

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 7, 2016

Present:

Chair Dobry

Vice Chair Roberts

Commissioner Nelson

Commissioner Kirkbride

Commissioner Wilson

I. CALL TO ORDER / FLAG SALUTE

Chair Dobry called the meeting to order at 5:30 p.m.

II. APPROVAL OF THE AGENDA

A. Addition – Executive Session at the end of the meeting.

MOTION: To accept the agenda as modified.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

The Board reviewed the following Consent Agenda items:

A. Draft minutes of the March 17, 2016 of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #17975 through #18024 in the amount of \$115,226.26. Chair Dobry inquired about the following warrants and Chief Brooks gave an explanation:

1. Chambers Prairie Electric in the amount of \$578.16 – Station 34 wiring and repair of the emergency BBQ shut-off switch. The BBQ gas flow automatically shuts off when the emergency tones are activated.
2. Take Aim in the amount of \$20 – Weekly negotiated flat delivery charge in lieu of a shipping fee. Take Aim agreed to deliver the items

at the District's request for the convenience of our members to prevent staff or members from picking up items.

- Capital Projects Fund 301 (Acct# 6631) checks numbered #6631 in the amount of \$8,436.90.

C. Payroll #3B 2016 in the amount of \$313,637.42.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One
E.M.S. Council

No report. The next meeting is April 20, 2016.

B. Thurston 9-1-1 Communications (TCOMM)
Administration Board

Commissioner Wilson attended a special meeting to discuss radio SWOT analysis to determine the current status of the radio operation system. A committee will be established moving forward. The next regular Administration Board meeting is May 4, 2016.

C. City / District Liaison
Communication updates

The next City/District meeting is April 26, 2016.

D. Thurston County Fire Commissioners Association
Regular meeting

Chair Dobry attended the Strength of Purpose meeting on April 6, 2016 and reported the following highlights:

1. Education and Legislative Committee Vacancies
2. Proposal to rotate meeting locations for commissioners to tour multiple fire district facilities in the county. The Board was in support of this.
3. Proposal to reduce meeting occurrences from monthly to every other month.

E. Thurston Regional Planning Council
Status report

Chair Dobry attended the April 1, 2016 meeting and reported the following agenda items discussed:

1. Draft Regional Transportation Plan (RTP) – Available for public viewing online and comment through May.
2. Thurston County Bicycle Commuter Contest – Registration opened April 1, 2016. Copies of the contest flyer were distributed for posting.
3. Bridge Report – Transportation Policy Board Business Representative Doug Deforest presented.
4. Legislative Update – 292 bills were passed.

F. Community Outreach
Status report

1. Commissioners gave a report on the Homeowner's Association (HOA) annual meetings they attended.
 - Campus Glen – March 30, 2016. Commissioner Nelson reported he arrived at the meeting and discovered that the HOA conducted their meeting early without notification. He noted that Lt. Mike Heikes presented the CPR video and IT Specialist Ryan Parsons was present for IT support.
 - Campus Meadows – March 29, 2016. Chair Dobry attended. The CPR video was presented. It was well received.
2. Upcoming HOA annual meetings:
 - Greenbriar – April 14, 2016 located at Station 31 in the BoFC. Commissioner Kirkbride will attend.
 - Emerald Heights – April 19, 2016 located at Station 31 in the BoFC. Vice Chair Roberts will attend.
 - Kensington – April 20, 2016 located at Station 31 in the BoFC. Commissioner Wilson will attend.
 - Eaglecliffe – April 22, 2016 located at Station 35. Chair Dobry will attend.
 - Shadywood – April 25, 2016 located at Station 31 in the BoFC. Commissioner Nelson will attend.
 - Cottages at Lakepoint – April 27, 2016 located at Station 33. Commissioner Nelson will attend.

G. Nisqually Tribe
Status report

Chief Brooks reported that Deputy Chief Pearson attended a planning meeting for the canoe journey and noted that the Nisqually Tribe did not accept nor decline the District's proposed fee schedule to provide medical needs for the event. Chair Dobry will initiate a meeting request with the Nisqually Chair to continue further discussion of the Districts' interest in pursuing a fee for service agreement with the tribe that is separate from the canoe journey service agreement.

H. Citizen Advisory Committee
Status report

Chief Brooks reported that the District received a new email application from a citizen to participate on the committee. He inquired the Board's direction on accepting citizen expressing interest. The Board stated that they will review all CAC application submissions to determine action. If accepted, the Board Chair will welcome the applicant. Chair Dobry stated that he will respond to the applicant via email to welcome him to the CAC.

The next scheduled meeting is April 20, 2016 located at Station 34.
Commissioner Nelson will attend.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Interlocal Agreement for collection of Impact Fees

Chief Brooks referenced the Thurston County letter requesting the Districts' response to the development of fire impact fees in unincorporated Thurston County. The Board discussed the implications of impact fees verses the bond process. The Board directed Chief Brooks to decline the collection of impact fees by the county. The Board discussed State Environmental Policy Act (SEPA) mitigation fees. The Board shared interest to explore pursuing mitigation fees. Commissioner Kirkbride suggested that the District request to be on the SEPA review mailing list. Chief Brooks will reach out to the City of Lacey and Thurston County to request this. Chief Brooks reported that DC Pearson generally receives notices of new development. He will confirm with DC Pearson if the SEPA Determination List is included in the notices when DC Pearson returns from his travels. Chief Brooks will consult legal counsel to inquire the process of pursuing mitigation.

B. Purchasing Authority Policy and Procedures

Chief Brooks presented the Purchasing Authority Policy and Procedures for the Board's consideration for the purpose of establishing purchasing levels and published practices. The Board recommended the following revisions:

Under Policy:

- II. Policy – Modify language, “will establish” be changed to “establishes”.
- IV. Principles C. – Modify language, “will establish” be changed to “establishes”.
- IV Principles – Current bullet sequence order

Under Procedures:

- II. Guidelines A.1 – Change language, “ Facilities, Equipment, and Technology Director” to “Directors”.

Chief Brooks will revised the language. The Board agreed to adopt the District Purchasing Authority Policy with the corrections. They stated that the Procedures are administrative driven and no Board action is required. Chief Brooks reported that Deputy Chief Dickson plans to present the District Credit Card Policy at the next meeting along with a superseding resolution. She will staff the next meeting in Chief Brooks' absence.

MOTION: To adopt the District Purchasing Authority Policy of 2016.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following events and updates:

1. Chief's Travels – Chief Brooks will be out of the office for a week mid-April.
2. Credit Card Policy Proposal – Total credit card threshold increase will be presented at the next regular Board meeting.
3. 2015 Annual Report – Chief Brooks will provide a packet for the Board to review by the next regular Board meeting.
4. New Engine 31 – Currently at the Hughes Repair Facility in Tacoma. The proposed in-service date is May 2, 2016. A ceremony will be conducted at 10 a.m. that morning.

5. Volunteers Appreciation Luncheon – All are welcome to attend the event on April 15, 2016 located at Station 31, 11:30 a.m.

IX. COMMISSIONER COMMENTS

Commissioner Nelson stated that he is unable to attend the Volunteer Recognition Luncheon.

Commissioners Dobry and Kirkbride attended the Saturday Seminar Disaster Recovery meeting and reported that the need to increase citizen preparedness for major disasters was the overall theme. Commissioner Kirkbride introduced an Emergency Preparedness Plan – Master Checklist as an example of a guide for preparing a 72- hour disaster supply kit. Commissioner Roberts suggested that the Board include a disaster awareness piece in the District presentation to homeowners at the annual HOA meetings to promote citizen awareness.

Vice Chair Roberts commented that the Community Outreach email highlighting the District 2015 Performance Report was very clear and concise.

Chair Dobry reported that he also attended the WA Fire Commissioners Association training in Ocean Shores.

X. OTHER INFORMATION

- A. Suggestion Box – None
- B. Correspondence – None

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

A member of the public Terry Ware recommended that the disaster emergency preparedness master checklist be added to the District website.

Chair Dobry recessed the regular meeting at 7:05 p.m. to conduct an Executive Session for duration of 15 minutes

XII. REQUEST FOR EXECUTIVE SESSION

- A. In accordance with RCW 42.30.110(1)(b): To consider the selection of a site of real estate by lease or purchase

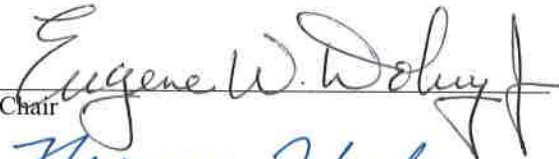
There was no action. Chair Dobry adjourned the Executive Session at 7:20 p.m. and reconvened the regular Board meeting. A brief discussion followed regarding the Board's desire to view Olympia Fire Station 4 on their upcoming facilities tour.

XIII. ADJOURNMENT

Chair Dobry adjourned the regular meeting at 7:30 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: April 21, 2106 – 5:30 pm


Chair


Commissioner


Commissioner

Vice Chair


Commissioner


ATTEST: District Secretary