

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

March 16, 2017

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
 - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **APPROVAL OF THE CONSENT AGENDA**
 - A. Draft minutes of the March 2, 2017 Board of Fire Commissioners' and Board of Volunteer Firefighters' meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #19008 through #19045 in the amount of \$53,331.30.
 - C. Payroll #3A 2017 in the amount of \$908,189.94.
- 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 Roberts & Kirkbride
 - D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Nelson

- E. Thurston Regional Planning Council
Status report Commissioner Dobry
- F. Community Outreach
Status report Staff
- G. Nisqually Tribe
Status report Commissioners Roberts & Kirkbride
- H. Citizen Advisory Committee
Status report

VI. OLD BUSINESS

A.

VII. NEW BUSINESS

- A. Workshop Agenda Planning: Discussion
- B. Communications Plan Review: Discussion (see Appendix A)

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

- A. Suggestion Box
- B. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: April 6, 20107 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 2, 2017

Present:

Commissioner Nelson
Commissioner Wilson
Commissioner Dobry

Commissioner Nelson Chaired the regular Board meeting. Chair Roberts attended via video conference and Vice Chair Kirkbride was excused.

I. CALL TO ORDER / FLAG SALUTE

Commissioner Nelson called the meeting to order at 5:30 p.m.

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the February 16, 2017 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #18873 through #18907 in the amount of \$81,869.45.

C. Payroll #2B 2017 in the amount of \$317,149.99.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

V. COMMITTEE REPORTS

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

No report. The next meeting is March 15, 2017.

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

Commissioner Wilson attended the March 1, 2017 meeting and reported the following agenda items discussed:

1. Election of 2017 Officers
 - Chair – Judy Wilson
 - Vice Chair – Lenny Greenstein
2. Thurston County Public Safety Radio Project Update – The radio system is in need of updating. The committee authorized Executive Director Keith Flewelling to pursue an RFQ for consulting services.
3. Executive Session to discuss satisfaction of the Executive Director Flewelling.

C. City / District Liaison Communication updates

No report. Regular scheduled meetings will take place every other month following the next meeting on April 18, 2017.

D. Thurston County Fire Commissioners Association Regular meeting

Commissioners Wilson and Dobry attended the February 21, 2017 meeting and reported the following highlights:

1. Saturday Seminar Series – March 25, 2017 located at Ocean Shores. Commissioners Wilson and Dobry will attend.
2. Medic One Presentation – Kurt Hardin introduced a proposal to contract with Olympia Emergency Services as a solution to fill the Medical Program Director position.
3. Chief Brooks will give an update on the recruit academy sponsorship at the next meeting.

Commissioner Dobry attended the Strength of Purpose meeting on March 1, 2017. He advised that a report on archive records and the audit results from Commissioner Roger Ferris to Commissioner Jeff Grimm's transition will be provided to the general membership. He gave a reminder that the PDC filing deadline is April 15, 2017.

A. Thurston Regional Planning Council

Status report

No report. The next meeting is March 3, 2017.

B. Community Outreach

Status report

Staff

Chief Brooks highlighted the following event updates:

1. Hawks Ridge HOA Annual Meeting – March 7, 2017 located at Station 34, 5:30 p.m. Commissioner Nelson and Chief Brooks will attend.
2. Education Outreach
 - Timberline High School Career Day – Chief Brooks presented to approximately 20 students.
 - Boy & Girls Club Career Day – Chief Brooks and Station 31 crew members attended.
 - Evergreen Forest Elementary Celebrates Dr. Seuss' Birthday – Chief Brooks will read to student classrooms.

C. Nisqually Tribe

Status report

Chief Brooks reported that the Nisqually Tribe approved the Agreement between the District and the Nisqually Tribe for Fire Protection and Related Emergency Services effective January 1, 2017. It will be a quarterly billing excluding Red Wind Casino. The Board requested that Chief Brooks reach out to Red Wind Casino to begin agreement negotiation discussions. Chief Brooks will contact Nisqually CFO Montgomery to inquire a point of contact.

D. Citizen Advisory Committee

Status report

An invitation was sent to the CAC to participate in the Board of Fire Commissioners Workshop on Long Range Planning. The Workshop is scheduled on March 18, 2017 located at Station 31-BoFC, 8 a.m. – 12 p.m.

II. NEW BUSINESS

A. 2017 Annual Report Draft: Staff Report/Discussion

The Board gave positive feedback and minor revision suggestions. Deputy Chief Dickson will modify accordingly. The Board approved the 2017 Annual Report Draft.

III. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

1. District All Personnel Meetings will be conducted March 20th– 23th located at Station 31, 3:30 p.m.
2. Chief's Travels – March 24th – 31st.
3. District Recognition Event – March 18, 2017 located at the Lacey Community Center, 7 p.m.
4. Finance Director Update – An offer will be presented soon.
5. Volunteer Recruit Academy Update – One of our members is the academic leader of the class.
6. Long Range Planning Workshop – March 18, 2017 located at Station 31, 8 a.m. – 12n.

IV. COMMISSIONER COMMENTS

Commissioner Wilson commented that she attended the Lacey Chamber meeting and reported that City Manager Scott Spence presented.

Commissioner Dobry reported that he was interviewed via telephone by The Olympian reporter Rolph Boone about Chief Brooks' annual performance report. Commissioner Dobry commented that it was a positive exchange. He also noted that he will be traveling for a week.

Chair Roberts thanked IT Specialist Ryan Parsons for the video conference setup.

V. OTHER INFORMATION

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

VI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

VII. ADJOURNMENT

The regular Board Meeting was adjourned at 6:13 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: March 16, 2017 – 5:30 p.m.

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

Thurston County Fire District Three



Board of Volunteer Firefighters

Meeting Minutes

March 2, 2017

Present: Chief Brooks, Volunteer Firefighter Ken Roberts, and Chair Roberts via video conference.

I. CALL TO ORDER, 5:25 P.M.

II. NEW BUSINESS

A. Approval for 2016 Pension Participation

Signature is needed on 2016 Pension participation Certification form that certifies the length of time each LFD volunteer firefighter participated in the pension fund in 2016.

MOTION: To approve 2016 Pension Participation.

Motion: Ken Roberts

Second: Chief Brooks

Carried: Unanimous

B. Authorization for reimbursement

Signature needed to request reimbursement for volunteer firefighter physicals (BVFF reimburses \$100 of the cost of a volunteer FF physical). Two physicals are being submitted for reimbursement for a total of \$200.

MOTION: To authorize the request for reimbursement for volunteer physicals in the amount of \$200.

Motion: Ken Roberts

Second: Chief Brooks

Carried: Unanimous

III. ADJOURN, 5:27 P.M.

Chairperson

ATTEST: _____

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

03/16/2017 To: 03/17/2017

Time: 15:16:50 Date: 03/14/2017
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
970	03/17/2017	Claims	6630	19008	JACOB A BENTLEY	800.00	Practicum Supervision For Jeff Holguin, 2/2/17 & 2/14/17
					001 - 522-10-41-6029 - Management Consultants	800.00	Practicum Supervision - Holguin
		Invoices	Amount	PO	For		
		3/6/17 BENTLEY	800.00	2037	Practicum Supervision For Jeff Holguin, 2/2/17 & 2/14/17		
971	03/17/2017	Claims	6630	19009	CENTURYLINK - BUSINESS SVS	537.46	Monthly Phone Expenses - Feb., 2017, #85430675
					001 - 522-10-42-1011 - Telephone	537.46	Monthly Phone Expenses - Feb., 2017, #85430675
		Invoices	Amount	PO	For		
		1403547192	537.46	462	Monthly Phone Expenses - Feb., 2017, #85430675		
972	03/17/2017	Claims	6630	19010	CITY OF LACEY	3,853.39	Fuel - February, 2017
					001 - 522-60-32-2011 - Fuel; Apparatus	3,853.39	Fuel - February, 2017
		Invoices	Amount	PO	For		
		13059	3,853.39	465	Fuel - February, 2017		
973	03/17/2017	Claims	6630	19011	COMCASTCABLE	1,263.95	Phone Expenses - March, 2017, #8498 30 099 0001154; S32 Hig Def.
					001 - 522-10-42-1011 - Telephone	1,253.36	Phone Expenses - March, 2017, #8498 30 099 0001154
					001 - 522-10-42-1011 - Telephone	10.59	S32 Hig Def.
		Invoices	Amount	PO	For		
		3/2/17 - COMCA	1,253.36	467	Phone Expenses - March, 2017, #8498 30 099 0001154		
		3/6/17 COMCAS	10.59	467	S32 Hig Def.		
974	03/17/2017	Claims	6630	19012	CW NIELSEN MFG CORP	1,049.17	Longevity Pins For 2017; Collar Insignia - Deputy Chief; New PM Damron Badge
					001 - 522-20-31-2031 - Uniforms	926.99	Longevity Pins For 2017
					001 - 522-20-31-2031 - Uniforms	24.13	Collar Insignia
					001 - 522-20-31-2031 - Uniforms	24.13	Collar Insignia
					001 - 522-20-31-2031 - Uniforms	73.92	Badge - New Member
		Invoices	Amount	PO	For		
		18235	926.99	1897	Longevity Pins For 2017		
		18399	48.26	1958	Collar Insignia - Deputy Chief		
		18348	73.92	1872	New PM Damron Badge		
975	03/17/2017	Claims	6630	19013	CWO CONSTRUCTION, LLC	100.00	S31 Cabinet Doors Change Order - 2 Additional Doors
					001 - 594-22-63-2011 - Other Cap Imprv. - Sta 31	100.00	Cabinet Doors
		Invoices	Amount	PO	For		
		72853	100.00	2002	S31 Cabinet Doors Change Order - 2 Additional Doors		
976	03/17/2017	Claims	6630	19014	DUO-SAFETY LADDER CORPORATION	57.50	Ladder Part
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	57.50	Prong Feet

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

03/16/2017 To: 03/17/2017

Time: 15:16:50 Date: 03/14/2017
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		459642-00	57.50	1999	Ladder Part		
977	03/17/2017	Claims	6630	19015	FOSTER PEPPER PLLC	1,793.50	Legal Fees - Personnel Matters, Matter #4; Legal Fees - General, Matter #6; Legal Fees - General, Matter #1
		001 - 522-10-41-1031 - Legal Services				288.00	Legal Fees - Personnel Matters, Matter #4
		001 - 522-10-41-1031 - Legal Services				48.00	Legal Fees - General, Matter #6
		001 - 522-10-41-1031 - Legal Services				1,457.50	Legal Fees - General, Matter #1
		Invoices	Amount	PO	For		
		1160790	288.00	2011	Legal Fees - Personnel Matters, Matter #4		
		1160791	48.00	2009	Legal Fees - General, Matter #6		
		1160792	1,457.50	2010	Legal Fees - General, Matter #1		
978	03/17/2017	Claims	6630	19016	GARDNER'S TRUST INC	1,856.66	Grounds Maintenance - Feb., 2017
		001 - 522-50-48-2030 - Facilities Maintenance				1,856.66	Grounds Maintenance - Feb., 2017
		Invoices	Amount	PO	For		
		21707	1,856.66	471	Grounds Maintenance - Feb., 2017		
979	03/17/2017	Claims	6630	19017	HUGHES FIRE EQUIPMENT INC	5,420.35	Oly Shop #3180 Parts
		001 - 522-60-31-2022 - Apparatus Parts/Supplies				5,420.35	Truck 31 Parts
		Invoices	Amount	PO	For		
		511360	5,420.35	2025	Oly Shop #3180 Parts		
980	03/17/2017	Claims	6630	19018	LEGEND DATA SYSTEMS	83.60	Passport & Equipment Tags
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				83.60	Tags For Ranney, Smith T., Alexander, Damron
		Invoices	Amount	PO	For		
		115378	83.60	1873	Passport & Equipment Tags		
981	03/17/2017	Claims	6630	19019	LIGHTHOUSE UNIFORM CO	645.28	Uniform Upgrades; Class "A" Uniforms Upgrades
		001 - 522-20-31-2031 - Uniforms				9.95	Class A
		001 - 522-20-31-2031 - Uniforms				43.95	Class A Uniform Upgrade
		001 - 522-20-31-2031 - Uniforms				29.90	Class A Uniform Upgrade
		001 - 522-20-31-2031 - Uniforms				23.76	Class A Uniform Upgrade
		001 - 522-20-31-2031 - Uniforms				328.98	Class A Promo Upgrades
		001 - 522-20-31-2031 - Uniforms				124.90	Class A Shirt And Pants - Hammond
		001 - 522-20-31-2031 - Uniforms				37.99	Class A Shirt - Christiansen
		001 - 522-20-31-2031 - Uniforms				45.85	Shipping/Handling
		Invoices	Amount	PO	For		
		87605	107.56	1951	Uniform Upgrades		
		87639	537.72	1964	Class "A" Uniforms Upgrades		
982	03/17/2017	Claims	6630	19020	LN CURTIS & SONS INC	1,088.97	Bunker Boots - Randall
		001 - 522-20-31-2032 - PPE [Bunker Gear]				1,088.97	Boots - Randall
		Invoices	Amount	PO	For		

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

03/16/2017 To: 03/17/2017

Time: 15:16:50 Date: 03/14/2017
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		INV84336	1,088.97	1888	Bunker Boots - Randall		
983	03/17/2017	Claims	6630	19021	MCKINNEY'S APPLIANCE CNTR	1,748.77	S31 D-Shift Refrigerator; S35 Dryer Repair; S33 Stove Burner Repair
		001 - 522-50-48-2016 - Sta. 33 Facilities Repair				134.68	S33 Stove Burner Repair
		001 - 522-50-48-2018 - Sta. 35 Facilities Repair				127.07	S35 Dryer Repair
		001 - 594-22-64-2021 - Facility Furn., Appl., Eqpm.				1,487.02	S31 D-Shift Refrigerator
		Invoices	Amount	PO	For		
		122450	1,487.02	1974	S31 D-Shift Refrigerator		
		626120B-7	127.07	2014	S35 Dryer Repair		
		625980B-4	134.68	2029	S33 Stove Burner Repair		
984	03/17/2017	Claims	6630	19022	MOTOROLA	595.13	10 Remote Radio Speaker Mics
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				595.13	10 Remote Radio Speaker Mics
		Invoices	Amount	PO	For		
		92107059	595.13	1067	10 Remote Radio Speaker Mics		
985	03/17/2017	Claims	6630	19023	OLYMPIA AUTO BODY INC	320.81	Oly Shop #3151 Repair
		001 - 522-60-48-2014 - Apparatus Repair				320.81	Battalion 39 Repair
		Invoices	Amount	PO	For		
		9649	320.81	2024	Oly Shop #3151 Repair		
986	03/17/2017	Claims	6630	19024	PALADIN BACKGROUND SCREENING LLP	188.00	Background Screening
		001 - 522-10-41-1091 - Other Professional Services				188.00	Background Screening
		Invoices	Amount	PO	For		
		796	188.00	2000	Background Screening		
987	03/17/2017	Claims	6630	19025	PITNEY BOWES GLOBAL FIN. SVS LLC	167.78	Postage Meter Machine Rental, 3/30/17-6/29/17
		001 - 522-10-42-1021 - Postage/Shipping				167.78	Postage Meter Machine Rental, 3/30/17-6/29/17
		Invoices	Amount	PO	For		
		3302996785	167.78	473	Postage Meter Machine Rental, 3/30/17-6/29/17		
988	03/17/2017	Claims	6630	19026	POPE, HOUSER & BARNES, PLLC	435.00	Legal Fees
		001 - 522-10-41-1031 - Legal Services				435.00	Legal Services Rendered 2/2/2017
		Invoices	Amount	PO	For		
		73450	435.00	2030	Legal Fees		
989	03/17/2017	Claims	6630	19027	PUGET SOUND ENERGY INC	10,400.29	Utilities - Feb., 2017, Electricity & Natural Gas
		001 - 522-50-47-2011 - Sta. 31 Utilities				5,286.03	S31 - Feb., 2017 Utilities

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

03/16/2017 To: 03/17/2017

Time: 11:23:36 Date: 03/15/2017
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522-50-47-2012 - Sta. 32 Utilities	522.73	S32 - Feb., 2017 Utilities
					001 - 522-50-47-2013 - Sta. 33 Utilities	1,297.97	S33 - Feb., 2017 Utilities
					001 - 522-50-47-2014 - Sta. 34 Utilities	1,736.11	S34 - Feb., 2017 Utilities
					001 - 522-50-47-2015 - Sta. 35 Utilities	1,431.97	S35 - Feb., 2017 Utilities
					001 - 522-50-47-2016 - Sta. 32 Residence Utilities	125.48	S32 Mfg. - Feb., 2017 Utilities
		Invoices	Amount	PO	For		
	3/6/17	PUGET PC	10,400.29	475	Utilities - Feb., 2017, Electricity & Natural Gas		
990	03/17/2017	Claims	6630	19028	PURE WATER PARTNERS	1,252.23	Water Cooler Rentals
					001 - 522-50-47-2031 - Water Systems	1,252.23	Water Cooler Rentals
		Invoices	Amount	PO	For		
	116866		1,252.23	473	Water Cooler Rentals		
991	03/17/2017	Claims	6630	19029	SEA-WESTERN INC	1,823.72	8 Pair Of Bunker Gloves; 30 Bunker Gear Hoods
					001 - 522-20-31-2032 - PPE [Bunker Gear]	668.78	Bunker Gloves
					001 - 522-20-31-2032 - PPE [Bunker Gear]		Bunker Gloves
					001 - 522-20-31-2032 - PPE [Bunker Gear]		Bunker Gloves
					001 - 522-20-31-2032 - PPE [Bunker Gear]		Bunker Hoods
					001 - 522-20-31-2032 - PPE [Bunker Gear]	1,154.94	30 Bunker Gear Hoods
		Invoices	Amount	PO	For		
	197090		668.78	1848	8 Pair of Bunker Gloves		
	197171		1,154.94	1984	30 Bunker Gear Hoods		
992	03/17/2017	Claims	6630	19030	SONETICS CORPORATION	173.92	Headset Repair
					001 - 522-20-48-2037 - Communication Eqpm. Mx.	173.92	Headset Repair
		Invoices	Amount	PO	For		
	186176		173.92	1937	Headset Repair		
993	03/17/2017	Claims	6630	19031	SPRINGER PLUMBING LLC	507.26	S31 Cleared Blocked Sink Pipe; S34 Toilet Repair
					001 - 522-50-48-2011 - Sta. 31 Facilities Repair	265.64	S31 Cleared Blocked Sink Pipe
					001 - 522-50-48-2017 - Sta. 34 Facilities Repair	241.62	S34 Toilet Repair
		Invoices	Amount	PO	For		
	27665		265.64	2012	S31 Cleared Blocked Sink Pipe		
	27671		241.62	2031	S34 Toilet Repair		
994	03/17/2017	Claims	6630	19032	STAPLES ADVANTAGE	292.08	Office Supplies - Lt. Business Cards
					001 - 522-10-31-1011 - Office Supplies	292.08	Office Supplies LT Business Cards
		Invoices	Amount	PO	For		
	3330628201		292.08	1938	Office Supplies - Lt. Business Cards		
995	03/17/2017	Claims	6630	19033	STERICYCLE INC	206.09	Biohazard Waste Disposal; Biohazard Waste Disposal
					001 - 522-50-47-2041 - Refuse Services	142.30	Biohazard Waste Disposal
					001 - 522-50-47-2041 - Refuse Services	63.79	Biohazard Waste Disposal
		Invoices	Amount	PO	For		
	3003752131		142.30	1992	Biohazard Waste Disposal		

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

03/16/2017 To: 03/17/2017

Time: 15:16:50 Date: 03/14/2017
Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
	3003762214		63.79	2028	Biohazard Waste Disposal		
996	03/17/2017	Claims	6630	19034	TAKE AIM, LLC	2,987.15	Uniform - "Retired" Patches; Volunteer Patches & Attach To Uniforms; Uniforms - Invoice #3652, 3668, 3669, 3670, 3672, 3674, & 3675 Dated 2/16/17 - 2/22/17; Uniforms - Invoices #3678, 3696, 3697, 3699
		001 - 522-20-31-2031 - Uniforms				326.40	Uniform - "Retired" Patches
		001 - 522-20-31-2031 - Uniforms					Volunteer Name Tapes
		001 - 522-20-31-2031 - Uniforms					Volunteer Uniforms Patches
		001 - 522-20-31-2031 - Uniforms				32.64	Volunteer Name Tapes
		001 - 522-20-31-2031 - Uniforms					Volunteer Patches
		001 - 522-20-31-2031 - Uniforms					Volunteer Uniforms
		001 - 522-20-31-2031 - Uniforms					Volunteer Uniforms
		001 - 522-20-31-2031 - Uniforms					Volunteer Uniforms
		001 - 522-20-31-2031 - Uniforms					Volunteer Uniforms
		001 - 522-20-31-2031 - Uniforms					Volunteer Uniforms
		001 - 522-20-31-2031 - Uniforms					Volunteer Uniform Belt
		001 - 522-20-31-2031 - Uniforms				119.88	#3652 - Sundberg Uniforms
		001 - 522-20-31-2031 - Uniforms				66.37	#3668 - Spotts Uniforms
		001 - 522-20-31-2031 - Uniforms				48.96	#3669 - Nadeau Uniforms
		001 - 522-20-31-2031 - Uniforms				114.01	#3670 - Landwehrle Uniforms
		001 - 522-20-31-2031 - Uniforms				125.12	#3672 - Crimmins Uniforms
		001 - 522-20-31-2031 - Uniforms				288.32	#3674 - Brown Uniforms
		001 - 522-20-31-2031 - Uniforms				20.00	#3675 - Weekly Delivery 2-22-17
		001 - 522-20-31-2031 - Uniforms				689.75	#3678 - Torkelson Uniforms
		001 - 522-20-31-2031 - Uniforms				20.00	#3696 - Weekly Delivery 3-1-17
		001 - 522-20-31-2031 - Uniforms				276.72	#3697 - Major Uniforms
		001 - 522-20-31-2031 - Uniforms				32.64	#3699 - Frank Uniforms
		001 - 522-20-31-2031 - Uniforms				39.17	VFF Class C Shirts
		001 - 522-20-31-2031 - Uniforms				32.64	#3701 - BC Crimmins Uniforms
		001 - 522-20-31-2031 - Uniforms				39.17	#3703 - Montgomery Uniforms
		001 - 522-20-31-2031 - Uniforms				65.28	#3704 - Gottbreht Uniforms
		001 - 522-20-31-2031 - Uniforms				26.11	#3705 - Richards Uniforms
		001 - 522-20-31-2031 - Uniforms				20.13	#3706 - Sapp Uniforms
		001 - 522-20-31-2031 - Uniforms				72.90	#3707 - Freitas Uniforms
		001 - 522-20-31-2031 - Uniforms					Alexander: Class B Shirts
		001 - 522-20-31-2031 - Uniforms					Alexander: Class B Pants
		001 - 522-20-31-2031 - Uniforms					Alexander: T Shirts
		001 - 522-20-31-2031 - Uniforms					Alexander: Sweatpants
		001 - 522-20-31-2031 - Uniforms					Alexander: Beanie
		001 - 522-20-31-2031 - Uniforms					Smith: Class B Shirts
		001 - 522-20-31-2031 - Uniforms					Smith: Class B Pants
		001 - 522-20-31-2031 - Uniforms					Smith: T-shirts
		001 - 522-20-31-2031 - Uniforms					Smith: Belt
		001 - 522-20-31-2031 - Uniforms					Smith: Tactical Jacket
		001 - 522-20-31-2031 - Uniforms					Smith: Ballcap
		001 - 522-20-31-2031 - Uniforms					Smith: Beanie
		001 - 522-20-31-2031 - Uniforms					Damron: Class B Shirts
		001 - 522-20-31-2031 - Uniforms					Damron: Class B Pants
		001 - 522-20-31-2031 - Uniforms					Damron: Belt
		001 - 522-20-31-2031 - Uniforms					Damron: T-shirts
		001 - 522-20-31-2031 - Uniforms					Damron: Jacket
		001 - 522-20-31-2031 - Uniforms					Damron: Ball Cap
		001 - 522-20-31-2031 - Uniforms					Damron: Sweatshirt

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

03/16/2017 To: 03/17/2017

Time: 15:16:50 Date: 03/14/2017
Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-20-31-2031 - Uniforms				Damron: Sweatpants
			001 - 522-20-31-2031 - Uniforms				Damron: Beanie
			001 - 522-20-31-2031 - Uniforms			261.12	5.11 Tactical Jacket
			001 - 522-20-31-2031 - Uniforms			261.12	5.11 Tactical Jacket
			001 - 522-20-31-2031 - Uniforms				Sweatpants
			001 - 522-20-31-2031 - Uniforms			8.70	Uniform Embroidery
		Invoices	Amount	PO	For		
		3671	326.40	1878	Uniform - "Retired" Patches		
		3673	32.64	1874	Volunteer Patches & Uniforms		
		2/16/17 TAKE AI	782.66	1991	Uniforms - Invoice #3652, 3668, 3669, 3670, 3672, 3674, & 3675 dated 2/16/17 - 2/22/17		
		2/23/17 TAKE AI	1,314.51	2004	Uniforms - Invoices #3678, 3696, 3697, 3699, 3700, 3701, 3703, 3704, 3705, 3706, & 3707 dated 2/23/17 - 3/1/17		
		3698	522.24	1850	2 Tactical Jackets - Small & Medium		
		3702	8.70	1978	Uniform Embroidery		
997	03/17/2017	Claims	6630	19035	TEMP CONTROL MECH SVS CORP	3,994.49	S31 HVAC Repair; HVAC Contract Maintenance, 3/1/17-5/31/17
			001 - 522-50-48-2011 - Sta. 31 Facilities Repair			1,457.16	S31 HVAC Repair
			001 - 522-50-48-2030 - Facilities Maintenance			2,537.33	HVAC Contract Maintenance, 3/1/17-5/31/17
		Invoices	Amount	PO	For		
		068225	1,457.16	1993	S31 HVAC Repair		
		068300	2,537.33	2034	HVAC Contract Maintenance, 3/1/17-5/31/17		
998	03/17/2017	Claims	6630	19036	JOHN THOBURN, Ph.D.	800.00	Practicum Supervision For Jeff Holguin, 2/9/17 & 2/23/17
			001 - 522-10-41-6029 - Management Consultants			800.00	Practicum Supervision For Jeff Holguin, 2/9/17 & 2/23/17
		Invoices	Amount	PO	For		
		3/2/17 THOBURN	800.00	2001	Practicum Supervision For Jeff Holguin, 2/9/17 & 2/23/17		
999	03/17/2017	Claims	6630	19037	ULTRA GREEN SYSTEMS	225.99	Janitorial Supplies
			001 - 522-50-31-2051 - Facilities/Janitorial Supplies			225.99	Janitorial Supplies
		Invoices	Amount	PO	For		
		60816	225.99	1975	Janitorial Supplies		
1000	03/17/2017	Claims	6630	19038	UNIFIRST CORPORATION	871.10	Laundry - Feb., 2017
			001 - 522-20-41-2092 - Garment Mx. & Laundry			871.10	Laundry - Feb., 2017
		Invoices	Amount	PO	For		
		2/27/17 UNIFIRS	871.10	480	Laundry - Feb., 2017		
1001	03/17/2017	Claims	6630	19039	UPS	54.58	Shipping, Shipper # 08XY88
			001 - 522-10-42-1021 - Postage/Shipping			54.58	Shipping
		Invoices	Amount	PO	For		
		000008XY88097	54.58	481	Shipping, Shipper # 08XY88		

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

03/16/2017 To: 03/17/2017

Time: 15:16:50 Date: 03/14/2017

Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1002	03/17/2017	Claims	6630	19040	VERIZON WIRELESS	2,211.93	Cell Phones - Feb., 2017, #665389947-00002; Cell Phones - Feb., 2017, Acct #771883370-00001
					001 - 522-20-42-2012 - Cell Phones	2,038.98	Cell Phones - Feb., 2017, #665389947-00002
					001 - 522-20-42-2012 - Cell Phones	172.95	Cell Phones - Feb., 2017, Acct #771883370-00001
		Invoices	Amount	PO	For		
		9781157096	2,038.98	482	Cell Phones - Feb., 2017, #665389947-00002		
		9781165500	172.95	482	Cell Phones - Feb., 2017, Acct #771883370-00001		
1003	03/17/2017	Claims	6630	19041	VOYAGER FLEET SYSTEMS / US BANK	1,465.61	Fuel - February, 2017, Acct #869357335
					001 - 522-60-32-2011 - Fuel; Apparatus	1,465.61	Fuel - February, 2017, Acct #869357335
		Invoices	Amount	PO	For		
		869357335709	1,465.61	2007	Fuel - February, 2017, Acct #869357335		
1004	03/17/2017	Claims	6630	19042	WAXIE SANITARY SUPPLY	393.28	Janitorial Supplies
					001 - 522-50-31-2051 - Facilities/Janitorial Supplies	393.28	Janitorial Supplies
		Invoices	Amount	PO	For		
		76556192	393.28	2008	Janitorial Supplies		
1005	03/17/2017	Claims	6630	19043	WESTCARE CLINIC LLC	524.00	Medical Services - Feb., 2017
					001 - 522-20-41-2051 - Medical Services	524.00	Medical Services - Fit For Duty
		Invoices	Amount	PO	For		
		FEB2017	524.00	2013	Medical Services - Feb., 2017		
1006	03/17/2017	Claims	6630	19044	ZEP SALES & SERVICE	256.52	Incident Response Supplies - Ice Melt
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	256.52	Ice Melt
		Invoices	Amount	PO	For		
		9002692074	256.52	2015	Incident Response Supplies - Ice Melt		
1007	03/16/2017	Withdra	6630	19045	THUR CO FD3 REV FUND	2,885.74	Commissioner's Meeting 3/16/17 Reimbursement Of Revolving Fund
					500 Support Services	5,984.58	
					501 Operations	42,860.98	
					502 Executive	1,600.00	
					001 General Fund	50,445.56	
							Claims: 53,331.30
							53,331.30

Keshya A. Dickson Deputy Chief
Signature and Title

3-14-17
Date

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Lacey Fire District Three
MCAG #: 1346

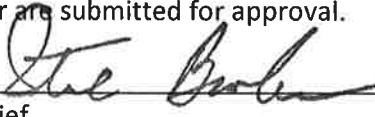
03/16/2017 To: 03/17/2017

Time: 15:16:50 Date: 03/14/2017

Page: 8

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



Fire Chief

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Approval Date: _____

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 03A 2017

Checks Total Amount	286,884.04
<hr/>	
DIRECT DEPOSIT - KEY BANK	340,234.11
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	90,683.67
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	17,696.10
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	940.16
Net Tax Deposit Total	109,319.93
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UNEMPLOYMENT FUND	0.00
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WASH STATE DEPT OF RETIREMENT SYSTEMS	171,751.86
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TOTAL PAYROLL	908,189.94

2016-17 Communications Review

J.Marie Riche of Ideal Communications was asked to:

- engage with the board of commissioners, administrators, and other paid and volunteer leadership to find trends in perception around Lacey Fire District #3 (LFD3) operations, specifically its communications and community engagement activities;
- review current LFD3 communication methods and materials to identify potential opportunities and efficiencies;
- provide a written evaluation with recommendations and support documentation for a high-level communications plan.

Overview of Activities

In fall 2016, J.Marie facilitated a series of meetings focused on LFD3 operations and communications with four groups: the Citizens Advisory Committee (CAC), LFD3 leadership, LFD3 staff, and the board of commissioners. In those meetings, we reflected on a few questions:

- What is LFD3 doing well? (What is worthy of protection and celebration?)
- What do you wish were different? (What could be better, in terms of either LFD3 operations or perceptions?)
- Is there a group in our community with whom LFD3 should make an extra effort to connect or reconnect?

J.Marie also worked with LFD3 staff leadership to develop an inventory of existing communication tools and activities and build a deeper understanding about the successes and challenges of the district's previous community engagement efforts. The content and recommendations within this report are built on the information gleaned in these sessions as well as best practices in communications and community engagement.

Table of Contents

Observations & Commendations	page 2
Recommendations	page 5
Audiences & Messaging (Suggested Themes)	page 9

Observations & Commendations

Lacey Fire District #3 (LFD3) is an innovative, fast-paced organization with highly motivated staff and an actively engaged volunteer community. From a communications standpoint, it is a very positive sign to see the extent to which the LFD3 community shares a common vision. Staff, volunteers, and community supporters all described the district's strengths, challenges, and direction in strikingly similar terms. This shared vision indicates a good flow of information within and throughout the organization; it is particularly worthy of recognition given the not-too-distant history of interagency conflict and the dispersed nature of the communications function.

People who participated in this communication review also expressed a deep pride in the work of LFD3. There is a strong sense that the district is truly making a difference in the community in ways that are both traditional (fire and medical response) and innovative (training activities, Virtual Reality outreach).

Competent, Responsive Leadership

Based on the feedback shared in the meetings as well as J.Marie's observations of the way staff, volunteers, and community supporters talked about and interacted with Chief Brooks, the Battalion Chiefs, and the Board of Commissioners, LFD3 leadership is widely viewed as competent, accessible, and responsive. Chief Brooks is particularly appreciated for his inclusive approach, competence, and bringing a friendly steadiness to the organization's helm.

Morale is another indicator of leadership quality, and it seems to be high throughout the organization. J.Marie observed a strong positive tone in meeting attendees' connection with each other, many examples of collegiality and mutual support among paid and volunteer staff, as well as a broad willingness to take personal initiative on matters large and small.

High-Functioning, High-Output Organization in the Midst of Change

The district is doing a LOT and there is much to celebrate, both in terms of rising to meet the increasing need for traditional fire and medical services, as well as a broad variety of outreach, training, and awareness-raising activities.

This is part of what makes LFD3 an exciting, engaging place to work and serve the community. It also increases the risks of burnout amongst staff and leadership. Be mindful of the many items already on your organization's plate right now. All might be worthy, but it might not be possible to continue them all. So continue to look for programs and activities that no longer serve their intended purpose or aren't providing enough visibility or community benefit to be worth the district's time/resources, anymore. It may be helpful to look for common themes to organize

multiple initiatives around; this can reduce the sense of overwhelm and help people remember all of the services you provide.

Participants in this review shared the view that fast growth has helped to dull the community's memory of old interagency conflicts LFD3 was involved in years ago. This is demonstrated in part by the strong community support of the 2014 levy lid lift. Achieving 67% support within five or so years of high-drama interagency conflicts speaks to an impressive, uncommonly fast turn-around in public perception and trust.

While those conflicts are old news and no longer a distraction, the fire district is also in the midst of a lot of current organizational change. Even though these changes are positive, they are still changes and times of high change require extra care. When J.Marie first started working with LFD3, there were nine promotions in the works; there have been more organizational changes since then. Maintaining strong internal communication and an intentional focus on the district's positive culture are a critical part of the Chief's work during this time of higher than usual transition.

Communications Responsibilities Broadly Shared

Organizational communication is never just a function of one person or office; it is the cumulative outcome of an entire organization's many relationships. This is particularly true here, where LFD3's communication responsibilities are broadly shared. Chief Brooks and the Battalion Chiefs each carry aspects of the work, several front-line staff members communicate formally on the district's behalf through social media and other tools, and everyone seems to feel empowered to act as ambassadors / informal communicators.

Like any approach, there are benefits and risks to encouraging such broad involvement in the communications function, but this seems to be working very well for LFD3. The biggest risk of sharing this responsibility is the challenge of keeping everyone singing off the same song sheet. It would be a real problem if different spokespersons were to share conflicting messages, but that is not happening here. Maintaining strong collegiality is key to keeping this going.

Minimal Printed / Mailed Communications

The district has taken a thoughtful and minimalist approach to printed materials in recent years, relying heavily on electronic and in-person communication tools to minimize costs and waste. There is a broad perception among review participants that previous district mailers were not a good use of money. While this has been a smart strategy, it may be time to bring back a limited mailed communication tool (see recommendations section for more on this).

Extensive, Innovative Use of Electronic Communications

The district relies on a variety of electronic communication tools, including a recently redesigned and mobile-responsive website, a regular e-newsletter (Dispatch), strong social media presence on multiple platforms, and a variety of engaging video and virtual reality outreach tools. This focus on social and electronic media works very well for LFD3. It reaches many audiences where they are (Facebook, Twitter, etc.), costs very little in terms of time or fiscal resources, and is a good fit for the district's broad multi-voiced approach to communications. The work is easily dispersed among a variety of staff and trusted volunteers who are proficient in each of the tools. Different tools are used for different purposes, and there were no reports of confusion or redundancy between the different communicators and their preferred tools. Participants in this review process were consistent in liking what LFD3 is doing in this area and want to see the district continue to make good use of these kinds of communication tools. The website, while recently redesigned and device-responsive (very important these days!), would benefit from a thorough review and updating of content. There are also opportunities to improve cross-pollination, thus making better use of writing efforts.

Deep Reliance on Relationship-based Communication

Research and common sense tell us that interpersonal relationships and one-on-one conversations are by far the most powerful forms of communication. While other forms of communication are important because they can reach more people faster, there is nothing better than a face-to-face conversation for communicating complex information, building trust, or changing minds. That reality has served this interconnected district well; it is clear that LFD3 nurtures a culture of respect and mutual support that is the foundation other successes are built on.

District staff members participate in a variety of civic groups, LFD3 is well represented at numerous community events and activities, and the district hosts several of the community's homeowner association meetings in its facilities.

When asked about their ideas for what could be better, participants shared a strong focus toward continuing to support the many informal and face-to-face interactions that firefighters, medical responders, and other district staff have with the community on a regular basis. One idea, for example, was to create a more consistent approach to the materials emergency responders leave behind after service calls. (Please note: There was a strong sense that responders are already doing a great job of representing the district and its values. This was purely an idea that came about in the spirit of continuous improvement, and was not suggesting a problem with current operations, service levels, or responder communication.)

Recommendations

In evaluating the best options for improved communications, J.Marie reviewed the most common concerns, considered communications best practices, and evaluated various options with an eye toward maximizing community engagement while minimizing the impacts on staff time and resources. These recommendations includes some ideas that are easy and inexpensive to implement, some that would require an investment of staff time or financial resources, and a few suggestions that may be worthy of consideration and additional research.

With all of these ideas, it is important to remember the collaborative nature of a consultant relationship. J.Marie has more than twenty years of experience in communications and community engagement, and brings her best judgment to these suggestions. You – the staff, volunteers, and board of LFD3 – know your community in ways that an outsider simply cannot. It is helpful to think of our work together as being “thought partners,” each bringing our experience and wisdom to the process. Ultimately, it is up to you to evaluate each idea through the lens of your specific needs and limitations to determine which ones to move forward at this time. With that said, here are the ideas that are most deserving of your consideration:

1. Bring back a limited (annual?) printed / mailed communication tool
2. Make broader use of existing written communications and cross-pollinate efforts
3. Maintain distributed approach to communications
4. Review event participation
5. Celebrate your good works
6. Watch for burnout
7. Engage CAC in outreach efforts
8. Identify and engage priority audiences

1. Bring back a limited (annual?) printed / mailed communication tool

It is true that newsletters are overused and often do not have the kind of return on investment that makes them worth doing. However, research tells us that strong community engagement relies on using a broad variety of communication tools in order to reach your many different stakeholders in the many different ways they prefer. Moreover, some demographic groups still take the time to read printed material and do not have regular access to online communication channels. For those people, a printed and mailed communication might be the only thing that reminds them of LFD3 services. Accordingly, it is wise to maintain a practice of at least one printed and mailed communication per year. This is also helpful during finance elections, when this annual mailer can be repurposed to communicate facts about ballot measures.

Design and content choices matter a great deal when it comes to the usefulness of printed materials. Keeping this annual mailer brief, perhaps even to one page front and back (like a

large postcard), will increase readership. Content should be tightly focused on highlighting LFD3 services, fiscal accountability, and how community members access services. Much of the content is already available from the Annual Report the district compiles. Techniques like strong graphic design with good use of color and appropriate white space, great photos, smart headlines, sub-heads, and captions, sufficient font size, as well as an engaging, friendly tone all affect readership, too. Extras of this document could be printed to have available at the many public events LFD3 supports throughout the year.

2. Make Broader Use of Existing Written Communications and Cross-Pollinate Efforts

Some of the potential downsides of a shared approach to communication are the risks of duplicated effort and missed opportunities. While J.Marie didn't find much in the way of duplicated or overlapping efforts, there are some real opportunities to make broader / wider use of your organization's written messages.

It takes time to write well, and once you have content written, it makes sense to get as much use out of it as possible. Your e-newsletter is a perfect example. It is full of great content, but only reaches a few dozen people. You could use that same content two or three more ways for the same amount of writing effort. An article from the e-newsletter could be featured on your homepage and a photo with caption could be shared on Facebook, for example. Good news items that show up on Facebook could be rotated onto your homepage or used to fill in the news archive, shared internally, and included in the next e-newsletter. While a few people will sign up for and monitor multiple channels of communication, most people stick to their favorite methods, so there is little downside to using the same content in multiple places.

3. Maintain Distributed Approach to Communications

A few participants in the communications review process expressed curiosity about the best way to staff the communications function for LFD3, specifically asking whether it might be time to consolidate the work under a single staff member. Based on the strength of your current approach, a change in your communications staffing model would create upheaval with little likely benefit. As noted, LFD3 is already facing a lot of change right now; this does not seem to be the time to add to that load. If your team were not working together so beautifully and providing such an already broad range of communication outreach, this recommendation might be different. Since you have maximized the benefits of a distributed approach (multi-voiced, multi-tools), while avoiding the worst potential challenges (duplication or confusion), it would be wise to stay the course for now. As your organization continues to grow in size and complexity over time, this might change.

4. Review Event Participation

Both the board and staff mentioned public events as one of the strengths of LFD3's community outreach efforts. Participants feel that the district's participation in community events gives great visibility for the effort required. Given the number of events you support, however, it seems worth the effort to evaluate them to be sure they all continue to be worth your time and resources.

You could invite a staff member who has leadership aspirations to catalog all the events you currently support (a list is started within the Communications Tools Inventory), evaluate each in terms of people reached/served compared with effort required, and suggest whether any could be adjusted or eliminated to better focus your efforts.

5. Celebrate your Good Works

Take full advantage of all your communication tools to highlight the good work your staff and volunteers accomplish. People tend to shy away from these types of stories out of a fear of seeming to brag. However, as long as these stories are shared within the context of how these good works support the community, they build awareness and support for your mission. Celebrating successes also helps to demonstrate your fiscal accountability and responsiveness to your community.

6. Watch for Burnout

Do not take your strong positive morale for granted. Especially in times of great changes and high expectations, burnout is a real risk. LFD3 leadership will do well to continue to maintain open and honest communication about workloads at every level, and to be sure your team continues to feel well supported.

7. Engage CAC in Outreach Efforts

Several members of the CAC are ready and willing to take on a more active role in communications, but they need direction so their efforts are truly useful and well connected with your larger communications plan. Outreach efforts related to the upcoming facilities election may be a perfect fit.

8. Identify and Engage Priority Audiences

Of course, the fire district will continue to serve and communicate with its entire community. That is a given. Within a comprehensive communication plan, while continuing to provide a variety of communication tools to reach your community broadly, it is also helpful to choose a couple audiences each year that would benefit from a more focused approach.

Increasing your focus on a selection of audiences does not need to make much in the way of new work, especially in an organization that is already accustomed to distributed communications effort. This work can be as simple as identifying a handful of people within the targeted community and reaching out to them for conversations, either one-on-one over coffee or invited in like a small focus group. The purpose of these meetings is two-fold: establish a rapport and personal connection between LFD3 and members of the selected demographic group, and seek to understand them and their needs better. You want to ask a few key questions: “What do you think we do well?” “What could we do differently to better serve your demographic group?” You’ll also want to share highlights of LFD3 services and ask them if they have any questions.

It can become an annual activity to update these audiences and identify the staff or volunteers who will take the lead reaching out to each. Some audiences might stay on the list for a couple years, while you find that you have achieved your goals with others and are ready to turn your focused attention toward new audiences.

DRAFT

Recommended higher-priority audiences

Based on the input shared during the communications review, here are a few audiences that might be good to start with:

- **Senior Citizens** – This group is a growing demographic that is relying ever more heavily on your services, and may not be familiar with recent innovations in service delivery and things they can do to keep themselves safer.
- **The Nisqually Tribe** – It is important to give special attention to relationships with groups that have unique needs and communication preferences. Tribal communities tend to fit that bill, often with populations that have very different service needs, communication styles, and cultural expectations than folks in neighboring non-Tribal communities.
- **The Military Community** – Like Tribal communities, the military community is unique in its way, with its own communication channels, cultural expectations and service needs. They are more transient than other populations, and there may be opportunities to glean high-quality volunteers from military members and their family looking to make connections in a new community. Taking the time to connect with leaders and members of specialized communities like these may yield service and / or partnership opportunities you hadn't thought of before.
- **Young Families** – Like senior citizens, this population has specific needs and appreciation for your services. Families with young children may benefit from specialized, age-appropriate outreach and can be a conduit for mutually beneficial partnerships with other organizations that support families in your community.

Messaging Suggestions

- Organize and prioritize your messaging within a limited number of themes, and then rely on those themes when deciding what content to share.
Here are suggested themes to consider:
 - **Safety Tips, Training, and Awareness Raising** (CPR and similar initiatives, a calendar of planned safety-related messaging throughout the year, etc.)
 - **Celebrations and Service Delivery** (highlights of LFD3 staff and volunteer accomplishments, photos and updates about LFD3 participation in community events, “did you know” type facts about service delivery within a calendar of planned service-related messaging to raise awareness throughout the year, etc.)
 - **Facilities and Operations** (facilities plan, strategic direction, routine demonstration of fiscal accountability, factual election-related communications, etc.)
- Look for opportunities to highlight the stability of current leadership and the collaboration LFD3 shares with sister agencies. While those who participated in this process believe that the majority of your community is no longer worried about the old interagency conflicts, this focus on leadership strength and stability will be reassuring for those who have a long memory, and it will be a positive message for everyone else, too.

Key Activities and Basic Timeline

- 6+ months** Meet one-on-one with most important key communicators and reporters
Provide information about the planning/study work, who involved, what studied/learned, tentative recommendation, personal invitation to Open House
- 6+ months** Schedule Open Houses, extend personal invitations
Include civic, faith, HOA and informal leaders - seek commitments to attend
- 4-6 months** Facilities Open Houses, two or three at varied locations and times
Share facilities plan, draft bond proposal / costs, equipment/facility tours, Q&A. Include family-friendly activities and food if possible; schedule over 2-3 hours.
- Post-events** Debrief Open Houses
Review general response, common questions / feedback, and misperceptions. This helps us organize and prioritize content for the Informational Facts Sheet.
- 16 weeks** Prepare draft Informational Facts Sheet for sharing at meetings
- 14-16 weeks** Present election information to all staff groups
Bring, distribute draft Informational Facts Sheet, ask for feedback
- 14-16 weeks** Meet with newspaper editors, news staff (Chief, Board member, Citizen)
Discuss why the district is placing measure on the ballot, citizens' contributions and recommendation; ask them what type of information they need.
- 6-12 weeks** Present election information to civic groups, key community groups (Chief)
Bring, distribute draft Informational Facts Sheet, ask for feedback
- 10 weeks** Finalize Informational Facts Sheet for print/mail (printer usually needs 2 weeks)
- 4-5 weeks** Chief message to staff, key communicators, share w/ public (web, social media)
Fact sheet coming in mail, remember to vote, any final Q&A's
- 4-5 weeks** Mail Informational Facts Sheet to all mailbox holders
- 3 weeks** Absentee ballots mailed to all voters
- Final weeks** Field, respond to citizen questions
- TBD** Election day
- After election** Analyze effectiveness of information campaign