



Pierce County Fire District 13

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www.PCFD13.org

Meeting Minutes

Board of Fire Commissioners February 10, 2026

Commissioner Malone called the meeting to order at 9:00 AM and led all in the Pledge of Allegiance

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

Members of the Public and Staff: 9

Joining the meeting via Zoom were Carolyn Seeberger and Judy Li from the State Auditors Office. Carolyn and Judy were present to give a summary of the audit exit meeting. The audit summary was for the years 2022-2024. The auditors thanked the district officials and staff for their timely communications throughout the audit process. The results, in brief, were that Pierce County Fire District 13 was found to be in compliance with all policy and procedures. The finalized reports will be posted to their website in the next few weeks.

CONSENT AGENDA:

Minutes: Motion- A motion was made by **Commissioner Noll** to approve the meeting minutes for the

January 13, 2026, regular meeting.

Seconded Commissioner Bush

Passed (Unanimous)

Vouchers :

Motion-A motion was made by **Commissioner Bush** to approve vouchers #260201001-260201009 in the amount of \$23,702.97 for monthly payroll.

Seconded: Commissioner Noll.

Passed (Unanimous)

Motion-A motion was made by **Commissioner Noll** to approve vouchers #260202001-260202004 in the amount of \$20,953.73 for payroll benefits & taxes..

Seconded: Commissioner Bush.

Passed (Unanimous)

Motion-A motion was made by Commissioner Noll to approve vouchers, #260203001-260203027 in the amount of \$18,769.41 for monthly accounts payable.

Seconded: Commissioner Bush.

Passed (Unanimous)

Motion-A motion was made by Commissioner Noll to approve vouchers #260204001-260204006 in the amount of \$1,680.10 for additional monthly accounts payable.

Seconded: Commissioner Bush.

Passed (Unanimous)

Motion-A motion was made by Commissioner Noll to approve deposit, #96, 106-110 in the amount of (\$12,470.62) for GEMT & other monthly deposits.

Second: Commissioner Bush.

Passed (Unanimous)

Correspondence: None noted

Chief's Report

Calls: 21 total calls, 0 Fire calls, 21 EMS calls. A76 had 11 transports, 1 to Mary Bridge and Oly131 had 5.

Staffing and Recruiting: With the new academy on boarded and the holidays over, our staffing has gotten much better. We have 3 new drivers and 1 has moved over to engine driver training. We held the EMT recruitment test and have offered 4 people a position, 3 are in background checks now.

Financial Report :

| | |
|--------------------------------|--------------------------------|
| GL Trial Balance cash on hand: | \$527,495.31 |
| Less 02-10-2026 expenses | \$ 65,106.21 |
| Deposits (not yet posted) | \$ <u>0</u> |
| Remaining cash on hand: | \$462,389.10 plus \$400,000.00 |

Reserves: \$157,495.61

Investment Purchases: \$734,780.15 minus \$400,000.00 for engine chassis current balance \$334,780.15.

Training: We have had a spirited conversation concerning the new OTEP plan Pierce County has adopted. With our members being rather young in the EMS world, we will be exceeding the minimums to ensure we are ready when the call for service comes. The days are getting longer and a bit warmer and with that the fire side of training is moving back outside. Noel and Dylan have been putting together some solid training.

SS911: I was able to attend a Zoom meeting with SouthSound911 and they with the new Director have been handling a lot of internal alignments that were not addressed when SouthSound911 started. For us in the field, we will have some of the same folks we worked with and in other areas a new person. The things we currently use SouthSound911 for should not change.

Fleet Status: We have been finishing off the oil changes for the aid car and other command rigs. We had to buy a battery for 1, hopefully we are done with that. E76 is still in the shop, she left West Pierce without passing her pump test. We had the new shop check it out and we need to purchase a new pump. Having the 2 engines serviced and needing to decide on which one to keep, it looks like E76 will be the pick. E77 has been eroding away with unseen items but with this last inspection and now the new pump in E76 tipped the scale to which one to keep. We will be reaching out to HME to find out if doing a refurbishment is our next step, before making a decision on E77.

Good of the Order: I have completed the training for PRA and OPMA through FET and the WA Attorney Generals website. We have updated policy for PRA and have been having talks with the officers and volunteers so they can handle or defer to others. We have completed the audit for years 22, 23 and 2024. Our thanks to the staff at the Auditor's Office for their patience and guidance to get this completed. This now makes Lisa's retirement from the department official. We want to thank her for her 6 plus years of service in the department. In January we found out that our new engine has now made it to the plant for assembly. We will make the chassis payment electronically and we should then see some activity related to things getting further along. Completion is expected sometime in May. We will not get too excited until we see things get moving. We have made it to our being a Fire District for 75 years now. We are looking at special tee shirts and challenge coins for the occasion. We had an in-person meeting the Richard Curtis with Emergency Services Consulting International concerning the RFA. He met with Commissioner Noll by Zoom and got the nickel tour of Station 77. He did not want to visit Station 76, but I am sure it was a time thing; we had a medical call as things were set to get started and that set us back a bit.

Chief Wassall noted at the end of his report he had received an estimate for the Engine's pump repair, and it will be approximately \$14K.

MSO

MSO Adams discussed that the first month on the new OTEP plan has been running smoothly. The MSO noted that the biggest challenge has been ensuring all staff and volunteers are on board and understand the process and changes from the previous system. The only uncertainty noted by the MSO will be what the transition for staff that will be recertifying under both systems will look like. The department has one volunteer and/or staff recertifying at the end of March and will be turning in their paperwork later this week.

MSO Adams will review and evaluate the department's EMS and related budget items and report back to Chief Wassall on any questions, findings, or feedback he has.

The EMS training focus is progressing nicely. To assist with the updated OTEP mentioned above, MSO Adams is looking into optional ways to make EMT recertification easier for everyone at the department. MSO Adams' first suggestions is to empower volunteers and staff to get skill sheets signed off by evaluators throughout the week/shift enabling more focus on

Tuesday night, OTEP drill nights, on the didactic portions. Skills will still be planned for those nights as well.

MSO Adams noted that the first draft of the updated probationary FF/EMT book has been added to the shared drive and the officer core notified of its presence for review and comments.

No notable notices from the Tacoma-Pierce County Health Department have been received. The Washington State Department of Health's latest Opioid Response numbers show a decline again after last month.

The US Coast Guard Auxiliary had their first class at the station last week and from what was reported back from the instructor it went well. MSO Adams wrote on the board the three classes suggested for interested volunteers or staff of PCFD13.

The flammable liquids prop is in progress! Firefighter Corvalan and MSO Adams worked on it last week and made good progress. Unfortunately, they ran into a snag fixing one of the major props. They have developed a plan and are hoping to restart work again this next week.

The department has received potential new protocol adjustments that align with the updated OTEP plan. MSO Adams has completed a cursory review and will discuss his findings with the officer group this month. The basic changes were EMS inventory items and meds.

The Department of Veterans Affairs continues to be a challenge. The Pierce County Fire District 13 has sent in an updated form 10091A, per their notice. This notice has been sent in three times in 2025 and once so far in 2026. MSO Adams will continue to follow up on the requests from the VA. While this presents issues collecting transport fees for VA patients, the number of transfers that have been affected are small and once corrected, the department should be able to collect the fees according to Systems Design.

MSO Adams noted he had just received a notice from Pierce college, and he will have opportunities to recruit this quarter. MSO Adams will discuss with Chief Wassall the plan for the department this year for recruitment.

Commissioner's Report:

Commissioner Bush: No report at this time

Commissioner Malone:

Commissioner Malone recommended the upcoming seminars from Brian Snure May 2nd that can be attended in person or via Zoom.

Commissioner Noll:

Commissioner Noll noted that the Fire Engineering Training website seems good and the courses have good content.

He also discussed that there is a Bates Fire Training facility that is under construction, the building will cost approx.. \$38mil, the project includes a new 34,600-square-foot academic and fire training support facility and an 18,900-square-foot, five-story live fire training tower. The site will also feature outdoor training spaces, expanded drill grounds, and a variety of fire training props to provide hands-on learning in realistic scenarios. The project is scheduled to open in September 2026.

Commissioner Noll noted that Eric Quinn is having a free seminar, April 18th at SS911 in Tacoma, 9am-noon. The topic is Role of Fire Commissioners and Fire Chief. He also noted that

the Washington Fire Commissioner Association, Tori Pettis will become the new Executive Director, replacing Roger Ferris, in May
Commissioner Noll was on the PCFD13 website and noted that the FD #13 website needs to have Fire Commissioner appointment message removed, also the site is missing the 2024 Annual Report. Commissioner Noll would like to see the 2025 FD 13 Annual Report completed and presented at the March meeting.

Technology/Website

BC Fitzgerald discussed the onboarding of the Fire Engineer Training System. (FET) to the Pierce County Fire District 13's website.

BC Fitzgerald also noted that there was a volunteer member that has expressed an interest in being the department's Public Information Officer (PIO).

BC Fitzgerald is also reviewing different options for internet and phone services. BC Fitzgerald presented a table of telecommunication expenditures and current Comcast rates for internet service. Options for internet via coax cable, telephony via coax cable, and internet via fiber optic cable. Comcast does not charge construction costs for fiber installation but rolls the cost into monthly fees over a minimum 3-year contract period. Discussion to continue at the March meeting. The issue of maintaining voicemail logs, power outages, generator at St 76 and public information request logs are being factored into the decision process. Commissioners requested that the website notify the public that voicemail system is down and will be replaced.

Old Business:

1. District 13 Update

Getting Engine 76 back online is priority #1. Pump is currently being repaired.

Working on community awareness regarding installing Knox-boxes out in the community.

The cost is approx. \$200 per box at each home installed. The fire department are the only ones that have access to the box

2. Rosenbauer Engine Status

The chassis is now inside the plant. There will be photos forthcoming. There was a discussion, but no decision as to who should attend the site visit to look at the new engine at the plant.

There will be an Open House when the new Engine arrives. There was discussion as to the best way to get the information out to the community members.

3. RFA Study Status

Pierce County Fire District 13 was able to have a visit and discussion with ESCI Consultant on January 26th

4. State Audit Status

A copy of the letter received from the State Auditor's Office will be posted to the website.

The next State Audit will be for the years 2025, 2026 and 2027 with a focus on accountability controls.

5. P.R.O Training Progress

A discussion regarding the status of public records training was had including what classes have been completed to date by staff. The department, going forward, will be doing Fire Engineer Training (FET) online in one centralized location, the FET will also include public records training as part of its curriculum.

6. Chief Hire Update

A draft of the fire chief position has been completed for the job posting (position announcement); including a draft of the job application as well.

A "Position Profile" has been created that describes what/who the ideal candidate could be. The commissioners are continuing to make progress on rough draft of the interview questions, summary of benefits and job description.

The Commissioners supported using community stakeholders (like Jim Z, Cliff M, maybe Dick Collins to review drafts and provide feedback)

The Commissioners will consider a Special Meeting in April just to focus on the work products related to the Chief hire selection

New Business:

1. Legislation/Bill Tracking

Property Tax Exemptions - A number of bills are being discussed which would enable more landowners to file for property tax relief and exemptions. The WFCA provided a good article on what this could mean for fire districts in terms of lost revenue and a larger impact to those paying their full share of property taxes

HB2451(Tax Increment Financing) This bill would be beneficial to fire districts where a TIF project could happen. Tax Increment Financing is a public financing method used to support redevelopment and community improvement projects by utilizing the anticipated increase in property tax revenue generated from new construction or property value appreciation. The bill specifies that more transparency be involved so that fire districts have more time to be aware of potential developments and negotiate mitigation agreements as necessary with developers.

2. Town Center Ownership/Implications

No one has met the new owner. All the current tenants are on a month-to-month lease. It is understood that most all the businesses will stay. Unfortunately, the Teriyaki restaurant closed due to a death in the family.

3. Engine Retirement Options

An ongoing discussion will be held over the next several months to determine what the most cost-effective thing is to do regarding the fleet and the incoming new engine. Both current engines (E76 and E77) are being evaluated for possible continued service and/or restoration, trade options and or selling. Most of this will depend on new engine timeline.

4. Resolution-Fund movement for Engine

Resolution 26-359 instructs the revenue division of Pierce County Finance to transfer from the Investment fund 690 to Operating Fund 690 the amount of \$400,000.00 (Four Hundred Thousand) dollars to allow for the payment of New Engine chassis. By making the payment at this time the department will received a 10% (ten) discount on the invoice.

Motion-A motion was made by **Commissioner Noll** to approve Resolution 26-359 in the amount of (\$400,000.00) instructing the revenue division of Pierce County Finance to transfer from the Investment fund 690 to Operating Fund 690 the amount of \$400,000.00 (Four Hundred Thousand) dollars to allow for the payment of New Engine chassis.

Second: Commissioner Bush.

Passed (Unanimous)

Public Comments: BC Fitzgerald made note that the Local Emergency Planning Committee (LEPC) has lost their chairperson. Due to the loss of the chairperson the vice-chairperson will assume the chairperson's position. The vice-chairperson's position will be vacant. BC Fitzgerald has been nominated by his peers in the committee to be the new vice chair. By being nominated to the vice-chair position BC Fitzgerald will have increased influence in the Hazmat community.

BC Fitzgerald will be undergoing orthoscopic surgery on April 9th. The surgery will require BC Fitzgerald to be in a sling 24/7 for a while. It will be approximately 1-2 months before he will be back in service. In the meantime, while he is recovering BC Fitzgerald will work on revising and updating the policy & procedure manual.

ANNOUNCEMENTS: The next regular meeting will be Tues., March 10,2026.
at 09:00 AM.

ADJOURNMENT: Meeting adjourned at 11:10 AM.

Approved By:

Chairman Noll

Commissioner Malone

Commissioner Bush

Fire Chief/District Secretary