

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

August 15, 2019

5:30 pm

To Be Conducted at Station 34 - 8407 Steilacoom Rd. SE

- 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 August 1st, 2019 Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct#6630) check numbered #21491 in the amount of \$45.56
 - General Fund 001 (Acct#6630) checks numbered #21492 through #21513 in the amount of \$82,735.44
 - Donations Fund 101 (Acct#6633) check numbered #21514 in the amount of \$2,458.06
 - Capital Improvement Project Fund 306 (Acct# 6639) checks #21515 through #21516 in the amount of \$2,062.78
 - C. Payroll #08A 2019 in the amount of \$1,105,258.45
- V. **COMMITTEE REPORTS**
 - A. Limited to time-sensitive updates
- VI. **OLD BUSINESS**

A.

VII. NEW BUSINESS

- A. Resolution Addressing Endorsement of TCOMM911 Ballot Measure
(Appendix A)

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

- A. Suggestion Box
B. Correspondence

XI. GROUND-BREAKING FOR NEW STATION CONSTRUCTION

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: September 5th, 2019 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

August 1, 2019

Present:

Chairman Wilson

Vice Chair Dobry

Commissioner Roberts

Commissioner Kirkbride

I. CALL TO ORDER / FLAG SALUTE

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

Chairman Wilson noted that Commissioner Hetzler was excused from this meeting.

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the July 18th, 2019 meeting of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct#6630) checks numbered #21459 through #21474 in the amount of \$50,886.01
- 2017 Capital Improvement Project Fund 306 (Acct#6639) check numbered #21475 in the amount of \$27,142.47

C. Payroll

- Payroll #07B-19 in the amount of \$393,411.05

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Kirkbride stated there was no report. Next meeting is August 21st and Commissioner Hetzler will be attending in his absence.

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

Chairman Wilson had no report, as there was not an August meeting.

Commissioner Roberts will be attending in her absence at their next meeting.

F. City / District Liaison

Chief Brooks reported that the next meeting will be held on August 20th at City Hall.

G. Thurston County Fire Commissioners Association

Chief Brooks reported that there will be a meeting/picnic held on August 20th.

H. Thurston Regional Planning Council (TRPC)

Chairman Wilson reported that there was no meeting this month.

I. Community Outreach Status Report

Staff

Chief Brooks provided the following updates:

- The District is onsite at the Thurston County Fair. Medic One increased presence this year and is doing Hands Only CPR training with new manikins.
- National Night Out will be Tuesday, August 6th. The District will be at Horizon Pointe Park from 5:30pm -8pm and Beachcrest HOA from 5pm-8pm.
- Capitol Metro Girls Camp will be held August 17th and 18th of the month.

J. Nisqually Tribe Status Report -

Chief Brooks reported he forwarded the agreement to CEO Ilayll with an effective date of July 23rd.

K. Capital Facilities and Equipment Activities

Chief Brooks provided the following updates:

- FEI Director Matt Chambers attended the Pre Submission Hearing for possible structure changes at Station 32. The District will need to initiate the Special Use Permit process. Currently, Station 32 is going through a gopher inspection.
- Commissioner Kirkbride asked information regarding the Special Permit Use process at Station 32 and previous conversations with the Nisqually Tribe regarding the building of a Public Safety Building in conjunction with the District.
 - Per Chief Brooks there have not been any new conversations regarding the building, however some beginning work had been done to conceptualize the potential project in the past.

VI. OLD BUSINESS

Chief Brooks provided the following updates:

- He issued an intent to award to the lowest apparent successful bidder for the Station 34 project, which was Jones & Roberts, at approximately \$6.4 million.
- Pre-construction meeting to take place on Monday, August 5th with ground breaking at Station 34 to begin mid-month.

MOTION: To authorize Chief Brooks to sign document A-101, a standard form agreement between owner and contractor, between Lacey Fire District 3 with Jones & Roberts Company, including Appendix's A-E:

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

VII. NEW BUSINESS

A. Budget Adjustment for Member Recognition: Staff Report/Possible Action

- a. The Chief discussed incorporating member recognition awards and events to come out of the general fund budget. He proposed up to \$1,500 be made available for the September staff recognition event.

The budget adjustment was approved and authorized through a consensus of the Board.

B. Second Issuance of UTGO Bonds: Staff Report/Possible Action

- a. The Chief explained we are at or below budget target, of the 2017 initial issued amount of \$10 million to start on Station 34. He shared that staff discussed project timelines and the impact of the upcoming projects and apparatus purchases to our tax payers. To limit upcoming increases to apparatus purchases and to prepare for upcoming projects, he requested reengagement of the Bond Council and underwriters. He requested Board approval to reengage with the Bond Council to bring back a proposal for issuing the next round \$10 million at the end of this year.

Re-engagement of the Bond Council was approved and authorized through a consensus of the Board.

VIII. ADMINISTRATIVE REPORT

Chief Brooks gave the following updates:

- On August 6th, he will be assisting the Olympia Fire Department's final screening process for their Fire Chief position.
- He and Jeff Holguin will be presenting at Fire Chief's International Conference on August 9th.
- Capital Metro Girls Camp to begin on Saturday, August 17th. He extended an invitation to the Board to attend.
- Deputy Chief Dickson is finalizing surplus of an engine to Firefighters Across Borders.
- The other surplus fire engine is now serving Central Mason Fire in the Lake Limerick community.
- Dispatch Health is launching in Thurston County today. He shared that he met with all ALS agencies and received a brief overview of their services.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride stated he is excited to see that Dispatch Health is in our community. He mentioned that he will be out of town for the August 15th meeting.

Commissioner Roberts shared her thanks for District presence at the Thurston County Fair.

Commissioner Dobry stated he was glad to be back from his recent trip.

Commissioner Wilson stated she has been watching Active 911 and discussed some of the recent calls.

X. OTHER INFORMATION

A. Suggestion Box - none

B. Correspondence

- i. Received Thank You notes from individuals in the community
- ii. DC Cox reported that District responded to recent fatality fire
- iii. Battalion Chief Crimmins had a fire last Thursday morning which a resident was airlifted and we received information Sunday of an improved prognosis
- iv. Awaiting update on last week's water rescue

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT – none

XII. REQUEST FOR EXECUTIVE SESSION

A. In accordance with RCW 42.30.110(g): To review the performance of a public employee

XIII. ADJOURNMENT

The executive session began at 6:15pm and ended at 6:25pm with no actions taken.

The Board of Fire Commissioners meeting adjourned at 6:28pm.

Next Regular Meeting: August 15, 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	1	1	0.00	45.56
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	45.56

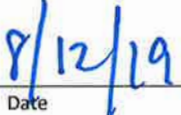
Fund Summary

Fund	Name	Period	Amount
001	General Fund	8/2019	45.56
			45.56

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: 08/07/2019 - 08/08/2019

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						
280	THUR CO FD3 REV FUND	08/07/2019	Regular	0.00	45.56	21491
Reimb. 8/15/19	Invoice	08/15/2019	Comm. Mtg. 8/15/19, Reimb. of Rev. Fun	0.00	45.56	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	45.56
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	45.56

All Bank Codes Check Summary

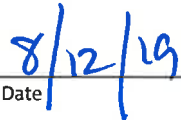
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	43	25	0.00	87,256.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	43	25	0.00	87,256.28

Fund Summary


Fund	Name	Period	Amount
001	General Fund	8/2019	82,735.44
101	Donations Fund	8/2019	2,458.06
306	2017 Capital Improvement Project Fund	8/2019	2,062.78
			87,256.28

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: 08/15/2019 - 08/16/2019

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
Bank Code: 001-GENERAL FUND							
1415 8/1/19 Practicum	BENTLEY, JACOB A Invoice	08/15/2019	08/16/2019 Practicum Supervision for Student-7/201	Regular	0.00 0.00	400.00 400.00	21492
50129 8/12/19 Chief Br	BROOKS, STEVEN K Invoice	08/15/2019	08/16/2019 Chief Brooks Conf. Meals Reimb.	Regular	0.00 0.00	297.00 297.00	21493
1356 1474325322	CENTURYLINK - BUSINESS SVS Invoice	08/15/2019	08/16/2019 8/7/19 - Phone Expenses, Inv. #14743253	Regular	0.00 0.00	586.70 586.70	21494
151 8/2/19 - Acct. #3	CENTURYLINK - LOCAL Invoice	08/15/2019	08/16/2019 Phone Expenses - 8/2/19 - Acct. #360-412	Regular	0.00 0.00	250.55 250.55	21495
1519 141838	CRESSY DOOR COMPANY, INC Invoice	08/15/2019	08/16/2019 Sta. 34 Garage Receivers	Regular	0.00 0.00	2,872.40 2,872.40	21496
639 073119-1 080119-6	CUTTERS EDGE Invoice Invoice	08/15/2019 08/15/2019	08/16/2019 Chain Sharpening Chain Sharpening	Regular	0.00 0.00	368.14 230.02 138.12	21497
113 INV301074 INV303974 INV303982	ECMS INC Invoice Invoice Invoice	08/15/2019 08/15/2019 08/15/2019	08/16/2019 Bunker Gear Maintenance - Work Order 4 Spare Bunker Gear Maintenance Bunker Gear Maintenance - Work Order 4	Regular	0.00 0.00 0.00	1,605.23 544.64 1,023.43 37.16	21498
1521 8/2/19 Practicum	ERICKSON, THANE M. Invoice	08/15/2019	08/16/2019 Practicum Supervision for Student-7/19	Regular	0.00 0.00	400.00 400.00	21499
1220 66071482 66071483	FLOHAWKS PLUMBING & SEPTIC Invoice Invoice	08/15/2019 08/15/2019	08/16/2019 Sta. 33/34 StormWater Cleanup Sta. 33/34 StormWater Cleanup	Regular	0.00 0.00	10,347.05 3,189.54 7,157.51	21500
1433 19-75	FORCIBLE ENTRY / ANDREW SPEIER Invoice	08/15/2019	08/16/2019 Response Supplies	Regular	0.00 0.00	123.06 123.06	21501
589 1224801 1224803	FOSTER PEPPER PLLC Invoice Invoice	08/15/2019 08/15/2019	08/16/2019 Attorney Services - Personnel Attorney Services - Personnel	Regular	0.00 0.00 0.00	5,421.00 492.00 4,929.00	21502
594 24308	GARDNER'S TRUST INC Invoice	08/15/2019	08/16/2019 Repair Sprinkler Sta. 33	Regular	0.00 0.00	230.62 230.62	21503
478 106606	LIGHTHOUSE UNIFORM CO Invoice	08/15/2019	08/16/2019 Lowe Class A Uniform	Regular	0.00 0.00	742.31 742.31	21504
480 INV300968 INV304869 INV305041 INV305043	LN CURTIS & SONS INC Invoice Invoice Invoice Invoice	08/15/2019 08/15/2019 08/15/2019 08/15/2019	08/16/2019 Structure Boots Globe Structure Boots Size Structure Boots BERMAN Globe 13" Pull-on Bunker Boot Size 7 Wid	Regular	0.00 0.00 0.00 0.00	1,738.36 449.66 450.81 448.96 388.93	21505
118 776610	POPE, HOUSER & BARNES, PLLC Invoice	08/15/2019	08/16/2019 Legal Services 7/1/19 - 7/29/19 INV# 776	Regular	0.00 0.00	1,480.30 1,480.30	21506
418 8/5/19 - Utilities	PUGET SOUND ENERGY INC Invoice	08/15/2019	08/16/2019 8/5/19 - Utilities, Electricity & Natural Gas	Regular	0.00 0.00	5,636.88 5,636.88	21507
1037	TASK FORCE TIPS INC		08/16/2019	Regular	0.00	121.90	21508

Check Report

Date Range: 08/15/2019 - 08/16/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
9013760	Invoice	08/15/2019	Nozzle Repair	0.00	121.90	
201	THUR CO CENTRAL SERVICES DEPT	08/16/2019	Regular	0.00	2,024.97	21509
19-541-197	Invoice	08/15/2019	Radio Repairs	0.00	2,024.97	
1193	TIRES INC	08/16/2019	Regular	0.00	83.02	21510
425906	Invoice	08/15/2019	Shop #3180 (TK31) Tire Service	0.00	83.02	
1376	US BANK	08/16/2019	Regular	0.00	43,506.16	21511
8/6/19 - Dickson	Invoice	08/15/2019	8/6/19 - Dickson Business Expenses - Visa	0.00	8,406.55	
8/6/19 Brooks Bu	Invoice	08/15/2019	8/6/19 Brooks Business Expenses - Visa	0.00	736.69	
8/6/19 Chambers	Invoice	08/15/2019	8/6/19 Chambers Business Expenses - Visa	0.00	18,393.78	
8/6/19 Cox Busin	Invoice	08/15/2019	8/6/19 Cox Business Expenses - Visa	0.00	285.33	
8/6/19 DeBell Bu	Invoice	08/15/2019	8/6/19 DeBell Business Expenses - Visa	0.00	185.68	
8/6/19 Fejeran B	Invoice	08/15/2019	8/6/19 Fejeran Business Expenses - Visa	0.00	149.68	
8/6/19 Harn Busi	Invoice	08/15/2019	8/6/19 Harn Business Expenses - Visa	0.00	58.89	
8/6/19 Hillig Busi	Invoice	08/15/2019	8/6/19 Hillig Business Expenses - Visa	0.00	2,778.82	
8/6/19 Hough Bu	Invoice	08/15/2019	8/6/19 Hough Business Expenses - Visa	0.00	20.00	
8/6/19 Jeter Busi	Invoice	08/15/2019	8/6/19 Jeter Business Expenses - Visa	0.00	12,490.74	
1392	VOYAGER FLEET SYSTEMS / US BANK	08/16/2019	Regular	0.00	4,125.71	21512
869357335931	Invoice	08/15/2019	Fuel - August 2019 Stmt. Inv. #869357335	0.00	4,125.71	
259	WA ST DEPT OF NATURAL RES	08/16/2019	Regular	0.00	374.08	21513
18017779	Invoice	08/15/2019	Wildland Items	0.00	95.73	
18017782	Invoice	08/15/2019	Wildland Items	0.00	278.35	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	40	22	0.00	82,735.44
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
	40	22	0.00	82,735.44

Check Report

Date Range: 08/15/2019 - 08/16/2019

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: 101-DONATIONS FUND						
31131	TORKELSON, SCOTT	08/16/2019	Regular	0.00	2,458.06	21514
<u>8/1/19 - Torkelso</u>	Invoice	08/15/2019	Scott Torkelson Reimb. of Service Credits	0.00	2,458.06	

Bank Code 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,458.06
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	2,458.06

Check Report

Date Range: 08/15/2019 - 08/16/2019

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	08/16/2019	Regular	0.00	1,505.00	21515
<u>1224802</u>	Invoice	08/15/2019	Attorney work - St 34 Bid Docs	0.00	1,505.00	
961	HUGHES FIRE EQUIPMENT INC	08/16/2019	Regular	0.00	557.78	21516
<u>539261</u>	Invoice	08/15/2019	New Engine Shelf	0.00	557.78	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	2,062.78
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	<u>2</u>	<u>2</u>	<u>0.00</u>	<u>2,062.78</u>

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 08A 2019

Checks Total Amount	346,182.46
<hr/>	
DIRECT DEPOSIT - KEY BANK	427,733.63
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	82,999.94
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	21,965.40
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	650.50
Net Tax Deposit Total	105,615.84
<hr/>	
UNEMPLOYMENT FUND	0.00
<hr/>	
WASH STATE DEPT OF RETIREMENT SYSTEMS	225,726.52
<hr/>	
TOTAL PAYROLL	1,105,258.45