

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

May 7th, 2020

Present:

Chairman Dobry
Commissioner Roberts
Commissioner Kirkbride
Commissioner Motzer

The meeting was open to the public via the Zoom meeting platform. Commissioner Hetzler was excused from the meeting.

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 modified to include the addition of a request for an executive session regarding RCW 42.40.110 (g) to discuss the Review of Performance of a Public Employee.

Motion: Commissioner Kirkbride

Second: Commissioner Motzer

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

- None.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the April 16th, 2020 of the Board of Fire Commissioners meeting.
- B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #21993 through #22008, including bank draft #DFT00537, in the amount of \$180,532.90
 - 2017A Capital Projects Fund 306 (Acct#6639) check numbered #220009 through #22013 in the amount of \$159,230.95

C. Payroll #04B-2020 in the amount of \$429,523.18

MOTION: To approve the consent agenda.

Motion: Commissioner Motzer
Second: Commissioner Kirkbride
Carried: Unanimous

V. OLD BUSINESS

- Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- o The District has had two possible exposures to COVID-19 and two members have been required to quarantine, however in the first instance testing came back negative and that member was released from quarantine. In the second instance, a member is currently quarantined; that source test result is anticipated tomorrow. The majority of our workforce remains unaffected.
- o The Logistics team has been working to ensure the District has some redundant PPE supplies in place should we have a reduction in available PPE in the future. Chief Brooks reported that PPE costs have reduced and are closer to pre-pandemic levels.
- o The District has reduced the frequency of COVID-19 briefings with the crews based on current District need.
- o Commissioner Dobry inquired if the District has responded to a patient who has tested positive for COVID-19. Chief Brooks responded that we have. He shared that the District wouldn't be able to know a total number of patients who have tested positive for COVID-19, because the District only receives feedback if there was exposure identified while on the call.
- o Commissioner Dobry asked if PPE is being purchased through bulk order from the EMS budget. The Chief replied that the District is using whatever supplies Medic One can supply within the County supply chain, as those supplies have already been paid for. The exception would be for items that are unique to the District, such as respirator attachments to our air pack masks. He explained that currently there are three supply chain channels: Medic One, direct purchases made by the District, and through what is available through the County and State level from the Emergency Coordination Center.
 - Commissioner Dobry asked if the District is reusing masks. The Chief replied that we are currently housing

and storing masks, but are currently not reusing disposable models. He shared that Medic One entered into a contract with Battelle, which has an aerosolized hydrogen peroxide process approved by the FDA for sanitizing masks for reuse. To date, Medic One has sent 300 units to Battelle, and approximately 100 were returned for future use. Medic One is working with Battelle to increase the number of returned sanitized masks.

- Regional Fire & EMS Study: Commissioner Kirkbride (see attached reference documents)

Commissioner Kirkbride shared:

- o He reviewed the various merger ideas presented in the regionalization study. He stated that the operating cost analysis within the documents presented weren't evident, and therefore there were multiple unknown outcomes. The need for discussion on how the Board would signal to other participants in the study as to whether the District would proceed was discussed.

VI. NEW BUSINESS

- Declaration of Surplus Vehicle: Staff Report and Proposed Action (Appendix A)

o Chief Brooks shared:

- The District had used this vehicle for its tow capacity in the past and was recently used to tow the special teams trailer. That being said, it had reached end of service life and is not as well outfitted as other district vehicles and not used as frequently.

MOTION: To declare surplus equipment of the 1997 Chevrolet 3500 Pick Up Truck and the method of surplus will be sale to the highest bidder or offer.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

- Architectural and Engineering Proposals for the Vehicle Repair Facility and the Station 33 Expansions: Staff Report/Proposed Action (Appendix B)

- Chief Brooks shared:
 - Next phase of planning for required permitting and architectural engineering. The District had hoped to have finalized the annexation process for Station 33, however public hearings are currently suspended. Chief stated that he will check back in with City of Lacey Planning Manager Ryan Andrews regarding the backlog of demand for public hearings once they are able to resume.
 - The District has considered both options for the changes to the Vehicle Repair Facility and we are leaning towards creation of a free-standing building, as there is more value per square foot.
 - Rice Fergus Miller's architectural fees, all sub-contractor information, and related proposals were shared with the Board. He stated that staff were comfortable with the scope and master agreement with approval of the Board.
 - Commissioner Kirkbride shared concern over Rice Fergus Miller's fee in relation to the scope of work provided.
 - Commissioner Motzer asked for clarification regarding if the scope of work this motion was approving. He also inquired about the benefits of the stand-alone building vs. the expansion of the vehicle repair shop.
 - Chief Brooks stated that these proposals were for architectural, engineering, and planning services in order to have cost estimating work done.
 - Chief Brooks shared that the initial plans were to have the vehicle repair shop under one roof, however some of the complexities with that idea include having to bring that building up to current codes, that the shop would have impacts to their work, and that Rice Fergus Miller believes that there may be further cost savings to building new vs. making modifications to the current building. He shared that they will be assessing that with this service order.

MOTION: To authorize approval of the service order for use with Master Agreement between owner and architect for the vehicle repair shop and Station 33 expansion.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Motion Passed: 3 approved, and 1 opposed

VII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Yesterday, the District participated in the Nurses Appreciation Parade.
- Last Friday the District participated in a parade to honor school food service workers. The parade went past 12-13 North Thurston schools.
- The District participated in the Friday Night Lights parade through several local Lacey neighborhoods alongside Lacey Police Department, the Thurston County Sheriff's Department, and Olympic Ambulance.
 - o Chief Brooks shared that the parades have been mostly well received. One citizen did contact Chief Brooks today with a complaint regarding the District's participation in parades and other "non-essential" activities while citizens were asked to stay indoors. The citizen was invited to share his concerns directly with the Board but was unavailable for this meeting. He may provide comment at a future meeting.
 - o Commissioner Kirkbride expressed his support for the District hosting parades for the community, particularly at this time.
- Lt. Mike Heikes announced his retirement after 43 years of service with the District. His last day on shift will be Saturday, May 30th. Chief Brooks shared that many of the ceremonial aspects of this day will be held at the shift level to avoid crowd gatherings and to promote social distancing opportunities, however Chief requested permission of the Board to host a lunch with the on duty crews that day and to publicize a drive through reception to be held at Station 34. Chief Brooks shared that he anticipates the outward facing portion of the event to be held from ~11:30-2:00, with the drive by reception portion of the event to be held from 1-2 pm.
- New Station 34 is moving forward. The District received Change Order #4 regarding the relocation of utilities, which was ~\$33k. With all four change orders the District is still below \$100k in total change orders. There have been some challenges in obtaining inspections from the county at this time, however the site foreman has been in contact with the Fire Inspector. Current estimate of completion of Station 34 is plus or minus two months.
- The state audit entrance meeting took place with Finance Director Hough, the Chief, and Commissioner Dobry present. At time of that meeting,

~80% of the audit was complete and we anticipate that the Exit Conference will be happening in the near future.

- Starting next week, the Olympia Fire Department will be primarily servicing the Wilderness area of our District (West of Wiggins Rd and North of Yelm Hwy.) in order to provide the promptest response to residents.
 - o Commissioner Dobry asked how many residents would be affected by the change. Chief Brooks stated that he didn't have an exact number, however the call volume for that area was between 200 and 300 responses last year.
- The District received the financial report from the county. County wide property tax collections were 85-90% of budgeted amounts. The District is currently \$500k - \$1 million short property tax dollars at this time, however the deadline isn't until June 1st. Chief Brooks shared that he was optimistic that the District will make up some of those tax dollars in the interim. The District at this time is trending within the existing budget.

VIII. COMMISSIONER COMMENTS

Commissioner Kirkbride – He shared that the EMS Council Budget Committee met on Monday, May 4th. They are in the final year of their biennial budget and need to cut \$300k out of expenditures. The EMS Council is required to maintain \$2.5 billion in reserves and in 2021, they will drop below that in operating revenue, so at the June EMS council meeting a recommendation will be made to consider placing a levy lid lift resolution on the general ballot this year. He also shared that tomorrow the US Airforce will be conducting a special honor flight to honor the medical community.

Commissioner Motzer – He shared Fire Commissioners meeting cancelled and their next meeting will be in two weeks. He stated he is working on community projects.

Commissioner Dobry – He shared that he attended the TRPC meeting via Zoom on May 1st. Executive Director Marc Daily received his evaluation from the Board and received an excellent review. He stated that the council's presenter, Michael Cade of the Thurston Economic Council, provided information regarding the impacts of the COVID-19 Pandemic on Thurston County's economic climate.

Commissioner Roberts – She reported that TCOMM met remotely yesterday to review first quarter financials. Currently revenue is above 23% projected, and they conducted a budget forecast for the coming year. She shared an update on the radio procurement, as the Washington State Patrol has decided that they do not want to continue in a pursuing a partnership due to some federal requirements which differ from TCOMM's. The Board agreed to go ahead and become the owner of the radio system core. New towers will be added under this project which will provide better coverage to the Thurston County area. They are currently in Phase 1 of planning. The lack of partnership with WSP is anticipated to cause an \$800k increase in capital costs and \$100,000 more a year in

operations costs. She reported the telephone replacement is going well and should be completed by mid-October. She also reported that Executive Director Keith Flewelling received his evaluation from the Board and received an excellent review.

- Commissioner Dobry asked what the contribution amount would have been from the Washington State Patrol for the project. Chief Brooks shared that the Washington State Patrol already owns a core, without them the project will need to purchase another core at a cost of approximately \$800,000.

IX. OTHER INFORMATION

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

Chief Brooks shared:

- The District received a thank you note from a citizen.

X. HEARING OF THE PUBLIC / MEMBERS PRESENT

XI. REQUEST FOR EXECUTIVE SESSION

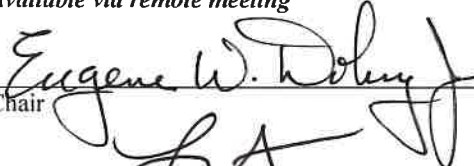

The regular meeting recessed to the Executive Session 6:50 p.m. pursuant to RCW_42.40.110 (g) to discuss the Review of Performance of a Public Employee.

XII. ADJOURNMENT

An announcement made to the public waiting that the executive session was concluded. The meeting was reconvened at 7:05 p.m. and then adjourned at 7:06 p.m. with no action taken.

Next Regular Meeting: May 21st, 2020– 5:30 p.m.

Available via remote meeting

Chair 
Commissioner 

Commissioner

Vice Chair 
Commissioner 

ATTEST: District Secretary