



Pierce County Fire District 13

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Minutes Board of Fire Commissioners Regular Meeting May 9, 2017

Present: Commissioners Zuluaga, Noll and Malone, Captain Wassall

Members of the Public and Staff: 1

Commissioner Zuluaga called the meeting to order at 9:01 AM and led all in the Pledge of Allegiance.

CONSENT AGENDA:

Minutes:

Motion- A motion was made by Commissioner Malone to approve the minutes of April 11, 2017.

Seconded: Noll

Passed

Vouchers:

Motion- A motion was made by Commissioner Noll to approve voucher #13631 for a deposit in the amount of \$318.34 from CPR training and Airgas 2014 payment refund.

Seconded: Malone

Passed

Motion- A motion was made by Commissioner Malone to approve voucher #13632 for a deposit in the amount of \$175.00 from CPR training.

Seconded: Noll

Passed

Motion- A motion was made by Commissioner Malone to approve vouchers #13633 through #13673 in the amount of \$34,049.82 for monthly payables.

Seconded: Noll

Passed

Correspondence/Public Testimony: Nothing to report

Special Reports and /or Standing Committees:

1. Chief's Report (presented by Battalion Chief Jim Wassall):

Calls: 12 total calls, 1 Fire, 8 EMS, 3 Service calls.

Staffing and Recruiting: We are recruiting and planning for the Fall academy. Two laterals have passed their physicals and background checks. They will go on shift first of the month.

Financial Report: Lynnett is attending the fire administrator's conference in Olympia but she prepared a summary for you. Payables for this month are \$34,049.82 which leaves us a balance of \$168,312.60. We have a receivable from WSP training reimbursement of \$4,800.00. Still more tax money is coming in now and our reserves are \$54,008.

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

SS911: SS911 Operations Board meets this Friday. Should see a report of the progress on the VHF overlay.

Fleet Status:

Engine 77 due its annual testing and service this month. Aid 76 will go next month.

Good of the Order:

Pressure washer was a terrific addition. Computer upgrade starts the 11th. West Pierce will be discussing the boat but we are also looking at new.

B/C Wassall and I attended the Portland Fire Expo last week and made some excellent contacts plus saw some new big toys. We will be purchasing 5 sets of turnouts the next few months then see what is left in the budget for hose replacement. I usually like to wait until after hose testing to make that purchase. Other building items are still a work in progress watching our cash flow.

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.

2. Financial Report: Cash balance, reserve account balance, BARS Account Balance reports. Commissioner Noll would like to discuss that 44% of the salary budget has been used and would like to determine if this is going to continue to be depleted.

3. Commissioner(s) Report:

Commissioner Noll provided suggestions via e-mail for SOPs and for updates to the district website.

4. PIO Public Communications Report:

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Website & Social Media Update:

Facebook: 913 likes. 906 following. CPR class was announced on FB; with one person interested in the course. No community accolades to report.

Twitter: 35 following. 41 followers. 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. These changes will be presented at the June meeting to allot time for Leah to make further adjustments and work with the Fire Command Staff on website goals and objectives.

A counter has been added to determine traffic to the website. This will help us determine how many community members, volunteer interests and other parties are visiting the website.

Past Community Events: A CPR/AED and First Aid class For Harley Group of Tacoma was conducted by FF/EMTs R. Thompson, J. Jacobson, and M. Watchie. Seven participants received CPR/First Aid certifications.

Upcoming events: May 13th there was a CPR class scheduled. Due to low enrollment, we have decided to cancel the course. This event was advertised in the Life at the Points Magazine May issue, the district Facebook page and listed on our website.

A Girl Scout troop will be visiting the Browns Point Station 77 on Friday, May 19th for their Girl Scouts' First Aid Badge.

5. Legislative Update: Commissioner Noll provided an overview of legislative actions.

Old Business:

1. Archive/Records Management Update: the project is approximately 50% complete. Leah and Lynnett have created a process for review, documenting and refileing that has been successful.

New Business:

1. Annual Planning Meeting Agenda – will be decided via e-mail.
2. Review and Update of SOP Section: 1420 Meetings – Agenda: will be reviewed at next board meeting.
3. Review and Update of SOP Section: 1710 Annual Goals and Objectives: will be reviewed at next board meeting.

Announcements:

Next regular Commissioners Meeting Tues., June 13, 2017 @ 9:00 AM if quorum is met.

Special Commissioners Annual Planning Meeting to follow the regular meeting, estimated start time 11:00 AM.

Adjournment: Meeting adjourned at 9:31 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary