

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 5, 2015

Present:
Chair Wilson
Vice Chair Dobry
Commissioner Nelson
Commissioner Kirkbride

I. CALL TO ORDER / FLAG SALUTE

Chair Wilson called the meeting to order at 5:30 p.m.

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. RECOGNITION OF FORMER COMMISSIONER DENNIS JONES & PRESENTATION REGARDING JAN AMANS AWARD

Chair Wilson recognized former Commissioner Dennis Jones for serving on the Board of Fire Commissioners. She presented him with his commissioner portrait and an appreciation clock as a gift on behalf of the board. Dennis Jones commented that he is very grateful and honored to work with the District and Board of Fire Commissioners. He added that he enjoyed participating in the levy campaign and regrets that he cannot fulfill his term. The board welcomed him to participate in future District events.

In memory of the late Jan Amans, Local 2903 established an Outstanding Citizen Award in which Jan Amans was recognized as the first recipient. Local 2903 Secretary Karen Hoffman thanked Jan's family for attending the recognition dedication. She shared kind words of Jan's countless acts of compassion which

impacted and touched the hearts of all District staff. Jan was known as the “Cookie Lady”. Despite her health issues, she routinely baked cookies and pastries for all crews on each shift at all fire stations within the District. She extended her love and dedication to administration staff and volunteers. Karen noted that every year during the holidays Jan made every effort to distribute personalized goodie bags for each member. She was a huge advocate for the crews and became a member of the District family. Karen encourages all to look for citizens who encompass the spirit of what the award represents.

Chair Wilson recognized Commissioner Dobry for serving five years on the Board of Fire Commissioners. She recognized Chief Brooks for his ten years of service with the District. She presented both with their anniversary pins.

V. APPROVAL OF THE CONSENT AGENDA

The board approved the following consent agenda items:

- A. Draft minutes of the February 19, 2015 of the Board of Fire Commissioners.
- B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #16673 through #16705 in the amount of \$50,108.83. The board inquired about the following warrants and staff gave a description:
 - 1. Chevron & Texaco Business Card Services – Fuel consumption on a commercial account added for the District remote stations to have a secondary fuel site as a result of the Petite fuel station closure. The District is currently evaluating Dyed Diesel fuel which may cost less.
 - 2. American Express in the amount of \$1,272.24 for bath towels – Two replacement towels issued for all responders. It has been approximately seven years since the District provided towels for all members.
 - Donation Fund 101 (Acct# 6633) checks numbered #16706 in the amount of \$40.00.
- C. Payroll #2B 2015 in the amount of \$297,397.90.

MOTION: To accept the consent as published.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

VI. COMMITTEE REPORTS

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

No report.

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

Commissioner Nelson and Chair Wilson attended the March, 4, 2015 meeting. The following agenda items discussed were reported:

1. Former Thurston County Commissioner Sandra Romero was recognized for serving on the Administration Board. Commissioner Bud Blake will fill her position.
2. Next Generation 911 Telephone System Replacement Update – Clark and Klickitat Counties will be added to the system.
3. Private Line Tone Update – April 13, 2015 is the proposed completion date. The District is in the process of the update.
4. Crawford Mountain Department of Natural Resources Contract extended at an increase of 3%. The proposed contract will be revised.
5. Nominations/Elections – Judy Wilson Chair and Lenny Greenstein Vice Chair.
6. Strategic Plan Update (SCGI) – Dr. Hicks of SCGI proposed for a Strategic Positioning Project. Approval made for the Executive Director to move forward with the proposal.
7. The next scheduled meeting is April 1, 2015.

C. Thurston County Fire Commissioners Association Regular meeting

Commissioner Dobry attended the March 4, 2015 Strength of Purpose Meeting and reported the following agenda items discussed:

1. Olympic Regional Clean Air Agency (ORCAA) Survey – Commissioner Slater will email this to all Commissioners.
2. Upcoming Events:
 - March Meeting-- LFD3 Retired Fire Chief Broman will give a presentation on the Harbor Patrol.
 - March 28, 2015 – Ocean Shores Seminar. Vice Chair Dobry will attend. Chief Brooks will submit his registration.

- April Meeting – Fire Chief North will give a presentation on Mobilization.
- May Meeting – Department of Natural Resources presentation
- May 2, 2015 – Risk Management Seminar located at Station 81. \$10 box lunch fee.
- June Meeting – Labor and Industries presentation.
- August Meeting/Lake Lawrence BBQ – Congressman Denny Heck will present.

D. Thurston Regional Planning Council
Status report

No report. The next scheduled meeting is March 6, 2015.

E. Community Outreach
Status report

1. CPR Outreach – The District participated in the “2 Minutes to Save a Life – A Hands Only CPR” campaign and instructed citizens at the Yelm Highway Walmart, Pacific Avenue Safeway, and Sleater-Kinney Fred Meyer. It was a successful educational opportunity. Approximately 550+ free reusable grocery bags with the District logo and CPR message were distributed. Paramedic Karen Hoffman reported that the District plans to offer this at the Regional Athletic Complex (RAC) and other community events.
2. Homeowners’ Association Annual (HOA) Meetings – The board agreed to resume attendance at HOA annual meetings.
3. Lacey South Sound Chamber Forum – Commissioner Nelson and Chief Brooks attended the March 4, 2015 luncheon. Commissioner Nelson shared the District’s experience in participating in the Lacey Loves to Read program.
4. Congestion Mitigation and Air Quality Improvement (CMAQ) Funding – Chief Brooks reported that he discussed the idle reduction funding grant with Tumwater and Olympia Fires Chiefs. He informed the board that Tumwater Fire Department is not interested at this time. Chief Brooks is awaiting a response from Olympia Fire Department.

F. Nisqually Tribe
Status report

Chair Wilson reported the “thank you” letter was mailed to the Nisqually Tribe in appreciation of the grant award.

G. Citizen Advisory Committee
Status report

Chief Brooks reported that he attended the February 18, 2015 meeting and gave a presentation on EMS Protocols and the Mobile Integrated HealthCare concepts and practices. He will update at the April meeting as a follow-up on his onsite visit to evaluate the Fire-Based EMS Wellness Preventive Primary Care pilot program in Mesa, Arizona. He informed that the Citizen Advisory Committee will be creating a list of priorities for recommendations to the board. Commissioner Kirkbride will attend the next March 18, 2015 meeting.

VII. OLD BUSINESS

A. Fire Chief’s Performance and Contract Review

The board discussed the Fire Chief’s salary adjustments for the year and agreed to increase his salary at a lump sum of \$3K per year. The Chief’s Performance Evaluation can be available to the public upon request.

MOTION: To increase the Fire Chief’s salary by \$3,000 for the year 2015.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

B. Vacant Commissioner Position Appointment Process

Chief Brooks distributed the complete application file to the board. He reported that the candidates have been notified of the March 25, 2015 interview date. The board further discussed the interview process. The board agreed to conduct the interviews in an open public hearing with an Executive Session to follow if needed. Each candidate will be given a time limit of 10 minutes to present to the board and answer questions. The board recommended that the candidates be provided with the interview questions prior to the interview to be used as a guide. Upon arrival to the interview the candidates for commissioner will draw numbers for order of interview. Recommendations were made to revise the format of the interview questions. Human Resources Coordinator Wendy Sternsheim will make the revisions before distribution next week.

VIII. NEW BUSINESS

A. Bid Award for Facility Repairs

Chief Brooks gave a brief description of the collapsing asphalt apron issues at Station 33 located on Mullen Road and Station 35 located on Willamette Drive. He referenced the Station 33 and Station 35's Apparatus Bay Apron Replacement Bid. He reported that the bid requirement for vendors to maintain access to the apparatus during the project was too complex for the vendors to manage which increased cost and duration of project. The District consulted legal counsel for the ability to solicit feedback from the vendors and seek a revised engineers estimate to reissue the bid excluding this requirement. The District contacted the three vendors from the bid results and received positive feedback. The vendors were informed that the District will follow-up on the board's action. Chief Brooks advised that the apparatus will temporarily park in the parking lot during project operation. Staff recommends that the board reject the bids and reissue an amended bid package.

MOTION: To reject the bids and go back and rebid based on the information described.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

B. Annual Performance Report

Chief Brooks referenced the Response Time Compliance Report of 2014 and reported that the rise in call volumes has not degraded the District's performance in meeting the established standards. An electronic report will be available on the District website. Hard copies can be made available to public.

Commissioner Kirkbride referenced the District's Full First Alarm Assignment compliance within 17 minutes of page 13 of the Response Time Compliance Report of 2014. He inquired the District's approximate arrival time on scene. Chief Brooks will provide this information.

MOTION: To accept the Response Time Compliance Report For 2014 as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

C. Capital Replacement Schedule for Apparatus

Chief Brooks referenced the apparatus planned longevity report in appendix A. of the agenda packet. He addressed the concerns of engines in our fleet passing their 20 year life expectancy. The District is currently engaged in preliminary discussions with apparatus vendors regarding costs for a replacement engine. Chief Brooks noted that the District ended last year's budget ahead of projections. He surveyed the board's interest to allocate the funds from last year's carryover to negotiate a contract by mid-year to avoid additional cost increases.

The board is interested in further discussions with apparatus vendors. Chief Brooks reported that staff will continue discussions and will present a recommendation in April.

IX. ADMINISTRATIVE REPORT

Chief Brooks reported the following District updates and events:

1. Lacey Loves to Read "Scavenger Hunt" – Approximately 74 students and their families visited the District.
2. Northwest Leadership Seminar– Deputy Chief Pearson and Operations staff are attending the March 4 - 6, 2015 seminar in Portland, Oregon.
3. Services for Volunteer Firefighter Ken Martin – The memorial service is scheduled on March 7, 2015 located at the Messiah Lutheran Church at 11 a.m. The burial service will be held March 9, 2015 located at Mt. Tahoma Cemetery at 2 p.m. The honor guard will participate in the memorial service.
4. Night at the Museum – Airlift Northwest is sponsoring a partnership celebration event for EMS and medical providers on March 7, 2015 located at the Olympia Hands on Children's Museum.
5. County Commissioners Forum – March 9, 2015 4 p.m. - 5 p.m. located at the Thurston County Building 1.
6. Thurston County Executive Seminar on Mt. Rainer – March 16, 2015 located at the Thurston County Emergency Management on Tilley Rd. Commissioner Kirkbride will attend.
7. District Retiree Recognition Luncheon – March 31, 2015 located at Station 31. Informal event.

X. COMMISSIONER COMMENTS

Commissioner Nelson reported that he attended a interview session with Radio Commentator Ken Balsley on March 3, 2015. The Board of Fire Commissioners vacancy was discussed.

Commissioner Kirkbride thanked Chair Wilson for attending the March 18, 2015 EMS Council meeting in his absence. He encouraged the board to attend the Thurston County Emergency Management Council seminars.

Vice Chair Dobry reported that he'll be traveling out of the country March 9th – 16th. He thanked DC Dickson for creating the Annual Compliance Performance Report.

Chair Wilson reported that she'll be traveling out of the country March 6th – 22nd.

XI. OTHER INFORMATION

A. Suggestion Box

None

B. Correspondence

None

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

XIII. ADJOURNMENT

Chair Wilson adjourned the regular board meeting at 7:02 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: March 19, 2015 – 5:30 pm

Chair

James Nelson
Commissioner

Commissioner

Eugene W. Doherty
Vice Chair

[Signature]
Commissioner

[Signature]
ATTEST: District Secretary