

Service with Excellence



COMMISSIONERS

Melissa Gamble
Liberty Hetzler
Richard Kelling
Frank Kirkbride
Sylvia Roberts

FIRE CHIEF

Jennifer Schmidt

October 3, 2025

RE: Meeting Minutes Correction

The following are corrections to Lacey Fire District 3 Board of Fire Commissioner Minutes for September 18, 2025:

Within the September 18, 2025, Board of Fire Commissioner meeting minutes, a clerical error was identified after the DRAFT minutes were submitted in the consent agenda for the October 2, 2025 BoFC meeting. This memo corrects the minutes and will be included with the signed minutes for September 18, 2025.

September 18, 2025, Board of Fire Commissioners meeting minutes:

- Next steps would include moving forward with the closing date, which is set for October 3rd, 2025 (*Sept 18, 2025 BoFC Minutes, Pg 4*).

Correction for the September 18, 2025 Board of Fire Commissioners meeting minutes:

- Next steps include moving forward with the notice to remove the contingency prior to closing, as it relates to the District's due diligence investigation on the property. Following that notice, the District will close within 90 days, or before Wednesday, December 30, 2025 to proceed with closing on the property.

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

Michael Cerovski
Deputy Chief Administration
District Secretary
Lacey Fire District 3

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

September 18th, 2025

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 Gamble Commissioner Kelling		

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 Kelling

Carried: Unanimous

III. NEW MEMBER INTRODUCTION AND SWEARING IN CEREMONY

A. Administrative Specialist II – Kristina Buckley

B. Paramedics – Danny Davis, Heath Hodge, Sarah Lanter

IV. HEARING OF THE PUBLIC /MEMBERS PRESENT

Jonathan Clemens, district resident, spoke to thank the commissioners for the very well-drafted letter to the Department of Labor and Industries about their interpretation of the legislature's presumptive care for firefighters with PTSD. Unfortunately, the news is not good. On Tuesday, they published the rates for the coming year, averaging a 5% across the board increase, but 15% for firefighters. This is all public record. Their 15% increase assumes that all of the limitations that they put in will be enacted. It is important for the commissioners and staff to be informed so that members can be taken care of appropriately through the budgetary process.

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the September 4th, 2025, meeting of the Board of Fire Commissioners.

B. Warrants (AP 9B 2025):

- General Fund 001 (Acct #6630) EFTs numbered 5642 through 5646; checks numbered 24452 through 24581; drafts numbered 1627 through 1639 for a total amount of \$1,431,019.63.
- Equipment Repair & Replacement Fund 103: EFTs numbered 5647 through 5648; check number 24582 for a total amount of \$19,428.44.
- Capital Projects Fund 301: EFT number 5649 for a total amount of \$16,093.12.

C. Payroll 9A-2025 in the amount of \$2,044,039.66.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kelling

Second: Commissioner Kirkbride

Carried: Unanimous

VI. COMMITTEE REPORTS

A. Thurston County Medic One

No report; the next meeting will take place on September 25th.

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

No report; the next meeting will take place the first week of October.

C. City/District Liaison

The meeting was canceled today due to lack of agenda. The next meeting will take place on November 20th.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported from the recent meeting:

- There was a reference to the Washington Fire Commissioners Association. The deputy executive director is stepping down; this is a key position as it also manages the Health Care program. Her last day will be September 29th.
- WFCA Board of Director Elections. The commissioners are encouraged to look at the nominations. The current secretary treasurer is Gerald Bickett, a commissioner from Thurston 17. He is up for vice president, uncontested. The Region 7 director, Commissioner Steve Slator, from Southeast Thurston is up for Region 7 representative, uncontested.

- There was brief discussion about the possibility of the Thurston County area hosting a FIFA fan zone. The World Cup is coming to the United States next year, with games scheduled in Vancouver and Seattle. If a FIFA fan zone is established, that could mean an influx of people for a two-to-three-month period. Thousands of travelers and visitors from outside of the US are anticipated.
- Thurston County Commissioner Fournier mentioned that the county commissioners are going through a budget review. Nothing has been determined yet.
- The next Elected Official Social is Wednesday, October 29th. Steve Hobbs, the Secretary of State, is the guest speaker.

E. Thurston Regional Planning Council

No report; the next meeting is October 3rd. The pre-agenda for that meeting consists of an update on the Intercity Transit System changes, a rural transit annual update, the legislative priorities for 2026, an update on Title VI, and an executive director recruitment update.

F. Community Outreach

Chief Schmidt shared:

- Many of the commissioners were present at the 9/11 ceremony. It was very well attended and a good event.
- There was a small family tour on September 11th as well.
- A group of young adults with special needs came in and did a walk-through and interacted with the staff.
- There is EMS standby right now. The crews are going to the football games at the high school.
- Chief Schmidt was invited to speak for a group called the American Association of University Women. This group was established in 1881. The local chapter just celebrated their 100th anniversary this year.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- There are three members of the Rice Fergus Miller team present via Zoom for the meeting. This is the group of people who have done the due diligence work and will provide a summary report.
 - Gunnar Gladics focused solely on fire and emergency services projects.
 - Rhonda Gillogly is a senior project manager with RFM.
 - Jessica Archer-Rucshner is a project manager and project architect.
- Gunnar Gladics gave a report:
 - In regards to the property on Britton Parkway, after doing a thorough review with a variety of consulting engineers and environmental, civil, and various other consultants: RFM has found that there are no known issues that would limit LFD3 from utilizing the property for the purposes of providing the district with sufficient and excellent training opportunities, logistics, and a

potential future station site. It is an abundance of space where future needs could be met for services not identified currently at this point.

- With regards to the property itself, there is a nice grade, which is a feature rather than a bug for the purposes of training.
- One of the items that came up during the study was the discovery of Oregon white oaks on the south side of the property. These are limited to the south-central component of the property and leaving them in place would provide the required buffer and provide plenty of area behind for the purposes of the fire department and their operations.
- In terms of other environmental components, the consulting engineers and environmental analysts did not find any other significant issues that would prevent LFD3 from providing the services that are intended for the site, nor did the preapplication meeting with the city uncover any issues that cannot be managed through the design process.
- Rhonda Gillogly reported:
 - An environmental review was completed, as well as a geotechnical review based on some previous reports, as well as a wetland study review. At this time, no wetlands are identified on the site. There are no significant environmental concerns, aside from the minor Tacoma smelter plume presence.
 - There was some ground water found at approximately 2 to 4.5 feet. There are deeper aquifers at less than 75 feet.
 - At this time, all of the tests have confirmed that the soils are suitable for development with high infiltration potential for storm water.
- Jessica Archer-Rucshner reported:
 - All of these reports and preliminary site design planning are all being wrapped up into one cohesive due diligence report which will also contain the RFM recommendation that the site is viable for LFD3's use as a training center.
 - A lot of these reports and the research that has been completed will assist with any permitting requirements with the City of Lacey.
- Chief Cerovski commented that this process began eight weeks ago, right after signing the initial agreement to enter into a contract to purchase the land. The team from Rice Fergus Miller has employed several different firms to do these studies. The draft report is 178 pages long and is very comprehensive. Chief Commissioner expressed high confidence that the work done by RFM will provide a solid foundation to move forward with the recommendation as it is titled.
- Next steps would include moving forward with the closing date, which is set for October 3rd, 2025.
- Questions from the commissioners are welcome.
 - Commissioner Kelling inquired about the Oregon white oak trees on the southern portion of the plot. Chief Cerovski responded that

as you look at the property on the map, on the left is Gateway and on the right is Callison and to the south is Britton Parkway. In about the center of the property, there are about 13 Oregon white oaks. They are within 100 feet or less of the edge of the property line along Britton Parkway. As Gunnar stated, it is best suited to leave them in place, if they are healthy; if there are not, other options can be investigated. It is required to have 37,000 square feet of tree line on the property to provide a buffer. There was a note in the preapplication process: on the north side of the property, there would be a requirement in the development process to take Hickory Stick and bring it all the way to Birdseye as a requirement for access.

- This property purchase seems like an excellent fit to meet the needs of the District and there is excitement about moving forward at this time.

VII. OLD BUSINESS

- A. No items.

VIII. NEW BUSINESS

A. Surplus Items (Appendix A)

Staff Report & Board Action

Chief Cerovski reported:

- This is for the purchase of two Sea-Doos. Two new ones were purchased this year, 2024 models, brand new. The surplus is for the old ones, as well as the trailer, which will all go through the standard process to surplus items. The trailer to be surplus is actually the new one that came with the new Sea-Doos, and the trailer that the District is keeping is the old one that was used with the old Sea-Doos.
- It was on the docket to show the plan to surplus the old ISU unit that was replaced. Things are not quite ready at this time but hopefully at the next meeting.
- A resolution is not needed but the commissioners do need to approve of the plan.

IX. ADMINISTRATIVE REPORT

A. District Monthly Financial Report

- General Fund 001: net excess of \$8,079,847.88.
- Donation Fund 101: net excess of \$16,000.
- Reserve Fund 102: net excess of \$1,025,005.
- Equipment Repair and Replacement Fund 103: there was significant activity in this fund over the last couple of months. About \$1.5 million was spent on replacement vehicles/apparatus. That figure includes about \$667,000 spent on the two aid units that are in process, as well as \$464,000 for the chassis for the new Engine 31, as well as about \$300,000 for the new ISU. The expectation is to receive Engine 31 by the end of the year; the remaining balance there is approximately \$100,000. There is enough excess cash to cover that portion of the

engine when it arrives. There is currently a net excess of about \$700,000. There will be about \$1.2 million transferred over from the general fund later this year, which will bring the total up to approximately \$1.9 million.

- General Fund Summary: net excess of \$9.8 million, representative of 23% of total expenditure appropriation for 2025.
- Bond Fund 201: net excess of \$62,787.
- Bond 2017 Fund 202: net excess of \$514,113. Interest and principal will be paid later on this year in December.
- 2025 Bond Fund 203: no activity thus far.
- Capital Projects Fund 301: net excess of \$586,913.
- Capital Projects CFEP Funds 307: net excess of \$182,208.
- 2025 Capital Projects Fund 309: net excess of \$14,044,386.
- Various graphs were shown to provide visuals of the summarized statement of activities.

B. Director Toy reported:

- This week, there have been interviews for entry-level firefighters to start in 2026. There were 195 applicants; 102 were brought in for interviews starting this Wednesday. The top candidates will invited for chiefs interviews on the 26th and October 2nd. There are four panels going at the same time, and each candidate gets to go in two panel rooms.
- Preparing for assistant chief panel interviews, which are next Monday for a safety compliance officer role. Five candidates are coming in for that. There will be an oral board and each candidate will give a presentation.
- Currently working with PST for PML team promotional testing process. Three internal candidates applied for that.

C. Chief Schmidt reported:

- There was a gift to the agency. Two Lions groups come in on 9/11, the Sunrise and the Lamplighters. They come in, take over the firefighters' kitchen and cook chili and cornbread and then invite the operations crews and administrative staff to come. They have been doing this for 23 years.
- Two of the medics are part of SWAT training and it has been very well-received by law enforcement partners.
- Staff was notified of the L&I increase of 15%. Unfortunately, that is about what was expected. The last couple of years, it has been about 15%. Member impact will probably be about a \$60 increase on dues.

X. COMMISSIONER COMMENTS

Commissioner Kelling – great 9/11 ceremony. Thanks to the chief and to the crews who supported it. Question: are there any crews mobilized right now?

Chief Patti responded: one brush truck is demobilizing and will be home tomorrow.

Commissioner Roberts – thank you to everyone tonight for the presentations, which are always meaningful and accurate. Question: should the commissioners register on their own for the Snure seminar?

Chief Schmidt responded that staff will ensure registrations are taken care of. It looks like open public meetings are covered in part of the seminar but not necessarily the whole thing. A link can also be sent out to both staff and the board of commissioners to complete the 39-minute open public meeting training.

Commissioner Gamble – no comments.

Commissioner Kirkbride – the finance report and HR reports were outstanding. Great work and great presentations. This agency is stellar. There is no organization that comes to mind that does more for their community than this department does. Thanks to the entire membership for the job that they do.

Commissioner Hetzler – just for the record, since it was not mentioned earlier: there was a break at 5:44 for ten minutes, returning at 5:54. A request to Chief Cerovski to send out the report from Rice Fergus Miller. Question: in the Rice Fergus Miller report, was something said about working on 33? Chief Cerovski responded that in the context of the presentation, it was not relevant, but they are working on that project as well.

Commissioner Hetzler further commented with appreciation for the 9/11 ceremony, which is excellent every year.

XI. CORRESPONDENCE

Chief Schmidt reported:

- A phone call was received from a new mom. Crews responded to a newborn that was in distress, and she spoke highly of the crew who responded. The crew came in and managed the situation well. Specific recognition to Paramedic Lt. Wallace, Paramedic Lanter, Firefighter Alderman, and Firefighter North.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIII. ADJOURNMENT

The meeting adjourned as of 6:49 PM.

*Next Regular Meeting: October 2nd, 2025 – 5:30 p.m.
Available via remote meeting.*

Liberty Hetzler
Liberty Hetzler (10/03/2025 13:37:04 PDT)

Chair

Melissa Gamble
Melissa Gamble (10/07/2025 06:39:51 PDT)

Commissioner


Richard Kelling (10/03/2025 16:08:42 PDT)

Commissioner



Vice Chair


Sylvia Roberts (10/03/2025 16:43:56 PDT)

Commissioner



ATTEST: District Secretary

09 18 25 BoFC Meeting Minutes & Correction Attestation

Final Audit Report

2025-10-15

Created:	2025-10-03 (Pacific Daylight Time)
By:	Chris DeBell (cdebell@laceyfire.com)
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"09 18 25 BoFC Meeting Minutes & Correction Attestation" History

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-  Document emailed to lhetzler@laceyfire.com for signature
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