

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

December 5th, 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 Kirkbride Commissioner Roberts Commissioner Hetzler		Commissioner Gamble

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

Chief Brooks inquired if an executive session is needed. It was decided there will be no executive session.

MOTION: To approve the agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the November 21, 2024, meeting of the Board of Fire Commissioners.
- 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.

There was a question regarding an invoice in the amount of \$15,877.50 to Brass Eagle Fabrication. That is a regional vendor for the forcible entry props used in the Training Division. There have been two of those props historically. With the recruit academy, there has been an ask to add additional props. There is a trailer designed for hoisting and moving them. \$5,500 of the invoice is for the trailer, and one door is \$9,000.

Commissioner Kirkbride inquired about the Foster Garvey bill of \$14,686 and whether that is related to a records request. Chief Brooks confirmed that it is. Commissioner Kirkbride asked if any of this is recoverable from the requester. Chief Brooks responded that the funds are likely not recoverable. Further details on this can be made available at the next meeting.

Commissioner Kirkbride also inquired about the improvements to the fire patrol system at Station 31. Chief Cerovski responded that there is a fire alarm system in the building. Its age was showing with repetitive problems. The system was reinforced with a new main control center, which prevented those problems from recurring and causing false alarms and activation issues.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Roberts
 Second: Commissioner Kirkbride
 Carried: Unanimous

V. COMMITTEE REPORTS

- Thurston County Medic One
 No report; the next meeting will take place on December 19th.
- Thurston 9-1-1 Communications (TCOMM)
 No report; the next meeting will take place on January 8th.
- City/District Liaison
 No report; the next meeting will take place on January 16th.
- Thurston County Fire Commissioners Association
 No report; the next meeting will take place on December 17th.

E. Thurston Regional Planning Council

No report; the next meeting will take place on December 6th.

F. Community Outreach

Chief Brooks shared:

- The Santamobile has been outfitted, and the new addition to the fleet – the bus – has been fully decorated. There was no parade this year, but the vehicles were present for the tree lighting at Huntamer Park.
- The charity Christmas event is on the 14th and 15th.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- No significant updates. Still on the search for property. This will be covered in the administrative report.

VI. OLD BUSINESS

A. No items.

VII. NEW BUSINESS

A. Resolution 896-12-24 Sole Source Apparatus Purchase (Appendix A)

- The timeline for ordering new apparatus is over four years – 52 to 53 months from the time of ordering until the time a new apparatus is ready. Given this timeline, it is important to be proactive in keeping the fleet up to date.
- Staff believes there is limited risk with going ahead and engaging in these contracts. While there is opportunity for some levels of pre-payment, there is no obligation. This means that financial obligation can be deferred for around three years. However, some degree of avoidance of price increases can be obtained by locking in prices now.
- The next update in the standard replacement cycle is to replace Engine 33, which is a 2019 unit. The target is about eight years of frontline service.
- With changes planned for Station 32, there is more acute need for a replacement for Engine 32. The current Engine 32 is a low mileage unit, but it is also 20 years old this year. At 25 years, the Survey and Rating Bureau starts to downrate the apparatus. The goal is to be within the 25-year window by the time the new apparatus arrives.
- The existing Engine 32 contains 1000 gallons. The new Engine 32 will hold 750 gallons.
- Commissioner Kirkbride inquired about prepayment discounts the apparatus purchases. Chief Brooks stated that this refers to the savings that would be afforded the district if the choice was made to prepay at 100%. Historically, LFD3 has not leveraged that. The 100% prepayment is frowned upon by the

state auditor, especially when there is a five-year wait for the apparatus to be ready.

- LFD3 does leverage the prepayment discounts along the way. Once the chassis is in development, there may be prepayment for that. There is also prepayment upon completion at the factory. Utilizing these results in about \$34,000 in savings.

MOTION: To approve Resolution 896-12-24 exempting the purchase of two pumper fire engines from competitive bidding pursuant to RCW 39.04.280 and to authorize the Fire Chief to purchase the two engines on behalf of the District and the Board.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

B. Brooks Contract Amendment

MOTION: To approve the amended employment agreement with Steven K. Brooks, as fire chief of strategic projects.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

Chief Brooks reported:

- While looking for potentially appropriate properties for acquisition for future development of either a training facility and/or an additional station, staff has also been looking at the appropriate methods and order of operations to be able to secure the necessary funding.
- There is some reserve cash on hand being carried forward above budget. There may or may not be capacity there, depending on the cost of properties, to execute a sale agreement independent of outside funding.
- Staff is working on getting potential authorization for the LOCAL program, which is the state funded program. Word was received today that LFD3 is approved for that funding.
- However, staff is unsure at this time whether the LOCAL program will be recommended as the chosen tool for reimbursement because of some of its limitations, particularly for refunding or repayment.
- In order to meet the first round of 2025 funding, the purchase and sale would have to be complete with a deed and title in hand by mid-January, which is very unlikely. If that timeline is not met, it could be pushed to the next offering, which is in June.

- Staff is also engaged with bond council about the potential for non-voted debt, whether bank loans or non-voted commissioner bonds that could be executed if needed.
- More decisions will be made once an appropriate property is decided upon and the cost is determined.
- For this, and any other projects that are done right now, it is desirable to have the ability and authorization to potentially refund the district's general fund if there is future bond proceeds available. The mechanism for doing so was last done in 2016 for the purchase of the property where the new Station 34 now sits.
- Because staff does not know the number of transactions or the complexities that may be required going forward – whether the single purchase of one piece of property or perhaps two smaller parcels – and also not knowing the relationship with the Tribe – bond council has been asked to help with recommendations for other alternatives.
- What was recommended can be found in a staff briefing that will be shared prior to asking for any action at either the next meeting or possible during a meeting in January. The ask would be for the option for the fire chief to be designated as the agent who issues the refunding authorization. By the board empowering the fire chief to say that any project that is done as a capital outlay can be later reimbursed. There would be a standardized form that could then be issued associated with each purchase. It would make the same reimbursement options available as having to come back to the board each time. It would streamline the process if there were multiple transactions.
- Chief Brooks also mentioned that Station 32 is a unique element, not yet knowing what will be done with that station.
- The effective date of this resolution would allow Chief Schmidt to sign one that could allow the purchase of one or both of the engines for which contracts were just issued to be refunded under future debt from the bonds.
- Commissioner Kirkbride asked about a proposal from the Tribe for a public safety building at the roundabout. Chief Brooks responded that it was brought up at a meeting with the Tribe over a year ago. The land developer at the time asked if there was still any interest, and Chief Brooks and Chief Schmidt responded at the time that they were open to any discussions. The property has not been developed. There are drawings for the potential facility. However, the current location for Station 32 is a bit more strategic and more centrally located to the response area. However, if the Tribe is willing to do something with their piece of property, it would serve the area and would work adequately.
- On another note, there is a friendly reminder and request from the finance department for end of year hours submissions for reimbursements that have not yet been turned in. It would be helpful to have these prior to the 16th.
- Chief Brooks was selected to succeed the current executive director for the Washington Fire Chiefs. That part-time role will be assumed in January.

Chief Patti reported:

- Just after midnight on Thanksgiving morning, crews were dispatched for an apartment fire at Magnolia Village. Crews arrived and fire was showing from the roof. Crews did some great work in isolating the fire to the building of origin. It

was originally roof and attic involvement. The unit next to it had some smoke damage.

- Crews were notified that there were two kids inside the building. A window was broken down and crews were able to pull the kids out safely.
- Through investigations, it sounds like a suspicious fire in nature. This is a possible arson. Fire investigators are working with Lacey PD detectives, tying it to a previous fire earlier this year.

IX. COMMISSIONER COMMENTS

Commissioner Roberts – there has not been a TCOMM meeting in some time. For the commercial buildings that the new radio system does not work in – are there any updates on this? Chief Cerovski responded that 20 building surveys have been completed. The intent of the surveys is to rule out if the problems are persisting as far as being able to communicate in the building. Only a few were found that warranted further testing. Those will probably require some sort of internal radio system to support the radio network. An additional 10 or 12 were found that require further follow up. There has been work with the other agencies in Thurston County to encourage a unified approach in Lacey, Tumwater, Olympia, and other places in Thurston County.

Commissioner Kirkbride – this is a great time of the year for involvement in the community with the Santamobile and the bus. Visibility in the community is always important.

Commissioner Hetzler – no comments.

Commissioner Kelling – per the Washington Fire Commissioners Association website, the Joint Legislative Day is Thursday, February 6th. Request to Chief Brooks to send out the final budget slides or documents from the last briefing, as there were some minor corrections.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. ADJOURNMENT

The meeting adjourned as of 6:10 PM.

***Next Regular Meeting: December 19, 2024– 5:30 p.m.
Available via remote meeting.***

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Chair

Vice Chair

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Commissioner

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Commissioner

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ATTEST: District Secretary