The Regular meeting of the Board of Commissioners for Pierce County Fire District No. 6 was called to order by Chairman Willis at 7:03 p.m. at 17520 22nd Avenue East, Tacoma, Washington. Present were the following: Chairman Willis, Commissioners Eckroth, Coleman, Nelson, and Morell, Fire Chief Hoyt, Interim Fire I/F/C Andren, Deputy Chief Sinclair, Assistant Chief Holm, Chief Financial Officer Carlsen, Human Resources Manager Johnson, EMS Nurse Murphy, Information Systems Coordinator Travis, Information Systems Technician Fester, Lieutenant Dan Bickel and family, A/P-HRA Denise Menge and family, Support Services Volunteer Bannon, Captain Franklin, Firefighter/Paramedic Dulas, Firefighter A. Scott, citizen Mary Sherman, and Recorder Stephany Carter-Hoskinson.

Pledge of Allegiance

Chairman Willis led the flag salute.

Special Recognition

Denise Menge for the “Baby Blanket Program”: A/C Holm presented a special recognition award for her idea and efforts with the baby blanket program. Denise hand made baby blankets for personnel to give citizens who give birth on incidents. Two blankets, one for a girl and one for a boy, have been placed on each first responding unit.

Dan Bickel for his effort with the Map Books: I/F/C Andren presented and read a letter to Lt. Dan Bickel that was signed by the Board of Commissioners. The letter recognized his recent efforts with the map book project and coordination of the Pancake Feed breakfast at Station 6-6. Lt. Bickel requests that a thank you letter be sent to Fire Comm for their hospitality during the map book project, especially Steve Rice.

Volunteer Relief and Pension Meeting

See the corresponding minutes.

Consent Agenda (Single Motion)

Meeting Agenda
Excused Absences: Commissioner Wilson
Minutes: Regular Board Meeting Minutes of June 11, 2001
Approval of:
  Voucher Consideration in the amount of $ 114,124.32
  Net Career Payroll in the amount of $ 340,781.44
  Employee Deductions in the amount of $ 323,495.19
Electronic Transfers in the amount of $ 96,825.77 & $ 10,453.72
Employer Responsibility in the amount of $ 107,988.43
Electronic Transfer in the amount of $ 10,453.72
GRAND TOTAL: $ 1,004,122.59

Commissioner Coleman questioned a warrant to Ron Jones for 50 feet of chain. Why is it so expensive? Chief Sinclair stated that it is chainsaw chain. We buy it in bulk and then size it to fix the chainsaws. Commissioner Eckroth questioned whether or not the coffee fund deduction is a normal thing. Yes this is a normal contribution made by employees from their paycheck into the coffee fund. Commissioner Coleman asked about the shower repair at Station 6-0. Captain Franklin stated that the water pans in the showers were leaking underneath two stalls. Leaks were behind the tiles and the tiles were falling off. Commissioner Coleman moved and Commissioner Eckroth seconded to approve the Consent Agenda as presented. MOTION CARRIED.

New Business (First Reading – For Discussion and Review Only)

Billing Software System: EMS Nurse Murphy stated that the billing office has been using the current billing software since 1991. They are billing for five districts and the approximately 8,000 new medical incident reports per year. Of the bids that were received for the financial package, Sweet Computer Systems was the only one to submit a bid for software that will suit the needs of the billing office. The software supports easy data entry and a lot of reports can be pulled out of it. The reports will be useful for the billing office in that it will save time and the software is capable of generating reports that will aid in the implementation of community safety education programs. The bid was at $20,068.80 plus hardware. EMS Nurse Murphy asked that the second reading be waved so that implementation can be finished before personnel maternity leaves begin. Commissioner Willis asked if this money has been budgeted. CFO Carlsen stated that is part of the $250,000 that was budgeted for the financial package as a whole. Commissioner Nelson asked if it is compatible with current hardware and if there will be any problems with AT&T. A new server will have to be purchased, and memory upgrades will have to be installed. Those upgrades are considered in the $26,000 for the total package. D/C Sinclair stated that there are several new regulations regarding security that will be in effect after the Health Care Accountability Act. Commissioner Willis asked if those changes would be absorbed in the annual maintenance fees. D/C Sinclair stated that they might be. Commissioner Nelson asked if we went through the proper hoops on the bid. Yes, bids were done properly. Commissioner Nelson moved and Commissioner Eckroth seconded to waive the second reading rule. MOTION CARRIED. Commissioner Coleman moved and Commissioner Eckroth seconded to approve the purchase of the billing software system from Sweet Computer Systems in the amount of $26,363.80. MOTION CARRIED.

Considerations and Requests (Board Action Required)

Fire Protection Services Contract with Pierce County: F/C Hoyt stated that this is an annual contract that we enter into with Pierce County in which we provide fire protection for the facilities that Pierce County owns within our District. Commissioner Nelson asked if the rate has changed from the last contract. F/C
Hoyt stated that we submit a list of the number of incidents we respond to and what we are paid varies upon what we responded to. Commissioner Eckroth moved and Commissioner Morell seconded to adopt the Pierce County Fire Protection Contract. MOTION CARRIED.

**Lieutenant and Captain Test Eligibility Lists:** I/F/C Andren stated that HRM Johnson recalculated the scores of the Lieutenant test and the results were the same. Both Captain and Lieutenant Eligibility List were in the packets and are ready for approval. Commissioner Eckroth moved and Commissioner Coleman seconded to approve the Lieutenant and Captain Eligibility Lists as presented. MOTION CARRIED.

**ALS Billing Rate Increase:** I/F/C Andren stated that they met with Graham and Lakewood Fire Department representatives regarding the rate change. Two options are available and letters will be sent to Districts 2, 15, 17, and 21 for their choice. I/F/C Andren is recommending that the district adopt a rate plan that would provide for the two options outlined in the Board packet. I/F/C Andren thanked EMS Nurse Murphy for her legwork on this issue. EMS Nurse Murphy stated that the ladies in the billing office did a lot of work during the analysis and believes that the results are fair and equitable. Commissioner Nelson moved and Commissioner Eckroth seconded to adopt the proposal for the ALS Billing Rate Change. MOTION CARRIED.

**Funding Impacts:** I/F/C Andren gave a presentation on the Fire Benefit Charge (FBC), CFO Carlsen reviewed the different aspects of the funding sources, and gave projections on the future funding depending on whether the levies pass at the polls in September. There are some choices that the Board needs to think about. Staff feels that it is important for citizens and members of the Fire Department to understand what we are going to do in the event of both levies failing. The Citizens Advisory Committee will be discussing areas of funding and they may have questions that need to be answered by the Board. F/C Hoyt distributed the memo he sent to all personnel on April 13, 2001 (see attached). This is a recommendation from Staff and the Labor Management Committee. This has been discussed with labor units and is a proposed plan as to what we are to do in the worst-case scenario. Staff is not discussing campaign strategy but is seeking answers to questions that citizens or other personnel may have. Discussion followed. F/C Hoyt distributed a suggested list of programs that could be cut in the event of the lost funding (see attached). Commissioner Nelson stated that from the Board's perspective they are aware that there may be cuts above and beyond this, it's obvious, but it is too early to discuss who and what in addition to the list already established. The cuts will affect our ability to respond. The Board does have an understanding that personnel will need to be cut and feels comfortable with recommendations in the memo. That is what we need. Board realizes that as a worse case scenario, we would close two stations. Commissioner Willis stated that the document is good because it gets into the domino effect. The Board backs this. Commissioner Eckroth stated that he has one concern, that the cuts presented may not go deep enough. During the first year they might be adequate but maybe not the second year. Commissioner Morell stated that the FBC goes to the end of 2002 and the current EMS levy goes until the end of 2002. We have a one-year cushion. Commissioner Morell wants to make sure there is an understanding that if both fail in
September we are not going to make program cuts or close stations in September. It should not be viewed as a threat. Stations would close at the end of 2002. The board concurred with the planning proposal in the event of the worse case scenario. Commissioner Morell asked I/F/C Andren for a copy of his presentation.

Staff, Local, Firefighters’ Association and Fire Chief Reports
(For Information Only)

A/C Holm: A/C Holm stated that all of the Commissioners are invited to the open house at Station 6-1 on Saturday at 8-11 a.m. He reported that the community groups list have been updated monthly and currently members of the Department are signing up to be a contact person for the many PTA and community groups. The liaison will pass information between the group and the PIER Division. He stated that he has been receiving questions from people about the levy. A/C Holm thanked the firefighters on the Haz Mat and Special Operations team for coming in at 4:00 a.m. to make the presentation for the KOMO Station new cast by Todd Johnson. The crews did a good job. The Division Report was enclosed in the Board packets.

D/C Sinclair: Thanked A/C Holm and PIER Coordinator Moulton for putting a lot of work into enhancing our public exposure. He encourages the Commissioners to read the citizen letters the PIER division enclosed in their report. D/C Sinclair reported that A/C Tucker is on vacation and she extends good will to the Board. She left her report with him so that he could give it. The BLS Program is expected to be up and running in August 2001. Additional training on the Sunpro reporting system and further criteria need to be established. The volunteers will be “teching” in the back of the medic units. He reported on the significant incidents within the last couple of weeks.

D/C Sinclair attended a terrorism early warning workshop. The group is planning on meeting quarterly. The focus of the group is to beef up communications so terrorist won’t want to do it. The bottom line is there is a lot more that is going on than what is being reported. Steps need to be taken to stop this.

HRM Johnson: Reported that the WSFC is having a conference in October. It will be in Spokane on the 25-27. Is anyone interested in attending? If so, she can arrange for hotel reservations. Commissioner Coleman stated that he has already made his. HRM Johnson stated that the Administrative Division has been fairly busy the past couple of weeks.

I/F/C Andren introduced citizen Mary Sherman, a member of the Citizens Advisory Committee. She is the Legislative Council Member Assistant to Kevin Wimsett. Commissioner Willis welcomed her. D/C Sinclair stated that the Citizens Advisory Committee has been doing ride-alongs and they have had wonderful eye-opening experiences. Citizen Mary Sherman stated that she was able to attend a Meth lab field trip where a five-year-old boy was involved in the incident. She was glad to see members of Central Pierce Fire & Rescue handle the situation in a compassionate manner. She is thankful when this department responds because it responds very well.
CFO Carlsen: Reported that her monthly financial report has been enclosed in the Board packet. She has more information on the financial software package bids. The committee has narrowed the bids down to three vendors. The vendors deal with our size of our department. We have scheduled two demonstrations so far and the Board is invited to attend. The Eden presentation will be on July 19 at 8:30 a.m. and the Springbrook presentation will be on July 25 at 9:00 a.m. Commissioner Nelson expressed interest in attending. Commissioner Wilson expressed interest in attending at the last Board meeting.

ISC Travis: Reported that he met with a new government account team from Qwest today. This team deals with only government accounts. They seem to understand our needs better. He feels comfortable that they will be coming back with better contracts. The phone system seems to be fixed. The video conferencing is up and running. It is still in test mode and staff training will be happening soon.

I/F/C Andren: Reported that they will continue to have weekly conference call with Cisco and we have another meeting this Friday. We asked that they not terminate the team for the next two weeks. There was a set back in the T-1 line between Station 6-0 and 6-1. It broke down due to manhole flooding. It wasn't the routers. The testing went faster than their expectations. They have offered us contracts with extended warranties.

I/F/C Andren distributed a public notice regarding distributed by Pierce County (see attached). The Pierce County Council is requesting the county executive to study the feasibility of developing a joint public safety facility in the Parkland/Spanaway area. This item will go before the Council for final consideration on Tuesday, July 10, at 3 p.m.

I/F/C Andren reported on the chaplaincy program. Staff recommended becoming members of the Pierce County Chaplain Program. A member from the program came and made a presentation at a weekly Staff meeting. We have entered into an agreement with them and a chaplain from the program will be on our volunteer point system and will be dedicated to respond to our incidents. I/F/C Andren will update the Board on the issue.

I/F/C Andren reported that Puyallup Fire approached us and expressed their interest in sharing the Station 6-7 training tower if they make improvements to our facility. Chief Frank, Puyallup Fire, is hoping to explore options in building a multi-purpose training facility and installing a natural gas burn room in the tower. Commissioner Nelson asked where Bates fits into the picture. I/F/C Andren stated that it could be a three-way thing. Chief Frank is planning on spending $2 million on the project that all three entities could share. Discussion followed. I/F/C Andren stated that they would proceed with caution and keep the Board informed.

I/F/C Andren reported on a couple of significant incidents involving arson fires and five-car fatality accident.

I/F/C Andren reported that the Future Staffing Committee met one week ago and the committee has a plan to implement in the case that both the EMS levy and the FBC
pass. Commissioner Wilson requested that the report be delayed until the next meeting.

I/F/C Andren will be attending the Chief’s Conference in Spokane and will be out of the office the rest of the week.

F/C Hoyt: Reported that Firefighter Marty Wheeler submitted his resignation in order to follow a private enterprise plan. The exit interview is scheduled for the first thing in the morning.

F/C Hoyt reported that this Thursday, January 28, there will be a PCFCA dinner meeting at St. Martin’s College in order to discuss the pros and cons of the new NFPA standards 1710 and 1720. If anyone is interested in car-pooling, you can ride with him. The cost is $15 for dinner.

F/C Hoyt reported that there are negotiations proceeding for the PIER contract. In July the Chiefs and Machinists will negotiate their contracts.

F/C Hoyt received a request of input from Pierce County on Thun Field regarding a control acquisition of land around the airport, including Station 6-9. We may want to discuss safety measures regarding access to the airport during an emergency. F/C Hoyt will keep the Board informed.

F/C Hoyt reported that we received a Haz Mat reimbursement check from Pierce County to cover from June of last year to the end of the year. The check covers both PCFD #21 and our expenditures. We will divide the costs and send PCFD #21 their check.

F/C Hoyt reported that the memorial services for Dick Parrott were last Friday at the Powers Funeral Home. A large group of our personnel attended. An engine was requested to attend. And the honor guard was present. Dick was part of the department for 30 years and resigned last year.

There will be an executive session to discuss personnel and real estate matters.

Local: Nothing reported.

Firefighters’ Association: Nothing reported.

Commissioner Comments

Commissioner Morell: Attended memorial services for the Moses Lake firefighter Jeremy Chandler. The service was very well attended by the fire service. A bag pipe team came.

Commissioner Morell stated that he attempted to pass a bill for a $3 million to DOE for Meth lab clean up. The bill was unsuccessful.
Commissioner Morell question an item in CFO Carlsen’s financial report on the last page. It states $936,000.00 is left to collect to meet our budget. CFO Carlsen stated that it was an error and she will remove it.

I/F/C Andren expressed his condolences for the Moses Lake firefighter.

**Commissioner Nelson:** Nothing reported

**Commissioner Coleman:** Nothing reported.

**Commissioner Eckroth:** Complemented Denise Menge and stated that her work on the baby blankets was exceptional. He looked at the stitching on the blankets and it is very well done. His thanks goes to Denise.

**Chairman Willis:** Thanked I/F/C Andren and CFO Carlsen for their presentations on funding. It helped us. The Board is very concerned about these two measures. We are building the organization to meet the needs of the citizens and it doesn’t fit the picture to cut back when the community is expecting more.

**Executive Session**

**Personnel Issues and Real Estate Matters (approximately 30 minutes):** At 9:55 p.m., Commissioner Eckroth moved and Commissioner Coleman seconded to move into Executive Session for thirty (30) minutes for the purpose of discussion personnel matters and real estate.

At 10:25 p.m., Chairman Willis called the meeting back into Regular Session with no action taken.

**Adjournment**

There being no further business, Commissioner Coleman moved and Commissioner Eckroth seconded to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:25 p.m.