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 21st, 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. **APPROVAL OF THE CONSENT AGENDA**

A. Draft Minutes of December 7th, 2023, Board of Fire Commissioners Meeting.

B. Warrants (AP 12B 2023)

- General Fund 001 (Acct #6630): EFTs numbered 5300 through 5303; Checks numbered 23780 through 23786; and Draft 1244 for a total amount of $176,274.75.
- Equipment Repair and Replacement Fund 103: EFT's numbered 5304 and 5305 for a total amount of $229,068.24.
- 2017B Capital Improvement Project Fund 307: EFT number 5306 and 5307 for a total amount of $473,303.17.

C. Payroll 112B in the amount of $572,246.03.

V. **COMMITTEE REPORTS**

A. Time-Sensitive Summary Updates

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Resolution 890-12-23: Cooperative Purchase Program for Hygiene Unit: Staff Report and Requested Board Action

B. Resolution 891-12-23: Cooperative Purchase Program for two Aid Units: Staff Report and Requested Board Action

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: January 4th, 2024 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

December 7th, 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 Roberts		Commissioner Kirkbride
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

There is an addition to the agenda under the heading of New Business. It is a capital purchase hygiene unit. The chief will be providing a briefing on this.

MOTION: To approve the amended agenda.

Motion: Commissioner Hetzler
Second: Commissioner Kelling
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. PROMOTION And RECOGNITION CEREMONY

A. Member Promotions and Recognitions
   a. Captain Chris Ross
   b. Assistant Chief Jake Hunter

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the November 16th, 2023, meeting of the Board of Fire Commissioners.

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.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Hetzler
Carried: Unanimous

Chief Brooks reported that there was a question submitted regarding two of the warrants related to the Olympia repair facility. Chief Cerovski provided a summary of this information. The fees represent the upfitting cost for the Logistics Chief vehicle and a summary of charges dating back to the beginning of September through October for costs that are paid for services at the VRF. The average is around $20,000 a month in service charges and fees for mechanical services. This number represents a little under that average for two months.

VI. COMMITTEE REPORTS

A. Thurston County Medic One
Commissioner Kirkbride is absent. There will be a meeting on December 20th.

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

Commissioner Roberts reported that the December 6th meeting was canceled. The next meeting is scheduled for January 3rd.

C. City/District Liaison

Chief Brooks reported that the plan is to resume meetings in the new year.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported that at the previous meeting, Commissioner Edwards did attend, and when asked about the passing of the law enforcement tax, he said that the tax revenue goes to all law and justice elements in the county.

The county receives 60% of the revenue, of which 75% of that 60% goes to the Thurston County Sheriff's Office, to be split between the jail and law enforcement operations. The remaining 40% goes to the cities and municipalities. Right now, the County Sheriff's office staffing is at 38 of 39 counties within the state. The hope is that within a couple of years, they will be able to get to about midlevel in staffing.

The next meeting will take place on December 19th. Chief Brooks is on the agenda. Chief Brooks confirmed that he is planning to attend via Zoom to provide an update on legislative priorities from the Fire Chiefs Association. There will also be elections for officers at that meeting.

E. Thurston Regional Planning Council

Commissioner Hetzler reported from the most recent meeting:

- There was a long presentation thanking Graeme Sackrison for his many years of service.
- There was a presentation of feedback for the regional trails plan. Action was taken to approve the plan.
- There was a presentation of the first review of the draft strategic plan for 2024 – 2028. The strategic plan was developed as a work session last month with the priorities being fostering sustainable growth, collaborate regionally, inform, and engage the community, and enhance agency functions. There will be action taken in the next meeting.
- There was a short presentation on the Profile, which is the data and facts about Thurston County.
- The next meeting will take place on January 12th.

F. Community Outreach

Chief Brooks shared:

- Santa officially came to town this week. The tree lighting at Huntamer Park took place on Monday evening. Santa is also taking trips through the community. Thanks to Chief Schmidt, Chris DeBell, and the battalion chiefs, who have revisited the plan for Santa's nights out in the community. It has changed from 12 nights out to 8, but with longer routes. Four Santa stops have been added in.
- The Firefighters Charity event is this week. On Saturday the 9th, they will be doing all of the shopping and wrapping. The actual event for all the hosted families will take place on Sunday.

G. Capital Facilities and Equipment Activities

Chief Cerovski shared:

- Aid Unit 34 was placed in service this week. Within three hours, it had its first call. So far, everyone is very pleased with the performance of the vehicle.
- Photographs of the VRF progress were shared. The goal is to be finished with the construction project by the end of January.
- There was a concern about the APS, which is the connection of the electrical to the building. That is on track to arrive as intended. The goal is to occupy and begin working in the building as early as February.

VII. OLD BUSINESS

A. No items.

VIII. NEW BUSINESS

A. Declared Surplus of District Assets: Staff Report/Proposed Action

A list of surplus equipment was provided to the meeting attendees. Most of the equipment is from the IT Division. A request was made by Chief Brooks to be authorized to go through the standard surplus process.

MOTION: <u>To approve the published declaration of surplus and salvage equipment as listed.</u>

Motion: Commissioner Kelling
Second: Commissioner Hetzler
Carried: Unanimous

B. Capital Purchase – Hygiene Unit

Due to the number of recruit candidates who need to go through the recruit academy, the decision has been made to expand the recruit academy from 24 candidates to 36 candidates. One of the challenges associated with this decision is that the academy facility only has 4 showers, which is not adequate.

The decision was made to look for a mobile hygiene unit. To lease a hygiene unit from the wildfire arena for five months would cost about $51,000. Olympia has expressed willingness to come to the table with financial support to help offset the costs. The additional tuition brought in from having the additional recruits will also help offset some of the costs.

Chief Cerovski reviewed the research done on the costs for mobile hygiene units. The best price was for an eight-station unit for about $65,000 plus about $5200 to ship it from Little Rock, Arkansas. This is a brand-new trailer that is still under a vendor warranty. Fortunately, the cost is under the threshold at which there would have to be a process for sealed bid quotes.

Chief Brooks reviewed the financial situation and the budget for such a purchase.

An additional challenge has been arranging transportation for 36 recruit candidates. Normally Intercity Transit vans from their van pool are rented, but when they were contacted, it was found that the vans were already spoken for and that there is a waiting list. Different processes are being worked through to determine how transport will be arranged.

Chief Brooks requested authorization from the board to move forward with the purchase of the mobile hygiene unit.

There will also a be a partnership process to recover some of these costs with Olympia. There is potentially the option for shared ownership, or the possibility of rolling forward or amortizing the costs forward over future academies.

Commissioner Gamble asked where the mobile hygiene unit will be housed, and whether there have been any discussions with Olympia as of yet about numbers.

Chief Brooks responded that Olympia has seen the costs for leasing and buying a unit. Olympia had responded that they valued being able to put all 14 of their recruits of the academy and understood that it would cost more, and that whatever costs are allocated to them, they will do their best.
It would be housed behind the TEC.

Commissioner Kelling asked about the expected lifetime of the unit. Chief Cerovski responded that with proper care, the unit should last at least 15 years.
Commissioner Kelling also asked about the cost of maintaining it year after year. Chief Cerovski responded that the money generated from charging for the use of the unit (about $8,000 to use it for an academy cycle) will be able to be used for maintaining it over time. As far as consumables are concerned, the on-demand water heaters are powered by propane. The water is metered through the stations.

MOTION: <u>To negotiate and execute a contract up to the stated amount of $75,000.</u>

Motion: Commissioner Hetzler
Second: Commissioner Kelling
Carried: Unanimous

C. Narcan Administration Overview. Report, no action.

Chief Flowers gave a presentation about Narcan administration. Dr. Fontanilla believes that adequate ventilation of the patients is more beneficial than early Narcan administration. Dr. Fontanilla also states that he wants the patients to go to the hospital, and for that reason, it is best to just get the patients breathing without giving them Narcan. This may be based on the idea that the patients want to go to the hospital, which is not always the case.

Chief Flowers pointed out that much has changed in recent years, including what drugs patients are overdosing on and the availability of Narcan.

Data was reviewed in 2021: there were roughly 300 overdoses in 2021, and of those, about 3% experienced some untoward side effects (such as waking up agitated, difficulty breathing, hypoxic injury, etc.)

As drug use has changed over time (from meth to heroin to fentanyl to carfentanyl), dosing of Narcan required to manage overdoses has increased 4-8-fold.

Medic One protocols have also provided guidance, but this year, an annual process has been adopted to update LFD3 protocols for overdose management. During the first six months the year, interests are brought to the MPD. The third quarter, protocols are written, and in the fourth quarter, they are submitted to the state for approval.

There is an opportunity in the next cycle of this process to approach what it looks like to bring in Narcan for BLS providers.

Chief Brooks reported that he and Chief Schmidt had a meeting with Medic One staff and the MPD. The MPD articulated his willingness to look at this in the next protocol cycle, and not only the BLS element of Narcan, but there are also recommendations through public health regarding the value efficacy of leave-behind Narcan programs. It appears that the MPD, Dr. Fontanilla, is willing to consider changing the recommendations for Narcan administration in the year ahead following the set process for protocol change.

Chief Flowers explained how each of the ALS agencies has a member that sits on the protocol committee that meets with the MPD and is able to bring ideas. Multiple changes have been brought about following this protocol. The final deciding authority is Dr. Fontanilla. There is then a state review process.

Commissioner Kelling asked if there is someone over Dr. Fontanilla. Chief Brooks reported that he is appointed or removed by the Department of Health. His financial relationship with the county is through the EMS Council. The EMS Council negotiates a contract with him for compensation and articulates his expected workload, but the actual role of MPD is singular, so there can only be one, and it is appointed or removed by the State Department of Health with recommendations sought from the local EMS Council.

A question was asked about the decision not to have Narcan administration reviewed following the process for protocol updates in 2023. Chief Flowers said it was unclear whether the committee chose not to ask for it to be reviewed or whether Dr. Fontanilla said there would be no changes so it should not be reviewed.

It was determined among the commissioners that having a work session in January to discuss this issue further and determine appropriate next steps would be beneficial.

IX. ADMINISTRATIVE REPORT

Chief Brooks reported:

- There has been work done to look into issues around security and cyber security, as there have been a number of attempted invasions of the network.

Chief Cerovski further updated on this topic:

- The commissioners typically receive a full board packet prior to the meetings. What will be posted to the website 24 hours prior will be the meeting agenda and the minutes from the previous meeting. This is to reduce the opportunity for somebody to look at the warrants and try to manufacture another similar-looking transaction. The warrants are still available for inspection so as not to violate the Open Records Act. If someone wants to see the details of the warrants, that will be transparently shared upon request. This will allow for more understanding of who is asking for the information and why.
- There are only signatures required on the minutes. When the consent agenda is approved in the previous minutes, that contains the warrant information, so going forward, there will be only one signature required. There will still be an internal process for approving the warrants from the beginning of the transaction all the way until when it goes to the bank, and that will be signed by staff and available upon request, but only the final document for the minutes will need commissioner signatures.
- Regarding the District Secretary: there will be a functional change for efficiency. The District Secretary of record is the fire chief. That will change to the deputy chief of administration, to streamline that process.
- Fraud prevention efforts: going forward in January, there may be a multifactor authentication process as a security deadbolt. There will be a password change required when MFA turns on in January.
- The virtual meeting presence will switch from Zoom to MS Teams in January.
- Chief Brooks reported that he will be leaving on Sunday and will be gone from December 10-22nd and will not be present at the next meeting. With low attendance expected at the next meeting, there may be a limited agenda.

X. COMMISSIONER COMMENTS

Commissioner Gamble – no comments.

Commissioner Kelling – no comments.

Commissioner Hetzler – no comments.

Commissioner Roberts – no comments.

XI. CORRESPONDENCE

None.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XIII. ADJOURNMENT

The meeting adjourned as of 7:02 PM.

Next Regular Meeting: December 21, 2023– 5:30 p.m.
Available via remote meeting.

Chair	Vice Chair
Commissioner	Commissioner
Commissioner	ATTEST: District Secretary

LACEY FIRE DISTRICT

RESOLUTION NO. 890-12-23

AUTHORIZATION OF PURCHASES FROM AND THROUGH THE UNITED STATES GOVERNMENT TO INCLUDE BUT NOT LIMITED TO GSAADVANTAGE.GOV

Background: RCW 39.32.090 authorizes the District to purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United States government to include but not limited to GSA Advantage (gsaadvantage.gov) without calling for bids when such authority is established by Resolution.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Lacey Fire District hereby formally establishes and authorizes future purchases of supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United States government without calling for bids when such purchases are in the best interest of the District.

Adoption: ADOPTED at a regular meeting of the Board of Commissioners of Lacey Fire District on December 21, 2023, the following Commissioners being present and voting:

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Board Chair

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Secretary

LACEY FIRE DISTRICT

RESOLUTION NO. 891-12-23

AUTHORIZATION OF PURCHASES FROM AND THROUGH HOUSTON-GALVESTON AREA COUNCIL (H-GACBuy), AN AUTHORIZED AND APPROVED COOPERATIVE PURCHASING PROGRAM

Background: RCW 39.32.090 authorizes the District to purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through Houston-Galveston Area Council (H-GACBuy.org), an authorized and approved cooperative purchasing program without calling for bids when such authority is established by Resolution.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Lacey Fire District hereby formally establishes and authorizes future purchases of supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through Houston-Galveston Area Council (H-GAC Buy) without calling for bids when such purchases are in the best interest of the District.

Adoption: ADOPTED at a regular meeting of the Board of Commissioners of Lacey Fire District on December 21, 2023, the following Commissioners being present and voting:

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Board Chair

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Secretary