

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

June 4th, 2020

Chairman Dobry
Commissioner Roberts
Commissioner Kirkbride
Commissioner Hetzler
Commissioner Motzer

The meeting was open to the public via the Zoom meeting platform. Citizen Advisory Council members Greg Moe, Doug Allen, and Judy Wilson were in attendance.

I. CALL TO ORDER / FLAG SALUTE

Chairman Dobry called the meeting to order at 5:31pm.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

- Olympic Ambulance Director Chris Clem was unable to attend this meeting, however he asked Chief Brooks to share a recent update from him in which he stated that although call volumes were highly variable day to day, that Olympic Ambulance's trends were above pre-COVID call levels for responses and transports.

IV. APPROVAL OF THE CONSENT AGENDA

- A. General Fund 001 (Acct# 6630) checks numbered #22038 through #22046 in the amount of \$49,887.04
- B. Donation Fund 101 (Acct#6633) check numbered #22051 in the amount of \$216.84
- C. 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #22047 through #22050 in the amount of \$36,313.94
- D. Payroll #05B 2020 in the amount of \$427,273.16

MOTION: To approve the consent agenda as published.

Motion: Commissioner Roberts

Second: Commissioner Kirkbride

Carried: Unanimous

- Commissioner Dobry requested information regarding a payment in total of \$41,093.28 to the City of Olympia repair shop, which was allocated as \$33,039.55 for services and \$8,053.73 for parts. Finance Director Hough clarified that the invoice was for work on multiple apparatus. Chief Brooks offered to supply an itemized breakdown of the costs.

V. OLD BUSINESS

- Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- We were in Phase 2 of Governor Inslee's Safe Start Washington plan. Discussion took place regarding the uptick in positive COVID-19 cases in Thurston County and that positive cases are being monitored by TCMO and public health.
- Discussion took place regarding Governor Inslee's universal masking in the workplace policy set to go into effect on Monday, June 8th. The District is seeking clarification regarding direction on masking procedures in the fire department setting.
- Discussed re-opening to the public and potentially opening the lobby in Phase 3 based on Governor Inslee's Safe Start Washington plan. Staff discussed opening the lobby for limited business transactions during Phase 3 and reopening meeting room space for external use during Phase 4.
 - Commissioner Hetzler and Commissioner Roberts shared their support for this timeline.
 - Commissioner Roberts inquired when non-emergent District interactions, such as smoke alarm checks, would resume.
 - Chief Brooks stated that the District would most likely resume those sort of community outreach activities once we re-open our facilities internally.
 - Discussion took place regarding the time interval between phases, which Chief Brooks shared was three weeks.

- Commissioner Dobry inquired if the County could apply for Phase 3 earlier than the three week mark, and Chief Brooks shared it is possible, but that moving to Phase 3 could not occur prior to that three week mark.
- Commissioner Kirkbride inquired about the health of District members.
 - Chief Brooks shared that there have been no recent instances of quarantine or impacts to our workforce related to COVID-19 positive cases.

- Levy Lid Lift

- The District received reports from Thurston County regarding the May property tax submissions and May revenue for property tax was just slightly above our normal expected amount, however there has been an overall 4% drop or ~\$600,000 in property tax revenue, as the District did not see the total anticipated property tax revenues ending April 30th.
- Chief Brooks provided the County's published agency tax rates to the Board. He shared that the District's excess levy rate per thousand is below many fire protection districts in Thurston County.
- Finance Director Hough created three financial projection models to present to the Board regarding a potential levy lid lift based on current expenditure levels:
 - No Levy Lid Lift
 - Chief Brooks shared that if no levy lid lift were in place that the District would fall below the minimum levels of cash on hand by 2021.
 - Six Year Levy Lid Lift at \$1.43
 - Chief Brooks shared that maintaining the current levy at \$1.43 per thousand would flatten the curve, but would not be sustaining for the District beyond the two year mark.
 - Six Year Levy Lid Lift at \$1.50
 - Chief Brooks shared that most Districts in suburban areas and all comparable agencies in our region are at least at the \$1.50 per thousand level. He shared that there has been an increased demand to District service and he wants to continue to meet the expectations that the community requires of the District.
 - Chief Brooks stated that the District would like the request to the Board consider a restoration of the levy to \$1.50.

- Commissioner Kirkbride inquired if this would be a replacement of the existing levy at \$1.50 per thousand with up to 6% allowances each year?
 - Chief Brooks confirmed that to be correct and that it is identical to the measure previously approved in 2014.
- Citizen's Advisory Councilmember Dave Moe inquired about how much warehouses impact District revenues.
 - Chief Brooks shared that warehouses have made up a large portion of District new construction numbers, and that District call volume is low at area warehouses.
- Commissioner Dobry inquired regarding whether the District wait a year to replace the levy lid lift.
 - Discussion took place regarding the difference and impacts between seeking a levy lid lift in 2020 and 2021, and whether validation would be necessary for a levy lid lift restoration.
 - Chief Brooks shared that he is sensitive to the current economic environment and understands those concerns. Chief Brooks clarified that the District does not have a validation threshold requirement.
 - Commissioner Hetzler and Commissioner Roberts shared that they felt comfortable in pursuing educating the public on what the District provides and allowing citizens to make an informed decision on a levy lid lift this year.
 - Chief Brooks shared that with the \$1.50 per thousand levy lid lift that citizens in the District would be paying less for fire protection than the rest of the County while receiving a higher level of protection than most of the surrounding areas.
 - Commissioner Kirkbride stated that the District is very efficient with taxpayer dollars for the level of service we provide. He shared that he would like to have the District go to the voters at \$1.50 per thousand at 106 on a six year levy, while promising the citizens that the District won't take the money if it is not needed.

- Discussion took place regarding the economy and employment rates.
- Commissioner Roberts inquired what the total amount of the bond and the levy amount would be and how much in total would District residents be paying.
 - Chief Brooks shared would be roughly \$1.60 per thousand. He shared for a \$300,000 home, it would be a \$20-25/year increase.
- Commissioner Motzer inquired if the District can we delay the levy six months to see what the unemployment is at Stage 4 of Governor Inslee's Safe Start Washington plan. He shared concern over the level of unemployment.
 - Commissioner Kirkbride shared that if the District participates in the November election it is cheaper for the District.
- Commissioner Roberts shared that the Board has to make a decision to start planning for the levy lid lift, however the vote itself isn't until November.
- Commissioner Hetzler discussed the importance of making a decision soon, so that the District can begin to make preparations to go the voters.

MOTION: To start the preparation for the planning and education phase for the November General election.

Motion: Commissioner Kirkbride
 Second: Commissioner Hetzler
 Carried: Unanimous

VI. NEW BUSINESS

- No new business.

VII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Station 34 sheetrock is going in and a lot of the HVAC system is in place. Work has been done this week with underground utilities and trenching along the roadway. There was a repair to a portion of the roof, where the roof was placed incorrectly. It has been corrected at the expense of the contractor. Jones and Roberts is anticipating a two month delay in project completion and is anticipating completion by the end of September.
- The District is working on the agreement approved by the Board at the May 21st meeting regarding the expenditure to enclose the 4th bay of the Vehicle Repair Facility and is hoping to finalize that contract soon.

- Pierce is re-opening their facility to customers and is inviting a small number of District employees to review drawings of the ladder truck and possibly of the two engines. They anticipate the in service date for the ladder truck to be in the first quarter of next year and an in service date for the engines in the second quarter of next year.
- The District participated in a graduation event with the North Thurston School District this week.
- On Sunday, June 14th at 4pm the District is participating in Lacey Flag Day ceremonies which will be held on Facebook Live and in person at Applebees.
- The District is retaining legal representation in a class action lawsuit relating to a records request to obtain personal information specific to public employees. The Evergreen Freedom Foundation had requested information up to and including employee addresses, social security numbers, and other personally identifiable information from other agencies, resulting in a class action lawsuit. The District is affiliated in the lawsuit by default. The cost of retaining legal representation is anticipated to be approximately \$10,000. Staff's recommendation is to remain in the class action lawsuit.
- A letter was drafted to Hughes and Detroit Diesel regarding Engine 34 engine repair issue, however Engine 34 was returned with repairs and has not had issue to date since return. Discussion took place regarding engine warranties in place.
 - o Commissioner Kirkbride inquired regarding the number of engines the District has had this particular issue with.
 - Chief Brooks shared it was only the most recent engine purchased that went into service at Station 34.

COMMISSIONER COMMENTS

Commissioner Kirkbride – No comment.

Commissioner Motzer – He shared that there was not a Thurston County Fire Commissioners Association meeting recently and that their next meeting scheduled for the 16th via Zoom.

Commissioner Dobry – He shared that he attended Lt. Heikes' retirement. He also shared that he sat in on the District's audit out brief and that it was a good audit. The cost to the District for the audit was ~\$12,500.

- Chief Brooks shared thanks to Finance Director Hough for his work to ensure it was another clean audit.

He shared that he will attend the TRPC conference tomorrow and will inquire about unemployment numbers.

Commissioner Roberts – She shared that she attended the TCOMM meeting yesterday. She shared that their April revenues were still up and that all departments were below budget expenditures, with the exception of the

administrative department due to TCOMM preparing for the new radio system. Authorized temporary employees were hired to ensure radio system is completed in timely fashion. They discussed leasing space to a local radio station and revising their contract. TCOMM's next meeting will be on Wednesday, July 1st.

Commissioner Hetzler – No comment.

VIII. OTHER INFORMATION

- A. Suggestion Box – None.
- B. Correspondence –

Chief Brooks shared:

- Lt. Heikes sent out correspondence sharing his appreciation to the District.
- A thank you letter was received from North Thurston Public Schools for the District's participating in their 2020 Graduation photo.

IX. HEARING OF THE PUBLIC / MEMBERS PRESENT

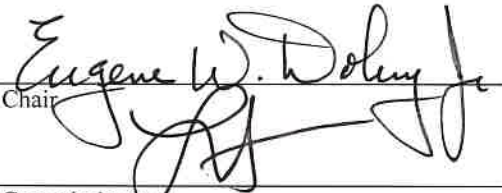
- None

X. ADJOURNMENT

The meeting adjourned at 6:45 p.m.

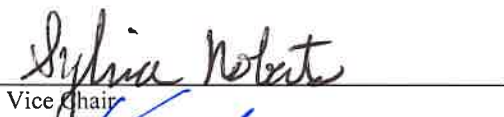
Next Regular Meeting: June 18th, 2020– 5:30 p.m.

Available via remote meeting or in person at Station 31, located at 1231 Franz St. SE.


Chair

Commissioner

Commissioner


Vice Chair

Commissioner

ATTEST: District Secretary