

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 17th, 2019

Present:

Chairman Wilson

Vice Chair Dobry

Commissioner Hetzler

Commissioner Roberts

Commissioner Kirkbride

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

With an addition from staff for an Executive Session for RCW 42.30.110 (g) to Review the Performance of a Public Employee.

MOTION: To accept the agenda as modified.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

- Chris Clem from Olympic Ambulance shared that they were granted a one-time grant from the Department of Health for mobility equipment for fall prevention and injury prevention. He shared upcoming blood drive on the November 25th. Additionally, shared that Dispatch Health will be doing mobile flu shot clinic at Olympia Ambulance.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the October 3rd, 2019 meeting of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct#6630) checks numbered #21615 through #21634 in the amount of \$80,668.57

- Donation Fund 101 (Acct#6633) checks numbered #21635 in the amount of \$1,539.23
- 2017 Capital Improvement Project Fund 306 (Acct# 6639) check #21636 through #21638 in the amount of \$305, 996.05
 - (a) C. Payroll # 10A 2019 in the amount of \$ 1,104,465.27
 - Commissioner Kirkbride requested itemized expenses from credit card purchases if over a certain dollar amount, exact dollar amount to be decided on. Chief Brooks shared that there is actually a rebate given to the District when the District pays bills with a credit card and payments to vendors are paid timely, therefore the amount of credit card expenses likely to increase. He shared that Director Hough will look into itemized statements for the Board.
 - Commissioner Roberts inquired if the expenses were mainly Capital expenses. Chief Brooks shared that they were a mixture of expenses, since it is the form of payment the District is most frequently using.

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:

- Chair appointed Negotiation Committee for upcoming ALS contracts.
- Operations Committee shared that Tumwater Fire Chief Scott LaVielle discussed last summer's active shooter and mass casualty training and Commissioner Kirkbride requested summary from Chief Brooks for the Board.
- Last March undertook phone survey 400 people, but decided not to use the survey. Shared the pros and cons of the survey.

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

Commissioner Wilson shared reported on last meeting.

C. City / District Liaison

Commissioner Wilson shared:

- Discussed when the City would potentially be annexing around 34. Currently they are working with Thurston County to get agreement on water drainage issue. Anticipating agreement by the end of year.
- Chief Brooks shared meeting with Public Works regarding a possible pilot project around traffic control devices. Additionally, he shared, that the City is in process of declaring an emergency regarding City of Lacey water supply system. Shared the importance of water system projects and timely repairs needed. Necessary repairs will require one well nearby to go offline for several weeks, however engineers evaluated project and it should not affect fire flow requirements.

D. Thurston County Fire Commissioners Association

Commissioner Hetzler shared:

- Dispatch Health presented to the association to share services provided.
- Administrative information regarding dues and their new logo.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry shared:

- The council was briefed on the latest updates/abilities for the TRPC online mapping resources.
- Mobile phone app for biking and trail system shared and discussed.
- 2019 Retreat Report provided, based 2020-2022 Strategic Plan. It is comprised of eight goals, six main areas: transportation, land use and sustainability, environmental stewardship, economic opportunity, education and outreach, and housing.
- Discussed pay-by-the mile and gas taxes.

F. Community Outreach Status Report
Staff

Chief Brooks shared:

- The Buddy Walk on Saturday, October 5th was well attended.
- Commissioner Wilson attended the Mountain Aire Park HOA, which was well attended. Fire Prevention was discussed, and Chief Hulse shared information regarding the CERT program.

- Commissioner Kirkbride attended the Lake Forest HOA discussed bond monies, expenditures, and projects.
- Crews are visiting each of the schools in our District during the month of October for Fire Prevention month.
- Chief Brooks and Tumwater Fire Chief LaVielle Presenting are at EMS Night on October 29th at 5:30pm at the Lacey Community Center. He invited the Board to attend.
- On October 31st we will have a staff potluck.
- On November 2nd, CERT course will start and will be held the first two weekends of November.
- There will be a November 5th HOA meeting for The Ridge HOA and staff will attend.
- There will be a November 7th HOA meeting for Mullen Heights HOA and staff will most likely attend.
- There will be a November 11th HOA meeting for Meridian Campus HOA. Commissioner Dobry will attend.
- Aide units are scheduled for each of the football games held at North Thurston.

G. Capital Facilities and Equipment Activities

Chief Brooks provided the following updates:

- This week the first concrete poured for footers which went in today. Director Chambers is working to address needs as they arise for the new building.
- Received notice from Thurston County that Station 33 has passed gopher inspection. Awaiting documentation on Station 32 gopher mitigation or clearance.
- Discussed upcoming bond meetings regarding the bond process. The current schedule for pricing the bonds comes on November 20th.
- Truck Spec Committee working to update specs for the beginning of December. Pierce offered to sponsor three of our members to visit the factory the first week of November to see in person to assess most appropriate fit for new trucks in person.

VI. OLD BUSINESS

A. Petition for Annexation of Station 33: Staff Report/Potential Action.

MOTION: To authorize chief to resubmit petition for annexation of Station 33 on Mullen Rd. to the City of Lacey.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Unanimous.

VII. NEW BUSINESS

A. Resolution #871-10-19 Regarding Sole Source Procurement of Apparatus: Staff Report/Proposed Action (Attachment B)

- Commissioner Dobry inquired how old pumpers were that the District would be replacing. Chief Brooks shared that they are 2001 models. Commissioner Dobry inquired about the estimated cost of the new apparatus. Chief Brooks stated it would be roughly \$3 million for three apparatus with sales tax included.

MOTION: To adopt resolution #871-10-19 Regarding the Sole Source Procurement of Apparatus

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Unanimous

B. 2020 Preliminary Budget Overview: Staff Report (Attachment C)

Chief Brooks shared that this is overview and he extended an invitation to the Board to go over any portion of the budget and answer any questions they might have. A public hearing at the first November meeting anticipated with a plan for adoption at the second November meeting.

Chief Brooks provided the following budget highlights:

- Assessed valuation of the District is at \$11.3 billion for this year with an estimated \$12.6 billion assessed value for next year.
- \$350 million expected in new construction in the City, Urban Growth Area and Unincorporated County areas combined bringing in an estimated \$525,000 of available revenues to the District.
- With assessed valuation total and new construction monies it brings the District an available property tax levy for budgeting purposes ~\$18.2 million dollars.
- Director Hough is inquiring with the Department of Revenue regarding banking capacity to see if we are able to bank above can we bank above 1%. District currently proposing to bank about 1.5% or about \$250,000.
- Medic One contract in its final year and will be entering into negotiations to be initiated prior to the end of this year. Chief Brooks shared that this contract primarily provides ALS funding.
- EF Recovery revenues not included in 2020 budget due to variability of revenue.
- Investment earnings are above for this year.
- Disability reimbursement is variable based on member needs.
- Purchase card rebate of 1.5% is recovered by the District and there is no annual fee.
- Currently, there are 124 Full Time Equivalency positions and 87% of the budget allotted for wages and benefits.
- Staffing changes: Standardization of Officer levels, 2 new FF/PM positions to bring LFD3 to contract, new Fire Psychologist position, possible shared social worker position, support person for IT, part-time receptionist position.

- Trusteed plans 0% increase to health care renewal brings collective bargaining members closer to comps. Discussion was had regarding specific percentages
- Director positions below market to brought up to market with COLA.
- Director Hough included a COLA to Chief Brooks' position which will be looked at when the Board reviews his contract before the end of this year.
- Do anticipate an increase to L&I rates to be finalized on December 12th.
- HRA VEBA had anticipated increase of 5%.
- Tactical Athlete program has shown dramatic time to intervention for member injury, which allows members to return to work more quickly. \$15,000 covers Tactical Athlete expenses and existing program expenses. Tactical Athlete is working with area providers to get trained in their program.
- IT Licensing allows for us to utilize First Due, which is a program which provides the District the ability to do pre-incident planning, overlay maps to provide crews with additional information to provide pre-incident information.
- Discussed firefighter bunker gear and need for two sets by first quarter 2020. Commissioner Kirkbride inquired about ballistic vests. Chief Brooks shared that ballistic vests are currently available for every position, but not every person. Paid for out of the Medic One budget. Replacement order of 40 vests should be in November/ December, due for replacement because of manufacturer and WAC guidelines.
- All Stations, except Station 31 and Station 32, now online with fiber line for communications. With Station 31 coming online before the end of the year.
- Inter-fund Transfers – Equipment Repair and Replacement Fund. One Battalion vehicle and the Incident Support Unit to be replaced sometime next year.
- Reserve Fund currently at a level of \$100,000.
- Bond Fund for non-voted funds ~\$90,000/yr payments from. Current balance approximately \$1,000,000.
- Capital Fund received transfer of \$100,000. Things like apparatus, roofs, HVAC, water heaters can come out of this fund.
- Balanced budget for 2020 with a 16% reserve, as discussed with the Board.

VIII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Chief Dickson was awarded Presidents Award for being a part of chiefs L&I Technical Review Committee.
- Shared that the EF Recovery program is being reviewed and there was discussion regarding EF Recovery program.
- City of Tumwater scheduled formal process with regionalization study for November 18th at Olympia City Hall. All of Board interested in attending.
- State Auditor audit of Lacey Fire District 3 should be available next Wednesday and District received favorable response from Auditor.

- Citizen Advisory Committee meeting to take place at Station 34 on November 14th at 6:30pm. The majority of members stated that they will attend. Commissioner Wilson and Commissioner Hetzler also to attend.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride thanked Director Hough and his team for outstanding efforts and special thank you to Commissioner Hetzler for helping out with recent meetings.

Commissioner Hetzler shared that she is glad that the Department was present at the recent St. Martin's Cross Country Meet.

Commissioner Dobry shared the Executive Seminar about Disaster Recovery will be on the 9th of December.

Commissioner Wilson thanked Commissioner Hetzler for helping out with recent meetings.

Commissioner Roberts shared thankful for allowing her to be excused for special family event.

X. OTHER INFORMATION

A. Suggestion Box – None.

B. Correspondence

- i. Receiving thank you notes from area elementary schools during Fire Prevention month.
- ii. Received thank you from East Olympia District 6 for support of Chief Peterson.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None present.

XII. REQUEST FOR EXECUTIVE SESSION

The regular meeting adjourned to the Executive Session pursuant to RCW 42.30.110 (g) to Review the Performance of a Public Employee.

The Board of Fire Commissioners meeting moved to Executive Session at 7:21pm for an anticipated ten-minute session with no planned action. The Executive Session concluded at 7:30 and the meeting was reconvened at 7:31 with no action taken.

XIII. ADJOURNMENT

An announcement made to the public that the executive session was concluded. No members of the public were still present and the meeting adjourned at 7:32 p.m.

Next Regular Meeting: November 7, 2019 – 5:30 p.m.

Judy Wilson
Chair

J. Heft
Commissioner

[Signature]
Commissioner

Eugene W. Doherty
Vice Chair

Sylvia Roberts
Commissioner

Steve Bell
ATTEST: District Secretary