



## Pierce County Fire District 13

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### Minutes Board of Fire Commissioners Regular Meeting April 11, 2017

Present: Commissioners Zuluaga, Noll and Malone, Chief McCollum, Captain Wassall

Members of the Public and Staff: 5

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 March 14, 2017 as amended.*

*Seconded: Malone*

*Passed*

##### **Vouchers:**

*Motion- A motion was made by Commissioner Zuluaga to approve voucher #13535 for a deposit in the amount of \$1,285.00 from CPR training and WA Dept. of Health Trauma Grant.*

*Seconded: Malone*

*Passed*

*Motion- A motion was made by Commissioner Malone to approve vouchers #13536 through #13585 in the amount of \$14,970.11 for quarterly reimbursements.*

*Seconded: Noll*

*Passed*

*Motion- A motion was made by Commissioner Noll to approve vouchers #13586 through #13630 in the amount of \$46,216.34 for monthly payables.*

*Seconded: Malone*

*Passed*

#### **Correspondence/Public Testimony:**

South Sound 911 Annual Report shared with Commissioners.

#### **Special Reports and /or Standing Committees:**

April 11, 2017 Chief's Report:

**Calls:** 12 total calls, 3 Fire, 6 EMS, 1 Service call, 2 Mutual Aid

**Staffing and Recruiting:** Academy graduation was held at Aylene Jr High. It went well and was well attended. We are recruiting for the Fall academy. We also have several EMT applications in from the last TCC class to process. Chase Correa was hired by Tacoma Fire and started this week.

**Financial Report:** Lynnett has a tracking report for you but to summarize; this months payables were \$64,801.39 This includes the quarterly reimbursements of \$14,970.11, academy instructor fees of \$9,300.00, SS911 dispatch, and Tacoma Radio. Balance as of last week was \$4,899 with a receivable from WSP training reimbursement of \$5,400.00. 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:** The new brush truck is back and getting outfitted for the fire season. BC Wassall and Rapozo tasked with getting it ready. We will pay for it most likely next month. E77 will need to go into West Pierce for its annual this month. I discussed rescue boats with West Pierce and they are considering surplusing their Zodiac type which is used on American Lake for a larger fiberglass craft. We are discussing some options. Computer upgrades will begin later this month and should be complete in less than two weeks. Day Wireless has inspected our station alerting system and will be giving us a proposal to repair the Dash Point system and narrow banding the Browns Point system.

I have been in contact with three painting firms and one commercial carpet company that will be submitting some bids on the building upgrades.

**Good of the Order:**

Days are getting longer, grass is growing higher. Purchasing a pressure washer and a new lawn mower this month. Commissioner Noll and I have begun reviewing Standard Operating Procedures (SOP's). BC Wassall has completed a new and complete inventory compliant with WAC. Lynnett will attend a WA Fire Administrative Support Conference in Olympia May 8 – 10, 2017. Chief may attend a Fire Chief's conference towards the end of May in Spokane if agenda shows value.

**Commissioner's Report:**

- 1) Commissioner Noll asked about our vehicles meeting upcoming energy efficiency requirements, and vehicle tab increases. Chief reported we would be compliant with the new requirements and that we are exempt from the vehicle tab increases.
- 2) Commissioner Noll attended a WFCA seminar in Ocean Shores on conducting meetings. He learned the following information while attending:
  - a. We are to post our meeting agendas (draft okay) on our website 24 hours ahead of meetings to meet current statues. Okay if there are changes.

- b. He presented a Sample Policy on Electronic Meeting Participation courtesy of the Poulsbo Fire Department. Chief confirmed this is allowed in WAC and reported we had not yet adopted this policy.

*Motion-A motion was made by Commissioner Noll to adopt policy to allow Fire Commissioners to participate in meetings using electronic devices.*

***Seconded: Malone***

***Passed***

- c. Commissioners should use piercefire13.org e-mail addresses. The Department will send emails to personal and fire department e-mails so they have notification of the email received. They should open and reply on piercefire13.org.
- 3) Commissioner Zuluaga brought up water rescue access. Though we have a Use Agreement with BPIC for use of their boat ramp, there are challenges in the non-maintenance season due to logs and debris piling up on the ramp. The Puyallup Tribe may have some grant money available, but there is a preference we are not third party reliable for operations. We ought to make purchases based on our needs with our resources as opposed to sharing resources. Chief reported water rescues have occurred in Fall and Winter...i.e. kiteboarders that get stuck. Chief mentioned the BP Lighthouse Park changes are forthcoming and we need to see the changes from those improvements. Commissioner Noll noted that we recognize the importance of water rescue. Chief would like to help BPIC with the ramp cleaning and maintenance. Commissioner Zuluaga said it would require a backhoe to clear the ramp in the winter. A small tractor may be worth exploring.

**ACTION ITEM:** Review BPIC boat ramp Use Agreement with Commissioner Malone.

**PIO Public Communications Report (Leah Hensley):**

- 1) Social Media - Facebook: 901 followers and 908 page likes, which is up 4 likes this week.
- 2) Leah posted a congratulatory statement to the CVA-16 class graduates of PCFD13.
- 3) She also posted photos of the children who visited the Browns Point Fire Station 77 in March.
- 4) Twitter: we have 39 followers. Leah is planning to do some Twitter training.
- 5) Website: Leah has made some minor adjustments to prepare for the latest updates to post agendas and minutes to meet standards of transparency to our community about upcoming meetings per the request of Chief McCollum. She will be cross training Lynnett on posting to the website and general use.
- 6) Health Fair: light attendance. Some lessons learned on communicating and publicizing the event. CPR classes are held quarterly.

**Old Business:**

- 1) June Annual Meeting set for June 13<sup>th</sup>, 2017 following the Commissioner's Meeting.
- 2) Agenda will be established at the May Commissioner's meeting. It will include a review of the strategic plan, 2017 – 2018 work plans, and consider charging non-residents for EMS services.
- 3) Archive/Records Management Update: Lynnett Stevenson reported that she and PIO Leah Hensley have both completed the WA State Archives Records Management online webinar courses offered, and the recent workshop in Lakewood with BC Wassall.

She and Leah are currently formalizing their plan and intend to start addressing some of the stored old files located at the DP station beginning mid-April to identify and document what can be set aside for destruction. Commissioner Malone suggested a Community Document Destruction event as BPIC is looking at getting rid of old paper files also. Chief suggested we beta test the DP Station new computer system while at the station.

**New Business:**

- 1) WFCALegislative Report. Commissioner Noll provided Senate and House bills there are a number of bills that may pass.
  - a. HM1166 - 50c have passed house & Senate and just needs signature from Governor.
  - b. HB5122 – changes the date for Commissioner compensation from 1/1/2018 to 1/1/2019.
  - c. ESSB5875 – School funding bill. SFCA now supports. Lots of lobbying. Now extra provisions. Protects fire districts from school levies. Neutral impact.
  - d. HB1594 – Passed House and Senate. Purpose to improve public records administration and info technology systems, and to implement a state portal for users to obtain info.
  - e. HB1595 – Costs associated with responding to public records requests. Establishes costs for photocopies. Limits requests to identifiable records.
  - f. HB1764 – Replacing 1% property tax revenue limit. Appears not going to pass.
  - g. HB1358 – Reimbursement for services provided. Passed House, in Senate. Chief commented we have the capability to charge individuals who do not pay taxes here. There are a number of accidents that happen here with those passing through.
- 2) Annual Planning Meeting: Set for Tues., June 13, 2017 at 11:00 AM
- 3) Chief and BC Wassall will be attending a Fire Expo in Portland Thur., May 4.
- 4) BPIC upcoming calendar events discussed. Easter Bunny event this Sat., Apr. 15 at 9 am (arrive at 8:30 am). Parks Clean-Up event Sat., Apr. 22.


ACTION ITEM: Leah requested we take pictures at Easter Bunny event and send to her for posting as she will be unable to attend.

**Announcements:**

The next regular meeting will be Tues., May 9, 2017 at 9:00 AM. Commissioner Noll will be attending electronically.

**Adjournment:** Meeting adjourned at 10:30 AM

Approved By:

  
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Chairman Zuluaga  
  
ELECTRONIC ATTENDANCE  
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Commissioner Noll

  
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Commissioner Malone  
  
  
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Fire Chief/District Secretary