

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**November 5, 2015**

Present:  
Chair Wilson  
Vice Chair Dobry  
Commissioner Nelson  
Commissioner Kirkbride  
Commissioner Roberts

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

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

**II. APPROVAL OF THE AGENDA**

A. Addition – “Read Around Lacey” under New Business item F.

**MOTION:** To accept the Agenda as amended.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

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

None

**IV. APPROVAL OF THE CONSENT AGENDA**

The Board reviewed and discussed the following Consent Agenda items:

A. Draft minutes of the October 15, 2015 of the Board of Fire Commissioners regular meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #17455 through #17498 in the amount of \$46,714.02.

Commissioner Kirkbride inquired if the Keller Supply invoice for replacement toilets is related to the plumbing issues at Station 31. Deputy Chief Pearson reported that it is not and that the original toilets were of low quality and lower to the ground. The three replacement toilets are of better

quality and higher from the ground. Commissioner Kirkbride also expressed his concern for the multiple spelling errors on the warrants. Chief Brooks commented that Staff continues to adapt to the implementation of the new financial software, which has no spell-checking capabilities, but that this can be monitored more closely in the future.

Chair Wilson inquired a follow-up report on the Foremost Promotions invoice in the amount of \$992.61 from the previous Board meeting. It was reported that the purchase of public education supplies consisted of LFD3 Junior Firefighter badge stickers and other supplies in preparation for October's outreach emphasis. Materials are distributed at community outreach venues and when the District visits classrooms to educate and engage students on fire safety during October's Fire Prevention emphasis.

- Donation Fund 101 (Acct# 6633) check numbered #17499 in the amount of \$399.23.

C. Payroll #10B 2015 in the amount of \$294,315.56.

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

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

**Motion carried**

## V. COMMITTEE REPORTS

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

No report. The October meeting was canceled. The next scheduled meeting is November 18, 2015.

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

Chair Wilson attended the November 4, 2015 meeting and reported the following agenda items discussed:

1. 2016 Budget adopted. No public comment. The official budget is \$8,028,318.00.
2. Clean Audits: State report and WA Cities Insurance Authority Audit Report passed with no findings.
3. Strategic Positioning Report Complete. The hiring of new Executive Director Keith Flewelling was one of the objectives fulfilled in the Strategic Positioning Plan. In the approach to save \$92K in the budget,

Keith Flewelling announced his plan to combine the Deputy Director and Human Resource Manager positions in which the current Human Resource Manager Wendy Hill will fulfill the new role. This will allow the hiring of two additional dispatchers prior to June.

Chair Wilson reported that she is unable to attend the next TCOMM meeting on December 2, 2015. Commissioner Roberts will attend in her absence.

C. City / District Liaison  
Communication updates

Commissioner Wilson and Chief Brooks attended the November 2, 2015 meeting. No new agenda items reported. Exchanged Nisqually Tribal relations updates.

D. Thurston County Fire Commissioners Association  
Regular meeting

Vice Chair Dobry attended the November 4, 2015 Strength of Purpose meeting and reported the following agenda items discussed:

1. Upcoming Meetings

- November 17, 2015 – Port Commissioner Bill McGregor will present
- December 2, 2015 – Potluck. No presenter.

2. Saturday Seminar Topics – Preliminary discussions targeted oil shipment safety awareness and the Pulse Point application. Chair Wilson recommended alerting TCOMM staff regarding Pulse Point discussions.

3. Fire District 8 Ambulance License Application – Chief Brooks reported that the District supplied a letter of endorsement as a bordering agency.

4. Leadership Nominations– Roger McMaster; Secretary and Milt Harper; WFCFA Education Committee.

5. Search for countywide medical-physicals contract to include volunteers – Chief Brooks advised that Deputy Chief Dickson negotiated the District's contract and is available for more information.

6. WA Fire Commissioners Conference – Approximately 468 attended.  
Future proposed meeting locations:

- 2016, Yakima
- 2017, Spokane
- 2018, Yakima
- 2019, Tulalip
- 2020, Spokane
- 2021, Tulalip

E. Thurston Regional Planning Council

Status report

No report.

F. Community Outreach

Status report

1. Horizon Point Annual HOA meeting – November 14, 2015 located at Station 31, 10:30 a.m. Vice Chair Dobry and Chief Brooks will attend.
2. Capital City Golf Club Annual HOA meeting – November 17, 2015 located at the Jacob Smith House, 6:00 p.m. Chief Brooks and Commissioner Nelson will attend.
3. Public Education Awareness – The District members supported Breast Cancer Awareness month by donning pink shirts in October. District responders visited kindergarten through second grade classrooms in our District to present Fire Safety Prevention and Awareness Education. Chief Brooks stated that the District continues to work with seventh grade middle school students on CPR education.

G. Nisqually Tribe

Status report

Chief Brooks and Chair Wilson met with new Nisqually Chief Financial Officer David Montgomery. Funding discussions continued. The District extended an open invitation for a ride-along to Mr. Montgomery and his staff.

H. Citizen Advisory Committee

Status report

Commissioner Nelson attended the October 21, 2015 meeting and reported that Public Outreach and Awareness was the objective. CAC member Glenn Cramer will draft a Public Outreach and Awareness scope and structure proposal for review and discussion at the next meeting.

Chief Brooks reported a meeting location change for the next CAC meeting scheduled on November 18, 2015. The meeting will be conducted at the Mark Noble Training Center on Fones Road. The CAC will observe District and Olympia Fire Responders in a “night” joint training onsite that evening. Chair Wilson will attend.

Chief Brooks extended the invitation for the Board to observe the same training scheduled on November 19, 2015. The Board shared interest to attend and move the regular Board meeting location from Station 31 headquarters to the Mark Noble Training Center. Chief Brooks will reserve the meeting room for both evenings and will post a meeting location change notice.

## VI. OLD BUSINESS

### A. 2016 Budget

2016 Budget dated November 5, 2015 reflects the October 2015 actuals. Chief Brooks reported that the Nisqually Grant request is not included in the budget. He noted a correction in the salary range proposals of the additional Firefighter and Administration positions. Chief Brooks recommended that the Board adopt the 2016 Budget and authorize the District Secretary to sign the 2016 Levy Certification

**MOTION:** To approve the adoption of the 2016 Budget as presented and published on November 5, 2015 and authorizing the District Secretary Fire Chief Brooks to sign the 2016 Levy Certification.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

**Motion carried**

## VII. NEW BUSINESS

### A. 2016 Levy Resolutions

#### 1. Resolution # 844-11-15

**MOTION:** To adopt Resolution # 844-11-15 authorizing an increase in the District's tax levy from the previous year.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

**Motion carried**

#### 2. Resolution # 845-11-15

**MOTION:** To adopt Resolution # 845-11-15 authorizing an increase in the levy limit factor up to one hundred six percent.

Motion: Commissioner Nelson

Second: Commissioner Roberts

**Motion carried**

### B. Replacement Bond Issuance

Chief Brooks reported that legal counsel recommends signing the six replacement bond certificates that were missing and required to be replaced pursuant to the transfer of fiscal agent responsibilities. Any legal fees will be incurred by the bank that lost the documents.

**MOTION:** To authorize the Chair and District Secretary to sign the bond reissuance documents.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

**Motion carried**

C. Equipment Surplus

Chief Brooks referenced the Declaration of Surplus Equipment by which Supply and Suppression hose listed have either reached the end of its useful service or has failed the annual required testing process. The District will advertise for sale in bulk to the highest bidder. If no bids are received, the District will dispose of them through donations.

**MOTION:** To declare the list of the Equipment Surplus presented as surplus items.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

**Motion carried**

D. Repeal and Revision of certain Human Resource Rules

1. Resolution # 846-11-15

Chief Brooks reported that the Policy Committee has been working on updating District Operating Policy and Procedures. In the process, it was recognized that the Grievance and Appeal Panel was not properly identified and has not been leveraged in approximately ten years. Staff's recommendation is to revisit how the appeals are handled. Staff proposes Resolution #846-11-15 to repeal the current process and to establish an Appeals Process policy and Appeals Panel that is a subset of the Board of Fire Commissioners.

The ultimate goal is present one policy and procedures document to the Board that supersedes previous governing documents.

Staff recommends Appeals Panel representation of two Fire Commissioners and one alternate. Chair Wilson requested that these appointments be added to the Committee Appointment List each year.

Commissioner Kirkbride shared his concern for having two Fire Commissioners on the panel in the event the panel is unable to reach mutual agreement. The Board agreed that in that situation, the issue should

be brought to the full Board for discussion in an Executive Session, if the associated requirements are met, prior to action by the full Board in an open meeting. The Board recommended that the language under the policy include: "if the panel is unable to reach a decision, then the appeal will be presented to the full Board". Commissioner Kirkbride also noted that the title "Procedures" was not easily identifiable on the Appeals Process document. He suggested that the title "Procedures" be formatted in the center of the header document instead.

Commissioner Roberts will provide a sample of a written electronic appeal format to the Board and staff for review.

**MOTION:** To approve Resolution # 846-11-15 adopting certain revisions to the rules of the Human Resource system of the District.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

**Motion carried**

E. 2016-2018 Labor Agreement

The negotiating team for the District and Local 2903 jointly agreed on the proposed three year agreement. Local 2903 received the required number of votes for ratification. Chief Brooks highlighted changes from the current contract. Commissioner Kirkbride noted a correction to the language under the Scheduling Section 4 with the suggestion to insert the word "except" prior to "in emergencies". This was a typographical error and staff will make those changes. Local 2903 representatives present expressed no concerns.

**MOTION:** To accept the Fire District Three and Local 2903 January 1, 2016- December 31, 2018 Labor Agreement.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

**Motion carried**

F. Read Around Lacey Program

Chair Wilson inquired about the Board's interest for the District to participate in the annual "Read Around Lacey" program sponsored in partnership with the Lacey South Sound Chamber, North Thurston Public Schools, City of Lacey and the Lacey Timberland Library. The cost is \$100 per business to participate. The Board gave positive feedback from participating in previous years and encouraged participation this year. Chief Brooks will research the schedule. Local 2903 Vice President Jim Green commented that the union is willing to provide support.

## VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following District Updates/Events:

1. Station 33 Landscape Project – Deputy Chief Pearson reported that the front entrance landscaping has had significant overgrowth. The lawn renovation will enhance the curb appeal. Hydro seeding is scheduled on Monday.
2. Bond Update – November 21, 2015 Bond refinancing bid date. There is approximately four years left to maturity on the bonds. If interest rates are not favorable, the District is not obligated to pursue.
3. District Analysis and Planning Survey – 75% response rate. Feedback was very constructive and well thought out.
4. Firefighter Joint “Night” Training located at the Mark Noble Training Center November 19, 2015. The Board will attend. Chief Brooks will publish the meeting location change and will inform the Board of the parking plan.
5. Seattle Pacific University Mental Health Research – District members will be participating in an intensive sleep study during late 2016 and 2017.

## IX. COMMISSIONER COMMENTS

Commissioner Roberts congratulated the District and Local 2903 for completing the Labor Agreement.

Commissioner Nelson echoed Commissioner Robert’s comment and congratulated Commissioners Roberts and Dobry for their re-election. He addressed the October 18, 2015 article in the Olympian, *Basic Ambulance Better Outcomes*. He stated that the message delivered claims that patient transport to the hospital by EMTs instead of by Paramedics is better. Chief Brooks reported that the county’s Medical Program Director is aware of the study and is prepared to offer a contrary opinion based on local system design

Commissioner Kirkbride distributed copies of the literature from the SNURE Seminar he attended at the WA Fire Commissioners Annual Conference. He referenced a 2010 letter from the Department of Social and Health Services (DSHS) distributed to Assisted Living Facilities to educate them on the appropriate usage of 911 resources. Chief Brooks reported that a 2015 revised letter was created. He advised that Olympic Ambulance, Medic One and the District will be meeting with the locally DSHS facilities to discuss the implications of this document.

Vice Chair Dobry reported that he received an email from the Lighthouse Uniform Company requesting the Districts support of the Firefighter Bereavement Uniform



Program by posting a link to their program's website from the District website. Commissioner Dobry noted that he is scheduled for surgery on November 16, 2015 and may not be able to attend the next regular Board meeting.

Chair Wilson congratulated the re-elected Commissioners. She will be traveling out of town in December and is unable to attend the December 3, 2015 regular Board meeting. Chief Brooks also reported that he will be out of town and is unable to staff that meeting. He advised that Deputy Chief Pearson will staff in his absence.

**X. OTHER INFORMATION**

A. Suggestion Box

None

B. Correspondence

None

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

District Member and Local 2903 Vice President Jim Green congratulated re-elected Fire Commissioners Dobry and Roberts.

Battalion Chief Crimmins encouraged all to support the Benefit Fundraiser for retired Firefighter Tom Wright.

**XII. ADJOURNMENT**

Chair Wilson adjourned the regular meeting at 7:54 pm.

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

*Next Regular Meeting: November 19, 2015 – 5:30 pm*

  
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Chair

  
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Commissioner

  
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Commissioner

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Vice Chair

  
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Commissioner

  
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ATTEST: District Secretary