

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 5, 2018

Present:

Chair Kirkbride

Vice Chair Wilson

Commissioner Dobry

Commissioner Roberts attended via teleconference. Commissioner Ryder 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

1. Addition – General Fund Warrant AP 4A b 2018.

MOTION: To accept the consent agenda as modified.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Director of Thurston County Operations Chris Clem announced that they are hosting a blood drive on May 23, 2018 located at their Thurston County site on 1205 Ruddell Rd. S.E. Lacey, WA. He invited all to attend.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the March 15, 2018 Board of Fire Commissioners regular meeting and March 29, 2019 Special Meeting.
- B. Warrants AP 4A 2018
 - General Fund 001 (Acct# 6630) checks numbered #21061 through #20211 in the amount of \$65,822.13.
 - Equipment Repair and Replacement Fund 103 (Acct# 6636) check numbered #20212 in the amount of \$49.75.
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks numbered #201213 through 20215 in the amount of \$82,196.79.

C. Warrants AP 4A b 2018

- General Fund 001 (Acct# 6630) checks numbered #20230 and #20231 in the amount of \$2,519.51.

D. Payroll #3B 2018 in the amount of \$360,690.88.

MOTION: To accept the Consent Agenda as modified.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the March 21, 2018 meeting and reported the following agenda highlights:

- Narcan – Discussions to set up a public health meeting regarding the use of Narcan by law enforcement.
- Comprehensive Planning – Commissioner Kirkbride gave a report. The next meeting is April 12, 2018 located at the Olympia Fire District's headquarters. Meetings will occur monthly. The objective is to complete the plan at the end of August 2019.
- Budget Committee Fiscal Review– Under budget.
- Hospital Capacity – A task force was formed to develop a diversion policy.
- Development of a contract for BLS providers similar to the ALS contract.
- New Citizen at Large – Former Medic One employee Cindy Hambly was appointed Citizen at Large. Chair Kirkbride stated that the County Fire Commissioners Association was not notified of the position vacancy.

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

No report. The next meeting is in May.

C. City / District Liaison
Communication updates

The next meeting is April 17, 2018 located at Station 31 pending confirmation from the City of Lacey.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Dobry attended the March 20, 2018 meeting. He reported the following agenda highlights:

- Virtual Reality CPR Training – Paramedic Karen Weiss presented. Great feedback was received. Commissioner Dobry commented that Karen did an excellent job representing the District.
- Treasurer & Secretary Positions – Commissioner Jeff Grimm resigned from the Treasurer position due to employment obligations. District 8 Fire Commissioner Rich Gleckler volunteered to fill the position. District 6 Fire Commissioner Brandon Faust volunteered to step in as Secretary.
- Joint Training – The West Thurston Regional Fire Authority and the National Guard conducted their first joint training located in Little Rock.
- Meeting Calendar/Location
 - April – Presentation by Providence St. Peter Hospital
 - May – Mark Noble Regional Fire Training Center
 - June – Healthy Heart Living presentation by Mended Hearts
 - July – Presentation from the Special Operations Response Team (SORT) located at McClane Fire Department.
 - August – Annual picnic located at Lake Lawrence

Commissioner Dobry reported that he attended the Strength of Purpose meeting on April 2, 2018.

- Transition Plan of the Treasurers – Commissioners Rich Gleckler and Jeff Grimm were present to review the documents and signature cards.
- DNR Wildfire Training – June 21st–29th located at Rainer High School. Registration is available at the DNR website. Chief Brooks reported that he will share the class options with leadership. He noted that the District hosts in-house training for the wildland basic certification.

E. Thurston Regional Planning Council
Status report

No report. The next meeting is April 6, 2018.

F. Community Outreach
Status report

Chief Brooks reported the following events and updates:

1. North Thurston Kiwanis Club Presentation – Chief Brooks was invited by North Thurston Public Schools Superintendent Dr. Deb Clemens to present on April 3, 2018. Chief Brooks reported an engaging group of approximately 25 in attendance.
2. Volunteer Recognition Luncheon – April 20, 2018, 11 a.m. – 1 p.m. located in the apparatus bay at Station 31.
3. Annual Homeowners Association Meeting – Eagle Cliff is scheduled to meet on April 27, 2018 located at Station 35. Commissioner Dobry will attend. Chief Brooks will confirm the start time and will follow up with Commissioner Dobry.

G. Nisqually Tribe
Status report

Chief Brooks reached out to Enterprise Corporation CEO Iyall. CEO Iyall replied that he will make contact to schedule a meeting with joint Board and staff representatives.

H. Capital Facilities and Equipment Activities
Staff

Chief Brooks reported the following highlights:

1. Special Use Permit Feedback– The District’s proposal to create a secondary access point to the public parking lot does not meet the City and County road standards. A 300-foot separation corridor is required. The District will evaluate a single point of access design.
2. Breathing Air Compressor/Bay Doors – Bid specifications are being finalized. The bid deadline for the air compressors is scheduled prior to the next regular Board of Fire Commissioners meeting. The District will present the bids at the next open meeting.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Declaration of Surplus Vehicles: Discussion/Proposed Action

Chief Brooks recommended the Board approve the declaration of the following items as surplus:

- 2002 Ford F-550 Brush Truck Chassis
- 2004 GMC Yukon XL Command Vehicle
- 2007 Chevrolet Tahoe Command Vehicle

Chief Brooks reported that the District purchased two staff vehicles and a brush unit chassis. The process of outfitting the new vehicles is underway.

MOTION: To approve the declaration of surplus as deemed the items mentioned.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

B. 2017 Response Time Compliance Report: Discussion/Proposed Adoption

Chief Brooks presented the 2017 Performance Compliance Report and summarized the highlights.

MOTION: To accept and adopt the 2017 Response Time Compliance Report.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

C. 2017 Annual Report: Staff Presentation

Chief Brooks presented the 2017 Annual Report. Commissioner Dobry noted a typo on page nine. "CRP" should be "CPR". Staff will make the correction. The Board commented that they are pleased with the report and complimented the incorporation of photos.

MOTION: To adopt the 2017 Annual Report with the correction.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

D. Resolution #860-04-18 re National Volunteer Recognition Week:
Discussion/Proposed Adoption

Chief Brooks stated that the District has over 30 volunteers in administrative and operational roles. He recommended the Board approve Resolution #860-04-18 to proclaim April 15 -21 2018 National Volunteer Week. Chair Kirkbride read aloud Resolution #860-04-18. The District will post the document via social media announcements.

MOTION: To adopt Resolution #860-04-18.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

E. Project Management for Capital Facilities Activities

Commissioner Roberts expressed her concern that staff will be overwhelmed with the magnitude of the project. She recommended the District hire a Project/Construction Manager to oversee the Capital Projects.

MOTION: To hire a Project/Construction Manager.

Motion: Commissioner Roberts

Second: Commissioner Dobry

Discussion: The qualification needs of the position were discussed. The Board agreed that the needs are not clearly defined. After further discussion, Commissioner Roberts withdrew her motion to hire a Project/Construction Manager for the project.

Chair Kirkbride and Commissioner Roberts will research further and provide a proposal to staff.

Chief Brooks commented that staff values the project work load being involved for two years on the Capital Facilities and Equipment Project. He advised that Facilities Equipment Technology Director Matt Chambers has formal training as Project Manager. He commented that it's in the District's best interest for F.E.T. Chambers to take the lead on the project.

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

1. Olympia Fire Interim Chief – Fire Chief Larry Dibble retired at the end of March. Deputy Fire Chief Greg Wright will be sworn in today as the interim Fire Chief for 18 months. He will retire in 2019.
2. Deputy Chief of Operations Position Update – 12 of the 22 applicants met the minimum requirements. Seven of the 12 candidates were selected to be interviewed on April 18 & April 19. The interview panel consists of community partners from Thurston County Medic One, Lacey Police Department, TCOMM, and the Olympia & Tumwater Fire Departments. A social event for the public to meet the candidates is scheduled on April 18th, 6:30 p.m. located at the South Puget Sound Community College Lacey Campus. Light refreshments and hors d'oeuvres will be served.
3. State Fire Chiefs Leadership Summit– Chief Brooks presented at the eastern conference on March 21st and March 22nd in Yakima. He will present at the western conference on November 7th and 8th in Olympia. Location is to be determined.
4. 2018 West Region EMS Conference – April 23rd – 25th located in Ocean Shores. Chief Brooks and Commissioner Dobry attended.
5. Meeting with Congressman Heck – Chief Brooks, TCOMM 911 Executive Director Keith Flewelling, and Medic One Director Kurt Hardin met with Congressman Heck to discuss funding the radio system replacement project.
6. Damaged Engine 33 Update – All replacement parts are on site and the unit is back in the shop for final repairs.

IX. COMMISSIONER COMMENTS

The Board thanked Chief Dickson and staff for producing the 2017 Annual Report and 2017 Performance Report. Commissioner Dobry recommended the reports be shared to the Lacey City Council. Chief Brooks will add it as an agenda item at the next and City / District Liaison meeting. Chief Brooks advised that few printed copies will available for walk-in citizens.

Commissioner Dobry reported that the virtual reality CPR training presentation by Paramedic Karen Weiss' to the Thurston County Fire Commissioners was a success. He suggested to Karen Weiss that the virtual reality CPR training

presentation be a part of the state fire commissioners conference in the fall. Commissioner Dobry inquired her interest to pursue this and is awaiting a response. Commissioner Dobry will inquire if a stipend is available for Karen to present.

Vice Chair Wilson stated that she attended the District All-Personnel Meetings and commented that it was informative.

Chair Kirkbride thanked Deputy Chief Dickson and Volunteer Coordinator Jim Dickson for taking the leadership on recognizing our volunteers.

X. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – A “thank you” note was received from a resident from Panorama City for responding to his emergency call on Easter Sunday.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT


None

XII. ADJOURNMENT

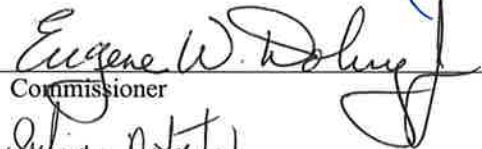
Chair Kirkbride adjourned the regular board meeting at 6:37 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

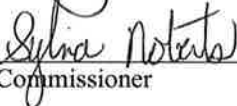
Next Regular Meeting: April 19, 2018 – 5:30 p.m.




Chair




Commissioner



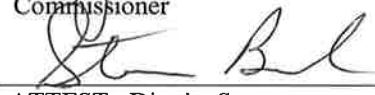
Commissioner



Vice Chair



Commissioner



ATTEST: District Secretary