

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

Chair Dalton called the meeting of the Board of Fire Commissioners to order at 5:31 p.m. A quorum was present with all Commissioner Clancy excused. Also in attendance D/C Boltz, and A/C McGrady. 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 Sheeran seconded. Motion approved unanimously.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes from March 03, 2020. Warrant #59479 through #59548 totaling \$365,515.68. Warrants #59652 through #59775 totaling \$532,991.21. Finance Report February 29, 2020.

Consent Agenda approved unanimously.

CORRESPONDENCE

CITIZEN COMMENTS – None

STAFF REPORT

- Chiefs Report – Chief Sharp briefed the Board:
 - Briefed the Board on the Covid-19 procedures and policies being put in place. Reviewed the current employees which are out with symptoms but no confirmed cases. One crew this week was placed on Administrative leave as a call at an Adult Family Home did not follow procedure and let the crew know the patient had been tested for Covid -19. Once the patient test is confirmed, depending on results, crews will be back to work or further quarantined.
 - Planning for contingency is in place.
 - A day shift employee is working down at the EOC and communicating with us daily.
 - Closed all the station lobbies. No public access. Station 20 is working with contractors allowing permitting appoints that must be called ahead.
 - Suspended all training. Internal training only at individual stations.
 - Recruit Academy was shut down on the 16th. Under 50 people but restrictions placed on gatherings had to be met. Notified both districts who have recruits involved. 16 of our half trained firefighters will be put to work in an EMS capacity. Working on making that happen. Recruits are still on payroll and will be integrated.
 - Our supply of masks, gowns, gloves and protective gear is critically low. Working with vendors and other departments to get our stock back up. Working with the Federal Government also. We will have more and more patients who will be needing this type of PPE and looking at all resources.
 - Good news – With all the chaos Tammy still got our two grants in for AFG. Rescue truck grant asking \$869,000, Training and equipment grant \$728,000. Fingers crossed.
 - Chief Sharp and A/C Fiacchi met with Sound Transit regarding maintenance property. Sound Transit is still interested. Chief Sharp conveyed that our Commissioners enthusiasm for the purchase had lessened when the property swap was taken off the table. Sound Transit is eager to work out a deal.
 - Two alarm fire off of Gravelly Lake. The Auto Zone fire started in the back of the store with an electrical problem. Crews did a great job. Sprinklers were activated and slowed the growth of the fire. High risk building with labor intensive roof work. Lots of smoke in adjacent buildings which caused some medicine in the CHI Franciscan medical office to be ruined.
 - New Assistant Emergency Manager Position started yesterday and is hard at work finding a location to quarantine if needed. Fire Comm. is currently set up for a quarantine area also for those responders who have family at home at high risk.

NEW BUSINESS – Cancel April 7, 2020 Board of Commissioners meeting – Chief Sharp stated that with the current restrictions staff would like to request the April 7, 2020 Board meeting be cancelled. Chief Sharp will send out emails and voice conference calls to keep Commissioners updated with the latest on the Covid – 19 virus. **Commissioner Dalton asked for a motion to cancel the April 7, 2020 meeting. Commissioner Sheeran motioned to cancel the April 7, 2020 Board meeting. Commissioner Rankin seconded. All approved unanimously.**

ACTION ITEMS –

- Resolution 031720-002 – Resolution authorizing certain EMS transport accounts to be written off in their entirety - Chief Sharp briefed the Board on the transports accounts that need to be written off,
- Resolution 031720-003 – Resolution declaring item surplus to the needs of the District – Chief Sharp briefed the Board on these items from Gig Harbor's radio system that were no longer needed. SS911 made the decision to surplus these items.
- Resolution 031720-004 – Resolution of the governing Board of Pierce County Fire District No3, delegating authority to declare an emergency. Chief Sharp briefed the Board on this resolution which allows the Fire Chief to declare an emergency, in order to immediately deal with an emergency situation.
- Resolution 031720-005 – Resolution of the Governing Board of Pierce County Fire District No 3, establishing a plan for continuation of government in the event of a disaster - Chief Sharp briefed the Board in the event of a disaster defines a process for maintaining government. The resolution provides a process for appointing an interim Commissioner, Fire Chief and District Secretary.
- Resolution 031720-006 – Resolution of the governing board of Pierce County Fire District No 3, declaring a State of Emergency – Chief Sharp stated that as a result of the current Covid- 19 pandemic, this resolution declares a State of Emergency exits for WPFR and allows emergent and necessary step to conduct business. It allows for procurement procedures to be outside those established by law.

Chair Dalton asked for approval of Resolutions 031720-002, 003, 004, 005, & 006. Commissioner Rankin motioned Commissioner Durr seconded. All approved unanimously.

Commissioner Rankin asked about reimbursement procedures. Chief Sharp briefed the Board on the process of tracking our expenses on federal 214 report. All purchases and expenditures are being tracked and will be reimbursable.

The Town of Steilacoom is currently under Pierce County as we do not have an emergency management contract with them like we do with Lakewood and University Place. We will be reaching out to them soon as our highest priority are the concerns with the virus.

BOARD COMMENTS

Commissioner Durr – Thanked everyone for their hard work with fighting Covid – 19. Please let the Commissioners know if they can help in any way.

Commissioner Sheeran – Keep up the good work with all the preparation and procedures with Covid – 19. The court system is feeling the effects also and hope everyone stays safe and follows the guidelines.

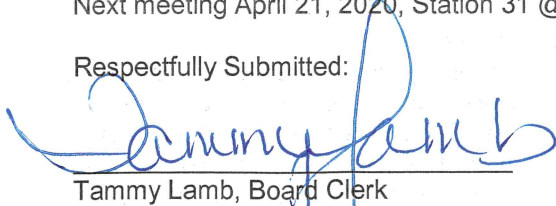
Commissioner Rankin – Pierce County Fire Chiefs and Washington Commissioners meetings will be cancelled. SS911 will be meeting quickly to go over documents regarding the new building. Will keep the Board posted.

Chair Dalton – Very hectic with the virus and the market has gone crazy. Affecting everyone. Great job to everyone who is currently working so hard. Please let the Commissioners know if there is anything they can do to help.

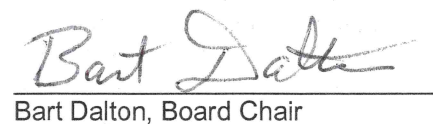
There being nothing further to come before the Board, the meeting was adjourned at 6:02 PM.

Next meeting April 21, 2020, Station 31 @ 5:30 PM

Respectfully Submitted:



Tammy Lamb, Board Clerk



Bart Dalton, Board Chair



Koree Wick, District Secretary