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 16th, 2024
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 May 2nd Board of Fire Commissioners Meeting.
   B. Draft Minutes of the May 11th Board of Fire Commissioners Workshop Meeting.
   C. Warrants (AP 5A 2024):
      - General Fund 001 (Acct #6630): EFTs numbered 5379 through 5386; and Checks numbered 23944 through 23954; and Draft number 1344 for a total amount of $381,680.60.
      - 2017B Capital Improvement Project Fund 307: EFT number 5387 through 5388 for a total amount of $90,893.94
   D. Payroll 5A-2024 in the amount of $1,840,905.70

V. **COMMITTEE REPORTS**
   A. Thurston County Medic One — Commissioner Kirkbride

   B. Thurston 9-1-1 Communications (TCOMM) — Commissioner Roberts

C. City / District Liaison — Commissioner Kelling

D. Thurston County Fire Commissioners Association — Commissioner Kelling

E. Thurston Regional Planning Council — Commissioner Hetzler

F. Community Outreach — Staff

G. Capital Facilities and Equipment Activities — Staff

VI. OLD BUSINESS

VII. NEW BUSINESS

A. October Workshop Planning

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. REQUEST FOR EXECUTIVE SESSION

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

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Next Regular Meeting: June 6th, 2024, at 5:30 PM.***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

May 2nd, 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 Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the April 18th, 2024, meeting of the Board of Fire Commissioners.

B. Warrants (AP 5A 2023):

- General Fund 001 (Acct #6630) EFTs numbered 5375 through 5377, and checks numbered 23922 through 23926 for a total amount of $14,074.38.
- Reserve Fund 102: Check number 23927 for a total amount of $6,765.00.

- 2017B Capital Improvement Project Fund 307: EFT number 5378 and check number 23928 for a total amount of $32,131.47.

C. Payroll 4B-2024 in the amount of $617,328.31.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Roberts
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One
Commissioner Kirkbride reported on the April 25th meeting:

- The bylaws are being changed. The bylaw committee presented their proposal. Fairly significant changes are being made. The recommendation is being made to the Board of County Commissioners to adopt the changes, and it is anticipated that they will adopt it on May 14th.
- The major changes are that in the previous bylaws, there were three county commissioner districts; there are now five. When there were three, there was one citizen rep from each of those districts, one fire commissioner rep from each of those districts, appointed by the County Fire Commissioners Association, and a physician at large. With the current changes, there will remain three citizens at large from anywhere in the county. The physician citizen at large is eliminated. There will remain only three fire commissioners, appointed by the association, and no two fire commissioners can be from the same district, which is the only restriction.
- Financial reports are on schedule.
- They are starting the process of determining where Medic 8 should go. There was a study done several months ago looking at all of the stations within the urban area, plus stations within two miles of the perimeter of the urban area. They took 16 (of those 19) stations and looked at the ALS calls for 2023 and from each of those 16 stations, they looked at response times. They also looked at county response times. The best response times were at Tumwater Station 2. It is the only station next to the interstate that has 101 access. The next best response time was at Station 33, and the third best was at Olympia Headquarters downtown. The ALS contract committee is now charged with negotiating a deal with Tumwater to put the eighth unit in Station 2. If that does not work out, they will proceed to attempt doing so at Station 33 and then at Olympia Headquarters.

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

Commissioner Roberts reported from the May 1st meeting:

- As far as financials: sales tax is still up, over budget by 3.26%.
- The executive director's report primarily dealt with TCERN. There was a very nice presentation. The permits are all in finally for Fire Station 82. For the Dupont site, all the paperwork is in. It is within the military's realm now to get it back. There is a workaround in case it ends up taking too long. Everyone is feeling hopeful that it appears things are starting to progress now with the Dupont site.
- For the first time in years, staffing is nearly on target. They have been working really hard at having new academies. There are currently four new employees, which puts them at down by only one.
- The UPS backup battery is now complete. That was a big thing to get through the county.
- Incoming 911 calls from 2023 to 2024 are down by 15.8%.

C. City/District Liaison

The next meeting is anticipated to take place on May 16th. Chief Brooks will confirm with city staff.

D. Thurston County Fire Commissioners Association

No report; the next meeting is on May 21st.

E. Thurston Regional Planning Council

No report; the next meeting is May 3rd.

F. Community Outreach

Chief Brooks shared:

- Chris DeBell has been doing a lot of work with car seats. Two ISU members have expressed interest in helping with car seats as well.
- There has been increased use of all the rooms at all the stations. There have been some challenges with certain groups not caring well for the facilities. At some point there may be a recommendation about adjustments that will be needed. Long-term there may be a need to pare down the number of facilities that are available so that the spaces can be used for staff needs.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- Chief Cerovski provided an update on the VRF. The last order for an element of the water pressure system at the VRF has been approved. That work will hopefully be done this week. The temporary certificate of occupancy might be ready by the middle of this month. Pictures were shared of the progress that has been made.

- Last Friday, the second generator was received for the TEC building. They have encountered some difficulties with the project. They were trying to get a certain generator but were unsuccessful and had to switch to a different generator, which is slightly bigger than the pad that had already been created.
- Chief Cerovski has been assisting the director of economic development at the City of Lacey, Vanessa Dolbee, in the search for a fire marshal. She has also assisted with the community risk reduction assistant chief process. They were also able to have a conversation about the Station 34 retention area off of Steilacoom. There are concerns with the easement and ownership and clean-up responsibilities. She is putting together a brief to talk to Chief Cerovski about next steps for this situation. There should be an update by the next meeting.
- Commissioner Kirkbride mentioned that it was thought that this would be fixed by the next parking improvements at the RAC. Chief Cerovski replied that this question has been asked. There need to be further discussions to navigate this situation.
- Commissioner Kelling asked about the reserve fuel supply for the emergency generators and what the capacity is. Chief Cerovski responded that it is around 480 gallons. The tanks are situated underneath the generator power plant system.

VI. OLD BUSINESS

A. WSRB Update

- Staff created a letter for the Survey and Rating Bureau expressing the intent to adjust the staffing model to meet their requirements. There were extensive discussions with the executive board along with shift updates to everyone. There is a common understanding of why this is necessary. There was no pushback on the need to shift staffing to meet this need. The letter was submitted. A deadline of May 1st, 2025, has been granted.

B. 2023 Annual Report

- The final draft of the 2023 Annual Report was presented. Several changes and edits were made as needed.

MOTION: <u>To adopt the final draft of the 2023 Annual Report.</u>
Motion: Commissioner Hetzler
Second: Commissioner Gamble
Carried: Unanimous

VII. NEW BUSINESS

A. Workshop Agenda Planning

Commissioner Kelling reported that there is a workshop on May 11^{th}. A draft agenda was included in the commissioners' packets.

Chief Brooks reported that the three items that are listed on the draft agenda are items that have arisen either in general conversations among the board or in conversations with the chair and vice chair. The draft agenda reflects staff's understanding of the prioritized issues, with the intent of keeping the meeting between two and three hours.

There are no objections to the agenda as set. No action was required.

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Appreciated having the commissions' participation at the meet and greet for the community risk reduction candidates. There were four finalists for the position, and the meet and greet included 40 to 50 people, both uniformed and administrative personnel. The top three candidates will have chief's interviews next week.
- A similar process is underway in the search for an EMS assistant chief. There were eight external applicants, which has been screened down to a group of five or six. This group will go through a Zoom screening. The top candidates will come forward for a similar assessment and meet and greet on May 15^{th}.
- There was an update about the 1967 Mac fire engine, the first ever diesel in the county, that LFD3 has been trying to get back. The owner has freed it from its encumbrances, and it will hopefully be picked up tomorrow from Mason County. The funds have been allocated to purchase it and transport it. The new Mac Volvo dealership on Marvin Road has agreed to receive it and will do an initial assessment and store it.
- There was a round of updates with service pins to all of the members. Commissioner Hetzler had missed her five-year pin but she was awarded it tonight, one year late.
- Chief Schmidt had an update regarding the patient at Meadow Elementary who required CPR. The family came by the fire station in a planned event. Nearly everybody who responded in the crisis was able to be there. The child is doing very well. The Support Services team continues to check in with the school and the family.
- Chief Brooks reported that at the last meeting, Director Kirkwood had a presentation he was planning to offer about the March financial reports. It was missed at the last meeting but the report is ready to be made at this meeting.
- Director Kirkwood gave a report on the March financial reports. As of the end of March, the general fund is on track in terms of budget. As of this point, the projections of $2.8 million are panning out. Revenue is still projecting higher than expenses.

- Chief Cerovski reported on insurance costs for the district. The VFIS policy was just renewed for all of the district insurance. The agent of record changed last year to WHA insurance. This is the first full year with them, and the rates did go up by 13.93%. Part of that is related to a lookback of the last three years and a few claims related to facility and apparatus damage. LFD3 did fare well in comparison with districts of similar size.

IX. COMMISSIONER COMMENTS

Commissioner Roberts – thank you to everyone who has worked on the annual report. Appreciated the monthly update newsletter, especially the segment on ORCA. The Lacey Fun Fair is coming up on the 18th and 19th. Chief Schmidt mentioned that the staff will be increased at the event because it was so well received last year.

Commissioner Kirkbride – thrilled to see the quality of the financial reports. Thank you very much to Director Kirkwood. Thanks to Chief for the briefing that was posted.

Commissioner Gamble – thanks to everyone who worked on the annual report. It is very thorough and informative and something to be proud of being able to present to the public.

Commissioner Hetzler – thanks for the video from Chief Brooks.

Commissioner Kelling – clarified with the chief that there was one 40-year pin. Chief Brooks responded that the 40-year pin went to Firefighter Mike McAdoo. There were three 25-year pins. Commissioner Kelling continued that he was encouraged to hear about the progress of the firefighter academy and that everybody seemed to be progressing well. Reminded the commissioners to be sure to put Sunday, June 16th, on the calendar. Chief Brooks stated that the tentative time is 3:00 pm but this will be confirmed.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. ADJOURNMENT

The meeting adjourned as of 6:36 PM.

Next Regular Meeting: May 16th, 2024– 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

May 11th, 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 8:00 AM, 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 Roberts
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. WORKSHOP DISCUSSION ITEMS

Executive Staff Transition

- ***Past and Present Activities (Q1 / Q2)***
    - Discussion about transition document and timeline
    - Kelling - understand the most critical actions that need to be completed.
    - Brooks - detailed discussion about the established timeline for transition. Timeline breakdown by quarters for 2024.
    - Invested collaboration/ communication with Nisqually Tribal Leadership
    - Discussion about Station 32 and response performance

- Discussion about a north station location (north of I5)
  - Discussion about other infrastructure needs for the District (training facility and warehouse facility)
  - WSRB rating obeyance discussion
  - Mid-year start - AC MSO and CRR
  - VRF building completion discussion
- ***Balance of the Quarter (Q2) Activities***
  - 2025 Budget planning efforts beginning
  - 2nd Battalion Chief Appointments and building planning timelines
  - SSRA Collaboration Discussion
- ***Future Q3 Activities***
  - Begin backfill of DC Operations
  - IT Division Buildout discussion
  - Backfill of chief officer roles - (St 32 and backfill) discussion
  - Planning fire chief contract negotiations and budget planning discussions
  - Thurston County AV projections and new construction projections in August annually
- ***Future Q4 Activities***
  - Finalize 2025 Draft Budget
  - 2025 Firefighter Hiring Process
  - Installation of DC Operations and Training - Transition
  - Training Division Buildout Discussion
  - Strategic Plan Review
  - 2025 Budget Adoption
  - Fire Chief Training - Transition
  - Finalize Firefighter Hiring process for 2025 recruit academy
  - Finalized strategies for station 32 staffing planning and implementation
- ***Future Q1 2025 Activities***
  - Formal fire chief transition roles and responsibilities
  - 2025 Recruit Academy Kickoff (EMT and FF training curriculum)
  - Finalize Executive Staff hand off / kickoff
  - Former fire chief retirement process discussion
    - Beginning of January
    - Defined event strategies for the transition
      - Contract processes effective Jan 1
      - Jan 3-4 - internal recognition ceremony
      - Jan 17-18 retirement ceremony
- Comment: Use this timeline and communication model building into the future annual workshops

<u>BLS Narcan Administration and Related Protocol Evaluations</u>

- Discussion of Narcan access for BLS responders
- Explanation of how Narcan metered dosing works and potential consequences
- MPD aware of perspectives and communication impacts. Review the current updated protocol for a future adjustment to the manner in which Narcan might be available to BLS responders.
- Discussion about social and recovery impacts related to opiate addiction and Narcan use.
- Discussion about Board actions or recommendation strategies
- Discussion about academic research (internal by FF/Paramedic Spotts) and health impacts based on different dosing strategies of Narcan (BLS metered, ALS dosing, leave behind programs)
- Discussion about public education efforts - responder capacity to deliver Narcan

- Discuss strategies to update BoFC in June

Community Risk Reduction Buildout

- Discussion about the historical perspective of CRR and the Lacey community
- Discussion about priorities of workload and incremental buildout
- Discussion about the buildout
- Discussion about comprehensive city and county planning processes
- Discussion about fee structures - and the impacts to those
- Developing demonstrated engagement/involvement in planning processes for city and county communities
- Next steps include a deeper dive into specific actions and impacts of CRR
- Continuous updates and education about programs and processes
- Find ROI strategies for community stakeholders

V. ADJOURNMENT

The meeting adjourned as of 11:06 AM.

Next Regular Meeting: May 16th, 2024– 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary