

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

May 19, 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

MOTION: To accept the agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the May 5, 2016 of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #18131 through #18167 in the amount of \$34,200.87.
- Capital Projects Fund 301 (Acct# 6631) checks numbered #18168 through #18170 in the amount of \$25,805.55.

C. Payroll #5A 2016 in the amount of \$881,739.46.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the May 18, 2016 meeting and reported the following agenda highlights:

1. TRPC Medic One/EMS System Study – TRPC Senior Planner Paul Brewster will present his report to the Operations Committee in June and to the E.M.S Council at the June 15, 2016 meeting.
2. Brown/Fell Scholarship Presentation – Paramedic Firefighters Alex McNeally and James Osberg were awarded \$1,000 each.
3. Special Projects – Approximately \$12K was funded for special projects in addition to \$5K for the Special Operations Response Team (SORT).
4. SWAT Contract – The contract with Dr. Fontanilla, Medic One MPD, was modified by removing SWAT doctor duties and reducing the contract total by \$650 per month. A new contract was approved between Medic One and Dr. Daniel Gilday to be the SWAT doctor. Compensation will be \$1,000 per month.
5. Medic Unit Mechanic Lift Replacement – Approved.
6. ALS Contract – The Negotiations Committee briefed on the progress and changes to the ALS Contract for the next contract period beginning in January. The contracted agencies of Lacey Fire District, Tumwater Fire Department, and Olympia Fire Department discussed the 50% reimbursement for the cost of an EMT to pursue paramedic school up to \$70K per agency or a maximum of \$210K for the three agencies. There is no funding support to non-contracted agencies.
7. 2015 System Data Report – Call volume trends from 1989 – 2015 show a 4.5% increase for EMS calls per year and an 8.2% ALS increase per year.
8. Medic One Director Position Vacancy – The Thurston County Board of County Commissioners is hoping to hire in July.

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

No report. The next meeting is in September.

C. City / District Liaison Communication updates

No Report. The next scheduled meeting is June 21, 2016.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Nelson attended the May 19, 2016 meeting and reported the agenda items:

1. Department of Natural Resources (DNR) Presentation – DNR statistics, mobilization, law enforcement, response ground and air response crew, and the inmate partnership with Cedar Lake Jail were highlighted.
2. Meeting Schedule – It was approved to continue conducting regularly monthly meetings. Upcoming meetings:
 - June- Providence Hospital Representative TJ Larocque will give a presentation on behavioral health.
 - August – Picnic meeting.
 - September – Commissioner Stan Moon will present.

E. Thurston Regional Planning Council
Status report

Chair Dobry attended the May 6, 2016 meeting and highlighted the following agenda items:

1. 2040 Regional Transportation Plan – The public feedback and commentary period expired May 9, 2016. Public comments were shared. Comments and feedback will be a part of the Transportation Policy Board, and staff recommendations to TRPC for adoption in July.
2. Sound Transit 3 (ST3) Light Rail – 25 year project costing approximately \$50 billion. The emphasis is for north and east routes. There are no plans for projects south of Tacoma until 2041.
3. Pierce County Transportation Plan has received conditional approval.
4. South Sound Military Communities Partnership – An official “South Puget Sound, Washington Great American Defense Communities” logo was established.
5. Ex-Officio Secretary Retirement – After forty years of service, Lon Wyrick will retire effective July 29, 2016.

F. Community Outreach
Status report
Staff

1. Lacey Spring Fun Fair – May 21st and May 22nd. There will be District presence both days with a static display of apparatus. The District will host a free car seat clinic at Station 31’s parking lot on Saturday, 10 a.m.- 4 p.m.

2. Lakemont HOA Annual Meeting – May 24, 2016 located at Station 33, 6:30 p.m. – Vice Chair Roberts and Deputy Chief (DC) Pearson will attend. The CPR video will be presented.
3. Medic One Director Steve Romines Retirement Party – May 21, 2016, 6 p.m. Chief Brooks will be Master of Ceremonies.

G. Nisqually Tribe
Status report

Chief Brooks reported that the Nisqually Tribe requested District services for the canoe journey events and has agreed to pay fee for services. The District will have dedicated staffing at the canoe journey protocol events. Over 20K people are expected to attend.

Chief Brooks summarized total responses and liability trends for the Red Wind Casino and the Nisqually Corrections Facility. The Board agreed that staff move forward in submitting an invoice for response services to both enterprises.

H. Citizen Advisory Committee
Status report

Commissioner Wilson attended the May 18, 2016 meeting. She reported that the CAC presented a proposed Communication Strategy framework for the Boards' review and consideration in developing a communication plan. Commissioner Wilson distributed copies to the Board and recommended a workshop session moving forward. She advised that the CAC shared interest to attend the workshop. September 21, 2016 is the next scheduled meeting.

VI. OLD BUSINESS

A. Evaluation of Property for Acquisition

Chief Brooks and the Board received an email of the counter proposal within the range of the Board's proposal. Staff recommends that the Board accept the counter offer. Chief Brooks advised that an assessment of the environmental elements of the property was conducted. DC Pearson stated that the Consultant Environmental Biologist's report declared no findings of endangered gophers on the property. The summary noted the need for a mitigation plan related to possible endangered squirrels and oak trees on the property. The Board agreed to accept the counter offer. Chief Brooks will make the counter tomorrow.

MOTION: To accept the counter offer from James and Penelope Speaks for the total of \$144,500 assuming liability for the unused well and septic system and earnest money of \$5,000.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

VII. NEW BUSINESS

A. Resolution 849-05-16; Expense Management and Credit Card Usage

Staff recommends the Board adopt Resolutions #849-05-16 to modify current practices and allowing the District to meet the threshold for total credit card limits.

MOTION: To accept Resolution #849-05-16 relating to expense management and credit card use; revising and adopting rules and procedures for the use of credit cards for District purposes; repealing resolution 832-01-13 and superseding other resolutions or authorizations inconsistent with this Resolution.

Motion: Commissioner Nelson

Second: Commissioner Wilson

Carried: Unanimous

B. Credit and Purchasing Card Policy

Chief Brooks presented the policy relating to the Resolution #849-05-16 to better define the use and guidelines of credit card usage.

MOTION: To adopt the 2016 Credit and Purchasing Cards Policy.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

1. District Boundary Update -- Legal counsel and the Thurston County Prosecuting Attorney's Office reported no appropriate filing documents acknowledging the incorporation areas in question that are located south of Yelm Highway. Chief Brooks reported that the Assessor's Office made adjustments to the parcels that DC Pearson discovered within the District that do not pay taxes. Further discussion continued.

The Board agreed to bill the individual residential addresses within the District on the Nisqually Reservation. Chief Brooks reported additional staff time to generate the incident response reports. Commissioner Kirkbride will assist in researching the individual addresses for invoicing. Deputy Chief (DC) Dickson will email a report to Commissioner Kirkbride. As discussed in the Nisqually Tribe report under Committee Reports, Chief Brooks reported that he will contact legal counsel before submitting the invoice to Nisqually CFO for the Red Wind Casino and the Nisqually Correctional Facility.

2. Firefighter Recruit Graduation – June 16, 2016, 6:30 p.m. located at Black Hills High School on the same evening of the regular Board meeting. Chief Brooks proposed a meeting location change from Station 31 to the Black Hills

High School for the Board to attend. The Board agreed to relocate the regular Board meeting and to conduct a condensed agenda for the purpose of approving the warrants. Chief Brooks reported that he is unable to attend and that DC Dickson will staff the meeting in his absence. DC Pearson will also be in attendance. Chief Brooks will reserve a meeting space at the high school.

3. EMS/ALS Contract 2017-2021 – Commissioner Kirkbride commented that he is pleased with the contract but he prefers the acceptance of the contract be postponed until the new Medic One Director is in place. Chief Brooks reported that current Medic One Director Steve Romines wanted to have the contract approved and available for the county budget process in June. Commissioner Kirkbride suggested that Chief Brooks reach out to Tumwater and Olympia Fire Chiefs for feedback on postponing the action until the new Director is in position. Chief Brooks will reach out to the Fire Chiefs.
4. Capital Planning – Chief Brooks highlighted Facility & Apparatus Issues and presented a working timeline. Chair Dobry proposed a retreat workshop for further dialogue. The Board agreed. Commissioner Wilson suggested that the workshops do not exceed two hours. The following Board workshops were scheduled:
 - CAC Communication Strategy Proposal – June 2, 2016, 6:15 p.m. located at Station 31 in the BoFC.
 - Capital Facility Planning – June 18, 2016, 7:30 a.m. located at Station 31.

IX. COMMISSIONER COMMENTS

Commissioner Wilson commented that she enjoyed attending the CAC meeting and encourages the Board to provide more direction. She requested that Staff extend an invitation to the June 2, 2016 workshop.

Commissioner Kirkbride emphasized the importance of Emergency Preparedness Awareness. He will email an informational document to Chief Brooks.

X. OTHER INFORMATION

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

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT


Volunteer Coordinator Jim Dickson gave an update on the progress of Volunteer Firefighter Recruits.


XII. ADJOURNMENT


Chair Dobry adjourned the regular meeting at 7:32 p.m.


THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.


Next Regular Meeting: June 2, 2016 – 5:30 pm



Chair


Commissioner


Commissioner


Vice Chair


Commissioner


ATTEST: District Secretary