



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

June 13, 2022 – Governing Board Business Meeting at 10828 Littlerock Rd (Littlerock 1-2 station)

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

Additions/Deletions to the Agenda: None.

Public Comments/Presentations: Linda S. reported there has been a public records request from Shannon Brady (neighbor to station 1-3) for all correspondence and documentation that mentions her or the property located at 18340 Albany St SW. Linda S. requested the Commissioners and Chiefs review their emails/correspondence thoroughly and provide to Linda P. to fulfill the request.

Labor Management: Lt. Garza reported on several items:

1. The union membership is continuing to gear up for the levy campaign. Signs have been secured and outreach to local coffee stands has been made; stickers and coffee cup sleeves will be available to them.
2. The union confirmed McLane Black Lake will also have a levy on the November ballot.
3. The union will have a parade float at the Rochester Swede Day Parade June 18.
4. An MOU is in the process of getting appropriate signatures to allow for the hiring of temporary firefighters to backfill behind an injured firefighter (Sexton.)
5. The Scott Lake baseball field project is progressing.

New Business:

1. Expenditure Approval.
 - a. Linda S. distributed a corrected copy of the Voucher Approval Transmittal, to reflect the correct invoice amount for DH Pace. She noted the payment amount was correct, it was only the invoice amount that was in error, so the total amount of warrant vouchers being approved did not change.
 - b. Commissioner Dahl inquired about the City of Olympia invoices for the quarterly service cost vs. the annual service cost, is this going to continue? Should the maintenance budget for 2023 be increased? Discussion was held on the maintenance budget which is currently at only 30% expended, therefore, no budget changes will be made at this time.
 - c. Commissioner Dahl moved to approve the expenditures of \$495,945.53. Commissioner Elkins seconded the motion. Motion carried 5-0.
2. Meeting Minutes. Linda S. noted there was a correction to the minutes under the commissioner reports section as requested by Commissioner Ricks. The line should read:
 - a. Commissioner Ricks reported the EMS council members is considering a two-year term for its council chair and co-chair positions.
 - b. Commissioner Ricks moved to approve the general board minutes of May 9, 2022 with a correction to the commissioners reports. Commissioner Elkins seconded the motion. Motion carried 5-0.

3. Resolutions:

- a. Resolution #2022-005, Surplus Property. Linda S. presented Resolution #2022-005 to dispose of surplus property. Commissioner Elkins moved to approve Resolution #2022-05. Commissioner Culleton seconded the motion. Motion carried 5-0.
- b. Resolution #2022-006, Scheduled Board Meetings and Open Public Meetings Act. Linda S. presented Resolution #2022-006 which rescinds the governor's proclamation which prohibited in-person meetings and provides for more opportunities for public participation. Commissioner Dahl moved to approve Resolution #2022-006. Commissioner Elkins seconded the motion. Motion carried 5-0.
- c. Resolution #2022-007, Cancellation of Outstanding Warrants. Linda S. presented Resolution #2022-007, for cancellation of outstanding warrants as of the end of state fiscal year 2021. Commissioner Elkins moved to approve Resolution #2022-007. Commissioner Culleton seconded the motion. Motion carried 5-0.

4. Policy Updates:

- a. Policy #1009, Purchasing and Surplus. Linda S. presented updates to Policy #1009, which provides additional guidance for budgeted purchases.
 - i. Commissioner Dahl made a recommendation to increase the purchase approval thresholds for the purchases of "up to \$1,000" to "up to \$2,500" and "over \$1,000 up to \$9,999" to "over \$2,500 up to \$12,500"
 - ii. Commissioner Dahl moved to approve Policy #1009 with the change to the purchasing threshold amounts. Commissioner Elkins seconded the motion. Motion carried 5-0.
- b. Policy #2019, Light Duty/Return to Work Program. Linda S. presented updates to Policy #2019, which clarifies and provides guidance for light duty wages, benefits, shift options and assignments. Commissioner Culleton moved to approve Policy #2019. Commissioner Elkins seconded the motion. Motion carried 5-0.

5. Purchase Requests.

- a. Captain Smith reported there are unforeseen additional costs for the new battalion, additional expenditures of \$5,185.85. Linda S. noted that the 2022 budget is \$80,000 but \$10,000 of these costs were paid in 2021, so the budget is adequate for these additional costs. Commissioner Dahl moved to approve the additional expenditures for the battalion. Commissioner Culleton seconded the motion. Motion carried 5-0.
- b. Chief Scott presented a purchase request for wildland PPE to ensure the wildland inventory is adequately supplied, including shelters which are required by LNI rules. The purchase of these supplies will be covered by mobilization reimbursements. Commissioner Dahl moved to approve the purchase of additional wildland inventory. Commissioner Elkins seconded the motion. Motion carried 5-0.
- c. Chief Scott reported there are additional costs to the new brush truck as it was assumed the district would sell an old brush truck, using some of the proceeds and equipment for the new brush truck. The district has decided not to sell the old brush truck therefore the additional equipment is needed. The amount of overage is \$23,778. Linda S. noted that these additional costs can be covered by end of year variances or from the Apparatus Reserve, if necessary. Commissioner Dahl moved to approve \$23,778 additional costs. Commissioner Elkins seconded the motion. Motion carried 5-0.

6. Mutual Aid Agreement with JBLM. Chief Smith presented a mutual aid agreement with Joint Base Lewis-McChord (JBLM.) Commissioner Dahl moved to approve the mutual aid agreement with JBLM. Commissioner Culleton seconded the motion. Motion carried 5-0.

7. Admin Services Director contract. Chief Smith presented an updated contract for the Administrative Services Director which is due to expire December 31, 2022. The updates are to extend the contract through March 31, 2023, with the option to extend to May 31, 2023. The request is due to Linda Shea's planned retirement at the end of March 2023 and to provide ample time for training for her position. A recruitment plan has been put into place for the position. Commissioner Culleton moved to approve the Admin Services Director updated contract. Commissioner Elkins seconded the motion. Motion carried 5-0.

Unfinished Business (action items):

1. Board station tours. Tabled until September 2022.

Unfinished Business (nonaction items): None.

Communications:

1. Thurston County Treasurer May 2022 reports were presented.
2. June 2022 budget reports were presented. Linda S. reported that Medic One is now paying for almost all of the district's modems which is an average of \$850.00 savings each month.
3. Policy #2021 Career Employees Leave and Benefits correction. Linda S. noted there was a correction made to Policy #2021 which was previously approved by the Board. The correction is to section 3.4.a to read:
 - a. Employees on ~~long term~~ disability leave (~~12 weeks or more~~) will be paid in accordance with policy #2023.
4. Hazard Mitigation Pre-Application. Chief Scott reported the pre-hazard mitigation applications have been submitted. There are three pre-applications:
 - a. Communication Redundancy and Resiliency Program. This is for the limited access to communications infrastructure to ensure high percentage of connectivity during natural disasters.
 - b. Facility Seismic Evaluation and Corrective Measures. This is for identifying the more prominent seismic deficiencies of the district's buildings.
 - c. Wildland Fire Mitigation and Response Program. This is for developing a comprehensive front facing wildland hazard mitigation program.
5. FOCUS Assessment. Linda S. presented a notice provided by the Fire Department Safety Officers Association (FDSOA) and the Center for Firefighter Injury Research & Safety Trends (FIRST) for an upcoming survey that will help focus on safety culture in the department. Linda S. has submitted for additional information on the survey and when provided will be sending to all career staff.

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

1. Chief Smith highlighted:
 - a. The Weyerhaeuser Land Donation Agreement for the boundary line adjustment to a 1-acre parcel has been successful.
 - b. The M&O levy explanatory statements, rebuttals and committee statements have been completed.
 - c. One of the district's full time FF/EMT's has accepted an offer of employment as a FF/Paramedic with Tumwater Fire Department. A plan is in process for FF/EMT interviews to establish a hiring list for replacing one position and establishing a hire list of six.
 - d. An opportunity arose to secure a used battalion (2006 Ford Explorer with very low mileage) from South Bay Fire Department. This vehicle is being considered to meet the needs of Admin staff or the Fire Investigation team and could also be used as a Strike Team vehicle.
2. Chief Scott reported the Department of Enterprise Services had a traffic and transit signal system for purchase. Chief Scott secured the road sign for \$1,800. The sign can be used for department events, hazard information and other messaging the district may need to publicize.

3. Captain Dyer reported there is one volunteer graduate from the EMT course. Graduation will be June 20, 2022 at South Puget Sound Community College, all are welcome to attend.

Commissioner Reports:


1. Commissioner Ricks reported the EMS Council approved a two-year term for its council chair and co-chair positions. Ben Miller-Todd was appointed to the EMS Council. BLS OTEP funding will be discussed at the next meeting and to be voted on in July.

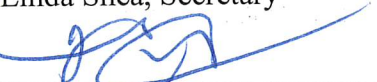
Good of the Order: Chief Scott reported that Lt. Betts and Captain Smith's sons both graduated from Rochester High School and congratulated both of them on their accomplishments.


Chief Smith reported there will be a small luncheon on June 28, 2022 for Chief Kaleiwahea's retirement. All are welcome and encouraged to attend.

Adjournment: The board adjourned the general meeting at 19:44 hours.

Submitted for Board approval by:

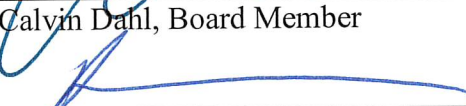

Linda Shea, Secretary

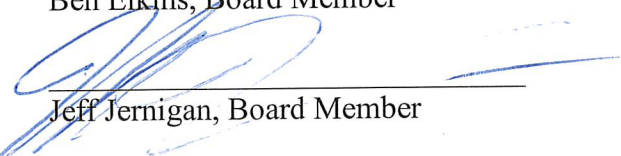

Tom Culleton, Board Member


Dave Pethia, Board Member


John Ricks, Board Member


Calvin Dahl, Board Member


Ben Elkins, Board Member


Jeff Jernigan, Board Member