

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

May 3, 2018

Present:

Chair Kirkbride
Vice Chair Wilson
Commissioner Ryder
Commissioner Dobry
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

MOTION: To accept the agenda as published.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Director of Thurston County Operations Chris Clem gave a brief update on the transition of a part time unit to full time. This will create six full time jobs. One position has been filled.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the April 19, 2018 regular Board of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #20273 through #20312 in the amount of \$44,434.09.
- 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20316 through #20318 in the amount of \$14,584.71.

C. Payroll #04B 2018 in the amount of \$365,941.03.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

V. COMMITTEE REPORTS

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

No report. The next meeting is May 16, 2018.

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

Commissioner Wilson attended the May 2, 2018 meeting and reported the following agenda items discussed:

- Public Radio System Update – Executive Director Keith Flewelling and Deputy Director Wendy Hill are presenting updates to City Councils and will present at the Lacey City Council meeting tonight. The next phase will be to meet with the state legislators in the summer. Needing legislative approval to increase the tax from .1% to .2%.
- Financial Report Update – Excellent audit with no problems.
- Annual Report is now available on the website.
- Smart 911 will be available on May 21, 2018. An informational program is in development.
- Operations Area Remodel – Installation of new carpet and siding. Consoles will be relocated to the first floor temporarily during the remodel. Meeting rooms will not be available for use during the remodel.
- Chehalis Tribe Police Partnership – The Chehalis Tribe is working with TCOMM in the Chehalis Tribal areas.

C. City / District Liaison Communication updates

The next meeting is June 19, 2018. Chief Brooks will follow up with City Manager Spence regrading Station 33 annexation and scheduling a state of the District presentation to the City Council upon his return from traveling.

D. Thurston County Fire Commissioners Association Regular meeting

- Upcoming Meetings
 - Strength of Purpose meeting is May 7, 2018.
 - Thurston County Fire Commissioners Meeting is May 15, 2018 located at the Mark Noble Regional Fire Training Center. City of Olympia Fire staff will host a tour.
- WA Fire Commissioners Association Board Meeting – Commissioner Dobry attended the April 21, 2018 meeting and reported the following highlights:

- Healthcare Rates– Possibility of premium rate increase for 2019. Rates will be determined in July.
- Spring Seminars Series – 75 members attended the Spokane seminar and 180 attended the Ocean Shores seminar. Due to the feedback of unsatisfactory accommodations at the Ocean Shores Shilo, the association will not host the event at that location next year.
- Member Services Coordinator Position – Member Services Coordinator Amber Noland is relocating and gave notice of her resignation. Currently in the process of seeking a replacement by June. A farewell celebration is July 6, 2018.
- Healthcare Manager – Anne Marvin was selected to fill the position.
- Healthcare Program Audit – Currently in preparation for the 2017 audit. The 2016 audit was performed two months ago. The final report has not been received and the exit audit has not been scheduled.
- Annual Conference registration fee will increase to \$330 per person.
- WA State Fallen Firefighters Memorial Service – A \$500 donation to support the ceremony was approved.
- Conference Auction – Accepting donations.

E. Thurston Regional Planning Council
Status report

The next meeting is May 4, 2018.

F. Community Outreach
Status report

Chief Brooks reported the following updates and events:

1. District Volunteer Recognition Luncheon – The April 20, 2018 event was well attended. It was a great opportunity to recognize the volunteers.
2. Olympia Master Builders Home/Garden Show – The District had a presence at the April 28-29, 2018 event located at the Marcus Pavilion.
3. Lacey S.T.E.M. Fair – May 5, 2018 located at Huntamer Park. Crews will be onsite with a dedicated table.
4. Homeowners Association Annual (HOA) Meetings:
 - North Ridge – Commissioner Roberts attended the April 26, 2018 meeting located at Station 33. Approximately eight attended. She presented the Capital Facilities & Equipment Update video and talked about the Smart 911 program.
 - Eagle Cliff – Commissioner Dobry attended the April 27, 2018 meeting located at Station 35. Approximately 18 attended. He distributed the Smart 911 informational brochure.

5. Chaplain Training Sessions – The District will host the training May 18th & 19th. County agencies were invited to attend. A total of 11 will participate. Three of the eleven participants will be our newest District Chaplains.
6. Lacey Spring Fun Fair – The District will host a free car seat clinic on May 19, 2018 located at Station 31.

G. Nisqually Tribe
Status report

No report.

H. Capital Facilities and Equipment Activities
Staff

Chief Brooks reported that F.E.T. Director Matt Chambers will be attending the National Station Design Conference in Texas next week. He will also travel to the Pierce Manufacturing Inc. in Wisconsin the following week to finalize the engine drawing review for the new engine design. He reported that staff will meet with Rice Fergus Miller on May 14, 2018 to discuss the station design and engineering elements.

VI. OLD BUSINESS

A. None

VII. NEW BUSINESS

A. None

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates:

1. April 2018 Financial Report – Chief Brooks presented the report. He highlighted that we are at 102% ahead in projected revenue and under 1.3% in expenses.
2. Chief's Travels – Chief Brooks will be out of the office for the May 17, 2018 regular Board meeting. Deputy Chief Dickson will staff the Board meeting in his absence.

IX. COMMISSIONER COMMENTS

Commissioner Roberts thanked staff for hosting the Volunteer Recognition Luncheon.

Commissioner Dobry thanked staff for hosting the Volunteer Recognition Luncheon. He gave a brief report on the status of the letter regarding the hospital capacity concern. He stated that he is working with Kirk Hardin and Cindy Hambly on how to approach this concern in a unified way involving the

emergency response community and stakeholders. Commission Dobry will put together a meeting of stakeholders and will reach out to the hospital to confirm their current capacity and inquire what their current plan is. Chair Kirkbride requested an action item be added to the agenda for the next regular Board meeting to appoint Commissioner Dobry to take on this task.

Commissioner Ryder commented that she appreciated the Sexual Harassment Training and Volunteer Recognition Luncheon. She stated that she signed up for the Smart 911.

Vice Chair Wilson commented that she enjoyed attending the Volunteer Recognition Luncheon. She attended the Medical Reserve Corps Volunteer Appreciation last night and reported that Commissioners Edwards and Blake highlighted county wide volunteerism to include emergency services. She recommended that the District provide a welcome presentation for all HOA meetings held in District conference rooms. She suggested that staff discontinue to inquire the HOA's interest to accept the presentation and to inform the user to anticipate a welcoming on behalf of the District.

Chair Kirkbride thanked Finance Director Dale Hough for providing the finance reports. He announced that the Executive Emergency Management Seminar is June 18, 2018. The topic will address unsheltered homeless persons and an integrated emergency management course. RSVP via email to attend.

The Board gave their sentiments to the Chief and Mrs. Lee on their travels.

X. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – None

Chief Brooks announced that the District will conduct Lt. Don Bowman's formal retirement ceremony on June 19, 2018. He will keep the Board informed of details.

HEARING OF THE PUBLIC / MEMBERS PRESENT

Volunteer Coordinator Jim Dickson stated that he and Volunteer Firefighter Gwen Morton attended the North Thurston High School Career Day and the Lacey South Sound Chamber Military Appreciation Days. He stated that he made incredible connections at both events. He continues to receive positive results on his monthly visits to Joint Base Lewis McChord.

XI. ADJOURNMENT

Chair Kirkbride adjourned the regular board meeting at 6:13 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

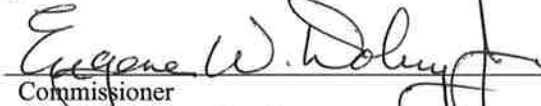
Next Regular Meeting: May 17, 2018 – 5:30 pm


Chair


Commissioner


Commissioner


Vice Chair


Commissioner


ATTEST: District Secretary