

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 WFCAs 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
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| 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 |

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Lacey Fire District Three
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| 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 |

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| 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 |

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|------------|-------------------|--|-------------|--------------|--|------------------|--|
| | | 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 | | |

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| 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 |

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| 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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| 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 |

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| 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

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| 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