

**THURSTON COUNTY FIRE DISTRICT THREE
BOARD OF FIRE COMMISSIONERS**

MINUTES OF THE MEETING

July 2, 2009

I. CALL TO ORDER, FLAG SALUTE: 5:35 pm

Present:

Chairman Houser
Vice Chairman Christiansen
Commissioner Kirkbride

II. AGENDA APPROVAL

MOTION: To approve the agenda with additions, as noted.

Motion: Commissioner Kirkbride
Second: Vice Chairman Christiansen
Vote: Unanimous
Motion carried.

Additions:

VII. A. Public Information Officer
VII. B. Safety Newsletter

III. HEARING OF THE PUBLIC/MEMBERS PRESENT

None.

IV. APPROVAL OF CONSENT AGENDA

MOTION: To approve the Consent Agenda as presented.

Motion: Commissioner Kirkbride
Second: Vice Chairman Christiansen
Vote: Unanimous
Motion carried.

Discussion: Vice Chairman Christiansen requested a copy of itemized purchases from NAPA Auto Parts.

- A. Minutes of the June 18, 2009 regular meeting of the Board of Fire Commissioners.
- B. General Fund checks numbered # 9564 through # 9605 in the amount of \$56,830.93.
- C. Donation Fund checks numbered # 9606 through # 9610 in the amount of \$4,626.74.
- D. Payroll # 6B in the amount of \$505,045.01.

V. COMMITTEE REPORTS

A. EMS - MEDIC ONE

No report.

B. CAPCOM

Chairman Houser reported the following from the meeting of July 2, 2009:

- The budget sub-committee continues to meet and will review the final draft of the proposed budget at its next meeting.
- A broadcast from the Discovery Channel was viewed during the meeting which highlighted life-saving techniques of emergency responder Tammy Clark.
- Cardiac arrest survival rate statistics were shared. Nationwide the survival rate is only 5% while King County's survival rate is 49% and Thurston County's is 42%.
- The board passed a resolution authorizing the rehire of an employee and authorized early notification of any job postings to approximately 300 county employees whose jobs were eliminated due to recent budget cuts.

Vice Chairman Christiansen asked about grants that were recently obtained by CAPCOM and if there may be any similar grants available to the District. Chairman Houser responded that the grants they received were communications specific. Chief Broman further responded that there are grants available for fire districts and we have several applications pending right now. Most grants available to fire districts are for equipment purchases. There is one grant available that supports personnel costs but it is very restrictive making it difficult to fit the criteria.

C. THURSTON COUNTY FIRE COMMISSIONERS ASSOCIATION

Vice Chairman Christiansen reported that the next meeting will be held on July 21, 6:00 pm, McLain Fire Station. The agenda will include a presentation by Thurston County Auditor, Kim Wyman and a review of the draft proposal of the Thurston County Fire Inspection Program.

D. THURSTON REGIONAL PLANNING COUNCIL

Commissioner Kirkbride announced the next meeting is scheduled for July 10 in Rochester. The agenda will include consideration of regional

transportation planning and a roundtable discussion about holding a Council retreat.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

Note: Additional agenda items A. and B. approved at the beginning of the meeting were combined into one title.

A. Communication Information Sharing

Vice Chairman Christiansen made the following suggestions:

- Offer the duties of a Public Information Officer to a current union member and pay the additional hours of this position with overtime.
- Secure outside sponsors to publish and mail a District newsletter similar to the already internally published Health & Safety newsletter.
- Distribute a the publication to all Lacey Fire District constituents and all citizens of the City of Lacey.

Chief Broman said he supports the concept and agrees with the use current staff or members. He stated he will make this part of the budget planning process for 2010.

Vice Chairman Christiansen requested the item be added to the pending list.

VIII. ADMINISTRATIVE REPORT

A. Expense Reimbursements

Chief Broman reported that the issue raised through the suggestion box at the last Board meeting as been resolved and the expenses were reimbursed as presented via actual receipts. Further, he clarified the District's policy is that expenses may be paid either by per diem in compliance with the Washington state Office of Financial Management or by receipts submitted for actual expenses incurred. Incurred expenses that exceed OFM's standard per diem requires pre-approval.

B. 2008 Audit Report

Chief Broman presented a copy of the 2008 Audit Report to the Board and announced that results of the audit reveal the District is in compliance with all health & safety laws.

C. Costs of staffing Station 35

Chief Broman announced he is providing the City of Lacey with a report of all overtime costs in order to staff Station 35.

D. Board Workshop

Chief Broman reminded the Board of the workshop scheduled for July 9, 7:00 am. He distributed a draft copy of the District study report for review prior to a discussion about the report at the workshop.

Discussion: Vice Chairman Christiansen asked if the District has received the City of Lacey's study report yet. Chairman Houser responded that a summary of the report is available now while Chief Broman announced the City said the final report will be available in about a month.

Chairman Houser said the District continues to meet with the City of Lacey as a means of exchanging information and believes they are inching toward a better understanding of one another.

IX. COMMISSIONERS' COMMENTS

A. Vice Chairman Christiansen

- Christiansen thanked Kathy Dickson and staff for the excellent work on the Health & Safety newsletter dated July 1.
- He also thanked Chairman Houser and Commissioner Kirkbride for their support of the golf tournament.
- He praised the members for their involvement in community events throughout the year, especially their strong presence at Mushroom Fest last weekend.

B. Commissioner Kirkbride

- Kirkbride also praised Kathy Dickson and staff for a job well done on the Health & Safety newsletter.

X. OTHER INFORMATION

None.

XI. PENDING LIST

	Item	Status
A.	Suggestion Box Proposal	Policy Documents to be developed.
B.	Juvenile Fire Setter Program	Ongoing.
C.	Maintenance Shop	Evaluate contract work for shop; Meridian Hughes has expressed interest, pending proposals to other surrounding Fire districts.

D.	Communications Information Sharing	Added to 2010 budget planning process.
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XII. HEARING OF PUBLIC/MEMBERS PRESENT

A. Neil Towers, fire fighter

Towers commented that a proposal for an e-newsletter program is on Wendy’s desk awaiting additional information and approval.

B. Lt. Steve Brooks

Brooks announced that TCTV is producing an emergency responders program that will air the third week of July. This week, they interviewed Lacey Fire District crews regarding saving the life of the 9-year-old boy on his school playground recently and the cardiac save in Mt. Aire subdivision yesterday.

Next meeting: Thursday, July 16, 2009 – 5:30 pm

XIII. ADJOURNMENT

The meeting was adjourned at 6:40 pm.

Chairperson

Commissioner

Commissioner

ATTEST: _____
Secretary