



**WEST PIERCE FIRE & RESCUE  
BOARD OF COMMISSIONERS  
DRAFT AGENDA – October 18, 2016  
5:30 P.M. - Station 31**

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**CALL MEETING TO ORDER**

Chair Erb

- *Pledge of Allegiance*

**APPROVAL OF AGENDA**

**PRESENTATION**

- Firefighter/Engineer promotion – Pete Kilga
- *2017 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 04, 2016*
- Warrants 52093 through 52174 totaling \$157,749.93*
- Warrants 49019 through 49087 totaling \$228,453.19*
- Warrant 48921 totaling \$171.45*
- Warrant 48920 totaling \$438.53*
- September Alarm Summary*
- September payroll \$2,559,533.22*

**CORRESPONDENCE**

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

**STAFF REPORT**

- Chiefs Report – Chief Sharp

**NEW BUSINESS**

**ACTION ITEMS**

**BOARD COMMENTS**

**ADJOURNMENT**

***Next meeting: November 01, 2016 @ 5:30 PM; Station 31***

**PIERCE COUNTY FIRE PROTECTION DISTRICT 3  
WEST PIERCE FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
October 04, 2016**

Chair Erb called the meeting of the Board of Fire Commissioners to order at 5:30 p.m. A quorum was present with all Commissioners in attendance. Also in attendance, D/C Sagers, A/C Roth, A/C Tinsley, A/C Norton, A/C McCurdy, and Director Wick. 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 Rankin seconded. Motion approved unanimously.**

**CONSENT AGENDA**

The Consent Agenda consisting of Board Minutes of September 20, 2016. Warrants 52001 through 52076 totaling \$368,800.50. August Finance Report.

**Consent Agenda approved unanimously.**

**CORRESPONDENCE** – Letter from Town of Steilacoom Police Department

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

**STAFF REPORT**

- SEC Reporting – Director Wick briefed the Board on the filing of financials due to SEC on September 30, 2016. Unaudited financials were submitted and once audited financials are available Director Wick will submit to the SEC.
  - Representation letter was sent to the auditor and exit conference for our recent State Audit is schedule for Tuesday October 11, 2016 at 9:00 am. Director Wick will confirm the two Commissioners that need to be in attendance. We had no findings on this audit.
  - Budget hearing will be presented at the October 18, 2016 Board meeting. Notice of Hearing was posted in the Tribune and will run beginning October 5, 2016. Director Wick has lots of moving parts and will have a draft copy in the Board Packet on Thursday October 13, 2016 or hand deliver on Friday October 14, 2016.
  - System Design, the company who handles our billing, notified us that there was an error in how they have been billing our Medicaid transports. Estimated that 500-550 billings are incorrect. The cost of reimbursement to Medicaid is only an estimate at around \$4500.00. System Design is going back and conducting a three year audit that is recommended by Medicaid. Director Wick will keep the Board posted of the final findings and amount sent back to Medicaid.
- Chiefs Report – Chief Sharp briefed the Board on the recent passing of our beloved Gina Moberg. Gina has been battling cancer the last eight years and lost her valiant fight Sunday night. Gina was a dispatcher in Fire Comm. and was a fantastic wife, mother and friend. She will be greatly missed by all who knew her. The Fire Comm. family and West Pierce Fire & Rescue extend their thoughts and prayers to her family and husband Jeff Axtell, who also works at Fire Comm.
  - Fire Comm. transition – Chief Sharp updated the Board commenting the contract has been ratified and all MOU's have been signed. Next step is for SS911 to draft a transition agreement. The agreement will state that the operations will turn over to SS911 on January 1, 2017. SS911 contract will agree to all employment responsibilities of the contract which has been negotiated. Transition agreement will be brought to the Policy Board for approval. Chief Sharp stated the policy Board has been updated with all the terms throughout the process and Chief Sharp felt they would be in agreement. Chief Sharp will keep the Board updated on the progress.
  - Hiring – Chief Sharp commented to the Board on the recent application opening for firefighters/paramedics. WPFR has a need for five openings to fill upcoming retirements. The goal is to broaden our demographics. Changes were made to lower the cost and give more incentive to apply. Certifications that have been required in the past are now not required until after they are hired. Julie Walker will be more involved in expanding our outreach. Looking for five paramedic candidates. Chief Sharp will keep the Board updated on the process.
  - GEMT continues to move forward. A/C Keith Wright from CPFR has been successful in bring more departments on board to help with the initial funding costs. Chief Sharp reviewed the costs and how they will be reimbursed.

- Assistance to Firefighters Grants for 2017 funding will open October 11, 2017. Working on vetting out what we will be applying for.
- DuPont City Manager and Fire Chief met with Chief Sharp and A/C Tinsley. DuPont is looking at getting an EMS task force. Looking for opportunities to work with WPFR. Chief Sharp will provide the pros and cons as to what we can do for them. No significant timeframe as to what WPFR can do. Chief Sharp will keep the Board posted on any progress.
- Hydrant maintenance performed by the Bates students is finished. 963 fire hydrants were maintained and 118 were painted.
- Chief Sharp updated the Board on the community functions staff are involved with. Clover Park Rotary function at the Lakewood playhouse. Great food and play. Caring for Kids has their Oktoberfest takeover at the Lakewood Ram on Thursday October 6, 2016 for 4 pm to 8 pm. Great fundraiser.

#### OLD BUSINESS

- VA Hospital Contract – Chief Sharp updated the Board on the New Business brought forward at the last meeting regarding the VA Contract and the non-response we had received. Chief Sharp stated that we have been contacted by the head of the contract department and have gotten a six month contract. The VA is looking at providing a contract that would cover five years but apparently takes longer to get this type of contract in place. Fingers are crossed for this to be finalized in six months.

#### ACTION ITEMS

- Resolution #100416-006 Resolution authorizing certain EMS transport accounts to be written off in their entirety. Chief Sharp briefed the Board on the resolution.  
**Commissioner Rankin moved to approve Resolution #100416-006. Commissioner Clancy seconded. Motion approved unanimously.**

#### BOARD COMMENTS

- **Commissioner Rankin** reminded the Board and Staff that the commissioner conference is the end of October in Yakima. Commissioner Rankin will be attending. Thanked the Board for allowing him to be in Thurston County for their association meetings for the state. Thanked Director Wick for her hard work on the budget. Commented on who bought System Design.
- **Commissioner Clancy** – No comments.
- **Commissioner Sheeran** – Condolences to Fire Comm and the Staff at West Pierce Fire & Rescue on the passing of Gina Moberg.
- **Chair Dalton** - Commented on what an admired and loving person Gina Moberg was. She will be greatly missed. Thanked everyone for their hard work.
- **Chair Erb** – Condolences to Gina's family. Thanked everyone for their hard work. Thanked Director Wick for her hard work on the budget.

#### ADJOURNMENT

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

**NEXT MEETING: October 18, 2016. Station 31 @ 5:30 PM.**

Respectfully Submitted:

\_\_\_\_\_  
Tammy Lamb, District Clerk

\_\_\_\_\_  
Grant Erb, Board Chair

\_\_\_\_\_  
Koree Wick, District Secretary

**FPD #3 Fund 686.003**

AP WARRANT REGISTER

Fund: GENERAL FUND

Board Date: Batch:

9/29/2016 40

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
52093	ALARM CENTER/ACE FIRE	9/29/2016	\$196.25
52094	ALLIED 100	9/29/2016	\$975.90
52095	AMERIGAS - 1400	9/29/2016	\$2,336.52
52096	ARTHUR RAUSCH	9/29/2016	\$135.95
52097	ASSOC PUB-SAFETY COMM OFFICERS	9/29/2016	\$90.00
52098	AW REHN & ASSOCIATES	9/29/2016	\$33,455.28
52099	BANK OF AMERICA - CREDIT CARDS	9/29/2016	\$13,369.03
52100	BLUE CARD / ACROSS THE STREET PRODUCTIONS	9/29/2016	\$346.50
52101	BRAUN NORTHWEST, INC.	9/29/2016	\$168.17
52102	CENTURYLINK - Phones & Data lines	9/29/2016	\$18,192.58
52103	CHRISTINA WEBB	9/29/2016	\$3,286.57
52104	CINTAS CORPORATION #461	9/29/2016	\$193.64
52105	CITY TREASURER - UTILITIES	9/29/2016	\$371.76
52106	CLASSY CHASSIS	9/29/2016	\$547.56
52107	COMCAST	9/29/2016	\$462.52
52108	CRYSTAL SPRINGS	9/29/2016	\$54.05
52109	C.W. NIELSEN MFG. CORPORATION	9/29/2016	\$313.97
52110	DELUXE BUSINESS CHECKS & SOLUTIONS	9/29/2016	\$412.17
52111	ELIZABETH FROHLICH	9/29/2016	\$74.39
52112	FLAGSHIP MARITIME TRAINING	9/29/2016	\$900.00
52113	GARY FLETCHER	9/29/2016	\$2,411.29
52114	GENE'S TOWING INC.	9/29/2016	\$410.25
52115	GUARDIAN SECURITY GROUP, INC	9/29/2016	\$246.15
52116	HALLIE MCCURDY	9/29/2016	\$5,016.60
52117	HELMETS R US	9/29/2016	\$1,860.87
52118	HISTRENGTH BOLT	9/29/2016	\$223.66
52119	IBS INCORPORATED	9/29/2016	\$81.32
52120	INTERSTATE AUTO PARTS WAREHOUSE,INC	9/29/2016	\$293.24
52121	JEREMY DUNKLE	9/29/2016	\$766.70
52122	JIM SHARP	9/29/2016	\$327.33
52123	KENT D BRUCE COMPANY	9/29/2016	\$118.50
52124	KENWORTH NORTHWEST, INC	9/29/2016	\$56.33
52125	LAKEVIEW LIGHT & POWER CO.	9/29/2016	\$3,613.59
52126	LAKEWOOD HARDWARE & PAINT	9/29/2016	\$84.32
52127	LAKEWOOD WATER DISTRICT	9/29/2016	\$1,060.34
52128	LAKEWOOD PHOTO ENFORCEMENT PROGRAM	9/29/2016	\$101.00
52129	LARRY SILVA	9/29/2016	\$194.25
52130	LIFE ASSIST	9/29/2016	\$4,069.68
52131	L.N. CURTIS & SONS	9/29/2016	\$7,831.95
52132	LOWES	9/29/2016	\$1,130.21

52133	LUKE GAGE	9/29/2016	\$640.00
52134	MAGELLAN BEHAVIORAL HEALTH	9/29/2016	\$859.02
52135	MECHANICAL AND CONTROL SERVICES	9/29/2016	\$1,997.73
52136	MICHELLE HENSLEY	9/29/2016	\$225.00
52137	NARROWS MARINA - MOORAGE&UTILITIES	9/29/2016	\$106.53
52138	NARROWS MARINA - FUEL	9/29/2016	\$420.77
52139	PAUL TINSLEY	9/29/2016	\$25.67
52140	P.C.F.D. 3 - WPF&R	9/29/2016	\$596.05
52141	PCFD 3 - USE TAX / SALES TAX	9/29/2016	\$871.77
52142	PCRCD, dba LRI-SALES ROAD	9/29/2016	\$48.58
52143	PIERCE COUNTY SEWER	9/29/2016	\$332.23
52144	PRAXAIR DISTRIBUTION, INC	9/29/2016	\$363.47
52145	PROPAC	9/29/2016	\$3,170.67
52146	P.S.E.	9/29/2016	\$786.79
52147	QUILL CORPORATION	9/29/2016	\$1,025.04
52148	RAINIER LIGHTING & ELECTRIC SUPPLY,INC	9/29/2016	\$153.38
52149	RICHARD BLEECKER	9/29/2016	\$372.90
52150	ROBERT BRONOSKE	9/29/2016	\$404.50
52151	ROY KADOW	9/29/2016	\$477.79
52152	ROY MERRITT	9/29/2016	\$125.70
52153	SCHNEIDER-SIMPSON SHEET METAL & BLOWER CO,IN	9/29/2016	\$46.03
52154	SCOTT ADAMS	9/29/2016	\$39.30
52155	SEAPORT	9/29/2016	\$3,248.99
52156	SHARP BUSINESS SYSTEMS	9/29/2016	\$92.42
52157	SOUND PEST SOLUTIONS	9/29/2016	\$92.99
52158	SPRINT	9/29/2016	\$2,245.44
52159	STANDARD PARTS	9/29/2016	\$206.91
52160	STATE AUDITOR'S OFFICE	9/29/2016	\$10,955.74
52161	STEPHANIE ROTH	9/29/2016	\$16.00
52162	STERICYCLE, INC	9/29/2016	\$207.03
52163	SYSTEMS DESIGN WEST, LLC	9/29/2016	\$12,080.80
52164	UNIVERSITY PLACE REFUSE, INC	9/29/2016	\$374.56
52165	US BANK - OFFICE EQUIP FINANCE SVCS	9/29/2016	\$707.03
52166	US DIARY	9/29/2016	\$243.42
52167	VALLEY FREIGHTLINER, INC	9/29/2016	\$129.27
52168	VERIZON WIRELESS	9/29/2016	\$5,218.23
52169	WESMAR PRODUCTS, INC	9/29/2016	\$280.58
52170	WEST COAST FIRE & RESCUE	9/29/2016	\$976.94
52171	WHISTLE WORKWEAR - TACOMA	9/29/2016	\$157.81
52172	WHISTLE WORKWEAR-PUYALLUP	9/29/2016	\$157.53
52173	WRIGHT ROOFING, INC	9/29/2016	\$1,471.43
52174	ZUMAR INDUSTRIES INC	9/29/2016	\$17.50
			<hr/>
			\$157,749.93

**FPD #3 Fund 686.003**

AP WARRANT REGISTER

Fund: GENERAL FUND

Board Date: Batch:

10/7/2016 41

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
49019	ASPECT SOFTWARE, INC	10/7/2016	\$164.10
49020	ASSOCIATED PETROLEUM PROD	10/7/2016	\$41.55
49021	BATTERIES PLUS BULBS #245	10/7/2016	\$118.09
49022	BRIAN BOUTON	10/7/2016	\$954.00
49023	CENTURYLINK - Phones & Data lines	10/7/2016	\$3,176.29
49024	CHUCKALS OFFICE PRODUCTS	10/7/2016	\$158.51
49025	CINTAS CORPORATION #461	10/7/2016	\$193.64
49026	CLASSY CHASSIS	10/7/2016	\$51.17
49027	CLOVER PARK KIWANIS CLUB	10/7/2016	\$240.00
49028	COMCAST	10/7/2016	\$367.57
49029	COSTCO WHOLESALE	10/7/2016	\$1,660.68
49030	CURTIS ZIESENISS	10/7/2016	\$742.20
49031	DSHS - OPERATIONS SUPPORT & SERVICES DIVISION	10/7/2016	\$1,412.60
49032	DOUG CHRISTENSEN	10/7/2016	\$116.24
49033	DR. NANCY K ROTHBAUER	10/7/2016	\$760.00
49034	DR. STEVE FRIEDRICK MD PS	10/7/2016	\$2,750.00
49035	DR WILLIAM B PARKER, DDS	10/7/2016	\$1,685.00
49036	FISHERIES SUPPLY, INC	10/7/2016	\$429.55
49037	FLOHAWKS	10/7/2016	\$339.69
49038	FOURNIER INS SOLUTIONS - CD&B	10/7/2016	\$132,866.00
49039	GARY MCVAY	10/7/2016	\$153.43
49040	GM FINANCIAL LEASING	10/7/2016	\$361.17
49041	GRAINGER	10/7/2016	\$681.84
49042	HAMMOND KNOLL	10/7/2016	\$566.62
49043	HISTRENGTH BOLT	10/7/2016	\$200.76
49044	JAMES MCCLURE	10/7/2016	\$67.36
49045	JOSEPH QUINN, PS	10/7/2016	\$72.00
49046	KRONOS, INC	10/7/2016	\$2,363.04
49047	LAKEWOOD HARDWARE & PAINT	10/7/2016	\$162.83
49048	LAKEWOOD WATER DISTRICT	10/7/2016	\$86.90
49049	LARSCO, INC	10/7/2016	\$576.87
49050	LIFE ASSIST	10/7/2016	\$5,164.28
49051	L&L PRINTING, INC.	10/7/2016	\$741.44
49052	L.N. CURTIS & SONS	10/7/2016	\$224.61
49053	MICHAEL KEOHI	10/7/2016	\$448.00
49054	MIKE SHUSTER	10/7/2016	\$484.20
49055	NARROWS MARINA - MOORAGE&UTILITIES	10/7/2016	\$1,227.59
49056	NARROWS MARINA - FUEL	10/7/2016	\$358.72
49057	NIC BRITTON	10/7/2016	\$3,864.05
49058	OWENS PRESS, INC	10/7/2016	\$29.54

49059	PACIFIC POWER GROUP	10/7/2016	\$30,435.06
49060	P.C.F.D. 3 - WPF&R	10/7/2016	\$11,204.00
49061	PIERCE COUNTY ASSESSOR-TREASURER	10/7/2016	\$7,332.88
49062	PCRCD, dba LRI-SALES ROAD	10/7/2016	\$63.48
49063	PIERCE COUNTY SEWER	10/7/2016	\$642.70
49064	P.S.E.	10/7/2016	\$1,697.71
49065	RICK SNODGRASS	10/7/2016	\$593.50
49066	RON JONES POWER EQUIPMENT	10/7/2016	\$546.95
49067	DAVID RYAN MCGRADY	10/7/2016	\$317.14
49068	SEAPORT	10/7/2016	\$1,045.50
49069	SHARP BUSINESS SYSTEMS	10/7/2016	\$217.98
49070	SHARP BUSINESS SYS- S/N 65065585	10/7/2016	\$326.09
49071	SHAWN MAHONEY	10/7/2016	\$740.71
49072	SITECRAFTING, INC.	10/7/2016	\$75.00
49073	SOUND PEST SOLUTIONS	10/7/2016	\$92.99
49074	SPRAGUE PEST SOLUTIONS	10/7/2016	\$284.44
49075	STANDARD PARTS	10/7/2016	\$75.49
49076	STERICYCLE, INC	10/7/2016	\$52.67
49077	STEVE JEFFCOAT	10/7/2016	\$44.90
49078	SUMMIT TOWERS, LLC	10/7/2016	\$2,545.66
49079	TACOMA DRY CLEANERS, INC	10/7/2016	\$1,813.84
49080	TANNER ELECTRIC	10/7/2016	\$53.87
49081	THE DAILY DISPATCH, WFCA	10/7/2016	\$530.00
49082	THYSSENKRUPP ELEVATOR CORP	10/7/2016	\$598.18
49083	VALLEY FREIGHTLINER, INC	10/7/2016	\$264.69
49084	WESTERN PETERBILT, INC.	10/7/2016	\$29.75
49085	WEST MARINE PRO (FKA PORT SUPPLY)	10/7/2016	\$123.29
49086	West Coast Paper / WCP SOLUTIONS	10/7/2016	\$546.89
49087	WILLIAMS OIL FILTER SERVICE	10/7/2016	\$95.70
			<u>\$228,453.19</u>

WARRANT REGISTER FUND: GENERAL FUND

Board Date:  
9/7/2016

Batch:  
9.07 PAP

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

Document Number	Vendor Name	Document Date	Document Amount
48921	JEFF WALKER	9/7/2016	171.45
			171.45



FPD #3 686.003 AP

Board Date:

Batch:

WARRANT REGISTER FUND: GENERAL 9/6/2016

MISSED JE. WALKER

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

Document Number	Vendor Name	Document Date	Document Amount
48920	JEFF WALKER	9/6/2016	438.53
			<b>438.53</b>



# 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 2016 Alarm Report

August 2016 Alarms	1417
September 2016 Alarms	1211 (-206)
<b>Sept. 2016 vs August 2016</b>	<b>-14.5%</b>
September 2015 Alarms	1246
September 2016 Alarms	1211 (-35)
<b>Sept. 2016 vs Sept. 2015</b>	<b>-2.8%</b>
2015 Alarms YTD	11492
2016 Alarms YTD	11976 (+484)
<b>2016 vs. 2015</b>	<b>4.2%</b>

<i>West Pierce Fire &amp; Rescue 2015-2016 Alarm Comparison</i>					
Month	2015	YTD	2016	YTD	2016 YTD +/-
Jan	1217	1217	1436	1436	219
Feb	1091	2308	1230	2666	358
Mar	1254	3562	1402	4068	506
Apr	1162	4724	1266	5334	610
May	1236	5960	1310	6644	684
Jun	1430	7390	1302	7946	556
July	1409	8799	1402	9348	549
Aug	1447	10246	1417	10765	519
Sept	1246	11492	1211	11976	484
Oct	1386	12878			
Nov	1267	14145			
Dec	1332	15477			

*Respond Efficiently • Execute Flawlessly • BE NICE!*