

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

April 21, 2016

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
 - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **APPROVAL OF THE CONSENT AGENDA**
 - A. Draft minutes of the April 7, 2016 of the Board of Fire Commissioners.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #18041 through #18075 in the amount of \$140,846.57.
 - Capital Projects Fund 301 (Acct# 6631) checks numbered #18076 in the amount of \$4,898.85.
 - C. Payroll #4A 2016 in the amount of \$904,714.45.
- 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 Dobry & Roberts
 - 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 Dobry & Roberts
- H. Citizen Advisory Committee
Status report

VI. OLD BUSINESS

A.

VII. NEW BUSINESS

- A. 2016 Special Operations Rescue Team Agreement: Discussion/Action (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. REQUEST FOR EXECUTIVE SESSION

- A. In accordance with RCW 42.30.110(1)(b): To consider the selection of a site of real estate by lease or purchase

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: May 5, 2016 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 7, 2016

Present:

Chair Dobry

Vice Chair Roberts

Commissioner Nelson

Commissioner Kirkbride

Commissioner Wilson

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

A. Addition – Executive Session at the end of the meeting.

MOTION: To accept the agenda as modified.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

The Board reviewed the following Consent Agenda items:

A. Draft minutes of the March 17, 2016 of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #17975 through #18024 in the amount of \$115,226.26. Chair Dobry inquired about the following warrants and Chief Brooks gave an explanation:
 1. Chambers Prairie Electric in the amount of \$578.16 – Station 34 wiring and repair of the emergency BBQ shut-off switch. The BBQ gas flow automatically shuts off when the emergency tones are activated.
 2. Take Aim in the amount of \$20 – Weekly negotiated flat delivery charge in lieu of a shipping fee. Take Aim agreed to deliver the items

at the District's request for the convenience of our members to prevent staff or members from picking up items.

- Capital Projects Fund 301 (Acct# 6631) checks numbered #6631 in the amount of \$8,436.90.

C. Payroll #3B 2016 in the amount of \$313,637.42.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

V. COMMITTEE REPORTS

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

No report. The next meeting is April 20, 2016.

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

Commissioner Wilson attended a special meeting to discuss radio SWOT analysis to determine the current status of the radio operation system. A committee will be established moving forward. The next regular Administration Board meeting is May 4, 2016.

C. City / District Liaison
Communication updates

The next City/District meeting is April 26, 2016.

D. Thurston County Fire Commissioners Association
Regular meeting

Chair Dobry attended the Strength of Purpose meeting on April 6, 2016 and reported the following highlights:

1. Education and Legislative Committee Vacancies
2. Proposal to rotate meeting locations for commissioners to tour multiple fire district facilities in the county. The Board was in support of this.
3. Proposal to reduce meeting occurrences from monthly to every other month.

E. Thurston Regional Planning Council

Status report

Chair Dobry attended the April 1, 2016 meeting and reported the following agenda items discussed:

1. Draft Regional Transportation Plan (RTP) – Available for public viewing online and comment through May.
2. Thurston County Bicycle Commuter Contest – Registration opened April 1, 2016. Copies of the contest flyer were distributed for posting.
3. Bridge Report – Transportation Policy Board Business Representative Doug Deforest presented.
4. Legislative Update – 292 bills were passed.

F. Community Outreach

Status report

1. Commissioners gave a report on the Homeowner's Association (HOA) annual meetings they attended.
 - Campus Glen – March 30, 2016. Commissioner Nelson reported he arrived at the meeting and discovered that the HOA conducted their meeting early without notification. He noted that Lt. Mike Heikes presented the CPR video and IT Specialist Ryan Parsons was present for IT support.
 - Campus Meadows – March 29, 2016. Chair Dobry attended. The CPR video was presented. It was well received.
2. Upcoming HOA annual meetings:
 - Greenbriar – April 14, 2016 located at Station 31 in the BoFC. Commissioner Kirkbride will attend.
 - Emerald Heights – April 19, 2016 located at Station 31 in the BoFC. Vice Chair Roberts will attend.
 - Kensington – April 20, 2016 located at Station 31 in the BoFC. Commissioner Wilson will attend.
 - Eaglecliffe – April 22, 2016 located at Station 35. Chair Dobry will attend.
 - Shadywood – April 25, 2016 located at Station 31 in the BoFC. Commissioner Nelson will attend.
 - Cottages at Lakepoint – April 27, 2016 located at Station 33. Commissioner Nelson will attend.

G. Nisqually Tribe
Status report

Chief Brooks reported that Deputy Chief Pearson attended a planning meeting for the canoe journey and noted that the Nisqually Tribe did not accept nor decline the District's proposed fee schedule to provide medical needs for the event. Chair Dobry will initiate a meeting request with the Nisqually Chair to continue further discussion of the Districts' interest in pursuing a fee for service agreement with the tribe that is separate from the canoe journey service agreement.

H. Citizen Advisory Committee
Status report

Chief Brooks reported that the District received a new email application from a citizen to participate on the committee. He inquired the Board's direction on accepting citizens expressing interest. The Board stated that a CAC application submission warrants CAC participation. It was agreed that the Board Chair welcome citizens expressing interest to become members of the CAC. Chair Dobry will respond to applicant via email.

The next scheduled meeting is April 20, 2016 located at Station 34. Commissioner Nelson will attend.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Interlocal Agreement for collection of Impact Fees

Chief Brooks referenced the Thurston County letter requesting the Districts' response to the development of fire impact fees in unincorporated Thurston County. The Board discussed the implications of impact fees verses the bond process. The Board directed Chief Brooks to decline the collection of impact fees by the county. The Board discussed State Environmental Policy Act (SEPA) mitigation fees. The Board shared interest to explore pursuing mitigation fees. Commissioner Kirkbride suggested that the District request to be on the SEPA review mailing list. Chief Brooks will reach out to the City of Lacey and Thurston County to request this. Chief Brooks reported that DC Pearson generally receives notices of new development. He will confirm with DC Pearson if the SEPA Determination List is included in the notices when DC Pearson returns from his travels. Chief Brooks will consult legal counsel to inquire the process of pursuing mitigation.

B. Purchasing Authority Policy and Procedures

Chief Brooks presented the Purchasing Authority Policy and Procedures for the Board's consideration for the purpose of establishing purchasing levels and published practices. The Board recommended the following revisions:

Under Policy:

- II. Policy – Modify language, “will establish” be changed to “establishes”.
- IV. Principles C. – Modify language, “will establish” be changed to “establishes”.
- IV Principles – Correct bullet sequence order

Under Procedures:

- II. Guidelines A.1 – Change language, “ Facilities, Equipment, and Technology Director” to “Directors”.

Chief Brooks will revised the language. The Board agreed to adopt the District Purchasing Authority Policy with the corrections. They stated that the Procedures are administrative driven and no Board action is required. Chief Brooks reported that Deputy Chief Dickson plans to present the District Credit Card Policy at the next meeting along with a superseding resolution. She will staff the next meeting in Chief Brooks' absence.

MOTION: To adopt the District Purchasing Authority Policy of 2016.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following events and updates:

1. Chief's Travels – Chief Brooks will be out of the office for a week mid-April.
2. Credit Card Policy Proposal – Total credit card threshold increase will be presented at the next regular Board meeting.
3. 2015 Annual Report – Chief Brooks will provide a packet for the Board to review by the next regular Board meeting.
4. New Engine 31 – Currently at the Hughes Repair Facility in Tacoma. The proposed in-service date is May 2, 2016. A ceremony will be conducted at 10 a.m. that morning.

5. Volunteers Appreciation Luncheon – All are welcome to attend the event on April 15, 2016 located at Station 31, 11:30 a.m.

IX. COMMISSIONER COMMENTS

Commissioner Nelson stated that he is unable to attend the Volunteer Recognition Luncheon.

Commissioners Dobry and Kirkbride attended the Saturday Seminar Disaster Recovery meeting and reported that the need to increase citizen preparedness for major disasters was the overall theme. Commissioner Kirkbride introduced an Emergency Preparedness Plan – Master Checklist as an example of a guide for preparing a 72- hour disaster supply kit. Commissioner Roberts suggested that the Board include a disaster awareness piece in the District presentation to homeowners at the annual HOA meetings to promote citizen awareness.

Vice Chair Roberts commented that the Community Outreach email highlighting the District 2015 Performance Report was very clear and concise.

Chair Dobry reported that he also attended the WA Fire Commissioners Association training in Ocean Shores.

X. OTHER INFORMATION

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

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

A member of the public Terry Ware recommended that the disaster emergency preparedness master checklist be added to the District website.

Chair Dobry recessed the regular meeting at 7:05 p.m. to conduct an Executive Session for duration of 15 minutes

XII. REQUEST FOR EXECUTIVE SESSION

- A. In accordance with RCW 42.30.110(1)(b): To consider the selection of a site of real estate by lease or purchase

There was no action. Chair Dobry adjourned the Executive Session at 7:20 p.m. and reconvened the regular Board meeting. A brief discussion followed regarding the Board's desire to view Olympia Fire Station 4 on their upcoming facilities tour.

XIII. ADJOURNMENT

Chair Dobry adjourned the regular meeting at 7:30 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: April 21, 2106 – 5:30 pm

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

CHECK REGISTER

Lacey Fire District Three

MCAG #: 1346

04/21/2016 To: 04/22/2016

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1461	04/22/2016	Claims	6630	18041	ANYTIME FITNESS	730.46	Annual Membership - 2 Employees
			001 - 522-20-49-2011 - Dues & Certifications			730.46	Annual Membership - 2 Employees
		Invoices	Amount	PO	For		
		4/4/16 ANYTIME	730.46	946	Annual Membership - 2 Employees		
1462	04/22/2016	Claims	6630	18042	ATEGAN TECHNOLOGIES LLC	7,670.31	Onsite Management - April, 2016; Spam Filter - April, 2016; Security Suite - April, 2016; Security Suite - January, 2016; 5 Server Backup Service - March, 2016; 5 Server Backup Service - April, 2016
			001 - 522-10-41-1041 - Info Systems Consulting			5,163.25	Onsite Management - April, 2016
			001 - 522-10-41-1041 - Info Systems Consulting			84.79	Spam Filter - April, 2016
			001 - 522-10-41-1041 - Info Systems Consulting			245.88	Security Suite - April, 2016
			001 - 522-10-41-1041 - Info Systems Consulting			245.88	Security Suite - January, 2016
			001 - 522-10-41-1041 - Info Systems Consulting			958.30	5 Server Backup Service - March, 2016
			001 - 522-10-41-1041 - Info Systems Consulting			972.21	5 Server Backup Service - April, 2016
		Invoices	Amount	PO	For		
		503356	5,163.25	456	Onsite Management - April, 2016		
		503392	84.79	459	Spam Filter - April, 2016		
		503382	245.88	458	Security Suite - April, 2016		
		503286	245.88	458	Security Suite - January, 2016		
		503403	958.30	457	5 Server Backup Service - March, 2016		
		503404	972.21	457	5 Server Backup Service - April, 2016		
1463	04/22/2016	Claims	6630	18043	CENTURYLINK - LONG DISTANCE	539.84	Phone System - #85430675
			001 - 522-10-42-1011 - Telephone			539.84	Monthly Phone Expenses - Long Distance
		Invoices	Amount	PO	For		
		1371812745	539.84	462	Phone System - #85430675		
1464	04/22/2016	Claims	6630	18044	CHAMBERS PRAIRIE ELECTRIC	432.46	S34 Garage Area Lighting Repair
			001 - 522-50-48-2017 - Sta. 34 Facilities Repair			432.46	S34 Garage Area Lighting Repair
		Invoices	Amount	PO	For		
		09805	432.46	969	S34 Garage Area Lighting Repair		
1465	04/22/2016	Claims	6630	18045	CITY OF LACEY	3,205.53	Fuel - March, 2016
			001 - 522-60-32-2011 - Fuel; Apparatus			3,205.53	Fuel - March, 2016
		Invoices	Amount	PO	For		
		12335	3,205.53	465	Fuel - March, 2016		
1466	04/22/2016	Claims	6630	18046	COMCASTCABLE	1,263.31	Phones & Internet - #8498 30 099 0001154; S32 High Def - #8498 38 007 2259854
			001 - 522-10-42-1011 - Telephone			1,252.67	Monthly Internet/Phone Expenses
			001 - 522-10-42-1011 - Telephone			10.64	S32 High Def - #8498 38 007 2259854
		Invoices	Amount	PO	For		
		4/2/16 - COMCA:	1,252.67	467	Phones & Internet - #8498 30 099 0001154		

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		Invoices	Amount	PO	For		
		04/06/16 - COMC	10.64	467	S32 High Def - #8498 38 007 2259854		
1467	04/22/2016	Claims	6630	18047	COMPLETE WIRELESS SOLUTIONS	398.88	Portable Radio Repair; Portable Radio Repair; Portable Radio Repair
		001 - 522-20-48-2024 - Small Equipment Repair, M				46.00	Portable Radio Repair
		001 - 522-20-48-2024 - Small Equipment Repair, M				63.24	Portable Radio Repair
		001 - 522-20-48-2024 - Small Equipment Repair, M				25.17	Portable Radio Repair
		001 - 522-20-48-2024 - Small Equipment Repair, M				34.62	Portable Radio Repair
		001 - 522-20-48-2024 - Small Equipment Repair, M				96.78	Portable Radio Repair
		001 - 522-20-48-2024 - Small Equipment Repair, M				133.07	Portable Radio Repair
		Invoices	Amount	PO	For		
		88428	109.24	31	Portable Radio Repair		
		88429	59.79	31	Portable Radio Repair		
		88430	229.85	31	Portable Radio Repair		
1468	04/22/2016	Claims	6630	18048	CUTTERS EDGE	145.08	Saw Repair - Recondition Chains
		001 - 522-20-48-2024 - Small Equipment Repair, M				145.08	Recondition Chains
		Invoices	Amount	PO	For		
		040416-7	145.08	924	Saw Repair - Recondition Chains		
1469	04/22/2016	Claims	6630	18049	DANNER INC	78.01	4 Pair Lace-In Boot Zippers
		001 - 522-20-31-2031 - Uniforms				78.01	Boot Zippers
		Invoices	Amount	PO	For		
		0889983	78.01	976	4 Pair Lace-In Boot Zippers		
1470	04/22/2016	Claims	6630	18050	DOI/BLM	114.01	Wildland Users Guides
		001 - 522-10-49-1032 - Books, Newsprint, CDs				114.01	Wildland User's Guides
		Invoices	Amount	PO	For		
		2016026389	114.01	928	Wildland Users Guides		
1471	04/22/2016	Claims	6630	18051	ELKHART BRASS MFG. CO., INC	16.23	Oly Shop #3180 Repair Parts Shipping
		001 - 522-60-31-2022 - Apparatus Parts/Supplies				16.23	#632448 - Shop #3180 (TK31) Repair/Replacement Material Shipping
		Invoices	Amount	PO	For		
		632448	16.23	968	Oly Shop #3180 Repair Parts Shipping		
1472	04/22/2016	Claims	6630	18052	EMERGENCY REPORTING	2,717.50	Annual CAD Maintenance - May 2016 - April 2017
		001 - 522-20-42-2024 - Emergency Reporting Svcs				2,717.50	2016-1618 Annual CAD Maintenance
		Invoices	Amount	PO	For		
		2016-1618	2,717.50	938	Annual CAD Maintenance - May 2016 - April 2017		
1473	04/22/2016	Claims	6630	18053	FIREFIGHTERS BOOKSTORE	505.10	4 Fire Investigation Texts

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-20-49-2032		Media; Film, Books, CD's	505.10	Kirk's 7th Edition - Investigation Text
		Invoices	Amount	PO	For		
		10013	505.10	943	4 Fire Investigation Texts		
1474	04/22/2016	Claims	6630	18054	FLOHAWKS PLUMBING & SEPTIC	516.33	S34 Shop Clogged Drain Trap Sample Charge
			001 - 522-50-48-2017		Sta. 34 Facilities Repair	516.33	Trap Sample
		Invoices	Amount	PO	For		
		3036402	516.33	974	S34 Shop Clogged Drain Trap Sample Charge		
1475	04/22/2016	Claims	6630	18055	FOSTER PEPPER PLLC	240.00	Legal Services - Matter No. 6
			001 - 522-10-41-1031		Legal Services	240.00	Legal Services - Matter No. 6
		Invoices	Amount	PO	For		
		1131156	240.00	961	Legal Services		
1476	04/22/2016	Claims	6630	18056	GARDNER'S TRUST INC	73.92	S34 - Spray Poison Hemlock
			001 - 522-50-48-2017		Sta. 34 Facilities Repair	73.92	S34 - Spray Poison Hemlock
		Invoices	Amount	PO	For		
		20749	73.92	944	S34 - Spray Poison Hemlock		
1477	04/22/2016	Claims	6630	18057	INTLASSN OF FIRE CHIEFS INC	2,411.00	IAFC, Western Division, Section 2016 - 9 Membership Dues
			001 - 522-10-49-6011		Dues & Certification	2,411.00	IAFC, Western Division, Section 2016 - 9 Membership Dues
		Invoices	Amount	PO	For		
		4/5/16 - IAFC	2,411.00	940	IAFC, Western Division, Section 2016 - 9 Membership Dues		
1478	04/22/2016	Claims	6630	18058	LN CURTIS & SONS INC	304.64	New E31 Hose
			001 - 522-20-35-2019		Incident Resp Eqpm - Fire	304.64	New E31 Hose
		Invoices	Amount	PO	For		
		2130468-01	304.64		New E31 Hose - PO 156		
1479	04/22/2016	Claims	6630	18059	NATIONAL SAFETY INC	129.20	Gas Monitor Repair
			001 - 522-20-48-2037		Communication Eqpm. Mx.	129.20	Repair/calibrate Gas Monitor
		Invoices	Amount	PO	For		
		0433381-IN	129.20	917	Gas Monitor Repair		
1480	04/22/2016	Claims	6630	18060	POPE, HOUSER & BARNES, PLLC	696.00	Legal Services
			001 - 522-10-41-1031		Legal Services	696.00	#71133 - Legal Services: 3/8, 3/21, 3/24, 3/25, & 3/31
		Invoices	Amount	PO	For		
		71133	696.00	962	Legal Services		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1481	04/22/2016	Claims	6630	18061	PROFESSIONAL HEALTH SVS INC	998.00	Annual Medical Physicals - 1/29/16
					001 - 522-20-41-2051 - Medical Services	998.00	103430 - Annual Medical Physicals
		Invoices	Amount	PO	For		
		103430	998.00	939	Annual Medical Physicals - 1/29/16		
1482	04/22/2016	Claims	6630	18062	PUGET SOUND ENERGY INC	8,491.47	Acct #300000000301 4/7/16 - Utilities - Electric & Gas
					001 - 522-50-47-2011 - Sta. 31 Utilities	4,678.86	S31 S31 Utilities - Electric & Gas
					001 - 522-50-47-2013 - Sta. 33 Utilities	996.72	S33 Utilities - Electric & Gas
					001 - 522-50-47-2014 - Sta. 34 Utilities	1,505.78	S34 Utilities - Electric & Gas
					001 - 522-50-47-2015 - Sta. 35 Utilities	1,168.59	S35 Utilities - Electric & Gas
					001 - 522-50-47-2016 - Sta. 32 Residence Utilities	141.52	S32 Mfg Utilities - Electric & Gas
		Invoices	Amount	PO	For		
		4/7/16 PUGET PC	8,491.47	475	Acct #300000000301 4/7/16 - Utilities - Electric & Gas		
1483	04/22/2016	Claims	6630	18063	SEA-WESTERN INC	338.05	4 Pair Bunker Gear Gloves
					001 - 522-20-31-2032 - PPE [Bunker Gear]	338.05	4 Pair Bunker Gear Gloves
		Invoices	Amount	PO	For		
		190524	338.05	925	4 Pair Bunker Gear Gloves		
1484	04/22/2016	Claims	6630	18064	STERICYCLE INC	88.81	Bio Hazard Disposal
					001 - 522-50-47-2041 - Refuse Services	88.81	#3003376915 - Stations 33 & 35 Biohazard Removal
		Invoices	Amount	PO	For		
		3003376915	88.81	970	Bio Hazard Disposal		
1485	04/22/2016	Claims	6630	18065	TACOMA SCREW PRODUCTS INC	19.50	Incident Response Supplies
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	19.50	Paint & Supplies
		Invoices	Amount	PO	For		
		17120789	19.50	948	Incident Response Supplies		
1486	04/22/2016	Claims	6630	18066	TAGS TROPHIES	94.66	3 Name Plates
					001 - 522-10-31-1011 - Office Supplies	94.66	Office Plates, Recognition
		Invoices	Amount	PO	For		
		177961	94.66	982	3 Name Plates		
1487	04/22/2016	Claims	6630	18067	TAKE AIM, LLC	256.41	Uniforms - Invoices #2453, 2479, 2481, 2482, & 2483, Dated 4/2/16 - 4/13/16
					001 - 522-20-31-2031 - Uniforms	97.15	#2453 - Collins Uniform
					001 - 522-20-31-2031 - Uniforms	65.28	#2479 - Conklin Uniform
					001 - 522-20-31-2031 - Uniforms	21.76	#2481 - Volunteer Uniform - C. Griffin
					001 - 522-20-31-2031 - Uniforms	52.22	#2482 - Uniform - Johnson
					001 - 522-20-31-2031 - Uniforms	20.00	#2483 - Weekly Uniform Delivery Fee
		Invoices	Amount	PO	For		

CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		4/2/16 TAKE AIM	256.41	978	Uniforms - Invoices #2453, 2479, 2481, 2482,& 2483, dated 4/2/16 - 4/13/16		
1488	04/22/2016	Claims	6630	18068	TEMP CONTROL MECH SVS CORP	910.15	S31 HVAC Repair
					001 - 522-50-48-2011 - Sta. 31 Facilities Repair	910.15	S31 HVAC Repair
		Invoices	Amount	PO	For		
		064914	910.15	975	S31 HVAC Repair		
1489	04/22/2016	Claims	6630	18069	THE WASHINGTON FIRM	375.00	Human Resources Consulting
					001 - 522-10-41-1029 - Management Consultants	375.00	Human Resources Consulting
		Invoices	Amount	PO	For		
		301601	375.00	957	Human Resources Consulting		
1490	04/22/2016	Claims	6630	18070	UNIFIRST CORPORATION	809.71	Laundry - March, 2016
					001 - 522-20-41-2092 - Garment Mx. & Laundry	809.71	Laundry - March, 2016
		Invoices	Amount	PO	For		
		3/29/16 UNIFIRS	809.71	480	Laundry - March, 2016		
1491	04/22/2016	Claims	6630	18071	UPS	157.49	Shipping; Shipping
					001 - 522-10-42-1021 - Postage	117.50	Shipping
					001 - 522-10-42-1021 - Postage	39.99	Shipping
		Invoices	Amount	PO	For		
		000008XY88146	117.50	481	Shipping		
		000008XY88156	39.99	481	Shipping		
1492	04/22/2016	Claims	6630	18072	VFIS	101,914.00	Annual Insurance - 2016 - Policy # VFIS-TR-2053880-09, Customer # C14038
					001 - 522-10-46-1011 - Insurance	101,914.00	43201110 - Annual Insurance - 2016
		Invoices	Amount	PO	For		
		43201110	101,914.00	956	Annual Insurance - 2016 - Policy # VFIS-TR-2053880-09, Customer # C14038		
1493	04/22/2016	Claims	6630	18073	WAXIE SANITARY SUPPLY	217.20	Janitorial Supplies
					001 - 522-50-31-2051 - Facilities/Janitorial Supplies	217.20	Janitorial Supplies
		Invoices	Amount	PO	For		
		75912138	217.20	965	Janitorial Supplies		
1494	04/22/2016	Claims	6630	18074	WESTCARE CLINIC LLC	1,400.00	Medical Services
					001 - 522-20-41-2051 - Medical Services	1,400.00	March 2016 - Medical Services
		Invoices	Amount	PO	For		
		MARCH2016	1,400.00	955	Medical Services		
1495	04/21/2016	Withdra	6630	18075	THUR CO FD3 REV FUND	2,588.31	4/21/16 Reimbursement Of Revolving Fund
1496	04/22/2016	Claims	6631	18076	RICE FERGUS MILLER INC	4,898.85	Capital Improvements - Professional Services

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

04/21/2016 To: 04/22/2016


Time: 12:13:24 Date: 04/19/2016
Page: 6

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		301 - 594-22-63-2000 - Facility Capital Projects			4,898.85	Capital Improvements - Professional Services

Invoices	Amount	PO For
00001	4,898.85	959 Capital Improvements - Professional Services

500 Support Services	113,064.62
501 Operations	22,782.64
502 Executive	2,411.00
001 General Fund	138,258.26
594 Capital Expenditures	4,898.85
301 Capital Projects Fund	4,898.85

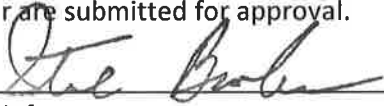
Claims: 145,745.42
 145,745.42



 Signature and Title

 Date 4-19-16

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 04A 2016

Checks Total Amount **320,728.76**

DIRECT DEPOSIT - KEY BANK **319,700.33**

KEY BANK FUNDS TRANSFER TO IRS
FED INCOME TAX DEPOSIT **85,177.92**

KEY BANK FUNDS TRANSFER TO IRS
MEDICARE DEPOSIT **16,707.54**

KEY BANK FUNDS TRANSFER TO IRS
SOCIAL SECURITY DEPOSIT **820.10**

Net Tax Deposit Total **102,705.56**

UNEMPLOYMENT FUND **172.79**

WASH STATE DEPT OF
RETIREMENT SYSTEMS **161,407.01**

TOTAL PAYROLL 904,714.45

When recorded return to:
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

**INTERLOCAL AGREEMENT
AUTHORIZING THE CREATION OF A
FIREFIGHTER SPECIAL OPERATIONS AND RESCUE TEAM
(SORT)**

Whereas, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

Whereas, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

Whereas, pursuant to RCW 35.84.040 and .050 and RCW 52.12.111 and .121, the governing body of each party to this Agreement has determined that each piece of fire apparatus owned, operated, or maintained by that party may be used outside its own jurisdictional boundaries, and each party's personnel may perform its duties outside its jurisdictional boundaries to accomplish the purpose of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia ("OLYMPIA"), City of Tumwater ("TUMWATER"), West Thurston Regional Fire Authority ("WTRFA"), Southeast Thurston Fire Authority ("SETFA), and Thurston County Fire Districts 3, 5, 6, and 9 (each "DISTRICT #__") agree as follows:

I. Purpose

The purpose of this Agreement is to allow the parties to form a specially trained rescue team intended to complement, and not to replace, the services already provided under the Agreement known as the Thurston County Mutual Aid for Firefighting and Emergency Medical Services. Nothing in this Agreement is intended to usurp the power and authority of the Thurston County Sheriff's office with respect to search and rescue activities described in RCW 38.52.400 et seq. Similarly, the parties recognize the authority of the Thurston County Sheriff's office with respect to water rescue and the regulation of watercraft. This Agreement provides for the creation of a Special Operations and Rescue Team (SORT) to respond to unique emergency rescue situations in which specialized training and expertise may be required. SORT is created with the intent of supplementing the work of existing entities that provide emergency rescue response.

II. Definitions

In this Agreement, the following words or terms have the meanings set forth below:

- A. "Emergency" means any situation or event causing or having potential to cause property damage, injury or death, or an event or circumstance that may overwhelm the resources of a party to this Agreement.
- B. "Incident Commander" means the fire department member in overall command of an emergency.
- C. "Joint Board" means the group of individuals designated by the parties to make decisions that will carry out the intent of this Agreement in accordance with its terms.
- D. "Lead Agency" means the party designated by the Joint Board to acquire, store, maintain, and insure supplies and equipment on behalf of the parties to this Agreement.
- E. "Member" means a party to this Agreement who also participates on the Special Operations Rescue Team, is entitled to representation on the Joint Board and may request the services of SORT in the event a situation arises in the member's jurisdiction.
- F. "Non Member" means a party to this Agreement who does not participate on the Special Operations Rescue Team, is not entitled to representation on the Joint Board but may request the services of SORT in the event a situation arises in the non member's jurisdiction.
- G. "Special Operations" means rescue incidents such as trench, confined space, high/low angle, structure collapse, or other situations requiring specialized, unique training beyond the expertise of a typical firefighter.
- H. "Special Operations Rescue Team" or "SORT" means the group of specially trained individual firefighters who respond to Special Operations pursuant to this Agreement.

III. Joint Board

- A. This Agreement creates a Joint Board to be known as the “SORT Board.” No separate legal entity is created. The SORT Board shall administer this Agreement, make decisions, and perform all actions necessary for the successful operation of SORT, in accordance with the authority delegated by each Member party’s governing body pursuant to this Agreement.
- B. The SORT Board shall be made up of individuals, one from each Member party to this Agreement, who will participate as voting members of such Board.
- C. Records of the Joint Board shall be maintained by the Lead Agency.
- D. Voting. A majority vote is required for all substantive decisions of the SORT Board.
- E. In addition to any responsibilities listed in this section, the SORT Board shall:
1. Develop operational priorities, policies and procedures for the efficient functioning and operation of SORT; and
 2. Select a Lead Agency from amongst the Member parties to perform all activities assigned to the Lead Agency by this Agreement and by the SORT Board; and
 3. Establish and approve a budget, if necessary; and
 4. Establish advisory committees, the term of such committees and committee tasks, when necessary. Non member parties may have a representative on any committee, at the discretion of the SORT Board.
- F. Any acquisition of personal property, equipment and supplies shall be the responsibility of the Lead Agency, upon approval of such acquisition by the SORT Board. Obtaining equipment through grant funding is anticipated. Grants shall be written to recognize that the Lead Agency is responsible for all equipment obtained through grant funding.
- G. Care and disposition of personal property, vehicles, equipment or supplies used or acquired by SORT shall be as follows:
1. Upon the occurrence of any of the following events, any loaned personal property, vehicles, equipment or supplies by a party to the Agreement will be returned to that party (1) when no longer needed, (2) when SORT disbands, or (3) upon that party’s withdrawal.

2. No joint personal property, equipment, or supplies are anticipated to be acquired jointly by SORT. However, in the event the Board decides to acquire property, equipment or supplies, it shall be held, maintained and insured, when appropriate, by the Lead Agency. Upon termination of the Agreement, any such property, equipment and supplies shall be liquidated and proceeds distributed to each Member party on a pro rata basis; or the SORT Board will determine an equitable distribution to each party and ensure disbursement accordingly.

3. Vehicles shared by member agencies. If members decide to share vehicles, any such decision shall be fully documented through the Joint Board prior to such shared use and, at a minimum, the following items shall be recorded and kept by the Lead Agency as a part of Joint Board records:

- a) Vehicle Description, including the VIN;
- b) Member agencies who are entitled to use the vehicle and under what circumstances;
- c) Responsibilities for insurance, licensing, maintenance, and all other costs;
- d) Responsibilities relating to housing the vehicle, including any required insurance.

IV. Responsibilities

A. Responsibilities of the Lead Agency are as follows:

1. Coordinate and effectively communicate with the other parties to this Agreement regarding incident response;
2. Meet and coordinate efforts with the Thurston County Sheriff's Department to ensure an efficient, coordinated, and harmonized response by SORT in the event of an emergency rescue;
3. Coordinate and take direction from the SORT Board regarding funding issues, acquisition of personal property, equipment, and supplies, maintenance of equipment, and insurance;
4. Maintain the SORT budget, if a budget becomes necessary, and incorporate the SORT budget into the budget of the Lead Agency.
5. Maintain all records on behalf of SORT for the period of retention required by law, responding promptly when any member of SORT requires access or duplication of records;

6. Be responsible for meeting all requirements of any grant received by the Lead Agency on behalf of SORT;
7. Be responsible to ensure SORT meets any training standards required by law for the rescue operations undertaken by SORT;
8. Execute contract documents on behalf of SORT, upon approval of the Joint Board.
9. Serve at the discretion of the SORT Board.

B. Responsibilities of each Member party:

1. Designate one upper level management employee or official to regularly participate on the SORT Board, granting that person decision making authority on behalf of the party to carry out the intent and purpose of this Agreement.
2. Designate at least one firefighter with the following minimum qualifications to participate in SORT training and response. This person should not be the same person as the SORT Board delegate.

Minimum qualifications:

- a) Firefighter with at least five years experience;
 - b) Ability to conform to written policies and procedures;
 - c) Exemplary record of service and commitment.
3. Ensure that each designee attends scheduled meetings and participates in training and activities to increase the effectiveness of SORT.

C. Responsibilities of each Non Member party:

1. Designate one delegate to interact with SORT to ensure proper communication should the Non Member party have occasion to request aid/response through the Lead Agency for SORT.
2. Keep communication information of the Non-Member party current with SORT.

V. Requests for Aid/Response

A. Requests for Emergency Aid. All requests for aid to SORT shall be directed to the Lead Agency via TCOMM. Member and Non Member parties to this Agreement may request emergency aid.

B. Response to a Request for Emergency Aid. SORT participation in any emergency is voluntary and at the sole discretion of the parties to this Agreement. The requesting agency shall have the primary responsibility for protecting its own constituency and jurisdiction. The parties to this Agreement shall not be liable to any other party for, or be considered to be in breach of or default under this Agreement for denying a request to send SORT or any member of SORT to a response. Any party to this Agreement may request aid from SORT to deal with emergencies of the nature for which SORT is determined to have special expertise. On receiving a request for aid via TCOMM, the Lead Agency shall:

1. Contact each SORT member to determine whether members are available to respond;
2. Determine what apparatus might most effectively and efficiently be dispatched.
3. If necessary, or desirable, assign personnel and apparatus in accordance with availability;
4. Dispatch the designated apparatus with instructions to report to the Incident Commander.

C. Inability to Render Emergency Assistance. Rendering assistance under this Agreement is not mandatory. However, the requesting party shall be informed of the reason why assistance cannot be rendered.

D. Operational Command and Control. SORT will operate under the Incident Management System (also referred to as the Incident Command System). WAC 296-305-05001 as written or hereafter amended, shall apply. SORT is serving as a resource to the requesting party. While incident command may be delegated by the requesting party, overall incident responsibility remains with the requesting party. Each responding party is responsible for the care and custody of its own personnel and equipment.

E. Consumable Supplies. The requesting party shall provide motor fuel, lubricating oil, welfare items and other consumables for SORT, to the extent of available supplies.

F. Equipment Salvage; Equipment Damage. All parties involved in a mutual aid assistance operation shall exercise due diligence in salvaging lost or damaged equipment, and ensuring that it is returned to its rightful owner. Each party shall be responsible for any repairs and/or damages done to their own vehicles or equipment as a result of participation in a mutual aid incident.

VI. Payment (or Funding/Costs/etc.)

A. Each party is anticipated to pay its own expenses to participate in SORT.

B. In the event the SORT Board deems it essential to the mission of SORT to jointly acquire personal property, equipment or supplies, funding for such acquisitions shall be as determined by the SORT Board.

VII. Method of Payment

A. The SORT Board is authorized to determine when and how funds are transferred between entities in the event personal property, equipment and/or supplies are acquired.

B. Upon a determination by the Board that payment is due from one party to another, payment shall be made within thirty (30) days of receipt of an invoice.

VIII. Indemnification and Limitation of Liability

A. This section expressly applies to Member and Non Member parties. The parties agree that each of the parties shall, at all times, be solely responsible for the acts or the failure to act of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel only and to save and hold the parties and their personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as a result of any acts or omissions of the party's personnel relating to the performance of this Agreement.

B. In the event that a claim and/or lawsuit is brought against a party to this Agreement, or against any party's officers, officials or employees for actions arising out of their conduct in responding to a request for assistance, it shall be the duty of each such party to promptly notify the other parties that actually responded to the mutual aid event which is the subject of such claim or lawsuit that the same has been initiated.

C. Each party and their respective defense counsel shall, to the extent reasonably possible and consistent with the best interests of their respective clients, cooperate with other parties to this Agreement and their respective defense counsel in the defense of any lawsuit arising out of a mutual aid response and shall agree, whenever possible, to share non-attorney fee-related costs such as records gathering, preparation of trial exhibits, the retention and payment of expert witnesses, and the cost of deposition reporting and transcription.

D. Each party shall obtain and maintain in full force and effect public liability and property damage insurance or self-insurance coverage in the amount of \$1 million per occurrence to cover claims for injury to person(s) or damage to property arising from the performance of this Agreement. Insurance coverage shall not be cancelled by any party except upon thirty (30) days prior written notice by certified mail, to all other parties. Satisfactory evidence of the requisite insurance coverage shall be provided to each party to this Agreement, upon execution of this Agreement by that party.

E. Nothing herein shall be interpreted to:

1. Waive any defense arising out of RCW Title 51.
2. Operate to negate the responsibilities of any party under RCW 35.84.050 and RCW 52.12.121 as to benefits for an injured firefighter.
3. Limit or restrict the ability of any party, or any party's officials, officers or employee's or legal counsel for any party, official, officer or employee to exercise any right, defense or remedy which a party to a lawsuit may have with respect to claims of third parties, including any good faith attempts to seek dismissal of legal claims against a party by any proper means allowed under the civil rules in either state or federal court.
4. Cover or require indemnification or payment of any judgment against any individual or party for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or party. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This Agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.
5. The parties shall, to the best of their ability, coordinate their liability insurance coverages and/or self-insured coverages to the extent possible to fully implement and follow this Agreement. However, the consent of any liability insurance carrier or self-insured pool or organization is not required to make this Agreement effective as between the parties signatory to this Agreement and the failure of any insurance carrier or self-insured pool or organization to agree or follow the terms of this provision on liability shall not relieve any individual party from its obligations under this Agreement. Nothing in this Agreement shall be interpreted to create third party rights in any entity not a signatory to this Agreement.

F. This section shall survive termination of this Agreement and/or withdrawal of any party to this Agreement as to any incident arising prior to the withdrawal of the party and

it shall survive the termination of this Agreement with respect to any cause of action, claim or liability arising on or prior to the date of termination.

IX. Duration of Agreement

This Agreement shall remain effective until termination in the manner described under the termination section of this Agreement.

X. Termination of Agreement

A. Any party may withdraw from the Agreement by providing sixty (60) days written notice of intent to withdraw to the other parties.

B. The parties may by mutual agreement terminate this Agreement at any time.

XI. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by the parties and supercedes any and all prior agreements oral or otherwise with respect to SORT.

XII. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

XIII. Dispute Resolution

The parties must try to resolve any dispute by mediation prior to bringing any action in court.

XIV. Notice

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA

Attn:, Assistant Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

PO Box 1967

Olympia, WA 98507-1967

CITY OF TUMWATER

Attn: Scott Lavielle, Fire Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

311 Israel Rd S.E.

Tumwater, WA 98501

FIRE DISTRICT #3

Attn: Steve Brooks, Fire Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

1231 Franz Street S.E.

Lacey, WA 98503

FIRE DISTRICT #5

Attn: Steve North, Fire Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

125 Delphi Rd N.W.

Olympia, WA 98502

FIRE DISTRICT #6

Attn: Warren Peterson, Fire Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

P.O. Box 578

East Olympia, WA 98540

FIRE DISTRICT #9

Attn: Steve North, Fire Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

125 Delphi Rd N.W.

Olympia, WA 98502

SOUTHEAST THURSTON FIRE AUTHORITY

Attn: Mark King, Fire Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

P.O. Box 777

Yelm, WA 98597

WEST THURSTON REGIONAL FIRE AUTHORITY

Attn: Russ Kaleiwahea, Fire Chief

Re: Firefighter Special Operations and Rescue Team (SORT)

10828 Littlerock Rd. S.W.

Olympia, WA 98512

XV. Amendment

Amendments to this Agreement, including adding parties, shall not be valid or binding unless in writing, approved by each party's governing body, and filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

XVI. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this Agreement shall be the Superior Court of Thurston County.

XVII. Effective Date

This Agreement shall become effective when one or more counterparts hereof, individually or taken together, bears the signature of all of the parties reflected as signatories and the Agreement is filed or posted as required by RCW 39.34.040.

XVIII. Records

Each Agency shall maintain and be responsible for its own records related to the SORT Agreement and agencies shall respond individually to any public records act request for SORT records, except records of the Joint Board. The Lead Agency shall be responsible for maintaining records of the Joint Board in the manner required by law and shall be responsible for responding to any public records request related to records of the Joint Board.

XIX. Execution

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which shall together constitute one and the same instrument.

CITY OF OLYMPIA, Member

Mayor

Date: _____

Approved as to Form:

Mark Barber, City Attorney

CITY OF TUMWATER, Member

Mayor

Date: _____

Approved as to Form:

Karen Kirkpatrick, City Attorney

WEST THURSTON REGIONAL FIRE AUTHORITY, Member

THURSTON COUNTY FIRE DISTRICT #1

Commissioner

Commissioner

Commissioner

Date: _____

THURSTON COUNTY FIRE DISTRICT #11

Commissioner

Commissioner

Commissioner

Date: _____

THURSTON COUNTY FIRE DISTRICT #3, Member

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Date: _____

MCLANE BLACK LAKE FIRE DEPARTMENT

THURSTON COUNTY FIRE DISTRICT #5, Member

Commissioner

Commissioner

Commissioner

Date: _____

THURSTON COUNTY FIRE DISTRICT #9, Member

Commissioner

Commissioner

Commissioner

Date: _____

THURSTON COUNTY FIRE DISTRICT #6, Member

Commissioner

Commissioner

Commissioner

Date: _____

SE THURSTON FIRE AUTHORITY, Member

Commissioner

Commissioner

Commissioner

Date: _____