

**PIERCE COUNTY FIRE DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
AUGUST 15, 2017**

Chair Sheeran called the meeting of the Board of Fire Commissioners to order at 5:31 p.m. A quorum was present with Commissioner Dalton excused. Also in attendance D/C Roth, A/C Tinsley, 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 Rankin moved to approve the agenda. Commissioner Clancy seconded. Motion approved unanimously.

PRESENTATION

- Youth Academy Graduation – Chief Sharp briefed the Board and citizens on the origin of the Youth Academy and the partnership with the Lakewood Boys and Girls Club. The Cadets were a part of a six week academy which met once weekly, teaching them the basic skills and training of becoming a firefighter. Captain Mark Giron, Captain Matt Wagner and Captain Erik Morin, along with several other WPFR personnel, worked very hard with these cadets to teach them the fundamentals and values that a firefighter needs. Chief Sharp and Captains Giron, Wagner and Morin presented each cadet with a plaque certifying their weeks of hard work. Each cadet also received a fire department coin. Chief Sharp also present the Lakewood Boys & Girls Club Program Director, Sau Sau Pritchard, with a plaque and photo of the cadets and thanked her for her dedication and hard work to make sure the cadets were taken care of. Ms. Pritchard thanked the Captains and the department for this awesome opportunity. Commissioners and Staff congratulated all cadets and Ms. Pritchard.

Chair Sheeran adjourned the meeting for ten minutes at 5:43 for pictures.

Chair Sheeran called the meeting to order at 5:53

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of July 18, 2017. Warrants 51429 through 51532 totaling \$341,790.43. Warrants 51533 through 51580 totaling \$982,933.14. Warrants 51593 through 51657 totaling \$134,282.90. Warrants 51658 through 51668 totaling \$16,751.23. Warrants 51669 through 51691 totaling \$12,377.75. July Alarm Summary. July Payroll \$2,149,849.34. Finance Report June 2017.

Consent Agenda approved unanimously.

CORRESPONDENCE

- Thank you letter from Pacific Lutheran University for hosting a student intern from the Kinesiology Department.
- Thank you letter from a citizen to our firefighters.

CITIZEN COMMENTS - None

STAFF REPORT

- Audit Update – Director Wick updated the Board on the DRS audit. A phone conference is scheduled for Wednesday the 16th as the auditor still has a couple of questions and Director Wick hopes to have an exit conference scheduled soon after. The State Audit began today. State Auditor will be performing a State and Federal Single Year Audit. Accountability Audit will be later in the year as the current auditor will be taking a leave. Fraud auditor will also be out to review the narcotic theft investigation later this year as well.
- Prevention Update – A/C McCurdy updated the Board on the following:
 - B & I compliancy requests. The deadline was extended from August 1, 2017 to August 15, 2017 at 5 PM. WPFR is working closely with the city on the requirements that need to be met. As of 3 PM no requirements had been received. Action will be taken if documents are not in hand by 5 PM.
 - CCTA /FEMA Complex Coordinated terrorist Attacks grant which King County applied for has been awarded and WPFR has been included. A/C McCurdy has been working with King County and we are excited for this opportunity to work with this program.
 - “Ready to Learn” Caring for kids event we gave away 240 helmets, the helmets were funded by West Pierce CARES. Great event.

Chair Sheeran and asked about the owner of the B & I and why we have not been able to get ahold of them. Commissioner Rankin asked about the City of Lakewood involvement. A/C McCurdy and Chief Sharp commented that both WPFR and the City of Lakewood were in partnership with the dealings and requirements. Chief Sharp thanked A/C McCurdy for her hard work in these dealings.

- Chiefs Report – Chief Sharp briefed the Board:
 - SAFER grant has been awarded, totaling \$988,889.00 over three years. This grant is for three firefighter positions on a declining cost share basis. Chief Sharp briefed the Board on the dollars we will receive. This now puts Tammy Lamb over the 2 million dollar mark for grant dollars.
 - The Station Alerting grant has now been closed out. Money spent was spent correctly but the allocation of each agency and the dollars allocated has been corrected. Director Wick is now determining which agencies and equipment transactions need to be reimbursed.
 - The 2018 SS911 allocation schedule has been provided, a flat 2.5% increase across the board. This puts WPFR cost at \$740,000.00. This represents a 10% decrease from 2014. Lowest we have been since 2011. Rates have been kept consistent.
 - SS911 had an evacuation last week. The UPS system which is the backup power supply failed and the Halon system was activated, forcing an evacuation. Fire Comm took all the calls and the transition went well. SS911 was up and running within a couple of hours.
 - There has been an increase in volume from McNeil Island for EMS transport. Director Wick and A/C Tinsley will be working with them on a contract which will account for the utilization of these services.
 - VA has also had an increase in EMS call volume. WPFR has a fire protection contract not an EMS contract. The VA is out of the district and has a private ambulance contract set up but the private ambulance service has been unreliable. Director Wick has sent several emails to the VA to discuss options for providing a contract for services.
 - Grange property options that were discussed in last month's Executive Session have been analyzed and found that this property is not viable and project costs are too high. Property was let go and the search will still be in place to find other properties.
 - Chief McCurdy and B/C Sumerlin have both been appointed to IAFC national committees. This is a great opportunity to have them both on this National level.
 - Entry level Firefighting applications have opened on Monday the 14th. 160 applications have been received so far.
 - D/C Sagers and Roth kicked off the Strategic Planning Process with its first committee meeting. Commissioners Erb and Clancy represented the Board. They are excited about the strategic plan and where we want to be and how to get there.
 - National Night Out was a huge success. Lakewood and University Place had over 75 parties. Crews and staff did a great job in the community.
 - FRI Conference was attended in Charlotte by a number of staff. Chief Sharp felt like WPFR has done a good job staying up on the latest issues in the fire service. PTSD and suicides are a big part of the fire service and we are working on conversations and topics with the union to stay on top of keeping our employees physically and mentally safe.
 - Fill the boot for MDA is upcoming. August 20, 2017 and September 10, 2017. Come out and show your support.
 - September 9, 2017 is the Light My Fire Auction. This organization is a great partnership and very involved in the fire service.
 - October is the Washington Fire Commissioners conference in Spokane. Commissioners should have received the flyer with all the information.
 - National Night out Safe Street group has a breakfast and Chair Sheeran will let Tammy know all the details. Chair Sheeran would like to see some staff and commissioners in attendance.
 - Behind the Badge golf tourney fundraiser is upcoming also.

ACTION ITEMS - None

BOARD COMMENTS

- **Commissioner Rankin** – Commented he will be attending the Washington Fire Commissioners conference in Spokane. Thanked the department for their hard work on National Night out. Received many compliments from citizens on the fire department. Commented that Sunset Beach has really turned into a nice area. Commissioner Bosch, from District 16, passed away in July and was a commissioner for 12 years. Thanked the Board members for allowing him to be on the State Agency Board. Thanked Director Wick for her work with the DRS audit. The DRS audit process has been commented on at many commissioners meetings.
- **Commissioner Clancy** – Impressed with the Youth Academy process and the partnership with the Boys and Girls Club. Excited that we were able to offer the academy. Thanked staff for putting the academy together.

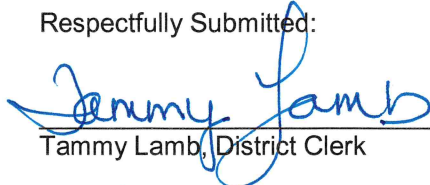
- **Commissioner Erb** – Commented that it is a great testimony to have two Chiefs on the IAFC National level. Thanked A/C McCurdy and B/C Sumerlin. Excited to see the Youth Academy and thanked all involved.
- **Chair Sheeran** – Commented on the McNeil Island and VA transports. Glad to see discussion is taking place to make sure these transports are not taking away from transports needed within the district. Chief Sharp stated this was part of the discussion and would update the Board on the progress. Thanked staff and crews for their work with the Youth Academy. Great program and he hopes to see it continue and partner with other agencies. Chief Sharp stated they would be having a briefing on all the costs and look into maybe partnering with civic clubs to get more of the community involved.

ADJOURNMENT

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

Next meeting September 5, 2017, Station 31 @ 5:30

Respectfully Submitted:



Tammy Lamb, District Clerk



John Sheeran, Board Chair



Koree Wick, District Secretary