



***EAST PIERCE FIRE & RESCUE BOARD OF COMMISSIONERS***  
**Regular Meeting Agenda**  
**September 16, 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://events.zoom.us/j/AgbpN549kyrxaWaXHTf78IDPf\\_REpJOLqiRITTqqS85f-YDMMira~Ax58GDdv7u7EP4Cb-dX4oYQgBDfJZXHpp-CQbmc0HH0N68W3wt-67jq8rKiyw](https://events.zoom.us/j/AgbpN549kyrxaWaXHTf78IDPf_REpJOLqiRITTqqS85f-YDMMira~Ax58GDdv7u7EP4Cb-dX4oYQgBDfJZXHpp-CQbmc0HH0N68W3wt-67jq8rKiyw)

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@eastpiercefirer.org](mailto:cbyerley@eastpiercefirer.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 August 19<sup>th</sup> Regular Meeting ..... Pages 3-5
- b) Treasurer's Report ..... Pages 6-7
- c) Approve Finances ..... Pages 8-12
- d) Financial Waiver
- i) None

**5. PRESENTATIONS**

- a) None

**6. VISITORS Open to Public Comments**

Any individual may request that the Board recognize them to give their comments on items not on the agenda. Please identify yourself and state your address for the record before commenting. Comments/Questions should be submitted via chat feature on webinar or emailed to the District Secretary at [cbyerley@eastpiercefirer.org](mailto:cbyerley@eastpiercefirer.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 13-16

**8. CHIEF'S REPORT**

- a) Monthly Chiefs Report..... Pages 17-18
- b) Deputy Chiefs Reports ..... Pages 19-21
- c) Monthly Injury Report..... Page 22

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

- a) Planning Committee – Notes from 9/12 meeting - Wernet..... None
- b) Finance Committee –..... None
- c) HR Committee –..... None

**10. RESOLUTIONS:**

- a) None

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

- a) Training Center Project ..... Page 23
- b) Station 113 Mold Remediation Project Acceptance..... Page 24

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

- a) None

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

- a) WFCA Annual Conference (October 22-24 @ Tulalip) ..... None
- b) Snure Seminar (October 22 @ 6:30pm (Virtual or Tulalip)..... None

**14. EXECUTIVE SESSION: None**

**15. COMMISSIONER ACTION/DISCUSSION:**

- a) None

**16. ADJOURN**

**2025 EVENTS:**

- September 25<sup>th</sup> .....PC Commissioner Meeting (TBD and Zoom)
- September 27<sup>th</sup> .....EPFR Annual Open House
- October 23<sup>rd</sup> ..... NO PC MEETING – STATE CONFERENCE
- November 20<sup>th</sup> .....PC Commissioner Meeting (3rd Thursday due to 4th Thursday being Thanksgiving)
- December 5<sup>th</sup> ..... NO PC MEETING

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

**August 19, 2025**

A regular meeting of the Board of Fire Commissioners of East Pierce Fire & Rescue was held on August 19, 2025, in-person at Headquarters (8601 Main St E, Bonney Lake) and via conference/video call through Zoom. Notice and link to join meeting was posted for public access. Chair Napier called the meeting to order at 7:00 p.m. Present by roll call were Commissioners Ed Egan, Kevin Garling, Pat McElligott, Randy Kroum, Cynthia Wernet, Chief Jon Parkinson, Deputy Chief Kevin Stabenfeldt, Deputy Chief Matt Gilbert (virtual), and District Secretary Corina Byerley.

Commissioners Excused: Commissioner Evans  
Commissioners Unexcused: None

**AUDIENCE:** Finance Director Michelle Hollon (virtual), Project Manager Phil Herrera, Mike Blaylock (virtual), and Taylor Hobi

**HONORS AND RECOGNITIONS:** None

**OATH OF OFFICE:** None

**APPROVAL OF AGENDA:**

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

**CONSENT AGENDA:**

Commissioner McElligott moved to approve the consent agenda (minutes from the July 15<sup>th</sup> Regular meeting; treasurer's report; current expense vouchers 250803001 - 250803084 in the amount of \$646,799.70; special voucher 250801001 in the amount of \$8,928.05; payroll vouchers 250802001 - 250802010 in the amount of \$637,871.65 and electronic payroll in the amount of \$3,352,194.44; Capital expense vouchers 250804001 - 250804017 in the amount of \$853,356.56; post-meeting electronic payroll adjustment in the amount of \$1,488.30; Resolution 1092- 2<sup>nd</sup> Quarter EMS Write-Offs in the amount of \$241,594.85; and Transport Waiver for account 133153459 in the amount of \$275.00). Motion seconded by Commissioner Egan and carried.

**GUEST SPEAKER PRESENTATION:** None

**VISITOR COMMENTS:**

**Local 3520:** President Hobi gave a brief overview of some upcoming union events/involvement including the golf tournament on August 29<sup>th</sup>, the smoke and shoot fundraiser on August 24<sup>th</sup>, and Beautify Bonney Lake.

**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.

**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. Working with Tacoma water to coordinate water connections along the frontage. Foundations are complete. Concrete slabs in operations areas underway. Structural steel and wood framing begin this week. Project continues at a good pace.

**Station 114:** Electronic sign permit issued, and installation is underway. We continue to work through minor issues as they arise. A few punch list items remain. Grand opening is scheduled for next month.

**Station 117:** Punch list items have been completed. The crews have been gracious as minor problems arise. The general contractor has been responsive to remedy the issues promptly. We are expecting a big turnout for the grand opening on August 23<sup>rd</sup>.

**Station 118:** Some dead warrantied landscape trees and plants are being replaced.

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

**Monthly Chiefs Report:** Reviewed the Chief's monthly report with the Board. Included in agenda packet. Chief Parkinson's report included: Mack Memorial-Joint efforts between VRFA and EPFR resulted in an incredible service honoring DC Mack; Phase 2 Projects – project status of Station 124, WRSD Training Center, and Logistics Warehouse; City Council Updates- three council updates have been completed, all councils have been complimentary of EPFR; Tacoma RFA- DC Stabenfeldt attended the first RFA meeting that provided a general overview of the process for studying the RFA; Buckley Fire-Discussion with City officials; Congresswoman Emily Randall- met with Congresswoman Randall in early August, discussed efforts to maintain federal grant funding; National Night Out- huge success, staff and crews attended multiple events across the district; Lateral Firefighter Bell Ringing- five lateral firefighters completed in-house academy and have now been deployed to shift; Buckley bridge is out of service- there are no significant response impacts to EPFR; and South Sound 911 will be naming their new executive director this week.

**Monthly Deputy Chiefs Reports:** Included in agenda packet. Deputy Chief Stabenfeldt reported: Logistics-Warehouse racking is complete, electrical and office buildout are in progress and on schedule; Health and Safety-Thank you to Dina Sutherland for coordinating the many National Night Out event visits within the district; and the Communications Manager- Social media presence is making an impact, and work on DC Mack's memorial with Valley Regional Fire Authority regarding messaging as well as lots of photos/video taken for the family. Deputy Chief Gilbert reported: Peregrine data analytic software contract signed, kick off team from Peregrine flew in last week to train and gather additional information for program setup; 5 lateral recruits completed in-house academy and have gone to the line; and detailed stats from July 4<sup>th</sup> were distributed to the Board and discussed, DC Gilbert noting the district growth over the last ten years made it possible to handle all of the calls that day.

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

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

**Planning Committee** – Commissioner Wernet gave a brief overview of the meeting notes. The Planning Committee toured the training center site as well as the warehouse.

**RESOLUTIONS:** None

**NEW BUSINESS:** None

**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 expressed interest in attending.

**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, included in packet.

**EXECUTIVE SESSION:** Chair Napier called for an executive session per RCW 42.30.110(1)(g) to review the performance of a public employee at 7:32 p.m. for 10 minutes.

Meeting reconvened at 7:42 p.m.

Upon reconvening the meeting from executive session, no action was taken.

**COMMISSIONER ACTION/DISCUSSION:** None

**ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 7:43 p.m.

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District Secretary Corina Byerley

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Chairman Jon Napier/Vice-Chair Ed Egan



# EAST PIERCE FIRE & RESCUE

August 2025

for September 16, 2025 Meeting

Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
4 Months Remaining =				33.33%

## General Fund (Current Expense)

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

Operating Revenues					
Property Tax - Current	217,766	30,601,658	56,280,791	25,679,133	45.6%
Property Tax - Prior Year/Delinquent	16,668	316,464	-	(316,464)	0.0%
Other Taxes	416	19,399	18,500	(899)	-4.9%
Regular EMS Transport	257,474	2,257,579	2,900,000	642,421	22.2%
GEMT Transport	420,110	2,534,704	3,200,000	665,296	20.8%
GEMT Reconciliation	-	-	400,000	400,000	100.0%
Intergovernmental	20,781	678,887	238,122	(440,765)	-185.1%
Tehaleh Mitigation	-	47,600	100,000	52,400	52.4%
Transfers in from Reserves/Capital	-	1,409,602	7,177,860	5,768,258	80.4%
Other Revenue	68,945	1,777,156	2,085,657	308,501	14.8%
<b>Total Operating Revenues</b>	<b>1,002,160</b>	<b>39,643,050</b>	<b>72,400,930</b>	<b>32,757,880</b>	<b>45.2%</b>

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

Operating Expenses	Current Month	Year to Date	Amended Budget Res 1078	Remaining Amount	Remaining Percent
<b>Administration</b> (Comm, Fire Chief, Deputy Chief, Finance, HR)	225,749	2,188,876	3,840,463	1,651,587	43.0%
<b>Operations</b> (Fire, Training, Volunteers)	3,383,923	25,592,524	38,142,500	12,549,976	32.9%
<b>EMS</b>	246,485	1,995,917	3,426,677	1,430,760	41.8%
<b>Prevention</b> (Fire Prevention, Pub Ed)	114,463	967,910	1,529,621	561,711	36.7%
<b>Logistics</b> (Logistics, Emerg. Mgmt, IT)	434,490	3,544,683	5,885,625	2,340,942	39.8%
<b>Capital</b> (Project Manager)	37,983	402,600	461,952	59,352	12.8%
<b>Reserve Purchases</b> (Equipmt., EMS, Facility)	66,933	2,200,842	6,715,908	4,515,066	67.2%
<b>Transfers Out</b>	-	1,565,352	1,827,412	262,060	14.3%
<b>Total Operating Expenses</b>	<b>4,510,025</b>	<b>38,458,705</b>	<b>61,830,158</b>	<b>23,371,453</b>	<b>37.8%</b>
Payroll Clearing Accruals	(42,103)	11,646			
<b>Operating Expenses Net of Accruals</b>	<b>4,467,923</b>	<b>38,470,351</b>	<b>61,830,158</b>		
<b>Ending Net Cash &amp; Investments</b>			<b>\$ 13,850,871</b>		

## Reserve Fund

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

Reserve Balances	Other Revenues	Transfer In	Transfer Out	Balance as of 08/31/25
Equipment Reserve				15,531,988
Facilities Reserve				2,580,712
Capital Facilities Phase 2				21,224,936
Sale of Tax Title Property				
Investment Interest	145,656			
<b>Current Month Total</b>	<b>145,656</b>	<b>-</b>	<b>-</b>	
<b>Year to Date Total</b>	<b>\$ 1,127,354</b>	<b>\$ 1,558,190</b>	<b>\$ 1,093,959</b>	<b>\$ 39,337,636</b>



# EAST PIERCE FIRE & RESCUE

August 2025

for September 16, 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	34,353	398,733	-	(398,733)		0.0%
Transfer In - Vendor Refund	-	7,162		-		0.0%
Total Revenues	34,353	405,895	-	(398,733)		
Expenses						
Capital Purchases	-	2,582,274	-	-		0.0%
Capital Purchases-Station 111	145,675	2,413,843	-	-		0.0%
Capital Purchases-Station 112	508,602	1,893,563	-	-		0.0%
Capital Purchases-Station 114	64,513	846,950	-	-		0.0%
Capital Purchases-Station 117	134,567	2,628,964	-	-		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	853,357	10,683,649	461,952	-		0.0%
Ending Net Cash and Investments		\$		9,089,199		
** 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
9/11/25	4035	JOHNSON BROTHERS LANDSCAPING	\$1,861.44
9/11/25	4038	WETHERHOLT AND ASSOCIATES INC.	\$722.50
9/11/25	4045	C.W. NIELSEN MFG CORP	\$446.24
9/11/25	4037	JONES & ROBERTS CO.	\$563,357.93
9/11/25	4043	BARNHART MD PS STEPHEN W	\$3,750.00
9/11/25	4046	CANON FINANCIAL SERVICES INC	\$157.77
9/11/25	4049	CINTAS CORPORATION # 461	\$9,921.87
9/11/25	4053	COMCAST	\$59.46
9/11/25	4054	CREW BOSS	\$1,632.63
9/11/25	4032	AIR EXCHANGE, INC.	\$3,718.10
9/11/25	4033	CODE MECHANICAL INC.	\$1,134.42
9/11/25	4034	ENVIROSAFE	\$24,871.48
9/11/25	4036	JONES & ROBERTS CO.	\$48,462.89
9/11/25	4039	ADVANCE TRAVEL FUND	\$1,692.00
9/11/25	4040	AIR EXCHANGE, INC.	\$5,478.52
9/11/25	4041	AMAZING LANDSCAPE SERVICES	\$7,390.92
9/11/25	4042	AMERICAN 3B SCIENTIFIC, LP	\$3,599.27
9/11/25	4044	BRASS EAGLE FABRICATION	\$2,702.50
9/11/25	4047	CARDINAL HEALTH 112, LLC	\$4,071.76
9/11/25	4048	CENTRAL WELDING SUPPLY CO INC	\$486.83
9/11/25	4052	CODE MECHANICAL INC.	\$4,525.61
9/11/25	4061	HUGHES FIRE EQUIPMENT, INC.	\$2,349.47
9/11/25	4070	LN CURTIS & SONS	\$21,059.00
9/11/25	4074	ODP BUSINESS SOLUTIONS LLC	\$227.06
9/11/25	4080	PIERCE COUNTY SEWER	\$189.55
9/11/25	4084	QUINN ERIC T	\$700.00
9/11/25	4085	RAD TRAINING & CONSULTING	\$1,000.00
9/11/25	4087	RIGHT SYSTEMS, INC.	\$12,908.83
9/11/25	4050	CITY OF BONNEY LAKE WA	\$2,801.64
9/11/25	4051	CITY OF BONNEY LAKE-LEASE PMT.	\$11,172.95
9/11/25	4055	CRYSTAL SPRINGS	\$1,204.35
9/11/25	4057	FIDELITY SOLUTIONS	\$1,836.56
9/11/25	4062	JAMES OIL CO. INC.	\$18,195.94
9/11/25	4063	KBUILT	\$8,907.09
9/11/25	4064	KBUILT	\$79,877.86
9/11/25	4065	LARSEN SIGN CO	\$279.23
9/11/25	4066	LES SCHWAB TIRE CENTERS	\$118.23
9/11/25	4067	LIFE ASSIST	\$16,002.44



9/11/25	4056	DAVIS DOOR SERVICE, INC	\$417.75
9/11/25	4058	FREIGHTLINER NORTHWEST	\$4,904.64
9/11/25	4059	GALLS, LLC	\$145.63
9/11/25	4060	GLITTERBUGGIE ENTERTAINMENT	\$900.00
9/11/25	4068	LINDE GAS & EQUIPMENT INC	\$1,851.94
9/11/25	4071	MES SERVICE COMPANY LLC	\$20,156.00
9/11/25	4083	QUADIENT LEASING USA, INC.	\$401.30
9/11/25	4089	SAFEWARE INC	\$693.00
9/11/25	4092	SHIELD ASSESSMENTS	\$944.00
9/11/25	4094	STRYKER SALES LLC	\$6,512.98
9/11/25	4069	LION GROUP INC	\$1,040.80
9/11/25	4072	MHR BILLING SERVICES	\$1,486.80
9/11/25	4073	MIKES SHOP	\$2,719.95
9/11/25	4075	OREILLY	\$627.15
9/11/25	4076	PACIFIC OFFICE AUTOMATION	\$925.73
9/11/25	4077	PC BUDGET & FINANCE DEPT	\$200.00
9/11/25	4078	PERFORMANCE SYSTEMS INTEGRATION LLC	\$604.45
9/11/25	4079	PIERCE COUNTY FINANCE	\$5.90
9/11/25	4081	POE WILL	\$1,376.02
9/11/25	4082	PUGET SOUND ENERGY	\$16,248.11
9/11/25	4086	RAYMOND HANDLING CONCEPTS CORP	\$27,071.50
9/11/25	4090	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,395.98
9/11/25	4091	SEAWESTERN	\$4,497.53
9/11/25	4093	SNIDER PETROLEUM	\$2,506.02
9/11/25	4098	TACOMA BOAT, INC.	\$1,319.91
9/11/25	4099	TENTS AND PARTY RENTS LLC	\$489.17
9/11/25	4101	UNDERWATER SPORTS, INC	\$2,391.28
9/11/25	4103	VALVOLINE LLC	\$172.13
9/11/25	4106	WCIF-Life/Dental/EAP	\$25,400.23
9/11/25	4107	WEST COAST MECHANICAL SOLUTIONS	\$929.56
9/11/25	4088	RPB SOLUTIONS INC	\$373.29
9/11/25	4095	SUMMIT LAW GROUP PLLC	\$595.00
9/11/25	4096	SYSTEMS DESIGN WEST LLC	\$15,753.43
9/11/25	4100	TREASURY MANAGEMENT SVCS - US BANK	\$66.94
9/11/25	4104	VFIS	\$332,611.00
9/11/25	4105	VIRTUOUS CLEAN NW, LLC	\$3,000.00
9/11/25	4108	WESTON MICHAEL	\$562.53
9/11/25	4344	AFLAC	\$283.35
9/11/25	4345	DIMARTINO ASSOCIATES (WSCFF)	\$21,013.31
9/11/25	4350	TACOMA-PIERCE CO CHAPLAINCY	\$861.50
9/11/25	4097	SYSTEMS FOR PUBLIC SAFETY, INC.	\$1,142.78

9/11/25	4102	US BANK	\$107,979.02
9/11/25	4346	GET PROGRAM	\$317.00
9/11/25	4347	IAFF - FIREPAC	\$840.26
9/11/25	4348	LEOFF HEALTH & WELFARE TRUST	\$459,044.63
9/11/25	4349	SABA COMMERCIAL SERVICES CORP dba Saba & Associates	\$97.15
9/11/25	4352	WCIF-Met Life / Accident	\$82.14
9/11/25	4353	WCIF-Met Life / ID Theft	\$69.75
9/11/25	4351	WCIF-Life/Dental/EAP	\$1,309.35
9/11/25	4354	WSCFF - FASTPAC	\$652.50

Payment Count: 88

Total Amount:

\$1,943,864.73

DRAFT

Payment Count: 88  
Payment Total: \$1,943,864.73

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 \_\_\_\_\_

<b>August 2025 Post-Meeting</b>	
<b>General Fund</b>	
Payroll Revision 081925	
trx # 3595 Hall voided	\$ (10,458.41)
trx # 3911 Hall created	\$ 10,620.87
trx # 3623 Labriola voided	\$ (10,009.69)
trx # 3912 Labriola created	\$ 10,172.14
trx # 3675 Pieper voided	\$ (8,806.56)
trx # 3913 Pieper created	\$ 8,990.50
trx # 3748 DRS/LEOFF 2 voided	\$ (403,828.20)
trx # 3909 DRS/LEOFF 2 created	\$ 403,925.68
trx # 3753 FIT Taxes voided	\$ (494,762.40)
trx # 3910 FIT Taxes created	\$ 494,903.01
net payroll change	\$ 746.94
<b>September 2025</b>	
<b>General Fund</b>	
Total AP	\$ 815,165.03
AP Vouchers	
Vouchers # 250902001 - 250902070	\$ 815,165.03
Total Payroll	\$ 3,644,542.89
Payroll Vouchers	
Vouchers # 250903001 - 250903011	\$ 484,570.94
Electronic Payroll	\$ 3,159,971.95
Total Expenditures	\$ 4,459,707.92
Total SBK Expenditures (111 - 999)	\$ 4,459,707.92
Difference	\$ -
<b>Capital Fund 302 (UTGO 2022 Bonds)</b>	
<b>Total AP</b>	
AP Vouchers	
Vouchers # 250901001 - 250901007	\$ 644,128.76



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

#### **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.

#### **Station 112**

- Onsite underground utilities and water continue.
- Right-of-way work on 207<sup>th</sup> Ave is underway.
- Continue working with PSE and other utilities to coordinate moving the frontage overhead power and others to underground along the entire frontage.
- Concrete slabs complete.
- Structural steel and wood framing is underway, good progress is being made.
- Project continues at a good pace.

#### **Station 114**

- Electronic sign permit installed and operational.
- A few punch list items remain.

#### **Station 117**

- The open house on August 23<sup>rd</sup> was a success, estimate close to 2,000 people attended.



## August 2025 Station progress photos

### Station 112

Framing is underway.



The start of work on 207<sup>th</sup>



## Station 114

Excited for the open house on 9/13/25



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	25,628,107	249,219
Station 114	10,856,061	10,739,350	150,000
Station 117	10,096,203	11,401,931	59,744
Station 112	13,663,312	2,968,513	7,500,000
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	75,837,447	9,236,982

<b>Current Arbitrage amount through 7/2025 is \$1.733M. Arbitrage payments are due at the end of Phase 1 projects and will likely be paid from Phase 2 Reserves.</b>	Bond Total	80,000,000
	Interest YTD	6,659,952
	Interest Forecasted	260,000
	Expenditures to Date	(75,837,447)
	Forecasted Expenditures	(9,236,982)
	<b>**End Fund Balance**</b>	<b>1,845,523</b>

Thru July 2026

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





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

### **Station 117 Grand Opening**

The public grand opening for Station 117 was held on Saturday, August 23. We had an incredible turnout from the community, with estimates of over 1,000 in attendance. Seeing how excited the Tehaleh community is to have their fire station open for business was pretty amazing.

### **Wildfire Season**

Even as we see rainfall return to Western Washington, the wildfire season is still active in other areas of the state. We currently have personnel assigned to three different fires in the state: Wildcat Fire, Bear Gulch Fire, and the Blackhawk Fire.

### **Phase 2 Projects:**

- **Station 124 Station Construction Project**

We are in the process of obtaining a demolition permit to remove the structure from the newly acquired property.

- **WRSD Training Center Lease**

The contract with the school district has been approved and signed by both parties. We are discussing the next steps with the planning committee so the project can continue to advance.

- **Logistics Warehouse**

Tenant improvements are near completion, and we expect to begin occupying the facility soon.

### **City Council Updates**

I have completed all five council updates. All presentations went very well, and all councils have been very complimentary of EPFR.

### **South Prairie Contract**

The contract for services with the Town of South Prairie expires at the end of 2025. I am working with the mayor on updates to the ILA for both parties to consider.

### **EPFR Open House**

Our annual open house will take place on Saturday, September 27, from 1 pm to 4 pm. This will be our first year holding this event at the new EPFR headquarters. This event typically draws several thousand attendees.

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

- Sumner Rotary
- Sumner Public Safety Committee
- Bonney Lake Public Safety
- Milton Public Safety
- PC Fire Chiefs & Executive Board
- Eastside Fire & Rescue Fire Chief's interview panel



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

### **Logistics**

- Completed programming updates on all District radios.
- Completed upfitting on the new tender, which has now transitioned to the OPS/Training Division for in-service training.
- The logistics center is nearing completion, with the move-in process anticipated to begin the week of September 15-19.
- Equipment has been ordered for the logistics center upfit; deliveries are expected soon.
- Continued progress on the CUP for Station 124, including work on the demo permit and completion of required studies.

### **Health and Safety**

- Fire Marshals
  - 58 fire/life-safety inspections
  - 36 re-inspections
  - 185 pre-fire plans
  - 6 plan reviews (Milton)
- Community Outreach
  - 23 community outreach classes/events/services
- Crisis Intervention Coordinator
  - 17 station visits
  - 12 Chaplain responses
- Misc.
  - Welcomed Chaplain David Brubaker to EPFR
  - Peer Support Team Meetings
  - Coordinated attendance for Milton Days and South Prairie Days
  - Facilitated "Stop the Bleed" for SBLSD
  - Supported the Aging and Care Planning Series
  - Assisted with coordination and planning for 114 and 117 Grand Openings
  - Assisted with the Edgewood Junior Police Academy

## **Communications**

- Station Grand Openings
  - Promoted and captured the Grand Openings of Station 114 and Station 117, producing photography, video, and social media coverage to highlight the new stations and community engagement.
- Fall Open House Campaign
  - Designed a new postcard to promote the 29<sup>th</sup> Annual Open House, updated with current branding and messaging to encourage broad community participation.
- 25<sup>th</sup> Anniversary Storytelling
  - Conducted interviews with current and former members in preparation for a Fall Newsletter feature commemorating EPFR's 25<sup>th</sup> Anniversary.
  - Produced and published the Fall Newsletter, scheduled to arrive in district mailboxes on September 19<sup>th</sup>, highlighting the District's 25 years of service along with member stories, safety messages, and community updates.
- Ongoing Social Media Content
  - Highlighted recent incident responses to keep the community informed.
  - Promoted EPFR hiring campaigns.
  - Recognized member milestones.
  - Produced and shared new Aging & Care Planning Series video content.

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

- Station 117 Grand Opening
- Station 114 Grand Opening
- Facilitated a walk-through of Station 114 for retired EPFR members.
- ILC Meeting
- Planning Committee
- Training Center planning with RFM



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

### **Operations**

- Peregrine Update: Two programmers just completed 3 days of on-site work. Progress is ahead of schedule. Still waiting on real time feed from SS911.
- Current Deployments
  - Rob Ruzala – Crown Creek Fire, Colville
  - Brian O'Leary – Bear Gulch Fire – Mason County
  - Kyle Bylin – Wildcat Fire – Yakima County
  - Troy Sterrenburg – Rattlesnake Fire – Ferry County
  - Adam Lathrop – Katy Creek Fire – Ferry County

### **EMS**

- Confirmed two positions for TFD program for upcoming paramedic class 2/2026.
- 2026-2029 EMS OTEP plan submitted to PCEMS approved for State Submittal
- Completed 3rd Quarter ALS Physician Led Training series
- Completed 3rd Quarter OTEP (EMS Documentation) + Paramedic airway refresher course
- September 16th scheduled Session #4 of (Solving the mysteries of Medicare & Medicaid) advanced Aging & Care planning Series

### **Training**

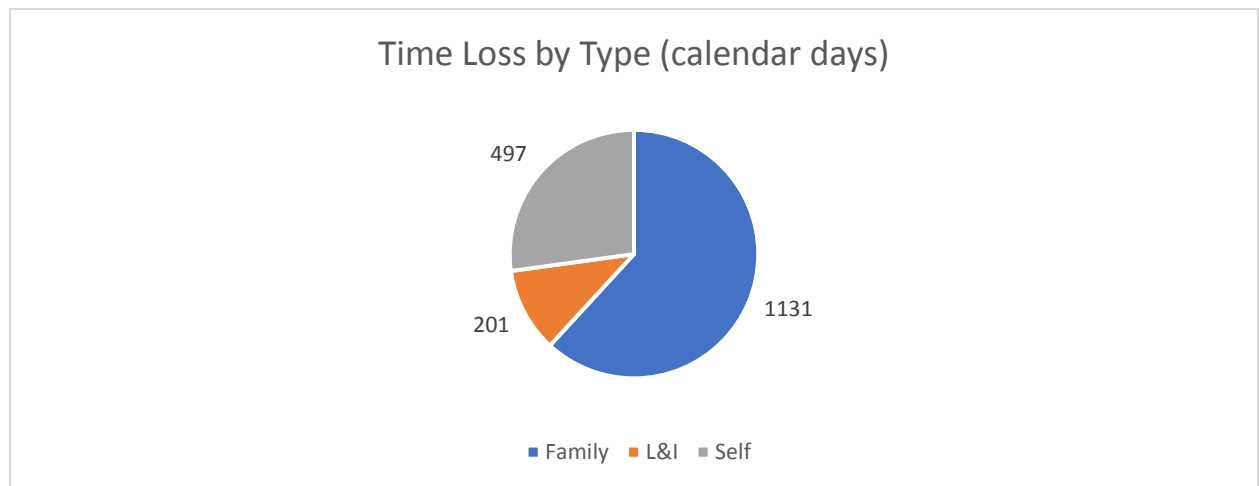
- Took delivery of the new Tender and currently in the process of training crews.
- 11 Firefighters completed probation.
- Prepped acquired structure for crews training.

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

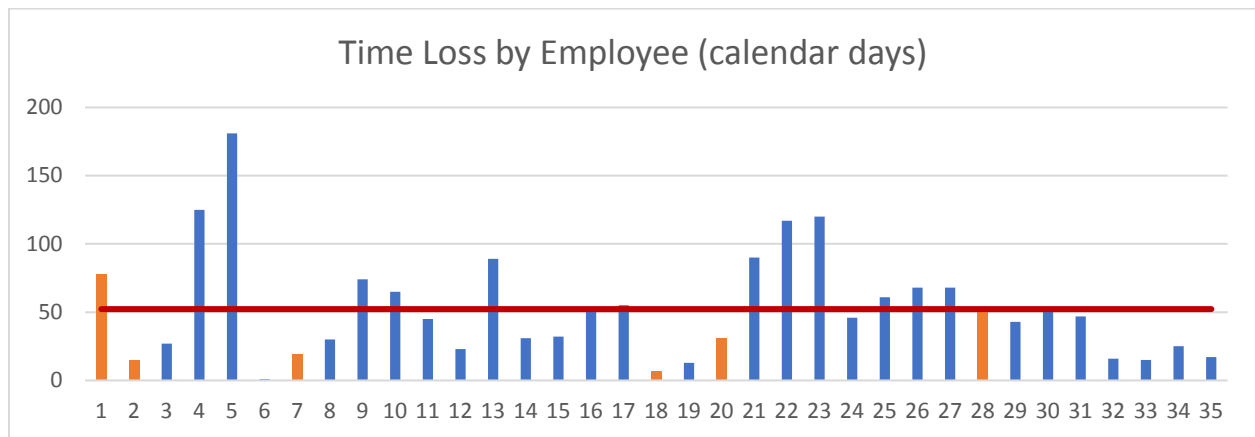
- Pierce County Fire Ops meeting.
- Station 117 Grand Opening

## Injury – Medical Leave Report - August 2025

- As of August, a total of 35 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 52.26 calendar days



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





<b>Meeting Date:</b>	September 16, 2025
<b>Title:</b>	<b>PLACEHOLDER</b> - Training Center Construction Project

<b>Recommendation from Staff:</b>	<i>N/A</i>
<b>Recommendation from Committee:</b>	Awaiting Planning Committee Review on 9/12
<b>Recommended Action/Motion:</b>	<i>N/A</i>
<b>Presenter:</b>	Parkinson
<b>Attachments:</b>	None

<b>Summary:</b>
<p>This is an agenda summary placeholder for funding the training center construction project. The planning committee will review this topic on 9/12 and will advance to the board based on their direction.</p>

<b>Fiscal Impact:</b>	N/A
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## Board Meeting Agenda Item Summary

<b>Meeting Date:</b>	September 16, 2025
<b>Title:</b>	Acceptance of Mold Remediation Work at station 113

<b>Recommendation from Staff:</b>	<b>Project is complete, approve to accept</b>
<b>Recommendation from Committee:</b>	
<b>Recommended Action/Motion:</b>	<i>I move to accept the completion of the mold remediation work at station 113 by K-Built Construction in the amount of \$88,753.18.</i>
<b>Presenter:</b>	Westland
<b>Attachments:</b>	

<b>Summary:</b>
Mold remediation work at station 113 (flooring, subfloor, insulation, drywall) was awarded to K-built Construction on July 10 <sup>th</sup> , 2025. The original bid was for \$78,925.63, change orders were in the amount of \$2127.50. The final project cost with tax was \$88,753.18. . A 5% retainage will be kept until releasees are received by L&I, ESD and Department of revenue per RCW 50.28.151. There was no performance bond on this project so we will withhold another 5% retainage.

<b>Fiscal Impact:</b>	
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