

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 15, 2018

Present:

Chair Kirkbride
Vice Chair Wilson
Commissioner Dobry
Commissioner Ryder
Commissioner Roberts

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

A. Additions – Change to the order of the agenda. Executive Session to follow the Consent Agenda.

MOTION: To accept the agenda as amended.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. RECOGNITION EVENT BY LACEY FIREFIGHTERS' CHARITY FOR CHARITABLE EVENT SUPPORTERS

Lacey Firefighter Chair Jake Hunter and Firefighter Kevin Davenport thanked the Chief and the Board for allowing the charity to publicly recognize community sponsors and District membership who supported the Adopt a Family Program. Representatives from the North Thurston Public Schools, Sears, Sacred Heart Blanket Ministry, North Thurston High School Leadership Club, Lacey Midday Lions, "Santa", and District members were present. Firefighter Davenport reported over 50 families and 150 kids were recipients from the Adopt a Family Program. The following organizations donated items and time to make gift wrapping, shopping, and the Santa's Workshop successful:

- North Thurston Public Schools
- Brenda McAferty
- James Galleger
- South Sound Reading Foundation donation of books
- Jim McDermot Photography
- Firehouse Subs

- Fred Meyer
- Sears
- Marshalls
- Pacific Mini Mart
- Lacey Midday Lions
- North Thurston High School Leadership Club
- South Sound Reading Foundation
- Sacred Heart Blanket Ministry
- Cutters Point Coffee
- Lacey Fire District Three

The Lacey Firefighters Charity gave special thanks to the Harn family and Nina Davenport for their long time commitment and support during these events. The Charity presented agency representatives in attendance with certificates of appreciation.

Brenda McAferty and Deanna East representing the North Thurston Public Schools presented the Lacey Firefighters Charity with a certificate of recognition for their efforts in supporting the North Thurston Public Schools students.

Chair Kirkbride recessed the regular Board meeting at 5:44 p.m. for duration of 15 minutes. Light refreshments were served and a slide show of the holiday events was presented.

V. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the March 1, 2018 of the Board of Fire Commissioners meeting.
- B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #20117 through #20156 in the amount of \$37,497.11.
 - Equipment Repair and Replacement Fund 103 (Acct# 6636) checks #20157 and #20158 in the amount of \$27,375.57.
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20159 and #20160 in the amount of \$4,386.17.
- C. Payroll #3A 2018 in the amount of \$1,021,562.42.

MOTION: To accept the Consent Agenda as presented.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

VI. REQUEST FOR EXECUTIVE SESSION: RCW 42.30.110(1)(d): Regarding Publicly Bid Contracts

Chair Kirkbride announced an Executive Session to discuss contracting for architectural and engineering services for an approximate duration of 20 minutes. He called the Executive Session to order at 6:02 p.m and it was extended for an additional 15 minutes at 6:22 p.m. The Executive Session concluded at 6:37 p.m. There was no action taken.

VII. COMMITTEE REPORTS

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

No report. The next meeting is March 21, 2018.

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

Vice Chair Wilson attended the March 7, 2018 meeting and reported the following agenda items:

- New Board Members – Olympia City Council member Lisa Parshley and Tumwater City Council member Leatta Dahlhoff.
- Chair Elections – Chair; Judy Wilson and Vice Chair; Lenny Greestein.
- Annual audit is this week
- Public Safety Radio System - The Board accepted the Steering Committee's recommendation to proceed with the potential of designing and implementing a new radio system and not joining with the WA State Patrol and Pierce County radio system. The next phase is finance planning. The cost is approximately \$30 million.
- Non-Member Fee Review Committee Reformed – The Fee for Service Agreement with the ambulance company is resolved. TCOMM 911 will now pursue fee for service agreements with tow truck companies.
- Executive Session to Evaluate the Executive Director's Performance and Benefits – The Board approved a 2% salary increase and an additional five paid vacation days in a year.
- Building Lease with Thurston County to be developed
- Voted to replace microwave equipment
- Smart 911 soft roll-out is this month.

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

No report. The next meeting is April 17, 2018 pending confirmation from the City of Lacey.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Dobry noted that the next meeting is March 20, 2018. Paramedic Karen Weiss will present the Virtual Reality CPR Training. Thurston County Fire Chiefs are invited to attend. Chief Brooks stated that he didn't receive an invitation. Chief Brooks will extend the invitation to the Fire Chiefs.

E. Thurston Regional Planning Council
Status report

Commissioner Dobry attended the March 2, 2018 meeting and reported the following highlights:

1. Thurston EDC – Executive Director Michael Cade presented the five focus areas of the Strategic Plan
 - Career pathways and work force readiness
 - Target industry growth and innovation
 - Small businesses and entrepreneurial resources
 - Infrastructure policy and funding coordination
 - Branding development partnerships and communication.

Executive Director Michael Cade is seeking TRPC to endorse the document.

2. Federal Transportation Grant Program Call for Projects – Applications are being accepted March 5, 2018 – April 27, 2018.
 - \$6.7 million – Surface Transportation Program
 - \$709,000 – Congestion Mitigation Air Quality (CMAQ)
 - \$958,000 – Transportation Alternatives ProgramGrant funding is available for federal fiscal years 2020 – 2022. TRPC will review projects during the June meeting. The Policy Board recommendation will be selected in July.
3. Meeting Schedule – The next meeting is April 6, 2018

F. Community Outreach
Status report
Staff

Chief Brooks reported the following events and updates:

1. St. Clair Terrace – Chief Brooks and Vice Chair Wilson attended the March 4, 2018 meeting. Chair Wilson reported 15 in attendance and good conversation.
2. Stikes Woods – Chief Brooks attended the March 7, 2018 meeting. Approximately 30+ were in attendance. Smoke detector battery replacement and CPR training opportunities were discussed. It was an engaging group.

3. Pattison Lake Condo – March 28, 2018 located at Station 33, 6:30 p.m. Commissioner Wilson and Chief Brooks will attend.
4. State Chiefs Leadership Summit – Chief Brooks will be presenting at the Eastern Conference located in Yakima on March 22, 2018. In November, he'll present to the Western Conference.
5. West Region EMS Conference – Ocean Shores in April. Chief Brooks and several District members will be attending.
6. All Personnel Meetings March 27th-30th, 3:30 p.m.– 5 p.m. at Station 31 in the BoFC.

G. Nisqually Tribe
Status report
Staff

Chief Brooks reported that Tribal Administration requested a change of quarterly billing to monthly billing. The transition will begin this month. There are no updates from the Enterprise Cooperation. Chief Brooks will reach out to CEO Iyall before the next regular Board meeting.

H. Capital Facilities
Status report
Staff

1. New Engine Update – Final design review is scheduled in May 15, 2018 to begin production. The estimated completion in November.
2. Additional Staff Car – New Ford Escape was delivered this week. the District now has two staff cars for increased staffing.
3. New Brush Truck – Chassis F550 is currently in the shop for remount.
4. Special Use Permit – Closing date for public comment is March 21, 2018. The public hearing date has not been set.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

- I. Contract for Architectural and Engineering Services: Discussion/Potential Action (see Appendix A)

Chief Brooks acknowledged the presence of Rice Fergus Miller Principal Architect Dave Fergus and proposed Project Coordinator Howard Struve. Chief Brooks summarized the discussions from the last regular Board meeting in which the Board tasked staff to move forward in reviewing the Master Agreement with legal counsel. He noted that he and F.E.T. Director Matt Chambers met with Rice Fergus Miller to discuss negotiations and the Board's concern in the mark ups for consulting services. Chief Brooks reported that

Rice Fergus Miller presented the concept of using the established state fee schedule.

Chief Brooks referenced the service order proposal for professional services related to the new station 34, the proposed changes on the Master agreement recommended by legal counsel and the State Fee Schedule.

Chair Kirkbride commented that he was discouraged that there was no savings. Vice Chair Wilson asked Rice Fergus Miller to re-evaluate the cost for substantial savings by omitting the state fee guidelines. The Board agreed to postpone the decision and negotiate further. The Board would like to have time to review the changes by the attorney and any updated fee proposal.

MOTION: To postpone action to the next regular meeting.

Motion: Commissioner Dobry

Second: Commissioner Ryder

Carried: Unanimous

David Fergus stated that they will re-evaluate the cost and hours and come back with a new proposal.

II. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

1. Engine 33 Repair Update – The replacement door is in transport for delivery to the shop. The engine has been in Auburn for four months of repair.
2. Deputy Chief Operations Application Process Update – The closing date was March 14, 2018. 22 applications were submitted. 12 applicants met the minimum requirements. Goal is to select six applicants for interviews. The interview process will be a 2-day assessment center. The interview panels will include partner agencies and internal leadership. There are two internal candidates who met the minimum requirement of the 12 screened.
3. Post Amtrak Derailment Interview – Incident Commander of the event Battalion Chief Fox was interviewed by the National Transportation Safety Board. The interview went well.
4. S32 Volunteer Residents Staffing – One new resident moved in. Three non-resident volunteers who have gone through the qualification process will be able to pull shifts with the new resident in April or May.
5. Chief Travels – Next week will be traveling to Yakima and Ocean Shores for conferences. He noted that he added his out of office calendar for April.
6. Firefighter West Pierce Academy Update – Chief Brooks and Captain Cox visited the candidates and reported that they are doing well. He reported that an online monitoring system is available to Captain Cox. He can monitor their daily evaluations and test scores in real time.

7. New Candidates – Two candidates will be on Board at the end of this month and will be attending Bates Academy. The District's goal is to hire two or more additional positions in the fall.
8. Paramedic School Candidates – The two candidates are entering their final quarter and will be returning to the District in April for clinical rides. The deadline for Paramedic School next year is April 6, 2018. Firefighter Brandon Alderman will be applying. The District will sponsor him.
9. Paramedic Retirement Announcement – Lt. Don Bowman will retire in June after serving 40 years in the fire service.
10. The City of Lacey Mayor sent an email response to Crystal Murphy's mother offering condolences and let her know that the best course of action is to reach out to the Board of Fire Commissioners if she has concerns.

III. COMMISSIONER COMMENTS

Commissioner Roberts announced that she will attend the next regular Board meeting via conference call. She thanked staff for their efforts related to Capital Facilities project and working with Rice Fergus Miller

Commissioner Dobry echoed Commissioner Roberts comments regarding the Capital Facilities project. He requested to be registered for the State Commissioners Seminar Series at Ocean Shores on April 7, 2018. No lodging needed. Chief Brooks will register him.

Commissioner Ryder announced she is unable to attend the next regular Board meeting.

Vice Chair Wilson thanked the Lacey Firefighters Charity for their presentation and service to the community.

Chair Kirkbride commented that he is uncomfortable with the fee schedule presented by Rice Fergus Miller. He's concerned that decisions based on pressured time will have consequences. He thanked Firefighters Jake Hunter and Kevin Davenport for their leadership with the Lacey Firefighters Charity. He commented that the presentation was heart-warming. He announced that Ostrom's Mushroom Farm is relocating to Sunny Side, WA.

IV. OTHER INFORMATION

- A. Suggestion Box – None
- B. Correspondence – None

V. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

VI. ADJOURNMENT

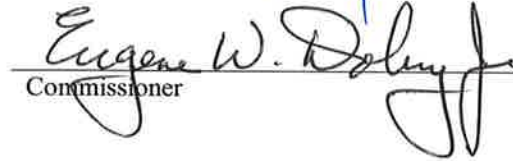
Chair Kirkbride adjourned at 7:51 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: April 5, 2018 – 5:30 pm


Chair


Vice Chair


Commissioner


Commissioner

Commissioner

ATTEST: District Secretary