



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
May 20, 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/88403338721>

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 April 15th Special Meeting Pages 3-4
- b) Approve Minutes of the April 15th Regular Meeting Pages 5-7
- c) Approve Minutes of the May 6th Special Meeting Page 8
- d) Treasurer’s Report..... Pages 9-10
- e) Approve Finances..... Pages 11-23
- f) Financial Waiver
 - i) Transport Account 133103544 in the amount of \$552.65 Page 24

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 25-28

8. CHIEF’S REPORT

- a) Monthly Chiefs Report..... Page 29
- b) Deputy Chiefs Reports Pages 30-31

c) Monthly Injury Report..... Page 32

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – Notes from 5/16 Meeting - Wernet..... None
- b) Finance Committee –..... None
- c) HR Committee – Notes from 5/15 Meeting - Egan..... Page 33

10. RESOLUTIONS:

- a) Resolution 1086 – Cancellation of Warrants - Hollon Pages 34-36
- b) Resolution 1087 – Sole Source (USDD) - Hollon..... Pages 37-42
- c) Resolution 1088 – Transfer of Funds (General to Capital) - Hollon..... Pages 43-44

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

- a) Warehouse Upfit – Parkinson..... Page 45
- b) Fire Chief Evaluation – Parkinson Page 46

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
- b) Pierce County Fire Commissioners Mtg (May 22nd at Station 111)..... None

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

15. COMMISSIONER ACTION/DISCUSSION:

- a) Commissioner Evans daily rate for training attended on May 8-9

16. ADJOURN

2025 EVENTS:

- May 22nd PC Commissioner Meeting (**EPFR Station 111** 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 25thPC 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 SPECIAL MEETING OF THE
BOARD OF FIRE COMMISSIONERS OF
EAST PIERCE FIRE & RESCUE**

April 15, 2025

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue held on April 15, 2025, in-person at Headquarters (8601 Main St E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 5:00 p.m. Present by roll call were Commissioners Cynthia Wernet, Pat McElligott, Kevin Garling, Edward Egan, Randy Kroum, Justin Evans, Fire Chief Parkinson, Deputy Chief Stabenfeldt, Deputy Chief Gilbert, and District Secretary Corina Byerley.

Audience: Finance Manager Michelle Hollon, Assistant Chief Will Poe, Assistant Chief Jeff Moore, Assistant Chief Bill Sandlian, and Assistant Chief Mike Westland.

The purpose of the special meeting was to discuss the 2024 review, financial forecast and levy timeline, staffing forecast, strategic plan update, 2024 injury-leave summary, and legislative update.

Chief Parkinson introduced Command Staff to the Board with a brief description of areas of responsibilities.

2024 Stat and Metric Review: Deputy Chief Gilbert gave an overview of response volume and trends in 2024. Standard of Cover data was skewed in 2024 due to contracted program access that terminated prior to the end of the year. New data analyst at SS911 will improve data for 2025 to create more reliable reports.

Financial Forecast & Levy Timeline: Chief Parkinson gave a presentation regarding the financial outlook of the District including five-year forecasting of revenue and expenses. Variables to revenue projections include assessed valuation, Washington legislative changes, and changes in GEMT reimbursement. Variables to projected expenses include changes to the Collective Bargaining Agreement post 2027, fluctuations in the CPI affecting COLA (minor impact due to fixed COLA's), and new positions. Phase 2 facilities expense forecast was reviewed. Discussed timeline for levy lid lifts/renewals, the retirement forecast, and projected budget requests. Information only, no action taken.

Strategic Plan: Deputy Chief Stabenfeldt provided information on the Strategic Plan update for 2025. Discussion included first quarter progress and goals for remainder of the year. The District has Board representation at South Sound 911 and Pierce County Fire Chiefs Association to influence local standards and voice the needs of the District. Information only, no action taken.

Break: At 6:25 p.m. a five-minute break was taken.

2024 Injury-Leave Summary: Chief Parkinson gave a presentation recapping time loss trends due to employee injuries and family leave. Time loss decreased significantly in 2024. The L&I Firefighter Injury & Illness Reduction (FIIRE) program has aided in a 10% reduction in L&I rates and provides access grants for injury reduction. Information only, no action taken.

Legislative Update: Chief Parkinson gave a presentation discussing legislation regarding property taxes, WSRB, theft, and LEOFF retirement plan highlight the effects of each on the District. Information only, no action taken.

There being no further business to come before the Board. Commission McElligott moved to adjourn the meeting. The motion was seconded by Commissioner Garling. Meeting adjourned at 6:50 p.m.

Chair Jon Napier

Corina Byerley, District Secretary

DRAFT

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

April 15, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on April 15, 2025, in-person at Headquarters (8601 Main St E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Justin Evans, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Assistant Chief Sandlian, Assistant Chief Moore, Assistant Chief Poe, Assistant Chief Westland, Project Manager Phil Herrera, Patience Taylor, Bryan Peterson, and Ron Scholz.

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Corina Byerley requested to amend the agenda as follows:
Agenda Item 4 (Consent Agenda) add Payroll vouchers 250403001 - 250403014 in the amount of \$1,000,541.11 and electronic payroll in the amount of \$4,002,594.47; Agenda Item 9a (Commissioner Conference/Committee Reports) add notes from 4/11/25 Planning Committee Meeting; and Agenda Item 10b (Resolutions) add Resolution 1085 declaring a Public Records Index as unduly burdensome. Commissioner McElligott moved to approve the agenda as amended. The motion was seconded by Commissioner Garling and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the March 18th Regular meeting; treasurer's report; current expense vouchers 250401001 - 250401085 in the amount of \$892,991.89; payroll vouchers 250403001 - 250403014 in the amount of \$1,000,541.11 and electronic payroll in the amount of \$4,002,594.47; Capital expense vouchers 250402001 - 250402026 in the amount of \$3,926,319.21; post-meeting special voucher 250301001 in the amount of \$26,360.90; Resolution 1082 the transfer of funds for Project Manager Expenses in the amount of \$165,812; and Resolution 1083 1st Quarter 2025 EMS Write-Offs in the amount of \$197,549.17). Motion seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:

Ron Scholz (1621 Robinson Road, Sumner) commented on a medical incident that occurred in his home recently complimenting how the crew performed.

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 nearly complete.

The public plaza will be completed in April.

Station 112: Still awaiting final site permit. The county had a fourth review that has been addressed and resubmitted.

Station 114: Final occupancy inspections underway. Site and Building permits. Interior cleaning and final appliance and furnishings install. Turning over to fire department at the end of April. Station expected to be open in mid-June.

Station 117: Substantial completion is expected at the end of May. Interior finishes underway. Final landscaping is underway. Station expected to be open at the end of June.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: A reminder of the Station 111 Grand Opening on May 17th 10-1; WSRB grading reports received, the rating for Sumner improved from a 4 to a 3; Chief will schedule a meeting with the HR committee for his annual review; Chief will be out of office April 18-25; and provided a staffing update informing the Board that the District is down four spots and lateral firefighter interviews are scheduled.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Thanks to AC Westland and FF Lynch for getting work completed at Station 113; Admin. Assistant Yvonne Hahn and Logistics Aide Tim Balding both received awards; Health and Safety-Life Scan and Galleri testing complete, thank you to AC Sandlian and Admin Assistant Blake Holt for coordinating; Awards Ceremony-Thank you to District Secretary Corina Byerley and the Awards Committee. Deputy Chief Gilbert reported: Recruit class passed the midpoint and will be on the line in June; new dispatch point has been a heavy lift and recognized South Sound 911 for their efforts; and noted the EMS Division has been working hard to transition EMS equipment to the new headquarters.

Q1 Strategic Plan Update: Included in agenda packet. Update given at Special Meeting.

Q1 Standard of Cover Update: Included in agenda packet. Update given at Special Meeting.

Q1 Financial Update: Included in agenda packet. Electronic payroll has been implemented.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee: Commissioner Wernet gave a brief overview of 4/11 Planning Committee meeting notes provided in agenda change packet.

RESOLUTIONS:

Resolution 1084 – Surplus IT and EMS Equipment: Chief Parkinson presented to the Board Resolution 1084 requesting the surplus of miscellaneous IT and EMS equipment. The items listed in Exhibits A and B have been replaced, damaged beyond cost of effective repair, or deemed past its useful life. Commissioner Evans moved to approve Resolution 1084, the surplus of miscellaneous information systems and EMS equipment and to dispose of, donate, sell, or recycle at the discretion of the Fire Chief. The motion was seconded by Commissioner Kroum and carried.

Resolution 1085 – Declaring a Public Records Index as Unduly Burdensome: Chief Parkinson presented to the Board Resolution 1085 requesting to declare a public records index as unduly burdensome due to the volume of records, the need to constantly maintain and update the index, and lack of a central repository for public records. Commissioner McElligott moved to approve Resolution 1085,

declaring the maintenance of a Public Records Index unduly burdensome. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:

Station 113 Project Acceptance: Chief Parkinson presented to the Board a request to accept the completion of the exterior work project for Station 113. The exterior work (siding, gutters and paint) was awarded to K-built Construction on January 9, 2025. The original quote was for \$151,482.85. The final project cost was \$178,141.72. This includes a \$24,346.00 change order and subsequent increase in tax due to dry rot that was found once the siding was removed. The dry rot has been repaired and the project is complete. Commissioner Evans moved to accept the completion of the exterior work at station 113 by K-Built Construction. The motion was seconded by Commissioner Egan and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

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 noting Commissioners Napier, Garling, and McElligott have been registered.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION:

Saturday Seminar on RFAs: Commissioners McElligott attended a seminar at South Sound 911 regarding regional fire authorities. Commissioner McElligott found the seminar very informative as to the financial differences between mergers/acquisitions and regional fire authorities.

Tehaleh Easter Egg Hunt: Commissioner Kroum recognized Local 3520 and the District for their participation in the Tehaleh Easter Egg Hunt.

Fairfax Bridge Closure: Commissioner Evans inquired about how response may be affected by the permanent closure of the Fairfax Bridge. Deputy Chief Gilbert gave an overview of response plans utilizing fire access roads.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 7:42 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan

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

May 6, 2025

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue held on May 6, 2025, via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Jon Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Pat McElligott, Kevin Garling, Edward Egan, Randy Kroum, Justin Evans, Fire Chief Parkinson, Deputy Chief Stabenfeldt, Deputy Chief Gilbert, and District Secretary Corina Byerley.

Commissioners Excused: Cynthia Wernet

Audience: Assistant Chief Mike Westland.

The purpose of the special meeting was to discuss the purchase of property for Station 124.

Property for Station 124: Chief Parkinson presented to the Board a request for the authority to execute the purchase of property for the new Station 124. As previously discussed with and authorized by the Board of Fire Commissioners, a mutually acceptable understanding was reached for the purchase of the property adjacent to the future Station 124 site. The purchase price is \$610,000 with an option to rent back to seller for up to 12 months (6 months rent free/6 months at market rate) and the District is to pay closing costs and agent commissions. Commissioner Evans moved to authorize the Fire Chief to sign the purchase and sale agreement for the property located at 1603 11th Ave in Milton, WA, and complete and sign all necessary documentation required for the purchase. This purchase is to be paid for with bond funds. The motion was seconded by Commissioner Kroum and carried.

There being no further business to come before the Board. Commission Evans moved to adjourn the meeting. The motion was seconded by Commissioner Garling. Meeting adjourned at 7:06 p.m.

Chair Jon Napier

Corina Byerley, District Secretary



EAST PIERCE FIRE & RESCUE

April 2025

for May 20, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
8 Months Remaining =				66.67%

General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	22,736,204	25,583,173	56,280,791	30,697,618	54.5%
Property Tax - Prior Year/Delinquent	50,338	233,982	-	(233,982)	0.0%
Other Taxes	-	350	18,500	18,150	98.1%
Regular EMS Transport	300,645	1,152,530	2,900,000	1,747,470	60.3%
GEMT Transport	9,350	1,325,989	3,200,000	1,874,011	58.6%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	4,802	307,265	238,122	(69,143)	-29.0%
Tehaleh Mitigation	-	26,250	100,000	73,750	73.8%
Transfers in from Reserves/Capital	165,812	165,812	7,177,860	7,012,048	97.7%
Other Revenue	430,237	885,374	2,085,657	1,200,283	57.5%
Total Operating Revenues	23,697,389	29,680,725	72,400,930	42,720,205	59.0%

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

Operating Expenses	Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)	310,179	1,091,738	3,840,463	2,748,725	71.6%
Operations (Fire, Training, Volunteers)	3,323,916	13,034,936	38,142,500	25,107,564	65.8%
EMS	263,415	1,040,385	3,426,677	2,386,292	69.6%
Prevention (Fire Prevention, Pub Ed)	119,673	497,512	1,529,621	1,032,109	67.5%
Logistics (Logistics, Emerg. Mgmt, IT)	464,471	1,851,385	5,885,625	4,034,240	68.5%
Capital (Project Manager)	70,370	236,182	461,952	225,770	48.9%
Reserve Purchases (Equipmt., EMS, Facility)	267,437	540,323	6,715,908	6,175,585	92.0%
Transfers Out	-	-	1,827,412	1,827,412	100.0%
Total Operating Expenses	4,819,461	18,292,460	61,830,158	43,537,698	70.4%
Payroll Clearing Accruals	81,681	54,142			
Operating Expenses Net of Accruals	4,901,142	18,346,602	61,830,158		
Ending Net Cash & Investments			\$ 24,054,790		

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				15,621,236
Facilities Reserve				2,512,202
Capital Facilities Phase 2				20,164,599
Sale of Tax Title Property	-			
Investment Interest				
Current Month Total	139,100		-	
Year to Date Total	\$ 551,985			\$ 38,298,037



EAST PIERCE FIRE & RESCUE

April 2025

for May 20, 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		51,568	243,610	-	(243,610)	0.0%
Total Revenues		51,568	243,610	-	(243,610)	
Expenses						
Capital Purchases		2,524,265	2,582,274	-	-	0.0%
Capital Purchases-Station 111		493,813	1,796,090	-	-	0.0%
Capital Purchases-Station 112		10,005	57,332	-	-	0.0%
Capital Purchases-Station 114		113,876	736,753	-	-	0.0%
Capital Purchases-Station 117		726,298	1,895,713	-	-	0.0%
Capital Purchases-Station 118		53	465	-	-	0.0%
Transfer Out - GF - Cap Fac Mgr		165,812	165,812	461,952	296,140	0.0%
Total Expenses		4,034,122	7,234,439	461,952	-	0.0%
Ending Net Cash and Investments				\$ 12,376,125		
** 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
5/15/25	2061	BARNHART MD PS STEPHEN W	\$5,375.00
5/15/25	2067	CINTAS CORPORATION # 461	\$13,847.27
5/15/25	2069	CITY OF PUYALLUP	\$28,665.00
5/15/25	2073	CRYSTAL SPRINGS	\$1,134.16
5/15/25	2075	CUTTERS SUPPLY, INC.	\$186.19
5/15/25	2078	EMS SURVEY TEAM	\$2,973.60
5/15/25	2063	BRAUN NORTHWEST, INC	\$472.21
5/15/25	2071	CRAWFORD RILEY	\$241.99
5/15/25	2072	CREW BOSS	\$4,663.88
5/15/25	2074	CUMMINS NORTHWEST	\$521.04
5/15/25	2059	ADVANCE TRAVEL FUND	\$4,446.04
5/15/25	2060	AMAZING LANDSCAPE SERVICES	\$5,902.18
5/15/25	2062	BIG MOUNTAIN ELECTRIC, INC.	\$1,189.10
5/15/25	2064	BUD CLARY FORD HYUNDAI	\$53,129.01
5/15/25	2065	CARDINAL HEALTH 112, LLC	\$4,385.67
5/15/25	2066	CENTURYLINK	\$172.52
5/15/25	2068	CITY OF BONNEY LAKE-LEASE PMT.	\$22,735.86
5/15/25	2070	CODE MECHANICAL INC.	\$96.28
5/15/25	2077	DIVE RESCUE INTERNATIONAL INC	\$2,026.72
5/15/25	2082	FREDS TOWING	\$1,089.00
5/15/25	2076	DAVIS DOOR SERVICE, INC	\$666.66
5/15/25	2080	ESO SOLUTIONS	\$4,634.05
5/15/25	2081	FIDELITY SOLUTIONS	\$1,004.24
5/15/25	2079	EMS TECHNOLOGY SOLUTIONS LLC	\$848.37
5/15/25	2084	FUGATE FORD	\$3,447.12
5/15/25	2086	GRAIL INC	\$31,801.00
5/15/25	2088	HERITAGE-CRYSTAL CLEAN LLC	\$615.33
5/15/25	2089	HUGHES FIRE EQUIPMENT, INC.	\$22,125.00
5/15/25	2083	FREIGHTLINER NORTHWEST	\$520.19
5/15/25	2085	GALLS, LLC	\$1,666.38
5/15/25	2087	HALEY TIMOTHY	\$104.00
5/15/25	2090	ISIMULATE LLC	\$27,150.53
5/15/25	2091	JAMES OIL CO. INC.	\$17,022.00
5/15/25	2092	KBUILT	\$3,085.16
5/15/25	2094	KNOX COMPANY	\$3,010.16
5/15/25	2095	KOVACS GABOR	\$1,750.00
5/15/25	2096	KUIPER CARL	\$1,528.00
5/15/25	2098	L N CURTIS & SONS	\$11,036.59

5/15/25	2093	KNOTTY TREE SERVICE	\$4,569.15
5/15/25	2100	LES SCHWAB TIRE CENTERS	\$13,128.82
5/15/25	2102	LINDE GAS & EQUIPMENT INC	\$1,669.94
5/15/25	2105	LOCALITY MEDIA INC	\$31,450.13
5/15/25	2106	LYNCH SCOT	\$140.87
5/15/25	2097	L & L PRINTING INC	\$135.42
5/15/25	2099	LARSEN SIGN CO	\$148.64
5/15/25	2101	LIFE ASSIST	\$26,978.36
5/15/25	2103	LION GROUP INC	\$1,227.35
5/15/25	2104	LIQUIDSPRING LLC	\$653.91
5/15/25	2109	MES SERVICE COMPANY LLC	\$673.28
5/15/25	2107	LYNN ERIC	\$702.70
5/15/25	2112	OREILLY	\$1,807.80
5/15/25	2115	PALENSKY JEFF	\$565.42
5/15/25	2119	POCKET NURSE	\$300.34
5/15/25	2120	PUGET SOUND ENERGY	\$4,779.18
5/15/25	2108	MARTIN CAJETAN	\$1,750.00
5/15/25	2111	ODP BUSINESS SOLUTIONS LLC	\$341.77
5/15/25	2116	PC BUDGET & FINANCE DEPT	\$1,725.00
5/15/25	2110	MIKES SHOP	\$408.45
5/15/25	2113	PACIFIC FITNESS PRODUCTS	\$116.07
5/15/25	2114	PACIFIC OFFICE AUTOMATION	\$925.73
5/15/25	2117	PERFORMANCE SYSTEMS INTEGRATION LLC	\$6,524.85
5/15/25	2118	PIERCE COUNTY SEWER	\$78.37
5/15/25	2128	SCHINKAL LANCE	\$311.17
5/15/25	2121	PUGET SOUND ENERGY	\$11,593.97
5/15/25	2124	RANDALL JOE	\$104.00
5/15/25	2131	SNIDER PETROLEUM	\$941.45
5/15/25	2132	STERRENBURG TROY	\$2,489.44
5/15/25	2122	QUADIENT	\$250.00
5/15/25	2123	QUINN ERIC T	\$1,400.00
5/15/25	2125	REHN AND ASSOCIATES	\$28.00
5/15/25	2126	RICE FERGUS MILLER ARCHITECTURE	\$13,276.51
5/15/25	2127	SASQUATCH CAR WASH	\$649.09
5/15/25	2129	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,208.65
5/15/25	2130	SEAWESTERN	\$5,268.93
5/15/25	2134	SYSTEMS DESIGN WEST LLC	\$13,637.76
5/15/25	2135	SYSTEMS FOR PUBLIC SAFETY, INC.	\$7,055.19
5/15/25	2143	VALVOLINE LLC	\$269.83
5/15/25	2146	WASHINGTON AUDIOLOGY SERVICES INC	\$72.00
5/15/25	2136	TELEFLEX LLC	\$865.60

5/15/25	2140	UNDERWATER SPORTS, INC	\$757.96
5/15/25	2144	VFIS	\$193.00
5/15/25	2133	STRYKER SALES LLC	\$1,450.66
5/15/25	2137	TOP FITNESS STORE	\$6,739.40
5/15/25	2138	TREASURY MANAGEMENT SVCS - US BANK	\$86.86
5/15/25	2139	TRUCKS NORTHWEST	\$26,908.00
5/15/25	2141	US BANK	\$84,763.42
5/15/25	2142	UW VALLEY MEDICAL CENTER	\$4,069.75
5/15/25	2145	VIRTUOUS CLEAN NW, LLC	\$3,000.00
5/15/25	2147	WCIF-Life/Dental/EAP	\$25,272.60
5/15/25	2149	AIR EXCHANGE, INC.	\$73,933.33
5/15/25	2150	DEPT OF LABOR & INDUSTRIES	\$41.20
5/15/25	2153	JODY MILLER CONSTRUCTION	\$167,472.66
5/15/25	2148	WEST COAST MECHANICAL SOLUTIONS	\$2,347.07
5/15/25	2155	MATERIALS TESTING & CONSULTING	\$2,726.50
5/15/25	2151	GEAR GRID	\$17,708.00
5/15/25	2152	HONEYWELL INTL	\$81.12
5/15/25	2154	JONES & ROBERTS CO.	\$248,366.02
5/15/25	2160	STEWART SIGNS	\$29,247.46
5/15/25	2161	TERRA ASSOCIATES, INC.	\$1,162.18
5/15/25	2162	ULINE, INC.	\$302.62
5/15/25	2163	UNITY ELECTRIC NW LLC	\$465.00
5/15/25	2164	WA STATE DEPT OF ECOLOGY	\$152.00
5/15/25	2156	PERFORMANCE SYSTEMS INTEGRATION LLC	\$1,397.31
5/15/25	2157	PERFORMANCE VALIDATION INC.	\$15,129.20
5/15/25	2158	PUGET SOUND ENERGY	\$438.28
5/15/25	2399	DIMARTINO ASSOCIATES (WSCFF)	\$20,232.41
5/15/25	2400	GET PROGRAM	\$317.00
5/15/25	2402	LEOFF HEALTH & WELFARE TRUST	\$452,176.26
5/15/25	2159	RICE FERGUS MILLER ARCHITECTURE	\$64,177.62
5/15/25	2398	AFLAC	\$283.35
5/15/25	2401	IAFF - FIREPAC	\$820.26
5/15/25	2406	WCIF-Met Life / ID Theft	\$69.75
5/15/25	2407	WSCFF - FASTPAC	\$622.50
5/15/25	2403	TACOMA-PIERCE CO CHAPLAINCY	\$831.50
5/15/25	2404	WCIF-Life/Dental/EAP	\$1,309.35
5/15/25	2405	WCIF-Met Life / Accident	\$82.14

Payment Count: 116

Total Amount: \$1,700,624.38

Payment Count: 116
Payment Total: \$1,700,624.38

CERTIFICATION

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

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

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX:
253-798-6699

EMAIL:
pcacctspayable@piercecountywa.gov

PC Finance Department Use Only

Authorization Recieved on _____

Batch Verified by _____



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
4/22/25	1949	FREIGHTLINER NORTHWEST	\$22,443.41
Payment Count: 1		Total Amount:	<u>\$22,443.41</u>

Payment Count: 1
Payment Total: \$22,443.41

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.

<u>Michelle Holton</u>	<u>4/22/25</u>	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
<u>di</u>	<u>4/28/25</u>	_____	_____
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

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Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

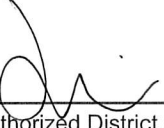

PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
5/1/25	1997	BRAUN NORTHWEST, INC	\$141,454.58
Payment Count: 1			Total Amount: <u>\$141,454.58</u>

Payment Count: 1
Payment Total: \$141,454.58

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	<u>5/5/25</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>5/5/2025</u> _____ 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 _____

ACCOUNTS PAYABLE

EAST PIERCE FIRE & RESCUE

Time: 07:12:06 Date: 05/01/2025
Page: 1


As Of: 05/01/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
62863	04/15/2025	05/01/2025	5275	BRAUN NORTHWEST, INC	2025 FORD F450 CHASSIS FOR UPCOMING REBUILD.
				141,454.58	(4424/4425-1)
				Report Total:	141,454.58

New Units

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

Fire Chief

 Date: 5/5/25

Auditing Officer/Finance Manager

 Date: 5/5/2025



Finance Department
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

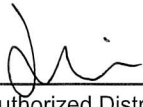

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
5/6/25	2024	ENVIROSAFE	\$17,068.49
Payment Count: 1			Total Amount: \$17,068.49

Payment Count: 1
Payment Total: \$17,068.49

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	<u>5/6/25</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>5/6/25</u> _____ 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 _____

ACCOUNTS PAYABLE

EAST PIERCE FIRE & RESCUE

Time: 08:39:12 Date: 05/06/2025
Page: 1

As Of: 05/06/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
63065	04/04/2025	05/06/2025	571 ENVIROSAFE	17,068.49	DIESEL TANK FABRICATION 50% DOWN 117
Report Total:				17,068.49	

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

Fire Chief  Date: 5/6/25

Auditing Officer/Finance Manager  Date: 5/6/25

April 2025 Post-Meeting	
General Fund	
Special AP Voucher # 250404001	
Freightliner	\$ 22,443.41
Payroll Revisions	
initial electronic payroll	\$ 3,002,053.36
revision posted April 24 when finalized	\$ 3,000,182.04
payroll decrease	\$ 1,871.32
May 2025	
General Fund	
Total AP	\$ 752,533.94
Special AP Voucher # 250501001	
Braun NW	\$ 141,454.58
AP Vouchers	
Vouchers # 250503001 - 250503090	\$ 601,079.36
Wire Transfer May 14	
Chicago Title - earnest money, 1603 11th Avenue, Milton	\$ 10,000.00
Total Payroll	\$ 3,432,646.70
Payroll Vouchers	
Vouchers # 250505001 - 250505010	\$ 476,744.52
Electronic Payroll	\$ 2,955,902.18
Total Expenditures	\$ 4,185,180.64
Total SBK Expenditures (111 - 999)	\$ 4,179,012.64
Difference	\$ 6,168.00
sickleave buyback	\$ 6,168.00
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
Special AP Voucher # 250502001	
Envirosafe	\$ 17,068.49
AP Vouchers	
Vouchers # 250504001 - 250504016	\$ 622,800.50



Board Meeting Agenda Item Summary

Meeting Date:	May 20, 2025
Title:	Approve Financial Assistance Program Waiver for Account 133103544

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	<i>Recommend that the Board approve inclusion of Account 133103544 into the Financial Assistance Program. Approve Waiving Balance</i>
Presenter:	Consent Agenda
Attachments:	None

Summary:

The Board approved implementation of a Financial Assistance Program for ambulance transport fees for patients with limited financial means. Modeled after similar programs used by local hospitals and other fire districts, the EPFR program utilizes a worksheet to take into account the patient's income and family size to reduce, or in some cases, completely waive ambulance transport charges.

Total Amount of Patient's Ambulance bill:	\$	1,048.00
Amount covered by private / government insurance programs:	\$	(495.35)
Patient' remaining balance (obligation) for this ambulance bill:	\$	552.65

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
1	23,475.00 or less	100%

Recommendation based upon Financial Assistance Program formula:

Recommend Board authorize 100% reduction of patient's outstanding balance due.

As always, Systems Design, our billing service, will work out a payment plan with the patient if required.

3. Policies/ Alternatives Considered: None. See Above

Fiscal Impact:	There is minimal financial impact on EPFR. The department averages less than a dozen Financial Assistance Program requests per year, or approximately ½ of 1% of the district's transports.
-----------------------	---



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

Station 111

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

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 completing this week.
- Final site and building inspections expected the week of June 2nd.
- Target operation by June 30th.

May 2025 Station Progress Photos

Station 111



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	11,631,296	36,108
Station 111	21,186,196	25,156,028	429,768
Station 114	10,856,061	10,693,667	776,273
Station 117	10,096,203	10,803,247	723,755
Station 112	13,663,312	1,640,883	7,894,700
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	73,241,593	10,806,744

Bond Total	80,000,000
Interest YTD	6,132,541
Interest Forecasted	930,000
Expenditures to Date	(73,241,593)
Forecasted Expenditures	(10,806,744)
End Fund Balance	3,014,204

**** 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 – May 2025**

Wildfire Preparedness Month

On May 13th, I attended the Pierce County Council to speak on the Sumner Grade Fire in recognition of Wildfire Preparedness Month.

Entry & Lateral Firefighter Recruitment Process

We separated with one recruit firefighter this month, which brings our firefighter staffing shortage to a total of 5 personnel.

I completed lateral firefighter chief interviews in late April and made conditional job offers to 5 candidates. This group is slated to start July 7th, and be on days for 4 weeks, and then be deployed to shift.

Assuming all candidates receive final job offers, we will be back to full staffing by July.

Constitutional Auditor Training

We are coordinating training with Attorney Eric Quinn in early June regarding best practices for employees and the District when addressing these groups/individuals.

Pierce County Fire Commissioners Meeting

Reminder that we will be hosting the meeting at Station 111 on May 22nd

Committee Reminders

Planning Committee: Friday, June 6th at 10 AM

Other activities in the past month

- Sumner Rotary
- 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 annual testing of all fire hose (over 50,000 feet), ground ladders, nozzles, and appliances.
- Began preliminary due diligence for Station 124 project
- Secured purchase of property for future Station 124
- Completed VFIS Risk Management Review meeting

Health and Safety

- The division completed/provided the following services:
 - (14) community outreach classes/events
 - (91) fire/life-safety inspections
 - (51) re-inspections
 - (139) pre-fire plans
 - (10) plan reviews (Milton)
 - (3) fire investigations
- Completed Grail cancer screening event for staff
- Attended IAFC Community Risk Reduction Leadership Conference
- Participated in King 5 interview regarding the upcoming wildfire season
- Evaluated PHS onsite NFPA physical exams
- Continued build out of Health and Safety related programs in Essential Personnel

Communications

- Completed FEMA Public Information Officer Basics course
- Documented technical rescue and wildland training as well as fire boat operations training
- Launched First Arriving Dashboards across all stations to enhance internal communications, shift coordination, and access to critical updates.
- Promoted and documented Station 111 Grand Opening

Other activities in the past month

- Continued work on Essential Personnel programming
- Attended Administrative Professionals Day event for staff
- Station 111 Grand Opening Planning
- Attended AWC LRI Conference
- Attended May Planning Committee meeting



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

Operations

- SS911 began dispatching at the earlier dispatch point.
- Completed lateral firefighter interviews.

EMS

- Completed two EPFR Instructor courses for AHA BLS Instructor- CPR & ALS Pediatric Advanced Life Support Instructor.
- Completed Annual PMs on Stryker Stair Chairs / Gurney's / Load systems / Life Pack 35's.
- Completed 2025 annual HIPAA Risk Analysis Project. (Identification of risk factors at EPFR for HIPAA compliance).
- Successfully completed 2 ALS EMS Evaluations for FF/PM Grayson Burrus and FF/PM Al Aracari.
- EPFR LT/PM Jen Killion successfully presented on our MIH program at the Washington State EMS Conference in Ocean Shores
-

Training

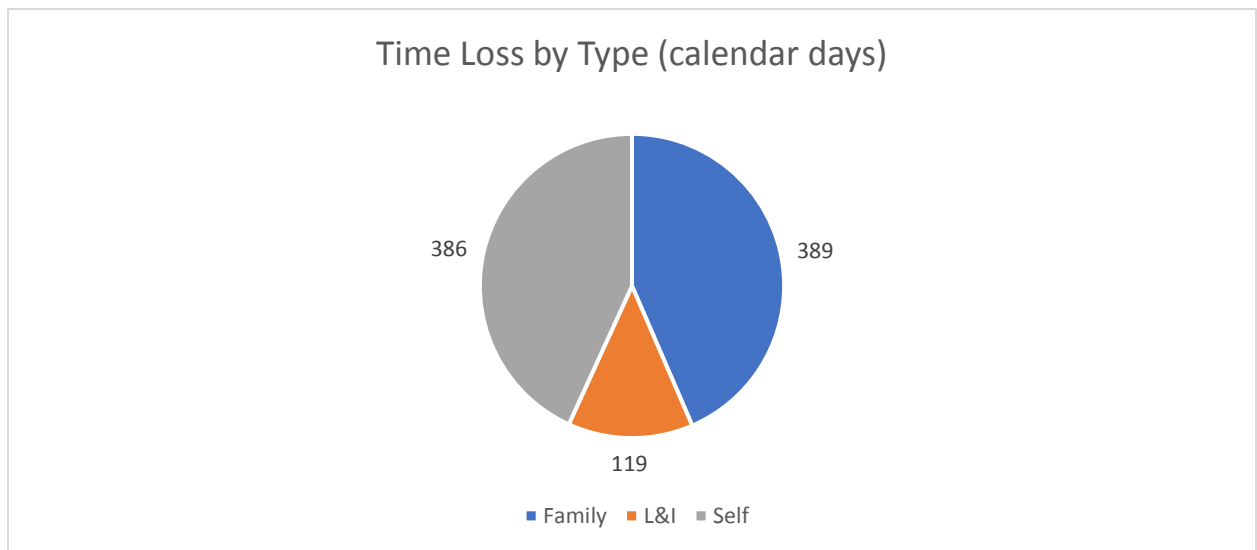
- 13 members were able to complete Incident Safety Officer class.
- Conducted our first of six live fire training events.
- Recruit Class RK25 completed live fire training at North Bend. Graduation is set for May 29, 2025.

Other activities in the past month

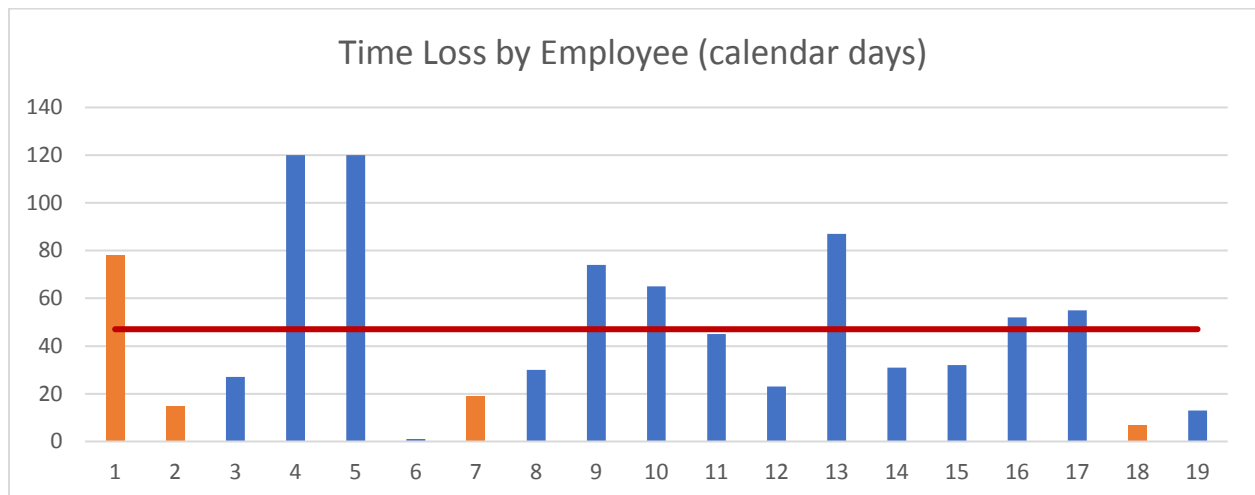
- Pierce County Fire Ops meeting.
- JROTC Advisory Committee
- Station 111 Grand Opening

Injury – Medical Leave Report – April 2025

- As of April, a total of 19 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 47.05 calendar days



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





HR Committee Minutes

May 15, 2025 @ 1000 hrs.

Commissioners: Egan (Chair), Kroum, McElligott

Staff: Chief Parkinson, Byerly

1. Call to Order

2. Fire Chief Annual Evaluation

The committee reviewed the fire chief's performance for the last 12 months. This topic will be reviewed with the full board in executive session at the May meeting.

3. Annual Survey

The fire chief discussed moving away from an annual employee survey and focusing more on periodic surveys to gauge the success of various initiatives (equipment, software, SS911 changes, etc.). The committee supports this approach and believes taking more time between surveys may be more beneficial.

4. Adjourn



Board Meeting Agenda Item Summary

Meeting Date:	May 20, 2025
Title:	Resolution 1086 Cancel of Warrants

Recommendation from Staff:	Approve cancelling of warrants
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to adopt Resolution 1086 cancelling warrant 1783969, 1780425, 1783980, 1783981, 1787920 and 1783918 in the total amount of \$71,659.51.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution

Summary:

We had several checks that were lost in the mail, warrants were cancelled and new checks were issued. Total amount requested to be cancelled is \$71,659.51. Per RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body.

Fiscal Impact:

EAST PIERCE FIRE & RESCUE

RESOLUTION #1086
(A resolution to cancel six warrants)

WHEREAS, East Pierce Fire & Rescue incurred expenses in the total amount of \$71,659.51 for personnel and services; and

WHEREAS, warrant #1783969 issued on February 12, 2025 in the amount of \$28.00 payable to Rehn & Associates for cobra notifications. Check is considered lost and never cashed; and

WHEREAS, warrant #1780425 issued on January 16, 2025 in the amount of \$44.00 payable to Washington Audiology for a hearing services. Check is considered lost and never cashed; and

WHEREAS, warrant #1783980 issued on February 12, 2025 in the amount of \$9899.68 payable to Stryker Sales Corp. for medical supplies. Check is considered lost and never cashed; and

WHEREAS, warrant #1783981 issued on February 12, 2025 in the amount of \$58,009.48 payable to Stryker Sales Corp. for medical equipment. Check is considered lost and never cashed; and

WHEREAS, warrant #1783918 issued on February 12, 2025 in the amount of \$1500.00 payable to Colorado Global University for tuition. Check is considered lost and never cashed; and

WHEREAS, warrant #1787920 issued on March 13, 2025 in the amount of \$2178.35 payable to Stryker Sales Corp. for medical supplies. Check is considered lost and never cashed; and

WHEREAS, RCW 39.56.040 calls for cancellation of warrants by passage of a resolution by the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that the Pierce County Department of Budget & Finance be authorized and instructed to cancel warrant #1783969, 1780425, 1783980, 1783981, 1783918 and 1787920 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 May 20, 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



Board Meeting Agenda Item Summary

Meeting Date:	May 20, 2025
Title:	Resolution 1087 – Sole Source declaration to US Digital Designs

Recommendation from Staff:	Approve
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move 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.</i>
Presenter:	Chief Parkinson
Attachments:	Resolution 1087, Attorney Opinion Letter

Summary:

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 \$60,000 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.

Fiscal Impact:

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1087

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF EAST PIERCE FIRE & RESCUE DECLARING THAT PURCHASE OF THE PHOENIX G2 SYSTEM FROM US DIGITAL DESIGNS, INC. IS A SOLE SOURCE PROCUREMENT AND WAIVING COMPETITIVE BIDDING.

WHEREAS, the Board of Commissioners has been advised that the Fire Chief has been provided with a formal legal opinion by legal counsel that radio dispatch equipment, specifically the Phoenix G2 System (the “System”), to be purchased directly from US Digital Designs, Inc. (“USDD”), the sole manufacturer of the System in the region, is clearly and legitimately limited to a single source of supply; and

WHEREAS, therefore competitive bidding is not required and is impractical.

NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1.

Pursuant to RCW 39.04.280 (1)(a), the District has specified the purchase of the System from USDD as being required due to the need for compatibility with existing systems in the fire stations owned and operated by the District, and therefore that this purchase is clearly and legitimately limited to a single source of supply.

Section 2.

The legal opinion on this sole source procurement shall be maintained on file and attached to this Resolution.

ADOPTED this 20th day of May, 2025.

FOR THE DISTRICT:

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST

APPROVED AS TO FORM

District Secretary

Eric T. Quinn, Attorney for the District

DRAFT

Eric T. Quinn, P.S.
PROFESSIONAL SERVICE CORPORATION
ATTORNEY AT LAW
7403 Lakewood Dr. W., Suite #11
Lakewood, WA 98499
253-590-6628
ericquinn@firehouselawyer2.com

*Joseph F. Quinn,
Of Counsel*

May 14, 2025
By Electronic Mail Only

East Pierce Fire and Rescue
Attn: Michelle Hollon, Project Manager

Re: Purchase of radio dispatch equipment from US Digital Designs, Inc. without going out to competitive bid, for use at District Station 112

Dear Ms. Hollon:

The purpose of this letter is to give you my recommendation as to whether the District may waive competitive bidding for the purchase of radio dispatch equipment from US Digital Designs (“USDD”) without going out to competitive bid. The District may waive competitive bidding in this case, by resolution. In full answer to this question, we shall (1) state the applicable law, (2) enumerate the relevant facts and (3) apply the law to the facts and provide a recommendation.

Applicable Law

A fire protection district may waive competitive bidding for purchases of equipment valued over \$75,500 when the equipment is “clearly and legitimately limited to a single source of supply.” See RCW 39.04.280 (1)(a). This is called the “sole source” exception. This exception may be invoked by resolution of the Board.

The leading case on the sole source exception is still *Smith v. City of Seattle*, 192 Wn. 64, 72 P.2d 588 (1937). In *Smith*, the specifications called for bids for “true Mazda lamps only,” which were obtainable from only one source. After reviewing two divergent lines of authority, emanating from the highest courts of various states, the *Smith* court adopted the “liberal rule” of interpreting the

sole source exception. The Court found that a *patented* item meets the definition of a “sole source” procurement.

But the Court went on to find that the restricted rule would limit municipal corporations to using the exception *only* for patented items. The Court said the public bidding statutes are designed to promote honesty and economy in the public interest, but not to deprive the public of procuring the “best article available.” Given the technological advancements of our time, it would be best, the Court said, to let municipalities have the privilege of using modern methods and improvements.

In AGO 61-62, No. 24, the Attorney General pointed out that the holding in *Seattle v. Smith* is broad enough to support specification of brand name when the public interest is served thereby. In this AG opinion, after noting that the weight of authority is in favor of the Washington view [citing 77 A.L.R. 702], the AG notes that the underlying purpose of the bid laws would be defeated if such limited specs were forbidden when it would clearly aid the public interest to allow such limited specs.

In a later AG letter opinion, AGLO 1971, No. 128, the attorney general referred to both the *Smith* case and the above AGO with approval, stating that specifying by brand name¹ was acceptable “if the officials submitting the call for bids have not drafted these specifications arbitrarily and capriciously, and are acting in good faith.” Consequently, not only may a municipality declare sole source based on a *patent*; it may also do so by brand name, especially after a rigorous evaluation process establishing its good-faith attempts to secure the best article.

Relevant Facts

The District seeks to purchase radio-dispatch equipment, specifically the Phoenix G2 Fire Station Alerting System (the “System”), from USDD, without going out to bid. Phil Herrera, District Project Manager (Herrera) provided the following background:

The District needs to purchase the System for the District’s Station 112. The System is quoted over \$75,500 dollars by USDD, the sole manufacturer of the System. The District is

¹ Take note that the current position of the Washington State Auditor is as follows: “If an item (even a specific name brand) is available from more than one vendor, it is not appropriate to declare the purchase sole source.” See <https://sao.wa.gov/name-brand-procurements-versus-sole-source-contracts/>

This is done without citation to *legal authority*, and neither of the above AG opinions have been questioned by a Washington Court or subsequent AG. BUT NOTE: This does not mean the District should forego engaging in a rigorous evaluation process, which it has done in this case. And of course, in this case, the item *is* available from only one source, as Lucira is the sole distributor of its tests.

currently using the System in all of its fire stations, The System is used by South Sound 911 (SS911), the PSAP for Pierce County. The System is supported by a USDD System and SS911 will not utilize a different system.

The District has previous satisfactory experience with the System and the customer service of USDD. If the District did not purchase and use the System, the District would not receive dispatch information from SS911. Herrera further indicated that the System is the best article available in the market at this time. Finally, USDD, as the sole manufacturer of the System, can offer the lowest price.

Application of the Law to the Facts and Recommendation

The District may declare USDD being the sole source of the System, and therefore waive competitive bidding, for the following reasons:

1. The System is the best article available according to Herrera, and the System is used in all of the District's fire stations, i.e. the purchase of a different system would result in incompatibility issues;
2. USDD is the sole manufacturer of the System and may offer the lowest price;
3. The District has previous satisfactory experience with the System, one of the factors enumerated in *Smith* as supporting a sole-source procurement;
4. SS911 will not provide dispatch information to the District in the event that the USDD System is not used by the District, meaning that declaring the USDD System by brand name would serve the public interest, and therefore this sole-source procurement is supported by AGO 61-62, cited above; and
5. The District seeks to declare sole source by brand name, in good faith, satisfying various Attorney General Opinions interpreting *Smith* which are cited above.

Based on the above facts, the System is "clearly and legitimately limited to a single source of supply"—USDD. Please inform me if you have any questions or concerns with respect to this opinion and please make reference to this opinion in the resolution declaring this sole-source purchase.

Very Truly Yours,



Eric T. Quinn



Board Meeting Agenda Item Summary

Meeting Date:	May 20, 2025
Title:	Resolution 1088 Transfer of funds from the General Fund to Capital Fund

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1088 to transfer funds from the General Fund to the Capital Fund in the amount of \$7,162.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1088

Summary:
Refund from City of Tacoma, project is estimated and paid up front. A refund was issued due to the expenditure being less than estimated. Refund was in the amount of \$7,161.69

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1088

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in amount of \$7,162 from the General Fund to the Capital Fund due to a capital projects refund from City of Tacoma; and

WHEREAS, charges from City of Tacoma were an estimate and actual costs were much lower, City of Tacoma issued a refund check in the amount of \$7161.69. Funds were originally charged to the Capital Fund and the refund must be applied back to the Capital Fund; and

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire and Rescue that Pierce County Budget and Finance is directed to transfer these funds May 21, 2025, as follows:

General Fund (686-022)	Transfer Out	\$7,162
Capital Fund (687-022)	Transfer In	\$7,162

PASSED AND APPROVED this 20th day of May 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



Meeting Date:	May 20, 2025
Title:	Warehouse Upfit

Recommendation from Staff:	Approve
Recommendation from Committee:	Approve (Planning)
Recommended Action/Motion:	<i>Move to approve \$305,821 plus sales tax, funded from the Phase 2 Reserve, for the upfit of the logistics warehouse.</i>
Presenter:	Parkinson
Attachments:	None

Summary:
<p>As we near the completion date of the logistics warehouse, staff need to begin ordering numerous items for the facility upfit. All of this equipment is able to be moved in the future should EPFR relocate the logistics facility in the future.</p> <p>The items outlined for purchase are:</p> <p>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, water/fluid collection.</p>

Fiscal Impact:	\$305,821 + sales tax from the Phase 2 Reserve
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Meeting Date:	May 20, 2025
Title:	Fire Chief MOU

Recommendation from Staff:	N/A
Recommendation from Committee:	Approve
Recommended Action/Motion:	<i>Move to approve the Memorandum of Understanding as presented as modification to the Fire Chief's current agreement and authorize the Board Chair to sign on behalf of the Board.</i>
Presenter:	Parkinson
Attachments:	MOU provided at meeting

Summary:
<p>The HR Committee has completed the annual evaluation process with Chief Parkinson.</p> <p>The HR Committee recommends that Chief Parkinson be granted a merit pay increase (per the MOU provided at meeting) for his exemplary performance over the last 12 months.</p> <p>Chief Parkinson has performed above expectations. Some of the accomplishments over the last year include a clean audit, strategic plan completion and new plan update, Station 111 completion, 5th Medic Unit in-service, Stations 114 & 117 near completion (112 construction underway), and the 2025 budget adoption are just a handful of our successes in 2024-25. The organization has been extremely active in the community, and we have continued to add many new faces to the EPFR workforce. Several important staff positions were added (deputy chief, IT, mechanic, crisis coordinator, and communications manager), which will further strengthen the performance and overall health of the organization.</p>

Fiscal Impact:
