

Pierce County Fire Protection District No. 14

Commissioners Meeting January 28, 2019

**In Attendance:** Commissioner Peter Allison, Commissioner John Campbell, Fire Chief Kira Thirkield, Lieutenant Keith Joseph, and Secretary Pat Shandrow.

**Citizen Comments:** Jerry Sandberg introduced himself. He has expressed interest in the open Commissioner position.

Commissioner Campbell opened the meeting with the pledge of allegiance at 6:30 p.m.

The minutes of the January 7, 2019 Regular Board Meeting were approved as presented.

**Vouchers:** Voucher list was reviewed, approved and attached.

**Financial Report:** The Chief’s Report was presented, reviewed and attached.

**2018 Annual Report:**

2018 Annual Report was presented for review. This is a new report initiated by Chief Thirkield with input from BC Brent Dubay.

Copy Attached

**Old Business:**

1. SOP Rewrite Project: Nothing new to review at this time.

**New Business:**

1. 2019 WSCA Healthcare Eligibility and Renewal Application: Annual application was reviewed and signed.
2. SWOT Analysis:

All members were asked to do a SWOT analysis of the Department. (Strength, Weaknesses, Opportunity, Threats)

Strengths: Members appreciate the amount of training opportunities, feel we have great equipment and specifically noticed the determination of leadership to accomplish strategic goals.

Weaknesses: Staffing levels limit the of flexibility of when they can pull shifts. Some feel too much is being asked in training and while on shift. Some felt lack of appreciation. i.e. pictures not on display.

Opportunities: Members would like to see more co-op training with neighboring districts and an increase in public education training.

Threats: Some of the members feel Riverside is a “small fish in big pond” and are concerned that we will be taken back over. They would also like to see us provide more mutual aid. It was mentioned that due to the department closing and reopening along with the change in leadership that we have a tarnished reputation that is undeserved.

1. HVAC Review: Eventually our systems are going to fail. Full assessment was done and an estimate of $85,000 was given for a new system. Not a viable option at this time. We will continue to monitor and look at other options.
2. Department of Retirement Systems Audit: Department of retirement services audit. This is first audit we have received from this Department. Overall the audit went well, a few errors were being made but have been corrected and should not continue to occur.
3. Records Management and Retention Plan: Administrative Division will be bringing on an executive assistant to help with this along with writing the policy book.
4. Hazard Mitigation Plan – Chief Thirkield will be meeting with the Department of Emergency Management monthly this year to update the District and County Hazard Mitigation plan that will remain in effect from 2020-2025.

The Regular Board Meeting recessed for a Board for Volunteer Firefighters meeting at 7:30 pm.

Board for Volunteer Firefighters Meeting began at 7:35 pm.

Board for Volunteer Firefighters Meeting ended at 7:45 pm.

Regular meeting reconvened at 7:46 pm.

**Good of the Order:**

* Chief Thirkield is attending a Fire Office II class in Rochester, WA.
* Brent Dubay will be attending EVIP Train the Trainer Course at Central Pierce and a Senior IFSAC Evaluator course hosted by the WSP this month. He will also be attending Fire Instructor Management at the National Fire Academy in March.
* The members all enjoyed the holiday potluck.
* We are still waiting on the date for the Awards Banquet.
* We will have a live burn on Saturday and Sunday February 2nd and 3rd.
* Recruitment at JBLM went great a lot of interest was shown by active duty transitioning out of the military.
* Accepting applications March 1st.
* Active Construction Inc. donated services to the Department for the installation of the new water system.

With no further business to come before the Board, the meeting adjourned at 7:59. p.m.

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John Campbell, Chair

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Peter Allison, Commissioner ATTEST:

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Pat Shandrow, District Secretary