



Pierce County Fire District 13

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Special Meeting Minutes Board of Fire Commissioners-Annual Planning May 14, 2024 1:00pm

Commissioner Noll called the meeting to order at 1:00 pm 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 4

Agenda / Discussion Topics:

- Purpose of Fire Protection District
- Role of Fire Commissioners & Chief
- Strategic Plan
- Capital Facilities Plan
- Financial Forecast
- Staffing Outlook
- Other
 - Technology Upgrade Planning
 - Leadership & Volunteer Development
 - Risk Management (Insurance)
 - District Demographics
- SWOT Review / External Impacts

Note: See the PowerPoint presentation for the topics and ideas that were discussed at the Special Meeting for Annual Planning. No motions were presented / voted on.

Fire District Purpose

Initial discussion was a review on the purpose of a Fire Protection District. As set forth in RCW 52.02.020, the Fire District is authorized to provide:

- Fire Prevention Services
- Fire Suppression Services
- Emergency Medical Services
- Risk Reduction Training Services

- The Protection of Life and Property

The Commissioners are required to focus efforts on actions that will further the above

Roles

The Board of Commissioners are responsible for:

- Determining levels of service and establishing goals
- Determining type and level of funding, approve budgets, tax levies.
- Establishing policies and approve operational procedures.
- Employing key personnel, supervising chief.
- Guiding strategic planning.
- Representing District to public.

The Fire Chief is responsible for:

- The Chief is the CEO of the District and should be responsible for the day-to-day operations of the District. The specific duties of the Chief will vary depending on the size and organizational structure of a specific District and the duties should be specified in a job description.

Strategic Plan

The Strategic Plan is updated yearly and looks forward five years.

Strategic Plan 2024 – 2028

- The Strategic Plan helps ensure that Fire District #13 continually assess the services we provide, the costs of providing those services and the needs to have adequate facilities and equipment to support the services within our district. The Strategic Plan provides direction to facilitate discussion and identify key targets to assist in achieving desired outcomes.
- The leadership of Fire District #13, along with the Fire Commissioners, believes in the importance of strategic planning. This rolling five-year plan confirms high level goals and strategies. Periodically, the Strategic Plan will be reviewed and updated to reflect existing conditions and information.

Capital Facilities Plan

The initial Capital Facilities Plan (CFP) was developed in 2019-2020. This type of planning was encouraged throughout Pierce County and looks forward up to twenty years. This plan is refreshed every 3-5 years and encourages the Fire District team to consider our equipment and facility needs and associated costs.

- Key questions include; What do we have? What will we need?
- Key Drivers based on:
 - Services provided and nature of calls
 - District demographics, growth
 - Condition of facilities & equipment

- Projected Capital Outlays (Approx \$2.5-3 mil)
 - 2024-25 Type 1 Fire Engine \$900k
 - 2026 Second Ambulance \$200k
 - 2024-25 Dash Point station concrete replace \$100k
 - 2024-25 Station 77 Upgrades \$250k
 - 2028 Replace Brush Truck \$25k
 - 2028-29 Type 1 Fire Engine \$1mil
 - 2029 Replace Marine 77 \$50k

Financial Forecast

The following figures are rough estimates for property tax revenues.

- | | |
|--|--|
| <ul style="list-style-type: none"> • 2023 AV = \$825m
Fire \$884k (1.06)
EMS \$358k (.43)
c/o \$240k
Tot \$1,477mil
For taxes in 2024 | <ul style="list-style-type: none"> 2025 AV = \$875m (3% per year)
Fire \$892k (1.02)
EMS \$358k (.42) (6% Lid lift ends 2025)
c/o \$200k
Tot \$1,450mil
for taxes in 2026 |
| <ul style="list-style-type: none"> • 2027AV = \$925m
Fire \$916k (.99)
EMS \$444k (.48)
c/o \$200k
Tot \$1,560mil
For taxes in 2028 | <ul style="list-style-type: none"> 2029 AV = \$955m
Fire \$999k (.96) (6% lid lift ends 2028)
EMS \$430 (.45)
c/o \$200k
Tot \$1,629mil
for taxes in 2030 |

Staffing Outlook

Full / adequate staffing has been and continues to be a challenge. Efforts on solid recruiting must continue to add new members as our more seasoned volunteers receive offers of full time employment. Our staff composition consists of:

- Full Time Paid (3 now)
- Part Time Paid (1)
- FF Volunteers (40)
- EMS Volunteers (10)
- Citizen Volunteers? None, would be nice to have some involvement
- Succession Plans? We need to develop plans for all key staff for times of retirements and transitions
- *Thoughts to be aware of*
 - Compensation, training, recruitment, supervision, performance, standards of conduct

Other

- Technology Upgrade Planning
 - Fire District needs for:
 - Reliable, consistent technology support / partner
 - Back office computers and servers
 - Common Business software suite (Word, Excel, PP, Email)
 - Data backup, archival and security
 - Record retention awareness & considerations
 - Capability to support or integrate with Fire / Ems software applications.
Also, integration with County and State systems
- Leadership & Volunteer Development
 - Paid Positions, full-time, part-time, operations, administrative
 - Succession planning, lead time, skill sets, hiring process
 - Volunteer Positions, fire, EMS, citizen assistance
 - Recruiting challenge, how will this change?
 - Training challenges, how will this change?
 - Can our Business Model maintain continuity?

Risk Management & Insurance

- **Insurance Broker – Hentschell & Associates Inc.**
- Package Policy with National Union Fire Ins Co (21.6K)
- Accident Policy with Axis Insurance Co (2.9k, 3 year)
- Package policy covers
 - o Buildings / stations
 - o Property (BP 1.2m, DP 1.1m)
 - o Crime (250k employee dishonesty, only applies to Secretary/Treasurer)
 - o General Liability & Management Liability (Commissioners Included)
 - o Auto
 - o Umbrella
 - o Accident & Disability

Cyber Risk – once we become aware of potential cyber incident, let the insurance carrier know right away

District Demographics

- **2020 Census**
 - District population approx 2,100
 - Housing units approx 1,050 (5% vacant)
 - Median Age mid 50's
 - Population over 65 approx 30%
 - Home owners 80%+
 - English speaking 90%+
 - Caucasian 85%+
- **2025 How is (or will) the District (be) Changing?**
 - Prospects for population growth?
 - Decline in older population?

- Will there be a more diverse population?
 - Could there be a significant un-housed population?
- Any potential for the Town Center project to commence?

SWOT (Strengths, Weaknesses, Opportunities, Threats) Review

Browns Point / Dash Point Fire District #13 – SWOT Review

Tuesday May 14, 2024

Strengths	Challenges	Opportunities	Threats
Training	Public awareness and communications	Wildland fire mobilizations	Port of Tacoma various emergencies
Adequate Equipment for our needs	Emergency preparedness	Look for grant applications	Major natural disaster
	Volunteer recruiting & retention	Town Center Development	Staff losses and turnover <ul style="list-style-type: none"> • Paid staff • Volunteer staff
	Erosion of levy funding levels-1%		
Structure / Organization	Town Center Development	Tribal Partnership	Lack of volunteers
Adequate operating budget			Pandemics / public disease outbreaks
Leadership	Live fire training (North Bend)		
	Capital Facilities Costs Browns Point Station Replacement/Repairs Fire Engine Replacement	Work with neighboring jurisdictions (including Tribe)	Public Safety Expectations (Lack of PC Sheriff in district)
Volunteers	Finding Partners for Fire Academy's		
Relationships	Availability of ALS services		
Positive Public Perception	Increasing maintenance costs for our fleet of vehicles		

Reviewed & Revised May 2024

ANNOUNCEMENTS: The next regular meeting will be Tues., June 11, 2024, at 09:00 AM.

ADJOURNMENT: Meeting adjourned at 3.15 pm.

Approved By:

Chairman Noll

Commissioner Malone

Commissioner Zuluaga

Fire Chief/District Secretary