

Service with Excellence



COMMISSIONERS

K. Frank Kirkbride
Liberty Hetzler
Melissa Gamble
Richard Kelling
Sylvia Roberts

FIRE CHIEF

Steve Brooks

September 20, 2023

RE: July 20, 2023, Board of Fire Commissioner Meeting Minutes

Reference the July 20, 2023, Board of Fire Commissioner Meeting Minutes, a clerical error was identified after the minutes were signed by Commissioners.

This addendum illustrates the identified clerical errors. This attestation is recorded with the Meeting Minutes. This error occurred during the meeting transcription process.

1. Commissioner Hetzler was identified in the roll call for the meeting as present and excused.

Correction: Commissioner Hetzler was excused.

A handwritten signature in blue ink, appearing to read "Michael Cerovski".

Michael Cerovski
Deputy Chief Administration
Lacey Fire District 3

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

July 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 Hetzler was excused.

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 Kirkbride
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

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

B. Warrants (AP 7B 2023)

- General Fund 001 (Acct #6630) EFTs numbered 5216 through 5225; checks numbered 23601 through 23624; and Draft number 1165 for a total amount of \$1,250,344.76.
- Capital Projects Fund 301 EFT number 5226 and Draft number 1168 for a total amount of \$2,332.19.

- 2017B Capital Improvements Project Fund 307 EFT's numbered 5219 through 5220 for a total amount of \$44,670.52.

C. Payroll 7A in the amount of \$2,042,507.38

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kelling

Second: Commissioner Gamble

Carried: Unanimous

Chief Brooks reported that there was a question regarding a bill from West Care, a previous healthcare provider used several years ago. There were challenges with their record keeping. Department staff was just now able to reconcile the books with them and settle the accounts. Some of the records were as old as three years old. These included onboarding physicals and vaccinations associated with the paramedic group. About \$2000 of that will be billable back to Medic One under the contract with them.

There was also a question regarding the expenses associated with the recruit academy graduation. When costs were set for all of the outside agencies for graduation, the actual cost for graduation was not known. The tuition costs received from outside agencies went in as general fund revenue, so there was some offset, but it was not an equitable share for graduation. That cost estimation will be factored into the next round of academy costs.

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported from the July 19th meeting:

- There was a recommendation through the Board of County Commissioners for the 2024-2025 budget. They were able to put that together with the available funds with the medical levy funds and assistance from some unspent COVID monies to be able to buy new vehicles. Eight will be purchased this year. Five have already been ordered, and three more will be coming. There is a plan to add an eighth Medic One aid unit to the system. That includes funds for salaries for the first year of operation.
- There was a recommendation made for additional members to the West Region EMS Council. Now up to 14 representatives from Thurston County or allied with Thurston County out of the 44 members.
- Thurston County Public Health Service had two aid vehicles that they used during COVID. It was recommended to the Board of County Commissioners that those vehicles be supplused and that they go to East Olympia Fire District 6.
- Several years ago, there was a committee from the Council to develop a 20-year comprehensive plan. That was accepted by the EMS Council in January of 2020 and set to go out and be communicated to the stakeholders before final adoption and then sent to the Board of County Commissioners as the comp plan for Medic One. All of the fire service agencies are encouraged to either adopt it or adopt their own version of it. The cities will put it into the

city comp plan. Unfortunately, nothing progressed with this plan because of COVID. Since then, many things have changed. Therefore, this plan is going to be modernized and updated. The main thing that continues to change is the service delivery for BLS. The objective is to have this before the EMS Council for their action in January. Chief Brooks is on the committee.

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

No report – the next meeting is August 2nd.

C. City/District Liaison

No report – the next meeting is August 2nd.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported from the July 18th meeting:

- The August 15th meeting will be the fire commissioner potluck at 6:00p.m. at Lake Lawrence West.
- The City of Tenino is hosting a First Responders Appreciation Barbecue on September 9th.

E. Thurston Regional Planning Council -

No report – the next meeting is in August.

F. Community Outreach

Chief Brooks shared:

- The barbecue festival was very well attended and well received. The crews who attended said it was a low key event with no serious injuries or illness but a great opportunity for outreach.
- Coming up: the Thurston County Fair is the last week of July. In partnership with Medic One, LFD will be providing staffing on site for that every day of the fair from open until close.
- Chief Brooks spoke at Gateway Rotary on July 19th and was joined by the deputy chiefs, as well as Chief Carson from Olympia and Chief Hurley from Tumwater. There was a trio presentation about the state of fire and EMS services in Thurston County. It was well received. Chief Brooks received an invitation to speak at the Lacey Rotary next week.
- Chief Brooks has received a lot of inquiries from citizens regarding Proposition 1 now that ballots are in and people have received their fliers. There has been feedback regarding the language not being explicitly clear to the average citizen that \$1.50 is the cap that can never be exceeding. The flier talks about restoring to \$1.50 in 2024 and then talks about going up to 106% in subsequent years, which does not clearly indicate that it is either 106% or \$1.50. This will need to be made more clear in the future.

- The Capital Metro Girls Camp will be taking place towards the end of August. There are other smaller events, and Chris DeBell and Chief Schmidt are working with the crews on these events.
- Five separate communities have reached out for National Night Out on August 1st. There will be attempts to allocate crews to make the rounds for these events.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Improving the fiber infrastructure connection to all fire stations, transitioning from Lumen to Astound fiber, which will result in much better connection and speed for all facilities.
- Our District website is preparing for Go Live on July 31st.
- The Tyler Software project, which was approved for the District's financial software and the addition of our HR management software is progressing well. The finance portion of that project is complete. The second phase is the HR management software, and that is underway with the hope of completion by the end of the year.
- The VRF building plans have made it to the city. They say it will be a six week review/approval process; we believe that it will move a bit faster.
- For the aid unit remount, the Ford VIN notification came to Braun, which means the vehicle should be ready soon. Getting ready to send the current vehicle down to Braun to be prepared for the remount process.
- We received the cab/chassis for the ISU vehicle project. We did not expect to see this vehicle until November or December of this year. We are still awaiting plans for the body of the vehicle.
- The BoFC Conference room audio system has been improved. The audio quality during meetings has improved. There is an ADA compliance element which will allow for enhanced audio at any of the meetings.

VI. OLD BUSINESS

- A. Levy Lid Restoration – will continue to answer citizen questions regarding this restoration. Two weeks away from ballot determination to know what the outcome will be.
- B. There will be a staff planning retreat on August 8th, and by that time, the outcome of the levy lid restoration will be known, which will allow for better planning.
- C. If the restoration is not approved, there will need to be a special meeting to determine how to move forward.

VII. NEW BUSINESS

VIII. ADMINISTRATIVE REPORT

Chief Schmidt reported:

- On July 19th just before 11:00pm there was a callout to Grays Harbor County for a woman over the embankment off the roadside about 200 feet down. The truck company on A shift went out. Ten total members responded. They had two rescue rigs and set up a system with a piece of machinery called an Arizona Vortex. It creates an artificial high point over cliffs and embankments. They were able to bring the patient up. There were some potential broken bones and various injuries due to the fall.
- The support services team reached out from staff at Manor Care. They wanted to give a shout out to a crew that made a great impression with them as being incredibly professional, meeting the needs of the patient, and going above and beyond. This also highlights the work of Support Services in helping with information exchange and creating relationships with different agencies.
- A citizen reached out in gratitude for the response when a crew came out to respond to a chirping battery in her fire alarm. She was very grateful and said the crew was fun to be around and had a great sense of humor. She also made a donation to the firefighters charity as well.
- There was a complaint last week from the Amazon warehouse. They had an employee in a mental health crisis, and one of the engine companies responded out there. The Amazon warehouse very respectfully communicated that they had a variety of concerns, so they contacted the battalion chief and were able to connect with the crew that had gone out there. Chief Schmidt also reached out to the Amazon warehouse and offered to meet with them on site. It was a very productive meeting. They have a very robust employee program to support members in crisis. Their department name is called loss prevention. Their concerns were in regard to what they felt was dismissal of the employees there wanting to engage in the event. There was a lack of understanding that when the LFD crews go into buildings, they hyper focus on the patient and try to separate people and try not to get hearsay information. LF was making an attempt to keep privacy for the patient and the Amazon warehouse was trying to maintain the level of support that they have built into their workplace. The meeting helped to sort out this miscommunication and maintain a good relationship on both sides.
- Chief Brooks reported that Dale published the midyear financial report, which was shared with the board. At 50% of the year, running at 46% of expenditure and 62% of total revenue. Everything looks good at this point in the year.

IX. COMMISSIONER COMMENTS

(Commissioner comments were moved to after the executive session.)

Commissioner Kirkbride – The Olympian had a great article on South Bay Fire District celebrating their 70th birthday.

Commissioner Gamble – will not be able to attend the August 3rd meeting.

Commissioner Kelling – continues to applaud the leadership and the members of the district. Really enjoyed interacting with the members at the barbecue festival. Will be gone from August 4th through the 14th.

Commissioner Roberts – the district flier was very well done and very well received. Hearing many positive comments about it. Grateful for the amazing audio system. Curious about how things are going at St. Pete's. Chief Brooks responded that day to day, it is highly variable. There are still some extended wait times. Chief Schmidt reported that at times the ambulance is there for two or more hours waiting. With the private ambulance partners, there has been more availability in the county, quicker turnaround, and shorter call times in total, which seems indicative of improvements overall. Chief Brooks reported that the reports on how many patients are being boarded in the emergency department for both medical and behavioral health are still averaging in the 30s, which indicates that there are still challenges for inpatient admission throughput.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

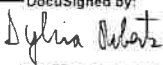
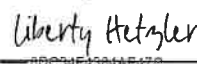
XII. REQUEST FOR EXECUTIVE SESSION

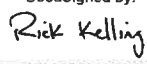
A. In accordance with RCW 42.30.110(1)(i) to discuss potential litigation with legal counsel.

XIII. ADJOURNMENT

The meeting adjourned as of 6:19 PM.

*Next Regular Meeting: August 3rd, 2023 – 5:30 p.m.
Available via remote meeting.*

DocuSigned by:

8/4/2023
Chair
DocuSigned by:

8/4/2023
Commissioner
Commissioner

DocuSigned by:

8/3/2023
Vice Chair
DocuSigned by:

8/3/2023
Commissioner
Commissioner
ATTEST: District Secretary

