

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

December 18, 2025

This meeting was conducted remotely via Zoom and with in-person attendance at Station 31,
1231 Franz St SE, Lacey, WA 98503

Present:	Present (Virtual):	Excused:
Commissioner Hetzler Commissioner Kirkbride Commissioner Gamble		Commissioner Roberts Commissioner Kelling

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: Kirkbride
Second: Gamble
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the December 4, 2025 of the Board of Fire Commissioners meeting.

B. Warrants (AP 12B 2025):

- General Fund 001 (Acct #6630) EFTs numbered 5696 through 5704; Checks numbered 24665 through 24692; Drafts numbered 1675 through 1687 for a total amount of \$1,749,885.01.
- Donations Fund 101: EFT numbered 5705 for a total amount of \$652.89.

- Equipment Repair and Replacement Fund 103: EFTs numbered 5706 through 5707; Checks numbered 24693 through 24695; Draft numbered 1688 for a total amount of \$88,300.16.
- Capital Projects Fund 301: EFT numbered 5708 for a total amount of \$7,829.27.

C. Payroll 12A 2025 in the amount of \$1,941,742.16.

MOTION: To approve the consent agenda as published.

Motion: Gamble

Second: Kirkbride

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One

- Commissioner Kirkbride reported on the status of the next phase of new medic units in the county.
- The next meeting will take place on January 22nd.

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

No report; the next meeting will take place on January 7th.

C. City/District Liaison

Commissioner Hetzler reported from the December 9th meeting.

- The City provided updates on:
 - The status of the Quiemuth Village development project.
 - The City's response to the unhoused and the Maple Court project.
- There was discussion regarding joint City/District building inspections of businesses, and the plan for providing education and outreach in 2026.
- The District will be presenting Community Risk Reduction updates to the City Council on January 13th.
- Both agencies shared the potential for future ballot measures.
- The next meeting will take place on January 15th at Station 31.

D. Thurston County Fire Commissioners Association

Chief Schmidt provided a recap of the December 16th meeting and potluck that was held at the TEC. The program was a tour of VRF conducted by lead mechanic Adam Cummings.

E. Thurston Regional Planning Council

No report – the next meeting will be held on January 9th.

F. Community Outreach

Chief Schmidt shared:

- Volunteers completed two Senior Safe at Home assessments.
- Engine company visited Gabi's Kids charity event at the Boys and Girls Club,
- There were two walk-in station tours.
- Chiefs were scheduled to participate in Pleasant Glade Elementary School's Walk and Roll event, but the event was cancelled due to weather conditions.
- Chris DeBell completed four car seat installations.
- Santa Mobile has two more outings. The Grinch theme has been a great success. Several positive comments from citizens about this year's Santa Mobile have been received.

G. Capital Facilities and Equipment Activities

Chief Patti shared:

- Station 35 flooring project is nearly complete.
- Station 31 tree removal and landscaping scheduled to be completed by end of week.
- The pre-delivery inspection on Engine 31 is complete, with anticipation of taking delivery in first part of January.
- The two new aid units are in process of being outfitting at VRF and are anticipated to be in service in late January or early February.

VI. OLD BUSINESS

- A. Board Handbook- Chief Schmidt noted that no additional changes were made after the most recent copy was sent for final review, and suggested consideration for commissioners' adoption of the handbook.

MOTION: To adopt the final version of the Board of Fire Commissioners Handbook as presented by staff.

Motion: Kirkbride

Second: Gamble

Carried: Unanimous

VII. NEW BUSINESS

- A. Medic One Contract Presentation

Chief Schmidt provided an overview of the new 2026 contract, specifically providing explanation of sections where contract language has changed from the previous contract:

- Services

- Parameters in how agencies operate when pulling a medic unit out of service for training. Added language about how notifications are made.
- Compensation and Method of Payment
 - In 2026 the supported numbers of paramedics per rig remains the same: 80% compensation for 9.5 medics per unit (Medics 3 and 6). And 89% for Medic 2.
- In 2027 that changes to 80% compensation for 10.0 medics per rig for Medic 3. 80% for 9.5 medics for Medic 6. 89% for 9.5 medics for Medic 2.
- In 2028 that changes to 80% compensation for 10 medics per rig for Medics 3 and 6. And 89% for medics 9.5 medics for Medic 2. This equates to an addition 1.0 FTE over the course of the contract.
- EMS Training Officer - Language that allows agencies to add EMS support, sanctioned/financially supported by TCMO.
 - Agencies that do this shall support assigned smaller agencies South Bay, SE Thurston, and Bald Hills) with two joint annual trainings.
- Increase from \$9,878.40 to \$11,007.36 for lease space for three medic units: Medics 3, 3-2, and 6. Space increase of \$0.08 per square foot. This also includes a built-in CPI clause.
- Starting in 2026 TCMO will reimburse LFD3 \$32,400.00 annually for use of space in both stations 31 and 34. This was an increase from \$2,883.20. Previously agencies were supported for 100 square feet (office space). This was increased to 900 square feet for living space upkeep at \$18 a square foot. This amount rolls in medical supply storage which was listed separately in the previous contract.
- Potential increased OT reimbursement at 100% for MSO deliverables when trainings exceed negotiated amounts (i.e. new equipment or program launches).
- Increase support for PM School to \$450,000 (from 300k). This means that each agency is guaranteed two positions, each supported at 75,000.
- Language about expectations for staffing of Medic Units. Process for backfilling, aid from other agencies and notifications.
- Swat Paramedic Support – total of \$75,000 for three SWAT positions to cover training and OT.
- Rollover of MOU language about Medic 2 quarters. Not to exceed \$80,000 annually.

- Establishment and Maintenance of Records
 - The retention of records and documents has increased to 6 years from 3 years.
- Compliance with Laws
 - Willful violation of onboarding of PM will forfeit compensation for one month of that employees pay/benefits reimbursement.
- Treatment of Assets
 - Vendor warranties do not cover the cost of damage due to misconduct or negligence.

MOTION: To approve the Medic One contract as presented by staff.

Motion: Kirkbride

Second: Gamble

Carried: Unanimous

- B. ILA Committee Request EOFD – Chief Schmidt reported on status of the request made by EOFD including:
- Areas of needed support including leadership oversight, fleet management, facility management, training support, finance and HR back-up.
 - Next steps will be to work on ILA language for both Districts’ commissioners to consider.
 - Need for special session is likely. Staff will advise of updates.

VIII. ADMINISTRATIVE REPORT

A. District Monthly Financial Report

Director Kirkwood presented:

- General fund 001: net excess of \$13,321,780.
- Donation fund 101: net excess of \$16,514.
- Reserve fund 102: net excess of \$1,157,562.
- Equipment repair and replacement fund 103: net excess of \$1,737,274.
- General fund summary: net excess of \$16,233,130.
- Bond fund 201 summary: net excess of \$63,258.
- Bond 2017 fund 202: net excess of \$1,089,386.
- Capital projects fund 301: net excess of \$1,046,832.
- Capital projects CFEP funds 307: net excess \$102,924.
- 2025 Capital projects fund 309: net excess of \$5,786,401. This change reflects the \$8,500,00 purchase of Gateway Blvd property for future development.
- Various graphs were shown to provide visuals of the summarized statement of activities.

B. Chief Schmidt reported:

- Earlier today administrative staff held their holiday brunch and annual Santa Mobile run through Panorama.
- The Lacey Firefighters Charity Santas Workshop was held the 14th, where 76 families were served. The gift-wrapping day on the 13th brought out a handful of volunteers including operations and administrative staff and family members.
- About a trending social media prank “everything but a cup” that was played on Chief Schmidt by administrative staff and videoed during a recent staff meeting. The humor went over well by Chief Schmidt and the video posted to social media gained favorable attention. The post was replayed for the commissioners.

C. Operations Update reported by Chief Patti included:

- An overview on the recent flooding impacts from the rise of the Nisqually River due to weather.
- State mobilization assistance requests for flooded areas by sending a water rescue team to assist in Skagit and Snohomish counties.
- District response and mobilization of the ECC to assist T-Comm with the call volume during the recent windstorm event.

IX. COMMISSIONER COMMENTS

Commissioner Gamble – expressed being grateful for all of the great outreach efforts this time of year and wished all Happy Holidays.

Commissioner Kirkbride – commended Chief Schmidt and staff on a successful year and wished all a Merry Christmas.

Commissioner Hetzler – agreed with other commissioners’ comments and expressed Happy Holidays to all.

X. CORRESPONDENCE

- None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

- District resident Jonathan Clemens extended comments of appreciation for the conversation and willingness in assisting partner agency East Olympia Fire Department with their needs, while still being able to balance caring

for the needs of District citizens. He expressed his appreciation for the District's healthy culture and approach to caring for it's members.

XII. EXECUTIVE SESSION

- A. In accordance with RCW 42.30.110(1)(g) To review the performance of a public employee.

The executive session began at 7:15 PM and was scheduled to take 15 minutes.

The executive session ended at 7:30 PM.

No action was taken.

XIII. ADJOURNMENT

The meeting adjourned as of 7:30 PM.

***Next Meeting: January 8, 2026 – 5:30 p.m.
Available via remote meeting.***



Liberty Hetzler (01/14/2026 09:59:19 PST)

Chair



Melissa Gamble (01/15/2026 21:58:46 PST)

Commissioner



Richard Kelling (01/14/2026 18:24:57 PST)

Commissioner



Vice Chair



Sylvia Roberts (01/14/2026 16:30:19 PST)

Commissioner



ATTEST: District Secretary

December 18 , 2025 BoFC Meeting Minutes Final

Final Audit Report

2026-01-26

Created:	2026-01-14 (Pacific Standard Time)
By:	Chris DeBell (cdebell@laceyfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABADq-i1JdRh8IVeOUIN3QQSF5QBN4QZDc

"December 18 , 2025 BoFC Meeting Minutes Final" History

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2026-01-21 - 10:24:48 AM PST

 Document approved by Chris DeBell (cdebell@laceyfire.com)

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