



Pierce County Fire District 13

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**Minutes
Board of Fire Commissioners Regular Meeting
December 11, 2018**

Present: Commissioners Zuluaga, and Malone, Chief McCollum and Asst. Chief Wassall.
Commissioner Noll called into the meeting.

Members of the Public and Staff: 1

Commissioner Zuluaga 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 November 13, 2018.

**Seconded: Noll
Passed**

Vouchers:

Motion-A motion was made by Commissioner Malone to approve voucher #14783 in the amount of \$700.00 for a deposit from BVFF for volunteer FF physicals reimbursement.

**Seconded: Noll
Passed**

Motion-A motion was made by Commissioner Malone to approve vouchers #14784 through #14818 in the amount of \$53,808.79 for monthly payables.

**Seconded: Noll
Passed**

CORRESPONDENCE/PUBLIC TESTIMONY:

- 1) One holiday card from the Pattersons thanking the fire department for their hard work.

SPECIAL REPORTS AND /OR STANDING COMMITTEES:

Chief's Report

Calls: 11 total calls, 2 Fire, 1 Mutual Aid, 4 EMS, 4 service calls.

Staffing and Recruiting: Starting to plan on the Buckley Academy. Reviewing applications so we can start the testing very soon.

Financial Report:

GL Trial Balance cash on hand:	284,965.68
Less 11/13/2018 Expenses:	(53,808.79)
Deposits (not yet posted):	<u>0.00</u>
Remaining cash on hand:	231,156.89

Estimation of the first four months of 2019	184,644.00
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Reserves: 68,957.76

Training: Julie Westfall, Krista Kelley, Keri Dawson, and I attended a two-day first responder wellness class held at the Criminal Justice Training Center in Burien. It was great training that has led to the formation of a peer support group for our department as well as Riverside. With all the pressures today, both professionally and personally among first responders, and the climbing suicide rate, there is a need for this service.

SS911: December meeting cancelled.

Fleet Status: All vehicles are operational.

Good of the Order: Bonfires and Santa runs. Our favorite time of the year. Appreciation banquet will be January 26th at the BPIC. All Commissioners are invited to attend.

Commissioner(s) Report

Commissioner Zuluaga brought up the desire to start discussing funding plans for new engine and aide rigs for the district. Some focus will be on looking at current bond and levy options and possible other taxes. He also discussed options for the bond and tax base for what all fire departments are receiving, PCFD13 currently ranks second lowest in Pierce County for per capita funding for the district. This will need to be something for the district to examine in early 2019.

It has been suggested April 9th for a planning meeting right after the Regular Meeting. The district will plan to bring a consultant to speak with the Board and fire chiefs regarding the debt planning process.

Commissioner Zuluaga stated that he was able to participate in the testing process for the Administrative Captain position. He was impressed with the process and the candidates.

Commissioner Noll reiterated that he would like to see a complete summary of all the training that took place in 2018. This would reflect topics, number of staff and total hours completed.

Commissioner Noll would like to see some format revisions and expanded detail on the Annual Report. He has volunteered to work on a draft then work with Cliff / or Jim to clarify information sections that will be included on the 2018 report.

Commissioner Noll is working on a draft of the Capital Facilities Plan which could be used to support assessment of Impact Fees. The draft will be periodically reviewed with command staff and be completed by summer 2019. The district has been leveraging a format being followed by several other Pierce County Fire Districts.

Public Information Report-Presented by PIO Leah Hensley

Social Media:

Facebook. 1,120 likes and 1,126 following.

Facebook posts since last Fire Commissioner's Meeting

11/15/2018; A video from a live-burn training event was shared: "PCFD13 did a controlled burn a few months ago of a house in the Dash Point community. This served as training for the volunteer fire fighters." 465 people reached. 22 positive reactions. 1 share. 2 comments: Frank Witmer: "Yup. I saw that and called 911. You need to post street signage or something. It was poorly communicated. Another from Karen Merrill Griffin: "I have an area you can burn if you need one." She was notified to contact PCFD13 by phone to speak with one of the fire chiefs.

11/15/2018; An event was added regarding a fundraising event for volunteer firefighters raising money for the Scott Firefighter Stairclimb to raise funding for The Leukemia & Lymphoma Society in March 2019. 294 people reached. 15 positive reactions.

11/22/2018; "PCFD13 volunteers with Assistant Chief Wassall at the Norpoint Turkey Trot. We wish you and your family a safe and happy Thanksgiving!" A photo of those who attended was shared. 481 people were reached. 66 positive reactions. 1 share.

Twitter. 34 Following. 122 Followers. No new updates to report.

Website.

11/16/2018; Administrative Captain position removed from the Employment page on the PCFD13 website. This posting will be removed on 11/16/2018, per Fire Chief McCollum.

Articles posted under News & Events pages: No news

Past Community Events

11/24/2018; Christmas Tree Raising at Dash Point dock.

12/1/2018; DPSIC Tree Lighting & Holiday Celebration. PCFD13 will be delivering Santa to the tree lighting ceremony.

12/10/2018; BPIC bon-fire and Christmas Ship Visit.

12/10/2018; DPSIC Christmas Ship Visit.

Upcoming Community Events for the Fire Department

12/12/2018; PCFD13 will be delivering Santa to BPIC at 7pm.
12/15/2018; PCFD13 will be participating in the Dash Point Santa Run from 5pm-8:30pm.
12/22/2018; PCFD13 will be participating in the Browns Point Santa Run from 5pm-8:30pm.

Community News

Upcoming Community Events:

12/12/2018 BPIC Santa Run from 6pm-7pm

Dates yet to be determined for other upcoming Santa Runs.

OLD BUSINESS:

1. Billing for EMS Transports: pending review from Commissioner Malone and Fire Chief McCollum. We will discuss this in the January meeting.
2. Updates on Town Center Development: There is a new contact for the developers. We do not have any new updates from the developers at this time.

NEW BUSINESS:

1. Projected year end staffing totals: Administrative Captain position is in the final decision-making process. They will be offering the position soon. The district is currently bringing on more EMS personnel to assist with current needs.
2. Projected capital expenditures, first quarter 2019: reviewed.
3. Preparation of the 2018 annual report: discussed format changes and content. Commissioner Noll will draft a revised format.
4. Apparatus Financial Plan: Commissioner Noll stated that it would be important to have a long-range plan for the vehicles within the district so we can evaluate replacement options and have information available for the District residents On timing and funding requirements.

Motion-A motion was made by Commissioner Zuluaga to approve a resolution to transfer \$50,000 from current 2018 reserves to create an Apparatus Replacement Fund.

Seconded: Malone

Passed

5. Commissioner Noll asked if the district was impacted by legislation banning the use of foams. The Chief responded that we do not use them and are not impacted. .

Announcements:

The next regular meeting will be Tues., January 8, 2019 at 9:00 AM.

Adjournment: Meeting adjourned at 10:18 PM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary