

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**May 18, 2017**

Present:

Commissioner Kirkbride  
Commissioner Dobry  
Commissioner Nelson  
Commissioner Wilson  
Chair Roberts was excused.

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

Commissioner Kirkbride called the meeting to order at 5:30 p.m.

Commissioner Kirkbride asked for a moment of silence for Chair Roberts, whose husband passed away unexpectedly yesterday.

**II. APPROVAL OF THE AGENDA**

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

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

**Motion carried**

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

Chris Clem and Ryan Nave from Olympic Ambulance were introduced. Mr. Clem is the new Operations Manager; he stated he looks forward to working with Lacey Fire District 3.

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the May 4, 2017 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19185 through #19212 in the amount of \$65,240.06.
- Equipment Repair and Replacement Fund 103 (Acct# 6636) checks #19213 through #19214 in the amount of \$78,009.21.

C. Payroll #5A 2017 in the amount of \$1,002,196.49

Commissioner Nelson noted that the District was purchasing 2 new staff vehicles and that later in the agenda there was a surplus request for one vehicle; what was the overall plan for the staff vehicles? Chief Brooks responded that initially staff was proposing to surplus one, and a decision would be made on the second staff vehicle after resolving the vacancy created by retiring Deputy Chief Pearson.

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

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

**Motion carried**

**V. COMMITTEE REPORTS**

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

Commissioner Kirkbride attended the May 17, 2017 meeting and reported on the following items of discussion:

1. The Ad Hoc Committee is still working with the Director in developing a contract for MPD services.
2. The Council acted on a policy that addresses how Medic One pays for BLS services and supplies. The policy mirrors current practice; a fixed amount for the line item that is divided by the number of calls, then distributed to each agency based on call volume.
3. The Council awarded grants in their annual process with a line item of \$10,000 available for distribution. Agencies submit grant requests and a subcommittee reviews and makes recommendations to the Council. This year four applications were received and a total of \$6,400 was awarded. In addition to these awards, the Council granted \$5,000 to SORT.
4. The Council held an Executive session to conduct the contractually required annual evaluation of the MPD, Dr. Fontanilla.

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

Commissioner Wilson reported last meeting, but specifically wanted to thank TCOMM for their work during the May 7<sup>th</sup> storm.

**C. City / District Liaison  
Communication updates**

No report. The next meeting is June 20, 2017.

D. Thurston County Fire Commissioners Association

Commissioner Nelson attended the regular May 16, 2017 meeting and reported on the following items of discussion:

1. Roger Ferris gave a legislative wrap up: a third \$.50 will be available for rural fire districts without having to hire a career employee, commissioner compensation adjustments will be moved to the beginning of the year rather than July, agencies will be able to charge a fee for record requests for electronic documents.
2. Commissioner Dobry presented the District's strategic needs assessment and the Capital Facilities and Equipment Plan.
3. It is Thurston County's turn to provide a state representative from our region for the Commissioners. Commissioner Dobry noted that if no one else wants the position he would be willing to serve again.
4. Thurston County Commissioner Gary Edwards noted that there were several positions open on various County Boards and they are looking for volunteers to fill them. A list is posted on their website.
5. Commissioner Small spoke about a grant application for a county-wide risk assessment.
6. Paul Brewster from TRPC is the next meeting program speaker.

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry attended the May 5, 2017 meeting and reported on the following items of discussion:

1. The Guest Speaker was Thera Black, formerly from TRPC and now working for SCJ Alliance. She provided a report on work being conducted in Lewis County with a goal of creating 1,000 new jobs by 2030.
2. TRPC is working to get the federal Metropolitan Planning Organization to expand county-wide rather than the Lacey-Olympia-Tumwater basis it currently encompasses. This change, if approved, could bring additional planning funds to TRPC.
3. TRPC heard a request from Intercity Transit to reprogram approximately \$63,000 in CMAC funds to expand the number of bus stops. The funds were originally intended for community conversations, but that item has already been funded through local IT dollars.
4. TRPC conducted a policy review of the ethics policy.
5. The TRPC retreat is planned for all day on Friday, June 2<sup>nd</sup> in Bucoda.

F. Community Outreach

Status report

Staff

1. Homeowners Association (HOA) Annual Meetings

- May 10, 2017 – Courtney Place located at Station 33, 6 p.m. Commissioner Nelson attended. This is a small HOA, 23 homes, with about 10 in attendance in the annual meeting.
- May 11, 2017 – College Spring Community Association located at Station 33, 6:30 p.m. Commissioner Dobry attended.

2. Lacey Spring Fun Fair – The Chief reported the District had a strong presence, both at St Martin’s and at Station 31 on Saturday with car seat checks.

3. The last HOA annual meeting of the season is Mountain Air Park on Monday May 22<sup>nd</sup> at 7 pm at Station 31. Commissioner Dobry volunteered to attend.

G. Nisqually Tribe

The Chief worked with Tribal Accountant Shannon Blanksma to provide additional documentation and the District has received the 1<sup>st</sup> quarter payment of approximately \$43,000.

The Chief also reported that he has a contact for the Red Wind Casino and will begin the contact connection process. Commissioner Kirkbride volunteered to assist if Chair Roberts is unavailable.

H. Citizen Advisory Committee

The Chief attended the meeting May 17, 2017. He reviewed the Capital Facilities and Equipment Plan, and the Committee discussed ways to engage with and educate the community regarding the plan and proposed bond measure.

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

A. Capital Facilities and Equipment Plan Outreach and Implementation

1. Open House Schedule – the Commissioners opted for a Sunday afternoon Open House at Station 33, Sunday June 25<sup>th</sup> from 1 – 4 p.m. They also directed staff to plan an Open House at Station 34 to be held in conjunction with the Mushroom Festival in late July.

2. Steilacoom Site Survey and Soil Evaluation – Facilities, Equipment and Technology Director Matt Chambers and Chief Brooks met with County officials to discuss the options for any preparation work that may be done on the Steilacoom property. It was determined that a comprehensive site survey and a soil evaluation need to be completed eventually, and that work on these two activities now maximizes productivity before a bond vote. The adopted budget has monies allocated for Capital projects and these two activities are within the budgeted amount.
3. The Chief reported there are several other ongoing issues that he and FET Chambers are working on with the City and the County regarding possible boundary line adjustments, jurisdictional issues, gopher surveys and zoning.
4. A draft “Fast Facts” flyer was distributed for comment. This would be an educational tool used in community outreach education.

**B. Staff Vehicle Surplus: Approve / Reject**

The Chief noted the District purchased 3 Chevy Tahoes in 2006 for staff purposes that are now at or beyond their replacement cycle based on the adopted equipment replacement schedule. The intent is to surplus the highest maintenance vehicle at this time, with a possible second vehicle available for surplus later in the year.

A price has been set based on published values, and the District has already had one inquiry.

**MOTION:** To approve the declaration of surplus a Chevy Tahoe VIN 1GNEK13007J136710 at an asking price of \$14,000.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

**Motion carried**

## **VIII. ADMINISTRATIVE REPORT**

- Two new replacement staff vehicles have been delivered.
- Two of the District’s firefighter/EMTs have been accepted into Paramedic School.
- Lieutenant promotional testing is being conducted next week. 12 firefighters are participating in the assessment process. Evaluators for the promotional process are from throughout the region.
- The State Chief’s Conference is in Spokane next week; the Chief will be out of the office Monday through Wednesday attending the conference.

- With the first quarter of the year past, the District remains approximately 4-5% under budget.
- The Finance Director is wrapping up the annual report. He will then turn to 2018 budget development and the annual audit activities.
- Volunteer Firefighter Zach Landgraff has taken on the project of replacing the District's boundary signs. Chief Brooks revealed the proposed design. The Commissioners inquired about sign longevity and any possible warranty.

## **IX. COMMISSIONER COMMENTS**

Commissioner Dobry expressed his appreciation of the draft flyer, and believes it will be a great handout. He also noted he will be gone for a few days next week through Memorial Day.

Commissioner Nelson expressed his appreciation for the work done by the crews and staff during the storm. He also announced he will not be seeking re-election as his family is moving.

Commissioner Wilson expressed her thanks for the work done by the crews and staff during the storm. She specifically thanked Battalion Chief Pat Harn for taking her out in the Battalion Unit to assess damage after the storm. She also expressed thanks to the County for opening the fairgrounds road to allow traffic to continue to move along Carpenter Road.

Commissioner Kirkbride declared he is proud to be a part of this organization. He noted that while the District handled about 120 calls in and after the storm, Olympia had no storm-related calls. He provided a handout of changes to legislation that would allow ambulances to transport to non-medical facilities if authorized in the regional emergency medical services and trauma care plans. He noted retired Firefighter Dick Garrett has put together a golf tournament to raise money to help a new 501 (c) 3 First Responders Organization. He also noted next week is Emergency Medical Services Week and Medic One will have an insert in the Olympian on Sunday naming Thurston County Emergency Medical Services responders.

## **X. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence – The Chief received a Proclamation from the Thurston County Commissioners declaring next week National EMS Week. He continues to receive “Thank You” correspondence from citizens and will continue to forward those via email.

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

Jim Dickson commented that a WWII Medal of Honor recipient Wilburn Ross who lived in Dupont passed away recently.

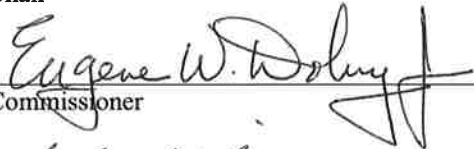
**XII. ADJOURNMENT**

Commissioner Kirkbride adjourned the meeting at 6:54 p.m.

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

*Next Regular Meeting: June 1, 2017 – 5:30 pm*

Chair

  
Commissioner

  
Commissioner

Vice Chair

  
Commissioner

  
Commissioner

  
ATTEST: District Secretary