

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 15, 2015

Present:
Chair Nelson
Vice Chair Wilson
Commissioner Dobry
Commissioner Kirkbride

Chair Nelson announced former Commissioner Jones' absence and advised that his resignation will be a discussion item under New Business of the agenda.

I. CALL TO ORDER / FLAG SALUTE

Chair Nelson 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 Dobry

Carried: Unanimous

Motion carried

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

The Board discussed and approved the following consent agenda items:

A. Draft minutes of the December 30, 2014 of the Board of Fire Commissioners.

A typo correction was made to the draft minutes.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #16531 through #16570 in the amount of \$44,284.74.

C. Payroll # 1A 2015 in the amount of \$939,473.92

MOTION: To approve the consent agenda as modified.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

V. COMMITTEE REPORTS

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

No report. The next scheduled meeting is January 21, 2015.

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

Commissioner Wilson attended the January 7, 2015 meeting and reported the following agenda highlights:

- Next Generation 911 telephone system replacement near approval. Once accepted, there will be an opportunity for comment.
- Executive Director Performance Evaluation process began.
- Increasing long term revenue discussion. Thurston County Commissioner Romero proposed a county-wide meeting with the cities to discuss the Law and Justice Tax proposal.
- TCOMM Executive Director Jim Quackenbush presented a 2014 Agency overview. It is available for the public.
- State 911 adopted an advertisement to educate the public on non-emergency phone calls
- Thurston Talks article, *Thurston County 911 Dispatch – Unsung Heroes of Emergency Response*, published on December 10, 2014.

C. City / District Liaison Communication updates

Chief Brooks will contact city staff to inquire schedule preference for future meetings.

D. Thurston County Fire Commissioners Association Regular meeting

No report. The next scheduled meeting is a joint meeting with the County Commissioners and Fire Chiefs on January 20, 2015. Commissioners are to notify Commissioner Slater to confirm attendance.

Commissioner Dobry attended the Strength of Purpose meeting on January 7, 2015 and reported that the legislative agenda priorities were discussed.

E. Thurston Regional Planning Council
Status report

Commissioner Dobry attended the January 7, 2015 meeting and reported the following agenda highlights:

- Thurston Thrives Update –Health Department Director Don Sloma presented. Phase 1 is complete. Phase 2 to be implemented.
- South Sound Military & Communities Partnership Participation – Chief Brooks will attend the January 21, 2015 meeting. Commissioner Dobry will attend pending his availability.
- 2015 Legislative Priorities – Commissioner Dobry addressed the increase in the EMS Levy, State Mobilization, and 911 tax revenue issues.
- 2015 Operation Budget

F. Community Outreach
Status report

Chief Brooks reported the following upcoming events:

1. Lacey Loves to Read “Scavenger Hunt”– The District will welcome participants to Station 31 on February 16 and 17, 2015 between 1 p.m. – 5 p.m. and February 18, 2015 – February 20, 2015 between 3 p.m. – 5 p.m. The Board volunteered to host the following dates:
 - February 16– Commissioner Wilson and Chief Brooks
 - February 17– Commissioner Wilson will attend the early shift and Commissioner Dobry will attend the last hour. Staff will be available.
 - February 18 – Commissioner Nelson
 - February 19 – Commissioner Nelson
 - February 20 – Commissioner Dobry

Chief Brooks will post the host assignments to the Fire Commissioner’s calendar. Commissioner Kirkbride will be out of town the third week in February and unable to participate. Commissioner Dobry informed that he will be out of town the second week of February.

2. Land Yacht Harbor Appreciation – The shift crews are invited to attend an appreciation dinner on January 18, 2015, from 3 p.m. – 6 p.m. Chief Brooks extended the invitation to the Board.
3. Red Wind Casino Post Incident Analysis (PIA) – PIA of the propane tank fire incident that occurred on December 11, 2014 will be held on January 16, 2015 located at Station 31, 9:30 a.m.

- G. Nisqually Tribe
Status report

No report.

- H. Citizen Advisory Committee
Status report

The next scheduled meeting is January 21, 2015 located at Station 34 on Steilacoom Road between 5:30 p.m. – 7:30 p.m. Chair Nelson reported that he recruited his father, the former Lacey Mayor Tom Nelson to participate as a CAC member. The Board was pleased to accept his membership. Commissioner Nelson will attend the next meeting CAC meeting to introduce Mr. Nelson Sr. Chief Brooks will also attend the meeting.

VI. OLD BUSINESS

- A. Lease for Storage Building at Mark Noble Regional Training Center

Chief Brooks reported that the construction of the structure is complete. Occupancy will begin February 1, 2015. He presented the City of Olympia Lease Agreement between the City of Olympia and the District for the storage building at Mark Noble Regional Center. He requested the Board's approval to move forward by authorizing the Chair to sign the agreement. Chief Brooks will schedule an appointment for the Chair to sign the agreement before Finance Director Nola vonNeudegg who is a Notary.

MOTION: To approve the Lease Agreement between the City of Olympia and Lacey Fire District Three dealing with the storage building at the Mark Noble Regional Training Center dated February 1, 2015 and authorize the Chairman to sign the agreement.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

Motion carried

VII. NEW BUSINESS

- A. Resignation of Commissioner Jones

Chair Nelson reported that Commissioner Jones submitted his resignation letter effective January 8, 2015. The Board agreed to gift him with an appreciation plaque and his Commissioner portrait.

Chief Brooks reported that the Board has 90 days from the notice of resignation date to fill the position. Once filled, the Commissioner will serve until the 2015 General Election. It is the Board's discretion on process for

appointment. The Board agreed to post the open position requesting letters of interest.

Chief Brooks will create a press release announcing Commissioner Jones' resignation and the Board's search to fill the position. The application closing date will be set prior to the February 19, 2015 regular Board Meeting. Chief Brooks advised that a special meeting can be scheduled for the purpose of reviewing the applications. The Board will determine the interview schedule after the closing date. Chief Brooks will post the announcement via the District's website, social media, and the District Newsletter. The Board will also make announcements at service clubs and other community meetings.

Commissioner Kirkbride inquired if background checks can be included in the interview process. HRO Sternshein stated yes. She will provide an interview process packet for the Board.

Commissioner Kirkbride informed that he will be out of town and not able to attend the February 19, 2015 board meeting.

B. Selection of Board Officers

Per the fire commissioner's procedure policy on selecting the Chairperson in accordance with RCW 52.14.080., Commissioner Wilson is the 2015 Chair. She opened the nomination for 2015 Vice Chair.

MOTION: To nominate Commissioner Dobry as Vice Chair for 2015.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

Commissioner Dobry accepted the nomination.

C. Appointment of Subcommittee Representatives

1. Thurston County EMS Council

- Commissioner Kirkbride; representative to the EMS Council
- Chair Wilson; 1st alternate to the EMS Council
- Chief Brooks; 2nd alternate to the EMS Council

2. Thurston 911 Communications (TCOMM)

- Chair Wilson; representative to TCOMM
- Commissioner Nelson; 1st alternate to TCOMM
- Chief Brooks; 2nd alternate to TCOMM

3. Thurston Regional Planning Council (TRPC)
 - Commissioner Dobry; representative to TRPC
 - Commissioner Kirkbride; 1st alternate to TRPC
 - Deputy Chief Dickson; 2nd alternate to TRPC
4. City of Lacey/ District Liaison Committee
 - Chair Wilson; representative to Committee
 - Commissioner Nelson; 1st alternate
 - Chief Brooks; Staff to the Committee
5. Thurston County Fire Commissioners Association (TCFCA)
 - Commissioner Dobry; representative

MOTION: To accept the 2015 Subcommittee Representation appointments.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

Motion carried

Chair Wilson thanked Commissioner Nelson for serving as the 2014 Chairman.

D. 2015 Staff Goals

Chief Brooks presented the 2015 Staff Goals and summarized the highlighted priorities.

Commissioner Kirkbride shared interest to discuss the District's potential to increase contributions for enhancing the regional training facility. Chief Brooks will discuss this further with staff and legal counsel.

The Board commented that they are pleased with the 2015 staff goals.

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following District updates and events:

- A. 2014 Finance Report – Chief Brooks distributed copies to the Board and highlighted that the District was approximately 13% under budget in 2014 with 11% cash carry forward. Chief Brooks is in communication with a bond underwriter who is in the process of writing a bond refinance proposal for consideration.
- B. Vital Statistics Report – Chief Brooks distributed a 2014 statistics report capturing total incidents per station. Commissioner Kirkbride requested a

report of all incidents Chief Brooks will email this to Commissioner Kirkbride.

- C. Training Consortium Update – January 16, 2015 is the application deadline for the Academy Coordinator position. The District believes there is a need for a team approach for coordination and that the in-house training team can fulfill the coordinator role. Chief Brooks proposed that the training team can work as an extension of our organization.

Vice Chair Dobry is in support of this for a one-time, short term solution. Commissioner Kirkbride commented that it is a good investment. The Board approved. Chief Brooks will present this proposal to the Fire Chiefs and Commissioners at the next joint meeting on January 20, 2015.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride read aloud an email update from Steve Romines. He also referenced the residential sprinkler system and insurance savings discussion from the December 14, 2014 regular Board Meeting. He distributed an informational handout titled, *Middle Oak's Stove Top Fire Suppression Program*. He reported that Insurance Resource Group representative Lenny Greenstein introduced him to a stove top fire suppression system. He was informed that Insurance Resource Group offers a 7% premium reduction to clients who have a stove top fire suppression system in their homes. The Board recommended spreading awareness of this product to the citizens via the District Newsletter and social media.

Vice Chair Dobry reminded the board of the upcoming SNURE seminars. He referred the Board to Washington Fire Commissioners Association website for registration dates.

Chair Wilson advised that she will attend Legislative Day. She will make a correction to the Fire Chief's performance evaluation date to reflect 2014.

Commissioner Nelson inquired about the medic van that was found to have been moved on an incident. Chief Brooks reported that nothing was stolen and there was no significant damage.

X. OTHER INFORMATION

- A. Suggestion Box

None

- B. Correspondence

None

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

Chair Wilson announced a 30 minute recess at 7:41 p.m. to open an Executive Session.

XII. REQUEST FOR EXECUTIVE SESSION

Chair Wilson called the Executive Session to order at 7:45 p.m. pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.

The Executive Session was adjourned at 8:11 p.m. No action.

XIII. ADJOURNMENT

The regular Board Meeting was reconvened and adjourned at 8:12 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: February 5, 2015 – 5:30 pm

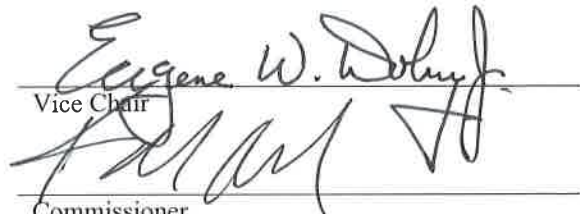
Chair



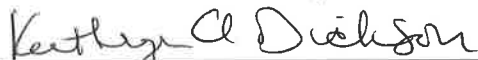
Commissioner

Commissioner

Vice Chair



Commissioner



ATTEST: District Secretary