



## THURSTON COUNTY FIRE DISTRICT NO. 9

March 12, 2020

### CALL TO ORDER

Commissioner Dale Putnam of District 9 Board of Fire Commissioners called the meeting to order at 1800 hours. Commissioners Mark Campeau and Jesi Chapin; Commissioner Mark Thompson via teleconference; Chief Steve North, EA Davie Kindell, and Board Secretary Ferol Max attended the regular meeting held at 125 Delphi Rd NW in Olympia, Washington. Commissioner Rich Milligan was absent due to a work-related emergency. Capt Heath Hodge and Lt Chris Patti were present as interested observers.

### AGENDA

Chief North added Emergency Management Assistance Compact (EMAC) as item C to Action Items. The agenda was approved as amended.

### ACTION ITEMS

**Approval of Minutes:** A motion was made and seconded to approve the minutes of February 13, 2020; the motion carried.

**Approval of Vouchers and Payroll:** A motion was made and seconded to approve vouchers from Fund 6690 totaling \$363,650.57 and Fund 6694 totaling \$869.25; the motion carried.

**EMAC Contract:** Chief North described proposed changes to the existing contract for deployments of incident management team members to cover in-state mutual aid response to hazards. A motion was made and seconded authorizing Chief North to enter the new interlocal agreement; the motion carried.

### OLD BUSINESS

**Assistant Chief position:** Testing was held on February 21 and one candidate stood out as a potential replacement for Chief North on his retirement. Commissioner Putnam recommended that the Board interview the candidate at the next meeting, and plan to make a recommendation after discussion in Executive Session. If the candidate is selected, the Assistant Chief position would reopen at a later date.

**Employee handbook:** EA Kindell completed the employee handbook and it was distributed today during admin training for the eight newly hired firefighters.

***Union Contract:*** Chief North reported the contract for January 1, 2020 to December 31, 2022 has been accepted by the union. He requests authorization from the Board to ratify the contract. A motion was made and seconded; the motion carried.

## **NEW BUSINESS**

***COVID-19 Response:*** Chief North, as Chair of the State Fire Defense Committee, has been at the state lab in Shoreline several days over the past week and reiterated the recommendations for social distancing and other precautions that are being widely publicized.

***Continuity of Operations:*** EA Kindell developed a Continuity of Operations plan for McLane-Black Lake and copies were made available to the Board. Chief North will draft a memorandum of understanding with the union members to relax contract rules for scheduling flexibility, emergency leave, etc. in the event of an emergency declaration. Administrative staff have been practicing social distancing and the classrooms have been closed to the public.

EA Kindell described the plan as a fluid document that may change as necessity dictates or other orders are given or recommendations made by the Governor's office. She has shared the Continuity of Operations plan with other districts. All classroom rentals have been cancelled, as have the annual egg dash and spring safety day, the appreciation dinner, and all public education events. McLane-Black Lake business partners have been very helpful in developing remote flexibility.

### ***Strategic Plan:***

Chief North stated he would like to work with the Board to update the strategic plan, as well as policies and procedures, before he retires.

## **STAFF REPORTS**

***Finance:*** EA Kindell reported the new recruits have begun academy and all is going well.

### ***Operations:***

February call volume was down in comparison to February of 2019 and the increased weather-related call volume due to heavy snow.

## **COMMISSIONER REPORTS**

None.

## **GOOD OF THE ORDER**

Commissioner Thompson will be on vacation and not able to attend the April board meeting.

## **ADJOURNMENT**

There being no further business, the regular meeting of the Board of Fire Commissioners adjourned at 1905.

**BOARD OF COMMISSIONERS**


For Thurston County Fire District 9:

X 

Dale Putnam, Chairperson

X 

Mark Thompson, Commissioner

X 

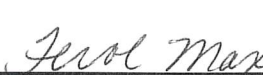
Mark Campeau, Commissioner

X

Rich Milligan, Commissioner

X 

Jesi Chapin, Commissioner

X 

Ferol Max, Board Secretary  
April 9, 2020



125 Delphi Rd NW  
Olympia, WA

# NOTICE OF SPECIAL MEETING

## MARCH 19, 2020

### 6:00 PM

The Board of Fire Commissioners shall meet at 6:00PM at the Districts headquarter station, located at 125 Delphi Rd, NW, to discuss Resolution 2020-550 declaring a State of Emergency, and allowing the Fire District the ability to exercise all rights and exemptions under law.



**SPECIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS**  
**March 19, 2020**

**CALL TO ORDER**

Commissioner Dale Putnam called the meeting to order at 1802 hours. Commissioners Mark Campeau, Jesi Chapin, Rich Milligan and Mark Thompson; Chief Steve North, and EA Davie Kindell, attended the Special meeting held at 125 Delphi Rd NW in Olympia, Washington.

**AGENDA**

Approved as presented.

**ACTION ITEMS**

***Resolution 2020-550 Declared State of Emergency***

Commissioner Milligan motioned to approve Resolution 2020-550, declaring a state of emergency. The motion was seconded by Commissioner Campeau and unanimously passed.

**NEW BUSINESS**

Chief North reported on potential operational changes related to COVID19, including the HPU (High Probability Unit) and Surge staffing as well as the potential need to further extend Seasonal staffing.

He presented an MOU (Memoranda Of Understanding) agreed on by the Bargaining Unit and management, providing staffing provisions related to COVID19 including:

1. Wage increases should it be necessary to extend the Seasonal hire period beyond April 30. This provision would increase Seasonal employee's rate of pay to Step I FF, as provided in Appendix A, of the 2020 CBA, effective May 1.
2. Flexible Work hours to provide for childcare
3. Sick Leave Quarantine language,
4. Vacation and Kelly Day suspension provisions
5. ILA for shared personnel.

A motion was made to approve the MOU and unanimously passed.

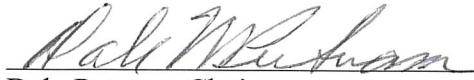
Chief North reported that overtime related to Covid-19 and other clearly defined expenses may Federally reimbursed. It is likely there will be an apportioned formula for reimbursement.

Beginning March 24th, recruit academy will be suspended. Recruits will be transitioned to shift to provide additional staffing.

EA Kindell reported on the quarantine provisions that have been made at Station 93.

**BOARD OF COMMISSIONERS**

For Thurston County Fire District 9:

  
Dale Putnam, Chairperson

  
Mark Thompson, Commissioner

  
Jesi Chapin, Commissioner

  
Mark Campeau, Commissioner

  
Rich Milligan, Commissioner

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Davie Kindell, Executive Assistant  
Signed this 9<sup>th</sup> day of April, 2020