

## **Commissioners' Meeting**

September 24, 2012

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 Lyon, L. Abbott, J. Brenner, P. Riley, N. Tatom, Retired Vol. D/Chief Teeple, Local 3390 Representatives, Shift Personnel, K. Kreitzer, Jim Showlund of Crescent Valley, Bob and Barbara McCoy, Doug Fillbach, and Gene Barkin of Raft Island and Bill Barker of Ray Nash

Our flag salute was led by Randy Stephens.

L. Abbott informed them on a letter received for the Board of Commissioners announcing the arrival and overall plan of the State Auditor's Office. At this time the District audit surrounding the ARRA FEMA Grant for Stations 53 & 57 is either complete or nearing completion. This portion of their audit encompassed the financials of the District. It is necessary to provide this audit by the end of September.

Commissioners Jarmon and Casebolt moved and seconded approval of the minutes from the September 10, 2012 meeting as mailed. With no further discussion, the motion carried.

Commissioners Entze and Casebolt moved and seconded a motion to approve Blanket Vouchers 122256 - 122328 in the amount of \$319,624.07. With no further discussion, the motion carried.

Chief Burgess updated the Board on the following:

- The Districts Organizational Chart has been updated effective May 1, 2013. Copies were provided to the Board for their review. He expanded on his decision and recommendations in preparation for the retirement of Linda Abbott. Specific changes being made will be re-establishing Linda Abbott's previous position as Executive Assistant, moving the financial portion to Pat Riley who will assume the role of Finance/IT Director and adding a new position of an IT Technician to help support the District's IT needs. Title changes will also be made to the positions of Secretary; their titles will now be Administrative Assistant. He expanded on the four vacant positions notated on the Organizational Chart, these

are; Deputy Chief, Administrative Assistant, Training Division Lieutenant and Medical Division Lieutenant.

- Pen Met Parks Board Meeting will be held on Monday, October 1<sup>st</sup> at 6 pm. Chief Burgess and Commissioner Sutich will be attending this meeting to thank them for their donation of the training burn property on Moller Drive.

### **Standing Committee Reports**

Chairman Sutich reported on the Insurance Co-op meeting held on September 12<sup>th</sup>. Fournier Group presented a new insurance policy concluding in a proposal that will offer a 6% savings for this insurance coverage. Chairman Sutich recommended that the Board authorize Chief Burgess to accept the new insurance policy with Fournier Group as presented. Commissioner Casebolt and Jarmon moved and seconded approval for Chief Burgess to accept the new policy presented at the meeting earlier in the month. With no further discussion, the motion carried.

### **Old Business**

Chairman Sutich addressed the Board regarding DRAFT Resolution 2012-12 A-2285 Emergency Access Policy which was provided to the Board at the September 10, 2012 Board Meeting. Copies of A-2285 Emergency Access Policy DRAFT were provided to the Board and meeting attendees for their review. Chairman Sutich and Assistant Chief Watson extended a brief overview of the circumstances that resulted in this draft policy to be addressed. This policy was received from the Pierce County Fire Marshal's office to be utilized county wide. Chief Burgess further expanded on the level of risk and liability to the District in the event that a bridge failed. The policy further encompasses overall conditions of roads and driveways allowing the District to have some support in insuring the safety of these along with private bridges. Chairman Sutich then extended Open Public comment on this issue.

Mr. Barkin of Raft Island was first to speak to the Board regarding the bridge situation. His concern was in not having Fire/EMS service for possibly three years during the construction of their new bridge, upon adoption of this resolution. He asked if there was anything the District can do to cover their emergency needs. His suggestions were possibly revising our policy, lowering the speed limit on the bridge or they could sign a waiver of liability. He added a follow-up question regarding the weight of the apparatus.

Mr. Showlund of Crescent Valley addressed the Board regarding the level of bridges in the Crescent Valley area that would not fit into our policy standards. He knows of eight bridges that fall into this category. He also stated his driveway will not accommodate fire engines. He inquired as to his recourse. It was recommended he contact Pierce County regarding any bridges, roadways or driveways that he is concerned about.

Mr. Fillbach of Raft Island addressed the Board regarding the narrow roads and bridges addressed in the policy. He feels the Fire District is being used as a pawn by the engineer that is proposing the Raft Island Bridge construction. He suggests a statement be put out

by the Fire Department to insure there are no misstatements being made. He also followed up with questions on the weight of apparatus. Chairman Sutich inquired if the Raft Island HOA could ask their Engineer to attend the Districts next Board meeting.

Mr. Barber addressed the Board; he is a private bridge owner in the Ray Nash area. He concurs that this policy is prudent to make sure bridges are sufficient to support fire and emergency apparatus.

### **New Business**

Chief Burgess presented the Board with the Interlocal Agreement for Fireboat Services between Pierce County Fire District #3 (West Pierce Fire & Rescue) and Pierce County Fire District #5 (Gig Harbor Fire & Medic One). This vessel is being purchased through a federal grant. It will be housed at Day Island Marina so that the proximity would benefit our department's needs. A/Chiefs Nixon and Watson expanded on the specs and development of the vessel. Copies of the agreement and a picture of the fireboat were provided to the Board for their review. Legal counsel has reviewed this agreement. Chief Burgess recommended that the Board approve the agreement as presented and requested the Boards authorization for him to sign the agreement on their behalf. Commissioners Casebolt and Stephens moved and seconded a motion authorizing Chief Burgess to sign the Interlocal Agreement between Pierce County Fire Districts #3 and #5 for Fireboat Services as presented. Commissioner Entze opened the discussion regarding the up-front costs of this boat as well as additional costs when deployed for our needs. With no further discussion, the motion carried by roll call vote with one abstention.

L. Abbott addressed the Board regarding the Commissioner Meeting change for October. The first regularly scheduled Board meeting in October falls on Columbus Day, October 8, 2012 which is an observed holiday. Recommendation was made to move the meeting to October 9<sup>th</sup> which is the first business day following this holiday. The Board agreed to move the October 8<sup>th</sup> meeting to Tuesday, October 9, 2012 at 7:00 pm. Notice of Board Meeting Change will be provided to the Chairman for signature. Commissioners Stephens and Entze moved and seconded a motion to move the October 8, 2012 meeting to October 9, 2012 as discussed. With no further discussion, the motion carried.

Commissioners Jarmon and Casebolt moved and seconded a motion to expand on this agenda item to include discussion on a potential evening meeting that will address the Raft Island Bridge issue as well as a preliminary budget meeting. It was agreed the meeting will be held on October 9, 2012 at 7:00 pm. Chief Burgess stated he would contact the Raft Island HOA regarding this meeting. Chairman Sutich inquired about getting a notice out to citizens of the District that are affected by the Emergency Access Policy. A/Chief Watson stated he will work on this request.

L. Abbott presented the Board with the First draft of the 2013 Budget being prepared at this time in preparation for the November 26<sup>th</sup> deadline. 2013 Budget Workbooks were provided to the Board for their review. She familiarized the members with the workbook and discussed in further detail the level of information received and comparisons to the

preliminary assessed values received earlier this month. Chief Burgess further expanded on areas of the 2013 Budget.

**Good of the Order**

Chairman Sutich announced the signing of documents.

Commissioner Stephens opened discussion regarding the Raft Island HOA September newsletter distributed to HOA members regarding Emergency Fire Service to the Island. Copies of the newsletter were provided to the Board for their review.

Chief Burgess reported on the Volunteer Orientation held at Station 50 on September 10<sup>th</sup>. Thirty-seven people attended the orientation, this recruitment for support personnel.

**Special Interests/Upcoming Events**

PCFD#5 is hosting the Pierce County Fire Commissioners Meeting at 7:00 pm on Thursday, September 27<sup>th</sup> at Headquarters Station 50.

Pierce County Fire Chief's Association meeting will be held at 11:30 am on Thursday, October 4<sup>th</sup> at West Pierce Fire & Rescue.

There being no further business to discuss, Commissioners Jarmon and Entze moved and seconded a motion to adjourn the meeting at 4:35 p.m. No further business was introduced and the motion carried. The next regularly scheduled meeting will be held October 9, 2012 at 7:00 PM.

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Attest: District Secretary

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Chairman Commissioner

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