**Pierce County Fire Chiefs’ Association**

**Meeting Minutes**

**August 1, 2013**

1. **Call to Order**

Mitch Sagers called the Pierce County Fire Chiefs’ Association meeting to order at 11:30 a.m. at Browns/Dash Point (PCFD #13) at 201 Ton A Wanda, Browns Point, WA. He noted that President McDonald is away at an IMT for 7 – 8 days and Vice President Wright is on vacation. The following were present:

Bob Hudspeth, Eatonville FD Pat McElligott TFD

Jim Duggan, TFD Mitch Sagers, WPFR

Paul Tinsley, WPFR Dan Rankin, WPFR

Steve Nixon, GHFMO Tom Sutich, GHFMO

Pat Donovan, CPFR Tim Pierce, CPFR

Judy Murphy, CPFR Ed Hrivnak, CPFR

Cliff McCollum, PCFD #13 Guy Allen, PCFD #16

Tom Lique, PCFD #16 Bob Vellias, SPFR

Ryan Baskett, GFR Todd Jensen, GFR

Tom Mason, GFR Jerry Thorson, EPFR

Garry Olson PCFD #23 Jay Wiggins, PCFD #27

Lowell Porter, PCDEM Jody Woodcock, PCDEM

Dic Gribbon, PSCAA Chuck Frame, DNR

Dianne Porter, Recorder

1. **Flag Salute**

Cliff McCollum led the flag salute. He welcomed everyone to Browns/Dash Point and gave an overview of their department and response area. He shared a flyer on the “Stand With Those Who Serve Event” on August 25th at the Lemay/Marymount Event Center in Parkland and encouraged everyone to get the information down to the shifts. Families are invited and there will be free access to the museum and there will be a huge apparatus display area.

1. **Approval of Minutes**

Pat McElligot moved and Paul Tinsley seconded to approve the June 6, 2013 meeting minutes as presented. MOTION CARRIED.

1. **Treasurer’s Report \*** (Presented out of agenda order)

Ryan Baskett presented the Treasurer’s Report. He noted the balance is off by $500 from last month as there was an EMS deposit that was posted twice. There is $6,975.07 in the account with the EMS account balance of $8,257.00. The Pinnacle Conference funding has a balance of $6,000.00 for a grand total account balance of $21,232.07. He will be sending information out to those that are sending people to the conference. He reminded the members to remember to pay for lunch as some people have been neglecting to pay. Pat McElligot moved and Steve Nixon seconded to approve the Treasurer’s Report as presented. MOTION CARRIED.

1. **Correspondence**

None.

1. **Guest Speaker \*** (Presented out of agenda order)

Cliff McCollum introduced Mark Rapozo from the State Auditor’s Office who has been a long-time resource to the fire chiefs. Mr. Rapozo noted his 30 years as a state employee, and began with a power point presentation and a slide handout. He reviewed Fire District audit findings from 2012 and 2013 through July and explained the different exception levels. He noted copies of findings can be accessed from the auditor’s website, or people can contact him for copies. He reminded the group to be certain to follow the reporting regulations of federal grants.

He passed out a bid law matrix from Snure Law Offices on bidding documents. He noted that RCW 39.34.030 requires an Interlocal agreement in place to “piggyback” from others.

Rules are changing for reporting financial statements and he provided a handout. The Auditor’s Office is changing to all on-line audit submittals next year and audits will be done from that. Errors will need to be corrected through the course of the audit rather than at the end of the audit. This information will be sent out to organizations and he asked the Chief’s to pass this information on to their finance people.

He is working with South Sound 9-1-1 to capture decisions made at inception to document for answers to questions in the future.

Mr. Rapozo shared information on Destruction of Records After Imaging. Effective May 2012, pre-approval is no longer required if you follow the rules in the document provided. He noted the importance of verifying images for completeness and formatting and if that can’t be done, you must keep the original. He commented there is a digital archives center locally to hold documents if needed.

He reminded the group that effective July 1, 2013 the dollar threshold for Fire Commissioners increased to $114 per day.

Mr. Rapozo offered to answer any questions. Mitch Sagers thanked him for his presentation and for being a great resource.

1. **Unfinished Business**

Mitch Sagers shared that there was a June Summit with Chief Officers on collaborative issues. The Executive Board will be looking into possible changes to the lunch purchases for monthly meetings.

1. **New Business**

Mitch Sagers commented the LeMay appreciation event is a great event, and encouraged support.

**COMMITTEE REPORTS:**

1. **Audit Committee**

Tom Lique stated the committee finished the 2012 and mid-year 2013 audits and forwarded them to President McDonald. They will be looking at the EMS account next. He noted there were organizations that have not paid dues for 2013 and encouraged them to do so.

1. **Banquet/Awards Committee – DORMANT**

Todd Jensen said no date has been set yet but it is usually the first Thursday at Tacoma Golf and Country Club.

1. **Nominations Committee – DORMANT**

Mitch Sagers asked the committee to report at the next meeting even though the committee is considered dormant.

1. **UASI Committee**

No report.

1. **Emergency Management Committee**

Guy Allen reported that Saturday afternoon they got their first request of the year for resources to the Wenatchee fires. Resources were slow to get on the road and he reminded the group that people need to be ready to go within an hour. That team has already returned and more resources were requested. He recognized East Pierce Fire & Rescue and Orting for being prepared and ready. Yesterday, there was a county-wide red flag warning for lightening and it is his understanding that in a red flag warning, fire departments can withdraw to stay in their own area until the warning is over, and said that is a commonly shared thought.

1. **Impact/Mitigation Fee Committee**

Gary Franz met with Warner Webb on a game plan and they are planning to meet with the county planning division to get information on projected growth. They are meeting on August 6th and are hoping to get an appointment to meet with county officials. Mitch Sager noted everyone should have received information that the initial step is to get a capital facilities plan in place.

**DIVISION REPORTS:**

1. **EMS**

Judy Murphy reported there are a few rule changes coming to HIPAA and the deadline is September 23rd. There is a business associate’s agreement with those who share confidential information and now, if they disclose, it is no longer the department’s responsibility. If there is a breach, a risk assessment must be done and there is a four-tier step of penalties. The group will have this information out to agencies in the beginning of September. Legal departments are now involved in the patient tracking system by bar coding and more to come. They are involved in a research study with a group of midwives to look into the impacts as there is no data out there. The Pinnacle Conference is next week and she thanked the Chiefs, Commissioners and DEM for their contributions. The group is looking into future grant opportunities.

**16 A. Metro Training**

No report.

**16 B. Training – TEW Training/Exercise**

No report.

**16 C. Training – TEW Equipment**

Mitch Sagers noted there was information on grants distributed through Denise, and that Central Pierce Fire & Rescue put in for Special Teams.

1. **Fire and Life Safety**

Ed Hrivnak, new Assistant Chief of Prevention and Education at Central Pierce Fire & Rescue, introduced himself and stated he hasn’t tied in with Eric Waters yet. Mitch Sager welcomed him on behalf of the group.

**OUTSIDE AGENCY REPORTS:**

1. **South Sound 911**

No report.

1. **Department of Emergency Management**

Lowell Porter, the new Director, introduced himself and shared his background including 27 years with the State Patrol. He has been with DEM for two months and is in the process of scheduling meeting with organizations to establish relationships and better support the fire service. He sits on the Board of Region 5 and noted there may be some extra funding coming available. DEM finished the first round of grants and continues to explore funding opportunities. He noted he is open to ideas and concerns, and offered to answer any questions or assist in any way he can. He and Andrew Neidtz are meeting weekly to discuss issues and if someone wants an update of those meetings let him know.

Jody Woodcock announced she has received a one year fellowship at FEMA headquarters and thanked everyone for their support and friendship. She noted she has been with Pierce County for 23 years.

1. **Pierce County EMS**

No report.

1. **Fire Marshal**

Warner Webb shared that there is a policy change due to a recent Warrior Event in East Pierce’s district that had over 1,000 participants. EPFR was only aware of the event days before, and now his department will be advising fire districts ASAP prior to issuing permits. He noted a burn ban was issued and the verbiage is a little different than the state. They have started discussion on banning recreational fires except BBQs, and he asked that anyone email him with feedback.

1. **State Chiefs**

No report.

1. **King County Fire Chiefs**

No report.

1. **PS Clean Air Agency**

Dic Gribbon reminded the group if they have burn issues to contact his office. Historically, once they are in contact with violators they don’t see repeat offenders. He sent out an email recently that his agency is sponsoring an idle reduction grant and if anyone did not receive the email to let him know. He noted that several departments have done this, and Steve Nixon shared that Gig Harbor has saved 500 gallons in fuel and 500 hours in running time in their first quarter in place. Gribbon noted the grant is also available to private ambulances. Pat McElligot said Tacoma will be looking to re-submit. Mitch Sager thanked Gribbon for his agency’s enforcement efforts.

1. **PC Fire Commissioners**

Dan Rankin reported their group met with Pat McCarthy recently. Their next meeting is August 22nd at the Swiss Park and invited the members to attend.

1. **Dept. of Natural Resources**

Chuck Frame reported there is a burn ban on all outdoor fires on DNR land. They have been busy with fires on the East side and are covering up to Sultan. He is hoping rain will help control the fires. He noted the Chelan fire is increasing and thanked everyone for their resources.

1. **Good of the Order**

Mitch Sager thanked Chief McCollum for his hospitality in hosting today.

Ryan Basket reminded everyone to sign-in and pay for lunch.

1. **Adjournment**

There being no further business, the meeting adjourned at 1:05 p.m.

Submitted by:

Dianne Porter

Recording Secretary

*The next Regular Meeting will be September 5, 2013, hosted by Central Pierce Fire & Rescue at the Puyallup Library.*