

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 2, 2015

Present:

Chair Wilson

Vice Chair Dobry

Commissioner Kirkbride

Commissioner Nelson participated by teleconference.

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

A. Additions

1. Minutes of the March 25, 2015 Special Meeting to the Consent Agenda item under Item A.
2. Revision to the order of agenda. Old Business items moved to follow the Approval of the Consent Agenda items.

MOTION: To accept the agenda as amended.

Motion: Commissioner Dobry

Second: Commissioner Kirkbride

Carried: Unanimous

Motion carried

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the March 19, 2015 and Special March 25, 2015 Board of Fire Commissioners meetings. The Board requested a correction to the typos made on page three and six of the March 19, 2015 minutes. The corrections were made.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #16773 through #16801 in the amount of \$37,080.69. The Board inquired about the American Express purchase from Dell Catalog in the amount of \$2,082.00. Chief Brooks reported that interface modules were purchased to replace the dispatch notification system to paperless.
- Donation Fund 101 (Acct# 6633) checks numbered #16802 in the amount of \$40.00.

C. Payroll #3B 2015 in the amount of \$303,056.33.

MOTION: To accept the consent agenda which include the minutes of the Special Meeting as modified.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

V. OLD BUSINESS

A. Appointment to Vacant Commissioner Position

The Board thanked the candidates for their interest. Commissioner Kirkbride recommended candidate Sylvia Roberts be selected to fill the vacant Fire Commissioner position. He announced that Sylvia Roberts is not in attendance as she and several other candidates are attending Candidate School this evening. He reported that Sylvia Roberts is a long time resident of the community and commented that her experience as former Assistant Superintendant of the Snohomish School demonstrates an ability to understand the relationship challenges with the voters and organizational staff. He added that Sylvia Roberts has knowledge of the District's services from a recipient's perspective. Vice Chair Dobry commented that she shared a compelling story that the citizens of the District can relate to. Chair Wilson reported that Sylvia Roberts informed the Board of her preplanned vacation of April 14, 2015 – May 8, 2015.

Commissioner Nelson recommended candidate David Morrison fill the vacant Fire Commissioner position. He commented that he has excellent capabilities for long term planning.

MOTION: To appoint the open vacancy on the Board of Fire Commissioners to Sylvia Roberts.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Motion Carried with Commissioner Nelson opposing

B. Bid Award for Facility Repairs

Chief Brooks reported that apparatus aprons located at Station 33 on Mullen Road and Station 35 on Willamette Drive are an 11 year old asphalt surface. The materials will be replaced with concrete. Deputy Chief Pearson introduced Steve Hatton and presented the bids. Staff recommended awarding the bid to Christensen Inc., the lowest bidder of the three companies who submitted. Commissioner Kirkbride commented that he worked with Christensen and is pleased with their work.

MOTION: To accept the bid and award Christensen Inc. the contract to repair the collapsing apparatus apron at Station 33 and Station 35.

Motion: Commissioner Dobry

Second: Commissioner Kirkbride

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 Wilson attended the April 1, 2015 and reported the following agenda items discussed:

1. March Financial Overview Presentation – Ended the year with over \$400K. Funds will be moved into capital reserves for radio equipment replacements.
2. New Generation 911– Near acceptance. Clark County will be added to the system in April.
3. Private Line Tone replacement to be completed by May. This will eliminate frequency interference.
4. Strategic Positioning Process Planning – To begin May 6, 2015.
5. Bald Hills Solar Power System Reconfiguration – \$35K may need to be spent to keep communications operational.

6. 2014 Annual Report – The District rated the highest dispatch responses of the Fire Service Agencies at a total of 10,591 in 2014. The report is available on their website.
7. Legislative Watch List – \$17 million of the dedicated 911 tax will be removed from 911 for other State projects.

C. City / District Liaison

Communication updates

No report. The next scheduled meeting is April 21, 2015 located at Station 31, 8:30 a.m.

D. Thurston County Fire Commissioners Association

Regular meeting

Vice Chair Dobry attended the WA Fire Commissioners Association Seminar on March 28, 2015 located at Ocean Shores. Approximately 93 were in attendance. He commented that it was the best Fire Commissioner training he attended. He reported that a mock panel consisting of Fire Commissioners, a Fire Chief, and a secretary conducted a theatrical interactive Board meeting covering elements of an open public meeting and “Compliance not Defiant” principles. Vice Chair Dobry received a copy of the workshop material and offered to share with the Board. Staff will scan the documents and distribute to the Board via email. The Board agreed to conduct a Board Workshop of the material in the future. Vice Chair Dobry added that there was a presentation on the 2015 WFCA Healthcare and reported no increase in insurance premiums and an increase of enrollment.

E. Thurston Regional Planning Council

Status report

No report. The next scheduled meeting is April 3, 2015.

F. Community Outreach

Status report

Chief Brooks reported the following events:

1. CPR Outreach – The District participated in the “2 Minutes to Save a Life – A Hands Only CPR” campaign and instructed citizens at the Galaxy Drive Walmart and Marvin Road Safeway last month.
2. Meridian Campus Master Association Meeting – April 28, 2015 located at Station 31.

3. Mental Health and Wellness Discussions– Dr. Gilmartin will lead discussions on the impacts on public safety April 13th-15th located at the Capitol Christian Center. Six sessions will be offered.
4. Thurston Through the Decades – May 9, 2015, 10 a.m. – 4 p.m. located at Huntamer Park. The 1945 Seagraves also known as the “Santa Mobile” will be on static display.
5. Lacey Spring Fun Fair – The District will have a presence at the event. Free car seat inspections will be offered at Station 31 headquarters.
6. Lacey Days – The District will have a presence in the BBQ Festival and Fireworks festivities.
7. Centennial Elementary Student Climb – Shift crews participated in the event today to support the “Climbing for Kids Competition”.

G. Nisqually Tribe
Status report

Commissioner Nelson reported that Heidi Thomas who is the Executive Assistant to the Nisqually Chair contacted him and advised that the Nisqually Tribal Council election is May 2, 2015. Cynthia Iyall will not be running for Chair. Heidi Thomas will be moving to the Planning and Economic Development Department when the new Chair is in office and offered to be available as a contact to confirm the new Chair. Commissioner Nelson will reach out to Heidi Thomas on May 4, 2015 and will follow up with the Board. Commissioner Nelson also reported that the Nisqually Tribe CEO was terminated in January. Alan Frasier is the current interim CEO.

H. Citizen Advisory Committee
Status report

No report. The next scheduled meeting is April 15, 2015. Chair Wilson and Commissioner Kirkbride. Chief Brooks will attend to report on his site visit to Mesa, Arizona

VII. NEW BUSINESS

A. Amended 2015 Budget: Review and Discussion

Chief Brooks referenced the 2015 Budget Amendment and summarized the following funds and revisions:

1. General Fund – The balance carried forward was above projections.

- LEOFF 1 adjustment reduction of anticipated liability due the loss of Retired Firefighter Ken Martin.
 - Expenditure – Accounting for the 2 retirees cash out costs and obligations for the labor agreement.
 - Inter-fund transfer adjustments from the General Fund to the Capital Fund to cover the cost for Station 33 and Station 35 apron repair and the purchase of an engine.
1. Donations Fund – Designating more detailed line items.
 2. Reserve Fund
 - LEOFF 1 Retiree benefits over and above the general fund.
 - Unemployment compensation for the SAFER Grant and Non-SAFER Grant members.
 3. Equipment Repair and Replacement – No changes. One staff vehicle budgeted.
 4. Bond Fund – Revenue in, revenue out to cover our voted debt.
 5. 2015 Capital Projects Fund (301)
 - Intergovernmental Fire Protection revenue reduction due to the assessor’s re-evaluation of the McAllister Springs area.
 - Apparatus – \$632K includes the idle reduction and sales tax.
 - Facility Capital Projects – \$80K for the apron repairs at Station 35 and Station 33.
 6. Capital Projects (305) – Non-voted debt – Will be cashing out. Final dollars are being allocated to the Station 31 security upgrade

The end of year cash is over the commissioners previously established goal. The Staff proposes adoption of this budget at the next meeting.

B. District Responses to Properties Outside District Boundaries: Presentation by Commissioner Kirkbride

Commissioner Kirkbride referenced RCW 52.12.160 2(b) Firefighting services for unprotected lands stating that a fire protection service agency is not obligated to provide firefighting services to unprotected land. Commissioner Kirkbride drafted a proposal establishing a policy for providing emergency services outside of the District upon request under mutual agreement that the Fire District receive reimbursement for services. The Board further discussed

creating a fee schedule of costs. Chief Brooks will consult legal counsel and explore existing reimbursement schedules. He will follow-up with the Board. Chair Wilson requested that the Board review the draft policy and supporting documents for further discussion next month. Commissioner Kirkbride will provide copies for Sylvia Roberts.

C. Thurston County Mutual Aid Agreement

A perpetual renewal agreement has been modified and approved by legal counsel. Subsequent changes include the language for agencies to bill for Federal Disaster Declarations.

MOTION: To adopt the Interlocal Agreement for Mutual Aid for Firefighting and Emergency Medical Services authorizing the Chair to sign the agreement.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

Motion carried

D. Bond Underwriting Engagement Letter for Refinancing Evaluation

Chief Brooks recommended the Board approve empowering D.A. Davidson Co. to act as the District's agent in evaluating fiscal impacts of refinancing eligible bonds. There is no cost for the evaluation.

MOTION: To approve the bond evaluation to be conducted by D.A. Davidson.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

E. Resolution #842-04-15: National Volunteer Week, 2015

Chief Brooks recommended the Board approve Resolution #833-04-15 to proclaim April 12, 2015 – April 18, 2015 as the District's National Volunteer Recognition Week. Volunteer Service Coordinator Jim Dickson is planning a Volunteer Recognition Lunch event on April 17, 2015. BBQ lunch will served and awards will be presented. Chief Brooks extended an invitation to the Board to attend.

MOTION: To accept Resolution #842-04-15 to acknowledge and celebrate April 12, 2015 – April 18, 2015 as National Volunteer Week.

Motion: Commissioner Dobry

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following events:

1. Chief's Travels – Out of the office April 6th -13th for a site visit to Mesa, Arizona to evaluate the Fire-Based EMS Wellness Preventive Primary Care pilot program.
2. Active Shooter Exercise – The District participated with approximately 350 Responders from Region 3 and 50 role players in a successful day-long active shooter exercise on April 1, 2015 at South Puget Sound Community College.
3. BoFC Conference Room Sound System – Equipment Technician Matt Chambers is researching products to replace the current equipment.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride commented that the Fire Commissioner candidates were all outstanding and encouraged them to continue to get involved in the community. He reported that he will be traveling out of the country next week.

Commissioner Nelson is pleased to congratulate Sylvia Roberts on her appointment to the Board. He encouraged the candidates to participate in the Citizen Advisory Committee.

Vice Chair Dobry thanked the candidates for participating in the process. He noted that two Fire Commissioner positions will open in the upcoming election. He encouraged the candidates to run. He reported that the TRPC Congestion Mitigation Air Quality grant application for the apparatus idle reduction generator was submitted. He thanked Deputy Chief Kathy Dickson for completing the application. He announced that he'll be traveling out of town April 6th – 8th.

Chair Wilson thanked the candidates for applying for the Fire Commissioner vacancy and attending the Board meetings. She thanked Human Resource Director Wendy Sternsheim for her efforts in the process. Chair Wilson will reach out to Sylvia Roberts to schedule her swearing in before she leaves for vacation.

X. OTHER INFORMATION

A. Suggestion Box

None

B. Correspondence

None

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

Dan Cathers inquired if Commissioner Kirkbride found any commentary from insurance companies or homeowners in his research regarding reimbursement for service in non-protective areas. Commissioner Kirkbride reported that he did not.

Paul Perz thanked Commissioner Kirkbride for his presentation on District Responses to Properties Outside District Boundaries. He stated that he supports the establishment of a policy moving forward. He commented that community outreach is important if a policy is adopted.

Chair Wilson adjourned to an executive session at 7:35 p.m. for duration of 20 minutes.

XII. EXECUTIVE SESSION

A. Pursuant to RCW 42.30.140(4)(b): For reviewing proposals made in the negotiations process of collective bargaining

No action.

The Executive Session was adjourned at 7:55 p.m. and the Regular Board meeting reconvened.

XIII. ADJOURNMENT

Chair Wilson adjourned the regular meeting at 7:57 p.m.


THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: April 16, 2015 – 5:30 pm


Chair


Commissioner

Commissioner


Vice Chair


Commissioner


ATTEST: District Secretary