



## Pierce County Fire District 13

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### Minutes Board of Fire Commissioners Regular Meeting January 10, 2017

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

Members of the Public and Staff: 6

Commissioner Zuluaga called the meeting to order at 9:05 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 December 14, 2016 as amended.

*Seconded:* Malone

*Passed*

##### **Vouchers:**

*Motion-* A motion was made by Commissioner Zuluaga to approve voucher #13428 for a deposit in the amount of \$9,399.06 for WA State DNR wildland fire MOBs.

*Seconded:* Noll

*Passed*

*Motion-* A motion was made by Commissioner Noll to approve vouchers #13338 through #13427 in the amount of \$56,059.10 for payables and quarterly reimbursements.

*Seconded:* Zuluaga

*Passed*

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

Christmas picture card from Dr. Min, Dr. Butler and staff

Christmas card and thank you from Marie and Kathleen Monahan

Christmas card from Resurrection Lutheran Church

Thank you from St. Matthews Auction Committee for our continued support

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

Jan 10, 2017 Chiefs Report:

**Calls:** 18 total calls, 12 EMS, 1 MVA, 2 mutual aid, and 3 service calls.

**Staffing and Recruiting:** Academy is in their skills portion starting with EVIP and live fire. Testing for certification will begin the first weekend of March.

**Financial Report:** We carried over \$153,000 and I am presenting a revised budget. After this month's payment our balance is \$110,260.00. Reserves are at \$43,013.55. Trauma grant receivables are at \$1,250. Last week Lynnett and I met with Kathy Hale and Pat Riley to set up the accounting for 2017. Very productive meeting ending with Pat making some modifications for Lynnett in the future.

**Training:** New years training calendar with a continuation of our fire and EMS training. We are sending most of the officers to the Change Conference on the 18<sup>th</sup> of this month hosted by Bates and West Pierce. We also have the EMS conference next month.

**SS911:** SS911 Operations Board meeting is this Friday.

**Good of the Order:** I have made contact with Copiers NW and discussed the State contract. We will be leasing a copier in March at a cost of around \$150 per month. All maintenance and repairs are included so all we need is the paper. 60 month lease with zero upfront and at the end they bring us another new machine. On Wednesday I have a meeting set up with an IT company to evaluate our computers and our network.

State Audit is still being reviewed and we are waiting for their draft. Commissioner Zuluaga and I met with the Auditor and his supervisor to discuss their results. Our inability to locate one of the receipt books and their subsequent deposit back ups has resulted in a finding. We have taken immediate steps to fix this issue and the auditor agreed that adequate controls are in place with no fraud or monies missing. Upon receipt of the draft we will be able to write our response and corrective action which will be part of the audit record.

## **Commissioner's Report:**

- 1) Commissioner Noll asked about the new lowered WA State 70% testing scores for certification. Chief reported that this is across the board in the U.S. We are not going to lower it for our academies. We require 80% minimum for passing the academies. It is an independent group that creates the testing.
- 2) Commissioner Zuluaga feels the new approach to leasing a copy machines vs. a purchase makes sense with our future plans for records management and archiving.

### **PIO Public Communications Report:**

1. Leah Hensley shared that we have 880 likes on our Facebook page. This helps boost information out to the community and is easier to track responses.
2. Our Health & Wellness Fair is scheduled for Sat. Feb. 25<sup>th</sup>. There will be community CPR and blood pressure checks available at the BP Station. The DP Station will also be open in the morning for blood pressure checks. They will talk to the public about keeping hearts healthy.
3. She reviewed the new website, which includes links to Facebook & Twitter. The new website is 95% done. She is finalizing the history page and volunteer pages. The new website will show the services we offer, along with volunteer opportunities, News and Events page, and Academy requirements. She plans to get it live this week and will be adding links in the future. She printed into PDF format all of the pages that are on our current website for archiving purposes. Commissioner Zuluaga suggested including long range planning information.

### **Old Business:**

1. Public Education: Commissioner Noll commented that he liked the idea of the Health & Wellness Fair and wants us to do whatever we can to give back to our community. He suggested a future Safety Fair to provide more safety information in coordination with our other local organizations (i.e. providing information on carbon monoxide detectors, outside burning, car seats for kids, medication collection). Chief commented that he would like to do more at future Salmon Bakes, monthly safety memos and free home inspections. Commissioner Malone asked about fire service and our participation with Browns Pt. Elementary. Chief shared that the City of Tacoma Fire Dept. is their fire district and we need to ask permission for event participation.

### **New Business:**

1. WA State Records Management Presentation: Commissioner Zuluaga introduced Patrick Williams, Imaging Services Manager, and Mike Saunders, Regional Archivist-Puget Sound Region, both from WA State Archives, Office of the Secretary of State, for discussion on managing and archiving records. The State agency is tasked with providing advice and assistance to local agencies, provided free of charge, including preservation of archival records. Their goal is to centralize, preserve and provide public access to documents. There is lots of training available, both live workshops and online webinars. Patrick Williams spoke about imaging options and short term business needs. Mike Saunders role is archival appraisal and management. Any phone consultations and onsite work they do is free of charge. Only chargeback services are the imaging/production work done by the Imaging Services Department in Olympia. Storage boxes can be purchased from them. Boxes are free for records that are being transferred to them. The Image Services Department picks up and drops off, and they work with the regional archivist, who is located in Bellevue. Once information has been scanned, it can be taken by the regional archivist and stored in perpetuity. If records are transferred to them, the State covers the cost of public disclosure. They suggested disposition first based on records retention schedule, and then imaging. Keep a log of the records to be destroyed. Destroy either via a shredding service or secure recycling. The website database needs to be backed up. With social media always use a device that you can capture the content. Cloud service needs to archive to our needs and the provider needs

to support our liabilities before we should sign a service agreement. We will sign up for Webinar trainings and attend the upcoming Feb. 16<sup>th</sup> Records Management workshop in Lakewood.

2. Resolution 17-294 2017 Budget Final

**Motion-** A motion was made by Commissioner Malone to approve revising the 2017 budget and superseding Resolution No. 16-191

**Seconded:** Noll

**Passed**

3. Chief's Review (Executive Session): Commissioners Zuluaga, Noll and Malone adjourned into executive session at 11:20 am to discuss and review Chief McCollum's performance with him. Commissioner Zuluaga reconvened the Board meeting at 11:42 am after the Chief's review was completed.

Formal action: Commissioners entered into a two year contract with Chief McCollum.

**Announcements:**

The next regular meeting will be Tues., February 14, 2016 at 9:00 AM

**Adjournment:** Meeting adjourned at 11:44 AM

Approved By:

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Chairman Zuluaga

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Commissioner Malone

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Commissioner Noll

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Fire Chief/District Secretary