

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**April 20, 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.

**II. APPROVAL OF THE AGENDA**

A. Addition – Resolution #854-04-17: National Volunteer Week, 2017

**MOTION:** To accept the consent agenda as modified.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

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

None

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the April 6, 2017 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19102 through #19140 in the amount of \$62,459.66.
- Donation Fund 101 (Acct# 6633) check numbered #19141 in the amount of \$4.89.

C. Payroll #4A 2017 in the amount of \$932,487.61.

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

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

## V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the April 19, 2017 meeting. He reported the agenda highlights.

1. EMSC Bylaws – The following edits were approved and adopted.
  - Director has the authority to spend money equal to County policy.
  - Budget Committee will be formed every two years instead of annually.
2. Ad-hoc Committee was appointed to assist the Director in developing the criteria and cost for the new MPD position. The committee consists of Chief Wright, Chief VanCamp, Councilwoman Swartout, and Commissioners Frank Kirkbride and Stan Moon.
3. Brown/Fell Scholarship awarded \$1K to a Paramedic from Olympia Fire Department.
4. Cindy Hambley's Retirement Celebration – May 20, 2017 located at Indian Summer.

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

No report.

### C. City / District Liaison Communication updates

The next meeting is June 20, 2017.

### D. Thurston County Fire Commissioners Association Regular meeting

Commissioner Dobry attended the April 18, 2017 meeting and reported the following agenda highlights:

- Roger McMaster attended and is doing well.
- St. Peters Crisis Protocol presentation was canceled.
- AT& T was selected as vendor for FirstNet System.

### E. Thurston Regional Planning Council Status report

Commissioner Dobry attended the April 7, 2017 meeting and reported the agenda highlights:

1. Thurston PUD General Manager John Weidenfeller presented.

2. "Here to There" – Erin Cahill demonstrated the Thurston "Here to There" website relating to walking, biking, ride shares, and taking the bus. TRPC inquired if the District could attach the link from the District's website. Chief Brooks reported that staff will look into it. Commissioner Dobry will reach out to TRPC to verify if the content is compatible with the District's website.
3. 50th Anniversary logo passed and approved.

#### F. Community Outreach

##### Status report

1. Home Owners Association Annual Meetings
  - Kensington – Chief Brooks attended the April 18, 2017 meeting. Approximately 40 attended.
  - Eagle Court – April 24, 2017 located at Station 35, 6:30 p.m. Chief Brooks will attend.
  - Rosewood – April 24, 2017 located at Station 33, 7 p.m. Chair Roberts will attend.
  - Shady Wood – April 24, 2017 located at Station 31, 8 p.m. Commissioner Dobry will attend.
  - Cottages at Lakepoint – April 26, 2017 located at Station 31, 6:30 p.m. Chair Roberts and Chief Brooks will attend.
  - Emerald Heights – April 27, 2017 located at Station 31, 6:30 p.m. Chair Roberts will attend.
2. The OMB Home & Garden Show – The District will have a presence at the April 22-23, 2017 event located at St. Martin's University-Marcus Pavilion.
3. Lacey Spring Fun Fair – The District will have a presence at the May 6-7, 2017 event. As part of the event, the District will also host a free car seat inspection clinic at Station 31 on the 6th from 10 a.m.- 4 p.m.
4. Jubilee Community - Chief Brooks gave a presentation of the State of the District along with the Lacey City Manager and Police Chief on April 18, 2017.

#### G. Nisqually Tribe

##### Status report

Chief Brooks reported that the District responded to 42 billable incidents to the Nisqually Reservation in 2017's first quarter. He advised that the District will invoice the Nisqually Tribe for services in the amount of approximately \$43K.

H. Citizen Advisory Committee  
Status report

Commissioner Nelson and Chief Brooks attended the April 19, 2017 meeting located at Station 34. Commissioner Nelson reported strong attendance and stated that Ideal Communications Consultant J. Marie Riche presented her Communications Strategy Report. He added that Chief Brooks gave a brief summary of key talking points of the District's Strategic Plan and Capital Facilities and Equipment Plan that will be shared among HOA meetings.

J. Marie Riche presented a proposed Communications Timeline and clarified roles of an Advocacy Committee and the District. The next meeting is May 17, 2017.

**VI. OLD BUSINESS**

A. None

**VII. NEW BUSINESS**

A. Resolution #854-04-17: National Volunteer Week, 2017

Chief Brooks recommended the Board approve Resolution #842-04-15 to proclaim April 23, 2017 – April 29, 2017 as National Volunteer Week.

**MOTION: To adopt Resolution #854-04-17 to acknowledge and celebrate April 23, 2017 – April 29, 2017 as National Volunteer Week.**

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

Volunteer Coordinator Jim Dickson reported that the total volunteer time measured from April 1, 2015 – April 1, 2016 is 14,047 hours at a value of \$381K.

**VIII. ADMINISTRATIVE REPORT**

Chief Brooks reported the following updates/events:

1. Communication Plan – J. Marie Riche is obtaining more feedback from the CAC and the District's leadership group. Proposed action for adoption of the Communication Plan will be in late May or June.
2. Bates Graduation – Two Paramedics and two EMT/Firefighters will return to the District from academy on May 3, 2017. They will be assigned to their shifts mid-May.
3. Aid Unit 33(AU33) Update – AU33 has been running peak times for four months. The program is doing well and brings added capacity for peak hours.

4. City Council Candidate Madeline Goodwin – Chief Brook hosted Ms. Madeline Goodwin’s visit to the Station 31 today.
5. Tree Rescue – Successful SORT deployment concluded with a parachuting Ranger safely on the ground today.
6. Woodland Retirement Facility Update – The support and training of staff has been successful in diverting some patients to appropriate alternative destinations.

**IX. COMMISSIONER COMMENTS**

The Board gave compliments in recognition of District volunteers and staff for the District’s successful Volunteer Program.

Vice Chair Kirkbride reported that he, Commissioner Dobry and Chief Brooks attended the Thurston County Executive Seminar on April 10, 2017. He stated that the objective was to create a restoration plan for recovery after a disaster.

**X. OTHER INFORMATION**

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

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

Jim Dickson stated that Thurston County Fire Training Academy is having an open house on April 22, 2017 located at Station 91 – McLane Fire Department, 10 a.m.- 2 p.m. Graduation is June 22, 2017 located at Olympia High School, 6 p.m.

**XII. ADJOURNMENT**

Chair Roberts adjourned the regular board meeting at 6:15 p.m.

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

*Next Regular Meeting: May 4, 2017 – 5:30 pm*

*Debra Roberts*  
Chair

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Vice Chair

*Judy Nelson*  
Commissioner

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Commissioner

*Thomas J Nelson*  
Commissioner

*Steve Bell*  
ATTEST: District Secretary