

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

March 20th, 2024

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 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

MOTION: To approve the agenda as published.

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 March 6, 2025, meeting of the Board of Fire Commissioners.

B. Warrants (AP 10A 2023):

- 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 \$1,500,900.17.

- 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.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Roberts

Second: Commissioner Kirkbride

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

No report; the next meeting will take place on March 27th.

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

No report; the next meeting will take place on April 2nd.

C. City/District Liaison

Commissioner Hetzler reported from the meeting, which took place earlier today:

- There was a tour of the new police station. It was an excellent experience and the building was very thoughtfully designed.
- At the meeting, Deputy Chief Cerovski spoke about the business safety inspection program. He shared more about this:
 - The Community Risk Reduction Division was shared and the intent behind the inspection program, as well as the deliverables hoped to be achieved and the fee structure.
 - There was discussion of a subject matter expert (or several) who would be assigned to the Community Risk Reduction Division to be trained and qualified to be inspectors, investigators, and public outreach people, as well as to be able to delivery quality safety inspections for the entirety of the business community in Lacey and the surrounding areas served by the district. That deliverable includes a 100% inspection rate, providing up-to-date, timely investigations of all fires, and collaboration with local law enforcement for investigation of and possible prosecution of criminal fires, as well as developing quality programs for public outreach and education for everything from schools to businesses to projects in the community.
 - There was also discussion of the workforce and an analysis of what workforce element is required for a successful program. It

was determined that 15 to 18 inspections per week over the course of 40 weeks would be effective for good inspection accomplishment as well as training and readiness for the position.

- The anticipated fee structure progress is sanctioned in the state of Washington through RCW 19.27.110, which allows for the collection of fees for the purpose of conducting inspections.
- At the meeting, a structure was presented that should be able to complete 100% of inspections. With these quality services being provided, it should affect a successful change in the WSRB rating which provides a protection class rating that affects insurance costs for homes and businesses. The goal is to progress from 3 to a 2. There has been progress in emergency response capacity, but this is one area that still needs work to get to a rating of 2.
- It is the overarching desire that every resident, business owner, and visitor to Thurston County and specifically to Lacey Fire District 3 has a reasonable right to safety and that this inspection program will be highly effective in accomplishing that objective.
- There was a bit of discussion about the Metropolitan Park District proposal, with a goal of hearing more from them next time.
- The next meeting will take place in two months.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported from the March 18th meeting:

- TCOMM Director Wendy Hill gave a presentation.
- The April meeting will be in person at South Bay Station 81.
- The BLS Narcan protocol is moving along, as is the suboxone pilot.
- The ALS Program Manager position is still open.
- The Region 7 representative is due to come back to Thurston County this year. If anybody is interested, that position will be open. Commissioner Linboe from South Pierce is willing to stay on another year if nobody from Thurston County is willing to step up.
- The next meeting is April 15th.

E. Thurston Regional Planning Council

Chief Cerovski reported from the March 7th meeting:

- There were three presentations. One was an update on regional activities. The other was an intercity transit update. There was discussion of the reason and methodology behind free service versus charged services. There was also a brief update on the regional transportation plans and future conditions.
- There was nothing particularly notable for the district; however, Chief Cerovski can distribute the minutes from that meeting when they are made available.

F. Community Outreach

Chief Schmidt shared:

- Chief Hughes will be meeting with the North Thurston Public Schools nurse team regarding what it looks like to have responders in the schools and run through best practices.
- Chris DeBell and Firefighter Casebolt will be making a trip to North Thurston High School. They are doing their spring college & career fair soon.
- There are some preschool tours lined up at Station 31 at the end of this month.
- The Spring Fun Fair is coming up in May.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- A grant has been accepted from the State of Washington Department of Commerce for EV charging stations. This will include Stations 31, 33, 34, and 35. These will be dual charging stations.
- There is an issue finding vendors who are willing to bid the project. Chief Cerovski is working with the Department of Commerce to try to solve this.
- There will be surplus items brought forward in April, including legacy radios that are no longer necessary to keep, as well as three vehicles.

VI. OLD BUSINESS

A. Reimbursement Resolution (Appendix A)

Board Review & Approval

Director Kirkwood reported on the resolution:

- This resolution will authorize the fire chief to make declarations on behalf of the district to reimburse capital expenditures and future bonds.
- The district makes capital expenditures from time to time from money that is available but is not budgeted. The district reasonably expects to be reimbursed from expenditures from proceeds of bonds issued or incurred to finance those expenditures.
- The intent of the resolution is to allow the fire chief to allow expenditures for capital projects and other things to be reimbursed by bonds from future bond funds.
- This resolution gives the fire chief the authorization to declare official intent on behalf of the district.

Commissioner Kirkbride had an inquiry about spending funds that will ultimately be replaced with bonds. Does the board need to take some kind of action to state the intent to do so?

Chief Schmidt replied that the intent is to allow for it to be reimbursed but not necessarily for the actions for that purchase.

Director Kirkwood responded that approving the resolution allows the fire chief to make the official declaration on behalf of the district and to reimburse funds from the bond.

Chief Schmidt clarified that board action would still be required at a future time.

MOTION: To adopt Resolution Number 897-03-25 which authorizes the fire chief to make declarations of official intent on behalf of the district to reimburse capital expenditures from future bonds.

Motion: Commissioner Kirkbride
Second: Commissioner Roberts
Carried: Unanimous

B. 2024 Annual Report

Board Review & Approval

Chief Schmidt reported:

- Chris DeBell has made final edits and changes, and the final document is now prepared.

MOTION: To approve the 2024 Annual Report.

Motion: Commissioner Roberts
Second: Commissioner Kelling
Carried: Unanimous

VII. NEW BUSINESS

A. No items.

VIII. ADMINISTRATIVE REPORT

A. District Monthly Financial Report

- Summarized Statement of Activities: about \$10.6 million received in revenue. Expenditures thus far amount to \$6.2 million. Total excess at this point in time is \$4.4 million.
- Donation Fund 101: net excess \$16,000.
- Reserve Fund 102: net excess just over \$1 million.
- Equipment Repair & Replacement Fund 103: net excess \$2.5 million.
- General Fund Summary: net excess \$8 million.
- Capital Projects Fund 301: net excess \$704,000.
- Capital Projects CFEP Fund 307: net excess \$534,000.
- The general fund review was presented with a number of charts and graphs.

B. Chief Patti's Report

- Data on Station 32: two mornings ago, Engine 32 had its first new structure fire in its response area. The fire was on the edge of the Station 32/Station 33 response area. The crew was there very quickly and were ultimately able to save the house.
- In 2024, there were many responses from other stations into the Station 32 response zone. These numbers are drastically reduced in 2025 thus far, with far fewer responses from other stations into the Station 32 response zone. The average response time within the Station 32 response zone has also gone down significantly.
- Commissioner Roberts requested that updated data be shared about these stats quarterly.

C. Chief Schmidt's Report

- Quarterly chief's updates for crews are taking place. These have been done via Zoom which has worked well.
- The organizational audit is still underway. Chief Schmidt has met with 15 people thus far. More information will be coming in April.
- The administrative staff came together last week. Director Toy found a program she was interested in bringing to staff called Emergenetics. The focus is how people best focus in their workplaces. All of the in-service attendees completed the in-depth survey from Emergenetics. The results showed that the staff is very well-rounded and there is representation of all their four areas of thinking attributes which includes structural, analytical, conceptual and social.
- Staff is planning to do a video and social media update April advising the community of how Station 32 is performing and to talk about Battalion 34 and what that looks like.
- There have been two visits for ALS contract negotiations. Both sides have given proposals. It is going very well so far and is anticipated to be completed within a reasonable timeline.

IX. COMMISSIONER COMMENTS

Commissioner Kelling – thanks to Chief Schmidt and Chief Patti for sending out the information on Battalion 34. Thanks to Chief Patti for sharing the Station 32 statistics. Great job to the staff on the annual report. In the discussion with the city, has anything been mentioned about the annexation report? Chief Schmidt responded that this was not discussed. Commissioner Kelling stated that he thought they were updating their annexation study and would have some kind of a report or recommendation out by this spring. Commissioner Hetzler responded that she will look into this and try to find out more. Commissioner Kelling will not be able to attend the first meeting in April.

Commissioner Roberts – thank you to everybody for all the work on all of the projects. It was good to hear about the stair climb; it would be helpful in the future to know about it in advance to be able to donate. Chief Schmidt responded that in future it will be shared.

Commissioner Kirkbride – great job to Chris DeBell on the annual report; it is very much appreciated. Thanks to Chief Patti for the summary of the new battalion chief assignments and the graphics about where they are serving; it is very informative and helpful. Director Kirkwood, thank you for the detailed financial reports. They are always extremely helpful and very much appreciated. This morning's meeting with the city was excellent, as was the opportunity to tour the new station. The relationship that this district has with the city is excellent.

Commissioner Hetzler – the agenda items for the spring work session includes EMS comp plan, wild land deployment discussion, evaluation of the chief moving forward, and the commissioner handbook. The commissioners should reach out to Commissioner Hetzler if they have additional items to add to the agenda. Thanks to Chris DeBell for the annual report; it was very well done. There is an

opportunity once a month when the financial report is presented for the commissioners to fill out a timesheet and submit it. Commissioners are encouraged to do so on a regular basis.

Either today or tomorrow is Chief Brooks' last day. Much thanks to him for all that he has done for the district.

X. CORRESPONDENCE

Chief Schmidt reported:

- There was an email from a person identified by first name and last initial. They reported witnessing the LFD3 crews responding to a motor vehicle accident and providing CPR. In this email, there was critique of the competency of the crews but without any specific information. They were also critiquing the physical stature and the presentation of the crews and also used foul language. Overnight several more emails were received from this same person. IT was alerted because the language in the emails evolved into racial slurs and additional foul language but also mentioned other organizations, including public agencies out of state. It was ultimately decided to not provide any response to this individual. Although it is typical for critical correspondence to be taken seriously and thoughtfully responded to, it was decided best to not answer this specific individual.
- Commissioner Kirkbride inquired an extensive Freedom of Information request that was received some time ago. Chief Schmidt responded that work is underway to fulfill that obligation. It is expected to take another 18 months to do so because of the quantity of items that were asked for.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

- A citizen of the District who also identified himself as the MSO for South Bay Fire mentioned the 2025 Thurston County protocols have been approved by DOH as of this afternoon, and those will be going into effect on April 1st. That should end the block on Narcan and suboxone.
- Chief Brooks spoke for the last time as a member and thanked the board and staff for their care and support during the last several months.

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.

The executive session began at 6:39 and was scheduled to take 30 minutes. Chief Schmidt requested to keep the deputy chiefs, Director Kirkwood, and Steve Brooks in the executive session.

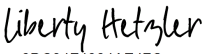
The executive session ended at 7:24. The meeting was extended for 15 minutes beyond the originally scheduled time.

No action was taken.

XIII. ADJOURNMENT

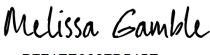
The meeting adjourned as of 7:24 PM.

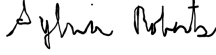
***Next Regular Meeting: April 3rd, 2025– 5:30 p.m.
Available via remote meeting.***

Signed by:

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Chair

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Vice Chair

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ATTEST: District Secretary