

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 19, 2017**

Present:

Chair Dobry

Vice Chair Roberts

Commissioner Kirkbride

Commissioner Nelson

Commissioner Wilson

**I. CALL TO ORDER / FLAG SALUTE**

Chair Dobry called the meeting to order at 5:34 p.m.

**II. APPROVAL OF THE AGENDA**

A. Addition – Change to the order of the agenda. New Business Item D. moved to item A.

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

Motion: Commissioner Wilson

Second: Commissioner Nelson

Carried: Unanimous

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

Paramedic and CPR Saves Spokesperson Karen Weiss reported highlights of the campaign:

- Social Media Launch April 2016 – Increased Social Media and over 1,200 shares.
- Theater PSA Campaign – A one minute PSA in local theaters ran for six weeks beginning in October 2016 reaching a movie audience over 22,000. 786 website hits were captured following the PSA.
- Virtual Reality December 16, 2016 Roll-Out – December 16, 2016. Approximately 120 attended the CPR training presentation. Approximately 200 VR viewers were distributed. 644 views to the CPRSavesVR.com reported after the launch date. There have been a total of 2,143 visitors to CPRSavesVR.com

Karen reported that the University of Washington School of Public Health shared interest to partner with Lacey Fire District to conduct a study capturing the effectiveness of teaching CPR to citizens and offering assistance in writing a grant to the King County EMS Foundation and King County Medic One.

#### IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the January 5, 2017 Board of Fire Commissioners meeting.
- B. Warrants
  - General Fund 001 (Acct# 6630) checks numbered #18846 through #18871 in the amount of \$33,391.45.
  - Donation Fund 101 (Acct# 6633) checks numbered #18872 in the amount of \$815.25.
- C. Payroll #1A2017 in the amount of \$1,147.197.63.

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

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

#### V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the January 18, 2017 meeting and reported the following highlights:

- New Council Members – Commissioner Gary Edwards and Councilman Jim Cooper.
- Medical Program Director discussion on contracting with the company that runs the Emergency Services at St. Providence. No official proposal made.
- Adoption of Vehicle Surplus Policy Matrix Policy
- BLS/ALS Funding – Development of a policy to govern methods of fund disbursement has been proposed by staff.
- Clinical Agreement – EMT Training and patient contact time in St. Peter's Hospital and agency liability was discussed. Chief Brooks reported that because the District is contracted with Thurston County Medic One, the District has an active agreement that is consistent with the proposed agreement. Chief Brooks will provide copies of the agreement to the Board for further discussion.

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

No report.

C. City / District Liaison  
Communication updates

The next meeting is February 1, 2017 located at City Hall, 9 a.m.

D. Thurston County Fire Commissioners Association  
Regular meeting

Commissioner Nelson attended the January 17, 2017 meeting. He reported that Commissioner Kirkbride gave a presentation on growth projections in the region and Thurston County Medic One Director gave a presentation on “Who we are and what we do”. The next meeting is February 21, 2017.

E. Thurston Regional Planning Council  
Status report

Chair Dobry attended the January 6, 2017 meeting. He reported the following agenda highlights.

- Approval of the 2017 Budget.
- Amendment to the Regional Transportation Approval Plan
- Marvin Rd. and I-5 Diverging Diamond Interchange – An informational video is available on YouTube. Construction to begin in 2018.
- Executive Director position offered to Mark Daily.

F. Community Outreach  
Status report

Chief Brooks highlighted the following events/updates:

1. Capital Women’s Club – Chief Brooks hosted a CPR Saves presentation to 16 attendees on January 16, 2017.
2. Horizons Elementary “Read Around Lacey” Event – Community leaders are invited to participate in reading to students February 6th-10th. Chief Brooks and the Station 33 crew will participate February 10, 2017 in the afternoon.
3. Steilacoom Heights HOA Annual Meeting – January 23, 2017 located at Station 34, 6 p.m. Commissioner Dobry and Chiefs Brook will attend.
4. Legislative Day – January 26, 2017. Chief Brooks will attend.

G. Nisqually Tribe  
Status report

Chief Brooks will report under New Business Item D.

H. Citizen Advisory Committee (CAC)  
Status report

Chief Brooks reported that the CAC will postpone scheduling a meeting until confirmation on the Communications Plan Presentation. Vice Chair Roberts stated that she received news from Communications Consultant J. Marie Riche that her health is improving. Ms. Riche will contact Chief Brooks tomorrow to discuss the proposed Draft Communication Plan.

**VI. OLD BUSINESS**

A. 2017-21 Capital Facilities and Equipment Plan: Proposed final draft with inclusion of SEPA Checklist and Determination of Non-significance for recommended adoption

Chief Brooks reported that the District received only one formal response from the Department of Ecology commenting that the District is in the plume of the former smelting plant in Tacoma. The DOE standard process requests the District collect soil samples and provide analysis results to the City of Lacey and DOE. Chief Brooks reported F.E.T Director Matt Chambers identified local vendors to conduct the soil sampling. Chief Brooks advised that the District fulfilled the obligations for moving the plan forward for using the 2017-2021 Capital Facilities and Equipment Plan in community outreach and communication.

**MOTION:** To approve the final 2017-2021 Capital Facilities and Equipment Plan.

Motion: Commissioner Nelson

Second: Commissioner Wilson

Carried: Unanimous

**VII. NEW BUSINESS**

A. Presentation of Fire Chief's Performance Appraisal for 2016

Chair Dobry reported that he presented the Fire Chief's Performance Appraisal to the Chief on January 9, 2017. Commissioner Nelson commented that the Board agreed to omit usage of numeric scoring in the final appraisal process. The Board noted in the additional comments section of the appraisal that they approved the COLA 2.5% wage increase for the Fire Chief.

B. Selection of Board Officers

Per the adopted policy on selecting the Chairperson in accordance with RCW 52.14.080., Commissioner Roberts is the 2017 Chair. Commissioner Roberts accepted the nomination. She opened the nomination for 2017 Vice Chair.

**MOTION:** To appoint Commissioner Kirkbride as Vice Chair for 2017.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

C. Appointment of Subcommittee Representatives

1. Thurston County EMS Council
  - Vice Chair Kirkbride; representative to the EMS Council
  - Commissioner Wilson; 1<sup>st</sup> alternate to the EMS Council
  - Chief Brooks; 2<sup>nd</sup> alternate to the EMS Council
2. Thurston 911 Communications (TCOMM)
  - Commissioner Wilson; representative to TCOMM
  - Chair Roberts; 1<sup>st</sup> alternate to TCOMM
  - Commissioner Nelson; 2<sup>nd</sup> alternate to TCOMM
3. Thurston Regional Planning Council (TRPC)
  - Commissioner Dobry; representative to TRPC
  - Vice Chair Kirkbride; 1<sup>st</sup> alternate to TRPC
  - Commissioner Nelson; 2<sup>nd</sup> alternate to TRPC
4. Nisqually/ District Liaison
  - Chair Roberts; representative
  - Vice Chair Kirkbride; representative
  - Chief Brooks; staff support
5. City of Lacey/ District Liaison
  - Chair Roberts; representative
  - Vice Chair Kirkbride; representative
  - Chief Brooks; staff support
6. Thurston County Fire Commissioners Association (TCFCA)
  - Commissioner Nelson; representative
7. Appellate Panel for District Members
  - Chair Roberts; representative
  - Vice Chair Kirkbride; representative
  - Commissioner Nelson; 1<sup>st</sup> alternate

**MOTION:** To accept the 2017 Subcommittee Representation appointments.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

D. Proposed Update to Draft Nisqually Tribal Agreement for Services: Staff Report and Potential Action

Chief Brooks reported that he received a response from Shannon Blanksma, the Nisqually Accountant and liaison of the Tribal Council and CFO David Montgomery requesting that the proposed Draft Nisqually Tribal Agreement for Service Draft be revised to exclude service to the Red Wind Casino as it is a separate enterprise. The Board agreed to move forward with the revision and to pursue an agreement with the Red Wind Casino separately. Vice Chair Kirkbride inquired if “sovereignty” language was an issue. Chief Brooks reported no other language was addressed as a concern.

**MOTION: To accept the Agreement Between the Nisqually Indian Tribe of the Nisqually Reservation and the Lacey Fire District Three for Fire Protection and Related Emergency Service and direct for the Board to sign the agreement.**

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

Carried: Unanimous

### **VIII. ADMINISTRATIVE REPORT**

Chief Brooks reported the following updates/events:

1. Bond Consultant Update – Bond Underwriting Consultant Jim Nelson requested to present projections to the Board at the February 16, 2017 regular Board of Fire Commissioner meeting. The Board agreed to include the presentation to the meeting agenda. Chief Brooks proposed to conduct a staff workshop in March and or April to discuss the Board’s desire of how to educate the public and implement the strategic plan. Dates to be determined.
2. Engine Repair – The secondary reserve response engine 1994 Dash had a mechanical failure. Pacific Power in Kent will repair the engine at an estimated cost of \$17,000.
3. BLS Transport/Resource Update – Chief Brooks and Captain Christiansen met with Olympic Ambulance administration. The company is in the process of hiring approximately 35 EMTs to address their recent staffing shortages. Transportation Resource Utilization (TRU) Committee is having a workshop to discuss the priority list of action items to address BLS transport issues. Keith Flewelling will facilitate the workshop.
4. Finance Director Interviews – February 15, 2017.
5. New Volunteer Firefighters – Three new recruits will begin academy at District 9 with Bates affiliated instructors.

**IX. COMMISSIONER COMMENTS**

Commissioner Dobry commented that it was a pleasure serving as Chair for the Board.

Commissioner Wilson commented that she would like to see Local 2903 stay connected with Board. She welcomes their presence at the regular Board of Fire Commissioners meetings and looks forward to hearing updates on union happenings.

Vice Chair Kirkbride distributed informational handouts on Population Growth Estimates & Forecast to the year 2040. He noted that the District will be serving almost 35K more people in the next 23 years.

The Board expressed their appreciation to Chief Brooks and Deputy Chief Pearson for their leadership. They congratulated Deputy Chief Pearson on his upcoming retirement and thanked him for his 33 years of service with the District.

**X. OTHER INFORMATION**

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

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

Volunteer Service Coordinator Jim Dickson commented that he enjoyed working with Deputy Chief Pearson and thanked him for his service.

**XII. ADJOURNMENT**

The regular Board Meeting was adjourned at 7:21 p.m.

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


*Next Regular Meeting: February 2, 2017 – 5:30 pm*

  
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Chair

  
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Commissioner

  
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Commissioner

  
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Vice Chair

  
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Commissioner

  
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ATTEST: District Secretary