

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 7, 2016

Present:

Chair Wilson
Vice Chair Dobry
Commissioner Nelson
Commissioner Kirkbride
Commissioner Roberts

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

A. Deletion – Executive Session postponed to the next meeting.

MOTION: To accept the agenda as amended.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

The Board reviewed and discussed the following Consent Agenda items:

A. Draft minutes of the December 17, 2015 of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #17672 through #17721 in the amount of \$147,524.20.
- Donation Fund 101 (Acct# 6633) checks numbered #17722 in the amount of \$49.68.

C. Payroll #12B-2015 in the amount of \$296,988.20.

MOTION: To accept the Consent Agenda as presented.

Motion: Commissioner Dobry

Second: Commissioner Kirkbride

Carried: Unanimous

V. COMMITTEE REPORTS

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

No report. The next scheduled meeting is January 20, 2016.

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

Chair Wilson attended the January 6, 2016 meeting and highlighted the following agenda items:

1. New Executive Director and Deputy Director are in place.
2. 2015 Financial Report Review – Positive report. Sales tax exceeds estimated amounts.
3. Infrastructure Update – A committee will review the needs in March. The cost expectation is approximately \$20 - \$30 million. Current bonds will be paid off within three years.
4. Nisqually Grant – \$5,000 received.

C. City / District Liaison Communication updates

No report. The next meeting is February 16, 2016 at 8:30 a.m. located at the Lacey City Hall

D. Thurston County Fire Commissioners Association Regular meeting

Vice Chair Dobry attended the Strength of Purpose meeting on January 5, 2016. He reported the highlights for the following upcoming meetings:

- January 19, 2016 meeting – Dick Small will lead the business plan discussion on things to accomplish next year. New Officers will be sworn in at the general meeting. There will be no food at future meetings.
- February 3, 2016 – Workshop meeting.

E. Thurston Regional Planning Council Status report

No report. The next scheduled meeting is January 8, 2016.

F. Community Outreach
Status report

The Read Around Lacey Calendar – Chief Brooks will reach out to the Local 2903 for participation interest. He will email participation assignments to the Board and will have the February calendar available at the next regular Board meeting.

G. Nisqually Tribe
Status report

No report

H. Citizen Advisory Committee
Status report

Chief Brooks is scheduled to present the District's current Community Outreach efforts at the next meeting on January 20, 2016. He reported that he is unable to attend due to a scheduling conflict. Commissioner Kirkbride volunteered to attend the CAC meeting in the Chief's absence. Chief Brooks will forward the ongoing District Outreach programs to Commissioner Kirkbride to present to the CAC. Chief Brooks will communicate this to the CAC Chair.

VI. OLD BUSINESS

- A. Fee Schedule for Non-District Response – Fee-For-Service implementation will be discussed at the next regular Board meeting.

VII. NEW BUSINESS

A. Selection of Board Officers and Committee Appointments

The election will take place at the next meeting. The Board agreed to add the "Appeals Panel" to the Committee Appointment list.

B. 2016 Staff Goals

Chief Brooks highlighted the following staff goals:

- Executive
 - Completion of Strategic Plan – Pleased with the survey results.
 - Capital Replacement Schedule for the Facilities/Rolling Stock
 - Tribal Relations
 - Mobile Integrated Healthcare
 - Mentoring and Development Process.
 - Evaluate Needs for Continued Staff Training

- Administration
 - Integration of the new IT Specialist Position
 - Asset Tracking and Records Management Program Enhancements
 - Administrative Specialist Position – New position posted this week.
 - Managing Public Relations

- Operations
 - Planning and implementation of the 4-Platoon shift schedule
 - Fiscal and Personnel Impacts will be evaluated
 - Establish Facility Enhancement Priorities
 - Prepare for retirement transition of Chief Pearson
 - New Engine completion

Commissioner Kirkbride suggested that the goals include a definitive timeline. He strongly encouraged the District to take leadership in the implementation of the Mobile Integration Unit in the third quarter. He stated that he would like to set a timeline for developing and implementing a fee-for-service agreement with the Nisqually Tribe.

Chief Brooks reported that staff will be reviewing 2015 expenditures and proposing an amended budget with the Mobile Integrated Healthcare program as a top priority while continuing to seek partnership opportunities.

Chair Wilson commented that the goal be focused on developing a program instead of implementing it.

Commissioner Roberts acknowledged that it is appropriate for goals to be broad when accompanied by objectives. Chief Brooks will provide objectives as part of a regular performance review process.

VIII. ADMINISTRATIVE REPORT

1. District Boundary Identification – Amended boundaries established circa 1964 in the southeast portion of the District are being reviewed with assistance from the County Assessor’s office and legal counsel.

2. BoFC Technology Update – New microphones will be installed throughout the Board table. The new microphone features hearing impairment capability. Free standing monitor screens located at each Board seat will replace the large television for the purpose of projecting the Board documents presented by the Fire Chief.

3. Retirement Notice – Thurston County Medic One Director Steve Romines announced his intent to retire May 31, 2016.

4. Legislative Day – Registration for the January 28th event is open. The Board will not attend this year.

IX. COMMISSIONER COMMENTS

Commissioner Roberts thanked the District and Lacey Firefighters Charity for hosting the Sanata's Workshop for the adopted families. She enjoyed participating in the event. She stated that she will attend the WA Fire Commissioners Association Seminar on March 19, 2016 located in Ocean Shores. She announced that she will be traveling out of town March 3, 2016 and requested that the Board excuse her absence.

Vice Chair Dobry stated that he will also attend the WFCA Seminar in Ocean Shores. He announced that he'll be traveling out of town January 26th and returning on February 2nd. He thanked staff for efforts in preparing the luncheon and witnessing his swearing-in ceremony for the Commissioner Position #1.

Chair Wilson reported that she participated in the holiday shopping in support of the LFC Santa's Workshop for the adopted families. She echoed Commissioner Roberts' comments and appreciation for hosting a successful event. She thanked everyone for their hard work over the past year.

X. OTHER INFORMATION

A. Suggestion Box

None

B. Correspondence

The District sent a "Thank You" letter to the Nisqually Tribe for the grant award.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

XII. ADJOURNMENT

Chair Wilson adjourned the regular Board meeting at 6:30 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: January 21, 2016 – 5:30 pm

Judy Wilson
Chair

KM
Commissioner

Sylvia Roberts
Commissioner

Eugene W. Doherty
Vice Chair

Thomson
Commissioner

St B
ATTEST: District Secretary