

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**May 16, 2019**

Present:

Chair Wilson

Vice Chair Dobry

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**

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

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

**III. SWEARING IN OF NEW FIREFIGHTERS**

The Chief welcomed the newest firefighters and their families and friends. Each firefighter gave a short introduction and background. Career firefighters Adam Graham, Wyatt Frantz and Max Konrad were sworn in. Firefighter Ryan Luensman, the 4<sup>th</sup> of the newest career firefighters, was sworn in previously. Volunteer Firefighter Jason Orme was also sworn in after having completed the Lacey Firefighter Skills Academy.

The Chair announced a short recess for family photos and light refreshments. The Chair reconvened the meeting at 5:45 PM

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the May 2, 2019 meeting of the Board of Fire Commissioners.

B. Draft minutes of the May 2, 2019 meeting of the Board for Volunteer Firefighters

C. Warrants

- General Fund 001 (Acct#6630) checks numbered #21314 through #21333 in the amount of \$82,680.23
- Equipment Repair and Replacement fund 103 (Acct#6636) check #21342 in the amount of \$1,871.94
- Capital Projects fund 301 (Acct#6631) check #21335 in the amount of \$5,379.97
- 2017 Capital Improvement Project Fund 306 (Acct#6639) checks numbered #21336 through #21341 in the amount of \$19,817.99

D. Payroll #05A-19 in the amount of \$1,069,322.43

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

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

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

Chris Clem, Olympic Ambulance Director, stated next week on 21<sup>st</sup> will be the 5<sup>th</sup> quarterly blood drive; Olympic Ambulance has assisted in collecting 109 units of blood and have continued to see increased participation. He reported they are working on a solicitation with the US Forest Service that would allow the crews to do EMS in a different setting and help out with what looks like a very busy wildland season.

**VI. COMMITTEE REPORTS**

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

Commissioner Kirkbride reported

- Paul Perz has been appointed as the representative to the West Region EMS Council; Commissioner Kirkbride will remain as the alternate.
- The Council reviewed the results of the poll conducted by Elway Consulting regarding Medic One. The results reflected strong support for Medic One, EMS and fire service in Thurston County.
- While some information has been received from the Department of Health regarding the Certificate of Need by St Petes, the FOIA request has not yet been fulfilled.

- Grants for special projects to fire service agencies were awarded; over \$13,000 was provided to eight agencies. SORT has a separate grant of \$5,000, Commissioner Kirkbride suggested they be considered as a line item in future budgets.
- The Council extended MPDs contract to 12-31-2020 to align with the end of the County budget cycle.
- The budget was reviewed and is on track.

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

Chair Wilson had no report.

Commissioner Kirkbride noted he would like to write a letter to the editor of the Olympian and distribute via social media thanking our legislative representatives in Thurston County and specifically Senator Sam Hunt for SB5272, and would like to sign the letter as a Fire Commissioner. The Board approved Commissioner Kirkbride's request.

C. City / District Liaison

No report. Next meeting is in June 18th. Commissioner Wilson will not be able to attend.

D. Thurston County Fire Commissioners Association

No report.

Commissioner Dobry reported on the SOP meeting last Monday confirmed the presentation for the meeting will be an update from FirstNet.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry reported

- Todd Stancil from the Emergency Management Council gave a summary of the integrative management exercise at Ocean Shores in February and discussed the next steps. An Interlocal Agreement to create a task force will be discussed at the next Executive Seminar on June 17<sup>th</sup>.
- A review of the Regional Transportation Plan occurred – no major changes were made.
- A report on Sustainable Thurston was provided.
- The legislative session just ended was reviewed.

- The proposed regional mitigation site for homelessness on Carpenter Road was discussed.
- The Port of Olympia has an online survey in progress.
- TRPC is polling members regarding the top issues over the next 2-10 years; Commissioner Dobry requested the Board email him with their top 3 issues by the end of the month. This will be discussed at the retreat on July 12<sup>th</sup>.

F. Community Outreach Status report  
Staff

1. HOA meetings on:
  - May 6<sup>th</sup> - Wedgewood at St 31; Commissioner Wilson attended with about 30 citizens.
  - May 9<sup>th</sup> – College Spring at St 33; Commissioner Wilson and Chief Brooks attended with about 15 citizens.
2. The District will again have a presence at the Lacey Fun Fair. Car seat checks will not occur as the Sheriff's Office will not be assisting and District Care Seat Technicians cannot handle the likely volume on their own.
3. The Chief attended Boys and Girls Club breakfast
4. The Chief inquired on the interest of having a table at the Mayors Gala – Commissioner Dobry will coordinate with the Chief.
5. The CERT class on the first two weekends in June is full.
6. Chief Cox is attending a meeting tonight at Ovation on Marvin Road; several of these HOA members will be in the CERT class

G. Nisqually Tribe Status report  
Staff

Chair Wilson noted that the Board had met in a workshop with the Medicine Creek Enterprise Corporation (MCEC) earlier today to discuss funding District services. The ultimate goal sounded agreeable to everyone – to reimburse the District for services received. MCEC is taking the lead on drafting an agreement.

H. Capital Facilities and Equipment Activities  
Staff

Chief Brooks gave the following updates:

1. 95% of bay door project is complete with all doors operational. The final walk-through is scheduled for the end of the month. Commissioner

Kirkbride noted that the doors look fantastic. The Chief noted he has had only positive feedback from members and citizens.

2. New station 34 continues in the permitting process. Additional questions are being answered and the site plan questions should be completed by next week.
3. Rick Walk, Director of Community Development, has indicated the City plans to move forward with Council action on annexation of the Steilacoom Road area, but implementation will likely be delayed for several months.
4. New engine 34 is still awaiting a part for the masterstream device. The part was to be installed here rather than the factory; when installed it was found to be too short. A new part sent was a repeat of the too short part; another new part is on order.
5. Old engine 34 is still in the shop in Kent.

## **VII. OLD BUSINESS**

### **A. District Policies Review**

The Board discussed the policies in general, and none have completely read through the binder.

Commissioner Roberts inquired about the two different formats – it was noted that one was the old format, and if any had the old format there had been no changes proposed. Ultimately, the format will be consistent across the polices, but this seemed, short term, a good way to differentiate.

Commissioner Kirkbride suggested codifying the policies to make finding references easier. He provided a sample from the City of Lacey. He noted that sometimes, the policy title was slightly different than the referenced policy. While overall a terrific job, it would be easier to navigate if codified. He also requested a Table of Contents.

Chair Wilson established a deadline of the end of the month to provide comments to staff. Staff will revise and render with all commissioner comments and provide online folder of pdfs for reviewing. Policies will be tentatively set for an agenda item at the June 20<sup>th</sup> meeting.

### **B. Performance Report**

The Board discussed the pros and cons of setting performance standards that are reasonable, in alignment with industry standards, and reflect our current staffing. The Chief noted the original standards were adopted over 10 years ago and much has changed in the interim. He also noted that the Board can revisit the standards and change as necessary.

Staff recommends adopting the standards as presented.

**MOTION:** To adopt the proposed performance standards presented in Appendix A in accordance with RCW 52.33

Motion: Commissioner Roberts

Second: Commissioner Dobry

Carried: Unanimous

## **VIII. NEW BUSINESS**

None

## **IX. ADMINISTRATIVE REPORT**

Chief Brooks reported:

- He attended the Congressional Fire Service Institute with a group of Washington Chiefs and was able to meet with legislative staff.
- He and Chief Fox will be at the Chiefs conference next week; Chief Fox is presenting on the Amtrak derailment and Chief Brooks on prevention and recovery from firefighter suicide
- CERT class full
- Mitigation site proposed by city – holding public hearing.

## **X. COMMISSIONER COMMENTS**

Commissioner Kirkbride continues to receive the Twitter feed from lacey Fire and is very impressed with the quality of the postings. Our staff is doing a terrific job.

Commissioner Roberts – no comments

Commissioner Ryder appreciated receiving the “Behind the Scenes” email from Team Red.

Commissioner Dobry noted the Chelan conference is nearing capacity for registrations.

Chair Wilson – no comments

## **XI. OTHER INFORMATION**

A. Suggestion Box – None

B. Correspondence – Letter from the Department of Health in response to the letter from the Board.

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

**XIII. ADJOURNMENT**

The meeting was adjourned at 6:55 p.m.

*Next Regular Meeting: June 6, 2019 – 5:30 p.m.*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
ATTEST: District Secretary

# Appendix A

## Lacey Fire District 3 Performance Standards

	<b>2007 Adopted Performance Standards</b>		<b>Proposed Performance Standards</b>
Turnout Time	3 minutes		2 minutes
Travel Time – St 31	11 minutes		7 minutes
Travel time – St 32	15 minutes		12 minutes
Travel Time – St 33	13 minutes		8 minutes
Travel Time – St 34	13 minutes		8 minutes
Travel Time – St 35	14 minutes		8 minutes
Travel Time – special operations calls – all stations	17 minutes		17 minutes
Travel Time – full first alarm assignment – all stations	17 minutes		17 minutes