

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**September 21, 2017**

Present:

Chair Roberts

Vice Chair Kirkbride

Commissioner Wilson

Commissioner Dobry

Commissioner Nelson was excused.

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

Chair Roberts called the meeting to order at 5:27 p.m.

**II. BOARD OF VOLUNTEER FIREFIGHTERS**

A. Authorization for Reimbursement

Signature needed to request reimbursement for volunteer firefighter physicals (BVFF reimburses \$100 of the cost of a volunteer FF physical). Five physicals are being submitted for reimbursement in the amount of \$500.

**MOTION:** To approve the request reimbursement for five volunteer firefighter physicals in the amount of \$500.

Motion: Ken Roberts

Second: Frank Kirkbride

Carried: Unanimous

**III. APPROVAL OF THE AGENDA**

A. Additions

1. To conduct the Board of Volunteer Fire Fighters Meeting as a part of the regular Board of Fire Commissioners Meeting immediately following the flag salute.
2. Change of the order of the agenda:
  - Move item IV. – Member Recognition after item III. Hearing of the Public/ Members Present.
  - Move Old Business Item A. Capital Metro Girls Fire after item IV. Member Recognition.

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

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

#### **IV. HEARING OF THE PUBLIC / MEMBERS PRESENT**

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

- Shift Leadership selection completed.
- Hired an additional nurse and dispatcher
- Acquired a newly retrofitted Braun Ambulance

#### **V. MEMBER RECOGNITION**

Chief Brooks expressed his appreciation to the longest standing volunteer member, Volunteer Firefighter Ken Roberts for his 25 years of volunteer service with the District. He recognized Ken's dedication serving on the Board of Volunteer Fire Fighters. Chief Brooks presented Ken a 25year longevity pin.

Ken Roberts thanked his family and the District for support throughout his service to the District. He shared kind words to the District and announced upcoming marathon events that he'll be participating. He invited all to support his efforts in the Capital City Marathon next year.

#### **VI. OLD BUSINESS**

##### **A. Capital Metro Girls Fire Camp: Report from Leadership**

Lead organizers of the Capital Metro Girls Fire Camp Firefighters Crystal Murphy and Jessica Johnson gave a brief report of the camp highlights and lessons learned. They thanked the Board and staff for authorizing the insurance support for the District to host the camp.

Firefighter Jessica Johnson reported the camper and instructor participation count. 43 campers of the 50 camper applications attended. 69 volunteer instructors originating from agencies as far north as Anchorage, Alaska to Los Angeles, California participated in the two-day camp.

Firefighter Crystal Murphy reported that she continues to receive an out pour of positive feedback from fire agencies, parents of campers, and the community overall. She reported that San Diego Fire and Sacramento Fire commented that they were impressed with the Capital Metro Girls Fire Camp hosted by the District and extended an invitation for Crystal Murphy and Jessica Johnson to participate in their Girls Fire Camp. Crystal Murphy reported that visiting agencies recognized the support of the District's administration, membership, and partnering agencies. She commented that visiting agencies were impressed at how progressive the District is.

Chief Brooks thanked Crystal Murphy and Jessica Johnson for their leadership and announced that he wrote a letter of commendation to each of them recognizing their actions. He read aloud the letter of commendation and awarded them a letter of commendation individually.

Chair Roberts recessed the meeting for photos and light refreshments at 5:42 p.m. for an approximate duration of ten minutes. The regular Board meeting reconvened at 5:59 p.m.

## **VII. APPROVAL OF THE CONSENT AGENDA**

- A. Draft minutes of the September 7, 2017 Board of Fire Commissioners meeting.
- B. Warrants
  - General Fund 001 (Acct# 6630) checks numbered #19552 through #19587 & check number #19589 in the amount of \$45,500.50.
  - Donation Fund 101 (Acct# 6633) checks numbered #19588 in the amount of \$364.05.
- C. Payroll
  - #9A2017 in the amount of \$967,103.59.
  - #9A2 in the amount of \$1,883.68. – Firefighter Pay Adjustment for a pay code discrepancy.
  - #9A3 in the amount of \$-.01. –DRS Correction

**MOTION:** To accept the Consent Agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

## **VIII. COMMITTEE REPORTS**

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

Commissioner Kirkbride attended the September 20, 2017 meeting and reported the following agenda highlights:

1. Interviews for the Training Coordinator Position is in process.
2. Fiscal Manager Position – The position is now filled and will support 50% of the time to Medic One and 50% to Emergency Management.
3. Methods for increased initial EMT training capacity are being discussed.
4. Budget Committee – Jim Cooper, Stan Moon, Jon Ricks and Frank Kirkbride were appointed. The Budget Committee will begin meeting January 2018.

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

Commissioner Wilson announced that she is unable to attend the next meeting on October 4, 2017. Commissioner Roberts hopes to attend and Vice Chair Kirkbride is available if needed.

C. City / District Liaison  
Communication updates

Chief Brooks reported that the proposed meeting date of October 10, 2017 is pending confirmation from the City of Lacey.

D. Thurston County Fire Commissioners Association  
Regular meeting

Commissioner Dobry attended the September 19, 2017 meeting and reported the following agenda items:

1. Fire Marshall Chuck Leblanc Presentation – Gave an update on the progress of the fire training academy and reported on the 2017 mobilization statistics. His presentation is available upon request.
2. Upcoming Meetings:
  - October 17, 2017 – Located at the Lacey Community Center.
  - November 21, 2017 – Located at McLane/Black Lake Fire Department.

Commissioner Dobry inquired the Boards' interest to host a meeting in the future. Vice Chair Kirkbride suggested hosting the meeting at the Mark Noble Training Center in the springtime. Chief Brooks stated that he will reach out to the City of Olympia for approval and will follow up with the Board. Commissioner Dobry invited Olympic Ambulance Director of Thurston County Operations Chris Clem to give a presentation at that time. Chris Clem accepted the invitation.

3. Banquet Night/Recognition Awards Ceremony – Chair Roberts will sign the letter the certification for Commissioner Kirkbride's 15 years of service and Commissioner Dobry will submit.

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry attended the September 8, 2017 meeting and reported the following agenda items discussed:

1. Thurston Climate Adaptation Plan – Will be released the first week in October. An outreach game board activity called "Resiliency Road" will be introduced at the Olympia the Art Walk event.
2. Pavement Transportation Report – Preservation funding levels are under 42% of the bridges are in ok condition and three are identified in poor condition.
3. Time Capsule – The District will donate a Virtual Reality (VR) viewer and instructions used for the CPR campaign. Chief Brooks will provide the VR box to Commissioner Dobry for submission.

F. Community Outreach

Status report

Staff

Chief Brook reported the upcoming events:

1. Fire Prevention/Public Education – The District will visit elementary schools and private schools to provide public safety education during the month of October.
2. Classic Heights HOA Annual Meeting – October 7, 2017 located at Station 35, 1p.m. Commissioner Dobry and Chief Brooks will attend.
3. Bond Educational Flyer – Distribution is October 5, 2017.

G. Nisqually Tribe

Status report

No report.

H. Citizen Advisory Committee

Status report

Chief Brooks reported that he did not receive a response from Chair Cockrell regarding the Board's invitation for the CAC to attend a regular Board meeting to be recognized. The Board requested the Chief reach out to the members of the CAC directly to inform that the regular scheduled CAC meetings are postponed until the new year and also to extend the invitation to attend the Station 31 Open House the November 16<sup>th</sup> Board Meeting.

**IX. OLD BUSINESS**

B. Board Policy Review: Review/Proposed Adoption

1. Selection of Board Chair and Vice Chair – Adopted 2012. Revised September 2017. No revisions.
2. Telephonic / Electronic Participation at Board Meetings – Adopted 2012. Revised September 2012. Chair Roberts addressed her concern with the timeline language of “2 days” notification to contact the Board during an emergency and the expressed limits to the number of annual occurrences. The Board recommended a deletion of these two provisions. Chief Brooks presented amended language from staff that removes the notification and frequency restrictions.
3. Emergency Services Outside the District – Adopted 2015. No revisions.
4. Fee Schedule – Adopted July 2015. Commissioner Dobry requested the year published be changed from 2015 to 2017. Chief Brooks reported that staff will make the editorial change from the year 2015 to 2017.
5. Commissioner Compensation – Adopted 2014. Revised September 2017. No revisions.

**MOTION:** To authorize standardizing the format for the existing policies with the amendments presented by staff; Selection of Board Chair and Vice Chair, Emergency Services Outside the District, and Commissioner Compensation as published and also authorize standardizing the format for policies Telephonic/Electronic Participation at Board Meetings and Fee Schedule with amendments.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

6. Financial Policies – The presented draft reflects amendments requested following the Board’s previous review and changes recommended following a review by legal counsel. The Board had no additional recommendations.

**MOTION:** To adopt the proposed Financial Management Policies as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

## **X. NEW BUSINESS**

### **A. 2018 Budget Planning and Timeline: Staff Presentation (see Appendix B)**

Chief Brooks referenced the Budget Summary in Appendix B. He presented the following highlights:

#### **Revenue**

- Entered 2017 with a better than budgeted cash balance. Total estimated beginning cash for 2018 is \$3,662,467
- AV \$9,955,641,012 (an actual increase of nearly 6.5%) = \$14,933,462
- Our maximum property tax revenue w/6% limit = \$14,867,871 (minimal difference from actual)
- New construction estimated \$210,499,048. Revenue from NC = \$315,749
- Contracts (Medic 1) slight increase due. Based on increased PM wages/benefits
- Included Nisqually Tribe, EF Recovery and Mobilizations as revenue “other” line items
- Moved Intergovernmental Fire Protection revenue sources formerly in other funds to General Fund. Increase GF by \$157k

#### **Expenditures**

##### **CPI-U (Seattle) 3.2% through 6/30/17**

- **PEOPLE/BENEFITS – Admin/Support/Operations/Legislative/Exec**
  - Wage increase (COLA) of 2.75%
  - Deputy Chief of Operations for full year
  - Add net of three Firefighter EMTs
  - Maintained maximum contract capacity of Paramedics

- New HR Director
- Added potential for 1.5 FTE new admin support staff
- Reclassification w/wage adjustment of IT Specialist and Payroll Benefits Coordinator based on market comparisons (IT Sys Admin and Payroll Administrator)
- Increased L&I rates – new rate estimated to be \$4.15 per hr. for first responders – a 37% increase (\$188k)
- Trusteed Plans medical increase 5%
- Kaiser Permanente increase 13.4% plus changed coverage
- Dental/Vision/EAP 0% increase
- HRA VEBA contributions increase by 5% (CBA)
- LEOFF2 increased 4%
- PERS 2 increase 14%
- Deferred Compensation Plan (DCP) for FF/PM remains at 4.5% of top step FF (\$7,393.01)
- Added DCP matching benefit for Admin and Support staff – LFD will match up to 4% of employee contribution

#### **Admin/Support Services**

- **SUPPLIES AND SERVICES**
  - Legal services (bond counsel) increase 15k
  - Insurance increase 10k
- **INTERGOVERNMENTAL**
  - Elections costs reduced \$50k (assuming successful bond vote)
- **CAPITAL**
  - INCODE 10 our new financial system maintenance costs \$30k increase

#### **Operations**

- Hold the line budget – net decrease of \$41k

#### **Executive/Legislative**

- Hold the line budget – net increase of \$3k

#### **Transfers**

- Transfer to ER&R \$80k (replenish due to 2017 expenditures)
- Transfer to Bond Fund to cover existing bond expense

Chief Brooks proposed November 6, 2017 for a Public Hearing to present the 2018 Budget. The Board agreed to conduct the Public Hearing on November 16, 2017 and to make a provisional agenda as necessary for action on the 2018 Budget at the regular Board Meeting on November 16, 2017. The Board will confirm the timeline at the next regular Board meeting on October 5, 2017. The Board further discussed holding a Special Meeting if amendments to the

proposed budget are needed. The deadline to submit the 2018 Budget to the county is November 30, 2017.

## **XI. ADMINISTRATIVE REPORT**

Chief Brooks highlighted the following events and updates:

1. EFF Recovery –Monthly revenue averages \$4,000- \$5,000. Management of public relations for individual billing are of concern. EFF Recovery will bill all to the primary insurance and then staff will review non-District resident accounts for individual billing.
2. WA State Reporting Bureau – Advance notification was given for 2018 rating and an invitation for the District to request a preferred time of year. The District requested the third or fourth quarter.
3. Human Resource Director Position Update – The first round of interviews was completed on September 19,2017. Five of the 40 applicants were selected to attend the first interview phase. October is the proposed timeline to make an offer.
4. Permit Assistance at the County – The Pre-Submission Conference September 14, 2017. Chief Brooks, Vice Chair Kirkbride and FET Director Matt Chambers attended. The next step is submitting a Special Use Permit application packet.
5. Chiefs Travels – Chief Brooks will be out of the office from September 23<sup>rd</sup> until October 4<sup>th</sup>.
6. State Audit – The Auditor will arrive September 25, 2017.
7. Firefighter Tom Wrights' Memorial – Well attended. The Local Assistance State Team – National Fallen Firefighters Foundation provided support with the Honor Guard and protocol.

## **XII. COMMISSIONER COMMENTS**

Commissioner Dobry stated that he will be out of town during the regular Board meeting on October 19, 2017. He will attend via teleconference. He announced that the Thurston County Regional Planning Committee will celebrate their 50<sup>th</sup> Anniversary on November 3, 2017, 10 a.m.-12 p.m. located at the Lacey Community Center.

Commissioner Wilson gave her regrets for not attending the District's 9/11 Ceremony.

Vice Chair Kirkbride announced that Thurston County is hosting an Executive Seminar on Disaster Recover on December 4, 2017, 5 p.m. – 8 p.m. located at the Thurston County ECC on Tilley Road. Dinner is provided.

The Board expressed their appreciation to Finance Director Dale Hough for his work in producing the budget and providing three potential scenarios.



**XIII. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence:

- Email – Appreciation to Paramedic Preston Wallace for his excellent service.
- Voicemail – Thank you message sent to the Fire Chief from a citizen to recognize LT. Ryan Perz, Firefighters Stephanie Major, Maxx Powell and Joe Spickelmire for providing great service while responding to a spouses' emergency call.

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

None

**XV. ADJOURNMENT**

The regular Board Meeting was adjourned at 7:27 p.m.

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

*Next Regular Meeting: October 5, 2017 – 5:30 pm*

  
Chair

  
Commissioner

Commissioner

  
Vice Chair

  
Commissioner

  
ATTEST: District Secretary