

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

August 2, 2018

Present:

Chair Kirkbride

Vice Chair Wilson

Commissioner Dobry

Commissioner Roberts attended via teleconference.

I. CALL TO ORDER / FLAG SALUTE

Chair Kirkbride called the meeting to order at 5:30 p.m. and excused Commissioner Ryder.

II. APPROVAL OF THE AGENDA

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Medical Services Officer Less Robenette of Thurston County Operations commented that he is attending on behalf of Director of Operations Chris Clem. He reported that the hiring and training process continues.

IV. APPROVAL OF THE CONSENT AGENDA

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

B. Warrants

- General Fund #001 checks numbered #20556 through #20579 in the amount of \$25,541.45
- Donations Fund #101 check numbered #20580 in the amount of \$1,419.34
- 2017 Capital Projects Fund #306 check numbered #20581 in the amount of \$59,470.77

C. Payroll #7B 2018 in the amount of \$366,941.70.

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 August 15, 2018.

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

No report. The next meeting is in September 5, 2018.

C. City / District Liaison
Communication updates

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

D. Thurston County Fire Commissioners Association
Regular meeting

No report. The annual picnic is August 21, 2018. The Strength of Purpose Meeting is August 6, 2018.

E. Thurston Regional Planning Council
Status report

No report. The next meeting is September 7, 2018

F. Community Outreach
Status report
Staff

Chief Brooks reported the following updates and events:

1. "Hot Dogs for Heroes" – Chief Brooks and District responders attended the event hosted by Woodland Retirement Center on July 28, 2018. The District was gifted a donation of nearly \$800 from the event. Chief Brooks commented that it was a well-attended welcoming event.
2. Joint Base Lewis-McChord (JBLM) Military Recognition Event – August 18, 2018. 10 a.m. – 2 p.m. located at JBLM.

3. Thurston County Fair – Crews began staffing on August 1st. District presence will remain at the Thurston County Fair Grounds at 12+ hours per day.

G. Nisqually Tribe

Status report

Staff

Chief Brooks reported that he contacted Enterprise Corporation CEO Iyall and scheduled a meeting on August 17, 2018 to discuss potential strategies in establishing a fee for service agreement. The board agreed to allow the Chief to proceed.

H. Capital Facilities and Equipment Activities

Staff

Facilities Equipment Technology (FET) Director Matt Chambers gave an update on the Capital Facilities and Equipment Plan 2017-2021. He presented a power point presentation introducing preliminary phases to include apparatus traffic, building frontage and a visual evolution of the initial drawings of the front and rear exterior. He stated that the exterior and materials will be the 2nd phase. The refined cost estimate submission is targeted for the end of August. Chair Kirkbride suggested a gate bar in the parking lot/driveway as a barrier for the public and apparatus. FET Director Chambers noted that they will add it for consideration. He stated that there are no updates on the special use permit status. FET Director Chambers announced that he will begin meeting with Rice Fergus Miller biweekly. He presented a small 3D model of the proposed new Station 34 to the Board to view.

Chief Brooks informed Commissioner Roberts that will email her the August 2, 2018 Capital Facilities and Equipment Plan 2017-2021 power point presentation.

VI. OLD BUSINESS

A. Staff Report on Bids for Bay Door Replacement Project: Discussion/Potential Contract Award

Chief Brooks reported that staff reviewed the three bids received by Cressy Door Company, Bell & Bell Builders & Overhead Doors LLC and Rytec Corporation. He acknowledged that Rytec Corporation Sales Manager Tom Zimmerman was present as a member of the public. Chief Brooks presented a Door Bid Summary Table outlining the following items from each of the bid submissions: Cost proposal, discount(s) available, responsiveness of bidder, major omissions and notes. Chief Brooks referenced the summary table

concluding that Cressy Door Company and Bell & Bell Builders & Overhead Doors LLC did not meet the Request for Proposal (RFP).

Chief Brooks stated that Rytec Corporation submitted a complete bid and performed an extensive site survey of all three facilities. Chief Brooks stated that staff recommends the Board declare Rytec Corporation the responsive bidder.

MOTION: To accept the bid from Rytec Corporation and deem them a responsible bidder and to authorize the Fire Chief to sign the agreement.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

Chief Brooks clarified that the bid is to retrofit all the existing bay doors at Stations 31, 33, 35 (twelve doors in total). It does not include the bid for the new Station 34 doors. Tom Zimmerman stated that the doors will take 12 weeks for materials to arrive after the service agreement documents are signed. He advised installation is estimated at three days per door.

VII. NEW BUSINESS

None

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following events and updates:

1. Rainer Vista Mobile Home Park Annexation Petition Update – Chief Brooks met with Lacey Community Development Senior Planning Manager Ryan Andrews and reported that city staff will present a recommendation to city council at the August 9, 2018 meeting. City staff will request that city council empower city staff to solicit potential signatures from other property owners for petition. Chief Brooks will be attending the Fire Rescue International Conference and is unable to attend. He will invite Ryan Andrews to brief the Board at a subsequent regular Board meeting and potential action item to empower Chief Brooks or the Chair to sign a petition to solicit annexation for the existing station 34 and the new parcel. The Special Use Permit and the Station 33 potential annexation was also discussed.

Chair Kirkbride stated that he wrote a letter to the City Manager and Community Development Director requesting The Kirkbride Group Inc. properties south of petitioned boundary to Pacific Avenue be included in the annexation.

2. Sidewalk – Staff will review proposal from a data collection/reporting company “Sidewalk” tailored for collecting and sharing accreditation. It’s offers a reporting dash board based on perimeters, zones, and map grids. Currently, it is staffed managed.
3. Surplus Staff Vehicle –Bald Hills Fire District 17 purchased one of our surplus staff vehicles today.
4. FM Global Grant – Lt. Jason Berman submitted a grant and the District was awarded \$3K. The grant will be used for camera equipment for fire investigation.
5. Rapid Extrication Module (REM) Mobilization – SORT members Lt. Pearsall and Firefighter Gene Tyler will have a two-week extension deployment.

IX. COMMISSIONER COMMENTS

Commissioner Roberts and Vice Chair Wilson did not have any comments.

Commissioner Dobry commented that he’s pleased to hear about the Woodland Retirement Center and community donation to the District. He inquired about the monthly revenue received from EF Recovery. Chief Brooks stated that the District receives an estimate of \$3K-\$5K per month. Chair Kirkbride requested that an EF Recovery Representative attend a future board meeting to give an update report. Chief Brooks informed that he will reach out to EF Recovery.

Chair Kirkbride wished Commissioner Roberts’ safe travels home.

X. OTHER INFORMATION

- A. Suggestion Box – None
- B. Correspondence – Deputy Chief Cox confirmed that there was a small fire at Jehovah’s Witness Church that was accidental.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT


Rytec Corporation Sales Manager Tom Zimmerman thanked the Board for awarding Rytec Corporation the bid. He welcomed an invitation for the Board to view the doors after installation.


XII. ADJOURNMENT

The meeting was adjourned at 7:24 p.m.


THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

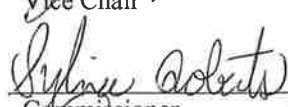
Next Regular Meeting: August 16, 2018 – 5:30 pm



Chair


Commissioner

Commissioner


Vice Chair


Commissioner



ATTEST: District Secretary