

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**August 4, 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.

Commissioner Gamble was excused.

**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 Roberts

Carried: Unanimous

**III. PROMOTIONAL CEREMONIES**

A. Jason McVey – Lateral Paramedic Firefighter

B. Chris Hastert – Lateral Paramedic Firefighter

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

None.

**V. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the July 21, 2022, Board of Fire Commissioners meeting.

B. Warrants:

- General Fund 001 (Acct #6630) EFT's numbered 5087 through 5088 and checks numbered 23189 through 23196 for a total amount of \$57,939.67.
- 2017B Capital Projects Fund 307 – check number 23197 for a total amount of \$7,561.43.

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

Motion: Commissioner Hetzler

Second: Commissioner Roberts

Carried: Unanimous

## **VI. COMMITTEE REPORTS**

A. Thurston County Medic One

No report – the next meeting is September 21st.

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

Commissioner Roberts reported from the August 3rd meeting:

- For the first time recently, sales tax is slightly below at 0.5% below what it was a year ago.
- As far as expenditures, all departments are still under budget.
- TCERN: the shelters have all shipped and most of the locations are good. Still struggling with the one in DuPont. It is joint-owned, and part of it is JBLM-owned.
- Still looking at the official cut over of December 2023 or early 2024.
- The subscriber is going really well. Installations are moving forward. Fire training has been on track.
- Staffing: there have been some resignations. They hired eight people but had four FTE leave. Interviews were taking place yesterday.
- Working with the county on Uninterrupted Power Source (UPS). There have been some issues with this. The county will only buy one, but there will be further discussion about whether another one should be purchased to have some redundancy.
- Town hall meeting on September 19th for all stakeholders regarding TCERN.
- The next TCOMM meeting is September 7th.

C. City/District Liaison

No report – the next meeting will be in October.

D. Thurston County Fire Commissioners Association

No report.

E. Thurston Regional Planning Council -

No report – the next meeting is September 2nd.

F. Community Outreach

Chief Brooks shared:

- The summer cruising parade will be taking place and LFD has been asked to participate with the antique fire engine.
- The biggest recent event was National Night Out on August 2nd. Attendance was down significantly compared to years past but was still a good engagement opportunity.
- Uptick in requests for station tours.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- There was an update from the city: imminent with the necessary approvals to be able to go out to bid for the vehicle repair facility. Waiting on one final signature and then will be working with the architects and engineers to finalize the bid packet.
- Chief Frost checked in with the status of Engine 35. Hoping the repairs on this will be completed soon and that the engine will be returning later this month.
- Commissioner Kirkbride inquired on the status of 911 at 34. Chief Brooks responded that they were waiting on delivery of furniture and things that have been ordered, but all of the tenant improvements that were necessary for the building and server room and all the new air conditioning units have all been completed. Just waiting on hardware to be installed now.

## **VII. OLD BUSINESS**

A. COVID Emergency Declaration Status: staff report

- There have been a few positive cases, but everything has been mild at this point. There are no changes in the current reimbursement structure; still billing back at the 90% level for the coverages that are required.
- Olympia for the first time was unable to get full paramedic staffing even with a paramedic from LFD, so had to temporarily staff a unit with a paramedic and an EMT. There was a meeting today among the ALS agencies to discuss whether that is a viable strategy going forward.

## VIII. NEW BUSINESS

None.

## IX. ADMINISTRATIVE REPORT

Chief Brooks reported:

- July financial report: there is more revenue than expense by about 10%. Running in total out of the general fund at about 53% with just over 58% of the year complete.
- All of the cashflow is right at the projections for the year.
- Bond funding: current balance of \$3.6 million, not inclusive of the interest. At \$4.1 million total in that account. Right now, waiting to see what the VRF bid comes back it, with the concern that it may consume the vast majority if not all of the bond funding balance. The last estimate on that project was around the high \$3 million up to \$4 million.
- Regarding Nisqually, still waiting on payment, but they have stated that they are planning to pay the outstanding balance of nearly \$79,000.
- Actuals versus estimates on disability – trying to offset some of the liabilities when members are off on long-term disability.
- Working on the budget planning process. Regarding healthcare costs, anticipating up to a 15% increase. The Fire Commissioners Association published their rates this week, and it was actually a 2.5% increase.
- Commissioner Kelling asked regarding the bond fund: besides the VRF, was the expansion to Station 33 also included in that? Chief Brooks responded that it was. There are only high level cost estimations on that and a more detailed cost estimation is needed once it is known how much money is left from the VRF. It is anticipated that more revenue will be needed for that. There are also other station upgrades that are planned for the future.
- Strategic planning process: support services has gone through the process of reaching out to the partner agencies to review the information and combine all the stakeholder data. There was a meeting earlier this week to review initial drafts. The next anticipated step is having a shareable draft of the high level strategic priorities, goals, and objectives. Right now, Director Gorman is targeting the end of this month as a possible date to pull together all the group. Since a majority of the board participated, it would need to be limited to only two of the board who can go to that meeting. The opportunity is to show the draft objectives and other supporting information to that group and let them weigh in. Within a month or so, would hopefully be able to have a draft for the full board to review and hopefully potential adoption ahead of the budget process.
- Regarding continuity of operations planning: West Thurston Fire has gone through that process recently and shared their document with Commissioner Kelling and Chief Brooks. Chief Hulst wants to reengage in this process later this year.
- Support Services: coming up on a year since the Support Services team was relaunched. They have made huge strides on many different fronts. Chief

Brooks has asked them to plan to do a year in review offering to the members. For example, there has been a 40% reduction to a single address. They will put that together along with their work on the strategic plan and that will hopefully be ready for presentation in October.

- Commission Kirkbride asked, related to the budget plan, do they have sufficient staff or are they looking at adding to their staff? Chief Brooks responded that the program manager is expected a baby and will need time off in the spring and anticipates having to forego some of her specific response activities around January 1st. They feel strongly that right now the team is functioning well and has good capacity. The one exception is the after-hours response that they also do in the chaplain role. Actively working on additional recruitment for the chaplain piece. There is an additional FTE in Support Services in the budget. When working through the budget process for next year, it will be discussed whether or not to hold on to that for future capacity, as an additional person would be needed if their role increases or expands.

Chief Schmidt shared:

- REM has deployed twice this season. Lieutenant Pearsall has gone out both times as the team lead to both. Also deployed a brush rig with the strike team to Vantage. They will be reassigned to the Lind fire near Spokane.
- Correspondence: there were thanks for community involvement activities. Chris DeBell's schedule is filling up with interactions with the public.
- A citizen reached out saying that her parents were taken great care of in the past several weeks. LFD made several visits over the course of a few weeks. Support Services also connected with them and provided assistance, as well as going to the hospital with the family. This is above and beyond what most emergency services provide to the community.

## **X. COMMISSIONER COMMENTS**

Commissioner Roberts – had asked for a report on the 988 line and several commissioners had questions about it as well. Will be sure to ask these questions at the next TCOMM meeting on the 7th. The 988 line became operational in mid-July. Also, in regard to TCOMM, they have some subcommittees, and Commissioner Roberts signed up for the labor relations committee and will share as appropriate.

Commissioner Kelling – the 2021 annual report was posted; thanks to the chief for that. West Thurston Regional Fire Authority's two levies did not pass, which was surprising. Appreciation for the strategic communication, whether through the actions or the words of members and the leadership in the district.

Commissioner Hetzler – will not be present September 15th. Regarding an expected increase in HOA meetings in the fall, it would be helpful to present about Support Services.

Commissioner Kirkbride – thanks to Dale for excellent financial reporting and excellent management of money. A few weeks ago at Lacey Rotary, there was a representative of MultiCare who came and spoke about the new Lacey emergency

room operation. Commissioner Kirkbride had asked if someone arrives to the Lacey ER via ambulance and needs to be admitted to the hospital and needs to travel to the hospital, will the patient be charged twice for the two ambulance trips? For the transport from the ER to the hospital, there is no charge. They will be meeting with AMR and Olympic to get them comfortable with the new ER that is coming. Chief Brooks shared that the groundbreaking will take place on August 24th.

**XI. CORRESPONDENCE**

- The county auditor asked if there were any ballot measures for November, and Chief Brooks responded that there were none.

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

- None.

**XIII. REQUEST FOR EXECUTIVE SESSION**

- A. In accordance with RCW 42.30.110(1)(g) to review the performance of a public employee; and RCW 42.30.110(1)(f) regarding complaints or charges brought against a public employee.

**XIV. ADJOURNMENT**

The meeting adjourned as of 6:39 PM.

*Next Regular Meeting: August 18, 2022 – 5:30 p.m.  
Available via remote meeting.*

Chair  
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 Melissa Gamble  
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Commissioner  
 DocuSigned by:  
 Sylvia Orletz  
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DocuSigned by:  
 Liberty Hetzler  
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Vice Chair  
 DocuSigned by:  
 Rick Kelling  
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Commissioner  
 DocuSigned by:  
 Steve Brooks  
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ATTEST: District Secretary