

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 5, 2023

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 Kelling 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 Hetzler
Second: Commissioner Roberts
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the December 1st, 2022, meeting of the Board of Fire Commissioners.

B. Warrants:

- General Fund 001 (Acct #6630) EFTs numbered 5128 through 5131; and checks numbered 23359 through 23367 for a total amount of \$148,364.50.
- 301 Capital Projects Fund EFT number 5132 for a total amount of \$8,496.15.
- 2017B Capital Projects Fund 307 checks numbered 23368 through 23369 for a total amount of \$13,924.66.

C. Payroll 11B in the amount of \$532,425.63.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble

Second: Commissioner Hetzler

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported:

- Thurston County Medic One did not meet in December.
- The West Region EMS Council did meet on December 7th. There was a presentation on the event in Montesano with the retirement home fire and subsequent evacuation. There was also discussion about the diversion but no details yet on how that is working with all the hospitals. There was also discussion about the strategic plan.
- Thurston County is well represented on the council. There are some new appointees who will hopefully be able to help make positive changes.
- Kurt Hardin has announced his retirement from Medic One as of March 31st. His last day in the office will be the 15th. He will be missed.
- The next EMS Council meeting is January 18th.

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

Commissioner Roberts reported from the January 4th meeting:

- The November financial report shows that revenue is above and expenditures are below budget. Looking online at the budget, the TCERN radio looks very underbudget, but this is just because some bills were not paid on time.
- Sales tax is 4.2% over numbers from 2021, which provides a nice margin.
- TCERN radio update: there are still four sites remaining. The one that continues to be the most troublesome is the Dupont site. Paperwork has been sent in. There are multiple agencies involved because it is on JBLM. It was not signed until the 13th of last month. Hoping to get the information back from them by the end of March. Most subscribers are installed right now. There are only two fire departments or agencies left, Bald Hills and West

Thurston. Before the change notice is signed, they will be checking in with all subscribers to make sure that they have all the necessary equipment that they need.

- There have been vandalism taking place at various electrical sites. Two radio sites were vandalized and some things were stolen. This happened in Bald Hills and at Dupont on JBLM. The first one at Bald Hills was hit three different times. The biggest item stolen were some solar panels. Insurance is paying for about two-thirds to replace it. The one on JBLM will not be replaced by insurance because the deductible and the cost are the same.
- Looking into how to increase security at these sites. At the last meeting, the new sheriff was on board. He made comments about security systems and the delay with having a security system call 911. Still looking into that.
- TCOMM is down in staffing. Working on new ways to recruit. Academy is starting next week, with three candidates for that. There are two more classes planned and hopefully by the end of those, TCOMM will be fully staffed. Dispatchers are retiring which is part of the issue.

C. City/District Liaison

No report – the next meeting is currently scheduled for February 21st.

Chief Brooks shared:

- Planning to reach out to the new city manager next week to set up a meeting.
- Will work with staff to confirm if the rotating cycle for the end of February is still applicable.

D. Thurston County Fire Commissioners Association

Commissioner Gamble reported from the December 20th meeting:

- Commissioner Gary Edwards did a talk on the homelessness crisis. A lot of it was based on concerns that a lot of the homeless community is coming from other states. The fentanyl crisis is compounding these problems. There was a discussion about how to prioritize services. Still working on producing ideas to address these issues.
- Legislative report: discussed the priorities. There was talk of increased grants for fire districts, attempts to eliminate odd year elections, and a property tax exemption for Section 8 housing and how that might affect budgets for fire districts.
- EMS mentioned that they had authorized five new medic units, but because of shortages and delays, that will not happen until 2024. It will be a lifeline model.

E. Thurston Regional Planning Council -

No report – the next meeting is January 13.

Commissioner Kelling sent in his report from the last meeting, which Chief Brooks shared:

- There were two transportation-related projects, both in LCD3's jurisdiction. One of them is the City of Lacey's College Street corridor phase three right of way study that they will be embarking. Intercity Transit has a secondary study looking at Martin Way East at Duterrow Road and installing a possible roundabout there.

F. Community Outreach

Chief Brooks shared:

- The Santamobile outings all went well with great support from the community.
- On December 22nd, admin staff took the reserve ladder truck and one of the reserve engines, along with Santa, to go through Panorama City, which was very well-received.
- On December 23rd, there was a visit to the pediatric unit at St. Pete's.
- The charity event went very well.
- On January 21st, there will be an annual meeting for the Meridian Acres community. They are willing to have a presentation.
- This Saturday at 11:00, Mayor Clarkson's memorial will be taking place.
- There is a joint legislative date on February 17th.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- The VRF expansion project is underway. The second architect-owner-contractor meeting took place this week. They have mobilized resources for ground and utility work. The first pay application has been received. All of the permits for the project have been resolved, including the grading, building, utility connections, including the tech building, which will be moving from a septic system to city sewer, as well as the old and new VRF buildings.

VI. OLD BUSINESS

A. None.

VII. NEW BUSINESS

A. Policy Revisions: Staff Report/Requested Approval

- The goal is to be a drug and alcohol free workplace. There is a unique situation with the state where there is a conflict with federal laws and the absence of ability to do specific qualitative or quantitative testing. Regarding THC and marijuana issues, there is the ability to test for presence but not for impairment unless it is based on a reasonable suspicion, for example from law enforcement or follow up from a motor vehicle accident where there is a suspicion of impairment. They can

be court ordered or done through court action, but LFD3 does not have access. Looked into buying those types of tests and contracting with private labs, but that will not be possible. Instead, will be making the statement of the policy and having members sign attestations that they understand that there is an impairment standard that cannot be violated. If law enforcement performs an investigation and deems that there is reasonable suspicion for impairment, LFD3 would be subject to that. This would be for either an operations member or an admin member who was driving a district vehicle. There will continue to be pre-employment testing for operations members.

- Commissioner Roberts had a question about whether the insurance requires anything different than the law requires. Chief Brooks responded that the insurance defers or defaults to LFD3's policies and practices as long as they are in compliance with the law. The rates are not going to be raised as a result of this policy.
- The next policy change relates to work hours and leave. As a public employer, there are limited things that can be done to adapt the workplace to make it more flexible. The new policy sets parameters for what can be viewed as an acceptable work period within 12-hour period between 6:30 a.m. and 6:30 p.m., although individual positions may be more specific. The goal of the policy is to allow for greater flexibility within scheduling.

MOTION: Move to approve the revised policies A-105, O-416, P-520, and P-521 related to alcohol and drug free replace.

Motion: Commissioner Hetzler

Second: Commissioner Gamble

Carried: Unanimous

MOTION: Move to approve Policy P510 related to work hours and leave.

Motion: Commissioner Hetzler

Second: Commissioner Roberts

Carried: Unanimous

B. Declaration of Surplus/Salvage Equipment: Staff Report/Requested Approval

- There is a compressor in the current VRF mechanical facility. It is from 2003 and has reached the end of its serviceable life. The maintenance required to keep it performing at a satisfactory level is more than the cost of replacing it entirely with a new unit. By surplussing, there is an opportunity recoup some money to be contributing back to the equipment fund.

MOTION: Move to approve the declaration of surplus and salvage equipment of the rotary screw compressor.

Motion: Commissioner Gamble

Second: Commissioner Hetzler

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Chief Cerovski and the IT team have done a lot of work with the current vendor who keeps data for response, and the process is becoming more streamlined. Chief Cerovski was able to pull together an example of some dashboards showing end of year data for 2022.
- The total number of incidents is 16,822. This should closely track with TCOMM's numbers when they put out their reports. The dashboard report shows various benchmarks including alarm handling time benchmark, turnout time benchmark, total response time, and total scene time.
- There is a graph of call volume by month with an average of over 1500 calls per month. Another graph shows the incidence response broken down by station. The data is also broken down by which primary unit responded.
- An additional graph shows the data on calls from the local senior living facilities. The data shows that the call volume in most of these locations has decreased, which is attributed almost exclusively to the work of Support Services. One of the key team members for Support Services will be gone for several months for maternity leave in first/second quarter.
- Dale provided a brief overview of the 2022 budget.
- New lateral firefighter EMTs came on board this week. They are anticipated to be a great addition to the workforce. They should be sworn in at the first meeting of February.
- Hoping to schedule a board workshop to have more focused time to discuss staff's goals and priorities and align them with the strategic plan that was adopted at the end of last year. There will be an agenda item at the next meeting to set a workshop date.

IX. COMMISSIONER COMMENTS

Commissioner Roberts – shoutout to the charities; wonderful to see all the work that they do.

Commissioner Gamble – thanks to Chief Cerovski for getting all the data together. The holidays were wonderful and felt like a return to pre-pandemic in terms of the activities; shoutout to all the staff for their hard work. Will not be present at the February 16th meeting.

Commissioner Hetzler – pleased with the updated work hours policy. It is important to be competitive as an employer

Commissioner Kirkbride – thanks to Commissioner Kelling, although he is not present, for his emergency chairmanship of the previous meeting. The policy is that there is a rotation for chairmanship. Commissioner Hetzler is in the position to be the chair for 2023 and has requested not to take on this role. Commissioner Kelling would like to be the vice chair. The role of chair will be further discussed

at the next meeting. Either Commissioner Roberts or Commissioner Kirkbride is willing to fulfill the role. There will be a requirement to suspend the rules and not follow the policy for rotation. Committee assignments will also be decided upon at the next meeting. On December 16th, there was an executive seminar for emergency management dealing with how major events in the county are handled. This is attended by most of the city councils, public works, most of the elected officials in the county, law enforcement, and sometimes commissioners. The early meetings discussed potential problems such as earthquakes, eruptions, lahar and how they would be dealt with. With many new people participating, the next meeting will be in late spring and will include Emergency 101 to go back and talk about the issues and problems that would be under consideration. The fire commissioners are encouraged to attend.

Commissioner Roberts stated that she asked if this would be done as a Zoom meeting and was told it would not be. Commissioner Kirkbride stated that he would revisit this with them.

Commissioner Kirkbride reported that the commissioners need to review the chief's performance in the past year. The chief needs to send an email out to each of the commissioners sharing what was accomplished in the last year. Each commissioner will then write an email back to Commissioner Kirkbride with thoughts and comments, which will be assembled into a letter. An executive session will be held at the next regular meeting to discuss a draft of the letter.

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; and (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause the likelihood of an increased price.

XIII. ADJOURNMENT

The meeting adjourned as of 6:46 PM.

***Next Regular Meeting: January 19th, 2022 – 5:30 p.m.
Available via remote meeting.***

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4/13/2023

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Chair

Commissioner

Commissioner

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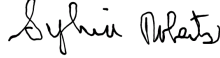


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Vice Chair

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4/13/2023

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Commissioner



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ATTEST: District Secretary