

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

June 20, 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 June 6th, 2019 of the Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct#6630) checks numbered #21381 through #21402 in the amount of \$68,152.72
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) checks numbered #21403 through #21404 in the amount of \$4,552.86
 - 2017 Capital Improvement Project Fund 306 (Acct#6639) check numbered #21380 in the amount of \$2,330.40
 - C. Payroll # 06A-19 in the amount of \$1,051,409.83.
- 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. District Policies Review: Discussion/Proposed Adoption
- VII. NEW BUSINESS**
- A. Suspend Thursday, July 4th meeting in observance of national holiday:
Proposed Action
- B. Potential Surplus of Equipment (Appendix A)
- C. TCOMM911 Member Affirmation: Discussion/Potential Action (Appendix B)
- 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: July 18th – 5:30 pm



LACEY FIRE DISTRICT THREE

Service with Excellence

COMMISSIONERS
Eugene W. Dobry, Jr
K. Frank Kirkbride
Sylvia Roberts
Liberty Ryder
Judy Wilson
FIRE CHIEF
Steve Brooks

APPENDIX A

June 20, 2019

Declaration of Surplus Equipment

The following is requested to be deemed surplus to the needs of the District:

Item Description:

- 1994 Pierce Dash model fire engine
 - VIN: 4P1CT02D5RA000286
 - License 25790C

Reason for Surplus: The unit has reached the end of its scheduled service life based on the adopted equipment replacement schedule.

Method of Surplus: Sale to highest bidder / offer

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

June 6, 2019

Present:

Vice Chair Dobry
Commissioner Ryder
Commissioner Roberts
Commissioner Kirkbride

• **CALL TO ORDER / FLAG SALUTE**

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

Vice Chair Dobry noted that Chairman Wilson was excused from this meeting.

• **APPROVAL OF THE AGENDA**

MOTION: To accept the agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

• **APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the May 16, 2019 meeting of the Board of Fire Commissioners.

B. Draft minutes of the May 16, 2019 meeting of the 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

- Payroll #05B-19 in the amount of \$390,524.85

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

- **HEARING OF THE PUBLIC / MEMBERS PRESENT**

None.

- **COMMITTEE REPORTS**

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

Commissioner Kirkbride reported the following:

- No report. Next meeting scheduled for Wednesday, June 19th.

Commissioner Kirkbride is the alternate representative from EMS Council to West Region EMS Council and attended meeting on June 5th, 2019.

- Discussed the St. Pete's Certificate of Need and noted West Region EMS Council may write a letter to the Department of Health regarding concerns. Thurston County Medic One received a large document from the Department of Health, however it was incomplete because it did not contain all of the letters sent in from interested stakeholders.
- Pierce County is opening a new mental health hospital in July of this year.
- One Pierce County fire district is contracting with Dispatch Health to provide community medicine which includes Nurse Practitioners as a pilot program.

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

Commissioner Roberts attended and reported that:

- TCOMM Financial report showed sales tax down, however expenses are still below projections.
- 911 telephone system contract is up in May 2020 and TCOMM is looking at 5 vendors. They are looking to make a decision and have work done and in place by May of next year.
- 3 resolutions were discussed.
 - Resolution to approve the 0.01% sales tax to go on November ballot. The Board unanimously approved the measure.
 - Resolution regarding requirements associated with RCW 82.14.420.
 - Resolution regarding a budget revision. TCOMM was advised to waive fee per contract, resulted in a reduction in their budget of about \$50,000.

C. City / District Liaison

No report. Next meeting is scheduled for Tuesday, June 18th.

Commissioner Roberts requested information about city managed Long Lake Park in regards to the dock being removed, access to the park in terms of it being open or closed, and if there are lifeguards on duty.

D. Thurston County Fire Commissioners Association

Commissioner Dobry attended and reported that:

- Meeting program on May 21st was provided by Shelley Westall from First Net.
- FirstNet will have 50 new cell towers within the State of Washington and 8 strategically deployable units to support network available to be dispatched in case of disaster.
- There was a motion about hospitality room at conference to contribute up to \$400 and Pierce County would match. Motion was approved.
- There was discussion about District 9 Training Facility issuing a letter regarding the rates and usage fees for 2019-2020.
- Southwest Regional Fire Authority currently working with the Chehalis Tribe on their service contract.
- The August meeting at Lake Lawrence was approved.

E. Thurston Regional Planning Council (TRPC)

Next meeting is scheduled on June 7th, 2019. Commissioner Dobry shared that he submitted the following long-range items to discuss at their retreat:

- Hospital bed capacity.
- Increased population in county/aging population.
- Homelessness.

F. Community Outreach Status Report Staff

Chief Brooks gave the following updates:

1. First CERT course has been well attended. Final meetings scheduled June 7th - 8th. Chief Brooks stated he will attend the June 8th meeting.
 - Commissioner Dobry inquired about upcoming CERT course dates and asked to start advertising once posted.
 - Commissioner Kirkbride noted he would like to share CERT course dates when talking with HOAs.
 - Chief Brooks shared that Battalion Chief Hulse would be planning the next CERT course for this fall.

2. Lacey Fire District 3 and Olympia Fire Department participated in the 2019 Washington State Fallen Firefighter Memorial on Sunday, June 2nd at 1pm at the Capitol Building.
3. On Tuesday, June 11th Engine 34 will be placed into service at Station 34. Push In ceremony will take place at 10:30 am.
4. Wednesday, June 12th is the Volunteer Academy Graduation at the Minnaert Center at SPSCC.
5. Flag Day is on Friday, June 14th. Lacey Fire District 3 will participate with Olympia Fire Department at an event held at South Sound Center at 4pm.

G. Nisqually Tribe Status Report

Chief Brooks stated he would be reaching out to CEO Iyall for an update.

H. Capital Facilities and Equipment Activities

Chief Brooks gave the following updates:

- New Station 34 plans deemed substantially complete and approved by county. Working through some frontage improvements by close of business June 7th for full approvals. Meeting Rice Fergus Miller on Tuesday, June 11th to finalize packets. Bid packets to be posted by mid June with bids out for 30-day window with possible submission date from the 12th – 18th.
 - District did need to hire third party commissioning agent and place under contract to submit compliance with Washington energy code.

- **OLD BUSINESS**

A. District Policies Review and Adoption

Commissioners returned comments with vast majority of change recommendations regarding structural suggestions. Chief Brooks asked for permission to amend wording by end of next week for commissioner review. Additionally, he requested adoption of actual policies even if final structure isn't complete by next meeting. Commissioners were in agreement.

- **NEW BUSINESS**

None

- **ADMINISTRATIVE REPORT**

Chief Brooks gave the following updates:

- Financial report and general fund summary at 60% of revenue year to date and only 39% of expense.
 - Commissioner Dobry inquired if any projected large payments upcoming in General Fund. Chief Brooks stated currently 2.5% below budget, no umbrella payments are outstanding and that the budget is trending well, however wildfire season has just started.
 - Chief Brooks noted that the district is awaiting a ~ \$50,000 repayment from the Federal Government for the 2018 Summer Season (Chino Fire).
 - EF Recovery is performing at 40% recovery or about \$4,000/month or less than \$50,000 year.
 - Commissioner Dobry requested information about Nisqually payments, and Finance Director Hough reported payments up to date.
 - Chief Brooks noted that Capital Project Fund has large balances in fund, because waiting to build the new station.
 - Commissioner Kirkbride stated appreciation to Finance Director Hough for report.
 - Reported that spoke with Lacey Police Chief Semko regarding City Homeless Mitigation site. Lacey Fire District 3 asked to be included in discussion.
 - Marvin/Steilacoom Road annexation would most likely move forward end of this year/beginning of next. Anticipated action at next meeting.
 - Noted two Century Link phone system failures in 3 days, which did not affect 911 communications.
 - Lacey Fire District 3 offering support to East Olympia Fire District 6 after Fire Chief Warren Peterson's motorcycle accident.
 - Acknowledged Deputy Chief Cox completed Leadership Thurston County and will graduate the week of June 10th.
 - Tentative special meeting scheduled if needed for Tuesday, July 23rd at 5:30pm to award Station 34 bids.

- **COMMISSIONER COMMENTS**

Commissioner Kirkbride stated he would attend the IFC Executive Seminar on the 17th with Commissioner Dobry.

Commissioner Roberts shared a thank you to Deputy Chief Dickson for her work putting the employee handbook together.

Commissioner Ryder stated she was sorry to be out of town for Engine 34 Pushing In Ceremony on Tuesday, June 11th.

Commissioner Dobry stated he will be attending the volunteer graduation with Commissioner Roberts.

- **OTHER INFORMATION**

- A. Suggestion Box

- None

- B. Correspondence –

- i. Thank you received from Jubilee Community for attendance at Jubilee Health Fair.
 - ii. Thank you received from a care provider for the A Shift crew.
 - iii. Chief Brooks contacted by City Council Candidate Harold Jones (Position 2) and asked for a tour of headquarters.

- **HEARING OF THE PUBLIC / MEMBERS PRESENT**

- None.

- **REQUEST FOR EXECUTIVE SESSION**

The regular meeting adjourned to the Executive Session pursuant to RCW 42.30.140(4)(a): To discuss grievance proceedings for 10 minutes with no action expected.

- **ADJOURNMENT**

An announcement made to the public waiting that the executive session was concluded. The meeting was reconvened at 6:38 and then adjourned at 6:39 with no action taken.

Next Regular Meeting: June 20, 2019 – 5:30 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	39	24	0.00	72,705.58
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
	39	24	0.00	72,705.58


Fund Summary

Fund	Name	Period	Amount
001	General Fund	6/2019	68,152.72
306	2017 Capital Improvement Project Fund	6/2019	4,552.86
			72,705.58

Authorization Signatures

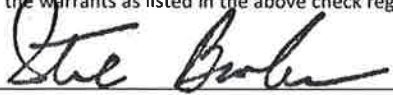


 Signature Finance Director



 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: 06/20/2019 - 06/21/2019

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: 001-GENERAL FUND						
400	AMERISAFE	06/21/2019	Regular	0.00	32.79	21381
47309	Invoice	06/20/2019	Recharge Extinguishers	0.00	32.79	
446	ASSOCIATED PETROLEUM	06/21/2019	Regular	0.00	1.10	21382
9043194	Invoice	06/20/2019	Sta 32 Propane Tank Rental	0.00	1.10	
541	BATTERIES PLUS	06/21/2019	Regular	0.00	551.33	21383
P15496719	Invoice	06/20/2019	BATTERY RESUPPLY	0.00	551.33	
1415	BENTLEY, JACOB A	06/21/2019	Regular	0.00	400.00	21384
6/6/19 Bentley -	Invoice	06/20/2019	Practicum Supervision for Doctoral Stude	0.00	400.00	
1356	CENTURYLINK - BUSINESS SVS	06/21/2019	Regular	0.00	572.58	21385
1469968115	Invoice	06/20/2019	6/7/19 - Telecommunication Expenses, A	0.00	572.58	
151	CENTURYLINK - LOCAL	06/21/2019	Regular	0.00	247.57	21386
6/2/19 Acct. #36	Invoice	06/20/2019	6/2/19 Phone Expenses Acct. #360-412-0	0.00	247.57	
1161	CHAMBERS PRAIRIE ELECTRIC	06/21/2019	Regular	0.00	382.55	21387
11495	Invoice	06/20/2019	Sta 31 and 32 Wiring Repairs	0.00	382.55	
113	ECMS INC	06/21/2019	Regular	0.00	3,008.98	21388
INV285804	Invoice	06/20/2019	Bunker Gear Maintenance Work Order 47	0.00	2,866.25	
INV285824	Invoice	06/20/2019	C Shift Inspection - PETERSON	0.00	142.73	
589	FOSTER PEPPER PLLC	06/21/2019	Regular	0.00	7,827.00	21389
1222537	Invoice	06/20/2019	Legal Services	0.00	7,827.00	
25434	FOX, RYAN J	06/21/2019	Regular	0.00	403.68	21390
5/30/19 Exp. Rei	Invoice	06/20/2019	Travel Expense Reimb. - Ryan Fox, Meals	0.00	403.68	
50346	HEIKE WARD	06/21/2019	Regular	0.00	1,073.07	21391
6/3/19 Exp. Reim	Invoice	06/20/2019	Expense Reimb. - Baltimore Conf. Meals,	0.00	1,073.07	
50264	JOHNSON, JESSICA E	06/21/2019	Regular	0.00	1,380.90	21392
6/10/19 Exp. Rei	Invoice	06/20/2019	Expense Reimb. -J. Johnson, PM Class Reg	0.00	1,380.90	
480	LN CURTIS & SONS INC	06/21/2019	Regular	0.00	308.51	21393
INV285249	Invoice	06/20/2019	PPE for New Paramedics	0.00	308.51	
1284	PALADIN BACKGROUND SCREENING	06/21/2019	Regular	0.00	142.00	21394
1679	Invoice	06/20/2019	Background Screening	0.00	142.00	
418	PUGET SOUND ENERGY INC	06/21/2019	Regular	0.00	6,222.12	21395
6/6/19 Utilities -	Invoice	06/20/2019	Utilities - Electricity & Natural Gas	0.00	6,222.12	
1065	RAPCO INDUSTRIES INC	06/21/2019	Regular	0.00	10.25	21396
071597	Invoice	06/20/2019	Terminator Chain Sharpening	0.00	10.25	
365	SEA-WESTERN INC	06/21/2019	Regular	0.00	578.16	21397
212804	Invoice	06/20/2019	Helmet Fronts (No Passport Tag) for New	0.00	107.92	
212805	Invoice	06/20/2019	Cairns Leather Helmet Front (No Passport	0.00	62.73	
212849	Invoice	06/20/2019	Hodge - Wildland boot	0.00	306.12	
212895	Invoice	06/20/2019	Helmet Passport Tag Black W/ White Lett	0.00	101.39	
888	TEMP CONTROL MECH SVS CORP	06/21/2019	Regular	0.00	437.74	21398
4375	Invoice	06/20/2019	Sta. 33 Air pumps and AC Repair	0.00	437.74	
1376	US BANK	06/21/2019	Regular	0.00	39,070.69	21399

Check Report

Date Range: 06/20/2019 - 06/21/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6/6/19 Chambers	Invoice	06/20/2019	6/6/19 Chambers Business Expenses - Visa	0.00	6,591.47	
6/6/19 Chief Bro	Invoice	06/20/2019	6/6/19 Chief Brooks Business Expenses -	0.00	710.71	
6/6/19 Chief Dick	Invoice	06/20/2019	6/6/19 Chief Dickson Business Expenses -	0.00	11,729.06	
6/6/19 Chief Rya	Invoice	06/20/2019	6/6/19 Chief Ryan Cox Bus Exp. - Visa	0.00	753.96	
6/6/19 DeBell Bu	Invoice	06/20/2019	6/6/19 DeBell Business Expenses - Visa	0.00	3,977.59	
6/6/19 Fejeran B	Invoice	06/20/2019	6/6/19 Fejeran Business Expenses - Visa	0.00	238.41	
6/6/19 Hillig Busi	Invoice	06/20/2019	6/6/19 Hillig Business Expenses - Visa	0.00	1,871.49	
6/6/19 Hough Bu	Invoice	06/20/2019	6/6/19 Hough Business Expenses - Visa	0.00	370.00	
6/6/19 Hulse Busi	Invoice	06/20/2019	6/6/19 Hulse Business Expenses - Visa	0.00	209.35	
6/6/19 Jeter Bus.	Invoice	06/20/2019	6/6/19 Jeter Business Expenses - Visa	0.00	8,887.90	
6/6/19 Jeter Unif	Invoice	06/20/2019	6/6/19 Jeter Uniform Business Expenses -	0.00	3,640.75	
6/6/19 Perrine B	Invoice	06/20/2019	6/6/19 Perrine Business Expenses - Visa	0.00	90.00	
1392	VOYAGER FLEET SYSTEMS / US BANK	06/21/2019	Regular	0.00	3,646.69	21400
869357335922	Invoice	06/20/2019	Fuel - June 2019 Statement for May Char	0.00	3,646.69	
1073	WESTCARE CLINIC LLC	06/21/2019	Regular	0.00	450.00	21401
0519LFD3	Invoice	06/20/2019	Medical Services - New Member Physical	0.00	450.00	
114	WHISLER COMMUNICATIONS	06/21/2019	Regular	0.00	1,405.01	21402
3863	Invoice	06/20/2019	Mobile Radio Deck & Accessories	0.00	1,405.01	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	22	0.00	68,152.72
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
	37	22	0.00	68,152.72

Check Report

Date Range: 06/20/2019 - 06/21/2019

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						
589	FOSTER PEPPER PLLC	06/21/2019	Regular	0.00	3,852.00	21403
<u>1222538</u>	Invoice	06/20/2019	Legal Services - S34 Remodel	0.00	3,852.00	
480	LN CURTIS & SONS INC	06/21/2019	Regular	0.00	700.86	21404
<u>INV285919</u>	Invoice	06/20/2019	Helmet Holders	0.00	700.86	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	4,552.86
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
	2	2	0.00	4,552.86

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,330.40
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	2,330.40

Fund Summary

Fund	Name	Period	Amount
306	2017 Capital Improvement Project Fund	6/2019	2,330.40
			2,330.40

Authorization Signatures

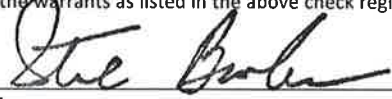


 Signature Finance Director

6/10/19

 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



Lacey Fire District 3, WA

Check Report

By Check Number

Date Range: 06/10/2019 - 06/10/2019

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					
704	CITY OF LACEY	06/10/2019	Regular	0.00	2,330.40	21380
<u>118-14-140400</u>	Invoice	06/10/2019	Plan Check and Inspection Fees	0.00	2,330.40	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,330.40
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	2,330.40

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 06A 2019

Checks Total Amount	349,916.53
<hr/>	
DIRECT DEPOSIT - KEY BANK	388,020.90
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	71,941.14
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	20,397.02
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	800.80
Net Tax Deposit Total	93,138.96
<hr/>	
UNEMPLOYMENT FUND	0.00
<hr/>	
WASH STATE DEPT OF RETIREMENT SYSTEMS	220,333.44
<hr/>	
TOTAL PAYROLL	1,051,409.83