



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



May 10, 2021 – Governing Board Business Meeting at Sargent Rd station and via Zoom virtual meeting.

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

Additions/Deletions to the Agenda: None.

Public Comments/Presentations:

1. Brianna Slater with Chehalis Sheet Metal (CSM) spoke about the roof projects that are being proposed for stations 1-2 (Littlerock), 1-3 (Rochester) and the training tower. She explained the process for overlaying the current metal roof at station 1-2 with a shingle roof. Discussion was held on options for retaining the current metal roof or replacing with shingles. Discussion was pended until later in the meeting.
2. Chief Scott introduced Faye Welch, whose family's fence was burned due to a backfire that was lit to stop the advancement of the Bordeaux fire. The board advised Ms. Welch to submit a claim to PSE, who was the party at-fault for the fire. Chief Scott will assist Ms. Welch with the claim to PSE.
3. Shannon Brady was scheduled but did not appear. Commissioner Dahl explained to the board that Ms. Brady is a neighbor to station 1-3 (Rochester) and has asked for the department to pay for half of the fence cost dividing her property from station 1-3.

Labor Management Team Report: Chief Smith reported that contract negotiation dates have not yet been established. The temporary backfill for FF People's position while he is on light duty continues. Commissioner Dahl asked that the Labor Management Team report be included with the chief's report in the future.

New Business:

1. Expenditure Approval.
 - a. Commissioner Pethia asked about the PSE bill. Linda S. reported that PSE has combined all stations under one account, and we are now able to access the bills online for more timely payment processing. She reported Linda P. is still working to set up budget payment plans for the stations.
 - b. Commissioner Ricks moved to approve the expenditures of \$519,247.44. Commissioner Pethia seconded the motion. Motion carried 4-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the minutes of April 12, 2021. Commissioner Culleton seconded the motion. Motion carried 4-0.
3. Resolution #2021-008, Surplus Property. Linda S. presented Resolution #2021-008 to surplus expired bunker gear, outdated extrication tools and old computer equipment.
 - a. Chief Kaleiwahea asked the board to approve the donation of the extrication tools to another fire department before placing on the auction site for sale. The board concurred.

- b. Commissioner Pethia moved to approve Resolution #2021-008. Commissioner Culleton seconded the motion. Motion carried 4-0.
- 4. Policy 1009, Purchasing and Inventory update. Linda S. presented a change to Policy 1009, which would require a minimum bid be established if a surplus item being auctioned was valued at more than \$1,000. The board preferred the minimum be established by the chief. Commissioner Pethia moved to approve the update as recommended by the board. Commissioner Culleton seconded the motion. Motion carried 4-0.
- 5. Purchase Requests. Chief Scott presented the following purchase requests:
 - a. Commercial Mower. Discussion was held on the benefits of gas vs. diesel mowers, and the deck size needed. The board advised Chief Scott to get quotes on comparable diesel mowers and bring them back to the June board meeting.
 - b. Roof replacements for stations 1-2, 1-3, training tower. Discussion continued for options to replacing the roofs at stations 1-2 and 1-3. The board advised Chief Scott to contact the metal roof manufacturer to see if they have solutions for the leak issues, and to obtain more bids for station 1-2's roof replacement. They also advised to obtain a torch-down roof replacement quote for station 1-3 to compare with the shingle replacement. The board concurred that the training tower roof replacement could proceed (\$2,400 plus permit/tax costs.)
 - c. Window replacements for stations 1-1 (Grand Mound) and 1-2 (Littlerock). Commissioner Ricks moved to approve the window replacement project with Airport Glass (\$20,117.) Commissioner Culleton seconded the motion. Motion carried 4-0.
 - d. Diesel Fuel Tanks for stations 1-1 and 1-2. Commissioner Ricks moved to approve the purchase of two mobile diesel fuel tanks from Ace Tank (\$39,040 plus tax.) Commissioner Culleton seconded the motion. Motion carried 4-0.

Unfinished Business (action items):

- 1. Fee Schedule. Linda S. presented a fee schedule which listed all fees charged by the department, including the new fees approved by the board at the April meeting. Her goal is to have the board review this fee schedule every year prior to establishing the budget, so that all fees can be reviewed and/or updated at the same time. She requested board approval of the schedule to document their approval of all fee charges. Commissioner Ricks moved to approve the fee schedule. Commissioner Pethia seconded the motion. Motion carried 4-0.
- 2. August workshop date/agenda. Commissioner Dahl will contact Commissioner Jernigan to confirm an August date that works with his schedule, then notify the other commissioners of the date for the workshop.

Unfinished Business (nonaction items):

- 1. Chehalis Tribe negotiations. Chief Kaleiwahea presented communications with the tribe regarding cost proposals for providing fire and emergency medical services. Quinn has recommended no further response until he has time to submit mediator options. The board concurred with the chief's recommendation to move forward with mediation.
- 2. Weyerhaeuser agreement. Chief Kaleiwahea presented communication with Weyerhaeuser which reflects their favorable response to his proposal for a long-term lease. Weyerhaeuser will work up a draft agreement.
- 3. Maytown well. Chief Scott reported the well pump failed two weeks ago and had to be replaced (under warranty.) Commissioner Dahl recalled that the reason the department was considering drilling a new well was because of the water quality, and now that the quality has improved, he questioned the need to drill a new well. Chief Scott reported they will be testing the water over the next week. He will report back at the June meeting on both the water quality and volume, to determine whether a new well is necessary.

Communications:

1. Thurston County Treasurer April 2021 reports were presented as per RCW 52.16.050(4).
2. May 2021 budget reports were presented.
3. 2020 Annual Report (unaudited). Linda S. presented the draft 2020 annual report, noting there were no significant changes from the 2019 report. She encouraged the board to review and let her know if they have any questions. The report will be submitted to the state auditor's office no later than May 31.
4. 2020 Mobilization Reimbursements. Linda S. presented a summary of mobilization reimbursements received for the 2020 mobilizations, with \$55,682 in equipment reimbursements being moved to the Wildland Reserve account to use for purchasing wildland equipment. She confirmed these are gross receipts received, the figure has not been reduced by apparatus maintenance costs.

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

1. Chief Smith reported the department has seen an increase of 150 hours of training and 167 responses over the same time in 2020.
2. Chief Scott reported the new engine should be received and in operation by June 15, and the new tender should be delivered by the end of the year.
3. Commissioner Pethia asked about the wildland season outlook. Chief Scott reported indications point to a busy season very similar to 2017. He recommends a push to do public outreach on defensible space.

Commissioner Reports:


1. Commissioner Pethia reported the chief's association has supported the efforts to expand the firefighter physical coverage.
2. Commissioner Ricks reported the EMS council is developing a budget based on the levy failure, noting that if the levy does pass, there will likely be more BLS funding available for the department.

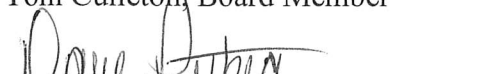
Good of the Order: Chief Smith reported that Nathan Drake has been selected as the new Training Officer (Acting Captain) starting May 1.

Adjournment: The board adjourned the meeting at 20:08 hours.

Submitted for Board approval by:


Linda Shea, Secretary

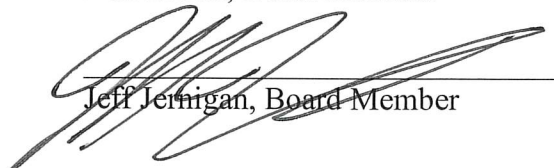

Tom Culleton, Board Member


Dave Pethia, Board Member


John Ricks, Board Member


Calvin Dahl, Board Member


Ben Elkins, Board Member


Jeff Jernigan, Board Member

