

**PIERCE COUNTY FIRE DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
SEPTEMBER 05, 2017**

Chair Sheeran 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 McCurdy, Director Wick. 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

- Proclamation – National Preparedness Month – Chair Sheeran read the Board the proclamation and commented on the importance of our community being prepared. The wildfire season has been devastating to some communities and commented how nice it is to see WPFR so involved with community preparedness.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of August 15, 2017. Warrants 51692 through 51752 totaling \$578,345.04. Warrants 51753 through 51840 totaling \$431,549.87. Finance Report July 2017.

Consent Agenda approved unanimously.

CORRESPONDENCE

- Thank you letter from Martha Larkin, City of Lakewood, for a ride along.

CITIZEN COMMENTS - None

STAFF REPORT

- Audit Update – Director Wick updated the Board on the Audits:
 - DRS – Exit conference was last week and Chief Sharp and Finance Manager Roth sat in also. The two findings that were found were no surprise as a DRS audit had not occurred since we have merged. No monetary penalties and the findings are now corrected and will be incorporated in with new employees. Final report should be here shortly.
 - Medicare – System Design has provided all documentation to Medicare and has been doing a great job clearing up any issues and/or errors. Director Wick has been working with System Design on any billing errors and questions and will update the Board on the final report once finalized.
 - State – State auditors are still here and are close to finishing up the financial audit. Later this year they will be back to do the accountability piece of the audit. The fraud audit will also take place later this year in regards to our investigation on theft of narcotics.
Commissioner Rankin and Sheeran had questions regarding the audits. Director Wick commented on the audits and will update the Board once audit reports are final.
- Prevention Update – A/C McCurdy updated the Board on the following:
 - B & I closure update – A/C McCurdy is working closely with the City of Lakewood on the many issues to reopen. Power was shut off to 80% of the building. 20% is still on as Tacoma Power still has this power under them. Fire Protection engineering report was received and WPFR and the City asked for more information for the report. WPFR and the City are working very closely with the owner and the owner's agent to find a solution to reopen. Structural Engineering report has been put on hold to allow the owner more time.
Commissioner Dalton commented on the public and the messaging and comments. A/C McCurdy stated that thanks to Facebook and the article in the TNT that the public message was well received and the hardest part was the tenants and the frustration of not being updated from the owner.
A/C McCurdy will keep the Board updated on the progress and findings as they occur.
 - Disaster Preparedness month – A/C MCCurdy commented to the Board on the public campaign in September to spread the word on tips to prepare for a disaster. Great timing with all of the wildfires

and hurricanes we are seeing. Rachel has been working with Jenny on supplying the website with lots of information for the public. CERT has also been working on training and classes all summer long. The new AmeriCorps volunteer has started. She is from University Place and is very excited to get started and be a part of the program.

- GEMT Update – D/C Sagers briefed the Board on the recent updates to GEMT. WA Fire Chiefs will be offering seminars this month to document cost reporting and updating the reporting system and how reporting needs to be done. Director will be attending the conference along with Chief Sharp and D/C Sagers. Phase 3 is now in affect and the host agency will be billing the partner agencies soon. D/C Sagers is encouraged to see things are moving along. Will keep the Board updated on any progress.
- Chiefs Report – Chief Sharp briefed the Board:
 - Response teams may be deployed to Hurricane Harvey or Irma. We have two employees who may go second wave on the Washington Task Force and five that are on the Incident Management team. Paperwork has been submitted and will know soon if activated. These teams may also be asked to help in the wildfire fires in Eastern Washington.
 - Upcoming activities –
 - Community Assets Luncheon
 - Light My Fire Auction in Tukwila
 - Fill the Boot at the Lakewood Towne Center. Sept 10th.
 - September 11, noon at the Lakewood City Hall and 6:30 at Station 31 will be ceremonies in remembrance of 9/11.
 - September 13, is the Safe Streets Breakfast at the Landmark.
 - Blood and Bone Marrow drive is September 13, at Lakewood Police department
 - September 19 Board meeting will be a Meet and Greet at Station 21 at 5 pm

BOARD COMMENTS

- **Commissioner Erb** – Thanked D/C Sagers for his work with GEMT. Thanked A/C McCurdy for her work with the B & I. Thanked Director Wick for her hard work on all of the audits. Keep up the good work.
- **Commissioner Rankin** – He will be in Thurston County for the next meeting. Thanked A/C MCCurdy, Director Wick and D/C Sagers for all their hard work with their projects.
- **Commissioner Clancy** – No comments at this time.
- **Commissioner Dalton** – Thanked everyone for their hard work. Hoping with all the dry weather there are no more fires and glad we are working to keep our firefighters and community safe. Thanked D/C Sagers for his work with GEMT.
- **Chair Sheeran** – Thanked D/C Sagers for all his energy with GEMT and the tough challenges the process has been along the way. Thanked A/C McCurdy for her work with the B & I. Thanked Chief Sharp for the reminder to the Board of all the community work the department does every day. Nice to see staff and all the firefighters involved in the community.

Chair Sheeran adjourned the meeting at 6:03 for an 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.

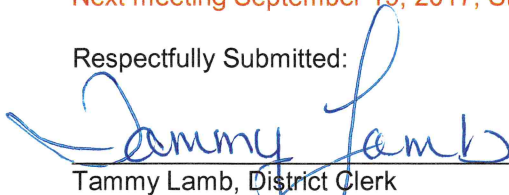
At 6:23 Chair Sheeran called the meeting back to order.

ADJOURNMENT

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

Next meeting September 19, 2017, Station 21 @ 5:30

Respectfully Submitted:


Tammy Lamb, District Clerk


Bart Dalton, Board Vice Chair


Koree Wick, District Secretary