



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

August 1st, 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**
 - A. Community Member Tribute
- IV. PROMOTION, SWEARING AND RECOGNITION CEREMONY**
 - Assistant Chief, MSO Michael Hughes
 - New Member introductions
- V. APPROVAL OF THE CONSENT AGENDA**
 - A. Draft Minutes of July 18th Board of Fire Commissioners Meeting.
 - B. Warrants (AP 8A 2024):
 - General Fund 001 (Acct #6630): EFTs number 5415; Checks numbered 24033 through 24039; for a total amount of \$30,494.78
 - Reserve Fund 102: Check number 24040 for a total amount of \$8,610.00.
 - Equipment Repair and Replacement Fund 103: Check number 24041 for a total amount of \$2,240.65.
 - Capital Projects Fund 301: Check number 24042 for a total amount of \$218,771.42.

C. Payroll 7B-2024 in the amount of \$613,376.40

VI. 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

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ADMINISTRATIVE REPORT

X. COMMISSIONER COMMENTS

XI. OTHER INFORMATION

A. Correspondence

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. EXECUTIVE SESSION

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

II. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Next Regular Meeting: August 15th, 2024***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

July 18, 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 Kelling Commissioner Gamble

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 Roberts
Second: Commissioner Kirkbride
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTION, SWEARING AND RECOGNITION CEREMONY

2024 New Hire Firefighters:

Lonnie Aguon
Colton Beard
Jonathan Burghardt
Dylan Harn
Chase Lamoreaux
Dalton Land

Brandon Mullins
Luke Schilter
Kiana Sullenberger
Jonathan Wagner
Nicholas Wynn
Keith Yates

There was great appreciation expressed for the training team and all of their hard work over the past several months. This academy has been the culmination of a huge body of work by the training division and the entirety of the membership. About 70 individual members served as instructors.

There was formal recognition of Academy Coordinator Morgan Lowe and Lieutenants Dobson and Fogarty.

There was also formal recognition of the incident support unit. There are two retirees, Bob Hill and Bill Rice who were honored.

A recess was called to allow pictures to be taken.

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the June 20th, 2024, meeting of the Board of Fire Commissioners.

B. Warrants (AP 7A and 7B 2024):

- General Fund 001 (Acct #6630) EFTs numbered 5401 through 5412; checks numbered 23998 through 24031; and drafts numbered 1364 through 1383 for a total amount of \$1,923,331.44.
- Equipment Repair and Replacement Fund 103: EFT number 5413 for a total amount of \$64.00.
- Capital Projects Fund 301: Draft Number 5406 and check number 24032 for a total amount of \$90,680.68.
- 2017B Capital Projects Fund 307: Draft number 5414 for a total amount of \$1,449.70.

C. Payroll 7A-2024 in the amount of \$2,214,025.37.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

VI. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported on the June 27th meeting:

- Several months ago, a bylaw committee had developed changes and modifications to the EMS Council's bylaws, which included adding partners (hospitals, etc.) and it changed the way citizens were appointed to that. In May, this went before the Board of County Commissioners. At least one of the commissioners wanted to change how the citizens were appointed, so it came back to the committee and then came back to council.

It was decided to not change the position of Thurston County EMS Council and to send it back to the Board of County Commissioners. They are scheduled to act on it in August.

- Each year, money in the amount of \$10,000 is given out to different fire districts for special projects. In the first round, all the money could not be given away, so more proposals were requested. At this point, all of the money has been disbursed.
- Every year, it is required to identify how many ambulances there will be at different agencies within the county. A report is given to the Department of Health.
- There is no meeting in July. The next meeting is August 22nd.

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

The June and July meetings were canceled. The next meeting is August 7th.

C. City/District Liaison

Commissioner Hetzler reported on the July 18th meeting:

- There was a discussion regarding Chief Brooks making a quarterly presentation to the city council, the first one being September 17th. This will be a general update and an overview of recent events.
- There was a brief discussion about participating in different messaging and different articles in a mailer that goes out, both electronically and the mailer that goes out.
- There was a discussion of a potential multifamily tax exemption charge. Chief Brooks added further information about this. In the past, the city had passed a multifamily tax exemption several years ago targeted exclusively at the woodland district. They are now discussing a more expansive, city-wide tax exemption for mixed use including first floor retail with upstairs residential and/or townhomes. It would expand what was available in the woodland district throughout the city but with some other restrictions. They are not certain how valuably it will be viewed by developers, but it is being evaluated. There will be a workshop with council in late August.
- There was also discussion of the Nisqually Tribes Quiemuth Village development. There was a request for an impact statement which needs to be submitted by early August.
- The next meeting will take place in two months.

D. Thurston County Fire Commissioners Association

Commissioner Kelling is excused today but did provide notes to Commissioner Hetzler.

- The next meeting is the annual potluck at Lake Lawrence for anybody who wishes to participate.
- Roger Ferris, the Washington Fire Commissioners Association executive director, came and presented.

E. Thurston Regional Planning Council

Commissioner Hetzler reported from the most recent meeting:

- A new legislative subcommittee for 2025 was appointed.
- There was a presentation and discussion of a congestion management process. It has been a federal requirement since 2023 to come up with an approach to deal with traffic congestion with a focus on safety, level of service, and freight in some of the high traffic areas. Most of the discussion was a debate on what high traffic areas are.
- There was an informational overview of the redistributed project processes. Any money left over is redistributed for use, so there need to be projects lined up and ready to go to meet the qualifications. There were many questions on this process, so an overview was provided.

F. Community Outreach

Chief Brooks shared:

- The most recent big event was the 3rd of July celebration. This was the best one so far in terms of how well it was coordinated. Everything went very smoothly. One patient was transported offsite and there were a couple of other minor medical issues. Chris DeBell and Chief Brooks attended the debrief with city staff. Their estimate based on independent or distinct different cell phones on site was over 23,000. This represents the largest attendance in the history of the event. LFD3 upstaffed with a dedicated crew there to do public education, outreach, and EMS response. There was a dedicated engine company along with an extra battalion chief. Thanks to Chris DeBell's work in coordinating with the city throughout the year for this event.
- The traditional Christmas parade will not take place this year. The church that has been used in the past for staging is no longer available. Additionally, there has been concern about safety along the route for kids. There will still be an event with the Santa Mobile involved in some way.
- There was a dedicated crew at the Barbecue Festival in Huntamer Park last weekend.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- The ceremonial ribbon cutting of the new VRF took place. Chief Cerovski has been working hard on the close out and final activities with the architects and engineers. There was a meeting today with the City of Olympia staff to discuss the details of the updated lease now that the facility is complete.

Everyone is optimistic about moving the process forward and securing the appropriate agreement with them now that it is officially available to them. They are working slowly on starting the move-in process.

- The Training and Education Center Building is nearing completion with addition of emergency generator power. The final commissioning of the generator will take place in August.
- Chief Cerovski shared that the next big project will be some updates at Station 31. A space analysis is underway for adding some dorm rooms for a future build-out. There will be interior painting done at both Stations 31 and 35, along with flooring. There will also be a need for exterior paint at Station 31, probably not until next year. Commissioner Hetzler inquired about getting larger numbers to designate Station 31 and Chief Cerovski responded that it is part of the plan.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. Policy P-527 Administrative Dress Code

i. Update

Staff Report and Board Action

Chief Brooks shared the document for the revised Administrative Dress Code. One of the changes to the policy is that all footwear must be closed toed and neutral tones. There was also an added policy prohibiting consuming alcohol while wearing logo wear, as well as a policy about replacing logo wear that is damaged or faded.

Chief Brooks requested to migrate this from a policy document that requires board action every time it is amended to a procedural document that will be handled at the staff level. Essentially, staff's recommendation is to authorize staff to make the changes in the form of a procedure.

MOTION: To authorize staff to make the changes to the existing policy in the form of a procedure.

Motion: Commissioner Roberts

Second: Commissioner Kirkbride

Carried: Unanimous

B. Proposed ALS Contract Amendment

Staff Report and Board Action

Chief Brooks reported that the ALS contract with Thurston County Medic One is in year three. The full contract was approved, ratified, and signed by the board. For over a decade, there has been a program and a partnership between Medic One and the Thurston County Sheriff's Office about participation on the Thurston County Swat Team by a medical professional; one physician and historically one paramedic who were assigned to the SWAT team and were supported by both their home agency and Medic One to undergo the necessary training, certifications, and equipping to participate. These roles have been filled by Dr. Gilday, an ER physician at St. Peter's, and the paramedic for over ten years has been Lieutenant Burkhardt from the Tumwater

Fire Department. Lieutenant Burkhardt is now ready to step away from this role, which he did early in the year. Chief Schmidt and Chief Brooks met with representatives from Tumwater and Olympia, along with Medic One and the Sheriff's Office to talk about the possibility going forward of not having only a single individual but instead having up to three, hopefully one from each of the ALS agencies, if possible. The document being shared with the Board of Fire Commissioners this evening would amend the ALS contract with Medic One to allow them to fund the training elements and the backfill and the like. The other component to this is identifying who the candidates are and entertaining a separate agreement directly with the Sheriff's Office about the training deployments, etc. So far, there has been development of a good publication and posting of a job description and the rules and procedures that would need to be followed for the Sheriff's Office. The hope is to advertise this in the month of August, and then there will be a process for interviews, a physical test, and certification with the Sheriff's Office that would start likely in September or October. The request to the commissioners is to empower Chief Brooks to sign the amendment to the agreement that would allow the receipt of funds from Medic One pending the agreement with the Sheriff's Office.

MOTION: To authorize the fire chief to sign the governmental EMS Contract Amendment Number 3 dealing with the Swat Paramedic program.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

IX. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Director Kirkwood is on vacation but he prepared the financial report and commissioned Patty, the accounting specialist, to attend the meeting and answer any questions. Chief Brooks suggested discussing the highlights and then emailing the board the PDF of the presentation for the board to review.
 - With 50% of the year complete, currently at 52% on revenue and 43% on expense.
 - Looking into hiring a lateral firefighter. There is a posting right now that has closed, with 16 applicants for lateral firefighter positions. All but one or two were fully qualified and will coming forward for a round of interviews next week. Hiring laterals allows for a reduction of the number of people in the full academy starting in the spring. Four hires would be the ideal number; possibly as many as six. There would then be an abbreviated lateral academy with the training division in October or November for five weeks.
- Chief Schmidt reported that three members deployed right now on wildland deployments. There will be a changeout on the 22nd or 23rd. The county team expects that they will be there for some time. There is also a brush rig with two members there.

- Chief Brooks reported that there is a request to submit an environmental impact statement for the Tribe’s casino application. There is an August 7th deadline for submission of comments.
- The Lacey South Sound Chamber of Commerce does a welcome booklet every year. LFD3 has been on the inside cover for a number of years. It is time to renew the ad. With a switch in vendors, there has been a nominal cost increase, at a price of about \$2000, but it is within budget and feels like a worthwhile expense.
- Former Commission Houser’s wife passed away on July 9th.

X. COMMISSIONER COMMENTS

Commissioner Kirkbride – the swearing in ceremony was wonderful, especially with including the honoring of the instructors and the ISU team.

Commissioner Roberts – a lovely evening. Commissioner Roberts attended the afternoon of the July 3rd event, and the new recruits were all wonderful with little kids. TCOMM’s phone system appeared to hold up on the 3rd.

Commissioner Hetzler – a special evening to see all of the new recruits.

XI. CORRESPONDENCE

None.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. ADJOURNMENT

The meeting adjourned as of 6:47 PM.

***Next Regular Meeting: August 1st, 2024– 5:30 p.m.
Available via remote meeting.***

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary