



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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August 10, 2020 – Governing Board Business Meeting at Littlerock station and via Zoom virtual meeting.

**Call to Order/Attendance:** Commissioner Ricks called the meeting to order at 18:00 hours. Commissioners Culleton, Dahl, Elkins, Jernigan and Pethia, Chiefs Kaleiwahea, Scott, and R. Stone, Asst. Chief R. Smith, Union Representative Garza, Guest Jenifer Whisler, Admin Assistant Linda Patraca, and Secretary Linda Shea were present.

**Public Comment/Presentations:** John with Smart Energy gave a presentation on solar panel installation options for the Grand Mound station, at the request of the department. He advised the department to send a letter to the president requesting an official quote for: (1) an option to reduce the department energy usage to the lower tier; and (2) the maximum solar benefit option. Chief Scott will draft a letter.

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

**Labor Management Team Report:** Lt. Garza reported the union and administration worked together on a recent issue to an agreeable resolution. No other concerns or issues to report.

**New Business:**

1. Expenditure Approval. Commissioner Dahl moved to approve the expenditures of \$495,259.39. Commissioner Elkins seconded the motion. Motion carried 6-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the meeting minutes from July 13, 2020. Commissioner Elkins seconded the motion. Motion carried 6-0.
3. Policy Updates:
  - a. Policy #1.1004 Service Billings update. Linda S. presented a revision to the Service Billings policy which added language recommended by the department attorney to address the auditor’s concerns over “gifting of public funds.” Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 6-0.
  - b. Policy #1.1012, Volunteer Reimbursement. Linda S. presented an update to the Volunteer Reimbursement policy to add back the call-back incentive that was removed in an earlier version. Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 6-0.
  - c. Policy #4XXX, Operations series. Chief Kaleiwahea presented updates to the Operations policies, which have been updated by Chief Scott and Asst. Chief Smith, for board review. The board agreed the policies did not require board approval, only review.
4. Resolution #2020-017, Surplus Property. Linda S. presented Resolution #2020-017 to surplus miscellaneous items, including the donation of surplus airbags to a fire department. Commissioner Jernigan moved to approve Resolution #2020-017. Commissioner Dahl seconded the motion. Motion carried 6-0.
5. 2021 Budget – DRAFT SUMMARY/Schedule. Linda S. presented the highlights of the draft 2021 budget, noting that more details will be forthcoming at a meeting to be scheduled with department members later

this month. She also provided a calendar of major action items and the timeframe for completion for budget planning purposes.

6. Medic One station 1-1 lease amendment. Chief Kaleiwahea presented an amendment to the Medic One lease of space at station 1-1 extending the end date to December 31, 2021, noting the amount has increased by the CPI as per the agreement. Commissioner Jernigan moved to approve the amendment. Commissioner Elkins seconded the motion. Motion carried 6-0.
7. Centralia-Chehalis Co-op outstanding stipend payment. Chief Scott reported he met with Harvey Bamford from the co-op, who explained how the EVIP stipend non-payment by West Thurston was overlooked by the co-op for the past two years. Mr. Bamford hoped the department would consider paying the 2019 stipend given the history of service provided by the co-op to the department (even though the department did not sign the co-op agreement or use the co-op for vehicle maintenance for the past two years.) Commissioner Dahl moved to reject payment of the stipend invoice. Commissioner Jernigan seconded the motion. Motion carried 6-0. Chief Scott will draft a letter to send to the co-op notifying them of the department's decision.

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

**Unfinished Business (nonaction items):**

1. Chehalis Tribe negotiations. Chief Kaleiwahea reported he has developed a tentative rate to charge the tribes, and plans to draft a letter to send to the tribal chief along with a bill at the proposed rate. He will present the draft letter and proposed rate to the board at the September meeting.
2. Ham Radios. Chief Kaleiwahea reported that two radios have been purchased, with the first one being installed at the Littlerock station 1-2 on August 11.
3. Drones. No report.

**Communications:**

1. Thurston County Treasurer July 2020 reports were presented as per RCW 52.16.050(4).
2. August 2020 budget reports were presented.
3. LOCAL Program statement July 2020. Linda S. presented the statement from the state treasurer for the financing of the two new aid units, pointing out the \$50,952.86 in bond proceeds which have been reimbursed to the department for the Stryker cots.
4. Operations Committee update. Chief Scott reported the aid units are expected to be delivered the first week of September.
5. Station tours. The board agreed to table the tours until January 2021.

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

1. Chief Kaleiwahea noted the incident volume is back on track for July.
2. Chief Kaleiwahea commended Lt. Colby Lyon for his work on getting the emergency food supplies prepared and packaged for storage.

**Commissioner Reports:** Commissioner Ricks reported on the EMS budget being approved and moving to the county commissioners.

**Good of the Order:** Linda S. noted the BVFF meeting is cancelled as the pension paperwork that was to be presented was not completed yet.

**Adjournment:** The board adjourned the meeting at 19:10 hours.

Submitted for Board approval by:

**Linda Shea**

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Linda Shea, Secretary

**Thomas Culleton**

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Tom Culleton, Board Member

**Dave Pethia**

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Dave Pethia, Board Member

**John Ricks**

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John Ricks, Board Member

**calvin dahl**

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Calvin Dahl, Board Member

**Ben M. Elkins**

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Ben Elkins, Board Member

**Jeff Jernigan**

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Jeff Jernigan, Board Member

**Signature:**   
John Ricks (Sep 15, 2020 08:08 PDT)  
**Email:** jandricks@comcast.net


**Signature:**   
**Email:** davidpethia@gmail.com

**Signature:**   
Thomas Culleton (Sep 15, 2020 18:39 PDT)  
**Email:** thomas2622@live.com

**Signature:**   
Jeff Jernigan (Sep 28, 2020 12:45 PDT)  
**Email:** jjfire54@comcast.net

**Signature:**   
calvin dahl (Sep 28, 2020 13:06 PDT)  
**Email:** cdahl@nwgreenhomes.net

**Signature:**   
Ben M. Elkins (Sep 28, 2020 16:58 PDT)  
**Email:** bethurston80@gmail.com

**Signature:**   
LINDA SHEA (Sep 29, 2020 07:30 PDT)  
**Email:** linda.shea@westthurstonfire.org












# MINUTES 081020


Final Audit Report

2020-09-29

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By:	WTRFA Admin (purchasing@westthurstonfire.org)
Status:	Signed
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