



## Board of Fire Commissioners Meeting Minutes November 9, 2023

McLane Black Lake Fire Department  
Board of Fire Commissioners  
November 9, 2023

### **CALL TO ORDER**

Commissioner Dale Putnam of District 9 Board of Fire Commissioners called the meeting to order at 1800 hours. Commissioners Dale Putnam, Len Albert, Mark Thompson, Mark Campeau and Jason Foust, Chief Leonard Johnson, AC Chris Patti, Division Chief - Logistics Josh Ambrose, BOD Brett Warwick, and Chris Welch attended the regular meeting held in person and via the virtual Zoom platform using the link posted on the Fire District's website.

### **BOARD FOR VOLUNTEER FIREFIGHTERS**

The Board for Volunteer Firefighters met prior to the Board of Commissioners' meeting.

### **ADDITIONS TO AGENDA**

The agenda was modified to (1) suspend the budget meeting to allow public comment once we have a completed budget for approval. The agenda was approved as amended.

## **PUBLIC COMMENT & VISITING SPEAKERS**

None.

## **ACTION ITEMS:**

### **1. *Approval of Minutes:***

A motion was made and seconded to approve the minutes of the October 19, 2023, Board of Commissioners' Meeting; the motion carried.

### **2. *Approval of Vouchers and Payroll:***

A motion was made and seconded to approve vouchers and payroll in the amounts listed below in items a through c; the motion carried.

- a. General Fund 6690 \$609,049.75;
- b. Capital Fund 6691: \$69,308.72;
- c. EMS/Apparatus Replacement Fund 6694 \$3,303.15;
- d. M&O Fund 6698: \$94,366.18;
- e. SORT Fund 6699 \$1,571.69.

## **OLD BUSINESS:**

Proposed Budget FY2024 Revenues & Expenses. The Board reviewed the preliminary proposal for the budget and the Chief provided detailed explanations for line items. Discussion was held following the presentation.

## **NEW BUSINESS:**

### **1. *Resolution #23-595: Establishing Regular Property Tax Levy:***

Chief Johnson presented the annual property tax levy approval for Board consideration.

## **STAFF REPORTS:**

### **1. *Finance/Administration:***

BOD Warwick discussed the 2023 Quarter 3 report submission and the expectations moving through the remainder of the year. Warwick discussed the reception of property taxes on October 31 and our target position as we move into the next year. He then discussed year end documents for the annual report.

- The Fall newsletter will be sent to print and is to be delivered with an anticipated delivery date of November 23.
- A health and wellness clinic will be held at the end of the month at station 91 and 95.
- Lt. Haun has been offered the position of Captain through the end of the year while we have a vacancy due to injury.

- Community outreach: MBLFD crews went out into the neighborhoods to hand out candy and interact with the public. I have been receiving positive reactions from the public for our crew's friendliness, operations with the kids, and their enthusiasm.
- The Santa sleigh run is set to begin the week of the 27<sup>th</sup> and will continue through Thursday, December 7<sup>th</sup>.

## **2. Logistics:**

Division Chief - Logistics Ambrose offered the following report.

Following are a few highlights of on-going/completed apparatus maintenance and repairs:

- Volunteer staff had a meeting, worked with Patti, Welch and is planning for the future, how recruit academy will be held, application and testing Gauntlet for hazmat training begins this next week.
- Discussed the slab on the back side of the parking area, storm water runoff, paving of the lower TC area, and school bus turn around.
- Waterlines are a priority going into this next year and ensuring the water damage is limited as we try to hold out for the rest of the winter. Chief Ambrose then stated a survey will allow us to see where our wall heads will need to be placed and that we can mark off and protect our space for providing water to the grange.
- The damaged St. 91 bay door is nearing completion.
- Chair Putnam mentioned we should look at the other doors to ensure they are anchored properly to the building.

## **3. Operations:**

AC Patti reported the following operations activity for the month of October 2023:

- 2102 calls for 2023 which is 183 higher than 2022.
- 66 transports
- 555 for the year, which is an increase of 10.
- TCERN project, last radio project is now complete.
- Training for the new radio system will be in place in February.
- The department has received 2 new Aid vehicles and Chief Ambrose's rig will be delivered within the next 2 weeks.
- Radio equipment for the TCERN radio will be sent out in surplus to be approved in a future meeting.

- TESC fire drill in the early part of October: evacuations and the overall process flowed well. A plan to perform future drills will be performed quarterly.
- Chief Patti stated it was a mundane month for incidents.
- Commissioner Albert commented on the new Aid vehicle use and what has been happening with usefulness between Olympic ambulance operation and the processing that will be covering the stand-alone transports.
- Medic One process to get approval will take about 2 months.
- Complete the hiring process of 3 firefighters given the updated budget approval.

#### **4. Chief's Report:**

The Chief referred to and commented on his FY2024 Budget Planning Presentation for a budget update.

The Chief discussed the following information for personnel: There are no new injuries or illnesses to report since the last report. One employee is on family-medical leave. The following is a list of current work related or leave impacts due to injury/illness leave:

- One employee continues long-term LNI Time Loss leave. Planning for meeting to discuss transition with employee is in progress.
- One employee is on light duty for work related to a shoulder injury. Light duty assignment continues, surgery scheduled for December. Monitoring progress.
- One employee remains on time-loss (paid by FD) and is scheduled for surgery this month.
- One employee is on Paid Family Medical Leave – qualifying event and will be returning on November 20.

The Fire District continues to maintain two temporary full-time personnel to provide additional staff. An MOU has been signed with the Local to extend these positions until January 1, 2024.

The Fire District is starting the process of evaluating candidates for potential openings in 2024. As part of the staffing plan the hiring of additional Firefighter/EMT positions are being planned for Q1 of 2024. The existing list will expire in December 2023. A new eligibility list for Firefighter/EMT will be established in Q2 of 2024.

**COMMISSIONER REPORTS**

Commissioner Campeau reported that West Thurston Fire meets on November 28.

**GOOD OF THE ORDER**

Chair Putnam asked if there are any available freezers or refrigerators in the district that can be sent to Welch’s (2700 on Martin Way) at no cost.

**EXECUTIVE SESSION**

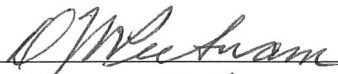
The Board convened into Executive Session at 1900, for an estimated 25 minutes, to discuss collective bargaining. The Board will reconvene at 1925 and immediately adjourn. No action is anticipated.

**ADJOURNMENT**


A motion was made and seconded to adjourn the Board meeting; the motion carried. The Board adjourned at 1925.

**BOARD OF COMMISSIONERS**

For Thurston County Fire District 9:

  
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Dale Putnam, Chair

  
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Jason Foust, Commissioner

  
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Len Albert, Commissioner

  
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Mark Thompson, Commissioner

  
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Mark Campeau, Commissioner

  
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Tom McBride, Board Secretary

12/14/2023  
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Date