

# Thurston County Fire District Three



## Agenda for the Board of Fire Commissioners

### Regular Meeting

October 5, 2017

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
  - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **APPROVAL OF THE CONSENT AGENDA**
  - A. Draft minutes of the September 21, 2017 of the Board of Fire Commissioners meeting.
  - B. Warrants
    - General Fund 001 (Acct# 6630) checks numbered #19590 through #19615 in the amount of \$58,050.63.
  - C. Payroll #9N 2017 in the amount of \$319,127.53.
- V. **COMMITTEE REPORTS**
  - A. Thurston County Medic One  
E.M.S. Council Commissioner Kirkbride
  - B. Thurston 9-1-1 Communications (TCOMM)  
Administration Board Commissioner Wilson
  - C. City / District Liaison  
Communication updates Commissioners Roberts & Kirkbride
  - D. Thurston County Fire Commissioners Association  
Regular meeting Commissioner Nelson

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry

F. Community Outreach  
Status report

Staff

G. Nisqually Tribe  
Status report

Commissioners Roberts & Kirkbride

H. Citizen Advisory Committee  
Status report

**VI. OLD BUSINESS**

A.

**VII. NEW BUSINESS**

A.

**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: October 19, 2017 – 5:30 pm***

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**September 21, 2017**

Present:

Chair Roberts

Vice Chair Kirkbride

Commissioner Wilson

Commissioner Dobry

Commissioner Nelson was excused.

**I. CALL TO ORDER / FLAG SALUTE**

Chair Roberts called the meeting to order at 5:27 p.m.

**II. BOARD OF VOLUNTEER FIREFIGHTERS**

A. Authorization for Reimbursement

Signature needed to request reimbursement for volunteer firefighter physicals (BVFF reimburses \$100 of the cost of a volunteer FF physical). Five physicals are being submitted for reimbursement in the amount of \$500.

**MOTION:** To approve the request reimbursement for five volunteer firefighter physicals in the amount of \$500.

Motion: Ken Roberts

Second: Frank Kirkbride

Carried: Unanimous

**III. APPROVAL OF THE AGENDA**

A. Additions

1. To conduct the Board of Volunteer Fire Fighters Meeting as a part of the regular Board of Fire Commissioners Meeting immediately following the flag salute.
2. Change of the order of the agenda:
  - Move item IV. – Member Recognition after item III. Hearing of the Public/ Members Present.
  - Move Old Business Item A. Capital Metro Girls Fire after item IV. Member Recognition.

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

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

#### **IV. HEARING OF THE PUBLIC / MEMBERS PRESENT**

Olympic Ambulance Director of Thurston County Operations Chris Clem reported the following agency updates:

- Shift Leadership selection completed.
- Hired an additional nurse and dispatcher
- Acquired a newly retrofitted Braun Ambulance Van

#### **V. MEMBER RECOGNITION**

Chief Brooks expressed his appreciation to the longest standing volunteer member, Volunteer Firefighter Ken Roberts for his 25 years of volunteer service with the District. He recognized Ken's dedication serving on the Board of Volunteer Fire Fighters. Chief Brooks presented Ken a 25 year longevity pin.

Ken Roberts thanked his family and the District for support throughout his service to the District. He shared kind words to the District and announced upcoming marathon events that he'll be participating. He invited all to support his efforts in the Capital City Marathon next year.

#### **VI. OLD BUSINESS**

##### **A. Capital Metro Girls Fire Camp: Report from Leadership**

Lead organizers of the Capital Metro Girls Fire Camp Firefighters Crystal Murphy and Jessica Johnson gave a brief report of the camp highlights and lessons learned. They thanked the Board and staff for authorizing the insurance support for the District to host the camp.

Firefighter Jessica Johnson reported the camper and instructor participation count. 43 campers of the 50 camper applications attended. 69 volunteer instructors originating from agencies as far north as Anchorage, Alaska to Los Angeles, California participated in the two-day camp.

Firefighter Crystal Murphy reported that she continues to receive an out pouring of positive feedback from fire agencies, parents of campers, and the community overall. She reported that San Diego Fire and Sacramento Fire commented that they were impressed with the Capital Metro Girls Fire Camp hosted by the District and extended an invitation for Crystal Murphy and Jessica Johnson to participate in their Girls Fire Camp. Crystal Murphy reported that visiting agencies recognized the support of the District's administration, membership, and partnering agencies. She commented that visiting agencies were impressed at how progressive the District is.

Chief Brooks thanked Crystal Murphy and Jessica Johnson for their leadership and announced that he wrote a letter of commendation to each of them recognizing their actions. He read aloud the letter of commendation and awarded them a letter of commendation individually.

Chair Roberts recessed the meeting for photos and light refreshments at 5:42 p.m. for an approximate duration of ten minutes. The regular Board meeting reconvened at 5:59 p.m.

## **VII. APPROVAL OF THE CONSENT AGENDA**

- A. Draft minutes of the September 7, 2017 Board of Fire Commissioners meeting.
- B. Warrants
  - General Fund 001 (Acct# 6630) checks numbered #19552 through #19587 & check number #19589 in the amount of \$45,500.50.
  - Donation Fund 101 (Acct# 6633) checks numbered #19588 in the amount of \$364.05.
- C. Payroll
  - #9A2017 in the amount of \$967,103.59.
  - #9A2 in the amount of \$1,883.68. – Firefighter Pay Adjustment for a pay code discrepancy.
  - #9A3 in the amount of \$-.01. –DRS Correction

**MOTION:** To accept the Consent Agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

## **VIII. COMMITTEE REPORTS**

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

Commissioner Kirkbride attended the September 20, 2017 meeting and reported the following agenda highlights:

1. Interviews for the Training Coordinator Position is in process.
2. Fiscal Manager Position – The position is now filled and will support 50% of the time to Medic One and 50% to Emergency Management.
3. Methods for increased initial EMT training capacity are being discussed.
4. Budget Committee – Jim Cooper, Stan Moon, Jon Ricks and Frank Kirkbride were appointed. The Budget Committee will begin meeting January 2018.

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

Commissioner Wilson announced that she is unable to attend the next meeting on October 4, 2017. Commissioner Roberts hopes to attend and Vice Chair Kirkbride is available if needed.

C. City / District Liaison  
Communication updates

Chief Brooks reported that the proposed meeting date of October 10, 2017 is pending confirmation from the City of Lacey.

D. Thurston County Fire Commissioners Association  
Regular meeting

Commissioner Dobry attended the September 19, 2017 meeting and reported the following agenda items:

1. Fire Marshall Chuck LeBlanc Presentation – Gave an update on the progress of the fire training academy and reported on the 2017 mobilization statistics. His presentation is available upon request.
2. Upcoming Meetings:
  - October 17, 2017 – Located at the Lacey Community Center.
  - November 21, 2017 – Located at McLane Fire Department.

Commissioner Dobry inquired the Boards' interest to host a meeting in the future. Vice Chair Kirkbride suggested hosting the meeting at the Mark Noble Training Center in the springtime. Chief Brooks stated that he will reach out to the City of Olympia for approval and will follow up with the Board. Commissioner Dobry invited Olympic Ambulance Director of Thurston County Operations Chris Clem to give a presentation at that time. Chris Clem accepted the invitation.

3. Banquet Night/Recognition Awards Ceremony – Chair Roberts will sign the letter of certification for Commissioner Kirkbride's 15 years of service and Commissioner Dobry will submit.

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry attended the September 8, 2017 meeting and reported the following agenda items discussed:

1. Thurston Climate Adaptation Plan – Will be released the first week in October. An outreach game board activity called "Resiliency Road" will be introduced at the Olympia the Art Walk event.
2. Pavement Transportation Report – Preservation funding levels are under 42% of the bridges are in ok condition and three are identified in poor condition.
3. Time Capsule – The District will donate a Virtual Reality (VR) viewer and instructions used for the CPR campaign. Chief Brooks will provide the VR box to Commissioner Dobry for submission.

F. Community Outreach

Status report

Staff

Chief Brook reported the upcoming events:

1. Fire Prevention/Public Education – The District will visit elementary schools and private schools to provide public safety education during the month of October.
2. Classic Heights HOA Annual Meeting – October 7, 2017 located at Station 35, 1p.m. Commissioner Dobry and Chief Brooks will attend.
3. Bond Educational Flyer – Distribution is targeted for October 5, 2017.

G. Nisqually Tribe

Status report

No report.

H. Citizen Advisory Committee

Status report

Chief Brooks reported that he did not receive a response from Chair Cockrell regarding the Board's invitation for the CAC to attend a regular Board meeting to be recognized. The Board requested the Chief reach out to the members of the CAC directly to inform that the regular scheduled CAC meetings are postponed until the new year and also to extend the invitation to attend the Station 31 Open House and the November 16<sup>th</sup> board Meeting.

**IX. OLD BUSINESS**

B. Board Policy Review: Review/Proposed Adoption

1. Selection of Board Chair and Vice Chair – Adopted 2012. Revised September 2017. No revisions.
2. Telephonic / Electronic Participation at Board Meetings – Adopted 2012. Revised September 2012. Chair Roberts addressed her concern with the timeline language of “2 days” notification to contact the Board during an emergency and the expressed limits to the number of annual occurrences. The Board recommended a deletion of those two provisions. Chief Brooks presented amended language from staff that removes the notification and frequency restrictions.
3. Emergency Services Outside the District – Adopted 2015. No revisions.
4. Fee Schedule – Adopted July 2015. Commissioner Dobry requested the year published be changed from 2015 to 2017. Chief Brooks reported that staff will make the editorial change from the year 2015 to 2017.
5. Commissioner Compensation – Adopted 2014. Revised September 2017. No revisions.

**MOTION:** To authorize standardizing the format for the existing policies with the amendments presented by staff; Selection of Board Chair and Vice Chair, Emergency Services Outside the District, and Commissioner Compensation as published and also authorize standardizing the format for policies Telephonic/Electronic Participation at Board Meetings and Fee Schedule with amendments.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

6. Financial Policies – The presented draft reflects amendments requested following the Board’s previous review and changes recommended following a review by legal counsel. The Board had no additional recommendations.

**MOTION:** To adopt the proposed Financial Management Policies as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

## **X. NEW BUSINESS**

### **A. 2018 Budget Planning and Timeline: Staff Presentation (see Appendix B)**

Chief Brooks referenced the Budget Summary in Appendix B. He presented the following highlights:

#### **Revenue**

- Entered 2017 with a better than budgeted cash balance. Total estimated beginning cash for 2018 is \$3,662,467
- AV \$9,955,641,012 (an actual increase of nearly 6.5%) = \$14,933,462
- Our maximum property tax revenue w/6% limit = \$14,867,871 (minimal difference from actual)
- New construction estimated \$210,499,048. Revenue from NC = \$315,749
- Contracts (Medic 1) slight increase due. Based on increased PM wages/benefits
- Included Nisqually Tribe, EF Recovery and Mobilizations as revenue “other” line items
- Moved Intergovernmental Fire Protection revenue sources formerly in other funds to General Fund. Increase GF by \$157k

#### **Expenditures**

##### **CPI-U (Seattle) 3.2% through 6/30/17**

- **PEOPLE/BENEFITS – Admin/Support/Operations/Legislative/Exec**
  - Wage increase (COLA) of 2.75%
  - Deputy Chief of Operations for full year
  - Add net of three Firefighter EMTs



- Maintained maximum contract capacity of Paramedics
- New HR Director
- Added potential for 1.5 FTE new admin support staff
- Reclassification w/wage adjustment of IT Specialist and Payroll Benefits Coordinator based on market comparisons (IT Sys Admin and Payroll Administrator)
- Increased L&I rates – new rate estimated to be \$4.15 per hr. for first responders – a 37% increase (\$188k)
- Trusted Plans medical increase 5%
- Kaiser Permanente increase 13.4% plus changed coverage
- Dental/Vision/EAP **0%** increase
- HRA VEBA contributions increase by 5% (CBA)
- LEOFF2 increased 4%
- PERS 2 increase 14%
- Deferred Compensation Plan (DCP) for FF/PM remains at 4.5% of top step FF (\$7,393.01)
- Added DCP benefit for Admin and Support staff – LFD will match up to 4% of employee contribution

#### **Admin/Support Services**

- **SUPPLIES AND SERVICES**
  - Legal services (bond counsel) increase 15k
  - Insurance increase 10k
- **INTERGOVERNMENTAL**
  - Elections costs reduced \$50k (assuming successful bond vote)
- **CAPITAL**
  - INCODE 10 our new financial system maintenance costs \$30k increase

#### **Operations**

- Hold the line budget – net decrease of \$41k

#### **Executive/Legislative**

- Hold the line budget – net increase of \$3k

#### **Transfers**

- Transfer to ER&R \$80k (replenish due to 2017 expenditures)
- Transfer to Bond Fund to cover existing bond expense

Chief Brooks proposed November 6, 2017 for a Public Hearing to present the 2018 Budget. The Board agreed to conduct the Public Hearing on November 16, 2017 and to make a provisional agenda as necessary for action on the 2018 Budget at the regular Board Meeting on November 16, 2017. The Board will confirm the timeline at the next regular Board meeting on October 2, 2017.

The Board further discussed holding a Special Meeting if amendments to the proposed budget are needed. The deadline to submit the 2018 Budget to the county is November 30, 2017.

## **XI. ADMINISTRATIVE REPORT**

Chief Brooks highlighted the following events and updates:

1. EF Recovery –Monthly revenue averages \$2,400- \$2,500. Management of public relations for individual billing are of concern. EF Recovery will bill all to the primary insurance and then staff will review non-District resident accounts for individual billing.
2. WA State Reporting Bureau – Advance notification was given for 2018 rating and an invitation for the District to a request a preferred time of year. The District selected the third or fourth quarter.
3. Human Resource Director Position Update – The first round of interviews was completed on September 19, 2017. Five of the 40 applicants were selected to attend the first interview phase. October is the proposed timeline to make an offer.
4. Permit Assistance at the County – A Pre-Submission Conference was held September 14, 2017. Chief Brooks, Vice Chair Kirkbride and FET Director Matt Chambers attended. The next step is submitting a Special Use Permit application packet.
5. Chiefs Travels – Chief Brooks will be out of the office from September 23<sup>rd</sup> until October 4<sup>th</sup>.
6. State Audit – The Auditor will arrive September 25, 2017.
7. Firefighter Tom Wrights’ Memorial – Well attended. The Local Assistance State Team – National Fallen Firefighters Foundation provided support with the Honor Guard and protocol.

## **XII. COMMISSIONER COMMENTS**

Commissioner Dobry stated that he will be out of town during the regular Board meeting on October 19, 2017. He will attend via teleconference. He announced that the Thurston County Regional Planning Committee will celebrate their 50<sup>th</sup> Anniversary on November 3, 2017, 10 a.m.-12 p.m. located at the Lacey Community Center.

Commissioner Wilson gave her regrets for not attending the District’s 9/11 Ceremony.

Vice Chair Kirkbride announced that Thurston County is hosting an Executive Seminar on Disaster Recover on December 4, 2017, 5 p.m. – 8 p.m. located at the Thurston County ECC on Tilley Road. Dinner is provided.

The Board expressed their appreciation to Finance Director Dale Hough for his work in producing the budget and providing three potential scenarios.

**XIII. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence:

- Email – Appreciation to Paramedic Preston Wallace for his excellent service.
- Voicemail – Thank you message sent to the Fire Chief from a citizen to recognize LT. Ryan Perz, Firefighters Stephanie Major, Maxx Powell and Joe Spickelmire for providing great service while responding to a spouses’ emergency call.

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

None

**XV. ADJOURNMENT**

The regular Board Meeting was adjourned at 7:27 p.m.

**THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.**

*Next Regular Meeting: October 5, 2017 – 5:30 pm*

\_\_\_\_\_  
Chair

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

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Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

# CHECK REGISTER

Lacey Fire District Three  
MCAG #: 1346

10/05/2017 To: 10/06/2017

Time: 15:03:36 Date: 10/03/2017

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>3564</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19590</b>	<b>ALARM CENTER/ACE FIRE</b>	<b>81.00</b>	<b>S34 Monitoring Fees, 10/1/17-12/31/17</b>
					001 - 522-50-48-2030 - Facilities Maintenance	81.00	Monitoring 10/1/17 - 12/31/17
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		1088224	81.00	2562	S34 Monitoring Fees, 10/1/17-12/31/17		
<b>3565</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19591</b>	<b>ALARM CENTER/CUSTOM SECURITY</b>	<b>1,055.66</b>	<b>S35 Monitoring Fees, 10/1/17-12/31/17; S31, 100 Access Cards, 10 Prox Fobs</b>
					001 - 522-50-31-2051 - Facilities/Janitorial Supplies	816.75	Proximity Cards
					001 - 522-50-31-2051 - Facilities/Janitorial Supplies	157.91	Proximity Fobs
					001 - 522-50-48-2030 - Facilities Maintenance	81.00	S35 Monitoring Fees, 10/1/17-12/31/17
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		1086334	81.00	2561	S35 Monitoring Fees, 10/1/17-12/31/17		
		1089576	974.66	2560	S31, 100 Access Cards, 10 Prox Fobs		
<b>3566</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19592</b>	<b>AMERICAN EXPRESS</b>	<b>89.30</b>	<b>Business Expenses - Sept. 2017</b>
					001 - 522-20-31-2045 - Emergency Prep. Supplies	43.32	Fred Meyer - Emergency Prep Supplies
					001 - 522-20-31-2045 - Emergency Prep. Supplies	10.00	Firehouse Subs - Emergency Prep Supplies
					001 - 522-20-35-2041 - Small Comm. Eqpm - Misc	35.98	Encased - BN31 Phone Case & Holster
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		SEPT 2017 AM E	89.30		Business Expenses - Sept. 2017		
<b>3567</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19593</b>	<b>JOHN C. BARNES</b>	<b>880.00</b>	<b>Janitorial Services - Sept., 2017</b>
					001 - 522-50-48-2030 - Facilities Maintenance	880.00	Janitorial Services - Sept., 2017
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		9-2017	880.00	460	Janitorial Services - Sept., 2017		
<b>3568</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19594</b>	<b>CHAMBERS PRAIRIE ELECTRIC</b>	<b>457.46</b>	<b>S31 Wiring Additions</b>
					001 - 522-50-48-2011 - Sta. 31 Facilities Repair	457.46	Outlets And Fixture Installation
		<b>Invoices</b>	<b>Amount</b>	<b>PO</b>	<b>For</b>		
		10645	457.46	2575	S31 Wiring Additions		
<b>3569</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19595</b>	<b>CITI CARDS - VISA</b>	<b>11,767.60</b>	<b>Business Expenses - Dickson, 8/23/17-9/22/17; Business Expenses - Brooks, 8/23/17-9/22/17; Business Expenses - Cox, 8/23/17-9/22/17; Business Expenses - Chambers, 8/23/17-9/22/17</b>
					001 - 522-10-31-1011 - Office Supplies	26.26	Office Supplies
					001 - 522-10-31-1011 - Office Supplies	47.85	Office Supplies-Shredder Bags
					001 - 522-10-31-1011 - Office Supplies	26.99	Office Supplies -Envelopes
					001 - 522-10-31-1011 - Office Supplies	16.47	Office Supplies
					001 - 522-10-31-1011 - Office Supplies	25.54	Office Supplies
					001 - 522-10-31-1011 - Office Supplies	13.96	Office Supplies
					001 - 522-10-31-1011 - Office Supplies	45.48	Office Supplies
					001 - 522-10-31-1011 - Office Supplies	14.99	2" Binder Rings (100 Pack)
					001 - 522-10-31-1011 - Office Supplies	42.00	Badge Holders (2 Packs Of 100)
					001 - 522-10-31-1011 - Office Supplies	74.00	Cleaning Kit And Accessories For Dry Erase Boards

# CHECK REGISTER

Lacey Fire District Three  
MCAG #: 1346

10/05/2017 To: 10/06/2017

Time: 15:03:36 Date: 10/03/2017  
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522-10-31-1011		- Office Supplies	123.16	Tech Communication Cables & Accessories
		001 - 522-10-31-1011		- Office Supplies	83.99	Station 31 Open House Banner
		001 - 522-10-31-1011		- Office Supplies	61.49	5 Gal. Water Cooler And Cup Dispenser
		001 - 522-10-31-1043		- Food-Meetings & Workshop	162.59	Admin Meeting Lunch
		001 - 522-10-31-1043		- Food-Meetings & Workshop	57.56	Office Supplies
		001 - 522-10-41-1081		- Web Based Services	69.99	Subscription
		001 - 522-10-41-1081		- Web Based Services	50.00	8/1/17- 8/31/17 Subscription
		001 - 522-10-41-1081		- Web Based Services	37.53	8/1/17- 8/31/17 Subscription
		001 - 522-10-41-1081		- Web Based Services	677.16	Email Protection 8/12/17 - 9/12/17
		001 - 522-10-41-1091		- Other Professional Services	75.80	Background Check
		001 - 522-10-41-1091		- Other Professional Services	75.80	Background Check
		001 - 522-10-41-1091		- Other Professional Services	194.25	PM School Clinical Insurance
		001 - 522-10-41-1091		- Other Professional Services	194.25	PM School Clinical Insurance
		001 - 522-10-41-1091		- Other Professional Services	12.00	WSP Background Check
		001 - 522-10-41-1091		- Other Professional Services	12.00	WSP Background Check
		001 - 522-10-44-1011		- Advertising	280.00	Human Resource Director Position Ad
		001 - 522-20-31-2001		- Training Supplies	30.33	Rebar
		001 - 522-20-31-2032		- PPE [Bunker Gear]	109.44	Visibility Vests (12)
		001 - 522-20-31-2032		- PPE [Bunker Gear]	88.44	Disposable Earplugs 4 Packs Of 100
		001 - 522-20-31-2032		- PPE [Bunker Gear]	51.25	Safety Vests (5)
		001 - 522-20-31-2032		- PPE [Bunker Gear]	164.16	Visibility Vests
		001 - 522-20-31-2044		- Food - Incidents	148.82	Incident Food
		001 - 522-20-31-2044		- Food - Incidents	13.77	Incident Food
		001 - 522-20-31-2045		- Emergency Prep. Supplies	2,048.15	Emergency Preparedness Supplies
		001 - 522-20-31-2045		- Emergency Prep. Supplies	202.66	First Aid Safety Supplies
		001 - 522-20-35-2019		- Incident Resp Eqpm - Fire	207.00	Hose Strap
		001 - 522-20-35-2019		- Incident Resp Eqpm - Fire	9.98	Gasoline/Mixed Fuel Decals
		001 - 522-20-35-2019		- Incident Resp Eqpm - Fire	14.32	Rope Clamp
		001 - 522-20-35-2019		- Incident Resp Eqpm - Fire	148.61	PPE Maintenance Equipment
		001 - 522-20-35-2041		- Small Comm. Eqpm - Misc	12.68	Cable Cord And Audio Plug
		001 - 522-20-43-2011		- Travel Transportation	187.80	Conference Airfare
		001 - 522-20-43-2011		- Travel Transportation	187.80	Conference Airfare
		001 - 522-20-43-2011		- Travel Transportation	251.81	Conference Airfare
		001 - 522-20-43-2011		- Travel Transportation	251.81	Conference Airfare
		001 - 522-20-43-2011		- Travel Transportation	7.33	Transportation Booking Fee
		001 - 522-20-48-2024		- Small Equipment Repair, M	210.71	1x Liquid Hose 20'
		001 - 522-20-49-2012		- Training Registration	1,791.49	PM School - Pellegrino
		001 - 522-20-49-2012		- Training Registration	1,400.00	Firemanship Conference Reg Fee
		001 - 522-20-49-2012		- Training Registration	700.00	Firemanship Conference Reg Fee
		001 - 522-50-31-2051		- Facilities/Janitorial Supplies	108.85	Lamp Recycle Kit
		001 - 522-50-31-2051		- Facilities/Janitorial Supplies	121.23	Janitorial Supplies
		001 - 522-50-31-2051		- Facilities/Janitorial Supplies	173.21	Facility Supplies
		001 - 522-50-31-2051		- Facilities/Janitorial Supplies	105.57	Cleaning Supplies
		001 - 522-50-31-2051		- Facilities/Janitorial Supplies	29.54	Hardware
		001 - 522-50-31-2051		- Facilities/Janitorial Supplies	23.51	Striping Paint
		001 - 522-50-31-2051		- Facilities/Janitorial Supplies	126.59	Striping Supplies
		001 - 522-50-35-2031		- Facilities Equipment	129.99	Light Panel
		001 - 522-50-48-2011		- Sta. 31 Facilities Repair	32.84	Dishwasher Dish Rack Replacement
		001 - 522-60-31-2022		- Apparatus Parts/Supplies	17.17	Ball Knob
		001 - 522-60-31-2022		- Apparatus Parts/Supplies	78.26	Tie Down Straps And Kit For Mule
		001 - 522-60-31-2022		- Apparatus Parts/Supplies	36.93	Knobs
		001 - 594-22-64-1051		- Computer Equipment	44.44	Keyboard Bundle

Invoices	Amount	PO For
9/22/17 DICKSO	3,391.71	2567 Business Expenses - Dickson, 8/23/17-9/22/17
9/22/17 BROOKS	2,061.92	2557 Business Expenses - Brooks, 8/23/17-9/22/17
9/22/17 COX	2,986.55	2559 Business Expenses - Cox, 8/23/17-9/22/17

# CHECK REGISTER

Lacey Fire District Three  
MCAG #: 1346

10/05/2017 To: 10/06/2017

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		9/22/17	CHAMBI	3,327.42	2491	Business Expenses - Chambers, 8/23/17-9/22/17	
<b>3570</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19596</b>	<b>CITY OF LACEY</b>	<b>2,519.68</b>	<b>S31 Utilities - Water #461-7258, Sept. 2017; S33 Utilities - Water #461-68710, Sept. 2017; S34 Utilities - Water #461-22982, Sept. 2017; S35 Utilities - Water #461-52468, Sept. 2017</b>
		001 - 522-50-47-2011 - Sta. 31 Utilities				462.38	S31 Utilities - Water #461-7258, Sept. 2017
		001 - 522-50-47-2013 - Sta. 33 Utilities				963.96	S33 Utilities - Water #461-68710, Sept. 2017
		001 - 522-50-47-2014 - Sta. 34 Utilities				720.65	S34 Utilities - Water #461-22982, Sept. 2017
		001 - 522-50-47-2015 - Sta. 35 Utilities				372.69	S35 Utilities - Water #461-52468, Sept. 2017
		Invoices	Amount	PO	For		
		9/22/17 - 461-725	462.38	464	S31 Utilities - Water #461-7258, Sept. 2017		
		9/22/17 #461-687	963.96	464	S33 Utilities - Water #461-68710, Sept. 2017		
		9/22/17 #461-229	720.65	464	S34 Utilities - Water #461-22982, Sept. 2017		
		9/22/17 #461-524	372.69	464	S35 Utilities - Water #461-52468, Sept. 2017		
<b>3571</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19597</b>	<b>CITY OF OLYMPIA</b>	<b>26,155.77</b>	<b>Oly Shop Contracted Services - Aug. 2017</b>
		001 - 522-60-31-2022 - Apparatus Parts/Supplies				8,808.00	Oly Shop Parts - Aug. 2017
		001 - 522-60-48-2025 - Apparatus Mx Svs - Olympi				17,347.77	Oly Shop Contracted Services - Aug. 2017
		Invoices	Amount	PO	For		
		9/14/17 OLY SHC	26,155.77	2566	Oly Shop Contracted Services - Aug. 2017		
<b>3572</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19598</b>	<b>DUO-SAFETY LADDER CORPORATION</b>	<b>244.65</b>	<b>Ladder Repair Parts</b>
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				244.65	Ladder Repair Parts
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire					Ladder Repair
		Invoices	Amount	PO	For		
		462432-00	244.65	2547	Ladder Repair Parts		
<b>3573</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19599</b>	<b>FOSTER PEPPER PLLC</b>	<b>570.00</b>	<b>Legal Services - Personnel Matters, #4; Legal Services - General, #6</b>
		001 - 522-10-41-1031 - Legal Services				48.00	Legal Services - Personnel Matters, #4
		001 - 522-10-41-1031 - Legal Services				522.00	Legal Services - General, #6
		Invoices	Amount	PO	For		
		1178469	48.00	2572	Legal Services - Personnel Matters, #4		
		1178470	522.00	2571	Legal Services - General, #6		
<b>3574</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19600</b>	<b>HUGHES FIRE EQUIPMENT INC</b>	<b>4,848.16</b>	<b>Oly Shop #3192 Part</b>
		001 - 522-60-31-2022 - Apparatus Parts/Supplies				4,848.16	E31 Part
		Invoices	Amount	PO	For		
		517285	4,848.16	2574	Oly Shop #3192 Part		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3575	10/06/2017	Claims	6630	19601	INTL ASSN OF ARSON INVEST	420.00	Annual Membership Renewals - Santhuff, Perz, & Berman
					001 - 522-20-49-2011 - Dues & Certifications	420.00	Annual Membership Renewals - Santhuff, Perz, & Berman
		Invoices	Amount	PO	For		
		114009,114010,11	420.00	2576	Annual Membership Renewals - Santhuff, Perz, & Berman		
3576	10/06/2017	Claims	6630	19602	LN CURTIS & SONS INC	393.37	Bunker Boots
					001 - 522-20-31-2032 - PPE [Bunker Gear]	393.37	Structural Boots
		Invoices	Amount	PO	For		
		INV126185	393.37	2520	Bunker Boots		
3577	10/06/2017	Claims	6630	19603	PAULSON'S INC.	257.93	2 Jet Ski Repair & Maintenance
					001 - 522-60-48-2014 - Apparatus Repair	257.93	Jet Ski Repairs (2)
		Invoices	Amount	PO	For		
		4422270	257.93	2553	2 Jet Ski Repair & Maintenance		
3578	10/06/2017	Claims	6630	19604	SHARP ELECTRONICS CORP	108.17	Sharp Copier Rental & Overages, 9/15/17-10/14/17
					001 - 522-10-45-1021 - Office Equipment Rental	108.17	Sharp Copier Rental & Overages, 9/15/17-10/14/17
		Invoices	Amount	PO	For		
		SH228611	108.17	478	Sharp Copier Rental & Overages, 9/15/17-10/14/17		
3579	10/06/2017	Claims	6630	19605	SNURE SEMINARS	40.00	2017 WFCFA Pre Conference Seminar Registration - Commissioner Dobry
					001 - 522-10-49-6012 - Registrations	40.00	SNURE Seminar - Dobry
		Invoices	Amount	PO	For		
		9/26/17 #503	40.00	2570	2017 WFCFA Pre Conference Seminar Registration - Commissioner Dobry		
3580	10/06/2017	Claims	6630	19606	TAGS TROPHIES	11.42	Name Badge For Commissioner Kirkbride
					001 - 522-10-31-1011 - Office Supplies	11.42	Name Badge (Kirkbride)
		Invoices	Amount	PO	For		
		189310	11.42	2568	Name Badge for Commissioner Kirkbride		
3581	10/06/2017	Claims	6630	19607	TAKE AIM, LLC	540.91	Uniforms - Invoices # 4841, 4842, 4845, & 4846, Dated 9/20/10; EMT Patch
					001 - 522-20-31-2031 - Uniforms	20.00	#4846 - Weekly Delivery 9-20-2017
					001 - 522-20-31-2031 - Uniforms	17.41	#4845 - Nadeau Uniforms
					001 - 522-20-31-2031 - Uniforms	274.17	#4842 - Landwehrle Uniforms
					001 - 522-20-31-2031 - Uniforms	223.89	#4841 -Hougan Uniforms
					001 - 522-20-31-2031 - Uniforms	5.44	Patch Replacements
		Invoices	Amount	PO	For		
		9/20/17 TAKE AI	535.47	2550	Uniforms - Invoices # 4841, 4842, 4845, & 4846, dated 9/20/10		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
	4847		5.44	2539	EMT Patch		
<b>3582</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19608</b>	<b>JOHN THOBURN, Ph.D.</b>	<b>400.00</b>	<b>9/5/17 - Practicum Supervision For Jeff Holguin</b>
			001 - 522-10-41-6029 - Management Consultants			400.00	9/5/17 - Practicum Supervision For Jeff Holguin
		Invoices	Amount	PO	For		
	9/27/17	THOBUF	400.00	2577	9/5/17 - Practicum Supervision For Jeff Holguin		
<b>3583</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19609</b>	<b>TNT EXTERMINATORS INC</b>	<b>435.60</b>	<b>Pest Control - Aug. 2017; Pest Control - Sept. 2017</b>
			001 - 522-50-48-2030 - Facilities Maintenance			217.80	Pest Control - Aug. 2017
			001 - 522-50-48-2030 - Facilities Maintenance			217.80	Pest Control - Sept. 2017
		Invoices	Amount	PO	For		
	876,981,99,30045		217.80	479	Pest Control - Aug. 2017		
	30241,319,31,64,!		217.80	479	Pest Control - Sept. 2017		
<b>3584</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19610</b>	<b>TYLER TECHNOLOGIES INC</b>	<b>1,906.25</b>	<b>Incode Software Implementation</b>
			001 - 594-22-64-1052 - Software			1,906.25	Financial Software Implementation
		Invoices	Amount	PO	For		
	025-200948		1,906.25	2556	Incode Software Training		
<b>3585</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19611</b>	<b>ULTRA GREEN SYSTEMS</b>	<b>469.79</b>	<b>Janitorial Supplies</b>
			001 - 522-50-31-2051 - Facilities/Janitorial Supplies			469.79	Janitorial Supplies
		Invoices	Amount	PO	For		
	61246		469.79	2573	Janitorial Supplies		
<b>3586</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19612</b>	<b>UNIFIRST CORPORATION</b>	<b>959.79</b>	<b>Laundry - Sept., 2017</b>
			001 - 522-20-41-2092 - Garment Mx. & Laundry			959.79	Laundry - Sept., 2017
		Invoices	Amount	PO	For		
	9/25/17	UNIFIRS	959.79	480	Laundry - Sept., 2017		
<b>3587</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19613</b>	<b>UPS</b>	<b>77.95</b>	<b>Shipping</b>
			001 - 522-10-42-1021 - Postage/Shipping			77.95	Shipping
		Invoices	Amount	PO	For		
	000008XY88387		77.95	481	Shipping		
<b>3588</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19614</b>	<b>US HEALTH WORKS MED GROUP</b>	<b>205.00</b>	<b>Medical - Acct. # 041286</b>
			001 - 522-20-41-2051 - Medical Services			205.00	Return To Work Physical Abilities Test
		Invoices	Amount	PO	For		
	0744840-WA		205.00	2549	Medical - Acct. # 041286		
<b>3589</b>	<b>10/06/2017</b>	<b>Claims</b>	<b>6630</b>	<b>19615</b>	<b>VOYAGER FLEET SYSTEMS / US BANK</b>	<b>3,155.17</b>	<b>Apparatus Fuel - Sept., 2017</b>



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		001 - 522-60-32-2011 - Fuel; Apparatus			3,155.17	Apparatus Fuel - Sept., 2017

Invoices	Amount	PO	For
869357335740	3,155.17	2582	Apparatus Fuel - Sept., 2017

500 Support Services	5,219.34
501 Operations	52,391.29
502 Executive	440.00
<b>001 General Fund</b>	<b>58,050.63</b>

Claims: 58,050.63  
58,050.63

 Fin Director

10/3/17  
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.

  
\_\_\_\_\_  
Fire Chief

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

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

THURSTON COUNTY FIRE DIST. #3  
MASTER PAYROLL LIST

Payroll Period 09B 2017 (Draw)

DIRECT DEPOSIT - KEY BANK	282,655.13
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	27,452.74
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KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	9,019.66
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KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
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TAX DEPOSIT TOTAL	36,472.40
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<b>TOTAL PAYROLL</b>	<b>319,127.53</b>
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