

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 6, 2016

Present:

Chair Dobry

Vice Chair Roberts

Commissioner Kirkbride

Commissioner Nelson

Commissioner Wilson was excused.

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

A. Addition

1. Change to the order of the agenda. New Business Item B. and Old Business Item A. will follow the consent agenda.
2. Modification to a warrant transaction in the general fund under the Consent Agenda.

MOTION: To accept the agenda as modified.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

Motion carried

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. PINNING CEREMONY FOR VOLUNTEER FIREFIGHTERS

Chief Brooks welcomed new Volunteer Firefighters and their guests. New members: Jeff Beaulieu; Kyle Byers; Reid Hemphill; Sarah Huffer; Zach Landgraf; and Ryan Luensman gave a brief introduction of their family and background. The oath of office was recited and the pinning ceremony was conducted. Deputy Chief Pearson presented them with their firefighter helmets.

The Board congratulated the recipients and recessed the Board meeting at 5:44 p.m. for duration of 10 minutes for light refreshments.

Chair Dobry reconvened the meeting at 5:54 p.m.

V. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the September 15, 2016 of the Board of Fire Commissioners' meeting.
- B. Warrants
- General Fund 001 (Acct# 6630) checks numbered #18517 through #18560 in the amount of \$85,706.60. Chief Brooks advised that check number 18556 in the amount of \$2,979.20 was voided. He gave a follow-up report to the Board's inquiry on the long distance service provided by Century Link. Chief Brooks stated that Century Link provides the long distance service for the fax and elevator land line. The Board inquired about the following warrants and Chief Brooks gave a description:
 1. Hughes Fire Equipment in the amount of \$17,271.40 – A complete rebuild of Truck 31's front suspension due to wear and tear. The rebuild will extend the life for another 10 years. It will be out of service for approximately three weeks for repairs.
 2. Gardener's Trust in the amount of \$8,929.71 – Sprinkler system installation at Station 33 to irrigate and maintain landscaping.
 - Donation Fund 101 (Acct# 6633) checks numbered #18561 in the amount of \$445.87.
- C. Payroll #9B 2016 in the amount of \$320,754.57.

MOTION: To accept the consent agenda as modified.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

Motion carried

VI. NEW BUSINESS

A. Capital Facilities Plan Draft

Chief Brooks presented the Capital Facilities Plan draft to the Board for recommendations. He introduced and welcomed Rice Fergus Miller Principal Architect David Fergus to answer questions.

He reported that the substantial change of focus is building on the new property located on Steilacoom Road. To lessen costs, staff evaluated decreasing Station 35 modification plans in order to repurpose the current Station 34 as a storage facility. To minimize operational impact during construction, the objective is to complete the new Station 34 and to then vacate the existing Station 34 for the mechanics to use temporarily while the VRF addition is constructed.

The Board commented that the overall draft presentation is excellent and very clear. They addressed concerns and suggested the following modifications to the draft:

- Reduce the total proposed capital expenditure under \$20 million,
- Reduce Project Contingency to 10%
- Reduce Architect & Engineering Fees to 5%

Chief Brooks reported that staff will make the modifications to the draft and return for adoption at the October 20th meeting.

II. OLD BUSINESS

A. Ideal Communications Consultant: Process Updates and Board Scheduling

Chief Brooks reported that Ideal Communications Consultant J. Marie Riche conducted discussion workshops with District staff and the Citizen Advisory Committee on September 29, 2016.

The Board made a conference call to Consultant J. Marie Riche to schedule a Board discussion workshop. All agreed to conduct the Board discussion workshop on October 20, 2016 at 4 p.m. prior to the regular schedule Board meeting. Deputy Chief Dickson will be the point of contact as she will staff the Board meeting in Chief Brooks' absence.

J. Marie Riche commented that there was great energy and ideas from staff and the Citizen Advisory Committee in the discussion workshops.

III. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the October 3, 2016 Special Budget meeting and reported that the 2017/2018 Budget was approved.

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

Chief Brooks reported that the 2017 Proposed Budget was approved by the Ops and Admin Board October 5, 2016. Budget highlights include the restoration of the two frozen positions and 3% projected sales tax revenue growth. The 2017 Budget will be posted for public comment and presented to Admin Board for final approval in December.

C. City / District Liaison Communication updates

No report. The next meeting is November 22, 2016 located at City Hall.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Nelson attended the September 20, 2016 meeting and reported the following:

- EF Recovery Sales Manager Jim Clark gave a presentation at the last meeting.
- Thurston County Treasurer Shawn Meyers will present at the next meeting. Questions were asked to be submitted ahead of time.
- WA State Fire Commissioners Conference – 225 are registered.

E. Thurston Regional Planning Council
Status report

Next meeting is October 7, 2016 at 8:30 a.m. Paramedic Karen Weiss will present the CPR Virtual Reality Campaign.

F. Community Outreach
Status report

Chief Brooks reported the following events:

1. Upcoming Annual HOA Meetings:
 - Christa Heights – October 22, 2016 located at Station 35, 10 a.m. Chair Dobry will try to attend.
 - Lancaster – S34 October 25, 2016 located at Station 5:30 p.m. – Vice Chair Roberts will attend.

Staff will provide District logo reusable bags for distribution and set up video equipment for the CPR video. Chair Dobry requested that the Virtual Reality viewing boxes be available to share. Chief Brooks will contact Paramedic Karen Weiss to request this.

2. Red Cross Smoke Detector Canvas Program– The District, in partnership with the Red Cross, Lacey Parks & Recreation, and Harborstone Credit Union will be canvassing the Mt. Green Mobile Home Park Community October 8, 2016 to offer free smoke detectors and installation. Up to three smoke detectors per residence will be provided. Volunteers will meet at Station 33 at 9:30 a.m. Chief Brooks will be participating with the duty crew and District Volunteers.
3. Flu Shots – The District will provide a free flu shot clinic at Station 31 for members and their families on October 13, 2016, 4:30 p.m. – 6:30 p.m.
4. North Thurston Public Schools Sport Activities – District responders are staffing all varsity football games.

5. Lacey Veterans Services Hub Dedication – October 7, 2016, 1 p.m. – 2 p.m. located on 6th Avenue and Golf Club Road near the South Puget Sound Community College Lacey Campus.

G. Nisqually Tribe
Status report

Chief Brooks, Chair Dobry and Vice Chair Roberts attended the Nisqually Budget Committee meeting on October 5, 2016. Meeting attendees included Chairman McCloud, CEO John Simmons, CFO David Montgomery, Nisqually Accountant and several Tribal Council members. Chief Brooks gave a presentation on the District's service history and where we are today. He distributed a summary of call volumes to the Nisqually Reservation from January – June 2016 showing the increase of 40% response calls to the casino from last year. It was noted that the District currently does not receive any revenue for response calls to the Nisqually Reservation which include the Casino and Correction Center. The District expressed interest to partner with Nisqually Tribe to provide services moving forward. The proposed Nisqually/District Service Agreement was also provided in the meeting agenda packet.

Chair Dobry noted that Chair McCloud and CFO Montgomery commented on making this a priority in their budget planning. The presentation was well received. Chief Brooks will draft a thank you letter on behalf of the Board.

H. Citizen Advisory Committee
Status report

The next meeting is October 19, 2016 located at Station 34, 5:30 p.m. Commissioner Nelson will attend. Chief Brooks will confirm Karen Weiss' presence and will follow up with Commissioner Nelson.

IV. NEW BUSINESS

B. Medic One ALS Contracts

MOTION: To accept the Intergovernmental EMS Contract with the County of Thurston as presented and approved by the Board of County Fire Commissioners.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

C. 2017 Budget

Chief Brooks highlighted the proposed timeline, and revenue and expenditure items:

➤ Timeline

- Draft Budget Presentation – October 20, 2016
- Public Hearing – November 3, 2016

- Proposed Adoption – November 20, 2016
- Revenue
 - AV & New Construction net 5.9% increase
 - Medic One adjustment based on new contract
- Expenditures
 - 2.5% increase salary
 - L&I increases
 - Group Health Plan Benefit increase
 - HRA 5% increase
 - Promotions
 - Retirement Cashout(s)
 - Ending cash goals
 - Tuition reimbursement
 - Financial software purchase
 - Backfill Paramedic Position
 - Addition of Training Lieutenant
 - Addition of Mid-level provider for Mobile Healthcare Program
 - Addition half time Case Manager.

Projecting a beginning balance of \$2.7 million. Chief Brooks will email the Proposed 2017 Budget Draft to the Board when completed.

V. ADMINISTRATIVE REPORT

Chief Brooks highlighted the following updates/events:

1. Annexation Parcel Petition – The District met with the City of Lacey to discuss annexing the parcels of Station 33 on Mullen Road, Timberline Baptist Church and the wetland area to the east. The City of Lacey owns the wetland area, but it is not within the city boundaries. The city shared interest to annex the wetland area. Deputy Chief Pearson reached out to the Timberline Baptist Church to inquire their position and reported that they have no oppositions. To move forward with the petition, 10% ownership of the total access value and accumulative of 60% of interested parties signing on must be met. The District meets both thresholds. The Board approved the District to initiate a letter to the City of Lacey to begin the process in support of the petition.
2. Chiefs Travels – Chief Brooks and Deputy Chief Pearson will be out of the office October 17th through November 2nd.
3. New Payroll/Benefits Coordinator – Debby Archer began this week.
4. Lacey Chamber of Commerce Directory – Publication renewal is open. The Board agreed to renew the District's publication.

VI. COMMISSIONER COMMENTS

Commissioner Kirkbride expressed that he is not pleased with the continued high volume response calls to the Woodland Retirement. Chief Brooks reported that the District has been working with the institution staff regularly to provide

resources. The Woodland Retirement Administrator is not aware of 911 calls initiated by non-staff members. Commissioner Kirkbride also shared his recent vacation experience.

Chair Dobry informed that he'll be traveling this weekend.

VII. OTHER INFORMATION

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

VIII. HEARING OF THE PUBLIC /MEMBERS PRESENT


Jim Dickson thanked the Board for the extended sympathy and condolences.


IX. ADJOURNMENT


Chair Dobry Called the meeting to order at 8:24 p.m.


THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.


Next Regular Meeting: October 20, 2016 – 5:30 pm



Chair


Commissioner


Commissioner


Vice Chair


Commissioner


ATTEST: District Secretary