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 20, 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 February 6, 2025 Board of Fire Commissioners Meeting.
   B. Warrants (AP 2B 2025):
      - General Fund 001 (Acct #6630): EFTs numbered 5525 through 5531; Checks numbered 24286 through 24307; Drafts numbered 1497 through 1509 for a total amount of $1,566,783.77.
      - Donations Fund 101: EFT number 5532 for a total amount of $8,982.40.
      - Equipment Repair and Replacement Fund 103: EFTs numbered 5533 through 5535; Checks numbered 24308 through 24309 for a total amount of $89,420.85.
      - 307-2017B Capital Improvement Project: EFTs numbered 5536 through 5537 for a total amount of $20,730.11.
   C. Payroll 2A-2025 in the amount of $2,085,761.49.

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. 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 — Staff Report and Board Action

D. Fire Chief's Goals for 2025 — Chief Schmidt

E. Brett Jackson Memorial Update — Staff Report

VIII. ADMINISTRATIVE REPORT

A. District Monthly Financial Report

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: March 6, 2025***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

February 6th, 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 Kirkbride Commissioner Hetzler Commissioner Roberts		Commissioner Kelling 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. APPROVAL OF THE AGENDA

Commissioner Hetzler proposed postponing the committee reports and new business until the next meeting on February 20th due to the district emergency.

MOTION: To approve the agenda as amended.

Motion: Commissioner Kirkbride
Second: Commissioner Roberts
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the January 16th, 2025, meeting of the Board of Fire Commissioners.

B. Warrants (AP 2A 2025):

- General Fund 001 (Acct #6630) EFTs numbered 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 through 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.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Roberts
Second: Commissioner Kirkbride
Carried: Unanimous

V. COMMITTEE REPORTS

None; postponed to the next meeting.

VI. OLD BUSINESS

No items.

VII. NEW BUSINESS

None; postponed to the next meeting.

VIII. ADMINISTRATIVE REPORT

Chief Schmidt reported:

- There is community outreach scheduled for February. Community Risk Reduction is doing a great job and has two locations to take crews through: the FedEx building in Lacey and Vista Village, which is a senior condominium. Both are opportunities for the crews to walk through the facilities and talk about safety and familiarization.
- There was an event at the Comfort Inn on College Street on February 1st at 1:30 a.m. A garbage truck drove under the awning in front of the building. It took a lot of time from staff to help stabilize the building. Resources from the city were called out. They shut down the systems and had to do a partial evacuation of the hotel. The mitigation for it included bringing a crane to completely remove the overhang in order to stabilize the building. They are still in the process of getting systems back up and securing the building.
- There was a meeting this week with Firefighter Kelsey Benson. The planning for girls' camp is well underway. It will take place August 2nd and 3rd at Mark Noble.

IX. COMMISSIONER COMMENTS

Commissioner Roberts – it was a remarkable series of events for Chief Brooks. Will be present via Zoom for the next meeting.

Commissioner Kirkbride – in agreement that the event was very nice and very well done. Will not be in attendance at the Feb 20th but will attempt to Zoom in.

Commissioner Hetzler – Nothing to add; except for some cards to send. Fire Chief Schmidt confirmed this information.

X. CORRESPONDENCE

Chief Schmidt reported that a mother emailed to apologize that she had a nine-week-old puppy and a toddler who locked themselves in the bathroom, and she had to have crews come in to access the bathroom. She apologized because she did not feel that the call was by any means an emergency. The crews came in and removed the lock device in the doorknob. They freed the toddler and the puppy, entertained them both, and put the lock back together. She was very happy for their response and also apologetic for taking up the crew's time.

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.

Five minutes was allotted for the executive session which began at 5:37 and was scheduled to end at 5:42.

The executive session ended at 5:42. There are two items of business to take care of; both of which deal with contracts with the current chief and with Chief Brooks. They are editorial changes that need to be made.

Chief Schmidt reported that in regard to her contract, there was an omission from the negotiating language of longevity being present. The ask is for that language to be representative through the amendment.

In the case of Chief Brooks' contract, the negotiations had agreed to have him carry over sick leave into his extended contract. The new language notes that he will be carrying over his sick leave.

MOTION: <u>To amend Chief Schmid's contract to include the language that deals with longevity.</u>

Motion: Commissioner Kirkbride
Second: Commissioner Roberts
Carried: Unanimous

MOTION: <u>To accept the amendment to Chief Brooks' contract to allow him to carry over his sick leave.</u>

Motion: Commissioner Roberts
Second: Commissioner Kirkbride
Carried: Unanimous

XIII. ADJOURNMENT

The meeting adjourned as of 5:44 PM.

Next Regular Meeting: February 20th, 2025– 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary