

**PIERCE COUNTY FIRE DISTRICT 3  
WEST PIERCE FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
DECEMBER 03, 2019**

Chair Dalton called the meeting of the Board of Fire Commissioners to order at 5:31 p.m. A quorum was present with all Commissioners in attendance. Also in attendance A/C McGrady, A/C McCurdy, A/C Fiacchi, and Director Wick. A sign-in sheet was provided for additional attendance.

All rose for the pledge of allegiance.

**APPROVAL OF AGENDA**

**Commissioner Rankin moved to approve the agenda. Commissioner Clancy seconded. Motion approved unanimously.**

**CONSENT AGENDA**

The Consent Agenda consisting of Board Minutes from November 19, 2019. Warrant #58786 through #58909 totaling \$361,531.39. Warrants #58923 through #58979 totaling \$187,234.73. Finance Report October 31, 2019. November Payroll \$2,406,363.93.

**Consent Agenda approved unanimously.**

**CORRESPONDENCE - None**

**CITIZEN COMMENTS - None**

**STAFF REPORT**

- Special Board Meeting – Finance Director Wick briefed the Board on the final certified assessed values that should come in the week of December 23, 2019. Values are anticipated to be higher than expected and would like to capture these dollars in the budget. A resolution to amend the 2020 budget will be brought to the Board at a Special meeting that was decided by the Board on December 30, 2019 at 9:00 am. Tammy Lamb will confirm date and send Board packets and notices on Thursday December 26, 2019.
- Chiefs Report – Chief Sharp briefed the Board:
  - Emergency Management Plan was voted on at the last council meeting and was approved. This will put Lakewood and University Place on the same plan for both cities for training and expectations in an emergency. Hope to get Steilacoom on board. Joint consortium will be as of January 6, 2020. Briefed the Board on the law enforcement plan. Kudos to Chris Badger for the work she has been doing to align this process.
  - Capital Facilities projects are moving forward and requested RFQ's were received and are being reviewed. Received from two different companies. Selection will be made by the end of the week to determine a long range plan and definitive costs. This architectural firm will help to make sure we get the planning right.
  - Community events;
    - Staff attended the Empty bowl fundraiser, November 23, 2019.
    - November 26, 2019 crews and staff helped with the Lakewood PD food drive for the fallen officers.
    - November 29, 2019, crews and staff helped with the memorial service at Blue Steel coffee. Garrison flag was hung by the Ladder truck.
    -
  - Upcoming events:
    - CERT Potluck to thank all the CERT members is December 4, 2019.
    - Santa at the Station, December 4, 2019 at Station 21. December 11, 2019 at Station 31.
    - Christmas Project shopping is December 8, 2019 at Lakewood Target
    - Christmas Project wrap party is December 11, 2019 at the Union Hall.
    - Medical supply sorting is December 16, 2019 at Providence medical in Lacey. Great opportunity to donate time. Expired supplies are sent to third world countries. CERT gets to take supplies for training exercises.
    - Chief Sharp will be on vacation starting December 18, 2019 until the end of the year. Happy Holidays to everyone. empty Bowls event is Saturday the 23<sup>rd</sup> at Charles Wright Academy

## NEW BUSINESS

- SOG 214 – Identity Theft Prevention. Section E.2.c of SOG 214 states a report shall be provided to the Board, at least annually, on compliance and effectiveness of the District's Identity Theft Program. There have been no know internal instances of identity theft over the last year. - Director Wick commented this is the report due for this year. This requirement covers the District and System Design. New sign on procedures from the IT department will be put in place next year to help secure our identity.

## ACTION ITEMS

- Resolution #120319-019 – Resolution amending 2019 budget Resolution #112018-12. Finance Director Wick briefed the Board on the amendment and stated after additional revenues as well as additional expenditures, the FY19 ends 2.2 million more in Ending Fund Balance than the original budget. Ending Fund Balance remains above that required in Board Policy 1020.  
**Chair Dalton asked for approval of Resolutions 120319-019. Commissioner Rankin motioned for approval. Commissioner Sheeran seconded. All approved unanimously.**
- Cancel the December 17, 2019 Board of Commissioners meeting.  
**Chari Dalton asked for a motion of approval to cancel the December 17, 2019 Board of Commissioners meeting. Commissioner Durr motioned. Commissioner Sheeran seconded. All approved unanimously.**

## BOARD COMMENTS

- **Commissioner Durr** – Nice to see everyone. Thanked everyone for their hard work.
- **Commissioner Sheeran** – Happy Holidays to everyone.
- **Commissioner Rankin** – Reminder that the Joint Agency meeting is at the school district on December 11, 2019. Annual PCFCA banquet is Thursday, December 5, 2019 at the Tacoma Golf and Country Club. Thanked everyone for their hard work with all the accomplishments this year. Have a great holiday.
- **Commissioner Clancy** – Thanked everyone for a great year. Happy Holidays.
- **Chair Dalton** – Great year with all the levies passing, commissioners re-elected, lots of hard work. Thanked everyone for a great year.

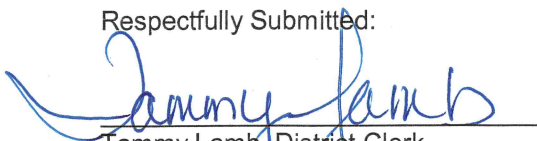
## EXECUTIVE SESSION

- 20 minute Executive Session per RCW 42.30.110 (g)-Fire Chief Evaluation. Fire Chief will be included for participation and evaluation. Any formal action will be taken in the Open Public Meeting.  
**Chair Dalton adjourned the meeting at 5:53 for 20 minutes for an Executive Session.**  
**Chair Dalton called the meeting back to order at 6:13.**

There being nothing further to come before the Board, the meeting was adjourned at 6:13 PM.

Next meeting January 07, 2020, Station 31 @ 5:30 PM

Respectfully Submitted:

  
\_\_\_\_\_  
Tammy Lamb, District Clerk

  
\_\_\_\_\_  
Koree Wick, District Secretary

  
\_\_\_\_\_  
Bart Dalton, Board Chair