

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**December 1, 2022**

Commissioner Kirkbride  
Commissioner Gamble  
Commissioner Hetzler  
Commissioner Kelling  
Commissioner Roberts

The meeting was conducted remotely via Zoom and with in-person attendance at Station 31  
(1231 Franz St. SE, Lacey, WA 98516)

Commissioner Kirkbride was excused.

**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 Kelling  
Second: Commissioner Roberts  
Carried: Unanimous

**III. HEARING OF THE PUBLIC /MEMBERS PRESENT**

None.

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the November 17th, 2022, meeting of the Board of Fire  
Commissioners.

B. Warrants:

- General Fund 001 (Acct #6630) EFT number 5120; and checks numbered 23323 through 23327 for a total amount of \$27,851.44.
- 2017B Capital Projects Fund 307 check number 2328 for a total amount of \$504.33.

C. Payroll 11B in the amount of \$532,425.63.

**MOTION:** To approve the consent agenda as published.

Motion: Commissioner Roberts

Second: Commissioner Kelling

Carried: Unanimous

## **V. COMMITTEE REPORTS**

### **A. Thurston County Medic One**

No report – the next meeting is January 18, 2023

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

No report – the next meeting is January 4th.

### **C. City/District Liaison**

No report – the next meeting will be scheduled in January.

Chief Cerovski reported that the current city manager is retiring on December 9th. There will be a ceremony at 3:00 p.m. at the council chambers.

### **D. Thurston County Fire Commissioners Association**

No report – the next meeting is December 20th.

### **E. Thurston Regional Planning Council -**

Commissioner Kelling reported:

- Chief Brooks sent out two documents, the projects schedule and the cost of living index. The summary is captured correctly in the meeting notes from last meeting.
- The next meeting will take place on December 2nd.

### **F. Community Outreach**

Chief Cerovski shared:

- There is a flier for the Santa-mobile events coming up. The parade for Santa will be on December 5th at the parade. A copy will be emailed to the commissioners.

## G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Since the last meeting, the radio installation is complete. They have moved on to new agencies. Still waiting on some items to be received in the first quarter of 2023, including the portable radio chargers.
- The first pre-construction meeting with Christiansen Incorporated took place in the past week. It was a very productive meeting with a lot of transparent information shared. There may be a delay in a prefabricated metal building due to ongoing supply chain issues that are residual from COVID. This may delay the project and may necessitate some extensions to the project. Commissioner Roberts queried whether this affects capital project monies as far as having to have them spend. Chief Cerovski reported that he would verify this information with finance but that isn't believed to have an impact.

## VI. OLD BUSINESS

A. None.

## VII. NEW BUSINESS

A. Resolution Number 886-12-22 – Sole Source Exemption for Financial and Human Resources Software

- Chief Cerovski shared that currently a program called Tyler ERP is used as the finance software to manage all of the budgets as well as pay and benefits. This is a traditional software element that has been used for the past five or six years. The company has migrated the software to the Cloud. They made a proposal to migrate LFD3's on-premise software to the cloud-based software. LFD currently pays about \$26,000 a year for regular maintenance and contractual agreements with that company. Moving forward, LFD3 will be paying more of the software as a service – about \$49,000 a year. This includes a human resources management system. Lacey Fire has never had an HR management software, which is an essential element for an organization with over 150 employees. LFD3 will be adding some great enhancements to the HR division as well as the added enhancements of a software getting regular updates and that is current with the industry of finance and payroll and benefits. There will be a cost increase, but it will also allow for greater performance for the HR team and finance team. This is a sole source request because Tyler is already used. Based on research, it does not seem advantageous to move to a new software at this time, either financially or from a time expense perspective.
- Commissioner Kelling mentioned that at the last state fire commissioners conference, it was recommended to have a backup system. With moving to a cloud-based software, how would that add or detract from the ability of the district to withstand a cyber attack?

- Chief Cerovski reported that the IT department has done comprehensive research on this to evaluate the cyber resistance capabilities on this software and are satisfied with the requirements that are set forth in the industry. There is a redundancy in the existing on-premise for backup purposes.

**MOTION:** To approve Resolution 886-12-22 exempting the purchase of integrated financial software from competitive bidding pursuant to RCW 39.04.280.

Motion: Commissioner Kelling

Second: Commissioner Roberts

Carried: Unanimous

## **VIII. ADMINISTRATIVE REPORT**

Chief Cerovski reported:

- None from staff.

## **IX. COMMISSIONER COMMENTS**

Commissioner Roberts – looking forward to Santa-mobile being out in the neighborhoods. The Lacey fire charities are great events.

Commissioner Kelling – The tax levy measure for the West Thurston RFA did not secure the required votes to pass. This will have an impact in the coming years. Important to emphasize communication, community engagement, being transparent with residents moving forward.

Commissioner Hetzler – encouragement to the commissioners to get set up with the app for looking at the district's policies. Hoping for good weather for the Santamobile events.

## **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.

## **XIII. ADJOURNMENT**

The meeting adjourned as of 6:00 PM.

**Next Regular Meeting: December 15th, 2022 – 5:30 p.m.**  
**Available via remote meeting.**

DocuSigned by:  
 12/20/2022  
44E88B53AB35453...  
Chair  
DocuSigned by:  
 1/6/2023  
B771FE0627B545E...  
Commissioner

Commissioner

Vice Chair  
DocuSigned by:  
 12/21/2022  
6790F53C12574BB...  
Commissioner

DocuSigned by:  
 12/20/2022  
564173EE9328B46B...  
ATTEST: District Secretary