



Pierce County Fire District 13

4815 Wa-Tau-Ga Ave. N.E. • Browns Point, WA 98422

(253) 952-4776 • (253) 925-8889

www.PCFD13.org

**Meeting Minutes
Board of Fire Commissioners January 13, 2026**

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

Roll Call led by **Commissioner Noll** to confirm quorum has been met. Present for the meeting: **Commissioner Malone, and Chief Wassall.**

Members of the Public and Staff: 5

Commissioner Appointment- Appointment of community member/applicant Macgregor Bush to fill vacancy left by Commissioner Zuluaga position 1 to be sworn in as PCFD13's newest Commissioner . Commissioner Bush's term will run until August of 2027. A motion was made by **Commissioner Noll** to appoint Macgregor Bush as a Commissioner to serve in the Commissioner Position 1 spot.

Seconded Commissioner Malone

Passed (Unanimous)

CONSENT AGENDA:

Minutes: Motion- A motion was made by **Commissioner Malone** to approve the meeting minutes for the December 9, 2025, regular meeting.

Seconded Commissioner Noll

Passed (Unanimous)

Vouchers :

Motion-A motion was made by **Commissioner Malone** to approve vouchers, #260104001-260104034 in the amount of \$44,528.37 for monthly accounts payable.

Seconded: Commissioner Noll.

Passed (Unanimous)

Motion-A motion was made by **Commissioner Malone** to approve vouchers

#260101001-260101008 in the amount of \$24,792.90 for monthly payroll.

Seconded: Commissioner Bush.

Passed (Unanimous)

Motion-A motion was made by **Commissioner Malone** to approve vouchers

#260103001-260103044 in the amount of \$19,656.44 for quarterly payroll.

Seconded: Commissioner Bush.

Passed (Unanimous)

Motion-A motion was made by **Commissioner Malone** to approve vouchers

#260102001-260102007 in the amount of \$30,644.50 for payroll benefits & taxes..

Seconded: Commissioner Bush.

Passed (Unanimous)

Motion-A motion was made by **Commissioner Malone** to approve vouchers

#260105001 in the amount of \$3,110.33 for additional monthly accounts payable.

Seconded: Commissioner Bush.

Passed (Unanimous)

Motion-A motion was made by **Commissioner Malone** to approve deposit, #1908-1911 in the amount of (\$8,388.79) for GEMT & other monthly deposits.

Second: Commissioner Bush.

Passed (Unanimous)

Correspondence:

- Invitation to the Volunteer Graduating Class (12/27/25)
- Christmas Holiday Card from a vendor
- Community member thank you from Kathleen Monahan

Chief's Report

Calls: 15 total calls, 2 Fire calls, 11 EMS calls, 1 MVA, and 1 Mutual Aid Call. A76 had 6 transports, Oly131 had 1 and M118 had 1.

Staffing and Recruiting: We have graduated 9 new fire fighters, 8 of them are also EMT's. The 1 will be attending EMT school in the Spring. We have held a post academy training night to let them know about training, signing up for shifts and correctly logging those shifts and response when here and at home. Since graduation, most of the staff got sick but we and the others are getting back on our feet and staffing is getting better as we head into 2026. More about recruiting in another report.

Financial Report:

GL Trial Balance cash on hand:	\$637,757.23
Less 01-13-2026 expenses	\$122,732.54
Deposits (not yet posted)	\$ <u>0</u>
Remaining cash on hand:	\$515,024.69

Reserves: \$157,495.61

Investment Purchases: \$732,485.94

Training: We have had the staff get caught up on Public Records training through various methods and platforms, this will be ongoing as the classes are identified and can be attended. There is a new EMS OTEP Plan through The Pierce County EMS Office. We are aligning with other Pierce County EMS systems for training to have consistency throughout. We are also adding additional training this week to get those who need advanced airway training completed for those who did not receive this training during EMT school.

SS911: Nothing to report, we have not attended any meetings.

Fleet Status: E76 has been released from West Pierce Maintenance Facility without passing her pump test. We are no longer able to use West Pierce to service our engines. With that, we moved E76 to H&W Mechanical Repair. Colby Gates is a former West Pierce mechanic and has opened his own shop about a half mile from West Pierce. He has worked on both of our engines while there and is familiar with both. This will be a good fit for our department long term.

Good of the Order: We ran 203 calls in the district and had 2 wildland deployments in 2025. We had 143 EMS calls, 119 BLS and 26 ALS calls and A76 transported 65 times, Oly131 29 and M118 2 times. We had 28 fire related calls and 8 MVA's and 24 service-related calls. We have been providing necessary information to the WA State Auditor's Office to complete our 3-year audit of the fire district. We have also been providing information to the RFA group related to possibly becoming part of the Regional Fire Authority being proposed. We have an in-person meeting scheduled for Monday 01-26, to assess the facilities. We have a burn prop that needs attention to see what it will take to safely operate so we can have access to a live fire prop without having to leave the district for testing. We have been working with the manufacturer and the State Fire Marshal's Office to complete this task. We need to hold a Fire Fighter II class to assist us in holding our Fire Rating with WSRB to keep insurance costs low. We have been working on implementing additional security measures at Station 76 with additional lighting and such. We will keep everyone informed as we go. We had a visit last month from Robert Shelley regarding our new engine, he too is lost when it might make it onto the assembly line. We will continue to follow up and advise as we go. Our new service shop will also see what they can find out, they are the warranty station for the new engine.

MSO

PCFD13 signed on to the new OTEP plan as presented by Norma Pancake for many in the Pierce County region. It includes ALS opportunities for upcoming ALS providers, without impacting our BLS license status. It is slightly different than the previous calendar format. BC Fitzgerald has done a great job asking pertinent questions for us. MSO Adams is completing his review as well to ensuring complete comprehension of all the changes and impacts to the departments EMTs.

The department has a small group of our volunteers that have not completed the supraglottic airway training yet.

The EMS training focus is still on the four items that were mentioned last month. After a recent training, MSO Adams noticed some inconsistencies and would like to add the focus/mindset to “train like we play.” Everyone should practice the physical skillset but also discuss and review the overall assessments of our patients, focusing on being a “hands-on,” investigative, 1st responder.

The draft of the updated probationary FF/EMT book is complete. It is similar to the current edition but with updated information and the ability to adjust and change as needed. It will be presented to the officers for review and input this month.

No notable notices from the Tacoma-Pierce County Health Department.

The Washington State Department of Health’s latest Opioid Response numbers increased through December. Yet, there is still a reduction over the previous year.

The US Coast Guard Auxiliary wishes to continue offering training opportunities for the department’s members in exchange for the use of the facilities. MSO Adams has done a brief review of the dates and does not see any conflicts. MSO Adams has shared the information with Chief Wassall for input/approval.

The flammable liquids prop is still idle waiting for information from the manufacturer or a West Coast representative. Now that the holidays are over, MSO Adams has reached out again to gain any information we can on the product. MSO Adams would like the opportunity to take the prop to his shop and repair/weld the individual prop pieces in preparation of putting them back together. There has been some interest from a couple of volunteers to help with the project as well. The rough estimate of \$500 in base materials to make functional, short of any specific items from the manufacturer, should make forward progress.

The Pierce County Protocol Change Work Group had their first meeting before the Christmas Holiday. It was a good start, and MSO Adams hopes to learn a great deal from the group.

Commissioner’s Report:

Commissioner Bush:

Commissioner Bush discussed his anticipation of working with everyone as he begins his new role as Commissioner. Commissioner Bush will be attending his required training sessions. Commissioner Bush will be attending classes on MRSC and the Attorney Generals Website.

Commissioner Malone:

Commissioner Malone wanted the department to know about his resignation from the BPIC Board. He did note that the Salmon Bake dates are August 1st and 2nd.

Commissioner Noll:

- Commissioner Noll discussed that NFIRS automated reporting system is ending and that the department will be moving over to NERIS (National Emergency Response Systems) will be coming online as the fire department's new information reporting system.
 - Asked about the status of the Volunteer Fire Fighter Association. Some new officers are in place and this group remains viable.

Technology/Website

BC Fitzgerald explained that CivicPlus acquired Streamline software which includes Streamline's website solutions and accessibility tools and portal.

BC Fitzgerald has been working on the training portal FET- Fire Engineer Training. BC Fitzgerald has created several Modules. One module would be for public records training specifically for open public meetings. There will be a section of the training that will focus on exemptions. Other modules would include focus on Video skills and a new recruit system. Next recruitment for academy will be in the summertime.

BC Fitzgerald reviewed and negotiated an updated contract for Cybertools. The department's monthly payment would decrease slightly and is working with Cybertools on a schedule of when hardware will need to be replaced so that it will not occur all at the same time.

The new system will be able to give a printout of the annual summary of all training.

Graphus – Learning Management Systems- a discussion was had regarding the value for shield vs the value for defense. The department wants to ensure any threats on our infrastructure are acknowledged and that there is value in continuing to work with Cybertools.

OLD BUSINESS:

1. District 13 Update:
 - There are no new known developments on the Monahan property.
 - The town center has been purchased by an unknown buyer. There was some discussion about a possible gas station being put in. The dirt area behind the businesses are also part of the purchase.
 - A new totem pole is being discussed next to the Town Center.
 - No updates related to Dr. Min's property.
 - The anticipated King Tides flooding did not occur this year, thankfully.
2. Rosenbauer Engine Status
No OFFICIAL update
3. RFA Status
The company that Tacoma Fire Department has hired to review and consult on the RFA is Emergency Services Consulting International. PCFD13 will be meeting with ESCI on January 26, 2026, at 8AM.
4. State Audit Status

The State Auditor's Office is working on its last section of information for the audit. They are anticipated to hopefully have the audit wrapped up in January.

5. Dash Point Station Security

Station 76 upper parking lot light fixture has been fixed. There has been additional exterior lighting installed which included floodlights and cameras. Commissioner Noll inquired about the process the department uses to track the complete inventory of tools and gear. Chief Wassall explained that the equipment was stocked the same on both E76 & E77. All equipment is tracked via Asset Tiger. The department does rig checks daily so anything out of place is quickly noticed.

New Business:

2026. Focus- Discussions were had regarding the following:

1. Hire / Transition to New Fire Chief

Commissioner Noll discussed the anticipated process and timeframe regarding the search for a new Chief including scope, approximate timeline for hiring and onboarding.

2. Improve Administration / Back Office Practices & Training

- a. Commissioner Noll discussed ways to improve administration and back-office practices & training. Improvement and organizing of records management
- b. Delegation of Public Records Officer (PRO) duties
- c. Any request for public records should be immediately forwarded to PRO.
- d. Delegate someone to be the Public Information Officer (PIO)

3. Maintain Facilities

- a. Anticipated upgrades during 2026 – Paint Station 76
- b. Infrastructure
- c. Windows -To install windows on one side of building (12 windows) the estimate would be approx. \$5,200 to add additional windows (14) the estimate would be an additional \$4,800 to the original estimate of \$5,200. (Approx total \$10,000.)

- Maintain Equipment
- Provide Exemplary Service to District Residents
- Review / Update ALL Standard Operating Procedures (SOP's)

SCBA Grant update

BC Fitzgerald discussed the current status of the bid/estimates for the SCBA's that have been received by the department. Attorney Eric Quinn has reviewed the information for the grants and bids that have come in to be reviewed. After reviewing the applicable laws, Eric concluded:

“In short, the District may contract directly with Drager by cooperative purchasing to purchase the Equipment, rather than by competitive bidding, in this particular case”.

The department is ready to place its purchase order. After all grant monies have been applied the department itself will need to fund the approximately \$49K balance.

Motion-A motion was made by **Commissioner Malone** to approve the purchase of the SCBA’s using the grant monies and having PCFD13 bridge the difference financially.

Seconded: Commissioner Bush.

Passed (Unanimous)

Public Comments: None

ANNOUNCEMENTS: The next regular meeting will be Tues., February 10,2026.
at 09:00 AM.

ADJOURNMENT: Meeting adjourned at 11:30 AM.

Approved By:

Chairman Noll

Commissioner Malone

Commissioner Bush

Fire Chief/District Secretary