

**PIERCE COUNTY FIRE DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
APRIL 18, 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 Rankin excused. Also in attendance D/C Sagers, D/C Roth, A/C Tinsley, A/C Norton, A/C McCurdy, Director Wick and Community Relations Manager Weekes. A sign-in sheet was provided for additional attendance.

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

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

PRESENTATION

- Merit Award – Chief Sharp awarded Captain Garrett Smith the Medal of Merit, in recognition of his assistance with a Tacoma Police Officer. Commissioners and Staff congratulated Captain Smith on a job well done.
- Merit Award – Chief Sharp and FF Rob Mayzak awarded FF Troy Heidal the Medal of Merit, in recognition of his assistance at a birthday party with FF Mayzak's Grandma. FF Mayzak thanked FF Heidal for his assistance. Commissioners and Staff congratulated FF Heidal on a job well-done.
- Valor Award – Chief Sharp awarded FF Jonathan Tinsley the Medal of Valor for his actions with limited regard for his own personal well-being and safety helping a husband and wife who were attacked by an unknown subject. FF Tinsley took the subject down and subdued him until police officers arrived. FF Tinsley's actions were courageous and earned him the highest award given. This is FF Tinsley's third Valor Award. Commissioners and Staff congratulated FF Tinsley for a job well-done.
- Letter of Commendation – Chief Sharp presented Captain Mark Tinsley a Letter of Commendation for his actions during FF Tinsley's Valor Award. Captain Tinsley called 911 and took care of his grandchildren to allow FF Tinsley the opportunity to subdue the subject. Commissioners and Staff congratulated Captain Tinsley on a job well-done.
- Deputy Chief Promotion – Chief Sharp presented Deputy Chief Karl Roth with a Letter of Promotion and briefed the Board on D/C Roth's accomplishments. D/C Roth's wife, Stephanie, pinned him with his badge. D/C Roth took his oath of office presented by Chief Sharp. D/C Roth thanked Commissioners, Staff, his wife, and fellow employees for their continued support for him and commented on how fortunate he feels to take on this new position. Commissioners and Staff congratulated D/C Roth on his new position and a job well-done.
- Administrative Professionals Day Proclamation – Chair Sheeran read the proclamation and presented Kim Cacciaguidi, PFSAG Guild Sec/Treas and Administrative Manager with the proclamation. Thanked the Administrative staff for their hard work.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of April 04, 2017. Warrant 50701 totaling \$10,000.00. Warrants through 50702 through 50776 totaling \$394,403.50. March Alarm Summary. March Payroll \$2,039,770.67.

Consent Agenda approved unanimously.

CORRESPONDENCE

- Thank you letter from Steilacoom Historical School District No.1
- Letter to Representative Denny Heck from Rachel Adler

CITIZEN COMMENTS - None

STAFF REPORT

- Recent Incidents – A/C Tinsley briefed the Board on two recent incidents:
 - Mutual aid call with Gig Harbor Fire & Medic One. Car went into the water at Horsehead Bay boat launch. WPFR dive team and swimmers responded and the individual who was in the vehicle was brought to shore and unfortunately did not survive. Crews were very prepared and did a great job at the scene.

- House fire on April 7 off Meadows Street in Lakewood was a small cottage fully involved. No one was inside and the fire was extinguished with no damage to the main home. Investigation found that an unwanted guest had set the fire and the suspect has been arrested.
- DRS Audit – Director Wick briefed the Board on the recent DRS compliance audit. Three auditors were on site for two and a half days. Director Wick briefed the Board on their review of payroll and contracts and commented on their findings. Exit interview will be in the next few weeks. Chief Sharp also commented on the hard work Director Wick and her staff put in to these audits. This is the first audit of DRS in almost 20 years. Thanked Director Wick and her staff for their hard work.
- Grange Location – D/C Roth updated the Board on the purchase of the property on Grange. D/C Roth is working with an attorney, James Guerrero and the title company to get environmental, and any needed paperwork approved to finalize the sale.
 - The new fire engine is in the apparatus bay at Station 31 for the Commissioners to take a look at.
- Chiefs Report – Chief Sharp briefed the Board on the following:
 - Two recruits were released from the Academy. Briefed the Board on their release. The five remaining recruits are doing a fantastic job. The positions will be worked into the budget process for next year.
 - Updated the Board on the Presidents memo regarding our FEMA Grants. The AFG, SAFER and Prevention grants are safe for this year as they will be included in the Department of Homeland securities budget which has not been cut. The 2017 Prevention Grant has just opened and will keep the Board updated on information regarding these grants.
 - Quarterly report is in the Commissioners Board packets. Committees have been established for Recruitment & Retention, which falls under the District's Equity & Empowerment Initiative, EMS and Labor Management committees. Meetings have been taking place and response has been great. Looking forward to the output from these committees.
 - Prevention Division has new technology equipment which is improving the efficiency of inspections and is working well. Inspectors are able to process their work more efficiently.
 - Community activities:
 - LERA conference with both labor groups. Great information and good collaboration and team building.
 - EFN breakfast was well attended. Great organization that gets awesome support.
 - April 22nd is the Rotary Sportsman Auction. Great event that supports the community.

NEW BUSINESS - None

ACTION ITEMS

- Board Policy 2060 and 1020 with proposed revision. Chief Sharp briefed the Board on both the action items presented at the April 04, 2017 Board meeting as a first reading. Chief Sharp requested approval of both of these Board policies with proposed revision.
Commissioner Dalton motioned for approval of Board Policy 2060 and Board Policy 1020.
Commissioner Clancy seconded. Both Board policies 2060 and 1020 were approved unanimously.

BOARD COMMENTS

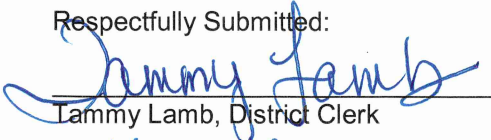
- **Commissioner Erb** – Congratulated D/C Roth on his promotion. Thanked everyone for their hard work and what a great department this is to work for. Congratulated the Merit and Valor recipients.
- **Commissioner Clancy** – Echoed Commissioner Erb's comments and Congratulated D/C Roth.
- **Commissioner Dalton** – Echoed Commissioner Erb and Clancy. Congratulated D/C Roth and commented on all his hard work for the department. Likes to see how involved our crews are in the community. Very proud of their work
- **Chair Sheeran** – Congratulated all the recipients of the Merit and Valor awards. Likes to see all the coworkers and family who show up in support. Thanked the administrative support personnel for their work. Thanked Director Wick and her staff for their hard work on the DRS audit. Thanked everyone for their continued hard work.

ADJOURNMENT

There being nothing further to come before the Board, the meeting was adjourned at 6:23.

Next meeting May 02, 2017, Station 31 @5:30

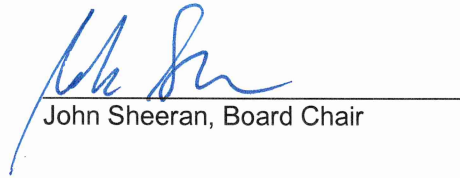
Respectfully Submitted:



Tammy Lamb, District Clerk



Koree Wick, District Secretary



John Sheeran, Board Chair