

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

November 19th, 2020

Chairman Dobry
Commissioner Roberts
Commissioner Kirkbride
Commissioner Hetzler

The meeting was open to the public via the Zoom meeting platform.

I. CALL TO ORDER / FLAG SALUTE

Commissioner Dobry called the meeting to order at 5:32pm.

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

- None.

IV. APPROVAL OF THE CONSENT AGENDA

- General Fund 001 (Acct# 6630) checks numbered #22338 through #22350 in the amount of \$122,157.77
- Equipment Repair and Replacement Fund 103 (Acct# 6636) check numbered #22351 in the amount of \$2,604.88
- 2017B Capital Projects Fund 307 (Acct#663B) checks numbered #22352 through #22354 in the amount of \$367,769.91
- Payroll #11A 2020 in the amount of \$1,293,664.73

- Commissioner Kirkbride shared his thanks to the District for the amount of detail listed in the warrant documents.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Hetzler

Second: Commissioner Kirkbride

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One - EMS Council

Commissioner Kirkbride reported:

- Meeting took place yesterday via Zoom.
- Citizen CPR classes suspended for the rest of the year per Governor Inslee's directive, however private clinical trainings are available.
- Discussed hospital diversions and the certificate of need provided to St. Pete's by the Department of Health in April 2019.
- Hearing on December 8th for the recommended budget. Public hearing to take place via Zoom.
- Discussed ALS MSO policy.
- Received partial reimbursement for COVID related expenses.

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

Commissioner Roberts reported:

- Last meeting Thursday, October 12th.
- Recent sales tax revenue ~5.75% greater than 2019 numbers, which included 3rd quarter. Expenditures remained under budget. Revenue currently under budget due to some lease monies currently outstanding.
- Radio replacement going well but will be slightly delayed due to construction on Marvin Rd. and COVID related delays.
- Discussed call volumes and workload for 911 dispatchers.
- Intergovernmental Agreement to be on track to be completed soon.
- 2021 Budget passed, with 3% wage adjustments.
- Board working with Lewis County regarding possible agreement with TCOMM.
- No December meeting. Next meeting in January.

C. City / District Liaison

Commissioner Dobry reported:

- Next meeting tentatively planned for December 15th. Chief Brooks to reach out to City to confirm date.

D. Thurston County Fire Commissioners Association (TCFCA)

Commissioner Dobry reported:

- The meeting took place on Tuesday, November 17th.
- Karl Ristow, Former Fire Chief at the City of Charleston and principal partner at the Center for Public Safety Excellence, presented information regarding organizations wishing to seek accreditation.

- Commissioner Dobry inquired if the District had considered becoming accredited.
 - Chief Brooks shared that the District had originally looked into become accredited in 2007 and revisited the idea of becoming accredited again in 2015, however the body of work needed to complete the accreditation process was greater than the resources available.
 - Discussed the possibility of the District becoming accredited in the future.
- New officers were voted into office for 2021.
- Pierce County fire departments have been experiencing an increasing number of firefighters in quarantine.
 - Discussion took place regarding firefighting staff in Pierce County and Thurston County affected by COVID quarantine.
 - Chief Brooks shared that no agencies have reached out beyond Thurston County regarding staffing.
- West Thurston Regional Fire Authority using Tumwater Family Practice for physicals, which provided a cost savings to their District.
- Next meeting in January. The Thurston County Treasurers office will be presenting.

E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry reported:

- Meeting took place on Friday, November 6th.
- Executive Director Michael Cade from the Thurston County Economic Development Council presented an update on Thurston County's economy through October 2020.
 - The unemployment rate at height of COVID was 16.1% and was most recently recorded at 8.5%. Consumer spending was up 28%, however local consumer spending is down with Regional GDP down 19% this year.
- First review of TRPC 2021 Work Program, discussed budget and planning or rural projects.

F. Community Outreach

Chief Brooks shared:

- Chief Brooks recorded a "Thank You" video via social media for the community support the District received for Proposition 1 and shared with the community how that monies would be allocated.
- Battalion Chief Tim Hulse created a video regarding wildland safety. Chief Brooks shared his thanks to BC Hulse and Community Outreach Coordinator Chris DeBell for their work on the District social media.
 - District received a thank you video from local students for the Districts October Fire Prevention month videos.
- Thurston Talk published an article regarding the Twin Star Credit Union and District partnership.

- Commissioner Kirkbride shared that he reached out to the Lacey Parks Director Jennifer Burbidge for clarification on the \$77,000 budget listed for exhibits, if the \$77,000 was for the total number of monies needed for all exhibits or if that number was the expected District contribution for the Lacey Fire District 3 exhibit. She stated that the amount budgeted by the district, \$25,000, was an appropriate contribution amount and she was happy that the District included it in our 2021 budget.
- Chief Brooks was contacted by City Manager's office regarding upcoming City of Lacey webinars. The Chief was asked to participate in upcoming December webinar regarding homelessness.

G. Capital Facilities and Equipment

Chief Brooks shared:

- New Station 34 shared that the past two weeks there has been much headway towards occupancy of the building. Monday, December 7th is a viable option for an opening date.
 - Meeting with engineer and contractors tomorrow.
 - Fencing began and seeding to take place with the option for the contractor to come back to re-seed.
 - Commissioner Dobry inquired regarding the water pooling problem.
 - Chief Brooks shared that the District is working with civil engineers and the County.
 - Discussion took place regarding possible trouble shooting of the water pooling.
 - Commissioner Kirkbride asked that the District hold off any formal action of dedication of the building.
 - Chief Brooks shared that members of the community are inquiring as to when the new station would be open. He suggested a virtual post to the community so that they are aware that the New Station 34 is open.
 - Commissioner Kirkbride and Commissioner Roberts shared their support.
- The District has recently received bids for flooring and paint at Old Station 34. Long term planning to include updating the HVAC and generator in 2021 in partnership with TCOMM and Thurston County Medic One.
- Discussions took place with TCOMM regarding the Old Station 34 TCOMM backup center.
- The Vehicle Repair Facility will be next big project, as in one area of the building mechanics are working in a covered outdoor space.
 - The District recently received concept drawings and cost estimates came back above budget due to some of the changes to the building.
 - To be discussed at future BoFC meeting regarding City of Olympia needs and project funding.
- Discussed upcoming items for the Station 33 project.

- Discussed station alerting system project.
- Pierce Manufacturing contacted the District and all three apparatus likely to be completed in early April.
- Demo vehicle design final elements approved and it is currently at the factory being retrofitted.
 - Commissioner Dobry inquired if the cost had changed since our last meeting.
 - Chief Brooks shared that the cost had not changed.

VI. OLD BUSINESS

A. Planning and Response Updates for Pandemic: Staff Report

Chief Brooks shared:

- COVID-19 numbers are on the rise. Partner agencies have been hit very hard with positive cases and/or needing to quarantine members up to approximately a third of their staff.
- Battalion Chief Ryan Cox and Medical Services Officer Captain Karen Weiss have been actively meeting with District crews to discuss the importance of self-screening of themselves and household family members for possible illness.
 - District sick calls have increased.
 - Availability of rapid testing is somewhat harder to obtain.
- Battalion Chief Ryan Cox and Medical Services Officer Captain Karen Weiss hosted a county-wide Zoom meeting with fellow agencies as a knowledge share of District COVID policies and procedures.
- District currently working to align COVID practices with SE Thurston Fire Authority where our Medic 2 staff are housed.
- Related to Governor Inslee's updated directives, the District Chiefs met with the Administrative leadership to discuss ways to keep administrative staff as safe as possible while they work to provide an essential service to operations members. As such, it was decided that the Lobby entrance doors would be locked and additional screening procedures would be put into place.
- Commissioner Kirkbride shared:
 - Four Thurston County agencies and up to 40-50 members are quarantined in Thurston County at present.
 - At Providence St. Peter's Hospital there are 21 COVID cases in the hospital and 6 in the ICU, which are the highest numbers of COVID patients at St. Pete's to date.
 - Commissioner Dobry inquired as to their patient capacity.
 - Discussion took place regarding capacity, staffing, and how surgeries are scheduled during the pandemic.

B. Commissioner Appointment Process: Staff Update/Discussion

Chief Brooks shared:

- He proposed all five candidates chosen by random drawing. Candidates would be interviewed in 15 minute blocks of time, and HR Director Perrine would contact candidates tomorrow regarding their interview time and duration of their interview. Candidates will be notified via a follow up email which will provide further details to include the interview questions.
 - Draft of questions to be sent to Board for their review.
- Discussion took place regarding possible interview questions, structure, and time line of the interviews.
- Candidate interview times were selected via random draw:
 - 5:45 – Dave Ribacchi
 - 6:00 – Ken Balsley
 - 6:15 – Richard “Rick” Kelling
 - 6:30 – Melissa Gamble
 - 6:45 – Barbara Sovde

C. 2021 Budget and Levy Certification: Staff Report/Proposed Adoption (Appendix A&B)

Chief Brooks shared:

- Finance Director Hough shared this year’s budget procedure.
 - Commissioner Dobry inquired about ER&R expenditure of \$480,000 and what that monies would be used for.
 - Finance Director Hough shared that those funds will be mostly for the rescue vehicle and replacement ISU van.
 - Commissioner Kirkbride shared his thanks to Finance Director Hough and staff for their work on the budget. He shared that the budget was clear and concise.

MOTION: To adopt the 2021 budget as presented and published.

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Carried: Unanimous

MOTION: To authorize the Chief to sign the 2021 Levy Certification that identifies total taxes required at \$22,286,830.58.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

VII. NEW BUSINESS

None.

VIII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Shared District staffing needs for Firefighter and Paramedic Firefighter hires.
- The District is looking into the possibility of conducting an internal academy due to the pandemic.
 - Commissioner Dobry inquired if the District would be bringing in outside instructors to conduct the academy.
 - Chief Brooks shared that we would use the instructors we have on staff internally. He shared that in 2013 the District conducted a similar academy.
 - Commissioner Kirkbride inquired regarding the use of the Mark Noble training facility.
 - Chief Brooks shared that District has a standing agreement for training use of the Mark Noble facility, and partnerships in the area for other training grounds.
- The Chief met today with the Deputy City Manager of the City of Olympia, the City of Olympia Homelessness Coordinator, and the Thurston County Homelessness Coordinator. Discussion took place regarding the homeless encampment on Ensign Rd. and possible relocation of the homeless site to another site on Carpenter Rd.
- Lacey Firefighter Charity received requests for additional Thanksgiving meals from North Thurston School District who shared that there was an increased need this year.
 - The charity will be limiting the drop off time for food donations, charity members will be packaging meals, and members will be providing a contactless Thanksgiving meal delivery to area families on Tuesday, November 24th.
 - Christmas holiday will occur at Old Station 34 via drive through, with families having a specific appointment time for arrival.

Deputy Chief Schmidt shared:

- Her thanks to Battalion Chief Cox and MSO Captain Weiss have been doing in the background during the pandemic.
- She appreciated the response from Administrative and Operations staff for their response to changing directives and working conditions due to the pandemic. Due to their response, the District has been able to be a leader in the County regarding best practices for the pandemic and it has enabled the District to have minimal COVID cases and quarantines, as well as a continued capacity to continue building a new station and to conduct academy.

IX. COMMISSIONER COMMENTS

Commissioner Kirkbride – He shared his thanks to Finance Director Hough for his work on the budget. He shared his thanks to the Members and their families for all they are doing during this stressful time to stay healthy as best they can and to take care of our citizens.

Commissioner Roberts – She shared her thanks to the Lacey Firefighters Charity for their work in the community. She shared her thanks to the frontline workers in the pandemic.

- o Discussion took place regarding local COVID testing sites and the volume of patients seeking COVID testing.

Commissioner Dobry – He shared his hopes for an upcoming COVID vaccine and that first responders would be first to receive vaccination.

- o Chief Brooks shared that First Responders are listed as 1A on the list to receive vaccination and that the District is working with area public health to receive vaccines as soon as possible for members.

Commissioner Hetzler – No comment.

X. OTHER INFORMATION

- o Suggestion Box/Correspondence
 - The District received a thank you video from area students for the October Fire Prevention Month community outreach videos.
 - The Thurston Talk article on the Twin Star Credit Union and LFD3 partnership.

XI. HEARING OF THE PUBLIC/MEMBERS PRESENT

- None.

XII. ADJOURNMENT

The meeting adjourned as of 7:17 pm.

*Next Regular Meeting: December 3rd, 2020– 5:30 p.m.
Available via remote meeting.*

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Eugene W Dobry Jr

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Chair Eugene W Dobry Jr

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Steve Brooks