

PIERCE COUNTY FIRE PROTECTION DISTRICT #3
WEST PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
MEETING MINUTES
DECEMBER 02, 2025

Chair Dalton called the meeting of the Board of Fire Commissioners to order at 5:30. 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, and Director Wick

CALL MEETING TO ORDER

- Pledge of Allegiance

APPROVAL OF AGENDA

Chair Dalton called for a motion for approval of agenda. Commissioner Dellinger motioned. Commissioner Casebolt seconded. All approved unanimously.

PRESENTATION

- Promotion – Karyn Hubbell – Finance Specialist – Chief Sharp called Karyn forward and read her letter of promotion. Thanked Karyn for taking on this role. Director Wick briefed the Board on Karyn's role and how excited she is for Karyn to take this position.
Commissioners and Staff congratulated Karyn on her new role and well-deserved promotion.
- Promotion – Clayton Skinner – EMS Captain – Chief Sharp called forward Clayton and congratulated him on this new role. Chief Sharp read the promotion letter. B/C Britton presented Clayton with his new red helmet and commented on the role he will be taking. His wife, Trina, presented Clayton with his new badge.
Commissioners and Staff thanked Clayton for taking on this role and congratulated him on a well-deserved promotion.

Chair Dalton adjourned for five minutes at 5:37 for pictures and congratulations.
Chair Dalton called the meeting back to order at 5:42

CONSENT AGENDA

- Board Minutes of November 18, 2025. Warrants #76462 through #76463 totaling \$30,936.85. Warrants #76464 through #76502 totaling \$478,316.79. Warrants #76503 through #76504 totaling \$11,099.09. Warrants #76513 through #76534 totaling \$25,336.81.

CORRESPONDENCE - None

CITIZEN COMMENTS - None

STAFF REPORT

- Recent Incidents – A/C McGrady briefed the Board on a train incident which was a double fatality in Steilacoom. Car was on the tracks. Crews did an amazing job with working this call.
 - Today we had a fire in an apartment unit. No injuries. Crews knocked the fire down quickly. Only one unit was damaged. No information as to the cause yet.
 - Chiefs Report – Chief Sharp briefed the Board:
 - VA is current with their contract.
 - Admin Guild ratified their contract and there is a new contract in place. Chief Sharp thanked the Guild for all their hard work.
- Community activities
- Christmas Shopping on the 6th - 110 family's employees will be shopping for at Target.
 - Christmas wrapping at Local 1488 on the 8th
 - Santa at Station 21 at 5:30. CARES funded event and lots of fun.

- Santa at Station 31 at 5:30.
- December 10th is CERT's holiday gathering.

NEW BUSINESS

- First reading of SOP 2030 – Conflict of Interest – Chief Sharp briefed the Board on the SOP and highlighted the changes which were made. Action will be requested at the December 16, 2025 meeting.

ACTION ITEMS

- Request for Board Action – New Job description for the position of Community Reduction Coordinator – Chief Sharp briefed the Board on the redefining of the position at Prevention, which is classified as an Admin Assistant. Specialized position and the job title change was negotiated in the Guild's contract.
Chair Dalton called for a motion to approve the new job description for Community Reduction Coordinator. Commissioner Casebolt motioned. Commissioner Dellinger seconded. All approved unanimously.

NOMINATIONS

- Board Chair – Commissioner Casebolt nominated Commissioner Clancy for Board Chair. Commissioner Dellinger seconded. All approved unanimously.
- Board Vice Chair – Commissioner Clancy nominated Commissioner Dave Durr for Board Vice Chair. Commissioner Casebolt seconded. All approved unanimously.

BOARD COMMENTS

- **Commissioner Casebolt** – Congratulated the new promotions and the new Board Chair and Vice Chair. Nice to see the crowd who comes to support the promotions.
- **Commissioner Dellinger** – Dittoed the comments. Thanked crews and staff for their hard work.
- **Commissioner Clancy** – Dittoed the comments
- **Chair Dalton** – Dittoed the comments for promotions. Thanked the Guild and Chief for the hard work on the contract. Thanked Commissioner Clancy and Durr for stepping up to the Board positions.

Chair Dalton adjourned at 5:51 for an Executive Session. Chair Dalton stated there will be no action taken after the Executive Session.

EXECUTIVE SESSION

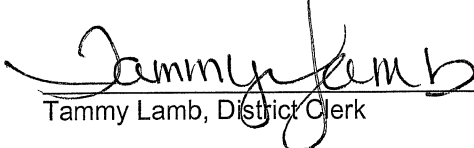
- 42.30.110 (g) – 20-minute Executive Session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Chair Dalton called the meeting back to order at 6:09.

ADJOURNMENT

There being nothing further to bring to the Board, Chair Dalton adjourned the meeting at 6:10 PM

Next meeting: December 16, 2025 @ 5:30 Station 31.


Tammy Lamb, District Clerk


Bart Dalton, Board Chair


Koree Wick, District Secretary