



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

December 07th, 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 16th, 2023, Board of Fire Commissioners Meeting.
 - B. Warrants (AP 12A 2023):
 - General Fund 001 (Acct #6630): EFTs numbered 5291 through 5298; Checks numbered 23758 through 23777 for a total amount of \$647,159.02.
 - Equipment Repair and Replacement Fund 103: Checks numbered 23778 and 23779 for a total amount of \$219,893.28.
 - 2017B Capital Improvement Project Fund 307: EFT number 5299 for a total amount of \$5,038.34.
 - C. Payroll 11B in the amount of \$571,007.49
 - D. Payroll 12A in the amount of \$1,522,245.65
- VI. COMMITTEE REPORTS**
 - A. Thurston County Medic One Commissioner Kirkbride

- | | |
|---|----------------------|
| 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. Declared Surplus of District assets: Staff Report/Proposed Action
- B. Narcan Administration Overview. Report, no action.

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 21st, 2023 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 16th, 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 Hetzler Commissioner Gamble Commissioner Kelling		

I. CALL TO ORDER

Commissioner Roberts 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 Hetzler

Carried: Unanimous

Chief Brooks reported that the copies before the commissioners have one update which was not in the version originally sent – a request for an executive session. There are no other changes.

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTION AND RECOGNITION CEREMONY

A. Member Promotions and Recognitions

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the November 2nd, 2023, meeting of the Board of Fire Commissioners.

B. Warrants (AP 11B 2023):

- General Fund 001 (Acct #6630) EFTs numbered 5279 through 5286 and 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.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride

Second: Commissioner Gamble

Carried: Unanimous

Chief Brooks reported that there were two questions, one related to a warrant to Mark Noble Training Center (City of Olympia), a semi-annual payment for around \$37,000. This provides unrestricted access to the training center throughout the year. With the recruit academy, this prevents having to pay anything on an hourly rate. This is the best value, especially when doing the recruit academy.

There is also a warrant for travel expenses for Lieutenant Green and Firefighter Lowe. Chief Schmidt confirmed that they attended a Firefighter Leadership conference up north.

VI. COMMITTEE REPORTS

A. Thurston County Medic One

Commissioner Kirkbride reported from the November 15th meeting:

- Testing for prospective paramedics: there were five candidates and all five failed. These candidates were all from JBLM. It was reported that their skills were not adequate for treating the older population. Three have been invited back to go through the evaluation again.
- There was an update on the 2024/2025 budget. It will not be adopted formally by the Board of County Commissioners until next month, but it has gone through all the reviews and has been approved. This includes \$1.6 million in leftover COVID funds to buy four paramedic units. There are eight on order. This will free up the budget in 2025 to hire paramedics.
- There was discussion about approving the relicensure for AMR and Olympic. Commissioner Kelling asked for clarification if AMR and Olympic are still the only two ambulance companies certified to operate. Commissioner Kirkbride confirmed this. Northwest Ambulance, which is affiliated with MultiCare, has not applied for a license to operate in Thurston County, and they cannot transport until they get a license. They were unaware that they are required to have this license. They are also

required to have a presence in the county (an office). They are starting that process, which in all likelihood will not be completed by the time the new MultiCare ED opens. Olympic will fulfil the interhospital transports until the license is obtained. MultiCare is expecting that only 2-3% of patients at the new ED facility will need to be transported to a different facility.

- The planning committee met with South Sound Behavioral Health Hospital.

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

The next meeting is scheduled for December 6th.

There was a town hall meeting regarding TCERN. Commissioner Roberts provided the meeting in print.

C. City/District Liaison

The next meeting is scheduled for December 19th.

D. Thurston County Fire Commissioners Association

The next meeting is November 21st. Roger Ferris, the executive director from the State Fire Commissioners Association, is the program speaker. John Limbo, the new Region 7 representative, may be there as well. Open nominations are being accepted for president, vice president, and secretary treasurer. The current president, John Callaghan, and the vice president, Dan Bivens, have stated that they will remain unless opposed. The next meeting will also cover the budget.

E. Thurston Regional Planning Council

Commissioner Hetzler reported from the November 3rd meeting:

- There were numerous presentations. One was about high capacity transportation between Thurston and Pierce Counties, reviewing carpools, vanpools, bus, and commuter rail. The recommendation is that there is not enough need to support commuter rail. There was no action taken.
- Legislative priorities were discussed. One priority is maintaining funding for I-5 Knotts Road through Tumwater including Yelm Bypass, with several roundabouts. The other two priorities were to account for the increased requirements of TRPC. There are no funding increases since 1992. State funding for RTPOs need to be more than doubled.
- There was a review of the five-year update to the Regional Transportation Plan, which is due in 2025.
- The next meeting will take place on December 1st.

Commissioner Kirkbride reported that WSDOT is having a virtual meeting, which all are invited to attend, on November 30th. This is for input on anything related to highway projects, bridges,

et cetera, that need an emphasis. They will present their comprehensive planning ideas and seek feedback.

F. Community Outreach

Chief Brooks shared:

- Focus on the upcoming Santa season.
- There is the possibility of a partnership with the new dealership coming to town to work on acquiring the antique truck, as discussed at the previous meeting. Chief Brooks was able to go meet with them this past week. They have a soft opening on November 21st. They will have an electric vehicle demonstration of Volvo trucks. LFD3 will have a presence there. They are still going back to their corporate leadership to determine whether they want to partner on the antique fire engine. They will have a ribbon cutting in December and have invited LFD3 to be a part of that. They seem dedicated to being good community partners.
- The annual outfitting of the Santa Mobile will take place on December 1st. The tree lighting parade will take place on December 4th.
- December 5th will be the ribbon cutting for MultiCare's new freestanding ED.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- The brand new Aid 34 is now here.
- Chief Cerovski shared the photos of the progress being made on the VRF.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. 2024 LFD3 Budget Adoption – Resolution 889-11-23. Public Hearing. Board Discussion and Action (Appendix B).

Commissioner Kirkbride stated that in the published agenda, it states there is a public hearing. The issue was raised of whether a public hearing needs to take place. Chief Brooks responded that it can be opened to public hearing.

At 5:59, Commissioner Roberts opened the budget for public hearing.

There were no comments from the public hearing.

At 6:00, Commissioner Roberts closed the public hearing.

MOTION: To adopt Resolution 889-11-23, said resolution to the Board of Fire Commissioners, Fire District #3, Thurston County, Washington, adopting an annual budget for Lacey Fire

District 3 for the fiscal year 2024. To adopt the resolution for Chief Brooks to sign the levy certification.

Motion: Commissioner Kirkbride

Second: Commissioner Kelling

Carried: Unanimous

IX. ADMINISTRATIVE REPORT

Chief Brooks reported:

- Chief Brooks just returned from Boston where he attended a meeting of the 50 State Chiefs Presidents. The National Fire Protection Association invited everyone there.
- Promotional processes have been continuing. An offer has been extended to appoint a new assistant chief of training. Lieutenant Jake Hunter will be assuming that role beginning in December. Members interviewed to be instructors and coordinators for the recruit academy. Firefighter Morgan Lowe is going to be the recruit academy lead coordinator in a temporary lieutenant assignment. Members from the Olympia Fire Department and Southeast Thurston Regional Fire Authority will be serving as lead instructors. This will be the first truly collaborative leadership team for the regional academy.
- Thank you to the commissioners who were able to attend the luncheon to welcome the finance director candidates. It was a full morning process to review the top three candidates there.

Chief Schmidt reported:

- Crews attended a live fire drill last week. There was need and interest from several on the leadership team, including training and the health and safety officer. Instructors were able to take every shift down to Station 64 in East Olympia and use their live fire props. The planning for this began about a year ago. Crews who were on duty were backfilled with debit day members. During the process, they were able to implement some of the leadership positions that have been put in. There was a safety briefing in the morning, a health and safety officer present to implement safety strategies including vital signs checks on the members. It was very well coordinated. A lot of the administrative members were able to come and observe from a safe zone. There were also ISU members who came to be supportive during the drills and to ensure that members were taken care of emotionally and physically. One member reported that it was the single best drill in the agency in 20 years.

X. COMMISSIONER COMMENTS

Commissioner Kirkbride – at the last meeting, Commissioner Kirkbride gave a brief rundown of the EMS Council's comprehensive plan. On November 15th, they met with the final group, which was South Sound Behavioral Hospital. They treated more than 28,000 patient days last year in the hospital. They are adding a 10-bed ED with the ultimate hope and plan that protocols can change so that patients can be transported directly to them for patients who are nonmedical and can be handled in their ED. At this time, patients are sent to St. Peter's ED. It

will probably be a year or two to get to this point. It was attempted several years ago, but the hospital did not have sufficient capability to do that. In addition, they are adding 20 regular beds. They have an interim director who has been in place for about three months. He made the interesting observation that the state of Washington ranks #1 or 2 in the nation for the worst mental health capabilities for their citizens. There are only seven mental health hospitals in the state of Washington. There has to be a certificate of need issued by the Department of Health, and it is very difficult to prove need when there is no mental health history. It can take a long time just to get that required component.

Commissioner Gamble – no comments. Will not be present at the meeting on December 21st.

Commissioner Hetzler – no comments.

Commissioner Kelling – congratulations to Commissioners Kirkbride and Hetzler. Would appreciate the opportunity to observe trainings such as the live fire drill to see the crews in action.

Commissioner Roberts – thanks to Dale for another wonderful budget. Thanks to Kristin for the luncheon that she provided and organized for the potential new finance director; it was very well done.

XI. CORRESPONDENCE

Chief Brooks reported the new Mac truck dealership sent honorary bulldogs to LFD3 and the City of Lacey to put on display.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

Chief Schmidt reported that the future academy coordinator, Morgan Lowe, would like the commissioners to come to Family Day to see the academy kicked off. This is a follow up to a request by our Commissioners to observe a live fire training event when next available.

XIII. REQUEST FOR EXECUTIVE SESSION

- A. In accordance with RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
- B. (iii) Litigation or legal risks of a proposed action.

XIV. ADJOURNMENT

The meeting adjourned as of 6:33 PM.

*Next Regular Meeting: December 7th, 2023– 5:30 p.m.
Available via remote meeting.*

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

Service with Excellence



COMMISSIONERS

K. Frank Kirkbride
Liberty Hetzler
Melissa Gamble
Richard Kelling
Sylvia Roberts

FIRE CHIEF

Steve Brooks

December 5th, 2023

Declaration of Surplus/Salvage Equipment

The following is requested to be deemed surplus to the needs of the District:

Item Descriptions:

- See inventory list attached to this form.

Reason for Surplus: These items have reached end of life or are no longer used/needed by the District. These items include technology equipment, cabinets or other office desk equipment, and excess biohazard resources that are not needed for the District's service mission.

Method of Surplus: All items identified on the attached list are set to be received by the Washington State Department of Enterprise Services, where they will be processed for appropriate distribution. There is no anticipated financial return on these surplus items.

A handwritten signature in blue ink, appearing to read "MICHAEL CEROVSKI".

Michael Cerovski

Deputy Chief Administration

Lacey Fire District 3

Surplus Request Mgt System



Kimberly logged in | [Main Menu](#) | [Logout](#)

Review Standard Request

Organization: 33400-THURSTON CO FIRE DIST

Agency Authority #: IT0125

Submit Date: 12-05-2023

Scheduled Pickp:

Receiving Complete: N

Contact Name: Kim Bellows

Contact Phone: 3604801667

Contact Cell:

Contact Email: kbellows@laceyfire.com

Alternate Contact:

Alternate Contact Phone:

Alternate Contact Cell:

Alternate Contact Email:

Surplus Approval #:

Status: Pending Surplus
Approval

Pickup Date:

Disposal Location: Tumwater Warehouse

Physical Address: 1231 Franz St SE

City: LACEY

Zip: 98503

Line	Description	Category	Sub Category	Qty	Rcv	Tag #	Serial #	Est. Value	Fund	Note
1	Monitor	Computer Equipment	Monitor	3						
2	Firewall	Computer Equipment	Network Hardware	8						
3	Printer	Computer Equipment		1						
4	GoPro	Computer Equipment		3						
5	Miscellaneous Power Cables (1 BOX)	Computer Equipment		1						
6	Mono Price Wireless IR Remote Control Extender	Electronics		1						
7	Speaker Waterbottle Combo	Electronics		1						
8	Uniden Bearcat BCD536HP Scanner	Computer Equipment	Scanner	1						
9	Uniden Bearcat BCD536HP Scanner	Computer Equipment	Scanner	1						
10	Power bank	Computer Equipment	Misc. Computer	1						
11	Denon Recorder	Electronics	Misc. Electronics	1						
12	Shure DIS Central Unit	Electronics	Misc. Electronics	1						
13	Shure QLXD4 Wireless Receiver	Electronics		1						
14	Shure Wireless Goosenecks Mics	Electronics	Misc. Electronics	1						
15	TASCAM US-16x08 Processor	Electronics		1						
16	Shure QLXD1 Wireless Transmitter	Electronics		1						
17	Shure SM58 wireless Mic	Electronics		1						
18	Apple TV	Electronics		1						
19	HDMI Splitter	Computer Equipment		1						

20	Yealink T46G	Office Equipment	Phone	2						
21	CPU Desktop Mounts	Office Equipment		8						
22	Cables Matters Tidy Units	Office Equipment		4						
23	Misc Wireless Connectivity Box (1 BOX)	Computer Equipment		1						
24	Speakers (1 BOX)	Electronics		1						
25	Printer Ink (2 BOXES)	Computer Equipment		1						
26	Brother Printer MFC-J6720Dw	Computer Equipment		1						
27	Projector Ceiling Mount	Office Equipment		1						
28	Cable Tray Under Desk	Office Equipment		1						
29	Cable Tray Under Desk	Office Equipment		1						
30	Speakers/Keyboards/Mice (1 BOX)	Computer Equipment		1						
31	Veterinary Breeder Sleeves (28 BOXES)	Medical	Misc. Medical	28						
32	Clear shower caps (6 BOXES)	Medical		6						
33	Clear shower caps (3 BAGS)	Medical		3						
34	Disposable Food Service Aprons (3 BAGS)	Medical		3						
35	Clear Rain Ponchos (1 CASE)	Medical		1						
36	Trash Can Bands (1 CASE)	Medical		1						
37	Blue Chemotherapy Cloth Gowns (20 BOXES)	Medical		20						
38	Booties/Shoe Covers (2 BOXES)	Medical		1						
39	Cabinet	Furniture	Cabinet	1						

Agency Submitter Information

Submitted By: Kimberly Bellows

Phone: 360-528-2306

Email: kbellows@laceyfire.com

Surplus Approval Information

Approved By:

Phone/Email: /

Approve Date:

Action: Will Pick Up (DES)

Close