

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**November 17, 2016**

Present:

Chair Dobry

Vice Chair Roberts

Commissioner Kirkbride

Commissioner Nelson

Commissioner Wilson

**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 Nelson

Carried: Unanimous

**Motion carried**

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

None

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the November 3, 2016 Regular Board of Fire Commissioners and Board of Volunteer Firefighters' meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #18659 through #18699 in the amount of \$112,009.58.

C. Payroll #11A 2016 in the amount of \$927,273.82.

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

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

**Motion carried**

**V. COMMITTEE REPORTS**

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

Commissioner Kirkbride attended the November 16, 2016 meeting and reported that Levy Restoration was the main agenda item. Timing, jurisdiction

conflicts, and revenue projections were discussed. Revenue projections used did not include new construction. Commissioner Kirkbride distributed his proposed analysis report of Medic One's Revenue & Expenditures and projections. He welcomed feedback from the Board. He emphasized that Medic One's operational budget is over what has actually been expended. He presented his spreadsheet proposal based on actual expenditures. Commissioner Kirkbride stated that a task force will be formed to evaluate where the agency is today and where they're going to include fee-for-service and transport.

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

Commissioner Wilson attended the November 9, 2016 meeting and reported the following agenda items:

1. Financial Report Review – Sales and excise tax is coming in ahead of schedule. The 2017 Budget was adopted at \$8,500,000. There is a 3% increase for staffing to include the addition of two staff members. An annual audit of contracts received good reviews.
2. Non-Emergency Calls Hoax – A Lacey resident impacted 911 dispatch recently with an internet hoax. Dispatch staff member assisted in identifying the culprit. The Lacey resident was arrested.
3. Pulse Point – Chief Brooks reported that legal counsel shared a concern of the program and management regarding private protective information being shared. The initial setup cost to participate in the program is \$18K. There is no current interest to include this program in the budget.

**C. City / District Liaison  
Communication updates**

No report. The next meeting is November 22, 2016 located at City Hall, 9 a.m.

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

Commissioner Nelson attended the November 15, 2016 meeting and reported the following items discussed:

1. Medic One Budget & Levy Restoration – Kurt Hardin presented.
2. Radio System – Keith Flewelling presented. TCOMM is researching other systems to replace the current infrastructure. Current hardware is approaching the end of life. Chief Brooks clarified that the infrastructure piece and radio subscriber costs for agencies are up to \$20 million.
3. Legislative Day – January 26, 2017. Legislative priorities include changing the 1% limit increase and an exclusion for fire districts.
4. Commissioners Conference Locations:
  - 2017 - Spokane
  - 2018 - Yakima

- 2019 - Tulalip
- 2019 - Yakima
- 2020 - Tulalip

5. Call for Nominations – Commissioner Brinn nominated the existing Board and there were no oppositions. Officer elections will take place at the next meeting.
6. Next Meeting – December 20, 2016 is a Christmas Potluck. With hors d'oeuvres will be served.

E. Thurston Regional Planning Council  
Status report

Chair Dobry attended the November 4, 2016 meeting and reported the agenda item highlights:

1. LOTT Reclaimed Water Infiltration Study – Director of Environmental Planning & Communications Lisa Dennis-Perez and Environmental Project Manager Wendy Steffensen gave a presentation on residual chemicals remaining in reclaimed water. Unregulated low concentrations levels of medication, personal care products, hormones, household chemicals and an increase in a high concentration of chemicals in artificial sweeteners are found after water treatment. Although the concentration levels do not pose a risk to the public it can be infiltrated back into the ground water system. A study will evaluate the impact of reclaimed water being infiltrated into the ground. The study will be completed in 2018.
2. Amendment to the Budget
3. Position Classification Description – A draft was distributed to the members of the council to review for approval at the next meeting.
4. Executive Director Recruitment Update – The application closing date was November 15, 2016. There are 25 candidates. Semi-finalist interviews will be conducted in December. The Finalist Forum is tentatively scheduled on January 5, 2016. Final interviews and selection is scheduled on the January 6, 2016 regular meeting, 8 a.m.-12 p.m.
5. 2017 -2019 Federal Funding Call for Projects – Council will perform a final review of proposals and take action at the December 2, 2016 meeting. 28 applicants include:
  - Surface Transportation Program (STP): 16 Applicants
  - Transportation Alternatives Program (TAP): 10 Applicants
  - Congestion Mitigation and Air Quality Improvement Program (CMAQ): 2 Applicants
6. 2017 Work Program Draft – Projecting \$2.7 million in assessments, contracts, and grants for funding. Projected regional assessment estimated at \$605, 000. The District's dues for membership is \$1000.

F. Community Outreach

Status report

1. Classic Heights HOA Annual Meeting – Commissioner Wilson and Chief Brooks attended the November 5, 2016. Approximately 16 were in attendance. The CPR video was presented and District logo reusable bags were distributed.
2. Horizon Point HOA Annual Meeting – Commissioner Wilson and Chief Brooks attend the November 9, 2016 meeting. The “CPR Saves” video was presented.
3. District “All Personnel” meetings will be conducted next week at 3:30 p.m.
4. Lacey Firefighters Charity (LFC) Thanksgiving Meal Deliveries – November 22, 2016 – Volunteers are welcomed. Deliveries for the 20 families will begin at 5 p.m.
5. “CPR Saves” Virtual Reality Event – Registration is open to participate in a training session. Station 31 will host the event on December 3, 2016.
6. Lacey’s 50<sup>th</sup> Anniversary/Tree Lighting – December 5, 2016. The District will have a display booth located at the Lacey HUB Zone beginning at 3 p.m. The Santa Mobile will participate in the parade.
7. Lacey Chamber Forum – The District will be a program sponsor highlighting the CPR Virtual Reality Campaign on December 7, 2016 at 12 p.m.
8. City of Lacey Council Meeting Presentation – Chief Brooks would like to present “CPR Saves” highlights to the City Council at the December 1, 2016 council meeting. Chief Brooks reported that he received follow-up to the District’s request to distribute advertisements via city utility mailings. He reported that the cost would be \$1,500-\$1,800 for a two-sided flyer. He was advised that there is not enough time for advertising the CPR Saves event. The city gave support to announce the event through social media.
9. Communication Strategy – Ideal Communications Consultant J. Marie Riche will present a proposed draft to the Board at the December 15, 2016 regular Board meeting.
10. LFC Charity Shopping – December 17, 2016.
11. LFC Santa’s Workshop – December 18, 2016 at 2 p.m.
12. Santa Mobile Neighborhood Route Schedule will be posted next week. Volunteers are welcome.

G. Nisqually Tribe

Status report

No report.

H. Citizen Advisory Committee  
Status report

Commissioner Nelson attended the November 16, 2016 meeting and reported that Chief Brooks gave a presentation on the Capital Facilities and Equipment Plan and the 2017 Budget. Chief Brooks followed up on the Communications Strategy progress and informed that Communication Consultant J. Marie Riche will be presenting her Proposed Communication Plan to the Board at the December 15, 2016 regular Board of Fire Commissioners meeting. The CAC will attend the December 15, 2016 meeting in place of the regular scheduled monthly CAC meeting.

**VI. OLD BUSINESS**

A. 2017 Budget:

Chief Brooks reported no substantial changes. The changes from the general fund reflect the updated numbers from the Assessor's Office and the newly adopted Medic One contract. Projecting currently to end 2016 at \$2.69 million. The actual budgeted ending year projected was \$1.7 million. Chief Brooks recommended that the Board adopt the 2017 Budget and authorize the District Secretary to sign the 2016 Levy Certification.

**MOTION:** To approve the adoption of the 2017 Budget as presented and published on November 17, 2016 and authorize the District Secretary Fire Chief Brooks to sign the 2017 Levy Certification.

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

**Motion carried**

**VII. NEW BUSINESS**

A. 2017 Levy Resolutions:

1. Levy Increase Resolution # 852-11-16

**MOTION:** To adopt Resolution # 842-11-16 authorizing an increase in the District's tax levy from the previous year.

Motion: Commissioner Wilson

Second: Commissioner Kirkbride

Carried: Unanimous

**Motion carried**

2. Substantial Needs Resolution # 853-11-16

**MOTION:** To adopt Resolution # 853-11-16 authorizing an increase in the District's levy limit factor up to 106%.

Motion: Commissioner Nelson

Second: Vice Chair Roberts

Carried: Unanimous

**Motion carried**

- B. Agreement for Joint Training Services and Use of the City of Olympia Mark Noble Regional Training Center

**MOTION:** To adopt the Inter-local Agreement for Joint Training Services and Use of the City of Olympia Mark Noble Regional Training Center

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

**Motion carried**

**VIII. ADMINISTRATIVE REPORT**

Chief Brooks reported the following updates/events:

1. Promotions/Pinning – To be conducted in conjunction with the December 1, 2016 regular Board meeting at 6 p.m.
2. SEPA Checklist – Chief Brooks will present a proposal to the Board at the December 15, 2016 regular Board meeting.
3. 16<sup>th</sup> Annual Distinguished Leader Awards – Chief Brooks is one of three recipients to be recognized as a Distinguish Leader in Thurston County. The award ceremony is on January 25, 2017 at 5:30 p.m. The Board expressed interest to make personal donations toward sponsoring a table to attend. The cost is \$600 per table.
4. Election Schedule – Staff recommends pursuing a bond request in the 2017 General Election instead of the Primary Election.
5. EF Recovery – The District received \$4,600.

**IX. COMMISSIONER COMMENTS**

Commissioner Nelson announced that he will begin the email chain of policy recommendations to the Board.

Commissioner Wilson congratulated Chief Brooks as an honoree for The Thurston County Chamber Foundation Distinguished Leader Award.

Commissioner Kirkbride thanked Finance Director Nola vonNeudegg for her efforts in creating the 2017 Budget.

Vice Chair Roberts reached out to the Senior Center to promote the CPR Saves Training.

Chair Dobry shared that he promoted the CPR Saves and echoed appreciation remarks to Finance Director Nola vonNeudegg.

**X. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence – Received a voicemail giving appreciation to Station 35 crew for delivering a baby.

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

None

Chair Dobry announced a recess at 7:05 p.m. to open an Executive Session. The Executive Session was expected to last 10 minutes with no action taken.

**XII. REQUEST FOR EXECUTIVE SESSION:** In accordance with RCW 42.30.110(g) to review the performance of a public employee.

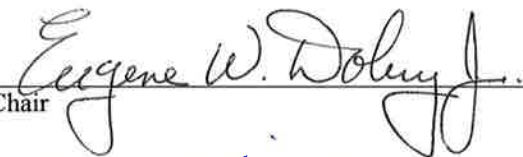
The Executive session was extended for an additional 10 minutes. No action taken. Chair Dobry reconvened the Regular Meeting at 7:25p.m.

**XIII. ADJOURNMENT**

Chair Dobry adjourned the meeting at 7:25 p.m.

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

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

  
Chair

  
Commissioner

  
Commissioner

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Vice Chair

  
Commissioner

  
ATTEST: District Secretary