

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**September 7, 2017**

Present:

Chair Roberts  
Vice Chair Kirkbride  
Commissioner Wilson  
Commissioner Nelson  
Commissioner Dobry

**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 Dobry

Second: Commissioner Kirkbride

Carried: Unanimous

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

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

- Hiring of three new EMT's. The goal is to hire 3-4 a month.
- Establishment of an Employee Advisory Committee also serving as a Safety Committee
- Additional nurses now available for ALS inter-facility calls.
- Working with AirForce internship

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the August 17, 2017 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19513 through #19549 in the amount of \$78,379.99.
- Capital Projects Fund 301 (Acct# 6631) check numbered #19551 in the amount of \$29,494.32.
- Donation Fund 101 (Acct# 6633) check numbered #19550 in the amount of \$561.62

C. Payroll #8B 2017 in the amount of \$318,560.66.

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

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

## V. COMMITTEE REPORTS

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

Commissioner Kirkbride reported that the Thurston County Commissioners approved the Medical Program Director (MPD) Contract.

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

Commissioner Wilson attended the September 6, 2017 meeting and reported the following highlights:

1. Public Hearing on TCOMM 911 Public Records Reproduction Rates – The charging for staff time of reproducing information in 7.5 – 18 minute increments proposed. No members of the public attended. The proposal was approved.
2. Current year's revenue is coming in above projections.

### C. City / District Liaison Communication updates

The next scheduled meeting is October 17, 2017. Chief Brooks reported that he will be attending the EMS World Expo and will not be available to attend. The Chair and Vice Chair proposed a date change for October 10<sup>th</sup> or October 24<sup>th</sup>. Chief Brooks will reach out to the City to confirm availability for the new dates. If not available, Chief Brooks will arrange for staff presence on October 17, 2017.

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

Meeting Calendar:

- September 19, 2017 located at the Yelm Fire Station
- October 17, 2017 located at the Lacey Community Center

### E. Thurston Regional Planning Council Status report

The next scheduled meeting is September 8, 2017.

## F. Community Outreach

### Status report

1. Capitol Metro Girls Camp – Over 79 volunteers from various partner agencies to include 27 of Lacey Fire District members contributed their time and mentorship. Chief Brooks stated that the camp was designed to encourage and mentor young females not only for the potential role of female firefighters but to provide leadership skills.
2. Opening of the Deschutes Park – Chief Brooks attended the event on September 1, 2017. He reported approximately 75 in attendance. He stated that safety concerns of dangerous areas are being addressed with County staff. Thurston County Special Operations Rescue Team (SORT) conducted rescue drills and anchors will be installed that meet rescue specifications for remote areas difficult to access.
3. Panorama Social – September 13, 2017, 4:30 p.m. located in the Auditorium Plaza.
4. 55<sup>th</sup> Annual Foofaraw – The District Engine Company will participate in honoring Troops of the Armed Forces on September 8, 2017 at the Port of Olympia. First responders will engage sirens and horns as military vessels pass by.
5. 9/11 Remembrance Bell Ceremony – September 11, 2017. The gathering at the flag pole at Station 31 will at 6:30 a.m. And the ceremony will begin at 6:50 a.m.

## G. Nisqually Tribe

### Status report

Chief Brooks reported 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.

## H. Citizen Advisory Committee

### Status report

Chief Brooks reported that he will inform Chair Cockrell of the Board's invitation for the CAC to attend the November 16, 2017 regular Board meeting to be recognized for their contributions. He will also extend the invitation for the CAC to attend the Open House in October.

## VI. NEW BUSINESS

### A. Board Proxies for Commissioner Conference: Discussion/Action

Commissioner Kirkbride confirmed his attendance to the conference but will not attend the SNURE Seminar. Chief Brooks will register Commissioners Kirkbride and Dobry for the conference and confirm lodging reservations. Commissioner Dobry stated that he will attend the SNURE Seminar. Commissioners Wilson, Roberts and Nelson will not attend either event.

**MOTION:** To authorize Commissioners Gene Dobry and Frank Kirkbride to serve as proxy for Commissioners Judy Wilson, Sylvia Roberts and Tom Nelson by signing the Proxy Authority forms for submission.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

The Proxy Authority submission deadline is October 7, 2017. Chief Brooks stated that staff will submit the proxy forms before the deadline.

B. Draft Board and Financial Policies Review: Discussion

Chief Brooks referenced the following policies and gave a description of actions or updates to standardize the policy.

- Selection of the Board Chair and Vice Chair – Draft resolution rescinding Resolution 596-02-93 Establishing a Policy and Procedures for the Selection of a Chairperson and Vice Chairperson for the Board of Fire Commissioners in Accordance with R.C.W. 52.14.080. The Board stated that a resolution had already been passed to repeal Resolution 596-02-93. Chief Brooks advised that staff will research further.
- Discrimination and Harassment Prevention – District-wide not Board specific.
- Commissioner Compensation
- Emergency Services Outside the District – The Board suggested referencing our fee structure.
- Telephonic/Electronic Participation at Board Meetings
- Financial Management Polices – The financial template for the new proposed policy was provided by the bond underwriter.

Commissioner Kirkbride commented that the bulk of the document is definitive, clear and concise. He stated that his concern is the inconsistent language use of “trying, striving, and attempting” in the General and Revenue section. Commissioner Kirkbride suggested the language “strive” be removed.

The Board recommends the following revisions:

- Include definitions of terms
- Under Fund Balance Reserve #3 (page 13)– Change language from ”two-thirds” to “simple majority”.
- Under Purchasing and Contracting Policies #3b. (page 5) – Remove “\$300,000”.
- Under Purchasing and Contracting Policies #3b. (page 5) – Add the language “single” before “purchases”.

Chief Brooks will seek legal review on the policies and recommendations prior to presentation for adoption at the next regular Board meeting.

## **VII. ADMINISTRATIVE REPORT**

Chief Brooks highlighted the following events and updates:

1. 2018 Budget Regular Board Meeting Timeline:
  - September 21, 2017 – Draft Presentation
  - November 2, 2017 – Public Hearing
  - November 16, 2017 - Adoption
2. Service Recognition – Commissioner Kirkbride was presented with his 15-year service pin.
3. Firefighter Tom Wright’s Memorial Service – September 10, 2017 at 3 p.m. located at the James Koval Center for the Performing Arts.
4. Human Resource Director Position Update – The first round of interviews is September 19, 2017.
5. Free Flu Shot Clinic for Members and Family – September 21, 2017. Located at Station 31, 4:30 p.m. – 6:30 p.m.
6. WA State Fair – The District signed up to be a corporate partner at no cost. District members will receive discounts on admission, select concerts and rodeo events.
7. Permit Assistance at the County – The Pre-Submission Conference is September 14, 2017. The next step is submitting a Special Use Permit.

## **VIII. COMMISSIONER COMMENTS**

Commissioner Dobry announced that he will be absent to the regular Board meeting on October 19, 2017. He commented that he is pleased with standardizing the policies.

Commissioner Wilson inquired the Boards interest to staff an informational table relating to the ballot measure at the Lacey Chamber Form on October 4, 2017, 11:30 – 1p.m. The cost is \$50 to reserve a table. Commissioner Nelson will attend. Commissioner Wilson will reserve the table and confirm registration. Commissioners Wilson stated that she will be absent to the regular Board meeting on October 5, 2017.

Vice Chair Kirkbride commented that he would like to honor Firefighters Crystal Murphy and Jessica Johnson for their outstanding leadership and spearheading the Capital Metro Girls Camp. Chief Brooks stated that he can extend and an invitation for Firefighters Murphy and Johnson to attend a future Board meeting to be recognized. Commissioner Kirkbride inquired if appreciation letters were sent to the volunteers and partnering agencies who donated to the program. Chief

Brooks reported that the camp leads are sending out thank you notes to sponsors and volunteers.

Chair Roberts reported that she attended the Capital Metro Girls Camp Opening Ceremony and observed the amazing leadership and encouragement between the campers and instructors. She commended Chief Brooks for supporting the program and also thanked Mrs. Brooks for buying socks at the last minute for the campers in need.

**IX. OTHER INFORMATION**

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

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

Deputy Chief Dickson announced that she will have flu cards available for District members to redeem at Costco if unable to attend the flu clinic on September 21, 2017.

Volunteer Coordinator Jim Dickson commented that three Capitol Metro Girls Camp instructors are candidates for the District's Volunteer Firefighter Positions.

**XI. ADJOURNMENT**

The regular Board Meeting was adjourned at 6:51 p.m.

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


*Next Regular Meeting: September 21, 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