



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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

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January 9, 2023 – Governing Board Business Meeting at 18720 Sargent Rd SW (Grand Mound 1-1)

**Call to Order/Attendance:** Commissioner Elkins called the meeting to order at 17:00 hours, followed by the Pledge of Allegiance.

**Commissioners:** Elkins, Culleton, Dahl, Ricks, Pethia, Commission Jernigan was absent after Executive Session (excused)

**Chief:** Smith, R. Stone (Zoom),

**Captains:** Christianson, Dyer

**Union Representative** A. Trautman for Lt. Garza,

**Lieutenants:** Palmerson, Swecker (Zoom),

**Firefighters:** Santee, Sexton, Hoskison, White, Fox, Cooke, Dean (Zoom),

**Volunteer BC:** Frasl (Zoom),

**Admin:** Acting Admin Svcs Director/Secretary S. Hemminger, Secretary L. Shea, Admin Asst. L. Patraca,

**Guests:** Connie McGuire, Jeff Merryman, John Jones, Mike Peters, Vivian Eason, Walt Shennum (Zoom), Susan Giordano (Zoom), Charles Jones (Zoom)

- 1. Executive Session:** The board called for a 30-minute executive session at 1705. THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (1)(I) TO DISCUSS WITH LEGAL COUNSEL REPRESENTING THE AGENCY LITIGATION OR LEGAL RISKS OF A PROPOSED ACTION OR CURRENT PRACTICE THAT THE AGENCY HAS IDENTIFIED WHEN PUBLIC DISCUSSION OF THE LITIGATION OR LEGAL RISKS IS LIKELY TO RESULT IN AN ADVERSE LEGAL OR FINANCIAL CONSEQUENCE TO THE AGENCY. THE DURATION OF THE EXECUTIVE SESSION IS SET AT 30 MINUTES BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN EXECUTIVE SESSION.

17:27 hours the Executive Session was extended for 10 additional minutes.

17:37 hours the Executive Session was concluded with no action taken.

Commissioner Elkins called the regular Board Meeting into session at 17:38 hours.

**Additions/Deletions to the Agenda:** None

**Public Comments/Presentations:**

1. Connie McGuire – addressed her concern with the elimination of the PIO EMS Director Position.
2. Jeff Merryman - addressed volunteering.
3. Vivian Eason - addressed her concern with the elimination of the PIO EMS Director Position.
4. John Jones – addressed his concern with the elimination of the PIO EMS Director Position.

**Labor Management:** A. Trautman confirmed RIF notices went out to fifteen firefighters.

**New Business:**

1. Expenditure Approval. Commissioner Pethia moved to approve the total expenditure amount of \$576,975.84. Commissioner Ricks seconded the motion. Motion carried 5-0.
2. Meeting Minutes.
  - A. Commissioner Pethia moved to approve the board meeting minutes from December 12, 2022. Commissioner Elkins seconded the motion. Motion carried 5-0.
  - B. Commissioner Pethia moved to approve the special meeting minutes from December 27, 2022, Commissioner Elkins seconded the motion. Motion carried 5-0.
3. Public Comment Protocol – Linda S. presented a new protocol on public comment, for board approval. Commissioner Dahl moved to approve the Public Comment Protocol, Commissioner Elkins seconded the motion. Motion carried 5-0
4. Resolution #2023-001 Surplus Equipment – Linda S. presented equipment for surplus Commissioner Elkins moved to approve the surplus of the hose and projector; Commissioner Ricks seconded the motion. Motion carried 5-0
5. Policy #1004 Service Fees and use of collection agencies – Linda S. presented Policy #1004, asking for board input on whether they wanted to consider sending unpaid balances to collections. The Board agreed unanimously to not utilize collection agencies for unpaid balances, but rather to continue “soft-billing” as per the current policy.
6. 2022 Budget Summary – Linda S. requested a carry-over balance of \$61,585 into the 2023 Budget to cover:
  - \$2,835 remaining from 2022 Budget (\$12,000) to cover hose replacement project.
  - \$25,000 for radio replacement project.
  - \$16,500 for Maytown well (after levy lid approved)
  - \$17,250 for 1-3 extractor plumbing (after levy lid approved or 1-3 opened)

She also requested an additional \$3,003 to cover the overage for the hose replacement project. Commissioner Pethia moved to approve the budget changes, Commissioner Elkins seconded the motion, Motion carried 5-0.

**Unfinished Business (action items):**

1. Increase to non-resident transport rate – Commissioner Dahl tabled the discussion for the February Board meeting after further calculations are available.
- WSRB – Reporting status, Chief Smith reported that the WSRB survey will begin in April, and therefore there was no need to self-report the operational changes made since the survey is scheduled for April.

**Unfinished Business (nonaction items):** None.

**Communications:**

1. City of Olympia Maintenance Agreement – The board requested information on other maintenance facilities for comparison.
2. December 2021 Thurston County Treasurers report was provided.
3. January 2023 Budget Report – Handout unavailable, will provide at February meeting.
4. PDC Reminder – F-1 reports must be filed by April 15<sup>th</sup>, additional reminder at February meeting.

**Chief/Training/EMS Reports:** Refer to printed reports.

1. Chief Smith reported December was a busy month with 308 calls (average of 10 calls per day) and 40.91% of the time they were managing more than one call. The crews responded to 6 fire calls, of which 2 were residential structure fires, and 1 fully involved mobile home. The crew also attended to 247 EMS calls and

55 other call types. The call volume for 2022 was 3,391 runs, which is just 40 calls short last year's record call volume.

The department was forced to make operation changes due to numerous other factors including the impact of valuable FF/EMT's leaving our agency as Reduction in Force (RIF) notices were issued at the end of December to half our force. Chief Smith has received 2 verbal notifications from employees who will leave employment, which brings our career staffing level down to 28 from 31.

2. Captain Dyer gave an update on the Community Giving Tree event, with 76 children (north & south county) receiving presents this year, along with meals for the families. A huge thank you to all who participated in putting this event together and to all the donors who made it possible for these children to have a wonderful holiday!

**Commissioner Reports:**

1. Commissioner Ricks reported the Medic 1 Director is retiring.
2. Commissioner Dahl suggests a committee be put together consisting of the Volunteer Advisory Board (VAB), Chief Smith and community members to review the current Volunteer Program requirements. Dahl recommends a signup sheet at the February Board meeting.

**Good of the Order:** None

**Adjournment:** The board adjourned the general meeting at 18:49 hours.

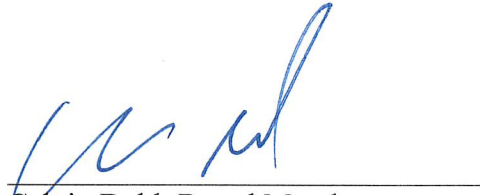
Submitted for Board approval by:

  
Shannon Hemminger, Secretary


  
Tom Culleton, Board Member

  
Dave Pethia, Board Member

  
John Ricks, Board Member

  
Calvin Dahl, Board Member

  
Ben Elkins, Board Member

  
Jeff Jernigan, Board Member