



Pierce County Fire District 13

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Minutes Board of Fire Commissioners Regular Meeting August 8, 2017

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

Members of the Public and Staff: 5

Commissioner Noll called the meeting to order at 9:01AM and led all in the Pledge of Allegiance.

CONSENT AGENDA:

Minutes:

Motion- A motion was made by Commissioner Malone to approve the minutes of July 11, 2017 as amended.

Seconded: Zuluaga

Passed

Vouchers:

Motion- A motion was made by Commissioner Malone to approve vouchers #13816 through #13855 in the amount of \$71,098.94 for monthly payables and quarterly reimbursements.

Seconded: Noll

Passed

Correspondence/Public Testimony:

Two thank you cards from Jake Shook for allowing him to play with the hose and for being so nice.

Thank you card from Shawn & Kimberly Bergrud for our aide to a family member.

Thank you card from the organizers of the 4th of July parade, Dana Peregrine & Silvia McClung, for our participation in the parade.

Thank you from West Pierce Fire & Rescue for the bunker gear we loaned them for their 1st youth academy.

Special Reports and /or Standing Committees:

August 8, 2017 Assistant Chiefs Report:

Calls: 22 Total Calls. 3 Fire, 16 EMS, 1 Service Call and 2 Mutual Aid Calls.

Staffing and Recruiting: Since our last meeting we have lost three lieutenants. Chelsea Motzer starts tomorrow at Seattle Fire and Dan Robinson to Hoquiam Fire and will start on the 21st. Aaron Beckwith turned in his bars and will remain with us as a firefighter/EMT. We have offered to Scott McClain and Jon Gilchrist the opportunity to move into the Lieutenant position. We have been testing for our upcoming academy, we are at the Chief's interview to see who will be participating. Then off to medical evaluations.

Financial Report: We currently show having \$59,899.76 cash on hand. We are shifting \$40,000.00 from reserves to cash on hand to cover the cost of the boat. We still owe sales tax on both the boat and trailer. We had a DNR deployment that we billed at \$13,646.00, cost of our firefighters and the Brush Truck.

Training: Most of the training remains on the new probationary personnel and our standard monthly training calendar. We will be starting CVA17-01 on the 23rd for administration paperwork and the reading of the rules and regulations as to avoid last academy mistakes. Official get your hands dirty stuff will start September 3rd.

SS911: Yes, access now available on my computer via Google.

Fleet Status:

Engine 77 is back at the West Pierce Maintenance Shop with a major leak when in pump. I took it in yesterday, we hope to hear from them sometime today. BR76 had a broken bolt that broke the transmission housing causing a huge leak. The transmission was replaced and has been out on deployment ever since. Chief took back his truck and I'm back in the Crown Vic. The boat should be ready for delivery on Wednesday, LT Russo will take R77 and handle this for us. Water Rescue Vessel training will be taking place. Chief is working on the water rescue vessel SOP.

Good of the Order: July was a quite month compared to June. Chief came back on a part time basis to guide his assistant chief and keep the wheels moving in a straight-ahead direction. He has been able to assist on a few calls. August 1st we held the written portion of the pump operator test, we had eight plus one from another department take it. We still need to schedule the practical portion for IFSAC certification. Nice breather a month before the start of academy. 1st day of Academy is Wednesday, Aug. 23, 2017.

Commissioner's Report:

Commissioner Noll suggested that we supply information to community organizations about the future academies that they can distribute to their members via magazine, newsletters and/or e-mails to better inform our district.

Commissioner Malone mentioned that there will be 100's of bicycles on Marine View Drive Sun., August 13th for Obliteride.

Commissioner Zuluaga recommended the Oct. 26th– 28th Fire Commissioners conference in Yakima to the other Commissioners as he had attended in the past and felt it was very worthwhile.

Commissioner Noll shared a legislative report:

HB1166 passed – Fire Districts can levy the 3rd 50c without hiring an employee.

SB5122 passed. It changed the date when Commissioner compensation can be adjusted from July to January.

SB5875 – Re: funding education in the state. Billing being modified to exclude fire service.

HB1594 & HB1595 – both passed. Re: reporting requirements, public records copying and assembling public records charges. Can charge 15c per copy per page or to print a page. 10c to scan a record, 5c per each four electronic files attached to an e-mail, 10c per GB for transmission of public records.

Firefighter non-protective clothing with the department logo was discussed, i.e. T-shirts.

ACTION ITEM: Review clothing policy and determine if destruction information needs to be added.

Public Information Report-Presented by PIO Leah Hensley:

Social Media:

Facebook. 963 likes and 957 following.

Posts since July 11th

- 1) July 13th; Chief McCollum requested that a Public Service Announcement link be added to the agency FB page. The information was added to the website and linked to FB and Twitter. Two comments were made.
- 2) August 7; Post regarding our two firefighters briefly seen in a KOMO 4 news article. PIO Hensley wrote a brief description of their involvement with the fires statewide.

Twitter. 35 Following. 44 Followers.

Posts: Content from Facebook cross-posted to reach district twitter followers (same information as above).

Website: An article featuring two of our FF/EMTs was added and shared on both FB and Twitter accounts. This page can only be accessed through links on social media at this time.

Upcoming Community Events for the Fire Department: 1) CPR/AED & First Aid Class; September 30th which is posted on the website.

Request from the Commissioners:

ACTION ITEM: Distribute information to our local community on upcoming September 30th First Aid class.

Old Business:

- 1) Archive/Records Management Update from Lynnett Stevenson: PIO Leah Hensley is continuing to pull and list records on the destruction log, along with organizing the records we are keeping. Ongoing/work in progress. Anticipate completion in August.
- 2) Work Plan... Commissioner Noll reviewed the Work Plan objectives. He found some succession plan templates he will be sharing.

3) Business, Strategic & 2018 Work Plans were approved as amended.

ACTION ITEM: SWOT – Create a 1-page list of strengths, weaknesses, opportunities, and threats.

ACTION ITEM: Create a fleet list annually prior to completion of the budget which shows the year of the vehicles, year placed in service, maintenance completed and service schedule.

- 1) Home/Workplace Inspection Plan – We rely on owners requesting this service.
- 2) Post Hospital Follow-ups – Not fully implemented at this time. Consider removing this from the website until personnel available to accomplish.
- 3) Fire Extinguisher Training – Commissioners recommended a demo at local organization meetings, along with articles in magazines, newsletters and our website.
- 4) Ride-Along Policy/Volume – Not many requests, requires signed waivers. Typically attended on an individual basis as an observation to see if fire service is a career that interests them.

New Business:

- 1) Burn Bans – Commissioner Noll requested information on our participation. Assistant Chief Wassall shared flyers from various agencies and provided the following explanation. Fire Districts do not set any burn bans. It is the County or State that sets the burn bans. Only dried, seasoned wood is allowed as firewood. Driftwood is not considered firewood. Fires need to be contained, no smoke column, and water supply (i.e. hose or bucket) or fire extinguisher within 5 feet. Burn bans are declared because the air quality is poor. If DNR (Department of Natural Resources) sets a burn ban, there is to be no burning.

Announcements:

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

Adjournment: Meeting adjourned at 10:58 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary