

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**November 2, 2017**

Present:

Vice Chair Kirkbride

Commissioner Dobry

Commissioner Nelson

Commissioners Roberts and Wilson were excused.

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

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

**II. APPROVAL OF THE AGENDA**

A. Addition – AP 10A 2017 Warrants

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

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

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

None

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the October 19, 2017 Board of Fire Commissioners meeting.

B. Warrants

1. AP 10A 2017

○ General Fund 001 (Acct# 6630) check numbered #19616 in the amount \$592.18 for reimbursement of the Revolving Fund.

○ Capital Projects Fund 301 (Acct# 6631) check numbered #19618 in the amount of \$1,096.17 for Pre-Submission Conference. Chief Brooks noted a typo in the published agenda packet. “Pre-Submission” was posted as “Re-Submission” in error. The correction was made.

○ Donation Fund 101 (Acct# 6633) check numbered # 19617 in the amount of \$980.13. Public Education Supplies.

2. AP 11A 2017

- o General Fund 001 (Acct# 6630) checks numbered #19669 through #19702 in the amount of \$67,981.53.

Commissioner Dobry inquired about the Take Aim warrant for uniform buckles at the cost of \$48.95 each. FET Director Matt Chambers explained that it is a Lacey District custom design buckle at the base rate of \$40. Buckles are an approved item on the uniform list and members have an annual uniform allowance of \$450 amount to be used as they elect up to their cap. Commissioner Dobry expressed his concern for the cost of the custom buckles and suggested that the member cover the expense out of pocket instead.

Vice Chair Kirkbride inquired about the Hung Right Doors warrant in the amount of \$465.55 for repairs at Station 34. F.E.T. Director Matt Chambers explained that the service location of Station 34 was posted in error. The correct location of the garage door repairs is Station 33 in which the garage door failed intermittently. Chambers reported that Station 34's garage doors had only one repair services due to a power spike.

3. AP 11A 2017 – Capital Projects Fund 301 (Acct# 6631) checks numbered #19704 through #19706 in the amount of \$702.50.

C. Payroll #10B 2017 in the amount of \$318,058.80.

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

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

**V. COMMITTEE REPORTS**

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

No report. The next meeting is November 15, 2017.

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

No report. The next meeting is November 8, 2017.

- C. City / District Liaison  
Communication updates

The next meeting is November 14, 2017 located at City Hall, 9 a.m.

D. Thurston County Fire Commissioners Association  
Regular meeting

Commissioner Dobry attended the Strength of Purpose (SOP) meeting on November 1, 2017 and highlighted the following agenda items discussed:

1. Annual District Newsletter – Commissioner Ricks surveyed the Commissioners’ interest to establish an educational county-wide newsletter for all Fire Districts. Each District will need to support the funding. Commissioner Nelson expressed his concern of confusing District constituents. The Board discussed mailing options.
2. Final call for Officer Nominations for 2018.
3. West Thurston RFA is purchasing 20 ballistic safety vests.
4. South Puget Sound Community College (SPSCC) Fire and Emergency Service Technology (FEST) Programs – SPSCC and McLane/Black Lake Fire Department are discussing the loss of student hours available to cover responses in the next calendar year.

The next SOP Meeting is December 6, 2017. Commissioner Dobry noted a correction to the Board Calendar. The SOP meeting start time is listed as 5 p.m. in error. The correct start time is 6 p.m.

Commissioner Dobry reported the upcoming TC Fire Commissioners calendar:

1. Regular Meeting – November 21, 2017 located at McLane/Black Lake Fire. Wayne Senter from the WA Fire Chiefs Association will be presenting.
2. Firefighter Graduation – December 21, 2017 located at Tumwater High School, 6 p.m. Chief Brooks reported that District members will be participating in the ceremony. The Board discussed relocating the regular Board meeting that day to Tumwater High School to conduct a brief meeting for approving the warrants and to attend the graduation ceremony. Chief Brooks will confirm a meeting room space.

Vice Chair Kirkbride and Commissioner Dobry attended the Washington State Fire Commissioners Association Conference in Spokane last week. Vice Chair Kirkbride commented that it was a well-organized event. Approximately 440 were in attendance. He reported the following event highlights:

1. Motivational Speaker Gordon Graham presented the Seven Rules of Admiral Rickover.
2. Audit Presentation – “Eliminate findings before they find you”.
3. WA Survey & Rating Bureau Presentation – Summary of ratings process.

4. Officer Elections
  - President Gerald Gustafson from Graham Fire & Rescue
  - Vice President Brad Lothspeich from Clark 6,
  - Treasurer Dan Rankin from West Pierce Fire & Rescue
  - Five new Directors
  - Commissioner Dobry as Regional 7 Representative

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry invited all to attend the 50<sup>th</sup> Anniversary Celebration on November 3, 2017 located at the Lacey Community Center between 10 a.m. – 12 p.m. It was reported that the 2017 “The Profile”, a resource of Thurston County statistics and information is now available on the TRPC website. The new Profile is up.

F. Community Outreach  
Status report

Chief Brooks reported the following updates:

1. HOA Annual Meetings:

- Sunset Hollow – Meeting date has been rescheduled from October 24, 2017 to December 13, 2017 located at Station 33.
- Sorrento Condo Association – Commissioner Nelson and Chief Brooks attended the October 26, 2017 meeting. It was a well-attended with an engaged group.
- Christa Heights – Chief Brooks attended the October 28, 2017 meeting located at Station 35. It was well attended. Smoke detector replacement was discussed.
- Horizon Pointe – Chief Brooks and Chair Roberts will attend the November 8, 2017 meeting located at Station 31.
- Sunset Hollow – December 13, 2017 – Board attendance to be determined at the next meeting.
- Element – December 6, 2017 – Board attendance to be determined at the next meeting.

2. Fire House Subs Event – November 17, 2017, 11 a.m. Formal presentation of the \$21K grant award to the District.
3. Boundary Discussions – November 21, 2017. Chief Brooks will meet with the Auditor and the Assessor’s Office to discuss the error in the boundaries.
4. Executive County Seminar – December 11, 2017.

G. Nisqually Tribe

Status report

No report.

H. Citizen Advisory Committee

Status report

No report.

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

A. Proposed Partnership with Olympic Ambulance at Station 32: Staff Report/Discussion

Chief Brooks introduced Olympic Ambulance's deployment challenges from their current Yelm location. He presented a joint idea in a strategic planning for a joint location at Station 32. Chief Brooks stated that the District will maintain the capacity for the District Resident Volunteers. Staff discussed entering an agreement and advised that legal counsel and consult with insurers has been sought. Legal counsel advises to draft a lease agreement.

Olympic Ambulance Director of Thurston County Operations Chris Clem stated that South East Thurston Fire Authority has been increasing their transport. Director Chris Clem commented that the Station 32 location would give Olympic Ambulance closer proximity to the majority of their responses and the ability to respond to the southeast as needed.

Vice Chair Kirkbride commented that he's supportive of this though is concerned for the need of the other southeast Districts and how they will be impacted. Director Chris Clem advised that he will discuss this with Bald Hills Fire Chief. The Board expressed their overall support of the concept. Staff will continue to work with legal counsel on a draft lease agreement.

**VIII. ADMINISTRATIVE REPORT**

Chief Brooks highlighted the following events and updates:

1. Proposition 1 – As of 1 p.m. this afternoon 8,100 votes (14%). Over 17,000 votes are needed to validate the election.
2. Member Annual Physicals – Today is the final day for scheduled member physicals.
3. Next Regular Board Meeting – Public Hearing and potential action on the 2018 Budget.
4. Exit Audit – Clean Audit. Moving forward with the final audit reporting necessary for the rating conference.

5. Rating Conference – Board attendance will be discussed at the next meeting.

**IX. COMMISSIONER COMMENTS**

Commissioner Dobry commented that it was a good Commissioners conference. He reported that he brought back changes in laws for staff to review. He noted that he will be traveling out of state next week.

Vice Chair Kirkbride reported that Attorney Snure shared HB1358 regarding community medicine enabling Districts to charge for services.

**X. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence

- Multiple positive comments from California mobilization.
- Cardiac arrest “thank you” message to the crews.

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

Director Chris Clem thanked the Board for allowing him to speak.

**XII. ADJOURNMENT**

Vice Chair Kirkbride adjourned the regular meeting at 6:20 p.m.

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

*Next Regular Meeting: November 16, 2017 – 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