



Pierce County Fire District 13

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Minutes Board of Fire Commissioners Regular Meeting October 10, 2017

Present: Commissioners Zuluaga, Noll and Malone, Chief McCollum, Asst. Chief Wassall

Members of the Public and Staff: 3

Commissioner Zuluaga called the meeting to order at 9:03AM and led all in the Pledge of Allegiance.

CONSENT AGENDA:

Minutes:

Motion- A motion was made by Commissioner Zuluaga to approve the minutes of September 12, 2017 as amended.

Seconded: Noll

Passed

Vouchers:

Motion- A motion was made by Commissioner Noll to approve voucher #13905 in the amount of \$182.77 for a deposit from Capital One/Costco for an overpayment refund.

Seconded: Malone

Passed

Motion- A motion was made by Commissioner Noll to approve voucher #13906 in the amount of \$710.00 for a deposit from Board for Volunteer Firefighters for reimbursement of Volunteer Firefighters Physicals and CPR training.

Seconded: Malone

Passed

Motion- A motion was made by Commissioner Noll to approve voucher #13991 in the amount of \$5,439.00 for a deposit from WA State Patrol for the Scatter Creek Wildfire Mobilization.

Seconded: Malone

Passed

Motion- A motion was made by Commissioner Malone to approve vouchers #13907 through #13990 in the amount of \$65,519.15 for monthly payables and quarterly reimbursements.

Seconded: Noll

Passed

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Correspondence/Public Testimony: Thank you card and homemade cookies from Browns Point United Methodist Church.

Special Reports and /or Standing Committees:

Chief's Report:

Calls: 11 total calls, 2 Fire, 2 Service, 4 EMS, 1 MVA, 2 Mutual Aid.

Staffing and Recruiting: Academy is in its second month and progressing well. I plan another recruiting and sending up to 10 to the Buckley Academy. I have a short video to show about our academy.

Financial Report:

GL Trial Balance cash on hand:	\$ 73,837.48
Less 9/12/2017 expenses	- 65,519.15
Deposits	+ 6,331.77
Remaining cash on hand:	14,650.10

Accounts receivable	31,437.32
Reserves	13,997.69

Training: Monthly training plus academy creates a full calendar. We also had a boat orientation day in which members of the department were shown proper launch and recovery as well as an orientation ride. PIO attended and put together a little slide show for you.

SS911: The strategic study is complete and will be presented to a joint workshop on November 8th. It should have recommendations on moving forward with design and staffing.

Fleet Status: We will be servicing the brush truck and getting a brake inspection in preparation for next year's deployments. We finally received a bill for the transmission work completed by DNR. \$2400.51 total. Still turned a decent net for first year of that investment.

Good of the Order: Many of our people are testing and getting interviews. I expect a high success rate on new hires. Our academy will graduate December 17th at 2:00 PM. They would like to use the BPIC.

Budget resolutions have been prepared by Joe Quinn and will be ready for signature at the November meeting. We have the opportunity to purchase some manufacture refurbished 2013 SCBA's at a very good price so we hope to complete the purchase of approx. 5 of these before the end of the year if the money is available. I requested an executive session today for discussion of a department employee. Duration of 20 minutes.

Commissioner's Report:

Approval of Standard Operating Policy #1512 (Conflicts of Interest):

Motion-*A motion was made by Commissioner Malone to approve Standard Operating Policy #1512 (Conflicts of Interest).*

Seconded: Noll

Passed

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Standard Operating Policy #1740 (Memberships and Subscriptions).

Motion-*A motion was made by Commissioner Malone to approve Standard Operating Policy #1740 (Memberships and Subscriptions).*

Seconded: Noll

Passed

SWOT Review—Commissioner Noll suggested we put this on the January meeting agenda.

Review of 2018 Work Plan Review.

- *Goal 1, Objective 3: Succession plan:* Commissioner Noll is reviewing some information he has printed out and is working with Commissioner Zuluaga on the plan.
- *Goal 2, Objective 1: Establish ongoing mailing list/e-mail list:* Commissioner Noll suggested we instead reach out to the 2 local community organizations BPIC & DPSIC to reach out to their members when we need to get a message out. Commissioner Zuluaga recommended we do an annual report since we have had some major highlights to report, and have those available in multiple locations.
- *Goal 2, Objective 4: Public education sessions:* **ACTION ITEM:** Commissioner Noll suggested a targeted email be prepared for our upcoming Oct. 28th CPR/Fire Extinguisher training and turned over to BPIC & DPSIC for distribution to their members. It was also suggested that we request to have the session posted on the local readerboards.
- *Goal 3, Objective 2: Complete a facilities needs analysis:* We accomplished quite a few of the needed maintenance items forecast for 2017 including computers, roof, pagers alerting system, brush truck, marine vessel and volunteer stipend increases. Some items on the 2017 list will slide over to 2018.
- *Goal 4, Objective 3: Provide mentoring & training to develop officers within our ranks:* Chief McCollum reported that the City of Tacoma has formalized training for mentoring individuals, i.e. leadership programs. Chief would like to sponsor some of those mentoring classes here. In our Target Safety training program, officers are given a higher level of training, i.e. more supervision training. We encourage Blue Card training (\$400 per person for certification). It is about 50-60 hours of online training and is the new standard for Command and Control of scenes.

Public Information Report-Presented by PIO Leah Hensley:

Social Media:

Facebook. 993 likes and 989 following.

Facebook posts since last Fire Commissioner's Meeting:

September 30th; PCFD13 is launching the water rescue vessel this morning for training. One photo of the boat on the trailer was shared. 21 responses and 2 shares. 616 people were reached.

PCFD13 was tagged by Lauren Douglas Photography for photos taken during an academy training in Lakewood.

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

Website: No major changes. Community event for Hands-Only CPR and Fire Extinguisher Training were updated to reflect date changes for the event.

Upcoming Community Events for the Fire Department

October 28th from 9am-noon Free Hands-Only CPR & Fire Extinguisher Training being held at St. Matthew's Episcopal Church. Details have been posted: on the website, social media, St. Matthew's website, and the local FB pages. As of 10/9/2017 only 5 participants have signed up. Leah Hensley will continue to post on social media and recommends sandwich boards go out in front of the local stores.

Community News

October 8-14th is National Fire Prevention week. Hensley is looking for recommendations for posting on social media.

Old Business:

- 1) Outdoor Burning Update: Chief McCollum explained that we must enforce the statute by putting the fire out. We have the mandate to inform citizens of the statutes. We have the obligation to handle the complaints and refer to the Puget Sound Clean Air Agency if needed. We give citizens 2 warnings and on the 3rd we give them punitive actions. Puget Sound Clean Air Agency handles the prosecution for pollution fines (\$5,000 minimum), and they can add to that fine any Fire Department expense.

New Business:

- 1) 2018 Budget Proposal: Resolutions must be filed immediately following our November meeting. Because values went up, our \$1.00 per thousand eroded to 97c per thousand. A 6% increase will help preserve the levy increase the voters approved. It will get us back closer to the \$1.00 per thousand. Chief is recommending the 6% increase. Some recommendations were made, 1st reading completed.
- 2) City of Tacoma Changes in Staffing: City approved the budget for a 3-person engine service in the tide flats area (approx. 1.3 million per year) and are considering using the old station located near the Hylebos bridge after repairs are completed. Engine is called company #5. This provides a back-up for NE Tacoma units.

15-minute break taken at 10:55 am prior to an executive session.

Executive Session requested by Chief McCollum to discuss a department employee

Commissioners Zuluaga, Noll and Malone adjourned into an executive session at 11:10 am. Commissioner Zuluaga reconvened the board meeting at 11:38 am.

Announcements:

The next regular meeting will be Tues., November 14, 2017 at 9:00 AM

Adjournment: Meeting adjourned at 11:39 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary

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