



EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS
Regular Meeting Agenda
October 21, 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/87201400843>

Viewers may ask questions at the appropriate time via the chat option available within the application. Statements and or questions may also be emailed to cbyerley@eastpiercefir.org.

1. CALL TO ORDER – 7:00 PM

2. ROLL CALL/PLEDGE OF ALLEGIANCE/WELCOME

- a) Roll Call/ Pledge of Allegiance
- b) Welcome the Public
- c) Honors and Recognition
 - i) None

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- a) Approve Minutes of the September 16th Regular Meeting Pages 3-5
- b) Treasurer's Report Pages 6-7
- c) Approve Finances Pages 8-13
- d) Resolution 1093 – Transfer of funds (Capital to General - Project Manager) Page 14
- e) Resolution 1094 – 3rd Quarter EMS Write-Offs Page 15
- f) Financial Waiver
 - i) None

5. PRESENTATIONS

- a) None

6. VISITORS Open to Public Comments

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

- a) Local 3520 – President Hobi

7. BOND-2018:

- a) Update - Herrera Pages 16-19

8. CHIEF'S REPORT

- a) Monthly Chiefs Report Pages 20-21
- b) Deputy Chiefs Reports Pages 22-24

- c) Q3 Strategic Plan - Stabenfeldt Pages 25-28
- d) Q3 Standard of Cover - Gilbert Pages 29-36
- e) Q3 Financial Assessment - Hollon Pages 37-39
- f) Monthly Injury Report..... Page 40

9. COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

- a) Planning Committee – None
- b) Finance Committee – Notes from 10/3 Meeting - Napier Pages 41-42
- c) HR Committee – None

10. RESOLUTIONS:

- a) Resolution 1095 – Transfer of Funds Capital to Reserve (Property Purchase) – Hollon..... Pages 43-44

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

- a) 2026 Budget Draft (Presentation Only) - Hollon None
- b) Unclaimed Property - Hollon Page 45
- c) Equipment Replacement Reserve Policy Revision - Parkinson Pages 46-49
- d) Project Manager Contract MOU - Parkinson Page 50

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

- a) None

13. COMMISSIONER TRAINING/EVENT REQUESTS:

- a) Commissioner Compensation..... None

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

15. COMMISSIONER ACTION/DISCUSSION:

- a) None

16. ADJOURN

2025 EVENTS:

- October 23rd NO PC MEETING – STATE CONFERENCE
- November 20thPC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5th NO PC MEETING

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

September 16, 2025

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on September 16, 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. Vice Chair Egan called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet (virtual), Justin Evans, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert, and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Napier
Commissioners Unexcused: None

AUDIENCE: Finance Director Michelle Hollon (virtual), Project Manager Phil Herrera, and Bryan Peterson

HONORS AND RECOGNITIONS: None

OATH OF OFFICE: None

APPROVAL OF AGENDA:

District Secretary Corina Byerley requested to amend the agenda as follows:
Item 9a (Commissioner Conference/Committee Reports) Add notes from 9/12/25 Planning Committee Meeting; and Item 4a (New Business) Replace agenda summary for the Training Center Project.
Commissioner Kroum moved to approve the agenda as amended. The motion was seconded by Commissioner Evans and carried.

CONSENT AGENDA:

Commissioner McElligott moved to approve the consent agenda (minutes from the August 19th Regular meeting; treasurer's report; current expense vouchers 250902001 - 250902070 in the amount of \$815,165.03; payroll vouchers 250903001 - 250903011 in the amount of \$484,570.94 and electronic payroll in the amount of \$3,159,971.95; Capital expense vouchers 250901001 – 250901007 in the amount of \$644,128.76; and post-meeting payroll adjustment in the amount of \$746.94). 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 golf tournament on August 29th raised \$15,000 for pediatric cancer; two members sent to Stronger Families organization to provide job alternative ideas for foster kids; and Beautify Bonney Lake is coming up on September 20th.

BOND-2018:

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

Station 111: Punchlist items complete. Warranty items are being addressed as they arise. Contractor is coordinating sub-contractors and PSE to remove the temporary power. EV charging stations should be installed in 3-4 weeks.

Station 112: Onsite underground storm water system installation complete. Onsite underground utilities and water continue. Working with PSE and other utilities to coordinate moving the frontage overhead power and others to underground along the entire frontage. Concrete slabs in operations areas underway. Structural steel and wood framing is up. Project continues at a good pace. Roof structure to begin soon, trying to get dried in by the end of October.

Station 114: Grand opening hosted a few hundred people, station well received. A few punch list items remain and are being addressed.

Station 117: The general contractor has been addressing punch list items. Fuel system should be complete in about 4 weeks.

CHIEF'S REPORT:

Monthly Chiefs Report: Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Grand openings were held at both Stations 114 and 117, Station 117 hosted between 1,000 and 2,000 people; City Council Updates- all five council updates have been completed, all councils have been complimentary of EPFR; South Prairie contract expires at the end of the year and will be brought before the Board; Annual Open House coming up on Saturday, September 29th, the first one at the new headquarters; Closed recruitment period for entry level firefighter class for 2026, received 721 applicants; and Bond finance report has been updated to reflect new arbitrage amount.

Monthly Deputy Chiefs Reports: Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Moving in to the new warehouse, on track to pick supply orders from new location on Thursday; Health and Safety-Thank you to Dina Sutherland for her efforts in planning the grand openings at Stations 114 and 117; and the Communications Manager- for 25th year of EPFR, newsletter will include some comments from retirees regarding the growth of the district over the years. Deputy Chief Gilbert reported: Peregrine data analytic software moving forward, waiting on data from South Sound 911, hoping to report out in October; Deployments – last week we had five deployments, three firefighters returned and two were redeployed immediately; and AFG grant for paramedics, currently have two spots in TFD paramedic class and awaiting the third spot.

Monthly Injury Report: Update provided in agenda packet.

COMMISSIONER CONFERENCE/COMMITTEE REPORTS:

Planning Committee – Commissioner Wernet gave a brief overview of the meeting noting updates regarding the new Station 124 and funding for Training Center will be discussed as a Board later tonight.

RESOLUTIONS: None

NEW BUSINESS:

Training Center Project: Deputy Chief Stabenfeldt reported that the lease agreement for the Training Center property was signed by the White River School District Board on August 20th. Deputy Chief Stabenfeldt then requested additional funding of up to \$475,000 to move forward with planning, permitting, and bidding process. The majority of the expense is related to civil engineering work. Staff reviewed site drawings with the Board. Commissioner Kroum moved to authorize up to \$475,000 to advance the Training Center Project, with funding to come from Phase 2 Reserves. The motion was seconded by Commissioner Evans and carried.

Station 113 Mold Remediation Project Acceptance: Chief Parkinson presented to the Board a request to approve the mold remediation work that has been completed at Station 113. All soft surfaces have been replaced with hard surfaces and dry rot has been repaired. Commissioner Evans moved to accept the

completion of the mold remediation work at Station 113 by K-Built Construction in the amount of \$88,753.18. The motion was seconded by Commissioner Garling and carried.

UNFINISHED BUSINESS: None

COMMISSIONER TRAINING/EVENT REQUESTS:

WFCA Annual Conference (October 22-24 at Tulalip): District Secretary Corina Byerley provided the Board with information regarding the conference. Commissioners McElligott, Napier, Garling, and Egan are registered for the conference.

Snure Seminar (October 22 6:30-9:30 p.m. at Tulalip/Virtual): District Secretary Corina Byerley provided the Board with information regarding the seminar and requested Board members wishing to attend to notify her as soon as possible noting virtual or in-person attendance.

EXECUTIVE SESSION: None

COMMISSIONER ACTION/DISCUSSION: None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 7:52 p.m.

District Secretary Corina Byerley

Chairman Jon Napier/Vice-Chair Ed Egan



EAST PIERCE FIRE & RESCUE

September 2025

for October 21, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
3 Months Remaining =				25.00%

General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	704,538	31,306,196	56,280,791	24,974,595	44.4%
Property Tax - Prior Year/Delinquent	7,323	323,787	-	(323,787)	0.0%
Other Taxes	-	19,399	18,500	(899)	-4.9%
Regular EMS Transport	384,401	2,641,980	2,900,000	258,020	8.9%
GEMT Transport	261,913	2,796,618	3,200,000	403,382	12.6%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	13,259	692,147	238,122	(454,025)	-190.7%
Tehaleh Mitigation	27,650	75,250	100,000	24,750	24.8%
Transfers in from Reserves/Capital	-	1,409,602	7,177,860	5,768,258	80.4%
Other Revenue	360,120	2,137,277	2,085,657	(51,620)	-2.5%
Total Operating Revenues	1,759,204	41,402,254	72,400,930	30,998,676	42.8%

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

Operating Expenses	Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
Administration (Comm, Fire Chief, Deputy Chief, Finance, HR)	589,024	2,777,900	3,840,463	1,062,563	27.7%
Operations (Fire, Training, Volunteers)	3,115,515	28,708,040	38,142,500	9,434,460	24.7%
EMS	216,647	2,212,564	3,426,677	1,214,113	35.4%
Prevention (Fire Prevention, Pub Ed)	120,219	1,088,129	1,529,621	441,492	28.9%
Logistics (Logistics, Emerg. Mgmt, IT)	342,156	3,886,839	5,885,625	1,998,786	34.0%
Capital (Project Manager)	26,004	428,605	461,952	33,347	7.2%
Reserve Purchases (Equipmt., EMS, Facility)	73,843	2,274,685	6,715,908	4,441,223	66.1%
Transfers Out	-	1,565,352	1,827,412	262,060	14.3%
Total Operating Expenses	4,483,409	42,942,114	61,830,158	18,888,044	30.5%
Payroll Clearing Accruals	(37,561)	(25,915)			
Operating Expenses Net of Accruals	4,445,848	42,916,199	61,830,158		
Ending Net Cash & Investments			\$ 11,126,667		

Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 09/30/25
Equipment Reserve				15,578,198
Facilities Reserve				2,626,922
Capital Facilities Phase 2				21,271,145
Sale of Tax Title Property				
Investment Interest	138,629			
Current Month Total	138,629	-	-	
Year to Date Total	\$ 1,265,982	\$ 1,558,190	\$ 1,093,959	\$ 39,476,265



EAST PIERCE FIRE & RESCUE

September 2025

for October 21, 2025 Meeting

Capital (Construction) Fund UTGO Bonds 2022		Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
Net Cash & Investments 12/31/2024			\$	19,366,953	Budgeted	
Revenues						
Investment Interest	29,768	428,501	-	(428,501)	0.0%	
Transfer In - Vendor Refund	-	7,162		-	0.0%	
Total Revenues	29,768	435,663	-	(428,501)		
Expenses						
Capital Purchases	-	2,582,274	-	-	0.0%	
Capital Purchases-Station 111	48,463	2,462,306	-	-	0.0%	
Capital Purchases-Station 112	563,358	2,456,921	-	-	0.0%	
Capital Purchases-Station 114	2,655	849,605	-	-	0.0%	
Capital Purchases-Station 117	29,653	2,658,617	-	-	0.0%	
Capital Purchases-Station 118	-	2,412	-	-	0.0%	
Transfer Out - GF - Cap Fac Mgr	-	315,643	461,952	146,309	0.0%	
Total Expenses	644,129	11,327,778	461,952	-	0.0%	
Ending Net Cash and Investments		\$		8,474,839		
** 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
10/16/25	4531	ACME RCL, LLC	\$9,473.49
10/16/25	4534	ALERT-ALL CORP	\$2,036.70
10/16/25	4535	AMAZING LANDSCAPE SERVICES	\$7,476.63
10/16/25	4537	BARNHART MD PS STEPHEN W	\$9,375.00
10/16/25	4630	COMPLETE OFFICE FURNITURE	\$622.92
10/16/25	4538	BLAYLOCK MICHAEL	\$2,697.45
10/16/25	4631	GEAR GRID	\$4,884.00
10/16/25	4532	ADVANCE TRAVEL FUND	\$6,453.42
10/16/25	4533	AIR EXCHANGE, INC.	\$2,424.34
10/16/25	4539	BRASS EAGLE FABRICATION	\$324.30
10/16/25	4536	AURORA EDMONDS FURNACE CLEANING	\$6,066.50
10/16/25	4632	HONEYWELL INTL	\$5,250.00
10/16/25	4633	JONES & ROBERTS CO.	\$243,638.57
10/16/25	4634	KOESTLER BRIAN	\$811.05
10/16/25	4542	CARDINAL HEALTH 112, LLC	\$3,420.98
10/16/25	4543	CASCADE TRAINING/HEALTHCARE SERVICES LLC	\$459.00
10/16/25	4545	CENTURYLINK	\$183.79
10/16/25	4548	CITY OF BONNEY LAKE WA	\$3,167.73
10/16/25	4641	WA STATE DEPT OF REVENUE (USE TAX)	\$2,513.69
10/16/25	4642	WETHERHOLT AND ASSOCIATES INC.	\$1,083.75
10/16/25	4540	CAMERON RENEE	\$60.20
10/16/25	4541	CANON FINANCIAL SERVICES INC	\$213.52
10/16/25	4544	CENTRAL WELDING SUPPLY CO INC	\$462.58
10/16/25	4546	CHS	\$1.09
10/16/25	4640	WA STATE DEPT OF ECOLOGY	\$820.00
10/16/25	4549	CITY OF PUYALLUP	\$28,665.00
10/16/25	4554	D10 SIGNS & GRAPHICS	\$1,861.50
10/16/25	4559	EPFR PETTY CASH CHECKING	\$1,730.31
10/16/25	4562	FLASH PHOTOBOOTH SEATTLE	\$650.00
10/16/25	4563	FREDS TOWING	\$871.20
10/16/25	4635	MATERIALS TESTING & CONSULTING	\$4,313.50
10/16/25	4636	PERFECT PAINT STRIPING LLC	\$1,648.50
10/16/25	4637	PERFORMANCE VALIDATION INC.	\$9,386.00
10/16/25	4638	PUGET SOUND ENERGY	\$1,132.19
10/16/25	4639	RICE FERGUS MILLER ARCHITECTURE	\$178,419.84
10/16/25	4547	CINTAS CORPORATION # 461	\$12,644.90
10/16/25	4552	CRYSTAL SPRINGS	\$2,083.90
10/16/25	4553	CUMMINS NORTHWEST	\$83.86

10/16/25	4557	EMS TECHNOLOGY SOLUTIONS LLC	\$151.60
10/16/25	4560	ESO SOLUTIONS	\$1,353.94
10/16/25	4550	CODE MECHANICAL INC.	\$6,486.73
10/16/25	4551	CRYSTAL CLEAN LLC	\$792.04
10/16/25	4555	DAVIS DOOR SERVICE, INC	\$9,219.04
10/16/25	4556	DRAIN PRO, INC.	\$1,117.00
10/16/25	4558	ENUMCLAW CHRYSLER JEEP DODGE RAM	\$165.64
10/16/25	4566	GRAINGER	\$2,057.51
10/16/25	4567	GREEN TERA	\$300.00
10/16/25	4572	KBUILT	\$11,502.76
10/16/25	4576	LIFE SCAN WELLNESS CENTERS	\$300.00
10/16/25	4577	LINDE GAS & EQUIPMENT INC	\$1,755.09
10/16/25	4561	FIDELITY SOLUTIONS	\$4,146.69
10/16/25	4565	GITTS SPRING CO	\$1,208.76
10/16/25	4570	HUGHES FIRE EQUIPMENT, INC.	\$14,918.10
10/16/25	4575	LIFE ASSIST	\$24,351.97
10/16/25	4579	MARION WATER CO., INC.	\$114.91
10/16/25	4582	MIKES SHOP	\$1,904.20
10/16/25	4585	NATIONAL TESTING NETWORK	\$5,395.00
10/16/25	4586	NORTHWEST LIFT & EQUIPMENT LLC	\$125,598.93
10/16/25	4593	PC BUDGET & FINANCE DEPT	\$175.00
10/16/25	4598	QUINN ERIC T	\$400.00
10/16/25	4564	GALLS, LLC	\$644.68
10/16/25	4568	HANEY MELISSA	\$196.00
10/16/25	4569	HOON BRYAN	\$523.23
10/16/25	4571	JAMES OIL CO. INC.	\$19,901.24
10/16/25	4573	LARSEN SIGN CO	\$264.24
10/16/25	4574	LES SCHWAB TIRE CENTERS	\$4,223.10
10/16/25	4578	LN CURTIS & SONS	\$11,197.88
10/16/25	4580	MASTER MEDICAL EQUIPMENT	\$8,887.95
10/16/25	4583	MOBILE HEALTH RESOURCES	\$2,236.80
10/16/25	4587	ODP BUSINESS SOLUTIONS LLC	\$278.48
10/16/25	4581	MES SERVICE COMPANY LLC	\$1,281.78
10/16/25	4584	MURPHY COLIN	\$461.98
10/16/25	4588	OLYMPIC TRAILER & TRUCK	\$5,616.38
10/16/25	4590	OREILLY	\$859.87
10/16/25	4592	PACIFIC OFFICE AUTOMATION	\$925.73
10/16/25	4602	SASQUATCH CAR WASH	\$229.87
10/16/25	4603	SEATTLE AUTOMOTIVE DISTRIBUTING	\$862.88
10/16/25	4604	SEATTLE TIMES	\$32,910.18
10/16/25	4609	STERRENBURG TROY	\$869.99

10/16/25	4610	STRYKER SALES LLC	\$134,131.94
10/16/25	4589	OOAK PRINTS	\$6,505.14
10/16/25	4591	PACIFIC OFC AUTOMATION (CA)	\$1,713.61
10/16/25	4594	PERFORMANCE SYSTEMS INTEGRATION LLC	\$4,675.27
10/16/25	4595	PIERCE COUNTY SEWER	\$78.37
10/16/25	4596	PUGET SOUND ENERGY	\$16,011.30
10/16/25	4597	QUADIENT	\$250.00
10/16/25	4600	RICE FERGUS MILLER ARCHITECTURE	\$15,188.42
10/16/25	4605	SEAWESTERN	\$432.38
10/16/25	4606	SNIDER PETROLEUM	\$698.06
10/16/25	4608	SOUTH SOUND 911	\$139,312.50
10/16/25	4599	REHN AND ASSOCIATES	\$28.00
10/16/25	4601	RUCSHNER KIMBERLEE	\$25.90
10/16/25	4607	SNURE SEMINARS	\$550.00
10/16/25	4611	SUMMIT LAW GROUP PLLC	\$595.00
10/16/25	4612	SUNSET FORD	\$662.13
10/16/25	4616	TREASURY MANAGEMENT SVCS - US BANK	\$365.78
10/16/25	4618	US BANK	\$84,905.95
10/16/25	4619	VALVOLINE LLC	\$151.67
10/16/25	4620	VELOCITYEHS INC.	\$3,502.91
10/16/25	4622	VIRTUOUS CLEAN NW, LLC	\$3,000.00
10/16/25	4613	SYSTEMS DESIGN WEST LLC	\$13,393.31
10/16/25	4614	TARABOCHIA PAUL	\$575.00
10/16/25	4615	TOWN OF SOUTH PRAIRIE	\$3,705.36
10/16/25	4621	VFIS	\$980.00
10/16/25	4625	WA STATE AUDITORS OFFICE	\$1,863.94
10/16/25	4627	WA STATE DEPT OF REVENUE (USE TAX)	\$1,034.35
10/16/25	4628	WCIF-Life/Dental/EAP	\$25,017.34
10/16/25	4880	DIMARTINO ASSOCIATES (WSCFF)	\$20,952.43
10/16/25	4882	EMPLOYMENT SECURITY-LTC	\$21,347.90
10/16/25	4884	GET PROGRAM	\$317.00
10/16/25	4617	ULINE, INC.	\$5,801.37
10/16/25	4623	W.F.C.A.	\$2,940.00
10/16/25	4626	WA STATE DEPT OF REVENUE (USE TAX)	\$2,010.07
10/16/25	4629	WHITE RICH	\$300.00
10/16/25	4892	WSCFF - FASTPAC	\$652.50
10/16/25	4624	W.W. WILLIAMS CO INC SEATTLE	\$422.27
10/16/25	4879	AFLAC	\$283.35
10/16/25	4881	EMPLOYMENT SECURITY DEPT.	\$4,871.12
10/16/25	4883	EMPLOYMENT SECURITY-PFML	\$69,205.48

10/16/25	4885	IAFF - FIREPAC	\$840.26
10/16/25	4887	LEOFF HEALTH & WELFARE TRUST	\$452,360.44
10/16/25	4890	WCIF-Met Life / Accident	\$82.14
10/16/25	4886	LABOR & INDUSTRIES	\$397,393.42
10/16/25	4888	TACOMA-PIERCE CO CHAPLAINCY	\$861.50
10/16/25	4889	WCIF-Life/Dental/EAP	\$1,309.35
10/16/25	4891	WCIF-Met Life / ID Theft	\$69.75
Payment Count: 126			Total Amount: <u>\$2,304,572.55</u>

DRAFT

Payment Count: 126
Payment Total: \$2,304,572.55

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 _____

September 2025 Post-Meeting	
General Fund	
Payroll Revision 093025	net change
trx # 4120 voided - trx # 4431 created - Blaylock	\$ 0.21
trx # 4122 voided - trx # 4432 created - Brittain	\$ (44.45)
trx # 4137 voided - trx # 4433 created - Chinn	\$ 2,739.65
trx # 4171 voided - trx # 4434 created - Haney	\$ -
trx # 4237 voided - trx # 4435 created - O'Leary	\$ -
trx # 4268 voided - trx # 4436 created - Ruszala	\$ -
trx # 4323 voided - trx # 4437 created - DRS/LEOFF II	\$ 171.36
trx # 4324 voided - trx # 4438 created - DRS/PERS 2	\$ (1,876.27)
trx # 4327 voided - trx # 4439 created - FIT Taxes	\$ 751.04
trx # 4338 voided - trx # 4440 created - VOYA - DEFERRED COMP	\$ (211.93)
trx # 4471 created - DRS/PERS 2	\$ 1,451.11
net payroll change	\$ 2,980.72
October 2025	
General Fund	
Total AP	\$ 879,501.90
AP Vouchers	
Vouchers # 251001001 - 251001099	\$ 879,501.90
Total Payroll	\$ 4,225,364.47
Payroll Vouchers	
Vouchers # 251003001 - 251003014	\$ 970,546.64
Electronic Payroll	\$ 3,254,817.83
Total Expenditures	\$ 5,104,866.37
Total SBK Expenditures (111 - 999)	\$ 5,104,866.37
Difference	\$ -
Capital Fund 302 (UTGO 2022 Bonds)	
Total AP	
AP Vouchers	
Vouchers # 251002001 - 251002013	\$ 454,524.01

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1093

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in amount of \$112,963 from the Capital Fund to the General Fund as approved expenses associated with the 2018 UTGO Bond for personnel cost for the Project Manager and accrued charges for services and equipment; and

WHEREAS, funds will be transferred to the General Fund based on wages, benefits, and purchase card charges for the Project Manager from April 2025 to June 2025; and

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that Pierce County Budget and Finance is directed to transfer these funds October 22, 2025, as follows:

Capital Fund (687-022)	Transfer Out	\$ 112,963
General Fund (686-022)	Transfer In	\$ 112,963

PASSED AND APPROVED this 21st day of October 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Justin Evans

Commissioner Randy Kroum

ATTEST:

District Secretary Corina Byerley

EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1094

A RESOLUTION AUTHORIZING SPECIFIC AMBULANCE TRANSPORT ACCOUNTS TO BE WRITTEN OFF IN THEIR ENTIRETY.

WHEREAS, the Board of Commissioners East Pierce Fire & Rescue did authorize a schedule of fees for the provision of ambulance services, including transport to local hospitals, to be charged within this jurisdiction, by Resolution 323 on October 19, 1999; and

WHEREAS, the Board of Commissioners hereby has determined that it is necessary to write off particular Advanced Life Support (ALS) Transport Accounts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East Pierce Fire & Rescue that the following amounts, listed in table below, be written off in their entirety as recommended by the district's ambulance transport billing agency.

July-2025	\$44,390.43	EMS Levy Funds/COVID Waiver
August-2025	\$81,459.66	EMS Levy Funds/COVID Waiver
September-2025	\$76,251.46	EMS Levy Funds/COVID Waiver
Total	\$202,101.55	
July-2025	\$-	Financial Waiver
August-2025	\$275.00	Financial Waiver
September-2025	\$113.58	Financial Waiver
Total	\$388.58	
TOTAL WRITE-OFFS	\$202,490.13	

Adopted at a regular meeting of the Board of Commissioners of East Pierce Fire & Rescue on October 21, 2025, the following commissioners being present and voting:

Chair Jon Napier

Commissioner Pat McElligott

Commissioner Ed Egan

Commissioner Cynthia Wernet

Commissioner Kevin Garling

Commissioner Justin Evans

Commissioner Randy Kroum

Attest: _____
District Secretary Corina Byerley



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

Station 111

- Warranty items are being addressed as they arise.
- Plaza pavers arrived, install this week.

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.

Station 114

- We continue clearing punch list, and warranty items.

Station 117

- Fuel Island and electronic sign installation underway.
- We continue clearing punch list, and warranty items.

Station 118

- Fuel Island permit in review.

September 2025 Station Progress Photos

Station 112

October 1st - Framing



October 7th - Framing



October 13th



October 15th- The station is dried-in with vapor water barrier.



November 3rd - Finish roofing scheduled to begin, weather permitting.

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	25,822,244	200,756
Station 114	10,856,061	10,806,519	147,345
Station 117	10,096,203	11,566,151	30,092
Station 112	13,663,312	4,040,473	6,936,642
Station 124	0	1,380,922	1,100,000
Station 116	0	990	0
Project Manager/Admin Asst.	0	1,766,696	153,019
Misc (LP45+Ladder)	0	3,911,953	0
Total	77,419,213	77,334,932	8,592,853

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.	Bond Total	80,000,000
	Interest YTD	6,659,952
	Interest Forecasted	260,000
	Expenditures to Date	(77,334,932)
	Forecasted Expenditures	(8,592,853)
	End Fund Balance	992,167

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 – October 2025**

EPFR - Station 111 – Annual Open House

Our annual open house took place on Saturday, September 27. This was our first year holding this event at the new EPFR headquarters. This event typically draws several thousand attendees, and 2025 was no different. Dina Sutherland and Capt. Adam Lathrop did an incredible job planning this event once again.

Wildfire Season

The season is running longer than usual, as we are still periodically deploying single resources throughout the state.

Phase 2 Projects:

- **Station 124 Station Construction Project**

Milton approved changes to its comprehensive plan, which allows us to apply for conditional use. The city also approved our demolition permit for the home that was purchased earlier this year.

- **WRSD Training Center Lease**

We have received the timeline from RFM, which indicates that we will be going out to bid in late 2026.

- **Logistics Center**

We have the majority of our supplies and equipment moved into the new building and are still in the process of unpacking.

King County Leadership Conference

Several of us attended this conference at the end of September. Once again, they assembled an incredible group of speakers, including a prisoner of war survivor, a 9/11 battalion chief, and a UW rowing coach, among others.

Other activities in the past month

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



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

Logistics

- Completed the move into the new logistics center. Operations are now active from the new facility. Ongoing organization and final setup work continue, with a few items still being relocated.
- Began cleanup and reorganization efforts at the former logistics warehouse.
- Continued progress on Station 124 and the Training Center projects.
- Provided logistical support for the Open House event, including relocation of the antique and backfill engines.

Health and Safety

- Fire Marshals
 - 55 fire/life-safety inspections
 - 42 re-inspections
 - 110 pre-fire plans
 - 9 plan reviews (Milton)
- Community Outreach
 - 18 community outreach classes/events/services
- Crisis Intervention Coordinator
 - 8 station visits
 - 10 Chaplain responses
- Misc.
 - Coordinated the 29th Annual EPFR Open House
 - Facilitated Blood Drives at Station 111 and Station 118
 - Supported the Aging and Care Planning Series

Communications

- Community Events & Coverage
 - Promoted, captured, and shared the 29th Annual Open House, producing photos, videos, and social coverage highlighting safety demonstrations, community partners, and family activities. Designed and produced supporting signage and materials to enhance the events visitor experience and consistency.
- Internal Communications

- Launched the new SharePoint intranet, debuting the main homepage and beginning to buildout of the HR Division section. Collaborating with each division, we will continue developing department hubs to centralize information, streamline internal communication, and make district resources easier to find for all personnel.
- Ongoing Social Media Content
 - Highlighted recent incidents and provided timely situational awareness to the community.
 - Shared milestone recognitions and covered ongoing training activities.
 - Produced ongoing seasonal content highlighting and Aging & Care Planning Series, Fire Prevention Week, and community events.

Other activities in the past month

- 2026 Budget Prep
- EPFR 29th Annual Open House
- King County Fire Chiefs Leadership Summit
- FY24 EPFR Audit Kick Off Meeting
- Mechanic Assessment Center



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

Operations

- Peregrine Update: SS911 has established the CAD feed.
- Current Deployments
 - Adam Lathrop – Kittitas/Chelan County
 - Rob Ruzala – Kittitas/Chelan County
- CAD Replacement Project meeting at SS911

EMS

- Code Stat program for cardiac arrest reviews and debrief (MSO's & B/C EMS utilize with crews to review cardiac arrest performance).
- EPFR 2026-2029 EMS OTEP plan submitted to State in final review process
- 7 CQI members and paramedics to EMS Expo
- Second Lucas Device for fire district to assist with Automated CPR during transport (Improved crew safety during priority transport of ongoing CPR)
- October 14th scheduled Session #5 of (Caring for the Caregiver) advanced Aging & Care planning Series

Training

- Training continues with the new Tender.
- First session of 4th quarter live fire training was completed.
- Forcible Entry training delivered to crews.

Other activities in the past month

- Pierce County Fire Ops meeting.
- White River Career Fair
- Station 114 Grand Opening
- Annual Open House

Strategic Plan Update
3rd Quarter 2025

Goal 1

Cultivate a thriving workplace for our team.

•Support team health and wellness.

•Cultivate an inclusive, supportive, and accountable culture with high morale.

•Strengthen training and succession planning.

Q1 2025: Conducted Lifescan wellness exams. Scheduled Galleri cancer screening tests for May 2025. Added a Crisis Intervention Coordinator to assist with monitoring and maintaining the wellbeing of our personnel. Transitioned the oversight of the Peer Support and Wellness/Fitness Committees under the Health and Safety Division. Initiated First Arriving digital dashboards that will be distributed to district facilities in May 2025 to more efficiently communicate critical information to staff. Initiated Essential Personnel to better focus on talent management, safety and wellness, and guidance for our members.

Q2 2025: Health and Safety is evaluating alternative options for wellness exams, specifically alternatives that offer multiple diagnostic capabilities. We have initiated an Accident Review Board (ARB) that is responsible for reviewing vehicle accidents involving district vehicles through a Just Culture Lens. We will be utilizing virtual/video based pre screens for our entry level hiring process. This will be a more efficient process that will allow us to evaluate a larger group of candidates. We have completed the implementation of the First Arriving Dashboards which will allow for more efficient communication throughout the district. We have initiated the Phase 1 rollout of Essential Personnel which will replace several of our legacy processes as it relates to performance feedback, employee information, organizational charts, and accident and injury reporting. Career pathways have been developed for several positions and are accessible via Essential Personnel.

Q3 2025: EPF&R and Local 3520 continue to advance wellness and fitness initiatives to include offering workout and wellness classes, straitening the Wellness Committee with station representation, and evaluating wellness exam vendors. Additional wellbeing resources have been added to the safety and wellness resources section in Essential Personnel. Lt./MSO Killion transitioned into the Peer Support Team Lead position being supported by CIC Schinkal. The Peer Support Manual is being revised to enhance efficiency and reflect current practices. The First Arriving Dashboard was broadened as a central communication hub, and development has began on a SharePoint based intranet to improve access to district resources. Staff is working with Local 3520 to review our accountability process integrating Just Culture principles. We have enhanced our pre-screen process, enabling us to review up to 240 candidates. Following our recent pre-screen process, we surveyed our assessors and received positive feedback, along with valuable ideas to further improve the process. We expanded our social media outreach, resulting in a significant increase in entry-level FF candidates, from 489 to 944. While some were not viable candidates, this data will help us refine our advertising and applicant education strategies. Probationary FF evaluations are

Strategic Plan Update
3rd Quarter 2025

Goal 2

Continuously refine our service delivery.

•Support effective and efficient fire and EMS service delivery.

•Leverage data and planning to enhance community response.

Q1 2025: Joint EMT training and fire academy with West Pierce Fire and Rescue. Collaboration with Buckley FD for fire training (live fire training, pump academy, wildland training). Initiated standing meetings with SS911 to work on service delivery strategies and improvements. Supported SS911's efforts to add an additional CAD Administrator and Data Analyst to better support operational needs and decision making. Attended Legislative Day 2025 to advocate fire service improvements. OPS Admin Specialist Burke will be attending several data collection and analysis training's throughout 2025. Working on adjusting the "send point" for unit dispatch which is expected to result in a substantial reduction in 911 call processing times. **Q2 2025:** The joint recruit academy with West Pierce Fire was successful. Planning is underway for the 2026 recruit academy. DC Gilbert continues to work with SS911 to improve and update operational deployment strategies to include the efforts related to "send point" notifications. We have identified a new POC at PC Planning to collaborate with regarding community planning. Station 117 has been placed in service which will assist with response times within the Tehaleh Community and surrounding areas. **Q3 2025:** Work continues among Pierce County Fire Chiefs and SS911 to refine measurement of call processing times for system-wide improvement. EPF&R and partner agencies are actively working on response plans to ensure the closet unit is dispatched to each incident. Implementation of Peregrine, EPF&R's new data analytics software began in Q3 with full implementation expected by the end of 2025. Once complete, Peregrine will be able to provide improved data to Company Officers to track turnout times and performance metrics.

Strategic Plan Update

3rd Quarter 2025

Goal 3

Engage our Community.

•Cultivate strong relationships with the community we serve.

•Strengthen our Community Risk Reduction program.

Q1 2025: Added Communication Manager who will focus on community engagement via social media and other communication mediums. AC Sandlian to attend the Community Risk Reduction Leadership Conference hosted by the IAFC which is geared towards the training needs of Chief Officers seeking to create, execute, and evaluate measurably successful CRR platforms and programs. **Q2 2025:** The EMS Division has initiated regular communication with each of our main assisted living facilities within the district. These collaborative meetings have allowed the opportunity to address needs and concerns when appropriate. We have engaged with the Tehaleh CoHere group to explore collaboration within the Tehaleh Community. Work is underway to develop a virtual monthly newsletter and social graphics to help build EPF&R community event awareness. We are collaborating with community partners to launch the Sumner/Bonney Lake Community Toy Drive. A kiosk has been placed in the lobby area of HQ allowing community members to access Community Connect and sign up for district sponsored classes (CPR, First Aid, etc.). **Q3 2025:** EPF&R hosted major public events, including the Station 114 and 117 Grand Openings and the 29th Annual Open House, drawing strong community engagement. The District also maintained a visible presence at National Night Out, Edgewood Sumner Fest, Milton Days, and South Prairie Days. The Aging & Care Planning Series with the Pierce County ADRC continued to provide free sessions on caregiving, senior safety, and preparedness. Seasonal campaigns on fireworks safety, wildfire readiness, and heat-related illness promoted proactive community awareness. EPF&R collaborated with Lake Tapps Living, The Land Above, and Tehaleh Blog to share event coverage, safety messages, and upcoming program information. Outreach materials and signage were standardized, and social media engagement continued to grow with expanded presence on TikTok and Nextdoor. Health and Safety evaluated opportunities to broaden free inspection programs, including smoke and CO alarm installations, home safety visits, and Firewise assessments. Future plans include park "booth days" promoting life jacket and bike helmet safety. Community Connect participation grew to 283 households, with additional campaigns planned. EPF&R continues to support the Washington Fire Chiefs Association's efforts for WSRB rating improvements.

Strategic Plan Update

3rd Quarter 2025

Goal 4

Be a highly efficient and sustainable organization.

•Ensure our financial sustainability.

•Ensure our facilities meet employee and community needs.

•Support an effective administrative support team.

•Establish and refine our organizational processes and policies for efficiency and effectiveness.

Q1 2025: Evaluated lease vs. purchase option in relation to both a training and logistical support facilities. At the direction of the board, staff initiated a contract to purchase a new ladder truck utilizing the pre pay option in order to reduce the overall cost. Initiated Phase 2 Capital Facilities objectives to include Station 124, the lease of a logistics warehouse, and training center exploration. Stations 111, 112, 114, 117, 118, and 124 will all be LEED Certified and have several design features that improve the health and wellbeing of our members. Initiated standing meetings to address needed policy changes. The initiation of Essential Personnel has provided an opportunity to evaluate legacy processes utilized by HR, Admin, OPS, Training, and Health and Safety. **Q2 2025:** The EMS Division was able to secure two grants totaling \$32,800 allowing for the purchase of needed training equipment and to support members attending an off site training event. Work is currently underway on several Phase 2 Capital Projects. Additional land has been purchased for the building site for Station 124. TI is nearing completion for the logistical facility. We anticipate relocating to the new facility in August. A lease agreement for a training site will be presented to the WRSD and EPF&R Boards in July/August for consideration. Staff is currently evaluating admin. staffing needs which will be presented as part of the 2026 budget. Essential Personnel has been implemented replacing several legacy processes and allowing for electronic routing of documents and forms. Finance has transitioned to paperless timecards. Staff has begun to utilize programs such as Tango and Canva to create training materials such as videos and end user guides. Staff (DCs and Executive Admin. Assistant) are meeting twice per month to review policies. **Q3 2025:** EPF&R successfully transitioned operations into the new Logistics Center, marking a major milestone in facility modernization. Funding was authorized for both the Station 124 and Training Center projects, with both expected to go out to bid in late 2026. The District also secured an AFG grant to send three members to paramedic school, advancing the goal of maintaining a highly skilled workforce. Efforts to strengthen internal capacity continue, including a request for a second payroll administrator position to reduce single points of failure. Policy and form reviews remain ongoing to ensure accuracy, relevance, and consistency across the organization.

Standard of Cover Update

3rd Quarter 2025

Improvement Goal 1

Establish and Adopt Service Level Benchmark (Goal) Objectives in alignment with EPFR's Mission, Vision, Core Values and Guiding Principles

EPFR should establish and adopt Performance Benchmarks in alignment with its Mission, Vision, Core Values and Guiding Principles. This goal reinforces EPFR's commitment to providing a consistently high level of service to community members in all areas of the District, regardless of the type of emergency. To achieve this, should establish and measure EPFR performance against benchmark objectives.

Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. The benchmarks will be reviewed by the Board annually (at a minimum).

Improvement Goal 2

Adopt a plan to maintain and improve response capabilities

This goal supports performance benchmarks by objectively and regularly measuring EPFR's performance. The following are recommended as EPFR's fire and life safety response performance goals for the District's urban and rural zones. These are not levels of service that must be achieved immediately but, instead, are targets for continued excellence. As one benchmark is achieved, or new technology and resources become available, then set a progressively higher benchmark.

Complete: Benchmarks reviewed with Planning Committee in February and March. Board to take action in March 2023. As part of the Board action, the 2022 EPFR performance was also provided for review. EFPR performance will be reviewed continuously by staff and by the Board annually (at a minimum).

Standard of Cover Update

3rd Quarter 2025

Improvement Goal 2a

Improve Turnout Time

The single biggest performance time improvement the EPFR can make is to reduce turnout time. This is the time interval between when the crew is alerted of a call by South Sound 911 and when the crew begins responding. There are two primary causes of increased turnout time. One is station design where the apparatus is a distance away from the crew quarters. Large fire stations or those with multiple floors by their design, make it difficult to quickly exit the station. The second cause is behavioral mindsets where crews may move at a deliberate pace to get to the apparatus based on a perception of a lower acuity call. It is interesting to note the crew's turnout speed when they know the call is a structure fire with smoke showing and multiple calls versus a lower priority EMS call to a senior care facility the crew responds to frequently.

In Progress: Beginning 1/1/23 EPFR kicked off an initiative to reduce turnout times. This is being pushed at all levels of the organization. Performance reports are pushed to all personnel weekly for awareness. Q2 2023: Staff is testing data transfer delays which may exist in the SS911 & USDD systems. Testing has been completed at St. 111. Next, we will be assessing all stations to ensure no alerting delays are occurring. Q3 2023: Station evaluations (dispatch alerting) is complete. Staff was not able to identify any major issues/delays in the alerting system. We continue to produce and distribute reports on a weekly basis. Q4 2023: Continued emphasis on reducing turnout time. We will conduct an internal analysis at years end to evaluate our success. Q1 2024: Continued emphasis on reducing turnout time. We continue to provide uniformed members with YTD turnout times on a regular basis and have engaged in a dialogue with BCs on how to address challenges. Q2 2024: District emphasis on the importance of turnout time continues. We continue to see improvements in this area. Q3 2024: We are currently in the process of evaluating our response data that is provided by Intterra so we can better understand any potential challenges. Crew continue to make efforts on reducing turnout times. Q4 2024: The data provided to crews has been broken into smaller increments to make it more digestible for a Company Officer. In addition, we are evaluating the ability to display real time feedback in stations to make it easier for a Company Officer to draw a correlation between turn out times and individual responses. Q1 2025: The operations group, BC's and A/C Operations, has been working with Company Officers to determine what information the crews need to evaluate performance on an appropriate timeline. The goal is to get closer to real time feedback so a Company Officer has the ability to better diagnose the impacts of crew behavior on turn out times. In addition, the first version of First Arriving is being evaluated. The intent is to have close to real time feedback displayed for individual crews. Q2 2025 Work continues to provide close to real time feedback. There was a setback in the communication link between the CAD data and First Arriving. In the meantime, the Operations administrator has made time to produce specific reports to support company officers. Q3 2025 With the addition of Peregrine we have started the process of making real time turnout information available to our Company Officers and Battalion Chiefs. While we are in the early stages of buildout, including getting a CAD feed integrated directly into Peregrine, we expect to have this capability in the hands of our Company Officers by the end of Q4 2025.

Standard of Cover Update

3rd Quarter 2025

Improvement Goal 2b

Continue Reducing Call Processing Time

Call Processing has generally been improving except for the final three quarters of the study period, roughly consistent with the implementation of Priority Dispatch™ in the South Sound 911 dispatch center. In collaboration with South Sound 911, establish call processing benchmarks in alignment with NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems including calls answered and call processing performance objectives. The current baseline performance is higher than NFPA 1221. In reviewing Standards of Cover and other documentation from fire agencies in Pierce County who utilize South Sound 911, turnout time reduction has been highlighted in those reports. To the credit of EPFR, all Pierce County Fire agencies, and South Sound 911, improvements are to be commended. Leaders of South Sound 911 have also been an important stakeholder and their continued collaboration is encouraging. In addition to collaborating with South Sound 911, EPFR should continue its partnership with all Pierce County fire agencies for regional shared solutions. NFPA 1221 (2016 edition) specifies call processing performance objectives:

*90 percent of emergency alarm processing shall be completed in 64 seconds, and 95 percent of alarm processing shall be completed in 106 seconds.

*Emergency alarm processing for the following call types shall be completed within 90 seconds

90 percent of the time and within 120 seconds 99 percent of the time:

It is recommended that units be dispatched to priority 0 and 1 calls prior to the completion of emergency medical dispatch (EMD) questioning and instructions. Once EMD is completed, units can be downgraded in their response if the call is not emergent. The goal would be to get units altered and initiate response as soon as safely possible.

Standard of Cover Update

3rd Quarter 2025

In Progress: This has been adopted as a goal of the Pierce County Fire Chiefs Association for 2023. Chief Parkinson is assigned as the lead for this initiative to interface with SS911. The first step is gathering the data points in the call processing sequence for assessment (which is underway). Q2 2023: Data collection continues with SS911. Q4: Regional Fire Chiefs continue to meet with representation from SS911 to evaluate areas of improvement. Q1 2024: Regional Fire Chief's are engaged in discussions with SS911 on how to improve call processing times. Q2 2024: Regional Fire Chiefs have identified this as a collective priority for 2024. Q3 2024: SS911 is in the process of hiring a data-analyst. We are hopeful that the data produced by this new position will more accurately highlight opportunities for improvement (call processing, etc.). Q4 2024: The Pierce County Operations Chiefs have begun a project that will allow Fire Comm to dispatch a call earlier in the call taking process. This has the potential to reduce the time between when a call is recieved and when crews are dispatched by between one and two minutes depending on the call type. Implimentation of this new process is likely to extend into quarter 2 and 3 of 2025. Q1 2025: The project to trigger ealier dispatch of crews is well underway. It has been through the Operations Committee and is in the hands of the CAD team at SS911. We have a tentative go live date of April 15. Q2 2025: On April 15 SS911 went live with the new dispatch point. Preliminary data suggests that overall time from call recieved to first unit on scene has been reduced by about 40 seconds. The Pierce County Ops Group conitnues to fine tune this process as time goes on. Q3 2025: Pierce County Fire Chiefs have collectively requested that a report be created to show actual call processing times. SS911 has accepted this project and is currently working on it's creation.

Improvement Goal 2c

Adopt Workload and Deployment Trigger Points to assess the need for additional Resource Staffing and Station Locations

As growth occurs in EPFR, particularly in the Tehaleh planned community, the EPFR should adopt a formal review process to assess the need to additional resources or fire station locations. Objective standards based upon adopted service level benchmark policies should be utilized. Three objective criteria should be prioritized:

- 1) Establish benchmarks for Unit Hour Utilization.
- 2) Establish travel time benchmarks to urban, suburban, and rural areas.
- 3) Establish unit reliability benchmarks.

Complete: See Goal #1 & Goal 2 notes.

Standard of Cover Update

3rd Quarter 2025

Improvement Goal 2d

Implement a Risk-based Response to Target Hazards

It is recommended that EPFR use a risk assessment methodology and dispatch protocols to customize response to these locations. EPFR already objectively identifies target hazards and maintains a database of approximately 500 target hazards. Target hazards would be those with high life hazard, a significant impact either from economic loss, job loss or environmental impacts. Any target hazard incident that could harm the District and community for many years should be considered for an enhanced initial response. Sending an enhanced response to the first alarm places additional resources on-scene faster, allowing for more critical tasks to be accomplished sooner, bringing the incident under control and stopping the loss faster. Target hazards that exceed five miles of road coverage and are at the furthest edges of the road network should be prioritized.

In Progress: A complete overhaul of response packages, ESZ's, and station orders is underway. This project will trigger a review of target hazard deployment. This project will likely complete at the end of Q3 2023. Q2 2023: Work continues internally. This project is also being worked on with a number of Pierce Co. fire departments. Q3 2023: Evaluation of station orders and response packages is nearing completion. We continue to evaluate options to address target hazards within the district. Q4: Regional work continues to evaluate ESZs and response packages. ESZ has been created for Snag Island in order to create a response package that will allow for additional water tenders/fireboat due to water supply issues in the area. Tender modifiers are being added for rural ESZs to ensure tender response in areas that have limited water supply. Q1 2024: We continue to collaborate with regional partners on updating run cards (ESZs, station orders, response packages). Future action includes dialogue with SS911 on how to best implement the changes which will require significant work on their part. Q2 2024: PC OPS Chiefs have been working collectively with SS911 on the impacts of the Priority Dispatch system and how to best utilize the system collectively. AC Gilbert is engaged with neighboring agencies as well as SS911 on how to best implement recommended operational changes. AC Sandlian will be furthering our regional efforts to utilize FDSU for pre fire plan information sharing amongst our partner agencies. Q3 2024: We are currently in the final stages of our WSRB rerate process. This will take into consideration the work that we have done to implement our fire and life safety inspection program which includes many of our identified target hazards. AC Sandlian is in the final stages of presenting a plan to the PC Fire Chiefs that would allow for the sharing of pre fire information amongst responders regardless of agency. Q4 2025: A new ESZ was created that isolates the areas of the fire district that are accessed via the Fairfax Bridge. This will allow us to create specific response packages that take into account the limited capacity of the bridge. AC Sandlian presented the regional contract for FDSU and the contract is currently under consideration by the PC Fire Chiefs. Q1 2025 The regional plan to impliment FDSU has hit a setback with several departments decideing to back out fo the original plan. We will continue to utilize FDSU and it's ability to provide responders with current and accurate data regarding our hazards. Q2 2025: On June 30 Station 117 came online adding one additional Engine to daily staffing. As a part of the work to bring this station online the station orders for 22 of our ESZ's were updated to ensure that the closest unit is requested to respond regardelss of department.

Q3 2025 The PC Ops group continues to make adjustments to station orders and response packages in an effort to ensure the the closest unit is responding. This process of evaluation and modification will likely continue for at least the remainder of 2025.

Standard of Cover Update

3rd Quarter 2025

Improvement Goal 3

Enhance Utility of Strategic Decision Data

It is recommended that EPFR's senior command staff continue to enhance their demonstrated commitment to data-driven decision making, specifically regarding integration of key information sources; timely access to reliable, relevant growth planning information; and collaborative data initiatives with regional partners.

In Progress: We continue to attend training on this subject with the goal of improving our capacity in making data informed decisions. We are also collaborating with neighboring jurisdictions to explore other technologies available for data analysis and decision making (Dark Horse Analytics). Data Analyst Worley will be attending a two part series sponsored by the IAFC focusing on analysis driven decision making (FIRE DAWG-Fire Data Analysis Working Group). The group will meet during FRI in August and again at the Technology Summit International in December. Q3 2023: Agencies from Pierce County will be meeting with Intterra and Darkhorse this fall. Q4: Data Analyst Worely attended the TSI conference hosted by the IAFC (December). ILA completed with CPFR to utilize Darkhorse Analytics. 2024 Q1: Data/Analyst Worely attended the FIRE DAWG (Fire Data Analysis Working Group) pre conference class at the 2023 Technology Summit International this past December. EPFR also hosted an ESO Insights Workshop on February 29th which provided education on how to utilize their new data analytics module. This course was attended by several regional partners. Q2 2024: Joe Worley has transitioned to the Prevention Division. We have welcomed Rebecca Burke as our Operations Administrator who will now be responsible for providing response data as needed. Rebecca has already demonstrated a high level of competency in this role. We are considering this improvement goal complete.

Improvement Goal 3a

Enhance Integration of Key Information Systems

The data systems that underly much of the work presented in this study are robust, highly capable and contain high quality data. However, access to some of this data, most notably that held by South Sound 911, is not under EPFR's control, but must be mediated through requests to external parties with separate policies, priorities, and workloads. This can result in delays, obstacles to obtaining necessary data, and the need to perform various mitigation procedures to address issues in data. It is recommended that EPFR's command staff negotiate data sharing arrangements with key data providers (South Sound 911, WSRB, ... others?) that allow (a) EPFR to be in control of its own data and retrieval/manipulation procedures, (b) multiple data related data streams (e.g., CAD and RMS) to be integrated and (c) EPFR to maintain a consistent, ongoing historical archive.

Standard of Cover Update

3rd Quarter 2025

In Progress: See improvement Goal 3 (above). Part of the regional discussion involves "piggy-backing" onto work which is already underway by Central Pierce F&R to create a data warehouse as a single hub for all data feeds. Q2 2023: Work continues to expand our data analytics footprint by partnering with several other agencies. Q3 2023: See above. We continue to work with neighboring agencies and vendors in order to better understand and utilize data. Q4: ILA completed with CPFR (Darkhorse Analytics). 2024 Q2: We continue to utilize both Intterra and Darkhorse to analyze data, evaluate deployment options, and create operational reports. We will continue to evaluate both programs moving forward. We are considering this goal complete.

Improvement Goal 3b

Ensure Timely Access to Relevant, Reliable Growth Intelligence

Timely access to accurate intelligence on coming development and other changes that will affect service demand will continue to be critical to the planning processes described in this study and prescribed in Goal 2c. EPFR command staff should build and continually reinforce strong relationships with experts in the Pierce County Planning organization. The success of the future workload modeling portion of this study was due in large part to the assistance of Senior Planner Jessica Gwilt, who has since departed the Pierce County Planning organization. EPFR command staff should cultivate a similar relationship with Ms. Gwilt's successor (when appointed) and should confer quarterly with this expert to identify (a) changes in development pipeline since the last update, (b) noted differences between plans and actual development, (c) updated growth projections for population, employment, etc., by land use class, and (d) digital materials suitable for automated analysis that embody this information. Data derived from this ongoing relationship should be continually analyzed by methods analogous to those used in this study, to evaluate upcoming needs for deployment changes.

Not started: As we move through 2023, we will foster new and ongoing relationships in all cities and Pierce County to ensure we are aware of long term growth impacts related to the district. Q3 2023: We will continue to look for opportunities to form and strengthen relationships at the county. Q4: Staff continues to look for opportunities to access relevant and reliable growth intelligence. 2024 Q1: Jessica Gwilt has left her position with Pierce County Planning. EPFR will look to build a relationship with her successor. Q2 2024: We anticipate exploring a renewed relationship with PC Planning as part of the division of responsibilities between the DC of Administration and DC of Operations. Q3 2024: We continue to look for opportunities to engage with the county regarding planning and growth. We have had the opportunity to meet with various builders and developers to gain and understanding of their efforts and determine the impact on our services. Q4 2024: We made contact with the Planning and Public Works division of Pierce County. They are working on determining a point of contact for EPFR. Q1 2025: We have a good contact with Pierce County Planning and Public Works. During our initial meetings they were able to provide us with forecasting information that we can use to compare against district plans ensuring that our plans align with future growth models. This person will be a valuable asset as specific questions arise in the future. Q3 2025: We have established relationships with the county and each of our cities. These relationships will ensure we have access to timely data as the need arises. We are considering this goal complete.

Standard of Cover Update

3rd Quarter 2025

Improvement Goal 3c

Explore Collaborative Data Initiatives

Organizations thrive through collaboration. EPFR is fortunate to have strong regional partners with unique capabilities, and strong inter-agency cooperation, specifically including the development of localized expertise consortia. EPFR should pursue this initiative specifically with regard to data, to allow shared access to key resources (e.g., South Sound 911 data), and collaborative planning efforts as appropriate.

In Progress: See notes in Goal 3 and 3a(above). Q3 2023: East Pierce has strengthened relationships with agencies throughout Pierce County specific to data and analytics. Operations personnel and data-analysts meet on a monthly basis to address collective challenges and opportunities. Q4: Staff attended collaborative meetings with regional partners and vendor reps to explore opportunities to expand collaborative efforts relating to data and analytics. 2024 Q1: EPFR will continue to strengthen regional relationships and explore collaborative data efforts with regional partners in 2024. Q2 2024: We continue to work with regional partners on exploring collective data initiatives. AC Sandlian is working with regional partners on the implementation of FDSU. Q3 2024: As noted earlier, SS911 is in the process of adding a data-analyst to their team. We will look to build a relationship with that position and utilize that resource as needed. Collaborative efforts regarding FDSU continue. Q4 2024 EPFR is currently involved in the selection process for the new Data Analyst position at SS911. Conversations are under way with SS911 supervisors on how we will be able to leverage this new position to streamline data collection. Q1 2025: SS911 did hire a data analyst however, that person never actually showed up to start putting SS911 back in the hiring process. Since then they have hired another Data Analyst who is starting in April. There is ongoing discussion as to how this person will integrate directly with our Operations Administrator to refine data flow. Q2 2025: SS911 hired a replacement analyst. In the short time he has been there he was able to create a reliable report regarding unit reliability. This has historically been a difficult metric to track. We continue to explore how exactly this person will be utilized. Q3 2025: Up to this point collaborative efforts to share data have been largely unsuccessful. Our intent is to move forward in a way that encourages collaborative efforts while also ensuring we are able to get the data needed to guide decision making within the organization. We believe the addition of Peregrine helps accomplish both goals. As part of the start up process we have establish a CAD feed that includes data from our surrounding organizations, understanding that their information helps provide a more precise picture of our data. As the capability of Peregrine becomes more apparent and widely known we believe that we will be able to guide other organizations into the same concept.

Financial Assessment Update

3rd Quarter 2025

Recommendation 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 tasks 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.

In progress: This task includes multiple personnel and will be an ongoing project. As processes are currently changing, this task was put on hold. Possible new software to help identify processes.

Recommendation 2

Implement a Grant Management System

Implement a grant management system for recording and tracking grants to ensure completeness of grant information and supporting documents for compliance purpose.

Task assigned to Corina Byerley, District Secretary

Recommendation 3

Checklists

Create a financial close and review checklist to ensure the close is complete and to document the review process. Digitize documents by moving to an electric record keeping system to reduce the risks of paper-based records being lost, mishandled, or damaged.

Complete: The District researched the process of converting records to electronic record keeping and is now making those changes. Permanent records were relocated to the State Archives.

Financial Assessment Update

3rd Quarter 2025

Recommendation 4

Time Entry

Shorten the length of time allowed for time entry to be opened in the time entry system to reduce the risks of incorrect financial reporting and fraudulent time entries. All changes made after submission of timecards in the time entry system must be reviewed and approved by the payroll administrator.

Complete: The District kept its current program and is currently locking down the time keeping system daily which prevents any changes except by Administrators. This is the internal control of approved time.

Recommendation 5

Annual Time Entry Training

Provide annual time entry training to all users of the time entry system.

In progress: Currently there is powerpoint presentations available in the training program, giving step by step instructions on how to enter time into Crewsense. The Ops Administrator and myself will be working on a training plan in fall of 2025.

Recommendation 6

Reconcile Crewsense and Springbrook

Reconcile time entry between Crewsense (the time entry system) and Springbrook (the accounting software) on a monthly or quarterly basis to ensure the two systems agree with each other.

Complete: This is done on annual basis.

Financial Assessment Update
3rd Quarter 2025

Recommendation 7

Update Policies

Recommended to keep policies updated on new procedures or changes to practices.

Complete: Policies have been updated.

Goal 1

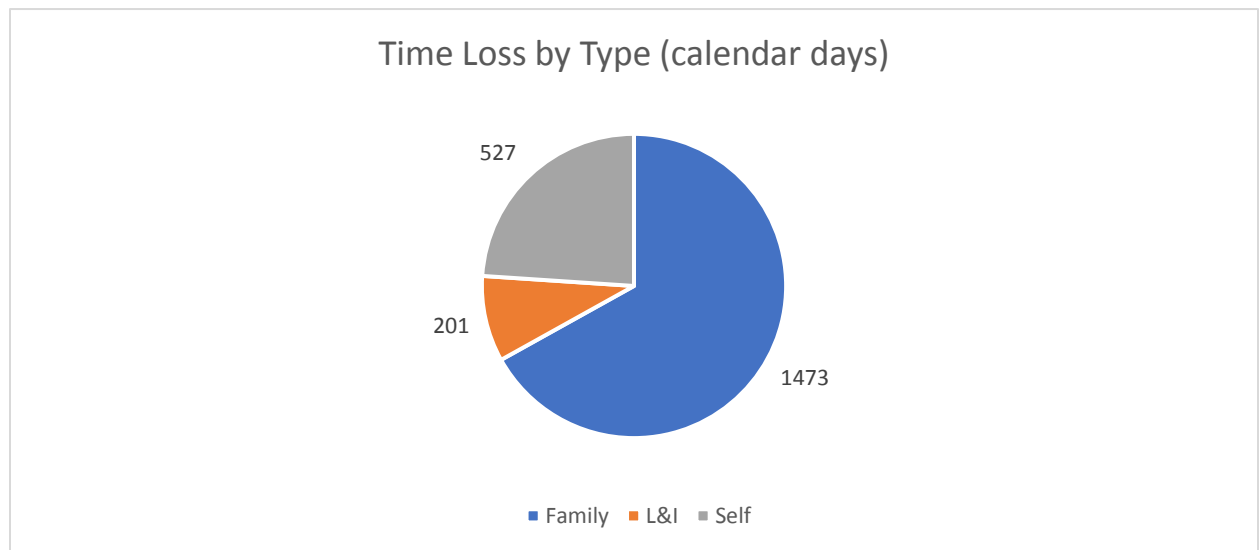
Electronic Payroll

Current process for processing of payroll is manual entry for all timecards into the payroll system done by one person. Electronic payroll will speed up the process by eliminating the manual entry process and reduce the margin of errors.

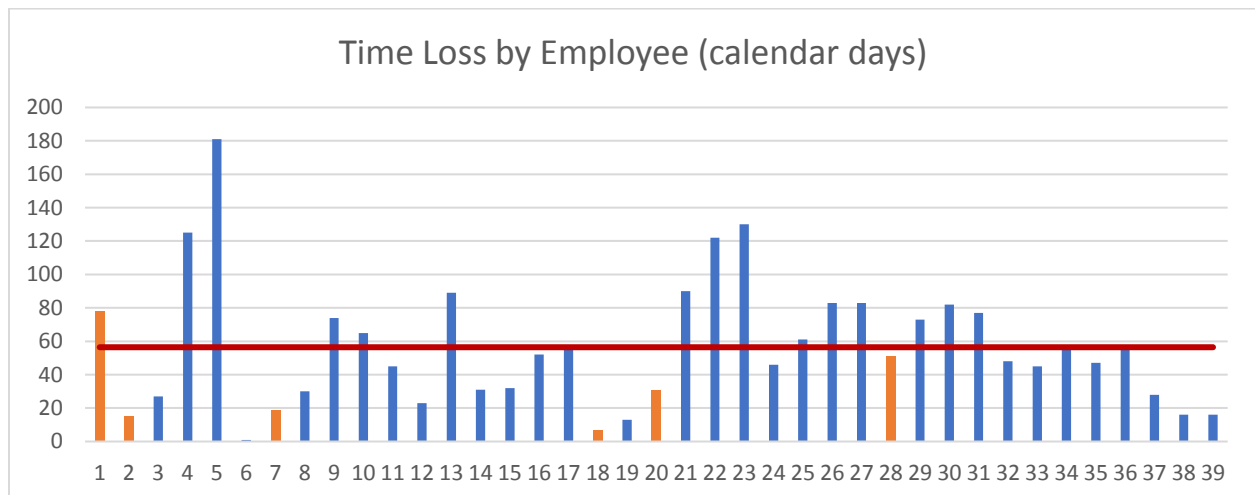
Complete: The District is staying with it current program, Crewsense. Finance is exporting timecards electronically from Crewsense into a file, reviews and then Payroll imports the file into Springbrook (the districts payroll system) for processing. Any changes to payroll must go through Finance Director for approval.

Injury – Medical Leave Report - September 2025

- 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 56.44 calendar days



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





Finance Committee Notes

October 3, 2025 @ 1000 hrs.

Commissioners: Napier, Garling, McElligott

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 2026 operating budget's revenue and expenditures (equipment and facility reserves will be reviewed in November). Background topics were reviewed, which included the impacts of CBA's, newly budgeted positions, and special operations, as well as budget assumptions (medical, L&I, and DRS).

2026 revenues are expected to be \$66,419,192 of which \$60,742,214 is encumbered. AV was flat in 2026, resulting in a slight increase in levy rates. 2026 is also the last year of SAFER grant revenue, resulting in roughly \$1.5 million less revenue than in prior years.

2026 expenditures are largely driven by CBA COLA's which are 7% for all represented employees (and 2.7% for all non-represented employees). The total operating expense increase for 2026 is 11.56% in the October draft. Existing employees account for 7.1% of that increase, plus a 1.74% increase in overtime due to COLA's, staffing level increases, and additional leave for shift employees. A second payroll employee and four additional firefighters are also requested in the draft.

The 5-year forecast was reviewed (without levy lid lifts). The 2026 draft budget aligns with the projected model that was expected as part of the 2025-2027 CBA impacts. In conjunction with our current reserve account balances, the district maintains a favorable financial position.

The finance committee had no recommended changes to the budget at this time.

Staff will present an overview of the budget draft to the full board in October. The finance committee will review any budget changes on November 7.

3. Earthquake Insurance Options

The committee reviewed a presentation regarding earthquake coverage (which was also reviewed by the planning committee). The Finance Committee agreed with the recommendation to increase our earthquake coverage to \$25 million (\$40,000 annual increase to insurance). This will be included in the draft operating budget.

4. Equipment Reserve Policy Edits

The committee reviewed recommended edits to the equipment reserve policy. The fire chief is recommending the addition of bunker gear extractors and SCBA decon systems to the policy equipment list. The fire chief will present the track change policy to the board in October.

5. Future Levy's

Chief Parkinson briefed the committee on the status of current levy rates, reserve balances, and the financial forecast. At this time, the fire chief is recommending not running any lid lifts in 2026. The recommendation is to pay close attention to GEMT and the general state of the economy as guidance for when to move forward.

6. Consolidation Update

The committee was briefed on the following consolidation discussions:

Tacoma RFA: Chief Parkinson notified the City of Tacoma that there was no interest in moving forward with this discussion at this time.

Buckley Fire: The City of Buckley has requested the cost of providing a 3-person ALS engine (24/7/365). Chief Parkinson will be preparing the cost for the City of Buckley to review. This will likely be three times the cost of their current operation and is not a reasonable path forward for them to consider at this time.

7. Adjourn



Board Meeting Agenda Item Summary

Meeting Date:	October 21, 2025
Title:	Resolution 1095 Transfer of funds from the Capital Fund to the Reserve Fund

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	<i>I move to approve Resolution 1095 to transfer funds from the Capital Fund to the Reserve Fund in the amount of \$667,728.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	Resolution 1095

Summary:
The purchase of property for Station 124 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 said purchase.

Fiscal Impact:	
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EAST PIERCE FIRE & RESCUE

RESOLUTION NO. 1095

A RESOLUTION TO TRANSFER FUNDS BETWEEN FUND ACCOUNTS

WHEREAS, the Board wishes to transfer funds in the amount of \$667,728 from the Capital Fund to the Reserve Fund for the purchase of property for Station 124 designated as a Capital Fund expenditure, paid with Bond proceeds, per approval of the Board at the May 6, 2025 meeting; and

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Commissioners of East Pierce Fire & Rescue that Pierce County Budget and Finance is directed to transfer these funds October 22, 2025 as follows:

Transfer based on above request to transfer between funds will be:

Capital Fund (687-022)	Transfer Out	\$667,728
Reserve Fund (690-022)	Transfer In	\$667,728

PASSED AND APPROVED this 21st day of October 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

Meeting Date:	October 21, 2025
Title:	Approval of cancelled checks and unclaimed property

Recommendation from Staff:	
Recommendation from Committee:	
Recommended Action/Motion:	<i>I 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.</i>
Presenter:	Finance Manager M. Hollon
Attachments:	

Summary:
<p>There were two checks written from the transport account as insurance refunds. Said checks were mailed to the payee but were never cashed. The District made several attempts to contact payee but had no reply. The checks will be cancelled and then registered with the State of Washington as unclaimed property.</p> <p>Check 3007, Issued: 7/13/2023, 40.00</p> <p>Check 3013, Issued: 7/18/2023, 100.00</p>

Fiscal Impact:	
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Board Meeting Agenda Item Summary

Meeting Date:	October 21, 2025
Title:	Equipment Replacement Reserve (ERR) Edits – 1 st Reading

Recommendation from Staff:	N/A
Recommendation from Committee:	No action – 1 st Reading
Recommended Action/Motion:	N/A
Presenter:	Parkinson
Attachments:	ERR Track Changed Policy

Summary:
<p>Staff recommends two edits to the Equipment Replacement Reserve (ERR) Policy 238 section 238.4 section (c) 14 & 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.</p>

Fiscal Impact:	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

- (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

- 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)



Board Meeting Agenda Item Summary

Meeting Date:	October 21, 2025
Title:	Project Manager MOU

Recommendation from Staff:	<i>Approve</i>
Recommendation from Committee:	Approve – HR Committee
Recommended Action/Motion:	<i>Move to Authorize the Board Chair to sign the MOU with Project Manager Phil Herrera on behalf of the District</i>
Presenter:	Parkinson
Attachments:	None – MOU provided at the meeting

Summary:
<p>The contract with Project Manager Herrera expires at the end of 2025. This MOU (provided at the meeting) extends his current contract through the in-service date of Station 112 + 60 days. I would expect this would likely occur in September 2026. This position is funded through the capital bond which is expected to be exhausted in the second half of 2026.</p>

Fiscal Impact:	Accounted for in the 2026 Budget
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