

**PIERCE COUNTY FIRE PROTECTION DISTRICT 3  
WEST PIERCE FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
December 01, 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 Clancy seconded. Motion approved unanimously.**

**CONSENT AGENDA**

The Consent Agenda consisting of Board Minutes of November 17, 2020. Warrants #61537 through #61571 totaling \$64,696.34. Warrants #61582 through #61622 totaling \$518,322.23. Finance Report ending October 31, 2020. November payroll \$2,751,741.84.

**Consent Agenda approved unanimously.**

**CORRESPONDENCE**

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

**STAFF REPORT**

- **Updates– Director Wick**
- Briefed the Board on the audit. Does not anticipate any findings but will have some recommendations that are already put in place. Exit meeting will be virtual and Director Wick will let the Board know when the date is. Probably not until after the first of the year.
- Good news – L & I does anticipate any increases.
- First project for the public assistance grant for COVID related costs of over \$145,000. We will be reimbursed 75%. We have recently been approved. Executive summary report in the finance report will be updated to show the reimbursement. Working with them on the second round of requests with OT and some PPE expenses. Great to work with this grant and the representative has helped tremendously.
- **Recent Incidents – A/C Hebeisen**
- Briefed the Board on the four plex fire in UP. Displaced four families. Police suspect arson. Pierce County fire Marshal is working on this. CARES has been helping two of the families. Trying to help the family with children during the holidays.
- **Chief's Report – Chief Sharp**
- Recent exposure and positive results for one employee. Put five others in quarantine. Currently halfway through quarantine. Employee is doing better and our EMS department has been checking on them daily. Employee is back to work because they have been symptom free. Others must quarantine for two weeks.
- Sherrie Hoth, former Lakewood employee, working in fire comm, has retired from SS911. She was a long time Lakewood Fire Comm employee. We wish her well.
- University Place volunteer recently passed away. Ron Holt ?. Honor guard set up a small ceremony to honor his service. Family was very grateful. Ron was well like and helped the department out immensely.
- Chief Sharp is now the President of Pierce County Fire Chiefs Association for 2021. Congratulations from all the Commissioners.

**NEW BUSINESS** - None

**ACTION ITEMS**

- Resolution No. 120120-018 – Resolution amending resolution 110519-018 – Budget amendment – Director Wick briefed the Board as what was presented in the packet. COVID affected capital line items and overtime. Amendments are pertaining to those costs. Expenses are also safety related capital improvements. Briefed the Board on the amendment. Also on the expense side is the election costs from 2019 rolled into 2020. Also grants were adjusted and amendments are needed. Revenue side is better than we anticipated. Higher projections with GEMT and how the funds would be dispersed. Will continue to recoup COVID expenses.

**Chair Dalton asked for a motion for approval of Resolution No. 120120-018. Commissioner Durr motioned. Commissioner Clancy seconded. All Commissioners approved unanimously.**

- Resolution No 120120-019 – Region 5, All Hazard Mitigation Plan – D/C McCurdy briefed the Board on the Resolution and the Pierce County DEM stated we needed to update our plan. Chris Badger and D/C McCurdy have been creating the document. The document is 100 pages long. D/C McCurdy briefed the Board on the overview and how it is broken up. Reviewed the plan process and the different sections of the plan.

**Chair Dalton asked for a motion for approval of Resolution No. 120120-019. Commissioner Rankin motioned. Commissioner Durr seconded. All Commissioners approved unanimously.**

- Resolution No. 120120-021 – A Resolution establishing regular Commission meeting dates – Chief Sharp briefed the Board on the schedule for 2021. Waiting to see if we will be virtual and will make changes if needed.

**Chair Dalton asked for a motion for approval of Resolution No. 120120-021. Commissioner Clancy motioned. Commissioner Sheeran seconded. All Commissioners approved unanimously.**

- Motion to approve Chief Sharp's Contract – Chair Dalton briefed the Board on the conditions and discussion.

**Chair Dalton asked for a motion for approval of the employment contract of Chief Jim Sharp. Commissioner Durr motioned. Commissioner Clancy seconded. All Commissioners approved unanimously.**

- Motion to approve Outreach Coordinator Job Description – Chief Sharp briefed the Board on this job description and the success of the grant coordinator. We now realize we need this position to reach to our Spanish speaking community. We placed this position into the budget. This action allows the job description and the hiring of the position which is part time.

**Chair Dalton asked for a motion for approval of the Outreach Coordinator Job Description. Commissioner Sheeran motioned. Commissioner Clancy seconded. All Commissioners approved unanimously.**

- Cancel the December 15, 2020 Board of Commissioners meeting – Chief Sharp briefed the Board on the work that is finished. There is a slight chance that we may have to hold a special meeting if appraised values come in differently than what we budgeted. Most Commissioners will be available and Director Wick will keep everyone updated.

**Chair Dalton asked for a motion for approval to cancel the December 15, 2020 Board of Commissioners meeting. Commissioner Durr motioned. Commissioner Sheeran seconded. All Commissioners approved unanimously.**

**2021 Board Chair Elections – Commissioner Sheeran nominated Commissioner Dalton for Board Chair and Commissioner Durr for Vice Chair.**

**Clancy motioned for nominations for Commissioner Dalton as Board Chair and Commissioner Durr as Vice Chair. Commissioner Rankin Seconded. All approved unanimously.**

Congratulations and thank you for taking on this role.

#### **BOARD COMMENTS**

- **Commissioner Rankin** – Thanked everyone for doing a wonderful job with COVID. Couldn't ask for a better staff. Have a great holiday and take care.
- **Commissioner Sheeran** – Thanks for getting us through a year we will never forget.
- **Commissioner Clancy** – Thanked everyone for a great year and wished everyone a happy Holiday
- **Commissioner Durr** – Dittoed all the other comments. Well done. Very impressed with this team and how everyone has worked together. Awesome team.
- **Chair Dalton** – Happy Holidays. Dittoed everyone comments. Very challenging year and this department has been amazing in being creative and working as a team. Interesting year. Thank you for everything that has been done. Stay safe.

## 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 Pubic Meeting.  
**Chair Dalton adjourned the meeting at 5:58 for a 20 minute Executive Session.**

## ADJOURNMENT

There being nothing further to bring to the Board Commissioner Dalton adjourned the meeting at 6:18.

**Next Meeting: January 05, 2021 @ 5:30/Zoom**

  
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Tammy Lamb, District Clerk  
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Bart Dalton, Board Chair  
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Koree Wick, District Secretary