

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 21<sup>st</sup>, 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 modify the agenda to include the Administrative Report after Old Business, and move the Executive Session after the Administrative Report. Additionally, New Business items A & B will be swapped and New Business Item A will be the Fire Chief Annual Performance Appraisal and New Business Item B will be the Appointment of Board Chair, Vice Chair, and Subcommittee Assignments.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

**III. HEARING OF THE PUBLIC /MEMBERS PRESENT**

- None.

**IV. APPROVAL OF THE CONSENT AGENDA**

- A. Draft minutes of the January 7<sup>th</sup>, 2020 of the Board of Fire Commissioners meeting.
- B. Warrants:
- Equipment, Repair & Replacement Fund 103 (Acct# 6636) check number 22425 in the amount of \$268,022.34
  - General Fund 001 (Acct# 6630) checks numbered 22426 through 22443 and bank draft #DFT00673 in the amount of \$193,268.34
  - Equipment, Repair & Replacement Fund 103 (Acct# 6636) checks numbered 22444 through 22446 in the amount of \$5,654.47

- 2017B Capital Projects Fund 307 (Acct#663B) checks numbered 22447 through 22455 and bank draft #DFT00674 in the amount of \$148,386.30

C. Payroll #1A 2021 in the amount of \$1,517,909.42

**MOTION:** To approve the consent agenda as published.

Motion: Commissioner Kirkbride  
Second: Commissioner Roberts  
Carried: Unanimous

## V. COMMITTEE REPORTS

### A. Thurston County Medic One

Commissioner Kirkbride shared:

- Meeting took place yesterday, January 20<sup>th</sup>.
- Discussed levy restoration. Action to take place in April.
- COVID vaccine discussion took place.
- Next meeting to take place on Wednesday, February 17<sup>th</sup>.

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

Commissioner Roberts shared:

- No. Next meeting is Wednesday, February 3<sup>rd</sup>.

### C. City/District Liaison

Commissioner Dobry shared:

- Meeting to take place on Tuesday, February 16<sup>th</sup>.

### D. Thurston County Fire Commissioners Association

Commissioner Dobry:

- Meeting on Tuesday, January 19<sup>th</sup>.
- Thurston County Treasurer Jeff Gadman presented and discussed funding and property taxes for Thurston County Fire Districts.

### E. Thurston Regional Planning Council

Commissioner Dobry shared:

- Met on Friday, January 8<sup>th</sup>.
- Discussed nominations for officer positions.
- Discussed operating budget.

- Director of WA State Broadband Office Russ Elliott presented and provided current status for goals around the county for broadband.
- Discussed Thurston Climate Mitigation Plan and how increasing population affects goals.
- Discussed WA DOT ratings for three discussed transportation plans.

#### F. Community Outreach

Chief Brooks shared:

- Thurston County Sheriff K-9 Officer Arlo needed transport after incident and District provided transport. Received community support for participation.
- DC Schmidt and Chief Brooks participated in the Boys and Girls Club of Thurston County Youth of the Year shopping event.

#### G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- New Station 34 retention pond mitigation options were presented and most feasible option was two pond option. In final phases of the design with tentative buyoff from the County.
- Vehicle Repair Facility feasibility adjustments underway while awaiting updates from City regarding annexation.
- Engines and ladder truck most likely to be received in April.
- Took receipt of new rescue truck which arrived large, has some outfitting scheduled to take place.

### VI. OLD BUSINESS

#### A. Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- Second round of vaccination for all staff beginning on Saturday, January 30<sup>th</sup>.
  - Commissioner Hetzler asked what portion of the District's first responders have received the COVID vaccine:
    - DC Schmidt shared that 100 out of 108 career responders have been or will be vaccinated.
- Thurston County Public Health & Social Services to host a vaccination site at Old Station 34 on Saturday, February 6<sup>th</sup> to support citizens eligible for vaccination under Phase 1B. It is anticipated that it can 800 patients. Public Health to administer the scheduling.
- No positive COVID cases to report for District members.

## VII. ADMINITRATIVE REPORT

Chief Brooks shared:

- Discussed HPU Contract, TCMO reached out for an update of this contract.
- Discussed Olympic Ambulance staffing due to quarantine.

## VIII. EXECUTIVE SESSION

In Accordance with RCW 42.30.110(G): to review the performance of a public employee

The Board recessed at 6:20 pm to an executive session. The Board estimated 10 minutes with no action to be taken. The Board adjourned the executive session at pm and announced it was resuming regular session.

The Board reconvened at 6:31 pm

## IX. NEW BUSINESS

A. Fire Chief Annual Performance Appraisal: Discussion/Potential Action

**MOTION:** Following a thorough evaluation of Chief Brooks' performance in 2020 that it has been put into writing that we accept that evaluation and we direct Chairman Dobry to meet with the Chief to present the evaluation to him and that we understand that there is a COLA in Chief Brooks' contract and that we support payment of that amount for his services.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

B. Appointment of Board Chair, Vice Chair, and Subcommittee Assignments (Appendix A)

Commissioner Dobry shared:

- Appointment process for Board Chair and Vice Chair. Chairmanship position was passed from Commissioner Dobry to Commissioner Roberts.

**MOTION:** To nominate Commissioner Kirkbride to the Vice Chair position.

Motion: Commissioner Hetzler

Second: Commissioner Dobry

Carried: Unanimous

2021 Committee Representation Appointments were discussed:

- Thurston County Medic One
  - District Representative: Commissioner Kirkbride
  - 1<sup>st</sup> Alternate: Commissioner Hetzler
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff
  
- TCOMM
  - District Representative: Commissioner Roberts
  - 1<sup>st</sup> Alternate: Commissioner Gamble
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff
  
- City of Lacey District Liaison
  - District Representative: Commissioner Roberts
  - 1<sup>st</sup> Alternate: Commissioner Kirkbride
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff
  
- Thurston County Fire Commissioners
  - District Representative: Commissioner Hetzler
  - 1<sup>st</sup> Alternate: Commissioner Gamble
  - 2<sup>nd</sup> Alternate: Chief Brooks/Staff
  
- Thurston Regional Planning Council
  - District Representative: Commissioner Dobry
  - 1<sup>st</sup> Alternate: Commissioner Roberts
  - 2<sup>nd</sup> Alternate: Deputy Chief Dickson / Staff
  
- Appellate Panel for District Member
  - District Representative: Commissioner Roberts
  - 1<sup>st</sup> Alternate: Commissioner Hetzler
  - 2<sup>nd</sup> Alternate: Commissioner Kirkbride

## **X. COMMISSIONER COMMENTS**

Commissioner Kirkbride – He shared that he was proud that the District would step up to help K-9 Officer Arlo receive care. He shared his support of using Old Station 34 for community COVID-19 vaccine location. He thanked Commissioner Dobry for his work as 2020 Board Chair and expressed that he did a wonderful job under really challenging circumstances.

Commissioner Roberts – She thanked Commissioner Dobry for being Board Chair in 2020.

Commissioner Hetzler – No comments.

Commissioner Gamble – She shared that she was impressed and proud that Lacey Fire was a part of helping K-9 Officer Arlo.

Commissioner Dobry – He shared that 2020 was an unusual year to be Chair of the Board and that the Board functioned well.

**XI. CORRESPONDENCE**

- No additional correspondence received.

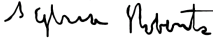
**XII. HEARING OF THE PUBLIC / MEMBERS PRESENT**

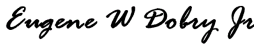
- Chief Brooks shared that the Board had authorized him to negotiate the Medic 2 lease. District expects to have final sign off of Yelm tenant space tomorrow afternoon and hope to have Medic 2 in location as early as next week.


**XIII. ADJOURNMENT**


The meeting adjourned as of 6:55 pm.


*Next Regular Meeting: February 4<sup>th</sup>, 2021 – 5:30 p.m.  
Available via remote meeting.*


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 Chair Sylvia Roberts

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 Commissioner Eugene W Dobry Jr

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 Commissioner Melissa Gamble

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 Vice Chair Frank Kirkbride

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 Commissioner Liberty Hetzler

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 ATTEST: District Secretary Steve Brooks