



## Pierce County Fire District 13

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www.PCFD13.org

### Minutes Board of Fire Commissioners November 09, 2021

**Commissioner Noll** called the meeting to order at 9:04 AM and led all in the Pledge of Allegiance.

Roll Call led by **Commissioner Noll** to confirm quorum has been met. Present for the meeting: **Commissioner Malone, Commissioner Zuluaga, Chief Wassall, Captain Sandstrom.**

Members of the Public and Staff: 4

#### CONSENT AGENDA:

**Minutes: Motion-** A motion was made by **Commissioner Malone** to approve the meeting minutes October 12, 2021, Regular Meeting.

**Seconded Commissioner Zuluaga**  
**Passed (Unanimous)**

#### Vouchers:

**Motion-**A motion was made by **Commissioner Zuluaga** to approve vouchers #16849-#16890 for \$66,924.81 for Monthly Payables.

**Seconded: Commissioner Malone**  
**Passed (Unanimous)**

**Motion-**A motion was made by **Commissioner Zuluaga** to approve vouchers #16891-#16891 for \$(5,550.62) for Deposits and Lease Payment #2559.

**Seconded: Commissioner Malone**  
**Passed (Unanimous)**

#### Correspondence:

None

#### SPECIAL REPORTS AND/OR STANDING COMMITTEES:

**Calls:** 21 Total Calls, 1 Fire Call, 15 EMS Calls, 1 MVA, 4 Service Calls. 2 of the Service Calls came from the Coast Guard to help with abandoned boats.

**Staffing and Recruiting:** We are preparing for added departures of personal moving on to career departments. No solid number yet. We have 15 persons interested in joining our department and fire academy. We will bring them in and start testing to see which ones we believe will work best for us and themselves. We always ask what their plan is and where do they see themselves in 5 years.

**Financial Report:**

|                                |              |
|--------------------------------|--------------|
| GL Trial Balance cash on hand: | \$444,840.22 |
| Less 11-09-2021 expenses       | -66,924.81   |
| Deposits (not yet posted)      | <u>0.00</u>  |
| Remaining cash on hand:        | \$377,915.41 |

Reserves: \$257,167.42

**Training:** We have completed our advanced airway training. We would like to thank Senior Paramedic Kaylee Garrett for coming out to Station 77. We have started our annual EVIP driver refresher training. We started the new people along with their training drives. We have been holding our OTEP training on-line last month and will again tonight. Once we get our definite documentation about vaccination, we will go back to in-person training.

**SS911:** We sent Captain Sandstrom and LT/MSO Dawson to the Grand Opening of the new SS911 Center. I was unable to attend but felt it important we attend in some fashion. They were given a tour of the building and a little background of how the floor worked.

**Fleet Status:** We have replaced the fuel sending units on both engines. The pump controller on E77 was damaged and needed to be replaced. We are waiting to see the final bill from West Pierce. R77 will need an oil change. Then we should be finished with maintenance for the year.

**Good of the Order:** We had a busy October and the weather made it interesting at times. We were able to visit the preschoolers at Marine View Presbyterian Church. The kids now know that fire fighters keep their lunch in their big pockets. The Lighthouse had their re-dedication ceremony on the 17<sup>th</sup>. We have been working on finding help with grant writing and completing the on-boarding with Systems Design. Commissioner Zuluaga and I attended the Washington Commissioner's Conference for 3 days in Tulalip.

**MSO Report:**

GEMT: We need to open a second checking account to receive payments from Systems Design. We need to be able to keep payables and receivables separate.

We have submitted everything to Systems Design West. They will be doing our billing for transports.

We only have left to complete is getting the L147 from the IRS and opening of a separate bank account.

After we complete those things, Systems Design will begin our Medicare billing provider enrollment.

We are getting our billing policy and procedures in place.

Ongoing training:

With Chief and Lisa approving my email, I sent a strongly worded message to Vector Solutions. They have managed our accounts and questions in an unprofessional manner and have not responded to calls/emails and requests for assistance. They were responsive to the email, and have fixed the problem, which was affecting the way that ongoing training for recertification was being reported to the state and NREMT.

FEMA:

Chief, Lisa, and I have finished turning in all our personnel, calls, invoices, and receipts that we could assign to COVID related calls. They are working up a cost workbook to turn in reimbursement.

**Commissioner(s) Report:**

**Commissioner Malone:**

Approaching Puyallup Tribe on using their parking lot for driver training.

Trunk or Treat cancelled due to weather.

Boat ramp clearing is difficult in winter months. Do we have a secondary place to launch?

Commissioner Malone has been re-elected as PCFD#13 Fire Commissioner.

**Commissioner Zuluaga:**

WFCFA Conference 10.21.21 at Tulalip:

Hilary Franz spoke and made a presentation. Good ally for fire departments.

Discussion on Russia ransom ware attacks. Easy access to laptops, I pads and demanding 200K in ransom.

Joe Quinn talked about Property Tax Levy and Bond Issues.

Fire Leadership and Health Care communities are trying to make mental health more open and accessible. Take the stigma away.

There was a Lowry Fire Truck, at the conference, which is a small pumper. Its size would make easier access in our community. Cost around 200K.

Conference was well done.

**Commissioner Noll:**

How was the WFCFA conference in Tulalip? See Commissioner Zuluaga response.

Attended Brian Snure Seminar on Laws update 2021. Topics included: Following Covid guidelines when holding Open Public Meetings.

All personnel on engines and aid units must be vaccinated. Due to liability to community.

Tax increment financing legislation, pay attention to future legislation addressing this as it is not desirable for Fire Departments.

Chapter 184, Fish and Wildlife payments, could we be eligible for any money from this source?

State Fire Marshall LeBlanc resigned. He would not get vaccinated.

**Public Information Report-Presented by PIO Scott Watkins**

268 visits to the Facebook

47 new likes

Looking to add a Fire Safety Column on Website.

Non-Emergency number needs to be added to Website.

Discussion on adding Volunteer Fire and EMT opportunities on Facebook.

***OLD BUSINESS:***

1. Town Center Project Update:

Developer working on financing and talking to contractors. Nothing to report from Jon Sitkin.

Nothing from Tony Cantus at Pierce County (they will wait for signed mitigation agreement in permitting process).

2. Property Acquisition Opportunity:  
Seller has agreed to sell lots 4700003010 and 7575000021. Discussions continuing with all involved parties to reach mutually agreeable outcome.
3. Station 77 remodel options  
Lawhead's team came into Sta77 to survey the building. Electrical, Plumbing, HVAC and Structural.  
Confirmed that Lawhead will be our Architect for remodel/new Fire Department.
4. Chief Wassall Review/Salary Adjustment  
Yearly review successful and completed. Approved contract addendum agreement for CPI percentage increase from 3% to 5%. Chief Wassal will also receive a step increase on 1/1/2022 of 3% as per his contract.  
**Motion-**A motion was made by **Commissioner Zuluaga** to approve CPI increase from 3% to 5% for Chief Wassall 2022 pay increase.  
**Seconded: Commissioner Malone**  
**Passed (Unanimous)**  
Commissioner Zuluaga suggested that we begin working on creating new contract for Chief Wassall. Current contract ends December 31, 2022. Commissioner Noll will work on this item.

**NEW BUSINESS:**

1. Budget Resolutions for 2022:
  - 21-320 EMS Property Tax  
**Motion-**A motion was made by **Commissioner Zuluaga** to approve the EMS Property Tax amount to be collected in the 2022 tax year of \$314,314.95.  
**Seconded: Commissioner Malone**  
**Passed (Unanimous)**
  - 21-321 Fire Property Tax  
**Motion-**A motion was made by **Commissioner Zuluaga** to approve the Regular Property Tax amount to be collected in the 2022 tax year of \$603,840.60.  
**Seconded: Commissioner Malone**  
**Passed (Unanimous)**
  - 21-325 Budget Approval  
**Motion-**A motion was made by **Commissioner Malone** to approve the 2022 Budget for the amount of \$1,128,719.55.  
**Seconded: Commissioner Zuluaga**  
**Passed (Unanimous)**
2. Financing Capital Projects  
New build/remodel Grants  
Approaching WA ST for bond monies
3. GEMT Resolutions:
  - 21-322 Schedule of Fees for Ambulance Services  
**Motion-**A motion was made by **Commissioner Malone** to authorize a schedule of fees for the provision of ambulance services including transport to local hospitals.  
**Seconded: Commissioner Zuluaga**  
**Passed (Unanimous)**

21-323 MVA Charges

**Motion-**A motion was made by **Commissioner Zuluaga** to establish motor vehicle accident response charges.

**Seconded: Commissioner Malone**

**Passed (Unanimous)**

21-324 Collecting Outstanding Accounts

**Motion-**A motion was made by **Commissioner Noll** to establish a system of collecting outstanding accounts including referral to a collection agency.

**Seconded: Commissioner Malone**

**Passed (Unanimous)**

4. GEMT Financial Assistance

Discussion on paperwork that will be provided to patient if financial assistance is needed.

5. Authorize Purchase of Real Property:

21-326 Purchase of Real Property and Execution of Contractual Agreements

**Motion-**A motion was made by **Commissioner Zuluaga** to authorize the purchase of real property and execution of contractual agreement. Parcel 4700003010 and Parcel 7575000021.

**Seconded: Commissioner Malone.**

**Passed (Unanimous)**

21-327 Purchase of Real Property and Execution of Contractual Agreements

**Motion-**A motion was made by **Commissioner Zuluaga** to authorize the purchase of real property and execution of contractual agreement. Parcel #4700002980 and Parcel 4700003020.

**Seconded: Commissioner Malone.**

**Passed (Unanimous)**

**PUBLIC COMMENTS:**

None

**ANNOUNCEMENTS:** The next regular meeting will be Tues., December 14, 2021, at 9:00 AM.

**ADJOURNMENT:** Meeting adjourned at 11:58 am.

Approved By:

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Chairman Noll

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Commissioner Malone

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Commissioner Zuluaga

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Fire Chief/District Secretary