

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**April 1st, 2021**

Board Chair Roberts  
Commissioner Kirkbride  
Commissioner Gamble  
Commissioner Kelling  
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 5:31 pm, followed with a salute to our Nation's Flag.

**II. OATH OF OFFICE FOR COMMISSIONER RICK KELLING**

- Attorney Skip Houser completed the swearing in for Commissioner Rick Kelling to the Lacey Fire Commissioner Position 1.

**III. APPROVAL OF THE AGENDA**

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

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

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

- None

## V. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the March 18<sup>th</sup>, 2021 of the Board of Fire Commissioners meeting.
- B. Warrants:
- General Fund 001 (Acct #6630) checks numbered 22558 through 22565 for a total amount of \$21,312.96
  - 2017B Capital Projects fund 307 (Acct #663B) checks numbered 22566 through 22567 for a total amount of in the amount of \$121,090.00
- C. Payroll 03A 2021 in the amount of \$462,908.75

Commissioner Hetzler inquired about the invoice for the BC promotional testing. Chief Brooks noted that the District has used Public Safety Testing for the last several promotional tests, and one of the benefits of their service is defense should the test process be challenged.

Commissioner Hetzler inquired about the enclosure of the 4<sup>th</sup> bay at the VRF. Chief Brooks noted it was completed and he would have an update later in the meeting.

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

Motion: Commissioner Kirkbride  
Second: Commissioner Gamble  
Carried: Unanimous

## VI. COMMITTEE REPORTS

### A. Thurston County Medic One

Commissioner Kirkbride stated the next Council meeting is April 21<sup>st</sup> but that the budget committee met. He reported from the budget meeting that terrific progress has been made on the four budgets that will be required this year (levy fails and levy passes budgets) and that they are ahead of their timeline.

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

Chair Roberts stated the next meeting is April 7<sup>th</sup>

### C. City/District Liaison

Chair Roberts confirmed the next meeting is April 20<sup>th</sup> at 0830. The Chief will confirm the City will be sending the zoom link.

D. Thurston County Fire Commissioners Association

Commissioner Hetzler stated the next meeting is April 20<sup>th</sup>

E. Thurston Regional Planning Council

- No report, meeting is tomorrow. Chair Roberts will attend as the alternate.

F. Community Outreach

Chief Brooks shared:

- The April Community Dispatch was issued today and focuses on information items that are April centric.
- The Recruit Academy graduation is tomorrow night, at old Station 34 beginning at 6 PM; there will also be a zoom option. He noted that there are 8 graduates, 6 of them are Lacey Fire.
- The inflatable fire house arrived this week. We are excited to get it unpacked and will have it set up for one of your upcoming meetings.
- We received correspondence from Department of Transportation regarding the letter from the Board on encampments.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- Station 34 intersection at 8<sup>th</sup> Court and Steilacoom. All of the grades for ADA section of the sidewalk are prescriptive and have been completed. The County inspector was out this week to give approval before final pours were completed and would not provide final approval as he asserted the intersection between the asphalt and concrete grades are at opposing angles and will be out of tolerance. The Civil Engineer is elevating the issue higher in the County Inspector group asserting what the inspector is requesting is impractical and not necessary (take out roadway beyond crown of the road and regrade and reslope the asphalt). The Chief is talking with the General Contractor about moving forward with the concrete and asphalt along Steilacoom in front of the station so the fencing can be removed.
- The Chief is reaching out to Director Walk from the City regarding the status of the annexation of this area into the City.
- Commissioner Kirkbride inquired if the Logistics Director has been keeping track of his time associated with the project that specifically identifies the extra effort this has required; he suggested it could be relevant if we have to recover costs.

- The 4<sup>th</sup> bay enclosure at VRF has been completed. The work done was more than just cladding the building, stem walls had to be poured and walls reinforced with additional bracing. .
- The Chief shared an overhead view of the floor plan for the stand alone VRF facility. It allows the tiller to be serviced in the longest bay, or alternatively two engines. There are 3 separate bay doors to full bays, plus a short bay, a drive through opening on the south side and man door. Rice Fergus Miller is making some minor edits and will be ready to take for cost estimating; we are requesting estimating for both stick built and pre-engineered metal. The plan is to be ready for a presubmission conference with the City when the annexation is finalized.
- Required spend down for the bond deadline would have been December 2022, however with COVID the State has relaxed those requirements.
- Director Chambers and the inspection team is heading to Appleton the week of April 11<sup>th</sup> for final inspection
- The Rescue driver training has been completed, and crews are now working on equipping and outfitting. A “walk thgourh” is anticipated for one of the BoFC meetings in May.

## **VII. OLD BUSINESS**

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

Chief Brooks shared:

- Today we did a soft reopening of St 31 lobby front doors. We determined staff actually had more potential exposure by going to the doors to open and greet people, rather than letting citizens come to the Plexiglas barrier. We are not yet open for meetings, but will be able to do blood pressure checks.
- At our update meeting with L&I, they are not yet willing to roll back and workplace requirements based on vaccination status.
- We continue to work with public health to support their efforts in vaccination clinics.

## **VIII. NEW BUSINESS**

### **A. Consideration of Appointment of Commissioner to TRPC**

Chief Brooks noted the Executive Director Marc Daily reached out to apologize for missing the last BoFC meeting; he had a family emergency arise. He did express his appreciation for Commissioner Dob0ry’s contributions for the last many years.

Commissioner Kirkbride nominated Commissioner Kelling, who expressed his willingness to represent the District.

**MOTION:** To nominate Commissioner Kelling as the TRPC representative.

Motion: Commissioner Kirkbride

Second: Commissioner Gamble

Carried: Unanimous

Commissioner Roberts stated she will attend the Friday meeting and inform TRPC of the new appointment; Chief Brooks stated he will send the formal appointment letter.

## **IX. ADMINISTRATIVE REPORT**

Chief Brooks shared:

- Recruit academy graduation is tomorrow night. They still have a week or two for EMS training but should be on shift the middle of April.
- Former HR Director Wendy Sternshein passed away last weekend. She was with LFD for over 20 years, and for many of us was the first voice and face of the District. She retired about 3 years ago. Staff was able to attend a small remembrance event today.
- The DC Admin position opening was posted today and closes the end of April.
- A conditional offer for the Admin Assistant at the front desk has been made – she is working through the hiring process.
- Chief will be out of the office next week.

## **X. COMMISSIONER COMMENTS**

Commissioner Hetzler – welcome Rick.

Commissioner Gamble – welcome Rick. Also appreciated the response letter from DOT.

Commissioner Kelling – appreciated the nomination and appointment to the TRPC – he is happy to serve the residents of the District.

Commissioner Kirkbride – explained background on encampments gleaned from a presentation from the Interim Lacey Police Chief with the business community of Lacey on March 26th. For an encampment on private property, posted no trespassing, a citizen can call law enforcement and LE will ask the camper(s) leave. On State property Lacey police do not have jurisdictional authority; working together, Lacey has an MOU with the State DOT that gives LPD authority to work on DOT property in the City limits. However, the Governor's

no evictions edict prevents evictions, including from encampments. Currently, DOT cleans up the sites and LPD monitors to ensure no new campers. One site on Sleater Kinney had 30 campers, now they have 13. Lacey is working on another MOU with Dept of Ecology. The letter received from DOT in response to our letter makes more sense with this background.

Commissioner Kirkbride welcomed Rick, and noted the article in Thurston Talks regarding Chief Harn. Finally, the flyer for the fall conference is out and the District should reserve rooms now to ensure a stay at the conference facility. (Chief noted Staff will work on)

Commissioner Roberts – Welcome Rick. Appreciate staff at Wendy’s memorial – she was an important part of the District.

**XI. CORRESPONDENCE**

- No suggestions in the suggestion box.
- Correspondence
  - Response from DOT.
  - Chief Schmidt received letter from citizens regarding vaccination sites
  - Chief Brooks received letter from citizen who used LFD EMS services, a person with no prior history having a cardiac event and now doing well due to the efforts of the crews.

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

- None:

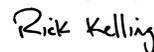
**XIII. ADJOURNMENT**

The meeting adjourned as of 6:27 pm.

*Next Regular Meeting: April 15<sup>th</sup> 2021 – 5:30 p.m.  
Available via remote meeting.*

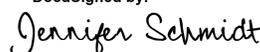
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 ATTEST: District Secretary