

**Commissioners' Meeting**  
December 12, 2011

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, Miller & Nixon, D/Chief Shoemaker, BC Kauppila, L. Abbott, J. Brenner, P. Riley, Shift Personnel, K. Kreitzer, L. Jarmon

Our flag salute was led by Scott Casebolt.

Chairman Sutich read a "Letter of Appreciation to Linda Abbott" regarding the added responsibilities of the Administrative Managers position due to the retirement of Chief Bob Black. Chairman Sutich also extended an invitation for all personnel interested in submitting performance notes regarding Chief Burgess to address them to the Board. All employees are encouraged to submit performance notes and are usually directed to the individual's supervisor, it just so happens in the Chief's case, it will be the Board of Fire Commissioners.

Commissioners Stephens and Jarmon moved and seconded approval of the minutes from the November 28, 2011 meeting as mailed. With no further discussion, the motion carried.

Commissioners Entze and Jarmon moved and seconded a motion to approve Blanket Vouchers 112926 - 113007 in the amount of \$425,611.76 and Payroll Vouchers 113008 - 113116 in the amount of \$1,089,081.71 for a total consideration of \$1,514,693.47. With no further discussion, the motion carried.

Chief Burgess updated the Board on the following:

- Informed the Board of his intention to fill the vacant Assistant Chief of Operations position with Steve Nixon, who has filled the position on a temporary basis since April, 2011. Steve has accepted the position and with the approval of the Administrative Employment Agreements being presented later in this meeting the appointment will be effective January 1, 2012. A swearing-in ceremony will be held at the January 9, 2012 Board meeting. Family, friends and all personnel are invited to attend. Chief Burgess continued to expand on the excellent job A/Chief Nixon has done since being placed in this temporary position last April.

- Announced that Pat Riley, IT Manager will expand on items that the Board has asked Chief Burgess to investigate. The following items were expanded on behalf of the Board:
  1. Concerns regarding web-based personal e-mail addresses. After consulting with legal counsel, it was determined that even web-based e-mail accounts are discoverable as well as the e-mail address for personal use. If this is a concern then it was recommended that the Board members stop utilizing e-mail as a manner of conducting District business and only do so by phone or in person.
  2. The ePCR Tag Committee's recommendation on a patient side charting software program. An investigative process has been completed and he re-identified the original goal for the program. Currently a \$75,000 budget has been reserved and he feels this will be an adequate amount for both hardware and software to implement the product. His recommendation was to go with Zoll versus ESO as Zoll interfaces with SunPro making the transformation seamless and easier to implement. He is looking at having the program up and running by June 30, 2012. Commissioner Sutich commented on the excellent job done by Pat Riley who has chaired this committee for the last two years.
  3. Working on developing a program for the District which will enable us to issue our own checks, allowing payroll direct deposits, eliminating the lag time for payment of overtime and the possibility of reducing the Board meetings from two per month to just one meeting per month. It can be done by authorizing the Chief and the auditing officer (District Secretary) to sign vouchers and have the Board still authorize the already approved vouchers. A Policy and a Resolution must be implemented prior to changing over to this process. Some open discussion continued regarding the availability of the authorizing officers, what responsibilities would be passed onto these officers if the Board refused to authorize a voucher already issued. If the County was removed from issuing the warrants, an \$8000 cost to the District would be incurred to set up this program. Chief Burgess informed the Board that if they wanted to pursue this practice, it would be necessary for the Board to provide further direction. Pat then expanded on the possibility of direct deposits without changing the current level of check processing. Open discussion continued between the Board members regarding pros and cons of continuing to conduct two meetings a month or reduce to one.

Assistant Chief Watson updated the Board on the following:

- Provided a construction status update on the Station 53 & 57 remodels along with a packet to the Board members for their review. He expanded on the level of completion for each project.

Assistant Chief Miller updated the Board on the following:

- B/C Pete Kauppila and Chief Miller reported on the TeleStaff program. It is running side by side manually with the current program and the automated program should be implemented in January.

Assistant Chief Nixon updated the Board on the following:

- Informed the Board of the unique training opportunity on December 28<sup>th</sup> & 29<sup>th</sup> when the older existing Safeway store will be utilized by our department, West Pierce & Tacoma Fire to train in various scenarios; search and rescue, forcible entry and vertical vent. Instructors will be coming from Seattle to assist.

### **Standing Committee Reports:**

Commissioner Casebolt reported on the District Organizational structure meeting held December 8<sup>th</sup> with a final recommendation to be presented at the next regularly scheduled Board meeting on January 9, 2012.

Commissioner Jarmon reported on the Levy Committee meeting held last week with Mr. Eric Wilson. He expanded on the continued scope of work to be completed. Chief Burgess expanded on the phases Mr. Wilson has presented. We have finalized Phase I and are now ready to start Phase II which will cover the scope of services as outlined by Commissioner Jarmon. It was determined the April 17, 2012 Ballot would be the best date for the District to run the EMS Levy. Chief Burgess requested the Boards authorization to sign the Phase II contract with Mr. Wilson on their behalf. Commissioners Casebolt and Entze moved and seconded a motion authorizing Chief Burgess to sign the contract on behalf of the Board. With no further discussion, the motion carried unanimously by roll call vote.

### **Old Business**

There was no Old Business to discuss.

### **New Business**

Chief Burgess addressed the Board regarding the 2012 Contract Renewal for Legal Counsel. Copies of both the renewal letter and contract were previously provided to the Board for their review. Chief Burgess recommended that the Board approve the contract as presented and requested the Boards authorization to sign the contract on their behalf. Commissioners Jarmon and Casebolt moved and seconded a motion authorizing Chief Burgess to enter into an agreement and sign the annual contract with legal counsel as presented. With no further discussion, the motion carried unanimously by roll call vote.

L. Abbott addressed the Board regarding the Support Staff Employment Agreements effective January 1, 2012 through December 31, 2014. L. Abbott recommended that the Board approve the Support Staff Employment Agreements as presented. Commissioners

Casebolt and Entze moved and seconded a motion to approve the employment agreements for the Support Staff as presented. With no further discussion, the motion carried unanimously by roll call vote.

Chief Burgess addressed the Board regarding the Administration Employment Agreements effective January 1, 2012 through December 31, 2014. Chief Burgess recommended that the Board approve the Administration Employment Agreements as presented. Commissioners Jarmon and Casebolt moved and seconded a motion to approve the employment agreements for the Administration as presented. With no further discussion, the motion carried unanimously by roll call vote.

A/Chief Watson introduced Resolution 2011-17 declaring Unit-34, a 1979 Ford LN-7000 truck surplus to the needs of the District and authorizing disposal. Copies were previously provided to the Board for their review. A/Chief Watson recommended the Board adopt this Resolution as presented. Commissioners Casebolt and Entze moved and seconded a motion to adopt Resolution 2011-17 as presented, declaring Unit-34, a 1979 Ford LN-7000 surplus to the needs of the district and authorized disposal. With no further discussion, the motion carried unanimously by roll call vote.

### **Good of the Order**

Chairman Sutich announced the signing of documents.

Commissioner Casebolt attended the Pierce County Fire Chiefs - Fire Commissioners Awards Banquet on December 6th. The Pierce County Fire Commissioners presented a new award titled "*The Bill Jarmon Lifetime Achievement Award*" to Commissioner Bill Jarmon. The "Presidents Award" went to Sheila Hunt, District #16 Commissioner.

A/Chief Nixon stated "Santa Runs" start tonight, Brad Harris is heading up this program.

### **Special Interests/Upcoming Events**

Pierce County Fire Chief's Association meeting will be held at 11:30 am on Thursday, January 5, 2012 at DuPont Fire, 1780 Civic Dr.

At this time Chairman Sutich announced an Executive Session will be called in compliance with RCW 42.30.140 to discuss collective bargaining contract negotiations, sessions and proceedings. Commissioners Entze and Casebolt moved and seconded a motion to adjourn into an Executive Session at 4:20 for 20 minutes. At 4:40 pm L. Abbott announced an extension of the Executive Session for an additional 20 minutes. Chairman Sutich reconvened the regular meeting at 5:00 pm. No announcements were made.

There being no further business to discuss, Commissioners Casebolt and Entze moved and seconded a motion to adjourn the meeting at 5:00 pm. No further business was introduced and the motion carried. The next regularly scheduled meeting will be held January 9, 2012 at 3:00 PM.

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Attest: District Secretary

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Chairman Commissioner

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Commissioner

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