

Commissioners' Meeting

January 28, 2013

Chairman Sutich called the meeting to order at 3:00 p.m.

Present were: Commissioners Casebolt, Entze, Stephens and Jarmon, Chief Burgess, A/Chiefs Watson & Nixon, B/Chief Meyer, D/Chief Shoemaker, L. Abbott, P. Riley, D. Weyn, M. Spencer, J. Brenner, Local 3390 Representatives, Shift Personnel, K. Kreitzer, P. Berlin

Our flag salute was led by Paul Berlin.

No communications were received.

Commissioners Casebolt and Jarmon moved and seconded approval of the minutes from the January 14, 2013 meeting as mailed. With no further discussion, the motion carried.

Commissioners Entze and Casebolt moved and seconded a motion to approve Blanket Vouchers 130141 - 130211 in the amount of \$171,626.66. With no further discussion, the motion carried.

L. Abbott presented the financial report for December 2012. Expense Fund balance totaled \$5,535,189 in cash and investments for December. Reserve Fund balance ended the month at \$5,006,785 in cash and invested funds. Revenues in the amount of \$17,953,951 have been collected so far this year representing 95.18% of the revenues forecast for 2012. Expenditures utilized to date reached \$18,143,977 (95.95%) of the total budgeted amount. Earnings totaled \$9,855.57 earned to date on investments from both the Expense and Reserve accounts. Tax Collection figures for December; forecast amount was \$94,038 (0.67%); actual amount collected was \$78,889 (0.56%). Year to date forecast amount was \$13,667,859 (97.38%); actual amount collected was \$13,683,731 (97.49%). This report included the 13th month as an expensed notation. The individual departments do not depict the true totals due to the fact the 13th month expenditures have not yet been identified. These numbers will be available in mid February when the complete 13th expenditures are received from Pierce County Budget & Finance.

Chief Burgess updated the Board on the following:

1. Assistant Chief Eric Watson updated the Board on the Raft Island Bridge. He expanded on the changes being made by the engineer hired by the Raft Island Improvement Association (RIIA) regarding the rating on the bridge. The RIIA will be applying for an emergency repair / upgrade permit from Pierce County, this permit will provide repairs needed to sustain the weight of all district apparatus. Chief Burgess further expanded on the proposed new bridge and the pressure from Raft Island for the department to submit an opinion.
2. Danette Weyn, Payroll Specialist addressed the Board regarding the Payroll Direct Deposit program that is now available for District employees. The process will begin in February and will be complete with the March payroll. Taxes and quarterly returns will be a part of the program, so far the change over has been seamless. Time saved would be about 24 hours every quarter; cost associated would be a monthly increase of \$100. Chief Burgess thanked both Danette and Pat Riley for their help and effort in completing this task.
3. Pat Riley, IT Manager updated the Board on the Information Technology Technician position. Assessments are scheduled for January 30, 2013. Ten candidates will be testing for the position. Hire date will be March 1, 2013.
4. Linda Abbott, Administrative/Finance Manager addressed the Board regarding the Administrative Assistant position. The Hiring Notice has been posted on the District website and Craigslist and will be published in the Peninsula Gateway and the Tacoma News Tribune. Closing date for applications is Friday, February 15, 2013 at 12:00 noon. Hire date will be April 1, 2013.
5. Chief Burgess updated the Board regarding the Accounts Payable/Purchasing Agent position. We received a Letter of Interest from one internal candidate and she was interviewed today, and will proceed to the Fire Chief's interview. The District hopes to have the position filled by April 1, 2013.
6. Chief Burgess updated the Board regarding the District's Organizational Chart. Copies of the updated document were provided to the Board for their review. The only changes are the addition of the HR Generalist, and the Payroll position will remain vacant. He congratulated the three employee's who have been promoted; Danette Weyn to Executive Assistant, Michele Spencer to HR Generalist and Pat Riley to Finance/IT Director. The Timeline of start dates are as follows: Executive Assistant and HR Generalist start February 1, 2013; Finance/IT Director starts March 1, 2013; Accounts Payable/Purchasing Agent and the Administrative Assistant(s) start April 1, 2013.
7. Chief Burgess addressed the Board regarding the February 25, 2013 Board of Commissioners Meeting. He recommended that at this meeting we recognize those on our administrative staff that are taking on new roles in our organization.

He would also like to invite those that were unable to attend the Awards Ceremony to come and receive their Awards and Year pins.

Standing Committee Reports:

Chairman Sutich addressed Board regarding the Committee changes for 2013. He also asked for participation during the Health & Safety Expo on Saturday, March 9, 2013. Commissioners Casebolt and Entze and Chief Burgess will be available for the HSE.

Old Business

There was no Old Business to discuss.

New Business

Chief Burgess addressed the Board regarding the Personal Services Contracts for Danette Weyn, Executive Assistant and Michele Spencer, HR Generalist. Copies of the contracts were previously provided to the Board for their review. Each contract will be for a one (1) year period. Chief Burgess recommended that the Board approve the contracts as presented. Commissioners Casebolt and Entze moved and seconded a motion to approve the Personal Services Contracts as requested. With no further discussion, the motion carried unanimously by roll call vote.

Lt. Kent Cooper provided the Board with a 9/11 Memorial Presentation. Handouts were provided to the Board for their review which contained a summary report, cost estimates, marketing plan and depictions of the 9/11 Memorial Garden. He expanded on the marketing plan and the current balance of funds available to complete the project. Currently the District is a 501-C4 and donations are not deductible. A/Chief Nixon expanded on a partnership with the Greater Gig Harbor Foundation to fold under their umbrella of a 501-C3 to allow these options. This will enhance the probability of more donations as the 9/11 Memorial project will be posted on their website and donations can be made via their website. Open discussion continued regarding some of the details being considered for the Memorial. The 9/11 Memorial Steel is back on display at 50. Chairman Sutich recognized Lt. Cooper for all of his hard work on this project.

There was no public comment.

Good of the Order

Chairman Sutich announced the signing of documents.

Special Interests/Upcoming Events

Pierce County Fire Chief's Association meeting will be held at 11:30 am on Thursday, February 7th at Graham Fire & Rescue @ 23014 70th Ave. E.

2013 Legislative Day will be held on Wednesday, February 20th in Olympia.

There being no further business to discuss, Commissioners Casebolt and Entze moved and seconded a motion to adjourn the meeting at 3:55 pm. No further business was introduced and the motion carried. The next regularly scheduled meeting will be held February 11, 2013 at 3:00 PM.

Attest: District Secretary

Chairman Commissioner

Commissioner

Commissioner

Commissioner

Commissioner