

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 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. Commissioner Wilson announced that Commissioner Nelson will be arriving late due to traffic.

II. APPROVAL OF THE AGENDA

- A. Addition – Change to the order of the Agenda. New Business Item A. Communications Plan Review and Item B. Workshop Agenda Planning will be inverted.

MOTION: To accept the agenda as modified.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the March 2, 2017 Board of Fire Commissioners' and Board of Volunteer Firefighters' meeting.
- B. Warrants
1. General Fund 001 (Acct# 6630) checks numbered #19008 through #19045 in the amount of \$53,331.30.
- C. Payroll #3A 2017 in the amount of \$908,189.94.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the March 15, 2017 meeting and reported the following agenda items discussed:

1. 4th Quarter Review of the 2016 Budget and Expenditures. Over \$1.5 million spent.
2. Medical Program Director (MPD) Two Year Contract Proposal with the Providence St. Peter Hospital Emergency Physicians Group will be voted on in April by the EMS Council for a presentation to the Board of County Fire Commissioners in May. Proposed implementation is in June.
3. Officer Elections – Chairman; Martha McPhee and Vice Chair: Stan Moon
4. EMS Bylaws Revision proposal to authorize an increase from \$15K to \$40K for the ALS Coordinator Contract consistent with the Board of County Fire Commissioners authorization.
5. FALCK Ambulance Service Transport – Licensing approved for operation in Thurston County.

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

Commissioner Wilson attended the March 1, 2017 and reported that TCOMM 911 received 202 emergency text messages in 2016. Only eleven calls met the criteria as appropriate use of 911.

Commissioner Nelson arrived at 5:38 p.m.

C. City / District Liaison Communication updates

The next scheduled meeting is April 18, 2017 located at Station 31.

D. Thurston County Fire Commissioners Association Regular meeting

No report. The next meeting is March 21, 2017. The Fire Chief's Association will give a presentation on the Recruit Academy.

E. Thurston Regional Planning Council Status report

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

1. Deschutes River Land Use Study – Senior Planner Allison Osterberg presented the results of the Deschutes River Land Use Study that was

accepted by the Board of County Commissioners in the fall of 2016. The report found the Deschutes River Basin does not meet the Clean Water Act due to several factors and mitigation will need to occur.

2. The Council Retreat Sub-Committee was formed.
3. A new member orientation package presentation and accepted.
4. JBLM “Go Lewis McChord” Transportation Videos: Go Bike, Go Transit and GoVanpool are short YouTube video campaigns to encourage alternate efficient transportation options.
5. Regional Transportation Improvement Plan (RTIP) Amendment to the projected cost for construction of the paved trail from Pioneer Park to Tumwater Historical Park. The estimated increase of \$7.7 million brings the total to \$12.3 million.

F. Community Outreach

Status report

Chief Brooks and Commissioner Wilson reported that they attended the Hawks Ridge Homeowners Association (HOA) annual meeting on March 7, 2017. Approximately 20 were in attendance. The Board confirmed their attendance for the upcoming annual HOA meetings:

1. LeVillage – March 21, 2017 located at Station 31, 6:30 p.m. Commissioner Wilson will attend.
2. Pattison Park – March 22, 2017 located at Station 31, 6:30 p.m. Chief Brooks and Commissioner Nelson will attend.
3. Alpine Meadows – March 23, 2017 located at Station 31, 6:30 p.m. Chief Brooks and Vice Chair Kirkbride will attend.
4. Courtney View Estates – March 28, 2017 located at Station 33, 6:30 p.m. Commissioner Wilson will attend.
5. Southwick Estates – March 29, 2017 located at Station 33, 6:30 p.m. Commissioner Dobry will attend.
6. GreenBriar – April 5, 2017 located at Station 31, 6:30 p.m. Commissioner Dobry will attend.
7. Alpine Meadows April 12, 2017 located at Station 31, 6:30 p.m. Commissioner Nelson will attend.
8. Willows Crossing –April 13, 2017 located at Station 33, 6:30 p.m. Staff will attend.
9. Shady Wood – April 24, 2017 located at Station 31, 8 p.m. Chair Roberts will attend.

10. Cottages at Lakepoint – April 26, 2017 located at Station 31, 6:30 p.m.
Chair Roberts will attend.

11. Emerald Heights – April 27, 2017 located at Station 31, 6:30 p.m. Chair
Roberts will attend.

G. Nisqually Tribe
Status report

Chief Brooks reported that he has reached out to Nisqually CFO Montgomery in an attempt to obtain a point of contact for the Red Wind Casino for the purpose of discussing a Service Agreement Proposal. He stated that there has been no response thus far.

H. Citizen Advisory Committee (CAC)
Status report

An invitation was sent to the CAC to participate in the Board of Fire Commissioners Workshop on Long Range Planning on March 18, 2017 located at Station 31-BoFC, 8 a.m. – 12 p.m.

VI. NEW BUSINESS

A. Communications Plan Review

Communications Consultant J. Marie Riche presented a brief report of workshop highlights conducted with District Staff, the Board of Fire Commissioners and the Citizen Advisory Committee. She complimented the District for their strong leadership and acknowledged staff and volunteers for being empowered to begin community projects. She commented that staff is mindful of places to pull back on activities that are no longer engaging and serving the District well. She advised that hiring a communication consultant is not in the best interest of the District for maintaining efficiency. She commented that staff produces informational material and real time incident responses best. She suggested consideration of at least an annual printed mail distribution to reach citizens. She outlined a basic timeline moving forward:

- April – J. Marie Riche to meet with Staff to discuss communication strategy
- May – Chief Brooks to present to Chief Officers
- June – Community engagement

B. Workshop Agenda Planning:

The Board confirmed the agenda items for the March 18, 2017 Workshop:

- Strategic Plan
- Capital Facilities Plan Implementation
- Communication Plan

- Long-Range Planning

Chief Brooks will send the supporting documents to the Board electronically.

VII. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

1. City of Lacey 50th Anniversary Planning – Mayor’s Gala on April 28, 2017 to be held at St. Martin’s Pavilion. Commissioner Dobry will attend. Chief Brooks will reserve a table for the District.
2. District Recognition Event – March 18, 2017 located at the Lacey Community Center, 7 p.m.
3. Finance Director Update – An offer for the position has been accepted under an employment contract. Screening and suitability testing are in process. Proposed start date is early April.
4. Car Seat Technician Certification Course – The District hosted a three day course this week. Four new District members completed the course.
5. Longevity Recognition – Chief Brooks presented Commissioner Wilson with her five-year anniversary pin. Commissioners Kirkbride and Nelson commented that they had not received five-year anniversary pins. Chief Brooks will research and follow-up.
6. Chief’s Travels – March 24th – 31st.
7. Congressional Fire Services Institute 29th Annual Fire and Emergency Services Symposium – Chief Brooks will be traveling out of town to attend and will be absent for the April 6th regular Board meeting. Deputy Chief Dickson will staff the Board meeting in his absence.

VIII. COMMISSIONER COMMENTS

Commissioner Nelson announced that he will be on vacation and will not attend the June 15th, July 6th, and August 3rd regular Board meetings.

Commissioner Wilson announced that she will not attend the next regular Board meeting on April 6th.

Vice Chair Kirkbride reminded the Board of the Thurston County Executive Seminar on Disaster Recovery on April 10, 2017 located at the Thurston County Emergency Coordination Center (ECC).

Chair Roberts announced that she will attend the April 6th regular Board meeting via video conference.

IX. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – None

X. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

XI. ADJOURNMENT

The regular Board Meeting was adjourned at 6:55 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: April 6, 2017 – 5:30 pm

Chair



Commissioner

Commissioner

Vice Chair



Commissioner



ATTEST: District Secretary