



WEST PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
DRAFT AGENDA – OCTOBER 17, 2017
5:30 P.M. - Station 31

CALL MEETING TO ORDER

- *Pledge of Allegiance*

Vice Chair Dalton

APPROVAL OF AGENDA

PRESENTATION

- *Budget Presentation – Director Wick*

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board of Commissioners for reading and study, are considered to be routine, and without dissent will be approved. If a separate discussion is desired, the specific item will be removed from the Consent Agenda and placed on the Regular Agenda.

- Board Minutes of October 03, 2017*
- Warrants 53126 through 53164 totaling \$36,528.60*
- September 2017 Alarm Summary*

CORRESPONDENCE

- *Thank you letter from a citizen*
- *Thank you letter from Tacoma Fire Department*
- *Letter from City of Lakewood for support of the Retired Chief Farrar service*
- *Quarterly Report*

CITIZEN COMMENTS – (Please sign in and address topic, 3 minute limit)

STAFF REPORT

- *Chiefs Report – Chief Sharp*

ACTION ITEMS

- *Resolution # 101717-008 – A Resolution Declaring Item Surplus to the Needs of the District.*

BOARD COMMENTS

ADJOURNMENT

Next meeting: November 7, 2017 @ 5:30 PM; Station 31

**PIERCE COUNTY FIRE DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
OCTOBER 03, 2017**

Chair Sheeran called the meeting of the Board of Fire Commissioners to order at 5:30 p.m. A quorum was present with Commissioner Clancy excused. Also in attendance D/C Sagers, D/C Roth, A/C Norton, A/C Tinsley, A/C McCurdy, Director Wick, Communication Relations Manager Weekes. A sign-in sheet was provided for additional attendance.

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

Commissioner Dalton moved to approve the agenda. Commissioner Erb seconded. Motion approved unanimously.

PRESENTATION

- Proclamation – Fire Prevention Month – Community Relations Manager, Jenny Weekes provided a video on Fire Prevention and a fire escape plan for families. Video is on social media and You Tube. Great for kids and families to have a fire escape plan in place.
- B/C Adams briefed the Board on Fire Prevention week which is October 8-14th. There are 8300 kids in the school system that the Prevention Division reaches out to through their classrooms. Teachers send each kids in their class home with information on a fire escape plan and the class that has 100% of the forms returned receive an ice cream party. Great way to get kids to sit down with their families and talk about a fire escape plan.
- October 21, 2017 is Fall Safety Days at Station 21. Lots of fun for kids with free pumpkins and games.
- Prevention Grant was approved and Prevention will be targeting high risk apartments. 600 smoke alarms will be installed. Prevention also has new batteries. Prevention will be hiring a Smoke Alarm Coordinator to help with this project.
- **Chair Sheeran** read the Fire Prevention Month proclamation and presented it to B/C Adams.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of September 19, 2017. Warrants 51982 through 52000 totaling \$112,151.92.

Consent Agenda approved unanimously.

CORRESPONDENCE

- Department of Retirement Systems preliminary audit report

CITIZEN COMMENTS - None

STAFF REPORT

- Recent Incidents – A/C Tinsley
 - September 25, 2017 – Crews responded to a shooting at a mobile home park. Responders found a male and female who had been shot. Medic units transported each of them to area hospitals. Investigation is ongoing.
 - A/C McCurdy reported on a house fire by Park Lodge Elementary. Homeowner was outside and when a firefighter approached him he stated he had set the fire. Lakewood Police were called to the scene and the homeowner was arrested.
- B & I Update – A/C McCurdy briefed the Board on the B & I. The owner has been working with the city to get the electric work and all inspections up to code. The owners are now committed to getting the B & I reopened. The hope is to have it open on Thursday October 5, 2017.
- K & M Furniture – City gave the furniture store notice that they would need to put fire sprinklers in if they were going to use the whole bottom floor for a furniture store. The store had only been permitted to have a portion used as a furniture store and for the apartments upstairs. K & M has posted that the city is putting them out of business. That is not a fact as the City has only wanted to them to bring the building up to code.
- Chiefs Report – Chief Sharp
 - Entry level firefighter hiring – Over 1000 applicants and 700 tested. Testing took place at PLU and went very well. Panel interviews will begin on October 16, 2017. Candidate reception will take place October 25, 2017. The plan is to hire 6 new firefighters. Start date will be January 2, 2017.

- Chief Sharp commended the testing process and gave kudos to the system that was put in place. Recruitment and Retention Committee put new process in place and things went very smoothly.
- The Red Cross Luncheon was attended by Staff and the table was full. Red Cross has stated this will be their last lunch event. They are working on a new venue for next year.
 - October 3, 2017 is the Caring for Kids event at the Ram.
 - Rotary event at Lakewood Theater on October 5, 2017
 - Kiwanis dinner at the Rotunda on October 7, 2017.

NEW BUSINESS

- Ratification of Chief Sharp's contract – Commissioner Dalton addressed the contract and stated that he and Director Wick had several conversations. Director Wick provided comps from several agencies. Commissioner Dalton stated Chief Sharp's wages should be increased as the contract was negotiated at time of merge and has not been updated. Updated the contract on vacation and cash out amounts to vacation. Updated language so it does not mirror the contract of 1488 and provides a more detailed contract.
Chair Sheeran asked for approval of Chief Sharp's contract. Commissioner Rankin motioned, Commissioner Dalton seconded. All approved unanimously.

BOARD COMMENTS

- **Commissioner Rankin** – Commissioners state conference is in Spokane. Reviewed the conference and who will be speaking. Advised the Board that Thurston County is in the process of updating their Comm system. They have been in touch with Andrew Neiditz and getting information on SS911. Chief Sharp commented on the Chiefs meeting where the assessor spoke regarding taxes and how the assessed value is broken down. Briefed the Board on the School District taxes and the AV's. Lots of new construction going on in Lakewood and University Place.
- **Commissioner Erb** – Great to see the B & I back open. Thanked everyone for their hard work.
- **Commissioner Dalton** – Was impressed with the Fire Prevention video and how it will get the kids involved. Thanked everyone for their hard work in the community.
- **Chair Sheeran** – Thankful the B & I is back open. Thanked A/C McCurdy for the update on K & M Furniture. The smoke alarm program will be busy will 120 installs a week. Great work with the community. Congrats to the Recruit and Retention team.

At 6:10 the meeting was adjourned for a 20 minute Executive Session.

EXECUTIVE SESSION

- 20 minute Executive Session per RCW 42.30.110 (1) (F) To receive and evaluate complaints or charges brought against a public officer or employee.

ADJOURNMENT

There being nothing further to come before the Board, the meeting was adjourned at 6:30.

Next meeting October 17, 2017, Station 31 @ 5:30

Respectfully Submitted:

Tammy Lamb, District Clerk

John Sheeran, Board Chair

Koree Wick, District Secretary

FPD #3 Fund 686.003

Board Date: Batch:

AP WARRANT REGISTER

10/9/2017 35

Fund: GENERAL FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on the following list:

Warrant Number	Claimant	Warrant Date	Warrant Amount
53126	ALARM CENTER/ACE FIRE	10/9/2017	\$74.94
53127	BANK OF AMERICA - CREDIT CARDS	10/9/2017	\$1,171.11
53128	BRYSON LANE	10/9/2017	\$360.00
53129	CENTURYLINK - Phones & Data lines	10/9/2017	\$1,458.99
53130	COMCAST	10/9/2017	\$151.33
53131	DR KENDRA YANDELL, DDS	10/9/2017	\$244.00
53132	DR. STEVE FRIEDRICK MD PS	10/9/2017	\$2,750.00
53133	GREG COOPER	10/9/2017	\$25.45
53134	JENNY WEEKES	10/9/2017	\$20.22
53135	JULIE WALKER	10/9/2017	\$345.33
53136	KENT D BRUCE COMPANY	10/9/2017	\$141.88
53137	KIRK LACKERMAYER	10/9/2017	\$2,672.53
53138	KRONOS, INC	10/9/2017	\$300.00
53139	KUSSMAUL ELECTRONICS CO, INC	10/9/2017	\$26.62
53140	LAKEWOOD HARDWARE & PAINT	10/9/2017	\$17.78
53141	LES SCHWAB TIRES	10/9/2017	\$1,918.87
53142	LIFE ASSIST	10/9/2017	\$9,931.50
53143	L.N. CURTIS & SONS	10/9/2017	\$1,753.18
53144	NARROWS MARINA - FUEL	10/9/2017	\$679.86
53145	NEP/ST CLARE	10/9/2017	\$52.97
53146	NORTHWEST SAFETY CLEAN	10/9/2017	\$177.93
53147	OWENS PRESS, INC	10/9/2017	\$112.10
53148	PRAXAIR DISTRIBUTION, INC	10/9/2017	\$111.85
53149	PRINT NW	10/9/2017	\$30.00
53150	RICHARD HARRIS	10/9/2017	\$10.05
53151	ROY KADOW	10/9/2017	\$596.73
53152	ROY MERRITT	10/9/2017	\$51.00
53153	RWC GROUP, INT'L	10/9/2017	\$215.84
53154	SEAPORT	10/9/2017	\$1,491.03
53155	SOUTH SOUND TRANSPORTATION/ACE CAB	10/9/2017	\$198.00
53156	STANDARD INSURANCE COMPANY	10/9/2017	\$301.47
53157	STANDARD PARTS	10/9/2017	\$602.14
53158	STEPHANIE ROTH, CUSTODIAN ADVANCE TRAVEL	10/9/2017	\$382.50
53159	TANNER ELECTRIC	10/9/2017	\$57.08
53160	TRAVIS SMITH	10/9/2017	\$6,076.89
53161	WELLS FARGO FINANCIAL LEASING	10/9/2017	\$996.25
53162	WESMAR PRODUCTS, INC	10/9/2017	\$240.65
53163	West Coast Paper / WCP SOLUTIONS	10/9/2017	\$622.00
53164	WHISTLE WORKWEAR - TACOMA	10/9/2017	\$158.53
			<u>\$36,528.60</u>



WEST PIERCE FIRE & RESCUE

Proudly serving the citizens of Lakewood and University Place

3631 Drexler Drive West, University Place, WA 98466
 phone 253.564.1623 | fax 253.564.1629 | www.westpierce.org

September 2017 Alarm Summary Report

August 2017 Alarms 1420
 September 2017 Alarms 1289 (-131)
Sept. 2017 vs. Aug. 2017 -9.2%

September 2016 Alarms 1211
 September 2017 Alarms 1289 (+78)
Sept. 2017 vs. Sept. 2017 6.4%

2016 Alarms YTD 11976
 2017 Alarms YTD 11936 (-40)
2017 vs. 2016 -0.3%

September Mutual/Auto Aid Given 34
CPFR 18, GHF 6, MIFD 5, AIFD 3, KPFD 1,
YTD Mutual/Auto Aid Given 336

September Mutual/Auto Aid Rec'd. 18
CPFR 17, GHF 1,
YTD Mutual/Auto Aid Rec'd. 262

<i>West Pierce Fire & Rescue 2016-2017 Alarm Comparison</i>					
Month	2016	YTD	2017	YTD	2017 YTD +/-
Jan	1436	1436	1429	1429	-7
Feb	1230	2666	1246	2675	9
Mar	1402	4068	1284	3959	-109
Apr	1266	5334	1221	5180	-154
May	1310	6644	1383	6563	-81
Jun	1302	7946	1311	7874	-72
July	1402	9348	1353	9227	-121
Aug	1417	10765	1420	10647	-118
Sept	1211	11976	1289	11936	-40
Oct	1281	13257			
Nov	1217	14474			
Dec	1430	15904			

Respond Efficiently • Execute Flawlessly • BE NICE!

9-22-17

I had the need to call
you on 9-17-17 due to
a medical problem I
was experiencing. The
response was rapid and
The Three Gentlemen were so
professional yet gentle in
their care. They were
wonderful and I am very
grateful for all you did -
even cleaning up the
kitchen floor.
Thankyou - Thankyou!
Sincerely, Donna Lee



City of Tacoma
Tacoma Fire Department

TO: Chief Jim Sharp, West Pierce Fire & Rescue

FROM: James P. Duggan, Fire Chief
Faith Mueller, Deputy Chief, Operations Bureau

SUBJECT: Mutual Aid Assistance on October 3, 2017

Chief Sharp,

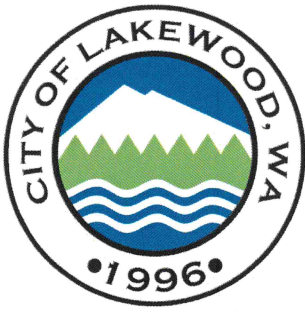
The Tacoma Fire Department would like to thank you for your mutual aid assistance during our 2-11 commercial structure fire incident that included a civilian fire casualty on the evening of Tuesday, October 3.

WPFR Engine 31 stepped up to ensure that the citizens of our community were well protected and well served while our crews were committed to our 2-11 incident.

We are grateful for the partnership we share with WPFR.

Greatly appreciated,

Jim and Faith



Don Anderson
Mayor

October 3, 2017

Jason Whalen
Deputy Mayor

Jim Sharp, Fire Chief
West Pierce Fire and Rescue
3631 Drexler Drive West
University Place, WA 98466

Mary Moss
Councilmember

Dear Chief Sharp,

Michael D. Brandstetter
Councilmember

I am writing this letter to express my appreciation and gratitude for the willing and able assistance provided by some of your employees during our memorial service for Retired Chief Bret Farrar on Saturday, September 23, 2017.

John Simpson
Councilmember

Each of the below employees not only gave of their time and expertise, they were beyond professional and respectful at all times in their dealings with the family, fellow officers, and general Lakewood PD staff members. We greatly appreciate their taking the time to help us make the memorial service for Chief Farrar especially meaningful.

Marie Barth
Councilmember

Please send our sincere and heartfelt thank you to the following:

Paul Bocchi
Councilmember

- Battalion Chief Pat Macnealy
- Firefighter David Emmons

If there is ever anything we can do for you, please don't hesitate to ask.

John J. Caulfield
City Manager

Sincerely,

Michael Zaro
Police Chief



WEST PIERCE FIRE & RESCUE QUARTERLY REPORT

3rd Quarter: July 1 – September 30, 2017

1. Major Events and Highlights

This includes all major events, highlights, accomplishments and/or awards received for the quarter.

Event / Highlight
Participated in various community events, including SummerFEST, National Night Out and the Caring for Kids Ready to Learn Fair.
A CERT class started in September with 27 participants.
The new CERT Coordinator started their 10.5 month AmeriCorps term of service.
The new Engine 32 placed in service.
Two new Chevy Volts were purchased and placed in service.
240 smoke alarms were installed in 56 homes within Lakewood and University Place.
A car seat inspection event was held in conjunction with Safe Kids Pierce County and Mary Bridge Children's Hospital at a local preschool. 36 car seats were properly installed during the event.
The new fireboat was placed in service in August.

2. Committee Work

Many internal and external committees are established and meet on a regular basis throughout the year. This section is reserved for additional committees that are doing specialized work and/or new to the District.

Committee Name
The Strategic Planning Committee started meeting and continues to meet at least monthly.
As a part of the Equity and Empowerment Initiative, the Recruitment and Retention Team brought forth numerous recommendations which were used to revise hiring practices in the Suppression Division.

3. Training

Ongoing training is managed by the Training Division throughout the year. However, specified training classes and conferences that happen outside of typical job functions are highlighted here.

Training or class
WPFR hosted a Rescue Swimmer class in September for 22 participants from fire departments around Western Washington.
Suppression and EMS personnel participated in Active Shooter training in conjunction with Lakewood Police in July.
Office365 SharePoint was rolled out and all personnel were trained on how to use the new system.

4. Community Outreach and Professional Associations

Many personnel are involved in community groups, service clubs and professional associations not only to enhance training opportunities, but for networking and building partnerships with other community oriented organizations with similar missions and goals. This section shows the events attended by WPFR personnel outside of regularly scheduled meetings.

Event
Behind the Badge golf tournament – August 22
Community Assets luncheon – September 7
Light My Fire auction fundraiser – September 9
Safe Streets breakfast – September 13
Red Cross Real Heroes luncheon – September 27

**PIERCE COUNTY FIRE DISTRICT NO. 3
WEST PIERCE FIRE & RESCUE**

RESOLUTION NO 101717-008

A RESOLUTION DECLARING ITEM SURPLUS TO THE NEEDS OF THE DISTRICT.

WHEREAS: The following apparatus and equipment is no longer serviceable to the needs of the District;

BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS FOR PIERCE COUNTY FIRE DISTRICT THREE THAT:

The following apparatus and equipment be declared surplus and sold:

1999 Jeep Cherokee	VIN No. 1J4FF68S7XL588242	Approximate Mileage 93,529
1999 Jeep Cherokee	VIN No. 1J4FF68S3XL594880	Approximate Mileage 100,915
1995 Pierce Pumper	VIN No. 4P1CA02D9SA	Approximate Mileage 168,939 <i>(14,819 Hours)</i>
1990 14' BDF Boat	VIN No. DQJ00062E090	
1984 Onan 15kw Generator	Serial No. B840695708	Hours 818
1984 Onan 15kw Generator	Serial No. K85078578	Hours 903

PASSED AND APPROVED THIS 17th DAY OF OCTOBER 2017 BY THE BOARD OF FIRE COMMISSIONERS FOR PIERCE COUNTY FIRE DISTRICT NO. 3.

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

District Secretary