

# PIERCE COUNTY FIRE PROTECTION DISTRICT 16

Fire Protection ♦ Rescue/Medical/Ambulance Services ♦ Public Education ♦ Fire Prevention

## BOARD OF FIRE COMMISSIONERS

### MEETING MINUTES

AUGUST 22, 2017



The Board of Fire Commissioners met for its Regular Board Meeting on August 22, 2017 at Station 46, Key Center. Chairperson Davies opened the meeting at 5:00pm with Commissioners Grubaugh, Moffett and Jensen present. Others attending the meeting were Fire Chief Guy Allen, Assistant Chief Hal Wolverton (recorder) and Claudia Jones. It was announced that Commissioner Niven would be arriving shortly.

Commissioner Davies led all in the Pledge of Allegiance. Introduction of those present was suspended, as everyone knew each other.

Commissioner Niven arrived at 5:02pm.

#### Commissioner Comments

- Commissioner Moffett shared a booklet on Wildland Fires.
- Commissioner Moffett also shared that MultiCare Health System offers mental health services for youth.

#### Agenda

Commissioners Niven and Jensen moved and seconded to approve the Agenda as presented. Motion carried unanimously.

#### Public Comments

- Claudia Jones stated that the Hope recovery Golf Tournament went very well.

#### Correspondence

None

#### Consent Agenda

Commissioners Moffett and Grubaugh moved and seconded to approve the Consent Agenda, which consisted of the following:

- Regular Board Meeting Minutes of August 8, 2017
- Vouchers from the Current Expense Fund:
  - #170804001 through #170804033 in the amount of \$24,781.35 from the Current Expense Fund
  - July 2017 Treasurers Report

Motion carried unanimously.

## **Unfinished Business**

### Monthly Pierce County Treasurer Reports & Petty Cash Account Review

Commissioner Grubaugh and Chief Allen performed the Petty Cash Account and the Treasurer's Report review for the month of June 2017, with all reports balancing.

### **Committee/Assignment Reports**

#### Item #1 – Safety Committee:

- The next scheduled meeting is October 2, 2017 at 8:15am at Station 46.

#### Item #2 – Board of Volunteer Firefighters:

- Nothing new was offered.

#### Item #3 – Citizens Advisory Panel:

- The next scheduled meeting is September 20, 2017 at 7:00pm at Station 45.
- The panel continues to review the Future Plan.

#### Item #4 – Key Peninsula Firefighters Association:

- The next scheduled meeting is September 19, 2017 at 6:00pm at Station 46.

#### Item #5 – Key Peninsula Business Association:

- The next scheduled meeting is September 1, 2017 at 7:30am at The Homeport

#### Item #6 – Public Affairs & Social Media:

- There are now 2,865 likes to the District's Facebook Page.
- The Chief's Desk posts continue to do well.

#### Item #7 – Pierce County Fire Chiefs Association:

- The next scheduled meeting is September 07, 2017 at 9:00am at Central Pierce Fire & Rescue (Station 61).

## **2017 Board Goals & Projects:**

### Board Goals:

Commissioner Moffett and Grubaugh would like to form a sub-committee to discuss and create Commissioner Standards.

## **New Business**

### Resolution 08-17-674-2017 Budget Amendment

Commissioners Grubaugh and Niven moved and seconded to approve Resolution 08-17-674, amending the 2017 budget. Motion carried unanimously.

### Claudia Jones Personal Services Contract for CPR and Safe Sitter Instructor.

Commissioners Niven and Moffett moved and seconded to approve Claudia Jones' Personal Service Contract for CPR and Safe Sitter Instructor. Motion carried unanimously.

### Board Meeting Attendance at Snure Seminar October 25, 2017

It was confirmed that all five (5) Board Members would attend the Snure Seminar on October 25, 2017.

## **Chief's Reports**

### FACILITIES:

- Broadband Upgrade:
  - Nothing new to report
- Station 47 Facelift:
  - The counters are done.
  - The bunk area construction is ongoing.

- The project is expected to be complete the first part of September 2017.

#### EQUIPMENT:

- Vehicles
  - The facility van has been delayed due to a company recall.
  - Tender 44 is nearly in service, with response personnel being trained on the apparatus.

#### PERSONNEL:

- Labor Management Committee:
  - The next scheduled meeting is September 18, 2017
- Executive Leadership Training with Paula Dillard:
  - Chief Allen will be meeting with Paula on September 5, 2017 for a one-on-one session. He will schedule the next group meeting at that time.

#### EVENTS:

- September 11, 2017 – 9-11 Remembrance
- September 16, 2017: Awards Banquet
- October 7, 2017: Open House
  - Fire Safety House – Not available
  - SS911
  - DEM

#### OPERATIONS:

- Nothing new to report.

#### **Fire Service and Community Announcements:**

- August 18, 2017 – Hope Recovery/Red Barn Golf Tournament – Horseshoe Lake Golf Course

#### **Board & District Activities:**

- August 24, 2017 – Pierce County Fire Commissioners Meeting – 7:00pm East Pierce Fire & Rescue
- September 1, 2017 – Key Peninsula Business Association Meeting – 7:30am The Homeport Restaurant
- September 4, 2017 – Labor Day – Administrative Office Closed
- September 7, 2017 – Pierce County Fire Chiefs Meeting – 9:00am Central Pierce Fire & Rescue (Station 61)
- September 12, 2017 – WFCA Healthcare Workshop – 11:30am Olympia (C. Bosch attending)
- September 12, 2017 – Regular Board Meeting – 5:00pm Station 46

Commissioners Grubaugh and Niven moved and seconded to approve the Activities Report. Motion carried unanimously.

#### Good of the Order

None were offered.

Executive Session

None was needed

Adjournment

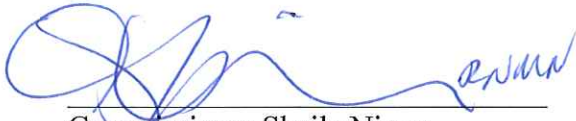
With nothing further to come before the Board, motion was made and seconded to adjourn the meeting. Motion carried unanimously and the Regular Meeting of August 22, 2017 was adjourned at 5:55pm.



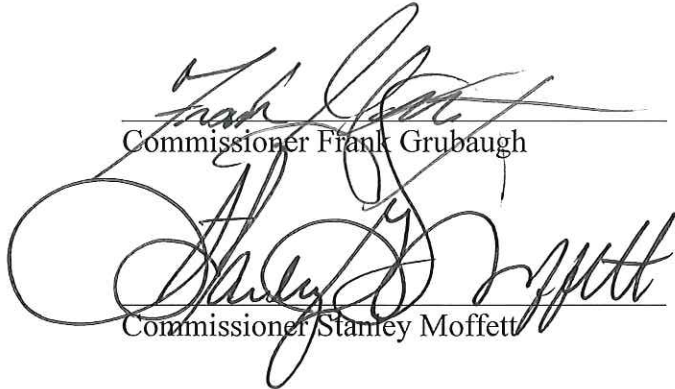
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Commissioner Keith Davies



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Commissioner Frank Grubaugh



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Commissioner Sheila Niven



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Commissioner Stanley Moffett



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Commissioner Shawn Jensen

September 12, 2017

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Date Approved and Signed

Attest:



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Assistant Chief (Recorder)