Pierce County Fire District 13
4815 Wa-Tau-Ga Ave. N.E. • Browns Point, WA 98422
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www.PCFD13.org

Meeting Minutes
Board of Fire Commissioners December 09, 2025

Commissioner Malone called the meeting to order at 9:02 AM and led all in the Pledge of Allegiance. Commissioner Malone opened the meeting, welcomed those in attendance, acknowledged the recent visit by a member of the public seeking District records, and stated additional public records act training for District personnel appears warranted.

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

Members of the Public and Staff: 9

CONSENT AGENDA:
Minutes: ***Motion-*** A motion was made by ***Commissioner Malone*** *to* approve the meeting minutes for the November 11, 2025, meeting.
Seconded Commissioner Noll
Passed (Unanimous)

Vouchers :
Motion-A motion was made by ***Commissioner Zuluaga*** to approve vouchers, #251201001 - 251201029 in the amount of $14,994.74 for monthly accounts payable.
Seconded: Commissioner Noll.
Passed (Unanimous)
Motion-A motion was made by ***Commissioner Zuluaga*** to approve vouchers #251203001 – 251203009 in the amount of $26,402.13 for monthly payroll.
Seconded: Commissioner Noll.
Passed (Unanimous)
Motion-A motion was made by ***Commissioner Zuluaga*** to approve vouchers #251202001 – 251102004 in the amount of $19,143.33 for monthly A/P for payroll.

Seconded: Commissioner Noll.

Passed (Unanimous)

Motion-A motion was made by ***Commissioner Zuluaga*** to approve vouchers #251204001 – 251204003 in the amount of $4,650.07 for additional monthly accounts payable.

Seconded: Commissioner Noll.

Passed (Unanimous)

Motion-A motion was made by ***Commissioner Zuluaga*** to approve deposit, #965 in the amount of ($1,335.81) for monthly deposits.

Second: **Commissioner *Noll.***

Passed (Unanimous)

Correspondence:
- None received

Chief's Report
Calls: 14 total calls, 1 Fire call, 12 EMS calls, 1 Service Call. A76 had 4 transports, Oly131 had 2.

Staffing and Recruiting: We have started the new interviewing process for bringing on new fire fighters and EMT's. This has allowed us to concentrate on closing out our training in 2025 to be ready for 2026. Staffing during the holidays is always a challenge and this year is no different.

Financial Report:

GL Trial Balance cash on hand:	$684,603.72
Less 12-09-2025 expenses	$ 65,190.27
Deposits (not yet posted)	$ 0
Remaining cash on hand:	$619,413.45

Reserves: $157,495.61
Investment Purchases: $730,133.26

Training: We have been concentrating our training at driver training for A76. With losing our 2 residents, 1 to a career department, we want to make sure our response times do not suffer. Once we graduate the current academy we will have the majority ready to drive A76 and by the end of January, get them exposed to driving and pumping E77. Our I-Gel training is also scheduled, and we will be handing out the curriculum prior to the class so we can concentrate on skills.

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

Fleet Status: E77 has returned from her annual service and E76 is at the maintenance facility getting her started. We will most likely she her return the first part of 2026 with the holidays.

Good of the Order: We have completed the IFSAC testing for Fire Fighter 1 for this academy. We will be testing HazMat later this month to complete the academy. Graduation is scheduled for December 27th at the BPIC at noon. We began the WA State Audit for the years 2022, 2023 and 2024. We are providing the remaining information they have requested. We have had in person and virtual meetings along the way. On Thanksgiving we participated in the NorPoint Turkey Trot, we had a representative from all 3 fire departments in this academy and a few of the current department personnel, a total of 12. The fire department also assisted the Dash Point community in raising their Christmas tree at the front of the pier. Tree lighting, choir Christmas carols, and a visit from Santa Claus was this last Saturday. The Santa runs for Browns point will be this weekend and Dash Point for following Saturday.
On 11/24/2025, we had a visitor who was requesting public records. This was not handled correctly, and I would like to thank the unidentified person with the video camera for exposing our weaknesses in the area of public records and how they can be requested. The encounter did not show the fire chief in a positive light which has been reflected in the many responses made by the public. The aftermath of this encounter has provided us with an avenue to make the next request more open and available. With assistance from our Board and department attorneys, we know what holes to fill in the process. We have training scheduled to begin next week on Tuesday 12/16 at 10 am to noon, we will be attending and put these practices in place. We will also reach out to the WA State Secretary of State for Records Retention Schedule training; we have the schedule and are using it to know what records can be archived with their office. First, we will be completing any available records request training. We have had a lot of communication with people from all over the United States concerning this matter, and again what to thank those individuals who took the time to share their thoughts. The department we be better for this unfortunate encounter, we are looking at this as a training opportunity and we will be better. Again, thank you to the unidentified individual who came to us, we will be a better fire department for your visit.

Discussion:

Commissioner Zuluaga Thanked PCFD13 for their assistance with the tree raising, tree lighting event and the Santa crew that helped out.

Commissioner Malone also expressed his gratitude for the department's help and was very sorry he had missed the event.

Commissioner Noll :

Public Records Officer (Accountability)
FD 13 Fire Commissioners entrust the Fire Chief to follow all district policies and procedures. This includes awareness and adherence to various local, county and state regulations. When results fall short of meeting expectations, I expect acknowledgment and recognition of missteps. I also would expect to see an action plan of steps for education and training to include all appropriate staff. The end result must be policies and procedures which are visible, available and understood.

MSO

MSO Adam's continues to work on the draft probationary FF/EMT book. He is hoping to have a draft by the end of the year for review.

MSO Adams is interested in being part of the Pierce County Protocol Change Work Group. At this point only 4 representatives have shown interest. Pierce County Fire District 13, Gig Harbor, East Pierce, and Dupont Fire. He feels as though this is an avenue to learn more about Pierce County dynamics and how the processes are put together for EMS.

BC Adams informed the meeting there are no notable notices from the Tacoma-Pierce County Health Department at this time.

The Washington State Department of Health released its Opioid Response numbers, and the trend continues to decline. Sources show about a 50% reduction over the same time last year.

Another temporary construction access for St Joseph Medical Center starts Dec 12, 2025, and continues to the expected conclusion on February 26, 2026. The Notice will be posted in A76 for clarification. It will be shared at drill tonight.

The US Coast Guard Auxiliary continues to use the PCFD13 facility. MSO Adam will be attending their class on Sunday 12/14 – Suddenly in Command. The upcoming available classes are on the bulletin board to help garner interest with the department members.

Fowler Fire conducted testing for Inst-1 last Friday. 17 students were able to take their written test and complete the practical portions by 11:30AM. They were able to set up three evaluation stations: two in the app-bay and one in the classroom. Fliers are posted for future classes with the USCGA ones for interested members. Looking forward to 2026.

Last week while at ST76, MSO Adams was able to look at the flammable liquids prop and get an estimate of things that will be needed to make it functional. MSO Adams also reached out to DSFM Scartozzi for information on the twin in eastern Washington. Nothing back on that, but he was able to contact the original company that built these and started a dialog to repair and ensure safe operation of the unit. MSO Adams has a rough estimate of $500 in materials to make it functional, short of any specific items from the manufacturer.

After a conversation with Chief Wassall, MSO Adams has been focusing on four specific training topics for the fire department members.

1. Drivetime and mapping – the department is short drivers.
2. EPCRs – Working with members to familiarize themselves with the tablet and techniques to complete reports in a timely and professional manner. This is one of the main topics for tonight's OTEP drill.
3. Lifepak monitor familiarization. Exposing the department members to as many aspects of the Lifepak monitor and motivating the EMTs to instigate vital signs without direction and work on efficient assessment and patient contacts.

4. Pit Stop CPR – Intense calls and ensuring members understand their role in the process to effectively give CPR and instigate interventions to facilitate the best possible outcome.

Chief Wassall noted that once the Prop is up and running it will help assist with both live fire exercises and for the Fire Fighter 2 class here at PCFD13 for 2026. Chief Deputy State Fire Marshall, Howard Scartozzi, has 2 props up at the North Bend Fire Academy which is where the department usually goes..

Commissioner's Report:
Commissioner Zuluaga:
Commissioner Zuluaga expressed his appreciation for the professionalism the department has shown and noted the staff is doing a great job.

Commissioner Malone:

Commissioner Malone reiterated that training for both Commissioners and Staff can always be beneficial.

Commissioner Noll:
Commissioner Noll discussed Pierce County Fire District Commissioner's commitment to Education and Training. The department's framework going forward will be monitored and evaluated. Commissioner Noll also noted the Attorney General's website has online classes that can be started immediately and individually at www.atg.wa.gov. The AG's office also has **model rules** for decorum that discuss best practices for staff to be aware of.

PIO

BC Fitzgerald has been teaching the Hazmat portion of the department's new recruitment class.

BC Fitzgerald talked about a new submission process that has been deployed on the PCFD13's website for Volunteer recruitment. The new submission appeared to slow things down for a few days but is now busier than ever. The new recruitment process will be a more efficient process for the applicants. BC Fitzgerald noted many of our officers and new volunteer members have also expressed excitement at participating in the revised recruitment program.

The Guidelines for Public Records Submissions on the website was completely revised at the request of the Board of Commissioners. Requestors may now download forms and then submit via email, website, FAX, or physical delivery to Station 77.

OLD BUSINESS:

1. District 13 Update:
   There are no new known developments on the Monahan property. With the current economy the building process there has not been moving forward. Both the PCFD13 and the local community have been keeping an eye on the waterfront properties in case there is a

King Tide and with upcoming storms through January. Lower Browns Point should be OK. Commissioner Noll also noted that the department should keep an eye on the fire hydrants should anything need to be reported to maintain our WSRB rating. Chief Wassall explained that typically the Spring Academy usually cleans around the hydrants and inspects the blue pucks.

2. Rosenbauer Engine Status
   The fire engine that was ordered 2 years ago is anticipated to go on the assembly line in January. Once the engine is under construction Chief Wassall and Commissioner Zuluaga will go onsite to the manufacturer to review the process. All the change orders and corrections were submitted to Rosenbauer months ago so things should proceed smoothly.

3. RFA Status
   Pierce County Fire District 13 agreed to participate in the study to become a part of a possible Regional Fire Authority. The departments currently in the study are City of Tacoma, Ruston, Fife, Fir Crest, Unincorporated Fife, and Browns Point. There was a meeting with the principle running the study. They are reviewing the GIS mapping, calls for the last 5 years, Fire Department boundaries, Hydrant Locations, and speed limits. The next meeting is tomorrow 12/10/25.

4. EMS Lid Lift Status
   EMS Levy Lid Lift results were certified:

   Total Votes = 834 Yes = 548 (65.7%) No = 286 (34.3%)

5. Grant Status (FEMA & Puyallup Tribe)
   Quotes from Draeger, MSA, & Scott
   Pierce County Fire District received a FEMA grant for the purchase of SCBA's. The grant amount was approximately $228,761.90. Each SCBA has a shelf life of approximately 15 years depending on usage.
   The Fire Department will make a determination on which vendor will be supplying the SCBA's being purchased based on the quotes received. PCFD13 will be looking for the best product for the possible for the price.
   Commissioner Zuluaga expressed his appreciation for the fact the department currently uses Draeger SCBA's but is very interested in seeing what the other vendors' pricing looks like.
   The current ballpark pricing is approximately $300,000.00 for the equipment. PCFD13 would need approximately an additional $47,000.00 to bridge the gap between anticipated pricing and the grants the fire department has already received.

New Business:

1. State Audit for 2022-2024

   Every 3 (three) years the State Auditor's Office conducts an audit. Their goal was to be prepared for the 12/9 Commissioner's Meeting, but there was a break-in at Station 76, and the

King Tide and with upcoming storms through January. Lower Browns Point should be OK. Commissioner Noll also noted that the department should keep an eye on the fire hydrants should anything need to be reported to maintain our WSRB rating. Chief Wassall explained that typically the Spring Academy usually cleans around the hydrants and inspects the blue pucks.

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department is currently reviewing equipment and the Brush Rig to figure out exactly what was stolen.

Commissioner Noll was able to sit in on the Entrance meeting with SAO. It is anticipated that PCFD13 will have its exit meeting in Jan 2026.

2. Oath of Office Process

   Commissioner Noll explained that a formal oath will need to be on district letterhead, then confirmed / signed off by a notary and filed with Pierce County elections. The oath of office does not need to done be at a Commissioner's Meeting.

Public Comments:

Steve With Inland Audit spoke from a prepared statement. This statement included a public records request which has been provided to the District's PRO. The full statement is available on request.

Commissioner Zuluaga submitted/read a letter giving notice of his resignation, effective January 12, 2026. Letter available on request.

ANNOUNCEMENTS: The next regular meeting will be Tues., January 13, 2026. at 09:00 AM.

ADJOURNMENT: Meeting adjourned at 10:39 AM.

Approved By:

Chairman Noll

Commissioner Malone

Commissioner Bush

Fire Chief/District Secretary