THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 2nd, 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 Gamble	
Commissioner Roberts		
Commissioner Hetzler		
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

There is a minor change to the agenda. Under Old Business, Item A, there will be no action tonight; only review.

MOTION: To approve the agenda as published.
Motion: Commissioner Kelling
Second: Commissioner Roberts
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the September 18, 2025, meeting of the Board of Fire Commissioners.

B. Warrants (AP 4A 2025):

- General Fund 001 (Acct #6630) EFTs numbered 5650 through 5654; checks numbered 24583 through 24588 for a total amount of $71,453.01.
- Equipment Repair and Replacement Fund 103: checks numbered 24589 through 24591 for a total amount of $56,935.00.

- 2017B Capital Improvement Project Fund 307: EFT number 5655 for a total amount of $4,368.30.
- 2025 Capital Project Fund 309: EFT number 5656 for a total amount of $78,988.93.

C. Payroll 9B-2025 in the amount of $719,718.88.

Chief Schmidt reported that there was one question on a warrant regarding a $3,000 fee that was paid for the lease of the union's property warehouse. The union purchased property on Carpenter and they have a climate-controlled building there. Staff coordinated with the union, and until they start to do property improvements or renovations, LFD3 is going to utilize it as storage for the antique Seagrave. Chief Cerovski's team and Director Kirkwood were involved in setting an appropriate price for the square footage being used. Currently, 3,000 square feet are being utilized and paid for, but in the future, this will be scaled back. It is convenient having it nearby when it is needed for parades or events.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Kelling
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One
Commissioner Kirkbride reported from the September 25th meeting:

- There was one action item on the agenda and a couple of reports on actions that have been taken earlier.
- The budget had been approved for 2026-2027 and then passed on to the Board of County Commissioners. They have had one hearing on it and will have another one later this month before their adoption with the overall county budget in December.
- There is a reorganization going on within Medic One staff with a focus on either just administration or just fire district support activities. This is now pretty well underway. There are several budgeted positions that they are looking to fill.
- It was recommended that the new ALS contracts be accepted by the Board of County Commissioners. That will be on their agenda.
- Regarding the eight new medic units: the first one that came in had some problems that needed to be corrected, so it was sent back to the company. There were two others received from them, and those two are back being changed as well. All of the units will be coming in over the next several months.

B. Thurston 9-1-1 Communications (TCOMM)
Commissioner Roberts reported from the October 1 meeting:

- The DuPont radio site is well underway now. Currently, they are installing the wiring from the main road to the site, and groundwork has begun for the generator and shelter. Completion is expected by the end of October.

- There is a new phone system with TCOMM called Vertex. This is a replacement for the one used for the last several years, which has had some issues. The cutover will be on November 4th. No problems are expected.
- Staffing is going well. The fourth academy is underway and there are four new grads coming in. TCOMM is very close to being full staffed, which has not happened in a long time. Academies are planned for 2026 as well.
- The scheduling software used to schedule when telecommunicators come to work is very old and looks like an Excel spreadsheet. They have looked at a number of systems, one of which is AI generated and is not expensive. Further updates will be given once a decision is made.
- The radio technician of the year for their organization is Landon Hansen. He had a huge role in the TCERN project and is being recognized at a conference next week.
- The big action item was the budget for 2026 with approval for a budget of $20,766,488 for 2026.

C. City/District Liaison
This meeting is scheduled for November 20th.

D. Thurston County Fire Commissioners Association
No report; the next meeting is scheduled for October 21st, which is also the day before the State Fire Commissioners Association conference.

E. Thurston Regional Planning Council
No report; the next meeting will take place on November 3rd.

F. Community Outreach:
Chief Schmidt reported:

- There was a Dry Tikes and Wet Wipes Stuff the Bus event on September 20th.
- There were crews on September 20th at the Bonaventure Car Show, which was an event to raise money for Alzheimer's.
- On September 25th, there was a car seat check event. There was a training session for those who needed to get their certification. There were also ten checks completed in the parking lot.
- There were crews out at the Nisqually Housing Fair on September 26th. This was very well attended.
- EMS standby has been taking place at the high schools for the football games on Thursdays and Fridays. This will continue into November.
- October Fire Prevention Month is kicking off. Most events are scheduled between October 9th and 24th. Activities will take place at two schools a day, and 18 schools have signed up.

G. Capital Facilities and Equipment Activities
Chief Cerovski reported:

- There was a meeting with the attorney team today to discuss next steps for the acquisition of the Britton Parkway property. Tomorrow, there will a formal notice to remove the contingency on the due diligence elements associated with the purchase. Chief Schmidt will sign it. At the next October meeting, at the recommendation of the attorneys, it will be presented as an Old Business item to move forward with the closing process, which will be scheduled at a date to be determined as of yet.
- One clarifying element: in the report at the last meeting, the date of October 3rd was mentioned. An amendment will be made to those minutes, which suggested that it was closing on October 3rd; however, it is actually a notice of the release of the contingency.

VI. OLD BUSINESS

A. Board of Commissioners Handbook — Board Review
Chief Cerovski reported:

- An executive summary of the final draft of the Commissioners Handbook has been shared with the commissioners.
- All of the grammatical and typographical elements have been edited.
- All of the assignments from the group are covered in the executive summary.
- The document in front of the commissioners is highlighted, showing the areas that are the final elements of change. These have some grammatical elements that were improved, not by Chief Cerovski, but the shared work of the entire group.
- The first area of change is under Board Secretary Responsibilities. The previous version had many bullets; it was instead summarized into a paragraph, followed by some key elements, so that it flows better from the perspective of the reader.
- The Board Staff Interaction section had repetitive information, so it was edited. The changes are shown in yellow with the red text showing the original language before the changes were made.
- The section Compensation and Benefits reflects the changes associated with the RCW. There was also a clarification made of per diem versus compensation.
- For Training and Orientation Requirements, additional information was added to expand this section.
- A rough draft was added for the Board Calendar, giving structure to what is covered annually and in the two meetings per month.
- There may be a section added for Fire Chief’s Review, if the board would like to add information in this section.
- The last thing to take place with this document is sending it for attorney review.

- Commissioner Hetzler commented that the commissioners should take the next couple of weeks to review this document and then be ready at the next meeting to pass the document on for attorney review.

VII. NEW BUSINESS

A. Surplus Items (Appendix A) Staff Report & Board Action

Chief Cerovski reported:

- The intent is to surplus the former ISU Isuzu Stepvan to a local nonprofit, City Gate Ministries. Initially, there was concern that this might be considered a gift of public funds. With reviews by Director Kirkwood and attorneys, it was determined that this is not a gift of public funds but rather the transfer of an asset which will help them fulfill their mission, which supports the mission of LFD3.
- No resolution is needed; rather, a vote of the board to approve the surplus. Chief Cerovski can then work on a bill of sale and make sure all of the documents are compliant with what the state auditor would require.
- Commissioner Kirkbride inquired whether the Red Cross is still called upon for situations where there is a fire and occupants are displaced, for example. Chief Cerovski answered in the affirmative but also reported that Red Cross is stretched in what services they can provide, and that City Gate has been a clutch provider. In cases where it would not be indicated to call the Red Cross (such as the death of a family member in a home), City Gate can step in and help.
- Chief Schmidt mentioned that there were originally a couple of districts or departments that were interested in the van. Once they did the homework and realized what it would take to procure parts, response agencies were less apt to take it in case there was a mechanical failure.

MOTION: To approve the surplusing of the Isuzu stepvan.
Motion: Commissioner Roberts
Second: Commissioner Kirkbride
Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Schmidt reported:

- The last chiefs' interviews were done for entry level positions today. Initially there were over 200 applicants. Two panels vetted the applicants and brought 20 forward to the chiefs' interviews. There are four positions to fill starting in January.
- The Safety and Compliance Officer hiring process has been completed. A verbal offer has been made to one candidate, and work is underway on documentation.
- The commissioners have all been very supportive of Bill Lange's documentary process. An introduction to Bill has been published on Facebook, which was followed by publishing Episode 1. There has been a good reception so far.

IX. COMMISSIONER COMMENTS

Commissioner Gamble – thanks to Chief Cerovski for all the hard work on the Commissioners Handbook.

Commissioner Kelling – thanks for sharing the due diligence documents and the executive summary. Planning on attending the Fire Commissioners Conference; will talk about proxies at the next meeting.

Commissioner Roberts – thank you for all of the hard work on the handbook.

Commissioner Kirkbride – it is incredible that there were 200 applicants who want to join this organization. Thank you and kudos to every current member of this organization.

Commissioner Hetzler – thank you to Chief Cerovski for all of the hard work on the handbook. In agreement with Commissioner Kirkbride, the best PR for LFD3 are the members out there in the community.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. EXECUTIVE SESSION

A. In accordance with RCW 42.30.110(1)(g) to review the performance of a public employee.

Ten minutes were allotted for the executive session; no action will be taken. The executive session began at 6:09.

The executive session was extended by five minutes three times, adjourning at 6:34. No action was taken.

XIII. ADJOURNMENT

The meeting adjourned as of 6:34 PM.

Next Regular Meeting: October 16th, 2025 – 5:30 p.m.
Available via remote meeting.

Liberty Hetzler (10/22/2025 10:54:26 PDT)

Chair

Vice Chair

Melissa Gamble

Melissa Gamble (10/23/2025 09:20:24 PDT)

Commissioner

Sylvia Roberts (10/23/2025 09:22:49 PDT)

Commissioner

Richard Kelling (10/22/2025 20:54:29 PDT)

Commissioner

ATTEST: District Secretary

10 02 2025 BoFC Meeting Minutes Final

Final Audit Report 2025-10-23

Created:	2025-10-22 (Pacific Daylight Time)
By:	Chris DeBell (cdebell@laceyfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAALqyp1UjDbxJkMUBoiEcBztHDtSVaM226

"10 02 2025 BoFC Meeting Minutes Final" History

Document created by Chris DeBell (cdebell@laceyfire.com)
2025-10-22 - 10:18:39 AM PDT

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2025-10-22 - 10:25:38 AM PDT

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2025-10-22 - 11:36:51 AM PDT

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2025-10-23 - 9:21:20 AM PDT

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Document emailed to Chris DeBell (cdebell@laceyfire.com) for approval
2025-10-23 - 9:22:52 AM PDT

Document approved by Chris DeBell (cdebell@laceyfire.com)
Approval Date: 2025-10-23 - 1:48:49 PM PDT - Time Source: server

Agreement completed.
2025-10-23 - 1:48:49 PM PDT