

# Thurston County Fire District Three



## Agenda for the Board of Fire Commissioners

### Regular Meeting

January 3, 2019

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
  - A. Additions / Deletions
- III. **PINNING CEREMONY FOR LT PROMOTIONS OF FF/EMT CHRIS BARNEY AND FF/PARAMEDIC KAREN WEISS**
- IV. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- V. **APPROVAL OF THE CONSENT AGENDA**
  - A. Draft minutes of the December 20, 2018 Board of Fire Commissioners meeting.
  - B. Warrants
    - General Fund 001 (Acct# 6630) checks numbered #20964 through #20986 in the amount of \$44,521.76.
    - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks numbered #20987 through #20989 in the amount of \$133,793.72.
  - C. Payroll #12B 2018 in the amount of \$374,538.14.
- VI. **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

**VII. OLD BUSINESS**

A.

**VIII. NEW BUSINESS**

A.

**IX. ADMINISTRATIVE REPORT**

**X. COMMISSIONER COMMENTS**

**XI. OTHER INFORMATION**

A. Suggestion Box

B. Correspondence

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

**XIII. ADJOURNMENT**

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

***Next Regular Meeting: January 17, 2019 – 5:30 pm***

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**December 20, 2018**

Present:

Chair Kirkbride

Vice Chair Wilson

Commissioner Dobry

Commissioner Roberts participated 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**

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

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

**III. FIREFIGHTER MURPHY MEMORIAL PRESENTATION**

Chief Brooks welcomed Firefighter Crystal Murphy's family and District members. He gave kind words in her memory. He presented a shadow box to memorialize Firefighter Murphys's life and service that will be displayed in the Board of Fire Commissioners meeting room. He thanked all in attendance for their support in honoring Crystal's life and legacy.

Chair Kirkbride recessed the regular Board meeting at 5:37 p.m. for members to hang the shadow box on the wall and for a brief social exchange for ten minutes.

The regular meeting reconvened at 5:47 p.m.

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

None

**V. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the December 6, 2018 regular Board of Fire Commissioners meeting.

B. AP 12B 2018 Warrants

- General Fund 001 (Acct# 6630) checks numbered #20924 through #20958 in the amount of \$83,297.28.
- Capital Projects Fund 301 (Acct# 6631) checks numbered #20959 in the amount of \$3,404.37.

- 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20960 through #20963 in the amount of \$92,122.81.

C. Payroll #12A in the amount of \$1,069,820.17.

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

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

## VI. COMMITTEE REPORTS

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

Commissioner Kirkbride attended the December 19, 2018 meeting and reported that the Planning Committee presented an overview of the Comprehensive Plan progress to date for observation and feedback. The next meeting in January will be located back at Medic One/TCOMM.

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

Commissioner Wilson reported that she and TCOMM Executive Director Keith Flewelling met with Thurston County Commissioner Elect Tye Menser this morning to discuss TCOMM significant issues of the 911 system. She commented that it was a good meeting. The next regular meeting is January 9, 2019.

### C. City / District Liaison Communication updates

Chief Brooks and Vice Chair Wilson attended the December 12, 2018. The following items were discussed:

- Fire Engine – Consideration of interest for the City to acquire the fire engine for future display in the proposed new museum was introduced. Chair Kirkbride stated that he will discuss the idea with the Historical Society leadership.
- Nisqually Tribe – The City Council and Nisqually Tribal Council had an introduction meeting to meet new council members.
- New Lacey Police Chief announced.

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

Commissioner Dobry attended the Annual Christmas Potluck Meeting on December 18, 2018 located at the EOC on Tilley Road. Approximately 12 were in attendance. He highlighted the agenda topics discussed:

- Commissioner Dobry gave a report of the Region 7 Business October highlights.

- Commissioner Edwards gave an update on possible building sites for the new courthouse.
- Homelessness and potential rehousing grounds were discussed.
- Consideration of Thurston and Pierce Counties to partner in hospitality room hosting at the upcoming WA Fire Commissioners Annual Conference located at the Tulalip Resort.
- “The Profile: Thurston County Statistics & Data” was recently in the news and is available on the TRPC website.
- The next meeting is January 15, 2018 at TCOMM. The Board of Volunteer Firefighters will present.

E. Thurston Regional Planning Council (TRPC)

Status report

Commissioner Dobry attended the December 7, 2018 meeting and reported the following meeting highlights:

- Subcommittee appointments made for the Executive Director Evaluation Subcommittee.
- Subcommittee formed for the biannual June 2019 Council Retreat.
- Approved the diversion of Tumwater Valley Urban Trail money towards the Deschutes Valley Trail.
- End of year budget amendment included changes to pay and classification plans.
- 2019 Work Plan Presentation
- TRPC Program & Policy Director Karen Parkhurst presented the 2019 Legislative priorities.
- TRPC Associate Planner Katrina Van Every presented The 2018 Profile Presentation and led a game of, “Who wants to be a The Profile millionaire?”
- Buildable Lands Update
- Transportation Policy Board’s Doug Deforest gave a presentation on road tunnel technology.

Chair Kirkbride requested an update on the Arterial Signal Control Study. Commission Dobry will inquire and follow-up.

F. Community Outreach

Status report

Staff

1. Santa Mobile – December 20, 2018 was the last of 14 nights of neighborhood visits. GPS tracking of the Santa Mobile in real time was a success.
2. Lacey Firefighter’s Charity Holiday Events – The gift shopping and wrapping for 50 adopted families was on December 15, 2018. The Santa’s Workshop was December 16, 2018. Over 170 children were supported. Chief Brooks thanked the Lacey Firefighters Charity.

3. Annual Homeowners Association Meeting Calendar – Vice Chair Wilson and Chief Brooks attempted to attend the Sunset Hollow meeting on December 18, 2018 located at Station 33. Upon their arrival they discovered no meeting. Chief Brooks will follow-up with staff to follow up. Board attendance for the January HOA meetings will be confirmed at the next regular Board meeting in January.

G. Nisqually Tribe

Status report  
Staff

No report.

H. Capital Facilities and Equipment Activities

Staff

Chief Brooks gave the following updates:

1. New Station – Planning efforts to move forward after the January 14, 2019 County Boundary Review deadline regarding the proposed City of Lacey annexation.
2. New Engine 34 – Travel arrangements for the final engine inspection is January 14<sup>th</sup> -16<sup>th</sup>. The engine will first arrive at the Hughes Equipment shop in Tacoma and estimated to arrive in Lacey in mid to late February for an in-service date anticipated sometime in March.

## VII. OLD BUSINESS

- A. 2019-2021 Labor Agreement with Firefighters’ Local #2903:  
Discussion/Proposed Action

**MOTION:** To approve the 2019-2021 Labor Agreement with the Firefighters’ Local #2903: as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

In Favor: Chair Kirkbride, Vice Chair Wilson, and Commissioner Roberts

Opposed: Commissioner Dobry

Motion Passed: 3 to 1

Commissioner Dobry addressed Section 2, Article 6 on Wages and Cola Adjustments of the agreement that that he cannot support. He referenced the August 5, 2014 Primary Election Voters Pamphlet outlining the Fire District Three Proposition No. 1 Levy Lid Lift Explanatory Statement, “New revenues would be used for fire protection, prevention, and emergency medical services, including maintenance, operation and replacement costs”. Commissioner Dobry commented that sharing revenue with the bargaining unit is not what was asked of the voters in requesting the levy lid lift. He therefore does not support the agreement.

Chair Kirkbride commented that Chief Brooks, the management team and the Labor Union leadership bargained in good faith. He reported that Commissioner Ryder requested he announce her support of approving the agreement in her absence. Commissioner Roberts commented that the agreement reflects what the Board discussed in executive session.

## **VIII. NEW BUSINESS**

### **A. BLS Contract with Medic One: Staff Report/Potential Action**

**MOTION:** To approve the BLS Contract with Medic One and authorize the Fire Chief to sign the agreement.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

## **IX. ADMINISTRATIVE REPORT**

Chief Brooks reported the following updates/events:

1. East Olympia Fire Captain Ostergard – Chief Brooks attended a strong showing of over 100 people representing multiple agencies at the hospital to give their respects in his passing. The memorial service is January 5, 2019, 1 p.m. located at the Mountain View Church of the Nazarene in Tumwater. The District will be present and participate.
2. High Incident Response Process (HIRL) – A test run was conducted during the predicted high wind advisory at the District Headquarters Emergency Center for three hours. Approximately 30 calls dispatched.
3. Member Holiday Potluck – The luncheon was a success. Special thanks to all who participated.
4. Impending AMR Strike in King County – The City of Seattle may request for regional mobilization implementation. The District in collaboration with the bargaining unit does not plan to participate at this time
5. Mobile Integrated Healthcare – Potential partnership with Dispatch Health, a private company which recently launched services in Pierce County. Chief Brooks and staff spoke with a Colorado fire district who partners with the company and is inquiring with Dispatch Health regarding their interest to exploring partnerships outside of Pierce County in the Washington Area. Chief Brooks will send the Dispatch Health website link to the Board.
6. Fire Chief's Travel Calendar – Out of the office after Christmas and returning before the New Year.
7. Retirement Recognition
  - Firefighter Lt. Craig Halstrom – December 31, 2018, 7 a.m. located at Station 34.
  - Volunteer Firefighter Coordinator Jim Dickson – December 31, 2018. 1-3 p.m. located at Station 31 in the BOFC.

## **X. COMMISSIONER COMMENTS**

Commissioner Roberts commented that she enjoyed participating in Lacey Firefighters Charity Holiday events. She complimented the Charity and members for the well done job.

Vice Chair Wilson thanked members for their contribution to staff holiday luncheon. She thanked Lee Brooks for her work in helping to create the shadow box in Crystal Murphy's memory and for the holiday treats.

Commissioner Dobry commented that he enjoyed participating in the shopping and gift wrapping for the charity event.

Chair Kirkbride announced that he'll be traveling during the holidays. He appreciates the District's presence and support efforts to the East Olympia Fire in the recent passing of Captain Ostergard.

The Board wished all a happy holiday season and safe travels.

## **XI. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence – None

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

Olympic Ambulance Director of Thurston County Operations Chris Clem wished all Happy Holidays and thanked the District for their partnership.

Volunteer Firefighter Coordinator Jim Dickson reported that new membership orientation for 10 new volunteers is complete. Four of the 10 are fast trackers. One will become a resident. Three completed EMT school at Joint Base Lewis McChord at no expense to the District. Six volunteer candidates will attend the county fire academy. Three of the six have EMT training. 11 new candidates who completed their requisites will be interviewed in early 2019 for the fall academy. The Board commented that they are very pleased with his Jim Dickson's contribution to the success of the Volunteer Firefighter Program and thanked him for his efforts in reaching out to the military.

Local #2903 Vice President Jim Greene thanked the Board for supporting the Labor Agreement. He thanked Volunteer Coordinator Jim Dickson for his service to the District. He made an announcement of the District's first Mrs. Clause also known as Firefighter Morgan Lowe and thanked her for willingness to play the part during a recent Santa outing.



**XIII. ADJOURNMENT**

The meeting was adjourned at 6:49 p.m.

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

*Next Regular Meeting: January 3, 2019 – 5:30 pm*

THURSTON COUNTY FIRE DIST. #3  
MASTER PAYROLL LIST

Payroll Period 12B-18

DIRECT DEPOSIT - KEY BANK	321,552.95
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	42,278.79
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	10,706.40
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
TAX DEPOSIT TOTAL	52,985.19
<b>TOTAL PAYROLL</b>	<b>374,538.14</b>



Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: 001-GENERAL FUND</b>							
997 <a href="#">1150734</a> <a href="#">1154117</a>	ALARM CENTER/CUSTOM SECURITY Invoice Invoice	01/03/2019 01/03/2019	01/04/2019 Station 35 Monitoring Fees 1/1/2019 - 3/ Sta. 34 Monitoring Fees 1/1/2019 - 3/30/	Regular	0.00 0.00 0.00	162.00 81.00 81.00	20964
427 <a href="#">67798</a>	ASSN OF WA CITIES Invoice	01/03/2019	01/04/2019 AWC Annual Assessment - 2019	Regular	0.00 0.00	2,295.42 2,295.42	20965
446 <a href="#">1353473-IN</a>	ASSOCIATED PETROLEUM Invoice	01/03/2019	01/04/2019 Station 32 Propane Fuel	Regular	0.00 0.00	422.23 422.23	20966
541 <a href="#">P9540224</a>	BATTERIES PLUS Invoice	01/03/2019	01/04/2019 Batteries Plus - Stock Batteries	Regular	0.00 0.00	564.54 564.54	20967
607 <a href="#">12/14/18 - BVFF</a>	BOARD FOR VOLUNTEER FF Invoice	01/03/2019	01/04/2019 Annual Remittance for Volunteers for 201	Regular	0.00 0.00	1,890.00 1,890.00	20968
1404 <a href="#">12/24/18 - Cham</a>	CITI CARDS - VISA Invoice	01/03/2019	01/04/2019 Chambers Business Expenses - 11/23/18 -	Regular	0.00 0.00	1,667.45 1,667.45	20969
704 <a href="#">12/28/18 Station</a>	CITY OF LACEY Invoice	01/03/2019	01/04/2019 12/28/18 - Station Utilities - Water	Regular	0.00 0.00	771.33 771.33	20970
706 <a href="#">12/17/18 Oly Sho</a>	CITY OF OLYMPIA Invoice	01/03/2019	01/04/2019 Oly Shop Contracted Svs - Nov. 2018	Regular	0.00 0.00	14,392.30 14,392.30	20971
715 <a href="#">INV1874272</a>	COPIERS NORTHWEST INC Invoice	01/03/2019	01/04/2019 Canon Copier Rental - Inv# INV1874272	Regular	0.00 0.00	594.31 594.31	20972
1462 <a href="#">2018003</a>	FIRE AND SAFETY TECHNOLOGIES LLC Invoice	01/03/2019	01/04/2019 Annual Subscription for AirMonitor	Regular	0.00 0.00	434.80 434.80	20973
594 <a href="#">23573</a>	GARDNER'S TRUST INC Invoice	01/03/2019	01/04/2019 Grounds Maint. - December, 2018	Regular	0.00 0.00	1,860.08 1,860.08	20974
50148 <a href="#">12/20/18 Reimb.</a>	HODGE, TY R Invoice	01/03/2019	01/04/2019 Reimbursement - 12/20/18 Ty Hodge	Regular	0.00 0.00	178.95 178.95	20975
981 <a href="#">12-2018</a>	JOHN C. BARNES Invoice	01/03/2019	01/04/2019 Janitorial Services - Dec. 2018	Regular	0.00 0.00	880.00 880.00	20976
478 <a href="#">102558</a>	LIGHTHOUSE UNIFORM CO Invoice	01/03/2019	01/04/2019 Uniform - Class A shoes - LT Roberts	Regular	0.00 0.00	110.10 110.10	20977
471 <a href="#">011119</a>	LOCK DOCTOR Invoice	01/03/2019	01/04/2019 Duplicate Door Keys Made for Station 31	Regular	0.00 0.00	66.43 66.43	20978
1371 <a href="#">109238</a>	PROFESSIONAL HEALTH SVS INC Invoice	01/03/2019	01/04/2019 Annual Physicals - Physician	Regular	0.00 0.00	7,450.00 7,450.00	20979
1065 <a href="#">070753</a>	RAPCO INDUSTRIES INC Invoice	01/03/2019	01/04/2019 Terminator Chain Reconditioning	Regular	0.00 0.00	45.04 45.04	20980
365 <a href="#">209769</a> <a href="#">209800</a>	SEA-WESTERN INC Invoice Invoice	01/03/2019 01/03/2019	01/04/2019 4 Helmet Fronts (New Career FF's) 8 Helmets	Regular	0.00 0.00	2,451.72 191.77 2,259.95	20981
1314 <a href="#">12/21/18 Take Ai</a> <a href="#">7255</a>	TAKE AIM, LLC Invoice Invoice	01/03/2019 01/03/2019	01/04/2019 Uniforms INV# 7227-7264 Uniforms -beanies /hats/ workout gear	Regular	0.00 0.00	1,082.94 723.03 143.75	20982

Check Report

Date Range: 01/03/2019 - 01/04/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>7256</u>	Invoice	01/03/2019	Uniforms - Promotional Nametapes	0.00	78.41	
<u>7257</u>	Invoice	01/03/2019	Uniforms - LUENSMAN	0.00	18.51	
<u>7258</u>	Invoice	01/03/2019	Uniforms - KONRAD	0.00	33.21	
<u>7260</u>	Invoice	01/03/2019	Name Tapes Black w/ White Text	0.00	27.77	
<u>7262</u>	Invoice	01/03/2019	Uniforms - FRANTZ	0.00	30.49	
<u>7263</u>	Invoice	01/03/2019	Uniforms - GRAHAM	0.00	27.77	
888	TEMP CONTROL MECH SVS CORP	01/04/2019	Regular	0.00	2,696.91	20983
<u>2550</u>	Invoice	01/03/2019	All Station HVAC Services 12/1/18 - 2/28/	0.00	2,696.91	
1193	TIRES INC	01/04/2019	Regular	0.00	3,891.55	20984
<u>12-423813</u>	Invoice	01/03/2019	Stock Tires	0.00	3,891.55	
137	ULTRA GREEN SYSTEMS	01/04/2019	Regular	0.00	525.77	20985
<u>61915</u>	Invoice	01/03/2019	1249s and Centerpulls Towel Products	0.00	525.77	
853	UPS	01/04/2019	Regular	0.00	87.89	20986
<u>000008XY88498</u>	Invoice	01/03/2019	Shipping, Invoice #000008XY88498	0.00	39.67	
<u>000008XY88508</u>	Invoice	01/03/2019	Shipping, Invoice #000008XY88508	0.00	48.22	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	23	0.00	44,521.76
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>33</b>	<b>23</b>	<b>0.00</b>	<b>44,521.76</b>

Check Report

Date Range: 01/03/2019 - 01/04/2019

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: 306-2017 CAPITAL PROJECTS FUND</b>						
656	BRAUN NORTHWEST INC	01/04/2019	Regular	0.00	131,448.52	20987
<u>23435</u>	Invoice	01/03/2019	Remount/Refurbish Aid Unit	0.00	128,962.22	
<u>23510</u>	Invoice	01/03/2019	Remount/Refurbish Aid Unit	0.00	2,486.30	
1475	HANNUKAINE SIGNS & GRAPHICS	01/04/2019	Regular	0.00	2,286.90	20988
<u>12/14/18 Hannuk</u>	Invoice	01/03/2019	New Aid Unit Lettering & Emblem Applica	0.00	2,286.90	
439	OLYMPIAN / PACIFIC NW PUBLISHING CO	01/04/2019	Regular	0.00	58.30	20989
<u>Acct. #258813 - 9</u>	Invoice	01/03/2019	Legal Advertising	0.00	58.30	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	3	0.00	133,793.72
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>4</b>	<b>3</b>	<b>0.00</b>	<b>133,793.72</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	26	0.00	178,315.48
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>37</b>	<b>26</b>	<b>0.00</b>	<b>178,315.48</b>

### Fund Summary

Fund	Name	Period	Amount
001	General Fund	1/2019	44,521.76
306	2017 Capital Improvement Project Fund	1/2019	133,793.72
			<b>178,315.48</b>

### Authorization Signatures

  
 Signature ~~Finance Director~~ **DEPUTY CHIEF** Date 12/31/18

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