

**PIERCE COUNTY FIRE PROTECTION DISTRICT 3  
WEST PIERCE FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
OCTOBER 20, 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. In attendance were A/C McGrady, A/C Adams, D/C McCurdy, 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 Clancy seconded. Motion approved unanimously.**

**PRESENTATION**

- Proclamation – SS911 recognition for outstanding performance – Chair Dalton read the proclamation to the SS911 dispatchers thanking them for their hard work on the Graham and Sumner Grade fires. Deborah Grady, Director of SS911 joined us for the Zoom meeting and the Board and Staff thanked her and the department for their hard work and dedication to their job. West Pierce Fire & Rescue commends the dispatchers for their extraordinary work. Commissioners and Staff thanked Deborah Grady and her staff. Chief Sharp also commented that our chiefs and crews out in the field recognized the hard work and workload which was handled calmly and respectfully. West Pierce Fire & Rescue will be sending the Proclamation signed by the Board Chair and the Fire Chief to the SS911 dispatchers.
- Budget Presentation – Director Wick placed the budget in the Board packets and packets were given to union leaders and staff to review before the presentation. Briefed the Board on the 2021 budget and the details of any changes and updates. Power point presentation was briefed over Zoom. Director Wick commented on questions and asked that if there are additional questions that arise after the meeting to please call her. Resolutions will be brought to the next Board meeting for approval. The Board thanked Director Wick for her hard work of this presentation.

**CONSENT AGENDA**

The Consent Agenda consisting of Board Minutes of October 06, 2020. Warrants #61253 through 61292 totaling \$184,146.04. Finance Report ending September 30, 2020.

**Consent Agenda approved unanimously.**

**CORRESPONDENCE**

- Thank you letter from Graham Fire & Rescue for help in the Graham fires.

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

**STAFF REPORT**

- Recent Incidents - A/C Hebeisen
  - Woodbrook area has a lot of vacant houses that are going to be demolished. Over a course of a couple days we have two fires in the unoccupied building. City of Lakewood has hired private security to watch the remaining houses until they are demolished.
- Chief's Report – Chief Sharp
  - No COVID exposures and no one in quarantine. With the winter months and more people inside we are gearing up for the increase in possible cases. The EMS department is taking all precautions to make sure we are ready for any increases in cases. Proper PPE and internal processes are all being reviewed.
  - Saturday will be the Fall Safety days drive thru event. We will have pumpkin pickers going out to pick pumpkins and making it a safe environment.
  - Chief Sharp's appraisal was included in their Budget packet which was delivered. Second meeting in November will be Executive Session with Commissioners and first meeting of December will be meeting with Chief for Executive session with Chief.
  - Thanked Director Wick for her hard work on the budget and presentation. Her work is always appreciated.
  - Quarterly Report
    - The report was included in the Board packet and was an overview of the quarter. Very busy quarter.

## NEW BUSINESS

- First reading of Policy Adoption #1010 draft. Use of District Facilities/Property #1030, Harassment and Discrimination #2000, Driver's License Validity #2040 – Drafts included in Board packet and changes highlighted in red. Request for Action will be on November 03, 2020 agenda – Chief Sharp briefed the Board on the first reading and reasoning behind the changes.

## ACTION ITEMS

- Resolution No. 102020-012 – A Resolution declaring item surplus to the needs of the District – Chief Sharp briefed the Board on the accident the vehicle was in and was a total loss and was paid out through insurance.

**Chair Dalton asked for a motion for approval of Resolution No. 102020-012, Commissioner Clancy motioned. Commissioner Rankin seconded. All Commissioners approved unanimously.**

Resolution No 102020-013 – Resolution authorizing certain EMS transport accounts to be written off in their entirety – Chief Shar briefed the Board on the routine practice of the accounts we are unable to collect. Briefed the Board on the policy.

**Chair Dalton asked for a motion for approval of Resolution No. 102020-013 Commissioner Clancy motioned. Commissioner Sheeran seconded. All Commissioners approved unanimously.**

## BOARD COMMENTS

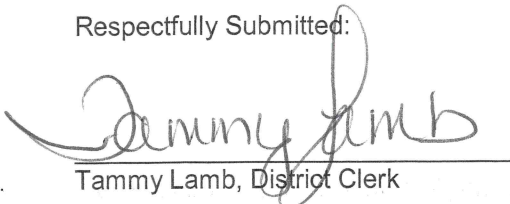
- **Commissioner Rankin** - Chief Sharp will attending the SS911 for Commissioner Rankin. Board meeting for State Association is tomorrow afternoon. Thanked Director Wick for her hard work with the budget. Appreciates all the time.
- **Commissioner Clancy** – Echoed all the work on the budget. Thanked Director Wick for her hard work.
- **Commissioner Sheeran** – Thanked Director Wick for her hard work on the budget. Also asked the question regarding the public meetings act and our meetings regarding the public. Director Wick stated we have legal opinion on our meetings and the Zoom requirements.
- **Commissioner Durr** – Thanked Director Wick for her hard work. Thanked Chief Sharp for leading the department during these challenging times.
- **Chair Dalton** – Thanked everyone for their hard work on the budget. Lots of work and activity. Thanked everyone for their hard work. COVID is continuing and Chair Dalton has complete confidence that West Pierce is handling things efficiently.

## ADJOURNMENT

There being nothing further to bring to the Board, Commissioner Dalton adjourned the meeting at 6:31.

**Next Meeting: November 03, 2020 @ 5:30/Zoom**

Respectfully Submitted:

  
Tammy Lamb, District Clerk

  
Bart Dalton, Board Chair

  
Koree Wick, District Secretary