**Pierce County Fire Chiefs’ Association**

**Meeting Minutes**

**January 5, 2012**

**Call to Order**

President John McDonald called the Pierce County Fire Chiefs’ Association meeting to order at 11:35 a.m. at DuPont Fire Department located at 1780 Civic Drive, DuPont, WA. The following were present:

Greg Hull, DuPont FD Greg Cooper, DuPont FD

Ron Glickman, JBLM Ron Schaub, Steilacoom Public Safety

Ken Sharp, WPFR Mitch Sagers, WPFR

Paul Tinsley, WPFR Lloyd Christianson, WPFR

Jim Sharp, WPFR Stephen Murphy, WPFR

Dan Rankin, WPFR Michael Dobbs, WPFR

John Burgess, Gig Harbor FD Steve Nixon, Gig Harbor FD

Scott Casebolt, Gig Harbor FD Tom Sutich, Gig Harbor FD

Keith Wright, CPFR Judy Murphy, CPFR

Gary McVay, PCFD #13 Andy McAfee, PCFD #14

Guy Allen, PCFD #16 Bob Vellias, SPFR

Paul Webb, PCFD #18 Ryan Baskett, GFR

John McDonald, EPFR Jay Wiggins, PCFD #27

Patrick Kettenring, PCFPB Dic Gribbon, PSCAA

Norma Pancake, PCEMS Paul Spirup, Boeing FD

Joe Quinn, Attorney Denise Menge, Recorder

**Flag Salute**

Greg Cooper led the flag salute and welcomed everyone to DuPont. They will be hosting a training opportunity with Chief Latsky in March, fliers with more information were distributed.

**Approval of Minutes**

It was moved and seconded to approve the November 3, 2011 meeting minutes as presented. MOTION CARRIED.

**Treasurer’s Report**

Treasurer Hale is not present today, however, she sent over the Treasurer’s Report. The account has a balance of $5,194.25 with $12,451.94 in EMS. It was moved and seconded to approve the Treasurer’s report as presented. MOTION CARRIED.

**Correspondence**

None.

**Guest Speaker**

Vice President Wright introduced Attorney Joe Quinn who is here to speak on Impact Fees. Attorney Quinn encouraged those interested to get involved on this and suggested a committee be formed. Agencies have to go through a local planning agency to get impact fees. Impact fees are a mandated fee that a developer would pay for the impact the development would have on your level of service, such as the Cascadia Development in East Pierce Fire and Rescue that was looking at creating an increase of 18,000 to 20,000 people with a mixed residential development. School Districts already have impact fees in place. They receive a set amount of money per lot which is paid to the County and then paid to the School District. This same kind of system could work for Fire agencies and he recommends following the school district model. There is some work to be done with the Pierce County Growth Management Plan. Also, agencies interested in impact fees need to have a capital facilities plan developed and adopted by the County. It would be best to have a unified approach and joint effort on this. Another element is the County Plan is now out of date. Attorney Quinn went over the changes that need to be done by the County due to new law changes, etc. as well as code that has be made to apply to Fire and EMS (see attached copy of information he went over). Discussion followed.

An email will be sent out for those interested in putting together a Joint Committee on Impact Fees.

**Unfinished Business**

1. Mission/Vision Statement & By-Laws Review. President McDonald reported that Mitch Sagers and Reggie Romines had volunteered to work on the Mission and Vision Statements. The By-Laws were also reviewed and it was found that they are not in need of any changes at this time. There may be some changes in the future with regards to legislative support. We did not have a Vision Statement and one was created. President McDonald read the Mission and Vision Statements adopted by the Executive Board:

Mission Statement: The Pierce County Fire Chief’s Association shall serve, educate, and advance the leadership of the contemporary Fire Service, promoting excellence in public safety.

Vision Statement: The Pierce County Fire Chief’s Association is recognized regionally among allied public safety, political, and educational leaders for their collaborative efforts in delivering the highest caliber public service in a safe and cost-effective manner.

President McDonald thanked Mitch and Reggie for their work on these.

1. Membership Dues. President McDonald reported that due to the declining budget balance, Ken Sharp had proposed an increase to the annual membership dues. Copies of the proposal were distributed and are on the backside of the 2012 Proposed Budget.

The current dues structure (based on assessed valuation):

Less than $200 million $100

$200 million to $500 million $150

$500 million to $1 billion $200

$1 billion or more $250

Proposed dues structure (based on assessed valuation):

Less than $250 million $200

$250 million to $1 billion $300

$1 billion to $5 billion $400

$5 billion or more $500

The Executive Board recommends the proposed dues structure along with the Associate Members dues remaining at a flat $100 per agency instead of per person. According to the By-Laws, changes to the dues structure requires a 30 days notice in writing. February 2nd is the next regular meeting which is less than 30 days. Gary McVay moved and Paul Webb seconded the motion to suspend the rules of 30 days notice to change the dues structure. Discussion followed. Gary McVay amended his motion and Paul Webb seconded the amendment of suspending the 30 days notice and voting on the proposed dues structure today. MOTION CARRIED. Lloyd Christianson moved and Andy McAfee seconded to adopt the dues structure as proposed with the Associate Members paying a flat rate of $100 per agency. MOTION CARRIED.

1. 2012 Budget. President McDonald reported in the 90’s the Association was carrying a fund balance between $8 to $10,000. We are currently at $5194.00. The Executive Board looked through the 2011 expenditures, etc. The proposed 2012 revenues are $16,095.60 and expenses projected at $10,710.00. Andy McAfee moved and John Burgess seconded to approve the 2012 proposed budget as presented. MOTION CARRIED.
2. Lunches / Meeting Time. President McDonald stated there had been a suggestion of meetings being changed to every other month. This was discussed at the Executive Board meeting and it was decided to continue with the current meeting schedule and time as this provides an opportunity to network and keep in touch with each other, etc.

**New Business**

1. Website Committee. The Company that is currently hosting the PCFCA website is no longer interested in doing so. Keith Wright has contacted the State Chiefs and David Travis is working on some different options as well. Keith Wright will report on this at the next meeting.

South Sound 911 Implementation Plan. President McDonald reported this was discussed at the Executive Board meeting. The E-Board has asked Kent Sharp to attend their next meeting to further discuss this.

President McDonald reported he has received several phone calls in the last couple of days regarding the County Chiefs position on lowering flags, etc. Should we as an Association send out a recommendation to the membership or should it be left up to the individual agencies? Discussion followed. Several agencies have followed the direction from the Governor, President or State Chiefs, etc. It would be prudent to follow the State Chiefs recommendations and not preclude individual agencies to do as they deem appropriate for their agency. The question was also asked about wearing badge shrouds. Jim Sharp suggested the badge shrouds be worn for the same time frame that flags are lowered. President McDonald will put together and email out a Flag and Badge protocol.

John Burgess asked if the Prevention Division regarding Code Enforcement, Public Education, etc. could be presented / discussed at the next meeting. Both King and Kitsap Counties have active groups and Nanette Tatom and Randy Stephens are interested in getting a group together in Pierce County. President McDonald stated that when he reviewed the By-Laws it defines three standing committees, one of them being Fire/Life Safety, the others being EMS and Training. He is in the process of contacting people regarding this and reformalizing these committees. He will contact Nanette Tatom and Randy Stephens.

**COMMITTEE REPORTS:**

**Program/Speaker Committee**

VP Wright reported he is working on three topics for program speakers. He would like to meet with the Executive Board members following this meeting.

**Audit Committee - DORMANT**

**Banquet/Awards Committee**

No representative present. President McDonald thanked all the association members that attended the banquet. Three (3) certificates of recognition were given out: 1 to Ed Goodlet for chairing the Data Analysis Committee, 1 to Bob Skaggs for his work as President of the State Commissioners Association, and 1 to Jeff Jensen for his many years of service and work with the State Chiefs Executive Board, etc. Jim Sharp was awarded the Dan Packer Memorial Chief of the Year Award.

**Nominations Committee - DORMANT**

**UASI Committee**

No representative present.

**Regional Communications Committee**

Jim Sharp the SS911 is working on getting the ball rolling. Legally they are not an entity or agency. The policy board is getting finalized and they hope to have that done by the end of the month. The Steering Committee is still in place and working with the combined operations board. It is a slow process as they get started as money will not begin to arrive until the middle of the year or so. There is a lot of work to do yet.

**Code Committee**

Nothing to report.

**Emergency Management Committee**

Nothing to report.

**DIVISION REPORTS:**

**EMS**

Judy Murphy reported the 2012 protocols are completed and were sent out. The books should be out soon. Electronic versions are available as well as powerpoint training is also available. February 1st can start using the new protocols if the training has been done. February 20th is the effective date.

The Health Department reported yesterday that they are starting to see influenza cases.

**MetroTraining**

No representative present.

**Training – TEW Training/Exercise**

Gary McVay reported January 30th at The Murano is the Giffords incident debrief training opportunity. There is a morning and afternoon session. February there are active shooter rescue teams classes being offered – no one has signed up for these yet. PXT 201/202 Auto Extrication class in April with 20 registrations funded and half of the backfill/overtime.

**TEW Equipment**

No representative present.

**OUTSIDE AGENCY REPORTS:**

**American Red Cross**

No representative present.

**Department of Emergency Management**

Norma Pancake reported the 2012 grant funding guidance should be out late February.

**EMS**

Norma Pancake reported the trauma grant from the State for being a verified agency is $1,520.00. Ambulance inspections must be in compliance with the WAC requirement.

**Fire Marshal**

No representative present.

**State Chiefs**

Keith Wright reported the State Chiefs is collaborating with the UW on a MRSA study guidelines on cleaning, etc. The guidelines should be out later this spring. The online directory will be out next week. Also, there is an app for smart phones for the State Chiefs. The Updated Strategic Plan draft should be out in the next month or so and adopted at the May conference. The end of February there is a conference in Yakima, State Chiefs Conference is also in Yakima May 21-25. The legislative session starts on Monday. He encouraged everyone to attend the Legislative Day.

**King County Fire Chiefs**

No representative present.

**PS Clean Air Agency**

Dic Gribbon reported they have hired a new inspector which should be on board by the middle of the month.

**PC Fire Commissioners**

Bill Jarmon reported their next meeting is at District 3 Station 21 located at 5000 Steilacoom Blvd SW at 7:00 p.m. Vice Chair Casebolt reported they issued two awards at the banquet, one was an Annual Presidents Award given to Sheila Hunt at District 16, and a new award this year for a lifetime of work in the Fire Service, a Lifetime Achievement Award was presented to Bill Jarmon.

**Dept. of Natural Resources**

No representative present.

**Good of the Order**

Keith Wright announced that CPFR Battalion Chief Bob Hudspeth retired at midnight on December 31st as well as Lieutenant Jerry Kittleson.

Jim Sharp stated there will be a Fire Comm Oversight Meeting following this meeting.

**Adjournment**

There being no further business, the meeting adjourned at 1:14 p.m.

Recording Secretary Denise Menge

*The next Regular Meeting will be February 2, 2012 at PCDEM, 2501 South 35th Street, Tacoma, WA*