

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 5th, 2020

Present:

Chairman Dobry
Commissioner Roberts
Commissioner Hetzler
Commissioner Kirkbride
Commissioner Motzer

I. CALL TO ORDER / FLAG SALUTE

Chairman Dobry called the meeting to order at 5:30pm and followed with a salute to our Nation's flag.

II. APPROVAL OF THE AGENDA

Staff requested the addition of two new business items:

- Resolution 874-03-20 Exempting the purchase of two (2) pumper fire engines and (1) aerial fire ladder truck from competitive bidding pursuant to RCW 39-04.280
- Application review for a Citizen's Advisory Committee applicant

Chair Dobry stated the New Business Items would be as follows:

- A. Resolution 874-03-20
- B. Proposed change order to Engine and Aerial Purchase contracts
- C. Information and planning related to COVID19
- D. Citizens Advisory Committee application review

MOTION: To approve the agenda as modified:

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

Olympic Ambulance Director Chris Clemm shared:

- his agency was also dealing almost daily with COVID information, planning and updates
- Olympic had completed the hiring process for new shift supervisors
- Olympic had developed a Mental Health Coordinator position that will be a resource for their crews
- On Monday and Tuesday, Olympic transported a patient and family from St Pete's back to Fresno, California. The patient had been essentially stranded here due to a medical condition.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the February 20th, 2020 meeting of the Board of Fire Commissioners.
- B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #21895 through #21907 in the amount of \$99,121.91
 - 2017A Capital Projects Fund 306 (Acct#6639) checks numbered #21908 through #21913 in the amount of \$15,299.79
- C. Payroll #02B 2020 in the amount of \$424,287.96

MOTION: To approve the consent agenda.

Motion: Commissioner Kirkbride
 Second: Commissioner Motzer
 Carried: Unanimous

Commissioner Motzer sked for clarification on the treadmill purchase. Chief Brooks stated the previous treadmills ranged from 15 – 20 years old and worn out or beyond reasonable repair, they were used almost daily by the firefighters, and were needed annually for fitness testing. The new machines specifications were approved by the Peer Fitness Trainers and Chief Schmidt, and were commercial grade to handle the heavy use.

V. REGIONAL TRANSPORTATION PLAN PRESENTATION – presentation by Katrina Van Every, Senior Planner, TRPC

Ms Van Every presented the current iteration of the Regional Transportation Plan that is currently under review and update. The plan, required by both the Federal and State rules, has a 20 year forward look and is also required to be updated every 4-5 year. A draft should be ready for public review in April.

VI. COMMITTEE REPORTS

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

No report, next meeting on March 18th.

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

Commissioner Roberts attended the meeting held March 4th and reported the following:

- Much of the meeting discussion revolved around the radio network – a kickoff meeting between Motorola, WSP and TCOMM has been held
- TCOMM is still pursuing a potential partnership with WSP
- Fire & law enforcement advisory committee (FLAC) is helping to ensure the new system meets fire and law enforcement needs
- The existing telephone system will no longer be supported in May. TCOMM is hoping the new vendor – Solocom – will be up and operational by then, but if not that they may be able to support the old system until the new one is functional
- The strategic planning process is underway
- Lewis County is still interested in partnering with TCOMM and has hired a consultant to explore the feasibility of partnering with another agency
- The revision of the IGA is moving forward and Lacey's City Manager, Scott Spence and the city's attorney are taking the lead on this project.
- TCOMM has the capability to take information from people concerned they may be the victim of swatting; protocols still need to be developed.
- Officer elections were held with no changes made to the existing leadership.

C. City / District Liaison

No report, next meeting on April 21st, anticipated to be at City hall.

D. Thurston County Fire Commissioners Association

Commissioner Motzer attended the SOP meeting on the 2nd and reported the group spoke about presentations for meetings.

E. Thurston Regional Planning Council (TRPC)

No report, next meeting is March 6th.

F. Community Outreach Status Report

Chief Brooks shared:

- Coordination continues to keep District spaces open for the regular groups that utilize the facilities.
- He attended the Beachcrest fireworks special meeting along with a representative from the County and from the Thurston County Sheriff's Office. There is concern from some from the HOA about heavier firework activity and high tides creating a narrower space that is backed by a cliff with housing at the top. The group expressed appreciation for the District's presence at the meeting.
- A possible result of the COVID19 would be curtailing public use of facilities; if Public Health recommends limiting gathering the District would like to comply as a matter of policy.
- Chiefs Schmidt, Dickson and Hulse participated in the Dr Seuss reading event at local elementary schools.

G. Capital Facilities and Equipment Activities

Chief Brooks reported

- Station 31 has the new flooring in place in the BoFC; progress continues on this project. The Chief noted his appreciation for all the work Kerri Jeter and Director Chambers have been doing coordinating all the work and moving for this project.
- He met with Ryan Andrews from the city regarding the next steps for annexation in the St 33 area. Chief has sent letters to landowners in the area notifying them of the annexation and seeking interest in signing onto the petition.
- New Station 34 is nearly ready to begin roofing; material should be arriving tomorrow or early next week. A walk-through before the next BoFC meeting was proposed; Director Chambers to work with the general contractor to make arrangements. It is expected the walk through should start about 4:30 pm before the BoFC meeting.
- Annexation for the Station 34 area is still under discussion between the City and County.
- Staff conducted an initial walk through of existing St 34 for discussion of future potential needs and uses. Chief will be reaching out to other agencies that had expressed in interest in having space in the existing 34 once the construction and transition to new 34 is completed.

VII. OLD BUSINESS

A. March 7th board workshop agenda

Chief Brooks reviewed the proposed agenda and will publish it tomorrow morning.

B. Proposed changes to Leave Accrual Policy

The Board had previously approved a change to the Work Hours and Leave Policy that collapsed the leave accrual schedule from approximately 25 levels to 5 levels. When the final review of it's applicability to personnel was conducted, it was discovered that some were negatively impacted by the change. Staff is proposing modifying the first level from 10 hours monthly to 12 hours monthly to avoid this negative impact on incumbent members.

MOTION: To adopt the change in Table 3 for annual leave accrual from 10 hours to 12 hours.

Motion: Commissioner Hetzler

Second: Commissioner Motzer

Carried: Unanimous

VIII. NEW BUSINESS

- A. Resolution 874-03-20 Exempting the purchase of two (2) pumper fire engines and (1) aerial fire ladder truck from competitive bidding pursuant to RCW 39-04.280

Chief Brooks reported the District has purchased four new Pierce Velocity engine over the last nine years powered by Detroit engines. In addition, over the last nine years, emissions standards have continued to evolve. The changes that Detroit has had to make to continue to meet emissions standards have caused maintenance issues; the District experienced some problems in the 2016 model and mores on with the 2019 engine. It currently has been out of service for two months with warranty issues relating to emissions and connecting parts and technologies.

As the 2019 engine is nearing the end of warranty, the Chief had discussions with Hughes Fire Equipment on this issue, with a request to extend the warranty. In discussion with Hughes, it was noted that an alternate power plant was available for the fire pumpers. After conversation with Hughes, the Pierce sales representative and repair facility mechanics, it was determined that the alternate power plant – Cummins - was desirable.

The original resolution referenced a Detroit power plant and the experience of the Olympia lead mechanic with the manufacturer. The proposed resolution drops which references Detroit and to the experience of the lead mechanic, who is no longer working for Olympia. The Pierce fire pumper is still desirable due to the TAK4 and Command Zone technologies, which are currently on all other District Pierce apparatus and these technologies still make Hughes the sole source vendor.

MOTION: To approve Resolution 874-03-20 Exempting the purchase of two (2) pumper fire engines and (1) aerial fire ladder truck from competitive bidding pursuant to RCW 39-04.280.

Motion: Commissioner Hetzler
Second: Commissioner Roberts
Carried: Unanimous

B. Proposed change order to Engine and Aerial purchase contracts

Changing from a Detroit power plant to a Cummins has a cost differential, and the build process at Pierce is underway. In order to make the change, a change order has to be submitted as soon as possible. Staff is requesting the BoFC approve the change order to Cummins power plants for the two engines and the aerial currently on order.

Commissioner Kirkbride noted the change order provided by Pierce lacked clarity regarding total cost and requested that the document reflect more clearly the cost per unit and the total cost.

MOTION: To authorize the proposed change order for two pumpers and the aerial ladder truck purchase contracts with Pierce manufacturing.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

C. Information and planning related to COVID19

Chief Brooks reported he other staff have been meeting previously regarding COVID19 but this week it has been every day to stay abreast of developments, recommendations and planning.

Chief Schmidt and the training division have been working towards operations directives and information, Medic One is expected to issue training and specific protocols and information Monday.

Chief Brooks is the Chiefs Liaison to the Emergency Coordination Center; as of yet it has not staffed up the physical space.

TCOMM will now be providing specific language to responders based on additional screening.

Chief Brooks has started conversations with the Bargaining Unit regarding alternate staffing possibilities, phone screening, triggers for these type of events, and care for members who may be exposed or contract the virus.

The District has reached out to the care facilities about their preparations and have been very happy with the responses.

The situation continues to evolve, and updates will be made to both the membership and Commissioners as information / news becomes available.

A Joint Information Center has been opened to coordinate the information being disseminated; currently the County and Public Health are coordinating efforts.

D. Citizens Advisory Committee (CAC) application

An application for the CAC has been received by Dave Ribacchi. The Board noted he had been very active in the county and always been a strong supporter of the District before he moved. Commissioner Kirkbride noted he was part of the original CAC.

MOTION: To accept the application of Dave Ribacchi for the Citizens Advisory Committee.

Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

IX. **ADMINISTRATIVE REPORT**

Chief Brooks provided the following updates:

The email sent to the Commissioners from the Department of Retirement Systems (DRS) was a result of a yearlong project of reviewing District records. Some issues were noted that will required correction, mainly revolving around differences between retirements systems and what is pensionable income. Finance Director Hough and Payroll Admin Archer are working on making the changes requested by DRS.

There is currently and for the near future a changeover of Fire Service leadership in the County:

- Olympia is in the process of hiring a new Deputy Chief and Chief Brooks will be participating on the interview panel.
- Tumwater has promoted from within for a new Assistant Chief (Brian Hurley)
- Both Chief North (McLane-Blacklake) and Chief Wood (Griffin) expect to retire by years end.

Chief Brooks returned from a week of vacation and a week of conference; the conference on Community Risk Reduction was also attended by Community Outreach Coordinator Chris DeBell. The conference, in its 12th year, was well attended and has provided renewed energy and ideas related to community risk reduction.

X. COMMISSIONER COMMENTS

Commissioner Hetzler - no comments

Commissioner Kirkbride noted we are almost exactly 100 years from the great flu pandemic of 1918. He also noted the reading efforts of Chief Dickson for the 1st grade class that his wife was substituting in on Dr Seuss reading day.

Commissioner Motzer noted his wood project was completed – all hand split 8 ½ cords of it. He also noted he is soccer coaching and is involved in a foodbank project.

Commissioner Dobry thanked Chief Schmidt for her speedy response to his HAM radio question. He also asked the Chief for regular updates on COVID19 in case there are media contacts.

Commissioner Roberts noted she was glad the Chief made it home before the tornado in Nashville. She also noted he daughter is a physician and dealing with COVID19 issues in her state as well. Commissioner Roberts also noted Terry Ware, formerly with Olympia Ambulance, passed away this week.

XI. OTHER INFORMATION

- A. Suggestion Box – None.
- B. Correspondence – the District received several donations in memory of a former care facility resident.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

- None

XIII. REQUEST FOR EXECUTIVE SESSION

The Board recessed at 7:17 to an executive session pursuant to RCW 42.30.110(1)(g): To review the performance of a public employee. The Board estimated 10 minutes with no action to be taken.

The Board reconvened at 7:27.

XIV. ADJOURNMENT

The Board of Fire Commissioners meeting adjourned at 7:28 pm.

Board Workshop March 7, 2020, 9:00 a.m. at Station 34

Next Regular Meeting: March 19th, 2020– 5:30 p.m.

Sylvia Roberts
Vice Chair

[Signature]
Commissioner

Commissioner

Eugene W. Tolney
Vice Chair

[Signature]
Commissioner

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ATTEST: District Secretary