

**PIERCE COUNTY FIRE DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
OCTOBER 16, 2018**

Chair Dalton called the meeting of the Board of Fire Commissioners to order at 5:30 p.m. All Commissioners were in attendance. Also in attendance D/C Tinsley, A/C Boltz, A/C McCurdy, Communications Media Manager Jenny Weeks. 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

- Community Appreciation Award – Ronald Sheckler – Chief Sharp brought forward Mr. Ronald Sheckler. Mr. Sheckler is a citizen who stepped up during the Ketron Island plane crash and used his tractor to clear a path to the fire and crash site for our firefighters. Chief Sharp briefed the Board on the incident and commented how Mr. Sheckler had property out on the island. The help Mr. Sheckler provided was vital to getting our crews to the crash site and to a water source, as Ketron Island does not have fire service on the island. A video cam was show showing the logistics of getting to the area of the crash. Chief Sharp thanked Mr. Sheckler for his amazing service and hard work. A Community Appreciation Award was given to Mr. Sheckler. Mr. Sheckler then commented to the Board regarding his overview of the incident. He gave Chief Sharp a plaque of appreciation from the residents of Ketron Island, thanking the department for their hard work. Commissioners and staff thanked Mr. Sheckler for his community service.

Chair Dalton adjourned the meeting at 5:40 for pictures and congratulations

Chair Dalton called the meeting back to order at 5:47.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of October 02, 2018. Warrants #55924 through #55999 totaling \$457,699.88. September 30, 2018 Finance Report. September payroll \$2,245,608.51.

Consent Agenda approved unanimously.

CORRESPONDENCE – None

CITIZEN COMMENTS - None

STAFF REPORT

- Recent Incidents – A/C Boltz briefed the Board on the recent incidents:
 - Friday October 12, 2018 a Motor Vehicle accident on I5 & 512. Three passenger transported.
 - Saturday October 14, 2018 a train vs pedestrian fatality accident down at Chambers.
- Chiefs Report – Chief Sharp briefed the Board:
 - SOG 214 – Identity Theft Prevention Annual Report
 - Chief Sharp commented on the SOG 214 which is the annual report to the Board regarding any internal or external identity theft. Please to announce there was no identity theft for the year.
- Community activities
 - Caring for Kids fundraiser raised over \$4000.00.
 - Clover Park Kiwanis Auction.
 - Chief Sharp attended the Council meeting held at the new pavilion at Fort Steilacoom Park
- Upcoming events
 - Exchange students from China will be visiting the Station. Pictures with the fire truck and tour of the station.
 - October 18, 2018 at 10:18 is the Great Shakeout. Take cover and be prepared for earthquakes.
 - October 20, 2018 is Fall Safety Days at Station 21. Lots of pumpkins and fun for the kids.
 - October 27, 2018 Chief Sharp will be attending the Children's Hospital of Seattle fundraiser
 - November 1, 2018 is the Strategic Planning meeting for Washington Fire Chiefs.
 - November 1, 2018 is also the candidate reception for our new hires. A list will be established after the reception.

NEW BUSINESS

- Communications Report – Chief Sharp briefed the Board on the consultant's report that was prepared by Lisa Hilligoss. Briefed the Board on the process of how the report was requested. Strategic Planning survey had long list of issues of communications, transparency and disconnect from the divisions. Board had asked for a review of the report. Topics discussed to the Board:

Communications

1. Increase Fire Chief/staff/employee interactions
 - FC now attending Ops meetings and BC/Capt. Meetings.
 - Shift BCs asked to attend Big Staff meetings.
 - Chief at remote office at Station 20 once a week on Mondays.
 - FC currently meeting with all employees and workgroups to review study.
2. Breakdown divisional silos
 - Implemented quarterly department lunches.
 - Eliminate web X for Chiefs meetings, employees attend in person.
 - Negotiated new Day Shift Orientation Program for Captains and BCs.
3. Increase in communication forums.
 - Increased internal messaging (Hot Sheets, e-mail, etc.)
 - Now repeating messaging in multiple forums, adding additional lead time for internal communications plans.
 - Added text notifications for key department information.

Training

1. Diversity training.
 - The equity team is already the largest employee driven committee with 26 members, 2 staff, 17 suppression, 7 day shift
2. Training for executive team; emotional leadership, communications, personal coaching.
 - HR working on developing a multi-year training plan
3. Develop leadership training program for all new supervisors.
 - Captain Zieseniss developing a program as part of his capstone project.
 - Once completed will work with training on program development.
 - Leadership symposium scheduled for November.
 - Will be scheduling captain's forum in early 2019.
4. Customer service training.
 - Look to bring in customer service training for all day staff in 2019.
5. HR training.
 - Julie Walker moved to Executive Staff hallway. Before report came out decision to move Julie was made.
 - Scheduling HR training in early 2019 for all staff and supervisors.
 - Scheduling documentation and employee evaluation training for academy instructors prior to the start of academy.
 - Scheduling documentation and employee evaluation training for all supervisors in early 2019.
6. Budget training.
 - Budget 101 with all BCs, managers and labor leaders.
 - Changed budget process to included labor leaders in all development meetings.

Additional Items

1. Regularly scheduled LM meetings with both labor groups.
2. Changed the reporting relationship of HR so that HR reports directly to Chief Sharp.
3. Dedicated time for PT.
 - Labor management are currently having discussions surrounding this issue.
4. Analyze payroll issues.
 - Worked on in early 2018.
 - Currently re-analyzing internal and external issues, benchmarking.
 - Payroll issues forwarded to Local for review.
 - Planning for an automation upgrade, but need to update staffing software first.
5. Develop operational plan with employee input.
 - EMS operational plan being developed with the Local.
 - 4-year operational plan will be done with development of the 4-year levy starting in November.
6. Increase employee involvement in purchasing/acceptance process of new apparatus
 - Processes changed and being addressed with the new medic units.

ACTION ITEMS - None

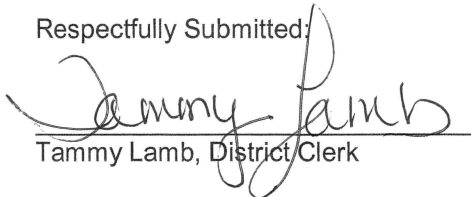
BOARD COMMENTS

- **Commissioner Durr** – Thanked Chief Sharp for the review of the Communications Study. Recognizes the value of the report and the depth of working with the employees.
- **Commissioner Rankin** – Thanked the crews who transported him to the hospital. Thanked B/C LaRue for his hard work on the Ketron Island plane crash. Thanked Mr. Sheckler for his time and hard work. October 24, 2018 he will miss the SS911 Board Policy meeting. Commissioner Durr is going to take his place for that meeting. Commissioner Rankin will be attending the Yakima Commissioners Conference.
- **Commissioner Sheeran** – Was excused early to attend previously scheduled meeting.
- **Commissioner Clancy** – Thanked Mr. Sheckler for his hard work on the plane crash and for giving back to his community. Enjoyed his presentation.
- **Chair Dalton** – Kudos to Mr. Sheckler. Loved hearing his story. Thanked Chief Sharp for his report and for starting the process of working on the communication and disconnect. Stated Chief Sharp had commented in his review every year that communication was an issue he would like to work on. Nice to see he is working at Station 20 once a week. Thanked everyone for their hard work.
- Chief Sharp commented that the FBI still had the videos and information from the Ketron Island plane crash. Will have B/C LaRue give an overview once the information can be released.

There being nothing further to come before the Board, the meeting was adjourned at 6:30 PM.

Next meeting November 06, 2018, Station 31 @ 5:30 PM

Respectfully Submitted:



Tammy Lamb, District Clerk



Bart Dalton, Board Chair

Jim Sharp, Fire Chief