

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 15th, 2020

Chairman Dobry
Commissioner Roberts
Commissioner Kirkbride
Commissioner Hetzler

The meeting was open to the public at Station 31 and via the Zoom meeting platform.

I. CALL TO ORDER / FLAG SALUTE

Commissioner Roberts 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 Dobry
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

No members of the public or District members addressed the Board.

IV. APPROVAL OF THE CONSENT AGENDA

- General Fund 001 (Acct# 6630) checks numbered #22273 through #22291 and DFT00621 in the amount of \$121,423.02
- Donations Fund 101 (Acct# 6633) check numbered #22292 in the amount of \$70.66
- Equipment Repair and Replacement Fund 103 (Acct# 6636) checks numbered #22293 and #22294 in the amount of \$23,926.43
- 2017B Capital Projects Fund 307 (Acct#663B) checks numbered #22295 through #222301 and DFT00622 in the amount of \$505,422.77

MOTION: To approve the consent agenda as published.

Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

- Commissioner Kirkbride inquired regarding repair costs for Engine 31 and Engine 35, each being ~ \$10,000.
 - Chief Brooks shared that: Engine 35 had significant mechanical failure with the fuel system.
 - Engine 31 had body damage.
 - Deputy Chief Dickson shared that the claim was submitted to insurance. The District pays in advance and insurance reimburses the District.
- Chief Brooks shared that there is normally an annual records management system cost this time every year for the Emergency Reporting software and the District is working on utilizing another system already in place instead. This change allows members to pull data from one database rather than two. The District is hoping to end the contract with Emergency Reporting by the end of the year to avoid month to month fees.

V. COMMITTEE REPORTS

A. Thurston County Medic One - EMS Council

Commissioner Kirkbride reported:

- Levy Committee meeting last week and the committee will be changing their recommendation to the EMS Council and County Commissioners regarding what TCMO will be going to the voters with. He will share with the Board further details regarding that change at our next meeting.
- Next meeting to be held on Wednesday, October 21st via Zoom.

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

Commissioner Hetzler reported:

- Lewis County Feasibility Study draft anticipated to be ready by years end.
- Project update regarding discussion of site leases for new radio systems and antennas.
- Evergreen College is negotiating an update to their radio system and possibly using TCOMM core. Director Flewelling looking into like agreements to make recommendation by next meeting.
- Large \$2.38 Million change order received for radio towers since TCOMM no longer able to partner with WSP. Board voted and will pay cash from TCOMMs contingency budget to pay for change order.
- Telephones are almost complete. To do a couple more rounds of training. Should be operational by mid-December.
- Budget to be put before the Board at next meeting.
- Next meeting set for Thursday, November 12th

C. City / District Liaison

Chief Brooks reported:

- Awaiting confirmation for their Tuesday, October 20th meeting. Chief Brooks to follow up as needed.

- Commissioner Dobry inquired if the meeting will be available via Zoom. Chief Brooks shared that it will be.

D. Thurston County Fire Commissioners Association (TCFCA)

Commissioner Dobry reported:

- Attended SOP meeting on October 5th. New officers to be voted on at November meeting for the coming year.
- Commissioner Dobry received a question regarding the current availability of apparatus and if dispatch was being notified when apparatus is out for service or moved to a new location.
 - Chief Brooks shared that agencies may communicate that differently, however in our District takes an apparatus out of service and crews use a reserve unit that change is invisible to the CAD system, because the reserve unit isn't staffed in CAD normally. He shared brush rigs are placed out of service however when they leave the County to assist in wildfire response. Discussion took place regarding out of service apparatus in districts with a variable staffing model.
- General meeting is on Tuesday, October 20th.
- Conference Webinars begin next week and continue through Monday, October 26th.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry reported:

- Distributed a publication called "One Community" which outlines area response on homelessness.
- They discussed the rural community grant. Call for projects began on Monday, October 5th.
- Reported that Washington had a 99.8% census response rate.
- Recently moved and was up and running on Monday, October 12th.
- Survey on Homelessness was recently taken.

F. Community Outreach

Chief Brooks shared:

- The informational mailer for Levy Lid Lift was mailed out. District has received some questions regarding ballot language.
- Community Outreach Coordinator Chris DeBell has been working with area schools to reach out to their students for Fire Prevention Month through virtual videos and pamphlets. Working on sharing out virtual videos.
 - Commissioner Roberts inquired if there was a place on our District website where residents can view those videos.
 - Chief Brooks shared that it will be available on our web platforms.

G. Capital Facilities and Equipment

Chief Brooks shared:

- New Station 34 has permitted power to the Station. Concrete and grade work can be done after temporary electrical pole removed. Should be completed by Monday, October 26th. Hope to have a virtual open house and soft opening at the end of November.
 - Commissioner Roberts inquired if Commissioners would be able to attend Ribbon Cutting at New Station 34.
 - Chief Brooks shared that they would be.
- Vehicle Repair Facility preliminary numbers have been received, however final cost estimating documents have yet to be received. He shared that he hopes to have full cost estimate by next meeting.
- Station 33 annexation pending City Council action.
- Anticipating two new engines and ladder truck by the end of first quarter beginning of second quarter 2021.

VI. OLD BUSINESS

A. Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- Thurston County COVID numbers 15-20 cases a day over the past week or more. COVID positive cases compared to like counties remains on the lower end, however is an uptick that the District is monitoring.
- Crews affected by possible exposure have returned COVID negative from quarantine.
- The District continues to receive reports from the Department of Health regarding persons or facilities under investigation for COVID and crews don appropriate PPE.
- Commissioner Roberts inquired about hospitalizations.
 - Chief Brooks shared that diversion discussions have taken place regarding management of overflow.

B. Commissioner Appointment Process: Staff Update/Discussion

Chief Brooks shared:

- Two candidates have submitted letters of interest, however other individuals have also expressed interest to Chief about the open seat. Letters are due by Friday, October 30th at 5pm for consideration. The open position is currently posted on the District website and social media. Additionally, the posting was sent out to area residents via the Districts Community Dispatch e-newsletter.

C. Medic One ALS Contract: Staff Update/Potential Action (Appendix A)

Chief Brooks shared:

- County Commissioners approved the ALS contract.
- Substance of the contract has not changed. Due to timing Chief Brooks shared that District legal counsel has not reviewed however, and Chief offered to put the contract before the legal counsel. It has been reviewed by city attorneys.
- Discussion took place regarding MSO and Paramedic position reimbursement amounts and staffing numbers.
- Commissioner Kirkbride shared that he was comfortable with not having District legal counsel review the contracts, because originally there were three separate contracts and now all three are essentially the same.

MOTION: To accept the Intergovernmental EMS Contract between Thurston County and Lacey Fire District 3.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

VII. NEW BUSINESS

A. Demo Rescue Unit Purchase Option: Staff Report/Potential Action (Appendix B)

Chief Brooks shared:

- The acute need for SORT team vehicle to assist with lighting, tight changes in direction, and confined space in difficult terrain and water rescue. Vehicle size ideal for first line rescue equipment.
- Crane on top of vehicle allows for trench lighting, camera operation, and for overhead launching of rescue boats.
- Has space to store dive team gear rather than have crews have to transport gear to and from rescue calls.
- Vendor providing District short window to purchase demo rig.
- Chief seeking Board approval for himself and BC Harn to go out to vendor site to ensure will meet District need.
- Commissioner Kirkbride shared his research on the apparatus and shared that he was impressed with how it rapidly deploys.

MOTION: To authorize the Chief to proceed with the necessary actions to purchase the MCB stock unit, to visit the factory, to make the necessary changes to modify the existing vehicle to meet District needs, to sign the purchase orders and whatever is necessary to secure the unit for \$335,000 plus tax.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

- Commissioner Hetzler inquired if modifications were something this vendor will do or if there will be a second vendor involved once we bring it back.
 - Chief Brooks shared that the majority of the significant changes the District would ask the factory to do, such as reconfiguration for dive unit and additional siren speaker and OPTICOM system. Goal would be to be delivered to District as complete as possible, as long as not cost prohibitive.
- Commissioner Dobry inquired if we have adequate funds to pay for this apparatus.
 - Chief Brooks shared that there are adequate funds that were budgeted in the ER&R account.

B. Existing VRF Change Order: Staff Report/Potential Action
(Appendix C)

Chief Brooks shared:

- Essential work has been completed on the enclosure of the facility. Shared need updated VRF doors, as doors at the facility have begun to reach end of service life. Since District moved to a future replacement of the existing structure to a freestanding separate building, asked vendor for recommendations for existing shop that would be similar to new construction.
- Discussion took place regarding door style, layout, and the special use permit.
 - Commissioner Kirkbride inquired about the change order language which stated one door.
 - Logistics Director Chambers confirmed that the change order is for two identical doors.
 - Commissioner Dobry inquired about the cost of the change order and if the District was within its contingency for this project.

- Chief Brooks shared the cost would be \$21,775.66 and that the total for the project is well within the contingency for capital project funds.

MOTION: To accept the change order for Kaufman construction as modified for Chief Brooks to sign.

Motion: Commissioner Kirkbride
Second: Commissioner Dobry
Carried: Unanimous

D. Proposed VRF Expansion Amendment for Special Use Permitting:
Staff Report/Potential Action (Appendix D)

Chief Brooks shared:

- Updated proposal received for Vehicle Repair Facility (VRF) predesign with modifications needed for a special use permit.
- He stated that this special use permit would allow for variations to the plan due to design changes.
 - Commissioner Kirkbride inquired if the County notified the District if it needed to have a special use permit.
 - Chief Brooks shared that the County requested the modified existing special use permit for completion of Station 34 and for the VRF.
 - Commissioner Kirkbride shared that in his experience regarding special use permitting. He recommended legal process for review.
 - Discussion took place regarding permitting use and reasons for possible modification of the special use permit.
 - Chief Brooks shared that the District would send it to legal counsel for review and that review would be brought to the Board.

MOTION: To postpone action on the proposed VRF Expansion Amendment for Special Use Permitting until the Board can obtain more clarification of the status of the proposed action.

Motion: Commissioner Kirkbride
Second: Commissioner Dobry
Carried: Unanimous

E. 2021 District Budget Draft: Staff Report (Appendix E)

Chief Brooks shared:

- At the November 5th Board meeting the District would like to ask the Board to move forward with either budget based on the results, if available, of the Levy Lid Lift and to have a public

hearing regarding the proposed budget. The final hearing and adopted budget to take place at the November 19th Board meeting.

- If the levy passes the District has budgeted for the hire of four firefighters at the beginning of 2021, and two Assistant Chief positions: one Health and Safety role and one Community Risk Reduction position. If the levy should not pass, the District would staff only the Assistant Chief of Health and Safety position.
- Additionally, with the passing of the levy, the District would seek four additional FTEs later in the year to provide 24 hour staffing the aid car.
- Discussion took place regarding apparatus replacement funding both with and without levy funds.
- Commissioner Kirkbride and Commissioner Roberts shared their appreciation to Finance Director Hough work preparing the budget.
- Commissioner Hetzler inquired regarding role of the Health and Safety Assistant Chief position.
 - Chief Brooks shared that the purpose of the position is to ensure WAC and RCW compliance for training guidelines, for health and safety programs, pre-incident planning, and monitoring of health and wellness.

VIII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Bloodwork NW Blood Drive took place October 13th - 14th at District held for a retired member in need of donation took place. Over 60 people donated blood and 23 of them were new donors.
 - Twin Star Credit Union sponsored the Flaming Pig food truck for crew and blood drive participants.
- Homecoming trip with socially distanced crew is scheduled for retired member paramedic Jerry Warnock.
- Volunteer Receptionists have returned to the front desk.

Deputy Chief Schmidt provided the following updates:

- FF Richeson deployed to wildfire and all other members and apparatus have returned.
- Discussed community outreach to local schools to be distributed to Commissioners and put on social media.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – He shared his appreciation to the District for creating virtual videos for students during October’s fire prevention month and for the recent District blood drive.

Commissioner Roberts – She shared her thanks for the Levy Lid Lift flyer and the ideas of virtual videos

Commissioner Dobry – He shared his thanks to Commissioner Roberts for taking over as Chair for the BoFC this week.

Commissioner Hetlzer – She shared her thanks to Community Outreach Coordinator Chris DeBell for her work on the flyer and that she wished she had been able to attend the Blood Drive.

X. OTHER INFORMATION

- o Suggestion Box/Correspondence
 - Received a thank you West Thurston for the District for the response to Mima Mounds fire.

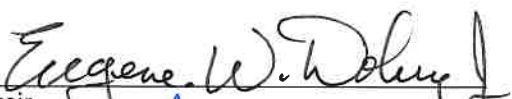

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

H. No members of the public or District members addressed the Board.

XII. ADJOURNMENT

The meeting adjourned as of 7:30 pm.

*Next Regular Meeting: November 5th, 2020– 5:30 p.m.
Available via remote meeting or in person at Station 31, located at 1231 Franz St. SE.*


Chair

Commissioner


Vice Chair

Commissioner

Commissioner

ATTEST: District Secretary