

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**December 5, 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 5:30pm and followed with a salute to our Nation's flag. She noted that Commissioner Hetzler was excused from this meeting.

**II. APPROVAL OF THE AGENDA**

**MOTION:** To approve the agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

**III. HEARING OF THE PUBLIC /MEMBERS PRESENT**

- None.

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the November 21<sup>st</sup>, 2019 meeting of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct#6630) checks numbered #21704 through #21727 in the amount of \$68,613.11

- Capital Projects Fund 301 (Acct# 6631) for a check numbered #21728 in the amount of \$585.00

- 2017 Capital Improvement Project Fund 306 (Acct# 6639) for a check numbered #21729 in the amount of \$6,816.81

C. Payroll # 11A-1 2019 in the amount of \$0.00

D. Payroll # 11B-19 in the amount of \$396,875.47

**MOTION:** To accept the consent agenda as presented.

Motion: Commissioner Dobry  
Second: Commissioner Roberts  
Carried: Unanimous

- Commissioner Dobry requested information regarding the City of Olympia payment for Contract Services and Parts totaling \$37,680.19. Chief Brooks shared that this total was for all services, for two significant repairs, and vehicle quarterly/annual maintenance. He noted that the District was still below budget for the year that particular budgeted line item.
- Commissioner Dobry requested information regarding the payment to Foster Garvey PC for Legal Services in the amount of \$11,786.60. Chief Brooks shared that this payment was for legal services ahead of arbitration and that there would be additional payment(s) to Foster Garvey PC.

## V. COMMITTEE REPORTS

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

- No report. EMS next meeting Wednesday, January 15<sup>th</sup>.

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

Commissioner Wilson reported:

- Board initially chose not to pursue Motorola contract for the new radio system, however Motorola proposed a better offer which included favorable loan terms. The TCOMM Admin Board decided to accept the proposal. Discussion took place regarding the specific advantages of the Motorola contract and towers. Projected completion date is 2023.
- Accepted two collective bargaining contracts: one for the supervisors and one for the dispatchers. Also discussed TCOMM adding dispatchers.
- Shared an amendment was made to the budget after bond passage, with another amendment to be made in January.
- Commissioner Roberts to take over TCOMM Administrative Board reporting.

### C. City / District Liaison

- No report, as they are scheduled to meet on Tuesday, December 17<sup>th</sup> at 8:30am.

### D. Thurston County Fire Commissioners Association

Commissioner Dobry reported:

- No report, as they are scheduled to meet on Tuesday, December 17<sup>th</sup>. However, he attended the SOP meeting and they thanked the District for their contribution to the hospitality room. Additionally, graduation is on Wednesday, December 18<sup>th</sup>.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry shared:

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

F. Community Outreach Status Report

Chief Brooks shared:

- The District attended the City of Lacey Tree-lighting Parade on Monday, December 2<sup>nd</sup> and it was well attended by the community.
- 3<sup>rd</sup> Night of District Santa Mobile is tonight and the Santa Mobile will be visiting the Edgewater Neighborhood. Chief Brooks shared a thank you to Chris DeBell for her hard work planning the Santa Mobile.
- Shared that the Lacey Firefighter Charity provided twenty families a Thanksgiving meal.
- The Lacey Firefighters Charity is seeking volunteers to help with shopping and wrapping gifts on Saturday, December 14<sup>th</sup> for local families in our community. Their Christmas Distribution Event will be held on Sunday, December 15<sup>th</sup> from 2pm -5pm.
- Tomorrow, December 6<sup>th</sup>, Chief Brooks and Deputy Chief Schmidt will be conducting a Holiday Safety Talk to a group of Seniors at Olympia Lacey Church of God.

G. Capital Facilities and Equipment Activities

Chief Brooks reported:

- Station 34 is currently being framed and the concrete is being poured.
- The Ladder Truck Spec Committee met last week to finalize all of its elements. Director Chambers will work with the vendor to finalize the specs and then we will work to have the contracts signed before the end of the year.

**VI. NEW BUSINESS**

- A. Summary of Performance Review and Contract Renewal for Fire Chief:  
Discussion/Proposed Action

- Chairman Wilson shared that the Board is very happy with Chief Brooks.

**MOTION:** To accept the summary of performance review and that it be placed into his personnel file.

Motion: Commissioner Kirkbride  
Second: Commissioner Dobry  
Carried: Unanimous

**MOTION:** To approve the contract renewal for Chief Brooks for the period beginning January 1<sup>st</sup>, 2020.

Motion: Commissioner Dobry  
Second: Commissioner Kirkbride  
Carried: Unanimous

#### B. Renewal of Homeland Security Regional Omnibus Mutual Aid Agreement

- Discussion occurred regarding the mutual aid agreement. Chief Brooks shared that once resources are completely exhausted in a local area, this agreement would empower the District to help others within our Homeland Security Region which includes Thurston, Lewis, Grays Harbor, North Pacific and Mason counties.

**MOTION:** To accept the renewal of Homeland Security Regional Omnibus Mutual Aid Agreement.

Motion: Commissioner Roberts  
Second: Commissioner Dobry  
Carried: Unanimous

- Commissioner Kirkbride shared that the agreement is at the discretion of senior management whether the aid is provided by the District or not based on District need.

### VII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Discussed painting and flooring at within the Administrative wing of the building. Next week bids are due back from the contractors. Work will be completed in the first months of next year. Chief Brooks shared that the Board of Fire Commissioners meetings would be moved to another location during remodeling.
- The District received a check from Red Wind Casino for District response.
- Next Thursday, December 12<sup>th</sup> the Bonds will be officially sold.

- The November Finance report is already published. We are 91% of the year and we have 98% of our revenue and 99% of our property taxes. Discussed disability monies and disability reimbursements. Currently expenses are 8% below budget.
- City of Lacey notified the District regarding the Mullen Rd. Annexation comment period which ended on December 2<sup>nd</sup>. The City shared that they received no comments. Moving forward to the Utilities Committee on Monday, January 6<sup>th</sup> and that committee will make its recommendation.

**VIII. COMMISSIONER COMMENTS**

Commissioner Kirkbride shared his thanks to Chief Brooks for his insight regarding a recent discussion.

Commissioner Roberts looking forward to helping with the Lacey Firefighter Charity the weekend of the 14<sup>th</sup>.

Commissioner Dobry shared that he was sorry to miss the Lacey Firefighter Charity event.

Commissioner Wilson shared that she will be helping wrap gifts for the Lacey Firefighter Charity.

**IX. OTHER INFORMATION**

- A. Suggestion Box – None.
- B. Correspondence
  - i. None.

**X. HEARING OF THE PUBLIC / MEMBERS PRESENT**

None present.

**XI. ADJOURNMENT**

The Board of Fire Commissioners meeting adjourned at 6:21 p.m.

*Next Regular Meeting: December 19<sup>th</sup>, 2019 – 5:30 p.m.*

*Judy Wilson*  
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 Chair

*Sybil Roberts*  
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 Commissioner

*[Signature]*  
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 Commissioner

*Eugene W. Dolny*  
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 Vice Chair

*[Signature]*  
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 Commissioner

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 ATTEST: District Secretary