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 98503)

Click here to join the meeting:
https://us06web.zoom.us/j/743870521
Meeting ID: 743 870 521

October 17, 2024
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 October 3rd, 2024, Board of Fire Commissioners Meeting.
B. Warrants (AP 10B 2024):
- General Fund 001 (Acct #6630): EFTs numbered 5446 through 5455; Checks numbered 24116 through 24141; Drafts numbered 1428 through 1448 for a total amount of $1,270,028.69.
- Equipment Repair and Replacement Fund 103: EFT number 5456; Check number 24142 for a total amount of $7,985.39.
- Capital Projects Fund 301: EFT number 5457 for a total amount of $9,060.51.

C. Payroll 10B 2024 in the amount of $1,715,295.28

V. COMMITTEE REPORTS

A. Thurston County Medic One — Commissioner Kirkbride

B. Thurston 9-1-1 Communications (TCOMM) — Commissioner Roberts

C. City / District Liaison — Commissioner Kelling

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

A. Station 34 Stormwater Retention Pond Easement — Staff Report

VII. NEW BUSINESS

A. 2025 Draft Budget — Staff Report

B. ALS Contract Amendment No.4 — Staff Report and Board Action

VIII. ADMINISTRATIVE REPORT

A. District Monthly Financial Report

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

I. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Workshop: October 19th, 2024, 8:00am at Station 31***
- ***Next Regular Meeting: November 7th, 2024 – 5:30pm***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 3rd, 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 Kelling	Commissioner Roberts	
Commissioner Kirkbride		
Commissioner Hetzler		
Commissioner Gamble		

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: <u>To move Agenda Item IX A, IT Division Update, to before the committee reports and to approve the agenda as amended.</u>

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

A. Member Military Presentation – Ernie Gudino

IV. PROMOTION, SWEARING AND RECOGNITION CEREMONY

A. Chris Patti – Deputy Chief of Operations

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the September 26th, 2024, meeting of the Board of Fire Commissioners.

B. Draft Minutes of the September 26th, 2024, meeting of the Board of Volunteer Firefighters.

C. Warrants (AP 10A 2024):

- General Fund 001 (Acct #6630) EFTs numbered 5440 – 5443; checks numbered 24112 – 24114 through 24039, for a total amount of $23,320.17.
- Capital Projects Fund 301: Check number 24115 for a total amount of $1,015.00.
- 2017B Capital Improvement Project Fund 307: EFTs numbered 5444 – 5445 for a total amount of $248,257.99.

D. Payroll 8A-2024 in the amount of $631,605.14.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Kirkbride
Carried: Unanimous

VI. ADMINISTRATIVE REPORT

A. Information Technology Division Update Staff Report

There was a presentation on SharePoint 365.

Prior to 2024, Division and BoFC files were stored at Station 31 with disjointed structuring and only accessible on premise or with a VPN connection. This allowed for limited collaboration.

With SharePoint, there is an emphasis on restructuring data and making it accessible onsite and on the go with no VPN required. Multiuser collaboration is now possible, along with access to new organization tools.

On SharePoint, Team BoFC is the virtual home of the Board of Fire Commissioners. It contains board minutes, agenda, and recordings and is accessible from anywhere with a district account.

VII. COMMITTEE REPORTS

A. Thurston County Medic One
Commissioner Kirkbride reported from the September 26th meeting:

- A draft copy of the 2024 Comprehensive Plan was distributed to all the EMS Council members for their review and comments to come back to the committee by the 17th. Commissioner Kirkbride provided copies to all the commissioners with a request for it to be reviewed and comments provided by the 15th so that those comments can be provided to the committee by Commissioner Kirkbride by the 17th.

- There was a report on the by-laws that were accepted by the Board of County Commissioners. They are officially in effect at the next meeting. There has been the addition to the EMS Council of hospital representation, mental health representation, a representative of the Tribes, etc., to try to have a more collaborative effort and pre-hospital care within the community. The number of citizens has been reduced. The citizen medical doctor role has been eliminated. There will be three citizens and three representatives of the Thurston Fire Commissioners Association.
- The major discussion at the meeting was about the contract with Tumwater Fire for the eighth medic unit. Multiple studies were done as to where the best location was to put Medic 8 to serve the community. The best location that came up was the Starbucks at Yelm Highway and Henderson. With no fire station there, the next closest one is Tumwater 2. It has easy access to the freeway in all directions and to 101. The next best location is Station 33, and the fourth best would be Station 01.
- There was a study to determine the impact on the county of having Medic 8 stationed at these various locations. There was no negative impact determined.
- The ALS Contract Committee was empowered to start negotiations with the City of Tumwater for amendments to the contract to move forward with stationing Medic 8 at Tumwater 2.
- The next meeting will take place on October 24th.

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

Commissioner Roberts reported from the October 2nd meeting:

- Regarding the cutover for the new radio system: law enforcement will cut over November 18th. Fire will cut over November 19th. It is encouraging that the radios are out there, although there is no dispatcher currently attached to them.
- There was also discussion about the phone system. It is all in line and in process. Hoping for a go live in April of 2025.
- Staffing is going well. There is another recruitment academy scheduled for October 21st. The candidates for that are in the final stage.
- Monthly call volume stats for August: they continue to decline. There is a difference of -13.5% from previous years. This includes all incoming 911 calls, both emergency and nonemergency.
- The first run through of the 2025 director's budget was given. It is important to note that there is no increase. There is a 0% change from the 2024 year end projection. They are estimating that sales tax will be down 4%. The budget presented did include authorized positions: 2.0 FTE telecommunicators. There will also be a three-quarters time payroll and benefits specialist. There are some general wage increases that have already been negotiated. They are anticipating health benefit increases of somewhere between 6 and 9%. The Motorola digital radio system has some anticipated change notices that will probably be coming.

There is a little over $3 million change to the fund balance, but it is well within keeping with the 16.67 fund balance required by the state.

- At the next meeting, which will be on November 6th, the budget will be presented for adoption.

C. City/District Liaison

The next meeting will take place on November 21st. This meeting may move to the week of November 12th but nothing has been confirmed yet.

D. Thurston County Fire Commissioners Association

No report; the next meeting is on October 15th.

E. Thurston Regional Planning Council

No report; the next meeting is October 4th.

F. Community Outreach

Chief Brooks shared:

- October is Fire Prevention Month. Last year was the first time doing public education outreach differently by having dedicated crews versus trying to pull the response crews from their daily duties. There has been a lot of effort to staff the public education crews. Different members are coming in for windows of four to five hours a day, going to the elementary schools as well as private schools and providing education that aligns with the national messaging each year.
- It is Breast Cancer Awareness and Prevention Month. The formal week of observance is the third week of the month. There are new pink shirts for the crews to wear during the third week.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- The new Engine 31 was ordered in October of 2022 had a 32- to 38-month delivery window at a price over just over $1 million. Factory completion and final inspection is expected towards the end of next year. It is expected to be in service in Quarter 1 of 2026.
    - *It is important to note that if an engine was to be ordered today, there is a 53-month delivery window, and an updated cost of $1.3 million.*
- LFD3 will receive a $14,000 payment discount with the new E31 chassis arrival in Q1 of 2025. The District will receive an additional $10,000 payment discount upon the final invoice in 2026, if we pay within the 30-day invoice period.

Commissioner Kelling commented that there were two payments to Rice Fergus Miller for the VRF and inquired if those are final VRF payments. Chief Cerovski responded that those payments are related to an architectural and engineering fee. There was also a payment just made to Christiansen for around $200k, with a final payment targeted for the end of October.

VIII. OLD BUSINESS

A. Station 34 Stormwater Retention Pond Easement — Staff Report

Chief Brooks reported:

- There was a meeting with Chief Brooks, the deputy chiefs, and the city manager. The city manager had some level of familiarity with these discussions. He is willing and interested in talking to city staff and legal counsel. He agreed that there may be an opportunity to draw up a standard of separation between what comes in from the right-of-way of the road versus what comes in from the LFD property.
- The city manager reported that regarding the applicable stormwater codes and standards, there may be something in the city municipal code or in the standard stormwater code that if you do frontage improvements on a roadway, that a part of doing those frontage improvements does make you responsible for the runoff from the midline of the road to your property. The city will need to consider this. However, this would only apply to Steilacoom Road where LFD3 did the frontage improvements and would not apply to 8th Court.
- The city manager will be talking with staff and city legal counsel and will follow up.

IX. NEW BUSINESS

A. SAO – 2023 Financial Audit Exit Conference Report — Staff Report

Chief Brooks reported:

- Thanks to Director Kirkwood for his work, as well as the entire finance team. They worked very hard to pull everything together, and it was a significant body of work.
- This pales in comparison to what they are currently working on with the accountability audit, which is a three-year audit with much more nuance and record requirements. That is still an active project.
- There will be a warrant going through in excess of $30,000 for the audit because it is more extensive. Hopefully next year will return to the cycle of single year financial and accountability audits going forward.

X. ADMINISTRATIVE REPORT

Chief Brooks reported:

- The original reason for the meeting with the city manager was to provide an update on the city’s discussions with representatives from the Nisqually Tribe about the Quiemuth Village development. The period is open for comment for their environment assessment. It closes on October 18th. The goal is for LFD3 to do as much due diligence as possible in research and review of their initial plans. There was good conversation with the city manager about this. He and the city attorney went out and met with representatives from the Tribe and encouraged staff to reach out in similar fashion. The Tribe expressed an interest in talking, independently from the city, about fire and EMS protection. They are willing to talk collaboratively about capital means and infrastructure.

- Chief Brooks did reach out to the Tribes' attorney, who was the given point of contact. He was very timely in his response. There is a meeting scheduled for staff. They are evaluating whether it would be appropriate to include legal counsel. The meeting will take place on October 15th.
- Chief Brooks is planning to have a draft letter prepared for submission with comments before the deadline of October 18th. The documents provide an extensive read. It is worth also reading the financial summaries, which quantify the impact to LFD3. The Tribe seems to have done a good job of looking at that objectively.
- Director Kirkwood is unable to attend tonight's meeting. There was the hope of having a more robust discussion of initial budget projections. The preliminary projections have come in from the county about assessed valuation change and new construction. LFD3 received updated values at the end of last month. There was another increase. New construction now exceeds almost $410 million. The overall assessed valuation growth is now up to 7.5%. There is a limitation by ballot measure and voter approval to 6%. The difference between 6% and 7.5%, should the board choose to leverage the full 6%, would have the effect of lowering the levy rate for 2025. It is currently estimated that doing so would drop it down somewhere between $1.47 and $1.48 per thousand. When Director Kirkwood is able to finalize those numbers, he plans to have an extensive proposal and presentation for the commissioners with the plan of setting up for a public hearing at the first November meeting and a requested adoption at the second November meeting.
- Chief Brooks will be out of the office next week but will be in touch with staff and will be reasonably available throughout the week if something comes up.

Commissioner Kirkbride inquired about the status of the Dupont tower issues. Chief Brooks responded that both Dupont and the Station 82 site are operational in a temporary mode. They have now received the permits to begin final construction at Station 82, and they are moving the process forward with the Dupont site.

XI. COMMISSIONER COMMENTS

Commissioner Roberts – thankful to be able to attend the meeting virtually. Thanks to Ernie for his presentation. Thanks to Ryan and the IT team for all the work they are doing. Thanks to everybody involved in accounting with the time-consuming audit process. Brandon and his team have done an amazing job. Thanks to Chief for pointing out the time and effort that is required for the audits.

Commissioner Kirkbride – a special thank you to Ryan for his work on IT issues. A big thank you to Brandon and his staff for the work they are doing.

Commissioner Gamble – appreciation to the team and all their hard work.

Commissioner Hetzler – apologies for absences lately. Hoping to be more consistently available moving forward. There was previously a mention of the

City of Lacey coming to a BoFC meeting to present. Chief Brooks responded that nothing is currently planned, but there can be a request made – perhaps at the next city district meeting.

Commissioner Kelling – welcome to Deputy Chief Patti. There is a working agenda for the workshop on October 19th. There are three items, including Capital Facilities and Equipment Update. There will be a short discussion on the Fire Commissioner Handbook. There will be an executive session with Chief Schmidt. Thanks to all the commissioners for their proxy votes. Commissioner Roberts was informed that if she wishes to provide a proxy for the annual meeting, a hard copy will be left in her box and it will be coordinated to get the other fire commissioners' signatures.

XII. CORRESPONDENCE

None.

XIII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIV. REQUEST FOR EXECUTIVE SESSION

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

The executive session was given 15 minutes. There was a 12-minute extension.

XV. ADJOURNMENT

The meeting adjourned as of 7:32 PM.

Next Regular Meeting: October 19th, 2024– 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary