

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**May 5, 2022**

Commissioner Kirkbride  
Commissioner Gamble  
Commissioner Hetzler  
Commissioner Kelling  
Commissioner Roberts

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

**I. CALL TO ORDER**

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

**II. APPROVAL OF THE AGENDA**

A. Additions/Deletions

Addition of executive session under RCW 42.30.110(1)(f) and (d) related to public contracts. No action.

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

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

Motion: Commissioner Hetzler.

Second: Commissioner Kelling.

Carried: Unanimous

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

None.

**IV. APPROVAL OF THE CONSENT AGENDA**

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

B. Warrants:

- General Fund 001 (Acct #6630) EFTs numbered 5066 through 5067 and checks numbers 23068 through 23080 for a total amount of \$60,648.17.

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

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

Motion: Commissioner Gamble.

Second: Commissioner Hetzler.

Carried: Unanimous

**V. COMMITTEE REPORTS**

A. Thurston County Medic One

No report – the next meeting is May 17th.

There is a budget meeting on May 13th related to BLS funding.

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

No report – the meeting scheduled for May 4th was canceled due to lack of agenda items. The next meeting is on June 1st. Commissioner Roberts will be unable to attend, and Commissioner Gamble will attend instead.

*\*Update after the meeting that Commissioner Roberts had a schedule change and is now available to attend on June 1<sup>st</sup>.*

C. City/District Liaison

No report – the next meeting is June 21st.

D. Thurston County Fire Commissioners Association

No report – the next meeting is May 17th.

E. Thurston Regional Planning Council -

No report – the next meeting is May 6th.

Commissioners Kelling and Roberts will both be unavailable for the June meeting, so Chief Cerovski will be attending.

*\*Due to a schedule change after the meeting, Commissioner Roberts now available for the June meeting.*

## F. Community Outreach

Chief Brooks shared:

- Many activities coming up. This month the Lacey Fun Fair will take place; LFD will be present. The Lacey Rotary Duck Dash will be the rollout of the inflatable firehouse for its first appearance in public.
- There are four slots a month for the Senior Safe At Home project, and these are filling each month.
- On May 13th, Chief Brooks will be making a presentation to the Jubilee community to their monthly forum. The city manager was there last month. Chief Brooks has been asked specifically to talk about the Senior Safe At Home program. There was an article in their monthly newsletter about the program and about Chief Brooks' upcoming presentation. This will also be a recruiting opportunity for the support unit program. One ISU volunteer is injured and unable to participate and others are stepping back. There has been good luck in the past getting volunteers from the Jubilee community.

## G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Continuing to await planning and review process for VRF expansion. Comments have been received back on the building permit portion. Still waiting to hear back from the civil assessments.
- Met with senior staff today to talk about the re-chassis of a couple of aid units in the future. Looking at this earlier than usual because of supply chain issues.
- Still no information received on grant request for the ISU replacement vehicle.

## VI. OLD BUSINESS

### A. COVID Emergency Declaration Status: Staff Report

- While there has been some uptick in case numbers, there have been no direct impacts to staff that have been notable. There have been lots of other things circulating, but not COVID.

### B. Station 34 Storm Water Facility: Discussion/Potential Action (Appendix A)

- This relates to the storm water retention facility adjacent to the new station at 8447 Steilacoom Road. This is the debate in question about the obligation and liability to manage the runoff and storm water related to the public thoroughfare. Back in late 2020 and into 2021 when trying to finalize the certificate of occupancy, this was deemed as a critical failing, that storm water was not addressed, and the board at that time directed staff to move forward with the required and requested mitigation from the county with the understanding that the validity of the requirements would be challenged. The final certificate of occupancy was ultimately obtained, but shortly thereafter, the property was annexed to the City of Lacey, so the liabilities for that were

transferred, as well. Mr. Gillespie from Foster Garvey was retained, and his recommendations are contained in Appendix A.

- The first recommended step is conversations with city leadership about their willingness to assume said liabilities.
- The approximate costs for the project were estimated at \$75,000.
- Commissioner Kirkbride made the point that the water, now the city water, coming onto the property is now a trespass and a tort action can be taken against the city. If the city is unwilling to execute an easement or an MOU for liability, it would be made clear to them that they do not have permission to allow the water on the property.
- Commissioner Kirkbride further stated that a motion is not needed at this time, just a consensus as to what should happen. The recommendation of the attorney is to have a conversation with the city about their willingness to execute an agreement, and that should be initiated between the Chief and the city manager first. If the city manager is receptive to it, that may be all that needs to happen, or the matter may need to be taken up in the liaison meeting. If the city is not amenable to these requests, then it will need to be put in writing that the city does not have permission to allow water on the property, but that conversation would also take place with the city manager.
- Part of what drove the cost was that the stormwater and retention had to be mitigated, and along with this, over 50% of the actual intersection on the east end of the property had to be redone where it connects with a cul-de-sac. It was sloped incorrectly and was essentially a standing lake. At LFD expense, the sidewalk and roadways had to be redone with additional drain basins.

## VII. NEW BUSINESS

### A. Proposed Resolution #881-05-22 regarding Credit and Purchasing Card Limits: Staff Report/Potential Action (Appendix B)

- The credit limit shall not exceed \$25,000. The purchasing limit shall be no more than \$500,000. The distinction there refers to the distinction between credit card accounts, of which there are still two, one being a fuel account, and the other being for things like mobilizations (for crew to use when out of town, for example).
- Some adjustments were made based on changes in staff roles with regard to spending limits.
- It is believed that the necessary controls and checks and balances are in place to be comfortable with this, if the Board agrees.

**MOTION:** Move to adopt Resolution #881-05-22 regarding purchasing and credit card use, revising and adopting rules for use of purchasing and credit cards for district purchases. This also repeals Resolution #849-05-16 and supersedes other resolutions.

Motion: Commissioner Roberts.

Second: Commissioner Kelling.

Carried: Unanimous

### B. Public Records Act Training: Web-based training to be provided

- There is a training available from the State Attorney General's office, which is about 30 minutes in length. There is also one from MRSC which is about 45 minutes. Both links will be shared, but the recommendation is to have the link sent to each person, rather than playing it and having it recorded through the ongoing meeting at this time.
- It does not appear that there is an option to print a certificate at the end, so instead, each person will need to reply to the email when complete, and the necessary certificate will be printed and made available.

## **VIII. ADMINISTRATIVE REPORT**

Chief Brooks reported:

- Current battalion chief Ryan Cox, who has been the training officer for a number of years, has decided to return to being a line officer and vacate the training division. There was a staff discussion in labor management. The battalion chief position for training was adopted many years ago when shift leadership was reclassified from captains to battalion chiefs. The training position was also reclassified because that was the only other response chief officer.
- Uniquely, the established promotional process for battalion chiefs is much more specifically focused on the response and the shift management role. Because of this change from Chief Cox's request, it was decided to adjust the training chief position from a battalion chief to an assistant chief, consistent with the other chief officers. There is parity as far as pay and benefits, but the title better reflects the distinct role. This allows us to work with the bargaining unit to build a unique and distinct promotional assessment center that is specific to the role of training, which is obviously very different than a primary response role.
- There is a labor management meeting tomorrow to finalize this process. There would then be a solicitation of interest of incumbent members starting next week. There would be an assessment process in June to identify the training chief by hopefully the beginning of July. The current goal is for Chief Cox to make his transition back to the line in early August.
- The training lieutenant positions have been temporary assignments of up to two years with the opportunity to renew. Lieutenant Aaron Hammond has been in training now for over four years. With the promotion of Chief Frost to the logistics position, Lieutenant Hammond requested to go back to the shift and spend some time in that lieutenant role. He will be making that transition in June, which will open up the opportunity for a backfill of another lieutenant in training.
- These transitioning roles will be done in priority order. First will be seeking out the new training chief, and based on who vacates that position, that will open a lieutenant position on shift for Chief Cox to revert to. Then will go through the process of seeking another lieutenant to come to the training division. If there is an incumbent who desires that transfer, they would be given first right of refusal. If not, then would promote from lieutenant list into training. Besides Chief Cox, there is also, in the recruit academy, Lieutenant

Jake Hunter, who will remain in training through at least the end of the year. For this academy, because of its size, there is a temporarily assigned third person, Lieutenant Rob Randall. He will move back out at the end of the academy in June.

- Those who are in training don't routinely pull shifts, but they are able to and are eligible for overtime and are fully response-capable.
- The training division takes care of all of the scheduling and coordination of all training, to include EMS. Chief Weiss oversees the delivery and development of the EMS-specific elements of it because of that area of expertise.
- Conditional offers were made to two lateral and two new hire paramedics. The first two new paramedics will start in June, and the second group will hopefully join by mid-July.
- Updates on Station 35 and Engine 35: as soon as the recruit academy is finished in early June, the engine should go in for repair in Kent. The station has been repaired already.
- DocuSign: documents will now come to each commissioner independently, but this will no longer hold up the completion of the document. Documents will be sent to each commissioner, but if one was not present and does not want to attest, that is acceptable. Not signing will not prevent the document being completed. A response would need to be sent to Chief Cerovski indicating if not planning/able to sign.

## **IX. COMMISSIONER COMMENTS**

Commissioner Roberts – was not able to get the Public Meetings Act certificate printed. Chief Brooks responded that he would be able to have the certificate printed. On the calendar, there are HOAs coming up. Chief Brooks responded that, when HOAs make contact, they are asked if they want a presentation, and so far, everyone has declined. The question is, is the Board's preference or direction to staff to tell them that we're coming or just to give them the option? It was agreed to just give them the option. In future, the only ones included on the calendar will be the ones that have requested a presentation. Commissioner Roberts will be gone for a few days in early June and will hopefully attend the June 2nd meeting via Zoom.

*\*Due to a change in schedule after the meeting, Commissioner Roberts now available for the June 2<sup>nd</sup> BoFC meeting*

Commissioner Gamble – no comments.

Commissioner Kelling – will be absent from the June 2nd meeting but may be able to attend via Zoom.

Commissioner Hetzler – no comments.

Commissioner Kirkbride – there is a new chaplain. Also noted that call volume to problem areas, senior housing areas, has dropped significantly.

## **X. CORRESPONDENCE**

None.

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

None.

**XII. REQUEST FOR EXECUTIVE SESSION**

The Board entered an Executive Session at 6:10 p.m. with an estimated duration of 15 minutes with no action planned for the following items:

- A. In Accordance with RCW 42.30.110(1)(f) regarding complaints or charges being brought against a public employee.
- B. In Accordance with RCW 42.30.110(1)(d) dealing with public contracts.

**XIII. ADJOURNMENT**

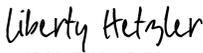
The Board resumed the regular meeting and adjourned at 6:25 PM.

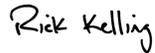
*Next Regular Meeting: May 19th, 2021 – 5:30 p.m.  
Available via remote meeting.*

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 Chair

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 ATTEST: District Secretary