

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

September 19th, 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 September 5th, 2019 of the Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct#6630) checks numbered #21561 through #21580 in the amount of \$66,380.81
 - 2017 Capital Improvement Project Fund 306 (Acct# 6639) check #21581 in the amount of \$9,288.39
 - C. Payroll # 09A 2019 in the amount of \$ 1,102,749.92
- 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 Hetzler
- 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.

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. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: October 3rd, 2019 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

September 5, 2019

Present:

Vice Chair Dobry
Commissioner Hetzler
Commissioner Roberts
Commissioner Kirkbride

I. CALL TO ORDER / FLAG SALUTE

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

Vice Chairman Dobry noted that Chairman Wilson 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

- Chris Clem Director of Olympic Ambulance discussed staffing vacancies, and filling day cars with F/T personnel to provide consistent ambulance availability. He also discussed their wildland contract and deployment to the North Mill Creek Fire.
- Resident Tom Foster shared son received bill from EF Recovery after accident last year and had concern regarding the bill received. He requested that the District revisit the statute regarding hazardous materials cleanup.
 - o In response, Commissioner Kirkbride assured Mr. Foster that legal counsel was sought by the District regarding the practice of the District's recovering of funds. He shared that the District is legally bound to charge for service we provide either through taxpayer dollars, interagency contracts, mutual aid, or through some other means.
 - o Chief Brooks shared that the District is able to waive fees at their discretion based on a given situation and he requested that the Board waive the fee for Mr. Foster's son. Additionally, Chief Brooks requested additional discussion regarding recovery of funds and invited Mr. Foster to attend that meeting on a future date.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the August 15, 2019 meeting of the Board of Fire Commissioners.
- B. Warrants
 - General Fund 001 (Acct#6630) checks numbered #21517 through #21538 in the amount of \$78,729.35
 - Capital Projects Fund 301 (Acct#6631) check numbered #21514 in the amount of \$7,641.16
 - Capital Improvement Project Fund 306 (Acct# 6639) checks #21540 through #21545 in the amount of \$235,690.36
- C. Payroll
 - Payroll #08A-19 in the amount of \$391,330.24

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Hetzler shared that next meeting is on September 18th.

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

Commissioner Roberts reported:

- Former Executive Quackenbush shared draft resolution regarding Citizens for 911.
- Shared that \$5,000 grant request was submitted through the Nisqually Tribe for software to track training events and participants.
- Discussed Retained Work Study regarding staffing and budget. Shared that revenue is up 6.7% above revenue at this time last year. Looking at new phone system and they hope to finalize a contract for a May 2020 implementation date.
- Shared mailed out information to residents regarding Proposition 1.

F. City / District Liaison

Commissioner Dobry shared that he, Commissioner Wilson, and Chief Brooks attended alongside Mayor Ryder and City Manager Spence.

- They discussed annexation of Steilacoom Rd. and that they were studying annexation of that area.
- They discussed homelessness, as well as a possible temporary camping site.

G. Thurston County Fire Commissioners Association

Commissioner Dobry stated two candidates for the port and community members were present for the meeting. Next meeting is the September 17th.

H. Thurston Regional Planning Council (TRPC)

Commissioner Dobry shared that he will be attending their next meeting tomorrow, September 6th.

I. Community Outreach Status Report
Staff

Chief Brooks provided the following updates:

- On August 26th crews attended the 2019 Ghost Family Fun Day event for military families. Activities included fire truck flag raising, crew with EMS response, and our antique fire truck was present.
- October is Fire Prevention Month and we will be conducting presentations at various schools throughout the District.
- September 11th event will be held at District Headquarters and we will gather at 6:45am in the parking lot.
- On September 14th we will be having an Employee Recognition Event and family event. He extended an invitation to the Board.

J. Nisqually Tribe Status Report

Chief Brooks shared that we issued first invoice to include the Red Wind Casino and we responded to approximately ~16 responses in that month.

K. Capital Facilities and Equipment Activities

Chief Brooks provided the following updates:

- Reported Station 34 is well under way and District had site meeting today. Trees have been cleared. During excavation, there was a gas line found not to

be at proper depth, which is being mitigated by PSE. Otherwise, everything moving forward on time.

- Commissioner Dobry inquired if the District is capturing the build site changes using photography. Chief Brooks shared that the District hopes to use time lapse photography of Station 34 going up.
- Commissioner Kirkbride suggested public viewing of construction via the District website. Chief Brooks shared that the District will post information as it becomes available.
- Reported that he is reengaging the bond counsel to draft projections to bring to the Board at the October 3rd meeting.
- Director Chambers is working on the SCBA equipment procurement process, which will be a competitive bid.
- The Truck Spec Committee is meeting next week to be prepared for the new bonds coming in, in order to be ahead of any increased costs in the coming year.

VI. OLD BUSINESS

A. No old business was discussed.

VII. NEW BUSINESS

A. Resolution 868-09-19 (Appendix A)

MOTION: To adopt the resolution 868-09-19 to support the Thurston County Emergency Communication Systems and Facilities Proposition No. 1 – Sales and Use Tax to replace our previous resolution.

Motion: Commissioner Roberts

Second: Commissioner Kirkbride

Carried: Unanimous

A. Resolution 869-09-19 (Appendix B)

MOTION: To adopt the resolution 869-09-19 authorizing the closing of the District's revolving fund held at Key Bank.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks gave the following updates:

- Chief had a conversation with the City Administrators of Olympia and Tumwater regarding the Tumwater Regionalization Study. He shared that he expressed concerns regarding some of the information in the study, namely moving forward on a regionalization of services based on the potential

additional costs to the taxpayers of our District. He shared that he made recommendations for the consultant to meet with each of the sub-groups and their respective elected bodies and participating agencies to address any questions or concerns they may have. He additionally requested that Medic One be included in any discussion going forward.

- Commissioner Dobry requested that the entire Board be included in a special meeting with the author of the study.
- Chief Brooks shared that he will request a published meeting and that labor groups would also be invited.
- Chief Brooks shared that there will be a pinning ceremony of DC Schmidt at the Employee Recognition Family Event this Saturday, September 14th.
- Director Hough shared that our financial audit began August 27th and that the field work portion of the audit started today. Preliminary findings of the audit have been very positive with limited findings. The findings report will be released sometime the beginning of November.
 - Chief Brooks thanked the whole finance team, DC Dickson, and Team Red for responding to auditor's questions and requests onsite.
- Chief Brooks shared the Finance Report that we are at 67% of the year and only 61% expended. He shared that we received the \$50,000 in federal monies owed from last year's California fires. Per Director Hough, we currently have a positive fund balance - better than expected.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride glad to be back home after trip where he was able to witness international fire response.

Commissioner Roberts requested be excused from meeting on October 3rd for family event.

Commissioner Hetzler had no comment.

Commissioner Dobry is hoping to see information regarding Dispatch Health now that they are in our community. He also shared that he was glad to attend the entrance conference with the auditors.

X. OTHER INFORMATION

A. Suggestion Box - none

B. Correspondence

- WFOA notified DC Dickson of the Finance Officer Award to Director Hough.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

A.

XII. ADJOURNMENT

The Board of Fire Commissioners meeting adjourned at 6:35pm.

Next Regular Meeting: September 19, 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	37	21	0.00	75,669.20
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	21	0.00	75,669.20

Fund Summary

Fund	Name	Period	Amount
001	General Fund	9/2019	66,380.81
306	2017 Capital Improvement Project Fund	9/2019	9,288.39
			75,669.20

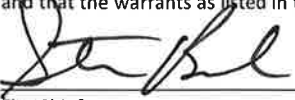
Authorization Signatures



 Signature **Finance Director**
FIRE CHIEF

 Date **9/16/19**

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: 09/19/2019 - 09/20/2019

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							
1415 <u>9/3/19 Bentley -</u>	BENTLEY, JACOB A Invoice	09/19/2019	09/20/2019 Practicum Supervision - For August, 2019	Regular	0.00 0.00	400.00 400.00	21561
1356 <u>1476134905</u>	CENTURYLINK - BUSINESS SVS Invoice	09/19/2019	09/20/2019 9/7/19 - Telecommunications - Inv. #1476	Regular	0.00 0.00	587.10 587.10	21562
151 <u>9/2/19 Acct. #36</u>	CENTURYLINK - LOCAL Invoice	09/19/2019	09/20/2019 9/2/19 - Telecom. Svs. Acct# 360-412-011	Regular	0.00 0.00	267.14 267.14	21563
640 <u>31988</u> <u>31989</u>	CW NIELSEN MFG CORP Invoice Invoice	09/19/2019 09/19/2019	09/20/2019 Paramedic Badge - PELLEGRINO Badge & Collar Insignia	Regular	0.00 0.00	319.15 74.32 244.83	21564
1521 <u>9/4/19 Erickson, f</u>	ERICKSON, THANE M. Invoice	09/19/2019	09/20/2019 Practicum Supervision - For August, 2019	Regular	0.00 0.00	400.00 400.00	21565
738 <u>INV313037</u>	FIRECOM / SONETICS CORPORATION Invoice	09/19/2019	09/20/2019 Headset Repair	Regular	0.00 0.00	174.88 174.88	21566
961 <u>541838</u>	HUGHES FIRE EQUIPMENT INC Invoice	09/19/2019	09/20/2019 Apparatus Parts	Regular	0.00 0.00	3,054.02 3,054.02	21567
1486 <u>19-1603</u>	IMS ALLIANCE Invoice	09/19/2019	09/20/2019 Passport Tags	Regular	0.00 0.00	108.41 108.41	21568
478 <u>107856</u>	LIGHTHOUSE UNIFORM CO Invoice	09/19/2019	09/20/2019 Weiss Alterations Class A	Regular	0.00 0.00	124.55 124.55	21569
480 <u>INV312434</u> <u>INV313381</u> <u>INV313870</u> <u>INV314520</u> <u>INV314598</u>	LN CURTIS & SONS INC Invoice Invoice Invoice Invoice Invoice	09/19/2019 09/19/2019 09/19/2019 09/19/2019 09/19/2019	09/20/2019 Compressor Annual Service and Parts 5" Suction Storz Gaskets Service Recognition Bars (Awards) Compressor Annual Service and Parts Hurst Spreader Repair	Regular	0.00 0.00 0.00 0.00 0.00	3,624.21 94.98 202.51 342.83 2,623.20 360.69	21570
414 <u>3309583189</u>	PITNEY BOWES GLOBAL FIN. SVS LLC Invoice	09/19/2019	09/20/2019 Postage Machine Rental - Q4, 2019	Regular	0.00 0.00	168.70 168.70	21571
118 <u>77752</u>	POPE, HOUSER & BARNES, PLLC Invoice	09/19/2019	09/20/2019 Legal Services - INV# 77752	Regular	0.00 0.00	435.00 435.00	21572
418 <u>9/6/19 - Utilities</u>	PUGET SOUND ENERGY INC Invoice	09/19/2019	09/20/2019 9/6/19 - Utilities - Electricity & Natural Ga	Regular	0.00 0.00	5,736.21 5,736.21	21573
365 <u>INV1806</u>	SEA-WESTERN INC Invoice	09/19/2019	09/20/2019 Hiax Boots XRI - Seick	Regular	0.00 0.00	331.71 331.71	21574
369 <u>122248</u>	SHUR-KLEEN CAR WASH, INC. Invoice	09/19/2019	09/20/2019 Car Wash Service	Regular	0.00 0.00	24.00 24.00	21575
1549 <u>9/1/19 Snure La</u>	SNURE LAW OFFICE, PSC Invoice	09/19/2019	09/20/2019 Legal Services Regarding Procurement	Regular	0.00 0.00	72.00 72.00	21576
1193 <u>426294</u>	TIRES INC Invoice	09/19/2019	09/20/2019 (2) Tires INV# 426294	Regular	0.00 0.00	1,838.46 1,838.46	21577
1376 <u>9/6/19 - Chambe</u>	US BANK Invoice	09/19/2019	09/20/2019 9/6/19 - Chambers Business Expenses - Vi	Regular	0.00 0.00	43,743.71 14,001.42	21578

Check Report

Date Range: 09/19/2019 - 09/20/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>9/6/19 - Chief Br</u>	Invoice	09/19/2019	9/6/19 - Chief Brooks Business Expenses -	0.00	2,182.39	
<u>9/6/19 - DeBell B</u>	Invoice	09/19/2019	9/6/19 - DeBell Business Expenses - Visa	0.00	2,428.80	
<u>9/6/19 - Dickson</u>	Invoice	09/19/2019	9/6/19 - Dickson Business Expenses - Visa	0.00	8,338.37	
<u>9/6/19 - Fejeran</u>	Invoice	09/19/2019	9/6/19 - Fejeran Business Expenses - Visa	0.00	357.17	
<u>9/6/19 - Fox Busi</u>	Invoice	09/19/2019	9/6/19 - Fox Business Expenses - Visa	0.00	87.40	
<u>9/6/19 - Hillig Bu</u>	Invoice	09/19/2019	9/6/19 - Hillig Business Expenses - Visa	0.00	1,099.07	
<u>9/6/19 - Hough B</u>	Invoice	09/19/2019	9/6/19 - Hough Business Expenses - Visa	0.00	20.00	
<u>9/6/19 - Hulse Bu</u>	Invoice	09/19/2019	9/6/19 - Hulse Business Expenses - Visa	0.00	84.00	
<u>9/6/19 - Jeter Bu</u>	Invoice	09/19/2019	9/6/19 - Jeter Business Expenses - Visa	0.00	14,905.12	
<u>9/6/19 - Perrine</u>	Invoice	09/19/2019	9/6/19 - Perrine Business Expenses - Visa	0.00	55.00	
<u>9/6/19 - R. Cox B</u>	Invoice	09/19/2019	9/6/19 - R. Cox Business Expenses - Visa	0.00	184.97	
1392	VOYAGER FLEET SYSTEMS / US BANK	09/20/2019	Regular	0.00	3,218.06	21579
<u>869357335936</u>	Invoice	09/19/2019	Fuel - Sept. 2019 Statement	0.00	3,218.06	
1073	WESTCARE CLINIC LLC	09/20/2019	Regular	0.00	1,753.50	21580
<u>0819LFD3</u>	Invoice	09/19/2019	Medical Services - New Mbrs, Vaccination	0.00	1,753.50	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	20	0.00	66,380.81
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
	36	20	0.00	66,380.81

Check Report

Date Range: 09/19/2019 - 09/20/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1232	RICE FERGUS MILLER INC	09/20/2019	Regular	0.00	9,288.39	21581
<u>2017111-016</u>	Invoice	09/19/2019	Facility Improvements New Station 34	0.00	9,288.39	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	9,288.39
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	9,288.39

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 09A 2019

Checks Total Amount	352,349.00
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DIRECT DEPOSIT - KEY BANK	422,507.60
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	82,129.43
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	21,821.24
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	781.70
Net Tax Deposit Total	104,732.37
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UNEMPLOYMENT FUND	0.00
<hr/>	
WASH STATE DEPT OF RETIREMENT SYSTEMS	223,160.95
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TOTAL PAYROLL	1,102,749.92