



Pierce County Fire District 13

4815 Wa-Tau-Ga Ave. N.E. • Browns Point, WA 98422
(253) 952-4776 • (253) 925-8889
www.piercefire13.org

Minutes Board of Fire Commissioners Regular Meeting August 9, 2016

Present: Commissioners Zuluaga and Noll, Chief McCollum, Captain Wassall

Members of the Public and Staff: 7

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

Executive Session to discuss District personnel 9:03 – 9:13 am. Open meeting resumed.

Motion-A motion was made by Commissioner Zuluaga to accept Commissioner Ballantyne's resignation.

Seconded: Noll

Passed

Commissioner Zuluaga will respond to Commissioner Ballantyne's resignation email.

CONSENT AGENDA:

Minutes:

Motion-A motion was made by Commissioner Zuluaga to approve the minutes of July 12, 2016.

Seconded: Noll

Passed

Vouchers:

Motion-A motion was made by Commissioner Zuluaga to approve voucher #13084 for a deposit in the amount of \$597.89 for WA state firefighter physicals and dumpster use refund.

Seconded: Noll

Passed

Motion-A motion was made by Commissioner Noll to approve vouchers #13085 through #13120 in the amount of \$32,420.91 for monthly payables.

Seconded: Zuluaga

Passed

Correspondence/Public Testimony:

1. Chief McCollum thanked attendee, Chris Johnson, for his assistance in helping engineer a conversion for our pick-up to a brush truck as needed, and for helping with brush truck conversion acquisitions.

2. Get well card for Chief McCollum from Christina Bosch.
3. Thank you card from Mavis Stears for the fire truck display and water safety training at the 4th grade Points NE Historical Society's Spring field trip.
4. Thank you note from Peggy & Cenobio Macias.

Special Reports and /or Standing Committees:

None

Aug 9, 2016 Chief's Report:

Calls: 14 total calls, 2 fire, 10 EMS, 1 MVA, and 1 State Mobilization. B/C Wassall and FF Michaud went to Eastern Washington on the first fire mob of the year.

Staffing and Recruiting: Testing for fire academy is complete and I have 10 Chief's interviews for this week. Will most likely move 8 into academy and offer 2 to EMS only. One of the finalists lives in our district. We also have a lateral application from another who lives in our district. We recruited an in district volunteer, Leah Munion, who while interviewing me for an article accepted a position as Public Information Officer (PIO) and will help with the website, assist Commissioner Noll in news articles and has begun training in the PIO position.

Financial Report: After this months payment our balance is \$110,830.48. Lynnett and I have been in contact with Pierce County Budget and Finance over the past few weeks and have made good progress with their Workday software. She has come up with a few different formats for financial reports that will crosscheck with Workday and make it a little more clear what our current financial period looks like.

Training: Training has focused on safety as this is our safety stand down month.

SS911: SS911 Operations Board held a joint Policy Board and Operation Board meeting in which we discussed fees for 2017. Dispatch fee went up 3.5% to \$14,130 and radio user fees went up to \$31.50 per radio, per month but should hold there for the next two years. SS911 spent \$2 million to buy the radio fees down to this level. The site for the SS911 build has been decided. It will be at the former Puget Sound Hospital location on Pacific Ave.

November Election Filing & Lid Lift: The Pierce County Elections Department has notified me that we have won our August Lid lift and will be cancelling our November ballot initiative. This was a very important and historical election for the District. It is a big win for every one of us that will sustain this department for years.

Good of the Order: After researching the cost of advertising in the Daily Dispatch, I entered into an agreement with the Washington State Department of Enterprise Services to sell the ambulance. They will handle all advertising, paperwork, title transfer for a 9% fee with a cap of \$900. By doing so we can insure that the buyer is legitimate for the use as an ambulance. They receive many inquiries from small departments looking for used equipment. It also will put us on the register to look as used equipment before it goes to auction. It seemed the most advantageous for us. We should have a listing this week.

Since fire season has started I do not expect any progress between the State Parks and DNR. I did discuss the road way that goes from the Norpoint Trail head past the old water works with one of the Rangers and he stated that they are restricted on doing much digging or modifying of the back areas of the park due to an agreement with the Puyallup Tribe. Possible sacred artifacts are buried in the park. He doubted that there could be much improvement to that old roadway. South King Fire will partner with me on an educational project with the residents that live on the park boundary. We will be using the Fire Wise program developed by FEMA and the National Fire Academy.

I will be on vacation August 26th through September 5th.

Commissioner's Report:

Commissioner Zuluaga registered for the WA Fire Commissioners Association (WFCA) Conference in Yakima in October.

Commissioner Zuluaga thanked all of the fire fighters who helped with the Lid Lift and for their community efforts.

Old Business:

1. **Lid Lift:** Mentioned above in both the Chief's report and the Commissioner's report.
2. **State Park:** Noted in Chief's report above.
3. **Special Meeting Aug. 11th Agenda:**

Commissioner Zuluaga discussed that our strategic plan has 4 goals; correspondence with the public being one of them. He shared his appreciation for our new Public Information Officer (PIO), Leah Munion. She will help us spread department news. Commissioner Noll expressed appreciation for the new website and improvements, and asked Leah to provide suggestions on our website, website builders and costs.
4. **Water Rescue Vessel Status:** Jet ski repair expenses came in under the approved amount. Expense to be approximately \$2,600. Repairs should be completed this week.
5. **Budget Process:** Commissioner Noll asked for clarification on the budget process. Chief explained that we start the process in August doing some forecasting. September/October usually have a draft budget for Commissioner review. This is normally done in a regular Commissioner meeting. We have to file our budget in November. The resolutions for the budget have to happen at the November Commissioner meeting. The special meeting on Thursday, August 11th will provide budget guidance. Chief will invite Kathy Hale to come by as a facilitator if she is available. Chief would like a new budget line item for capital line item and vehicle acquisition. Chief asked the Commissioners to consider any other sub categories they would like broken out. For reserve account, we have to pull money out by a motion. The County requires a minimum reserve of 2 full months. We can only put money into reserves 2 times per year. We can withdraw reserve account money by motion. We can only tell the County to deposit money in reserves when we file our budget in November.

New Business:

1. **Commissioner Position:** Chief will clarify with the attorney what has to be done to appoint a new Commissioner and he will e-mail the Commissioners. Chief believes it is a 90 day time period allowed for replacement. A member of the public asked about how we will advertise and for the qualifications. Commissioner Zuluaga expressed this information will be clarified at the Special Planning Meeting on Thursday, August 11th, once it is clarified with the attorney.

Announcements:

Special Commissioner Planning Meeting Thursday, August 11, 2016 at Noon.
The next regular meeting will be September 13, 2016 at 9:00 AM.

Adjournment: Meeting adjourned at 10:06AM

Approved By:

Chairman Zuluaga

Commissioner Noll

Fire Chief/District Secretary