



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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November 9, 2020 – Governing Board Business Meeting at Sargent Rd station and via Zoom virtual meeting.

**Call to Order/Attendance:** Commissioner Ricks called the meeting to order at 18:00 hours. Commissioners Culleton, Elkins, Jernigan and Pethia, Chiefs Kaleiwahea, Scott, R. Stone, and R. Smith, Lt. Drake, FF Spiegelberg, Rehab Coordinator S. Giordano, Admin Assistant Linda Patraca and Secretary Linda Shea were present. Commissioner Dahl was absent.

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

**Public Comments:** None.

**Labor Management Team Report:** Chief Scott reported they are working on getting 2021 vacation schedules in place, no issues to report.

**New Business:**

1. Expenditure Approval. Commissioner Pethia moved to approve the expenditures of \$478,164.36. Commissioner Elkins seconded the motion. Motion carried 5-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the general board meeting minutes of 10-12-2020. Commissioner Culleton seconded the motion. Motion carried 5-0.
3. Purchase Requests:
  - a. Chief Kaleiwahea presented a quote from LN Curtis for a fit test system, which would allow the department to perform its own fit tests and not require the services of an outside organization. Tumwater Family Practice has also agreed to serve as the department's medical facility, which would enable the department to have more flexible options for its annual health and wellness event. Commissioner Jernigan made a motion to approve the purchase of the fit test system (\$8,769.60). Commissioner Culleton seconded the motion. Motion carried 5-0.
  - b. Chief Scott presented a request to purchase additional fire hose from LN Curtis, to replace failed and delaminating hose. Commissioner Jernigan moved to approve the purchase of the hose (\$11,848.68). Commissioner Pethia seconded the motion. Motion carried 5-0.
  - c. Chief Scott presented a request to replace the current 240 gallon water tank on apparatus A09 (B1-6) with a larger 400 gallon tank. Commissioner Jernigan moved to approve the purchase of the upgraded tank (\$11,132.00). Commissioner Pethia seconded the motion. Motion carried 5-0.
4. 2021 Budget Documents. Linda S. presented the following documents for certification of the 2021 budget and levy collections for the RFA:
  - a. #2020-020, 2021 Levy Certification. Commissioner Pethia moved to approve Resolution #2020-020, 2021 Levy Certification. Commissioner Jernigan seconded the motion. Motion carried 5-0.
  - b. #2020-021, Adoption of 2021 Budget. Commissioner Elkins moved to approve Resolution #2020-021, Adoption of 2021 Budget. Commissioner Pethia seconded the motion. Motion carried 5-0.
  - c. #2020-022, Substantial Needs. Commissioner Elkins moved to approve Resolution #2020-022, Substantial Needs. Commissioner Pethia seconded the motion. Motion carried 5-0.

- d. 2021 Levy Certification. Commissioner Elkins moved to approve the 2021 Levy Certification amounts. Commissioner Culleton seconded the motion. Motion carried 5-0.
5. 2021 WFCA Medical Insurance Application. Linda S. presented the 2021 medical insurance renewal application for board approval. She noted that she had been approached by a member about covering domestic partners, and asked if the board would be interested in pursuing that option. Discussion was held on the requirements and options available for providing this benefit. Linda S. proposed that the board approve the renewal application for now, and then she will provide more information about this benefit at the next board meeting. Commissioner Jernigan moved to approve the 2021 Medical Insurance renewal application as submitted. Commissioner Pethia seconded the motion. Motion carried 5-0.
6. Resolution #2020-023, Surplus. Linda S. presented a resolution for additional surplus items. Commissioner Pethia moved to approve Resolution #2020-023. Commissioner Jernigan seconded the motion. Motion carried 5-0.

**Unfinished Business (action items):** Chief Kaleiwahea presented goals and expectations for the Assistant Chief and Operations Chief, requesting board review and input. Commissioner Pethia suggested a meeting after the first of the year to discuss.

**Unfinished Business (nonaction items):**

1. Chehalis Tribe negotiations. Chief Kaleiwahea reported the tribe has paid their third quarter invoice, and he plans to mail out the certified letter tomorrow. He noted that he will give the tribe a courtesy call to notify them the letter is coming. Commissioner Ricks asked the board if they wanted to consider a minimum amount limit for negotiations with the tribe; the board would like to wait to see how the negotiations progress.

**Communications:**

1. Thurston County Treasurer October 2020 reports were presented as per RCW 52.16.050(4). Linda noted that revenues are still down about 4% over what was projected, with higher GEMT collections offsetting the shortfall. The budget is also projected to be underspent because of capital projects that have been delayed. She also noted the bond debt for district #1 will be paid off at the end of the year, and there appears to be a substantial amount remaining in that account. She will continue working on this issue, and reach out to the State Auditor and Department of Revenue to determine what options are available for use of these excess funds.
2. November 2020 budget reports were distributed. Linda projects the budget to be underspent by approximately \$80,000 by the end of the year, in addition to the \$200k Wildland Reserve funds that were used to offset the costs of the brush truck and front-bumper nozzles.
3. Operations Committee update. Chief Scott reported the Operations Committee is working on specs for the new tender, and hopes to have a recommendation to the board in a few months.
4. 2019 Audit Report. Linda S. reported the exit conference was held, and the auditor's office has issued a clean financial and accountability audit for 2019. There were approximately six exit items that are being addressed, to ensure tighter controls and more transparency for the department.
5. Aid Unit Donation. Chief Kaleiwahea reported the old aid unit (apparatus #72, donated to the department from TC Medic One) was donated to Cowlitz/Lewis Co FPD #20.
6. Notice of Intent-Spartan Engine finance package. Linda S. reported the credit application has been submitted to the State Treasurer for financing the new Spartan engine; bond will be sold in February 2021.
7. First Choice Health EAP utilization. Linda S. presented the most recent EAP utilization report from First Choice Health, noting that the price will increase from \$1.87 per person to \$1.96 in 2021.

8. Letter of Support for DNR. Chief Smith presented a letter provided to DNR in support of their application for the Capitol State Forest Education and Enforcement grant from the Washington State Recreation and Conservation Office.
9. Legal Services contract amendment. Chief Kaleiwahea presented a renewal with Eric Quinn for legal services in 2021, including an amendment to the contract which provides for a lower monthly “flat” fee to reduce carry-over funds, and a new section which outlines how those excess funds might be used by the department.

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

1. Chief Kaleiwahea requested board approval to reach out to another well drilling company for the Maytown well drilling, as the one currently on the project has not been responsive; the board agreed.
2. Chief Scott reported he is working on obtaining an 80% funding grant for installation of solar panels.
3. Chief Kaleiwahea pointed out that tribal incident volume has been on the increase.

**Commissioner Reports:**

1. Commissioner Ricks reported the EMT classes have started and are going well; OTEP training has resumed; and Citizen CPR classes have resumed, with 1,337 trained so far this year.
2. Commissioner Pethia reported the Thurston Co association has all new administration (new chair, new vice chair, new treasurer.)

**Good of the Order:**

1. Commissioner Pethia expressed appreciation for Chief Kaleiwahea’s efforts towards the establishment of a singular medical facility for the department.
2. Linda S. presented a few of the numerous citizen appreciation cards and thank-you’s that have come into the department recently.
3. Commissioner Pethia expressed appreciation for Lt. Morale’s assistance in replacing smoke detector batteries for a fellow neighbor.

**Adjournment:** The board adjourned the meeting at 19:20 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  
John Ricks (Dec 15, 2020 15:30 PST)

**Email:** john.ricks@westthurstonfire.org

**Signature:**   
Thomas Culleton (Dec 18, 2020 09:04 PST)

**Email:** tom.culleton@westthurstonfire.org

**Signature:** Jeff Jernigan  
Jeff Jernigan (Dec 23, 2020 08:17 PST)

**Email:** jeff.jernigan@westthurstonfire.org

**Signature:** Linda Shea  
LINDA SHEA (Dec 23, 2020 09:21 PST)

**Email:** linda.shea@westthurstonfire.org

**Signature:** Dave Pethia

**Email:** dave.pethia@westthurstonfire.org

**Signature:**   
Calvin Dahl (Dec 21, 2020 05:46 PST)

**Email:** calvin.dahl@westthurstonfire.org

**Signature:**   
Ben M. Elkins (Dec 23, 2020 09:19 PST)

**Email:** ben.elkins@westthurstonfire.org












# MINUTES 110920


Final Audit Report

2020-12-23

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