



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

February 14, 2023

Chairman Urvina called the meeting to order at 5:00 p.m. and led the flag salute.

Present: Commissioners Urvina, Wilsie (Zoom), Entze (Zoom), Sutich and Nelson, F/C D. Doan, A/Cs P. Oldenburg, T. Meyer, S. Booth, J. Black, J. Johnson, Finance Director K. Hackmeister and EA T. VanderVaate.

APPROVAL OF THE AGENDA

Commissioners Sutich and Nelson moved and seconded approval of the agenda as presented. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

COMMISSIONER ABSENCE

Commissioner Nelson moved to excuse Commissioner Wilsie's absence from today's meeting. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote. Commissioner Wilsie joined the meeting virtually at 5:07pm.

COMMUNICATIONS

MINUTES AND BLANKET VOUCHERS

Commissioners Sutich and Nelson moved and seconded approval of the January 24, 2023 meeting minutes. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioners Nelson and Sutich moved and seconded approval of Accounts Payable Vouchers 198739-198850, Payroll Vouchers 198851-198866, ACH transfers and wire transfer fees as set forth in the agenda for a total consideration of \$2,987,763.21. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

CHIEFS REPORTS

Chief Meyer:

- Updated the board regarding a couple of recent house fires;
- Reported the District provided support to the Night to Shine event at the YMCA recently;
- The District is hosting PCSORT/PCHIT training at 50 this week;
- Wildland pack tests are taking place at Gig Harbor High School with approximately 70 people getting their annual certifications.

Chief Black:

- Scheduled maintenance will take place at Station 58, crews moving out this month with the engine being moved to Station 57 and the medic unit to Station 56;
- Station 53 is being staffed more frequently;
- WSRB review is progressing;
- Mechanic Lee Plunkett on extended leave.

Chief Booth:

- Applied for inclusion in a safety culture survey and the District was accepted;
- Chief Wescott working on situational awareness enhancements in First Due;
- Retired mechanic Sonny Putnam update.

Chief Doan:

- Met recently with County Councilmember Robyn Denson;
- Will be attending the Washington Fire Chiefs Legislative Day in Olympia Friday and have meetings scheduled with all of the District's legislators;
- Chief Booth will present evaluation regarding volunteer program at next meeting;
- Has been advocating for FF/PM Hover's family regarding L&I claim denial;
- Work regarding CAD to CAD with South Kitsap continues to move forward;
- Pierce County Fire Chiefs along with EMS Chiefs working to improve process at the county level; next will be working on call processing times with South Sound 911;
- Presented year pins to Taunja VanderVaate (5 years); Commissioner Sutich (15 years); A/C Scott Booth (25 years), thanking each of them for their service to the District;
- Emailed his self-evaluation to the Board for their review and will have an executive session on the February 28 agenda to complete the evaluation.

STANDING COMMITTEE REPORTS

CHAIRMAN'S REPORT

Chairman Urvina did not have a report, but did request all Commissioners come to the next meeting prepared for Executive Session.

2022 BOND UPDATE

Chief Johnson updated the Board regarding progress on the Training Campus, Stations 57 and 53 projects. He continues working on water availability for all projects and plans to have a Station 51 design kickoff soon. He expects the design process will take a year to complete.

Commissioner Sutich suggested Chief Johnson send updates to the full Board and not only Fleet and Facilities Committee members to keep everyone up to date.

FINANCE REPORT

Krystal Hackmeister presented the December 2022 finance report.

OLD BUSINESS

NEW BUSINESS

- A.** General Fire Levy. Chief Doan reported to the Board that District staff held their first planning meeting with Strategies 360. He plans to bring a recommendation to the Board on February 28.
- B.** Resolution 2023-01 – Credit Card Policy. Krystal Hackmeister presented the Board with Resolution 2023-01 moving credit card procedure out of the policy. This resolution supersedes all prior resolutions and credit card policies. Commissioners Nelson and Sutich moved and seconded approval of Resolution 2023-01. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.
- C.** Resolution 2023-02 – 2023 Budget Amendment. Krystal Hackmeister presented the Board with Resolution 2023-02 amending the 2023 budget. Commissioners Nelson and Sutich moved and seconded approval of Resolution 2023-02. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.
- D.** Resolution 2023-03 – Expense to Reserve Fund Transfer (Carryover in 2024). Krystal Hackmeister presented the Board with Resolution 2023-03 which transfers unspent budgeted monies for apparatus expected to be delivered in 2024 into reserves. Commissioners Nelson and Sutich moved and seconded approval of Resolution 2023-03. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.
- E.** Resolution 2023-04 – Expense to Reserve Fund Transfer. Krystal Hackmeister presented the Board with Resolution 2023-04 to meet the District’s 16.67% reserve requirement under its financial management policy. Commissioners Nelson and Sutich moved and seconded approval of Resolution 2023-04. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.
- F.** Resolution 2023-05 – Expense Fund Capital Reset. Krystal Hackmeister presented the Board with Resolution 2023-05 and explained it is not a transfer, rather a reset. Instead of earmarking specific amounts of monies for specific future capital projects, this resolution will allow all monies set aside to be used for any capital needs of the District. Commissioners Nelson and Sutich moved and seconded approval of Resolution 2023-05. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.
- G.** Personal Services Contract – Human Resources Program Manager. Chief Oldenburg presented the Board with the Personal Services Contract for Janelle Gunder, the District’s new Human Resources Program Manager and explained the term is through December 31, 2024 to align the timeline with other personal services contracts. Commissioners Sutich and Nelson moved and seconded approval of the Personal Services Contract as presented. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

PUBLIC COMMENT

GOOD OF THE ORDER

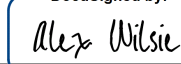
SPECIAL INTERESTS/UPCOMING EVENTS

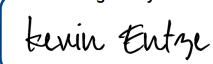
ADJOURNMENT

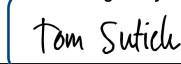
There being no further business to discuss, Chairman Urvina adjourned the meeting at 5:39pm.
The next regular meeting will be 5:00pm on Tuesday, February 28, 2023.

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Chairman/Commissioner

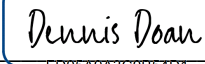
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Attest: District Secretary