



Agenda for the Board of Fire Commissioners

Regular Meeting

Conducted remotely via Zoom and with in-person attendance at Station 31
(1231 Franz ST SE, Lacey, WA 98503)

Click here to join the meeting:

<https://us06web.zoom.us/j/743870521>

Meeting ID: 743 870 521

January 2, 2025

5:30 pm

- I. CALL TO ORDER / FLAG SALUTE**
- II. APPROVAL OF THE AGENDA**
 - A. Additions / Deletions
- III. HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. PROMOTION, SWEARING IN AND RECOGNITION CEREMONY**
 - A. Jennifer Schmidt – Fire Chief
-Break for Reception-
- V. APPROVAL OF THE CONSENT AGENDA**
 - A. Draft Minutes of December 19, 2024 Board of Fire Commissioners Meeting.
 - B. Warrants (AP 01A 2025):
 - General Fund 001 (Acct #6630): EFTs numbered 5502 through 5503; Checks numbered 24227 through 24233 and 24237 through 24243; for a total amount of \$79,616.45.
 - Capital Projects Fund 301: Check number 24234 for a total amount of \$23,999.49.
 - 307-2017B Capital Projects Fund: Check numbered 24235 through 24236 for a total amount of \$38,576.05.
 - C. Payroll 12B-2024 in the amount of \$653,846.25.

VI. HEARING OF THE PUBLIC / MEMBERS PRESENT

VII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Next Regular Meeting: January 16, 2025***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

December 19th, 2024

The meeting was conducted remotely via Zoom and with in-person attendance at Station 31.
1231 Franz St SE, Lacey, WA 98516

Present:	Present (Virtual):	Excused:
Commissioner Kelling Commissioner Kirkbride Commissioner Gamble		Commissioner Roberts Commissioner Hetzler

I. CALL TO ORDER

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

II. APPROVAL OF THE AGENDA

Of note, the agenda contains a community member tribute which is an error. This is removed from the agenda.

MOTION: To approve the agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Gamble
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the December 5th, 2024, meeting of the Board of Fire Commissioners.

B. Warrants (AP 12B 2024):

- General Fund 001 (Acct #6630) EFTs numbered 5488 through 5499; checks numbered 24200 through 24224; drafts numbered 1466 through 1478 for a total amount of \$1,410,088.83.
- Equipment Repair and Replacement Fund 103: EFTs numbered 5500 through 5501 for a total amount of \$8,609.65.
- Capital Projects Fund 301: Check number 24225 for a total amount of \$17,259.02.
- 2017B Capital Improvement Project Fund 307: Check number 24226 for a total amount of \$4,005.51.

C. Payroll 12A-2024 in the amount of \$1,759,264.45.

Commissioner Kelling had inquired of Chief Brooks regarding seven sets of PPE for instructors. In talking to Chief Cerovski about logistics, there are seven members who are qualified as live fire instructors. They are the ones who lead the efforts during the recruit academy to go in and manage the live fire props. Because of that, they have a higher likelihood of heavy saturation of their gear. This purchase is a third set of PPE for that reason.

There was also a question about camera installation both at Station 31 and Station 35. This is an effort to increased security measures. A web-based camera system is being used to monitor activities outside, as well as limited views inside the apparatus bays, at all of the stations. These were already in place at Station 34, the TEC, and Station 32.

Commissioner Kelling inquired if someone on duty monitors those. Chief Brooks responded that all the chief officers have access, as well as the battalion chief and IT. At Station 32, a notification is sent if there is activity on one of the cameras out there, since it is unstaffed.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble

Second: Commissioner Kirkbride

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported from December 19th meeting:

- Several months ago, new bylaws were adopted for the council. One of the bylaws is that only electeds plus the three citizens can be on the council. If an individual misses three meetings, they are removed from the council. There was also a change with representation of the Fire Commissioners Association. Historically, it was one candidate from each of the county commissioner districts. There are now five county commissioner districts, but it was decided not to add five representatives from the Fire

Commissioners Association. It remained at three, appointed by the association, and no two can come from the same district.

- There is a letter coming out to all of the EMS Council members explaining all of the changes. Commissioner Kirkbride can make this letter available to the fire commissioners if desired.
- There are WAC updates from DOH regarding recording of EMS calls. DOH does not like how the calls are recorded, and the calls will need to be reported to their database. This requires extra time and work from the staff to provide this reporting. When an auto accident takes place, if there are uninjured individuals in the accident (or if they refuse treatment), those individuals' names historically have not been entered into the database. However, DOH wants reporting on their names and birthdates now.
- Today the Council directed the chairman to draft a letter to DOH complaining about this new reporting and the requirements of this WAC. A couple of the members will be talking to their contacts in the legislature to see if there is an RCW behind this WAC; if not, it is essentially not enforceable. A letter will also be sent to the other county EMS councils to find out if they will add their own letters of complaint about this new WAC.
- Commissioner Kirkbride is the Thurston County EMS Council's representative on the West Region EMS Council. The West Region EMS Council meets quarterly. It was pointed out in their most recent meeting that West Region has no direct relationship with delivery of EMS services.
- A program is being implemented to deal with overdoses. Narcan is given to bring an individual out of their overdose. The person who overdosed is then asked if they want further help. If so, they can be given the drug Suboxone. This medication gives them enough time to get into a treatment regime. There is an organization that has been set up, Julota, which has been empowered by the legislature to be the interface in providing help with these situations for law enforcement, and now for the fire service as well. They have a group of organizations that provide assistance (peer managers, treatment centers, etc.) to help get people off of opiates. If they need to keep giving doses of the Suboxone, they are capable of doing that. The program running currently is a pilot program, but Dr. Fontanilla appears to be pleased with the direction in which this is moving.
- At the end of the meeting, a thank you and a certificate were given to a long-serving county commissioner representative, Gary Edwards. This was his last meeting.
- Commissioner Kelling inquired if there are any other counties using the Suboxone pilot program. Chief Brooks responded that Seattle and Spokane are both using the program.

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

Chief Brooks reported that the most recent meeting was cancelled.

C. City/District Liaison

Commissioner Kelling reported that the next meeting is January 16th.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported from the most recent meeting:

- Commissioner Edwards was there for his farewell. He was recognized for his service and presented with a small memento of the Association's appreciation. He also participates in the emergency management discussions as the county representative.
- Sheriff Sanders was present. He was offered the opportunity to speak. The public safety tax has afforded his office to hire 27 new deputies, of which 9 have already been filled. The rest are anticipated to be filled in 2025. This includes the jail and the operations staff. New equipment is also being implemented, including grappling devices to intervene with fleeing vehicles.
- There was also discussion about expanding the county jail. Chief Sanders is working on some short term options, but ultimately, it is going to require funding to build a new facility because it is already close to capacity. Behavioral health cases require a different level of confinement and monitoring which is not currently available.
- Ben Miller-Todd provided the group with a PowerPoint presentation about the comprehensive EMS plan. Commissioner Kelling has a hard copy if any of the commissioners would like to review them. They are requesting comments from the fire commissioners by January 17th.
- Additional in-person meetings are being added, which is relevant as the fire commissioners consider their committee assignment preferences for 2025.
- The next meeting will take place on January 21st.

E. Thurston Regional Planning Council

Commissioner Hetzler will provide a report at the next meeting in January.

F. Community Outreach

Chief Brooks shared:

- Thanks to Christ DeBell and her staff for all the work that went into planning Santa's outings this year. The bus was added, which was very popular this year. A huge shoutout to Firefighter Lowe, who did all the work of designing the concept and then executing it.

G. Capital Facilities and Equipment Activities

Chief Cerovski:

- Thanks to the logistics team for their work on Station 32.
- Commissioner Kelling inquired if crews have been out at Station 32. Chief Cerovski responded that members of the Equipment Committee, some of

whom will be assigned to Station 32, have visited the station and provided input on the station readiness plan last week and this week.

- Chief Brooks reported that if any of the commissioners would like to stop in and see the station, they are more than welcome to do so. They can reach out to staff to coordinate a time to stop by.
- Chief Brooks reported that there was a driving tour with the representatives from the architect and engineering firm earlier this week to do site reviews of potential properties. LFD3 has a broker who has represented one of the owners and is helping to look for other properties that might meet the requirements. Thanks to Terry McDaniel, the city's building official, who also went on the driving tour to offer insight into the properties being evaluated.

VI. OLD BUSINESS

- A. No items.

VII. NEW BUSINESS

- A. Updated Agreement with Olympia Fire Department for Vehicle Repair Services

Chief Brooks reported:

- This is now year 13 in the partnership with the Olympia Fire Department for providing the Vehicle Repair Facility. Thanks to Chief Cerovski and Chief Frost, who coordinated an annual end of year review of the fleet and maintenance program with all the mechanics.
- This will be the 4th renewal of the contract. There are provisions in the contract for escalators annually. An escalation has not taken place in quite some time. This year, there is a modest increase in the hourly rate.
- It is hoped that the cost increase will be offset to some degree by the pilot program that LFD3 has entered into with Enterprise Leasing. This will allow the mechanics to focus on the more skilled expertise requirements with the heavy apparatus and free them up from having to spend time on basic oil changes and the maintenance that is handled through the lease program.
- Staff's request is to authorize the chief to sign the renewed agreement for a two-year term.

MOTION: To authorize the chief to sign an agreement between the city of Olympia and Thurston County Fire Protection District No. 3 for fire department vehicle repair and maintenance services.

Motion: Commissioner Kirkbride

Second: Commissioner Gamble

Carried: Unanimous

- B. Community Risk Reduction Report

Chief Roberts reported:

- The crux of success within this division is ensuring a great working relationship with all the internal and external stakeholders and partners.
- Public Education/Outreach:
 - This includes school visits (15%), NTPS football games (13%), Santa Mobile (8%), Senior Safe At Home (6%), Pub Ed events (42%), and Alonda Villa Homes visits (16%).
 - At Alonda Villa, visits were made to approximately 20 individual homes, where smoke detectors were installed, fire extinguishers were given out, nightlights were put, and home risks were evaluated, such as fall risks. This is a fantastic example of the team having a huge impact on one community.
- Community outreach success is dependent on on-duty operations personnel, staff overtime for community outreach assignments, administrative specialists, support services, and executive assistants, and community engagement with the public at outreach events.
- Fire codes and compliance support is also a component of community risk reduction. This includes addressing access and egress issues in occupancies.
- Collaboration with Thurston County includes a variety of factors:
 - Supporting the pre-submission conferences for Community Planning and Economic Development.
 - Communicating/brainstorming solutions to existing code compliance issues.
 - Creating after-hours emergency contact information.
 - Collaboration with Lacey Police Department to improve fire investigation processes.
- An inventory was created of City of Lacey businesses. 1317 occupancies were identified while creating the building inventory, although the City of Lacey Building Department believes the number of businesses is closer to 1900 occupancies.
- Comparison has been done to the City of Olympia:
 - The City of Olympia established a Business Safety Inspection Schedule. Olympia Fire is delegated the inspection responsibilities.
 - The City of Olympia charges a reinspection fee for each reinspection after the second visit at a rate of \$85 an hour.
 - In 2023, Olympia Fire maintained 3 FTE for fire inspections, investigations, and public education.
 - The Inspection Program was not structured to cover the full cost of fire prevention services.
 - In 2025, OFD is reviewing their inspection fee structure.
 - The City of Olympia Business Safety Inspection Fee Schedule is based on a base rate (\$49) X square footage factor X complexity factor.
 - The City of Olympia reports 2,314 business occupancies. In 2023, The Olympia Fire Department conducted 2,077 business safety inspections.
 - In 2023, the City of Olympia documented revenues from business safety inspections totaling \$395,087.

- Community Risk Reduction is proposing an annual Business Safety Inspection Schedule with a fee structure of building square footage X a base rate of \$49.
 - The initial fee includes the inspection and a one-time reinspection to verify inspection compliance. An additional fee would be assessed for each subsequent reinspection following the second site visit. Small, low-risk occupancy inspections would be conducted biennially.
- Workforce projections: 1300 inspections are expected annually. This workload can be completed with 2 FTE who would be responsible for fire inspections, fire investigations, and public education/outreach. They would also support the authorities having jurisdiction with code compliance.
- Commissioner Kirkbride inquired how many responses are there in an average year to occupancies such as Alonda Villa. Cerovski noted that this information was in the 2023 Annual report, these occupancy types represent 33% of our responses in 2023. We will provide this data from the 2024 responses in the 2024 Annual report.
- Chief Brooks stated that next years' budget has a 0.5 FTE in CR&R in the existing budget without additional revenue.
- Chief Cerovski shared a sample resolution regarding CR&R that could be adopted if so desired.
- Chief Brooks stated that the next step would be to share this information at the City District Liaison meeting in January and discuss a request made to brief the counsel or a resolution from the district that would empower next steps.

VIII. ADMINISTRATIVE REPORT

Chief Patti shared:

- In regard to the Magnolia Street fire, an arson suspect was arrested about a week and a half ago. A 17-year-old male was arrested and charged.

A. District Monthly Financial Report

Director Kirkwood shared the November 2024 financial status report:

- In terms of property tax revenue: LFD3 has received 99% of the expected revenue for this year. Contract revenue: \$5.5 million, which represents 87% of what was expected. Total revenue thus far as of November is \$43.7 million.
- Expenditures in the general fund: the main expenditure is personnel costs at \$26.6 million. Additional expenses include services, supplies, and transfers out, for an expenditure total of \$31.5 million, which is about 80% of expected.
- As of November, there is an excess of \$12 million. Projections indicate being around \$9.5 to \$9.9 million excess cash available at the end of December.
- Total expenditures in the Equipment Repair and Replacement Fund 103 total almost \$174,000 with a net excess at this point of \$1.7 million.

- General Fund summary: total revenue thus far overall is \$46.5 million. Total expenses are at \$31.7 million, with a net excess in total of \$14.7 million. This is higher than was expected.
- Bond Fund 201: interest was paid in June for the 2012 bonds. Interest and principal will be paid in December, so those will appear in the December report.
- Capital Projects Fund 301: started out with \$369,000. About \$1 million was transferred in. A little over \$500,000 has been spent. There is an excess there of \$859,000. The \$519,000 represents various projects, such as a new roof and other capital costs.
- Capital Projects CFEP Funds 307: this mostly makes up costs related to the VRF. There is spending against this fund for structural improvements to Station 32.
- Summarized Statement of Activities: the total of all funds is \$51.3 million in revenue; \$33.9 million in expenditures, with a balance of \$17.3 million.

B. Station 31 Tour

Chief Cerovski shared:

- A floorplan was displayed of the station.
- The recording was paused at 6:52 for the station tour. At 7:17 the recording resumed.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – no comments.

Commissioner Gamble – a lot of great information was shared today. The tour was informative and it is good to see how everyone is being adaptable and always thinking forward on how to better utilize space and be more efficient. The Community Risk Reduction presentation was very informative and helpful.

Commissioner Kelling – have new mechanics been hired? Chief Brooks responded that the last new mechanic has been on board for about a year. There is the possibility of another FTE in the future but not at the moment. Commissioner Kelling continued that the Santa Mobile and the firehouse report from Firefighter Baker was very positive.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. ADJOURNMENT

The meeting adjourned as of 7:21 PM.

*Next Regular Meeting: January 2, 2025 – 5:30 p.m.
Available via remote meeting.*

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary