

**Pierce County Fire Chiefs' Association
Business Meeting Minutes
June 7, 2018**

1. Call to Order

President Bud Backer called the Pierce County Fire Chiefs' Association meeting to order at 9:02 a.m. at Gig Harbor Fire & Medic One located at 10222 Bujacich Rd. NW. According to the sign in sheet there were 14 Departments/Agencies represented by 27 attendees made up of Chiefs, Commissioners, Secretaries and/or visitors.

2. Flag Salute

Chief Burgess led the flag salute and welcomed everyone to Gig Harbor. Gave a quick update submitted annual financial report and final touches on CFP, bargaining with union just wrapped up. Also in the process of hiring 9 firefighters. Adding an additional Lieutenant in the Training Division. Bring to attention, Gig Harbor Fire and WPFM will be launching a Peer Training through IAFF.

3. Approval of Minutes

It was moved by Chief Judd and seconded by Chief Burgess to approve the May 3, 2018 meeting minutes as presented. MOTION CARRIED.

4. Treasurer's Report – Denise Menge

The Treasurer's Report was presented, see attached copy on the back side of the agenda. Beginning account balance of \$ 16,241.42, revenues total \$0.00 and expenses totaling \$800.00 for an ending balance of \$ 15,441.42 for the Chiefs. EMS beginning balance of \$ 11,989.11 with \$500.00 in revenues and \$0.00 in expenses for an ending balance of \$12,489.11. Training beginning balance of \$ -545.19 with \$4,000.00 in revenues and \$0.00 in expenses for an ending balance of \$3,454.81. The grand total account balance is \$31,385.34. It was moved by Chief Allen and seconded by Chief Judd to approve the Treasurer's Report as presented. MOTION CARRIED.

5. Correspondence

Nothing at this time.

President Backer reported the Association now has 2 banners to be displayed at events such as the Change Conference, etc. They will most likely just follow and stay with the President.

6. Guest Speaker – Keith Wright, State Chiefs Association

Vice President Allen introduced Keith Wright, President of Washington Fire Chief's Association. Works for Central Pierce Fire & Rescue as a Battalion Chief. Been with the Association for almost 9 years now. Re-elected last month. Any questions, let know. Gave a powerpoint presentation going over the WFC Executive Board. Vision – State based focus provides high quality services that are responsive to the changing

needs of our members and external agencies. We create an environment that provide open, timely and relevant communication both internally and externally. Legislative advocacy is a primary focus. High quality education and professional development meets the diverse needs of our agencies. Went through Mission, Values, Strategic Goals, WFC Sections, WFC Membership – 390 member departments each year and bugle membership. GEMT update. Should see revenues start coming in potentially July 1st. Program is up and running. Look at Healthcare Authority’s website. November 30th is deadline to sign up. Working on process of reimbursing departments that paid for initial set up costs. There are currently 132 departments signed up for GEMT. Managed Care portion is the bigger money piece and is being worked on. CMS has 90 day window and should be done soon. The Association thanked Keith Wright for his presentation.

7. **Unfinished Business**

A. First Responder Memorial – Nima Sarrafan

Thanked the Association for the opportunity to be here today. He has been in this position for 6 weeks now. Working for Executive’s Office. He is here to find out what you all want and would like to see for a First Responder Memorial. Trying to build out a Commission with 2 to 3 people from Police and 2 to 3 people from Fire to discuss and be involved in representing to give input and say. Goal for timeline? Mid-July to have Commission in place with construction in March and reveal the end of May. The State Fire Memorial in Olympia in June. PC Facilities will do much of the work, already have an architect assigned. Has location been identified? Not yet. Executive Dammeier would like for it to be in the footprint of the County City Building in Tacoma.

B. Train Derailment After Action – Reps from JBLM, Lacey Fire and IMT

Chief Predmore thanked Jay Sumerlin for putting this together. Background the IMT was asked and tasked to do some kind of after action report. Brought fire folks that were initially there to share. JBLM, DuPont and Lacey Fire representatives are here to share from their first-hand experience and what was learned. Chief Bernard from JBLM and BC Fox, Lacey FD gave a presentation. Called a Level 2 MCI out the door. Don’t be afraid to pull the trigger and request resources. Behavioral Health is so important for all of the crews involved. Enough resources? Did not have enough transport resources. Was too late when realized more were needed, as it was already 2 hours in. 95 patients total. They went over the incident and explained what they were faced with and how it all played out. The Association thanked them for their presentation and sharing lessons learned.

President Backer recognized Chief Olson from Elbe as this is his last meeting before retiring.

8. **New Business**

A. By Laws Update

President Backer reported that the revised changed By Laws will be emailed out and posted on the website for review. Gave an overview of the revisions which address:

Written ballots, Immediate Past President position becomes vacant, adding some language to have a position only in this instance.

DIVISION REPORTS - Detailed:

9. EMS – Bill Barber

Not present. Norma Pancake reported Travis Alert Act HB 1258 new curriculum for mandatory training for law enforcement and EMS. In regard to young man that has autism in Yakima. Wanted to have a 40 hour curriculum. It is a 2 hour curriculum. Working to have it put in video. Can be worked in with OTEP. New EMT skills packets should be out soon. There are a couple of Protocols being updated, revision in September. Sepsis is being added. St Joe's bi-plane replacing and not taking severe stroke patients.

10 A. Metro Training – Woody Juarez

Not present.

10 B. Training – TEW Training/Exercise – Tom Mason / Gary McVay

Not present.

10 C. Training – TEW Equipment – Tony Judd

Reported grant cycle is back open for RCC annual equipment program. Announcement coming out by the end of the month. Quick turn around to get requests in to DEM. Money goes quickly. Steve is the point of contact. Submit proposal to DEM and also send to Steve and self so they can coordinate similar projects together, etc. Steve stated the big thing is to try to better coordinate what projects are coming in so can put together in a grant to make stronger, etc.

11. Fire and Life Safety – Eric Waters

Not present. Eric Watson reported 30 day window happens every 2 years for CFP's is happening soon.

12. Logistics – Steve Richards

Not present.

13. Operations – Ed Goodlet

Not present. Steve Nixon stated Oscar will be stepping up. Will be getting the group together to update the Tac Ops Manual.

14. Volunteer Services – Eric Skogen

Not present. Alan Predmore reported they graduated 28 recruits tonight at Buckley at 7:00 pm for 7 agencies.

COMMITTEE REPORTS - Detailed:

15. **UASI Committee – Pat McElligott**

Not present.

16. **Emergency Management Committee – Eric Watson**

Reported the Fire Resource Plan has been updated and sent out. Has some changes. Now in the process of being automated at South Sound. Also, deepened all of the categories so there should be a quicker response, etc. Pre summer meeting, working on all hazard guides. Preseason meeting last month at DEM and combined strike team leader training. Would like feedback on that. Encourage IC's, BC's and STL's to this class to foster relationships.

President Backer discussion regarding floods early last month in eastern Washington. Not going to send firefighters to fill sand bags, etc. Earlier this week had first state mob for wildland fire. The season is here.

17. **700 mHz User Group Committee – John Burgess**

Not present.

18. **Banquet/Awards Committee – DORMANT - Steve Richards**

19. **Nominations Committee – DORMANT - Pat McElligott/Bud Backer/John Burgess**

20. **Budget & Finance Committee – DORMANT - Tony Judd**

21. **Audit Committee – DORMANT - Alan Predmore / Steve Nixon**

22. **CISM Committee – No Representative - DORMANT**

23. **Good of the Order**

Reminder that there is no meeting the next two months. Enjoy your summer.

24. **Adjournment**

There being no further business, the meeting adjourned at 10:54 a.m.

Submitted by:

Denise Menge
Recording Secretary

2018 Meeting Schedule:

Jan. 4, 2018 – General – City of Buckley – 611 S. Division MOVED to Lakewood, Sta. 2-0
Feb. 1, 2018 – Business – East Pierce FR – Sta. 118 – 10105 24th St. E. Edgewood
Mar. 1, 2018 – General – Tacoma Training Center – 2124 Marshall Ave. MOVED TO City of Buckley – 611 S. Division.

Apr. 5, 2018 – Business – Browns Point/Dash Point - 4815 Wa Tau Ga Ave NE, Tacoma
MOVED TO BPIC – 201 Ton A Wanda, Tacoma
May 3, 2018 – General – Graham Fire & Rescue – 23014 70th Ave E
Jun 7, 2018 – Business – Gig Harbor Fire & Medic One – 10222 Bujacich Rd NW
Jul 5, 2018 – NO MEETING
Aug. 2, 2018 – NO MEETING
Sep. 6, 2018 – Business – Central Pierce FR –Station 60 17520 22nd Ave E, Tacoma
Oct. 4, 2018 – General – PCDEM – 2501 So. 35th St., Tacoma
Nov. 1, 2018 – Business – WPFR – Sta. 21 – 5000 Steilacoom Blvd SW
Dec. 6, 2018 – NO MEETING – ANNUAL BANQUET

**PIERCE COUNTY FIRE CHIEFS' ASSOCIATION
BY-LAWS**

(Revised 05-2018, Approved)

ARTICLE I: NAME

This Association shall be known as the Pierce County Fire Chiefs' Association.

ARTICLE II: MEMBERSHIP

1. The membership of this Association shall consist of **active, life, retired, associate, and honorary members**, as defined below:

- A. **Active Members:** shall mean all chief administrative officers of fire departments with dues paid, departments of State and Pierce County, Fire Marshal, Industrial and Military Fire Departments, and all governmental agencies which are fire and/or emergency services oriented in Pierce County.

NOTE: A chief administrative officer is defined as one that holds the rank of Chief, Deputy Chief, Assistant Chief, Battalion Chief, Fire Marshal, Communications Director, or such other title designations as may be used in various fire departments, but shall be restricted to those people who are performing administrative duties.

- B. **Life Members:** shall include the Past President of the Association as well as any other individuals so designated by the Executive Board. They shall pay dues until retirement from the fire service.
- C. **Retired Members:** shall be those who have been active members of this Association at the time of their retirement. They shall be non-voting members, nor be eligible to hold an elective office. Retired members shall not pay dues.
- D. **Associate Members:** shall include any person who is a member of a Pierce County fire department or Affiliate Agency currently paying dues. Associate Members shall be non-voting, unless qualified for active membership in this Association under Section A of this Article.

Affiliate Agencies shall be defined as those governmental or non-profit agencies/organizations which are actively involved in the delivery and/or support of fire and emergency services and whose activities support the Mission and Vision of the Association.

Affiliate Agencies may apply to be an Associate member, to be approved by the Executive Board.

- E. **Honorary Members:** shall include any person who has performed an outstanding public service, who may be elected to an honorary membership by a two-thirds majority vote of the members present at any regularly scheduled meeting. Honorary members shall be non-voting members and not pay dues.

ARTICLE III: OBJECTIVES

The objectives of this Association shall be:

1. The promotion of fire prevention by legislation and education of both the fire service and the general public.
2. The advancement of fire suppression through education and such other means as may be available.
3. To promote, through research and development, better firefighting equipment for the suppression of fire.
4. To cultivate a closer fraternal fellowship between the several branches of the fire service throughout Pierce County.
5. To make available technical information and guidance to the members of this Association.
6. To promote advancement of Emergency Medical Services through education, research and training.
7. To promote consolidated purchases, operations, training, and other cost-effective objectives.
8. To promote safety, education, development, and training in all other aspects of emergency operations and responses that the fire service may be involved in.

ARTICLE IV: OFFICERS

1. The officers of this Association shall be: President, Vice-President, Recording Secretary/Treasurer, Immediate Past President, Trustee 1, 2 and 3. These officers shall also be known as the Executive Board.
- ~~2.~~ A Trustee 4 may be appointed at the discretion of the Executive Board to fill a vacancy of the Immediate Past President (See Article IX, Section 2.) Trustee 4 will only be filled when the Immediate Past President position is vacant.
- ~~2-3.~~ All officers shall assume their official duties January 1 of each calendar year.

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ARTICLE V: DUTIES OF OFFICERS

1. **PRESIDENT:** It shall be the duty of the President of the Association to preside over meetings of the Association, to sign all orders duly granted by the Association and Executive Board, and to perform such other duties as are ordinarily performed by a presiding officer, or as may be required by the Association.
2. **VICE-PRESIDENT:** It shall be the duty of the Vice-President to perform the duties of the President in his absence or inability to serve and to serve and assist the President whenever required. The Vice-President will arrange the meeting speakers/programs.
3. **IMMEDIATE PAST PRESIDENT:** Shall serve on the Executive Board and perform duties as assigned by the President.
4. **TRUSTEE:** Shall serve on the Executive Board and perform duties as assigned by the President.
5. **RECORDING SECRETARY/TREASURER:** The Recording Secretary/Treasurer is a position appointed by the Executive Board and receives a monthly salary commensurate with the responsibilities as deemed appropriate by the Executive Board and documented in a Personal Services Contract. The position is responsible for: keeping the minutes of the Association meetings, receiving all correspondence, maintaining all documents for the Association, including membership database, maintaining the website, receiving all monies due the Association, keeping a complete account of the same, and producing a detailed reports for Association meetings and at the request of the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

1. The Executive Board shall consist of the President, Vice-President, Trustees, the Immediate Past President, and Recording Secretary/Treasurer.
2. The Executive Board shall meet at the call of the President or upon written petition of any three (3) Executive Board members. The Board shall conduct all the business of the Association during the interim between meetings, and submit a report of activities to the members of the Association.
3. Any member of the Executive Board failing to attend two (2) successive meetings of the Board during any year, without an excuse acceptable to the Board, shall be disqualified and that office declared vacant.
4. The Executive Board shall adopt an annual budget and present it to the membership for approval at the November meeting.

ARTICLE VII: EXECUTIVE BOARD ELECT

1. It shall be the duty of the Executive Board Elect to meet to set their goals and objectives, formulate a proposed budget to be presented to the current Executive Board, and review the current By-Laws. The Executive Board

Elect shall have the right to appoint committees to accomplish these duties.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

1. The election of Officers shall be held in November of each year. Those elected shall be known as the Executive Board Elect until they take office.
2. Prior to the September meeting, the President shall appoint a nominating committee, consisting of the Immediate Past President and two (2) additional active members of this Association. This committee shall make a report at the September business meeting.
3. Any active member in good standing shall be entitled to one vote, as defined in Article II: Membership.
4. The President, Vice-President, ~~Treasurer~~, and Trustees shall be elected for a one-year term by a majority of all active members present and voting. They shall meet the membership requirements of Article II: Membership.
5. Voting for contested Officer Positions shall be done via written ballot. Ballots will be tabulated by the Nomination Committee and the winner announced at the same meeting that the vote took place.
4.a. Ballots will be destroyed after announcing the winner.

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ARTICLE IX: VACANCY

1. In the case of a vacancy in the office of President, the Vice-President shall succeed to the office. In the case of a vacancy in the office of Vice-President or Trustee, the vacancy shall be filled by a majority vote of the Executive Board to serve the unexpired term.
2. In the case of a vacancy in the office of the Immediate Past President, the vacancy shall be filled by a majority vote of the Executive Board to serve the unexpired term and shall be known as Trustee 4.

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ARTICLE X: MEETINGS

1. The Association's meetings shall be held on the first Thursday of each month. If a conflict exists with this day, the President shall reschedule or cancel the meeting. Meetings shall be conducted during the day. The annual meeting (banquet) shall be held in December and conducted in the evening.
2. The location of the meetings will be determined by the President.
3. The President has the authority to call special meetings of the Association as necessary.

ARTICLE XI: DIVISIONS

1. The Division Chair and Vice Chair shall be approved by the President of the Association.

2. The Association shall have the following divisions:
 - A. **Fire and Life Safety Division** shall include any person who is actively engaged in the field of fire prevention and/or public education and meets eligibility requirements as defined in Article II, Item D.
 - B. **Training Division** shall include any person who is actively engaged in the field of fire training and meets eligibility requirements as defined in Article II, Item D.
 - C. **Emergency Medical Services Division** shall include any person who is actively engaged in the field of EMS and meets the eligibility requirements as defined in Article II, Item D.
 - D. **Logistics Division** shall include any person who is actively engaged in the field of logistics and meets eligibility requirements as defined in Article II, Item D.
 - E. **Operations Division** shall include any person who is actively engaged in the field of Operations and meets the eligibility requirements as defined in Article II, Item D.
 - F. **Volunteer Services Division** shall include any person who is actively engaged in the field of Volunteer Services and meets the eligibility requirements as defined in Article II, Item D.
3. The Association may amend the type and number of divisions as needed.

ARTICLE XII: COMMITTEES

1. The President shall appoint all committees as he/she deems necessary. The Association shall have the following standing committees:
 - A. **Nomination Committee** as outlined in Article VIII: Nominations and Elections.
 - B. **Audit Committee** shall audit the books of the Association and make a report at the February meeting.
 - C. **Emergency Management**
 - D. **Annual Meeting (Banquet)** shall organize and plan the Annual Combined Banquet. The President can use this committee for additional special events planned or sponsored by the Association.
 - E. Other such committees as determined by the President, Executive Board or membership.

ARTICLE XIII: DUES

1. Changes in the annual dues to this Association shall be determined at a regular meeting of this Association, by a majority vote of members present from the Association. Notice of proposed change shall be given, in writing, to the membership thirty (30) days prior to the regularly scheduled meeting. For dues schedule, see Appendix A.

2. The Initial Dues Invoice / Notice will be emailed, posted on the website as well as distributed at the January meeting. A reminder will be sent out in March via email.

ARTICLE XIV: VOTING

1. Only ACTIVE members in good standing are eligible to place a motion on the floor for a vote. All active members in attendance at any regular or special meeting of this Association shall be entitled to one vote, with a maximum of four votes from any one member organization.
2. Voting shall be by voice, but any member can request a roll call vote and a count of the members present. Voting on changes to the By-Laws shall be a roll call vote of the members present.

ARTICLE XV: PROCEDURE AND PRACTICE

1. The Recording Secretary/Treasurer of the Association shall process all checks. All checks require two valid signatures. The checks will be signed by the Recording Secretary/Treasurer and any one (1) of the Executive Board Members. The Recording Secretary/Treasurer will make the final disbursement. Checks for Recording Secretary/Treasurer's monthly salary will not be signed by the Recording Secretary/Treasurer.

ARTICLE XVI: AMENDMENTS

1. This Association shall have the full power at any regular meeting to alter, amend, and revise these By-Laws. Changes to the By-Laws must be written and presented at a regular business meeting and published in the Associations minutes before voting. Proposed changes to the By-Laws must be published and distributed fifteen (15) days in advance of the next regular meeting. Any changes to these By-Laws requires a two-thirds affirmative majority vote of the members present. The results of each vote shall be entered in the minutes.

ARTICLE XVII: RULES OF ORDER

1. Robert's Rules of Order shall govern this Association in the conduct of business unless otherwise specifically stated in the By-Laws.

APPENDIX A

APPROVED at 1/5/2012 Meeting to increase Dues to the following:

Dues Schedule	
Assessed Valuation of Department's Service Area (in dollars)	Dues
Under 250 million	\$200.00
250 million to 1 billion	\$300.00
1 billion to 5 billion	\$400.00
Over 5 billion	\$500.00
Other – Associate Member (Flat rate per Agency)	\$100.00

Note: There are no additional fees for any members of your organization who are active in other Divisions of the Pierce County Fire Chiefs Association.

APPROVED at 1/9/2014 Meeting to adjust the Dues to the following:

Dues Schedule	
Assessed Valuation of Department's Service Area (in dollars)	Dues
Under 50 million	\$ 50.00
50 million to 250 million	\$200.00
250 million to 1 billion	\$300.00
1 billion to 5 billion	\$400.00
Over 5 billion	\$500.00
Other – Associate Member (Flat rate per Agency)	\$100.00

Note: There are no additional fees for any members of your organization who are active in other Divisions of the Pierce County Fire Chiefs Association.