



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 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 March 6, 2025 Board of Fire Commissioners Meeting.
 - B. Warrants (AP 3B 2025):
 - General Fund 001 (Acct #6630): EFTs numbered 5545 through 5550; Checks numbered 24321 through 24344; Drafts numbered 1512 through 1526 for a total amount of \$1,550,900.17.
 - Equipment Repair and Replacement Fund 103: EFTs numbered 5551 through 5553; Checks numbered 24345 through 24347 for a total amount of \$73,749.27.
 - Capital Projects Fund 301: Check number 24348 for a total amount of \$3,832.50.
 - C. Payroll 3A-2025 in the amount of \$1,930,517.04.
- 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

- | | |
|---|---------------------------|
| A. Reimbursement Resolution
(Appendix A) | Board Review and Approval |
| B. 2024 Annual Report | Board Review and Approval |

VII. NEW BUSINESS

VIII. ADMINISTRATIVE REPORT

- A. District Monthly Financial 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) (b) To consider selection of a site or the acquisition of real estate.

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Next Regular Meeting: April 3, 2025***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 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 Roberts Commissioner Hetzler Commissioner Gamble Commissioner Kelling		

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 Roberts
Second: Commissioner Kirkbride
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTION, SWEARING IN AND RECOGNITION CEREMONY

A. Steve Frost – Training Lieutenant

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the February 20, 2025, meeting of the Board of Fire Commissioners.

B. Warrants (AP 10A 2023):

- 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.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble

Second: Commissioner Kelling

Carried: Unanimous

VI. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported:

- At the meeting before last, committees were appointed for the coming year: a nomination committee, a budget committee, and a contract negotiation committee. Commissioner Kirkbride was appointed to the budget committee. This is the year for doing two-year budgets at the EMS Council.
- The EMS Council's comprehensive plan was presented. At the meeting last week, action was taken to accept the comprehensive plan. It was recommended to the Board of County Commissioners that they adopt it for Thurston County. It is encouraged that all fire service agencies (and others such as hospitals and ambulance service) adopt it, either as is or with edits to meet their particular criteria.
- Part of the driving motive for this is that a comprehensive plan is needed that reflects where the EMS Council is at the present moment in its evolution.
- In 20 years, there will be an additional 135,000 people in the county. Almost 25% of them will be 80 and older. The needs of the county are changing over time, and the comprehensive plan will help keep on track with the changes and growth.
- The committee has recognized that all of the various healthcare providers are siloed and do not communicate or work together enough. Representatives were therefore brought in from the hospitals, South Sound Behavioral Health, and ambulance services. They are already planning to take the next steps to accommodate the growth in the county.
- Last week there was an election of chairman and vice chairman (Stan Moon of East Olympia and Lenny Greenstein of the City of Lacey).
- The next meeting will take place on March 27th.

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

Commissioner Roberts reported from the March 5th meeting:

- There is a new payroll and benefits person, Teaka Dahlstrom.

- The financials revenue is slightly below budget. This is typical due to late payments. With regard to expenditures, all departments are under budget. There is 0.7% sales tax over last year.
- In the executive report, even though the cutover has happened, TCERN is still at the top of the list. Station 82 is almost complete to be brought online. The site work at DuPont is still pending.
- A big topic, emphasized by Sheriff Sanders, was interoperability. Chief Patti provided additional information on this subject. When crews go to Pierce County, they are able to get onto their radio system to talk to them rather than have to do patching. There are processes in place as well to get Pierce County onto the local radio system when they come into Lacey/Thurston County. This has been very helpful.
- Channel mapping is part of the interoperability focus.
- Regarding the dispatch phone system: they are moving to a system called Central Square. It is all going well so far. They want to make sure that there is plenty of time for the cutover before July 3rd and 4th. If all of the bugs cannot be worked out before that time, then the cutover will not happen until afterwards.
- Staffing is going as well as can be expected. The first academy just finished with four graduates. Two of them are returnees.
- The next meeting will take place on April 2nd.

C. City/District Liaison

The next meeting is scheduled for March 20th.

D. Thurston County Fire Commissioners Association

No report; the next meeting is on March 18th.

E. Thurston Regional Planning Council

No report; the next meeting is March 7th.

F. Community Outreach

Chief Schmidt shared:

- There was an activity night event at Komachin Middle School. The members who attended reported that it went very well.
- Chris DeBell is working with Taylor Kruse and Community Risk Reduction on getting various events organized as requests come in.

G. Capital Facilities and Equipment Activities

No report.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. Reimbursement Resolution

Staff Report & Board Action

Director Kirkwood reported:

- This is a reimbursement resolution intended to allow for the District to utilize current cash to pay for major projects with the intention of future bonds to reimburse that cash.
- It is a requirement of the IRS to follow this process to have the resolution passed by the Board.
- The intent is that within 60 days of planning to make a major purchase of property or anything else, this resolution needs to be in place. There is time for the Board to take the opportunity to review the resolution and then sign it before approving it.
- It was decided to place the approval of this resolution on the agenda of the next meeting so that the commissioners have the opportunity to carefully review the resolution.

IX. ADMINISTRATIVE REPORT

Chief Schmidt reported:

- Update on the Brett Jackson service: there was a tremendous turnout. There were around 500 people present. There was also a lot of support for the event itself.
- There was an opportunity to follow up with the family after the event ended. The family shared that Brett could not have been honored in a better fashion, and they were very grateful for all of the support and help from LFD3.
- One of Chief Schmidt's goals for the first quarter was an organization audit. There has been an opportunity to sit down with six administrative staff members. It has been very rewarding thus far. Chief Schmidt has been able to find connectivity between divisions and trends, which has been very helpful in understanding the things that people do and ways that people are working well together and things that can help with efficiency. Feedback will be given directly to the staff at one of the administrative meetings. In April or May, the hope is to come back to the commissioners and give an actual report of things discovered and action steps.
- Chief Schmidt attended the South County Wildland Preparedness Meeting on March 5th at West Thurston. It was put on by the Thurston County Conservation District. A consultant has been part of it for several months now. One of the goals of attending this meeting was to begin strategizing on how to educate the local community.
- ALS contract negotiations have kicked off. ALS chiefs and staff members met with Medic One this week to start to talk about interests and make statements about areas to clean up in the contract. There are three more meetings scheduled every two weeks.
- Chief Hulse posted on social media today that there are three weeks until the second battalion is up and running. Chief Patti shared more about this:
 - This is a milestone moment for the department. This is the only department in the county that has two battalions.
 - The biggest piece of the project has been the effort to split the District up into two battalions. There has been a lot of discussion and collaboration to

- determine how to split the District and what the response zones will look like.
- The decision was made to double up the battalion chiefs for the first half of this month. They are riding double in the battalion rig at Station 31. This is six days in, and there has been great feedback on how this has helped with sharing the workload and being able to accomplish more.
 - For the second half of the month, they will split into their own battalion rigs, both still at Station 31.
 - The two battalions will be Battalion 31 (with Station 31 and 33 – referred to as West Battalion) and Battalion 34 (with Station 35, 34, and 32, referred to as East Battalion).
 - Commissioner Kirkbride inquired if there is any memo or write-up delineating how this will work and be enacted in the district, specifically how both operational and administrative things will be split up. Chief Patti and Chief Schmidt stated that they will create and provide a document to this effect.
 - Chief Schmidt reported that there is a draft of the 2024 annual report. Chris DeBell has been working hard on this. It is a collaborative effort from many divisions and staff members. There will be digital and print copies made available for the commissioners to review and give feedback on before the draft is finalized.
 - The annual report begins with a message from Chief Brooks. He references the handoff to Chief Schmidt, and although there is the option to include a message from Chief Schmidt, the preference is to let his message stand alone.
 - The second page is The LFD3 Way.
 - It continues with an overview of the LFD3 district.
 - The strategic planning process is noted, including the organizational plan.
 - There is a full page dedicated to the 75th Anniversary with historical information and photos.
 - It continues with leadership and staffing information. There is also an organizational chart.
 - There is a budget and finance report with graphs and charts.
 - There is also a response overview breaking down call types. This is also broken down by month for 2023 and 2024. There is also a graph breaking down the call volume by property type. Additional graphs show station reliability and unit reliability, which gives information on how efficient the stations are at covering the calls in their own area. Further graphs break down response type, ALS vs. BLS, and transport vs. no transport.
 - The Division Report was put together by Chris DeBell with information from Director Toy. Division reports include Human Services, Logistics, Support Services, Health and Safety, Training, and Community Risk Reduction.
 - Feedback from the Commissioners is requested, with the goal of having the report finalized by the next meeting.
 - The final item in the administrative report is a reminder to the Commissioners to submit reimbursements for meetings.

X. COMMISSIONER COMMENTS

Commissioner Kelling – appreciation for everyone’s professionalism and support and how the community rallied together for the memorial. It would be interesting in a future meeting to hear more about Station 32 and how responses out of that station are going. It would also be interesting in the future to hear more about medical protocol and BLS protocol updates. Will be participating via Zoom at the March 20th meeting.

Commissioner Gamble – the memorial was very well done. Looking forward to reading the annual report and providing feedback. It is great information for the community to have. Will not be attending the March 20th meeting.

Commissioner Roberts – the memorial was so well organized, and the ceremony itself was very well done and felt warm and personal. An item that was left out of the TCOMM report: the monthly call volumes continue to be trending down. Sheriff Sanders gave a very nice summary, including the information that car burglaries have gone down by about 1200, and the people that have done those are now in jail. The jails are very full, but this appears to be affecting call volumes. Thanks to Chris DeBell for the hard work of preparing the annual report.

Commissioner Kirkbride – very heartwarming to see the family-like response of everyone with the memorial. An inquiry: is there still an event where young women are invited to come and learn more about being a firefighter? Chief Schmidt responded that there is an event on August 1st and 2nd, the Capital Metro Fire Girls Camp. Kelsey Bensen from the agency leads the participation in that.

Commissioner Hetzler – nothing further to add.

XI. CORRESPONDENCE

None.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIII. EXECUTIVE SESSION

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

The executive session will include both deputies, Director Kirkwood, and Steve Brooks participate in the executive session. It was scheduled to take 20 minutes. The executive session began at 6:52.

The executive session was extended for an additional 10 minutes. It ended at 7:22.

XIV. ADJOURNMENT

The meeting adjourned as of 7:22 PM.

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

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary