



## Pierce County Fire District 13

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### Minutes Board of Fire Commissioners Regular Meeting November 14, 2017

Present: Commissioners Zuluaga, Noll and Malone, Chief McCollum, Asst. Chief Wassall

Members of the Public and Staff: 3

Commissioner Noll called the meeting to order at 9:04 AM and led all in the Pledge of Allegiance.

#### CONSENT AGENDA:

##### Minutes:

*Motion-* A motion was made by Commissioner Malone to approve the minutes of October 10, 2017.

*Seconded:* Zuluaga

*Passed*

##### Vouchers:

*Motion-*A motion was made by Commissioner Zuluaga to approve the following deposit vouchers:

#13992 in the amount of \$8,820.00 for a deposit from WA State Patrol for the Jolly Mountain Wildfire MOB

#13993 in the amount of \$530.00 for a deposit from BVFF for FF physicals reimbursement and Brightcard Photo IT refund

#13994 in the amount of \$1,125.00 for a deposit from Central Kitsap Fire & Rescue for Academy recruits' reimbursement

*Seconded:* Malone

*Passed*

*Motion-*A motion was made by Commissioner Malone to approve expense vouchers #13995 through #14037 in the amount of \$53,920.00 for monthly payables.

*Seconded:* Zuluaga

*Passed*

#### CORRESPONDENCE/PUBLIC TESTIMONY:

Thank you card and food gift from local resident, Pat, for driveway tree removal.

Thank you letter from Chief Dale on behalf of Graham Fire & Rescue for helping with the brush fire in their area.

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**SPECIAL REPORTS AND /OR STANDING COMMITTEES:**

***Chief's Report:***

**Calls:** 19 total calls, 2 Fire, 6 Service, 10 EMS, 1 Mutual Aid.

**Staffing and Recruiting:** Academy is in HazMat training and progressing well. Live fire at North Bend is on Dec 2<sup>nd</sup>.

**Financial Report:**

GL Trial Balance cash on hand:	\$210,071.54
Less 9/12/2017 expenses	- 53,920.00
Deposits	<u>+ 10,475.00</u>
Remaining cash on hand:	<b>166,626.64</b>

Accounts receivable	31,437.32
Reserves	13,997.69

**Training:** Monthly training plus academy creates a full calendar. We also had drivers training and SCBA fit testing this month.

**SS911:** The strategic study was overviewed on November 8<sup>th</sup>. After feedback was given the final report will be presented in a joint meeting in December.

**Fleet Status:**

Nothing to report.

**Good of the Order:**

The Firefighters Assoc would like to have their dinner at the BPIC in January. They are inquiring about the 20<sup>th</sup> or the 27<sup>th</sup>.

Chief congratulated Commissioners Noll and Malone on their re-election and shared the vote tallies.

***Commissioner's Report:***

Development of Annual Report: Commissioner Noll shared a draft version of his idea for the annual report. The Commissioners would like it to be prepared in January. Commissioner Malone suggested we also prepare a Standards of Operation/Service Level document, which shows the mandated standards minimums we are required to meet, and the other Commissioners agreed this was a good idea. Commissioner Malone thanked the department for their participation in the Halloween Trunk or Treat event. Commissioner Noll acknowledged that the CPR/Fire Extinguisher training was well done and well received. Commissioner Noll commented that the website has been updated and looks good.

**Public Information Report-Presented by PIO Leah Hensley:**

**Social Media:**

Facebook. 1000 likes and 996 following.

*Facebook posts since last Fire Commissioner's Meeting: (See Website Updates for content)*

10/10/2017 National Fire Prevention Week tip regarding battery checks for smoke detectors was shared. 363 people were reached, and 4 people liked the post. 2 people shared the post.

10/28/2017 Reminder post for the Free CPR and Fire Extinguisher training re-posted.

10/30/2017 Hands-Only CPR and Fire Extinguisher Training info with photos reached 1292 people; 12 people liked/loved the post.

10/30/2017 Trunk or Treat photos shared on website article. 1537 people reached; 12 people liked/loved the post.

11/8/2017 PSA: Kidde Fire Extinguishers Recall reached 1061 people

Twitter. 35 Following. 57 Followers.

Website: News and Events page updated with content for

10/29/2017- Hands-Only CPR & Fire Extinguisher Training

10/30/2017- BPIC Trunk or Treat; PCFD13 participation photos.

11/8/2017- PSA for Kidde Fire Extinguisher Recall (cross posted on FB and Twitter)

**Past Community Events**

The Hands-Only CPR and Fire Extinguisher Training at St. Matthew's Episcopal Church was a great success. 21 community and parish members attended. A special 'thank you' to Assistant Chief Wassall, FF/EMTs: Thompson, Jacobson and Watchie for assisting with the course and FF/EMTs Rodgers and McClaine (LT) for their assistance demonstrating EMS response during a cardiac emergency.

**Upcoming Community Events for the Fire Department**

There will be a CPR class held at NorPoint Pre-School this Thursday evening, November 16<sup>th</sup>.

**OLD BUSINESS:**

- 1) Archive/Records Management Update: Lynnett Stevenson reported that the work now is focused on electronic record storage. PIO Leah Hensley is working on a guide we can post in the office to keep top of mind the storage requirements for various records.

**NEW BUSINESS:**

- 1) Resolution 17-295 Budget Approval for 2018

*Motion-A motion was made by Commissioner Zuluaga to approve Resolution 17-295 Budget Approval for 2018.*

*Seconded: Malone*

*Passed*

2) Resolution 17-296 Regular Levy approval

***Motion-**A motion was made by Commissioner Zuluaga to approve Resolution 17-296 Regular Levy approval*

***Seconded:** Noll*

***Passed***

3) Resolution 17-297 EMS Levy approval

***Motion-**A motion was made by Commissioner Zuluaga to approve Resolution 17-297 EMS Levy approval*

***Seconded:** Malone*

***Passed***

**Announcements:**

The next regular meeting will be Tues., December 12, 2017 at 9:00 AM

**Adjournment:** Meeting adjourned at 10:04 AM

Approved By:

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Chairman Zuluaga

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Commissioner Malone

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Commissioner Noll

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Fire Chief/District Secretary