



Pierce County Fire District 13

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Minutes Board of Fire Commissioners Regular Meeting September 12, 2017

Present: Commissioners Zuluaga, Noll and Malone, Chief McCollum, Asst. Chief Wassall

Members of the Public and Staff: 2

Commissioner Zuluaga called the meeting to order at 9:03AM and led all in the Pledge of Allegiance.

CONSENT AGENDA:

Minutes:

Motion- A motion was made by Commissioner Noll to approve the minutes of August 8, 2017.

Seconded: Malone

Passed

Vouchers:

*Motion-*A motion was made by Commissioner Malone to approve voucher #13856 in the amount of \$400.00 for a deposit from Board for Volunteer Firefighters for reimbursement of Volunteer Firefighters Physicals.

Seconded: Noll

Passed

*Motion-*A motion was made by Commissioner Malone to approve voucher #13857 in the amount of \$50.00 for a deposit from support FF/EMT, Jason Baker, for a firefighter carry bag.

Seconded: Noll

Passed

*Motion-*A motion was made by Commissioner Noll to approve vouchers #13858 through #13904 in the amount of \$44,493.51 for monthly payables.

Seconded: Malone

Passed

Correspondence/Public Testimony: None

Special Reports and /or Standing Committees:

Chief's Report Update:

Calls: 34 total calls, 4 Fire, 6 Service, 24 EMS.

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Staffing and Recruiting: Academy is in its second week. 18 in the class with 10 being ours. So far, they are an impressive group. I am impressed with their enthusiasm. Lt Chris Reynolds has been hired by Camino Island and has resigned.

Financial Report:

GL Trial Balance cash on hand:	101,512.57
Less 9/12/2017 expenses	- 44,493.51
Deposits	+ 450.00
Remaining cash on hand:	57,469.06

Accounts receivable	35,505.00
Reserves:	13,995.08

Training: Most of the training will focus on academy and the rescue vessel. Completed a training burn on Labor Day weekend successfully. We will have another in 2 months in Dash Point.

SS911: Best architectural proposal was from Callison Partnership from Seattle. Highly experienced in multipurpose design. Put forth a very aggressive schedule which we need. Approved by the Operations Board and now goes to Policy Board for approval.

Fleet Status: Here is a short report on the brush truck and wildland revenues. Cost to date including original purchase is \$15,635 including fuel. Projected revenue on equipment will be \$35,505. Net revenue from program \$19,870

Good of the Order:

Working on the budget. Property values in our district are projected to increase by 9.83%. I plan on submitting a recommended budget electronically this month as soon as I get the tax forecast from the Assessor. We will have an open discussion at the October meeting with final resolution in November. Some things to think about: Will we need the 6% authorized by the voters? I think we should use the tools that the voters approved.

ACTION ITEM: Commissioner Zuluaga wishes to capture the importance of the annual County calculation of assessed values as it relates to our 6% levy limit which will be used for the benefit of PCFD13 in the coming years as November approaches. The State will likely not have a number for the district to use and the Fire Commissioners will review the property tax levy as it relates to the needs for Fire District 13 in the coming years. A budget meeting may be requested by the Fire Commissioners should there be a need.

Commissioner Noll asked about training for firefighters for wildland fires and if the district needs to augment the training specifically for wildland fire response. He also asked about mutual aid requirements for mileage reimbursement.

Commissioner Noll asked about boat calls and it has been determined that there are not enough trained personnel to dispatch the boat for water rescue at this time.

Commissioner's Report:

- ACTION ITEM: Review Standard Operating Policy #1512 (Conflicts of Interest)—Review the SOP which is dated for 1999 and the proposal is to change verbiage. Add a reference to RCW 42.23 which is referenced Fire Commissioner's Handbook. Commissioner Noll will re-write and present precise wording for the SOP; this will be presented at the October Fire Commissioner's Meeting.

- Review of SOP 1740 (Memberships and Subscriptions)—Reference from 1999. Several Associations and magazines no longer exist or are not applicable to the district. This document should be reviewed and updated for the membership and subscriptions. Fire Chief McCollum would like to focus on local memberships and subscriptions. Commissioner Noll will re-write and present precise wording for the SOP; this will be presented at the October Fire Commissioner's Meeting.

- Fire extinguisher information—Commissioner Noll would like to see community information for residents and looking at the dates, best extinguishers, etc.

- Need for yearly SWOT Review—Commissioner Noll suggested that a yearly SWOT review (Strengths, Weaknesses, Opportunities, Threats) be completed. This review exercise will sharpen our focus and awareness on maintaining what we do well and improving in areas we should strengthen. The format presented can be reviewed periodically and should be an integral part of the annual planning session. Commissioner Zuluaga has suggested that the Fire Commissioner's review content as it comes up and continue to review the working document throughout the year.

- Review 'Life Cycle' of a District #13 volunteer—Fire Commissioner Noll asked about the recruitment process and 'life cycle' of a volunteer with PCFD13 and the details were explained by Chief McCollum. A review of the current process and probationary period for firefighters and EMTs will be examined by Chief McCollum and Assistant Chief Wassall.

- Review of Apparel policies—Chief McCollum explained that apparel belongs to the Fire District and the current employee and is a reflection of the fire district.

Public Information Report-Presented by PIO Leah Hensley:

Social Media:

Facebook. 980 likes and 976 following.

Posts since August 15th:

- 1) August 16th – Post regarding two firefighters assisting with wild fires in Washington State. Photo of Wadleigh and Michaud attached. 61 reactions, 2 shares, and 1,961 people reached.
- 2) August 23rd—Photo shared of volunteer firefighters training on the brush truck. 30 reactions, 2 shares, and 1,933 people were reached.
- 3) September 11th—Information regarding the garage fire was shared. 32 reactions, 1 comment, 2 shares and 493 people reached.

Accolade(s): One accolade to report. A comment was added to the Friends of NE Tacoma and Browns Point FB page with direct respect to the BP volunteer firefighters assisting with the wildfires.

Twitter. 35 Following, 50 Followers. No community accolades to report.

Posts: Content from Facebook cross-posted to reach district twitter followers (same information as above).

Website: A new look to our website has been made. Additional pages and modifications were made they are as follows:

- a) All the Fire Command Staff and Elected Officials photos are reflected on one page.
- b) A locations page has been added with building addresses.
- c) Fire Commissioners Meetings, agendas and minutes is now an independent page.
- d) The Financial & Business Plans have been posted on an independent page. This page includes the business, strategic, and work plans.
- e) A resources and links page has been added. This will allow community members to reference additional services and outdoor burning requirements.

Upcoming Community Events for the Fire Department
CPR/AED & First Aid Class; September 30th which is posted on the website.

Old Business:

- 1) Archive/Records Management Update from PIO Hensley: We have completed the process for destruction of non-essential records. The project was officially completed on August 22nd by Hensley.

New Business:

- 1) Annexation Efforts—someone reached out the Tacoma Council to begin the process to annex Browns Point and Dash Point. Fire Chief McCollum explained how the fire district would fold into the annex.

Announcements:

The next regular meeting will be Tues., October 10, 2017 at 9:00 AM

Adjournment: Meeting adjourned at 11:13 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary