

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 21st, 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 Nation's flag.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda with the amended additions of New Business Item B, requesting approval for the Fire Chief to sign an Intergovernmental Cooperative Purchasing Agreement with the NPP and to replace the levy certification with the adjusted numbers from the bond sale.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

- Chris Clem of Olympic Ambulance shared that they added another 24-hour unit and two new hires starting in December. They will also be holding a blood drive on Monday, November 25th from 2pm to 7pm.
- Presentation of the Tactical Athlete program was presented by Central Pierce Assistant Chief of Health and Safety Adam Jackson. He shared that since they started in January 2018, 160 people have used the program at Central Pierce. He shared that the program is designed for first responders, spouses, children, and other employees for both on and off the job injury and he discussed how the utilization of Tactical Athlete medical networks have helped to address less straight forward/specialized cases.
 - o Commissioner Kirkbride inquired about how the program gets members in so quickly. AC Jackson shared that the provider already has slots built into the provider schedule for emergent issues available to any patient.

- Commissioner Kirkbride asked about the cost savings to the District. AC Jackson shared that the program is based on each individual department/district's loss numbers. He shared that Tactical Athlete's goal is to have a return on investment within ten weeks. He shared Tactical Athlete is saving an average of \$6,000 per incident across the country.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the November 7th, 2019 meeting of the Board of Fire Commissioners.
- B. Warrants
 - General Fund 001 (Acct#6630) checks numbered #21680 through #21698 in the amount of \$85,455.78
 - Equipment Repair and Replacement Fund 103 (Acct# 6636) check #21703 in the amount of \$ 2,158.68
 - 2017 Capital Improvement Project Fund 306 (Acct# 6639) checks numbered #21699 through #21702 in the amount of \$219,035.69
- C. Payroll # 11A 2019 in the amount of \$1,133,449.15

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Kirkbride
 Second: Commissioner Roberts
 Carried: Unanimous

V. COMMITTEE REPORTS

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

Commissioner Kirkbride shared:

- Draft of Comprehensive Plan was shared with the EMS Council. Once the plan is adopted then an Action Plan will be developed to identify what needs to be studied and when and who will be assigned the action plan items. Of those items some will be placed into the Strategic Plan for each of the provider agencies. Discussed the need for future facing EMS programming. Every 5 years the Comprehensive Plan will be updated. Not a set timeline for adoption, however hoping for January 2020.
- Ops Committee discussed potential plan to work alongside Airlift NW to dispatch in tandem with EMS for severe trauma calls where blood may be needed.
- Discussed MPD Contract with OES Physicians' Group.
- Review of the budget occurred with 60% of expenditures through the end third quarter.

- Discussed that \$5.00 fee for medical records to be eliminated.
- No meeting will be held in December.

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

Wilson reported:

- No report, as they will meet Wednesday, December 4th.
- Intergovernmental agreement meeting scheduled for Tuesday, December 10th. Chief Brooks and Commissioner Wilson to attend.

C. City / District Liaison

Chief Brooks shared:

- No report, as they are scheduled to meet on Tuesday, December 17th.

D. Thurston County Fire Commissioners Association

Commissioner Dobry reported:

- Discussed stable and sustainable funding for fire services.
 - o House Bill 1169 to clarify state law regarding cost reimbursement for insurance carriers for cost reimbursement for the cleanup and removal of hazardous substances beyond what tax payers fund for fire department readiness.
 - o Early deployment of mobilization resources and adequate reimbursement for mobilization costs.
 - o Wildland Fire Funding increases.
 - o Volunteer FF Pension and Family Medical Leave Act.
 - o JATC funding and study to identify opportunities for improving program.
 - o Food truck safety regulations.
 - o Adult Home fire safety.
 - Commissioner Kirkbride inquired about previously proposed \$.75 EMS levy increase and Chief Brooks shared was not on the “top 5” list of items brought forward.
- Shared the EMT Course and Recruit Academy will be graduating on Wednesday, December 18th at 6pm at the SPSCC Lacey Campus.
- Discussed 5,751 citizens trained on Hands on CPR in our county.

- Commissioner Kirkbride shared that this number does not include 10th graders trained by schools, private training or American Red Cross training.
- No dues to be collected for 2020.
- Potluck to be held on Tuesday, December 17th.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry shared:

- No report, as their next meeting is scheduled for Friday, December 6th.

F. Community Outreach Status Report

Chief Brooks shared:

- There are no more annual meetings needing fire presentations.
- Commissioner Dobry shared that Meridian Campus HOA was well attended. Shared information with them regarding fire prevention and the District's CERT program.
- Discussed District Santa Mobile schedule.
- Discussed Lacey Firefighters Charity using District social media to communicate seasonal charity. Received approval of the Board with additional language of no taxpayer dollars used.
 - Commissioner Kirkbride shared concern regarding District vehicles or District resources in social media advertising.
 - Commissioner Roberts shared it would be helpful to people who would like to make contributions or donations to have the information shared on social media.
- Invited Board to decorate the Santa Mobile offsite on Tuesday, November 26th.

G. Capital Facilities and Equipment Activities

Chief Brooks reported:

- Director Chambers had an onsite meeting with the contractor today and things are moving ahead on established time schedule with framing for the sheer wall and the next large concrete pour to take place next week.
- Received Fire Protection Systems Permit for Station 34 from Thurston County today.
- Received notice of Solicitation for Comment from the City of Lacey for the Station 33 Annexation with comments due back on Monday, December 2nd.
 - Commissioner Kirkbride asked if prior to getting started the County indicated approval? Chief Brooks shared that we reinitiated because County indicated okay to not take the road frontage, however that he

had not heard any follow up from. Will be determined during comment period.

- Director Chambers is working to finalize specs for the Pierce truck and engines.

VI. OLD BUSINESS

A. 2020 Budget

Chief Brooks shared:

- Minor changes to the budget included:
 - o Director Hough worked with County Treasurer and Assessors office to run all of the numbers regarding our banking capacity, still will be about \$100,000 to be rolled forward.
 - o No other significant changes to the proposed budget.
- Anticipating cash carry-forward amount at \$4.79 Million and in total revenue including cash carry-forward for 2020 would be the \$27,732,695. Total expenditures will be \$23,992,000. With unreserved ending cash at \$3.7 Million meeting the 16% requirement from the Board.

MOTION: To adopt the 2020 Budget as modified from previous hearing.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

VII. NEW BUSINESS

A. Resolution 872-11-19: Authorizing an Increase in the District's Tax Levy from the Previous Year.

- o Chief Brooks shared: the original total taxes required was \$19,086,000 and on the amended version after the bond sale we ended with slightly more favorable interest rates at \$19,070,000. With a reduction of ~\$16,000.

MOTION: To adopt Resolution 872-11-19: Authorizing an Increase in the District's Tax Levy from the Previous Year and authorize the Fire Chief to sign the certification.

Motion: Commissioner Dobry

Second: Commissioner Hetzler

Carried: Unanimous

B. Intergovernmental Cooperative Purchasing Agreement

MOTION: To authorize the District to register with National Purchasing Partners (NPP) and authorize the Fire Chief to sign the Interlocal Agreement with the Vendor.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry
Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Chief Brooks shared through Director Hough's report the largest Purchase Card transactions (\$5,000 or greater) year-to-date. Discussion took place regarding the amount of transactions to be reviewed and the frequency in which the Board would like to review the purchases. Consensus was reached that the District will supply a monthly statement in the arrears for purchases/transactions over \$1,000 to be reviewed by the Board.
- Year-to Date Budget is at ~83% of the year with 76% of expenditures. The District is currently below budget.
- Bond Sale interest rates came in below expectations. All final agreements have been executed and the District received the official statement to have final comments back to them by Monday, November 25th. It will fund on Thursday, December 12th.
- Chief Brooks and Deputy Chief Dickson met with Jim Clarke from EF Recovery who acknowledged slowing of their ability to collect administratively due to insurance and administrative delays. Mr. Clark discussed internal process changes to take place at EF Recovery to remove some of the workload in early 2020 and potentially eliminate their fees. They discussed, with the Board's approval, extending the time on incident requirement to only bill for events that take one-hour or greater time on scene in order to bill for incidents which will have the greatest return on investment of District time and resources. Board reached consensus.
 - o Commissioner Wilson inquired about what happens in the case of multiple responders from different agencies on scene? Chief Brooks shared that EF Recovery would ensure not double billed.
- Citizens Advisory Committee meeting took place last week with six of former members. Proposed follow up meeting to take place in the first quarter of next year to determine next steps for citizen feedback and engagement.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride had no comment.

Commissioner Roberts had no comment.

Commissioner Hetzler shared that she really enjoyed going to Citizen Action Council meeting.

Commissioner Dobry inquired about Lacey Firefighter Charity gift wrapping. Chief Brooks shared that he believed it was on the 14th, but that he would find out.

Commissioner Wilson thanked all Commissioners for attending the Regionalization Study. Discussion took place regarding the Regionalization.

X. OTHER INFORMATION

- A. Suggestion Box – None.
- B. Correspondence
 - i. Notice of a former volunteer firefighters Leon Washington passing and Chief received thank you from his family.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None present.

XII. REQUEST FOR EXECUTIVE SESSION

- A. Pursuant to RCW 42.30.110(1)(g): To review the performance of a public employee

The Board announced and entered an Executive Session at 7:21pm. It was anticipated to last up to twenty minutes to complete the performance evaluation. At 7:40 p.m. the Board closed the Executive Session and returned to the open meeting with no action taken.

XIII. ADJOURNMENT

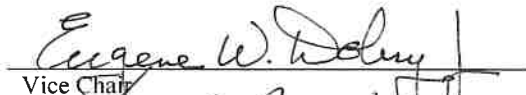
The Board of Fire Commissioners meeting adjourned at 7:43 p.m.

Next Regular Meeting: December 5th, 2019 – 5:30 p.m.


Chair


Commissioner

Commissioner


Vice Chair


Commissioner


ATTEST: District Secretary