

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**October 6, 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**

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

Motion: Commissioner Kelling  
Second: Commissioner Hetzler  
Carried: Unanimous

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

Introduction of Moses Klaassen as the District's new Logistics Technician.

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the September 15th, 2022, meeting of the Board of Fire Commissioners.

B. Warrants:

- General Fund 001 (Acct #6630) – EFT numbers 5103 through 5108 and checks numbered 23256 through 23282 for a total amount of \$610,899.42.
- 2017B Capital Projects Fund 307 – check number 23268 for a total amount of \$3,356.02.

C. Payroll 9B in the amount of \$531,365.61.

D. Payroll 10A in the amount of \$1,474,688.18.

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

Motion: Commissioner Gamble

Second: Commissioner Roberts

Carried: Unanimous

## V. COMMITTEE REPORTS

### A. Thurston County Medic One

Commissioner Kirkbride reported from the September 21st meeting:

- Regarding the 2023-2025 ALS contracts, it was recommended to the Board of County Commissioners that they approve the agreements.
- There was a presentation on the fourth quarter budget. Expenditures are in line with the budget, with slightly less expenses than revenue.
- The medical program director's contract was executed in 2015 and requires 40 hours a month of Dr. Fontanilla's time. At the time this contract was signed, there were approximately 29,000 medical calls in the county. This number is now approaching 40,000. It was elected to add an assistant to his contract and to add another 42 hours.
- The citizen representative, Paul Perz, was the Council's representative to the West Region EMS Council. Commissioner Kirkbride was the alternate. Paul Perz has resigned, so Commissioner Kirkbride will now be the official representative to West Region.

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

Commissioner Roberts reported from the September 19th town hall meeting:

- The primary purpose of this meeting was an update on the TCERN radio installation.
- The anticipated launch will be the end of the first quarter of 2024.
- One of the reasons for the delay is that there have been negotiation problems with some of the locations, the biggest one being at Dupont and JBLM.
- The radio installations with the fire departments has begun. The sheriffs' installation is nearly complete. Later in October, the consoles in 911 will be installed.

Commissioner Roberts also reported from the September 28th regular meeting:

- The TCERN status was reviewed.
- There are currently six staff vacancies. TCOMM is working with the academies to fill these vacancies. A new academy started on October 3, with two new candidates in that academy.
- Labor negotiations are just beginning and going well.
- There was a burglary and vandalism at the Bald Hills tower site.
- There was an overview of the 2023 budget, which is \$19.28 million. This was approved by the administrative board.
- The next meeting will be on November 9th.

C. City/District Liaison

No report – the next meeting is October 18th.

Commissioner Kirkbride reported:

- The Lacey City Manager, Scott Spence, is leaving. There is no definitive date yet; will need to get through the budget process with city council before he leaves.

D. Thurston County Fire Commissioners Association

Commissioner Gamble reported from the September 20th meeting:

- Conference coming up in October.
- There is a healthcare workshop webinar on the WFCA webpage.
- Discussed that for TCERN, 20 sites out of 28 are done. Law enforcement radios are being completed. Should be up and running at the end of 2024. Radios should last about ten years.
- Regarding EMS, discussed construction on the new MultiCare emergency room planned in Lacey.
- There was discussion around the treasurer's report and raising the dues. Rather than raising the dues, will be reinstated a \$20 per year per district fee.
- There was discussion about changing from three to five commissioners in the group. With a population of 300,000, it is optional, but it becomes mandatory when population goes up to 400,000.
- Commissioner Kirkbride reported that he brought the proxies, which will need to be signed by all District commissioners, for the Washington State Fire Commissioners Conference.

E. Thurston Regional Planning Council -

No report – the next meeting is October 7th.

F. Community Outreach

Chief Brooks shared:

- October is Fire Prevention Month. Upcoming is the 100th anniversary of Fire Prevention Week. The crews have been active and have been engaging with the different schools.
- There was an open house at the new station. It was very well-attended.

#### G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- The bid opening for the VRF expansion project is on October 18th. There was a good showing for the pre-bid conference.
- Beginning to install radios on October 19th. This will take up to the end of November.
- Engine 35 is back from its repairs. It will be reoutfitted with its equipment and put back in service.
- Completed the process for the contract for the Aid 34 chassis remount process.

### VI. OLD BUSINESS

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

- The resolution that was passed in 2020 did not have an automatic expiration. Will be reaching out to legal counsel to determine whether a superseding action or board action is needed to rescind the emergency declaration.

### VII. NEW BUSINESS

#### A. Resolution 883-10-22; Request to purchase pumper fire apparatus as per the fleet replacement plan. Presentation to Board and proposed action.

- This action is proposed to avoid impending cost increases from Pierce Manufacturing. The delivery schedule associated with this apparatus purchase is estimated to be over 30 months. Anticipated delivery is early 2025.
- Chief Brooks shared the replacement schedule for the fleet.
- Hopeful that acting now will help keep the costs as low as possible and ensure that replacements are obtained as close to on schedule as possible.
- Commissioner Kelling asked in regard to the 2017 apparatus acquisition plan, if the two 2012 engines have been replaced with Engine 35 and 34; Chief Brooks reported that this is correct and the 2012 engines are active reserves now. The item under consideration for purchase would be for Engine 31. The current Engine 31 would most likely move to reserve status. The current practice is to maintain two units in reserve.
- Commissioner Kelling questioned whether this was the right move given that the fleet is currently sufficient. Chief Brooks clarified that there is no cost outlay right now. There would be an option to leverage pre-payments which would allow significant cost savings, but even these payments would not be until late fiscal year 2023 or possibly 2024. Commissioner Kelling mentioned

that the existing capital facilities and equipment plan makes it appear that the vehicle needs to be replaced in 2031; Chief Brooks clarified that it would be moving to reserve status. It was agreed that the information would need to be laid out clearly for the public.

**MOTION: To approve Resolution 883-10-22 exempting the purchase of one pumper fire engine from competitive bidding process pursuant to RCW 39.04.280.**

Motion: Commissioner Kelling  
Second: Commissioner Gamble  
Carried: Unanimous

B. DRAFT LFD3 Strategic Plan. Presentation to Board.

- There will be a dashboard for tracking the progress towards reaching the goals established in the strategic plan.
- Final edits will be made before proposed adoption at a future fire commissioners meeting.
- Fire commissioners to submit comments and questions to Chief Brooks in writing.

**VIII. ADMINISTRATIVE REPORT**

Chief Brooks reported:

- Attended the National Fallen Firefighter Memorial for Firefighter Murphy. It was a very well-done and well-attended event.
- Chief Brooks was notified by Medic One staff that the Board of County Commissioners ratified the EMS contracts. That will be an action item at the next meeting for Board approval.
- Notice was received from Washington Survey and Rating Bureau that LFD3 is due for reevaluation of the fire protection rating for the city and district. There is an independent rating for cities and for unincorporated areas. There will be an update to both protection ratings sometime in 2023. A September/October 2023 timeframe for this evaluation was requested.
- Commissioner Kirkbride requested an update on the status of the ISU. Chief Brooks responded that there has been no update on the grant, although FEMA has started issuing the grants. The budget has a placeholder for the chassis. Looking at the opportunity to order a chassis as a placeholder for the ISU because it is in the budget currently.
- Chief Brooks presented the financial report for September year to date including a variety of graphs and visuals. Commissioner Kirkbride asked regarding Equipment Repair and Replacement, with ordering a new engine, will there be a note that the amount of money there is already committed to a given expenditure. Chief Brooks responded that it would be accounted for through the planning documents.
- Chief Brooks presented the 2023 proposed draft budget. The total, with new construction, plus 6%, of the projected revenue for next year's budget is about

108% of this year's budget. The adopted budget going into this year had a cash balance at \$4.7 million. The policy required 16%. The hope is to remain at about \$7 million at the end of the year for cash carried forward. In order to bring a proposed balance budget based on current amounts, it was necessary to lower fairly significantly the proposed interfund transfers for the year.

- Chief Brooks presented the 2023 general fund high level summary. The total available revenue is \$34,472,495. The total expenditures and transfers are \$32,496,188. Chief Brooks reviewed the steps taken to balance the budget and the potential impacts on the levy.
- Dale Hough presented a graph showing the cash flow with no new levy lid lift. The current lift expires 12/31/2026. Without a levy lid increase, the money will decline over the upcoming years and expenses will overwhelm revenue. Another graph was shown demonstrating a six year permanent levy lid lift, effective 2024 and the cash flow projection.
- Commissioner Kirkbride commented on the impact that the growth of the city and the surrounding communities have had on the functioning of the district.
- Chief Brooks stated that staff's current recommendation is that for planning purposes, that the board entertain the concept of possibly seeking levy restoration on the Primary election ballot of next year.

#### **IX. COMMISSIONER COMMENTS**

Commissioner Hetzler – pleased with the wonderful events that took place over the weekend. Thanks for the strategic plan; looking forward to reviewing that. Concerned that no one in Thurston County is going to the fire commissioners conference.

Commissioner Kelling – thanks to the chief and the staff for the presentations and especially the budget discussions, forecasting, and planning. Appreciative of the flexibility to recognize and act on opportunities that benefit the district.

Commissioner Gamble – thanks to the staff for the hard work on the strategic plan and the budget information. A documentary about firefighters with PTSD is coming out soon and hopefully will be widely available, in order to raise awareness of this important issue.

Commissioner Roberts – the recognition ceremony was wonderful. Thanks for the depth of information provided about the budget and upcoming opportunities. The firefighters association recognized the chief for the great working relationships they have.

Commissioner Kirkbride – thanks to Dale for the job he's doing and the confidence the board is able to have in him.

#### **X. CORRESPONDENCE**

- None.

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

- None.

**XII. REQUEST FOR EXECUTIVE SESSION**

A. In accordance with RCW 42.30.110(1)(g) to review the performance of a public employee.

**XIII. ADJOURNMENT**

The meeting adjourned as of 7:17 PM.

*Next Regular Meeting: October 20, 2022 – 5:30 p.m.  
Available via remote meeting.*

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 Chair  
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 Melissa Gamble  
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 Commissioner  
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 Sylvia Roberts  
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 Commissioner

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 Liberty Hetzler  
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 Vice Chair  
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 Rick Kelling  
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 Commissioner  
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 Steve Brooks  
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 ATTEST: District Secretary