



Pierce County Fire District 13

4815 Wa-Tau-Ga Ave. N.E. • Browns Point, WA 98422
(253) 952-4776 • (253) 925-8889
www.piercefirer13.org

**Minutes
Board of Fire Commissioners Regular Meeting
June 12, 2018**

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 9:00 AM and led all in the Pledge of Allegiance.

CONSENT AGENDA:

Minutes:

Motion- A motion was made by Commissioner Noll to approve the minutes of May 8, 2018.

Seconded: Malone

Passed

Vouchers:

*Motion-*A motion was made by Commissioner Malone to approve voucher #14417 in the amount of \$570.00 for a deposit from West Region EMS for conference registration cancellation refunds.

Seconded: Noll

Passed

*Motion-*A motion was made by Commissioner Noll to approve voucher #14418 in the amount of \$240.00 for a deposit from Matthew Weber for Troop 398 CPR/1st Aid training.

Seconded: Malone

Passed

*Motion-*A motion was made by Commissioner Noll to approve vouchers #14419 through #14454 in the amount of \$58,270.60 for monthly payables.

Seconded: Malone

Passed

CORRESPONDENCE/PUBLIC TESTIMONY:

The City of Buckley Fire Department invited PCFD13 personnel to attend Graduation ceremonies for the Basic Firefighter Recruit Academy held on Thursday, June 7th, 2018 at 7:00pm.

Graduation photo card was received from Sehar Bokhari for the UWT Graduation ceremony taking place at the Tacoma Dome on June 11, 2018. She obtained her BA of Psychology and BA of Science in Biomedical Sciences. She will be applying to medical school and becoming a Paramedic this Fall.

Thank you card from NE Tacoma Elementary School teachers Melissa Foster, Connie Hunter, Tom Kind and Macalla Yi sharing their gratitude for keeping the community safe, and especially for our help watching over and teaching the kindergarteners at Dash Point on May 15, 2018.

SPECIAL REPORTS AND /OR STANDING COMMITTEES:

June 12, 2018 Chief's Report:

Calls: 15 total calls, 2 Service, 13 EMS.

Staffing and Recruiting: Processing applications and testing next month. Looking for interested organizations to participate or host.

Financial Report:

GL Trial Balance cash on hand:	285,913.39
Less 6/12/2018 expenses	- (58,270.60)
Deposits (not yet posted)	
Remaining cash on hand:	<u>227,642.79</u>

Reserves: \$68,974.51

Training: Wildland refresher training and rescue vessel operations are the focus this month.

SS911: Last Fridays meeting focused on the use of the excise tax money and how it is to be spent. Still can't figure out how DEM justified how they spent money on the jail. Attached pdf.

Fleet Status: Engine 77 repaired and tested. Both engines set for the year. Navigation system installed in the boat. Air conditioning installed in the brush truck. Lots of smiling faces around. Aid 76 will need an electrical problem looked after but I think we are good.

Good of the Order: Last couple of weeks full of school tours, classes at the lighthouse, and walking the tracks with BP Elementary kids. Solid work from all involved. Buckley Academy graduation was Last Thursday. We have three new probies on shifts.

Commissioner's Report:

- 1) Commissioner Zuluaga shared there is a Fire Commissioner's Conference in October at Yakima, WA.

ACTION ITEMS:

- a) Commissioner Noll requests information regarding a measurable matrix for district operational readiness for number of calls, personnel per call and response time.

- b) Commissioner Zuluaga would like to see the matrix include information on volunteers who have transitioned onto career opportunities with other fire departments. Additionally, information regarding the District's public service hours to include public education, events and activities should be added to a matrix.

- 2) Commissioner Noll would like to include the policy review of 3 specific district standard operating procedures (SOP's) during the July meeting. These topics include Fire District elections, annual organizational meeting, and officers of the board (SOP #'s: 1111, 1120 and 1210). Additionally, the board should elect a Chairperson annually to chair the meetings.

ACTION ITEM: Include on July agenda: 1) SOP Policy Review, 2) Chairperson Election

Public Information Report-Presented by PIO Leah Hensley:

Facebook. 1,054 likes and 1,056 following.

Facebook posts since last Fire Commissioner's Meeting

5/8/2018; Kids & Hoses Event cross-shared from website.

5/8/2018; PCFD13 will hold the Special Commissioner's Planning Meeting beginning immediately after the regular monthly Fire Commissioner's Meeting. The meeting should start at approximately 11am. (218 people reached, 6 likes)

6/3/2018; Photo posted: Firefighter Cline running the Dash Point Dash yesterday morning! (630 people reached; 47 reactions, 2 shares)

Twitter. 34 Following. 77 Followers.

5/8/2018; Kids & Hoses Event cross-shared from website.

Website. No new reports to date.

Past Community Events

5/20/2018; Kids & Hoses at Saint Matthew's Episcopal Church

May 30-31, Crescent Heights Elementary School Tour at Browns Point Light House. PCFD13 did two days of water rescue safety presentations.

May 31st, Beluga Walk at Browns Point Elementary

June 2nd, Dash Point Dash

Upcoming Community Events for the Fire Department

June 30th Seabury Middle School First Aid & CPR/AED class.

OLD BUSINESS:

- 1) Archive/Records Management Update
 - a. The district is up to date and has a sustainable program to date.
 - b. File folders are tagged with essential retention information including retain years and destroy year.
 - c. Leah will be attending an online webinar through Washington State SOS Archives to learn about grant options for the district.

ACTION ITEM: Review and update the SOP for records management.

- 2) Department Statutory Expenses. Commissioner Malone had previously requested information for 'cost of business' requirements and a document was shared showing the national, state and county requirements and their current total annual cost. EMS computer mandates to process all EMS calls electronically were another prior cost.

NEW BUSINESS:

- 1) Alternative Fuel Options: Commissioner Noll had reviewed an RCW that states the district's fuel usage may cause alternative fuel requirements to kick in. It was discussed that our fuel consumption is considerably under the gallon requirement where alternative fuels are required. The RCW encourages fire districts to use electricity or bio-fuel whenever possible.
- 2) Executive Session: Commissioners Zuluaga, Noll and Malone adjourned into executive session at 10:46 AM to discuss a staffing personnel issue. Commissioner Zuluaga reconvened the Board meeting at 11:30 AM after the session was completed.

Announcements:

The next regular meeting will be Tues., July 10, 2018 at 9:00 AM.

Adjournment: Meeting adjourned at 11:35 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary