



Pierce County  
FIRE PROTECTION DISTRICT No.17  
Headquarters – Station 170  
5403 – 340<sup>th</sup> Street East  
Eatonville, WA  
Phone: (253) 847-4333



**A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS  
FOR PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 17**

**March 21, 2016**

The regular meeting of the Board of Fire Commissioners for South Pierce Fire and Rescue 17 held at 302 McNaught Street South, Roy WA 98580, was called to order at 7:00 p.m. Chairman Morris led the Pledge of Allegiance.

**Roll Call:**

**Present:** Commissioner John Christian, Commissioner Kathy Kadow, Chairman Dan Morris, Commissioner John Sebastian, Olivia Werner were present.

FC Vellias, DC Grant, AC Yount, DS Summer Miller, a few citizens as well as several firefighters.

**Administrative District Secretary Oath: S. Miller**

**Budget Revision Discussion:**

Due to the recent 2016-2018 contract signing and to rebalance our overtime budget the following budget revisions are recommended by the staff and chief. The overtime use will remain high for the next three months and should moderate when the two new hires return from the West Pierce Academy. The proposed changes will reduce the expected transfer to the reserve fund by \$11,618 next year.

- **Emergency Fund:** The Emergency Fund budget will be reduced by \$8,500
- **FF Contract Raises:** Increases by \$14,545 to meet contract raises
- **FF Overtime:** Increases by \$52,000 to meet needs. Will level out as new hires finish academy and have on the job training.
- **Clothing:** Reduced by \$4,000; working on a new t-shirt vendor. District will not add new volunteers through the summer.
- **SCBA:** Reduced by \$11,000. Current air packs will be repaired. Upcoming engine (acquired through Grant) has 4 SCBAs on board.
- **Fuel:** Reduced by \$20,000. Fuel expenses were budgeted at \$3/gallon. Fuel costs have lessened significantly to an average of \$1.20/gallon.
- **Radio Repair:** Reduced by \$8,000. District owns radios without monthly subscription costs for this year.
- **PubEd:** Reduced by \$1,000. District will continue to seek donations to fund programs such as the sign program.
- **EMS Training:** Reduced by \$1,000. Outside EMS training will be limited.
- **Buildings:** Reduced by \$35,000. All planned inside remodeling at stations 170, 171, 172, 175 & 84 to resurface, refinish, or replace kitchen cabinets, counters, and appliances will be postponed for this year, as will upgrades to exteriors, such as lighting, decks, and Knox lock replacements.
- **FF/PM Contract Raises:** Increased by \$23,073 to cover the additional 2% contract raises, which were not previously budgeted.

- **FF/PM Overtime:** Increased by \$45,000 to meet expected needs.
- **Medical Insurance:** Reduced by \$14,000. Insurance is budgeted for employees at the highest possible rate of married with children. Some of our new hires do not meet this highest rate.
- **Medical Supplies:** Reduced by \$10,000. Consortium prices on consumables are allowing for District savings.

**CONSENT AGENDA**

- **Minutes** –Regular Meeting Minutes from March 21, 2016.
- **Accounts Payable Vouchers for March – 313-384 for the amount - \$83,607.55**
- **Payroll Vouchers for March check #'s 3471 - 3495 - \$343,357.52**
- **Total Payroll and Vouchers - \$426,965.07**

*On a motion made by Commissioner Kadow and seconded by Commissioner Christian, the February 16, 2016 Agenda Minutes were approved. Commissioner Werner abstained from voting due to her absence from that meeting.*

*On a motion made by Olivia Werner and seconded by Kathy Kadow the February 16, 2016 Consent Agenda Payable and Payroll Vouchers were unanimously approved.*

**LOCAL 726:** None

**CADETS:** None

**PUBLIC COMMENT:** None

**SECRETARY CORRESPONDENCE - Enclosed**

**CHIEFS' REPORT -**

<b>Monthly Call Report - - - - -</b>	<b><u>2016</u></b>	<b><u>2015</u></b>
<b>Total Calls This Month:</b>	<b>210</b>	<b>171</b>
<b>Year-To-Date Calls:</b>	<b>442</b>	<b>360</b>

- **February Revenue** - Enclosed
- **Administrative/District Secretary Monthly Review** – Administrative District Secretary Review enclosed.
- **2012 – 2014 State Audit** - FC Vellias will advise the Board when the audit is complete and an exit conference is scheduled.
- **Safety and Maintenance Committee Notes** - FC Vellias presented the first Safety & Maintenance Committee minutes for the March 2, 2016 meeting. Board needs to decide in June/July to run a safety maintenance & operating levy in November.
- **District Map and Land Parcels** – Vellias presented a detailed map and parcel list to bring attention to the 13% of the District coded as “exempt” – not taxed at all. The District has light duty personnel working on verifying the status of exempt or reduced parcel statuses.
- **FC Vellias presented his monthly work schedule for the month of April.**
- **DC/AC Reports.**
- **DC Grant –**
  - AC Yount & PM Etherton made A175 reserve ready.

- Headsets have been re-purposed to Eatonville Engines.
- Update on FEMA Grant: Chassis is being prepped.
- HGACBUY will provide the District with purchasing power on a national level.
- Hwy 7 property price dropped to \$145,000, per the Board of Commissioners.
- Surplus E85-1 will go to next auction. Title was reissued due to missing title.
- **AC Yount –**
  - Plan for a Medic One consortium is facing some resistance, but continuing to work on it.
  - An EMT class is planned for September. This will cut District training expenses by \$10,000. Outside Districts are signing up for our EMT course.
  - Continuing to purchase medical supplies through a County wide interlocal. This continues to reduce the cost of supplies.
  - Continuing to work with billing company and will provide training via webinar.
  - Working on creating a more “mutual aid” scenario between SPFR and District 23.
- **BVFF Recap:**
  - The February 16, 2016 minutes were approved.
  - 2015 Participation Certification for Eatonville Fire & Rescue was approved.
- **Community Events:**
  - Easter Egg Stuffing at Station 175: over 7,000 eggs were stuffed in a little over an hour.
  - Easter Egg Hunt will be held at Pfeiffer Field on Saturday, March 26.
  - The Local held a banquet for new hires on Saturday, March 12.
  - The District would like to publicly thank the following sponsors for supporting the Districts Easter Egg Hunt: Wilcox Farms, Starbucks, Safeway, Epic Donuts, Varsity Pizza, Oberto, Tim’s Cascade, as well as George Gendron and Chaplain Dorothy.

## UNFINISHED BUSINESS

- 1) **Volunteer Coordinator Job Description**  
*This item will be made dormant until recalled by the Board.*
- 2) **O.I. 238 Support Services Tender/Driver Operator**  
*This item will be made dormant until recalled by the Board.*
- 3) **Interlocal Contract for Cooperative Purchase (HGACBUY)**  
*On a motion made by Commissioner Kadow and seconded by Commissioner Sebastian the Interlocal Contract for Cooperative Purchase (HGACBUY) was unanimously approved.*
- 4) **Resolution 16-004 Authorizing an Agreement for a Commercial Loan.**  
*On a motion made by Commissioner Christian and seconded by Commissioner Werner, Resolution 16-004 Authorizing an Agreement for a Commercial Loan was unanimously approved.*

## NEW BUSINESS:

- 1) **Resolution 16-006 – Authorizing EMS Levy (First Read).**  
*After discussion, the Board unanimously agreed to table this item to be discussed at the April 18, 2016 regular meeting.*
- 2) **Grievance, Step 3.**  
*After discussion, the Board unanimously agreed to schedule a hearing at a Special Meeting on Monday, April 4, 2016 at 7:00pm.*
- 3) **Resolution 16-007 – Authorizing an Amendment to the 2016 Budget.**  
*After discussion, the Board unanimously agreed to specific line item changes (as noted previously). This item will be tabled until the April 18, 2016 regular meeting.*
- 4) **Memo to Close the Safety Deposit Box #155, held at KeyBank.**  
*On a motion made by Commissioner Kadow and seconded by Commissioner Werner, it was agreed to close the safety deposit box.*
- 5) **WFCA Conference – Ocean Shores**

*Commissioner Kadow shared her learning experience from the Ocean Shores Seminar for newly elected Fire Commissioners, Chiefs and Secretaries.*

**6) Chief Hiring**

*After discussion, the Board agreed to appoint Commissioners Werner and Kadow to research and present information on a regional and nationwide Chief search.*

**7) Fire Protection District Agreement No. A3091 (between SPFR & City of Tacoma, Department of Public Utilities, Light Division)**

*On a motion made by Commissioner Werner and seconded by Commissioner Christian, it was agreed to sign the fire protection contract for the City of Tacoma (known as the LaGrand Dam)*

**Executive Session:** none

**Good of the Order:**

Commissioner Christian – Thanked Secretary Miller for her work thus far.


Commissioner Werner – Thanked the Administrative Staff for always working hard.

Commissioner Kadow – Expressed thanks for Secretary Murphy’s luncheon, as well as to LT/PM Willett for organizing highway clean up and the many volunteers who helped. Thanks to all who helped with the Easter egg stuffing, as well as FC and Mary Vellias for providing the pizza dinner.

Commissioner Morris – Thanked Secretary Murphy for her years of service.

**ADJOURNMENT:** *On a motion made by Commissioner Werner and seconded by Commissioner Kadow, the regular meeting for the Board of Fire Commissioners for South Pierce Fire and Rescue District 17 adjourned at 8:43pm.*

  
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Chairman Dan Morris                      Date                      4/18/16

  
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ATTEST: Bob Vellias                      Date                      4/18/16  
Fire Chief