



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

November 2nd, 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. PROMOTION AND RECOGNITION CEREMONY**
 - A. Firefighter Paramedic Recognition
 - B. American Legion Firefighter of the Year Presentation for Firefighter Jess Moore
 - C. Lacey Firefighters Charity Briefing
- V. APPROVAL OF THE CONSENT AGENDA**
 - A. Draft Minutes of the October 19th, 2023, Board of Fire Commissioners Meeting.
 - B. Warrants (AP 11A 2023):
 - General Fund 001 (Acct #6630): EFTs numbered 5275 through 5278; Checks numbered 23726 through 23732; for a total amount of \$22,555.02.
 - C. Payroll 10B-2 in the amount of \$3925.04
- VI. 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 |

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. 2024 LFD3 Budget – Public Hearing. Board Discussion (Appendix B).

IX. ADMINISTRATIVE REPORT

X. COMMISSIONER COMMENTS

XI. OTHER INFORMATION

- A. Correspondence

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. REQUEST FOR EXECUTIVE SESSION

In Accordance with RCW 42.30.110(1) (d) To review negotiations on the performance of publicly bid contracts.

XIV. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: November 16th, 2023 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 19th, 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 Roberts Commissioner Hetzler Commissioner Gamble Commissioner Kelling		

I. CALL TO ORDER

Commissioner Roberts 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 Hetzler

Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTION CEREMONY

a. Lieutenant Kirk Beatty

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the October 5th, 2023, meeting of the Board of Fire Commissioners.

B. Warrants (AP 10B 2023):

- General Fund 001 (Acct #6630) EFTs numbered 5267 through 5270; checks numbered 23696 through 23724; and Draft number 1211 for a total amount of \$785,467.41.
- Capital Projects Fun 301: EFT number 5271 for a total amount of \$396.94.
- 2017B Capital Improvement Project Fund (2019A): EFTs number 5272 through 5274; and check number 23725 for a total amount of \$143,865.19.

C. Payroll 10A in the amount of \$1,483,993.93.

D. Payroll 10B in the amount of \$566,766.38.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble

Second: Commissioner Kelling

Carried: Unanimous

Commissioner Kirkbride had a question about the first item on the check report, Charles Schwab Bank deposits and withdrawals. Chief Brooks clarified that this is one of the three vendors for the deferred compensation contributions. This is a monthly item.

Commissioner Kirkbride also had a question about another item on the check report, IT Licensing and Services with Connectwise for \$22,694. It was clarified that this is for the mobile connect for laptops for when administrative staff are working away from the office. This is an annual expense.

VI. COMMITTEE REPORTS

A. Thurston County Medic One

No report; the meeting from October 18th was canceled because of lack of agenda items. The next meeting is November 15th.

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

No report; the next meeting will take place on November 1st.

C. City/District Liaison

Commissioner Roberts shared about the most recent meeting:

- There were three main points discussed: community risk reduction, and with that was prevention and education; fire investigations, and inspections. The chief did a nice job of bringing to the forefront a software tool called Brycer that assists with the paper part of annual fire inspections. Chief Brooks added that this tool standardizes the process for

vendors in the community; for example, the commercial vendors who do the sprinkler system inspections and with issues around permitting. It provides a central portal, and fees that are paid through that portal allows for some return of revenue or cost sharing with the city. Brycer seems to be the industry standard that has emerged and is being widely adopted. Commissioner Roberts shared that her impression at the meeting was that everyone was in favor of looking further into using this tool.

- Questions were asked about support services. It would be helpful to have their MOT team stand up for 24 hours.
- There was discussion about the new development of Quietmuth (*kway-mooth*) in Hawks Prairie. The two agencies will look together to look at a mutual aid use building. This seems like something the tribe would be in favor of, and they have an easier ability to get funding more expediently. There is a meeting coming up soon for the city to meet with the tribal chair.
- The city shared about survey ratings. Chief Brooks talked further about the ratings and that Lacey representatives did not realize that Olympia had gained a class two rating. There was discussion about what has hindered the City of Lacey's ability to move up and improve their rating. Right now, it is not known where Lacey stands. The last step of getting the preliminary rating sits with the Committee of Economic Development at the city. They have already updated the county's prevention and inspection elements, along with TCOMM. Those other elements come into Lacey's rating. The only remaining item is the city's fire marshal function.
- The city shared that the new police station is out for bids. Bids will be awarded in November with groundbreaking in February or March. They are hopeful that it will come in within budget.

D. Thurston County Fire Commissioners Association

Commissioner Kelling shared about the most recent meeting, which took place at the County Emergency Operations Center.

- The focus of the meeting was a presentation from the county emergency manager. He gave a brief on the orientation and setup of the building. He talked through actions in the event of a natural disaster scenario, in very general terms. There was an also an overview on what a continuity of operations plan might include.
- There was discussion about current planning efforts. They will be submitting their All Hazards Mitigation Plan for the county to the state Emergency Management Department for comment and feedback. It will potentially be back sometime early next year.
- They are beginning the update of the Comprehensive Emergency Management Plan, of which all the stakeholders will be a part of, including the city of Lacey and the other municipalities. Fire has an

emergency support function plan which is part of that larger planning process.

- Looking to form officer elections at the end of the year in December. Nominations will be accepted at the November meeting. They are asking for volunteers for a nomination committee. The officer positions are chair, vice chair, and secretary treasurer.
- There was brief conversation about the annual conference next week. There are two members who are running for the state secretary treasurer position.
- The next meeting will take place on November 21st.

E. Thurston Regional Planning Council

Commissioner Hetzler shared from the October 6th meeting:

- There was a presentation from the Washington State Department of Commerce about electric vehicle planning with the goal of having Thurston County sales of electric vehicles at 100% by 2030 as opposed to the 2035 goal. All of the information is on TRPC's website.
- There was a presentation on the regional trails plan. It was very well thought out and planned. There are currently around 65 miles of trails, with the goal of 170 in the five-year plan. There is a lot of funding already planned and figured out. Their current goals are to establish a work group, have annual regional trail meetings, and update the plan every five years. The plan will be adopted on December 1st.
- There is an appointment needed to the Puget Sound Regional Council (PSRC) Growth Management Policy Board. Chris Sterns volunteered.

F. Community Outreach

Chief Brooks shared:

- Director Gorman and Chief Brookers were asked to speak to the Timberline High School football team. They are bringing in leadership speakers at each of their dinners. Unfortunately the event was moved back a night, and they were not able to attend on short notice.
- Activity is ongoing this month. There are dedicated personnel coming in and taking brush units out to each of the individual elementary schools. Chris DeBell has done a lot of work coordinating with the schools to have that presence without being interrupted and without taking away capacity from the on-duty crews.
- Continuing to have a presence at all of the football games.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- The VRF project is steadily advancing. Sheeting is going up. The final infrastructure installation is underway. Collaborating with TCOMM for the development of the two generator pads, one for the VRF and one for the TEC.
- There have been interesting challenges with ordering or reserving fleet vehicles. It was on the docket next year to purchase an F-350 utility pickup. One was found on a lot at the state authorized bid deliverer, and that purchase will be made. This will be a good enhancement for the training staff as they prepare for the spring academy of 2024, as well as a great utility for needs across the district.
- There were two aid unit chassis ordered for future buildouts. Quotes have been received by two different vendors.
- There were two differing drawings provided by two different vendors for the ISU.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. 2024 Draft Budget Presentation.

- Dale presented the 2024 draft budget with accompanying PowerPoint.
- Successful levy lid lift.
- Adding 12 new firefighter positions.
- Adding 4 new battalion chief positions
- Filling Assistant Chief of Community Risk Reduction position.
- Reclassifying 2 training lieutenant positions to training captain positions.
- Adding several administrative staff positions.
- Completed a market compensation survey of executive and administrative positions in comparable districts/employers.
- Rebalanced 2024 executive and administrative compensation schedules.
- Wage scale as budgeted is proposed to be at or near 2023 median wage level. Total increases of between 10% and 20%.
- Admin COLA based on June 2023 CPI-U 4.6%. Operations COLA based on current CBA 3.5%.
- Medical insurance rates up by 6%.
- Labor and industry first responder rates projected increase of 33%.
- Revenue and expenditures were reviewed in detail.
- Fund transfers were reviewed.
- Budgets for all other LFD3 funds were reviewed.

Chief Brooks reported that there may be some edits to the budget plan before the next meeting. The proposed final draft will be presented at the next meeting.

IX. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Dale is preparing for retirement. Second rounds of interviews to replace his position have taken place. There are three well-qualified candidates who will be brought back in for a two-panel process. The goal is to have this person on board by the end of the year and to have a full month to work together with Dale in preparation for the handoff.
- Chief Brooks participated last week with the city manager of Olympia in their process of hiring a new fire chief. They have had an interim fire chief for the past 15 months. Chief Morris will be assuming the role of fire chief for Olympia.
- 12 offers for firefighter candidates have been made and accepted. Technically, there are 11 hires; one is from the WorkEx program, and he will come on a volunteer firefighter, as he is not eligible to receive compensation or be employed until he completes his military service. After the academy, he will be eligible to have a conditional job offer as soon as his military service is completed.
- The new director and regional manager for Olympic Ambulance will be invited to meet the board and discuss the process for private ambulances serving the LFD3 agency.
- In the coming weeks, there will be the largest contingent ever of battalion chief candidates testing. GraceWorks Church is allowing LFD3 to use their facility for two days of battalion chief assessments in the coming week. Someone will be coming over from Spokane Valley to assist with the assessment process.

X. CORRESPONDENCE

- Chief Schmidt shared that earlier this month, a family came in to meet with the crew that had responded to their home four or five days earlier. An adult male fell unconscious and family performed CPR and life saving measures for eight minutes before crews arrived. When crews arrived, they delivered 12 shocks to this patient and did CPR for 30 minutes. The patient was taken to the hospital and turned over to more advanced care. This patient was able to walk out of the hospital after recovery and then come into the fire station to meet the crews that had assisted him. This is a testament to the impact of families being trained in CPR, as well as the impact of the crews in saving this patient's life.
- Chaplain Gorman was able to take the family to the hospital and be there in the aftermath.
- There is a goal of formally recognizing citizen CPR, and to that end, they have been invited to come to the next board meeting. The American Legion will also be joining at that meeting to give out the state firefighter award. There will also be a pinning for Captain Ross.
- Regarding labor management relationships, it is now official that there is a new president for IAFF Local 2903, Lieutenant Jim Greene. There is a new candidate who has joined the board and is working through the process. Lieutenant Bryce Craig will have a position on the executive board, as well.

XI. COMMISSIONER COMMENTS

Commissioner Kirkbride – great report on the CPR save and the continued involvement of Chaplain Gorman and everything he does. Wonderful to continue to get candidates from military personnel. The connection with JBLM is

important. Huge thanks to Dale for all his wonderful work and how well he communicates financial information.

Commissioner Gamble – big thanks to Dale and his team for making it so easy to understand the budget and where the money is coming from and going to.

Commissioner Hetzler – will be attending via Zoom on the 16th. Was there a program running with L&I in the past that helped with lowering rates?

Chief Brooks responded that this program is still running. The rate is still 10% less than it would have been without it.

Commissioner Kelling – question for the chief about whether in regards to survey and rating, was future staffing taken into account?

Chief Brooks responded that they cannot. The information about what is projected is shared with them, but they use the actual current numbers. They take the total hours worked and average the entire year, so days with higher staffing results in a higher average.

Commissioner Kelling asked if there are incremental updates within the five year period.

Chief Brooks responded that an additional survey can be requested. If there are only staffing number changes, those can be sent to run through a metric to determine if it's worth seeking a rerating.

Commissioner Kelling also commented that a briefing shared from the Lacey Economic Development Update discusses economic development throughout the county, focusing on the Lacey/Olympia/Tumwater area. Will share a brief that the city manager gave to the rotary club, which is more comprehensive. Will be attending the conference next week. Had a meeting with Assistant Chief Flowers to discuss the statistics from the county for opioid overdose, the background on the current guidance for administration of Narcan by ALS and BLS personnel and why the current directive is what it is. It would benefit the board to ask Chief Flowers to give a general information session.

Discussion took place about the MPD making decisions about who is authorized to use Narcan and that the decision ultimately comes from him.

Commissioner Roberts – Dale will be very much missed.

XII. CORRESPONDENCE

None.

XIII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIV. ADJOURNMENT

The meeting adjourned as of 6:44 PM.

***Next Regular Meeting: November 2nd, 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	7	7	0.00	13,903.29
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	4	4	0.00	8,651.73
	11	11	0.00	22,555.02

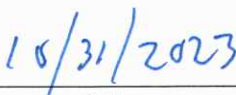
Fund Summary

Fund	Name	Period	Amount
001	General Fund	11/2023	22,555.02
			22,555.02

Authorization Signatures


Signature

Finance Director


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: 11/02/2023 - 11/03/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 001-GENERAL FUND						
1605	AGB PROPERTIES LLC	11/03/2023	EFT	0.00	6,300.00	5275
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
November 2023	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/02/2023	M2 Rent - November 2023	0.00	6,300.00	
	001-16-000-59101		Rent/Lease M2 Bldg Long		6,300.00	
50306	ARCHER, DEBORAH A	11/03/2023	EFT	0.00	624.69	5276
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
AWC Member Ex	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/02/2023	AWC Member Expo Kennewick, WA 10/17	0.00	624.69	
	001-13-000-54301		Travel/Transportation/Mil		348.46	
	001-13-000-54302		Travel Meals		39.75	
	001-13-000-54302		Travel Meals		27.00	
	001-13-000-54302		Travel Meals		36.00	
	001-13-000-54303		Travel Lodging		173.48	
738	FIRECOM / SONETICS CORPORATION	11/03/2023	EFT	0.00	1,204.50	5277
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV347886	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/02/2023	Digital Intercom Repairs	0.00	1,204.50	
	001-16-000-54802		Equipment Repair and M		1,204.50	
589	FOSTER GARVEY PC	11/03/2023	EFT	0.00	522.54	5278
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2868848	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/02/2023	Legal Service - WFSE et al. v State of WA e	0.00	522.54	
	001-12-000-54102		Legal Services		522.54	
704	CITY OF LACEY	11/03/2023	Regular	0.00	7,839.48	23726
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
17907	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/02/2023	September 2023 - Fuel	0.00	7,839.48	
	001-16-000-53201		Fuel - Fleet		34.78	
	001-16-000-53201		Fuel - Fleet		80.00	
	001-16-000-53201		Fuel - Fleet		7,724.70	
1173	FITNESS INSTALLERS & TECHNICIANS INC	11/03/2023	Regular	0.00	870.53	23727
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
LFR43	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/02/2023	Quarterly Preventive Maintenance Servic	0.00	870.53	
	001-16-000-54801		Facilities Repair and Main		870.53	
594	GARDNER'S TRUST INC	11/03/2023	Regular	0.00	3,447.13	23728
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
28139	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	11/02/2023	September 2023 Landscape Maintenance	0.00	3,447.13	
	001-16-000-54801		Facilities Repair and Main		3,447.13	
369	SHUR-KLEEN CAR WASH, INC.	11/03/2023	Regular	0.00	51.00	23729

My Check Report

Date Range: 11/02/2023 - 11/03/2023

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			
09.30.117	Invoice	11/02/2023	September 2023 Fleet Car Wash Service	0.00	51.00	
001-16-000-54803	Apparatus Repair and Ma	September 2023 Fleet Discount		-9.00		
001-16-000-54803	Apparatus Repair and Ma	September 2023 Fleet Car Wash		60.00		
875	SOUND ENERGY SYSTEMS	11/03/2023	Regular	0.00	770.88	23730
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
109373	Invoice	11/02/2023	Sta. 31 HVAC Programming	0.00	770.88	
001-16-000-54801	Facilities Repair and Main	Sta. 31 HVAC Programming		770.88		
97	WA ST FF'S JATC	11/03/2023	Regular	0.00	250.84	23731
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2009	Invoice	11/02/2023	Summer Quarter 2023 Bates JATC	0.00	250.84	
001-41-000-54901	Registrations	Bates Summer Quarter 2023 JAT		250.84		
1638	WEST COAST MECHANICAL SOLUTIONS, LLC	11/03/2023	Regular	0.00	673.43	23732
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14230	Invoice	11/02/2023	Sta. 31 Condensate Leak Repair	0.00	673.43	
001-16-000-54801	Facilities Repair and Main	Sta. 31 Condensate Leak Repair		673.43		

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	7	0.00	13,903.29
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	4	4	0.00	8,651.73
	11	11	0.00	22,555.02

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 10B2-2023 NITZ, IVER DRAW

DIRECT DEPOSIT - KEY BANK	3,505.40
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	307.44
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KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	112.20
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KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
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TAX DEPOSIT TOTAL	419.64
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TOTAL PAYROLL	3,925.04
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