



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 98516)

<https://zoom.us/j/743870521>

Meeting ID: 743 870 521

July 6th, 2023

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. SWEARING IN CEREMONY FOR NEW MEMBERS**
- V. APPROVAL OF THE CONSENT AGENDA**
 - A. Draft Minutes of the June 15th, 2023, Board of Fire Commissioners Meeting.
 - B. Draft Minutes of the June 29th, 2023, Board of Fire Commissioners Special Meeting.
 - C. Warrants
 - General Fund 001 (Acct #6630) EFTs numbered 5213 through 5214; checks numbered 23582 through 23598 for a total amount of \$61,903.75
 - 2017B Capital Improvements Project Fund 307 EFT's number 5215; and checks numbered 23599 through 23600 for a total amount of \$10,571.00
 - D. Payroll 6B in the amount of \$564,627.82
- V. COMMITTEE REPORTS**

- | | |
|--|------------------------|
| A. Thurston County Medic One
E.M.S. Council | Commissioner Kirkbride |
| B. Thurston 9-1-1 Communications (TCOMM)
Administration Board | Commissioner Roberts |
| C. City / District Liaison
Communication Updates | Commissioner Roberts |
| D. Thurston County Fire Commissioners Association
Regular meeting | Commissioner Kelling |
| E. Thurston Regional Planning Council
Status report | Commissioner Hetzler |
| F. Community Outreach
Status report | Staff |
| G. Capital Facilities and Equipment Activities
Staff | |

VI. OLD BUSINESS

- A. Levy Lid Restoration

VII. NEW BUSINESS

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

- A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: July 20th, 2023 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

June 15, 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.

Commissioners Kelling and Roberts were excused.

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: Gamble
Second: Kirkbride
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the June 1st, 2023, meeting of the Board of Fire Commissioners.

B. Warrants:

- General Fund 001 (Acct #6630) EFTs numbered 5201 through 5208; checks numbered 23552 through 23581; and Draft 1149 for a total amount of \$824,172.59.
- Equipment, Repair and Replacement Fund 103 EFT number 5209 for a total amount of \$64.00.
- Capital Projects Fund 301 EFT number 5210 and draft number 1150 for a total amount of \$19,069.78.
- 2017B Capital Projects Fund 307 EFTs numbered 5211 through 5212; and draft number 1151 for a total amount of \$93,571.92.

C. Payroll 5B in the amount of \$1,616,741.23.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Gamble

Carried: Unanimous

V. COMMITTEE REPORTS

No committee reports at this time.

VI. OLD BUSINESS

A. Levy Lid Restoration

Chief Cerovski shared that all the requirements have been met for the For and Against committees, as well as all the rebuttals.

VII. NEW BUSINESS

A. None

VIII. ADMINISTRATIVE REPORT

Chief Schmidt reported:

- Just completed the third day of the Lieutenant Assessment Center at Timberline Baptist Church. Chief Cerovski was present there representing the district. Chief Brooks is out of town. There were 19 candidates, and hopefully there will be an understanding of the ranking next week.
- On June 10th, there was a Sound The Alarm event with the American Red Cross. Chris DeBell, Chief Schmidt, and several ISU members went out and paired up with Red Cross members and visited 31 homes to install smoke detectors. At 15 other houses, members went out to help educate on best practices in their households.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – no comments

Commissioner Gamble – no comments

Commissioner Hetzler – no comments

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. ADJOURNMENT

The meeting adjourned as of 5:34 PM.

*Next Regular Meeting: July 6th, 2023 – 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 SPECIAL MEETING

June 29, 2023

Commissioner Kirkbride
Commissioner Gamble
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 Hetzler was excused.
Commissioner Gamble is joining the meeting 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 with an additional item added by Staff after the Draft Agenda was submitted.

Motion: Commissioner Kirkbride
Second: Commissioner Kelling
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. REQUEST FOR EXECUTIVE SESSION

Chair Roberts announces a request for Executive Session for the following matters:

- A. In Accordance with RCW 42.30.110(1) (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- B. (f) To receive and evaluate complaints or charges brought against a public officer or employee.

Chair Roberts announces that the Board of Fire Commissioners will go into Executive Session at 5:33 for 30 minutes. District Executive Staff and Legal Counsel are present with the BoFC Commissioners for the Executive Session.

V. BUSINESS ITEMS

Chair Roberts reports that the Board returned from the Executive Session at 6:27 PM. The Executive Session was extended for 15 minutes and again for 10 minutes, resulting in a total of 55 minutes of total Executive Session time. Chair Roberts requests a motion for the discussed business items from the Executive Session.

MOTION: To affirm the direction given to District legal counsel by the Board as discussed in the Executive Session.

Motion: Commissioner Kelling
Second: Commissioner Kirkbride
Carried: Unanimous

VI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

VII. ADJOURNMENT

The meeting adjourned as of 6:28 PM.

*Next Regular Meeting: July 6th, 2023 – 5:30 p.m.
Available via remote meeting.*

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

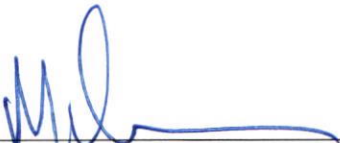
All Bank Codes Check Summary

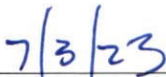
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	19	19	0.00	51,755.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	4	3	0.00	20,719.41
	23	22	0.00	72,474.75

Fund Summary

Fund	Name	Period	Amount
001	General Fund	7/2023	61,903.75
307	2017B Capital Improvement Project (2019A)	7/2023	10,571.00
			72,474.75

Authorization Signatures


Signature Finance Director


Date

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the district, and that I am authorized to authenticate and certify to said claims.


Fire Chief

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Approval Date



Lacey Fire District 3, WA

My Check Report

By Check Number

Date Range: 07/06/2023 - 07/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 001-GENERAL FUND						
1605	AGB PROPERTIES LLC	07/07/2023	EFT	0.00	6,300.00	5213
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
July 2023	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	07/06/2023	M2 Rent - July 2023	0.00	6,300.00	
	001-16-000-59101		Rent/Lease M2 Bldg Long		6,300.00	
			M2 Rent - July 2023			
1645	WEX BANK	07/07/2023	EFT	0.00	7,917.41	5214
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
90159273	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	07/06/2023	Fuel - June 2023	0.00	7,917.41	
	001-16-000-53201		Fuel - Fleet		7,917.41	
			Fuel - June 2023			
50129	BROOKS, STEVEN K	07/07/2023	Regular	0.00	200.00	23582
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SSRA 2023-1 Gra	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	07/06/2023	SSRA 2023-1 Graduation Keynote Speaker	0.00	200.00	
	001-11-000-54101		Professional Services		200.00	
			SSRA 2023-1 Graduation Keynot			
704	CITY OF LACEY	07/07/2023	Regular	0.00	7,675.49	23583
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
17715	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	07/06/2023	May 2023 - Fuel	0.00	7,675.49	
	001-16-000-53201		Fuel - Fleet		80.00	
	001-16-000-53201		May 2023 - Fuel Admin Fee			
	001-16-000-53201		May 2023 - B&O Tax on Fuel		35.61	
	001-16-000-53201		May 2023 - Fuel		7,559.88	
706	CITY OF OLYMPIA	07/07/2023	Regular	0.00	12,629.57	23584
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
CINV-23-000555	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	07/06/2023	Oly Shop Contract - Mar.-Apr.2023	0.00	12,629.57	
	001-16-000-53109		Apparatus Parts and Supp		5,332.49	
	001-16-000-54809		Apparatus Maint - Olympi		7,297.08	
			Service			
50163	FLOWERS, HILLORY E	07/07/2023	Regular	0.00	1,197.81	23585
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
EMS Conference	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	07/06/2023	Barbera EMS Conference NY AirFare and	0.00	1,197.81	
	001-12-000-54301		Travel/Transportation/Mil		597.81	
	001-12-000-54901		Capritol One Travel Airfare RT N		600.00	
			Registrations			
			Barbera EMS Conference Registr			
1433	FORCIBLE ENTRY / ANDREW SPEIER	07/07/2023	Regular	0.00	858.36	23586
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
23-30	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	07/06/2023	Headlamps/Plates for Special Teams	0.00	858.36	
	001-16-000-53112		PPE (Bunker Gear)		858.36	
			Headlamps/Plates for Special Te			
594	GARDNER'S TRUST INC	07/07/2023	Regular	0.00	11,429.54	23587

My Check Report

Date Range: 07/06/2023 - 07/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
27671,27797,278	Invoice	07/06/2023	All Station Maintenance and Special Proje	0.00	11,429.54	
	001-16-000-54801		Facilities Repair and Main		2,777.81	
	001-16-000-54801		Facilities Repair and Main		227.21	
	001-16-000-54801		Facilities Repair and Main		5,823.28	
	001-16-000-54801		Facilities Repair and Main		2,341.18	
	001-16-000-54801		Facilities Repair and Main		260.06	
1692	HODGE, HEATH	07/07/2023	Regular	0.00	32.00	23588
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
MOBE MEAL	Invoice	07/06/2023	Meal Per Diem - MOBE Sutherland REMS	0.00	32.00	
	001-21-000-54302		Travel Meals		32.00	
71	HUNG RIGHT DOORS LLC	07/07/2023	Regular	0.00	2,263.91	23589
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
456452, 456382	Invoice	07/06/2023	Yelm 21 and VRF Door Repairs	0.00	2,263.91	
	001-16-000-54801		Facilities Repair and Main		1,924.46	
	001-16-000-54801		Facilities Repair and Main		339.45	
50022	JACKSON, BRETT J	07/07/2023	Regular	0.00	30.97	23590
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
Light for S21	Invoice	07/06/2023	Light for Sta. 21 (M2)	0.00	30.97	
	001-16-000-53101		Supplies		30.97	
115	MCLANE BLACK LAKE FIRE DEPT	07/07/2023	Regular	0.00	4,850.00	23591
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
804	Invoice	07/06/2023	REMS Rigging Class - April 19-21, 2023	0.00	4,850.00	
	001-41-000-54901		Registrations		4,850.00	
1618	MCVAY, GARY DEAN	07/07/2023	Regular	0.00	400.00	23592
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
June 23, 2023	Invoice	07/06/2023	TCO Proctor IFSAC HMA/HMO ff2 Retes 6/	0.00	400.00	
	001-41-000-54101		Professional Services		400.00	
369	SHUR-KLEEN CAR WASH, INC.	07/07/2023	Regular	0.00	136.00	23593
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
05.23.025	Invoice	07/06/2023	May 2023 Fleet Car Wash Services	0.00	136.00	
	001-16-000-54803		Apparatus Repair and Ma		-24.00	
	001-16-000-54803		Apparatus Repair and Ma		160.00	
1187	SIX ROBBLEES' INC	07/07/2023	Regular	0.00	67.58	23594
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02P33848	Invoice	07/06/2023	B34 Wheel Chocks	0.00	67.58	
	001-16-000-53109		Apparatus Parts and Supp		67.58	
1621	THIRKIELD, KIRA	07/07/2023	Regular	0.00	350.00	23595
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
June 23, 2023	Invoice	07/06/2023	IFSAC Senior Evaluator HMA/HMO FF2	0.00	350.00	
	001-41-000-54101		Professional Services		350.00	
1691	TRAVERS ELECTRIC, INC	07/07/2023	Regular	0.00	4,372.44	23596

My Check Report

Date Range: 07/06/2023 - 07/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
147616,148030,1	Invoice	07/06/2023	Sta. 31, 33, 34, VRF Electrical Repairs	0.00	4,372.44	
	001-16-000-54801	Facilities Repair and Main	S33 Gas Switch Troubleshoot		188.89	
	001-16-000-54801	Facilities Repair and Main	S31 Parking Lot Light Troubles		121.06	
	001-16-000-54801	Facilities Repair and Main	S31 Warranty Parking Lot Light		977.29	
	001-16-000-54801	Facilities Repair and Main	S33 Retro Fit LED lights for Kitch		687.46	
	001-16-000-54801	Facilities Repair and Main	S31 Relocate Copier Outlet		1,149.74	
	001-16-000-54801	Facilities Repair and Main	VRF - 25amp Breaker Install		299.88	
	001-16-000-54801	Facilities Repair and Main	S34 Flag Pole Light Replaced		948.12	
252	VFIS	07/07/2023	Regular	0.00	484.00	23597
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
121402128	Invoice	07/06/2023	Insurance Premium- Vehicle Add Shop# 3	0.00	484.00	
	001-12-000-54600	Insurance	Insurance Premium- Vehicle Ad		484.00	
1638	WEST COAST MECHANICAL SOLUTIONS, LLC	07/07/2023	Regular	0.00	708.67	23598
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
Invoice 13485	Invoice	07/06/2023	S33 Tube Heater Repair	0.00	708.67	
	001-16-000-54801	Facilities Repair and Main	West Coast Mechanical - S33 Tu		708.67	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	17	17	0.00	47,686.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	2	0.00	14,217.41
	19	19	0.00	61,903.75

My Check Report

Date Range: 07/06/2023 - 07/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 307-2017B	CAPITAL PROJECTS FUND					
1232	RICE FERGUS MILLER INC	07/07/2023	EFT	0.00	6,502.00	5215
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2017111.03-023	Invoice	07/06/2023	VRF Facility Improvements - 2017111.03-	0.00	4,988.00	
	307-00-510-56121		Facility Capital Projects V		4,988.00	
2017111.04-003	Invoice	07/06/2023	ST33 Remodel Project Cost Est. 2017111.	0.00	1,514.00	
	307-00-330-56121		Facility Capital Projects St		1,514.00	
894	GREAT FLOORS	07/07/2023	Regular	0.00	2,975.00	23599
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
43578-202 Retain	Invoice	07/06/2023	TRNG CTR Floors	0.00	2,975.00	
	307-00-000-56121		Facility Capital Projects -		2,975.00	
1624	VAN ALLEN, TYLER	07/07/2023	Regular	0.00	1,094.00	23600
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
Retainage	Invoice	07/06/2023	Old 34 Painitng Retainage	0.00	1,094.00	
	307-00-000-56121		Facility Capital Projects -		1,094.00	

Bank Code 307 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	4,069.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	1	0.00	6,502.00
	4	3	0.00	10,571.00

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 06B-2023

DIRECT DEPOSIT - KEY BANK	481,605.13
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	66,882.47
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	16,140.22
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
TAX DEPOSIT TOTAL	83,022.69
TOTAL PAYROLL	564,627.82