



THURSTON COUNTY FIRE PROTECTION DISTRICTS 1 & 11  
**WEST THURSTON REGIONAL FIRE**



**AUTHORITY**  
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April 8, 2019 – Governing Board Business Meeting at the Littlerock Road Fire Station

**Call to Order/Attendance:** Commissioner Jernigan called the meeting to order at 18:00 hours. Commissioners Dahl, Elkins (18:06), Jones, Pethia and Ricks, Chiefs Kaleiwahea, Scott and Stone, Captain Dyer, Lt. Swecker, FF Peoples and Secretary Linda Shea were present.

**Public Hearing/Comment/Presentations:** None.

**Additions/Deletions to the Agenda:** Linda noted a BVFF meeting is needed, following the end of the General Board meeting.

**Labor Management Team Report:** Chief Scott reported no meeting was held due to the recent resignation of the union representative. The union is in the process of appointing a replacement representative.

**New Business:**

1. Expenditure Approval. Commissioner Pethia moved to approve the expenditures in the amount of \$467,766.96. Commissioner Dahl seconded the motion. Motion carried 5-0.
2. Minutes. Commissioner Pethia moved to approve the minutes from March 11, 2019. Commissioner Dahl seconded the motion. Motion carried 5-0.
3. Schedule of Special Meetings.
  - a. Proposition Resolution. Discussion was held on the upcoming M&O levy request, the impacts of a possible levy failure, and whether a special meeting was necessary to discuss the levy proposition. Commissioner Dahl moved that a rate of \$1.19 be placed on the ballot proposition for the three-year levy (an increase of \$.03 over the projected minimum level). Commissioner Jones seconded the motion. Motion carried 6-0. Linda will prepare resolutions at the break for signature during the individual district meetings following the RFA general board meeting.
  - b. Chief Performance Review. Commissioner Dahl offered his house for the special meeting to discuss Chief Kaleiwahea's performance review. Meeting will be held on May 21 at 5:30 PM.
4. Purchase Requests. A request was made to replace two personal computers (for Jessica Joslin and the Maytown station), for a total cost of \$2,335.44. Computer replacements were budgeted to come out of available GEMT funds, which require board approval. Commissioner Jones moved to approve the purchase. Commissioner Elkins seconded the motion. Motion carried 6-0.

**Unfinished Business (action items):**

1. Station 1-1, 1-3 door locks. Chief Kaleiwahea reported that the deadbolts will be ordered and installed by department personnel (\$180 to purchase the deadbolts vs. \$2,700 to have a contractor provide and install the locks.) As for the programmable door locks, he will review them on a case-by-case basis for repair or replacement rather than replacing them all at once.

2. Station 1-3 Generator RFQ. Chief Scott reported the RFQ for the generator has been issued, and two companies to-date have reported an interest. The second 1,000 gallon propane tank has been installed at Station 1-3, so the station will be able to run on generator power for a significant length of time.
3. Policy #1-2005, Anti-Harassment. Linda asked the board for feedback on the policy. None has been received from union membership at this time. She will re-send the policy to the union president given the recent resignation of the department's union rep, and ask for feedback. The sixty-day review period is up on April 27.
4. Energy Consultant. Linda reported the RFQ was issued for an energy consultant to review Station 1-1 power usage; no responses have been received to-date due to the difficulty in finding a consultant to accept the project. Discussion was held on the merits of purchasing a power usage monitor for the station's circuits. Commissioner Dahl suggested that he review the station's circuits along with Commrs. Jones and Pethia, and report back at the May meeting.

**Unfinished Business (nonaction items):**

1. Maytown well/water. Chief Kaleiwahea reported that Old Dominion is planning to put in a Group A well system, so he will wait to see where the well will be placed on the Old Dominion site to see if it is a feasible option for hook-up. If not, he will proceed with the drilling of a new well on the Maytown site.
2. Community Communications. Commissioner Pethia reported that he provided information to Thurston County Emergency Management from his New Zealand contacts. Chief Kaleiwahea reported he is working with internal groups to ensure the department is positioned for a thirty-day emergency.
3. GEMT update. No update.
4. Beaver Creek property. Chief Scott reported the permit is still in process at the county.
5. Chehalis Tribe negotiations. Chief Kaleiwahea reported he met with the tribes' consultant, and most of the data requested by them has been sent. They plan to have a final report issued by the end of the month.
6. Maintenance & Operations Levy draft information. The board approved moving forward with the levy proposition (see *New Business, 3.a Proposition Resolution* above.) Chief Kaleiwahea reported the Explanatory Statement is being reviewed by the department attorney.

The board recessed for a 15-minute break at 19:05, reconvening at 19:20.

**Communications:**

1. Thurston County Treasurer March 2019 reports were presented as per RCW 52.16.050(4).
2. April 2019 budget reports were distributed.
3. WFOA Annual Report. Linda passed around the WFOA Annual report for those commissioners who were interested.
4. City of Olympia Fleet Maintenance agreement. Chief Kaleiwahea presented the signed agreement with the City of Olympia for fleet maintenance.
5. TCOMM 9-1-1 Activity report. Chief Kaleiwahea presented a statistics report from TCOMM for 2018, noting that WTRFA is one of the highest volume non-city fire departments in the county.
6. GEMT Annual Agreement. Linda presented the signed agreement to continue participation in the GEMT program for the upcoming state fiscal year.
7. State Auditor report search. Linda handed out an informational sheet on how to look up other department's audit reports at the State Auditor website.
8. Firewise class. Commissioner Pethia reported on the two-day Firewise class, which he felt to be very educational from a homeowner's standpoint. Another class is scheduled for the fall.
9. Citizen Advisory Committee. Chief Kaleiwahea reported on the creation of the Citizen Advisory Committee, which consists of nine members (many returning from the committee established five years ago.) Their first meeting is scheduled for April 24.

10. Committee(s) For and Against. Chief Kaleiwahea presented communication that he sent out to department staff requesting volunteers to serve on the committees to develop "For" and "Against" campaigns for the upcoming levy proposition. No response has been received to-date. Discussion was held on various ways to communicate to the public about the levy (yard signs, mailers, door-to-door, "coffee with the Chief" activities).
11. Tumwater Regionalization Study. Chief Kaleiwahea presented communication about the release of the draft regionalization study.

**Chief Reports:** Refer to written reports.

**Commissioner Reports:**

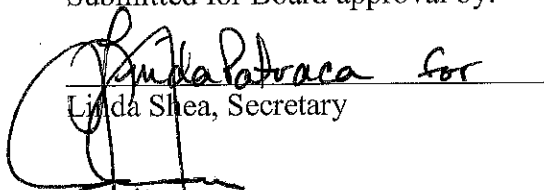
1. EMS Council. Commissioner Ricks reported the council sent a letter of concern to the state Dept. of Health over the delay in reviewing the request by St. Peter's to expand and add 50 beds. He also reported that McPhee was voted in as chair, and Moon was voted in as vice-chair.
2. West Thurston Admin Board. Commissioner Ricks reported that the District 6 board approved their district in joining the West Thurston Fire and Life Safety group. By-laws are being reviewed to reflect this change – a name change is also being considered.
3. Thurston County Fire Commissioners. Commissioner Ricks reported on discussions held to increase attendance by having select speakers at the meetings.
4. Washington Fire Commissioners. No report.
5. Training Consortium. No report.

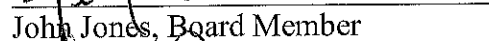
**Good of the Order:**

1. Chief Scott reported he will be out of the country April 15 – 25.
2. Captain Dyer reported on the recent "Funday" event held on April 1 to thank first responders.
3. Linda reported that a Candidate Workshop is being held on April 16 for commissioners planning to run for re-election.
4. Commissioner Dahl asked about the status of the wildland PPE purchases, and strongly encouraged these orders to be placed immediately (if they haven't been already) so the department is prepared for wildfire season.
5. Chief Kaleiwahea reported the association is contributing \$2,500 for funding of a levy campaign, and he will be contributing \$500 of his personal funds to the campaign (matched by Chief Scott.)

**Adjournment:** The board adjourned the meeting at 20:01 hours.

Submitted for Board approval by:

  
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 Linda Shea, Secretary

  
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 John Jones, Board Member

  
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 Dave Pethia, Board Member

  
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 John Ricks, Board Member

  
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 Calvin Dahl, Board Member

  
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 Ben Atkins, Board Member

  
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 Jeff Jernigan, Board Member

