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 6, 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. **APPROVAL OF THE CONSENT AGENDA**
   A. Draft Minutes of January 16, 2025 Board of Fire Commissioners Meeting.
   B. Warrants (AP 2A 2024):
      - General Fund 001 (Acct #6630): EFTs number 5518 through 5523; Checks numbered 24271 through 24277 and 24285; for a total amount of $61,417.24.
      - Equipment Repair and Replacement Fund 103: EFT number 5524; Checks numbered 24278-25279 for a total amount of $4,982.39.
      - Capital Projects Fund 301: Check number 24280 for a total amount of $7,980.12.
      - 307-2017B Capital Improvement Project: Checks numbered 24281 through 24284 for a total amount of $31,587.01.

   C. Payroll 1B-2025 in the amount of $710,097.68.

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	Chief Cerovski
F.	Community Outreach	Staff
G.	Capital Facilities and Equipment Activities	Staff

VI. OLD BUSINESS

VII. NEW BUSINESS

A.	Policies Approval (Appendix A)	Staff Report and Board Action
B.	Tribal Discussions	Staff Report
C.	Board Workshop Scheduling	
D.	Fire Chief's Goals for 2025	Chief Schmidt

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. EXECUTIVE SESSION

A. In accordance with RCW 42.30.110(1) (g) To review the performance of a public employee.

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Next Regular Meeting: February 20, 2025***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

January 16, 2025

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 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. PROMOTION, SWEARING IN, AND RECOGNITION CEREMONY

A. Lieutenants Rob Gottbreht, Morgan Lowe, and Jess Moore

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the January 2, 2025, meeting of the Board of Fire Commissioners.

B. Warrants (AP 01B 2025):

- General Fund 001 (Acct #6630) EFTs numbered 5504 through 5513; checks numbered 24244 through 24269; drafts numbered 1481 through 1493 for a total amount of $1,775,208.32.
- Equipment Repair and Replacement Fund 103: EFTs numbered 5514 through 5516 for a total amount of $8,533.14.
- Capital Projects Fund 301: EFT number 5517; check number 24270; Draft 1494 for a total amount of $12,094.94.

C. Payroll 1A-2025 in the amount of $2,128,709.94.

Commissioner Kirkbride had questions before the consent agenda was approved. One of the first items is for Decision Point. There are two categories for a total of $167,000.

Chief Schmidt responded that Decision Point is the organization that helps the members manage their deferred comp. This line item reflects the organizational contributions for the contractual obligations for the members.

Commissioner Kirkbride also inquired about a listing under Credit Cards on page 4. There are charges – two to Costco, each of them for Yelm 21, for a microwave. It was replied that these were refunded.

Commissioner Kirkbride further inquired about a listing for umbrellas. Chief Schmidt responded that umbrellas are kept on some of the apparatus so that when there are motor vehicle collisions or EMS scenes out in inclement weather, umbrellas can be offered for people to use while on the scene. There are also going to be several charges that reflect the goal of having the apparatus at Station 32 fully stocked.

Commissioner Kirkbride also asked about a charge for Washington Cares. It was replied by Director Kirkwood that WA Cares is a new law that has been in place for a couple of years. This is the extended care insurance with required contributions.

MOTION: <u>To approve the consent agenda as published.</u>

Motion: Commissioner Gamble
Second: Commissioner Hetzler
Carried: Unanimous

VI. COMMITTEE REPORTS

A. Thurston County Medic One
No report; the next meeting will take place on January 23rd.

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

Commissioner Roberts reported from the January 15th meeting:

- There was a budget report. All departments are under budget as far as expenditures. Sales tax is slightly down from last year by .024%.
- The audit report went very well. It is a totally clean audit with no recommendations and no findings.
- The executive summary: the cutover seemed to go very well. They indicated that DuPont has just started. Still behind at Joint Base Lewis McChord. They have a temporary patch-through fix and it is working, but it is now in the Corps of Engineers' hands. Hopefully it will be resolved relatively soon.
- The phone system replacement: the name of the company that they are going with is Central Square. The current system has had some breakdowns at some very unfortunate moments, including the 4th of July, so it was decided to go with a new one. They are currently testing the system, which is anticipated to go through late February. Once that phase is complete, on-site system installation and testing will begin. They hope to have it in place by the end of the year.
- Staffing continues to be an issue. They will begin their first academy of this year with two new employees. There are currently six vacancies. Part of the reason for the vacancies is retirements, as well as a younger work force with a lot of FMLA.
- The monthly call volume stats were reviewed. For November, call volume continued to be .36% lower than the previous November. In November 2023, there were 29,421 total calls. This year there were 28,356 total calls. At the next meeting, the year end report on call volume will be shared. One notable fact is that while there are fewer calls, it seems that the intensity of the calls is greater and their duration is longer.
- The next meeting will take place on February 5th.

C. City/District Liaison

No report; the next meeting will take place in February.

D. Thurston County Fire Commissioners Association

No report; the next meeting is on January 21st.

E. Thurston Regional Planning Council

Commissioner Hetzler reported from the January 10th meeting:

- The operating budget was approved. There was a slight cost elevating adjustment.
- There were nominations for a new chair, vice-chair, and secretary.
- There were two presentations. One was about Profile, the online statistics system. It provides a lot of interesting information and data.
- There was an emergency detour route report with information about the roads that become congested when I-5 is closed or has traffic incidents.
- Commissioner Kirkbride inquired about a study to look at Intercity Transit preferential signal control on main arterials. Commissioner Hetzler responded that she has never heard about this and but will inquire about it at the next

meeting. Commissioner Kelling commented that it has been briefed as part of a Martin Way corridor expansion.

F. Community Outreach

Chief Schmidt shared:

- The Community Risk Reduction Division has started taking on the bulk of the community outreach. There was a career fair at Timberline High. An event is scheduled at St. Martin's, more safety-oriented, for the RAs.
- Commissioner Kelling inquired about a course that Chief Hulse used to run in the summer for emergency preparedness (CERT) for civilians. Chief Schmidt replied that she would ask Chief Hulse about this, but he is currently working on emergency preparedness for the organization in the second quarter. He is also working with a couple of people in the organization, mentoring them in hopes of bringing them into his role. Commissioner Kelling replied that he would be interested in a summary of his internal emergency preparedness efforts.

G. Capital Facilities and Equipment Activities

Chief Schmidt shared:

- There is a trip planned for Engine 31's replacement. Some key staff members and some members of the apparatus committee are traveling to Appleton on January 29th.
- The replacements for Engine 32 and 33 have been ordered and are now on the docket and being prepped.
- An update on Station 32: the station began housing crews on January 1 of this year. Some recent projects being finished up are getting the final PPE racks in place, adding security, having Wi-Fi updated in the bay to have good access for all of the technology on the apparatus. The PT center is being finished. The station is averaging three to five calls a day, slightly higher than was originally anticipated. Chief Patti is working on the zones for that station right now. He has also been working with partner agencies to make sure that their red cards appropriately recognize that that station is now staffed, so that rather than pulling Station 34 and 33, Station 32 will be raised up for the call.
- The survey and ratings bureau (WSRB) has been notified that the station has been opened and there are staff members who will be working with them to make sure they know that those changes have been made.
- As far as staffing, it has been maintained with three every day. Debit days have been configured to help ensure staffing remains adequate.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. Appointment of Board Chair and Vice-Chair for 2025 (Appendix A)

- Commissioner Kelling read from the protocol regarding the change in board chair. At this point the next person in line is Commissioner Hetzler.
- Commissioner Kelling officially passes his duties as chair to Commissioner Hetzler.
- Commissioner Hetzler reported being ready to receive nominations for vice chair.

MOTION: <u>To nominate Commissioner Kirkbride as the vice-chair.</u>

Motion: Commissioner Roberts
Second: Commissioner Kelling
Carried: Unanimous

B. Committee Appointments for 2025 (Appendix B)

- Commissioner Hetzler read the list of current suggested committee appointments:
  - Medic One EMS Counsel: Commissioner Kirkbride with Commissioner Hetzler as the original alternate with Chief Schmidt as the second. Commissioner Kirkbride commented that Chief Schmidt cannot be the alternate, that according to the new set of by-laws, only electives can sit at the table.
  - TCOMM: Commissioner Roberts with Commissioner Gamble as an alternate and Chief Schmidt as the second.
  - City District Liaison: Commissioner Hetzler with Commissioner Kirkbride as the alternate.
  - Thurston County Fire Commissions Association: Commissioner Kelling with Commissioner Gamble as the first alternate and staff or Chief Schmidt as the second alternate.
  - Thurston Regional Planning Counsel: Chief Cerovski will be the representative for that. Commissioner Hetzler will be the alternate.
  - Appellate panel for district members: Commissioner Roberts as the representative with Commissioner Hetzler as the first alternate and Commissioner Kirkbride as the second alternate.

MOTION: <u>To approve the 2025 board committee appointments as stated.</u>

Motion: Commissioner Kirkbride
Second: Commissioner Kelling
Carried: Unanimous

IX. ADMINISTRATIVE REPORT

A. District Monthly Financial Report
Director Kirkwood shared the December 2024 Financial Status Report.

- Total revenue for the year was $44,763,854.
- Total expenditures for the year were $35,555,399.
- The total excess cash at the end of the year is $9.2 million. This represents 25% of appropriations.

- Donation Fund 101: the net excess at the end of the year is $24,882.
- Reserve Fund 102: the net excess at the end of the year is $1,004,720.
- Equipment Repair & Replacement Fund 103: the net excess at the end of the year is $2,669,947.
- General Fund Summary: the total revenue was $48 million. Total expenses were at $35.7 million. The net excess at the end of the year is $12.9 million, at 34% of appropriations.
- Bond Fund 201: net excess at the end of the year is $70,899.
- Bond 2017 Fund 202: net excess at the end of the year is $74,333.
- Capital Projects Fund 301: net excess at the end of the year is $733,260.
- Capital Projects Fund 307: net excess at the end of the year is 622,362. The plan is to close this fund by the end of 2025.
- Director Kirkwood reviewed a number of graphs illustrating factors related to the budget.
- Commissioner Kelling had an inquiry about the General Fund showing an ending fund balance of 7.9 and 20%. Director Kirkwood clarified that 5.8 was budgeted in unassigned class with the year ending with 9.2. The 5.8 represented 16%, which is what is typically budgeted for.

B. 2025 BoFC Meeting Schedule
- The schedule for the upcoming year was reviewed. June 19th is a holiday.
- Commissioner Kelling asked for a clarification on what is required if the commissioners elect not to hold a meeting. Chief Schmidt reported that she will report back on this. Commissioner Hetzler suggested that as the date approaches closer, the decision can be made whether to cancel the meeting or change it to a different day.

X. COMMISSIONER COMMENTS

Commissioner Roberts – thank you to everyone for the two amazing events to honor the members and Chief Brooks. Thanks to Director Kirkwood for the financial report. It is encouraging to see the bigger balance at the end of the year.

Commissioner Kirkbride – well done to Director Kirkwood and his team. The financial reports are excellent presentations, very helpful and informative. Thanks to Chief Hulse for his presence to the public via Facebook and his podcast.

Commissioner Gamble – the ceremonies were very well done. Will not be able to attend the March 20th meeting. Thanks to Commissioner Kirkbride for being willing to take the vice chair position.

Commissioner Kelling – thanks for everybody's support over the past year while serving as chair. Question to Chief Patti – has anything been learned from the last couple of structure fires? Chief Patti responded that C Shift just did their action review. They talked through each piece of the situation and what improvements could be made to how it was handled. Overall, they were handled very successfully. The post incident analysis is typically managed by the battalion chief or Training. It is usually coordinated by whoever was in charge of the fire.

Commissioner Hetzler – the events that were held were excellent. Thanks to those who spoke at the event. Thanks to Director Kirkwood for his presentation and for his enthusiasm. Thanks to Commissioner Kelling for this past year for serving as chair of the board. Thanks to all of the commissioners for the opportunity to serve as chair for the upcoming year. Next meeting, please come with a calendar prepared to plan for a spring workshop date.

XI. CORRESPONDENCE

None.

Chief Schmidt reported that staff will be meeting with Nisqually Tribe tomorrow to talk about the needs for the projection that they have for their growth with Quiemuth Village. There will be a report at the next meeting.

Lt. Barney, a longstanding Station 35 lieutenant, has been focused on firefighter wellness. He made a connection with a woman named Melanie Boyack, an award-winning trauma therapist. She has a company in which she does consulting with fire departments. There is an opportunity for her to come into Lacey Fire and set up filming to be used for some of her programs, partially to highlight Lacey Fire but also to highlight Lt. Barney. They are asking permission for him to be acknowledged as a Lacey firefighter in this film and to use the station for a background element for their filming. Staff would like to recommend that the commissioners support this project to highlight Lt. Barney and his contributions in focusing on firefighter health.

The South Sound Recruit Academy has kicked off. The ALS and BLS Academy is currently taking place.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIII. EXECUTIVE SESSION

A. In accordance with RCW 42.30.110(1)(g) to review the performance of a public employee.

The executive session was initially scheduled to take ten minutes beginning at 6:56.

There was a five-minute extension. The executive session ended at 7:11. No action was taken.

XIV. ADJOURNMENT

The meeting adjourned as of 7:11 PM.

Next Regular Meeting: February 6, 2025 – 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary