

**PIERCE COUNTY FIRE PROTECTION DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
December 06, 2016**

Chair Erb called the meeting of the Board of Fire Commissioners to order at 5:32 p.m. A quorum was present with Commissioner Clancy excused. Also in attendance D/C Sagers, A/C Roth, A/C Tinsley, A/C Norton, and Director Wick. 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 Dalton seconded. Motion approved unanimously.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of November 15, 2016. Warrants 49303 through 49378 totaling \$97,151.24. Warrants through 49379 through 49439 totaling \$306,036.69. Warrant 49455 through 49489 totaling \$83,459.22. Warrants 49490 through 49514 totaling \$58,666.82. October Finance Report.

Consent Agenda approved unanimously.

CORRESPONDENCE

- Letter from East Pierce Fire & Rescue thanking the department for their support of the memorial service for Captain McCoy.

CITIZEN COMMENTS - No comments at this time.

STAFF REPORT

- Medicaid Billing – Director Wick briefed the Board on the recent voluntary audit done with System Design for the Medicaid billing. Three year audit was performed and level of service for billing for Medicaid has different procedure than Medicare. System Design discovered the error in house. A refund check was paid for \$3600.00 and audit is now closed.
- Audit Report – Director Wick briefed the Board on the audit packets that were in front of them. Financials have all been reported and West Pierce Fire & Rescue had another clean year. A single Federal Audit will be needed again for 2017.
- Hiring Update – A/C Norton updated the Board on the hiring process recently performed. Started with 26 candidates and after all evaluations ended up hiring 6 Paramedics and 1 firefighter. Recruit Academy will start February 13, 2017. Commissioner Dalton asked if this amount was due to upcoming retirements and A/C Norton updated the hiring amounts and our current needs.
- Chiefs Report - Chief Sharp
 - Grant update – Hectic month for grants as AFG closed on November 18, 2016. West Pierce Fire & Rescue submitted three grants for almost a million dollars. AFG grants included a Paramedic Regional Grant, A LifePak equipment grant and also a Community Paramedic vehicle grant. Submitted for the first time a Department of Ecology Grant for \$95,000 for Oil Spill and Hazardous Materials. Chief Sharp commented that we are hopeful these grants are awarded.
 - Standards of Cover – Chief Sharp commented to the Board Section 3 of the SOC is in their packet for review. The section of the document will help citizens understand all the components of responding to a call. Helps educate our community in how and where we respond.
 - Incident Management team is helping with Officer Gutierrez's memorial service. Great team of people.
 - December 5, 2016 a Lifesaving Award was presented to two Lakewood Police Officers who assisted in saving the life of a citizen who lost a lot of blood. Officer Brian Weekes and Officer Arron Grant saved the life of a patient because of their actions.
 - Fire Comm celebration on December 7, 2016 at the Rotunda at Clover Park Voc Tec from 1 – 3 PM. Great celebration for 33 years of service.
- Community activities report – Chief Sharp briefed the Board on our recent Community events:
 - November 29, 2016 at the Blue Steele Coffee shop new flags were donated to be flown at the coffee shop for the four officers killed in the line of duty. West Pierce CARES and LPD pulled funding together to buy new flags. Great turn out. Following the event, staff and firefighters collected food for the Lakewood Food Drive.

- Chief Sharp gave a presentation at Rotary on West Pierce Fire & Rescue 5 years young. Well received and received kudos from Rotary.
- Christmas project shopping is December 4, 2016 at Target in Lakewood. Amazing undertaking and a great fundraiser to help families in need in our community.
- Santa will be riding around the community in the fire truck the week of the 12th. A flyer was sent out laying out Santa's route. Thanked 1488 for stepping up to this task.
- West Pierce Fire & Rescue was awarded the Bill Jarmon Lifetime Achievement award to Commissioner Dan Rankin. Well-deserved award and thanked Commissioner Rankin for his hard work and dedication.

NEW BUSINESS

- Cancel the December 20, 2016 Board meeting. Chair Erb stated to the Board there are no action items to be addressed and moved to cancel the meeting. Commissioner Rankin motioned to cancel the December 20, 2016 meeting Commissioner Sheeran seconded. All approved unanimously.

ACTION ITEMS

- Resolution #120616-013 – Amendment of the 2016 Budget – Resolution is necessary to amend the 2016 Budget. This amendment, after additional revenues as well as additional expenditures, ends FY16 \$281,987 less in Ending Fund Balance than the original budget, Ending Fund Balance remains above the level defined by Board Policy 1020. Director Wick briefed the Board on the resolution and recommended the resolution for approval. **Commissioner Sheeran motioned for approval of Resolution 120616-013. Commissioner Dalton seconded. All approved unanimously.**
- Transition Agreement Fire Comm and its employees to SS911 – Chief Sharp briefed the Board on the Transition agreement and the contents. The agreement is the next step in fully transitioning Fire Comm and its employees to SS911; with their labor agreement being honored by SS911. Andrew Neiditz and Ken Sharp were in attendance for any questions or comments. Commissioner Dalton motioned for approval of the Transition Agreement Fire Comm and its employees to SS911. Commissioner Rankin Seconded. All approved unanimously.

BOARD COMMENTS

- **Commissioner Rankin** – Thanked everyone for a fantastic year. West Pierce Fire & Rescue does a great job of taking care of business. Wished everyone a Merry Christmas and a Happy New Year.
- **Commissioner Sheeran** – Dittoed Commissioner Rankin's comments and stated she is very proud of this organization and the interagency commitment the organization has.
- **Commissioner Dalton** – Thanked everyone for their hard work. Great work with SS911 and the work on the transition. Thanked Ken and Andrew for coming to the meeting and showing their support. Wished everyone a Happy Holiday.
- **Chair Erb** – Thanked everyone for their hard work and stated that working with this organization is such a blessing. WPFR is a class act.

EXECUTIVE SESSION

- Recess to Executive Session for 20 minutes 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.

Adjourned at 5:59 for a 20 minute executive session.

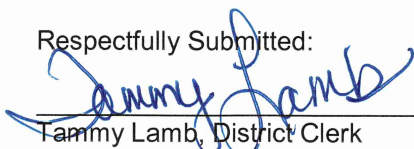
At 6:19 meeting was reconvened.

ADJOURNMENT

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

NEXT MEETING: January 03, 2017. Station 31 @ 5:30 PM.

Respectfully Submitted:


Tammy Lamb, District Clerk


Grant Erb, Board Chair


Koree Wick, District Secretary