

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 19, 2015

Present:
Vice Chair Dobry
Commissioner Nelson
Commissioner Kirkbride

I. CALL TO ORDER / FLAG SALUTE

Vice Chair Dobry called the meeting to order at 5:30 p.m. He excused Chair Wilson.

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Motion: Commissioner Nelson

Second: Commissioner Kirkbride

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 March 5, 2015 of the Board of Fire Commissioners.

Minor typo corrections were made to the final draft of the minutes.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #16724 through #16771 in the amount of \$83,345.53. The Board inquired about the following warrants.

1. Unifirst Corporation in the amount of \$768.94. The description in the memo is described as pest control for Garment Maintenance and Laundry service in error. Chief Brooks will notify Accounts Payable to make the correction.

2. City of Lacey in the amount of \$4,248.22 – All station water utilities. The Board commented that the charges per station are significantly high and inquired if the cost increased from previous billings. Chief Brooks will research and follow up with the board.
 3. City of Olympia in the amount of \$24,877.34 – Monthly contracted vehicle fleet maintenance.
- New Capital Projects 2012 Fund 305 (Acct# 6638) checks #16772 in the amount of \$6,031.47.
 1. Alarm Center/Custom Security in the amount of \$6,031.47 – Partial payment for the proximity system upgrade at District headquarters. \$14K is budgeted for the Station 31 upgrade. Hardware installation is complete and the programming element is in process. District members will be given notification and issued a new card if necessary before the new proximity system is online. There will be no interruption in service. Commissioners Wilson, Dobry, and Nelson were advised that they will be issued a replacement card.

C. Payroll #3A in the amount of \$831,824.26.

MOTION: To accept the consent agenda as modified.

Motion: Commissioner Kirkbride

Second: Commissioner Nelson

Carried: Unanimous

Motion carried

V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the March 18, 2015 meeting and reported the following agenda items discussed:

1. Elections Vote: Re-Elected Chair Margaret McPhee and Vice Chair Dr. Tom Fell.
2. TRPC Prioritization Project – To understand the BLS financial and operational impacts to the EMS system, TRPC Senior Planner Paul Brewster will be working with the Fire Chief's Association. The objective is to obtain BLS only data to develop a framework that will evaluate present and future BLS demand and service capacity as the population increases.

3. CPR Density Presentation – The survival rate identified as “patients who were deceased and then revived” under the new CPR campaign was positive. Medic One is increasing the budget on CPR training this year.
4. Budget Committee – March meeting was canceled. A proposed policy to establish an operating reserve will be presented at the April meeting.

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

No report.

C. City / District Liaison
Communication updates

Chief Brooks and Commissioner Nelson attended the March 12, 2015 City Council meeting. Chief Brooks gave the annual presentation on the State of the District. He reported that it was well received. Chief Brooks will extend an email invitation to City Manager Scott Spence for the Council to attend the District Commissioner Candidate Interviews on March 25, 2015. The next scheduled City/District meeting is April 21, 2015 located at Station 31, 8:30 a.m.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Dobry attended the March 16, 2015 meeting and reported the agenda highlights:

1. Olympia Harbor Patrol – Captain of the Olympia Harbor Patrol and former District Fire Chief Jim Broman gave a presentation on the jeopardy of funding. The volunteer program will come to an end if there is no funding.
2. Upcoming Events:
 - March 28, 2015 – Commissioner Dobry will attend the Ocean Shores Seminar.
 - May 11-15, 2015 – Candidate filing week.
 - August – Annual BBQ located at Lake Lawrence

E. Thurston Regional Planning Council
Status report

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

1. New TRPC Website – New “Profile” is interactive with GIS capability.

2. Call for projects under the Congestion Mitigation and Air Quality (CMAQ) Improvement Funding – Chief Brooks reported that the District and Olympia Fire Department are interested in applying for the idle reduction grant in the purchase of new vehicles. Commissioner Dobry will provide the grant application to staff.

F. Community Outreach
Status report

1. CPR Outreach – The District will be at the following local grocery markets from 10 a.m. – 2 p.m. to provide CPR education and instruct “2 Minutes to Save a Life – A Hands Only CPR”:
 - Walmart (Galaxy Dr.) – March 21, 2015
 - Safeway (Marvin Rd.) – March 28, 2015
2. Meridian Campus Master Association Meeting – April 28, 2015 located at Station 31. Vice Chair Dobry shared interest to attend.
3. Thurston Through the Decades – May 9, 2015, 10 a.m. – 4 p.m. located at Huntamer Park. The 1945 Seagrave also known as the “Santa Mobile” will be on static display.
4. Lacey Museum Open House – July 10, 2015, 6 p.m. – 9 p.m. District photos and the Seagrave will be on display.

G. Nisqually Tribe
Status report

No report.

H. Citizen Advisory Committee
Status report

Commissioner Kirkbride attended the March 18, 2015 meeting and reported that the CAC discussed the following list of priorities as recommendations to the Board of Fire Commissioners:

- Education and Outreach
- Nisqually Tribe Financial Support
- Community emphasis regarding new CPR Protocols
- Alternative 911 Response Resources – Education Extension to the nursing homes and non-emergency calls

The CAC is in the process of drafting a proposal to adopt at their May meeting and to present to the Board of Fire Commissioners at the first regular Board meeting in June. Commissioner Kirkbride reported that CAC Chair Tom

Carroll will be serving as the Governor for the Rotary District and will be stepping down as the CAC Chair in June. CAC member Caroline Welch also resigned.

VI. OLD BUSINESS

A. Vacant Commissioner Position Appointment

A Special Meeting announcement of the Board of Fire Commissioners to conduct the Commissioner Candidate Interviews in an open public hearing March 25, 2015 will be posted on March 20, 2015 by the end of the business day. The Board requested a place holder on the Special Meeting agenda for an Executive Session to evaluate the qualifications of a candidate. Deputy Pearson and Human Resources Coordinator Wendy Sternsheim will be available to provide staff support. Chief Brooks reported that the candidates were notified of the interview order based on a number draw and were provided with the interview questions. Appointment to the Vacant Commissioner Position will take place at the April 2, 2015 Regular Board Meeting.

VII. ADMINISTRATIVE REPORT

Chief Brooks reported the following District updates and events:

1. 2014 Annual Report – The Board referenced the Contracts and Agreements on page four of the report and suggested adding statistical data such as the dollar amount contributed or training hours spent for each bullet described. Chief Brooks commented that he and DC Dickson will look at the formatting capabilities to include the additional data suggested. He reported that staff will consider the suggestions when creating the annual report in the future.
2. Fire-Rescue Med 2015 Conference – Chief Brooks will out of the office March 23-25, 2015 to attend the International Fire Chief's Association conference in Nevada.
3. Chair Wilson will return from her international travels on March 23rd.
4. Bates Technical College Recruit Graduation – March 26, 2015 at 7 p.m.
5. 2015 Amended Budget – A proposed 2015 Amended Budget will be presented at the next Regular Board Meeting.
6. Station 33/35 Collapsing Apron Update – Bids for repair have been reissued with modifications. A proposal will be presented to the Board at the April 2, 2015 Regular Board Meeting.

VIII. COMMISSIONER COMMENTS

Commissioner Kirkbride and Chief Brooks attended the Thurston County Executive Seminar on Catastrophic Disaster-Mount Rainer on March 16, 2015. Commissioner Kirkbride gave a brief summary on the eruption hazards, lahar detection and response planning. The next Catastrophic Disaster Seminar will focus on the transport of hazardous materials on trains and planes.

Commissioner Kirkbride reported that he'll be traveling out of the country April 4 – 11, 2015. He requested that a discussion regarding District response to unprotected properties in Nisqually be added to the April 2, 2015 Board meeting as a new business item. He will email a draft proposal to Chief Brooks prior the meeting. The discussion item will be added the agenda.

Vice Chair Dobry recommended that the Board advertise the recruitment of Citizen Advisory Committee members at the annual homeowner's association meetings. Commissioner Kirkbride commented that the CAC shared interest to attend annual HOA meetings. Vice Chair Dobry suggested that the District offer to show the "Hands only CPR" short video for future HOA meetings. Chief Brooks supports this.

IX. OTHER INFORMATION

A. Suggestion Box

None

B. Correspondence

None

X. HEARING OF THE PUBLIC / MEMBERS PRESENT

XI. ADJOURNMENT

Vice Chair Dobry adjourned the Regular Board Meeting at 6:37 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: April 2, 2015 – 5:30 pm

Judy Wilson
Chair

KW WA
Commissioner

Commissioner

Eugene W. Doherty Jr.
Vice Chair

[Signature]
Commissioner

[Signature]
ATTEST: District Secretary