



## Pierce County Fire District 13

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### Minutes Board of Fire Commissioners Regular Meeting December 10, 2019

Commissioner Zuluaga called the meeting to order at 9.00 AM and led all in the Pledge of Allegiance.

Roll Call led by Commissioner Zuluaga to confirm quorum has been met. Present for the meeting: Commissioners Malone, Zuluaga, and Noll (phone); and Chief Wassall.  
Members of the Public and Staff: 10

#### CONSENT AGENDA:

##### Minutes:

**Motion-** A motion was made by Commissioner Zuluaga to approve the meeting minutes of November 12, 2019.

**Seconded:** Malone

**Passed (Unanimous)**

##### Vouchers:

**Motion-**A motion was made by Commissioner Malone to approve vouchers #15480-15520 in the amount of \$78,813.71 for monthly payables.

**Seconded:** Noll

**Passed (Unanimous)**

**Motion-**A motion was made by Commissioner Malone to approve vouchers #15521 for a deposit of (\$5,200.00) from Ruston, So Pierce Fire Departments for the 2019 Browns Point Academy.

**Seconded:** Noll

**Passed (Unanimous)**

#### CORRESPONDENCE:

PCFD#13 went to Marine View Presbyterian to introduce the preschool children to fire safety and received a large thank you poster with all the children's handprints.

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

**Chief's Report:**

**Calls:** 4 total calls, 1 Fire Calls, 2 EMS and 1 call for Mutual Aid.

**Staffing and Recruiting:** CVA 19-01 has completed their academy the week before Thanksgiving, 17 started and 12 finished. This week they will take their IFSAC firefighter 1 and HazMat operations tests. We went back to Station 68 and had the academy complete their live fire evaluations to qualify for their FF1 certificate. We have begun to test for the up-coming Buckley academy, we are looking to send up to 5 candidates. We have taken a hit with 19 personnel receiving conditional offers from career fire and police departments this year. We will need the 5 coming out of academy plus the 5 we plan to send to Buckley.

**Financial Report:**

GL Trial Balance cash on hand:	303,140.48
Less 12/10/2019 expenses	-(78,813.70)
Deposits (not yet posted)	<u>5,200.00</u>
Remaining cash on hand:	229,526.78

Reserves: \$ 128,988.36

**Training:** This month we have put our infectious disease control plan in place with new forms that meet the WAC and Pierce County reporting standard. This includes Hazardous Materials exposures as well. This month after a few rewrites, we have a current SOP for report writing. The department has been focused on becoming better and more complete in writing a patient care report. We will be working on next year's OTEP and firefighting training calendar soon. No pictures are going to be taken for the calendar.

**SS911:** SouthSound911 has released PulsePoint to the citizens of Pierce County. They had a simulated exercise at the South Hill Mall that had a simulated dispatch of a CPR in progress and showing how the app worked in getting the citizens involved first, how that related to the arrival of first responders and the need for early CPR, and how it related to patient survival.

**Fleet Status:** Rescue 77 is in service and we did it on budget! The cost of repairs to Engine 77 was more then what I was believed the cost to be by about \$4,000 due to the repair bill from Cummings NW being more. West Pierce had the engine for almost a month with it going to Cummings on 2 different occasions. We are still trying to get Engine 76 in for its annual service before the end of the year.

**Good of the Order:** The State Audit of the fire department started and should be completed in the next couple of days. We have cleaned up what were issues from the last audit and have a couple of minor things to clean up on this one, it looks like. We had 5 participate in this year's Turkey Trot on the morning of Thanksgiving. We do this in full bunker gear and for as cold as it was, we won, and had a great time. We also assisted the communities of Dash Point and Browns Point with their Christmas tree raises, no persons were hurt, always a plus. Always a great time to meet the citizens and discuss concerns. We took Santa to the Dash Point Pier for the lighting of the Christmas tree and the kids got to tell Santa what they wanted. We passed out candy canes to everyone and visited the patrons at Gino's too. The carpet project is done, it took 3 days to complete. The next project will be to replace the linoleum upstairs and down.

***MSO Report; Presented by MSO/LT Lanora Rosenberry:***

MSO reported that unlike our fire academy candidates, EMT only candidates have not traditionally had a testing process with PCFD13. To ensure the EMT skill levels are up to our expectations, so we are initiating a testing process for new applicants. MSO is holding the first testing date for two potential candidates 1/17/2020. They will be asked to preform 3 skill sheets from the Washington State DOH Skills Packet.

MSO also reported that she is rolling out new incident/accident reports, and Communicable Disease and Bloodborne Pathogens Exposure Safety Packets to the department tonight. Additionally, the OTEP will be introducing our new Report Writing SOP #4115.

***Commissioner Report:***

Tentative date for Annual Planning meeting set for 4/14/2020(after regular meeting)  
Pierce County Fire Commissioner Meeting to take place at Browns Point station on 9/24/2020  
Commissioner Noll proposed additional dissemination of our thank you to the voters.

**ACTION ITEM:**

Life at the Points: Ask if Commissioners Noll's thank you email to the voters and a PCFD#13 group picture can be added to the next monthly publication.

The EMS vehicle upgrade needs and the year-end finances were discussed.

***Motion-*** A motion was made by Commissioner Malone to move \$30,000 into 2020 budget line for vehicle acquisition.

***Seconded:*** Noll

***Passed (Unanimous)***

***Public Information Report-Presented by PIO Nate Cordero***

Facebook

1,213 likes and 1,247 following. 263 check-ins.

Posts:

11/12/2019

"Thank You Voters!"

People Reached: 552 Engagements: 161

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11/26/2019

"The Recruits are Working Hard!"

People Reached: 551 Engagements: 174

Twitter

28 Tweets. 34 Following. 172 Followers.

Posts:

11/12/2019

"Thank You Voters!"

Impressions: 44 Engagements: 2

11/26/2019

"The Recruits are Working Hard!"

Impressions: 40 Engagements: 1

Website

Articles posted under News & Events pages:

11/12/2019 – "Thank You Voters!"

11/26/2019 – "The Recruits are Working Hard!"

Past Community Events:

11/23/2019 – Live Burn

11/28/2019 – Norpoint Turkey Trot 5K

11/29/2019 – Dash Point Christmas Tree

11/30/2019 – Dash Point Santa

Upcoming Community Events:

12/09/2019 – Browns Point Carol Ship/Bonfire

12/11/2019 – Santa Visit and Food Drive

12/13/2019 – Browns Point Improvement Club Holiday Party

12/21/2019 – Dash Point Santa Run

12/22/2019 – Browns Point Santa Run

### **OLD BUSINESS:**

1. Shake Alert Status: Commissioners agreed we should move forward allowing a small earthquake detecting unit to be placed in Browns Pt. Station 77.
2. State Audit Status: As presented in the Chief's report, the auditor has indicated there are only a few minor items she will be addressing.
3. Town Center Project Status: Commissioners requested a document be created showing our baseline needs and expected needs with the new development over the next 5 years particularly in the area of EMS, along with a longer term (20-year projection) for apparatus. Commissioner Zuluaga suggested we speak with Tacoma Fire regarding the previous fire that took place at Life Center retirement facility. Commissioner Malone suggested we also consider the handling of epidemic situations like flu or food poisoning.

**NEW BUSINESS:**

1. Lexipol Proposal: The Chief and Commissioners discussed pros and cons of this software’s approach to keeping policies up to date. Tabled until January 2020 meeting.
2. Annual Report for 2019: Commissioners requested we complete by the end of January 2020.
3. Administrative Captain Vacancy: Luis Szarko has taken a new position and expects to be leaving the department approximately January 6th. The Chief will be posting the position and searching for a replacement.

**PUBLIC COMMENTS:** None

**ANNOUNCEMENTS:** The next regular meeting will be Tues., January 14, 2020 at 9:00 AM.

**ADJOURNMENT:** Meeting adjourned at 10.45

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