

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

Chair Sheeran called the meeting of the Board of Fire Commissioners to order at 5:33 p.m. A quorum was present with all Commissioners in attendance. Also in attendance, D/C Sagers, A/C Norton, A/C Tinsley, A/C McCurdy, D/C Roth, Director Wick and Community Relations Manager Jenny Weekes. A sign-in sheet was provided for additional attendance.

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

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

PRESENTATION

- Firefighter/Engineer Promotion – Chad Myers

Chief Sharp brought FF/E Chad Myers forward and briefed the Board on FF/E Myers background and his career. Congratulated him on his hard work within the department and read his letter of promotion. Chief Sharp called Kristin and Daughter, Naomi, up to pin his new badge. Commissioners and Staff congratulated FF/E Myers on his promotion.

- Lifesaving Award
 - Jean McGuire
 - Keith Kramer
 - Dr. Brent Handland

Chief Sharp brought B/C Barber forward to present the three Lifesaving Awards. B/C Barber briefed the Board on the incident which occurred October 28, 2017 at Chambers Bay Golf walking trail. The patient, Mike McGuire, was in attendance and came forward also. These three citizens stepped up and went into action when the patient collapsed and stopped breathing. Emily Wellborne from the American Heart Association also came forward and presented them with the Heart Association Award. Briefed the Board on the award and commented to the recipients on their heroic action. Chief Sharp presented the Lifesaving Awards from WPFR and commented how proud the department is of their willingness to step in and save a life. Chief Sharp presented Mr. McGuire with a Chiefs coin and commented the coin is not given out often and is very limited. Commissioners and Staff congratulated and thanked the recipients for their heroic actions.

**Chair Sheeran adjourned the meeting at 5:45 for pictures and congratulations.
Chair Sheeran called the meeting back to order at 5:55.**

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of November 21, 2017. Warrants 53636 & 53637 totaling \$1,424.00. Warrants 53518 through 53623 totaling \$469,478.34. Warrant 53638 totaling \$423.34. Warrants 53639 through 53660 totaling \$35,263.23. November Payroll \$2,150,888.36.

Consent Agenda approved unanimously.

CORRESPONDENCE

- Thank you letter from Emergency Food Network.

CITIZEN COMMENTS - None

STAFF REPORT

- Chiefs Report – Chief Sharp briefed the Board
 - Lakewood Police Department had their 2017 food and blood drive in honor of the four fallen officers, Very successful and great turnout. WPFR had crews and staff helping out at this great event.
 - Target Shopping for the Christmas Project was Sunday, December 3, 2017. Lots of shoppers in attendance to shop for 156 kids and 50 families.
 - Thursday December 7, 2017 is the awards banquet for County Chiefs.

- December 14th & 19th CARES will be hosting the Santa at the Station. Santa on the fire engine will no longer take place. Local 1488 made the decision to stop this event as it was too hard to fill the spots and the weather was not helpful. CARES has decided to sponsor the two events. Should be lots of fun and holiday spirit.
- Jenny Weekes presented a video on the Rescue Swimmer Program that Seattle Fire created. WPFR trains many departments and the eight minute video does a great job showing the hard work and dedication WPFR puts on as trainers and our firefighters go through to prepare for this emergency.

ACTION ITEMS –

- Resolution # 120517-013 amendment to the 2017 Budget – Director Wick briefed the Board on the amendment which was in their Board packet for review. Briefed the Board on the moving part of revenue and expenditures which are still in line with Board policies.
Chair Sheeran motioned for approval. Commissioner Rankin motioned, Commissioner Dalton seconded. All approved unanimously.
- Approvals of NEW Policy 1040-Procurement, Revised Policies 1020-Fiscal and 2020-Conflict of Interest. Chief Sharp stated these actions are the second reading from the 11-21-17 meeting. The changes are from the local and federal audit.
Chair Sheeran motioned for approval. Commissioner Rankin motioned, Commissioner Erb seconded. All approved unanimously.
- Abolish Resolution #020315-002 authorizing the use of MRSC Rosters, Small Public Works, Consult and Vendor Rosters.
Director Wick commented that this resolution is included in Policy 1040. This resolution is no longer needed.
Chair Sheeran motioned for approval. Commissioner Erb motioned, Commissioner Dalton seconded. All approved unanimously.
- Cancel December 19, 2017 Board Meeting.
Chair Sheeran motioned for approval to cancel the December 19, 2017 meeting. Commissioner Dalton motioned, Commissioner Rankin seconded. All approved unanimously.

NEW BUSINESS

BOARD COMMENTS

- **Commissioner Erb** – Great to see the Lifesaving Awards and our citizens so involved with the community. Congratulated FF/E Chad Myers on his promotion.
- **Commissioner Rankin** – Thanked the Staff for their hard work this year. Thanked Director Wick and her Staff for all her work with the budget. Jim Lux is retiring December 31, 2017 and will no longer be the Healthcare Manager for WFCA. The State Chiefs Banquet is December 7, 2017 at the Tacoma Country Club. 65 attendees so far. Thanked the Board and Staff for all their support this year. Feels West Pierce Fire & Rescue is number one and feels it is so great that we keep up with all the changes with our audits. Wished everyone a Happy Holiday season. Reminded Commissioners and Staff he will be the Secretary/Treasurer for the State Association.
- **Commissioner Dalton** – Congratulated FF/E Chad Myers on his promotion. Enjoyed seeing the Lifesaving Award. Thanked Staff for a great year and is proud to be a part of this organization. Always hears great comments about the fire department. The Swimmer Video presented was great. Would like to see the video presented at some of the Civic Clubs to let the citizens know what great programs WPFR has. Caring for Kids event is Saturday at Hudtloff and will be helping out 650 families. Wished everyone a Happy Holiday.
- **Commissioner Clancy** – Congratulated FF/E Chad Myers on his promotion. Great to see the support of the crews. Liked seeing the neighbors of the McGuire's come in and show their support for the Lifesaving Award. Wished everyone a Happy Holiday and Happy New Year.
- **Chair Sheeran** – Echoed all the comments on the promotion and Lifesaving Award. Thanked everyone for a great year. Nice to see the friends and support for the promotion and Lifesaving Award. Wished everyone a Happy New Year and upcoming Holiday Season.

Chair Sheeran adjourned the meeting at 6:25 for a 20 minute 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 office or employer.

Chair Sheeran extended the Executive Session 20 minutes.

At 7:05 adjourned the first Executive Session

Chair Sheeran began the second Executive session at 7:05

- 20 minute Executive Session per RCW 42.30.110 (G) Fire Chief Evaluation. Fire Chief will be included for participation and evaluation. Any formal action will be taken in the Open Public Meeting.

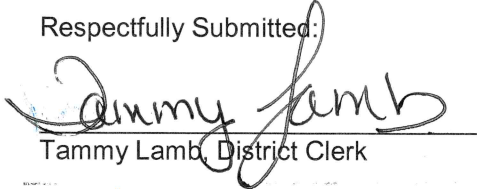
At 7:25 the second Executive Session was adjourned

ADJOURNMENT

There being nothing further to come before the Board, the meeting was adjourned at 7:25.

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

Respectfully Submitted:



Tammy Lamb, District Clerk



John Sheeran, Board Chair



Koree Wick, District Secretary