



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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July 13, 2020 – Governing Board Business Meeting at Grand Mound station and via Zoom virtual meeting.

**Call to Order/Attendance:** Commissioner Ricks called the meeting to order at 18:03 hours. Commissioners Culleton, Dahl, Jernigan and Pethia, Chiefs Kaleiwahea, Scott, and R. Stone, Captain R. Smith, FFs Degagne, Roland, Peoples and Spiegelberg, Union Representative Garza, Admin Assistant Linda Patraca, and Secretary Linda Shea were present. Commissioner Elkins was absent (excused.)

**Public Comment/Presentations:** None.

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

**Labor Management Team Report:** No report.

**New Business:**

1. Expenditure Approval. Commissioner Jernigan moved to approve the expenditures of \$569,343.82. Commissioner Culleton seconded the motion. Motion carried 5-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the meeting minutes from June 8, 2020. Commissioner Dahl seconded the motion. Motion carried 5-0.
3. Resolution #2020-015, Electronic Signatures. Linda S. presented Resolution #2020-015 to authorize the department's use of electronic signatures as required under RCW 19.360.020. Commissioner Pethia moved to approve the resolution. Commissioner Dahl seconded the motion. Motion carried 5-0.
4. Resolution #2020-016, Surplus Property. Linda S. presented Resolution #2020-016 to surplus the hydraulic extrication tools that were removed from the brush truck which was sold to Olympia Fire, more expired bunker gear to be donated to the Bomberos, and other misc items. Linda confirmed with the board that the extrication tools should be donated to a fire department. Commissioner Pethia moved to approve Resolution #2020-016. Commissioner Dahl seconded the motion. Motion carried 5-0.
5. Policy Updates:
  - a. Policy #1.1004 Service Billings update. Linda S. presented an update to Policy #1.1004, which allows the department to write-off outstanding receivables (after insurance has paid its share) for out-of-district at-fault driver MVA incidents if the driver has died. Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 5-0. Commissioner Ricks asked that the policy change be vetted through the state auditor to ensure it complies with state law on gifting funds. Linda S. will follow-up and report back at the next meeting.
  - b. Policy #1.1009, Inventory update. Linda S. presented an update to Policy #1.1009, to include more definitive language for the donation of fire equipment to other agencies. Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 5-0.
  - c. Policy #1.1014, Records Management. Linda S. presented an update to Policy #1.1014, which includes changes to reflect current practice. She noted that Linda Patraca has been working very

hard to get all of the electronic records in order so they can be moved to the newly established directory, which will eliminate unnecessary and duplicate files and directories. Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 5-0.

6. Purchase/Budget Adjustment requests. Linda S. presented a document prepared by FF Panuska showing the outstanding needs for bunker gear and uniforms. She noted these purchases will ensure all career have two nonexpired bunker gear sets, and all volunteers will have one nonexpired bunker gear set. She clarified that this request is for \$53,702 in addition to the current budget line items for Bunker Gear/Uniforms. Commissioner Jernigan made a motion to approve the purchase. Commissioner Dahl seconded the motion. Motion carried 5-0.
7. RFA 10-year review. Chief Kaleiwahea reported the RFA plan is up for its ten-year review, which will require an electorate vote if the board wishes to change the plan. He recommends a quick review and confirmation by the board of the plan in its current state. The board will complete this at their next scheduled workshop.

#### **Unfinished Business (action items):**

1. Succession Planning/professional development workshop. Chief Kaleiwahea referred the board to his recommendation that they convene a workshop to discuss succession planning and professional development. Commissioner Dahl suggested sending out three dates from which the board can select a date to meet at his house. Linda S. will send out three dates for consideration.
2. Policy #1.1012 Volunteer Reimbursement update. Linda S. presented a revised version of Policy #1.2012 that the board approved last month, noting that after the update policy was sent out to membership there was significant feedback on the reimbursement tier structure. She revised the policy to add a third tier which reimburses for a volunteer shift that falls between 4 and 12 hours. She also noted that this quarter's volunteer reimbursements reflected the new recommended tier. Commissioner Dahl moved to approve the updated policy. Commissioner Jernigan seconded the motion. Motion carried 5-0.

#### **Unfinished Business (nonaction items):**

1. Chehalis Tribe negotiations. Chief Kaleiwahea presented the letter he sent to the state Department of Health regarding the proposal submitted by the tribes to change WTRFA's response zone. The board discussed next steps, and recommended the first step should be to send a rate notice to the tribes, and then begin billing at that determined rate, for each incident to which the department responds to on tribal property. Commissioner Dahl moved to begin billing at a rate as determined by the chief. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Ham Radios. Chief Kaleiwahea reported he has an assigned project manager (Kevin Paddock with county communications team) to oversee the ham radio installation, which will hopefully be complete within the next 30 days. He has also secured a commitment by the county to assist us with training. He believes the project will be within the \$5,000 approved by the board for this project.
3. Drones. No report.

#### **Communications:**

1. Thurston County Treasurer June 2020 reports were presented as per RCW 52.16.050(4). Linda S. noted that tax revenue is down 4%, or about \$112,000 under what was projected through June 2020 (based on the percentage of revenue collections for the same time period last year.)
2. July 2020 budget reports were distributed.
3. Operations Committee update. Chief Scott reported the aid unit build is approximately two weeks ahead of schedule, and the new brush truck was received at station 1-2 on Friday.

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

1. Chief Kaleiwahea noted the incident volume is down to 2012 levels.
2. Chief Scott reported that Smart Energy is being scheduled to discuss possible solar energy options for station 1-1 at the August board meeting.

**Commissioner Reports:**

1. Commissioner Ricks reported on the EMS budget cuts.
2. Commissioner Pethia reported on the WFCIA insurance benefits meeting he attended.

**Good of the Order:**

1. Linda S. asked if the board objected to having the recorded meeting posted on the public webpage. Due to the technical and sound difficulties that have occurred during the “virtual” meetings, the board is not interested in having the recordings posted.

**Adjournment:** The board adjourned the meeting at 19:05 hours.

Submitted for Board approval by:

**Linda Shea**

Linda Shea, Secretary

**Thomas Culleton**

Tom Culleton, Board Member

**Dave Pethia**

Dave Pethia, Board Member

**John RICKS**

John Ricks, Board Member

**CALVIN DAHL**

Calvin Dahl, Board Member

**Ben M. Elkins**

Ben Elkins, Board Member

**Jeff Jernigan**

Jeff Jernigan, Board Member

**Signature:**   
John Ricks (Aug 11, 2020 08:39 PDT)

**Email:** jandricks@comcast.net

**Signature:**   
David Pethia

**Email:** davidpethia@gmail.com

**Signature:**   
Thomas Culleton (Aug 11, 2020 13:41 PDT)

**Email:** thomas2622@live.com

**Signature:**   
Jeff Jernigan (Aug 13, 2020 09:21 PDT)

**Email:** jjfire54@comcast.net

**Signature:**   
calvin dahl (Aug 13, 2020 10:13 PDT)

**Email:** cdahl@nwgreenhomes.net

**Signature:**   
Ben M. Elkins (Aug 13, 2020 11:45 PDT)

**Email:** bethurston80@gmail.com

**Signature:**   
LINDA SHEA (Aug 13, 2020 12:14 PDT)

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












# MINUTES 071320

Final Audit Report

2020-08-13

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