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

May 1, 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 April 10, 2025 Board of Fire Commissioners Workshop.
   B. Draft Minutes of April 17, 2025 Board of Fire Commissioners Meeting.
   C. Warrants (AP 5A 2025):
      - General Fund 001 (Acct #6630): EFTs numbered 5571 through 5573; Checks numbered 24381 through 24388 for a total amount of $56,217.90.
      - Equipment Repair and Replacement Fund 103: EFT numbered 5574; Checks numbered 24389 through 24390 for a total amount of $35,284.54.
   D. Payroll 4B-2025 in the amount of $703,919.60.

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

VII. NEW BUSINESS

A. Surplus Items (Appendix A) — Staff Report and Board Action

B. Resolution for Cooperative Purchasing (Appendix B) — Staff Report and Board Action

VIII. ADMINISTRATIVE 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: May 15, 2025***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

COMMISSIONER WORKSHOP

MINUTES OF THE MEETING

April 10th, 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 Kelling Commissioner Roberts Commissioner Hetzler Commissioner Gamble Commissioner Kirkbride		

I. CALL TO ORDER

Commissioner Hetzler 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. WORKSHOP DISCUSSION ITEMS

A. Wildfire Deployment

Chief Schmidt reported:

- For the past several years, LFD3 has been following a rule book to guide deployments and mobilizations. In 2024, there were 12 distinct locations with 20 different teams of people going out for about two weeks at a time.

- There are multiple positive impacts to mobilizations/deployments, including enhanced collaboration with other Thurton County agencies, significant funding for the REMS team, valuable career development and experience for firefighters, and maintenance and enhancement of member skills and knowledge.
- The negative impacts include the removal of critical fire apparatus and equipment from the local service area, increased stress on battalion chiefs and on-duty crews, significant administrative burden, reduced capacity for developing and implementing local wildfire preparedness plans, and the financial burden for LFD3.
- At the end of 2024, a request was made to the financial division to conduct an audit to assess the financial impact of deployments on the organization. The results indicate a financial strain on the district. The overall cost to the agency is $27,841.28. No payment has been received from DNR for 2024. (This is not normal.)
- Analysis and recommendations: the 2024 deployments revealed the need for streamlined mobilization, billing, and cost analysis. There is a need for improved billing efficiency, accurate assessment of deployment costs, and prioritization of a robust local wildfire preparedness plan to ensure community safety and resilience.
- The focus for 2025 is:
    - Streamlining the financial reimbursement process.
    - Developing strategies to mitigate the impact of equipment and apparatus removal from the local service area.
    - Enhancing support for battalion chiefs during rapid deployment mobilizations.
    - Prioritizing the development and implementation of local wildfire preparedness plans.
    - More accurately costing out the true cost of deployments.
    - Creating a better data collection system for deployment data.
- There will be a report at the end of 2025 regarding the extent to which improvements efforts have been successful.

B. EMS Comprehensive Plan Discussion

Commissioner Kirkbride reported:

- A history of the background behind the comprehensive plan was given. The comprehensive plan was accepted by the EMS Council in January of 2020.
- Per EMS Council rules, the comprehensive plan has to be updated every five years. A new committee was established for 2025 consisting of five fire chiefs, three commissioners, one city council member, two citizens, and the Medic One director.
- The goal of the comprehensive plan is to plan for 20 years in the future, but the goal of updating the plan every 5 years is to put the comprehensive plan into a five-year focus.

- The comprehensive plan addresses the key issues to look at for the next several years. Ten items have been prioritized.
- Now that the Council has approved the comprehensive plan, it is time for all of the other relevant parties to approve of it.
- Commissioner Kirkbride urged the commissioners to read the plan again, come up with questions, and determine whether it needs to be edited and/or if it is ready for adoption.
- As a point of clarification, this is not a strategic plan. This is the overview of the vision from which the strategic plan is created. Commissioner Kirkbride is advocating for adoption of the comprehensive plan from which the strategic plan is then created.
- Commissioner Roberts mentioned that there is already a strategic plan that is fairly new and how well these two documents would dovetail. Chief Schmidt responded that they do work together very well.

C. Commissioner Handbook

Chief Cerovski reported:

- The document was crafted with the help of the Fire Commissioners' Association. Permission was given to take their work and modify it for the needs of LFD3.
- It begins by going over the legal qualifications, powers, duties, and responsibilities of the board and the things that the board is responsible for completing. Further topics of the handbook include:
    - Meeting schedules, records, and executive sessions.
    - Policy making.
    - Interaction with district staff.
    - Budget administration, compensation, and benefits.
    - Liability and legal counsel.
    - New member orientation.
    - There are three appendixes (A, B, and C) – as compensation changes, Appendix B will be updated. Appendix C is a master calendar.
- Commissioner Hetzler inquired about why chair and vice chair are switched on February 1st rather than in January. Chief Cerovski reported that the calendar can be set per the intention of the commissioners. Commissioner Kirkbride reported that new commissioners will come in on January 1st, and the original intention was to give them a month to get to know the other commissioners on board. All of the committee appointments are also made in February to allow new commissioners to have time to adjust to their roles first.
- Commissioner Hetzler suggested moving the chief review to earlier for budgetary purposes.
- Commissioner Kirkbride pointed out that commissioners are not compensated for their services; rather, they are provided with a per diem. This is very clear in RCW.
- There was discussion about when commissioners are absent from meetings and how to address that situation.

- Commissioner Kelling inquired about how Chief Cerovski would prefer to receive feedback on the document and whether a smaller subcommittee is desired. Commissioner Hetzler responded that the subcommittee was already formed, and that small changes in language, minor editing, etc., can be submitted directly, but bigger conceptual changes will require more discussion.
- Commissioner Kelling mentioned that there are matters of practice in the document that are outside of the RCWs that are meant to be kept internal to the district.
- Commissioner Hetzler asked that the commissioners have a full week to review the document before a regularly scheduled meeting so that it can be thoroughly reviewed and any necessary changes made before adoption.

D. Organizational Audit Update

Chief Schmidt reported:

- Members have shared that it has been valuable to have one-on-one time to talk with the chief about their roles and responsibilities.
- Some of the things that have been brought up include:
    - Adjustment of lobby hours: all of the people who have met with Chief Schmidt have verbalized their appreciation of their schedule and the improved balance it provides.
    - One administrative staff member mentioned a desire to have the logo on the back of a coat. It was reported that when ordering through logistics, administrative staff is not able to get the large logo. This is an example of a small issue that was able to be addressed through having these meetings.
    - A member reported that cross-training is lacking and could be improved for better support when people are out and to ensure that there are no gaps.
    - A request was made for an in-service day to focus on critical training.
    - A suggestion was made to better celebrate wins and successes. On a positive note, there was a celebratory spirit around the adoption of Operative IQ and Natalie's contribution to its use.
    - There is a culture of courtesy that seems to be causing employees to not bring up small issues that could be improved.
- At the May commissioner's meeting, Chief Schmidt will provide a more formal summary of the organizational audit with a robust list of promised adjustments to be made.

E. Documentary Project Update

Chief Schmidt reported:

- A gentleman named Bill Lang who lives at Panorama had a vision to come in and spend some time with Lacey Fire to work on a documentary for the residents of Panorama explaining how LFD3 serves communities like theirs.

- He did a couple of ride-alongs and while doing so, saw lots of calls and was very impressed with everything the crews were doing.
- He requested a special meeting with Chris DeBell, and she brought in Support Services to that meeting. He reported to Chris that he wanted to change the scope of his project because he was so touched by the way the members serve, how hard they train and work, and how much they love the agency. His pitch to Chris and Support Services was that he wants to work with LFD3 for about a year covering things like EMS, the water rescue program, and the SSRA. He also wants to interview 10 to 15 members and get their stories. His intention is to either put these films on his YouTube channel and/or share them at Panorama, but he would also give use of the films to LFD3.
- Chief Schmidt is bringing this forward to the commissioners before approval is given to this project. Chief Schmidt will also send out an email with links to his other projects, which include work with the City of Lacey, work with orchestras, etc.
- All of the commissioners agreed that this sounds like a great opportunity and should be allowed to move forward.

F. Chief Evaluation Process Planning:

Commissioner Hetzler reported:

- Things to consider when evaluating the fire chief include:
    - Why evaluations take place: to improve performance, ensure airtight defense if there were ever any legal actions or disciplines; for public perception; to help improve accreditation ratings.
    - How to perform evaluations: establish very clear expectations and a clear rating system; using the strategic plan or contract as the topic items to evaluate; focus on objective rather than subjective statements.
    - Preparing evaluations: the district secretary will send out the evaluation in October. Each commissioner completes the evaluation and send it back to the district secretary, who will compile it. Then at a commissioner's meeting it will be discussed and agreed upon and any necessary changes made.
    - Creating the evaluation form: three different suggestions were given on how to accomplish this. One, the district secretary and a legal representative could create the form. Two, the form could be developed by the commissioners (this would need to be in a public meeting). Three, a subcommittee could be created to develop the criteria and the evaluation form and then it would be discussed and approved at a public meeting.

- Commissioner Hetzler also pointed out that this process for chief evaluation is considered best practice and that the alternative practice of writing a letter about their feelings for the chief opens them up to potential legal issues.

- Chief Cerovski raised the point that it could be an uncomfortable situation to have the district secretary compiling the evaluation of the chief, who is technically that person's boss.
- Commissioner Hetzler responded that this is a very common situation and that the district secretary is expected to maintain confidentiality around this task.
- There was discussion around how to go about creating the evaluation. Commissioner Roberts suggested starting with a committee to compile some data as a starting point. Committee members are Commissioner Gamble and Commissioner Roberts.

V. ADJOURNMENT

The meeting adjourned as of 7:20 PM.

Next Regular Meeting: April 17th, 2025– 5:30 p.m.
Available via remote meeting.

______________________	______________________
Chair	Vice Chair
______________________	______________________
Commissioner	Commissioner
______________________	______________________
Commissioner	ATTEST: District Secretary

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

April 17th, 2025

The meeting was conducted remotely via Zoom and with in-person attendance at the Training and Education Center.
8407 Steilacoom Rd 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 Kirkbride
Second: Commissioner Roberts
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTION, SWEARING IN, AND RECOGNITION CEREMONY

A. Chief Schmidt announced that Fire Commissioner Sylvia Roberts has just achieved her ten-year pin at Lacey Fire.

B. Promotions:

Battalion Chiefs: Ethan Kruse, Ryan Cox, Alex Christiansen, Ryan Perz
Paramedic Lieutenants: Dan Nadeau, Preston Wallace

Lieutenants: Gilbert Eliason, David Perz

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the April 3rd, 2025, meeting of the Board of Fire Commissioners.

B. Warrants (AP 04B 2025):

- General Fund 101 (Acct #6630) EFTs numbered 5559 through 5566; checks numbered 24358 through 24381; Drafts numbered 1527 through 1539 for a total amount of $1,509,620.78.
- Equipment Repair & Replacement Fund 103: EFTs numbered 5567 through 5570 for a total amount of $6,203.43.
- Capital Projects Fund 301: Check number 24382 for a total amount of $5,923.80.
- 2017B Capital Improvement Project Fund 307: Check Number 24383 for a total amount of $2,162.63.

C. Payroll 04A-2025 in the amount of $2,153,703.76.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Roberts
Carried: Unanimous

VI. COMMITTEE REPORTS

A. Thurston County Medic One
No report; the meeting scheduled for next Thursday was canceled for lack of agenda.

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

No report; the next meeting will take place on May 7th.

C. City/District Liaison

No report; the next meeting will take place in May.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported from the most recent meeting, which was in person at South Bay Fire Station 81.

- There was a station tour which included a look at the new brush rig.

- Two Thurston County commissioners attended, Fournier and Grant. They mentioned ILA for SWAT Paramedics.
- There was discussion of the Central Kitsap Fire & Rescues CARES Program, which stands for Community Assistance, Referrals, and Education. They provide a combination of services between the Support Services Division and the Community Risk Reduction Division. Commissioner Kelling spoke about the programs at LFD3. They also have a HELP Program, Hospital Equipment Lending Program.
- There was a discussion about Southeast Thurston in conjunction with DNR and Wildfire Ready. They are doing a Wildfire Ready open house event on April 26th from 10:00 to 2:00 at the Yelm Community Center.
- The next in-person meeting is at the annual picnic in August. Commissioner Kelling offered for the following in-person meeting in the first quarter of 2026 to be at the TEC with a potential tour of the VRF.

E. Thurston Regional Planning Council

Chief Cerovski reported from the April 4th meeting:

- There was a presentation from the Pacific Mountain Workforce Development Council.
- There was a release of the Regional Transportation Plan for public review.
- There was a federal and state legislative update.
- A presentation was given about the Martin Way Crossing strategy – a focus on improving safety and accessibility at this intersection.
- The next meeting will take place on May 2nd.
- Commissioner Kelling inquired if there was any discussion on impacts to programs based on the state budget situation. Chief Cerovski reported that nothing specific was reported on.

F. Community Outreach

Chief Schmidt shared:

- A training was done with Apartment Managers Group, sponsored by Lacey PD. They went over fire extinguisher training and management of false alarms.
- AC Roberts did a kindergarten visit at Olympic View.
- Engine 32 went out to Nisqually and visited with the Head Start program there.

G. Capital Facilities and Equipment Activities

Nothing to report.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. No items.

IX. ADMINISTRATIVE REPORT

Chief Schmidt reported:

- South Sound Recruit Academy had their family day this week. There was a great showing. It was catered by Coffee Pub NW.
- There were questions on the warrants regarding a couple of line items for gas detectors. Chief Schmidt clarified that this refers to equipment on the engines and the truck. These are use when homeowners call because their carbon monoxide alarm is going off. There is also a line item for the machines that are used to calibrate the gas detectors.

A. District Monthly Financial Report as of March 2025
Audio Issue – resumes at 00:47:03

- General Fund:
    - Total Revenue as of March is about $13 million, including about $9.2 million cash rolled over from 2024
    - Total Expenditures as of March is about 9.1 million
    - As of March, the net excess is $3.87 million
- Donations Fund:
    - Total Revenue of $25k as of March, most of which was roll over from 2024
    - Total Expenditures of $8,982
    - Net Excess: $16,057
- Reserve Fund: No activity thus far in 2025 other than $6,585 in investment income. Net Excess as of March: $1 million
- Equipment Repair & Replacement Fund: net excess $2.5 million.
- General Fund Summary: net excess of $7.4 million, which represents about 17% of total appropriations.
- Bond Fund 201: no activity.
- Bond 2017 Fund 202: $70,000 in property tax revenue thus far.
- Capital Projects Fund 301: net excess of $690,114.
- Capital Projects CFEP Funds 307: net excess $535,000.
- Summarized Statement of Activities: total balance of all funds $8.8 million as of the end of March.
- A number of charts and graphs were displayed.

X. COMMISSIONER COMMENTS

Commissioner Kelling – Noted news of Chief Flowers moving to another agency and wishes her well. Chief Cerovski responded to Commissioner Kelling's question about upgrade plans for Station 35 that new flooring is on the docket. Commissioner Kelling wished everyone a happy Easter. Commissioner Kelling asked about the recruit academy. Chief Schmidt reported that there are 24 recruits from six different districts.

Commissioner Roberts – thanks for the recognition of ten years. Bates is building a new training facility for recruits. A big thanks to all of Lacey Fire District 3, but particularly to Chris DeBell and Ryan Fox. Earlier this week, Commissioner Robert's mother's sorority sisters (of which the youngest is 85) held their monthly meeting at Station 31, and Chris was wonderful. She spoke about the Senior Safe At Home program and everyone was very impressed. Ryan was amazing on the tour.

Commissioner Gamble – another great promotional event.

Commissioner Kirkbride – the promotional event was wonderful. The respect and affection that the team has for each other is clear.

Commissioner Hetzler – The promotion ceremony was wonderful. Will be absent from the meeting on June 5th.

XI. OTHER INFORMATION

A. Correspondence

None.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. ADJOURNMENT

The meeting adjourned as of 6:47 PM.

Next Regular Meeting: May 1, 2025– 5:30 p.m.
Available via remote meeting.

____________________ Chair	____________________ Vice Chair
____________________ Commissioner	____________________ Commissioner
____________________ Commissioner	____________________ ATTEST: District Secretary