

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 4th, 2021

Board Chair Roberts
Commissioner Kirkbride
Commissioner Gamble
Commissioner Dobry
Commissioner Hetzler

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

I. CALL TO ORDER

Chair Roberts called the meeting to order at 5:30pm.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Kirkbride
Carried: Unanimous

III. LACEY FIREFIGHTERS CHARITY RECOGNITION OF DONORS AND CONTRIBUTORS

Firefighter Kevin Davenport made a presentation on the Lacey Firefighters Charity work with the thanksgiving baskets and Adopt a Family Christmas program in 2020. He thanked firefighters Gwen Morton and Kelsey Cavill for their work as the leadership of the Lacey Firefighters Charity. He expressed his appreciation for all the adaptations to make the event possible in the year of COVID. Twenty five families were helped at Thanksgiving and 50 families with over 150 children were supported for the Christmas Adopt a Family.

Firefighter Davenport noted that while many partners and individuals made the event possible, he particularly noted longtime supporters Target, Walmart, Pacific Mini Mart, North Thurston Family Career and Community Leaders of America Club and North Thurston Education Foundation, Sacred Heart blanket ministry, Marshalls, Lacey Sunrise and Midday Lions clubs, Terry McDaniel, Master Na's Martial Arts students, South Sound Reading Foundation, Brenda from North Thurston Public Schools, Santa Pat McNeil, the Tekeste family, Twinstar Credit Union, community volunteer members, the Lacey Fire Commissioners and Fire District members, families and friends.

Firefighter Davenport also noted the surprise visit this year at the Adopt a Family Christmas from Princess Elsa from the Disney movie Frozen.

IV. HEARING OF THE PUBLIC /MEMBERS PRESENT

- Chat comments – two citizens attending via zoom thanked the District for all that we do for the community, and noted that North Thurston Education Foundation is happy to partner with Lacey Fire.

V. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the February 18th, 2021 of the Board of Fire Commissioners meeting.
- B. Warrants:
 - General Fund 001 (Acct #6630) checks numbered 22508 through 22523 and including DFT00693 in the amount of \$55,839.56
 - 2017B Capital Projects fund 307 (Acct #663B) check numbered 22524 in the amount of \$2,997.30
- C. Payroll #2B 2021 in the amount of \$462,224.59 D. Re-issue lost check in the amount of \$1,673.47
- D. Reissue lost check numbered 22507 in the amount of \$1,673.47

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

Commissioner Kirkbride requested Chief Brooks relate the story of the door repair; Chief Brooks noted the Battalion Chief had thought the bay door was open – the clear view panels were right in front of him and he saw the street lights through the panels – and drove (slowly) into the door. The door has been repaired.

VI. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride stated he attended the budget committee meeting on March 3rd and shared the following:

- The budget process began yesterday, and is complicated because Medic One will be seeking a levy restoration this year. Therefore, a “passed” budget and a “not passed” budget need to be developed, as well as a one year and a biennium budget; the Board of County Commissioners indicated a one year budget was intended, but the

County budget operates on a biennial budget so it may need to be two years. Budget is due before the June EMS Council meeting.

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

Chair Roberts shared from the March 3rd meeting:

- Financially, both January revenues and expenditures are as expected.
- The TCERN update included information on the inventory – the original inventory was conducted in 2012 and the group knew it would need to be updated for this project. The Board passed a resolution – and change order – to meet the current inventory needs. This was an expected issue, and is well within the budget.
 - Work is also continuing at all 15 sites for tower work; Bald Hills will need an RFP to support the updated energy needs of the tower and system.
 - Distribution for subscriber equipment is expected to begin in January 2022; this year will focus on training and installation in anticipation of the distribution starting in January.
 - TCOMM passed a resolution regarding purchasing the subscriber equipment then transferring it to the subscribers.
- A slight budget adjustment was made; invoices encumbered in 2020 that did not arrive until 2021
- Board officer elections occurred with the same personnel holding their positions
- The meeting schedule for 2021 was confirmed with the regular meeting – 1st Wednesday of the month – continuing

C. City/District Liaison - Chair Roberts stated the next meeting is in April

D. Thurston County Fire Commissioners Association

Commissioner Dobry attended the SOP meeting on Monday and reported:

- Attendance will be taken this year at the meetings
- Trustees will be sworn in at the meeting on the 16th
- Roger Ferris, Director of the WFCFA, will be the program presenter for the next meeting
- The agenda for the next meeting – 3rd Tuesday - was approved

E. Thurston Regional Planning Council

Commissioner Dobry shared from the February 5th meeting

- Board officer elections were held with the same slate of officers reinstated

- The meeting calendar was approved for 2021 with the retreat still to be confirmed
- Buildable lands reported adequate housing in Thurston County for the next 20 years
- At the time of the report, over 1,000 bills had been introduced at this legislative session
- The regional trails plan survey is open to the public until March 12th

The next meeting is March 5th.

F. Community Outreach

Chief Brooks shared:

- Our biggest opportunities continue to be through social media and the Community Dispatch; the District regularly receives positive responses.
- The community is beginning to inquire about facility use; facilities remain closed to the public.
- Community Outreach Coordinator Chris DeBell continues to adapt to the limitations of the pandemic in installing car seats.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- After BoFC approval at the last meeting, work began last week on the storm water retention pond at new Station 34.
- The ladder truck should be ready for acceptance inspection mid-April with delivery expected around first part of May. Engines are about 2 weeks behind the truck.
- Moving close to final design elements on the VRF
- Team Red is continuing work on the installation of the new alerting system in Station 31.

VII. OLD BUSINESS

A. Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- Most of our workforce is fully vaccinated
- Science and direction continues to evolve, and the district has started to make some small adaptations based on CDC direction
- The joint meeting between the State Chiefs, Firefighters and Department of Labor and Industries was last month, another is scheduled in late March.
- The District will have a medical presence at the public vaccination clinic tomorrow at the Fairgrounds

- Saturday is the 2nd dose vaccination clinic at old Station 34. The District received a very nice thank you letter from the family of the citizen that had a cardiac arrest during the 1st dose event.

VIII. NEW BUSINESS

A. LFD3 Annual Report (Appendix A)

Chief Brooks shared:

- A big Thank You to Community Outreach Coordinator Chris DeBell for the development of the Annual Report
- Commissioner comments:
 - Kirkbride – the organization of the report is excellent, it reads and flows well. Use of photographs is better than I've seen. For future editions, the District map should be updated. A requested change is to the pie chart on page 7 – the legend is very small and the colors are difficult to differentiate.
 - Commissioners Dobry and Roberts agreed on the pie chart readability, and believe the report is well done and very good. It will make a nice presentation when HOA meetings resume.

MOTION: Adopt the annual report with improvements to the pie chart as discussed

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

B. Amendment to the Professional Services Agreement – VRF Pre-Design (Appendix B)

Chief Brooks shared:

- As this project has evolved, several options were considered for the VRF improvements. The various parties involved believe the proposed placement provides the best access with least site impact.
- The services agreement will include an extensive site survey to identify and locate underground utilities and help make informed decisions about what is feasible for these services. We believe the proposal will get us a strong concept design to bring back to the Board before moving to pre-submission and permitting.

MOTION: Amend the professional services agreement as presented.

Motion: Commissioner Gamble

Second: Commissioner Hetzler

Carried: Unanimous

C. Commissioner Resignation and Appointment Process

Commissioner Dobry formally announced his resignation effective March 24th as he is relocating to Florida to help provide family care. He notes it was a hard decision but in the best interest of his family. He has been a Commissioner for eleven years, with much accomplished, and is time to say farewell.

Chair Roberts noted she accepted the resignation with a heavy heart, but totally understood the need to care for aging parents. She noted the next meeting, March 18th, would be an in person meeting to provide an opportunity to share thoughts and thank yous with Commissioner Dobry.

Replacement options were discussed to include:

- Making an appointment of whomever the Board desires
- Engaging in another posting and interview process as recently completed
- Utilizing the existing applicant list from the previous appointment process

A complications to the current situation includes the need to file for election – Commissioner Dobry’s term is up this year – and the deadline for filing.

Commissioners agreed that the filing deadline timeline is a consideration, and determined that the previous applicant list could be reviewed in executive session, with an appointment made no sooner than the date of Commissioner Dobry’s effective resignation date.

Chair Roberts offered to reach out to former Commissioner Judy Wilson to assess her interest in appointment to the position until the election.

The Board decided to review the existing list of applicants, plus former Commissioner Wilson if interested, then most likely make a selection to be effective April 1st at the April 1st Commissioners meeting. Swearing in could also occur at the April 1st meeting.

Commissioner Gamble asked for the applicant packets as she has not had any exposure to them. Commissioner Kirkbride suggested making the applicant interview recording available to Commissioner Gamble as well as this provides another perspective than just the written documents.

The Board asked Chief Brooks to have HR re-engage the candidates from the last process to determine continued interest as well as their interest in filing for the position, and to inform them they can make an update to the previous application if desired.

D. Board Position on Safety concerns Related to Unsanctioned Encampments

Commissioner Kirkbride expressed his continued concern about the wildland fuel load in the District – much of the public land linked tree systems and undergrowth, much in close proximity to housing. In the event of a wildfire,

considerable damage could occur, both to property and to people. The unsanctioned encampments on public land only complicate the issue; not only are they at risk themselves, they actually start fires that increase the risks for others in the District; LFD respond not infrequently to these fires.

This proposed letter addresses the issue of unsanctioned encampments and is intended to work in conjunction with Lacey's efforts to manage this problem. It is timely and consistent with the City's efforts.

Commissioner Gamble inquired about the goal or expectation of the letter; Commissioner Kirkbride noted it was in support of ending the unsanctioned encampments, which ends the fires.

Chair Roberts suggested a minor edit. Chair Roberts also suggested giving the Lacey Mayor a "heads up" that we will be sending the letter.

MOTION: To send a letter similar to the draft considered today that deals with endangering people on public lands to the addressees indicated asking them to help to protect our citizens; the letter to be signed by the Chair and Vice Chair, or the whole Board.

Motion: Commissioner Kirkbride
Second: Commissioner Gamble
Carried: Unanimous

Commissioner Kirkbride agreed to make the edit, send the revised to the Chief for final details and produce a signature ready copy for the second the Commissioners at the next meeting.

The Board also decided that the entire Board should sign the letter.

IX. ADMINISTRATIVE REPORT

Chief Brooks shared:

- The financial report from February was shared with the Board. We continue to be at projected revenue and expenditures.
 - The District is $\frac{3}{4}$ of the way through the Capital projects and has about \$5 million remaining to spend before December of 2022.
 - We have 6 LEOFF 1 members covered by insurance and most are also covered by long term care insurance. Chief Brooks explained to Commissioner Gamble that LEOFF 1 members have their medical costs covered for life by the employer.
- The Recruit Academy is about $\frac{1}{2}$ through – the recruits were at North Bend this week for live fire training. Unfortunately, the reserve engine had a mechanical issue at the training and had to be towed back to the shop.
- The Battalion Chief promotion process has been completed and the list posted
- Posting for the Admin Assistant has been closed and HR is assessing the applications for adherence to requirements; over 100 applications were received.

X. COMMISSIONER COMMENTS

Commissioner Dobry – been an interesting couple of weeks since back from Florida. With the planned move, things are challenging but going well. The house sale closes the 24th. I will miss you all. I have lived here 23 years this fall and half of that time have been a commissioner – I am going to miss that. It has been great to work with you and been a privilege to be part of the Board.

Commissioner Gamble – looking forward to an in person meeting. I am impressed with LFC especially amid covid – it’s obvious they worked hard to make it special. This program shows the heart of district.

Commissioner Hetzler – I echo Melissa’s statements about the LFC. It is so incredibly impressive what they do, it’s phenomenal they could pull off everything they did. Commissioner Dobry brings so much to group; it’s a big loss to have you move away. Thank you also for putting up with sport mom needs; my daughter is #1 in all the races.

Commissioner Kirkbride – LFC does a wonderful job, phenomenal. Commissioner Dobry, the friendships won’t go away – only thing changed is the distance between them.

Commissioner Roberts – I had been thinking in October that the LFC Christmas program might not happen; I cannot tell you how happy and pleased and amazed they could pull this off and help the families that desperately need our support. Incredibly nicely done. Commissioner Dobry – thank you. Commissioners – don’t forget the financial PDC filing requirement.

XI. CORRESPONDENCE

- No suggestions in the suggestion box.
- No additional correspondence received.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

- Chat comments from citizens:
 - Thanks to Commissioner Dobry for his service. Great volunteer support / participation during gift giving charity event and kudos for continued efforts to remain engaged in the community! I appreciate the information and presentation of the Annual Report.

XIII. ADJOURNMENT

The meeting adjourned as of 7:14pm.

*Next Regular Meeting: March 18th, 2021 – 5:30 p.m.
Available via remote meeting.*

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Aylin Robert
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Chair

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Eugene W Dohy Jr
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Commissioner

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John M
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Vice Chair

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Liberty Hetzler
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Commissioner

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Steve Brooks
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ATTEST: District Secretary