

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

July 2, 2015

Present:
Chair Wilson
Vice Chair Dobry
Commissioner Roberts

Commissioners Kirkbride and Nelson were excused. Chief Brooks was excused as he is supporting the crews with the high volume brush fire response calls. Deputy Chief Dickson is representing the District in Chief Brook's absence.

I. CALL TO ORDER / FLAG SALUTE

Chair Wilson called the meeting to order at 5:31 p.m.

II. APPROVAL OF THE AGENDA

A. Deletion – Executive Session pursuant to RCW 42.30.140(4)(b)

MOTION: To accept the agenda as amended.

Motion: Commissioner Dobry

Second: Commissioner Roberts

Carried: Unanimous

Motion carried

Chief Brooks and Deputy Chief Pearson arrived.

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the June 18, 2015 of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #17063 through #17100 and #17102 in the amount of \$42,830.21.
- Equipment Repair and Replacement Fund 103 (Acct# 6636) check #17101 in the amount of \$520.66.

C. Payroll #6B 2015 in the amount of \$301,528.64.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Dobry

Second: Commissioner Roberts

Carried: Unanimous

Motion carried

V. COMMITTEE REPORTS

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

No report.

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

Chair Wilson attended the July 1, 2015 meeting and reported the following agenda items discussed:

1. Financial Report Review –The Sales Tax Collection was more than projected.
2. Budget Committee – Julie Hankins, Lenny Greenstein and Ed Hildreth were appointed.
3. Strategic Positioning Project – Action for approval will occur at the next meeting.
4. Executive Director Replacement Committee – Chair Wilson, Deputy Chief Pearson, Lenny Greenstein and John Snaza were appointed.
5. TCOMM 9-1-1 Retiree K.D. Seeley and Executive Director Jim Quackenbush were recognized for their lifelong achievements by APCO International & the National Emergency Number Association.

C. City / District Liaison Communication updates

Chair Wilson reported that she attended the June 16, 2015 meeting with Commissioner Nelson and Chief Brooks. The burn ban and methods to improve burn ban notifications to the citizens of Lacey were discussed. Chief Brooks attended the June 25, 2015 Lacey City Council meeting and presented a reminder of the city-wide burn ban and fireworks safety. The next scheduled meeting is August 18, 2015.

D. Thurston County Fire Commissioners Association
Regular meeting

Vice Chair Dobry gave a reminder of the meeting schedule:

- July 18, 2015 – WA Fire Commissioners' Association meeting.
- July 21, 2015 – Next regular meeting.
- August 18, 2015 – Lake Lawrence Picnic meeting. Representative Denny Heck is presenting. Chiefs are invited.

E. Thurston Regional Planning Council
Status report

The next regular meeting is July 10, 2015. Vice Chair Dobry will attend the day long retreat. There is no meeting in August.

F. Community Outreach
Status report

The following events/updates were reported:

1. Meadows HOA Annual Meeting – July 9, 2015 located at Station 34. Commissioner Roberts and Chief Brooks will attend.
2. Chief's Travel Schedule – Out of the office July 13th-17th.
3. Lacey Days/South Sound BBQ Festival – The District will have a presence at the July 11, 2015 event located at Huntamer Park. Chief Brooks will be in the dunking booth at 10 a.m. – 11 a.m.
4. Independence Day Festivities– The District will have a presence at the following events:
 - City of Lacey Fireworks Spectacular & Freedom Concert – July 3, 2015.
 - Red Wind Casino Fireworks Show – July 4, 2015.

G. Nisqually Tribe
Status report

No report.

H. Citizen Advisory Committee
Status report

There is no July meeting. CAC recommendations will be discussed at the next regular Board meeting.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Reserve Engine Surplus

Deputy Chief Pearson presented staff's recommendation to surplus the 1994 Pierce Pumper (Engine 342) and sell it "as is" to Central Mason Fire-EMS for the sum of \$30,000 by which Central Mason agrees to pay \$15k this year and \$15K next year. September is the proposed possession date. He noted that Engine 342 currently serves as a reserve engine since the purchase of the 2013 Pierce Velocity engine.

MOTION: To surplus the 1994 Pierce Pumper that is currently in reserve status to Engine 312 VIN# 4P1CT02DXRA000283 and to sell it "as is" to Central Mason Fire-EMS for the sum of \$30,000.

Motion: Commissioner Dobry

Second: Commissioner Roberts

Carried: Unanimous

Motion carried

B. Cash Receipting and Deposits Policy

Deputy Chief Dickson presented the Draft Cash Receipting and Deposits Policy and requested the Board's approval for implementation. Chair Wilson was concerned that the language described in the Principles outline item B, referencing the Deposit Waiver exception processes did not include a timeline for processing. Deputy Chief Dickson noted that the processing timeline is specified in the procedures document. Chair Wilson recommended that the "Deposit Waiver" exception process states completion within 24 hours upon receipt or the next business day. Deputy Chief Dickson will include this in the procedures guide. No changes were made to the draft policy.

MOTION: To accept the Cash Receipting and Deposits Policy as described.

Motion: Commissioner Roberts

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following events and updates:

1. Proposed Budget Timeline – August 20, 2015 Committee review August, 8, 2015 prior to regular Board meeting. Chair Wilson and Commissioner Nelson to attend.
2. County Authorized Board Signature List – Chair Wilson, Vice Chair Dobry and Commissioner Roberts updated the information. Commissioners Nelson and Kirkbride to update at the next regular Board meeting.
3. Fire Related Service Update – Chief Brooks reported that all District resources were spent responding to the multiple brush fires today. Call back response were initiated within 30 minutes of the alert notification.

IX. COMMISSIONER COMMENTS

Vice Chair Dobry reported that he will be traveling out of town July 23rd- 31st. Chair Wilson thanked Commissioner Roberts for attending the July 1, 2015 TCOMM meeting.

X. OTHER INFORMATION

A. Suggestion Box

None

B. Correspondence

None

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

Volunteer Service Coordinator Jim Dickson commented that he appreciates the Board consistently leading the pledge of allegiance at a respectful pace.

XII. ADJOURNMENT

Chair Wilson adjourned the regular Board meeting at 5:56 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

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

Judy Wilson
Chair

Thurman Shelton
Commissioner

Sylvia Roberts
Commissioner

Eugene W. Doherty
Vice Chair

[Signature]
Commissioner

[Signature]
ATTEST: District Secretary