



## Pierce County Fire District 13

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### Minutes Board of Fire Commissioners Regular Meeting January 14, 2020

Commissioner Noll called the meeting to order at 9.02 AM and led all in the Pledge of Allegiance.

Roll Call led by Commissioner Noll to confirm quorum has been met. Present for the meeting: Commissioners Malone, Zuluaga, and Noll; and Chief Wassall.  
Members of the Public and Staff: 7

#### CONSENT AGENDA:

##### Minutes:

**Motion-** A motion was made by Commissioner Zuluaga to approve the meeting minutes of December 10, 2019 .

**Seconded:** Malone

**Passed (Unanimous)**

##### Vouchers:

**Motion-**A motion was made by Commissioner Malone to approve vouchers #15522 in the amount of \$75.68 for Deposit from A1 Janitorial.

**Seconded:** Zuluaga

**Passed (Unanimous)**

**Motion-**A motion was made by Commissioner Zuluaga approve vouchers #15523 - 15574 \$14,136.41 for Quarterly volunteer reimbursements.

**Seconded:** Malone

**Passed (Unanimous)**

**Motion-**A motion was made by Commissioner Zuluaga to approve vouchers #15575-#15625 for the amount of \$51,548.91 for Monthly payables.

**Seconded:** Malone

**Passed (Unanimous)**

**Motion-**A motion was made by Commissioner Malone to approve vouchers #15626 in the amount of \$9,309.00 for Deposit from WSP CVA Academy.

**Seconded:** Zuluaga

**Passed (Unanimous)**

**CORRESPONDENCE:**

Tacoma Fire Department Happy Holiday Card.

Community member thank you for their pet, Hunter’s rescue. A gift basket was brought to the firehouse from them for all to enjoy.

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

**Chief’s Report:**

**Calls:** 19 total calls, 1 Fire Calls, 9 EMS, 7 Service and 2 calls for Mutual Aid

**Staffing and Recruiting:** CVA 19-01 has completed their training and testing for Firefighter 1 and HazMat Ops. The class is now on the schedule and starting their probationary period. Buckley Fire has changed their academy schedule and therefore we are unable to participate. Their plan is to hold a smaller academy and have more of them. We and 4 other volunteer departments are getting ready to start an academy in February. We are conducting interviews later this week and are looking to send possibly 7. We will most likely have to hold a second academy in August to recover staffing levels.

**Financial Report:**

GL Trial Balance cash on hand:	236,667.62
Less 1/14/2020 expenses	-(65,685.00)
Deposits (not yet posted)	
Remaining cash on hand:	170,982.62
Reserves:	\$ 128,624.61

**Training:** The training/admin Captain position is currently open with Luis leaving January 10, 2020. We currently have 1 application from outside the department and several from within the department applying. The posting is open until the end of this week and we will begin to review the applications.

**SS911:** Nothing to report this month but I will be reaching out to SouthSound911 to review our run cards to make sure they know where our equipment is housed so we get the proper equipment dispatched to the call.

**Fleet Status:** Rescue 77 needed running boards due to its height and not wanting to wear out the edge of the front driver’s seat. You can now step into the truck rather than drag yourself over the seat. We still have a little work to complete on E76, we did get the pump test done and a few minor things looked at. We will start to get the command vehicles in for their service.

**Good of the Order:** We had a busy end of 2019 with the Santa Runs in Dash Point and Browns Point. We also took Santa and Mrs. Claus to the BPIC for their holiday party. Browns Point/ Dash Point had a windstorm that brought down debris. One of which blocked the entry and exit from Watchtower. We had and completed our audit from the State Auditor’s Office. They wanted us to clean up a few minor things and we have put them in place.

## ***MSO Report; Presented by MSO/LT Lanora Rosenberry:***

Recent activity in PCFD13 EMS included:

- Submission of our Continuous Quality Improvement Plan (attached) to Dr. Waffle and Norma Pancake per their request of December 31, 2019
- Submission of our Trauma Grant application to DOH (attached). Funds from this grant would likely be used to purchase an intubation manikin (for OPA, NPA airways and ventilation).
- The implementation of a new system to vet EMT volunteer applicants. This includes an EMT skills assessment test intended to help us identify how much autonomy with which new volunteers can function.

### ***Revised Continuous Quality Improvement Plan Training***

The Browns Point/Dash Point Fire Department is working hard to improve the skills of our EMTs through several improvements in our training program:

- As of last March, we implemented a new EMS training schedule to increase training for EMT only from one drill a month to three drills a month. In addition to the designated OTEP subject, the other two drills in the month concentrate on EMS subjects pertinent to the interests of our community or on weaknesses in patient care observed by the MSO.
- This year's training schedule includes an extra EMS drill for the entire department in months that have five weeks (an extra training week). Subjects for this year include Triage, MCI, and Vehicle Extrication. These are full department drills with moulage victims, usually off site and often include outside resources.
- OTEP drills have been enhanced by adding skill sheet evaluation on the subjects discussed in lecture as well as review of relevant protocols every month. In the past we did the skill sheets in a group format, now every individual must perform them and have an evaluator sign them off. This year, we will incorporate more protocol tests into the curriculum.
- Department personnel have responded very well to the changes in training thus far with positive feedback to the MSO. We will work to get more feedback opportunities to personnel this year by adding Survey Monkey emails to give department members more say in subjects studied and review of current training approaches.

### ***Case Review/Performance Audits***

Browns Point/Dash Point Fire Department is working hard to increase the quality of our patient care through call review and debrief.

- Since March of last year, we have mandated that officers review call performance immediately after each incident. The MSO randomly calls individuals listed in crew logs to determine that those debriefs have been completed and were useful.

- Although we have always reviewed a sampling of call reports, our goal in 2020 is to review all calls for three elements: 1) Quality of Patient Care, 2) Compliance of Protocols and 3) Compliance with New Report Writing SOP. Any deficiencies on incidents will be reviewed at upcoming OTEP drills.

### ***Timeline and Report Writing***

Browns Point/Dash Point Fire Department continues to work on improving our response time and the quality of our report writing.

- As mapping calls often delays response time in a department that doesn't get many calls a month, we have increased our concentration on map testing to make our members more efficient. In the past this testing was done once when the member joined the department, in 2020 the map testing will be done quarterly.

In late 2019, a team of department members including a paramedic, the MSO, a Captain and two other members developed the first SOP

- designating a report writing format for the department. This was developed to make sure each report reflected the information we felt was important as well as making our reports more consistent. We rolled out this SOP at the December OTEP and will continue to incorporate exercises designed to reinforce this standard in training drills and report reviews thorough out the year.

This concludes the obvious quality improvement efforts being made at the Browns Point/Dash Point Fire Department. As new subjects of concern are raised, we will respond and continue to address them by adding to our CQI plan.

### ***Commissioner Report:***

Commissioner Malone -Discussed the upcoming Browns Point Salmon Bake at the BPIC in August.

New flags have been ordered for the BPIC.

Commissioner Zuluaga- Legislative session just opened.

Commissioner Noll- April 14 plan on two meetings.

1. Monthly Commissioner meeting
2. Planning Committee meeting

### ***Public Information Report-Presented by PIO Scott Watkins***

#### **Facebook**

1,226 likes and 1,261 following. 264 check-ins.

#### **Twitter**

28 Tweets. 34 Following. 181 Followers.

#### **Website**

Articles posted under News & Events pages:

Past Community Events:

- 12/09/2019 – Browns Point Carol Ship/Bonfire  
12/11/2019 – Santa Visit and Food Drive  
12/13/2019 – Browns Point Improvement Club Holiday Party  
12/21/2019 – Dash Point Santa Run  
12/22/2019 – Browns Point Santa Run

### **OLD BUSINESS:**

1. Town Center Update: Schedule meeting with Lori Bischof to start talking issues and response times. Keep lines of communication open with Fire Marshall.
2. Town Center Development Impact: Planning meeting set for April 2020. Discuss impacts to the community and fire department, possible new forms of service and call volume. Action item create survey on impact for firehouse and community.
3. Lexipol Software Update: Commissioners concerns that project will be labor intensive. Review in April 2020.

### **NEW BUSINESS:**

1. Swearing in Commissioner Zuluaga. Chief Wassall swore in Commissioner Zuluaga for another 6-year term.
2. State Audit-Gus Ramos replaced Hannah Olafson for audit review.  
Accountability Jan 1, 2016- Dec 31, 2018  
Audit Highlights:
  - District staff responded to audit requests in a timely manner and were helpful, polite and considerate.
  - Prior audit issues were addressed and resolved.
  - Cost of audit approx. \$8K.
  - SOP corrected to audit request for a record log when debit card is being used by staff other than Chief.
  - SOP corrected to audit request for record log when receipt book is being taken out of the station.
  - CPR classes documentation to be retained as required by retention statutes. All retaining support, including class rosters, cash receipts and CPR card counts, used and unused.
3. 2020 Facility/Vehicle Upgrades:
  - Furnace Upgrade
  - Linoleum bid for bathrooms and kitchen areas at Browns Point Station.
  - Bid to install left over carpet and paint at Sta76
  - Replacement of concrete drive at Sta76
  - Replacement for support vehicle- Crown Vic
4. 2020 Equipment Upgrades: Replacement/Chassis of Aid76
  - Motion**-A motion was made by Commissioner Zuluaga to purchase the 2019 Braun Demo Aid unit
  - Seconded:** Malone
  - Passed (Unanimous)**
5. Surplus Dodge pickup:
  - Motion**-A motion was made by Commissioner Malone to surplus Dodge Truck
  - Seconded:** Zuluaga

**Passed (Unanimous)**

6. Review of staffing, applicants and testing procedures: Commissioner Zuluaga has testing procedures template which we can review for staffing concerns.
7. Job posting for Training Captain position. Chief shared status during his report.

**PUBLIC COMMENTS:** None

**ANNOUNCEMENTS:** The next regular meeting will be Tues., February 11, 2020 at 9:00 AM.

**ADJOURNMENT:** Meeting adjourned at 12.00 pm

Approved By:

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Chairman Noll

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Commissioner Malone

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Commissioner Zuluaga

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Fire Chief/District Secretary