

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**Mark Noble Regional Fire Training Center**

**November 19, 2015**

Present:

Chair Wilson

Commissioner Nelson

Commissioner Kirkbride

Commissioner Roberts

Vice Chair Dobry was excused

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

Chair Wilson called the meeting to order at 5:35 p.m.

**II. APPROVAL OF THE AGENDA**

- A. Addition – Change to the order of the agenda. Executive Session to commence prior to Hearing of the Public/Members Present.

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

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

Chair Wilson recessed the regular Board meeting at 5:37 p.m. to conduct an Executive Session for duration of 15 minutes.

**III. REQUEST FOR EXECUTIVE SESSION**

- A. Pursuant to RCW 42.30.110(1)(g): To review the performance of a public employee

No action taken. Chair Wilson reconvened the regular Board meeting at 5:53 p.m.

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

No comments.

## V. APPROVAL OF THE CONSENT AGENDA

The Board reviewed and discussed the following Consent Agenda items:

- A. Draft minutes of the November 5, 2015 of the Board of Fire Commissioners meeting.
- B. Warrants
  - General Fund 001 (Acct# 6630) checks numbered #17526 through #17562 in the amount of \$121,783.85.
  - Capital Projects Fund 301 (Acct# 6631) check numbered #17563 in the amount of \$3,536.63.
- C. Payroll #11A 2015 in the amount of \$823,419.89.

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

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

**Motion carried**

## VI. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the November 18, 2015 meeting and reported the following agenda items:

1. Thurston County EMS System Study – Behind schedule. The number one priority is to complete the gathering of BLS response data. Chief Brooks reported that 11 of 14 county agencies in Thurston County are using the same data program. He's researching ways to collaborate and access multiple agencies' data in a format that is useable. Chief Brooks is in contact with EMS System Study Senior Planner Paul Brewster.
2. Brown/Fell Scholarship – Olympia Fire Paramedic was awarded a \$1000 scholarship.
3. Appointment –Kathy Pace was re-appointed to the West Region EMS Council.
4. Pulse Point APP – APP services public places only. Statistics show only 9% of cardiac arrests occurs in public areas. Impact is not significant enough to support and funds could be used to increase CPR training to citizens. AED training was also discussed.

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

No report.

C. City / District Liaison  
Communication updates

No report. The Board agreed to postpone the regular monthly meetings until next year.

D. Thurston County Fire Commissioners Association  
Regular meeting

Commissioners Wilson and Nelson attended the November 17, 2015 meeting and reported the following:

1. Port of Olympia Commissioner Bill McGregor gave a budget snapshot presentation and the 2025 vision. Commissioner Nelson distributed informational materials from the presentation.
2. Strength of Purpose Meeting – Discussed methods on how to improve meeting practices.
3. Retirement Party Announcement – TCOMM 911 Executive Director Jim Quackenbush's retirement celebration is scheduled on January 20, 2015.
4. Officer Elections – Chair Steve Slater, Vice Chair Dick Wells and Secretary Roger McMaster.

E. Thurston Regional Planning Council  
Status report

No report.

F. Community Outreach  
Status report

1. Horizon Pointe Annual HOA meeting – Chief Brooks and Vice Chair Dobry attended the November 14, 2015 meeting. Approximately 40 were in attendance. Free District logo reusable bags with the CPR message and child safety window locks were distributed and well received.
2. Capital City Golf Club Annual HOA meeting – Chief Brooks and Commissioner Nelson attended the November 17, 2015 meeting. Approximately 35 were in attendance. Free District logo reusable bags and the District's Annual Report were distributed. Positive comments were received.

Chief Brooks reported that there are no scheduled annual HOA meetings for the remainder of the year.

3. Benefit Fundraiser for former Firefighter Tom Wright – December 5, 2015 located at Pellegrinos Event Center.
4. Seagrave “Santamobile” Update – The Seagrave is undergoing sound, operational, and cosmetic improvements in preparation for the annual Santamobile outings. The Santamobile will begin visiting local neighborhoods the week of December 7th. A route schedule will be placed on the website and the volunteer sign-up list will be posted at Station 31.

G. Nisqually Tribe  
Status Report

Chair Wilson reported that she sent the Marysville Contract documents to Nisqually CFO David Montgomery. Chief Brooks reported that he emailed District response data to CFO Montgomery. Chair Wilson and Chief Brooks received an appreciation response from the Tribe for the documents. Commissioner Kirkbride suggested adding a fee-for-service policy discussion as an agenda item in January.

H. Citizen Advisory Committee  
Status report

Chair Wilson attended the November 18, 2015 meeting located at the Mark Noble Regional Training Center for the purpose of the CAC to tour the facility and observe Firefighters in a “night” joint training. She reported that the CAC’s main objective is to improve the District’s public information sharing. They are beginning discussions to develop new strategies and build on the District’s current practices for a proposal to the Board. Their interest is to develop themes and messages, ways to communicate them, and opportunities to receive feedback successfully.

CAC Members Felix Peguero and Kathy Seeley have withdrawn from the committee. CAC would like to expand their membership. The District will make the application on the District website available. Chief Brooks recommended that we invite Jim Quakenbush to participate as a CAC member. Commissioner Kirkbride suggested that the CAC be featured in The Olympian. Chief Brooks will reach out to The Olympian.

**VII. OLD BUSINESS**

None

## VIII. NEW BUSINESS

### A. Fire Chief Employment Contract

Chief Brooks distributed salary comparables for the non-represented position which included the Deputy Chiefs and Administrative Staff. He is planning a 5% increase for the Deputy Chiefs as their salary range is below comparables by 6.5%. He reported that the total impact of all the proposed position salary wages is included in the approved 2016 Budget.

**MOTION:** To adjust the Fire Chief's employment contract annual salary to an increase of 5% for 2016.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

**Motion carried**

### B. Administrative Staffing Needs

Chief Brooks reported that Staff has evaluated the District's Administrative needs as the District continues to grow. He briefly described the current position titles and structures. In the new organizational structure proposal, the one Full Time Employee position which was included in the budget has been defined as an IT Specialist. The District advertised the position. The application deadline is November 20, 2015. This position will report to Facilities Equipment Technician Matt Chambers.

Chief Brooks proposed to establish a second FTE for an Administrative Support position to expand capacity which will require the elimination of Office Coordinator position. The FTE Administration will be responsible for managing reception and support to the Training Division. The position will report to Human Resource Director Wendy Sternshein.

Chief Brooks reported that the non-union representative's comparables are evaluated alongside the contract bargaining unit timeline. The Board supports the Chief's organizational structure proposal.

## IX. ADMINISTRATIVE REPORT

1. District All Personnel Meetings – Station 31, BoFC
  - November 23, 2015 – 3 p.m.
  - November 24, 2015 – 3:30 p.m.
  - November 25, 2015 – 10 a.m.

2. Chief's Travels – Chief Brooks will travel to California November 27, 2015 to attend the Center for Public Safety Excellence Conference. He will return on December 5, 2015.
3. Managing Disciplinary Challenges in the Fire Service Training – Chief Brooks, Deputy Chief Dickson and HR Wendy Sternshein attended the worthwhile policy training.
4. Assisted Living Facility Meetings – Chief Brooks, Deputy Chief Pearson, Captain Christiansen, and representatives of Olympic Ambulance and Medic One met with Executive Directors of Manor Care, Woodland and Bonaventure. Response patterns, challenges, cross-training, and appropriate use of 911 were discussed. The District welcomed opportunities to educate assisted living staff and the residents. The DSHS letter was presented to all facilities. A follow-up meeting will be scheduled to discuss private ambulance triage protocols.
5. Thurston County Firefighter Recruit Graduation – December 17, 2015 located at Yelm High School, 6 p.m. Chief Brooks inquired the Board's interest to relocate the December 17, 2015 Board meeting to Yelm High School for the purpose of attending the graduation ceremony. The Board agreed that the Board meeting remain at Station 31 as there are no District members graduating. He advised that he may not be able to attend the Board meeting if he has an obligation to attend the graduation. He will request that a Deputy Chief staff the Board meeting in his absence.

## **X. COMMISSIONER COMMENTS**

Commissioner Roberts commented that she is excited about the Santamobile. She thanked the responders for taking care of a friend on a service call. She inquired if the District provides animal CPR training to pet owners. Chief Brooks reported that the District does not but advised that District responders received pet rescue training from Emergency Animal Clinic Dr. Blair Burggren. Chief Brooks will contact him and welcome a presentation.

Commissioner Nelson commented that Central Pierce eliminated their Fire Marshal program.

Chair Wilson will contact Vice Dobry to confirm his attendance at the next regular Board on December 3, 2015 in her absence. She encouraged the Board to attend TCOMM Executive Director Jim Quakenbush's retirement party on January 20, 2016.

Commissioner Kirkbride reported that he will not be in town next week.

**XI. OTHER INFORMATION**

A. Suggestion Box

None

B. Correspondence

None

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

Captain Cox reported that the “night” joint training was cut short by a real structure fire. The District responded to a heavily involved attached garage fire. Responders found and rescued a pet Chihuahua, the only occupant at the time of the incident.

**XIII. ADJOURNMENT**

Chair Wilson adjourned the regular Board meeting at 7:22 p.m.

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

*Next Regular Meeting: December 3, 2015 – 5:30 pm*

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Chair

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Vice Chair

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Commissioner

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Commissioner

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Commissioner

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ATTEST: District Secretary

**XI. OTHER INFORMATION**

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B. Correspondence

None

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Chair



Commissioner

Commissioner

Vice Chair

  


Commissioner

ATTEST: District Secretary