

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**February 19, 2015**

Present:  
Chair Wilson  
Vice Chair Dobry  
Commissioner Nelson

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

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

**II. APPROVAL OF THE AGENDA**

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

Motion: Commissioner Dobry

Second: Commissioner Nelson

Carried: Unanimous

**Motion carried**

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

None

**IV. APPROVAL OF THE CONSENT AGENDA**

The board approved the following consent agenda items:

A. Draft minutes of the February 5, 2015 of the Board of Fire Commissioners.

B. Warrants – General Fund 001 (Acct# 6630) checks numbered #16630 through #16672 in the amount of \$55,557.99.

C. Payroll #2A 2015 in the amount of \$839,051.26.

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

Motion: Commissioner Dobry

Second: Commissioner Nelson

Carried: Unanimous

**Motion carried**

## V. COMMITTEE REPORTS

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

Chair Wilson attended the February 18, 2015 and reported the following agenda highlights:

1. Award Recognitions – District Paramedic Justin Frank was awarded the Bell/Fell Scholarship in the amount of \$1,000. Two retirees were also recognized.
2. Director Update – Steve Romines' treatment is progressing. There is some reduction in the tumor size. He is in good spirits and working from home.

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

Chair Wilson attended the February 4, 2015 meeting and reported the following agenda highlights:

1. Higher sales tax revenue than expected.
2. Department of Natural Resource Contract has a one year extension at the same rate.

### C. City / District Liaison Communication updates

Commissioners Wilson & Nelson and attended the February 17, 2015 meeting. Chief Brooks reported that the Lacey Chamber of Commerce Forum will have a State of the City presentation on March 4, 2015 at St. Martins Pavilion. Chief Brooks invited the board to attend his annual presentation to the Lacey City Council on March 12, 2015. Vice Chair Nelson will attend both events.

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

Commissioner Dobry attended the February 17, 2015 meeting and reported the following agenda highlights:

1. County Assessor Steven Drew Presentation – An informational handout on how taxes are determined was distributed. It is available on the Thurston County Assessors website.
2. Thurston Training Consortium – Exit presentation for former Executive Director Eldo Delong.

3. Upcoming Events:

- March Meeting– Chief North will give a presentation on Mobilization.
- April Meeting– Retiree LFD3 Fire Chief Broman will give a presentation on the Harbor Patrol.
- May 2, 2015 – Risk Assessment Seminar. \$10 box lunch.
- June 18, 2015 – Recruit Graduation in Yelm.
- August Meeting/BBQ – Congressman Denny Heck will present.

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry attended the February 6, 2015 meeting and reported the following agenda items discussed:

1. 2014 Transportation Annual Report – Successes were highlighted. The Highway Trust Fund article, *Kicking the Can down a Short Road* was referenced. Transportation projects are in jeopardy due to the gas tax sunset clause.
2. Call for Projects – Congestion Mitigation and Air Quality (CMAQ) Improvement Program is funding 2016 projects. Commissioner Dobry suggested that the District and neighboring fire districts consider this grant to support the idle reduction technology for District vehicles. The application deadline is April 1, 2015. Chief Brooks will survey Tumwater and Olympia Fire Chiefs.
3. Grant Writing Consortium – \$5K budgeted to offer grant writing training with a minimal fee.

F. Community Outreach  
Status report

1. Lacey Loves to Read “Scavenger Hunt”– The Commissioners and staff welcomed participants to Station 31 on the following dates:
  - February 16– Chair Wilson and Chief Brooks,
  - February 17– Chair Wilson and Vice Chair Dobry, 20 participants.
  - February 18 – Deputy Chief Dickson, five participants.
  - February 19 – Commissioner Nelson, 4 participants.

The board thanked District member Dennis Dow and his four legged companion “Jag” for their support in hosting the students and their families. It was a successful event.

2. Hands Only CPR Campaign “2 Minutes to Save a Life” – The District will be onsite local markets to instruct “hands only” CPR to citizens on

February 28, 2015 between 10 a.m. – 1 p.m. Visit the following locations for a free demonstration.

- Fred Meyer – Sleater-Kinney
- Safeway – Pacific Avenue
- Wal-Mart – Yelm Highway

Complimentary district logo reusable bags with “Hands On” CPR illustrations will be available. The reusable bags were purchased by the District from the \$2500 grant awarded by the Yelm Highway Neighborhood Walmart.

G. Nisqually Tribe  
Status report

Chief Brooks and Chair Wilson attended the Nisqually Charitable Banquet on February 5, 2015. Chief Brooks reported that the District received the highest award of just over \$69,000. The District submitted a request of \$500k for the purpose of purchasing a new engine. The Chief recommended that the grant be placed in the Capital Fund to pay the taxes on the new engine. The Commissioners and District continue to reach out to the Tribal Council to discuss partnerships. The goal is to obtain a negotiated agreement on fees for services.

H. Citizen Advisory Committee  
Status report

Chief Brooks attended the February 18, 2015 meeting and reported that he gave a presentation summary of EMS and TCOMM protocols. He highlighted the following agenda items that were also discussed:

1. Mesa Arizona Fire Department Mobile Integrated Healthcare Pilot Program – Chief Brooks will give a presentation following his onsite visit to Mesa, Arizona to observe the program.
2. CAC Role – To establish a proposed list of priorities to present to the board.
3. Tribal Relationships – CAC supports the Districts efforts to establish a fee for service agreement.

Commissioner Kirbride will attend the next meeting on March 18, 2015.

## VI. OLD BUSINESS

### A. Agreement for Training Services

The Thurston County Fire Chiefs' Association is managing the regional training cooperative. The agreement between the Thurston County Fire Chiefs' Association and Lacey Fire District Three designates that the District may sponsor, schedule, coordinate, and conduct training as defined by its Training Officer Committee Annual Training Plan.

**MOTION:** To accept the agreement for training services and authorizing the Chair to sign the agreement presented.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

**Motion carried**

## VII. NEW BUSINESS

### A. Review of Applicants for Commissioner Vacancy

Chief Brooks reported that nine applications were received. The board proposed to schedule interviews on March 25, 2015 between 6 p.m. – 8 p.m. located at Station 31 pending Commissioner Kirkbride's availability to attend. Administrative Specialist Lianne Fejeran will communicate this to Commissioner Kirkbride and will follow-up with Chief Brooks and the board. The board further discussed the interview setting. Chief Brooks will consult legal counsel on the exclusion of the board and the public during the interview. Chief Brooks will notify the candidates once the interview date is confirmed. The appointment of the new Commissioner will take place at the regular board meeting on April 2, 2015.

### B. Fire Chief Performance and Contract Review: Discussion/Contract Adjustment

Chair Wilson requested that the discussion be tabled for the next meeting. She recommended that the board discuss the Fire Chiefs Performance Evaluation process to prepare for the next evaluation. Chief Brooks reported that the District will be engaging in a salary survey later this year. He will email the most recent (2012) salary comparison to the Board.

## VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following District updates and events:

1. SAFER Grant – The grant is open however, the District is not eligible to apply at this time due to non-supplant stipulations.
2. Proximity Program/Equipment Upgrade – Assessments of the current system are complete. The next phase will be the minor reconstruction work of the doors/key card panels and the replacement of access control cards.
3. Chief's Upcoming Travel Plans – Chief Brooks will be out of the office to attend the following events:
  - March 23-25, 2015– International Association of Fire Chiefs Fire-Rescue Medicine Conference in Nevada.
  - April 6 – 13, 2015 – Mesa, Arizona Pilot Program site visit.
4. All Personnel Meetings – Chief Brooks conducted three meetings highlighting the District's 2014 successes and goals for 2015.
5. County Volunteer Firefighter Recruit Graduation – The June 18, 2015 event conflicts with the regular scheduled board meeting. Chief Brooks requested that the board consider moving the location or rescheduling the meeting for staff to attend the graduation. The board agreed.

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

Commissioner Nelson commented that he is pleased with the regular communication meetings with the City of Lacey.

Vice Chair Dobry stated that he will attend the WFCOA Ocean Shores Seminar on March 28, 2015. Board Meetings: Be Compliant Not Defiant Seminar will be offered. Risk Management Seminar will be offered at the WFCOA Seminar in Lake Chelan on June 6, 2015.

Chair Wilson thanked staff for supporting the Lacey Loves to Read program.

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

##### **A. Suggestion Box**

A verbal suggestion was made to sell District logo merchandise to the public. The board recommended marketing merchandise that could include the language "Citizens in support of Lacey Fire District". The Board is open to further discussions in the future.

B. Correspondence

Appreciation letters were received from S.E. Thurston Fire Authority and Citizen Darren Johnson for outstanding service delivery provided by Medic 2, Engine 32, Medic 6 and Truck 31 companies.

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

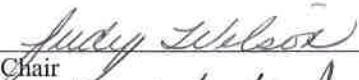

Member of the public Dan Cathers recommended that the board provide the interview questions for the Commissioner candidates prior to the interview.




**XII. ADJOURNMENT**

Chair Wilson adjourned the regular Board meeting at 6:55 p.m.

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

*Next Regular Meeting: March 5, 2015 – 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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ATTEST: District Secretary