

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

MINUTES OF THE MEETING

August 6, 2009

I. CALL TO ORDER, FLAG SALUTE: 5:30 pm

Present:

Chairman Houser
Vice Chairman Christiansen
Commissioner Kirkbride

II. AGENDA APPROVAL

MOTION: To approve the agenda as written.

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

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: Chairman Houser distributed copies of the email by Chief Broman which explained the warrants and outlined attorney costs through July 31, 2009.

- A. Minutes of the July 16, 2009 regular meeting of the Board of Fire Commissioners.
- B. General Fund checks numbered # 9666 through # 9707 in the amount of \$35,549.82.
- C. Payroll # 7B in the amount of \$500,453.04.

V. COMMITTEE REPORTS

A. EMS - MEDIC ONE

No report. The first budget committee meeting will be August 7, 2009.

B. CAPCOM

No report. The next meeting is August 12, 2009 to review a preliminary budget for 2010.

C. THURSTON COUNTY FIRE COMMISSIONERS ASSOCIATION

Commissioner Christiansen reported the following from the July 21, 2009 meeting:

- The Fire Commissioners Annual Conference is scheduled for October 22-25, 2009.
- Medic One celebrated 35 years of service on August 6, 2009.
- Kim Wyman was the guest speaker and made a presentation on the general election.
- Thurston County Commission Karen Valenzuela conducted a discussion regarding the position of County wide Fire Marshall. No decisions were made.
- Commissioner Valenzuela apologized on behalf of the County Commissioners for the recent non-4th of July fireworks show in a local neighborhood. She admitted the Commission was not aware there was no clear process for obtaining permission for these kinds of shows. They will be working on that prior to next 4th of July.
- The committee endorsed the idea of an independent County fire inspector and will recommend that County commissioners proceed with a request for proposal. This position would be funded by the fees associated with commercial inspections.

Vice Chairman Christiansen noted that he continues to meet with the Thurston Fire Rescue & Training Consortium as they rework their dues schedule.

D. THURSTON REGIONAL PLANNING COUNCIL

No report. There is an all day retreat scheduled for September 11, 2009.

E. CITY ASSETS / LACEY FIRE DISTRICT

Chairman Houser reported the following from the August 5, 2009 meeting:

- There was a discussion establishing the value of the fire vehicles based upon dealer recommendations. The City does not want the ladder truck. A “coin flip” will assign engines to the City and the District.
- The City believes no contract increase on their part is warranted because they are paying more on a per capita basis. The City does not believe cost of service should be based on assessed value.
- The current approach is not acceptable to the District because City incidents account for about 60% of the total.
- The District has agreed to research and provide cost of construction cost documents.
- The City continues their three-pronged approach of addressing 1) Vehicles & Operations; 2) Governance; and 3) Facilities. To that end, the City raised the following concerns:
 - Keep all stations open; no closures without City concurrence.
 - City wants to set minimum / maximum staffing levels within the City.
 - Operations would function as they do today; e.g., response companies respond regardless of borders.
 - The City wants to maintain a 5/3/2 staffing model as their consultant says this staffing, in conjunction with Station 34, is adequate to handle all response demands.
 - The City proposes using a QAU (Quick Attack Unit) rather than an engine or truck. They would purchase four units: two at Station 31; one each at Stations 33 & 35. The City would also purchase a Quint for Station 31.
 - The City would maintain a standard pumper in each station but not for first response EMS.
 - The City believes that big rigs are slower and they want a “Stryker” approach; quick in / fast attack.
 - Further, the City believes big rigs incur more damage and personal injury and are out of service for repairs longer than a QAU.
 - They believe the Battalion Chief should be able to fill in on a response rig when a vacancy occurs.

- The City would favor action to jettison district “islands;” e.g., Wilderness and South Bay Road to other jurisdictions and would consider promoting annexation to another jurisdiction.
- There was further discussion about a “per capita” cost model.
- The City asked the District to prepare a response to this question: What is the City’s “fair share” of the total cost using City staffing / response proposal with response operations throughout the service area; i.e., how is the City’s cost “discounted” as a result of City resources used to respond to District incidents?

Chairman Houser is encouraged that the City is beginning to bring their issues and concerns to their discussions.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

Payroll Procedure Project

Due to recent staffing changes, payroll procedures have been adjusted in order to speed up the process and manage the current workload. Therefore, all existing procedural documentation is obsolete.

MOTION: To approve the hiring of a temporary employee to “shadow” the current process over two payroll periods and construct a payroll procedural manual up to 80 hours with a cost not to exceed \$1,600 funded from unbudgeted cash.

Motion: Commissioner Kirkbride

Second: Vice Chairman Christiansen

Vote: Unanimous

Motion carried.

VIII. ADMINISTRATIVE REPORT

- A. A workshop with the consultant to discuss the first draft of the District report was scheduled for August 14, 2009, 7:00 am.
- B. An addition workshop on matters of finance and budget was scheduled for September 11, 2009, 7:00 am.
- C. Chief Broman presented the Board with a memo outlining the District’s discussions with City of Olympia Fire Department regarding the new fire training center. It outlines how Lacey Fire District could participate as a partner to the project. The Board indicated they are in favor of the concept but want to keep careful watch over the District’s budget as we proceed to make any financial commitment.
- D. Chief Broman reported that at 58.3% of the year 58.4% of the budget has been expended. He further reported that salaries are 91% of budget, including overtime costs; and revenue is consistent with the budget projections.
- E. Chief Broman reported on the District’s unbudgeted cash balance: \$206,000 of \$600,000 has been spent on unbudgeted expenses so far this year.

IX. COMMISSIONERS’ COMMENTS

Vice Chairman Christiansen thanked Chairman Houser, Chief Broman and Nola for their diligence in working with the City of Lacey.

X. OTHER INFORMATION

None.

XI. PENDING LIST

	Item	Status
A.	Suggestion Box Proposal	Staff to develop draft.
B.	Vehicle Maintenance Program	Evaluate consultant recommendations on program.
C.	Juvenile Firesetter Program	4 th quarter 2009 progress report.
D.	PIO Program	Develop job expectations.

XII. HEARING OF PUBLIC/MEMBERS PRESENT

Next meeting: Thursday, August 20, 2009 – 5:30 pm

XIII. ADJOURNMENT

The meeting was adjourned at 6:45 pm.

Chairperson

Commissioner

Commissioner

ATTEST: _____
Secretary