



**Pierce County Fire District 13**

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**Minutes  
Board of Fire Commissioners August 13, 2024**

**Commissioner Noll** called the meeting to order at 9:00 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: **Commissioner Malone, Commissioner Zuluaga and Chief Wassall.**

Members of the Public and Staff 5

**CONSENT AGENDA:**

**Minutes: Motion-** A motion was made by **Commissioner Zuluaga** to approve the meeting minutes for July 09, 2024, Regular Meeting.

**Seconded Commissioner Malone**  
**Passed (Unanimous)**

**Vouchers:**

**Motion-**A motion was made by **Commissioner Malone** to approve vouchers, #18662-18695 in the amount of \$53,953.57 for monthly payables.

**Seconded: Commissioner Zuluaga.**  
**Passed (Unanimous)**

**Motion-**A motion was made by **Commissioner Zuluaga** to approve voucher, #18696-18696 in the amount of (\$7,831.06) in monthly deposits.

**Second: Commissioner Malone.**  
**Passed (Unanimous)**

**Correspondence:**

Thank You from the Kovanen family for the CPR class

**Chief's Report**

**Calls: 30** total calls, 7 fire calls, 15 EMS calls, 1 MVA, 5 Service Calls, and 2 Mutual Aid Calls, A76, had 8 transports, Oly131 had 4. 1 Lighthouse Park and 1 Dash Point Pier lock in calls.

**Staffing and Recruiting:** We are still having trouble with daytime staffing. There is talk of making a change with the paid people. CVA24-01 has begun. There are 19 in the class, 10 of them which are from Browns Point/Dash Point, 4 from Ruston and 5 from South Pierce. We have brought on additional EMTs to help with overall available persons for staffing.

**Financial Report:**

GL Trial Balance cash on hand:	\$471,389.27
Less 08-13-2024 expenses	-\$53,953.57
Deposits (not yet posted)	<u>\$7,831.06</u>
Remaining cash on hand:	\$425,266.76

Reserves: \$857,501.98

**Training:** Chief Fitzgerald has held some excellent fire training on drill nights. Josh has done the same for EMS. We are looking at moving away from Lexipol. There have been a couple of meetings with vendors. Fire fighters and EMT’s are looking at the material to give input. MRSC did another Zoom meeting on how to use the small works roster.

**SS911:** I have not gone to any meetings with SS911 or the Chiefs this month.

**Fleet Status:** We had to replace a wheel cover that was damaged on a call. We had E76 out for a wildland deployment to the Retreat Fire. While out, the heater core started to leak into the cab. Turned out to be a loose hose clamp. It took out the electronics to the Knox key box on the engine. We are looking at what we need to do to fix or replace. We need to service the fleet; we just need to make an appointment and get it done. A76 needs to have a SurfacePro holder installed and at the same time install the HAAS warning system.

**Good of the Order:** Very busy month. Setting up the Salmon Bake and holding the current fire academy. Saying, see you soon, to some of our crew who have left for school or are relocating to a different State. The chief and family will be leaving for a week or so to celebrate our 40<sup>th</sup> wedding anniversary. It is in September, but the grandkids are out of school, and we didn’t want to disrupt their education by pulling them out. I will try to have a meeting with the officers and staff about filling the MSO position, Wednesday. I hope we can all get together.

**MSO**

None

**PIO**

Streamline is requesting a meeting to discuss our contract.

Community alerting system was used for the first time when the phone system went down.

**Commissioners Report**

**Commissioner Zuluaga:**

Thank You to the staff and volunteers for job well done at the Salmon Bake.

**Commissioner Malone:**

Thank You to the staff and volunteers for job well done at the Salmon Bake.

BPIC movie night Sept 13.

Discussion with Senator Trudeau on the sales tax exemption issue on fire fighter vehicles.

Looking into how to invest our Reserve dollars through Washington State Local Government investment Pool (LGIP).

**Commissioner Noll:**

Key Peninsula Fire Station, a number of vehicles were broken into and over \$30,000 in damage and stolen equipment

July 22 had a meeting with SAO about a free cyber audit. Currently a 3 year wait list for the regular performance audit. Noel will be the point person for a Cyber Check Up which reviews 20 controls and has no wait time.

September review for Chief Wassall. Review form will be provided.

Property casualty insurance cancellations are starting to affect fire departments. In Chelan County, some property owners insurance will not be renewed due to wildfire situation.

Had phone conversation with Chief Wassall and Gretchen Caserotti, Pierce County Library, Executive Director. Discussion on funding model and long-range planning.

Thanks to Noel for adding the FD 13 formation article to Streamline.

**OLD BUSINESS:**

1. District 13 Update:
  - Monaghan property for sale
  - Watchtower development website is not working.
2. Rosenbauer Engine Status
  - Our financing for half of the engine has been approved by the state.
  - Approximately \$500k.
  - Still seeking final cost numbers from Rosenbauer to provide to Snure for his approval letter.
3. Local Govt Investment Pool:
  - Who will be able to authorize investing? There are several forms to complete.
  - Need to learn mechanics and how it works.
4. Technology Update:
  - We need to update or replace our computers. Who will maintain or manage?
  - We need to decide what we need: how many computers and laptops.
  - What are the costs involved if we hire someone to maintain the new system or do we hire a Consultant to use as needed.
  - By the end of 2025 we should have a new IT structure.
5. MRSC Resolution
  - Motion**-A motion was made by **Commissioner Zuluaga** to approve Resolution 24-346 and to rescind Resolution 24-345.
  - Seconded: Commissioner Malone.**
  - Passed (Unanimous)**

**New Business:**

1. Station 77 HVAC project
  - This will be the first project using MRSC system.
  - Description of work that needs to be done needs to be precise.
2. Succession Plan for Paid Staff
  - Find Key Peninsula’s job advertisement for admin assistant.
  - Review their description and find out what their pay schedule is.
  - Clean-up and send to Commissioner Noll for review.

- Need to make sure all job descriptions are accurate and up to date.
3. SAO best practices - refer to the Asset Management article that SAO provided  
This can include computers, radios, federally funded equipment
  4. Need to identify assets most vulnerable to theft, track and inventory

**Public Comments:**

AC Adams went to a meet and greet with the Department of Public Health.  
Met with Chantell Reed, Director of Public Health

**ANNOUNCEMENTS:** The next regular meeting will be Tues., September 10, 2024, at 09:00 AM.

**ADJOURNMENT:** Meeting adjourned at 11:47 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