

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 4, 2021

Commissioner Kirkbride
Commissioner Hetzler – attended via Zoom
Commissioner Roberts
Commissioner Kelling
Commissioner Gamble

The meeting was held in person with limited attendance and was open to the public via the Zoom meeting platform. The meeting was recorded.

I. CALL TO ORDER

Chair Roberts called the meeting to order at 5:30 PM, followed with a salute to our Nation's Flag.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Kirkbride
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT - none

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the October 21, 2021 of the Board of Fire Commissioners meeting.

B. Warrants:

- General Fund 001 (Acct #6630) checks numbered 22820 through 22833 and electronic fund transfers (EFT) #5030 and 5031 for a total amount of \$437,754.27

- General Fund 001 (Acct #6630) checks numbered 22844 through 22849 and for a total amount of \$11,420.05
- 2017B Capital Projects Fund 307 (Acct #663B) checks numbered 22850 and 22851 for a total amount of \$17,278.87

C. Payroll 10B 2021 in the amount of \$460,199.23

MOTION: To approve the consent agenda.

Motion: Commissioner Kirkbride

Second: Commissioner Gamble

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

No report; next meeting is November 17th via Zoom

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

No report; next meeting is November 10th

C. City/District Liaison

No report; next meeting is expected to be in December.

D. Thurston County Fire Commissioners Association

No report; next meeting is November 16th.

Commissioner Hetzler will not be able to attend; Commissioner Gamble is able to attend in her stead.

E. Thurston Regional Planning Council -

No report; next meeting is November 5th.

F. Community Outreach

Chief Brooks shared:

- Chris DeBell, Community Outreach Coordinator, and her team for the Senior Safe @ Home program continues to engage the community. She also publishes the electronic monthly community outreach newsletter at the beginning of each month and maintains it through the Next Door app and it

receives very positive feedback. She structures the content to be seasonally relevant and applicable.

- We attempted to restart in-person car seat installations but had very limited attendance. Chris has returned to an appointment basis and yesterday had 4 or 5 appointments. She continues to directly engage in the community and is one of the very few active car seat technicians in the County.
- To help balance the work load and being timely on providing public service, we have an automated BP machine on order. This will allow the public to still receive the service even if the crews are out. There will be instructions to contact front desk staff if the BP is out of ordinary or out of range so a crew or 9-11 can be notified.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- Have been working with architect and engineers regarding the VRF and have some cost estimations. Five years ago the plan was to expand the existing building, and the Capital Facilities Plan had allocated about 1.75 million for the project. Since that time, plans have evolved to a separate building and cost estimation is approximately 3.4 million. Director Hough has been exploring ways to fund that gap, and found a more local option. The program is similar to commissioner bonds, does not require rerating and is guaranteed by the State Treasurer. The question is would Olympia fund that additional cost over and above the current lease agreement. The current lease is set to expire this month as well.

Last week staff met with the City of Olympia Manager, Fire Chief and Chief Mechanic regarding these issues. Both parties agreed to a one-time CPI increase and extension on the current lease. The response from Olympia was also favorable on additional lease payments / increased lease payments to cover the costs of the “gap” in budgeted and expected costs for the new VRF construction.

- Staff is continuing to work through cost estimation for St 33.
- The 2 new engines are making progress and we are hopeful that they will be online in December. Supply chain issues are causing some delays as the VRF waits for parts.
- Chris DeBell, the Chief, Deputy Chiefs and a team of ISU operators met to work on specifications for a new ISU; the current unit is 27 years old and past time scheduled for replacement.

VI. OLD BUSINESS

A. COVID Emergency Declaration Status

Director Hardin is beginning planning for the possibility of the State’s Emergency Declaration expiring at the end of the year. It may be extended, but if it expires it will impact some measures set in place such as the

emergency licensing of Medic One to be able to help staff a BLS transport unit.

We are waiting for Washington's response to the change in OSHA rules regarding vaccination or testing requirements for business with 100 or more employees.

Hospitals continue regularly on diversion status. COVID is trending down over the last couple of weeks. Private ambulance continues to have staffing challenges; the District staffs up an aid unit when necessary. Olympic Ambulance has been purchased by MedicsWest. Director Clem is excited about the purchase as they appear to like to retain local image, and believes the new owner, another family owned company, will also be able to bring additional resources and new programs.

VII. NEW BUSINESS

A. Public Hearing – 2022 Budget

Chair Roberts opened the public hearing on the 2022 budget. Chief Brooks noted there were no changes from last meeting's presentation. There was one public attendee at the meeting and no Zoom attendees; there were no questions or comments. Chair Roberts then closed the hearing.

MOTION: To close the public hearing on the 2022 budget.

Motion: Commissioner Kirkbride
Second: Commissioner Kelling
Carried: Unanimous

B. Declaration of Surplus Equipment

Chief Brooks noted IT has been working on an inventory of technology items that have passed their lifespan and/or are obsolete, and have collected them for surplus declaration and disposal. The list is provided to the Board in Appendix A. There are several avenues possible for disposal, and staff will determine which best meets District needs and are complaint with requirements.

MOTION: To authorize/declare as surplus IT equipment as identified in Appendix A of this meeting and take the most appropriate steps to sell or give away the materials.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks shared:

- Staff would like to bring budget to Board for approval/adoption at the next meeting. Additionally, there is tentative agreement on the labor agreement and it is in the ratification process; staff hopes to have that document for Board review and approval at the next meeting as well.
- He is attending Western Region Conference next week.
- Deputy Chief Cerovski is doing lots of job and task analysis work with the admin staff, and with the Logistics Team is conducting walkthroughs of all our facilities. He has navigated his first 3 months here and his efforts are appreciated.
- The newest addition to the Support Services staff is Jordyn Richardson; we hope the third member will be on board in early December. Both manger Richardson and Director Gorman are at a public safety oriented behavioral health conference this week.

IX. COMMISSIONER COMMENTS

- X. Commissioner Hetzler – thank you for flu shots; my whole family got to participate! Appreciated. Congrats to Rick on his election – clearly the community has a lot of confidence in you. I am excited to have you as member of our Board.

Commissioner Gamble – congratulations to Rick as well. Is excited and appreciative to have an automated BP cuff option here.

Commissioner Kelling – Chief, I sent you a note on hazard mitigation plan update for Thurston County. If you require anything from me besides reporting from the TRPC, please let me know. I think Commissioner Kirkbride also attended, but I attended the King County Winter Weather Seminar. It was less informative for Thurston County and seemed more a series of briefing on capabilities. Attended the Fire Commissioners Association Conference, and provided notes to the Board. The use of case studies in each of the seminars was a valuable way to convey information and importance of the presentations; the cyber attack case study was very interesting.

Commissioner Kirkbride – I was not able to attend the King Co seminar. The EMS Council in early 2020 tentatively adopted a comprehensive 20 year plan for EMS in the County. Then COVID came and the project was put on hold. The Committee – Commissioner Kirkbride, Director Hardin, the Chair and Vice Chair of the EMS Council – are beginning to work again and there should be more details at the beginning of the year. WREMS is still seeking names for potential council members; this is an opportunity to have more representation from Thurston County.

Commissioner Roberts – thank you for the tee shirt; it is appreciated. I enjoyed the emergency preparation email from this month – it was nice to have a focus on

“other things” besides food, water, blankets, necessities; things that help you occupy time in an emergency. It was well done and caused some thought about what one would do for a week with no power. Chief – the strategic plan is coming to a close – will we want to engage a third party? (intended to be on agenda in December)

XI. OTHER INFORMATION - none

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT - none

XIII. EXECUTIVE SESSION

Chair Roberts announced an Executive Session in accordance with RCW 42.30.140(4)(a) regarding discussion of collective bargaining strategies. The regular meeting adjourned for the Executive Session at 6:08 PM for approximately 10 minutes. No action to be taken.

The Executive Session adjourned at 6:18 PM with no action taken.

XIV. ADJOURNMENT

The meeting adjourned as of 6:20 PM.

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

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 Chair

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 ATTEST: District Secretary