

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 16<sup>th</sup>, 2020**

Present:

Chairman Dobry  
Vice Chair Roberts  
Commissioner Kirkbride  
Commissioner Hetzler  
Commissioner Motzer

**I. CALL TO ORDER / FLAG SALUTE**

Vice Chairman Roberts 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 as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Motzer

Carried: Unanimous

**MOTION:** To move New Business Item A to just following the approval of the agenda.

Motion – Commissioner Hetzler

Second – Commissioner Dobry

Carried: Unanimous

**I. ELECTION OF THE CHAIRMAN OF THE BOARD**

**MOTION:** To elect Commissioner Gene Dobry as Chairman of the Board for 2020.

Motion – Commissioner Kirkbride

Second – Commissioner Hetzler

Carried: Unanimous

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

- Chris Clem shared that Olympic Ambulance has had a change of leadership, as their owner Bill Littlejohn recently passed away. He shared that Olympic Ambulance will remain in the family and that their service delivery will remain the same.

### III. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the January 2<sup>nd</sup>, 2020 meeting of the Board of Fire Commissioners.
- B. Warrants
  - General Fund 001 (Acct# 6630) checks numbered #21808 through #21828 in the amount of \$144,551.41.
  - Equipment Repair and Replacement Fund 103 (Acct# 6636) for a check #21807 in the amount of \$ 1,529.11.
  - 2017A Capital Improvement Project Fund 306 (Acct#6639) checks #21805 through # 21806 in the amount of \$4,200.00.
- C. Payroll # 12B-19 in the amount of \$1,395,176.75.

**MOTION:** To approve the consent agenda, with the change to the warrants to remove the election costs, as the amount owed is actually less and will be paid prior to the February deadline.

Motion: Commissioner Kirkbride  
Second: Commissioner Motzer  
Carried: Unanimous

### IV. COMMITTEE REPORTS

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

Commissioner Kirkbride shared:

- The Council met yesterday. The major topic was the planning committee submittal of the final draft of their comprehensive plan, which had a period available for comment, however only two comments were received. He shared their timeline for approving the comprehensive plan, which will allow for additional comment, and it will be brought for final approval to accept it as a coordinated draft at their February meeting. After feedback is received, the Council will adopt it for their use and will then take it to the County Commissioners for their adoption as it impacts Medic One. Once complete, it will be sent to stakeholders, including the District, to consider and to adopt for their own use.
- Appointed a budget committee for the next two years. Commissioner Kirkbride asked to join.
- The Council was asked to approve the Olympic Ambulance and AMR contracts for licensure, and it was unanimously approved.

- In March, the Council will review the fund balance. Discussion to be had regarding revenue sources and/or a levy, or looking at operational cuts that may need to be made. Commissioner Kirkbride requested ideas from the Board, which he could bring to the Council.

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

Commissioner Roberts reported:

- She attended the January 8<sup>th</sup> meeting where they recognized area youth who expressed interest in the new radio system. The Board invited him to their meeting and presented him with some stickers and an old inoperable radio (not on the bandwidth).
- Old business was discussed regarding the radio replacement system contract for consulting portion has been signed, which will result in a budget revision, as the monthly consulting fee reduced to \$18,000/mo.
- Discussed a meeting with TCOMM and WSP for preliminary discussions regarding radio replacement.
- Discussed consolidation study with Lewis County, however required to have a dedicated funding source.
- The Intergovernmental Agreement was discussed. Meeting in early December discussed changes to addition of new members and how new members would pay for services. At this meeting the Board charged Executive Director Keith Flewelling to make changes, and submit agreement with changes to attorney, which will hopefully returned in the Spring to bring to all constituents.
- Their next meeting to take place on Wednesday, February 5<sup>th</sup>.
- A March 24-26<sup>th</sup> retreat will be held to discuss strategic planning.

C. City / District Liaison

Commissioner Dobry shared:

- No report, as their next meeting is on Tuesday, February 18<sup>th</sup>.

D. Thurston County Fire Commissioners Association

Commissioner Hetzler reported:

- No Report. Next meeting is on Tuesday, January 21<sup>st</sup>.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry shared:

- He attended this meeting last Friday the 10<sup>th</sup> where they discussed operating budget. J.W. Foster is now acting chairman by floor nomination. By policy,

written nominations for Chairman, Vice Chairman, and Secretary are open until January 24<sup>th</sup>.

- Discussed that volunteers were requested to participate in the Council for Education and Housing sub-committees, however there were newly elected Board Members who had yet to meet with their various Boards, therefore volunteers to those committees will be determined at their next meeting to allow time for them to confer.
- Paul Brewster oversaw a call for 2020 federal transportation projects. Recommendations from the Transportation Policy Board were discussed. Considering approving process at February meeting and then they will solicit applications for approximately 12 million for funding for their funding cycle.
- Main Street Rochester Study regarding improvements discussed.
- Discussed the upcoming Legislative session. TRPC is lining up meetings with delegation members.
- Shared information regarding Station 34 construction and the purchase of new District apparatus.
- Discussed that Sound Transit rural transportation will go fare free beginning in February.
- CEO David Iyall will be attending the TRPC. Commissioner Dobry shared that discussion took place regarding possible District and Tribal Council meeting.

#### F. Community Outreach Status Report

Chief Brooks shared:

- Next HOA meeting on January 27<sup>th</sup> at Station 34 and he and Commissioner Motzer will attend.
- Discussed DC Schmidt's recent community outreach presentations for two local boy scout troops.
- February 13<sup>th</sup> HOA meeting for Le Village HOA staff member and Commissioner Motzer to attend.
- DC Schmidt met with the Beachcrest community regarding fireworks. Their HOA is having a meeting to discuss fireworks in early March. They discussed other area fireworks presentations.
  - Commissioner Kirkbride shared funding information from the Long Lake fireworks presentation and offered to reach out to contact to help obtain more information regarding administration of event.
  - Commissioner Roberts shared that there is a Long Lake management meeting on January 28<sup>th</sup> and that she would reach out to obtain more information about how Long Lake administers their event.

## G. Capital Facilities and Equipment Activities

Chief Brooks reported:

- Station 34 is progressing timely. He shared that there was one major change to the underground project and that PSE, contractor, and sub-contractor, would be meeting to solidify plans. Power may need to be cut for up to two or three days, however generator would be used for shop to continue to operate. Possible generator available from City of Olympia.
- Contracts were finalized and executed for the two new engines and the ladder truck. Next portion of the process would be a pre-engineering meeting sometime in February and would start the clock on engine construction. It is currently planned to deliver them by this time next year.
- A chassis was purchased for the brush rig, with the intent to repurpose the old brush truck as a tow vehicle. The old dually pickup truck to be sold and the old brush truck will now take its place.
- Currently working with civil engineers and the county for the existing 34 shop work and the civil site work for expanding station 33.

## H. NEW BUSINESS

### A. Committee Representation Appointments (Appendix A)

- Thurston County Medic One
  - District Representative: Commissioner Kirkbride
  - 1<sup>st</sup> Alternate: Commissioner Hetzler
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff
- TCOMM
  - District Representative: Commissioner Roberts
  - 1<sup>st</sup> Alternate: Commissioner Motzer
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff
- City of Lacey District Liaison
  - District Representative: Commissioner Dobry
  - 1<sup>st</sup> Alternate: Commissioner Roberts
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff
- Thurston County Fire Commissioners
  - District Representative: Commissioner Motzer
  - 1<sup>st</sup> Alternate: Commissioner Hetzler
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff

- Thurston Regional Planning Council
  - District Representative: Commissioner Dobry
  - 1<sup>st</sup> Alternate: Commissioner Roberts
  - 2<sup>nd</sup> Alternate: Deputy Chief Dickson / Staff
  
- Appellate Panel for District Member
  - District Representative: Commissioner Roberts
  - 1<sup>st</sup> Alternate: Commissioner Hetzler
  - 2<sup>nd</sup> Alternate: Commissioner Kirkbride

**MOTION:** To adopt the 2020 Board appointments as agreed.

Motion: Commissioner Kirkbride

Second: Commissioner Motzer

Carried: Unanimous

VI. Draft Leave Policy Changes: Staff Report

- Chief Brooks shared:
  - The need to revise policy to adjust accrual rates, as sick leave policy has remained unchanged since its original adoption. Both the annual policy and sick leave policy changes have been made in an effort to streamline process without negatively impacting members. The accrual rate table has been adjusted to be comparable and on level with other area fire departments/districts.

**MOTION:** To accept proposed policy changes for sick and annual leave as maybe modified by clarification of rules or laws.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

VII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Discussed Saturday, March 7<sup>th</sup> as the date set for the upcoming BoFC workshop. He reached out to regionalization study consultant for first portion of workshop to discuss regionalization and how it would impact the District. He inquired of the Board regarding their interest to have the Citizen Advisory Committee members attend that workshop and board members expressed approval of Citizen Advisory Committee members attending.

- Chief shared that he received interest in recruiting more Citizen Advisory Committee members. Board discussed opening up application process now through beginning of March for interested citizens. Commissioner Motzer shared he will be sharing the opening on his social media.
- He confirmed that the March 5<sup>th</sup> BoFC meeting will include a TRPC presentation.
- Tuesday, January 28<sup>th</sup> is Legislative Day, and Chief Brooks and Deputy Chief Schmidt will be attending.
- Logistic Director Chambers and IT Specialist Parsons have been working to migrate IT systems to fiberoptic lines, and they completed the migration of Station 31.
- He shared the Year End Financial Overview and Fund Information:
  - Started the year at \$4.2 Million in cash carry forward and ended the year with \$5.5 Million in cash carry forward, which has placed the District at total cash on hand in excess of 20% placing us higher than the policy mandated 16%. Chief Brooks shared his appreciation to our Finance team.
  - Discussed long term care costs for retirees and third-party disability pay for members.
  - Discussed cost of working on the Brush rig and discussed future Battalion fleet purchase.
  - Shared the importance of purchasing two sets of Fire Protection gear for members as part of long-term equipment.
  - Discussed capital projects and bonds.
  - Discussed property tax revenues and that the District typically has ~99% property tax collection rate.
  - Discussed Medic One and Nisqually revenues.
- Chief Brooks also shared 2019 Call Volume Comparisons and noted there was an increase in calls to the Station 34 and Station 35 service areas.
- Shared that volunteer roles within the agency: he shared his appreciation of our ISU staff and chaplains. Shared a recent event which Chaplain Lead Chris Gorman responded to support minor child resident and their family.
- Deputy Chief Schmidt discussed January 9<sup>th</sup> trench rescue and inter-agency response. Discussion occurred regarding our response and support of the scene and patients on scene.
- Commissioner Kirkbride inquired about the annexation on Mullen Rd. Chief Brooks shared that it is before utilities commission and it is expected to be on the council agenda in February.

## VIII. COMMISSIONER COMMENTS

Commissioner Motzer shared gratitude to Olympia Fire Department regarding a recent response.

Commissioner Kirkbride shared his appreciation for the quality of reporting received.

Commissioner Hetzler had no comment.

Commissioner Roberts shared her appreciation for good outcomes regarding recent events.

Commissioner Dobry shared that he appreciates the quality of reporting received and that he would be unable to attend the next BoFC meeting due to family visit.

**IX. OTHER INFORMATION**

A. Suggestion Box – None.

B. Correspondence

- i. Thank you note received from minor child patient regarding recent District response.
- ii. Donation of \$50.00 received from resident in memory of citizen.

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

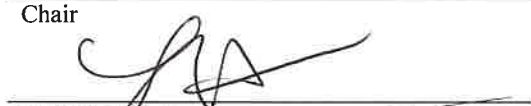
- None

**XI. ADJOURNMENT**

The Board of Fire Commissioners meeting adjourned at 7:14p.m.

*Next Regular Meeting: February 6<sup>th</sup>, 2020– 5:30 p.m.*

Chair



Commissioner



Commissioner

Vice Chair



Commissioner



ATTEST: District Secretary