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

February 1st, 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. **APPROVAL OF THE CONSENT AGENDA**
   A. Draft Minutes of January 18th, 2024, Board of Fire Commissioners Meeting.
   B. Draft Minutes of January 25th, 2024, Board of Fire Commissioners Special Meeting.
   C. Warrants (AP 2A 2024):
      - General Fund 001 (Acct #6630): EFTs numbered 5322 through 5327; Checks numbered 23816 through 23821 for a total amount of $71,465.56.
      - 2017B Capital Improvement Project Fund 307: EFT's numbered 5328 through 5330 for a total amount of $379,094.04.
   D. Payroll 1B-2024 in the amount of $638,791.40

V. **COMMITTEE REPORTS**
   A. Thurston County Medic One — Commissioner Kirkbride
   B. Thurston 9-1-1 Communications (TCOMM) — Commissioner Roberts

C. City / District Liaison — Commissioner Kelling

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

VI. OLD BUSINESS

A. 75th Anniversary Planning — Staff Report

VII. NEW BUSINESS

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. REQUEST FOR EXECUTIVE SESSION

A. In Accordance with RCW 42.30.110(1) (g) To evaluate the qualifications of a candidate for public employment and to review the performance of a public employee.

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: February 15th, 2024 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 18, 2024

The meeting was conducted remotely via Zoom and with in-person attendance at Station 31.
1231 Franz St SE, Lacey, WA 98503

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

I. CALL TO ORDER

Commissioner Roberts 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 Kelling
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the January 4th, 2024, meeting of the Board of Fire Commissioners.

B. Warrants (AP 01B 2024):

- General Fund 001 (Acct #6630) EFTs numbered 5315 through 5320; checks numbered 23797 through 23815; and draft 1278 for a total amount of $969,347.60.

- Capital Projects Fund 301: EFT number 5321 for a total amount of $1,872.45.

C. Payroll 1A-2024 in the amount of $1,725,188.42.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Hetzler
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One
No report; the meeting scheduled for January 17th was canceled for lack of agenda items. However, of note, today a memo was received from Madigan Hospital from the trauma director indicating that they have been able to work through a variety of different regulatory issues and can now start accepting all patients into their emergency department. This applies to anyone who resides south of Highway 512. This would add another available ED.

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

No report; next meeting is scheduled for February 7th.

C. City/District Liaison

No report; the next meeting is scheduled for February 20th.

D. Thurston County Fire Commissioners Association

Commissioner Gamble reported from the January 16th meeting:

- There was a swearing-in ceremony for new officers.
- Legislative day is Tuesday, January 23rd. Top issues for the commissioner group are the tax increment financing, rate of inflation levy limits, EMS funding, increased grant funding for fire districts, and commissioner compensation day.

Commissioner Kelling added that everyone should have gotten a copy of the slides that Commissioner Slater sent out with additional information.

E. Thurston Regional Planning Council
Commissioner Hetzler reported from the January 12th meeting:

- The operating budget was approved, which is a $5.5 million balanced budget, with a $670,000 increase due to more funding. This also includes a 4.5 COLA.

- They asked for a call for written nominations for a new chair, vice chair, and secretary.
- There was a presentation from Intercity Transit about their zero emissions analysis.
- The next meeting will take place on February 2nd.

F. Community Outreach

Chief Brooks shared:

- With the new year, there are not as many events to attend. There was an initial meeting of the newly formed 75th Anniversary planning committee. On January 29th, there will be a meeting with the principal and facility manager at Pope John Paul II High School, the former headquarters for several decades. The goal is to include some element of the celebration at that facility since it holds a prominent place in the fire district's history. The date of the celebration will be April 2nd. The festivities will begin in the afternoon. Incorporated in the event will be several antique firetrucks. There will also be an open house. Paul Webb, who wrote a book about the district, is willing to come a do a live history talk.
- Chris DeBell is working with Safe Kids on the car seat program. Additional volunteer members have stepped up to be involved in that program. Looking into certification for those volunteers. It takes 32 hours to be certified to install car seats.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Our Re-Branding plan includes a new uniform patch. This patch is completed and being shared with the Commissioners.
- There will be new T-shirts for all of the operation workforce.
- The VRF project continues to move well, although a bit slower than anticipated. It will hopefully be completed by the end of February.
- Yesterday, a proposal was received for the ISU. More will be presented about this.
- The new hygiene trailer has been working well.
- There are a couple of recruits who have long distance commutes for the academy. An arrangement has been made with those four individuals to lease a room and part of the public space at Station 32.
- The bus that was planned to be used for the recruit academy did not work out. Will be looking at other buses on Saturday. A mechanic will be looking as well. Hopeful to obtain one soon.

VI. OLD BUSINESS

A. No items.

VII. NEW BUSINESS

A. Appointment of Board Chair and Vice-Chair for 2024 (Appendix A): Board discussion and action.

Commissioner Roberts commented that she spoke with Commissioner Kelling and Commissioner Hetzler about having the actual assuming of the positions take place at the next meeting on February 1st. This was agreed upon.

Commissioner Roberts asked Commissioner Kelling if he would assume the role of chair and he replied in the affirmative.

MOTION: <u>To approve Commissioner Kelling as the chair for 2024.</u>

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

Commissioner Kelling called for nominations for the vice chair for 2024.
Commissioner Roberts nominated Commissioner Hetzler for that position.

MOTION: <u>To approve Commissioner Hetzler for the role of vice chair for 2024.</u>

Motion: Commissioner Roberts
Second: Commissioner Gamble
Carried: Unanimous

B. Committee Appointments for 2024 (Appendix B): Board discussion and action.

All commissioners agreed to continue with their current committee appointments.

MOTION: <u>To approve the committee appointments for 2024.</u>

Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

C. Appointment of Board Secretary for 2024: Board discussion and action.

In the past, the executive position of fire chief has also held the district secretary role. At this time, it feels like a natural transition to have the deputy chief of administration assume the district secretary role in order to have a second set of eyes on things. Staff's official recommendation is that the board would take action to appoint the deputy chief of administration, currently Chief Cerovski, as the district secretary of record. Chief Cerovski would be required to take an oath for this position, administered by a notary. The available notary would be willing to administer that oath to Chief Cerovski in the office if this is acceptable to the commissioners.

MOTION: To appoint as the board secretary the deputy chief of administration.

Motion: Commissioner Kirkbride
Second: Commissioner Gamble
Carried: Unanimous

D. Cooperative Purchasing Agreement for Incident Support Unit: Staff report and potential action.

Chief Brooks gave a brief presentation about the cooperative purchasing agreement for a new incident support unit. The total billed price is $255,521.00. The approximate delivery date is 500 – 530 days. The original budgeted placeholder amount was $200,000. Based on what was adopted within the total capital budget, this should be well within the allocation for this year.

MOTION: To approve the cooperative purchasing agreement for the incident support unit from Braun Northwest.

Motion: Commissioner Gamble
Second: Commissioner Kirkbride
Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Now into the third week of the new finance director; he and Dale have been working hard to close out 2023 and prepare 2024. They are ready to provide a summary overview of 2023 to close out the budget.
    - Dale reviewed the financial report for 2023. 100% of the budgeted revenue was received. Expenditures for the general fund were at 92%. Those unexpected savings of an additional $2.7 million from 2023 will be carried forward into 2024. The year is closing out with a reserve fund balance of $872,000. The equipment repair and replacement fund has a fund balance going forward of just over $1 million. The bond fund has a balance of $605,000. This will be paid off in 2031. Other budgetary information was reviewed with accompanying visuals.
- Legislative day for the commissioners and chiefs is next Tuesday, January 23rd. It will take place at the state patrol headquarters. The deputy chiefs and Chief Brooks are attending.
- Chief Brooks attended a firefighter memorial in December. Last week, word was received that there was a 41-year-old firefighter for the city of Walla Walla who died in his sleep while at the station. His memorial will take place on the 27th. If weather permits, Chief Brooks will be attending his memorial.
- 75th Anniversary planning is underway. If any of the commissioners are interested in being involved in the planning, they are invited to participate. Chief Brooks will be meeting with Chief Broman to discuss his willingness and ability to come back for the celebration.

- The cold weather last week had a huge impact. There were between 75 and 100 responses to facilities with impact, most of these being frozen and burst sprinkler systems. Many of these were newer construction from within the last 10 years. For many of the buildings, with the sprinkler systems out of service, the alarm systems could not be reset. This left the buildings without alarm or sprinkler protection. The staff did a thorough job of creating a comprehensive list of all the facilities or addresses that were impacted, and work has been done all week to follow up and get the work done.
- Chief Schmidt gave a report about a newer facility with a vulnerable population that had a tragic event take place earlier this week. There was a sprinkler pipe break at The Reserve, which houses over 200 residents in independent apartments. There was a large pipe that broke on the 4th flood, leading to significant flooding and damage on all of the lower floors. In addition, there were alarms going off as a result of the damage. The crews went door to door to each resident apartment to assess damage and determine whether relocation would be necessary. They were also able to remove a tremendous amount of water. Fortunately, nobody required relocation in the moment. Commissioner Kelling asked if there was any needed support that wasn't available. Chief Schmidt responded that it would have been helpful to have a resource from the city to respond for the pump system and for helping to figure out whether or not the building was worthy of the residents remaining on scene, but otherwise, there was adequate support and resources. Chief Brooks commented that the newer piping appears to be more vulnerable than the older piping, as many of the older building did not have any of the issues that the new buildings did.
- There was a call from an anonymous concerned citizen about what was believed to be a major water rupture at Station 32 on Yelm Highway. There did not appear to actually be any damage.
- Chief Schmidt shared about a public official from law enforcement in the county who stopped by to personally thank those who responded to a family member in the area.
- Chief Brooks reported that there was an individual who felt strongly enough to reach out about the feeling that some of the crews were coming across as short and not compassionate when responding to the various emergent events over the last week. Chief Brooks offered to meet with the individual to discuss this in person but nothing has yet been heard back.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – thank you to Dale for the great job and for the financial report. It is interesting and surprising to see all of the pipes/water damage in the last week with the cold weather. It may make sense to use the public outreach program to share with single family residence individuals about how to shut off the water.

Commissioner Gamble – thanks to Dale for the well-presented budget and graphics.

Commissioner Hetzler – thanks to Dale for the presentation. Interested to know if the date is already set for the academy's graduation. Chief Brooks responded that it is June 16th. In agreement with Commissioner Kirkbride's recommendation, as Commissioner Hetzler had to turn off her own water yesterday due to an emergency. Will not be available on February 20th.

Commissioner Kelling – thanks to Dale for the contributions to the district. Impressive to see numbers that so closely match projected vs actual. Hoping to attend the retirement ceremony. Thanks to Commissioner Roberts for leadership as chair over the pat year.

Commissioner Roberts – thanks to Dale for all of the service to the district. A personal thanks to all of the commissioners for the opportunity to serve as chair for the past year. The board operates well and works together efficiently, which is very much appreciated. Will be Zooming in for the next meeting.

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.

MOTION: To approve the chief's annual performance evaluation as drafted.
Motion: Commissioner Kelling
Second: Commissioner Kirkbride
Carried: Unanimous

MOTION: To approve the salary changes including the administration of the COLA and the market survey comparison.
Motion: Commissioner Kelling
Second: Commissioner Hetzler
Carried: Unanimous

MOTION: To approve adding to the chief's contract the ability to cash out twenty hours of vacation over the allowable annual amount.
Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

XIII. ADJOURNMENT

The meeting adjourned as of 7:45 PM.

Next Regular Meeting: February 1st, 2024– 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 25, 2024

The meeting was conducted remotely via Zoom and with in-person attendance at Station 31.
1231 Franz St SE, Lacey, WA 98503

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

The meeting was held in person and is open to the public via the Zoom meeting platform.

I. CALL TO ORDER

Chair 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 submitted

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. REQUEST FOR EXECUTIVE SESSION

Chair Kelling announces a request for Executive Session for the following matters:

A. In Accordance with RCW 42.30.110(1) (g) To evaluate the qualifications of a candidate for public employment and to review the performance of a public employee.

Chair Kelling announces that the Board of Fire Commissioners will go into Executive Session at 5:32 for 30 minutes.

V. BUSINESS ITEMS

Chair Kelling reports that the Board returned from the Executive Session at 7:27 PM. The Executive Session was extended two separate times for 30 minutes each and again for 25 minutes, resulting in a total of 1 hour and 55 minutes of total Executive Session time. Chair Kelling reports that no action was taken and no further Board business is required.

VI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

VII. ADJOURNMENT

The meeting adjourned as of 7:28 PM.

Next Regular Meeting: February 1, 2024 – 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary