



***EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS***  
**Regular Meeting Agenda**  
**November 18, 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/89694192821>

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](mailto: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 October 21<sup>st</sup> Regular Meeting ..... Pages 3-5
- b) Treasurer’s Report ..... Pages 6-7
- c) Approve Finances..... Pages 8-15
- d) Financial Waiver
  - i) None

**5. PRESENTATIONS**

- a) None

**6. VISITORS Open to Public Comments**

Any individual may request that the Board recognize them to give their comments on items not on the agenda. Please identify yourself and state your address for the record before commenting. Comments/Questions should be submitted via chat feature on webinar or emailed to the District Secretary at [cbyerley@eastpiercefir.org](mailto: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 16-19

**8. CHIEF’S REPORT**

- a) Monthly Chiefs Report ..... Page 20
- b) Deputy Chiefs Reports ..... Pages 22-26
- c) Monthly Injury Report..... Page 27

**9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

- a) Planning Committee – Notes from 11/14 Meeting - Wernet..... None
- b) Finance Committee – Notes from 11/7 Meeting - Napier ..... Page 28
- c) HR Committee –..... None

**10. PUBLIC HEARING FOR 2023 REVENUE AND EXPENDITURES ..... Pages 29-44**

*(Board Chair will allow for public comments – 3 minutes maximum)*

- a) Chair Opens Public Hearing
- b) Revenues for 2026
- c) Expenditures for 2026
- d) Public Comments
- e) Chair Closes Public Hearing

**11. RESOLUTIONS:**

- a) Resolution 1096 – 2026 Budget – Hollon ..... Pages 45-48
- b) Resolution 1097 – 2026 Regular Tax Levy – Hollon..... Pages 49-50
- c) Resolution 1098 – 2026 EMS Tax Levy – Hollon..... Pages 51-52
- d) Resolution 1099 – 2026 Excess Tax Levy – Hollon..... Pages 53-54
- e) Resolution 1100 – Transfer to Reserves – Hollon ..... Pages 55-56

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

- a) Equipment Replacement Reserve Policy Revision 2<sup>nd</sup> Reading - Parkinson ..... Pages 57-60
- b) DC Stabenfeldt Evaluation/MOU – Parkinson..... Page 61

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

- a) None

**14. COMMISSIONER TRAINING/EVENT REQUESTS:**

- a) Commissioner Compensation - Byerley..... None
- b) PC Chiefs and Commissioner Annual Banquet (Jan. 17, 2026) – Byerley ..... Page 62

**15. EXECUTIVE SESSION:** Per RCW 42.30.110(1)(g) to review the performance of a public employee and per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which. the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

**16. COMMISSIONER ACTION/DISCUSSION:**

- a) None

**17. ADJOURN**

**2025 EVENTS:**

- November 20<sup>th</sup> .....PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5<sup>th</sup> ..... NO PC MEETING

**2026 EVENTS:**

- January 17<sup>th</sup> .....PC Commissioners and Chiefs Annual Banquet (Tacoma Golf & Country Club)
- January 22<sup>nd</sup> .....PC Commissioner Meeting

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

**October 21, 2025**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on October 21, 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, and District Secretary Corina Byerley.

Commissioners Excused: None  
Commissioners Unexcused: None

**AUDIENCE:** Finance Director Michelle Hollon, Project Manager Phil Herrera, Taylor Hobi, Anonymous Viewer (virtual)

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** None

**APPROVAL OF AGENDA:**

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

**CONSENT AGENDA:**

Commissioner McElligott moved to approve the consent agenda (minutes from the September 16<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 251001001 - 251001099 in the amount of \$879,501.90; payroll vouchers 251003001 - 251003014 in the amount of \$970,546.64 and electronic payroll in the amount of \$3,254,817.83; Capital expense vouchers 251002001 - 251002013 in the amount of \$ 454,524.01; post-meeting payroll adjustment in the amount of \$2980.72; Resolution 1093 – Transfer of Funds from Capital to General in the amount of \$112,963; and Resolution 1094 – 3<sup>rd</sup> Quarter EMS Write-Offs in the amount of \$202,490.13). Motion seconded by Commissioner Garling and carried.

**GUEST SPEAKER PRESENTATION:** None

**VISITOR COMMENTS:**

**Local 3520:** Vice-President Peterson gave a brief overview of some upcoming union events/involvement including the Santa Runs, Pancake Feed on December 6<sup>th</sup>, and Coats for Kids.

**BOND-2018:**

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

**Station 111:** Warranty items are being addressed as they arise. Pavers for Memorial Plaza have arrived and installation is underway.

**Station 112:** Onsite underground utilities and water continue. Right-of-way work on 207th Ave continues. Wood framing continues, all roof structures are in place. Roof vapor barrier was installed this week. Building is virtually dried-in. Rough-in electrical and plumbing is underway. Project continues at a good pace. Structural steel and wood framing is up.

**Station 114:** Warranty items and punch list items are being addressed.

**Station 117:** Warranty items and punch list items are being addressed. The fuel island and signs will be installed this week.

**Station 118:** Fuel island permit is in review.

#### **CHIEF'S REPORT:**

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Annual Open House at Station 111 was a success and hosted a couple thousand attendees; State audit is underway reviewing one year of financial records and two years of accountability; and Phase 2 Capital Projects – the City of Milton approved changes for the conditional use permit for the new Station 124, Station 124 and the Training Center will go out to bid next year.

**Monthly Deputy Chiefs Reports:** Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-completed move to the warehouse; Health and Safety-Thank you to Dina Sutherland for her efforts in planning the Annual Open House at Station 111; and the Communications Manager- receiving good feedback on social media and updates to SharePoint.

**Q3 Strategic Plan Update:** Deputy Chief Stabenfeldt reported on the progress of each goal. Goal 1- health and fitness classes are offered to personnel, wellbeing resources have been added to Essential Personnel, Peer Support leadership changes and manual update, First Arriving dashboard is improving communication, and enhancements to entry level hiring process. Goal 2- Work continues among Pierce County Fire Chiefs and SS911 to refine measurement of call processing times for system-wide improvement, and implementation of Peregrine, EPF&R's new data analytics software began. Goal 3- Public events including grand openings, national night out, open house, etc.; media collaboration; and social media engagement. Goal 4- New Logistics Center, and funding for the new Station 124 and the Training Center. Commissioner Kroum recommended hiring a training consultant to improve delivery of educational materials to adult learners.

**Q3 Standard of Cover Update:** Chief Parkinson reported on progress made towards providing statistical information utilizing the Peregrine software; and the Pierce County Fire Chiefs Association has been working with South Sound 911 to improve call processing, the change in call processing should occur next quarter.

**Q3 Financial Assessment Update:** Finance Director Hollon reported that procedural tasks are ongoing and time entry training is underway.

**Monthly Injury Report:** Update provided in agenda packet.

#### **COMMISSIONER CONFERENCE/COMMITTEE REPORTS:**

**Finance Committee** – Commissioner Napier gave a brief overview of the meeting noting review of the draft 2026 budget, discussion regarding consolidations, and earthquake insurance options.

#### **RESOLUTIONS:**

**Resolution 1095 – Transfer of Funds (Capital to Reserve):** Finance Director Hollon presented to the Board Resolution 1095 requesting to the transfer of funds from the Capital fund to the Reserve fund in the amount of \$667,727. This transfer is to cover the Capital expenditure for the purchase of property for Station 124 that was approved by the Board at the May 6, 2025 special meeting. Bond funds were approved to use for the purchase however, funds were used from the Reserve Fund in error, this transfer is to replenish the Reserve Fund for the purchase. Commissioner McElligott moved to approve Resolution 1095 to transfer funds from the Capital Fund to the Reserve Fund in the amount of \$667,728. The motion was seconded by Commissioner Egan and carried.

**NEW BUSINESS:**

**2026 Budget Draft:** Finance Director Hollon and Chief Parkinson gave a presentation of the proposed 2026 Budget including an overview of the planning cycle, revenues, expenses, equipment replacement reserve, facility maintenance reserve, and the 5-year forecast. No action was taken by Board, information only.

**Unclaimed Property:** Finance Director Hollon presented to the Board a request to cancel two checks written from the District's transport account that were never cashed and register the refunds as unclaimed property with the State of Washington. Commissioner Evans moved move to approve the cancellations of check 3007 in the amount of \$40.00 and check 3013 in the amount of 100.00 written out of the District's transport account and register the refunds as unclaimed property with the State of Washington. The motion was seconded by Commissioner Kroum and carried.

**Equipment Replacement Reserve Policy Revision (1<sup>st</sup> Reading):** Chief Parkinson presented to the Board a request to revise the Equipment Replacement Reserve Policy to allow for the replacement of bunker gear extractors and SCBA decontamination systems, neither of which were previously accounted for in policy. No action taken, first reading.

**Project Manager Contract MOU:** Chief Parkinson presented to the Board a request to approve a memorandum of understanding (MOU) to modify section 3.1.1 of the contract to extend the Project Manager's contract through completion of Station 112. The current contract for the Project Manager expires at the end of 2025. This MOU would extend the current contract through the in-service date of Station 112 plus 60 days.

**EXECUTIVE SESSION:** Chair Napier called for an executive session per RCW 42.30.110(1)(g) to review the performance of a public employee at 8:33 p.m. for 10 minutes.

Meeting reconvened at 8:43 p.m.

Upon reconvening Commissioner Kroum moved authorize the Board Chair to sign the MOU with Project Manager Phil Herrera on behalf of the district. The motion was seconded by Commissioner McElligott and carried.

**UNFINISHED BUSINESS:** None

**COMMISSIONER TRAINING/EVENT REQUESTS:**

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

**Commissioner Training Requirements and Certificates:** District Secretary Byerley reminded the Board to forward certificates after completion of required training.

**COMMISSIONER ACTION/DISCUSSION:** None

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 8:48 p.m.

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District Secretary Corina Byerley

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Chairman Jon Napier/Vice-Chair Ed Egan



# EAST PIERCE FIRE & RESCUE

October 2025

for November 18, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
			2 Months Remaining =	16.67%

## General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	21,152,233	52,458,429	56,280,791	3,822,362	6.8%
Property Tax - Prior Year/Delinquent	7,515	331,302	-	(331,302)	0.0%
Other Taxes	-	19,399	18,500	(899)	-4.9%
Regular EMS Transport	347,753	2,989,733	2,900,000	(89,733)	-3.1%
GEMT Transport	459,346	3,255,963	3,200,000	(55,963)	-1.7%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	60,426	752,573	238,122	(514,451)	-216.0%
Tehaleh Mitigation	-	75,250	100,000	24,750	24.8%
Transfers in from Reserves/Capital	112,963	1,522,565	7,177,860	5,655,295	78.8%
Other Revenue	36,257	2,173,533	2,085,657	(87,876)	-4.2%
<b>Total Operating Revenues</b>	<b>22,176,493</b>	<b>63,578,748</b>	<b>72,400,930</b>	<b>8,822,182</b>	<b>12.2%</b>

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
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)	297,135	3,075,035	3,840,463	765,428	19.9%
<b>Operations</b> (Fire, Training, Volunteers)	3,515,225	32,223,265	38,142,500	5,919,235	15.5%
<b>EMS</b>	257,239	2,469,803	3,426,677	956,874	27.9%
<b>Prevention</b> (Fire Prevention, Pub Ed)	159,031	1,247,160	1,529,621	282,461	18.5%
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)	453,840	4,340,678	5,885,625	1,544,947	26.2%
<b>Capital</b> (Project Manager)	26,336	454,941	461,952	7,011	1.5%
<b>Reserve Purchases</b> (Equipmt., EMS, Facility)	297,773	2,572,458	6,715,908	4,143,450	61.7%
<b>Transfers Out</b>	-	1,565,352	1,827,412	262,060	14.3%
<b>Total Operating Expenses</b>	<b>5,006,579</b>	<b>47,948,693</b>	<b>61,830,158</b>	<b>13,881,465</b>	<b>22.5%</b>
Payroll Clearing Accruals	80,545	54,630			
<b>Operating Expenses Net of Accruals</b>	<b>5,087,124</b>	<b>48,003,323</b>	<b>61,830,158</b>		
<b>Ending Net Cash &amp; Investments</b>			<b>\$ 28,296,581</b>		

## Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 10/31/25
Equipment Reserve				15,625,403
Facilities Reserve				2,674,128
Capital Facilities Phase 2		667,728		21,986,079
Sale of Tax Title Property	2			
Investment Interest	141,615			
<b>Current Month Total</b>	<b>141,615</b>	<b>667,728</b>	<b>-</b>	
<b>Year to Date Total</b>	<b>\$ 1,407,599</b>	<b>\$ 2,225,918</b>	<b>\$ 1,093,959</b>	<b>\$ 40,285,609</b>



# EAST PIERCE FIRE & RESCUE

October 2025

for November 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	
<b>Revenues</b>					
Investment Interest	27,677	456,179	-	(456,179)	0.0%
Transfer In - Vendor Refund	-	7,162		-	0.0%
<b>Total Revenues</b>	<b>27,677</b>	<b>463,341</b>	<b>-</b>	<b>(456,179)</b>	
<b>Expenses</b>					
Capital Purchases	-	2,582,274	-	-	0.0%
Capital Purchases-Station 111	17,535	2,479,841	-	-	0.0%
Capital Purchases-Station 112	292,147	2,749,068	-	-	0.0%
Capital Purchases-Station 114	8,826	858,431	-	-	0.0%
Capital Purchases-Station 117	18,180	2,676,796	-	-	0.0%
Capital Purchases-Station 118	-	2,412	-	-	0.0%
Capital Purchases-New Station 124	117,837	117,837			
Transfers Out - GF & RF	780,691	1,096,334	461,952	(634,382)	0.0%
<b>Total Expenses</b>	<b>1,235,215</b>	<b>12,562,993</b>	<b>461,952</b>	<b>-</b>	<b>0.0%</b>
<b>Ending Net Cash and Investments</b>			\$ 7,267,301		
<b>** Note: \$1,000,000 of Ending Net Cash reserved for IRS for arbitrage true-up **</b>					





Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
11/12/25	5296	IAFF - FIREPAC	\$902.59
11/12/25	5299	WCIF-Life/Dental/EAP	\$1,309.35
11/12/25	5293	AFLAC	\$283.35
11/12/25	5294	DIMARTINO ASSOCIATES (WSCFF)	\$20,865.61
11/12/25	5295	GET PROGRAM	\$317.00
11/12/25	5298	TACOMA-PIERCE CO CHAPLAINCY	\$856.50
11/12/25	5302	WSCFF - FASTPAC	\$726.50
11/12/25	5297	LEOFF HEALTH & WELFARE TRUST	\$452,919.87
11/12/25	5300	WCIF-Met Life / Accident	\$82.14
11/12/25	5301	WCIF-Met Life / ID Theft	\$69.75
11/12/25	5303	ACME RCL, LLC	\$87,146.03
11/12/25	5315	COLORADO STATE UNIVERSITY - GLOBAL	\$1,500.00
11/12/25	5321	DEPT OF LABOR & INDUSTRIES	\$1,114.40
11/12/25	5326	FAR WEST TECHNOLOGIES INC	\$26,645.74
11/12/25	5399	FAR WEST TECHNOLOGIES INC	\$11,615.76
11/12/25	5400	JONES & ROBERTS CO.	\$581,057.60
11/12/25	5304	ADP SCREENING	\$105.66
11/12/25	5307	BOUND TREE MEDICAL LLC	\$28.98
11/12/25	5308	BYFIELD SPENCER	\$550.00
11/12/25	5309	CANON FINANCIAL SERVICES INC	\$95.76
11/12/25	5310	CANON FINANCIAL SERVICES INC	\$95.76
11/12/25	5305	AMAZING LANDSCAPE SERVICES	\$7,111.06
11/12/25	5306	BARNHART MD PS STEPHEN W	\$6,000.00
11/12/25	5312	CHICAGO TITLE OF WASHINGTON	\$386.23
11/12/25	5313	CINTAS CORPORATION # 461	\$10,533.57
11/12/25	5314	CITY OF BONNEY LAKE WA	\$2,986.90
11/12/25	5319	CUMMINS NORTHWEST	\$119.27
11/12/25	5322	DOYLE JUSTIN	\$93.80
11/12/25	5324	EPFR PETTY CASH CHECKING	\$650.83
11/12/25	5325	ESO SOLUTIONS	\$8,300.24
11/12/25	5328	FREDS TOWING	\$1,960.20
11/12/25	5311	CARDINAL HEALTH 112, LLC	\$5,321.99
11/12/25	5316	COMPLETE OFFICE FURNITURE	\$13,142.12
11/12/25	5317	CRAWFORD RILEY	\$508.01
11/12/25	5318	CRYSTAL SPRINGS	\$1,453.54
11/12/25	5320	DAVIS DOOR SERVICE, INC	\$1,052.74
11/12/25	5323	EDWARDS JUSTIN	\$745.00
11/12/25	5327	FIDELITY SOLUTIONS	\$273.75



11/12/25	5397	AIR EXCHANGE, INC.	\$545.00
11/12/25	5398	D10 SIGNS & GRAPHICS	\$10,239.30
11/12/25	5331	FUGATE FORD	\$14,115.67
11/12/25	5329	FREEMAN JASON	\$370.75
11/12/25	5330	FREIGHTLINER NORTHWEST	\$1,953.27
11/12/25	5332	GALLS, LLC	\$107.09
11/12/25	5402	MATERIALS TESTING & CONSULTING	\$1,964.00
11/12/25	5403	PERFORMANCE VALIDATION INC.	\$6,897.00
11/12/25	5406	WETHERHOLT AND ASSOCIATES INC.	\$750.00
11/12/25	5341	KNOX COMPANY	\$586.92
11/12/25	5343	LES SCHWAB TIRE CENTERS	\$74.89
11/12/25	5344	LIFE ASSIST	\$33,511.15
11/12/25	5348	LYNN ERIC	\$847.87
11/12/25	5401	KBUILT	\$7,757.29
11/12/25	5336	HERR CAYDEN	\$350.00
11/12/25	5339	KBUILT	\$8,489.48
11/12/25	5345	LINDE GAS & EQUIPMENT INC	\$2,630.84
11/12/25	5349	MAYEUX BILL	\$265.00
11/12/25	5350	MCCLATCHY COMPANY LLC	\$470.00
11/12/25	5353	MIKES SHOP	\$3,985.59
11/12/25	5357	NATIONAL TESTING NETWORK	\$1,495.00
11/12/25	5358	NEBRASKA SCIENTIFIC	\$280.00
11/12/25	5361	ORCUTT REX	\$250.00
11/12/25	5333	GRAINGER	\$2,145.11
11/12/25	5334	HEALTH CARE AUTHORITY	\$158,912.04
11/12/25	5335	HEALTHCALL	\$15,768.00
11/12/25	5404	RICE FERGUS MILLER ARCHITECTURE	\$77,735.93
11/12/25	5337	HUGHES FIRE EQUIPMENT, INC.	\$7,778.42
11/12/25	5405	SOUND ELECTRONICS	\$631.46
11/12/25	5338	JAMES OIL CO. INC.	\$18,588.96
11/12/25	5340	KIMBALL MIDWEST	\$23,195.02
11/12/25	5342	KUSSMAUL ELECTRONICS LLC	\$512.50
11/12/25	5346	LION GROUP INC	\$2,478.06
11/12/25	5347	LN CURTIS & SONS	\$7,945.94
11/12/25	5352	MES SERVICE COMPANY LLC	\$32,786.86
11/12/25	5360	OLYMPIC TRAILER & TRUCK	\$5,616.38
11/12/25	5372	PRAY ALYSSA	\$750.00
11/12/25	5374	QUINN ERIC T	\$450.00
11/12/25	5375	REHN AND ASSOCIATES	\$28.00
11/12/25	5380	SMITH DALTON	\$650.00
11/12/25	5381	SNIDER PETROLEUM	\$1,244.18

11/12/25	5391	W.W. WILLIAMS CO INC	\$4,244.09
11/12/25	5394	WEST PIERCE FIRE & RESCUE	\$27,458.48
11/12/25	5351	MERIDIAN CENTER ELECTRIC	\$3,637.48
11/12/25	5354	MINUTEMAN PRESS PUYALLUP	\$50.28
11/12/25	5355	MONSON BO	\$175.00
11/12/25	5356	MOTOROLA	\$21,713.46
11/12/25	5359	ODP BUSINESS SOLUTIONS LLC	\$413.70
11/12/25	5363	PACIFIC OFC AUTOMATION (CA)	\$51.62
11/12/25	5364	PACIFIC OFFICE AUTOMATION	\$926.55
11/12/25	5365	PC BUDGET & FINANCE DEPT	\$150.00
11/12/25	5369	PIERCE COLLEGE	\$744.80
11/12/25	5371	PLANCICH CODY	\$1,018.15
11/12/25	5362	OREILLY	\$966.07
11/12/25	5366	PENCE MIKE	\$750.00
11/12/25	5367	PETTY CASH CUSTODIAN	\$5.50
11/12/25	5368	PIEPER BEN	\$300.00
11/12/25	5370	PIERCE COUNTY SEWER	\$250.95
11/12/25	5377	SEATTLE AUTOMOTIVE DISTRIBUTING	\$109.92
11/12/25	5379	SITECRAFTING, INC.	\$5,365.00
11/12/25	5383	SUNSET FORD	\$114.44
11/12/25	5385	THELEN ANTHONY	\$500.00
11/12/25	5386	TREASURY MANAGEMENT SVCS - US BANK	\$139.33
11/12/25	5373	PUGET SOUND ENERGY	\$16,533.47
11/12/25	5376	RPB SOLUTIONS INC	\$2,499.58
11/12/25	5378	SHIELD ASSESSMENTS	\$3,026.00
11/12/25	5382	STRYKER SALES LLC	\$60,637.62
11/12/25	5384	SYSTEMS DESIGN WEST LLC	\$58,420.66
11/12/25	5387	ULINE, INC.	\$7,956.61
11/12/25	5388	US BANK	\$91,710.52
11/12/25	5395	WRIGHT MIKA	\$215.00
11/12/25	5389	VALVOLINE LLC	\$526.65
11/12/25	5390	VIRTUOUS CLEAN NW, LLC	\$3,000.00
11/12/25	5392	WALTER E. NELSON CO.	\$11,812.86
11/12/25	5393	WCIF-Life/Dental/EAP	\$25,144.97
11/12/25	5396	ZUBER TANNER	\$467.16
Payment Count: 114		Total Amount:	<u>\$2,055,116.49</u>

Payment Count: 114  
Payment Total: \$2,055,116.49

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	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


# ACCOUNTS PAYABLE

EAST PIERCE FIRE & RESCUE  
 As Of: 11/04/2025  
 Time: 14:59:33 Date: 11/04/2025  
 Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
64991	10/20/2025	11/04/2025	306 HUGHES FIRE EQUIPMENT, INC.	876,956.00	PIERCE ENFORCER PUMPER JOB # 39795-01 & 39795-02
Report Total:				876,956.00	

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: 11/4/25

Auditing Officer/Finance Manager

 Date: 11/4/2025



Finance Department  
District Payment Transmittal

District Name: East Pierce Fire & Rescue #22


**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
11/4/25	5028	HUGHES FIRE EQUIPMENT, INC.	\$876,956.00
Payment Count: 1			Total Amount: <u>\$876,956.00</u>

Payment Count: 1  
Payment Total: \$876,956.00

**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>11-4-25</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
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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**PC Finance Department Use Only**

Authorization Recieved on \_\_\_\_\_

Batch Verified by \_\_\_\_\_

<b>October 2025 Post-Meeting</b>	
<b>General Fund</b>	
Payroll Revision 093025	net change
trx # 4725 voided - trx # 4926 created - Keyes	\$ 268.70
trx # 4805 voided - trx # 4927 created - Samuelson	\$ 2,275.10
trx # 4822 voided - trx # 4928 created - Stearns	\$ 2,330.96
trx # 4842 voided - trx # 4929 created - Whiting	\$ 251.81
trx # 4858 voided - trx # 4930/4932 created - DRS/LEOFF II	\$ 125.85
trx # 4862 voided - trx # 4931 created - FIT Taxes	\$ 1,780.02
net payroll change	\$ 7,032.44
<b>November 2025</b>	
<b>General Fund</b>	
Total AP	\$ 1,754,546.49
AP Vouchers	
Voucher # 251101001	\$ 876,956.00
special voucher Hughes Fire chassis downpayment	
Vouchers # 251103001 - 251103094	\$ 877,590.49
Total Payroll	\$ 3,738,301.08
Payroll Vouchers	
Vouchers # 251102001 - 251102010	\$ 478,332.66
Electronic Payroll	\$ 3,259,968.42
Total Expenditures	\$ 5,492,847.57
Total SBK Expenditures (111 - 999)	\$ 5,492,124.17
Difference	\$ 723.40
Stay-at-Work reimbursement L&I	\$ 723.40
<b>Capital Fund 302 (UTGO 2022 Bonds)</b>	
<b>Total AP</b>	
AP Vouchers	
Vouchers # 251104001 - 251104010	\$ 699,193.34





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

#### **Station 111**

- Warranty items are being addressed as they arise.
- Installation of plaza pavers is complete.

#### **Station 112**

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

#### **Station 114**

- Final punch list items are scheduled for next week.
- Current warranty items are underway.
- Final closeout process underway.

#### **Station 117**

- Fuel Island and electronic sign installation continues.
- We continue clearing punch list and warranty items.
- Final closeout process underway.

#### **Station 118**

- Fuel Island permit is still in review, expected this month.

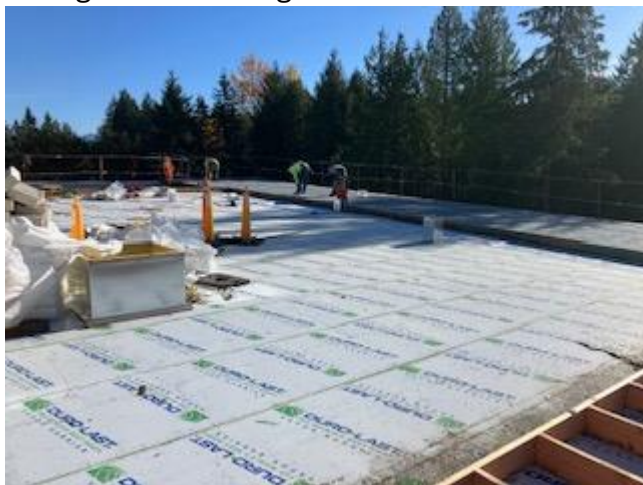
## October 2025 Station Progress Photos

### Station 112

Framing is wrapping up. Installation of the weather barrier for the siding is underway.



Roof seal is on, and roofing install underway on the high roof. Roofing is installed on the low roofs.



## Station 117

Sign base installed. Sign and fuel should be completed by mid-December.



Items	*Estimate - July 2018	Actual	Forecasted Exp.
Engines (6) and Ladder (1)	5,900,000	6,405,741	Complete
Station 118	15,717,441	11,633,243	25,000
Station 111	21,186,196	25,839,780	183,220
Station 114	10,856,061	10,815,344	138,519
Station 117	10,096,203	11,584,331	11,912
Station 112	13,663,312	4,332,619	6,914,496
Station 124	0	2,166,487	982,163
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,879,659	40,056
Misc (LP45+Ladder)	0	3,911,953	0
Total	77,419,213	78,570,147	8,295,366

<b>Current Arbitrage amount through 7/2025 is \$1.733M. Arbitrage payments are due at the end of Phase 1 projects and will likely be paid from Phase 2 Reserves.</b>	Bond Total	80,000,000
	Interest YTD	6,659,952
	Interest Forecasted	260,000
	Expenditures to Date	(78,570,147)
	Forecasted Expenditures	(8,295,366)
	<b>**End Fund Balance**</b>	<b>54,439</b>

Thru July 2026

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





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

### **FF Chief Interviews**

We conducted entry-level interviews and chief interviews with firefighters for our 2026 recruit class. Once again, the caliber of applicants that we see is very impressive and reflects the reputation East Pierce has built through 25 years of exceptional service to the community.

### **2024 Financial Audit & 2023/24 Accountability Audit**

We are near the end of the audit process. We completed the entrance conference on November 3 and expect to have a date identified for the exit conference within the next week or two.

### **Phase 2 Projects:**

- **Station 124 Station Construction Project**

Demolition of the house on the site has been completed.

- **WRSD Training Center Lease**

We have received the timeline from RFM, which indicates that we will be going out to bid in late 2026. We continue to work with RFM to identify areas where the timeline can be shortened.

- **Logistics Center**

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

### **Other activities in the past month**

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



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

### **Operations**

- Return to Work Policy Updated
- CAD Replacement Project meeting at SS911
- Peregrine Update: CAD Feed Established

### **EMS**

- Physician Led Training completed 1 of 3 for 4th Quarter.
- Completed Pierce County Paramedic Airway Management (8 hour) Initial Provider
- 4th Quarter CQI MTG
- ESO Regional Network Workgroup Conference
- October 14th scheduled Session #5 of (Caring for the Caregiver) advanced Aging & Care planning Series
- FF Mitch Nguyen, currently in Paramedic school, received a TFD EMS Challenge coin for his outstanding performance as team lead on a pediatric cardiac arrest.

### **Training**

- 2026 Training Calendar is posted on Vector Solutions Google calendar
- New Tender Driver Training under way
- 2025 Live Fire Training completed for all shifts
- Working with West Pierce on coordination for Red Knights 26 (RK26) Academy
- Assisted Logistics with move out of Station 119 to new warehouse.

### **Other activities in the past month**

- Pierce County Fire Ops meeting.
- Bonney Lake High School Veterans Day Assembly



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

### **Logistics**

- Logistics Center: Continued organizing and upfitting to improve storage, workflow, and operational efficiency.
- Fleet Staffing: Hired a new mechanic who started on November 10<sup>th</sup>, which will help balance workload and support fleet maintenance.
- Station 124 Site Prep: Completed the demolition of the existing structure(s).
- Station Signage: New signage for Stations 111, 114, 118 (and possibly 117, pending permit approval) is scheduled to be installed the first week of December.
- Phase 2 Projects: Ongoing coordination with RFM and other partners for Station 124 and the Training Center.

### **Health and Safety**

- Fire Marshals
  - 93 fire/life-safety inspections
  - 28 re-inspections
  - 110 pre-fire plans
  - 2 plan reviews (Milton)
- Community Outreach
  - 26 community outreach classes/events/services
- Crisis Intervention Coordinator
  - 6 station visits
  - 6 Chaplain responses
- Other Events
  - Renewed the EPFR FIIRE program for 2026
  - Q4 Safety Committee Meeting
  - Q4 Wellness/Fitness Committee Meeting
  - Hosted a Peer Support Resiliency Class on October 13<sup>th</sup>
  - Continued the Community Connect educational efforts
  - Coordinated Blood Drive at Station 117 and Station 118
  - Congratulations to Paul Brockwell on his temporary appointment to Assistant Fire Marshall



## **Communications**

- Internal Communications
  - Continued SharePoint intranet buildout, meeting with EMS, Training, and Health & Safety divisions to begin developing their respective hubs following the HR launch.
  - Working with multiple divisions to transition historically paper-based forms to digital formats, helping streamline workflows and improve access to resources district-wide.
  - Completed the Vision, Mission & Values display project, with the final design now installed in all stations.
- Ongoing Social Media Content
  - Highlighted significant incidents and provided timely situational awareness to the community.
  - Captured and shared live fire trainings and other operational content to showcase training and readiness.
  - Captured, edited, and shared seasonal content, including “Fall Back / Test Your Smoke Alarm,” the Great ShakeOut, and personnel milestone recognitions.
  - Developed early creative concepts for upcoming winter safety and holiday preparedness campaigns.
  - Began building the 2026 content calendar and outlining early campaign priorities for next year’s communications planning.
- Community Outreach Partnerships
  - Designed promotional graphics and developed a social campaign strategy for the Sumner–Bonney Lake Community Toybox.
  - Promoted and shared community Blood Drive events in partnership with Bloodworks Northwest.
  - Continued building community outreach features with Lake Tapps Living, highlighting the Community Toybox, Santa Runs, and Pancake Feed.

## **Other activities in the past month**

- Washington Fire Commissioners Conference
- ILC Quarterly Meeting
- Training Center Planning Meeting with RFM
- Western Fire Chiefs Webinar: Technology in the Fire Service
- Finance Committee Meeting
- Planning Committee Meeting
- Hazmat IC Refresher

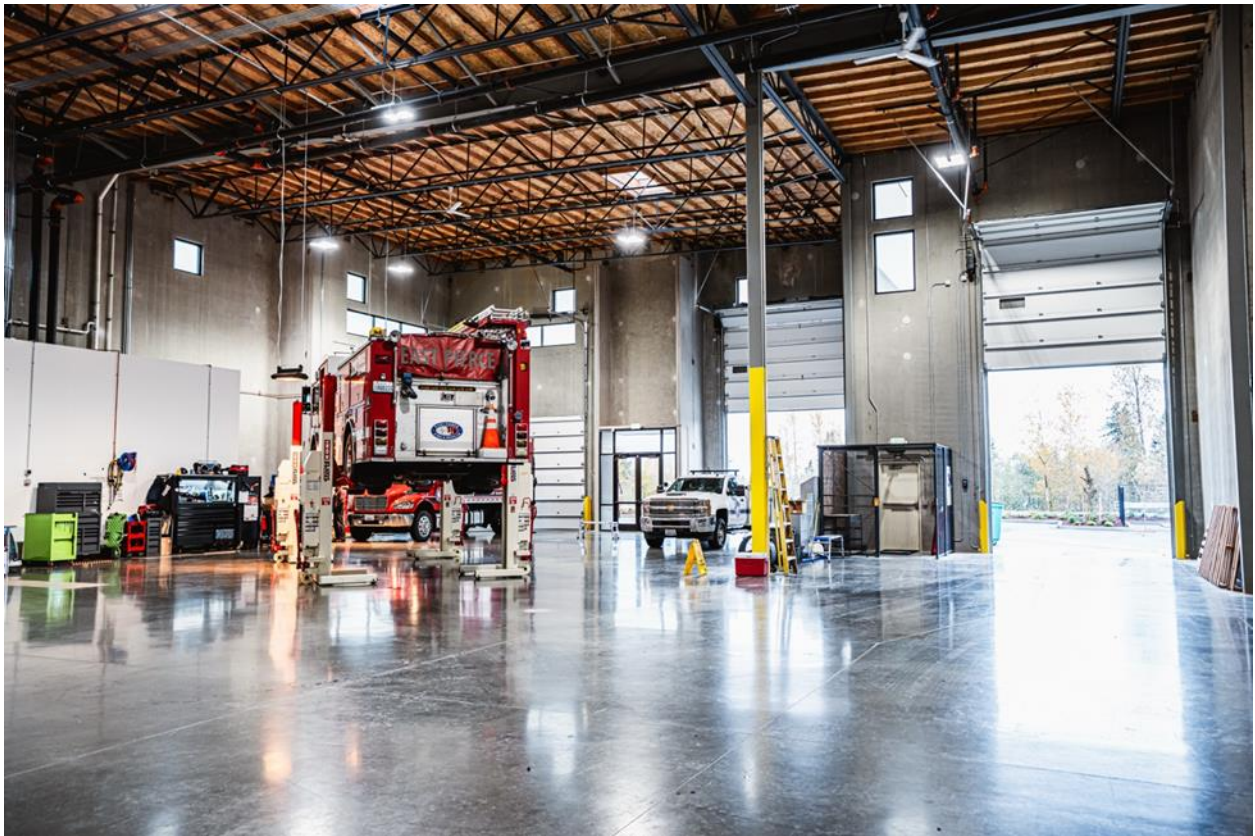
## Logistics Center Photos





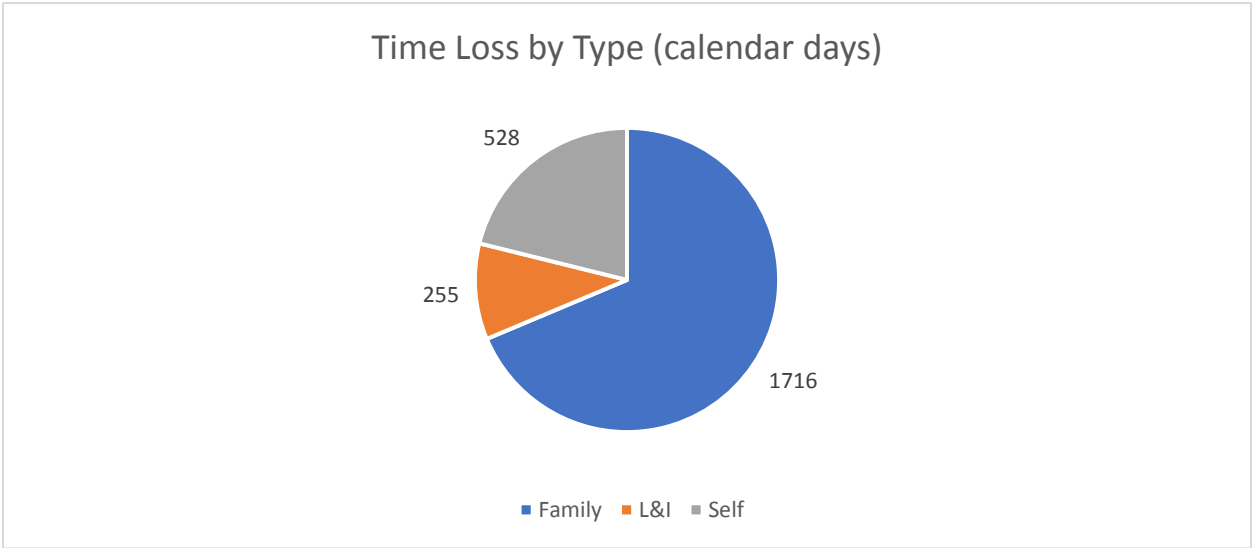




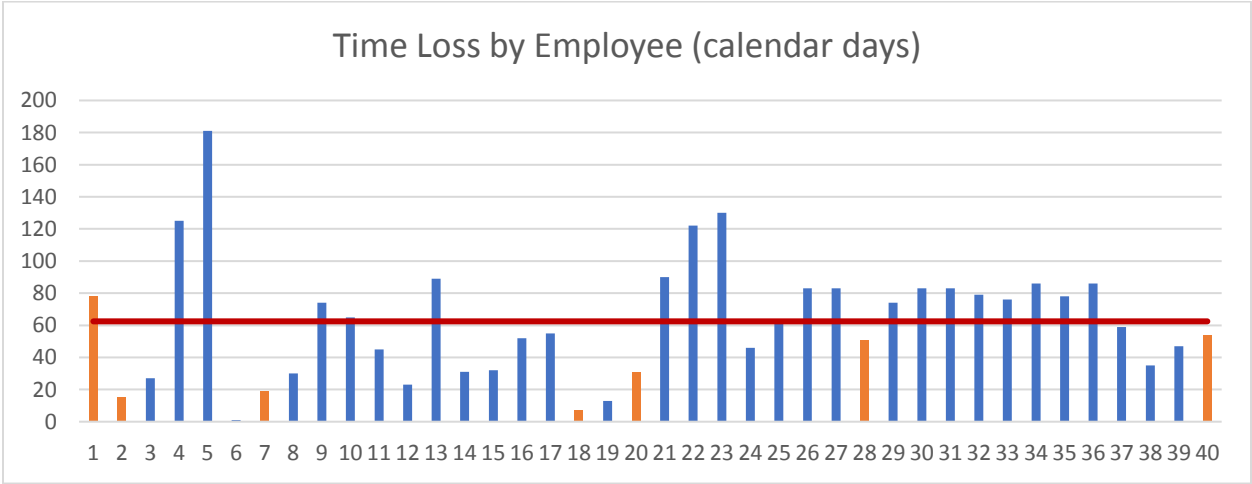


**Injury – Medical Leave Report - October 2025**

- As of October, a total of 40 employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.
  - The average time loss of these employees is estimated at 62.48 calendar days



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





**Finance Committee Notes**

November 7, 2025 @ 1000 hrs.

Commissioners: Napier, Garling (McElligott excused)

Staff: Chief Parkinson, DC Stabenfeldt, DC Gilbert, Finance Director Hollon

**1. Call to Order**

**2. Budget Draft Review**

The committee reviewed a presentation by Finance Director Hollon, which covered the final draft of the 2026 budget.

There were no changes to the revenue budget since the October draft was presented.

Two expense reductions were captured in the operating budget: a reduction in medical insurance and an overtime reduction.

The 5-year forecast was updated in late October and reviewed. The district maintains a favorable financial position in the forecast.

Equipment Replacement Reserve expenditures and fund balance forecast were reviewed (15-year forecast).

Facility Maintenance Reserve expenditures and fund balance forecast were reviewed (15-year forecast).

The finance committee had no recommended changes to the budget.

Staff will present the final budget draft to the Board on November 18.

**3. Adjourn**



# **Final Draft Budget 2026**



***Where Compassion and Action Meet***

November 18, 2025



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### **Background & Budget Goals**

Staff developed the 2026 budget considering mission-specific goals set as recommendations of the fire chief and direction from the Board of Fire Commissioners. The overall goals of the budget are based on the following:

1. Hire an additional four firefighters to offset operational overtime. Personnel will be hired in January 2026 and be deployed to shift in late-2026.
2. Hire an additional payroll administrator for the increase workload of payroll functions.
3. Fund long-term facility maintenance and equipment replacement as outlined in the Facility Maintenance Reserve and Equipment Replacement Reserve Policies.
4. Maintain/replenish reserves to targeted balances.
5. Fully collect from all revenue sources with the intent to fund phase two capital facilities projects and allow for early payments towards both series of bonds.
6. Advance strategic initiatives.

The 2026 final draft budget includes assumptions and changes as follows:

1. L&I increase for firefighters and non-uniformed employees.
2. LEOFF and PERS contribution rates.
3. Changes from October draft budget presentation:
  - Decreased medical premiums from 6% to 5% based on final numbers from vendor.
  - Decreased overtime by \$17,100.

**Budget Summary**

	2025	2026	Increase/Decrease	
<b>Beginning Fund Balance</b>	\$13,663,075	\$15,185,260	\$1,522,185	11.14%
<b>GL Revenues</b>	\$65,818,339	\$66,419,192	\$1,196,123	1.83%
<b>Transfers in from Reserve Fund</b>	\$6,715,908	\$9,265,678	\$2,549,770	37.97%
<b>Transfers in from Bond Fund</b>	\$461,952	\$452,548	(\$9,404)	-2.04%
<b>General Operating Fund Expenditures</b>	\$52,824,886	\$58,857,546	\$6,032,660	11.42%
<b>Reserve Fund Expenditures</b>	\$6,715,908	\$9,265,678	\$2,549,770	37.97%
<b>Bond Fund Expenditures</b>	\$461,952	\$452,548	(\$9,404)	-2.04%
<b>Budgeted Transfer to Reserves</b>	\$1,827,412	\$1,883,494	\$56,082	3.07%
<b>Total Operating Budget</b>	\$61,830,158	\$70,459,266	\$8,629,108	13.96%

## **Tax Revenues**

Allowable Levy Rates - **Table 1**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Regular</b>	1.09415	1.093372	1.50	1.50
<b>EMS</b>	.43884	.43527	.41911	.41444
<b>Total</b>	1.53299	1.52864	1.91911	1.91444

2025 – Total effective tax rate is \$2.09325 (with bond)

2026 – The projected total effective tax rate is \$2.09619 (with bond)

Assessed Value/1000 - **Table 2**

		<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Reg</b>	26,637,901	27,420,283	29,284,362	30,552,102
<b>EMS</b>	26,731,907	27,481,792	29,338,531	30,610,869
<b>%</b>	21.46%	2.94%	6.80%	0.97%

Tax Revenues w/ New Construction – **Table 3**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Reg</b>	29,210,400	30,012,237	43,926,543	45,828,154
<b>EMS</b>	11,741,898	11,968,932	12,304,248	12,795,216
<b>Total</b>	41,282,298	42,388,930	56,230,791	58,623,370

Example of impact on property owner (EMS, Regular, and Bond): - **Table 4**

<b>Tax Year</b>	<b>\$500k Home</b>	<b>\$750k Home</b>	<b>\$1M Home</b>
<b>2025</b>	\$1,046	\$1,569	\$2,092
<b>2026</b>	\$1,048	\$1,572	\$2,096
<b>Annual Increase</b>	\$2	\$3	\$4
<b>Monthly Increase</b>	\$0.17	\$0.25	\$0.33

**GL Revenues – Breakout**

<b>Revenue</b>	<b>2025 Certified</b>	<b>2026 Budgeted</b>
Property Tax (Pierce County and K.C.)	56,876,061	58,623,370
Forest Harvest Excise Tax	18,500	18,500
Grants	1,735,956	689,500
GEMT Transport	3,200,000	3,200,000
Records Requests	2,100	2,100
Fire Prot. & EMS Intergovernmental	160,747	160,747
Class Registrations	600	600
CPR/First Aid Registration	12,000	12,000
Protective Inspection - Plan Review Fees	77,375	77,375
Ambulance Transport Fees	2,900,000	2,900,000
Investment Interest	300,000	200,000
Donations & Vol Mitigation Fees	100,000	100,000
Sale of Surplus/Scrap/Junk	5,000	5,000
Misc. Immaterial Items	20,000	20,000
Proceeds from the Sale of Capital Assets	10,000	10,000
GEMT Reconcile	400,000	400,000
<b>GL Revenue</b>	<b>65,818,339</b>	<b>*66,419,192</b>

\*Total encumbered revenue: \$60,741,040

Total unencumbered revenue: \$5,678,151

**All Revenues – Breakout**

<b>Description – Reserve Fund Xfer In</b>	<b>2025</b>	<b>2026</b>
Equipment Reserve	6,535,908	7,546,679
Facility Reserve	180,000	619,000
Phase 2 Reserve	0	1,100,000
<b>Subtotal</b>	<b>6,715,908</b>	<b>9,265,678</b>

<b>Description – Capital Fund Xfer In</b>	<b>2025</b>	<b>2026</b>
PM Wages & Benefits	461,952	452,548

<b>Description – All Sources</b>	<b>2025</b>	<b>2026</b>
G.L. Revenue	65,223,069	66,419,192
Reserve Transfer In	6,715,908	9,265,678
Capital Fund Transfer In	461,952	452,548
<b>Total Revenue</b>	<b>72,400,929</b>	<b>76,137,418</b>

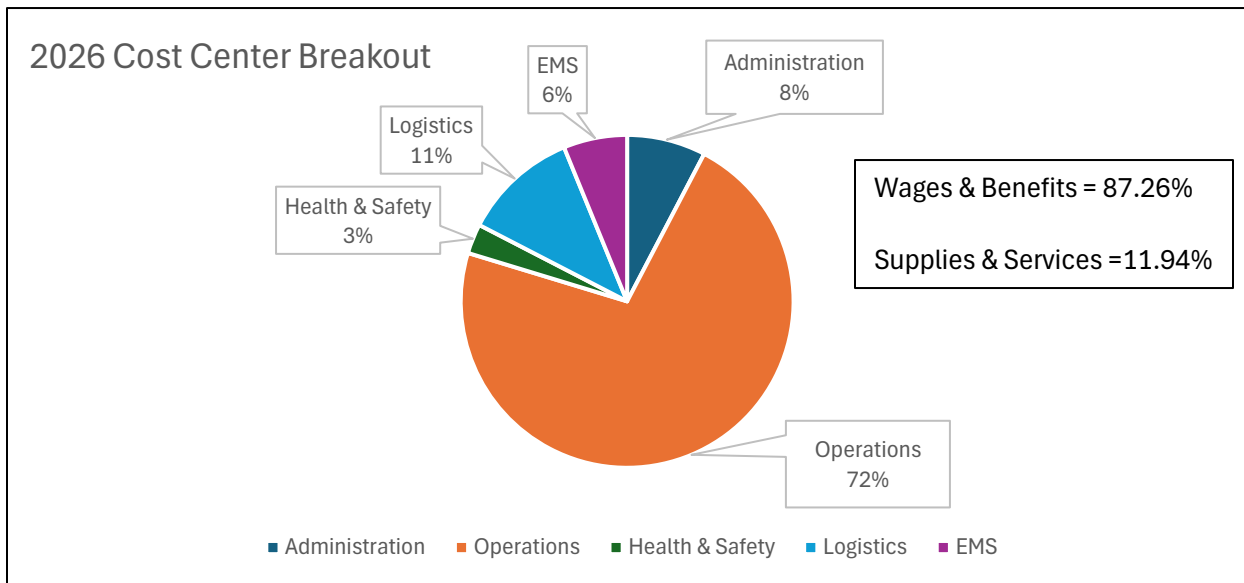


## Expenditures

Operational expenses are broken down into four categories (operating expenses, budgeted transfers out, reserve expenditures, and bond expenditures), with the sum of these categories resulting in the total operating budget. A summary is shown below:

Category	2025	2026	\$ Change	% Change
<b>Operating Expenses</b>	\$52,824,886	\$58,857,546	\$6,032,660	11.42%
<b>Budgeted Transfers</b>	\$1,827,412	\$1,883,494	\$56,082	3.07%
<b>Reserve Expenditures</b>	\$6,715,908	\$9,265,678	\$2,549,770	37.97%
<b>Bond Expenditures</b>	\$461,952	\$452,548	(\$9,404)	-2.04%
<b>Total Operating Budget</b>	<b>\$61,830,158</b>	<b>\$70,459,266</b>	<b>\$8,629,108</b>	<b>13.96%</b>

## Cost Center Breakout



	2025	2026	Increase/Decrease	% Change
<b>Administration</b>	\$3,840,463	\$4,512,971	\$675,508	17.51%
<b>Operations</b>	\$37,833,425	\$42,393,688	\$4,251,188	12.05%
<b>Health &amp; Safety</b>	\$1,583,621	\$1,702,765	\$173,144	7.52%
<b>Logistics</b>	\$6,140,699	\$6,605,398	\$719,773	7.57%
<b>EMS</b>	\$3,426,677	\$3,642,725	\$216,048	6.30%
<b>Total</b>	<b>\$52,824,886</b>	<b>\$58,857,546</b>	<b>\$6,032,661</b>	<b>11.42%</b>

### **Operating Expense Drivers**

<b>%</b>	<b>Amount</b>	<b>Notes</b>
7.00%	\$3,697,141	All existing employees' wages and benefits (including attrition)
1.71%	\$903,238	Overtime
0.30%	\$157,307	Payroll Administrator
1.13%	\$597,876	4 new firefighters
-0.10%	(\$53,834)	Support
0.60%	\$318,432	Services
0.7%	\$412,500	Leases/Business Insurance
<b>11.42%</b>	<b>\$6,032,660*</b>	

The table above is not an exhaustive list of budget additions and subtractions. It demonstrates the items that drive the bulk of expense increases in 2026.

\*Does not include Project Manager or Budgeted Transfers to Reserves

### **FTE Breakout (budget authorized positions)**

	<b>2025 Approved</b>	<b>2026 Budget Change</b>	<b>2026 Total</b>
<b>Administration</b>	11	+1	12
<b>Operations</b>	161	+4	165
<b>Health &amp; Safety</b>	6.4	0	6.4
<b>EMS</b>	9	0	9
<b>Logistics</b>	10	0	10
<b>Total</b>	<b>197.4</b>	<b>+5</b>	<b>202.4</b>

- Administration: adds an additional Payroll Administrator
- Operations: adds four firefighters

## Reserve Funds

**Reserve Balances as of 11/4/25 – Table 1**

Description	Amount
Equipment Reserve	\$15,625,403
Facilities Reserve	\$2,674,127
Phase 2 Reserve	\$21,986,079
Total	\$40,285,609

## Equipment Replacement Reserve

**Budgeted Transfers to the Equipment Replacement Reserve –Table 2**

	2025	2026	Increase/Decrease	
Budgeted Transfer to Equipment Reserves	\$1,764,412	\$1,817,344	\$52,932	3.0%

**Equipment Reserve Replacement Purchases – Table 3**

Description	Amount
2026 – New Engine	\$1,449,415
2026 – Staff Vehicles (1)	\$95,500
2026 – Medic Unit	\$421,306
2026 – Medic Powerload Cots	\$75,500
2026 – Extrication Equipment	\$52,996
2026 – Polaris Ranger Side by Side	\$55,000
2026 – SCBA Washers	\$86,210
2025 – Medic Units (2)	\$599,903
2023 - Fire Engines (2)	\$2,512,704
2022 – Fire Engines (2)	\$2,198,144
Total	\$7,546,678

All purchases are made through the operating fund via a “transfer-in” from the Equipment Replacement Reserve.

## Equipment Replacement Reserve Purchases

**New Engine 2026** – This engine is being purchased earlier than originally planned in the ERR due to increased mileage, higher repair frequency, and extended lead times for new apparatus delivery.

**Staff Vehicle (2026)** – Planned replacement of a fleet vehicle that has reached the end of its service life.

**New Medic Units/Powerload Cots (2026)** – Three medic units were originally scheduled for replacement in 2025. To better manage the ERR fund balance and stagger future replacement cycles, two units were purchased last year and one is planned for this year.

**Extrication Equipment (2026)** – With the addition of Station 117, the district no longer has a spare set of extrication tools. A reserve set is needed to maintain operational resiliency—providing coverage when equipment is out for service or repair, for training use, and for surge staffing during major incidents.

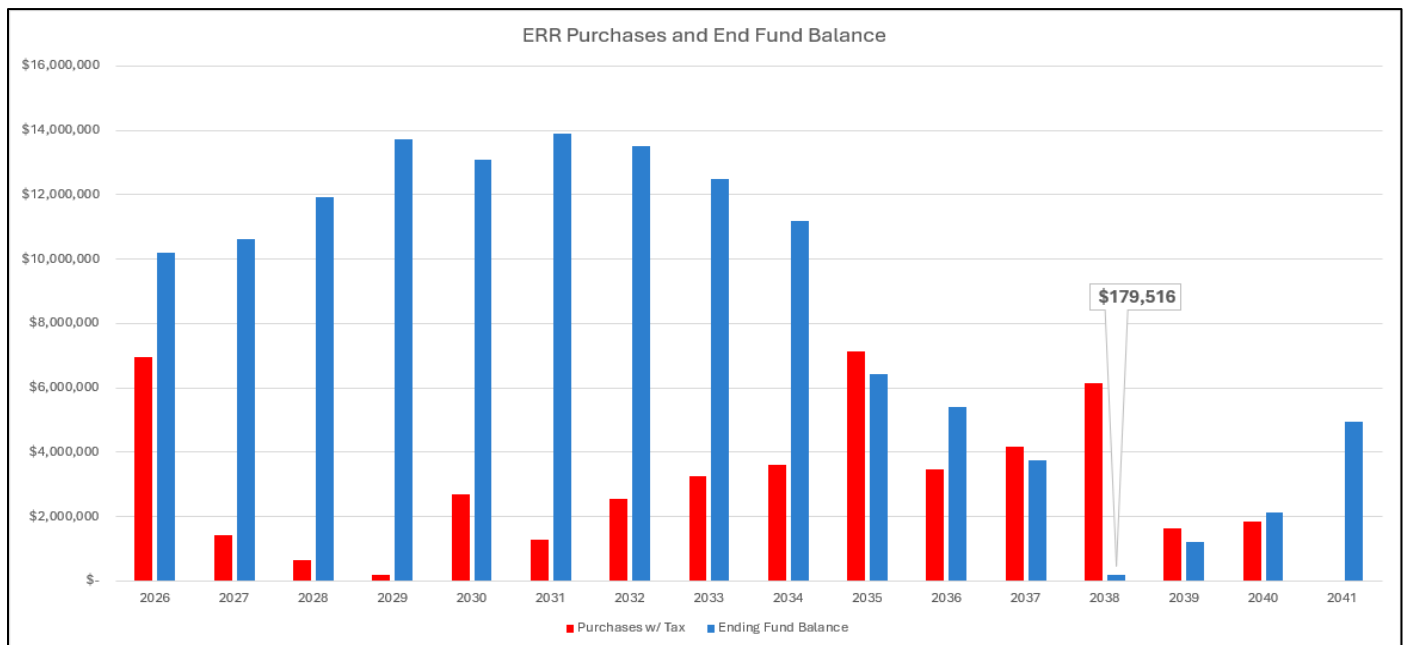
**Polaris Ranger Side by Side (2026)** - Supports off-road and special-mission responses, including access to the new bike park. This unit will be housed at Station 117.

**SCBA Washers (2026)** - Equipment used to remove carcinogenic contaminants from SCBAs following fire incidents.

**Medic Units (2) (2025)** – Replacement of the district’s two oldest medic units and associated autoloader systems, both of which have reached the end of their useful life.

**Fire Engines (4) Reapproval from 2022/2023** – Reapproval for four previously authorized engines ordered in 2022 and 2023. Two engines are expected to arrive in early 2026, with the remaining two anticipated in late 2026.

## Equipment Replacement Reserve Forecast



## Facility Maintenance Reserve

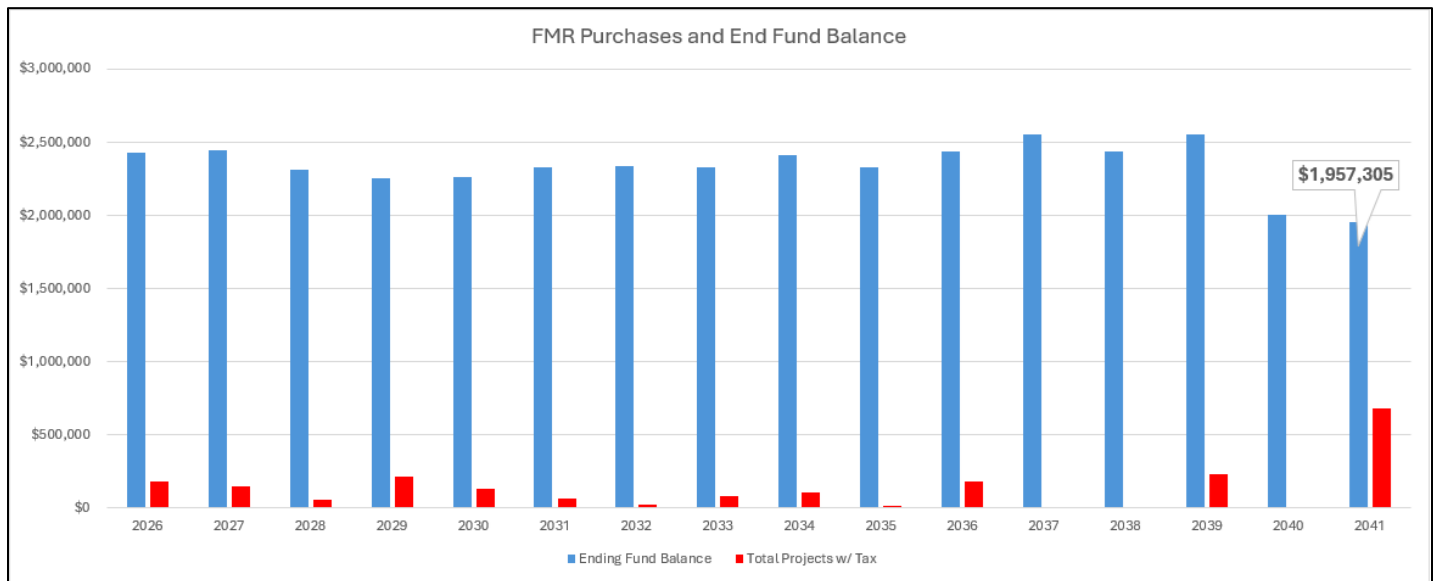
### Budgeted Transfers to Facilities Maintenance Reserve

	2025	2026	Increase/Decrease	
Budgeted Transfer to Reserves	\$63,000	\$66,150	\$3,150	5%

### Facility Maintenance Reserve Purchases

Description	Amount
Station 113 – HVAC	\$144,000
<b>Total</b>	<b>\$144,000</b>

### Facility Maintenance Reserve Forecast

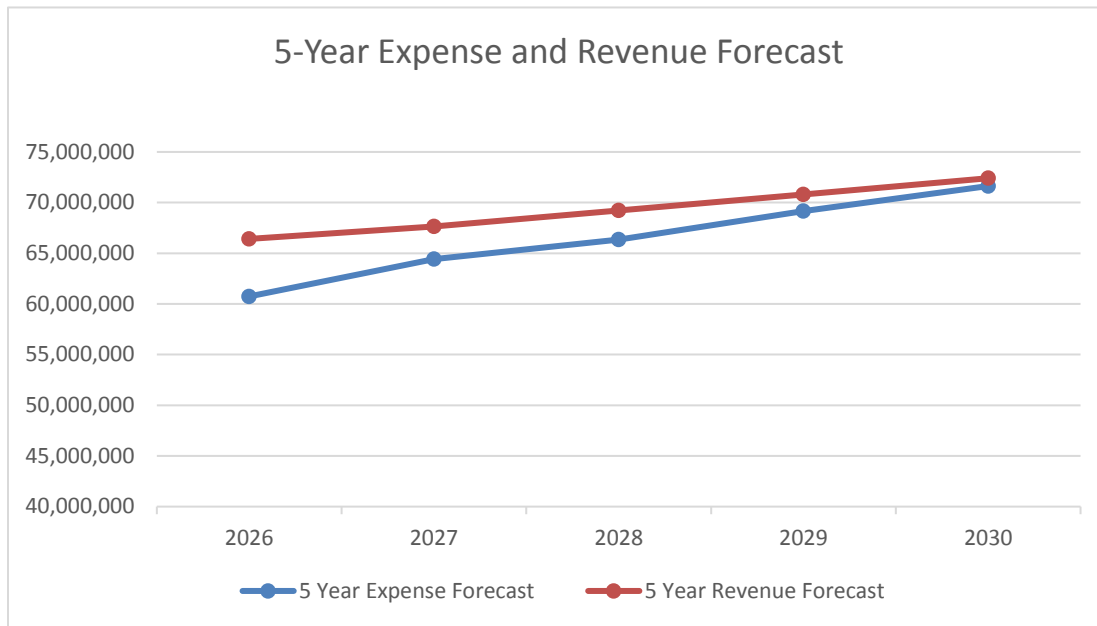


**Phase 2 Reserve**

**Phase 2 Reserve Purchases**

<b>Description</b>	<b>Amount</b>
<b>New Station 124</b>	\$1,100,000
<b>Training Center</b>	\$475,000
<b>Total</b>	<b>\$1,575,000</b>

### 5-Year Revenue and Expense Forecast



	2026	2027	2028	2029	2030
5 Year Expense Forecast	60,741,040	64,417,604	66,347,640	69,152,367	71,635,261
Wages	39,281,452	42,024,897	43,344,497	45,094,663	46,514,235
Benefits	12,078,429	12,642,543	12,968,894	13,730,507	14,491,739
Supplies	2,121,729	2,184,418	2,248,987	2,315,494	2,383,996
Services	5,375,936	5,616,330	5,767,616	5,923,439	6,083,938
Transfer Out	1,883,494	1,949,416	2,017,646	2,088,263	2,161,353
5 Year Revenue Forecast	66,419,192	67,640,748	69,214,811	70,802,514	72,403,996

Projections are based on prior budget actuals, historical averages, and current trends.

The forecast for wages and benefits includes yearly increases to COLA, medical/dental, L&I, DRS, PFML, and Medicare. No new positions are in the 5-year forecast.

The supplies and services forecast includes yearly increases to all lines by 3% year over year.

Revenues assume a continued positive trend in transport revenues, no decline in GEMT revenue, level new construction, and increases in assessed valuations 2027 – 3%, 2028-2030 – 6%.

SAFER Grant revenue will be completed in early 2026.

**Capital Fund (Bond) Expenditures**

The capital fund is projected to be 100% spent by late 2026.

<b>Fund Balance – October 2025*</b>	<b>\$6,979,996</b>
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\*Includes YTD interest.

\*The bond tax collection rate is forecasted to be \$0.18 per thousand in 2026.





## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	November 18, 2025
<b>Title:</b>	Resolution 1096 2026 Budget & Appendix A

<b>Recommendation from Staff:</b>	<b>Approve Resolution</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to adopt Resolution 1096 for the approval of the 2026 Budget and Appendix A for East Pierce Fire &amp; Rescue.</i>
<b>Presenter:</b>	Finance Director M. Hollon
<b>Attachments:</b>	Resolution 1096

### Summary:

This is a resolution to be passed by the governing board of the fire district approving the budget for fiscal year 2026.

### Fiscal Impact:

**EAST PIERCE FIRE & RESCUE**

**RESOLUTION #1096**

**(A Resolution Adopting the 2026 Budget)**

**WHEREAS**, the Board of Commissioners of East Pierce Fire & Rescue has met and considered its budget for the calendar year 2026; and

**WHEREAS**, the Board of Commissioners has authorized the regular property, emergency services and bond tax levies for collection in 2026 by Resolutions 1097, 1098, 1099;

**BE IT HEREBY RESOLVED, BY THE BOARD OF COMMISSIONERS OF EAST PIERCE FIRE & RESCUE AS FOLLOWS:**

THAT, the 2026 Budget of East Pierce Fire & Rescue be adopted in the amounts of:

General Fund –	\$96,509,232 <i>(Including Beginning Fund Balance)</i>
Reserve Fund –	\$42,580,597
Debt Fund –	\$ 5,935,421
Capital Fund –	\$ 6,347,533

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

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Justin Evans

\_\_\_\_\_  
Commissioner Randy Kroum

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Cynthia Wernet

ATTEST:

\_\_\_\_\_  
Corina Byerley, District Secretary



# EAST PIERCE FIRE & RESCUE

2026 Budget

Resolution 1096 Exhibit A

Current Month	Year to Date	Budget per Resolution 1096	Remaining Amount	Remaining Percent
			12 Months Remaining =	100.0%

## General Fund (Current Expense)

Estimated Beginning Fund Balance			\$ 20,371,814		
<b>Operating Revenues</b>					
Property Tax - Current			58,623,370		
Property Tax - Prior Year/Delinquent			-		
Other Taxes			18,500		
Regular EMS Transport			2,900,000		
GEMT Transport			3,200,000		
GEMT Settlements			400,000		
Intergovernmental			238,122		
Tehaleh Mitigation			100,000		
Transfers in from Reserves/Capital			9,718,226		
Other Revenue			939,200		
<b>Total Operating Revenues</b>			<b>76,137,418</b>		

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

## Revenues

	Current Month	Year to Date	Budget per Resolution 1096	Remaining Amount	Remaining Percent
<b>Operating Expenses</b>					
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)			4,512,970		
<b>Operations</b> (Fire, Training, Volunteers)			42,804,263		
<b>EMS</b>			3,642,725		
<b>Prevention</b> (Fire Prevention, Pub Ed)			1,652,315		
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)			6,245,273		
<b>Capital</b> (Project Manager)			452,548		
<b>Reserve Purchases</b> (Equipt., EMS, Facility)			9,265,678		
<b>Transfers Out</b>			1,883,494		
<b>Total Operating Expenses</b>			<b>70,459,266</b>		
Payroll Clearing Accruals					
<b>Operating Expenses Net of Accruals</b>			<b>70,459,266</b>		
<b>Ending Net Cash &amp; Investments (Est.)</b>			<b>26,049,965</b>		



## EAST PIERCE FIRE & RESCUE

### 2026 Budget

### Resolution 1096 Exhibit A

Reserve Fund	Current Month	Year to Date	Budget per Resolution 1096	Remaining Amount	Remaining Percent
			12 Months Remaining =		100.0%
<b>Estimated Beginning Fund Balance</b>			\$ 40,697,103		
<b>Revenues</b>					
Sale of Tax Title Property			-		
Investment Interest			-		
Transfers In			1,883,494		
<b>Total Revenues</b>			<b>1,883,494</b>		
<b>Expenses</b>					
Transfers Out			9,265,678		
<b>Total Expenses</b>			<b>9,265,678</b>		
<b>Ending Net Cash and Investments</b>			<b>\$ 33,314,919</b>		
Bond Fund	Current Month	Year to Date	Budget per Resolution 1096	Remaining Amount	Remaining Percent
<b>Estimated Beginning Fund Balance</b>			\$ 382,821		
<b>Revenues</b>					
Property Tax - Bond Levy - Current			5,552,600		
Property Tax - Bond Levy - Prior/Del.			-		
<b>Total Revenues</b>			<b>5,552,600</b>		
<b>Expenses</b>					
Debt Pmt - Principal			2,285,000		
Debt Pmt - Interest & Debt Service			3,158,725		
<b>Total Expenses</b>			<b>5,443,725</b>		
<b>Ending Net Cash and Investments</b>			<b>\$ 491,696</b>		
Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget per Resolution 1096	Remaining Amount	Remaining Percent
<b>Estimated Beginning Fund Balance</b>			\$ 6,347,533		
<b>Revenues</b>					
Investment Interest			-		
<b>Total Revenues</b>			<b>-</b>		
Capital Purchases-Station 111			-		
Capital Purchases-Station 112			-		
Capital Purchases-Station 114			-		
Capital Purchases-Station 117			-		
Capital Purchases-Station 118			-		
Capital Purchases-Station 124			-		
Transfer Out - GF - Cap Fac Mgr			452,548		
<b>Total Expenses</b>			<b>452,548</b>		
<b>Ending Net Cash and Investments</b>			<b>\$ 5,894,985</b>		



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	November 18, 2025
<b>Title:</b>	Resolution 1097 Regular Property Tax Levy

<b>Recommendation from Staff:</b>	<b>Approve Resolution</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to adopt Resolution 1097 for the approval of the 2026 Regular Property Tax Levy for East Pierce Fire &amp; Rescue.</i>
<b>Presenter:</b>	Finance Director M. Hollon
<b>Attachments:</b>	Resolution 1097

### Summary:

This is a resolution to be passed by the governing board of the fire district requesting to collection the regular property tax levy for fiscal year 2026.

### Fiscal Impact:



# EAST PIERCE FIRE RESCUE

## RESOLUTION NO. 1097

**WHEREAS**, the **Board of Commissioners** of **East Pierce Fire & Rescue REGULAR** has met and considered its budget for the calendar year 2026; and

**WHEREAS**, the population of this district is more than 10,000; and now, therefore,

**WHEREAS**, the district's actual levy amount from the previous year was \$ 44,567,374.94 and,

**BE IT RESOLVED** by the **Board of Commissioners** of East Pierce Fire & Rescue that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of increase over the actual levy amount from the previous year shall be \$ 445,673.75 which is a percentage increase of 1.000% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

**PURSUANT** to RCW 84.52.125 it is the intent of the fire district commissioners to protect the district's tax levy from prorationing under RCW 84.52.010(2), by imposing up to a total of twenty-five cents (\$0.25) per thousand dollars of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160, or either of them, outside of the five dollars and ninety cents per thousand dollars of valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(2)(e).

**FURTHER**, pursuant to RCW 84.55.092, it is the intent of the fire district commissioners to protect the fire district's future levy capacity. Therefore, in any year in which the district reduces the regular tax levy below the amount of levy to which the district is entitled by law, consistent with existing voter authorizations and the limitations of the state constitution and statutes, it is the district's intent to fully preserve future levy capacity as the aforesaid statute allows. The county assessor is therefore requested to set the regular property tax levy at the amount which would be allowed under RCW 84.55, as if the regular property tax for the district for taxes due in prior years (beginning with 1986) had been set for the full maximum amount authorized under the law.

Adopted this 18th day of November, 2025.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

<http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	November 18, 2025
<b>Title:</b>	Resolution 1098 2026 EMS Property Tax Levy

<b>Recommendation from Staff:</b>	<b>Approve Resolution</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to adopt Resolution 1098 for the approval of the 2026 EMS Property Tax Levy for East Pierce Fire &amp; Rescue.</i>
<b>Presenter:</b>	Finance Director M. Hollon
<b>Attachments:</b>	Resolution 1098

### Summary:

This is a resolution to be passed by the governing board of the fire district requesting to collection of the 2026 EMS property tax levy.

### Fiscal Impact:

# EAST PIERCE FIRE RESCUE

## RESOLUTION NO. 1098

**WHEREAS**, the **Board of Commissioners** of **East Pierce Fire & Rescue EMS** has met and considered its budget for the calendar year 2026; and

**WHEREAS**, the population of this district is more than 10,000; and now, therefore,

**WHEREAS**, the district's actual levy amount from the previous year was \$ 12,308,685.53 and,

**BE IT RESOLVED** by the **Board of Commissioners** of East Pierce Fire & Rescue that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of increase over the actual levy amount from the previous year shall be \$ 113,037.40 which is a percentage increase of 0.9184% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

**FURTHER**, pursuant to RCW 84.55.092, it is the intent of the fire district commissioners to protect the fire district's future levy capacity. Therefore, in any year in which the district reduces the EMS tax levy below the amount of levy to which the district is entitled by law, consistent with existing voter authorizations and the limitations of the state constitution and statutes, it is the district's intent to fully preserve future levy capacity as the aforesaid statute allows. The county assessor is therefore requested to set the EMS tax levy at the amount which would be allowed under RCW 84.55, as if the EMS tax for the district for taxes due in prior years (beginning with 1986) had been set for the full maximum amount authorized under the law.

Adopted this 18th day of November, 2025.

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## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	November 18, 2025
<b>Title:</b>	Resolution 1099 2026 Excess Levy Tax

<b>Recommendation from Staff:</b>	<b>Approve Resolution</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to adopt Resolution 1099 for the approval of the 2026 Excess Levy Tax for East Pierce Fire &amp; Rescue.</i>
<b>Presenter:</b>	Finance Director M. Hollon
<b>Attachments:</b>	Resolution 1099

<b>Summary:</b>
This is a resolution to be passed by the governing board of the fire district requesting to collection the 2026 Excess Levy Tax. This is the collection for the UTGO Bonds.

<b>Fiscal Impact:</b>	
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# EAST PIERCE FIRE & RESCUE

## RESOLUTION NO. 1099

**WHEREAS**, the **Board of Commissioners** of East Pierce Fire & Rescue has met and considered its budget for the calendar year 2026; and

**WHEREAS**, the population of this district is more than 10,000; and now, therefore,

**WHEREAS**, in the November 6, 2018 election, the District's voters approved an Unlimited Tax General Obligation Levy for bonds in an amount not to exceed \$80,000,000 total,

**BE IT RESOLVED** by the **Board of Commissioners** of East Pierce Fire & Rescue that this Unlimited Tax General Obligation levy is hereby authorized for the levy to be collected in the 2026 tax year

The levy for East Pierce Fire & Rescue Bond Issuance 2018 shall be collected at the amount required for principal and interest payable in 2026, \$5,552,600

Adopted this 18th day of November, 2025.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

<http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.



## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	November 18, 2025
<b>Title:</b>	Resolution 1100 Transfer of funds from the General to Reserve Fund

<b>Recommendation from Staff:</b>	
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to approve Resolution 1100 to transfer funds from the General Fund to the Reserve Fund in the amount of \$1,827,412.</i>
<b>Presenter:</b>	Finance Director M. Hollon
<b>Attachments:</b>	Resolution 1100

<b>Summary:</b>
Scheduled transfer per the Equipment and Facility policy as approved in the 2025 budget.  Facilities Reserve: \$63,000 Equipment Reserve: \$1,764,412

<b>Fiscal Impact:</b>	
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**EAST PIERCE FIRE & RESCUE**

**RESOLUTION NO. 1100**

**A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS**

**WHEREAS**, the Board wishes to transfer funds in the amount of \$1,827,412 from the General Fund to the Reserve Fund as the scheduled transfer per the Equipment and Facility policy as approved in the 2025 budget; 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 November 19, 2025 as follows:

General Fund (686-022)	Transfer Out	\$1,827,412
Reserve Fund (690-022)	Transfer In	\$1,827,412

**PASSED AND APPROVED** this 18<sup>th</sup> day of November, 2025, the following commissioners being present and voting:

\_\_\_\_\_  
Chair Jon Napier

\_\_\_\_\_  
Commissioner Pat McElligott

\_\_\_\_\_  
Commissioner Justin Evans

\_\_\_\_\_  
Commissioner Cynthia Wernet

\_\_\_\_\_  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Ed Egan

\_\_\_\_\_  
Commissioner Randy Kroum

ATTEST:

\_\_\_\_\_  
District Secretary Corina Byerley



# Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	November 18, 2025
<b>Title:</b>	Equipment Replacement Reserve (ERR) Edits – 2nd Reading

<b>Recommendation from Staff:</b>	<i>Approve</i>
<b>Recommendation from Committee:</b>	Approve – Finance Committee
<b>Recommended Action/Motion:</b>	<i>Move to approve the recommended edits to the Equipment Replacement Reserve Policy.</i>
<b>Presenter:</b>	Parkinson
<b>Attachments:</b>	ERR Track Changed Policy

<b>Summary:</b>
<p>Staff recommends two edits to the Equipment Replacement Reserve (ERR) Policy 238 section 238.4 section (c) 14 &amp; 15. This edits the policy to allow for the replacement of bunker gear extractors and SCBA decontamination systems, neither of which were previously accounted for in policy. Including these items in the ERR forecast does not substantially impact the end fund balance over the next 15 years.</p> <p>These edits were reviewed by the Finance Committee.</p> <p>Per Board Policy, changes to the policy require two readings before adoption. This is the second reading of the proposed edits.</p>

<b>Fiscal Impact:</b>	N/A
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## Equipment Replacement Reserve

### 238.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the District a tool for timely, efficient, coordinated replacement of equipment, and provide an annual and long-term budgeting tool for equipment replacement.

### 238.2 POLICY

- (a) Scope and Length of Budget Period
  - 1. The Equipment Replacement Reserve (ERR) budget shall be based on the fiscal year beginning January 1 through December 31, and revenue and expenditures for the fund shall be adopted annually as part of the operating budget.
- (b) Budget Process
  - 1. The fire chief shall annually prepare a budget showing all ERR expenses for the fiscal year and an updated revenue and expense forecast.
- (c) Budget Adoption:
  - 1. ERR expenditures shall be adopted by the Board annually as part of the regular budget adoption process.
- (d) Level of Control:
  - 1. The fire chief cannot spend more than the adopted budget per project, nor can the fire chief utilize the ERR for items not specifically identified in the Equipment Replacement List without Board approval.
    - (a) Project cost overruns may be funded through the operating budget at the fire chief's discretion.
    - (b) Upon project completion, any excess funds will remain in the ERR.
- (e) Forecast:
  - 1. The fire chief shall maintain a rolling 15-year replacement forecast, and ensure each of the first 10 years maintains a positive end fund balance in the ERR.
- (f) Contributions:
  - 1. Contributions to the ERR reserve will occur through the adopted operating budget and are generally expected to increase year over year.
- (g) Schedule updates:
  - 1. The fire chief shall annually assess the replacement costs and service life of ERR items projected to need replacement within the next 15 years.
- (h) Inflation:
  - 1. Inflation on equipment shall be calculated at a rate of 3% per year and may be adjusted by the fire chief periodically based on market conditions and approved by the Board as part of the budget adoption process.

## *Equipment Replacement Reserve*

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- (i) Revenue sources:
  - 1. The primary sources of ERR funding are:
    - (a) General operating revenues (property taxes, transport revenue, etc.)
    - (b) Wildland deployment equipment reimbursement
    - (c) GEMT reconciliation payments
    - (d) Mitigation fees (example: Tehaleh)
    - (e) Sale of surplus equipment

### **238.3 DEFINITIONS**

- (a) Equipment Replacement List:
  - 1. The Fire Chief shall maintain a list of equipment included in the ERR.
  - 2. The Fire Chief shall ensure the pricing, as well as the service life of equipment, is assessed annually.
  - 3. Changes to the Equipment Replacement List shall be recommended by the fire chief and implemented through the policy amendment and budget adoption process.

### **238.4 EQUIPMENT REPLACEMENT LIST**

- (a) The Equipment Replacement list contains items which generally:
  - 1. Have a replacement value of greater than \$10,000 and are mobile in nature (not fixed to a facility).
  - 2. Have a combined purchase price that will total more than \$10,000 (when the individual item value is less than \$10,000).
  - 3. Are replaced at a predictable interval other than annually.
- (b) Vehicles
  - 1. Fire Engine(s)
  - 2. Medic Unit(s)
  - 3. Ladder Truck(s)
  - 4. Tender(s)
  - 5. Rescue Unit
  - 6. Staff Vehicles
  - 7. Battalion Chief and MSO Unit(s)
  - 8. Brush Truck
  - 9. Marine Unit(s)
  - 10. Courier Van

# East Pierce Fire & Rescue

## Policy Manual

### *Equipment Replacement Reserve*

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- 11. ATV(s)
- 12. Mechanic Truck
- 13. Bus
- (c) Equipment
  - 1. Gas Detector(s)
  - 2. SCBA(s)
  - 3. Defibrillator(s)
  - 4. SCBA Compressor(s)
  - 5. Thermal Imaging Camera(s)
  - 6. Ballistic Gear
  - 7. Extrication Equipment
  - 8. Positive pressure fans
  - 9. Portable and Mobile Radios
  - 10. Defib/Monitors
  - 11. Video Laryngoscopes
  - 12. Cot/Auto Load Systems
  - 13. Stair Chairs
  - 14. [Bunker Gear Extractors](#)
  - 15. [SCBA Decontamination Systems](#)
- (d) Items excluded
  - 1. Trailers or other special purpose equipment
  - 2. I.T. Equipment (computers, monitors, etc.)
  - 3. Facility Equipment (chairs, tables, beds, HVAC, water heaters, roofs)
    - (a) Exception: SCBA Compressor(s)



<b>Meeting Date:</b>	November 18, 2025
<b>Title:</b>	Deputy Chief MOU

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

<b>Summary:</b>
<p>I have completed the annual evaluation process with DC Stabenfeldt. I recommend that DC Stabenfeldt be granted 5% merit pay (per the MOU provided at the meeting) for his performance over the last 12 months.</p> <p>Chief Stabenfeldt has performed above expectations during this evaluation period and was vital to several key projects over the last year including new facility transitions, future facility planning, implementation of the 2025-2029 strategic plan update, build out and roll out of Essential Personnel software and First Arriving Dashboards, creating an ongoing policy and form review process, creation of an accident review board, and onboarding the communications manager. Chief Stabenfeldt has also continued his commitment to professional development by attending numerous conferences and enrolling in the All-American Leadership Academy in 2026.</p>

<b>Fiscal Impact:</b>	Accounted for in the 2025 & 2026 Budget
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Pierce County Fire Chiefs  
and  
Fire Commissioners Associations'



*Annual Awards  
Banquet*



Saturday, January 17, 2026

6:00 p.m. - "No Host" Cocktail Hour

7:00 p.m. - Program & Dinner-Dessert Buffet



**Tacoma Golf & Country Club**  
**13204 Country Club Drive SW**  
**Lakewood, WA 98498**



**Please RSVP by December 7, 2025**