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 5, 2026
5:30 pm

I. CALL TO ORDER / FLAG SALUTE

II. HEARING OF THE PUBLIC / MEMBERS PRESENT

III. APPROVAL OF THE AGENDA

A. Additions / Deletions

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft Minutes of January 22, 2026 Board of Fire Commissioners Meeting.
B. Warrants (AP 2A 2026):
- General Fund 001 (Acct #6630): EFTs numbered 5729 through 5731; Checks numbered 24744 through 24753 for a total amount of $64,296.09.
- Equipment Repair and Replacement Fund 103: EFT numbered 5732; Check numbered 24754 for a total amount of $6,387.74.
- Capital Projects Fund 301: Checks numbered 24755 through 24756 for a total amount of $3,827.85.

V. COMMITTEE REPORTS

A. Thurston County Medic One — Commissioner Kirkbride

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

C. City / District Liaison — Commissioner Hetzler

D. Thurston County Fire Commissioners Association — Commissioner Kelling

E. Thurston Regional Planning Council — Staff

F. Community Outreach — Staff

G. Operations and Logistics — Staff

H. Standards and Resilience — Staff

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Chief's Goals for 2026

B. 2026 Workshop Session Dates — Board Discussion and Action

C. Property Development Timelines and Funding Options — Staff Presentation

VIII. ADMINISTRATIVE REPORT

A. HR Updates and Projects — Staff Presentation

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Next Regular Meeting: February 19, 2026***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 22, 2026

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 Roberts		
Commissioner Hetzler		
Commissioner Gamble		

I. CALL TO ORDER

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

II. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

III. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as published.
Motion: Commissioner Kirkbride
Second: Commissioner Gamble
Carried: Unanimous

IV. PROMOTIONS, NEW MEMBERS, RECOGNITION AND SWEARING IN CEREMONY

A. Promotions: Brandon Kirkwood, Chief Financial Officer; Ryan Parsons, IT Director; Patty Quimby, Finance Manager

B. New Member Introduction: Melissa Osborn, Financial Specialist

C. New Member Introduction and Swearing In: Michael Fogarty, Assistant Chief

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the January 8, 2026, meeting of the Board of Fire Commissioners.

B. Warrants (AP 1B 2026):
   - General Fund 001 (Acct #6630): EFTs numbered 5715 through 5723; checks numbered 24718 through 24737; drafts numbered 1691 through 1705 for a total amount of $2,109,112.24.
   - Reserve Fund 102: Checks numbered 24738 through 24739 for a total amount of $12,601.41.
   - Equipment Repair and Replacement Fund 103: EFTs numbered 5724 through 5726; checks numbered 24704 through 24742 for a total amount of $19,595.07.
   - Capital Projects Fund 301: EFT numbered 5727; checks numbered 24743 for a total amount of $38,917.93.
   - 2025 Capital Project Fund 309: EFT numbered 5728 for a total amount of $1,405.00.

C. Payroll
   - 1A-2026 in the amount of $2,504,394.19.
   - 1B-2026 in the amount of $781,134.55.

Before approving the consent agenda, Chief Schmidt mentioned that a question had arisen in a previous meeting about an opportunity to update and educate the Board on hose procurement and when and how the decisions are made about the appropriate time to replace.

Chief Cerovski reported that there was research done in 2019 or 2020 about a new product of hose that is built differently and flows with a different capacity of water through a different nozzle to deliver more effective water streams with less friction loss, less weight, and less potential for the hose to kink. An analysis was done on the hose that was owned at that time in comparison the new hose. An integration plan was created, which took a few years to implement. The hose that was purchased has the same ten-year lifespan capacity as the current hose. Typically, as hose ages, it is replaced incrementally, or if it fails annual hose testing, it is replaced. Any time a new piece of equipment is purchased (such as Engine 31), it is outfitted with brand new supplies.

Commissioner Gamble asked what happens with the old hose. Chief Cerovski reported that a couple thousand feet of hose has been distributed to other agencies who have less capacity financially to buy new hose. It has also been used to outfit some agencies in Thurston County with reserve apparatus that don't have any hose due to budget constraints. Hose has also been donated to other places in need such as Central America.

Chief Cerovski reported that the cost of the new hose component of outfitting the new engine was $27,000.

MOTION: To approve the consent agenda as published.
Motion: Commissioner Kelling
Second: Commissioner Roberts
Carried: Unanimous

VI. COMMITTEE REPORTS

A. Thurston County Medic One
Commissioner Kirkbride reported from the January 22 meeting:
- The Board of County Commissioners have alerted Medic One that they are contemplating selling the building where Medic One and TCOMM are located. It is to be offered to TCOMM first. Medic One has identified a couple of other properties that the county has available, but the sites are not strategically located and the cost of modification would be high. The word from the Board of County Commissioners is that they are going to start dealing with this issue in four to six months. Interestingly, a remodel of the office space for Medic One was just completed.
- A person in the courthouse who does social media for the county has taken it upon herself to start selling the idea of CPR trainings. These classes are consistently offered but not usually well attended. Since her promotions, there has been significant increase in interest with many more people signing up for the classes. They are looking for more instructors to add more classes.
- A few years ago, a community resident was appointed to the EMS Council. This individual, Tom Carroll, started doing ride alongs with EMTs and paramedics in order to learn more. His term is now up, and a recommendation needs to be given to the Board of County Commissioners that he be reappointed. This was enthusiastically done.
- The chairman for the last few years, Commissioner Stan Moon, served his last day on December 31st. He is no longer on the EMS Council. There is an opening for chairman, and a nominating committee was appointed today. At the next meeting in February, action will be taken to select the chairman. The chair and vice chair at the Council are two-year positions, but this particular appointment will be for only one year to fill out the remainder of Stan Moon's opening. There will be a new election after that.

B. Thurston 9-1-1 Communications (TCOMM)
No report; the next meeting will take place on February 4th.

C. City/District Liaison
Chief Hetzler reported that the meeting was canceled. An attempt will be made to reschedule before the next scheduled meeting on March 2nd.

D. Thurston County Fire Commissioners Association
Commissioner Kelling reported from the recent meeting:
- A handout was provided which outlines the elected officer positions which includes the trustees.
- Commissioner Kevin Pierce from East Olympia is new to the commissioner position but has stepped up as secretary treasurer.
- The legislative priorities from the Fire Chiefs Association website was shared (in the handout for the commissioners).
- The registration for the Legislative Day, which is the 29th, is open. It begins at 8:00 with a short reception in the Columbia Room.

E. Thurston Regional Planning Council
Chief Cerovski reported from the January 9th meeting:

- The 2026 operating budget was approved at $6.3 million; about $200,000 below their revenue. They also focused on their reauthorization of federal fiscal resources. They are an advisory to the projects that take place that affect LFD3's transportation needs. They were speaking about that project and how there are federal and state funding gaps and uncertainty. There is also grant money that is federally authorized that is also in flux. Some of their projects and priorities need funding behind them to be successful.
- They also spoke about the salmon recovery project. They also talked about some of the barriers of what they are doing to improve some of the basin waterways in the area.

F. Community Outreach
Chris DeBell shared:

- There was a station tour for a special needs adult and their caregiver.
- There were two Senior Safe at Home appointments.
  - Commissioner Hetzler commented that perhaps Senior Safe At Home can be shared in the water bill newsletter.

Chief Schmidt mentioned that another video was released today. They continue to be well received.

G. Operations and Logistics
Chief Patti reported:

- Call volumes have been steady. There have been a couple of significant incidents since the last meeting.
- There was an apartment fire. There was smoke coming from an apartment with five people on the balcony. It was a mattress fire. All of the individuals were safely rescued and there was limited damage from the fire.
- As far as logistics: there has been no activity with facilities. No current movement on the engine; it is still sitting in the bay, all ready to go. Crews have been working on installing different tools and preparing it for service.
- The two aid units are in the process of being outfitted. Those units should be in service in the first part of February.
- Medic 2 is now here. Anyone who wants to can go out and take a look at it after the meeting concludes. Medic 2 and Medic 3 will go in service on the 27th. They will both go in service in the morning. There will be a small ceremony, in conjunction with Medic One, at 2:00 on the 27th.
- Medic 6 will be the last unit to be put in service, but with the timing of the units that are coming out of service, getting the reserves ready, installing necessary items – it should be in service the first week of February.

- The Logistics team has been working closely with Medic One, assisting them with getting the rigs stocked and ready to go.
    - Commissioner Kirkbride inquired whether the quality of the rigs is satisfactory, as they were not built by Braun. Chief Patti responded that they were built by the same company that built the aid units, and it has gone well so far. The rigs seem to be high quality and well made.

H. Standards and Resilience
Chief Cerovski reported:

- In the Safety and Compliance Division, today was the official badge pinning of AC Fogarty. He has been hitting the ground running. He will probably be invited out in late quarter 2 to give a briefing to the commissioners.
- Community Risk Reduction: there was a successful presentation with the City of Lacey at their January 13th study session. An overview was given of the refinements made to the fee structure and the reasons why those changes were made. It was well received.
- Planning is underway for an upcoming insurance collaborator symposium. LFD3 will be working with the City of Lacey's Councilor Greenstein, who has a background in insurance. He will help LFD3 collaborate with insurance providers in the community to develop a symposium to talk about where money can be made and/or saved when doing inspections.
- The investigation program is going well. There has been collaboration with the county to make sure that investigations are successful on every fire there is in the district and the county.
- The Training division has been given an enormous opportunity with the North Thurston Public School to train in some building that they are planning on demolishing. It was a great opportunity.
- Currently in Week 2 of the SSRA, EMS section of the academy. There are ten recruits in the class right now. On February 23rd, the fire section will begin, and at that time, there will be 15 students.
- One of the new recruits from SETFA is the daughter of Brett Jackson.

    - Commissioner Roberts asked for more information about the changes made to Community Risk Reduction. Chief Cerovski reported that one of the councilors said that he felt like the fee structure had some disparage gaps from one level to the next. The fee structure was changed to create a more logical ladder of increase in cost.
    - Commissioner Hetzler asked for the presentation and the updated fee chart to be sent to the commissioners.
    - Chief Cerovski said that help will be needed from the commissioners in the next few months before the beginning of the fourth quarter to adopt a resolution that authorizes a fee structure. Although LFD3 does not typically charge for things, most entities

need to have a basis for which to charge. Work will be done with Chief Kirkwood on this subject.

- Commissioner Kelling asked if part of the communications plan includes opportunities for public comment. As part of the insurance forum, will there be a public participation opportunity there? It would be a great opportunity to get the word out.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. Appointment of Board Chair and Vice Chair for 2026 (Appendix A)

Commissioner Roberts proposed that the current chair and vice chair stay in their current positions for the sake of continuity. In order to do this, the current rotation policy would need to be suspended.

Commissioner Kirkbride pointed out that the policy states that the rotation will continue unless the majority of the Board of Fire Commissioners agrees to change the order. Therefore, the current policy allows for following Commissioner Roberts' suggestion.

Commissioner Kelling suggested that it would be a good time to begin updating the policy. Keeping the current board leadership in place would allow for the time needed to update the policy without rushing it.

Commissioner Gamble agreed with the previous suggestions made.

MOTION: <u>That the current chair, Commissioner Hetzler, and the vice chair, Commissioner Kirkbride, remain in their current positions for 2026.</u>

Motion: Commissioner Roberts
Second: Commissioner Kelling
Carried: Unanimous

B. Committee Appointments for 2026 (Appendix B)

Commissioner Kelling stated that he would like to serve as the alternate for TRPC, as well as deferring the role on the Thurston County Fire Commissioners Association to Commissioner Gamble.

Commissioner Hetzler inquired if Commissioner Kelling would be interested in being the primary for TRPC. She then suggested that it may not be necessary to attend the meetings, as they do excellent meeting reporting that could be read and shared with the other commissioners. Commissioner Kelling commented that attending every meeting would still be valuable.

Commissioner Kirkbride shared that he was the one who originally suggested attendance at TRPC meetings and shared some of the benefits of contributing at the meetings.

Commissioner Kelling stated that he can be the primary for the TRPC meetings and that although Olympia and Tumwater are comparable in size and call volume, they do not have the breadth and depth that LFD3 has, nor do they have the connections at the elected official level across the county. This is a second order positive effect of being a member and in this case the only fire district that is a part of TRPC.

Commissioner Hetzler read the committee assignments as discussed:

Thurston County Medic One – Commissioner Kirkbride; first alternate Hetzler; second alternate staff.

Thurston 911 TCOMM – Commissioner Roberts; first alternate Gamble; second alternate staff.

City District Liaison – Commissioner Hetzler; first alternate Kirkbride; second alternate staff.

TRPC – Commissioner Kelling; alternate Commissioner Kirkbride.

Thurston County Fire Commissioners Association – Commissioner Gamble; alternate Kelling.

Appellate Panel for District – Commissioner Roberts; first alternate Hetzler; second alternate Kirkbride.

MOTION: To install the committee members for 2026 as stated by Commissioner Hetzler.

Motion: Commissioner Kelling
Second: Commissioner Roberts
Carried: Unanimous

IX. ADMINISTRATIVE REPORT

A. District Monthly Financial Report

Director Kirkwood gave the December 2025 financial report:

- General fund 001 – net excess $10,326,897.27.
- Donation fund 101 – net excess of almost $16,000.
- Reserve fund 102 – net excess of $1,161,519.
- Equipment Repair and Replacement fund 103 – net excess of $988,094.
- General fund summary – net excess of $12.5 million.
- Bond fund – net excess of $865.
- Bond 2017 fund 202 - net excess of $70,193.
- 2025 Bond fund 203 – net excess of $0.
- Capital Projects fund 301 – net excess of $1,024,720.
- Capital Projects CFEP fund 307 – there is no money remaining in this fund and it has been closed out with the county.
- 2025 Capital Projects fund 309 – net excess of $5,818,419.

B. Chief Schmidt reported:

- Chris DeBell and her team worked with staff to update the LFD3 Organizational Plan.

- Staff will be participating in the Legislative Day on the 29th. If any of the commissioners would like to attend, they may do.
- In the February meeting, Chief Schmidt will be presenting goals for 2026.
- Chief Schmidt attended a Thurston County Emergency Management meeting today. There was an ask for LFD3 and the City of Lacey to host and plan the Emergency Management Expo that happens every year. This will likely take place in September.
- Staff was able to attend the State of the County Thurston County Chamber luncheon with representatives from all across the county.
- EOFD update: staff has been working on messaging to all of the members internally using the three by five model. An email will be going out early next week so that all members, including volunteers and anybody associated with the district, will know what the ILA looks like. The multimedia specialist is going to help with putting together a presentation for both commissioning boards about how to approach the public with information about the ILA. This will be presented at the first meeting in February.
- In the contract, it was agreed that there would be regular meetings during the discovery period. Staff recommends that two members of the Board – likely the board chair and vice chair – participate. The first meeting would likely take place in late February.
- Chief Schmidt reported on a significant call that took place last night. This was a SWAT callout off of Carpenter. One of the medics was involved in the call and was engaged with the SWAT team during the event as well as afterwards for the debrief and investigation. Chief Schmidt reached out to Medic One today to discuss having a debrief about how everything went.

X. COMMISSIONER COMMENTS

Commissioner Kelling – thanks to the staff for their work on communicating about the ILA with the three by five model. Asked for clarification about the medics provided to SWAT; Chief Schmidt reported that LFD3 provides two out of the three medics for SWAT for the whole county.

Commissioner Roberts – it was a wonderful event tonight recognizing so many people. It was much appreciated.

Commissioner Gamble – the three by five model seems like an excellent way to communicate. Thank you to Commissioners Hetzler and Kirkbride for taking on another year as chair and vice chair.

Commissioner Kirkbride – thank you to everyone for all their hard work. Will not be attending the second meeting in February.

Commissioner Hetzler – thanks to everyone for their support while serving as chair. As a reminder, it is important to get timesheets in quarterly at a minimum. March 28th is the upcoming deadline.

XI. OTHER INFORMATION

A. Correspondence
None.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIII. EXECUTIVE SESSION

A. In accordance with RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The executive session began at 7:33 and was scheduled to take ten minutes.

The executive session adjourned at 7:43. No action was taken.

XIV. ADJOURNMENT

The meeting adjourned as of 7:43 PM.

Next Regular Meeting: February 5th, 2026 – 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary