

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 20, 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.

Commissioner Kirkbride was excused.
Commission Hetzler joined via Zoom.

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 published.

Motion: Commissioner Gamble
Second: Commissioner Kelling
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTIONAL PINNING CEREMONY FOR LT. SAPP

V. VOLUNTEER RECOGNITION OBSERVANCES

VI. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the April 6th, 2023, meeting of the Board of Fire Commissioners.

B. Warrants:

- General Fund 001 (Acct #6630) EFTs numbered 5171 through 5179; checks numbered 23485 through 23508; and draft number 1120 for a total amount of \$752,100.17.
- Equipment, Repair and Replacement Fund 103 EFT number 5180 for a total amount of \$7,009.16.
- Capital Projects Fund 301 EFT number 5181 for a total amount of \$8,898.75.
- 2017B Capital Projects Fund 307 EFTs numbered 5175 through 5176; and check number 23509 for a total amount of \$74,553.71.

C. Payroll 4A in the amount of \$1,718,294.43.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble

Second: Commissioner Kelling

Carried: Unanimous

VII. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Hetzler attended the meeting, and Commissioner Roberts read their report:

- EMS Council met on April 19th. There were no action items on the agenda, just reports.
- Old business: Medic One levy update. The issue with the current levy is a difference of opinion between the ballot language and the interpretation of the law regarding the amount that can be raised by the recently passed Medic One levy. The difference is substantial. If the county treasurer's opinion is sustained, the Medic One system will be significantly short of funds in 2025.
- Medic One has asked the Washington State Department of Revenue for clarification of the ballot wording interpretation. No response has yet been received. Thus no decision for placing a new ballot measure on the 2023 primary August can be made at this time. The situation will remain unresolved for a little while longer.
- Stroke transport update: since St. Peter's stroke department closed in mid-December 2022, the most severe cases must be transported to Tacoma General or St. Joseph's Hospital in Tacoma. The less severe are being transported to St. Peter's ER. Transport to the Tacoma hospitals has been about 15% of stroke patients this year.

- Medic unit procurement update: five new Medic One units have been ordered. Hopefully, they will be available sometime in 2024. The cost has increased significantly. The last units purchased in 2017 cost \$223,000. The new ones are currently planned at \$410,000 each.
- Hospital entry delays: Olympic Ambulance has replaced Medic One on manning vestibule patient holding areas for St. Peter's ER. Unfortunately, they have yet to see a contract proposal from the hospital. The good news is that the hospital has made some changes in internal processing that has reduced the time to access the ER.
- New business: the year end 2022 final financial report was provided and explained. The expenditures were 90% of the budget. They totaled \$1,682,844 ending fund balance.

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

No report – the next meeting is May 3rd.

C. City/District Liaison

No report – the next meeting is June 20th.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported:

- He was unable to attend the meeting this week. There was no program speaker, and there were no decisions made. He will share the meeting minutes with the board members when they are published.

E. Thurston Regional Planning Council -

Commissioner Hetzler sent a copy of the meeting minutes. The next meeting is May 5th.

F. Community Outreach

Chief Schmidt shared:

- A big uptick on requests from schools and for different events going into the summer. Crews are actively going out quite often into the schools right now. The community outreach coordinator is very busy scheduling for different events.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Related to information technology: there has been good progress in website development. There should be a mockup ready in the next 30-45 days to look at.
- Tyler migration project for finance is moving along well.

- Microsoft 365 project is about 75% complete. Getting ready to deploy it.
- There are no new major updates on the vehicle repair facility. Continuing to work on infrastructure.
- Commission Kelling asked if there is a target date to have the website updated. Chief Cerovski responded that the goal is the third quarter of this year.

VIII. OLD BUSINESS

A. Ballot Measure to Restore Operating Levy: Staff Report & Board Discussion

- Chief Schmidt shared that there are two different options (within the board packet): staff has reviewed both of them, and the recommendation is to consider Option 1, as it most closely resembles what voters are familiar with from 2020 when there was a very good approval rating. The staff recommends that the commissioners consider using the content and wording of Option 1.
- Commissioner Kelling requested clarification: the wording in Option 1 does allow for monies received under the proposed levy lid lift to be spent on capital projects. Chief Schmidt clarified that this is correct.
- Commissioner Kelling requested clarification: not having seen the language that was in the Medic One levy proposal, is there any concern that this language would be misinterpreted by the state treasurer's office? Chief Schmidt clarified that she does not believe so, and since they have been successful with similar language, there is no anticipated misunderstanding there.

IX. NEW BUSINESS

A. Resolution #887-04-23 Authorizing a Ballot Measure on the August 1st Primary Election to Restore the District's Regular Levy to the Prior Approved Amount: Staff & Attorney Report, Board Discussion, and Proposed Action

MOTION: To approve the language in Option 1 for Resolution #887-04-23 Fire Protection District #3 Thurston County, Washington, Lacey Fire District 3.

Motion: Commissioner Kelling

Second: Commissioner Hetzler

Carried: Unanimous

A roll call vote was taken.

Commission Gamble: yes

Commission Kelling: yes

Commissioner Hetzler: yes

Commission Roberts: yes

The resolution passes.

Commissioner Roberts also communicated that it is necessary to solicit for the voter pamphlet a For and Against statement. They will be soliciting for someone to write both sides of this issue and will be accepting nominations or volunteers at the next meeting to write these up.

B. Policy #E-206.D regarding Public Display of Flags: Staff Report & Proposed Adoption

- Chief Cerovski provided the flag policy for review. It addresses the removal of some procedural elements in the policy. It also clearly states the intent of the flag displays at the facilities.
- Commissioner Kelling requested clarification regarding the September 11th Memorial Flag, that it is a national flag and not a different flag. Chief Cerovski clarified that it is a national flag which was given to the district two years ago. The flags have not been flown pending a policy to do so. They are associated with the events of September 11th. Commissioner Kelling clarified that the general public would not see any difference between the US Flag and these specific flags, and Chief Cerovski said that he did not believe there would be a discernible difference.
- Commissioner Gamble asked whether this is a new policy or a change in a previous policy. Chief Cerovski responded that this is a new policy.

MOTION: To approve Policy E-206.D regarding public display of flags.

Motion: Commissioner Kelling

Second: Commissioner Gamble

Carried: Unanimous

C. Policy #A-101.D regarding Policy and Procedure Manuals: Staff Report & Proposed Adoption

- Chief Cerovski shared that the intent is to provide guidance on how to write a policy. This includes a table of contents and an explanation about the numbering system, how to craft policies, and how to understand the format.

MOTION: To approve Policy #A-101.D regarding Policy and Procedure Manuals.

Motion: Commissioner Gamble

Second: Commissioner Kelling

Carried: Unanimous

X. ADMINISTRATIVE REPORT

Chief Schmidt reported:

- Interviews took place for the second PMLT position. This was tested for December. Six members who ranked in the top six were brought in. The last one was finished yesterday. Chief Brooks and Chief Schmidt will be contacting the candidates tomorrow and the hope is that they will be in

place at the beginning of May and will have a full month to vet out their new roles before the next medics come back from the academy.

- Planning with HR for lieutenant testing process coming up in June. Right now there are over 20 members scheduled to take that test for paramedic lieutenants and lieutenants.
- Academy graduation is planned for June 3rd at 6:00 p.m. The training division is working very hard on getting everything set up. The keynote speaker will be announced soon. Other agencies are excited to be involved as they have academy recruits, as well.
- Chief Cerovski reported that at the end of today's meeting, he will send the DocuSign for the resolution that was just passed. It is time sensitive and should be signed promptly.

XI. COMMISSIONER COMMENTS

Commissioner Hetzler – congratulations to Lieutenant Sapp. Looking forward to getting more information on the academy graduation.

Commissioner Gamble – congratulations to Lieutenant Sapp. It was really nice to see the ISU vehicle this evening and what they supply. It seems very thorough with everything needed in an emergency situation. It was very nice to see the volunteers who spend their time providing that service.

Commissioner Kelling – appreciation for the staff's work on the levy measures and the policies. There is a sufficient level of leadership to support the reviews every three years. It is always good to have updated policies and be transparent to the members and the public. Eager to learn how the next steps with the levy will go and how to engage the community advisory community, especially in the "For" category.

Commissioner Roberts – congratulations to Lieutenant Sapp. Very impressed with the ISU and what they have put inside that unit. Thank you to the staff for the levy resolution and putting the wording together correctly and for the policies, a really important part of the organization.

XII. CORRESPONDENCE

Chief Schmidt shared:

- Olympia Fire reached out. Mike Heikes, a retired member and an investigator, has been coming in off duty and working. He did a full investigation of a structure fire. Olympia Fire called and borrowed him recently, and they sent a very nice thank you for being able to utilize his help.
- Regarding the accident that the Thurston County Sheriff was involved in: two medics responded and cared for him, Tyler Hill and John Casey. There was a very nice thank you from the sheriff's office and Medic One for the care that they provided.

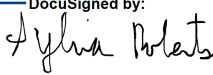
XIII. HEARING OF THE PUBLIC / MEMBERS PRESENT

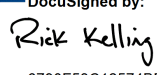
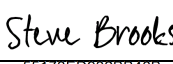
None.

XIV. ADJOURNMENT

The meeting adjourned as of 6:30 PM.

***Next Regular Meeting: May 4th, 2023 – 5:30 p.m.
Available via remote meeting.***

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Chair
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Commissioner
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Vice Chair
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ATTEST: District Secretary