



## Pierce County Fire District 13

4815 Wa-Tau-Ga Ave. N.E. • Browns Point, WA 98422  
(253) 952-4776 • (253) 925-8889  
www.piercefir13.org

### Minutes Board of Fire Commissioners Regular Meeting August 11, 2020

**Commissioner Noll** called the meeting to order at 9.07 AM and led all in the Pledge of Allegiance.

Roll Call led by Commissioner Noll (by Zoom) to confirm quorum has been met. Present for the meeting: Commissioners Malone (by Zoom) and Zuluaga (by Zoom); and Chief Wassall (by Zoom); and Captain Les Sandstrom (by Zoom).

Members of the Public and Staff: 3

#### CONSENT AGENDA:

**Minutes: Motion-** A motion was made by **Commissioner Zuluaga** to approve the meeting minutes of July 14, 2020 Regular Meeting.

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

#### Vouchers:

**Motion-**A motion was made by **Commissioner Zuluaga** to approve vouchers #15973-#16006 in the amount of \$32,234.76 for monthly payables.

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

**Motion-**A motion was made by **Commissioner Zuluaga** to approve to move \$50,000.00 from our operating account 686-00 to the reserve account 690-00.

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

#### Correspondence:

None

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

##### **Chiefs Report:**

**Calls:** 26 total calls, 6 Fire Calls, 13 EMS, 2 MVA's, 3 Service Calls and 2 Mutual Aid Calls.

**Staffing and Recruiting:** CVA 2020-02 Has begun with a class of 24. Each recruit has his/her own 4-foot table spaced 6 feet apart. Academy is being held in the bay. There isn't

enough room in the classroom to maintain social distancing. We started August 3<sup>rd</sup> and will go until the third week of November. Testing for their Fire Fighter 1 will be in December. We have moved some of our EMT personnel into this class to help balance out FF to EMT ratio. We are still receiving applications to the department for both Firefighter's and as EMT's.

**Financial Report:**

GL Trial Balance cash on hand:	434,091.95
Less 8.11.2020 expenses	-(32,234.76)
Deposits (not yet posted)	<u>0.00</u>
Remaining cash on hand:	401,857.19

Reserves: \$ 0.00

**Training:** We have been resuming our in-person training with the firefighters. We are using Zoom for the EMT's to stay on top of our training. While not ideal, we are doing what we can to be ready. We are going outside the box due to COVID19. Good news, we are not the only ones and others have been willing to share their ideas with other departments.

**SS911:** I received an e-mail from SouthSound911, and they requested a meeting with us with all other users of SouthSound911. My guess, the fees are going up and the subsidies are going away. They had a major meltdown of the system about 3 weeks ago that they were last week able to fix. Word is though that the Charlie bank is still having problems.

**Fleet Status:** E77 has returned from West Pierce, she still has a couple of minor things we need to address. With that, all our vehicles have either been serviced or had their annual service completed. We will continue to monitor and make necessary repairs as they come up. I haven't seen the repair bill for E77, most likely we will be making that payment next month.

**Good of the Order:** August 1<sup>st</sup> we held a Firefighter 2 test and our candidates all passed. Strong work by all. We are going to be placing an order for fire hose to replace the 1.75 inch on E77. This has been a 5-year project and we have not spent the money we allocated. We are considering replacement of nozzles as well. We need to confirm the cost of the hose before we commit to nozzles. We set aside this cost as well. We have been saving and we need to make some of these planned purchases as we move toward 2021. We are beginning to look at the Budget for 2021. We also have made a request to the State Fire Marshal's Office to offset related costs to hold the academy. We have been informed that the Fire Chiefs Assoc dues will be going up by 66%. Impact fees for So Sound 911 are expected to rise. I am looking into getting a new Physio Lifepack 15. Which would satisfy our Levy agreement with the community. We also need to follow-up with other Fire Departments to verify that mutual aid agreements are still current.

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

We continue to have significant interest in our EMS program with more applications for EMT only. I am running skills assessments for two more promising candidates this week; they are also interested in fire.

We have been using Zoom successfully for most of our weekly drills. We had a guest speaker, Marge Mazie earlier this month, who lectured on Environmental Emergencies and was very well received. Our own paramedic, Sehar Bokhari also offered a great Zoom lecture on Neuro.

Tonight, we will be doing EMS skills make up. Since it is not possible to do this training via Zoom, we will be doing it live at the station. We are implementing all PC EMS training protocols including keeping people outside, wearing masks, not congregating, and sitting 6' apart, while waiting for an evaluator to call them.

Our staff continues to remain generally healthy despite the rise in COVID cases in the County and State. We continue to be vigilant in our decon and check in procedures. Policies have been updated including the mask wearing protocol. We have not had any new COVID positive cases in staff or patients under our care, to our knowledge.

I would like to request to purchase a microphone for training.

**Commissioner Zuluaga:** Thank you to LT. Rosenberry for all her hard work with the EMT program.

**Commissioner Noll:** Are we addressing the impact of depression from COVID?

Chief Wassall: Potential is there. Chaplain Westfall will be called to evaluate if needed.

LT Rosenberry: Schedule a department meeting with Mazie on the topic of Mental Health.

**Commissioners Report:**

**Commissioner Zuluaga:** Past PCFD#13 Commissioner currently in the hospital. Keep him in our thoughts.

**Commissioner Noll:** Annual Chief review due in October. In September, evaluation format will be sent to all Commissioners then will be combined into one review. Cancellation of yearly WA State WFCM Commissioner conference maybe replaced with Webinars in October.

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

Facebook +40 followers.

Website updated with meetings, agenda's and 2020 Business Plan.

Sent new link for the new Website to Commissioners to review.

New Website should be up and running on August 28<sup>th</sup>, 2020.

***OLD BUSINESS:***

1. Records Policy Review:

**Commissioner Noll:** Brian Snure has provided a policy template for a Public Records Policy. We should review this and adjust to fit our environment while meeting state requirements.

**Commissioner Malone:** Liked the draft but guidelines have too many typos. Will review and suggest changes in the September Commissioners meeting.

2. Town Center Project Update:

District and Developers Attorneys have discussed the mitigation agreement. Attorneys for both sides have come together and agreement should be moving forward. Recognizing the financial impact of the Town Center project increases our long-range planning for PCFD13 buildings and major equipment.

**NEW BUSINESS**

- Review Business Plan: See Attached
  - Outdated needs updating
  - 2021 Succession plan
  - Recognizing development of Town Center
  - Property tax contingency plan for end of year 2020
- Review Work Plan: See Attached
  - Financial planning not just from levy rates.
  - We need to investigate bonding resources
  - Review mutual aid agreements with neighboring Fire Departments
  - Community Service: Enhancements to Website and Community training.
- Review Strategic Plan: See Attached
  - 2021-2025 5-year planning
  - Changing demographics
  - Capital facility
  - How to keep community informed? Technology?
  - Available training for community online?
  - Managing resources
- 50K to Reserves: Motion approved
  - Payable impact September 2020

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:** The next regular meeting will be Tues., September 8, 2020 at 9:00 AM.

**ADJOURNMENT:** Meeting adjourned at 11:28 am

Approved By:

\_\_\_\_\_  
Chairman Noll

\_\_\_\_\_  
Commissioner Malone

\_\_\_\_\_  
Commissioner Zuluaga

\_\_\_\_\_  
Fire Chief/District Secretary