

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**December 2, 2021**

Commissioner Kirkbride  
Commissioner Hetzler  
Commissioner Roberts  
Commissioner Kelling  
Commissioner Gamble

The meeting was held in person 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 – no comments**

**IV. APPROVAL OF THE CONSENT AGENDA**

- A. Draft m minutes of the November 18, 2021 of the Board of Fire Commissioners meeting.
- B. Warrants:
  - General Fund 001 (Acct #6630) checks numbered 22884 through 22890 for a total amount of \$9,972.45
  - 2017B Capital Projects Fund 307 (Acct #663B) check numbered 22891 for a total amount of \$45,583.55
- C. Payroll 11B 2021 in the amount of \$459,382.13

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

Motion: Commissioner Kirkbride

Second: Commissioner Kelling

Carried: Unanimous

**V. COMMITTEE REPORTS**

A. Thurston County Medic One

No report; next meeting is January 19<sup>th</sup>

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

No report; next meeting is January 5<sup>th</sup>.

C. City/District Liaison

No report; next meeting is expected to be December 21<sup>st</sup>; Chief Brooks will check/confirm with the City for agenda items.

D. Thurston County Fire Commissioners Association

No report; next meeting is December 21<sup>st</sup>.

E. Thurston Regional Planning Council -

No report; next meeting is December 3<sup>rd</sup>.

F. Community Outreach

Chief Brooks shared:

- We have entered Santa season, and the kickoff is the City of Lacey Lighted Parade. In the active season – Santa kickoff is the City of Lacey lighted parade on Monday the 6<sup>th</sup>. Tuesday night kicks off the 12 days of the Santamobile at various neighborhoods throughout the District. Community postings on the Next Door app are giving us good press.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- Rice Fergus Miller is getting plans ready for the permitting process.
- We are nearing the 1 year mark for St 34 – Chief Cerovski and Director Chambers continue to work on the punch list for closeout of the warranty items.

- Both the 20<sup>th</sup> and 21<sup>st</sup> are the rollout days for the new engines. E35 on Monday the 20<sup>th</sup>; on the 21<sup>st</sup> Station 34 will get their new engine. The current E34, only 2 years old, will move to Station 33. Rollout time is 7:30.
- The auto blood pressure machine is in use at St 31, and have had one customer already.

## **VI. OLD BUSINESS**

### **A. COVID Emergency Declaration Status - no updates**

- Numbers in local community are trending in positive direction.
- Although local numbers going down, in the last few weeks we have had four operations members with COVID.
- We are nearing one year from the original vaccinations; staff is discussing the booster vaccination; Medic one is not intending to have vax clinics as before.
- Hospital bed availability is still a concern; COVID numbers seem to be down but seasonal issues are seeing an uptick.
- On any given day, multiple hospitals in a several county area are dealing with diversion issues and the process; the round robin process used in Thurston County was held up as a good model.
- Emergency management / Medic One Director Kurt Hardin was named as the temporary Director of Public Health.

## **VII. NEW BUSINESS**

### **A. Strategic Plan Update Process**

Chief Brooks reported that, based on the timeline from several years ago, our Strategic Plan and Capital Facilities and Equipment Plan are set to “expire” this year. Obviously no one anticipated COVID, so the time lines are a little fluid.

Executive Staff has discussed the option of a consultant or internal expertise, and has reasonable confidence the District has the expertise and time to develop the next plans. Mid to late January would be a series of stakeholder meetings with each shift, division and a commissioner or two for a SWOT analysis. The goal for completion of the plan would be Q1 of 2023. We would be anticipating a 3-5 year planning horizon.

Board members stated they are comfortable with an internal process, and noted our people know our problems and challenges. Additionally, the EMS Council is picking back up on their 20 year comprehensive plan, which would also be available for the District to consider in their strategic planning.

## **VIII. ADMINISTRATIVE REPORT**

Chief Brooks shared:

- Pinning ceremony will be next meeting for a new member and a promotion
- The County Public Health Director is departing – Director Kurt Hardin will fill the role temporarily. Medic one is working on how to fill Director Hardin’s role temporarily.
- A reminder that the office will be closed on the Fridays before the holidays.
- Staff is continuing work on an AFG grant for a new ISU. We are currently waiting on cost estimates; the deadline for application is December 17<sup>th</sup>.
- Chiefs Brooks and Schmidt and the new Support Services Division staff are going to South Kitsap Fire and Rescue for a presentation on our program.

**IX. COMMISSIONER COMMENTS**

Commissioner Hetzler – not be available for 1<sup>st</sup> meeting in January

Commissioner Gamble – looking forward to upcoming holiday activities.

Commissioner Kelling – saw your (Chief’s) note on the Thurston County Winter Hazards seminar – thank you. The Thurston Profile has been updated and is available on the website.

Commissioner Kirkbride – The Executive Seminar is on 13<sup>th</sup> at 5:30 pm via Zoom, I signed up for it. Will not be at the December 16<sup>th</sup> meeting.

Commissioner Roberts – requested the LFC announcement for the Santa workshop / Christmas event be sent to the Commissioners. Chief will resend; he noted the shopping and wrapping are the 10<sup>th</sup> and 11<sup>th</sup> with the event – a drive through at the TEC – on the 12<sup>th</sup>.

**X. OTHER INFORMATION**

Correspondence

Chief Brooks shared a note received – a very special thank you to the St 33 crew that worked Thanksgiving. I had a turkey in the oven and decided to take the dogs for a walk at a nearby park. When I returned to the car it was dead and I had no phone. I locked the dogs in the car, and walked through the rain to St 33, the crew met me at the door, gave me a ride home. I was able to get the second vehicle at home, secure the dogs and save the turkey - thank you

Chief Schmidt read an email from a citizen whose husband we took care of,. We also received a detailed thank you card and \$100 donation from a Senior Safe at Home inspection by Mike Bays and Mike Bister, with (Lacey FF) Kevin Davenport helping through the Sunrise Lions with a ramp install.

**XI. HEARING OF THE PUBLIC / MEMBERS PRESENT - none**

**XII. REQUEST FOR EXECUTIVE SESSION**

- A. Pursuant to RCW 42.30.110(1)(g): To review the performance of a public employee

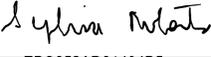
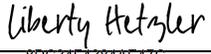
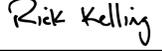
The Board adjourned into Executive Session at 6:03 PM for 20 minutes. No action to be taken. The Executive session was extended for 10 minutes, then and additional 5 minutes.

The Board resumed the regular meeting at 6:37 PM with no action taken.

**XIII. ADJOURNMENT**

The meeting adjourned at 6:38 PM.

*Next Regular Meeting: December 16, 2021 – 5:30 p.m.  
Available via remote meeting.*

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 Chair  
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 Vice Chair  
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 ATTEST: District Secretary