

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**August 17, 2017**

Present:

Chair Roberts

Commissioner Dobry

Commissioner Wilson

Commissioner Nelson

Vice Chair Kirkbride was excused.

**I. CALL TO ORDER / FLAG SALUTE**

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

**II. APPROVAL OF THE AGENDA**

**MOTION:** To accept the agenda as published.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

**III. HEARING OF THE PUBLIC / MEMBERS PRESENT**

None

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the August 3, 2017 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19452 through #19498 in the amount of \$130,183.08.

C. Payroll #8A in the amount of \$998,861.54.

**MOTION:** To accept the consent agenda as published.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

## V. COMMITTEE REPORTS

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

Commissioner Wilson attended the August 16, 2017 meeting and reported the agenda items discussed:

1. Medical Program Director Contract – The proposed new contract will be on the Thurston County Commissioners meeting agenda as a recommendation for approval. The current contract is extended to the end of August.
2. Introduction of new ALS Program Manager Ben Miller-Todd.
3. Co-locating Medic One with Emergency Services facility space will be under review by the Director.
4. Approval to hire an experienced budget person to work under Medic One and Emergency Services both half time.

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

No report. The next meeting is September 6, 2017.

### C. City / District Liaison Communication updates

Chair Roberts and Chief Brooks attended the August 15, 2017 meeting and reported that proposed annexations and tribal relations were discussed.

### D. Thurston County Fire Commissioners Association Regular meeting

Commissioners Roberts, Dobry, Wilson, and Chief Brooks attended the August 15, 2017 Picnic meeting and reported the following highlights:

1. Presentation of the new Lacey Fire District boundary signs as replacement for the existing 25 years old signs.
2. Airlift helicopter landing.
3. Annual Conference Proxy – A proxy for the elective leadership who will not attend must submit a proxy by the September 19, 2017 deadline. Commissioners Nelson, Wilson, and Roberts announced that they will not be attending. Commissioner Dobry will attend. Chief Brooks reported that he reserved lodging for Commissioners Kirkbride and Dobry. Chief Brooks will confirm Commissioner Kirkbride's attendance. Proxy discussions will be added to the September 7, 2017 regular Board of Fire Commissioners meeting agenda.

E. Thurston Regional Planning Council  
Status report

No report.

F. Community Outreach  
Status report

Chief Brook reported the following events:

- Thurston County Fair – August 2<sup>nd</sup> – 6<sup>th</sup>. Good feedback was received for the District's presence.
- Celebrating Community Heroes – Chief Brooks and Battalion Chief attended the St. Andrew's United Methodist Church event on August 10, 2017.
- Capital Metro Girls Camp – August 26<sup>th</sup> -27<sup>th</sup>. The opening ceremony will begin at 8 a.m. on Saturday. The closing graduation ceremony will commence in the afternoon on Sunday. Chair Roberts will attend the opening ceremony.
- Deschutes Falls Park Grand Opening – Chief Brooks will attend the September 1, 2017 event.
- New District Boundary Signs – Volunteer Firefighter Zach Landgraf and several others volunteered their personal time to install six signs to date.
- Firefighter Tom Wright's Memorial Service – September 10, 2017 at 3 p.m. located at the James Koval Center for the Performing Arts.

G. Nisqually Tribe  
Status report

Chief Brooks reported that he received an email response from the CEO of Red Wind Casino acknowledging the receipt of the District's email regarding fee for service discussions. He was advised that the Red Wind Casino is in the process of reaching out to the Nisqually Tribe to review the District and Nisqually Tribe fee for service agreement and negotiation process. Chief Brooks stated he has available copies of the service agreements between neighboring Fire Districts, Muckleshoot Indian Tribe and the Chehalis Tribes to provide if requested.

H. Citizen Advisory Committee  
Status report

Report moved to New Business item A. Citizens Advisory Committee:  
Discussion/Committee Guidance.

## VI. OLD BUSINESS

### A. Proposed Final Communications Plan by Ideal Communications: Discussion/Potential Action

Chief Brooks welcomed Ideal Communications Consultant J. Marie Riche. J. Marie Riche presented the proposed final communications plan. She highlighted the key topics: communication goals, messaging, and strategies.

- Major Goals are to maintain trust and to continue to build strong interpersonal relationships.
- Messages must have purpose and intentionality. Present good fiscal statistics to demonstrate good fiscal discipline and how it benefits the community in the ability to provide quality service.
- Strategies:
  - Identify key audiences and make an intentional effort in building one on one relationships.
  - Celebrate good works
  - Print material to reach an audience who are not connected to the District through service or social media outlets.
  - Continue to support CPR Saves
  - Expand the District's E-Newsletter audience

Commissioner Nelson inquired the mass mailing distribution concern during an election year. J. Marie Riche advised not to initiate new communication tools. She stated that fact sheets are ideal during this time but not an annual mailer. The second phase is providing informational mailer content and design by September 22, 2017.

**MOTION:** To accept the Communications Plan by Ideal Communications as presented.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

## VII. NEW BUSINESS

### A. Citizens Advisory Committee (CAC): Discussion/Committee Guidance

Chief Brooks reported that Chair Cockrell gave notice to step down from the Chair position. Chief Brooks inquired the Boards direction on the short and long term roles of the CAC. Chief Brooks stated that the Citizen Advisory Committee has been active for four years.

The Board discussed the need to be more specific on what is needed by the CAC moving forward. The Board agreed to postpone monthly meetings until the beginning of the year. The Board would like to invite the CAC to the

November 16, 2017 regular Board meeting to thank them for their contributions. Chief Brooks will relay the message to Chair Cockrell and extend the invitation to attend the Open House in October. Chief Brooks will follow-up with the Board.

## **VIII. ADMINISTRATIVE REPORT**

Chief Brooks highlighted the following events and updates:

1. Cumulative General Fund Revenue and Expenditure Including Cash Flow Projection in 2017 shows revenue is on track. 8% below on budget capacity.
2. Property Tax and New Construction – Projections from County Assessors show \$210 million in new construction for 2018.
3. The County accepted and confirmed the submitted ballot language. There has been no con statement submitted to date.
4. Capital Metro Girls Camp – Partnering agencies have donated the following in support of the program.
  - South Bay & Tenino Fire Departments – Personal Protective Equipment (PPE) Bunker Gear, Boots, and Helmets.
  - ECMS – PPE Cleaning
  - Firehouse Subs and Panera Bread – Food

## **IX. COMMISSIONER COMMENTS**

Commissioner Nelson announced that he'll be a guest on Ken Balsley's Podcast. He'll be interviewed August 23, 2017.

Commissioner Wilson thanked Firehouse Subs for awarding the District a grant to purchase new bunker gear.

Chair Roberts thanked J. Marie Riche for working with the District over the past year.

The Board congratulated Finance Director Dale Hough for earning the "Professional Finance Officer Award" for 10 years.

## **X. OTHER INFORMATION**

- A. Suggestion Box – None
- B. Correspondence – Photos of staff installing new boundary signs.

**XI. HEARING OF THE PUBLIC / MEMBERS PRESENT**

Olympic Ambulance Director of Thurston County Operations Chris Clem reported the following highlights:

- Hiring of new positions: MSO, three new EMT's and, two more registered nurses.
- Promotional assessments
- Establishment of a shift lead position
- Initiating a new software for patient care records
- Outfitting two ambulances with bariatric equipment
- Ordering a new ambulance to replace an old one

**XII. ADJOURNMENT**


The regular Board Meeting was adjourned at 6:45 p.m.

**THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.**

*Next Regular Meeting: September 7, 2017 – 5:30 pm*

  
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Chair

  
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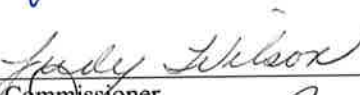
Commissioner

  
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Commissioner

  
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Vice Chair

  
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Commissioner

  
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ATTEST: District Secretary