

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 2, 2020

Present:
Chairman Dobry
Commissioner Roberts
Commissioner Hetzler
Commissioner Kirkbride
Commissioner Motzer

The meeting was open to the public via the Zoom meeting platform; no members of the public joined via the platform.

I. CALL TO ORDER / FLAG SALUTE

Chairman Dobry called the meeting to order at 5:30pm.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Motzer

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

- None present.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the March 16th, 2020 of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #21948 through #21962 in the amount of \$290,316.13

- 2017A Capital Projects Fund 306 (Acct#6639) check numbered #21963 in the amount of \$12,253.01

C. Payroll #03B 2020 in the amount of \$428,398.17

MOTION: To approve the consent agenda.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

V. COMMITTEE REPORTS

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

- No report at this time.

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

Commissioner Roberts reported:

- That there is a new FMLA policy regarding COVID-19, which was approved by the Board at their recent meeting.

C. City / District Liaison

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

D. Thurston County Fire Commissioners Association

- No report at this time.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry reported:

- That he will be attending this month's council meeting tomorrow via the Zoom meeting platform.

F. Community Outreach Status Report

- No report at this time.

G. Capital Facilities and Equipment Activities

Chief Brooks reported:

- Station 31 renovation project is progressing well. Employees are beginning to be able to move back into their workspaces. Logistics team will be moving back into their offices in the next couple of weeks.
 - o Commissioner Kirkbride inquired about what would be needed to complete the renovations at Station 31 and asked for clarification regarding where renovations were taking place within the building. Chief Brooks shared that renovations should be completed around mid-April. He shared that this renovation project is being completed on the Administrative side of the building. Additionally, he shared that the Operations side of the building will most likely require structural changes, and the District is not immediately proceeding forward with those renovations at this time.
- Commissioner Dobry inquired if there was any update on Station 34. Chief Brooks shared that he and Logistics Director Chambers met at Station 34 to take photos to send back to Rice Fergus Miller, due to a request for a pay interval and to document the architect's work at that point in time. He also shared that the Contractor will be having a meeting tomorrow to discuss their stance on continuing public works projects.

VI. OLD BUSINESS

- Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- o The District is below normal response volume, as March response volume was 5% lower. Going into the month of March, however, response volume was up ~2.5%.
- o King County has a rotating test site available to healthcare providers and first responders, which provides COVID-19 test results within ~12-24 hours.
- o New COVID-19 testing capacity anticipated locally as new testing becomes available.
- o Medic One received a stock order of N-95 masks, which have replaceable filters. Net impact increases District stock of N-95 masks and filters to approximately 15,000 in capacity. Currently, the District has the PPE needed, however it has sought out backup solutions from non-traditional resources as needed to meet potential future need.
 - Commissioner Dobry inquired if the N-95 mask replaceable filters are able to be used more than one time. Chief Brooks shared that crews are wearing masks, eye protection, and gloves on every call and are

using a screening tool to determine if PPE can be re-used. However, once crews encounter a patient where PPE could possibly be contaminated then crews are setting that mask filter aside and storing them in case they need to be decontaminated in the future. The new masks will allow crews to use them on multiple patients on the first mask filter, however the mask itself is a rubber material and can be decontaminated using the same chemicals used to disinfect other equipment. Crews would then replace the mask filter.

- Commissioner Dobry inquired about how long current N-95 mask supplies would last. Chief Brooks shared that at the current consumption rate, that he estimates they could last up to several months. The District scaled back the consumption rate of masks by limiting the number of providers approaching the patient to determine if significant interventions were needed.
- Commissioner Dobry inquired regarding the cost of the new stock of N-95 masks. Chief Brooks shared that the District masks were purchased by Medic One and that the District did not expend any revenue to obtain them. The District is archiving all of the receipts for the purchase of the backup canister style masks, as we believe that they will be reimbursable through FEMA.
 - Commissioner Kirkbride stated that Medic One would reimburse the District for any incurred expenses and that Medic One would seek reimbursement from FEMA. Chief Brooks acknowledged that the District and Medic One would be sure to find the most streamlined process for reimbursement. He shared that there may be some administrative expenses that Medic One may not be able to process reimbursement for and that there may be a parallel process needed for seeking reimbursement.
- He and DC Schmidt went out the last couple of days to touch base with the crew and he shared that crew morale is good.
- Support and Administrative staff are onsite at varying times as needed to support system infrastructure and are otherwise working from home remotely.
- Commissioner Roberts inquired about current hospital capacity at our two local hospitals. Chief Brooks shared that it is his understanding that St. Pete's has good availability with much lower than recent normal census.

- Commissioner Dobry inquired regarding how many of the patients in Thurston County diagnosed with COVID-19 are hospitalized. Chief Brooks shared that as of this morning, that none of them were currently hospitalized.
- Commissioner Dobry inquired if the District was experiencing any kind of shortages. Chief Brooks replied that we are not short of anything at this time, however that some cleaning chemicals are backordered for future purchase and that alternative solutions were being made.
- Commissioner Dobry asked if the District was experiencing any price gauging. Chief Brooks replied that some of the thermometers that are currently being used to screen incoming staff were purchased at approximately double the cost; however, those items were not high priced items.

VII. NEW BUSINESS

None.

VIII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- The District had a recent discussion with the County Treasurer. They discussed the change of the property tax deadline from April 30th to June 1st. The District was asked to do some calculations as to what would be impacted, particularly with the debt service on the bonds, and the District believes even if there was a reduction in monies through June 1st that it would fare fine. However, beyond June 1st the District would potentially need to move money around between funds. Discussion took place regarding relatively low previous property tax delinquency rates and bond language.
- He shared that he will be putting a video out via social media to share with our community regarding what the District is doing in order to stay proactive in communicating out.
- The Citizens Advisory Committee (CAC) met this Monday and had good attendance. They discussed that they were awaiting information regarding the Tumwater Regionalization Study. Additionally, they discussed community risk reduction strategies, finances, and financial projections. They discussed the potential levy during the General Election and having the CAC attend the next Board of Fire Commissioners meeting on Thursday, April 16th.
- Discussion took place on how best to sign the meeting minutes, warrants and other Board paperwork with the remote nature of the Zoom platform. Chief Brooks shared that we would utilize the minutes of this meeting to

move everything forward and that we will collect signature pages to sign at a later date when the Board is physically present.

IX. COMMISSIONER COMMENTS

Commissioner Hetzler – Stated that she appreciated all of the updates the Board has gotten.

Commissioner Kirkbride – Shared his thanks to the crew for their hard work at this time.

Commissioner Motzer – No comment.

Commissioner Dobry – Shared that due to social distancing we would be having our next meeting virtually through the Zoom meeting platform.

Commissioner Roberts – Shared she was thankful to hear that everyone was safe and healthy and that she was thankful for the virtual meeting so that the Board was able to meet.

X. OTHER INFORMATION

A. Suggestion Box – None.

B. Correspondence –
Chief Brooks shared:

- The District has been receiving donations of PPE from the public and local businesses.

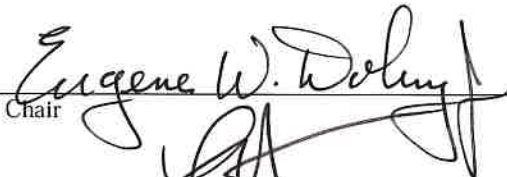
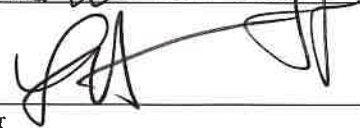

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

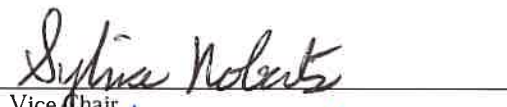


- None

XII. ADJOURNMENT

The Board of Fire Commissioners meeting adjourned at 6:01pm.

*Next Regular Meeting: April 16, 2020– 5:30 p.m.
Available via remote meeting*


Chair

Commissioner

Commissioner


Vice Chair

Commissioner

ATTEST: District Secretary