



Pierce County Fire District 13

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

Phone: (253) 952-4776 Fax: (253) 925-8889

Special Commissioners Meeting

Annual Planning Meeting

April 22, 2026, 1:00 PM

Meeting Minutes

Commissioner Noll called the meeting to order at 1:05 PM 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, Commissioner Bush, and Chief Wassall

Members of the Public and Staff: 8

1. Wash State Treasury - LOCAL Program Loan for Engine

1. Financing Review / Approval

Chief Wassall presented the information from the Office of the State Treasurer regarding the engine purchase. There will be a loan for \$500,000 with a ten-year note. Pierce County Fire District 13 will pay back interest and principal (approximately \$70,000 per year); interest rate will be forthcoming in June when the funds are raised via the Bond Markets. Chief Wassall discussed the letter from the Office of the State Treasurer, who provided a checklist of eight documents for the department to complete. Chief Wassall and the Commissioner's discussed options between using Attorney Brian Snure or Attorney Eric Quinn. As long as Brian is still available and willing, it was decided to use him due to his continuous involvement since the inception of the engine purchase. Mr. Snure will be reviewing the department's documents and will put together an opinion letter for the department to be presented to the Office of the State Treasurer. Pierce County Fire District 13 proposed Resolution 26-360 in order to establish the loan for the engine purchase.

Motion: A motion was made by Commissioner Noll to approve Resolution 26-360, establishing the funding for the engine purchase loan (from the Washington State Treasury LOCAL program) in the amount of \$500,000.

Seconded: Commissioner Malone

Passed: (Unanimous)

2. Key Planning & Management Components

A. Business Model & Mission Statement

Commissioner Noll brought up the need for the Commissioner's to review the current Pierce County Fire District 13 Business Model and Mission Statement in order to decide what components should be maintained or altered. It was requested by Commissioner Noll that all present should review the documents and submit any suggestions to him



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directly so it can be discussed at a regular Commissioners meeting.

B. 5 Year Strategic Plan

The Commissioner's clarified the intent of the 5-Year Strategic Plan, which is to clearly define the goals of the department for the next five years. Strategies can then be developed in order to support these specific goals.

C. 1 Year Work Plan

The 1-Year Work Plan is based on the goals and strategies of the 5-Year Strategic Plan, with the intent to generate measurable objectives in order to break down each goal. The 1-Year Work Plan could be discussed in November, taking into consideration the budget review for the next fiscal year. Commissioner Noll asked the Commissioners to consider reviewing the work plan and come back with suggestions. Any new input can be discussed at a regular Commissioner's Meeting.

D. Capital Facilities Plan

The intent of the Capital Facilities Plan (CFP) is to project the department's plan into the next twenty years. The CFP takes into consideration the population changes, inventory, necessary equipment updates, fire and EMS supplies, anticipated funds, and budget considerations. The CFP is currently available online.

E. SWOT Review

The SWOT Matrix breaks down the department's current Strengths, Weaknesses, Opportunities, and Threats. Commissioner Noll noted previously acknowledged strengths of the department; such as training, equipment, leadership, budgeting, and positive public perception. Commissioner Noll noted a previous weakness of the department being difficulty with ALS (Advanced Life Saving, i.e., Advanced-EMT and Paramedics) availability. Commissioner Noll mentioned the department's current opportunities; such as training for the upcoming wild-land season, the potential RFA (Regional Fire Authority) with Tacoma, and potentially establishing a relationship with Bates Vocational and Technical School. Commissioner Noll noted potential threats to the department being natural disasters and pandemics.

F. Core Management Elements+

1. People - staff, volunteers, recruitment
2. Policies, procedures, training
3. Assets (facilities, equipment)
4. Service provided to the community



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Commissioner Noll stressed how important the people of the department are, and how policies and procedures need to be visible. He further emphasized the need for assets to be properly managed and solidified our purpose in being of service to the community.

3. Chief Hire Process

A. Review Timeline

The Commissioners discussed a tentative timeline for the Chief hiring process, breaking it down into each of the three remaining quarters for 2026. Below is the anticipated schedule for each quarter.

Q2: Submit job posting and job announcements, conduct revisions as necessary, prepare interview questions, and select potential candidates.

Q3: Conduct interviews with selected candidates, verify credentials, conduct background checks, and begin onboarding for the selected applicant.

Q4: Begin the transition between Chief Wassall and the onboarding new fire chief.

B. Discussion - The 'Ideal' Candidate

Commissioner Noll presented a conceptual outline of an ideal candidate for the fire chief position. There were many suggestions given by Commissioners, previous commissioners, and a previous fire chief of PCFD 13. Commissioner Bush recommended the outline be applied in categories, which candidates may be scored within to provide a baseline matrix for suitability. The Commissioners discussed the ideal operational qualifications for the potential candidate and took into consideration how varying backgrounds may present. A suggestion was made to form a committee for the purpose of interviewing and selecting potential candidates.

C. Review of Draft Documents

1. Job Announcement (posting options)

Projected posting of job announcement is early May to early June, likely on platforms Daily Dispatch, Prothman (Cost of \$475 to post), and Washington Fire Chiefs' Association website. The Commissioners discussed the potential residency requirement for the position, and whether or not this should mean living within the district or simply within a reasonable distance in order to respond to calls, as necessary. Commissioner Noll requested feedback on the job announcement, application, and resume requirements. During discussion regarding posting of a salary range in the job announcement, Commissioner Malone referenced RCW 49.58.110 as a source to consider before making a decision.



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2. Job Application Packet

The Commissioners discussed what would be included in the job application packet, to include a letter of introduction, the completed application, and potentially supplemental short essay questions.

3. Job Description

Commissioner Noll presented a conceptual outline of what the job description should entail based on PCFD 13's standard operating procedures manual. He requested any feedback or suggestions be emailed to him.

D. Application Screening, Scheduling Interviews, Selecting Finalists

The Commissioners revisited the idea of forming a committee to assist in the hiring process. It was determined the committee should be composed of Community Member/Retired Commissioner Jim Zuluaga, Retired PCFD 13 Fire Chief Cliff McCollum, and current

Commissioner MacGregor Bush. The committee will review applicants, develop a screening process, and narrow down the potential candidates to be presented to the Commissioners for interviews. Special consideration is being taken to ensure equitable access to all interested candidates. An opinion was expressed that our Volunteers might like to meet the finalists, perhaps during a Tuesday night drill session?

- E. Second Interview, Selection, Verification & Background Check
- F. Contract Structure & Considerations
- G. Start date, Onboarding and Transition Plan
- H. Other Hiring Related Considerations

Public Comment:

Announcements: Next regular Commissioner's Meeting Tues., May 12, 2026 @ 9:00 AM if quorum is met.

Adjournment: Commissioner Noll adjourned the meeting at 3:09pm.

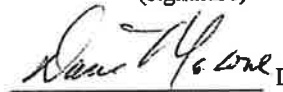


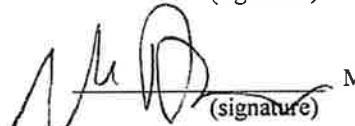
BROWNS POINT / DASH POINT FIRE DEPARTMENT
PIERCE COUNTY FIRE DISTRICT #13
 4815 Wa Tau Ga AVE NE
 Tacoma, WA 98422
 Ph. 253-952-4776 Fx. 253- 925-8889

Certificate Designating Authorized Agency Representatives


I, Dave Noll, Dave Malone, and MacGregor Bush, of Pierce County Fire Protection District 13 (the "Local Agency"), hereby certify that, as of the date hereof, pursuant to Resolution No. 26-360, the following individuals are each an "Authorized Agency Representative," as indicated by the title appended to each signature, that the following individuals are duly authorized to execute and deliver the Local Agency Financing Agreement to which this Certificate is attached as Exhibit C, and all documentation in connection therewith, including but not limited to the Personal Property Certificate(s) attached thereto as Exhibit B, that the signatures set forth below are the true and genuine signatures of said Authorized Agency Representatives and that pursuant to such resolution/ordinance 26-360 of the 2 of the 3 following signature(s) [is/are] required on each of the aforementioned documents in order to consider such documents executed on behalf of the Local Agency:


 (signature) Dave Noll - Board Commissioner



 (signature) Dave Malone – Board Commissioner

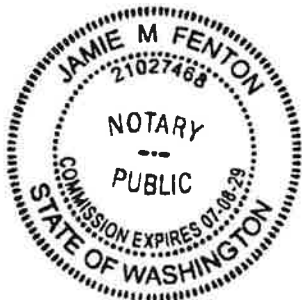

 (signature) MacGregor Bush – Board Commissioner

Dated this 22nd day of April 2026.


 Fire Chief – District Secretary
 Pierce County Fire Protection District 13

SUBSCRIBED AND SWORN TO before me the 22nd day of April 2026.

By: 
 NOTARY PUBLIC in and for the State of Washington,
 residing at: Pierce county
 Printed Name: Jamie Fenton
 My Commission Expires: 7-8-29





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Resolution No. 26-360

Authorization for the acquisition of personal property and execution of a financing contract and related documentation relating to the acquisition of said **PERSONAL PROPERTY**.

WHEREAS, Pierce County Fire Protection District 13 (the "Local Agency") has executed a Notice of Intent to the Office of State Treasurer, in the form of Exhibit A (the "NOI") to the form of Local Agency Financing Contract attached hereto (the "Local Agency Financing Contract"), in relation to the acquisition of and the financing of the acquisition of the Property, as defined below, under the provisions of RCW ch 39.94; and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency acquire the equipment and/or personal property identified in the NOI (the "Property"); and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency enter into the Local Agency Financing Contract with the Office of the State Treasurer in an amount not to exceed \$500,000, plus related financing costs, in order to acquire the Property and finance the acquisition of the Property;

WHEREAS, the Local Agency will undertake to acquire the Property on behalf of and as agent of the Washington Finance Officers Association (the "Corporation") pursuant to the terms of the Local Agency Financing Contract, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Exhibit C to the form of Local Agency Financing Contract as the representatives of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract (each an "Authorized Agency Representative");

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Pierce County Fire Protection District 13 as follows:

Section 1. The individuals holding the offices or positions set forth in Exhibit C to the form of Local Agency Financing Contract are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract and all other related documents. A minimum of 2 Authorized Agency Representatives shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.



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Section 2. The form of the Local Agency Financing Contract attached hereto is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Contract, in an amount not to exceed \$500,000, plus related financing costs, and in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, for the acquisition of the Property and financing of the acquisition of the Property.

Section 3. The Local Agency hereby authorizes the acquisition of the Property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Contract.

Section 4. The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action, which they deem necessary or appropriate in connection with the financing of the Property, including, but not limited to, any amendment to the NOI and agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

Section 5. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Commissioners of Pierce County Fire Protection District 13, at a regular/special meeting thereof held this 22 day of April 2026.

APPROVED:







ATTEST:





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Approved By:

Chairman Noll

Commissioner Bush

Commissioner Malone

Fire Chief/District Secretary