

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 21, 2016

Present:

Chair Wilson
Vice Chair Dobry
Commissioner Nelson
Commissioner Kirkbride
Commissioner Roberts

I. CALL TO ORDER / FLAG SALUTE

Chair Wilson called them meeting to order at 5:30 p.m. She announced a change to the order of the agenda for the purpose of adding a CPR Presentation and Pinning Ceremony.

II. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

III. PRESENTATION BY PARAMEDIC KAREN WEISS

Paramedic Karen Weiss gave a presentation to promote the National Heart Month in February and raise awareness of the cardiac arrest survival rate and the “Compression Only CPR” method. She outlined the District’s following objectives to reach out to the community:

- Inform – Public service announcement release on Valentine’s Day. District partnerships include: TCTV, City of Lacey, UW Media Program, and TC Medic One.
- Engage – Public outreach through social media outlets. The District will be the first in the fire service to implement an innovative way to demonstrate skills and engage a learner. In March, the District will introduce a virtual interactive way for citizens to examine “Compression Only CPR”.
- Connect – Direct Citizens back to social media and website participation

She shared a PowerPoint of the campaign vision and YouTube video introducing the Virtual Reality Google Demo found on the website:

<https://www.youtube.com/watch?v=wZXjoMMigJU>. She provided a sample of the Google Goggles product and a smart phone for the Board to experience first-hand. She reported that the cost of the view box goggles is approximately six dollars a box. She advised that she continues to negotiate costs.

The Board commented that they are very pleased with the demo and are excited with the District's role in the campaign. They thanked Karen for her contribution and hard work.

IV. PINNING CEREMONY FOR NEW MEMBERS

Chief Brooks welcomed new Volunteer Firefighters Christopher Crebs and Eric Hill. Each new member gave a brief introduction. A pinning ceremony was conducted.

Chair Wilson recessed the Board meeting at 6:01 p.m. for duration of 10 min.

Chair Wilson reconvened at 6:10 p.m.

V. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

VI. APPROVAL OF THE CONSENT AGENDA

The Board reviewed and discussed the following Consent Agenda items:

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.
 1. Association of WA Cities in the amount of \$3,279.80 – 2016 Benefit Membership and Assessment fee based on the District's population. Benefits include vision, dental, EAP, and Group Health programs.
- 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.

MOTION: To accept the Consent Agenda as amended.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

VII. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the January 20, 2016 meeting and reported the following highlights:

1. Steve Romines to retire May 31, 2016 after over 24 years of service.
2. TRPC Study progressing but may be delayed due to a delay in data availability.
3. Digital Inventory System Overview
4. Mobile Integrated Healthcare Programs – Chief Brooks and Chief Greg Wright presented a program concept overview.
5. District 8 Transport License application – vote to recommend approval to WREMS was approved by council.

Commissioner Kirkbride reminded that he is traveling out of town and is unable to attend the February 18, 2016 meeting. He asked that the 1st alternate to the EMS Council attend in his absence.

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

Chair Wilson reported that she attended former Executive Director Jim Quackenbush's retirement celebration yesterday at the Indian Summer Country Club. Jim Quackenbush served the position for over 25 years.

C. City / District Liaison Communication updates

Upcoming Calendar:

- February 16 – Next scheduled meeting.
- February 25 – Karen Weiss will present the CPR Campaign to Lacey City Council.

D. Thurston County Fire Commissioners Association Regular meeting

Commissioners Dobry and Wilson attended the January 19, 2016 meeting and reported the following highlights:

1. West Pierce Fire Commissioner Dan Rankin is the new Region 7 Representative.

2. Business Plan Presentation – District 8 Fire Commissioner Dick Small will present to the committee for comments and then to the general assembly for approval.
3. Legislature
 - House Bill 2348 – Fireworks ordinance
 - SB 6250 – Union firefighters’ eligibility to volunteer in their communities.
 - House Bill 2287 – Stickers for vehicles to identify special needs passengers.

E. Thurston Regional Planning Council
Status report

Commissioner Dobry attended the January 8, 2016 meeting and reported the following highlights:

1. Officer nominations
2. South Sound Military & Communities Partnership Participation approved
3. Proposed Organizational Restructure approved
4. The Profile 2015 is available on the TRPC website
5. Smart Towns Event is available on the TRPC website
6. Mobile Integrated Healthcare Programs – A presentation by Fire Chief Brooks and Greg Wright will be given at the February 5, 2016 meeting.
7. Transportation Benefit Districts – City of Lacey will place on upcoming ballot. Chief Brooks reported that Thurston Public Works Director Ramiro Chavez requested to present to the Board at the regular Board meeting on February 18, 2016. Chief Brooks recommended having a workshop session at 5 p.m. for Mr. Chavez’s presentation. The Board agreed. Chief Brooks will send a reminder to the Board.

F. Community Outreach
Status report

1. Lacey Loves to Read “Scavenger Hunt”– The District will welcome participants to Station 31 on February 15th and 20th, between 12 p.m. – 5 p.m. and February 16th-19th between 3 p.m. – 5 p.m. The Board volunteered to host the following dates:
 - February 15– Commissioner Dobry: 12 p.m. - 2:30 p.m.
Commissioner Roberts: 2:30 p.m. - 5 p.m.
 - February 16 – Commissioner Wilson
 - February 17 – Commissioner Roberts
 - February 18 – Commissioner Nelson
 - February 19 – Commissioner Nelson

- February 20 – Commissioner Dobry: 12 p.m. - 2:30 p.m.
Commissioner Wilson: 2:30 p.m. - 5 p.m.

Chief Brooks advised that staff can be available for tours. He will post the host assignments to the Board calendar. Commissioner Kirkbride will be out of town the third week in February and is unable to participate.

G. Nisqually Tribe
Status report

No report.

H. Citizen Advisory Committee
Status report

Commissioner Kirkbride attended the January 20, 2016 CAC meeting and reported that he presented a summary of the District's current education and outreach services. He advised that the CAC will be visiting the District website to offer suggestions for improvement and will report at the next meeting. He informed the Board that CAC member Glenn Cramer drafted a Proposed Project Development Plan as a guide moving forward. He noted that recruiting more CAC members was discussed. He reported that the committee recommended that the Board reach out to the Board of Fire Commissioner applicants to them to join the CAC.

Chief Brooks stated that the CAC advertisement for seeking volunteers is now posted on the District website. He also added that the District website will be going "mobile friendly" along with other updates.

VIII. OLD BUSINESS

A. Implementation of Fee Schedule for Tax Exempt Services

The Board discussed the implementation of the Fee Schedule adopted in 2015. The Board will pursue a meeting with the Nisqually Tribal Counsel to present the adopted Tax Exempt Policy and Fee Schedule. The Board discussed deducting the Nisqually grant award from the amount of service fees due this year but to not dismiss the District's opportunity to seek application for the future. Chief Brooks will contact the Nisqually Chief Financial Officer David Montgomery via email. The Board will determine next action if there is no response within 30 days.

IX. NEW BUSINESS

A. Selection of Board Officers

Per the adopted policy on selecting the Chairperson in accordance with RCW 52.14.080., Commissioner Dobry is the 2016 Chair. He opened the nomination for 2016 Vice Chair.

MOTION: To nominate Commissioner Roberts as Vice Chair for 2016.

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

Commissioner Roberts accepted the nomination.

B. Appointment of Subcommittee Representatives

1. 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
2. Thurston 911 Communications (TCOMM)
 - Commissioner Wilson; representative to TCOMM
 - Vice Chair Roberts; 1st alternate to TCOMM
 - Commissioner Nelson; 2nd alternate to TCOMM
3. Thurston Regional Planning Council (TRPC)
 - Chair Dobry; representative to TRPC
 - Commissioner Kirkbride; 1st alternate to TRPC
 - Commissioner Nelson; 2nd alternate to TRPC
4. Nisqually/ District Liaison
 - Chair Dobry; representative
 - Vice Chair Roberts ; representative
 - Chief Brooks; staff support
5. City of Lacey/ District Liaison
 - Chair Dobry; representative
 - Vice Chair Roberts; representative
 - Chief Brooks; staff support
6. Thurston County Fire Commissioners Association (TCFCA)
 - Commissioner Nelson; representative

7. Appellate Panel for District Members
 - Vice Chair Roberts; representative
 - Commissioner Kirkbride; representative
 - Commissioner Nelson; 1st alternate

MOTION: To accept the 2016 Subcommittee Representation appointments.

Motion: Commissioner Nelson

Second: Vice Chair Roberts

Carried: Unanimous

Chief Brooks will notify the committees of the new representative appointments.

X. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates:

1. Financial Report – Approximately 13.6% revenue carried over from last year with over 8% call volume increase over last year.
2. IT Specialist – Ryan Parson has been hired.
3. Administrative Specialist – 28 applications received. There are eight potential applicants moving forward for interviews.
4. Basic Recruit Academy – Three will new members will enter the volunteer academy.
5. District Boundary Issues – Legal Counsel has been in contact with legal counsel for the Board of County Commissioners. Document review is ongoing with a recommendation for next steps to follow.

XI. COMMISSIONER COMMENTS

Commissioner Nelson thanked Commissioner Wilson for leadership as Chair. He congratulated the new Chair and Vice Chair.

Commissioner Kirkbride echoed Commissioner Nelson's comments. He stated that cannot be more pleased with the CAC.

Chair Dobry thanked Commissioner Wilson for her service as Chair.

Commissioner Wilson thanked the Board for the compliments. She reminded the Board to complete the PDC reports.

XII. OTHER INFORMATION

A. Suggestion Box

None

B. Correspondence

1. Art Piece – The District was gifted a handmade wooden fire truck from a resident of Fire District 8 in appreciation of Paramedics responding to multiple emergency calls for his mother. The artist dedicated over 88 hours constructing the fire truck. It is on display in the BoFC. A photo of the fire truck with the Fire Chief was taken and forwarded to the artist with a thank you.
2. Staff will meet with Panorama staff to discuss Falls Coalition Program due to an increase in service calls.

XIII. HEARING OF THE PUBLIC / MEMBERS PRESENT

Volunteer Service Coordinator Jim Dickson thanked Commissioner Wilson for bringing treats to the meeting. Chair Dobry reminded the Board of the Fire Commissioners Seminar in Ocean Shores on March 19, 2016.

Chair Dobry announced a 30 minute recess at 7:59 p.m. to open an Executive Session.

XIV. 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 adjourned at 8:28 p.m.

Chair Dobry reconvened the Regular Meeting at 8:28 p.m. He reported that the Board had completed the 2015 Performance Review for Chief Brooks and that no other action was taken during the Executive Session. Commissioner Wilson summarized that the Board is very pleased with the overall leadership and direction provided by Chief Brooks.

MOTION: To increase Chief Brooks' salary for the remainder of 2016 by \$10,000 over the current 2016 base level.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Discussion followed regarding the Fire Chief's wage scale relative to other comparable agencies and the fact that the current 2016 level is at approximately the average of comparables. Commissioner Kirkbride expressed his belief that the

wage should be above average based on the Chief's performance. Commissioner Nelson concurred that the wage should be above the average of comparables.

MOTION: To amend the previous motion to raise the Chief's 2016 wage to \$10,000 above the 2015 level.

Motion: Commissioner Nelson

Second: Chair Dobry

Chair Dobry and Commissioner Nelson provided their perspectives that using the index of the 2015 wage would still place the base salary above the comparable average but lessen the budgetary impact. Commissioner Kirkbride restated his belief that the 2016 index was more appropriate based on the Fire Chiefs' performance.

In Favor: Chair Dobry and Commissioner Nelson

Opposed: Vice Chair Roberts and Commissioners Wilson and Kirkbride

Motion Failed

The question was then called for on the original motion:

ORIGINAL MOTION: To increase Chief Brooks' salary for the remainder of 2016 by \$10,000 over the current 2016 base level.

In Favor: Vice Chair Roberts, and Commissioners Kirkbride and Wilson

Opposed: Chair Dobry and Commissioner Nelson




Carried: 3 to 2


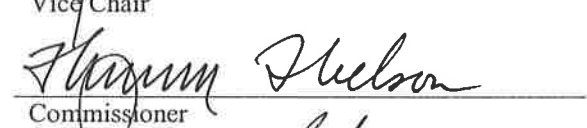

XV. ADJOURNMENT

Chair Dobry adjourned the regular meeting at 8:40 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

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


Chair

Commissioner

Commissioner


Vice Chair

Commissioner

ATTEST: District Secretary