

# THURSTON COUNTY FIRE DISTRICT THREE

## BOARD OF FIRE COMMISSIONERS

### MINUTES OF THE MEETING

August 18, 2016

Present:

Chair Dobry

Vice Chair Roberts

Commissioner Kirkbride

Commissioner Wilson

Commissioner Nelson was excused. Deputy Chief Pearson staffed the meeting.

#### 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 published.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

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

Terry Ware commented that there is a Seahawks game this evening.

#### IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the August 4, 2016 of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #18405 through #18439 in the amount of \$39,266.46. Commissioner Kirkbride inquired about the following warrants. Deputy Chief Pearson gave a description:

1. LN Curtis in the amounts of \$3,655.28 and \$2,186.27 – Extinguishing foam to replace the foam which has met its shelf life.
2. Thurston County Fire District 3 Revolving Fund in the amount of \$2,005.61 – A reimbursement of the revolving fund. The memo summary references “Commissioner’s Meeting of 8/18/16” as the

transfer date of approval by the Board. The language is consistent with previous warrants.

- Capital Projects Fund 301 (Acct# 6631) checks number #18440 in the amount of \$1,332.42.

C. Payroll # 8A 2016 in the amount of \$919,287.43.

**MOTION:** To accept the consent agenda a presented.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

## V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the August 17, 2016. He reported that the purchase of the new mechanical lift for the medic units was approved. There was a cost increase of \$7K for added concrete as the base was not adequate to support the lift. The City of Olympia agreed to pay half of the expense. The 2017-2018 Budget was reviewed and copies were distributed. He stated that he will review the 2017-2018 Budget further. He noted that the Emergency Services Director hiring process is ongoing. Two of the five candidates have been selected to move forward in the interview process.

### 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 meeting is August 23, 2016 and will be held at Station 31, 8:30 a.m.

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

Commissioners Dobry and Roberts attended the August 16, 2016 BBQ Picnic. Chair Dobry reported that Thurston County Commissioner Candidates Gary Edwards and John Hutchings attended the candidate forum. Chair Dobry commented that the food was good and that Commissioner Wilson's marionberry dish received many compliments.

E. Thurston Regional Planning Council  
Status report

No report. The next meeting is September 9, 2016.

F. Community Outreach  
Status report  
Staff

1. Jubilee Community Emergency Preparedness – Commissioner Wilson reported that a Jubilee resident inquired if the District could provide an Emergency Preparedness Presentation to approximately 31 people. She referred the inquirer to Thurston County Emergency Management Representative Vivian Eason. Vivian Eason will give the presentation. Commissioner Wilson will provide Vial of Life Packets and District Logo CPR reusable bags.
2. CPR Outreach – Commissioner Kirkbride reported that the District’s “2 Minutes to Save a Life – A Hands Only CPR” video is being featured in a 60 second time slot played at the Yelm Cinemas and will be distributed to others cinemas. The CPR campaign team completed filming the “2 Minutes to Save a Life” incident training in the virtual reality format and is now in the editing phase. The proposed wrap-up date for the virtual reality piece is the end of August. Approximately 2,500 virtual reality viewers are being ordered. Commissioner Kirkbride recommended inviting the CPR campaign team to present to the Board with updates in September. He also noted that the American Heart Association republished their protocols and has not changed their practice of performing breathing techniques and compressions. Compression only is recognized as an alternative. He stated that the Red Cross follows the American Heart Association protocol
3. McCallister Park HOA Annual BBQ – August 27, 2016 at 11 a.m.

G. Nisqually Tribe  
Status report

Deputy Chief Pearson reported that the District received payment for the agreed services provided during the Paddle to Nisqually week-long event. The District provided service 24/7 for six day and approximately 50 service response calls.

H. Citizen Advisory Committee  
Status report

No report. The next meeting is in September.

## **VI. OLD BUSINESS**

### **A. Ideal Communications Consultant Services: Meeting Follow-up**

Vice Chair Roberts, Commissioner Wilson, and Chief Brooks met with Ideal Communications Consultant J. Marie Riche on August 5, 2016 to introduce the District's past history and current initiatives.

Vice Chair Roberts reported that Ms. Riche clearly stated that she does not operate as a public relations firm. She will act as a guide working with the District to determine their communication plan and to help develop it. To begin the process of determining a clearer scope of the District's communication plan at large, Ms. Riche suggested meeting with staff members, representatives of the Citizen Advisory Committee, and the Board in three different group sessions to begin the process of engaging the community.

The Board proposed the following meeting schedule:

- September 7, 2016 Afternoon – Staff.
- September 7, 2016 at 5:30 p.m. – CAC (Commissioner Wilson can attend)
- September 8, 2016 at 8 a.m. – Board (Commissioner Wilson cannot attend)

Staff will follow-up with Chief Brooks, Ms. Riche, and the CAC to confirm availability and schedule.

Commissioner Kirkbride distributed an informational article on what to consider when hiring an influencer marketing agency.

## **VII. NEW BUSINESS**

None

## **VIII. ADMINISTRATIVE REPORT**

Steilacoom Property Gopher Inspection Update – Deputy Chief Pearson reported that the District applied for the endangered gopher inspection process on May 11, 2016. The District is not on the schedule for the first site visit as of today. He stated that if the District is not scheduled for an inspection before the 31st of the month, there will not be a first site visit for the remainder of the year. Deputy Chief Pearson will research the next steps if the District is not scheduled by the end of the month. He advised that an assessment of the environmental elements of the property was conducted by Consultant Environmental Biologist. The report declared no finding of endangered gophers on the property.

**IX. COMMISSIONER COMMENTS**

Commissioner Kirkbride advised that the Department of Natural Resources issued a burn ban through September 30th.

**X. OTHER INFORMATION**

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

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


Jubilee Community resident on behalf of the Jubilee Epic Committee thanked the Engine 35 for attending the Jubilee Safety Fair. The Board thanked him for attending the meeting and invited him to participate in the Citizen Advisory Committee. He was encouraged to visit the District website for more information.

**XII. ADJOURNMENT**

Chair Dobry adjourned the regular meeting 6:10 p.m.

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

*Next Regular Meeting: September 1, 2016 – 5:30 pm*

 Chair	 Vice Chair
 Commissioner	 Commissioner
 Commissioner	 ATTEST: District Secretary