

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

June 6, 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 May 16, 2019 of the Board of Fire Commissioners meeting.
 - B. Draft minutes of the May 16, 2019 Board of Fire Commissioners Workshop
 - C. Warrants
 - General Fund 001 (Acct#6630) checks numbered #21343 through #21364 in the amount of \$67,661.07
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks numbered #21365 through #21365 in the amount of \$2,198.00
 - D. Payroll # 05B-19 in the amount of \$390,524.85.
- 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

- D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Ryder
- 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. Policy Review and Adoption Process: Staff Updates and Discussion

VII. NEW BUSINESS

- A.

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: June 20, 2019 – 5:30 pm

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 4th 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 21st will be the 5th 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 17th.
- 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 12th.

F. Community Outreach Status report
Staff

1. HOA meetings on:
 - May 6th - Wedgewood at St 31; Commissioner Wilson attended with about 30 citizens.
 - May 9th – 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 policies, 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 20th 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

	2007 Adopted Performance Standards		Proposed Performance Standards
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

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE WORKSHOP

May 16, 2019

Present:

Chair Wilson

Vice Chair Dobry

Commissioner Ryder

Commissioner Roberts

Commissioner Kirkbride

I. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Motion: Commissioner

Second: Commissioner

Carried: Unanimous

II. HEARING OF THE PUBLIC / MEMBERS PRESENT

III. WORKSHOP DISCUSSION ITEMS

- A. Discussion with Medicine Creek Enterprise Corporation (MCEC) leadership regarding service to their properties

Chief Brooks presented an overview of the District and the service delivery model, concluding with information on District services to the Red Wind Casino.

CEO Bob Iyall noted that MCEC is in favor of compensation for services, and would prefer to utilize the existing mechanism of the community impact funds. He noted that currently, there are charitable grants and community impact funds, and that perhaps the Districts request was put into charitable when it should have been community impact.

CEO Iyall suggested that the District explore an MOU with the Tribe for community impact funds (CIF); the amount would be dependable and consistent. MCEC would have an agreement with the Tribe that a designated amount of the CIF go to the District. The overall goal would be for the CIF to cover the cost of District services. If at the end of the year, a gap existed between the CIF and District services, the District and MCEC could discuss.

Commissioner Kirkbride asked if the district would still be eligible for charitable funds for special projects and CEO Iyall indicated the District could apply for those as special projects arose.

CEO Iyall asked if the District could provide information on how the fee structure used in the agreement with the Tribe was developed. The Chief noted it was established five years ago and has not been updated, and covered a single unit response.

CEO Iyall stated he would have their attorney work on drafting an amendment to the existing agreement covering discussed issues.

B. Staff report and discussion on long-range planning assumptions for District services

Chief Brooks provided an overview of actual revenue and expenditures for 2018, 2019 budget to-date-spending and estimated end-of-year balances, and an estimate for 2020. He noted that 2020 is the final year of our levy.

He presented five-year projections of the budget with and without levy restorations, given our current funding methods. The Chief also discussed options available to a Fire District for funding, such as M and O levy, fee-for-service, benefit charge and EMS levy.

He noted service demand continues to increase - our call volume has increased 14% over this time last year. While not immediate, additional resources will be needed in the future; the peak time aid unit at Station 33 will be transitioning to a 24-hour staffed unit in June.

The Commissioners discussed re-implementing a Citizens Advisory Committee (CAC). The Chief noted he will be briefing the former CAC and will inquire as to their availability to meet with the Commissioners.

IV. ADJOURNMENT

The workshop was adjourned at 5:03 p.m.

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	23	0.00	69,859.07
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
	38	23	0.00	69,859.07

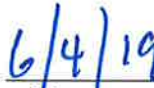
Fund Summary

Fund	Name	Period	Amount
001	General Fund	6/2019	67,661.07
306	2017 Capital Improvement Project Fund	6/2019	2,198.00
			69,859.07

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



Lacey Fire District 3, WA

Check Report

By Check Number

Date Range: 06/06/2019 - 06/07/2019

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							
997 1171901	ALARM CENTER/CUSTOM SECURITY Invoice	06/06/2019	06/07/2019 S33 Monitoring Fees 6/1/19 - 8/31/19	Regular	0.00 0.00	89.07 89.07	21343
1139 5/14/19 2 Annual	ANYTIME FITNESS Invoice	06/06/2019	06/07/2019 Annual Membership for Medic 2	Regular	0.00 0.00	785.26 785.26	21344
981 05-2019	BARNES, JOHN C Invoice	06/06/2019	06/07/2019 Custodial Services - May, 2019	Regular	0.00 0.00	880.00 880.00	21345
1507 10446-2	BLACK LAKE AUTO WRECKING Invoice	06/06/2019	06/07/2019 Training - Delivery and Removal of Junk V	Regular	0.00 0.00	400.00 400.00	21346
706 5/10/19 Oly Shop	CITY OF OLYMPIA Invoice	06/06/2019	06/07/2019 Oly Shop - Contracted Svs. April, 2019	Regular	0.00 0.00	22,012.31 22,012.31	21347
715 INV1955282	COPIERS NORTHWEST INC Invoice	06/06/2019	06/07/2019 Canon Copier Rental - 5/14/19 - 6/13/19	Regular	0.00 0.00	587.74 587.74	21348
113 INV275872 INV275878 INV276232 INV283746	ECMS INC Invoice Invoice Invoice Invoice	06/06/2019 06/06/2019 06/06/2019 06/06/2019	06/07/2019 2019 Bunker Gear Inspection -D Shift WO B Shift 2019 Annual Bunker Gear Inspecti Bunker Gear Maintenance - WO 46187 C Shift Annual Bunker Gear Inspection	Regular	0.00 0.00 0.00 0.00	14,707.36 795.54 7,323.32 447.08 6,141.42	21349
1521 5/14/19 for April 5/31/19 Services	ERICKSON, THANE M. Invoice Invoice	06/06/2019 06/06/2019	06/07/2019 5/14/19 Practicum Supervision for Doctor 5/31/19 Practicum Supervision for May, 2	Regular	0.00 0.00 0.00	800.00 400.00 400.00	21350
594 24052 24098	GARDNER'S TRUST INC Invoice Invoice	06/06/2019 06/06/2019	06/07/2019 Grounds Maintenance - May, 2019 S34 - Removal of Dead Trees, Stumps, Re	Regular	0.00 0.00 0.00	5,255.53 2,339.24 2,916.29	21351
50229 5/20/19 Expense	HUNTER, JASON JAKE Invoice	06/06/2019	06/07/2019 Training - Hunter, Expense Reimb.	Regular	0.00 0.00	1,588.89 1,588.89	21352
552 15851	INTL ASSN OF ARSON INVEST Invoice	06/06/2019	06/07/2019 IAAI Annual Membership (Heikes, Frost, R	Regular	0.00 0.00	420.00 420.00	21353
1138 6939	KING CO FIRE TRNG OFF ASSN Invoice	06/06/2019	06/07/2019 Training KCFTOA	Regular	0.00 0.00	2,325.00 2,325.00	21354
480 INV275340 INV281949	LN CURTIS & SONS INC Invoice Invoice	06/06/2019 06/06/2019	06/07/2019 Wildland Coats Hose Parts	Regular	0.00 0.00 0.00	7,156.73 6,919.02 237.71	21355
1032 0541396-IN	NATIONAL SAFETY INC Invoice	06/06/2019	06/07/2019 Gas Monitor Repair (E312)	Regular	0.00 0.00	122.70 122.70	21356
1284 1657	PALADIN BACKGROUND SCREENING Invoice	06/06/2019	06/07/2019 Background Checks	Regular	0.00 0.00	343.00 343.00	21357
410 5/30/19 - Acct #2	PATTISON WATER CO Invoice	06/06/2019	06/07/2019 5/30/19 - S32 Utilities - Water, Acct. #201	Regular	0.00 0.00	38.08 38.08	21358
1299 23176	PETROGEN Invoice	06/06/2019	06/07/2019 Torch Warranty Repair & 3 Replacement	Regular	0.00 0.00	64.50 64.50	21359
414	PITNEY BOWES GLOBAL FIN. SVS LLC		06/07/2019	Regular	0.00	168.70	21360

Check Report

Date Range: 06/06/2019 - 06/07/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
3308911917	Invoice	06/06/2019	Postage Machine Rental - Q3, 2019	0.00	168.70	
365	SEA-WESTERN INC	06/07/2019	Regular	0.00	7,250.69	21361
211815 , CM 2120	Invoice	06/06/2019	Haix Boots INV 32926 & Credit Memo 212	0.00	79.71	
212036	Invoice	06/06/2019	Blowhard Fan	0.00	3,985.90	
212258	Invoice	06/06/2019	Thermal Imaging Camera (TIC) Repair	0.00	873.76	
212481	Invoice	06/06/2019	Boots	0.00	327.90	
212587	Invoice	06/06/2019	Boots	0.00	642.07	
212627	Invoice	06/06/2019	Helmet Fronts	0.00	103.18	
212645	Invoice	06/06/2019	AirSamples	0.00	131.00	
212663	Invoice	06/06/2019	Air Samples	0.00	262.00	
212676	Invoice	06/06/2019	Structure Boots for Luensman	0.00	413.82	
212690	Invoice	06/06/2019	HAIX Structure Boots VAN GUSE & ELIASO	0.00	431.35	
1443	THUR CO FD 17	06/07/2019	Regular	0.00	1,825.67	21362
5/20/19 - FD17 -	Invoice	06/06/2019	Bunker Gear	0.00	1,825.67	
252	VFIS	06/07/2019	Regular	0.00	736.00	21363
96188117	Invoice	06/06/2019	Insurance - Add New Velocity	0.00	736.00	
114	WHISLER COMMUNICATIONS	06/07/2019	Regular	0.00	103.84	21364
3828	Invoice	06/06/2019	Apparatus Radio Repair	0.00	103.84	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	22	0.00	67,661.07
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	22	0.00	67,661.07

Check Report

Date Range: 06/06/2019 - 06/07/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: 306-2017	CAPITAL PROJECTS FUND					
480	LN CURTIS & SONS INC	06/07/2019	Regular	0.00	2,198.00	21365
<u>INV277052</u>	Invoice	06/06/2019	New Engine Equipment- Portable Ground	0.00	2,198.00	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,198.00
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	2,198.00

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 05B-19

DIRECT DEPOSIT - KEY BANK	334,131.07
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	45,230.46
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	11,163.32
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
TAX DEPOSIT TOTAL	56,393.78
TOTAL PAYROLL	390,524.85