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 98503)

Click here to join the meeting:
https://us06web.zoom.us/j/743870521
Meeting ID: 743 870 521

December 5, 2024
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. APPROVAL OF THE CONSENT AGENDA

A. Draft Minutes of November 21, 2024 Board of Fire Commissioners Meeting.

B. Warrants (AP 12A 2024):

- General Fund 001 (Acct #6630): EFTs numbered 5477 through 5487; Checks numbered 24189 through 24196; for a total amount of $169,538.22.
- Capital Projects Fund 301: Check numbered 24197 through 24199 for a total amount of $110,764.28.

C. Payroll (11B-2024) in the amount of $652,477.32.

V. COMMITTEE REPORTS

A. Thurston County Medic One — Commissioner Kirkbride

B. Thurston 9-1-1 Communications (TCOMM) — Commissioner Roberts

C. City / District Liaison — Commissioner Kelling

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

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Resolution 896-12-24 Sole Source Apparatus Purchase (Appendix A) — Board Discussion and Action

B. Brooks Contract Amendment — Board Discussion and Action

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

I. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

- ***Next Regular Meeting: December 19, 2024***

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 21st, 2024

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 Kelling		Commissioner Gamble
Commissioner Roberts		
Commissioner Hetzler		
Commissioner Kirkbride		

I. CALL TO ORDER

Commissioner Kelling 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 Roberts
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PINNING CEREMONY FOR NEW FIREFIGHTERS

Following the pinning ceremony there was a recess from 5:50 until 6:00 p.m. to allow for photos.

V. LACEY FIREFIGHTERS CHARITY ACTIVITY UPDATE

A. Firefighter Josh Baker presented information about the Lacey Firefighter Charity. He has been in charge of the charity for two years. This year, some new events have been added, including the golf tournament. A new scholarship has been created to help fund the training of students in the trades. Next Monday, there will be Thanksgiving delivery baskets, done in collaboration with the school district. The school district helps in determining families that need them. There will be a Santa Firehouse event on December 15th.

Commissioner Roberts inquired about opportunities to donate toys. Mr. Baker responded that fiscal donations are welcome, and there will be a Target registry as well. Donations are accepted at all of the stations. They will then be taken to Station 34 and the TEC where the Christmas event is hosted. The registry will be made available by the school district, hopefully in the next couple of weeks.

VI. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the November 7th, 2024, meeting of the Board of Fire Commissioners.

B. Warrants (AP 11B 2024):

- General Fund 001 (Acct #6630) EFTs numbered 5466 through 5472; checks numbered 24161 through 24187; draft numbers 1451 through 1463 for a total amount of $1,327,028.35.
- Reserve Fund 102: Check number 24188 for a total amount of $1,223.40.
- Equipment Repair & Replacement Fund 103: EFT number 5473 for a total amount of $850.18.
- Capital Projects Fund 301: EFT number 5474 for a total amount of $17,865.12.
- 2017B Capital Projects Fund 307: EFTs numbered 5475 through 5476 for a total amount of $7,300.50.

C. Payroll 11B-2024 in the amount of $1,765,909.48.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Roberts
Second: Commissioner Hetzler
Carried: Unanimous

VII. COMMITTEE REPORTS

A. Thurston County Medic One
The meeting scheduled for today was canceled for lack of agenda items. Commissioner Kirkbride provided the report from the October 24th meeting.

- The draft of the comprehensive plan was approved and is now being sent out to all of stakeholders for their review, comments, and feedback, which is requested by January 17th.

- There was approval of the changes to the contractors' contracts impacting Tumwater dealing with Medicaid and the associated reimbursements.
- There was a presentation on the protocol development and approval process. There is a protocol committee that will recommend changes or modifications. The MPD then reviews and either approves or not. There is also an equipment analysis process. Everything also has to be approved by the Department of Health. The entire process is about 18 months from the time that the protocols first start being examined to when the changes are implemented within the system.
- The next meeting will take place on December 19th.

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

Commissioner Roberts reported:

- The TCERN radio cutover took place on November 19th. Everything went relatively smoothly with the transition.
- The December meeting is canceled. The next meeting will be on January 8th.

C. City/District Liaison

The next meeting will take place in January – exact date to be determined.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported:

- It was established that Legislative Day for this coming session will be in February. More details will follow. This will be in conjunction with the fire chiefs. The exact date is uncertain at this time.
- The most recent meeting was the final meeting for Commissioner Edwards, a Thurston County commissioner who also attends the Fire Commissioners Association meetings as well as EMS Council and TCOMM. It is not known who his replacement will be. The county is going through its budget development and review. There is likely some challenges coming which may or may not have an effect on the fire service and the county.
- Officer nominations are closed. Commissioner Bivens will remain the president. Commissioner Miller is now the vice president. They are still looking to fill the secretary treasurer position.
- There was discussion of a dues increase. Dues are currently $20 per participating agency. This may be increased to $50. This will be voted upon in December. They are also considering conducting quarterly meetings in person, location to be determined.
- The next meeting is scheduled for December 17th.

E. Thurston Regional Planning Council

Commissioner Hetzler reported from the November 1st meeting:

- The Council adopted a congestion management process. Areas were added: SR 507, Old 99, and Rainier Road. These are the identified areas of congestion during heightened traffic hours.
- There was a presentation on the housing need allocations for the Growth Management Act. This was the second presentation on this topic. The findings are that Olympia, Lacey, and Tumwater have significant capacity to accommodate low income housing. Yelm, Tenino, Ground Mound, and other small towns were determined to have insufficient capacity.
- The next meeting will take place on December 6th.
- Commissioner Kelling suggested inviting the Lacey Economic Development Director to give an update on the housing needs allocation topic.

F. Community Outreach

Chief Brooks shared:

- Planning is underway for the Santamobile outings. The Santamobile was retrieved today and is at the shop getting a tune-up. It will be formally outfitted on Monday with a staff event at the TEC. There will be a new surprise addition to the fleet for part of the outings, namely, the bus. It will be outfitted as well and will be going out on four of the eight nights. A link will be sent to the commissioners to sign up to join in the event.
- On December 2nd, there will be a Christmas Tree Lighting at Huntamer Park. LFD3 will be providing Santa with his arrival sleigh. The bus may also make an appearance at this event.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Aid Unit 31 and 33 were delayed from Lifeline at that factory in Iowa. Word was received today that Aid Unit 33 should be received in June of next year (rather than January 2026). Aid 31 should be received about 90 days after that.
- There is a current focus on getting Station 32 ready for full time station. Good progress is being made. Commissioner Kelling made the suggestion that the commissioners may want a tour of the station when it is ready.

VIII. OLD BUSINESS

A. No items.

IX. NEW BUSINESS

A. Resolution 895-11-24 2025 LFD3 Budget Adoption (Appendix A)

Chief Brooks thanked Director Kirkwood for his work preparing the budget.

Director Kirkwood reviewed the minor changes to the budget from the last public hearing two weeks ago:

- The changes were mainly a result of the calculations that were made in working with the county. The changes are highlighted on the budget in the appendix.
- The beginning cash for next year as a result of ending cash for this year has gone up by about $227,000. This is now up to $9.9 million for next year. This is a 125% increase from last year.
- The other area of major increase is property taxes. This was a result of getting the certified AB amounts from the county, enabling proceeding with the final calculations as to what is projected to be received in revenue from property taxes next year. Expected property tax revenue for next year was adjusted. That increased the projection by about $435,000. As of now, it is projected that $32.5 million will be received in property tax revenue next year. This increases the overall revenue to $49.6 million.
- The ending cash is now up to $7.9 million, which is at 20% of appropriations.

Chief Brooks stated that staff recommends the board's adoption of Resolution Number 895, which would adopt the proposed 2025 budget.

MOTION: <u>To approve Resolution Number 895-11-24, adopting the annual budget of Lacey Fire District 3 for fiscal year 2025.</u>

Motion: Commissioner Hetzler
Second: Commissioner Kirkbride
Carried: Unanimous

B. Resolution 894-11-24 Authorizing Levy Increase (Appendix B)

Chief Brooks reported:

- Based on the now-adopted budget, it is necessary to authorize the assessment of the property tax levy to fund the majority of that budget. By statue, the board is required to adopt a resolution authorizing a levy increase over the prior year. The recommendations from staff is both the adoption of Resolution 894 and the authorization of the chair to sign the levy certification.
- It is required to state both the dollar amount of the increase over last year along with the percentage, based on the successful ballot measure last year where the voters authorized the 6% levy increase. This is independent of other revenue sources such as new construction or things that are not subject to the 6% limitation.

MOTION: <u>To approve Resolution Number 894-11-24, a resolution of the Board of Fire Commissioners, Fire Protection District No. 3, Thurston County, Washington, authorizing an increase in the district's tax levy from the previous year and authorizing the chair to sign the levy certification.</u>

Motion: Commissioner Kirkbride
Second: Commissioner Roberts
Carried: Unanimous

C. Fire Chief Employment Agreement (Appendix C)

Chief Brooks reported:

- The only technical adjustment that was required based on the legal review was the actual reference to the current Consumer Price Index. The legacy CPI was Seattle-Bremerton, and that has been replaced by Seattle-Tacoma-Bellevue. That technical adjustment was made. The rest of the document was reviewed by legal counsel with no concerns.

MOTION: <u>To approve Jennifer R. Schmidt's employment agreement, effective 1 January 2025.</u>

Motion: Commissioner Roberts
Second: Commissioner Kirkbride
Carried: Unanimous

X. ADMINISTRATIVE REPORT

A. Monthly District Financial Report

Director Kirkwood reported on the summarized statement of activities.

- General Fund 001: total expenditures total about $28.8 million.
- General Fund Summary: total revenue is $45 million, representing 93% of revenue for the year. Total expenses are at $29 million, at 72% through October. As of now, there are $16 million remaining.
- The total for all funds: revenue is $48 million; expenditures $31 million, balance of $18 million.

Chief Brooks reported:

- There was a meeting this week with the bond underwriter and a discussion about potential options for property acquisition and the value of leveraging either cash carryover or cash on hand versus alternative funding sources should there be a decision to move forward with property acquisition. There will be future recommendations.
- Director Kirkwood has been working on the Local program, which is sponsored by the state treasury. It is essentially a loan program with favorable interest rates. There are some fairly significant restrictions, one of the most important being a lack of flexibility on prepayment options.
- The bond market challenge is record high interest rates. The availability of funds is at about 2% higher than the prior bond issuances. The fact that there is a strong assessed valuation and a low debt ratio is favorable.
- It has been almost four years since Medic 2 relocated to its current facility out in Yelm. There is a two-year lease agreement with the J&I shop. The plan two years ago was to transfer the ownership of that lease over to Medic One and let it be a direct relationship. This became more complex than anticipated at the county level. There was an agreement

and a subsequent contract amendment with Medic One for the district to remain the lessee, and 100% of those costs are passed through to Medic One. The current lease is coming to a close at the end of the year. There was a meeting with the facility owners about two weeks ago. They have a generous proposal to renew a two-year lease with the same terms.
- At the next meeting, there will be two resolutions authorizing staff to engage in contracts with Hughes Fire Equipment. With supply chain issues, new engines are taking up to 53 months. Engine 32 is 20 years old this year. It has very low mileage because of the lack of activity. The plan is to place that engine into front line service. There are alternatives if there are any challenges with that. It will be as outfitted as it can be and ready to go in January. The plan is to get in the queue for a long term replacement for that rig, along with the next one up for replacement in the fleet.
- Chief Cerovski proposes the requested briefing about Community Risk Reduction at the December 19th meeting. Chief Roberts and Chief Cerovski will update the board on the plans for 2025.
- The Board of Washington Fire Chiefs did take action at their meeting on Tuesday, asking Chief Brooks to move forward in negotiations with them about assuming the executive director position starting in 2025.

Chief Patti reported:
- On Tuesday, the transition to the TCERN system took place. Law enforcement transitioned over the day before. Everything went very smoothly. For the crews, there is a challenge of learning how to use the radio system, as it functions somewhat differently. The coverage seems very even through the district and the signal is very clear.
- Commissioner Kirkbride inquired if the new system allows for communication with fire service agencies in Pierce County. Chief Patti responded that the capability is there.

Commissioner Kelling inquired about a tour of the Station 31 upgrades. It was decided that this will take place at the second December meeting.

Chief Patti also shared:
- Within the last week or two, crews were dispatched to a situation with respiratory distress, which was quickly upgraded to CPR in progress. This was a three year old child with a complicated medical history. The crews transported the child to the hospital, where he seems to be recovering well. Overall their entire response to the situation was excellent. There may be an opportunity in the future to bring in the child and the family and have them meet with the crews who were involved in the situation.

XI. COMMISSIONER COMMENTS

Commissioner Roberts – appreciation to Josh Baker and the charity work. It is a lot of work outside of the normal job responsibilities and it is appreciated. Thanks to Director Kirkwood for all of the hard work on the budget. Will not be able to attend the December 19th meeting.

Commissioner Kirkbride – the pinning ceremonies as instituted by Chief Brooks are wonderful events. Happy to hear the good news about the new radio system working well so far. Thanks to Director Kirkwood for the budget and the very clear and understandable monthly reports. Thanks to Chief Schmidt for stepping up and taking on the leadership role that starts on January 1st.

Commissioner Hetzler – No comments.

Commissioner Kelling – When families and members from other districts come to these types of events, the character that has been built over time is further communicated out to other parts of the community.

XII. CORRESPONDENCE

None.

XIII. HEARING OF THE PUBLIC / MEMBERS PRESENT

PMLT Ethan Kruse provided an update of a charity golf tournament held in September that was organized by members of Local 2903 and the Lacey Firefighters Charity. A representative from the North Thurston Board of Education will meet with the tournament organizers on November 26 at 5:00 p.m. to be presented with a check for $12,000. The funds will be dispersed to provide two $2000 scholarships for each of the three NTPS high schools, to be awarded to students in spring of 2025.

XIV. EXECUTIVE SESSION

A. In accordance with RCW 42.30.110(1)(g) to evaluate the qualifications of a candidate for public employment and to review the performance of a public employee.

B. In accordance with RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate.

The executive session was scheduled for 20 minutes.

Executive session began at 7:16 p.m., scheduled to adjourn at 7:36.

Executive session ended at 8:06. There were three ten-minute extensions.

XV. ADJOURNMENT

The meeting adjourned as of 8:06 PM.

Next Regular Meeting: December 5th, 2024– 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary