THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

COMMISSIONERS WORKSHOP
MINUTES OF THE MEETING

October 30th, 2025

Present	Present (Virtual)	Excused:
Commissioner Hetzler Commissioner Kirkbride Commissioner Gamble Commissioner Kelling		Commissioner Roberts

The meeting was conducted remotely via Zoom, and with in-person attendance at Station 31.

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 Kirkbride
Second: Commissioner Kelling
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. WORKSHOP DISCUSSION ITEMS

A. Capital Facilities Plan
- Chief Schmidt spoke about the need to look at long range planning to ensure financial stability as the District encounters future known and potential growth.
- Director Kirkwood presented focus areas on facilities, apparatus and property needs spanning the next 5 to 20 years. Staff will be gathering data of operational performance and growth forecast data to better assist with preparedness to plan for future needs and help determine what financial resource options, including if there are viable alternative revenue sources.
- The plan will provide priority recommendations for how to fund future needs.

- The Commissioners asked for a list of current vendors (including Rice Fergus, WHA, WFCA) to determine costs for consultant services. Staff will produce a presentation of the findings, to occur in the 1st quarter of 2026.

B. Board of Commissioners Handbook

- Chief Cerovski provided a final summary of the handbook. The legal review has been partially completed. Changes suggested mostly relate to minor grammatical changes, and formatting of numerical heading and subheadings.
- Conversation about Roberts Rule of Order was discussed and will be used as reference for meeting conduct and not as Board policy.
- Chief Cerovski will complete final review with legal and complete a final draft, and present amendments to the Board at the first December meeting.

C. Organizational Audit Final Summary

- Chief Schmidt presented a PowerPoint presentation that included final outcomes of the organizational audit, and highlighted several changes that are already underway, including reviewing the outcomes from committees, presentation of major projects for 2026, and introduction of a new organization chart to commence in 2026. The presentation included a shared example of a District document created to outline clarity and transparency with administrative positions' duties and title changes.

D. 2026 Healthcare Costs and MOU

- Chief Schmidt revisited the 15% healthcare cost increase for 2026, with a reminder of the Board's previous commitment to absorb the additional 5% increase.
- The Board was asked if there was interest in revisiting comments made in previous meeting to create an MOU should the increase costs to the District in excess of 10% in future years. There was Board discussion. An internal healthcare committee is being established in 2026, to review healthcare issues, costs and pursue an MOU.

E. 2026 Budget Review

- Director Kirkwood presented a review of the 2026 budget. The November 6th meeting will be the public hearing with final review. The Board is slated to vote on the budget at the November 20th meeting. It was noted by Director Kirkwood that final assessed values from the County have not yet been delivered.

F. 2026 Meeting Schedule

- Staff proposed meeting dates in 2026 to include two workshops in addition to regular scheduled meetings. These are planned to be held March 28 with interest of an annual report presentation, and September 24 for an early review of the proposed 2027 budget.

- In January, to avoid conflict with the January 1st holiday, January's meeting dates will shift one week later to the 2nd and 4th Thursdays (January 8th and 22nd).

G. Chief's Evaluation Process

- The Board discussed scheduling an executive session to finalize the draft document, but no date was specified. In future years, it is the Board's interest to seek completion of the evaluation in the September/October timeframe annually.

V. ADJOURNMENT

The meeting adjourned as of 7:05 PM.

Next Regular Meeting: November 6, 2025 – 5:30 p.m.
Available via remote meeting.

Liberty Hetzler Liberty Hetzler (11/21/2025 09:15:01 PST) Chair	Vice Chair
Melissa Gamble Melissa Gamble (11/24/2025 12:36:11 PST) Commissioner	Sylvia Roberts (11/21/2025 18:47:20 PST) Commissioner
Richard Kelling (11/21/2025 12:27:14 PST) Commissioner	ATTEST: District Secretary

October 30 BoFC Workshop Minutes Final

Final Audit Report 2025-12-02

Created:	2025-11-21 (Pacific Standard Time)
By:	Chris DeBell (cdebell@laceyfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAdOeLnY3_E5HSq9WaaWM4I7QBFPku9Tsx

"October 30 BoFC Workshop Minutes Final" History

Document created by Chris DeBell (cdebell@laceyfire.com)
2025-11-21 - 8:42:29 AM PST

Document emailed to lhetzler@laceyfire.com for signature
2025-11-21 - 8:44:19 AM PST

Document emailed to fkirkbride@laceyfire.com for signature
2025-11-21 - 8:44:19 AM PST

Document emailed to Michael Cerovski (mcerovski@laceyfire.com) for signature
2025-11-21 - 8:44:19 AM PST

Document emailed to mgamble@laceyfire.com for signature
2025-11-21 - 8:44:19 AM PST

Document emailed to Richard Kelling (rkelling@laceyfire.com) for signature
2025-11-21 - 8:44:19 AM PST

Document emailed to sroberts@laceyfire.com for signature
2025-11-21 - 8:44:20 AM PST

Email viewed by lhetzler@laceyfire.com
2025-11-21 - 9:14:44 AM PST

Signer lhetzler@laceyfire.com entered name at signing as Liberty Hetzler
2025-11-21 - 9:14:59 AM PST

Document e-signed by Liberty Hetzler (lhetzler@laceyfire.com)
Signature Date: 2025-11-21 - 9:15:01 AM PST - Time Source: server

Email viewed by Richard Kelling (rkelling@laceyfire.com)
2025-11-21 - 12:26:57 PM PST

Document e-signed by Richard Kelling (rkelling@laceyfire.com)

Signature Date: 2025-11-21 - 12:27:14 PM PST - Time Source: server

Email viewed by sroberts@laceyfire.com

2025-11-21 - 6:46:34 PM PST

Signer sroberts@laceyfire.com entered name at signing as Sylvia Roberts

2025-11-21 - 6:47:18 PM PST

Document e-signed by Sylvia Roberts (sroberts@laceyfire.com)

Signature Date: 2025-11-21 - 6:47:20 PM PST - Time Source: server

Email viewed by mgamble@laceyfire.com

2025-11-24 - 12:35:40 PM PST

Signer mgamble@laceyfire.com entered name at signing as Melissa Gamble

2025-11-24 - 12:36:09 PM PST

Document e-signed by Melissa Gamble (mgamble@laceyfire.com)

Signature Date: 2025-11-24 - 12:36:11 PM PST - Time Source: server

Email viewed by fkirkbride@laceyfire.com

2025-11-24 - 6:48:56 PM PST

Signer fkirkbride@laceyfire.com entered name at signing as Frank Kirkbride

2025-11-24 - 6:49:49 PM PST

Document e-signed by Frank Kirkbride (fkirkbride@laceyfire.com)

Signature Date: 2025-11-24 - 6:49:51 PM PST - Time Source: server

Email viewed by Michael Cerovski (mcerovski@laceyfire.com)

2025-11-25 - 8:02:40 AM PST

Document e-signed by Michael Cerovski (mcerovski@laceyfire.com)

Signature Date: 2025-11-25 - 8:03:14 AM PST - Time Source: server

Document emailed to Chris DeBell (cdebell@laceyfire.com) for approval

2025-11-25 - 8:03:17 AM PST

Document approved by Chris DeBell (cdebell@laceyfire.com)

Approval Date: 2025-12-02 - 9:41:59 AM PST - Time Source: server

Agreement completed.

2025-12-02 - 9:41:59 AM PST