

# Thurston County Fire District Three



## Agenda for the Board of Fire Commissioners

### Regular Meeting

April 19, 2018

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
  - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **APPROVAL OF THE CONSENT AGENDA**
  - A. Draft minutes of the April 5, 2018 regular Board of Fire Commissioners meeting and Board of Volunteer Firefighters Meeting.
  - B. Warrants
    - General Fund 001 (Acct# 6630) checks numbered #20232 through #20272 in the amount of \$59,441.51.
  - C. Payroll #4A 2018 in the amount of \$1,045,306.25.
- V. **COMMITTEE REPORTS**
  - A. Thurston County Medic One  
E.M.S. Council Commissioner Kirkbride
  - B. Thurston 9-1-1 Communications (TCOMM)  
Administration Board Commissioner Wilson
  - C. City / District Liaison  
Communication updates Commissioners Kirkbride & Wilson

- D. Thurston County Fire Commissioners Association  
Regular meeting Commissioner Dobry
- E. Thurston Regional Planning Council  
Status report Commissioner Dobry
- F. Community Outreach  
Status report Staff
- G. Nisqually Tribe  
Status report Staff
- H. Capital Facilities and Equipment Activities Staff

**VI. OLD BUSINESS**

- A. Landscape and Irrigation Addendum to Rice, Fergus, Miller Agreement:  
Discussion/Authorize Fire Chief to Sign (Appendix A)
- B. Revised Volunteer Week Resolution #861-04-18: Discussion/Proposed  
Acceptance (Appendix B)

**VII. NEW BUSINESS**

- A. Bid Opening for Purchase of Two Breathing Air Compressors:  
Discussion/Potential Contract Award (Appendix C)

**VIII. ADMINISTRATIVE REPORT**

**IX. COMMISSIONER COMMENTS**

**X. OTHER INFORMATION**

- A. Suggestion Box
- B. Correspondence

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

**XII. ADJOURNMENT**

**THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.**  
***Next Regular Meeting: May 3, 2018 – 5:30 pm***

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**April 5, 2018**

Present:

Chair Kirkbride

Vice Chair Wilson

Commissioner Dobry

Commissioner Roberts attended via teleconference. Commissioner Ryder was excused.

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

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

**II. APPROVAL OF THE AGENDA**

1. Addition – General Fund Warrant AP 4A b 2018.

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

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

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

Olympic Ambulance Director of Thurston County Operations Chris Clem announced that they are hosting a blood drive on May 23, 2018 located at their Thurston County site on 1205 Ruddell Rd. S.E. Lacey, WA. He invited all to attend.

**IV. APPROVAL OF THE CONSENT AGENDA**

- A. Draft minutes of the March 15, 2018 Board of Fire Commissioners regular meeting and March 29, 2019 Special Meeting.
- B. Warrants AP 4A 2018
  - General Fund 001 (Acct# 6630) checks numbered #21061 through #20211 in the amount of \$65,822.13.
  - Equipment Repair and Replacement Fund 103 (Acct# 6636) check numbered #20212 in the amount of \$49.75.
  - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks numbered #201213 through 20215 in the amount of \$82,196.79.

- C. Warrants AP 4A b 2018
  - General Fund 001 (Acct# 6630) checks numbered #20230 and #20231 in the amount of \$2,519.51.
- D. Payroll #3B 2018 in the amount of \$360,690.88.

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

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

## V. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the March 21, 2018 meeting and reported the following agenda highlights:

- Narcan – Discussions to set up a public health meeting regarding the use of Narcan by law enforcement.
- Comprehensive Planning – Commissioner Kirkbride gave a report. The next meeting is April 12, 2018 located at the Olympia Fire District’s headquarters. Meetings will occur monthly. The objective is to complete the plan at the end of August 2019.
- Budget Committee Fiscal Review– Under budget.
- Hospital Capacity – A task force was formed to develop a diversion policy.
- Development of a contract for BLS providers similar to the ALS contract.
- New Citizen at Large – Former Medic One employee Cindy Hambly was appointed Citizen at Large. Chair Kirkbride stated that the County Fire Commissioners Association was not notified of the position vacancy.

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

No report. The next meeting is in May.

### C. City / District Liaison Communication updates

The next meeting is April 17, 2018 located at Station 31 pending confirmation from the City of Lacey.

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

Commissioner Dobry attended the March 20, 2018 meeting. He reported the following agenda highlights:

- Virtual Reality CPR Training – Paramedic Karen Weiss presented. Great feedback was received. Commissioner Dobry commented that Karen did an excellent job representing the District.
- Treasurer & Secretary Positions – Commissioner Jeff Grimm resigned from the Treasurer position due to employment obligations. District 8 Fire Commissioner Rich Gleckler volunteered to fill the position. District 6 Fire Commissioner Brandon Faust volunteered to step in as Secretary.
- Joint Training – The West Thurston Regional Fire Authority and the National Guard conducted their first joint training located in Little Rock.
- Meeting Calendar/Location
  - April – Presentation by Providence St. Peter Hospital
  - May – Mark Noble Regional Fire Training Center
  - June – Healthy Heart Living presentation by Mended Hearts
  - July – Presentation from the Special Operations Response Team (SORT) located at McClane Fire Department.
  - August – Annual picnic located at Lake Lawrence

Commissioner Dobry reported that he attended the Strength of Purpose meeting on April 2, 2018.

- Transition Plan of the Treasurers – Commissioners Rich Gleckler and Jeff Grimm were present to review the documents and signature cards.
- DNR Wildfire Training – June 21<sup>st</sup>–29<sup>th</sup> located at Rainer High School. Registration is available at the DNR website. Chief Brooks reported that he will share the class options with leadership. He noted that the District hosts in-house training for the wildland basic certification.

E. Thurston Regional Planning Council

Status report

No report. The next meeting is April 6, 2018.

F. Community Outreach

Status report

Chief Brooks reported the following events and updates:

1. North Thurston Kiwanis Club Presentation – Chief Brooks was invited by North Thurston Public Schools Superintendent Dr. Deb Clemens to present on April 3, 2018. Chief Brooks reported an engaging group of approximately 25 in attendance.
2. Volunteer Recognition Luncheon – April 20, 2018, 11 a.m. – 1 p.m. located in the apparatus bay at Station 31.
3. Annual Homeowners Association Meeting – Eagle Cliff is scheduled to meet on April 27, 2018 located at Station 35. Commissioner Dobry will attend. Chief Brooks will confirm the start time and will follow up with Commissioner Dobry.

G. Nisqually Tribe  
Status report

Chief Brooks reached out to Enterprise Corporation CEO Iyall. CEO Iyall replied that he will make contact to schedule a meeting with joint Board and staff representatives.

H. Capital Facilities and Equipment Activities  
Staff

Chief Brooks reported the following highlights:

1. Special Use Permit Feedback– The District’s proposal to create a secondary access point to the public parking lot does not meet the City and County road standards. A 300-foot separation corridor is required. The District will evaluate a single point of access design.
2. Breathing Air Compressor/Bay Doors – Bid specifications are being finalized. The bid deadline for the air compressors is scheduled prior to the next regular Board of Fire Commissioners meeting. The District will present the bids at the next open meeting.

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

A. Declaration of Surplus Vehicles: Discussion/Proposed Action

Chief Brooks recommended the Board approve the declaration of the following items as surplus:

- 2002 Ford F-550 Brush Truck Chassis
- 2004 GMC Yukon XL Command Vehicle
- 2007 Chevrolet Tahoe Command Vehicle

Chief Brooks reported that the District purchased two staff vehicles and a brush unit chassis. The process of outfitting the new vehicles is underway.

**MOTION:** To approve the declaration of surplus as deemed the items mentioned.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

**Motion carried**

B. 2017 Response Time Compliance Report: Discussion/Proposed Adoption

Chief Brooks presented the 2017 Performance Compliance Report and summarized the highlights.

**MOTION:** To accept and adopt the 2017 Response Time Compliance Report.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

C. 2017 Annual Report: Staff Presentation

Chief Brooks presented the 2017 Annual Report. Commissioner Dobry noted a typo on page nine. "CRP" should be "CPR". Staff will make the correction. The Board commented that they are pleased with the report and complimented the incorporation of photos.

**MOTION:** To adopt the 2017 Annual Report with the correction.

Motion: Commissioner Dobry

Second: Commissioner Wilson

Carried: Unanimous

D. Resolution #860-04-18 re National Volunteer Recognition Week:  
Discussion/Proposed Adoption

Chief Brooks stated that the District has over 30 volunteers in administrative and operational roles. He recommended the Board approve Resolution #860-04-18 to proclaim April 15 -21 2018 National Volunteer Week. Chair Kirkbride read aloud Resolution #860-04-18. The District will post the document via social media announcements.

**MOTION:** To adopt Resolution #860-04-18.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

E. Project Management for Capital Facilities Activities

Commissioner Roberts expressed her concern that staff will be overwhelmed with the magnitude of the project. She recommended the District hire a Project/Construction Manager to oversee the Capital Projects.

**MOTION:** To hire a Project/Construction Manager.

Motion: Commissioner Roberts

Second: Commissioner Dobry

Discussion: The qualification needs of the position were discussed. The Board agreed that the needs are not clearly defined. After further discussion, Commissioner Roberts withdrew her motion to hire a Project/Construction Manager for the project.

Chair Kirkbride and Commissioner Roberts will research further and provide a proposal to staff.

Chief Brooks commented that staff values the project work load being involved for two years on the Capital Facilities and Equipment Project. He advised that Facilities Equipment Technology Director Matt Chambers has formal training as Project Manager. He commented that it's in the District's best interest for F.E.T. Chambers to take the lead on the project.

## **VIII. ADMINISTRATIVE REPORT**

Chief Brooks reported the following updates/events:

1. Olympia Fire Interim Chief – Fire Chief Larry Dibble retired at the end of March. Deputy Fire Chief Greg Wright will be sworn in today as the interim Fire Chief for 18 months. He will retire in 2019.
2. Deputy Chief of Operations Position Update – 12 of the 22 applicants met the minimum requirements. Seven of the 12 candidates were selected to be interviewed on April 18 & April 19. The interview panel consists of community partners from Thurston County Medic One, Lacey Police Department, TCOMM, and the Olympia & Tumwater Fire Departments. A social event for the public to meet the candidates is scheduled on April 18<sup>th</sup>, 6:30 p.m. located at the South Puget Sound Community College Lacey Campus. Light refreshments and hors d'oeuvres will be served.
3. State Fire Chiefs Leadership Summit– Chief Brooks presented at the eastern conference on March 21<sup>st</sup> and March 22<sup>nd</sup> in Yakima. He will present at the western conference on November 7<sup>th</sup> and 8<sup>th</sup> in Olympia. Location is to be determined.
4. 2018 West Region EMS Conference – April 23<sup>rd</sup> – 25<sup>th</sup> located in Ocean Shores. Chief Brooks and Commissioner Dobry attended.
5. Meeting with Congressman Heck – Chief Brooks, TCOMM 911 Executive Director Keith Flewelling, and Medic One Director Kurt Hardin met with Congressman Heck to discuss funding the radio system replacement project.
6. Damaged Engine 33 Update – All replacement parts are on site and the unit is back in the shop for final repairs.

## **IX. COMMISSIONER COMMENTS**

The Board thanked Chief Dickson and staff for producing the 2017 Annual Report and 2017 Performance Report. Commissioner Dobry recommended the reports be shared to the Lacey City Council. Chief Brooks will add it as an agenda item at the next and City / District Liaison meeting. Chief Brooks advised that few printed copies will available for walk-in citizens.

Commissioner Dobry reported that the virtual reality CPR training presentation by Paramedic Karen Weiss' to the Thurston County Fire Commissioners was a success. He suggested to Karen Weiss that the virtual reality CPR training



presentation be a part of the state fire commissioners conference in the fall. Commissioner Dobry inquired her interest to pursue this and is awaiting a response. Commissioner Dobry will inquire if a stipend is available for Karen to present.

Vice Chair Wilson stated that she attended the District All-Personnel Meetings and commented that it was informative.

Chair Kirkbride thanked Deputy Chief Dickson and Volunteer Coordinator Jim Dickson for taking the leadership on recognizing our volunteers.

**X. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence – A “thank you” note was received from a resident from Panorama City for responding to his emergency call on Easter Sunday.

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

None

**XII. ADJOURNMENT**

Chair Kirkbride adjourned the regular board meeting at 6:37 p.m.

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

*Next Regular Meeting: April 19, 2018 – 5:30 pm*



Lacey Fire District 3, WA

# Check Report

By Check Number

Date Range: 04/19/2018 - 04/20/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: 001-GENERAL FUND</b>						
1461	ACID REMAP LLC / ODED WURMAN	04/20/2018	Regular	0.00	2,000.00	20232
<a href="#">0470-18-01</a>	Invoice	04/19/2018	Lacey Fire District Policy App.	0.00	2,000.00	
1446	C&C SOLUTIONS, LLC / WILLIAM A CANTER	04/20/2018	Regular	0.00	275.25	20233
<a href="#">1667</a>	Invoice	04/19/2018	S35 HVAC Troubleshooting & Reset	0.00	275.25	
1356	CENTURYLINK - BUSINESS SVS	04/20/2018	Regular	0.00	554.99	20234
<a href="#">1437518530</a>	Invoice	04/19/2018	Phone Expenses - Acct. #85430675 - April	0.00	554.99	
704	CITY OF LACEY	04/20/2018	Regular	0.00	4,400.74	20235
<a href="#">13947</a>	Invoice	04/19/2018	Fuel - March 2018	0.00	4,400.74	
706	CITY OF OLYMPIA	04/20/2018	Regular	0.00	15,661.74	20236
<a href="#">4/5/18 #9721/15</a>	Invoice	04/19/2018	Oly Shop Contract Services & Parts - Marc	0.00	15,661.74	
665	COMCASTCABLE	04/20/2018	Regular	0.00	1,402.74	20237
<a href="#">4/2/18 #849830</a>	Invoice	04/19/2018	Phone Exp. - April, 2018, Acct. #84983009	0.00	1,392.20	
<a href="#">4/6/18 - #849838</a>	Invoice	04/19/2018	Phone Exp. - April, 2018, Acct. #84983800	0.00	10.54	
639	CUTTERS EDGE	04/20/2018	Regular	0.00	149.14	20238
<a href="#">032918-3</a>	Invoice	04/19/2018	Bullet Chain Sharpening	0.00	149.14	
113	ECMS INC	04/20/2018	Regular	0.00	32.67	20239
<a href="#">INV170678</a>	Invoice	04/19/2018	Bunker Gear Maintenance	0.00	32.67	
1074	EMERGENCY REPORTING	04/20/2018	Regular	0.00	2,722.50	20240
<a href="#">2018_1776</a>	Invoice	04/19/2018	CAD Annual Fee May 2018 - April 2019	0.00	2,722.50	
1099	GEIER GLOVE COMPANY	04/20/2018	Regular	0.00	621.30	20241
<a href="#">15193</a>	Invoice	04/19/2018	Duty Gloves	0.00	621.30	
961	HUGHES FIRE EQUIPMENT INC	04/20/2018	Regular	0.00	2,847.93	20242
<a href="#">523617</a>	Invoice	04/19/2018	V3183 (E34) Apparatus Parts	0.00	2,607.69	
<a href="#">523618</a>	Invoice	04/19/2018	V3183 (E34) Apparatus Parts	0.00	145.97	
<a href="#">523701</a>	Invoice	04/19/2018	Apparatus Mirror Saber	0.00	94.27	
25080	HULSE II, TIMOTHY S	04/20/2018	Regular	0.00	569.00	20243
<a href="#">4/2/18 Hulse Exp</a>	Invoice	04/19/2018	Airfare Reimb. for Command Officer Boot	0.00	569.00	
71	HUNG RIGHT DOORS LLC	04/20/2018	Regular	0.00	1,304.08	20244
<a href="#">429968</a>	Invoice	04/19/2018	Fix Sta. 34 Bay Door	0.00	334.87	
<a href="#">429981</a>	Invoice	04/19/2018	Sta. 31 Door #6 Repair	0.00	690.15	
<a href="#">430027</a>	Invoice	04/19/2018	Bay Door #1 Station 31	0.00	279.06	
1486	IMS ALLIANCE	04/20/2018	Regular	0.00	56.32	20245
<a href="#">18-118</a>	Invoice	04/19/2018	Passport Tags for New Hire Firefighters &	0.00	56.32	
551	INTERSTATE BATTERY OF TACOMA	04/20/2018	Regular	0.00	543.78	20246
<a href="#">190013813</a>	Invoice	04/19/2018	Manlift Batteries - INV 190013813	0.00	543.78	
552	INTL ASSN OF ARSON INVEST	04/20/2018	Regular	0.00	420.00	20247
<a href="#">123907,123908,</a>	Invoice	04/19/2018	Fire Investigator Professional Membershi	0.00	420.00	
555	JOHNS PLUMBING	04/20/2018	Regular	0.00	353.93	20248
<a href="#">040518</a>	Invoice	04/19/2018	Install Stouder Vent Kitchen Sink Sta. 31	0.00	353.93	
1382	LACROSSE FOOTWEAR	04/20/2018	Regular	0.00	220.00	20249
<a href="#">1478323</a>	Invoice	04/19/2018	Duty Boot Repair for McDaniel	0.00	220.00	

Check Report

Date Range: 04/19/2018 - 04/20/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
478	LIGHTHOUSE UNIFORM CO	04/20/2018	Regular	0.00	700.39	20250
<a href="#">95532</a>	Invoice	04/19/2018	Class A Uniform Package- Eliason	0.00	700.39	
480	LN CURTIS & SONS INC	04/20/2018	Regular	0.00	493.00	20251
<a href="#">INV168816</a>	Invoice	04/19/2018	Helmet Fronts for Battalion Chiefs	0.00	127.60	
<a href="#">INV170075</a>	Invoice	04/19/2018	Globe Onyx 13" Pull Structure Boots Size	0.00	365.40	
1077	MOTOROLA SOLUTIONS, INC	04/20/2018	Regular	0.00	357.74	20252
<a href="#">8280441629</a>	Invoice	04/19/2018	Radio Supplies	0.00	357.74	
829	PACIFIC POWER GROUP, LLC	04/20/2018	Regular	0.00	819.60	20253
<a href="#">879421-00</a>	Invoice	04/19/2018	Station 33 Generator Troubleshoot INV 8	0.00	819.60	
1284	PALADIN BACKGROUND SCREENING	04/20/2018	Regular	0.00	636.00	20254
<a href="#">1182</a>	Invoice	04/19/2018	Background Screening	0.00	636.00	
118	POPE, HOUSER & BARNES, PLLC	04/20/2018	Regular	0.00	58.00	20255
<a href="#">75480</a>	Invoice	04/19/2018	Legal Services INV 75480	0.00	58.00	
1095	PUBLIC SAFETY SELECTION PC	04/20/2018	Regular	0.00	2,050.00	20256
<a href="#">3912</a>	Invoice	04/19/2018	Suitability Assessments	0.00	2,050.00	
418	PUGET SOUND ENERGY INC	04/20/2018	Regular	0.00	8,686.78	20257
<a href="#">4/6/18 Puget Po</a>	Invoice	04/19/2018	Utilities - Electric & Natural Gas for March	0.00	8,686.78	
1405	RAINIER CONNECT	04/20/2018	Regular	0.00	12.95	20258
<a href="#">4/1/18 Acct #902</a>	Invoice	04/19/2018	Web Hosting - April, 2018, Acct. #902108	0.00	12.95	
1065	RAPCO INDUSTRIES INC	04/20/2018	Regular	0.00	33.33	20259
<a href="#">069469</a>	Invoice	04/19/2018	Terminator Chain Repair	0.00	33.33	
1487	ROLLNRACK, LLC	04/20/2018	Regular	0.00	1,770.00	20260
<a href="#">18048</a>	Invoice	04/19/2018	RollNRack Cart	0.00	1,770.00	
365	SEA-WESTERN INC	04/20/2018	Regular	0.00	3,665.23	20261
<a href="#">204962</a>	Invoice	04/19/2018	Bunker Gear Set for New Hire Lowe	0.00	2,504.90	
<a href="#">205163</a>	Invoice	04/19/2018	30 PPE - Hoods	0.00	1,160.33	
1473	SMARSH INC.	04/20/2018	Regular	0.00	399.79	20262
<a href="#">INV00352011</a>	Invoice	04/19/2018	Text Archiving - March 2018	0.00	399.79	
1290	SOUTH PUGET SOUND COM COLLEGE	04/20/2018	Regular	0.00	538.56	20263
<a href="#">C-111</a>	Invoice	04/19/2018	Percival Catering/SPSCC -DC Ops Cand. Re	0.00	538.56	
306	STERICYCLE INC	04/20/2018	Regular	0.00	41.44	20264
<a href="#">3004207781</a>	Invoice	04/19/2018	Hazaardous Waste Removal INV 3004207	0.00	41.44	
1314	TAKE AIM, LLC	04/20/2018	Regular	0.00	1,697.68	20265
<a href="#">5348, 5364, &amp; 53</a>	Invoice	04/19/2018	Uniforms -INV #5348-5366	0.00	181.99	
<a href="#">5649</a>	Invoice	04/19/2018	Uniforms - Name Tapes	0.00	32.64	
<a href="#">5827</a>	Invoice	04/19/2018	Uniforms - LOWE	0.00	30.46	
<a href="#">5828 - 5833</a>	Invoice	04/19/2018	Uniforms- INV #5825 -5833	0.00	897.71	
<a href="#">5863</a>	Invoice	04/19/2018	Wildland Name Tapes	0.00	554.88	
888	TEMP CONTROL MECH SVS CORP	04/20/2018	Regular	0.00	925.65	20266
<a href="#">072866</a>	Invoice	04/19/2018	S31 Broiler Troubleshoot & Repair	0.00	925.65	
1377	THOBURN, Ph.D., JOHN	04/20/2018	Regular	0.00	400.00	20267
<a href="#">March 2018</a>	Invoice	04/19/2018	Practicum Supervision - March 2018	0.00	400.00	
201	THUR CO CENTRAL SERVICES DEPT	04/20/2018	Regular	0.00	172.64	20268
<a href="#">18-541-075</a>	Invoice	04/19/2018	Radio Repair/Maintenance INV 18-541-07	0.00	172.64	
1427	TYLER TECHNOLOGIES INC	04/20/2018	Regular	0.00	125.00	20269
<a href="#">025-218725</a>	Invoice	04/19/2018	TCM Services - January, 2018	0.00	125.00	

Check Report

Date Range: 04/19/2018 - 04/20/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
853	UPS	04/20/2018	Regular	0.00	101.21	20270
<u>#000008XY88138</u>	Invoice	04/19/2018	Shipping Acct #08XY88, 3/31/18	0.00	49.43	
<u>000008XY88148</u>	Invoice	04/19/2018	Shipping, Shipper #08XY88	0.00	51.78	
1366	WAXIE SANITARY SUPPLY	04/20/2018	Regular	0.00	245.91	20271
<u>77350917</u>	Invoice	04/19/2018	Janitorial Supplies - Gojo Soap	0.00	138.98	
<u>77380398</u>	Invoice	04/19/2018	Janitorial Supplies	0.00	106.93	
1073	WESTCARE CLINIC LLC	04/20/2018	Regular	0.00	1,374.50	20272
<u>0318SLFD3</u>	Invoice	04/19/2018	New Member Physicals, Vaccinations	0.00	1,374.50	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	54	41	0.00	59,441.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>54</b>	<b>41</b>	<b>0.00</b>	<b>59,441.51</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	54	41	0.00	59,441.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>54</b>	<b>41</b>	<b>0.00</b>	<b>59,441.51</b>

### Fund Summary

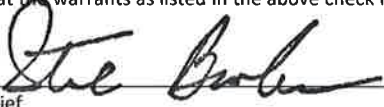
Fund	Name	Period	Amount
001	General Fund	4/2018	59,441.51
			<b>59,441.51</b>

### Authorization Signatures

  
 \_\_\_\_\_  
 Signature                      Finance Director

  
 \_\_\_\_\_  
 Date

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the warrants as listed in the above check register are submitted for approval.

  
 \_\_\_\_\_  
 Fire Chief

\_\_\_\_\_  
 Chairman of the Board

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

THURSTON COUNTY FIRE DIST. #3  
MASTER PAYROLL LIST

Payroll Period 04A 2018

Checks Total Amount	317,309.58
<hr/>	
DIRECT DEPOSIT - KEY BANK	417,377.15
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	80,773.31
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	19,823.58
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	750.70
Net Tax Deposit Total	101,347.59
<hr/>	
UNEMPLOYMENT FUND	0.00
<hr/>	
WASH STATE DEPT OF RETIREMENT SYSTEMS	209,271.93
<hr/>	
<b>TOTAL PAYROLL</b>	<b>1,045,306.25</b>



# AIA<sup>®</sup> Document G802<sup>™</sup> – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
2017111.00 Lacey FD 3 - Station 34

**AGREEMENT INFORMATION:**  
Date: March 22, 2018  
Service Order 01

**AMENDMENT INFORMATION:**  
Amendment Number: 001

Date: April 3, 2018

**OWNER:** *(name and address)*  
Lacey Fire District 3  
1231 Franz Street SE  
Lacey, WA 98503

**ARCHITECT:** *(name and address)*  
Rice Fergus Miller, Inc.  
275 5th Street, Suite 100  
Bremerton, WA 98337

The Owner and Architect amend the Agreement as follows:

Additional Service: Landscape design services as noted in Letter of Proposal dated March 30, 2018 and attached as Exhibit A.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Compensation per Letter of Proposal:

Schematic Design through Project Closeout: \$21,500.00 x 1.05 = \$22,575.00, plus reimbursable expenses.

Schedule Adjustment:

Schedule adjustment not applicable.

### SIGNATURES:

Rice Fergus Miller, Inc.  
\_\_\_\_\_  
**ARCHITECT** *(Firm name)*

Lacey Fire District 3  
\_\_\_\_\_  
**OWNER** *(Firm name)*

  
\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

David A. Fergus, Principal  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

April 3, 2018  
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**



**SCJ ALLIANCE**  
CONSULTING SERVICES

Exhibit A

**SCOPE OF WORK**  
**New Lacey Fire Station 34**  
**Professional Services Proposal**

Howard Struve, LEED BD+C  
Rice Fergus Miller  
275 Fifth Street Suite 100  
Bremerton, WA 98337

Prepared By: Jeffrey Glander, PLA, Principal Landscape Architect

Dated Prepared: March 30, 2018

Dear Howard,

We are pleased to present this proposal for professional landscape architecture design services for the above referenced project. Our understanding of the project scope is as follows:

**Scope of Work**

Our work will include landscape and irrigation design for all new site improvement areas. Other site improvements including hardscape design and amenity areas are not included at this time.

**Phase 10 – Schematic Design**

- Visit/photograph project site to become familiar with existing conditions and context of surrounding adjacent areas.
- Coordination/programming meeting with architect, client and other sub consultants at owners offices. (1 included).
- Review existing background data, codes, design standards, planning comments, geotechnical reports, forester reports, critical areas reports, etc.
- Prepare schematic level landscape planting concept and cost estimate.
- Prepare schematic design narrative.

**Phase 20 – Design Development**

- Based on comments from the client, we will coordinate with architect and other team members to update the design and prepare design development level documents including:
- Landscape Planting Plans
- Preliminary irrigation system design
- Updated construction cost estimate





- Prepare preliminary technical specifications.
- Attend consultant team meetings (1 included).

#### **Phase 30 – Construction Documents**

- Based upon client review and approval, we will prepare permit level documents, bid/construction documents, details and specifications including:
  - Landscape Planting Plan.
  - Irrigation System Design
- Final technical specifications.
- Construction details for plan drawings.
- Update construction cost estimate.
- Attend consultant team meetings (1 included).

#### **Phase 40 – Bidding Support Services**

- Respond to bidder requests for information and issue addenda if required.

#### **Phase 50 – Construction Support Services**

SCJ will assist with construction support services and provide the following services:

- Review Contractor submittals for items within our work scope, answer questions and provide clarifications as required.
- Review pay application requests.
- Conduct periodic visits during construction to observe landscape, irrigation and site development work and determine in general if the work is in conformance with the contract documents. We anticipate providing 6 visits for review of the above items. Site visits requested beyond 6 will be considered as Additional Services and will be provided hourly.
- Prepare field reports after each site visit.
- Provide response to contractor requests for information.
- Provide documents associated with change orders as needed.

#### **Phase 60 –Project Closeout**

SCJ will assist with project closeout and provide the following services:

- Provide one site visit and prepare a final punch list of items requiring additional work.
- Provide one site visit to review corrections and prepare a recommendation of acceptance to the Client.



**Assumptions/exclusions:**

- An AutoCAD site plan showing proposed improvements and existing tree locations will be provided for our use.
- Final grading and drainage to be provided by civil engineer
- Layout, horizontal control and detailing for all vehicular areas, curbs, striping and signage will be provided by civil engineer.
- Survey information for existing trees and utilities, tree reports, tree health analysis, etc. to be provided by others.
- Any required structural design to be provided by others.
- Project will not be phased.
- Irrigation pump/filtration system design is NIC, if required.
- Design of water features/amenities is NIC.
- Lighting design is NIC.
- Soils analysis/reports NIC.
- No out of town meetings are included.
- Retaining wall/rock wall design.
- Maintenance specifications NIC.
- Record Drawings are not included.
- Wetland/critical area mitigation design/reports are NIC.

**Budget Summary-Proposed Fees:**

	<u>Proposed Lump Sum Fee</u>
Phase 10: Schematic Design:	\$4000
Phase 20: Design Development:	\$5200
Phase 30: Construction Documents	\$6000
<b><u>Sub-Total:</u></b>	<b><u>\$15,200</u></b>
Phase 40: Bidding:	\$500
Phase 50: Construction Support:	\$4500
Phase 60: Project Closeout:	\$1300
<b><u>Sub-Total:</u></b>	<b><u>\$6,300</u></b>



Phase 70: Additional Services	
Task 1: Value Engineering	NIC
Task 2: Constructability Review	NIC
Task 3: Conformed Set	NIC
Task 4: Record Drawings	NIC
<b>Sub-Total:</b>	<b>\$0.00</b>

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**Grand total excluding reimbursable expenses: \$21,500.00**

**Expenses**

Expenses will be charged on a time and material basis and include items such as mileage, plan reproduction, copies, etc.

These fees are based on our current knowledge of the project. If over time, the scope and overall objectives of the project change, these fees may need to be adjusted to reflect the modified circumstances. The above scope and fee will expire six months from the date of this letter. If project approval exceeds this timeframe, an updated fee will be provided upon request.

**Acceptance of Fee Proposal**

We appreciate the opportunity to be a part of your project team and look forward to getting started. If you have any questions or comments, please call me at 360-352-1465. If this proposal is acceptable, please provide your contract documents for our review.

Respectfully,  
SCJ Alliance

Jeff Glander, PLA  
Principal Landscape Architect

# FIRE PROTECTION DISTRICT NO. 3

Thurston County, Washington

(Lacey Fire District #3)

## RESOLUTION NUMBER 861-04-18 SUPERSEDING RESOLUTION NUMBER 860-04-18

### National Volunteer Week 2018

**WHEREAS**, The District's story began with Volunteers and since that time our service has been profoundly shaped by the continuing presence of Volunteers, the selfless individuals whose enduring spirit of service make our Community a safer place to live, raise families, work and play; and

**WHEREAS**, Last year, more than 20,000 hours were given by volunteers to the District in a variety of capacities. The compassion and dedication of these individuals is a testament to the generosity of the American Spirit. In these changing times, we are coming together and renewing the principle that we are our brothers' and sisters' keeper; and

**WHEREAS**, the entire Community benefits through the selfless dedication of our Volunteers; and

**WHEREAS**, giving of oneself in service to another empowers the giver and the recipient; and

**WHEREAS**, Volunteers were instrumental in our past and are vital to our future;

**NOW THEREFORE**, We, the Board of Fire Commissioners of Lacey Fire District Three, do hereby proclaim April 15-21, 2018, as National Volunteer Week at Lacey Fire District Three to celebrate the profound impact of Volunteers and encourage our Community to discover their own power to make a difference.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Secretary



# LACEY FIRE DISTRICT THREE

*Service With Excellence*

COMMISSIONERS  
Eugene W. Dobry, Jr.  
K. Frank Kirkbride  
Sylvia Roberts  
Liberty Ryder  
Judy Wilson  
FIRE CHIEF  
Steve Brooks

## REQUEST FOR BID PROPOSAL TWO BREATHING AIR COMPRESSORS WITH FILLING STATION(S) Closing Date: 5 pm; April 19, 2018

Lacey Fire District 3 is soliciting sealed bids from interested bidders for the purchase and installation of two (2) breathing air compressors with filling station(s).

### General Conditions:

1. Sealed proposals will be received by the District at 1231 Franz St SE, Lacey, WA 98503 until 5:00 pm on April 19, 2018. The proposals will be opened April 19, 2018 at the Board of Fire Commissioners meeting.
2. Bidders are encouraged to submit more than one bid proposal if they have more options that meet the equipment requirements. Multiple options may be included in one bid envelope but must be clearly identified and each option must have a separate Bid Cost Summary Sheet.
3. Taxes, and delivery costs if any, shall be included in the bid.
4. Bidders are expected to examine the requirements of the bid and specifications closely. Failure to do so will be at the bidder's risk and the bidder cannot secure relief with a plea of error in the bid.
5. Bidders must pay prevailing wages for compressor installation; an intent to pay prevailing wage and affidavit of wages paid will be required.
6. The bidder selected and contracted shall meet the following insurance requirements:
  - a. Workers compensation
  - b. Commercial general liability
  - c. Motor Vehicle liability
7. The bidder selected and contracted shall hold the District harmless against all liability, loss, cost or damage.
8. The District reserves the right to reject any and all bid proposals.
9. A test certificate shall be provided with the system.
10. Bidders may submit an optional bid component for removal, disposal and trade-in value for existing compressors.

**Equipment Specifications:**

- UL listed
- Continuous duty
- 6000 psi
- Minimum 20 cfm fill rate
- A noise level not to exceed 80dB at one meter distance
- Certified containment fill station(s) with a total capacity of four (4) cylinders with a minimum capacity for three SCBA cylinders
- There must be a minimum of one dedicated 3000 psi SCUBA fill circuit
- Fill station(s) must accommodate SCBA and SCUBA cylinders of 80 cubic feet
- Removable SCBA cylinder spacers for fill stations capable of both SCBA and SCUBA filling
- Individual shutoff valve for each fill point
- Four (4) 6000 psig bulk piped ASME air storage cylinders
- A bottle-before-storage-tank priority fill system
- Air monitoring and purification systems, including integrated shut downs and alarms with status displays, able to deliver breathing air that at minimum meets recognized respiratory standards as set by WA DOSH/OSHA, CGA and NFPA
- Air samples shall be provided to the District that meet the breathing air quality requirements of NFPA 1989 2013 edition and CGA 7-1 Grade D 2011 edition standards once the unit has been put into place and made operational
- Bidders are encouraged to supply bids for both cabinet style systems with max fill station(s) and component systems if both meet the equipment specifications

**Installation Requirements**

- One compressor is to be installed at 1231 Franz St SE, Lacey, WA 98503
- One compressor is to be installed at 8407 Steilacoom Rd SE, Olympia, WA 98513
- Proposed installations must not require more than minimal alterations to the existing facility or structure. The District will work with the successful bidder on any necessary alterations.
- Installation must meet current National Electrical Code and UL requirements.
- Installation must include connection to the existing fresh air intake or installation of new outside air intake.
- Supplier is responsible for any permits required for installation.

**Proposal Contents:**

- A completed Statement of Supplier Qualifications.
- All prices, including applicable sales tax, installation, freight, parts, accessories or components necessary for a complete installation. Each option a bidder may offer must have a separate Bid Cost Summary sheet.

- Factory recommended service schedules for all components and location(s) of factory authorized representative(s) applicable to each option a bidder may offer.
- An estimated cost summary for all regular equipment services for 10 years following installation for each option a bidder may offer.
- Description and summary of factory warranty(ies) for all equipment and associated components for each option a bidder may offer.
- Delivery and installation timeline, after receipt of order for each unit.

**Selection Process:** The District will evaluate the bids submitted and select the most responsive bidder with the lowest cost bid. The successful bidder will be notified within 30 days from bid opening.

**Submission:** Two (2) copies shall be mailed or hand delivered to the Lacey Fire District 3, 1231 Franz Street SE, Lacey, WA 98503 by 5:00 PM on Thursday, April 19, 2018. Sealed bids must be clearly marked "**COMPRESSOR BID**". Qualification submittals sent via fax or e-mail, or proposals received after the date and time shown will not be accepted. Bids must be sealed; if sent in a Fed-Ex or similar envelope, a sealed envelope must be inside.

**Method of Payment:**

Net 30 days from successful completion of installation and receipt of invoice. Successful completion of installation includes test certificate, approval of installation by District representative and tested air sample meeting applicable breathing air requirements. An IRS W-9 form is required if the successful bidder does not have one on file with the District. Accounts payable warrants are processed on the first and third Thursdays of each month.

**Additional Information:**

1. Questions about this bid request may be directed to Facilities, Equipment and Technology Director Matt Chambers (360) 528-2342 or [mchambers@laceyfire.com](mailto:mchambers@laceyfire.com)
2. For bidders considering the optional component, St 31 compressor is currently a Bauer (8721040710986)
3. For bidders considering the optional component, St 34 compressor is currently a MAKO (SN 5406E490)

**Closing for this bid submittal is April 19, 2018 by 5:00 PM**

### Statement of Supplier Qualifications

Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Recent similar projects completed by your company:

Agency or Business where installed	Contact Person	Contact Phone:

State of Washington Registration No: \_\_\_\_\_

I certify that other projects now in progress or hereafter obtained will not interfere with timely performance of services to Lacey Fire District 3, should I become the successful bidder.

I further certify that the person, firm, association co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvements described for Lacey Fire District 3.

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date signed



### Bid Cost Summary Sheet

BIDDER:			
OPTION #		MAKE / MODEL	

Description	Cost
Compressor/filling station(s)	
Installation at 1231 Franz St SE	
Installation at 8407 Steilacoom	
Warranty cost if not included, for St 31	
Warranty cost, if not included, for St 34	
Description of differences from any other options bid:	
Optional - Removal and disposal of St 31 compressor	
Optional - Trade in Value given for compressor at St 31	
Optional - Removal and disposal of St 34 compressor	
Optional - Trade in Value given for compressor at St 34	

### Delivery and Timeline Estimate

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