

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

October 18, 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 October 4, 2018 regular Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #20763 through #20795 in the amount of \$115,567.30.
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20796 through #20798 in the amount of \$896.23.
 - C. Payroll #10A 2018 the amount of \$1,048,160.75.
- 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.

VII. NEW BUSINESS

- A. Bid Opening for Bay Door Replacement Project: Discussion/Potential Contract Award

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: November 1, 2018 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 4, 2018

Present:

Chair Kirkbride
Vice Chair Wilson
Commissioner Ryder
Commissioner Dobry
Commissioner Roberts

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. PROMOTIONAL PINNING CEREMONY FOR LT. STEVE MONTGOMERY

Deputy Chief Cox gave an introduction of Steve Montgomery. Steve Montgomery recited the oath of office and was presented with his Lieutenant promotional badge and collar brass. Battalion Chief Hulse presented him with is promotional red helmet. Lt. Montgomery gave a few words of appreciation and encouragement moving forward in his position.

Chair Kirkbride recessed the regular board meeting at 5:37 for duration of ten minutes for a brief social exchange and light refreshments.

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the September 20, 2018 regular Board of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #20721 through #20746 in the amount of \$34,587.52. Commissioner Dobry inquired about the

Professional Health Services Inc. invoice in the amount of \$6,320.00 for Annual Physical Blood Draws. Commissioner Dobry expressed his concern that the District is paying for medical services that are covered through medical benefits paid by the District. He inquired if the blood draw procedure included the blood analysis. Deputy Chief Dickson reported that this invoice did not include the blood analysis. She stated that the District received a separate invoice for the blood analysis service. Deputy Chief Dickson reported that the District provides Annual Medical Physicals and a Peer Fitness Trainer onsite providing a more extensive analysis catered to the demands of first responders. She advised that a routine annual physical and blood analysis covered under the medical benefits of preventive services does not meet the wellness fitness requirements of the District. Commissioner Dobry suggested challenging the WA Fire Commissioners Association on the possibility of reimbursement for the baseline services covered under the medical benefit plan. Commissioner Dobry will address this to WFCA Healthcare Program Manager Anne Marvin.

- Donation Fund 101 (Acct# 6633) check numbered #20747 in the amount of \$3,413.50.
- 2017 Capital Improvement Project Fund 306 (Acct#6639) check numbered #20748 in the amount of \$1,000.00.

C. Payroll #9B 2018 in the amount of \$373,601.90.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Ryder

Carried: Unanimous

VI. COMMITTEE REPORTS

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

No report. The next meeting is October 17, 2018. He gave a reminder of Steve Romines' Memorial on October 8, 2018.

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

Vice Chair Wilson reported that she attended a joint meeting of Admin and Ops on October 3, 2018. She reported the following agenda highlights:

- Radio Project – Pursuing a partnership with WA Stat Patrol. Will apply for a firefighter grant.
- Legislative Topics
 - Request \$1-3 million in capital funding to support the radio project. TCOMM's goal is to accumulate \$10M to contribute to the \$30 million

project. The Administration Board will meet with Senator Reuven Carlyle.

- State Law Change Request – Authorization to collect up to 2%-3% in sales tax.
- Proposed 2019 Budget Adopted – The 2019 proposed operating budget is \$8,510,721. This is 4.5% over the 2018 operating budget. Capital Expense budget is proposed at \$463,828. Estimated total income is 9,400,758.
- Facility Remodel – On schedule.

C. City / District Liaison
Communication updates

No report. The next meeting is October 16, 2018 located at Lacey City Hall.

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

Commissioner Dobry attended the Strength of Purpose meeting on October 1, 2018. He reported the following agenda highlights:

- The next scheduled meeting is November 5, 2018 located at Station 61. Guest speaker Wendy Riff from Providence hospital will be presenting on the Designated Medical Control Center and Mass Causality Incident (MCI) Preparedness
- 2019 Proposed Budget & Dues – Will be provided at the October 15, 2018 meeting.
- Nomination Committee appointed Fire District 6 Commissioner Brandon Faust District Secretary.

The next regular TCFCA meeting is October 15, 2018. Vice Chair Wilson will attend in Commissioner Dobry's absence.

E. Thurston Regional Planning Council
Status report

The next meeting is October 5, 2018. Commissioner Dobry will attend. Vice Chair Wilson reported that she received an email related to the Growth Management Act and transportation in an effort to conduct a survey on two occasion. The following survey sessions will be held at TRPC:

- October 24th, 5:30 p.m. – 8 p.m. for elected officials.
- October 25th, 12:30 p.m. – 4:30 p.m. for staff and interested parties.

Vice Chair Wilson will email the info to Chair.

F. Community Outreach
Status report

Deputy Chief Cox reported the following updates and events:

1. Fire Prevention Education Month – Crews will visit 16 schools and provide presentations to grades kindergarten through second grade.

2. Lakemont HOA Annual Meeting – October 12, 2018 located at Station 31 in the BoFC. Battalion Chief Hulse will attend. Vice Chair Wilson will follow up to confirm her attendance.
3. Steve Romines Funeral Service – Paramedic Karen Weis will represent the District. The service will live stream on the District’s Facebook page.

G. Nisqually Tribe
Status report

No report.

H. Capital Facilities and Equipment Activities
Staff

Deputy Chief Cox gave the following updates:

1. Bay Door Replacement Project – Bids will be opened at the next meeting.
2. Steilacoom Road Annexation – Chief Brooks signed the annexation with the City of Lacey relating to Station 34’s property.
3. New Fire Engine – Photos of the production stage were shared with the board.

VII. OLD BUSINESS

A. Apparatus Bay Door Re-bid Process: Staff Update

Facilities Equipment Technology Director (FET) Matt Chambers reported that he and the Finance Director Dale Hough and Deputy Chief Dickson conducted a walk thru evaluation of the current doors with three potential bidders. Staff will publish the questions asked by the bidders and the District’s response for all bidders to see. The District articulated what the expectations are and how the submissions will be graded.

VIII. NEW BUSINESS

None

IX. ADMINISTRATIVE REPORT

Deputy Chief Cox reported the following events and updates:

1. 2020 ALS Contract Extension No.1 – The revised contract between Thurston County Medic One and the District is included in the Commissioners Binder for the Board to sign this evening.
2. Olympia Annexation – The City of Olympia is looking at annexing the south part of the Urban Growth Management Area: Indian Summer west to Boulevard Road and the Chehalis Trail.

3. Tumwater Regionalization – A consultant will be visiting the District to interview the Board, administrative staff and members of the Local 2903. Dates to be determined.
4. ESO Electronic Safety Pad – Implementation is ongoing. Targeted dates for training is after the Fire Prevention Public Education Month held in October beginning in November through December.
5. Station 31 Garage Door Malfunction – DC Cox reported that one of Station 31's bay door cables broke and the door was not operational. Deputy Chief Cox recognized FET Director Chambers for supporting the duty crew after hours in creating a solution to safely secure the bay overnight for repair the next day.

X. COMMISSIONER COMMENTS

Commissioner Dobry stated that he spoke with WFCM Healthcare Program Manager Anne Marvin regarding the Human Resource workshops she'll be conducting at the 2018 WFCM Conference in Yakima. He reported that she is looking into live streaming the Human Resource presentation. He informed the Board that he submitted Chair Kirkbride's proxy form. He noted that he'll be traveling next week.

Commissioner Roberts, Ryder, Wilson and Kirkbride had no comments.

XI. OTHER INFORMATION

- A. Suggestion Box – None
- B. Correspondence – None

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Director Chris Clem reported that their agency has a new patch logo. He gifted the new patches to the board. He stated that they sold Mason County Medic One. He announced that they will be hosting a blood draw clinic at their site soon. He reported that the agency is going through a process to become an ALS transport for inner facility service in Thurston County.

Volunteer Coordinator Jim Dickson reported that the District's three candidates are doing well in the County Fire Academy. The EMT candidate is at the top of the class. He stated that 11 volunteer candidates will be attending new member orientation in December. Four of the 11 candidates were recruited from JBLM. Three of the four will be receiving EMT training at JBLM. He advised that two resident candidates are in the process of completing pump training with a target date before Thanksgiving. There are currently no responders at Station 32. He informed that two of the volunteer candidates onboarding in December expressed an interest in becoming residents.

XIII. ADJOURNMENT

Chair Kirkbride adjourned 6:31 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: October 18, 2018 – 5:30 p.m.

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary



Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: 001-GENERAL FUND							
280 Reimb. 10/19/18	THUR CO FD3 REV FUND Invoice	10/19/2018 10/19/2018	10/19/2018 Comm. Mtg. 10/18/18 Reimb. of Revolvi	Regular	0.00 0.00	15.56 15.56	20763
1415 10/1/18 Bentley	BENTLEY, JACOB A Invoice	10/19/2018 10/18/2018	10/19/2018 10/1/2018 Practicum Supervision for Stud	Regular	0.00 0.00	400.00 400.00	20764
1356 1452225229	CENTURYLINK - BUSINESS SVS Invoice	10/19/2018 10/18/2018	10/19/2018 Monthly Phone Expenses - Oct. 7, 2018 St	Regular	0.00 0.00	563.02 563.02	20765
151 10/2/18 - #306-4	CENTURYLINK - LOCAL Invoice	10/19/2018 10/18/2018	10/19/2018 Phone Services Alarm and Fax - Sept. 201	Regular	0.00 0.00	236.86 236.86	20766
706 10/4/18 - Sept. C	CITY OF OLYMPIA Invoice	10/19/2018 10/18/2018	10/19/2018 Oly Shop Contracted Svs. - Sept. 2018	Regular	0.00 0.00	36,977.38 36,977.38	20767
639 100818-2	CUTTERS EDGE Invoice	10/19/2018 10/18/2018	10/19/2018 16" Chain Conversion to 20" w/ Driver Ch	Regular	0.00 0.00	63.86 63.86	20768
113 INV219176 INV221386	ECMS INC Invoice Invoice	10/19/2018 10/18/2018 10/18/2018	10/19/2018 Bunker Gear Maintenance Work Order 42 Bunker Gear Maintenance Work Order 43	Regular	0.00 0.00 0.00	268.65 203.31 65.34	20769
594 23353	GARDNER'S TRUST INC Invoice	10/19/2018 10/18/2018	10/19/2018 Station 34 - Retension Pond Weed Eating	Regular	0.00 0.00	707.85 707.85	20770
71 432397	HUNG RIGHT DOORS LLC Invoice	10/19/2018 10/18/2018	10/19/2018 Station 35 Garage Door Repair	Regular	0.00 0.00	226.51 226.51	20771
478 100903	LIGHTHOUSE UNIFORM CO Invoice	10/19/2018 10/18/2018	10/19/2018 Uniform - Christiansen Class A Rank Chan	Regular	0.00 0.00	83.85 83.85	20772
480 INV219355	LN CURTIS & SONS INC Invoice	10/19/2018 10/18/2018	10/19/2018 Honeywell Structure Boots - SPICKELMIRE	Regular	0.00 0.00	459.14 459.14	20773
1077 8280588318	MOTOROLA SOLUTIONS, INC Invoice	10/19/2018 10/18/2018	10/19/2018 Radio Parts	Regular	0.00 0.00	302.20 302.20	20774
118 76324	POPE, HOUSER & BARNES, PLLC Invoice	10/19/2018 10/18/2018	10/19/2018 Legal Services - Bay Door RFP, Lease Agre	Regular	0.00 0.00	464.00 464.00	20775
1371 108785	PROFESSIONAL HEALTH SVS INC Invoice	10/19/2018 10/18/2018	10/19/2018 Annual Medicals - Lab Work	Regular	0.00 0.00	4,933.00 4,933.00	20776
418 10/7/18 Stateme	PUGET SOUND ENERGY INC Invoice	10/19/2018 10/18/2018	10/19/2018 Utilities - Gas & Electricity for Sept. 2018	Regular	0.00 0.00	1,726.46 1,726.46	20777
365 208164 208383 208435	SEA-WESTERN INC Invoice Invoice Invoice	10/19/2018 10/18/2018 10/18/2018 10/18/2018	10/19/2018 Uniform - Station Boots Helmet Fronts & Passports - New Career Hoods	Regular	0.00 0.00 0.00 0.00	1,329.40 313.09 242.96 773.35	20778
1379 US-PSI-726706	SOFTWAREONE INC Invoice	10/19/2018 10/18/2018	10/19/2018 Windows Server Data Center Core 2019 2	Regular	0.00 0.00	7,810.83 7,810.83	20779
738 INV304613	SONETICS CORPORATION Invoice	10/19/2018 10/18/2018	10/19/2018 (3) Headsets Repair	Regular	0.00 0.00	522.72 522.72	20780
1314	TAKE AIM, LLC	10/19/2018	10/19/2018	Regular	0.00	151.54	20781

Check Report

Date Range: 10/18/2018 - 10/19/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6789 & 6790	Invoice	10/18/2018	Uniforms INV#6789 & 6790	0.00	151.54	
1244	THUR CO ASSN OF FIRE CHIEFS	10/19/2018	Regular	0.00	200.00	20782
Inst101216	Invoice	10/18/2018	Training - Instructor1 for Seick	0.00	200.00	
1193	TIRES INC	10/19/2018	Regular	0.00	5,882.28	20783
12-422974	Invoice	10/18/2018	Stock Tires & V3171 (E33) Tire Service	0.00	5,882.28	
285	TNT EXTERMINATORS INC	10/19/2018	Regular	0.00	217.80	20784
33505,23,526,34,	Invoice	10/18/2018	Pest Control - Sept. 2018	0.00	217.80	
137	ULTRA GREEN SYSTEMS	10/19/2018	Regular	0.00	657.21	20785
61819	Invoice	10/18/2018	Janitorial Supplies	0.00	657.21	
853	UPS	10/19/2018	Regular	0.00	81.04	20786
000008XY88408	Invoice	10/18/2018	Shipping, Inv. #000008XY88408	0.00	81.04	
1376	US BANK	10/19/2018	Regular	0.00	37,653.07	20787
10/8/18 - DeBell	Invoice	10/18/2018	DeBell PCard - Closing Oct 8, 2018	0.00	3,491.28	
10/8/18 - Dickso	Invoice	10/18/2018	Dickson VISA Expenses	0.00	6,893.07	
10/8/18 Chambe	Invoice	10/18/2018	Chambers Business Expenses 9/6/18-10/6	0.00	26,216.31	
10/8/18 Fejeran	Invoice	10/18/2018	Fejeran Business Expenses Stmt. Date 10/	0.00	233.85	
10/8/18 Jeeter B	Invoice	10/18/2018	Jeter US Bank VISA - Statement Date 10/8	0.00	470.38	
10/8/18 Perrine	Invoice	10/18/2018	TPerrine - 10/8/2018 Business Expenses	0.00	348.18	
1392	VOYAGER FLEET SYSTEMS / US BANK	10/19/2018	Regular	0.00	2,914.11	20788
869357335840	Invoice	10/18/2018	Fuel - September 2018	0.00	2,914.11	
260	WA ST DEPT OF RETIREMNT SYS	10/19/2018	Regular	0.00	3,462.27	20789
01300747	Invoice	10/18/2018	Employer Portion of K. Hall Disab. Cr. Buy	0.00	1,342.72	
01302333	Invoice	10/18/2018	Employer Portion of D. Hulbrock Disab. Cr	0.00	2,119.55	
1216	WA ST FF TRAINING & EDUCATION FUND	10/19/2018	Regular	0.00	650.00	20790
7999	Invoice	10/18/2018	Training -Rescue Swimmer Course	0.00	650.00	
1034	WATEROUS COMPANY	10/19/2018	Regular	0.00	4,365.93	20791
P2N6057 001	Invoice	10/18/2018	3174 (E342) Parts	0.00	4,365.93	
1073	WESTCARE CLINIC LLC	10/19/2018	Regular	0.00	1,402.50	20792
0918LFD3	Invoice	10/18/2018	New Member and Promotional Physicals	0.00	1,402.50	
114	WHISLER COMMUNICATIONS	10/19/2018	Regular	0.00	348.48	20793
3090	Invoice	10/18/2018	Radio Repair	0.00	348.48	
746	WHISTLE WORKWEAR	10/19/2018	Regular	0.00	274.17	20794
C-5598 B	Invoice	10/18/2018	Danner Boots - Pearsall, Inv. #C 5598-B	0.00	274.17	
1505	WHISTLE WORKWEAR - LACEY STORE	10/19/2018	Regular	0.00	215.61	20795
L-1315 B	Invoice	10/18/2018	Danner Boots - Bamer	0.00	215.61	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	42	33	0.00	115,567.30
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
	42	33	0.00	115,567.30

Check Report

Date Range: 10/18/2018 - 10/19/2018

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 306-2017 CAPITAL PROJECTS FUND							
439 1038765310928	OLYMPIAN / PACIFIC NW PUBLISHING CO Invoice	10/18/2018	10/19/2018 Legal Classified Ad	Regular	0.00	58.30	20796
118 76324 B	POPE, HOUSER & BARNES, PLLC Invoice	10/18/2018	10/19/2018 Legal Services - Bay Door RFP, Lease Agre	Regular	0.00	536.90	20797
1376 10/3/2018 Cham	US BANK Invoice	10/18/2018	10/19/2018 Chambers Business Expense 9/6/18- 0/6/	Regular	0.00	301.03	20798

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	896.23
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
	3	3	0.00	896.23

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	36	0.00	116,463.53
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
	45	36	0.00	116,463.53

Fund Summary

Fund	Name	Period	Amount
001	General Fund	10/2018	115,567.30
306	2017 Capital Improvement Project Fund	10/2018	896.23
			116,463.53

Authorization Signatures




 Signature Finance Director

10/15/18

 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 10A 2018

Checks Total Amount	329,011.83
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DIRECT DEPOSIT - KEY BANK	400,443.00
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	78,131.96
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	20,800.82
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	911.02
Net Tax Deposit Total	99,843.80
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UNEMPLOYMENT FUND	0.00
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WASH STATE DEPT OF RETIREMENT SYSTEMS	218,862.12
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TOTAL PAYROLL	1,048,160.75