

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

January 21, 2016

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 7, 2016 of the Board of Fire Commissioners.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #17739 through #17783 in the amount of \$86,633.69.
 - Donation Fund 101 (Acct# 6633) check numbered #17784 in the amount of \$583.17.
 - C. Payroll #1A in the amount of \$1,065,244.28.
- 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 Wilson & Nelson

- D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Dobry
- E. Thurston Regional Planning Council
Status report Commissioner Dobry
- F. Community Outreach
Status report Commissioner Wilson
- G. Nisqually Tribe
Status report Commissioner Nelson
- H. Citizen Advisory Committee
Status report Commissioner Wilson
- VI. OLD BUSINESS**
 - A. Implementation of Fee Schedule for tax exempt services: Discussion (see Appendix A)
- VII. NEW BUSINESS**
 - A. Selection of Board Officers
 - B. Appointment of Subcommittee Representatives (see Appendix B)
- VIII. ADMINISTRATIVE REPORT**
- IX. COMMISSIONER COMMENTS**
- X. OTHER INFORMATION**
 - A. Suggestion Box
 - B. Correspondence
- XI. HEARING OF THE PUBLIC / MEMBERS PRESENT**
- XII. REQUEST FOR EXECUTIVE SESSION**
 - A. Pursuant to RCW 42.30.110(1)(g): To review the performance of a public employee
- XIII. ADJOURNMENT**

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: February 4, 2016 – 5:30 pm

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:

- o 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 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 Sonata'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 WFCM 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

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:43:04 Date: 01/19/2016
Page: 1

Ins	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
318	01/22/2016	Claims	6630	17739	ADVANCE AUTO PARTS	20.56	Truck 31 Paint For Hand Tools
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			20.56	Invoice # 8583-2699404 - Paint For Hand Tools
		Invoices	Amount	PO	For		
		8583-269404	20.56	573	Truck 31 Paint for Hand Tools		
319	01/22/2016	Claims	6630	17740	AMERISAFE	40.76	Fire Extinguisher Recharge
			001 - 522-20-48-2024 - Small Equipment Repair, M			40.76	#33378 - Fire Extinguisher Recharge
		Invoices	Amount	PO	For		
		33378	40.76	537	Truck 31 Paint for Hand Tools		
320	01/22/2016	Claims	6630	17741	ASSN OF WA CITIES	3,279.80	2016 Annual Assessment Fee; 2016 AWC Associate Membership
			001 - 522-10-49-1014 - Annual Assessments			423.78	40442 - Associate Large Group Annual Fee
			001 - 522-10-49-1014 - Annual Assessments			2,356.02	
			001 - 522-10-49-1014 - Annual Assessments			76.22	40442 - Associate Large Group Annual Fee
			001 - 522-10-49-1014 - Annual Assessments			423.78	
		Invoices	Amount	PO	For		
		40365	2,779.80	607	2016 Annual Assessment Fee		
		40442	500.00	607	2016 AWC Associate Membership		
	01/22/2016	Claims	6630	17742	ASSOCIATED PETROLEUM	197.91	Fuel - December, 2015
			001 - 522-60-32-2011 - Fuel; Apparatus			197.91	Fuel - December, 2015
		Invoices	Amount	PO	For		
		CL99699	197.91	568	Fuel - December, 2015		
322	01/22/2016	Claims	6630	17743	ATEGAN TECHNOLOGIES LLC	5,248.04	Onsite Management - January, 2016; Spam Filter - January, 2016
			001 - 522-10-41-1041 - Info Systems Consulting			5,163.25	Monthly Onsite Management
			001 - 522-10-41-1041 - Info Systems Consulting			84.79	Spam Filter - January, 2016
		Invoices	Amount	PO	For		
		503224	5,163.25	456	Onsite Management - January, 2016		
		503246	84.79	459	Spam Filter - January, 2016		
323	01/22/2016	Claims	6630	17744	JOHN C. BARNES	880.00	Janitorial Services - December, 2015
			001 - 522-50-48-2030 - Facilities Maintenance			880.00	Janitorial Services - December, 2015
		Invoices	Amount	PO	For		
		12-2015	880.00	460	Janitorial Services - December, 2015		
324	01/22/2016	Claims	6630	17745	CDW GOVERNMENT INC	552.70	2 Computer Monitors - New Hire
			001 - 594-22-64-1051 - Computer Equipment			552.70	2 Computer Monitors - New Hire
		Invoices	Amount	PO	For		
		BPC7274	552.70	490	2 Computer Monitors - New Hire		
325	01/22/2016	Claims	6630	17746	CENTURYLINK - LONG DISTANCE	540.66	Phone Services - Long Distance #85430675

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-10-42-1011 - Telephone			540.66	Phone Services - Long Distance #85430675
		Invoices	Amount	PO	For		
		1363466937	540.66	462	Phone Services - Long Distance #85430675		
326	01/22/2016	Claims	6630	17747	CITY OF LACEY	3,895.90	Fuel - December, 2015
			001 - 522-60-32-2011 - Fuel; Apparatus			3,895.90	Fuel - December, 2015
		Invoices	Amount	PO	For		
		12162	3,895.90	465	Fuel - December, 2015		
327	01/22/2016	Claims	6630	17748	CITY OF OLYMPIA	17,608.87	Oly Shop Contracted Services - November, 2015
			001 - 522-60-31-2022 - Apparatus Parts/Supplies			2,601.75	November 2015 Apparatus Parts
			001 - 522-60-48-2025 - Apparatus Mx Svs - Olympi			15,007.12	November 2015 - Contract Service
		Invoices	Amount	PO	For		
		12/31/15 OLY SH	17,608.87	567	Oly Shop Contracted Services - November, 2015		
328	01/22/2016	Claims	6630	17749	COMCASTCABLE	1,259.33	#8498 38 007 2259854; #8498 30 099 0001154 Phone Svs
			001 - 522-10-42-1011 - Telephone			10.64	S32 High Def
			001 - 522-10-42-1011 - Telephone			1,248.69	Monthly Internet/Phone Expenses
		Invoices	Amount	PO	For		
		1/6/16 COMCAS	10.64	467	#8498 38 007 2259854		
		1/2/16 COMCAS	1,248.69	467	#8498 30 099 0001154 Phone Svs		
329	01/22/2016	Claims	6630	17750	COMMERCIAL BRAKE & CLUTCH	424.46	Oly Shop #3177 Part; Oly Shop #3180 Part
			001 - 522-60-31-2022 - Apparatus Parts/Supplies			98.33	#12754 - Oly Shop #3177 Part
			001 - 522-60-31-2022 - Apparatus Parts/Supplies			326.13	#13124 - Oly Shop #3180 Part
		Invoices	Amount	PO	For		
		12754	98.33	591	Oly Shop #3177 Part		
		13124	326.13	592	Oly Shop #3180 Part		
330	01/22/2016	Claims	6630	17751	HUNG RIGHT DOORS LLC	1,230.41	S31 Garage Door Repair
			001 - 522-50-48-2011 - Sta. 31 Facilities Repair			1,230.41	S31 Garage Door Repair
		Invoices	Amount	PO	For		
		418614	1,230.41	535	S31 Garage Door Repair		
331	01/22/2016	Claims	6630	17752	J & I POWER EQUIPMENT	25.56	Sharpen Chains; Incident Response Equipment
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			Belt	
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			8.15	Incident Response Equipment
			001 - 522-20-48-2024 - Small Equipment Repair, M			17.41	Sharpen Chains
		Invoices	Amount	PO	For		
		294150	17.41	541	Sharpen Chains		
		294389	8.15	561	Incident Response Equipment		
332	01/22/2016	Claims	6630	17753	LEGEND DATA SYSTEMS	143.16	Passport Tags - New Volunteers; Passport Tags

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	50.49	Passport Tags
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	73.56	Equipment Tags
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	6.73	Passport Tags
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	12.38	Passport Tags
		Invoices	Amount	PO	For		
		109498	124.05	522	Passport Tags - New Volunteers		
		109594	19.11	551	Passport Tags		
333	01/22/2016	Claims	6630	17754	LN CURTIS & SONS INC	462.45	Ladder Cover, Skullsaver
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	308.30	LADDER COVER, SKULLSAVER
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	154.15	LADDER COVER, SKULLSAVER
		Invoices	Amount	PO	For		
		2131796-00	462.45	344	Ladder Cover, Skullsaver		
334	01/22/2016	Claims	6630	17755	MAC TOOLS	369.56	Oly Shop #3186 Parts
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	359.70	Installation Supplies
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	9.86	Blades
		Invoices	Amount	PO	For		
		91437	369.56	598	Oly Shop #3186 Parts		
335	01/22/2016	Claims	6630	17756	NAPA AUTO PARTS	169.07	App Parts & Supplies - Dec., 2015, Invoices #646638 - #650039
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	10.97	Oly Shop - Stock Filters
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	11.47	Oly Shop #3152 Parts
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	16.31	Oly Shop - Stock Filters
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	39.26	Oly Shop #3184 Parts
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	91.06	#646638 - Stock Filters
		Invoices	Amount	PO	For		
		12/31/15 NAPA	169.07	390	App Parts & Supplies - Dec., 2015, Invoices #646638 - #650039		
336	01/22/2016	Claims	6630	17757	NATIONAL SAFETY INC	302.74	Micro - Calibrate & Repair
					001 - 522-20-48-2024 - Small Equipment Repair, M	302.74	Micro - Calibrate And Repair As Needed
		Invoices	Amount	PO	For		
		0424992-IN	302.74	445	Micro - Calibrate & Repair		
337	01/22/2016	Claims	6630	17758	NW SAFETY CLEAN	298.50	Bunker Gear Repair - Pellegrino
					001 - 522-20-31-2032 - PPE [Bunker Gear]	298.50	Bunker Gear Repair - Pellegrino
		Invoices	Amount	PO	For		
		15-12916	298.50	343	Bunker Gear Repair - Pellegrino		
338	01/22/2016	Claims	6630	17759	NW TRUCK & INDUSTRIAL	16.36	Oly Shop #3174 Parts
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	16.36	Oly Shop #3174 Parts
		Invoices	Amount	PO	For		
		79034	16.36	589	Oly Shop #3174 Parts		
339	01/22/2016	Claims	6630	17760	POPE, HOUSER & BARNES, PLLC	174.00	Legal Services - 12/31/15
					001 - 522-10-41-1031 - Legal Services	174.00	#70429 - Legal Services

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		70429	174.00	562	Legal Services - 12/31/15		
340	01/22/2016	Claims	6630	17761	PROFESSIONAL HEALTH SVS INC	7,610.00	Medical Services - Annual Physicals
			001 - 522-20-41-2051 - Medical Services			7,610.00	102828 - Medical Services - Annual Physicals From 2015
		Invoices	Amount	PO	For		
		102828	7,610.00	571	Medical Services - Annual Physicals		
341	01/22/2016	Claims	6630	17762	PUGET SOUND ENERGY INC	10,545.78	Utilities - Gas And Electricity, December, 2015
			001 - 522-50-47-2011 - Sta. 31 Utilities			5,144.05	Utilities, Dec, 2015, S31
			001 - 522-50-47-2012 - Sta. 32 Utilities			223.82	Utilities, Dec, 2015, S32
			001 - 522-50-47-2013 - Sta. 33 Utilities			1,513.92	Utilities, Dec, 2015, S33
			001 - 522-50-47-2014 - Sta. 34 Utilities			2,195.74	Utilities, Dec, 2015, S34
			001 - 522-50-47-2015 - Sta. 35 Utilities			1,341.65	Utilities, Dec, 2015, S35
			001 - 522-50-47-2016 - Sta. 32 Residence Utilities			126.60	Utilities, Dec, 2015, S32 Mfg.
		Invoices	Amount	PO	For		
		1/8/15 PUGET PC	10,545.78	475	Utilities - Gas and Electricity, December, 2015		
342	01/22/2016	Claims	6630	17763	RAPCO INDUSTRIES INC	34.76	Chain Saw - Chain Repair
			001 - 522-20-48-2024 - Small Equipment Repair, M			34.76	Recondition Chain
		Invoices	Amount	PO	For		
		064927	34.76	540	Chain Saw - Chain Repair		
343	01/22/2016	Claims	6630	17764	SEA-WESTERN INC	860.08	Bunker Gear Gloves; Multiple Bunker Gear Gloves & Hoods
			001 - 522-20-31-2032 - PPE [Bunker Gear]			70.10	Gloves
			001 - 522-20-31-2032 - PPE [Bunker Gear]			45.20	Gloves
			001 - 522-20-31-2032 - PPE [Bunker Gear]			180.80	Gloves
			001 - 522-20-31-2032 - PPE [Bunker Gear]			180.80	Gloves
			001 - 522-20-31-2032 - PPE [Bunker Gear]			383.18	Hoods
		Invoices	Amount	PO	For		
		188483	70.10	526	Bunker Gear Gloves		
		188604	789.98	575	Multiple Bunker Gear Gloves & Hoods		
344	01/22/2016	Claims	6630	17765	SONETICS CORPORATION	4,371.13	Incident Response Equipment
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			993.26	Radio
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			1,098.07	Wireless Headset
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			648.86	Wired Headset
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			898.42	Wireless Base, Single Channel
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			194.66	Mobile Radio Adapter
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			23.76	Haner Hook For Headset
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			129.77	Headset Module Single
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			34.94	Shipping
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			349.39	Estimated Tax On Purchase
		Invoices	Amount	PO	For		

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		172837	4,371.13	555	Incident Response Equipment		
345	01/22/2016	Claims	6630	17766	STERICYCLE INC	180.97	Waste Disposal
		001 - 522-50-47-2041 - Refuse Services				180.97	Waste Disposal
		Invoices	Amount	PO	For		
		3003275726	180.97	584	Waste Disposal		
346	01/22/2016	Claims	6630	17767	TAKE AIM, LLC	5,311.23	Uniforms - Invoices #2057 - #2071, 12/26/15 - 12/30/15; Uniforms - Invoices #2075 - #2095, 12/31/15 - 1/6/16; Uniform Patches - Peterson; Patches - New Volunteer Recruits; Uniform - Invoices #2098 - #
		001 - 522-20-31-2031 - Uniforms				312.79	#2071 - Craig: Shirt XL, Pant 36/32, Boots 9.5, Hat S/M
		001 - 522-20-31-2031 - Uniforms				120.75	#2070 - Hulse: 2Blauer Cotton SS White Shirt S/Reg
		001 - 522-20-31-2031 - Uniforms				123.47	#2069 - Brooks: Blauer Cotton SS White Shirt S/Reg, SS Cotton White 14.5/35
		001 - 522-20-31-2031 - Uniforms				10.88	#2068 - Hammond: Patch Sewn On Garment
		001 - 522-20-31-2031 - Uniforms				71.80	#2065 - Towers: Streamlight
		001 - 522-20-31-2031 - Uniforms				174.07	#2064 - Rondeau: Boot 8.5
		001 - 522-20-31-2031 - Uniforms				24.25	#2059 - Ranney: Leather Belt 32
		001 - 522-20-31-2031 - Uniforms				5.44	#2058 - Hall: Patches Sewn
		001 - 522-20-31-2031 - Uniforms				97.91	#2057 - Hall: 2Shirts S, Streamlight
		001 - 522-20-31-2031 - Uniforms				273.06	#2075 - BC Petersen: 2Shirts L/Reg, Helmet Mounted Light
		001 - 522-20-31-2031 - Uniforms				254.57	#2076 - Hodge: Sweatpant L, Streamlight Survivor, Helmet Mount Light
		001 - 522-20-31-2031 - Uniforms				127.30	#2077 - Landwehrle: 6Shirts M, 2Shorts L, Beanie
		001 - 522-20-31-2031 - Uniforms				151.23	#2083 - Jackins: 3Pant Hem, 1/4Zip M, 4Shirts M
		001 - 522-20-31-2031 - Uniforms				230.10	#2084 - Sapp: 1/4 Zip L/Tall, Shirt 50/SS, 2Shorts XL
		001 - 522-20-31-2031 - Uniforms				16.32	#2087 - Brooks Name Tape Sewn
		001 - 522-20-31-2031 - Uniforms				152.31	#2089 - Heikes: Vantage Helmet Mounted Light
		001 - 522-20-31-2031 - Uniforms				88.13	#2093 - Nadeau: 1/4 Zip XL/Tall
		001 - 522-20-31-2031 - Uniforms				88.13	#2095 - Perz.R.: 1/4 Zip L/Tall
		001 - 522-20-31-2031 - Uniforms				10.88	Uniform Patches - Peterson
		001 - 522-20-31-2031 - Uniforms				1.20	Patch Update
		001 - 522-20-31-2031 - Uniforms				7.21	Name Embroider
		001 - 522-20-31-2031 - Uniforms				7.21	Name Tape
		001 - 522-20-31-2031 - Uniforms				14.43	Add Names
		001 - 522-20-31-2031 - Uniforms				12.02	Add Name
		001 - 522-20-31-2031 - Uniforms				26.45	Names And Patches
		001 - 522-20-31-2031 - Uniforms				7.21	Uniforms
		001 - 522-20-31-2031 - Uniforms				133.27	#2098 - Tumblin: Tactical FleeceJacket L, Patches And NameTape On Garment
		001 - 522-20-31-2031 - Uniforms				72.90	#2099 - Rondeau: 1/4 Zip XL
		001 - 522-20-31-2031 - Uniforms				109.89	#2100 - Fox: 1/4 Zip L/Tall, Hat S/M
		001 - 522-20-31-2031 - Uniforms				72.90	#2101 - Bamer: 1/4 Zip L

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 6

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522-20-31-2031		Uniforms	298.11	#2102 -Greene: 1/4 Zip L, 2Pants34/XX, 2Trouser Hem
		001 - 522-20-31-2031		Uniforms	282.86	#2103 - Barney: 2Shirts 45/SS,Patches And Name Tape OnGarment, 1/4 Zip L
		001 - 522-20-31-2031		Uniforms	225.22	#2104 - Jackins: 2Trouser Hem,2Pants 30/XX
		001 - 522-20-31-2031		Uniforms	280.70	#2105 - Fouts: 2Pants 33/XX, 1/4Zip M
		001 - 522-20-31-2031		Uniforms	174.07	#2106 - Major: Boot Size 8
		001 - 522-20-31-2031		Uniforms	207.81	#2107 - Peterson: 2Pants 38/32
		001 - 522-20-31-2031		Uniforms	112.61	#2108 - Sapp: Pant 38/XX,Trouser Hem
		001 - 522-20-31-2031		Uniforms	72.90	#2109 - Landwehrle: 1/4 Zip M
		001 - 522-20-31-2031		Uniforms	10.88	#2110 - 2Name Tags Sewn
		001 - 522-20-31-2031		Uniforms	87.04	#2112 - Taylor.C: Beanie, 1/4Zip M
		001 - 522-20-31-2031		Uniforms	72.90	#2113 - McAdoo: 1/4 Zip XL
		001 - 522-20-31-2031		Uniforms	8.16	#2114 - Sewn Patch On Garment
		001 - 522-20-31-2031		Uniforms	88.13	#2115 - Ross: 1/4 Zip L/Tall
		001 - 522-20-31-2031		Uniforms	2.72	#2139 - Patches Sewn On Garment
		001 - 522-20-31-2031		Uniforms	30.46	#2138 - Carlson: Sweatpant M
		001 - 522-20-31-2031		Uniforms	29.38	#2137 - Freitas: Sweatshirt L
		001 - 522-20-31-2031		Uniforms	65.28	#2136 - Hougan: 4Class C Shirts LT
		001 - 522-20-31-2031		Uniforms	236.10	#2134 - Beatty: Athletic Shirt L, Athletic Shorts XL, 2Pant Rlx 34/33
		001 - 522-20-31-2031		Uniforms	133.27	#2127 - Hall: Jacket MD, Patches And Name Tape Sewn
		001 - 522-20-31-2031		Uniforms	72.90	#2119 - Ranney: 1/4 Zip Navy M
		001 - 522-20-31-2032		PPE [Bunker Gear]	21.65	

Invoices	Amount	PO	For
12/30/15 TAKE A	941.36	536	Uniforms - Invoices #2057 - #2071, 12/26/15 - 12/30/15
1/6/16	1,381.15	578	Uniforms - Invoices #2075 - #2095, 12/31/15 - 1/6/16
2111	10.88	446	Uniform Patches - Peterson
2097	97.38	447	Patches - New Volunteer Recruits
1/7/16 TAKE AIM	2,310.35	579	Uniform - Invoices #2098 - #2115, 1/7/16
1/13/16 TAKE AI	570.11	610	Uniform - Invoices #2119 - #2139, 1/8/16 - 1/13/16

347 01/22/2016 Claims 6630 17768 TASK FORCE TIPS INC 1,297.97 Nozzle Maintenance & Repairs
 001 - 522-20-48-2024 - Small Equipment Repair, M 1,297.97 Nozzle Repair

Invoices	Amount	PO	For
9006885	1,297.97	492	Nozzle Maintenance & Repairs

348 01/22/2016 Claims 6630 17769 TEMP CONTROL MECH SVS 2,515.32 VRF HVAC Repair; S34 HVAC Repair
CORP

001 - 522-50-48-2017 - Sta. 34 Facilities Repair 1,166.35 #063761 - Station 34 HVAC Repair
 001 - 522-50-48-2020 - VRF Facilities Repair 1,348.97 #63760 - VRF HVAC Repair

Invoices	Amount	PO	For
063760	1,348.97	580	VRF HVAC Repair
063761	1,166.35	581	S34 HVAC Repair

349 01/22/2016 Claims 6630 17770 THUR CO CENTRAL 2,740.66 Radio Programming
SERVICES DEPT
 001 - 522-20-48-2037 - Communication Eqpm. Mx. 2,740.66 #15-541-186 Radio Programming

Invoices	Amount	PO	For
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CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		15-541-186	2,740.66	534	Radio Programming		
350	01/22/2016	Claims	6630	17771	THUR REG PLANNING COUNCIL	1,000.00	2016 Regional Support
					001 - 522-10-49-6011 - Dues & Certification	1,000.00	2016 Regional Support Dues
		Invoices	Amount	PO	For		
		1/5/16 TRPC	1,000.00	586	2016 Regional Support		
351	01/22/2016	Claims	6630	17772	TIRES INC	4,744.54	Oly Shop #3180 Parts
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	4,744.54	#413621 - Oly Shop #3180 Tires
		Invoices	Amount	PO	For		
		413621	4,744.54	544	Oly Shop #3180 Parts		
352	01/22/2016	Claims	6630	17773	ULTRA JANITORIAL SUPPLY	289.06	Janitorial Supplies
					001 - 522-50-31-2051 - Facilities/Janitorial Supplies	289.06	#59621 - Janitorial Supplies
		Invoices	Amount	PO	For		
		59621	289.06	585	Janitorial Supplies		
353	01/22/2016	Claims	6630	17774	UPS	109.02	Shipping On Acct. #08XY88
					001 - 522-10-42-1021 - Postage	109.02	Shipping On Acct. #08XY88
		Invoices	Amount	PO	For		
		000008XY88026	109.02	481	Shipping on Acct. #08XY88		
354	01/22/2016	Claims	6630	17775	US HEALTH WORKS MED GROUP	175.00	Medical Services
					001 - 522-20-41-2051 - Medical Services	175.00	Medical Services - Return To Work
		Invoices	Amount	PO	For		
		0645266-WA	175.00	620	Medical Services		
355	01/22/2016	Claims	6630	17776	WA FINANCE OFFICERS ASSN	50.00	2016 Membership Dues - VonNeudegg
					001 - 522-10-49-1011 - Dues & Certification	50.00	1330595-69897778 Von Neudegg Annual Membership
		Invoices	Amount	PO	For		
		1330595-6989777	50.00	577	2016 Membership Dues - vonNeudegg		
356	01/22/2016	Claims	6630	17777	WA FIRE COMM ASSN	160.00	Ocean Shores Seminar - Commissioner Roberts
					001 - 522-10-49-6012 - Registrations	160.00	SM2016-015 Registration - Ocean Shores, Roberts
		Invoices	Amount	PO	For		
		SM2016-015	160.00	557	Ocean Shores Seminar - Commissioner Roberts		
357	01/22/2016	Claims	6630	17778	WAXIE SANITARY SUPPLY	163.88	Janitorial Supplies

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 8

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-50-31-2051 - Facilities/Janitorial Supplies			163.88	Janitorial Supplies
		Invoices	Amount	PO	For		
		75721796	163.88	564	Janitorial Supplies		
358	01/22/2016	Claims	6630	17779	WESTCARE CLINIC LLC	1,415.00	Medical Services
			001 - 522-20-41-2051 - Medical Services			1,415.00	Medical Services - Physicals
		Invoices	Amount	PO	For		
		NOV 2015	1,415.00	621	Medical Services		
359	01/22/2016	Claims	6630	17780	WHISLER COMMUNICATIONS	1,517.80	Radio Parts; Radio Parts
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			35.37	Radio Parts
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			942.76	Radio Parts
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			539.67	Radio Parts
		Invoices	Amount	PO	For		
		10825	35.37	565	Radio Parts		
		10833	1,482.43	493	Radio Parts		
360	01/22/2016	Claims	6630	17781	WHISTLE WORKWEAR	132.17	Safety Shoes - Timberline
			001 - 522-20-31-2031 - Uniforms			88.12	Safety Shoes
			001 - 522-20-31-2031 - Uniforms			44.05	Safety Shoes
		Invoices	Amount	PO	For		
		3318	132.17	595	Safety Shoes - Timberline		
361	01/22/2016	Claims	6630	17782	ZEP SALES & SERVICE	1,210.99	20 Powerplex And 1 Ice Melt
			001 - 522-50-31-2051 - Facilities/Janitorial Supplies			274.64	Extractor Soap
			001 - 522-50-31-2051 - Facilities/Janitorial Supplies			936.35	Ice Melt
		Invoices	Amount	PO	For		
		9002046069	1,210.99	596	20 Powerplex and 1 Ice Melt		
363	01/21/2016	<u>Withdra</u>	6630	17783	THUR CO FD3 REV FUND	3,057.53	1/21/16 Reimbursement Of The Revolving Fund, AP 101 1B 2016
362	01/22/2016	Claims	6633	17784	TAGS TROPHIES	583.17	144 Recognition Supplies Mugs
			101 - 522-10-31-1045 - Recog. Events-Food, Suppli			583.17	#W0740 Recognition Supplies - Mugs
		Invoices	Amount	PO	For		
		W0740	583.17	556	144 Recognition Supplies Mugs		

500 Support Services	11,213.55
501 Operations	71,202.61
502 Executive	1,160.00
001 General Fund	83,576.16
522 Fire Control	583.17
101 Donations Fund	583.17

Claims: 87,216.86
87,216.86

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

01/21/2016 To: 01/22/2016

Time: 15:22:58 Date: 01/19/2016
Page: 9

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					<i>Nela E. von Neudorff</i>		<i>Financial Director</i>
Signature and Title						<i>1/19/2016</i>	Date

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.

Steve Bolen

Fire Chief

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Approval Date: _____

**THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST**

Payroll Period 01A 2016

Checks Total Amount **350,367.55**

DIRECT DEPOSIT - KEY BANK **410,092.05**

KEY BANK FUNDS TRANSFER TO IRS
FED INCOME TAX DEPOSIT **109,073.17**

KEY BANK FUNDS TRANSFER TO IRS
MEDICARE DEPOSIT **20,201.64**

KEY BANK FUNDS TRANSFER TO IRS
SOCIAL SECURITY DEPOSIT **1,017.80**

Net Tax Deposit Total **130,292.61**

UNEMPLOYMENT FUND **691.14**

WASH STATE DEPT OF
RETIREMENT SYSTEMS **173,800.93**

TOTAL PAYROLL 1,065,244.28

Emergency Services Outside the District

I. OVERVIEW/PURPOSE/SCOPE

RCW 52.12.160 (2)(b) states “Property owners of unprotected land who choose not to form or annex into a fire protection jurisdiction or to enter into a written contractual agreement with a fire protection agency or agencies for the provision of firefighting services, do so willingly and with full knowledge that a fire protection service agency is not obligated to provide firefighting services to unprotected land.”

The District establishes guidelines for providing firefighting and emergency medical services outside the jurisdictional boundaries of Lacey Fire District 3 (District).

II. POLICY

The District may provide or assist in providing emergency fire or emergency medical services outside of its own district boundaries if:

1. Those services are otherwise unavailable
2. Those services are provided at the request of any law enforcement agency, fire district, fire department, a Washington State agency, Federally recognized Tribe, or private person and
3. The District receives reimbursement for the costs of providing the services.

The person or entity receiving the services, or on whose behalf the services are provided, is liable to the District for the costs and these costs constitute a debt of that person and may be collected by the District.

In the absence of a service agreement with provisions for compensation or a mutual aid agreement, the District will not provide emergency fire or emergency medical services.

III. DEFINITIONS

Cost of service – the costs of providing firefighting services are those costs set forth in fee schedule(s) adopted by the District board of Fire Commissioners. Those schedules establish fees for emergency response and any other fees that may be required or appropriate to provide necessary services outside of District boundaries.

District jurisdiction – an area or property located within the District adopted boundaries including the municipal limits of the City of Lacey.

Firefighting services – the provision of fire prevention services, fire suppression services, emergency medical services, other emergency care, rescue, recovery and other services related to the protection of life and property.

Improved property – property upon which a structure is located, including bridges and agricultural structures as defined in RCW 19.27.015.

Unimproved property – those lands that will support grass, brush and tree growth, or other flammable materials when such lands are not cleared of cultivated and, in the opinion of the District, are a fire menace to life and property. See “unimproved lands” in RCW 76.04.005.

Unprotected land – property or unimproved property located outside the District’s jurisdiction.

IV. PRINCIPLES

- A. In order to facilitate the provision of firefighting services to unprotected lands, property owners of unprotected lands are encouraged, to the extent practicable, to annex to the District or to enter into a written agreement with the District for the provision of services.
- B. Property owners of unprotected land who choose not to annex into the District nor to enter into a written agreement with the district for the provision of firefighting services, do so willingly and with full knowledge that the District is not obligated to provide firefighting or emergency medical services to unprotected land.
- C. In the absence of a written agreement, the District may initiate services on unprotected land outside District jurisdiction in the following instances:
 - 1. Service was specifically requested by a landowner or other fire service agency
 - 2. Service could reasonably be believed to prevent the spread of a fire onto lands protected by the District
 - 3. Service could reasonably be believed to substantially mitigate the risk of harm to life or property by preventing the spread of a fire onto other unprotected lands.
- D. The property owner or owners of unprotected land outside the District jurisdiction shall reimburse the District actual costs for District response as described in policy.
 - 1. Cost recovery is based on District Board of Fire Commissioners adopted fee schedule(s).
 - 2. If a property owner fails to pay or defaults in payment to District for services rendered, the District is entitled to itself pursue payment, or through the collections process outlined in RCW 19.16.500.
- E. The District, its officers, employees, agents and volunteers providing firefighting services outside the District jurisdiction are not liable for civil damages resulting from any act or omission in the rendering of such services.

V. RELATED DOCUMENTS

Fee Schedule

Fee Schedule

I. OVERVIEW/PURPOSE/SCOPE

To establish a consistent, fair, and equitable mechanism for cost recovery associated with the District's provision of regular services to individuals, entities, and properties that are outside of the District boundaries established by the Thurston County Auditor and/or are exempt from property taxation (*e.g.*, RCW 52.12.160; 52.30.020; and 52.30.080). This schedule does not otherwise limit the District's recovery of damages, costs and expenses authorized by law.

II. FEE SCHEDULE

Based on the following guidelines, the District will seek to establish service agreements with all entities and property within the established service and response area of the Fire District that are outside the District and/or not assessed regular property taxes by the Thurston County Assessor's Office. Under such service agreements, or in the absence of service agreements, the following fee schedule applies

- A. For properties with an assessed valuation maintained by the Thurston County Assessor's Office, the District will apply the established Regular and any voter approved Excess Levy Rates to the most current assessed valuation of the property to determine the annual rate of compensation:
2016 Regular Levy Rate = \$1.50/\$1,000 of assessed valuation
- B. For singular property parcels without an assessed valuation maintained by the Thurston County Assessor's Office, the District will apply the following rate to the total square footage of all structures on the parcel: **For 2016 = \$.28/sq. ft.**
- C. For service areas encompassing multiple land parcels with an established service history, the Board of Fire Commissioners may elect to charge a "per incident" fee in lieu of either A. or B. above. This fee will be determined by dividing the total amount of property tax dollars budgeted in the current calendar year by the total number of incident responses by the District in the prior calendar year: **For 2016 = \$1,025.00 per response**

III. RELATED DOCUMENTS

Out of District and Exempt Properties Service Provision Policy (Resolution)

2016 Board / Committee Appointments

Thurston County EMS Council

- Commissioner Kirkbride; representative to the EMS Council
 - Commissioner Wilson; alternate to the EMS Council
 - Chief Brooks; alternate to the EMS Council

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

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

Thurston Regional Planning Council (TRPC)

- Commissioner Dobry; representative to TRPC.
 - Commissioner Kirkbride; alternate to TRPC
 - Commissioner Nelson; 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 Kirkbride; representative

Appellate Panel for District Members

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

Appeals Process

I. OVERVIEW/PURPOSE/SCOPE

The District must provide a process for employees to appeal grievance decisions and disciplinary actions (demotion, suspension, discharge). Terms of the Collective Bargaining Agreement apply to represented members.

II. POLICY

Employees have the right to appeal a grievance decision or disciplinary action; bargaining unit members must follow the terms of the collective bargaining agreement if it conflicts with this policy.

III. DEFINITIONS

Notice – a hard copy document or an email.

IV. PRINCIPLES

- A. Appeals to a grievance or a disciplinary action will be heard by a subset of two of the Board of Fire Commissioners, referred to in this document as the Panel.
 - 1. One Fire Commissioner shall be named as alternate.
 - 2. The two Commissioners and alternate to serve on the Panel shall be selected annually.
- B. The role of the Panel is to review the process for conformance with District policies and procedures to determine if the District acted outside its authority. Upon demonstration of cause, the Panel shall not substitute judgment for the District.
- C. An appeal process is initiated by an member through the HR Director.
- D. Time limits apply to all phases of the appeals process; if all parties agree, notice provisions and time limits may be waived.
- E. If the matter is resolved prior to the hearing, any party may request the dismissal of the matter.
- F. The Panel may deliberate in closed session when taking a disciplinary case under advisement.
- G. The decision issued by the Panel is final. If the Panel is unable to reach a decision, the appeal may be brought before the full Board of Fire Commissioners.
- H. Each party shall bear their own costs, if any.

V. RELATED DOCUMENTS

Appeals Process Procedures

Appeals Process

I. DEFINITIONS

Written / electronic notice – a hard copy document or an email.

II. RESPONSIBILITIES

III. GUIDELINES

- A. A written/electronic notice of appeal shall be provided to the HR Director within 14 calendar days of the decision of the action to be appealed.
- B. A notice of appeal must include:
 - 1. a brief description of the facts
 - 2. a concise statement of the reason for appeal
 - 3. the remedy requested
- C. Within 10 days of receipt of notice of appeal, the Board of Fire Commissioners Panel (“Panel”) shall be contacted to set a hearing date; each party shall have 14 calendar days notice of the hearing date.
- D. Witnesses shall testify under oath or affirmation, and are subject to cross examination. While preferable that witnesses appear in person, witnesses may participate via teleconference or other technological means.
- E. If documentary exhibits are to be offered, copies shall be furnished to opposing parties.
- F. The Panel will issue a written decision within 14 calendar days.

IV. RELATED DOCUMENTS

Appeals Process Policy