THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 16, 2023

Commissioner Kirkbride
Commissioner Gamble
Commissioner Hetzler
Commissioner Kelling
Commissioner Roberts

The meeting was held in person with limited attendance and is open to the public via the Zoom meeting platform. The meeting is being recorded.

I. CALL TO ORDER

Chair 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 amended.

Motion: Commissioner Gamble
Second: Commissioner Kirkbride
Carried: Unanimous

Staff proposed one modification to the proposed executive session to add Section D to review a publicly bid contract with no action anticipated.

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the March 2nd, 2023, meeting of the Board of Fire Commissioners.

B. Warrants:

- General Fund 001 (Acct #6630) EFTs numbered 5158 through 5165; checks numbered 23451 through 23468; and Draft number 1097 for a total amount of $776,393.54.
- Capital Projects Fund 307 (2017B) EFTs numbered 5156 through 5166 for a total amount of $17,091.40.

C. Payroll 3A in the amount of $1,595,113.53.
D. Payroll 3A2 in the amount of -$350.00 (transaction error amendment).

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

Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported from the March 15th meeting:

- This was the last meeting that Kurt Hardin is directing. His retirement is at the end of the month. He was recognized for his years of leadership.
- Staffing and priorities were discussed. The newest citizen representative, Tom Carroll, was introduced to the meeting.
- Tod Miller's position of ALS coordinator has been advertised. It was advised that the position salary and benefits would probably not lead to the position being filled. 700 people looked at the job advertisement with only one application. The job advertisement is being reworked. The ALS term is evidently a regional term and it needs to be changed to "Paramedic Program Director." It is believed that this will help solve the problem. On Tuesday, the Board of County Commissioners changed the classification and added a benefit package and some other incentives to try to enhance the position.
- There are several other job openings, but they will not move to fill those until they get someone in the program manager position.

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

No report – the next meeting is April 5th. Commissioner Gamble will be attending that meeting.

C. City/District Liaison

Commissioner Roberts reported from the March 7th meeting:

- There was an update about the Days Inn becoming a homeless shelter. There will be a trip to look at a similar facility in Tacoma to give an idea of how this will be executed. There will be wraparound services associated with the Days Inn, although there will not be a requirement to stay there or to participate in the activities that will be provided.
- There was a brief discussion regarding planned development of the area formerly known as Gateway.
- The new Multi-care facility was discussed. The anticipated opening is June of 2024, but it may take longer than that.
- The behavioral health facility in the Woodland area was discussed. Concerns have been raised about that. The Chief will have more information about that in his administrative report.
- The Chief added that there have been 14 applicants for the city manager position. There will be a first review to decide whether to keep the job posting open or to do a panel in mid-April to do a first round of interviews.

D. Thurston County Fire Commissioners Association

No report – the next meeting is March 21st.

E. Thurston Regional Planning Council –

Commissioner Hetzler reported from the March 3rd meeting:

- There was a very lengthy presentation on the bipartisan infrastructure law by the National League of Cities about grants and funding.
- There was discussion about updating or amending the regional transportation plan. That will be discussed more at the next meeting.
- The next meeting will take place on April 7th.

F. Community Outreach

Chief Brooks shared:

- Chris DeBell is receiving her award from Statewide Safe Kids on April 2nd. She has been coordinating most recently with Providence for an outreach to teen parents. That was paused during COVID, but she will be reengaging with them for a presentation to the teen parent group.
- Chief Fox and B-shift is going to help participate with Nisqually for a large scale fire and evacuation drill at their new health clinic and facility.
- Continuing to see more foot traffic with impromptu station visits and requests.
- Regarding the scheduled March 10th HOA meeting that was mentioned at the last Board of Fire Commissioners meeting, nothing was reported back asking specifically for a representative to be there. Chief Brooks will follow up with the HOA leadership to offer a future presentation or the annual report once it's

adopted for distribution to the HOA. No additional meetings have been added.

Chief Schmidt reported:

- Seven Oaks is doing a literacy night. Chief Hulse is attending.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- Chief Brooks, Chief Cerovski, and Chief Frost had the opportunity last week to go visit with Rice Fergus Miller in their offices in Bremerton. A new facility is being built in Bonney Lake; hoping to tour this. Rice Fergus Miller have long-range plans for projects that are similar in concept to the VRF.
- The VRF project is underway and moving forward.

Chief Cerovski shared:

- Reconciled inventory receipt for the radios from TCOMM. That process is getting to signature either today or tomorrow. Also received the shop drawing for the large subcontractor for the project for the metal building (prefabricated metal building).

Chief Brooks shared:

- Referring back to the proposal brought forward in November regarding the early order of the engine: The City of Tumwater works with very similar specifications for the engines. The shop has been working with Tumwater for revision of their spec, and they were going to order hopefully this week or next for an engine. The anticipated $25,000-30,000 cost escalator on the power plant, the diesel engine, is actually an $80,000 increase. It will now have to be built to a 2027 emissions standards with an impact of $80,000 just on the power plant. Because LFD's engine was ordered earlier, it will be built to 2026 emissions standards with significant cost savings.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A. Mid-Range Operational And Funding Plan: Staff Presentation

- Quick lookback at 2022 stats
  - Incident history was up by about 3%. Averaging about 5% growth year over year. About 2% of responses are for fires.
  - Total incidents: 16,822 versus total responses: 21,793. Reliability rates above 85% are considered successful. The goal is for more aid units to be reliably available because that is where the call growth is concentrated. By next year when Aid 34 is up and running full time,

    the goal is to see the Engine 34 numbers coming back down into healthier parameters.
  - A geographic response analysis was shown, visually representing the distribution of call responses across the geographic area. Calls are more concentrated near the assisted living facilities as well as near the I-5 corridor.
- Strategic plans and goals
  - Strategic priority: community service and outreach
    - Refined focus on tailored responses based on need
    - Aid units as primary and strategic BLS resources
    - Continued analysis of alternative response and delivery options for medical services
    - Need for future growth and/or expansion to preserve reliability
  - Strategic priority: staffing, retention, and growth
    - Maintain progress of support services and health & safety to meet internal and external demands
    - Ongoing training and member support
    - Evaluation of capacity gaps and future needs
  - Strategic priority: community service and outreach
    - Emphasis on comprehensive community risk reduction
    - Improved web and social media tools and engagement
    - Continue to refine and enhance data collection and analytics
  - Strategic priority: staffing, retention, and growth
    - Renewed evaluation of facility, apparatus, and equipment needs
    - Completion of remaining capital plan items and initiate next round of planning
    - Development of comprehensive maintenance and enhancement strategies/schedule
    - Evaluate opportunities for strategic partnerships & economies of scale for both logistics, IT, and financial services
  - The VRF project is underway, with current modifications to the sewer system.
  - Station 33 is another project currently underway. There will be a new apparatus bay and storage for the firefighter gear and equipment, as well as two new dorm rooms. The third bay would be large enough for a heavy apparatus. This facility will also need to be converted to sewer. When these modifications were originally planned, it was estimated to be less than $1 million; now estimated to be over $2 million.
- Current funding projections and challenges
  - Revenue current outlook – assumptions without levy restoration
  - 6% growth in AV – maintains current $1.16/$1,000 rate
  - Increase regular property tax revenue by maximum of 6%
  - $300,000,000 in new construction @ $1.16/$1,000
  - The math:

        - AV 21,862,430,551 divided by $1000 multiplied by $1.16 = $25,360,419.
        - Plus new construction $300,000,000 x $1.16 = $349,396.
        - Estimated levy funding $25,709.815.
    - With restoration of the levy rate to $1.50, the estimated restored levy funding would total $33,243,646.
    - The increased revenue would start in 2024 and the trend line would remain healthy throughout the duration of the period.
- Options and staff recommendations
    - Restore levy rate to $1.50 with up to 6 year levy lid lift.
    - August 1st primary election: resolution by May 12th.
    - Evaluation of modified November ballot if needed.
- Intro to 75th anniversary planning
    - Chief Brooks shared the original Resolution 1666 from 1949 with 489 voters in what is now the fire district.

Comments:

Commissioner Kirkbride recommended that emails be sent by the citizens in attendance to the chief with thoughts and comments so that the commissioners can take the comments into consideration in the next few meetings regarding any potential ballot measure to restore the District's levy.

There was an inquiry about the average age of the heavy equipment. Chief Brooks responded that there are two new engines and a ladder truck, which has brought the average equipment age down. There is a planned replacement cycle of 8 years frontline for the heavy apparatus and 12 years reserve, for a total service life of 20 years. The next planned replacement would be in 2025 for Engine 31. The service life is also extended by putting a new chassis on the vehicles.

B. 2022 Annual Report: Staff Presentation and Potential Adoption

- Updated map showing the district.
- Leadership structure and staffing; current organizational chart.
- Breakdown of budget and funding.
- Incident activity broken down by station, with Station 31 having the highest activity.
    - Response time performance data.
    - Service incidents – a graph was shown breaking these down into categories.
    - Fire response breakdown (commercial, vehicle, etc.) The category of trash/outdoor fires includes those in homeless encampments. The number of fires in homeless encampments has been decreasing.
    - Emergency medical services response data
- Division reports: logistics team, IT, support services, training, health & safety, community outreach, HR
- Overall, the annual report is a snapshot of a year in time, with the goal of using it to build a strategic document to tell the story and communicate to the citizens about the additional needs going forward.

There was a comment about showing on the map more clearly which are the LFD3 stations versus Olympia or other neighboring district stations.
Commissioner Kirkbride added that he has access to a map that shows the information more clearly.
Commissioner Kelling expressed appreciation for the report and the clear information it communicates, and also mentioned that the district's motto is Service with Excellence and that this motto should be prominent in the annual report.
Commissioner Kirkbride recommended removing the ALS/BLS distinctions because the average citizen does not understand what these mean and the context in which they are used.
Commissioner Roberts suggested that, in view of the edits being suggested, that the annual report could be revisited at the next meeting on April 6th. Commissioner Roberts also offered the caution that the annual report should not include any information about the levy.
Chief Brooks responded that he would work with staff to make the recommended edits and adjustments.

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- The financial report for the first two months of the year were shared. Trending 3-4% below budget.
  - Overtime numbers are high currently, partly because of staffing the recruit academy.
  - The reserve fund is growing and includes the budget for unemployment and benefits.
  - The equipment repair and replacement fund is the source of funding for equipment.
  - General fund summary: total of 27% revenue and 15% in total expense.
  - Capital projects fund 301 is funding by the operated fund, essentially non-voted money that is transferred to do things like facility repairs.
  - Capital projects fund 307 is the voter-approved $20 million fund of which there is still $3.7 million left. This is being used to fund the VRF. This fund does not contain adequate funding for the Station 33 project; this is where the potential levy lid lift would be able to bridge the gap without seeking additional loaded debt.
  - Graphs were shown displaying revenue from various sources.
  - Graph showing actual v. projected disability reimbursement revenue.
- There was a support services meeting with the staff and the new director of Maple Court, formerly Days Inn, on Quinault Drive NE. It was felt that there is a good plan in place for managing the facility. Regarding managing response volume from a 911 perspective, there is the expectation that when the facility first opens, there will be an adjustment period with a higher level of responses. Expected to be 12-20 responses per month (based on response volume at a similar facility in Tacoma). There was an inquiry about having AEDs in the building and it is expected that there will be AEDs in the building though not in every room.

- Regarding South Sound Behavioral Health: both the mayor and city manager received letters from the executive director at South Sound Behavioral Health complaining about LFD3 as an organization and about Chief Brooks in particular. Chief Brooks was able to discuss this with the city manager. There had been several challenging and problematic responses; in one case, the crew was outside for between 12-15 minutes trying to gain access to the facility. The staff that let them into the facility did not know where they were supposed to be. Support services has been receiving increasing complaints and concerns from the crews about lack of staff coordination, crews being locked into secure units without staff to help coordinate, or staff not knowing where the crews are supposed to be. These situations have put the SSBH director in a defensive position. The city manager, police chief, and Chief Brooks are scheduled to meet with the executive director on April 13th to discuss these situations.
- Chief Schmidt reported about the I-5 incident on March 13 with an overturned tanker truck. The crews did a very efficient job of extricated the patients and stabilizing the scene to be turned back over to state patrol. There was extensive contamination of diesel fuel. The traffic backup was extensive.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – thank you to the key management personnel and staff for the very well done annual report. Thanks to Dale and his crew for the budget report.

Commissioner Gamble – thank you to all the staff for their hard work on the annual report. It is helpful for the community to have the information in such a concise and easy to read format. Thank you to Dale for the helpful graphics.

Commissioner Hetzler – thanks to the citizens advisory committee members for joining tonight. Will be virtual via Zoom in on April 20th.

Commissioner Kelling – no additional comments.

Commissioner Roberts – thank you to staff for the annual report and the amount of work that goes into its preparation.

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) and (d) to review the performance of a public employee and to review a publicly bid contract.

XIII. ADJOURNMENT

No action was taken in the Executive Session and the meeting adjourned as of 7:42 PM.

Next Regular Meeting: April 6th, 2023 – 5:30 p.m.
Available via remote meeting.

DocuSigned by: Sylvia Roberts EBC052AD01484B5...	4/13/2023	DocuSigned by: Rick Kelling 6790F53C12574BB...	4/16/2023
Chair		Vice Chair	
DocuSigned by: Melissa Gamble B771FE0627B545E...	4/25/2023	DocuSigned by: Liberty Hetzler 8DC34F4304AE47C...	4/13/2023
Commissioner		Commissioner	
DocuSigned by: 44E68B53AB35453...	4/13/2023	DocuSigned by: Steve Brooks 55173ED932BB46B...	4/13/2023
Commissioner		ATTEST: District Secretary	