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

March 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. **PROMOTION, SWEARING IN AND RECOGNTION CEREMONY**
   A. Steve Frost – Training Lieutenant

V. **APPROVAL OF THE CONSENT AGENDA**
   A. Draft Minutes of February 20, 2025 Board of Fire Commissioners Meeting.
   B. Warrants (AP 3A 2025):
      - General Fund 001 (Acct #6630): EFTs numbered 5538 through 5544; Checks numbered 24310 through 24320; for a total amount of $79,371.03.
   C. Payroll 2B-2025 in the amount of $714,468.00.

VI. **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 — Commissioner Hetzler

F. Community Outreach — Staff

G. Capital Facilities and Equipment Activities — Staff

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Reimbursement Resolution — Staff Report and Board Action

IX. ADMINISTRATIVE REPORT

X. COMMISSIONER COMMENTS

XI. OTHER INFORMATION

A. Correspondence

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. EXECUTIVE SESSION

A. In Accordance with RCW 42.30.110(1) (b) To consider the selection of a site or the acquisition of real estate.

XIV. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

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

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

February 20th, 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 Hetzler Commissioner Kelling Commissioner Gamble	Commissioner Roberts	Commissioner Kirkbride

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

MOTION: To approve the agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Kelling
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the February 6th, 2025, meeting of the Board of Fire Commissioners.

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 though 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.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kelling
Second: Commissioner Gamble
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride is excused from tonight's meeting; however, Commissioner Hetzler shared that he reported that the comprehensive plan is scheduled for adoption at the February 27th meeting.

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

Commissioner Roberts reported:

- There was an executive session to approve a positive evaluation for the executive director, Wendy.
- There was no financial report this month. The year end report is being created.
- Wendy gave an end-of-year review. Calls were down over the year but the length and the complexity of the calls is up. The number of texts to 911 has increased exponentially.
- TCOMM is still down as far as staffing.
- Legislative updates: they are working to allow for a panic button in schools. TCOMM was left out of this. Dispatchers are being reclassified as first responders.
- The next meeting will take place on March 5th.

C. City/District Liaison

There has not been a meeting this year. A meeting is scheduled for March 20th.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported:

- The meeting featured a presentation from Alex Sains, from the Department of Ecology. He is a team member of the Emergency Spill Response Team for the Southwest Region, in which Lacey falls and is also the headquarters. The team includes 18 people. They are eager to assist in emergency response for any hazmat or oil spill, with short- or long-term cleanup. They have resources available to share, including a grant opportunity that opens in early March for oil and hazmat equipment. They also have absorbents that they can share if needed at no cost.

- They can also support department level training with an invitation. They can also provide education and enforce on liability awareness.
- With regard to electric vehicle fires, they reported being eager to gather data. They do mitigation and have all of the protective gear. They requested to be notified on any and all EV fire responses.
- The Council is looking to reinstate in-person meetings, one every quarter or at least two per year. The next in-person meeting will be in April at South Bay.
- The next meeting will take place on March 18th.

E. Thurston Regional Planning Council

Chief Cerovski reported:

- There was a safety committee meeting with the City of Lacey prior to the TRPC meeting to explore the master planning process for roads. They concentrated on a few areas in Lacey that are problematic. There was a follow-up meeting that had subsequent information about the target areas to spend some time on. The diverging diamond was discussed.
- At the TRPC meeting, it was reported that another diverging diamond is going in on Mounts Road at 1-5. The nighttime construction was discussed, as well the closures that will reduce the roads to one lane over the summer. Other areas of construction were discussed which are outside of Lacey.
- The next meeting will take place on March 7th.

F. Community Outreach

Chief Schmidt shared:

- For Community Risk Reduction, Chief Roberts had his village with Vista Village with about 40 attendees. There was also outreach through the Senior Safe at Home program. There has been a big uptick in outreach for tours and preschools.
- Commissioner Hetzler inquired about the previously mentioned suggestion of the meeting spaces needing to be utilized more and whether it would be possible to continue offering it to the public. Chief Schmidt reported that it is a complex issues, especially with staff buildout and the need for meeting rooms which need to be reserved during daytime hours. There is an additional complexity with launching a second battalion. Station 34's meeting room will now house the second battalion chief's office space. It will still be a small meeting room but for the crews there.
- Chief Cerovski has been working on this issue. Notifications have been sent out to those groups that routinely call and make reservations in advance for the next year. They have been notified that the space will not be available next year. The procedure document for internal management

has also been updated accordingly. There have been requests for using other board rooms behind locked doors. For security reasons, those requests have been denied. Station 33 and 35 are still available. Station 34 is available in the evenings after 5:00 p.m. and on weekends. The TEC space is not a public space and is therefore not available.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- The last payment has been made for the VRF project. A big shout-out goes to Rice Fergus Miller for being hardcore analysts and making sure none of the charges were duplications. All of the charges should pass the audit process.
- Now entering into the phase of dealing with the retainage payments and the close-outs.
- There are contract changes to illustrate that Chief Schmidt is the leader of the organization who signs contracts with the master service agreement with Rice Fergus Miller.
- There are also amendments to the master service agreement to address the upcoming project work that is going to take place at Station 31.
- There was a cost estimation for Station 33, but that project has been slow to get going. It was the advice of Rice Fergus Miller to do another cost estimation. It was recommended to do it again, even if it has been done recently. The cost of $2500 is worth the money because of the changes in materials and costs. Therefore the cost estimation will be done again, and then the project is ready for implementation once it is ensured that all the needed funding is established.

VI. OLD BUSINESS

A. No items.

VII. NEW BUSINESS

A. Policies Approval (Appendix A) — Staff Report & Board Action

Chief Cerovski reported:

- The purchase card policy is a new policy. The one-page policy was shared. This is essentially a brand-new policy. Credit goes to the financial team and Director Kirkwood for helping create this. It goes over all of the rules and requirements set forth for the use of purchasing cards. It addresses guidelines related to RCWs, bank policies, audit requirements, and internal controls.
- Director Kirkwood added that the idea is to streamline the internal controls over how purchase cards are managed and ensure that best practices are documented and followed.

- The next policy update is for cash receipting. This is an update to an existing policy. For the purposes of this policy, the distinction is made that anything that is identified as cash refers to cash or checks. There is a process established in the office for a check or cash that is brought it. It goes into an envelope in a locked drawer. The only ones with a key to the drawer is the finance team. The cash receipting process also provides a receipt to the customer who brings the money in.
- Director Kirkwood added that this is per request after the last audit. It is meant to protect the district as well as the staff and ensure that there are proper controls in place with regard to receipt of cash.
- The next policy update is for sick leave. This policy clearly states for members how sick leave should be managed. There is a flow chart to use in guiding how sick leave is to be used. It is important to clarify whether the sick leave is being requested for a work-related injury, in which case worker's comp would come into play. It is also important to be clear on when a doctor's note is required. The RCW states that after three days, a doctor's note may be required. The policy now states clearly that after three days, a doctor's note *will* be required. This is also to protect the members; sometimes there may be an indication for the use of FMLA.
- The next policy update is for work hours and leave. The start point was changed from 6:30 a.m. to 6:00 a.m. The difference between work hours and lobby hours was delineated.

MOTION: <u>To approve the four policies as presented.</u>
Motion: Commissioner Kelling
Second: Commissioner Gamble
Carried: Unanimous

B. Tribal Discussions — Staff Report

Chief Schmidt reported:

- On January 17th, Director Kirkwood, Chief Brooks, and Chief Schmidt were able to go out and meet with several members of the Nisqually Tribe Council, including their chair and other adjunct people who have worked with the tribe in the past, as well as their legal representative. The opportunity was given to present a proposal of what LFD3 believes would be the impacts to the community and the district, based on their projections for the first phase of their buildout.
- To present this proposal, information was used which had been provided to LFD3 from their consultant, which used 2022 numbers. It projected what call volume impacts might be. It was presented to them what LFD3 might need for staffing and a location near where the property will be. The projections for getting the staff trained, the apparatus, and all of the key elements required to continue providing excellent service both for the community in that area were shared.
- Numbers were shared and the Nisqually Tribe reported being unsurprised by the numbers that were given. They also acknowledged the opening of Station

32 and that it helps serve their community as well. They were curious about long-term plans and solutions for that station and seemed eager to support and partner in work at this station.

- The Tribe reported that their chair and their legal representative would talk to the council and then schedule a time to have the representatives from LFD3 return.
- The discussions at this point are limited to the first phase, which does not include the potential casino.
- Overall, the conversation was very collaborative and very supportive. It has been about a month since that meeting, so next week, there will be an outreach to their legal council to determine when to meet up again for further discussions.
- There has been a continuation of looking for potential property opportunities, knowing that the tribe will need to decide whether it is prudent for them to share property on their site for LFD3 to build on. At this time, LFD3 is continuing to look for property. It has been confirmed that the value of acreage in the areas that are desired are high value.
- Commissioner Kelling inquired whether they shared about what direction they are moving in for Phase I, whether industrial or more residential. Chief Schmidt reported that they did not share this information.

C. Board Workshop Scheduling — Staff Report & Board Action

Commission Hetzler reported:

- Up for discussion are the dates of workshop and the agenda. Feedback is needed on workshop agenda items.
- Due to scheduling conflicts for Saturdays, Commissioner Hetzler proposed a workshop date on an off Thursday. April 10th was proposed as a potential date. This was agreed upon.
- Workshop items will be further discussed and agreed upon prior to the meeting date.

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

Chief Schmidt gave a presentation with accompanying slides.

- The LFD3 Organizational Plan was displayed.
- Quarter 1: many goals have been accomplished, including the fire chief transition, member recognition, Station 32 opening, and the kickoff of the South Sound Recruit Academy. The training captain has been announced. The business analyst process is underway, with two qualified candidates brought forward for two panels. Tribal discussions have taken place regarding Queimuth Village. There is also a goal for the Chief's Organizational Audit Project.
- In March, Chief Schmidt will be sitting down with every administrative member for 60-90 minutes to find out from their perspective what their work load looks like and the good and bad about the divisions they work in. The goal is to find out if LFD3 is being as efficient as possible and if they are supporting all the areas of functioning as much as possible.

- Quarter 2 goals include 2nd battalion implementation, Medic One contract negotiations, emergency preparedness planning, community risk reduction build out and collaboration with the city and county, Station 31 remodel work, and CCR Captain/multimedia communications specialist processes.
- Quarter 3 goals include Station 33 remodel process, Makers Studio development, lateral hiring process, and lateral (possible regional) fire academy. The Makers Studio is envisioned to be a place to easily create social media posts, promo videos, etc.
- Quarter 4 goals include a new firefighter process, accreditation analysis and decision, and annual medical physicals.
- Ongoing and long range goals include tribal relations and collaboration, training center feasibility and planning, wildland urban interface community engagement plan, and organ donation outreach and education.
- Chief Schmidt also shared specific goals for each division.
- There were no questions from the commissioners. Chief Schmidt will email out a copy of the presentation.

E. Brett Jackson Memorial Update Staff Report

Chief Schmidt reported:

- From Brett's home in Yelm to the coroner's office in Tumwater, there was a display of apparatus lining Pacific Avenue. There was a procession with rigs from SE Thurston who had also responded. The response in such a short amount of time was very moving. Peer support members from other agencies also showed up.
- There was a group of people assigned as liaisons to support Brett's wife Becky and his three daughters. A union liaison has been working with the family.
- The service planning is underway. Director Gorman has been helping with the planning process.
- LFD3 has a document to help support line of duty deaths as well as loss of a member. Chief Cerovski has kindly helped with this.
- The other support piece has been Local 2903 and E-board and members. They have done a lot of outreach with making sure that members are taken care of through peer support. They did outreach to Southeast Thurston to ensure that members out there were connected.
- There should be a document out possibly as early as tomorrow with details about parking for the service, which will be on March 1st at Yelm High School in the auditorium. Seating accommodates up to 500 people. It is likely that it will be at max capacity, as several media outlets have shared the information. Honor guard members have stepped up in a huge way, and a bagpiper from Tumwater has asked to help support the service. The service is anticipated to start at 10:00 with doors opening at 9:30. Family has asked for privacy after the reception for the graveside visit.
- There will be more information sent out internally as well as to partner agencies about how to provide support for the actual service.

- Chief Cerovski added that there have been many donations. The high school is providing its facility at no charge. There have also been many donations of food.
- Local 2903 President Greene shared that members have gone out to Brett's house to repair damage that was done to his gutters during the fall. Members have been repairing Brett's 1984 4Runner. Donations have come in from Fire Locals throughout the state.

VIII. ADMINISTRATIVE REPORT

A. District Monthly Financial Report
Director Kirkwood reported:

- General Fund 001: total revenue so far as of January is $9.8 million. There were significant expenditures in January, mainly in personnel, for a total of $3.1 million. The current excess is $6.72 million.
- Donation Fund 101: current net excess is $24,095.
- Reserve Fund 102: current net excess is $989,717.
- Equipment Repair & Replacement Fund 103: current net excess is $2.67 million.
- General Fund Summary: current net excess is $10,404,024.
- Bond Fund 202: no activity. Funds were rolled over from last year with a total current net excess of $71,037.
- Bond Fund 2017 – 202: current net excess is $75,272.
- Capital Projects Fund 301: rolled over $733,000 in cash from last year. The current total net excess is $698,807.
- Capital Projects CFEP Funds – 307: current net excess is $585,283.
- Additional graphs were shown to illustrate the financial data.

Director Schmidt shared:

- The board had asked a question previously about the arrangement at the training center or the TEC with partner agencies or whether there is any sort of exchange in finances for them. For a period of time, both Thurston County Sheriff's Office and TCOMM had a presence at the TEC. TCOMM had a bigger long-term arrangement with a back-up center upstairs, although it was not a great space and was not big enough for them. They needed a place where they could also train and also have the back-up center. They asked if there was space at Station 34. They supported being partners or tenants there by investing a lot of capital money. They also purchased the generator there, which was about a $30,000 investment. They also had a lot of investment for improving infrastructure for IT.
- Thurston County Sheriff's Office was giving a small amount per month for one office. It was about $100 a month to occupy that space. As with the meeting rooms, they were notified mid-year in 2024 that with staff expansion, that office needs to be reclaimed by LFD3. They

also needed to look for another location that would support more members being there. It was a benefit, however, to have law enforcement presence there. They have now vacated completely.

- Another question that had previously been asked was about current status on Enterprise lease vehicles. Chief Cerovski has an update on this.
- Chief Cerovski reported that in 2024, three vehicles were purchased with the Enterprise lease, including the transit van assigned to the logistics team, as well as a Maverick pickup assigned to the logistics team as well for deliveries of consumables and medical supplies. The third item is yet to be received, and there are no payments on that lease until it arrives. It should arrive in the next month or so. This will be a chief officer vehicle. It will be cycled into the system where it replaces an existing vehicle and then that vehicle will be surplussed back to Enterprise.
- In 2025, another Maverick will be received. That vehicle will be outfitted for the Community Risk Reduction division. It will be equipped for inspections and investigations.
- Commissioner Kelling inquired if the program is working out as anticipated. Chief Cerovski replied in the affirmative. Specifically, the transit van has been a game changer. It has been a huge advantage for the logistics team.
- Commissioner Hetzler inquired if there are concerns with the vehicles being parked at the facilities. Chief Cerovski responded that all of the facilities have been improved with cameras. No suspicious activity has been noted at this time. The vehicles are locked up when unused. In the future, it would be ideal to have a warehouse for storage of vehicles, gear, etc.
- Chief Schmidt also addressed a previously asked question about a $30,000 purchase in the warrants for thermal imaging cameras. There were problems as far back as 2020 with the MSA TICs. The equipment committee looked into finding a good thermal imaging camera option. Chief Frost discovered that the batteries for the MSA TICs were no longer being made, but he was able to obtain some and then have the failing ones rebuilt at Batteries Plus. This stopgap allowed time for the committee to find new TIC options. The two brands that were chosen were MSA and FLIR. FLIR had technology that was better quality and easy to use. With FLIR, they were also able to get a better quality camera for less money. Knowing that it would be time intensive and costly to replace all the cameras, over the course of three years, Chief Frost's team has been slowly replacing the TICs. They started with all the front line engines in 2023, replacing 31, 33, 34, and 35. In 2024, TICs were purchased for Battalion 34, one for Engine 32, and Truck 31. The plan in 2025 is to supply them for all of the backup engines: Truck 312, Engine 312, Engine 342, and Battalion 31. Then the entire fleet will have been transition to FLIR. The warrant for $30,000 was the last big purchase on TICs.

- In other news: a resident from Panorama City reached out to the fire district. The gentleman, Bill Lang, is an award-winning visual artist. He makes films and tries to find interesting and unique topics. He reached out to the fire department in hopes of coming up with a short film that he could share on the close network that the citizens of Panorama have and show what LFD3 does in responding for their citizens. He connected with Chris DeBell to discuss this vision. He has since expanded his idea to be a six- to eight-part series about the fire district's work for Panorama, as well as focusing on the other neighborhoods and communities that LFD3 serves. He is asking for no financial compensation. However, members will need to sign releases to be in the film, and the legal team would review it as well.

IX. COMMISSIONER COMMENTS

Commissioner Roberts – much appreciation for the executive summaries of the policies. It is very helpful to have a thumbnail sketch. Thank you for the financial reports and how easy they are to understand. Thanks to the Chief for the goals and how well they were laid out. The organizational audit is especially noteworthy as an important endeavor.

Commissioner Kelling – thoughts and prayers for the Jackson family. It is great to see the support from the community as well as the district and members.

Commissioner Gamble – appreciation for the goal of education for the community. Will not be present on March 20th.

Commissioner Hetzler – appreciation for the goal of urban fire planning in the future. Regarding the admin audit – how many administrative people are there? Chief Schmidt responded that there are about 30. Commissioner Hetzler continued by expressing sympathy to the Jackson family.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. ADJOURNMENT

The meeting adjourned as of 7:08 PM.

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

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary