

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

March 7, 2019

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 February 21, 2019 of the Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #21130 through #21154 in the amount of \$41,599.16.
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) check #21155 in the amount of \$63,231.52.
 - C. Payroll #02B-19 in the amount of \$389,451.92.
- 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 Wilson & Dobry

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| 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. Station 35 Bay Doors Consideration
B. Providing IT Services to Partner Agencies
- VIII. ADMINISTRATIVE REPORT**
- IX. COMMISSIONER COMMENTS**
- X. OTHER INFORMATION**
A. Suggestion Box
B. Correspondence
- XI. HEARING OF THE PUBLIC / MEMBERS PRESENT**
- XII. REQUEST FOR EXECUTIVE SESSION**
A. Pursuant to RCW 42.30.140(4)(a): To discuss grievance proceedings
- XIII. ADJOURNMENT**

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.
Next Regular Meeting: March 21, 2019 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

February 21, 2019

Present:

Chair Wilson

Vice Chair Dobry - excused

Commissioner Ryder

Commissioner Roberts

Commissioner Kirkbride

I. CALL TO ORDER / FLAG SALUTE

Chair Wilson called the meeting to order at 5:30 p.m. and followed with a salute to our Nations flag.

II. APPROVAL OF THE AGENDA

Chief Brooks requested an additional warrant the General Fund 001, check #21129 for \$6.13 to be added to the consent agenda.

MOTION: To accept the agenda as amended.

Motion: Commissioner Roberts

Second: Commissioner Kirkbride

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

Lacey Firefighter Kevin Davenport of the Lacey Firefighter's Charity presented a powerpoint slide show of the 2018 Christmas Adopt a Family program and described the "behind the scenes" activities and donations that made it possible.

The 2018 event served over 50 families and 150 children; families "adopted" are identified through the North Thurston Public School system.

Many District members, family members and friends, as well as community organizations and businesses come together to make the event a reality.

Firefighter Davenport presented Certificates of Appreciation to:

North Thurston Public Schools, Education Fund, and Leadership Club, Cutters Point Coffee, Fred Meyers, Jim McDermott Photography, Jimmy Johns, Lacey Midday and Sunrise Lions, Marshalls, Mt Home Bakery, pacific Mini Mart, Red Wind Casino, Sacred Heart Blanket Ministry, Lacey Fire District 3 and Mr Eddie and Mrs Karen Claus.

The meeting recessed for 10 minutes for refreshments, photos and socializing.

Chair Wilson thanked the LFC and sponsors and volunteers on behalf of the Board.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the February 7, 2019 meeting of the Board of Fire Commissioners.
- B. Draft minutes of the February 7, 2019 meeting of the Board for Volunteer Firefighters.
- C. Warrants
 - General Fund 001 (Acct# 6630) checks numbered # through #21093 through #21124 in the amount of \$92,219.20.
 - Equipment Repair and Replacement Fund 103 (Acct# 6636) check #21125 in the amount of \$2,860.11.
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #21126 through #21128 in the amount of \$4,965.66.
 - General Fund 001 (Acct# 6630) check #21129 in the amount of \$6.13.
- C. Payroll #2A 2019 in the amount of \$1,116,372.49
- D. 2018 Tax Corrections in the amount of \$1,493.56

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Kirkbride reported a new member on the Council representing the City of Olympia – Mayor Cheryl Selby. The main action item was adoption of the procedure to establish a priority for voting for significant items; items will now be presented at one meeting then voted on at the following meeting. There are also some procedural components for exceptions.

The Council suggested changes to the County Ambulance Ordinance; when an ALS patient is transported by private ambulance, Medic One would be invoiced for that cost. The Council will recommend to the Board of County Commissioners to have a public hearing on this issue and then take

action.

Three \$1,000 Brown-Fell scholarships were awarded to paramedics to partially reimburse costs they incurred in the course of their education. Two were LFD paramedics - Brian Walton and Brandon Dawson.

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

No report; next meeting March 13th

C. City / District Liaison

No report. Chief Brooks reported he had been in contact with City staff and tentatively had March 19th at 8:30 as the proposed next meeting date and time. Chief Brooks will confirm this date and time with the City.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Ryder reported a presentation from Chief Brooks on the Thurston County Firefighter Recruit Academy. She also reminded the board the Boston Harbor Crab Feed is March 9th

E. Thurston Regional Planning Council (TRPC)

No report; next meeting is March 1st, Commissioner Roberts will be attending.

F. Community Outreach

Status report
Staff

1. Reminder of the Meadows HOA annual meeting will be March 11th that Commissioner Roberts has signed up for.
2. Brookfield at Pattison Park has an HOA meeting on March 13th. Commissioner Kirkbride stated he would attend the Brookfield HOA meeting.
3. March 1st is the celebration of Dr Seuss birthday. Each year we get invited to go to several of the elementary schools. Last year Chief Hulse and I participated; this year Chief Hulse will be going to Woodland and I'll be going to Evergreen Forest to read Dr Seuss books with the children.
4. March 2nd is the memorial celebration for retired EMS Captain Ron Wertz from 1-5 at Lacey Community Center. It is being presented as an informal and casual event, with speakers scheduled for 4: pm. We will have a presence at the memorial and have offered to help District 8 with response coverage during the event.

G. Nisqually Tribe

Status report
Staff

No report. Chief Brooks will reach out again.

H. Capital Facilities and Equipment Activities
Staff

Chief Brooks gave the following updates:

1. Engine 31 suffered a broken windshield on its cross country trip; this reinforces why we don't take possession until it arrives here, as this repair will be the responsibility of the manufacturer. The dealer is in the process of obtaining and installing a new custom windshield. We are still hopeful it will be completed by the end of next week, then into the VRF for final finishing.
2. New aid unit and new medic unit are ready to launch – all front lines will have a power gurney.
3. New bay doors should arrive tomorrow, installation begins Monday at St 35. Engine 35 will need to be parked outside and there are contingency plans for security and inclement weather.
4. Continuing to work with the architect on refining the plans and keeping in contact with the County to keep the permit process in the forefront.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

None

VIII. ADMINISTRATIVE REPORT

Chief Brooks:

- Thanked Board for their support for his family over the last week.
- Informed the Board of a minor vehicle accident this afternoon while on a response. No injuries, and the Engine remains in service.
- Informed the Board of the plan to recruit lateral paramedic firefighters. All the ALS agencies and Medic One met and discussed new ways to recruit paramedics into the system. The District is taking the lead on recruiting as we are currently operating below contract numbers. We've discussed with the Union and are working on a recruitment offering for lateral transfer with a minimum 2 years of experience as paramedic firefighter.
- Introduced Hannah Hillig, our new Admin Specialist 2. Ms Hillig gave a brief introduction highlighting that she is from the Lacey area, has worked with South Sound Reading Foundation, has a background in human resources and is currently working on her Masters in HR. She has had the

opportunity to see all the great things done here, and expressed her pride in being part of Lacey Fire District.

- Notified the Board that our uniform vendor, Take Aim, is closing their business. The District is currently examining alternatives.
- Confirmed that four hotel reservations at Tulalip were made.
- Lacey's new Police Chief, Ken Semko, will have swearing in tomorrow.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – none.

Commissioner Roberts - thanked staff for the Wear Red for Women heart health luncheon today in awareness of heart awareness month. She stated it was nice to see everyone at the event.

Commissioner Ryder – expressed she was sorry she had to miss the event with a work conflict at the last minute.

Chair Wilson – thanked staff for the luncheon event. She noted she attended the executive session for emergency management. The take away was to have pair of slippers with hard soles next to the bed. In an earthquake it is likely windows will break and the slippers protect your feet from the broken glass.

Chair Wilson and Commissioner Kirkbride expressed interest in promoting preparedness in our community; especially the first 30 days.

X. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – None

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. REQUEST FOR EXECUTIVE SESSION

The Board recessed at 6:25 pm to an executive session pursuant to RCW 42.30.140 (4)(a): To discuss grievance proceedings.

The Board estimated 15 minutes with no action to be taken.

The Board reconvened at 6:40 pm

XIII. ADJOURNMENT

The meeting was adjourned at 6:42 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: March 7, 2019 – 5:30 p.m.

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary



Lacey Fire District 3, WA

Check Report

By Check Number

Date Range: 03/07/2019 - 03/08/2019

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							
1461 0470-19-01	ACID REMAP LLC / ODED WURMAN Invoice	03/07/2019	03/08/2019 Annual Maintenance Fee for Policy App	Regular	0.00 0.00	2,000.00 2,000.00	21130
997 1159792	ALARM CENTER/CUSTOM SECURITY Invoice	03/07/2019	03/08/2019 Sta. 33 Monitoring Fees - 3/1/19 - 5/31/1	Regular	0.00 0.00	83.25 83.25	21131
981 02-2019	BARNES, JOHN C Invoice	03/07/2019	03/08/2019 Custodial Services - Feb. 2019	Regular	0.00 0.00	900.00 900.00	21132
656 23721	BRAUN NORTHWEST INC Invoice	03/07/2019	03/08/2019 Engine Placards	Regular	0.00 0.00	326.10 326.10	21133
1404 2/22/19 Brooks B 2/22/19 Chambe 2/22/19 Dickson	CITI CARDS - VISA Invoice Invoice Invoice	03/07/2019 03/07/2019 03/07/2019	03/08/2019 2/22/19 Brooks Business Expenses-Visa 2/22/19 Chambers Business Expenses-Vis 2/22/49 - Dickson Business Expenses - Vi	Regular	0.00 0.00 0.00	483.82 69.99 293.83 120.00	21134
704 14708 2/22/19 Utilities -	CITY OF LACEY Invoice Invoice	03/07/2019 03/07/2019	03/08/2019 Fuel - Jan. 2019 2/22/19 - Utilities - Water	Regular	0.00 0.00	4,443.31 3,629.29 814.02	21135
706 Oly Contract - Jan	CITY OF OLYMPIA Invoice	03/07/2019	03/08/2019 Oly Shop Contract - Jan. 2019 & Parts	Regular	0.00 0.00	17,310.25 17,310.25	21136
715 INV1905899	COPIERS NORTHWEST INC Invoice	03/07/2019	03/08/2019 Canon Copier Rental - Invoice #INV19058	Regular	0.00 0.00	532.10 532.10	21137
639 022219-2	CUTTERS EDGE Invoice	03/07/2019	03/08/2019 Chain Saw Repairs - Chain Conversion 16"	Regular	0.00 0.00	145.49 145.49	21138
640 29267	CW NIELSEN MFG CORP Invoice	03/07/2019	03/08/2019 Replacement Lt. Badge - BAMER	Regular	0.00 0.00	74.05 74.05	21139
113 INV244865 INV249800 INV251516	ECMS INC Invoice Invoice Invoice	03/07/2019 03/07/2019 03/07/2019	03/08/2019 Bunker Gear Maintenance WO 452870 & Bunker Gear Maintenance WO 452870 & Bunker Gear Maintenance Work Order 45	Regular	0.00 0.00 0.00	2,828.48 968.89 1,591.25 268.34	21140
594 23786	GARDNER'S TRUST INC Invoice	03/07/2019	03/08/2019 Landscape Maint. - Feb. 2019	Regular	0.00 0.00	1,860.08 1,860.08	21141
1518 Reimb. for Incide	KEN HUA Invoice	03/07/2019	03/08/2019 Incident Damage Repairs Reimbursement	Regular	0.00 0.00	470.30 470.30	21142
478 102840	LIGHTHOUSE UNIFORM CO Invoice	03/07/2019	03/08/2019 Uniform- Class A (Major)	Regular	0.00 0.00	530.72 530.72	21143
50282 2/20/19 Parsons	PARSONS, RYAN C Invoice	03/07/2019	03/08/2019 Expense Reimb. - Parsons	Regular	0.00 0.00	7.61 7.61	21144
365 210845	SEA-WESTERN INC Invoice	03/07/2019	03/08/2019 Drag Rescue Device (DRD)	Regular	0.00 0.00	62.40 62.40	21145
1187 2-703113	SIX ROBBLEES' INC Invoice	03/07/2019	03/08/2019 Tire Chains	Regular	0.00 0.00	1,079.29 1,079.29	21146
1314 7133	TAKE AIM, LLC Invoice	03/07/2019	03/08/2019 Weekly Delivery Charge - 11/28/19	Regular	0.00 0.00	2,573.30 20.00	21147

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
7368	Invoice	03/07/2019	Swim Uniform Heat Transfers INV#7368-7	0.00	419.86	
7588	Invoice	03/07/2019	Uniforms - LUENSMAN	0.00	26.14	
7622	Invoice	03/07/2019	Uniforms - Chaplain	0.00	40.29	
7624,7626,7627	Invoice	03/07/2019	Uniform INV#7623- 7624; 7626-7631	0.00	978.98	
7625	Invoice	03/07/2019	Uniforms - CAVILL	0.00	336.13	
7637,7645,7651	Invoice	03/07/2019	Uniform Inv#7637, 7645, 7651-7657, 765	0.00	751.90	
242	THUR CO TREASURER	03/08/2019	Regular	0.00	3,087.34	21148
Property Taxes -	Invoice	03/07/2019	Property Taxes - 2019	0.00	3,087.34	
137	ULTRA GREEN SYSTEMS	03/08/2019	Regular	0.00	351.65	21149
61977	Invoice	03/07/2019	Paper Towels 1249s & Center Pulls	0.00	351.65	
187	UNIFIRST CORPORATION	03/08/2019	Regular	0.00	1,023.78	21150
2/26/19 Feb. Stat	Invoice	03/07/2019	Laundry - Feb. 2019	0.00	1,023.78	
853	UPS	03/08/2019	Regular	0.00	81.39	21151
000008XY88089	Invoice	03/07/2019	Shipping, Invoice # 000008XY88089	0.00	81.39	
252	VFIS	03/08/2019	Regular	0.00	104.00	21152
195717116	Invoice	03/07/2019	Insurance Payment for Adding Brush Truc	0.00	104.00	
1366	WAXIE SANITARY SUPPLY	03/08/2019	Regular	0.00	277.48	21153
78057976	Invoice	03/07/2019	Janitorial Supplies	0.00	277.48	
765	ZEP SALES & SERVICE	03/08/2019	Regular	0.00	962.97	21154
9004025828	Invoice	03/07/2019	Pallet De-icer	0.00	962.97	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	25	0.00	41,599.16
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
	36	25	0.00	41,599.16

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: 306-2017 1232	CAPITAL PROJECTS FUND RICE FERGUS MILLER INC		03/08/2019	Regular	0.00	63,231.52	21155
<u>2017111-010</u>	Invoice	03/07/2019	2017111-010 LFD3	Facility Improvements	0.00	63,231.52	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	63,231.52
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
	1	1	0.00	63,231.52

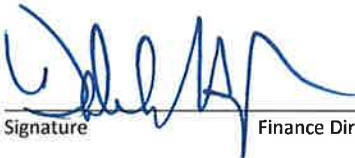
All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	26	0.00	104,830.68
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
	37	26	0.00	104,830.68

Fund Summary

Fund	Name	Period	Amount
001	General Fund	3/2019	41,599.16
306	2017 Capital Improvement Project Fund	3/2019	63,231.52
			104,830.68

Authorization Signatures

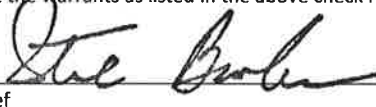


 Signature Finance Director

3/4/19

 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 02B-19

DIRECT DEPOSIT - KEY BANK	334,120.17
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	44,199.11
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	11,132.64
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
TAX DEPOSIT TOTAL	55,331.75
TOTAL PAYROLL	389,451.92