

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**December 1, 2016**

Present:

Chair Dobry

Commissioner Kirkbride

Commissioner Nelson

Commissioner Wilson

Vice Chair Roberts 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**

**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 17, 2016 of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #18700 through #18730 in the amount of \$24,247.81. Commissioner Kirkbride inquired about forklift ownership. Chief Brooks reported that it was purchased with the donation funds and is shared with the Vehicle Repair Facility.

C. Payroll #11B-2016 in the amount of \$326,834.85.

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

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

**Motion carried**

## V. COMMITTEE REPORTS

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

No report. The next meeting is December 21, 2016.

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

No report. The next meeting is December 7, 2016.

### C. City / District Liaison Communication updates

Commissioners Dobry & Roberts attended the November 22, 2016 meeting with Chief Brooks. The following agenda highlights were reported:

1. CPR Saves Event – December 3, 2016 located at Station 31.
2. Annexation for Station 33 – The city is exploring annexation of boundary covering the north Pattison Lake and Glenn Terra extending from Mullen Road to Carpenter Road.
3. New Senior Apartments located on the corner of Carpenter Road and Pacific Avenue – A \$65 million project with 308 units and 9,000 square feet of retail space.
4. Lacey 50<sup>th</sup> Anniversary Celebration Parade – December 5, 2016. The Santa Mobile will be in the parade.

There is no meeting in December. Chief Brooks will propose tentative dates to meet with the City's new leadership next year.

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

No report.

### E. Thurston Regional Planning Council Status report

No report. The next meeting is on December 2, 2016.

### F. Community Outreach Status report

Chief Brooks highlighted events and updates:

1. "CPR Saves" Virtual Reality Event – Registration is open to participate in a training session. Station 31 will host the event on December 3, 2016.
2. Lacey's 50<sup>th</sup> Anniversary Celebration – The District will have a booth showcasing District vintage photos located at The Hub on December 5,

2016, at 3 p.m. The Santa Mobile will be on static display and will participate in the parade to conclude with the tree lighting ceremony.

3. Santa Mobile Calendar – The schedule and route is posted on the District website. GPS tracking of Santa will be available in real time.
4. Santa’s Workshop – The Lacey Firefighters’ Charity is supporting 50 adopted families for the holiday and will host the families at Station 31 on December 18, 2016.
5. Lacey Chamber Forum – The District will be a program sponsor highlighting the CPR Virtual Reality Campaign on December 7, 2016 at 12 p.m.
6. Farewell Reception for Finance Director Nola vonNeudegg – December 9, 2016 located in the BoFC, 4 p.m.
7. Communication Strategy – Ideal Communications Consultant J. Marie Riche will present the draft Communication Plan to the Board at the December 15, 2016 regular Board meeting.

G. Nisqually Tribe  
Status report

No report.

H. Citizen Advisory Committee  
Status report

No report. The CAC will attend the regular Board of Fire Commissioners meeting on December 15, 2016 in replace of their regular scheduled monthly meeting.

Chair Dobry recessed the meeting at 5:49 p.m. for duration of nine minutes in preparation for the pinning ceremony.

## **VI. PINNING CEREMONY FOR PROMOTIONS**

Chief Brooks welcomed Firefighter/Paramedics Cherie Leyva and Ethan Kruse, Firefighter/EMTs Aaron Hammond, Neil Towers, Jim Greene, and guests. Promotional recipients gave a brief introduction and recited the oath of office for Lieutenants. A pinning ceremony was conducted. Deputy Chief Pearson presented the Lieutenants with their helmets.

Chair Dobry recessed the meeting at 6:10 p.m. for duration of 10 minutes. Light refreshments were served. The meeting reconvened at 6:25 p.m.

## **VII. ADMINISTRATIVE REPORT**

Chief Brooks reported the following updates/events:

1. Bond Discussions – Staff met bond consultant Jim Nelson of DA Davidson and Associates on November 30, 2016 to discuss scope, concepts and planning in preparation for pursuit of funding for the District's Capital Facilities and Equipment Plan. Mr. Nelson will be invited to present to the Board in January.
2. Finance Director Transition – The Finance Director job description is being finalized for advertisement. Benefits & Payroll Coordinator Chris Hill's position has been restored from part time to full time through the end of January.
3. Lacey's 50<sup>th</sup> Celebration – Chief Brooks welcomed the Board's presence at the District information booth. Commissioners Dobry and Nelson confirmed their attendance.

## **VIII. COMMISSIONER COMMENTS**

Commissioner Nelson reported that the South Bay Fire District 8 Protection Class Rating improved by two ratings and offered an example of resulting savings for homeowners' insurance.

Commissioner Wilson reported that she attended the District All Personnel meeting and commented that it was very informational. She looks forward to the upcoming community events.

Chair Dobry stated that he will email the Chief's Evaluation Form to the Board.

## **IX. OTHER INFORMATION**

- A. Suggestion Box – None
- B. Correspondence – Lt. Roberts and his crew received a thank you message for their service in providing aid to a newborn baby that was delivered by the crew.

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

Chief Brooks invited the Board to join staff for lunch at the Red Lobster on December 8, 2016, at 1 p.m. to offer appreciation to Nola vonNeudegg.

## **XI. ADJOURNMENT**

Chair Dobry adjourned the meeting at 6:40 p.m.

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

***Next Regular Meeting: December 15, 2016 – 5:30 pm***

*Eugene W. Dolny Jr.*  
Chair

*Thurston Thulson*  
Commissioner

*Judy Wilson*  
Commissioner

*Sylvia Roberts*  
Vice Chair

*[Signature]*  
Commissioner

*[Signature]*  
ATTEST: District Secretary