

**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 19<sup>th</sup>.

Commissioner Kirkbride is the alternate representative from EMS Council to West Region EMS Council and attended meeting on June 5<sup>th</sup>, 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 18<sup>th</sup>.

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 21<sup>st</sup> 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 7<sup>th</sup>, 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 7<sup>th</sup> - 8<sup>th</sup>. Chief Brooks stated he will attend the June 8<sup>th</sup> 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 2<sup>nd</sup> at 1pm at the Capitol Building.
3. On Tuesday, June 11<sup>th</sup> Engine 34 will be placed into service at Station 34. Push In ceremony will take place at 10:30 am.
4. Wednesday, June 12<sup>th</sup> is the Volunteer Academy Graduation at the Minnaert Center at SPSCC.
5. Flag Day is on Friday, June 14<sup>th</sup>. 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 7<sup>th</sup> for full approvals. Meeting Rice Fergus Miller on Tuesday, June 11<sup>th</sup> to finalize packets. Bid packets to be posted by mid June with bids out for 30-day window with possible submission date from the 12<sup>th</sup> – 18<sup>th</sup>.
  - 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 10<sup>th</sup>.
  - Tentative special meeting scheduled if needed for Tuesday, July 23<sup>rd</sup> at 5:30pm to award Station 34 bids.

- **COMMISSIONER COMMENTS**

Commissioner Kirkbride stated he would attend the IFC Executive Seminar on the 17<sup>th</sup> 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 11<sup>th</sup>.

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.*

  
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Chair

  
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Commissioner

  
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Commissioner

  
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Vice Chair

  
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Commissioner

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ATTEST: District Secretary