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 98516)

Click here to join the meeting:

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

Meeting ID: 743 870 521

January 4th, 2024

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 AND RECOGNITION CEREMONY**
   A. Oath of Commissioner Office – Commissioner Liberty Hetzler
   B. New Members

V. **APPROVAL OF THE CONSENT AGENDA**
   A. Draft Minutes of December 21st, 2023, Board of Fire Commissioners Meeting.
   B. Warrants (AP 01A 2023):
      - General Fund 001 (Acct #6630): EFTs numbered 5308 through 5313; Checks numbered 23787 through 23795 for a total amount of $66,744.28.
      - Capital Projects Fund 301: check number 23796 for a total amount of $32,072.55.

- 2017B Capital Improvement Project Fund 307: EFT number 5314 for a total amount of $5,228.22.

VI. COMMITTEE REPORTS

A. Thurston County Medic One — Commissioner Kirkbride

B. Thurston 9-1-1 Communications (TCOMM) — Commissioner Roberts

C. City / District Liaison — Commissioner Roberts

D. Thurston County Fire Commissioners Association — Commissioner Kelling

E. Thurston Regional Planning Council — Commissioner Hetzler

F. Community Outreach — Staff

G. Capital Facilities and Equipment Activities — Staff

VII. OLD BUSINESS

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Policy review and update for Military Leave (P-512.1). Presentation and Board Action.

X. ADMINISTRATIVE REPORT

XI. COMMISSIONER COMMENTS

XII. OTHER INFORMATION

A. Correspondence

XIII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIV. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: January 18th, 2024 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 5th, 2023

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 Kirkbride Commissioner Kelling	Commissioner Roberts Commissioner Hetzler	Commissioner Gamble

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

MOTION: To approve the agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the December 7th, 2023, meeting of the Board of Fire Commissioners.

B. Warrants (AP 12B 2023):

- General Fund 001 (Acct #6630) EFTs numbered 5300 through 5303; checks numbered 23780 through 23786; and draft 1244 for a total amount of $176,274.75.
- Equipment Repair and Replacement Fund 103; EFTs numbered 5304 and 5305 for a total amount of $229,068,24.

- 2017B Capital Improvement Project Fund 307: EFT number 5306 and 5307 for a total amount of $473,303.17.

C. Payroll 112B in the amount of $572,246.03.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

V. COMMITTEE REPORTS

A. Time-Sensitive Summary Reports
- Commissioner Hetzler: no report.
- Commissioner Kirkbride: there was an EMS Council meeting yesterday; nothing to report.
- Commissioner Kelling:
  - Thurston County Fire Commissioners Association: there was a vote to install a new set of officers, which will be reported on in January. No other time-sensitive material.

VI. OLD BUSINESS

A. No items.

VII. NEW BUSINESS

A. Resolution 890-12-23: Cooperative Purchase Program for Hygiene Unit: Staff Report and Requested Board Action.

The recommendation from staff is to approve the resolution.

MOTION: To adopt resolution 890-12-23, the authorization of purchases from and through the United States Government to include but not limited to GSA Advantage.
Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

(At this point in the meeting, Commissioner Roberts joined the meeting remotely.)

B. Resolution 891-12-23: Cooperative Purchase Program for two Aid Units: Staff Report and Requested Board Action.

MOTION: To adopt Resolution 890-12-23, the authorization of purchases from and through the Houston Galveston Area Council and authorized and approved cooperative purchasing program.
Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

Chief Cerovski will send the documents out for digital signatures at the conclusion of the meeting.

VIII. ADMINISTRATIVE REPORT

Chief Cerovski reported:

- Staff has been working on the military leave policy. There is an increase in military service members who are still active with either the reserves or their former units from before becoming employees with the district. The goal is to avoid, if possible, any leave without pay related to employees when they have to deploy.
- For short-term leave, there is a 21-day process where they are covered for the bulk of their year for trainings and for shorter incidental trainings.
- For long-term deployments, a solution has been found which allows them to maintain their benefits through the district, as well as the ability to be on leave and have pay throughout the time that they are deployed. The policy has been modified to include key definitions like short-term versus long-term military leave.
- The system is set up to work so that when someone is on a long-term military leave assignment, after 21 days, they would revert to using, if they chose, any of their personal accrual (personal holiday or vacation). If they choose not to do that, they would be on LWOP. In this setting, they would remain on the district's payroll, but at a half rate of their salary. When the fiscal year for the federal government begins in October, if they are still deployed, they would begin a new cycle of 21 days of leave and then a re-use of their existing accruals and then back to half-pay until that process is ended and they return to service.
- There is also guidance for return to work. The policy formalizes a way to return them back with trainings and getting them up to speed on things that happened while they were absent to make sure they are ready to come back to service and be successful.
- There is also reference to Uniformed Services Employment and Reemployment Rights Act. The requirements set forth in that document were reviewed to ensure that the policies match so as not to be in violation of any federal law. If a service member spouse works for the district, they can ask for military leave FMLA to assist in the process of their spouse deploying. There have been processes set in place to allow that to happen very seamlessly.
- Chief Schmidt added that the executive board was involved in helping to gather information in support of this document, as well.

There is no action to be taken at this time. A copy of the document will be sent to the commissioners for review.

- Other business: Chief Cerovski reported that commissioners' cell phone numbers need to be validated for the multifactor authentication. Chief Cerovski will be emailing out a list of phone numbers and will need verification that the phone numbers are all correct. This needs to be done before the multifactor authentication is activated.

- Newly reelected commissioners have an opportunity to be sworn in on the 27th of December. Commissioner Kirkbride reported that he is going to use the swearing in at the community college and has already confirmed that with them. Commissioner Hetzler will be sworn in at the next meeting on January 4th.

IX. COMMISSIONER COMMENTS

Commissioner Hetzler – no comments.

Commissioner Kirkbride – to all the fire commissioners, the staff, and everyone at Lacey Fire District 3, a very merry Christmas and a safe holiday.

Commissioner Kelling – confirmation of the date of the next meeting and that it will be taking place on MS Teams.

Commssioner Roberts – a very happy holiday season to all. Was able to join in this morning at the exit conference with the auditor. There was an excellent audit once again. A big thank you to Dale and his team for that.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. ADJOURNMENT

The meeting adjourned as of 5:51 PM.

Next Regular Meeting: January 4th, 2024– 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary