



Pierce County Fire District 13

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Minutes Board of Fire Commissioners Regular Meeting December 14, 2016

Present: Commissioners Zuluaga, Noll (by phone) and Malone, Chief McCollum, Captain Wassall

Members of the Public and Staff: 4

Commissioner Zuluaga called the meeting to order at 9:00 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 November 08, 2016 as amended.

Seconded: Malone

Passed

Vouchers:

Motion- A motion was made by Commissioner Malone to approve voucher #13289 for a deposit in the amount of \$30.00 for BLS/CPR training; voucher #13290 for a deposit in the amount of \$18,000.00 from East Pierce, Riverside and South Pierce for Academy fees; voucher #13337 in the amount of \$125.00 for Riverside Academy manuals.

Seconded: Noll

Passed

Motion- A motion was made by Commissioner Noll to approve vouchers #13291 through #13336 in the amount of \$37,611.49 for payables.

Seconded: Malone

Passed

Correspondence/Public Testimony:

Christmas card from Tacoma Fire Department Command Staff

Thank you card from Nadia Yun

Thank you card from Barney Hartley

Thank you card from Grant Hosford & all DPSIC

Thank you banner from St. Matthews Sunday School

Special Reports and /or Standing Committees:

December 14, 2016 Chiefs Report:

Calls: 16 total calls, 9 EMS, 2 MVA, and 7 service calls.

Staffing and Recruiting: Academy class progressing. Text is almost complete so we will be transitioning into more skills training. Testing this week for volunteers to be placed into the Buckley Academy. Would like to send 4 or 5. Loosing two in January due to school.

Financial Report: After this months payment our balance is \$153,092.82. Reserves are at \$43,013.55. DNR receivables are at \$10,013.60.

Training: Wrapping up this years training schedule. Next drill will be a holiday pot luck and discussion of goals for the next year.

SS911: SS911 Operations Board meeting was last Friday. No business was conducted due to lack of a quorum. I was with the IMT.

Good of the Order: I was asked to respond with the Pierce County Incident Management Team and plan the memorial for Officer Jake Gutierrez. Long days but the end product was a very honorable memorial.

Sprint iPADS are being programmed and will be placed into service in January. We are using the WaDOH software which has been given us at no cost. They will be helping us with the training on the software.

State Audit is still being reviewed and due to their end of year workload will not be available until January. Everything the auditor brought up has been addressed and updated by policy. They found some areas that needed tightening up and I believe we have done a great job fixing these areas.

Santa runs are all but complete. We left many smiles in the wake of the engine and Santa.

Commissioner's Report:

- 1) Commissioner Noll shared some news he heard while in Arizona about how they handle hoarding homes during a fire. Commissioner Zuluaga mentioned that premise history maybe something in Tacoma's future with updated software. Premise history tends to stay with the residence which is the downside when occupants change.
- 2) Commissioner Noll recommended we produce an annual report with highlights from the year. Commissioner Zuluaga suggested we provide the 1st quarter of each year.

PIO Public Communications Report:

Leah Hensley (previously Munion) shared her posting regarding a local home that was being used for training. She is close to being done with the new website. She is working with the Fire Department to establish an annual local Wellness Fair in February since that is National Heart Health month. The Wellness Fair will include blood pressure checks and a CPR class.

Old Business:

1. Social Media Policy: Copies of our policy was shared with the Commissioners, which included their suggested changes. Commissioner Zuluaga pointed out that there is responsibility to archive both the old and new websites. The Social Media Policy is a very comprehensive plan and will be fluid. We will train on this new policy next quarter. Brian Snure, fire service attorney, offers training that Commissioner Zuluaga recommended PIO Leah Hensley attend if possible. Commissioner Noll shared some concerns about the large responsibility with social media like Facebook. Leah shared that we do not post much on Facebook, approximately 1 – 3 postings per month. The policy gives us guidelines for training. Currently policy is no scene photographs or photos with department logo. We currently plan on keeping our social media limited to our website and our Facebook page.

ACTION ITEM: Chief to get Social Media Policies from other departments, and to share what other departments are doing for archiving.

2. 2017 Key Events/Activities Calendar: Chief mentioned that he wants to focus on archiving the 1st quarter of the year; computer upgrades and replacement of our copy machine the 1st half of the year. Other fire departments suggested entering a lease agreement for the copy machine.

New Business:

1. Chief’s Review (Executive Session): Postponed until January so all Commissioners can be present. Commissioner Zuluaga compiling information from other district contracts. The review form was distributed to the Commissioners.

Announcements:

The next regular meeting will be Tues., January 10, 2016 at 9:00 AM

Adjournment: Meeting adjourned at 10:21 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary