

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**September 20, 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 presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

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

None

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the September 6, 2018 regular Board of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #20685 through #20714 in the amount of \$53,128.55.
- Donation Fund 101 (Acct# 6633) checks numbered #20715 through #20716 in the amount of \$2,107.65.
- 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20717 through #20720 in the amount of \$62,209.12.

C. Payroll #9A 2018 in the amount of \$1,105,841.46.

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

Motion: Commissioner Wilson

Second: Commissioner Roberts

Carried: Unanimous

## V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the September 19, 2018 meeting and reported the following agenda highlights:

- Opioid Overdose Discussion – Medic One staff, law enforcement, and physicians discussed the point of patient transfer from a law enforcement to and EMT/Medic responders. It was agreed that it is upon EMT arrival of the call at which law enforcement provides a summary of the patient condition.
- Safety Pad Replacement –A data and software company ESO is the new company that will replace the current system. The change will be effective December 3, 2018.
- Bylaws change to establish an emeritus position – Action was taken to award the first Emeritus position to Dr. Tom Fell.
- Currently advertising for Paramedic positions.
- Budget summary as of the end of June is 45.4% in expenditures.

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

No report. The next meeting is October 3, 2018, at 3:30 p.m.

### C. City / District Liaison Communication updates

The next meeting is October 16, 2018 located at City Hall.

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

Commissioner Dobry attended the September 18, 2018 meeting and reported nine commissioners in attendance. He highlighted the following agenda items discussed:

- WFCA New Healthcare Program Manager Anne Marvin provided updates. She gave highlights on the Human Resource workshops she'll be conducting at the 2018 WFCA Conference in Yakima. The Board suggested offering the workshop via livestream or webinar. Commissioner Dobry will contact Anne Marvin to inquire if these options are available.
- Teledoc (Doctors Online) –WFCA is covering the cost for the 24-hour access Doctors Online Resource during a trial period. Doctors can diagnose and write a prescription without a walk-in visit.
- Commissioner Slater announced his desire to not continue as Thurston County Fire Commissioner Association President next year.
- McClane Fire Department proposed a new fee schedule for use of their training facilities Chief Brooks reported that the District is in a contract with the Mark

Noble Regional Fire Training Center so the District does not use the McClane facility.

- Multi-year (10-50 years) service award cutoff date is October 12, 2018.
- 2018 WFOA Conference – Chair Kirkbride stated that he will not be attending. He completed the Proxy Form and assigned Commissioner Dobry. Chief Brooks will cancel Chair Kirkbride's lodging reservations. Chief Brooks will register Commissioner Wilson, Ryder, Dobry and Roberts for the conference and the Snure Seminar.

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry attended the September 7, 2018 meeting and reported the following agenda highlights:

- US Census Bureau Partnership Specialist Samantha Harriot encouraged the committee to prepare for the 2020 census in the Public Comment Period.
- Building a Modern Work Environment – Office of Financial Management (OFM) will take lead in this effort. Baby Boomers are 40% of the workforce. Millennials are under represented about 20% and eligible retirees at 16%.
- Intercity Transit Road Trip Update. Outreach exchanges identified additional support for increasing services areas, offering earlier and later times, more frequent routes, expansion of vanpool and bike friendly routes. Greyhound is going to co-locate in Downtown Olympia.
- 2019-2022 Regional Transportation Improvement Program submitted. Public comment was open September 5<sup>th</sup> -20<sup>th</sup>.
- Deschutes River Watershed Salmon Recovery Lead Entity – The Thurston Conservation District did not renew the contract with the WA State Recreation and Conservation Office. Petitions are in support of TRPC taking on Lead Entity. TRPC Council approved that they would host if three other agencies pass resolutions.
- The next scheduled meeting is on October 5, 2018 located at the Rainer Senior Center.

F. Community Outreach  
Status report

Chief Brooks reported the following updates and events:

1. 9/11 Remembrance Bell Ceremony – The event located at Station 31 on September 11, 2018 was well attended.
2. Annual First Responders Day Chili Luncheon – The three regional Lions Clubs prepared a chili lunch for District members at Station 31. A proclamation and large firefighter-themed picture frame was gifted from the Lions Clubs to the District in honor of First Responders Day.
3. Proclamation for National Day of Service and Remembrance – Chief Brooks and representatives from East Olympia Fire and the Sheriff's Office attended

the Board of County Commissioners meeting on September 11, 2018 to witness the presentation of the proclamation.

4. JBLM 9/11 Remembrance – Chief Brooks attended the September 11<sup>th</sup> event.
5. American Legion Award/BBQ – Firefighter Kevin Davenport was awarded Firefighter of the year on September 14, 2018 located at the American Legion Post 94. Chief Brooks attended the three-hour event.
6. All Personnel Meetings - Located at Station 31 in the BoFC.
  - September 25<sup>th</sup>-27<sup>th</sup>, 3 p.m.
  - September 28, 10 a.m.
7. Upcoming Homeowners Association (HOA) Annual Meetings
  - Lakemont – October 12<sup>th</sup> located at Station 31, BoFC. Vice Chair Wilson will attend.
  - SummerWalk – October 23<sup>rd</sup> located at Station 31, BoFC Chief Brooks and Commissioners Roberts and Ryder will attend.
8. Steve Romines' Funeral Services – October 8, 2018 at 2 p.m. located at Mountain View Memorial Park in Tacoma. Chief Brooks and Chief Wright along with Medic One staff transported Steve Romines from the hospice to the funeral home with a procession consisting of a medic unit, an engine and a command car.

G. Nisqually Tribe  
Status report

Chief Brooks reported that Enterprise Corporation CEO Iyall requested an incident count of response calls to the Red Wind Casino. Staff will provide a report. CEO Iyall will be out of the office and will return September 24, 2018.

H. Capital Facilities and Equipment Activities

Chief Brooks gave the following updates:

1. Two Breathing Air Compressors – Damage to the product required a return shipment to the factory for repairs at no expense to the District. Payment is pending successful installation and operation.
2. New Engine – Updates and photos are anticipated by the end of the month.
3. Bay Door Replacement Project – Bid revision is estimated to be completed tomorrow for posting early next week. The bids will be opened at the second Board meeting in October.
4. New Station 34 – Schematic development phase estimated a 2% overall increase. Currently in the transition to the construction document phase and are two weeks ahead of the initial timeline. The Board agreed to move forward.

## VI. OLD BUSINESS

### A. Bay Door Replacement Project: Staff update on re-bid process

Chief Brooks inquired the Boards' direction in requiring a bid security deposit. He stated that the fire districts are not required to include a security deposit. After further discussion, the board agreed to not include a security deposit in the Bay Door Replacement bid.

### B. Authorization of Petition for Annexation by City of Lacey of District Properties on Steilacoom Rd. SE: Staff update/potential action

**MOTION:** To authorize the Fire Chief to sign the Petition for Annexation of Lacey Fire District Properties on Steilacoom Rd. SE

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

Chief Brooks will begin engaging conversation with City and County staff to discuss the future permitting processes.

## VII. NEW BUSINESS

### A. Lease for Vehicle Repair Facility to City of Olympia: Staff report/potential action

Chief Brooks summarized the lease agreement highlighting the CPI adjustment and two-year term with an automatic annual extension of one year. Legal counsel has reviewed the contract. Staff recommends moving forward.

**MOTION:** To approve the Fire Chief to sign the lease agreement between the Lacey Fire District Three and The City of Olympia for the vehicle maintenance and repair building.

Motion: Commissioner Wilson

Second: Commissioner Ryder

Carried: Unanimous

### B. 2019 Budget Planning and Timelines: Staff report

Chief Brooks highlighted changes to the Proposed 2019 General Fund Budget.

#### ➤ Revenue

- Full increase allowed by law of regular property tax (106%)
- New construction estimated at just under \$300 million

#### ➤ Expenditures

- Operations
  - Added 1 FF FTE

- Vol Service Coordinator Position Restructured
- L&I projected increase
- Bunker Gear Cleaning and Replacement
- Restructuring of Capital expenditures due to Capital Facilities & Equipment funding.
- Administrative Support
  - No FTE additions

Chief Brooks proposed a Public Hearing on the 2019 Budget on the first regular Board meeting in November and adoption at the second regular Board meeting in November. Chief Brooks summarized the highlights of the August 2018 Financial Report. Chair Kirkbride thanked Finance Director Dale Hough for the great report.

## **VIII. ADMINISTRATIVE REPORT**

Chief Brooks reported the following events and updates:

1. MySidewalk – The Districts’ dashboard, “My Sidewalk” captures the data collection reporting in real time. Chief displayed the dashboard and highlighted the following:
  - Total Incidents by Response Zone
  - 90<sup>th</sup> Percentile Response
  - 90<sup>th</sup> Turnout Response
  - Annual Baseline Performance Table
  - Incident Analysis

Staff will continue to work with the vendor on customizing the Districts’ dashboard. He will provide the dashboard link to the Board.
2. City of Olympia Potential Annexation – Deputy Chief Cox is attending a Committee Meeting today at Olympia City Hall to listen to the impacts on the District regarding the properties between Boulevard Road and Wiggins Road being considered for annexation.
3. Tumwater Regionalization Study – The District is one of six participating in the study. Retired Fire Chief Don Bivins is the consultant. Chief Brooks and Deputy Dickson attended the Emergency Service Consulting International (ESCI) kick-off meeting on September 10, 2018. Chief Brooks reported that the District is near complete in providing the requested information. The next phase will begin in October. Consultants will interview stakeholders, members of the organization, and executive leadership.
4. ESO Electronic Safety Pad Training – The District agreed to fund additional training sessions in conjunction with the other ALS contracting agencies.

5. Fire Prevention Month – Engines Companies are visiting Elementary Schools during the month of October to conduct fire prevention education.
6. Chief's Travels – Chief Brooks will be out of the office the first three weeks in October.
7. LT Promotion – Proposed pinning ceremony for the first regular Board meeting in October.

#### **IX. COMMISSIONER COMMENTS**

Commissioner Roberts thanked the District for the 9/11 Remembrance ceremony.

Commissioner Dobry reported that he and Chief Brooks attended the Panorama City Social event on September 19, 2018 and shared that District presence was appreciated. He announced that he will be out of town October 9<sup>th</sup> –16<sup>th</sup>.

Commissioner Ryder commented that she'll be backpacking the Trans-Catalina Trail.

Vice Chair Wilson shared her Baltimore trip experience.

Chair Kirkbride – Requested to view the new power gurney when available. He commented that the 9/11 remembrance event was exceptional.

#### **X. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence – 9/11 Proclamation by Thurston County Commissioners.

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

Deputy Chief Dickson announced the Free Flu-Shot Clinic for District members and their families on October 4, 2018 at 4 p.m. – 6 p.m. located at Station 31.

#### **XII. REQUEST FOR EXECUTIVE SESSION**

A. In Accordance with RCW 42.30.140(4)(a) Regarding Discussion of Collective Bargaining Strategies

Chair Kirkbride announced an Executive Session at 7:05 p.m. anticipated for 20 minutes with no action planned within the session. The regular Board meeting reconvened at 7:25 p.m.

#### **XIII. ADJOURNMENT**

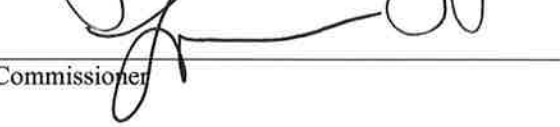
The meeting was adjourned at 7:26 p.m.

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

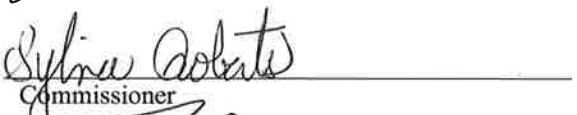
*Next Regular Meeting: October 4, 2018 – 5:30 p.m.*

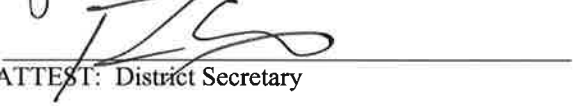
  
Chair

  
Commissioner

  
Commissioner

  
Vice Chair

  
Commissioner

  
ATTEST: District Secretary