

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**February 15, 2018**

Present:

Chair Kirkbride

Vice Chair Wilson

Commissioner Dobry

Commissioner Ryder

Commissioner Roberts was excused.

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

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

**II. APPROVAL OF THE AGENDA**

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

Motion: Commissioner Wilson

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:

- He attended the ESO Wave Data Conference in Texas with representatives from Medic One and Olympia Fire. ESO is the current software application used by Olympic Ambulance. The County is exploring converting technology from the SafetyPad to ESO Data. He commented that training was worthwhile.
- Welcomed new 2016 Transit Type 2 ambulance
- Community Outreach
  - February 26, 2018 Girl Scout Night – Providing first aid badges, a tour of the facility and ambulance.
  - May 23, 2018 Blood Drive – Hosted in partnership with the Red Cross.

**IV. RETIREMENT RECOGNITION FOR CHAPLAIN BOB SIEVERS**

Chief Brooks expressed his appreciation to Chaplain Bob Sievers for service of more than a decade to the District and the community. He presented him with an engraved desk clock and a District photo album. Volunteer Firefighter Ken Roberts, and two parishioners of the First Baptist Church of Olympia also shared kind words in honor of Chaplain Bob. Chaplain Bob thanked the District. The regular meeting was recessed at 5:41 p.m. for duration of 10 minutes. Light refreshments was served.

## V. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the February 1, 2018 Board of Fire Commissioners meeting.
- B. Warrants
  - General Fund 001 (Acct# 6630) checks numbered #20012 through #20072 in the amount of \$135,356.61.
- C. Payroll
  - #2018 01A County List Revised to the amount of \$1,307,903.35.
  - #2018 02A Count List in the amount of \$1,043,526.64.

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

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

## VI. COMMITTEE REPORTS

- A. Thurston County Medic One  
E.M.S. Council  
  
No report. The next meeting is February 21, 2018,
- B. Thurston 9-1-1 Communications (TCOMM)  
Administration Board  
  
No report. The next meeting is the first Wednesday in March.
- C. City / District Liaison  
Communication updates  
  
No report. The next meeting is February 20, 2018 located at City Hall in the Executive Conference Room.
- D. Thurston County Fire Commissioners Association  
Regular meeting  
  
No report. The next meeting is February 20, 2018.
- E. Thurston Regional Planning Council  
Status report  
  
Commissioner Dobry attended the February 2, 2018 meeting and reported the following agenda items:
  - 1. Puget Sound Regional Council Executive Director Josh Brown gave a presentation update:
    - Council covers King, Pierce, Kitsap and Snohomish counties
    - 2017 population is 4.1 million residents in the 82 cities and towns

- Six Trends:
  - Experiencing historic growth. There is an increase of 351K people in the past six years making Seattle number nine of top of growth cities in the country. Population forecast by 2050 is to have over 5.8 million people.
  - Rapid growth of jobs driving regional growth.
  - Region is growing in different ways. 96% of the new housing units are in the city compared to 72% that occurred in 1991.
  - Investments in transportation
  - Transit ridership is growing. It's the fastest in the nation over the past 10 years. 215 million annual boarding and 510 boarding are projected in 2040.
  - SeaTac airport is growing strong. It is the ninth busiest airport in the nation.
  
- 2. Meeting Calendar – First Friday of each month except for August. There is no meeting in August.
  
- 3. Executive Director Evaluation Committee Selected – The performance evaluation will be presented to Executive Director Mark Daily on April 6, 2018.
  
- 4. New Officers
  - Chairman – Nathaniel Jones
  - Vice Chair – J.W. Foster
  - Secretary – Alan Vanell
  
- 5. Thurston County Population and Economic Forecast Update – Forecast projects Education, Health and Social Services will take over the State Governments as the largest employers in 2030.

F. Community Outreach

Status report  
Staff

Chief Brook reported the following events and updates:

1. Thurston County Stakeholder Strategic Planning Forum – Chief Brooks attended the meeting on February 5, 2018.
  
2. Depot District Studio Sessions – February 26-28, 2018
  - February 26
    - Open Forum – 2 p.m. – 5 p.m.
    - Consultant Presentation – 6:30 p.m. – 8:30 p.m.
  - February 27 & 28
    - Open Form – 9 a.m. – 5 p.m.
    - Consultant Presentation – 6:30-830 p.m. on 28<sup>th</sup>

3. Annual Homeowners Association Meetings
  - St. Clair Terrace – The February 25, 2018 meeting is rescheduled to March 4, 2018 located at Station 34, 5:15 p.m. Chief Brooks and Vice Chair Wilson will attend.
3. North Thurston Public Schools Celebrates Dr. Seuss' Birthday with Read Across America event– Chief Brooks, Battalion Chief Hulse, and Station 34 crews will be reading to elementary students on March 2, 2018.

G. Nisqually Tribe  
Status report

The Board recommend that a letter from the Chair be sent to the Chairman of the Red Wind Casino Gaming Board stating the District's desire to establish a service agreement for the Red Wind Casino. It was advised to include a response deadline of 30 days. The Board suggested a carbon copy be sent to the Tribal Chair. Chief Brooks will draft a letter on behalf of the Chair.

**VII. OLD BUSINESS**

None

**VIII. NEW BUSINESS**

None

**IX. ADMINISTRATIVE REPORT**

Chief Brooks reported the following updates/events:

1. Damaged Engine 33 – Parts arrived and work back underway.
2. Deputy Ops Chief Position vacancy posted.
3. Firefighter Position applications closed today. Interviews will be conducted next week. Four candidate spots are available for the spring academy.
4. Promotional Pinning Ceremony of Firefighter Jake Fouts to Lieutenant will take place on March 1, 2018 at the regular Board of Fire Commissioners meeting.
5. Lacey Firefighters Charity Presentation– Recognition to participants supporting the Lacey Fire Charity Holiday Programs scheduled on March 15, 2018 regular Board meeting.
6. Nearing Completion of Record Management Software Rollout– Finance Director commented that the program has an enhanced reporting function comparison with the previous Financial Software.
7. US Bank State Endorsed P Card System – Staff recommends increased efficiencies in our purchasing practices utilizing the visa badged cards. It is not a traditional credit card or debit card. US Bank issues a singular bill for all purchases. Chief Brooks highlighted the benefits:

- Currently, our Accounting Specialist issues all individual vendor 1099's each year. US Bank will set up 1099's on vendors we put on a recurrent payment using the P Card system on the District's behalf.
- Automatic revolving payments can be set up for regular bills such as utilities and phone bills.
- Incentives to use the card based on volume.

Chief Brooks reported that the District is updating purchasing limits based on service levels and reporting caps. Staff recommends that the Chair sign the application. The Board agreed to allow staff to explore the use of P Cards and authorizes the Chair to sign the application.

8. Capital Facilities Update – Chief Brooks, Chair Kirkbride, Commissioner Ryder, and F.E.T. Director Matt Chambers met with Rice Fergus Miller on February 13, 2018.

Chief Brooks requested the Boards direction on using one Standard Standard Form of Master Agreement Between Owner and Architect for services and a separate Service Order Agreement for individual projects. The Board came to a consensus that this is appropriate.

Chair Kirkbride recommended that the civil engineering be contracted separately. F.E.T. Chambers will meet with the Civil Engineer next week.

Chair Kirkbride asked that "Capital Facilities" be added as a new entry in the Board Agenda under Committee Reports moving forward.

## **X. COMMISSIONER COMMENTS**

Commissioner Ryder commented that she enjoyed attending the District Ladies' Luncheon in honor of Heart Awareness Month.

Commissioner Dobry commented that the Thurston County Fire Commissioners Association is requesting that the Thurston County Special Operations Rescue Team (SORT) present to the association at a future meeting. Chief Brooks reported that McLane Black Lake Fire Chief North is the SORT host agency and Chief North is the main contact.

Commissioner Roberts asked Chief Brooks to thank staff for hosting the ladies' luncheon.

Vice Chair Wilson had no comment.

Chair Kirkbride reported that he attended the Station 34 Design Committee meeting and commented that the questions and feedback from the committee were constructive. He stated that he's impressed with the qualifications of F.E.T. Director Matt Chambers and thanked him for managing the project.

**XI. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence – The Lacey City Council received a note of complaint submitted by Firefighter Crystal Murphy’s mother regarding how she felt she was treated when attending Crystal’s Memorial Service. A copy of the letter was listed to have been sent to Governor Inslee, the United States Navy along with other less specific government entities. Chief Brooks will forward the email to the Board.

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

None

**XIII. ADJOURNMENT**

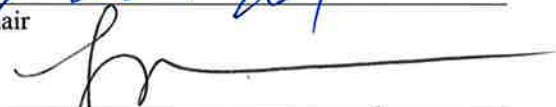
Chair Kirkbride adjourned the regular meeting at 7:09 p.m.


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

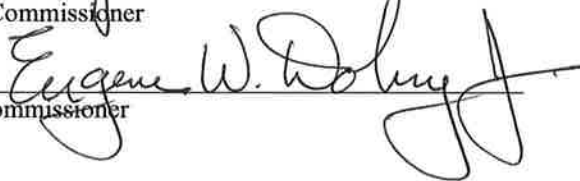
*Next Regular Meeting: March 1, 2018 – 5:30 pm*

  
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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