

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

September 7th, 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.

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

Chief Brooks reported that three members were present in person. Danielle Westbrook joined via Zoom. She is the consultant who worked with the committee People For Public Safety. The members present at this meeting are members of the For committee for the levy that recently passed.

Danielle commented that this was one of the easiest campaigns to be involved with in 21 years. Great appreciation for the responsiveness of the union, Alex, Jim, and company. It was a pleasure. Appreciation for the positive attitudes and great feedback.

Chief Brooks reported that Chief Paul Webb from Lakewood Fire Department wrote a book last year. His father Dick Webb was one of the founding members of the Lacey Fire District in the 1940s. On September 13th, he will be making a presentation at Lacey City Hall about the history of the Lacey Fire District.

Commissioner Kirkbride shared his thanks to everyone present for their hard work.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the August 17th, 2023, meeting of the Board of Fire Commissioners.
- B. Warrants:
 - General Fund 001 (Acct #6630): EFTs numbered 5244 through 5253; checks numbered 23653 through 23679 for a total amount of \$638,388.87.
 - Equipment, Repair and Replacement Fund 103: EFT number 5249 and check number 23666 for a total amount of \$5,484.19.
 - 2017B Capital Projects Fund (2019A): EFT number 5250 for a total amount of \$14,117.58.
- C. Payroll 8B in the amount of \$563,086.08.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

No report – the next meeting is September 20th.

Commissioner Kirkbride provided an update from the planning committee:

- They met on September 7th along with the emergency department of Capital Medical Center. They will meet with them again on September 20th. They will meet with Providence St. Peter on October 5th. The goal is to understand the long range plans and work together with the hospitals in moving forward with planning.
- Informed citizenry is necessary in order to move forward with planning.

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

No report – the next meeting is October 4th.

C. City/District Liaison

No report – the next meeting is October 17th.

D. Thurston County Fire Commissioners Association

No report – the next meeting is September 19th.

One of the topics that will be discussed is EMTs' ability to distribute Narcan. The October meeting will be at the County Emergency Operations Center.

E. Thurston Regional Planning Council -

There was no August meeting. The all-day retreat will be on September 8th.

F. Community Outreach

Chief Brooks shared:

- The outreach coordinator Christ DeBell is working actively with the school systems for Prevention Month in October, which is always the busiest month. Currently, actively attending all football games at North Thurston. Crews have been volunteering to sign up for those.
- The annual Foofaraw event, which is military appreciation hosted by the Port of Olympia, is September 8th at 8:00. Chief Brooks will endeavor to be there as a presence at the event.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- At the VRF, the metal building has arrived and construction is underway. Photos were shared of the progress made thus far. The siding on the structure should be in place in the next few weeks.

Chief Brooks shared:

- There are issues with fleet management because of the scarcity of vehicles, particularly vehicle chassis to build things like aid units. Decisions need to be made in short order because of the possibility of losing an entire year with regard to ordering things if not in on this current chassis cycle. Dale has been working to get the budget projections available in order to know what can be afforded for next year and get in on the cycle for additional aid units.
- Commissioner Kirkbride asked about Aid 31. Chief Brooks responded that it is one that had a new chassis in 2009. It was built as the bariatric unit for limited use. Now looking into staffing that vehicle full time, meaning that a new vehicle is needed, as this is a 26-year-old box on a 13-year-old chassis.

VI. OLD BUSINESS

A. None.

VII. NEW BUSINESS

A. Policy P-520.2 Drug and Alcohol Misuse Prevention and Testing Program: Staff Report and Proposed Adoption.

These policies were reviewed by legal and labor management. There were a couple of moderately substantive items that were proposed to change. One question that was posed was in the section discussing cumulative requirements to regain employment and what that is intended to represent; whether it means all conditions would need to be met to continue employment, and if there were secondary or subsequent events, what the process would be. Retained employment would not be guaranteed. This was the concern of legal counsel: better defining what happens

on the second or subsequent occurrence so that there is due process. It is important to be sure there will be no charge of failing to have due process.

Commissioner Roberts asked for a motion for the adoption of these policies.

MOTION: To adopt police P-520.2 Drug and Alcohol Misuse Prevention and Testing Program dated September 2023.

Motion: Commissioner Kelling

Second: Commissioner Kirkbride

Carried: Unanimous

B. Policy P-521.2 DUI and Physical Control Arrests: Staff Report and Proposed Adoption.

This policy is specific to reportable arrests or things that would implicate a member. These would initiate in the legal realm and then come to the agency for evaluation. When things occur out of state, there can be less interstate cooperation than would be anticipated or hoped. Some of the modifications to this policy were intended to address those factors.

MOTION: To adopt Policy P-521.2 DUI and Physical Control Arrests.

Motion: Commissioner Kirkbride

Second: Commissioner Gamble

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- The annual awards by the American Legion for the firefights of the year is an annual requested that is solicited from LFD3 along with EMS and law enforcement. LFD3, Olympica Ambulance, and Lacey PD submit candidates to the local chapter of the American Legion. After surveying staff and crews, there were two candidates put forward based on the totality of their work: Firefighter Morgan Lowe and Lieutenant Jake Hunter. These two were the ones who came forward almost three years ago during the pandemic to build the Recruit Academy and have recruited over 60 instructors who help them. Between the three academies that have been hosted, there have been over 50 new firefighters, EMTs, and paramedics in the county. This is in addition to all the great work they do as responders on the road day in and day out. These two will be recognized at September 8th at a ceremony at the American Legion.
- September 8th will also be the next round of the officer development series. Several things have been done around monitoring performance, documenting performance, performance improvement plans, etc. Now moving forward to bringing in an outside subject matter expert, Erin Jones. She is a well known author and does great work regarding diversity, equity, and inclusion. She will spend four or five hours with all officers, directors, and administrative

staff on September 8th and September 18th. Over 40 people will sit through the sessions.

- There was a great idea brought forward about removing additional barriers for entry-level firefighters, such as requiring an EMT certification or going through other training and certification classes. When the recruit academy was brought in house, the firefighter certification requirements were dropped. One barrier was thus removed. Another big barrier was having to already be certified as an EMT, as it can be challenging to obtain that. Both Tumwater and Olympia have been hiring candidates without EMT certification for several years. Chief Flowers and others from the EMS division have stepped up to remove this barrier internally. Working with Medic One to implement a six-week EMT class at the beginning of the recruit academy. This change expanded the applicant pool to almost 400. Only half of that number applied. Now working on screening down from 200 to hire for 12 positions next year. Applications were reviewed earlier in the week. Next week, there will be four panels with two each of the membership who will be interviewing up to 130 invited applicants.
- There are two promotional processes running in tandem right now. There are letters of interest out for the captains positions that have expanded in the training division. Will be taking letters of interest very soon for the assistant chief in the training division.
- There are also interviews for a logistics technician position.
- Dale has announced his intention to retire early next year. Thanks to Dale for all of the great work he has done.
- A topic of conversation has been making Narcan available for EMTs to use county-wide. This change is anticipated to be coming soon. Medic One has had the stance that EMTs should not be using Narcan. Looking for acknowledgement from Medic One as to whether they will continue that stance, and if so, to communicate the reasoning to the public. Statistics around the exclusive use of Narcan are not positive for the long term survivability of those involved, and so the focus has been the more critical life saving skills of adequate ventilation. This seems to show better long term viability for survival. This was the premise behind the development of the current policy, but with Narcan becoming more publicly available, this stance is likely to be changing going forward. The police department is already using Narcan routinely when required.
- Chief Brooks presented the August financial report. Revenue exceeds expense, now at approximately 67% of the year.
- Chief Brooks also shared a PowerPoint presentation titled Lacey Fire District 3 Assessed Valuation. This is for planned vs actual for 2024. With various changes in assessed valuation, it appears that there may be a projected loss of \$2.1 million in planned revenue. The hope is that this will turn around go in the other direction. Because of the passing of the levy lid restoration, many projects and commitments will still be able to go through.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – no comments.

Commissioner Gamble – thanks to the HR team for all their hard work with the large pool of candidates. Thanks to Danielle and the union members for all their hard work to get the levy passed.

Commissioner Hetzler – asked about the plan to show the promotional video that was completed for sharing via a QR code to potential candidates. Chief Brooks clarified that this has been completed and will work on making that available for the commissioners. Chief Schmidt commented that it would be good to have a presentation for the commissioners to share the video and more about what the ambassadors group has done. Commissioner Hetzler also wanted to share her thanks to Judy Wilson, who also volunteered her time but was not at the meeting today.

Commissioner Kelling – great to see the pictures on Facebook about the girls camp. It's a great example of how the district is integrated in the community.

Commissioner Roberts – the girls camp was wonderful. Huge thanks to Kristen. The new facility is beginning to look like an actual new facility.

Chief Brooks shared that there will be a September 11th event with a gathering at the flagpole at 6:45.

X. CORRESPONDENCE

None.

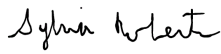
XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

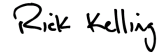
None.

XII. ADJOURNMENT

The meeting adjourned as of 6:27 PM.

***Next Regular Meeting: September 21st, 2023 – 5:30 p.m.
Available via remote meeting.***

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 9/21/2023
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Chair
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Commissioner
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ATTEST: District Secretary