manufacturer is no longer in business, making it increasingly difficult to procure replacement parts and access necessary wiring diagrams and plumbing schematics. Given these challenges, Asset #221 is no longer a viable emergency response vehicle.</p> <p>Staff is recommending disposing of, selling, or donating this apparatus at the discretion of the Fire Chief.</p>

Fiscal Impact:	None
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EAST PIERCE FIRE AND RESCUE

RESOLUTION NO. 1081

A Resolution to Surplus One 1999 Spartan LTI Aerial Ladder Truck

WHEREAS, a 1999 Spartan LTI Aerial Ladder Truck (VIN 457AW4298XC029453) Asset 221 owned by East Pierce Fire & Rescue has been in service at Station 113 as a 2nd tier reserve. This aerial ladder truck has exceeded its serviceable life and is no longer needed by the District; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that one 1999 Spartan LTI Aerial Ladder Truck is hereby declared surplus to the needs of the District and will be disposed of, donated, or sold at the discretion of the Fire Chief.

ADOPTED at a regular meeting of the Board of Commissioners of East Pierce Fire and Rescue on March 18, 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Randy Kroum

Commissioner Kevin Garling

Commissioner Ed Egan

Commissioner Justin Evans

Commissioner Cynthia Wernet

ATTEST:

District Secretary Corina Byerley

Spring SERIES



Seminars

April 5

Suquamish: AM - Fire Chief Performance | PM - What is CARES?

Suquamish, Clearwater Resort

8 am Coffee & Registration 9 am Morning Session 12 pm Lunch 1 pm Afternoon Session

How To Evaluate Fire Chief Performance and Improve Interagency Relationships

Morning Session

Attorney Eric Quinn will provide an informative three-hour seminar on the process of successfully evaluating your fire chief and in turn providing the tools for your chief to be more effective in managing the day to day operations of the fire district or regional fire authorities. Eric will also review executive sessions and how to use them legally. Come prepared with your questions as there will be an opportunity to discuss the role of commissioners and fire chiefs in governance and operations.

What is CARES? The Blueprint to Successful, Multi-district Coordination with Healthcare

Afternoon Session

The Afternoon session will feature an informative panel presentation led by Poulsbo Fire Chief Jim Gillard on the creation and rise of the successful Kitsap County CARES mobile integrated healthcare program. They will highlight the positive partnerships with hospitals and health care providers and nurture a conversation on the CARES/MIHP program.



Eric Quinn

Eric Quinn is an attorney with the law firm of Eric T. Quinn, P.S., also known as the Firehouse Lawyers. He represents public agencies, almost exclusively, and represents a variety of fire districts and regional fire authorities, which the predecessor law firm of Quinn and Quinn, P.S. has represented for over fifty years by combination of experience. Mr. Quinn has presented to the Washington State Risk Management Group, the Washington Fire Commissioners Association, and the Washington State Fire Chiefs Administrative Section, on a multitude of subjects impacting municipal corporations across the State of Washington. In addition to the general services he provides with Eric T. Quinn, P.S.—see www.firehouselawyer.com.



Jim Gillard



Suquamish Clearwater Resort

June 7

Chelan: Lead Like No One is Watching

Chelan - Campbell's Resort

8 am Coffee & Registration 8 am Health Care Info9 am Class Start 12 pm Lunch 4 pm Class Ends

Nationally recognized speaker Laura Boyd will provide an interactive seminar on topics such as influence, collaboration, communication and of course trust. Laura will focus on the five C's in Leadership: connection, curiosity, clarity, coaching, and commitment.

This will be accomplished through interactive activities and cross regional connections. Don't miss out on this amazing speaker and leadership expert as she provides a message, we as elected officials and individuals can take back home to our respective districts.



Laura Boyd has over 30 years of experience working with organizations to help them develop sustainable growth as organizations and the people within. She has been a leader on executive teams for large companies, emerging companies, and non-profits, as well as a business owner. She believes Leadership is the ultimate Delta for change, strategy, and growth in an organization. She is now taking her years of experience helping businesses become high-performance organizations.

LAURA BOYD

Campbell's Resort

