THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 3, 2022

Commissioner Kirkbride
Commissioner Gamble
Commissioner Hetzler
Commissioner Kelling
Commissioner Roberts

The meeting was held in person at Station 31 and is open to the public via the Zoom meeting platform. The meeting is being recorded.

Commissioners Roberts and Hetzler are joining via Zoom.

I. CALL TO ORDER

Chair Kirkbride 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 Gamble
Second: Commissioner Kelling
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the October 20th, 2022, Board of Fire Commissioners meeting.

B. Warrants:

- General Fund 001 (Acct #6630) EFT numbered 5113 through 5114; checks numbered 23293 through 23299 for a total amount of $44,252.59.
- Donations Fund 101 – check number 23300 for a total amount of $900.00.
- Reserve Fund 102 – check number 23301 for a total amount of $15,315.00.
- 2017B Capital Projects Fund 307 check number 23302 for a total amount of $4,277.51.

C. Payroll 10B in the amount of $535,232.84.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Hetzler
Carried: Unanimous

Commissioner Kelling asked about a line in the My Check Report Vendor 115, McLane Black Lake.
Chief Brooks shared that this was for updated protective gear for the special operations rescue team members that are on the county-wide SORT team. McLane purchases the gear to keep it as a standard item, and it is then back billed to each agency.

Commissioner Kirkbride asked about the unemployment paid for two employees who were terminated. Chief Brooks clarified that this is correct.

V. COMMITTEE REPORTS

A. Thurston County Medic One

No report – the next meeting is November 16th.

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

No report – the next meeting is November 9th.

C. City/District Liaison

No report – the next meeting is December 20th. This may be moved to earlier in the month but it will depend on the starting of the new city manager.

D. Thurston County Fire Commissioners Association

No report – the next meeting is November 15th.

E. Thurston Regional Planning Council -

No report – the next meeting is November 4th.

F. Community Outreach

Chief Brooks shared:

- The commissioners should have received the community dispatch from Chris DeBell. The holidays are approaching and the Santa Mobile is being outfitted in preparation.
- There is increased usage of the facilities. On November 7th, a local HOA is using the facility's commissioner room for their meeting. They are willing to have a presentation if any board members are willing and able to attend. Commissioner Kirkbride volunteered to attend.
- There is another HOA meeting on November 20th at 2:00 p.m. Chief Brooks reported that he would be available to attend that meeting. Commissioner Kelling volunteered to participate as well. Commissioner Roberts reported that she is also available to attend.
- Commissioner Kelling asked whether these presentations are usually done by commissioners or the chief. Chief Brooks responded that it's the goal to have one of each.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Expecting to see the engine for Engine 31 in June of 2025.
- There is continued progress with the 700 MHz apparatus radio installations. There are some backordered items that are expected in the first quarter of 2023.
- Expecting to see the contractor around the 15th of November to install some panels to fix the audio and the issues with speakers in the room. This will hopefully allow for improved audio presence in the room by the end of November.
- Commissioner Kelling asked about the backordered parts for the TCERN install and if this will slow the timeline for delivery and installation. Chief Cerovski clarified that it should not delay the timeline. The missing items will be used for reserve or secondary apparatus. The primary first response apparatus was able to be outfitted with portable radio chargers.

VI. OLD BUSINESS

A. Draft LFD3 Strategic Plan: Board Discussion/Potential Action (Appendix A)

Chief Brooks reported that he spoke with Director Gorman regarding all the comments that have been provided on the strategic plan thus far. There was specific instruction to add narrative about the process of how the plan would be used to facilitate more specific operational plans, and this was included in the Process page as a new bullet at the bottom.
The new district map is also now included. Christ DeBell worked with TCOMM for an updated map with accurate boundaries.

There was a question relative to the strategic priorities element of preparedness. The response as well as prevention efforts need to be equally valued. There are big picture goals for the community risk reduction elements. Some of these elements include the community emergency response training and the outreach work done by Chris DeBell. These will be strong points of emphasis as the operational plan is built.

MOTION: To adopt the Lacey Fire District 3 Strategic Plan for 2023 through 2027.

Motion: Commissioner Kelling
Second: Commissioner Gamble
Carried: Unanimous

B. VRF Expansion Project – Intent to award. Board Discussion/Potential Action (Appendix B).

Chief Cerovski clarified that at the last meeting, authorization was given to Chief Brooks to work with the low bidder on the VRF expansion project. Chief Cerovski discovered that the low bidder was not debarred and could provide the work as committed to in the bid. There was a conversation between Chief Brooks, Chief Cerovski, Christiansen, and the team including in the architectural team. The draft contract was reviewed. Waiting to hear back from Christiansen on their performance bond with the expectation of hearing back about that by November 4th. Once that is complete and once the contract elements are complete, the expectation is that a notice to proceed will be issued next week with the work.
Chief Brooks clarified that Christiansen had reported they were ready and would be able to mobilize in short order.

VII. NEW BUSINESS

A. 2023 LFD3 Budget – Public Hearing. Board Discussion/Potential Action (Appendix B).

The floor was opened for volunteers to testify about the budget.
Volunteers: None.
The hearing was then closed.

Chief Brooks provided an overview on the budget. No action to be requested at this meeting; will be requested at the next meeting for the budget to be approved by the deadline of the end of November.
The only substantive change to the budget is discussions with the EMS division regarding contract help that has been relied upon heavily for Medic One. The arrangement for the past several months has been that a member of Medic One's contract staff has been on loan to the EMS division to help implement a new inventory tracking system for all EMS supplies. The new system is called Operative IQ. It is a digital barcode-based management and tracking software

that integrates with the Medic One system and allows for paperless ordering. It takes a lot of work to get it set up in the system. There may be opportunities to expand the program in the future. The contracted staff member from Medic One is subject to limitations under the number of hours she can work for Medic One. LFD3 has been allowing them to deduct the cost to the country from the BLS supply and equipment fund, but because this contract employee is running out of hours, an alternative option has been negotiated with Medic One which would allow LFD to assume her as a temporary employee of the district while still billing back the amount paid to her back to Medic One against the supply and equipment fund. Essentially, the money would come out of the same fund, but she would become an employee of the district and subject to the district's employment, benefits, etc. Because of time constraints, there is no opportunity to go through the formal process of hiring, so this will be a temporary appointment. If it is brought on as a full FTE into next year's budget, then a job description would be developed and a competitive process would be undergone. This will show as additional FTW on the expense side for the new budget. There will be corollary revenue coming through from Medic One billing.

B. 2021 LFD3 SAO Audit. Board Discussion (Appendix C).

Commissioner Kirkbride shared that the district was written up for not following the federal GAAP accounting methods. However, state law says that the district must use BARS. Chief Brooks responded that this question has been asked before of BARS versus GAAP as well as cash versus accrual accounting.

Commissioner Kirkbride also commented that the cost for the audit was $7300. Next year the charge for the audit will be $23,700. It was clarified that because of COVID staff challenges, the auditors were unable to staff a financial and an accountability audit. They were only able to do a financial audit. The bill for this year was less for this reason. Next year will include a financial audit plus two years of accountability audits, which explains the large increase in cost for this process.

Chief Brooks provided an overview of the findings of the audit. It was considered a clean audit with no findings. The one item that was different is an element that was decided to warrant a management letter. This was related to a specific document that was filed in error. In this case, the wrong form was selected to report specific liabilities related to pensions. The request from the district was that this appeared to warrant an exit item rather than a management letter. The justification received was that it was because of the large monetary amount represented on that form, a management letter was justified rather than an exit item. Management letters are not part of the final audit. They are referenced but not disclosed anywhere in the audit.

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported: a proposal has been made for Chief Cerovski to queue up the documents approved at today's meeting, pending authorization, and as soon as those have been authorized or approved, they should be sent and ready for DocuSign right away. Chief Cerovski found that there were documents still pending that were lacking signatures. He is going to do an audit and will possibly ask for DocuSign signatures, or they will be printed and brought in for a signature at the next meeting.
Commissioner Roberts commented that in the past she has not signed minutes from meetings at which she is not present. There is a question of whether warrants should be signed, as they are part of the minutes, or not.
Chief Brooks responded that because the commissioners have visibility of them and received them in writing, there is no problem in signing the warrants. If a commissioner is not part of the action where it was taken to approve them, it is appropriate to not sign. As long as a quorum of the board is present, it is acceptable for only those in attendance to sign.
Chief Cerovski provided additional clarifications on the challenges of signing various documents taking into consideration absences at various meetings. It is important to either sign or decline to sign rather than leave documents pending.

Chief Brooks shared that interviews have been taking place for entry-level firefighter EMT positions. The process has been modified this time. There are 36 interviews scheduled over 3 days. Follow-up interviews will be in two weeks. Ideally, four candidates will be selected.
There have been two official announcements of retirement: firefighter paramedic Paul Taylor will retire at the end of December, and firefighter EMT Mike Rondo will retire at the end of January.
There will be an internal academy with partner agencies of Olympia, Tumwater, McLane Black Lake, and Southeast Thurston and possibly South Bay. The capacity will be up to 24. It appears that 8 slots will be for LFD3 candidates. The academy is scheduled to begin for the beginning of February.

Chief Brooks also reported on the commissioner conference he attended last week representing the fire chiefs and the agency. It was well-attended. The packets should be posted as PDFs on the commissioner site.

IX. COMMISSIONER COMMENTS

Commissioner Roberts – With next Friday being Veteran's Day, important to recognize and honor the veterans that are a part of LFD3 including those serving on the board. Thanks to them for their service. The community dispatch was nicely done. Looking forward to seeing what communities Santa will visit this year. It is approaching the time of year when charities do their work. It would be appreciated to have information on who to talk to about Thanksgiving charities and other holiday charities.

Chief Brooks responded that he would ask if the charity leadership would be able to come and address the board at the next meeting.

Commissioner Hetzler – will there be flu shots this year?

Chief Brooks responded that there was an attempt to bring in flu shots. Chief Cerovski stated that it was difficult to get a flu clinic on site. It does not appear that venture will be successful this year.

Commissioner Gamble – thanks to the chiefs and members for all their hard work on big projects, including the strategic plan, the budget, and the audit.

Commissioner Kelling – An email invite was received from the Thurston County Emergency Management Council for a seminar on December 12th. Also, signed up for the online Community Emergency Response Team (CERT) training that the district is sponsoring but will not be able to attend this November.

Commissioner Kirkbride – thanks to Dale and his staff for the hard work on the budget and the audit. Thanks to Chief Cerovski for coming in with a reasonable price for the VRF; looking forward to that construction getting underway. Recommend that the commissioners all plan to attend the Executive Seminar for Senior and Elected Officials coming up on December 12, 2022.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. REQUEST FOR EXECUTIVE SESSION

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

B. ADJOURNMENT

The meeting adjourned as of 6:28 PM.

Next Regular Meeting: November 17th, 2022 – 5:30 p.m.
Available via remote meeting.

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11/17/2022
Chair

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Vice Chair

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Melissa Gamble
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11/18/2022
Commissioner

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Rick Kelling
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11/19/2022
Commissioner

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11/18/2022
Commissioner

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Steve Brooks
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ATTEST: District Secretary