EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
October 20, 2026
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/87368139027

Viewers may ask questions at the appropriate time via the chat or using the "raise hand" option available within the application. Statements and or questions may also be emailed to cbyerley@eastpiercefire.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 September 15th Special Meeting ..... Page 3
   b) Approve Minutes of the September 15th Regular Meeting ..... Pages 4-7
   c) Approve Minutes of the October 5th Special Meeting ..... Page 8
   d) Treasurer's Report ..... Pages 9-10
   e) Approve Finances ..... Pages 11-16
   f) Financial Waiver
      i) Transport Account 133303410 in the amount of $112.50 ..... Page 17

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. For citizens that are present in the audience, please sign in if you would like to address the Board and you will be given 3 minutes to present during Public Comment. Citizens attending virtually that wish to address the Board during Public Comment use the "raise hand" feature on the webinar, please identify yourself and state your address for the record before commenting. Statements or comments for the record may be submitted to cbyerley@eastpiercefire.org by 4:00pm meeting day. 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 18-19

8. **CHIEF'S REPORT**
   a) Monthly Chiefs Report ..... Pages 20-21

b) Deputy Chiefs Reports ..... Pages 22-24
   i) Deputy Chief Gilbert
   ii) Deputy Chief Stabenfeldt
c) Q3 Strategic Plan Update – Stabenfeldt ..... Pages 25-26
d) Q3 Standard of Cover Update – Gilbert ..... Page 27
e) Q3 Financial Update – Hollon ..... Page 28
f) Monthly Injury Report ..... Page 29

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:
a) Planning Committee – None ..... None
b) Finance Committee – Notes from 10/2 Meeting - Napier ..... Page 30
c) HR Committee – Notes from 9/28 Meeting – McElligott ..... Page 31

10. RESOLUTIONS:
a) None

11. NEW BUSINESS *(Board Chair will allow for public comments via chat or email)*
a) Board Vacancy (Nominations) – Parkinson ..... Page 32
b) Board Vacancy (Election of Vice-Chair) – Parkinson ..... Page 33
c) Board Vacancy (Planning Committee Assignment) – Parkinson ..... Page 34
d) 2027 Budget (1st Reading) – Parkinson ..... Page 35
e) Unclaimed Property – Hollon ..... Page 36
f) Project Manager Contract – Parkinson ..... Page 37

12. UNFINISHED BUSINESS *(Board Chair will allow for public comments via chat or email)*
a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:
a) None

14. EXECUTIVE SESSION: Per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

15. COMMISSIONER ACTION/DISCUSSION:
a) None

16. ADJOURN

2026 EVENTS:
- *October 21-24* ..... *WFCA Annual Conference (Spokane)*
- November 19th ..... PC Commissioner Meeting (SS911)
- December 24th ..... NO PC Commissioner Meeting

2027 EVENTS:
- January 17th ..... PC Fire Chiefs and Commissioners Banquet
- January 19th ..... EPFR Commissioner Meeting
- January 21st ..... PC Commissioner Meeting (SS911)

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

September 15, 2026

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue held on September 15, 2026 at 5 p.m., in-person at Headquarters (8601 Main St E, Bonney Lake). Notice of the meeting was posted for public access. The meeting was delayed due to insufficient attendance for a quorum. Chair Jon Napier called the meeting to order at 5:11 p.m. Present were Commissioners Pete Connell, Pat McElligott, Kevin Garling, Randy Kroum, Justin Evans, Fire Chief Parkinson, Deputy Chief Stabenfeldt, Deputy Chief Gilbert, District Secretary Corina Byerley, and staff.

The purpose of the special meeting was to hold an open forum with district personnel.

No actions were taken by the Board during this meeting.

There being no further discussion, Commissioner Garling moved to adjourn the meeting. The motion was seconded by Commissioner McElligott. Meeting adjourned at 6:10 p.m.

_____
Chair Jon Napier

_____
Corina Byerley, District Secretary

DRAFT

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

September 15, 2026

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on September 15, 2026, 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, Justin Evans, and Pete Connell. Fire Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley were also present.

Commissioners Excused: None
Commissioners Unexcused: None

AUDIENCE: Project Manager Phil Herrera, Taylor Mack, Michael Miller, James Parke, Brycen Giove, Chelsea Lovejoy and family, and Bryan Peterson.

HONORS AND RECOGNITIONS: None

APPROVAL OF AGENDA:
District Secretary Byerley requested to amend the agenda as follows:

- Agenda Item 4c (Consent Agenda)
  - add payroll vouchers 260902001-260902008 in the amount of $31,098.56
  - add electronic payroll in the amount of $4,196,572.98
  - replace grid
- Agenda Item 9 (Commissioner Conference/Committee Reports)
  - 9a - add Planning Committee Notes from 9/11 meeting
  - 9c – add HR Committee Notes from 9/10 meeting
- Agenda Item 10 (Resolutions)
  - 10a – add agenda summary, Resolution 1125, and Exhibit A
- Agenda Item 11 (New Business)
  - 11b – add Purchase of South Prairie Antique
  - 11c – add Fire Chief Contract

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

CONSENT AGENDA:
Commissioner McElligott moved to approve the consent agenda (minutes from the August 18th Regular meeting; treasurer's report; current expense vouchers 260901001 - 260901078 in the amount of $1,172,035.50; payroll vouchers 260902001 – 260902008 in the amount of $31,098.56; electronic payroll in the amount of $4,196,572.98; post meeting payroll changes in the amount of $6,550.06; financial waiver for transport account 133121894 in the amount of $145.00; financial waiver for transport account 133396002 in the amount of $72.50; and financial waiver for transport account 133401249 in the amount of $203.45). Motion was seconded by Commissioner Kroum and carried.

GUEST SPEAKER PRESENTATION: None

VISITOR COMMENTS:
Local 3520: Secretary Chelsea Lovejoy reported on upcoming events this weekend including Beautify Bonney Lake and Fill the Boot (Milton). She also reported on the Stronger Families Retreat; the Local

sent two couples to this 3-day event. Two members will be traveling to Colorado Springs, CO on behalf of the Local for the Fallen Firefighters Memorial this weekend.

BOND-2018:
Project Manager: Project Manager Phil Herrera gave an update on the Capital Facilities Plan.

Station 111: A meeting is scheduled for September 22nd to review the fuel island engineering.

Station 112: Crews moved into the new station today. Move in was a huge success.

Station 114: Project is complete.

Station 117: Project is complete and fuel system is operational.

Station 118: Fuel station is awaiting final inspection.

CHIEF'S REPORT:
Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Chief Parkinson, DC Gilbert, DC Stabenfeldt, and AC Berry will be attending the Fallen Firefighters Memorial this weekend in Colorado to honor DC Mack; the Annual Open House will be held Oct. 3rd at Station 111; the new Station 112 opened today; Phase I capital projects are complete and Station 124 will likely go to bid next month; the first reading of the 2027 budget is coming up next month; and the fiscal year 2025 audit is underway.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Gilbert reported: Citizen awards were presented to a group of people that helped an 8th grade student in cardiac arrest, incident first responders helped present the awards. DC Stabenfeldt reported: Logistics activity included filing for training center permits and replying to review comments on Station 124 plans; a big thank you to Phil, AC Westland, Logistics, and IT staff in their efforts to open the new Station 112; Health and Safety Division - Chaplains and Crisis Intervention Coordinator Schinkal respond to CPR calls when requested to support community members and distribute information on resources for additional support; and Communications – Sam has been working with HR team on social media for the hiring process, the process that just closed yielded 1200 applications; and noted that we recently transitioned to a new policy platform, a huge benefit of the new platform is a workflow feature allowing easier editing and communication with the Local.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:
Planning Committee: Commissioner Kroum gave a brief overview of the notes from the September 11th Planning Committee meeting. He noted that the committee discussed the future of the South Prairie fire station, the Station 113 remodel, a time and work agreement with Rice Fergus Miller Architects for additional work requested, and project status updates.

HR Committee: Commissioner McElligott gave a brief overview of the HR Committee meeting on September 10th. He noted discussion included the fire chief and deputy chief selection processes, chief officer succession plan, and internal candidates.

RESOLUTIONS:
Resolution 1125 (Transfer of Funds from Reserve to General): Finance Director Hollon presented Resolution 1125 requesting the transfer of funds from the Reserve Fund to the General Fund in the amount of $2,664,729. This transfer is to cover the expenditures for capital purchases approved by the Board FY2026 and any remaining Phase 1 bond projects. The funds will be transferred from the reserves as follows: Equipment Reserve $1,543,797 and Facilities Reserve Phase 2 $1,120,932. Commissioner

Evans moved to approve Resolution 1125 to transfer funds from the Reserve Fund to the General Fund in the amount of $2,664,729. The motion was seconded by Commissioner Egan and carried.

Resolution 1126 (Transfer of Funds from Reserve to General): Finance Director Hollon presented Resolution 1126 requesting the transfer of funds from the General Fund to the Capital Fund in the amount of $10,586.08 and transfer from the Capital Fund to the General Fund in the amount of $11,259.53. A refund was received from the City of Tacoma in the amount of $10,586.08 for a capital project that was estimated and paid up front. These funds are required to be refunded to the Capital Fund. An additional transfer in the amount of $11,259.53 from the Capital Fund to the General Fund was requested for the refund amount plus any funds in the Capital Fund due to interest. Commissioner Kroum moved to approve Resolution 1126 to transfer funds from the General Fund to the Capital Fund in the amount of $10,586.08 and transfer from the Capital Fund to the General Fund in the amount of $11,259.53. The motion was seconded by Commissioner Garling and carried.

NEW BUSINESS:
Memorandum of Understanding (VEBA): Chief Parkinson requested the Board authorize a memorandum of understanding with Local 3520 to change the VEBA vendor identified in the collective bargaining agreement to Gallagher HealthInvest HRA. The one-time fee associated with the change will be paid by Local 3520. Commissioner McElligott moved to approve the Memorandum of Understanding with Local 3520 regarding CBA Article 21.2.1 regarding a change in VEBA vendors. The motion was seconded by Commissioner Egan and carried.

Purchase of South Prairie Antique Fire Engine: Chief Parkinson presented to the Board a request to purchase the antique fire engine owned by the Town of South Prairie for $25,000. The request was reviewed and is supported by the Planning Committee. The engine is frequently used by the district for various events. Commissioner Connell moved to authorize the fire chief to purchase the Howard Cooper antique fire engine from the Town of South Prairie for $25,000 plus tax, title, and registration. The motion was seconded by Commissioner Egan and carried.

Fire Chief Contract: Chief Parkinson presented to the Board a request to authorize the Board Chair to sign an employment agreement promoting Deputy Chief to the position of fire chief effective March 16, 2027. The HR Committee reviewed options for the replacement of Chief Parkinson and recommended Deputy Chief Matt Gilbert be promoted to the position. Commissioner McElligott moved to authorize the Board Chair to sign the 3-year employment agreement with Matt Gilbert for the position of Fire Chief commencing on March 16th, 2027. The motion was seconded by Commissioner Egan and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:
WFCA Annual Conference (Spokane October 21-24): District Secretary Byerley provided the dates and location of the WFCA Annual Conference. Commissioners Garling and McElligott would like to attend.

Snure Seminar (Spokane October 21): District Secretary Byerley provided information regarding the Snure Seminar. Commissioners Napier, Garling, and McElligott would like to attend.

EXECUTIVE SESSION:
Chair Napier called for an executive session per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and per RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price at 7:47 p.m. for 15 minutes.

Meeting reconvened at 8:02 p.m.

Upon reconvening the following action was taken: No action taken, information only.

COMMISSIONER ACTION/DISCUSSION:
Commissioner Resignation: Commissioner Egan announced his resignation from the Board as of September 30, 2026, and read his resignation letter. Chief Parkinson thanked Commissioner Egan for his service to the district and community. Chair Napier thanked Commissioner Egan for his personal guidance and service to the community. Commissioner McElligott moved to accept Commissioner Egan's resignation. The motion was seconded by Commissioner Garling and carried.

ADJOURN
There being no further business to come before the Board, the meeting was adjourned at 8:09 p.m.

_____ _____

District Secretary Corina Byerley Chairman Jon Napier

DRAFT

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

October 6, 2026

A special meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue held on October 6, 2026 at 2 p.m., 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 2 p.m. Present were Commissioners Pete Connell, Kevin Garling, Randy Kroum, Fire Chief Parkinson, Finance Director Michelle Hollon, and District Secretary Corina Byerley.

Guests included Assistant State Auditor Tammy Lane and Assistant Audit Manager Morgan Clack

The purpose of the special meeting was to attend the fiscal year 2025 audit entrance conference to discuss the scope of the audit.

Assistant Audit Manager Morgan Clack gave a brief introduction.

Assistant State Auditor Tammy Lane gave a presentation outlining the scope of the audit for fiscal year 2025.

No actions were taken by the Board during this meeting.

There being no further discussion, Commissioner Connell moved to adjourn the meeting. The motion was seconded by Commissioner Garling. Meeting adjourned at 2:15 p.m.

_____
Chair Jon Napier

_____
Corina Byerley, District Secretary

DRAFT

EAST PIERCE FIRE & RESCUE

September 2026

for October 20, 2026 Meeting

	Current Month	Year to Date	Budget Res 1096	Remaining Amount	Remaining Percent
				3 Months Remaining =	25.00%
General Fund (Current Expense)					
Net Cash & Investments 12/31/2025			**$ 20,371,814**	Budgeted	
Operating Revenues					
Property Tax - Current	665,567	32,241,365	58,623,370	26,382,005	45.0%
Property Tax - Prior Year/Delinquent	10,509	433,952	-	(433,952)	0.0%
Other Taxes	23	5,833	18,500	12,667	68.5%
Regular EMS Transport	407,895	2,998,479	2,900,000	(98,479)	-3.4%
GEMT Transport	335,053	3,019,347	3,200,000	180,653	5.6%
GEMT Reconciliation	-	1,322,958	400,000	(922,958)	-230.7%
Intergovernmental	119,460	184,460	238,122	53,662	22.5%
Tehaleh Mitigation	-	46,550	100,000	53,450	53.5%
Transfers in from Reserves/Capital	2,675,989	4,163,798	9,718,226	5,554,428	57.2%
Other Revenue	46,733	1,740,551	939,200	(801,351)	-85.3%
Total Operating Revenues	**4,261,227**	**46,157,294**	**76,137,417**	**29,980,124**	**39.4%**

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

Operating Expenses	Current Month	Year to Date	Budget Res 1096	Remaining Amount	Remaining Percent
Administration *(Comm, Fire Chief, Deputy Chief, Finance, HR)*	680,413	3,371,324	4,512,970	1,141,646	25.3%
Operations *(Fire, Training, Volunteers)*	3,611,683	32,743,486	42,804,263	10,060,777	23.5%
EMS	225,424	2,377,148	3,642,725	1,265,577	34.7%
Prevention *(Fire Prevention, Pub Ed)*	119,932	1,241,679	1,652,315	410,636	24.9%
Logistics *(Logistics, Emerg. Mgmt, IT)*	332,341	4,467,608	6,245,273	1,777,665	28.5%
Capital *(Project Manager)*	27,292	301,354	452,548	151,194	33.4%
Reserve Purchases *(Equipt., EMS, Facility)*	420,610	5,533,442	9,265,678	3,732,236	40.3%
Transfers Out	10,586	12,286,542	1,883,494	(10,403,048)	-552.3%
Total Operating Expenses	**5,428,281**	**62,322,582**	**70,459,265**	**8,136,683**	**11.5%**
Payroll Clearing Accruals	(47,088)	(41,956)			
Operating Expenses Net of Accruals	**5,381,192**	**62,280,626**	**70,459,265**		
Ending Net Cash & Investments			**$ 26,049,965**		

Reserve Fund

Net Cash & Investments 12/31/2025 **$ 40,697,103** Budgeted

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 09/30/26
Equipment Reserve			1,543,797	14,181,206
Facilities Reserve				2,964,304
Capital Facilities Phase 2			1,120,932	32,350,603
Sale of Tax Title Property				
Investment Interest				
Current Month Total	**159,282**	**-**	**2,664,729**	
Year to Date Total	**$ 1,116,425**	**$ 12,237,640**	**$ 3,864,048**	**$ 49,496,113**

EAST PIERCE FIRE & RESCUE

September 2026

for October 20, 2026 Meeting

Capital (Construction) Fund UTGO Bonds 2022	Current Month	Year to Date	Budget Res 1096	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2025			**$ 6,347,533**	Budgeted	
			$ 5,247,764	Actual	
Revenues					
Investment Interest	-	40,161	-	(40,161)	0.0%
Transfer In - Vendor Refund	10,586	48,902		-	0.0%
Total Revenues	**10,586**	**89,063**	**-**	**(40,161)**	
Expenses					
Capital Purchases	-	-	-	-	0.0%
Capital Purchases-Station 111	-	248,178	-	-	0.0%
Capital Purchases-Station 112	-	4,057,306	-	-	0.0%
Capital Purchases-Station 114	-	21,658	-	-	0.0%
Capital Purchases-Station 117	-	31,599	-	-	0.0%
Capital Purchases-Station 118	-	2,195	-	-	0.0%
Capital Purchases-New Station 124	-	676,142	-		
Transfers Out - GF & RF	11,260	5,336,826	452,548	(4,884,278)	0.0%
Total Expenses	**11,260**	**10,373,903**	**452,548**	**-**	**0.0%**
Ending Net Cash and Investments			**$ (5,037,076)**		

**** 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
10/14/26	4755	GET PROGRAM	$46.00
10/14/26	4757	TACOMA-PIERCE CO CHAPLAINCY	$916.50
10/14/26	4758	WCIF-Met Life / Accident	$45.30
10/14/26	4759	WCIF-Met Life / ID Theft	$69.75
10/14/26	4754	AFLAC	$215.15
10/14/26	4756	IAFF - FIREPAC	$946.50
10/14/26	4760	WCIF-WCIF Life-Dental-EAP	$28,080.86
10/14/26	4761	WSCFF - FASTPAC	$778.50
10/15/26	4798	ADVANCE TRAVEL FUND	$4,202.20
10/15/26	4800	AMAZING LANDSCAPE SERVICES	$11,156.14
10/15/26	4805	BLUE RIDGE GIS CONSULTING LLC	$1,800.00
10/15/26	4806	BOK BREANNE	$300.00
10/15/26	4807	BRAUN NORTHWEST, INC	$667.85
10/15/26	4812	CENTURYLINK	$188.96
10/15/26	4816	CITY OF TACOMA	$33,150.00
10/15/26	4797	ACROSS THE STREET PRODUCTIONS	$4,500.00
10/15/26	4799	AIRGAS USA, LLC	$1,810.17
10/15/26	4802	ARCOM OIL	$187.50
10/15/26	4804	BLAYLOCK MICHAEL	$2,849.61
10/15/26	4813	CINTAS CORPORATION # 461	$12,945.34
10/15/26	4815	CITY OF PUYALLUP	$57,330.00
10/15/26	4820	DAVIS DOOR SERVICE, INC	$6,644.51
10/15/26	4821	DYSON BRAD	$800.00
10/15/26	4796	ACME RCL, LLC	$29,287.66
10/15/26	4801	AMERICAN RED CROSS TRAINING SERVICES	$929.00
10/15/26	4803	BARNHART MD PS STEPHEN W	$16,050.00
10/15/26	4808	BRITTAIN MARCUS	$1,255.80
10/15/26	4809	CANON FINANCIAL SERVICES INC	$101.90
10/15/26	4810	CARDINAL HEALTH 112, LLC	$9,170.23
10/15/26	4811	CENTRAL WELDING SUPPLY CO INC	$622.74
10/15/26	4814	CITY OF BONNEY LAKE WA	$4,823.23
10/15/26	4818	COMPLETE OFFICE FURNITURE	$9,355.15
10/15/26	4822	EMERGENCY RESPONSE TRAINING (ERTI)	$7,180.00
10/15/26	4817	CODE MECHANICAL INC.	$734.32
10/15/26	4819	CUMMINS NORTHWEST	$982.85
10/15/26	4823	EPFR PETTY CASH CHECKING	$746.21
10/15/26	4827	FLIPSIDE CUSTOMS	$915.60
10/15/26	4828	FREIGHTLINER NORTHWEST	$15,197.92

DRAFT

10/15/26	4829	G&N SEPTIC TANK SERVICE LLC	$443.62
10/15/26	4831	GBS	$1,000.00
10/15/26	4840	LACHOWITZER JEFF	$195.00
10/15/26	4842	LATHROP ADAM	$174.18
10/15/26	4848	MCKEAGUE CORY	$1,100.00
10/15/26	4824	ESO SOLUTIONS	$8,557.05
10/15/26	4825	FAR WEST TECHNOLOGIES INC	$3,910.53
10/15/26	4832	GIG	$837.00
10/15/26	4833	HANEY MELISSA	$200.90
10/15/26	4837	KALILIKANE BRANDON	$3,350.00
10/15/26	4839	KNOX COMPANY	$5,777.02
10/15/26	4844	LN CURTIS & SONS	$29,450.36
10/15/26	4845	LUQUETTE ELECTRICAL GROUP, INC.	$1,624.55
10/15/26	4847	MARION WATER CO., INC.	$129.91
10/15/26	4850	MES SERVICE COMPANY LLC	$13,150.55
10/15/26	4826	FIDELITY SOLUTIONS	$3,562.00
10/15/26	4830	GALLS, LLC	$1,863.56
10/15/26	4834	HUGHES FIRE EQUIPMENT, INC.	$7,135.26
10/15/26	4835	JAMES OIL CO. INC.	$25,340.92
10/15/26	4836	JONES & ROBERTS CO.	$227,451.42
10/15/26	4838	KIMBALL MIDWEST	$1,971.68
10/15/26	4841	LARSEN SIGN CO	$777.62
10/15/26	4843	LIFE ASSIST	$45,976.34
10/15/26	4846	LYNN ERIC	$267.10
10/15/26	4849	MERIDIAN CENTER ELECTRIC	$87.02
10/15/26	4851	MFAC, LLC	$4,095.84
10/15/26	4856	NORTH WEST OFFICER DEVELOPMENT	$16,425.00
10/15/26	4857	NRS	$156.70
10/15/26	4858	ODP BUSINESS SOLUTIONS LLC	$245.58
10/15/26	4859	OLYMPIC TRAILER & TRUCK	$9,513.40
10/15/26	4864	PC BUDGET & FINANCE DEPT	$665.65
10/15/26	4866	PIERCE COLLEGE	$765.70
10/15/26	4876	RICE FERGUS MILLER ARCHITECTURE	$173,290.58
10/15/26	4877	RON & LEOS WELDING SERVICE	$1,526.00
10/15/26	4879	S&S TIRE SERVICE INC	$8,222.05
10/15/26	4852	MOBILE HEALTH RESOURCES	$2,973.60
10/15/26	4853	MONSON BO	$450.00
10/15/26	4854	MOTOROLA	$20,634.81
10/15/26	4860	OREILLY	$1,381.85
10/15/26	4861	PACIFIC FITNESS PRODUCTS	$657.60
10/15/26	4865	PERFORMANCE VALIDATION INC.	$2,289.50

DRAFT

10/15/26	4868	PLATT ELECTRIC SUPPLY	$1,316.40
10/15/26	4869	POWER SCIENCE ENGINEERING LLC	$1,900.00
10/15/26	4873	QUADIENT	$250.00
10/15/26	4875	RASMUSSEN NATHAN	$150.00
10/15/26	4855	NATIONAL TESTING NETWORK	$5,850.00
10/15/26	4862	PACIFIC OFC AUTOMATION (CA)	$1,819.98
10/15/26	4863	PACIFIC OFFICE AUTOMATION	$927.41
10/15/26	4867	PIERCE COUNTY SEWER	$121.95
10/15/26	4870	PRIMO BRANDS	$1,743.71
10/15/26	4871	PUGET SOUND ENERGY	$23,192.43
10/15/26	4872	QUADIENT LEASING USA, INC.	$401.65
10/15/26	4874	QUINN ERIC T	$500.00
10/15/26	4880	SASQUATCH CAR WASH	$483.18
10/15/26	4881	SCHINDLER ELEVATOR CORP.	$4,560.00
10/15/26	4878	RPB SOLUTIONS INC	$3,943.12
10/15/26	4883	SEATTLE TIMES	$17,748.59
10/15/26	4884	SHIELD ASSESSMENTS	$1,205.00
10/15/26	4887	SNOPE JARED	$1,785.80
10/15/26	4888	SNURE SEMINARS	$383.35
10/15/26	4890	SUMMIT FIRE & SECURITY LLC	$488.17
10/15/26	4892	SYSTEMS DESIGN WEST LLC	$15,187.78
10/15/26	4895	TOWN OF SOUTH PRAIRIE	$3,412.94
10/15/26	4896	TOWN OF SOUTH PRAIRIE	$25,000.00
10/15/26	4898	ULINE, INC.	$5,363.61
10/15/26	4882	SEATTLE AUTOMOTIVE DISTRIBUTING	$2,823.08
10/15/26	4885	SMALL & SONS OIL DISTRIBUTOR CO.	$6,843.55
10/15/26	4886	SNIDER PETROLEUM	$251.61
10/15/26	4893	SYSTEMS FOR PUBLIC SAFETY, INC.	$216.19
10/15/26	4901	US BANK	$118,172.47
10/15/26	4905	WASHINGTON AUTOMATED	$2,411.20
10/15/26	4889	STRYKER SALES LLC	$23,673.60
10/15/26	4891	SUNSET FORD	$458.00
10/15/26	4894	TELEFLEX LLC	$263.04
10/15/26	4897	TREASURY MANAGEMENT SVCS - US BANK	$184.82
10/15/26	4900	UNITED SAFETY & SURVIVABILITY CORP	$3,940.00
10/15/26	4902	VIRTUOUS CLEAN NW, LLC	$3,000.00
10/15/26	4903	WA STATE AUDITORS OFFICE	$2,963.10
10/15/26	4899	UNITED RENTALS (NORTH AMERICA), INC.	$4,497.16
10/15/26	4904	WALTER E. NELSON CO.	$850.41
10/15/26	4906	WCIF-WCIF Life-Dental-EAP	$355.52

DRAFT

10/15/26	4907	WHITE RIVER SCHOOL DISTRICT	$4,300.69
Payment Count: 120		Total Amount:	$1,187,550.41

DRAFT

Payment Count: 120
Payment Total: $1,187,550.41

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.

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

DRAFT

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 _____

September 2026 Post-Meeting		
General Fund		
Payroll Revisions		
trx # 4123 voided - trx # 4443 created - Allen, Eric	$	192.51
trx # 4158 voided - trx # 4444 created - Davidson, Troy	$	-
trx # 4170 voided - trx # 4445 created - Freeman, Jason	$	236.96
trx # 4333 voided - trx # 4447 created - DRS/LEOFF II	$	(3,986.12)
trx # 4336 voided - trx # 4448 created - FIT Taxes	$	155.03
trx # 4446 created - DRS/LEOFF II - NLEC	$	4,073.56
net payroll change	$	671.94
October 2026		
General Fund		
Total AP	$	1,156,451.85
AP Vouchers		
Vouchers # 261003001 - 251003112	$	1,156,451.85
Total Payroll	$	4,747,596.32
Payroll Vouchers		
Vouchers # 261002001 - 251002008	$	31,098.56
Electronic Payroll	$	4,716,497.76
Total Expenditures	$	5,904,048.17
Total SBK Expenditures	$	5,886,920.17
Difference	$	17,128.00
sickleave buybacks	$	17,128.00

Board Meeting Agenda Item Summary

Meeting Date:	October 20, 2026
Title:	Approve Financial Assistance Program Waiver for Account 133303410

Recommendation from Staff:	Approve
Recommendation from Committee:	N/A
Recommended Action/Motion:	***Recommend that the Board approve inclusion of Account 133303410 into the Financial Assistance Program. Approve Waiver in the amount of $ 112.50***
Presenter:	Consent Agenda
Attachments:	Click or tap here to enter text.

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:	$	1,186.60
Amount covered by private / government insurance programs:	$	(1,036.60)
Patient' remaining balance (obligation) for this ambulance bill:	$	150.00

Family size (incl. patient)	Est. Gross Family Income/ Yr	EPFR Worksheet: % Reduction in Outstanding Balance.
1	$23,941 - $31,920	75%

Recommendation based upon Financial Assistance Program formula:

Recommend Board authorize 75% 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 September 2026**

Station 111

- The fuel island is at final draft. Preparing to submit for the permit in the next two weeks.

Station 112

- The crews have been in the station for a month. It has been a very smooth break in period; the crews have been very helpful and patient as contractors have worked on minor items.
- The general contractor has been very responsive in addressing any issues that have arisen.

Station 114

- No new items to report.

Station 117

- No new items to report.

Station 118

- The fuel island passed electrical inspection and is in full operation.

Phase 2 Capital Projects

Station 124

- Plans are still in the 2nd review with the city. We are awaiting review comments.

Training Center

- We have just received county comments, and our engineering team is reviewing them now.

Projects	Capital Fund (Bond Proceeds)	Phase 1 Rollover (Phase 2 Reserve)	Phase 2	Total Costs
Engines (6) and Ladder (1)	$ 6,405,740.61			$ 6,405,741
Station 118	$ 11,709,767.44	$ 3,858.66		$ 11,713,626
Station 111	$ 26,563,224.27	$ 6,019.50		$ 26,569,244
Station 114	$ 11,337,238.70	$ 33,302.45		$ 11,370,541
Station 117	$ 12,220,675.46	$ 83,725.27		$ 12,304,401
Station 112	$ 9,797,577.53	$ 1,060,220.26		$ 10,857,798
Station 124	$ 2,929,374.81	$ -		$ 2,929,375
Station 116	$ 990.00	$ -		$ 990
Project Manager/Admin Asst.	$ 2,234,383.25	$ 43,359.87		$ 2,277,743
Misc (LP45+Ladder)	$ 3,850,848.55	$ -		$ 3,850,849
Training Center build			$ 189,022.40	$ 189,022
New 124 Build			$ 232,292.38	$ 232,292
Total	$ 87,049,820.62	$ 1,230,486.01	$ 421,314.78	$ 88,280,307

Bond Total	80,000,000
Interest	6,828,062.64
Refunds	222,431.43
Expenditures Capital Fund	87,049,820.62
Capital Fund Balance	673.45
Expenditures Phase 1 Rollover	1,230,486
Total Phase 1 Projects Costs	**88,280,307**
Expenditures Phase 2	421,315
Total Phase 2 line impact	**1,651,801**

To: **Board of Fire Commissioners**

From: **Jon Parkinson, Fire Chief**

Subject: **Monthly Chief's Report – October 2026**

EPFR 30th Annual Open House

This year marked the 30th anniversary of the EPFR open house, and once again, the event was a success, with amazing attendance. Special thanks to Captain Adam Lathrop and Dina Sutherland for the countless hours they spend planning the event each year.

Pierce County Fire Protection Agreement

I have signed the Pierce County Fire Protection Agreement. Historically, the County has asked for a Board signature but has changed that requirement this year. In total, EPFR serves three county properties (Maintenance Facility, Sheriff's Office, North Tapps Park) and will receive $11,142 in 2027.

Legislative Priorities

Both the State Fire Commissioners' Association & The State Fire Chiefs Association have begun to dig into their legislative priorities (which are typically very closely aligned). At this time, the item of greatest interest/impact to EPFR is the continued advancement of changes to the WSRB rating system. As the legislative priorities continue to take shape, I will keep the board updated.

Station 112 – Public Grand Opening

The public grand opening is scheduled for Saturday, October 24 from 10 AM to 1 PM. Commissioners are welcome to attend.

2027 Budget

- Finance Committee 1st Review – October 2, 2026
- Board 1st Review – October 20, 2026
- Finance Committee 2nd Review – November 6, 2026
- Board Final Review and Adoption – November 17, 2026

Other activities in the past month

- Sumner Public Safety Committee
- Bonney Lake Public Safety
- Milton Public Safety
- Bonney Lake Chamber Collective

- Sumner Rotary
- 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 – October 2026**

Operations

- Participated in entry level oral boards
- Tested new structure fire response packages with SS911
- Q4 Officer Training
- TIM-A Regional Operating Group

EMS

- MSO Andrew House attended two days of training with Seattle PD as a part of a regional collaboration with our law enforcement partners in Sumner and Bonney Lake to enhance MCI training for our members. EPFR is currently collaborating with our law enforcement partners to plan training exercises for 2027.
- Ten EPFR paramedics attended a cadaver lab at JBLM to practice advance airway procedures such as endotracheal intubation, cricothyrotomy, and thoracostomy. We would like to extend our thanks to JBLM leadership for extending the invitation.
- Both of our EMS Specialists and a member of our CQI Committee attended EMS World in Orlando, FL. Attending the conference allows our division to stay on the cutting edge of technology and emerging science to continue to be a regional leader in EMS delivery.

Training

- Nearing completion of the 2027 training calendar
- Hosted the Northwest Officer Development team who provided leadership training for our Acting Company Officers
- Coordinated Q4 live fire training which is being conducted at the Buckley FD training site
- Completed several training prop builds and finished prep work for upcoming search and rescue training
- Completed division led training focused on electric vehicle (EV) emergencies

Other activities in the past month

- All American Leadership – Session 1
- Attended the IAFF Fallen Firefighter Memorial in Colorado Springs
- Capital Projects Meeting
- South Sound 911 – PCOPS Meeting
- Peregrine – Data Check in

To: **Board of Fire Commissioners**

From: **Kevin Stabenfeldt, Deputy Fire Chief**

Subject: **Monthly Deputy Chief's Report-October 2026**

Logistics

- The team assisted in moving several of the Open House items from the Logistics Center to Station 111. The addition of the Logistics Center has allowed us to more efficiently store and move items that are needed to support this event.
- Completed the upfitting of Station 112 and assisted with transitioning the crew and equipment on the day of the move.
- Both Phase 2 projects (Station 124 and Training Center) remain in the permitting process. We have not yet received any comments back that we can take action on.

Health and Safety

- Coordinated Grail/Galleri multi-cancer early detection screening that took place on September 29th and 30th.
- Coordinated L&I dosimetry testing which will provide better insight regarding annual hearing testing.
- AC Mullins and our DFM's attended the Fire Prevention Institute Conference.
- The EPFR Characterization Team kicked off their fall school assembly program. The team will visit 12 elementary schools this fall.
- Dina Sutherland and Captain Adam Lathrop coordinated the 30th Annual EPFR Open House held at Station 111 on October 3rd. The event was well attended and a huge success.
- Matt Poole graduated from the Chaplain Academy. Matt will continue his onboarding training under the guidance of Chaplain Lance Schinkal. We are excited to have Matt join our team.

Communications

- Coordinated public information and promotional materials for the 30th Annual EPFR Open House. Communications included event graphics, website and social media content, internal messaging, and information regarding activities, parking, and shuttle service.
- Assisted in the planning and coordination of the Station 112 Grand Opening that will occur on October 24th from 10:00-1:00.

Other activities in the past month

- Labor/Management Meetings
- Attended the IAFF Memorial in Colorado Springs

- Attended All American Leadership Session I
- Finance Committee Meeting
- Accountability Training Sessions with HRD Lynch
- Station 112 Grand Opening Planning
- EPFR 30th Annual Open House
- Fire Nuggets PNW Conference
- Chief's Interviews for entry level FF
- Coordinated a tour of Station 112 for retired EPFR members

East Pierce Fire & Rescue
2025–2029 Strategic Plan Q3 2026
Progress Report

Goal 1: Cultivate a thriving workplace for our team

- Completed our 2026 Grail/Galleri cancer screening event offered to members of the organization with 10 plus years of service or who are over the age of 40.
- Re-engaged the Safety Committee as a formal avenue for employee participation and feedback focusing on committee scope, role, and responsibilities within the organization.
- Hosted an informal “Meet the Commissioners” social for personnel and their families prior to the September board meeting.
- Approved three firefighters to attend paramedic school in 2027 (career pathways/succession planning).
- Initiated work focusing on creating and API between Vector Solutions and Essential Personnel to display member credentials (certifications) to improve career pathway transparency. This work will be completed in October.
- Initiated a contract for services with Cassie Hallstone, a licensed mental health professional, who will be working to support our Peer Support Team as well as our organization as a whole. Cassie is a highly skilled and dedicated professional and program manager with experience working with agencies such as the Washington Station Criminal Justice Training Commission, Tacoma Police Department, and Tacoma Fire Department.
- HRD Lynch, in collaboration with Local 3520, completed Phase 1 of our accountability project consisting of a comprehensive review of our performance management process and corrective action process to include the creation of guides for both employees and supervisors. The employee guide is a high level, plain language overview of what accountability is, what employees can expect, how concerns are addressed, and how to respond professionally. The supervisor guide is a comprehensive reference for supervisors covering coaching, corrective guidance, corrective action, discipline, fact-finding, investigations, documentation, timelines, and expectations for neutrality, psychological safety, and consistency.

Goal 2: Continuously refine our service delivery

- Emergency Service Zone (ESZ) changes have been submitted that will streamline our tender responses to areas without hydrants.
- Major Response package changes for structure fires have been submitted to SS911 to make our response packages more in line with our current staffing levels.
- Response package changes are being developed that will ensure citizens get the closest available apparatus in areas that border Buckley, Wilkeson, and Carbonado.

Goal 3: Engage our community

- Coordinated the 30th Annual Open House with public safety and community partners. The event took place on October 3rd.

- Continued preparations for the annual Community Toybox partnership (Gordon Family YMCA, SBLSD, Sumner Police Department).
- Delivered seasonal public education: fireworks safety and reporting, heat-illness prevention, water safety and life-jacket use, appropriate use of 911, and emergency preparedness.
- Produced and delivered the Fall 2026 newsletter featuring Fire Prevention Week, PulsePoint, CPR/First Aid classes, car seat safety, outdoor burning regulations, WSRB protection-class improvements, Station 112 opening, and the Annual Open House.
- Recognized several community members for their lifesaving actions.
- Updated our website info to better direct residents on how and where to dispose of sharps, medications, fire extinguishers, and hazardous household waste.

Goal 4: Be a highly efficient and sustainable organization

- Transitioned from Lexipol to Power DMS for policy management. The transition will improve accountability, policy review cadence, workflow efficiencies, contract tracking, timeline tracking, and assignment of responsibility.
- Identified additional staffing needs to improve organizational resiliency to be considered as part of the 2027 budget process.
- Completed Phase 1 of the Capital Improvement Plan with the completion of Station 112.
- Advanced Phase 2 of the Capital Improvement Plan (Station 124 and Training Center) into the permitting process and continued planning and review of future capital improvement needs and opportunities.
- Fueling stations have been placed in-service at Stations 118 and Station 117, which is expected to provide cost savings for the organization. The fueling stations also support organizational resiliency during large scale events and natural disasters.

East Pierce Fire & Rescue
Standards of Cover Q3 2026
Progress Report

Improvement Goal 1 – Complete Q1 2023
Establish and Adopt Service Level Benchmark (Goal) Objectives in alignment with EPFR's Mission, Vision, Core Values and Guiding Principles

Improvement Goal 2 – Complete Q1 2023
Adopt a plan to maintain and improve response capabilities

Improvement Goal 2a
Improve Turnout Time

- Our goal remains to provide real time data on turnout times directly to Company Officers. At this point we are able to create data to assist our company officers, however, the data is delayed by several days to a week making it difficult for a company officer to determine the actual cause of a turnout delay.
- Real time data for our company officers will remain a top priority for 2026.

Improvement Goal 2b
Continue Reducing Call Processing Time

- At the request of the Pierce County Fire Chiefs, South Sound is in the process of creating a report that will communicate complete call processing times.
- SS911 was forced to terminate the employment of their Data Analyst. They are exploring options with the Pierce County Fire Chiefs as to how to proceed.
- The search for a Data Analyst has been placed on hold. SS911 is exploring other ways to determine and report call processing times.

Improvement Goal 2c – Complete Q1 2023
Adopt Workload and Deployment Trigger Points to assess the need for additional Resource Staffing and Station Locations

Improvement Goal 2d
Implement a Risk-based Response to Target Hazards

- Station order changes continue to be an ongoing process that will need continuous refinement.
- Our first round of ESZ changes using the newly developed process have been submitted and are set to be implemented in Q4. This round largely deals with streamlining the response packages that involve tenders.
- Major changes to our structure fire response packages have been submitted to SS911. These will remain in the test phase for several months with an implementation goal of Q4.

Improvement Goal 3 – Complete Q4 2024
Enhance Utility of Strategic Decision Data

Improvement Goal 3a – Complete Q4 2024
Enhance Integration of Key Information Systems

Improvement Goal 3b - Complete Q4 2025
Ensure Timely Access to Relevant, Reliable Growth Intelligence

Improvement Goal 3c
Explore Collaborative Data Initiatives

- Our focus in this area has been a joint effort with Peregrine and ESO. The adjustment to NERIS has mostly been completed. Now that that is done, we are focused on streamlining the paths for information to get from ESO to Peregrine. We also plan to include EMS data to assist with CQI and billing. While this is a long term goal, the work is starting now.

East Pierce Fire & Rescue
Financial Assessment Q3 2026
Progress Report

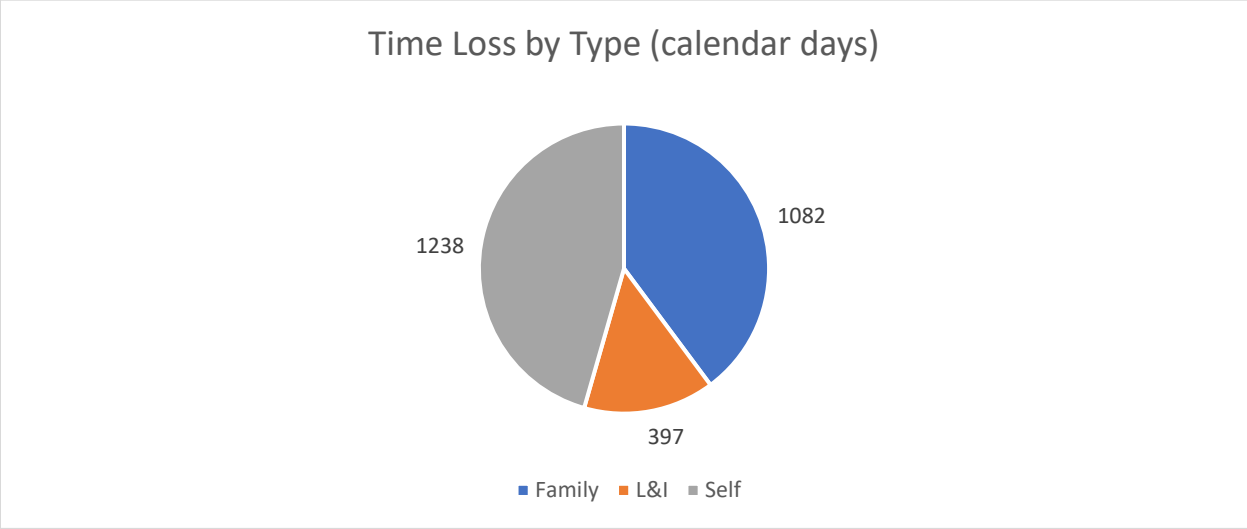
Goal 1: Identify all key finance related tasks and create a procedural manual for each task

- Identify key finance related tasks and create procedures manual for each task by documenting how each task is performed. This will ensure the task are standardized and performed the same each time, reduce the risks of errors and fraud risks, retain knowledge within the Organization and ensure proper processes are followed to adhere to federal and state regulations and other contract terms.
- This is an ongoing project.
- There is new software available that will assist personnel in tracking each step of their processes. Our goal is to start using this software in 2026.

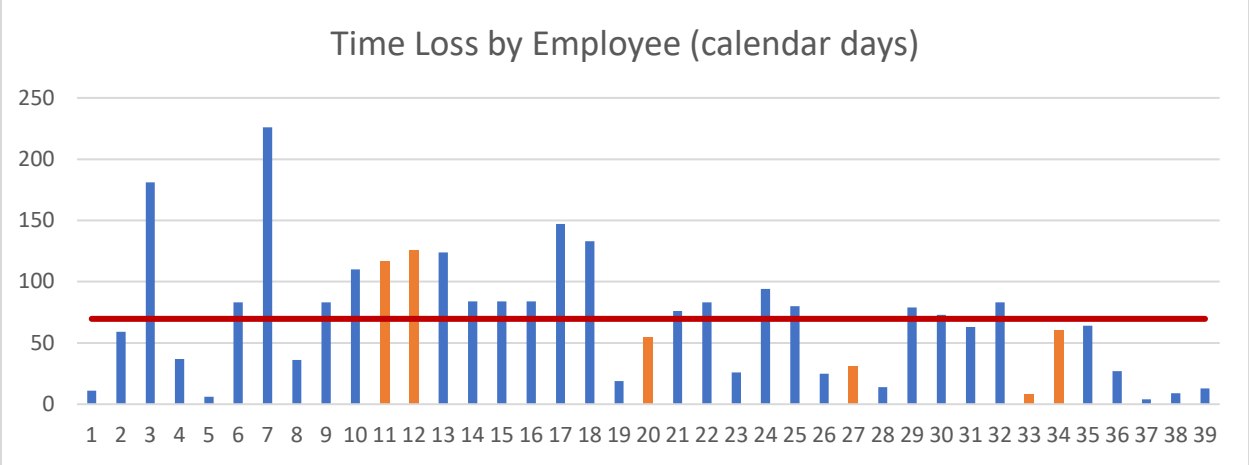
Injury – Medical Leave Report – September 2026

As of ***September***, a total of ***39*** employees have experienced extended leave (greater than three consecutive shifts); this includes both L&I and Non-L&I leave.

- The average time loss of these employees is estimated at ***69.67*** calendar days. Total is ***2717*** days.



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



Finance Committee (virtual)
October 2, 2026 @ 0900 hrs.
Commissioners: Napier, Garling, McElligott
Staff: Chief Parkinson, DC Stabenfeldt, DC Gilbert, Finance Director Hollon

1. **Call to Order**

2. **2027 Draft Revenue & Expense Budget**

The committee met to review the first draft of the 2027 Operating Budget Revenue and Expenditures.

At this time, revenues will exceed expenditures, resulting in approximately $3.5 million in unencumbered revenue available for a future transfer to reserves.

Expenditures total $64,163,149, representing a **9.01%** year-over-year increase from 2026. Expenditures include a 7% COLA for all represented employees, a 4.5% COLA for all non-represented employees, and an assumed 6% increase in medical insurance benefits for all employees. There are 5 new positions requested in this draft (3rd mechanic, 3 shift battalion chiefs, 1 day shift battalion chief), which result in **a 1.99% year-over-**year increase. There is also a $1.459M increase requested in the overtime budget to account for COLA increases and increases seen in 2025-26 related to overtime expenditures. The requested overtime increase accounts for **2.48%** of the year-over-year increase. The committee also reviewed preliminary updates and impacts on the 5-year revenue and expense forecast.

Staff will present the draft budget to the board at the October meeting.

The committee will meet again on November 6 to review any changes to revenue and expenditures and to receive a presentation on the 2027 budget requests for the Equipment Replacement Reserve and the Facility Maintenance Reserve.

3. **Adjourn**

HR Committee
September 28, 2026 @ 0900 hrs.
Commissioners: McElligott, Connell, Kroum
Staff: DC Gilbert

1. **Call to Order**

2. **Deputy Chief Selection**

The committee met with Deputy Chief Gilbert to discuss recommendations for the upcoming deputy chief vacancy, which will occur with DC Gilbert's promotion to fire chief in March of 2027. DC Gilbert discussed his needs, the needs of the organization, and the needs of the community. The committee was introduced to the candidate that DC Gilbert recommends to fill the vacancy and who he believes is the best fit for the position. The committee spent time talking with the candidate to better understand their personal and professional background and their goals in taking the position with East Pierce. The HR committee expects to make a recommendation to the Board in October regarding next steps. There will be an executive session on the October agenda if the board needs to discuss the candidate further.

3. **Adjourn**

Meeting Date:	October 20, 2026
Title:	Commissioner Vacancy

Recommendation from Staff:	***N/A***
Recommendation from Committee:	N/A
Recommended Action/Motion:	***I nominate (INSERT FULL NAME) to be considered for the fire commissioner vacancy***
Presenter:	Parkinson
Attachments:	None

Summary:

With Commissioner Egan's resignation on 9/30, and pursuant to RCW 42.12.080, the Board is required to nominate at least one person to fill the vacancy. Following this nomination, the District will publicly post the vacancy to allow additional members to be nominated.

RCW Language:

"After a vacancy occurs, the remaining members of the governing body must nominate at least one candidate at a meeting of the governing body. The governing body must then cause notice of the vacancy and the name of the nominated candidate or candidates to be posted in three public places in the special purpose district, including on the District's website if the District has a website, for a minimum of 15 days. During the notice period, registered voters who reside in the special purpose district may submit nominations to the remaining members of the governing body."

Fiscal Impact:	N/A

Meeting Date:	October 20, 2026
Title:	Board of Fire Commissioners – Vice Chair Appointment

Recommendation from Staff:	***N/A***
Recommendation from Committee:	N/A
Recommended Action/Motion:	***I nominate (INSERT COMMISSIONER NAME HERE) for Vice Chair***
Presenter:	Parkinson
Attachments:	None

Summary:

With the retirement of Commissioner (and Vice Chair) Egan, the Board needs to appoint a commissioner as Vice Chair.

Fiscal Impact:	N/A

Meeting Date:	October 20, 2026
Title:	Board of Fire Commissioners – Planning Committee Assignment

Recommendation from Staff:	***N/A***
Recommendation from Committee:	N/A
Recommended Action/Motion:	***N/A***
Presenter:	Parkinson
Attachments:	None

Summary:

With the retirement of Commissioner (and Planning Committee Member) Egan, there is a vacancy on the Planning Committee that can be filled with another Fire Commissioner.

Fiscal Impact:	N/A

Meeting Date:	October 20, 2026
Title:	2027 Draft Operating Budget Expense and Revenue - Presentation

Recommendation from Staff:	***None – Presentation Only***
Recommendation from Committee:	None – Presentation Only
Recommended Action/Motion:	***N/A***
Presenter:	Parkinson, Hollon, Gilbert
Attachments:	PPT Presentation at Meeting

Summary:

Staff has completed the draft of the 2027 operating budget revenues and expenditures. The board will receive a presentation at the October meeting discussing key drivers of expense increases and a draft 5-year revenue and expense forecast.

At this time, revenues will exceed expenditures, resulting in approximately $3.5 million in unencumbered revenue. Expenditures total $64,163,149, representing a **9.01%** year-over-year increase from 2026. Expenditures include a 7% COLA for all represented employees, a 4.5% COLA for all non-represented employees, and an assumed 6% increase in medical insurance benefits for all employees. There are 5 new positions requested in this draft (3rd mechanic, 3 shift battalion chiefs, 1 day shift battalion chief), which result in **a 1.99% year-over-**year increase. There is also a $1.459M increase requested in the overtime budget to account for COLA increases and increases seen in 2025-26 related to overtime expenditures. The requested overtime increase accounts for **2.48%** of the year-over-year increase. The committee also reviewed preliminary updates and impacts on the 5-year revenue and expense forecast.

The finance committee will meet on November 6 to review any changes to revenue and expenditures and to receive a presentation on the 2027 budget requests for the Equipment Replacement Reserve and the Facility Maintenance Reserve.

Fiscal Impact:	Presentation Only

Board Meeting
Agenda Item Summary

Meeting Date:	October 20, 2026
Title:	Approval of cancelled checks and unclaimed property

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	***I move to approve the cancellation of check 3242 in the amount of $300.00 written out of the District's transport account and register the refunds as unclaimed property with the State of Washington.***
Presenter:	Finance Director M. Hollon
Attachments:	

Summary:

There was one check written from the transport account as an insurance refund. Said check was mailed to the payee but was never cashed. The District made several attempts to contact payee but discovered the payee was deceased, next of kin lives outside the US and did not want to pursue the matter. The check will be cancelled and then registered with the State of Washington as unclaimed property.

Check 3242, Issued: 02/25/2025 300.00

Fiscal Impact:	

Meeting Date:	October 20, 2026
Title:	Project Manager Employment Agreement

Recommendation from Staff:	***Approve***
Recommendation from Committee:	Approve (Planning Committee)
Recommended Action/Motion:	***Move to authorize the Board Chair to sign the employment agreement with Phil Herrera for the position of project manager***
Presenter:	Parkinson
Attachments:	None

Summary:

As previously discussed, given internal personnel changes, I recommend extending the employment agreement with Project Manager Phil Herrera. This agreement will replace the existing agreement and run the in-service date of the new Station 124 + 60 days. This agreement applies a 4.5% COLA to his current wage, effective 1/1/27, and aligns holidays with those of other staff positions.

Fiscal Impact:	Accounted for in the 2027 budget