

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 7th, 2021

Chairman Dobry
Commissioner Roberts
Commissioner Kirkbride
Commissioner Hetzler
Commissioner Gamble

The meeting was open to the public via the Zoom meeting platform.

I. CALL TO ORDER / FLAG SALUTE

Commissioner Dobry called the meeting to order at 5:31pm.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as modified to include a replacement of Appendix A for New Business Item B: Interlocal Cooperative Purchasing Agreement and to move Old Business Item B: Medic 2 Relocation Updates to after the Executive Session.

Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

- None.

IV. APPROVAL OF THE CONSENT AGENDA

- General Fund 001 (Acct# 6630) checks numbered #22399 through #22407 in the amount of \$85,879.90
- 2017B Capital Projects Fund 307 (Acct#663B) checks numbered #22396 through #22398 in the amount of \$331,713.54
- Payroll #12B 2020 in the amount of \$433,950.50

MOTION: To approve the consent agenda as published.

Motion: Commissioner Roberts
Second: Commissioner Gamble
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride shared:

- No meeting. Next meeting is Wednesday, January 20th.

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

Commissioner Roberts shared:

- Met yesterday, January 6th via Zoom.
- Sales tax over budget amount through November 2020.
- Meeting held regarding radio equipment warranties. Discussion took place regarding leases and grants.
- IGA has been reviewed by attorneys and BoFC to review.
- Lewis County met with consultant regarding the TCOMM feasibility study and intent to join TCOMM. Consultants to come present at February meeting.
- Family's First (FFCRA) expiration, voted to extend through March 31st, 2021.
- Discussed legislative action as a bill was being put forward to change 911 Dispatchers and Telecommunicators to be classified as first responders. TCOMM wrote a letter to be signed by the Board that will go to Board of County Commissioners and the Board of Health to requesting reclassification.
- Next meeting is Wednesday, February 3rd.

C. City/District Liaison

Commissioner Dobry shared:

- Meeting to take place on Tuesday, February 16th.

D. Thurston County Fire Commissioners Association

Commissioner Dobry:

- Will meet on Tuesday, January 19th.
- SOP meeting took place on Monday, January 4th, to include the transition of new officers.

E. Thurston Regional Planning Council

Commissioner Dobry shared:

- Will meet tomorrow, Friday, January 8th.

F. Community Outreach

Chief Brooks shared:

- Community Dispatch communications sent out for the month of January.
- Received positive feedback from the community from the Santa Mobile.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- New Station 34 is mostly complete.
 - Water runoff on east side of property is an ongoing issue. District has met with the architects, engineers, and general contractors and a preliminary proposal has been sent to the County. Two options presented to County: move retention pond or redirect water into District bio-retention pond.
 - Discussion took place regarding the retention pond. District working on a cost estimate. Once done, the curbing and asphalt can be completed. Minor modifications to grading and hydro-seeding will be postponed until we have better weather.
 - Repairs to the water circulation systems were made today and should be fully functional.
 - Bay door sensor had issue and is being repaired.
- Pre-submission for VRF. Chief has been in contact with the City and a possible alternative for annexation into the City. The process would take place through interlocal agreement with primary and special purpose districts for annexation. Possibly would take 60-90 days to complete once process is initiated.
 - Discussion took place regarding area where annexation would take place.
- Station 33 planning on hold. Discussion took place regarding the sewer line and planning.
- Equipment in house for new alerting system to be installed at Station 31. Will be worked on as time permits in the first quarter of 2021.
- Received update regarding the New Engines and Ladder truck. Slated for final completion and inspection in May to transport and arrive by June. No earlier than mid-year before in service.
 - Reserve ladder truck on loan from City of Olympia needed to be returned for their use. Won't be available for a couple of months. Mutual Aid Agreement in place with JBLM to call on use of their ladder truck if needed in the interim.
- Demo Rescue Unit change items has been completed, with one pending item. Shipping hopefully by end of the month.
- Chief Brooks testing out hybrid staff vehicle.

VI. OLD BUSINESS

A. Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- First round of member vaccinations completed. Out of 144 members, 83% of responders were vaccinated and over 90% of administrative staff were vaccinated.
 - Second round vaccinations will begin on Saturday, January 30th and conclude Friday, February 5th. Will take place at Old Station 34.
 - Commissioner Dobry inquired how many area responders received the vaccine.
 - Chief Brooks shared that he believed that 70% or more first responders and agency administrative staff in Thurston County had.
- One member in quarantine, and others in and out of quarantine with no COVID positive cases.
- Call volume has held steady. Crews report seeing more patients with COVID like symptoms, however caseloads have leveled some in the past two days.
- Commissioner Roberts inquired regarding ICU bed availability.
 - Chief Brooks shared that ICU beds region wide are running 90% + full.
- Commissioner Dobry inquired about diversion plans:
 - Chief Brooks shared that some diversions have occurred and process appears to be going well.

VII. NEW BUSINESS

A. Surplus of Technology Equipment and Furnishings from Old Station 34: Staff Report

Chief Brooks shared:

- There are a fair amount of furnishings and equipment from Old Station 34. The District has some technology equipment at end of life and deemed of no value, which normally would become waste. He shared a need for another small fire department to acquire needed technology and wanted to make the Board aware.

B. Interlocal Cooperative Purchasing Agreement: Staff Report/Proposed Action (Appendix A)

Chief Brooks shared:

- The Western Fire Chiefs Association has had business enterprise and one is the Fire & Rescue GPO, which allows public agencies to meet their competitive purchasing requirements through a collective. The need for a new

copy of the agreement was to remove MPP from the agreement, as Western Fire Chiefs Association severed their relationship with MPP, and now contract with Source Well.

- Discussion took place regarding contracts.

MOTION: To authorize the Chief to enter into an agreement with Sourcewell in whatever appropriate form is determined.

Motion: Commissioner Kirkbride

Second: Commissioner Gamble

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- End of Year Financial Report finished and the District is in strong position end of year. Above projections on total revenues and down in expenses.
 - 25% cash on hand.
 - \$6.6 Million still available for capital projects outstanding.
 - Commissioner Dobry inquired where the District was on funds for New Station 34.
 - a. Chief Brooks shared that the District would be about \$400,000 under budget. He shared that the District would spend whatever monies left over would most likely be used for other capital purchases in accordance with the auditor's rules.
 - Commissioner Dobry inquired regarding the amount the District owes on the non-voted bond.
 - Finance Director Hough shared remaining balance ~\$970,000.
- Old Station 34 updates:
 - New Recruit Academy started yesterday morning, along with one member from Olympia and one from Tumwater.
 - Sheriff's Office is currently using the Lieutenants office as a TCSO substation.
 - TCOMM is planning some infrastructure upgrades for their rental use in 2021, but will most likely be built out in 2022.
 - Providence may have request for additional drive thru for COVID vaccination capability for non-members.

IX. COMMISSIONER COMMENTS

Commissioner Roberts – She shared her congratulations to the new recruits and two newest Lieutenants who were promoted. She shared her thanks to Finance Director Hough and Finance team for their work on the budget.

Commissioner Hetzler – She shared her thanks to the Finance team for their work on the budget.

Commissioner Gamble – She shared her thanks to the Board for welcoming her to the Board of Fire Commissioners.

Commissioner Kirkbride – He shared her thanks to Finance Director Hough and the Finance team for their reporting. He thanked the Chief for delivering gifts and he wanted to welcome the Board to 2021.

Commissioner Dobry – He shared his thanks to the Board for their holiday wishes.

X. CORRESPONDENCE

- The District received a \$50 donation from a patient.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

- Legal Counsel Skip Houser shared that the Commissioner reporting system is online for Commissioner filing.

XII. EXECUTIVE SESSION

In Accordance with RCW 42.30.110(B): Regarding the Minimum Price for Real Estate Acquisition & RCW 42.30.140(4)(a) For Discussions Relating to the Application of the Labor Agreement

The Board recessed at 6:40 pm to an executive session. The Board estimated 20 minutes with no action to be taken. The Board adjourned the executive session at 7:06 pm and announced it was resuming regular session.

The Board reconvened at 7:06 pm

XIII. OLD BUSINESS (Continued)

B. Medic 2 Relocation Updates: Staff Report/Proposed Action

Chief Brooks shared:

- The need to locate Medic 2 outside of its normal service area. SETFA has a need to occupy the previous Medic 2 location, and Chief spoke with SETFA leadership and TCMO to discuss relocation of Medic 2.
- The purchase of a manufactured home had many obstacles to be timely.
- A commercial lease became available. He requested of the Board that although no increase to spending authority would be needed, he would like to include the addition of up to a two year lease and tenant improvements on a commercial property in Yelm.

MOTION: To modify the previous agreement for the relocation of Medic 2 to rather than buying a manufactured house to being able to lease a commercial property in the City of Yelm

for a period of two years. Tenant improvements will be needed and a lease document satisfactory to legal counsel developed. To authorize Chief Brooks to proceed with all necessary actions.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

XIV. ADJOURNMENT

The meeting adjourned as of 7:15 pm.

*Next Regular Meeting: January 21st, 2021 – 5:30 p.m.
Available via remote meeting.*

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Eugene W Dobry Jr

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Chair Eugene W Dobry Jr

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Liberty Hetzler

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Commissioner Liberty Hetzler

DocuSigned by:
Melissa Gamble

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Commissioner Melissa Gamble

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Sylvia Roberts

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Vice Chair Sylvia Roberts

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Frank Kirkbride

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Commissioner Frank Kirkbride

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Steve Brooks

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Fire Protection District Secretary Steve Brooks