



## Pierce County Fire District 13

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### Minutes Board of Fire Commissioners Regular Meeting November 08, 2016

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

Members of the Public and Staff: 6

Commissioner Zuluaga called the meeting to order at 9:06 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 October 11, 2016 as amended.

*Seconded:* Zuluaga

*Passed*

##### Vouchers:

*Motion-*A motion was made by Commissioner Zuluaga to approve voucher #13254 for a deposit in the amount of \$4,215.00 for Volunteer Physicals and Wildland Fire MOB reimbursements.

*Seconded:* Noll

*Passed*

*Motion-*A motion was made by Commissioner Zuluaga to approve voucher #13255 for a deposit in the amount of \$7,545.00 for Wildland Fire mobilization and academy fee..

*Seconded:* Noll

*Passed*

*Motion-*A motion was made by Commissioner Noll to approve vouchers #13256 through #13288 in the amount of \$42,253.98 for payables.

*Seconded:* Malone

*Passed*

#### Correspondence/Public Testimony:

None

## **Special Reports and /or Standing Committees:**

### **Nov. 8, 2016 Chief's Report:**

**Calls:** 18 total calls, 16 EMS, 1 MVA, and 1 mutual aid MVA.

**Staffing and Recruiting:** Academy class size now 27. Haz Mat is complete and they take the written test the 14<sup>th</sup> of this month. Three EMT's have applied for EMS only slots and are being processed. I expect a bit of a flurry after TCC EMT completes in December. We lost one lateral that could not meet the minimums.

**Financial Report:** After this months payment our balance is \$125,566.14. Reserves are at \$42,253.98. Academy receivables are \$23,925.00.

**Training:** Monthly training is on infection control, winter operations and fire training is the annual driver's training program. We have been given a building to train in for a couple of weeks this month prior to it being demolished. Should give us some great search, firefighter rescue, and ventilation training.

**SS911:** SS911 Operations Board meeting reviewed the radio fee discussions and the buildings negotiations with the County. Not much will happen till after the first of the year. Most emphasis on CAD changeover.

**Good of the Order:** Working on the Assistance to Firefighters Grant and asking for assistance in the purchase of a new engine. Water rescue is pretty much dormant for the winter as is the wildland program. Still in the hunt for our own brush truck.

Sprint has come through with a very economical tablet system for the electronic medical incident reports. I am still studying but it looks very good at this point. Sprint is also revising our communication needs with a cost savings in mind.

State Audit will finish in a couple more days. Everything is looking good with a good partnership between the auditor and our staff. Time consuming but worth the effort for risk management. Making several changes in policy with Auditor's recommendations and clarifications.

### **Commissioner's Report:**

1. Conference/Records Management: Commissioner Zuluaga reported on the WFCA conference he attended. Archiving our records is very important. The future is in managing the records, including social media records. The WA State Records Management Division along with a State Archivist will present a plan at our January Commissioner meeting. We need searchable records, and this should be considered as we replace computers and software.

2. Social Media Policy: Commissioner Zuluaga shared information on this topic learned at the conference. Brian Snure, fire service attorney, has a policy on his website available for download. Record retention for Facebook postings is 2 years. There are contracts available for managing social media records. There was discussion in the conference presentation on limited discussion forums. Chief read the policy and wants to download the policy and put it into our format and share at the December meeting.

ACTION ITEM: Share our policy at next meeting.

3. Rig Tailpipe Capture: Industry standards are changing and being upgraded. We are behind the mark. There are some companies that make these upgrades and we can contact them for bids. The DP Station has an extractor system for this, but it is very noisy. The Chief found it was the trunks causing the noise.

ACTION ITEM: Chief suggested we test the upper level of the DP station/contact for bids.

### **PIO Public Communications Report:**

Leah Munion reported on 3 recent posts on our Facebook page...all were thank you's. She had posted information about the Academy class, which received positive comments also. She shared her new design for our website. The work to build it out continues.

### **Old Business:**

1. Brush truck status. Chief is looking for a better pump. Commissioner Zuluaga reported that vendors at WFCFA conference suggested building a skid for our truck. Commissioner Noll suggested we consider a two part plan where we have a skid for our current truck that would keep a brush truck available for our local parks when the larger brush truck is mobilized to service a wildland fire.

### **New Business:**

1. Resolution 16-291 Budget approval for 2017

**Motion-** A motion was made by Commissioner Malone to approve the resolution 16-291 to approve the budget for 2017.

**Seconded:** Noll

**Passed**

2. Resolution 16-292 Regular Levy increase by voter approval back to \$1.00 per thousand.

**Motion-** A motion was made by Commissioner Noll to approve resolution 16-292 Regular Levy increase by voter approval back to \$1.00 per thousand.

**Seconded:** Malone

**Passed**

3. Resolution 16-293 EMS Levy increase by Commissioner's action to the 1% maximum allowed increase.

**Motion-** A motion was made by Commissioner Malone to approve Resolution 16-293 EMS Levy increase to the 1% maximum allowed increase.

**Seconded:** Noll

**Passed**

4. Verification of 2 full time employees and a Levy certification to put \$11,000 into reserves for Commissioner's signing.
5. Water Rescue Requirements: Chief reported on the status...currently 1 useable jet ski. Channel 16 is used to locate vessels in the area when necessary. The small Zodiac Swift water rescue boat is a very practical solution for the future. We need to be able to launch in inclement weather and to be able to launch at Dash Point also. Commissioner Malone volunteered to work with the Puyallup Tribe on funding for a new water rescue vessel.
6. Public Service Opportunities: We help show how to install car seats when requested. Chief would like to write a grant for reflective signs for all homes in our community, and possibly block signs for major roads (used to group addresses in hundreds). Possible opportunities to get carbon monoxide detectors in all homes in our area.
7. 2017 Key Events: January annual Fire Department dinner (set for Jan. 21<sup>st</sup> currently), March graduation event, Christmas Santa, Easter Bunny, etc.  
ACTION ITEM: Prepare calendar to present at next meeting.
8. 2017 Budget Expense Monitoring: Commissioner Noll commented he liked the BARS Account Balance report and budget tracker document for reviewing revenue and expenses.
9. Hazardous Materials: Commissioner Noll asked about our hazardous materials exposure. Chief reported that as risks are identified, we then train on them. Most of our local issues are water run-off related. Incident Command training is part of our department's regular training, which is intended to train to cover all situations.
10. Commissioner Malone asked about NARCAN nasal spray (Naloxone used to revive patients from drug overdoses). It is an ALS (Advanced Life Support) option and only the major units carry it. It is expensive and does expire. NARCAN has a bad side effect, causing some violent behavior, and it is one size fits all. Best used in our Medic unit where we can adjust the Naloxone amount using an IV.

**Announcements:**

The next regular meeting will be Wednesday, December 14, 2016 at 9:00 AM

**Adjournment:** Meeting adjourned at 11:03 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