

# Thurston County Fire District Three



## Agenda for the Board of Fire Commissioners

### Regular Meeting

May 19, 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 May 5, 2016 of the Board of Fire Commissioners.
  - B. Warrants
    - General Fund 001 (Acct# 6630) checks numbered #18131 through #18167 in the amount of \$34,200.87.
    - Capital Projects Fund 301 (Acct# 6631) checks numbered #18168 through #18170 in the amount of \$25,805.55.
  - C. Payroll #5A 2016 in the amount of \$881,739.46.
- 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. Evaluation of property for acquisition: Discussion/Potential Action

**VII. NEW BUSINESS**

- A. Resolution 849-05-16; Expense Management and Credit Card Usage: Discussion/Potential Action (see Appendix A)
- B. Credit and Purchasing Card Policy: Discussion/Potential Action (see Appendix B)

**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: June 2, 2016 – 5:30 pm***

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**May 5, 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**

**MOTION:** To accept the agenda as presented.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

**III. HEARING OF THE PUBLIC / MEMBERS PRESENT**

None

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the April 21, 2016 of the Board of Fire Commissioners meeting.

B. Draft minutes of the April 28, 2016 Special Meeting of the Board of Fire Commissioners.

C. Warrants

- General Fund 001 (Acct# 6630) checks numbered #18077 through #18111 in the amount of \$43,307.63. Commissioner Nelson had inquired via email about the following warrants and Chief Brooks gave an explanation:
  1. American Express purchase at Costco in the amount of \$330.27 – Bulk restocking of food and beverage supplies for incident response rehabilitation.

2. Sea-Western Inc. in the amount of \$1,023 – Charging system for thermal imaging camera battery. The imaging camera is approximately a \$10K item.

- Capital Projects Fund 301 (Acct# 6631) check numbered #18112 in the amount of \$9,871.10.

C. Payroll #4B 2016 in the amount of \$317,499.00.

**MOTION:** To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

## V. COMMITTEE REPORTS

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

No report. Then next meeting is May 18, 2016.

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

Commissioner Wilson attended the May 4, 2016 meeting and reported the following agenda highlights:

1. 2015 Employee of the Year was presented to Karen Arrowsmith.
2. Strategic Plan Progress Update
3. FirstNet Overview – Government method to have emergency communication between states was discussed.
4. Homeland Interoperability Plan – Includes Thurston, Lewis, and Pacific counties.
5. 2015 Annual Report will be available on the TCOMM911 website
6. Midyear Executive Review
7. Meeting Schedule – No meeting until September.

- C. City / District Liaison  
Communication updates

Commissioners Dobry & Roberts attended the April 26, 2016 meeting and reported the following items discussed:

1. New High School – A 75 acre future property site located on Marvin Road NE will likely be annexed by the City.
2. DOT Olympic Headquarters Facility – The District will negotiate for service once the facility is in operation. The improved property value is anticipated to be approximately \$40 million.
3. County Impact Fees – The City of Lacey is evaluating the possibility of an impact fee ordinance for the North Thurston Public Schools. The city recommended that the District consider also pursuing the impact fee process.
4. Assisted Living Facilities – Chief Brooks submitted a complaint to DSHS of staff not performing their duties at one local facility.
5. Nisqually Elections – New Nisqually Council positions are posted on the Nisqually website. The Board discussed billing the Jail and Casino separately. Chair Dobry will reach out to CFO Montgomery.
6. School District Name Change – The Mayor is promoting the proposal. The Board prefers that the request for endorsement come from the School Board instead of the City of Lacey.

D. Thurston County Fire Commissioners Association  
Regular meeting

No report. The next scheduled meeting is May 19, 2016. The Department of Natural Resources will be the guest speaker.

E. Thurston Regional Planning Council (TRPC)  
Status report

The next scheduled meeting is May 6, 2016. Chair Dobry will attend.

F. Community Outreach  
Status report  
Staff

1. HOA Annual Meetings Report:

- Wedgewood – Chief Brooks and Commissioner Wilson attended. Approximately 25 were in attendance. The CPR video presented. District Logo Reusable CPR bags were distributed.
- Eagle Cliff – Chair Dobry and Deputy Chief Dickson attended the April 22, 2016 meeting at Station 35.

- Meridian Campus – Chair Dobry and Chief Brooks attended the April 27, 2016 meeting.

2. Upcoming HOA annual meetings:

- Courtney Place – May 11, 2016 meeting. The CPR video was declined. The Board will not attend.
- Lacey Fun Fair – May 21st and May . The District will have emergency response staff and an apparatus static display at the Marcus Pavilion site. The District will host the Free Car Seat Clinic at Station 31.

G. Nisqually Tribe

Status report

Chief Brooks reported that Nisqually Planning Director Joe Cushman accepted the District's offer to provide dedicated fee for service stand-by August 1st – 6th for the Nisqually Canoe Journey event. Chief Brooks reported that the District proposed two members at the protocol site and maintaining 24/7 staffing at Station 32.

H. Citizen Advisory Committee

Status report

The next scheduled meeting is May 18, 2016. The meeting location was moved from Station 34 to Station 35. Commissioner Wilson will attend. Chief Brooks reported that he will present a summary of the facility issues.

Chair Dobry recessed the regular Board meeting at 5:57 p.m. and announced that the regular Board meeting will commence at 6 p.m. to conduct the pinning ceremony for promotions and new members.

**VI. PINNING CEREMONY FOR PROMOTIONS AND NEW MEMBERS/ROLL-OUT OF NEW ENGINE 31**

Chief Brooks welcomed and recognized Promotion Recipients and New Volunteer Firefighters:

- Battalion Chief Ryan Fox
- Lieutenant Eric Bamer
- Lieutenant Scott Santhuff
- Volunteer Firefighter Jacob Postier
- Volunteer Firefighters Don West

Each recipient gave a brief introduction of their family and career history. They recited the oath of office and were presented with their badges and helmets.

Chair Dobry recessed the regular Board meeting at 6:25 p.m. for light refreshments and to conduct the new Engine 31 “wet-down” welcoming ceremony. Chief Brooks announced that the celebratory cake was donated by a citizen named Rick at John’s Mountain Home Bakery in appreciation to the District’s first responders.

**VII. OLD BUSINESS**

None

**VIII. 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

No action. The Board adjourned the Executive Session at 7:25 p.m. and reconvened the regular Board meeting

**IX. NEW BUSINESS**

A. Evaluation of Property for Acquisition

**MOTION:** To authorize staff the ability to negotiate with the seller of the property of 8447 Steilacoom Road, S.E. based on the Broker’s price opinion that has been provided.

Motion: Commissioner Wilson

Second: Vice Chair Roberts

Carried: Unanimous

Commissioner Kirkbride commented that he is in favor of the motion as the District is working on capital facilities planning. He supports building a more modern fire station and converting the existent station into training and storage space that will meet current and future needs of the District.

Chief Brooks noted that the property owner has an extended deadline of May 16, 2016 to respond to the District’s offer.

**X. ADMINISTRATIVE REPORT**

1. EF Recovery – EF Recovery requests the opportunity to present their product to the Board for consideration. Chief Brooks will reach out to EF Recovery clients who are comparable fire agencies to the District for feedback. The Board accepted the presentation request. Chief Brooks will invite EF Recovery to present at a future Board meeting.
2. Community Dispatch Email Distribution – The May 2016 issue showcased water safety.

3. New District website is now live.
4. CPR Presentation – Paramedic Karen Weiss will present to the Gateway Rotary Club on May 25, 2016 located at O’Blarney’s Irish Pub, 7 a.m. Commissioner Kirkbride will attend.

**XI. COMMISSIONER COMMENTS**

Commissioner Wilson gave congratulations to the new District volunteers and the promotion recipients. She commented that she was pleased that the Firefighter oath language “swear or affirm” was revised to “affirm”.

Commissioner Nelson thanked staff for organizing the facilities tour on April 28, 2016. He stated that he will not be able to attend the next regular Board meeting.

Commissioner Kirkbride reported that the TRPC 2040 forecast of 20-30% population growth is still on track. He thanked Chief Brooks for initiating the pinning ceremony process. He expressed his concern that the shield lettering on the badges read “Lacey Fire Dept.” instead of “Lacey Fire District”. He recommended that badges be replaced to be consistent with the District’s message to the citizens. Chief Brooks stated that the badges are the only remaining article where the Lacey Fire Department reference exists. He advised that the District is open to the conversion and will research further.

Vice Chair Roberts commented that the District website is very user friendly.

Chair Dobry announced that the TRPC Draft 2025 Regional Transportation Plan is accepting comments through May 9, 2016. He reported registration and lodging vacancies for the WA Fire Commissioners Assoc. Chelan Saturday Seminar on June 4, 2016. He stated that he will not be available May 9th – 10th and the last week of May.

**XII. OTHER INFORMATION**

- A. Suggestion Box – None
- B. Correspondence – Chief Brooks reported that the District social media accounts posted updates of the welcoming wet-down of the new engine and the pinning ceremony.

**XIII. HEARING OF THE PUBLIC / MEMBERS PRESENT**

None

**XIV. ADJOURNMENT**

Chair Dobry adjourned the regular meeting 7:38 p.m.



**THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.**  
*Next Regular Meeting: May 19, 2016 – 5:30 pm*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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ATTEST: District Secretary

# CHECK REGISTER

Lacey Fire District Three  
MCAG #: 1346

05/19/2016 To: 05/20/2016

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1735	05/20/2016	Claims	6630	18131	ALARM CENTER/CUSTOM SECURITY	168.49	S31 Alarm Panel Reset
					001 - 522-50-48-2030 - Facilities Maintenance	168.49	#1018288 - S31 Alarm Panel Reset
		Invoices	Amount	PO	For		
		1018288	168.49	1092	S31 Alarm Panel Reset		
1736	05/20/2016	Claims	6630	18132	AMERISAFE	40.76	20 LB ABC Dry Chemical Recharge
					001 - 522-20-48-2024 - Small Equipment Repair, M	40.76	#34628 - 20LB ABC Dry Chemical Recharge
		Invoices	Amount	PO	For		
		34628	40.76	1081	20 LB ABC Dry Chemical Recharge		
1737	05/20/2016	Claims	6630	18133	ASSOCIATED PETROLEUM	130.46	Apparatus Fuel - April, 2016
					001 - 522-60-32-2011 - Fuel; Apparatus	130.46	Apparatus Fuel - April, 2016
		Invoices	Amount	PO	For		
		CL14594	130.46	1072	Apparatus Fuel - April, 2016		
1738	05/20/2016	Claims	6630	18134	CENTURYLINK - LONG DISTANCE	540.89	Acct. #85430675 Phone Expenses
					001 - 522-10-42-1011 - Telephone	540.89	Acct. #85430675 Phone Expenses
		Invoices	Amount	PO	For		
		1375114487	540.89	462	Acct. #85430675 Phone Expenses		
1739	05/20/2016	Claims	6630	18135	CITY OF OLYMPIA	2,418.95	Building Of A Search & Rescue Prop
					001 - 522-20-31-2001 - Training Supplies	2,418.95	Building Of Search & Rescue Prop
		Invoices	Amount	PO	For		
		4/25/16 OLYMPL	2,418.95	1076	Building of a Search & Rescue Prop		
1740	05/20/2016	Claims	6630	18136	COMCASTCABLE	1,255.77	# 8498 30 099 0001154, Phone & Internet - May, 2016; # 8498 38 007 02259854, S32 High Def
					001 - 522-10-42-1011 - Telephone	1,245.13	# 8498 30 099 0001154, Phone & Internet - May, 2016
					001 - 522-10-42-1011 - Telephone	10.64	# 8498 38 007 02259854, S32 High Def
		Invoices	Amount	PO	For		
		5/2/16 - COMCA:	1,245.13	467	# 8498 30 099 0001154, Phone & Internet - May, 2016		
		5/6/16 COMCAS	10.64	467	# 8498 38 007 02259854, S32 High Def		
1741	05/20/2016	Claims	6630	18137	CUTTERS EDGE	160.31	Bullet Chain Reconditioning & Sharpening
					001 - 522-20-48-2024 - Small Equipment Repair, M	160.31	#050216-3 Bullet Chain Recondition & Sharpening
		Invoices	Amount	PO	For		
		050216-3	160.31	1007	Bullet Chain Reconditioning & Sharpening		
1742	05/20/2016	Claims	6630	18138	FITNESS INSTALLERS & TECHNICIANS INC	569.50	S35 Fitness Equipment Repair

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-20-48-2024 - Small Equipment Repair, M			569.50	Fitness Equipment Repair - St 35
		Invoices	Amount	PO	For		
		LFR18	569.50	1091	S35 Fitness Equipment Repair		
1743	05/20/2016	Claims	6630	18139	FOSTER PEPPER PLLC	960.00	Legal Services - Matter No. 6
			001 - 522-10-41-1031 - Legal Services			960.00	#1133142 - Matter No. 6 - General Representation March 2016
		Invoices	Amount	PO	For		
		1133142	960.00	1061	Legal Services		
1744	05/20/2016	Claims	6630	18140	HD FOWLER COMPANY	52.18	300 Staking Flags - Red, Blue, Yellow
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			52.18	#14194590 - Staking Flags
		Invoices	Amount	PO	For		
		I4194590	52.18	1053	300 Staking Flags - Red, Blue, Yellow		
1745	05/20/2016	Claims	6630	18141	HUGHES FIRE EQUIPMENT INC	48.80	Oly Shop #3170 Part
			001 - 522-60-31-2022 - Apparatus Parts/Supplies			48.80	#503594 - Shop #3170 (E31) Part
		Invoices	Amount	PO	For		
		503594	48.80	1089	Oly Shop #3170 Part		
1746	05/20/2016	Claims	6630	18142	HUNG RIGHT DOORS LLC	211.97	S34 Garage Door Wiring Reattachment
			001 - 522-50-48-2017 - Sta. 34 Facilities Repair			211.97	#420324 - Station 34 Garage Door Wiring Reattachment
		Invoices	Amount	PO	For		
		420324	211.97	1079	S34 Garage Door Wiring Reattachment		
1747	05/20/2016	Claims	6630	18143	INTLASSN OF ARSON INVEST	420.00	Membership Dues - Heikes, Frost, Ranney
			001 - 522-20-49-2011 - Dues & Certifications			420.00	Membership Dues - Heikes, Frost, Ranney
		Invoices	Amount	PO	For		
		90715,90716, & 9	420.00	1084	Membership Dues - Heikes, Frost, Ranney		
1748	05/20/2016	Claims	6630	18144	J & I POWER EQUIPMENT	8.69	Incident Response Part
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			8.69	#3133364 - Rim Sprocket
		Invoices	Amount	PO	For		
		313364	8.69	1093	Incident Response Part		
1749	05/20/2016	Claims	6630	18145	LN CURTIS & SONS INC	1,289.37	Apparatus Parts & Supplies
			001 - 522-60-31-2022 - Apparatus Parts/Supplies			1,289.37	Tool Mounting Equipment. Assorted
		Invoices	Amount	PO	For		
		2136908-00	1,289.37	951	Apparatus Parts & Supplies		
1750	05/20/2016	Claims	6630	18146	MOTOROLA	1,823.56	4 Vehicle Chargers; Portable Radio Repair; Portable Radio Repair

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	1,206.14	Portable Chargers
					001 - 522-20-48-2024 - Small Equipment Repair, M	308.71	Portable Radio Repair
					001 - 522-20-48-2024 - Small Equipment Repair, M	308.71	Portable Radio Repair
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		92094168	1,206.14	964	4 Vehicle Chargers		
		76890766	308.71	963	Portable Radio Repair		
		76891720	308.71	998	Portable Radio Repair		
<b>1751</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18147</b>	<b>MUNICIPAL EMERGENCY SVS</b>	<b>301.09</b>	<b>Custom Adapter Locks For New Engine</b>
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	117.59	2.5" Adapter Lok (For 2 Double Male & Double Female Mounts)
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	159.40	2.5" Dual Adapter Lock (For 2 Double Male & Double Female)
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	24.10	Tax
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		IN1028382	301.09	1047	Custom Adapter Locks for New Engine		
<b>1752</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18148</b>	<b>PAGEFREEZER SOFTWARE, INC</b>	<b>3,508.60</b>	<b>Compliance Software - 1 Year Of 2 Year Subscription</b>
					001 - 522-10-41-1081 - Web Based Services	3,508.60	Web Based Services - Website And Social Media Archiving
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		INV - 2582	3,508.60	1108	Compliance Software - 1 Year of 2 Year Subscription		
<b>1753</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18149</b>	<b>POPE, HOUSER &amp; BARNES, PLLC</b>	<b>4,279.36</b>	<b>Legal Services</b>
					001 - 522-10-41-1031 - Legal Services	4,279.36	#71352 - Legal Professional Services 4/4/2016 - 4/29/2016
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		71352	4,279.36	1080	Legal Services		
<b>1754</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18150</b>	<b>PUGET SOUND ENERGY INC</b>	<b>7,239.25</b>	<b>Utilities Gas &amp; Electric Statement - April, 2016</b>
					001 - 522-50-47-2011 - Sta. 31 Utilities	3,571.88	S31 Utilities Gas & Electric Statement - April, 2016
					001 - 522-50-47-2012 - Sta. 32 Utilities	120.51	S32 Utilities - Electric - April, 2016
					001 - 522-50-47-2013 - Sta. 33 Utilities	1,541.37	S33 Utilities Gas & Electric Statement - April, 2016
					001 - 522-50-47-2014 - Sta. 34 Utilities	1,105.21	S34 Utilities Gas & Electric Statement - April, 2016
					001 - 522-50-47-2015 - Sta. 35 Utilities	900.28	S35 Utilities Gas & Electric Statement - April, 2016
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		5/6/16 PUGET PC	7,239.25	475	Utilities Gas & Electric Statement - April, 2016		
<b>1755</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18151</b>	<b>RAPCO INDUSTRIES INC</b>	<b>41.34</b>	<b>Sharpened Cutters</b>
					001 - 522-20-48-2024 - Small Equipment Repair, M	41.34	#065654 - Sharpen Cutters

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		065654	41.34	1008	Sharpened Cutters		
<b>1756</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18152</b>	<b>RESCUE RESPONSE GEAR INC</b>	<b>1,097.69</b>	<b>Rescue Wetsuit; Bunker Gear</b>
					001 - 522-20-31-2032 - PPE [Bunker Gear]	13.85	Shipping
					001 - 522-20-31-2032 - PPE [Bunker Gear]	24.01	TAX
					001 - 522-20-31-2032 - PPE [Bunker Gear]	275.52	NRS Rescue Wetsuit XXXL
					001 - 522-20-31-2032 - PPE [Bunker Gear]	364.34	TIKKA+ Headlamp Gray
					001 - 522-20-31-2032 - PPE [Bunker Gear]	365.71	NRS Havoc Livery Helmet Red
					001 - 522-20-31-2032 - PPE [Bunker Gear]	54.26	KIT ADAPT For TIKKA 3 Series
		Invoices	Amount	PO	For		
		16141	313.38	1017	Rescue Wetsuit		
		16148	784.31	1054	Bunker Gear		
<b>1757</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18153</b>	<b>ROY'S POWDER COATING</b>	<b>54.40</b>	<b>Aluminum Step Powder Coating</b>
					001 - 522-20-41-2091 - Other Professional Services	54.40	#062637 - Aluminum Step Powder Coating
		Invoices	Amount	PO	For		
		62637	54.40	1052	Aluminum Step Powder Coating		
<b>1758</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18154</b>	<b>SEA-WESTERN INC</b>	<b>418.41</b>	<b>Adjustable Hydrant Wrench; Helmet Fronts - Postier &amp; West</b>
					001 - 522-20-31-2032 - PPE [Bunker Gear]	42.97	HAIX Fire Hunter Xtreme 14" Leather Bunker Boots Size 12 1/2
					001 - 522-20-31-2032 - PPE [Bunker Gear]	42.97	HAIX Fire Hunter Xtreme 14" Leather Bunker Boots Size 9 1/2
					001 - 522-20-31-2032 - PPE [Bunker Gear]	6.57	Traditional Helmet Front - "POSTIER"
					001 - 522-20-31-2032 - PPE [Bunker Gear]	6.57	Traditional Helmet Front - "WEST"
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	319.33	Elkhart- S-454-S ADJUSTABLE HYDRANT WRENCH
		Invoices	Amount	PO	For		
		191286	319.33	1001	Adjustable Hydrant Wrench		
		191305	99.08	989	Helmet Fronts - Postier & West		
<b>1759</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18155</b>	<b>STAPLES ADVANTAGE</b>	<b>146.81</b>	<b>Office Supplies; Office Supplies</b>
					001 - 522-10-31-1011 - Office Supplies	15.75	Office Supplies
					001 - 522-10-31-1011 - Office Supplies	131.06	Office Supplies
		Invoices	Amount	PO	For		
		3300010675	15.75	1048	Office Supplies		
		3300476941	131.06	1085	Office Supplies		
<b>1760</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18156</b>	<b>STERICYCLE INC</b>	<b>20.72</b>	<b>Bio Hazard Waste Disposal</b>
					001 - 522-50-47-2041 - Refuse Services	20.72	#3003412424 - S33 & S35 Biohazard Waste Removal
		Invoices	Amount	PO	For		
		3003412424	20.72	1077	Bio Hazard Waste Disposal		
<b>1761</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18157</b>	<b>TACOMA SCREW PRODUCTS INC</b>	<b>73.94</b>	<b>Training Supplies</b>

# CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-20-31-2001 - Training Supplies			73.94	Red Card Field Day Supplies
		Invoices	Amount	PO	For		
		17124700	73.94	1087	Training Supplies		
<b>1762</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18158</b>	<b>TAKE AIM, LLC</b>	<b>793.25</b>	<b>Uniforms - #2549, 2550, 2534, 2555, 2557, &amp; 2560, Dated 5/2/16-5/4/16; Uniforms - Volunteer FFs Postier &amp; West; Uniform Boots - J. Holguin; Uniforms - Inv. #2578, 2579, &amp; 2580, Dated 5/11/16</b>
					001 - 522-20-31-2031 - Uniforms	11.89	
					001 - 522-20-31-2031 - Uniforms	12.15	
					001 - 522-20-31-2031 - Uniforms	126.53	
					001 - 522-20-31-2031 - Uniforms	7.59	
					001 - 522-20-31-2031 - Uniforms	11.89	
					001 - 522-20-31-2031 - Uniforms	12.15	
					001 - 522-20-31-2031 - Uniforms	126.53	
					001 - 522-20-31-2031 - Uniforms	7.59	
					001 - 522-20-31-2031 - Uniforms	5.06	
					001 - 522-20-31-2031 - Uniforms	5.06	
					001 - 522-20-31-2031 - Uniforms	5.06	
					001 - 522-20-31-2031 - Uniforms	5.06	
					001 - 522-20-31-2031 - Uniforms	174.07	Uniform Boots - J. Holguin PO#1043
					001 - 522-20-31-2031 - Uniforms	2.72	#2579 - Santhuff: Name Tape Sewn
					001 - 522-20-31-2031 - Uniforms	17.41	#2578 - Embroidery
					001 - 522-20-31-2031 - Uniforms	20.00	#2580 - Weekly Delivery
					001 - 522-20-31-2032 - PPE [Bunker Gear]	8.16	#2549 - Bamer Uniform Name Tape
					001 - 522-20-31-2032 - PPE [Bunker Gear]	16.32	#2550 - Bamer Uniform Embroidery
					001 - 522-20-31-2032 - PPE [Bunker Gear]	119.67	#2534 - Hall Uniforms
					001 - 522-20-31-2032 - PPE [Bunker Gear]	72.90	#2555 - BC's Fox & Harn Uniform
					001 - 522-20-31-2032 - PPE [Bunker Gear]	5.44	#2557 - Bamer Uniform Name Tape
					001 - 522-20-31-2032 - PPE [Bunker Gear]	20.00	#2560 Weekly Uniform Delivery
		Invoices	Amount	PO	For		
		5/4/16 TAKE AIM	242.49	1056	Uniforms - #2549, 2550, 2534, 2555, 2557, & 2560, Dated 5/2/16-5/4/16		
		2554	336.56	986	Uniforms - Volunteer FFs Postier & West		
		2569	174.07		Uniform Boots - J. Holguin		
		05/11/16 TAKE A	40.13	1090	Uniforms - Inv. #2578, 2579, & 2580, dated 5/11/16		
<b>1763</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18159</b>	<b>TEMP CONTROL MECH SVS CORP</b>	<b>2,114.11</b>	<b>HVAC Maintenance; S34 VRF HVAC Repair Services</b>
					001 - 522-50-48-2030 - Facilities Maintenance	1,717.35	#064980 - HVAC Routine Contract Service
					001 - 522-50-48-2030 - Facilities Maintenance	396.76	#065155 - VRF HVAC Repair Services
		Invoices	Amount	PO	For		
		064980	1,717.35	1071	HVAC Maintenance		
		065155	396.76	1078	S34 VRF HVAC Repair Services		
<b>1764</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18160</b>	<b>ULTRA JANITORIAL SUPPLY</b>	<b>434.50</b>	<b>Janitorial Supplies</b>
					001 - 522-50-31-2051 - Facilities/Janitorial Supplies	434.50	Janitorial Supplies
		Invoices	Amount	PO	For		
		59968	434.50	1062	Janitorial Supplies		
<b>1765</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18161</b>	<b>UPS</b>	<b>104.10</b>	<b>Shipping; Shipping</b>

# CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522-10-42-1021 - Postage			77.29	Shipping
			001 - 522-10-42-1021 - Postage			26.81	Shipping
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
			000008XY88186		481 Shipping	77.29	
			000008XY88196		481 Shipping	26.81	
<b>1766</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18162</b>	<b>US HEALTH WORKS MED GROUP</b>	<b>189.00</b>	<b>Medical Services</b>
			001 - 522-20-41-2051 - Medical Services			189.00	Medical Services - RTW
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
			0664760-WA		1073 Medical Services	189.00	
<b>1767</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18163</b>	<b>VERIZON WIRELESS</b>	<b>2,006.01</b>	<b>Cell Phones - May, 2016 Acct# 665389947-00002; Cell Phones - May, 2016, Acct #771883370-00001</b>
			001 - 522-20-42-2012 - Cell Phones			1,859.38	Cell Phones - May, 2016 Acct# 665389947-00002
			001 - 522-20-42-2012 - Cell Phones			146.63	Cell Phones - May, 2016, Acct #771883370-00001
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
			9764553156		482 Cell Phones - May, 2016 Acct# 665389947-00002	1,859.38	
			9764561426		482 Cell Phones - May, 2016, Acct #771883370-00001	146.63	
<b>1768</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18164</b>	<b>WASHINGTON FIRE CHIEFS</b>	<b>50.00</b>	<b>EVIP 2.1 Regional Training Registration - B. Craig</b>
			001 - 522-20-49-2012 - Training Registration			50.00	Craig - EVIP 2.1 Registration
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
			7304		1083 EVIP 2.1 Regional Training Registration - B. Craig	50.00	
<b>1769</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18165</b>	<b>WITMER PUB SAFETY GROUP</b>	<b>146.16</b>	<b>Incident Response Equipment</b>
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			123.67	PAC Tool Storz Lok 5"
			001 - 522-20-35-2019 - Incident Resp Eqpm - Fire			22.49	Shipping
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
			1696718		1057 Incident Response Equipment	146.16	
<b>1770</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6630</b>	<b>18166</b>	<b>ZEP SALES &amp; SERVICE</b>	<b>815.49</b>	<b>Facility Supplies</b>
			001 - 522-50-31-2051 - Facilities/Janitorial Supplies			445.47	Fuzion Hair & Body Shampoo 4-1200mL
			001 - 522-50-31-2051 - Facilities/Janitorial Supplies			370.02	Fuzion Hair & Body Shampoo 4-1200mL
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
			9002243214		1051 Facility Supplies	815.49	
<b>1771</b>	<b>05/19/2016</b>	<b>Withdra</b>	<b>6630</b>	<b>18167</b>	<b>THUR CO FD3 REV FUND</b>	<b>266.94</b>	<b>5/19/16 Commissioner's Meeting, Reimburse Revolving Fund</b>
<b>1772</b>	<b>05/20/2016</b>	<b>Claims</b>	<b>6631</b>	<b>18168</b>	<b>RICE FERGUS MILLER INC</b>	<b>19,855.55</b>	<b>Professional Services - Capital Improvements</b>
			301 - 594-22-63-2000 - Facility Capital Projects			19,855.55	00002 - Capital Improvements Professional Services

# CHECK REGISTER

Lacey Fire District Three  
MCAG #: 1346

05/19/2016 To: 05/20/2016

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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Invoices	Amount	PO	For
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00002	19,855.55	1075	Professional Services - Capital Improvements
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1773	05/20/2016	Claims	6631	18169	VIRGIL ADAMS REAL ESTATE INC	5,000.00	Earnest Money On 8447 Steilacoom RD SE Property
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301 - 594-22-63-2000 - Facility Capital Projects	5,000.00	Earnest Money Concerning 8447 Steilacoom Rd. SE
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Invoices	Amount	PO	For
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4/22/16 VIRGILA	5,000.00	1115	Earnest Money on 8447 Steilacoom RD SE Property
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1774	05/19/2016	Withdra	6631	18170	THUR CO FD3 REV FUND	950.00	5/19/16 Commissioner's Meeting - Reimburse Capital Projects Portion Of Revolving Fund
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500 Support Services	10,795.53	
501 Operations	23,138.40	
001 General Fund	33,933.93	
594 Capital Expenditures	24,855.55	
301 Capital Projects Fund	24,855.55	

Claims:	60,006.42
60,006.42	

Kathryn A. Dickson Deputy Chief      5-17-16  
Signature and Title      Date

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.

Steve Baker  
Fire Chief

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Approval Date: \_\_\_\_\_



THURSTON COUNTY FIRE DIST. #3  
MASTER PAYROLL LIST

Payroll Period 05A 2016

Checks Total Amount	284,937.95
<hr/>	
DIRECT DEPOSIT - KEY BANK	326,310.91
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	89,149.57
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	17,105.46
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	648.02
Net Tax Deposit Total	106,903.05
<hr/>	
UNEMPLOYMENT FUND	0.00
<hr/>	
WASH STATE DEPT OF RETIREMENT SYSTEMS	163,587.55
<hr/>	
<b>TOTAL PAYROLL</b>	<b>881,739.46</b>

# FIRE PROTECTION DISTRICT NO. 3

THURSTON COUNTY, ASHINGTON

Lahey Fire District # 3

## A RESOLUTION

### RESOLUTION NUMBER ER 849 05 16

A RESOLUTION of the Board of Fire District Commissioners relating to expense management and credit card use; revising and adopting rules and procedures for use of credit cards for District purposes; repealing resolution 832-01-13 and superseding other resolutions or authorizations inconsistent with this Resolution.

**WHEREAS**, Thurston County Fire Protection District No. 3 is a Washington municipal corporation under, Title 52 RCW; and

**WHEREAS**, RCW 43.09.2855 authorizes local governments, including the District, to use credit cards for official government purchases and acquisitions; and

**WHEREAS**, RCW 43.09.2855 notes that “the legislature finds that (1) the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and (2) local governments should consider and use credit cards when appropriate; and

**WHEREAS**, RCW 42.24.115 additionally provides that any municipal corporation or political subdivision may provide for the issuance of credit cards to officers and employees for the purpose of covering expenses incident to authorized travel; and

**WHEREAS**, Thurston County Fire Protection District No. 3 also maintains a Revolving Fund for advancements of travel expenses in accordance with RCW 42.24.130;

**NOW, THEREFORE**, the Board of Commissioners of Thurston County Fire Protection District No. 3, hereby resolves as follows:

1. As used in this Resolution, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the District) the privilege of obtaining credit from the issuer.

2. The District adopts the following system for the issuance, use and control of credit cards by District officials and employees.

A. Credit Cards Authorized. The Fire Chief or designee is authorized to obtain District credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by District officials and employees.

B. Issuance and Use. Credit cards may be issued to the District and used by District officials and authorized employees for purchasing goods, supplies, services and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the District.

C. Authorization and Control. Upon authorization from the Fire Chief or designee, District officials and employees may obtain credit cards from the Finance Director who shall maintain a ledger of the individual receiving the credit card, including the date the card was received. The Finance Director shall implement accounting controls to ensure the proper use of credit cards and credit card funds.

D. Credit Limits. The credit limit shall not exceed \$25,000 per card, and \$100,000 aggregate. Officials and employees shall be limited to any charge of not more than \$10,000 per occurrence without express authorization of the Fire Chief.

E. Payment of Bills. The Finance Director shall establish a procedure for the prompt payment of all credit card bills on or before the due date, upon controls and review consistent with District policies and state law.

F. Unauthorized Charges. No official or employee shall use a District-issued credit card for non-District business purposes. No charge(s) shall exceed amounts established and available in the District budget.

G. Cash Advances Prohibited. Cash advances on District credit cards are prohibited.

3. Expenses incident to authorized travel may be charged to a District-issued credit card provided the official or employee returns to the District with credit card receipts in accordance with the District travel policies and procedures. An expense reimbursement form is also desired. If certain credit charges are disallowed as a result of audit or District policy, such charge must be repaid to the District. The request and acceptance by an official or employee of use of a District credit card constitutes an agreement by the official or employee of the District's right to withhold funds otherwise payable to the official or

employee up to the amount of the disallowed charge, including interest at the rate charged by the credit card company.

4. The Fire Chief or designee is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The Fire Chief or designee may deliver a revocation order to the charge card company with the District not being liable for any future costs incurred after the date of revocation.

5. The authority in this Resolution is in addition to the authority previously established for advancement of funds for District travel consistent with RCW 42.24.130. A District credit card may be used together with advanced funds, subject to all requirements for proper documentation of expenses through receipts and invoices.

6. Resolution 832-01-13 is hereby repealed. Any other resolution or authorization in conflict with this Resolution is hereby superseded.

**MOVED AND PASSED** at a regular meeting of the Board of Fire Commissioners for Fire Protection District No. 3, Thurston County, Washington, on May 19, 2016 of which all Commissioners were notified and the following majority were present and voting:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
ATTEST: District Secretary

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## Credit and Purchasing Cards

### I. OVERVIEW/PURPOSE/SCOPE

The District has a business need to be able to make purchases and conduct business. Additionally, members should not have to expend personal funds on District business and then seek reimbursement. Also, the Washington State Legislature has found that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs and increase efficiency. Therefore the District has authorized a purchasing process utilizing credit or purchasing cards and must establish the parameters regarding their use.

### II. POLICY

In accordance with the Resolution adopted by the Board of Fire Commissioners, the District will allow the use of District credit cards by members for District business.

### III. DEFINITIONS

**Charitable purposes** – using District funds to purchase goods or services for citizens, such as groceries, fuel or taxi services.

**Credit card** – a card allowing a purchase that will be paid for at a later date. This includes actual credit cards, purchasing cards (P-cards) and similar.

**Point-of-sale** – a purchase made at the time from a physical visit to a vendor.

### IV. PRINCIPLES

- A. District business credit cards are for District business use only to make purchases necessary to the District.
- B. Personal charges are not authorized even if the member intends to reimburse the District.
- C. Use of a credit card for charitable purposes is not allowed.
- D. Members are responsible for the security of the card and account information available to the card holder.
- E. Members must immediately report missing or stolen cards to the Deputy Chief of Administration or the Finance Director.
- F. Purchase documentation shall support all purchases.

**Lacey Fire District 3  
Credit and Purchasing Cards**

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- G. Cash advances are not allowed.
- H. Cash returns are not allowed unless the vendor will only refund in cash.
- I. Credit cards assigned to stations are for point-of-sale emergency/immediate need purchases.

**V. RELATED DOCUMENTS**

Credit Card/Purchasing Card Procedures

Cardholder Agreement

Purchasing Policy and Purchasing Procedures