

**PIERCE COUNTY FIRE DISTRICT 3  
WEST PIERCE FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
APRIL 21, 2020**

Chair Dalton called the meeting of the Board of Fire Commissioners to order at 5:30 p.m. A quorum was present with all Commissioner Sheeran excused. This meeting because of the Covid 19 virus was done on Zoom. In attendance D/C Boltz, A/C McGrady, D/C McCurdy, A/C Hebeisen, A/C Adams, A/C Fiacchi, 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 from March 17, 2020. Warrant #59776 through #59831 totaling \$153,990.92. Warrants #59832 through #59840 totaling \$49,405.62. Warrants #59853 through #59942 totaling \$288,907.97. February 2020 Alarm Summary. March 2020 Alarm Summary. March 31, 2020 Finance Report March payroll \$2,755,996.79. **Consent Agenda approved unanimously.**

**CORRESPONDENCE** - None

**CITIZEN COMMENTS** – None

**STAFF REPORT**

- **Chiefs Report** – Chief Sharp briefed the Board:
  - Commented to the Board on the stations which were closed.
  - Work scheduled for day staff has changed. Modified work schedules and working from home. When day staff is in the office no other departments are coming into others. Crew rooms and apparatus bays are off limits to day staff.
  - Wellness check points are at specific doors. Temperature taken, and masks are required while in the hallways. Crews are also wearing masks while in areas which are accessible to other people.
  - Two firefighters were exposed and have been treated with the virus. One is back and the other is starting to feel better.
  - All employees that were quarantined are back and no one got sick from the exposure.
  - Recruit Academy was suspended for a while and now is back. Training has been working on a way to have them work in small groups of four and social distance. Other departments are now training their recruits at their own stations. Graduations will occur at the same time. Training has been working hard and kudos to them finding a way to make this work.
  - Training has been suspended until order is lifted. May 4<sup>th</sup> was the deadline but we are hearing that the comeback may be in different phases. Waiting for the plan.
  - We are seeing a flattening of the curve and things are calming down for the crews. Still seeing a fair amount ill but not accelerating.
  - Duck Daze parade has been cancelled. We are cancelling the open house also.
  - The Endeavor is back and fleet is working on getting small things fixed so we can get back into the water before summer kicks off.
  - We were awarded the Dept. of Ecology grant. \$160,000 for a tow vehicle and a boom truck trailer and equipment. Thanked Tammy and Hazmat team for working on this grant.
  - SAFER grant was released and Tammy is working on details of the application.
  - We have had a couple small fires but nothing substantial and no injuries. Small apartment fire displace 7-9 people. Red Cross helped out to find them temporary housing.
  - Additional resolution will be brought to the May 5, 2020 meeting to allow e-signatures on documents approved on Zoom meetings.
  - Anticipate the May 5, 2020 meeting to also be on Zoom.
  - CARES act reimbursed \$63,000 to WPFR that was used on Covid issues.
- **Finance Report** – Director Wick briefed the Board on the Covid-19 costs. Situation reports have been going out daily with reported costs. We are nearing \$700,000 with a big portion being straight time that staff is using to work on Covid-19 issues. \$250,000 is overtime that was needed when large group was quarantined.

\$130,000 for supplies needed for cleaning facilities, HVAC system and lighting. We will be reimbursed 75% of this cost. Director Wick briefed the Board on the split from federal government and how breakdown will be distributed for Covid -19 costs.

- Briefed the Board on the property tax payments and the breakdown of homeowners who pay their tax payments through their mortgage. West Pierce at this time is in a good cash flow basis and Director Wick is in touch with PC Budget and Finance to monitor the tax payment situation.
- Cities have been talking about layoffs and WPFR has advantage being tax based.
- Fraud alert placed on our accounts payable and payroll. Fraud occurred on a check that was issued and a payroll account where the email was hacked and request was made to change direct deposit account. Payroll was deposited into a fraud account and was cleaned out same day. Employee did not request the change. Email address was hacked and looked exactly the same as the employee. Lost out on some money. Working with Bank of America to get reimbursed and have submitted a police report. Changes are in place in payroll and accounts payable to make sure this does not happen again. Passwords in Admin are being changed every quarter instead of yearly to protect information.

#### **NEW BUSINESS – None**

#### **ACTION ITEMS –**

- Resolution 042120-007 – Resolution declaring item surplus to the needs of the District – Chief Sharp briefed the Board on the surplus of vehicles no longer serviceable in the District. Being replaced by new vehicles and these will be sold to the highest bidder  
**Chair Dalton asked for approval of Resolution #042120-007. Commissioner Rankin motioned. Commissioner Durr seconded. All approved unanimously.**
- Resolution 042120-008 – Resolution waiving competitive bidding during an emergency – Chief Sharp briefed the Board on the emergency declaration during the Covid-19 pandemic. This waives all competitive bidding requirements as they relate to purchasing attributable needs relating to the state of emergency.  
**Chair Dalton asked for approval of Resolution #042120-008. Commissioner Rankin motioned. Commissioner Clancy seconded. All approved unanimously.**

#### **BOARD COMMENTS**

**Commissioner Rankin** – SS911 meeting has been cancelled. Deborah Grady met individually with each Board Member and gave some insight to her plans for the future. Pierce County Fire Commissioners meetings have been cancelled for now. Pierce County Fire Chiefs will hold a meeting on May 5<sup>th</sup> which will be held on Zoom. Chelan conference looks like it will be cancelled. Thanked the crew and staff members for their hard work during this time.

**Commissioner Durr** – Thanked everyone for their hard work. Can only imagine how difficult it is to run a fire department during this time.

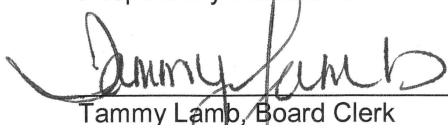
**Commissioner Clancy** – Dittoed all the comments of Commissioner Rankin and Durr. Thanked A/C Hebeisen and Tammy for setting up the Zoom meeting.

**Chair Dalton** - Thanked D/C McCurdy for sending out the situation reports. Thanked everyone for their hard work. Citizens have been commenting to him how they see our fire trucks out in the community helping. Has been in contact with Chief Sharp regarding the need for supplies during a pandemic.

There being nothing further to come before the Board, the meeting was adjourned at 5:56 PM.

Next meeting May 05, 2020, Zoom meeting @ 5:30 PM

Respectfully Submitted:

  
Tammy Lamb, Board Clerk

  
Bart Dalton, Board Chair

  
Koree Wick, District Secretary