

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

September 17, 2015

Present:
Chair Wilson
Vice Chair Dobry
Commissioner Roberts

Commissioners Kirkbride and Nelson were excused.

I. CALL TO ORDER / FLAG SALUTE

Chair Wilson called the meeting to order at 5:30 p.m.

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Motion: Commissioner Roberts

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the September 3, 2015 Board of Fire Commissioners meeting – A correction was made to the minutes. The 9/11 Memorial Service assembly has been changed from 6:40 p.m. to 6:40 a.m.

B. Warrants – Commissioner Dobry inquired about the following items and Chief Brooks gave a description:

- General Fund 001 (Acct# 6630) checks numbered #17314 through #17363 in the amount of \$64,089.87.
 1. Take Aim in the amount of \$1,119.47 – Uniform items to include three flame resistant pants.
- Donation Fund 101 (Acct# 6633) check numbered #17362 in the amount of \$179.50.
 1. Visa for Gov.Mint.com in the amount of \$179.50 – Ten silver eagle coins for award recognition.

- Hogum Bay Truck Route – Roundabout addition. Bike lane and sidewalk improvement at an estimated cost of \$12,010.00.
- Mullen Road, Pattison/Hicks Lake and Rumac Street/Carpenter Road – Widening of two lanes to add bicycle lanes and sidewalks and roundabout additions at an estimate cost of \$7,474.01.
- I-5/State Route 510 – Interchange at the Hawks Prairie Business District at an estimate cost of \$72 million.
- State Route 510 and Meridian Road SE – Roundabout at an estimate of \$2,023,710.

F. Community Outreach

Status report

1. Canterwood HOA Annual Meeting – September 29, 2015 located at Station 31. Vice Chair Dobry and Commissioner Roberts will attend. Chief Brooks will attend and provide District logo reusable grocery bags for distribution. He noted that there is a boundary within Canterwood that divides the neighborhood into two responding Fire Districts of South East Olympia and the Lacey Fire District Three District. The District will address this further with South East Olympia and the Canterwood Homeowners.
2. 9/11 Memorial Service – Great turn out. Well attended by District members, Thurston County Sheriffs, and City of Lacey Police.
3. First Responder Recognition Lunch – Chief Brooks thanked the Lions Club for hosting “Chili Feed” lunch September 11, 2014 for the District First Responders.
4. Military Family Appreciation Day –The Rotary Club of Hawks Prairie hosted a celebration event at Lacey Cabela’s on September 12, 2015. Truck 31 was onsite to assist with the raising of the flag.
5. Summer’s End at Lacey – September 19, 2015. The District antique engine will be on static display.

G. Nisqually Tribe

Status report

Chair Wilson and Chief Brooks met with Nisqually Tribal Chair McCloud, three members of the Tribal Council, and Tribal Council staff on September 9, 2015. Chair Wilson reported that discussions included: the exchange of services provided, Nisqually grant application and emergency planning. She reported that the Nisqually Tribe reached out to the District to participate in an ongoing emergency planning committee. The proposed Emergency Service Outside the District Policy and Fee Schedule was presented to the Tribal

Council. The Tribal Council discussed further ways to budget for services. Chair Wilson and Chief Brooks commented that it was an optimistic exchange.

VI. OLD BUSINESS

A. Citizen Advisory Committee Guidance: Discussion

CAC members present: Carolyn Welch, Dr. Randy Mueller, Lowell Gordan, Glenn Kramer, Dianna Cockrell, Dick and Barbara Sovde, Tom Nelson and Tom Carol.

CAC Chair Dianna Cockrell addressed the Board on behalf of the CAC. She inquired the Board's direction moving forward. Chair Wilson responded that the Board would like the CAC to expand on their recommendation for Public Relation Communication Enhancement. Chief Brooks commented that he would like the CAC to be the sounding board for valuable community venue and event opportunities. Modeling the North Thurston Public Schools approach in addressing facility issues, benefits and challenges of establishing a Regional Fire Authority and an impact fee analysis were brainstorm items discussed to engage the community. Vice Chair Dobry reported that as the District continues to build on the Mobile Integrated Healthcare and Community Paramedicine Pilot Program, there will be a need to educate and market this to the community. Commissioner Dobry commented that he is looking forward to Chief Brooks and Olympia Fire Chief Wright presenting the Pilot Program to the Thurston County Regional Planning Council. The CAC agreed to explore the Boards' recommendations when they convene at their next meeting in October.

B. Policy and Fee Schedule for non-District responses: Staff Report/Discussion/Proposed Adoption

Chief Brooks referenced the Emergency Service Outside the District Draft Policy and Fee Schedule containing the recommended edits by legal counsel. As a follow-up to meeting with the Nisqually Tribal Council, Chief Brooks advised the Board that he will not send the notification to property owners' letter as the non-district groups will fit under the Nisqually Reservation service agreement. The undeveloped non-reservation properties are covered under the Department of Natural Resource agreement.

Chief Brooks proposed a simplistic fee schedule formula:

- Properties with the assessed valuation maintained by Thurston County – Voter approved Excess Levy Rates to the assessed value rate. The 2016 Fee schedule is based on 2015 service data. 2015 Regular Levy Rate = \$1.50/\$1,000 of assessed valuation.
- Single Property Parcels – Non-Thurston County assessed valuation – Following rate to the total square footage of all structures on the parcel For 2015 = \$.28/sq. ft.

- Multiple land parcels with an established service history – The Board of Fire Commissioners may charge “per incident” fee. The total amount of budgeted property tax dollars in the current calendar year divided by the total number of the District response incidents in the calendar year prior. For 2015 = \$1,025.00 per response.

Staff recommends that the fee schedule be reviewed annually during budget planning. The Board agreed and recommended that the effective year be added to the Fee Schedule title. Chief Brooks will amend the Draft Fee Schedule to include “2016” in the title and the language “fee schedule will be reviewed annually”. He will follow-up with Chair Wilson on the delivery method.

MOTION: To adopt the Service Outside the District Policy to include portions of the reservation if a fee-for-service agreement is not established with the Nisqually Tribe.

Motion: Commissioner Roberts

Second: Commissioner Dobry

Carried: Unanimous

Motion carried

MOTION: To adopt the fee schedule as amended to include the 2016 numbers and the language to annually review the fee schedule.

Motion: Commissioner Dobry

Second: Commissioner Roberts

Carried: Unanimous

Motion carried

VII. NEW BUSINESS

A. 2016 Budget: Staff Presentation

Chief Brooks presented the 2016 General Fund Budget Summary and highlighted the following:

- Revenue – Estimated total tax revenue near \$13 million, a 4.5% increase in beginning balance.
- Expenditures – Over 80% total wages and benefits projected.
 - Staffing – Staff recommends hiring a Firefighter EMT position in addition to operating a basic life support aid unit as a resource during peak time hours. Staff also recommends hiring one fulltime Administrative position or two part-time administrative positions to fulfill the public relations and asset management roles.
 - Election Cost for one ballot measure.
 - Inter-fund Transfers Capital Fund- \$450K. Approximately \$25k this year.

- Reserve Fund – Closing out for our last military Grant Safer member which expired in March.
- Capital Fund – Single staff vehicle replacement including emergency response equipment.
- Bond – Expire 2020
- Capital Non-Voted Debt – Fully expended
- Capital Project – \$632K for the vehicle apparatus

The Board will review the proposed 2016 Budget at the next regular Board meeting. A Public Hearing will be held October 15, 2015. Action will be in November. The Board will set the levy rate separately by resolution.

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported the following events and updates:

1. Standard & Poor's Rating Service – The District received an improved rating from an "A" to an "A+".
2. Annual National Fallen Firefighter Memorial – Fallen Firefighter Steve Henderson will be recognized by the International Association of Fire Fighters on the National Fallen Fire Fighter Memorial: Wall of Honor in Colorado Springs, Colorado on September 19, 2013. Deputy Chief Pearson and Lieutenant Harn will escort Steve Henderson's daughters. Chief Brooks thanked the Local 2903 for their efforts in having Steve Henderson recognized by the IAFF for line-of duty death. The ceremony will stream live at 10 a.m. MT /11 a.m. PT.
3. Mobile Integration Presentation – Chief Brooks and Olympia Fire Chief Wright will give a presentation to the Thurston Thrives Clinical Action Team on October 15, 2015. He will not be able to attend the regular Board meeting. Deputy Chief Dickson will staff the regular Board meeting in Chief Brooks' absence.

IX. COMMISSIONER COMMENTS

Commissioner Roberts thanked the District for the wonderful and respectful 9/11 memorial ceremony. She attended the Cabela's Military Appreciation Day event and commented that it was a great event.

Vice Chair Dobry reported that he attended the District's 9/11 Memorial service for the first time. He appreciated the invitation. He added that he was pleased with the District's improvement rating by Standard & Poor's.

Chair Wilson apologized for not attending the memorial. She thanked Chief Brooks for conducting the District "All Personnel" meetings. She commented that she is pleased that TCOMM 911 Deputy Director Keith Fleweling accepted the Executive Director position.

X. OTHER INFORMATION

A. Suggestions

None

B. Correspondence

None

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

XII. ADJOURNMENT

Chair Wilson adjourned the regular meeting at 7:00 p.m.

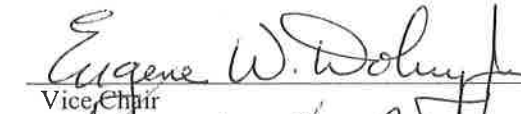
THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: October 1, 2015 – 5:30 pm


Chair


Commissioner

Commissioner


Vice Chair


Commissioner


ATTEST: District Secretary

C. Payroll #9A 2015 in the amount of \$870,451.63.

MOTION: To accept the consent agenda as modified.

Motion: Commissioner Dobry

Second: Commissioner Roberts

Carried: Unanimous

Motion carried

V. COMMITTEE REPORTS

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

No report.

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

Chair Wilson reported that TCOMM Deputy Director Keith Fleweling has accepted the Executive Director position effective in January.

C. City / District Liaison
Communication updates

Chief Brooks reported that the District will be participating in the City of Lacey's 50th Anniversary planning committee.

D. Thurston County Fire Commissioners Association (TCFCA)
Regular meeting

Vice Chair Dobry attended the September 15, 2015 meeting and reported that Central Pierce Fire & Rescue Chief Keith Wright gave a presentation on the Ground Emergency Medical Transportation House Bill 2007 & Companion Senate Bill 5840. The bill allows reimbursement to eligible providers for Medicaid ground emergency medical transportation services. The bill was approved and signed by Governor Jay Inslee on April 29, 2015. The next phase is the implementation plan which will be written and managed by the WA State Department of Health. The third phase is the roll-out program to educate the Fire District.

E. Thurston Regional Planning Council
Status report

Vice Chair Dobry attended the September 11, 2015 meeting. He reported \$110 million in projects. The following Regional Transportation Improvement Program (RTIP) Projects include:

- College Street Corridor --Widening of road and addition of planter median at an estimated cost of \$2,594.70.