



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 16th, 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. Member Promotions and Recognitions
- V. APPROVAL OF THE CONSENT AGENDA**
 - A. Draft Minutes of November 2nd, 2023, Board of Fire Commissioners Meeting.
 - B. Warrants (AP 11B 2023):
 - General Fund 001 (Acct #6630): EFTs numbered 5279 through 5286; Checks numbered 23733 through 23757; and Draft 1229 for a total amount of \$791,988.79.
 - Equipment Repair and Replacement Fund 103: EFTs numbered 5287 through 5288 for a total amount of \$84,611.84.
 - 2017B Capital Improvement Project Fund (2019A): EFTs number 5289 through 5290 for a total amount of \$186,074.27
 - C. Payroll 11A in the amount of \$1,508,052.79
- VI. COMMITTEE REPORTS**
 - A. Thurston County Medic One Commissioner Kirkbride

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| 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 Adoption – Public Hearing. Board Discussion and Action (Appendix B).

IX. ADMINISTRATIVE REPORT

X. COMMISSIONER COMMENTS

XI. OTHER INFORMATION

- A. Correspondence

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.
Next Regular Meeting: December 7th, 2023 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 2nd, 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 Kelling Commissioner Gamble		Commissioner Hetzler

I. CALL TO ORDER

Commissioner Roberts called the meeting to order at 5:30 PM, followed by a salute to our Nation's Flag.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Kirkbride
Carried: Unanimous

Chief Brooks reported that there is a request for a brief executive session at the end of the meeting.

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

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, meeting of the Board of Fire Commissioners.
- 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.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kelling
Second: Commissioner Gamble
Carried: Unanimous

VI. COMMITTEE REPORTS

- A. Thurston County Medic One
No report: the next meeting will take place on November 15th.

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

Commissioner Roberts reported from the November 1st meeting:

- There were two special awards given: Telecommunicator of the Year was given to Kristin Stewart. Angela Larson was given the award of Lead of the Team for the year. The event for which they were recognized took place in 2022. There was an abduction in Lacey and a call came in from the victim, and Angela stayed with it and ensured the appropriate emergency care was dispatched.
- There was a review of the financials. Revenue is 7.1 over budget, and expenditures are below. Overall, 3.7% over last year's budget on the plus side.
- There will be a TCERN town hall meeting on November 13th for all stakeholders. TCERN is moving along. The projected cutover is the second quarter of 2024 and no later than December 1st of 2024. The site at fire Station 82 was approved on October 13th. There has been no progress on the DuPont site.
- Regarding staffing for TCOMM: the year started down 15, and currently down six. Out of those six, four were never filled, so only down two telecommunicators. This has relieved the stress quite a bit.
- The decision has been made to look for a new phone system. The goal is to have one to test by July 4th.
- Regarding the auxiliary battery for 911 communications in case they lose power: this is determined by the county. TCOMM would like a backup during the cutover which will take two weeks. To rent the cutover system

is \$40,000. To buy a new one is \$52,000. It was decided to go ahead with the purchase of it, as it is thought that it can be used long range as the backup.

- The next meeting will take place on December 6th, although it likely will be canceled, as there is rarely a meeting in December.

C. City/District Liaison

No report: the next meeting is scheduled for December 19th.

D. Thurston County Fire Commissioners Association

No report: the next meeting is on November 21st. Will be taking nominations to fill officer positions for the chair, the vice chair, and the secretary treasurer. The current secretary treasurer was elected to be the State Fire Commissioners Association Secretary Treasurer at the annual conference.

E. Thurston Regional Planning Council

No report: the next meeting is November 3rd.

F. Community Outreach

Chief Brooks shared:

- Today was the first planning meeting for the next big season, which is getting ready for Santa Mobile. Already getting many inquiries about the upcoming holiday season.
- Continuing to have a presence at all of the football games. A shoutout to the crew who came in two weeks in October and did all of the dedicated education work in both private and public schools. There were some challenges this year with the schools not being responsive to the request to go in.

G. Capital Facilities and Equipment Activities

- Chief Cerovski shared photos of the progress on the VRF. It is about 50% completed. Currently working on the insulation and siding. Windows are already in. The generator project has been completed. Expecting the generator for the TEC to arrive in March 2024.
- Chief Brooks reported at the last meeting about finding a vehicle unit on a lot that met the needs for the training division. It arrived yesterday and has already been put into service.

VII. OLD BUSINESS

- A. No items.

VIII. NEW BUSINESS

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

Commissioner Roberts formally opened the public hearing regarding the 2024 budget at 6:07 p.m.

Chief Brooks shared the general fund budget. The budget information will be available on the website. Approval will be requested by staff at the next meeting on November 16th.

Commissioner Roberts called the public hearing on the budget to a close at 6:12 p.m.

IX. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Since the last meeting, two full assessment centers have been completed and a battery of interview processes. The battalion chief promotional assessment center process was done early last week. There were eleven candidates.
- This week there will be an assessment center process for six candidates for the assistant chief of training.
- Next there will be an two-panel interview process for the top three finance director candidates. There will be a hosted lunch for all three candidates on November 9th once they have completed their panels.
- Currently working through the conditional elements for the twelve new firefighter positions so that they will be ready for the academy.
- Three individuals stepped forward to be considered for temporary assignments to the training division to help with the recruit academy. Olympia Fire and Southeast Thurston and East Olympia are offering to put forward instructors as well. Chief Schmidt is working on putting together a panel with partner agencies to interview all these candidates to select the instructor cadre for the academy next year.
- There was a great meeting with the city district this week in follow up to the city district meeting last month. All the remaining representatives from community and economic development came and sat down with the deputy chiefs, Chief Brooks, and Battalion Chief Fox to talk through how partnerships are currently managed, including inspections and the plans review process. They have a strong interest in talking about how to better collaborate.
- The building official, Wade Duffy, who has been with the city for over 30 years and is retiring at the end of next month, has an affinity for the district and took it upon himself to help build a bridge. At Marvin Road Northeast and Britton Parkway, there is a large new commercial occupancy going on, which will be a Volvo and Mack truck dealership called TEC Equipment. Wade Duffy pitched the idea to them that they should help LFD3 buy back the 1967 Mac firetruck, which Chief Brooks has been trying to retrieve from Mason County. There is a strong interest in rescuing this rig and bringing it back as part of the LFD3 history. There have been difficulties with maintaining it, housing it, etc. TEC Equipment has an interest in potentially helping with or outright purchasing it, helping to restore it, maintain it, and allow it to be used. There will be a meeting with them next Wednesday afternoon.
- Olympia selected and appointed their new fire chief, Matt Morris. He starts on November 6th.

X. COMMISSIONER COMMENTS

Commissioner Kirkbride – last Wednesday, attended via Zoom the Brian Snure seminar. The seminar covers updates and reminders of regulations and codes that impact fire districts. It was very informative and helpful. There was also a manual shared, which is available to share with the other commissioners.

Commissioner Kirkbride is the chair to the EMS Council committee to upgrade the 20-year comprehensive plan. The EMS Council is updating the plan to focus more on the opportunity for improvement and change. The updates need to take place every five years. Before updating the comprehensive plan, the EMS Council wants to have discussions and conversations with other agencies and make it more of a collaborative process. The hope is that after the plan is completed, each of the fire service agencies in the county will adopt in or adopt it in some similar version to set the stage for each agency to develop their strategic plan that will then implement the concepts in the comprehensive plan. Thus far, there has been a meeting with MultiCare and with Providence St. Peter. There is going to be a growing emphasis on treating people within their homes rather than in the hospitals. The hospitals will not be expanded with any great significance. The regional director for Olympic Ambulance has also met with the EMS Council, and they are also working towards a greater emphasis on treating people within their homes. The next meeting to take place will be with South Sound Behavioral Health.

Commissioner Gamble – congratulations again to the members who were recognized.

Commissioner Kelling – attended the Fire Commissioners Association Annual Conference. There is a change to filling fire commissioner vacancies. It is now very regimented and dictated with strict procedures to be followed.

Commissioner compensation is also increasing next year. There was a great keynote speaker, an individual from Think Great, on leadership and leader development. The presentation of the material was very inspiring. There were over 400 attendees, with 77 chiefs, 260-plus commissioners, and 50-plus admin.

Commissioner Roberts – appreciated that the Snure conference was available via Zoom.

XI. CORRESPONDENCE

None.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

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

The meeting adjourned as of 6:48 PM.

*Next Regular Meeting: November 16th, 2023– 5:30 p.m.
Available via remote meeting.*

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary