



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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June 8, 2020 – Governing Board Business Meeting via GoToMeeting 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, Captains Dyer and R. Smith, FFs Howe, Panuska, and Spiegelberg, Union Representative Garza, Admin Assistant Linda Patraca, and Secretary Linda Shea were present.

**Public Comment/Presentations:** None.

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

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

**New Business:**

1. Expenditure Approval.
  - a. Commissioner Pethia remarked on the energy bill for Station 1-1 (Grand Mound.) Discussion was held on how to address excessive usage and rates (consider a 2<sup>nd</sup> separate meter for the storage building to bring rates down to the lower tier; bring in Smart Energy representative to discuss ways on how to bring station's total usage down to lower tier.) Chief Scott will contact Smart Energy.
  - b. Commissioner Dahl moved to approve the expenditures of \$521,596.97. Commissioner Jernigan seconded the motion. Motion carried 6-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the meeting minutes from May 11, 2020. Commissioner Jernigan seconded the motion. Motion carried 6-0.
3. Resolution #2020-013, Surplus Property. Linda S. presented Resolution #2020-013 to surplus the old hydraulic extrication tools that were replaced recently with new battery-operated tools, the compressor at 1-1, the computers that were replaced during the recent upgrade, and miscellaneous items from the conex storage building.
  - a. Commissioner Dahl asked that any fire equipment items deemed worthy of donation, be donated to another fire department. Linda S. will confirm the process for donating equipment with the State Auditor's office.
  - b. Commissioner Dahl moved to approve Resolution #2020-013 with the stipulation that Chief Kaleiwahea be given the authority to donate fire equipment to another department at his discretion. Commissioner Culleton seconded the motion. Motion carried 6-0.
4. Resolution #2020-014, Warrant Cancellation. Linda S. presented Resolution #2020-014 to cancel outstanding warrants from the previous year. Commissioner Pethia moved to approve Resolution #2020-014. Commissioner Elkins seconded the motion. Motion carried 6-0.
5. Policy #1.2003, Volunteer Membership. Linda S. presented an updated Policy #1.2003, noting that a section was added which allowed volunteers to earn BVFF service credit if they meet the state minimums instead of the more stringent department minimums for service. Commissioner Dahl moved to approve the updated policy #1.2003. Commissioner Pethia seconded the motion. Motion carried 6-0.

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

1. Strategic Plan Addendum. Chief Kaleiwahea presented the Strategic Plan addendum, noting this extends the current five-year mid-range Strategic Plan for 12-18 months. His recommendations for future board action on specific addendum items include:
  - a. performing the required ten-year review of the RFA plan;
  - b. holding a workshop to start planning for succession & professional development; and
  - c. designating a group to develop the next mid-range Strategic Plan, as well as a long-range capital plan (25-30 years).

Commissioner Pethia moved to adopt the Strategic Plan addendum. Commissioner Dahl seconded the motion. Motion carried 6-0.

2. Policy #1.1012, Volunteer Reimbursement. Linda S. presented an updated Policy #1.1012, reporting that these changes were necessary to comply with federal wage and labor laws. Commissioner Jernigan moved to approve Policy #1.1012. Commissioner Dahl seconded the motion. Motion carried 6-0.

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

1. Chehalis Tribe negotiations. Chief Kaleiwahea reported there have been no changes on the status of the contract. He noted he is still working to potentially have tribal properties appraised for value in the near future.
2. Weyerhaeuser contract. Chief Kaleiwahea asked to have this agenda item removed, as there is no more action on the department's part until Weyerhaeuser submits a contract.
3. Ham Radios. Chief Kaleiwahea reported he met with the owner of Mr. Antenna, who expects the installation to be relatively simple. We are still waiting for a quote.
4. Drones. Captain Dyer reported no updates.
5. Facility Maintenance Plan Updates. Chief Kaleiwahea reported the correctional crews are not available until August, and that shift crews and Chris Heilman have been doing what maintenance they can.

### **Communications:**

1. Thurston County Treasurer May 2020 reports were presented as per RCW 52.16.050(4). Linda S. noted that tax revenue is down 11% over the same time last year, but the fund balance remains healthy with an almost \$600,000 higher balance than May 2019.
2. June 2020 budget reports were distributed. Linda S. noted the following:
  - a. The board had approved a reserve of \$400,000 from the GEMT revenue in 2019, but that reserve was spent down to \$321k by the end of 2019. Commissioner Dahl moved to increase the reserve back to \$400k from GEMT revenues this year. Commissioner Culleton seconded the motion. Motion carried 6-0.
  - b. FEMA grant is in the works to recover COVID-19 related costs (currently at \$21k.)
  - c. A "pending" column has been added to the budget report to show encumbered funds for projects in the works, to provide a more accurate budget line item balance.
  - d. Transport revenues are only at 29% of annual projected levels, vs. 42% at this time last year.
  - e. FF Panuska is working on a projected cost for bunker gear and uniforms for the balance of the year, which will most likely require a budget request for additional funds, at the next board meeting.
3. Medic One Budget Reductions. Chief Kaleiwahea reported on the memo received from Medic One regarding future Medic One budget cuts of up to 15%.
4. Operations Committee update. Chief Scott reported the aid unit build should begin next week, with delivery planned for August.
5. Station Tours. The board has postponed their station tours until Phase 4.

**Chief Reports:** Refer to printed reports. Commissioner Elkins asked about the replacement radio project by TCOMM and how it would impact the department. Chief Kaleiwahea reported the plan still includes replacing fire department radios as well. Commissioner Ricks cautioned that because the WA State Patrol declined to be part of the project, there may be some costs that are passed along.

**Commissioner Reports:** No significant items to report.

**Good of the Order:**

1. Chief Kaleiwahea reported on the food deliveries provided by “Chef Maggie” to B Shift at the Littlerock station.
2. Chief Kaleiwahea reported on the numerous parades the department has participated in for birthday and graduation celebrations, and expressed his appreciation for the crew’s willingness to be involved.
3. Commissioner Dahl offered to BBQ steaks at his home for an upcoming board meeting in September.
4. Commissioner Dahl is coordinating with the drilling company to clear the land at the Maytown station.

**Adjournment:** The board adjourned the meeting at 19:29 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 Elkins, Board Member

**Jeff Jernigan**

Jeff Jernigan, Board Member

**Signature:**   
John Ricks (Jul 14, 2020 06:51 PDT)  
**Email:** jandricks@comcast.net

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

**Signature:**   
Thomas Culleton (Jul 14, 2020 19:31 PDT)  
**Email:** thomas2622@live.com

**Signature:**   
Jeff Jernigan (Jul 17, 2020 08:52 PDT)  
**Email:** jjfire54@comcast.net

**Signature:**   
calvin dahl (Jul 17, 2020 12:12 PDT)  
**Email:** cdahl@nwgreenhomes.net

**Signature:** LINDA SHEA  
LINDA SHEA (Jul 20, 2020 10:40 PDT)  
**Email:** linda.shea@westthurstonfire.org












# MINUTES 060820


Final Audit Report

2020-07-20

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