



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 98516)

<https://zoom.us/j/743870521>

Meeting ID: 743 870 521

October 5th, 2023

5:30 pm

- I. CALL TO ORDER / FLAG SALUTE**
- II. APPROVAL OF THE AGENDA**
 - a. Additions / Deletions
- III. HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. APPROVAL OF THE CONSENT AGENDA**
 - A. Draft Minutes of the September 21st, 2023, Board of Fire Commissioners Meeting.
 - B. Warrants (AP 10A 2023):
 - General Fund 001 (Acct #6630): EFTs numbered 5261 through 5266 and Checks numbered 23689 through 23695; for a total amount of \$42,753.87.

Procedural notation: Payroll 9B in the amount of \$564,489.58 was approved during the previous meeting held on September 21, 2023.

V. COMMITTEE REPORTS

- | | |
|--|------------------------|
| A. Thurston County Medic One | Commissioner Kirkbride |
| B. Thurston 9-1-1 Communications (TCOMM) | Commissioner Roberts |
| C. City / District Liaison | Commissioner Roberts |

- | | |
|---|----------------------|
| 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 |

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

- A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: October 19th, 2023 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

September 21, 2023

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 Kelling Commissioner Hetzler Commissioner Gamble		Commissioner Roberts

I. CALL TO ORDER

Commissioner Kelling 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 Hetzler

Second: Commissioner Gamble

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the September 7th, 2023, meeting of the Board of Fire Commissioners.

B. Warrants:

- General Fund 001 (Acct #6630) EFTs numbered 5254 through 5256; checks numbered 23680 through 23687; and Draft number 1197 for a total amount of \$92,071.03.

- Equipment, Repair and Replacement Fund 103: Check number 23688 for a total amount of \$127.33.
- Capital Projects Fund 301: EFT number 5257 for a total amount of \$32,012.17.
- 2017B Capital Improvement Projects Fund (2019A): EFTs number 5258 through 5260 for a total amount of \$643,533.75.

C. Payroll 9A in the amount of \$1,555,708.89.

D. Payroll 9B in the amount of \$564,489.58.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Hetzler

Second: Commissioner Gamble

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported from the September 6th meeting:

- Commissioner Kirkbride distributed a handout with information about the database at the Department of Health which provides comprehensive reports from all the fire service agencies.
- Adopted a new comprehensive plan for the West Region for 2024-2025. At the EMS meeting, the comprehensive strategic plan was presented.
- A chart on response times was also shared with the EMS Council and will be forwarded to the commissioners by Commissioner Kirkbride when it becomes available.
- Narcan was discussed. In 2018, there were over a hundred opioid cases that LFD3 responded to. In the last year, there were 800.
- After the EMS Council meeting, the comprehensive plan meeting took place with MultiCare. The OCED (off campus emergency department) is being constructed at Golf Course Road and Pacific. It is the 5th in the MultiCare system, with many more to come. They have several years of data for the other four OCED facilities. Very few 911/EMS calls will go there. Of the people that do go there, 2 or 3% will be transported to another MultiCare facility. They are opening on December 13th and anticipate averaging 84 patients a day. The maximum is 155 patients a day. The goal is to reduce the impact of patient load at St. Peter ER.
- There is a master plan for a more sophisticated mini hospital that will be in the same place. They have not yet applied for permits to do this, but it is anticipated in the future.
- Northwest Ambulance is used for interfacility transports. Olympic Ambulance is the backup.

- Chief Brooks commented that he has not heard that Northwest Ambulance is in the process to become licensed or registered for Thurston County, which is usually a several months long process. Commissioner Kirkbride commented that this has not been brought up thus far.
- The next meeting will take place on October 5th.

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

No report – the next meeting is September 27th. It will be a joint administrative operation meeting, and Commissioner Roberts will attend via Zoom. There will be no October meeting.

C. City/District Liaison

No report – the next meeting is October 17th.

D. Thurston County Fire Commissioners Association

Commissioner Gamble reported from the most recent meeting:

- Sheriff Sanders and Commissioner Edwards attended. They both anticipated budget reductions for the county government side and from the sheriff's office. A reduction in services is anticipated due to staffing. This is anticipated to have second and third order negative effects on fire service and call responses. They are currently at 35 of 56 deputies, with several of them departing due to compensation. There are also several retirements pending for the next year.
- Thurston County is search for a new county manager. The interim county manager had stepped down.
- Much of the meeting covered the current protocols on Narcan. Ben Miller Todd presented. The current protocol is that Narcan is authorized for administration by ALS personnel only. However, it was emphasized that Medic One is not opposed to law enforcement or public administration of Narcan in the absence of medically trained providers or personnel. The goal of administering Narcan for a perceived opioid overdose is to reintroduce oxygen to the patient. Narcan allows for about 21% use of oxygen from the ambient air. With the current protocol, which is to administer pure oxygen via an oxygen mask, the patient is getting 100% pure oxygen. There are better outcomes for the patient with the use of administering oxygen by EMS trained personnel.
- There was also conversation about response time, with EMS often following law enforcement or a public administration of Narcan when 911 is called.
- There was no action for the board.
- It was not described why other communities were administering Narcan while it is not being adopted here. The question was raised of whether there could be a scenario in which it would be beneficial for an EMT to have authorization with stricter protocols and guidelines, and this question could not be answered. The question is, if there are certain protocols in place,

would there ever be an opportunity for EMT administration of Narcan to be beneficial in certain circumstances?

- Commissioner Hetzler commented that Sheriff Sanders reported that 9 out of 10 times, the sheriff's department arrives first and has already administered Narcan. This leaves a very small percentage of cases in which the first service would need to administer the Narcan.
- Chief Brooks responded that the reason the sheriff's department arrives first is to ensure that the scene is safe.
- Commissioner Kirkbride commented that Dr. Fontanilla is willing to reevaluate the protocol to make changes as needed but does not want to abandon his philosophy of patient improvement and working towards best outcomes for the patients. Commissioner Kirkbride also added that **Good Samaritan** laws specifically cover EMS responders for emergency calls and the decisions that fire services make for patients. However, Commissioner Kirkbride commented that because law enforcement has been issued Narcan and has been authorized to give it and therefore should not be protected under Good Samaritan rules.
- Commissioner Hetzler asked for clarification about the use of Narcan versus oxygen. Chief Brooks clarified that the main risk factor of an overdose is lack of oxygen. With Narcan, which wakes up overdose victims immediately, they are at risk of just getting up and walking away without getting additional medical care whereas with oxygen, they are receiving the critical oxygen support they require but will still need the normal wearing off period for the overdose medication to leave the system. Narcan can also have side effects.
- Commissioner Hetzler further asked if there can be medication interactions with Narcan. Chief Brooks clarified that it does not tend to interact with other medications or complicate other medical issues. Another consideration on the table is to give a lower dose of Narcan which will allow for starting to breathe on their own without having to be fully supported with oxygen support. Commissioner Kirkbride commented that the preferred method is to give oxygen first, then Narcan, not the other way around.
- Chief Brooks also clarified that while Narcan is easier to use for the general public, the fire service has access to oxygen support, unlike the general public, so it is preferable that the fire service uses the best support since they have access to it.

E. Thurston Regional Planning Council -

Commissioner Hetzler reported from the annual retreat of September 8th:

- The goal of the retreat was to confirm the mission, vision, and values and to review the strategic plan.
- There was a presentation from WSDOT about the HEAL Act which addresses diversity, equity, inclusion, and environment justice. Representatives from the Environmental Justice Task Force came and presented what they had been doing in this regard.

F. Community Outreach

Chief Brooks shared:

- The September 11th observance took place at Station 31. It was well attended.
- The annual presentation by the Lacey Lions Club took place.
- Chief Schmidt and Battalion Chief Hulst did a presentation at Jubilee. Chief Schmidt shared more: Jubilee is working on preparedness in their community.
- LFD3 continues to have a presence at high school football games.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- There has been progress with the VRF shop expansion. Chief Brooks shared photos of the progress thus far.
- Two chassis have been ordered. The window was set to close last Friday for the ability to order a commercial chassis for the aid units. In looking at projected budget plans for next year, Dale was confident that it would be a good move to order a chassis for two aid units, to place the oldest one at Station 31. They will have four-wheel drive capability.
- Switching from Braun Northwest to a new vendor that Medic One also switched to – Lifeline. They are represented by Hughes Manufacturing.
- Received bid specs for the new ISU. Braun Northwest provided some drawings, as did another company represented by Hughes Manufacturing. Chiefs Cerovski and Frost will be meeting with both of those vendors in early October and will be coming back with recommendations in late October or early November for a contract award for building the ISU to get it underway.
- Commissioner Kirkbride commented that Medic One has some units coming in, which will surplus several units. Is LFD3 in line for one or more of the surplus units? Chief Brooks responded that based on the triage criteria used, LFD3 is 5th in line, meaning it will probably be at least two years before one is received.

VI. OLD BUSINESS

- A. No items

VII. NEW BUSINESS

- A. Surplus of vehicle chassis for Aid Unit 34. 2008 Ford E-450, VIN 1FDXE45P98DA35164. Staff report and board action.

Chief Brooks reported that with the new chassis, it is required by Braun to surplus the old chassis. LFD3 did not have use for the chassis, so it is essentially being signed over to Braun Northwest for their disposal process. They use Richie Brothers. It would be a sign off to Braun Northwest. One of the things found in this process was that the title to the vehicle had never been transferred to the district from Medic One. The records with the Department of Licensing still show the vehicle as registered to Medic One, even though it has belonged to LFD3 for four

or five years. A transfer of title was obtained from Medic One to the district, and then transferred it over to Braun. The current request from staff is to authorize surplus of the chassis. Chief Cerovski reported that this will result in direct revenue to the district in an amount between \$500 and \$1000.

MOTION: To declare a 2008 Ford E-450 chassis, VIN as published, license 69037C, as surplus as it is no longer needed by Lacey Fire District 3. Revenue generated from this surplus will be directed to the cost of the Aid Unit 34 remount.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- At the last meeting, there was discussion about some of the projections received from the county assessor and the impacts to the levy total revenue for 2024. Chief Cerovski and Director Hough scheduled the time with the assessor's office to discuss and were able to provide documents showing two years in comparison. The 2022 and 2023 Property Valuation Fact Sheets were shared with the commissioners. They also shared the breakdown by percentage of property types in the district. It has remained fairly steady, though compared to other districts, the ratio of commercial is higher than any other district in the county.
- There was a former member and engaged citizen reach out through the info site to point out some errors in the minutes. Chief Cerovski and Chief Brooks decided to put the note to file versus having the commissioners re-adopt some overall minutes. There have been corrections made based on the three that were seen. The corrections will be posted on the website.
- Dale and Chief Cerovski are away at the Washington Finance Officers Association conference in Spokane. The finance director position is now an open posted position. There has been limited interest so far.
- Chief Cerovski did a tremendous amount of work leading up to the preparation for the Washington Survey and Rating Bureau five-year update. The last assessment was in 2018. The meeting with them took place on September 15th. Hoping to see initial rating projections sometime in October.
- HR has been overseeing a lot of interview processes in the last two weeks. There are 130 firefighter candidates for 12 positions. That number has now been screened down to about 40 who are coming back for a second round of interviews next week. The top 12 will receive offers.
- Open recruiting right now for the finance director position. Just closed the process for logistics technician. This has been a part time contract position. That position is moving from Medic One to in-house. An offer has been made.
- Chief Schmidt and company had the first round of interviews for training captains yesterday. Follow up interviews with the top candidates will take place on September 22.
- There are one to two positions opening for a temporary assignment in the training division for academy management.

- Retired Chief Webb did a presentation on behalf of the museum on the history of Lacey Fire. He did a wonderful presentation which was well attended both virtually and in person. It would be beneficial to have him come and tell the history as part of the 75th anniversary next year.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – a very interesting couple of weeks in the EMS side of the world. Looking forward to proceeding forward in competency planning for Thurston County. The goal is that each of the fire service agencies would adopt that plan and then either modify, change, or add their own strategic plans to implement. Originally, I was hoping to have that available by the 1st of the year for EMS Council action, but because of the diversion to bring the hospitals into the discussion, this is now a couple of months behind.

Commissioner Gamble – no comments

Commissioner Hetzler – regarding a conversation that took place about the percentage of interest received from the county; looking for updates on where that landed. Chief Brooks responded that there is no change so far. Director Hough reached out to the county treasurer and outlined the concerns. The conversations about how to proceed are still ongoing. Commissioner Hetzler also asked if it is possible to reach out to HOAs in a different way, such as sending out a video, to increase the ease of involvement. Chief Brooks replied with the idea of a Zoom recording that could be injected into a meeting if they wanted to share it. It would be possible to reach out to the three primary management companies that manage the vast majority of the HOAs that use the fire service facilities to ask about finding the best forum to share information.

Commissioner Kelling – a news article in The Olympian shared about the Nisqually Tribe land development in the vicinity of Cabela's. Regarding the Days Inn (now known as Maple Court) that is now housing the homeless, it seems to be becoming a magnet for increasing homeless activity. Chief Brooks responded that call volume has increased in the area for law enforcement. It seems that there are often many people there visiting who do not report living there.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

Chief Schmidt shared about firefighter awards that were given out recently.

A member remotely commented on the Narcan situation. The members are being continually put in the difficult position of waiting for someone to provide Narcan while providing only oxygen. The optics of that are not good and it can create hostility and unpleasant interactions. Given that 37 of 39 counties allow EMT basics to provide Narcan and given that all the tools are available if Narcan is

given and the airway is compromised, this arrangement seems to be creating additional problems. The lack of access to Narcan is a disservice to the community. While the doctor's position is understandable, there may need to be some pushback on that.

Commissioner Kirkbride responded that Dr. Fontanilla is currently reevaluating his position.

XII. ADJOURNMENT

The meeting adjourned as of 6:48 PM.

*Next Regular Meeting: October 5th, 2023– 5:30 p.m.
Available via remote meeting.*

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

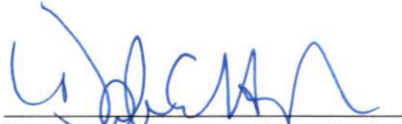
All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	7	0.00	18,618.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	6	6	0.00	24,135.84
	14	13	0.00	42,753.87

Fund Summary

Fund	Name	Period	Amount
001	General Fund	10/2023	42,753.87
			42,753.87

Authorization Signatures


 Signature Finance Director

10/4/2023
 Date

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the district, and that I am authorized to authenticate and certify to said claims.


 Fire Chief

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Approval Date



Lacey Fire District 3, WA

My Check Report

By Check Number

Date Range: 10/05/2023 - 10/06/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 001-GENERAL FUND						
1605	AGB PROPERTIES LLC	10/06/2023	EFT	0.00	6,300.00	5261
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
October 2023	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/05/2023	M2 Rent - October 2023	0.00	6,300.00	
	001-16-000-59101		Rent/Lease M2 Bldg Long		6,300.00	
			M2 Rent - October 2023			
1406	AMERICAN EXPRESS	10/06/2023	EFT	0.00	231.39	5262
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Sept. 2023 Load	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/04/2023	Fuel - Yellepit MOBE BR35	0.00	231.39	
	001-16-000-53201		Fuel - Fleet		76.55	
	001-16-000-53201		Fuel - Fleet		52.77	
	001-16-000-53201		Fuel - Fleet		102.07	
			AMPM Chehalis - Fuel - Yellepit			
			Shell Kennewick - Fuel - Yellepit			
			Pacific Mini Mart Lacey- Fuel-Yel			
1596	CLARK, STACEY L	10/06/2023	EFT	0.00	2,925.00	5263
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
289	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/05/2023	September 2023 Janitorial Service	0.00	2,925.00	
	001-16-000-54801		Facilities Repair and Main		2,925.00	
			September 2023 Janitorial Servic			
1595	ESO SOLUTIONS INC	10/06/2023	EFT	0.00	5,764.73	5264
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
ESO-120347	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/05/2023	Annual Fire Incidents Subscription	0.00	5,764.73	
	001-17-000-54105		IT Licensing and Services		6,311.73	
	001-17-000-54105		IT Licensing and Services		-547.00	
			ESO Fire Incidents			
			Credit - Incomplete NFRIS impor			
589	FOSTER GARVEY PC	10/06/2023	EFT	0.00	210.00	5265
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2865590	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/05/2023	Legal Service - Levy Advise	0.00	210.00	
	001-12-000-54102		Legal Services		210.00	
			Legal Service - Levy Advise			
1645	WEX BANK	10/06/2023	EFT	0.00	8,704.72	5266
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
92108648	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/04/2023	Fuel - September 2023	0.00	8,704.72	
	001-16-000-53201		Fuel - Fleet		8,704.72	
			Fuel - September 2023			
16756	BERMAN, JASON HEATH PETTIT	10/05/2023	Regular	0.00	91.98	23689
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VIMEO Subscripti	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/05/2023	Vimeo Subscription Reimbursement	0.00	91.98	
	001-17-000-54105		IT Licensing and Services		91.98	
			Vimeo Subscription Reimburse			
704	CITY OF LACEY	10/05/2023	Regular	0.00	7,935.71	23690
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
17859	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/05/2023	August 2023 - Fuel	0.00	7,935.71	
	001-16-000-53201		Fuel - Fleet		80.00	
	001-16-000-53201		Fuel - Fleet		7,820.93	
	001-16-000-53201		Fuel - Fleet		34.78	
			August 2023 - Fuel Admin Fee			
			August 2023 - Fuel			
			August 2023 - Fuel Admin B&O			
1220	FLOHAWKS PLUMBING & SEPTIC	10/05/2023	Regular	0.00	1,113.26	23691

My Check Report

Date Range: 10/05/2023 - 10/06/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
66230860	Invoice	10/05/2023	Sta. 33 Septic Pump and Repair	0.00	1,113.26	
	001-16-000-54801		Facilities Repair and Main		1,113.26	
594	GARDNER'S TRUST INC	10/05/2023	Regular	0.00	1,564.76	23692
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
27871, 27873	Invoice	10/05/2023	TEC and Station 33 Landscaping	0.00	1,564.76	
	001-16-000-54801		Facilities Repair and Main		579.26	
	001-16-000-54801		Facilities Repair and Main		985.50	
50314	HOUGH, DALE E	10/05/2023	Regular	0.00	1,104.32	23693
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
WFOA 2023 Conf	Invoice	10/05/2023	WFOA Spokane Conference - Travel Reimb	0.00	1,104.32	
	001-13-000-54301		Travel/Transportation/Mil		416.58	
	001-13-000-54302		Travel Meals		13.50	
	001-13-000-54302		Travel Meals		74.00	
	001-13-000-54302		Travel Meals		39.00	
	001-13-000-54303		Travel Lodging		561.24	
369	SHUR-KLEEN CAR WASH, INC.	10/05/2023	Regular	0.00	85.00	23694
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
08.31.117	Invoice	10/05/2023	August 2023 Fleet Car Wash Service	0.00	85.00	
	001-16-000-54803		Apparatus Repair and Ma		-15.00	
	001-16-000-54803		Apparatus Repair and Ma		100.00	
1691	TRAVERS ELECTRIC, INC	10/05/2023	Regular	0.00	6,723.00	23695
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
148542	Invoice	10/05/2023	St. 34 Lighting Controller Install	0.00	465.07	
	001-16-000-54801		Facilities Repair and Main		465.07	
148930	Invoice	10/05/2023	Sta.31 Exterior Bay Lighting	0.00	6,257.93	
	001-16-000-54801		Facilities Repair and Main		6,257.93	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	7	0.00	18,618.03
Manual Checks	0	0	0.00	0.00
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	14	13	0.00	42,753.87