

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

October 3rd, 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 19th, 2019 of the Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct#6630) checks numbered #21582 through #21599 in the amount of \$45,737.73
 - 2017 Capital Improvement Project Fund 306 (Acct# 6639) check #21600 in the amount of \$3,021.25
 - C. Payroll # 09B-19 in the amount of \$399,570.98
- 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 Commissioner 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. Capital Facilities and Equipment Activities Staff

VI. OLD BUSINESS

A.

VII. NEW BUSINESS

- A. Resolution # 870-10-19 Relating to the Issuance of Unlimited Tax General
Obligation Bonds: Staff & Consultant Report/Proposed Roll-Call Action
(Attachment 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 17th, 2019 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

September 19, 2019

Present:

Vice Chair Dobry

Commissioner Hetzler

Commissioner Roberts

Commissioner Kirkbride

I. CALL TO ORDER / FLAG SALUTE

Vice Chairman 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, Chief Brooks, and the other Deputy Chiefs were 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 present.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the September 5, 2019 meeting of the Board of Fire Commissioners.

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

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Kirkbride shared:

- There was a meeting yesterday where they authorized the purchase of new cardiac monitors.
- Discussed reimbursement of paramedic transports by public agencies.
- He also shared that the District's internal hiring structure of recruiting paramedics was discussed favorably due to difficulty hiring paramedics.
 - o Commissioner Dobry questioned if TCMO felt that interstate transfer of paramedics/EMT was helpful. There was discussion regarding how best to fill paramedic positions. Commissioner Kirkbride shared that interstate transfer has helped to fill positions there in the past, however internal promotion and training was also viewed favorably.

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

Commissioner Roberts reported next meeting to take place in the first part of October.

C. City / District Liaison

Commissioner Dobry shared no update, since he recently reported at our last meeting.

D. Thurston County Fire Commissioners Association

Commissioner Hetzler shared:

- Anne Marvin did a presentation regarding healthcare package changes for 2020.
- A couple of individual's representing our District attended their recent workshop.
- The October 15th meeting Dispatch Health will present.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry shared:

- The Regional Transportation Improvement Program created a draft of the 2020-2023 plan, which will come before the council next meeting for approval.
- Senior Planner Paul Brewster provided a Regional Trails Plan update to discuss the proposed scope of work to be completed by end of 2020.
- Discussed Port of Olympia Vision 2050 plan, in which they assisted with the community outreach of plan.
- Commissioner Kirkbride asked about the Intercity Transit signal coordination system. Discussion took place regarding how fire service signal affects the Intercity Transit sequence.

F. Community Outreach Status Report
Staff

No report.

G. Nisqually Tribe Status Report

No report.

H. Capital Facilities and Equipment Activities

Director Matt Chambers provided the following updates:

- Reported progress continues at Station 34. He shared that gas line was mitigated to return it to proper depth and he discussed the administrative process behind moving the line. He shared the cost was approximately \$4,200.
- Reported that they cut the road this week and put the water main tap in place.
- Commissioner Kirkbride inquired about old homestead at location. Director Chambers shared no evidence of a septic system was located and the old well was already removed.

VI. OLD BUSINESS

No old business was discussed.

VII. NEW BUSINESS

No new business was discussed.

VIII. ADMINISTRATIVE REPORT

No report.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride had no comment.

Commissioner Roberts had no comment.

Commissioner Hetzler requested information regarding upcoming HOA meetings and requested information regarding policy for citizen billing.

Commissioner Dobry shared staff recognition event was well attended and that he enjoyed participating.

X. OTHER INFORMATION

A. Suggestion Box – None.

B. Correspondence – None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None present.

XII. ADJOURNMENT

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

Next Regular Meeting: October 3rd, 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	31	19	0.00	48,758.98
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
	31	19	0.00	48,758.98


Fund Summary

Fund	Name	Period	Amount
001	General Fund	10/2019	45,737.73
306	2017 Capital Improvement Project Fund	10/2019	3,021.25
			48,758.98

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: 10/03/2019 - 10/04/2019

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						
981	BARNES, JOHN C	10/04/2019	Regular	0.00	896.00	21582
09-2019	Invoice	10/03/2019	Aug. 2019 Custodial Services	0.00	896.00	
704	CITY OF LACEY	10/04/2019	Regular	0.00	3,833.47	21583
15133	Invoice	10/03/2019	Fuel - August 2019, Inv. # 15133	0.00	3,833.47	
706	CITY OF OLYMPIA	10/04/2019	Regular	0.00	15,153.84	21584
9/12/19 Oly Shop	Invoice	10/03/2019	Oly Shop Contracted Svs. & Parts - Aug. 2	0.00	15,153.84	
715	COPIERS NORTHWEST INC	10/04/2019	Regular	0.00	544.24	21585
INV2019723	Invoice	10/03/2019	Canon Copier Rental - INV2019723, 9/14/	0.00	544.24	
113	ECMS INC	10/04/2019	Regular	0.00	334.10	21586
INV316589	Invoice	10/03/2019	Bunker Gear Maintenance Work Order 50	0.00	334.10	
738	FIRECOM / SONETICS CORPORATION	10/04/2019	Regular	0.00	174.88	21587
INV313266	Invoice	10/03/2019	UHW-10 Headset Repair	0.00	174.88	
589	FOSTER PEPPER PLLC	10/04/2019	Regular	0.00	8,532.00	21588
1224800	Invoice	10/03/2019	Legal Services - Personnel and Arbitration	0.00	1,087.50	
1225531	Invoice	10/03/2019	Legal Services - Personnel and Arbitration	0.00	391.50	
1226507	Invoice	10/03/2019	Legal Services - Personnel and Arbitration	0.00	7,053.00	
594	GARDNER'S TRUST INC	10/04/2019	Regular	0.00	2,007.09	21589
24446	Invoice	10/03/2019	Sept. 2019 - Landscape Services	0.00	2,007.09	
12096	HEIKES, ARTHUR MIKE	10/04/2019	Regular	0.00	52.95	21590
9/25/19 Reimb. -	Invoice	10/03/2019	Protective Coveralls Reimb. - Heikes	0.00	52.95	
961	HUGHES FIRE EQUIPMENT INC	10/04/2019	Regular	0.00	1,226.68	21591
542235	Invoice	10/03/2019	#3180 (TK31) Apparatus Parts	0.00	151.23	
542236	Invoice	10/03/2019	#3180 (TK31) Apparatus Parts	0.00	47.52	
542311	Invoice	10/03/2019	#3180 (TK31) Apparatus Parts	0.00	902.56	
INV03432	Invoice	10/03/2019	#3180 (TK31) Apparatus Parts	0.00	125.37	
555	JOHNS PLUMBING	10/04/2019	Regular	0.00	908.28	21592
14633	Invoice	10/03/2019	Sta. 33 Shower Repair	0.00	288.55	
14634	Invoice	10/03/2019	Sta. 31 Shower Repair	0.00	619.73	
478	LIGHTHOUSE UNIFORM CO	10/04/2019	Regular	0.00	791.50	21593
107778	Invoice	10/03/2019	DC OPS Class A Uniform	0.00	791.50	
1348	LINE-X OF OLYMPIA INC	10/04/2019	Regular	0.00	1,054.60	21594
52556	Invoice	10/03/2019	Staff Vehicle Detail Servi ce	0.00	210.94	
52604	Invoice	10/03/2019	Staff Vehicle Detail Servi ce	0.00	210.94	
52648	Invoice	10/03/2019	Staff Vehicle Detail Servi ce	0.00	210.94	
52692	Invoice	10/03/2019	Staff Vehicle Detail Servi ce	0.00	210.94	
52718	Invoice	10/03/2019	Staff Vehicle Detail Servi ce	0.00	210.84	
365	SEA-WESTERN INC	10/04/2019	Regular	0.00	680.18	21595
INV1780	Invoice	10/03/2019	Deputy Chief Helmet Helmet Front	0.00	325.83	
INV1953	Invoice	10/03/2019	XRi Boots - Powell	0.00	332.93	
INV2079	Invoice	10/03/2019	Hiax wildland boots - Alvarez	0.00	21.42	
888	TEMP CONTROL MECH SVS CORP	10/04/2019	Regular	0.00	2,815.02	21596
5375	Invoice	10/03/2019	HVAC Monthly Services	0.00	2,815.02	
231	WA FIRE COMM ASSN	10/04/2019	Regular	0.00	787.00	21597

Check Report

Date Range: 10/03/2019 - 10/04/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
CF2019-108	Invoice	10/03/2019	WFCA Conference 2019 Registration	0.00	787.00	
226	WA ST AUDITOR'S OFFICE	10/04/2019	Regular	0.00	5,905.90	21598
L132666	Invoice	10/03/2019	Annual Audit 2018 - SAO - Progress Billing	0.00	5,905.90	
1073	WESTCARE CLINIC LLC	10/04/2019	Regular	0.00	40.00	21599
0819LFD3-2	Invoice	10/03/2019	Medical Services - Vaccinations	0.00	40.00	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	18	0.00	45,737.73
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
	30	18	0.00	45,737.73

Check Report

Date Range: 10/03/2019 - 10/04/2019

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: 306-2017 1528	CAPITAL PROJECTS FUND SCJ ALLIANCE		10/04/2019	Regular	0.00	3,021.25	21600
<u>58052</u>	Invoice	10/03/2019	New Sta. 34 Tree Removal / Grading Activ		0.00	3,021.25	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,021.25
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	3,021.25

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 09B-19

DIRECT DEPOSIT - KEY BANK	341,699.34
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	46,449.68
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	11,421.96
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
TAX DEPOSIT TOTAL	57,871.64
TOTAL PAYROLL	399,570.98