THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

August 15th, 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 Roberts Commissioner Gamble	Commissioner Kelling Commissioner Hetzler	Commissioner Kirkbride

I. CALL TO ORDER

Commissioner 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 Hetzler
Carried: Unanimous

Chief Cerovski clarified that there are two deletions. Item 3A: There will not be a community member tribute. Item VIIIA: There is not a financial report for August.

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

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

B. Warrants (AP 8A 2023):

- General Fund 001 (Acct #6630) EFTs numbered 5416 through 5423; checks numbered 24043 through 24068, and drafts numbered 1386 through 1410 for a total amount of $1,219,851.90.
- Capital Projects Fund 301: EFT number 5424 for a total amount of $7,986.11.

- 2017B Capital Improvement Project 2019A Fund 307: Check number 24069 for a total amount of $1,800.00.

C. Payroll 8A-2024 in the amount of $1,712,385.97.

D. Payroll 8A2-2024 in the amount of $4,532.89.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Kelling
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride is excused; no report.

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

Commissioner Roberts reported from the August 7th meeting:

- There was a financial report. Still slightly above in revenue; however, the sales tax is slightly below what it was. It is still higher than a year ago.
- Regarding TCERN: for the JBLM area, the lease has been executed and is now in process.
- Although the phone system performed perfectly on the 4th of July, there have been numerous concerns in the past, and they are looking for a cutover in the second quarter of 2025.
- Security cameras for the TCOMM facility are being put in place today; the process should take about a week.

C. City/District Liaison

Chief Cerovski will check on the date of the next meeting and ensure that the date is given to the board via email.

D. Thurston County Fire Commissioners Association

The next meeting is the picnic on August 20th at Lake Lawrence Park at 5:30. The county commissioner candidates for the two open positions have been invited to speak.

E. Thurston Regional Planning Council

No report; the next meeting is September 6th.

F. Community Outreach

Chief Cerovski shared:

- Since his arrival, AC Roberts for community risk reduction has been very busy collaborating with the staff to conduct outreach at the Nisqually Tribe areas, as well as an event for a hiring fair at the Capital Mall in Olympia this month. He had another event today. He remains very active.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- There is an Incident Support Unit in contract with Braun Northwest. A visual was shown of what the unit will look like. It should arrive midyear 2025.
- There is a memorandum for the staff here, a copy of which will be given to the Commissioners after this meeting, relative to the retention pond at Station 34. Staff had asked previously for a report on the storm water retention system at Station 34. Staff had been requested to provide explanatory information and justification for the storm water retention facility located at Lacey Fire District 3, 8447 Steilacoom Road at Station 34. That is related to the construction project that concluded in 2020. The concern was to verify any related and unreasonable financial and property liability to the district should these facilities see contamination from hazardous materials or debris from public right-of-way Steilacoom Road or 8th Court Southeast. There is no action required tonight; this is an informative memorandum.

    - At issue in the analysis: what are the requirements for storm water management and controls for construction projects and property; and is it appropriate for the City of Lacey to assume responsibility of storm water maintenance programs for the storm water management system located at Station 34.
    - Chief Cerovski spoke with Tom Stiles, a senior project planner and civil engineer, and Jared VerHey, who works for SCJ Alliance as a civil engineer and project manager. Chief Cerovski also worked with Attorney Skip Houser. They went through the RCWs all the way into federal law and looked at common practice in Thurston County specifically and the City of Lacey.
    - The conclusion of the review: it was determined that these types of systems are required for any major project where there is greater than 2,000 square feet of impervious service, which is the asphalt or concrete and/or roof covering. That includes not only the property that the property owner owns but also any adjacent areas such as rights-of-way or other neighboring properties.
    - There is a storm water retention facility at all of the LFD3 facilities except Station 32, and because it is a requirement of city and county code and extends from state and federal

requirements, it is not appropriate for the City of Lacey to assume responsibility of that facility.

- There was a brief PowerPoint slide presentation on the expenses related to the Vehicle Repair Facility. The presentation covered the project scope, the project timeline, the budget, the cost summary, and a summary of the enhancements that took place for the facility. Following the presentation, Commissioner Kelling asked for clarification and description of the top two change orders. Chief Cerovski responded that the biggest change order impact had multiple parts associated with it, all related to the infrastructure connecting to the sanitary sewer. The other big delay that slowed down the contractors was the delay in the prefab mill building. That disrupted some of the timelines and slowed down some of the subcontractors such as plumbing, electrical, and mechanical. Commissioner Kelling also asked for an explanation of retainage cost. Chief Cerovski explained that it is a protective measure for LFD3 as the owner, that if in the course of the next year, it is discovered that subcontractors associated with the project were not properly paid for the work they provided, there is essentially an account set aside to cover that impact. Commissioner Kelling stated that at the next budget update, looking forward to seeing the impacts to the Capital Facilities and Equipment budget.

VI. OLD BUSINESS

A. No items.

VII. NEW BUSINESS

A. Enterprise Fleet Management.

- There was a presentation titled Fleet Synopsis and Proposal for Lacey Fire District by Laura Clarke from Enterprise Fleet Management and Director Kirkwood with the finance office.
- Following the presentation, Chief Cerovski offered the following summary. There is an opportunity cost savings of not having to look for, procure, and wait for arrivals. This is a turn-key plan. LFD3 would be working ahead with the Enterprise team to replace vehicles in advance. Vehicles will arrive ready to go when they are needed with the necessary equipment for it to function, while the vehicles they are replacing are taken away by Enterprise, as well. LFD3 is working on back-end documents including a power of attorney that allows them to auction or sell the old vehicles through their systems to maximize the value of the sale. That money goes back into LFD3's account.
- With the change to the VRF: the City of Olympia was intending to reevaluate the costing structure for their mechanical hourly rate. Right now, LFD3 pays $136 per hour for maintenance to the vehicles. That will be moving to $175 per hour. It is still competitive in the mechanics' market. Chief Cerovski stated that he would like to spend that money on the large apparatus and not on oil changes or tire issues. This program would cover those elements in a

way that is seamless and easy. This would take a lot of work off the logistics team, and there would be cost savings associated.

- Commissioner Kelling inquired if board action is requested at this time. Chief Cerovski clarified that yes, board action is requested. Chief Cerovski also stated that if the Board of Fire Commissioners were to support LFD3 in moving forward, there is sample language that can be utilized tonight. The second item on the New Business agenda would be approving a resolution that allows for operation with GSA. This is partly to clean up documents for the state auditor's office. If the Board of Fire Commissioners says no to this project, LFD3 would still want to move forward with the Sourcewell resolution because it is prudent to have that on file for if there an opportunity to purchase anything through the Sourcewell program.
- Chief Cerovski also reported that if in Year 4, the program is not working out well, there are assurances from Enterprise that the program can simply be stopped. It is a simple process to engage or disengage if the outcome is not mutually satisfactory.
- Commissioner Hetzler clarified that right now, the only commitment is to three vehicles. Chief Cerovski reported that the intent is to move forward, being satisfied with the data, but adjustments can be made. Commissioner Hetzler further asked for clarification regarding what happens to the vehicles that are being replaced. Ms. Clarke clarified that Enterprise would be happy to sell them on behalf of LFD3.

MOTION: <u>To support District Staff to pursue the Enterprise Fleet Equity Lease program.</u>

Motion: Commissioner Roberts
Second: Commissioner Gamble
Carried: Unanimous

B. Resolution 893-08-24: Cooperative Purchasing

- Chief Cerovski shared a resolution for authorization of purchases from and through Sourcewell, an authorized and approved cooperative purchasing program. This allows for future purchases of supplies, material, electronic data processing, and telecommunication equipment, software, services, and/or equipment from or through Sourcewell without calling for a bid when such purchases are in the best interests of the district.

MOTION: <u>To approve the authorization of purchases from and through Sourcewell, an authorized and approved cooperative purchasing program, Resolution 893-08-24.</u>

Motion: Commissioner Hetzler
Second: Commissioner Gamble
Carried: Unanimous

C. Surplus Equipment

- Chief Cerovski reported that this is related to the old generator that was situated at the old Station 34, now the Training and Education Center. This is a 30 KVW

Kohler Power System Backup Generator. The estimated purchase date was 1984. The item has been replaced by a new backup power generator that provides emergency backup power for the entire TEC and the VRF.

- The method of surplus: it is intended to transport this item to Ritchie Brothers Auction Facility in Lewis County, to be sold at auction, any proceeds to be distributed to the district after sales and auction expenses.

MOTION: To approve LFD3 surplus of the 30 KVW Kohler Power System Backup Generator.

Motion: Commissioner Kelling
Second: Commissioner Gamble
Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

No report.

IX. COMMISSIONER COMMENTS

Commissioner Kelling – thanks to Chief Cerovski for the good work. Regarding the VRF, what is the status of the lease agreement with Olympia Fire? Chief Cerovski reported that last week, he met with Olympia City staff and fire department staff, along with several other members of the VRF facility. The change in hourly rates was presented, as well as the nature and reason for that. There was a previous meeting with the City of Olympia staff and the fire department to discuss the lease agreement regarding the building. There has been tentative agreement to the terms of both. The contract is in process with the City of Olympia at this time. That will be retroactive to the expiration of the current contract, which is June 30th, 2024. No problems are expected. The agreed-upon lease arrangement with the City of Olympia is based on an industry standard which is totaling $146,000 a year.

Commissioner Kelling also asked for Chief Cerovski's notes from the session with Quiemuth Village. Chief Cerovski reported that it was a 25-minute meeting. There was a notice of intent hearing. LFD3 submitted a letter, and once a letter is submitted in writing, it doesn't have to be repeated verbally. The representative for the Nisqually Tribe spoke about the project and its large impact to the Nisqually people and why that revenue system is important to the tribe and what they intend to do with that revenue. Following that, there was a disagreement from a representative of the Puyallup tribe. They were speaking to the negative impact to infrastructure, including the I-5 corridor and other impacts to the community. There were no other comments after that. The process is now under review. Chief Cerovski crafted a memo to staff regarding the review of the notice of intent with a screenshot, and that can be shared with the Board of Fire Commissioners, as well.

Commissioner Kelling asked if the ISU was the standard F-350 chassis. Chief Cerovski clarified that it is a 550. Commissioner Kelling asked if the ISU will come with any extra capabilities, specifically air tank or oxygen tank refills.

Chief Cerovski clarified that it will come with storage capacity for 20 air cylinders. It also has more access capability due for four-wheel drive. There is not a capability to refill air tanks.

Commissioner Hetzler – thanks to Commissioner Roberts for running the meeting. Thanks to Commissioner Kelling for good questions. Will not be available at the next meeting.

Commissioner Gamble – no comments.

Commissioner Roberts – thanks to the commissioners who are joining on Zoom tonight. Was able to attend the State Firefighter Memorial Service this past weekend. It was very moving and very well put together.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

Jim commented to thank the Board of Fire Commissioners for their work.

XII. ADJOURNMENT

The meeting adjourned as of 6:26 PM.

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

DocuSigned by:
Rick Kelling
6790F53C12574BB...
9/6/2024
Chair

Vice Chair

Signed by:
Melissa Gamble
B771FE0627B545E...
9/6/2024
Commissioner

DocuSigned by:
44E68B53AB35453...
9/5/2024
Commissioner

Signed by:
Sylvia Roberts
EBC052AD01484B5...
9/5/2024
Commissioner

DocuSigned by:
Michael Cerovski
A7184946CD19467...
9/5/2024
ATTEST: District Secretary