

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

January 19, 2017

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
 - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **APPROVAL OF THE CONSENT AGENDA**
 - A. Draft minutes of the January 5, 2017 of the Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #18846 through #18871 in the amount of \$33,391.45.
 - Donation Fund 101 (Acct# 6633) checks numbered #18872 in the amount of \$815.25.
 - C. Payroll #1A 2017 in the amount of \$1,147.197.63.
- V. **COMMITTEE REPORTS**
 - A. Thurston County Medic One
E.M.S. Council Commissioner Kirkbride
 - B. Thurston 9-1-1 Communications (TCOMM)
Administration Board Commissioner Wilson
 - C. City / District Liaison
Communication updates Commissioners Dobry & Roberts

- D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Nelson
- E. Thurston Regional Planning Council
Status report Commissioner Dobry
- F. Community Outreach
Status report Staff
- G. Nisqually Tribe
Status report Commissioners Dobry & Roberts
- H. Citizen Advisory Committee
Status report

VI. OLD BUSINESS

- A. 2017-21 Capital Facilities and Equipment Plan: Proposed final draft with inclusion of SEPA Checklist and Determination of Non-significance for recommended adoption

VII. NEW BUSINESS

- A. Presentation of Fire Chief's Performance Appraisal for 2016 (see Appendix A)
- B. Selection of Board Officers (see Appendix B)
- C. Appointment of Subcommittee Representatives (see Appendix C)
- D. Proposed Update to Draft Nisqually Tribal Agreement for Services: Staff Report and Potential Action (see Appendix D)

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

- A. Suggestion Box
- B. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: February 2, 2017 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 5, 2017

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 Wilson

Carried: Unanimous

Motion carried

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the December 15, 2016 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #18783 through #18824 in the amount of \$129,850.63. The Board inquired about the check # 18818 to WA Finance Officers Association in the amount of \$5,038.00 for membership dues. Deputy Chief Dickson reported that Check #18818 was voided and reissued to the WA Fire Commissioners' Association.
- Donation Fund 101 (Acct# 6633) checks numbered #18825 in the amount of \$250.00.

C. Payroll #12B-2016 in the amount of \$321,647.94.

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

Commissioner Kirkbride attended the December 21, 2016 meeting. He reported that staff reviewed budget documents dating from 2001 to present and created forecasts through 2027. Commissioner Kirkbride distributed a copy of the summary spreadsheet he created and showing the similarity of the ending fund balance and revenue. He stated that the overall goal is to transform this into a logical document. He reported that they will not seek a levy restoration in 2017. The next meeting is January 18, 2017.

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

Commissioner Wilson reported that the TCOMM submitted a grant application to the Nisqually Tribe and was gifted an award at the Nisqually Grant Banquet.

C. City / District Liaison Communication updates

Chief Brooks will propose a meeting in early February following the change in District Board leadership. There is no change in the City of Lacey Mayor and Deputy Mayor leadership.

D. Thurston County Fire Commissioners Association Regular meeting

Chair Dobry attended the Holiday Potluck and stated attendance was low. He reported no current officer position changes for 2017.

E. Thurston Regional Planning Council Status report

Commissioner Nelson reported that he briefly attended the candidate meet and greet for the Executive Director position today. Approximately 30 members of the TRPC and other public officials were present. The next meeting is January 6, 2017 at 8 a.m. Candidate interviews will be conducted during the meeting to conclude with an Executive Director Candidate Selection.

F. Community Outreach Status report

Chief Brooks highlighted the following events/updates:

1. Steilacoom Heights HOA Annual Meeting – January 23, 2017 located at Station 34. Chair Dobry will attend. “CPR Saves” will be presented.
2. Capital Women’s Club – January 17, 2017 located at Station 31. Chief Brooks will attend.

3. Lacey Loves to Read “Scavenger Hunt”– The District will welcome participants to Station 31 on February 1-8, 2017. The weekday schedule is 3 p.m. – 5 p.m. and weekend schedule 12 p.m. – 3 p.m.

The Board volunteered to host the following dates:

- February 1 – Commissioner Roberts
- February 2– Commissioner Nelson
- February 3 – Commissioner Kirkbride
- February 4 – Commissioner Wilson
- February 5 – Commissioner Dobry
- February 6 – Commissioner Dobry
- February 7 – Commissioner Kirkbride
- February 8 – Commissioner Nelson

G. Nisqually Tribe
Status report

Chief Brooks and Chair Dobry attended the Award Gathering on December 28, 2016. It was a brief ceremony lasting less than an hour. The District was awarded \$25K. A list of the recipients will be posted in the local media. Chief Brooks reported that the grant money was deposited in the Equipment and Replacement Fund.

H. Citizen Advisory Committee
Status report

The next proposed meeting date is January 18, 2017. Chief Brooks will confirm the meeting schedule. He noted a change to the regular meeting location from Station 34. Station 31 is tentatively reserved. Commissioner Wilson will attend the next CAC meeting.

VI. OLD BUSINESS

A. SEPA Checklist for 2017-21 Capital Facilities and Equipment Plan: Staff Updates/Discussion

Chief Brooks stated that the SEPA Checklist for 2017-21 Capital Facilities and Equipment Plan was distributed last week. He advised that he will report responses and comments to the Board.

VII. NEW BUSINESS

A. Board Leadership Selection Process

The Board discussed the 2017 transfer of leadership based on existing policy. Vice Chair Roberts will be nominated Chair. Chair Roberts advised that her upcoming travel plans in 2017 will restrict her ability to be present for two regular Board meetings through the first quarter, but she plans to participate via video in at least one. The Board encouraged Vice Chair Roberts to perform

as Chair and commented that they are in support of standing in for her. The Board will take action on the transfer of leadership and the 2017 Committee Appointments at the next meeting regular Board meeting on January 19, 2017.

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

- The Finance Director Position has been posted. The first review of applicants is January 18, 2017.
- Aid Unit in Service – The Aid Unit based at Station 33 is now operating during peak hours. During the first week of service, the Aid Unit has transported BLS patients due to the lack of resources. Medic One’s Transportation Resource Utilization (TRU) Committee are researching solutions to offset the costs. The committee is proposing billing for service and evaluating sample contract templates.
- New FTE Positions – Two Paramedics and one Firefighter are scheduled to begin Firefighter Academy at Bates February 7, 2017.
- Promotion – One Firefighter will be promoted Lieutenant for an assignment to Training. The pinning ceremony will be conducted in February.
- 16th Annual Distinguished Leader Awards Award Recognition – The Board will submit their menu preference to Chief Brooks following the meeting.
- Four Shift Schedule Change – The four platoon is now in operation following a smooth transition.

IX. COMMISSIONER COMMENTS

The Board expressed well wishes for a Happy New Year and commented that they are pleased with the state of the District. Vice Chair Roberts thanked Chair Dobry for his leadership in 2016.

X. OTHER INFORMATION

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

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

Chair Dobry announced an Executive Session anticipated for 30 minutes at 6:30 p.m. with no action planned within the session.

XII. REQUEST FOR EXECUTIVE SESSION

- A. Pursuant to RCW 42.30.110(1)(g): To review the performance of a public employee

The Executive Session was extended for 10 minutes to 7 p.m. and was adjourned at 7:10 p.m. The regular Board meeting reconvened.

MOTION: To provide a 2.5% wage increase to the Fire Chief for calendar year 2017 in alignment with the increase provided to all other staff.

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

XIII. ADJOURNMENT

The regular Board Meeting was reconvened and adjourned at 7:15 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: January 19, 2017 – 5:30 pm

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/19/2017 To: 01/20/2017

Time: 11:36:47 Date: 01/17/2017
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
238	01/20/2017	Claims	6630	18846	BATTERIES PLUS	129.65	Incident Response Bulk Batteries
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	32.51	12V Batteries
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	50.14	AAA Batteries
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	47.00	AA Batteries
	Invoices		Amount	PO	For		
	244-439497		129.65	1847	Incident Response Bulk Batteries		
239	01/20/2017	Claims	6630	18847	BLANCHARD AUTO ELECTRIC	3,476.82	Oly Shop #3171 Part
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	3,476.82	E33 Apparatus Part
	Invoices		Amount	PO	For		
	802139B		3,476.82	1860	Oly Shop #3171 Part		
240	01/20/2017	Claims	6630	18848	CDW GOVERNMENT INC	39.86	IT Training Software
					001 - 594-22-64-1052 - Software	39.86	IT Training Software
	Invoices		Amount	PO	For		
	GKL5825		39.86	1716	IT Training Software		
241	01/20/2017	Claims	6630	18849	CENTURYLINK - BUSINESS SVS	537.46	Phone Expenses - January, 2017
					001 - 522-10-42-1011 - Telephone	537.46	Phone Expenses - January, 2017
	Invoices		Amount	PO	For		
	1398121815		537.46	462	Phone Expenses - January, 2017		
242	01/20/2017	Claims	6630	18850	CITY OF LACEY	3,884.77	Fuel - December, 2016
					001 - 522-60-32-2011 - Fuel; Apparatus	3,884.77	Fuel - December, 2016
	Invoices		Amount	PO	For		
	12949		3,884.77	465	Fuel - December, 2016		
243	01/20/2017	Claims	6630	18851	COMCASTCABLE	1,246.24	Phone Services - January, 2017, #8498 30 099 0001154
					001 - 522-10-42-1011 - Telephone	1,246.24	Phone Services - January, 2017, #8498 30 099 0001154
	Invoices		Amount	PO	For		
	1/2/17 COMCAS'		1,246.24	467	Phone Services - January, 2017, #8498 30 099 0001154		
244	01/20/2017	Claims	6630	18852	COPIERS NORTHWEST INC	630.86	Canon Copier Rental 1/14/17-2/13/17, And Overages 12/14/16-1/13/17
					001 - 522-10-45-1021 - Office Equipment Rental	630.86	Canon Copier Rental
	Invoices		Amount	PO	For		
	INV1503995		630.86	468	Canon Copier Rental 1/14/17-2/13/17, And Overages 12/14/16-1/13/17		
245	01/20/2017	Claims	6630	18853	CUTTERS EDGE	502.71	Saw Repair
					001 - 522-20-48-2024 - Small Equipment Repair, M	264.58	Chain Recondition
					001 - 522-20-48-2024 - Small Equipment Repair, M	238.13	Saw Repair
	Invoices		Amount	PO	For		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		010517-5	502.71	1831	Saw Repair		
246	01/20/2017	Claims	6630	18854	ECMS INC	257.35	Bunker Pants Repair
					001 - 522-20-31-2032 - PPE [Bunker Gear]	257.35	Pants Maintenance
		Invoices	Amount	PO	For		
		INV73779	257.35	1867	Bunker Pants Repair		
247	01/20/2017	Claims	6630	18855	FIRE SERVICE BOOKSTORE	225.70	2 JATC Textbooks
					001 - 522-20-49-2032 - Media; Film, Books, CD's	225.70	JATC Textbooks
		Invoices	Amount	PO	For		
		300010168	225.70	1810	2 JATC Textbooks		
248	01/20/2017	Claims	6630	18856	HUNG RIGHT DOORS LLC	211.97	S35 Garage Door Repairs
					001 - 522-50-48-2018 - Sta. 35 Facilities Repair	211.97	Garage Door Repair
		Invoices	Amount	PO	For		
		423507	211.97	1862	S35 Garage Door Repairs		
249	01/20/2017	Claims	6630	18857	MINE SAFETY APPLIANCES COMPANY	1,385.00	30 SCBA Certification Training Registrations
					001 - 522-20-49-2012 - Training Registration	1,385.00	30 SCBA Certification Training Registrations
		Invoices	Amount	PO	For		
		98790332	1,385.00	1704	30 SCBA Certification Training Registrations		
250	01/20/2017	Claims	6630	18858	MOTOROLA	43.48	Keypad Board
					001 - 522-20-42-2012 - Cell Phones	43.48	Keypad Board
		Invoices	Amount	PO	For		
		92293012	43.48	1856	Keypad Board		
251	01/20/2017	Claims	6630	18859	PALADIN BACKGROUND SCREENING LLP	40.00	Background Screening
					001 - 522-10-41-1091 - Other Professional Services	40.00	Background Screening
		Invoices	Amount	PO	For		
		752	40.00	1859	Background Screening		
252	01/20/2017	Claims	6630	18860	PUGET SOUND ENERGY INC	12,396.62	Utilities - Electricity And Natural Gas
					001 - 522-50-47-2011 - Sta. 31 Utilities	6,206.81	Utilities - S31, Dec. 2016
					001 - 522-50-47-2012 - Sta. 32 Utilities	530.59	Utilities - S32, Dec. 2016
					001 - 522-50-47-2013 - Sta. 33 Utilities	1,674.67	Utilities - S33, Dec. 2016
					001 - 522-50-47-2014 - Sta. 34 Utilities	2,375.70	Utilities - S34, Dec. 2016
					001 - 522-50-47-2015 - Sta. 35 Utilities	1,492.35	Utilities - S35, Dec. 2016
					001 - 522-50-47-2016 - Sta. 32 Residence Utilities	116.50	Utilities - S32 Mfg., Dec. 2016
		Invoices	Amount	PO	For		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		1/7/17 PUGET PC	12,396.62	475	Utilities - Electricity and Natural Gas		
253	01/20/2017	Claims	6630	18861	ROGER'S MACHINERY CO	440.78	S33 Compressor Repair
		001 - 522-50-48-2016 - Sta. 33 Facilities Repair				440.78	Compressor Repair
		Invoices	Amount	PO	For		
		1063554	440.78	1864	S33 Compressor Repair		
254	01/20/2017	Claims	6630	18862	SEA-WESTERN INC	185.87	SCBA Parts
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				185.87	SCBA Parts
		Invoices	Amount	PO	For		
		195980	185.87	1821	SCBA Parts		
255	01/20/2017	Claims	6630	18863	STERICYCLE INC	88.81	Biohazard Waste Disposal; Biohazard Waste Disposal
		001 - 522-50-47-2041 - Refuse Services				78.45	S33 Biohazard Removal
		001 - 522-50-47-2041 - Refuse Services				10.36	Station 35 Biohazard Removal
		Invoices	Amount	PO	For		
		3003684591	78.45	1846	Biohazard Waste Disposal		
		3003693812	10.36	1863	Biohazard Waste Disposal		
256	01/20/2017	Claims	6630	18864	TAKE AIM, LLC	3,015.21	Uniform - Towers, Nametape Changes; Uniforms - Invoices #3399,3401, 3407, 3408, 3411, 3412, 3413, 3414, 3417, 3418, 3419, 3420, Dated 12/23/16-12/28/16; Uniforms - Invoices #3423, 3435, 3438, 3439, 34
		001 - 522-20-31-2031 - Uniforms				7.23	Promotional Nametape Changes
		001 - 522-20-31-2031 - Uniforms				4.82	Promotion Nametape Change
		001 - 522-20-31-2031 - Uniforms				2.41	Promotional Nametape Change
		001 - 522-20-31-2031 - Uniforms				2.40	Promotional Name Change On Uniform
		001 - 522-20-31-2031 - Uniforms				13.31	#3399 - Lt Leyva Uniforms
		001 - 522-20-31-2031 - Uniforms				174.07	#3401 - Hunter Uniforms
		001 - 522-20-31-2031 - Uniforms				174.07	#3407 - Montgomery Uniforms
		001 - 522-20-31-2031 - Uniforms				174.07	#3408 - Torkelson Uniforms
		001 - 522-20-31-2031 - Uniforms				107.16	#3411 - Lt Greene Uniforms
		001 - 522-20-31-2031 - Uniforms				295.90	#3412 - Lt Perry Unfiorms
		001 - 522-20-31-2031 - Uniforms				43.52	#3413 - Lt Perz Uniforms
		001 - 522-20-31-2031 - Uniforms				95.74	#3414 - Lt Brown Uniforms
		001 - 522-20-31-2031 - Uniforms				125.12	#3417 - Lt Towers Uniforms
		001 - 522-20-31-2031 - Uniforms				60.93	#3418 - McAdoo Uniforms
		001 - 522-20-31-2031 - Uniforms				14.14	#3419 - Hunter Uniforms
		001 - 522-20-31-2031 - Uniforms				20.00	#3420 - Weekly Delivery Dec 28, 2016
		001 - 522-20-31-2031 - Uniforms				133.27	#3423 - Capt Christiansen Uniforms
		001 - 522-20-31-2031 - Uniforms				88.13	#3435 - D Perz Uniforms
		001 - 522-20-31-2031 - Uniforms				88.13	#3438 - Lt Paulsen Uniforms
		001 - 522-20-31-2031 - Uniforms				107.16	#3439 - Lt Kruse Uniforms
		001 - 522-20-31-2031 - Uniforms				134.91	#3440 - Major Uniforms
		001 - 522-20-31-2031 - Uniforms				26.11	#3441 - Lt Halstrom Uniforms
		001 - 522-20-31-2031 - Uniforms				133.27	#3442 - Faust Uniforms
		001 - 522-20-31-2031 - Uniforms				26.97	#3446 - Lt Leyva Uniforms
		001 - 522-20-31-2031 - Uniforms				224.11	#3448 - Casey Uniforms
		001 - 522-20-31-2031 - Uniforms				13.06	#3449 - Lt R Perz Uniforms

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-20-31-2031		Uniforms	39.17	#3450 - Lt Heikes Uniforms
			001 - 522-20-31-2031		Uniforms	285.03	#3451 - Ranney Uniforms
			001 - 522-20-31-2031		Uniforms	14.14	#3452 -Chief Brooks Uniforms
			001 - 522-20-31-2031		Uniforms	152.31	#3453 - Byers Uniforms
			001 - 522-20-31-2031		Uniforms	24.25	#3454 - Montgomery Uniforms
			001 - 522-20-31-2031		Uniforms	72.90	#3455 - Chief Dickson Uniforms
			001 - 522-20-31-2031		Uniforms	26.11	#3456 - Alderman Uniforms
			001 - 522-20-31-2031		Uniforms	24.25	Vounteer Uniform
			001 - 522-20-31-2031		Uniforms	32.64	Vounteer Uniform
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: SANTHUFF
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: COX
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: HARN
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: BARNEY
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: S. FROST
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: PEARSALL
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: SAPP
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: PAULSEN
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: RICHESON
			001 - 522-20-31-2031		Uniforms	5.00	Name Tape: TYLER
			001 - 522-20-31-2031		Uniforms	4.40	Sales Tax

Invoices	Amount	PO	For
3410	16.86	1799	Uniform - Towers, Nametape Changes
12/23/16 TAKE A	1,298.03	1837	Uniforms - Invoices #3399,3401, 3407, 3408, 3411, 3412, 3413, 3414, 3417, 3418, 3419, 3420, dated 12/23/16-12/28/16
12/29/16 TAKE A	1,589.03	1855	Uniforms - Invoices #3423, 3435, 3438, 3439, 3440, 3441, 3442, 3446, 3448, 3449, 3450, 3451, 3452, 3453, 3454, 3455, & 3456 dated 12/29/16-1/4/17
3437	56.89	1857	Volunteer Uniform - Cruickshan
3485	54.40	1680	10 Uniform Nametapes

257 01/20/2017 Claims 6630 18865 THUR REG PLANNING 1,000.00 2017 Regional Support COUNCIL

001 - 522-10-49-1011 - Dues & Certification 1,000.00 Dues - 2017

Invoices	Amount	PO	For
1/3/17 REG SUPI	1,000.00	1861	2017 Regional Support

258 01/20/2017 Claims 6630 18866 TNT EXTERMINATORS INC 217.80 Pest Control - Dec., 2016

001 - 522-50-48-2030 - Facilities Maintenance 217.80 Pest Control - Dec., 2016

Invoices	Amount	PO	For
27483, 554,63,630	217.80	479	Pest Control - Dec., 2016

259 01/20/2017 Claims 6630 18867 UPS 162.97 Shipping; Shipping

001 - 522-10-42-1021 - Postage/Shipping 108.77 Shipping
001 - 522-10-42-1021 - Postage/Shipping 54.20 Shipping

Invoices	Amount	PO	For
000008XY88536	108.77	481	Shipping
000008XY88017	54.20	481	Shipping

260 01/20/2017 Claims 6630 18868 WESTCARE CLINIC LLC 450.00 Medicals

001 - 522-20-41-2051 - Medical Services 450.00 Fit For Duty Physical

Invoices	Amount	PO	For
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CHECK REGISTER

Lacey Fire District Three
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		807873-1	450.00	1853	Medicals		
261	01/20/2017	Claims	6630	18869	WITMER PUB SAFETY GROUP	112.52	Helmet Reflectors
		001 - 522-20-31-2032 - PPE [Bunker Gear]				76.20	Helmet Reflectors
		001 - 522-20-31-2032 - PPE [Bunker Gear]				36.32	Shipping
		Invoices	Amount	PO	For		
		E1550272	112.52	1818	Helmet Reflectors		
262	01/20/2017	Claims	6630	18870	ZEP SALES & SERVICE	1,243.98	Cleaning Supplies
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				271.05	Floor Cleaning Product
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				130.20	Laundry Bleach
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				75.76	Laundry Detergent
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				97.31	Drain Aid Product
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				58.90	Shipping
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				99.56	Tax
		001 - 522-60-31-2022 - Apparatus Parts/Supplies				511.20	Vehicle Wash Product
		Invoices	Amount	PO	For		
		9002600671	1,243.98	1816	Cleaning Supplies		
263	01/19/2017	Withdra	6630	18871	THUR CO FD3 REV FUND	1,465.02	Commissioner's Meeting 1/19/17 Reimbursement Of The Revolving Fund
264	01/20/2017	Claims	6633	18872	TRAINING DAY LLC	815.25	Personal Training
		101 - 522-20-31-2090 - Injured FF Assistance				815.25	Injured Firefighter Rehab
		Invoices	Amount	PO	For		
		0000001	815.25	1844	Personal Training		

500 Support Services	3,657.39
501 Operations	28,269.04
	31,926.43
001 General Fund	31,926.43
522 Fire Control	815.25
	815.25
101 Donations Fund	815.25

Claims: 34,206.70
 34,206.70


Steve Bush, Fire Chief

 Signature and Title

1/17/17

 Date

CHECK REGISTER

Lacey Fire District Three
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the warrants as listed in the above check register are submitted for approval.



Fire Chief

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Approval Date: _____

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 01A 2017

Checks Total Amount	365,417.95
<hr/>	
DIRECT DEPOSIT - KEY BANK	447,548.60
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	124,943.14
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	22,110.70
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	879.16
Net Tax Deposit Total	147,933.00
<hr/>	
UNEMPLOYMENT FUND	0.00
<hr/>	
WASH STATE DEPT OF RETIREMENT SYSTEMS	186,298.08
<hr/>	
TOTAL PAYROLL	1,147,197.63

FIRE CHIEF'S PERFORMANCE APPRAISAL

Evaluation Period: JANUARY THROUGH DECEMBER 2016



STRATEGIC GOALS FOR 2016

GOAL REVIEW

I. Specific Performance Objectives

A. Executive Goals

STRATEGIES	RESULTS	SCORE
Develop Five Year Strategic Plan. Capital Replacement Schedule and Funding Plan	Draft Strategic Plan, dated Dec 1, 2016 is ongoing but not completed. Still a work in progress -- The Capital Replacement Plan is in place and a comprehensive list of capital assets and their approximate replacement timetable is created. Funding plan is to put bond measure on ballot in general election 2017.	

STRATEGIES	RESULTS	SCORE
Tribal Relations and funding	Chief Brooks has been diligent to keep tribal relations and funding efforts moving forward. A formal fee-for-service agreement was created and presented to tribal leadership. Progress to approve the agreement has been slow. Steve has provided the tribe with historical and current call volume information, as requested. He has maintained an excellent working relationship with the tribe. Steve has been following the Board's direction as the District seeks to obtain this crucial funding source. Additionally a separate grant request was submitted for equipment. We received a \$25,000 award.	

STRATEGIES	RESULTS	SCORE
Mobile Integrated Healthcare Program, Discussion, & Planning Pursuit of partnerships and funding for a pilot program Implement peak demand Aid Unit in Q3	The plan remains "In progress". Chief has marketed the concept to potential partners with limited success. Chief is working with potential partners to help with funding the pilot program. Changes in the political environment has brought uncertainty to potential funding sources. Budget placeholder was approved in 2017 Operating Budget. Implementation delayed to Q1 2017. On track for implementation in Jan 2017.	

STRATEGIES	RESULTS	SCORE
Oversee mentoring and development process of incumbent officers Initiate process for replacement of D/C Operations position	There has been several officer promotions in preparation of implementing the four-platoon shift schedule model in 2017. Chief initiated an Officer Training Academy for new officers and conducts quarterly Officer Training/meeting sessions to ensure the organization maintains leadership continuity and consistency. Chief has carefully been restructuring duties of D/C Operations with distributing responsibilities to remaining chief officers and support staff in anticipation of Chief Pearson's retirement.	

STRATEGIES	RESULTS	SCORE
Evaluate programs for training in interpersonal dynamics to enhance staff communications	Chief Brooks initiated a training program and has facilitated discussions to improve interpersonal dynamics within the Admin and Operations staff. He also took advantage of an opportunity to partner with Seattle Pacific University by having a behavioral health specialist intern placed in our organization to evaluate/analyze the work environment and provide recommendations that could improve our operations.	

B. Administration

STRATEGIES	RESULTS	SCORE
Continued emphasis on update of the policy manual	This is an ongoing process as staff has time to work on it.	

STRATEGIES	RESULTS	SCORE
Evaluate Information Technology needs/processes in coordination with IT Specialist position	IT position has been filled. Accounting software issues have been identified and the decision to change to another software package is in the works.	

STRATEGIES	RESULTS	SCORE
Develop resources for standardized approach to investigations and disciplinary processes	Uncertain of the progress/or if completed.	

STRATEGIES	RESULTS	SCORE
Continue emphasis on asset and records management processes	In progress. Volunteers are smartly used to assist in records management, especially with paper files.	

STRATEGIES	RESULTS	SCORE
Seek qualified candidates for additional Administrative Specialist position to support Training Division and other ancillary functions	A new Admin person was hired.	

STRATEGIES	RESULTS	SCORE
Evaluate methods for managing and enhancing public relations and outreach	In the process of working with an Information expert to help us better communicate with our community. All LFD staff invited to provide input. Chief is very active in participating and giving presentations in our local community service groups. He was selected as one of the three honorees receiving Thurston County's Distinguished Leader Awards. LFD#3 initiated a "CPR saves" campaign to train local citizens using VR viewers. Tremendous public relations/training success w/rollout of this outreach program.	

C. Operations

STRATEGIES	RESULTS	SCORE
Planning and Implementation of 4 platoon shift schedule	Much preparation has been performed throughout the year. The organizations is well prepared to implement the new schedule beginning Jan 2017.	
Officer promotions and development; and Technical position requirements	Officer Promotions and training accomplished.	

STRATEGIES	RESULTS	SCORE
Handoff of facility oversight to FET Chambers and introduction to vendors	Handoff has been without disruptions.	

STRATEGIES	RESULTS	SCORE
Establish Facility Projects priorities and associated cost data for inclusion in long range plan proposal	This was accomplished in the Capital Replacement Schedule and Funding Plan. Work was very comprehensive and the funding plan estimate was in accordance with direction provided by the BoFC.	

STRATEGIES	RESULTS	SCORE
Prepare for retirement transition by evaluating files, storage, etc.	In progress	

STRATEGIES	RESULTS	SCORE
Complete acquisition of new Type 1 engine and place in service	Completed	

OBJECTIVES/GOALS

2017 Staff Goals will be provided at a later date, in a separate memo. It should be appended to this report once it has been presented to the BoFC.

ADDITIONAL COMMENTS

The BoFC is very pleased with the Chief Brooks' performance. The Board approved a 2.5%

COLA raise to his salary effective January 1, 2017.



Fire Chief's Signature



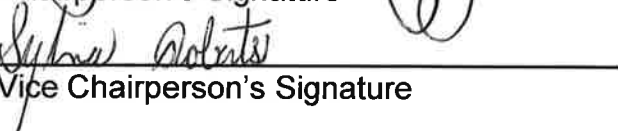
Date



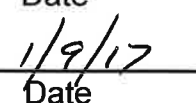
Chairperson's Signature



Date



Vice Chairperson's Signature



Date

FIRE PROTECTION DISTRICT NO. 3

THURSTON COUNTY, WASHINGTON
(Lacey Fire District #3)

BOARD OF FIRE COMMISSIONERS

POLICY NUMBER 2013 - 2

PURPOSE: To establish a process for the selection of a Chairperson and Vice Chairperson for the Board of the Fire Commissioners in accordance with RCW 52.14.080.

R.C.W. 52.14.080 directs that the fire commissioners shall elect a chairperson from their number. The Board of Fire Commissioners finds that Resolution 596-02-93 adopted in 1993 does not reflect the method of selection the current Board of Commissioners desires.

The Board of Commissioners of Thurston County Fire Protection District No. 3, hereby repeals Resolution 596-02-93 and establishes that the Chair and Vice Chair of the Board shall be elected in the following manner:

- A. At the last regularly scheduled meeting of the Board in January, based on a rotation of the Positions beginning with Position 1, the individual holding that position will serve as Chairperson until replaced or removed from office as a commissioner. The rotation started in 2011 with Position 1.
- B. If for any reason the individual holding the Position does not desire to serve as Chairman, the individual in the next Position will assume the role. The succession will continue unless the majority of Board of Fire Commissioners agrees to change the order.
- C. The new Chairperson will seek a motion of the Board to select a Vice Chairperson. Upon approval by a simple majority vote, the elected Vice-Chairperson shall serve until replaced or removed from office as a commissioner.
- D. In the event that a sitting Chairperson should leave the office of commissioner, the Vice chair shall assume the position of Chair until the next regular selection of a Chair or until further action by the Board.

ADOPTED at the regular meeting of the Board of Commissioners for Fire Protection District Three, Thurston County, Washington, on January 3, 2013, of which the majority of commissioners being present and voting.

2016 Board / Committee Appointments

Thurston County EMS Council

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

Thurston 9•1•1 Communications (TCOMM9•1•1)

- Commissioner Wilson; representative to TCOMM9•1•1
 - Vice Chair Roberts; 1st alternate to TCOMM9•1•1
 - Commissioner Nelson; 2nd alternate to TCOMM9•1•1

Thurston Regional Planning Council (TRPC)

- Commissioner Dobry; representative to TRPC.
 - Commissioner Kirkbride; 1st alternate to TRPC
 - Commissioner Nelson; 2nd alternate to TRPC

Nisqually Tribe Liaison

- Chair Dobry; representative to the ad hoc Nisqually Tribe Liaison
- Vice Chair Roberts; representative
 - Chief Brooks; staff support

City of Lacey /District Liaison

- Chair Dobry; representative
- Vice Chair; representative
 - Chief Brooks; staff support

Thurston County Fire Commissioners Association (TCFCA)

- Commissioner Nelson; representative

Appellate Panel for District Members

- Vice Chair Roberts; representative
- Commissioner Kirkbride; representative.
 - Commissioner Nelson; 1st alternate

2017 Board / Committee Appointments

Thurston County EMS Council

- _____; representative to the EMS Council
- _____; 1st alternate to the EMS Council
- _____; 2nd alternate to the EMS Council

Thurston 9•1•1 Communications (TCOMM9•1•1)

- _____; representative to TCOMM9•1•1
- _____; 1st alternate to TCOMM9•1•1
- _____; 2nd alternate to TCOMM9•1•1

Thurston Regional Planning Council (TRPC)

- _____; representative to TRPC.
- _____; 1st alternate to TRPC
- _____; 2nd alternate to TRPC

Nisqually Tribe Liaison Committee

- _____; representative to the ad hoc Nisqually Tribe Liaison Committee
- _____; 1st alternate representative
- _____; Staff support

City of Lacey / District Liaison Committee

- _____; representative to the Committee
- _____; 1st alternate
- _____; Staff to the Committee

Thurston County Fire Commissioners Association (TCFCA)

- _____; representative

Appellate Panel for District Members

- _____; representative
- _____; representative.
- _____; 1st alternate

**AGREEMENT BETWEEN
THE NISQUALLY INDIAN TRIBE OF THE NISQUALLY RESERVATION
AND
LACEY FIRE DISTRICT #3
FOR FIRE PROTECTION AND RELATED EMERGENCY SERVICES**

THIS AGREEMENT is made and entered into this ____ day of ____, 2017, by and between the Nisqually Indian Tribe of the Nisqually Reservation, a sovereign nation hereinafter referred to as “TRIBE,” and Lacey Fire DISTRICT #3, hereinafter referred to as “DISTRICT.”

WHEREAS, the TRIBE has land located within the DISTRICT’s service area; and

WHEREAS, the DISTRICT has the resources to provide fire and emergency medical protection to residents, guests, visitors, employees, and inmates and the buildings within the TRIBE’s lands located within the DISTRICT service area; and

WHEREAS, the TRIBE and the DISTRICT believe that it is in the best interests of the public to enter into an agreement for their mutual benefit; and

WHEREAS, it is the purpose of this Agreement to establish fire protection and emergency medical services wherein the DISTRICT will provide fire protection, rescue, and emergency medical services (hereinafter referred to as “Services”) to the TRIBE; and

WHEREAS, the DISTRICT is a fire protection district organized and operating pursuant to Title 52 RCW with the responsibility to provide fire protection and emergency medical services within its geographical boundaries; and

WHEREAS, the DISTRICT funds its operations primarily through property tax levies. The TRIBE is a federally-recognized tribal nation that owns tax-exempt properties located in or adjacent to the DISTRICT; and

WHEREAS, the TRIBE does not pay property taxes to the DISTRICT and the purpose of this Agreement is to provide for the costs and reimbursement of services by the DISTRICT.

NOW THEREFORE, for and in consideration of the mutual promises contained herein, the parties hereto hereby agree:

I. SERVICES

This Agreement covers all portions of the TRIBE’S reservation and trust lands within the DISTRICT’S service area including but not limited to the Nisqually Corrections Center and facilities, Nisqually Youth Center, ~~Red Wind Casino~~, private residences, and adjoining tribal

property. [A separate agreement will be established to cover services provided to the Red Wind Casino.](#)

The DISTRICT will provide fire and emergency medical services to the businesses, buildings, guests, visitors, employees, inmates and the residents of the Nisqually Reservation and all trust lands located within the DISTRICT service area.

II. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on _____, 2016 and shall remain in full force and effect until ~~June 30~~[December 31](#), 2026 unless and until one of the following shall occur:

- a) the parties mutually agree in writing to terminate this Agreement on a date certain; or
- b) either party gives written notice of termination to the other party at least sixty (60) days prior to the effective date of termination.

III. PAYMENT

Compensation for the services provided according to this Agreement have been established and agreed to based on a fee structure that will be assessed in the amount of one thousand twenty five dollars and no cents (\$1,025.00) per incident and call. The fee may be reviewed by both parties and may be adjusted every two years by mutual agreement from the effective date of this Agreement. The TRIBE will be invoiced by the DISTRICT on a quarterly basis.

The TRIBE shall make payments upon receipt of an invoice submitted to the TRIBE and the TRIBE'S current CEO, John Simmons, on a quarterly basis. Payment shall be considered timely if made by the TRIBE within thirty (30) days after receipt of properly completed invoices. Payments shall be sent to the address designated by the DISTRICT.

TRIBE requested standby or special event services by the DISTRICT will be undertaken by separate agreement and fee.

IV. REVIEW OF AGREEMENT

The TRIBE and DISTRICT will meet prior to the expiration of this Agreement to discuss terms and conditions of carrying forward subsequent agreements related to fire and emergency medical protection to residents, guests, visitors, employees, inmates and the buildings within the TRIBE's lands located within the DISTRICT service area. Meetings may occur up to six (6) months prior to the expiration of this Agreement.

V. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute

Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties thereto.

VI. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

VII. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

VIII. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

IX. AGREEMENT MANAGEMENT

The manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The contact for the TRIBE will be:

John Simmons
Chief Executive Officer
Nisqually Tribe
4820 She-Nah-Num Drive S.E.
Olympia, WA 98513
(360) 456-5221

The Contact for the DISTRICT is:

Steve Brooks
Fire Chief
Lacey Fire District #3
1231 Franz Street SE
Lacey, WA 98503
(360) 491-2410

X. NON-EXCLUSIVE AGREEMENT

The parties to this Agreement shall not be precluded from entering into similar agreement with other municipal corporations.

XI. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

NISQUALLY INDIAN TRIBE OF THE
NISQUALLY RESERVATION

LACEY FIRE DISTRICT #3

Farron McCloud
Chairman

Eugene W. Dobry, Jr.
Chairman

Frank Kirkbride
Commissioner

Tom Nelson
Commissioner

Sylvia Roberts
Commissioner

Judy Wilson
Commissioner