

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 16, 2017

Present:

Chair Roberts

Vice Chair Kirkbride

Commissioner Nelson

Commissioner Wilson

Commissioner Dobry

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

A. Deletions:

1. No longer have a need for a Special Meeting regarding a Bond Resolution. Staff recommends removal of New Business Item B.

MOTION: To accept the agenda as amended

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

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

- New bariatric unit is now in operation.
- “Home for the Holidays” an ambulance transport program of patients will be available for the holidays.
- Red Cross Blood Drive to come
- Internship with the military retirees process is almost complete. Will be hiring retiring soldier Drew Perry who is also in the process of becoming a District Volunteer Firefighter.

District Member Karen Weiss congratulated the Board on the passing of Proposition 1. She gave a brief update on the “CPR Saves” Virtual Reality (VR) Campaign. She stated that the King County EMS Foundation shared interest to fund the CPR VR program with a focus study on how seniors learn and access 911. She noted that once we capture the effective way of reaching our citizens then the next step is the development phase. She announced potential partnerships to include the Seattle Pacific University with Jeff Holguin and the University of Washington.

IV. PUBLIC HEARING ON PROPOSED 2018 BUDGET

Chair Roberts opened the Public Hearing at 5:42 p.m. on the 2018 Budget. There were no members of the public in attendance.

Chief Brooks highlighted impacts of the 2018 budget:

REVENUE

- District Assessed Valuation (AV) growth of 6.5% Total AV is estimated to be \$10.16 billion in 2018.
- New Construction Revenue is approximately \$350K
- Property Tax is estimated at \$15.27 million
- Medic One Contract Increased associated with rise in wages and benefits
- Nisqually, EF Recovery and Mobilization Revenue
- Intergovernmental Revenue Resources from contracts were moved to the General Fund.

EXPENSE

- Budgeting for three Firefighters, a Deputy Chief of Operations, and 1.5 FTEs in Administrative Positions.
- Wage increase of 2.75% (COLA) for all positions
 - CPI 2017-2018 is at 3%
- Reclassification of IT Specialist to IT Systems Administrator
- Reclassification of Payroll Coordinator to Payroll Administrator
- Labor & Industry rate increase
- Trusteed Plan 5% premium increase
- Kaiser Permanente premium increased net impact is 7.6%
- HRA VEBA contributions 5% increase
- No increase in EAP benefit and supplemental Vision/Dental Insurance
- Retirement contributions LEOFF2 Retirement contribution increase of 4%
- PERS2 increased 14%
- Deferred Compensation Plan (DCP) for operations remains at 4.5% of top step Firefighters.
- Added DCP benefit for non-represented members of administration and support staff. The District will match up to 4% of employee contribution.
- **Administration/Support Services**
 - 7% increase for the added position(s)
- **Operations**
 - No increases other than personnel
- **Executive/Legislative**
 - Modest increases for consulting and legal services due to capital plans and labor negotiations
- **Inter-fund Transfers**
 - E&R – \$200K for replacement of staff vehicles reaching end of lifespan.
 - Bond Fund –To cover existing LTGO Bond expense.

Chief Brooks stated that staff recommends use the full 9% of available revenue increase for next year. He stated that staff believes it will put the District in the best position to have a higher bond rating and to reach the cash balance targets set by the State Auditor.

MOTION: To close the Public Hearing on the 2018 Budget.

Motion: Commissioner Wilson

Second: Commissioner Kirkbride

Carried: Unanimous

Motion carried

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the November 2, 2017 Regular Board of Fire Commissioners meeting and Board of Volunteer Firefighters Meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19724 through #19756 in the amount of \$50,728.49
- Capital Projects Fund 301 (Acct# 6631) checks numbered #49758 & #19759 in the amount of \$14,357.
- Donation Fund 101 (Acct# 6633) checks numbered #19757 in the amount of \$795.90.

C. Payroll #11A 2017 in the amount of \$1,051,503.06.

MOTION: To accept the Consent Agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

VI. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the November 16, 2017 meeting and reported the following agenda highlights:

- Quarterly expenditures were approximately 60% in September.
- TRPC EMS Study Report – A new Steering Committee will use the study as a guideline to refocus priorities on emergency medical services in the county instead of differentiating services between the ALS and BLS. Steering Committee will begin to create comprehensive 20-year plan for county EMS
- The December meeting is canceled.

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

Chair Roberts attended the November 8, 2017 meeting and reported the following agenda items:

- Retirement recognition for Julie Hankins and Ed Hildreth
- Budget revenue running 5.3% above in sales tax
- Last Thurston County loan payment will occur in December
- Adoption of a Social Media Policy
- Legal Service Contract is up.
- Olympic Ambulance 5-year Agreement – Change from a matrix system to a flat rate.
- Salary and Benefits – 3% raise for non-reps.
- Preliminary Budget was approved in October. A Public Hearing took place and there were no comments. The budget was approved at \$9,049,874.
- The Chehalis Tribe approached TCOMM with their concern of 911 call delays on the tribal property being routed to Grays Harbor rather than Thurston County 911. Informational only.
- No meeting in December.

C. City / District Liaison
Communication updates

The November 14, 2017 meeting was canceled. Awaiting a reschedule proposal from City staff

D. Thurston County Fire Commissioners Association
Regular meeting

The next meeting is November 21, 2017. WA Fire Chiefs Executive Director Wayne Senter Director of will present.

E. Thurston Regional Planning Council
Status report

Commissioner Dobry attended the November 3, 2017 meeting and reported the following agenda highlights:

- 2017 Budget Amendment is \$4.2 million
- Draft 2018 TRPC Work Program
- Legislative Priorities
- Tumwater School District membership approved.
- 50th Anniversary Celebration – Well attended.
- Senior Accountant Position Vacancy

F. Community Outreach

Status report

Staff

Chief Brooks reported the following updates:

1. Homeowners Association Annual Meetings
 - Horizon Pointe – November 8, 2017 located at Station 31, BoFC. Chief Brooks and Commissioner Nelson attended. Chief Brooks reported approximately 30 residents attended.
 - Element – December 6, 2017 located at Station 31, 7 p.m. Chair Roberts will attend.
 - Sunset Hollow – December 13, 2017 located at Station 33, 6 p.m. Commissioner Wilson will attend.
2. Lacey Lighted Vehicle Parade & Lighting of the Christmas Tree – December 4, 2017. The Santa Mobile will participate.
3. Santa Clause is Coming to Town – Santa will begin his neighborhood routes in the Santa Mobile soon. The schedule will post on the District website. Battalion Chief Crimmins is the main contact for volunteer information.
4. Staff Holiday Luncheon – December 21, 2017 located at Station 31.

G. Nisqually Tribe

Status report

No report.

H. Citizen Advisory Committee

Status report

Chief Brooks welcomed Chair Diana Cockrell and thanked her for serving as CAC Chair. He reported that Diana Cockrell is seeking a replacement for the Chair position. The Board requested feedback on how best to move forward with the CAC. Diana Cockrell responded that the CAC would like to be presented with specific tasks that can be accomplished with a guided timeline that is clear.

Paramedic Karen Weiss commented that she presented the “CPR Saves” to the CAC and received an incredible response of excited and engaged citizens. She recommended that having a specific role is key.

Vice Chair Kirkbride stated that the CAC is a critical sounding board. He suggested that the CAC’s role can simply be to talk their neighbors on District topics or key messages such as:

- Attempting to assemble a 20-year plan and gathering citizen input.
- Community Medicine Program and how to implement that

Commissioner Nelson recommended that the committee be task driven. The Board agreed to postpone regular CAC meetings and reassemble when the Board has a defined purpose for assigning specific tasks to the CAC. The Board thanked Diana for her service as the CAC Chair and the Board Chair will work with staff to create a letter to CAC members offering the Board's thanks for their service and updates on the path forward.

VII. OLD BUSINESS

A. Proposition 1 Ballot Measure Review Discussion

Chief Brooks reported that the District needed over 17K total votes for Proposition 1 to validate. Validation will certify on November 28, 2017. Boundary discrepancies will be discussed next week with the County Assessor and Auditor.

The Board complimented staff in creating the mailer.

Chief Brooks reported that the rating conference is this month and results will be in December. Funding will be approximately \$9.1 million on or about the 28th of December.

B. 2018 Budget: Discussion/Potential Action

Chief Brooks stated that staff's recommendation is to use the full revenue amount available. Commissioner Wilson commented that she was leaning toward the "banked capacity" budget option however she is satisfied with staff's explanation.

MOTION: To adopt of the 2018 Budget as proposed.

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

VIII. NEW BUSINESS

A. 2018 Levy Increase Resolution # 856-11-17 and Levy Certification: Discussion/Potential Action

Chief Brooks recommended the Board approve the 2018 Levy Increase Resolution # 856-11-17 and Levy Certification. He reported that a Substantial Needs Resolution is not required.

MOTION: To adopt Resolution # 856-11-17 authorizing an increase in the District's tax levy from the previous year and to authorize the District Secretary Fire Chief Brooks to sign the 2018 Levy Certification.

Motion: Commissioner Nelson

Second: Commissioner Wilson

Carried: Unanimous

IX. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

1. Engine 33 Collision – The crew was involved in a head-on collision while reroute to a call. The crew was not at fault. There were no injuries to all parties. The engine will be out of service for repairs.
2. New Engine Sole Source Purchase from Pierce Manufacturing – Chief Brooks will present a Resolution for Sole Source Engine Purchase to the Board for consideration at the next meeting to save a cost increase of 3% next year.
3. Changes to call types and Active 911— Call type to identify cardiac arrest response. TCOMM streamlines the response packages paving the way for CPR opportunities and citizen notification for potential Pulse Point or similar applications.
4. Olympic Ambulance Resident Partnership at Station 32 – Legal Counsel is drafting a lease agreement.
5. All Personnel Meetings – November 27th –30th, located in the BoFC at 3:30 p.m.
6. Recruit Graduation – December 21, 2017 located at Tumwater High School, 6 p.m. Four District members will be graduating. Two from the Fire Recruit Academy and two in the EMT class. The December 21, 2017 regular Board meeting will be relocated from District headquarters to the Tumwater High School.

X. COMMISSIONER COMMENTS

Commissioner Dobry stated that he had a great vacation. He informed the Board that he will travel to Florida early next year and plans to attend the Board meeting vial teleconference. He congratulated the Board for the success of the community outreach and the passing of Proposition 1.

Commissioner Nelson thanked the CAC for their time and support to the District. He expressed his gratitude for all involved in the education and support for the ballot measure.

Commissioner Wilson stated that she enjoyed her vacation. She thanked Chief Brooks for the ballot updates. She commented that the District's presence in the community has helped make this measure pass.

Vice Chair Kirkbride commented that the CAC has exceeding the Board's expectations. He thanked the Proposition 1 Citizens' Committee for their efforts in support of the ballot measure. He added that overall, the membership of the District is doing a great job. He complimented Chief Brooks for his leadership and noted that Chief Brooks is extremely well regarded in the industry and in the county. It is a positive reflection on the department as a whole.

Chair Roberts echoed the Board's compliments and looks forward to the exciting times ahead.

XI. OTHER INFORMATION

- A. Suggestion Box – None
- B. Correspondence – “Thank you” messages to the wildfire crews are received daily from Santa Rosa, California communities.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

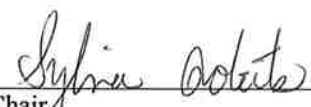
Olympic Ambulance Director of Thurston County Operations Chris Clem is now accepting EMT student riders.

XIII. ADJOURNMENT

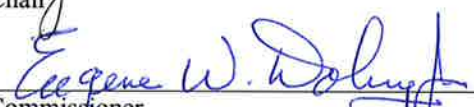
Chair Roberts adjourned the meeting at 7:19 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.


Next Regular Meeting: December 7, 2017 – 5:30 pm



Chair



Commissioner



Commissioner



Vice Chair



Commissioner



ATTEST: District Secretary