**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**May 16th, 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 Gamble
Carried: Unanimous

## III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

## IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the May 2nd, 2024, meeting of the Board of Fire Commissioners.

B. Draft Minutes of May 11th, 2024, 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.

**MOTION:** <u>To approve the consent agenda as published.</u>

Motion: Commissioner Gamble
Second: Commissioner Hetzler
Carried: Unanimous

Chief Brooks reported that a question was submitted. Chief Cerovski reported that in the packet there were questions about Securitas vendor payments. Those are related to the annual and 5-year and 20-year service tests for the sprinkler systems in a couple of buildings, as well as the addition to electronics at the front door for remote access for vendors to deliver packages. They are also involved in remote access to things like furnaces in the new VRF building. Those are what those charges are related to.

## V. COMMITTEE REPORTS

A. Thurston County Medic One
No report; the next meeting will take place on May 23rd.

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

No report; the next meeting is on June 5th. Commissioner Gamble will attend in the absence of Commissioner Roberts.

C. City/District Liaison

Commissioner Kelling reported on the city/district liaison meeting that took place on May 16th. Items for discussion included:

- Coordinating services in the Lacey UGA. This stemmed from a discussion on the community risk reduction and building inspections and fire code inspections. Chief Brooks brought up the example of the apartment complex off of Marvin Road, which is just outside the city limits. The mayor wanted to use that as an example of how bad things could potentially be without coordination. The mayor asked the city manager about the existing coordination with the city planning and building department, which is still functioning acceptably. The mayor is interested in pursuing possible coordination going forward.
- In the Lacey UGA, also coordinating communication with the new Nisqually Tribe leadership. There were a number of tribal council

members who changed out. Particularly on the cost of services for the planned Quiemuth Village, which is a casino complex planned to be adjacent to Cabela's in Hawk's Prairie.

- Chief brought up the opportunities for joint messaging particularly related to the wild urban interface. That was well received.
- The mayor thought it was a great idea to invite Chief and any board member to brief on a regular basis to the city council. They talked about doing so quarterly. There is also the possibility that someone from the city may occasionally attend Board of Fire Commissioners meetings.

D. Thurston County Fire Commissioners Association

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

E. Thurston Regional Planning Council

Commissioner Hetzler reported on the most recent meeting:

- There was an evaluation of Director Marc Daily. It went well. He does a great job. A merit-based bonus was improved of 3.5%.
- There was a presentation about the Federal Transportation Grant Funding call for projects. There are $20 million to be awarded in 2024 for use in 2025-2030. Applications are due mid-year with selection in December. There are several different categories.
- There was a presentation about the congestion management process, which is a federal requirement under the Transportation Management Area. A list of priorities will be made, with action to be taken in the fall based on their recommendations.
- The next meeting is on June 7th.

F. Community Outreach

Chief Brooks shared:

- The current focus is planning for the Lacey Fun Fair. There is a bolstered participation level this year because of how popular the booth was last year.
- Two of the incident support unit volunteers became certified as car seat technicians. Car seat assistance is done by appointment, not as a drop-in service.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- The temporary certificate of occupancy has still not been granted. The final element has been approved for the project: some landscaping work where the septic system goes across the property into the RAC property and connects to the city septic system. The TCO will not be issued until that is completed, but at that point, everything will be done a certificate of occupancy will be granted instead.

- Administratively, all of the final paperwork elements are processing right now and should be completed in the next two weeks. An architectural and engineering team is going over the proposed change orders to make sure there is no duplicate invoicing and that everything is correct.

## VI. OLD BUSINESS

A. No items.

## VII. NEW BUSINESS

A. October Workshop Planning
- The date of Saturday, October 12th, has been proposed.
- Also looking into scheduling spring and fall work sessions going forward in order to have those scheduled and be able to defer subject items or topics as needed.

## VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Next week, both of the directors are going to Indianapolis. Tyler Technology, the company that operates the HR and finance software, is having a conference.
- Deputy Chief Schmidt, Chief Brooks, and President Greene are going to the State Chiefs Conference. They will be presenting on labor management relationships. Chief Brooks will wrap up his time as president.
- Thanks for all the support. Lee came home yesterday after two weeks in the hospital.
- The next fire commissioner meeting takes place on June 6th, at which time Chief Brooks will be out of time.

## IX. COMMISSIONER COMMENTS

Commissioner Roberts – thank you to Director Toy. It was a very nice luncheon and meet and greet with the candidates. Will attend the next meeting via Zoom. Planning to attend the Lacey Fun Fair.

Commissioner Kirkbride – thanks to everyone for the workshop. It was productive with good communication.

Commissioner Gamble – the workshop was productive; able to get through many issues, come together and agree on things, with plans to move forward. Will try to attend the Lacey Fun Fair.

Commissioner Hetzler – in agreement that the workshop went very well. Very pleased with the meeting today with the city and the district.

Commissioner Kelling – will be at the Fun Fair on Saturday serving with the parks & rec director.

## X. CORRESPONDENCE

None.

## XI. FINANCE REPORT

- Director Kirkwood shared the most recent financial report. Property taxes have been received in the amount of over $13 million, which gives a large amount of excess cash.
- Chief Brooks reopened the administrative report to bring up an item of relevance to Director Kirkwood. LFD3 was approached by Budget Enterprise's commercial vehicle division. There is apparently a growing trend among public agencies in the region to reevaluate things with regard to the upfit market. Because of the uniqueness of public procurement rules, there are some agencies that are finding value or advantage in looking at leasing options rather than purchase options to have a more predictable annualized cost for those vehicles. Budget Enterprise brought a proposal that warrants further evaluation. There may be value to leveling the annualized cost and potentially keep the fleet more refreshed more often without increased cost. This will likely require coming back to Director Kirkwood to ask for authorization, possibly as soon as the next meeting, to execute some contracts.
- Director Kirkwood shared that a full review is being done of what is spent currently on maintenance costs with the city of Olympia and what was purchased in terms of vehicles in the past five years, to get a sense of whether this proposal will be beneficial to the district.
- Commissioner Kirkbride inquired whether LFD3 would still be responsible for maintenance. Chief Brooks reported that it is optional. LFD3 can opt to continue to provide maintenance, or they have local vendors, and that can be rolled into the cost.
- Director Kirkwood presented the remainder of the financial report with accompanying slides.

## 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.

The estimated time for this executive session is 20 minutes.

The actual time of the executive session was 25 minutes.

## XIV. ADJOURNMENT

The meeting adjourned as of 6:34 PM.

***Next Regular Meeting: June 6th, 2024– 5:30 p.m.***
***Available via remote meeting.***

DocuSigned by: Rick Kelling
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6/7/2024
Chair

Vice Chair

DocuSigned by: Melissa Gamble
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6/7/2024
Commissioner

DocuSigned by:
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6/7/2024
Commissioner

Commissioner

DocuSigned by: Michael Cerovski
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6/6/2024
ATTEST: District Secretary