THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 18, 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 Gamble		
Commissioner Kelling		

I. CALL TO ORDER

Commissioner Kelling 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 Hetzler
Second: Commissioner Gamble
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTION, SWEARING, AND RECOGNITION CEREMONY

A. Lt. Matt Conklin
B. Lt. Kyle Landwehrle
C. Capt. Cherie Leyva

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the March 21st, 2024, meeting of the Board of Fire Commissioners.

B. Warrants (AP 4A 2024):

- General Fund 001 (Acct #6630) EFTs numbered 5361 through 5374; checks numbered 23890 through 23917, and draft number 1317 through 1329 for a total amount of $1,515,747.67.
- Equipment Repair and Replacement Fund 103: Checks numbered 23918 and 23919 for a total amount of $12,420.68.
- Capital Projects Fund 301: Check number 23920 for a total amount of $3,567.94.
- 2017B Capital Improvement Project Fund 307: EFTs numbered 5367 through 5369; and check number 23921 for a total amount of $202,736.54.

C. Payroll 4A-2024 in the amount of $1,772,022.40.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

Chief Cerovski reported on a change in the consent agenda. The agenda had an item under old business, 75th Anniversary Planning, which should actually say 75th Anniversary Review. There was also an addition to the executive session.

There were questions regarding warrants from our air monitoring system calibration and an invoice for our rapid intervention self-contained breathing apparatus. The first three or four are related to the station air control systems in the bays to ensure that all compressors are operating with clean air. The last item was a piece of equipment for the Rapid Intervention Packs used for rescuing injured or trapped firefighters.

VI. COMMITTEE REPORTS

A. Thurston County Medic One
No report. The meetings have been moved to the fourth Thursday of each month. The next meeting will take place on April 25th.

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

Commissioner Roberts reported that she was unable to attend the most recent meeting, and her alternate was also unable to attend. Chief Brooks stood in and reported:

- There were updates on the TCERN project and the work associated with permitting for that project.
- There was one action item: approval to authorize the director to move forward with contracting for new phones. They have identified a preferred vendor, one who was in consideration when the current system was

purchased several years ago. It is not known when the changeover will be completed; the goal is completion by the end of the year.

C. City/District Liaison

The next meeting will take place on May 16th.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported:

- The program was Brandon Chaney from the Thurston County Emergency Management. Everyone was provided with a hard copy of the project kickoff slides for the Comprehensive Emergency Management Plan Development.
- Brandon will be leading up the planning for updates to the base plan. The emergency support function planning workgroups will be developing in the next month or so. There will be a planning facilitator for the EM department to facilitate the development of those. LFD3 participates in the city’s emergency plan development and contributes to ESF4 as required.
- Brandon Chaney will be invited back in late summer to give a planning update. The preference is to have participation from elected officials. Brandon Chaney can be emailed to request periodic email updates or to arrange attending one or more of the planning sessions.
- There was a carryover discussion from the emergency management seminar that was conducted a month or so ago. This was regarding the decentralized nature of decision making, which is in the base plan. This is up for review, especially given the possibility of multiple concurrent complex issues, hazards, and emergency situations. The current plan relies extensively on agency coordination and less so on decision making matrices and centralized decision-making authorities. They are going to revisit this as part of the plan’s update.
- The last round of paramedic hiring was successful. There are six potential paramedic hires. They modified or adjusted some of their hiring procedures. They went national and offered to pay some per diem and hotel lodging. The next hiring session is in June.

E. Thurston Regional Planning Council

Commissioner Hetzler was unable to attend the April meeting but will view the recording via Zoom and report on it at the next meeting.
The next TRPC meeting is on May 3rd.

F. Community Outreach

Chief Brooks shared:

- The biggest event recently was the 75th Anniversary, which will be reported on later in the meeting.
- Chief Schmidt reported on a unique connection with engineering students from St. Martin's who reached out several months ago. They are part of the engineering program on a competition team that is invited to compete nationally each year. Teams of engineering students are tasked with some sort of tool or weapon from different trades or industries. They are asked to study it and then reinvent and improve it. The team reached out to LFD3 regarding the Halligan tool. They asked if they could conduct an interview about the tool and how it is utilized. Firefighter / Academy Coordinator Morgan Lowe is the subject matter expert on education and teaching the current staff but also new members on lots of tools, but specifically that one. A time was scheduled at the TEC with the engineering team to do a deep dive. There was a follow up visit in which they came in with a 3D cast version of the Halligan tool. Firefighter Lowe gave encouragement to reconsider the design. Today they demonstrated their forged Halligan.
- Coordinator Lowe gave a summary of their presentation of the newly forged Halligan. The competition is taking place next week. The students practiced using the Halligan tool for forced entry at the station. It performed well and held up well with use. Everyone is eager to see how it does in the competition.
- Commissioner Kelling asked how different the new tool was from the original. Morgan reported that it was similar and had many similar attributes, but they modified each part in some way. Each specific tool on the Halligan was modified with different shapes and sizes and different pieces added to it.
- Chief Schmidt reported that Chris DeBell has had some outreach. There are two different organizations that train service dogs. There has been a visit from one of the groups already who came in one evening and got to meet the crews. It was for socialization for the dog. There was an additional team that focused their training of dogs for the blind. They came today with an interest in the service animals being around loud noises, sounds, and people. The crews turned on sirens, used the forcible entry props, etc. The dogs did well with the experience.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- The substantial completion meeting took place yesterday with the contractor staff, architectural staff, and engineering staff. The report is expected in the next couple of days. Still awaiting final inspections for plumbing and electrical. Those will hopefully be completed next week. At that time, a TCO, a temporary certificate of occupancy, or a certificate of occupancy can be applied for. As soon as one of those certificates is granted, the facility can be occupied and used. The target goal is to have the fire commissioners meeting on May 2nd at that facility to introduce the building and to celebrate the completion of the project.
- Photos were shown of the nearly completed VRF.

VII. OLD BUSINESS

A. 75th Anniversary Review

- A tremendous thank you to staff and former members. It was a challenge doing the event during the week of spring break, but the event went amazingly well. There was a wonderful turnout from the community. Thanks especially to Chris DeBell for her tireless work on the event. Thanks to Chief Hulse who managed the entirety of the day's social media ride along event.

VIII. NEW BUSINESS

A. DRAFT 2023 Annual Report

- Chief Brooks reviewed the draft of the 2023 Annual Report.
- The data on responses is the same as presented at the last meeting. Additional information has been provided related to the divisions in the organization and the progress they have had.
- The strategic plan progress report is included.
- The commissioners are invited to review the document and report back on any concerns, questions, or needed edits.

B. Policy Updates

i. P-519.1: Driver's License

- This policy is an update to address licensure out of state and also to include periodic records checks, which are a requirement for public safety agencies.
- In previous driver's license related policies, there was some language that referred to minor offenses in aggregate that could have an impact on an employee's status with an organization. That process was greatly simplified after a lot of review.
- The main interest is that each individual has a license. If there has been an offense that prevents an individual from having a license, then due process will need to be followed.
- The policy is consistent with state law and consistent with the other policies related to driver's licenses.

MOTION: <u>To adopt the driver's license policy, P-519.1.</u>
Motion: Commissioner Kirkbride
Second: Commissioner Roberts
Carried: Unanimous

ii. A-107.1: Public Records

- Thanks to Counselor Adrian Winder. She did the bulk of the work with the edits and updates to the policy.

- This policy was initially written in 2019. The objectives were to verify the compliance of the current RCWs related to public records and to provide some disclosure of records that can be excluded from a public record's request so that it is clear to anyone what can and cannot be received and why.
- Records requests can be rather involved for staff time. It was important to reflect a more modern and appropriate structure for such requests.
- The policy now provides all of those components in great detail. The compliance to the current RCW is reflected in all the work.
- This is a longer policy than usual at about 7 pages in length. It is very comprehensive.
- Commissioner Kelling had an inquiry about the language that record requests must be signed by the person whose information is on the record or by the person's authoritative representative and whether there is a requirement for proof of identity to establish this. Chief Cerovski reported that someone with power of attorney can sign for a record's request, or a spouse or parent. There is a process in collaboration with Medic One, which is a standardized form for personal health information requests. There have been no issues with that process.

MOTION: <u>To approve the public records A-107.1 policy amended as discussed.</u>
Motion: Commissioner Hetzler
Second: Commissioner Gamble
Carried: Unanimous

iii. Resolution: Public Records Fee Structure

- Thanks to Counselor Winder for helping craft this to be compliant with the RCW and with other policies within LFD3.

MOTION: <u>To approve resolution 892-04-24 related to public records and making findings and determinations under RCW 42.56.120.</u>
Motion: Commissioner Kirkbride
Second: Commissioner Roberts
Carried: Unanimous

C. District WSRB Rating
Chief Brooks reported about the preliminary notification from Washington Survey and Rating Bureau about the completion of the review of both the city and the unincorporated areas of the district. Those are done as separate and distinct ratings. Regarding the city: while there was improvement in several areas, the aggregate did not rise to the level of actually changing the ratings. The city has been Class 3 for three rating cycles.

In looking at Station 32 on Yelm Highway: there is a rule with Survey and Rating that there has to be an active station, which is defined as either a minimum of two

firefighters on duty, 24 hours a day, 7 days a week, 365 days a year ready for fire response, *or* that there are at least six on-call available members to respond. Station 32 does not meet this definition of an active station.
This would eliminate any properties outside of five miles from the next closest station, which would be either Station 33 on Mullen Road or Station 34 on Steilacoom Road.

The result is that the affected areas would move from the current class (most typically, Class 5 for not being within 1000 feet of a fire hydrant, and in some cases, Class 3 for the tribe where they have their own water system) to a Class 9 or 9A. This is just short of no recognized fire protection.
There is no easy way to quantify the financial impacts of this situation. Chief Schmidt and Chief Brooks reached out to insurance contacts and inquired about a business moving from Class 3 to Class 9 and what the financial impact would be. The response was that it would create a huge financial impact or may even make them uninsurable.

Survey & Rating Bureau recognizes that changes to staffing and response take time. They provide the opportunity to first indicate a willingness to remedy the situation. LFD3 has until May 1st to provide a formal letter of intent to change the staffing and response model at that station. Based on the complexity of that plan, there can be up to one year to implement the changes, during which time they will hold the rating for that area in abeyance.

There is a chance that along with staffing Station 32, along with the planned improvements of adding a community risk reduction division may create the potential of an improvement of the rating in some areas of the city. This may be able to move some areas to Class 2 instead of Class 3.

The request from Chief Brooks to the commissioners is authorization to write the letter to Survey & Rating Bureau stating the district's intent with the board's authority to adjust the staffing models to meet their requirement to have Station 32 be recognized within a year.

MOTION: <u>To authorize staff to proceed with writing a letter of intent to the Washington Survey & Rating Bureau to address the potential for maintaining the current rating.</u>
Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

IX. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Thanks to the training team and Coordinator Lowe for the Family Day Event associated with the South Sound Recruit Academy yesterday. There were around 200 people between recruits, family, staff, and other agency members who showed up. It was a logistical feat to have that many people there.

- Chief Schmidt reported on recent responses. There was a fire on April 2nd towards the end of the 75th Anniversary Celebration. There was an animal involved who could not be revived. The crews were very caring towards the family with that loss. Support Services was also present at the response.
- Lieutenant Craig Richards retired on April 4th. Almost immediately, there was a fire off Pacific. This was an area without hydrants so there was the need for support from water tenders to successfully extinguish the fire. There were no fatalities, only minor injuries to the occupant.
- There was an event on April 12 at Meadows Elementary School. An 11-year-old went into cardiac arrest on the playground. Engine 34 was returning from another call. The call originally came in as basic life support, but by the time the engine company arrived on scene, the dispatcher was upgrading to ALS and CPR in progress. The crews on the engine had the anticipation of coming to a BLS to seeing staff doing CPR on a child. The mother of the child works at the school and was on scene, and the father also reported to the scene almost immediately. The staff did a great job of relaying information to dispatch. They were able to initiate CPR after realizing the child's condition had declined. The crews were able to get the child's heart rate back and transport to St. Pete's; from there, the child was airlifted to Seattle. The crews had a debrief with the children who witnessed the event and stayed on site as the school district brought in their counseling team. The Support Services team has been working closely with the school since then and providing ongoing support. The student is doing well at this time.
- A few days later, the school district had another event with CPR at the bus depot off Carpenter. They displayed that they have trained well for emergencies. The staff had to do CPR and life-saving measures on one of their own.

X. COMMISSIONER COMMENTS

Commissioner Roberts – thanks for the information about the 75th Anniversary; it sounds like it was a great event.

Commissioner Kirkbride – thanks to everyone involved in the anniversary celebration. It was great to be able to see the pictures after the event and hear the report that everything went well. Thankful to have so much community support for the event. Would like to have a report at the next meeting on the status of fixing the Station 34 stormwater issue with Steilacoom Road and the City of Lacey.

Commissioner Gamble – the anniversary celebration was really well put together and organized. Thanks to everyone who put time and effort into that.

Commissioner Hetzler – there were a lot of pictures on social media of the Family Day event. It looked like a wonderful event with great attendance.

Commissioner Kelling – thanks to Commissioner Gamble for making it to the 75th Anniversary and representing the board. Is it correct that at the next meeting, there will be a proposed agenda for the May 11 work session? Chief Brooks responded that it will a new business item to do agenda-setting.

XI. CORRESPONDENCE

None.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIII. REQUEST FOR EXECUTIVE SESSION

A. In accordance with RCW 42.30.140(4)(a) regarding discussion of collective bargaining strategies.

XIV. ADJOURNMENT

The meeting adjourned as of 7:40 PM.

Next Regular Meeting: May 2nd, 2024 – 5:30 p.m.
Available via remote meeting.

DocuSigned by:
Rick Kelling
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5/3/2024
Chair

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Liberty Hetzler
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5/2/2024
Vice Chair

DocuSigned by:
Melissa Gamble
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5/3/2024
Commissioner

Commissioner

DocuSigned by:
Sylvia Roberts
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5/2/2024
Commissioner

DocuSigned by:
Michael Cerovski
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5/2/2024
ATTEST: District Secretary