



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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September 11, 2023 – Governing Board Business Meeting at 18720 Sargent Rd SW, Rochester St. 1-1

**Call to Order/Attendance:** Commissioner Elkins called the meeting to order at 17:08 hours.

**Commissioners:** Elkins, Ricks, Pethia, Dahl, Culleton (Zoom)

**Chief:** R. Smith,

**Battalion Chief:** R. Stone

**Captains:** E. Smith,

**Lieutenants:** E. Palmerson, J. Swecker, M. Morales (Zoom), C. Lyons (Zoom)

**Firefighters:** M. Bennett, S. Dean, J. Nelson, B. Devert (Zoom)

**Volunteer:** T. Berryman

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

**Union Representative:** A. Trautman

**Guests:** E. Morales (Zoom), Jeff Merryman

**Additions/Deletions to the Agenda:** Medic 14 Contract for New Business

**Public Comments/Presentations:** Jeff Merryman – Concerned about filling vacant Assistant Chief position and feels \$160 is not enough for volunteers.

**Labor Management:** FF/EMT Trautman reported on two public ed events, one was the back-to-school event at the Rochester Primary School, and second the Rochester High School football game where West Thurston Fire had a presence at both activities.

Trautman acknowledged Policy 2018 Staffing Priority Call Out Revision has been reviewed by labor management and revisions provided to the Chief.

Congratulations to J. Hoskinson and T. Fox on their recent hire as full-time FF/EMT's.

**New Business:**

1. Expenditure Approval. Commissioner Pethia moved to approve the total expenditure amount of \$502,500.94. Commissioner Ricks seconded the motion. Motion carried 5-0.
2. Meeting Minutes.
  - A. Commissioner Pethia moved to approve the general board meeting minutes from August 14, 2023, and the special meeting minutes from August 25, 2023. Commissioner Ricks seconded the motion. Motion carried 5-0.
3. Safer Grant Acceptance for Recruit and Retention Coordinator. This position is funded for 4 years, full-time, and will be working to bolster the volunteer program. Commissioner Ricks moved to approve the grant for the Recruit and Retention Coordinator. Commissioner Pethia seconded the motion. Motion carried 4-0.

4. Dist. 1 Commissioner Vacancy. Commissioner Jernigan resigned effective September 1, 2023; the vacancy announcement will be posted the week of September 11, 2023.
5. Policy 2018 Staffing Priority Call Out. The first review of the Policy 2018 Staffing Priority Call Out was provided to labor management.
6. Medic 14 Contract. Chief Smith provided the updated Medic 14 Contract for board approval and signature. Commissioner Dahl moved to approve the Medic 14 Contract. Commissioner Pethia seconded the motion. Motion carried 5-0
7. Zoom Meetings. Commissioner Dahl spoke to how zoom became part of the board meetings as a result COVID protocol. It was discussed that zoom attendance for commissions shouldn't be the normal practice and limitations need to be set. Commissioner Dahl requested the policy for such needs to be revised. A rough draft of policy changes will be available for review on the October 9<sup>th</sup>, 2023, meeting.

**Unfinished Business (action items):**

1. Assistant Chief Job Description – Final. Chief Smith presented the final draft of the Assistant Chief job description and requested approval. Commissioner Pethia moved to approve the Assistant Chief job description. Commissioner Dahl seconded the motion. Motion carried 5-0.
2. Assistant Chief Recruitment – Final. Chief Smith presented the final draft of the Assistant Chief Recruitment announcement and requested approval. Commissioner Pethia moved to approve the Assistant Chief Recruitment announcement. Commissioner Dahl seconded the motion. Motion carried 5-0
3. Volunteer Firefighter/EMT Policy Update – Final. Chief Smith presented the final draft of the Volunteer Firefighter/EMT Policy update and requested approval. Commissioner Dahl motioned to approve the updated Volunteer Firefighter/EMT Policy. Commissioner Ricks seconded the motion. Motion carried 4-1, Commissioner Pethia abstained.

**Unfinished Business (non-action items):**

1. Open Work Order List. Admin Services Director Hemminger provided the quarterly updated open work order list reflecting items that have been taken care of and for the items remaining on the list, they require financial consideration.

**Communications:**

1. August 2023 Thurston County Treasurers report presented.
2. August 2023 Budget Report presented.
3. Chief Smith thanked the WTRFA Volunteer Committee for their assistance in review and advisement on the Volunteer Firefighter/EMT Policy Update.

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

Chief Smith reported that crews responded to 363 calls in August (average of 11 calls per day) and 40% of the time they were managing more than one call at a time. The crews responded to 17 fire calls: 3 building fires, 1 cooking fire, 1 vehicle fire, and 12 brush fires. Crews also attended 249 EMS calls of which 27 were motor vehicle accidents, and 220 others (details can be found on page six).

**Commissioner Reports:** Commissioner Ricks no Medic One meeting. Commissioner Pethia advised the Emergency Management and County Commissioners will meet in October 2023

**Good of the Order:** Fleet Update. Based on the cost analysis on E1-1, it has been decided to move forward on the repair estimated around \$40,000.

**Adjournment:** The board adjourned the meeting at 18:38 hours.

Submitted for Board approval by:


  
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Shannon Hemminger, Secretary

  
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Tom Culleton, 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

  
\_\_\_\_\_  
Ben Elkins, Board Member

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Vacant