

**PIERCE COUNTY FIRE PROTECTION DISTRICT 3  
WEST PIERCE FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
NOVEMBER 17, 2020**

Chair Dalton called the meeting of the Board of Fire Commissioners to order at 5:30 p.m. This is a Zoom meeting. A quorum was present with all Commissioners in attendance. Also in attendance were D/C Boltz, D/C McCurdy, A/C McGrady, A/C Adams, A/C Fiacchi, A/C Hebeisen, and Director Wick. A sign-in sheet was provided for additional attendance.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

The Consent Agenda consisting of Board Minutes of November 03, 2020. Warrants #61369 through #61447 totaling \$225,283.50. Warrants #61448 through #61536 totaling \$216,795.96, October 2020 Alarm Summary. **Consent Agenda approved unanimously.**

**CORRESPONDENCE**

**CITIZEN COMMENTS** - No comments at this time.

**STAFF REPORT**

- Identity Theft Policy – Director Wick briefed the Board on the policy to report to the Board at least annually on our compliance and effectiveness of the District's identity. The only issue was the payroll check that was reported back two months ago. The auditor was notified regarding the payroll and since the incident no problem with any identity theft.
- Chief's Report – Chief Sharp
  - Updated the Board on the COVID testing and positive cases. Two firefighters tested positive and tracing back we quarantined 22. Five cases overall positive. Two cases still trying to get better. Most quarantined firefighters are back today.
  - Monitoring the virus and were ready for an increase in cases. Directives have been put in place and are working to keep crews and staff safe. Anticipate more quarantines because of family members and we are ready for those incidents and ready for a long winter.
  - Good News on the COVID. We reached out to the City of Lakewood and asked if there was any CARES funding available. On the very last day of funding they gave us \$45,000 to be able to purchase reusable gowns. Very fortunate to have this funding.
  - First meeting today of the emergency preparedness team between the cities and the fire district. Nice to meet everyone. Thanked D/C McCurdy for setting this meeting up so everyone could get on the same page.
  - Director Wick commented on the auditor and he is going to wrap up the field work tomorrow afternoon. Anticipate having a draft report the beginning to middle of next month. No cause for concern and hopefully no findings. Maybe a couple of recommendations.

**NEW BUSINESS** - None

**ACTION ITEMS**

- Resolution No. 111720-020 – Resolution declaring the District's intent to reimburse capital expenditures, specifically those expended for the acquisition of a ladder company, two engines, three medic units, and miscellaneous equipment from proceeds of future borrowing – Director Wick briefed the Board on the acquisition of these vehicles. Will utilize Local Program and repay over time years. This resolution allows us to expend money between tomorrow and the time the Local Program is funded. **Chair Dalton motioned for approval of Resolution No. 111720-020 Commissioner Clancy motioned. Commissioner Rankin seconded. All Commissioners approved unanimously.**
- Request for approval of the bids for a ladder, two engines, three medic units, and a heavy rescue vehicle. Per Board policy 1040 – Procurement, the Board must take formal action to accept the bids – Chief Sharp briefed the Board on the bids from each company and the Board Policy which states the Board needs to take formal action to approve the bids. Briefed the Board on the cost of equipment.

Commissioner Dalton motioned for approval of the request for approval of bids. Commissioner Rankin motioned. Commissioner Sheeran seconded. All approved unanimously.

#### BOARD COMMENTS

- **Commissioner Rankin** – Pierce County Commissioner meeting on Thursday on Zoom. Voting on the officers. Wished everyone a Happy Thanksgiving and stay safe.
- **Commissioner Clancy** – Dittoed what others said. Happy Thanksgiving.
- **Commissioner Sheeran** – Dittoed the comments.
- **Commissioner Durr** – Thanks for explaining the purchase of all the equipment. Happy Thanksgiving everyone
- **Chair Dalton** – Glad to see that everyone is healing from the Covid virus. Thanked everyone for their hard work. Stay safe and healthy.

#### EXECUTIVE SESSION

- 20 minute Executive Session – Policy 2030 – Fire Chief Evaluation – Board members to review all data related to the fire Chief's performance in drafting the final evaluation.  
**Chair Dalton adjourned the meeting at 5:49 for a 20 minute Executive Session.**

#### ADJOURNMENT

There being nothing further to bring to the Board Commissioner Dalton adjourned the meeting at 6:09.

**Next Meeting: December 01, 2020 @ 5:30/Zoom**



Tammy Lamb, District Clerk



Bart Dalton, Board Chair



Koree Wick, District Secretary