



Pierce County Fire District 13

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Minutes Board of Fire Commissioners Regular Meeting June 13, 2017

Present: Commissioners Zuluaga, Noll and Malone, Chief McCollum

Members of the Public and Staff: 8

Commissioner Zuluaga called the meeting to order at 9:02 AM and led all in the Pledge of Allegiance.

CONSENT AGENDA:

Minutes:

Motion- A motion was made by Commissioner Noll to approve the minutes of May 9, 2017 as amended.

Seconded: Malone

Passed

Vouchers:

Motion- A motion was made by Commissioner Zuluaga to approve voucher #13674 for a deposit in the amount of \$4,800.00 from WA Dept. of Health Trauma Grant.

Seconded: Malone

Passed

Motion- A motion was made by Commissioner Malone to approve vouchers #13675 through #13712 in the amount of \$38,604.07 for monthly payables.

Seconded: Noll

Passed

Correspondence/Public Testimony:

Mavis Stears with Points NE Historical Society sent a thank you for the 4th grade field trip. Commissioner Malone commented how well Assistant Chief Wassall did with the youth. He also commented that the Girl Scouts loved their field trip to our fire department and the badge they earned.

Special Reports and /or Standing Committees:

June 13, 2017 Chiefs Report:

Calls: 16 total calls, 1 Fire, 3 Service, 11 EMS, 1 MVA.

Staffing and Recruiting: Buckley academy is complete adding three probationary personnel to the rotation. Schedule is being planned for the fall academy. Testing will happen in July with oral boards thereafter.

Financial Report: Most of the second half taxes are in. After this month's payables, we will have a balance of \$209,981.63. We are under budget for the year as the budget tracker shows.

Training: Most of the training will focus on the new probationary personnel and our standard monthly training calendar.

SS911: SS911 Operations board has shifted from the lease option to standard financing. Pierce County to deed over the property in the next month and RFP for architects and engineers will be forthcoming.

Fleet Status:

Engine 77 went in for annual service and testing. They found some significant wear on the front suspension that required some extensive repairs. Should have it back this week. Our brush truck (BR76) was officially placed in service and is on the county run card.

Good of the Order:

Pierce County Chiefs meeting was held here this month. Very well attended meeting. Mark Rapozo was the guest speaker and discussed group purchasing pit falls. 5th grade lighthouse tours also took place this month. Our crew taught water safety, PFD, and how to throw a rescue rope. We also assisted in the Dash Point Dash, Kid and Hoses at St Matthews, and the Aqua Run. All in all, a busy month supporting community events.

Archiving report will be later in the meeting but I want to commend Lynnett and Leah for the strong job they are doing on this project. They are extremely well organized and making great progress.

Additional comments:

Chief provided a further overview of South Sound 911's purchase of the old Puget Sound Hospital building. Noted that Lakewood fire department merge with Puyallup went smoothly. South Sound 911 will be the dispatch entity with connectivity with 2 different communication systems. They won't own the radio communication systems, but they will own the dispatch.

Chief reported that the State Auditor's office has determined that npp.gov is not a group, but a vendor, which has caused some RCW violations at various fire departments who purchased equipment over \$50k. Fire departments will have to provide other bids showing they met the RCW requirement to eliminate a finding from the Auditor's office.

Commissioners asked for report on our water rescue capabilities. Chief reported we currently have 1 operational jet ski. Chief presented a bid from a vendor in Brinnon for a 14' imported hard bottom inflatable. The vendor proposal includes a trailer. We can use our portable radios. We would need the optional arch. Inflatable Boat Works is working up a proposal also. Commissioner Zuluaga asked that the Chief get formal bids with specifications from these vendors. The Puyallup tribe offered an 18' boat, but it is too large for a small crew to quickly handle. Chief said Key Peninsula is getting rid of their jet skis. West Pierce's inflatable doesn't look to be suitable for our needs as it is a flat bottom. Commissioners decided we had determined our best water rescue vessel and to move forward with a purchase for the upcoming summer/fall season.

***Motion-** A motion was made by Commissioner Zuluaga to authorize expenditure of up to \$20,000 plus or minus 20% to purchase a ribbed bottom inflatable boat with motor and trailer water rescue vessel similar to what has been presented to the board to solve water rescue needs.*

Seconded: Noll

Passed

Chief reported that our dry suits are 12 years old and the neoprene has aged. Company in Seattle has offered us very good pricing on new dry suits. These are ½ of what they paid 12 years ago. These will be further considered for the safety of our water rescue personnel.

Commissioner Noll asked what the training focus is this summer. Chief reported this year we are focused on basic fire attack, search, and familiarization with the new brush truck. We have one meeting per month on EMS (2nd Tues. of every month).

Chief reported our brush truck (aka type 6 fire engine) is ready for wildland fire fighting deployment. Deployment comes with 2 red carded fire fighters. DNR pays for equipment and a fixed fee per hour for staff.

Commissioner Noll asked where turnouts are budgeted. Chief reported they are budgeted under protective equipment at approx. \$3,600 per turnout and we had budgeted to replace 5 of them. He also asked about public education supplies, which are new CPR/AED training documents.

Commissioner's Report:

- 1) Commissioner Zuluaga expressed his appreciation for us hosting the Pierce County Fire Chief's Association meeting at the Browns Point Station 77, and to Leah Hensley for her assistance with community communication.
- 2) Legislative Update from Commissioner Noll: WSCA final report will be coming out after special session ends. Commissioner compensation put off until 2019. Passed on to Governor for signing: Improving public records administration, costs relating to public records requests and WA state family CARE act.

Public Information Report-Presented by PIO Leah Hensley:

Social Media:

Facebook. 931 likes and 924 following.

Facebook posts since May 6th:

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June 6th; An event was added to the FB page to announce the Special Meeting.

June 6th; A post was shared with the community about fireworks documentation that are now available for download on the fire district's website. Hensley was also instructed by Chief McCollum to share this on the local FB pages to include Friends of NE Tacoma/Browns Point (3 likes) and the Browns Point/Dash Point pages.

June 6th; A post congratulating Jim Wassall in his new role as Assistant Chief; his photo accompanied the posting. 4,443 people were reached and 73 people liked or loved the post. 18 people made comments of congratulatory praise.

June 10th; a post congratulating the recruits who completed the Buckley Fire Academy was added. Photos of the graduating class were posted and reached 1,147 people on FB. We had 33 reactions including likes and loves.

Twitter. 33 Following. 44 Followers. No new posts. No community accolades to report.

Website: On 5/3/2017 major adjustments to the website were made due to concerns communicated to the Fire Command Staff by Commissioner Noll. Changes, made the same day, include:

- 1) Annual Planning Meeting date has been corrected to reflect 11am start time.
- 2) Minutes & Agendas— A better explanation for downloading the agenda minutes has been provided. An updated explanation, with an example has been added for when agendas and minutes will be posted to the website. Per Chief McCollum agendas will be posted from May on since oversight this was brought to our attention in April. Additionally, the hyperlinks have been made blue to better reflect that a document is attached.
- 3) Home Page Fire Commissioner Monthly Meeting [Read More] link is now directly anchored to the monthly meeting list.
- 4) News & Events Page—Has been removed temporarily until the Fire Command Staff has evaluated our community events and we will reinstate the page.
- 5) 'Our Services' page has been re-named 'Additional Services' for better transparency
 - a. Services such as: Emergency Preparedness & Life Jacket Safety have been removed. Chief McCollum has determined that these are not services we will be providing.
- 6) An additional link to the Pre-Application Sheet has been added to the Volunteer Opportunities page.
- 7) Commissioner Noll informed the chief that Planning Documents, including the Business Plan, Strategic Plan and Work Plans were placed as a PIO action item in January of 2017; these documents have been requested and Leah will place them on the website once obtained.
- 8) A counter has been added to the website. This counter will help us determine how much traffic the website receives each month. This number will be shared at the monthly meetings.

Past Community Events

May 19th we had a Girl Scout troop at Station 76 to learn how to build a first aid kit, basic first aid and learn about what EMTs do in emergencies.

Last week the department had a special event at Browns Point Park teaching elementary youth about water rescue safety.

Pending 'Past Events' in the news: the Fire Commissioners along with the Chiefs will be a feature in the upcoming July Sunglasses-selfies issue of the Life at the Points Magazine. Additionally, PIO Hensley wrote an article about the Girl Scout troop and their first aid badge and this will be one of the feature articles in the magazine.

Upcoming Community Events for the Fire Department

CPR/AED & First Aid Class; which is posted on the website.

Community News

Annual 4th of July Parade. The fire department leads the neighborhood on an annual parade around the neighborhood; which ends at Curly Slide Park. This event begins at 0900.

Commissioner Malone noted that June 24th is Nature Day and also low tide.

Old Business:

- 1) Archive/Records Management Update: Admin Lynnett Stevenson reported on the ongoing progress with a thank you to PIO Leah Hensley for her major assistance and great organizational skills with the project.

- 2) Review and Update of SOP Section: 1420 Meetings – Agenda:

Motion- A motion was made by Commissioner Malone to approve the changes to SOP section: 1420 Meetings - Agenda

Seconded: Noll

Passed

New Business:

- 1) DNR Wildfire Agreement: Outlines DNR's areas of jurisdiction. If it crosses our jurisdictions, they call on us. Provided to all fire departments in the jurisdictions. Provides relief should there be a fire in the Dash Point State Park. Also lays out the reimbursements to us for assisting with wildland fires outside of our jurisdiction. This is an interim agreement for this year. They are working on a sustained agreement that wouldn't require annual updates. Chief McCollum thanked Commissioner Noll for closely reviewing and for his comments related to insurance and mutual aid on houses that border the parks. Our responsibility is to go into the State Park, mitigate and report. Depends on the tier of the event as to whether DNR participates. We are not authorized to participate until this agreement is signed.

Motion- A motion was made by Commissioner Noll to approve the DNR agreement for signing.

Seconded: Malone

Passed

- 2) Review and Update of SOP Section: 1120 Annual Organizational Meeting

Motion-A motion was made by Commissioner Malone to approve the updates to SOP section: 1120 Annual Organizational Meeting.

Seconded: Noll

Passed

- 3) Review and Update of SOP Section: 1210 Officers of the Board: Chairman Reviewed with no changes.

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- 4) Review and Update of SOP Section: 1310A2 Policy Approval Procedure
Changes suggested. Will review final at next meeting.

Announcements:

The next regular meeting will be Tues., July 11, 2017 at 9:00 AM

Adjournment: Meeting adjourned at 11:19 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary