

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 18, 2018**

Present:

Chair Roberts  
Vice Chair Kirkbride  
Commissioner Ryder  
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. Correction to the Agenda under New Business Item B. – Selection of Board Officers. “See Appendix A” is listed in error. It was noted that the correct reference be under New Business Item C – Appointment of External Agency Subcommittee Representatives.

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

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

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

Olympic Ambulance Director of Thurston County Operations Chris Clem thanked Engine 31’s crew for providing care to Olympic Ambulance members in a recent vehicle accident. He reported that their agency is interviewing five new candidates and will be offering part-time positions.

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the January 4, 2018 of the Board of Fire Commissioners meeting.

B. Draft minutes of the January 13, 2018 Workshop

C. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19913 through #19949 in the amount of \$106,035.36.

C. Payroll #1A 2018 in the amount of \$1,308,137.91.

**MOTION:** To accept the Consent Agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

## V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the January 17, 2018 meeting and reported the following highlights:

- Strategic Planning Committee – Lacey City Councilman Lenny Greenstein was newly appointed.
- Budget Committee – The next meeting is February 17, 2018. It is a 2-year process.
- Nomination Committee appointed the 2018 Chair and Vice Chair.
- Annual license renewals with Olympic Ambulance and American Medical Response (AMR) were approved.
- Chief Brooks presented a summary of the Thurston County efforts during the Amtrak Derailment Incident.
- Steve Romines' health is doing well.

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

No report. The next meeting is in March.

### C. City / District Liaison Communication updates

No report.

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

Commissioner Dobry attended the January 16, 2018 and reported the following agenda items:

- Introduction of the new Commissioners. District Paramedic Brandon Faust is the new Fire District 6 Commissioner replacing Gary Pearson's position.
- Swearing in of new officers and trustees.
- TCOMM 911 Commissioner Alternate – Commissioner Wilson agreed to stand as an alternate for the Fire Commissioners Association. She will inform Marylyn and Commissioner Slater.
- EMT Class – Applications are to be submitted online. Notifications have been sent via email.
- Legislative Day – January 25, 2018.
- McMaster Scholarship Fund Approved - \$200 will be donated on behalf of the association.

- Upcoming Meetings – The next meeting is February 20, 2018. Paramedic Karen Weiss will present the Virtual Reality CPR Training at the March Meeting.
- First Net Presentation – Commissioner Dobry recommended that the First Net Presentation be shared with TRPC. He requested contact information to invite the presenter. Commissioner Wilson will email the contact information to him.

E. Thurston Regional Planning Council  
Status report

Commissioner Dobry attended the January 5, 2018 meeting and reported the agenda items:

- After Meeting Summary – Members of the Board reported that they have not received the summaries consistently via email. Commissioner Dobry will inform TRPC.
- 2018 Operating Budget – \$4,47,253 accounted for a 2% cola. No increase in staffing levels.
- Call for nomination for the Officer positions.
- Carbon Wedge Analysis – Expectations in the Sustainable Thurston study were reviewed.
- Legislation support to conduct a \$5 million study to improve traffic mitigation.
- Traffic Simulation Study related to the Amtrak derailment reroute through Yelm is available on the TRPC website.
- Thurston County Community Engagement, Evidence & Partnership will have an active community design workshop in February to encourage physical activities such as riding bikes and walking.

F. Community Outreach  
Status report

Chief Brooks reported the following updates:

1. Upcoming HOA Annual Meetings
  - Meridian Acres – January 20, 2018 located at Station 34. Chief Brooks will attend.
  - Pattison Lake – January 22, 2018 located at Station 31, Commissioner Roberts and Chief Brooks will attend.
  - Gateway Residential – January 24, 2018 located at Station 31. Commissioner Wilson and Chief Brooks will attend.
2. Depot District Studio Sessions – February 26-28, 2018
  - February 26
    - Open Forum – 2 p.m. – 5 p.m.
    - Consultant Presentation – 6:30 p.m. – 8:30 p.m.
  - February 27 & 28
    - Open Form – 9 a.m. – 5 p.m.

- Consultant Presentation – 6:30-830 p.m. Commissioner Roberts will attend the evening session on February 28, 2018.

3. Commissioner Roger McMaster’s Memorial – January 20, 2018 located at Lawrence Lake Community Center. Medic 2 will attend and a reserve unit will cover their response area.

G. Nisqually Tribe  
Status report

No report. Chief Brooks will reach out to the Nisqually Tribe Accountant.

**VI. OLD BUSINESS**

- A. None

**VII. NEW BUSINESS**

A. Annual Performance Review of Fire Chief: Discussion/Potential Action

Chair Roberts commented that the Board is pleased with the Fire Chief’s performance. She reported that the Board supports extending to the Fire Chief the deferred compensation benefit of matching up to 4% offered to the administrative staff.

**MOTION:** To accept the Fire Chief’s Performance Appraisal from January to December 2017 and as a result of the appraisal, to also provide the Fire Chief deferred compensation consistent with the current matching program.

Motion: Commissioner Kirkbride

Second: Commissioner Wilson

Carried: Unanimous

B. Selection of Board Officers

Per the adopted policy on selecting the Chairperson in accordance with RCW 52.14.080., Commissioner Kirkbride is the 2018 Chair. Commissioner Kirkbride accepted the nomination. He opened the nomination for 2018 Vice Chair.

**MOTION:** To appoint Commissioner Wilson as Vice Chair for 2018.

Motion: Commissioner Ryder

Second: Commissioner Dobry

Carried: Unanimous

C. Appointment of External Agency Subcommittee Representatives

1. Thurston County EMS Council

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

**MOTION:** To accept the 2018 Subcommittee Representation appointments.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

- D. Appointment of Subcommittee Representatives to work with staff on Capital Facility and Equipment Plan implementation efforts: Discussion/Potential Action

**MOTION:** To appoint Commissioners Kirkbride and Ryder to the Facility and Equipment Plan Implementation Committee with Commissioner Roberts as an alternate.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

Chief Brooks proposed to conduct the initial Facility and Equipment Plan Implementation Committee next week. The first order of business will be to define the scope of work for the architect and engineer. He noted that the panel will have a representative from each shift.

E. Selection of Architectural and Engineering Firm with whom to initiate negotiations: Discussion/Potential Action

Chief Brooks reported that the District issued a request for qualifications with a submission deadline of January 12, 2018. The District hosted a presubmission conference with several firms on January 3, 2018. Chief Brooks reported that he received email correspondence from all interested firms with the exception of Rice Fergus Miller, stating that they were not confident to provide the time and focus necessary based on work load and other challenges. Rice Fergus Miller is the only firm to submit their proposal. Chief Brooks stated that their proposal meets all the requirements and qualifications. He advised that Rice Fergus Miller worked with the City of Olympia in the design of Olympia Fire Station 4, the Mark Noble Regional Fire Training Center, and some design work for the District's existing Station 34 facility upgrades in 2012. He stated that the District has established a good relationship with the firm.

**MOTION:** To accept Rice Fergus Miller as the architectural and engineering firm to initiate for our new construction pending successful fee negotiations.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

Chair Kirkbride recommended that the District solicit only structural, architectural, and engineering consulting with Rice Fergus Miller. He recommended contracting separately for other services such as landscaping, plumbing, electrical.

Chief Brooks will contact Rice Fergus Miller tomorrow to notify them that they are the successors selected by the Board.

## VIII. ADMINISTRATIVE REPORT

1. Preliminary 2017 End of the Year Budget Highlights
  - Underspent 5%
  - Over in revenue by 3%.
  - Approximately 7% under in total expense
  - 22% cash on hand, \$3.9 million
2. Executive Seminar on Disaster Recovery – January 29, 2018 located at the ECC on Tilley Rd. No registration required. Please RSVP dinner selection. Chief Brooks will email the sandwich menu option to the Board.
3. Legislative Day – January 25, 2018. Chief Brooks will register Commissioner Dobry.
4. Facility Use Report – Chief Brooks discussed the report previously sent to the Board for review. He thanked Administrative Specialist Kerri Jeter for producing the report.

5. Amtrak Derailment PIA – January 19, 2018 located at the Capital Christian Center, 1 p.m. – 3 p.m.
6. Station 34 Light Replacements – The lighting at Station 34 qualifies for a free program sponsored by Puget Sound Energy to retrofit the oldest existing light ballasts to an LED system. The work will be done by a third party company and will begin next week.
7. Amtrak Derailment Reimbursement for Response Costs – The District will submit for reimbursement for approximately \$25K

## **IX. COMMISSIONER COMMENTS**

Commissioner Dobry commented that Firefighter Murphy's memorial service was very moving and professionally done. He reported that County Commissioner Edwards recommended that the Fire Commissioners write a letter to Congressman Heck requesting that federal aid be sought to help support the funding of a \$30 million radio communication upgrade project.

Vice Chair Wilson echoed Commissioner Dobry's comments on the memorial service. She commended Commissioner Roberts for her service as Chair to the Board.

Commissioner Roberts thanked the Board for allowing her to serve as Chair. She echoed the same remarks regarding the memorial service.

Chair Kirkbride thanked Commissioner Roberts for her leadership on the Board. He commented that he was pleased with the Facility Use Report. He thanked Kerri Jeter for providing it and looks forward to it every year.

## **X. OTHER INFORMATION**

- A. Suggestion Box – None
- B. Correspondence – Condolences on the loss of Firefighter Crystal Murphy from across the nation continue to come in. Chief Brooks stated that he will send thank you letters to partner agencies for their support. Chief Brooks reported that the Facebook live streaming of Murphy's memorial received over 9,500 views. He thanked Battalion Chief Hulse for streaming the service.

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

None

## **XII. ADJOURNMENT**

Chair Kirkbride adjourned the meeting at 6:14 p.m.

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

*Next Regular Meeting: February 1, 2018 – 5:30 p.m.*

  
Chair

  
Commissioner

  
Commissioner

  
Vice Chair

  
Commissioner

  
ATTEST: District Secretary