

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

December 7, 2017

Present:

Chair Roberts

Vice Chair Kirkbride

Commissioner Nelson

Commissioner Wilson

Commissioner Dobry

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

A. Addition – Bond Underwriter Presentation under New Business Item A.

MOTION: To accept the agenda as amended.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Director of Thurston County Operations Chris Clem reported the following agency updates:

- Tablets on entire fleet will be replaced
- Remapping and Station 32 relocation planning is in process

IV. RECEPTION HONORING RETIRING FIRE COMMISSIONER NELSON

Chief Brooks expressed his appreciation for Commissioner Nelson's service and presented him with his Commissioner portrait and helmet, a standing tradition for departing Commissioners. The Board also shared compliments and appreciation to Commissioner Nelson for his service.

Commissioner Nelson thanked the District and his family for the opportunity to serve on the Board. He commented that one of his main objectives while serving on the Board was to see fiscal responsibility. He stated that he's pleased with the great decisions of the District and the professionalism of the members to improve the District's fiscal position.

Chair Roberts called a recess at 5:42 p.m. for duration of ten minutes for light refreshments.

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the November 16, 2017 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19760 through #19796 in the amount of \$74,600.83. The Board inquired the following warrants and Chief Brooks gave a description:
 1. Hung Right Doors in the amount of \$502.30. Station 34 main bay door software error code issue due to power surge. Not a hardware issue.
 2. Nisqually Auto Towing in the amount of \$364.16. – Engine 33 tow from accident scene on Carpenter Road to the Vehicle Repair Facility.
 3. Temperature Control Mechanical Service in the amount of \$1,559.18. – Software repair on the boiler system. The computer system that runs the boiler system has reached its end-of-life. The hardware is in satisfactory condition but the computer controls are in need of replacement. This will be dealt with as part of capital facilities planning.
- Donation Fund 101 (Acct# 6633) check numbered #19797 in the amount of \$1,746.76.

C. Payroll #11B in the amount of \$315,869.40

MOTION: To accept the Consent Agenda as presented.

Motion: Commissioner Dobry

Second: Commissioner Nelson

Carried: Unanimous

VI. COMMITTEE REPORTS

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

No report.

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

No report.

C. City / District Liaison
Communication updates

The next meeting is December 19, 2017. Chief Brooks will follow up with the Board to confirm the location.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Dobry attended the December 6, 2017 SOP meeting and reported the following agenda highlights:

- “Dues Holiday” – There is enough money in the 2018 budget to waive membership dues. A recommendation will be presented to the main assembly at the next regular meeting for approval.
- Gifts for retiring departing Commissioners discussed.
- Holiday Potluck Email RSVP– Please respond to include the dish to be donated.
- Reimbursement approved for snacks by Districts hosting association meetings.
- Next meeting is December 17, 2017.

E. Thurston Regional Planning Council
Status report

Commissioner Dobry attended the December 1, 2017 meeting and reported the following agenda items discussed:

- Work Plan for 2018 approved
- Strategic Plan 2018 -2020 approved
- Staff Anniversary Recognition
- Paul Brewster covered Federal Funding Project Reviews: Surface Transportation Program 2018-2020 and the Congestion Mitigation and Air Quality (CMAQ). All proposals met the eligibility requirements. Public comment closed November 27, 2017. First review of the projects was on December 1, 2017.
- Thurston Climate Adaptation Plan – Items to mitigate climate change. The Deschutes River Basin was discussed.
- Intercity Transit “Jingle Bus” – A holiday decorated free fare. The schedule is available on the website.
- Low-wage City of Olympia employees will receive subsidized bus passes
- Thurston Economic Development Conference at Little Creek Casino
- Tumwater City Council will add an agenda during council meetings to address homelessness and affordable housing in the Tumwater area.

F. Community Outreach

Status report

Staff

Chief Brooks reported the following updates:

1. Santa's Neighborhood Visits – The Santa Mobile began neighborhood routes on December 5, 2017. Santa's schedule and tracking application is available on the District website. Santa will make stops at neighborhood parks. Each crew shift will commit to three Santa route shifts for 12 total nights.
2. Lacey Lighted Vehicle Parade & Lighting of the Christmas Tree – December 4, 2017. The Santa Mobile participated in both events. Chief Brooks and Battalion Chief Harn escorted Santa. It was well attended. Santa stayed till 8p.m. visiting and giving out candy canes.
3. Virgil Clarkson Retirement Celebration – Chief Brooks and Commissioner Wilson attended the event on December 6, 2017 located at the Senior Center. Virgil Clarkson has served the City of Lacey for 19 years. It was well attended.
4. Annual Homeowners Association Meetings
 - Element – Chair Roberts and Chief Brooks attended the December 6, 2017 meeting located at Station 31. Chief Brook noted that the HOA is an Olympia community located on Fones Road.
 - Sunset Hollow – Commissioner Wilson and Chief Brooks will attend the December 13, 2017 meeting located at Station 33, 6 p.m.
5. Lacey Firefighters Charity Holiday Workshop
 - Gift Wrapping and Shopping – December 16, 2017 located at Station 31.
 - Santa's Workshop – Santa and elves will welcome 50 adopted families on December 17, 2017 located at Station 31. 2p.m. – 5 p.m.
6. Commissioner Swearing-In – Judge Houser will attend the January 4, 2017 regular Board meeting to swear in Commissioners Kirkbride and Ryder
7. Regular Board Meeting Location Change – The December 21, 2017 Regular Board meeting location will be moved from Station 31 to the Tumwater High School library for an abbreviated meeting. The Recruit Graduation will follow at 6 p.m.

G. Nisqually Tribe

Status report

No report.

H. Citizen Advisory Committee
Status report

Chief Brooks announced that he will remove this committee report item on future agendas until further notice.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

D.A. Davidson & Co. Senior Vice President Jim Nelson presented an overview of the District's Voted Bond Financing in a power point presentation. He outlined the estimated payment for the 2018 tax roll, estimated payment schedule, bond rating grades, estimated sources and uses of funds, bond market interest rates, and a recommended timeline.

Jim Nelson reported that the rating interview on December 1, 2017 went well. The District's current marking rates by Standard & Poor's is an A+. Jim Nelson complimented Commissioner Kirkbride for speaking well on behalf of the staff. He advised that the rating report will be available tomorrow.

Preliminary official statement will be released on December 12, 2017 and orders taken beginning December 14, 2017. Brokers will be talking to local and nationwide investors.

A. Resolution #857-12-17: Delegation Related to Issuance of Bonds:
Discussion/Action

MOTION: To approve Resolution # 857-12-17 to approve the final terms of the issuance, sale and delivery of the bonds.

Motion: Commissioner Dobry

Second: Commissioner Nelson

Carried: Unanimous

B. Resolution #858-12-17: Authorizing Sole Source Purchase of Fire Engine

Chief Brooks informed that Hughes Fire Equipment is the only authorized Pierce Manufacturing vendor in this region. Pierce Manufacturing will be increasing rates by 3% early in the upcoming year. Pierce Manufacturing guarantees the lowest price available anticipated at \$650K -750K. The District has payment options and incentives saving the District a significant sum. The first payment will be at chassis completion. Chief Brooks confirmed that the District did a sole source purchase in 2015 adopting a similar resolution using the same template. In consideration of the rate increase and the six to nine-month manufacturing build time, staff recommends the approval of Resolution #858-12-17 Authorizing Sole Source Purchase of Fire Engine.

MOTION: To adopt Resolution # 858-12-17 Authorizing Sole Source Purchase of Fire Engine.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

IX. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

1. Lacey South Sound Chamber Member Directory – The District will have an informational piece in the directory with an updated picture of the 2018 Board of Fire Commissioners.
2. ICS and OPMA Training – Commissioner Roberts and Commissioner Elect Ryder will complete the ICS training online and the entire Board will review the OPMA early in 2018.
3. Station 32 Residence – Olympic Ambulance tenants will move in December 14, 2017.
4. District Insurance Rating Update – Results available December 8, 2017.
5. Emergency Management Assistance Compact (EMAC) Mobilization Notice– Request for possible 16-day deployment to California.
6. Engine 33 Accident Repairs – The other party is insured and was cited at fault. The repair time is anticipated to be at least a two month turn around. Initial repair cost estimate is \$23K but is anticipated to increase. One challenge is that replacement parts have to be custom built by Pierce.
7. New Station 34 Special Use Permit – Open for public comment until December 8, 2018.
8. Architectural and Engineering (A & E) Request for Qualifications (RFQ): The required RFQ will be issued during the week of December 11th. Staff recommends conducting a Board Workshop after the first of the year to discuss the Capital Plan implementation and to create a subcommittee to work with staff on the review of A & E qualifications. The Board agreed to attend the proposed work session on January 13, 2018 at 8:30 a.m. for duration of three hours located at Station 31 in the BoFC.
9. November 2017 Finance Report – At 87% of expenditures and running 4-5% under budget.

X. COMMISSIONER COMMENTS

Commissioner Dobry gave a reminder of the WFCAL Legislative Day on January 25, 2018. He stated that the Executive Seminar on Disaster Recovery is canceled for December. He commented that he's pleased to receive positive citizen feedback on the Santa Mobile neighborhood visits.

Commissioner Nelson thanked the Board for the parting gifts and welcomed Commissioner Elect Liberty Ryder. He stated that he may not be available to attend the next regular Board meeting on December 21, 2017.

Commissioner Wilson gave a reminder of the District Staff Holiday Luncheon on December 21, 2017 located at Station 31 with a reception to follow. She commented that she's pleased that Proposition 1 passed.

Vice Chair Kirkbride echoed compliments and appreciation to Commissioner Nelson and stated that he's looking forward to working with Commissioner-Elect Ryder.

Chair Roberts commented that she's looking forward to participating in the Lacey Firefighter's Charity holiday workshops.

XI. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – Growing volume of thank you letters from the Santa Rosa, California.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

XIII. ADJOURNMENT

Chair Roberts adjourned the meeting at 7:07 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: December 21, 2017 – 5:30 pm at Tumwater High School Library

Sylvia Roberts
Chair

Eugene W. Wolny
Commissioner

Judy Wilson
Commissioner

Kell M
Vice Chair

Commissioner

[Signature]
ATTEST: District Secretary