

**PIERCE COUNTY FIRE DISTRICT 3  
WEST PIERCE FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
MAY 01, 2018**

Chair Dalton 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 Tinsley, D/C Roth, A/C Norton, A/C McCurdy, A/C Boltz, and Director Wick. A sign-in sheet was provided for additional attendance. This was a meeting at Station 21.

All rose for the pledge of allegiance.

**APPROVAL OF AGENDA**

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

**PRESENTATION**

- Deputy Chief Promotion – Paul Tinsley – Chief Sharp commented on all of A/C Tinsley's hard work as the Assistant Chief over the last ten years. Acknowledged his promotion and stated how thankful he is that he has taken this new role as Deputy Chief. Chief Sharp read his promotion letter. Paul's wife, Cindy, came forward to pin him with his new Deputy Chief badge. D/C Paul Tinsley took the oath of Deputy Chief and Chief Sharp presented him to the Board.
- Assistant Chief Promotion – Mike Boltz – Chief Sharp commented on all of Captain Boltz's hard work as a Captain and all the work he has accomplished in training departments new recruits. Chief Sharp read his promotion letter. D/C Tinsley presented Mike his new white helmet for his Assistant Chief position. Mike's brothers came forward and pinned his new collar brass. Mike's wife, Dee, came forward to pin him with his new Assistant Chief badge. A/C Mike Boltz took the oath of Assistant Chief and Chief Sharp presented him to the Board.
- Captain Promotion – Steve Vukich – Chief Sharp commented on the hard work of FF/E Vukich and commented he worked on the same crew back in the University Place fire days. Thanked Steve for his hard work and dedication in filling this position. Chief Sharp read his promotion letter. A/C came forward with the new red Captain's helmet. Steve's kids came forward to pin his new collar brass. Steve's wife, Brooke, came forward to pin him with his new Captain's badge.
- Engineer promotion – Brian Bouton – Chief Sharp commented on the hard work of FF Bouton's and all the hard work he puts in to our CERT program. Thanked Brian for his hard work. Brian's wife, Deb, came forward to pin him with his new Engineer badge.

All four new promotions went through and the Board and Staff congratulated them on their hard work and promotions.

**Chair Dalton** adjourned the meeting at 5:40 to take pictures and congratulate the four new promotions.

**Chair Dalton** called the meeting was called back to order at 6:00.

**CONSENT AGENDA**

The Consent Agenda consisting of Board Minutes of April 17, 2018. Warrants 54753 through 54807 totaling \$154,121.89. Warrants 54821 through 54885 totaling \$264,822.94. Warrant 54886 totaling \$408.61. March 31, 2018 Finance Report. April payroll \$2,218,264.29.

**Consent Agenda approved unanimously.**

**CORRESPONDENCE –**

- Thank you letter from Dorothy Buck for assisting with funeral services for David Buck.
- Thank you letter from Pierce County Sheriff for the help with Daniel McCartney's funeral service.
- Thank you letter from Pierce County DEM for helping with the memorial service for Mike McCaffree.

**CITIZEN COMMENTS - None**

**STAFF REPORT**

- Youth Academy – Director Wick briefed the Board on the upcoming Youth Academy which will be the last weekend in July. This year, rather than the six week/one evening a week schedule, the academy will be two full days July 28<sup>th</sup> & 29<sup>th</sup>. WPFR is still working with the Boys and Girls Club and is also opening it up to the junior and senior high schoolers in the district. Applicants must be 14-18 years old. 36 candidates will be accepted. If you know of anyone interested please let Director Wick know.

- GEMT update – Director Wick updated the Board on the GEMT submission process that was due the end of April. Reviewed the process and how revenue is calculated. Director Wick will break down the GEMT money on the finance report to easily track these funds.
- Recent Incidents – D/C Tinsley briefed the Board:
  - The marine boat, Endeavor, was called to the recent house fire in Gig Harbor. Heavily involved with minimal access to a water supply from the road. Crews on the fire boat did a great job fighting the fire.
  - Apartment Fire at Arbor Apartments. Young man tried to break the glass for the fire extinguisher and hurt hand which was the only injury. Crews quickly contained the fire to one unit, there was water damage to a unit below. Cause of fire under investigation.
  - Three dumpster fires in Station 20 area. LPD was called to investigate as all three were in close proximity to each other. Investigation still pending.
- Chiefs Report – Chief Sharp:
  - Received notification of a community meeting on May 14, 2018 for a possible annexation of property to the City of Tacoma in the Manitou area. Currently this property is unincorporated and part of the district. Property is a six block range, two blocks deep and has 96 parcels. The tax revenue value is approximately \$80,000 in 2018. Chief Sharp stated he will be attending this meeting to gather more information and will update the Board.  
**Commissioner Rankin** asked the outcome of the 13 parcels in Fircrest. Chief Sharp stated it made sense to incorporate these into Fircrest and WFPR had no opposition.
  - Chief Sharp commented the first meeting in August is National Night out and the second meeting date is a fundraiser several staff will be attending. Advised the Board a Special Meeting request will be brought to the Board for July 31, 2018 to accommodate the canceling of both of the August meetings and will also coincide with the graduation of the Youth Academy which is the 28<sup>th</sup> and 29<sup>th</sup> of July.
  - Community Events
    - Disaster Preparedness day was April 21<sup>st</sup> at the Lakewood YMCA. Great event with a lot of CERT participation and staff. Safety information was handed out and sign up for the next CERT class was offered.
    - YWCA luncheon was attended by staff.
    - Light my Fire fundraiser attended by staff.
  - Upcoming Events
    - Recruit graduation is May 9, 2018 at 6 PM at McGavick.
    - May 14, 2018 is the Pierce County meeting on the annexation of the Manitou parcels.
    - Chief Sharp will be presenting the State of the District at the Lakewood City meeting on May 14, 2018.

## NEW BUSINESS

Request for retiree medical benefits – Chief Sharp commented on the letter that was received by the Board from a retiree. The letter was put in the Board packet for review. Chief Sharp provided information and history on the current Board Resolution on file. He summarized the background of the retiree's request. Board members discussed the options and details of the program. The Board had discussion regarding the request. **Commissioner Rankin motioned to deny the retiree benefit request. Commissioner Erb seconded. All approved unanimously.** Chief Sharp was directed to draft a letter to the retiree and bring to the Board for approval.

- Grant Erb Board resignation – Chief Sharp briefed the Board on the sad news of Commissioner Erb resigning. Commented on the process of appointing a commissioner and how the terms of election work. The Board has 90 days to fill the position.  
**Chair Dalton, Commissioner Rankin, Commissioner Sheeran accepted Commissioner Erb's Letter of Resignation.**

## ACTION ITEMS

- MSO Job Description – Chief Sharp briefed the Board on the action requesting the new job description. In the 2014 contract negotiations three shift MSO promotional positions, one on each shift, were agreed upon. There currently is no job description. These positions will be filled through a promotional process and will not create any new FTE's.  
**Chair Dalton asked for motion for approval of the MSO Job Description. Commissioner Rankin motioned. Commissioner Sheeran seconded. All approved unanimously.**

## BOARD COMMENTS

- **Commissioner Rankin** – Will be missing the May 15, 2018 Board meeting as he has another meeting to attend. Thanked those involved with the Recruit Academy for all their hard work with training. Great to see the promotions.

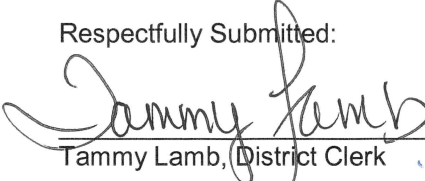
- **Commissioner Sheeran** – Nice to see all the families attend the promotions. Says a lot about the support the employees have. Echoed Commissioner Rankin's comments on the Recruit Academy.
- **Commissioner Erb** – Thanked those involved with the Recruit Academy for all their hard work. Congratulated all four employees on their promotions. Great asset to the department.
- **Chair Dalton** – Congratulated all on their promotions. Nice to see the Recruit Academy is getting close to graduation. Thanked all the employees for their hard work.

## ADJOURNMENT

There being nothing further to come before the Board, the meeting was adjourned at 6:32 PM.

Next meeting May 15, 2018, Station 31 @ 5:30 PM

Respectfully Submitted:

  
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Tammy Lamb, District Clerk

  
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Bart Dalton, Board Chair

  
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Koree Wick, District Secretary