

Commissioner's Meeting

May 12th, 2026, 9:00 AM

Meeting Minutes

Commissioner Noll called the meeting to order at 09:01 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 Noll, Commissioner Bush, Commissioner Malone, and Chief Wassall.

Members of the Public and Staff: 4

Commissioner Noll announced addition of an agenda item for the Sabotka Mediation Settlement Agreement as the last item under Old Business.

Agenda:

Prior Minutes April 14, 2026, Regular Meeting Minutes.

Motion- A motion was made by Commissioner Malone to approve the meeting minutes for April 14, 2026, regular meeting.

Seconded by Commissioner Bush.

Passed (Unanimous).

Prior Minutes April 22, 2026, Special Meeting Minutes.

Motion- A motion was made by Commissioner Malone to approve the meeting minutes for April 22, 2026, special meeting.

Seconded by Commissioner Bush.

Passed (Unanimous).

Voucher(s):

Motion- A motion was made by Commissioner Malone to approve vouchers #1-10 in the amount of \$25,332.56 for Monthly Payroll.

Seconded by Commissioner Bush.

Passed (Unanimous).

Motion- A motion was made by Commissioner Malone to approve vouchers #260502001-260502006 in the amount of \$39,138.69 for Benefits, Taxes & Payroll Taxes.

Seconded by Commissioner Bush.

Passed (Unanimous).

Motion- A motion was made by Commissioner Malone to approve vouchers #260501001-260501027 in the amount of \$40,622.46 for Monthly Accts. Payable.

Seconded by Commissioner Bush.

Passed (Unanimous).

Motion- A motion was made by Commissioner Malone to approve voucher #260504001 in the amount of \$575.00 for Additional Accts. Payable.

Seconded by Commissioner Bush.

Passed (Unanimous).

Motion- A motion was made by Commissioner Malone to approve vouchers #386, 387, 388, 389, and 417 in the amount of (\$13,669.53) for Monthly Deposits.

Seconded by Commissioner Bush.

Passed (Unanimous).

Correspondence: None.

Special Reports and/or Standing Committees:

Chief's Report Update

Calls: 22 total calls, 2 Fire calls, 18 EMS calls, 2 service calls and 2 Community transports for the Easter Bunny. A76 had 9 transports, Oly131 had 3 and M118 had 1.

Staffing and Recruiting: We have had staffing and with that driver training. We have 3 or 4 ready to be checked off to drive aid 76. We have not entertained any conversations regarding our next fire academy, we have a number of our EMT's looking to move over to fire, we will see who is still interested and adjust from there.

Financial Report:

GL Trial Balance cash on hand: \$912,577.73

Less 05-12-2026 expenses	\$105,093.71
Deposits (not yet posted)	\$ _____ 0

Remaining cash on hand:	\$806,909.02
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Reserves: \$157,495.61

Investment Purchases: \$337,847.64

Training: We have 9 new Fire Fighter 2's in the department after testing and 2 more who are with Key Peninsula Fire. We will continue to work with this group to make them as comfortable as we can with the new responsibilities that come with this certification. Our new engine, SCBA's are due to arrive in the 2nd quarter and with that a lot of training with the manufactures and developing new response plans. Fire academy talks are starting to pick up; we need to get this on a calendar and see when we can/should start. Salmon Bake with the new equipment will determine when we start.

SS911: FIRECOMM is no longer FIRECOMM will now be referred to as "Radio." This has brought on new challenges as to how we are to request law enforcement without triggering a reaction that requires help and not tip our hand. It is different, but at the last meeting, we were comforted in knowing whatever we call them, they will answer and assist us with any needs.

Fleet Status: Engine 76 has returned to service with a new pump, and we are replacing the equipment we took off her getting it back in service. E77 is back in the shop getting the mirrors fixed and hopefully finding out why we had no headlights. We had daytime running lights and the headlights worked in emergency mode, weird. BR76 is having a starter problem with the pump motor, she too is in the shop getting that figured out.

Good of the Order: Not too much to report on the good of the order. Fairly routine things. We had the Easter Bunny at the BPIC and the Church across the street from Station 76. Kids had a great time and so did the crew assisting. As mentioned earlier, we completed FFII testing both the written and practical. 12 out of 14 is a win for everyone, we will catch the other 2 when this test becomes available later this year. We will be asking who would like to go

through Instructor 1, which will help the instructors with this upcoming fire academy. It will also give them the necessary qualifications to become an evaluator if they choose. We need them, because with the career hiring lately we have lost half of ours. I have reached out to the new coordinator for FEMA to see what if any steps need to be followed to ensure we get the awarded dollars for the new SCBA's. I have completed all the paperwork for the LOCAL loan for the new engine. We have all corroborated on the posting for the fire chief position and it is on the website. I have reached out to a coin manufacturer to see about an anniversary coin. We have a tee shirt design figured out and we are seeing if we can pull everything together so that we have something available to the public when we have our open house, date to be determined with the arrival of the engine.

Commissioner Noll inquired about how much funding should be going towards Engine 77 repairs if it is likely the next in line to be surplus. Chief Wassall responded that there were certain necessary repairs to be done with Engine 77 for its continued use throughout 2026, including the headlight repairs.

Commissioner Noll asked about the FEMA Grant that has been discussed for use in the SCBA purchase. Chief Wassall confirmed that it is still in progress, but multiple factors led to delays in PCFD 13 receiving the grant from FEMA. Commissioner Noll asked how much the grant would likely be for, and Chief Wassall responded it would likely be between 212k-240k but needed to confirm if the funds would be sent directly to Cascade or to PCFD 13.

Chief Wassall presented the pictures of the commemorative coins for the 75th Anniversary of PCFD 13. All commissioners were pleased with the result.

Commissioner Noll inquired about when Station 76 will be painted. Chief Wassall explained that we are on the contractor's list but still waiting on their availability.

Commissioner Noll inquired about the current state of our marine readiness. Chief Wassall and BC Fitzgerald confirmed PCFD 13 is at an adequate state of readiness for a marine rescue event but reminded everyone that the biggest obstacle would be getting the boat past the logs on the boat ramp.

Commissioner Noll inquired about the Annual Report due to the State Auditor's Officer by May 30th, 2026. Administrative assistant Annie Heaslet explained where the process is currently at and how PCFD 13 was on track for the report to be submitted in a timely manner.

MSO Report

As PCFD 13 works into our second EMS quarter, we continue to give all members the opportunity and ability to meet the County standards with the new OTEP plan. Many of the members that MSO Adams mentioned last month are working to get themselves caught up. BC Fitzgerald is working on the new Red Cross program for our May CPR and 2nd quarter classes.

MultiCare had their Grand Opening ceremony on May 2 at the new Mary Bridge Children's Hospital. They are offering tours May 11 & 12 from 1300-1800 to EMS and TPD crews. MSO Adams plans to attend one of those events. The new hospital is accessed off Division and has three sections in the ER department. As you enter from the ambulance bay: Critical Care - The first three rooms on the left. Main ER – Past Critical Care, down the hall and to the right to the second nurse's station. Mental Health – Secure access immediately to the right. TFD produced a nice video of the campus.

Both the Tacoma-Pierce County Health Department and The Washington State Department of Health have been watching an outbreak of measles. This has raised concerns about undetected community spread. Washington reports 40 cases in 8 counties. Currently, Utah is the epicenter with 625 cases after South Carolina's 997 case outbreak ended last month. The largest outbreak in 35 years.

The flammable liquids prop was a success! It was utilized for PCFD 13's FF2 practical testing and worked as designed. The upgrades suggested by BC Rapozo helped create a safer environment while still producing realistic flame fronts.

MSO Adams attended the PCFCA EMS division meeting last month via Zoom to meet some of PCFD 13's counterparts in the EMS realm. As several items were discussed, the PC EMS Protocols updates became the focus. MSO Adams was able to clarify one of our recent concerns regarding annual CPR compliance. PCFD 13 does not have to recertify and obtain new cards every year. The OTEP format still follows what we have done traditionally by practicing and demonstrating our skill via our EMS skills sheets. MSO Adams was able to bring up an issue for PCFD 13 that is dealt with frequently: BLS transport of ALS patients. Currently PCFD 13 must call Base Station for approval. A few options were discussed. Mimicking the previous conversations and revolving around common sense without taking control away from Base Station. More to come as protocols are discussed and up for change later this year.

PCFD 13's current program allows A76 to carry most of our surplus supplies and stock outlying apparatus without having to access storage lockers. This allows any member the ability to resupply any apparatus at any time. As rig checks are completed, expiring dates and supply levels are noted, MSO Adams puts those items on our next order. MSO Adams has been able to maintain orders that save shipping costs and reduce waste from outdated products. On that note, several products are currently on allocation and could be difficult to obtain soon. PCFD 13 is looking into options for suppliers if necessary.

As mentioned last month, the PC EMS Council Committee has informed PCFD 13 that it is their turn to present a case study. PCFD 13 has had two cases recently where each one has a particular interest in the EMS community. Chief Wassall shared a third that MSO Adams is developing as well for final approval on which to present to the Committee. The case

presentation will take place at the PC EMS meeting on May 27th, 2026, at 1100 during the CQI committee portion of the meeting.

MSO Adams recently received a new report from the Washington Poison Center. The report shares a new issue of rising teen overdoses from diphenhydramine. MSO Adams plans to add a quick note at PCFD 13's next OTEP training session.

Commissioner Noll commented that it was nice to hear there was outreach being done at Pierce College.

Commissioner(s) Report:

Commissioner Bush

Nothing to report.

Commissioner Malone

Nothing to report.

Commissioner Noll

Commissioner Noll reminded everyone to submit their Snure training certificates on time. He brought up the "Struggle Well" Program that was discussed at the Pierce County Fire Commissioners Meeting that he attended, explaining how it was designed to assist first responders in coping with traumatic events. Kevin Yamamoto from South Sound 911 was a speaker at the meeting, and he discussed strategies for funding and sustainable revenue streams.

Technology & Website:

BC Fitzgerald said the job posting for the new fire chief is up on the website and will remain up until June 5th, 2026. He has been researching pricing for various technologies that he has sent to Commissioner Bush for review, as Commissioner Bush has a background in Information Technology as a Software Engineer. BC Fitzgerald commented on his impression of Cybertools, and how he believes this may be acting as an intermediary or 3rd party for PCFD 13 that we may be able to improve upon. Commissioner Noll suggested adjustments (document name) to the organization of the PCFD 13 website so the SAO Audit Report for 2024 would be more easily identifiable and accessible. BC Fitzgerald said he would implement the changes.

Old Business:**District 13 Update**

The Commissioners discussed some of the new developments within the district. They noted the lines have been repainted in the town center parking lot. Chief Wassall mentioned the surveyors that have been working in the district near Watchtower, and Commissioner Malone said he saw some working along Hyada.

Rosenbauer Engine Status

Chief Wassall discussed his communications with Rosenbauer regarding the NFPA chevrons on the back of the new engine. Rosenbauer sent Chief Wassall a new mock-up for the placement of the logo and reducing the amount of chevrons. Chief Wassall confirmed the financing paperwork is complete. There will be a call with the State Treasurer's Department staff, Chief Wassall, and Commissioner Noll. The Treasurer's Office will write a check directly to Rosenbauer. PCFD 13 will then write payment checks to the state Treasury starting in December. Principle payments will be due in June, and interest payments will be due in December of each year.

RFA Study Status

The ESCI inquired about PCFD 13's WSRB rating, which PCFD 13 responded was a rating of

3. No further update from ESCI. Their report could be provided to Tacoma FD in June.

FD 13 2025 Annual Report (Calls, Training hours, activities, etc.)

Reports for 2024 and 2025 are still in progress.

Chief Hire

The Commissioners noted the job being posted on Daily Dispatch, Washington Fire Chiefs, and the PCFD 13 website. The Commissioners discussed the probable timeline for the fire chief hiring process. Commissioner Noll distributed a document “Chief Hire Timeline” that he had drafted. Commissioner Noll suggested the following timeline:

- June 5th – Job Posting Closes
- July 14th Regular Commissioner’s Meeting – Interviews in Executive Session,
- Announce Finalists in Open Session
- August 11th Regular Commissioner’s Meeting - Final Interviews in Executive Session
- August 12-14th – Staff Input
- Mid-August Special Meeting or September 8th Regular Commissioner’s Meeting – Selection Announced
- September 8th or October 13th Regular Commissioner’s Meeting – Contract Finalized

75th Anniversary Thoughts

Several suggestions were brought forward regarding the 75th anniversary, Chief Wassall will take lead on planning. Chief Wassall discussed options including displaying the new engine, an open house at the department with station tours, and having coins and shirts made available for public purchase (Shirts available to the public will be maroon and the fire department shirts will continue to be blue). The Volunteer Association has designed a coin that will be for sale as well. The timeline around planning an event will be based on the new engine’s ETA, being mindful of the Salmon Bake as well. It was suggested that flyers could be created and distributed at the Salmon Bake and around the district. Tentatively planning for late-August to early-September. It was suggested the announcement be put on the reader board and the BPIC newsletter.

Snure Seminar Follow-Up

The Commissioners noted it was a well-attended conference full of valuable information. Tori

Pettis, the current Executive Director of the Washington Fire Commissioner's Association, spoke at the conference and has taken over for Roger Ferris. They reminded the group at the conference about the five business day requirement to respond to all public records requests.

Planning Documents – Feedback

Commissioner Noll mentioned receiving good feedback from MSO Adams regarding the planning documents discussed at the last meeting. The Commissioners plan on making adjustments to these documents throughout the year.

Sabotka Mediation Settlement Agreement

A proposed mediation settlement agreement was received from legal counsel regarding the Sabotka claim against the Fire District.

Executive Session

Chairman Noll called an Executive Session at 11:09am per the RCW noted below to call and speak with our attorney. The session will be for 16 minutes and the regular meeting will resume at 11:25am.

RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

At 11:25am the Board returned and the open, regular meeting continued. A motion was made by Commissioner Noll to allow Chief Wassall to sign the mediation settlement agreement. Commissioner Malone seconded the motion. There was no further discussion and the Board voted unanimously to allow Chief Jim Wassall to sign the Sabotka Mediation Settlement Agreement prepared by Kristen Barnhart of Corr / Cronin.

New Business:

2026 Costs & Budget Impact

Commissioner Noll discussed an NPR article about a rural Fire Department in Stevens County

experiencing difficulties with rising fuel costs. Commissioner Malone inquired about whether there are any other items experiencing this pricing influx. MSO Adams noted some items being put on allocation or short-dated, including epinephrine.

Public Comments: None

Announcements:

Next regular Commissioner's Meeting June 09, 2026, at 9:00 AM if quorum is met.

Meeting Adjourned at 11:33 AM

Approved By:

Chairman Noll

Commissioner Malone

Commissioner Bush

Fire Chief/District Secretary